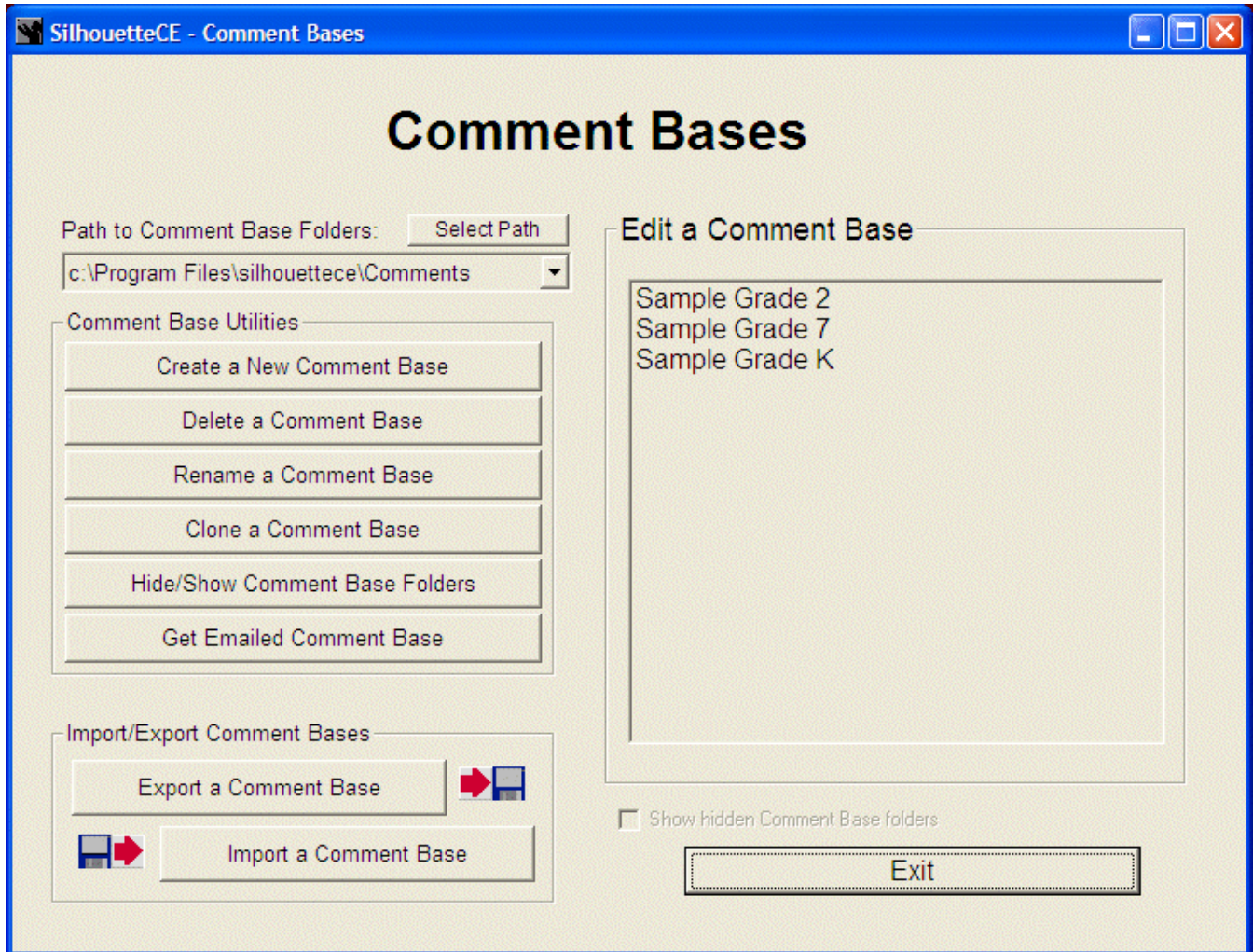


## Chapter Two: Comment Bases



### Comment Base Utilities

Note: By default, SilhouetteCE will read comment base files from the SilhouetteCE directory on your hard drive. However you may wish to read files from a floppy disk. To do so, select a:\SilhouetteCE\Classes from the 'Path to' drop-down list box.

### Create a New Comment Base

Click on Create a New Comment Base. Then enter the name of the new comment base into the white box. Any existing bases are displayed in the list, but are not accessible at this point. If necessary, a slider will appear in the list box to allow you to scroll down to view the rest of the list.

After entering the new name, click on Create New Base, or select Cancel if you wish to cancel this operation.

### Delete a Comment Base

Click on the name of the base you wish to delete. After selecting a base, click on Confirm to Delete, or select Exit if you wish to cancel this operation.

### Rename a Comment Base

Click on the name of the base you wish to rename. After selecting a base, click on Confirm to Rename, or select Exit if you wish to cancel this operation.

Note: If you rename a comment base, all student reports using that comment base will be unusable. However, if you rename the comment base back to its original name, the student reports will once again be usable.

### Clone a Comment Base

Click on the name of the comment base you wish to clone. The name will be printed into the edit box below the list. Alter this to make it the name of the new cloned comment base. Notice that the Clone ... to ... button becomes active and shows the name of the original and the cloned comment bases. Click on this button.

### **Hide/Show Comment Base Folders**

Use this option when you find that you have accumulated many comment base folders which you want to keep, but do not wish to view them at this time. See [Appendix B: SilhouetteCE Tips](#) for details on hiding or showing files.

### **Get Emailed Comment Base**

Using the email function within SilhouetteCE should provide a fast and safe way of transferring student reports to teaching partners, to the school secretary and administration, and even to yourself as you work at home and at school.

From within SilhouetteCE, you may email class folders and comment bases to colleagues. These emails contain attached files that are to be saved to the computer desktop from within your usual email software. Then use Get Emailed Comment Base to locate and add the comment base to your comment base folder. If a comment base by the same name already exists, you will be given the option of overwriting the existing Comment Base, or providing a different name for the Comment Base to be saved as.

### **Import/Export Comment Bases**

Note: To temporarily view all folders, including any hidden ones, select the **Show hidden Comment Base** folders check box.

**Still Using Floppy Disks?** For years, the floppy disk has been the least expensive and most efficient vehicle for transferring data. Unfortunately, floppy disks are also very susceptible to damage in transit. However, we now have other options including networking, emailing and portable USB drives. SilhouetteCE will permit exporting and importing comment bases to and from locations other than the floppy disk. The **Select Source** and **Select Destination** buttons will allow you to specify the location for your import or export if you do not use a floppy disk.

Note that from within each comment base there is the option to Email the Comment Base, another way to export your data.

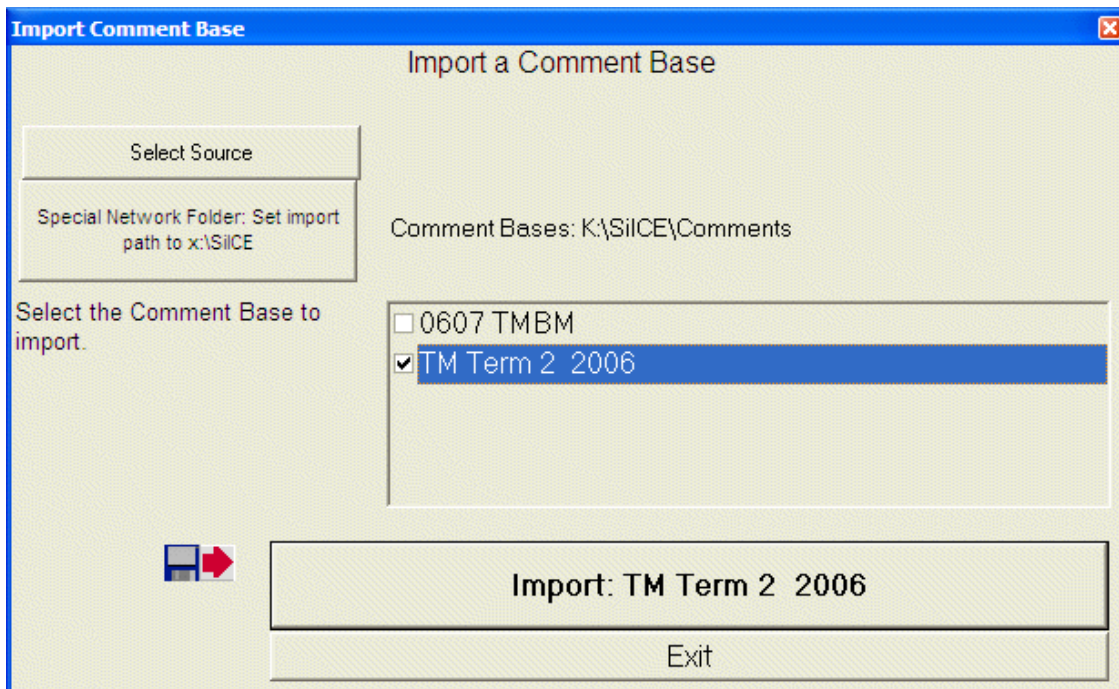
### **Export a Comment Base**

Use this feature to copy an entire comment base to a floppy disk, or, using the Select Destination option, any SilhouetteCE folder within reach of your computer. This will enable you to transfer your comment bases between computers. Note that the exported comment base can be imported into either a Windows or MacOS version of SilhouetteCE on a PC formatted disk or USB drive.

Select the name of the base you wish to export, then click on Export Comment Base, or select Exit to cancel this operation.

Note: If a comment base with the same name as the one you choose to export already exists in the destination folder, you will be warned. You can Continue and overwrite the file, or Cancel the export.

**Special Network Folder:** If your computer is on a network that has been set up to provide a Special Network Folder, the Special Network Folder button will appear on the Export Comment Base and Import Comment windows. You could access the Special Network Folder by using the Select Other Destination option, but clicking on this button is a fast and convenient way to get to a folder that is shared with all other teachers on the network.



### Import a Comment Base

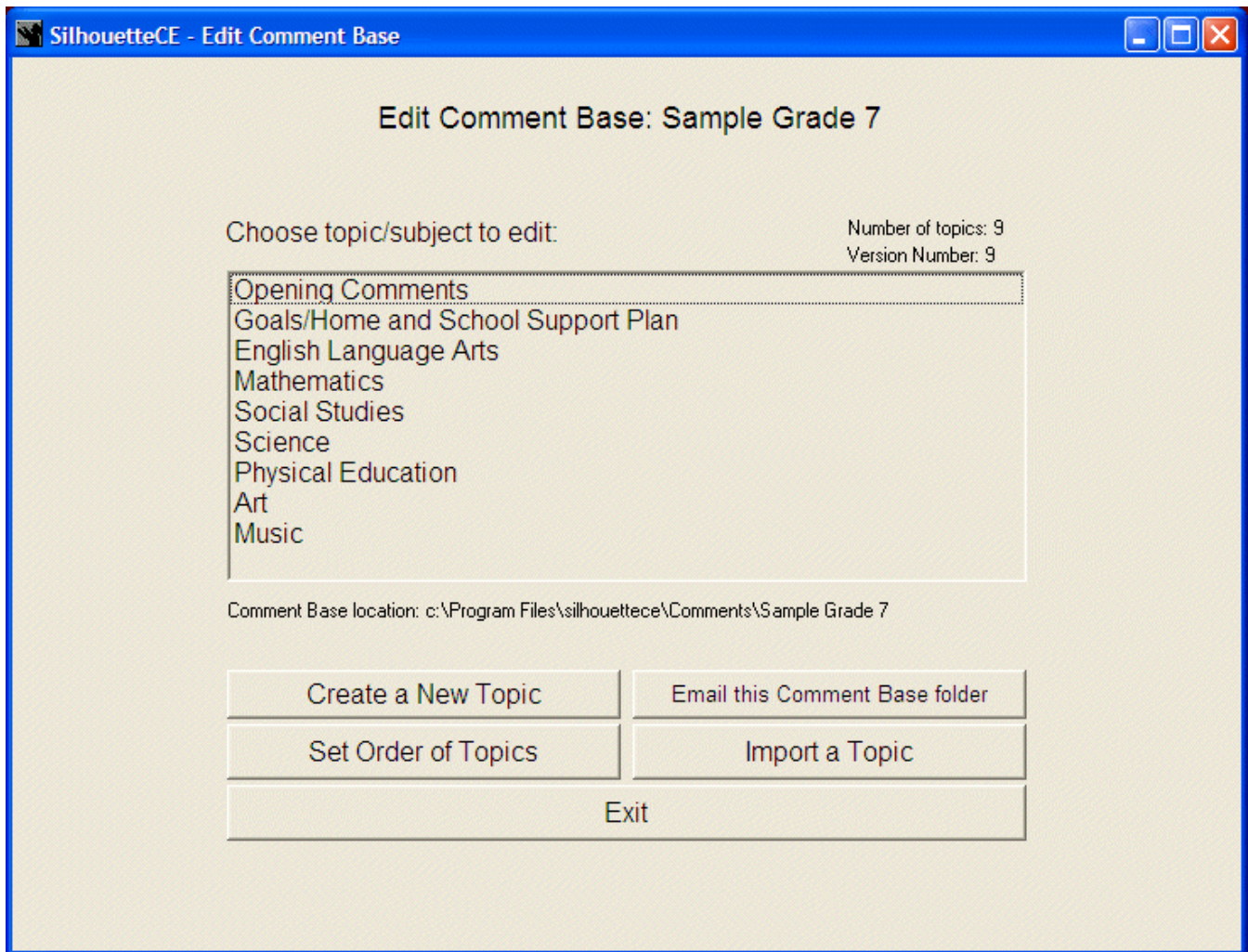
Import one or more comment bases from a floppy, or, using the **Select Other Source** option, any SilhouetteCE or Silhouette4 folder within reach of your computer. SilhouetteCE will display a list of comment bases that are accessible. Select one or more comment bases, then click on Import, or select Exit to cancel this operation.

If a comment base with the same name as the one you choose to import already exists on your hard drive, SilhouetteCE will notify you and present two options:

Enter a new comment base name, then click OK, or Overwrite the existing comment base. Make the appropriate selection to begin the import process.

### Edit a Comment Base

Select the comment base you wish to edit or print. SilhouetteCE will now display the topic areas which make up the comment base.



### Create a New Topic

Click Create a New Topic, then enter its name. The new area will be added to the bottom of the list of topic areas.

### Set Order of Topics

Use this option to rearrange the order in which the topics appear and will be printed on the report. Select the topics from the window on the left side of the screen in the order you wish to see them. They will be copied into the right window in order as you select them.

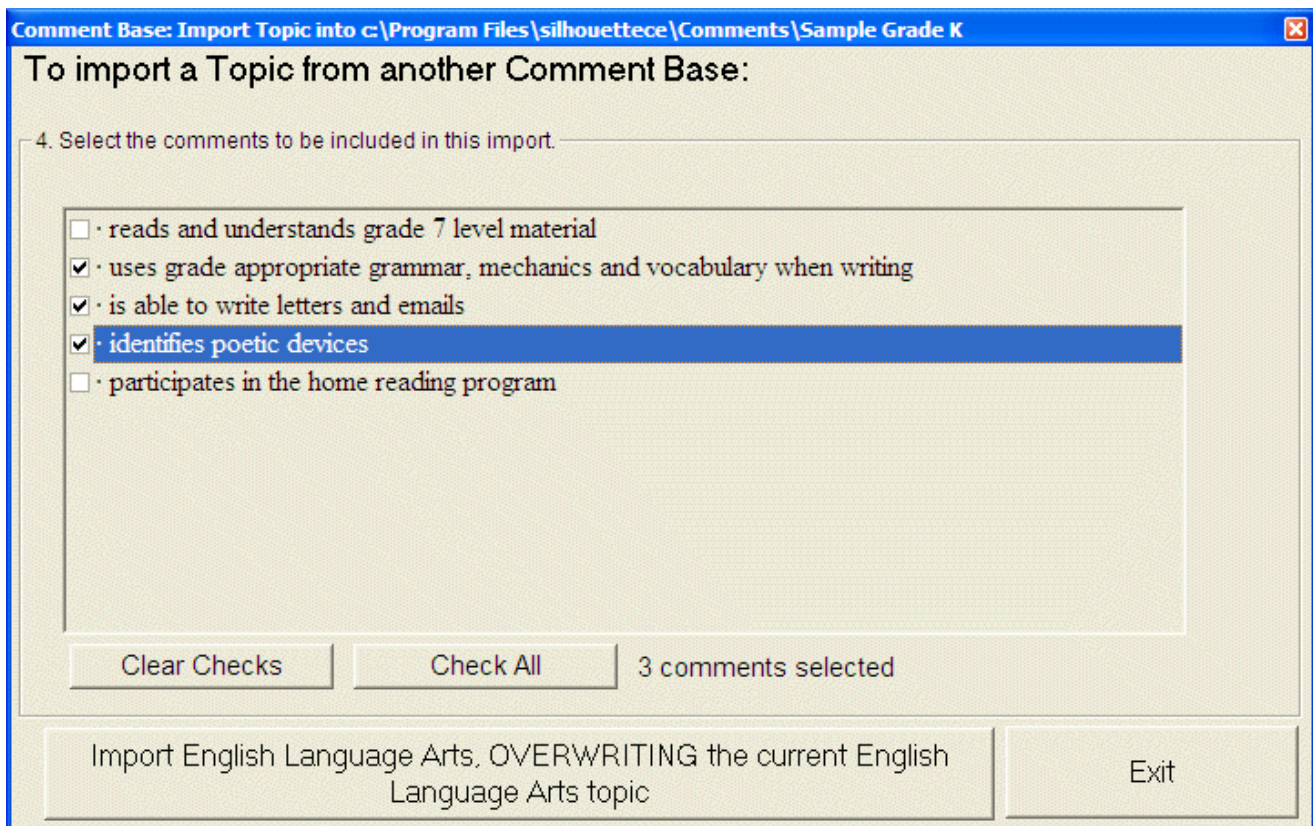
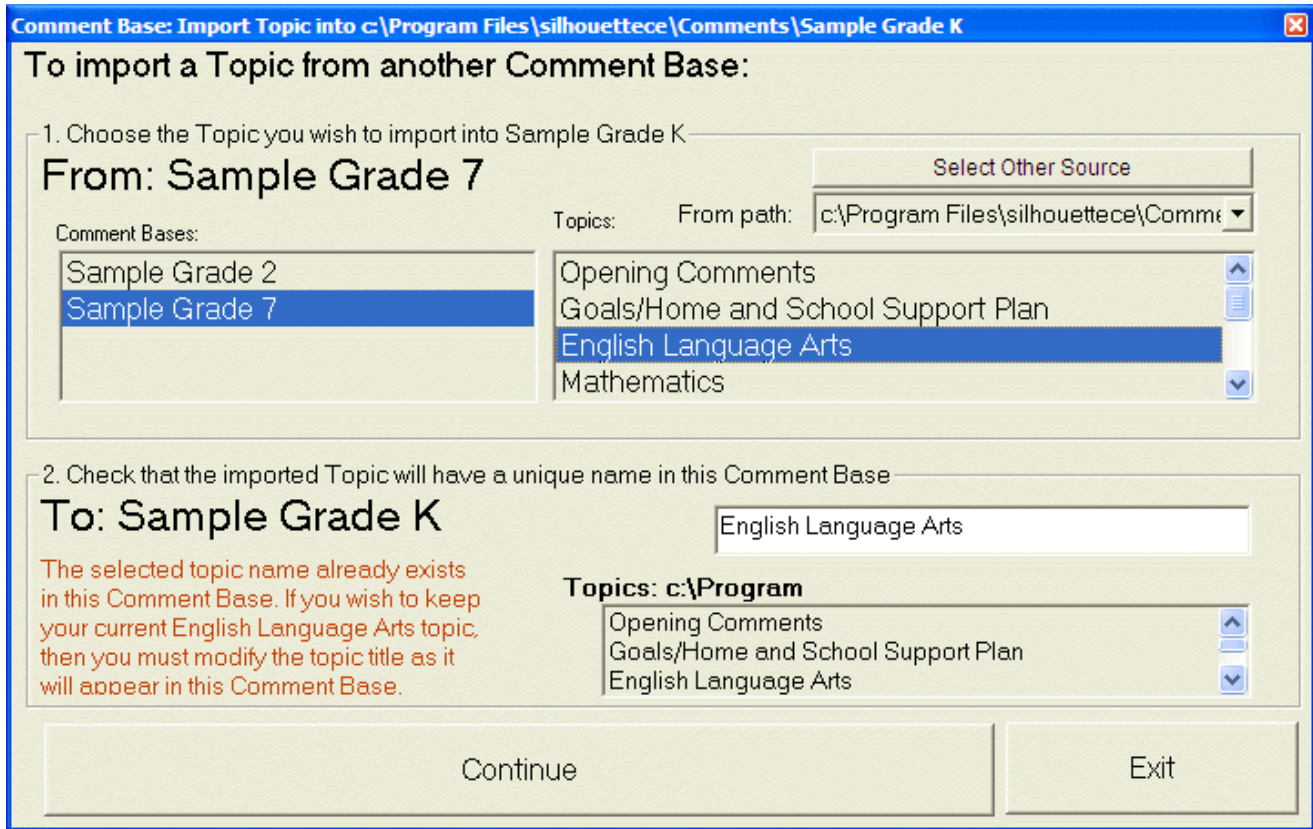
### Import a Topic

Use this option to get all or part of a single topic area from another comment base into the currently selected one. It may be from another comment base on your own computer, or one that is part of a different comment base which may have been exported onto a floppy disk or USB drive from another computer.

#### To import a Topic Area from another comment base into this comment base:

- Choose the comment base you wish to import from. SilhouetteCE will display the available comment bases on the selected drive in the left window. If necessary, use the From Path dropdown or Select Other Source option to locate the comment base.
- Choose the Topic Area you wish to import into this comment base. SilhouetteCE will display the available Topic Areas in the right window.
- Check to see that the imported topic has a unique name. In the bottom window, SilhouetteCE will display the selected topic as well as all the topic names in the current comment base. If the new topic has a name that matches one in the current comment base, SilhouetteCE will display a reminder (in red) that you must enter a new topic name.
- Click on Continue. Then check the comments that you wish to be included. When done, click on the bottom button confirming that you wish to import this topic.

Note: The new topic area (and the selected comments) will be added to the end of the list of topics in the current comment base. You may wish to use Set Order of Topics (see above) to re-order the list of topics.

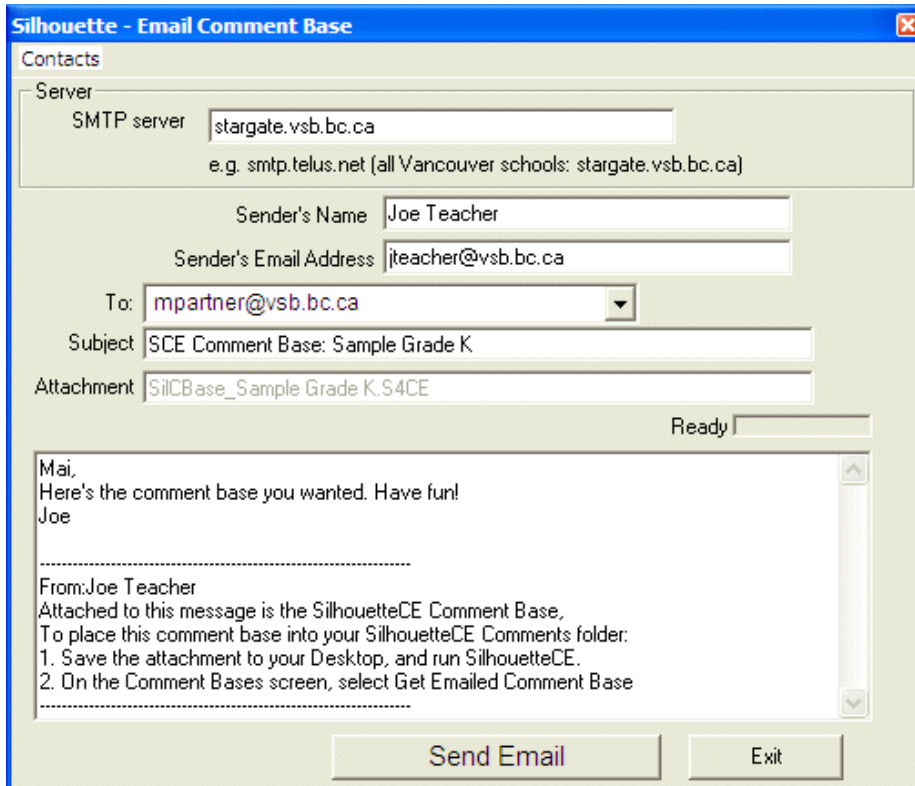


**Email this Comment Base Folder**

See also [Appendix I Setting Up SilhouetteCE Email](#). From within SilhouetteCE, you may email class folders and comment bases to colleagues. These emails contain attached files that are to be saved to the computer desktop from within your usual email software.

When you click on **Email this Comment Base Folder**, the comment base is automatically compressed into one file and readied to be sent as an email attachment. Select or type in a destination email address, perhaps add a personal note to the instructions box and Send Email.

The person who receives the email will save it to their desktop. Then they will use **Get Emailed Comment Base** to locate and add the comment base to their comment base folder.

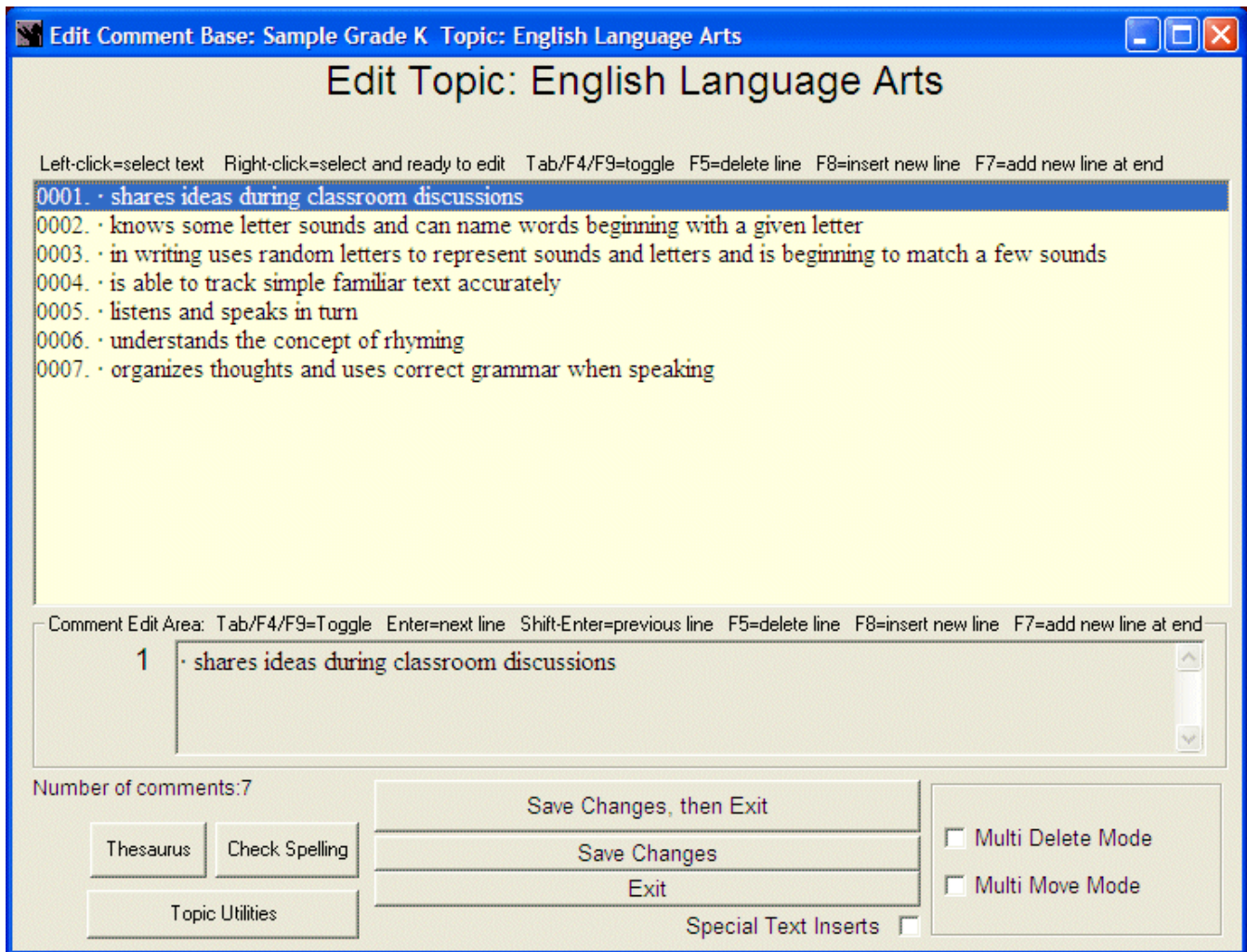


## The Edit Topic Window

To edit a topic area, click on its name. SilhouetteCE will display the comments in a highlighted text box. If there are more comments than will fit, you can use the slider or the arrow keys to scroll up and down the list of comments.

There's always a trade-off. You may have rejoiced that the red arrows are gone in favour of a scrolling list of comments. The tradeoff, however, is that you may no longer edit in the list itself. Editing may only be done in the editbox under the list.

You will mostly be working in two areas of the Edit Topic Window, the comments listbox and the comment editbox. Notice that the active element is highlighted, standing out from the other elements in the window. Switch (or toggle) between these areas using the Tab key or the F4 and F9 keys. Notice, too, that the F5, F7 and F8 keys now have special functions.



## Editing Comments in SilhouetteCE: Keyboard and Mouse Options

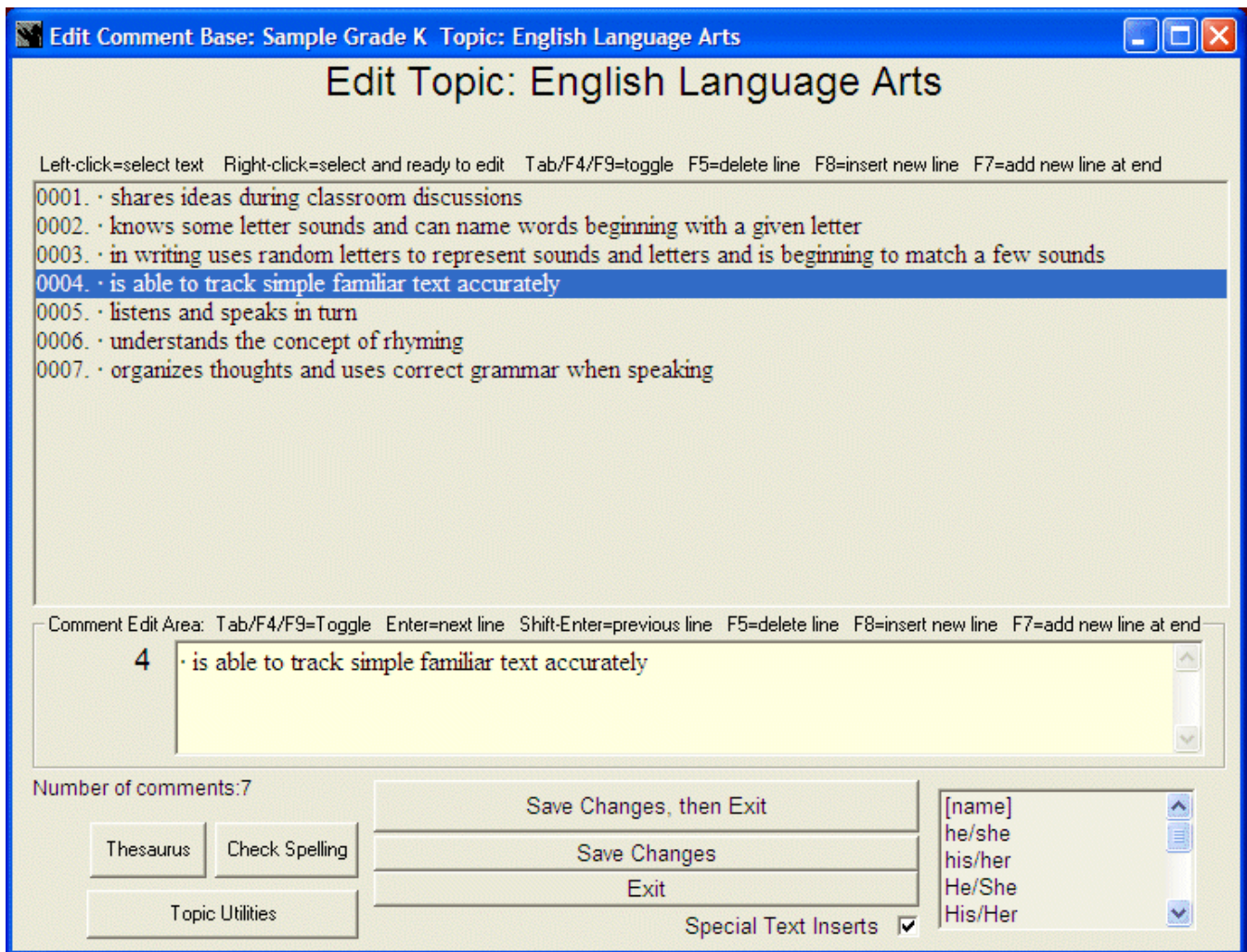
### Listbox focus: When the listbox is highlighted, you may:

- use the left mouse button to select a comment. The comment will appear in the editbox below.
- use the right mouse button to select a comment. The comment will appear in the editbox below and the focus will switch to the editbox so that you are ready to edit that comment.
- use the mouse scrollwheel to scroll up and down the list
- use the left mouse button on the slider to scroll up and down the list
- use the up and down arrow keys on the keyboard to scroll up and down the list
- pressing F5 will delete the current comment
- pressing F7 will insert a new comment at the bottom of the list
- pressing F8 will insert a new comment line above the current comment
- press the F4 or F9 or Tab keys to switch focus to the editbox

### Editbox focus: When the Editbox is highlighted, you may:

- edit the comment. Notice that comment text in the listbox changes as you change the editbox text.
- use the left, right, up and down keys on the keyboard to navigate in the editbox
- press Enter to move to the next comment in the listbox and be ready to edit it
- press Shift-Enter to move to the previous comment in the listbox and be ready to edit it
- pressing F5 will delete the current comment
- pressing F7 will insert a new comment at the bottom of the list

- pressing F8 will insert a new comment line above the current comment
- press the F4 or F9 or Tab keys to switch focus to the editbox



## Special Text Inserts

Click on Special Text Inserts for a list of commands that can be included in a comment. Click on the appropriate command to insert it into the current comment.

These commands will be interpreted appropriately on each student's report. They can be added to a comment by clicking on the Special buttons (shown below), or by typing them in as shown below:

**[name]:** In each student report, SilhouetteCE will insert the student's common name wherever this appears.

**Gender sensitive pronouns:** In each student report, Silhouette will select the appropriate form of these pronouns:

he/she his/her

His/Her He/She

him/her boy/girl

himself/herself

[i]: When printing, SilhouetteCE will italicize this line (must be positioned at the beginning of a line)

[b]: When printing, SilhouetteCE will boldface this line (must be positioned at the beginning of a line)

[bi]: When printing, SilhouetteCE will boldface and italicize this line (must be positioned at the beginning of a line)

bullet: SilhouetteCE will insert a bullet character and a space ( To manually type a bullet, check that the Num Lock is on. Then hold the Alt key and type 0183 on the number pad.)

To close the Special Text Inserts window, click on the Special Text Inserts check box.

### Notes:

1. Notice that if your cursor is in the text of the last comment of the topic, you can press Enter to create a new bulleted comment below.
2. Comments can be as long as you wish. The comment box will scroll right as you type longer comments.
3. The gender pronoun his/hers is not automatically screened for gender.
4. SilhouetteCE always prints selected comments in the order that they appear in the comment list. Therefore, you may wish to pay attention to the order in which they are entered.
5. When editing comments, you can use the mouse to highlight words and cut and paste using Ctrl-C for cut and Ctrl-V for paste.
6. See [Appendix D](#) for useful keyboard shortcuts

**Tips:**

1. It is a good idea to include a few blank comments so that extra comments can be added for individual students as the reports are written.
2. Blank comment lines can be used to provide blank lines before or after sections of comments. They must be selected in the student report in order to appear.
3. A comment base topic could contain a sub-heading (e.g. Strengths:). In this case, delete the bullet so that the sub-heading will be left-justified. If you intend to use a comment as a sub-heading, leave a blank comment directly above it. Then, by checking the blank line you can skip a space before the sub-heading.

## **Multi Delete Mode**

An alternate method to using the F8 key to delete comments, check Multi Delete Mode, then check the comments you wish to delete. When done, click on the Delete These Comments button at the top of the window. Notice that when Multi Delete Mode is on, the listbox automatically expands, covering the edit box, to show a greater number of comments at once.

## **Topic Utilities**

### **Rename this Topic**

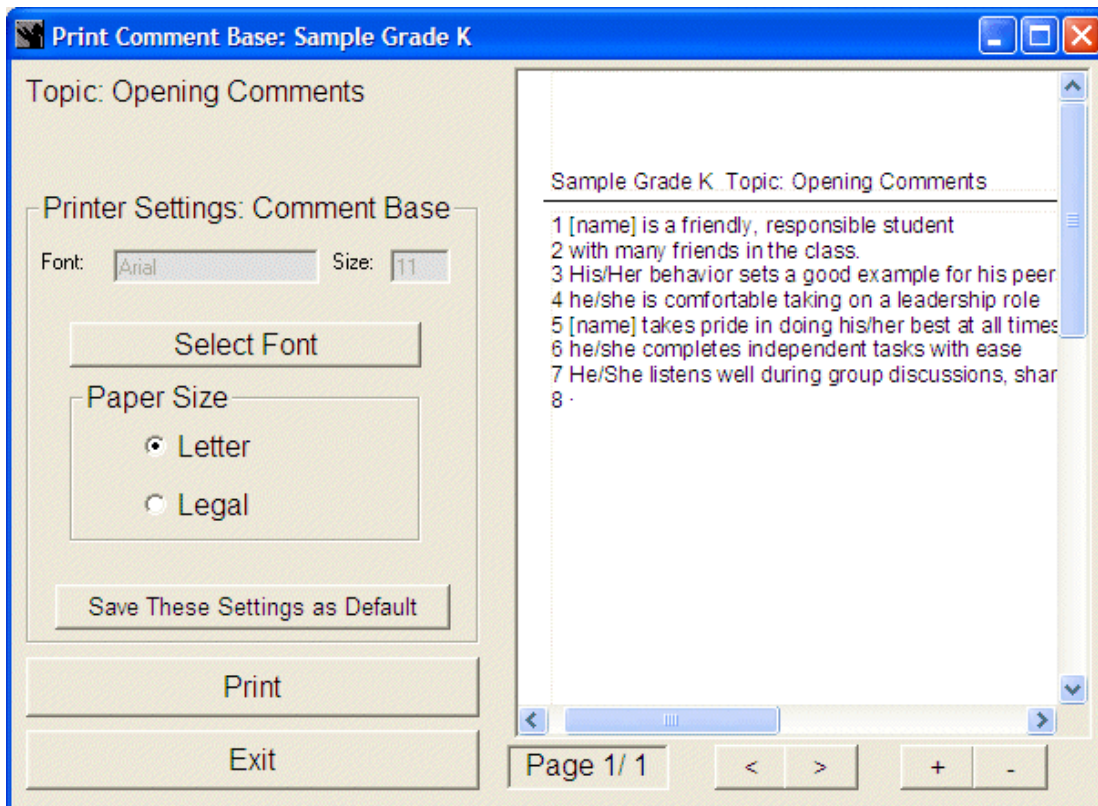
Enter the new name for this topic. Note: You must click on **Save Changes, then Exit** after you rename a topic.

### **Delete this Topic**

This option will permanently and completely delete the topic area. Click on **Yes** to confirm.

### **Print this Topic**

SilhouetteCE will show current printer settings and paper size. These can be changed by clicking on **Select Font** or selecting a different paper size. **Note:** Only the font name and size will be used by SilhouetteCE. Style settings (i.e. bold, italic) will be ignored.



Click on **Save These Settings as Default** if you wish to use them again.

Click on **Print** to print all comments in the current topic area. They will be printed out in the order in which they appear. Make sure your printer is connected and on-line.

Click on **Exit** to return to the comment editor.

The right side of the Print Comment Base screen displays a print preview of the overview as it is created. Click on **<** or **>** to turn the page and **+** or **-** to adjust the magnification of the preview.

### Clone this Topic Inside this Comment Base

Use this option to create a copy of this topic area, within this comment base. This is helpful if you wish to have a new topic area for second term which contains many of the first term comments.

Enter the name for the cloned topic area, then click **OK** or **Cancel**.

**Note:** If you wish the copy of this topic to be created in a different comment base, you must enter that comment base and use the **Import Topic** option.

### Append Comments from Text File

Use this option to import comments that have been previously typed and saved on a word processor. The comments must be saved as a text (.txt) file before this feature will work. The following steps outline the process:

1. With your word processor, save the old comments file as a text (.txt) file. Save it on a floppy disk if you use SilhouetteCE on a different computer.
2. Run Silhouette. Select the comment base and topic area you wish to add the comments to.
3. Click on **Topic Utilities**, then **Append Comments from Text File**.
4. Click on **Get Text File** and open the text file from step 1 above.
5. Check the comments you wish to import.
6. Click on **Add Bullets** to add a bullet before each comment.
7. Click on **Append Checked Comments to the Topic Area** to add the selected comments to the end of the current topic area.

8. Save the topic area.

### **Append Comments from Another Comment Base**

Use this option to import comments from topics in other comment bases. The following steps outline the process:

1. In Silhouette, select the comment base and topic area you wish to add the comments to.
2. Click on **Topic Utilities**, then **Append Comments from Another Comment Base**.
3. Locate the Comment Base and Topic from which you wish to import comments. Then click on Continue.
4. Check the comments you wish to import.
5. Click on **Append These Comments** to add the selected comments to the end of the current topic area.

Save the topic.