

Create Your Own Knowledge Base using Knowledge Organizers

A Knowledge Base (KB) is an information repository

A Knowledge Organizer is a tool to manage a KB

- **Data** = raw facts
- **Knowledge** = data + context, perspective, insights, analysis, experience

KB should be ...

- Accessible, flexible, scalable, searchable, extensible
- Create or import text files, images, PDF, hyperlinks, RTF, DOC
- Export to various formats
- Functions: Organize, Search, Import, Export
- Open format files (ideal)
- Potential problem for longevity of information with proprietary file formats
- **Suggestion:** Save your KB and a copy of the program on a flash drive for emergency use

Today

- We will be building a small KB using MJ and DT (long-term memory)
- Demonstrating nvALT (short-term memory)
- Demonstrating Yojimbo - another good knowledge organizer
- Downloadable empty knowledge base <http://d.pr/f/39JS>
- Workshop notes on omug web
- Raffle items
 - 1 DevonThink Pro
 - 3 MacJournal
 - 1 Yojimbo (will be sent when it arrives)

Sample KB

- **Financial records:** Tax records, planning, budgets, investments, credit cards
- **Home Records:** Receipts, maintenance records, service providers, recipes, purchase records, automobile records, personal goals, account lists, passwords, action lists, property inventory
- **Important Documents:** Copies of warranties, contracts, birth certificates, marriage license, social security cards, insurance policies, driver license
- **Health Documents:** Prescription information, health logs, doctors, medical records, research on medical conditions
- **Technical Information:** Tech tips, manuals, software instructions, warranties, purchase receipts, books, tutorials, web links, OMUG
- **Projects:** Remodel planning, landscaping planning
- **Reference Library:** Book lists, book reviews, business cards, clothing sizes, takeout menus for restaurants, genealogy records
- **Travel Planning:** Itinerary, maps, schedules, lodging, transportation, costs
- Windjammer Cruise

Evernote

- Review introductory slides from Evernote presentation
- Send email to evernote:
 - Subject: Title of the note @[notebook] #[tag]
 - OMUG Card @OMUG #card
- Use services to post from browser
- Send PDF to Evernote (text-edit-test.rtf)
- More suggested uses
 - Use Evernote email when you sign up for newsletters
 - Prescriptions - take photos of scripts, bottles, pills
 - Save photos of takeout menus
 - Use Evernote as a Rolodex - scan business cards
 - Use Evernote mail as a repository for flight itineraries, hotel bookings, other travel plans

MacJournal

- Designed as a journaling app; actually a good Knowledge Organizer
- Open **omugtest.mjdoc**
 - Terminology: Document (KB file), Journal (folders), Entry (note), Smart Journals
 - Layout
 - Sidebar
 - Views: View > Entries > Left
 - Tabs
 - Toolbar
 - Infobar
 - Inspector
 - Close calendar
 - Create a Journal (folder)
 - Create an Entry (note)
 - Capture data using services
 - Add tags
 - Scan to MJ
- Open **blank KB**(+KBworkshop/**blankkb**)
- Add content to KB (+KBworkshop/kb content) – open folder and drag items
- Open **sample.mjdoc**
- Export to external folder (**KBtransfer**)

DevonThink

- DevonThink Personal vs DevonThink Pro
- Open DevonThink
 - Terminology: Database (KB file), Group (folders), Rich/Plain Text (note), other
 - Create Data > New
 - Show different views
 - Capture web information
 - Bookmarklet
 - Services
 - Capture data using services
 - Add tags
 - Scan to DevonThink
 - Show annotation
- Import kb transfer files
- Discuss indexing; create index
 - File > Index > Select the folder

nvALT

- Why plain text
 - Plain Text is Portable
 - Plain Text is Flexible - no file incompatibility
 - Plain Text is Ubiquitous –
- nvALT = my short-term memory
- folder for notes: nvaltKB
- each entry is a text file
- automatic saving
- fast search
- suggested uses
 - web links
 - quick notes
 - action items
 - login passwords for websites
 - shopping lists
 - current software
 - software to try
 - book wish list
 - book list - my library

Yojimbo

- export items to folder
- import items
- database is located ~/library/application support/yojimbo
- create a collection
- add tags
- Scan to Yojimbo