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options menu
printing a picture
printing in Library Reader for Windows
product registration
refreshing the Bookshelf window
removing selected books from the current bookshelf
saving the window position
search index for bookshelf
search menu
search operators
searching all listed books
searching multiple books
searching multiple books with extended options
searching selected books
searching through a book
selecting all books on the bookshelf
selecting an open window
selecting books with search matches
sorting books by date
sorting books by document number
sorting books by name
sorting books by title
startup default options
status bar
task help
title of bookshelf
trademarks
using a bookmark
using extended search for multiple books
view menu
viewing a list of open windows
viewing a picture
viewing a select set of books or bookshelves
window menu
word check
workspace options

Bookshelf

Use the Bookshelf window to display the books that are in a bookshelf. Each book is listed with its name, date of creation or update, title, and document number.

Procedures

- Open a book
- Create a bookshelf
- Add books to this bookshelf
- Remove books from this bookshelf
- Search across the listed books for specified words or phrases
- Change the startup defaults
- Save the position of the window
- Display the status bar
- Close the Bookshelf window.

Commands

- File menu
- Edit menu
- View menu
- Search menu
- Options menu
- Window menu
- Help menu

Related topics

- Book
- List of Books
- List of Bookshelves
- Picture

Open a Book from a Bookshelf Window

To open a book, choose the book from the Bookshelf window.

Note: If Library Reader for Windows cannot find the book, then you can either add the book's path to your default startup path or put the book in the same directory as the bookshelf. To add a path to the default startup path, choose Startup Defaults in the **Options** menu.

To open another copy of a book that you already opened from a Bookshelf window:

1. Select the book in the Bookshelf window.
2. From the **File** menu, choose **Open Again**.

Close the Bookshelf Window

To close the Bookshelf window, take one of the following actions:

- From the **File** menu, choose Close.
- From the Control menu in the upper left corner of the window, choose **C**lose.

When you close the Bookshelf window, all of the books you opened from the window also close. To see a list of these books, choose the Window menu.

Searching Multiple Books

To search across the listed books for specified words or phrases, take one of the following actions from the Bookshelf window:

- From the **Search** menu, choose All Books Listed.
- From the **Search** menu, choose Selected Books Only.

File Menu

From the **File** menu in the Bookshelf window, you can choose the following:

Book Description

To display descriptive information about the selected book

Create Bookshelf

To create a new bookshelf

Add Other Books to This Bookshelf

To add available books to the bookshelf displayed in the Bookshelf window

Add Selected Books to Another Bookshelf

To add the selected books to a bookshelf other than the one currently displayed

Remove Selected Books from This Bookshelf

To remove the selected books from the bookshelf displayed in the Bookshelf window

Open Again

To open a new view of an already open book

Close

To close the Bookshelf window, as well as any books you opened from the Bookshelf window

Edit Menu

From the **Edit** menu in the Bookshelf window, you can choose the following:

Select All

To select all the books listed in the Bookshelf window

Deselect All

To deselect all the books listed in the Bookshelf window

Select Only Books with Search Matches

To select the books in the Bookshelf window that contain matches from your last multiple-book search

View Menu

From the **View** menu in the Bookshelf window, you can choose the following:

Status Bar

To hide or display the status line at the bottom of the window

Include > By Name

To restrict the contents of the bookshelf to books containing specified characters in their names

Include > By Title

To restrict the contents of the bookshelf to books containing specified characters in their titles

Include > Selected

To restrict the contents of the bookshelf to selected books

Include > All

To remove the restrictions on the contents of the bookshelf and to list all the books that are in the bookshelf

Sort > Name

To sort the books by their names in alphabetical order

Sort > Date

To sort the books by date in descending order

Sort > Title

To sort the books by their titles in alphabetical order

Sort > Document Number

To sort the books by document number in descending order

Refresh

To list all the books in the bookshelf including any newly added books

Search Menu

From the **Search** menu in the Bookshelf window, you can choose the following:

All Books Listed

To search all the books listed for specified words or phrases

Selected Books Only

To search the selected books for specified words or phrases

Display Search Results

To display the results from your last multiple-book search

Options Menu

From the **Options** menu in the Bookshelf window, you can choose the following to make permanent changes to some of the product settings:

Searches > Book

To set the defaults for searching a book in the Book window. You can specify where to search, the type of search, and how to display search results for each book searched.

Searches > Bookshelf

To specify whether to go directly to the extended search window when searching multiple books in the List of Books or Bookshelf window.

Workspace

To display or hide the status bar.

Startup Defaults

To set default paths used to find bookshelves, books, and notes when Library Reader for Windows starts.

Confirmations

To determine whether you get a confirmation message each time you exit Library Reader for Windows.

Save Window

To save the current size and position of the Bookshelf window.

Book Description

Choose **Book Description** from the **File** menu in the Bookshelf window to view information about the selected book.

The descriptive information includes the title, author, dates the book was created and published, copyright information, version number, and complete path and file name.

The descriptive information was recorded when the book was built and cannot be changed.

Create Bookshelf

Choose **Create Bookshelf** from the **File** menu to create a new bookshelf and optionally add books to the bookshelf.

In the Create Bookshelf dialog box that appears, you can specify both the path information and the file name of the bookshelf.

Choosing the **OK** button displays the Create Bookshelf Information dialog box, in which you provide additional information about the bookshelf you are creating.

If any books are selected in the Bookshelf window, then after the bookshelf is created, you are asked if you want to add all selected books to the bookshelf. If you answer Yes, the books are automatically added to the newly created bookshelf. If you answer No, an empty bookshelf is created.

To add additional books to the bookshelf at a later time, choose Add Selected Books to Another Bookshelf from the **File** menu.

Note: If you create your new bookshelf in a directory that is in the default startup path, you can choose **Refresh** from the **View** menu of the List of Bookshelves window to list the newly created bookshelf in the List of Bookshelves window.

If you create your new bookshelf in a directory that is not in the default startup path, you can choose **List Bookshelves** from the **File** menu of the List of Bookshelves window to list the newly created bookshelf in the List of Bookshelves window.

Add Other Books to This Bookshelf

Choose **Add Other Books to This Bookshelf** from the **File** menu to add books to the current bookshelf. When you choose this option, a dialog box appears and displays a list of all the books in your default path. You can select books that are in this list or locate and select books that are not in the default startup path.

Add Selected Books to Another Bookshelf

Choose **Add Selected Books to Another Bookshelf** from the **File** menu to add the selected books to a bookshelf other than the current bookshelf. You must first select one or more books in the Bookshelf window before you choose this menu item.

When you choose this option, the Add Selected Books to Another Bookshelf dialog box appears and displays a list of all the bookshelves in your default startup path. You can select one of these bookshelves, locate and use an existing bookshelf that is not in the default startup path, or create a new bookshelf.

Remove Selected Books from This Bookshelf

Choose **Remove Selected Books from This Bookshelf** from the **File** menu to remove all selected books from the bookshelf.

Removing a book from a bookshelf does not delete the book from your system. It merely removes it from the bookshelf listing.

Open Again

Choose **Open Again** from the **File** menu to open another copy of a book that is already open.

You must select the book you want to open before you choose **Open Again**.

The **Open Again** menu item is unavailable unless the book you select is already open, and the book was opened from the Bookshelf window.

Close

Choose **Close** from the **File** menu to close the current window.

When you close the window, all of the books you opened from the window are also closed. To view a list of the open books, choose the Window menu.

You are not prompted to confirm the close request.

Select All

Choose **Select All** from the **Edit** menu to select all the books displayed in the bookshelf.

Deselect All

Choose **Deselect All** from the **Edit** menu to deselect all the books that are currently selected in the bookshelf.

Select Only Books with Search Matches

Choose **Select Only Books with Search Matches** from the **Edit** menu to select only those books in the bookshelf that contain matches from your last search.

Status Bar

Choose **Status Bar** from the **View** menu to display or hide the status bar.

The status bar is the area at the bottom of the window that provides current information regarding where you are in the window and often gives you prompts regarding actions that you can take.

The status bar is displayed by default. If you choose to hide it, it remains hidden until you choose **Status Bar** again or until you close the window. A check mark appears next to the **Status Bar** menu item when the status bar is displayed.

To permanently hide the status bar in the Bookshelf window, choose Workspace on the **Options** menu.

Include > By Name

Choose **Include > By Name** from the **View** menu to restrict the contents of the bookshelf to books containing specified characters in their names.

When you choose **Include > By Name**, the Include by Name dialog box appears, and you can specify the characters (including the * and ? wildcards) that you want to restrict the names to. Your bookshelf is updated with only the books that contain the specified character pattern.

Include > By Title

Choose **Include > By Title** from the **View** menu to restrict the contents of the bookshelf to books containing specified characters in their titles.

When you choose **Include > By Title**, the Include by Title dialog box appears, and you can specify the characters (including the * and ? wildcards) that you want to restrict the titles to. Your bookshelf is updated with only the books that contain the specified character pattern.

Include > Selected

Choose **Include > Selected** from the **View** menu to restrict the contents of the bookshelf to only the books that are selected .

For example, if 50 books are listed in the window, but you only want to work with 10 of them, you can do the following:

1. Select the 10 books that you want to view.
2. Choose **Include > Selected**.

You now have a list of the 10 books you want to work with instead of having to page through a list of 50 books.

To return all 50 books to the list, just choose Include > All from the **View** menu.

Include > All

Choose **Include > All** from the **View** menu if you used Include > By Name, Include > By Title, or Include > Selected to restrict the contents of the bookshelf and now want to view all the books in the bookshelf.

This is the default option.

Note: Choosing **Include > All** does not cause books to be deselected and does not affect the sorting of the books

Sort > Name

Choose **Sort > Name** from the **View** menu to sort your books by their names. The names are sorted in alphabetical order.

This is the default sort option.

Sort > Date

Choose **Sort > Date** from the **View** menu to sort your books by the date listed.

The newer books are at the top of the list, and the older books are at the bottom of the list.

Sort > Title

Choose **Sort > Title** from the **View** menu to sort your books by their titles. The titles are sorted in alphabetical order.

Sort > Document Number



Choose **Sort > Document Number** from the **View** menu to sort your books by their document numbers. The document numbers are sorted in numerical order from smallest to largest.

Refresh

Choose **Refresh** from the **View** menu to update your bookshelf with any newly added books. Library Reader for Windows also redisplay any books that may have been excluded by choosing **Include** from the **View** menu.

Note: The following occurs when you refresh:

- All selected books are deselected when you refresh.
- **Refresh** sorts the books the way they were when the window was originally opened.

• Any books in the window that are shown as open, , are shown as closed, , after you refresh. The books are still open and can be accessed from the **Window** menu.

All Books Listed

Choose **All Books Listed** from the **Search** menu to search for specified words or phrases in all the books that are listed for this bookshelf.

Selected Books Only

Choose **Selected Books Only** from the **Search** menu to search for specified words or phrases in only the selected books.

Display Search Results

Choose **Display Search Results** from the **Search** menu to display the Multiple-Book Search Results dialog box. The dialog box contains a list of the search matches from your last search.

Searches > Book

Choose **Searches > Book** from the **Options** menu to change the search options that appear as defaults when you choose **Search Book** from the **Search** menu in the Book window.

Your selections in the Options - Search Book dialog box determine what type of search is performed, where to search, how to show the results for future searches, and whether to go directly to the extended search window for searches.

Searches > Bookshelf

Choose **Searches > Bookshelf** from the **Options** menu to specify whether to go directly to the extended search window when you search multiple books in a bookshelf or list of books. You specify your choice in the Options - Search Multiple Books dialog box.

Workspace

Choose **Workspace** from the **Options** menu to display or hide the status bar.

If you make a change here, it remains in effect until you change the option again. To temporarily display or hide the status bar, choose Status Bar from the **View** menu.

Startup Defaults

Choose **Startup Defaults** from the **Options** menu to change the following:

- The path where Library Reader for Windows looks for bookshelves and books at startup
- The path where notes are stored.

The default startup paths are initially set when you install Library Reader for Windows.

Confirmations

Choose **Confirmations** from the **Options** menu to specify whether you want a confirmation message displayed when exiting the product. By default, the confirmation appears to ensure that you intended to exit Library Reader for Windows.

Save Window

Choose **Save Window** from the **Options** menu to save the size and current position of the window. This includes the position of the split bar, which separates the book title and document number from the rest of the window.

For example, if you move the split bar all the way to the right, hiding it from view, and decide that you want to leave it that way all the time, choose **Save Window**, and the next time you open a bookshelf, the book titles and document numbers are not displayed.

This position remains until you choose to change it again using this option.

Window Menu

From the **Window** menu in the List of Bookshelves, Bookshelf, or List of Books window, you can choose the following:

Close All

To close all windows that are listed in the **Window** menu.

Window

To make the chosen window active. Only secondary windows that were opened from the primary window are listed and can be chosen.

More Windows

To display a list of all the secondary windows that were opened from the primary window. This option only appears when more than nine secondary windows are open.

Close All

Choose **Close All** from the **Window** menu to close all the secondary windows that were opened from the primary window. A list of the open windows are listed in the **Window** menu.

Window

To make a window the active window, choose it from the menu or type the number that precedes the window name. Choosing a window moves it to the top of all other opened windows.

More Windows

Choose **More Windows** to see a list of secondary windows that were opened from the primary window.

Up to nine window titles can be listed in the **Window** menu. If you opened more than nine windows from the primary window, you must choose **More Windows** to see a list of all the windows.

Help

From the **Help** menu, you can choose the following:

Help Index

To display an alphabetical listing of all available help topics.

How to Use Help

To display help for using Windows help.

Contents

To display a general overview of the Library Reader for Windows window that you are in when you choose **Contents**. Five help contents windows are available.

Task Help

To display a list of the primary tasks that you can perform using Library Reader for Windows and to let you know how to perform these tasks.

Keys Help

To display a list of available shortcut keys and their assigned functions.

User's Guide

To open the softcopy User's Guide.

About

To display the Library Reader for Windows copyright and version information.

F1

To display help for the section of the window that is selected or display general help for the window if nothing is selected.

Remember that you can also get helpful information from the status bar at the bottom of the window.

Contents

Choose **Contents** from the **Help** menu to obtain general help for the primary window. The Contents window lists the items on the menu bar and provides links to specific options on the pull-down menus.

How to Use Help

Choose **How to Use Help** from the **Help** menu to display information on using online help in Library Reader for Windows.

Keys Help

Choose **Keys Help** from the **Help** menu to display a description of each shortcut key or key combination available while using Library Reader for Windows.

Task Help

Choose **Task Help** from the **Help** menu for detailed information about the primary tasks you can perform using Library Reader for Windows. You can also read the User's Guide, in softcopy or hardcopy, for additional task information.

Help Index

Choose **Help Index** from the **Help** menu to display an alphabetical listing of the help topics available for Library Reader for Windows.

Each item in the list is a hypertext link to the help topic.

About

Choose **About** from the **Help** menu to view product information, such as version and copyright.

User's Guide

Choose **User's Guide** from the **Help** menu to open the softcopy *IBM BookManager Library Reader for Windows: User's Guide*.

Task Help

Choose one of the following tasks for information on how to perform that task:

- [Changing startup defaults](#)
- [Closing a window](#)
- [Making notes in a book](#)
- [Opening a book](#)
- [Opening a bookshelf](#)
- [Printing in Library Reader for Windows](#)
- [Searching through a book](#)
- [Using a bookmark](#)
- [Viewing a picture](#)
- [Viewing a select set of books or bookshelves](#)

Making Notes in a Book

To Make a Note in a Book

1. Move the mouse pointer to the line of text to which you want the note attached and click mouse button 1.
2. From the **Notes** menu in the Book window, choose **New**.
3. Enter the note text in the text area of the Note dialog box that appears.
4. Use the buttons on the right of the text area to perform standard editing tasks such as cutting and pasting text.
5. When you complete your text, choose the **Save** button to save your note and leave the dialog box.

The note icon  appears in the book.

Opening a Book

You can open a book in several ways. To open a book within Library Reader for Windows:

From the Book window

1. From the **File** menu, choose **Open**.
2. In the Open dialog box that appears, choose the book you want to open.

From a Bookshelf

1. From the List of Bookshelves window, choose the bookshelf that you want.
2. Choose the book you want from the bookshelf that appears.

Note: If Library Reader for Windows cannot find the book, then you can either add the book's path to your default startup path or put the book in the same directory as the bookshelf. To add a path to the default startup path, choose **Startup Defaults** from the **Options** menu in the Bookshelf, List of Bookshelves, or Book window.

You can also press Ctrl+O from the Bookshelf window.

To Open a Book from a Library Reader for Windows List of Books

1. From the **File** menu of the List of Bookshelves window, choose **List Books**.
2. Specify the file information for the list of books that you want to display.
3. Choose the **OK** button from the List Books dialog box and process your selections.
4. Choose the book you want from the list of books that appears.

Using a Bookmark

You can place a bookmark, remove a bookmark, and search for the bookmark.

To Place a Bookmark

1. Decide where in the book text you want to place the bookmark.
2. Move the mouse pointer to the line where you want to place the bookmark and click mouse button 1.
3. From the **Edit** menu, choose **Place Bookmark**.

The bookmark icon appears next to the line of text.

To Remove a Bookmark

Choose **Remove Bookmark**. from the **Edit** menu in the Book window.


To Find a Bookmark

From the **Navigate** menu in the Book window, choose **Go to Bookmark**.

The text containing the bookmark displays.

Searching through a Book

To begin a search, do one of the following:

- Choose  from the Book tool bar
- Choose Search from the Book menu bar
- Press CTRL+S if the Book window is active

You can then use either the Search Book dialog box or Search Book (Extended) dialog box, depending upon how you have it defined under **Options** in the Book or Bookshelf window.

In the Search Book dialog box

1. Type the *search request*, the word or phrase that you want to search for. To move the insertion point to a new line, press Enter.
2. (Optional) If you decide that you want to restrict your search to more specific words, select the **Extended** Button.

You can change options temporarily (for this search only) in the Search Book (Extended) dialog box. To get to the Extended dialog box from the Search Book dialog box, choose the **Extended** button.

3. Choose the **Run Search** button to run the search and display the results. If no search matches are found, Library Reader for Windows displays a *No search matches were found* message.

In the Search Book (Extended) Dialog Box

1. Type the *search request*, the word or phrase that you want to search for using the special symbols to help restrict the search.
2. You can further limit the search by defining the type of search, where to search, and how to display the results.
3. Choose the **Run Search** button to run the search and display the results. If no search matches are found, Library Reader for Windows displays a *No search matches were found* message.

To Search Multiple Books Concurrently:

1. Open the bookshelf or create the List of Books you want to search.
2. To search all the listed books, do one of the following:
 - From the Search menu of the Bookshelf window or List of Books Window, choose **All Books Listed**.
 - If the Bookshelf or List of Books window is active, press CTRL+S.
3. To search only some of the listed books:
 - Select the books you want to search

- Choose **Selected Books Only** from the **Search** menu.
- If the Bookshelf window or list of Books window is active, press CTRL+SHIFT+S.

Printing in Library Reader for Windows

You can print entire books, parts of books, notes, or topics in Library Reader for Windows. Here are the basic printing activities:

- [Printing a topic](#)
- [Printing a book](#)
- [Printing a picture](#)
- [Printing a note](#)

You can also choose  on the tool bar to print text.

To print a Topic:

1. From the **Navigate** menu in the Book window, choose **By Topics**.
2. Select the topic or topics you want to print from the list of topics.
3. Choose **Print** from the List of Topics menu bar.

or

1. Select a topic from the Topic Window that appears on the right-hand side of the Book window.
2. From the **File** menu in the Book window, choose **Print Selected Topics**.

To print a Book

1. From the **File** menu in the Book window, choose **Print**.
2. In the Print dialog box, choose **Entire Book**.
3. Choose **OK**.

To print a Picture

1. From the **Print** menu in the Picture window, choose **Print Picture**.
2. In the Print dialog box, select a print range of **All**.
3. Choose the **OK** button.

To print a Note:

1. From the **Notes** menu in the Book window, choose **Display Notes List**.
2. Select the note or notes you want to print.
3. Choose **Print** from the Notes List menu bar.
4. Choose **Print Selected Topics**.

Opening a Bookshelf

You can open a bookshelf by doing one of the following:

- From the List of Bookshelves window, choose the bookshelf using your mouse or keyboard.
- Select a bookshelf in the List of Bookshelves window, and from the **File** menu in the List of Bookshelves window, choose **Open Bookshelf**.

Changing the Startup Defaults

To change the default paths that are used for storing your books, bookshelves, and notes, do the following:

1. From the **Options** menu on the Book, Bookshelf, or List of Bookshelves window, choose **Startup Defaults**.
2. In the Options - Startup Defaults dialog box, you can change one or both paths. When typing a path, specify both the drive and directory that you want to change to. Make sure you type the full directory path.

Note: You can specify multiple paths in the **Startup Path for Bookshelves and Books** text box. Separate the paths with semicolons (;), and do not place spaces between the paths.

Viewing a Select Set of Books or Bookshelves

You can restrict your Library Reader for Windows window to just the books and bookshelves that you want to see. To create this subset of books or bookshelves:

1. From the **View** menu in the window, choose **Include**. (This command is not available in the Book window.)
2. From the cascading menu, choose one of the following:
 - By Name
 - By Title
 - Selected
 - All
3. If you choose **By Name** or **By Title**, a dialog box appears and you can specify the name or title that you want to restrict your listing to. You can use wildcards in the name or title that you specify.
4. If you choose **Selected**, any books or bookshelves that are selected are displayed in the window. All other books or bookshelves are removed from the window.
5. If you choose **All**, all books or bookshelves are displayed in the window.

Closing a Window

To close the List of Bookshelves window, take one of the following actions. Be aware that closing the List of Bookshelves window also exits the Library Reader for Windows application.

- From the **File** menu, choose **Exit**.
- From the Control menu in the upper left corner of the window, choose **Close**.

Closing the Book, Bookshelf, or List of Books Window

To close the Book, Bookshelf, or List of Books window, take one of the following actions:

- From the **File** menu, choose **Close**.
- From the Control menu in the upper left corner of the window, choose **Close**.

When you close one of these windows, all of the windows you opened from the window close.

Closing the Picture Window

To close the Picture window, choose **Close** from the Control menu in the upper left corner of the window.

Viewing a Picture

You can view a picture (vector graphics or images) in one of two ways:

- In a separate picture window
- Integrated into the topic text

To control whether pictures appear in separate windows or integrated in topic text, do the following:

1. From the **Options** menu in the Book window, choose **Workspace**. The Options - Workspace dialog box appears.
2. Select one of the **How to Show Pictures** buttons on the Options - Workspace dialog box.
3. To process your selection, choose the **OK** button on the dialog box.

Pictures that are not integrated in the topic text are represented by a highlighted picture link. Each picture link appears on a line by itself, and consists of the word PICTURE followed by either the picture number (for example PICTURE 3) or the picture name (for example PICTURE EILRJ49).

Choose the picture link to display (open) the picture in a separate window; you can open up to 10 pictures simultaneously.

Keys Help

Shortcut keys can be used instead of selecting commands from the menu bar. Most mouse interactions can be duplicated using the keyboard.

The keys help is organized by the type of action performed:

- Displaying help text
- Closing windows
- Moving within or between windows
- Scrolling window contents
- Deleting text in notes and entry fields
- Inserting text in notes and entry fields
- Copying
- Selecting and deselecting
- Navigating through a book
- Printing
- Searching
- Performing other Library Reader for Windows functions

When two key names are joined by a plus (+) sign, use those two keys together. Hold down the first key, and then press the second key.

Displaying Help Text

Shift+F1

Displays the contextual help pointer when you are in a window.

F1

Displays online contextual help for the active window or dialog box, or displays How to Use Help from within a help window.

Within a Help Window

B Returns you to the previous help window.

C Displays the help contents window.

G Displays the help glossary from within the How to Use Help window.

I Displays the help index.

S Enables you to search through help topics.

T Displays a list of previously seen help topics.

Closing Windows

Esc

Closes a dialog box or closes any message window that contains a **Cancel** button.

Alt+F4

Closes any dialog box, window, or message window that contains a Control menu enabled with the **Close** function.

If you use this key combination from the List of Bookshelves window, you exit the Library Reader for Windows application and close all the books and windows in Library Reader for Windows.

If you use this key combination from any of the other windows in Library Reader for Windows, you close that window plus any windows and dialog boxes that were opened

from that window.

Moving Within or Between Windows

F6

Switches between the topics text half of the Book window (left half) and the topics navigator half of the Book window (right half).

F10, Alt

Moves the cursor to or from the menu bar.

Alt+Esc

Switches to the next program or window.

Ctrl+Esc

Switches to the Task List.

Alt+Spacebar

Moves the cursor to or from the Control menu.

Home

Moves to the beginning of a line or the top of a list box.

Ctrl+Home

Moves to the beginning of a list of books, bookshelves, topics, or list box.

End

Moves to the end of a line or the bottom of a list box.

Ctrl+End

Moves to the end of a list of books, bookshelves, topics, or list box.

Tab

Moves to the next text box or group of choices, or moves to the next link spot in the topic text.

Shift+Tab

Reverses the direction of the Tab key.

Scrolling Window Contents

PgUp

Scrolls backward through a book topic or list box.

PgDn

Scrolls forward through a book topic or list box.

Ctrl+PgUp

Scrolls to the previous topic in a book.

Ctrl+PgDn

Scrolls to the next topic in a book.

Deleting Text in Notes and Entry Fields

Del

Deletes the character to the right of the cursor.

Backspace

Deletes the character to the left of the cursor.

Ctrl+X, Shift+Del

Removes selected text and places it onto the Clipboard (Cut).

Inserting Text in Notes and Entry Fields

Ins

Inserts or replaces a character at the cursor position.

Shift+Ins, Ctrl+V

Inserts the contents of the Clipboard in an entry area or in another program (Paste).

Copying

Ctrl+Ins, Ctrl+C

Copies selected text into the Clipboard when you are in the Book window or in a note.

Copies an entire picture into the Clipboard when you are in the Picture window.

Selecting and Deselecting

/

Selects all books from the Bookshelf window or List of Books window.

\

Deselects all books from the Bookshelf window or List of Books window.

Ctrl+/ Ctrl+

Selects all topics from the right half of the Book window (topics navigator).

Ctrl+

Deselects all topics from the right half of the Book window (topics navigator).

Ctrl+Mouse Button 1

Selects multiple books or bookshelves from a window. Release the mouse button after selecting each item.

Navigating Through a Book

Ctrl+L, Backspace

Returns you to the point from which you selected a hypertext link (the previous reference point).

Ctrl+M

Takes you to the next search match in a book.

Ctrl+Shift+M

Takes you to the previous search match in a book.

Ctrl+PgUp

Takes you to the previous topic in the book.

Ctrl+PgDn

Takes you to the next topic in the book.

Printing

Ctrl+P

Displays the Print dialog box when you are in the Book window.

Ctrl+Shift+P

Displays the Print Selected Topics dialog box when you are in the Book window.

Displays the Print dialog box when you are in the Picture window.

Searching

Ctrl+M

Takes you to the next search match in a book.

Ctrl+Shift+M

Takes you to the previous search match in a book.

Ctrl+R

Displays a list of your search results when you are in the Book, List of Books, or Bookshelf window.

Ctrl+S

Displays the Search Book dialog box when you are in the Book window.

Displays the Search Multiple Books dialog box (for searching all listed books) in the List of Books or Bookshelf window.

Ctrl+Shift+S

Displays the Search Multiple Books dialog box (for selected books only) in the List of Books or Bookshelf window.

Performing Other Library Reader for Windows Functions

Ctrl+B

Displays the **List Books** dialog box when you are in the List of Bookshelves window.

Displays the **Table List** dialog box when you are in the Book window.

Ctrl+Shift+B

Displays the **List Bookshelves** dialog box when you are in the List of Bookshelves window.

Ctrl+D

Displays the **Book Description** dialog box when you are in the Book, List of Books, or Bookshelf windows.

Displays the **Bookshelf Description** dialog box when you are in the List of Bookshelves window.

Ctrl+F

Displays the Figure List dialog box when you are in the Book window.

Ctrl+G

Displays the Go to Topic ID dialog box when you are in the Book window.

Ctrl+H

Displays the Topics Seen dialog box when you are in the Book window.

Ctrl+I

Displays the Index dialog box when you are in the Book window. The dialog box contains the index for the book and not the help index.

Ctrl+N

Opens a new note when you are in the Book window.

Ctrl+Shift+N

Displays the Notes List dialog box when you are in the Book window.

Ctrl+O

Displays the Open Book dialog box when you are in the List of Bookshelves window.

Ctrl+Shift+O

Displays the Open Bookshelf dialog box when you are in the List of Bookshelves window.

Ctrl+Shift+R

Refreshes the list of items in the List of Bookshelves, List of Books, or Bookshelf window.

Displays the Revisions dialog box when you are in the Book window.

Ctrl+T

Displays the Topics dialog box.

Ctrl+Z

Enlarges an entire picture when you are in the Picture window (Zoom In).

Ctrl+*

Expands all topic headings in the topics navigator (right half of the Book window).

Ctrl+-

Collapses all topic headings in the topics navigator (right half of the Book window).

Enter

Chooses a link spot in a book, or processes selections on a window or dialog box.

About

The About dialog box displays product registration and copyright information for Library Reader for Windows.

Choose the **OK** button to close this dialog box.

Options - Startup Defaults

Use the Options - Startup Defaults dialog box to change the following:

- The path where Library Reader for Windows looks for books and bookshelves at startup.
- The path where Library Reader for Windows stores any electronic notes you attach to softcopy books.

Fields

Startup Path for Bookshelves and Books

Specify the path that contains your books and bookshelves. Specify the full path name, including the drive name. You can list more than one path. Separate the paths with semicolons (;), and do not place spaces between the paths. For example:

```
C:\BOOKS;D:\BOOKS;J:\SHELVES
```

After you change this path, you can choose **Refresh** from either the **View** menu of the List of Bookshelves, Bookshelf, or List of Books window to refresh the contents.

Startup Path for Notes

Specify the path that you store your notes in. Specify the full path name, including the drive name.

You can type any other drive and directory that you have write-access to. If you type a subdirectory that does not exist, Library Reader for Windows lets you know that the subdirectory does not exist.

Buttons

OK Accepts the changes and closes the dialog box

Cancel Closes the dialog box without making the changes or processing your selections

Help Displays help for the dialog box

Book Description

Use the Book Description dialog box to view detailed information about the book. The information was created at the time the book was created and cannot be changed. The fields on this dialog box are read-only. You cannot change the information, but you can scroll through each text box.

Fields

Book Title

Title of the book.

Copyright or Security Classification

Copyright or security information for the book.

Document Number

Document number assigned to the book.

Authors

Writers of the book or document.

Date Published

Actual date that the author placed in the book.

Date Built

Date that the book was created using BookManager BUILD.

Version of BUILD

The version and release number of the book; for example 1.2.

File Name

The file name given to the book when it was created. This field also shows the path and directory.

Buttons

OK Closes the Book Description dialog box

Help Displays help for the dialog box

Options - Confirmations

Use the Options - Confirmations dialog box to indicate whether you want to see a confirmation message each time you exit the product.

To prevent the confirmation message from displaying when you exit, select **Show 'Exit BookManager' Window**.

You then can choose the following buttons:

OK To save the change

Cancel To close the dialog box without saving the change.

Help To display help for this dialog box.

If you change your mind and want to display the confirmation window again, follow the same steps you used to hide it. This time, you will see an **X** in the box until you select it again.

Create Bookshelf Information

Use the Create Bookshelf Information dialog box to specify information about the bookshelf.

Fields

Bookshelf Title

Specify the title of the bookshelf. The title can be up to 255 characters long. The bookshelf title appears under the Title column in the List of Bookshelves window and in the title bar of the Bookshelf window.

Bookshelf Name

Specify the name of the bookshelf. The text box is prefilled with the file name. You can use the prefilled name or specify another name. The bookshelf name must not exceed 8 characters. No other restrictions apply.

Search Index

Specify the file name of the bookshelf search index, if one exists. You can either specify an 8-character file name or an 8-character file name with an extension of .BKI (total of 12 characters). If you do not specify the .BKI extension, one is automatically concatenated for you.

Note: You cannot add a bookshelf search index to your bookshelf information after a bookshelf is created.

Buttons

OK Closes the dialog box and creates the bookshelf. If you are in a Bookshelf or List of Books window and if books are selected in the window, you are asked if you want to add the selected books to the newly created bookshelf. If you choose the **Yes** button on the message window, the selected books are automatically added to the bookshelf.

Cancel Closes the dialog box without creating a bookshelf.

Help Displays help for the dialog box.

Include by Name

Use the Include by Name dialog box to search for and display a set of books or bookshelves that have names that contain the characters you specify. For example, if you want your bookshelf to list only books that have names starting with the letter S, type S* in the **Name with Wildcards** text box. After you choose the **OK** button, only the books that have names that start with the letter S are listed.

Fields

Name with Wildcards

Specify the characters that you want the book or bookshelf names to contain. You can use the * wildcard for multiple characters or the ? wildcard for single characters. You can place a wildcard character in the front, center, or end of a word. For example:

*word
wo*rd
word*

If you want to list all books or bookshelves, only specify the * wildcard. The text box is not case sensitive.

Note: Specify a single character string with no spaces in this text box. Multiword strings or phrases cannot be used.

Buttons

OK Closes the dialog box and lists the books or bookshelves with the name that you specified.

Cancel Closes the dialog box without processing.

Help Displays help for the dialog box.

Include by Title

Use the Include by Title dialog box to search for and display a set of books or bookshelves that have titles that contain the characters or words you specify. For example, if you want your bookshelf to list books with titles that contain a word that starts with the letter S, type S* in the **Title with Wildcards** text box. After you choose the **OK** button, only the books with titles that contain a word that starts with the letter S are listed.

Fields

Title with Wildcards

Specify the characters or word that you want the book or bookshelf titles to contain. You can use the * wildcard for multiple characters or the ? wildcard for single characters. You can place a wildcard character in the front, center, or end of a word. For example:

*word
wo*rd
word*

If you want to list all books or bookshelves, only specify the * wildcard. The text box is not case sensitive.

Note: Specify a single character string with no spaces in this text box. Multiword strings or phrases cannot be used.

Buttons

- OK** Closes the dialog box and lists the books or bookshelves with the title that you specified
- Cancel** Closes the dialog box without processing
- Help** Displays help for the dialog box

Create Bookshelf

Use the Create Bookshelf dialog box to create a new bookshelf or to replace an existing bookshelf with an empty bookshelf. After you make your selections, choose the **OK** button to process the selections. The Create Bookshelf Information dialog box appears, in which you can provide additional information about the bookshelf.

Note: If you create your new bookshelf in a directory that is in the default startup path, you can choose **Refresh** from the **View** menu of the List of Bookshelves window to list the newly created bookshelf in the List of Bookshelves window.

If you create your new bookshelf in a directory that is not in the default startup path, you can choose **List Bookshelves** from the **File** menu of the List of Bookshelves window to list the newly created bookshelf in the List of Bookshelves window.

Use the following to specify file information for the bookshelf:

Fields

File Name

Specify the name of the file you want to create. This list box lists files with the extension you select in the **Save Files as Type** list box. Bookshelf files must have an extension of .BKS.

Save Files as Type

Specify the type of file you want to create. This is the 3-character extension. Bookshelf files must have an extension of .BKS.

Directories

Specify the directory in which the bookshelf that you create is stored.

Drives

Specify the drive in which the bookshelf that you create is stored.

Buttons

OK Does one of the following:

- If you are replacing an existing bookshelf, a confirmation message appears asking that you confirm your request to overwrite an existing bookshelf.
- When you are creating a new bookshelf or after confirming that you want to replace an existing bookshelf, the Create Bookshelf dialog box closes, and the Create Bookshelf Information dialog box appears.
- If you do not type a new file name or select a file name in the **File Name** list box, the dialog box remains displayed until you choose the **Cancel** button.

Cancel Closes the dialog box without creating a bookshelf.

Help Displays help for the dialog box.

File Name

Type the file name of the new bookshelf in the **File Name** list box. If necessary, also specify a drive and path.

You can also select an existing file that you want to overwrite. You are asked to confirm your request to replace the existing file. To replace the existing file, choose the **Yes** button on the confirmation message.

Note: If the file you want to replace does not appear in the **File Name** list box, you can change drives or directories to specify a different path.

Save Files as Type

Open the list and then choose the type of file you want to save your bookshelf file as. The files with the chosen extension then appear in the **File Name** list box. A bookshelf file must have an extension of .BKS.

Drives

Open the list and select the drive that you want to save your bookshelf in. When you change drives, the directories on that drive appear in the **Directories** list box.

Directories

Select the directory that you want to save the bookshelf in. When you select a directory, the files in that directory appear in the **File Name** list box.

If the directory you want does not appear in the list, you can change drives by choosing a different drive in the **Drives** list box.

Note: If the directory you select is not in your default startup path, a message appears to enable you to change to a directory that is in your default startup path. You can also choose to continue without changing directories and use a directory that is not in your default startup path.

Select Window

Use the Select Window dialog box to display a list of all the windows that were opened from the window. Select the window that you want to make active, and choose the **OK** button to close the dialog box and make the selected window active.

Buttons

OK Makes the selected window active and closes the dialog box. If you do not select a window, the dialog box closes and no window is made active.

Cancel Closes the dialog box and does not make any window active.

Options - Search Book

Use the Options - Search Book dialog box to change options used in the **Search** menu on the main menu bar.

These changes are permanent and remain the defaults until you change them again from this menu. They apply to the Book window only.

You can use the following dialog box options:

Use Only Extended Search Window

Select **Use Only Extended Search Window** to skip the first search window and go directly to the Extended Search window in order to do a more detailed search each time.

Type of Search

You can select one of the following options:

Exact Match

To search for matches that are exactly as you entered the search word or phrase. You can also choose to have the capitalization match exactly by selecting **Case-Sensitive**. Otherwise, the search will disregard capitalization in finding exact matches.

Fuzzy Match

To search for all occurrences of your search word in any form that shares the same language root. For example, if your search word is *color*, a fuzzy search will find *colorful*, *coloring*, and *colors*. This also works with major words in phrases that you are searching.

Where to Search

You can select one or all of the following:

Topic Titles

To search all the topic titles in the book for matches to your search words or phrases.

Topic Text

To search all the text of all the topics in the book for matches to your search words or phrases.

Indexed Words

To search index entries. A match does not appear in the Search Results window. A message appears in the status bar of the Book window when the line of text containing the index entry is visible in the Book window.

How to Show Results

You can select one of the following:

List Topics by Importance

To list the topics that Library Reader for Windows determines are most helpful; the

most important topics are listed first.

List Topics by Sequence

To list the topics in the order that they appear in the book; for example 1.0, 1.3, 3.2.

Go to Matches in Book Text

To go directly to the next search word in the text and not display a separate list of topics. This selection moves to matches sequentially, according to the order they are found in the book.

Buttons

OK Saves your changes and closes the dialog box

Reset Returns your selections to their default settings

Cancel Closes the dialog box without making changes or processing your selections

Help Displays help for the dialog box

Options - Search Multiple Books

Use the Options - Search Multiple Books dialog box to make permanent changes to the search options for searching on multiple books.

You can use the following dialog box option:

Use Only Extended Search Window

Choose this option to skip the Search Multiple Books dialog box and go directly to the Search Multiple Books (Extended) dialog box each time you perform a multiple-book search.

Buttons

OK Saves your change and closes the dialog box

Cancel Closes the dialog box without making the change or processing your selection

Help Displays help for the dialog box

Options - Workspace

Use the Options - Workspace dialog box to determine whether to display the status bar in the window.

Fields

Display Status bar

Specify whether the status bar is displayed. The default is to display the status bar. To hide the status bar:

1. Select the status bar box so that the X marking the check box disappears.
2. Choose the **OK** button to save the change.

Buttons

OK Saves your changes and closes the dialog box

Cancel Closes the dialog box without saving the changes

Help Displays help for the dialog box

Search Multiple Books

Use the Search Multiple Books dialog box to search for words and phrases in either selected books or all books.

To search for words or phrases:

1. Type the words or phrases in the **Search Request** box at the insertion point.
2. Choose the **Run Search** button.

If matches are found, the Multiple-Book Search Results dialog box is displayed with the list of books that contain matches.

To retrieve previous search words or phrases, do one of the following to move the words or phrases to the **Search Request** box:

- Choose the words or phrases that appear in the **Retrieve Previous Searches** list box.
- Choose the down arrow button next to the **Retrieve Previous Searches** list box and then choose from the search words or phrases that are listed.

Choose the **Run Search** button to search using the retrieved words or phrases.

To change your search options, choose the **Extended** button to display the Search Multiple Books (Extended) dialog box. From the Search Multiple Books (Extended) dialog box, you can change search options and perform more complex searches, such as Boolean searches.

Changes to the search options in the Search Multiple Books (Extended) dialog box are temporary. To make permanent changes to your multiple-book search options, choose **Searches > Bookshelf** from the **Options** menu in the List of Bookshelves, Bookshelf, or Book window.

Fields

Number of Books to Search

Displays the number of books that are searched. This is a read-only text box.

What to Search For

Search Request

Specify the search words or phrases that you want to use for your search.

Retrieve Previous Searches

Select search words and phrases from previous searches. You can choose one of these to rerun a search.

Buttons

Run Search

Performs the search and displays a search results list

Extended

Displays the Search Multiple Books (Extended) dialog box, and enables you to change your search options and perform more complex searches

Cancel

Closes the dialog box without searching

Help

Displays help for the dialog box

Search Multiple Books (Extended)

Use the Search Multiple Books (Extended) dialog box to do a more complex search than you can do in the Search Multiple Books dialog box. You can specify your search words and phrases, and also define search type and location, check the spelling of a search word, and use command buttons to select wildcard characters and search operators for the search.

Changes to the search options in the dialog box are temporary. To make permanent changes to your multiple-book search options, choose **Searches > Bookshelf** from the **Options** menu in the List of Bookshelves, Bookshelf, or Book window.

What to Search For

Search Request

Type the words or phrases that you are seeking. You can also type Boolean operators and symbols or select them from the buttons to the right of the **Search Request** box.

For example, to search for both bread and butter, type:

```
bread & butter
```

In this case, the search results include all matches for both.

Word Check

After entering your search request, you can choose Word Check to get a list of words that have spellings similar to your request.

Note: The **Word Check** option is not available when you are in the List of Books window.

Retrieve Previous Searches

To retrieve previous search words or phrases, do one of the following to move the words or phrases to the **Search Request** box:

- Choose the words or phrases that appear in the **Retrieve Previous Searches** list box
- Choose the down arrow button next to the **Retrieve Previous Searches** list box and then choose one of the search words or phrases that is listed.

Buttons

Run Search

Performs the search and displays a search results list

Reset

Clears the **Search Request** list box

Cancel

Closes the dialog box without searching

Help

Displays help for the dialog box

Multiple-Book Search Results

Use the Multiple-Book Search Results dialog box to view the matches that were found in your multiple-book search. You can choose a book from the list box and view the search matches in that book. After you close a book, the dialog box is displayed again so you can choose another book.

Fields

Search Request

Displays the search parameters that were used for the search. This is a read-only text box.

Name and Title

Contains the names and titles of the books that contain search matches. Choose a book to open the book and display a list of the topics that contain matches.

Buttons

OK Opens the book and displays the search results in the book.

If you set **How to Show Results** to **Go to Matches in Book Text** in the Options - Search Book dialog box, then the book opens to the first search match in the book.

Otherwise, Library Reader for Windows opens the the Search Results dialog box for the book. The Search Results dialog box lists all the topics in the book that contain search matches. Choose a topic to see a search match.

Cancel Closes the dialog box and does not process your selections.

Help Displays help for the dialog box.

Add Selected Books to Another Bookshelf

Use the Add Selected Books to Another Bookshelf dialog box to add selected books to a bookshelf.

From the dialog box, select the bookshelf that you want to add the books to. Then choose the **Add** button, and the books that are selected in either the List of Books or Bookshelf window are added to the bookshelf.

Fields

Available Bookshelves

Contains a list of the bookshelves that are in your default path. You can select any of these bookshelves.

Note: To change the default path, choose **Startup Defaults** from the **Options** menu in either the Bookshelf, List of Bookshelves, or Book window.

Buttons

Add Adds the selected books to the selected bookshelf

Find Displays the List Bookshelves dialog box, which enables you to find and list bookshelves that are not in your default path

Create Displays the Create Bookshelf dialog box, which enables you to create a new bookshelf for the books

Cancel Closes the dialog box without adding any books to a bookshelf

Help Displays help for the dialog box

Add Other Books to This Bookshelf

Use the Add Other Books to This Bookshelf dialog box to add books to the current bookshelf.

From the dialog box, select the books that you want to add to the bookshelf. Then choose the **Add** button, and the books are added to your current bookshelf.

Fields

Available Books

Contains a list of the books that are in your default path. You can select one or more of these books.

Notes:

- To change the default path, choose Startup Defaults, from the **Options** menu in either the Bookshelf, List of Bookshelves, or Book window.
- If you have the same book in two directories, only one is displayed in this list. Choose the **Find** button to locate an unlisted book.

Buttons

Add Adds the selected books to the current bookshelf

Find Displays the List Books dialog box, which enables you to find and list books that are not in the **Available Books** list box

Cancel Closes the dialog box without adding any books to the bookshelf

Help Displays help for the dialog box

List Books and List Bookshelves

Use the List Books dialog box to display a list of books.

1. In the dialog box, specify the directories containing the books that you want to display.
2. Choose the **OK** button or double-click the **File Name** list box to open or refresh the List of Books window and list the specified books.

Use the List Bookshelves dialog box to display a list of bookshelves.

1. In the dialog box, specify the directories containing the bookshelves that you want to display.
2. Choose the **OK** button or double-click the **File Name** list box to refresh the List of Bookshelves window and list the specified bookshelves.

Note: When you refresh the windows, the new lists replace the existing lists.

Use the following to customize your lists:

Fields

File Name

Displays a list of the books or bookshelves that are in the directory specified in the **Directories** list box. The list box only lists files with the extension selected in the **List Files of Type** list box. The **File Name** list box contains read-only information. However, if you double-click this list box, the selections you made on the dialog box are processed.

List Files of Type

Specify the type of files you want to list. This is the 3-character extension.

Directories

Specify the directory that contains the books or bookshelves you want to list.

Drives

Specify the drive that contains the books or bookshelves you want to list.

List Multiple Directories

Specify one or more directories that contain books or bookshelves that you want to list.

Buttons

OK Closes the dialog box and displays or refreshes the List of Books or List of Bookshelves window

Cancel Closes the dialog box without making any changes or processing your selections

Help Displays help for the dialog box

File Name

The information listed in the **File Name** list box is for display purposes only. You cannot type or select information in the list box. If you choose **OK** from the dialog box or double-click the **File Name** list box, then all the files in the list box are displayed in the List of Books or List of Bookshelves window.

If you select multiple directories in the List Multiple Directories area, only the files in the last directory you add are listed in the **File Name** list box. However, when you choose **OK** from the dialog box, the files from all of the directories are displayed in the List of Books or List of Bookshelves window.

List Files of Type

Open the list and select the type of file you want displayed in the **File Name** list box (.BKS for bookshelves or .BOO for books).

Drives

Open the list and select the drive that contains the book or bookshelf files you want to list. When you change drives, the directories on that drive appear in the **Directories** list box.

Directories

Select the directory that contains the book or bookshelf files you want to list. When you select a directory, the files in that directory appear in the **File Name** list box.

If the directory you want does not appear in the list, you can change drives by choosing a different drive from the **Drives** list box.

List Multiple Directories

You can build a list of books or bookshelves from files that are located in multiple directories. To create this type of list:

1. Add each directory that contains book or bookshelf files you want to include. To add a directory, select the directory from the Directories list box and then choose the **Add** button. The directory appears in the **Path** list box. You can only add one directory at a time.
2. Choose the **OK** button when you finish adding directories, and your list is built.

Fields

Path Specifies each directory that you add. Library Reader for Windows looks for files in each of these paths when it builds your list of books or list of bookshelves.

Buttons

Add Adds the directory that you specify in the **Directories** list box to the list that is in the **Path** list box. If the directory that you specify in the **Directories** list box does not contain any book or bookshelf files, the directory is not added to the **Path** list box. The directory is also not added if it is already listed in the **Path** list box.

Remove Removes the selected path from the **Path** list box. Removed paths are not used when your list of books or bookshelves are built.

Defaults Clears the **Path** list box and lists only the default startup path for books and bookshelves.

Word Check

Use the Word Check dialog box to view a list of words with spellings similar to your search word. This list contains words from the book or books that you are searching through and can help you locate the exact word you are looking for.

To use word check:

1. From the list box, choose the word you want.
2. When you choose the new word, it replaces your search word and you are returned to the extended search dialog box.

Buttons

Replace Replaces the existing search word with the word selected from the word check list

Cancel Returns to the extended search dialog box without replacing the search word

Help Displays help for the dialog box

Search Operators

The following buttons are available to use in your search. They are used between words or phrases to make your search more precise. The first three are Boolean operators.



Inserts a space and & operator (and) to the left of the insertion point or to the left of the selected word or phrase. This searches for words or phrases on both sides of the symbol.



Inserts a space and | operator (or) to the left of the insertion point or to the left of the selected word or phrase. This searches for at least one of the words or phrases connected by |.



Inserts a space and ! operator (butnot) to the left of the insertion point or to the left of the selected word or phrase. In this search, the word or phrase to the left of the symbol must be present in the topic, and the word or phrase to the right must not be present.



Inserts two single quotation marks around the insertion point or on either side of the selected word or phrase. Quotation marks are valid symbols only when used with symbols that are used as search operators to prevent the symbol from being translated as a search operator. For example, in searching for *Jack & Jill*, you need to put quotation marks around the & to get the phrase. Otherwise you will get occurrences for *Jack* and occurrences for *Jill* because it will interpret the & as a Boolean operator without the quotation marks.

Exception: When you are using an apostrophe in your search text, you need to enter two apostrophes to distinguish the apostrophe from a search operator. If you are looking for *Marvin's truck*, you need to enter *Marvin''s truck*.



Inserts left and right parentheses around the insertion point or on either side of the selected word or phrase. This is used to group words around the Boolean operators. This works similar to mathematical equations in which the search looks for the word or phrase in parentheses first. See the Online Reference for detailed information.



Inserts a comma to the left of the insertion point or to the right of the selected word or phrase. This is a phrase separator.



Inserts an asterisk to the left of the insertion point or to the right of the selected word or phrase. This works as a wildcard.



Inserts a question mark to the left of the insertion point or to the right of the selected word or phrase. This works like a wildcard except that it represents only one character.

If your search request contains one of these operators, be sure to enclose it in quotation marks so that Library Reader for Windows does not interpret them as symbols.

The line at the bottom of the application window that indicates the status of the window and the application. It often reminds you to do things like press F1 for help.

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Use the minus sign that is in the numeric key pad to the right of your keyboard. If you cannot use the numeric key pad, then use the key combination **Ctrl+Shift+-** from the keyboard instead of **Ctrl+-**.

Use the drag operation to move an item on the screen to another place on the screen. For example, you can drag an entire window, the scroll bar, or the split bar.

To drag:

- Press and hold down the mouse button 1.
- Move the mouse while continuing to hold the mouse button until you have reached your destination.
- Release the mouse button.

The text that does not reflow when a window is resized is considered nonreflowable text. Nonreflowable text is found in tables, figures, example text, syntax diagrams, and right-justified text.

The split bar divides the Book window into two parts. The book topics are listed in the window on the right. The text itself is on the left. You can drag the split bar in either direction to adjust the size of the two parts.

Removing a book from a bookshelf does not delete the book from your system. Only the bookshelf entry for that book is deleted. The actual book file remains on your system. If you want, you can add the book back to the bookshelf.

A *bookshelf* is a set of books. A bookshelf does not actually contain books, but simply lists them. Therefore, removing a book from a bookshelf does not delete the book; it merely removes its name.

A fuzzy search looks for all occurrences of your search word in any form that shares the same language root. For example, if you search for **color**, it will also find **colors, coloring, and colorful**.

An exact search looks for all occurrences of your search word exactly as you enter it. You can choose to make it case-sensitive and also match the capitalization exactly, or you can choose not to consider the capitalization.

A bookshelf search index increases the speed with which you can perform a multiple-book search on a bookshelf. A bookshelf search index is created for a specific bookshelf and contains all the words in the books that are in the bookshelf when the search index is created.

You can create a bookshelf search index using either BookManager BUILD/MVS or BookManager BUILD/VM. Because Library Reader for Windows cannot create bookshelf search indexes, you must either use prebuilt bookshelves that you acquire from IBM or other sources, or build a bookshelf search index using BookManager BUILD/MVS or BookManager BUILD/VM. Library Reader for Windows provides a bookshelf search index for the prebuilt bookshelf that contains Library Reader for Windows documentation.

The character used to substitute for unknown or unspecified characters or words in a search word or phrase. An asterisk (*) is an example of a wildcard character. If you search for *color** you could find *colorful, colors, coloring*. A question mark (?) used as a wildcard represents only one letter. In this case, you would only find *colors*.

Boolean operators (*and*, *or*, *butnot*) are used between words or phrases to make your search more precise.

The color refiner box shows shades of colors available to you on your system. Select shades by dragging the cursor to an area of color that you want and clicking mouse button

1. Use the keyboard to adjust the number for hue and saturation.

Portrait is the way we typically print text; the paper is taller than it is wide.

With Landscape orientation, the text is printed sideways on the page; the paper is wider than it is tall.

A picture that is displayed in the topic text rather than in a separate window.

The name of a book or bookshelf is not the same as the title of the book or bookshelf. The name of a book or bookshelf is one of the following:

- The file name of the book or bookshelf
- An 8-character name that is assigned to the book or bookshelf when the book or bookshelf is created.

When you associate a file with an application, you automatically start the application when you open the file. Associating book or bookshelf files (any file with a file extension of .BOO or .BKS) with Library Reader for Windows enables you to:

- Open that book or bookshelf directly from Microsoft Windows File Manager
- Open and print that book by dragging it from Windows File Manager to Windows Print Manager.

EJRBS001

Explanation: There is insufficient memory to open the book.

Response: To free some memory, close some of the other applications you are running. Then try to open the book again.

If you still encounter problems after going through these steps, then record the message text and number, and contact your support personnel.

EJRBS002

Explanation: Library Reader for Windows is unable to open the book because of either a memory problem or a problem locating a Library Reader for Windows .EXE file.

Response: Record the return code and message number, and contact your support personnel.

EJRBS003

Explanation: Library Reader for Windows is unable to open the book because Library Reader for Windows cannot find an .EXE file in the program path.

Response: Ensure that all Library Reader for Windows .DLL and .EXE files are in the program path and that Library Reader for Windows is installed correctly.

If you still encounter problems after going through these steps, then record the message text and number, and contact your support personnel.

EJRBS004

Explanation: An internal error occurred. Library Reader for Windows is unable to determine the exact problem.

Response: Record the return code and message number, and contact your support personnel.

Close Library Reader for Windows if it is still active, and restart it.

EJRBS005

Explanation: An error occurred while Library Reader for Windows was allocating memory. This error can occur when Library Reader for Windows is attempting such things as including or sorting books in a bookshelf.

Response: Close Library Reader for Windows if it is still active, and restart your operating system to free some memory.

If you still encounter problems after going through these steps, then record the return code and message number, and contact your support personnel.

EJRBK001

Explanation: The book cannot be opened. Possible reasons are:

- BookManager READ was sent a file other than a book to open.
- The book was valid, but contained a build error.
- The book level is unsupported and unrecognized.
- The book was not downloaded in binary format.
- The book may be a licensed publication that requires a key to be unlocked.

Response: Do one or all of the following:

- Make sure that the file you are trying to open is a book file.
- Rebuild the book if necessary.
- Download the book in binary.
- Make sure you have purchased the key for licensed books.

EJRCM001

Explanation: Library Reader for Windows was unable to open the User's Guide because of one of the following reasons:

- The EJRLREAD.EXE file was not found in the program path
- There is insufficient memory.
- The EJRLREAD.EXE file is damaged.

Response: Do one or all of the following:

- Ensure that the EJRLREAD.EXE file is in the program path
- Close some of the other applications you are running, so you can free some memory
- Put a new copy of the EJRLREAD.EXE file in the program path

If you still encounter problems after going through these steps, then record the message text and number, and contact your support personnel.

EJRCM002

Explanation: Library Reader for Windows was unable to load a resource .DLL file because of one of the following reasons:

- The .DLL file was not found in the program path
- There is insufficient memory to load the .DLL file.

Response: Ensure that all Library Reader for Windows .DLL and .EXE files are in the program path and that Library Reader for Windows is installed correctly. If all files are in the correct path and you still cannot load the DLL, close some of the other applications you are currently running to free some memory.

If you still encounter problems after going through these steps, then record the message text and number, and contact your support personnel.

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