Menu Bar

The Menu Bar is the horizontal list of menus that is located directly beneath the title bar. Each menu item's name has one underlined character, which is referred to as a mnemonic. Type the mnemonic letters for keyboard access to menu items.

Please note that if a menu item is displayed as gray text, it is not operable.

The items on the Menu Bar are:

File Edit Font Databases Commands Help

After selecting an item from a menu, markings inform you what the next action will be.

A menu item followed by no marking starts an action.
A menu item followed by an ellipsis (...) opens a dialog box.

Button Bar

Below is a list of available buttons. A button is considered operable when it is outlined by a thin black line.

If you place the cursor on the button and hold down a mouse button, its function will be displayed on the status bar located at the bottom of the screen

- **Print** - Activates the Print function.

- **Next Record** - Advances to the next retrieved record.

- **Previous Record** - Moves to the previous retrieved record.

- **Go to Record** - Allows you to move to a specific retrieved record.

- **Display Title** - Displays the full title, section and sub-section of the record currently displayed.

- **Display Graphic** - Brings up the Graphic list box to select a figure or table.

- **Expand View** - Opens or closes the Table of Contents section of the text display area.

- **Close** - Closes the current window and exits the database.

File Menu

The following items are available in the File menu:

Print - Click on File, and then on Print. For more information, please select: Printing PPO Text

Print Setup - After clicking on Print Setup, a dialog box will appear.

With this dialog box, you are able to select which printer to print to, which printer is the default printer, the orientation of the page, paper size, and other specifics.

Exit - Click on Exit to leave the program.

Edit Menu

The following item is available in the Edit menu:

Copy - After selecting the Copy item from the Edit menu, the record displayed in the lower text portion of the screen is then copied to your hard drive.

Font Menu

The Font menu allows you to change the display font size and style.

For more information, please see: Changing Fonts

Databases Menu

If after closing the program with the button, click on Databases and the "Cancer: Principles and Practice of Oncology 5th Edition" menu item.

Commands Menu

The Commands Menu contains items that allow you to navigate through the system, and to display information relevant to your search(es).

Next Hit - Advances to the next retrieved record.

Previous Hit - Moves to the previous retrieved record.

GoTo Hit Record - Allows you to move to a specific retrieved record.

View Graphic - Brings up the Graphic List Box to select a figure or table, if available.

Bring Graphics to Top - Causes all retrieved graphics to appear on top of other windows.

Print Usage Statistics - Allows you to print database usage statistics.

Preferences... - Allows you to:

a) Enter User's Initials - Useful when more than one user has access to the CD as with a CD network application. - (Not available at this time).

b) Software Timeout

c) Initial Font Size - Allows you to set a default font size. - (Not available at this time).

Help Menu

The Help menu allows you to gain access to the following items:

Contents - Clicking on this item presents a list of topics broken down by category. Simply click on the desired topic, and it will appear.

Search for help on... - This item allows you to search for a topic by index entry. Either scroll through the list of entries, or type in the topic. Click on the desired topic, and then click the Display button.

How to use help - Presents a Table of Contents explaining how to use the Help function. This may be invoked by pressing the F1 key.

About... - Displays the version, mode and copyright information about your operating system.

Methods for Searching PPO

Cancer: Principles and Practice of Oncology 5th Edition on CD-ROM is searchable either through a Table of Contents, or by free-text searching.

Please select the desired topic:

Free-Text Searching PPO
Searching PPO via Table of Contents

Free-Text Searching PPO

Cancer: Principles and Practice of Oncology 5th Edition may be accessed via free-text searching, or sometimes called Boolean Query. The SearchLITE software has created indexes for every word used in the file (except for certain stop words, such as "the", "of", "and", etc., which are not valuable words for forming a search.)

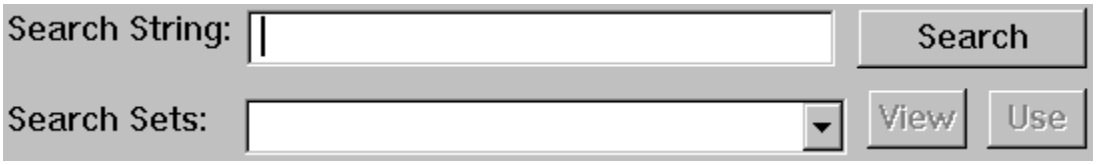
Using Boolean Query, you ask the system to find all occurrences of a word or combination of words. You can combine words with the Boolean Operators "AND", "OR", "NOT" "W" (used for adjacency), and "?" (SearchLITE's truncation symbol). You can determine the precedence of the Boolean Operators by the use of parentheses, just as in a mathematical expression. Additionally, you can search individual fields. Previously searched terms can be combined or enhanced to form new search strings.

Each of these Operators and functions is explained under its own help topic:

Simple PPO Free-Text Searching
Searching PPO Using the Boolean Operator AND
Searching PPO Using the Boolean Operator OR
Searching PPO Using the Boolean Operator NOT
Searching PPO Using Adjacency
Searching PPO Using Truncation
Searching PPO Using Parenthetical Expressions
Searching PPO Using Field Qualifiers
Using Previous Searches to Form a New Search
Browsing a PPO Free-Text Search Set

Simple PPO Free-Text Searching

1. To do a simple search in PPO, type the search term or terms in the Search String Edit box:



2. Next, click on the "Search" button to initiate your search. A window will appear displaying the progress of your search.

3. After the search is complete, the first resultant record of your search will be displayed. Additionally, the search term(s) will appear highlighted in red in the retrieved records.

For example, if you type in the words "CHOP chemotherapy", (SearchLITE is not case-sensitive) SearchLITE will retrieve all sections that contain that phrase in any field. This is an implied adjacency search in which "CHOP" must occur within one term of "chemotherapy". For help on searching in which a term occurs more than one term apart from the other, please see the topic: Searching PPO Using Adjacency.

NOTE: To see how many records were retrieved, and which record is currently being displayed, refer to the box in the lower right hand corner, which provides this information.

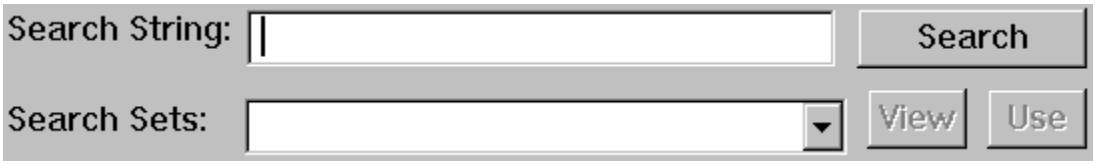
Related topic

Searching PPO Using Adjacency

Searching PPO Using the Boolean Operator AND

When the Boolean Operator "AND" is used in a search, both terms must be present in the text in order for it to be retrieved. For example, by typing "CHOP AND lymphoma", only records that contain both terms will be retrieved.

1. To use "AND" in a search, type the search terms separated by the operator "AND" (it needn't be uppercase) in the Search String Edit box:



2. Next, click on the "Search" button to initiate your search. A window will appear displaying the progress of your search.

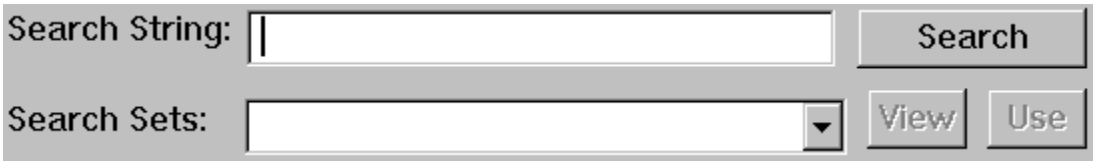
3. After the search is complete, the first hit of your search will be displayed. Additionally, the search terms will appear highlighted in in red the retrieved records.

NOTE: To see how many records were retrieved, and which record is currently being displayed, refer to the box in the lower right hand corner, which provides this information.

Searching PPO Using the Boolean Operator OR

When the Boolean Operator "OR" is used in a search, if either term is present in a section, it will be retrieved. This operator is particularly useful if you wish to locate all references to different words with similar or identical meaning. For example, by typing "breast cancer OR mammary tumors", records that contain either one term or the other or both will be retrieved.

1. To use "OR" in a search, type in the search terms separated by the operator "OR" (it needn't be uppercase) in the Search String Edit box:



2. Next, click on the "Search" button to initiate your search. A window will appear displaying the progress of your search.

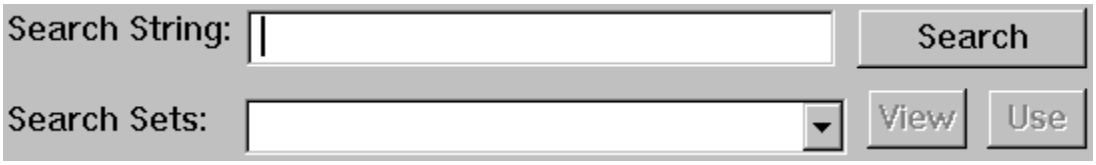
3. After the search is complete, the first hit of your search will be displayed. Additionally, the search terms will appear highlighted in red in the retrieved records.

NOTE: To see how many records were retrieved, and which record is currently being displayed, refer to the box in the lower right hand corner, which provides this information.

Searching PPO Using the Boolean Operator NOT

When the Boolean Operator "NOT" is used in a search, the first term must be present in a section, and the second must not be present in that same section in order for it to be retrieved. For example, by typing "cutaneous melanoma NOT malignant", sections that contain the term "cutaneous melanoma" but not the term "malignant" will be retrieved.

1. To use "NOT" in a search, type in the search terms separated by the operator "NOT" (it needn't be uppercase) in the Search String Edit box:



2. Next, click on the "Search" button to initiate your search. A window will appear displaying the progress of your search.

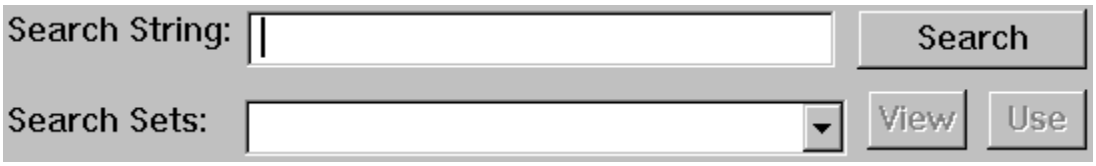
3. After the search is complete, the first hit of your search will be displayed. Additionally, the search terms will appear highlighted in red in the retrieved records.

NOTE: To see how many records were retrieved, and which record is currently being displayed, refer to the box in the lower right hand corner, which provides this information.

Searching PPO Using Adjacency

Using adjacency in a search means that both terms must be present in a section and that the second term must be present relatively nearby to the first term to retrieve it. Adjacency is assumed if two terms are entered separated by a space (see Simple Searching). For example, by typing "diffuse" W2 "lymphoma", SearchLITE will retrieve all sections that contain these terms within the number of terms specified, e.g., all sections that contain "diffuse" within two terms of "lymphoma". This search will retrieve "diffuse lymphoma" as well as "diffuse histiocytic lymphoma".

1. To use adjacency in a search, type in the search terms separated by the operator "W#" (it needn't be uppercase; # is an integer denoting the number of words between terms) in the Search String Edit box:



2. Next, click on the "Search" button to initiate your search. A window will appear displaying the progress of your search.

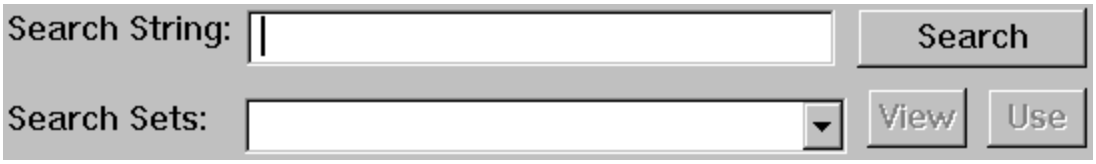
3. After the search is complete, the first hit of your search will be displayed. Additionally, the search terms will appear highlighted in red in the retrieved records.

NOTE: To see how many records were retrieved, and which record is currently being displayed, refer to the box in the lower right hand corner, which provides this information.

Searching PPO Using Truncation

Truncation of terms is specified by inserting a "?" after a partial or complete term to display all words or terms in CancerLit containing that fragment.

1. To use truncation in a search, type in the search term followed by "?" in the Search String String Edit box:



For example, after typing "lymph?" and then clicking on the "Search" button, you will be presented with a drop down list box containing all words starting with the word fragment "lymph" (e.g. lymph, lymphoma, lymphoblast, lymphocytic).

For Windows Users:
2a. Click on the desired term, or if you wish to select more than one term, hold down the CTRL key while clicking on the desired terms, and click on the "Search" button to initiate your search.

For Macintosh Users:
2a. Click on the desired term, or if you wish to select more than one term, hold down the COMMAND key while clicking on the desired terms, and click on the "Search" button to initiate your search.

3. Your selections from the drop down list box will automatically appear in the "Search Set" box. SearchLITE will retrieve all records which contain your selected term or terms.

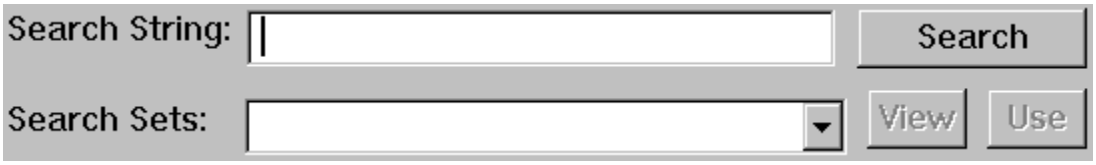
4. After the search is complete, the first hit of your search will be displayed. Additionally, the search terms will appear highlighted in red in the retrieved records.

NOTE: To see how many records were retrieved, and which record is currently being displayed, refer to the box in the lower right hand corner, which provides this information.

Searching PPO Using Parenthetical Expressions

Parentheses are used to ensure that search operations are performed in the order desired.

1. As an example of using parentheses in a search, type "Title (CHOP therapy and leukemia)" in the Search String Edit box, and then click on the "Search" button.



This particular search would produce different results than the search "Title (CHOP therapy) and leukemia" because the term "leukemia" is qualified with "title" in the first search but could occur in any field in the second search. (To search using fields as a qualifier, please see the topic "Searching Using Field Qualifiers".) Be sure to use parentheses when performing a complicated search that contains many different operators.

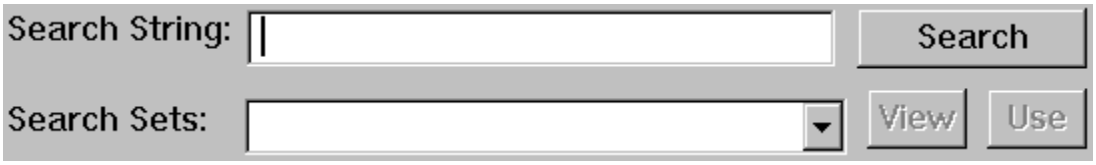
3. After the search is complete, the first hit of your search will be displayed. Additionally, the search terms will appear highlighted in red in the retrieved records.

NOTE: To see how many records were retrieved, and which record is currently being displayed, refer to the box in the lower right hand corner, which provides this information.

Searching PPO Using Field Qualifiers

SearchLITE allows you to search for words and phrases in an individual field.

1. To search Textbooks using field qualifiers, simply type the field name before your search term in the Search String Edit box (e.g., "title leukemia").



2. Next, click on the "Search" button. This will tell SearchLITE to search only the title fields for the term "leukemia". If no field name is specified, all fields are searched.

3. After the search is complete, the first hit of your search will be displayed. Additionally, the search terms will appear highlighted in red in the retrieved records.

The field names available for searching are:

Title
Author
Citation
References
Acknowledgments

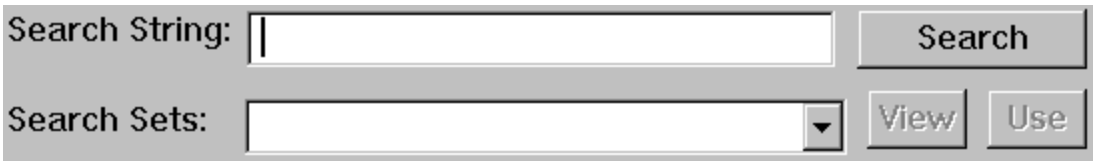
NOTE: To see how many records were retrieved, and which record is currently being displayed, refer to the box in the lower right hand corner, which provides this information.

Using Previous Searches to Form a New Search

It is possible to use a previous search set combined with a new search term to form a new search set; to combine previous search sets to form a new search set; or to combine previous search sets along with a new search term to form a new search set. An example of each instance follows.

To Use a Previous Search Set Combined with a New Search Term

1. Click on the downward pointing arrow of the "Search Set" drop down list box in the Search String Edit box, and click on the previously searched term, and click on the "Use" button.



2. In the Search String edit box, an "S#" (the # denotes the set number) will appear and the vertical bar cursor is activated to allow you to type in the new search term along with a Boolean operator, if desired. (This new search string will now be saved, acquiring its own set number.)

3. Click on the "Search" button to initiate the search.

To Combine Previous Search Sets to Form a New Search Set

4. Click on the downward pointing arrow of the "Search Set" drop down list box in the Search String Edit box, and click on the previously searched term, and click on the "Use" button.

5. In the Search String edit box, an "S#" (the # denotes the set number) will appear.

6. Repeat step 4, and once again an "S#" will appear. Separate the set numbers by keying in a Boolean operator. (This new search string will acquire its own set number.)

7. Repeat steps 4 and 6 if another search set is desired, or click on the "Search" button to initiate the search.

Combining Search Sets Along with a New Search Term to Form a New Search Set

8. Repeat steps 4 and 7.

9. In the Search String Edit box, key in the new search term along with a Boolean operator. (This new search string will acquire its own set number.)

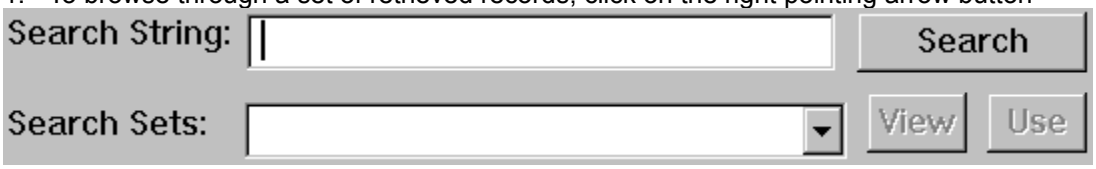
10. Click on the "Search" button to initiate the search.

For each instance, after the search is complete, the first hit of your search will be displayed. Additionally, the search terms will appear highlighted in red in the retrieved records.

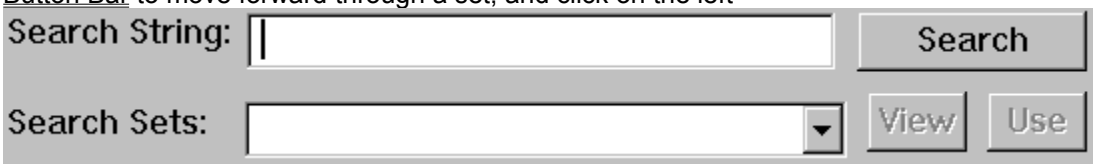
NOTE: To see how many records were retrieved, and which record is currently being displayed, refer to the box in the lower right hand corner, which provides this information.

Browsing a PPO Free-Text Search Set

1. To browse through a set of retrieved records, click on the right pointing arrow button

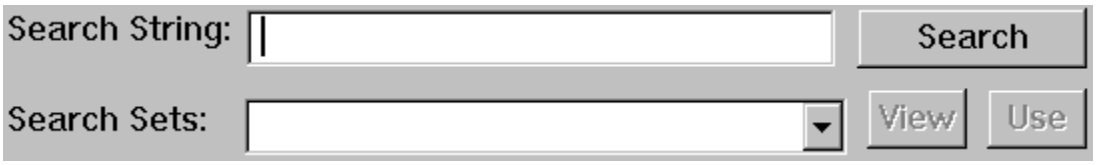


on the Button Bar to move forward through a set, and click on the left



pointing arrow button to move backward.

2. To browse through a set of previously searched records, click on the downward pointing arrow of the "Search Set" drop down list box found in the Search String Edit box:



3. Select the desired set, and click on the "View" button.

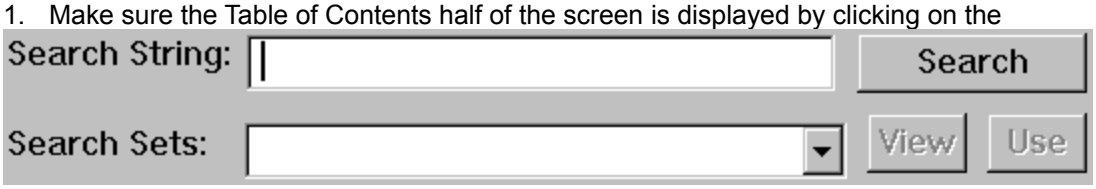
4. That particular set of retrieved records will then be retrieved and available for browsing with the right and left arrow buttons.

Searching PPO via Table of Contents

Along with its free text searching capabilities, Cancer: Principles and Practice of Oncology 5th Edition on CD-ROM is accessible via Table of Contents searching. The Table of Contents appears in the top half of the screen as a list of chapters. With this method, instead of using search terms, you scroll through the list of chapters until the desired one appears, and then by clicking, you are able to either continue your search to arrive at sections and sub-sections of a chapter, or view a chapter from its beginning.

To search the Textbooks using the Table of Contents:

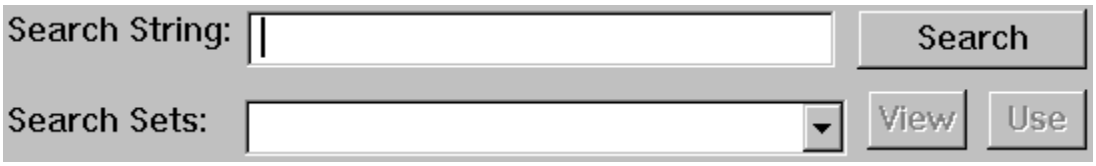
1. Make sure the Table of Contents half of the screen is displayed by clicking on the



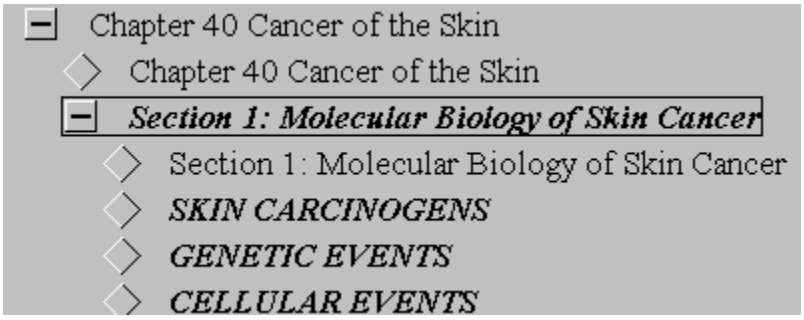
button.

2. Scroll through the Table of Contents until the desired chapter is in view.

3. Double click on the chapter title, and the sections of the chapter appear underneath the chapter title. For example:

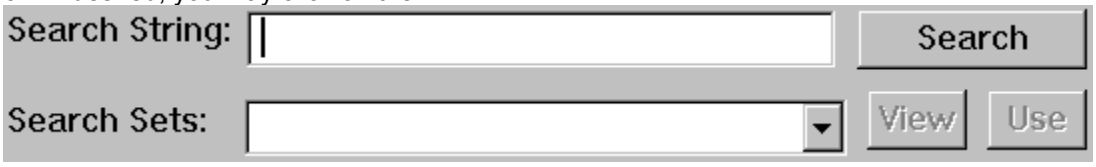


4. If the desired information is in Section 1, double click on that line, and if available a list of sub-sections contained in that section will appear underneath it. For example:



5. If you wish to view the chapter from the beginning, double click on the chapter title. If you wish to view just a section or sub-section of that chapter, double click on the section title. SearchLITE will then take you to that portion of the chapter.

6. If desired, you may click on the



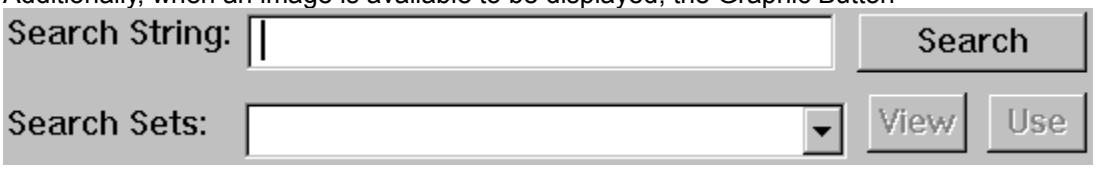
button to

maximize the display area of the screen.

Displaying Images

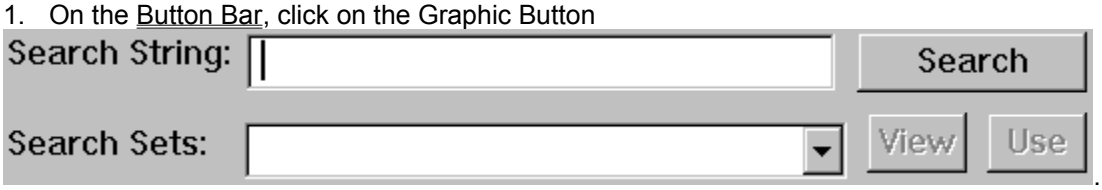
Along with text, figures and tables are also included with Cancer: Principles and Practice of Oncology 5th Edition on CD-ROM. In the displayed text, Figure and Table links are highlighted in blue. Click on the link, and either the image will display, or a list box with the available images will appear.

Additionally, when an image is available to be displayed, the Graphic Button



will be active (highlighted by a thin black line). To display an image using the Graphic Button:

1. On the Button Bar, click on the Graphic Button



.

2. A list box will appear with the available images.

3. Double click on the desired image, and the image will appear.

To print an image, click on File from the File Menu, and then click on Print.

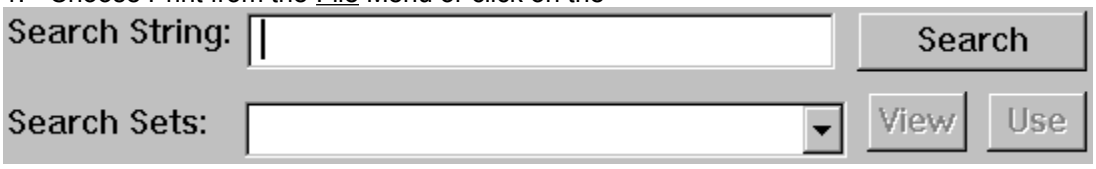
Please Note: If a caption is not displayed along with the image, single click on the image, and the caption will appear. To remove the caption, single click on the image again, and the caption will no longer be displayed.

Links to References

In the displayed text, reference links are highlighted in blue. Click on the link, and a References window will display. In cases where there is a range of references, the first reference in the range will be at the top of the References window. Scroll through the list by clicking on the downward pointing arrow.

Printing the Current PPO Record

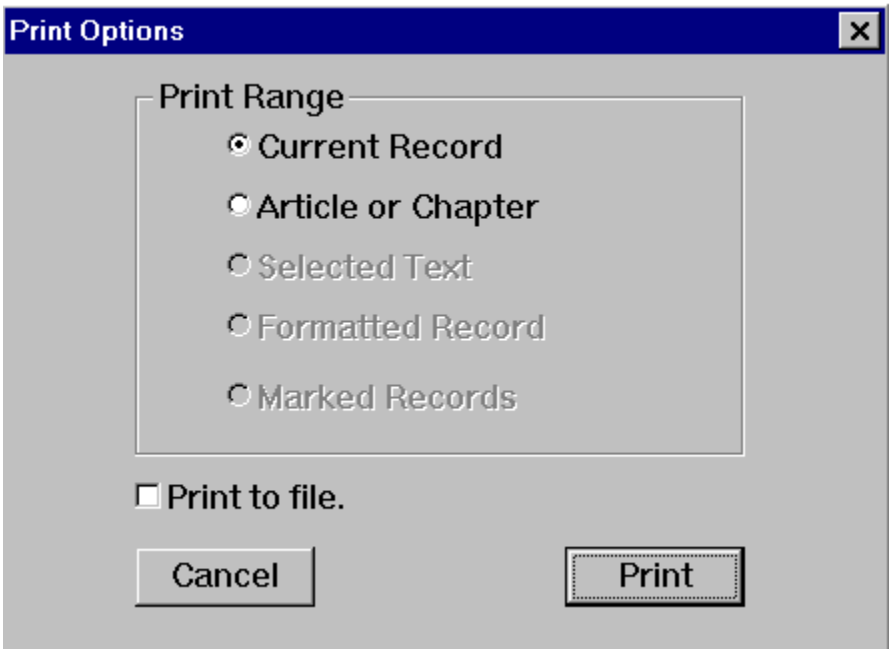
1. Choose Print from the File Menu or click on the



Print Button.

2. In the Print Options Dialog box, click on Current Record.

3. In the same Print Options dialog box, click on the Print Button.

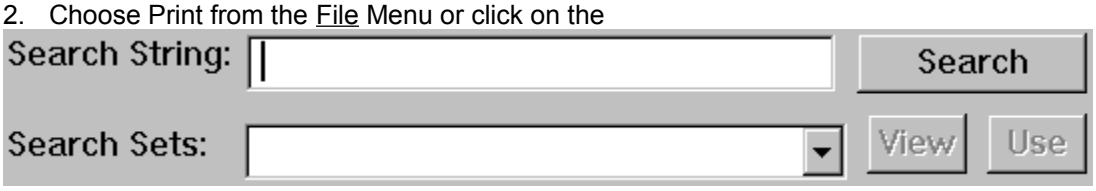


Printing Selected PPO Text

Selected text appears as reverse video.

1. To select text that is to be printed, hold down the mouse button at the start of the desired text, and drag the mouse to the end of the section of the text you wish printed. If you need to change the selected text, release the mouse button, and click anywhere else on the screen. The selected text will change from reverse video to normal video to indicate cancellation of the selection.

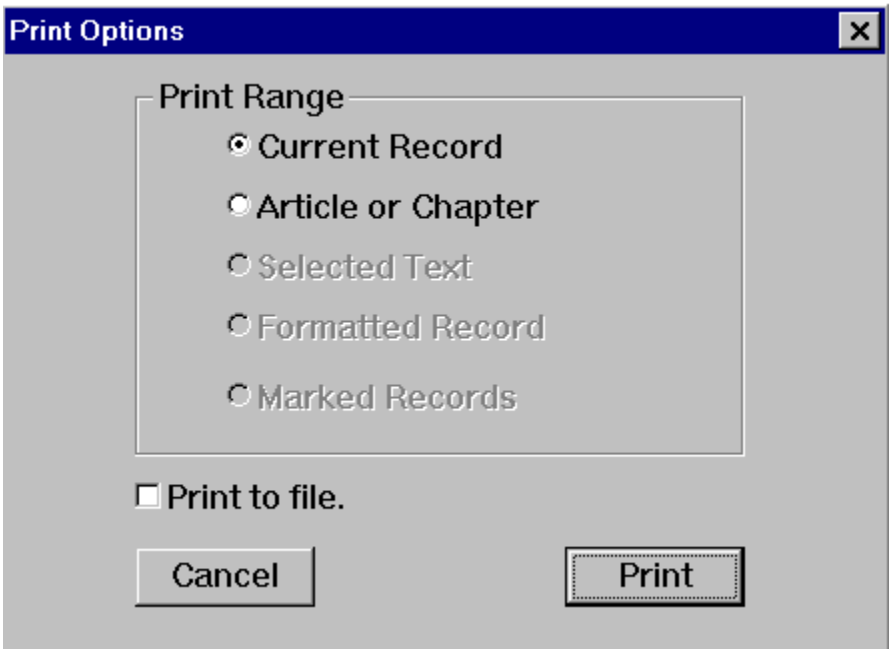
2. Choose Print from the File Menu or click on the



Print Button.

3. In the Print Options Dialox box, choose Selected Text.

4. In the same Print Options dialog box, click on the Print Button.



Printing PPO Text to a File

This option will work in combination with the Print the Current Record or Print Selected Text settings. When this setting is active (an "X" will appear in the check box), you will print the Current Record, Selected Text, or a Formatted Record to a file instead of to a printer.

1. Choose Print from the File Menu or click on the

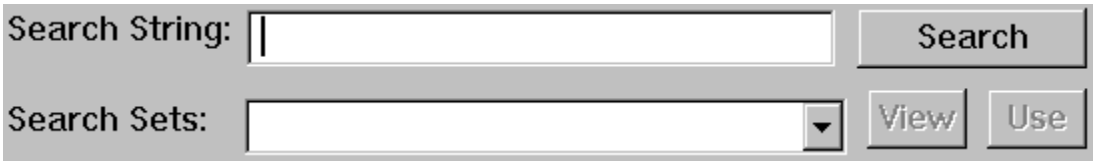
Print Button.

2. Click on Print to File at the bottom of the Print Options Dialog box.

3. Select one of the Print Options in the dialog box.

4. A dialog box entitled "Save File As:" will appear. Enter your unique file name including disk location, and click on "OK".

5. In the Print Options Dialog box, click the Print Button.



Printing PPO Text

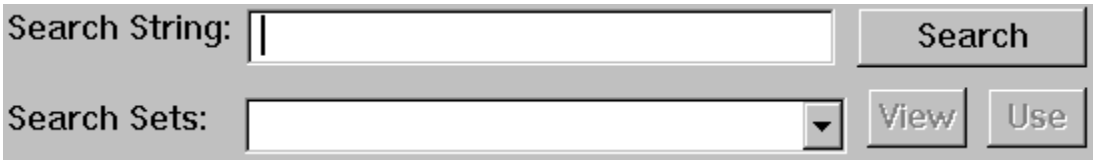
Once retrieved by a search, Cancer: Principles and Practice of Oncology 5th Edition on CD-ROM text may be printed

The SearchLITE print function allows you to print to either a printer or a file.

1. Choose Print from the File Menu or click on the

Print Button.

2. A Print Options dialog box will appear containing 5 radio buttons (Current Record, Article or Chapter, Selected Text, Formatted Record, Marked Records), a check box enabling printing of the data to a file instead of to a printer, a print button, and a cancel button:



Information is available on following topics:

- Printing the Current PPO Record
- Printing Selected PPO Text
- Printing PPO Text to a File

Technical Support Information

If you experience any difficulty with the installation or use of this product, please call the I.S. Grupe, Inc. Technical Support Hotline.

800-446-5564

Available Monday through Friday, 9AM to 5PM CST

Or send e-mail to:

techsup@isgrupe.com

Changing Fonts

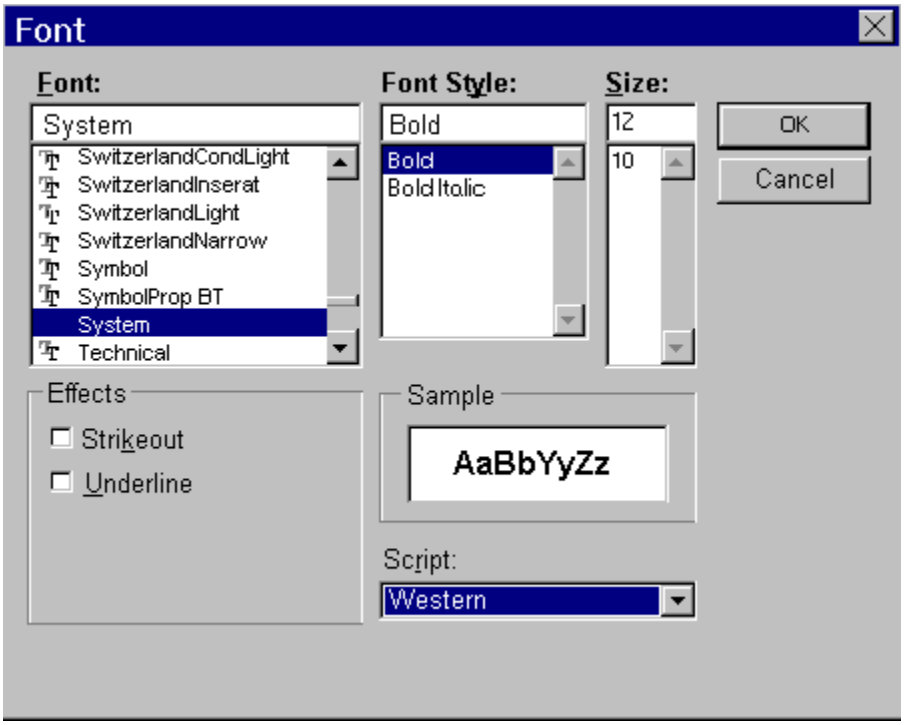
1. After clicking on the Font menu from the Menu Bar, a "Select..." menu item will display.

2. Click on this item, and a Font Dialog box will appear. Scroll through the list boxes to select the desired font type, font style, and size.

3. The results of your selections will appear in the Sample window. Click on OK, and the font changes will take effect in the lower text window.

Note to Mac users:

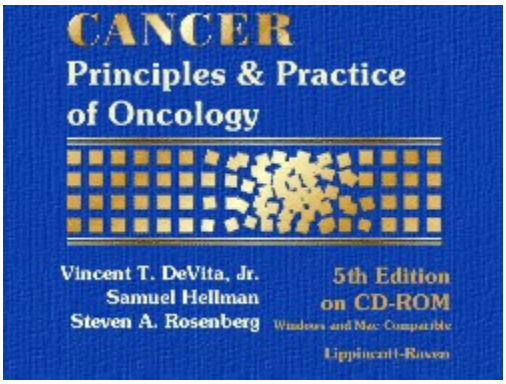
The Font menu item only changes the font size. There is a separate menu item, **Style**, that allows you to change the style of the font.



The linked-to topic is undefined.

You operate the help system by selecting items from the help menu.
Common operations include:
- Searching for help
- Contextual help
- Keyboard help
- Click help

To search for topics, press the Search button. Or, go to the Table of Contents topic.



Cancer: Principles and Practice of Oncology 5th Edition - on CD-ROM

Please select the desired topic:

Methods for Searching PPO
Browsing a PPO Free-Text Search Set
Printing PPO Text
Displaying Images
Links to References
Changing Fonts
Menu Bar
Button Bar
Technical Support Information

XVT Help Viewer
Copyright (c) 1994 XVT Software Inc.

The "Help On Context" menu item provides context dependant help. Help is retrieved according to location of the input focus within an application. Typically, controls or windows are highlighted in a special (and object specific) manner; this shows the input focus.
By pressing the help or F1 key, help is retrieved from the application help file for the currently focused object.

The search help menu item, and the "Search..." button in the help viewer both activate the topic search dialog.
The search dialog is an easy way to see what topics are available within a help file, and to quickly activate a topic.
You can search either by keyword, or in some cases by the help topic title.

This help item displays help for the current window.

Object click help allows the selection of various application objects -- once an object is selected, help for that object is displayed in the help viewer.