

Viewer Help Contents



Navigating in Viewer



Finding Information



Printing and Copying



Bookmarks and Annotations



Buttons and Menus



Controlling Sound and Video



Keyboard Techniques

Viewer Help Contents



— Navigating in Viewer —

- ▶ [Navigating Through Your Title](#)
- ▶ [Using Links](#)
- ▶ [Browsing through Topic Sequences](#)
- ▶ [Jumping to the Table of Contents](#)
- ▶ [Returning to the Last Topic Viewed](#)
- ▶ [Returning to Any Topic Viewed](#)





Navigating in Viewer

Navigating Through Your Title

There are many ways of navigating through your Viewer title. You can select topics from the **Contents screen**, jump from one topic to another from a **hot spot**, browse through topics that are related to one another, retrace your steps backwards (topic by topic), or return to any previously viewed topic.



Navigating in Viewer

Using Links

Topics are linked to one another by means of **hot spots**. A hot spot can be a word or phrase, or a picture or part of a picture. Text hot spots may be underlined, and are usually displayed in a different color than the surrounding text. A picture hot spot may have a border around it. You can identify a hot spot by noticing the mouse cursor: it changes to a pointing hand when over a hot spot.

For example, point to the Navigating icon in the upper left-hand corner of this topic and you will see the cursor change into a hand, as shown below:



Click on this icon and it will jump to another topic, which in this case, is the Navigating in Viewer menu.

In addition to **jumping** to other topics, hot spots can bring up popup windows. Popups are displayed over the main Viewer window. To remove the popup, click anywhere outside of the popup, or press the ESC key. Click on this **hot spot** to view a popup window.

▶ **Navigating in Viewer**

Browsing Through Topic Sequences

Related topics may be linked to one another using [browse sequences](#). The browse feature lets you browse through topics, one by one.

- ▶ To display the next or previous topic:
 - * Choose the [>> button](#) or [<< button](#) in the Viewer window.

See Also

[Using Links](#)

▶ **Navigating in Viewer**

Jumping to the Table of Contents

The contents button, on the Viewer button bar, returns you to the main screen for your title. This screen is like a table of contents, from which you can select a variety of topics.

- ▶ To look up a topic from the contents screen:
 - 1 Choose the **Contents button** in the Viewer window to display the contents screen for the open title.
 - 2 Select the name of the **topic** you want to view from the list.

See Also

[Browsing Through Topic Sequences](#)

▶ **Navigating in Viewer**

Returning to the Last Topic Viewed

Using the Go Back button, Viewer lets you retrace your steps. In this way, you can step backwards through the topics viewed.

- ▶ To backtrack through topics in the order you viewed them:

- * Choose the **Go Back button** in the Viewer window.

If the current **topic** is the first topic you viewed, the Go Back button appears dimmed.

See Also

[Returning to Any Topic Viewed](#)

▶ **Navigating in Viewer**

Returning to Any Topic Viewed

As you view topics, Viewer keeps a record of where you have been. The History button displays a list of the topics you've viewed, starting with the most recent. Select any topic from this list to return to it.

- ▶ To jump back to a topic using the History button:
 - 1 Choose the **History button** in the Viewer window.
Viewer lists the last 40 **topics** you have viewed in the History window.
 - 2 Double-click the topic you want to view.
Use the scroll bar to see topics not visible in the list.
 - 3 The History window remains displayed. You can choose another topic. You can also resize or move the History window.

Tip: You may want to arrange the Viewer window and the History window so that they are side by side.

- ▶ To close the History window:
 - * Choose Cancel, or double-click the Control menu box. Pressing the ESC key also closes the History window.

See Also

[Returning to the Last Topic Viewed](#)

Viewer Help Contents



Finding Information

- ▶ [Ways to Find Information in Your Title](#)
- ▶ [Finding Information Using the Index](#)
- ▶ [Using Full-Text Search](#)
- ▶ [Browsing Through the Search Results](#)
- ▶ [Using Search Operators](#)
- ▶ [Using Multiple Search Operators](#)
- ▶ [Searching in Topic Groups](#)



- Searching in Topic Groups
- Searching for Specific Categories of Text



Finding Information

Ways to Find Information In Your Title

To find information in your title, you can use the following techniques:

- Choose topics from a keyword index
- Perform full-text searches for topic text

Using the index button, you can search on a keyword or words. When the keyword is found, Viewer displays the topic, or a list of topics containing the keyword.

Using the Search button, you can search on any word or words in the topics. The Search feature not only takes you to the topic found, but highlights the word or words found by the search. You can use search operators such as AND, OR, NOT, THRU, and NEAR to further narrow your search.

See Also

[Finding Information Using the Index](#)

[Using Full-Text Search](#)



Finding Information

Using Full-Text Search

- ▶ To search for topics that contain a certain word or phrase:
 - 1 Choose the **Search button** in the Viewer window.
 - 2 In the Search by Word box, type a **search query** telling Viewer what text you are searching for.

To enter a search query that you've searched on previously, select the search query from the drop-down list box.
 - 3 Under Search In, select All Topics, Current Topic Only, or List of Previous Topics Found.

To search only the **topic titles**, choose the **Options button** and select this option, then choose the OK button.
 - 4 Choose OK.

Viewer lists the title of each topic containing a **search hit** in the **Search Results** dialog box.

See Also

[Browsing Through the Search Results](#)

[Using Search Operators](#)

▶ **Finding Information**

Browsing Through the Search Results

When you choose the OK button to search for information, Viewer lists the **topics** that contain **search hits** in the **Search Results** dialog box.

▶ To view a topic in the list:

- * Double-click the title.

Use the scroll bar to see titles not visible in the list.

or

- * Use the Search Results buttons to move through topics.

To view	Do this
Selected topic	Choose the Go To button or double-click the topic.
Search dialog box	Choose the To Search button .
Next search hit in the current topic	Choose the Next Match button .
Previous search hit in the current topic	Choose the Previous Match button .

When you view a topic with search hits, Viewer highlights the search hits in that topic. If you minimize the Search Results window, highlighting turns off until you maximize the Search Results window again.

▶ To close the Search Results window:

- * Choose the Cancel button in the Search Results window.

For your convenience, the Search Results window always appears on top of the Viewer window. You can resize it, move it, or you can minimize it to an icon and then restore it later when you need it.

See Also

[Using Full-Text Search](#)

[Using Search Operators](#)

▶ Finding Information

Using Search Operators

When you use the [Search button](#) to search for information, you can use the search operators AND, OR, NOT, and NEAR to narrow your search. Each operator is described below. You can enter an operator in either lowercase or uppercase letters ("and" is interpreted the same as "AND").

AND

The AND operator selects topics containing all phrases connected by AND operators. If a phrase does not appear in quotes, any space between words in the phrase is assumed to represent an implicit AND. For example:

Bees love Honey

This phrase finds any topic containing the three words "Bees," "love," and "Honey." This is the same as specifying Bees AND love AND Honey. However, when quotes are used, Viewer searches for the entire phrase. For example:

"Bees love Honey"

This phrase finds any topic containing the phrase "Bees love Honey."

OR

The OR operator selects topics containing either phrase connected by OR operators. For example:

Bees OR Honey

This query displays topics containing either the word "Bees" or the word "Honey."

NOT

The NOT operator selects any topic that does contain the phrase preceding NOT, but doesn't contain the phrase following NOT. For example:

Bees NOT Honey

This query finds topics containing the word "Bees" but not the word "Honey."

NEAR

The NEAR operator selects any topic in which one phrase appears within a certain number of words of the second phrase. The default value is 8 words. For example:

Bees NEAR Honey

This query finds any topic in which the word "Bees" appears within 8 words before or after the word "Honey."

To change the default value, choose the [Options button](#) in the Search dialog box and enter a new number in the NEAR Means Within box. Words that are next to each other are within one word of each other.

Tip: You can choose the [Hints button](#) in the Search dialog box for a quick reminder on how to use search operators.

See Also

[Using Full-Text Search](#)

Using Multiple Search Operators

▶ Finding Information

Using Multiple Search Operators

When you use the [Search button](#) to search for information, you can use multiple search operators to define more complex search criteria. For example, if you enter **honey AND bees NOT hives** in the Search by Word box, Viewer will match [topics](#) that contain the words "honey" and "bees" but do not contain the word "hives."

By default, operators are evaluated from left to right. You can use parentheses to specify a different order--operators within parentheses are evaluated first.

This query

honey OR bees AND hives

honey OR (bees AND hives)

honey OR bees NOT hives

honey OR (bees NOT hives)

Searches for

Topics containing either the word **honey** or the word **bees** in addition to the word **hives**.

Topics containing the word **bees** and the word **hives** or topics containing the word **honey**.

Topics containing either the word **honey** or the word **bees** but not the word **hives**.

Topics containing the word **bees** but not the word **hives** or topics containing the word **honey**.

Tip: You can choose the [Hints button](#) in the Search dialog box for a quick reminder on how to use search operators.

See Also

[Using Full-Text Search](#)

[Using Search Operators](#)

Viewer Help Contents



Printing and Copying

- ▶ [Printing and Copying Information in Your Title](#)
- ▶ [Changing Printers and Printer Options](#)
- ▶ [Printing Topics](#)
- ▶ [Copying Topic Text](#)





Printing and Copying

Printing and Copying Information in Your Title

You may want to use information in your title in other applications, such as word processors. Viewer lets you copy text onto the Windows Clipboard. From the Clipboard, you can paste the text into any Windows application. You can also print out topics, and change printers from within Viewer.

See Also

[Printing Topics](#)

[Copying Topic Text](#)



Printing and Copying

Changing Printers and Printer Options

Viewer prints [topics](#) on the default printer. If you have installed more than one printer in Windows, you can make any of your installed printers the default printer. You can also change the default printer options.

- ▶ To change printers:
 - 1 From the File menu, choose Print Setup.
 - 2 Select Specific Printer.
 - 3 Select the printer that you want to change to, from the drop down list box.
If this file is not in the list box, switch to the Control Panel, select Printers, and activate the printer you want to use. Then switch back to Viewer.
 - 4 Choose OK to close the Print Setup dialog box.
- ▶ To change printer options:
 - 1 From the File menu, choose Print Setup.
 - 2 Choose the Options button to change the default printer options.
The options available depend on the type of printer you have selected.
 - 3 Choose the options you want, and then choose OK.
 - 4 Choose the OK button to close the Print Setup dialog box.
- ▶ To change printer orientation, paper size, or source:
 - 1 From the File menu, choose Print Setup.
 - 2 Select Portrait or Landscape for the orientation.
 - 3 Select the paper size you want from the drop down list box.
 - 4 Select the paper source you want from the drop down list box.
 - 5 Choose OK to close the Print Setup dialog box.

For more information on setting up printers, see your Windows documentation.

See Also

[Printing Topics](#)

▶ **Printing and Copying**

Printing Topics

- ▶ To print an entire Viewer topic:
 - 1 Display the topic.
 - 2 From the File menu, choose Print Topic.
- ▶ To print part of a Viewer topic:
 - 1 Display the topic.
 - 2 From the Edit menu, choose Copy.
 - 3 In the Copy dialog box, select the text you want to print, and then choose the Copy button.
 - 4 Paste the text into a word processing application.
 - 5 Use the Print command on the application's File menu to print the text.

See Also

[Copying Topic Text](#)

▶ **Printing and Copying**

Copying Topic Text

- ▶ To copy Viewer text to the Clipboard:
 - 1 Display the topic that contains the text you want to copy.
 - 2 From the Edit menu, choose Copy.
 - 3 Select the text you want to copy in the Copy dialog box.
 - 4 Choose the Copy button.

To paste the Clipboard contents into another document, use the Paste command from the application's Edit menu.

Viewer Help Contents



Bookmarks and Annotations

- ▶ [Annotating Your Title](#)
- ▶ [Using Bookmarks](#)
- ▶ [Jumping to a Bookmark](#)
- ▶ [Annotating a Topic](#)
- ▶ [Viewing an Annotation](#)
- ▶ [Copying and Pasting Annotations](#)





Bookmarks and Annotations

Annotating Your Title

The Bookmark and Annotation features in Viewer allow you to save information in reference to your title. A bookmark is simply that: a marker which "saves your place" in the Viewer title. Like any book, you can have many bookmarks in your title. When the bookmark is selected, Viewer takes you directly to that topic.

Annotations are simply notes or comments "paper clipped" to a topic. It's the same as paper clipping a note to a page in a book. You can copy and paste text in annotations.

See Also

[Using Bookmarks](#)

[Annotating a Topic](#)



Bookmarks and Annotations

Using Bookmarks

Just as you can place bookmarks in a printed book to mark specific references, you can place **bookmarks** at the Viewer **topics** you view frequently. Once you have placed a bookmark at a topic, you can quickly display that topic from the Bookmark menu.

- ▶ To insert a bookmark:
 - 1 Display the topic at which you want to place a bookmark.
 - 2 From the Bookmark menu, choose Define.
 - 3 Viewer proposes the **topic title** as the bookmark name. If you want to change the name, type a new name in the Bookmark Name box.
 - 4 Choose OK.
The bookmark name appears on the Bookmark menu.
- ▶ To remove a bookmark:
 - 1 From the Bookmark menu, choose Define.
 - 2 Select the bookmark you want to remove.
 - 3 Choose Delete.
 - 4 Choose OK.

See Also

[Jumping to a Bookmark](#)

▶ **Bookmarks and Annotations**

Jumping to a Bookmark

After you've inserted bookmarks, you can go directly to them at any time.

- ▶ To go to a marked topic:
 - * From the Bookmark menu, choose the topic you want to view.
Underlined numbers precede the first nine bookmark titles. You can press the corresponding number key or choose the bookmark title to go quickly to a marked topic.
If more than nine bookmarks have been defined, choose More from the Bookmark menu. Select a bookmark, and then choose the Go To button.

See Also

[Using Bookmarks](#)

▶ **Bookmarks and Annotations**

Annotating a Topic

You can attach your own comments to a **topic**. When you annotate a topic, Viewer places a paper clip icon to the left of the topic heading. The paper clip icon reminds you that you have attached text to this topic.

- ▶ To attach text to the current topic:
 - 1 From the Edit menu, choose Annotate.
 - 2 Type the text in the Annotation edit box.
If you make a mistake, press Backspace or the Delete key to erase any unwanted characters and then continue typing.
 - 3 Choose OK when you have finished the annotation.
- ▶ To remove an annotation:
 - 1 Display the topic where you made the annotation.
 - 2 Click the paper clip icon.
 - 3 Choose the Delete button.

See Also

[Viewing an Annotation](#)

▶ **Bookmarks and Annotations**

Viewing an Annotation

- ▶ To view an annotation:
 - 1 Display the topic where you made the annotation.
 - 2 Click the paper clip icon.
 - 3 Choose the Save or Cancel button when you have finished reading the annotation.

Tip: Place a **bookmark** at an annotation to return to it quickly.

See Also

[Copying and Pasting Annotations](#)

[Using Bookmarks](#)

▶ **Bookmarks and Annotations**

Copying and Pasting Annotations

You can copy text from an annotation to the [Clipboard](#) or paste text from the Clipboard into an annotation.

- ▶ To copy text from an annotation to the Clipboard:
 - 1 Display the **topic** where you made the annotation.
 - 2 Click the paper clip icon.
 - 3 If you want to copy all of the annotation, choose the Copy button.
If you want to copy only a portion of the annotation, select the text in the Annotate edit box, and then choose the Copy button.
- ▶ To paste text from the Clipboard into an annotation:
 - 1 Display the topic where you made the annotation.
 - 2 Click the paper clip icon.
 - 3 Position the insertion point where you want to paste the text.
To position the insertion point, point and click the mouse or press the arrow keys.
 - 4 Choose the Paste button.
If any text is selected when you choose the Paste button, it is replaced by the new text.

See Also

[Copying Topic Text](#)

Viewer Help Contents



Buttons and Menus

- ▶ [File Menu Commands](#)
- ▶ [Edit Menu Commands](#)
- ▶ [Bookmark Menu Commands](#)
- ▶ [Help Menu Commands](#)
- ▶ [Using the Button Bar](#)





Buttons and Menus

File Menu Commands

The File menu contains these commands:

- Open
- Print Topic
- Print Setup
- Exit

Scroll down to see descriptions of each command.

Open

Displays a dialog box in which you can select and open a Viewer title.

Print Topic

Prints the displayed topic (assuming you have a printer installed and turned on).

Print Setup

Displays a dialog box in which you can change printer settings before printing.

Exit

Closes Viewer.

See Also

[Changing Printers and Printer Options](#)

[Printing Topics](#)



Buttons and Menus

Edit Menu Commands

The Edit menu contains these commands:

- Copy
- Annotate

Copy

Places a copy of the displayed topic in a dialog box, where you can select text to copy to the **Clipboard**.

Annotate

Displays a dialog box in which you can attach your own notes to the current topic.

See Also

[Copying Topic Text](#)

[Annotating a Topic](#)

▶ **Buttons and Menus**

Bookmark Menu Commands

The Bookmark menu contains these commands:

- Define
- More

Scroll down to see descriptions of each command.

Define

Displays a dialog box in which you can add a **bookmark** to the current topic or delete an existing bookmark.

More

This command appears only when more than nine bookmarks have been added to the Bookmark menu. Displays a dialog box in which you can select a bookmark.

See Also

[Using Bookmarks](#)

[Jumping to a Bookmark](#)

▶ **Buttons and Menus**

Help Menu Commands

The Help menu contains these commands:

- Help on Viewer
- About Viewer

Help on Viewer

Displays the Viewer Help topics. This is the same as pressing F1 while in Viewer.

About Viewer

Displays a dialog box which displays the Viewer version and copyright information.

▶ **Buttons and Menus**

Using the Button Bar

Use the following buttons to browse and look up information in Viewer.



Select any button from this illustration to find out what action it performs.

Displays the [contents screen](#) for the open title.

Displays the index for the open title. You can select a word from the index list, and then display a topic that contains information related to that word. For more information, see [Finding Information Using the Index](#).

Backtracks through topics in the order you viewed them. For more information, see [Returning to the Last Topic Viewed](#).

Displays a list of the last 40 Viewer topics you have viewed. Double-click any topic title to redisplay the topic. For more information, see [Returning to Any Topic Viewed](#).

Allows you to search for any combination of words and phrases, and then browse the topics that contain **search hits**. For more information, see [Using Full-Text Search](#).

Displays the previous topic in a **browse sequence** within the open title.

Displays the next topic in a **browse sequence** within the open title. Clicking the >> button is like turning the page in a printed book.

Contents button



The Viewer button that displays the contents screen for the open title.

Index button



The Viewer button that looks up [topics](#) associated with particular words or phrases defined by the title's author.

Go Back button

Go Back

The Viewer button that backtracks through [topics](#) in the order you viewed them.

History button



The Viewer button that displays a list of the last 40 [topics](#) you have viewed.

>> button



The Viewer button that displays the next [topic](#) in the current [browse sequence](#) within the open title.

<< button



The Viewer button that displays the previous **topic** in the current **browse sequence** within the open title.

Search button



The Viewer button that searches for all [topics](#) containing a particular word or combination of words.

Hints button



In the Search dialog box, the button that shows examples of how to enter [search queries](#).

Next Match button



The button in a list of [search hits](#) that displays the next search hit not currently displayed on the Viewer screen.

Previous Match button

Previous Match

The button in a list of [search hits](#) that displays the previous search hit not currently displayed on the Viewer screen.

To Index button



The button in the [Topics Indexed](#) dialog box that takes you back to the Index dialog box.

To Search button



The button in the [Search Results](#) dialog box that takes you back to the Search dialog box.

Options button



The button in the Search dialog box that displays the available search options. The Search Options dialog box is where you can change the NEAR value, select topic titles as the search domain, or select to search from a list of previous topics found.

Go To button



The button in the **Topics Indexed** and the **Search Results** dialog box that displays the selected **topic** from the list.

bookmark

A name associated with a **topic** for easy reference. Bookmarks appear on the Bookmark menu. When you select a bookmark from the menu, Viewer immediately displays the topic associated with that bookmark.

Clipboard

The Microsoft Windows application that holds cut or copied information, which you can then insert into another file. Whenever you use a Cut, Copy, or Paste command, you are using the Clipboard.

contents screen

The "table of contents" for a title. From this screen you can select which part of the title you want to look in.

topic

A single entry or article in a title. Examples of topics might be a quotation, the definition of a word, or an article in an encyclopedia.

Topics Indexed

An index dialog box that lists **topics** from an index search which allows you to browse and go to topics in the list.

Search Results

The dialog box that lists **topics** containing **search hits** from a **search query** and allows you to browse and go to topics in the list.

search query

A combination of words, phrases, and operators telling the Search command what text to search for.

browse sequence

A sequence of **topics** arranged so that you view them in sequence when you select the << or >> buttons.

topic title

A name identifying a **topic** found by searches from the Index and Search commands.

jump

A **hot spot** that displays another **topic** in the main Viewer window.

hot spot

A word, phrase, or picture that you select to jump to a new Viewer **topic**, display a window, or perform an author-defined Viewer operation.

search hit

An occurrence of text in a **topic** that matches the **search query** entered for the Search command.

current position

The position in an audio or video sequence that is currently being played, indicated by the **thumb** in the **slider** control.

thumb



The pointer in the **slider** of a controller indicating the **current position** in the audio or video sequence.

slider

The control in an audio or video sequence that contains the **thumb**, which indicates the **current position** in the audio or video sequence. The slider may also include tick marks indicating the **sections** in the audio or video segment.

section

A subdivision of an audio or video sequence indicated by tick marks on the **slider**. Drag the **thumb** on the slider to any tick mark to begin playing the sequence at the corresponding section.

▶ Finding Information

Finding Information Using the Index

Using the Index is like using the index of a book. You can browse through a list of keywords, and then jump to a topic by selecting a word from the index.

- ▶ To look up a topic using the index:
 - 1 Choose the **Index button** in the Viewer window.
 - 2 Type the word you want to search for or select the word from the Index list.
You can press a key on your keyboard to move quickly to different parts of the list. For example, type "S" to move to words beginning with the letter "S" and then type "O" to see words beginning with "So."
 - 3 Choose OK.
If only one topic is linked to the word, Viewer jumps to that topic.
If there is more than one topic linked to the word, Viewer displays the topics in the **Topics Indexed** dialog box.
To return to the Index, choose the **To Index button**.
 - 4 Double-click the topic you want to view, or select the topic and choose the **Go To button**.

Searching in a Specific Index

Multiple keyword indexes are like having an index for each chapter in a book. You can select which section you want to look in when looking up keywords.

- ▶ To search in a specific index:
 - 1 Choose the **Index button** in the Viewer window.
 - 2 Select the index from the Current Index drop-down list box.
 - 3 Type the word you want to search for or select the word from the Index list.
 - 4 Choose OK.
If only one topic is linked to the word, Viewer jumps to that topic.
If there is more than one topic linked to the word, Viewer displays the topics in the **Topics Indexed** dialog box.
To return to the Index, choose the **To Index button**.
 - 5 Double-click the topic you want to view, or select the topic and choose the **Go To button**.

See Also

[Using Full-Text Search](#)

▶ **Finding Information**

Searching in Topic Groups

- ▶ To search in a specific topic group:
 - 1 Choose the **Search button** in the Viewer window.
 - 2 In the Search by Word box, type a **search query** telling Viewer what text you are searching for.
To enter a previous search query, select the search query from the drop-down list box.
 - 3 Select the topic groups you want to search from the Topic Groups list box, or select Current Topic Only to search just the current topic.
 - 4 Choose OK.
Viewer lists the title of each topic in the topic group containing a **search hit** in the **Search Results** dialog box.

See Also

[Browsing Through the Search Results](#)



Controlling Sound and Video

Using the Multimedia Controller

You can play an audio or video sequence using a control panel that appears within a **topic** or that pops up when you select a hot spot. Either type of sequence may include the multimedia controller, as shown below:



Select any control from this illustration to find out what action it performs.

- ▶ To control a sequence that does not have a control panel:
 - * Click the window while the sequence is playing to stop it.
 - * Click the window after stopping the sequence to start playing it again.

Below are additional buttons that appear on the multimedia controller. Click on the button to find out what action it performs.



Play/Pause Button

Plays the object if it is currently stopped or paused, or pauses the object if it is currently playing.

Stop Button

Stops playback of the audio or video sequence.

The **slider** control lets you drag the **thumb** to move the **current position** back (left) or forward (right) in the audio or video sequence.

Play Button



Starts playing the object.

Pause Button



Stops playing the object until the user presses this button again or the [Play button](#).

Eject Button



Ejects the physical object from the MCI device (for example, the CD-ROM from a CD-ROM drive).

Previous Section Button



Moves playback backward to the previous section authored for the object.

Next Section Button



Moves playback forward to the next section authored for the object.

Step Backward/Fast Rewind Button



When clicked once, steps backwards (by frames or by seconds) in the object. When clicked and held down, rewinds backwards through the object.

Step Forward/Fast Forward Button



When clicked once, steps forwards (by frames or by seconds) in the object. When clicked and held down, fast forwards through the object.

Menu Button



A popup menu which lists the sections, if authored. Select a section name to move the thumb to the beginning of that section. This menu may also contain a [mute](#) or a [pause](#) option.

Pauses

When this option is selected, Viewer will pause before playing each section.

Mute

When this option is selected, the controller does not play any soundtrack while it plays the AVI sequence. In audio files, the sound is muted.

Keyboard Techniques

To select a topic below, press the **Tab** key until the topic title becomes highlighted. Then, press **Enter**.

[Using the Keyboard](#)

[Adding Bookmarks and Annotations Using The Keyboard](#)

[Browsing *Money In The 90's* Using The Keyboard](#)

[Copying and Printing Topics Using The Keyboard](#)

[Searching For Information Using The Keyboard](#)

[Selecting Hot Spots Using The Keyboard](#)

Using the Keyboard

When you use the keyboard to navigate through *Money In The 90's*, you issue commands and initiate procedures by pressing certain letters, symbols or key combinations.

In many instances, *Money in the 90's* provides an on-screen prompt to assist you with the key selection process. Refer for a moment to the horizontal command and button "bars" at the top of the screen.

The command bar begins with the word File. To activate an item on the command bar, locate the command on the horizontal bar, note the underlined letter, hold down the ALT key and press the corresponding letter on your keyboard. For example, to open the File menu, you would hold down the ALT key and press "F".

The button bar begins with the word Contents. To initiate a procedure from the Button bar, locate the command on the horizontal bar, note the underlined letter and press the corresponding letter on your keyboard. For example, to begin a full text search you would press the underlined letter in the word Search (i.e., S).

Click the Contents button at the top of the *Money in the 90's* window or press the C key to return to the Help Contents screen. Click the Back button or press the B key to return to the Keyboard Help submenu.

Adding Bookmarks And Annotations Using The Keyboard

[Defining And Using A Bookmark](#)

[Annotating A Topic](#)

[Copying And Pasting An Annotation](#)

Press the C key to return to the Help Contents screen. Press the B key to return to the Keyboard Help menu.

Defining and Using a Bookmark

Just as you can place bookmarks in a printed book to mark specific references, you can place bookmarks at specific *Money In The 90's* topics. Once you have placed a bookmark at a topic, you can quickly display that topic from the Bookmark menu.

To place a bookmark:

1. Display the topic at which you want to place a bookmark.
2. Press **Alt + M**.
Money In The 90's displays the Bookmark pull-down menu.
3. Press **D**.
Money In The 90's displays the Bookmark Define box with the topic title as the bookmark name. If you want to change the name, type a new name in the Bookmark Name box.
4. Press **Tab** until the **OK** button becomes highlighted.
5. Press **Enter**.

To display a bookmarked topic:

1. Press **Alt + M**.
Money In The 90's displays the Bookmark pull-down menu.
2. Press **Tab** until the first listed bookmark becomes highlighted.
3. Press the down arrow key to highlight the bookmark you want to view.
4. Press **Enter**.

Note: If more than nine bookmarks have been defined, highlight **More** on the Bookmark menu and press **Enter**. Select the applicable bookmark title in the **Go To** box, press **Tab** until the **OK** button becomes highlighted and then press **Enter**.

To remove a bookmark:

1. Press **Alt + M**.
Money In The 90's displays the Bookmark pull-down menu.
2. Press **D**.
3. Press **Tab** until the first listed bookmark becomes highlighted.
4. Press the down arrow key to highlight the bookmark you want to delete.
5. Press **Tab** until **Delete** becomes highlighted
6. Press **D**.

To exit the bookmark window:

Press **Alt + F4**.

Press the **C** key to return to the Help Contents screen. Press the **B** key once to return to the Adding Bookmarks and Annotations Using The Keyboard submenu or twice to return to the Keyboard Help menu.

Annotating Topics

You can add your own comments to a topic. When you annotate a topic, *Money In The 90's* places a paper-clip icon to the left of the topic heading. The paper clip icon reminds you that you have added a note to this topic.

To add a note to the current topic:

1. Press **Alt + E**.
Money In The 90's displays the Edit pull-down menu.
2. Press **A**.
3. Type the note in the Annotation dialog box.
If you make a mistake while typing, press Backspace to erase any unwanted characters and then continue typing. Text wraps automatically, but you can end a line before it wraps by pressing **Ctrl + Enter**.
4. Press **Alt + S** to save the annotation.

To view an annotation:

1. Display the topic where you made the annotation.
2. Press Enter.
3. When you have finished reading the annotation, press **Tab** until the **Cancel** button highlights. Then press **Enter**.

Tip: Place a bookmark at a topic you have annotated to return to it quickly.

To remove an annotation:

1. Display the topic where you made the annotation.
2. Press **Enter**.
3. Press **Alt + D**.

Press the C key to return to the Help Contents screen. Press the B key once to return to the Adding Bookmarks and Annotations Using The Keyboard submenu or twice to return to the Keyboard Help menu.

Copying and Pasting Annotations

You can copy text from an annotation to the Clipboard or paste text from the Clipboard into an annotation.

To copy text from an annotation to the Clipboard:

1. Display the topic where you made the annotation.
2. Press **Enter**.
Money In The 90's displays the Annotate dialog box.
3. If you want to copy all of the annotation, press **Alt + C**.

If you want to copy only a portion of the annotation, select the text in the Annotate dialog box as follows:

- a. move the cursor to the space directly preceding the text you want to copy;
- b. depress the Shift key and press the down arrow key, highlighting the text;
- c. release the Shift and down arrow keys;
- d. press **Alt + C**.

To paste text from the Clipboard into an annotation:

1. Display the topic where you made the annotation.
2. Press **Enter**.
3. Position the cursor where you want to paste the text.
4. Press **Alt + P**.

To exit the annotate window:

Press **Alt + F4**.

Press the **C** key to return to the Help Contents screen. Press the **B** key once to return to the Adding Bookmarks and Annotations Using The Keyboard submenu or twice to return to the Keyboard Help menu.

Browsing *Money In The 90's* Using The Keyboard

[Moving From Topic To Topic](#)

[Reviewing A Previous Topic](#)

[Backtracking](#)

[Using The History Button](#)

Press the C key to return to the Help Contents screen. Press B to return to the Keyboard Help menu.

Moving From Topic To Topic

Money In The 90's is divided into units of information called "topics". Each topic is comprised of one or a series of related facts or ideas. Topics are grouped together in a specific sequence.

To move from one topic to the next in a sequence:

Press the > key.

Press the C key to return to the Help Contents screen. Press the B key once to return to the Browsing *Money In The 90's* Using The Keyboard submenu or twice to return to the Keyboard Help menu.

Reviewing A Previous Topic

Money In The 90's is divided into units of information called "topics". Each topic is comprised of one or a series of related facts or ideas. Topics are grouped together in a specific sequence.

To move back to the previous topic in a sequence:

Press the < key.

Press the C key to return to the Help Contents screen. Press the B key once to return to the Browsing *Money In The 90's* Using The Keyboard submenu or twice to return to the Keyboard Help menu.

Backtracking

You may browse back through previously viewed topics by pressing the **B** key. This is called backtracking.

Note: If the current topic is the first in a sequence, pressing the Back button will have no effect.

Press the C key to return to the Help Contents screen. Press the B key once to return to the Browsing *Money In The 90's Using The Keyboard* submenu or twice to return to the Keyboard Help menu.

Using The History Button

The History button provides a way for you to quickly return to a topic that occurred early in a long sequence of topics. When you select the History function, Profiles displays a list of the last 40 topics you viewed. You can return to a specific topic by selecting the topic from the list.

To return to a previous topic:

1. Press **T**.
Money in the 90's displays the History window. Note that you can use the up and down arrow keys to display topics not visible in the list, if applicable.
2. Press **Tab** until the applicable topic is highlighted.
3. Press **Enter**.

When the selected topic is displayed, the History window reverts to the background. If you want to select another topic, you must press **T** again to bring the History window back to the foreground.

To close the History window (e.g., if you do not select a topic from the topic list):

Press **Alt-F4**.

Press the C key to return to the Help Contents screen. Press the B key once to return to the Browsing *Money In The 90's Using The Keyboard* submenu or twice to return to the Keyboard Help menu.

Copying And Printing Topics

[Copying Text](#)

[Printing Topics](#)

[Changing Printers and Printer Options](#)

Press the C key to return to the Help Contents screen. Press the B key to return to the Keyboard Help menu.

Copying Text

To copy *Money In The 90's* text to the Clipboard:

1. Display the topic that contains the text you want to copy.
2. Press **Alt + E**.
Money In The 90's displays the Edit pull-down menu.
3. Press **C**.
All of the text in the topic is selected in the Copy dialog box.
4. Press **Alt + C**.

To copy part of a topic to the Clipboard:

1. Display the topic that contains the text you want to copy.
2. Press **Alt + E**.
Money In The 90's displays the Edit pull-down menu.
3. Press **C**.
All of the text in the topic is selected in the Copy dialog box.
4. In the Copy dialog box, select the text you want to print as follows:
 - a. move the cursor to the space directly preceding the text you want to copy;
 - b. depress the Shift key and press the down arrow key, highlighting the text;
 - c. release the Shift and down arrow keys;
 - d. press **Alt + C**.
5. To paste the Clipboard contents into another document, use the Paste command from the application's Edit menu.

Press the C key to return to the Help Contents screen. Press the B key once to return to the Copying and Printing Topics Using The Keyboard submenu or twice to return to the Keyboard Help menu.

Printing Topics₌

To print an entire article (topic):

1. Display the topic.
2. Press **Alt + F**.
Money In The 90's displays the File pull-down menu.
3. Press **P**.

To print part of a topic:

1. Display the topic.
2. Press **Alt + E**.
Money In The 90's displays the Edit pull-down menu.
3. Press **C**.
4. In the Copy dialog box, select the text you want to print as follows:
 - a. move the cursor to the space directly preceding the text you want to copy;
 - b. depress the Shift key and press the down arrow key, highlighting the text;
 - c. release the Shift and down arrow keys.
5. press **Alt + C**.
6. Paste the text into a word processing application.
7. Use the Print command on the application's File menu to print the text.

Press the C key to return to the Help Contents screen. Press the B key once to return to the Copying and Printing Topics Using The Keyboard submenu or twice to return to the Keyboard Help menu.

Changing Printers and Printer Options

Money In The 90's prints topics on the default printer. If you have installed more than one printer in Windows, you can make any of your installed printers the default printer. You can also change the default printer options.

To change printers and printer options:

1. Press **Alt + F**.
Money In The 90's displays the File pull-down menu.
2. Press **R**.
3. Press the down arrow key to highlight the name of the printer you want to change to.
(If the printer does not appear in the list box, switch to the Control Panel, select Printers, and activate the printer you want to use. Then switch back to *Money in the 90's*.)
4. Press **Alt + S** to change the default printer options.
The options available depend on the type of printer you have selected.
5. Press Tab to highlight the options you want and then press **Enter**.
6. Press Tab to highlight the **OK** button and press **Enter** to close the Print Setup dialog box.

For more information on setting up printers, see your Windows documentation.

Press the C key to return to the Help Contents screen. Press the B key once to return to the Copying and Printing Topics Using The Keyboard submenu or twice to return to the Keyboard Help menu.

Searching For Information Using The Keyboard

[Looking Up Topics In The Index](#)

[Performing A Full Text Search](#)

[Narrowing A Search](#)

Press the C key to return to the Help Contents screen. Press the B key to return to the Keyboard Help menu.

Looking Up Topics In The Indexes

The Index feature provides you with an alternate way to select issues or particular subjects (e.g., Annuities). *Money in the 90's* contains two indexes, a Subject Index and a Year Index. You can select an issue using the Year Index or a particular subject using the Subject Index.

To select a subject from the Subject Index:

1. Press **I**. *Money in the 90's* displays the Index window.
2. Press **Tab** until the Current index box is highlighted.
3. Press the down (or up) arrow key to highlight "Subject Index".
4. Press **Tab** until the Index list box is highlighted.
5. Press the down (or up) arrow key to highlight a Subject Index.
6. Press **Enter**.

To select an issue from the Year Index:

1. Press **I**. *Money in the 90's* displays the Index window.
2. Press **Tab** until the Current index box is highlighted.
3. Press the down (or up) arrow key to highlight "Year Index".
4. Press **Tab** until the Index list box is highlighted.
5. Press the down (or up) arrow key to highlight a Year Index.
6. Press **Enter**.

To close the Index window:

Press **Alt + F4**

Press the **C** key to return to the Help Contents screen. Press the **B** key once to return to the Searching For Information Using The Keyboard submenu or twice to return to the Keyboard Help menu.

Performing A Full-Text Search

To perform a full-text search:

1. Press **S** to display the Search window.
2. Type your search parameter(s) in the Search For box.
3. Press **Enter**.
Money in the 90's displays a list of the topics containing your search parameter(s) in the Topics Found box. If more than one topic contains the parameter(s), the topics will be ordered based on the number of "search hits" (i.e., the number of times your parameter is mentioned).
4. Use the up and down arrow keys to select (i.e., highlight) the topic you want to view first.
5. Press **Enter**.
Money in the 90's displays the topic.
6. Press **Alt-F4** to close the Topics Found and use the up and down arrow keys to browse the topic.

Note: When your search parameter contains more than one word (e.g., mutual funds, New York, etc.), *Money in the 90's* will match each of the words separately as well as in combination. To prevent this, surround your parameter with quotation marks (e.g., "mutual funds", "New York").

Refer to [Narrowing a Search](#) for more information about search parameters.

To close the Search window:

Press **Alt + F4**.

Press the **C** key to return to the Help Contents screen. Press the **B** key once to return to the Searching For Information Using The Keyboard submenu or twice to return to the Keyboard Help menu.

Narrowing a Search

In some cases, a search parameter you enter may result in too many search hits. For example, if you enter a word that occurs in a large number of topics (e.g., the word **business**), *Money in the 90's* will display a message indicating that there are too many matches. To prevent this, you can narrow your search by entering more than one search parameter (e.g., investment and "New York").

To narrow your search, you must use a search operator.

You can narrow your search by using the search operators AND, OR, NOT, NEAR and *. Search operators may be entered as upper or lower case letters. If you use different operators within one search query, they are evaluated from left to right, by default. You can use parentheses to specify a different order since operators within parentheses are evaluated first.

- AND** Allows you to display a list of articles and tables meeting *all* of the parameters included in the search. For example, if you type **taxes and California** as your search parameters, *Money in the 90's* will display a list of articles and tables containing both the word taxes and the word California. Note that you may enter as many parameters as you wish using the "and" search operator.
- OR** Allows you to enter options among your search parameters and thereby perform a somewhat wider search. For example, if you type **taxes or California** as your parameters, *Money in the 90's* will display a list of articles and tables containing either of the two subjects indicated. Like the "and" operator, you may enter as many parameters as you wish using the "or" search operator.
- NOT** Allows you to specify an exclusion of certain characteristics among your search parameters. For example, if you wanted to display a list of articles containing taxes but you wanted to exclude those in which California is mentioned, you would type **taxes not California** as your parameters.
- NEAR** Allows you to add a specific qualification to your search parameters indicating that, in order to match, certain parameters may be no more than a specific number of words apart from one another. To specify how close the words must be, click the Options button in the Search dialog box and enter a number in the Near Means Within box.
- *** When you use the Search button to search for information, you can use an asterisk (referred to as an asterisk "wildcard") as a substitute for one or more characters at the end of a word. Using an asterisk wildcard can be especially helpful if you are unsure of the spelling of a word.

Important: If you use different search operators in the same search, you must use parentheses to separate the various components of your search query. For example, if you want to display a list of articles containing reference to taxes and California or taxes and New York, you must type **taxes and (California or "New York")** as your search parameter.

Press the C key to return to the Help Contents screen. Press the B key once to return to the Searching For Information Using The Keyboard submenu or twice to return to the Keyboard Help menu.

Selecting A Hot Spot

A hot spot is a word, phrase or symbol that appears as bright green* underlined text on the *Money In The 90's* screen.

To select a hot spot:

1. Press **Tab** until the hot spot becomes highlighted.
2. Press **Enter**.

* appears as underlined text only on a monochrome monitor.

When you select a hot spot, you direct *Money In The 90's* to do one of the following:

- to display supplemental or explanatory information in a pop-up window on the current screen.
- to jump to a new topic or series of topics.
- to perform a specific command.

Press the C key to return to the Help Contents screen. Press the B key to return to the Keyboard Help menu.

The Scroll Bar

The scroll bar is a vertical bar that appears at the right of the *Money in the 90's* window, when there is more information in the topic than can be displayed on a single screen. To display information not visible on the screen, scroll down by clicking the mouse on the down arrow at the bottom of the scroll bar. To scroll back up again, click the up arrow at the top of the scroll bar.

Pop-Up Window

This is a pop-up window. Typically, a pop-up window contains information that supplements the information on the current screen (e.g., a definition or explanation of a word). To remove a pop-up window from the screen, press the **Esc** key.

Jumping To A New Topic

Sometimes, when you jump to a new sequence of topics via a hot spot, you will remain in the new sequence of topics. For example, you may jump from one article to another. From there, you may browse or search for other topics and never return to the original article. Other times you will be returning to the screen containing the hot spot.

Click the Contents button at the top of the *Money in the 90's* screen or press the C key to return to the Help Contents screen.

The control menu box is the small, square box located in the upper left corner of the Help window.

A topic is a unit of information comprised of one or a series of related facts or ideas. For example, the information contained in a particular article is a topic. A topic may be brief (i.e., contained on a single screen) or it may span several screens.

Selecting Search Parameters

Search Parameters are identifying characteristics that you type during a full-text search in order to access a particular topic or selection of topics.

A parameter may be comprised of a single element (e.g., you can type the word **Bond** to display all topics that reference the word "bond" or it may contain multiple elements. For example, you could type bank and California to display a list of articles referencing both the words "bank" and "California".

A parameter may be entered using upper or lower case letters.

The Clipboard

The clipboard is a temporary storage area designed to accept text for transport to another location (e.g., to a word processing application for eventual printing).

Displays the *Money In The 90's* Contents screen (i.e., table of contents).

Displays the *Money In The 90's* indexes. The *Money In The 90's* indexes allow you to go to a particular issue of the magazine or select articles listed by subject.

Backtracks through the topics you have viewed.

Displays a list of the topics you have viewed. Double-click any topic title to redisplay the topic. For more information, see [Using the History Button](#).

Displays the next topic in a browse sequence. Clicking the >> button is like turning the page in a printed book.

Displays the previous topic in a browse sequence.

Allows you to search for information by entering specific search parameters and then browse the topics that contain match your parameters. For more information, see [Performing A Full-Text Search](#).

Bookmarks are place markers used to identify specific topics. Once you have placed a bookmark at a topic, you can quickly display the topic from the Bookmark menu.

