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## Books and the Book Shelf

The book shelf holds the four volumes of the Chronology of the World History that you have added into CompLex.



The book shelf allows you to select which volume to search.

Using [Preferences](#) you can choose whether or not to display the book shelf.

When you have installed only one book, the book shelf is not shown.

You can only select one volume at a time. The chosen (active) volume is pressed down.

In the [Results Window](#) the volume appears as an icon next to each entry.

See also: [Book Menu](#)

## Glossary

**application window:** a window that contains an application that is running. The window displays the menus and provides the workspace for any document used within the application.

**book shelf:** the four volumes of the Chronology of World History you have added in CompLex.

**clipboard:** a temporary storage area for cut or copied text or graphics. You can paste the contents of the clipboard into a file of another application, such as Word for Windows. The clipboard holds the information until you cut or copy another piece of text or a graphic from any Windows application.

**CompLex:** The program which gives access to the Chronology of World History.

**cut-and-paste:** to remove or copy selected text or a graphic from a document so you can paste it to another. The cut-out is held in the clipboard until you cut again.

**defaults:** predefined settings such as text styles and options.

**entry:** a reference item in a volume, with a headword and reference text.

**full text:** every individual word in a volume.

**index:** an alphabetical list of all entries or words in a volume. Index contents vary from volume to volume.

**list box:** part of a window that contains a list of option. Some list boxes stay the same size; others drop down to display the list of items.

**popup window:** a window which appears in front of and can overlap the main window.

**results:** the entry (or entries) found from a search.

**search pattern:** one or more words which can include wildcard characters.

**status bar:** a line at the bottom of an application window that displays information about the current status of the application.

**tool bar:** a control bar with buttons that perform some of the most common commands in CompLex, such as searching and printing files.

**volume:** each of the four volumes of the Chronology of World History.

**wildcard:** a character which represents zero or more characters ("\*") or a single character ("?") in a search pattern. See wildcard.

## Menu commands

### File

[Add Book](#)  
[Remove Book](#)  
[Print Setup](#)  
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[Print](#)  
[Exit](#)

### Edit

[Copy](#)  
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## File Menu

[Add Book](#)  
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### Tools Menu

See [Tool bar](#) for details.

### Book Menu

[Books List](#)

### Help Menu

[Contents](#)  
[Search for Help on](#)  
[How to use Help](#)  
[About CompLex](#)

## **Edit Menu**

Copy

Style

Preferences

Copy to Application

## **Tools Menu**

These menu items are provided as an alternative to the buttons in the tool bar.

See [Tool bar](#) for details.



## **File...Add Book**

Choose this to add a book to your book shelf. If a book file contains multiple books, all of them are added to your book shelf. If you decide not to add a book, click the **Cancel** button to close the window.

See also: [Adding Books](#)

## **File...Remove Book**

This option lets you remove one or more books from your book shelf. If you decide not to remove a book, click **Close** to close the window.

See also: [Removing Books](#)

## **File...Print Setup**

This displays a window allowing you to define print settings. If you click the **Options** button, a printer-specific window is displayed.

## **File...Print Selection (Ctrl+Shift+P)**

This prints your current entry selection. If you have no text selected this option is greyed out.

**File...Exit (Alt+F4)**

This closes CompLex. The current contents of the book shelf are remembered for the next CompLex session.

## **Edit...Copy (Ctrl+C)**

This copies the selected item to the clipboard. If you have nothing selected this item is greyed out.

See also: [Copyrights](#)

## **Edit...Style**

The Style Dialog allows you to change the font typeface, style and size of the text in the Entry Area to your taste.

Select the font of the main body text of the book and click on the point size you want or type it directly into the input box. Select **OK** or press Enter to save your changes. All the other fonts will be scaled to fit. Select **Cancel** if you have changed your mind.

## Changing Fonts

The Style Dialog allows you to change the font typeface, style and size of the text in the Entry Area to your tastes.

Select the font of the main body text of the book and click on the point size you want or type it directly into the input box. Select **OK** or press Enter to save your changes. All the other fonts will be scaled to fit. Select **Cancel** if you have changed your mind.



## Preferences

You can tailor the CompLex screen and the function of certain commands to your personal preference. **Display options** allow you to set whether the Main Window displays the tool bar, the book shelf, the entry title or the Results Window Tool bar.

If checked, **Startup Maximized** starts up CompLex maximized.

If **Startup Book** is specified, the volume you select is the active volume at startup. If unspecified volume 1 is the active volume.

Click on **Use** to use any changes in your current session. **Save and Use** uses any changes both in your current session and as the default when you next startup CompLex. **Cancel** closes the window with no changes.

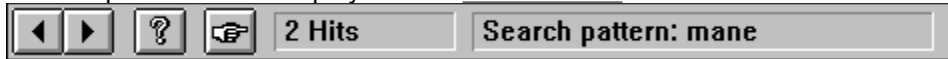
## **Overview**

CompLex is a reader for electronic reference texts.

CompLex can find words immediately, even if you are unsure of the exact spelling. CompLex runs as a stand-alone program and can be used in conjunction with most word-processing software. Using CompLex, you can browse through entries, view adjacent entries, or travel swiftly between entries in different books. CompLex keeps track of your searches so that you can very easily return to words you have previously looked up. You can also print extracts from your books and copy sections to the clipboard.

## Results Window

The Results Window displays the entries found in your search. Double click on an entry or highlight it and press Enter to display it in the [Main Window](#).



**Previous:** selects the result before the current one. If the first result in the list is displayed, this item is greyed out.



**Next:** selects the result following the current one. If the final result in the list is displayed, this item is greyed out.



**Help:** brings you to this Help file.



**Go to:** displays your currently selected entry in the Main Window.

If the [Main Window](#) is minimized, the Results Window is removed. When the Main Window is restored from its minimized state, the Results Window is restored to its previous state (be that as an icon, restored or maximized). The Results Window is always restored behind the Main Window.

## **Main Window**

When you startup CompLex with the Chronology of World History or more books added to your book shelf, you will see the Main Window containing the:

Menu bar

Book Shelf

Tool bar

Entry Area

Index Window

From the Main Window you can execute a search, view your results and search history and select books for searching.

See also: [Searching](#)

## Index Window

The Index Window contains a list of all the entries in a volume. In the drop-down list box is a list of all the available indexes for the volume; below that is an edit box in which you can type the word you want to find.

You can select an index to search with the drop-down list box. Alternatively, use the **Main Heads** and **Full Text** buttons to select either of these indexes. If a full-text search is not available the **Full Text** button is greyed out.

To find an entry, scroll the list with the scroll bar or type your search string into the edit box. The list of entries automatically scrolls to match the word typed. To show the full entry press Enter, click on the **TICK** button, or double click on the entry name in the index list.

To close the window click outside the window or select Close from the Index Window's control menu.

Click the **CROSS** button to highlight the text in the edit field. The contents are then over-written when you type. Alternatively, press DEL to delete them.

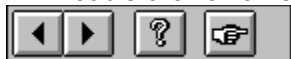
When a full-text search is finished, and more than one entry is found, the Results Window displays the results of this search.

You can type wildcards into the edit box. When you have typed in your wildcard(s) the list shows a subset of entries that match your pattern. Select the word you require from the wildcard list. If you press Enter the first entry in the list is shown.

See Also: Search Dialog

## History Window

The History Window displays a list of all previous entries viewed in the current CompLex session. Double click on an entry or highlight it and press Enter to display it in the Main Window.



**Previous:** selects the entry in the history list before the current one. If the first entry in the list is displayed, this icon is greyed out.



**Next:** selects the next entry in the history list. When there are no more entries, this icon is greyed out.



**Help:** brings you to this Help file.



**Go to:** displays your currently selected entry in the Main Window.

## **Book...More Books**

This option is available when you have added too many books to display them all by name in the Book menu. Select it to display a window containing further books for selection.

## Wildcards

You can use "\*" and "?" as wildcards. A "\*" means 0 or more of any character, and "?" means a single character. For example:

"\*ate" will search for all words ending in "ate". and the word "ate", such as "abbreviate", "litigate", "mate" and so on.

"?ate" will search for any four letter words ending in "ate", such as "late", "mate", "gate" and so on.

Wildcards are useful if you are not sure how a word is spelt; for example if you type in "M\*cKenzie" you will get a list of hits including both MacKenzie and McKenzie.





## **Show Search Dialog Button**

This displays the Search Dialog for the active book



### **Previous Entry button**

This displays the previous entry in the Main Index of the active book.



### **Show Index Window button**

This displays the Index Window for the active book.



### **Next Entry button**

This displays the next entry in the current index of the active book.



### **Find Previous button**

This finds the previous occurrence of the highlighted word in the current entry.



## **Find button**

This displays the Find Text Dialog , allowing you to search the *current entry only* for particular words.



### **Find Next button**

This finds the next occurrence of the highlighted word in the current entry.



### **Cross-reference button**

This searches the active books Main Index for the word you have selected.





### **Previous Result button**

This displays the previous entry from the results list.



## **Show Results button**

This displays the Results Window and makes it active.



### **Next Result button**

This displays the next entry from the results list.



### **Previous History button**

This displays the previous entry from the history list.



## **History button**

This displays a single list of all the entries you have searched for during a session.



### **Next History button**

This displays the next entry from the history list.



## **Print button**

This prints the currently displayed entry.

## Searching

CompLex enables you to search for specific entries within volumes.

There are two ways to look up a word or phrase. The Index Window search allows you to search individual volumes. The Search Dialog search allows you to search for several words in several volumes at once.

To perform an Index Window search, simply click once on the volume in the book shelf that you want to search in. The Index Window, containing all the entries in that volume, is displayed. In the drop-down list box is a list of all the available indexes for that volume; below that is an edit box in which you can type the word you want to find. The list of entries will automatically scroll until it finds the word you typed, or its nearest match. To display the full entry in the Main Window, click the **TICK** button, double click the entry in the list or press Enter.

For more sophisticated searches, use the Search Dialog. This allows you to search several volumes at once and utilise Boolean operators in conjunction with the words for which you are searching. See Search Dialog for more information.



## **Print (Ctrl+P)**

This prints the entry currently displayed.

For copyright reasons you may only print up to one entry at a time.

See: [Copyrights](#)

## **Help Menu**

[Contents](#)

[Search for Help on](#)

[How to use Help](#)

[About CompLex](#)

## **Help...Contents**

This opens the Help file at its Contents Page, where available help topics are listed. To view a topic double click on it or highlight it using the Tab key and press Enter.

## **Help...Search for Help on...**

This brings up the Help Search Dialog so you can easily find a topic and its associated subjects.

## **Help...How to use Help**

This gives you all the information you need to use a Help file.

## **Help...About CompLex**

This tells you the version number of CompLex you are using.

See also: [Overview](#)

## **Book Menu**

This menu lists all the books in your book shelf. When you select a book, it becomes active. If you have added more books than can be listed in the Book Menu then '[More Books...](#)' is added to the foot of the menu. Select this item to choose from all available books.

## Entry Area

The large display area of the Main Window is used to view entries. Once you have selected an entry from the Index, Search, Result, or History Windows, it appears here. The area is resizeable and can be maximized.

You can change the font used to display entries with Preferences. The font family, size, and style can be modified to suit your taste.



## **Copyrights**

You can copy sections of text to the clipboard, or select them for printing.

For copyright reasons the amount of text you can copy or print out in this way is limited to the information in one entry.

## Printing

You can print out an entry or part of an entry displayed in the Main Window.

Make sure the entry you want is displayed in the Main Window and highlight the relevant section if you only want to print out part of an entry. Click on the Print button, select File...Print, or press Ctrl+P. When the Print Window appears make the appropriate print range and quality selections as required. To print, select **OK**. To return to the Main Window, select **Cancel**.

Use File...Print Setup or click on **Setup** to display a standard Windows Print Setup dialog box and select any print preferences in the usual way.

For copyright reasons you may only print up to one entry at a time.

## Adding Books

When you install a book it is automatically added to the book shelf. There are times when you may wish to add books manually, such as if you remove a book and later wish to add it again, or if you wish to add a book from a network file server or group member.

Select File...Add Book to display a file selection window. Choose the appropriate book file. If a book file contains multiple books, all of them are added to your book shelf. If you decide not to add a book, click the **Cancel** button to close the window.

See also: [Removing Books](#)

[The Book Shelf](#)

## Removing Books

If your book shelf is getting cluttered you may remove books. This option will not remove the file from your (or your file server or group member's) drive. You must use File Manager (or your equivalent) to do this.

See also: [Adding Books](#)

[The Book Shelf](#)

## **Browsing**

Once an entry is displayed you can move between entries with ease. Use the appropriate previous and next entry buttons to view the previous or next entry in the Main Window, the Results Window, or the History Window.

## **Switching Volumes**

To switch books in the Main Window, click on the volume in the book shelf that you wish to view.

See also: [The Book Shelf](#)

[Adding Books](#)

## **Book Lists**

This menu allows you to select which book you wish to search. A quicker method is to use the book shelf. If the book shelf is not displayed, use [Preferences](#) to enable it.

See also: [Switching Books](#)

[Books and the Book Shelf](#)

## **More Books**

If you have added more books than can be listed in the Book menu then 'More Books...' is added to the foot of the menu. Select this item to choose from all the available books.



## **Searching Hints**

Try to use text unique to the reference you are looking for. This will minimize the range of matches to your search pattern.

To clear the edit box, click on the words Search Pattern to highlight the entire input text. Press DEL on the keyboard to delete it.

To abandon a search, press H.

To expand and shrink the results from a book, double click on its greyed icon.

## Find Dialog

The Find Dialog allows you to search for a particular word within the entry shown in the Main Window. Type your search string into the input box and click on **Find Next** or press Enter to start the search. You may search backwards or forwards from the cursor position by selecting the appropriate radio button.

To restrict a search to whole words only, select the Match Whole Word Only checkbox.

Unless you have checked the Match Case checkbox, case is ignored.

## Search Dialog

The Search Dialog allows you to make searches of one or more volumes of the Chronology of World History, and also allows more sophisticated searching by combining search terms with Boolean operators or by using proximity searching.

### How to Search:



Press the Search Dialog button, select Tools...Search..., or press Ctrl+S, to open the window.

Select the volume(s) you want to search from the Search Dialog book shelf by clicking on the appropriate icon(s). A volume is selected when it is surrounded by a dark grey border. A volume is deselected when it is surrounded by a light grey border. The volume set back furthest in the book shelf is the default volume and is always searched first. (You can designate another selected volume as the default by clicking on it once.)

Select the index you want to search from the index list. The Full Text index is usually the most useful if you are combining several volumes. (If you want to search another index, make sure it is common to all the volumes you have selected. If any of the volumes you have selected does not contain your chosen index, its default index is searched first.)

Type your search string into the input box. You can type several words in a phrase or name, with a space between each. As you type you activate the index list. You can replace your search string with any word from the index list by double clicking on the word in the index list.

To Search by date, click on the Date Filter box on the Search Dialog. This opens up the Date Filter. Type into the input box the date(s) you want to search on. You can search on an exact, or on a range of dates. Click on OK to start the search. You will return automatically to the search Dialog.

To start the search, press Enter, select the Search button, or press Alt+S. The progress of the search and the number of hits is shown on the status bar.

To display the results, click on the Show Results button. If there is more than one result, the Results Window is displayed. If there is only one result, its entry is displayed in the Main Window.

By default, CompLex is case insensitive and treats upper- and lower-case letters as if they were exactly the same. To take case into account click on the Match Case button.

To increase the scope of a search still further, you can use Boolean operators and proximity searching.

## Proximity Searching

Proximity searching is available in any index of a reference book, but is most useful when used in the Full Text index. Use it to find a word within a specified number of characters of another. Characters are counted from the beginning of the first word to the space before the first letter of the second word. A space counts as one character.

For example, "Henry VIII #25 Pope" will find entries that contain the words "Henry VIII" and "Pope" within 25 characters of each other. CompLex counts forwards and backwards, so the words can be in any order in the search pattern.

Proximity searches can be combined with Boolean operators. Brackets should be used to clarify your intentions when combining Boolean operators and proximity searching in a single query. For example, the pattern '(day #15 night) <OR> (morning #15 evening)' finds entries containing the word 'day' separated by fifteen characters from the word 'night', and entries containing the word 'morning' separated by fifteen characters from the word 'evening'.

For best effect, a little thought is required to find the entries you wish to see. If you are too vague, too many entries will match. If you are too exact, the range of entries may be too small. Consider exactly what you are looking for. Try to use text unique to the entry for which you are searching.

See Also: [Index Window](#)  
[Searching Hints](#)

## Boolean Operators

Boolean operators allow you to combine several words in one search or to exclude certain terms from your results. They can be combined with [proximity searching](#). Brackets should be used to clarify your intentions when combining Boolean operators and proximity searching in a single query.

CompLex uses the three key Boolean operators, AND, OR, NOT, Boolean operators enable you to link search terms together in order to make the search more precise.

Operator	Function
word1 <AND> word2	Specifies that both word1 and word2 must be in the entry
word1 <OR> word2	Specifies that either word1, or word2, or both, must be in the entry
<NOT> word1	Specifies that the entry must not contain word1

The AND and OR operators can be combined with one another any number of times in any combination.

The most useful way to use the NOT operator is in combination with the AND and OR operators. You can only use the NOT operator once in any search.

For example, ANTONY <AND> <NOT> CLEOPATRA will search for entries that contain the word "Antony", but not entries that contain the word "Cleopatra".

To insert a Boolean operator between two search terms, move the cursor to the appropriate position in the input box and click on the relevant Boolean button (AND, OR, or NOT). Alternatively, press Alt+A for AND, Alt+O for OR, or ALT+N for NOT. You may also type in the letters of the operator(s) you want (surrounded by angle brackets).

## Tool Bar

The tool bar is displayed across the top of the Main Window and below the book shelf to give you quick mouse access to many CompLex facilities. Here is a list of its functions with their keyboard shortcuts.



**Show Search Dialog button...Ctrl+S** Displays the Search Dialog for the active volume. See [Search Dialog](#).



**Previous Entry button...Ctrl+F3** Displays the previous entry in the active volume. If the first entry in the current index is displayed, this button is greyed out.



**Show Index Window button...F3** Opens the Index Window for the current active volume. See [Index Window](#) for more details.



**Next Entry button...Shift+F3** Displays the next entry in the active volume. If the final entry is displayed, this button is greyed out.



**Find Previous button...Ctrl+F5** Finds the previous occurrence of the highlighted word(s) in the displayed entry. If no word is selected, this button is greyed out.



**Find button..F5** Opens the [Find Dialog](#) on the screen; use it to find a word in the current entry.



**Find Next button... Shift+F5** Finds the next occurrence of the highlighted word(s) in the displayed entry. If no word is selected, this button is greyed out.



**Previous Result button...Ctrl+F7** Displays the previous entry from the results list. If the first entry in the results list is displayed, this button is greyed out.



**Show Results button...F7** Displays the [Results Window](#) and makes it the active window.



**Next Result button...Shift+F7** Displays the next entry from the results list. If the final result in the results list is displayed, this button is greyed out.



**Previous History button...Ctrl+F9** Displays the previous entry from the history list. If the current entry is the first in the history list, this button is greyed out.



**History button...F9** The History Window displays a list of all the entries you searched for during a session. Clicking the History button displays this window prompting you to select an entry for display. See [History Window](#) for more details.



**Next History button...Shift+F9** Displays the next entry from the history list. If the current entry displayed is the final one in the history list, this button is greyed out.



**Print button...Ctrl+P** Clicking this is the same as selecting [Print](#) from the File menu. Click the button to print the currently displayed entry. If your computer is not attached to a printer, this button is greyed out.

## **About Book**

Chronology of World History.

Chronology of World History is divided into four volumes:

- Chronology of the Ancient World 10,000 BC - AD 799

(H E L Mellersh)

- Chronology of the Medieval World 800 - 1491

(R L Storey )

- Chronology of the Expanding World 1492 - 1762

( Neville Williams)

- Chronology of the Modern World 1763 - 1992

( Neville Williams and P J Walker )

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