LNO,CLINE,C,76
I01A   BACKGROUND:
I01A
I01A   RMS-III: Reference Management System is an annotated menu based system
I01A   for handling many important data entry, view, edit, sort, search, and
I01A   report operations. This frees the user from set-up and programming of
I01A   the `all-purpose' database programs.
I01A
I01A   RMS-III data files are compatible with Borland's dBase III, III+, and
I01A   the many file-readers and operational clones based on this type file.
I01A   This assures maximum data utility and portability to other systems, for
I01A   actions that may be beyond the scope of this program.
I01A
I01A
I01A   ORGANIZATION:
I01A   The reference system is organized as five (5) operating menus....
I01A
I00A   ----
I02A   ORGANIZATION:
I02A   The reference system is organized as five (5) operating menus. Each
I02A   Menu and Sub-Menu function is accessed by entering its number, 1-5,
I02A   in a highlighted selection box and pressing "Enter" (Carriage Return).
I02A   Each menu includes an option to return to the main menu.
I02A
I02A   System Outline, from MAIN MENU:
I02A   1.   2.   3.   4.   5.
I02A   INFO   UTILITIES   MANAGEMENT   SEARCH   REPORTS
I02A   Terms   Information   Information   Information   Information
I02A   Outline   File Status   Open File   Open File   Open File
I02A   Notes   File Operations Add Records   Scanning   Topic Freq
I02A   File I/O   Edit Records   Single Item   Topic Index
I02A   UserDefinitions Scan Records   Multiple Item Lists/Cards
I02A   Printer Set-Up   Check Dups.   Mixed-Logic   Word Proc
I02A
I02A   DEFAULTS. Most choices presented have a default value. These are shown
I02A   by characters in upper case (Y,n) or <2> brackets. The entire system can
I02A   be reviewed by scanning the menus in default modes, using the database
I02A   file "DEMO"; this is recommended as a fast introduction to the system.
I00A   -----
I03A   DEFINITIONS:
I03A
I03A   DATABASE is a collection of "records" in a file in the data directory.
I03A   It has a file name (8 characters or less) and an "extension"
I03A   ("DBF", usually not shown). Databases must be "open" for use.
I03A
I03A   RECORD is an item in the data base consisting of "field" entries.
I03A
I03A   FIELDS are the specific items in the record, author, title, journal,
I03A   year, key words, etc.

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I03A

I03A        INDEX is a particular order of records of a database file, arranged
I03A            alphabetically or numerically on a "key" field.  Indexes are
I03A            named and saved (with ".NDX" extensions).
I03A

I03A        RECORD NUMBER is assigned each record, which is called thereby. This
I03A            number can "float" if the data base is modified.  Therefore,
I03A            records can also be given a fixed "Ident_No".
I03A

I00A    ------
I04A    MEMO FIELD in a special type of data field that is of variable size.  It
I04A        allows for extended data entries without using excessive disk space.
I04A        It is used for free-form text.  In RMS-III, the ABSTRACT/NOTES field
I04A        is a memo-type.  These fields are saved in a separate file, under the
I04A        same name as the database file, but with an ".dbt" extension.
I04A          The memo field is entered from one of the full screen data display
I04A        screens by striking F4.  This activates a text editor or viewer to
I04A        make and edit or display entries.  It is exited by ^PgUp or ESC.
I04A        Operations (search or reporting) using this field tend to be slow.
I04A

I04A    REFERENCE REPORTS present data from records (all or selected fields) in
I04A        various formats.  Formats include normal line types of various styles
I04A        (bibliographic lists) or file card types.  Reports can be arranged by
I04A        an index based on a key field(s), arbitrary order, or subject index.
I04A        Reports can be directed to the screen, a printer, or disk file.
I04A

I04A    TOPICAL LISTS present special information based on specific fields within
I04A        the database, e.g., keywords, authors, sources, etc. These can provide
I04A        summaries - for reports, analysis of reference data, and for help/list
I04A        operations where they can be useful to check consistency of entries.
I00A    ----
I05A    MISCELLANEOUS NOTES:
I05A

I05A    OPEN FILE.  Most functions require an open database file.  Database files
I05A        can be opened in most main function menu screens.  They are closed only
I05A        if changed or on program exit.
I05A

I05A    RECORD/FILE SIZE.  The reference record takes about 800 bytes plus that
I05A        for any abstract data.  Some maintenance and clean-up can be done in
I05A        Utilities (Condense, Menu 2.4.4) and duplicate checking (Menu 3.6).
I05A

I05A    FILE LOCATIONS. Files and programs may be on different disk drives or
I05A        directories. They can be changed through the Main Menu, option 7 or 8.
I05A

I05A    SETUP.  Option #8 of the main menu includes setup of the drive/path and
I05A        monitor settings for monochrome, gray, or color screen presentation.
I05A        Note, starting problems may be due to default drive/path settings.
I05A        Color settings are shown by example, but may require trial and error.
I05A        Preferences can be set for different data displays and search defaults.
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I05A   You can return to default values at any time through the SETUP option.
I05A   SETUP need be run ONLY if you want to change basic operating conditions
I00A   ----
I00B   ---- SET B for RS-SETUP   && drive & path notes
I01B   These entries provide for drive\path locations for the program files
I01B   and the data files. They are the standard DOS specifications. The drive
I01B   is a single letter and must be followed by a colon. The directory path
I01B   on the drive starts with a back-slash "\" for the root, and is followed
I01B   by the directory\sub-directory location for the item, ending with a "\".
I01B
I01B   For a hard drive system the typical (default) specifications are:
I01B   Program = C:\RMS\   data files = C:\RMS\LISTS\
I01B
I01B   For floppy disk operation, "A:" and/or "B:" are typical specifications.
I01B
I01B   These are the locations to which the installation program tries to
I01B   install the program. If you installed the program to different locations,
I01B   you will have to enter the new location specification in this set-up.
I01B
I01B   Data file locations can also be changed from option #7 of the Main Menu.
I01B
I01B
I00B   --- 2   && color settings
I02B   Monitor/color options provide for five pre-defined color sets, (1-5) plus
I02B   a user definable color set (6). The user-set can take any of the pre-set
I02B   definintions as a start from which to ADJUST colors as desired.
I02B
I02B   Color sets 1-3 provide specific combinations for color monitors. Each
I02B   of these offers a very different appearance, resulting primarily from
I02B   the choice of background color - black, blue, or white.
I02B
I02B   Color sets 4 and 5 are intended for non-color monitors. Set #4 is for
I02B   a gray-scale monitors; it uses a combination of colors selected to give
I02B   different gray levels for different characteristics in a similar manner
I02B   as color is used to distinguish tasks and features with a color monitor.
I02B
I02B   Set #5 is essentially black and white; the only additional attributes are
I02B   reverse-video, bold, and flashing. These are combined to emphasis the
I02B   different operations. If colors or grays of the pre-set combinations are
I02B   not effective/attractive on your monitor, set#5 should get you started.
I02B
I00B   ---- 3   && adjust color settings
I03B   ADJUST colors provides user modification of the screen color set and is
I03B   saved as colorset#6. It opens with the selected color set (1-6) and
I03B   displays the color definitions on the left and an example display on
I03B   the right. Values are entered as foreground/background pairs separated
I03B   by a slash "/"; try different combinations before accepting the set.
I03B
I03B

I00B   ---- 4   && data display preferences
I04B   The full screen data display in the Data Management and Search Menus
I04B   include a display block showing the actions of various keys used to move
I04B   within and between the data fields and data records. By preference option,
I04B   this key-control-action block can be located: (1) near the top of the
I04B   display or (2) at the bottom of the display. Position 1 is the original
I04B   RSM-III location. Position 2, at the bottom, provides a more compact
I04B   presentation of the data-fields and the upper title block; this can be
I04B   useful if the key-control block is turned off (as for a screen print).
I04B
I00B   ---- 5   && search defaults preferences
I05B   The Multi-Item search preferences provide basis to control the nature of
I05B   the search and the type (amount) of output displayed for records matching
I05B   the search criteria. The default settings of these options can be adjusted
I05B   to either of two forms: (1) applies broad search criteria - the ANY (OR)
I05B   logic, and displays matched records as author/source/title. (2) applies
I05B   more restrictive search criteria - the ALL (AND) logic, and displays data
I05B   including keywords/sponsor/comments/abstract. In either case, the options
I05B   can be altered by the user at the time of search/output definition - the
I05B   defaults simply provide actions operative with no user interaction.
I00B   ---- 6   && save values or restore original defaults
I06B   Enter "Y" (the default) to record the parameters and preferences for later
I06B   start-ups. Enter "N" to not save the parameters, but to try them in this
I06B   session of operation - they will be lost on exit, with the prior values
I06B   then operational for the next start-up.
I06B
I06B   Enter "O" to reset the parameters to the original default values for the
I06B   program. Be sure you really want to do this - the original system values
I06B   may not be optimum for your set-up and further changes may be required.
I06B
I00B   ---
I00C   ------ SET C ---- #1   UTILITIES INFO
I01C
I01C   The utilities provide basic handling of the files and printer.
I01C   They are mostly self explanatory, e.g., list, create, index, sort,
I01C   import, append, erase, etc. Only a few notes can be added here:
I01C
I01C   A file can be opened in each menu, so it need not be done here.
I01C
I01C   Lists displayed in the survey utility (opt#2) include database,
I01C   index, style, and user specified files. Some can be listed from
I01C   other utilities. Lists are not updated immediately.
I01C
I01C   The condense operation can reduce excessive file size and
I01C   improve data integrity. Import/export offers many options.
I01C
I01C   Some printer set-up can also be handled in the report menu (#5).
I01C
I01C   User Defined Styles operate only for Report output (menu 5.4, 5.5).

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I01C
I01C        DOS paths, colors, data display, are treated in Main Menu opt.#8.
I01C
I00D  ----  SET D     MANAGE_A INFO      also used in help screens
I01D      FULL: There are three modes of full display: VIEW, EDIT, and ADD.
I01D    SCREEN  They are entered as options 3 and 4 of the Mngt.Menu.  The VIEW
I01D    RECORD  mode allows no change of data - it is safe for browsing and is
I01D   DISPLAY  rapid for abstract display.   EDIT allows change of record data.
I01D          ADD is where new records are entered (they go at end of database).
I01D
I01D          Full screen display shows status, record fields, & key operations.
I01D          The status (top line) shows the open database and any index, the
I01D          record mark status (OK/DEL), if insert mode is active, and the
I01D          operating mode.  The main screen presents the data-fields in the
I01D          record.  If possible, data-field color will reflect the view/edit
I01D          mode.  Cursor/function key actions are shown at either lower or
I01D          upper screen positions. (Positioned in SET-UP, ON/OFF by F8.)
I01D
I01D      SCAN: Rapid scanning of partial record data is possible in option 5.
I01D          Short and long formats available; full record display options.
I01D
I01D      MARK: Duplicate checking and marked records are treated in option 6.
I00D  -------
I02D    NOTES: Entries MUST BE LEFT JUSTIFIED and fit area (see comment below).
I02D          Use upper and lower case alpha or numeric characters as desired.
I02D      IDENT_NO -- must be unique for each record (might equal rec.no.)
I02D      TYPE -- of source: Book, Article, Report, etc. Can control output.
I02D      FIRST AUTHOR -- separate first and last name (used internally).
I02D          Include an equal sign '=' to prevent re-formating of corp.auth.
I02D      OTHER AUTHORS -- should be entered first-name-first with commas
I02D          separating multiple authors; 'and' can separate last entry.
I02D          Though not preferred, entries can be last-name-first if ';' is
I02D          used as separator.  F1-9 will show interpretation of entries.
I02D          (Report-output author listing style is controlled in Menu 5.0.)
I02D      INDEX_NO -- for user control, typically used for branch-indexing,
I02D          sub-set sorting, subject-grouped topical output control.
I02D      CODE_1, CODE_2 -- user choice, e.g., Dewey, ISBN/ISSN, citation, etc.
I02D      KEYWORDS & SPONSORS -- separate entries with comma and space.
I02D      COMMENTS -- for general comments. Also for overflow of author,
I02D          title, & source data - entered as {Cont...author(s): ____} etc.
I02D      ABSTRACT -- free form entry, 78 characters wide, up to 50 lines.
I02D          See WEDIT.DOC for details of editor.  Searchable in Menu 4.5
I02D          Opening of abstract/memo is slow in EDIT mode, fast for VIEW.
I02D      YEAR -- Should be first four characters in field, month or season can
I02D          follow - 1986 Dec. This allows search for year and range of years.
I02D      SOURCE & TITLE -- Source is usually the name of the journal, report,
I02D          book, etc., in which the referenced title is located. If the item
I02D          is an entire book, it is best entered in the source field with
I02D          the title field blank.  This is because all output formats include
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I02D   the source but do not always include the title. However, if you

I02D   wish, a book title can be entered and handled correctly in the

I02D   title field if the source field is empty and TYPE='BOOK'.

I02D   Sources such as journals are often abbreviated. Different output

I02D   formats may require different treatments which (currently) must be

I02D   done by post-processing - and can be aided by consistent entries.

I02D

I02D   EDITORS -- are not assigned a separate field, but are included as part

I02D   of the source, with notation "Edited by", "Ed. by", or "Eds.".

I02D   VOLUME -- enter the main volume number first followed by issue.

I02D   PAGES -- start and end if both appropriate; total for book or report.

I02D

I02D   GENERAL COMMENT: The preceding notes on data field usage and entries should

I02D   not be considered 'binding' - they are general guides based mainly

I02D   on use of research journal/articles. There are many other types

I02D   of materials and uses for this data field structure. You should

I02D   experiment to find what works best for your materials, application

I02D   requirements, and work style. There are many possibilities.

I00D   ----   HELP/LIST

I04D   Lists of authors, sources, and keywords are available to check for

I04D   consistency of entries. Consistent entries can be valuable for

I04D   searching in RMS-III, and for search/replace operations that may be

I04D   done later in an external word processor. To access lists, they must

I04D   first be compiled (or updated) in the Report-Topic menu, screen 5.3.

I04D

I04D   In option #9, author entries can be separated by individual. This

I04D   will indicate if authors names will be treated properly in subsequent

I04D   manipulations. In particular, acceptable entries of other-authors by

I04D   first-name-first will be processed and displayed last-name-first.

I00E   ----   MULTI-ITEM SEARCH HELP/INFO

I01E   Enter items to search for in the appropriate fields in the top half

I01E   of the screen; define the search basis and output in lower screen.

I01E   NOTES:

I01E   - Searches are on 'partial' basis unless changed - SMITH finds SMITHSON.

I01E   - Exclamation, !, before AUTHOR or WORD/PHRASE (Keyword) entries change

I01E   search from partial to exact - !SMITH finds only SMITH, not SMITHSON.

I01E   - To search YEAR by range, year entries must be first in the year field.

I01E   - A question mark? can represent a single unknown character in any field.

I01E   - In the INDEX_NO field, use of ? facilitates 'sub-branch' searches.

I01E   - WORD/PHRASE search can be applied to KEYWORDS, COMMENT and/or ABSTRACT.

I01E   -- In WORD/PHRASE search, ending with \ extends entry to the next line.

I00E   ---   MIXED LOGIC MULTI-ITEM SEARCH HELP/INFO

I02E   Define search by building a 'search string' with item, field, and logic;

I02E   follow the example. Enter item sought in quotes. Author and keyword

I02E   searches can be made exact by starting with a blank space and finishing

I02E   with a comma. Field name entry is simplified by numerical values entered

I02E   in braces {}.   A special field designated {0} is available which is a

I02E   combination of all major text fields; it is very powerful, but should

I02E   not be used too often in a search string - it will overload the search.

I02E

I02E   Logic elements available here include .OR., .AND., and .NOT.. When used
I02E   with parentheses () they can be used in many combinations. Experiment!
I00E   ----   Help/Info for SEARCH 4.3 - VIEW
I06E   This search operation provides full screen viewing of the complete data
I06E   record (abstracts on a separate screen with F4). Records can be viewed
I06E   as ordered in the database or by an index. The F7 function key provides
I06E   for jumps/skips over wide ranges of records.
I06E
I06E   (This view operation is essentially the same as available in menu 3.4.)
I06E
I00E   ----   SEARCH INFO
I03E   4.3 VIEW/SEARCH, GENERAL QUERY searches on Record No., Ident.No., or
I03E   Last Name, and provides select, jump-type movement among records.
I03E   All fields of the record are shown in a full screen display.
I03E   (Screen 3.4 provides similar record viewing; 3.5 for quick scan.)
I03E
I03E   4.4 SINGLE FIELD SEARCH provides rapid location & listing/transfer of
I03E   records based on any user specified order in unique field. It is
I03E   most useful with 'ident_no' or 'code_2' fields which are likely
I03E   to be unique to a single record. Display is limited, but complete
I03E   records can be transferred, generating a new sub-set database for
I03E   use in other operations, including transfer to a word processor.
I03E   Good for building/extracting bibliographic lists from master files.
I03E
I03E   4.5 MULTI-FIELD SEARCH provides for more complex search criteria
I03E   and presentations...
I03E
I04E   4.5 MULTI_FIELD SEARCH scans records of a data base file to find
I04E   those matching criteria which can involve several features:
I04E
I04E   A. One or more items can be specified for search.
I04E   (These are entered in specific fields.)
I04E   B. The multiplicity of acceptance can be specified.
I04E   (The search logic: ALL or ANY matches.)
I04E   (Correspond to Boolean AND or OR logic)
I04E
I04E   The display screen completely defines the search and presentation
I04E   of the results. The top half presents a full set of fields in
I04E   which you simply enter the items sought. The second part of the
I04E   screen presents a series of options controlling output details.
I04E   Enter 'Y' or 'N', or accept the default values. The default output
I04E   structure can be changed in the SET-UP menu preferences. There may
I04E   be prompts to answer on the bottom line.
I04E
I04E   F1 key will present lists of data to assist entries.
I05E
I05E   4.6 MIXED-LOGIC SEARCH   allows record extraction based on Boolean
I05E   logic - AND, OR, and NOT - in combinations not possible in the

I05E   Multi-Item search menu (4.5).

I05E

I05E   Mixed logic searching requires that you construct the search

I05E   string which is composed of three elements, the item sought,

I05E   the field of search, and the logic. A model provides a guide.

I05E   Field names are entered as numbers (to save entry space).

I05E   There is some checking of the entry, but not all errors can be

I05E   trapped, so be prepared to experiment. The F1 key will list

I05E   existing data to assist entries.

I05E

I05E   When a search criteria entry is complete, options will be

I05E   presented to control record content and target of the search.

I05E   The output structure can be changed in the SET-UP preferences.

I05E

I00F ----   5.2   DOCUMENT GENERATION -- GENERAL INFORMATION

I01F   TOPICAL LISTS:

I01F   Topical lists and indexes present information based on single fields

I01F   within the records, e.g., keywords, authors, sponsors, type, etc.

I01F

I01F   REFERENCES, FULL REPORT:

I01F   Output formats: LINE (linear), CARD (Block), and UDS (UserDefinedStyle)

I01F   provide report types; options for included contents can be selected.

I01F

I01F   The PRINT option provides for SCREEN and/or HARD COPY report. Pitch,

I01F   margins, & page length can be set, or default values used. Note that

I01F   the direct printing mode provides little in the way of character

I01F   embellishment (underlining, italic, bold, etc.) unless through UDS's.

I01F

I01F   The WRITE option provides for REPORT transfer to a DISK FILE. This can

I01F   be used in many ways, e.g., in word processors to introduce any needed

I01F   embellishments, and to merge into other documents. The disk file created

I01F   is in DOS-Text (ASCII) mode which can be read directly into most word

I01F   processors. It can be with or without wordwrap (hard carridge return).

I01F   Also, see EXPORT of files, screen 2.4.4, or the separate TSX utility.

I01F

I00F

I00G

I00D

I05D   Special characters are entered   ³ Ch.Code Ch.Code   Ch.Code Ch.Code

I05D   with their ASCII numeric code.   ³ € 128   ‰ 137   ” 148 ¢ 162

I05D   Hold down the ALT key, type the ³ □ 129   Š 138   • 149 £ 163

I05D   number on key-pad, release ALT. ³ , 130   ‹ 139   – 150 ¤ 164

I05D   Most IBM-Compatible systems will ³ ƒ 131   Œ 140   — 151 ¥ 165

I05D   display these characters, BUT - ³ „ 132   □ 141   ˜ 152 › 155

I05D   many printers will not print them ³ … 133   Ž 142   ™ 153 œ 156

I05D   correctly - test your system.   ³ † 134   □ 143   š 154 □ 157

I05D   ALSO, they will not index, sort ³ ‡ 135   □ 144   160 ¨ 168

I05D   or search as expected.   ³ ˆ 136   “ 147 ¡ 161   173

I00D

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