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To learn how to use Help, press F1

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Description of Packard Bell Library

Packard Bell Library is an electronic [library](#) that allows you to read books and other documents on your computer. Packard Bell Library is easy to use. It is set up like an ordinary community library. It contains [bookcases](#), [bookshelves](#), and [books](#) just like any other library. However, since it is electronic, you select and read books on the computer right at your desk. You do not need to travel to a community library to locate, sign out, and read a paper copy of the same book.

In addition to allowing you to read a book on the computer, Packard Bell Library offers several methods for searching for and quickly locating information. It also lets you print books or portions of books, place [bookmarks](#) in sections you want to return to, and add [annotations](#) to any topic you want.

Related Topics

[Choosing a Book](#)

[Choosing a Bookcase](#)

[Locating a Book](#)

[Locating a Bookcase](#)

Requirements for Learning

Packard Bell Library runs on Microsoft Windows. Therefore, to use Packard Bell Library, you must be somewhat familiar with Windows. Particularly, you need to know how to do the following:

- Use a mouse
- Use [scroll bars](#) to move and view information in a window
- Open and close menus
- Choose a command from a menu
- Use [dialog boxes](#), [check boxes](#), and buttons

If you have not used Windows before, refer to your Windows documentation or use the Windows tutorial that comes with your system for basic information.

Related Topics

[Packard Bell Library Window Elements](#)

Locating a Book

Packard Bell Library provides three different views:

- [Library view](#) Displays the bookcases in your library. Each bookcase is labeled with a title that identifies the topic of the books it contains.
- [Bookshelf view](#) Displays the bookshelves in a bookcase with the books each contains. The titles of the books appear on their bindings.
- [Book view](#) Displays a selected book and its table of contents in two separate windows.

To locate and select a book in the Packard Bell Library, you must complete each of the following steps:

1. [Choose the bookcase](#) that contains the type of book you want to read.
2. [Locate the bookshelf](#) (if there is more than one) that contains the book you want to read.
3. Examine the books on the bookshelf or, if the bookshelf is too wide for your computer screen, scroll through the books until the book you are looking for comes into view.
4. [Choose the book](#).

Choosing a Bookcase

When you first start Packard Bell Library, you will see the [bookcases](#) that make up your library.

Each bookcase is labeled with the subject area of the books it contains. For example, if you want to read a book about an operating system, such as MS-DOS or Windows, you might look for it in a bookcase called *Operating System Manuals*.

If your library is a large one, you may not be able to see all of the bookcases that it contains. To view additional bookcases, click on the right or left arrows on the [scroll bar](#) at the bottom of your library [window](#). If your library contains more bookcases than are currently displayed, you will see them come into view.

To choose a bookcase:

- Position your mouse pointer on the bookcase you want to select and click it.

Related Topics

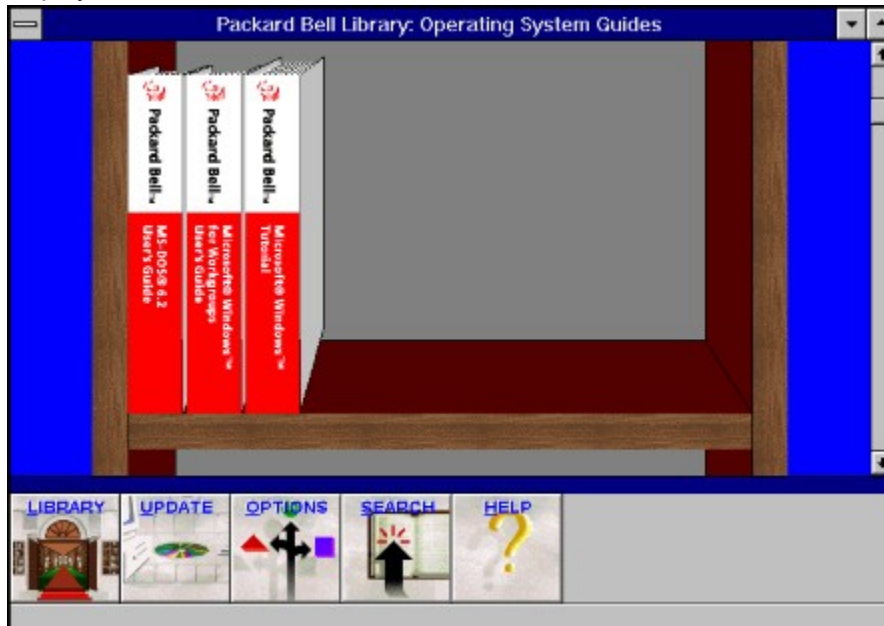
[Choosing a Book](#)

[Locating a Book](#)

[Locating a Bookshelf](#)

Locating a Bookshelf

After you select a bookcase labeled with the subject area you are looking for, Packard Bell Library displays one or more [bookshelves](#) contained in that bookcase.



If the bookcase contains more than one bookshelf, you may need to use the vertical [scroll bar](#) to [scroll](#) down to the lower shelves to find the book you are looking for. Also, if the bookshelves are wider than your screen, you may need to use the arrow keys on the horizontal scroll bar to bring any additional books that may be on the bookshelf into view.

If you cannot find the book you want to read, you can select another bookcase to [browse](#) through by choosing the Library button located on the [button bar](#).

Related Topics

[Choosing a Book](#)

[Choosing a Bookcase](#)

[Locating a Book](#)

Choosing a Book

Once you locate a book you want to read on a bookshelf, all you need to do to read it is choose it.

To choose a book:

- Position your [mouse pointer](#) on the book you want to read and click it. Packard Bell Library opens the book and displays two windows: the [text window](#) and the [table of contents window](#).

Related Topics

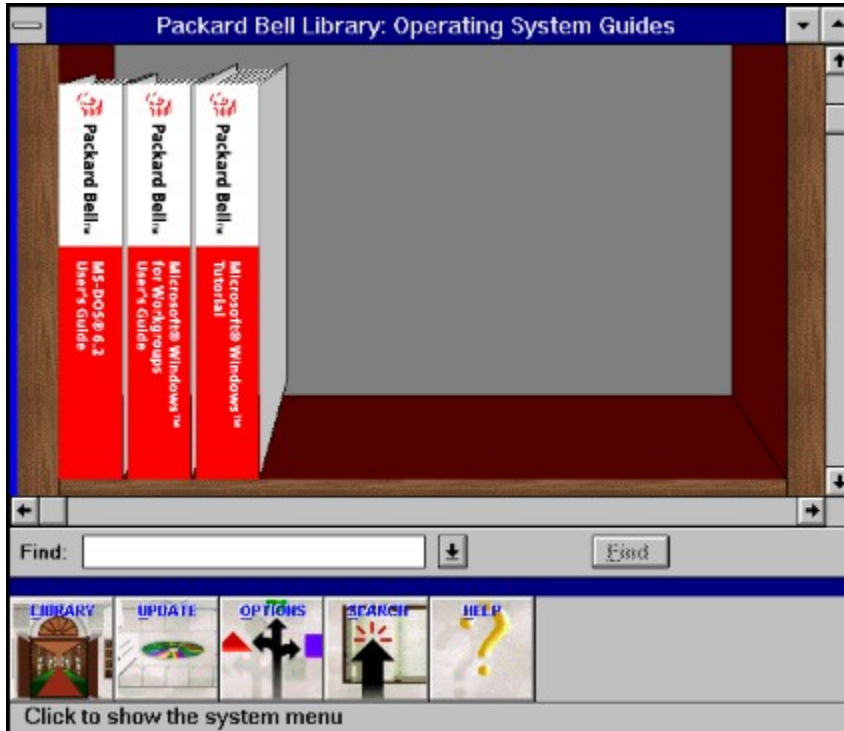
[Choosing a Bookcase](#)

[Locating a Book](#)

[Locating a Bookshelf](#)

Packard Bell Library Window Elements

Each Packard Bell Library window contains some common elements. Click on each area of the following Packard Bell Library window to find out the name of each element and its function:



Getting Help

You can get Help in three different ways:

- By choosing the Help button that appears on the [button bar](#) in each library view in Packard Bell Library.
- By choosing the Help button when it appears in a [dialog box](#).
- By pressing the F1 [function key](#) at any time while located anywhere in your Packard Bell Library.

To get Help using the Help button on the button bar:

- Position the [mouse pointer](#) over the Help button on the button bar and click it. Packard Bell Library displays a list of Help topics from which you can choose.

To get Help using the Help button in a dialog box:

- Position the mouse pointer over the Help button and click it. Packard Bell Library displays information relevant to your current task, menu, or dialog box.

To get Help by pressing the F1 key:

- Press the F1 key. Packard Bell Library displays information relevant to your current task.

Related Topics

[Quitting Help](#)

Quitting Help

You can exit from Help in the following ways:

- Double-click the [Control-menu box](#).
- Click the Control-menu box and then choose Close from the [Control menu](#).
- Select the File menu and then choose Exit.

Using Buttons

Packard Bell Library provides you with a [button bar](#) in each [view](#) of the Packard Bell Library. Each view has a different set of buttons. However, some views have some of the same buttons. The following displays the button bar as it appears in each view. Click on each button in the display to find out what tasks it performs.

Library View Buttons



Bookshelf View Buttons



Book View Buttons



Selecting Buttons

All Packard Bell Library buttons enable you to perform basic functions. Some buttons enable you to perform more advanced functions.

To perform basic functions:

- Click a button on the button bar with the left mouse button.

To perform advanced functions:

- Click a button on the button bar with the right mouse button.

[Related Topics](#)

[Using the Right Mouse Button](#)

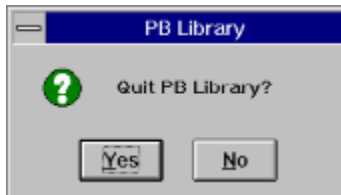
Quitting Packard Bell Library

You can quit Packard Bell Library in the following ways:

- Click the [Quit button](#).
- Click the [Control-menu box](#) and then choose Close from the [Control menu](#).
- Double-click the Control-menu box.
- Press ALT+F and then press X.

To quit Packard Bell Library using the Quit button:

1. Click the Quit button. Packard Bell Library displays this dialog box:



2. Click Yes to end your Packard Bell Library session or Click No to continue working in Packard Bell Library.

[Related Topics](#)

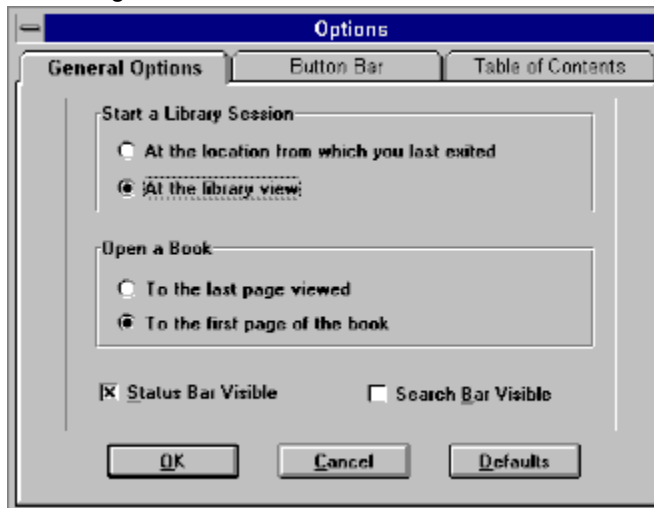
[Packard Bell Library Window Elements](#)

Changing Options

You can change selected options in your Packard Bell Library. The options are [General Options](#), [Button Bar](#), and [Table of Contents](#).

To access the options:

1. Click the [Options button](#) while located in either the library view or the bookshelf view or choose [Options](#) from the [Control menu](#) in any view. Packard Bell Library displays the Options dialog box:



The Options dialog box contains three divider tabs for each set of options. Click on the divider tab to select a set of options to change.

You change an option by clicking the [option button](#) or the [check box](#) next to it. If the button contains a black dot or the check box contains an x, the option is currently selected. If they do not contain a dot or an x, the option not currently selected.

[Related Topics](#)

[Changing General Options](#)

[Changing Button Bar Options](#)

[Changing Table of Contents Options](#)

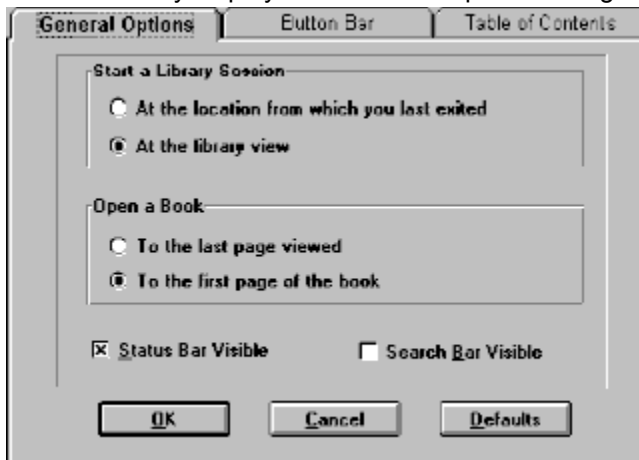
Changing General Options

Packard Bell Library allows you to change several options using the General Options dialog box. These options include selections for:

- Starting Packard Bell Library
- Opening a book
- Making the [status bar](#) and [search bar](#) visible or hidden.

To access general options:

- Click the General Options tab in the [Options dialog box](#) (if it is not already selected). Packard Bell Library displays the General Options dialog box:



To change starting options for a library session:

- Select one of these options:

At the location from which you last exited

to start your library session at the location where you were working when you last exited.

At the [library view](#)

to start your library session at the library view each time you start Packard Bell Library.

To change options for opening a book:

- Select one of these options:

To the last page viewed

to start reading a book at the page you were viewing when you last closed the book.

To the first page of the book

to start reading a book at the first page each time you open a book.

To change the visibility of the status and search bars:

- Select these options:

Status Bar Visible

to display or hide the status bar at the bottom of your library windows.

Search Bar Visible

to display or hide the search bar above the button bar in your library windows.

To confirm or cancel General Options dialog box choices:

- Click one of these buttons:

OK

to confirm the choices you have made. Packard Bell Library sets your General Options to the selections you have chosen.

Cancel

to cancel any current changes you have made.

Defaults

to reset your options to the original [default](#) settings.

Changing Button Bar Options

Packard Bell Library allows you to change two options using the Button Bar options dialog box. These options are Button Bar Layout and Button Bar Position.

To access button bar options:

- Select the Button Bar tab from the [Options dialog box](#). Packard Bell Library displays the Button Bar dialog box:



To change the layout of the button bar:

- Select one of these options:

[Docked](#)

to anchor the button bar to a particular location in your windows.

[Floating](#)

to suspend or hang the button bar in your window area.

To change the location of a docked button bar:

- Select one of the following locations for the button bar when it is in a docked position:

Left

to locate the button bar on the left side of your window.

Right	to locate the button bar on the right side of your window.
Top	to locate the button bar at the top of your window.
Bottom	to locate the button bar at the bottom of your window.

To confirm or cancel button bar dialog box choices:

- Click one of these buttons:

<u>O</u> K	to confirm the button bar choices you have made. Packard Bell Library sets the selections you have chosen.
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<u>C</u> ancel	to cancel any current changes you have made.
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<u>D</u> efaults	to reset your options to the original default settings.
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[Related Topics](#)

[Changing Options](#)

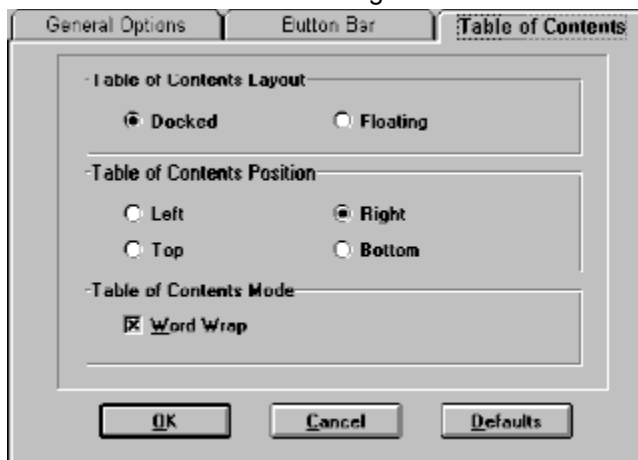
Changing Table of Contents Options

Packard Bell Library allows you to change the following options using the Table of Contents options dialog box:

- Table of Contents Layout
- Table of Contents Position
- Table of Contents Mode

To access table of contents options:

- Select the Table of Contents tab from the [Options dialog box](#). Packard Bell Library displays the Table of Contents dialog box:



To change the layout of the table of contents:

- Choose one of these options:

[Docked](#) to anchor the table of contents to a particular location in your [windows](#).

[Floating](#) to suspend or hang the table of contents in your window area.

To change the location of a docked table of contents:

- Choose one of the following locations for the table of contents when it is in a docked position:

Left to locate the table of contents on the left side of your window.

Right to locate the table of contents on the right side of your window.

Top to locate the table of contents at the top of your window.

Bottom to locate the table of contents at the bottom of your window.

To change table of contents mode:

- Choose the following option:

[Word Wrap](#) to instruct Packard Bell Library to resize a text line to accommodate the size of the table of contents window. If

the line is too long for the width of the window, Packard Bell Library moves (wraps) the words that do not fit onto the next line. Clear this option if you do not want lines in the table of contents to wrap to the next line.

To confirm or cancel Table of Contents dialog box choices:

- Click one of these buttons:

OK to confirm the table of contents choices you have made. Packard Bell Library sets your options to the selections you have chosen.

Cancel to cancel any current changes you have made.

Defaults to reset your options to the original default settings.

Related Topics

[Changing Options](#)

Moving the Button Bar

Packard Bell Library offers you two ways to change the location of the button bar:

- Select the Button Bar tab from the [Options dialog box](#).
- [Drag the button bar](#) to the desired location.

Related Topics

[Changing Options](#)

[Dragging the Button Bar](#)

Dragging the Button Bar

You can [drag](#) the button bar to move it to any location on your screen.

To drag the button bar to a new location:

1. Position the [mouse pointer](#) over the button bar border immediately above the buttons.
2. Press and hold down the mouse button and drag the button bar to the desired location.
3. Release the mouse button.

To return the button bar to its original position:

- Follow the instructions for [changing button bar options](#).

Moving the Table of Contents

Packard Bell Library offers you two ways to change the location of the table of contents:

- Select the Table of Contents tab from the [Options dialog box](#).
- [Drag the table of contents](#) to the desired location.

Related Topics

[Changing Options](#)

[Changing Table of Contents Options](#)

[Dragging the Table of Contents](#)

Dragging the Table of Contents

You can [drag](#) the table of contents to move it to any location on your screen.

To drag the table of contents to a new location:

1. Position the [mouse pointer](#) over the border immediately above the table of contents [title bar](#).
2. Press and hold down the mouse button and drag the table of contents to the desired location.
3. Release the mouse button.

To return the table of contents to its original position:

- Follow the instructions for [changing button bar options](#).

Methods of Searching for Words or Phrases

Packard Bell Library provides you with two methods for searching for words and phrases throughout Packard Bell Library. You can use the [Search button](#) on the button bar or the [search bar](#) located just below the button bar.

Note: If the search bar is not currently visible, you can make it visible using the General Options dialog box, which you access through the Options dialog box. See [Changing General Options](#) and [Changing Options](#) for more information about these dialog boxes.

You can perform searches from any Packard Bell Library view. When you search for a word or phrase, Packard Bell Library presents the search information in the following different ways for each view:

- [Library view search](#) Displays the number of instances of the word or phrase it found on each [bookcase](#).
- [Bookshelf view search](#) Displays the number of instances of the word or phrase it found in each [book](#) on each [bookshelf](#).
- [Book view search](#) [Highlights](#) each instance of the word or phrase it finds in the book; displays the first instance of the word it encounters near your current location, counts the number of instances of the word or phrase it finds in each section of the book and places the number on the left hand side of the relevant sections in the table of contents.

Tip: You can display the search information for a particular word or phrase in each Packard Bell Library view by making the search bar visible or leaving the Search dialog box open while you move from view to view. You can change views and see information for a search without reentering the search request in each view.

Related Topics

[Searching for Words or Phrases in Book View](#)

[Searching for Words or Phrases in Bookshelf View](#)

[Searching for Words or Phrases in Library View](#)

Searching for Words or Phrases in Library View

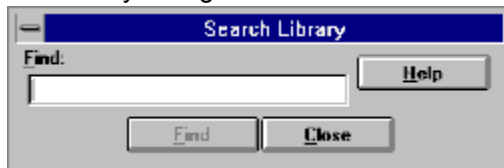
You can search for a word or phrase in the Library view using either the [Search button](#) or the [search bar](#). Packard Bell Library counts the number of instances of the word or phrase it found in every book in the library, adds up the number in each bookcase, and displays the number on the side of each bookcase.

Using the Search Button in Library View

You can use the Search button in two different ways: to locate words or phrases for the first time in your Packard Bell Library bookcases or to locate words or phrases you have searched for previously in your current library session.

To search for a word or phrase for the first time:

1. Click the Search button with the left mouse button. Packard Bell Library displays the Search Library dialog box:



2. Type the word or phrase that you want to locate in the Find box.
Or
Copy a word or phrase from your book and paste it into the Find box.
3. Click the Find button or press ENTER. Packard Bell Library displays the number of instances of the word or phrase it found on the side of each bookcase.
4. Repeat steps 2 and 3 to search for additional words or phrases.
5. Click the Close button when you are through searching for words or phrases.

To search for a word or phrase you have searched for previously:

1. Click the Search button with the right mouse button. Packard Bell Library displays a list of words or phrases you searched for previously in your current Packard Bell Library session.
2. Click the word or phrase you want to search for in the list. Packard Bell Library displays the number of instances of the word or phrase it found on the side of each bookcase.

Related Topics

[Copying and Pasting](#)

[Using the Search Bar in Library View](#)

Using the Search Bar in Library View

The search bar allows you to quickly find new words or phrases or words or phrases you have searched for previously in your current Packard Bell Library session.

Note: If the search bar is not currently visible, you can make it visible using the General Options dialog box, which you access through the Options dialog box. See [Changing General Options](#) and [Changing Options](#) for more information about these dialog boxes.

To search for a new word or phrase:

1. Type the word or phrase you want to locate in the search bar Find box.
2. Click the Find button or press ENTER. Packard Bell Library displays the number of instances of the word or phrase it found on the side of each [bookcase](#).
3. Repeat steps 1 and 2 for each word or phrase you want to locate.

To search for a word or phrase you searched for previously:

1. Click the down arrow to the right of the search bar Find box. Packard Bell Library displays the list of words you have searched for previously.
2. Click the word or phrase you want to locate. Packard Bell Library displays the number of instances of the word or phrase it found on the side of each bookcase.

Related Topics

[Using the Search Button in Library View](#)

Searching for Words or Phrases in Bookshelf View

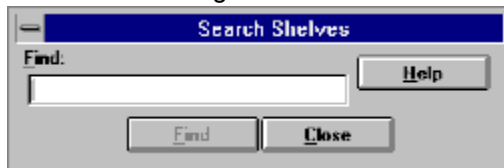
You can search for a word or phrase in the Bookshelf view using either the [Search button](#) or the [search bar](#). Packard Bell Library counts the number of instances of the word or phrase it found in each book in the library, adds up the number, and displays the number on the binding of each book on each bookshelf.

Using the Search Button in Bookshelf View

You can use the Search button in two different ways: to locate words or phrases for the first time on bookshelves in your library or to locate words or phrases you have searched for previously in your current library session.

To search for a word or phrase for the first time:

1. Click the Search button with the left mouse button. Packard Bell Library displays the Search Shelves dialog box:



2. Type the word or phrase that you want to locate in the Find box
Or
Copy a word or phrase from your book and paste it in the Find box.
3. Click the Find button or press ENTER. Packard Bell Library displays the number of instances of the word or phrase it found on the binding of each book on a bookshelf.
4. Repeat steps 2 and 3 to search for additional words or phrases.
5. Click the Close button when you are through searching for words or phrases.

To search for a word or phrase you have searched for previously:

1. Click the Search button with the right mouse button. Packard Bell Library displays a list of words or phrases you searched for previously in your current Packard Bell Library session.
2. Click the word or phrase you want to search for in the list. Packard Bell Library displays the number of instances of the word or phrase it found on the binding of each book on a bookshelf.

Related Topics

[Copying and Pasting](#)

[Using the Search Bar in Bookshelf View](#)

Using the Search Bar in Bookshelf View

The search bar allows you to quickly find new words or phrases or words or phrases you have searched for previously in your current library session.

Note: If the search bar is not currently visible, you can make it visible using the General Options dialog box, which you access through the Options dialog box. See [Changing General Options](#) and [Changing Options](#) for more information about these dialog boxes.

To search for a new word or phrase:

1. Type the word or phrase you want to locate in the search bar Find box.
2. Click the Find button or press ENTER. Packard Bell Library displays the number of instances of the word or phrase it found on the binding of each book on a bookshelf.
3. Repeat steps 1 and 2 for each word or phrase you want to locate.

To search for a word or phrase you searched for previously:

1. Click the down arrow to the right of the Find box. Packard Bell Library displays the list of words you have searched for previously.
2. Click the word or phrase you want to locate in the Find list. Packard Bell Library displays the number of instances of the word or phrase it found on each book on a bookshelf.

[Related Topics](#)

[Using the Search Button in Bookshelf View](#)

Searching for Words or Phrases in Book View

You can search for a word or phrase in Book view using either the [Search button](#) or the [search bar](#). When you search for a word or phrase in Book view, Packard Bell Library does three things:

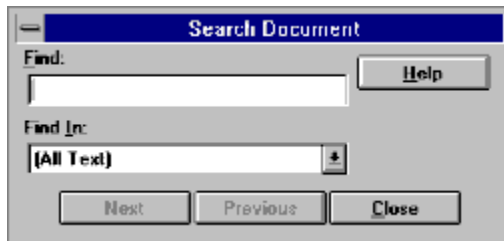
- It locates all instances of the word or phrase you are searching for in the book you are currently viewing and [highlights](#) them.
- It displays the first instance of the word or phrase it encounters near your current location in the [text window](#).
- It counts the number of instances of the word or phrase it finds in each section of the book and places the number on the left hand side of the relevant sections in the [table of contents window](#).

Using the Search Button in Book View

You can use the Search button in two different ways: to locate words or phrases for the first time in a book in your library or to locate words or phrases you have searched for previously in your current library session.

To search for a word or phrase for the first time:

1. the Search button. Packard Bell Library displays the Search Document dialog box:



2. Type the word or phrase that you want to locate in the Find box

Or

Copy the word or phrase from your book. The word appears in the Find box.

3. From the Find In box list, select the [book element](#) that you want Packard Bell Library to use when it searches for the word or phrase.

Packard Bell Library [highlights](#) each instance of the word or phrase in the book, displays the first instance of the word or phrase it encounters near your current location in the text window, and displays the number of instances of the word or phrase it found next to each [head](#) in the [table of contents window](#).

4. Click the Next button to search forward for a word or phrase in the book.

Or

Click the Previous button to search backwards for a word or phrase in the book.

5. Repeat steps 2, 3, and 4 for each word or phrase you want to locate.
6. Click the Close button when you are through searching for the selected words or phrases.

To search for a word or phrase you have searched for previously:

1. Click the Search button with the right mouse button. Packard Bell Library displays a list of words or phrases you searched for previously in your current Packard Bell Library session.
2. Click the word or phrase you want to locate in the list. Packard Bell Library does the following:
 - [Highlights](#) each instance of the word or phrase it finds in the book
 - Displays the first instance of the word or phrase it encounters near your current location in the text window.
 - Displays the number of instances of the word or phrase it found next to each head in the table of contents window.

[Related Topics](#)

[Copying and Pasting](#)

[Using the Search Bar in Book View](#)

Using the Search Bar in Book View

The search bar allows you to quickly find new words or phrases or words or phrases you have searched for previously in your current library session.

Note: If the search bar is not currently visible, you can make it visible using the General Options dialog box, which you access through the Options dialog box. See [Changing General Options](#) and [Changing Options](#) for more information about these dialog boxes.

To search for a new word or phrase:

1. Type the word or phrase you want to locate in the search bar Find box.
2. From the Find In box list, select the [book element](#) that you want Packard Bell Library to use when it searches for the word or phrase.
3. Press ENTER. Packard Bell Library highlights each instance of the word or phrase it finds in the book, displays the first instance of the word or phrase it encounters near your current location in the [text window](#), and displays the number of instances of the word or phrase it found next to each [head](#) in the [table of contents](#).
4. Click the left arrow (<) to search backwards in the book for the word or phrase
Or
Click the right arrow (>) to search forward in the book for the word or phrase.
5. Repeat steps 1, 2, 3, and 4 for each word or phrase you want to find.

To search for a word or phrase you searched for previously:

1. Click the down arrow to the right of the Find box to display the list of words you have searched for previously.
2. Click the word or phrase you want to locate. Packard Bell Library does the following:
 - [Highlights](#) each instance of the word or phrase it finds in the book.
 - Displays the first instance of the word or phrase it encounters near your current location in the text window.
 - Displays the number of instances of the word or phrase it found next to each head in the table of contents window.
3. Click the left arrow (<) to search backwards in the book for the word or phrase.
Or
Click the right arrow (>) to search forward in a the book for the word or phrase.

[Related Topics](#)

[Using the Search Button in Book View](#)

Returning to Library View

You can return to the library view directly from the bookshelf view by using the [Library button](#).

To return to the library view from the bookshelf view:

Click the Library button. Packard Bell Library displays the library view.

Returning to Bookshelf View

You can return to the bookshelf view from the book view by using the [Shelf button](#). You use this button when you want to close a book and end a book viewing session.

To end a book viewing session:

- Click the Shelf button. Packard Bell Library closes the currently open book and returns you to the bookshelf view.

Returning to a Previous Location

You can return to a previous location in a book by using the [Go Back button](#).

You can use the Go Back button for two different purposes: to go back to your last location in the book or to go back to any one of a number of your previous locations in the book.

To go back to your last location in a book:

- Click the Go Back button with the left mouse button. Packard Bell Library displays the last page you viewed in the current book and highlights its location in the table of contents.
You can continue to select the Go Back button and return to each previous location in the book until you return to the point from which you started.

To go back to any one of a number of previous locations in a book:

1. Click the Go Back button with the right mouse button. Packard Bell Library displays a list of locations you viewed in the current book.
2. Click the location you want to go back to. Packard Bell Library returns you to the location you selected and [highlights](#) the section in the [table of contents window](#).


Creating an Annotation

You can create [annotations](#) for any section or paragraph in a book you are viewing.

To create an annotation in a book:

1. Click in the location in your book where you want to create an annotation.
2. Click the [Annotation button](#). Packard Bell Library displays the Annotation dialog box:



3. Type the name you want to use to identify your annotation over the word Annotation.
Or
Copy text from your book and paste it in place of the word Annotation.
4. Press the TAB key. Packard Bell Library moves your location to the note area of the Annotation box.
5. Type your note in the note area of the dialog box.
Or
Copy text in your book and paste it into the note area of your Annotation box.
6. Click the Save button. Packard Bell Library closes the Annotation dialog box and places an annotation icon  in the right margin, next to the paragraph or section head that you annotated.

[Related Topics](#)

[Copying and Pasting](#)

Locating an Annotation



You can locate annotations you have created in a book you are viewing by using the [Annotation button](#).

To locate an annotation in a book:

1. Click the Annotation button with the right mouse button. Packard Bell Library displays the following menu:



2. Select one of the following options:

Previous	to locate an annotation that occurs before your current location in the book. Packard Bell Library moves your location to the section where the annotation is located and displays the annotation icon  .
Next	to locate an annotation that comes after the current location in the book. Packard Bell Library moves your location to the section where the annotation is located and displays the annotation icon  .
Define Annotation	to create a new annotation. Packard Bell Library displays the Annotation dialog box.
Annotation Browser	to locate an annotation using the Annotation Browser. Packard Bell Library displays the Annotation Browser dialog box.

Related Topics

[Creating an Annotation](#)

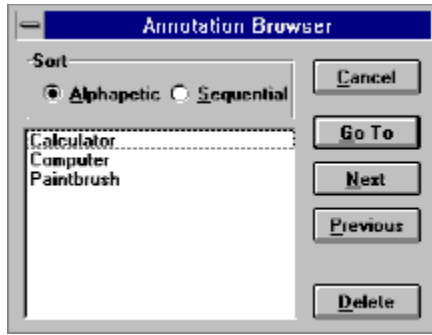
[Using the Annotation Browser](#)

Using the Annotation Browser


You can locate an annotation you have created using the Annotation Browser dialog box.

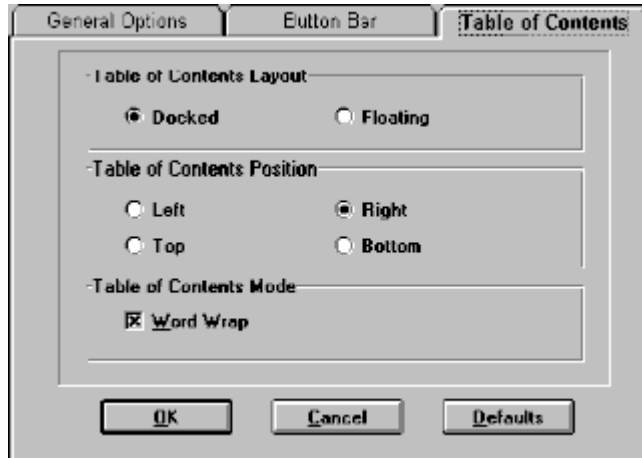
To access the Annotation Browser dialog box:

- Click the Annotation button with the right mouse button and then choose the Annotation Browser option from the popup menu. Packard Bell Library displays the Annotation Browser menu:



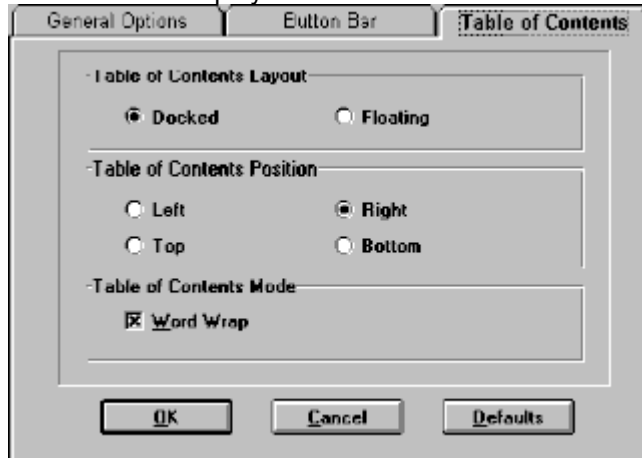
To locate an annotation using the Annotation Browser dialog box:

- Select the method you want Packard Bell Library to use for sorting your annotations:
 - Alphabetic to have Packard Bell Library list your annotations alphabetically..
 - Sequential to have Packard Bell Library list your annotations in the order in which they appear in the book.
- Click the name of the annotation you want to locate in the Annotation Browser dialog box list.
- Click one of these buttons:
 - Cancel to cancel your annotation search. Packard Bell Library closes the Annotation Browser dialog box.
 - Go To to locate the currently selected annotation in the annotation list. Packard Bell Library moves your location to the section where the annotation is located and displays the annotation icon .
 - Next to locate an annotation that occurs in the list immediately following the one that is currently selected. Packard Bell Library moves your location to the section where the annotation is located and displays the annotation icon



Previous

to locate the annotation that occurs in the list immediately before the one currently selected. Packard Bell Library moves your location to the section where the annotation is located and displays the annotation icon



Delete

to eliminate the currently selected annotation. Packard Bell Library removes the annotation from your book.

Related Topics

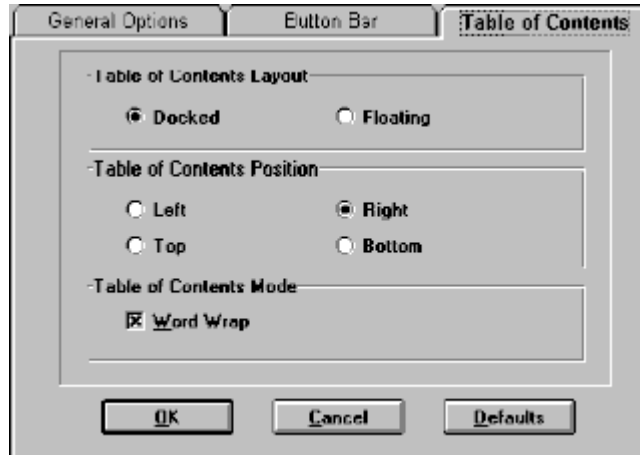
[Creating an Annotation](#)

[Locating an Annotation](#)

Viewing, Closing, and Deleting an Annotation

You can open an annotation you have previously created to view it. After you view it, you can either close or delete it.

To view an annotation you have created:



- Choose the annotation icon for the annotation you want to view by double-clicking it with the left mouse button. Packard Bell Library displays the Annotation dialog box with the annotation you created.

To close an annotation:

- Click the Cancel button in the Annotation dialog box. Packard Bell Library closes the annotation dialog box.

To delete an annotation:

- Click the Delete button in the Annotation dialog box.

Or

Select the name of the annotation you want to delete from the list in the [Annotation Browser dialog box](#) and then click the Delete button.

Packard Bell Library deletes the annotation.

Related Topics

[Creating an Annotation](#)

[Locating an Annotation](#)

[Using the Annotation Browser](#)


Creating a Bookmark

You can create a [bookmark](#) to identify a location that you want to return to in a book by using the [Bookmark button](#). In order to identify and locate a bookmark you have created you need to assign a unique name to it. However, since a bookmark is only a location marker, you do not enter any content data.

To create a bookmark in a book:

1. Click in the location where you want to create a bookmark.
2. Click the Bookmark button with the left mouse button. Packard Bell Library displays the Bookmark dialog box:



3. Type the name you want to use to identify your bookmark in the Bookmark name box.
Or
Copy text from your book and paste it into the Bookmark name box.
4. Click the Save button. Packard Bell Library closes the Bookmark dialog box and places a bookmark icon  in the right margin, next to the location where you created the bookmark.

[Related Topics](#)

[Copying and Pasting](#)

Locating a Bookmark



You can locate a bookmark you have created using the [Bookmark button](#).

To locate a bookmark in a book:

1. Click the Bookmark button with the right mouse button. Packard Bell Library displays the following menu:

<u>P</u> revious	Ctrl+P
<u>N</u> ext	Ctrl+N
<u>D</u> efine Bookmark	Alt+B
<u>B</u> ookmark Browser	Ctrl+B

2. Select one of the following options:

<u>P</u> revious	to locate a bookmark that occurs before your current location in the book. Packard Bell Library moves your location to the section where the bookmark is located and displays the bookmark icon  .
<u>N</u> ext	to locate a bookmark that comes after the current location in the book. Packard Bell Library moves your location to the section where the bookmark is located and displays the bookmark icon  .
<u>D</u> efine Bookmark	to create a new bookmark. Packard Bell Library displays the bookmark dialog box.
<u>B</u> ookmark Browser	to locate a bookmark using the Bookmark Browser dialog box. Packard Bell Library displays the Bookmark Browser dialog box.

Related Topics

[Creating a Bookmark](#)

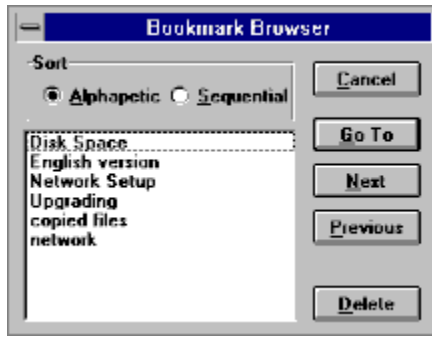
[Using the Bookmark Browser](#)

Using the Bookmark Browser

You can locate a bookmark you have created using the Bookmark Browser dialog box.

To access the Bookmark Browser dialog box:

Click the Bookmark button with the right mouse button and then choose the Bookmark Browser option from the popup menu. Packard Bell Library displays the Bookmark Browser menu:



To locate a bookmark using the Bookmark Browser dialog box:

1. Select the method you want Packard Bell Library to use for sorting your bookmarks:


Alphabetic to have Packard Bell Library list your bookmarks alphabetically..


Sequential to have Packard Bell Library list your bookmarks in the order in which they appear in the book.


2. Click the name of the bookmark you want to locate in the Bookmark Browser dialog box list.

3. Click one of these buttons:

Cancel to cancel your bookmark search. Packard Bell Library closes the Bookmark Browser dialog box.

Go To to locate the currently selected bookmark in the bookmark list. Packard Bell Library moves your location to the section where the bookmark is located and displays the bookmark icon .

Next to locate a bookmark that occurs in the list immediately following the one that is currently selected. Packard Bell Library moves your location to the section where the bookmark is located and displays the bookmark icon .

Previous to locate the bookmark that occurs in the list immediately before the one currently selected. Packard Bell Library moves your location to the section where the bookmark is located and displays the bookmark icon .

Delete to eliminate the currently selected bookmark. Packard Bell Library removes the bookmark from your book.

Related Topics

[Creating a Bookmark](#)

[Locating a Bookmark](#)

Deleting a Bookmark

To delete an bookmark:

- Select the bookmark you want to delete in the Bookmark Browser dialog box list and click the Delete button. Packard Bell Library deletes the bookmark.

Related Topics

[Creating a Bookmark](#)

[Locating a Bookmark](#)

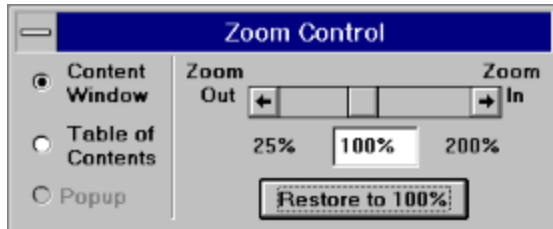
[Using the Bookmark Browser](#)

Zooming a Book Display

You can enlarge or reduce the size of a display in both the [text window](#) and the [table of contents window](#) by using the [Zoom button](#).

To enlarge or reduce the display size in the book text window:

1. Click the Zoom button. Packard Bell Library displays the Zoom Control dialog box:



2. Click one of the following option buttons:

Content Window to enlarge or reduce the display size in the text window

Table of Contents to enlarge or reduce the display size of the table of contents window

3. Click the left arrow or drag the control box on the zoom control bar toward Zoom Out to reduce the size of the selected display.

Or

Click the right arrow or drag the control box on the zoom control bar toward Zoom In to increase the size of the selected display.

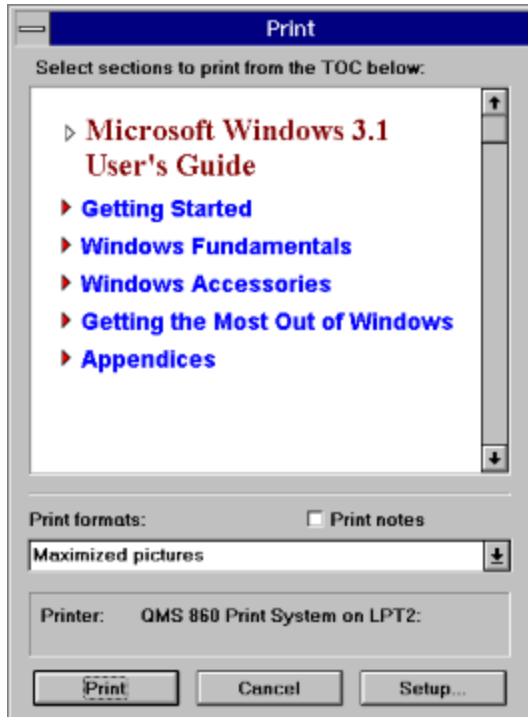
4. Click Restore to 100% to return the selected display to its original size.

Printing a Book

Packard Bell Library allows you to print selected sections of a book.

To print sections of a book:

1. Click the Print Button. Packard Bell Library displays the Print dialog box, which contains a copy of the [table of contents](#):



2. Click the sections of the book you want to print.
Note: You can deselect a section by clicking it a second time.
Tip: To view hidden subsections, click the Expand/Collapse marker ▶ next to the appropriate section.
3. Choose the Print Notes box to print any [annotations](#) you may have created along with the selected book sections.
4. Choose one of the following options in the Print formats list box:
Maximized pictures to print your book with graphics displayed.
Minimized pictures to print your book without graphics displayed.
5. Click the Print button in the dialog box. Packard Bell Library closes the dialog box and prints the selected sections of the book.

To exit from the Print dialog box without printing:

- Click the Cancel button.

To change the printer or the printer setup:

- Click the Setup button. Packard Bell Library displays a standard Windows Print Setup dialog box. See your Windows documentation for more information about using this dialog box

Using the Right Mouse Button

You can perform a number of tasks by clicking many of the buttons on the button bar with the right mouse button rather than the left. You can use the right mouse button with the [Search button](#) in all three Packard Bell Library views: [library view](#), [bookshelf view](#), and [book view](#). You can also use the right mouse button with the Go Back, Annotation, Bookmark, and Zoom buttons in book view only.

Related Topics

[Returning to a Previous Location](#)

[Locating an Annotation](#)

[Locating a Bookmark](#)

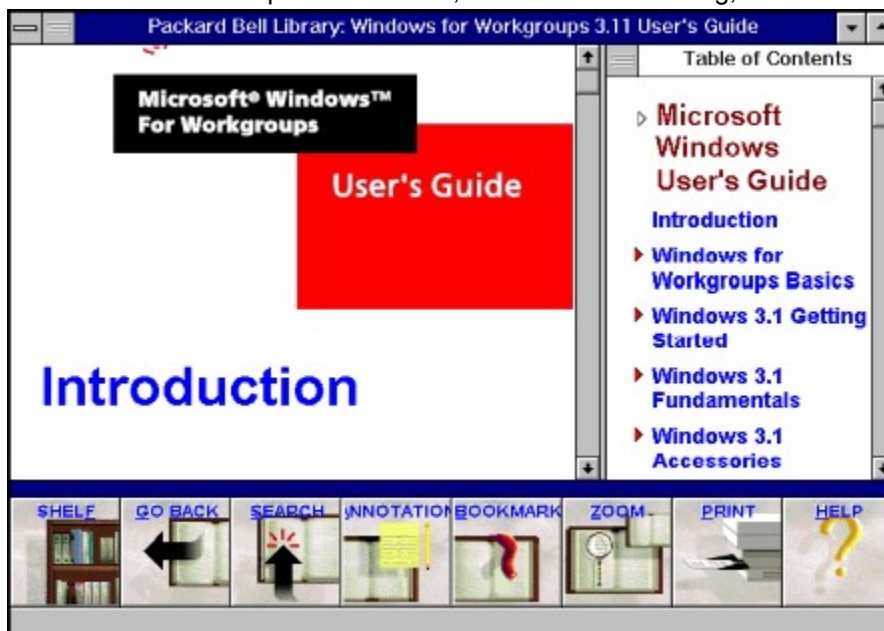
[Zooming a Book Display](#)

Opening a Book

After you choose a book you want to read from a bookshelf by clicking it, Packard Bell Library displays a title page for the book.

To stop Packard Bell Library from displaying the title page:

- Choose the *Bypass this screen in the future* option on the title page by clicking the box next to it. Then, click OK. Packard Bell Library opens the book and displays its text and table of contents in two separate windows, similar to the following;



The location of the [text window](#) and [table of contents window](#) in your book may be different from the display shown above, depending on the way your system manufacturer set up your system. Packard Bell Library allows you to change the location of the table of contents either by [dragging](#) it to a new location or by selecting the Table of Contents tab in the [Options dialog box](#).

[Related Topics](#)

[Choosing a Book](#)

[Changing Table of Contents Options](#)

[Changing Options](#)

[Dragging the Table of Contents](#)

Moving Around in a Book

To read an electronic book and locate information, you will need to move through its pages. You can move through the pages by using one of the following methods:

- Use the [scroll bars](#) and [scrolling keys](#) the same way you use them in other windows. See your Windows documentation for more information.
- Select topic heads from the table of contents.

Related Topics

[Packard Bell Library Window Elements](#)

[Selecting Topic Heads from the Table of Contents](#)

Selecting Topic Heads from the Table of Contents

You can move to a location in a book by selecting [heads](#) from the [table of contents](#). Each table of contents head corresponds to a section head in the text of a book. The table of contents provides you with a list of the heads contained in the book text. When you select a head in the table of contents, Packard Bell Library moves your current location to the corresponding head in the [text window](#).

The table of contents is organized in the same way as the table of contents in a paper book. For example, if the book is divided into chapters, the first-level heads in the table of contents would be chapter heads; the second-level heads would be the main section heads in the chapter; and, the third-level heads would be subordinate ([subheads](#)) heads under the section heads, and so forth.

When you first open a book, Packard Bell Library displays only the first-level heads. If the first-level heads contain subheads, Packard Bell Library hides them from view. In order to view them, you will need to [expand](#) the first-level head. You can continue expanding heads in the same way at each level until all of them are displayed.

Once you find a head in the table of contents that you would like to locate in the book text, you can select it. Packard Bell Library then automatically finds its location in the book and displays it for you.

To locate a head in the text window using the table of contents:

- Position your [mouse pointer](#) over the head you want to select in the table of contents and click it. Packard Bell Library displays the head you selected and its associated text in the text window.

Identifying Your Location in a Book

You can use the [table of contents](#) to identify your location in a book. As you scroll through text in the [text window](#), Packard Bell Library automatically [scrolls](#) the table of contents and [highlights](#) the table of contents head that corresponds to your location in the text.

Expanding and Collapsing Heads

The tables of contents in Packard Bell Library books display markers next to the [heads](#). These markers look like small triangles (▶)

▷). You use these markers to *expand* and *collapse* heads. You can identify whether you can expand or collapse a head by the way the marker next to it looks on your screen:

- If the marker is filled with color ▶, the head contains [subheads](#) that are currently hidden from view.
- If the marker is empty (not filled with color) ▷, the head contains subheads that are currently visible.
- If a head does not have a marker next to it, it does not contain any subheads.

[Related Topics](#)

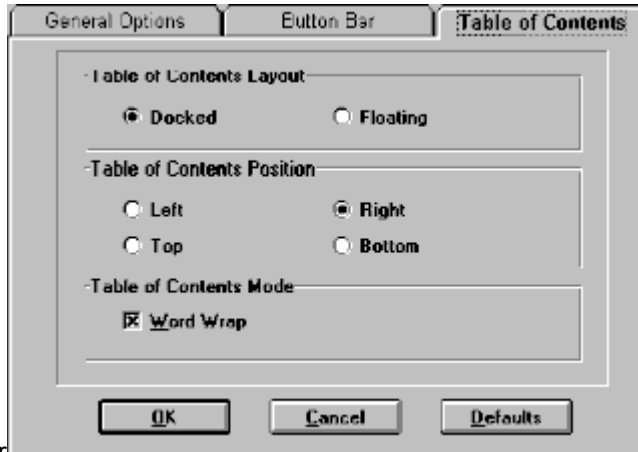
[Expanding a Head](#)

[Collapsing a Head](#)

Expanding a Head

When you first open a [book](#) in Packard Bell Library, the [table of contents](#) displays the top level [heads](#) only in the book.

To display subheads:



- Click the Expand/Collapse marker to the left of the head whose [subheads](#) you want to view. Packard Bell Library displays the first level of subheads.

Sample Table of Contents with Heads and Subheads

The following figure shows the table of contents from the *Microsoft Windows 3.1 Users Guide* with one of its first level heads, Part 2, Windows Accessories, expanded.

Notice that the marker next to the [expanded head](#), Part 2. Windows Accessories, is no longer filled with color.

Notice also that the subheads all have markers next to them filled with color. Therefore, these subheads contain additional lower-level subheads. You can select and expand these heads

just as you did the first-level head.

You can continue selecting and expanding heads as long as markers filled with color appear next to them.

Related Topics

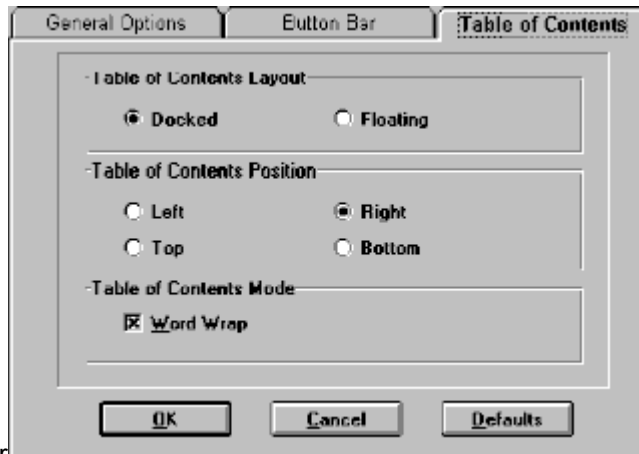
[Expanding and Collapsing Heads](#)

[Collapsing a Head](#)

Collapsing a Head

After you view [expanded heads](#) and [subheads](#) for various sections of a book, you may want to [collapse](#) (or hide) them again so that your window will not appear cluttered.

To collapse subheads in an table of contents:



- Click the Expand/Collapse marker to the left of the head whose subheads you want to hide. Packard Bell Library hides all the subheads below the one you have selected.

[Related Topics](#)

[Expanding a Head](#)

[Expanding and Collapsing Heads](#)

Selecting a Hyperlink

Some Packard Bell Library books contain [hyperlinks](#), which allow you to quickly and easily locate and display information related to the current topic you are viewing. Hyperlinks can consist of text, graphics, or parts of graphics.

Text hyperlinks are set off from the rest of the text in the book by some type of [highlighting](#). For example, the hyperlink text could be a different color or font from the rest of the text, or it could be underlined or italicized.

When you position your [mouse pointer](#) over a hyperlink, whether it is a text or graphics hyperlink, your pointer will change into a hand symbol with a pointed finger.

Once the hand symbol appears, you can select the hyperlink by clicking it with your left mouse button. Packard Bell Library displays the related information.

Expanding Graphics

Some of the books in your library will offer you the opportunity to create a larger version of a [graphic](#). These larger versions are called [expanded graphics](#). You may want to create an expanded graphic for two reasons:

- To get a clearer view of the graphic
- To view the graphic while you continue to scroll through related text

When you position your [mouse pointer](#) over a graphic that can be expanded, your pointer will change into a hand symbol with a pointed finger.

To expand a graphic:

- Position your mouse pointer over the graphic you want to expand and click it. Packard Bell Library overlays your text with a new [window](#) containing the larger version of your graphic.

You can resize or move an expanded graphic window the same way you move and resize any other window in Windows. See your Windows documentation for more information.

Closing an Expanded Graphic

When you are through viewing the larger version of your graphic, you can close it and return to your book.

To close an expanded graphic:

- Select the [control-menu box](#) on the upper left corner of the graphic window and then choose Close from the menu. Packard Bell Library closes the expanded graphic window.

[Related Topics](#)

[Packard Bell Library Window Elements](#)

Resizing Text and Table of Contents Windows

Packard Bell Library allows you to change the size of both the [text window](#) and [table of contents window](#). You can make them wider or narrower. If you want, you can make one window wide enough to cover the whole screen, thereby hiding the other one from view.

To make the text or table of contents window wider:

1. Position your [mouse pointer](#) over the bar that divides the text window from the table of contents window. Your pointer will change shape from an arrow to a bar with a left and right arrow located on either side (←||→).
2. Select the bar that divides the two windows by pressing and holding down the left mouse button.
3. [Drag](#) the bar to the left or right to make one window wider and the other narrower.

Changing Presentations

Some books in your library may be designed so that Packard Bell Library can present their contents and table of contents in several different ways. For example, a book could be displayed in two different ways: with all its [graphics](#) maximized or with all its graphics minimized. When the graphics are maximized, you see them as you [scroll](#) through your book. When the graphics are minimized, you see an [icon](#) that looks like a camera in the place of each graphic.

Similarly, Packard Bell Library could present a table of contents in two different ways: with standard table of contents [heads](#) and [subheads](#) or with a list of figures and tables.

To change book or table of contents presentations:

1. Select the [Presentation button](#) next to the [title bar](#) in the upper left corner of the book or table of contents window.
Packard Bell Library displays a list of the different types of presentations from which you can choose.
2. Click the type of presentation you want in your book.

Managing Bookcases and Books

Packard Bell Library allows you to manage the bookcases and books in your own library. You can do any of the following:

- Add and delete bookcases
- Add, delete, move, and copy books
- Change bookcase properties
- Change book properties

You manage bookcases and books using the [Bookcase Manager dialog box](#).

Related Topics

[Adding a New Bookcase](#)

[Adding New Packard Bell Library Books](#)

[Changing Book Properties](#)

[Changing Bookcase Properties](#)

[Copying a Book](#)

[Deleting a Book](#)

[Deleting a Bookcase](#)

[Moving a Book](#)

Accessing the Bookcase Manager Dialog Box

You can make changes to your bookcases and books using the Bookcase Manager dialog box.

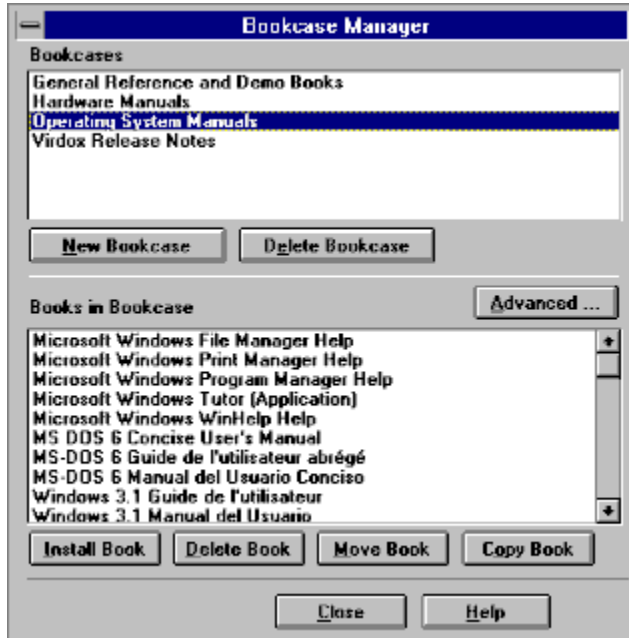
To access the Bookcase Manager dialog box:

- Select the [Control-menu box](#) and then choose Bookcase Management while located in either the library view or bookshelf view.

OR

Double-click on a [bookshelf](#) in bookshelf view.

Packard Bell Library displays the Bookcase Manager dialog box:



Related Topics

[Adding a New Bookcase](#)

[Adding New Packard Bell Library Books](#)

[Changing Book Properties](#)

[Changing Bookcase Properties](#)

[Copying a Book](#)

[Deleting a Book](#)

[Deleting a Bookcase](#)

[Moving a Book](#)

Adding a New Bookcase

You can add a new bookcase in your library using the Bookcase Properties dialog box.

To access the Bookcase Properties dialog box:

- Click the New Bookcase button in the Bookcase Manager dialog box. Packard Bell Library displays the Bookcase Properties dialog box.

Related Topics

[Accessing the Bookcase Manager Dialog Box](#)

[Using the Bookcase Properties Dialog Box](#)

Changing Bookcase Properties

You can change the properties of a bookcase in your library using the Bookcase Properties dialog box.

To access the Bookcase Properties dialog box:

1. Click the Advanced button in the Bookcase Manager dialog box. Packard Bell Library displays the Advanced Controls buttons.
2. Click the Case Properties button. Packard Bell Library displays the Bookcase Properties dialog box.

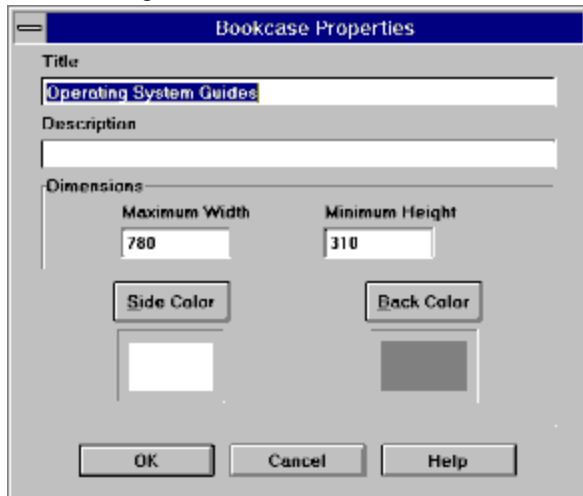
Related Topics

[Accessing the Bookcase Manager Dialog Box](#)

[Using the Bookcase Properties Dialog Box](#)

Using the Bookcase Properties Dialog Box

You can use the Bookcase Properties dialog box to create a new bookcase or change the properties of a bookcase that already exists. The Bookcase Properties dialog box looks similar to the following:



To define or change bookcase properties:

1. Type in the Title box the title or label you want to appear on the side of the bookcase in library view and on the title bar in bookshelf view.
2. Type in the Description box a description of the types of books that will be contained in the bookcase (optional).
3. Type in the Maximum Width box the width in [pixels](#) that you would like Packard Bell Library to use for the maximum width of your bookcase shelves.
4. Type in the Maximum Height box the height in [pixels](#) that you would like Packard Bell Library to use for the maximum height of your bookcase.
5. Click the appropriate button to change the [default](#) bookcase colors that appear in bookshelf view:

Side Color	to change the color of the side and bottom panels inside your bookshelves.
Back Color	to change the color of the back panel inside your bookshelves.
6. After you select your colors, press the OK button. Packard Bell Library returns you to the Bookcase Properties dialog box.
7. Click one of these buttons:

<u>O</u> K	to confirm the bookcase property choices you have made.
<u>C</u> ancel	to cancel any current changes you have made.

Related Topics

[Accessing the Bookcase Manager Dialog Box](#)

Deleting a Bookcase

You can remove or delete a bookcase from your library.

To delete a bookcase:

1. In the Bookcase Manager dialog box, click the name of the bookcase that you want to delete in the Bookcases list.
2. Click the Delete Bookcase button. Packard Bell Library displays a message asking you to confirm that you want to delete the bookcase.
3. Click one of these buttons:

<u>O</u> K	to delete the bookcase.
<u>C</u> ancel	to cancel the bookcase deletion.

Related Topics

[Accessing the Bookcase Manager Dialog Box](#)

Adding New Packard Bell Library Books

You can add new Packard Bell Library books to your library at any time using the following procedure

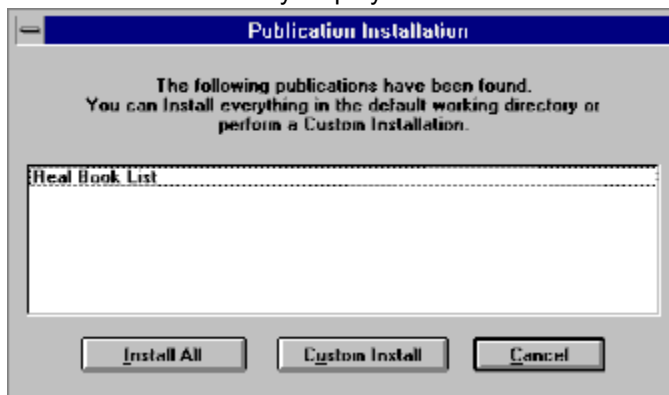
To add new Packard Bell Library books to your library:

1. Insert the Packard Bell Library floppy disk or compact disc containing the new books in the appropriate computer drive.
2. Click the Update button.

Or

Select the Bookcase Management option from the [Control-menu](#). Then, click the Install Book button in the Bookcase Manager dialog box.

Packard Bell Library displays the Publications Installation dialog box:



3. Choose the Book List containing the new books you want to add to your library.
4. Click the [Install All](#) button if you want to install all the books in the book list.

Or

Click the [Custom Install](#) button to install selected books.

[Related Topics](#)

[Accessing the Bookcase Manager Dialog Box](#)

[Packard Bell Library Window Elements](#)

Installing All Books

To install all the books in a book list:

1. Click the **Install All** button in the Publications Installation dialog box. Packard Bell Library asks you to verify that you want all the books in the list installed in the specified directory.
2. Click one of these buttons:
 - OK to install all the books.
 - Cancel to cancel the installation process.

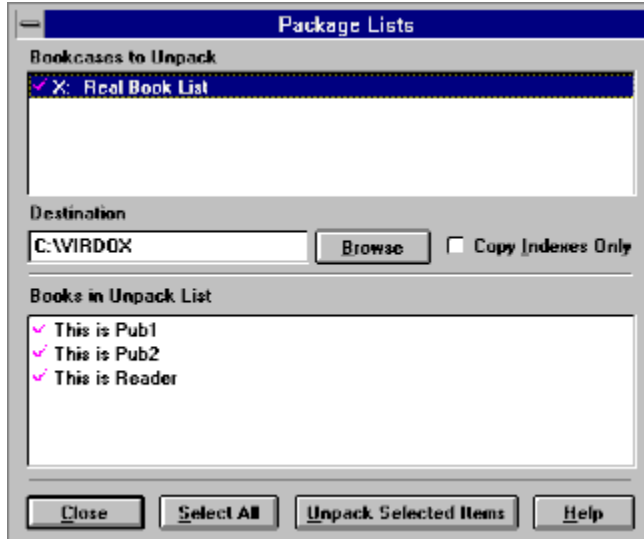
Related Topics

[Adding New Packard Bell Library Books](#)

Custom Installing Books

To custom install individual books in a book list:

1. Click the Custom Install button in the Publications Installation dialog box. Packard Bell Library displays the Package Lists dialog box:



2. Choose the book list you want to install in your library from the Bookcases to Unpack list. Packard Bell Library displays the titles of the books in the Books in Unpack List box at the bottom of your dialog box.
3. In the Destination box, type the name of the directory where you want to store your books or use the [Browse](#) button to select a directory.
4. Click the Copy Indexes Only button if you want only the indexes of the selected books copied to your disk drive,
5. Click the Select All button at the bottom of the dialog box to install all the books listed in the Books In Unpack List,.

Or

Click a book title in the Books In Unpack List to install individual books. Then, click the Unpack Selected Items button at the bottom of the dialog box. Repeat this step for each book you want to install.

Related Topics

[Adding New Packard Bell Library Books](#)

Changing Book Properties

You can change the properties of a book in your library using the Bookcase Properties dialog box.

To access the Bookcase Properties dialog box:

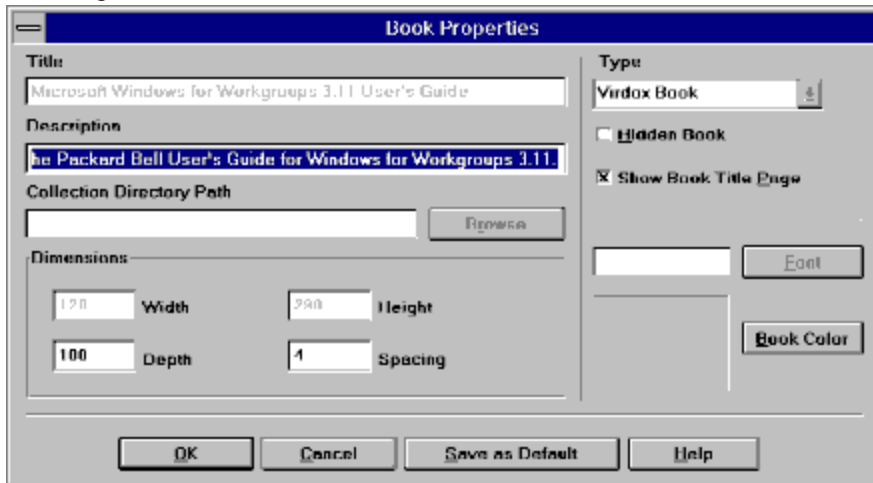
1. Click the Advanced button in the Bookcase Manager dialog box. Packard Bell Library displays the Advanced Controls buttons.
2. Click the Book Properties button. Packard Bell Library displays the [Book Properties dialog box](#).

Related Topics

[Accessing the Bookcase Manager Dialog Box](#)

Using the Book Properties Dialog Box

You can use the Book Properties dialog box to change the properties of newly installed books or books already installed on your bookshelves. The Book Properties dialog box looks similar to the following:



To change book properties:

1. In the Title box, type the book title you want to appear on the book binding in bookshelf view and the [title bar](#) in book view.
2. In the Description box, type a description of the book that you would like to appear in the [status bar](#) when you position the [mouse pointer](#) on the book (optional).
3. In the Collection Directory Path box, type the name of the directory where you want Packard Bell Library to store the selected book.
4. Type amounts in the Dimensions boxes for the following options if you want to change the appearance of the book on the bookshelf:

Width	to make the book appear wider or thinner on the bookshelf.
Depth	to make the book appear deeper or more shallow in the bookshelf.
Height	to make the book appear taller or shorter on the bookshelf.
Spacing	to increase or decrease the spacing between the book and the books located on each side of it.
5. Choose the type of book from the Type list in the Type box.
6. Choose Hidden Book if you want the book to appear in your book list, but you do not want it to appear on a bookshelf.
7. Choose Show Book Title Page if you want the title page to display each time you select the book.
8. Click the Font button to change the typeface used for the book title. Packard Bell Library displays the Font dialog box.
9. Click the Book Color button to change the book color of the book. Packard Bell Library displays the Color dialog box.
10. Click one of these options:

<u>O</u> K	to have the book properties you have selected take effect.
------------	--

Cancel

to cancel the book properties you have selected.

Save as Default

to have the book properties you selected used as the defaults for all new books installed on your book shelves.

Related Topics

[Packard Bell Library Window Elements](#)

[Changing Book Title Fonts](#)

[Changing Book Colors](#)

Changing Book Title Fonts

You can change the font of a book title using the Font dialog box.

To access the Font dialog box:

1. Click the Advanced button in the Bookcase Manager dialog box. Packard Bell Library displays the Advanced Controls buttons.
2. Click the Book Properties button. Packard Bell Library displays the Book Properties dialog box.
3. Click the Font button. Packard Bell Library displays the Font dialog box.

Related Topics

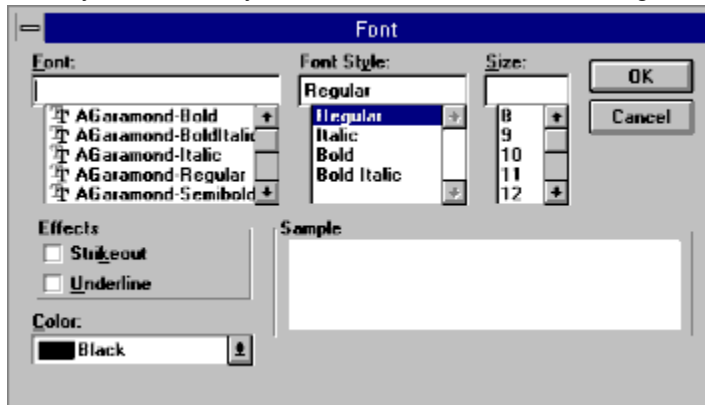
[Accessing the Bookcase Manager Dialog Box](#)

[Using the Book Properties Dialog Box](#)

[Using the Font Dialog Box](#)

Using the Font Dialog Box

You can use the Font dialog box to change the title fonts of newly installed books or books already installed on your bookshelves. The Font dialog box looks similar to the following:



To change a font for a book title:

1. Type the name of the font you want to use in the Font box or click a font name in the Font list.
2. Select any additional visual effects you want to add to your title under Effects:
 - Strikeout to draw a line through selected titles.
 - Underline to underline all characters in the title including spaces between words.
3. Select the color you want to use for the font from the Color list.
4. Type the name of the font you want to use in the Font Style box or select a font from the Font Style list.
5. Type the size of the font you want to use in the Size box or select a font size from the Font Size list.
6. Click one of these options:
 - OK to have Packard Bell Library put your font selections into effect.
 - Cancel to cancel the font selections you have made.

Related Topics

[Changing Book Title Fonts](#)

Changing Book Colors

You can change the color of a book using the Color dialog box.

To access the Color dialog box:

1. Select the book whose color you want to change in the Bookcase Manager dialog box.
2. Click the Advanced button in the Bookcase Manager dialog box. Packard Bell Library displays the Advanced Controls buttons.
3. Click the Book Properties button. Packard Bell Library displays the Book Properties dialog box.
4. Click the Book Color button. Packard Bell Library displays the Color dialog box.
5. Follow the instructions in [Using the Color Dialog Box](#) to complete the process of changing your book colors.

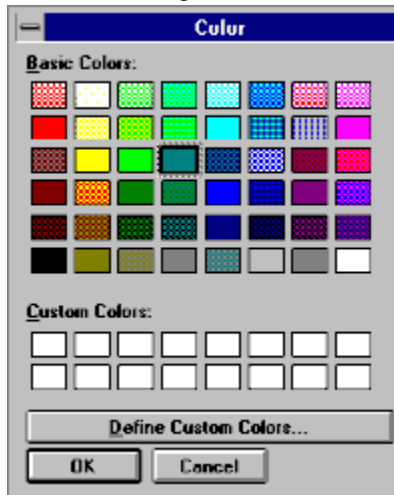
Related Topics

[Accessing the Bookcase Manager Dialog Box](#)

[Using the Book Properties Dialog Box](#)

Using the Color Dialog Box

You can use the Color dialog box to choose colors for new books and bookshelves or change the color of existing books and bookshelves. The Color dialog box looks similar to the following:



1. Choose the color you want to use for your book or selected area of your bookshelf from the Basic Colors palette.

Or

Define custom colors by clicking the Define Custom Colors button and then choosing a color from the Custom Colors palette.

2. Click one of these options:

OK to have Packard Bell Library put your color selections into effect.

Cancel to cancel the color selections you have made.

Related Topics

[Changing Book Colors](#)

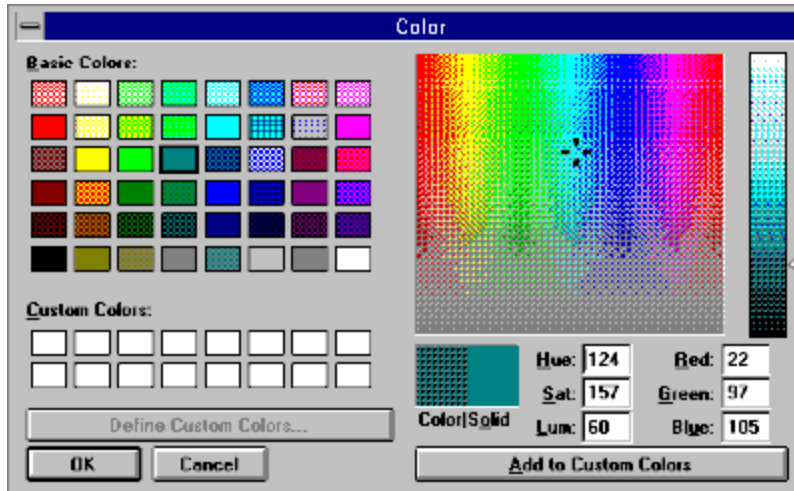
[Creating Custom Colors](#)

Creating Custom Colors

You can create custom colors for your books or bookshelves using the Color dialog box.

To access custom colors:

Click the Define Custom Colors button in the Color dialog box. The color dialog box expands to display a color scale and boxes where you can identify color variations:



To create custom colors for a book or bookshelf:

1. Choose a color from the custom color scales.
Or
Type in the scale specifications in the boxes below the scale.
2. Click the Add to Custom Colors button. Packard Bell Library adds the color you created to the Custom Colors palette in the Color dialog box.

Related Topics

[Using the Color Dialog Box](#)

Deleting a Book

You can remove or delete a book from your library.

To delete a book:

1. In the Bookcase Manager dialog box, select the bookcase where the book you want to delete is located from the Bookcases list. Packard Bell Library displays the names of the books in the bookcase in the Books in Bookcase list.
2. Select the book you want to delete from the Books in Bookcase list.
3. Click the Delete Book button. Packard Bell Library displays a message asking you to confirm that you want to delete the book.
4. Click one of these buttons:

<u>O</u> K	to delete the book.
<u>C</u> ancel	to cancel the book deletion.

Related Topics

[Accessing the Bookcase Manager Dialog Box](#)

Moving a Book

You can move a book from one bookcase to another.

To move a book:

1. In the Bookcase Manager dialog box, select the bookcase where the book you want to move is located from the Bookcases list. Packard Bell Library displays the names of the books in the bookcase in the Books in Bookcase list.
2. Select the book you want to move from the Books in Bookcase list.
3. Click the Move Book button. Packard Bell Library displays the Bookcase List dialog box.
4. Click the name of the bookcase to which you want to move the book in the Bookcase list.
5. Click one of these buttons:

<u>O</u> K	to move the book.
<u>C</u> ancel	to cancel moving the book.

Related Topics

[Accessing the Bookcase Manager Dialog Box](#)

Copying a Book

You can make a copy of a book in a bookcase and place the copy in another bookcase.

To copy a book:

1. In the Bookcase Manager dialog box, select the bookcase where the book you want to copy is located from the Bookcases list. Packard Bell Library displays the names of the books in the bookcase in the Books in Bookcase list.
2. Select the book you want to copy from the Books in Bookcase list.
3. Click the Copy Book button. Packard Bell Library displays the Bookcase List dialog box.
4. Click the name of the bookcase where you want the copied book to be located in the Bookcase list.
5. Click one of these buttons:

<u>O</u> K	to copy the book.
<u>C</u> ancel	to cancel copying the book.

Related Topics

[Accessing the Bookcase Manager Dialog Box](#)

Copying and Pasting

You can copy text from a book you are viewing and paste it into an Annotation dialog box or a Bookmark dialog box.

To copy and paste book text:

1. [Select the text](#) you want to copy.
2. Press CTRL+C. Packard Bell Library copies the text to the Windows Clipboard.
3. Click the [Annotation button](#) if you are creating an annotation or the [Bookmark button](#) if you are creating a bookmark. Packard Bell Library opens the appropriate dialog box.
4. Position your [insertion point](#) at the location in the dialog box where you want to place the copied text.
5. Press CTRL-V. Packard Bell Library pastes the selected text in the dialog box.

Related Topics

[Creating an Annotation](#)

[Creating a Bookmark](#)

Advanced Search Techniques

In addition to allowing you to search for words and phrases throughout your library, Packard Bell Library also allows you to perform much more complicated searches. You perform these searches using the following advanced techniques:

- Wildcard characters
- Keywords

Packard Bell Library also simplifies searches by not searching for common words that are used frequently.

Related Topics

[Using Wildcard Characters in Searches](#)

[Using Keywords in Searches](#)

[Common Words in Searches](#)

Using Wildcard Characters in Searches

[Wildcard characters](#) allow you to search for words or phrases that contain certain letters or specified combinations of letters. For example, you could search for all words that end with the letter combination *ing* by placing a wildcard character in front of *ing*.

Packard Bell Library allows you to use the following two wildcard characters:

The question mark (?) Replaces any single character

The asterisk (*) Replaces any group of 0 or more characters

Thus, if you placed the ? character in front of the *ing* letter combination, Packard Bell Library would find words such as *sing*, *ring*, and *wing*. If you placed the * character in front of the *ing* letter combination, Packard Bell Library would find such words as, *stooping*, *running*, and *flying*.

The following table provides some sample wildcard word searches you can make.

Search Combination	Search Results
f?t	fat, fit,
f*t	flat, first, fit, fruit, front
ch???	chill, chats, cheat,
ch*	church, chimpanzee, chunk, chill
m* p*	mouse pointer, media player, Manager. Print

[Related Topics](#)

[Common Words in Searches](#)

[Using Keywords in Searches](#)

Using Keywords in Searches

Packard Bell Library uses a number of words that have special meaning when you perform a search. These words allow you to limit your search to words or phrases that meet certain criteria or conditions. For example, you could ask Packard Bell Library to search for all instances of the word *fishing* only when it occurs near the word *lake*. Packard Bell Library uses two types of keyword searches to perform these types of searches: proximity and Boolean.

Proximity Searches

Proximity searches allow you to find words or phrases that are located in the vicinity of other words or phrases. You can use the following keywords to perform these types of searches: *after*, *before*, *of*, *near*, *within*, *word*, *words*.

The following table identifies some sample word searches you can make using keywords.

Search Phrase	Search Results
file <i>within 2 words of</i> directory	directory names, <i>file</i> names <i>file</i> or directory
click <i>within 3 words before</i> button	double-click the Test button click the mouse button
picture <i>within 2 words after</i> select	Select a <i>picture</i> Select Paintbrush <i>picture</i>

Boolean Searches

Boolean searches allow you to search for more than one word or phrase using two Boolean expressions: *or* and *and*.

The *or* expression lets you find two or more words or phrases at the same time.

The *and* expression allows you to find two or more words or expressions when they are located near one another.

The following table identifies some sample searches you can make using these two Boolean expressions.

Search Phrase	Search Results
device <i>or</i> hardware	installed <i>device</i> drivers piece of <i>hardware</i>
floppy disk <i>or</i> hard disk	<i>floppy disk</i> drive located on your <i>hard disk</i>
free <i>and</i> memory	the amount of <i>memory</i> that must be <i>free</i>

[Related Topics](#)

[Using Wildcard Characters in Searches](#)

[Common Words in Searches](#)

Common Words in Searches

There are a number of common words that Packard Bell Library will not search for because they occur so frequently. These words include *the, is, for, and, because* and so on. Packard Bell Library puts these words on a Stop list. If you attempt to search for a word on the Stop list by itself, Packard Bell Library displays the message:

```
Search phrase is on the stop list
```

If you attempt to search for a phrase that contains a word on the Stop list, Packard Bell Library looks for a phrase that contains all the words you are searching for plus any other word that occurs in the space where the Stop word is located. For example, if you search for the phrase, *the dialog box*, Packard Bell Library finds and highlights all of the following phrases: *Setup dialog box, Applications dialog box, another dialog box*, as well as, *the dialog box*.

Related Topics

[Using Keywords in Searches](#)

[Using Wildcard Characters in Searches](#)

Annotation

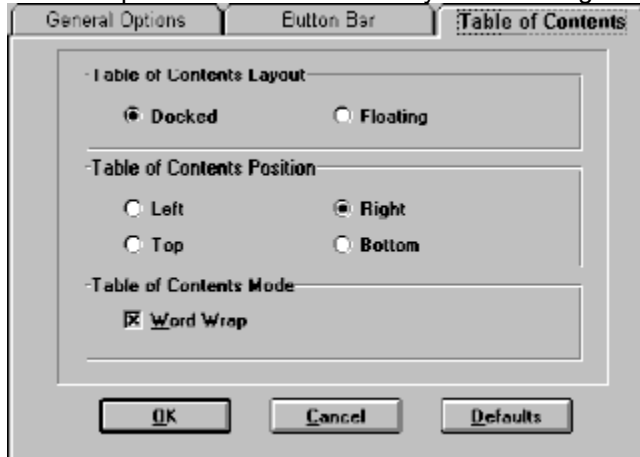
A note or comment added to a topic in a book.

Annotation Button

Click this button to add notes to a book section or paragraph.

Annotation Icon

A marker placed near text to assist you in locating an annotation that you have created.



Book

A computerized written work containing text, graphics, and/or hyperlinks.

Book Element

A book component, such as a chapter title, table, paragraph, or procedure.

Book View

A window that is actually made up of two contiguous windows, one displaying the text of a book and the other displaying the table of contents of the same book.

See also

[Bookshelf View](#)

[Library View](#)

Bookcase

A graphic image on your screen that looks like a bookcase with shelves that hold books.

Bookmark

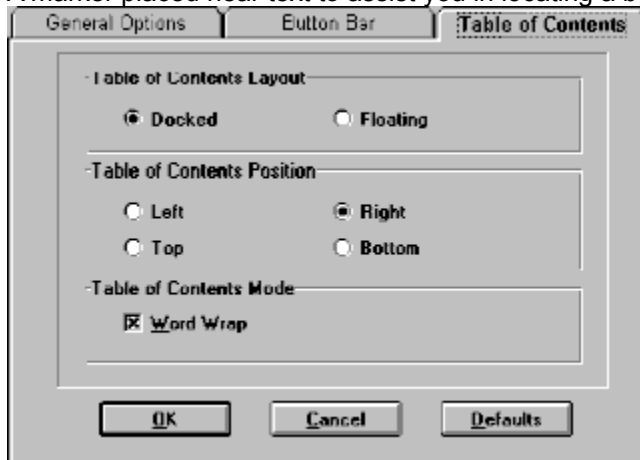
A marker placed near text to assist you in finding a specific location in a book.

Bookmark Button

Click this button to create a bookmark that marks a location in a book to which you want to return.

Bookmark Icon

A marker placed near text to assist you in locating a bookmark that you have created.



Bookshelf

A graphic image on your screen that looks like an open shelf for holding books.

Bookshelf View

A window that displays a bookshelf or bookshelves containing the books that you can select and read on your system.

See also

[Book View](#)

[Library View](#)

Browse

To inspect or scroll through a series of items or a book for the purpose of reviewing available options or information.

Button Bar

A row of buttons, each of which performs one or more special tasks.

Check Box

An element of a dialog box that allows you a yes-or-no decision. When the box is filled, it indicates a yes decision; when the box is empty, it indicates a no decision.

Choose

To pick an item to begin an action using the keyboard or mouse. For example, you *choose* a command on a menu to perform a task.

Clipboard

A temporary storage area for copied text. You can paste the contents of the Clipboard into an Annotation or a Bookmark dialog box. The Clipboard holds the contents until you copy another section.

Collapsed Head

A section head whose subordinate heads are hidden from view in a table of contents window.

See also

[Expanded Head](#)

Collapsing Heads

Collapsing a head means that you hide the next level subheads from view in a table of contents.

Control Menu

A menu that contains commands you use to control a window.

Control-Menu Box

The box in the upper left corner of a window. You click the Control-menu box to open the Control menu.

Cursor

A flashing character in a dialog box that indicates where the text that you type will appear on the screen.

Default

The option that Packard Bell Library automatically chooses unless you tell it otherwise.

Dialog Box

A temporary window that asks you for information or a decision before it executes a command.

Docked

Anchored to a particular location in a window. For example, tables of contents or button bars can be anchored to the top, bottom, left, or right sides of a window.

See also

[Floating](#)

Drag

To press and hold down the left mouse button when the mouse pointer is positioned over an object or text character, and then move the mouse to a new position and release the mouse button.

Drag and Drop

To drag an object from one window or location and release the mouse button when the object is positioned over another window or location.

Expanded Graphic

A graphic in a book that has been enlarged and is displayed in a separate window.

Expanded Head

A section head whose subordinate heads are visible in a table of contents window.

Expanding Heads

Expanding a head means that you display the next level of subheads that fall under a head in a table of contents.

Floating

Not in an anchored (docked) position. A floating object can be moved anywhere in a window. For example, the table of contents and button bar can be moved from a stationary docked position to a floating position anywhere on a screen.

See also

[Docked](#)

Function Key

A key usually located at the top of a keyboard. The key name consists of the letter F followed by a number, such as F1, F2, F3, and so on. Application programs assign special functions to individual keys.

Go Back Button

Click this button to return to a previous location in a book.

Graphic

An illustration, diagram, screen capture, or other pictorial representation of an object.

Head

A headline or title that stands above a section of text and identifies or summarizes the topic of that section.

Help Button

Click this button to get online Help information about the Packard Bell Library program.

Highlight

A form of emphasis used on selected text to make it stand out from the surrounding text. Common forms of highlighting include a change in text color or font or reverse video (the switching of background and foreground colors).

Hyperlink

A computerized link or connection between two objects in a book. One object is called a *source* and the other a *destination*. The source is visible, highlighted text, graphics, or parts of graphics. The destination is a hidden section of a book or a software program, such as a video selection, music clip, or tutorial. The destination is linked to the source, so that when you select the source, the destination is displayed on your screen.

Icon

A small graphic that represents elements in Packard Bell Library, such as programs, text markers or hyperlinks.

Insertion Point

A small vertical blinking bar that identifies the location where the next character or text entry will be inserted.

Keyword

A word that has special meaning to Packard Bell Library you when you when search for words or phrases. You can use keywords to narrow your search to criteria established by these words.

Library

A computerized version of a building that contains a collection of books, documents, or other types of readable material.

Library Button

Click this button to return to the library view from the bookshelf view.

Library View

A window that displays library bookcases labeled with the topics of the books each contains.

See also

[Book View](#)

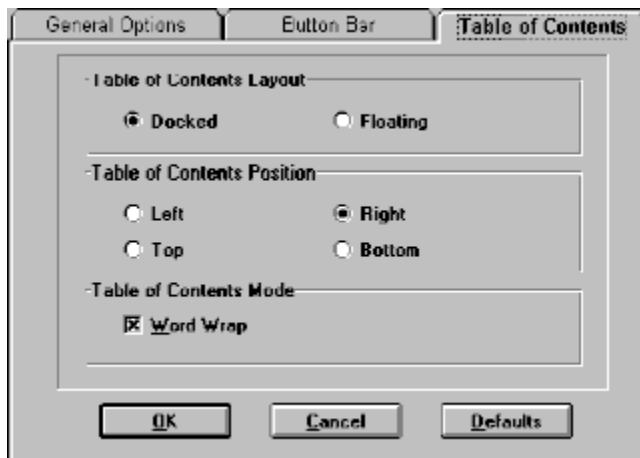
[Bookshelf View](#)

Expand/Collapse Marker

A small triangle located to the left of each head that contains subheads in a table of contents.



When a marker is filled with color, you can expand a head. When a marker is empty,



(not filled with color), you can collapse a head.

Maximize

To enlarge a window to its maximum size by clicking the maximize button in the upper-right corner of the window or by choosing the Maximize command from the Control menu.

Maximize Button

The button (small box) in the upper-right corner of a window containing an arrow pointing up.

Minimize

To reduce a window to its minimum size by clicking the minimize button in the upper-right corner of the window or by choosing the Minimize command from the Control menu.

Minimize Button

The button (small box) in the upper-right corner of a window containing an arrow pointing down.

Mouse Pointer

The symbol (often an arrow) on a Packard Bell Library screen that follows the movement of the mouse.

Option Button

A small circle inside a dialog box that represents one of two or more mutually-exclusive options. Also called a radio button.

Options Button

Click this button to customize Packard Bell Library settings.

Pixel

The smallest element of a graphic displayed on a computer screen. Pixels are combined to form the complete graphic image produced on the screen. A pixel is used as a unit of measure in defining the size of a graphic display.

Presentation Button

A small box next to the title bar in the upper left corner of a book and a table of contents window that lets you change the way the contents of each is presented.

Print Button

Click this button to print selected book sections.

Quit Button

Click this button to exit from the Packard Bell Library program.

Scroll

To move the contents of a window up, down, left, or right in order to see parts of the contents that are not displayed on the screen.

Scroll Bar

A rectangular strip that is displayed at the bottom and/or right edge of a window when the contents of the window are not entirely visible. By clicking the scroll arrows at each end of the bar, the contents of the window that were previously out of view can be moved into view.

See also

[Scrolling keys](#)

Scrolling Keys

Pressing these keys allows you to scroll through a book. The scrolling keys include the following:

Page Up	Scrolls the book to the previous page
Page Down	Scrolls the book to the next page
Up arrow	Scrolls the book up one line
Down arrow	Scrolls the book down one line
Home	Scrolls the book to the first page of the book
End	Scrolls the book to the last page of the book

Search Bar

A rectangular strip above the button bar that lets you search for words and phrases in the Packard Bell Library.

Search Button

Click this button to locate words or phrases in each Packard Bell Library view.

Select an Icon or Menu

To click an icon or menu. When you select an icon, you tell Packard Bell Library that the next command will apply to the program or file represented by the selected icon. When you select a menu, you tell Packard Bell Library that you intend to choose a command from that menu.

Select Text

To highlight book text that you want to copy. To select text, click and hold down the mouse button at the beginning of the text item you want to select. Then, drag your mouse pointer to the end of the text item and release the mouse button. Packard Bell Library highlights the text.

Shelf Button

Click this button to return to the bookshelf view from the book view.

Status Bar

A rectangular strip at the bottom of a window that displays information or instructions related to the location of the mouse pointer in the window.

Subhead

A subordinate headline or title that stands above a section of text and defines or summarizes the topic of that section.

See also

[Head](#)

Table of Contents

A listing of all the section heads and subheads in a book. When you first open a book only the highest level heads are visible. You choose the Expand/Collapse marker to display subordinate heads.

Table of Contents Window

The window that displays the table of contents of a book. It usually adjoins the text window.

Text Window

The window that displays the contents of a book, which includes text, graphics, and hyperlinks. It usually adjoins the table of contents window.

See also

[Graphic](#)

[Hyperlink](#)

Title Bar

A rectangular strip across the top of a window that contains the name of the window.

Update Button

Click this button to add new books to your library.

View

A [window](#) display or location in Packard Bell Library. Packard Bell Library contains three views: [library view](#), [bookshelf view](#), and [book view](#).

Wildcard Character

A character that you can use to represent one or more characters in a word.

Window

A rectangular area on your screen in which you view [bookcases](#), [bookshelves](#), [books](#), menus, [dialog boxes](#), and so forth.

Word Wrap

A method of resizing a line of text to accommodate the size of a window so that there are no blank spaces or broken words at the end of a line.

Zoom

A method of increasing the size of text and headings in text and table of contents windows.

Zoom Button

Click this button to enlarge or reduce the size of book text or table of contents displays.

