The Library Manual

Introduction

The Library is a reference database program running under Windows 3.0.
In The Library, you can create several files of references from books and articles, up to a theoretical maximum of 16.000 references in one file.
The real maximum will depend on the memory capacities of your PC since The Library keeps all references of the file you are working with, in Random Access Memory to speed up retrieval. Tests have been done with files of 1.5 MB containing 3.200 references, using a 80386 PC with 4 MB RAM and running Windows in 386 enhanced mode. The Library had no trouble handling these files. Since The Library is meant for personal use, these numbers ought to suffice for most users. Larger files are probably possible but this hasn't been tested yet.

As well as the common reference data, you have the possibility to type in keywords and there is a free text field of 3.000 characters called Abstract, in which you can put any extra information.

References of books and articles are kept in a standardised format so that they can be used straightforwardly in a bibliography. You only have to export them to your documents in your word processor (Word for Windows for example), by placing them in the Clipboard.

Unlike a usual database, you don't read a library file one record at a time. The Library shows you a file that you can almost read as a normal word processor document. References are listed one after another in a bibliographical style, while keywords and abstract are slightly indented. Every window or page contains as much data as fits in. This means that references can be split up over two windows.

At any moment you can choose between two special view modes to read a library file. The default mode shows references including keywords and abstract. The other mode shows exclusively the reference, which is more convenient when setting up a bibliography.

You can easily insert new references in a file or update and delete existing references. You can print and copy references, selected text and entire files, always having the choice to print and copy according to one of the two view modes.

You can search through a library file for references, corresponding to some selection criterion. This criterion can be:
- presence of a text (a word or part of a sentence)
- presence of an AND combination of maximum three texts
- presence of an OR combination of maximum three texts.

You have the choice between a normal search and a 'whole word only' search.

The Library always searches case insensitive and through all data (that is, in every field of a reference).

If a search is successful you can ask to display the selected references, save them in a file or reduce the selection by a new search.

The Library can convert ASCII text files into library files although they need some formatting in advance. At any time you can also expand an existing library file by merging another library file into the first one.

Installing The Library

Make a copy of the program file 'Library' in the drive and/or directory of your choice. If you want to start up The Library from within the Windows Program Manager, you have to add this program to one of its groups.

Choose the command File|New in the File menu of the Program Manager.

The New Program Item dialog box appears.

Select Program Item and choose OK.

Next, the Program Item Properties dialog box appears.

Type the description for The Library in the Description input box (Library for example). This description is used as a label for the program icon in the group window.

Type the name of the program file (Library.EXE) in the Command Line input box. Include the complete path name required to locate the file, if necessary.

If you check the available icons, you see there is one representing a pile of books. This one is meant to be the program icon. The other represents just one book and is meant for minimized library files. If settings are wrong you can change them here by viewing the

icons and choosing OK when you see the right icon.

If you want more detailed information about adding program items, see the Microsoft Windows User's Guide

Starting The Library

To start up The Library, double-click the 'The Library' icon with your mouse from within the Windows Program manager. If you are using your keyboard, select the 'The Library' icon with your cursor keys and press Enter.

You will see a window with a title bar (The Library) and a menu bar that you use to access all the menus. The menu bar is always visible as long as you are working in The Library. In the upper left corner is the control menu box that allows you to maximize, minimize, move, ... the 'The Library' window.

Working with The Library

The Menu

You use the menu bar to access all the menus. Each of them lists a series of commands. To display a menu with a mouse, click the menu title on the menu bar. To put the menu away, click another part of the screen.
Click then the menu command you want. If you decide you don't want to select a menu command, click some other part of the screen.
There are two ways to display a menu, using the keyboard:
- Press Alt to make the menu bar active. Use the arrow keys to move to the menu title you want and press Enter.
- Press Alt plus the first letter of the title of the menu you want to display.
To put a menu away without selecting a command, press Esc.
Select the command you want with the arrow keys. Press Enter. If you don't want to select a command, press Esc. Press Esc again to leave the menu bar.

At times menu commands will appear dim and when you choose them, nothing occurs.

The Library does this when choosing a command doesn't make sense or is not safe in the current context.

See the Menu Overview for detailed information about all menu commands.

Dialog boxes

If a menu command has an ellipsis after it (...), the command opens a dialog box that allows you to insert text and/or set options in specialized control boxes.
There are several types of control boxes:
- Command buttons: for example OK (the action will be executed), Cancel (no action occurs), ...
  If you're using a mouse, you can just click the command button you want. Using the keyboard, you only need to press Enter to choose OK. If you want to choose another command button, press Tab until the action you want to select is outlined in black, then press Enter.
  Warning: the Abstract dialog box (see Reference|Insert command) is an exception to this rule. You have to press Tab to outline the OK button in black before you press Enter to select this action. Pressing Enter as long as the input box is active does not select OK but moves the cursor to a new paragraph.

- Check boxes: are square boxes that allow you to set certain options.
When you check a check box, a check mark appears in it to show you it's on. An empty box indicates it's off.
  To check a check box (set it to on), you can click it with the mouse or you can press Tab until the check box is outlined and then press Spacebar. Any number of check boxes can be checked at any time.

- Radio buttons: are round buttons, which differ from check boxes in that they represent mutually exclusive choices. For this reason radio buttons always come in groups and only one in the group can be set to on.
To choose a radio button, click it with the mouse or press Tab until you reach the group and then select the desired button with the arrow keys.

- Input boxes: in these boxes you can insert text (the reference data for example). Most

basic text editing keys work in this box (arrow keys, Home, End, Backspace, Delete, ...).

Press Tab to move from one control box to the next in a dialog box and Shift plus Tab to move to the previous control box.

Library files

Using the menu commands, you can create a new library file or open an existing one. The name of this file is displayed in the title bar. A library file is by default maximized and has a vertical scroll bar. In the upper left corner of a library file window is the control menu box that allows you to minimize, maximize, move, ... the window.

You can open several files simultaneously. The Library displays each file in its own window, but at any time only one window (and file) is active.

Scrolling through a library file

You can use the scroll bar with a mouse to scroll the contents of a window:
- Click the scroll arrow (a button with an arrow) at either end of a scroll bar to scroll one line at a time.
- Click the shaded area on either side of the scroll box to scroll a page at a time.
- Drag the scroll box to a position on the scroll bar that represents the percentage of the file you want to scroll through in order to quickly move to a certain position in the file.
- Drag the scroll box to the top of the scroll bar to move to the beginning of the file.
- Drag the scroll box to the bottom of the scroll bar to move to the end of the file.
Warning: scrolling one line at a time is rather slow since The Library rewrites each time an entire page.

You can also use the keyboard to scroll the contents of a window:
- Press the Up and Down arrow keys to scroll one line at a time.
- Press the PgUp and PgDn keys to scroll one page at a time.
- Press Ctrl plus Home to move to the beginning of the file.

- Press Ctrl plus End to move to the end of the file.

Working with a library file

Using the menu commands, you can execute several actions on a library file, for example add, remove and update references, print and copy the file or part of the file, ... For detailed information about these commands, see the Menu Overview hereafter.

For more detailed information about working with menus, dialog boxes, scrolling, ... see the Microsoft Windows User's Guide.

<u>Menu Overview</u>

This overview gives an explanation of every command in the menus of the menu bar and in the control menus of the 'The Library' window and a library file window. If a menu command has a shortcut then it is mentioned under the name of the command.

The Library Window Control Menu

    Restore   Restore is only available if the 'The Library' window is maximized so that it fills your entire screen or if it is minimized to an icon. When you choose this command, the window returns to its previous size.

    Move   The Move command lets you move the 'The Library' window with your keyboard. Use your arrow keys to move it and press Enter when you are done. You cannot use this command if the 'The Library' window is maximized.

    Size   With the Size command you can change the size of the 'The Library' window. Use the arrow keys to move the windows borders and press Enter when you are done. The Size command is available only if the 'The Library' window is not maximized or minimized.

Minimize The Minimize command shrinks the
'The Library' window into the 'The Library' icon.

Maximize The Maximize command zooms the
'The Library' window to fill the entire screen.

Close The Close command closes the 'The
Library' window and un-
Alt F4 loads The Library from memory. If you
have modified a library file and not saved the text, a dialog box
will appear, asking if you want to save the changes.

Switch to Choosing the Switch to command
makes the Windows Task List
Ctrl Esc appear. You can use the Task List to
switch to another running application. Select the task you want
to switch to and choose the Switch to command button.

A Library File Window Control Menu

Restore Restore is only available if the file
window is maximized or minimized. When you choose this
command, the file window returns to its previous size.

Move The Move command lets you move a
file window with your keyboard. Use your arrow keys to move
it and press Enter when you are done. The Move command is
available only if the file window is not maximized.

Size With the Size command you can change
the size of a file window. Use the arrow keys to move the

windows borders and press Enter when you are done. The Size command is available only if the file window is not maximized or minimized.

Minimize   The Minimize command shrinks a file window into an icon on the 'The Library' window.

Maximize   The Maximize command zooms a file window to fill the whole 'The Library' window.

Close   The Close command closes a file window. If you have modified
Alt F4   the file and not saved the text, a dialog box will appear, asking if you want to save the changes.

Next   The Next command makes the next open file window or icon
Ctrl F6   active.

File Menu

New   The File|New command opens a new file window and gives it a temporary name.

Open   With the File|Open command you can open a file you have
Ctrl O   created and saved previously. A File Open dialog box appears, prompting you for the name of a Library file.

Close   The File|Close command closes the active file window. If you inserted new references or

updated/deleted existing references without saving, The Library displays a dialog box, asking you if you want to save these changes. Depending on your answer the changes will or will not be saved before closing the file or the action will be cancelled.

Save   The File|Save command saves the file in the active window to
Ctrl S   disk. If you have not changed the default name (NewFile1.DBS for example), The Library displays the File Save as dialog box, giving you the opportunity to enter a new file name. To avoid confusion, you should not save files with a name The Library has given it.

Save As   The File|Save As command saves the file in the active window under a different name, in a different directory, or on a different drive, as you specify in the File Save as dialog box.

Reorganize   The Library adds new references at the end of the list.
Ctrl G   A deleted reference is marked in grey to indicate that it is no longer valid. An updated reference is also marked invalid (grey) if you changed the author's name or if enough text is added/ deleted to change the total length in lines of the reference. You will find the new version of the updated reference then at the end of the file. If the author's name and the length of the updated reference are unchanged then the reference remains valid and does not change place.

   The command File|Reorganize removes every invalid reference from the list and sorts all other references in alphabetic order.

Print   The File|Print command lets you print the contents of the active
Ctrl P   window.

The Library prints the file according to the view mode of the window. If the active mode shows references including keywords and abstract then references including keywords and abstract will be printed. If the active mode only shows the references then only these will be printed.

Import The command File|Import allows you to create a library file from an ASCII text file (a Word for Windows document saved as DOS text (*.tx8) for example).
You must format the text file in a special way :
- take care that all fields of the reference are in the correct input order (see 'Reference Menu, Reference|Insert)
- insert a character μ after every reference;
- insert a character @ after every field in the reference, even if the field is empty.

Warning: the first time you open this new library file, The Library has to create some internal paging information. If the library file is very large this can take some time.

Exit The File|Exit command exits The Library and removes it from
Alt F4 memory. If you have made any changes that you haven't saved, The Library asks you if you want to save them before exiting. To save your changes, press OK.

Edit Menu

Copy The Edit|Copy command places an exact copy of the selected
Ctrl Ins text in the Clipboard. You can then paste that text into any other non library (Windows) document by choosing the command Edit|Paste. The Library itself does not allow the command Edit|Paste. If you want to insert new

references or update text of references you have to use the appropriate commands of the Reference Menu.

You can only select text (highlight it) with a mouse.

Position the mouse pointer at the beginning (or end) of the contents you want to select.

Hold down the left mouse button while moving the mouse pointer to the opposite end of the contents you want to select.

If you need to continue the selection past a window's edge, drag the mouse pointer past the text to the bottom (or top) of the window. The Library scrolls then to the next (or previous) window and puts the mouse pointer at the top (or bottom) of this new window.

Warning: moving around in the document (scroll up or down a line or a page for example) results in a loss of the selection you made. So you have to copy the selected text before you do any scrolling. The same is true for any action taken on a reference.

Select All   The Edit|Select All command selects and highlights the whole

Ctrl A   document. As for a normal selection, the selection here is lost too in case of actions on references or if scrolling is done.

ChangeView   The Edit|ChangeView command toggles between two view

Ctrl V   modes of the library file. The default view mode shows references including keywords and abstract. The other view mode shows only the references.

In every window or page of the library file, one reference is indicated as the active reference, using small black buttons. Normally the reference on top of the window is the active one. Invalid references are marked by grey buttons. All other references are marked valid but inactive by hollow buttons.

You can make a reference in a window active by clicking the left mouse button in the neighbourhood of these hollow buttons. The Library will then turn them black.

You can also press the Tab key to make the next reference in the window the active one.

When you toggle between the two modes, The Library always shows you the window or page of the current active reference.

Print Selection   The Edit|Print Selection command lets you print an exact copy of

Ctrl E   the selected text in the active window. The Library prints the selected text according to the view mode of the window.

If the active mode shows references including keywords and abstract then references including keywords and abstract will be printed. If the active mode only shows the references then only these will be printed.

MergeFile   The Edit|MergeFile command inserts the valid references of

Ctrl M   another library file into the list of references of the active window. The Library pops up the Insert File dialog box to give you the opportunity to enter the name of

the file you wish to insert. You can also choose between the following two options:

- Insert: The Library inserts the valid references of the file at the end of the list of references in the active window;

- Insert and Reorganize: The Library inserts the valid references of the file into the list of references in the active window. All invalid references of the file in the active window will be removed and the remaining references are sorted alphabetically. This option is the default option but takes more time (especially for large library files) since the paging information needs to be updated.

Warning: after a MergeFile, The Library disables the command File|Save. You have to use the File|Save As command to save the file. This is meant as a protection so you cannot accidentally overwrite the original file. The inserted file itself remains unchanged.

Search Menu

Text   The Search|Text command displays the Find Text dialog box in
Ctrl T   which you type in the text you want to search for. This can be one single word or a part of a sentence of maximum 200 characters. You can also set the option 'Match Whole Words Only' if you want The Library to search for whole words only (that is, the string must have punctuation or space characters on both sides; the allowed characters are: space   ,
' ! " # ( ) * / : ; < = > ? [\ ] . {
} « ± »).

Searching is always case insensitive. This means that The Library never differentiates uppercase from lowercase.
The Library searches for the text in every field of every reference except in the fields
Volume Periodical/Reader, Part, Number and Pages.
If The Library finds no matching references, it reports this

result in a message box. If the search is successful, The Library displays a Result dialog box, reporting the number of matching references and giving you an overview of what steps you can take next:

- Show selected references: a new window is created displaying the selected references. These references are sorted alphabetically, regardless of the status of the original file (that is, whether it still has to be reorganized or not). The default view mode for a selection window shows just the references and not the keywords or the abstract. A selection window behaves as a normal file window and you can use all normally available commands. The Library treats a selection window as a new and changed Library file and gives it a temporary default name like Selection1.DBS. If you decide to save a selection in a file, you should choose a file name distinct from the default name.

Warning: if the selection is large, it can take a few seconds to create the internal paging information, which is done before the selection is shown in the window.

- Save selected references: The Library displays the File Save as dialog box, giving you the opportunity to enter the name of the file (and directory, drive) in which you want to save the selected references.

Warning: the first time you open this new library file, The Library has to create some internal paging information. If the library file is very large this can take some time.

- Reduce selection by new Text search: if the number of selected references is very large, it may be better to reduce this number before asking to display the selection When you choose this option, The Library executes a new Search|Text command, but searches this time for the text only in the already selected references.

- Reduce selection by new AND Comb search: The Library executes a new Search|AND Comb command, but searches now only in the previously made selection.

- Reduce selection by new OR Comb search: The Library

executes a new Search|OR Comb command, but searches now only in the previously made selection.

AND Comb   The Search|AND Comb command displays the Find And
Ctrl N   Combination dialog box in which you type in the combination of text you want to search for. This combination is a maximum of three texts, where each text can be a single word or a part of a sentence of maximum 200 characters. For each of the texts, you can set the option 'Match Whole Words Only'.

 This command works in exactly the same way as the Search| Text command, except that The Library selects only those references that contain all the entered texts.

OR Comb   The Search|OR Comb command displays the Find OR
Ctrl R   Combination dialog box in which you type in the combination of text you want to search for. This combination is a maximum of three texts, where each text can be a single word or a part of a sentence of maximum 200 characters. For each of the texts, you can set the option 'Match Whole Words Only'.

 This command works in exactly the same way as the Search| Text command, except that The Library selects those references that contain at least one of the entered texts.

References Menu

Insert   The Reference|Insert command displays the Reference Data and
Insert   Keywords dialog box. This dialog box lets you type in all the fields of a reference:

- Authors: last name and first letter of the first name of all the authors, separated by comma's except after the last author (Hyman R., Streek W. for example), maximum 200 characters. If you don't know any names, The Library writes X. instead.
- Year of publication, maximum 20 characters
- Title of the book or article, including the subtitle, maximum 300 characters
- Editor of the reader, see Authors
- Title of the reader or periodical, including the subtitle, maximum 300 characters
- Volume of the reader/periodical, maximum 30 characters
- Part of the reader/periodical, maximum 30 characters
- Number of the reader/periodical, maximum 30 characters
- Pages of the article in the reader/periodical, maximum 30 characters
- Place of publication, maximum 100 characters
- Publisher, maximum 100 characters
- Keywords, maximum 300 characters

It is your responsibility to type in the correct fields. The Library writes these fields into the database file according to the input order.

Provided that you typed in all fields correctly, the resulting output of the reference looks like:
- Monograph: Authors (Year of publication), Title, Publication place, Publisher.
- Article: Authors (Year of publication), Title, Title Periodical, Volume, Part, Number, Pages.
- Chapter in reader: Authors (Year of publication), Title, Editor reader, Title Reader, Pages, Publication Place, Publisher.

The Library adds punctuation characters and words as (eds.), Vol., Part, Nr., pp. where appropriate.

At any moment you can choose among following options:
- OK: saves all typed in fields in a reference in the database (but not yet on disk).

- Cancel: cancels the operation.
- Abstract: when you choose this option, the Library displays the Abstract dialog box in which you can type in an abstract, general remarks, ... concerning the reference. The abstract field is a free text field of maximum 3.000 characters.

Choosing the Cancel button in this dialog only cancels the abstract itself, the other reference data and keywords are already saved into the database. Choosing OK saves the abstract with the other data in the database

Delete In every window or page of the library file, one reference is
Delete indicated as the active reference, using small black buttons. Normally the reference on top of the window is the active one. The other references are marked inactive by hollow buttons. You can make a reference in a window active by clicking the left mouse button in the neighbourhood of these hollow buttons. The Library will then turn them black. You can also press the Tab key to make the next reference in the window active.

The Reference|Delete command deletes the active reference. The Library displays then first a message box showing the active reference and asks to reconfirm your decision to delete this reference. Actually, deleting only means marking the reference as invalid. The Library shows this by turning the buttons of the reference grey. The reference is still there but cannot be used anymore. You cannot start a selection in an invalid reference; you cannot update it; even though an invalid reference can visually be part of a selection, it is not in reality, so it will not be copied or printed. The invalid reference will only be removed when you reorganize the entire library file.

You can delete a reference by choosing the menu command Reference|Delete, by choosing the shortcut Delete or by double clicking the right mouse button somewhere in the text of the reference.

Update   The Reference|Update command lets
you update the active
Ctrl U   reference. It displays the Reference
Data and Keywords dialog box, showing the actual reference
data in all the fields and giving you the opportunity to make any
changes you want.

At any moment you can choose among following options:

- OK: saves the changes, made in the reference data and the
keywords. The Library assumes there are no changes to be
made in the abstract.

- Cancel: cancels the operation.

- Abstract: when you choose this option, the Library
displays the Abstract dialog box allowing you to make any
necessary changes. Choosing the Cancel button in this dialog
only cancels updating the abstract, the changes at the other
reference data and keywords are already saved into the
database. Choosing OK saves the changes made in the
abstract with the other reference data in the database.

How does The Library save changes in a reference?

If you change the Authors field, the Library assumes the
alphabetical order is disrupted and makes the actual reference
invalid (marks it with grey buttons). The updated reference is
inserted as a new reference at the end of the list. The same
happens if you add/delete so much text that the length in
number of lines of the reference changes, since the internal
paging information becomes then incorrect. In all other cases
the changes you made are simply inserted in the actual
reference, which remains then of course marked as a valid
reference.

You can update a reference by choosing the menu command
Reference|Update, by choosing the shortcut Ctrl U or by double
clicking the left mouse button somewhere in the text of the
reference.

Print   The Reference|Print Selection command

lets you print the active

Ctrl R   reference.

The Library prints the reference according to the view mode of the window. If the active mode shows references including keywords and abstract then references including keywords and abstract will be printed. If the active mode only shows the references then only these will be printed.

Ins Spec   The Reference|Ins Spec command works as the Reference|Insert

Shift Insert   command except that here the dialog boxes don't have empty input fields, but input fields that contain the same data as the previously inserted reference.

You can only use this command if the library file contains at least one valid reference. The Library always remembers the most recently inserted reference, even between two working sessions. If this reference isn't valid anymore then The Library remembers the next to last inserted reference.

The Library - Version 1.0 : Registration Form

Name:

_____

Company: _____

Address: _____

City: _____   Postal Code:
_____

Country: _____

Phone:
(_____)_____

Send this order form and a cheque for 1.500,- BFR. or 85,- NFL. or 75,- DM or 45,-
USD to :

                    Christel Liekens
                    Goudbloemstraat 19
                    2060 Antwerpen
                    Belgium

                    Tel. (32) (3) 225.17.76

Please don't forget to make the cheque payable to Christel Liekens.