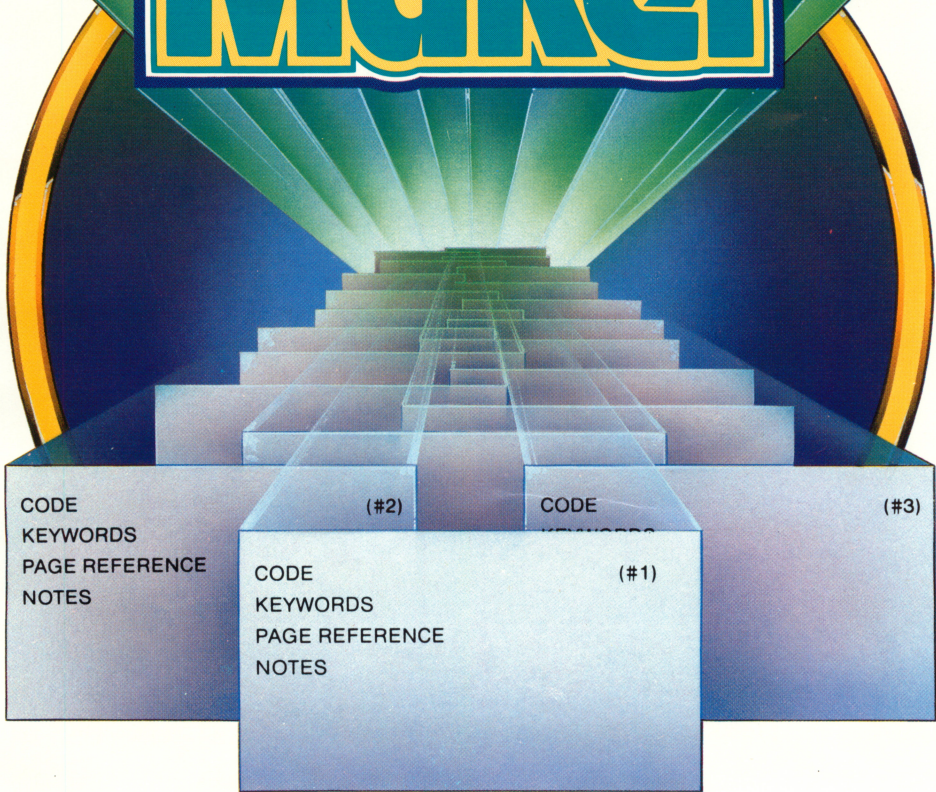


AGES 10 TO ADULT

NoteCard Maker™

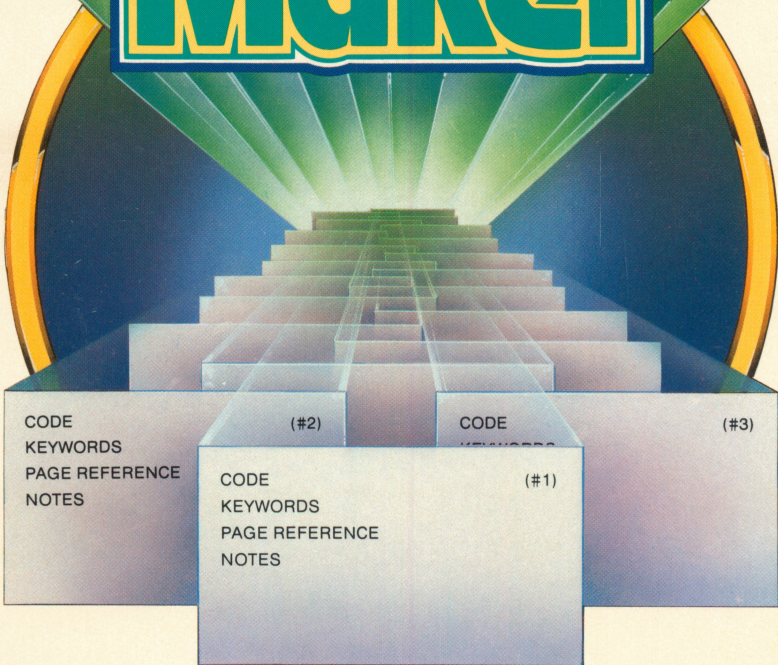


A simple powerful way to organize research notes



GROLIER ELECTRONIC PUBLISHING INC.

NoteCard Maker



USER GUIDE

APPLE VERSION



GROLIER ELECTRONIC PUBLISHING INC.



*The
Americana
Software
Library™*

Note Card Maker™

User's Guide

Note Card Maker™

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Quick Reference Page

Computer Command Keys

There's no need to memorize commands; directions will appear on the screen. All the different symbols you will use are listed below. If you don't already know where they are on the keyboard, try locating them before you start.

Use the keys like a typewriter when you create FILES and fill in CARDS.

Use <— to erase on the II and II+; use DELETE to erase on //e and //c. To move the cursor over your text without erasing it, use CTRL J and K for left and right on the II and II+. Use — and → for left and right on the //e and //c.

Press SPACE BAR to go on to the next screen.

Press <— when viewing to review previous card.

Press RETURN to enter a response.

Press ESC to go back to the previous menu.

Type Y for "Yes;" type N for "No."

If you type anything other than the commands the computer is programmed to accept, nothing will happen.

The following commands are typed by holding down the CONTROL key while you press the letter key:

CTRL A to get Advice

CTRL E to get Edit Help

CTRL J, K to move the cursor on the II and II+.

CTRL I to open up space to insert text.

CTRL C to close up extra space.

CTRL F to enter finished lists of numbers.

Introduction

Note Card Maker is a tool to use to prepare BIBLIOGRAPHY CARDS and NOTE CARDS for your research papers. The disk includes an easy tutorial called *Learn Note Card Maker* (Side One); use it as an introduction or a refresher course on how to prepare NOTE CARDS. Side Two of the disk, *Use Note Card Maker* is a tool; you will use it to create and organize BIBLIOGRAPHY and NOTE CARDS. In fact, the NOTE CARD MAKER Tool is a simple database manager, specifically designed for making research NOTE CARDS. So, as you are learning to use it, you are also learning

- 1) an important computer application—database management, and
- 2) how to make NOTE CARDS and BIBLIOGRAPHY CARDS for research.

Note Card Maker is different from most database manager tools. Because it is intended for one specific use, namely making CARDS from research, it saves you the work of designing your own database format. Once you've used *Note Card Maker*, you may want to try other database management tools for other tasks, such as keeping track of names and addresses or cataloging a collection.

The principles of database management are the same for small computers (called microcomputers like the one you are using) as for large computers (called mainframes). A database manager stores pieces of related information (data) in an organized fashion and then allows you to:

- SORT the information (order it in various ways).
- SELECT parts of it (choose what you want to look up).
- DISPLAY as much of it as you choose.
- PRINT as much of it as you choose.

When you make CARDS, *Note Card Maker* reminds you to include all the necessary information. It makes it easy for you to enter and edit CARDS, because it has a simple built-in word processor. You won't have to work with stacks of loose CARDS; the computer does whatever sorting and selecting you ask it to do, and it can display or print your CARDS in any order you specify.

Why use Note Card Maker?

- *Note Card Maker* teaches you how to make BIBLIOGRAPHY CARDS and NOTE CARDS from your research. If you've already done research before, using paper cards, you'll learn how to use a computer to make it easier and more efficient.
- *Note Card Maker* reviews for you the basic steps for making cards from books, encyclopedias, periodicals, and interviews.
- *Note Card Maker* teaches you to use a database manager to enter information and retrieve it in the way that works best for you.

Contents of the Disk

Note Card Maker contains two parts:

1 *Learn Note Card Maker* (Side One)

This interactive tutorial teaches you, step-by-step, how to use *Note Card Maker*. As you work through it, you'll practice entering information on CARDS in a sample FILE about "Science Fiction Films." Then you'll have a chance to SORT, SELECT, and DISPLAY some of the CARDS you've made. All the terms that you need to know are explained as you go. Along the way, you'll be given advice to help you with each step. This same advice is available when you use the *Note Card Maker* tool.

2 *Use Note Card Maker* (Side Two)

This powerful but simple DATABASE MANAGEMENT tool enables you to store information you may need when you write your research paper. Then it helps you to organize that information usefully, for writing the report.

Getting Started

The program is so simple that you don't even need this guide to get started in *Note Card Maker*. Just choose side 1, *Learn Note Card Maker*, or side 2, *Use Note Card Maker* and "boot up" the disk (load the program from the disk to the computer). Here's how to "boot up" this disk (or, for that matter, any disk on any Apple Computer).

To insert the disk:

- 1 Before turning the computer on, remove the disk from its protective sleeve, holding it by the end with the label. *Do not touch the exposed plastic parts of the disk.*
- 2 Hold the disk with the label side up; insert it gently into the disk drive and close the door.
- 3 Turn on the computer. Soon the disk drive's red light will go on and you will hear a whirring sound as the program is loaded into the computer.

When the light goes off, the program will begin on the screen.

TREAT DISKS WITH CARE!

They can be damaged if:

- something spills on them.
- they are bent.
- you soil the exposed plastic areas.
- they are exposed to extreme heat, cold, humidity, or a powerful magnet.

Getting Help

You may not need any help at all. *Learn Note Card Maker* will teach you everything you need to use the program.

Remember that making research CARDS is not the first step in preparing a report. If you need help choosing a topic and planning your research, see your teacher or librarian, or use Grolier's *Americana Topic Finder and Research Planner*.

After you have made a few CARDS from your own research, it's a good idea to ask a teacher or librarian to check them (on the screen or in print) to be sure that the CARDS you are making fit the assignment and that they're in the form your school requires.

Be sure to follow any special rules your school has for preparing CARDS and for writing your final report and bibliography. (See *Writing a Final Report*, below.) If your school doesn't have its own special rules for writing research papers, ask your librarian or teacher to recommend a good manual of style (or consult the section, *Related Reading*, in this Guide).

Materials Needed

All you need to begin is the *Note Card Maker* program disk, an Apple //c or //e Computer or an Apple II or II+ with 64K of RAM along with one disk drive and a monitor.

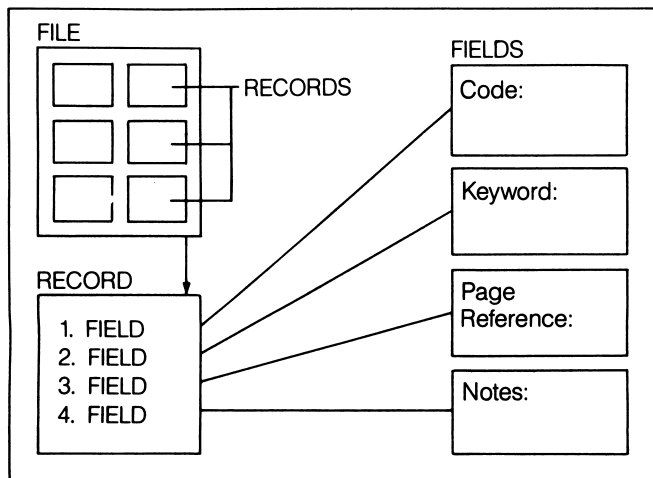
When you are ready to create and save FILES of your own, you'll need a blank diskette. (This is not necessary while you are working with *Learn Note Card Maker*.) You can share a diskette that others are using for *Note Card Maker*, as long as there is enough room on it for the size FILE you want to make. (See *Setting Up a File*.)

Eventually you'll want your FILES on paper. If you don't have a printer, you can work from what you see on the screen. Of course, if you have the appropriate printer, it makes the job much easier. (See below, *Viewing and Printing*.)

Computer Terms Used

The technical name for a program like *Note Card Maker* is *Database Manager*. (Data is the Latin word for information.) What does a database manager do? It uses the computer to store and manage information. But first you have to tell the computer what kind of information you want it to store (BIBLIOGRAPHY or NOTE CARD FILES). In other words, you have to create FILES in which you store your CARDS of information. FILES contain RECORDS (or CARDS), and RECORDS contain FIELDS.

If you were storing information the old-fashioned way, using a box of CARDS, the box of CARDS would be the FILE; each CARD would be a RECORD; and the categories of information on each CARD would be the FIELDS. Below is a diagram that shows you how FILES, RECORDS and FIELDS are related in the *Note Card Maker* program.



The RECORDS in *Note Card Maker* are called "CARDS," because they replace file-box CARDS. They are referred to as CARDS throughout the program and throughout this guide.

FILE is the name for the framework that stores your information. Once you have set up a **FILE**, you can enter specific pieces of information on each **CARD**.

FIELD refers to any category of information in a **FILE**. The fields for **BIBLIOGRAPHY CARDS** are: 1. Code; 2. Author; 3. Title, City, Publisher, Date; and 4. Call Number. The **FIELDS** for **NOTE CARDS** are: 1. Code; 2. Key Words; 3. Page Reference; and 4. Notes.

Once you have put information into a **FILE** you can **SORT** it. To **SORT** means to arrange **CARDS** in order (either alphabetically or by number) according to one of the **FIELDS**. For example, you might choose to **SORT** your **CARDS** alphabetically by **AUTHOR/S**. (For the **Author/s FIELD**, it is important to type in the last name first so the computer will do the **SORT** the way you want it.)

Another term you will learn is **SELECT**. To **SELECT** means to tell *Note Card Maker* to look through a **FILE** and find the specific **CARD** or **CARDS** that you want.

A **FILE DISK** is the formatted data disk that you need to have, in addition to the *Note Card Maker* program disk, to save the **FILES** that you create.

FORMAT means to prepare a **DISK** to accept *Note Card Maker* data. If a disk has anything on it other than *Note Card Maker* **FILES**, it will all be erased in the formatting process. **INITIALIZE** is another term for this same procedure.

Typing Tips

Use the keys like a typewriter when you create **FILES** or fill in **CARDS**.

When you type in a number (as when you are choosing the **FIELD** you want, or writing numbers to put in a **FILE**, use the numbers in the top row of the keyboard.)

If you usually write your work by hand, this is a good time to learn how to handle punctuation and spacing on a typewriter or computer. Because *Note Card Maker* is a computer program, it will accept your responses only if you type them in exactly right. Look carefully, during the tutorial, at the highlighted prompt at the bottom of your screen to see how the text should be typed.

Typing on a computer is different from using a typewriter. Corrections are easier, and where more than one line is allowed, you don't have to use the carriage return to go to the next line. *Note Card Maker* also has some other special word-processing features like "insert" and "wrap" that a typewriter doesn't have.

Word-Processing Features

INSERT means to put text (letters, numbers, or words) in the middle of text you've already entered. To **INSERT**, move the cursor to the place you want; press **CONTROL I**. The rest of the text will move over to the end of the **FIELD** and you'll see how much space you can fill. Type in what you want to insert. To **CLOSE** up extra space

when you are finished inserting, press CONTROL C.

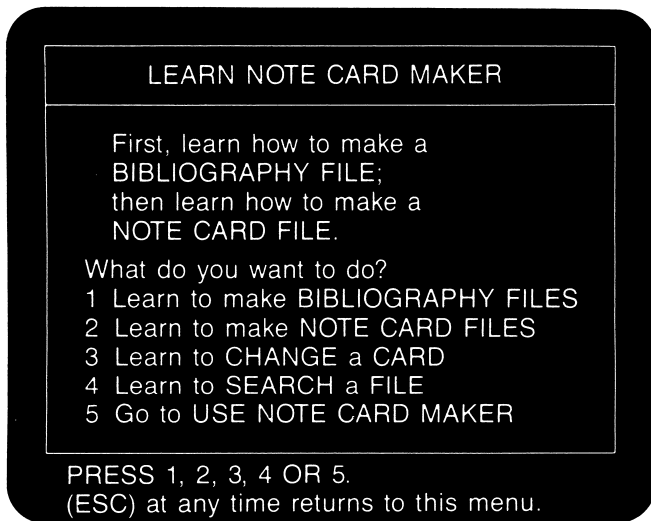
WORD WRAP means that the program moves from one line to the next automatically. It is something a computer can do that a typewriter can't. When a word is too long to fit on a line, the computer brings it down to the next line. (It won't break up a word, or hyphenate.) *Don't press RETURN unless you want to start on a new FIELD.*

UPPER AND LOWER CASE LETTERS. If you have a //c or //e you can type upper and lower case letters by using SHIFT. (The II and II+ will type only upper case letters, unless your computer has special adaptations.)

Using the Tutorial Side of the Disk

In *Learn Note Card Maker*, you learn to use the tool by practicing with a sample BIBLIOGRAPHY FILE and a sample NOTE CARD FILE that might have been made for a report about *Science Fiction Films*. Using these sample FILES, the program teaches you how to enter and change information on CARDS and how to SORT, SELECT and DISPLAY CARDS.

To get started, just "boot up" Side One of the disk. Then you will see this menu.



Learning Plan

Learn Note Card Maker has four sections. You don't need to do all four parts before starting on FILES of your own. At first, just do option 1 or 2 from the menu, make BIBLIOGRAPHY FILES or make NOTE CARD FILES; then start entering FILES of your own. Come back to do the other parts, one at a time, when you are ready to use them.

The program recommends that you do *Make BIBLIOGRAPHY FILES* first. Select 1, *Make BIBLIOGRAPHY FILES* and follow the instructions on the screen. You'll practice setting up a BIBLIOGRAPHY FILE, giving it a name, and deciding how big it will be. Then you'll practice entering information about books, encyclopedias, magazines and interviews on BIBLIOGRAPHY CARDS. This is the longest part of the *Learn* section (it will probably take about 15-20 minutes). Since bibliographies have a particular format, you'll learn to enter BIBLIOGRAPHY CARDS the right way, with the correct punctuation. Time spent doing this carefully will save you time later on, when you're working with your own FILES. (See *Typing Tips* and *Writing a Final Report*.)

Select 2, *Make NOTE CARDS*, to learn how to enter information on NOTE CARDS to save facts, quotations and main ideas. You'll learn to link NOTE CARDS to your BIBLIOGRAPHY by CODE and to link NOTE CARDS to each other by KEY WORDS. This section is shorter. It will probably take about 10 minutes.

The remaining sections, *CHANGE a CARD* and *SEARCH a FILE* are very brief (about 5 minutes each).

Select 3, *CHANGE a CARD*, to learn how the word-processing features of *Note Card Maker* help you when you want to add more information, correct errors on a CARD you've already entered, or replace a CARD with a new CARD. (See *Typing Advice*.)

Select 4, *SEARCH a FILE*, to learn SORT and SELECT. To practice SORT, you'll arrange the *Science Fiction Films* BIBLIOGRAPHY CARDS by Author/s. To practice SELECT, you'll find all of the NOTE CARDS that have the word "terror" as a KEY WORD.

When you finish each tutorial section, you can choose to review it, to work on a different part of *Learn Note Card Maker* or to go to *Use Note Card Maker* to work on your own FILES. You can review the *Learn Note Card Maker* side of the disk from time to time during your research. That way, if you plan to make just a BIBLIOGRAPHY FILE or just a NOTE CARD FILE for now, you don't have to learn the rest until you're ready.

Advice is available for each FIELD and for SEARCH and for SELECT CARDS by NUMBER. Use it (as above) when you need it. You'll become familiar with the advice as you practice with the sample FILES on the tutorial side of the disk. But you don't need to memorize the information on the advice messages; the program offers the same advice whenever you are working with your own FILES in *Use Note Card Maker*.

Related Reading

The Advice Messages in *Learn Note Card Maker* are based on the standard form for bibliographies in Kate L. Turabian's books, *A manual for Writers of Term Papers, Theses and Dissertations* and *Student's Guide for Writing College Papers*, published by The University of Chicago Press.

Other standard references that are widely used in high schools and colleges are:

Hodges, John and Whitten, Mary E., eds. *Harbrace College Handbook*, 9th ed. San Diego: Harcourt Brace Jovanovich.

A Manual of Style, 13th ed. Chicago: The University of Chicago Press.

MLA Style Sheet. New York: Modern Language Association of America.

Warriner's English Grammar and Composition, 2nd through Complete Course, Heritage Edition. New York: Harcourt Brace Jovanovich.

Watkins, Dillingham and Martin. *The Practical English Handbook*, 4th ed. Boston: Houghton Mifflin.

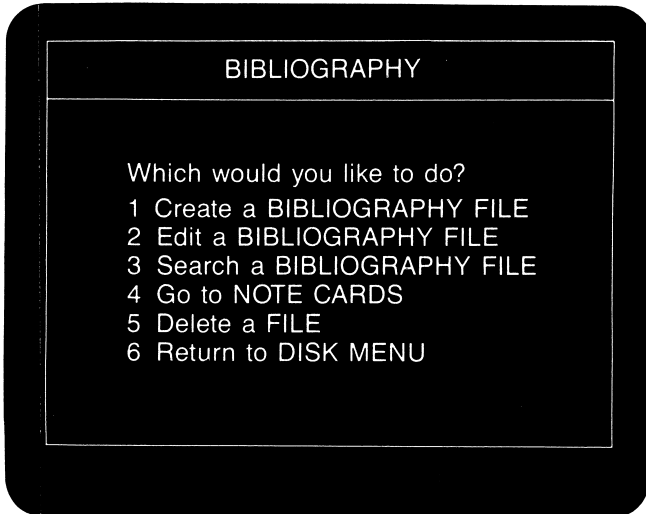
Using Advice

Advice messages are available by pressing Control A to help you learn how to enter information on BIBLIOGRAPHY CARDS and NOTE CARDS. The Advice is based on a standard style for preparing BIBLIOGRAPHIES and NOTES. (See *Related Reading*.)

Using Note Card Maker—The Tool

To work with your own FILES, “boot up” Side Two of the disk. If it is your first time, or if you want review help, you should probably get tutorial help first, using Side One. (See *Learn Note Card Maker*.)

First, select either BIBLIOGRAPHY FILES or NOTE CARD FILES, and then choose from the tool menu what you want to do.



NOTE CARDS

Which would you like to do?

- 1 Create a NOTE CARD FILE
- 2 Edit a NOTE CARD FILE
- 3 Search NOTE CARDS
- 4 Go to BIBLIOGRAPHY CARDS
- 5 Delete a FILE
- 6 Return to DISK MENU

1 **CREATE FILES**

Choose **1**, *Create a File*, and the program will prompt you through the process of setting up your FILE.

- A** Giving it a title. (You can use up to 24 characters for the title. If your title is too long, the program won't accept the extra characters, and you will have to erase or abbreviate to make your title fit.)

CREATE BIBLIOGRAPHY

What do you want to call your
BIBLIOGRAPHY?

CREATE NOTE CARDS

What do you want to call your
NOTE CARDS?

B and deciding how many CARDS you want to have, so enough space is set aside to store them on your FILE DISK.

(name) BIBLIOGRAPHY

What size FILE do you want to set up?

- 1 Up to 100 CARDS
- 2 Up to 50 CARDS
- 3 Up to 30 CARDS

(name) NOTE CARDS

What size FILE do you want to set up?

- 1 Up to 200 CARDS
- 2 Up to 120 CARDS
- 3 Up to 60 CARDS

Notice that there are different size FILES available for BIBLIOGRAPHY FILES and NOTE CARD FILES. Choose a FILE size that will be big enough for the number of CARDS you plan to make; you cannot change this number later on. The size of FILES you choose determines how many FILES can be saved on the same disk. The larger the FILES, the fewer will fit on one disk. (See *File Limitations and Disk Limitations*.)

To save your FILE, you will need to have a FILE DISK on hand. This is either a blank disk, or a disk with some other *Note Card Maker* FILES, or a disk you no longer need and are willing to erase for this purpose.

Unless the disk has already been used for *Note Card Maker* FILES, you will have to format this disk with *Note Card Maker*. (The program will format the disk for you, when you have given your FILE a name and chosen the size you want it to be.)

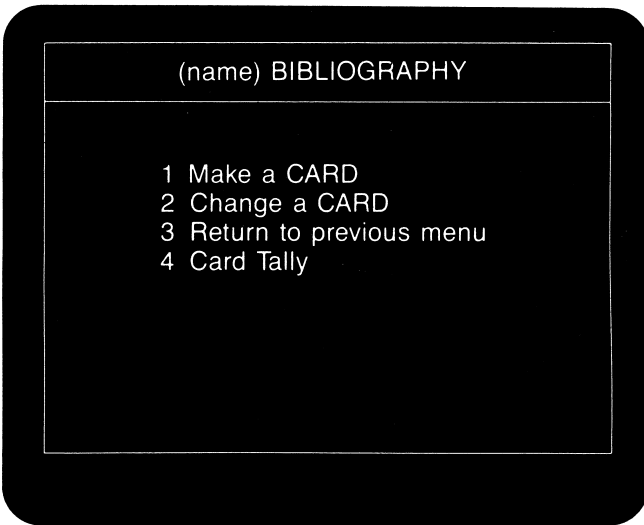
When a disk is formatted, the program clears the disk of everything that is on it and prepares it to accept *Note Card Maker* data. (Caution! Be sure there's nothing on the disk that you or anyone else wants saved!) Disks that have other data on them can be re-formatted for *Note Card Maker*. It is best to check the disk contents before doing this, because formatting erases everything on a disk, permanently!

2 EDIT a FILE (make, change or tally cards)

Once you have created a FILE, *Note Card Maker* gives you a chance to MAKE, and/or CHANGE any CARDS in your FILE.

From the tool menu, press **2**, *EDIT a FILE*. You will see a File Directory. (If you've been working on BIBLIOGRAPHY CARDS, the directory will list all of the BIBLIOGRAPHY FILES on the disk; if you've been working on NOTE CARDS, it will list all NOTE

CARD FILES.) Type the number of the FILE you want, and you will see this Edit menu.



To MAKE a CARD, choose 1 from this menu, then follow the prompts to fill in the information for each FIELD as it is highlighted.

For your information, here are the line limits for BIBLIOGRAPHY CARDS and for NOTE CARDS:

BIBLIOGRAPHY CARDS	NOTE CARDS
1 CODE: 18 Characters	1 CODE: 18 Characters
2 AUTHOR/S: 2 Lines	2 KEY WORDS: 23 Characters
3 TITLE, CITY, PUBLISHER, DATE: 4 Lines	3 PAGE REFERENCE: 15 Characters
4 CALL NUMBER: 37 Characters	4 NOTES: 12 Lines

Remember that characters include spaces, letters, numbers, symbols and punctuation marks. Sometimes you may have to abbreviate.

Don't worry if you make any spelling errors, or leave something out. You can make corrections at the time you are entering information, or you can come back later to make changes. To CHANGE a CARD, press 2 on the EDIT a CARD menu. Find the CARD you want by typing in its number or by scrolling through the CARDS until you find the number of the one you want. Then you can make changes in the contents of any FIELD or FIELDS you wish.

If you run out of space in your FILE, and you have CARDS you don't need, use CHANGE to put new information in any CARDS you wish to replace.



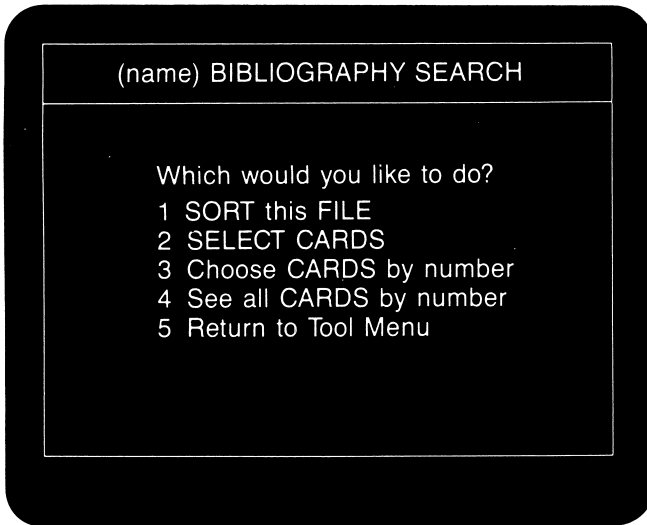
Card Tally

Press 4, *Card Tally*, on the Edit menu to find out how many CARDS you have in the FILE you're working on. This can be helpful if:

- 1 you need to have a certain number of CARDS, perhaps for an assignment; or
- 2 you're wondering if you are getting close to the total number that your FILE will hold. (See *Create FILES*.)

SEARCHing: SORTing and SELECTing

Press 3, *SEARCH*, from the tool menu. Once again, you'll see a directory of the FILES on your disk. As soon as you have selected the FILE you want you will see this SEARCH menu.



SORTing

If you press 1, *Sort a FILE*, you can SORT your FILE by any one of the FIELDS in it. For example, if you choose to SORT a BIBLIOGRAPHY FILE by Author/s, *Note Card Maker* will SORT your FILE alphabetically, by last names. (This is useful if you want a draft of your final BIBLIOGRAPHY, or if you want to find out how many books you have by each author.) Any time you SORT by a FIELD that begins with a letter, the FILE will be in alphabetical order.

If, however, you SORT by a numerical FIELD, like CALL NUMBER, your CARDS will SORT by number, from lowest to highest, because the information in each of those FIELDS begins with a number.

After you have chosen the FIELD for SORTing, *Note Card Maker* asks how you want to DISPLAY the information from your SORT. You may choose to DISPLAY as many FIELDS as you want.

Check your SORTed Bibliography cards carefully, either on the screen or in print. If SORT didn't put them as you wanted them, use "Choose cards by number" to fix the order, before you print up your final copy.

SELECTing

If you press 2, *Select CARDS*, you can tell *Note Card Maker* to find CARDS that you want to see. You can SELECT CARDS based on one FIELD or based on any number of FIELDS you choose. First SELECT the FIELD where that information is found. For example, suppose you want to see every CARD with the key word "lighting." SELECT the FIELD, KEY WORD; then type "LIG." You don't have to type the whole word. All you have to type is enough of the word to distinguish your selection from information in other CARDS.

Note Card Maker will look for *everything* that you typed—words, letters, numbers and punctuation marks. (If you ask for something that isn't there, the program will say, "0 CARDS Selected.")

Choose CARDS by Number

Another feature of *Note Card Maker* is that you can also SELECT and SORT by the CARD numbers. (These are the numbers that the program automatically puts at the top of each CARD.) This is useful if you want to arrange your CARDS (or some of your CARDS) in a special order.

Say you were writing a draft of one part of your paper. You've probably already done some SORTing and SELECTing to organize your CARDS to go with the main sections of your outline. Perhaps you've PRINTed some or all of your CARDS.

As you look through your CARDS (either on the screen or on paper), jot down the numbers of specific cards you want in the order you want them arranged. Then, from the SEARCH menu, choose 3, *Choose CARDS by Number*, and you can enter up to 48 CARD numbers in the order you want to see them. When you've entered the last one you want, the program takes you to the VIEW and PRINT menu. Then you can VIEW the CARDS you've chosen in the order you specified, and PRINT them if you like. If you find that you don't like the order, make changes on your pencil list (or on the printout, if you made one) and use ESC to go back to the SEARCH menu to re-enter the list in a new order. Then see how easy it is to turn them into a rough draft. (See *Writing a Final Report*.)

Select 4 if you want to VIEW and/or PRINT all of your CARDS in the order you entered them.

Deleting a FILE

You can delete a FILE at any time by choosing **5, Delete a FILE** from the main menu in *Use Note Card Maker*.

If your disk is full, or almost full, *Note Card Maker* will tell you that you can't put a new FILE onto the disk. Then you can decide to use a new disk, or to **DELETE** a FILE you no longer need.

Caution: be sure you are **DELETING** your own FILE, and that you don't need it.

Select **5, Delete a FILE**, from the Tool menu. On the screen, you will see the FILE Directory, with the names of all the FILES that are on the FILE DISK. Type the number of the FILE to be deleted, and press **Y** (Yes) when asked if you want to **DELETE** the FILE. (Because **DELETE** is forever, you will be asked to press **Y** again, just to be sure you really mean to **DELETE** the FILE.) Then you will see the message, "File Deleted."

FILE Limitations and Disk Limitations

The largest **BIBLIOGRAPHY FILE** will hold 100 **CARDS**; the largest **NOTE CARD FILE** will hold 200 **CARDS**. Avoid reserving more space than you'll need. The smaller the FILES, the more FILES you can fit on one FILE DISK.

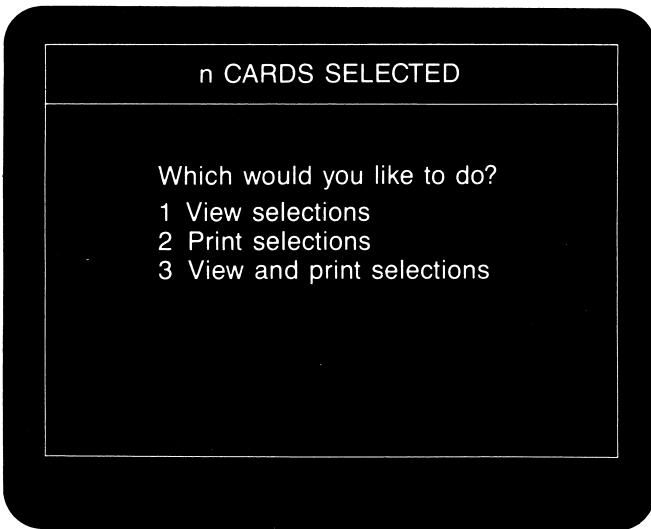
The *Note Card Maker* program will tell you if your FILE is too big to fit in the amount of space left on your FILE DISK. If there are already other FILES on the disk, you may need to use another FILE DISK for your new FILE. (Even when there isn't room for your new FILE on a disk, there is often enough room for a smaller FILE that you might want to add some other time.)

Note Card Maker tells you when a FILE DISK is full. Then you can decide to use a new disk, or **DELETE** a FILE you no longer need. (See *Deleting a FILE*.) **Caution**, be sure no one needs the FILE you're **DELETING**.

Printing

In order to **VIEW** and/or **PRINT**, you must first **SORT** or **SELECT** **CARDS** from your FILE. You might **SELECT** just one **CARD**, or you might want to **PRINT** your entire FILE. (See *SEARCHing*.)

You will then see this screen:



As long as you have a printer, and it is connected properly to the correct slot of your computer, you can print the CARDS from your FILE according to your SORT or SELECTION. Press 2 simply to print the CARDS selected. Press 3 if you want to see your CARDS on screen as well as have them printed.

Writing Your Paper

Note Card Maker can help you with writing your paper. For instance, SORT by Author/s to make a rough draft of your final BIBLIOGRAPHY. It will be in alphabetical order by the authors' last names. Remember, you will have to underline titles on your printout. Then check your BIBLIOGRAPHY to be sure that it follows the form recommended by your school.

For writing the paper itself, you can use KEY WORDS from your NOTE CARDS to develop the outline of your paper. You can group CARDS on the same subject to develop sections of your paper. You can even print your CARDS in any specified order you choose and then use your printout to begin your first draft. (See *Choose CARDS by Number* and *Related Reading*.)

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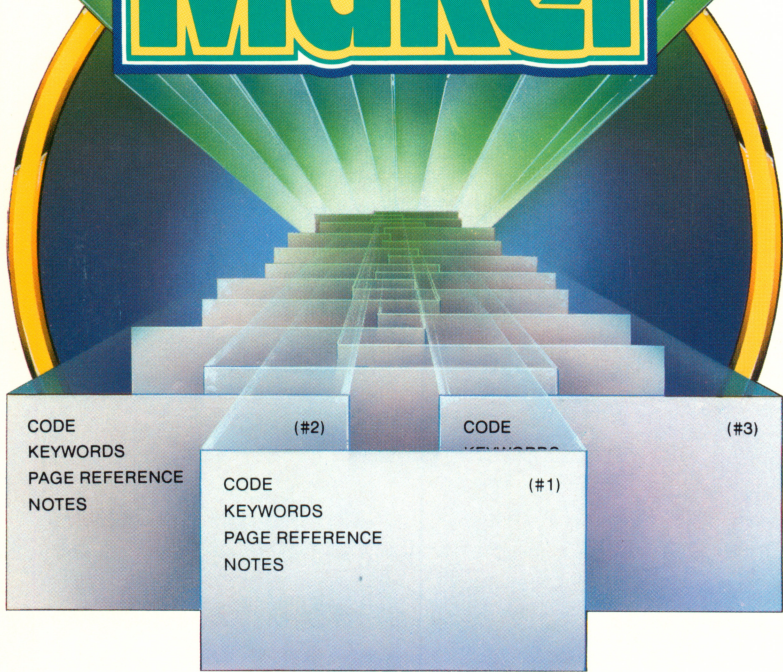
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NoteCard Maker



INSTRUCTOR'S GUIDE

APPLE VERSION



GROLIER ELECTRONIC PUBLISHING INC.



Note Card Maker™

Instructor's Guide



Note Card Maker™

Instructor's Guide written by Jenny Tesar with Kathleen DeBoer

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Message to Librarians and Teachers

The *Note Card Maker* program is both a tutorial and a tool. It teaches students how to prepare bibliography and note cards for research papers. And it provides them with an efficient method of writing, saving, editing, and reorganizing their notes. Designed especially for junior and senior high school students, *Note Card Maker* helps students develop basic research skills and it provides a research tool that students can use in all areas of the curriculum. The program also reinforces the important concept of the computer as a medium for learning and working more efficiently.

Students will find *Note Card Maker* interesting and fun to use. No previous knowledge about computers is needed to use the software.

Students can work through the interactive tutorial independently, either individually or in groups. Then they can save their bibliography and note cards on data disks or in printed form, so that the instructor can evaluate their progress. In this manner, *Note Card Maker* frees up valuable class time otherwise spent teaching and reviewing these basic research skills. (NOTE: A printer is recommended but not required for this program.)

Another research tool, *Americana Topic Finder and Research Planner*[™], helps students choose topics for research papers and teaches them how to set up a plan for conducting research. If you intend to have students use *Topic Finder and Research Planner*, it should be assigned prior to *Note Card Maker*.

Components of the Program

Software

Learn Note Card Maker, the tutorial, is on Side One of the disk. *Use Note Card Maker*, the tool, is on Side Two. A *Back-up disk* is included for archival purposes. (NOTE: The software is copy-protected. Any attempt to illegally copy this software may result in permanent damage to your disk. Schools who need multiple copies of the program should inquire about lab packs or licensing.)

User's Guide

This guide, written for students, describes the program's various levels and how to use each level. Because *Note Card Maker* is self-explanatory, students do not have to read the guide before using the software. But they should be aware that it is an easy reference source for answering any questions that they may have about the software. We do recommend that librarians and instructors review the User's Guide before assigning *Note Card Maker* to students.

Instructor's Guide

This guide is designed to help librarians and teachers facilitate learning in their libraries, media centers and classrooms by combining a new technology with more traditional methodology. It contains learning objectives for the software and also suggests lesson plans and enrichment activities.

Learning Objectives

- Students learn how to prepare bibliography cards.
 - Students learn how to prepare research note cards.
 - Students practice composing bibliography and note cards.
 - Students learn how to use a simple database manager to reorganize, select, edit and print out cards in any order.
 - Students discover that a computer is an excellent tool for efficiently preparing neat, well-organized bibliography and note cards.
 - Students gain experience in using printed materials in conjunction with a computer.
-

Software Description

Note Card Maker has two levels:

Learn Note Card Maker

This part of the program is a tutorial with several subsections:

- Bibliography File — Explains the purpose and structure of such a file and provides practice in writing bibliography cards.
- Note Card File — Explains how to write a note card and provides practice in writing such cards. An important field on each card is “key words,” which will be useful when the students are ready to organize their cards.
- Search Card File — Explains how to use sort and select capabilities to put the cards in a file in either alphabetical or numerical order. Also explains how to sort and select cards by key words and how to use card numbers to pull out specific cards.

Use Note Card Maker

This part of the program is a tool with two options: Bibliography Files or Note Card Files. The student selects one of the two options and then can either:

- Create a File — This option enables students to set up a file for bibliography or note cards. Students choose the size of the file they wish to create.
- Edit a File — Lets the user make, change or tally cards.

-
- **Search a File** — Lets the user sort, select and print cards. Students get practice with database management, an important area of computer literacy. And they find that using this part of *Note Card Maker* makes the process of going from note cards to rough draft much easier and less time consuming. Students can make printouts of their bibliography and note cards and use the printouts to begin work on the first draft of their research papers.

Getting Started

Apple II Computers

Note Card Maker requires a minimum of 64K of RAM memory. To load the disk:

- 1 Open the disk drive door.
- 2 Insert the disk with correct label side facing upward.
- 3 Close the disk drive door.
- 4 Turn on your Apple and your television or monitor. The program's title screen will appear first.

Bibliography and note cards can be saved on formatted data disks and in printed form. If the print option is desired, a printer should be attached to the computer prior to using the program.

Lesson Plans

Note Card Maker can be integrated easily into a variety of classroom and library or media center programs. The tutorial can be used to teach students how to prepare bibliography and note cards for research papers. The tool part of the program can be used when students are assigned research projects.

The following sample lesson plan is designed to guide students through all sections of *Note Card Maker*, to ensure that they understand both how to make bibliography and note cards and how to use the disk for future projects. (Suggestion: If students began work on a research paper using the *Topic Finder and Research Planner* programs, you may wish to have them continue with the project using *Note Card Maker*.)

Session One. Discuss the importance of bibliographies and good note-taking skills in research projects. Have students look at various bibliographies and how they are structured. Discuss how to decide what information should go on note cards.

Session Two. Students, working individually or in small groups, complete the Bibliography File section of the tutorial.

Session Three. Students, working individually or in small groups, set up their own bibliography files. Either assign a topic for each file or allow students to choose a topic that relates to your curriculum. Have students print out their bibliography cards.

Session Four. Students, working individually or in small groups, complete the Note Cards File and Search Cards File sections of the tutorial.

Session Five. Students, working individually or in small groups, set up a note card file, either on an assigned topic or a topic of their choice. After a file is complete, ask its authors to organize it first by card number and then by key words.

Additional Activities

The following activities are designed to reinforce and build on the material covered in *Note Card Maker*. Most of these activities can be adapted for use in either a library or a classroom situation.

Symbols precede each activity. Here is a key for those symbols:

C Computer required

E Encyclopedia required

CL Can be used as a classroom activity

L Can be used as a library activity

I Can be done by an individual student

G Can be a group activity

C E CL L I G

Beetle-Mania

Learning Objective: Students practice finding information in an encyclopedia and writing notes based on this information.

Activity: Have students use *Note Card Maker* to prepare a minimum of 10 note cards on a topic related to beetles. (Possibilities: where beetles live, beetle physiology, scarab beetles.)

In Addition: Have students expand the number of notes by going to additional reference sources.

C L I G

Famous Life

Learning Objective: Students practice preparing bibliography cards.

Activity: Have students use *Note Card Maker* to prepare at least 10 bibliography cards on a famous person of their choice.

In Addition: Have students use the sources listed on their bibliography cards to prepare a minimum of 25 note cards on the person's life.

In Addition: Have students go to a public library and find at least 5 additional sources of information to be listed on bibliography cards.

C CL I G

Order of Presentation

Learning Objective: Students use sort and select to help develop a logical presentation.

Activity: Using the same 25 note cards from the Famous Lives Activity ask students to organize and print out the cards in 2 or 3 different ways and work up an outline or rough draft for each different order of presentation. Discuss how presenting information in different order can change the quality of writing. Is one order more interesting, dramatic, persuasive, powerful, confusing?

C L I

Computer Power

Learning Objective: Students see how the computer is an important productivity tool.

Activity: Ask students to find 10 sources of information on some aspect of computers. (Possibilities: history, applications, piracy.) Then have them use *Note Card Maker* to save the information on 10 bibliography cards. Sort alphabetically by author. Next, ask the students to add 3 sources to the bibliography and re-sort it alphabetically by author. Discuss how much faster it is to make changes in a document with a database manager than a typewriter.



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AGES 10 TO ADULT

NoteCard Maker™

...helps you to easily and correctly prepare note cards and a bibliography list for your research papers. **NoteCard Maker** is an invaluable tool for collecting, organizing, shaping, and printing your research notes as you create a report, an essay, a speech, or a full-scale thesis.



• **Learn Quickly and Easily** The interactive, on-screen tutorial teaches you, step-by-step, how to properly create bibliography and note cards for most any kind of research project.

• **Develop Better Research Skills** The program teaches you the basic steps for efficiently collecting notes from books, encyclopedias,

periodicals, and interviews. Plus it instructs you on the standard formats for bibliography citations.

- **Get Organized** With *NoteCard Maker* you will never lose a card or a reference. You can easily code each note card to its appropriate source. With the built-in database management functions, you can quickly find facts, as well as sort your notes in any order you wish.
- **Improve Your Writing** By creating, sorting, and printing your notes electronically, you will be able to write a top-notch document in less time and with less effort than ever before.
- **Print Your Bibliography and Notes** When you finish your research, you can print your bibliography in alphabetical order and print your notes to fit your outline—ready for you to use in preparing your first draft.
- **Find Help Fast** At any point in the program, you can refer to on-screen help. These advice pages are based on rules taken from well-known standard style manuals for writers.

IMPORTANT: Ask about the other Grolier self-teaching productivity software programs; EduCalc, Friendly Filer, Easy Graph, Step One and EduCalc Templates, more than a dozen spreadsheet forms ready for you to use as is, or adapt to your own needs.

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