

Welcome to Windows Findit Help for
the Sound Ideas - Sound Effects Database on CDROM

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Credits

Searching

Searching using Windows Findit is accessible in three ways. From the Control Panel Simple Search Button, Phrase Search Button or the Complex Search Button. When you select one of these search options you will have access to the list of indexes and will be able to construct Boolean Searches.

Complex Search

Phrase Search

Simple Search

Simple Search Button

The Simple Search Option allows the user to enter one, two or three terms per field to extract from the database. . You can type a term into this edit box such as "MAN" and then you will notice that the list button lights up to tell you that a terms list is available for browsing. The terms list will take you to the nearest match of the term and show you words or phrases that are in close proximity. You can then browse up and down the list to find a term that you feel is appropriate. Double clicking on the term in the list will then automatically enter it into the search box.

The other two boxes can be filled with additional terms such as the author or journal name and the software will perform a boolean AND operation on the selected terms.

example

Enter the word "Door" into the Top Title field and hit the GO button. This will take you to the first effect in the database containing the word 'Door'. Hit the cancel button. Now add the term "Castle" to the Sound Description field box; only listings with both "Door" in the title and "Castle" in the Description will be displayed

If you wish to search only on a single entry in any of these fields you may do so by entering a single term and just clicking on the GO button at the bottom.

The Simple Search window is sophisticated enough to actually correct spelling mistakes by taking you to the nearest match if you mistype something.

More Searching

Phrase Search Window

The Phrase Search Window is designed to allow you to quickly retrieve abstracts in the database by one word only or by constructing a complex phrase. For example to find all the effects containing the word "Machine" type in just that word and click on the GO. To find a record containing a complete phrase enclose the phrase in quotation marks - for example "Large Castle Door".

This search system has no error correction and so you are expected to correctly type a complete word or phrase for searching.

If you do not use the quotation marks the system will find all abstracts containing a combination of the words entered in no specific order.

Complex Searching

Complex Search

The Complex Search Button will activate the Complex Search Window or Database Query Window. This Window contains many components. In the main window area are a number of Windows and Buttons.

Buttons

Windows

Search Examples

The Complex Search Window Buttons

The Complex Search window's buttons are designed to allow you to browse through the contents of fields, view results, clear searches, go, back up on searches and so on.

Results Button

Find Button

Boolean Buttons (and, or , and not)

Up and Down Arrow Buttons

Clear Button

Backup Button

The Result Button

The Result Button is used when a search has been constructed and the records that match the search are ready to be viewed. Pressing this button will bring up the first matching Sound Effect in the record window

The Find Button

The Find Button is much like the Phrase Search Button except that it is designed to allow the user to type a term to locate in the list of terms on the right hand side of the Database Query Window.

When you select this button a smaller edit window will pop up into which you must type a full term or part of a term that you wish to find.

Example:

Select the description field and enter the word "Door" and click on the GO button. You will see that the list will move to the exact match of the term which you can now double click on to select. However there are many other terms containing reference to doors such as "Cell Door". This is a very useful way of finding closely associated terms in the index.

The Find Window also has a very clever built in feature for adjacency searching. If you were to type a complete phrase such as "Cell Door" the WFindit program will automatically perform an adjacency search and find all records containing that key phrase.

The Help Button

The Help Button will open up this help system and allow you to select help from a complete index of terms and subjects.

The Boolean Button

The Boolean Buttons are essentially selectable operators used when you are constructing a complex search across a number of fields or within the same field.

See the [search examples](#) for more information on how to use these buttons.

The Up and Down Buttons

The up and down arrows above the Terms List Window are designed to allow you to page up and page down or move one line up or down through a list of terms. The single up and down arrows will move your cursor up or down one single term at a time in the list and the double up and down arrows will move the user one page of terms up or down.

The Clear Search Button

The Clear Search Button will completely remove the current search strategy from the search window. This will then allow the user to enter a new search structure. It reverts the user back to the top field which in this database is the entire database field.

The Backup Button

The Backup button allows you to remove the last term that was entered into the query or search window to allow you to move back and forth through search strategies.

The Main Database Query Window

The main Database query window has three main sub windows that allow the user to construct queries across the database contents and to select fields and terms from those available.

Index or Fields Window

Terms Window

Logical Search Window

The Indexes or Fields Window

The Indexes or fields window contains a scrollable list of all of the indexes in the database that can be searched. The index is selected by simply double clicking the mouse button or hitting the enter key on the field required when it is highlighted. By using the keyboard it is possible to move quickly through the list of indexes by typing the first letter of the field required.

Once the field has been selected it should now appear in the Logical Search Window. The user can select multiple fields if he wishes.

The Terms Window

The Terms Window is an alphabetical list of all the terms that have been found and indexed in the particular field that is currently selected from the index window. The terms list is complete for each field (If it is not in the list then it is not in the field selected). Moving up and down the list of terms is very simple by using the control buttons at the top of the terms window.

The terms list may also include a number of phrases; these are common combinations of words such as names (John Hume) or terms (God's Creation). These terms are indexed in the same way as the individual terms.

The Logical Search Window

The Logical Search window is designed to allow the user to see the structure of his query. It will indicate on the left hand side which field has been selected and the term within that field. It will indicate on the right hand side which boolean operator has been selected. At the top it will indicate how many matching records are found in the database.

As the query becomes longer and more complex the scroll bars will appear in the window to allow the user to browse through the search logic. If you wish to change any of the entries in the window, use the back button to traverse backup through the query you have built .

Example Searches

Here is an example of a typical search using the logic buttons and terms window:

1. Select the Sound Title Field from the list of indexes by double clicking the mouse button on that item.
2. Open the Find window by clicking on the button.
3. Type "machine" into the window and then click on the 'Go' button.
4. Now double click on the highlighted term at the top of the terms list. This will then appear in the Logical Search window.
5. Select the boolean 'AND' button and note that the operator has changed on the right hand margin of the Logical Search Window.
6. Select the Sound Description field from the list of indexes.
7. Type the word "Pinball" and click on the GO button and then double click on the term "Pinball" in the list of terms.
8. Finally if you click on the Results Button you will see a list of all the Sound Effects that contain the word "Machine" in the title and "pinball" in the description (one record).

Records

Records are essentially the smallest elements of a database. They can consist of text, images or text and images. A record is accessed by first constructing a search strategy (see searching) and then the user can browse the results of his search.

The Browse Sounds Button in the control panel allows the user to start looking at the complete database of 300 Sound Effects if he does not wish to construct a query.

Record Window

The Record Window

When a record window is active the scroll bars on the right hand side of the window and on the bottom of the window will indicate if there is more text available below or above the current screen, and to the left and right of the current position. The Record window also has eight buttons along the right of the window. The left and right arrows will move you forward (right arrow) and backwards (left arrow) through the result set. The 'Cancel' Button will take you back to the previous search or browse window. There are also four graphical buttons that allow you to play the different Sound Effects in the database at different sample rates - 8 & 16 Bit Stereo and Mono as well as CD AUDIO 44.1 KHz sounds 9 (you will need headphones or audio speakers to be attached to your CDROM drive to hear these).

The Menu bar along the top of the Record Window allows you to select text for copying, print records (see Printing) and viewing any images that may be associated with that record. It will also allow you to save text. By using the records pull down menu the user can jump to a specific record in a result set or hypertext record that is being displayed.

There is also a preferences button for choosing text fonts for display as well as text sizes. There are also two options for Hypertext in this menu.

Printing

The Windows environment will have initially set up the printer attached to your machine and will look after the issues of Fonts, Copies, Orientation and ports.

Windows Findit will let you print both text and images from a database.

Printing from the Record Window

Printing From the Image Window

Due to the fact that the Findit program is running in Windows it is of course possible to export both text and images to a Word Processor or a Desk Top Publishing system or a graphics program. This is achieved by using the Edit menu option in the Record and Image Windows. This allows for greater output versatility from Findit as the exported material can be easily manipulated by the user.

Printing from the Record Window

In the records window there is a menu item under records that will allow you to print the current record being displayed. This will allow you to select which records to print by browsing through the database and pulling down the print option from the menu bar.

Printing from the Image Window

The image Window menu bar has the option to print the current image that is being viewed. This will require that the printer that is attached to the your machine has graphics printing capabilities (see your manufacturers guide for more information). Printing graphics is a very slow process and so we recommend that this option be used with caution.

Databases

Databases are defined as groups of records that have been joined together and are indexed in one or more ways. Windows Findit is capable of opening only one database at a time from those listed as available for review, however for the more ambitious user it is possible to run more than one version of the Findit software and load a different database into each application launched. This may be a heavy requirement on the memory of the machine however, so caution is required.

Images (not in Sound Ideas Database)

Windows Findit will allow the search and display of images. These images can be either black and white or colour. When a record in the Record Window has an image associated with it, the menu bar will contain the name of the image or images under the 'Image' item. Select this menu item with the mouse and a description of the image will appear. This can then be viewed by highlighting the name and releasing the mouse button.

The Image Window

The Image Button

The Image Window

The image window is a separate item from the records window, with its own controls and copying and printing options ([see image printing](#)).

Black and White Images

If the image is too large to fit onto the screen at once, the scroll bars will allow you to pan across the image to see all the detail. Alternatively you can use the Scale option to ZOOM IN or ZOOM OUT from the image. The zooming is performed in 100% jumps and can work in either direction. When the image is fully zoomed out it will automatically adjust itself to the size of the current display window.

The 'Edit' copy option in the menu bar will allow you to copy the entire contents of the image window to the clipboard. This includes both black and white and colour pictures.

Colour Images

Colour images are displayed in 16 or 256 colour mode. For obvious reasons it is better to display in 256 colour mode. The colour images cannot be scaled but they can be panned across and reduced in frame size so that they can sit on the screen alongside the text.

The Control Panel

The control panel that appears when a database has been selected consists of six main buttons: these are designed to activate different functions in the software.

Browse Sounds

Simple Search

Phrase Search

Complex Search**Table of Contents Button**

The Cancel Button will close down the session and the help button will load this help system.

Table Of Contents Button

The Table of Contents Screen is an abbreviated break down of the separate sections of the database. It is possible to move very quickly to a particular section of the database by double clicking on any entry in the Table of Contents window. This button gives a complete breakdown of various aspects of the database such as the alphabetical listing of all the effects available.

Hypertext

Hypertext is a very powerful feature that allows you to jump from the current displayed record to other records in the database that may contain the term or terms that you have selected.

You can choose the hypersearch field from the preferences menu in the records window. The default is the Entire Database field.

For example

Perform a search and then while viewing a record select a term in the main title field by clicking on it with the left hand mouse button. Now hit the right hand button of the mouse - this will then show at the top of the screen that you are at hypertext layer one and show you a brand new result set. All terms that you selected in the title field will now appear in a different colour from the normal highlighted term. To return to the original search result set just click on the Back button on the bottom right of the record hypertext window. This performs an auto hyper jump on the sound title field. If you change the field in the preferences menu the jump will be to another field.

The hypertext feature will work with multiple terms so you can select as many words as you wish to cross reference.

The result set is the group of records that match the search strategy that you have specified.

Entire Database means all fields have been combined together into one so that you can search globally across all fields at the same time.

The Control Panel is the six button screen that appears when the database has been loaded.

Boolean means a search constructed using operators like "AND" and "OR". Boolean is named after the Mathematician George Boole.

Browse Sounds in the front control panel allows you to step one at a time through every record in the database one at a time.

Sound Effects on CD-ROM Volume 1

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