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Navigating in Viewer

Navigating Through Your Title

There are many ways of navigating through your Viewer title. You can select topics from the **Contents screen**, jump from one topic to another from a **hot spot**, browse through topics that are related to one another, retrace your steps backwards (topic by topic), or return to any previously viewed topic.

Navigating in Viewer

Using Links

Topics are linked to one another by means of **hot spots**. A hot spot can be a word or phrase, or a picture or part of a picture. Text hot spots may be underlined, and are usually displayed in a different color than the surrounding text. A picture hot spot may have a border around it. You can identify a hot spot by noticing the mouse cursor: it changes to a pointing hand when over a hot spot.

For example, point to the Navigating icon in the upper left-hand corner of this topic and you will see the cursor change into a hand, as shown below:

Click on this icon and it will jump to another topic, which in this case, is the Navigating in Viewer menu.

In addition to **jumping** to other topics, hot spots can bring up popup windows. Popups are displayed over the main Viewer window. To remove the popup, click anywhere outside of the popup, or press the ESC key. Click on this **hot spot** to view a popup window.

Navigating in Viewer

Browsing Through Topic Sequences

Related topics may be linked to one another using **browse sequences**. The browse feature lets you browse through topics, one by one.

▶   To display the next or previous topic:

* Choose the **>> button** or **<< button** in the Viewer window.

See Also
Using Links

Navigating in Viewer

Jumping to the Table of Contents

The contents button, on the Viewer button bar, returns you to the main screen for your title. This screen is like a table of contents, from which you can select a variety of topics.

 ── Bookmarks and Annotations ──────────

To look up a topic from the contents screen:

1 Choose the **Contents button** in the Viewer window to display the contents screen for the open title.
2 Select the name of the **topic** you want to view from the list.

See Also
Browsing Through Topic Sequences

Navigating in Viewer

Returning to the Last Topic Viewed

Using the Go Back button, Viewer lets you retrace your steps. In this way, you can step backwards through the topics viewed.

— Bookmarks and Annotations —

To backtrack through topics in the order you viewed them:

* Choose the **Go Back button** in the Viewer window.

If the current **topic** is the first topic you viewed, the Go Back button appears dimmed.

See Also

Returning to Any Topic Viewed

Returning to Any Topic Viewed

As you view topics, Viewer keeps a record of where you have been. The History button displays a list of the topics you've viewed, starting with the most recent. Select any topic from this list to return to it.

To jump back to a topic using the History button:

1 Choose the **History button** in the Viewer window.

   Viewer lists the last 40 **topics** you have viewed in the History window.

2 Double-click the topic you want to view.

   Use the scroll bar to see topics not visible in the list.

3 The History window remains displayed. You can choose another topic. You can also resize or move the History window.

Tip: You may want to arrange the Viewer window and the History window so that they are side by side.

To close the History window:

* Choose Cancel, or double-click the Control menu box. Pressing the ESC key also closes the History window.

See Also

Returning to the Last Topic Viewed

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Bookmarks and Annotations

Finding Information

Bookmarks and Annotations

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Specific Categories of Text

Finding Information

Ways to Find Information In Your Title

To find information in your title, you can use the following techniques:

- Choose topics from a keyword index
- Perform full-text searches for topic text

Using the index button, you can search on a keyword or words. When the keyword is found, Viewer displays the topic, or a list of topics containing the keyword.

Using the Search button, you can search on any word or words in the topics. The Search feature not only takes you to the topic found, but highlights the word or words found by the search. You can use search operators such as AND, OR, NOT, THRU, and NEAR to further narrow your search.

See Also

Finding Information Using the Index

Using Full-Text Search

Finding Information

Using Full-Text Search

Bookmarks and Annotations

To search for topics that contain a certain word or phrase:

1 Choose the **Search button** in the Viewer window.

2 In the Search by Word box, type a **search query** telling Viewer what text you are searching for.

   To enter a search query that you've searched on previously, select the search query from the drop-down list box.

3 Under Search In, select All Topics, Current Topic Only, or List of Previous Topics Found.

   To search only the **topic titles**, choose the **Options button** and select this option, then choose the OK button.

4 Choose OK.

   Viewer lists the title of each topic containing a **search hit** in the **Search Results** dialog box.

See Also

Browsing Through the Search Results

Using Search Operators

![icon] **Finding Information**

Browsing Through the Search Results

When you choose the OK button to search for information, Viewer lists the **topics** that contain **search hits** in the **Search Results** dialog box.

![Bookmarks and Annotations icon] Bookmarks and Annotations —————

To view a topic in the list:

* Double-click the title.
  Use the scroll bar to see titles not visible in the list.
    or
* Use the Search Results buttons to move through topics.

To view	Do this
Selected topic	Choose the **Go To button** or double-click the topic.
Search dialog box	Choose the **To Search button**.
Next search hit in the current topic	Choose the **Next Match button**.
Previous search hit in the current topic	Choose the **Previous Match button**.

When you view a topic with search hits, Viewer highlights the search hits in that topic. If you minimize the Search Results window, highlighting turns off until you maximize the Search Results window again.

![Bookmarks and Annotations icon] Bookmarks and Annotations —————

To close the Search Results window:

* Choose the Cancel button in the Search Results window.

For your convenience, the Search Results window always appears on top of the Viewer window. You can resize it, move it, or you can minimize it to an icon and then restore it later when you need it.

See Also
Using Full-Text Search
Using Search Operators

Finding Information

Using Search Operators

When you use the **Search button** to search for information, you can use the search operators AND, OR, NOT, and NEAR to narrow your search. Each operator is described below. You can enter an operator in either lowercase or uppercase letters ("and" is interpreted the same as "AND").

AND

The AND operator selects topics containing all phrases connected by AND operators. If a phrase does not appear in quotes, any space between words in the phrase is assumed to represent an implicit AND. For example:

Bees love Honey

This phrase finds any topic containing the three words "Bees," "love," and "Honey." This is the same as specifying Bees AND love AND Honey. However, when quotes are used, Viewer searches for the entire phrase. For example:

"Bees love Honey"

This phrase finds any topic containing the phrase "Bees love Honey."

OR

The OR operator selects topics containing either phrase connected by OR operators. For example:

Bees OR Honey

This query displays topics containing either the word "Bees" or the word "Honey."

NOT

The NOT operator selects any topic that does contain the phrase preceding NOT, but doesn't contain the phrase following NOT. For example:

Bees NOT Honey

This query finds topics containing the word "Bees" but not the word "Honey."

NEAR

The NEAR operator selects any topic in which one phrase appears within a certain number of words of the second phrase. The default value is 8 words. For example:

Bees NEAR Honey

This query finds any topic in which the word "Bees" appears within 8 words before or after the word "Honey."

To change the default value, choose the **Options button** in the Search dialog box and enter a new number in the NEAR Means Within box. Words that are next to each other are within one word of each other.

Tip: You can choose the **Hints button** in the Search dialog box for a quick reminder on how to use search operators.

See Also

[Using Full-Text Search](#)

[Using Multiple Search Operators](#)

Finding Information

Using Multiple Search Operators

When you use the **Search button** to search for information, you can use multiple search operators to define more complex search criteria. For example, if you enter **honey AND bees NOT hives** in the Search by Word box, Viewer will match **topics** that contain the words "honey" and "bees" but do not contain the word "hives."

By default, operators are evaluated from left to right. You can use parentheses to specify a different order--operators within parentheses are evaluated first.
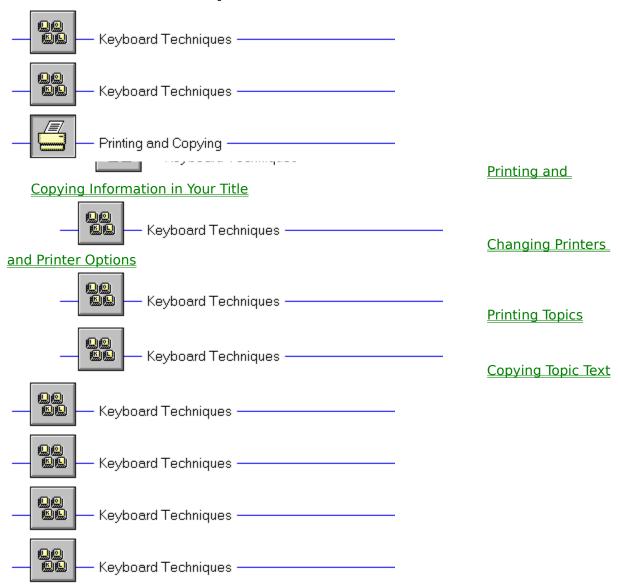
This query	Searches for
honey OR bees AND hives	Topics containing either the word **honey** or the word **bees** in addition to the word **hives**.
honey OR (bees AND hives)	Topics containing the word **bees** and the word **hives** or topics containing the word **honey**.
honey OR bees NOT hives	Topics containing either the word **honey** or the word **bees** but not the word **hives**.
honey OR (bees NOT hives)	Topics containing the word **bees** but not the word **hives** or topics containing the word **honey**.

Tip: You can choose the **Hints button** in the Search dialog box for a quick reminder on how to use search operators.

See Also
Using Full-Text Search
Using Search Operators

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Printing and Copying

Printing and Copying Information in Your Title

You may want to use information in your title in other applications, such as word processors. Viewer lets you copy text onto the Windows Clipboard. From the Clipboard, you can paste the text into any Windows application. You can also print out topics, and change printers from within Viewer.

See Also

Printing Topics

Copying Topic Text

Printing and Copying

Changing Printers and Printer Options

Viewer prints **topics** on the default printer. If you have installed more than one printer in Windows, you can make any of your installed printers the default printer. You can also change the default printer options.

— Keyboard Techniques —

To change printers:

1 From the File menu, choose Print Setup.
2 Select Specific Printer.
3 Select the printer that you want to change to, from the drop down list box.
   If this file is not in the list box, switch to the Control Panel, select Printers, and activate the printer you want to use. Then switch back to Viewer.
4 Choose OK to close the Print Setup dialog box.

— Keyboard Techniques —

To change printer options:

1 From the File menu, choose Print Setup.
2 Choose the Options button to change the default printer options.
   The options available depend on the type of printer you have selected.
3 Choose the options you want, and then choose OK.
4 Choose the OK button to close the Print Setup dialog box.

— Keyboard Techniques —

To change printer orientation, paper size, or source:

1 From the File menu, choose Print Setup.
2 Select Portrait or Landscape for the orientation.
3 Select the paper size you want from the drop down list box.
4 Select the paper source you want from the drop down list box.
5 Choose OK to close the Print Setup dialog box.

For more information on setting up printers, see your Windows documentation.

See Also
Printing Topics

Printing and Copying

Printing Topics

Keyboard Techniques

To print an entire Viewer topic:

1 Display the topic.
2 From the File menu, choose Print Topic.

Keyboard Techniques

To print part of a Viewer topic:

1 Display the topic.
2 From the Edit menu, choose Copy.
3 In the Copy dialog box, select the text you want to print, and then choose the Copy button.
4 Paste the text into a word processing application.
5 Use the Print command on the application's File menu to print the text.

See Also
Copying Topic Text

Printing and Copying

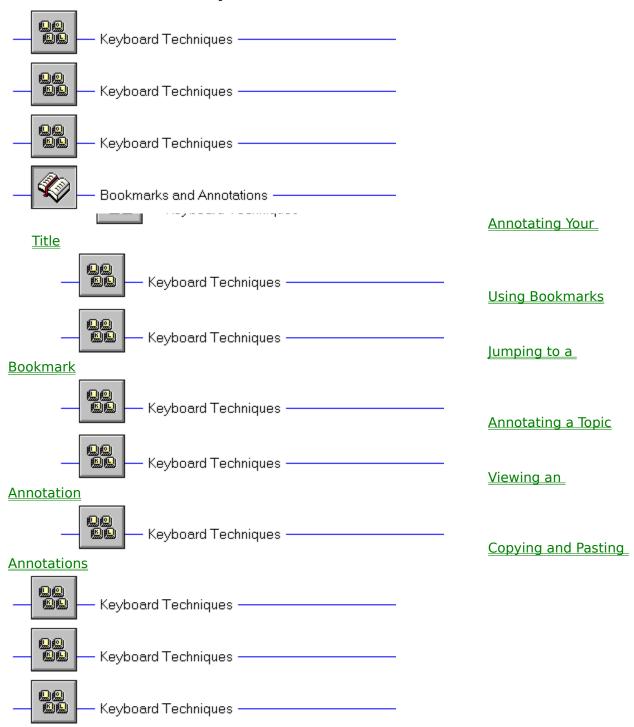## Copying Topic Text

Keyboard Techniques

To copy Viewer text to the Clipboard:

1 Display the topic that contains the text you want to copy.
2 From the Edit menu, choose Copy.
3 Select the text you want to copy in the Copy dialog box.
4 Choose the Copy button.

To paste the Clipboard contents into another document, use the Paste command from the application's Edit menu.

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Bookmarks and Annotations

Annotating Your Title

The Bookmark and Annotation features in Viewer allow you to save information in reference to your title. A bookmark is simply that: a marker which "saves your place" in the Viewer title. Like any book, you can have many bookmarks in your title. When the bookmark is selected, Viewer takes you directly to that topic.

Annotations are simply notes or comments "paper clipped" to a topic. It's the same as paper clipping a note to a page in a book. You can copy and paste text in annotations.

See Also

Using Bookmarks

Annotating a Topic

 Bookmarks and Annotations

Using Bookmarks

Just as you can place bookmarks in a printed book to mark specific references, you can place **bookmarks** at the Viewer **topics** you view frequently. Once you have placed a bookmark at a topic, you can quickly display that topic from the Bookmark menu.

 — Keyboard Techniques ——————————

To insert a bookmark:

1 Display the topic at which you want to place a bookmark.
2 From the Bookmark menu, choose Define.
3 Viewer proposes the **topic title** as the bookmark name. If you want to change the name, type a new name in the Bookmark Name box.
4 Choose OK.

The bookmark name appears on the Bookmark menu.

 — Keyboard Techniques ——————————

To remove a bookmark:

1 From the Bookmark menu, choose Define.
2 Select the bookmark you want to remove.
3 Choose Delete.
4 Choose OK.

See Also
Jumping to a Bookmark

Bookmarks and Annotations

Jumping to a Bookmark

After you've inserted bookmarks, you can go directly to them at any time.

— Keyboard Techniques —

To go to a marked topic:

*   From the Bookmark menu, choose the topic you want to view.

    Underlined numbers precede the first nine bookmark titles. You can press the corresponding number key or choose the bookmark title to go quickly to a marked topic.

    If more than nine bookmarks have been defined, choose More from the Bookmark menu. Select a bookmark, and then choose the Go To button.

See Also
Using Bookmarks

Bookmarks and Annotations

Annotating a Topic

You can attach your own comments to a **topic**. When you annotate a topic, Viewer places a paper clip icon to the left of the topic heading. The paper clip icon reminds you that you have attached text to this topic.

— Keyboard Techniques —————————————

To attach text to the current topic:

1 From the Edit menu, choose Annotate.
2 Type the text in the Annotation edit box.
   If you make a mistake, press Backspace or the Delete key to erase any unwanted characters and then continue typing.
3 Choose OK when you have finished the annotation.

— Keyboard Techniques —————————————

To remove an annotation:

1 Display the topic where you made the annotation.
2 Click the paper clip icon.
3 Choose the Delete button.

See Also
Viewing an Annotation

Bookmarks and Annotations

Viewing an Annotation

Keyboard Techniques

To view an annotation:

1 Display the topic where you made the annotation.
2 Click the paper clip icon.
3 Choose the Save or Cancel button when you have finished reading the annotation.

Tip: Place a **bookmark** at an annotation to return to it quickly.

See Also

Copying and Pasting Annotations

Using Bookmarks

 Bookmarks and Annotations

Copying and Pasting Annotations

You can copy text from an annotation to the **Clipboard** or paste text from the Clipboard into an annotation.

 Keyboard Techniques ———————— To copy text from an annotation to the Clipboard:

1 Display the **topic** where you made the annotation.
2 Click the paper clip icon.
3 If you want to copy all of the annotation, choose the Copy button.

   If you want to copy only a portion of the annotation, select the text in the Annotate edit box, and then choose the Copy button.

 Keyboard Techniques ———————— To paste text from the Clipboard into an annotation:

1 Display the topic where you made the annotation.
2 Click the paper clip icon.
3 Position the insertion point where you want to paste the text.

   To position the insertion point, point and click the mouse or press the arrow keys.
4 Choose the Paste button.

   If any text is selected when you choose the Paste button, it is replaced by the new text.

See Also
Copying Topic Text

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Buttons and Menus

File Menu Commands

The File menu contains these commands:

- Open
- Print Topic
- Print Setup
- Exit

Scroll down to see descriptions of each command.

Open

Displays a dialog box in which you can select and open a Viewer title.

Print Topic

Prints the displayed topic (assuming you have a printer installed and turned on).

Print Setup

Displays a dialog box in which you can change printer settings before printing.

Exit

Closes Viewer.

See Also

Changing Printers and Printer Options

Printing Topics

Buttons and Menus

Edit Menu Commands

The Edit menu contains these commands:

    - Copy

    - Annotate

Copy

Places a copy of the displayed topic in a dialog box, where you can select text to copy to the **Clipboard**.

Annotate

Displays a dialog box in which you can attach your own notes to the current topic.

See Also

Copying Topic Text

Annotating a Topic

Buttons and Menus

Bookmark Menu Commands

The Bookmark menu contains these commands:

- Define
- More

Scroll down to see descriptions of each command.

Define

Displays a dialog box in which you can add a **bookmark** to the current topic or delete an existing bookmark.

More

This command appears only when more than nine bookmarks have been added to the Bookmark menu. Displays a dialog box in which you can select a bookmark.

See Also
Using Bookmarks

Jumping to a Bookmark

Buttons and Menus

Help Menu Commands

The Help menu contains these commands:

- Help on Viewer
- About Viewer

Help on Viewer

Displays the Viewer Help topics. This is the same as pressing F1 while in Viewer.

About Viewer

Displays a dialog box which displays the Viewer version and copyright information.

Buttons and Menus

Using the Button Bar

Use the following buttons to browse and look up information in Viewer.

| Contents | Index | Go Back | History | Search | << | >> |

Select any button from this illustration to find out what action it performs.

Displays the **contents screen** for the open title.

Displays the index for the open title. You can select a word from the index list, and then display a topic that contains information related to that word. For more information, see [Finding Information Using the Index](#).

Backtracks through topics in the order you viewed them. For more information, see [Returning to the Last Topic Viewed](#).

Displays a list of the last 40 Viewer topics you have viewed. Double-click any topic title to redisplay the topic. For more information, see Returning to Any Topic Viewed.

Allows you to search for any combination of words and phrases, and then browse the topics that contain **search hits**. For more information, see Using Full-Text Search.

Displays the previous topic in a **browse sequence** within the open title.

Displays the next topic in a **browse sequence** within the open title. Clicking the **>>** button is like turning the page in a printed book.

Keyboard Techniques

Using Accelerator Keys

The following is a list of keyboard shortcuts available in Viewer:

Keys	Action
Ctrl+C, Ctrl+Ins	Copies the displayed topic to the clipboard
Ctrl+Shift+Alt +F1	Jumps to the **Contents screen**
Ctrl+Shift+Alt +F2	Brings up the Index dialog
Ctrl+Shift+Alt +F3	Takes you to the last topic viewed (Go Back)
Ctrl+Shift+Alt +F4	Brings up the History list
Ctrl+Shift+Alt +F5	Displays the previous topic in the browse sequence
Ctrl+Shift+Alt +F6	Displays the next topic in the browse sequence
Tab	Moves to next **hot spot**
Shift+Tab	Moves to previous hot spot
Ctrl+Tab	Highlights all hot spots
Esc	Removes the top-most popup
Alt	Removes all popups

Contents button

Contents

The Viewer button that displays the contents screen for the open title.

Index button

Index

The Viewer button that looks up **topics** associated with particular words or phrases defined by the title's author.

Go Back button

Go Back

The Viewer button that backtracks through **topics** in the order you viewed them.

History button

History

The Viewer button that displays a list of the last 40 **topics** you have viewed.

>> button

```
  >>
```

The Viewer button that displays the next **topic** in the current **browse sequence** within the open title.

<< button

$<<$

The Viewer button that displays the previous **topic** in the current **browse sequence** within the open title.

Search button

Search

The Viewer button that searches for all **topics** containing a particular word or combination of words.

Hints button

In the Search dialog box, the button that shows examples of how to enter **search queries**.

Next Match button

Next Match

The button in a list of **search hits** that displays the next search hit not currently displayed on the Viewer screen.

Previous Match button

Previous Match

The button in a list of **search hits** that displays the previous search hit not currently displayed on the Viewer screen.

To Index button

To Index

The button in the **Topics Indexed** dialog box that takes you back to the Index dialog box.

To Search button

To Search

The button in the **Search Results** dialog box that takes you back to the Search dialog box.

Options button

Options...

The button in the Search dialog box that displays the available search options. The Search Options dialog box is where you can change the NEAR value, select topic titles as the search domain, or select to search from a list of previous topics found.

Go To button

Go To

The button in the **Topics Indexed** and the **Search Results** dialog box that displays the selected **topic** from the list.

bookmark

A name associated with a **topic** for easy reference. Bookmarks appear on the Bookmark menu. When you select a bookmark from the menu, Viewer immediately displays the topic associated with that bookmark.

Clipboard

The Microsoft Windows application that holds cut or copied information, which you can then insert into another file. Whenever you use a Cut, Copy, or Paste command, you are using the Clipboard.

contents screen

The "table of contents" for a title. From this screen you can select which part of the title you want to look in.

topic

A single entry or article in a title. Examples of topics might be a quotation, the definition of a word, or an article in an encylopedia.

Topics Indexed

An index dialog box that lists **topics** from an index search which allows you to browse and go to topics in the list.

Search Results

The dialog box that lists **topics** containing **search hits** from a **search query** and allows you to browse and go to topics in the list.

search query

A combination of words, phrases, and operators telling the Search command what text to search for.

browse sequence

A sequence of **topics** arranged so that you view them in sequence when you select the **<<** or **>>** buttons.

topic title

A name identifying a **topic** found by searches from the Index and Search commands.

jump

A **hot spot** that displays another **topic** in the main Viewer window.

hot spot

A word, phrase, or picture that you select to jump to a new Viewer **topic**, display a window, or perform an author-defined Viewer operation.

search hit

An occurrence of text in a **topic** that matches the **search query** entered for the Search command.

current position

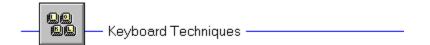The position in an audio or video sequence that is currently being played, indicated by the **thumb** in the **slider** control.

thumb

The pointer in the **slider** of a controller indicating the **current position** in the audio or video sequence.

slider

The control in an audio or video sequence that contains the **thumb**, which indicates the **current position** in the audio or video sequence. The slider may also include tick marks indicating the **sections** in the audio or video segment.

section

A subdivision of an audio or video sequence indicated by tick marks on the **slider**. Drag the **thumb** on the slider to any tick mark to begin playing the sequence at the corresponding section.

Finding Information Using the Index

Using the Index is like using the index of a book. You can browse through a list of keywords, and then jump to a topic by selecting a word from the index.

To look up a topic using the index:

1 Choose the **Index button** in the Viewer window.
2 Type the word you want to search for or select the word from the Index list.

   You can press a key on your keyboard to move quickly to different parts of the list. For example, type "S" to move to words beginning with the letter "S" and then type "O" to see words beginning with "So."
3 Choose OK.

   If only one topic is linked to the word, Viewer jumps to that topic.

   If there is more than one topic linked to the word, Viewer displays the topics in the **Topics Indexed** dialog box.

   To return to the Index, choose the **To Index button**.
4 Double-click the topic you want to view, or select the topic and choose the **Go To button**.
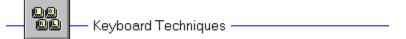
See Also
Using Full-Text Search

Controlling Sound and Video

Using the Multimedia Controller

You can play an audio or video sequence using a control panel that appears within a **topic** or that pops up when you select a hot spot. Either type of sequence may include the multimedia controller, as shown below:

Select any control from this illustration to find out what action it performs.

Keyboard Techniques

To control a sequence that does not have a control panel:

* Click the window while the sequence is playing to stop it.
* Click the window after stopping the sequence to start playing it again.

Pause/Play Button

Plays the object if it is currently stopped or paused, or pauses the object if it is currently playing.

Stop Button

Stops playback of the audio or video sequence.

The **slider** control lets you drag the **thumb** to move the **current position** back (left) or forward (right) in the audio or video sequence.