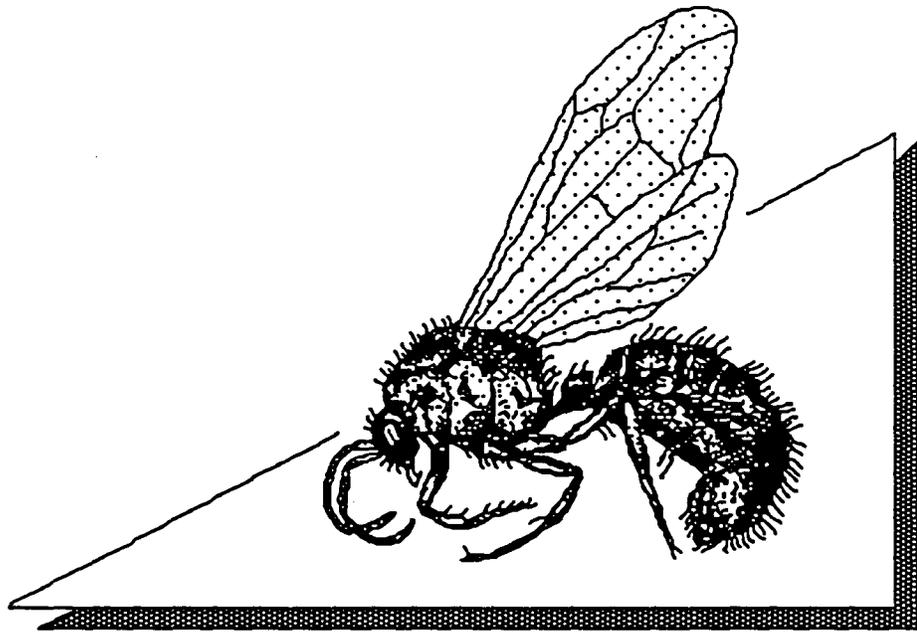


#1312

A13  
Software available  
from author

# OWNER'S MANUAL

version 1.0



## COMTESA

**COMPUTER TAXONOMY**

**AND ECOLOGY OF SOIL ANIMALS**

OREGON STATE UNIVERSITY

Departments of Forest Resources and Entomology

Congratulations! You are now in possession of your personalized copy of COMTESA. The developers of this package would like to thank you for expressing your support of COMTESA through registered ownership. If you have friends and/or colleagues who find COMTESA useful please encourage them to become registered owners. We have kept the cost of COMTESA minimal (only \$10 for 3 disks) to encourage registered ownership. This provides us with an indication of the utility of the key and a very modest source of funds to further improve COMTESA.

## **Using COMTESA on a Hard Drive**

If you have a hard drive, installation of COMTESA is easy. Make sure you have the HyperCard program installed first. Then create a new folder and label it COMTESA. Simply copy the contents of your three disks into the folder. To begin using COMTESA open the folder and double-click on the icon labelled HOME.

## **Using COMTESA with two 800K Floppy Drives**

COMTESA can be used with two floppy drives where the HyperCard program is run on one drive and COMTESA on the other. After you have inserted your HyperCard program disk in one drive, you can start COMTESA using the MAIN KEY disk in your second drive. Open the MAIN KEY disk and then double-click on the icon labelled HOME.

Using COMTESA with 2 floppy drives is slower than with a hard drive and can involve considerable disk swapping when moving between the MAIN KEY and the more detailed MITE, COLLEMBOLA and ADULT BEETLE keys or the BIBLIOGRAPHY. Users with extra random access memory (RAM) can eliminate disk swapping while accelerating performance by using a "RAM disk". A RAM disk is a portion of the computer's memory that, through software trickery, is set aside and treated as a disk by the operating system. Good RAM disk software is available as shareware or freeware from user groups or electronic bulletin boards.

We suggest that you set up a 1 Mb RAM-disk and copy into it the HyperCard program and the contents of the BIBLIOGRAPHY disk. The two remaining floppy disks then occupy the disk drives and the entire COMTESA key is online.

If you are a more advanced user and already know you have a mite, collembola or adult beetle, disk swapping may be reduced by starting with the second disk labelled MITES, COLLEMBOLA and ADULT BEETLES and click on the appropriately labelled icon.

So much disk swapping is involved when moving between the BIBLIOGRAPHY and the keys that it is advisable to not use the bibliography button on the information cards if you are operating from two disk drives. If you want to peruse the BIBLIOGRAPHY insert the third disk and click on the icon QUICK.BIB. From here click on the name of a group of organisms which will send you to a relevant bibliography.

## **Identification of Soil Fauna Using COMTESA**

Navigation through COMTESA is accomplished by single-clicking on "buttons" which can be identified as text enclosed in a rectangular box, or by clicking on an image which you will select as the best match to your unknown specimen, amongst the choices presented.

You can begin an identification by clicking on the START button located in the lower left-hand corner of the startup screen (Home card). This sends you to the BASIC BODY FORMS card which is the beginning of the MAIN KEY. The process of identification begins once you click on one of the Basic Body Form images. This will send you to one of several cards that present you with further multiple images to choose from. If your screen is small (typical SE, Mac-plus) the Menubar may obscure the top portion of the cards. In this case you may temporarily hide the Menubar by selecting Message under Go on the menubar, typing in "hide menubar" and pushing return. To show the Menubar again, type command-M on the keyboard to bring up the message box, and type in "show menubar" and push the return key. You may want to click on the VIEW icon in the upper left hand corner of the startup screen to get a quick feel for the types of images you will be presented with during the identification process.

There are several other options for navigating throughout the key, other than clicking on images. All cards in the MAIN KEY have a button in the lower left hand corner labelled RETURN TO BASIC BODY FORMS. Clicking on this button at any time will instantly return you to the beginning of the MAIN KEY. To the left of the RETURN TO BASIC BODY FORMS button is an icon of a house. Clicking on the house will send you back to the COMTESA startup screen. In the lower right hand corner there is a GO BACK button. Clicking on this button will send you back, one at a time, through the same sequence of cards you just moved forward through. If you pull down GO from the Menubar and select RECENT you will be presented with miniature versions of the last sequence of cards you came through. Clicking on any one of the miniature cards sends you directly to that point in the key. Left and right hand ARROWS located at the bottom of each card allow you to randomly peruse the stack.

If you are working from a hard drive and already know you have a collembolan, mite, adult beetle or isopod, or you just want to peruse the BIBLIOGRAPHY you can quickly access the appropriate portion of the key by clicking on the QUICK START button in the lower right hand corner of the BASIC BODY FORMS card.

Within detailed keys (identified as separate stacks with their own icons) there is a "RETURN TO BASIC BODY FORMS" button on the first card only. On other cards a button in the same position returns the user to the beginning of the detailed key. Thus, returning to Basic Body Forms from within a detailed key is a two-click process: one click to return to the beginning of the detailed key and a second click to move to Basic Body Forms.

Once you have reached a final identification you are automatically sent to an information card. Currently these only provide the name of the organism and where to look in the bibliography for relevant literature, but in version 2.0 the general information boxes will be filled out. Buttons located at the bottom of each information card function as described for the MAIN KEY. In addition there is a BIBLIOGRAPHY button that sends you directly to the first card in the BIBLIOGRAPHY stack. From here you can click on the button for the group of organisms of interest to you in order to reach the appropriate reference list.

HyperCard allows for character string searches in text fields by selecting Find under Go in the Menubar. Within COMTESA text searches may be conducted throughout the BIBLIOGRAPHY and within the information card stacks.

**GOOD LUCK!**