

Notes

Oliver West



FOOTNOTES TOOL[®]

oliverwestfootnotes.com

Manual

Oliver West's Footnotes Tool Manual

A brief introduction to Oliver West's Footnotes

For many years schools have used linear, word-based teaching methods, assuming that this is the most effective way of educating our children. Learners who think in holistic, visual ways have consequently been marginalised and in many cases branded with a 'learning difficulty' label, simply because they think and learn in a way that is incongruous with traditional classroom teaching. Teachers and parents can struggle to encourage this 'different' way of thinking, often because they simply don't understand it.

Oliver West offers a unique insight into the mind of a visual thinker. Strongly dyslexic himself, he has developed a unique portfolio of visual thinking techniques for learners and personal development. These techniques and strategies enable visual thinkers and those with dyslexic tendencies to discover why they think differently and to find learning strategies which work for them. They have proven successful in helping learners in all levels of education, from pre-school to postgraduate; students who have continually struggled with traditional education have found their ability to learn transform through the use of Oliver West's 'Footnotes' techniques. For many visual thinkers they have become an essential tool for overcoming day-to-day frustrations in memory and communication, in education and beyond.

The scope of the strategies is not limited to visual thinkers: learners who have only ever thought in a linear way have discovered stimulating and efficient new ways of learning, while teachers and trainers in business as well as education are realising the effectiveness of Footnotes techniques as powerful teaching tools.

Welcome to Oliver West's Footnotes Tool

The Oliver West's Footnotes Tool is an exciting new step into the world of visual thinking strategies. The software takes Oliver West's Footnotes to a new level of recording and organising visual thoughts.

Oliver West's Footnotes grid strategy has proven to work very well and is a fantastic way for visual thinkers to communicate. The method and theory of the paper technique has been created within the digital realm to open up the strategy to a vast amount of new opportunities and potentials for learning and organising.

The new software gives the ability to create digital grids, with the freedom to draw, edit and store thoughts, reminders and ideas. The rapid thought process of holistic thinkers can be captured easily with this simple and effective new tool.

The software offers an array of different uses and ways of creating a personal approach to Oliver West's Footnotes. It even allows the user to import scans, images or photographs to their digital grids. This is ideal for seen images that trigger a thought, to be placed onto a grid which can then be edited amongst grid squares of personalised drawn pictures. It also enables the exporting of digitally drawn images from a grid into a variety of places. The ability to import pictures from hand drawn grids strengthens their connection with digitally drawn grids and allows the possibility to record thoughts anywhere.

The image editor function provides the basic tools needed to create and then edit images. It is easy to use and as well as being useful to record thoughts at speed, it also allows images to be revisited and worked on in more detail. With shapes, colour, text and a variety of pencil thicknesses being available for selection, the possibilities within the image editor are endless.

The ability to re-order and re-edit a single grid quickly within the software is a further development to the Oliver West Footnotes technique. A user's thoughts may alter and develop day to day, making it necessary to add or remove images and even change their order. This self management is made easy, as with the touch of a few buttons a grid can be updated, then re-ordered.

The beauty of the digital grid is that it can be continually worked upon. Its advantage over the hand drawn grid is its ability to evolve without the grid having to be completely redrawn from scratch. Once printed, a grid can be taken anywhere and if necessary added to with hand drawn images throughout the day. Upon returning to the software, grids can be updated with new scans and photographs. These pictures and images can then be edited with any unwanted information being deleted. This evolution gives a clearer grid for the user to benefit from, remember and understand. In one place, a personal library of digital grids will start to grow with all of the user's thoughts and ideas, reminders and plans being housed safely within.

The software, combined with the paper grid technique provides a comprehensive tool that can be a fundamental aid to enabling and supporting a visual thinker's learning. Oliver West's Footnotes Strategies aim to help the experimentation and development of a personal way of learning by strengthening ways of the organisation and communication of thoughts. It is important to give the learner freedom and opportunity to support and organise themselves, which consequently gains them the confidence to become more effective communicators. The personalisation of Oliver West's Footnotes Strategies enables the user to manage and cope with confidence through a greater understanding of their day to day challenges. With the time we spend on our computers increasing through the ever advancing digital age in which we live, this exciting new software allows its user to participate with confidence now and into their future.

The Manual

Oliver West's Footnotes Tool uses the basic windows operating procedures. The manual will show you a step by step guide on how to understand and employ the advancements made from the traditional hand rendered grid. You will find instruction to all the elements of the software within the "How to..?" section. Essential tips about how to create a personal approach to Oliver West's Footnotes Tool in your everyday life are even given.

"I hope you enjoy using the software", Oliver West Visual Thinking Specialist

If you wish to make your own images to accompany the text in this manual, a manual without images is available to download at...

www.oliverwestfootnotes.com

If you have any questions or queries, please contact Oliver West on
oliverwestfootnotes@googlemail.com

Further information about Oliver West Footnotes Strategies can be found at
www.oliverwestfootnotes.com

A Note on Reading

If you have trouble reading, it is advised that you enlist the help of someone who is capable to read this manual to you. The imagery accompanying instructions should make it easier to read. Creating your own visual notes is a useful way to help remind you of the instructions and information of the manual. If required, there is even software available which will read the text out to you.

Top Ten uses of the Footnotes Grid

Organising

Revision

Presentation Planning

Story Writing

Timetabling

Memory Prompts

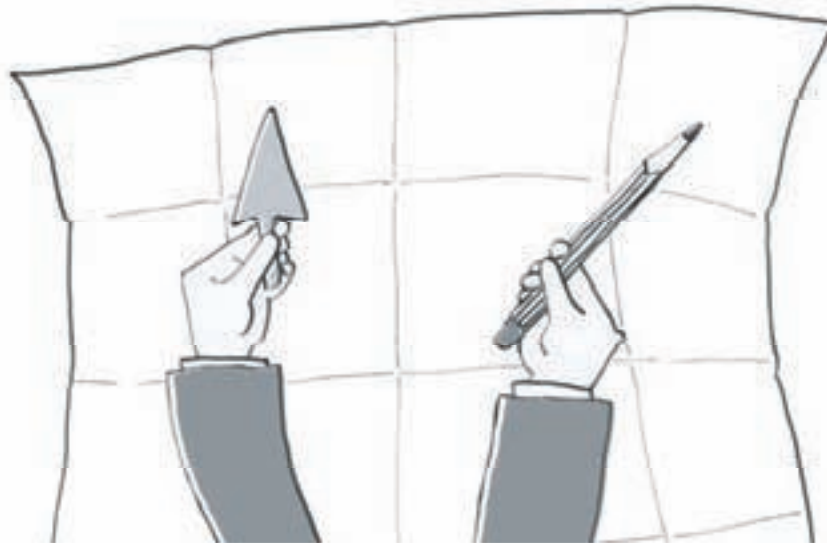
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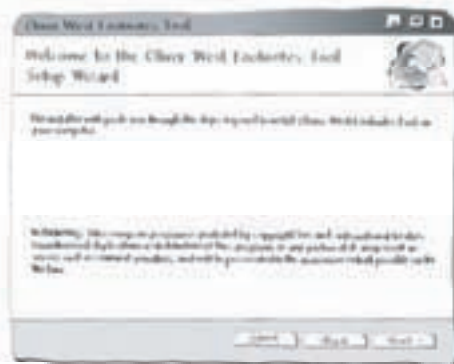
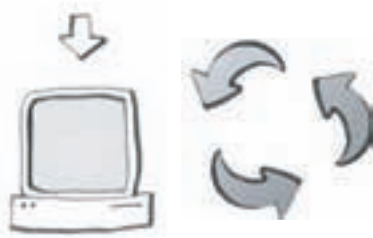
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Installation Instructions



- 1) Download the software from oliverwestfootnotes.com.
- 2) Find, the Oliver West Footnotes Tool setup.exe program and begin it with a double click.
- 3) A dialogue box should read: "Welcome to Footnotes Setup Wizard". Press the Next button.
- 4) The next dialogue asks you to select installation folder. The suggested one will be fine, but if you are an advanced user you may choose to change this. Press the Next button.
- 5) You will be asked to confirm installation. Press the Next button to continue.



6) The installation should proceed.

7) Finally installation complete should appear. The program is installed!

A shortcut will appear on the desktop with a new entry in the start menu.

System Requirements



Windows XP, Windows 2000,
Windows Vista

.NET Framework Version 2.0
Re-distributable Package (x86)

Available from Microsofts
download centre, installed with XP sp2,
pre-installed with Vista

<http://www.microsoft.com/downloads/>

How To..?



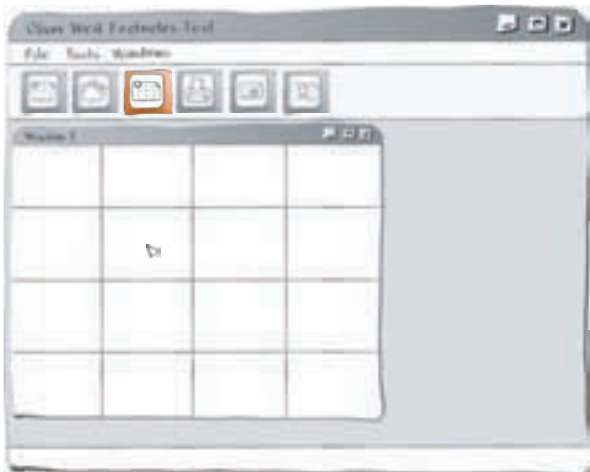
Oliver West
Footnotes Tool

...begin Footnotes Tool

Double Click the Footnotes icon on the desktop.


Or click the icon in the start menu:

Start / All / Programs / Footnotes



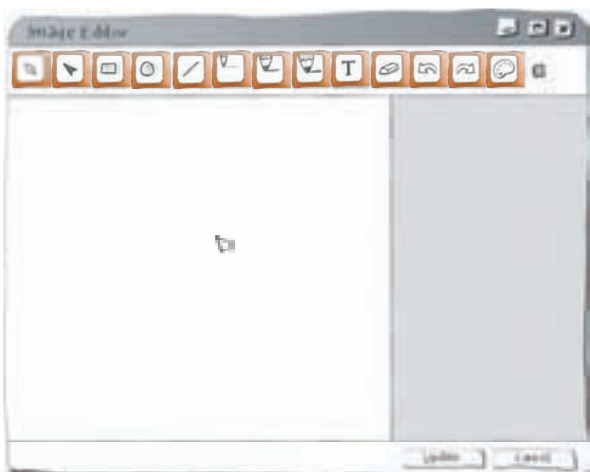
...create a new grid

A new grid opens as default when you start the Footnotes Tool, but to create a

new grid, press the  button.

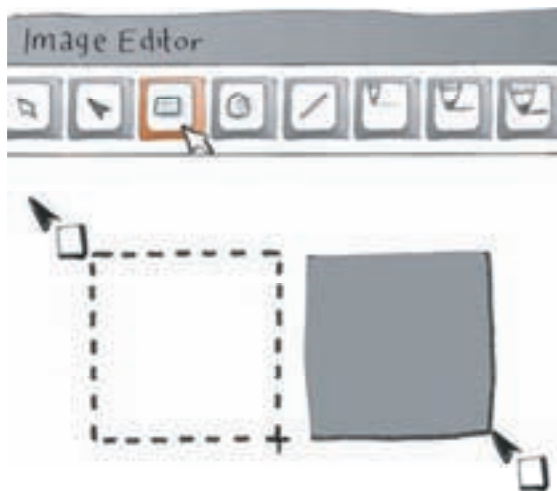
Or from the menu select: **File/New**

Or press the short cut: **Ctrl + N**




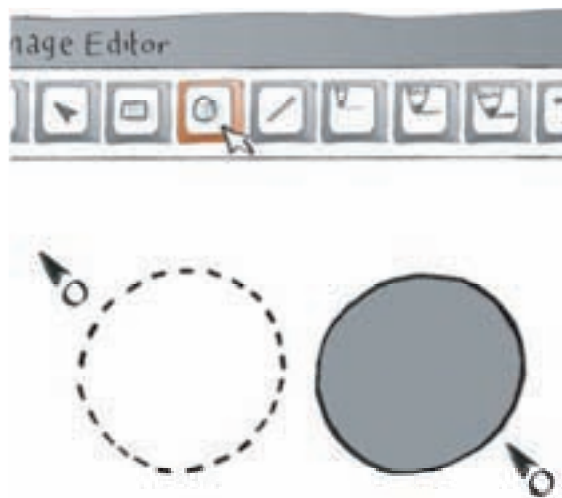
...edit the image frame, using the Image Editor

Double click on the image frame you wish to edit and a new window opens, which contains your chosen image frame and thirteen editing keys. This is the Image Editor and it uses a variety of tools that will enable you to create and edit image frames. The following pages explain how to use each of these tools.




...draw a square or rectangular shape

Press the  button and the mouse pointer will change. Click on the image and whilst holding the left-hand mouse button down, move the mouse to the opposite corner. You will see the square shape appear on the screen as the mouse moves. Release the mouse when you have your desired size.




...draw a circular shape

Press the  button and mouse pointer will change. By holding the left-hand mouse button down, move the pointer to the opposite corner. The circle enlarges and decreases as the mouse moves. Hold the button down until you have your chosen circle.



...draw a straight line

Press the  button and the mouse pointer will change. Where you want your line to begin, click and hold down the left-hand mouse button and then move the mouse to the finish of the line and release.



...draw free hand

There are three thicknesses of pencil, which draw either a



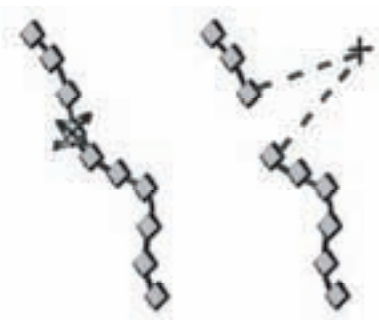
thin



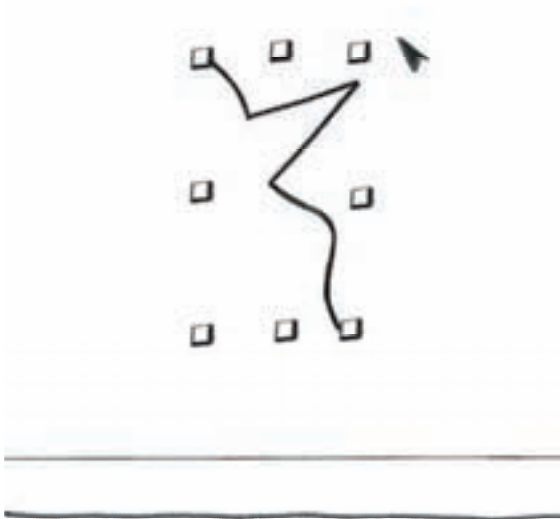
medium or



thick line



Select your line thickness by clicking on one of the above and the mouse pointer will change. Holding down the left-hand mouse button, move to form your line. When the mouse is released the line will be drawn.

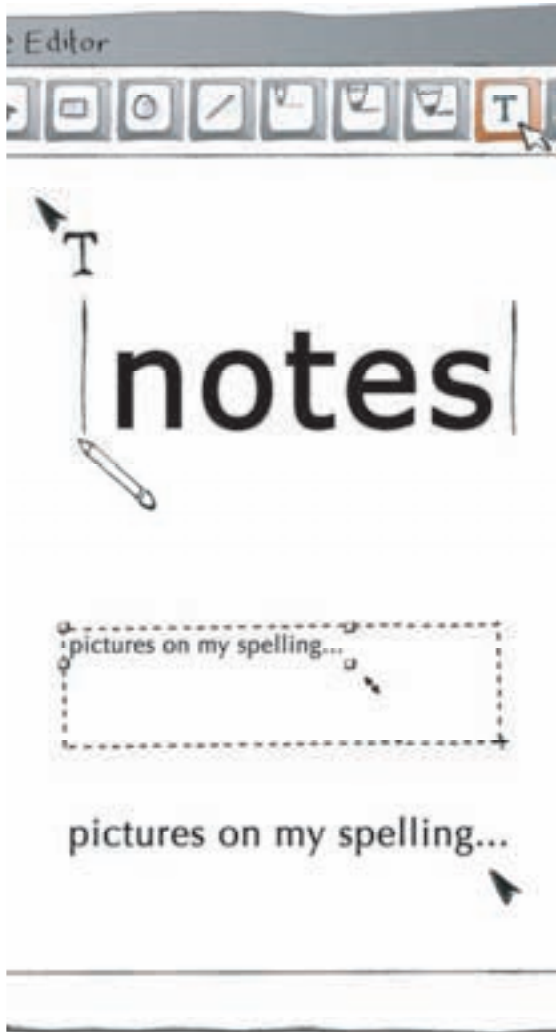


To re-shape a free hand line, press the




button and then double click on a


chosen freehand line with the left-hand mouse button. The points of the line will be highlighted with small yellow diamonds. Select one by holding down the left-hand mouse button and move to its chosen position. Re-click the above arrow button to finish.

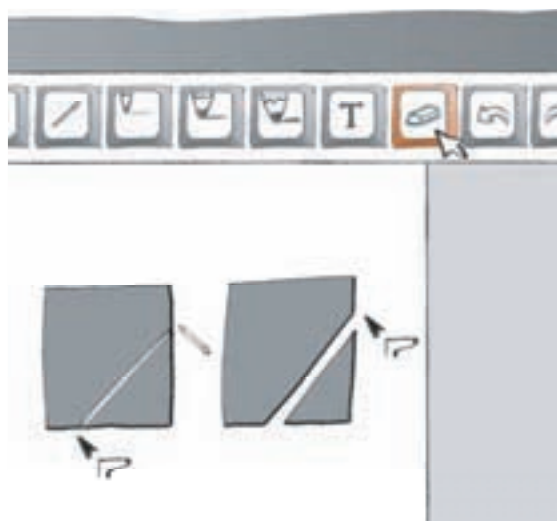


...write text


Press the  button and the mouse pointer will change. The size of the text can be chosen before or after you type.

Click and hold down the left-hand mouse button on the image where you want the text to appear. Drag the mouse downwards to obtain the height of the text you want and then release the mouse button. Then type your text. When finished, press the return key on your keyboard.

To resize existing text press the  button and select the text you want, see page 16 for '[How to select an object](#)'. Four white corner squares will surround the selection. Click and hold the left-hand mouse button down whilst dragging the text box to your chosen size. Release the button and the text scales itself to fit.



...rub out

Press the  button and the mouse pointer will change. This effectively draws a thick white line that gives the appearance of rubbing out. To remove a shape fully, it is preferable to use the delete button after selecting the object you want to remove, see page 17 for '[How to delete a drawn object](#)'.




...undo changes

Press the  button and the last change will be reversed.

Please note that up to 20 changes only are stored which can be undone.




...redo changes

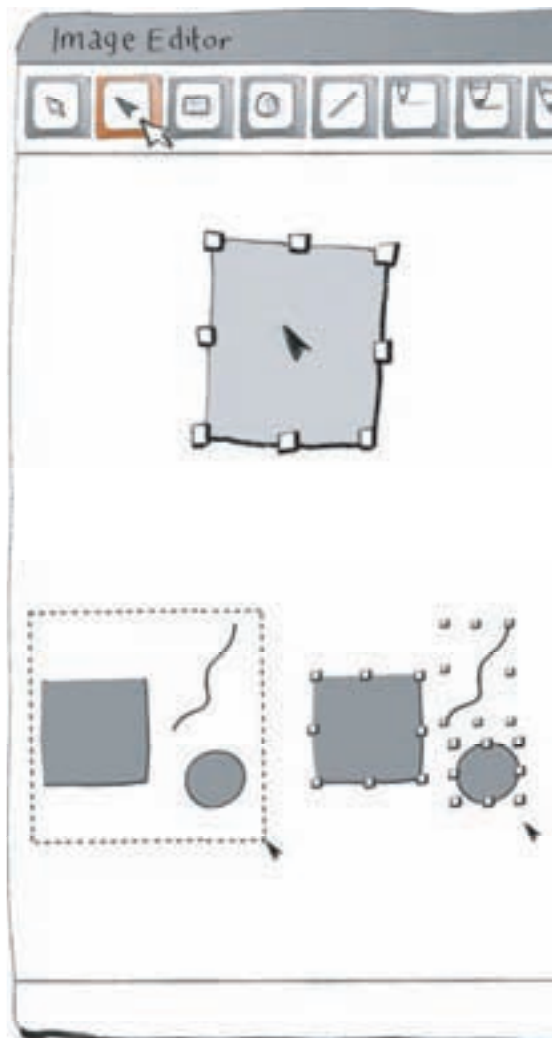
Press the  button to redo any changes that have been undone.



...choose a colour


Press the  button to show the colour palette. Choose your colour by clicking on a colour square. Confirm with "ok" and the selected colour will be shown in the box next to the palette icon.

Please note, it is simpler to choose the colour before you draw or write on the image. It is possible though to change the colour afterwards, see '[How to change a colour of a drawn object.](#)' page 16.



...select an object


Each line, free drawn stroke, shape etc is an object within the image. (Note that this is also the case with imported windows metafiles but not with imported jpegs)

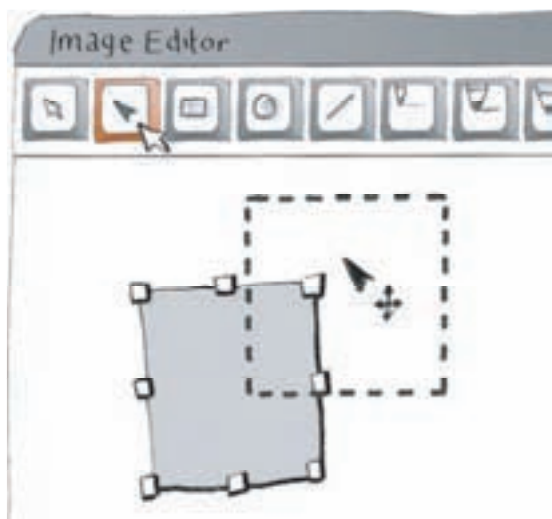
To select an object, press the  button and the mouse pointer changes. Just click on the chosen object.

By holding down the shift key whilst clicking on what is required it is possible to select multiple objects. Also, by pressing the select button and clicking on the image background, whilst holding down the left-hand mouse button, drag the selection rectangle over all required objects. When all objects are highlighted, release the mouse button.




...change colour of a drawn object

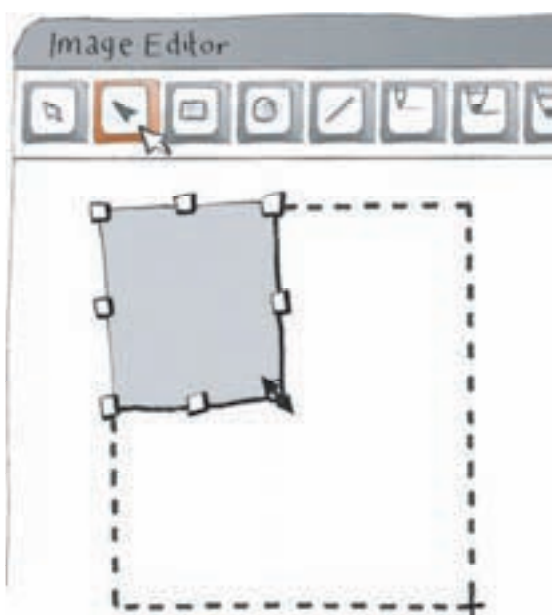
Select the object(s). Press the  button and the standard colour palette will appear. Select and confirm your colour choice and the selected object(s) will have their colour changed.



...move a drawn object

Using the  button, hold down the mouse to pick up a chosen object to move. Release the button when dragged into the right place.

You are able to move multiple objects by following the '[Select an Object](#)' procedure on page 16 before moving.



...resize a drawn object

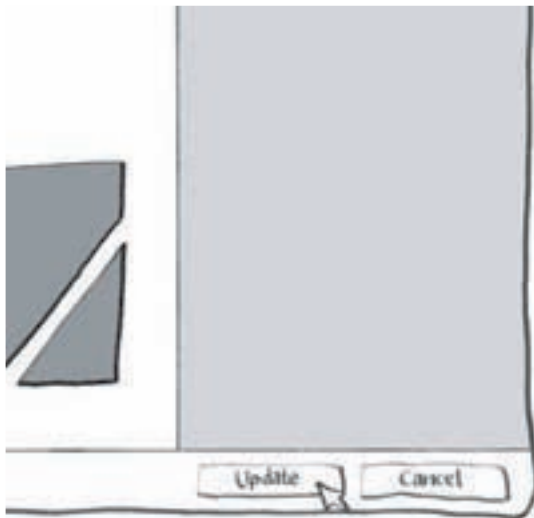
Select an object and white squares will appear around its sides. By clicking on one of these and holding the mouse button down whilst moving the mouse around you can alter an object's size. Release when finished. Corner squares alter the whole shape, whereas the middle squares alter only by height and width.

Holding down the shift key as you resize will keep a shape's proportions.



...delete a drawn object

Select the object(s) and press the delete button on your keyboard.



...save an edited image frame and return to the main grid

By pressing the update button in the bottom right-hand corner of the image editor, any changes made to the image frame are saved. These are also updated to the main grid. If any changes are not required then press the cancel button and this closes the image editor without updating, returning you to the main grid.



...import a single image frame

Position the mouse over the single image frame you wish to import onto and press the right-hand mouse button. From the drop down menu press **Import** and select the desired image by pressing open. The imported image then appears on the current working grid.

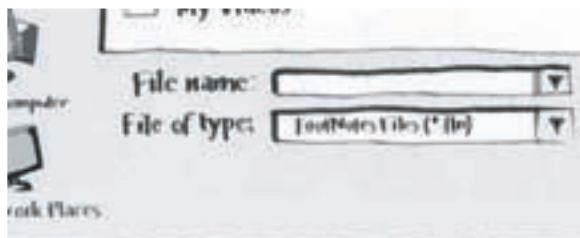
By scanning in a hand-drawn grid and then cropping its image frames individually, is an important facility enabling the paper grid to be converted to a digital grid. This file, along with other scans, annotations, illustrations and even photographs can be imported for inclusion and editing. Please note, it is advised to import files of smaller size as, for example, using compressed jpegs direct from a camera, will cause the program to run slowly by its increased size.



...export a single image frame

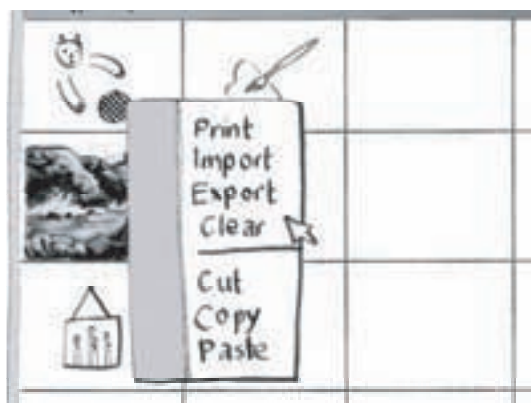
Position the mouse over the single image frame you want to export and press the right-hand button. From the drop menu press **Export**.

Specify the file name and file type in the save dialogue box. You have two options available; **JPG image** and **Windows Metafile (.wmf)**. Windows Metafile is best for importing and exporting but the JPG is generally best when using with other applications. Then click Save.



Important:

When importing and exporting - To find a **jpg** or **.wmf**, ensure that the file type you want to find is selected in the 'Save as type' box. Only what is shown in there will be shown in the list.



..clear an image

Position the mouse over the single image frame you want to clear and press the right-hand mouse button.

From the drop menu press **Clear**.

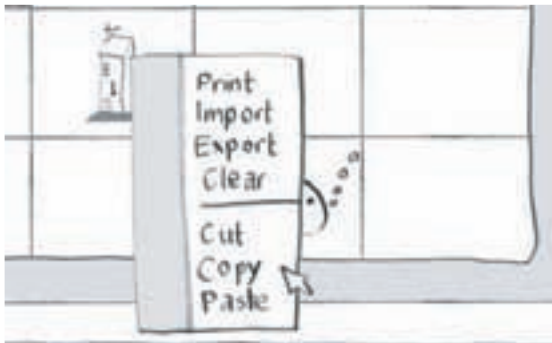


...cut and paste an image

Position the mouse over the single image frame you want to remove and press the right-hand mouse button. From the drop down menu, firstly press **Copy**, then right click again and from the drop down menu press **Cut**.

Right click over a different image frame where you want the image to be pasted and in the drop down menu press **Paste**.

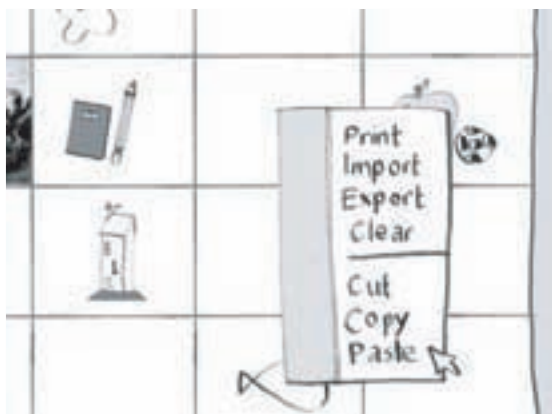
By pasting the image, the original image will be cut.



...copy an image

Position the mouse over the single image frame you want to copy and press the right-hand mouse button.

From the drop menu press **Copy**.



...paste an image

Position the mouse over the single image frame you want to paste your copied image onto and press the righthand mouse button.

From the drop menu press **Paste**.



...change the order of the images

Press the  button.

Or from the menu select:

Tools / Re-order Images

There are 16 image frames to each grid. Each image frame has its current order number in green, in its top left hand corner.

Starting with the one you want to be first, click on each image in turn. As each image is chosen the new order will be shown in blue on the right of the image.

When ready, press the re-order button found at the bottom right corner of the grid.

Or to return to the main grid without any changes, press cancel.

Note that you do not need to click on all the images. Those chosen will be the first in the re-ordered grid and those not will remain in their existing order.


Please ensure you regularly save your grids, as once a grid is re-ordered you will be unable to undo it.





...save a grid

To save a grid for the first time,

press the  button. Choose your location for the file and insert a file name into the 'Filename' box remembering to select the file type. Then click save. Using FootNotes (.ftn) as a file type is advised for using the software, but you are able to save as .jpg too.

Save grids using FootNotes (.ftn) as the file type to enable you to use them in the software again, as grids saved to a jpeg file will not reopen again in Oliver West's Footnotes Tool.

Or from the menu select: **File / Save As**

Or press short cut: **Ctrl + S**

To save a current grid press the Save button above,


Or from the menu select: **File / Save**

Or press short cut: **Ctrl + S**

Note that if is advised to regularly save your grid to prevent any risk of losing your work.




...preview a grid

Press the  button to preview your current grid.

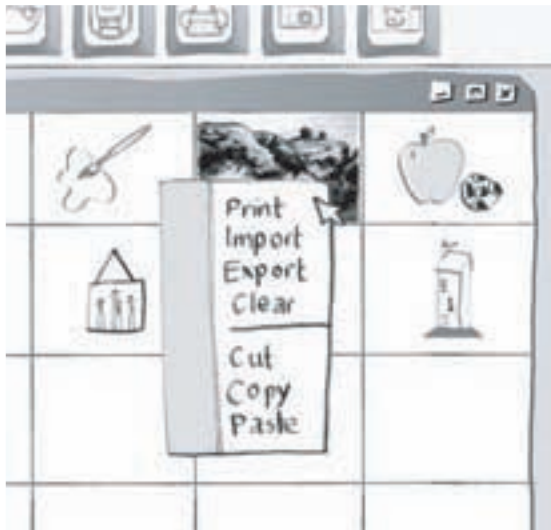
OR from the menu select: **File / Preview**



...print a grid

Press the  button to print the current grid. Change the options and settings accordingly. You will find more settings within the Print Setup in the File menu.

Or from the menu select: **File / Print**
Or press the short cut: **Ctrl + P**



...print a single image frame

Position the mouse over the single image frame you want to print and press the right-hand mouse button.

From the drop menu press **Print**.
Change settings accordingly.

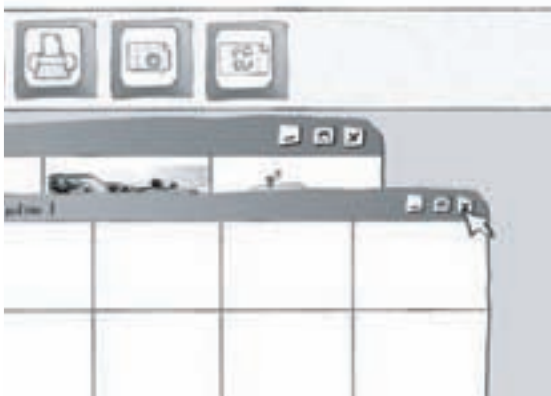


...open a grid

Press the  button to search for a grid.

Or from the menu select: **File / Open**
Or press the short cut: **Ctrl + O**

When found either double click on the file or highlight and click on open.

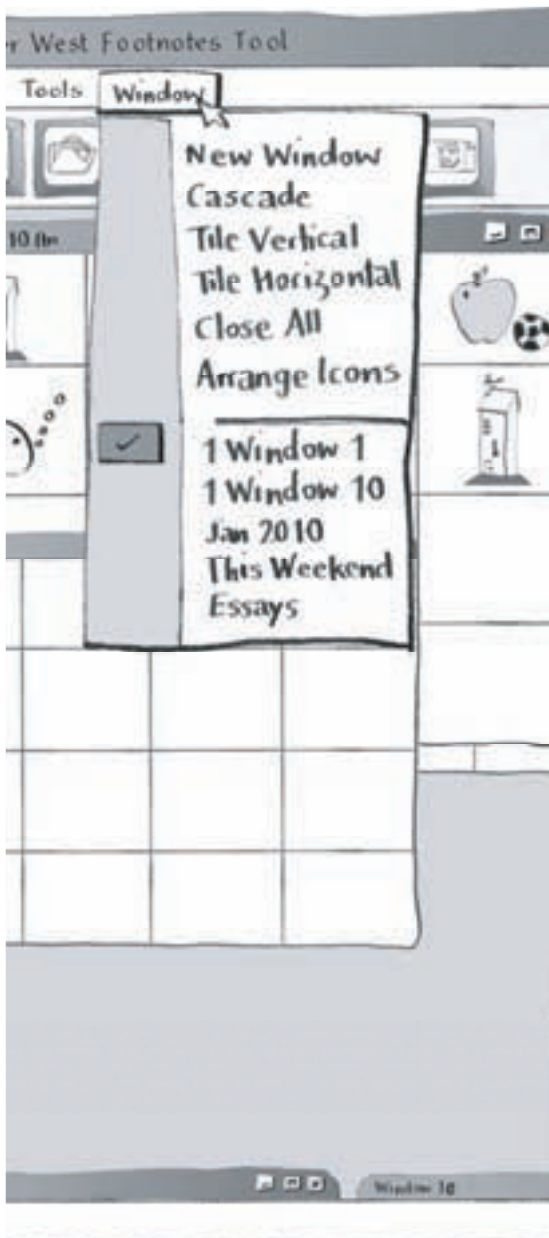


...close a grid but keep Footnotes Tool running

Ensure that you have saved any changes made to the file and press the



button on the top right corner of the grid to close it.



...view and manage multiple grids

From the menu select **Windows**

This will give you six options:

New Window:

Creates a new grid.

Cascade:

Will stack all your open grids so that you will be able to see all their file names.

Tile Vertically:

Allows you to view all open grids vertically in a column.

Tile Horizontally:

Allows you to view all open grids horizontally in a row

Close All:

Closes all your grids.

Arrange Tool:

When minimised grids are dragged and moved around the screen, pressing the Arrange Tool organises the minimised grids at the bottom of the screen.



...work with multiple grids

The need may arise for two or more grids to be worked simultaneously. Image frames can be duplicated or transferred between and within these grids. To do this place the grids near each other and select the image frame to be moved by holding down the left-hand mouse button. Then drag it from its original grid and release the button when the image frame is hovering over its new home. This same technique applies when moving image frames within a grid, although if multiple frames are to be moved it is advisable to re-order, see pg 21. You can only drop replacements or new information into empty frames, so clear any unwanted image frames first.



...create a library of grids

Grids can evolve very quickly with the input of new thoughts and visual stimuli. It is therefore advisable to save grids at regular intervals to ensure that important information is not lost. By creating a folder to keep all your saved grids in, a library of grids will develop. It may be necessary to have more than one folder to relate to varying subject matter. When producing a written document or body of research for example, multiple grids will be created. By storing them together, the process ...

...of editing and translation will be far easier for the individual. The suggestion of creating a library is not absolute though, as users may have their own method of organisation.

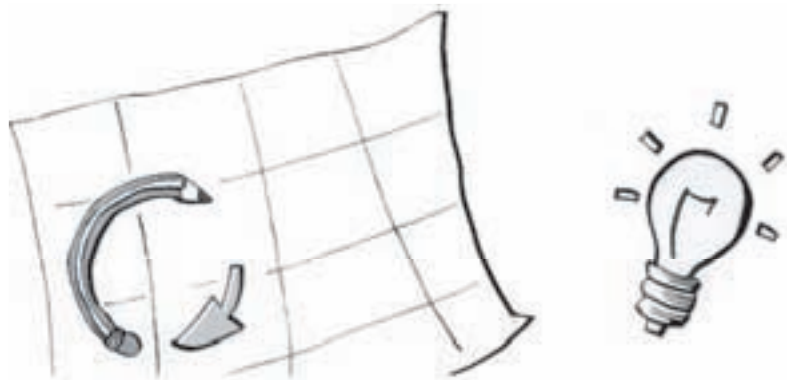


...exit Footnotes Tool

From the menu select: **File/Exit.**

Or press the  in the top right hand corner.

Remember to save all grids before exiting.



In what ways can I put the software into use?

Ultimately we are all individuals and so have our own ways of working, but there are many aspects to life which each of us may find challenging. Oliver West Footnotes Strategies have proven to enable the individual to strengthen many of the skills required in everyday life, business and education. By developing a way of integrating this software with the use of the original hand-drawn technique, the Footnotes Strategy as a whole has become almost unlimited as it can now be accessed, amended and used on the go.

If you find that your mind seems unable to comprehend all that you have to do then it can be helpful to create a Footnotes Grid. Put each task, thought or worry into a pictorial form within individual image frames and all that you need to do can be seen as a whole. From this point on the information can be ordered, prioritized or grouped accordingly. These pictorial lists can be amended further if necessary, worked from and printed off as required. Using this principle of simplifying information, the Footnotes grid is an effective way of remembering large volumes of detail within a small form, essential when planning research, writing essays or making reports.

A picture that speaks to you of the information just gathered can be stored in an image frame. When referred back to at a later date this will trigger the memory of the information contained within, thus enabling you to plan documents without the need for writing and re-writing the whole during draft form. It is often found by visual thinkers that during moments when important information is to be heard and retained their mind begins to wander. By having a grid open during meetings or lectures, these thoughts can be noted and stored away quickly without distracting you from the task at hand. These thoughts, when at leisure later, can then be contemplated. If you save and file each of your individual Footnotes grids they will, over time, create a body of visual notes that have the potential to be reminders for future inspiration or if ordered in a sequential way work as a personal journal or diary.

The techniques that Oliver uses to help support individuals can be practiced using the Oliver West Footnotes Tool. Please use the Footnotes grid found overleaf to help you to record your thoughts on this new tool. Try importing them say to the digital grid so that both methods are utilised.

If you would like to know more details about these exciting possibilities and how they can help you or others then please visit Oliver's website at

www.oliverwestfootnotes.com

Oliver West Footnotes Tool

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