Help Index

The search criteria you have entered into the search screen will be lost.   Select to continue (search criteria will be lost) or select to return to the search screen.

There is a technical problem with the search format and no documents can be searched.

There is a technical problem with the display format and no documents can be displayed.

There is a technical problem with the list format and no documents can be displayed.

Print Variable Prompt

Use this area to enter a string that will be output with the rest of the document information.   You can enter any information you want.   The information you enter will be printed in the document where the prompt appears on the screen.

Missing Help

There is no help available at this point.   Press ESC to return.

Search Accelerator Keys

The following accelerator keys (shown with their corresponding command sequences) are available:

ALT-F4	File/Exit
CTRL-X	Edit/Cut
CTRL-V	Edit/Paste
CTRL-C	Edit/Copy
CTRL-S	Options/Search
CTRL-W	Browse/Word
CTRL-E	Browse/Entries
ENTER	Data/Evaluate
CTRL-D	Data/Display
SHIFT-F5	Windows/Cascade
SHIFT-F4	Windows/Tile
F1	Help

Display Accelerator Keys

The following accelerator keys (shown with their corresponding command sequences) are available:

CTRL-P	File/Print
CTRL-O	File/Print One
CTRL-R	File/Export
ALT-F4	File/Exit
CTRL-C	Edit/Copy
CTRL-Y	Options/Display
CTRL-F	View/Full
CTRL-L	View/List
CTRL-I	Links/Image
SHIFT-F5	Windows/Cascade
SHIFT-F4	Windows/Tile
F1	Help

Image Accelerator Keys

The following accelerator keys (shown with their corresponding command sequences)
are available:

CTRL-P	File/Print
CTRL-O	File/Print One
CTRL-R	File/Export
ALT-F4	File/Exit
CTRL-M	Options/Image
SHIFT-F5	Windows/Cascade
SHIFT-F4	Windows/Tile
F1	Help

Copyright Screen

The Copyright screen shows the copyrights for the CD-ROM data and for the CD Answer retrieval software.

Use <u>File/Open Application</u> to start an application.

To exit CD Answer for Windows, select <u>File/Exit</u>.

Password

You must enter a password to open this application.   Enter the password in this entry area.

If you do not know the password, contact the distributor of the application.

Display Window Toolbar

The toolbar at the top of the Display window contains the following icons:

Question Mark	On-line help.
Folder	File/Open Application
Right/Left Arrow	Toggle View/Full and View/List
Eyeglasses	Go to Search Window
Camera	Links/Image
Papers Stack	View/Sort
Papers Separate	View/Unsort
Up Arrow	Go to first document.
Up Double Arrow	Page up through documents four at a time.
Down Double Arrow	Page down through documents four at a time.
Down Arrow	Go to last document.
Windows Stack	Window/Cascade
Windows Separate	Window/Tile
Printer 2+	File/Print
Printer 1	File/Print One
Scissors	Edit/Cut
Paper Stack	Edit/Copy
Clipboard	Edit/Paste (not available in Display window)

Search Window Toolbar

The toolbar at the top of the Search window contains the following icons:

Question Mark	On-line help.
Folder	File/Open Application
Hand/Narrow List	Browse/Words
Hand/Wide List	Browse/Entries
E	Data/Evaluate
Double Column List	Data/Display
Disk/Right Arrow	File/Load Query
Disk/Left Arrow	File/Save Query As
Erase Page	Edit/Clear Query
Erase Line	Edit/Clear Rectangle
Circles	Connection
Windows Stack	Window/Cascade
Windows Separate	Window/Tile
Printer 2+	File/Print (not available in Search window)
Printer 1	File/Print One (not available in Search window)
Scissors	Edit/Cut
Paper Stack	Edit/Copy
Clipboard	Edit/Paste

Image Window Toolbar

The toolbar at the top of the Image window contains the following icons:

Question Mark   On-line help.
Folder   File/Open Application
Magnifying Glass Plus   Zoom in
Magnifying Glass Minus   Zoom out
Left Arrow   Go to previous image page.
Right Arrow   Go to next image page.
Double Column List   Go to Display window
Windows Stack   Window/Cascade
Windows Separate   Window/Tile
Printer 2+   File/Print
Printer 1   File/Print One
Scissors   Edit/Cut (not available in Image window)
Paper Stack   Edit/Copy (not available in Image window)
Clipboard   Edit/Paste (not available in Image window)

Opening an Application

To open an application, choose an application from the <u>application list</u>.

To open the application using a different menu language, select <u>Language</u> to get a list of languages from which to choose.

When you finish choosing the application and language you want, select **OK** (or press RETURN) to open the application. Select **CANCEL** (or press ESC) to cancel the operation.

Opening a New Application

To open a new application, choose an application from the <u>application list</u>.

To open the application using a different menu language, select <u>Language</u> to get a list of languages from which to choose.

When you finish choosing the application and language you want, select **OK** (or press RETURN) to open the application. Select **CANCEL** (or press ESC) to cancel the operation.

Open Application

Use **Open Application** to open a new CD Answer for Windows application.   The **Open Application** dialog box contains two entry areas:

Current Application   Displays the name of the <u>current application</u>.   If no application is open, it displays the first application in the application list.

Application   A window containing the <u>list of available applications</u> in the current directory.   Select a new application to open.

You can also select the language in which you want the menus and messages to appear. Select <u>Language</u> to get a list of languages from which to choose.

When you finish choosing the application and language you want, select **OK** (or press RETURN) to open the application. Select **CANCEL** (or press ESC) to cancel the operation.

Application Name

The **Application** entry area displays the name of the application which is currently selected in the <u>Application list</u> box.   If no application is open, it displays the name of the first application in the list.

To select an application to open, double click on an application listed in the **Application list** box.

Application List

The **Application** list box contains a list of available applications.   To select a new application to open, double click on an application listed in the **Application list** box.

Close Application

The **Close Application** option is used to close a CD Answer for Windows application. If you have more than one application open, the system will close the *current* application.   The current application is the application that is in the active window, which has the highlighted title bar.

When you select **Close Application**, the system will close all windows associated with that application.   If you have no other open applications, the system will place you in the CD Answer Main Window.   To open a new application, select <u>File/Open Application</u>.

Print

Use this option to print a document, a set of documents, or an image.   When you select
Print, the Print Options dialog box appears enabling you to set the various print
parameters you want to use.

If you do not have a printer attached to your machine, you will get an error message
when you try to print.

Print Setup

Use this option to set the following print parameters:

Default Printer	Sends the print job to your default printer.
Specific Printer	Sends the print job to the printer specified.
Portrait	Specifies the page orientation of the printout as a portrait format.
Landscape	Specifies the page orientation of the printout as a landscape format.
Size	Indicates the paper size to be used for print.
Source	Indicates the paper source for the selected printer which contains the desired paper size.

Use the TAB key to navigate through the Print Setup screen using the keyboard, and the UP and DOWN arrow keys to toggle between selections.

Click on **OK** to accept the print setup parameters, Cancel to exit print setup without saving your changes, or Options to specify print setup options.

Print Options

Use <u>Print</u> to print all or part of a found set of documents to a printer.

The options in the Print dialog box are:

Document Format	Select the print, list or display screen to use as the format for the print.
Fields to Include	Choose which fields will be printed.
What Range	Select the part of the document set you want to print.
Start at Document #	The number of the document at which to start the print.
End at Document #	The number of the document at which to stop the print.
Start at Image Page #	The number of the image page at which to start the print.
End at Image Page #	The number of the image page at which to stop the print.
Page Eject	Specify when to include a form feed during output.
Page Length	Specify the length (in lines) of the output page(s).
Print Graphics	Specify whether to include graphics (images) with the print.
Include Search Text	Specify whether to include a copy of the search text you entered to find the documents with the print.
Include Search Text	Specify whether to include field names embedded in the document with the print.

Use CTRL-BREAK to abort a print.

Print What Range

Use this field to specify the segment of documents and images you want to print.

Use the up and down arrow keys to toggle the choices:

All Found Documents Print all documents in the current set.
Current Document Print the current document.
Document Range Print the document range specified with Start/End at Document #.
Selected Documents Print only documents selected with the View/Select Document option.
Current Image Page Print the current image page only.
Image Page Range Print the image page range specified with Start/End at Image Page #.

Start/End at Document

Use the **Start and End at Document #** fields to specify the range of documents from the found set that you want to print.

Enter the document numbers you want in the fields.

The **Start at Document #** field defaults to the document you are currently on.

Start at Document

Use the **Start at Document** # field to specify the beginning range of documents from the found set that you want to print.

Enter the starting document number you want in the field.

The **Start at Document** # field defaults to the document you are currently on.

End at Document

Use the **End at Document** # field to specify the last document from the found set that you want to print.

Enter the ending document number you want in the field.

Start/End at Image Page

Use the **Start and End at Image Page #** fields to specify the range of images from the current document that you want to print.

Enter the image page numbers you want in the fields.

The **Start at Image Page #** field defaults to 1.

Start at Image Page #

Use the **Start at Image Page #** field to specify the beginning range of images from the current document that you want to print.

The **Start at Image Page #** field defaults to 1.

End at Image Page

Use the **End at Image Page #** field to specify the last image from the current document that you want to print.

Print Document Format

Use this option to select a format for printing.   You can select any of the print or display screens as the format that you want your printed documents to appear in.

Include Field Names with Print

Place a check mark in the **Include Field Names** box to include the document's field names with the printed with data.   To prevent field names from being printed, do not select the box.

Include Search Text with Print

Place a check mark in the **Include Search Text** box, to copy the search criteria that resulted in this found document set.   Search text will be placed at the front of the printout.

Fields to Include with Print

Use this option to select the data fields you want included in the printout of the document.

Select the fields you want to include using the mouse or by positioning the cursor on the field and pressing ENTER.   The system will highlight those fields.   Only highlighted fields will be printed.

Confirm the selection of the fields by pressing ENTER.

Press ESC to leave without saving any changes.

Print Graphics

Use this field to specify whether you want to print images associated with the document or just text.

Select **Yes (images only)** to print only the images associated with the selected documents.

Select **Yes (text & images)** to print both text and images associated with the selected documents.

Select **No (text only)** to print only the text of the document.

Page Eject for Print

Use this field to specify when a form feed character should be inserted into the output so that the printer advances the paper to a new page.   Use the up and down arrow keys to toggle the choices:

After every document	Insert a form feed after every document.
End of page	Insert a form feed when there are no lines left on the page.
If document would be split	Insert a form feed if there are not enough lines on the page to fit the entire current document.
Never	Prevent a form feed from occurring.

Page Length of Print

Use this field to specify the number of printable lines you want to have per page.

Enter the number you want in the field.   For continuous paper such as labels, enter zero (0).

Print One

Use this option to print the current document or image page according to the settings in the <u>Print</u> dialog box.

Export

Use this option to export a document or set of documents to a file.   When you select **Export** the system displays the Export Options dialog box for you to set various export parameters.

Export Options

Use <u>Export</u> to export all or part of a found set of documents to a file.

The options in the Export window are:

Export Type	Set the data format for exporting.
Document Format	Select the print, list or display screen to use as the format for the print.
Fields to Include	Choose which fields will be exported.
What Range	Select the part of the document set you want to export.
Start at Document #	The number of the document at which to start the export.
End at Document #	The number of the document at which to stop the export.
Start at Image Page #	The number of the image page at which to start the export.
End at Image Page #	The number of the image page at which to stop the export.
Page Eject	Specify when to include a form feed during output.
Page Length	Specify the length (in lines) of the output page(s).
Print Graphics	Specify whether to export graphics with the selected document(s).
Include Search Text	Specify whether to include a copy of the search text you entered to find the documents with the export.
Include Field Names	Specify whether to export field names with the data.
File Name	The name of the file to export to.
Directory	The directory to export to.

Use CTRL-BREAK to abort an export.

Export Type

Select the desired export type from the menu.

The available output types are:

Formatted Text   Output in format specified in Document Format field.
WordStar Text   Output as a WordStar file.
ASCII Text   Same as Formatted text, but no control or escape sequences (except carriage return/line feed).
Comma Delimited   Output as a comma separated field text file.
Semicolon Delimited Output as a semicolon separated field text file.
dBASE III(+)   Output as a dBASE III or III+ file.
Lotus   Output as a Lotus file.
DIF   Output as a DIF (Data Interchange Format) file.
Fixed Field   Output as fixed length fields.

Export Field Attributes

For the dBASE III(+), Lotus, DIF and Fixed Field export types, the system displays the field attributes dialog box for you to set the following selections:

Enabled   Enable or disable the export of the field.
Width   The width for the field when exported.
Precision   The precision to which to export decimal numbers.

Export Document Format

Use this option to select a format for exporting.   You can select any of the print or display screens as the format that you want your exported documents to appear in.

Fields to Include with Export

Use this option to select the data fields you want included in the export of the document.

Select a field to highlight it.   Only highlighted fields will be exported.

In fixed field export formats (dBASE or Fixed Field) and column-oriented formats (Lotus or DIF), you may change the column width by typing a new width when the cursor is on the desired line.

Confirm the selection of the fields by pressing ENTER.

Press ESC to leave without saving any changes.

Start at Document #

Use the **Start and End at Document #** fields to specify the range of documents from the found set that you want to export.

Enter the document numbers you want in the fields.

The **Start at Document #** field defaults to the document you are currently on.

End at Document

Use the **Start and End at Document #** fields to specify the range of documents from the found set that you want to export.

Enter the document numbers you want in the fields.

The **Start at Document #** field defaults to the document you are currently on.

Page Eject for Export

Use this field to specify when a form feed character should be inserted into the output so that the printer advances the paper to a new page.   The choices are:

After every document   Insert a form feed after every document.
End of page   Insert a form feed when there are no lines left on the page.
If document would be split Insert a form feed if there are not enough lines on the page
                               to fit the entire current document.
Never   Prevent a form feed from occurring in WordStar and
                               ASCII export types.

Page Length of Export

Use this field to specify the number of printable lines you want to have per page.

Enter the number you want in the field.   For continuous paper such as labels, enter zero (0).

Include Search Text with Export

Select the **Include Search Text** box to include a copy of the search request that resulted in this found document set at the front of the export.

Include Field Names with Export

Select the **Include Field Names** box to include the document's field names with the data.

For dBASE III formats, the field names will appear as column names in the *.DBF file. For DIF, this setting determines whether LABEL entries will be output.   In the other export types, the first output document will consist of the field names, resulting in one more document being output than the number you specify.

Export What Range

Use this field to specify the segment of documents and images you want to export.

The choices are:

All Found Documents Export all documents in the current set.

Current Document Export the current document.

Document Range Export the document range specified with Start/End at Document #.

Selected Documents Export only documents selected with the View/Select Document option.

Current Image Page Export the current image page only.

Image Page Range Export the image page range specified with Start/End at Page #.

File Name

This is the name of the file to which exported documents will be written.
To change the file name, type a new name or use the <u>file name box</u> to select a new file name.

File Name Box

Use this area to get a list of <u>file names</u> to choose from.   The name you select will then appear in the file name area.

Directory Name

This is the name of the directory to which exported documents will be written.
To change the directory name, type a new name or use the <u>directory name box</u> to select a new directory name.

Directory Box

Use this area to get a list of directories to choose from.   The name you select will then appear in the <u>directory name</u> area.

Load Query

Use this option to load a previously stored search strategy into the current search window.

Save Query

Use this option to save the search strategy in the current search window under the current file name.   You can then load the search strategy using <u>Load Query</u>.

Save Query As

Use this option to save the search strategy in the current search window under the selected file name.

#$
SAVE QUERY AS
 SAVE QUERY ASK

Save Query As

The **Save Query As** option enables you to save the search strategy in the current search window under the selected file name.

Field Selection

Use this option to select/de-select which fields you want printed, exported or viewed.

Clear Query

Use this option to clear the search strategy in the current search window.

Clear Rectangle

Use this option to clear the search strategy in the current search rectangle (where the cursor is located).

Save Query

This dialog box is used to save the search strategy in the current search window.

You can save the query using the file name currently in the file name box, or type a new file name.

You can also use the file name box to select a different file name, and the directory box to go to a different directory.

Load Query

This dialog box is used to load a query that you previously saved.

You can load the query with the file name currently in the file name box, or type another existing query file name.

You can also use the file name box to select a different file name, and the directory box to go to a different directory.

Load Settings

Use this option to load a previously stored set of print and export dialog box settings.

You can load the settings with the file name currently in the file name box, or type another existing settings file name.

You can also use the file name box to select a different file name, and the directory box to go to a different directory.

Save Settings

Use this option to save the current set of print and export dialog box settings under the specified file name.   You can then load those settings later using <u>Load Settings</u>.

Load Settings Dialog Box

Select the file name currently in the file name box, or type another existing settings file name.

Use the file name box to select a different file name, and the directory box to go to a different directory.

Save Settings Dialog Box

This dialog box is used to save a set of print and export dialog box settings.

You can save the settings with the file name currently in the file name box, or type another existing settings file name.

You can also use the file name box to select a different file name, and the directory box to go to a different directory.

Exit

Use this option to exit CD Answer for Windows.   The system will close all open applications.

About MS Windows(tm)

This option gives you information about MS Windows(tm).

Search

Use this option to change to a new format in your search window. Select <u>Search Options</u> to get a list of available search format names.

This selection is active only when you are in a Search Window.

Search Options

The **Search Options** dialog box has the following choices:

Search Format   The default search screen for this application.
Search Mode   Exact or extended search mode.
Connection Type   Either simple or editable.
Search Only After Enter The default action for the ENTER key.

Use the **Search Format** field to set the default search screen for the current application. The screen you choose will be the default search screen for entering all search requests.

Use the **Search Mode** field to set the mode of the search to **Exact** or **Extended**. **Exact** search mode causes the system to search for only the exact search term as it is entered. **Extended** search mode causes the system to conduct extended searches that locate all components of the search term, including acronyms and hyphenated terms.

Use the **Connection Type** field to choose between **Simple** and **Editable** connection types. Use **Simple** to keep the system connection line. Use **Editable** to edit the connection line.

The default action is to perform a search after you enter a search request and then either press ENTER or exit the search field with an arrow key.

The **Search Only After Return** option enables you to allow a search only when the ENTER key is pressed (so that the system will not evaluate the search if you leave a search field using an arrow key).

Changing Display Formats

Use this option to change to a new format in your display window. Select <u>Display Options</u> to get a list of available display format names.

This selection is active only when you are in a Display Window.

Display Options

When you select this option the system displays a dialog box with the following items:

Long Display Format   Select the default full display screen for the application.
Long Display Fields   Select the fields you want to display.
Short Display Format   Select the default list display screen for the application.
spacebar and Enter action   Change the default actions for these keys.

Use **Long Display Format** to select the default full display screen format for your application. The format you select will be the default display screen for all full document displays.

Use **Long Display Fields** to select the fields that you want displayed in your default full display screen. Select the fields you want to highlight them. Only highlighted fields will be displayed.

Use **Short Display Format** to select the default list display screen format for your application. The format you select will be the default display screen for all list document displays.

Use **Spacebar and Return Key Action** to change the default action for the spacebar and the ENTER key.

Changing the Menu Language

Select a new language from the list box to change the menu language for the current application.

To change the language for the current search or display format, use Mask Language from the **Search Options** pull-down menu.

Mask Language

This option enables you to change the current language for the search or display format currently active.   For example, you can change all format elements in the current format to German or French (if available for the application).

When you select **Mask Language**, the system displays a dialog box with two items: the current language (non-editable); and a list of available languages.   If you select a new language, the language changes for the current search or display format, but not for the user interface.   Use <u>Menu Language</u> to change the language for the user interface.

Menu Language

This option enables you to change the current menu language for the application.   For example, you can change all menu elements in the current format to German or French (if available for the application).

When you select **Menu Language**, the system displays a dialog box with two items: the current language (non-editable); and a list of available languages.   If you select a new language, the language changes for the current applicatin, but not for the current search or display format.   Use Mask Language to change the language for the search or display interface.

Changing the Mask Language

Select a new language from the list box to change the language for the current search or display format.

To change the language for the user interface, use <u>File/Open Application</u>, then choose <u>Menu Language</u> from the **Open Application** dialog box.

On-Line Help

The Help options are:

Keyboard   Describes key assignments.
Index   Alphabetical list of help index entries.
Help for Help   Describes how to use the help system.

Keyboard

This help screen describes the key assignments for CD Answer for Windows.

For a list of accelerator keys, see the Search Accelerator Keys, Display Accelerator Keys, and Image Accelerator Keys help topics.

To select an item in windows, use the ENTER key.   To toggle through a list of choices, use the up and down arrow keys.   To display a menu of choices, use the spacebar key.

To scroll a screen, use the up and down arrow keys, and the PGUP and PGDN keys.

When you are in a search rectangle, you can use the DEL and BACKSPACE keys to delete text.

Using Help

Welcome to the help system for CD Answer for Windows.

The on-line help system is context-sensitive.   Just press   F1 anywhere in CD Answer and you will get a help screen   discussing the current window or operation.   To get a complete   list of all help topics, use the Help Index.

If you are not using a mouse, you can use the following keys to navigate within a help screen:

UP DOWN	Scrolls the help screen up or down a line.
PGUP PGDN	Scrolls the help screen up or down a page.
ESC	Returns to your original help screen. Press ESC again to return to the point where you first pressed F1.

Search Window

You are in a search window entering search criteria.

The menu bar options are:

File	Get the main file options.
Edit	Cut, paste and copy operations, and clear query operations.
Options	Only the Search and Mask Language options are active.
Browse	List all the index items for the current field.
Data	Evaluate the search and display the found documents.
Window	Get CD Answer window options.
Help	Get on-line help.

To search for a document, enter your search criteria into the search fields and then select **Data/Evaluate**.   You can use the following operators when you enter search criteria:

AND (+)	The search terms must occur together in the field for a match.
OR (,)	Either one or the other or both of the search terms must occur in the field for a match.
NOT (#)	Use NOT to locate all documents that do not contain the search term. You can also use NOT with AND and OR, for example BOSTON AND NOT BROOKLINE.
WITHOUT	This is the same as AND NOT.
ADJ x	The search terms must occur within x words of one another for a match. x is a number. For example THIS ADJ5 THAT will find all documents in which the word THIS appears within 5 words of the word THAT. It is order dependent.
SAME	The search terms must occur in the same field for a match.
SAMEs	The search terms must occur in the same sentence.
NEAR x	The search terms must occur within x terms of one another in the field, but the order is irrelevant.
NEARS x	The search terms must occur within x sentences of each other but the order is irrelevant.
*	Use the asterisk to replace any number of characters in the search term with a wildcard, for example SMITH* or *BURG. You can include only two asterisks per search term.
?	Use the question mark to replace one character in the search term, for example SM?TH. You can include as many occurrences as you want.
LIKE term	Searches for term using the phonetic index. For example, LIKE Mayer searches for Meier, Mayer and Meyer.
< x	Searches for less than x.
> x	Searches for greater than x.
<= x	Searches for less than or equal to x.
>= x	Searches for greater than or equal to x.
x TO y	Searches for the range from x to y, inclusive.
x .. y	Searches for the range from x to y, inclusive.

<> x   Searches for not equal to x.

NONE   Searches for all documents for which this field is empty.

ALL   Searches for all documents that contain data in this field.

Double quotation marks surrounding a search term disable recognition of logical operators (for example "AND" searches for the word AND).   In addition, double quotes instruct CD Answer to look in the line index (if one exists) before looking in the word index.

Browse Menu

The <u>Browse</u> command gives you a list of all terms indexed for the current search field.

In some cases, fields have two index lists:
Words   Individual words are indexed.
Entries   Complete entries from a line index are indexed.

Select either type of index.

Browse Menu

The Browse command gives you a list of all terms indexed for the current search field.

In some cases, fields have two index lists:
Words   Individual words are indexed.
Entries   Complete entries from a line index are indexed.

Select either type of index.

Checkoff Options

You use the **Checkoff Options** dialog box to select the connector you want to use to connect multiple browse terms in one search rectangle.

To select multiple terms from the browse list, use the CTRL-left mouse button to highlight each term you want.   You can then use an AND, OR or NOT operator to connect the terms.

For example, if you want to search for records that contain all   the items you select, use the AND operator.   If you want to search for all records that contain any one of the terms, use the OR operator.   The default operator for connections within the same rectangle is OR.

You can also choose whether you want to paste all the search terms to the search rectangle.   For example, if you select many terms, you may not want to paste them to the rectangle.   If you do not select the box, the system will perform the search after you press ENTER, without pasting the terms.   However, if you want to paste the terms, for example because you want to enter terms in other search rectangles, select the box next to **Paste to rectangle**.

Checkoff Options

You use the **Checkoff Options** dialog box to select the connector you want to use to connect multiple browse terms in one search rectangle.

To select multiple terms from the browse list, use the CTRL-left mouse button to highlight each term you want.   You can then use an AND, OR or NOT operator to connect the terms.

For example, if you want to search for records that contain all   the items you select, use the AND operator.   If you want to search for all records that contain any one of the terms, use the OR operator.   The default operator for connections within the same rectangle is OR.

You can also choose whether you want to paste all the search terms to the search rectangle.   For example, if you select many terms, you may not want to paste them to the rectangle.   If you do not select the box, the system will perform the search after you press ENTER, without pasting the terms.   However, if you want to paste the terms, for example because you want to enter terms in other search rectangles, select the box next to **Paste to rectangle**.

Browsing the Search Index

You are viewing all the terms in the index for this search field. You can use any of the normal movement keys (ARROW, PGUP, END, and so on) to move through the list.

You can also search for a particular term by typing it. The system will automatically move down the list as you type. You can use BACKSPACE to correct any typing errors.

To copy the highlighted term into the search field, press ENTER.

To exit the browse window without copying a term, press ESC.

To select multiple browse terms at one time, use CTRL left mouse button to highlight each term you want. Use the **Select All** option to select every term. To deselect all terms, use **Deselect All**. The **Browse options** menu enables you to choose the connector for the terms you choose. For example, if you want to search for one term AND another term, you would use the AND connector. The default connector within the same search rectangle is OR.

Activating a Display Window

Use this command to create and activate a display window to display the documents found in your most recent search.

Evaluate

Use this command to perform a search according to the current search criteria in the search window.

Windows

The **Windows** option enables you to manipulate your windows.   You can have multiple windows open at the same time.
The window options are:

Tile Windows   <u>Tile</u> new windows.
Cascade Windows   <u>Cascade</u> all open windows.
Clone Window   <u>Copy</u> a window.
Arrange Icons   Line up the <u>window icons</u>.

Arrange Icons

Use this option to line up your window icons in the lower left corner of the screen.

Clone Window

Use this option to create a copy of the current window.   The new window will have the same attributes, including contents, position and size, as the currently active window.

Tile Windows

Use this option to tile new windows so that no window covers another window's title bar.   If you try to fit too many windows onto the screen the system will continue to tile them but not all windows will be visible.

When you select **Tile Windows**, the active window will be tiled but will not automatically placed on top.   You need to cycle through the windows to find the active window (the window with the highlighted title bar).

Cascade Windows

Use this option to redraw all open windows to their full sizes and stack them on top of each other.   The active window in a cascade display is the top window.

Cut Text

Use **Cut** to cut a rectangular portion of the text on the screen.   The text is automatically pasted to the clipboard.

Use the mouse to select a rectangular portion of the text you want to cut.

After you select your text, select **Cut**.   You can then use <u>Paste</u> to paste this text to another portion of the window.

If you want to make a copy of the text and paste it to the clipboard, use the <u>Copy</u> option.

Copy Text

Use **Copy** to copy a rectangular portion of the text on the screen.   The text is automatically pasted to the clipboard.

Use the mouse to select a rectangular portion of the text you want to copy.

After you select your text, select **Copy**.   You can then use Paste to paste this text to another portion of the window.

If you want to cut the text and paste it to the clipboard, use the Cut option.

Paste Text

Use the **Paste** option to paste the text currently on the clipboard (from the most recent Cut or Copy operation) to the current cursor position.

Cross-Reference Search

You can use <u>Copy</u> and <u>Paste</u> in order to perform cross-reference searches.   Copy the word or phrase you want to search for from your current document display.   Then paste the text into the search rectangle in which you want to search.

For example, let's say you have a real estate database that has the fields Name, Address, Telephone, Renter, and Landlord.   If you have searched for and found a list of Renter names and then want to see if a Renter is also a landlord, use **Copy** to copy the name of the Renter and then go back to the search window.   Then use **Paste** to paste the name of the renter into the Landlord field.   Perform the search to see if the renter is also a landlord.

Connection

A *connection* is a logical connection between search terms within the same rectangle, or connection between all search rectangles, for example, AND or OR.

The default <u>connector between search terms</u> within the same rectangle is OR.

The default connector between all search rectangles is AND.

You use the **Connection** option to change the logical relations between search rectangles in the search menu.

When you select **Connection**, the current logical connector will be displayed at the left of each search field that contains an entry and each search field entry will be surrounded by parentheses.

To change a connection, move the cursor to a search field containing an entry and press the spacebar to toggle the connector.
The logical connectors are:
       AND   OR   WITHOUT

The default logical connector is **AND** if the **Connection** function is not used.

If your connection type is set to **Editable** you can use the connection window at the bottom of the screen to enter the connection information you want to use to connect two fields during a search.   You enter the information using the following syntax:
[<field name>] <operator> [<field name>]

For example, if you want to connect a Patent Number field and an Assignee Code field with the OR operator, you would enter the following:
[Patent Number] OR [Assignee Code]

Use the arrow keys to move around the field, the DEL key to delete characters.   Use CTRL-END to enter   the correct field name for the current search rectangle into the connection line.   When you have finished entering connection   information, press ENTER.   Your next search will use   this connection information.

Display Window

The documents retrieved from your search are displayed in this window.

The menu bar options are:

File   The main file options, except that **Exit** returns to the search window from which this display window was opened.

Edit   Cut, paste, and copy operations, and clear query operations.

Options   Only the Display option is active.

View   Switch between abbreviated List and Full document displays.   Also display an image and select documents.

Links   Move to an Image, an Image page (if the selected image is more than one page in length), or to a specific location within the image.

Window   Get the window options.

Help   Get on-line help.

For a full display window, the available keys are:

CTRL-Right   Move to next document.
CTRL-Left   Move to previous document.
CTRL-PGDN   Move to next highlighted term in this document.
CTRL-PGUP   Move to previous highlighted term in this document.
CTRL-HOME View the leftmost part of the current document page.
CTRL-END   View the rightmost part of the current document page.

For a list display window, use the up and down arrow keys to go to the previous or next document, and press ENTER or select View/Full on a document to go to a full display window for that document.

Sort

The **Sort** dialog box has the following entry areas:

Use the **Sort By** field to select the field you want to sort by.

For example, if you have a database of names and telephone numbers and you want to sort your documents according to the telephone numbers, select the telephone field.

Use the **Sort Order** field to specify the order for sorting.   Toggle between **ascending** and **descending**.

Use the **Unindexed Docs** field to control whether to **Keep** or **Drop** documents from the sort list that do not contain occurrences of the field you selected to sort by.

For example, if a found set of patent documents were being sorted by the State/Country code, this setting determines whether patents that do not contain an entry in the State/Country code field are put on the sort list.

Use the **Duplicate Items** field to control the placement in the sort list of documents that have duplicate items in the index for the sort field.   A document can either appear in the sort list one time, at its first occurrence in the index; or it can be duplicated each time it occurs in the index.   Toggle between **Once only** and **Duplicate**.

Jump To Document Number

Use **Jump** to move to a different document in the found set.

After you select jump, a dialog box with the following choice will appear:

Document number   Enter a document number in the current found set and press ENTER.   Press ESC to return without jumping.

Jump

Enter a document number in the current found set and press ENTER.   Press ESC to return without jumping.

Sort Settings

Use **Sort** to sort the current found set of documents according to the contents of any available search field.   When you select **Sort**, the <u>sort dialog box</u> with the following options appears:

Sort By   Select the field to sort by.
Sort Order   Toggle between **Ascending** or **Descending** sort order.
Unindexed Docs   Either **Keep** or **Omit** documents that do not contain occurrences of the sort field.
Duplicate Items   Use this field to control the placement of documents that have duplicate items in the index.   Select **Once only** to have the document appear at the first occurrence.   Select **Duplicate** to have the document appear each time it occurs.

Sort

Use the <u>Sort</u> command to sort the current found set of documents.

Unsort

Use the **Unsort** command to unsort a found set of documents that you sorted with the <u>Sort</u> command.   **Unsort** works on the set of documents most recently sorted.

Full Display

Use this option to display the found documents using a full display format instead of a list display (abbreviated) format.   A full display format will typically show all information about one document on one screen.

If you are currently viewing the documents in list format and select this option, the system will not create a new window.   It will change the format in the current display window.

List Display

Use this option to display the found documents using a list display format instead of a full display format.   A list display format will typically show abbreviated information about several documents on one screen.

If you are currently viewing the documents in full format and select this option, the system will not create a new window.   It will change the format in the current display window.

Select Document

Use this option to select the current document.   You can then use the Print and Export
<u>What Range</u>/Selected Documents setting to limit your print or export to only selected
documents.   You can also remove either selected or non-selected documents from the
display using the <u>Delete non-selected</u> and <u>Delete selected documents</u> choices.

Delete Selected Documents

Use this option to delete all selected documents from the display.   To select documents, use the <u>Selected Documents</u> choice.

Note that once you have deleted documents from your display, you must re-evaluate your search to retrieve the original complete list of documents.

Delete Non-Selected Documents

Use this option to delete all non-selected documents from the display.   To select documents, use the Selected Documents choice.

Note that once you have deleted documents from your display, you must re-evaluate your search to retrieve the original complete list of documents.

Clear Selected Documents

Use this option to deselect all selected documents from the display.

Link to Image

Use this option to open the Image window to view the currently selected image.

Link to Image Page

Use this option to open the Image window at the specified image page (if the selected image is more than one page in length).

For example, select Image Page from the Links pull-down menu and enter 3, to move to the third page of the image.

Image Options

When you select Image from the Options pull-down menu, the system displays a dialog box with the following items:

Zoom Options   Change the size and scale of the image:
                              <u>Base</u> displays the image at its original size.
                              <u>1-D Fit</u> scales the image so that the smallest dimension
                              of the image is expanded to fill the entire width or
                               height of the window.
                              <u>Full Page</u> displays the entire image in the window.

Image Jump   Enables you to jump to a specific page of the current image.

New Zoom   Shows the current zoom percentage.   Enter a new percentage to change the zoom.

Zoom Percentage

You can enter a percentage to zoom the current image.   The percentage can range from 10% to 1000%.

Base Zoom

The Zoom Base option scales the image to its original size.

1-D Fit

The 1D Fit option scales the image so that the smallest dimension of the image is expanded to take up the entire width or height of the screen. This does not ensure that the entire image will show on the screen.   Use <u>Full Page</u> to put the entire image on the screen.

Full Page

This scales the image so that it fits on the screen in its entirety.

Image Window

When you select Image, the system replaces the full document display with the image associated with the document.

The menu bar options are:

File   Use main file options such as opening or closing applications, performing print or export operations, or exiting the system.

Options   Only the Image option is active, enabling you to enlarge or reduce the size of selected images.

Window   Get the window options.

Help   Get on-line help.

Image Options

When you select Image from the Options pull-down menu, the system displays a dialog box with the following items:

Zoom Options   Change the size and scale of the image:
                        <u>Base</u> displays the image at its original size.
                        <u>1-D Fit</u> scales the image so that the smallest dimension
                       of the image is expanded to fill the entire width or
                        height of the window.
                        <u>Full Page</u> displays the entire image in the window.

Image Jump   Enables you to jump to a specific page of the current image.

New Zoom   Shows the current zoom percentage.   Enter a new percentage to change the zoom.

Image Options

When you select Image from the Options pull-down menu, the system displays a dialog box with the following items:

Zoom Options Change the size and scale of the image:
      <u>Base</u> displays the image at its original size.
      <u>1-D Fit</u> scales the image so that the smallest dimension
      of the image is expanded to fill the entire width or
      height of the window.
      <u>Full Page</u> displays the entire image in the window.

Image Jump Enables you to jump to a specific page of the current image.

New Zoom Shows the current zoom percentage. Enter a new percentage to change the zoom.

Image Jump

Enter an image page number from the current document and press ENTER.   Press ESC to return without jumping.