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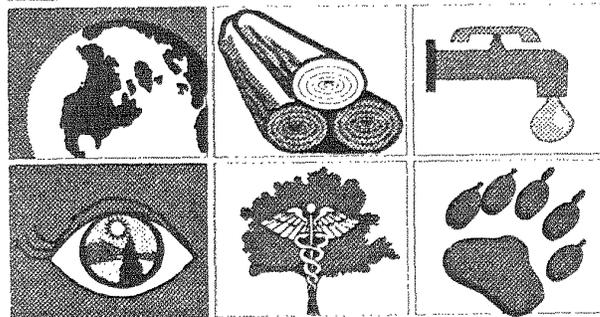
Forest Stewardship Planning Guide

Version 1.00

User's Manual

Laura Miller Alban
Scott A. Thomasma
Mark J. Twery

NED



NORTHEAST DECISION MODEL

Abstract

This user's manual describes the use of the Forest Stewardship Planning Guide computer program. This program is designed to help landowners learn, formulate and organize ideas and plans for the future of their forested lands. Goal options are organized into major topics including ecological aspects, visual quality, wood production, water quality and quantity, and wildlife. Extensive hypertext is used to present information about forest features, their uses and benefits. Information on forest health is also included. A diskette containing the Forest Stewardship Planning Guide program is included. The program requires Windows 3.1® to operate.

The Authors

LAURA MILLER ALBAN worked on the development of the Forest Stewardship Planning Guide as a Forester with the Northeastern Forest Experiment Station and as a Research Scientist with the SUNY College of Environmental Sciences and Forestry in Syracuse, NY. She has Bachelor's and Master's degrees in Forestry from SUNY/CESF. Ms. Alban is currently working as a Stewardship Forester for the Maryland Department of Natural Resources, Forest Service.

SCOTT A. THOMASMA worked on the computer programming of the Forest Stewardship Planning Guide as a research scientist with the SUNY College of Environmental Sciences and Forestry in Syracuse, NY. He has a Master's degree in Forestry and a Bachelor's degree in Computer Science, both from Michigan Technological University, as well as a Bachelor's degree in Biology from Grand Valley State Colleges. He is currently working on the Northeast Decision Model for the U.S. Forest Service.

MARK J. TWERY is Project Leader for NE-4454, Integrating the Ecological and Social Dimensions of Forest Ecosystem Management, Northeastern Forest Experiment Station, Burlington, Vermont. He received his Bachelor's degree in Theater Arts from Oberlin College, a Master's degree in Forest Ecology from the University of Massachusetts, and a Ph.D. in Silviculture from Yale University. He has worked as a Research Forester with the Northeastern Station since 1988.

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USDA FOREST SERVICE
5 RADNOR CORP CTR STE 200
PO BOX 6775
RADNOR, PA 19087-8775

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Disclaimer

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SECTION 1 OVERVIEW

1.1 What You Need to Read

Regardless of your computer experience, you should at least browse the following sections in the User's Manual.

- Section 1 Overview
- Section 2 Installation
- Section 3 Running The Forest Stewardship Planning Guide

1.2 Purpose of the Forest Stewardship Planning Guide

Being a good steward of forest land is difficult. The primary purpose of the guide is to provide exposure to and explanations of a wide range of forest practices used to produce a variety of benefits from forests. The first step is to determine the goals that the forest owner has for the forest. The Forest Stewardship Planning Guide program, which runs within the Microsoft Windows® environment, guides the user through a process of selecting forest stewardship goals. The program offers a great deal of basic information about forests and their management, along with menus of possible stewardship goals. This program makes limited recommendations on how to manage a forest for specific goals and describes the conditions that must be created or enhanced to accomplish them.

1.3 The Relationship of the Forest Stewardship Planning Guide to the Northeast Decision Model

The guide is one of several computer programs designed to support good forest stewardship. The central program is the Northeast Decision Model (NED), a computer-based, decision-support system being developed by the U.S. Department of Agriculture, Forest Service, Northeastern Forest Experiment Station. NED will provide site-specific expert recommendations to improve management for multiple values on forests in the northeastern United States. These expert recommendations will be based on the full range of resource values, including wildlife habitat, visual qualities, and watershed and ecological characteristics, as well as traditional timber and economic values. This will be accomplished by incorporating the knowledge of many resource experts into the system, and using that knowledge along with inventory data describing the present state of a forest management unit, to build prescriptions. These prescriptions define a path for managing the forest with silvicultural techniques that should accomplish the user's goals.

The process of generating prescriptions for forest management is complex. The first step is to identify the goals of the forest owner or manager. The guide assists a user in determining what is wanted from the forest. Because the guide does not use data from a specific forest, it is unable to detect whether goals conflict directly with each other and cannot make specific stand-based recommendations.

Once the goals for a forest are identified, the next steps are to: determine the information that will be needed to support decision making, design an inventory process that will acquire those data, collect inventory data from the stands, and make the data available to NED through a data entry process. NED will incorporate all of the current capabilities of NED/SIPS, another initial product of the Northeast Decision Model development effort, for data entry, report generation, treatment specification, and stand projection; also NED will take input for a wide range of resource goals and generate stand-level prescriptions based on the entire management unit using expert system technology. Many reports on different analyses of different resources will be available for comparing alternatives.

1.4 Who Should Use The Forest Stewardship Planning Guide

The guide is intended for use by a wide range of individuals and organizations, including national and state forestry organizations, forest industries, private organizations, and educational groups. The design of the program enables the user to gain information about forestry and to make informed decisions.

1.5 Technical Support (Getting Help)

To make the guide easier to use, help is available in several ways.

- Go through Running The Forest Stewardship Planning Guide provided in Section 3. This will introduce you to many of the features of the guide.
- Read this User's Manual and keep it handy as a reference as you begin to use the Guide.
- Look through the README.DOC file included on the distribution diskette. It will include any last minute updates to the guide.
- Finally, if the sources above do not answer your questions, we will be glad to help you through any problem you may have with the program. Please contact:

USDA Forest Service
Northeastern Forest Experiment Station
705 Spear Street, P.O. Box 968
Burlington, VT 05402-0968
Telephone: 802-951-6774
Fax: 802-951-6368

1.6 Typographical Conventions

Throughout the User's Manual, special notation is used to represent certain keystrokes. In general, a key name within a square identifies a key that should be pressed. For example:

- `ENTER` = the "ENTER" key
- `F1` = the "F1" function key
- `ALT` = the "Alt" key
- `F` = the "F" key

Occasionally the program requires you to press a key combination or sequence of keys. The following examples explain the difference.

- `ALT + F` = hold down the `ALT` key while pressing the `F` key.
- `ALT . F` = press and release each of these keys in order.

The following conventions are also used.

- File names are typed in uppercase, using a special font. For example: README.DOC
- User-entered commands are shown in **bold face text**.
- Items from the pull-down menu bar are in **Bold** face with the hot-key underlined.
- Items within a pull-down menu are Regular face with the hot-key underlined.

SECTION 2 INSTALLATION

2.1 System Requirements

2.1.1 Hardware

- 2 MB minimum free hard disk space
- 386 SX or higher processor
- 4 MB minimum RAM
- A mouse
- A 3-1/2" 1.44 MB floppy disk drive

2.1.2 Software

- PC or MS DOS version 3.0 or higher
- Microsoft Windows® Version 3.1 or higher

2.2 Diskette Contents

2.2.1 Contents of Installation Diskette

The installation diskette contains several files necessary to install the Forest Stewardship Planning Guide onto your hard drive. The following is a listing of the installation diskette. If any of the following files are missing, the installation process may fail.

EZGRP	EXE	27,136
EZGRP	EZG	526
EZI	CFG	951
EZI	HST	177
EZILOGO	PCX	22,866
FSP0001		22
GLOSS	HLP	94,202
GUIDE	EXE	672,256
INSTALL	EXE	71,020
INSTALL	OLB	58,883
OPTIONS	HLP	294,778
PCXVIEW	EXE	28,611
README	DOC	761

2.2.2 Contents of the Forest Stewardship Planning Guide Directory

After successful installation of the Planning Guide, your hard drive will have a directory (normally C:\FSPG) that contains the following files.

EZGRP	EXE	27,136
EZI	HST	177
EZGRP	EZG	464
GUIDE	EXE	672,256
OPTIONS	HLP	294,778
GLOSS	HLP	94,202
README	DOC	761

2.3 Installation Procedures

Follow these steps to install the Forest Stewardship Planning Guide:

1. If you are running Windows, you must exit your Windows session and return to a DOS prompt.
2. Place the Forest Stewardship Planning Guide installation diskette into your floppy disk drive.

3. Make that floppy drive the current drive (type a: or b: .
 4. Type install .
 5. Follow the directions given on the screen.
- After installation, when you restart Windows, you will be prompted to update the Program Manager with the Northeast Decision Model group and its icons
6. Click on Continue to add the Northeast Decision Model group.

SECTION 3 Running the Forest Stewardship Planning Guide



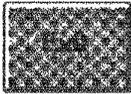
3.1 Starting the Forest Stewardship Planning Guide

The Forest Stewardship Planning Guide runs under and follows the conventions of Microsoft Windows®. If you need to learn how to use Windows, refer to the Microsoft Windows User's Guide. After complete installation, your Windows Program Manager will include the Northeast Decision Model program group that includes the Forest Planning Guide software icon. The Forest Stewardship Planning Guide is started just as you would any other Windows program, by double clicking on the icon.

3.2 Exiting the Forest Stewardship Planning Guide

When running the Forest Stewardship Planning Guide, it is recommended that you exit the program using the normal exit procedures described below. The normal exit includes an additional screen of information about forestry practices for your area. The quick exit is provided so that the user may exit from any screen within the program. If you have selected options from a resources category or have made changes in a previously saved set of options, you will be asked if you would like to save your plans to a file before you exit.

3.2.1 Normal Exit



After reviewing the options for a particular resource category, you will be returned to the "Making Plans" screen (see section 3.5 below). From this screen, click on the exit button.

3.2.2 Quick Exit

When running the Forest Stewardship Planning Guide, you may exit the program from any screen by clicking the Exit option from the File menu. The short-cut key sequence is:  +  . 

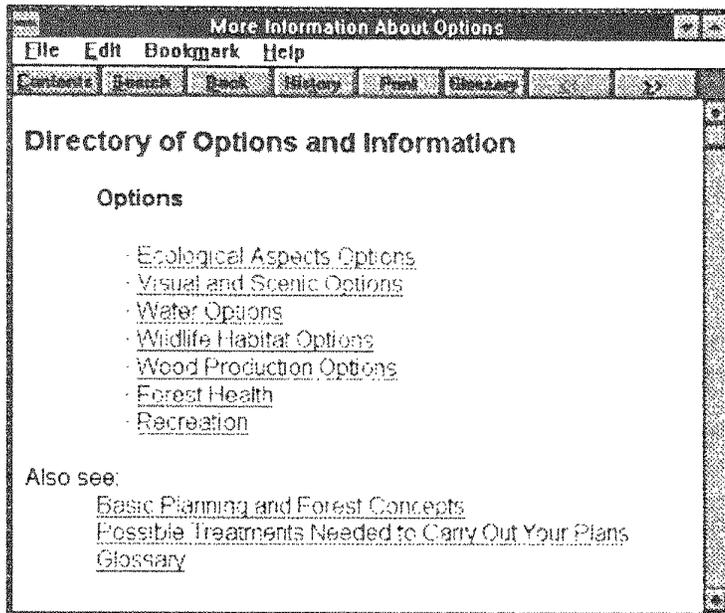
3.3 Moving from Screen to Screen



The Forest Stewardship Planning Guide is designed to present information in an organized, step-by-step fashion. Most of the screens have an OK! button. After reading all information on a screen, or after choosing a planning option, click on the OK! button to advance to the next screen.

3.4 MORE INFO Screens - the Reference Hypertext

The MORE INFO section is a reference section providing a huge amount of information about forestry concepts, your options, and a glossary. This section automatically displays an additional window of information each time you make a selection. Read this information. It explains what your forest will look like if you choose to include that particular choice in your plans. The following is an example of the "Table of Contents" option from the MORE INFO feature:



If you are unfamiliar with standard Windows® Help screens, you should use the **H**elp menu selection **H**ow to use Help in the Program Manager (the quick-key combination is: **ALT** + **F**11, **H**).

3.4.1 Green or Underlined Words

Once you are in the MORE INFO section, any word that is green and underlined will send you to another screen of information if you click anywhere on the word. There are two types of underlines: solid and dotted. Words with solid underlines will jump to another page in the MORE INFO screen and provide extended information. A word with a dotted underline will display a small "pop up" window of text, usually a definition of the term.

3.4.2 Information about Screens

Information about each screen in the Forest Stewardship Planning Guide is available by using the **M**ore Info menu option "More info on this screen", or by pressing **F**11.

3.4.3 Information about Selections

Information about each planning selection in the Forest Stewardship Planning Guide is available by using the **M**ore Info menu option "More info on this selection" or by pressing **F**11. This information is displayed automatically whenever a selection is made unless the "Automatic More Info" option of the **O**ptions menu is turned off (see section 3.9.2 The **O**ptions Menu).

3.4.4 Table of Contents

You can move from page to page in the MORE INFO section by clicking on the Contents button on the menu bar in the MORE INFO window and then choosing where you want to go. This screen may be directly displayed from the Forest Stewardship Planning Guide by using the **M**ore Info menu option "Table of Contents" or by pressing **F**11.

3.4.5 Glossary

The Glossary in the MORE INFO section contains definitions of many natural resource terms. The Glossary may be displayed by using the **M**ore Info menu option "Glossary" or by pressing **F**11.

3.4.6 Basic Concepts

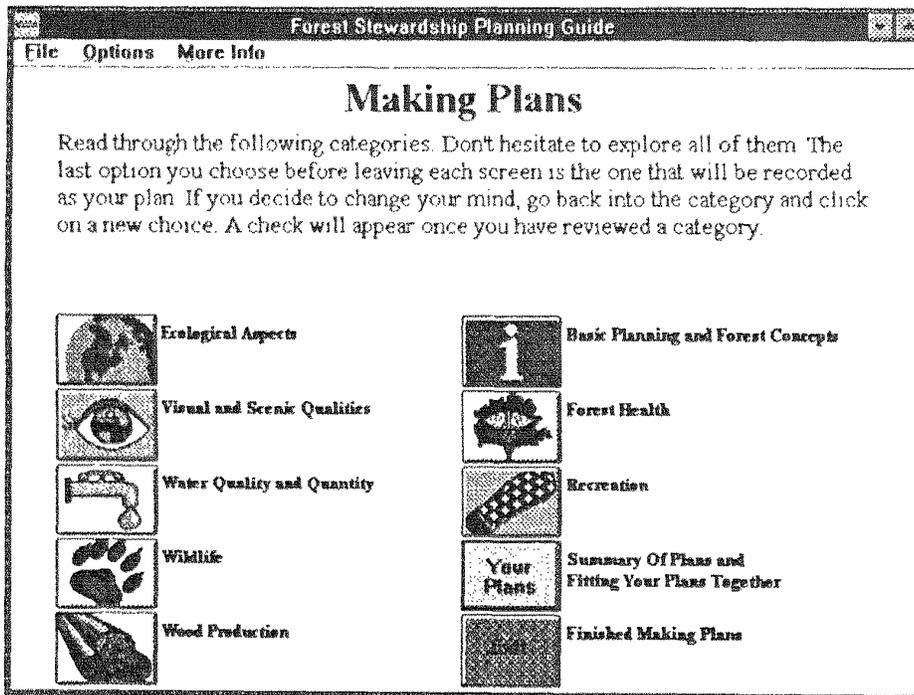
This section contains a vast amount of information that will help you understand basic forestry concepts. The information is broken into several different categories. You may display this section of the MORE INFO at any time by pressing .

3.4.7 Printing MORE INFO Screens

You can print the information on most of the pages in the MORE INFO section by clicking on the Print button in the menu bar of the MORE INFO section.

3.5 The "Making Plans" screen

When starting the Forest Stewardship Planning Guide, after viewing a few introductory screens, the "Making Plans" screen will be displayed. This screen is the jumping-off point to all the other parts of the program.



3.5.1 Resource Category Interviews

The buttons on the left are the resource category buttons. Selecting a resource category button will begin an interview made up of a series of screens explaining management options relevant to that topic. To begin a resource category, click on the appropriate button. The resource category interviews use standard screen layouts, that are explained below in section 3.6: Selecting goals from the resource categories. After reviewing a resource category, you will be returned to the "Making Plans" screen.

3.5.2 Information Interview

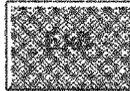
The first three buttons in the right are information interviews. There are no options to choose from in these categories. You are strongly encouraged to read this information. After reviewing the information, you will be returned to the "Making Plans" screen.

3.5.3 Your Plans



This button is used to view a list of the plans you have selected from the resource categories. There are two report screens: "Summary of Plans" and "Fitting Your Plans Together" where all your goals come together to help form a plan. These screens are explained in section 3.7: Listing your plans and producing reports. From either of these two screens, you may return to the "Making Plans" screen by clicking the Making Plans button. You may revisit any of the resource categories, information sections, or summaries as often as you like, printing reports for each option you desire.

3.5.4 Exit



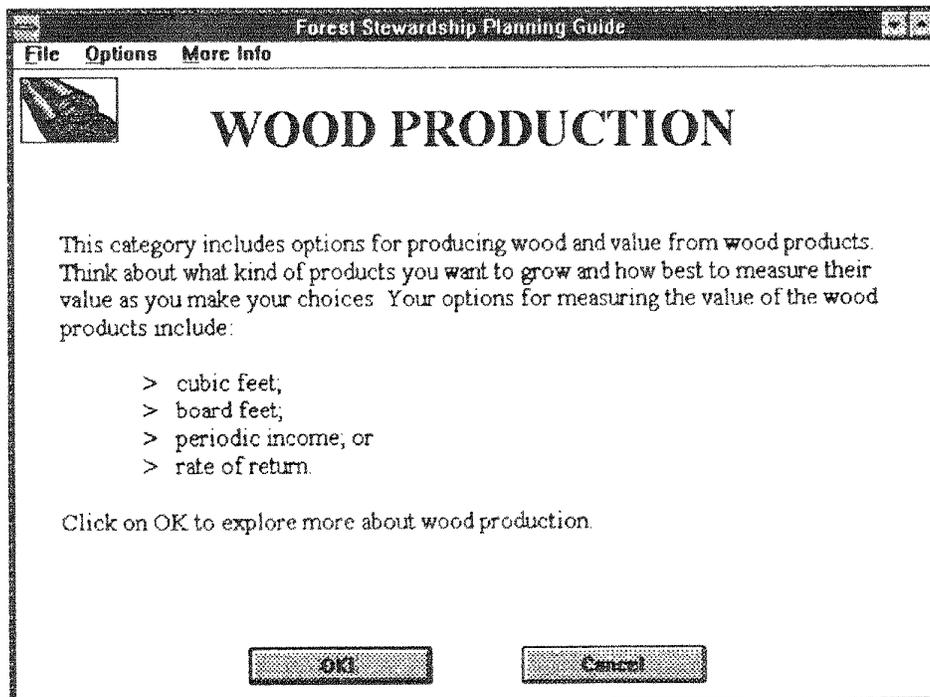
The last button on the "Making Plans" screen is the Exit button, which is used when you have reviewed the resource categories and are finished making your plans. Clicking this button will take you to the "What's Next" screen, which is the final screen of the Forest Stewardship Planning Guide.

3.6 Selecting Goals from the Resource Categories

The five resource categories that contain stewardship planning options are: Ecological Aspects, Visual and Scenic Qualities, Water Quality and Quantity, Wildlife, and Wood Production. A category interview may be selected by clicking on the appropriate button on the "Making Plans" screen. Each resource category interview starts with a title screen to introduce the topic, then continues with additional screens showing options for making plans about your forest. These additional screens are of three types: radio-button screens, check-box screens, and list screens. Use of all these types of screens is explained below.

3.6.1 Title Screens

Title screens are used to introduce a resource category. The following is an example of the "Wood Production" title screen.

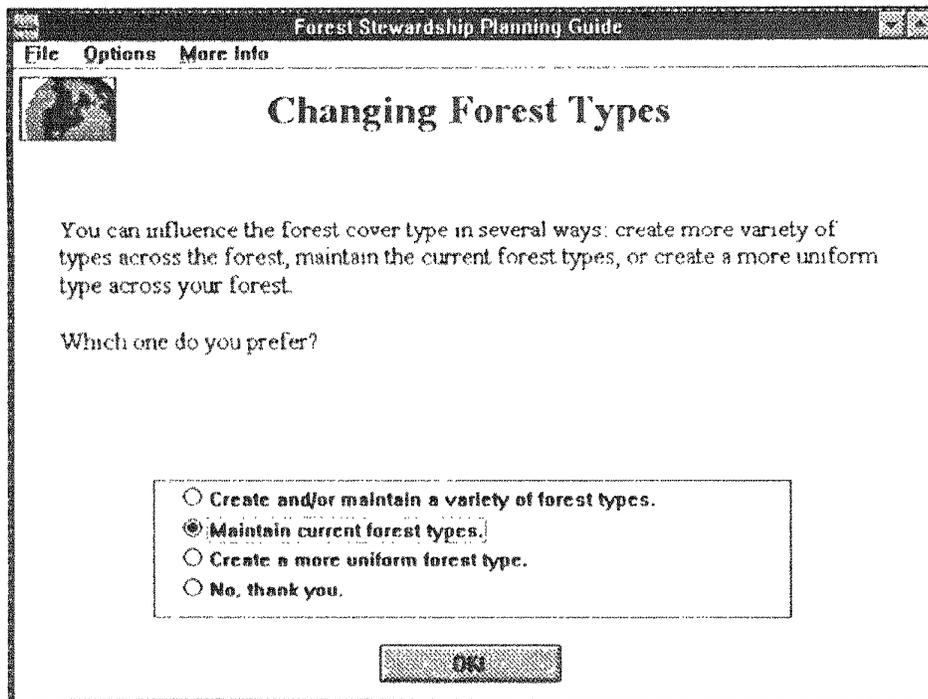


The title screens give some indication about the planning options you will have in this interview. If you require more information about this topic, you can use the **F1** key for "More Information about this screen". Normally, you will click the OK! button to continue with the interview for this resource category. If you are not interested in defining planning goals, you may click on "Cancel!" and return to the "Making Plans" screen. Once you decide to click the OK! button, you may not return to the "Making Plans" screen until you have viewed all screens in that resource category.

Note: After you are experienced with using the Forest Stewardship Planning Guide you may wish to turn off or suppress the display of title screens. See section 3.9.2: The Options Menu.

3.6.2 Radio-button Screens

Radio-button screens are used where you may choose only one option from a list of selections. This type of screen can be recognized because the selections have round buttons. When you click on your selection, a smaller solid circle is shown within the radio button. When you make a selection, any previous selection is turned off. The following is an example of a radio-button screen.

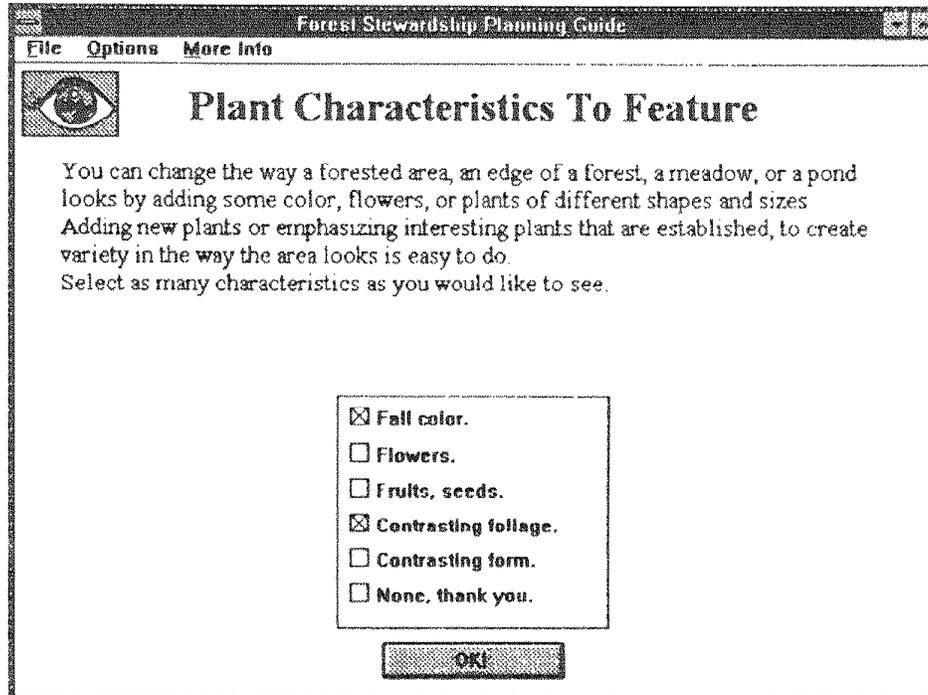


If you require more information about this screen, you can use the **F1** key for "More Information about this screen". When you make a selection, the MORE INFO screen for this selection is automatically displayed. Once a selection has been made, press the OK! button to continue to the next screen. You will not be allowed to continue until you have made a selection.

Note: After you are experienced with using the Forest Stewardship Planning Guide you may wish to turn-off or suppress display of the MORE INFO screen. See section 3.9.2: The Options Menu.

3.6.3 Check-box Screens

Check-box screens are used where several options can be selected. This type of screen can be recognized by the square selection buttons. Your selections are indicated by an "x" within the box. The following is an example of a check-box screen.

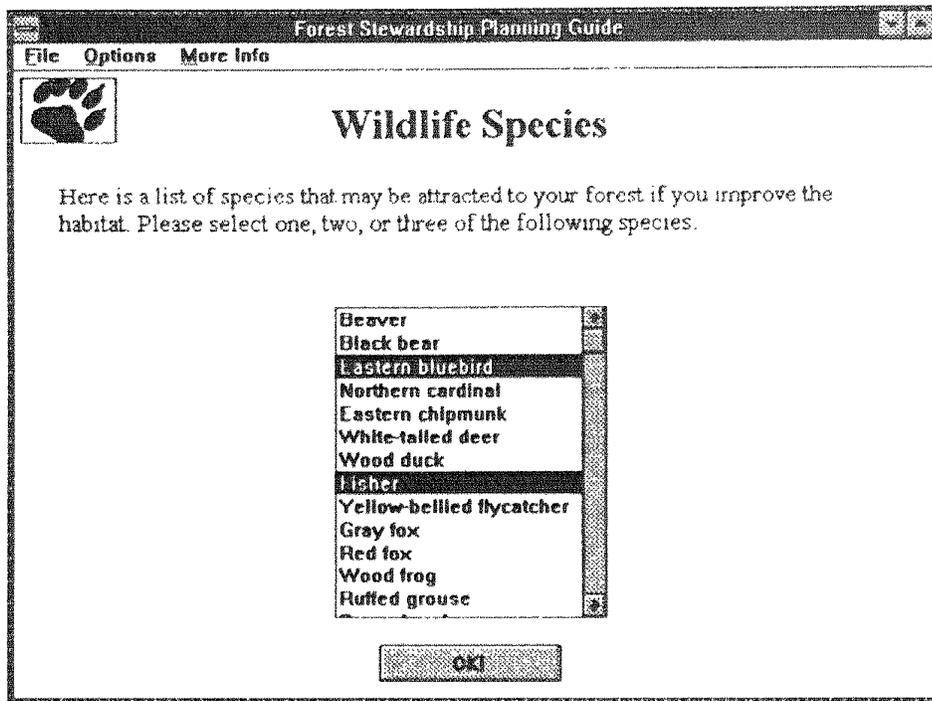


You may make as many selections as you desire. Usually, the last check-box is a "none of the above" type of selection. When this last box is selected, any previous selection is turned off. If you require more information about this screen, you can use the **[F1]** key for "More Information about this screen". When you make a selection, the MORE INFO screen for this selection is automatically displayed. Once your selections have been made, press the OK! button to continue to the next screen. You will not be allowed to continue until you have made at least one selection.

Note: After you are experienced with using the Forest Stewardship Planning Guide you may wish to turn-off or suppress display of the MORE INFO screen. See section 3.9.2: The Options Menu.

3.6.4 List Screens

List screens are used where options can be selected from a list of items. This type of screen can be recognized because the selections are listed in a box. Your selections are highlighted in reverse color. You may make as many selections as the text indicates. Clicking on an item that is already selected turns its selection off. If you require more information about this screen, you can use the **[F1]** key for "More Information about this screen". When you make a selection, the MORE INFO screen for this selection is automatically displayed. Once your selections have been made, press the OK! button to continue to the next screen. You will not be allowed to continue until you have made a selection. The following is an example of a list screen.



Note: After you are experienced with using the Forest Stewardship Planning Guide you may wish to turn-off or suppress display of the MORE INFO screen. See section 3.9.2: The Options Menu.

3.7 Listing Your Plans and Producing Reports



There are two report screens in the Forest Stewardship Planning Guide: "Summary of Plans" and "Fitting Your Plans Together". You may display the "Summary of Plans" screen by selecting the "Your Plans" button on the "Making Plans" screen.

Once the "Summary of Plans" screen is displayed, the "Fitting Your Plans Together" screen may be displayed by clicking on the appropriate button. From the "Fitting Your Plans Together" screen, you may click the "Summary of Plans" button to return to that screen.



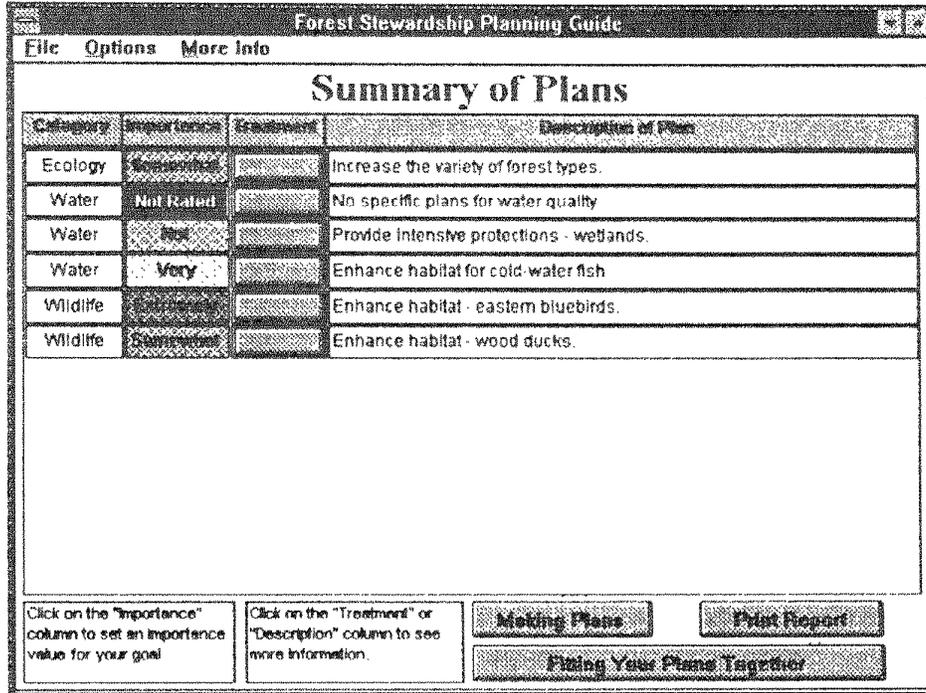
Both report screens have a "Making Plans" button that will return you to the "Making Plans" screen.



Both report screens have a "Print Report" button that can be used to produce hard copy reports of your plans. Before printing your plans, a screen is displayed allowing you to set the Management Area Name and the Location. For an example of this screen, see section 3.8: Saving Your Plans.

3.7.1 The "Summary of Plans" Screen

This screen displays a list of the plans you have chosen. The following is an example of this screen.



The first column is the resource category corresponding to the goal. The second column is an importance value for the goal. The importance value may be changed by clicking on the importance column for that goal. The third column contains a button that shows descriptions of the treatments that may be required to meet this goal. The last column is a brief description of the goal you have chosen. You may click in the last column to review the MORE INFO screen for that selection.

The goals displayed may be sorted either by resource category (as displayed here) or by importance value. To choose the sorting option, click on the **Options** menu and choose **Sorting Goals** (you may use the hot-keys **ALT + O, S**). A menu will appear where you may select sorting by category or by importance.

3.7.2 The "Fitting Your Plans Together" Screen

This screen displays a compatibility chart of your goals. The following is an example of this screen.

Resource Category	Goal Description	Goal Abbreviation	Low Intensity	Medium Intensity	High Intensity	Very High Intensity	Extremely High Intensity
Ecology	Increase variety of forest types	For type	+	+	+	+	+
Water	no specific plans	no plans	+	+	+	+	+
Water	protect watersheds	watershed	+	+	+	+	+
Water	cold-water habitat	cold water	+	+	+	+	+
Wildlife	eastern bluebird	bluebird	+	+	+	+	+
Wildlife	wood thrush	thrush	+	+	+	+	+

Compatible with or complement each other.
 Some effort required to do both.
 Requires two separate areas.

Making Plans Print Report
 Summary of Plans

The first column is the resource category corresponding to the goal. The second column is a brief description of the goal. The third column is an abbreviation for the goals. This abbreviation is also used as the column heading. The rest of the table is a matrix of symbols that indicate the level of management intensity required to meet both goals at the same place at the same time. Three levels of management intensity are identified.

 This symbol indicates that the two goals are compatible with or complement each other. They can be met easily on the same piece of land at about the same time. Often treatments used to enhance one will also enhance the other.

 This symbol indicates that there is some effort required to do both. Careful planning is needed to meet both of these goals on the same piece of land and at about the same time. Treatments for one goal may need to be adjusted to accommodate the other.

 This symbol indicates that these two goals require two separate areas. These two plans can rarely be met on the same piece of land and at the same time. However, you do have several options. You may want to divide some of the stands in this management area into two or more stands, then carry out these plans in different stands. You may want to divide the management area into two management areas and carry out one of these plans in each management area. Or, you may meet one goal over the next few years and the other in the future.

3.8 Saving Your Plans

Once you have selected plans from the resource category interviews, you may wish to save them in a file. Use the **File** pull-down menu option **Save** or **Save As** to save your plans.

Management Area Information	
File Name:	EXAMPLE.SPG (modified)
Directory:	C:\FSPG
Management Area Name:	<input type="text" value="an example data set"/>
Location:	<input type="text" value="anywhere, USA"/>
<input type="button" value="OK"/>	

Before saving your plans a screen will be displayed allowing you to enter a Management Area Name and a Location. These fields are for your own use, and you may enter anything you desire. The information will be printed on hard-copy reports and will be saved in the file with your plans. If you have not saved your plans to a file, or you have changed plans since retrieving them from the file, the file

name will be followed by "(modified)" indicating that the plans have not been saved to a file. The standard extension for a file used by the Forest Stewardship Planning Guide is SPG. In the above example, the goals in file EXAMPLE.SPG have been modified since the last file save.

3.9 The Menu Bar

The menu bar is found across the top of the Planning Guide window. It contains three pull-down menus: **File**, **Options**, and **More Info**. Each menu is discussed below. The underlined letter may be used with the **[ALT]** key to access a menu. For example **[ALT] + [F]** may be used to display the **File** menu.

3.9.1 The File Menu

O pen
N ew
S ave
S ave A s
F ile I nfo
E xit

The **File** menu can be displayed by pressing **[ALT] + [F]**. The first four items manipulate the disk files. The **O**pen option will retrieve previously saved goals. The **N**ew option will clear all goals chosen during this session. The **S**ave and **S**ave **A**s options will write your plans to a disk file. See Section 3.8: Saving Your Plans, for a discussion of disk file naming conventions. The **F**ile **I**nfo option allows you to edit the management area name and location using the screen described in Section 3.8: Saving Your Plans. The **E**xit selection

will exit the Planning Guide program. For the use of this selection, see Section 3.2.2: Quick Exit.

3.9.2 The Options Menu

<input checked="" type="checkbox"/> T itle S creens
<input checked="" type="checkbox"/> A utomatic M ore I nfo
<input type="checkbox"/> S orting G oals
<input type="checkbox"/> E xperienced U ser

The **Options** menu can be displayed by pressing **[ALT] + [O]**. The **T**itle **S**creens option allows you to suppress the display of the resource category title screens. A small check to the left of this selection indicates that the title screens will be displayed

when a resource category is chosen from the "Making Plans" screen. When starting the Planning Guide program, the Title Screens option is turned on.

The Automatic More Info option allows you to suppress the automatic display of the MORE INFO screen whenever a planning option is selected. A small check to the left of this selection indicates that the MORE INFO screens will automatically display when a planning option is selected. Even if this option is turned off, the MORE INFO screen may be displayed by making your selections and using the I key. When starting the Planning Guide program, the Automatic More Info option is turned on.

The Sorting Goals option allows the user to specify how the plans should be sorted for display and in printed reports. See Section 3.7.1: The "Summary of Plans" Screen for a discussion of this option.

The Experienced User option is a quick way of suppressing display of the title screens and the MORE INFO screens. Selecting this option will turn off the first two selections. If the Experienced User option is selected on the title screen, the introductory screens are skipped, and the "Making Plans" screen is displayed after the title screen.

3.3 The More Info Menu

More Info on this screen	F1
More Info on this selection	F2
Table of Contents	F3
Glossary	F4
Basic Concepts	F5
About the Forest Stewardship Planning Guide	
About the Northeast Decision Model	

The More Info menu can be displayed by pressing ALT + M. The first five items on this menu allow the user to display and access the MORE INFO screens. Function keys are associated with each of these options. For example, to display the MORE INFO Glossary you may press the I key. These items are explained in section 3.4: MORE INFO Screens - the Reference Hypertext.

Appendix A. Management Areas

What are they?

Management areas are collections of forest stands (from one to many) for which an owner can specify one set of goals. Management areas are usually contiguous, but is not a requirement.

Forest stands are areas of forest that are reasonably similar in composition and general characteristics of the vegetation and topography. They are limited in size by areas that are practical to work with at one time.

How do you delineate them?

Typically, small private-land holdings have only one or two management areas because the areas are small and the owners want to achieve whatever benefits they can from the entire area. Larger land holdings may have more management areas when different goals can be specified for each.

On most private-land holdings in the Northeast, forest stands should be mapped so that within any one stand the mix of tree species, the range of tree sizes and ages, and the topography all are relatively consistent.

Making Plans for a Management Area

The plans you develop for each management area will be stored in a separate file. Therefore, each management area will have its own file. We recommend that the file name be the same as the management area name.