

# HLE Project Quick Start Guide

Version 1.0, Pocket PC

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## What is HLE Project?

HLE Project stands for Handheld Learning Environment, and is a program designed to simplify the Pocket PC for educational purposes. HLE Project works similarly to PiCoMap, in that you create nodes and links on a canvas. However, with HLE Project, you can associate content (files) with the nodes. You can build a whole project right from the HLE Project canvas.

HLE Project encourages students to use a variety of different learning tools—animations, concept maps, tables, paragraphs, and web resources—to build complex, multiform projects.

HLE Project supports many of the academic and productivity stand-bys, including Pocket Word, Pocket Excel, Pocket Internet Explorer, MS Reader and the Calculator. It also features GoKnow's tool suite of software, including PiCoMap,

Sketchy and PAAMclient. With PAAMclient, students and teachers can sync to PAAM directly from HLE Project. That saves time, energy and hassle!

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### System Requirements

- Pocket PC handheld with OS Pocket PC 2000 or later
- 798 KB memory on handheld
- Microsoft ActiveSync for Windows

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### Getting Started

From the **Start** menu, tap the **GoKnow Apps** folder, then tap on the **HLE Project** icon.

1. Select your user name from the combo box. (Figure 1)



Figure 1

2. If your user name is not in this box, you need to create a new one. Tap **<New User>** and write your name in.
3. Once you select a user name, tap **Login** to begin.  
**Note:** If you select a user name that is not registered with PAAM, you will be prompted with a warning screen. (Figure 2) To continue, tap **Yes**. To go back and select a different user name, tap **No**.

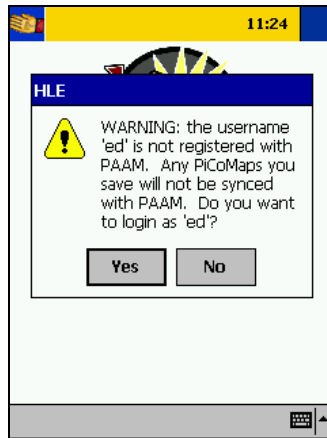


Figure 2

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### The Quick Launch Bar

1. The bar that runs across the top of the screen (Figure 3) is called the **Quick Launch Bar**. This is the place to go to quickly create new files. Simply tap one of the icons, name it, tap **Launch** and you arrive at a new file.
2. From left to right, the icons are Pocket Word, Pocket Excel, Pocket Internet Explorer, PiCoMap and Sketchy.
3. A combo box lists other applications currently supported by HLE. **<Other Apps>** includes MS Reader, PAAMclient and the Calculator.

**Note:** PAAMclient and the Calculator are treated differently by HLE. They can be used independently throughout your HLE Project session, but cannot be placed on your canvas as nodes.

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### Navigating about the Canvas

1. The large white space constituting most of the screen is your canvas, the place where you'll be creating your Project. (Figure 3)

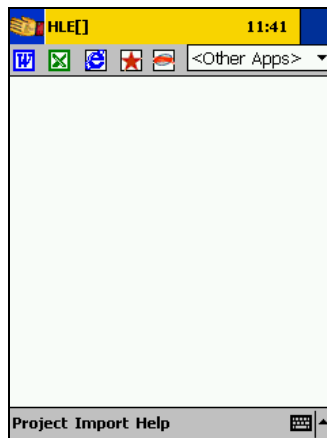


Figure 3

2. Use the Navigation controller to scroll about the canvas.
3. When you can no longer scroll in any one direction, you'll see a gray area. (Figure 4) This is off-the-page and out-of-bounds. The canvas is approximately equal to an 8½" by 11" paper.

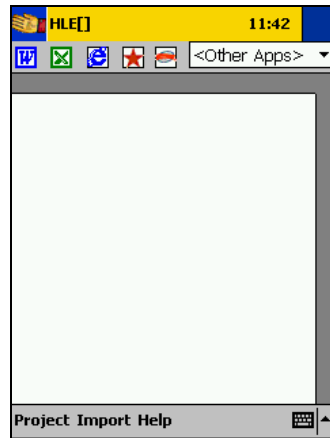


Figure 4

4. For a quick return to the center of your canvas, press the button in the center of your Navigation controller.

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## Nodes

1. A node is an rectangular box on your canvas. A node is also an iconic representation of a file.
2. When you create a new node, you are in effect, creating a new file. You simply choose what kind of file you want it to be, whether Pocket Word, PiCoMap, Sketchy, etc. This is the unique part of HLE. It allows you to create new files from many different programs from one screen.
3. You can create a node in two ways:
  - Click an icon from the Quick Launch Bar, or ...
  - Draw an oval on the canvas.

## Creating a Node from the Quick Launch Bar

This is the quickest way to create a new node.

1. Tap an icon from the **Quick Launch Bar**. For example, tap the **Pocket Word** icon.
2. The node appears with a dotted outline. (Figure 5)

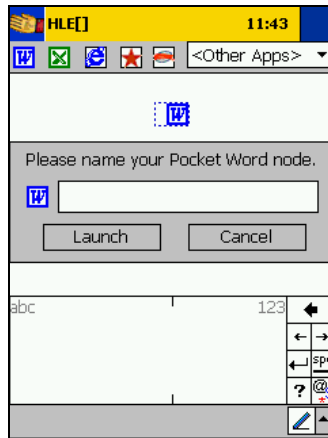


Figure 5

3. Below the node is a dialog box. This is where you name your node.
4. **Note:** All nodes must have a name. Names cannot be blank or begin with a space. Different nodes may have the same name.
5. Type a suitable name for this node.
6. Tap **Launch** to go to the associated Pocket Word file right now.
7. You are now in a new, blank Pocket Word document. (Figure 6) It's even titled with the name you wrote in just a few seconds ago. See how quick that was?

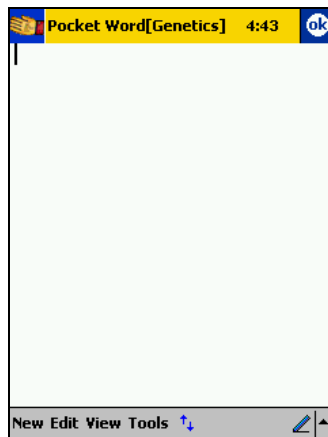


Figure 6

8. You can now write your Pocket Word document. In this example, it's an essay on genetics.
9. Moving to and from your HLE canvas is the most important feature of HLE. It's what makes HLE so powerful: one click to look at your file, one click back to your canvas. To return to HLE, simply tap the **ok** button.

### Creating a Node by Drawing an Oval on the Canvas

You may also create a node by drawing an oval.

1. Using your stylus, draw an oval on your canvas. (Figure 7)

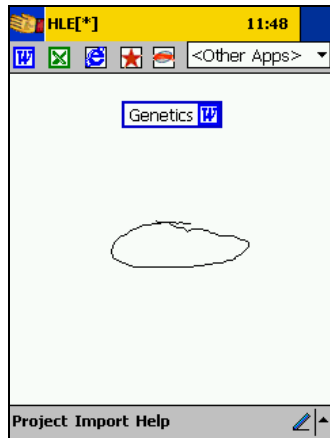


Figure 7

2. You are taken to a new screen, where you may enter a name and a brief description, as well as associate the node with a particular program. (Figure 8)

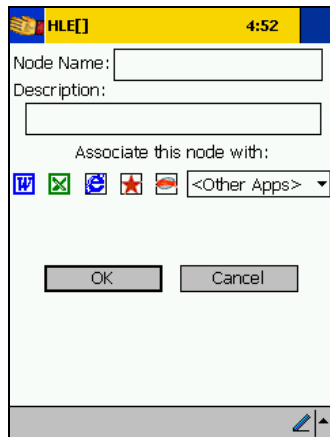


Figure 8

3. **Note:** All nodes must have a name. Names cannot be blank or begin with a space. Different nodes may have the same name. A node with a description appears shaded on the canvas.
4. **Note:** You do not have to associate this node with a particular program at this time. If you choose to wait, your node appears with a question-mark icon.
5. Tap the icon of the program you want to associate the node with. The icon grows larger and becomes centered on your screen. (Figure 9)

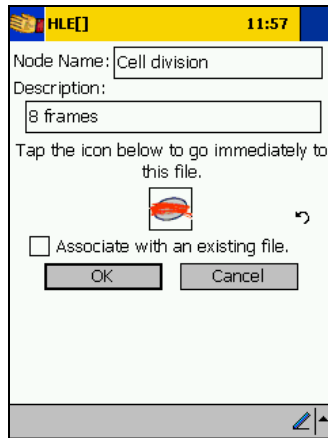


Figure 9

6. To un-associate this node, tap the small curved arrow icon to the right of the program's icon.
7. To go immediately to the new, blank file, tap the program's large, centered icon.
8. You also have the option of associating this node with an existing file. Perhaps you already have a great Sketchy animation that would suit this node. Tap the small box, labeled **Associate with an existing file**. A large list box appears with a folder hierarchy. (Figure 10) Don't worry though: this is not your conventional folder hierarchy. It only displays files in your user name folder (in this example, **gramling**).

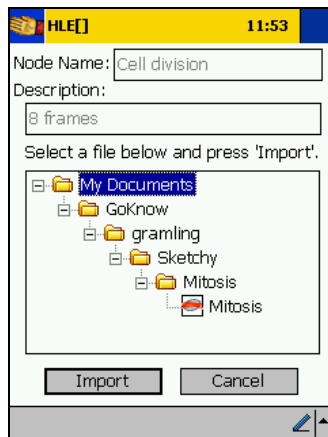


Figure 10

9. Tap the file you wish to use, and then tap **Import**.
10. To finalize your node and place it on the canvas, tap **OK**.

### Moving a Node

You may move a node anywhere on the canvas.

1. To move your node, tap and hold your stylus within its rectangle.
2. Move the stylus to the desired location.

3. **Note:** the node does not immediately travel with your stylus. A line depicts your voyage. (Figure 11)

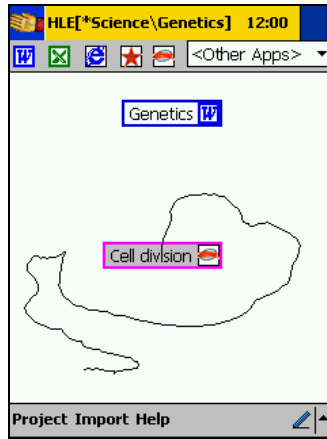


Figure 11

4. To place the node, lift your stylus off the screen.
5. The node is centered where you lift the stylus. (Figure 12)

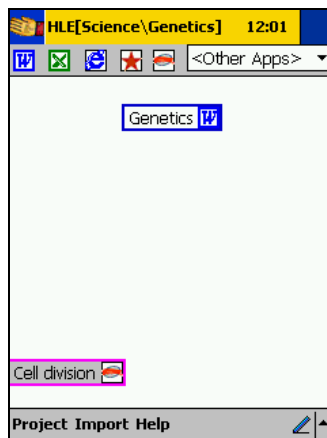


Figure 12

6. To move your node off the immediate screen and nearer the edge of your canvas, use the Navigation controller to scroll nearer your destination, and then use the techniques just described to move your node. It may take a couple of these scroll and moves before you reach the edge of your canvas.

### Editing a Node

Once you've associated your node with a particular program and placed it on the canvas, you may edit its name and description.

It's important to remember that editing the node and editing the file are different. The node is simply the icon (the rectangular box) on your HLE canvas that represents your file.

1. To edit a node, make sure you're on the HLE canvas.
2. Tap and hold the node you wish to edit.
3. A context menu appears. (Figure 13) Tap **Properties**.

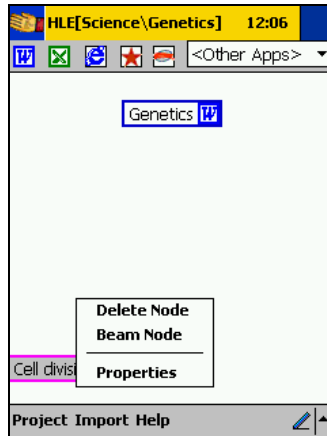


Figure 13

4. You arrive at a familiar screen (similar to Figures 8 and 9). You may now change the name of the node and the description.
5. To save the changes to the node and return to the HLE canvas, tap **OK**.

### Deleting a Node

**Warning!** Deleting a node also deletes the node's associated content (its file).

1. You may delete an node in two ways:
  - Draw a line through the node, and then tap **Yes** at the warning prompt (Figure 14), or ...
  - Tap and hold within the node to bring up the context menu, tap **Delete Node**, and then tap **Yes** at the warning prompt.

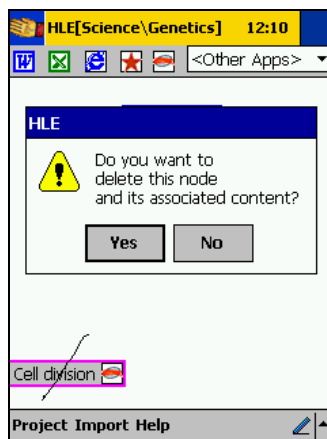


Figure 14

2. **Note:** Deleting nodes with attached links also deletes the links.

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## Links

A link is a directional connection between nodes.

1. Because you're often creating Projects with overarching themes, you may want to connect your nodes based on their relationship with each other.
2. For example, if you've got a Pocket Word file detailing your predictions on an imminent Ice Age, and a Pocket Excel workbook full of data to back it up, you may want to express their interconnectedness with a link.

## Creating a Link

1. To create a link, tap, hold and drag your stylus from one node to another. You are basically drawing a line from one rectangle to the other. (Figure 15)

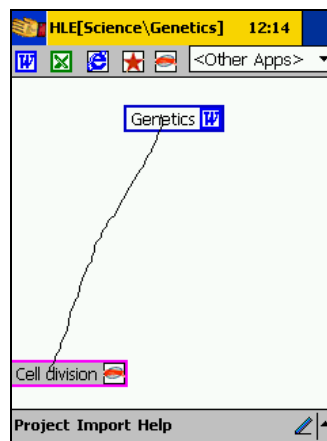


Figure 15

2. Lift your stylus to complete the link.
3. You arrive at a busy window. (Figure 16) A lot is going on. Let's figure out what.

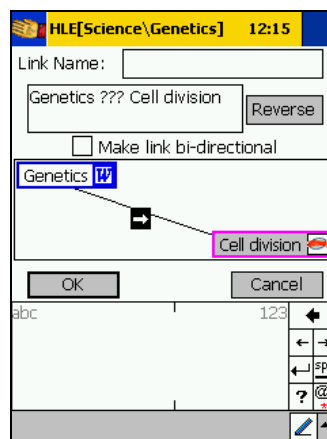


Figure 16

4. The top box is for the link's name. Unlike nodes, links do NOT have to be named – they may be blank.
5. The next box down is a static text box. You cannot edit the text in this box. It is there to show you the textual representation of your link. Notice how the '???' change as you type a name. (Figure 17)

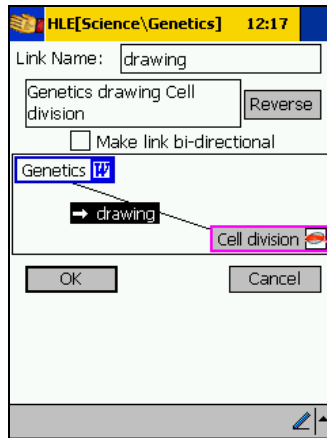


Figure 17

6. The large box in the middle of the screen is the visual representation of your link. This box also changes as you type. Your link name appears in the black box with white type. Notice that the direction of the arrow between your nodes replicates the way you originally drew the link.
7. To reverse this link, tap the **Reverse** button. Notice that the nodes swap places. (Figure 18) Don't worry: they're not physically swapping pages on your canvas, only here in this box. We thought this would be easier for you to notice the effect of the Reverse button if they did this. Tap Reverse again to return it to its original directionality.

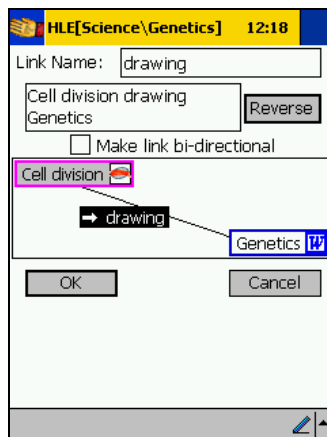


Figure 18

8. To make your link's arrow point both ways, bi-directionally, tap the small box next to **Make link bi-directional**.

9. Tap **OK** to save the link and return to your canvas. (Figure 19)

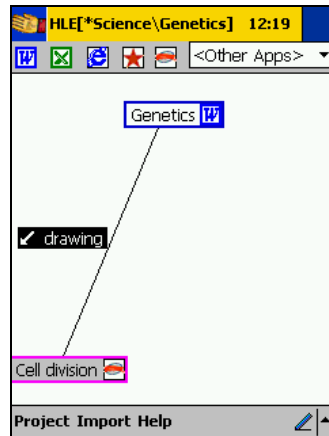


Figure 19

### Editing a Link

Once you've set a link between two nodes, you may edit its name, its direction and its bi-directionality.

1. To edit a link, tap the link's black box, or simply redraw the link.
2. You arrive at a familiar screen (similar to Figure 17 and Figure 18).
3. You may now change the link's name, direction or bi-directionality.
4. You have a new button as well. You now have the option of deleting the link from this screen. To delete the link, tap **Delete**. Warning: there is no warning prompt when deleting a link. You return immediately to the canvas and your link is gone.

### Deleting a Link

You may also delete a link through the context menu.

1. Tap and hold on the link's black box to bring up the context menu. (Figure 20)

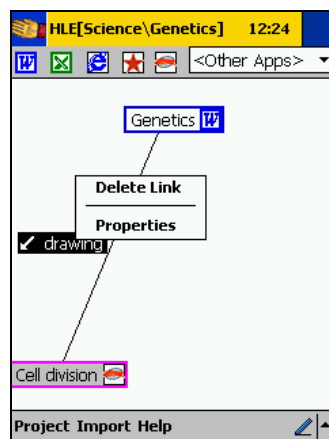


Figure 20

2. Tap **Delete Link** from the context menu.

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### Importing a File

We have already looked at one way to import files – when creating a new node by drawing an oval on the canvas. Now, let's talk about another way – directly from the canvas, in the Import menu.

1. Tap **Import Node** from the **Import** menu.
2. You arrive at a rather empty screen with a **<Select file type>** combo box at the top.
3. Tap the program you're looking for from the combo box.
4. A folder hierarchy appears. (Figure 21) Expand the folder hierarchy to find the file you wish to import.

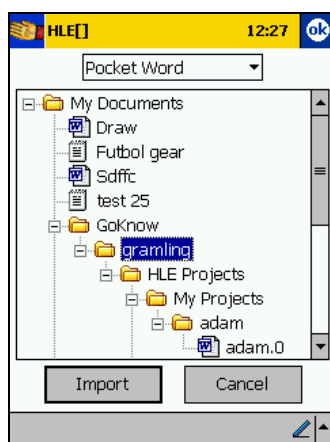


Figure 21

5. Tap the desired file.
6. Tap **Import** to import the file.
7. You return to your canvas, where your imported file is represented by a node. Tap the node to view and edit the file.

**Note:** You can import Pictures, eChem molecules and Acrobat Reader files (.pdfs), in addition to Pocket Word, Pocket Excel, Websites, PiCoMap, Sketchy and MS Reader files.

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### Beaming a Node

Using the IR capabilities of your Pocket PC, you can beam an individual node and its associated file to a friend.

1. Tap and hold on the node you wish to beam.
2. A context menu appears. (Figure 22)

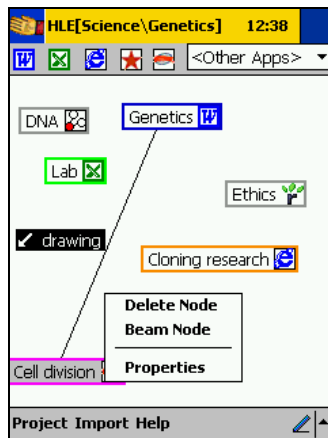


Figure 22

3. Tap **Beam Node**.
4. You arrive at the IR send screen. (Figure 23)



Figure 23

5. Make sure your beaming friend is using HLE. Align your handheld's IR port with their IR port – it's best to lay both handhelds on a flat surface – and tap **Start**.
6. The beamed node appears on your peer's canvas.

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### Going to an Associated File and Getting Back to HLE – Program by Program

Every program in HLE has its own small peculiarities. Let's take a look at how each program ticks within HLE.

#### Pocket Word

1. Go to an associated Pocket Word file.
2. Write, type, draw and record your way to an interesting document.

3. Do **NOT** tap New. If you wish to create a new Pocket Word document, simply return to HLE and create a new Pocket Word node.
4. To return to HLE, tap **OK**, located on the top menu bar.
5. Your document is saved automatically.

### Pocket Excel

1. Go to an associated Pocket Excel file.
2. Collect, enter and display data to your heart's content.
3. Do **NOT** tap New. If you wish to create a new Pocket Excel document, simply return to HLE and create a new Pocket Excel node.
4. To return to HLE, tap **OK**, located on the top menu bar.
5. Your workbook is saved automatically.

### Pocket Internet Explorer

1. Go to an associated Pocket Internet Explorer file.
2. You arrive at a screen that details how to save a web site to HLE. (Figure 24)

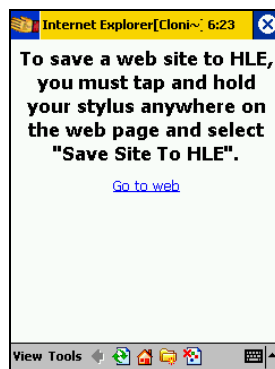


Figure 24

3. Tap **Go to web**.
4. You arrive at your Home Page. Enter the web site you wish to save into the Address Bar, and then tap the green arrow to go to it.
5. Tap and hold anywhere on the screen. A context menu appears. (Figure 25)

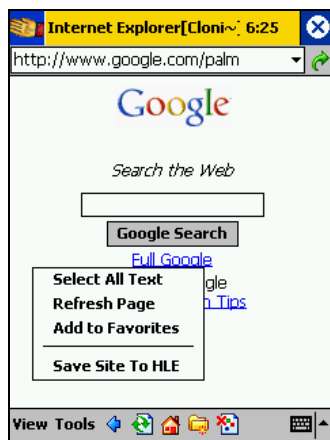


Figure 25

6. Tap **Save Site To HLE**.
7. You immediately return to your HLE canvas, and your web site is now saved.

### PiCoMap

1. Go to an associated PiCoMap file.
2. Create an informative concept map.
3. To return to HLE, tap the circled **X**, located on the top menu bar.
4. Your concept map is saved automatically.

### Sketchy

1. Go to an associated Sketchy file.
2. Sketch and animate the amazing processes of life and movement.
3. To return to HLE, tap the circled **X**, located on the top menu bar.
4. Your animation is saved automatically.

### eChem

1. Go to an associated eChem file.
2. Create cool molecules.
3. To return to HLE, tap the circled **X**, located on the top menu bar.
4. Your molecule is saved automatically.

### MS Reader

1. Go to an associated Microsoft Reader file.
2. Read this e-book from the Library.
3. To return to HLE, tap the circled **X**, located on the top menu bar.
4. Your location in the e-book is automatically saved, as well as any Bookmarks, Highlights, Text Notes, or Drawings you made. The next time you return to this e-book, you'll be at your page, with your notations.

### Acrobat Reader

1. Go to an associated Adobe Acrobat Reader file.

2. Scroll about on your PDF, enjoying the fine technology.
3. To return to HLE, tap the circled **X**, located on the top menu bar.
4. Your zoom settings and preferences are saved automatically.

### PAAMclient

1. Tap **PAAMclient** from the **<Other Apps>** combo box.
2. Sync your handheld as needed.
3. To return to HLE, tap **ok**, located on the top menu bar.

### Calculator

You cannot associate a file with the Calculator. This means you cannot have any Calculator nodes.

1. Tap **Calculator** from the **<Other Apps>** combo box.
2. Perform the calculations of your Boolean dreams.
3. To return to HLE, tap the circled **X**, located on the top menu bar.

## HLE's Archiving Options

### Starting a New Project

1. Tap **New Project** from the **Project** menu. (Figure 26)

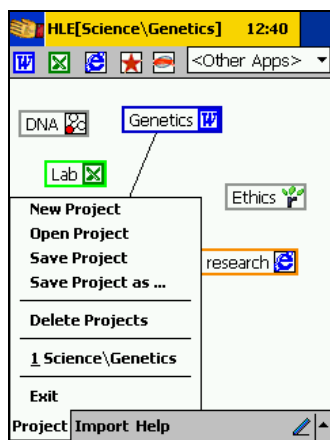


Figure 26

2. If you have made unsaved changes to your current Project, you are prompted to indicate whether you wish to save the changes. Tap **Yes** to save before you start anew, **No** to refuse saving before starting anew, or **Cancel** to return to your current Project.
3. **Note:** You do not start as a new user.

### Saving a Project

1. Tap **Save Project as ...** from the **Project** menu. (Figure 26)

2. Type a name for the Project.
3. Select a subject folder to place it in from the Subject Folder combo box. (Figure 27)

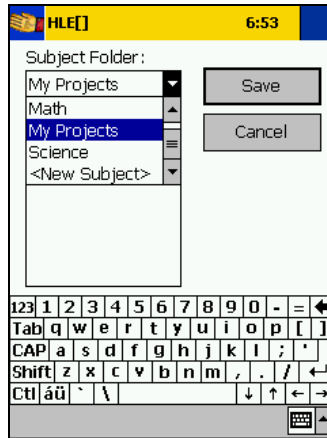


Figure 27

4. To create your own subject folder, select **<New Subject>**. You can now enter in your own subject.
5. Tap **Save** to save.

### Opening a Saved Project

1. Tap **Open Project** from the **Project** menu. (Figure 26)
2. If you have made unsaved changes to your Project, you are prompted to indicate whether you wish to save the changes. Tap **Yes** to save before you open another Project, **No** to refuse saving, or **Cancel** to return to your current Project.
3. Projects are listed by subject.
4. Select the subject of your choice from the Subject combo box.
5. Tap the name of the Project you wish to open from the Project box.
6. Tap **Open** to open this Project.
7. **Shortcut Note:** The last three opened Projects are displayed in the Project menu.

### Deleting a Saved Project

1. Tap **Delete Projects** from the **Project** menu (Figure 26). Projects are listed by subject.
2. Select the subject of your choice from the Subject combo box.
3. Tap the name of the Project you wish to delete from the Project box.
4. Tap **Delete** to delete the selected Project. A strongly worded warning prompt details the severity of this action: the layout of the Project, as well as ALL of its associated files, will be deleted. If this is exactly what you want to happen, tap **Yes**. If you don't want to delete, tap **No**.

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## Tips

1. **Save your Projects before you beam.** Even though it's really cool to do, beaming is actually a very unstable and unreliable way to transfer information. Large files, such as Sketchy animations, can do funny things when you try to beam them, because the IR wave is so weak. The best suggestion we have is to set both Pocket PCs on a flat surface, and leave them there while you beam. Holding them in the air will most likely cause an IR failure to occur, and it has been known to wipe out nodes from your HLE Project. Saving will save you the trouble and pain of losing good work.
2. **Use the whole canvas.** It is quite large, and there's a real tendency to cram all of your nodes on the part of the canvas you can see in one screenshot. Resist that urge. A good way to notify others of nodes not on the immediate screen is to lead them there with links. Links are like electronic bread crumbs to navigate through a large Project.

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## Additional Support

Additional support and user information can be found at <http://www.goknow.com/Support/>.

If you have any questions or concerns, please contact: [support@goknow.com](mailto:support@goknow.com).