

Jade 2

Noise Monitoring Software

Getting Started

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Welcome to Jade!

Welcome to Jade: the low-cost system for monitoring noise. Jade helps you capture noise data from a sound level meter and then analyze the results.

To use Jade, you first use Jade's data capture facility to record sound levels, mark noise events and note observations. Then you use Jade's data viewing facility to view the resulting data, zooming in and out of the charts to view the data at different levels of detail. You can also edit your observations, and print your charts and notes. Finally, you can include both charts and notes in a report using your preferred word processor or export the data to a spreadsheet application.

Jade uses a standard PC sound card to receive raw data from the AC output of the sound level meter, and works with any meter that has a conditioned AC output (that is the AC signal must be drawn after any frequency weighting has been applied).

We believe that Jade is an extremely useful tool, but don't just take our word for it. Why not install Jade on your computer and see for yourself? We think you will be impressed by Jade's features.

About this Guide

This guide will show you how easy it is to use Jade to capture and analyze environmental noise data. In particular, this guide contains the following tutorials:

- ◆ **How to View Data** – This tutorial shows you how you use Jade to view and analyze noise data.
- ◆ **How to Capture Data** – This tutorial shows you how you can use Jade to record sound levels and mark noise events for later analysis.

Jade is supplied with a sample file for use with Part 1 of the tutorial, so it is not essential to use Jade to capture data first. However, we hope that you will have enough time to follow both parts of the tutorial and experience the full potential of Jade.

Running Jade in Demonstration Mode

Normally you will need a PC sound card and a data cable to use Jade to capture data. However, a demonstration sound card interface is provided so that you can try out a simulated data capture. This simulates the use of a sound card, meter and calibrator by software so you do not need any hardware. Although the data will not be real data, using the demonstration mode will show you Jade's capture capabilities.

To use the demonstration sound card interface, you do not need to do anything special. Just follow the instructions for performing a data capture and select one of the "Demonstration Card" interfaces.

Of course, if you do have the appropriate hardware, you can use Jade to capture real data. Jade is supplied as a fully functioning program. There are no limitations to its use other than that you are restricted to an evaluation period, after which you must register your copy (see below).

Free Trial Period

Jade is provided with an initial FREE trial period, during which all the features of the software are available. You are welcome to use the software during this period for any purpose you wish, however free technical support for unregistered copies is limited to installation problems only. The initial free trial period is limited to the first 14 runs.

Registering your Copy of Jade

After the trial period, you must register your copy of Jade and receive a registration key to continue using Jade to capture data (otherwise you will only be able to simulate capture). You can register Jade to run either as a full version with both data capture and viewing, or as a viewing-only version. You can also register a special low-cost combination edition, that provides two licenses – one full license for your main data capture computer (for example, a portable), and a second viewing-only license for a second computer (for example, a desktop).

The registration key is specific to your company or organization (or to you personally if you register Jade as an individual). You can move the software and the registration key freely from one machine to another, but under the terms of the license you **MUST** use a different registration key for each computer used simultaneously. If you wish to use Jade on more than one computer at the same time, you must order a registration key for each computer. Once you have registered, the registration key is shown in the About box (choose **About...** from the Help menu).

To register your copy of Jade:

1. In Jade, choose **Order...** from the Registration menu.
2. Fill in your registration details and print out the registration form. The registration process lets you request quantity discounts and/or an educational/Not-For-Profit discount (for educational establishments, Not-For-Profit organizations, and their members). The registration process also asks you for your payment details (for example, your credit card number) and lets you request a proforma invoice if necessary.
3. Send or fax the registration details, together with your purchase order, to your local supplier or Ptolemy Services. Please do not email your credit card details.

For more information on registering Jade, choose **How Do I Register Jade?** from the Help menu.

If you have problems entering the registration key, one reason might be that the user name or organization name for Jade does not match the one used to register Jade. In this case, you will need to change the user name or organization name. See the next section for details.

Changing the User name or Organization name

You can change the user name or organization name using the **Options|User Details...** menu option. Note that the organization name must match that supplied with any registration key used, otherwise Jade will default to the unregistered mode. You can correct this by entering the correct organization or user name again.

Cable Details

Jade 2 requires a simple cable to connect a sound level meter to the PC sound card. Essentially, this is similar to a standard audio cable, but in some circumstances you may need a modified cable to adjust the voltage level from your sound level meter to the correct levels for your sound card. In this case, an ordinary audio cable may not be sufficient as the higher voltage level may damage the sound card.

Ptolemy Services offers a range of cables that are suitable for most of the common meters. These are available from your supplier or Ptolemy Services.

Alternatively, you can make your own cable. See the *Advanced Topics* guide for more information. The Jade installation program installs this guide on your computer and creates a Windows shortcut.

If you need any help obtaining a cable, please contact your supplier or Ptolemy Services.

Technical Support

Free technical support is available from:

- The documentation. Before doing anything else, please make sure that you have read the relevant help topics or sections of the manuals.
- From your dealer. Ptolemy Services has dealers and distributors for Jade in several countries. Send an email to **sales@ptolserv.com** if you would like to receive details of any distributors in your country.
- On the Internet at **<http://www.ptolserv.com/support>**
- By email from Ptolemy Services by email at **support@ptolserv.com**
- By fax to Ptolemy Services on +44 (0) 1962 852644.

Note that if you are using an unregistered copy of Jade, free technical support is limited to installation issues only and within 45 days from the date of installation.

Notes and Conventions

1. In this booklet, menu options are shown in the form **xxx|yyy** to represent the words "Choose the yyy option from the xxx menu".
2. As with all Windows applications, use the **OK/Save/Done** button only when you actually want to keep any changes. If you just want to leave a dialog, use the **Cancel** button.

Further Reading

The Jade installation program installs the following documentation on your computer:

- *User Guide* – provides in-depth information on Jade.
- On-line Help – Jade is provided with comprehensive on-line help.
- *Advanced Topics* – provides information on the various entries in the jade.ini configuration file and other advanced topics. It also provides details on how to make your own cable to connect your sound level meter to your sound card.

Lesson 1: Running Jade

- Run Jade by selecting **Jade 2** from the Windows **Start** Menu.

You will see Jade's initial splash screen.

This is followed by a dialog giving you the Tip Of The Day. This dialog provides useful tips that will help you get the most out of using Jade. Please take time to read them. If you wish to know more, choose the **Tell Me More** button.

- Read the tip and choose **OK**.

You are now running Jade.

Lesson 2: How to View Data

This part of the tutorial will show you how to use Jade to view data in chart form, view notes and export statistics. A sample measurement file is provided for use with this tutorial.

Viewing the Data in a Measurement

First, you will look at the data in the demonstration measurement file in chart form.

- Select **Measurement|Measurements...** or click on the Measurements button on the speed bar:



The Measurements dialog is displayed. This dialog consists of a list box showing all the Jade measurements in your Jade data directory (represented by the closed folder icons). In this tutorial you will be looking at a measurement of a noisy late-night party:

- Double-click on the "Noisy Party in Residential Area" folder. This displays two further folders: "Data" and "Notes".
- Double-click on the "Data" folder. You will see a list of all the periods in this measurement (all except the last are five minutes long).

Jade lets you open as many or as few periods as you wish. You can open a single period or select several periods using the Shift key. If more than one period is selected, Jade joins the periods together to make one larger period. Do this now:

- Hold down the Shift key and click on the first two periods, starting at 11:50 pm (or 23:50) and 11:55 pm (or 23:55). Then choose **Open**.

After a short delay you will then see a chart window containing the data for the first ten minutes of the measurement with the statistics to the right.

At the bottom of the chart are several lines showing the events that were recorded during data capture. In this case, there are three events:

Event	Description
NoNse	No Noise
Voices	People Talking
Motor	Motor Vehicles

In this measurement session, loud music was considered normal and the lack of music the exception. It was therefore decided to use the NoNse event label to indicate the quiet periods.

The status bar at the bottom of the screen shows the time and dB level at the cursor bar. It also has a data indicator (currently reading "Leq") to remind you that you are looking at Leq values. You will see how to look at other types of data values later in this tutorial.

Showing and Hiding the Statistics

Jade displays the statistics for the measurement to the right of the chart. At the top are the statistics for the entire ten minute period you opened (labeled "Period") and at the bottom are the statistics for the visible chart (labeled "Chart"). Show the statistics for the visible chart:

- Click on the line marked Chart. The statistics for the visible chart appear.

If the chart statistics are the same as the period statistics, the chart statistics are not shown. You can see this for yourself by maximizing the chart window:

- Maximize the chart window using one of the standard Windows actions (for example, double-clicking on the measurement period's title bar or clicking on the Maximize button for the window).
- The chart statistics are removed from the window.

Changing the Trace Type

By default, Jade shows data as an Leq value. However, you can change the trace to show other types of data values. There are four types of data traces: Leq, Lp (sound pressure level), Lpk (peak) and Ln. Change to an Lp trace:

- Select Lp from the drop-down list box on the speed bar at the top of the main window.

Jade displays the trace as Lp values.

Zooming In and Out of the Chart

The chart is currently displayed at the top zoom level showing the whole period. Zoom in to see the chart in more detail:

- Move the cursor bar to 11:56:20pm or 23:56:20 (that is, just to the right of the tallest noise spike) using one of the following methods:
 - Placing the mouse pointer (shown as a cross) on the right side of the noise spike and clicking the primary (left) button.
 - Using the right arrow key on your keyboard to move the cursor bar. You can also use the arrow keys in combination with the Shift or Ctrl key to move the cursor between the larger grid ticks.

The time indicator on the status line should now read 11:56:20pm or 23:56:20.

- Select **View|Home** or click on the Home button on the speed bar:



You should now see the noise spike in more detail. In fact, it should now be obvious that the spike was caused by people talking (as is shown by the Voices event).

The status bar now reads "Real". This zoom level view is the raw or home zoom level. This is the first level at which you can see the data as the real data samples stored in the file, and not as averaged values.

Note: There is no home zoom level when you choose an Ln trace. The reason for this is that Ln values are always averaged and so no home zoom level is possible. Also, there is no home view if the measurement period is so large that Jade has to average the data to fit it in memory.

- Try zooming in and out of the data in the chart using to the five buttons on speed bar. You can also use the View menu options or keyboard shortcuts. These are as summarized in the following table:

View Menu Option	Speed Bar Button	Key on Keyboard	Effect
Zoom Out		Up arrow	Zoom out one zoom level
Zoom In		Down arrow	Zoom in one zoom level
Top		Page Up	Go to the top zoom level
Home		Home	Go to the home zoom level
Bottom		Page Down	Go to the bottom zoom level

Changing the Scale of the dB Axis

By default, Jade displays the meter range on the dB axis. However, you can change the scale of the dB axis.

- Choose **View|dB As Min/Max** or click on the Min/Max button on the speed bar:



Jade adjusts the dB axis so that it shows only the actual range of values in the measurement. You may find this view useful if your data does not cover the whole meter range.

- Now choose **View|dB As Chart Range** or click on the Chart Range button on the speed bar:



Jade adjusts the dB axis so that it shows a predefined chart display (typically the entire meter span). You may find this view useful if you need to compare data from different ranges on the same meter.

- To change back to the meter range, choose **View|dB As Range** or click on the Range button on the speed bar:



Hiding and Showing the Events

- Choose **View|Hide Events** or click on the Events button on the speed bar (note that this button is currently depressed to indicate that events are shown):



Jade removes the event lines from the bottom of the chart, leaving more room to display the data.

- To see the event lines, choose **View|Show Events** or click on the speed bar button again.

Printing the Chart (Optional)

Note: You will need to have a printer attached to your computer to print the chart.

- Choose **Measurement|Quick Print** or click on the Quick Print button on the speed bar:



Jade prints the visible chart to the printer as it is shown on the screen.

- To print longer sections of the chart (or the entire chart) you can also choose **Measurement|Print...** or click on the Full Print button on the speed bar:



Note: When you print a chart, Jade prints the statistics with the chart if the set of statistics is shown. You may wish, therefore, to hide or show the statistics before printing. Also, the size of the window determines how the chart is printed. You may wish, for example, to make the chart window longer and thinner if you are printing on landscape paper.

Viewing the Notes for the Measurement

Now you will look at the notes for the measurement that were created during data capture.

- Either select **Measurement|Measurements...** or click on the Measurements button on the speed bar.

The Measurements dialog is displayed as you left it the last time you used it.

- Scroll down the list box and find the Notes folder for the "Noisy Party in Residential Area" measurement. This is located immediately after the Data folder and its periods.
- Double-click on the Notes folder to open it.
- Select the note labeled "Measurement Details" and choose **Open**. Alternatively, double-click on the note to open it.

Jade displays the Measurement Details note. This note is automatically created by Jade and shows you all the details recorded for the data capture.

The note is read-only so you cannot edit the text. However, you can copy the text to the clipboard. Do this now so you can edit the text later in this tutorial:

- Choose **Edit|Copy Note** or click on the Copy Note button on the speed bar:



Jade copies the entire note to the clipboard.

- Close the note window.

Creating a New Note

- Select **Measurement|Measurements...** or click on the Measurements button on the speed bar.
- Select the open Notes folder for the "Noisy Party in Residential Area" measurement. Press the Insert key on your keyboard.
- Type "My New Note" as the name of the note and choose **OK**.

Jade creates the new note and inserts it in the Notes folder.

- Open the new note.

This note is editable. Jade displays a ruler and note button bar in the window for you to use to edit any text. Paste in the text you copied earlier:

- Choose **Edit|Paste** or click on the Paste button on the speed bar:



You can now edit the note if you wish using the features common to most Windows word processors.

Exporting the Statistics

Jade lets you create a text file containing the statistics for one or more measurement periods. You can then view the statistics in a text editor or use them in a word processed report.

- Choose **Measurement|Measurements...** or click on the Measurements button on the speed bar.
- Scroll down to the Data folder for the "Noisy Party in Residential Area" measurement, and click anywhere in the folder to move the highlight.
- Choose the **Select All Periods** button. This is a quick way of selecting all the periods in the Data folder. The periods will be joined together to make one large period so that you can export the statistics for the entire measurement.
- Choose **Export**.

Jade closes the Measurements dialog and opens the Export Measurement Data dialog.

- Type "tut" in the File Name text box (Jade adds "00001" to the filename when it generates the file).
- Do not choose a directory. Jade will save the file in the Jade Export directory.
- Choose the "Period Summary Statistics" export format from the Export As drop-down list box.
- When you are ready, choose **OK** to export the statistics.

Jade creates a statistics file that contains a summary of the statistics for the entire period. You can now view the statistics in a text editor (for example, Notepad) or word processor program. The file will be called "tut00001.txt" and will be found in the Jade export directory (for example, **c:\jade2\export**).

Lesson 3: How to Capture Data

Stop! If you are reading this on-line, please print this part of the tutorial before you go any further. You will may not be able to switch between this document and Jade once data capture starts. Data capture is a processor-intensive task and so Jade may not allow you to switch to other applications.

Important: If you do not have a sound card and data cable, you can still run Jade's capture facility: just follow the instructions for the demonstration mode in the steps on the following pages. Note that if you use the demonstration mode, data capture is simulated so the data will not be real data. However, it does allow you to see Jade's capture facility in action.

Before going any further, close all open chart and note windows:

- Choose **Window|Close All**

Setting up your Sound Level Meter

First, you need to record the details about your sound level meter in Jade's meter library (a special file that holds details of all the meters used with the software). The steps below will show you how to set up your sound level meter.

Note: You should make sure that all your sound level meters are uniquely identified in the meter library – even if they are of the same model. The reason for this is that meters differ from each other in their hardware characteristics. Therefore, a calibration for one meter may not be correct for another meter of the same model.

- Choose **Library|Meters...** or click on the Meter Library button on the speed bar:



- Choose the **New** button to create a totally new meter (if your meter model is in the list of meters, you can select the meter and choose the **Copy** button instead). Jade displays the Meter Details dialog.
- Type the model name in the **Model** text box.
- If you wish, you can type a name for the meter in the **Name** text box. This identifies this particular meter. For example, you can use a departmental equipment code here.
- If you wish, you can record the meter's serial number, a useful note about the meter, and the date of the meter's last laboratory calibration.
- Select the frequency weightings for the meter.
- Choose the **Meter Ranges** button. Jade displays the Ranges dialog.

Set up the first meter range (for example, the lowest meter range):

- Type the bottom of range in the **Range Bottom** text box.
- Type the top of range in the **Range Top** text box.
- If you wish, you can type a description for the range in the **Description** text box (for example, the text that is printed on the meter).
- Leave the **Output Offset** set to the same value as the **Range Bottom**. This text box is provided to solve a particular problem with a few unusual meters. If you find that readings during data capture are consistently incorrect by a fixed offset, you may need to specify an offset here. See the *User Guide* for more information.
- Leave the **Chart Display** settings for now.
- Leave the **Smart Calibration** check box checked. This means that if you choose this range for data capture and it is not suitable for calibration, Jade automatically chooses a suitable range to calibrate the meter.

- If this range cannot be used for calibration, choose **Never Use for Calibration**. Otherwise, if this range can be used for calibration, choose **Can Use for Calibration** or **Default Calibration Range** as appropriate. Note that only one range can be the default calibration range.
- Choose the **Add** button to add the newly created range to the meter.
- Set up the next range for meter in the same way, over-typing the fields as necessary. If this range can be used for calibration, set the calibration option to **Can Use for Calibration** or **Default Calibration Range** (otherwise choose **Never Use for Calibration**). Choose the **Add** button to add this range to the meter.
- Set up any remaining ranges in the same way.
- When you are ready, choose **OK** to return to the Meter Details dialog.
- In the Meter Details dialog, choose **OK**.
- Back in the Meter Library dialog, choose **Done** to save the meter library.

Calibrating your Sound Level Meter

Before you can use a sound level meter with Jade, you must calibrate the sound card and meter so that Jade can match the voltage levels from the meter to the correct dB levels. In particular, the sound card's volume settings must be set to the best setting. Jade makes it very easy to calibrate the sound card and meter. Note that if you are running Jade in demonstration mode, you can try out a simulated calibration.

- If you are not running in demonstration mode, make sure that your meter is attached to the sound card by the cable.
- Either choose **Measurement|Calibrate Meter...** or click on the Calibration button on the speed bar: 
 - In the Meter Calibration dialog, select your newly created meter from the Meter list box.

Either:

- Select your calibrator from the Calibrator list box (you can choose a generic one if your calibrator is not in the list). See the *User Guide* or Help for details on setting up a calibrator.

Or:

- If you are running in demonstration mode, choose any calibrator you wish.

Either:

- Select your sound card interface.

Or:

- In demonstration mode, choose one of "Demonstration Card" interfaces.

Note: If Jade detects that your sound card does not have an automatic volume control, it will not be listed here, and you will not be able to use it to perform a stand-alone calibration. In this case, either choose a demonstration card for a simulated calibration, or else choose **Cancel** and continue the tutorial from **Capturing Data** on page 14 (you will be asked to use a manual volume control utility to calibrate the meter before the data capture session).

- Leave the Frequency Weighting as A.
- You can specify a microphone adjustment if necessary.
- When you are ready, choose **OK**.
- You may see a message warning you that single level calibration is not as accurate as a dual level calibration. Choose **OK**.

Jade displays a summary dialog box showing the settings for the meter:

Either:

- Set up the meter using this information and choose **OK**.

Or:

- If you are running in demonstration mode, just choose **OK**.

Next you will see a message telling you to set the calibrator to its lower (or only) level and to calibrate the meter.

Either:

- Set up your calibrator, attach it to the meter and turn it on.
- Adjust your meter to read the value given in the message box. Leave the meter and calibrator turned on and choose **OK**.

Or:

- If you are running in demonstration mode, choose **OK**.

The Calibration dialog is displayed. Jade automatically tries each volume level on your sound card in turn (from the lowest to the highest) to find the best settings. You do not need to do anything except wait while the calibration takes place. You will see the **Signal Level** gauge (sound card volume level) change from Under (or Low) to Over (or High) as the volume levels are tested. If you are running in demonstration mode, the calibration is simulated.

You should see a message telling you calibration is successful and asking if you wish to view the results of the calibration:

- Choose **Yes**. The Calibration summary dialog is displayed for the meter. When you are ready, choose **OK**.

Capturing Data

- Either choose **Measurement|Capture Data...** or click on the Data Capture button on the speed bar:



The Data Capture dialog is displayed:

- The meter you chose for calibration should already be selected. If you wish, you can choose a different frequency weighting from the **Frequency Weighting** drop-down list box.
- Set the **Lp Time Weighting** set to Fast or Slow, according to the weighting required for the statistics. Most statistics use a Fast time weighting. However, some American statistics, such as Losha, require a Slow time weighting.

Note: The time weighting on the meter is not used by Jade. The AC signal is drawn from the meter before the time weighting is applied, so the meter can always be set to Fast. See "Capturing Data" in the *User Guide* for more information.

- Select a meter range from the **Meter Range** list box.
- Leave the **Recording Rate** setting unchanged for now.

- Choose the Lp chart trace in the **Chart Trace** drop-down list box to see Lp values during data capture.
- Choose the **Full Capture** button.
- In The Full Data Capture Session dialog, type a name for the session in the **Measurement Title** field (for example: "First Capture Session").
- Select the "5 Minutes" measurement profile. (A measurement profile is a time profile for a data capture session and determines when data capture is to occur and for how long.)
- Select "Heavy Road" from the Event Bar list. (An event bar is used to mark noise events as they occur.)
- Leave the **Start** option as it is.
- Select the **Until Told To Stop** option in the **Continue** group box (this causes the 5 Minutes profile to be repeated indefinitely).
- Choose **OK**.
- The Notes Before Data Capture dialog is displayed. Normally, you would type any notes or observations before data capture. For now, you can type something short, such as your name, here.
- Choose **OK**.
- You will see a message warning you how long you can capture data for. Choose **OK**.

You will be asked if you wish to perform a calibration.

Either:

- If you calibrated your meter in the previous section, answer **No**.

Or:

- If you did not calibrate your meter, answer **Yes** to calibrate your meter now.
- Follow the steps in the previous section to calibrate your meter. If you need to perform a manual calibration you will be asked to run the volume control utility for your sound card.

A summary dialog is displayed telling you how to set up your meter.

Either:

- Set up the meter using this information. Turn it on and choose **OK**.

Or:

- If you are running Jade in demonstration mode, choose **OK**.

Jade displays a message box that counts up to the start of data capture and then, after a short pause, data capture starts.

The capture window contains a chart that plots the data as an Lp trace. A current Lp value is also shown in the box at the top right of the main capture window. Below this are the running statistics. These are continually updated as data capture progresses.

Using the Large Numeric Display

Jade lets you see the current value in a large-size numeric display:

- Either choose **View|Large Numeric Display** or click on the Numeric Display button on the speedbar:



Jade displays the numeric display at the top of the capture window. This contains one or two boxes. The large box on the right shows one or two of the running statistics. The box on the left (if present) shows the current Lp value.

Tip: You can choose which running statistics are displayed in the numeric display by changing the data capture options (see the *User Guide* or Help for details).

Resetting the Statistics

You can reset the running statistics at any time during data capture. Try resetting all the statistics now:

- Either choose **Statistics|Reset All Statistics** or click on the Reset All Statistics button on the speedbar:



Jade resets all the statistics. You may see new values appear in the numeric display and in the running statistics. Try experimenting with the other **Reset...** options on the **Statistics** menu (or the corresponding buttons on the speed bar).

Note: Resetting the statistics affects only the running statistics calculated during data capture; the data stored in the measurement file, and the statistics calculated when viewing a chart, are not affected.

Using the Event Bar to Mark Events

At the bottom of the main window is the Heavy Road event bar. The labeled buttons are used to mark events. Round the edge of the event bar are shown keyboard shortcuts, for example, Alt + 4 marks the Bus event.

Try adding some events:

- Select the "Horn" event (shortcut key: Alt + 5). After a brief pause a small gray mark appears on the time axis below the appropriate data sample (only one data sample is marked because the Horn event is a short, instant event).

Important: Because Jade has to process the data received from the sound card, the data does not appear on the trace immediately. Therefore, there will be a short delay before you see an event appear on the chart.

- Select the "Car" event (shortcut key: Alt + 1). Again, after a brief pause a gray mark appears on the time axis. This time the mark extends along the time axis to show a continuing event.
- Select the "Car" event button again (or use the shortcut key) and the event stops.

You can overlap events if you wish: just turn the events on and off by clicking on the buttons as needed. Try this out now. You can also use the **End** button to end the most important event (that is, the one shown on the status bar). Try using the keyboard shortcuts also.

You can hide and show the event bar:

- Choose **Hide Event Bar** from the System Menu or click on the Event Bar button on the speed bar:


The event bar disappears giving more room for the chart.

- To make the event bar re-appear, either choose **Show Event Bar** from the System Menu or click again on the Event Bar button.

Stopping Data Capture

When you are ready, stop data capture:

- Either choose **Measurement|Stop Capture** or click on the Stop Capture button on the speed bar:


Jade now lets you view the final state of the chart and statistics.

When you are ready, return to normal mode:

- Choose **Return To Normal** from the System Menu or click on the Return button on the speed bar:


Jade displays the Notes After Data Capture dialog so you can type any additional notes. Choose **OK**.

Congratulations! You have now used Jade to capture data.

Exiting from Jade

You have now completed all three parts of the tutorial. The next page gives you a list of things you might like to try out for yourself. Alternatively, you can exit from Jade:

- To exit from Jade, either choose **Exit** from the System Menu or type Alt + F4.

Exploring Further

Now that you have followed the tutorials and seen some of the features that Jade offers, you will want to try out some of Jade's other features. The following sections contain information on some of things you might like to try. For full details, see the *User Guide* or the on-line Help system.

Setting up the calibration options

You can set the calibration options. Choose **Options|Calibration...** or click on the Calibration Options button on the speed bar:



In particular, try experimenting with the following:

- **Calibration Before Full/Preview Capture** – specify when calibration is to be done as part of data capture. Stand-alone calibrations are unaffected.
- **Validate Meter Accuracy After Full Data Capture** – lets you validate the meter after data capture to check if the meter readings have slipped.

Opening or Exporting Non-Standard Periods

In the Measurements dialog you can open or export a non-standard period (that is, one that is not listed). This is useful if you wish to open the data, say, for a particular event.

To open a non-standard period:

- 1) Choose **Measurement|Open**.
- 2) Double-click on your measurement to open it.
- 3) Double-click on the Data folder to open it.
- 4) Leave the highlight on the Data folder and choose **Open** or **Export**.
- 5) In the Measurement Data Period dialog, enter or edit the start and end time for the period you wish to open or export.
- 6) Choose **OK**.

Note: You will only be given the opportunity to specify a start and end time if the highlight is on an open Data folder when you choose **Open** or **Export**.

Automatically Resetting Statistics

In the tutorial you were asked to manually reset the statistics during data capture. You can also ask Jade to automatically reset the dose, Ln and other statistics at the end of each profile sampling period. For example, if you do a 10 hour data capture using the 10 minute profile, the displayed statistics will reset every 10 minutes.

To use this feature:

- Start a full data capture by choosing **Measurements|Data Capture** and then choosing the **Full Capture** button.
- In the Full Data Capture Session dialog, check the "Reset Statistics Each Profile Sampling Period" so that the check box is on.

When this feature is active, the capture statistics window has a field labeled "Period" that shows the number of samples in the current profile period (and this will periodically reset back to zero).

Setting up the capture options

You can set the capture options. Choose **Options|Capture...** or click on the Capture Options button on the speed bar:



In particular, try experimenting with the following:

- **Automatic Event Threshold** – lets you specify a threshold level above which data is automatically marked as an Automatic Threshold event.
- **Lpk Event Threshold** – lets you specify a peak level above which data is automatically marked as an Lpk event.

Setting the statistics options

The statistics options let you choose the running statistics for data capture and the statistics shown when you view a chart. Choose **Options|Statistics...** or click on the Statistics Options button on the speed bar:



Creating a snapshot image

You can create a snapshot image of a chart image in a Windows Metafile format (WMF) file. You may wish to use such files to include charts in a word processed report. To do this, in an open chart choose **Measurement|Snapshot Chart...** or click on the Snapshot button on the speed bar:



Copying a chart image

You can copy a chart image to the clipboard and pasting it into a word processor document. This is a quick way of importing the chart image into a word processor document. To do this, in an open chart choose **Measurement|Copy to Clipboard** or click on the Copy button on the speed bar:



Exporting a note

You can export a note as a Rich Text Format (RTF) file. This preserves the text and formatting so that you can open the file in a word processor. You do this in the Measurements dialog by selecting a note and then choosing the **Export** button.

Exporting data

You can export the data from a measurement (for example, for use in a spreadsheet). You do this in the Measurements dialog by selecting one or more periods and choosing the **Export** button. Then, in the Export Measurement Data dialog, choose one of the "Data..." formats or the "Bin Counts" format.

Archiving a measurement to floppy disk

You can archive your measurements on floppy disk. This is a useful feature if you need to take regular backups of important data files. To archive a measurement, first close all chart and note windows, and then choose **Measurement|Maintenance...** or click on the Maintenance button on the speed bar:



Getting Help

You can obtain help on using Jade in one of the following ways:

- ◆ Reading the *User Guide*.
- ◆ Using Jade's help system.
- ◆ Reading the Tip of the Day.
- ◆ Choosing the Help button in a dialog.

Reading the User Guide

In addition to this *Getting Started* guide, Jade is supplied with a detailed *User Guide*. The Jade installation program installs the *User Guide* in the Jade directory and creates a Windows shortcut.

You are recommended to take time to browse through the *User Guide* and familiarize yourself with all Jade's features. In particular, you should read about those features that are not fully covered in this *Getting Started* guide (such as, exporting data and notes, archiving measurements and validating a meter after capture).

Using Jade's Help System

You can access the Help system either by using one of the commands on the **Help** menu or by using the Help Contents button on the speed bar:



Tip of the Day

The Tip Of The Day is displayed when you run Jade. Once you are running Jade, you can choose **Help|Tip Of The Day...** to view the tips.

It is recommended that you take the time to read the tips in order to maximize your use of Jade. For many of the tips you can choose the **Tell Me More** button to read the appropriate help topic in Jade's help system.

Help on Dialogs

When in a dialog, choose the **Help** button for help on filling in the dialog fields.

Advanced Topics

The *Advanced Topics* guide provides information for experienced users. You may find it useful if you wish to customize Jade or need to change some of Jade's system settings. The Jade installation program installs this guide in the Jade directory and creates a Windows shortcut.

Thank you for taking the time to follow the tutorials and evaluate Jade 2. We hope that you found it an enjoyable and useful experience. If you wish to register your copy of Jade 2, see **How Do I Register Jade?** on the **Help** menu. If you have any further questions, please contact your supplier or Ptolemy Services.

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