

## Shortcut keys facilitate routine use of the application.

Most shortcut keys for individual procedures are shown both in the popup hints for individual keys and in menus accessible by clicking the bar on the **Tools** button.

You can move in most windows using the keys **<Down Arrow>**, **<Up Arrow>**, **<Page Down>**, **<Page Up>**, **<Ctrl+Home>**, **<Ctrl+End>**, **<Home>**, **<End>** and **<Tab>**.

The list of other important shortcut keys is given below:

### Generally usable

**<F1>**

Context-sensitive Help

**<Alt+F4>**

Choosing the **Cancel button** in the window. It ends the ViewMaster program in the main screen

**<Ctrl+Enter>**

Choosing the **red button** in the window

**<Esc>**

Choosing the **Cancel button** in the window

**<Ctrl+T>**

Choosing the **Tools button** in the window

### In the Main Screen

**<Ctrl+Tab>**

Switching to the window Search Result

### In the Search Result window

**<Ctrl+Tab>**

Switching to the Main Screen

**<Enter>**

Displays the highlighted article in the list on the Main Screen

### In the Options window

**<Enter>**

Enters or Deletes the highlighted item from the list in/from the Criterion Text

**Search criterion syntax**

Correct use of searches requires knowledge of the search criterion syntax. It is used when the user finds the set search support insufficient, i.e. in case of complicated and complex searches. In this case you can type the criterion directly in the field, or type the criterion text in the Criterion Text window using the text editor.

<b>Criterion Form:</b>	<b>Example:</b>	<b>Finds Articles containing:</b>
word	data	<i>data</i>
wildcard(*)	da*	<i>database, date, day,...</i>
wildcard(?)	*li*te	<i>complicate, validate,..</i>
sequence of words in inverted commas	??st	<i>most, list, test,...</i>
word <b>and</b> word	rea?	<i>real, read, rear,..</i>
word <b>or</b> word	"PC 486"	<i>PC 386</i>
word word	mouse <b>and</b> computer	words PC and 386 one after another
word <b>not</b> word	PC <b>or</b> Pentium	words <i>mouse</i> and <i>computer</i> in one article
word <b>near</b> word	PC Pentium	word <i>PC</i> or <i>Pentium</i>
	picture <b>not</b> reproduction	word <i>picture</i> and not containing word <i>reproduction</i>
	sound <b>near</b> multimedia	words <i>sound</i> and <i>multimedia</i> within 8 words distance

# *ViewMaster® 2.1*

## **Blue Pages CD-ROM Centre**

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### What's new in the 2.1 version

- much faster display of texts and pictures (up to 8 times as fast in Windows 95)
- extended and improved print
- label print
- search history
- saving, loading, and deleting searches
- extended possibility of key-coding functions and access to data
- setup program compatible with Windows 3.1x, Windows 95, and Windows NT including uninstalling
- updated help with 256 colour pictures
- a new updated and easier-to-read edition plan

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**Print button <Ctrl+Enter>**

Closes the Print Setup window and starts printing.

**Print button <Ctrl+Enter>**

Closes the Print Preview window and starts printing.

**Title strip**

It contains the name of the ViewMaster application and characteristics of the currently viewed article (e.g. name of the magazine and number of issue.)

### **Buttons for setting relations between words**

Choosing the button sets the relation between individual fields of a criterion. The relation may be **or**, **and**, **not** or **near**.

**Button of the Date type**

It allows you to easily set a criterion for selecting articles by way of setting a time interval (date From-To). It does not require detailed knowledge of criteria setting.



**Button of the Selection out of List type**

It allows you to easily set a criterion for selecting articles by way of a list of values. It does not require detailed knowledge of the way of criteria setting.

**Search button <Ctrl+Enter>**

It closes the Search Result window, opens the Search window and sets criteria corresponding to the last active search.

**Edition Plan button <Ctrl+E>**

Displays the title page of the Edition Plan providing information on all books published so far or prepared for publication, and on libraries in which they are available.

**Find button <Ctrl+Enter>**

Starts Search, a tool which is easy to use and which allows you to search without a clear idea about what exactly you wish to find.

**Tools button <Ctrl+T>**

Clicking the button or holding the cursor on the arrow ▼ displays the menu for criterion reset and for calling Help. The date criterion cannot be edited using the text editor.

**Tools button <Ctrl+T>**

Clicking the button or holding the cursor on the arrow ▼ displays the menu for resetting all criteria of current search, for selecting search history, or for a direct selection of previous or next search. You can save the created search on disk and load or delete a search from disk. You can also call help.

**Tools button <Ctrl+T>**

Clicking the button or holding the cursor on the arrow ▼ displays the menu for criterion reset and for switching back to the Criterion or Options window. It also allows you to call Help relating to the criterion editor.

**Tools Button** <Ctrl+T>

Clicking the button or holding the cursor on the arrow ▼ displays the menu for page history, print, calling help, and closing the application.



**Tools button <Ctrl+T>**

Clicking the button or holding the cursor on the arrow ▼ displays the menu for criterion reset and for calling the criterion text editor. It also allows you to call Help.

**Tools button <Ctrl+T>**

Clicking the button or holding the cursor on the arrow ▼ displays the menu for criterion reset and for calling the criterion text editor. It also allows you to call help.

**Tools button <Ctrl+T>**

Clicking the button or holding the cursor on the arrow ▼ displays the menu for selecting the previous or next opportunity to insert CD-ROM. It also allows you to call Help.

**Tools button <Ctrl+T>**

Clicking the button or holding the cursor on the arrow ▼ displays the menu for selecting search history, or for a direct selection of previous or next search. You can save the created search on disk and load or delete a search from disk. Using the Deselect All menu, you can reduce the search result. You can also activate the Print and Help windows.

**Contents button <Ctrl+O>**

Displays the list of selected books contents, or the page containing the book contents if only one book is selected.

**OK button <Ctrl+Enter>**

Closes the Date window and transfers the set criterion to the respective Search window field. At the same time it finds articles satisfying the criterion and displays the number of articles found next to the field containing the criterion.

**OK button <Ctrl+Enter>**

Closes the Criterion Text window and transfers the set criterion to the respective Search window field. At the same time it finds articles satisfying the criterion and displays the number of articles found next to the field containing the criterion.

**OK button <Ctrl+Enter>**

Closes the Criterion window and transfers the set criterion to the respective Search window field. At the same time it finds articles satisfying the criterion and displays the number of articles found next to the field containing the criterion.



**Word in Titles button**

Allows you to easily set the criterion for searching articles containing certain words, their parts or combinations in their titles. It does not require a detailed knowledge of the way of setting criteria.

**Word Anywhere button**

Allows you to easily set the criterion for searching articles containing certain words, their parts or combinations in their text. It does not require a detailed knowledge of the way of setting criteria

**Inserted button <Ctrl+Enter>**

By choosing it you announce to the application that you have inserted the required CD-ROMs

**OK button <Ctrl+Enter>**

Closes the Book Selection window. Books from the Selected Books panel become selected for all subsequent operations.

**Book Selection button <Ctrl+B>**

Allows you to select out of available books. All subsequent operations are then performed on selected books.

**Result button <Ctrl+Enter>**

Closes the Search window and transfers the list of retrieved articles to the Search Result window. If no search criteria have been set, all articles in selected books will be included in the search result.

**Back button** <Ctrl+Backspace>

Moves you to the previous page.

**Cancel button** <Esc>

Closes the Book Selection window without selecting any books.



**Cancel button** <Esc>

Closes the Date window without changing the criterion in the respective Search window field.

**Cancel button** <Esc>

Closes the Search window without applying the set criteria.

**Cancel button** <Esc>

Closes the Criterion Text window without changing the criterion in the respective Search window field.

**Cancel button** <Esc>

Closes the Options window without changing the condition in the respective Search window field.

**Cancel button** <Esc>

Closes the Criterion window without changing the criterion in the respective Search window field.

**Cancel button** <Esc>

Closes the Insert CD-ROM window and switches you back to the Book Selection window.

**Cancel button** <Esc>

Closes the Search Result window.

**Control Menu button**

Allows you to change the window size, end the application and switch to another application.



**OK button <Ctrl+Enter>**

Closes the Options window and transfers the set criterion to the respective Search window field. At the same time it finds articles satisfying the criterion and displays the number of articles found next to the field containing the criterion.

**Preview button <Ctrl+V>**

Activates the Print Preview window in which you can see the pages to be printed.

**Actual label width**

It is technically impossible to use the whole width of labels for printing. There must be at least some space between the text and label edges. Enter the actual label width in selected units.

**Number of label columns**

Enter the number of labels in a row on a page

**Actual label height**

It is technically impossible to use the whole height of labels for printing. There must be at least some space between the text and label edges. Enter the actual label height in selected units.

**Label height**

Enter label height in selected units.

**Cancel button** <Esc>

Closes the Label Format window without changing the setting.

**Cancel button** <Esc>

Closes the Deleting Label Format window without deleting the selected format from disk.



**Cancel button** <Esc>

Closes the Saving Label Format window without saving the format on disk.

**Cancel button** <Esc>

Closes the Selecting Label Format window without changing the contents of the Label Format window.

**Cancel button** <Esc>

Closes the Search History window without changing the contents of the Search Result window.

**Cancel button <Esc>**

Closes the Article History window without changing the contents of the article panel in the Main Screen.

**Cancel button** <Esc>

Closes the Intervals window without changing the criterion in the respective field of the Search window.

**Cancel button** <Esc>

Closes the Multimedia window without changing the criterion in the respective field of the Search window.

**Cancel button** <Esc>  
Closes the warning.

**Cancel button** <Esc>

Closes the Deleting Search window without deleting the search from disk.



**Cancel button** <Esc>

Closes the Print Preview window.

**Cancel button** <Esc>

Closes the Saving Search window without saving the search.

**Cancel button** <Esc>

Closes the Loading Search window without changing the contents of the Search Result window.

**Cancel button** <Esc>

Closes the window and does not allow access to the required data or operations.

**Cancel button** <Esc>  
Closes the Print window.

**Zoom**

In the field you can enter zoom-out (more than 100%) or zoom-in (less than 100%) under which you want to see the page.

**Intervals-type button**

Enables you to easily enter the criterion for selecting articles by specifying the range of values. Detailed knowledge of the way of entering criteria is not required.

**Intervals-type field**

Contains the text of the criterion for selecting articles by specifying the range of values. To fill it in, use the **Intervals-type button**. You cannot write directly into the field.



**Author button**

Allows you to easily enter the criterion for selecting articles containing a certain significant word. Detailed knowledge of the way of entering the criterion is not required.

**Author field**

Contains the text of the criterion for selecting articles which contain certain significant words, parts of words, or a combination of these. To fill it in, use the **Author button** or type directly in the field. A direct entry, however, requires detailed knowledge of the way of entering a criterion.

**Limited access**

The number in the field shows how many more times you can access data without entering the access key.



**Setting font**

Choose button for font selection and select the font in which you want the address labels printed.

**Top margin**

Set labels' top margin in selected units. By setting this margin you can eliminate mistakes in paper position in the printer.

**Number of selected values indication**

Indicates how many items have been selected and what is their total number in the list.

## **Saved label formats**

List of all label formats saved on disk.



**Search details**

In the bottom part of the window you can see the individual criteria of highlighted search.

**Information field**

Displays information necessary for correct setting of interval values when entering them in the field.

**Information field**

The text in the bottom part of the window provides information on print setup.

**Saved searches**

In the bottom part of the window you can find a list of all saved searches.

**Information panel**

Informs you of the required operations or displays error messages.

**Information field**

Displays information needed for the correct date entry in the field while you are typing it.

**Units**

Use the mouse to select units for setting the label format.

**Enter Key button <Ctrl+Enter>**

Activates the Entering Access Key window.



**Left margin**

Set labels' left margin in selected units. By setting this margin you can eliminate mistakes in paper position in the printer.

**Books in Library bar**

Clicking the bar or holding the cursor on the arrow ▼ displays the menu with options allowing for the display of books arranged by their titles, CD-ROMs, publishers or files. It also provides for expanding or collapsing the book titles outline and for calling Help.

**Panels bar**

Clicking the bar or holding the cursor on the arrow ▼ displays the menu allowing you to select panel layout. You can decide whether the panel should display merely the article or merely the outline or both. If you have selected automatic layout, the panel with the outline will be displayed only for those articles which are included in the outline (not all articles are included in the outline, in dependence on the book's arrangement).

**Article bar**

Clicking the bar or holding the cursor on the arrow ▼ displays the menu with options allowing you to make changes to the article text font size (Small, Medium, Large) or to scroll the article so as to bring the next or previous highlighted term in the article into view (if it was used in the search). You can also copy a selected text or a whole article into clipboard.

**Selected Books bar**

Clicking the bar or holding the cursor on the arrow ▼ displays the menu with options allowing for the display of books arranged by their titles, CD-ROMs, publishers or files. It also allows you to expand or collapse the outline containing book titles and to call Help.

**Maximizing button**

Maximizes the application to the full size of the screen.

**Minimizing button**

Minimizes the application to the size of an icon.

**Article title**

This is where the title of the currently displayed article is displayed.



**Tools button <Ctrl+T>**

Clicking the button or holding the cursor on the arrow ▼ displays the menu for Format Selection from a list on disk, Saving format on disk, and Deleting label format from a disk.

**Tools button <Ctrl+T>**

Clicking the button or holding the cursor on the arrow ▼ displays the menu for calling Help.

**Tools button <Ctrl+T>**

Clicking the button or holding the cursor on the arrow ▼ displays the menu for resetting a criterion and for calling Help. Intervals criterion cannot be edited in the text editor.

**Tools button <Ctrl+T>**

Clicking the button or holding the cursor on the arrow ▼ displays the menu for resetting a criterion and calling help. Multimedia criterion cannot be edited in the text editor.

**Tools button <Ctrl+T>**

Clicking the button or holding the cursor on the arrow ▼ displays the menu for setting printer parameters. In case of printing address labels you can select Print Setup and set label format.

**Editor panel**

Space in which you can type a criterion in the form of a text. This requires knowledge of the way of entering criteria in this way.

**Non-selected Books panel**

Space for displaying the outline of non-selected books. You can move individual items to the Selected Books panel by drag and drop or by clicking the book title.

**Panel with Outline**

Displays the outline comprising the active article. Not all articles are included in an outline, it depends on the book's arrangement.



**Panel with Article**

Displays the text of the active article including its multimedia features.

**Selected Books panel**

Space for displaying the selected books outline. You can move the items to the Non-selected Books panel by drag and drop or by clicking the book title.

**Total found**

Shows the total number of articles satisfying all set criteria.

**Field Found**

Shows the total number of articles satisfying the active search.

**Search (1 from 1)**

Gives the serial number of the active search and the total number of searches.

**Word in Titles field**

The field contains the text of a criterion for selecting articles containing certain words, their parts or combination in their titles. You can fill it out by choosing the **Word in Titles button** or by directly typing in the field. Direct typing requires detailed knowledge of the way of entering criteria.

**Word Anywhere field**

The field contains the text of a criterion for selecting articles containing certain words, their parts or their combination. You can fill it out by choosing the **Word Anywhere button** or by directly typing in the field. Direct typing requires detailed knowledge of the way of entering criteria.

**Book Selection field**

List of all selected books. You cannot type directly in the field.



**Fast Access field**

Typing several initial letters from the list of permitted values sets the nearest similar value.

**Field for date**

Here you set the beginning and end of a criterion time interval. You can type the date in many different forms. The current date is set by default in the To: field.

**Field for words**

You can type words or their parts in up to three fields. You can also use wildcard characters (\*,?) as part of the word.

**Date type field**

The field contains the text of a criterion for selecting articles by way of setting a certain time interval (date From-To). You can fill it out by choosing a **Date Type button**. You cannot type directly in the field.

**Field of the Selection from List type**

The field contains the text of a criterion for selecting articles using a list of values. You can fill it out by choosing the **Selection out of List button** or by directly typing in the field. Direct typing requires detailed knowledge of the way of entering criteria.

**Saved label formats**

A list of all label formats saved on disk. Highlight the format you wish to delete using the mouse or arrow keys.

**Field for label format name**

Type in a name under which you want to save label format on disk.

**Saved label formats**

The field contains a list of all label formats saved on disk. Highlight the format you want to load, using the mouse or arrow keys.



**Search list**

In the top part of the window you can find a list of all searches you have made since you started the viewer. Each search first gives the selected books and then other search criteria. Highlight the selected search, using the mouse or arrow keys.

**List of articles**

In the field you can find a list of all articles which have appeared in the article panel since you started the viewer. Highlight the required article, using the mouse or arrow keys.

**Intervals field**

You can enter one or more intervals in this field. The individual intervals are separated by a comma. The initial and final interval values are separated by a hyphen. If you fail to enter the initial or final value, respectively, the criterion will be evaluated using the lowest or highest tolerable value, respectively.

**Field of multimedia features**

This contains multimedia features which may appear in a criterion. Using the mouse, you can select one or more features bound by the "or" relation.

**Saved searches**

In the top part of the window you can find a list of all searches saved on disk. Highlight the search you want to delete, using the mouse or arrow keys.

**Field for print setting**

In the top part of the window you can select whether you want to print the current article or the whole search result in the form of articles, article titles, or address labels.

**Page**

In the field you can see the page to be printed.

**Search to be saved**

This field displays the title and parameters of the search to be saved.



**Saved searches**

In the top part of the window you can see a list of all searches saved on disk. Highlight the search you wish to select, using the mouse or arrow keys.

**Field for entering access key**

Type the access key into this field.

**On Top field**

By checking off this field you select the option "on top", i.e. the window permanently overlaps other windows of the application.

**OK button** <Ctrl+Enter>

Closes the Deleting Label Format window and deletes the selected format from disk.

**OK button** <Ctrl+Enter>

Closes the Label Format window and sets the printing of labels in the selected format.

**OK button** <Ctrl+Enter>

Closes the Saving Label Format window and saves the created format on disk.

**OK button** <Ctrl+Enter>

Closes the Selecting Label Format window and sets parameters for the selected format in the Label Format window.

**OK button <Ctrl+Enter>**

Closes the Search History window and, in the Search Result window, displays the result of the search highlighted in the search list.



**OK button <Ctrl+Enter>**

Closes the Article History window and, in the article panel of the Main Screen, displays the article highlighted in the list of articles.

**OK button < Ctrl+Enter>**

Closes the Intervals window and transfers the set criterion into the respective Search window field. At the same time it finds articles satisfying the criterion and displays the number of articles found next to the field containing the criterion.

**OK button <Ctrl+Enter>**

Closes the Multimedia window and transfers the set criterion into the respective Search window field. At the same time it finds articles satisfying the criterion and displays the number of articles found next to the field containing the criterion.

**OK button** <Ctrl+Enter>

Closes the Deleting Search window and deletes a search from disk.

**Save button <Ctrl+Enter>**

Closes the Saving Search window and saves a search on disk.

**OK button <Ctrl+Enter>**

Closes the Loading Search window and, in the Search Result window, displays the result of the search highlighted in the list of saved searches.

**OK button <Ctrl+Enter>**

Closes the Entering Access Key window and, if the entered key is correct, allows you to access the formerly inaccessible data or operation.

**Scroll bar with arrows and box**

This tool allows you to move in the text of an article or outline up or down. It is displayed only if the whole text is too long to fit in the panel.



**Drive list**

Panel containing a list of CD-ROM drives and suggesting how to insert CD-ROMs.

**List of articles found**

Contains titles of articles corresponding to the criteria set in the current search. Clicking an item of the list (or highlighting it and pressing Enter) displays the respective article in the main window. Clicking the square preceding the article title (crossing out) excludes the respective article from the search result; another clicking returns the article back to the list. All articles can be unselected (Unselect All) or selected (Select All), using the Tools button.

### List of permitted values

The list contains items permitted in a criterion. You can select one or more values from the list interlined by **or**.

**List of selected values**

On selecting a value, the item in the list of permitted values is highlighted and entered in the list of selected values.

**Label width**

Enter the label width in selected units.

**Page number**

In the field you can type the page you want to preview before printing.

**Number of label rows**

Enter number of labels to be placed in a column on a page.

**Criterion text**

Here you can see the resulting text of a criterion you are filling out.





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## Search window

The Search window allows you to enter a search consisting of one or more search criteria. The search result is a list of articles from selected books which satisfy all the set criteria. If you work with the search for the first time after starting the application, all criteria fields are empty. In this case you will obtain a list of all articles in the selected books. If you have already worked with this feature, criteria fields are pre-filled with the last active search.

### Procedure:

1. Select books you want to search by choosing the [Select Book button](#).
1. Enter one or more of the following types of criteria:

[Fulltext search](#)

[Search in article titles](#)

[Search based on selection from the list](#)

[Search based on date interval setting](#)

[Search based on intervals setting](#)

If you have selected more books, you can set criteria for search by those types of criteria which are common to all these books. It is therefore advantageous to search in more books if they are of the same character, i.e. if all of them have the criterion of the Author, Issue and Column type. If any of the selected books does not contain e.g. the Author type criterion, this type of criterion cannot be applied for any other books in the selection even though they may contain this type of criterion.

Search is permanently under way while you are filling in individual search criteria so that you are kept informed on how many articles satisfy the set criterion and how many articles satisfy all criteria set so far.

3. End search by choosing the **Result button**.

A list of articles satisfying the set criteria will appear in the Search Result window and the Search window will close.

- or -

3. Choose the **Cancel button** or press **<Esc>**

No changes you have made in the Search window will be applied in the current selection and the Search window will close.

### Tips:

[Search criterion syntax](#)

[Return to previous searches](#)

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### Help:

Description of the window [Search](#)

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## Options window

This window allows you to select values for your search criterion out of a data list. The window contains the fast access field, list of permitted values, list of selected values, information on the number of selected values and the total number of permitted values. The selected values are both included in the list of selected values and highlighted in the list of permitted values.

The list of selected values may be pre-filled with the last active search.

### Procedure:

1. Type several initial letters of the word searched for in the **fast access field**.  
The list of permitted values will show you the nearest similar word.  
- or -
1. Move through the list to find the required value using the scroll bar.  
- or -
1. Press **<Tab>** and move through the list using the **<PgDn>** and **<PgUp>** keys so as to find the required value.
2. Click an item in the list to check it as selected.  
- or -
2. Press **<Enter>** to check the active item in the list as selected.  
The checked item will be highlighted in the list of permitted values and included in the list of selected values.  
Note: If the item has been already selected, its repeated selection will delete it from the list of selected values.
3. Choose the **OK button** or press **<Ctrl+Enter>**.  
The text of the criterion will be transferred to the respective field of the Search window and the Options window will close.  
- or -
4. Choose the **Cancel button** or press **<Esc>**  
No changes you have made in the Options window will be applied in the Search window and the Options window will close.

### Tips:

[Criterion Reset](#)

[Entering selection as Criterion Text](#)

### Help:

Description of the window [Options](#)

**Chyba! Záložka není definována.**

## Searching

Searching means the finding of such articles in selected books which correspond to the set criteria.

ViewMaster allows for easy, fast and comfortable search.

Huge amount of data in books requires a fast search mechanism which is supplemented with a user-friendly environment.

### Procedure:

1. Choose the **Find button** in the **main screen**.  
- or -
1. Choose the **Search button** in the **Search Result** window.  
The Search window will appear on the screen.
2. Enter your criteria for searching articles in the [Search](#) window.

### Help:

Description of [Main screen](#)

[Searching Reference](#)

[Use reference](#)

## Date window

In this window you can set a search criterion based on the date interval. The window contains two fields in which you can enter the date of the beginning and end of the interval. An information field is assigned to every date entry field to provide immediate information, on pressing the key, on how the entered value will be interpreted. If the text in the information field is highlighted red, the date interval criterion will not be accepted.

Criterion fields may be pre-filled with the last active search. The date field To: is pre-filled with the value of the current date even in case that no date interval criterion has been set so far.

### Procedure:

1. Type in the date of the beginning of the interval in the **From: field**.  
While typing you can use relative forms: -2y (two years ago), -1m (one month ago), -5w (five weeks ago), -7d (seven days ago). The given values relate to the value Date To: The date can be entered in many different forms (only the year, only the month and year, day, month and year). The order of the Day, Month and Year ensues from the Windows setup. Days may be separated from months and years by any non-numerical character. Feel free to experiment!
2. Type in the end date of the interval in the **To: field**.  
The field is always pre-filled so that its filling is required only in certain cases. While typing you can use relative forms: -2y (two years ago), -1m (one month ago), -5w (five weeks ago), -7d (seven days ago). The given values relate to the value Date To: The date can be entered in many different forms (only the year, only the month and year, day, month and year). The order of the Day, Month and Year ensues from the Windows setup. Days may be separated from months and years by any non-numerical character. Feel free to experiment!
3. Choose the **OK button** or press **<Ctrl+Enter>**.  
The text of the criterion will be transferred to the respective field of the Search window and the Date window will close.  
- or -
4. Choose the **Cancel button** or press **<Esc>**  
No changes you have made in the Date window will be applied in the Search window and the Date window will close.

### Tips:

[Criterion reset](#)

### Help:

Description of the window [Date](#)



## Book Selection window

The window comprises two panels: Books in Library and Selected Books. Both panels show books outlines with the library name, CD-ROM title, name of the publisher or file name placed at their higher level and the book title placed at the lowest level. You can change the type of data at the higher level by clicking the Books in Library or the Selected Books bar and selecting from the list.

### Procedure:

1. **Click** the book title,

- or -

1. **Drag** the book title by drag and drop to the other panel.

Both methods move the book title along with the data on the higher level to the other panel. This procedure allows you to move books freely until you are satisfied with your selection.

2. Choose the **OK button** to end up Selection.

If any of the selected books is placed on a CD-ROM not inserted in any accessible CD-ROM drive, the [Insert CD-ROM](#) window will appear on the screen. Successful book selection requires that all CD-ROMs containing the selected books are inserted in accessible drives.

If all the needed CD-ROMs are inserted in accessible drives, all changes made in the Book Selection window will be applied in the Search window.

- or -

2. Choose the **Cancel button** or press **<Esc>**

No changes you have made in the Book Selection window will be applied in the Search window.

### Help:

Description of the window [Book Selection](#)

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## Criterion window

In this window you set the criterion for searching article texts. The window comprises three fields in which you type the text of the word searched for or its part. Buttons between these fields are used to set relations between words in individual fields. The resulting criterion text is displayed in the bottom section of the window.

Criterion fields may be pre-filled by the last active search.

### Procedure:

1. Type the text of the word searched for in any field. You can type the whole word or you can type only its part and add wildcard characters (\*,?).
2. If you wish to search for other words at the same time, type them in another empty field.
3. If you have filled out more than one field, set the desired relation between the words using the buttons between individual fields. The relations between individual words may be **or**, **and**, **not**, **near**.
4. Choose the **OK button** or press **<Ctrl+Enter>**.  
The criterion text is transferred to the Word Anywhere field and the Search and Criterion windows close.  
- or -
4. Choose the **Cancel button** or press **<Esc>**  
No changes made in the Criterion window will be applied in the Search window and the Criterion window will close.

### Tips:

[Criterion Reset](#)

[Typing Criterion as Criterion Text](#)

### Help:

Description of the window [Criterion](#)

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## Criterion window

In this window you can set the criterion for searching article titles. The window comprises three fields in which you type the text of the word searched for or its part. Buttons between these fields are used to set relations between words in individual fields. The resulting criterion text is displayed in the bottom section of the window.

Criterion fields may be pre-filled with the last active search.

### Procedure:

1. Type the text of the word searched for in any field. You can type the whole word, or you can type its parts and add wildcard characters (\*,?).
2. If you wish to search for other words at the same time, type them in another, yet unfilled field.
3. If you have filled out more than one field, set relations between individual words using buttons between individual fields. You can use the following relations: **or**, **and**, **not**, **near**.
4. Choose the **OK button** or press **<Ctrl+Enter>**.  
The text of the criterion will be transferred to the Word in Titles field of the Search window and the Criterion window will close.  
- or -
4. Choose the **Cancel button** or press **<Esc>**  
No changes you have made in the Criterion window will be applied in the Search window and the Criterion window will close.

### Tips:

[Criterion Reset](#)

[Typing Criterion as Criterion Text](#)

### Help:

Description of the window [Condition](#)



## Switching to the Options window

If you decide to enter your search criterion in the Options window (e.g. because you are not yet familiar with the way of typing in criteria), you can easily switch from the Criterion Text window to the Options window.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow ▼ displays the menu.
2. Choose **Edition dialog**.  
- or -
1. Press **<Ctrl+E>**.

The Criterion Text window will close and the Options window will open. The criterion text entered so far in the Criterion Text window will not be transferred, i.e. the Options window will remain in the same state as if no criterion had been entered.

## Switching to the Criterion window

If you decide to enter your search criterion in the Criterion window (e.g. because you are not familiar with the method of typing in criteria directly), you can easily switch from the Criterion Text window to the Criterion window.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow <>BMP ▼ displays the menu.
2. Choose **Edit dialog**.  
- or -
1. Press **<Ctrl+E>**.  
The Criterion Text window will close and the Criterion window will open. The text of the criterion entered so far in the Criterion Text window will not be transferred, i.e. the Criterion window will be in the same state as if no criterion had been entered.

## Switching to the Criterion window

If you decide to enter the search criterion in the Criterion window (e.g. because you are not yet familiar with the way of typing in criteria), you can easily switch from the Criterion Text window to the Criterion window.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow ▼ displays the menu.
2. Choose the **Edit dialog**.  
- or -
1. Press **<Ctrl+E>**.

The Criterion Text window will close and the Criterion window will open. The text of the criterion from the Criterion Text window will not be transferred, i.e. the Criterion window will remain in the same state as if no criterion had been entered.



## Switching to the Criterion Text Window

The articles you are searching for may require a criterion which cannot be selected using the Criterion window (e.g. you are searching for a relation between more than three words). In this case you can type the criterion in the Criterion Text window using a simple text editor.

### Procedure:

1. Clicking the **Tools button** or holding cursor on the arrow **<BMP>** displays the menu.
2. Choose **Edit text**.

- or -

1. Press **<Ctrl+Enter>**.

The Criterion window will close and the Criterion Text window will open. The criteria set in the Criterion so far will be transferred to the Criterion Text window in such form which corresponds to the direct typing of the criterion text in the Word Anywhere field.



## Switching to the Criterion Text window

The articles you are searching for may require a criterion which cannot be selected using the Criterion window (e.g. you are searching for a relation between more than three words). In this case you can type the criterion in the Criterion Text window using a simple text editor.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow ▼ displays the menu.
2. Choose **Edit text**.

- or -

1. Press **<Ctrl+E>**

The Criterion window will close and the Criterion Text window will open. Criteria entered so far will be transferred to the Criterion Text window in such form which corresponds to direct typing of the criterion text in the Word in Titles field.



**Obsah**

**Zpět**

## **Search based on data range setting**

You can search for one or more words. In contrast to the Word Anywhere and Word in Titles criteria, the selected values are not searched for in the text of articles or their titles but in special data assigned to the article by its author. An example may be the Issue criterion in which the article's author states the date of issue in the Issue data. Another difference is that this data cannot be entered in the form of a text.

### **Procedure:**

1. Choose the button of the **Date type**.  
The Date window appears on the screen. It may contain pre-filled data from the previous active search.
2. Fill in values for the data From and the data To in the [Date](#) window.

### **Help:**

Description of the window [Search](#)

**Obsah**

**Zpět**

## Search based on selection from a list

You can search for one or more words. In contrast to the Word Anywhere and Word in Titles criteria, the selected values are not searched for in the text of articles or their titles but in special data assigned to the article by its author. An example may be the Author-type criterion in which the article's author states the name of the author to the Author-type data. Another difference is that this data may be arranged in a list from which the user may choose in a simple way.

### Procedure:

1. Choose the button of the **Selection from List type**.  
The Options or Criterion Text window appears on the screen in dependence on the previous use.
2. Select the words searched for in the [Options](#) window.  
- or -  
Enter the criterion text in the [Criterion Text](#) window.  
- or -
1. Type the text of the criterion directly in the **field of the Selection from List type**.
2. On typing the text of the criterion press **<Enter>** or choose the **Find button** which is displayed to the right from the field in which you were writing.  
This method is recommended to advanced users or when the search criterion is very simple (e.g. you are searching for only one defined word).

### Help:

Description of the window [Search](#)

Obsah

Zpět

## Criterion Text window

This window allows you to type in the criterion text using a simple text editor. The criterion editor panel may be pre-filled with the text of the last entered active search. You can type the text in the panel without any limitations, but remember that success in entering the criterion text requires knowledge of the criterion text syntax.

### Procedure:

1. Type the text of the criterion.
2. Choose the **OK button** or press **<Ctrl+Enter>**.  
The text of the criterion will be transferred to the Word Anywhere field of the Search window and the Criterion Text window will close.  
- or -
2. Choose the **Cancel button** or press **<Esc>**  
No changes made in the Criterion Text window will be applied in the Search window and the Criterion Text window will close.

### Tips:

[Criterion Reset](#)

[Switching to the Criterion window](#)

### Help:

Description of the window [Criterion Text](#)

**Obsah**

**Zpět**

## **Criterion Text window**

In this window you can type the text of the criterion using a simple text editor. The panel of the criterion editor may be pre-filled with the text of the last entered active criterion. You can type the text in the panel without any limitation, but you should beware that successful entering of the criterion text requires knowledge of the criterion entry syntax.

### **Procedure:**

1. Type the text of the criterion.
2. Choose the **OK button** or press **<Ctrl+Enter>**.  
The criterion text will be transferred to the Word in Titles field of the Search window and the Criterion Text window will close.  
- or -
2. Choose the **Cancel button** or press **<Esc>**  
No changes you have made in the Criterion Text window will be applied in the Search window and the Criterion Text window will close.

### **Tips:**

[Criterion Reset](#)

[Switching to Criterion window](#)

### **Help:**

Description of the window [Criterion Text](#)

**Obsah**

**Zpět**

## **Criterion Text window**

In this window you can type the text of the criterion using a simple text editor. The panel of the criterion editor may be pre-filled with the text of the last entered active criterion. You can type the text in the panel without any limitation, but you should beware that successful entering of the criterion text requires knowledge of the criterion entry syntax

### **Procedure:**

1. Type in the text of the criterion.
2. Choose the **OK button** or press **<Ctrl+Enter>**.  
The text of the criterion will be transferred to the respective field of the Search window and the Criterion Text window will close.  
- or -
2. Choose the **Cancel button** or press **<Esc>**  
No changes you have made in the Criterion Text window will be applied in the Search window and the Criterion Text window will close.

### **Tips:**

[Criterion Reset](#)

[Switching to Options window](#)

### **Help:**

Description of the window [Criterion Text](#)

## Fulltext search

You can search for one word, its part or a combination of words. The text of articles in all selected books is searched.

### Procedure:

1. Press the **Words Anywhere button**.  
The Criterion or Criterion Text window appears on the screen (in dependence on the previous use).
2. Enter the words searched for and their relations in the [Criterion](#) window.  
- or -  
Enter the criterion text in the [Criterion Text](#) window.  
- or -
1. Type the criterion text directly in the **Words Anywhere field**.
2. On typing the criterion text, press **Enter** or choose the **Find button** which has appeared to the right from the field in which you were typing.  
This method is recommended either to advanced users or in the event that the search criterion is very simple (e.g. you are searching for only one defined word).

### Help:

Description of the [Search window](#)



## Searching in article titles

You can search for a word, its part or word combination. The item is search for in article titles of all selected books.

### Procedure:

1. Choose the **Words in Titles button**.  
The Criterion or Criterion Text window appears on the screen in dependence on the previous use.
2. Enter the words searched for and their relations in the [Criterion](#) window.  
- or -  
Type the criterion text in the [Criterion Text](#) window.  
- or -
1. Type the criterion text directly in the **Words in Titles field**.
2. On typing the criterion text press **<Enter>** or choose the **Find button** which is displayed to the right from the field in which you were typing the criterion text.  
This method is recommended to advanced users or when the search criterion is very simple (e.g. if you are searching for only one defined word).

### Help:

Description of the window [Search](#)

## Insert CD-ROM

The window allows you to insert the requested CD-ROMs in accessible drives. The dialog shows you which CD-ROM drives are accessible and which disk should be inserted in which drive. Names of disks which have been mounted correctly are shown in the list of accessible drives in black letters, while dark red letters suggest which disk should be inserted in which drive. You do not have to insert disks as suggested. It is only necessary that **all** disks are mounted.

### Procedure:

1. **Insert** the required **disks** in the drives.
2. Choose the **Inserted button**.

If you have inserted all required disks, the Insert CD-ROM window will close along with the Book Selection window. If any of the disks has not been inserted, you will return back to the Book Selection window.

- or -

2. Choose the **Cancel button**.

You will return to the Book Selection window.

### Help:

Description of the window [Insert CD-ROM](#)



## Book selection

Searching is performed only in selected books. Consequently, correct book selection affects both the speed of searching and the amount of articles found in the search result. It also affects options for entering searches. Only such criteria are available which are common to all selected books.

### Procedure:

1. Choose the **Book Selection button** in the Search window.

The Book Selection window will appear on the screen.

2. Select books in the [Book Selection](#) window.

A list of selected books will be displayed in the Book Selection field, with the total number of articles in all selected books displayed to the right from the field. The Search window now contains only those buttons and criteria fields which are common to all newly selected books.

### Help:

Description of the window [Search](#)

## Resetting criterion

If you find some fields in the Criterion window pre-filled, you can delete their content by one command.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow ▼ displays the menu.
2. Choose **Reset criterion**.  
All fields in the Criterion window will be emptied and the buttons for setting relations between individual fields will be set on the option **or**.  
- or -
1. Press **<Ctrl+Delete>**.



## Resetting criterion

If you find the text in the Criterion Text window pre-filled, you can delete it by one command.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow ▼ displays the menu.
2. Choose **Reset criterion**.  
The text in the editor will be deleted.  
- or -
1. Press **<Ctrl+Delete>**.



## Resetting criterion

If you find some fields in the Date window pre-filled, you can delete their content by one command.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow ▼ displays the menu.
2. Choose **Reset criterion**.  
Both fields in the Date window will be emptied.  
- or -
1. Press **<Ctrl+Delete>**.

## Resetting criterion

If you find some values selected in the Options window, you can delete their selection by one command.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow ▼ displays the menu.
2. Choose **Reset criterion**.  
All selected values in the list of selected values and their highlights in the list of permitted values will be deleted.  
- or -
1. Press **<Ctrl+Delete>**.



## Resetting criterion

If you find some fields in the Criterion window pre-filled, you can delete their content by one command.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow ▼ displays the menu.
2. Choose **Reset criterion**.  
All fields in the Criterion window will be emptied and buttons for setting relations between individual words will be set on the option **or**.  
- or -
1. Press **<Ctrl+Delete>**.



## Resetting criterion

If you find the text in the Criterion Text window pre-filled, you can delete it by one command.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow ▼ displays the menu.
2. Choose **Reset criterion**.  
The text in the editor will be deleted.  
- or -
1. Press **<Ctrl+Delete>**.



## Resetting criterion

If you find the text in the Criterion Text window pre-filled, you can delete it by one command.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow ▼ displays the menu.
2. Choose **Reset criterion**.  
The text in the editor will be deleted.  
- or -
1. Press **<Ctrl+Delete>**.



## Resetting all criteria

If you find some criteria in the Search window pre-filled, you can delete their content by one command.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow ▼ displays the menu.
2. Choose **Reset criterion**.  
All fields in the Search window will be emptied.  
- or -
1. Press **<Ctrl+Delete>**.



## Switching to the Criterion Text window

The articles you are searching for may satisfy a criterion which cannot be set using the Options window. In this case you can type the criterion in the Criterion Text window using a simple text editor.

### Procedure:

1. Clicking the **Tools button** or holding the cursor on the arrow ▼ displays the menu.
  2. Choose **Edit text**.
- or -
1. Press **<Ctrl+E>**.

The Options window will close and the Criterion Text window will open. The criteria set so far will be transferred from the Options window to the Criterion Text window in such form which corresponds to the direct typing of the criterion text in the respective field.

**Obsah**

**Zpět**

## **Search based on intervals setting**

In contrast to the Word Anywhere and Word in Titles criteria, the selected values are not searched for in the text of articles or their titles but in special data assigned to the article by its author. An example may be the Volume criterion in which the article's author states the number of volume in the Volume data. Another difference is that this data cannot be entered in the form of a text.

### **Procedure:**

1. Choose the button of the **Intervals type**.  
The Intervals window appears on the screen. It may contain pre-filled data from the previous active search.
2. Fill in the values in the [Intervals](#) window.

### **Help:**

Description of the window [Search](#)

Obsah

Zpět

## Intervals

In this window you can set a search criterion based on the interval values. The window contains a field, in which you can enter one or more intervals. An information field is assigned to an entry field to provide immediate information, on pressing the key, on how the entered value will be interpreted.

Criterion field may be pre-filled with the last active search.

### Procedure:

1. Type in the initial value.
2. Type in a hyphen.
3. Type in the final value.
4. Type in a comma and iterate steps 1. - 3.  
- or -
5. Choose the **OK button** or press **<Ctrl+Enter>**.  
The text of the criterion will be transferred to the respective field of the Search window and the Intervals window will close.  
- or -
6. Choose the **Cancel button** or press **<Esc>**  
No changes you have made in the Intervals window will be applied in the Search window and the Intervals window will close.

### Tips:

[Criterion reset](#)

### Help:

Description of the window [Intervals](#)

## Return to previous searches

All searches you have made while running the ViewMaster program are recorded and you can return to them.

### Procedure:

1. Choose the **Tools button** in the **Search** or **Search Result** window. Select **Previous Search** in the menu.  
- or -
1. Press **<Ctrl+P>**.  
- or -
2. Choose the **Tools button** in the **Search** or **Search Result** window. Select **Next Search** in the menu.  
- or -
2. Press **<Ctrl+N>**.  
You can use method 2 even if you have already selected one of the previous searches.
3. Use the **Tools button** in the **Search** or **Search Result** window. Select **Search History** in the menu.  
- or -
3. Press **<Ctrl+H>**.

### Help:

[Search window](#)

[Search History window](#)

## Viewing

Viewing is the goal of the ViewMaster application. There is a whole range of procedures you can employ. Every user will certainly soon find the procedures suiting him/her best. It is important to note that some procedures may be more effective than others for different books.

### Procedure:

a) [Viewing search results](#)

You can do this on condition that you have initiated at least one search.

b) [Viewing with direct access](#)

You can do this on condition that at least one book has been selected.

c) [Viewing selected article](#)

You can do this on condition that at least one article has been selected.

### Help:

Description of the window [Article history](#)

Description of the [Main Screen](#)

[Search reference](#)

[Use reference](#)

## **Moving up and down in the text**

It often happens that the text of an article is too long to fit in the article panel. You can use several ways of bringing the unseen portions of the article into view.

### **Procedure:**

1. **Click** the scroll bar or one of the arrows at its ends, or drag its box.  
- or -
1. Move one line up or down using the **<Up Arrow>** or **<Down Arrow>** keys.  
- or -
1. Move the text one screen up or down using the **<Page Up>** or **<Page Down keys>**.  
- or -
1. Move the text to the beginning or end of page using the **<Ctrl+Home>** or **<Ctrl+End key combinations>**.



## Entering new search

If you are not satisfied with the results of any searches you have made, you can enter a new one.

### Procedure:

1. Choose the **Search button** in the **Search Result** window.  
The Search window will open.
2. Fill out criteria for the searched articles in the **Search** window.

### Help:

[Search reference](#)

[Search Result window](#)





## Switching to Main Screen

If the Search Result window is active and you wish to have the Main Screen active, do the following:

### Procedure:

1. **Clicking the mouse** activates the Main Screen

- or -

1. Press **<Ctrl+Tab>**.

Note: You can also use **<Ctrl+Tab>** in the Main Screen to switch to the Search Result window (if it is open).

## Switching to Search Result window

If the Main Screen is active and you wish to have the Search Result window active, do the following:

### Procedure:

1. **Clicking the mouse** activates the Search Result window.  
- or -
1. Press **<Ctrl+Tab>**.

Note: You can use **<Ctrl+Tab>** if the Search Result window is open.

## Switching to next term

If the displayed article has been found by the Word Anywhere or Word in Titles search, it will contain highlighted words (terms) corresponding to the occurrence of the searched words in the article. You can switch between these terms using commands.

### Procedure:

1. **Click the Article bar** or hold the cursor on the arrow ▼ in the Article bar.  
The menu for switching to the next term will be displayed (it also contains other items).
2. Choose **Next term**.  
The next term will be brought into view.  
- or -
2. Choose **Previous term**.  
The previous term will be brought into view.  
- or -
1. It is faster to press **<Ctrl+Right Arrow>** for switching to the next term and **<Ctrl+Left Arrow>** to switch to the previous term.

Obsah

Zpět

## Viewing with direct access

This procedure is suitable when you wish to find a defined article in a defined book (e.g. a defined article in a defined magazine issue). In this case you can find the article using several subsequent steps (just a few clicking with the mouse) instead of using the search mechanism.

### Procedure:

1. Choose **Book Selection** in the Main Screen.
2. Select the book or books you are interested in in the [Book Selection](#) window.  
Steps 1 and 2 are needed if you have not yet selected any book or if you do not want to change your previous selection.
3. Choose the **Contents button**.  
If you have selected more books, the list of their contents will be displayed. If you have selected only one book, you will see directly its contents.
4. If you have selected more books, choose the **button with the name of the book** you wish to view in the list of **selected books contents**.  
You will see the contents of the selected book. Its title will be shown in the article title field.  
Step 4 is unnecessary if you have selected only one book.
5. Select **part of the book** e.g. the number of issue of a periodical in the **selected book contents**.  
You will see the title page of the given part of the book together with an outline describing articles contained in the given part of the book. Several references to the same article may be part of the outline in case of long articles, which speeds up access to those parts of the article you are interested in.
6. **Click the item in the outline** you are interested in.  
The article (or its part) which corresponds to the item selected in the outline will appear on the screen.

### Help:

Description of the [Main Screen](#)

## Insert CD-ROM in drive

The window allows you to insert the required CD-ROMs in accessible drives. The dialog shows you which CD-ROM drives are accessible for you and which disk should be inserted in which drive. Names of disks which have been mounted correctly are shown in the list of accessible drives in black letters, while dark red letters suggest which disk should be inserted in which drive. You do not have to insert disks as suggested. It is only necessary that **all** disks are mounted.

### Procedure:

1. **Insert** the required **disks** in the drives.
2. Choose the **Inserted button**.

If you have inserted all required disks, the Insert CD-ROM window will close along with the Book Selection window. If any of the disks has not been inserted, you will return back to the Book Selection window.

- or -

2. Choose the **Cancel button**.

You will return to the Book Selection window.

### Help:

Description of the window [Insert CD-ROM](#)

**Obsah** **Zpět**

## Viewing selected article

If you have found the required article you need to know how to work with it.

### Working with the article:

1. [Moving up and down in the text](#)
2. [Changing panel visibility](#)
3. [Changing panel size](#)
4. [Changing article font size](#)
5. [Switching to next term](#)

### Tips:

[Switching to Search Result window](#)

### Help

Description of the [Main Screen](#)

## Selecting books

The window has two panels: Books in Library and Selected Books. Both panels show book outlines with the name of the library, CD-ROM, publisher or file name shown at a higher level of the outline and the book title at the lowest level. You can change the type of data at a higher level by clicking the Books in Library or Selected Books bar and selecting from the menu.

### Procedure:

1. **Click** the book title.

- or -

1. **Drag** the book title by drag and drop to the other panel.

Both methods move the book title together with the title at a higher level to the other panel. This procedure allows you to move books until you are satisfied with the selection.

2. Choose the **OK button** to end selection.

If any of the selected books is placed on a CD-ROM which is not mounted in any of accessible drives, the window [Insert CD-ROM](#) will appear on the screen. Successful book selection requires that all CD-ROMs containing the selected books are inserted in drives.

The changes made in the Book Selection window will be applied if all needed CD-ROMs are inserted in drives.

- or -

2. Choose the **Cancel button** or press **<Esc>**

Changes made in the Book Selection window will not be applied.

### Help:

Description of the window [Book Selection](#)

Obsah

Zpět

## Viewing search results

The results of searches are displayed in the Search Result window. If the Search Result window is not displayed you have to enter a search (see Search reference). A list of titles of article satisfying the criteria of the last active search are displayed in the Search Result window.

### Procedure:

1. **Select the required article** by its title in the list of articles.

To do this you can use either the mouse and the scroll bar or shortcut keys allowing you to move in the list: **<Right Arrow>**, **<Left Arrow>**, **<Up Arrow>**, **<Down Arrow>**, **<Page Up>**, **<Page Down>**, **<Home>**, **<End>**. The selected article titles will be highlighted.

2. **Click** the selected item or **press <Enter>**.

The selected article will appear in the Main Screen. If you have checked off the On Top field in the Search Result window, the Search Result window stays active allowing you to repeat the procedure and look at the beginning of each article. If you have not checked off the field, the Main Screen becomes active allowing you to easily move in the selected article.

### Tips:

[Switching to the Main Screen](#)

[Viewing results of previous searches](#)

[Entering new search](#)

### Help:

[Search reference](#)

[Search Result window](#)



Obsah

Zpět

## Viewing results of previous searches

If you have entered more searches in the course of your work with the application, these searches are recorded until you end the program. You can move between them and thus return to previous searches.

### Procedure:

1. Choose the **Tools button** in the **Search Result** window. Select **Previous search** in the menu.  
- or -
1. Press **<Ctrl+P>**.  
- or -
2. Choose the **Tools button** in the **Search Result** window. Select **Next Search** in the menu.  
- or -
2. Press **<Ctrl+N>**.  
You can use method 2 if you have already selected one of the previous searches.
3. Choose **Tools button** in the **Search Result** window. Select **Search History** in the Menu.  
- or -
3. Press **<Ctrl+H>**.

### Help:


[Search Result window](#)

[Search History window](#)

## Changing panel size

You can change the size of the Main Screen in the same way as in other Windows programs. You can also change the proportion of the screen reserved for the panel with the outline and for the panel with the article.

### Procedure:

1. **Place the cursor** anywhere on the line separating the two panels so that its shape changes into .
2. **Press the primary mouse button.**  
A thick vertical line will show on the screen.
3. **Move the mouse** to the left or to the right while holding the mouse button.  
The thick line will change its position.
4. **Release the mouse button.**  
The borderline between the two panels will be set in the place of the thick vertical line.

Note: You can only use this procedure if both panels are displayed.

## Changing article font size

If the size of letters makes the text difficult to read (e.g. on monitors with 10248\*780 resolution or higher), you can adjust the font size.

### Procedure:

1. **Click the Article bar** or hold the cursor on the arrow ▼ in the Article bar.  
The menu for selecting the letter size will appear on the screen (the menu also contains other items).
2. Select the item **Letter size: Small**.  
The article will be displayed with letters of the original size.  
- or -
2. Select the item **Letter size: Medium**.  
The article will be displayed with letters 20% larger than the original size.  
- or -
2. Select the item **Letter size: Large**.  
The article will be displayed with letters 40% larger than the original size.

## Changing panel visibility

The Main Screen is divided into two panels: the panel of the outline and the panel of the article. You can adjust the visibility of the two panels according to your current needs.

### Procedure:

1. **Click the Panels bar** or hold the cursor on the arrow ▼ in the Panels bar.  
The menu for selecting panels arrangement will appear on the screen.
2. Select the item **Automatic**.  
Either the panel with the article or both panels will be displayed. Both panels will be displayed if the article is included in the outline. If not, only the panel with the article will be displayed.  
- or -
2. Select the item **Outline and Article**.  
Both panels will be displayed.  
- or -
2. Select the item **Article**.  
Only the article will be displayed.  
- or -
2. Select the item **Outline**.  
Only the outline will be displayed.

Obsah

Zpět

## Copying data from article

You can copy any part of the article to another application. This feature allows you e.g. to copy a picture in the article to a file in the Bit Edit or Paintbrush system, or to copy part of the text to a Word document while preserving the format. This is made possible due to the RTF format used for storing book texts.

### Procedure:

1. **Mark the required part of the text** (it may also contain a picture) in the selected article using the mouse.

You can mark the text in the following way: press the mouse button at the beginning of the required portion of the article and drag. Release the mouse button at the end of the required text portion. The selected portion of the text will be highlighted.

2. **Press the key combination <Ctrl+Insert>**.

The selected part of text will be copied to the Mailbox.

3. **Switch to another application** (e.g. to Word).

4. **Press the key combination <Shift+Insert>**.

The content of the Mailbox will be copied to your application.

## **Use**

The ViewMaster viewer gives you access to a huge amount of data and provides you with tools for their easy searching and viewing. You can also print this data and copy it to your documents.

### **Procedure:**

[Printing article](#)

[Copying data from article](#)

### **Help:**

Description of [Main Screen](#)

[Search reference](#)

[View Reference](#)

## Printing article

**Procedure** in printing the selected article is as follows:

1. Clicking the **Tools button** on Main Screen or holding the cursor on the arrow will display the Menu.▼
2. **Select** the item **Print**.
3. Set what you want to print from the Search Result (**articles, article titles, address labels**) in the window you have activated.
4. If you have selected **Address Labels** set label format by choosing **Print Setup** in the **Tools** menu.
5. Set printer parameters by choosing **Printer Setup** in the **Tools** menu.
6. You can preview the printed page by choosing the **Preview button**.
7. Choose the **Print button**.

### Help:

Description of the window [Print](#)

Description of the window [Print Preview](#)

Description of the window [Label Format](#)





### Search History

The window appears on choosing Search History in the Tools menu of the Search Result window. In the window you can see a list of all searches made since you have started the viewer. You can choose any of them and go through the result again.

## Intervals

The window appears on choosing an Interval-type button in the Search window. It allows you to easily set criterion values in the form of one or more intervals in which the required values occur.

### Inserting CD-ROM

The window appears when, in the Book Selection window, you select books which cannot be found on any CD-ROM inserted in any of the CD-ROM drives available. It enables inserting the required disks in the correct CD-ROM drives.

## Date

The window appears on pressing a Date-type button in the Search window. It allows you to easily set criterion values in the form of time values of the type From - To. It provides a broad variety of ways to enter the date.

## Search

The window appears on choosing the Find button on the main screen. It allows you to search for articles in selected books. Search options may be specific for each book. Consequently, the Search outline changes according to the selected books. Options common to all selected books are used.

## Label Format

The window appears on choosing Address Labels in the Print window, followed by choosing Print Setup in the Tool menu. It allows you to set parameters for printing address labels.

### Deleting Label Format

The window appears on choosing Delete label format in the Tool menu of the Label Format window. It allows the removal of useless label formats saved before.

### Saving Label Format

The window appears on choosing Save label format in the Tool menu of the Label Format window. Saving is recommended with formats you want to use again.



### Selecting Label Format

The window appears on choosing Select label format in the Tool menu of the Label Format window. It allows you to enter the required label format.

### Search History

The window appears on choosing Search History in the Tools menu of the Search Result window.

In this window you can see a list of all searches made at the last viewer operation. You can choose any of them and go through the result again.

## Main screen

Main screen is your basic work desk allowing you to read texts of articles, list through the outline or run multimedia features of the article. It also provides for access to all other options: search, book selection, edition plan, setup tools and print.

### Article History

The window appears on choosing History in the Tool menu of the Main screen. It allows you to select any of the last viewed articles.

### Book Selection

The window appears on choosing the Book Selection button in the main screen or in the Search window. It allows you to select books which you can search or view. Books can be arranged by publishers, libraries, CD-ROMs or files in which they appear.

## Options

The window appears on choosing the Selection-type button in the Search window. It allows for a simple selection of condition value out of a list of values.

## Multimedia

The window appears on choosing the Multimedia-type button in the Search window. It allows for a simple selection of criterion value.

Limited access to data

The window appears on the screen if you are working with limited-access data.



## Criterion

The window appears on choosing the Words Anywhere, Words in Titles or other criterion-type button in the Search window. It allows you to easily set a criterion for finding a word, its part or a combination of words in the texts of articles, titles of selected books or in other special data.

### Deleting Search from Disk

The window appears on choosing Delete search from disk in the Tools menu of the Search Result window. It allows you to delete useless searches saved on a disk.

### Criterion Text

The window appears on choosing Edit Text in the Tools menu of the Criterion or Options window. It is a text editor allowing for maximum use of all capacities of the seaching device in setting the criterion. The criterion is set in the same way as in the criterion field of the Search window.

## Print

The window appears on choosing Print in the Tools menu of the main screen or of the Search Result window. It allows you to set print parameters.

### Print Preview

The window appears on choosing Article Titles or Address Labels in the Print window, followed by choosing Preview button. In this window you can see the appearance of pages to be printed.

Saving Search on Disk

The window appears on choosing Save search on disk in the Tool menu of the Search Result window. Saving is recommended with more complicated searches.

**Chyba! Záložka není definována.**

### Search Result

The window appears on choosing the Search Result button in the Search window. It shows you the list and number of articles resulting from search, together with the book to which the article belongs. You can switch between previous searches and the Search window.

### Loading Search from Disk

The window appears on choosing Load search from disk in the Tool menu of the Search Result window. It allows you to select any of the searches saved before.



If you would like to have the access key to the full version, please contact the dealer given on the CD-ROM's back cover.

#### Entering Access Key

The window appears on the screen if you want to work with data (or carry out operations) which you do not have access to. You can also activate it yourself on selecting the Enter Key button in the Limited Access window. It allows you to enter an access key to limited-access data.



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## Popis

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Popis potvrdit butt



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