KNOWLEDGE DATABASE HELP

Overview

This program is a tool to help you manage your knowledge, whatever you store your knowledge to a file or to build-in database. The build-in database is used to store text knowledge. The files can be a bitmap , voice or formatted documents. If a file is a bitmap, the program will activate its application to display it. In general, when you retrieve a file, the program can activate its corresponding application to handle it. The build-in index system helps you to find a file or a article very quickly.

COMMANDS   Reference to menu commands.
HOW TO...   Step-by-step instruction.
BUTTONS   Table of buttons appear in the main window and dialog boxes.

COMMANDS

File Menu	Controls Knowledge Database files.
Edit Menu	Alters text window contents.
Build Menu	Controls the index build.
Search Menu	Controls index search.
Help Menu	Provides access to Help topics and the version information for Knowledge Database.

File Menu

Clear Knw
Clears whole knowledge database file.

Compact
Rearranges the space inside knowledge database file.

Exit
Closes the knowledge file and quits Knowledge Database. Saves the change automatically before quit.

Edit Menu

Cut
Removes the selected text and places it on the <u>Clipboard</u>

Copy
Copies the selected text onto the Clipboard.

Paste
Insert text that has copied onto Clipboard. Text is placed at the current insertion point.

Clear
Clears editor buffer in order to insert new   text.

Build Menu

File Index
Uses an existed text file as source to build index.

Text Index
Insert text first, then build the index.

Search Menu

Do It
Finds the text or files you are looking for.

Help Menu

Index
Displays the categories into which Knowledge Database Help information is organized.

About
Displays the version number for Knowledge Database and copyright notice.

HOW TO...

Building Index

There are two type of format can be used in index build. One is exiting file, the other is inserted text. For file index build, you need to do,

1. Press the button or use the File Index Command in <u>Build Menu</u> and chose an existing file from the dialog box.
2. Input the title at the space after "Title:".
3. Input the keywords into the space under "keywords".
4. You may use trash can to delete keywords you don't want.

5.Press button to build your index.
For text index build,
1. Insert text into editor buffer.
2. Repeat step 2-5 as above.

On-line help is available by pressing the button . And button "Exit" allows you to quit from the dialog box without accept any changes.

Searching Index

1. Start your searching procedure by pressing button or using Search Command in <u>Search Menu</u>.2. In searching dialog box ,you may use letter list box to select the first letter of keywords, then choose keywords from keywords list box in the center and drag item selected over to right list box. Or you may simply input keywords into space on top of right list box.
3. You may use trash can to delete keywords you don't want by dragging an item in list box and put it into trash can.

4. Press button to get all titles satisfied the condition list in the list dialog box. (also see <u>Reading Index</u>.

On-line help is available by pressing the button . And button "Exit" allows you to quit dialog box without accept any change.

Reading Index

Double click the title you want to go through and the content will be displayed in the editor buffer .

If you want to modify the content, do the following :
1. Display the content you   want to modify into editor buffer.
2. After finishing modify, use Index Build to build new index {also see <u>Building Index</u>).
3. Use trash can to delete the old title by dragging the title over trash can and drop it.

On-line help is available by pressing the button . And button "Exit" allows you to quit dialog box without accept any change.

BUTTONS

Press   **To**

File Index, (also see <u>Build Menu</u>)

Text Index, (also see <u>Build Menu</u>)

Index Search, (also see <u>Search Menu</u>)

Cut, (also see <u>Edit Menu</u>)

Copy, (also see <u>Edit Menu</u>)

Paste, (also see <u>Edit Menu</u>)

Help, (also see <u>Help Menu</u>)

Clipboard

A temporary storage area for cut or copied text or graphics. You can paste the Clipboard into a Windows application.