

Search examples

Listed below are some examples of questions that you could answer using Computer Select. Below each question are the search criteria needed to find documents that answer the question.

Q: Which database package was rated best overall by *PC Magazine's* test labs?

Use these fields:

Section
Publication Name
Article Type
Words Anywhere

Enter these search criteria:

Articles From Computer Periodicals
PC MAGAZINE
SOFTWARE REVIEW
labs and database

Q: What software package can help me produce a company newsletter with graphics that runs under Windows, not on a Macintosh?

Use these fields:

Section
System Compatibility
Words Anywhere

Enter these search criteria:

Software Product Specifications
MICROSOFT WINDOWS
graphics and newsletters

Q: Which Pentium computers have a clock rate 100-MHz are \$3,000 or less?

Use these fields:

Section
Product Category
Subcategory
Processor Chip
Clock rate
List price

Enter these search criteria:

Hardware Product Specifications
COMPUTER SYSTEMS
MID-RANGE (PENTIUM, 486, 680X0...)
Pentium
100 MHZ
Less Than or Equal To 3000

Q: Which computer companies in Boston produce applications software for banking and finance?

Use these fields:

Section
Words Anywhere
Product Category
Subcategory
State

Enter these search criteria:

Computer Company Profiles
Boston
SOFTWARE APPLICATIONS
BANKING AND FINANCE, INSURANCE
MA

Q: Where can I find information about bus types?

Use these fields:

Section
Words Anywhere

Enter these search criteria:

Glossary
local bus

Section field

Computer Select is divided into five sections, for easy and fast searching:

- Articles from Computer Periodicals
- Software Products Specifications
- Hardware Product Specifications
- Computer Company Profiles
- Glossary of Computer Terms

To pick a section:

1. Click the Section button or press `Enter` in its text entry box.
2. Highlight the section name. Do *one* of the following:
 - Click the section name in the Section dialog box.
 - Type the first letter of the section name.
3. Click **OK** or press `Enter`.

Section dialog box

Contains the list of database sections. Choose one of the sections to use for searches.

To choose a section:

- Click the section name, or
- Type the first letter of the name to move to it.

Command Buttons

Choose one of the following command buttons:

OK - Selects the highlighted section and places it in the Section field of the Search window.

Cancel - Returns to the Search window without changing the section.

Help - Displays the help text for the Section dialog box.

Creating searches

You create searches to select documents for viewing from the database on the CD-ROM. A search is composed of search criteria, the entries you make in the fields of the Search window. As you enter search criteria, keep an eye on the Documents found column, at the right of the Search window and make sure the total number of documents found does not fall to zero. If it does, you must expand the criteria (by eliminating some criteria or changing boolean operators) until you find one or more matching documents.

To create a search:

1. Click the button for the field.
For example, click **Topic** to select from a list of article topics in the **Articles from Computer Periodicals** section.
2. Select an item from the list in the dialog box displayed. Some fields accept multiple items; others require only a single item.
3. Click **Search** or **OK** to close the dialog box and put your choices in the Search window field.

To search for words or phrases in the text of the document:

1. Click the text box to the right of the **Words Anywhere** field.
2. Type the text to find.
For example, to search for documents that mention printers, enter the word `printers`. To search for information about laser printers, enter the phrase `laser printers`.
3. Click **Search**.

-or-

1. Click the **Words Anywhere** button.
You see a dialog box with a large, scrollable text box.
2. Type the text to find in the text box.
3. Click **Search**, or
Click **List...** to see a list of possible words for this field.

If you click **Search**, a search progress indicator displays the progress of the search. Click **Cancel** to cancel a search in progress.

If you click **List...**, you see a second dialog box with a list of words:

1. Type the first few letters of a word to find.
The list box scrolls to items that match what you typed.
2. Highlight the matching item.
3. Click **Insert**.
You return to the previous dialog box with the item you selected.
4. Click **Search**.

In addition to words and phrases, you can also enter:

- wildcards(? and *)
 - boolean operators (AND, OR, or NOT)
 - proximity operator (WITHIN)

To define how close two words or phrases must be within the text, use the proximity designators S (sentence), and P (paragraph) with AND, or the proximity designators S, and W (words) with WITHIN.

Place parentheses '(')' around words or phrases to be evaluated first in search criteria.

Note: Use the Words Anywhere field to find words and phrases anywhere in the document. Use the **Words in Titles** field to find words and phrases just in the title (or subtitle) of the document. The Words in Titles field works exactly the same as the Words Anywhere field: follow the steps shown above to

make entries in this field.

See related topics

[Expanding or narrowing search criteria](#)

[Search examples](#)

[Search strategies](#)

Search fields

These buttons identify the fields available for a search. The text box to the right of the button contains the search criteria for that field. Use the Words Anywhere field to enter any word or phrase to search for, anywhere in a document. Use the other fields to identify types of information to find, such as specific authors or products.

To enter search criteria:


1. Click a field button or press `Enter` in the adjacent text entry box.
2. Make your selections (or type text) into the dialog box for that field.

If you select more search criteria than can fit into the text entry box, the text ends with an ellipsis (...). To see all the search criteria, highlight the text entry box and press `Enter`.

View Menu


The View menu commands include:



Search (Or, click )


Displays the Search window, which lists the search field buttons and any search criteria you have entered..



Titles (Or, click )


Displays the Titles window, which lists the titles of documents matching the current search criteria..




Documents (Or, click )

Displays the Documents window, which lists the contents of the currently highlighted document title..


Previous Term

Displays the previous instance of matching search words in the document. (Or, click  next to **Terms** at the bottom of the Documents window.) The words that match the search criteria are displayed in reverse video. This menu option is available only from the Documents window.


Next Term

Displays the next instance of matching search words in the document. (Or, click  next to **Terms** at the bottom of the Documents window.) This menu option is available only from the Documents window.

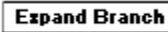
Previous Document

Displays the previous document that matches the current search criteria. (Or, click  next to **Doc # of total#** at the bottom of the Documents window.) This menu option is available only from the Documents window.


Next Document

Displays the next document that matches the current search criteria. (Or, click  next to **Doc # of total#** at the bottom of the Documents window.) This menu option is available only from the Documents window.

Expand Branch

Displays the documents (and folders) contained in a folder of the Titles window. (Or, click ) This menu option is available only from the Titles window and when the documents in the current section are organized into folders.

Expand All

Displays all documents contained in all folders of the Titles window. (Or, click ) This menu option is available only from the Titles window and when the documents in the current section are organized into folders.



Collapse All

Collapses all documents to folders in the Titles window. (Or, click **Collapse All**) This menu option is available only from the Titles window and when the documents in the current section are organized into folders.

View Folders/List

Switches between the Folders view and the List view of the Titles window. (Or, click **View List** or **View Folders**) This menu option is available only from the Titles window and when the documents in the current section are organized into folders.

View Graphics

Displays the View Graphics dialog box, where you pick the infographic to view. (Or, double-click one of the infographic icons, such as  or ).

Zoom In

Enlarges entire infographic in the Infographics Viewer by 25%.

Zoom Out

Reduces enlarged infographic in the Infographics Viewer by 33%.

Fit To Window

Scales the infographic to fill the entire Infographics Viewer.

Full Screen

Enlarges the infographic and the Infographics Viewer to fit the entire screen.

Previous Page

Displays the previous page of the infographic in the Infographics Viewer.

Next Page

Displays the next page of the infographic in the Infographics Viewer.

See related topics

[Creating searches](#)

[Documents window](#)

[Titles window](#)

[Search window](#)

Glossary of terms

attachments

boolean operators

documents

folders

icons

infographics

marking

proximity designators

proximity operator

search criteria

sections

terms

text entry fields

wildcards







text entry field

Any field where you type text directly into the field's text box, instead of selecting items from a dialog box. For example, the **Words Anywhere** field accepts words or phrases in its text box; you do not have to use its dialog box.











Icon listing

Listed below are the icons used in Computer Select.








The following icons are available in the Documents window only. Double-click these icons to view either the attachments dialog box or the contents of an infographic.

Icon:	What it represents:
	Attachment
	Infographics (performance chart)
	Infographics (table)
	Infographics (diagram)
	Infographics (business chart)
	Infographics (screen shot)

The following icons are available in the Titles window only. Double-click these icons to view the contents of either a folder or a document.

Icon:	What it represents:
	Folder
	Document from the Articles section (full text)
	Document from the Articles section (abstract)
	Document from the Articles section with infographics
	Document from the Articles section with attachments
	Document from the Articles section with both infographics and attachments
	Document from the Hardware section
	Document from the Software section
	Document from the Company Profiles section
	Document from the Glossary section

The following button icons are available from any window (Search, Titles, or Documents) and are listed at the top of the screen. Click the icon to go to the window or dialog box shown below.

Icon:	What it represents:
	Search window
	Titles window
	Documents window
	Search window with no criteria (clear out existing criteria)
	Search History dialog box
	Print dialog box
	Help window

See related topics

[Attachments](#)

[Windows](#)

[Infographics](#)

Printing documents

Search History dialog box

Expanding and collapsing document titles

Computer Library Team

For best results when viewing the following topics, ensure that your video display driver is configured to support 256 or more colors.

[Sales](#)

[Product Management](#)

[Development](#)

Sales

Management

Renewals

Sales Team 1

Sales Team 2

Sales Team 3

Data Sources

UK Sales

Marketing

Operations

Sales Management

{ewc CLADEX, CladexWin, pobrien}

{ewc CLADEX, CladexWin, mbarring} {ewc CLADEX, CladexWin, mfield}

{ewc CLADEX, CladexWin, ugattis} {ewc CLADEX, CladexWin, ajacobso}

{ewc CLADEX, CladexWin, jkatz} {ewc CLADEX, CladexWin, rmelende}

{ewc CLADEX, CladexWin, bressurr} {ewc CLADEX, CladexWin, fzirpolo}

Renewals

{ewc CLADEX, CladexWin, pfalco}

{ewc CLADEX, CladexWin, aaronson} {ewc CLADEX, CladexWin, dhart}

{ewc CLADEX, CladexWin, dpieratt}

Sales Team 1

{ewc CLADEX, CladexWin, rlux}

{ewc CLADEX, CladexWin, dforsyth} {ewc CLADEX, CladexWin, dgoldste}

{ewc CLADEX, CladexWin, egross} {ewc CLADEX, CladexWin, vjohnson}

{ewc CLADEX, CladexWin, ckaufman} {ewc CLADEX, CladexWin, lmodne}

{ewc CLADEX, CladexWin, jquinn} {ewc CLADEX, CladexWin, srival}

Sales Team 2

{ewc CLADEX, CladexWin, cmcneill}

{ewc CLADEX, CladexWin, kbethea} {ewc CLADEX, CladexWin, sleuze}

{ewc CLADEX, CladexWin, smatteo} {ewc CLADEX, CladexWin, smodigli}

{ewc CLADEX, CladexWin, kmorgan} {ewc CLADEX, CladexWin, jpoh}

{ewc CLADEX, CladexWin, awagner} {ewc CLADEX, CladexWin, bweisbro}

{ewc CLADEX, CladexWin, rwestwoo}

Sales Team 3

{ewc CLADEX, CladexWin, rralston}

{ewc CLADEX, CladexWin, jcantlin} {ewc CLADEX, CladexWin, jclain}

{ewc CLADEX, CladexWin, mdaniels} {ewc CLADEX, CladexWin, deckman}

{ewc CLADEX, CladexWin, jeilberg} {ewc CLADEX, CladexWin, lrevers}

{ewc CLADEX, CladexWin, hsteer} {ewc CLADEX, CladexWin, mtaymore}

{ewc CLADEX, CladexWin, jzeliger}

Data Sources

Circulation Sales

{ewc CLADEX, CladexWin, pmolloy}

{ewc CLADEX, CladexWin, bchristo} {ewc CLADEX, CladexWin, slanphea}

{ewc CLADEX, CladexWin, soconnor} {ewc CLADEX, CladexWin, jreukauf}

{ewc CLADEX, CladexWin, vsteinbe}

Ad Sales

{ewc CLADEX, CladexWin, nhochman}

UK Sales

{ewc CLADEX, CladexWin, mfield}

{ewc CLADEX, CladexWin, lcritch} {ewc CLADEX, CladexWin, nfurlong}

{ewc CLADEX, CladexWin, kgough} {ewc CLADEX, CladexWin, cgrew}

{ewc CLADEX, CladexWin, thanley} {ewc CLADEX, CladexWin, jmunroe}

{ewc CLADEX, CladexWin, sparkin} {ewc CLADEX, CladexWin, rsmith}

{ewc CLADEX, CladexWin, sspratle} {ewc CLADEX, CladexWin, jwhitten}

Marketing

{ewc CLADEX, CladexWin, mbarring}

{ewc CLADEX, CladexWin, lbardzel} {ewc CLADEX, CladexWin, tkaiser}

{ewc CLADEX, CladexWin, fpinales}

Operations

{ewc CLADDEX, CladexWin, fzirpolo}

{ewc CLADDEX, CladexWin, jnichols}

Product Support

{ewc CLADDEX, CladexWin, ccarrill} {ewc CLADDEX, CladexWin, dcheu}

{ewc CLADDEX, CladexWin, ccooley} {ewc CLADDEX, CladexWin, amark}

{ewc CLADDEX, CladexWin, smills}

Customer Service

{ewc CLADDEX, CladexWin, pguzzard} {ewc CLADDEX, CladexWin, vmelende}

Product Management

{ewc CLADEX, CladexWin, gellis}

{ewc CLADEX, CladexWin, lhanson} {ewc CLADEX, CladexWin, llewis}

{ewc CLADEX, CladexWin, dspradle}

Development

Engineers

{ewc CLADEX, CladexWin, abroding} {ewc CLADEX, CladexWin, aganelis}

{ewc CLADEX, CladexWin, slogan} {ewc CLADEX, CladexWin, mprete}

{ewc CLADEX, CladexWin, wwylupsk}

User Interface Design

{ewc CLADEX, CladexWin, cdao}

Quality Assurance

{ewc CLADEX, CladexWin, mgallagh}

{ewc CLADEX, CladexWin, llapham} {ewc CLADEX, CladexWin, mmanning}

Management

{ewc CLADEX, CladexWin, mmetcalf}

{ewc CLADEX, CladexWin, bryan}

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Computer Select Help Contents

If you are a new user or want an introduction to this product, click [Overview](#).

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Overview

Computer Select is a CD-ROM database product that contains thousands of documents for you to view, print, or export. You can search these documents for any topic, product, word, phrase, or date. The following steps outline the workflow you use to find information. Click on any of the steps to see more help about that step.

- Step 1  Design a search strategy
- Step 2  Enter search criteria
- Step 3  Check the list of documents found
- Step 4  Read the contents of a document
- Step 5  Print or
-  Export the document
- Step 6  Exit the program

For examples of search criteria, click [Search examples](#)

Search strategies

As you enter the criteria to use for a search, consider these guidelines:

View List Determine the topics or subjects that could help narrow your search and enter these into the appropriate fields in the Search window. Some fields also accept the boolean operators AND and OR for broader searching capabilities.

View List Use the Titles and Documents windows to scan documents found for a search even if they do not seem relevant; you may find additional search terms or topics to help narrow your search.

View List Use a text entry field to type specific words or phrases that will help narrow or expand your search. To narrow a search, use the boolean operators, AND or NOT, and the proximity operator, WITHIN. To expand a search, use the boolean operator OR and the wildcards (? and *).

View List Eliminate extraneous documents by recalling a previous search, using the History command on the Search menu. You can then modify the criteria and use it to perform a new search.

See related topics

[Creating searches](#)

[Recalling searches for editing](#)

[Using boolean operators](#)

[Using proximity designators](#)

[Using the proximity operator](#)

[Using wildcards](#)

Exiting

Before leaving the program, you may want to print or export documents or titles resulting from your search.

To exit the program, do *one* of the following:

View List From the **File** menu, select **Exit**

View List Press `Alt+F4`

View List Double-click the Control menu button:



See related topics

[Exporting documents](#)

[Printing documents](#)

Attachments

Attachments are files included with, but separate from a document. Attachments contain information relevant to the document, such as sample worksheet files, application programs, program code, or buyer's guide lists. A document that contains attachments lists the names of the attached files and a brief description, prefixed by the symbol **View List**.

If the attachment file contains text (.TXT, .SCR, .ASC, or .DOC) or graphics (.PCX), you can view or print it immediately. All other types of attachments, such as worksheet files or programs, must be exported either to your hard disk or to floppies before you can use them.

To see the contents of a text or graphics attachment, do *one* of the following:

- View List** Double-click
- View List** next to the attachment name in the Documents window.
- View List** Type `Ctrl+Y`.
- View List** From the **File** menu, select **Attachments**.

See related topics

[Exporting attachments](#)

[Viewing attachments](#)

[Printing attachments](#)

[Text Attachment Viewer](#)

[Graphic Attachment Viewer](#)

Exporting attachments

Attachments can be exported to a hard disk, floppy or network drive. A single attachment may contain more than one file. After you export them to a location on your computer (or network), you can use the files. For example, if you export a worksheet file to your hard disk, you can use it with the appropriate software spreadsheet program. If you export program files (.EXE or .COM), you can run them directly from the operating system.

To export attachments:

1. Do *one* of the following:

View List From the **File** menu, choose **Attachments**

View List Type **Ctrl+Y**.

Note: To export an attachment while in the Text Attachment Viewer, click the **Export** button and then skip to step 3.

2. From the Attachments list box, select the attachment to export and click **Export**.
Depending on the size, type, and number of files associated with the attachment, you see one of the following dialog boxes: Export, Export Directory, or Export Floppy.
3. Complete the dialog box options. (Refer to the related topics below.)
4. Choose **OK**.

See related topics

[Attachments dialog box](#)

[Export dialog box \(Attachments\)](#)

[Export Directory dialog box](#)

[Export Floppy dialog box](#)



[Viewing attachments](#)

[Printing attachments](#)

Printing attachments

You print attachments from an Attachment Viewer. Only text and graphics attachments are viewable.

To print an attachment:

1. Double-click  next to the name of the attachment in the Documents window.
2. Click **View**.
3. Click  or from the **File** menu, select **Print**.
4. Select the number of copies to print in the **Copies** field.
5. Click **OK** or press `Enter` to begin printing.

See related topics

[Print dialog box \(Attachment\)](#)

[Print dialog box \(Graphic\)](#)

Viewing attachments

You can view attachments if they contain text (.TXT, .ASC, .SCR, or .DOC) or graphics (.PCX).

To view attachments:

1. Do *one* of the following:

View List Double-click

View List next to the attachment name in the Documents window.

View List From the **File** menu, choose **Attachments**

View List Type `Ctrl+Y`.

2. Highlight the attachment to view (if it is not already highlighted).
3. Click **View**.

Text files are displayed in the Text Attachment Viewer, and .PCX files are displayed in the Graphic Attachment Viewer.

Note: Some files, such as driver files cannot be viewed. To use these files, you must first export them to another location (such as a hard disk directory, floppy disk, or network drive).

To return to the Documents window from the Attachment Viewer, click **Close**.

See related topics

[Attachments dialog box](#)

[Exporting attachments](#)

[Printing attachments](#)

Documents

Documents are the items displayed in the Documents window after you perform a search. Documents may be articles from books or magazines, technical notes, or text from product documentation. A document is included in the Documents window if it matches any occurrence of the [search criteria](#) you entered in the Search window fields.

See related topics

[Copying text to the Clipboard](#)

[Displaying documents](#)

[Expanding and collapsing document titles](#)

[Exporting documents](#)

[Marking documents for printing or exporting](#)

[Moving in documents](#)

[Printing documents](#)

Copying text to the Clipboard

As you read documents, you may find a section of text (perhaps just a paragraph or a few lines) that you want to copy for use elsewhere (for example, in a word processing application). Use the **Edit Copy** command to copy selected text from this program to the Windows Clipboard. Once it is on the Clipboard, you can paste it into any other Windows program using that program's Edit Paste command.

Before copying, select the text to copy.

To select all text: From the **Edit** menu, choose **Select All**, or press `Ctrl+A`.

To select a range of text: Click the left mouse button and drag over the range of text.

To copy text to the Clipboard: From the **Edit** menu, choose **Copy**, or press `Ctrl+C`.

Note: If you select more than eighty characters of text from a document, the title and copyright information, in addition to the text, is copied to the Clipboard. If you select less than eighty characters, just the selected text is copied.

See related topics





[Displaying documents](#)

[Marking documents for printing or exporting](#)

Displaying documents

After you enter search criteria for the fields of the Search window, you see a total number of documents found for the search (listed in the Documents found column). To see the list of titles or contents of the documents found, use either the Titles or Documents windows.

To review the list of titles for the documents found, do *one* of the following:

-  Click
-   From the **View** menu, select **Titles**.
-  Press **Ctrl+T**.

The first time you go to the Titles window you may see a list of folders, each of which contains one or more documents. The purpose of the folders is to group documents by related subjects, for example by source or date. These top-level folders may contain additional sub-folders.

Note: Some sections of the database use a folder hierarchy and others do not.





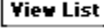
To see the contents of a folder: Double-click the folder.

To view the contents of all folders, do one of the following:

-  Click
-   From the **View** menu, select **Expand All**.



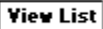
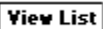
To see all matching documents without the folder hierarchy, click .

To display the contents of a document, do *one* of the following:

-  Double-click the document title.
-  Click
-   From the **View** menu, select **Documents**.
-  Press **Ctrl+D**.

If you entered search terms in a text entry field, they are highlighted in the document text.

To display the previous/next instance of matching terms, do *one* of the following:

-  Click
- 
-  Press **Tab** or **Shift+Tab**
-  Press **Ctrl+Right Arrow** or **Ctrl+Left Arrow**

See related topics

[Expanding and collapsing document titles](#)

[Moving in documents](#)

Expanding and collapsing document titles




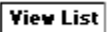
For some sections of the database, the Titles window has two views: List and Folders. The Folders view is the default and groups document titles into folders by related subject, such as date or source.

The folders are prefixed by the folder icon: . The List view displays the list of documents without their folder hierarchy.



If your search matches just a few documents, the Titles window shows all folders expanded, with the corresponding document titles under each folder.

If your search generates more documents than can fit in the Titles window, the folders are collapsed, making it easy for you to scan from the top to the bottom of the list. Some folders may contain sub-folders.

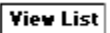
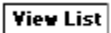
To see the contents of a single folder:

1. Highlight the folder to expand.
2. Do *one* of the following:
 -  Double-click the folder
 -  Press `Enter`
 -  Press `+`
 -  Press `Ctrl+right arrow`

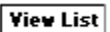
To expand the contents of a single folder and all its sub-folders,

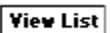
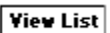

1. Highlight the folder to expand.
2. Do *one* of the following:
 -  Click
 -  Type `*` (asterisk from the numeric keypad)

To expand all folders in the Titles window, do *one* of the following:

-  Click
-  Press `Ctrl+*`

To collapse the contents of a folder (and all its sub-folders):

-  Highlight a title within the folder and press `Ctrl+left arrow`
- or-

1. Highlight the folder to collapse.
2. Do *one* of the following:
 -  Double-click the folder
 -  Press `Enter`
 -  Press `-`

To collapse all folders in the Titles window, do *one* of the following:

-  Click
-  Press `Ctrl+ -`

To switch from the Folders view to the List view, do *one* of the following:

-  Click

View List

View List From the **View** menu, select **View List**

Exporting documents

After you find [documents](#) that match your [search criteria](#), you may want to export one or more documents for use in another application. You have the option to export either the current document or a range of documents, and you can export either the contents of the documents or just their titles. Documents and document titles are exported as text (.TXT) files.

To export the current document:

1. From the **File** menu, select **Export**.
2. In the **File Name** box, enter a filename to export to.
3. If desired, enter a drive and directory location for the file. The default is the current directory.
4. Click **OK** or press `Enter`.

To export multiple documents:

1. Go to the Titles window. Do *one* of the following:

View List From the **View** menu, select **Titles**

View List Press `CTRL+T`

View List Click

View List

2. Mark the range to export. To export all documents, you don't need to mark them first. Instead, continue to step 3.
3. Follow steps 1-3 in the previous procedure, shown above.
4. In the **Range** box, select All Items to export all documents. To export the range of marked documents, select Marked Items.
5. In the **Content** box, select Titles (to export titles only) or Documents (to export the documents contents).
6. Click **OK** or press `Enter`.

See related topics

[Export dialog box \(Titles Window\)](#)

[Export dialog box \(Documents Window\)](#)

[Marking documents for printing or exporting](#)

Marking documents for printing or exporting

You mark documents to select ones you want to print or export. You can mark documents individually as you read them, or mark them while viewing the list of titles.

To mark documents as you read them:

View List From the Documents window, click

Mark. You see a checkmark in the button to tell you the document is marked. To unmark it, click the button again.

To mark a single title from the Titles window, do *one* of the following:

View List Click in the box to the left of the title.

View List Highlight a title and press `Ins.`

View List Highlight a title and press `CTRL+M`.

You see a checkmark (✓) in the box next to the marked document titles.

To mark a continuous range of titles, do *one* of the following:

View List Click and drag the mouse down the left margin over the range of title boxes.

View List Click the first title in the range; highlight the last title in the range and press `Shift+click`.

To mark a non-contiguous group of titles: Click the first title; press `Ctrl+click` for all subsequent titles.

To remove the checkmark (unmark a title), do *one* of the following:

View List Click in the box to the left of the title

View List Highlight a title and press `Del`

View List Highlight a title and press `Ctrl+M`

Note: The **Edit** menu also has options for marking and unmarking titles:

Mark Marks the current title or document.

Mark All Marks all titles.

Unmark Removes the checkmark from the currently marked title.

Unmark All Removes the checkmark from all titles in the Titles window.

See related topics

[Exporting documents](#)

[Printing documents](#)

Moving in documents

You use the Documents window to read the contents of a document. This window uses standard Windows conventions for moving and scrolling within the document text, as explained below. In addition, if you entered search terms in a text entry field, the matching terms are highlighted in the text.

To scroll through the text in a document: Click on the scroll bar at the right of the window. Or, use the keyboard navigation keys (up/down arrows, PgUp, PgDn, Home, and End).

To go to the previous/next document, do *one* of the following:

View List Click

View List or

View List at the bottom of the Documents window, next to the **Doc # of total#** indicator.

View List Press Hyphen (-) or Plus (+)

View List Press Ctrl+Up Arrow or Ctrl+Down Arrow

Press Ctrl+Home to see the first document, or Ctrl+End for the last document.

To display the previous/next instance of matching search terms, do *one* of the following:

View List Click

Terms  

View List Press Tab or Shift+Tab

View List Press Ctrl+Right Arrow or Ctrl+Left Arrow.

See related topics

[Copying text to the Clipboard](#)

Printing documents

After you find documents that match your search criteria and have reviewed them in the Documents window, you may want to select one or more of them for printing. You have the option to print either the current document or a range of documents, and the contents of the documents, the infographics, the titles, or all of the above.

To print the current document:

1. Do *one* of the following:

View List From the **File** menu, select **Print**.

View List Type CTRL+P.

View List Click



2. Enter the number of copies to print.
3. In the **Content** box, choose what to print:

View List The contents of the document

View List The contents of the document and any associated infographics

4. Click **OK** or press *Enter*.

To print all documents:

1. Go to the Titles window. Do *one* of the following:

View List From the **View** menu, select **Titles**

View List Press CTRL+T

View List Click

View List

2. Do *one* of the following:

View List From the **File** menu, select **Print**.

View List Type CTRL+P.

View List Click



3. In the **Print Range** box, select All items.
4. In the **Content** box, choose what to print:

View List The contents of the document

View List The contents of the document and any associated infographics

5. Enter the number of copies to print.
6. Click **OK** or press *Enter*.

To print a range of documents:

View List Mark the titles of the documents to print, then follow steps 2-6 above, except for step 3: In the **Print Range** box, select Marked items.

See related topics

Marking documents for printing or exporting



Print dialog box (Titles Window)

Print dialog box (Documents Window)

Print dialog box (Search Window)

Print Setup dialog box

Infographics

Infographics are tables, spreadsheets, and graphics that illustrate a part of a document. In the document text, they are prefixed by an icon, such as  or .

If you double-click these icons, the Infographics Viewer displays the contents of the Infographic over top of the Documents window. From the Viewer, you can zoom in or out on the image, or print the infographic to your printer.

From the Viewer, use the **File Print** option to print the infographic, or the **Edit Copy** option to copy the entire infographic to the Windows clipboard.

See related topics

[Infographics Viewer](#)

[Printing Infographics](#)

[View Graphics dialog box](#)

[Viewing Infographics](#)

Viewing Infographics

Some documents contain infographics, which display in their own pop-up Viewer over top of the Documents window.

To view the contents of an infographic:

View List Double-click the infographic icon. The icons vary depending on the type of infographic, as follows:

View List	Performance charts
View List	Tables
View List	Diagrams
View List	Business charts
View List	Screen shots

The Infographic Viewer displays the contents of the infographic you selected and contains the following list of buttons for viewing the infographic:


Zoom In Enlarge entire infographic by 25%

Zoom Out Reduce enlarged infographic by 33%

Fit To Window Scale the infographic to fill the entire Viewer

Full Screen Enlarge the infographic and its window to fit the entire screen

Close Close the Infographic Viewer and return to the Documents window

The mouse cursor also changes to a magnifying glass: . Drag this cursor and draw a rectangle around the area of the infographic to enlarge.

The mouse buttons are also available for zooming the graphic, as follows:

Left mouse button Zoom in (enlarge) the infographic

Right mouse button Zoom out (reduce) the infographic

See related topics

[Printing Infographics](#)

[View Graphics dialog box](#)

Printing Infographics

After you've seen an [infographic](#) in its Viewer, you may want to print just the infographic (and not the rest of the document).

To print the infographic only:

1. Do *one* of the following:

View List From the **File** menu, select **Print**.

View List Type `CTRL+P`.

View List Click



2. Enter the number of copies to print.
3. Click **OK** or press `Enter`.

To print the infographic *and* the contents of the document, return to the Documents window and then do any *one* of the options listed in step 1 above.

See related topics

[Printing Documents](#)

[View Graphics dialog box](#)

[Viewing Infographics](#)

Searches

To search for information in the CD-ROM database, you use the Search window. In this window you enter search criteria: the words, phrases, or field selections that define what you want to find.

See related topics

[Clearing search criteria](#)

[Copying or cutting search text to the Clipboard](#)

[Creating searches](#)

[Expanding and narrowing searches](#)

[Pasting search text from the Clipboard](#)

[Recalling searches for editing](#)

[Reversing actions](#)

[Search examples](#)

[Search History dialog box](#)

[Search strategies](#)

Clearing search criteria

After you create your first search and review the documents found, you will want either to start a new search or edit the contents of the fields in the current search. The Search window retains your search criteria until you clear the fields. If the next search you want to do is not related to the previous search, you should clear the fields. The previous searches are saved automatically (up to 25) and can be recalled and re-used with the Search History command.

To save the existing search criteria and then clear it from the Search window, do *one* of the following:

View List

Click



View List

From the **Search** menu, select **Start Over/New Search**

View List

Type **Ctrl+N**

See related topics

[Search History dialog box](#)

[Search menu](#)

[Recalling searches for editing](#)

Copying or cutting search text to the Clipboard

Use the **Edit Copy** or **Edit Cut** commands to copy or cut selected text from a text entry field to the Windows Clipboard. Once it is on the Clipboard, you can paste it to any other Windows program using that program's Edit Paste command.

Before copying or cutting, select the text.

To select all text: From the **Edit** menu, choose **Select All**, or press `Ctrl+A`.

To select a range of text: Click the left mouse button and drag over the range of text.

To copy text to the Clipboard: From the **Edit** menu, choose **Copy**, or press `Ctrl+C`.

To cut text to the Clipboard: From the **Edit** menu, choose **Cut**, or press `Ctrl+X`.

To delete text from a text entry field, highlight the text and do *one* of the following:

View List Press `Del`.

View List From the **Edit** menu, choose **Delete**.

Note: If you inadvertently cut text from a text entry field, use **Edit Paste** to retrieve it. If you delete text, use **Edit Undo** to retrieve it.

See related topics

[Edit menu](#)

[Pasting search text from the Clipboard](#)

[Reversing actions](#)

Expanding or narrowing searches

The search criteria you select define the type of information to find in the database. Examples of search criteria include names, dates, phrases, and numbers. With text entry fields, you can expand or narrow your search using boolean operators, wildcard characters, and proximity designators or the proximity operator WITHIN.

In fields where you make multiple selections, use the boolean operators OR or AND to either expand or narrow the range of documents selected. The operator OR means that documents may contain *any* of the items you selected. The operator AND means that only documents that contain *all* of the items are selected. (Some fields allow only OR'ing of multiple items.)

Note: If you have more than one boolean operator for the search criterion in a field, you need to add parentheses '()' around the search terms you want the program to evaluate first.

See related topics

[Recalling searches for editing](#)

[Search examples](#)

[Search strategies](#)

[Using boolean operators](#)

[Using proximity designators](#)

[Using the proximity operator](#)

[Using wildcards](#)

Pasting search text from the Clipboard

Use the **Edit Paste** command to paste selected text to a text entry field from the Windows Clipboard.

To paste text from the Clipboard: From the **Edit** menu, choose **Paste**, or press `Ctrl+V`.

Note: If you inadvertently paste text to a text entry field, use **Edit Undo** to remove it.

See related topics

Copying or cutting search text to the Clipboard

Edit menu

Reversing actions

Recalling searches for editing

After you create multiple searches, you may want to recall a previous search to perform the search again or to modify the [search criteria](#). Use the **Search History** option to display a list of all previous searches in the current session (up to 25).

To recall search criteria:

1. Do *one* of the following:

View List Click



View List From the **Search** menu, select **History**

View List Press `Ctrl+H`

The Search History dialog box contains a numbered list of previous searches. The bottom half of the box has more information about the search criteria used for the highlighted search as well as the total number of [documents](#) found for the search.

2. Highlight the search to recall.
3. Click **OK**, or press `Enter`.

To delete a previous search: Highlight the search and press `Del`.

Note: After a search is deleted, it cannot be retrieved.

See related topic

[Expanding or narrowing search criteria](#)

[Search examples](#)

[Search History dialog](#)

[Search strategies](#)

Reversing actions

Use the **Edit Undo** command to reverse the last entry or edit you made in a text entry field. The Undo command does not work if you have already searched the database for the text entered, nor does it undo searches.

To reverse the last entry or edit you made in a text entry field, do *one* of the following:

View List From the **Edit** menu, select **Undo**

View List Press `Ctrl+Z`

See related topics

[Copying or cutting search text to the Clipboard](#)

[Edit menu](#)

[Pasting search text from the Clipboard](#)

Using wildcards

If you use search criteria that are too specific, you may not find what you wanted. To expand a search to include words that are similar but not exact matches, use the wildcard characters ? and * in a text entry field. Wildcard characters match documents based on the root of a word. The ? character replaces any single character and the * character replaces multiple characters at the end of a word. For example:

Enter this:

486/??

publi*

telecom?uting

To match:

486/25, 486/33, and 486/50.

publication, publicize, and publish.

telecommuting, telecomputing

See related topics

[Creating searches](#)

[Expanding or narrowing search criteria](#)

[Search examples](#)

[Search strategies](#)

Using boolean operators

Use the boolean operators AND, OR, or NOT to define a relationship between the multiple search criteria. For example:

Enter this: networks AND Novell	To find: <u>Documents</u> that contain the words networks and Novell.
networks OR Novell	Documents that contain either networks or Novell.
networks NOT Novell	Documents that contain information about network products and do not mention Novell.

Note: Type boolean operators in either uppercase or lowercase letters (for example, AND, and, And are all acceptable.)

Use the proximity designators S and P with the boolean operator AND to specify a more narrow search. For example:

Enter this: networks ANDS Novell	To find: Documents that contain the words networks and Novell in the same sentence.
networks ANDP Novell	Documents with the words networks and Novell in the same paragraph.

Note: An ampersand (&) can be used in place of AND.
A comma (,) can be used in place of OR.
A tilde (~) can be used in place of NOT.

To search for a phrase that includes the reserved words AND, NOT, or OR, use quotation marks (") around the entire phrase. For example, to find the phrase `believe it or not`, you would type "believe it or not".

See related topics

[Creating searches](#)

[Expanding or narrowing search criteria](#)

[Search examples](#)

[Search strategies](#)

[Using proximity designators](#)

[Using the proximity operator](#)

Using proximity designators

The proximity designators, W, S, and P define an area in which a relationship must be located: in one sentence or paragraph, or within a certain number of words or sentences. You can use the S and W designators with the proximity operator WITHIN. Use the S and P designators with the AND operator. For example:

Enter this:

printers ANDS plotters

printers ANDP plotters

printers WITHINW3 plotters

To find:

Documents that contain the words printers and plotters in the same *sentence* are displayed.

Documents that contain the words printers and plotters in the same *paragraph* are displayed.

Documents that contain the word printers within three *words* of plotters.

See related topics

[Expanding or narrowing search criteria](#)

[Search examples](#)

[Search strategies](#)

[Using boolean operators](#)

[Using the proximity operator](#)

Using the proximity operator

The proximity operator, WITHIN, narrows a search by finding words that are close to one another in a sentence or document. For example:

Enter this:

pen WITHINW3 plotters

To find:

Documents that contain the word pen within three *words* of the word plotters are displayed.

pen WITHINS3 plotters

Documents that contain the word pen within three *sentences* of the word plotters are displayed.

To search for a phrase that includes the reserved word WITHIN, use quotation marks (") around the entire phrase. For example, to search for the phrase *within the industry*, type "within the industry".

See related topics

[Using boolean operators](#)

[Using proximity designators](#)

Windows

This product consists of three windows:

Search Window -- Contains the list of fields available for a search. Use the Search window to create searches by entering text or making selections in the fields. After you perform a search, the Search window lists the total number of documents found that matched your search criteria.

Titles Window -- Displays the titles of matching documents for the current search. Use the Titles window to review the list of matching document titles, move quickly from one document to another, or mark a group of documents for printing or exporting.

Documents Window -- Displays the contents of a single document. Use the Documents window to read documents, copy text from a document to the Clipboard, or view and/or export attachments included with a document.

Above these windows is a series of icons for moving from one window to the next and for performing commonly used actions. Click on the icon bar below to see more about any one of these icons:



See related topics

[Cascading windows](#)

[Documents window](#)

[Titles window](#)

[Search window](#)

[Tiling windows](#)

[Window Menu](#)

Search Window icon

Click this [icon](#) to go to the Search window, where you enter or edit [search criteria](#).

Or, do *one* of the following:

View List Press CTRL+F

View List From the **Window** menu, select **1 Search**

View List From the **View** menu, select **Search**

View List Press CTRL+F4 to close the current window

Titles Window icon

Click this [icon](#) to go to the Titles window, which contains the titles of all matching documents in the current search.

Or, to see the Titles window, do *one* of the following:

 From the **View** menu, select **Titles**

 Press `CTRL+T`

Documents Window icon

Click this [icon](#) to see the contents of the current document.

Or:

1. Highlight the title of the document.

2. Do *one* of the following:

View List Double-click the document title

View List Press Enter

View List Press Ctrl+D

Start Over icon

Click this [icon](#) to clear the contents of the fields in the Search window and start a new search. The previous search criteria are automatically saved.

To clear the contents of a single field: Press `DEL`.

History icon

Click this [icon](#) to see a list of all previous searches (up to 25) you have made in the current session. The list is contained in the Search History dialog box. In this box, you have options to delete or recall previous searches.

Print icon

Click this [icon](#) to print the titles or contents of documents or search criteria.

See [Printing documents](#) for more information.

Help icon

Click this [icon](#) to view this Help system.

Cascading windows

By default, the windows in this product are overlapped. That is, the Search window sits on top of and obscures the Titles and Documents windows. If you cascade the windows, their size and position are adjusted so that the title bars of all windows are visible. If the windows are tiled, they are displayed side-by-side.

To reveal the title bars of the windows:

View List From the **Window** menu, choose **Cascade**, or press `Shift+F5`.

See related topics

[Documents window](#)

[Titles window](#)

[Search window](#)

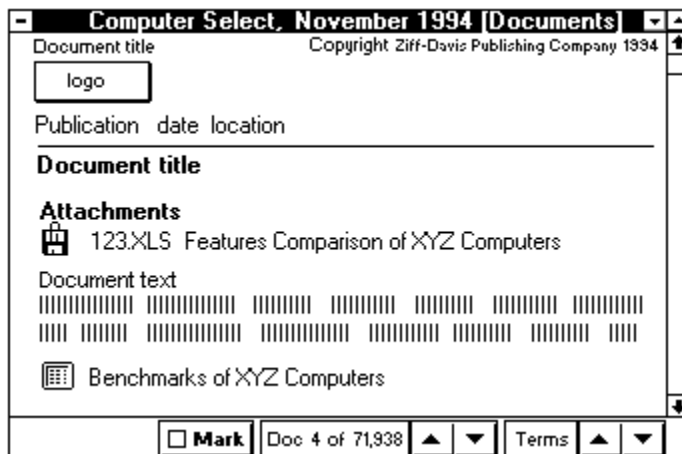
[Tiling windows](#)

Documents window

The Documents window displays the contents of a document. Use the Documents window to read, print, or export the text of documents, and print or export [attachments](#). Above this window is a series of [icons](#) for moving from one window to the next and for performing commonly used actions. Click on the icon bar below to see more about any one of these icons:



To see help about any part of this window, click in the graphic below:



See related topics

- [Attachments](#)
- [Exporting documents](#)
- [Infographics](#)
- [Printing documents](#)
- [Titles window](#)
- [Search window](#)
- [Window Menu](#)

Contents of a document

The contents of the document includes publication information (such as the document source, author, and date) as well as text.

To scroll through the text in a document: Click on the scroll bar at the right of the window. Or, use the keyboard navigation keys (up/down arrows, PgUp, PgDn, Home, and End).

Press `Ctrl+Home` to see the first document, or `Ctrl+End` for the last document.

Attachments icon

Double-click this [icon](#) to display the Attachments dialog box. This box contains a list of the available [attachments](#) for the current document and buttons to View or Export the attachment files.

See [Exporting attachments](#) for more information.

Infographics icon



Double-click this [icon](#) to view the contents of an [infographic](#) contained in the current document. The infographic is displayed in its own Viewer, which is placed over top of the Documents window.

See [Viewing infographics](#) for more information.


Documents found column


The numbers in this column are the number of documents found for the adjacent field, such as a text entry field. The Documents found value at the bottom of the column is the total matching documents for all fields.


Previous and Next Documents

Click these buttons to go to the previous  or next  document in the list.



Or, do *one* of the following:

 Press Hyphen (-) or Plus (+) key

 Press Ctrl+Up Arrow or Ctrl+Down Arrow


 From the **View** menu, select **Prev Doc** or **Next Doc**


Previous and Next Terms

Click these buttons to display the previous  or next  instance of matching terms in the document text. The matching terms are displayed in reverse video.

Or, do *one* of the following:

 Press `Tab` and `Shift+Tab`

 Press `Ctrl+Right Arrow` or `Ctrl+Left Arrow`.

 From the **View** menu, select **Prev Term** or **Next Term**

Mark

Click this button to mark (or unmark) the current document for printing or exporting (saving). When the document is selected, you see a checkmark (✓) in the button.

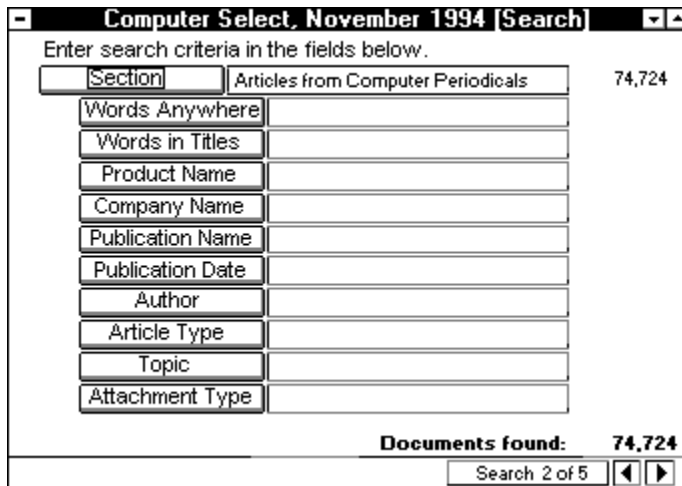
See [Marking documents for printing or exporting](#) for more information.

Search window

The Search window contains a list of fields for a search. Use this window to enter the search criteria for each field. Above this window is a series of icons for moving from one window to the next and for performing commonly used actions. Click on the icon bar below to see more about any one of these icons:



To see help about any part of this window, click in the graphic below:

A screenshot of a search window titled "Computer Select, November 1994 [Search]". The window contains a text entry field for "Section" with the value "Articles from Computer Periodicals" and a count of "74,724". Below this are several other search criteria fields: "Words Anywhere", "Words in Titles", "Product Name", "Company Name", "Publication Name", "Publication Date", "Author", "Article Type", "Topic", and "Attachment Type". At the bottom, it displays "Documents found: 74,724" and a "Search 2 of 5" indicator with navigation arrows.

To stop a search in progress: Click **Cancel** or press `Esc`. (This is available only when you see a search progress indicator box, such as after entries made in a text entry field.)

See related topics

[Creating searches](#)

[Expanding or narrowing search criteria](#)

[Recalling search criteria](#)

[Documents window](#)


[Titles window](#)


[Search examples](#)

[Search History dialog box](#)

[Search strategies](#)

Previous and Next Search

Click these buttons to move to the previous  or next

 search. Or, from the **Search** menu, select **Prev Search** or **Next Search**

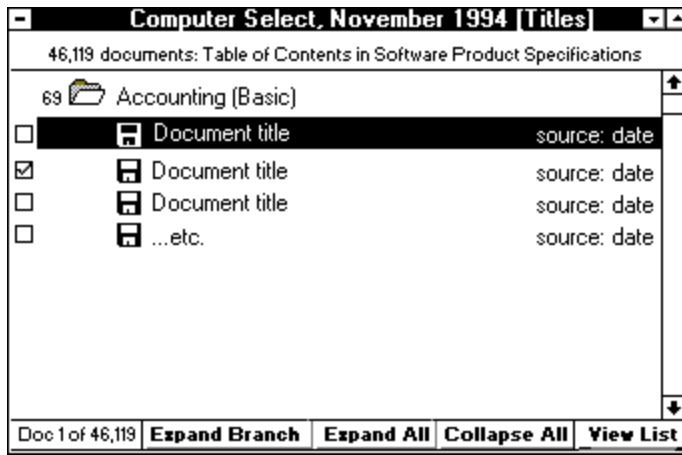
To see the list of all previous searches: From the **Search** menu, select **History**.

Titles window

The Titles window displays the titles of all documents that matched the current set of search criteria. Use the Titles window to review the list of matching document titles, and to mark documents for printing or exporting. Above this window is a series of icons for moving from one window to the next and for performing commonly used actions. Click on the icon bar below to see more about any one of these icons:



To see help about any part of this window, click in the graphic below:



See related topics

[Exporting documents](#)

[Printing documents](#)

[Displaying documents](#)


[Documents window](#)

[Search window](#)

Document title

The titles of documents are prefixed by a document icon. The box to the left of the title is for marking the document for printing or exporting.

Checkmark

A checkmark () next to a title means it is marked for printing or exporting (saving). You can print or export the titles of documents or their contents.

To mark a title: Click the box to the left of the title or press `Ins`.

See [Marking documents for printing or exporting](#) for more information.

View List and View Folders

Switches between List view and Folders view. In Folders view, documents are grouped into folders, by criteria such as publication date or source. In List view, all matching document titles are listed without folder titles.

See [Expanding and collapsing document titles](#) for more information.

Expand Branch

Opens the current folder and any sub-folders and displays all their documents.

See [Expanding and collapsing document titles](#) for more information.

Expand All

Displays all documents and their associated folders.

See [Expanding and collapsing document titles](#) for more information.

Collapse All

Closes all folders and redisplay the list of top-level folders.

See [Expanding and collapsing document titles](#) for more information.

Document folders

You see document [folders](#) if the current [section](#) of the database uses folders and if the Titles window is in the Folders view.

To see the contents of a folder, highlight it and do *one* of the following:

View List Double-click the folder

View List Press `Enter`

View List Press `+`

View List Press `Ctrl+right arrow`

To see all documents in a folder and its sub-folders (if any), do *one* of the following:

View List Click

View List

View List From the **View** menu, select **Expand Branch**

See [Expanding and collapsing document titles](#) for more information.

Control menu box

Double-click this button to reduce this window to an icon within Computer Select. To exit the program, you must double-click on the product's control menu box. Or from the **File** menu, select **Exit**.

Tiling Windows

By default, the windows in this product are overlapped, that is, the Search window sits on top of and obscures the Titles and Documents windows. If you tile the windows, they are displayed side-by-side. If the windows are cascaded, their size and position are adjusted so that the title bars of all windows are visible.

To display the windows side-by-side:

View List From the **Window** menu, select **Tile**, or press `Shift+F4`.

See related topics

[Cascading windows](#)

[Documents window](#)

[Titles window](#)

[Search window](#)

[Window menu](#)

Menu Commands

File Menu

Edit Menu

Search Menu

View Menu

Window Menu

Help Menu

File Menu

The File menu commands include:

Export...

Exports one or more selections from the current window to an ASCII text file. For example, from the Titles window, exports the title of the current document, marked documents, or all documents.

Print...

Prints one or more selections from the current window. For example, from the Documents window, prints either the current document, the marked documents, or all documents.

Print Setup...

Selects the printer to use and its settings, such as print orientation and paper source.

Attachments

Displays the list of attachments included with the selected document. (The list of attachments are also at the beginning of each document, prefixed with **View List**.) If the document has no attachments, this option is greyed.

Exit

Closes the program.

See related topics

[Attachments](#)

[Documents](#)

[Export dialog box \(Titles Window\)](#)

[Export dialog box \(Documents Window\)](#)

[Print dialog box \(Titles Window\)](#)

[Print dialog box \(Documents Window\)](#)

[Print dialog box \(Search Window\)](#)

[Print Setup dialog box](#)

Edit Menu

The Edit menu commands include:

Undo

Reverses the last action performed in a text entry field. For example, if you accidentally delete the search criteria from a text entry field, select Edit Undo to retrieve the criteria and put it back into the field. Searches cannot be undone.

Cut

Removes selected text from a text entry field and places it on the Clipboard. Use the command in conjunction with Edit Paste to place text from the text edit field in the Search window to another area of this program or another Windows program.

Copy

Copies selected document text or the entire infographic to the Clipboard. Use this command to place information from this program into another Windows application.

If you select more than eighty characters of text from a document, the title and copyright information, in addition to the text, is copied to the Clipboard. If you select less than eighty characters, just the selected text is copied.

Paste

Places search criteria text or an infographic from the Clipboard to the current cursor location.

Delete

Removes selected text from a text entry field in the Search window.

Select All

Selects all document text in the Documents window, or selects all text in a text entry field in the Search window. Use this command with Edit Copy, to copy all text to the Clipboard.

Mark

Marks the currently highlighted title or the current document in the Titles or Documents windows, respectively. You see a checkmark in the box next to the Title in the Titles window, or in the Mark button in the Documents window. Use this command with the File Export or File Print commands to export (save) or print marked documents or titles.

Mark All

Marks all titles in the Titles window. Use this command with the File Export or File Print commands to export (save) or print all titles.

Unmark All

Removes the checkmark from the titles in the Titles window. The titles are no longer marked for printing or exporting.

See related topics

[Copying text to the Clipboard](#)

[Displaying documents](#)

[Marking documents for printing or exporting](#)

Search Menu

The Search menu commands include:


Start Over/New Search (Or, click)

Saves the current search to the Search History dialog box and clears the fields in the Search window in preparation for a new search.


History (Or, click)

Displays a dialog box with the list of search criteria you have used in previous searches. Use the Search History dialog to recall searches for re-use or editing.

Previous Search

Displays the previous search in the Search window. (Or, click  at the bottom of the Search window.)

Next Search

Displays the next search in the Search window. (Or, click  at the bottom of the Search window.)

See related topics

[Clearing search criteria](#)

[Creating searches](#)

[Expanding and narrowing searches](#)

[Search History dialog box](#)

[Search Window](#)

Window Menu

The Window commands include:

Cascade

Overlaps the windows on the desktop. When you cascade windows, the top window is active and the title bars of the windows beneath the top window are visible.

Tile

Displays the windows on the program desktop side-by-side.

1 Search

Brings the Search window to the top and makes it active.

2 Titles

Brings the Titles window to the top and makes it active.

3 Documents

Brings the Documents window to the top and makes it active.

A checkmark (**View List**) next to the window name in the pull-down menu denotes the currently active window.

See related topics

[Cascading windows](#)

[Documents window](#)

[Titles window](#)

[Search window](#)

[Tiling windows](#)

Help Menu

The Help menu commands include:

Contents

Displays the Table of Contents for the product's Help file.

Help on Search Window

Displays help for the current window (Search, Titles, or Documents).

What's Here

Displays a window containing updates and listings of the source material used for the documents.

License Agreement

Displays the license agreement for this product.

About...

Displays an About box containing the product's name and product related information.

Dialog Boxes, Viewers, and Windows

Dialog Boxes

[Attachments](#)

[Date](#)

[Export \(Documents Window\)](#)

[Export \(Titles Window\)](#)

[Export \(Attachments\)](#)

[Export \(Graphics\)](#)

[Multiple Selection](#)

[Numeric](#)

[Print \(Documents Window\)](#)

[Print \(Search Window\)](#)

[Print \(Titles Window\)](#)

[Print \(Attachment\)](#)

[Print \(Graphics\)](#)

[Print \(Infographics\)](#)

[Print Setup](#)

[Search History](#)

[Text Entry](#)

[Text Entry List](#)

[View Graphics](#)

Viewers

[Attachments](#)

[Graphics](#)

[Infographics](#)

Windows

[Documents](#)

[Search](#)

[Titles](#)

Attachments dialog box

Exports or displays the contents of an [attachment](#) associated with the current document. Select an attachment from the list box and choose one of the command buttons listed below.

Command Buttons

Export -- Displays a dialog box for specifying the destination of the exported attachment: a file, directory or a floppy.

View -- Displays the selected attachment if it is a Text file (.TXT, .SCR, .ASC, or .DOC), or a graphics (.PCX) file. The file is displayed in the appropriate Viewer. You can print the attachment from within the Viewer.

Help -- Displays the Attachments dialog box help text.

Close -- Exits from the Attachments dialog box.

See related topics

[Exporting attachments](#)

[Export dialog box \(Attachments\)](#)

[Export Directory dialog box](#)

[Export Floppy dialog box](#)

[Viewing attachments](#)

[Printing attachments](#)

Export dialog box (Attachments)

Saves an attachment to a filename.

Specify the filename to use and its location using the options listed below.

File Name -- Contains the name of the file to save the attachment to.

Directories -- Displays the current directory and subdirectories.

Drives -- Displays the system drives and highlights the current drive.

Command Buttons

Choose one of the following command buttons:

OK -- Saves the attachments with the options you selected.

Cancel -- Exits from the Export dialog box.

Help -- Displays the Export dialog box help text.

See related topics

[Exporting attachments](#)

[Export Directory dialog box](#)

[Export Floppy dialog box](#)

[Printing attachments](#)

[Viewing attachments](#)

Export Directory dialog box

Saves multiple [attachment](#) files to a directory on your hard disk.

Specify the directory location for the attachment files using the options listed below.

Directories -- Displays the current directory and subdirectories.

Drives -- Displays the system drives and highlights the current drive.

Command Buttons

Choose one of the following command buttons:

OK -- Saves the attachment files to the drive and directory you selected.

Cancel -- Exits from the Export Directory dialog box.

Help -- Displays the Export Directory dialog box help text.

See related topics

[Exporting attachments](#)

[Export dialog box \(Attachments\)](#)

[Export Floppy dialog box](#)

[Printing attachments](#)

[Viewing attachments](#)

Export Floppy dialog box

Saves multiple [attachment](#) files to one or more floppy disks.

Use the option listed below to identify the floppy drive location for the attachment files.

Select a target drive - Displays the current floppy drive.

Command Buttons

Choose one of the following command buttons:

OK -- Saves the attachment files to the floppy drive you select.

Cancel -- Exits from the Export Floppy dialog box.

See related topics

[Exporting attachments](#)

[Export Directory dialog box](#)

[Export dialog box \(Attachments\)](#)

[Viewing attachments](#)

Date dialog box

Enters a date or date range as a search criterion for a date field in the Search window. Select from the options listed below.

- After or On** -- Selects documents with dates on or after the date you specify
- Before or On** -- Selects documents with dates on or before the date you specify
- On** -- Selects documents with the date you specify
- From** -- Selects documents in the range of dates you specify

The date field(s) accept the following date formats:

Format	Example
MM/DD/YY	04/05/94
MMM DD, YYYY	Mar 29, 1994
MM/YY	6/93
YYYY	1993
MMMM YYYY	Aug 1992

Command Buttons

Choose one of the following command buttons:

- Search** -- Selects the documents with the dates you selected.
- Cancel** -- Exits from the Date dialog box.
- Help** -- Displays the Date dialog box help text.
- Clear** -- Removes any dates previously entered in the dialog box.

See related topics

- [Creating searches](#)
- [Search examples](#)
- [Search strategies](#)

Export dialog box (Documents Window)

Saves the current document to a text file in the drive and directory location you specify. Select from the options listed below.

File Name -- Type the name of the file to export to.

Directories -- Select the directory location for the file.

Drives -- Displays the system drives and highlights the current drive.

Command Buttons

Choose one of the following command buttons:

OK -- Exports the document to the text file you selected.

Cancel -- Exits from the Export dialog box.

Help -- Displays the Export dialog box help text.

See related topics

[Exporting documents](#)

[Export dialog box \(Titles Window\)](#)

Export dialog box (Titles Window)

Saves one or more documents to a text file in the drive and directory location you specify. You have the choice to export either the contents of the document(s) or just the title(s). Select from the options listed below.

File Name -- Type the name of the file to export to.

Directories -- Select the directory location for the file.

Drives -- Displays the system drives and highlights the current drive.

Range -- Specifies the document(s) to export.

Current item -- Exports the current document.

Marked items -- Exports the selected documents.

All items-- Exports all documents listed.

Content --

Titles -- Exports the titles of the documents.

Documents -- Exports the contents of the documents.

In the lower left corner is the number of documents (or titles) contained in the range you selected.

Command Buttons

Choose one of the following command buttons:

OK -- Exports the document(s) with the options you selected.

Cancel -- Exits from the Export dialog box.

Help -- Displays the Export dialog box help text.

See related topics

[Exporting documents](#)

[Export dialog box \(Documents Window\)](#)

Export dialog box (Graphics)

Saves a graphics attachment to a filename.

Specify the filename to use and its location using the options listed below.

File Name -- Contains the name of the file to save the attachment to.

Directories -- Displays the current directory and subdirectories.

Drives -- Displays the system drives and highlights the current drive.

Command Buttons

Choose one of the following command buttons:

OK -- Saves the attachments with the options you selected.

Cancel -- Exits from the Export dialog box.

Help -- Displays the Export dialog box help text.

See related topics

[Attachments dialog box](#)

[Exporting attachments](#)

[Printing attachments](#)

[Viewing attachments](#)

Numeric dialog box

Enters a number or numeric range as a search criterion for a numeric field in the Search window. Select from the options listed below.

Less Than or Equal To -- Selects documents with values less than or equal to the number you enter

Greater Than or Equal To -- Selects documents with values greater than or equal to the number you enter

Equal To-- Selects documents with a numeric value equal to the number you enter

From -- Selects documents with the range of numbers you enter

Command Buttons

Choose one of the following command buttons:

Search -- Selects the documents with the numbers you selected.

Cancel -- Exits from the Numeric dialog box.

Help -- Displays the Numeric dialog box help text.

Clear -- Removes any numbers previously entered in the dialog box.

See related topics

[Creating searches](#)

[Search examples](#)

[Search strategies](#)

Print dialog box (Documents Window)

Sends the current document to the printer. Select from the print options listed below:

Printer -- Indicates the destination printer to use. To change printers, cancel this box and from the **File** menu, select **Print Setup**.

Content -- Indicates the information to print. Select *one* of the following:

Documents -- Prints the contents of the documents.

Documents & Graphics -- Prints the documents and any infographics.

Copies -- Specifies the number of copies to print (1 to 999).

Command Buttons

Choose one of the following command buttons:

OK -- Prints the document(s).

Cancel -- Exits from the Print dialog box.

Help -- Displays the Print dialog box help text.

See related topics

[Print Setup dialog box](#)

[Printing documents](#)

[Print dialog box \(Search Window\)](#)

[Print dialog box \(Titles Window\)](#)

Print dialog box (Search Window)

Sends the current search criteria to the printer. Select from the print options listed below:

Printer -- Indicates the destination printer to use. To change printers, cancel this box and from the **File** menu, select **Print Setup**.

Copies -- Specifies the number of copies to print (1 to 999).

Command Buttons

Choose one of the following command buttons:

OK -- Prints the search criteria.

Cancel -- Exits from the Print dialog box.

Help -- Displays the Print dialog box help text.

See related topics

[Print Setup dialog box](#)

[Printing documents](#)

[Print dialog box \(Documents Window\)](#)

[Print dialog box \(Titles Window\)](#)

Print dialog box (Titles Window)

Sends one or more documents or document titles to the printer. Select from the print options listed below:

Printer -- Indicates the destination printer to use. To change printers, cancel this box and from the **File** menu, select **Print Setup**.

Print Range -- Indicates the range of text to print. Select *one* of the following:

Current item -- Prints the current document.

Marked items -- Prints the selected documents.

All items -- Prints all documents listed.

Current Titles Window -- Prints all documents in the current Titles window

Content -- Indicates the information to print. Select *one* of the following:

Titles -- Prints the titles of the documents.

Documents -- Prints the contents of the documents.

Documents & Graphics -- Prints the documents and any infographics.

Copies -- Specifies the number of copies to print (1 to 999).

Command Buttons

Choose one of the following command buttons:

OK -- Prints the document(s).

Cancel -- Exits from the Print dialog box.

Help -- Displays the Print dialog box help text.

See related topics

[Print Setup dialog box](#)

[Printing documents](#)

[Print dialog box \(Documents Window\)](#)

[Print dialog box \(Search Window\)](#)

Print dialog box (Attachment)

Sends the current text attachment to the printer. Select from the print options listed below:

Printer -- Indicates the destination printer to use. To change printers, cancel this box and from the **File** menu, select **Print Setup**.

Copies -- Specifies the number of copies to print (1 to 999).

Command Buttons

Choose one of the following command buttons:

OK -- Prints the search criteria.

Cancel -- Exits from the Print dialog box.

Help -- Displays the Print dialog box help text.

See related topics

[Print Setup dialog box](#)

[Printing attachments](#)

[Printing documents](#)

Print dialog box (Graphic)

Sends the current graphics [attachment](#) to the printer. Select from the print options listed below:

Printer -- Indicates the destination printer to use. To change printers, cancel this box and from the **File** menu, select **Print Setup**.

Copies -- Specifies the number of copies to print (1 to 999).

Command Buttons

Choose one of the following command buttons:

OK -- Prints the search criteria.

Cancel -- Exits from the Print dialog box.

Help -- Displays the Print dialog box help text.

See related topics

[Print Setup dialog box](#)

[Printing attachments](#)

[Printing documents](#)

Print dialog box (Infographics)

Sends the current infographic to the printer. Select from the print options listed below:

Printer -- Indicates the destination printer to use. To change printers, cancel this box and from the **File** menu, select **Print Setup**.

Copies -- Specifies the number of copies to print (1 to 999).

Command Buttons

Choose one of the following command buttons:

OK -- Prints the infographic.

Cancel -- Exits from the Print dialog box.

Help -- Displays the Print dialog box help text.

See related topics

[View Graphics dialog box](#)

[Print Setup dialog box](#)

[Printing documents](#)

[Printing infographics](#)

Print Setup dialog box

Select from the printer setup options listed below.

Default Printer -- The printer listed is the default.

Specific Printer -- Lists other printers to use. The printers available depend on the choices you made when you installed Windows.

Orientation -- Determines how the text is printed on the page. The choices are Portrait (prints vertically) or Landscape (prints sideways).

Paper -- Sets the paper Size (for example, Letter 8.5 x 11 in) and Source (for example, Upper Tray).

Command Buttons

Choose one of the following command buttons:

OK -- Saves the selected options and exits from the Print Setup dialog box.

Cancel -- Exits from the Print Setup dialog box without making any changes.

Help - Displays the help text for the dialog box.

Options -- Displays an additional dialog box with print options. The options in this box depend on the printers you have installed. Refer to your Microsoft Windows documentation for more information.

See related topics

[Print dialog box \(Documents Window\)](#)

[Print dialog box \(Search Window\)](#)

[Print dialog box \(Titles Window\)](#)

[Printing documents](#)

Search History dialog box

The Search History dialog lists all the searches you have completed in the current session. A maximum of 25 searches are stored in the Search History dialog box. After 25, the oldest search is dropped from the list. Display this dialog box to re-use or delete a previous search.

Each search listed is numbered. The bottom half of the dialog box lists more information about the search criteria used for the highlighted search as well as the total number of documents found for the search.

To re-use search criteria: Highlight the search to re-use and click **OK**.

To delete a previous search: Highlight the search and press `Del`.

Note: After a search is deleted, it cannot be retrieved.

Command Buttons

Choose one of the following command buttons:

OK -- Places the search criteria from the highlighted search into the fields of the Search window.

Cancel -- Returns to the Search window without making any changes to the fields.

Help -- Displays the help text for this dialog box.

See related topics

[Recalling search criteria](#)

[Search Window](#)

Multiple Selection dialog box

Displays the list of choices for the current field. This field accepts more than one choice. For example, you may have more than one product name to search for. If the item you want is not currently displayed in the choice list, type the first few characters of the item in the text entry box to scroll the list.

To select items, do *one* of the following:

View List Click the box to the left of the item.

View List Highlight the item to select and click **Select**.

To select a contiguous range of items: Highlight the first item in the range (but do NOT select it); **Shift**+click the last item in the range. You can select up to eight items at once using this method (the maximum number visible in the scroll box.)

Command Buttons

Choose one of the following command buttons:

Remove -- Removes a selection (replaces the **Select** button after you've made a selection).

Select All -- Selects all items in the list.

Show Selected Items -- Shows just the list of items you've selected.

Clear All -- Clears the checkmarks from all previously selected items.

OK -- Places the item(s) into the field in the Search window and searches the database for matching documents.

Cancel -- Returns to the Search window without making any changes to the field.

Hints... -- Displays a pop-up box with hints about how to use the dialog box.

See related topics

[Hierarchy Selection](#)

[Text Entry dialog box](#)

[Text Entry List dialog box](#)

Text Entry dialog box

Displays a text box for entering terms in the current text entry field. Use this dialog box to enter words or phrases to find in a document.

To find specific terms:

View List Type the text to find in the text box at the top of the dialog box.

The text box accepts wildcards(? and *) and boolean operators (AND, OR, and NOT). The proximity designators (S, W, and P) are also available. If you use multiple boolean operators, you may need to include parentheses () around search criteria to define what operators to evaluate first.

Note: If you type words or phrases into the text box, you can also use the proximity operator, WITHIN, with the proximity designators (S and W).

Command Buttons

Choose one of the following command buttons:

Close -- Places the search criteria from the text box into the field in the Search window and searches the database for matching documents.

Cancel -- Returns to the Search window without making any changes to the field.

List... -- Displays a second dialog box with a list of choices for the field.

Hints... -- Displays additional information about how to use the dialog box.

See related topics

[Using boolean operators](#)

[Using proximity designators](#)

[Using the proximity operator](#)

[Using wildcards](#)

Text Entry List dialog box

Displays a list of the available terms for the current text entry field. Use this dialog box to enter words or phrases to find in a document.

To find a term:

View List Type the text to find in the text box.

To select an item from the list box to use in your search:

View List Double-click the item in the list box, *or*

1. In the text box, type the first few characters of the item to find.
2. Click the item to enter it in the text box.

Command Buttons

Choose one of the following command buttons:

Insert -- Places the search criterion selected into the previous Text Entry dialog box.

Cancel -- Returns to the previous dialog box without making any changes.

Help -- Displays the help text for the dialog box.

See related topics

[Hierarchy Selection](#)

[Multiple Selection dialog box](#)

[Text Entry dialog box](#)

[Using boolean operators](#)

[Using proximity designators](#)

[Using the proximity operator](#)

[Using wildcards](#)

View Graphics dialog box

Displays the list of [infographics](#) for the current document. Double-click the name of the infographic to view it immediately. Or, highlight the name of the infographic and choose one of the following command buttons.

Command Buttons

Choose one of the following command buttons:

View -- Displays the contents of the infographic in the Infographic Viewer.

Help -- Displays the help text for the dialog box.

Close -- Returns to the Documents window without displaying the infographic.

See related topics

[Viewing Infographics](#)

[Printing Infographics](#)

Text Attachment Viewer

The Text Attachment Viewer displays the contents of [attachment](#) files that are viewable, that is, the attachment contents are in text or ASCII format. Although the Viewer sits on top of and partially obscures the Documents window, the program menu commands and [icon](#) buttons are still active.

To move through the text of the attachment: Use the scroll bar to the right of the Viewer.

To close the Viewer and return to the Documents window, do *one* of the following:

View List Click **Close**.

View List Click the Documents window, which is exposed above and to the left of the Viewer.

View List Press `Esc`.

To export an attachment while in the Text Attachment Viewer:

1. Click the **Export** button.
2. Complete the Export dialog box options. (Refer to the related topic below.)
3. Choose **OK**.

See related topics

[Attachments](#)

[Attachments dialog box](#)

[Export dialog box \(Attachments\)](#)

[Viewing attachments](#)

Graphic Attachment Viewer

The Graphic Attachment Viewer displays the contents of graphic attachment files, that is, files in .PCX format. Although the Viewer sits on top of and partially obscures the Documents window, the program menu commands and icon buttons are still active.

To move through the text of the attachment: Use the scroll bar to the right of the Viewer.

To close the Viewer and return to the Documents window, do *one* of the following:

View List Click **Close**.

View List Click the Documents window, which is exposed above and to the left of the Viewer.

View List Press `Esc`.

See related topics

[Attachments](#)

[Attachments dialog box](#)

[Viewing attachments](#)

Infographics Viewer

The Infographics Viewer displays the contents of an [infographic](#). Although the Viewer sits on top of and partially obscures the Documents window, the program menu commands and [icon](#) buttons are still active.

The top of the Viewer contains the name of the infographic and the bottom line contains the following buttons:

- Zoom In** Enlarge entire infographic by 25%
- Zoom Out** Reduce enlarged infographic by 33%
- Fit To Window** Scale the infographic to fill the entire Viewer
- Full Screen** Enlarge the infographic and its window to fit the entire screen
- Close** Close the Infographic Viewer and return to the Documents window

To move through an infographic: Use the scroll bar to the right of the Viewer.

If the infographic has multiple pages, click [View List](#) or

[View List](#) next to **Page 1 of total#**. Depending on the size of the infographic and its zoom level, you may also see a horizontal scroll bar. Use it to move the infographic left and right.

In the Viewer, the mouse cursor changes to a magnifying glass: [View List](#) and can be used to enlarge one part of the infographic. Drag this cursor to draw a rectangle around the area of the infographic to enlarge.

The mouse buttons are also available for zooming, as follows:

- Left mouse button** Zoom in (enlarge) the infographic
- Right mouse button** Zoom out (reduce) the infographic

To close the Viewer and return to the Documents window, do *one* of the following:

[View List](#) Click **Close**.

[View List](#) Click the Documents window, which is exposed above and to the left of the Viewer.

[View List](#) Press `ESC`.

To print just the infographic, select **File Print** while in the Infographic Viewer. To print both the document and the infographic, select **File Print** from the Documents window and specify the Contents option **Document & Graphics**.

You can also copy the infographic to the Windows clipboard by selecting **Edit Copy** from within the Infographic Viewer.

See related topics

[Infographics](#)

[Viewing infographics](#)

[Printing infographics](#)

Keyboard shortcuts

There are three sets of keyboard shortcuts: accelerator keys, navigation keys, and viewer keys. The accelerator keys are alternatives to the menu commands, such as `Ctrl+C` for the **Edit Copy** command. To use an accelerator key combination, such as `Ctrl+C`, hold down the first key (`Ctrl`) and simultaneously press the second key listed (`C`). The accelerator keys are listed to the right of the command on the pull-down menu.

Note: Not all the accelerator key combinations listed here are always available. Sometimes the database you are using may not support a particular menu command and therefore its accelerator key is also not supported. For example, if the database you are using does not support the menu option File Attachments, the accelerator key combination `Ctrl+Y` would not be available.

The navigation keys are used in the Search, Titles, or Documents windows to move around the search fields, titles or documents. Use these keys as an alternative to the mouse.

The viewer keys are used in the Infographics Viewer to resize the infographic or to move between its pages. Use these keys as an alternative to the mouse.

See related topics

[Accelerator Keys](#)

[Navigation Keys](#)

[Viewer Keys](#)

Accelerator keys

Press the following accelerator keys to select the menu commands listed.

To Select the Command	Press
Attachments	Ctrl+Y
Cascade	Shift+F5
Collapse All	Ctrl+ -
Copy	Ctrl+C
Cut	Ctrl+X
Documents	Ctrl+D
Exit	Alt+F4
Expand Branch	*
Expand All	Ctrl+*
Help	F1
History	Ctrl+H
Mark	Ctrl+M
Next Document	Ctrl+Down Arrow
Next Term	Ctrl+Right Arrow
New Search	Ctrl+N
Paste	Ctrl+V
Previous Document	Ctrl+Up Arrow
Previous Term	Ctrl+Left Arrow
Print	Ctrl+P
Search	Ctrl+F
Select All	Ctrl+A
Tile	Shift+F4
Titles	Ctrl+T
Undo	Ctrl+Z
Unmark	Ctrl+M
View Graphics	Ctrl+G

Navigation keys

Search Window

To	Press
Move between fields	Up/Down Arrow or Tab/Shift-Tab
Delete contents of field	Delete
Go to the Documents window	Ctrl+D
Go to the Titles window	Esc or Ctrl+T

Titles Window

To	Press
Move down or up one title	Down/Up Arrow
Move down or up one folder	Right/Left Arrow
Open/close current folder	Ctrl+Right Arrow/Ctrl+Left Arrow
Display previous/ next page of titles	PgDn/PgUp
Display top/bottom of titles list	Home/End
Go to the Documents window	Ctrl+D
Go to the Search window	Esc or Ctrl+F

Documents Window

To

Move down/ up one line in a document
Display the next document
Display the previous document
Scroll down or up in a document
Display top/bottom of a document
Display the next instance of matching search criteria from a text entry field
Display the previous instance of matching search criteria from a text entry field
Display the first/last document
Go to the Titles window
Go to the Search window

Press

Down/Up Arrow
Ctrl+Down Arrow **OR** Plus (+) Key
Ctrl+Up Arrow **OR** Hyphen (-) Key
PgDn/PgUp
Home/End
Tab **OR** Ctrl+Right Arrow
Shift+Tab **OR**
Ctrl+Left Arrow
Ctrl+Home/Ctrl+End
Esc **OR** Ctrl+T
Ctrl+F

Viewer keys**To**

Zoom in infographic by 25%
Zoom out infographic by 33%
Enlarge infographic to fit the window
Enlarge infographic to fit entire screen
View next page of multi-page infographic
View previous page of multi-page infographic

Press

Ctrl+ Plus (+) Key
Ctrl+ Hyphen (-) Key
Ctrl+W
Ctrl+U
Ctrl+Up Arrow
Ctrl+Down Arrow

See related topic

[Infographics](#)

Alphabetical listing of error messages

The error messages are listed below. If you cannot resolve a problem after viewing this section, note the steps leading up to the failure as well as all messages displayed, then call (212) 503-4444. Be prepared to give a detailed description of the problem, the product name and date, and call from a telephone that is within reach of your computer.

Application error detected:

Cannot start printer.

Check that there is at least one properly installed printer using Windows Control Panel (Printers).

Error occurred during unzip.

An unexpected program condition has arisen during the unzipping of an attachment. Call Product Support at (212) 503-4444.

Initialization failure code = x. Call Product Support at (212) 503-4444.

A network access failure has occurred, call the above number for further information.

Search error.

An unexpected program condition has arisen during the search operation. Call Product Support at (212) 503-4444.

This program file is for internal use only.

Attempted to run a program executable file that should not be executed directly. To launch the application, run SETUPW.EXE from the CD-ROM or click the Computer Select icon if you've already run setup.

Bad or missing search term: Search term expected, missing parentheses, or incomplete boolean expression. For more information, refer to the "Search Strategies" Help topic.

The search string entered in the text entry field cannot be parsed. Check that AND and OR operators have terms on each side, and that all parentheses are matched. If a date field, check that the syntax is correct.

Configuration error detected:

Cannot locate required configuration information. To correct the problem, re-run SETUPW.EXE.

The program can not locate a configuration file, most likely COMPLIBW.INI which should be located in your Windows directory. Try running SETUPW.EXE which will create the COMPLIBW.INI file.

Cannot locate required program file. Verify that the correct CD-ROM is available.

Ensure that the correct CD-ROM disc is still available, and that the optical lens and disc are clean. Remove the CD and try cleaning the lens and the disc.

No databases found in directory. To correct the problem, re-run SETUPW.EXE.

Please check to ensure that the CD-ROM is still accessible. If the drive is accessible try cleaning the optical lens on the CD-ROM drive and check to make sure that the disc is dust free. If the problem still persists re-run SETUPW.EXE.

Not enough file handles are available. Close other applications and retry the operation.

Try closing other applications or restarting Windows.

The software version has changed. To correct the problem, re-run SETUPW.EXE.

The product .EXE file on the CD-ROM does not match the one on your hard disk. Try re-running SETUPW.EXE.

The TEMP environment variable must point to a valid writable directory

The TEMP variable is non-existent or may be pointing to a non-existent directory. If the TEMP

variable is non-existent create one by 1) quitting Windows, then 2) typing at the C:\ prompt: MD TEMP and then set the environment variable by typing: SET TEMP=C:\TEMP.

This program requires an 80386 processor or better.

The program has detected an unsupported microprocessor in the computer on which it is being run.

This program requires at least 1 MB of disk space available.

The program has detected an insufficient amount of free disk space. Try deleting unnecessary files from the disk where the program is installed, or run SETUPW.EXE to install the program onto a different drive.

This program requires at least 2 MB of memory available.

The program has detected an insufficient amount of free memory. Try closing down other applications and restarting the program.

This program requires DOS version 5.0 or higher.

The program has detected an unsupported version of MS-DOS.

This program requires Windows version 3.1 or higher.

The program has detected an unsupported version of Microsoft Windows.

Video driver must be at least VGA (640x480).

The program has detected a video resolution of less than 640x480.

Windows must run in enhanced mode.

Run "WIN /3" from the DOS command line to force Windows into enhanced mode.

Failure launching program: <specific reason for failure> <program name>

This error may occur: 1. When the Computer Select program is launching, or when attempting to view an attachment. The reason for this error is the application is unable to find the program file. The resolution is to re-run SETUPW.EXE. 2. Failure could be due to memory problems - try closing down other applications and re-run the application by clicking on the Computer Select icon.

File error detected:

Cannot complete operation: disk is full. Free up disk space and retry.

The program is trying to copy or create a new file on a disk that does not contain enough space for the requested operation. This error may occur during the following operations: Document Export, Attachment Export, or Install. Resolution: Free up disk space or choose another disk.

Cannot create file.

The program is trying to create a new file on a disk that does not contain enough space for the requested operation. The location of the file creation may be on a network where the user has insufficient rights, or the file may already exist and be write protected.

Cannot find or open file.

The program cannot find the required file. Ensure that the CD-ROM is still available, and/or re-run SETUPW.EXE and retry the operation.

Cannot read from file.

The file in question may be damaged or the program may have lost its connection to the disk containing the file. Ensure that the CD-ROM is still available, and/or re-run SETUPW.EXE and retry the operation. Another possible cause may be dust on the optical lens of the CD-ROM unit or disc. Remove the CD and try cleaning the lens and the disc.

Cannot write to file. Ensure that target disk is writable, and that adequate space exists.

The program is trying to write a new file on a disk that does not contain enough space for the requested operation. The location of the file creation may be on a network where the user has insufficient rights, or the file may already exist and be write protected.

Error occurred while deleting files.

The location of the file deletion may be on a network where the user has insufficient rights, or it may be a write-protected floppy or the files themselves may be write protected.

Unable to create directory.

The location of the attempted directory creation may be on a network where the user has insufficient rights, or it may be a write-protected floppy or the files themselves may be write protected.

Internal error detected: <messages>. Record these messages and call Product Support at (212) 503-4444.

An unexpected program condition has arisen. Note the steps leading up to the failure as well as all messages displayed, then call (212) 503-4444.

Memory allocation failure: Extremely low on memory. Close other applications and retry the operation.

The program failed to allocate memory because a) there is no memory left, b) Windows system resources are used up or, c) no more memory selectors are available. Try quitting as many other applications as possible before attempting to continue using the program.

Warning: No room to paste. Decrease the size of the text on the clipboard and try again.

The Windows Clipboard does not have room for the text you want to paste to it. You may have copied a large amount of text without pasting it and it remained on the Clipboard. View the Clipboard contents and delete unwanted text before trying again.

attachments

A file mentioned in the text of a document which is included with the document. Attachments may be a program file (.EXE or .COM), spreadsheets (.XLS or .WKS), or other files (.TXT, .ASC, .PCX, .SCR or .DOC). Some attachments are viewable on the screen; others must be exported to a hard drive or floppy disk before you can use them.

boolean operators

The words AND, OR, and NOT used between two words in a text entry field or between two search terms in any other field that accepts multiple selections. Use AND to match both terms; OR to match either term; NOT to match documents that dont contain the term that follows it.


In a text entry field, you can also use the following symbols for the boolean operators:

& (ampersand)	AND operator
, (comma)	OR operator
~ (tilde)	NOT operator

documents

Items displayed after a search is performed. A maximum of 999,999 document titles can be displayed.

folders

A title in the Titles window prefixed by the icon , that represents a collection of documents. The documents within a folder share a common criterion, such as publication source or date.

See [Expanding and collapsing document titles](#) for more information.

marking

Selecting one or more documents from the Titles or Documents window for printing or exporting. A checkmark (**View List**) next to the document title or at the bottom of the Documents window identifies marked documents.

icons

A picture or button that you click or double-click to perform an action in the program, such as to move to another window or display the contents of a document.

For a complete list of icons, see [Icon listing](#).

proximity designators

The letters S (for sentences), P (for paragraphs), or W (for words). Add S or P to the boolean operator AND in a text entry field to specify how close two search criteria must be to each other. For example, ANDS means "in the same sentence"; ANDP means "in the same paragraph".

Add S or W with a number (1, 2, 3, etc.) to the proximity operator WITHIN to identify how many sentences or words should be between the two search criteria. For example, WITHINS3 means "within three sentences"; WITHINW2 means "within two words".

proximity operator

The word WITHIN used between two search criteria in a text entry field to identify how close the criteria must be to each other to be selected. WITHIN must include either the S or W proximity operators and a number (1, 2, 3, etc.) to identify how many sentences or words should be between the two search criteria. For example, WITHINS3 means "within three sentences"; WITHINW2 means "within two words".

search criteria

Words or phrases entered in a text entry field or selections made in any field in the Search window.

sections

One part of the Computer Select database. Sections make searching faster and help you find the right type of information more easily. You pick a section using the **Section** field in the Search window.

See [Section field](#) for a list the sections available in the program.


terms

Words or phrases entered in a text entry field in the Search window.

wildcards

An asterisk (*) or a question mark (?) used in place of one or more characters in a word or phrase you enter as search criteria. (The question mark replaces one character and the asterisk replaces multiple characters.)

infographics

A worksheet, table, or graphic that is included as part of a document. If you double-click an infographic icon (such as, ) , you see the contents of an infographic in its own Viewer, over top of the Documents window.

