

Chapter 4 discusses navigation through the Weather Trainer including menu bars, hot words, buttons and accelerator keys

Chapter 4

Navigation

Library Page and Navpad

The Library Page is the chart table graphic you see when first entering the program. It is intended as a focal point to your navigation through the course material. From the Library Page you can mouse click any section you wish to go to. The Library button in the navpad (discussed below) will bring you back, or select Library then Library Page from the menu bar.

For a tour of the Library Page, click the video tape located on the chart table, or select Run demo under Help on the menu bar, and start the demo on the Library Page. An overview of the books in the course is in the Help topic Library of features.

Navpad is the navigation palette shown below that appears on most pages of the course material.



The Library button takes you to the Library Page, MARK are the four bookmarks available (A is shown as set, the others are unassigned), Tools toggles on and off the toolpad palette, and Return executes the Return function, discussed below. A right click on Return shows where it will return you to. Bookmarks and Return are discussed below. The toolpad tools are explained in RES-11.

Bookmarks

Four bookmarks can be set in the course. They are labeled M, A, R, and K on buttons of the navpad which appears on most pages of the course. They also appear in the menu bar. Once a mark is set you can go to that page with the click of a button in the navpad or by selecting it from the menu bar.

Green letters on navpad buttons are marks that are set; white letters are ones that are not yet assigned. Click any of the marks to see where it is set. You then have the option to

remove it or go to it. All bookmarks are saved in your reader file when you exit the program, hence you must be logged in with a reader name if you want to save these marks. See Log in for procedures in the File menu under Help topic Menu Options.

Bookmarks can also be accessed from the Library page with a separate set of buttons. The navpad does not show on the Library Page. To set a bookmark, go to the page you wish to mark and click a white mark button in the navpad. Then select mark this page. If all marks are set, you can reassign one of the green ones. Note that if you wish to mark a particular practice question or Ask-me question for future reference, you could set a bookmark on that page. Alternatively, you could tag a Practice Question to add it to your tagged question list and save a bookmark.

Return

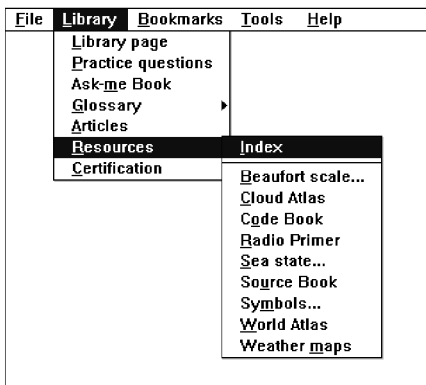
Return takes you back to the previous book and page you were in when you last changed books. It acts like a fifth bookmark that is set automatically when you leave a book. The title of the present book always appears in the main caption bar along with the reader's log-in name.

Return has two main functions. When you leave one place to check out a cross reference to another part of the course, a simple click on Return will take you back to where you were reading. Secondly, when you re-enter the program and wish to go back to where you left off, just log in and execute Return as soon as the Library Page appears, either from the menu bar under Bookmarks or with the F4 key — the Navpad which holds the actual Return button does not show in the Library Page.

If you care to know how return is currently set and where it will take you, put the cursor over the Return button and do a right click. If the Return button (Navpad) is not on the screen at the moment, press Ctrl+F4 to see how it is set.

Menu bar navigation

You can skip the Library Page and go directly to another book from the Library menu in the menu bar. This approach to navigation is more efficient than using the Library Page since the previous book records in the Return option are maintained, whereas going through library page resets previous book to Library. It also saves that extra step. See help topic Menu options for a discussion of the individual options.



When first learning the structure and organization of the course materials, however, using the Library Page as a focal point to your travels will likely prove the better way to get around. Once you see what is where, you can start moving around more efficiently using the menu bar.

Remember the standard MS Windows conventions in menus: when three dots follow a submenu item (ie **Search...**) it means a pop up will appear offering some interaction but leaving you where you are; but when no dots appear (ie **Index**), that selection will take you to another page. The letter keys that follow some items in the menu are accelerator keys (ie **Search...** **Ctrl+G**). In this example from the Glossary submenu under Library, pressing the control key plus the G key will pop open the Glossary search function.

Accelerator keys

The following are the accelerator keys used in this course.

F1 = Quick Help

F10 = Help Index (this book)

F4 = execute Return

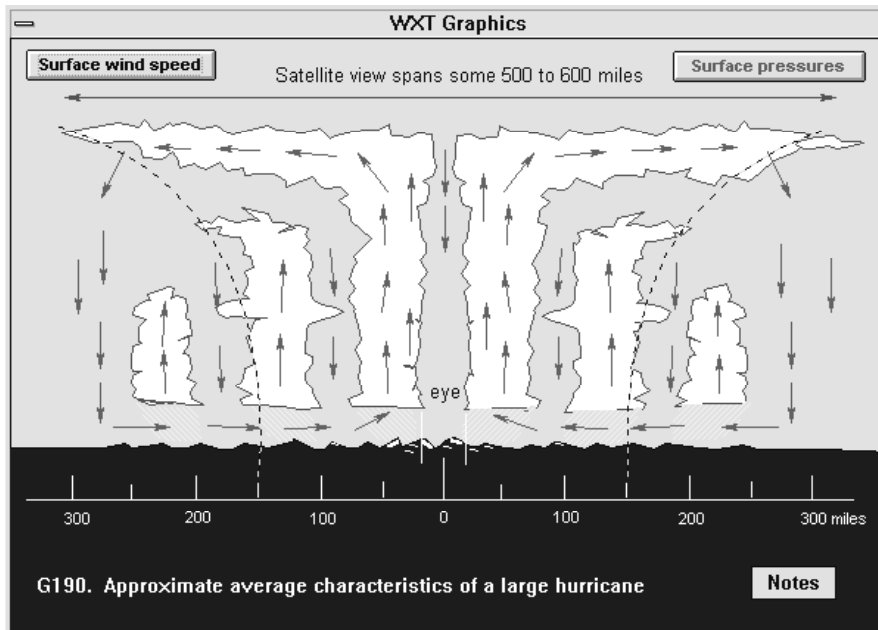
Ctrl+F4 = check setting of Return

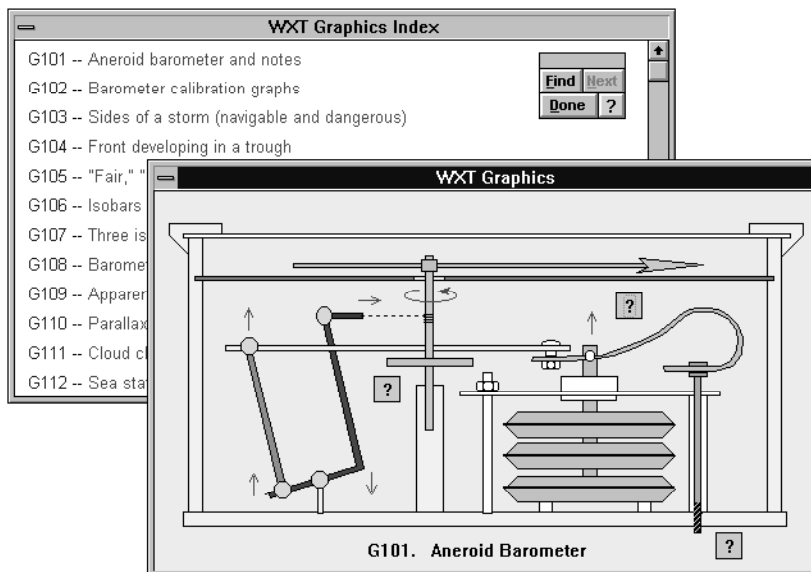
Ctrl+G = Glossary search

Ctrl+L = Log in

Ctrl+Q = Log out

A,B,C,D = select answer A,B,C,D (only on the Practice Questions Page)





The Graphics Index contains over 300 pictures and illustrations to add a high level of detail and depth to the material. You can reach these graphics by clicking on their thumbnails as you move through the program, or you can browse the entire list under Tools on the Menu bar.

Note that menu bar navigation is restricted in certification mode, since that menu bar is different. There are only two menu bars in the course: the main menu bar and the certification menu bar.

Graphics

Weather Trainer employs several types of graphic illustrations throughout the program. These are typically shown on the pages of Articles or Questions in reduced thumbnail size. Unless otherwise indicated with buttons or text, to view these in their normal size you need only click the thumbnail. This will enlarge it for viewing, but it will typically cover other material on the page. To put the picture away, just mouse click anywhere outside of the picture — except on the button or thumbnail that opens it again.

Some graphics include cross references that are likely to be checked in sequence. For these it is more convenient to keep the main graphic open, so these have been locked open. To close them, use the Done button.

In other words, if there is no Done button the graphic closes by clicking outside of it; if a Done button is included, it must be used to quit the picture.

Throughout the text of the course (including text that appears inside of graphics), whenever an illustration is referenced it will be in a G101 format. These are hotwords (see below) that open the graphic. Most of the graphics used in the course have been compiled in the Graphics Index, available from the menu bar under Tools. See Help topic Menu options.

Buttons in graphics

Many of the graphics include internal notes and cross links to other related graphics and Glossary terms. Notes are marked by either blue hotwords or buttons. You can navigate within the pictures according to these buttons. The cursor will turn to a hand over hotwords or “flat buttons” — meaning flat, boxed captions, as opposed to raised button-like buttons. The mini help button is a flat button. The Done button (upper right in this window) is a raised button. The cursor does not change to a hand on raised buttons, because these are easily recognized as buttons.

Look over each picture carefully to be sure you have not missed any notes behind flat buttons. Often there is a great deal of important information behind a simple “See --” statement with a box around it. This is an interactive learning medium. Look for the cursor changing to a hand and click away. This may seem an unusual way to read a book, but anyone under 16 will know exactly what you are doing.

Graphics Index

Most of the graphics and some of the tabular data in the course can be viewed directly using the Graphics option in the Tools menu (alt T G). There is a **Find** and find **Next** option in the Graphics index window that allows you to search on keywords in the graphic titles to look up a picture of interest. The titles of the graphics are elaborated in some cases to make this searching more versatile. Or just flip through it as you might leaf through a book looking at the pictures.

Hotwords

Graphics can also be viewed by clicking their related blue hotwords. Any word printed in blue is a hotword that will cause some action when clicked. Hotwords cause the cursor to change to a hand whenever it passes over one. Hands are invitations to do a mouse click.

Hotwords are used to show graphics or footnotes and to navigate to other parts of the course or to other parts of a text. In several cases, there is an extensive amount of information buried behind a simple hotword. When in doubt, click it.

A blue word or phrase within the text often implies an invitation to check that word in the Glossary. The course, for example, talks a lot about barometers. Click the word "barometer" once and the window for that word will open in the Glossary. Click outside the glossary window and it will close and return you to where you were.

If the blue hotword has the intention of taking you to another place in the course, thus interrupting what you are doing, you will be reminded of this. An example would be "See old sayings explained," which is an invitation to go to that book to read about old sayings. You can always come back to where you left with the Return key in the navpad, or from the menu bar under Bookmarks, or with the key F4.

Tab key

We have tried to maintain the MS Windows conventional use of the tab key whenever practical. Successive presses of the tab key change the focus to the various active parts of the screen (Shift + tab reverses the tab order). When an object has the focus it is highlighted with a dotted line and then can be activated with the space bar. In other words, the space bar will do the same as mouse clicking the object that has the focus. In some cases, however, we have excluded active buttons or fields from receiving the focus in order to simplify the tabbing function. Likewise, any button that is outlined with a black border can be activated with the enter key.

Viewing text

Much of the text material in the course can be read in either a paging mode or scrolling mode. In some cases, controls for both options are permanently visible (as in this Help Book), in other cases, you turn on the scrolling option or hide it as you choose.

In the paging option, we have used the standard convention of keeping the last line when pages change. Consequently, when using the paging mode, it will prove convenient to develop the reading habit of paging not on the last line but the one before it. This will lead to a smoother presentation of the material.

Whenever possible, we have tried to present the text in a manner similar to what we are used to in printed materials, with graphics, for example, located on specific pages and at fixed places in the text. When viewing text which contains many illustrations and hotwords, the paging option may be more convenient. Scrolling heavily illustrated text might be slower than desired in some computers.

Throughout the course, the pop up mini help notes show text in a shadowed frame. To close these pop up notes, click anywhere within the shadowed frame. They can also be closed by clicking the text or the button that opened the pop up in the first place. Hence in the reading of the mini help pop ups, which is something that occurs often in the

course, it can be a convenient practice to keep the mouse cursor where it is for a moment after you click it open, then if it is just a short note that requires no further action, you can just click again to close it.

Remember that any blue text in the pop up note is itself hot to another feature. Hence, the mouse should not click one of these if the goal is to close the note — you will close the note, but do something else at the same time. Likewise, there are often hot words, objects, or buttons in the background, off to the side of the pop up.

The name Index Page or Index is used in this course to mean “table of contents,” or more specifically, a list of hot words that take you to other parts of the Book or document. Most books of the course have an index page that serves as a focal point to other parts. Some longer text documents start out with a section called an “Index” which works the same way.

Often the end of a scrolled text will be marked with the symbol “\$.” This just indicates that this is the end and there is no point in scrolling farther.

