

About Online Help

You have two options for Online Help. You may select **Help topics** from the **Help** menu on the Menu bar to access information by **Contents**, **Index** or **Find Wizard** or you can get help for specific features that are currently on your screen, such as toolbar buttons or menu selections, by pressing < **F1**> on your keyboard.

To open Help topics:

- 1 From the **Help** menu, choose **Help topics**. The **Contents** page appears with a list of topics and subtopics with book and page icons next to the topic.
- 2 From the **Contents** page, click a book icon to display all the topics under that heading.
- 3 Click a page to read about that topic.

To open the index:

- 1 Click the **Index** tab.
- 2 Scroll directly to a subject from the topic list or type a name in the textbox. The list of topics scrolls to that or the nearest subject in alphabetical order.
- 3 Double click or press < ENTER> to display a topic.

Context-sensitive help

To obtain help on a menu option or toolbar button, press <F1> while pointing to a screen item with the mouse.

Assumptions

It is assumed that the reader is familiar with the *Windows* operating system.

Conventions

This Online Help uses the following convention:

This Convention...	Is Used For...
Bold letters	All parts of the interface such as buttons, icons and dialog boxes.
Italics	Applications other than Versabook such as <i>Microsoft Word</i> .

Related Topics

[Technical Support](#)

[Starting Your Versabook](#)

[Versabook: An Introduction](#)

Technical Support

We recommend consulting your Quick Start Guide and the [Frequently Asked Questions](#) before contacting our technical support team.

Contact Technical Support at:

telephone: : 1-303-739-4020

or e-mail: support@ssi.teksupport.com

Please be ready to give the following information to our technical staff:

- Your registration ID.
- The version of Versabook you are using (To access the version of Versabook, choose **About** from the **Help** menu).
- The Internet browser and operating system you are using.
- The exact wording of any error message received.
- A brief description of the events leading up to the problem
- A description of how you have attempted to resolve the issue.

Related Topics

[Versabook FAQ Web site](#)

[Versabook: An Introduction](#)

[About Online Help](#)

Versabook: An Introduction

Versabooks provide you with powerful search functions and multimedia features. You can work with Versabooks the same way you would with printed books. You can take notes on each article and put relevant articles in Binders. Books can be put on shelves and organized according to categories such as author and subject.

Taking Notes and Highlighting

Using the Annotation feature you can take notes on the articles in your books. Annotations can also be grouped into Booklets that can then be saved to a network drive or local drive. The Highlighting feature enables you to mark article text you want to emphasize.

Binders

When you find articles relevant to your research, you can save them to a Binder so you can access them later. You can create a new Binder for each subject and the contents of each Binder can be printed and exported to HTML, *Microsoft Word*, and Palm Pilot. You can also import HTML documents to a Versabook and conduct searches on the information.

Searches

Versabooks have the following types of Searches that enable you to find information quickly and efficiently:

- Full Text
- Natural Language Query
- Keyword
- Title
- Topic
- Date

Hypersearch

With the Hypersearch feature, you can search for articles that contain a certain word. You can conduct the search while the original article is displayed in the View pane. You can even go to a new article and then return to the original one. The Hypersearch feature is especially useful when you want additional information. For example, if you have included a dictionary in your Hypersearch, you can use it to get definitions for words you don't understand in your article.

Advanced Search

The Advanced Search functions enable you to narrow your search criteria to make sure the results are accurate. For example, when searching for a group of words, you can choose to search for the words in the order in which they were written.

Media

To enhance your research experience, Versabooks contain media items such as:

- Photos
- Flags
- Maps
- Animations
- Sounds
- Speeches
- Musical Excerpts
- Videos

You can conduct searches for Media items and they can also be sorted by type.

Library

Using the Library, you can organize your books on shelves according to author, project or any subject relevant to your research. When updates to the books are available, they can be downloaded so you always have access to the latest information.

What do you want to do?

[Learn about the Main Menu](#)

[Start Your Versabook](#)

[Review a Sample Session](#)

[Learn about the Research Center](#)

Starting Versabook

To start Versabook:

Double-click the icon on the Desktop.

Or:

- 1 From the **Start** menu, choose **Programs**. The Programs menu appears.
- 2 Choose the Versabook application.

Related Topics

[Versabook: An Introduction](#)

[Main Menu](#)

[Getting Around the Research Center](#)

[Versabook: A Sample Session](#)

Versabook: A Sample Session

Getting Started

After clicking on the **Versabook** icon on your **Desktop**, the **Main Menu** is displayed. From the **View** menu, choose the **Research Center**. The Books View is displayed showing you all the library books on your **Research Desk**. If there are no books on the Research Desk, you need to add books. To add books to the Research Desk, click **Books** on the Status bar to access the list of books and choose the ones you want to read.

Reading Your Books

Once the books are on the Research Desk, you are ready to begin. Click a book and the list of articles appears in the Control pane on the left. Click an article in the list and the text appears on the View pane on the right. Articles can be printed and you can copy text and graphics from Versabook to another application.

Taking Notes

Using the Annotation feature, add notes to an article. You can group your annotations together in Annotation Booklets that can be sent to a network or local drive and then to an e-mail address. Using the Highlight feature, mark text for greater emphasis as you read an article.

Searching Your Books

Click **Search** to conduct a simple search by title, topic or keyword or choose from a wide selection of advanced search options. The search results are listed on the left Control pane. Click the search result to display the text of the article in the View pane.

Enhancing Your Books with Media

Click **Media** to view a wide variety of media items associated with a book. Media items are divided into categories. You can view the items belonging to a certain group by choosing the Media type in the Control pane.

Organizing Your Research in Binders

After you researched a subject, you can store any item – article, media or even URL in a Binder for further reference. Click **Binder** to create a new Binder and save the article and/or media in the new Binder. You can export Binders to HTML, *Microsoft Word*, and Palm Pilot. You can also display an HTML file or Web page and save it in your Binder. After you have organized your Binder, you can print it and include a cover page and table of contents.

Using Your Library

You can create your own personalized library and integrate each book into the **Research Center**. To help you keep track of the books in your library, sort them according to categories, such as author, title or subject, and store them on bookshelves. You can purchase new books from the VersabookStore and other Internet Bookstores and download them into your library. After you have purchased and downloaded books, they are immediately placed on the **New Books** list in your library. You can either shelve them or add them to your Research Desk.

Related Topics

[Versabook: An Introduction](#)

[Main Menu](#)

[Getting Around the Research Center](#)

[Starting Versabook](#)

Main Menu

The Main Menu is the default opening screen. The parts of the Main Menu are described in the table below:

Click...	To Open the ...
Search	Research Center with Search view displayed
Gallery	Research Center with Gallery view displayed
Guided Tour	Tour Guide
Books	Research Center with Books view displayed
Binders	Research Center with Binders view displayed
Library	Versabook Library
VersabookStore	VersabookStore

Related Topics

[Getting Around the Research Center](#)

[Versabook: An Introduction](#)

[Versabook: A Sample Session](#)

[Starting Versabook](#)

Getting Around the Research Center

The **Research Center** contains your electronic Versabooks and enables you to:

- Read your Versabooks.
- Search books for specific information and media.
- Compile sets of relevant articles.
- Add notes to your Versabooks.

The parts of the Research Center are described in the table below:

Area	Description
Control Pane	Located on the left side of the Research Center, the Control pane enables you to: <ul style="list-style-type: none">• Choose the books and articles to display.• Conduct searches on books.• Search for media items.• Manage Binders. More...
View Pane	Located on the right side of the Research Center, this is the window where the article or media item is displayed. More...
Navigation Tree	Located in the Control pane, this window lists media items, search results or the contents of books or Binders. Using the Navigation Tree, you can locate an article in a book or a Binder.
Toolbar	The toolbar icons provide shortcuts for various Versabook functions. More.....
Status Bar	The Status bar is located at the bottom of the screen. It displays information and enables you to perform certain functions. More.....


Related Topics

[Keyboard Shortcuts](#)

[Main Menu](#)

Toolbar

The toolbar icons provide you with shortcuts to many parts of the Research Center and to various features. The icons in the toolbar are described in the table below:

Click...	To...
Menu	Go back to the Main Menu.
Books	Display a list of the books on your Research Desk.
Search	Access the different search capabilities.
Gallery	Display a list of the selected media items.
Binders	Manage the Binders.
Previous	Return to the previous article in the current book.
Next	Turn to the next article in the current book
Media	Display a list of all media items related to the displayed article.
Related	Display a list of keywords associated with the article in the View pane. If a media item is displayed, a list of the articles containing that item appears.
Context	Display the article's position in the book. The article is selected in the Control pane so that you can see its place in the navigation tree.
Save	Save the displayed article in the present Binder.
Print	Print the displayed article.
Highlight	Highlight text.
Study	Displays full screen the View pane of the Research Center.
	Go to the VersabookStore.

Related Topics

[Getting Around the Research Center](#)

[Status Bar](#)





[Control Pane: Overview](#)

Status Bar

The Status bar, at the bottom of the screen, enables you to:

- Access the Library.
- Display a list of books in the Library.
- See the name of the current Binder.
- View the status of the Internet connection.
- See if there are any program updates.

The parts of the Status bar are described in the table below:

Area	Description
Library	Click this button to open the Library.
Books	Click this button to display a list of books available in the Research Center. The books on the Research Desk have a check mark next to them.
Binder	This is the name of the current Binder.
Internet Connection	This icon indicates the status of the Internet connection:  - Connected to the Internet (by modem or permanent connection).  - The modem is not currently connected to the Internet.  - There is no internet connection because you have marked the No Connection option in the Internet tab of the Options dialog box. Click this icon to connect or disconnect the modem from the Internet.
Update Program	 This icon indicates that there is a program upgrade available. If the icon appears, double click to connect to the Internet to download an upgrade.

Related Topics

[Getting Around the Research Center](#)

[Toolbars](#)

[Control Pane: Overview](#)

[Options Dialog Box: Internet Tab](#)

[Connecting to the Internet](#)

Menus

The menu bar is a special toolbar at the top of the screen that contains menus. A menu displays a list of commands. The menu bar is different in the [Research Center](#) and in the [Library](#).

Related Topics

[Research Center: Menus](#)

[Library: Menus](#)

Research Center: Menus

The menus on the menu bar and their commands are described below:

File Menu

Click	To...
Open	Open a page or document on the local or network drive or on the Internet.
Install VersaBook-Let	Install the VersaBook-Let on to the Versabook application to begin the downloading of books.
Export Article To	Export an article to HTML, Microsoft Word, Palm Pilot format to a local or network drive.
Connect/Disconnect from Internet	Connect or disconnect from the Internet.
Check for Program Update	Check for program update.
Register Now/Update Registration Information	Register user information or change registration information after registering the application.
Restore Registration ID	Restore Registration ID if you are reinstalling the previously registered program on a new computer.
New Binder	Create a new Binder.
Print	Print the selected article.
Page Setup	Specify the layout of the printed page.
Exit	Exit the program.

Edit Menu

Click	To...
Select All	Select all the text.
Copy	Copy the selected text to the clipboard.
Highlight	Add or remove highlight from selected text.
Highlight Color	Select a highlight color.

View Menu

Click	To...
Main Menu	Display the opening Main menu.
Library	Display the Library.
Article Full Screen/Article in Window	Display the article on the whole screen or in a window.
Options	Customize Versabook features to suit your needs.

Book Menu

Click	To...
Internet Bookstore	Display the Internet Bookstore.
Download Books	Download a previously selected book from the Internet bookstore.
List of Books	Display a list of books in your library.
Current Book Properties	Display relevant information about the book ie. Updates, purchases, properties, overview of the book.
Restore Purchase Information	Restore book rights if your computer is new or has crashed or you deleted a book to which you have book rights.

Article Menu

Click	To...
Previous	Return to the previous article in the current book.
Next	Turn to the next article in the current book.

Context in Book	View the article's context in the Navigation Tree.
Read	Hear the article through your speaker system.
Save to Binder	Save the selected article in a Binder.
Associated Media	Display media items associated with the article.
Search for Related Articles	Display a list of keywords associated with the article in the View pane.

Annotation Menu

Click	To...
Add	Add an annotation to an article.
Edit	Edit an annotation in an article.
Delete	Delete an annotation from an article.
Export	Create or send an Annotation Booklet.
Import	Import an Annotation Booklet from an Internet address or a local or network drive.
Booklet Properties	Display the relevant information about the Annotation Booklet.
Options	Customize the Annotation features to suit your needs.

Help Menu

Click	To...
Help Topics	Display the Help topics with the Table of Contents or Index option.
Quickstart Guide	Display a printable getting started manual.
Tour Guide	Display a guided tour of all the Versabook features.
About...	Display product and company information and credits.

Related Topics

[Library: Menus](#)

[Getting Around the Research Center](#)

Library: Menus

The menus on the menu bar and their commands are described below:

File Menu

Click	To...
Install VersaBook-Let	Install the VersaBook-Let onto the Versabook application to begin the downloading of books.
Connect/Disconnect from the Internet	Connect or disconnect from the Internet.
Check for Program Update	Check for program update.
Register Now/Update Registration Information	Register user information or change registration information after registering the application.
Restore Registration ID	Restore book rights if your computer is new or has crashed or you deleted a book to which you have book rights.
Exit	Exit the program.

Edit Menu

Click	To...
Shelve New Books	Shelve a new book on a default, existing or new Bookshelf.
Create a New Bookshelf	Create a new Bookshelf.
Add/Remove Book from Research Desk	Add a book to or remove a book from the Research Desk.
Clear the Research Desk	Return all the books currently on the Research Desk to their shelves.
Save Research Desk as New Shelf	Save all the books on the Research Desk as a new Bookshelf.

View Menu

Click	To...
Main Menu	Display the opening Main Menu.
Research Center	Display the Research Center.
Options	Customize Versabook features to suit your needs.

Shelf Menu

Click	To...
Add/Remove Books	Add or remove books from a Bookshelf.
Place on Research Desk	Place all the books on the selected Bookshelf on the Research Desk.
Delete Shelf	Delete the Bookshelf from the Library.
Properties	Display the properties of the selected Bookshelf.

Book Menu

Click	To...
Internet Bookstore	Display the Internet Bookstore.
Download Books	Download a book from the Internet.
Restore Purchase Information	Restore purchase rights if your computer is new or has crashed.
Delete Book	Delete a book from the Library.
Properties	Display relevant information about the book.

Help Menu

Click	To...
-------	-------

Help Topics

Display the Help topics with the Table of Contents or Index option.

Quickstart Guide

Display a printable getting started manual.

Tour Guide

Display a guided tour of all the Versabook features.

About

Display product and company information and credits.

Related Topics

[Research Center: Menus](#)

[Library: Overview](#)

Keyboard Shortcuts

Shortcut Keys ease navigation through the Versabook. There are different shortcuts for the View pane and the Control pane. The shortcut keys perform the following functions:

Key	Function
CTRL+C	Copies the selected text to the clipboard
CTRL+A	Selects all the text
UP ARROW	Scrolls the page up three lines at a time
DOWN ARROW	Scrolls the page down three lines at a time
PAGE UP	Scrolls up a page
PAGE DOWN	Scrolls down a page
HOME	Jumps to the beginning of the article
END	Jumps to the end of the article

Versabook FAQ Web site

If you have an Internet browser installed on your computer or an active Internet connection, you can access the **Versabook FAQ Web site** at <http://www.versaware.com/faq/engine>. This site provides up-to date technical information and answers to Frequently Asked Question (FAQs).

Related Topics

[Technical Support](#)

[About Online Help](#)

Welcome to
The Simon & Schuster New Millennium
Children's Encyclopedia
Powered by **Versaware**

For information about using **The Simon & Schuster New Millennium Children's Encyclopedia**, read the Online Help.
For information about installation and troubleshooting, consult the Readme.

If you do not find the information you need, contact Technical Support at:

- Telephone: 1-303-739-4020

or

- e-mail: : support@ssi.teksupport.com

Control Pane: Overview

Located on the left side of the **Research Center**, the Control pane enables you to display articles and media items, organize your research, and conduct searches.

The Control pane has four views, one for each of its functions:

This View...	Enables you to...
Books	Choose the books and articles to display
Search	Conduct searches on books
Gallery	Display and sort media items
Binders	Manage Binders

What do you want to do?

[Learn about Books View](#)

[Learn about Search View](#)

[Learn about Gallery View](#)

[Learn about Binders View](#)

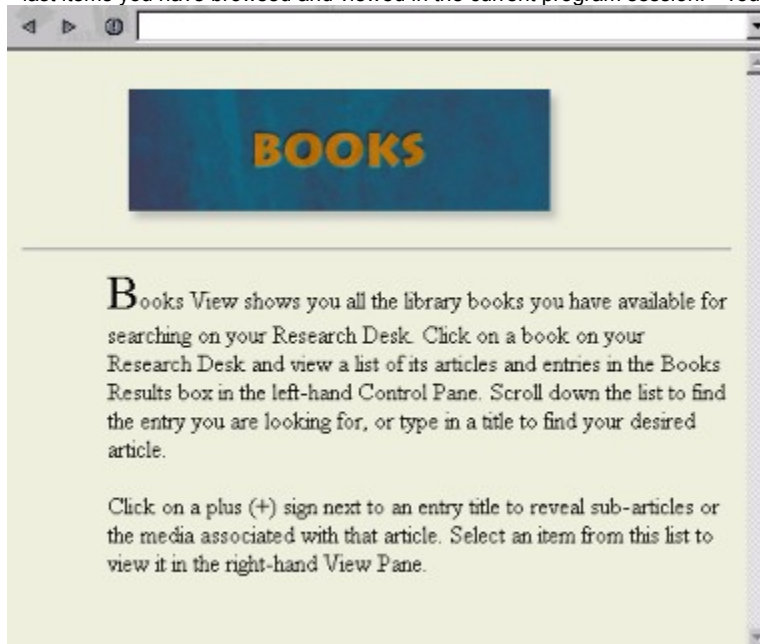
[Learn about the View Pane](#)

[Access a Related Internet Site](#)




[Recover a Book](#)

View Pane

The View pane is the area of the screen where the article, media item, or Web page appears. The history list is the list of the last items you have browsed and viewed in the current program session. You can browse back or forward.



The parts of the View pane are described in the table below:

Area	Description
View pane	This is the window where the items are displayed.
Window	
	Click this button to view the previous history item.
	Click this button to view the next history item.
	Click this button to interrupt the connection to an Internet URL address or the loading of very large articles.

Related Topics

[Control Pane: Overview](#)

[Annotations: Overview](#)

[Research Desk: Overview](#)

[Viewing, Printing and Copying Articles: Overview](#)

[Purchasing and Updating: Overview](#)

[Accessing Related Internet Sites](#)

[Recovering a Book](#)

Working with Books: Overview

After you put your books on the **Research Desk** you can begin reading. You can read your Versabooks the same way you would any printed book, by displaying each article in the order they appear in the Navigation Tree. You can also search for a particular article, take notes by adding Annotations, highlight text you want to emphasize or save to a Binder.

Publishers often provide updates for their books. You can easily check for updates and download them. In addition, Versabook can be customized so that they check for book updates automatically. Updates to the Versabook program can be downloaded when they are available. You can purchase new books to add to your library by accessing Internet bookstores.

What do you want to do?

[Learn about Books View](#)

[Learn about the Research Desk](#)

[View Print or Copy Articles](#)

[Display the Context of an Article](#)

[Purchase or Update a Book](#)

[Access Related Internet Sites](#)

[Work with Annotations](#)

[Highlight Text](#)

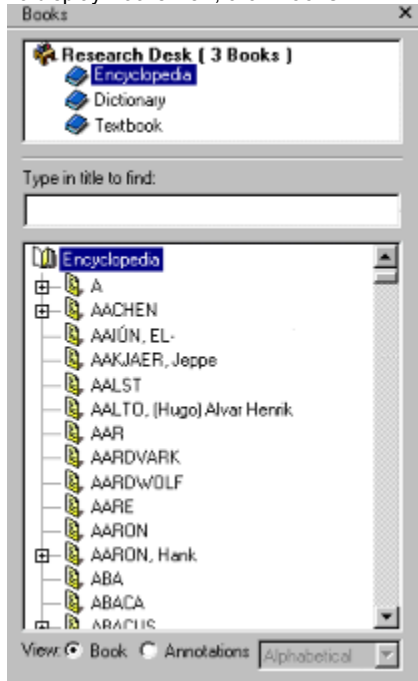
Control Pane: Books View

Books view enables you to manage the books in your **Research Desk** so that you can:

- Display articles and media items.
- View the Annotations created in each book.

Access

To display Books view, click **Books**.



The parts of Books view are described in the table below:

Area	Description
Research Desk	Displays a list of books in the Research Center . To access, view or search a book, it must first be moved to the Research Desk .
Type in Title to Find	Type the title of the article you want to view in this text box.
Navigation Tree	Displays, in hierarchical order, the names of the articles and media items in the selected book.
Annotation	Mark this option to display the Annotations in the selected book.
Books	Mark this option to display the articles in the selected book.

Related Topics

[Research Desk: Overview](#)

[Annotations: Overview](#)

[Viewing, Printing or Copying Articles](#)

Research Desk: Overview

To work with a book in the **Research Center**, it first must be added to the **Research Desk** where you keep all your active books for fast and easy access. Once on the Research Desk, the book can be viewed, searched, or printed. You may keep an entire bookshelf or a combination of books from different bookshelves on the Research Desk.

To take advantage of Versabook's research capabilities, only the books relevant to your research should be kept on the Research Desk. This ensures your searches will be faster and your results more accurate.

What do you want to do?

[Add a Book to the Research Desk](#)

[Removing a Book from the Research Desk](#)

[Remove or Add All Your Books](#)

Adding a Book to the Research Desk

In order to read a book in the **Research Center**, you must first add it to the **Research Desk**. You can add a book using the Status bar or the **Book** menu.

To add a book to the Research Desk using the Status bar:

- 1 Click **Books** on the Status bar. The **List of Books** dialog box appears.
- 2 Mark the check box next to the book you want to add.
- 3 Click **OK**.

To add a book to the Research Desk using the Book menu:

- 1 From the **Book** menu, choose **List of Books**. The **List of Books** dialog box appears.
- 2 Mark the check box next to the book you want to add.
- 3 Click **OK**.

Related Topics

[Removing a Book from the Research Desk](#)

[Removing and Adding All Your Books](#)

Removing a Book from the Research Desk

It is suggested that you keep only the books necessary for your research on the **Research Desk** so that the searches will be quicker and more accurate. You can remove a book using the Status bar or the **Book** menu.

To remove a book from the Research Desk using the Status bar:

- 1 Click **Books** on the Status bar on the lower part of the screen. The **List of Books** dialog box opens.
- 2 Clear the check box next to the book to be removed.
- 3 Click **OK**.

To remove a book from the Research Desk using the Book menu:

- 1 From the **Book** menu, choose **List of Books**. The **List of Books** dialog box appears.
- 2 Clear the check box next to the book you want to remove.
- 3 Click **OK**.

Related Topics

[Adding a Book to the Research Desk](#)

[Removing and Adding All Your Books](#)

Removing and Adding All Your Books

Removing all Your Books at Once

You can remove all your books from the **Research Desk** at once. If there are no books on the Research Desk, you will only be able to view the information in your Binders. You can remove all your books using the Status bar or the **Books** menu.

To remove all books from the Research Desk using the Status bar:

- 1 Click **Books** on the Status bar. The **List of Books** dialog box appears.
- 2 Click **All Books Off**. Versabook removes all the books from the **Research Desk**.
- 3 Click **OK**.

Note:

If a book was never shelved or if a bookshelf was deleted, Versabook places the book on the **New Books** desk.

To remove all books from the Research Desk using the Book menu:

- 1 From the **Books** menu, choose **List of Books**. The **List of Books** dialog box appears.
- 2 Click **All Books Off**.
- 3 Click **OK**.

Adding all Your Books

You can add all the books in the library to the Research Desk at once. You can do this using the Status bar or the **Books** menu.

To add all the books to the Research Desk using the Status bar:

- 1 Click **Books** on the Status bar. The **List of Books** dialog box appears.
- 2 Click **All Books On**.
- 3 Click **OK**.

To add all the books to the Research Desk using the Status bar:

- 1 From the **Books** menu, choose **List of Books**. The **List of Books** dialog box appears.
- 2 Click **All Books On**.
- 3 Click **OK**.

Related Topics

[Adding a Book to the Research Desk](#)

[Removing a Book from the Research Desk](#)

Viewing, Printing and Copying Articles: Overview

When you choose an article to display, it appears in the View pane. To make it easier to read, you can display the article full screen. Articles can also be printed and you can even copy text and graphics from Versabook to another application.

What do you want to do?

[View Articles](#)

[Viewing an Item Full Screen](#)

[Print an Article](#)

[Copy Graphics](#)

[Copy Information to a Different Application](#)

[Display the Context of an Article](#)

Viewing Articles

Once you place a book in the Research Desk, you can begin to read the articles. Use the Navigation Tree below the Research Desk to find the article you want to read.

To display an article, do the following:

- 1 Click **Books**.
- 2 In the **Research Desk**, click the book you want to read. The chapter titles appear in the Navigation Tree.
- 3 Click the plus sign [+] next to the chapter you want to read. The articles appear.
- 4 Click the article you want to view. It appears in the View pane on the right side of the Research Center.

Note:

In some books, the articles are organized in hierarchical order. In this case, continue clicking the plus signs to display the rest of the articles.

Related Topics

[Viewing an Item Full Screen](#)

[Copying Graphics](#)

[Copying Information to a Different Application](#)

[Printing an Article](#)

[Displaying the Context of an Article](#)

Viewing an Item Full Screen

Articles usually appear in the View pane on the right side of the screen. To make more room for the article, you can expand the display so that it takes up the full screen.

To view an item full screen:

Double-click the title bar or click the Arrow icon next to the title.

Or:

Select **Article Full Screen** from the **View** menu.

Related Topics

[Viewing Articles](#)

[Copying Graphics](#)

[Copying Information to a Different Application](#)

[Printing an Article](#)

[Displaying the Context of an Article](#)

Displaying the Context of an Article

You can display the article's position in the book. The article is selected in the Control pane so that you can see its place in the Navigation Tree.

To display the context of an article, choose **Context in Book** from the **Article** menu.

Related Topics

[Viewing Articles](#)

[Viewing an Item Full Screen](#)

[Copying Information to a Different Application](#)

[Printing an Article](#)

[Copying Graphics](#)

Copying Information to a Different Application

You can copy text from an article in the View pane and paste it to a different application such as *Microsoft Word*.

To copy and paste text:

- 1 Select the text you want to copy.
- 2 Right-click the selected text and choose **Copy**. The text is copied to the clipboard.
- 3 Open the application and paste the text.

Copying an entire article

To copy and paste an entire item to the clipboard

- 1 Select the entire article by pressing <CTRL A>.
- 2 Right-click the selected item again and select **Copy**. The item is copied to the clipboard.
- 3 Open the application and paste the text.

Related Topics

[Viewing Articles](#)

[Viewing an Item Full Screen](#)

[Copying Graphics](#)

[Printing an Article](#)

[Displaying the Context of an Article](#)

Copying Graphics

To copy a graphic to a different application:

- 1 If the graphic is part of an article, double-click the picture to view it separately.
- 2 Click and drag the picture to a different application.

Related Topics

[Viewing Articles](#)

[Viewing an Item Full Screen](#)

[Copying Information to a Different Application](#)

[Printing an Article](#)

[Displaying the Context of an Article](#)

Printing an Article

An article can be printed alone or as part of a binder.

To print an item:

- 1 Click **Print** on the toolbar. The **Print** dialog box opens.
- 2 Choose your printer options.
- 3 Click **OK**.

Alternative Method

- 1 From the **File** menu, choose **Print**. The **Print** dialog box opens.
- 2 Choose your printer options
- 3 Click **OK**.

Note:

- If the article contains a media type that is printable, it will be printed with the article. If you do not want to print media items, clear the **Include media when printing** option in the **Display & Print** tab of the **Options** dialog box.
- If you have *Word 8* installed, the default for printing will be for *Word 8*. You can change the default by marking the **Internet Explorer** option in the **Display & Print** tab of the **Options** dialog box. Media items that use *Flash* are printable in Internet Explorer.
- In order to export an article or a Binder to *Microsoft Word*, version 8 of this application including the *Web Authoring Tool* must be installed on your computer. Follow the instruction in *Microsoft Word 8* setup for adding the *Web Authoring Tool* option.

Related Topics

[Viewing Articles](#)

[Viewing an Item Full Screen](#)

[Copying Graphics](#)

[Copying Information to a Different Application](#)

[Displaying the Context of an Article](#)

Accessing Related Internet Sites

Some books have their own Internet sites that contain additional information provided by the publisher.

To access related Internet sites:

- 1 From the **Book** menu, choose **Related Internet Sites**. The **Related Internet Sites** dialog box appears displaying the list of sites related to the books in your **Research Center**.
- 2 Choose the site you want to access and click **OK**.

If only one book has a related site, do the following:

From the **Book** menu, choose **Related Internet Sites**. The related Internet site appears in the View pane.

Related Topics

[Connecting to the Internet](#)

Purchasing and Updating: Overview

Periodically, publishers provide updates to their books. These updates can be easily downloaded and even added to books. Updates to the Versabook program, itself, can also be downloaded when they are available. You can customize the Versabook system so that it checks for updates to the books and the program at specific intervals and then performs the download.

You can purchase books from Internet bookstores to add to your library. Purchase information and details about the books such as Versabook ID number, author and publisher are also available from the **Book Properties** dialog box.

To purchase books, you can access the Internet through the Versabook application by accessing one of the bookstores listed in the Bookstore tab. You can also access the Internet through an Internet Browser outside the Versabook application. In this case, you must first install the VersaBook-Let onto your computer and then download the books.

What do you want to do?

[Purchasing New Books](#)

[Purchasing New Books Without the Versabook Application](#)

[Display Book Properties](#)

[Check for Book Updates Automatically](#)

[Check for Updates for the Whole Library](#)

[Update Books](#)

[Update the Versabook Program](#)

Purchasing New Books

You can purchase additional Versabooks from the VersabookStore or other Internet bookstores and download them directly to your Research Desk.

Note:

- Your computer must be connected to the Internet to purchase new books.
- In certain products, you can purchase additional Versabooks from CD-ROM/DVDs of the same product line.

To purchase a new book from the Internet:

- 1 From the **Book** menu, choose **Internet Bookstore**. The default bookstore opens.
- 2 Follow the bookstore's instructions. The new book is placed on your **Research Desk** for immediate access.

Note:

When you download a book, you are downloading the purchase information. You can install the book at a later time if you wish.

Related Topics

[Purchasing New Books Without the Versabook Application](#)

[Displaying Book Properties](#)

[Connecting to the Internet](#)

Recovering a Book

If you delete a book, and want to restore it, you need to either reinstall it from the original CD-ROM/DVD, or download the book again from the Internet.

To reinstall a book from a CD-ROM/DVD:

Insert the CD-ROM/DVD and follow the installation instructions.

To reinstall a book from the Internet:

- 1 From the **Book** menu, select **Download Books**.
- 2 Select the book you want to download and click **OK**. The book is downloaded.

If you are using a new computer, you need to restore your Registration ID before downloading the book again.

To restore book rights select **Restore Registration ID** from the **File** menu.

Related Topics

[Purchasing New Books](#)

[Purchasing New Books Without the Versabook Application](#)

[Connecting to the Internet](#)

Updating Books

To keep the information in books up to date, publishers regularly produce book updates. Versabook enables you to download small packages of publishers' updates from the Internet so that your books always have the most recent information. You can check for book updates for a single book, or your entire Library. Alternatively you can set Versabook to check automatically for book updates.

To check if there are updates available for a specific book:

- 1 From the **Book** menu, select **Current Book Properties**. The **Book Properties** dialog box opens.
- 2 Click the **Updates** tab. The Status text box tells whether it is time to check for an update. If update(s) are available, click **Update Now** to start the download and install book update process.

Note:

You can check even if the tab tells you that it is not yet time for an update. Click **Update Now**. Versabook checks for book updates and the next time you start the program, you will be prompted that updates are available.

Related Topics

[Downloading and Installing Updates](#)

[Updating the Versabook Program](#)

[Checking for Book Updates Automatically](#)

[Checking for Updates for the Whole Library](#)

[Connecting to the Internet](#)

Checking for Updates for the Whole Library

To keep the information in books up to date, publishers regularly produce book updates. You can check to see if there are any updates for all the books in your library at once.

To check all the books in your library for updates:

- 1 From the **View** menu, choose **Options**.
- 2 Click the **Updates** tab.
- 3 Click **Full Library Update**.

Related Topics

[Updating Books](#)

[Downloading and Installing Updates](#)

[Checking for Book Updates Automatically](#)

[Updating the Versabook Program](#)

[Connecting to the Internet](#)

Checking for Book Updates Automatically

To keep the information in books up to date, publishers regularly produce book updates. Versabook can be set to check if there are updates available for a specific book automatically.

Versabook checks on a certain date, or after the period of time set by the publisher. If no updates are available, Versabook checks at an interval set by the user.

To check for updates on a book automatically:

- 1 From the **View** menu, choose **Options**. The **Options** dialog box appears.
- 2 On the **Updates** tab, check **Enable Automatic Book Update**.
- 3 Click **OK**.
- 4 From the **Book** menu, select **Current Book Properties**. The **Book Properties** dialog box appears.
- 5 Click the **Updates** tab.
- 6 Mark the **Automatic Update** check box.

Note:

You need an active Internet connection to check for updates.

Related Topics

[Checking for Updates for the Whole Library](#)


[Updating Books](#)

[Downloading and Installing Updates](#)

[Updating the Versabook Program](#)

[Connecting to the Internet](#)

Updating the Versabook Program

You can upgrade your copy of Versabook when a new version of the program is available. The icon  on the Status bar indicates that there is a program upgrade available.

There are two ways to update the program:

Double click the icon to connect to the Internet and download an upgrade.

OR:

- 1 From the **View** menu, choose **Options**. The **Options** dialog box appears.
- 2 Click the **Updates** tab.
- 3 Click **Update Program Now**.

Checking for Program Updates Automatically

Versabook can be set to check for program updates automatically.

To check for updates automatically:

- 1 From the **View** menu, choose **Options**. The **Options** dialog box appears.
- 2 Click the **Updates** tab.
- 3 Mark the check box called **Check automatically for program update**.

Related Topics

[Connecting to the Internet](#)

[Updating Books](#)

[Checking for Book Updates Automatically](#)

[Checking for Updates for the Whole Library](#)

Options Dialog Box: Updates Tab

Publishers often update their books to keep the information up to date. You can check to see if there are any updates for your books and then download the new information. You can do this yourself periodically or you can set up the system so that it checks for book updates automatically.

Periodically, new versions of the Versabook program are also available and can be downloaded. These updates can also be done automatically. Using the **Updates** tab in the **Options** dialog box, you can choose set up the Versabook system so that it checks for updates automatically and then updates the program.

Access

To access the **Updates** tab, choose **Options** from the **View** menu.

The parts of the **Updates** tab are described in the table below:

Area	Description
Check automatically for program updates	Mark this check box to check for program updates automatically.
Update Program Now	Click this button to update the program.
Enable Automatic Book Updates	Mark this check box to enable Versabook to check for book updates automatically.
Full Library Update	Click this button to check if updates are available for any books in the library.
View Report	Click this button to view a report of the last library update check
Book List	This window displays the books available in your library.
Book Update Status	Click to display the update status of the specific book you have selected in Book List.

Displaying Book Properties

In the **Book Properties** dialog box you can view information about the book, such as:

- Versabook ID number
- Dewey Decimal number
- Copyright information
- Book cover.

To display the Book Properties dialog box, do one of the following:

- Choose **Current Book Properties** from the **Book** menu.
- In the Library, right click a book and choose **Properties** from the Context menu.

The parts of the Book Properties dialog box are described in the table below:

Area	Description
Book Cover	Click this tab to view the book cover.
Overview	Click this tab to read a summary of the book.
General	Click this tab to view information about the book such as: <ul style="list-style-type: none">• Author• Publisher• Copyright• Versabook ID number• Dewey Decimal number• LOC number
Updates	Click this tab to display detailed information about book updates. More.....
Purchases	Click this tab to display detailed information about the book subscriptions you purchased. More.....

Related Topics

[Purchasing New Books](#)

[Updating Books](#)

[Updating the Versabook Program](#)

[Connecting to the Internet](#)

[Checking for Book Updates Automatically](#)

[Checking for Updates for the Whole Library](#)

Book Properties: Updates Tab

Using the **Current Book Properties** dialog box, you can display information about the book such as:

- Author
- Publisher
- Copyright
- Versabook ID number
- Book summary
- Update information
- Purchasing information

Access

To access the **Current Book Properties** dialog box, do one of the following:

- 1 Choose **Current Book Properties** from the **Book** menu.

OR

In the Library, right click a book and choose **Properties** from the Context menu.

- 1 Click the **Updates** tab.

The parts of the **Update** tab are described in the table below:

Area	Description
Last Update	This field displays the date the book was last updated.
Check Every	This field displays how often the program checks for updates on the current book.
Updates Server	This field displays the name of the server used for the updates.
Version #	This field displays the version number of the current book.
Status	This field notifies you if an update is available.
Next Scheduled	This field displays the date that an update is expected.
Last Checked	This field displays the date you checked for an update.
After due date, recheck for updates every__ days	This field enables you to specify when the system should automatically check for updates once the due date for the update has passed.
Automatic Update	Mark this option to enable the system to check for book updates automatically.
Update Now	Click this button to update the current book.
Update Report	Click this button to display a report of previous updates.
Subscription Status	This field displays the current status of your subscription.

Related Topics

[Displaying Book Properties](#)

[Book Properties Purchases Tab](#)

[Purchasing New Books](#)

[Updating Books](#)

[Downloading and Installing Updates](#)

[Updating the Versabook Program](#)

[Checking for Updates for the Whole Library](#)

[Checking for Book Updates Automatically](#)

Book Properties Purchases Tab

Using the **Current Book Properties** dialog box, you can display information about the book such as:

- Author
- Publisher
- Copyright
- Versabook ID number
- Book summary
- Update information
- Purchasing information

The **Purchases** tab in the **Current Book Properties** dialog box enables you to view purchasing information about the current book subscription.

This Field...	Displays the...
Source	Original format of the book.
Store Number	Store number.
Purchase Date	Date the book was purchased.
Compile Date	Date the book was compiled.
Purchase Number	Identification number of the purchase.
Version Number	Version number of the book.
Text Created On	Date the text was created or updated.
Subscription Purchases	Information about your subscription.

Related Topics

[Displaying Book Properties](#)

[Book Properties: Updates Tab](#)

[Purchasing New Books](#)

Connecting to the Internet

You can use the icons in the Status bar to connect or disconnect to the Internet when using a modem.

To connect using the Internet shortcut icon:

- 1 Click the **Globe** on the Status bar. A context menu appears.
- 2 From the Internet context menu, choose **Connect to Internet**. The Dialing window opens and the connection process begins.

Note:

If the connection to the downloading site is lost during a book update, the download process stops and a message appears offering you the option of either stopping the download process or to try to continue the process. Choose **Retry** to reconnect to the site and continue downloading. The program will try 3 times to reconnect. Choose **Cancel** if you would like to cancel the update process.

To disconnect using the Internet shortcut icon:

- 1 Click the Internet icon on the Status bar. The Context menu appears.
- 2 From Context menu, click **Disconnect from Internet**. The **Connection to Internet** window appears.
- 3 In the **Connection to Internet** window, click **Yes** to disconnect.

Related Topics

[Purchasing New Books](#)

[Updating Books](#)

[Downloading and Installing Book Updates](#)

[Updating the Versabook Program](#)

[Checking for Book Updates Automatically](#)

[Checking for Updates for the Whole Library](#)

Annotations: Overview

Using the Annotation feature you can add notes to any Versabook article. Annotations can be placed at the beginning or the end of the article, and they can be modified or deleted.

Importing and Exporting Annotation Booklets

Annotations from one book can be grouped into Annotation Booklets that can be sent to a local or network drive. This feature is an effective method of information distribution. For example, a teacher can create an Annotation Booklet for a particular textbook and save it on a network drive. The students can then import the Annotation Booklet, and the Annotations will appear in the same article in the book where they were created.

What do you want to do?

[Adding Annotations to Current Article](#)

[Delete Annotations](#)

[View Annotations](#)

[Create Annotation Booklets](#)

[Accessing Related Internet Sites](#)

Adding Annotations to Current Article

As you read a book, you can make notes on each article. First you give each Annotation a title, then you type in the text. To add an Annotation:

- 1 From the **Annotation** menu, choose **Add**. The **Add** menu appears.
- 2 From the **Add** menu, choose **To Current Article**. The **Add Annotation** dialog box appears.
- 3 Type a name for your Annotation in the **Title** text box.
- 4 Type your Annotation in the **Text** window.
- 5 Click **OK**.

Related Topics

[Adding Annotations to Another Article](#)

[Viewing Annotations](#)

[Deleting Annotations](#)

[Annotation Booklets: Overview](#)

Viewing Annotations

You can display all the Annotations in the Navigation Tree. To speed up the search for an Annotation, you can sort them according to:

- Alphabetical order.
- Annotation Booklets.

To view the Annotations:

- 1 Click **Books**.
- 2 Mark the **Annotation** option at the bottom of the Control pane.
- 3 Choose the sorting option according to the table below:

To Display...	Choose...
Annotations in alphabetical order	Alphabetical order from the drop-down list.
Annotation Booklets	By Source from the drop-down list.

Related Topics

[Adding Annotations to Another Article](#)

[Adding Annotations to Current Article](#)

[Deleting Annotations](#)

[Annotation Booklets: Overview](#)

Adding Annotations to Another Article

With the Annotation feature you can insert Annotations in an article not currently displayed in the View pane.

To add Annotations to an article not currently displayed:

- 1 The **Annotation** menu, choose **Add**. The **Add** menu appears.
- 2 Choose **Select Article**. A dialog box appears displaying the list of books.
- 3 Select a book.
- 4 Click **Next**. Another dialog box appears displaying the articles.
- 5 Select the article where you would like to add your annotations.
- 6 Click **Add**. The **Add Annotation** dialog box appears.
- 7 Type a name for your Annotation in the **Title** text box.
- 8 Type your annotation in the **Text** window.
- 9 Click **OK**. You are returned to the previous dialog box.
- 10 Repeat steps 5 –10 to create the rest of the Annotations.
- 11 Click **Close** to return to the View pane.

Related Topics

[Adding Annotations to Current Article](#)

[Deleting Annotations](#)

[Viewing Annotations](#)

[Annotation Booklets: Overview](#)

Editing Annotations

You can edit the Annotations that you entered in various articles. You can edit Annotations in the article currently displayed or in another article.

To edit Annotations in the current article:

- 1 From the **Annotation** menu, choose **Edit**.
- 2 Choose **Select from the Current Article**. A dialog box appears displaying the Annotations.
- 3 Select the Annotation you wish to edit.
- 4 Click **Edit**. A dialog box appears enabling you to type new text.
- 5 Edit the title or text of the Annotation as necessary.
- 6 Click **OK**. You are returned the previous dialog box.
- 7 Repeat steps 3-6 for all the Annotations you want to edit.
- 8 Click **Close** to return to the article displayed in the View pane.

To edit Annotations in an article not currently displayed:

- 1 From the **Annotation** menu, choose **Edit**. The **Edit** menu appears.
- 2 Choose **Select from Book**. A dialog box appears displaying the books.
- 3 Select the book containing the Annotation you want to edit.
- 4 Click **Next**.
- 5 A dialog box appears displaying the Annotations in that book.
- 6 Select the Annotation you want to edit and click **Edit**.
- 7 A dialog box appears enabling you to type new text.
- 8 Edit the title or text of the Annotation as necessary.
- 9 Click **OK**. You are returned the previous dialog box.
- 10 Repeat steps 6-9 for all the Annotations you want to edit.
- 11 Click **Close** to return to the article displayed in the View pane.

Note:

Imported annotations cannot be edited.

Related Topics

[Adding Annotations to Current Article](#)

[Adding Annotations to Another Article](#)

[Deleting Annotations](#)

[Viewing Annotations](#)

[Annotation Booklets: Overview](#)

Deleting Annotations

You can delete Annotations from an article currently displayed in the View pane or from an article in another book.

To delete Annotations from an article currently displayed:

- 1 From the **Annotation** menu, choose **Delete**. The **Delete** menu appears.
- 2 Choose **Select from the Current Article**. A dialog box appears displaying the list of Annotations.
- 3 Mark the Annotation(s) you wish to delete.
- 4 Click **Delete**. A prompt appears to ask if you want to delete the Annotation(s).
- 5 Click **OK**.
- 6 Click **Close**.

To delete Annotations from an article in another book:

- 1 From the **Annotation** menu, choose **Delete**. The **Delete** menu appears.
- 2 Choose **Select from Book**. A dialog box appears displaying the list of books.
- 3 Select the appropriate book and click **Next**. A dialog box appears displaying the Annotations in the selected book.
- 4 Mark the Annotations you want to delete and click **Delete**. A prompt appears to ask if you want to delete the selected Annotations.
- 5 Click **OK**.
- 6 Click **Close**.

Related Topics

[Adding Annotations to Current Article](#)

[Adding Annotations to Another Article](#)

[Editing Annotations](#)

[Viewing Annotations](#)

[Annotation Booklets: Overview](#)

Annotation Booklets: Overview

Annotations from one book can be grouped into Annotation Booklets that can be sent to a local or network drive. This feature is an effective method of information distribution. For example, a teacher can create an Annotation Booklet for a particular textbook and place it on the local network. The students can then import the Annotation Booklet from the network or from their local drive (where they saved the e-mail), and the Annotations will appear in the same article where they were originally created.

You can create and export an Annotation Booklet in one step or you can choose to export it later. Information about the Annotations in your books is available in the **Annotation Booklet Properties** dialog box.

Note:

After you saved an Annotation Booklet (*.VEA extension) on your local drive, you can send it as an e-mail attachment as you would any other file.

What do you want to do?

[Create Annotation Booklets](#)

[Import Annotation Booklets](#)

[View Annotation Booklet Properties](#)

Creating Annotation Booklets

Once you create Annotations, you can group them together into Annotation Booklets. After you create a booklet, a prompt appears automatically to ask you if you want to export it. You can export a booklet by saving it to a network drive or to a local drive.

To Create an Annotation Booklet:

- 1 From the **Annotation** menu, choose **Export**.
- 2 From the **Export** menu, choose **Create Annotation Booklet**.
- 3 A dialog box appears displaying the list of books.
- 4 Select the book containing the **Annotations**.
- 5 Click **Next**. A dialog box appears displaying the list of Annotations in the selected book.
- 6 Mark the Annotations you want to include.
- 7 Click **Next**. A dialog box appears enabling you to specify the title and author of the booklet.
- 8 Enter a title and the author's name in the appropriate text boxes. You can also enter a description of the contents of the booklet in the **Description** text box.
- 9 Click **Create**. A dialog box appears to ask if you would like to export the booklet.
- 10 Click **Yes**.
- 11 Click **Browse** to select the drive, directory, and file name.
- 12 Click **OK**.

Exporting an Annotation Booklet Already Created

You can choose not to export the Annotation Booklet immediately after creating it and send it later.

To send an Annotation Booklet that is already created:

- 1 From the **Annotation** menu, choose **Export**. The **Export** menu appears.
- 2 From the **Export** menu, choose **Send Annotation Booklet**. The **Send Annotation Booklet** dialog box appears.
- 3 Choose the book containing the Annotation Booklet from the drop-down list. The Annotation Booklets appear in the window.
- 4 Select the **Annotation Booklet** you want to send.
- 5 Click **Browse** to select the drive, directory, and file name.
- 6 Click **OK**.

Related Topics

[Importing Annotation Booklets](#)

[Viewing Annotation Booklet Properties](#)

Importing Annotation Booklets

Once an Annotation Booklet has been exported onto a network drive, it can be imported so that it appears in the Annotation View in the Navigation Tree of the book. This feature is an effective method of information distribution. For example, a teacher can create an Annotation Booklet for a particular textbook and place it on the local network. The students can then import the Annotation Booklet from the network or from their local drive (where they saved the e-mail), and the Annotations will appear in the same article where they were originally created.

To import an Annotation Booklet:

- 1 From the **Annotation** menu, choose **Import**. The **Import Annotation Booklet** dialog box appears.
- 2 Import the booklet according to the table below:

To...	Click...	And...
Retrieve the Annotation Booklet from a network drive,	Path and File Name	Click Browse to select the drive, directory, and file name.
Download an Annotation Booklet from a Web site,	Internet Address	Type the URL of the site where the Annotation Booklet is located. Click User log on and enter your logon name and password so you can access the Web site.

- 3 Click **OK**.

Note:

Imported annotations cannot be edited.

Related Topics

[Creating Annotation Booklets](#)

[Viewing Annotation Booklet Properties](#)

Viewing Annotation Booklet Properties

You can display information about the Annotation Booklets such as:

- Author
- Creation Date
- Import Date
- Number of Annotations in the booklet
- Description

To display Annotation Booklet Properties, choose **Properties** from the **Annotation** menu.

The parts of the Annotation Booklet Properties dialog box are described in the table below:

Area	Description
Book Title	Choose a title from the drop down list to see the details about the Annotation Booklets in that book.
Booklet Title	Choose a Booklet title from the drop down list.
Author	This field displays the author of the Annotation Booklet.
Number of Annotations	This field displays the number of Annotations in that Booklet.
Creation Date	This field displays the date the Annotation Booklet was created.
Import Date	This field displays the date the Annotation Booklet was imported.
Description	This field displays the description that was entered for the Annotation Booklet.

Related Topics

[Creating Annotation Booklets](#)

[Importing Annotation Booklets](#)

[Viewing Annotation Booklet Properties](#)

Downloading and Installing Book Updates

When you choose to update one book, the update is first downloaded to your computer and then installed. If you choose to update more than one book, first all the updates for all the books are downloaded one by one and then the updates are installed one by one.

Canceling the Downloading Process

You can cancel the download process at any time. Any information that has completed downloading will remain downloaded and none of the updates will be installed. Next time you want to add updates of any of these books, the **Book Updates** dialog box will display the amount of the update that was downloaded and you can continue the downloading process from this point.

To cancel downloading, click the **Cancel** button on the Status bar.

Canceling the Installation of Book Updates

You can cancel the update installation at any time. However, none of the book update will be installed and the installation process must be repeated (the update remains 100% downloaded). If the update install has completed one book and the user cancels the update install during the installation process for the next book, the first book remains installed and the second is not installed.

To cancel installation of updates, click the **Cancel** button in the **Book Updates** dialog box.

Installing Multiple Updates for One Book

If you want to update a book and more than one update is available for the book, a dialog box appears telling you the maximum number of updates available and asking you how many updates to receive. If you choose to receive more than one update, first all the updates are downloaded one by one and then they are installed one by one.

To install multiple updates for one book:

- 1 Select the number of updates to process from the list box in the **Book Updates** dialog box.
- 2 Click **OK**. The book updates are downloaded and installed one by one.

Closing the Program while Updating a Book

You cannot exit Versabook while updating a book. A message appears offering you the option of continuing the updating process or canceling the update and exiting the program immediately.

To close the program while updating, click **Yes** in the message box.

Automatically Disconnecting from the Internet after Updating a Book

You can customize the program so that it will automatically disconnect from the Internet after downloading an/or updating a book. This option is available in the Internet tab of the Options dialog box.

To automatically disconnect from the Internet:

- 1 From the **View** menu, choose **Options**.
- 2 Click the **Internet** tab.
- 3 Mark the **Disconnect after downloading books and/or updates** check box.

Related Topics

[Checking for Book Updates Automatically](#)

[Checking for Updates for the Whole Library](#)

[Purchasing and Updating: Overview](#)

[Updating Books](#)

Highlighting: Overview

When reading and researching a topic in Versabook, you may want to mark or **highlight** text for greater emphasis. You use the **Highlight** cursor the same way you would use a colored marker to highlight a printed book. Highlighting can be added or removed from any selected text. In addition, you can easily turn the **Highlight** mode on or off.

You can select different colors to highlight different items in an article.

Using the Highlight search, you can search text you have highlighted.

What do you want to do?

[Highlight Selected Text](#)

[Remove Highlight from Selected Text](#)

[Select Highlight Color](#)

[Use Highlight Mode](#)

[Search Highlighted Text](#)

Highlighting Selected Text

You can highlight selected text.

To highlight selected text:

- 1 Select the text you want to highlight.
- 2 From the **Edit** menu, choose **Highlight**. The **Highlight** menu is displayed.
- 3 Choose **Highlight Selected Text**.

Related Topics:

[Removing Highlight from Selected Text](#)

[Selecting Highlight Color](#)

[Showing or Hiding the Highlight Mode](#)

[Searching Highlighted Text](#)

Removing Highlight from Selected Text

You can easily remove any or all highlighting from selected highlighted text.

To remove highlighting:

- 1 Select the text.
- 2 From the **Edit** menu, choose **Highlight**. The **Highlight** menu is displayed.
- 3 Choose **Remove Highlight from Selected Text**.

Note: Another way to remove highlighting is to choose **Remove** as the current highlight color and then select the text to remove highlight from. This is especially useful if the text is highlighted in different colors.

Related Topics:

[Highlighting Selected Text](#)

[Selecting Highlight Color](#)

[Showing or Hiding the Highlight Mode](#)

Selecting the Highlight Color

Use the color palette to choose the current highlight color. You can use as many colors as desired for highlighting different text in an article.

To select the highlight color:

- 1 From the **Edit** menu, choose **Highlight Color**. The **Color Palette** is displayed.
- 2 Click the color you want to use.
- 3 Click **OK**

Note:

If you select **Remove** as the highlighting color, the highlighting is removed from the selected text.

Related Topics:

[Highlighting Selected Text](#)

[Removing Highlight from Selected Text](#)

Showing or Hiding the Highlight Mode

When the Highlight mode is on, the **Highlight** cursor appears. When you select the text with the cursor, it is highlighted in the currently selected color. If the **Highlight Mode** is off, the **regular** cursor appears.

You can turn the **Highlight mode** on or off.

To turn on the Highlight mode:

- 1 From the **Edit** menu, choose **Highlight**. The **Highlight** menu is displayed.
- 2 Choose the **Highlight Mode**.

To turn off the Highlight mode:

- 1 From the **Edit** menu, choose **Highlight**. The **Highlight** menu is displayed.
- 2 Choose the **Highlight Mode**. This option is cleared.

Related Topics:

[Highlighting Selected Text](#)

Purchasing New Books Without the Versabook Application

You can access the Internet Bookstore from the Versabook application by choosing a bookstore from the list in the Options dialog box. If you access the Internet from a Web browser and not from Versabook and you purchase a book, the download process is different.

After purchasing the book in this way, there are 3 phases you must go through to use the book.

- Downloading the VersaBook-Let or receiving the VersaBook-Let Number.
- Installing the VersaBook-Let onto the Versabook application
- Downloading the books

Downloading VersaBook-Let or Receiving the VersaBook-Let Number

After you purchase a book from any Internet bookstore, you click a link on the Web site to begin downloading the VersaBook-Let. This information is similar to a receipt in that it is proof that you bought the book and have the right to download it. You cannot download a book without installing the VersaBook-Let. In some cases, you may receive a VersaBook-Let Number instead of a VersaBook-Let file (*.VEP file).

Installing the VersaBook-Let and Downloading Books

Once you have saved the VersaBook-Let on your computer, you must install it onto the Versabook application. After it is installed, you can download the books.

You can install the VersaBook-Let using the **File** menu or the *Windows Explorer* or enter your VersaBook-Let Number.

To install the VersaBook-Let using the **File** menu:

- 1 From the **File** menu, choose **Install VersaBook-Let**. The **Install VersaBook-Let** dialog box appears.
- 2 Mark the **Path and File Name** option.
- 3 Select the *.VEP file containing the VersaBook-Let and click **OK**. Another dialog box appears displaying a list of books you bought.
- 4 Click **OK**. The **Download Books** dialog box appears.
- 5 Select the book and click **OK**.

To install the VersaBook-Let using the *Windows Explorer*:

- 1 Drag and drop the *.VEP file into the Versabook application. A list of your purchased books is displayed. A prompt asks you if you want to import the VersaBook-Let for these books.
- 2 Click **OK**. The **Download Books** dialog box appears.
- 3 Select the book and click **OK**.

To install the VersaBook-Let Number using the **File** menu:

- 1 From the **File** menu, choose **Install VersaBook-Let**. The **Install VersaBook-Let** dialog box appears.
- 2 Mark the **VersaBook-Let Number** option.
- 3 Enter your VersaBook-Let Number in the text box.
- 4 Click **OK**. The **Download Books** dialog box appears.
- 5 Select the book and click **OK**.

Note:

If you access the Internet Bookstore from the Versabook application, you do not need to install the VersaBook-Let. After the information is downloaded, it is automatically installed by the application.

Related Topics

[Purchasing and Updating: Overview](#)

[Purchasing New Books](#)

What's New in This Release

The following is a list of new features available in this release:

Library: A new design was created for the Versabook Library. The standard and the graphical libraries have been combined into one library to provide you with a familiar and intuitive interface.

Book Updates: The downloading and installing of book updates from the Internet is now easier and more efficient. You can stop the download and/or installation process and resume it where you left off. In addition, you can customize Versabook to disconnect automatically from the Internet after book updates.

VersaBook-Let: If you access the Internet from a Web browser and not from Versabook and you purchase a book from an Internet bookstore, the download process is different. You must first download the VersaBook-Let and then install the coupon onto the Versabook application before you download the books.

Highlighting: This new feature allows you to mark the article text you want to emphasize. You use the Highlight cursor the same way you would use a color marker to highlight printed books.

Improved Printing: For *Microsoft Office 97* users, printing has been improved to provide you with printed material that is better organized and presented. This includes printing articles with clean page breaks and an organized layout of text and pictures. Binders can be printed with a cover page and table of contents page, with each item printed separately with clean page breaks between each one.

Importing and Exporting Articles and Binders: You can save an article or a binder full of articles to a location outside of Versabook. You can export it as HTML or *Microsoft Word* document or in Palm Pilot format. HTML documents can be imported to Binders. When you import documents, you can choose to save them as part of the Binder so that you can conduct searches on the information. You can also choose to link the document so that the information is updated every time the original document is changed.

Date Search: This new search feature allows you to look for information relevant to a time period or a specific date.

Highlight Search: Using this search feature, you can search the text you have highlighted.

Language Search: You can conduct various searches in a specific language for multi language books.

Library: Overview

You can create your own personalized Versabook Library to integrate each book into the Versabook research system. In your Versabook library you can:

- Automatically update books from the Internet.
- Add entire books from the VersabookStore, other Internet sites, and publishers' CDs.
- Organize the books on designated bookshelves.
- Add Books to the Research Desk.

What do you want to do?

[Learn about the Library](#)

[Naming Your Library](#)

[Working with Library Books](#)

[Working with Bookshelves](#)

[Working with the Research Desk in the Library](#)

Library

The Library enables you to organize your books in any way you choose and integrate each book into the Versabook research system.

You can add, copy, or move books to designated bookshelves or to your **Research Desk**. Books can also be deleted if necessary.

Access:

To display the Library, choose **Library** from the **View** menu.

The parts of the Library are described in the table below:

Area	Description
Shelves	Displays the list of bookshelves in the Library.
Selected Shelf	Displays the list of books in the currently selected bookshelf.
Research Desk	Displays the list of books in the Research Center.
New Books	Displays newly purchased books that have yet to be placed on bookshelves or on the Research Desk.
Research Menu	Returns to the Research Center.
Menu	Returns to the Main Menu.
Bookstore	Accesses the Internet Bookstore.

The Library is designed so that you can easily drag and drop books from each of the 4 areas on the screen.

In addition, each area of the Library has specific action buttons for quick, easy access.

Shelves

Click this button...	To...
Create New Shelf	Create a new bookshelf
Add Books to Shelf	Add books to a bookshelf
Add Shelf to Research Desk	Add a shelf to the Research Desk

Selected Shelves

Book Properties	View the properties of the selected book
Remove Book	Remove a book from a bookshelf
Add Book to Research Desk	Add a book to the Research Desk

Research Desk

Add Books	Add a book to the Research Desk
Remove All Books	Place all the books on a bookshelf
Remove Book	Place a book on a bookshelf

New Books

Book Properties	View the properties of the selected book
Place a Book on Shelf	Place books on a bookshelf
Add Book to Research Desk	Add a book to the Research Desk

Related Topics

[Naming Your Library](#)

[Creating a New Bookshelf](#)

[Adding or Removing Books from a Bookshelf](#)

[Moving Books to a Bookshelf](#)

[Saving All New Books as a Bookshelf](#)

[Saving the Research Desk as a Bookshelf](#)

[Adding a Bookshelf to the Research Desk](#)

[Placing a Book on the Research Desk Using the Library](#)

[Adding a New Book to the Library](#)

Creating a New Bookshelf

To help you keep track of the books in your Library, you can sort them according to categories, such as author, title or subject, and store them on Bookshelves. Books can be moved to different shelves and you can even save all the books on the **Research Desk** as a Bookshelf. You can create a new Bookshelf in two ways:

- Using the Menu
- Using the Context menu

To create a new Bookshelf using the Menu:

- 1 From the **View** menu, choose **Library**.
- 2 From the **Edit** menu, choose **Create New Bookshelf**. A dialog box appears enabling you to enter a Bookshelf name.
- 3 Type the name of the Bookshelf in the **Name of Shelf** text box.
- 4 Click **Next**. A dialog box appears enabling you to choose books for the Bookshelf.
- 5 Mark the check boxes next to the books you want to include in the Bookshelf.
- 6 Click **OK**.

To create a new Bookshelf using the Context menu:

- 1 From the **View** menu, choose **Library**.
- 2 Right click a Bookshelf. A Context menu appears.
- 3 From the Context menu, choose **Create New Shelf**. A dialog box appears enabling you to enter a Bookshelf name.
- 4 Type the name of the Bookshelf in the **Name of Shelf** text box.
- 5 Click **Next**. A dialog box appears enabling you to choose books for the Bookshelf.
- 6 Mark the check boxes next to the books you want to include in the Bookshelf.
- 7 Click **OK**.

Related Topics

[Deleting a Bookshelf](#)

[Renaming a Bookshelf](#)

[Viewing Bookshelf Properties](#)

[Saving All New Books as a Bookshelf](#)

[Adding or Removing Books from a Bookshelf](#)

Deleting a Bookshelf

The Library enables you to organize your books on Bookshelves. This is an easy way to sort your books for easy access. If necessary Bookshelves can be deleted in two ways:

- Using the Menu
- Using a Context menu

To delete a Bookshelf using the Menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 From the **Shelf** menu, choose **Delete Shelf**. The **Delete Shelf** dialog box appears.
- 3 Select the shelf you want to delete and click **OK**. A prompt appears asking you if you want to delete the Bookshelf.
- 4 Click **Yes** to delete the Bookshelf.

To delete a Bookshelf using the Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the Bookshelf you want to delete. A Context menu appears.
- 3 From the Context menu, choose **Delete Shelf from Library**. A prompt appears asking you if you want to delete the Bookshelf.
- 4 Click **Yes** to delete the Bookshelf.

Note:

When you delete a Bookshelf, the books that do not appear on another Bookshelf are placed in the **New Books** list.

Related Topics

[Creating a New Bookshelf](#)

[Renaming a Bookshelf](#)

[Viewing Bookshelf Properties](#)

[Saving All New Books as a Bookshelf](#)

[Adding or Removing Books from a Bookshelf](#)

Renaming a Bookshelf

You can organize your books on Bookshelves in the Library. When you create a Bookshelf you give it a name and then you choose the books you want to include. You can also add a description for each Bookshelf. If necessary, you can modify this information.

To modify shelf properties:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the Bookshelf. A Context menu appears.
- 3 From the Context menu, choose **Properties**. The **Bookshelf Properties** dialog box appears.
- 4 Replace the text as required.
- 5 Click **OK**.

Related Topics

[Creating a New Bookshelf](#)

[Deleting a Bookshelf](#)

[Viewing Bookshelf Properties](#)

[Saving All New Books as a Bookshelf](#)

[Adding or Removing Books from a Bookshelf](#)

Viewing Bookshelf Properties

You can organize your books on shelves in the Library. When you create a Bookshelf you give it a name and then you choose the books you want to include. You can also add a description for each shelf. The Bookshelf name and description can be displayed at any time.

To display Bookshelf properties:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click a Bookshelf. A Context menu appears.
- 3 From the Context menu, choose **Properties**. The **Bookshelf Properties** dialog box appears displaying the information about the selected Bookshelf.

Related Topics

[Creating a New Bookshelf](#)

[Deleting a Bookshelf](#)

[Renaming a Bookshelf](#)

[Saving all New Books as a Bookshelf](#)

[Adding or Removing Books from a Bookshelf](#)

[Saving the Research Desk as a Bookshelf](#)

Copying Books

You can sort your books according to different categories and store each type on a different Bookshelf in your library. If a book belongs to more than one category, you can copy it to another Bookshelf or to the **Research Desk**.

Copying a Book

To copy a book using the Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the relevant book. A Context menu appears.
- 3 From the Context menu, choose **Copy Book**.
- 4 Right click the **Research Desk** or the Bookshelf where you want to paste the book. A Context menu appears.
- 5 From the Context menu, choose **Paste Book**. The book appears in the new location.

To copy a book by dragging and dropping:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click and drag the relevant book to the Bookshelf where you want to paste the book. A Context menu appears.
- 3 Choose **Copy Here**. The book is copied to the new location.

Copying all the Books

You can copy all the books on one shelf and paste them to another Bookshelf or to the **Research Desk**.

To copy and paste all the books on a Bookshelf:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the relevant Bookshelf. A Context menu appears.
- 3 From the Context menu, choose **Copy Books on Shelf**.
- 4 Right click the **Research Desk** or the Bookshelf where you want to paste the book. A Context menu appears.
- 5 From the Context menu, choose **Paste Books on Shelf**. The books appear in the new location.

Related Topics

[Moving Books to a Bookshelf](#)

[Adding or Removing Books from a Bookshelf](#)

[Placing a Book on the Research Desk Using the Library](#)

[Placing All the Books on Bookshelves](#)

[Saving All New Books as a Bookshelf](#)

Adding or Removing Books from a Bookshelf

Using the **Library** you can create Bookshelves so that you can sort your books according to categories such as author, title or subject. If necessary, you can remove books from a Bookshelf. You can add books in the following ways:

- By clicking and dragging
- Using the Context menu

Adding Books to a Bookshelf

To add a book to a Bookshelf, click the book and drag it to the Bookshelf.

To add a book to a Bookshelf using the Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the shelf where you want to add the book. A Context menu appears.
- 3 From the Context menu, choose **Add/Remove Books**. The **Books on Shelf** dialog box appears displaying all the books in the Library.
- 4 Mark the check boxes next to the books you want to add.
- 5 Click **OK**.

Removing Books from a Bookshelf

To remove a book from a Bookshelf using the Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the shelf where you want to remove the book. A Context menu appears.
- 3 From the Context menu, choose **Add/Remove Books**. The **Books on Shelf** dialog box appears displaying all the books in the Library.
- 4 Unmark the check boxes next to the books you want to remove.
- 5 Click **OK**.

To remove a book from a bookshelf using the **Books** list:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the book you want to remove. A Context menu appears.
- 3 From the Context menu, choose **Remove Book from Shelf**.

Related Topics

[Moving Books to a Bookshelf](#)

[Copying Books](#)

[Placing a Book on the Research Desk Using the Library](#)

[Placing All the Books on Bookshelves](#)

[Saving All New Books as a Bookshelf](#)

Moving Books to a Bookshelf

To help you keep track of the books in your library, you can sort them according to categories, such as author, title or subject, and store them on Bookshelves. Books can be moved to different shelves and you can even save all the books on the **Research Desk** as a Bookshelf.

. You can move a book to a bookshelf in the following ways:

- By clicking and dragging the book
- Using a Context menu

To add a book to the Research Desk:

- 1 From the **View** menu, choose **Library**. The Library appears
- 2 Click the book on the bookshelf and drag it to the **Research Desk**.

Note:

Adding a book to the Research Desk does not remove it from its original Bookshelf.

To move a book to another Bookshelf:

- 1 From the **View** menu, choose **Library**. The Library appears
- 2 Click the book on the Bookshelf and drag it to another Bookshelf.

Or:

- 1 Right click the book and drag it to another Bookshelf. A Context menu appears.
- 2 Choose **Move Here**.

Note:

Moving a book to another Bookshelf removes it from its original Bookshelf.

Related Topics

[Adding or Removing Books from a Bookshelf](#)

[Copying Books](#)

[Placing a Book on the Research Desk Using the Library](#)

[Placing All the Books on Bookshelves](#)

[Saving All New Books as a Bookshelf](#)

[Saving the Research Desk as a Bookshelf](#)

Placing a Book on the Research Desk Using the Library

In order to read a book and conduct searches, you must first add it to the **Research Desk**. You can add a book to the Research Desk in the following ways:

- By clicking and dragging the book
- Using a Context menu

To add a book to the Research Desk:

- 1 From the **View** menu, choose **Library**. The Library appears
- 2 Click the book on the Bookshelf and drag it to the **Research Desk**.

To add a book to the Research Desk using the Research Desk Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the **Research Desk**. A Context menu appears.
- 3 From the Context menu, choose **Add/Remove Books**. The **List of Books** dialog box appears.
- 4 Mark the check boxes next to the book you want to add.
- 5 Click **OK**.

To add a book to the Research Desk using the Books List Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the book on a Bookshelf or in the New Books list. A Context menu appears.
- 3 From the Context menu, choose **Place Book on Research Desk**.

Related Topics

[Removing a Book from the Research Desk Using the Library](#)

[Saving the Research Desk as a Bookshelf](#)

[Adding a Bookshelf to the Research Desk](#)

Removing a Book from the Research Desk Using the Library

In order to read a book and conduct searches, you must first add it to the **Research Desk**. When necessary, you can remove a book from the Research Desk in the following ways:

- Using the Book Context menu
- Using the Research Desk Context menu

To remove a book from the Research Desk using the Book Context menu:

- 1 Right click the book you want to remove. A Context menu appears.
- 2 From the Context menu, choose **Remove Book**. The book appears on the Bookshelf where it was previously. If it had never been shelved, it appears on the default shelf.

To remove a book from using the Research Desk Context menu:

- 1 Right click the **Research Desk**. A Context menu appears.
- 2 From the Context menu, choose **Add/Remove** books. The **List of Books** dialog box appears.
- 3 Unmark the check boxes next to the books you want to remove.
- 4 Click **OK**.

Related Topics

[Placing a Book on the Research Desk Using the Library](#)

[Saving the Research Desk as a Bookshelf](#)

[Adding a Bookshelf to the Research Desk](#)

Adding a Bookshelf to the Research Desk

Using the Library you can create Bookshelves so that you can sort your books according to categories such as author, title or subject. You can transfer an entire Bookshelf to the **Research Desk**. This is a helpful research feature if you have organized your bookshelves by topic. You can add a Bookshelf to the Research Desk in two ways:

- By clicking and dragging
- Using the Context menu

To add a Bookshelf, click and drag it to the **Research Desk**.

To add a Bookshelf to the Research Desk using the Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the Bookshelf you want to add. A Context menu appears.
- 3 From the Context menu, choose **Place all Books on Research Desk**.

Related Topics

[Placing a Book on the Research Desk Using the Library](#)

[Removing a Book from the Research Desk Using the Library](#)

[Saving the Research Desk as a Bookshelf](#)

[Creating a New Bookshelf](#)

Saving the Research Desk as a Bookshelf

Using library you can create Bookshelves so that you can sort your books according to categories such as author, title or subject. You can save the **Research Desk** as a Bookshelf to make it easy to open the same selection of books at a later date. You can save the Research Desk as a Bookshelf in two ways:

- Using a Context menu
- Using the Menu

To save the Research Desk as a Bookshelf using a Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the **Research Desk**. A Context menu appears.
- 3 From the Context menu, choose **Save all Books as New Shelf**. The **New Shelf** dialog box appears.
- 4 Type the name of the Bookshelf in the **Name of Shelf** text box.
- 5 Click **OK**. The books appear on the new Bookshelf.

To save the Research Desk as a Bookshelf using the Menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 From the **Edit** menu, choose **Save Research Desk as New Shelf**. The **New Shelf** dialog box appears.
- 3 Type the name of the Bookshelf in the **Name of Shelf** text box.
- 4 Click **OK**. The books appear on the new Bookshelf.

Related Topics:

[Placing a Book on the Research Desk Using the Library](#)

[Removing a Book from the Research Desk Using the Library](#)

[Adding a Bookshelf to the Research Desk](#)

[Creating a New Bookshelf](#)

Deleting a Book from the Library

If you have no need for a book in your Library, you can delete it in two ways:

- Using the Menu
- Using a Context menu

To delete a book from the Library using the menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 From the **Book** menu, choose **Delete Book from Library**. The **Delete Book** dialog box appears.
- 3 Select the book you want to delete and click **OK**. A prompt appears asking you if you want to delete the book.
- 4 Click **Yes** to delete the book.

To delete a book from the Library using the Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the book you want to delete. A Context menu appears.
- 3 From the Context menu, choose **Delete Book from Library**. A prompt appears asking you if you want to delete the book.
- 4 Click **Yes** to delete the book.

Note:

Once the book is deleted from the Library, it can be restored by reinstalling it from the CD or by downloading the book selecting the **Download Book** option from the **Book** menu.

Related Topics

[Adding a New Book to the Library](#)

[Removing a Book from the Research Desk Using the Library](#)

[Copying Books](#)

[Adding or Removing Books from a Bookshelf](#)

Adding a New Book to the Library

The **New Book** icon appears only when there are new books that you have purchased and have not been shelved.

- Click on the **New Books** icon. The **New Books** list replaces the **Research Desk** list.

When all the new books are shelved, the **Research Desk** returns to its original window pane display.

Placing a Book on an Existing Shelf

You have the option of placing a new book on an existing bookshelf. A dialog box appears listing the shelves in the library. You can place a book in the following ways:

- By clicking and dragging the book
- Using the Menu
- Using a Context menu

To place a book on an existing shelf, click the book and drag it to the Bookshelf.

To place a book on a Bookshelf using the Menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Click the book in the **New Books** list.
- 3 From the **Edit** menu, choose **Shelve New Book**. The **Shelve New Book** menu appears.
- 4 Choose **New or Existing Shelf**. The **Shelve Book** dialog box appears displaying all the shelves in the Library.
- 5 Select the shelf and click **OK**. The book is removed from the **New Books** list and placed on the shelf.

To place a book on a Bookshelf using the Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the shelf where you want to add the book. A Context menu appears.
- 3 From the **Context** menu, choose **Place Book on New or Existing Shelf**. The **Shelve Book** dialog box appears displaying all the shelves in the Library.
- 4 Select the shelf and click **OK**. The book is removed from the **New Books** list and placed on the shelf.

Placing a Book on the Default Shelf

You have the option of placing a new book on the default shelf as suggested by the program.

You can place a book in the following ways:

- By clicking and dragging the book
- Using the Menu
- Using a Context menu

To place a book on the default shelf, click the book and drag it to the default bookshelf.

To place a book to a Bookshelf using the Menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Click the book in the **New Book** list.
- 3 From the **Edit** menu, choose **Shelve New Book**. The **Shelve New Book** menu appears.
- 4 Choose **Default Shelf**. The new book is removed from the **New Books** list and placed on the default shelf.

To place a book on the default shelf using the Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the shelf where you want to add the book. A Context menu appears.
- 3 From the **Context** menu, choose **Place Book on Default Shelf**. The new book is removed from the **New Books** list and placed on the default shelf.

Placing a Book on a New Shelf

You can create a new shelf and add a book in one step. You can do this in the following ways:

- By clicking and dragging the book
- Using the Menu.
- Using a Context menu

To place a book on a new shelf:

- 1 Click the book and drag it to an existing bookshelf. The **Shelve Book** dialog box appears.
- 2 Click **New Shelf**. The **New Shelf** dialog box appears.
- 3 Type a name in the textbox and add a description if you wish.
- 4 Click **OK**. The book is removed from the **New Books** list and placed on the new shelf.

To place a book on a new shelf using the Menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Click the book in the **New Books** list.
- 3 From the **Edit** menu, choose **Shelve New Book**. The **Shelve New Book** menu appears.
- 4 Choose **New Shelf**. The **Shelve Book** dialog box appears displaying all the shelves in the Library.
- 5 Click **New Shelf**. The **New Shelf** dialog box appears.
- 6 Type a name in the textbox and add a description if you wish.
- 7 Select the shelf and click **OK**. The book is removed from the **New Books** list and placed on the shelf.

To place a book on a new shelf using the Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click the shelf where you want to add the book. A Context menu appears.
- 3 From the **Context** menu, choose **Place Book on New or Existing Shelf**. The **Shelve Book** dialog box appears.
- 4 Click **New Shelf**. The **New Shelf** dialog box appears.
- 5 Type a name in the textbox and add a description if you wish.
- 6 Click **OK**. The book is removed from the **New Books** list and placed on the new shelf.

Related Topics

[Saving All New Books as a Bookshelf](#)

[Moving Books to a Bookshelf](#)

[Deleting a Book from the Library](#)

[Placing a Book on the Research Desk Using the Library](#)

[Copying Books](#)

Saving All New Books as a Bookshelf

You can save all of the books that are currently on the **Research Desk** as a new shelf.

To save all the Books to a New Shelf using the Context menu:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click all the books on the Research Desk. A Context menu appears.
- 3 From the **Context** menu, choose **Save all Books as New Shelf**. The **New Shelf** dialog box appears.
- 4 Type a name in the textbox and add a description if you wish.
- 5 Click **OK**.

Related Topics

[Adding a New Book to the Library](#)

[Moving Books to a Bookshelf](#)

[Placing All the Books on Bookshelves](#)

[Deleting a Book from the Library](#)

[Placing a Book on the Research Desk Using the Library](#)

[Copying Books](#)

Placing All Books on Bookshelves

You can return all the books from the **Research Desk** to their bookshelves in one step. If there were books that were not initially shelved (they were placed on the Research Desk directly from the New Books list), they will be placed on their default shelves.

To move all the books back to their bookshelves:

- 1 From the **View** menu, choose **Library**. The Library appears.
- 2 Right click all the books on the Research Desk. A Context menu appears.
- 3 From the **Context** menu, choose **Clear Research Desk**. The books are returned to their bookshelves.

Related Topics

[Adding a New Book to the Library](#)

[Moving Books to a Bookshelf](#)

[Saving All New Books as a Bookshelf](#)

[Deleting a Book from the Library](#)

[Placing a Book on the Research Desk Using the Library](#)

[Copying Books](#)

Naming your library

When you go to the Library for the first time, a dialog box appears asking you to type in a name to personalize your Library.

To name a Library, type a name in the textbox and click **OK**.

Note:

The default name is **My Library**. It appears on the Library screen if you do not specify a name in the textbox.

Related Topics

[Library: Overview](#)

[Learn about the Library](#)

Working with Bookshelves

You can sort your books by topic, author or title and save them together on Bookshelves for easy access. If a book belongs to more than one category, it can appear on more than one Bookshelf. You can also save all the books on the Research Desk as a Bookshelf.

What do you want to do?

[Naming Your Library](#)

[Create a New Bookshelf](#)

[Delete a Bookshelf](#)

[Rename a Bookshelf](#)

[Add or Remove Books from a Bookshelf](#)

[Move Books to a Bookshelf](#)

[Placing All Books on Bookshelves](#)

[Viewing Bookshelf Properties](#)

Working with the Research Desk in the Library

The **Research Desk** contains your electronic books and enables you to read your Versabooks. After placing your books on the Research Desk, you can search for a particular article, take notes, highlight text you want to emphasize and compile sets of relevant articles.

Note:

Books are usually added, copied, moved and deleted in the Research Desk in the Research Center. However, you can easily use the Research Desk in the Library for the same procedures.

What do you want to do?

[Placing a Book on the Research Desk Using the Library](#)

[Removing a Book from the Research Desk Using the Library](#)

[Saving the Research Desk as a Bookshelf](#)

[Adding a Bookshelf to the Research Desk](#)

Working with Library Books

The Library enables you to organize your newly purchased books and integrate them in your research system.

What do you want to do?

[Add a New Book to the Library](#)

[Copy Books](#)

[Saving All New Books as a Bookshelf](#)

[Delete a Book from the Library](#)

Conducting Searches: Overview

You can conduct the following types of searches in your Versabook:

Full Text

This search mode enables you to search through all the text in all the books on your Research Desk. You can use one or more words.

Natural Language Query

You can conduct a search using a phrase or full sentence of natural English.

Example: You can search for the question “Who is Ronald Reagan?”

Highlight Search

Using the Highlight search, you can search text that you have highlighted.

Keyword

Some articles have been indexed with one or more keywords related to a subject. You can use it the same way you would use an index in a printed book.

Title

You can search for titles of articles or media. For example, if you would like to find an article titled *Abnormal Psychology*, you can conduct a search for this title. The results appear in the Navigation Tree.

Topic

Some of the articles are indexed by topic. You can search for these articles and media items with the Topic search option. The topic search looks for a word through a broad range of topics of interest.

Date Searches

Using the date search, you can look for information relevant to a time period or a specific date.

Media

When you conduct a Full Text or Title search, you can limit your search results so that only media items will be displayed.

Hypersearch

With the Hypersearch feature, you can search for articles that contain a certain word in the title or the full text of articles. You can conduct the search while the original article is displayed in the View pane. After viewing some of the articles resulting from your search, you can return to the original article.

Multiple Language Search

You can conduct Thesaurus Variations of the Word, or Sounds Like the Word searches in a specific language for multiple language books.

Advanced Search

To narrow the search criteria and produce more accurate results, you can use the advanced search capabilities.

Note:

Depending on your product and the books in your Library, some of the search functions may not be available or additional specific search types may be accessible.

What do you want to do?

[Learn about Search View](#)

[Conduct Simple Searches](#)

[Conduct Advanced Searches](#)

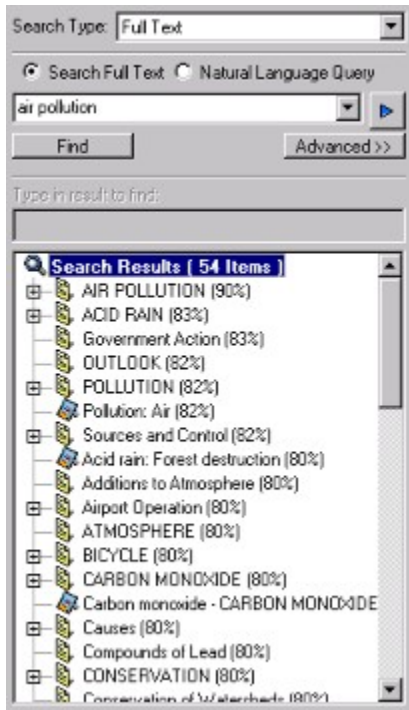
Search View

Search view enables you to conduct searches on your books. You can search by title or search the full text of articles and you can restrict the search to include only media items. This view has three sections:


Access

To display Search view, click **Search**.

In the...	You...
Search Type box	Select your search type
Search Text box	Enter your search query
Navigation Tree	Where your search results appear



The parts of Search view are described in the table below:

Area	Description
Search Type	Choose the search type from the drop down list.
Search Full Text	Mark this option to conduct a search for a particular word or group of words.
Natural Language Query	Mark this option to conduct a search using a phrase or full sentence of natural English.
	Example: You can search for the question “Who is Ronald Reagan?” Click this icon to connect the words in your full text search with “and” “or” or “And Not”. It is only enabled when you choose the Search Full Text option.
Text box	Type the word or phrase your are searching for in this text box.
Find	Click this button to start the search.
Advanced	Click this button to display the advanced search functions.
Navigation Tree	This window displays the articles containing the results of your search.
Type Result To Find text box	If the search results are displayed in alphabetical order, type the first 3 letters of an item you want to find in this text box.

Related Topics

[Conducting Simple Searches: Overview](#)

[Conducting Advanced Searches](#)

Simple Searches: Overview

Versabook provides you with the following types of simple searches:

Title Search

This type searches the titles of articles for words or phrases that you enter.

Text Searches

This type searches the body of articles for text that you enter. There are two types of text searches:

- Full Text
- Natural Language Query

Full Text

This type searches the body of the articles and media captions for a word or phrase.

Natural Language Query

This type searches for a phrase expressed in plain English.

Highlight Search

This type searches the text you have previously highlighted.

Keyword Search

Some articles have been indexed with one or more related keywords that you can use the same way you would use an index in a printed book.

Date Searches

Using the date search, you can look for information relevant to a time period or a specific date.

Note:

- For Title, Highlight, Full Text and Natural Query searches, the searched word appears in red type in the article. For other types of searches, if you right click any place in the article, a pop-up menu appears. Choose Find and the searched word appears in red type in the article.
- If the search results are displayed in alphabetical order in the Navigation Tree, you can view items beginning with the first 3 letters. Type the first 3 letters of an item in the Type Result To Find text box. You can sort items alphabetically in the Navigation Tree in the Advanced Search View.

What do you want to do?

[Search by Title](#)

[Search by Date](#)

[Search by Topic](#)

[Conduct a Full Text Search](#)

[Conduct a Natural Language Query](#)

[Search Highlighted Text](#)

[Search Using a Combination of Words:](#)


[Conduct a Hypersearch](#)

[Search for Related Articles](#)

Conducting a Full Text Search

You can search for one or more words in the text of an article. The searched word appears in red type in the article. When the search results are displayed, they are listed in order of relevance. This means that the item most relevant to the search will be listed first. Relevance is determined by how often a word appears in the searched articles and how early it appears in those articles.

To do a Full Text search:

- 1 Click **Search**.
- 2 From the **Search Type** list, choose **Full Text**.
- 3 Mark the **Search Full Text** option.
- 4 Type the first word to be searched for in the text box.
- 5 Click . A drop-down list appears.
- 6 Select **AND**, **OR**, or **AND NOT**.
- 7 Type the second word to be searched for.
- 8 Click **Find**. The items containing the words are displayed in order of relevance.
- 9 Select the desired article.

Note:

You can right-click a search result to view the location of the item in the book.

Related Topics

[Conducting Natural Language Queries](#)

[Searching Highlighted Text](#)

[Searching by Date](#)

[Searching by Title](#)

[Searching by Topic](#)

[Searching Using a Combination of Words](#)

[Searching with Keywords](#)

[Using the Hypersearch Feature](#)

[Searching for Related Articles](#)

Searching by Title

You can search for a word in the title of any item in the **Research Desk**. The searched word appears in red type in the article.

To search titles:

- 1 Click **Search**.
- 2 Select **Title** from the **Search Type** list.
- 3 Type the word to be searched in the text box.
- 4 Click the **Find** button. A list of items with the chosen word in the title is displayed in alphabetical order.
- 5 Select the desired article.

Note:

You can right-click a search result to view the location of the item in the book.

Related Topics

[Conducting a Full Text Search](#)

[Conducting Natural Language Queries](#)

[Searching Highlighted Text](#)

[Searching by Date](#)

[Searching by Topic](#)

[Searching Using a Combination of Words:](#)

[Searching with Keywords](#)

[Using the Hypersearch Feature](#)

[Searching for Related Articles](#)

Conducting Natural Language Queries

You can search using natural language phrases such as “Bridges of the world”. Versabook searches for the entire phrase, or parts of the phrase, and displays matches ranked according to relevance. Relevance is determined by how often a word appears in the searched articles and how early it appears in those articles. The searched word appears in red type in the article.

To conduct a Natural Language Query:

- 1 Click **Search**.
- 2 Select **Full Text** from the **Search Type** list.
- 3 Mark the **Natural Language Query** option.
- 4 Type a phrase in the text box, e.g.: “Bridges of the world”.
- 5 Click **Find**. A list of responses is displayed in descending order of relevance.
- 6 Select the desired article.

Note:

You can right-click a search result to view the location of the item in the book.

For more exact search results, use the Full Text search.

Related Topics

[Conducting a Full Text Search](#)

[Searching by Title](#)

[Searching Highlighted Text](#)

[Searching by Date](#)

[Searching by Topic](#)

[Searching Using a Combination of Words:](#)

[Searching with Keywords](#)

[Using the Hypersearch Feature](#)

[Searching for Related Articles](#)


Searching Using a Combination of Words

You can search for combinations of words using **AND**, **OR**, or **AND NOT**. There can be a combination of any amount of words. The searched word appears in red type in the article.

For example:

- River AND France
- Cat OR Dog
- Washington AND NOT George AND NOT State

To search using a combination of words:

- 1 Click **Search**.
- 2 Select **Title** or **Full Text** from the **Search Type** list.
- 3 Type the first word to be searched for in the text box.
- 4 Click . A drop-down list appears.
- 5 Select **AND**, **OR**, or **AND NOT**.
- 6 Type the second word to be searched for.
- 7 Click **Find**. A list of responses is displayed in the Navigation Tree.

Note:

You can right-click a search result to view the location of the item in the book.

Related Topics

[Conducting a Full Text Search](#)

[Conducting Natural Language Queries](#)

[Searching by Title](#)

[Searching Highlighted Text](#)

[Searching by Date](#)

[Searching by Topic](#)

[Searching with Keywords](#)

[Using the Hypersearch Feature](#)

[Searching for Related Articles](#)

Searching with Keywords

Articles in some of the books are indexed with one or more keywords related to the topic.

To search with Keywords:

- 1 Click **Search**.
- 2 Select **Keyword** from the **Search Type** list.
- 3 Type the first few letters or scroll to the desired keyword.
- 4 Select the desired keyword. A list of all items indexed to the keyword is displayed.
- 5 Select the desired item. The selected item is displayed in the View pane.

Note:

You can right-click a search result to view the location of the item in the book.

Related Topics

[Conducting a Full Text Search](#)

[Conducting Natural Language Queries](#)

[Searching by Title](#)

[Searching Highlighted Text](#)

[Searching by Date](#)

[Searching by Topic](#)

[Using the Hypersearch Feature](#)

[Searching for Related Articles](#)

Searching by Topic

In some books, the articles are grouped into categories. This enables you to search for articles belonging to a certain subject area.

To search by Topic:

- 1 Click **Search**.
- 2 Select **Topics** from the **Search Type** list. The topics appear in the Navigation Tree.
- 3 Click next to the desired topic. A branch of subtopics opens.
- 4 Select a subtopic. A list of items indexed to the topic is displayed.
- 5 Select the desired item. The selected item is displayed in the View pane.

Note:

You can right-click a search result to view the location of the item in the book.

Related Topics

[Conducting a Full Text Search](#)

[Conducting Natural Language Queries](#)

[Searching by Title](#)

[Searching Highlighted Text](#)

[Searching by Date](#)

[Searching with Keywords](#)

[Using the Hypersearch Feature](#)

[Searching for Related Articles](#)

Searching by Date

Some books enable you to search for information according to the date. You can search for a range of dates, or for a specific date.

Searching for a Range of Dates

You can search for information pertaining to a range of dates such as Sept 3 1973-Oct 8 1995.

To search for a range of dates:

- 1 Click **Search**.
- 2 From the **Search Type** drop down list, choose **Date**. The **Date Search** options appear.
- 3 Mark the **Range of Dates** option.
- 4 Choose the appropriate month, day, year and time period for the first date.
- 5 Choose the appropriate month, day, year and time period for the last date.
- 6 Click the **Find** button.

Searching for One Date Including the Year

If you want to search for one date but you also want to specify a year, do the following:

- 1 Click **Search**.
- 2 From the **Search Type** drop down list, choose **Date**. The **Date Search** options appear.
- 3 Mark the **Month, Day and Year** option.
- 4 Choose the appropriate month, day and year.
- 5 Choose CE or BCE to define the time period.
- 6 Click the **Find** button.

Searching for a Single Date

You can search for information pertaining to a certain date such as, September 3.

To search for information for a certain date:

- 1 Click **Search**.
- 2 From the **Search Type** drop down list, choose **Date**. The **Date Search** options appear.
- 3 Mark the option **Month and Day**.
- 4 Choose a month and date from the drop down lists.
- 5 Click the **Find** button.

Related Topics

[Conducting a Full Text Search](#)

[Conducting Natural Language Queries](#)

[Searching by Title](#)

[Searching Highlighted Text](#)

[Searching by Topic](#)

[Searching with Keywords](#)

[Using the Hypersearch Feature](#)

[Searching for Related Articles](#)

Searching for Related Articles

You can search for articles related to the one displayed in the View pane. A related article is one, which has the same keywords as the displayed article.

To search for related articles:

- 1 Click **Books**.
- 2 Choose an article. The article is displayed in the View pane.
- 3 From the **Article** menu, choose **Related Articles**. A drop down list of keywords attached to the article appears.
- 4 From the drop down list, choose the appropriate keyword. A list of articles associated with that keyword appears in the Search Results in the Search View.
- 5 Choose an article from the list. The related article is displayed in the View pane.

If a media item is displayed in the View pane, you can display a list of articles that contain that media item.

To search for articles related to a media item:

- 1 Click **Gallery**.
- 2 Choose a media item. The media item is displayed in the View pane.
- 3 From the **Article** menu, choose **Related Articles**. The Related Articles dialog box appears displaying the articles that contain the displayed media item.
- 4 Choose an article from the list. The article is displayed in the View pane.
- 5 From the **Article** menu, choose **Context**. The position of the article is displayed in the Control pane in the Books View.

Related Topics

[Conducting a Full Text Search](#)

[Conducting Natural Language Queries](#)

[Searching by Title](#)

[Searching Highlighted Text](#)

[Searching by Topic](#)

[Searching with Keywords](#)

[Using the Hypersearch Feature](#)

[Searching by Date](#)

Using the Hypersearch Feature

With the Hypersearch feature, you can search for articles that contain a certain word in the title or the full text of articles. You can conduct the search while the original article is displayed in the View pane. After viewing some of the articles resulting from your search, you can return to the original article.

To conduct a Hypersearch:

- 1 Double click the word in the article. The **Hypersearch** dialog box appears displaying a list of articles containing the word.
- 2 Click the article you want to read. The article appears in the View pane, but the Hypersearch dialog box still appears.
- 3 Choose the options according to the table below:

Click...	To...
Article or media item in Hypersearch list,	View a different article or media item in the View pane.
Go Back,	Return to the original article.
Close,	Close the Hypersearch dialog box and continue reading the new article.

Note:

You have the option of searching full text or titles. These types of hypersearches are defined in the Hypersearch tab in the Options dialog box.

Related Topics

[Conducting a Full Text Search](#)

[Conducting Natural Language Queries](#)

[Searching by Title](#)

[Searching Highlighted Text](#)

[Searching by Topic](#)

[Searching with Keywords](#)

[Searching by Date](#)

[Searching for Related Articles](#)

[Options Dialog Box: Hypersearch Tab](#)

Advanced Searches Overview

To narrow the search criteria and produce more accurate results, use the advanced search capabilities. You can refine the search in the following ways:

- By choosing a more exact Search Method
- Using Multiple Words
- Restricting the search to media items (e.g., photos, speeches, animation)

What do you want to do?

[Conduct an Advanced Search](#)

[Search for Media Items](#)

[Learn about Advanced View](#)

Conducting Advanced Searches

The Advanced search functions enable you to narrow your search criteria to produce more accurate results. You can refine the search in the following ways:

- By searching Binders and/or Binder Imports
- By choosing a more exact Search Method
- Using Multiple Words
- Restricting the search to media items (e.g., photos, speeches, animation)

To change current search parameters:

- 1 Click **Search**.
- 2 Select **Title**, **Full Text** or **Highlight** from the **Search Type** list.
- 3 Click **Advanced**. The Advanced Search view appears.
- 4 Choose the appropriate options.

Note:

- If you are conducting a title search on a Binder import, you must enter the complete URL in the search text box in order to obtain accurate search results. For example, if you are searching for people.com and you enter only people in the search text box for a Binder import search, you will receive 0 results. However, entering the full URL (people.com) will give you accurate search results.

Related Topics

[Searching for Media items](#)

[Advanced Search View](#)

Advanced Search View

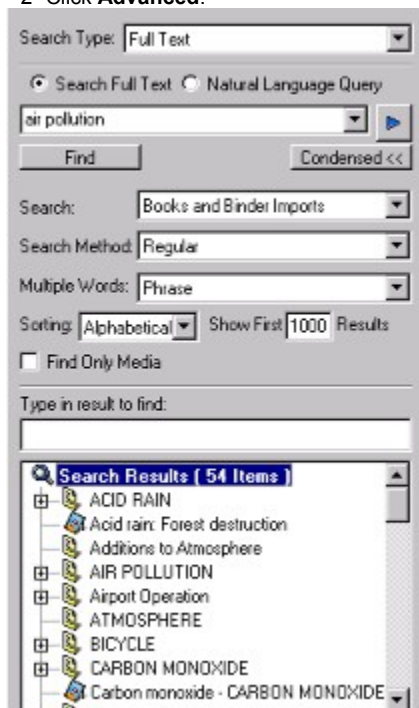
The Advanced search functions enable you to narrow your search criteria to produce more accurate results. Using Advanced Search View, you can refine the search the following ways:

- By searching Binders and/or Binder Imports
- By choosing a more exact Search Method
- Using Multiple Words
- Restricting the search to media items (e.g., photos, speeches, animation)

Access

To display the Advanced Search features:

- 1 Click **Search**. Search view appears.
- 2 Click **Advanced**.



Area	Description
Search	Choose an item from the drop down list to search: <ul style="list-style-type: none">• Books and Binder Imports• Books Only• Binder Imports Only
Search Method	Choose the search method from this drop down list. More.....
Multiple Words	This option is used for searches that use multiple words. Choose an item from the drop down list you to define the order of the words or the relationship between them. More...
Sorting	Choose an item from the drop down list to sort: <ul style="list-style-type: none">• Alphabetical• By Score
Show first ___ Results	Type the maximum number of results to be displayed in this text box.
Find Only Media	Mark this check box to restrict the search to media items (e.g., photos, speeches, animation)

Type Result To Find text box If the search results are displayed in alphabetical order, type the first 3 letters of an item you want to find in this text box.

Note:

To take advantage of these tools, the Full Text, Title or Highlight Search option in the Search Type text box must be selected.

Note:

If you are conducting a title search on a Binder import, you must enter the complete URL in the search text box in order to obtain accurate search results. For example, if you are searching for people.com and you enter only people in the search text box for a Binder import search, you will receive 0 results. However, entering the full URL (people.com) will give you accurate search results.

Related Topics

[Conducting Advanced Searches](#)

[Searching for Media items](#)

[Advanced Search View](#)

Choosing the Search Method

Using the **Advanced search** function, you can narrow the search criteria so that your search results are more accurate. One of the parameters you can control is the search method. The different search methods are described in the table below:

Search Method	Searches for:
Regular	The given words.
Case sensitive	The given words in the same case only (capital or lower case).
Sounds like the word	Words similar to the given word, useful for foreign words or words with more than one spelling.
Thesaurus	Words with the same meaning.
Variations of the word	Related words. For example, if you enter the word “hand”, Versabook will search for handy, handed, hands.

To change the search method:

- 1 Click **Search**.
- 2 Select **Title**, **Full Text** or **Highlight** from the **Search Type** list.
- 3 Click **Advanced**.
- 4 Select an item from the **Search Method** drop down list.

Note:

You can conduct various searches in a specific language for multiple language books. For example, when you choose a Thesaurus search for a book in French, the search engine looks for words only in French with the same meaning.

To ensure accurate search results, only those books in the specific language defined for the search should be kept on the Research Desk.

Related Topics

[Conducting Advanced Searches](#)

[Searching for Media items](#)

[Search View](#)

Multiple Words

The **Multiple Words** feature is used for searches including more than one word. It enables you to define the order of the words or the distance between them. For example, you can set up a search for the words "Classical Music" so that the search engine looks for these words anywhere in the article, even if they are not right next to each other. You can also set up the search so that the search engine finds the articles where these words are close together, but not in the order that you entered them. The different multiple query word search types are described in the table below:

Feature:	Searches for:
Phrase	The given words together as a phrase.
Very Close Together in Order	Each of the given words, in the given order, within 15 words.
Very Close Together	Each of the given words, in any order, within 15 words.
Close Together in Order	Each of the given words, in the given order, within 100 words.
Close Together	Each of the given words within 100 words.
Anywhere in Article	The given words, in any order, anywhere in the article.

To change the search method:

- 1 Click **Search**.
- 2 Select **Full Text** from the **Search Type** list.
- 3 Click **Advanced**.
- 4 Select a method from the **Multiple Words** drop down list.

Related Topics

[Conducting Advanced Searches](#)

[Searching for Media items](#)

[Search View](#)

Searching for Media Items

A text search can be restricted to search only for media items such as pictures, animation or sound.

To search for media items:

- 1 Click **Search**.
- 2 Select **Title** or **Full Text** from the **Search Type** list.
- 3 Click **Advanced**.
- 4 Mark the **Find Only Media** check box.
- 5 Click **Find**.

Related Topics

[Conducting Advanced Searches](#)

[Multiple Words](#)

[Choosing the Search method](#)

[Search View](#)

Searching Highlighted Text

You can search the text you have previously highlighted in the body of articles. The searched word appears in red type in the article.

When the search results are displayed, they are listed in alphabetical order.

To search highlighted text:

- 1 Click **Search**.
- 2 Select **Highlight** from the **Search Type** list.
- 3 Type the word to be searched in the text box.
- 4 Click the **Find** button. The items containing the words are displayed in order of relevance.
- 5 Select the desired article.

Related Topics

[Conducting a Full Text Search](#)

[Conducting Natural Language Queries](#)

[Searching by Date](#)

[Searching by Title](#)

[Searching by Topic](#)

[Searching Using a Combination of Words](#)

[Searching with Keywords](#)

[Using the Hypersearch Feature](#)

[Searching for Related Articles](#)

Working with Media: Overview

Versabook can display different types of media items:

- Animations
- Flags
- Maps
- Music
- Photos
- Sound
- Videos

You can display a list of all the media items in each book. Media items can also be sorted alphabetically or according to type.

Note:

Depending on the books in your library, some media types may not be available. In some books, additional media items are accessible.

What do you want to do?

[Learn about Gallery View](#)

[Display Media](#)

[Copy Flags, Photos, and Maps](#)

[Listen to Music, Sounds, and Speeches](#)

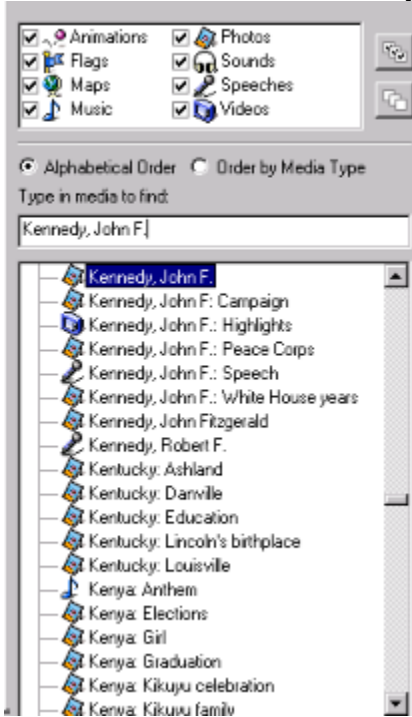
[Sort Media Items](#)

Control Pane: Gallery View



In Gallery view you can display the different types of media in your books. Media can be sorted alphabetically or according to type. You can also search for a particular item.

Access

To view a list of media items, click **Gallery**.



The parts of the Gallery view are described in the table below:

Area	Description
Media Window	Located at the top of the Control pane, this window displays the different types media in the books on the Research Desk. Each media type is represented by a different icon. Mark the check boxes next to each icon to display media in the Navigation Tree.
Alphabetic	Mark this option to sort the media items in alphabetical order.
Media Type	Mark this option to sort the items according to their type.
Type in Media to Find	Type the name of a specific media item you want to view in the text box.
Navigation Tree	Displays the media items.
	Click this button to select all the media types in the Navigation Tree.
	Click this button to deselect all the media items so that they do not appear in the Navigation Tree.

Related Topics

[Copying Flags, Photos, and Maps](#)

[Listening to Music, Sounds, and Speeches](#)

[Sorting Media Items](#)

Copying Flags, Photos, and Maps

Versabooks contain media items that are displayed in Gallery view. Some of these items such as Photos, Flags and Maps, can be copied and pasted into other applications.

To copy a media item:

- 1 Double-click the item to view it separately.
- 2 Left-click the item.
- 3 Drag the item out of the book and drop it into a different application.

Related Topics

[Control Pane: Gallery View](#)

[Listening to Music, Sounds, and Speeches](#)

[Sorting Media Items](#)

Listening to Music, Sounds, and Speeches

Some books have sound files such as sound clips, speeches and musical excerpts. Each sound file has a control panel with buttons that resemble a tape recorder. The buttons perform the following tasks:

Click...	To...
Play	Play the sound file.
Pause	Stop the sound file.
Rewind	Stop and rewind the sound file.

Related Topics

[Copying Flags, Photos, and Maps](#)

[Control Pane: Gallery View](#)

[Sorting Media Items](#)

Sorting Media Items

The media items included in the books in your **Research Desk** are displayed in the Navigation Tree. To make it easier to find a particular item, you can sort them in two ways:

- Alphabetically
- According to media type

To sort media items:

- 1 Click **Gallery**.
- 2 In the Control pane, mark the appropriate option according to the table below:

To...	Mark...
Sort the items in Alphabetical order,	The Alphabetical option.
Sort the items according to type,	The Order by Media Type option.

Related Topics

[Copying Flags, Photos, and Maps](#)

[Control Pane: Gallery View](#)

[Listening to Music, Sounds, and Speeches](#)

Displaying Media: Overview

You can display a list of all the media items in each book and the media items related to a certain article. Different types of media are viewed in different ways. Animations, videos and sounds have buttons that resemble the **Play**, **Pause**, and **Rewind** buttons on a tape recorder. Media such as animations, videos and maps have buttons that enable you to enlarge and reduce the size of the item.

Related Articles

Under each media item, there is a link to a related article.

What do you want to do?

[View Animations](#)

[Display or Hide Media Items](#)


[Display Associated Media](#)

[View Videos](#)

[View Media Items](#)

Viewing Animations

Some of the books have animations. Each animation has buttons that resemble the buttons on a tape recorder. The buttons perform the following functions:

Click...	To...
Play	Start the animation.
Pause	Stop the animation.
Stop and Rewind	Stop and rewind the animation.
	View the animation full screen.

Additional Functions

When you right click an animation, a Context menu appears that enables you to do the following:

Choose...	To...
Zoom In	Enlarge the animation.
Zoom out	Reduce the animation.
Show all	Resize the animation to fit the window.
High Quality	Set the quality of the animation.
Play	Play or pause the animation.
Loop	Replay the animation when it has finished.
Rewind	Reset the animation to the beginning.
Forward	Advance the animation one frame (similar to “frame advance” on a VCR).
Back	Reverse the animation one frame.

Note:

Different products and books require different media viewers and therefore, will have different media controls to those described above.

Related Topics

[Displaying and Hiding Media Items](#)

[Displaying Associated Media](#)

[Viewing Videos](#)

[Viewing Media Items](#)

[Viewing Maps](#)

Viewing Media Items

You can view media items such as photos, flags, maps and animation in different ways. Maps, animation, sounds and videos have additional buttons for special functions.

Related Topics

[Displaying and Hiding Media Items](#)

[Displaying Associated Media](#)

[Viewing Videos](#)

[Viewing Animations](#)

[Viewing Maps](#)

Displaying and Hiding Media Items

You can choose whether or not to display all the media types in the Navigation Tree.

To display all media types:

- 1 Click **Gallery**.
- 2 Click 

To hide all media types:

- 1 Click **Gallery**.
- 2 Click 

You can also choose to display or hide certain types of media. To display certain types of media, mark the check box next to each type. To hide certain media types unmark the check box next to the type you do not want to appear.

Related Topics

[Viewing Media Items](#)

[Displaying Associated Media](#)

[Viewing Videos](#)

[Viewing Animations](#)

[Viewing Maps](#)

Displaying Associated Media

You can display a list of all media items related to the selected article.

To display associated media:

- 1 From the **Article** menu, choose **Associated Media**. The **Associated Media** dialog box appears.
- 2 Make your choice according to the table below:

To...	Click...
Display a media item,	An item in the list.
Return to the original article,	Go Back.

Related Topics

[Viewing Media Items](#)

[Displaying and Hiding Media Items](#)


[Viewing Videos](#)

[Viewing Animations](#)

Viewing Videos

Some books have video clips and virtual reality clips. Each clip has a control panel that resembles the buttons of a tape recorder.

The buttons perform the following tasks:

Click...	To...
Play	Start the video.
Pause	Stop the video.
Stop and Rewind	Stop and rewind the video.
	View the video full screen. Double click the video to return it to its original size.

Note:

Different products and books require different media viewers and therefore, will have different media controls to those described above.

Related Topics

[Viewing Media Items](#)

[Displaying and Hiding Media Items](#)

[Displaying Associated Media](#)

[Viewing Animations](#)

Viewing Maps

Some of the books have maps. There are buttons that do the following:

Click...



To...

Enlarge the map to show more detail.

Reduce the map to show a larger area.

Resize the map to fit the whole screen.

When a map is attached to an article, double-click the media link under the map to view the map. Large maps may be moved around the screen by clicking and dragging the mouse pointer.

Additional Functions

When you right click a map, a Context menu appears that enables you to do the following:

Choose...

Zoom In

Zoom out

Show all

High Quality

To...

Enlarge the animation.

Reduce the animation.

Resize the animation to fit the window.

Set the quality of the animation.

Note:

In some products, the maps are not interactive.

Related Topics

[Displaying and Hiding Media Items](#)

[Displaying Associated Media](#)

[Viewing Videos](#)

[Viewing Media Items](#)

[Viewing Animations](#)

Binders: Overview

Binders enable you to store the articles, media items, and URLs you have gathered from your research. You can access, view, and print any one or all of the items stored in your Binder.

Using Binders you can:

- Organize and store researched items.
- Organize several different research projects.
- View an item whose book is no longer on the **Research Desk**.
- Import Web pages.
- Export items from a Versabook to *Microsoft Word*, HTML, or Palm Pilot.

What do you want to do?

[Learn About Binders View](#)

[Create a New Binder](#)

[Opening an Existing Binder](#)

[Deleting a Binder](#)

[View an Item in a Binder](#)

[Add or Remove Items from a Binder](#)

[Change the Order of Items in a Binder](#)

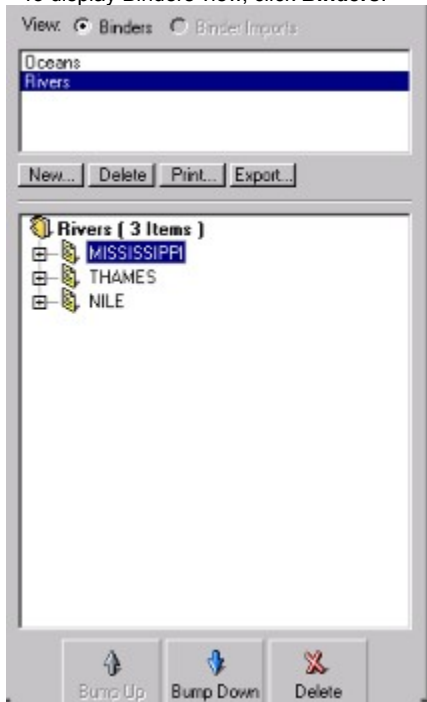
[Import or Export a Binder](#)

Control Pane: Binders View

A Binder is a folder you can use to file articles, Web pages ,URL 's and media items that you have collected. The content of a Binder is displayed in the Navigation Tree. Each item can be moved to a different position within the Binder and can also be printed.

Access

To display Binders view, click **Binders**.



The parts of Binders view are displayed the table below:

Area	Description
Binders	Mark this option to display the list of existing Binders.
Binder Imports	Mark this option to display the list of Web pages.
Binders Window	Click a Binder in this window to display its contents.
New	Click this button to create a new Binder.
Delete	Click this button to delete a selected Binder.
Print	Click this button to print the selected Binder.
Export	Click this button to export a Binder.
Navigation Tree	This window displays the contents of the Binder. Click an item to display it in the View pane.
Bump Up	Click this button to move the selected item up in the list.
Bump Down	Click this button to move the selected item further down in the list.
Delete	Click this button to delete the selected item.

Related Topics

[Creating a new Binder](#)

[Opening an Existing Binder](#)

[Viewing an Item in a Binder](#)

[Adding and Removing Items from a Binder](#)

[Changing the Order of Items in a Binder](#)

[Deleting a Binder](#)

Creating a New Binder

Binders are folders where you can store articles, URLs or media items. The existing Binders are displayed in the **Binders** window in the Control pane. Click a Binder and a list of its contents appears in the Navigation Tree.

To create a new Binder:

- 1 Click **Binders**.
- 2 Click **New**. The **New Binder** dialog box opens.
- 3 Enter the name of the new Binder and click **OK**.

Note:

The name of the current Binder is displayed on the Status bar at the bottom of the screen.

To create a new Binder using the menu:

- 1 From the **Article** menu, choose **Save to Binder**. The **New Binder** dialog box opens.
- 2 Enter the name of the new Binder and click **OK**.

Related Topics

[Opening an Existing Binder](#)

[Viewing an Item in a Binder](#)

[Adding and Removing Items from a Binder](#)

[Changing the Order of Items in a Binder](#)

[Deleting a Binder](#)

Viewing an Item in a Binder

Articles, media items, and URLs can be stored in a Binder for further reference.

To view an item in a Binder:

- 1 Click **Binders**. The Binders appear in the **Binders** window.
- 2 Select a Binder from the list. A list of items in the Binder appears in the Navigation Tree.
- 3 Select the item to be viewed. The item appears in the View pane.

Related Topics

[Creating a New Binder](#)

[Opening an Existing Binder](#)

[Adding and Removing Items from a Binder](#)

[Changing the Order of Items in a Binder](#)

[Deleting a Binder](#)

Opening an Existing Binder

You can create a Binder where you can store articles, media items, or URL's relevant to your research. Once you create a Binder you can add articles from any book.

To open an existing Binder:

- 1 Click **Binders**. A list of Binders appears in the **Binders** Window
- 2 Select a Binder from the list. The contents of the Binder appear in the Navigation Tree.

Note:

The name of the current Binder is displayed on the Status bar at the bottom of the screen.

Related Topics

[Creating a New Binder](#)

[Viewing an Item in a Binder](#)

[Adding and Removing Items from a Binder](#)

[Changing the Order of Items in a Binder](#)

[Deleting a Binder](#)

Deleting a Binder

Articles, media items, and URLs can be stored in a Binder for further reference. If necessary, you can delete a Binder.

To delete an entire Binder:

- 1 Click **Binders**.
- 2 Click the Binder you want to delete. A list of all the items in the Binder is displayed.
- 3 Click the **Delete** button in the top part of the Binders pane. A prompt appears to ask if you want to delete.
- 4 Click **Yes**.

Related Topics

[Creating a New Binder](#)

[Opening an Existing Binder](#)

[Viewing an Item in a Binder](#)

[Adding and Removing Items from a Binder](#)

[Changing the Order of Items in a Binder](#)

Adding and Removing Items from a Binder

A Binder is a folder you create to store articles, URL's, and media items. You can add an article to an existing Binder and remove items whenever necessary.

To add an article to a Binder:

- 1 Display the article you want to add.
- 2 Click **Save**. A drop down list appears displaying the existing Binders.
- 3 Select the Binder where you want to save the item.

To remove an item from a Binder:

- 1 Click **Binders**.
- 2 Select a Binder from the list. The contents of the Binder appear in the Navigation Tree.
- 3 Select the item to be removed.
- 4 Click the **Delete** button at the bottom of the Control pane.

Related Topics

[Creating a New Binder](#)

[Opening an Existing Binder](#)

[Viewing an Item in a Binder](#)

[Changing the Order of Items in a Binder](#)

[Deleting a Binder](#)

Changing the Order of Items in a Binder

A Binder is a folder where you can store articles, URL's and media items. Existing Binders are displayed in the **Binders** window in the Control pane. When you click a Binder, the list of articles appears in the Navigation Tree in the order they were saved. You can change the order of these items.

To change the order of items in a Binder:

- 1 Click **Binders**.
- 2 Select a Binder from the list. A list of items in the Binder appears.
- 3 Select the item to be moved.
- 4 Click **Bump Up** or **Bump Down** to move the item up or down. Versabook changes the order of the items accordingly.

Related Topics

[Creating a New Binder](#)

[Opening an Existing Binder](#)

[Viewing an Item in a Binder](#)

[Adding and Removing Items from a Binder](#)

[Deleting a Binder](#)

Saving and Printing Binders: Overview

To help you organize the information relevant to your research, you can create folders called Binders where you can store articles, media items and URL's. When you print an entire Binder and if you have *Microsoft Word 8*, you can create a cover page and a table of contents.

Note:

- In order to print an article or a Binder in *Microsoft Word*, version 8 of this application including the *Web Authoring Tool* must be installed on your computer. Follow the instruction in *Microsoft Word 8* setup for adding the *Web Authoring Tool* option.
- If you have *Word 8* installed, the default for printing will be for *Word 8*. You can change the default by marking the **Internet Explorer** option in the **Display & Print** tab of the **Options** dialog box. Media items that use *Flash* are printable in Internet Explorer.

What do you want to do?

[Print a Binder](#)

[Save a URL to a Binder](#)

[Automatically Save items to the Current Binder](#)

Printing a Binder

A Binder is a folder where you can store articles, media items and URLs. When you print a Binder and if you have *Microsoft Word 8*, the **Print Binder** dialog box appears enabling you to include a cover page and table of contents.

The parts of the Print Binder dialog box are described in the table below:

Area	Description
Title	Type the title of the Binder in this text box.
Include Cover Page	Mark this check box to include a cover page in the printed Binder.
Description	Type a description of the Binders' contents in this text box.
Author	Type the author's name in this text box.
Date	Type the date in this text box.
Include Table of Contents	Mark this option if you want the printed Binder to include a table of contents.

To print all the items in a Binder:

- 1 Click **Binders**.
- 2 Select a Binder from the list.
- 3 Click the **Print** button in Binders view. The **Print Binder** dialog box appears.
- 4 Mark the appropriate options and enter the appropriate information.
- 5 Click the **OK** button.

Note:

Binder Imports cannot be printed as part of a whole Binder. You can display and print imported pages individually by choosing **Print** from the **File** menu.

Related Topics

[Saving a URL to a Binder](#)

[Automatically Save Items to the Current Binder](#)

Saving a URL to a Binder

A Binder is a folder you create to save items relevant to your research. You can save URLs (Internet addresses) to a Binder for future reference.

To save URLs to a Binder

- 1 Type the URL in the View pane text box.
- 2 Press <ENTER>. The Web site appears in the View pane.
- 3 From the **Article** menu, choose **Save to Binder**. The **Select Binder** dialog box appears.
- 4 Select an existing Binder from the list or create a new Binder and click **OK**. The **Save to Binder** dialog box appears.
- 5 Mark the appropriate option according to the table below and click **OK**.

Mark...	To...
Link to Binder	Link the document to a Binder so that the information will be updated each time it is displayed.
Import to Binder	Imports the document to a Binder so that you can search the information.

Related Topics

[Printing a Binder](#)

[Automatically Save Items to the Current Binder](#)

Automatically Save Items to the Current Binder

If you want to save an article or media item in your Binder, click **Save** and choose the Binder where you want to save the item.

When you have many articles to save to the same Binder and instead of choosing the same Binder each time, you can elect to save the items in the current Binder. This means that when you click **Save**, the drop down list does not appear and the item appears in the selected Binder.

- 1 From the **View** menu, choose **Options**.
- 2 Click the **General** tab.
- 3 Mark the **Always save to current Binder** check box.
- 4 Click **OK**.

Related Topics

[Printing a Binder](#)

[Saving a URL to a Binder](#)

Importing and Exporting: Overview

You can export Binders to:

- HTML
- *Microsoft Word 8*
- Palm Pilot

HTML documents can be imported to Binders. When you import documents, you can choose to save them as part of the Binder so that you can conduct searches on the information. You can also choose to link the document so that the information is updated every time the original document is changed.

Note:

In order to export an article or a Binder to *Microsoft Word*, version 8 of this application including the *Web Authoring Tool* must be installed on your computer. Follow the instruction in *Microsoft Word 8* setup for adding the *Web Authoring Tool* option.

What do you want to do?

[Export Articles or Binders to HTML or Microsoft Word](#)

[Export an Article or Binder to Palm Pilot](#)

[Import Items to a Binder](#)

[View Imported Documents](#)

Importing Items to a Binder

Versabook enables you to import external Web page to a Binder. You can do this in two ways:

Linking a File to a Binder

When you link a file it does not become part of the Binder, it is only connected to it. This means that each time you display the document, it is loaded from its original location. As a result, when the information in the document changes, you get the updated version of the file each time it is displayed in the Binder. A linked document can be printed, but the information cannot be searched.

Importing a File to a Binder

When you import a file, the document is saved and it becomes part of the Binder. As a result, you can conduct searches on the information and print it. However, if the original document or Web site changes, the information in the Binder is not updated.

To import a document:

- 1 From the **File** menu, choose **Open**. The **Open** dialog box appears.
- 2 Type the URL or the file path of the document you would like to open.
- 3 Click the **Open** button. The document appears in the View pane.
- 4 From the **Article** menu, choose **Save to Binder**. The **Select Binder** dialog box appears.
- 5 Select an existing Binder from the list or create a new Binder and click **OK**. The **Save to Binder** dialog box appears.
- 6 Type a title for the imported document in the text box.
- 7 Mark the appropriate option according to the table below and click **OK**.

Mark...	To...
Link to Binder	Link the document to a Binder so that the information will be updated each time it is displayed.
Import to Binder	Imports the document to a Binder so that you can search the information.

Note:

Binder Imports cannot be printed as part of a whole Binder. You can display and print imported pages individually by choosing **Print** from the **File** menu.

Related Topics

[Exporting an Article or Binder to Palm Pilot](#)

[Exporting Articles and Binders to HTML or Microsoft Word](#)

[Viewing Imported Documents](#)

Viewing Imported Documents

Versabook enables you to import HTML documents to a Binder. In Binders view, you can display a list of all the imported documents.

To display imported documents:

- 1 Click **Binders**.
- 2 Mark the **Binder Imports** option.

Related Topics

[Exporting an Article or Binder to Palm Pilot](#)

[Exporting Articles and Binders to HTML or Microsoft Word](#)

[Importing Items to a Binder](#)

Exporting Articles and Binders to HTML or Microsoft Word 8

You can save articles and Binders as HTML or *Microsoft Word 8* documents.

Media Items

Only text will be exported. Media items do not appear in the exported document.

Note:

In order to export an article or a Binder to *Microsoft Word*, version 8 of this application including the *Web Authoring Tool* must be installed on your computer. Follow the instruction in *Microsoft Word 8* setup for adding the *Web Authoring Tool* option.

To export articles:

- 1 Display the article you want to export in the View pane.
- 2 From the **File** menu, choose **Export Article To**. The **Export** menu appears displaying the three available formats.
- 3 Choose the format from the list. The **Export File** dialog box appears with the article selected as the file name.
- 4 Choose the appropriate drive and directory.
- 5 Click **OK**.

To export Binders:

- 1 Click **Binders**.
- 2 Select the **Binder** you want to export.
- 3 Click the **Export** button. The **Export Binder** dialog box appears with the article selected as the file name.
- 4 Choose the format and click **OK**. The **Export Binder** dialog box appears.
- 5 Choose the appropriate drive and directory.
- 6 Click **OK**.

Related Topics

[Exporting an Article or Binder to Palm Pilot](#)

[Importing Items to a Binder](#)

[Viewing Imported Documents](#)

Exporting an Article or Binder to Palm Pilot

You can export an article or a Binder to Palm Pilot.

Note:

In order to export to Palm Pilot, you must have *Avant Go* installed on your computer.

To export an article to Palm Pilot:

- 1 Display the article you want to export in the View pane.
- 2 From the **File** menu, choose **Export Article To**. The **Export** menu appears.
- 3 Choose **Palm Pilot**.
- 4 Click the **OK** button. A prompt appears to inform you that you are about to export to Palm Pilot.
- 5 Click the **OK** button. *Avant Go* is launched and a dialog box appears enabling you to choose the location of the file.
- 6 Choose the appropriate drive and directory and click the **Hot Sync** button to add it to the Palm Pilot.

Related Topics

[Exporting Articles and Binders to HTML or Microsoft Word](#)

[Importing Items to a Binder](#)

[Viewing Imported Documents](#)

Customizing Your Versabook: Overview

The Versabook system can be customized to suit your needs. Using the various features in the **Options** dialog box, you can:

- Determine which screens appear when Versabook opens.
- Define the type of Internet connection.
- Enable automatic checking for book updates.
- Create a list of Internet Bookstores and choose one as a default.
- Define the appearance of the screen.
- Set Default Search options.
- Determine which books will be included in Hypersearches.
- Specify the layout of printed pages.
- Set the Print options.

What do you want to do?

[Customize Startup Options](#)

[Customize Annotation Features](#)

[Customize Internet and Bookstore Options](#)

[Customize Search Options](#)

[Customize Page and Screen Layout](#)

[Customizing Print Options](#)

Customizing Startup Options: Overview

Versabook enables you to customize certain features to suit your needs. Using the **General** tab in the **Options** dialog box, you can determine what screens appear when Versabook starts and you can choose a default language for the user interface if your application is multi-lingual.

What do you want to do?

[Choose Startup Options](#)

[Learn about the General Tab](#)

Choosing Startup Options

Versabook provides you with many customizable options. You can change default options, define the appearance of the screen and setup your Internet connection. Using the **General** tab in the **Options** dialog box, you can choose which window will open automatically when the system starts.

To change the default startup window:

- 1 From the **View** menu, choose **Options**. The **Options** dialog box appears.
- 2 Click the **General** tab.
- 3 In the panel **When system starts up Go to**, choose the appropriate default window.
- 4 Click **Apply**.
- 5 Click **OK**.

Choosing the Default Language

If your Versabook is available in different languages, you can choose the default interface language using the General tab.

- 1 From the **View** menu, choose **Options**. The **Options** dialog box appears.
- 2 Click the **General** tab.
- 3 Choose an item from the **Default Language** drop down list.
- 4 Click **Apply**.
- 5 Click **OK**.

Related Topics

[Options Dialog Box: General Tab](#)

Options Dialog Box: General Tab

Using the **Options** dialog box, many parts of the Versabook system can be customized to suit your needs. The **General** tab enables you to:

- Choose the screen that appears when the system starts.
- Set up the default for saving articles to Binders.
- Decide on the number of items in the history list.

Access

To access the General tab, do the following:

- 1 From the **View** menu, choose **Options**.
- 2 Click the **General** tab.

The parts of the General tab are described in the table below:

Area	Description
Research Center	Mark this option to select the Research Center as the default opening window
Library	Mark this option to select the Library as the default opening window
Main Menu	Mark this option to select the Main Menu as the default opening window
Default Language	If your Versabook is available in different languages, choose an item from the drop down list to define the default interface language.
View the article displayed before you last exited	Mark this check box to display the most recently viewed article when Versabook opens.
Show Start Up Video	Mark this check box to view the Start Up Video when Versabook opens.
Show Download Books dialog box	Mark this check box to display a list of books you purchased but have not downloaded to your library each time you open the program.
Show Update Program dialog box	Mark this check box to show the program upgrade dialog box each time you open the program.
Always save to current binder	Instead of choosing the Binder each time you want to save, you can choose to always save the items in the Binder selected in the Binder view. This means that when you click Save , the drop down menu does not appear and the item appears in the selected Binder. Mark this check box to save to the currently selected Binder.
Maximum number of items in History list	All viewed items are stored in the History list, so that you can return to items you have previously viewed. Type the maximum number of items to be stored in the list in the text box.
Library Name	Type a name for the Library in this text box.

Related Topics

[Choosing Startup Options](#)

Customizing Annotation Features: Overview

Using the Annotations feature you can take notes on your books. Using the **Annotations** tab in the **Options** dialog box, you can customize the following elements of this feature:

- The appearance of the Annotation in the articles
- The display of the Annotation list in the Navigation Tree
- The position of the Annotation in the article
- The label identifying the Annotations you create

What do you want to do?

[Customize Annotation Features](#)

[Learn about the Annotations Tab](#)

Customizing Annotation Features

Using the Annotation feature, you can take notes on your books. The **Annotations** tab in the **Options** dialog box enables you to customize various elements of the Annotations feature:

- The appearance of the Annotation appears in the articles
- The display of the Annotation list in the Navigation Tree
- The position of the Annotation in the article
- The label identifying the Annotations you create

To customize Annotation features:

- 1 From the **Annotations** menu, select **Options**. The **Options** dialog box appears.
- 2 Click the **Annotations** tab.
- 3 Mark the appropriate options.
- 4 Click **Apply**.
- 5 Click **OK**.

Related Topics

[Options Dialog Box: Annotations Tab](#)

Options Dialog Box: Annotations Tab

Using the Annotation feature, you can take notes on the information on your books. The **Annotations** tab in the **Options** dialog box enables you to customize the following aspects of the Annotations feature:

Access

To access the **Annotations** tab, do one of the following:

Choose **Options** from the **Annotations** menu.

OR

- 1 From the **View** menu, chose **Options**. The **Options** dialog box appears.
- 2 Click the **Annotations** tab.

The parts of the Annotations tab are described in the table below:

Area	Description
Name for user's Annotations	Type a unique name for your Annotations in this text box.
Embedded	Mark this option to display or print the Annotations as part of the article.
Hyperlink	Mark this option to display or print the Annotations as a hyperlink in the article.
Not displayed	Mark this option if you do not want the Annotations displayed or printed at all.
Beginning of Article	Mark this option to display Annotations at the beginning of the article.
End of Article	Mark this option to display the Annotations at the end of the article.
Turn off Annotation display in Navigation Tree	Mark this check box if you do not want the Annotations to appear in the Navigation Tree.
Color Scheme for Embedded Annotations	Choose an item from this drop down list to select a color for the background of the Annotations.

Related Topics

[Customizing Annotation Features](#)

Internet and Bookstore Options: Overview

Internet Setup

Certain features in Versabook require the Internet. Using the **Internet** tab of the **Options** dialog box, you can define the default Internet connection.

Bookstore Setup

In order to buy books, you must set up a list of Internet bookstores and enter information for each store in the list. Using the **Bookstores** tab of the Options dialog box, you can add and delete items from the list and modify the information.

What do you want to do?

[Choose Your Internet Options](#)

[Learn about the Internet Tab](#)

[Define the Default Internet Bookstore](#)

[Learn about the Bookstores Tab](#)

Choosing Your Internet Options

Internet Options

You will need to connect to the Internet to buy books and update the program. Using the **Internet** tab in the **Options** dialog box, you can customize the setup of the Internet connection. You can choose the type of connection and set up the system so that the connection is launched when you open your Versabook.

Versabook supports the following types of Internet connections:

- Permanent Connection/LAN
- Modem Connection
- No Connection

To set the default Internet connection:

- 1 From the **View** menu, choose **Options**.
- 2 In the **Options** dialog box, click the **Internet** tab.
- 3 In the **Select Internet connection type** panel, choose your preferred connection.
- 4 Click **Apply**.
- 5 Click **OK**.

Setting Up an Automatic Internet Connection

Versabook enables you to connect to the Internet automatically:

- Each time the program starts.
- The first time you access the Internet through your product.

You can choose which type of automatic connection will be used by default.

To choose when to connect to Internet:

- 1 From the **View** menu, choose **Options**. The **Options** dialog box appears.
- 2 Click the **Internet** tab.
- 3 In the **Choose when to connect to Internet** panel, choose the type of automatic connection.
- 4 Click **Apply**.
- 5 Click **OK**.

Displaying a Prompt on Connection to the Internet

You can choose to display a prompt that asks you if you want to connect to the Internet when you select a feature of the program requiring the Internet.

To display a prompt before connecting to the Internet:

- 1 From the **View** menu, choose **Options**. The **Options** dialog box appears.
- 2 Click the **Internet** tab.
- 3 Mark the **Prompt on connection** check box.

Disconnect from the Internet after Downloading Books and Book Updates

You can automatically disconnect from the Internet after downloading books and/or book updates.

To disconnect from the Internet after downloading:

- 1 From the **View** menu, choose **Options**. The **Options** dialog box appears.
- 2 Click the **Internet** tab.
- 3 Mark the **Disconnect after downloading books and/or updates** check box.

Related Topics

[Options Dialog Box: Internet Tab](#)

[Defining the Default Internet Bookstore](#)

[Options Dialog Box: Bookstores Tab](#)

Options Dialog Box: Internet Tab

In order to buy new books and update your books in your library, you will need to connect to the Internet. The **Internet** tab in the **Options** dialog box enables you to define the default method of Internet connection. You can define the type of connection and you can decide if you want to connect automatically.

Access

To access the **Internet** tab, choose **Options** from the **View** menu.

The parts of the Internet tab are described in the table below:

Area	Description
No Connection	Mark this option if you do not want to enable an internet connection.
Permanent Connection	Mark this option if you do not need to dial up with a modem, but are permanently connected through a local network.
Modem Connection	Mark this option if you use a modem to connect to the Internet.
Number of times to redial	Enter the number of times the modem should redial if the first connection is unsuccessful.
On program Startup	Mark this option to connect to the Internet each time the program starts.
First time require Internet	Mark this option to connect the first time you attempt to access the Internet from your product.
Do not connect automatically	Mark this option to disable the automatic connection and connect manually
Prompt on Connection	Mark this check box to display a prompt that asks you if you want to connect to the internet.
Disconnect after downloading books and/or updates	Mark this check box to automatically disconnect from the Internet after downloading books and/or updates.

Related Topics

[Choosing Your Internet Options](#)

[Defining the Default Internet Bookstore](#)

[Options Dialog Box: Bookstores Tab](#)

Defining the Default Internet Bookstore

You can buy books at Internet Bookstores. You can also define a default bookstore by using the **Bookstore** tab in the **Options** dialog box. When you purchase a book by choosing **Internet Bookstore** from the **Book** menu, this is the store that will be accessed.

Changing the Default Internet Bookstore

To change the default Internet Bookstore:

- 1 From the **View** menu, select **Options**.
- 2 Click the **Bookstores** tab.
- 3 Select the desired bookstore.
- 4 Click **Set as default**.
- 5 Click **OK**.

Related Topics

[Options Dialog Box: Bookstores Tab](#)

[Choosing Your Internet Options](#)

[Options Dialog Box: Internet Tab](#)

[Adding and Editing a New Bookstore](#)

Options Dialog Box: Bookstores Tab

You can buy books Internet bookstores. To add a new Bookstore to the Bookstore list, use the **Bookstore** tab in the **Options** dialog box. You can add and delete stores from the list and modify bookstore information. You can also define a default bookstore. When you purchase a book by choosing **Internet Bookstore** from the **Book** menu, this is the store that will be accessed.

Access

To access the **Bookstores** tab, choose **Options** from the **View** menu.

The parts of the Bookstores tab are described in the table below:

Area	Description
Internet Bookstores	This window displays the Internet bookstores you have entered.
New	Click on this button to add an Internet bookstore to the list.
Edit	Click on this button to modify the information about a bookstore.
Delete	Click on this button to delete a bookstore from the list.
Set as Default	Click on this button to set the selected bookstore as the default. When you purchase a book by choosing the Internet Bookstore from the Book menu, this store will be accessed.
Go to	Click on this button to access the selected bookstore.

Related Topics

[Defining the Default Internet Bookstore](#)

[Choosing Your Internet Options](#)

[Options Dialog Box: Internet Tab](#)

[Adding and Editing a New Bookstore](#)

Customizing Search Options: Overview

Versabook enables you to conduct searches on your books. You can search by title or keyword and you can limit the search so that only media items appear. Some of the search options can be changed in the **Advanced Search** options in the Search View. Others can be changed in the **Search** tab in the **Options** dialog box. To make your search results more accurate, use the Advanced Search Features. You can also determine the way the results will be sorted. If there are particular search options that you often use, you can set them as the default.

Hypersearch Setup

With the Hypersearch feature, you can search for articles that contain a certain word. You can conduct the search while the original article is displayed in the View pane. After viewing some of the articles resulting from your search, you can return to the original article.

The Hypersearch feature is especially useful when you want additional information. For example, if you have included a dictionary in your hypersearch, you can use it to get definitions for words you don't understand in your article.

Using the **Hypersearch** tab in the Options dialog box, you can choose the books that will be included in the Hypersearch and the type of Hypersearch you want to conduct.

What do you want to do?

[Define the Default Sorting Method](#)

[Learn about the Search Tab](#)

[Change Your Hypersearch Options](#)

[Learn about the Hypersearch Tab](#)

Defining the Default Sorting Method

Versabook enables you to conduct different types of searches in your Versabook. Once you have set the search parameters and run a search, you can sort the results in two ways:

- **Alphabetical:** Lists all the search results in alphabetical order by title. Search results can be sorted this way for Title and Full Text searches.
- **By Score:** All search results are given a percent rating depending how early or often in the article the match is found. Search results can be sorted this way for Full Text search or Natural Language Query results.

The default setting for sorting is **By Score**. The score method default is **Word Occurs Often**. You can change these default settings in the Options dialog box.

To change the Sorting default:

- 1 From the **View** menu, choose **Options**. The **Options** dialog box appears.
- 2 Click the **Search** tab.
- 3 In the **Sorting options** panel, choose the appropriate options.
- 4 Click **Apply**.
- 5 Click **OK**.

Related Topics

[Options Dialog Box: Search Tab](#)

[Options Dialog Box: Hypersearch Tab](#)

[Changing Your Hypersearch Options](#)

Options Dialog Box: Search Tab

Versabook enables you to conduct various types of searches on your books. To make your search results more accurate, you can use the Advanced Search Features. You can also determine the way the results will be ranked for relevance. To do this, use the **Search** tab in the **Options** dialog box.

Access

To access the **Search** tab, choose **Options** from the **View** menu.

The parts of the Search tab are described in the table below:

Area	Description
Sorting by Score Score method	Choose an item from the drop down list to set the default method of ranking the search results for relevance. The options are: Word occurs often This means that the more a word appears the higher the score. Phrase occurs often This means that the more a phrase appears, the higher the score. Words near each other If the words appear near each other the score is higher.
Always show search tips	Mark this check box to view the search tips. If you receive 0 search results, a search tip is displayed explaining why you received 0 results and advising you how to improve the search.

Related Topics

[Defining the Default Sorting Method](#)

[Options Dialog Box: Hypersearch Tab](#)

[Changing Your Hypersearch Options](#)

Options Dialog Box: Hypersearch Tab

With the Hypersearch feature, you can search for articles that contain a certain word in the title or the full text of the articles. You can conduct the search while the original article is displayed in the View pane. You can even go to a new article and then return to the original one.

The Hypersearch feature is especially useful when you want additional information. For example, if you have included a dictionary in your hypersearch, you can use it to get definitions for words you don't understand in your article.

The **Hypersearch** Tab in the **Options** dialog box enables you to choose which books will be included in a Hypersearch. You have the option of searching full text or titles.

Access

To access the **Hypersearch** tab, choose **Options** from the **View** menu.

The parts of the Hypersearch tab are described in the table below:

Area	Description
Books List	Mark to choose which books will be included in a Hypersearch.
Full Text	Click on this button to search for the word anywhere in the full text of the articles.
Title – Exact Match	Click on this button to search for an exact match of the title. For example, results will include the title Garden but won't include Home and Garden for the hypersearch of the word Garden.
Title – Anywhere in Title	Click on this button to search for the word anywhere in the title. For example, the results will include titles Garden and Home and Garden for the hypersearch of the word Garden.

Related Topics

[Defining the Default Sorting Method](#)

[Changing Your Hypersearch Options](#)

[Options Dialog Box: Search Tab](#)

[Using the Hypersearch Feature](#)

Changing Your Hypersearch Options

With the Hypersearch feature, you can search for articles that contain a certain word. You can conduct the search while the original article is displayed in the View pane. You can even go to a new article and then return to the original one. The **Hypersearch** tab in the **Options** dialog box enables you to choose which books will be included in a Hypersearch and the type of Hypersearch you want to conduct.

To specify which books to access with Hypersearch:

- 1 From the **View** menu, choose **Options**. The **Options** dialog box appears.
- 2 Click the **Hypersearch** tab.
- 3 In the **Hypersearch Books** panel, check the desired book(s).
- 4 Mark the **Search Type** option.
- 5 Click **Apply**.
- 6 Click **OK**.

Related Topics

[Options Dialog Box: Hypersearch Tab](#)

[Defining the Default Sorting Method](#)

[Options Dialog Box: Search Tab](#)

[Using the Hypersearch Feature](#)

Customizing Page and Screen Layout

Appearance of the Screen

Versabook enables you to customize the screen display and the text in the book. You can choose the font for the text and the types of hyperlinks that appear. In addition, you can also customize parts of the screen such as the toolbar icons. To change these features, you use the **Display & Print** tab in the **Options** dialog box.

Page Layout

Versabook enables you to print articles in books or Binders. You can specify the layout of printed pages by defining the headers and footers, and the orientation of the text. To do this, you use the **Page Setup** dialog box.

What do you want to do?

[Define Page Setup](#)

[Change Headers and Footers on a Printed Page](#)

[Add Hyperlinks to Sub-Articles](#)

[Add or Remove Toolbar Sound Effects](#)

[Change the Font Size](#)

[Learn about the Display & Print Tab](#)

[Show Button Labels on the Toolbar](#)

Defining the Page Setup

Versabook enables you to print articles in books or Binders. You can specify the layout of the printed pages. You can choose the headers and footers, and the orientation of the text. You can specify the size of the margins on the printed page and you can choose the printer type. To do this, you use the **Page Setup** dialog box.

Access

To access the **Page Setup** dialog box, choose **Page Setup** from the **File** menu.

Note:

For additional information about Page Setup, refer to the Help topic in application you are using for printing (Microsoft Word or Internet Explorer).

Related Topics

[Adding Hyperlinks to Sub-Articles](#)

[Adding or Removing Toolbar Sound Effects](#)

[Changing the Font Size](#)

[Changing Headers and Footers on a Printed Page](#)

[Options Dialog Box: Display & Print tab](#)

[Showing Button Labels on the Toolbar](#)

Changing Headers and Footers on a Printed Page

Versabook enables you to print articles. Using the **Page Setup** dialog box, you can modify the headers and footers that appear on each printed page. Headers and footers can include information such as the name of the current project, the date or the page number. Certain information can be typed, but other details must be entered using codes. These codes are listed in the table below:

Type this	To print this
&w	Window title
&u	Web Page address (URL)
&d	Date in short format (3/20/99)
&D	Date in long format (Saturday, March 20, 1999)
&t	Time
&T	Time in 24-hour format
&p	Current page number
&P	Total number of Pages
&&	A single ampersand (&)

To customize the headers and footers:

- 1 From the **File** menu, select **Page Setup**. The **Page Setup** dialog box opens.
- 2 In the **Headers and Footers** panel, type the desired text or code in each of the two text boxes.
- 3 Click **OK**.

Note:

These codes may differ according to the application you are using for printing. For additional information, refer to the Help topic in either Microsoft Word or Internet Explorer.

Related Topics

[Defining the Page Setup](#)

[Adding Hyperlinks to Sub-Articles](#)

[Adding or Removing Toolbar Sound Effects](#)

[Changing the Font Size](#)

[Options Dialog Box: Display & Print Tab](#)

[Showing Button Labels on the Toolbar](#)

Changing the Font Size

Versabook allows you to customize the font size. You can choose smaller print to fit more information on a page, or bigger print for easier reading.

To change the font size:

- 1 From the **View** menu, choose **Options**. The **Options** dialog box appears.
- 2 Click the **Display & Print** tab.
- 3 Mark the check box next to the desired font size.
- 4 Click **OK**.

Related Topics

[Adding Hyperlinks to Sub-Articles](#)

[Adding or Removing Toolbar Sound Effects](#)

[Showing Button Labels on the Toolbar](#)

[Changing Headers and Footers on a Printed Page](#)

[Options Dialog Box: Display & Print Tab](#)

[Defining the Page Setup](#)

Showing Button Labels on the Toolbar

Versabook enables you to hide the button labels on the toolbar to give extra viewing space.

To show/hide the button labels on the toolbar:

- 1 From the **View** menu, choose **Options**.
- 2 Click the **Display & Print** tab.
- 3 Mark or clear the **Show Labels** check box.

OR:

- 1 Right-click the toolbar. A Context menu appears.
- 2 Mark or clear **Text Label**.

Related Topics

[Adding Hyperlinks to Sub-Articles](#)

[Adding or Removing Toolbar Sound Effects](#)

[Changing the Font Size](#)

[Changing Headers and Footers on a Printed Page](#)

[Options Dialog Box: Display & Print Tab](#)

[Defining the Page Setup](#)

Adding or Removing Toolbar Sound Effects

Versabook “clicks” when the pointer passes over a button on the toolbar. These sound effects can be turned on and off.

To add or remove sound effects:

- 1 From the **View** menu, select **Options**.
- 2 Select the **Display & Print** tab.
- 3 Mark or clear the **Add Sound Effects** check box.

OR:

- 1 Right-click the toolbar. A context menu appears.
- 2 Mark or clear **Sound Effects**.

Related Topics

[Adding Hyperlinks to Sub-Articles](#)

[Changing the Font Size](#)

[Changing Headers and Footers on a Printed Page](#)

[Options Dialog Box: Display & Print Tab](#)

[Defining the Page Setup](#)

[Showing Button Labels on the Toolbar](#)

Adding Hyperlinks to Sub-Articles

Hyperlinks allow you to jump to a different article or sub-article by clicking on underlined text. There are two kinds of links that you can choose to display:

- Links to related media
- Links to sub articles

In addition, you can choose to display sub articles with the main article.

To customize these features, use the following options in the **Display & Print** tab in the **Options** dialog box.

Type	Description
Add hyperlinks to media	Includes links to related media items (e.g. photos, sounds) at the beginning of the article.
Add hyperlinks to sub-articles	Includes links to sub-articles at the top of the page.
View sub-articles with main article	Adds all the sub articles at the end of the main article. Clearing this option can speed up the loading of articles considerably.

To change the way Versabook displays hyperlinks:

- 1 From the **View** menu, choose **Options**.
- 2 Select the **Display & Print** tab.
- 3 Mark the desired check boxes.
- 4 Click **OK**.

Related Topics

[Adding or Removing Toolbar Sound Effects](#)

[Changing the Font Size](#)

[Changing Headers and Footers on a Printed Page](#)

[Options Dialog Box: Display & Print Tab](#)

[Defining the Page Setup](#)

[Showing Button Labels on the Toolbar](#)

Options Dialog Box: Display & Print Tab

Versabook enables you to customize the screen display and the font size of the article text. You can also decide which types of hyperlinks you want to display in the articles. Versabook enables you to print using Microsoft Word or Internet Explorer and to include media when printing articles and binders. To change these features, use the **Display & Print tab** in the **Options** dialog box.

Access

To access the **Display & Print tab**, choose **Options** from the **View** menu.

The parts of the Display & Print tab are described in the table below:

Area	Description
Add hyperlinks to media	Mark this check box to include links to related media-items (e.g. photos, sound at the beginning of the article).
Add hyperlinks to sub articles	Mark this check box to include links to related sub-articles at the top of the page.
View/print sub articles with main articles	Mark this check box to add all the sub articles at the end of the main article. The sub articles will also appear at the end of the main article if they are printed or exported.
Show labels	Mark this check box to show button labels on the toolbar. Removing button labels increases the size of the viewing area. You can still use the tool tips by moving over the button to get an explanation.
Add sound effects	Mark this check box so that you hear a "click" when the pointer passes a toolbar button.
Smallest font	Mark this option to display the text in the smallest font size.
Small font	Mark this option to display the text in the second smallest size.
Medium font	Mark this option to display the text in the medium font size.
Large font	Mark this option to display the text in large font size.
Largest font	Mark this option to display the text in the largest font size.
Print using Microsoft Word	Mark this option to print using Microsoft Word.
Print using Internet Explorer	Mark this option to print using Internet Explorer.
Include media when printing	Mark this option if you want media items to be included in printed articles and binders.

Related Topics

[Adding Hyperlinks to Sub-Articles](#)

[Adding or Removing Toolbar Sound Effects](#)

[Changing the Font Size](#)

[Changing Headers and Footers on a Printed Page](#)

[Defining the Page Setup](#)

[Showing Button Labels on the Toolbar](#)

Defining Print Options

Versabook enables you to print using *Microsoft Word* or *Internet Explorer* and to include media when printing articles and binders. To change these features, use the **Display & Print tab** in the **Options** dialog box. You need to have *Microsoft Word 8* including the *Web Authoring Tool* must be installed on your computer to print in *Microsoft Word*.

To print using Microsoft Word:

- 1 From the **View** menu, choose **Options**.
- 2 Select the **Display & Print** tab.
- 3 Mark the **Print using Microsoft Word** check box.
- 4 Click **OK**.

To print using Internet Explorer:

- 1 From the **View** menu, choose **Options**.
- 2 Select the **Display & Print** tab.
- 3 Mark the **Print using Internet Explorer** check box.
- 4 Click **OK**.

To include media when printing articles and binders:

- 1 From the **View** menu, choose **Options**.
- 2 Select the **Display & Print** tab.
- 3 Mark the **Include media when printing articles and binders** check box.
- 4 Click **OK**.

Note:

Printing media can slow down your printing. Some media is not printable.

Related Topics

[Options Dialog Box: Display & Print Tab](#)

[Defining the Page Setup](#)

Adding and Editing a New Bookstore

You can buy books at Internet bookstores. To add a new Bookstore to the Bookstore list, use the **Bookstore** tab in the **Options** dialog box. You can add and delete stores from the list and modify bookstore information.

Adding a New Bookstore

You can add new bookstore to the list:

To add a new bookstore:

- 1 From the **View** menu, select **Options**.
- 2 Click the **Bookstores** tab.
- 3 Click **New**. The **Bookstore** dialog box appears.
- 4 Type the name of the bookstore in the **Name** text box.
- 5 Type the URL in the **URL** text box.
- 6 Click **OK**.

You can edit the name or URL of an Internet Bookstore.

To edit a bookstore name or URL:

- 1 From the **View** menu, select **Options**.
- 2 Click the **Bookstores** tab.
- 3 Click **Edit**. The **Bookstore** dialog box appears.
- 4 Change the information as necessary.
- 5 Click **OK**.

Related Topics

[Options Dialog Box: Bookstores Tab](#)

[Choosing Your Internet Options](#)

[Options Dialog Box: Internet Tab](#)

[Defining the Default Internet Bookstore](#)

