

On-Line Manual for Mendelian Inheritance in Man

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About Mendelian Inheritance In Man (MIM)...

Mendelian Inheritance in Man (MIM) was created by:

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The original **On-Line Mendelian Inheritance in Man (OMIM)** was an IRX-based query interface to the text of MIM that could be accessed over the Internet with the Telnet utility or by modem dial-up. It was maintained by the staff of the Human Genome Data Base at The Johns Hopkins University. Currently the primary interface to OMIM is via the World Wide Web. The Web version of OMIM is supported by the National Center for Biotechnology Information (NCBI).

The CD-ROM version of MIM for Microsoft Windows was implemented by Ray Duncan, Dept. of Pediatrics, Cedars-Sinai Medical Center, 8700 Beverly Blvd., Los Angeles, CA 90048 (duncan@csmc.edu). The data sources were the files `omim.txt` and `genemap.txt` dated May 2, 1997, and downloaded from the NCBI FTP server.

License and Warranty

The CD-ROM version of **Mendelian Inheritance in Man** is licensed for use on a single computer at a time. **Mendelian Inheritance in Man** on CD-ROM is published by Ray Duncan, MD, and distributed by The Johns Hopkins University Press.

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The CD-ROM version of MIM is distributed "as is" and without warranty of any kind. In particular, no warranty is expressed or implied concerning completeness or accuracy of content. Lay users, and professional users viewing genome data outside their area of expertise, are advised to seek the assistance of an expert in the interpretation of MIM entries. Cedars-Sinai Medical Center and The Johns Hopkins University Press are under **no** circumstances liable for consequential damages or related expenses, even if we have been advised in advance of the possibility of such damages.

MIM CD-ROM Technical Information

The CD-ROM version of MIM for Microsoft Windows was implemented with the aid of the following systems and tools:

Microsoft Multimedia Publishing Toolkit, version 2.0.

Microsoft Access, version 2.0.

Microsoft Windows, version 3.1.

Microsoft Windows NT, version 4.0.

Stirling Technologies InstallShield, version 2.0.

The text of On-Line Mendelian Inheritance in Man (OMIM) was transferred across the Internet from NCBI to a Dell 486/66 running Microsoft Windows/NT version 4.0 at CSMC. The text was translated to tagged Rich Text Format (RTF) and integrated with photographs using a custom program developed at CSMC. The RTF file was then compiled into a full-text-searchable Multimedia Viewer text database (OMIM.MVB), using the Microsoft Multimedia Compiler version 2.0.

The MIM on-line manual was written in Microsoft Word for Windows version 6.0 and compiled with the Microsoft Help Compiler version 3.1 (HCP.EXE).

Photographs were digitized with the Hewlett Packard Ilcx flatbed scanner or Polaroid SprintScan 35 slide scanner, then processed and cropped with Adobe Photoshop.

Screen shots were captured to the clipboard with the PrintScreen key, pasted into Microsoft BitEdit, cropped, and saved to disk as 16-color bitmaps for incorporation into the on-line manual.

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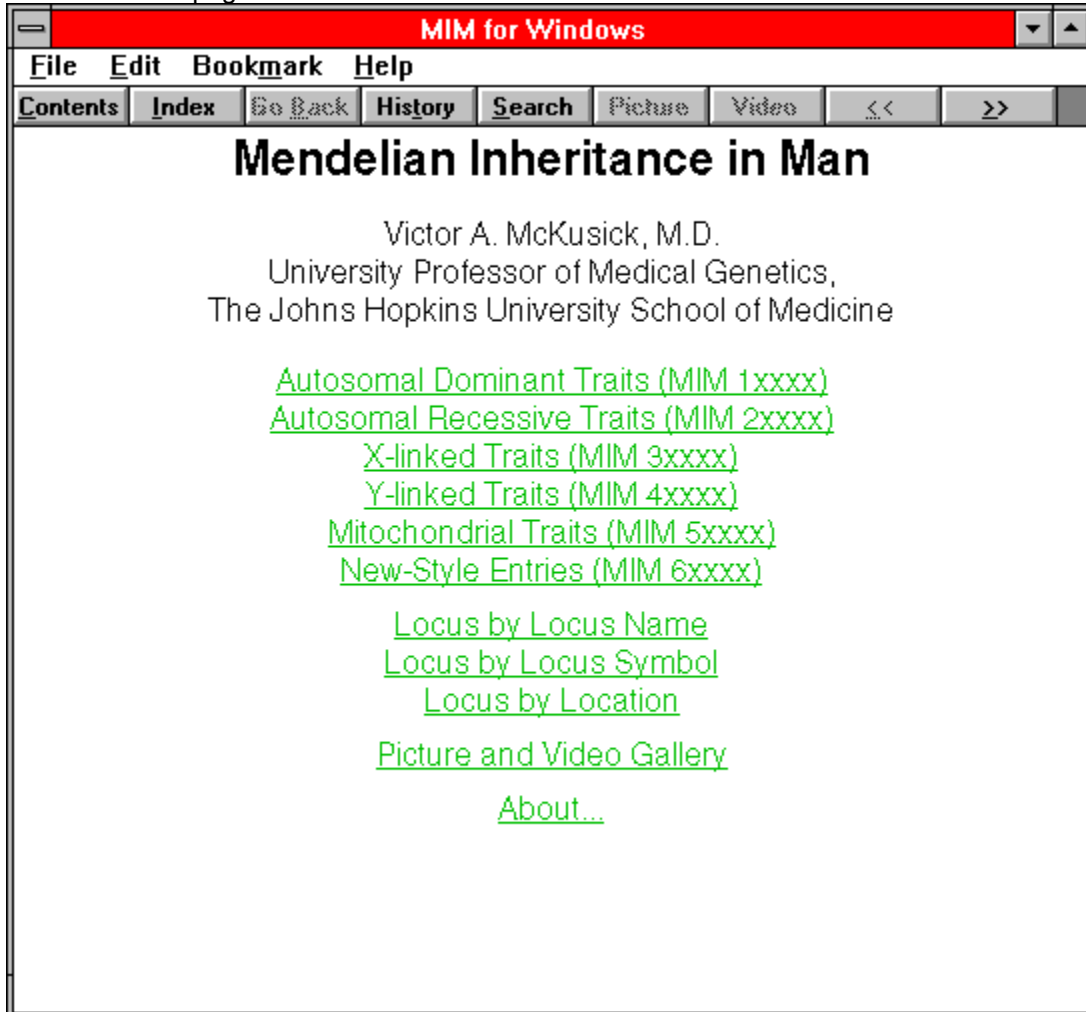


The **MIM Button Bar** provides a quick way of accessing the most commonly needed functions of the MIM viewer. The **Contents** button displays the main, or contents, page of the MIM file. The **Go Back** button returns to the most recently viewed entry. The **History** button displays a chronological list of the recently viewed MIM entries. The **Search** button activates the control window for full-text searches. The **Index** button displays the keyword index window. The **Picture** button displays the photograph(s) associated with the currently displayed MIM topic, if any. The **Video** button displays the video clip(s) associated with the currently displayed MIM topic, if any. The left and right arrow buttons are for browsing, and will display the MIM entry with the next lower or next higher MIM number, respectively.

Introduction

This CD-ROM is a full-text-searchable, multi-media implementation of Victor McKusick's book **Mendelian Inheritance in Man (MIM)** and its Internet derivative **On-Line Mendelian Inheritance in Man (OMIM)**. The text of MIM was obtained from the public FTP server at the National Center for Biotechnology Information (NCBI), integrated with photographs from the collection of medical genetics faculty at CSMC/UCLA and other institutions, and compiled into a file that can be viewed, searched, and printed with the Microsoft Multimedia Viewer.

During installation, an icon entitled "MIM for Windows" is created in the Windows Program Manager group **MIM**. If you double-click the "MIM for Windows" icon, the MIM viewer is launched and you will see the MIM "contents" page:

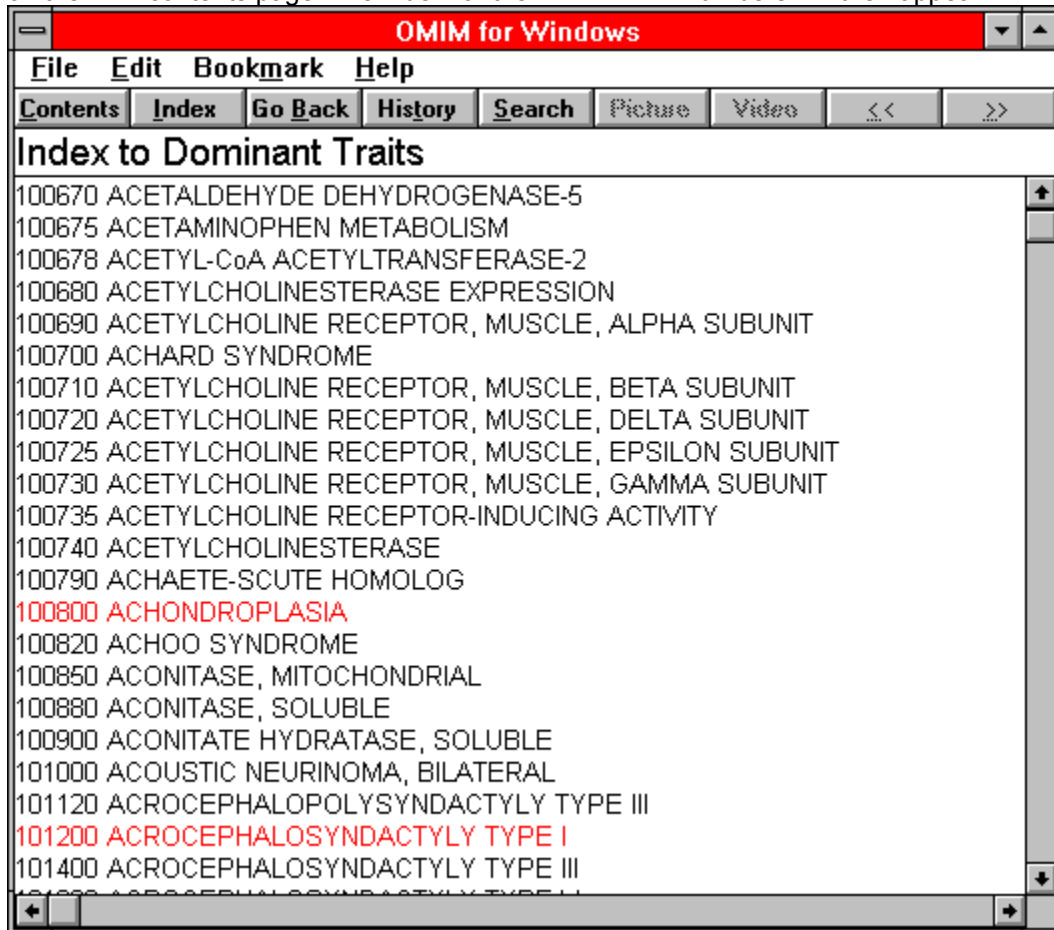


You can return to the contents page at any time while you are using MIM by clicking the **Contents** button at the left end of the MIM button bar.

The MIM entry for a particular disorder can be reached by several paths. If you happen to know the "MIM number" for the disorder, you can click on the appropriate MIM number range on the contents page, which will bring you to a more detailed MIM number index. For example, if you want to read about achondroplasia, and you know that the MIM number for that disorder is 100800, you can begin by clicking the line

Autosomal Dominant Traits (MIM 1xxxxx)

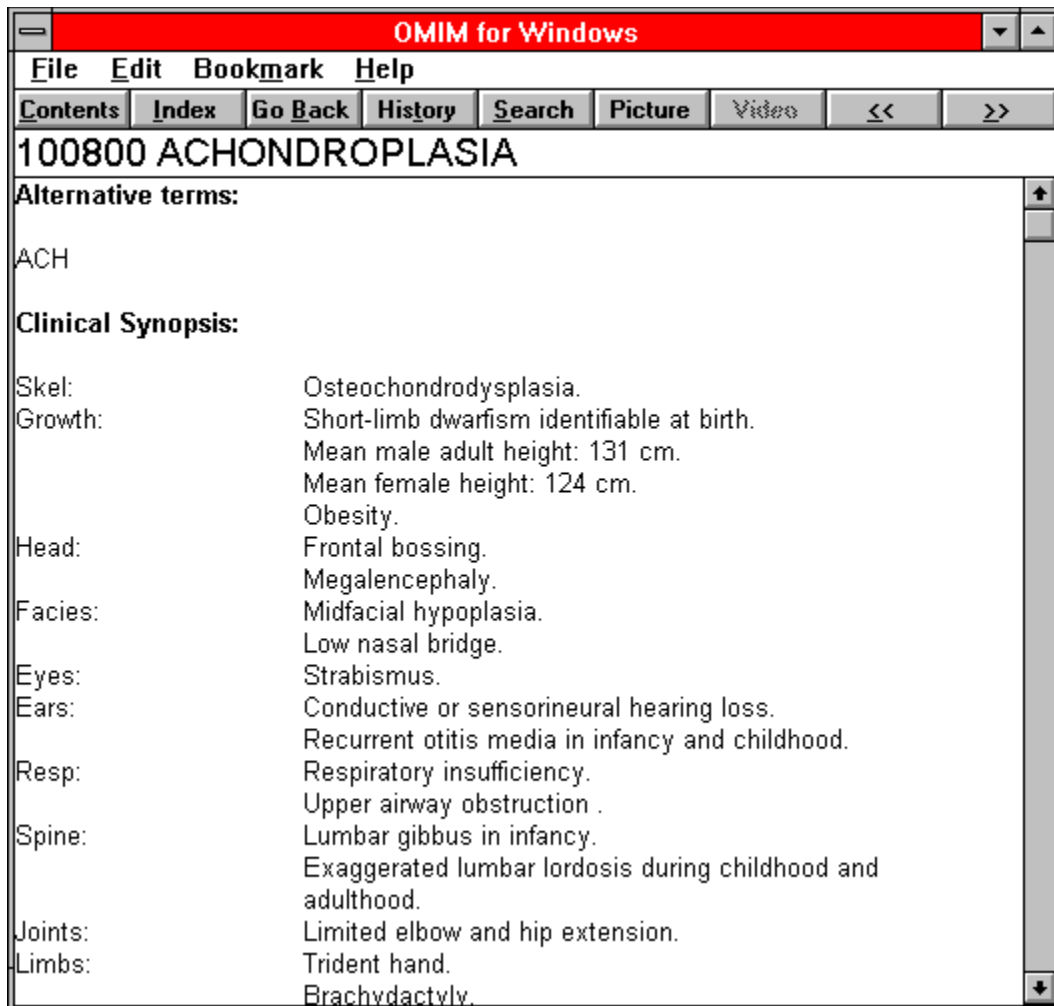
on the MIM contents page. The index for the MIM 1xxxxx numbers will then appear:



You can scroll through the index if necessary, then click on the appropriate MIM number for the entry you are interested in. For example, if you click on the line that says:

100800 ACHONDROPLASIA

You will immediately see the MIM entry for achondroplasia:



(MIM for Windows also has other indexes, selectable on the contents page, which provide access to hereditary disorders by the symbol, name, or location of the associated locus.)

Once you've displayed the MIM entry for achondroplasia, there are many things you can do with it.

- * You can read the entry directly on the screen, or you can print it out by selecting **Print Topic** on the **File** menu.
- * You can set a bookmark on the entry by picking **Define** on the **Bookmark** menu, in effect building your own private, customized index to MIM.
- * You can add your own comments to the entry by selecting **Annotate** on the **Edit** menu.
- * You can browse through related MIM entries by clicking the left and right arrow buttons on the MIM button bar.
- * You can copy part or all of the text of an MIM entry to the Windows clipboard by picking **Copy** on the **Edit** menu, then paste the text into another Windows program such as a word processor. (Note: if you use MIM text in educational materials or a published work, you must obtain the advance approval of The Johns Hopkins University Press and include proper copyright acknowledgements.)

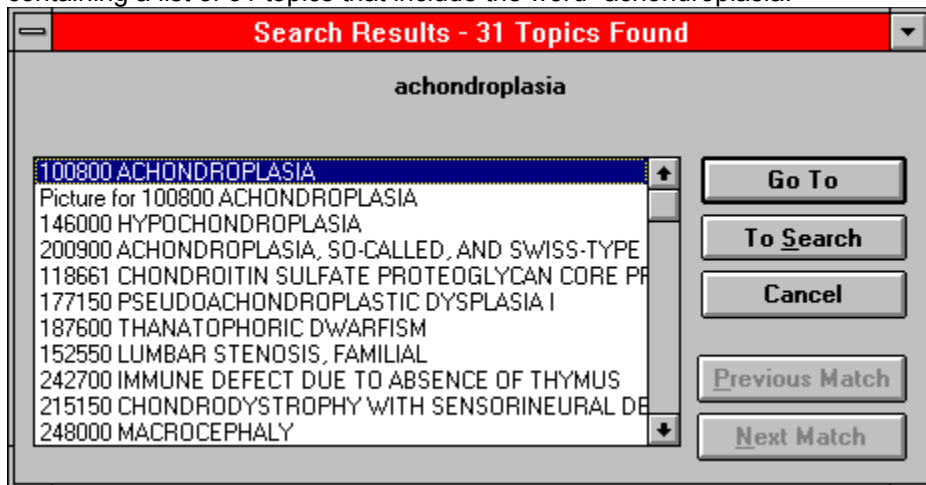
In the case of achondroplasia, there are one or more photographs associated with the text, so the **Picture** button on the MIM button bar is active. Clicking on the **Picture** button will cause the picture(s) to be loaded and displayed in a separate scrollable, resizable window. (Note that all MIM pictures are scanned and sized for use on a 256-color display of 800x600 resolution or greater. They cannot be viewed on 16-

color displays, such as a standard IBM VGA display.) A few topics include motion video clips instead of (or in addition to) pictures. These video sequences can be viewed by clicking the **Video** button.

What if you don't happen to know the MIM number for achondroplasia? You can still find the MIM entry for achondroplasia, and in fact all MIM entries that mention achondroplasia at all, with the MIM viewer's full-text search capability. First, click on the **Search** button on the MIM button bar, and the search window will be displayed:

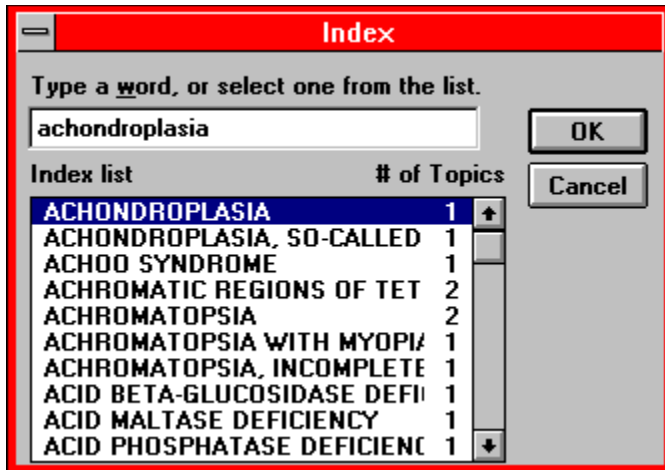


The search window has its own on-line help, and you can click on the **Options** or **Hints** buttons to find out more about entry of search parameters and specialized search techniques. For now, just click the mouse in the text entry box and type the term "achondroplasia," make sure that the **All Topics** radio button is selected, then click the mouse on the **OK** button. You will soon see the search results window, containing a list of 31 topics that include the word "achondroplasia:"



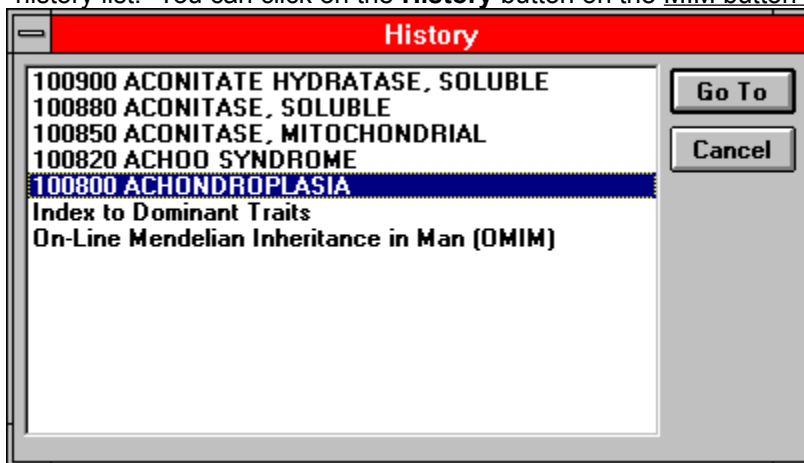
The search results window is resizable, so you can grab the left or right border of the window with the mouse and stretch the window to make the search results list more readable. In this case, the first entry in the search results list is obviously the primary entry for achondroplasia, so you can select it with the mouse and then click the **Go To** button to view the entry.

Another way to find information about a particular topic is to use the keyword index. Click the **Index** button on the MIM button bar to display the index window. You can either scroll through the list of keywords and select one directly with the mouse, or you can type a term into the window and the list will scroll automatically to the keyword that is the closest match.



Either way, once you have located and selected a keyword, you can click the **OK** button to view the MIM topic associated with that keyword. If more than one MIM topic is associated with the keyword, a separate topic list window will pop up (similar to the search results window). You will then need to pick one of the topics from the list and click the **Go To** button to view the entry.

When browsing through the MIM topics on a long search results list, it is often hard to remember where you've been. For this reason, the MIM viewer maintains an electronic trail of breadcrumbs called the "history list." You can click on the **History** button on the MIM button bar to view the history list at any time:



When you pick an entry on the history list and click the **Go To** button, the text of that topic will reappear immediately in the MIM viewer's main window. Like the search results window, the history list is resizable; you can grab the left or right border of the window with the mouse and stretch the window to make the list more readable.

You can exit from the MIM viewer at any time by picking **Exit** from the **File Menu**, by picking **Close** from the **System Menu** (at the left-hand end of the window's title bar), or by double-clicking the System Menu box.

Navigating in the MIM Viewer

Navigation Overview

There are many ways of navigating through MIM. 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 the MIM Viewer

Using Links

MIM 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.

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 the MIM 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 MIM Viewer window.

See Also

[Using Links](#)

Navigating in the MIM Viewer

Jumping to the Table of Contents

The Contents button, on the MIM Viewer button bar, returns you to the main screen for MIM. This screen is like a table of contents, from which you can select a variety of index topics. Each index topic is a sorted list, from which you can jump to a specific MIM entry.

To look up a topic from the contents screen:

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

See Also

[Browsing Through Topic Sequences](#)

Navigating in the MIM Viewer

Returning to the Last Topic Viewed

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

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](#)

Navigating in the MIM Viewer

Returning to Any Topic Viewed

As you view topics, the MIM 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.
The MIM 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](#)

Finding Information

Ways to Find Information In MIM

To find information in MIM, 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, the MIM 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

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](#)

Finding Information

Using Full-Text Search

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

- 1 Choose the **Search button** in the MIM 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](#)

Finding Information

Browsing Through the Search Results

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

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 <u>Go To button</u> or double-click the topic.
Search dialog box	Choose the <u>To Search button</u> .
Next search hit in the current topic	Choose the <u>Next Match button</u> .
Previous search hit in the current topic	Choose the <u>Previous Match button</u> .

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.

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 MIM 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](#)

Printing and Copying

Printing and Copying Information in MIM

You may want to use information from MIM in other applications, such as word processors. The MIM 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

The MIM 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.

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.

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.

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 the Microsoft Windows documentation.

See Also

[Printing Topics](#)

Printing and Copying

Printing Topics

To print an entire MIM topic:

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

To print part of an MIM 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

To copy MIM 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.

Remember that the contents of MIM is protected by copyright. Do not incorporate text from MIM into a commercial product or published work without prior authorization from The Johns Hopkins University Press.

Bookmarks and Annotations

Annotating MIM

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

Annotations are simply notes or comments "paper clipped" to an MIM 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 an MIM 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 MIM **topics** you view frequently. Once you have placed a bookmark at a topic, you can quickly display that topic from the Bookmark menu.

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.

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 in MIM, you can go directly to them at any time.

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 an MIM **topic**. When you annotate a topic, the MIM 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 that particular topic.

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.

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

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.

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.

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 MIM Topic Text](#)

Buttons and Menus

File Menu Commands

The File menu contains these commands:

- Open
- Print Topic
- Print References
- 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 References

Prints the references associated with 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 for the MIM Viewer
- About Viewer

Scroll down to see descriptions of each command.

Help for the MIM Viewer

Displays this Help file.

About Viewer

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

Buttons and Menus

Using the Button Bar

The button bar, which is located immediately beneath the menu bar, helps you browse and look up information in the MIM Viewer.



The **Contents** button displays the contents screen for MIM.

The **Index** button displays the keyword index for MIM. 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](#).

The **Go Back** button backtracks through topics in the order you viewed them. For more information, see [Returning to the Last Topic Viewed](#).

The **History** button 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](#).

The **Search** button 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](#).

The **Picture** button displays picture(s) for the current MIM topic, if any are available. To display pictures, you need a video display with at least 800x600, 256-color resolution. If you attempt to display a picture in a 16-color (VGA) display mode, an error message will appear instead. Use Windows Setup to select a 256-color display mode, then restart Windows.

The **Video** button displays video clip(s) for the current MIM topic, if any are available. For best results, you need a video display with 256-color resolution. Pictures can be displayed on a standard VGA display (640x480, 16-color) but will be severely distorted.

The << button displays the previous topic. Clicking the << button is like turning to the previous page in a printed book.

The >> button displays the next topic. Clicking the >> button is like turning to the next page in a printed book.

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.

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.

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 <u>Contents screen</u>
Ctrl+Shift+Alt+F2	Brings up the Keywords 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 <u>hot spot</u>
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

The MIM Viewer button that displays the contents screen for MIM.

Keywords button

The MIM Viewer button that looks up topics associated with particular words or phrases defined by the author.

Go Back button

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

History button

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

>> button

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

<< button

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

Search button

The MIM 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

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

Previous Match button

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

To Index button

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

To Search button

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

Options button

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

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, the MIM 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 MIM. From this screen you can select which sorted index you want to look in.

topic

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

Topics Indexed

An dialog box that lists **topics** from an keyword 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 Keywords and Search commands.

jump

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

hot spot

A word, phrase, or picture that you select to jump to a new MIM 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.

Play/Pause 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.

Play Button

Starts playing the object.

Pause Button

Stops playing the object until the user presses this button again or the **Play button**.

Eject Button

Ejects the physical object from the MCI device (for example, the CD-ROM from a CD-ROM drive).

Previous Section Button

Moves playback backward to the previous section authored for the object.

Next Section Button

Moves playback forward to the next section authored for the object.

Step Backward/Fast Rewind Button

When clicked once, steps backwards (by frames or by seconds) in the object. When clicked and held down, rewinds backwards through the object.

Step Forward/Fast Forward Button

When clicked once, steps forwards (by frames or by seconds) in the object. When clicked and held down, fast forwards through the object.

Menu Button

A popup menu which lists the sections, if authored. Select a section name to move the thumb to the beginning of that section. This menu may also contain a **mute** or a **pause** option.

Pauses

When this option is selected, Viewer will pause before playing each section.

Mute

When this option is selected, the controller does not play any soundtrack while it plays the AVI sequence. In audio files, the sound is muted.

