TRUETS_001yesyesyesyesRacontexrcntxwin

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Help file produced by **HELLLP!**, a product of Guy Software, on 21/11/93 for Edward Guy.

The above table of contents will be automatically completed and will also provide an excellent cross-reference for context strings and topic titles.   You may leave it as your main table of contents for your help file, or you may create your own and cause it to be displayed instead by using the I button on the toolbar.   This page will not be displayed as a topic.

HINT: If you do not wish some of your topics to appear in the table of contents as displayed to your users (you may want them ONLY as PopUps), move the lines with their titles and contexts to below this point.   If you do this remember to move the whole line, not part.

Table of Contents For Racontex Help

You may have a database called   MANUAL   as a RACONTEX database.   If so you may SEARCH it for all details of the program.

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Help file produced by **HELLLP!***, the Help File Author aid for Word for Windows.*

General Operation

To select a type of action, click the pointer on one of the "Radio Buttons" at the bottom left of the screen.

To select a file to operate on, click on it in the right hand box.

To select a different subdirectory DOUBLE CLICK on it in the directory box.

To select a different drive, click on the arrow next to the DRIVE box and select from the menu.

To commence an action once a file is selected, click the command bar which will appear.

To search a database, click on its name in the box at the right hand side of the screen.   To select a database from another directory, double click the directory name and wait a moment for a new list of files to appear.

When you have selected the database, click on the command bar to start your search.

The search program will start full-screen, but if you are using Windows in standard mode you will need to maximize by clicking on the SEARCH icon which will appear.

You may minimize the search screen by pressing   ALT-ESC.

Once in the search program, you may obtain help by pressing the [?] key or by selecting "HELP" on the menu bar at the bottom of the screen.

Create a New Racontex Database

You may create a RACONTEX database from any ASCII file.

To create a database from a file, click on its name in the box at the right hand side of the screen. To select a file from another directory, double click the directory name and wait a moment for a new list of files to appear.

When you have selected the file, click on the command bar to start your creation process.

You may confirm that you have selected the correct file by clicking on the VIEWFILE command button.   The CLEAR button will return you to the regular RACONTEX screen.

The create program will start full-screen, but if you are using Windows in standard mode you will need to maximize by clicking on the RACONTEX LOAD   icon which will appear.

The process will create a database called OUTFILE, and if a database by that name already exists, the new file will be added to it.   Once you have finished adding files to the database, you should   rename it with a name which is meaningful to you (maximum 8 characters).

You may minimize the process to an icon by pressing   ALT-ESC.

If you are creating a database from a large file, you are advised to do it from the DOS prompt because the overhead of Windows will slow it down.

Please note that a RACONTEX database consists of five files with the name of the database, and with extensions of PGF, DCT, NDX, TXT and SPD.

Renaming a Racontex Database

You may rename a database to another name.   All of the files associated with it will be renamed. If you wish to add a file to a database, rename the database to OUTFILE, and after the <u>file creation process</u>, rename it back again.

To select a database, click on its name in the box at the right hand side of the screen.   To select a database from another directory, double click the directory name and wait a moment for a new list of files to appear.

<p align="center" style="color:magenta">Deleting a Racontex Database</p>

You may delete a database using this option.   You will be asked to confirm the deletion.

To select a database, click on its name in the box at the right hand side of the screen.   To select a database from another directory, double click the directory name and wait a moment for a new list of files to appear.

Options for Racontex

The items on the OPTIONS selection control some actions in the search display.
You may select a screen display of 25 lines, or 36 lines, or 50 lines for your <u>search </u>document.
You may also select the WordPerfect format for files exported from a search (either version 4.2 or version 5).
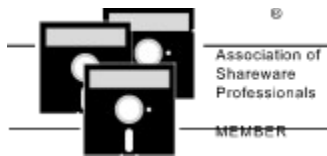
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