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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.

- ▶ 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.

- ▶ 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 Viewer**

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](#)

Viewer Help Contents



Finding Information

- ▶ [Ways to Find Information in Your Title](#)
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- Searching in Topic Groups
- Searching for 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

- ▶ 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](#)

▶ 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.

▶ 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

Selected topic

Search dialog box

Next search hit in
the current topic

Previous search hit
in the current topic

Do this

Choose the **Go To button** or
double-click the topic.

Choose the **To Search button**.

Choose the **Next Match button**.

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.

▶ 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

honey OR bees AND hives

honey OR (bees AND hives)

Searches for

Topics containing either the word **honey** or the word **bees** in addition to the word **hives**.

Topics con