

Folio VIP for DOS

Version 3.0 Quick Reference Booklet

This card is designed to help you get started as quickly as possible with the Folio VIEWS Infobase Personalizer (VIP) for DOS. VIP is a read-only product which allows you to browse, search, annotate, print, and export information in infobase format. Should you need additional help with VIP, please contact the infobase publisher.

The VIP Screen

Main Menu - Provides primary access to all of VIP features.

System Menu - Allows you to move, size, and close VIP from the keyboard.

Reference Window - Shows you where you are in the infobase.

Document Window - Displays the text of the infobase.

Status Line - Displays important information, including the number of query hits.

Scroll Bar - Lets you move up and down in the infobase with the mouse.

Getting Started with VIP

Installing

Insert Disk 1 into your floppy drive. At the DOS prompt, type A:Install. (If you are not using the A: drive, use the appropriate drive letter for your system.)

The VIP Installation program will run.

Opening VIP

At the DOS prompt, type DOSVIP. VIP will open. (If you did not elect to have VIP update your search path, you must first change to the \DOSVIP directory.)

Opening an Infobase

Choose **F**ile and **B**ookshelf from the main menu. From the Bookshelf dialog, scroll to the infobase you wish to open. Press ENTER or choose **O**K to open the infobase. For demonstration purposes, open the Minidemo infobase (MINIDEMO.NFO).

Accessing Menus & Help

Folio VIP is menu driven. To access items on the menu, you may use a mouse (point and click), or the keyboard. To access the menus with the keyboard, press the ALT key followed by one of the underlined letters on the menu (for example, ALT+F accesses the **F**ile menu). Once you are in the menu system, you may use the arrow keys to move back and forth across the main menu, or up and down individual menus.

Context sensitive help is available from all windows, dialog boxes, and menus in VIP. Simply press F1 when the cursor is in any window, while any dialog box is open, or while any menu item is highlighted. Close Help by pressing ALT+F4.

Simple Searches

To search an infobase, choose **S**earch and **Q**uery from the main menu (or press F2). In the Query dialog, type in the words you wish to search for. If desired, you may specify the **S**cope of the search and use any of the Query Operators in your search. (See the *VIP Query Summary* for an overview of all the operators.) The Records with Hits area displays the results of your query. To close the Query dialog and apply the query to the infobase, press ENTER or choose **O**K. You will return to the infobase and your search hits will be highlighted.

Objects

Objects in DOS infobases may be represented in one of two ways. Bitmaps and Windows Metafiles are represented by an empty box approximating the size and position of the object. To view these graphics, double-click on the object or use the arrow keys to place the cursor immediately to the right of the object and press CTRL+ENTER. Character based graphics are displayed inline.

You may add Objects (graphics) in Popup Windows, Notes, and Object Links. Use the context sensitive menus (click the right mouse button when in popup or note, or press F10) to access the Object Manager. In the Object Manager, select the object you want to insert into the infobase and press ENTER or choose **I**nsert.

Linking

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Anything in VIP may be a link. The mouse cursor changes to an inverted triangle when on a link. To activate the link, double-click on the link or press CTRL+ENTER when the cursor is on the link. CTRL+DOWN ARROW takes you to the next link (or next record).

Jump Links take you to another point in the infobase. **Popup Links** open a small popup window. **Program Links** take you to another program (exit normally to return to VIP). **Object Links** open up a separate window containing an Object. **Query Links** perform a search and display the hits.

Notes

To create a note in the infobase, go to the paragraph you wish to add a note to. Press CTRL+N. A note window will open. Type in your text. When finished, press ESC.

To read a note, double-click on the musical note icon or press CTRL+N when the insertion point is in the paragraph containing the note. Press ESC to close.

Table of Contents

The Table of Contents window displays a Table of Contents (ToC) for the infobase. Choose **V**iew and **T**able of Contents from the main menu to access the ToC.

When the ToC is open, you may click on the (+) to expand the ToC or the (-) to contract the ToC (or press + and - on the keyboard). Double-click on a ToC heading (or press ENTER) to link to the appropriate section in the infobase.

IEWS 2.x to VIP 3.0

Those of you who have used Folio IIEWS 2.x or one of the related run-time infobases will notice that Folio IIEWS 3.0 (and the related IIEWS 3.0 family of products, including VIP) is different from its predecessors. One obvious change is the interface. Other changes are not so obvious, but are there nonetheless. We believe that the changes are good changes; they may, however, take some getting used to. Review this section for a good overview of what's different between IIEWS 2.x products and VIP 3.0.

Differences in Using VIP

CUA Compatible

VIP is Common User Access (CUA) compatible. While this makes VIP's keystrokes more similar with other applications, it also means that the keystrokes you are used to may be different. Some of those differences are outlined in this section. Others may be found in the *VIP Quick Key* chart and the *VIP Query Summary* in this card.

Mouse Compatible

VIP is much more mouse-compatible and mouse-driven than any of its predecessors. However, this does not preclude the use of the keyboard. All functionality is fully accessible from the keyboard. To access most menu items or dialog box items, press ALT+ the underlined key on the menu item or dialog options (for example, pressing ALT+F accesses the **F**ile menu).

Full View

VIP, by default, maintains a full view of the infobase at all times — even after performing a search or following a link. This allows you to see information in context and facilitates the discovery of new information. You may, if desired, narrow the view of information to just records with hits.

Headings vs. Reference Lines

There are no explicit reference lines that appear in the text of the infobase. Headings perform a similar function to reference lines, but are pulled automatically from the body of the infobase. Headings are used in the Table of Contents window and in the Reference window, and may be searched through Levels (see the *VIP Query Summary* in this card).

Records vs. Folios

What were once called folios are now called records. There is no conceptual difference between a record and a folio; the use of records is basically a simple terminology shift.

Annotating

VIP allows you to annotate the infobase directly, with new features such as searchable Highlighters and Notes, Bookmarks, Groups, and all five kinds of links (Jump, Popup, Object, Query, and Program).

Objects (Graphics)

Objects may now be stored directly in the infobase. Title page objects (such as those used in VIEWS 2.x infobases) may appear inline or be linked to via an object link. Other objects, such as bitmaps and metafiles, may be stored inline, but will be represented by a bordered frame. Activating the frame will display the object in a separate object viewer.

Searching

Searching in VIP is more powerful than ever. You will find the steps to search are a little different to accommodate this added power. Items to note are:

● **Do not press the Space Bar to search!**

To search, either choose **S**earch and **Q**uery from the main menu or press F2 (the standard CUA key for starting a search).

● Some of the basic syntax has also changed. VIP still uses the space or the ampersand '&' as And operators; the caret '^' is the Not operator, the Or operator is the vertical bar '|', and an additional operator, the Exclusive Or operator, uses the tilde '~'. In addition to the standard operator symbols (&, |, ~, ^), VIP also recognizes the words "and," "or," "not," and "xor" as operators. To search for one of these words, place it in single quotes.

● You can limit the scope of a search. By default, you will search the entire infobase. You may, however, limit a search to a specific Field, Highlighter, Note, Popup, Level, or Group.

● Finally, Levels allow you to change the default proximity of a search. The default proximity has always been at the Record (Folio) level. If you perform an AND search, both words must be in the same record to generate a hit. If you perform an AND search in a specified Level, both words must be in the same instance of a level. See the *VIP Query Summary* in this card for an overview of the query syntax.

Printing

VIP's enhanced printer support allows fonts, attributes, borders and colors to print

correctly —if supported by your printer — even though they may not appear correctly on the screen.

Do not press PRINT SCRN to print! Nothing will happen if you do. The **P**rint option — and **P**rint Setup — are located under the **F**ile menu.

Links

There is no longer a default link token. Anything in the infobase may be a link. Different link types may have different styles (which you may specify) to help you identify them.

Do not press TAB to go to the next link!

Press CTRL+DOWN ARROW to go to the next link (or next record); press CTRL+UP ARROW to go to the previous link (or previous record).

To activate a link, either double-click on it with the mouse or move the cursor to the link and press CTRL+ENTER.

IEWS offers five types of links:

Jump Link: This is a true point-to-point link. You may link from any point (one or more characters or an object) to any other specific point in the infobase.

Object Link: This links to a separate window which contains an Object (usually a graphic). This allows you to display graphics and other objects out-of-line.

Popup Link: This links to a smaller separate window which "pops up" on the screen. Text, such as footnotes, may be entered into this window.

Program Link: You may still link to outside applications with program links.

Query Link: If desired, Query Links may still be built and used. You may also link to a narrowed view (such as to your groups).

Navigation

Navigation in a VIEWS Lite infobase includes the use of arrow keys and control keys, and adds Backtrack, Show Trail, and a Table of Contents window. Use arrow keys as you always have, as well as the PAGE UP and PAGE DOWN keys. To get to the top of the infobase, use CTRL+HOME. To get to the bottom, use CTRL+END. For other navigational keystrokes, see the *VIP Quick Keys* chart.

VIP Query Syntax Summary

Press F2 to open the Query dialog. For more details on Query, press F1 when in the Query dialog.

Operator or Scope	Example
And	one two one & two one and two
Or	me you me or you
Not	^him not him her ^ him
Exclusive Or (XOr)	apples ~ oranges apples xor oranges
Phrase	"to be or not" "fourscore and seven"
Single Character Wildcard	wom?n g??b?r
Multiple Character Wildcard	work* h*t*
Ordered Proximity	"united states of america"/10
Unordered Proximity	"uncle sams army"@7
Stem (Word Form)	run% great%
Thesaurus (Synonym)	flying\$ alteration\$
In Highlighters	[highlighter humor: marx stooge]
In Fields	[field weapon: knife gun (club bat)]
In Notes	[note: "have a phrase" & word]
In Popups	[popup: ^popsicles]
In Groups	[group animal: horse ~ cow & pig] [group desserts] and "ice cream"
In Levels	[level chapter: mary & joseph & jesus] [level scene/act iii:arrows & noble]

VIP Quick Keys

By Name		By Keystroke	
Backtrack	F5	CTRL+B	Bold
Bold	CTRL+B	CTRL+C	Copy
Bookmark	CTRL+M	CTRL+D	Destination
Copy	CTRL+C	CTRL+ENTER	Link
Cut	CTRL+X	CTRL+G	Go To
Destination	CTRL+D	CTRL+H	Highlighter
Go To	CTRL+G	CTRL+I	Italic
Help	F1	CTRL+J	Jump Link
Highlighter	CTRL+H	CTRL+K	Strikeout
Italic	CTRL+I	CTRL+M	Bookmark
Jump Link	CTRL+J	CTRL+N	Note
Link	CTRL+ENTER	CTRL+O	Open
Next Record/Link	CTRL+↓	CTRL+S	Save
Next Window	CTRL+TAB	CTRL+Tab	Next Window
Note	CTRL+N	CTRL+T	ToC Window
Open	CTRL+O	CTRL+U	Underline
Paste	CTRL+V	CTRL+V	Paste
Popup Menus	F10	CTRL+X	Cut
Prior Record/Link	CTRL+↑	CTRL+→	Word Right
Refresh	F7	CTRL+←	Word Left
Save	CTRL+S	CTRL+↑	Next Record/Link
Search	F2	CTRL+↓	Previous Record/Link
Search Next	F3	F1	Help
Search Previous	F4	F2	Search
Strikeout	CTRL+K	F3	Search Next
Tag/Untag	F6	F4	Search Previous
TOC Window	CTRL+T	F5	Backtrack
Underline	CTRL+U	F6	Tag/Untag
Word Left	CTRL+←	F7	Refresh

Word Right	CTRL+→		F10	Popup Menus
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Select: SHIFT+Direction Key (arrows, PAGE UP, PAGE DOWN, etc.)

Note: Editing Quick Keys (such as Bold & Italics) are only available in Notes and Popups.