

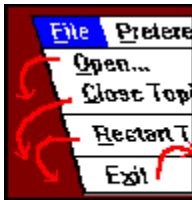
Contents

The following Help Topics are available:

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



Introduction...



Commands...



How to...



Screen...



Definitions...



For Help on Help, Press F1

Menu Commands

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

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



Definitions

[Aspects](#)

[Axia](#)

[Challenge](#)

[Desktop](#)

[Example](#)

[Explore](#)

[Incremental Learning](#)

[Item](#)

[List](#)

[Label](#)

[Linking Windows](#)

[Mouse Terms and Actions](#)

[Multiple Answers](#)

[Program Manager](#)

[Synonyms](#)

[Subset](#)

[Topic](#)

[Window](#)

See also



[How do I?](#)



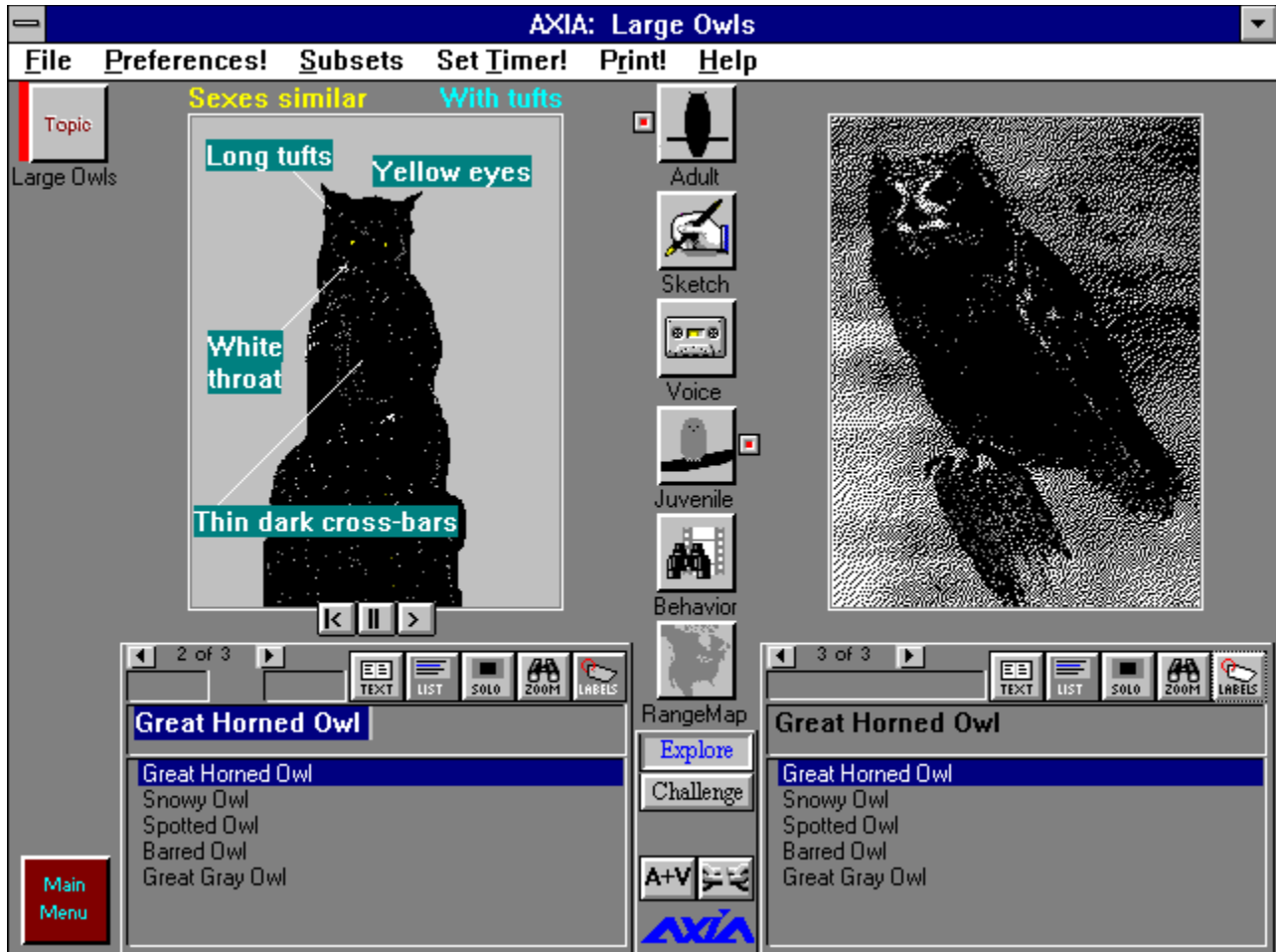
[Menu Commands](#)



[Parts of the Axia Screen](#)

Parts of the Axia Screen

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



See also



[How to...](#)



[Definitions](#)



[Menu Commands](#)

How to...

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

Getting Started

[Use the mouse](#)

[Start and stop Axia](#)

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

[Open and close a Topic](#)

Axia Basics

[Select a Topic](#)

[Select an Aspect](#)

[Use a List](#)

[Select an Item](#)

[View different Examples](#)

[Print Item information](#)

Advanced Features

[Set the timer delay](#)

[Switch between Explore and Challenge Modes](#)

[Add Item to a Subset](#)

[Learn Incrementally](#)

[Make and Save your own Subset](#)

[Restart a Topic](#)

Miscellaneous

[Move windows and dialog boxes](#)

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

See also



[Definitions](#)



[Commands](#)



[Parts of the Axia Screen](#)

Introducing Axia

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

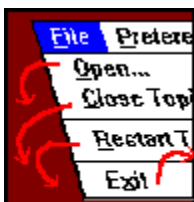


Axia has many features:

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

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

- 1 Getting Started
- 2 Making Subsets
- 3 Incremental Learning
- 4 Challenge Mode



Commands...



How to...

Explore

Challenge

Q

A

Screen...

Aspects
Axia
Desktop
Example
Explore
Challenge

Definitions...

Selecting a Topic from the Desktop

To select a **Topic** from the Desktop

- [Click](#) the desired Topic.

See also

[Opening Topics](#)

Selecting an Aspect



To select an Aspect for the left Window

- [Click](#) the Aspect's left button.

To select an Aspect for the right Window

- Click the Aspect's right button.

To select an Aspect for both Windows

- Click the Aspect's icon.

See also

[Selecting an Item](#)

Using a List



To scroll up an List

- Click the up arrow.

To scroll down a List

- Click the down arrow.

To display/hide the text for the selected Item

- Click the the Text button.

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

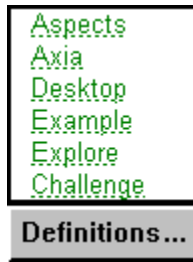
To display/hide the list of Items in the List

- Click the List button.

See also

Selecting an Item

Selecting an Item



To select an Item from an List

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

See also

[Using a List](#)

Viewing Different Examples



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

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

To view the next Example

__Click the right arrow button.

To view the previous Example

Click the left arrow button.

To advance forward or backward through the Examples

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

To go to a specific Example

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

See also

Selecting an Item

Setting Timer Delay




To set the timer delay

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

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

See also

[Preferences](#)

 Alt, T, S

Switching between Explore and Challenge Modes



To switch to Challenge Mode

- [Click](#) Challenge.

To switch to Explore Mode

- Click Explore.

See also

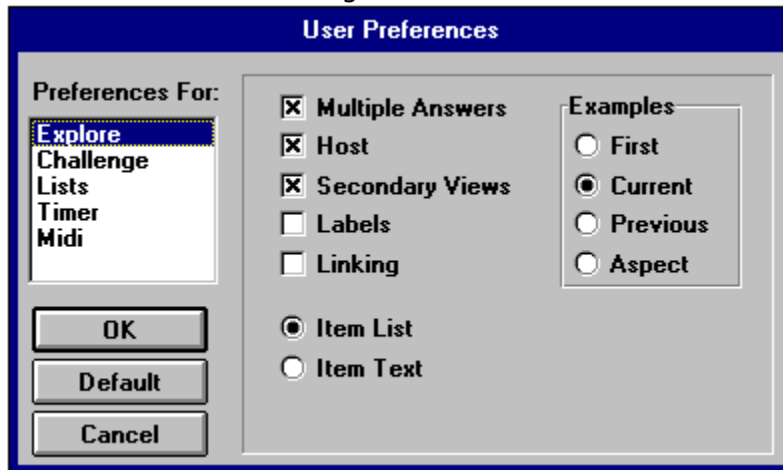
[Explore Mode](#)

[Challenge Mode](#)

Customizing Axia

To Customize Axia

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



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

- Click *Item List*.

To display any lines or labels that might accompany an Example

- Click *Labels*.

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

- Click *Use 1st Example*.

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

- Click *Use Aspect Index*.

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

- Click *Use Current Index*.

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

- Click *Use Previous Example*.

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

- Click *Linking*.

To have Axia test you using Examples from the current Aspect

- Click *Current Aspect*.

To have Axia test you using Examples from randomly selected Aspects

- Click *Random Aspect*.

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

- Click *Big Yes/No*.

See also

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

Restart a Topic

To restart the current **Topic**

- From the File menu, choose Restart Topic.



How to...

Alt, F, R

See also

[Opening and Closing topics](#)

Adding an Item to a Subset

To add an Item to a Subset

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

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



How to...

Alt, S, A

See also

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

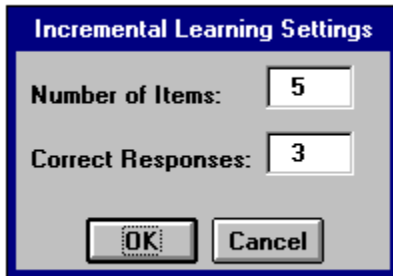
[Selecting an Item](#)

[Creating a Subset](#)

Learning Incrementally

To learn Items incrementally

- 1 From the Subsets menu, choose Incremental Learning.
A dialog box appears. (Click anywhere on the box to see the functions)



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



How to...

Alt, S, I

See also

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

Moving windows and Dialog boxes

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

To move a window or dialog box with the mouse

- Click and drag its title bar.

To move a window or dialog box with the keyboard

- 1 From the Control menu, choose Move.

A four-headed arrow is displayed.



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

See also

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

Reducing Axia to an Icon and Restoring Axia to a Window

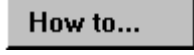
To reduce the Axia Screen to an icon, do one of the following:

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


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

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



Reduce:  Alt, (spacebar), N



Restore:  Alt, (spacebar), R

See also

[Moving Windows and Dialog Boxes](#)

Axia

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

See also

[Introducing Axia](#)

Topic



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

See also

[Opening and Closing Topics](#)

Topic



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

See also

[Opening and Closing Topics](#)

Aspects

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

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

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

Aspects

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

See also

[Selecting an Aspect](#)

Example



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

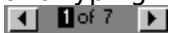
Example



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

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

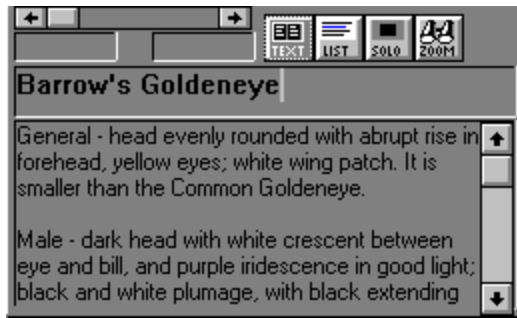
You can also move to a specific example by clicking on the first number (which highlights it) and typing in the number of the example you want to see.



See also

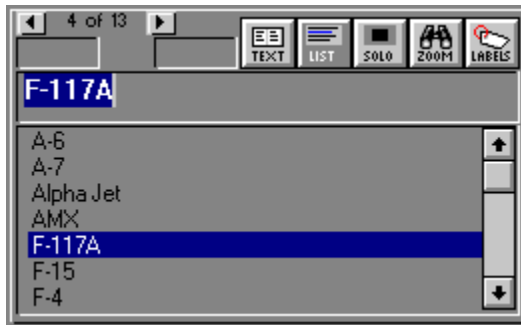
[View different Examples](#)
[Opening and Closing Topics](#)
[Selecting an Aspect](#)
[Selecting an Item](#)

Text



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

List



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

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

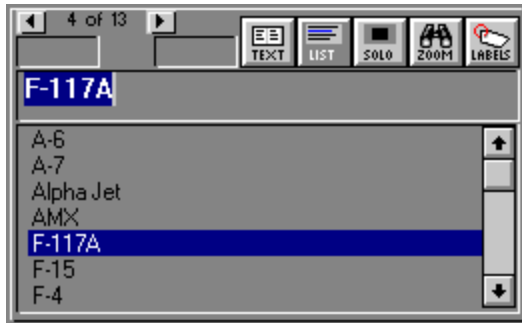
See also

[Selecting a Topic from the Desktop](#)

[Selecting an Item](#)

[Using a List](#)

Item



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

Item



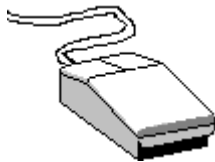
Items are located in the left and right Lists.

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

See also

[Selecting an Item](#)

Using the Mouse



Pointer

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



Point

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



Click

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



Double-click

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



Click and drag

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

Point



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

Pointer



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

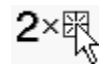
Click



How to...

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

Double-Click



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

Click and Drag



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

Window

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

Windows display Examples of selected Items.

Window

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

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

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

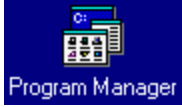
See also

[View different Examples](#)

[Selecting an Aspect](#)

[Selecting an Item](#)

Program Manager



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

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

Desktop



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

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

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

Subset

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

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

Restore (Control menu)

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

See also

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

Move (Control menu)



How to...

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



How to...

Alt, (spacebar), M

See also

Moving Windows and Dialog Boxes [Moving_windows_and_Dialog_boxes](#)

Size (Control menu)

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

Minimize (Control menu)



Choosing this command reduces the Axia window to an icon.



Alt, (spacebar), N

See also

[Minimize button](#)

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

Maximize (Control menu)

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

Close (Control menu)



Choosing this command closes Axia.



Alt, (spacebar), C or Alt + F4

See also

[Control menu](#)

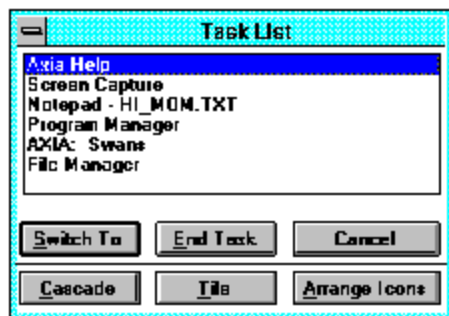
[Exit \(File menu\)](#)

[Starting and Stopping Axia](#)

Switch To (Control menu)



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



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

Switch To

Brings the selected application to the front.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

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

Tile

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

Arrange Icons

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



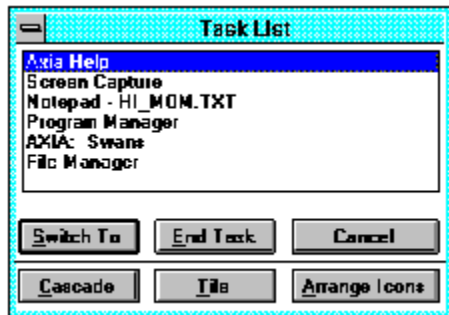
How to...

Alt, (spacebar), W or Ctrl + Esc

See also

[Task List](#)

Task List



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

Switch To

Brings the selected application to the front.

End Task

Closes the selected application.

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Closes the Task List box.

Cascade

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

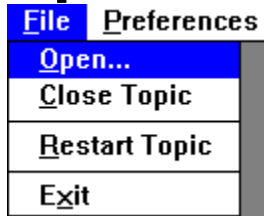
Tile

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

Arrange Icons

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

Open (File menu)



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



How to...

Alt, F, O

See also

[Opening and Closing Topics](#)

Restart Topic (File menu)



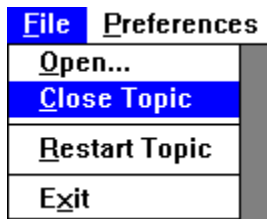
Choosing this command resets the active Topic (e.g., the one highlighted on the Desktop).



How to...

Alt, F, R

Close (File menu)



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

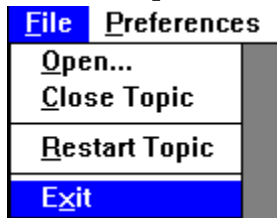


Alt, F, C

See also

[Opening and Closing Topics](#)

Exit (File menu)



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



How to...

Alt, F, X

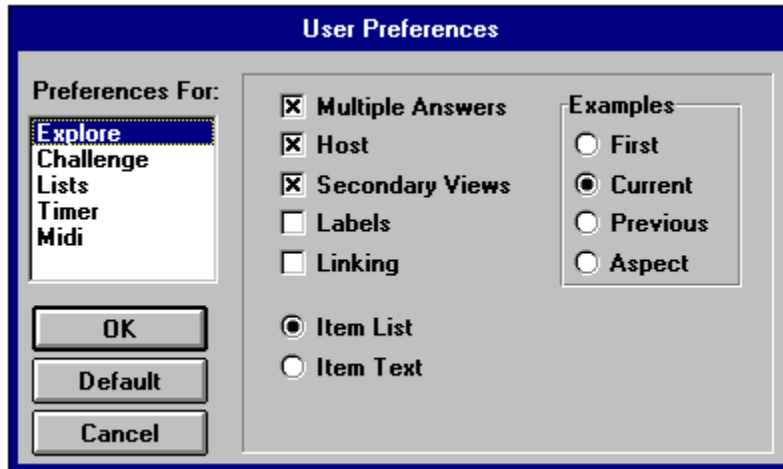
See also

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

[Starting and Stopping Axia](#)

Preferences menu

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



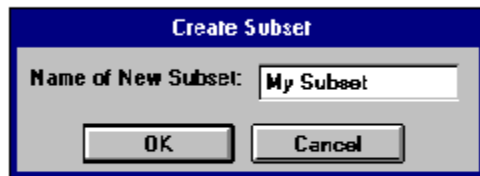
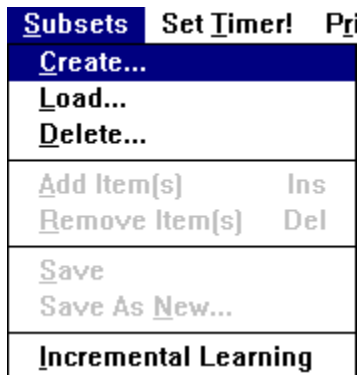
Window Linking



Window Linking

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

Create Subset (Subsets menu)



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

Add Item (Subsets menu)

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

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



How to...

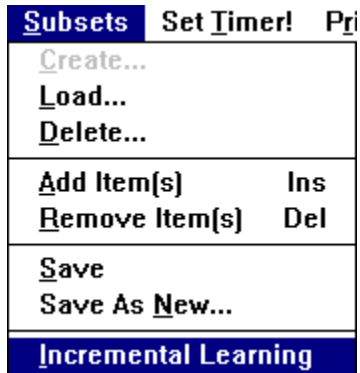
Alt, S, A

See also

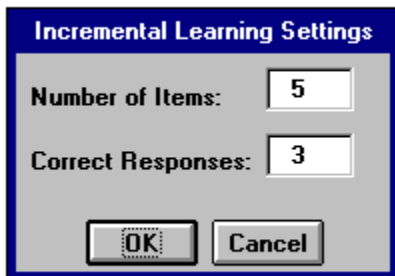
[Deleting an Item from a Subset](#)

[Selecting an Item](#)

Incremental Learning (Subsets menu)



Choosing this command displays two dialog boxes.



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

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



How to...

Alt, S, I

See also

[Learning Incrementally](#)

Set Timer !

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



How to...



How to...

Alt, T, S

See also

[Setting Timer Delay](#)

Contents (Help menu)

Help
C ontents
P roduct Support
C redits
A bout AXIA

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



How to...

Alt, H, C

Product Support (Help menu)

Help
<u>C</u> ontents
<u>H</u> ow to use Axia
Product Support
<u>C</u> redits
<u>A</u> bout AXIA

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



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



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



How to...

Alt, H, P

About Axia

Help

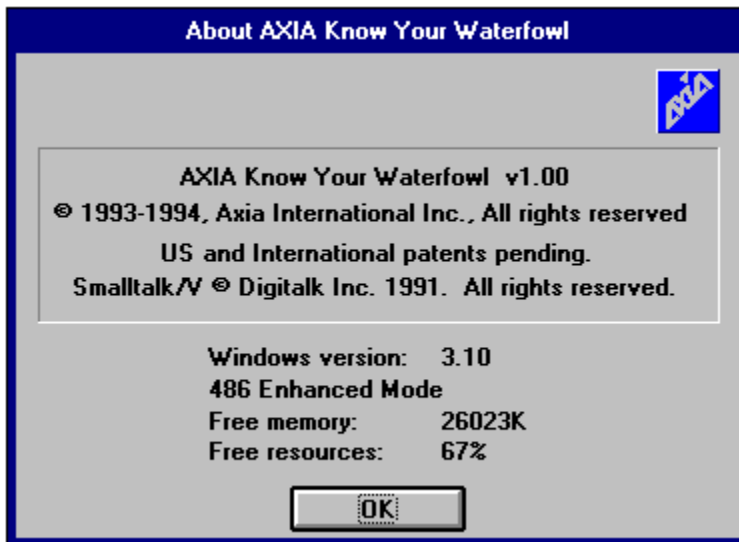
Contents

Product Support

Credits

About AXIA

When you choose About Axia, the following box appears.



Axia Icon

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

See also

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

Axia window

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

See also

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

Control menu



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



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

See also

Starting and Stopping Axia

Title bar



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

Minimize button



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



How to...

Alt, N

See also

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

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

Menu bar

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



How to...

Alt

See also

[Menu commands](#)

Text button



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

See also

Selecting an Item

Using a List

List button

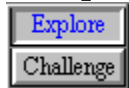


There are two List buttons. One is located above the left List, the other above the right List. The List buttons act as toggle switches: Clicking a List button the first time *displays* a list of Items in the List ; clicking a List button the second time *hides* the list of Items.

See also

Using a List

Explore Mode



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

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

You may use both windows by linking them

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

See also

[Switching Modes](#)

[Challenge Mode](#)

Product Support



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



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

See also

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

Remove Item (Subsets menu)

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

Choosing this command deletes the selected Item from a Subset.



How to...

Alt, S, D

See also

[Adding an Item to a Subset](#)

[Selecting an Item](#)

Set Timer!



How to...



How to...

Alt, T, T

Set timer delay

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

Timer off

This turns the timer off.

Aspect



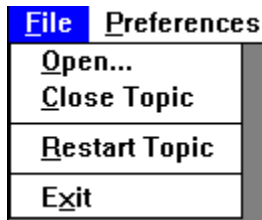
An Aspect is a characteristic of the item. It may be a sound, photograph, video, or different point of view of the item on the Window.

See also

Examples

File menu

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



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



Alt, F

Options

Open
Close
Restart
Exit

Challenge Mode



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

See also

[Explore Mode](#)

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

[Subsets menu](#)

Subsets menu

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

S ubsets	Set T <u>i</u> mer!	Pri
<u>C</u> reate...		
<u>L</u> oad...		
<u>D</u> elete...		
<u>A</u> dd Item(s)	<u>I</u> ns	
<u>R</u> emove Item(s)	<u>D</u> el	
<u>S</u> ave		
Save As <u>N</u> ew...		
I nc <u>r</u> emental Learning		

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

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



How to...

Alt, S

Options

[Incremental Learning](#)

Set Timer

There is only one choice in the Timer menu.
The following dialog box is displayed when set timer is picked.



How to...



How to...

Alt, T

Options

Set Timer On/Off

Set Timer Delay

Help menu

Choose the Help topic you would like further information on:

Help
<u>C</u> ontents
<u>H</u> ow to use Axia
<u>P</u> roduct Support
<u>C</u> redits
<u>A</u> bout AXIA



How to...

Alt, H

Options


[Contents](#)

[Credits](#)

[Product Support](#)

[About](#)

Labels

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

 these Labels will appear.

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

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

See also

[Preferences](#)

Link Right and Left Windows

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

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

Quitting Axia

To stop or quit Axia, do one of the following

- From the File menu, choose Exit.



How to...

Alt, F, X

- From the Control menu, choose Close.



How to...

Alt, C or Alt + F4

- Double-click the Control-menu box.

See also

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

[Control menu](#)

[Closing Topics](#)

Getting Started

On the screen there are two [windows](#). Below the windows are [Lists](#). In between the windows are the [Aspects](#), each with a left and right button connected to the left and right windows. You can scroll through the list by [clicking the mouse](#) on the up and down arrows beside the list. Select a new [item](#) in the list by clicking on it and it will appear in the [selection window](#) above the list. This will cause an Aspect of the item to be displayed. To see a different aspect of an item, choose another aspect from the buttons displayed between the two windows.



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

Below the window are a series of buttons.

By clicking on the horizontal scroll bar you can see different [examples](#) of the items.

By clicking on the [Zoom button](#) you can get the big picture.

By clicking on the [Solo button](#) you can see the item by itself.

If you click the [Text button](#), information will appear in the box below the window.

Click on the [List button](#) on the right hand side.

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

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

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

You are now seeing different Aspects of the same item.

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

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

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





How to...



How to...

Incremental Learning (Introduction)

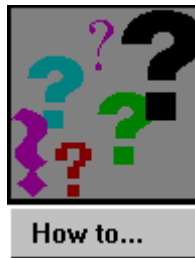
Incremental Learning allows you to learn in smaller chunks. You can learn all the items in the list by using a shorter dynamic list.

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



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

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



Making Subsets (Introduction)

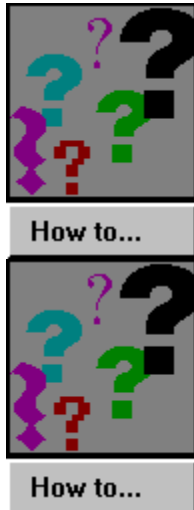
You can customize Axia to use a select group of items for you to learn. You can change members of the Subset, adding or deleting items, at any time.

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

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

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

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



Challenge Mode (Introduction)

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

Choose **Challenge** mode.



Click on the graphic for other options.

Axia will display an item in the left hand window.

You have to identify it.

Notice that the Item box is empty.

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

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

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





How to...



How to...

Keyboard Shortcuts

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

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

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

Control menu

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

File menu

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

Preferences

Alt, P

Subsets menu

Create	Alt S, C
Add Item	Alt, S, A
Delete Item	Alt, S, D
Incremental Learning	Alt, S, I

Timer menu

Set Timer	Alt, T, S
-----------	-----------

Help menu

Contents	Alt, H, C
How to use Axia	Alt H, H
Product Support	Alt, H, P
Credits	Alt, H, R
About Axia	Alt, H, A

Starting and Stopping Axia

Starting Axia

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

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

Stopping Axia

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

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

Opening and Closing Topics

Opening Topics

Under the File menu click **Open**. Choose a topic from the Contents menu.

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

Closing Topics

Under the File menu click **Close**.

- or, type Alt F C.

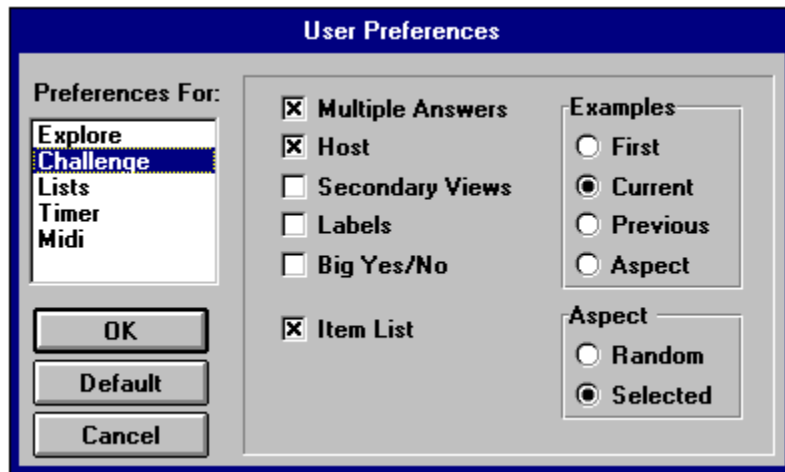
Preferences - Explore

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



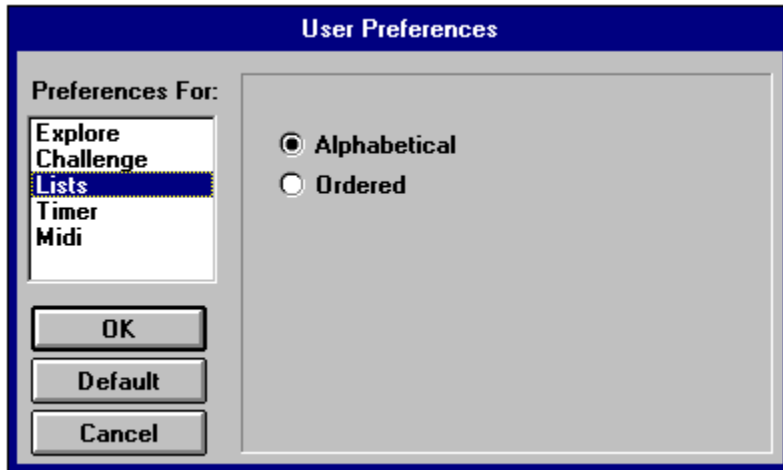
Preferences - Challenge

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



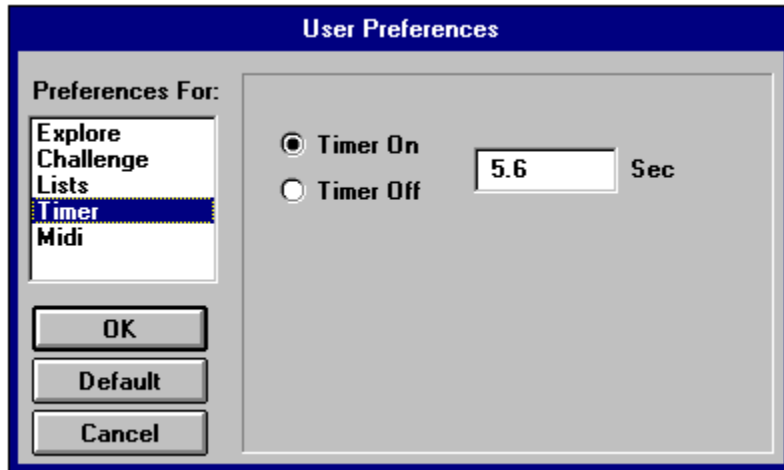
Preferences - Lists

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



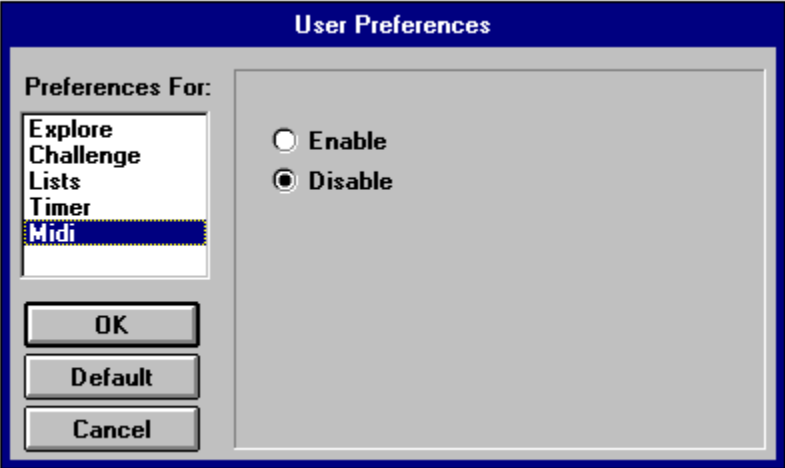
Preferences - Timer

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



Preferences - Midi

You can turn the music on or off here.



Secondary Views

This option is not supported in this product.

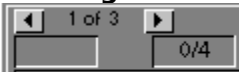
Multiple Answers

Explore mode



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

Challenge mode



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

Host

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

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

Labels

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

Labels and Text

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

Item List

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

Use 1st Example

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

Use Previous Example

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

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

Use Aspect Index

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

Use Current Index

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

Big Yes/No

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

Random Aspect

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

Selected Aspect

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

Timer scroll bar

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

Alphabetical Lists

This will give you an alphabetical list.

Ordered Lists

This will give you an ordered list.

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

Default button

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

Cancel button

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

Incremental Learning

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

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



See also

[Subsets](#)

Set Size

This sets the size for your incremental learning group.
The default is five, but you can change it to any number you wish.

Scroll

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

Replacement Setting

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

Replacement Setting Scroll

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

Ok button - Incremental Learning

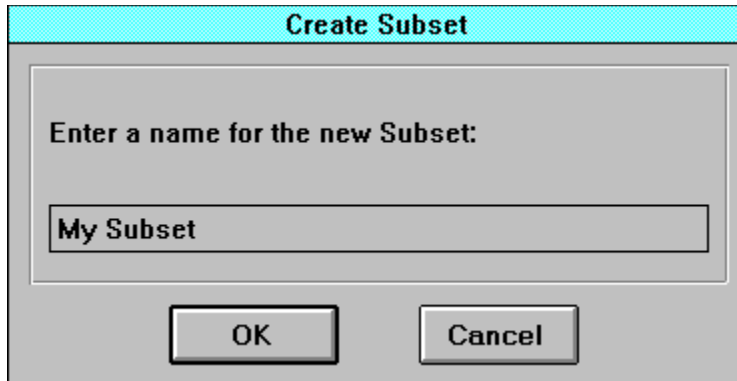
After making your choices press the Ok button to return to Axia.

Cancel button

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

Create Subsets Dialog Box

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



Create Subset Name

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

Ok button - Subsets

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

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

Cancel Button

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

Right Side of Aspect Button

Clicking here sets the Aspect for the Right window.

Left Side of Aspect Button

Clicking here sets the Aspect for the Left window.

Both Sides of Aspect Button

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

Timer

This turns the Timer on or off.

Timer Duration

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

Ok Button

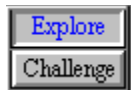
Once you have made your settings for the timer, click the Ok button to return to Axia..

Timer Cancel

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

Explore and Challenge Modes

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



Solo button



To see a picture by itself on the screen, press the Solo button. If you are limited to a 256 color monitor display, pressing on the Solo button will show the picture with its 'true colors', that is, with its own palette.

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

Zoom button



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

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

You can also zoom pictures with labels.

Labels button



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

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

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

Question button



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

Answer button



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

Click on the Question button to get the next challenge.

Yes Window

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

See also

[Big Yes/No](#)

Multiple Answer Window

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

You Answered Window

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

Text and List Scroll

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

Selection Window

The name for the [item](#) selected will appear in this [window](#).

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

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

Text and List Window

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



How to...



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



How to...

Text button down, text appears in the window.



How to...



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

Axia

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

OK button - Contents menu

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

Axia icon

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

Ok button - Preferences

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

Credits

Help
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How to use Axia
Product Support
Credits
About AXIA

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Michael C.E. McNall
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Maslowski Wildlife Productions
Missing Link Productions
Mitch Smith/Natural Art, Film and Video
United States Fish & Wildlife Service

Owl Audio

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Geoffrey Keller
Lang Elliott
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Barbara Montgomery
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Presentation Audio - Music

Ando Leuchter

Hosts

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PATENT

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

Multiple Answer box

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

Scroll Bar box

Reduce to Icon and Restore to Window

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

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

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

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



Reduce: Alt, (spacebar), N



Restore: Alt, (spacebar), R

See also

[Moving Windows and Dialog Boxes](#)

Text

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

Desktop - Current Topic



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

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

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

See also

[Opening and Closing Topics](#)

[Selecting a Topic from the Desktop](#)

Labels

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

Aspects



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

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

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

See also

[Selecting an Aspect](#)

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See also

[Selecting an Aspect](#)

How to use Axia

Help
C ontents
H ow to use Axia
P roduct Support
C redits
A bout AXIA

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

They are:

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



How to...

Alt, H, H

Topic Stories - Starting, pausing and exiting

Starting a story

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

Pausing a story

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

Exiting a story

To stop the story, press on the escape key.

Synonyms

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

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

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

Item Text

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

Print ! Command

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

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

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

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

Save Subset

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

Print!

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

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

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

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This information includes all the text available for the species:

- Subspecies
- Behavior
- Other names
- Etymology
- Similar Species
- Mythology
- Range
- Adaptations
- Habitat
- Voice
- Pellets
- Foods
- Nesting
- Conservation
- References

Save (Subset menu)

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

Save a subset that you have created to use later.

Load (Subsets menu)

S ubsets	S e t T imer!	P ri
C <u>re</u> ate...		
L oad...		
D <u>e</u> lete...		
A dd Item(s)		I ns
R emove Item(s)		D el
S ave		
Save As N ew...		
I ncremental Learning		

Load a subset that you have previously saved.

Delete (Subsets menu)

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

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

Save As New (Subsets menu)

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

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

Main Menu button

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

