

TLG Workplace 3.0

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Getting Started

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What Can TLG Workplace Do?

TLG Workplace allows you to view and search the TLG "D" CD-ROM. Several windows can be opened at the same time. These windows can be temporarily shrunk to icons. You can set bookmarks and then jump back to that position at any time, even if you accidentally close that window.

Searches can be done inside a single collection, or through a group of collections. For these searches, the results can be easily printed or copied into a word processor's document. Sections of texts can be copy and pasted from TLG Workplace into any other Windows application.

If this is not enough, as a free bonus, TLG Workplace gives you Greek and Latin fonts that can be used with any Windows word processor to type and print fully accented Greek.

Installing TLG Workplace

To install TLG Workplace program, run the Install program from the Program Manager. From the Program Manager, select, "Files," then "Run." Type "A:INSTALL" or "B:INSTALL" depending on which diskette drive contains the program disk. Follow the prompts. This program will install both the program and the fonts!

N.B. You need to restart Windows after installing the fonts!

If you choose to install the fonts manually (if, for example, you want to use the Type 1 fonts with ATM rather than True Type. See [True Type vs Type 1](#)) the fonts (both True Type and Type 1) reside in the \SMS sub-directory. To manually install the fonts:

(a) Adobe Type Manager (ATM). To install the Type 1 fonts, run the Adobe Type Manager Control Panel program, ATMCNTRL. The normal location for ATMCNTRL is in the "Main" Program Group. Insert the Program diskette and press <ADD> to install the fonts. Windows must be restarted before these fonts can be used.

(b) True Type. True Type is built into Windows 3.1. The True Type fonts are also on the Program diskette. Follow the instructions in your Windows 3.1 manual on how to install a True Type font.

N.B. Only install either the Type 1 or True Type fonts, not both!

System Requirements

Requires Windows 3.1 and the TLG CD-ROM. TLG Workplace works with WinOS/2 for OS/2 2.1 (i.e., running Windows under OS/2 2.1). Some features may not work under OS/2 2.0.

Customizing TLG Workplace

All Windows products produced by Silver Mountain Software use the same initialization file, SMS.INI. This file needs to be in your Windows directory. Each SMS program has its own section just like the WIN.INI file. All items for the TLG Workplace are under the section [TLGWorkplace].

N.B. Normally, it is never necessary to manually modify the SMS.INI file. This section is given for your reference only.

```
[TLGWorkplace]
ExtraPrintLines=2
PrinterPointSize=12
GreekFont=Sgreek
GreekPointSize=18
TLGDir=i:\
TLGIndexDir=C:\TLGINX\
PartialPath=c:\tlg\
```

All of these lines are *optional*. They allow you to customize the behavior of TLG Workplace. Some of these options will not make sense until you run the program and understand what it can do.

ExtraPrintLines

PrinterPointSize

GreekFont

GreekPointSize

TLGDir

PartialPath

TLGIndexDir

ExtraPrintLines

ExtraPrintLines controls the number of extra lines before and after a match when a list is printed or when you use "Extended Copy to Clipboard". The default value is 2. This results in a total of 5 lines being printed for each match.

PrinterPointSize

This controls the point size of the printed text. The default is 12 points. Some TLG texts have long lines. For these texts, a smaller point size may be required so that the text does not run off the side of the page.

GreekFont

The standard Greek font is Sgreek. We have other Greek fonts which uses the same character locations and may be substituted for Sgreek. See [Silver Greek Font Pack](#) for more information about our other Greek fonts.

This font is used for both the screen and the printer. This can be set via the "View," "Select Font" menu item.

GreekPointSize

This controls the point size of the Greek texts on screen. This can be changed from inside TLG Workplace by using the "Text Larger" and "Text Smaller" menu items.

TLGDir

When TLG Workplace starts, it attempts to find your CD-ROM drive. If for any reason it fails to correctly identify your CD-ROM drive or if you have more than one CD-ROM, this option can be used to manually tell TLG Workplace what the drive letter is.

PartialPath

It is possible to download selected authors to your hard disk and have TLG Workplace use these files rather than the CD file. The reason for doing this is searching speed. The primary bottleneck in searching the TLG is getting the texts off of the CD. With this option, the most used authors can be copied to your hard disk and searched faster while the bulk of the authors remaining on the CD. The improvement in search speed depends on your CD player and disk drive. Improvements of a factor of 5 or 10 are possible.

TLGIndexDir

TLG Workplace can utilize the TLG word index. When you do a double wild card search through the index, it will take several minutes. If you copy the index files into a sub directory on your hard disk, TLG Workplace can use these files and the index search will proceed more quickly.

All of the TLG word index files have a file name extension of *.INX. To copy the index files from a CD-ROM drive on drive E: to your C: hard disk drive, type the following command at the DOS prompt:

```
COPY E:*.INX C:\TLGINX
```

Then add the line

```
TLGIndexDir=c:\tlginx\
```

to the [TLGWorkplace] section of your SMS.INI file.

Viewing Files

Opening a File

Maximizing a Window

Closing a Window to an Icon

Closing a File

Opening a File

From the **Files** menu, select "Open TLG . . .". This will produce a dialog box with all of the TLG authors.

You can select an author in a number of ways. You can double click on an author, press the "Open" button or press <Enter>.

You can type several characters of the author's name to jump through the list. The characters do not need to be the start of the name. To search again for the characters you have typed in, press the <F3> or <Insert>. To erase the last character of the string, press <Backspace>. To start completely over with your typing, press <Delete>.

To move around the dialog box, you can also use the cursor keys, the <Home>, <End>, <PageUp> or <PageDown> keys.

Selecting a work of an author operates in just the same way as selecting an author.

Maximizing a Window

To maximize a window so that as much of the book is visible as possible, click on the upward pointing triangle in the upper right hand corner of the window. All the options for resizing or closing a book can be accessed through the menu box at the upper left hand corner of the window.

Closing a Window to an Icon

If you want to temporarily close one book so another can be read, click on the downward pointing triangle in the upper right hand corner of the window. All the options for resizing or closing a book can be accessed through the menu box at the upper left hand corner of the window.

This will close the book to an Icon. To restore the book, double click on the book icon. The alternative is to single click on the icon which will bring up the icons menu. From this menu select, **Restore**.

TLG Workplace also keeps a list of the open book under the **Window** menu. If you select a book listed at the end of this menu, that will also restore the window if it has been closed to an icon.

Closing a File

If you want to completely close one book, use the menu box at the upper left hand corner of the window. The short-cut key for closing a child window is <CTRL>F4 (N.B. <ALT>F4 closes the whole application so use this "short cut" with care!)

All the options for resizing or closing a book can be accessed through the menu box at the upper left hand corner of the window.

Searching

All of the TLG Workplace searches use the same syntax whether you are searching inside a single collection or a group of collections.

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Search Syntax

When prompted for the search string, it is possible to search for a sequence of strings. The Boolean operators AND, unordered AND, OR and NOT are supported. The vertical bar, | is used for the Boolean OR and the exclamation mark is used for the Boolean NOT. When typing in a search string, the operator precedes the string it controls. No operator should precede the first string. For example:

aciwqeij dia

Would look for the string "aciwqeij" and then look for the string "dia". There can be an arbitrary number of strings to search in sequence.

The unordered AND is indicated with the asterisk. For example

aciwqeij * dia

Would look for the string "aciwqeij" and the string "dia" in either order

The NOT operator is good for limiting the number of matches. The NOT operator is "!" although it will display as a raised dot:

For example:

aciwqeij ! kai dia

This search also looks for the string "aciwqeij" and then the string "dia", but the string "kai" must not occur between "aciwqeij" and "dia". The NOT operator (!) only has meaning between two other strings. Thus, a NOT operator cannot begin a search and if it is at the end of a search, it will be ignored.

Logical OR is expressed with the vertical bar, "|" The search:

aciwqeij kai | dia

Will search for aciwqeij and then either kai or dia.

All searches can be typed in either upper or lower case letters. It makes no difference to the search.

Diacritical marks can be optionally entered. If a diacritical mark is entered, it must be matched. Otherwise, diacritical marks are ignored. One special mark is ` (open single quote) which is used to match either an acute ("'") or grave accent ("`").

Proximity Searching

The default "exactness" of a phrase is set by modifying the "Preferences" under the Search menu. The preferences dialog allows you to indicate the maximum number of intervening words.

Specifying a word boundary

If you use "lock" as the search string, it will match any word with "lock" in it, including "flock", "locks", "flocks", etc. However, this can lead to a large number of extraneous matches. To limit a search by specifying the word boundaries, use the ">" and "<" symbols. Thus,

>lock

indicates that the "l" must be the first character in the word. This search will not match "flock". Also,

lock<

indicates that the "k" must be the last character in the word. This search will not match "locks", but it will match "flock"! Finally, both symbols can be used,

>lock<

will only match "lock" and no other word.

Greek Search

The Greek search matches the letters of a word and ignores all diacritical marks including accents, breathers and iota subscripts, unless a diacritical mark is typed. When you are prompted for the search string, the search can be typed in upper or lower case, it makes no difference. There is also no difference between a normal sigma and a final sigma. Either character can be searched.

The Greek transliteration codes are:

alfa	A
beta	B
gamma	G
delta	D
epsilon	E
zeta	Z
eta	H
theta	Q
iota	I
kappa	K
lambda	L
mu	M
nu	N
ksi	C
omicron	O
pi	P
rho	R
sigma (both)	S
sigma final	J
tau	T
upsilon	U
TLG	F
chi	X
psi	Y
omega	W
elision mark	'

N.B. The elision mark is the single quote, not the back quote!!

Diacritical marks (they can be applied to any letter, not just alpha).

a+	dieresis	a+	
a)	smooth breathing	a)	
a(rough breathing	a(
a/	acute accent	a/	
a\	grave accent	a\	
a=	circumflex acc.	a=	

Limiting Searches

The default behavior of TLG Workplace is double wild card searching. That is, TLG Workplace will match words with any prefix and any suffix. This can lead to improper results, especially when searching for small words. Remember to delimit small words by specifying the word boundaries. A search string of "a" will match any "a" in any word, not just the word "a"! The search string ">a<" will only match the word "a". However, it is not usually necessary to include short words like "a" in the search string unless it is important to the search. The search string should generally contain only the most important words in the search.

Searching Date Ranges

TLG Workplace can automatically search a range of centuries. Simply select the first and last centuries and the rest is automatic. The result window will display a summary by author and century. Double clicking on an author will produce a list of all the matches in that author. Double clicking on a reference will bring a window up in which the match will be displayed.

The "Extended Copy" feature can be used to copy a list of matches to the clipboard. See "[Extended Copy to Clipboard](#)"

Searching a List of Authors

This function allows you to search any combination of authors. The list of authors created with the "Make List of Author" is a plain ASCII text file that can be edited with any ASCII editor such as the Windows Notepad.

Searching by Classification

The TLG "D" disk has each work of each author classified. This function utilizes this index by automatically finding and searching all works of a given type. Simply select the classification and TLG Workplace will scan the Canon of Authors and Works for all works which match the given classification.

Viewing Search results

Search lists are special windows. Search windows contain a list of hypertext links to the matches. Links are activated by double clicking on a reference. The cursor shape changes to a hand to remind you of the links.

The normal way of using search results is to double click on one reference and then "Tile" ("Window", "Tile") the windows so that both the list and the results are visible. It is possible to move from one match to the next by pressing ^N or selecting "List", "View Next Match" from the list menu or from the Right Mouse Button menu.

The command "List", "Move Back in List" (or ^B) will move you back in a list of matches.

The behavior of "View Next Match", "Move Back in List" and double clicking is controlled by the "Search" "Preferences" menu item. Cf. [Search Preferences](#).

Search Preferences

There are several options which effect the behavior of TLG Workplace.

Double click opens a new window

Switch focus to result window

Interval between words

Slow search

Double click opens a new window

Normally, the result window is reused whenever a match is double clicked on. This option will force the TLG Workplace to open a new window and leave the old window in place.

Switch focus to result window

Normally, when you double click on a match, the focus remains on the search list. If you want the focus to change to the result window when you double click on a match, set this option

Interval between words

This option can be set each time you start a search. However, if you constantly find yourself setting the interval to some specific value, this option lets you change the default value when you start a new search

Slow search

This option causes TLG Workplace to slow down so that other applications will run better. If you are going to do a long search and you want to continue using your computer for something else, this is a useful option.

Using the TLG Word Index

The TLG Workplace supports utilization of the word index. The word index is a list of every inflected word form in the TLG. For each form, the index gives a total count and a list of the works in which that form occurs. TLG Workplace makes use of this index so that you can get a quick look at how often and where a word is used.

All of the word index functions are accessed through the "Index" menu. The first two items make lists of index items. The first item in the Index menu does a double wild card match through the index. Thus if you are looking for words with ggg, this function will find the words whether the ggg starts the word or if it is embedded in a word. This type of search will take some time because the whole of the index must be scanned. The time required for the index search can be reduced if you have 35 MB of hard disk space for the index files. See "[TLGIndexDir](#)" in the section of "[Customizing TLG Workplace](#)". With a good CD-ROM (not double speed) drive and a 486, this type of index search may take about 5 minutes. Slower drives will slow down the search. A slower processor will slow down the search, but not as much as a slow drive.

The second menu item will only find words that begin with the characters you provide. Thus if you give it ggg, it will only find words that begin with ggg. This type of index search is quite rapid, usually only taking a few seconds.

The third item ("Search Using Index" is only active when viewing an index list. It launches a search of the word in the title bar for all the works in the list. If you only want to search one of the words in the master list, double click on that line. When you get the new window, the search index item will again search for the word in the title bar for the works listed.

When there are several words in the index list, the search condenses all of the works lists into one list.

Example of Index Usage

Example of Index Usage

Do "Index Search (match start of word)" for gg. This results in:

ggd Count: 1
gggg Count: 1
gg Count: 18

If you select "Search Using Index", TLG Workplace will find all 20 words and the list will look like:

Search for: >gg
Allowable interval between words: Exact phrase

Michael Phil. : 6
Zeno Phil. : 2
Galen : 1
Aristoteles Phil. et Corpus Ari: 2
Aristoteles Phil. et Corpus Ari: 1
Herodianus et Pseudo-Herodianus: 3
Joannes Philoponus Phil. In Ph: 1
Anonyma in Ethica Nicomachea Co: 4

Total number of matches: 20

If you double click on the line "gg Count: 18", this will open up a window that looks like:

Galen Work: 101 Count: 1
Aristoteles Phil. et Corpus Aristotelicum Work: 10 Count: 2
Aristoteles Phil. et Corpus Aristotelicum Work: 31 Count: 1
Herodianus et Pseudo-Herodianus Gramm. et Rhet. Work: 11 Count: 3
Zeno Phil. Work: 1 Count: 1
Joannes Philoponus Phil. Work: 9 Count: 1
Anonyma in Ethica Nicomachea Commentaria Work: 3 Count: 4
Michael Phil. Work: 6 Count: 5

When you have this window open, if you select "Search Using Index", TLG Workplace will find these 18 words and the list will look like:

Search for: >gg<
Allowable interval between words: Exact phrase

Galen : 1
Aristoteles Phil. et Corpus Ari: 2
Aristoteles Phil. et Corpus Ari: 1
Herodianus et Pseudo-Herodianus: 3

Zeno Phil. : 1
Joannes Philoponus Phil. In Ph: 1
Anonyma in Ethica Nicomachea Co: 4
Michael Phil. : 5

Total number of matches: 18

Note that the second search looked for the string >gg< because it is looking for an exact word while the first search was looking for >gg -- the word had to start with "gg" but could have any ending.

The Clipboard and Printing

TLG Workplace has three different clipboard functions, a standard "Copy to Clipboard", a "Copy to First Bookmark" and an "Extended Copy to Clipboard". The printing works just like the extended copy to the clipboard.

Copy to Clipboard

Copy to First Bookmark

Extended Copy to Clipboard

7 bit ASCII Greek

Printing

Print Selection

Print File

Copy to Clipboard

This function works just like any other Windows program: It copies the highlighted text into the clipboard. Programs (such as all the major word processors) that can translate formatted text will be able to automatically display Greek texts. Programs that do not have this ability, like Microsoft Write, will just paste the text with transliteration.

If you want to copy a large amount of text to the clipboard (more than what easily fits on one screen), use Copy to First Bookmark for texts and Extended Copy to Clipboard for search results.

Copy to First Bookmark

This function is used to copy large portions of text to the clipboard. To use this function:

(1) Use the "View", "Goto Ref" function to move to where you want to start copying the text if you are not already there.

(2) Set the first local bookmark. Use "View", "Set Local Bookmark" . Click on the topmost button and press OK. This sets the bookmark to the top line on screen.

(3) Use the "View", "Goto Ref" function to move to where you want to *stop* copying the text.

(4) Select, "Edit", "Copy to First Bookmark".

N.B. While this *will* copy the text to the clipboard, it is *not* an especially speedy operation. If you cannot wait, press the Cancel button.

If the text is truncated that means that the Windows clipboard was not able to handle all of the text. This is a limitation of Windows and not TLG Workplace. You must simply repeat the process as many times as it takes to transfer all of the text.

Extended Copy to Clipboard

This is a unique and useful tool. The extended copy is designed to help you use the various lists of matches. This function copies all of the highlighted text and everything underneath each line to the clipboard.

The amount of context surrounding each match is controlled by the "ExtraPrintLines" keyword in the SMS.INI file.

When printing a selection, the point size is controlled by the "PrinterPointSize" keyword in the SMS.INI file.

7 bit ASCII Greek

While all of the normal Greek characters are "low ASCII" characters, TLG Workplace normally uses "high ASCII" characters (characters greater than 127) for some diacritical marks so that they can be positioned better. This may cause some problems when moving text to another type of computer (e.g., Macintosh or UNIX systems). To enhance compatibility with these systems, we have provided the "7 bit Greek" option. If you do not care about such compatibility or if you do not understand all this, don't worry about it! Either will work just fine, the one will look somewhat better.

Printing

When you select either "Print Selection" or "Print File," you will be prompted for the margins and the point size of the "reference font". The reference font is the font used for printing reference locators. The Greek font used will be the font used to display the Greek text. TLG Workplace will remember the point size of the reference font.

Print Selection

This allows you to print a limited section of a work. Click with the left mouse button at the start of the text you want to print and drag the mouse down until all of the desired text is highlighted.

Print File

This option will print the complete work being viewed. It may take awhile!

Problems/Hints

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Making TLG Workplace Work Faster!

The primary speed bottleneck with searching the TLG is simply getting the texts off of the CD and into memory. **NOTE:** This optimization requires a greater level of Windows knowledge and experience than most of the TLG Workplace. TLG Workplace provides two methods for improving the response:

(1) Copying selected authors to a hard disk

(2) Copying word index files to a hard disk

Each author in the TLG is contained in a single TXT file. Each TXT file has an index file with IDT. All author text files have a file name in the form TLGXXXX.TXT. The "XXXX" is a unique number. To determine what this "XXXX" file number is, open one of the works of the author, and then select "View Canon". This will produce a window like:

```
59.1 key 0059 001
typ Book
wrk Euthyphro
wct 5,464
xmt Cod
cla Phil.
cla Dialog.
sta Corrected
```

For this work (Plato Euthyphro), the author number is 0059. To move Plato onto your hard disk, copy the files TLG0059.TXT and TLG0059.IDT from your CD-ROM drive onto your hard disk. Then, from the Files menu, select "Find Partial TLG...". When you get the "File Open" dialog, find and select the TLG0059.TXT file on your hard disk. When you next start TLG Workplace, it will always use the Plato file on your hard disk and not the file on the CD-ROM. If you delete either the TXT or IDT file, TLG Workplace will cease using the file on your hard disk.

Using TLG Workplace without the TLG CD-ROM

It is possible to copy a subset of the TLG files onto a hard disk and then operate TLG Workplace without the TLG CD-ROM. This is accomplished by copying the files:

AUTHTAB.DIR
DOCCAN2.TXT
DOCCAN2.IDT

plus any of the TXT and IDT pairs for individual authors just like [Making TLG Workplace Work Faster!](#) When you restart TLG Workplace without the CD, you will be prompted with the dialog box which allows you to specify the drive and directory which contains the necessary files. Look for the file DOCCAN2.TXT.

View Canon

This function allows you to automatically access the TLG Canon of Greek Authors and Works for the work which is being viewed. Simply select "View Canon" or press the "Canon" icon and TLG Workplace will open the Canon at the appropriate place.

The lines of the Canon have a keyword and then the contents of that field. Some of the keywords are:

key	Author-Work Number
nam	Author name
epi	Epithet
ep2	Non-standard Generic Epithet
geo	Geographical epithet
dat	Date
vid	Vitae
wrk	Title of Work
wct	word count
xmt	transmission
cla	classification
sta	correction status
cit	citation system
edr	editor(s)
tit	work title
pla	publication place
pub	publisher
pyr	year of publication
pag	pages of publication
typ	type of bibliography
phs	Phase
sou	Source
wes	Word estimate
inc	Incipit
ref	Bibliographic Reference
ser	Series
rpl	Reprint place of publication
rpu	Reprint publisher
ryr	Reprint year
brk	Breakdown of ancient work
crf	Cross-reference

Navigating Author Lists

Typing any portion of an author's name will move you through the list of authors quickly. Since several authors have similar names, typing <F3> will move to the next match. For example, typing "philo" will move you to "Arethas Philol. et Scr Eccl". Pressing <F3> will move you to "Eustathius Philol. et Scr Eccl" and so forth.

Pressing <Backspace> will delete the last typed character.

Pressing <Delete> will delete all keystrokes and move you back to the top of the list.

When you are making a list of authors to search later, type the name of the first author, press <Delete>, type the name of the second author, type <delete> and so forth. When you are typing a name, the intermediate selections will be deselected, but the author remains selected when you type <Delete>. The mouse can also be used for selecting multiple authors.

View Raw Beta Display

This allows you to see all of the TLG codes. You need to have a list of the codes in order to utilize this feature. A complete list of the coding is available from the TLG Project.

When you copy text to the clipboard and Raw Beta Display is on, it will copy the text to the clipboard as plain beta code. TLG Workplace will still send both Rich Text Format text and Plain Text to the clipboard. The raw beta code is copied as "Plain Text". To access this with your word processor, use the "Paste Special" feature. When you do a "Paste Special" you will be able to select between "Rich Text Format" or "Text" (or "Plain Text"). Select "Text" and you will get the raw beta code.

Bookmarks

When a Global bookmark is set, it remains in effect until you terminate TLG Workplace. If you close the book in which you placed a global bookmark, TLG Workplace will open a new copy of that book. Local bookmarks are only accessible inside their book. If a book is closed (not just reduced to an Icon), all local bookmarks are lost.

TLG Workplace does not display Greek!

Make sure you have installed the TLG Workplace fonts. See your ATM documentation for instructions on how to install the ATM Type 1 format of the fonts and the Windows 3.1 documentation on how to install True Type fonts. Install either the Type 1 font or the True Type font but **not** both

I have installed the fonts, but I cannot find them in Word for Windows 1.X

Word 1.X keeps its own list of fonts and that is only updated when you select a printer. To see newly installed ATM fonts in Word, Select File, Printer Setup, and then OK in the dialog box. The new ATM fonts will now be available inside Word.

TLG Workplace cannot find my CD-ROM drive!

Sometimes the TLG Workplace will not be able to accurately determine the presence of your CD-ROM drive. If the TLG Workplace does not find your TLG CD, you will be presented with a "Open File" dialog box. Use this dialog to select any of the TLG text files. When you restart TLG Workplace, it will look in the directory you have selected.

If you have more than one drive, TLG Workplace may not chose the correct one. To overcome this problem, use the "TLGDir" line in the SMS.INI file. See Customizing TLG Workplace. (Usually you add a line like "TLGDir=e:\" to the [TLGWorkplace] section of the SMS.INI file.)

True Type vs Type 1

Microsoft/Apple True Type (TT) and Adobe Type 1 fonts are competing scalable type systems. While they are completely different, they are functionally very similar. There is one significant difference. Very narrow characters (like Greek accents and Hebrew vowel points) are not accurately printed with TT. TT widens these characters. When the resolution is high (i.e., laser printers) the effect is not noticeable. Bible Windows also has special routines to make the screen display properly. The real problem is when the Greek or (especially) Hebrew is printed on a dot-matrix printer. When TT is used with on a dot-matrix printer, the character spacing will be significantly altered. The only solution is to use ATM and the Type 1 font. This is one of the design "features" of TT.

How do I use the Greek font in other Windows programs?

Simply select "Sgreek" as the font and type away!

The Greek accents will automatically overlay the previous character. The keyboard layout is in the section [Greek Keyboard Arrangement \(Sgreek Font\)](#).

Special filters to DOS Word Processors

TLG Workplace provides two special filters which allow you to use TLG Workplace in conjunction with Nota Bene Lingua and Word Perfect DOS with a Greek Language Module.

When you installed TLG Workplace, two additional program icons were added to the Silver group: Clipboard to Lingua and Clipboard to WP DOS. The procedure for moving text to these word processors is:

- (1) Start the Lingua or WP DOS filter.
- (2) Copy text to the clipboard
- (3) Switch to the filter program and select "Write Greek to XXX". Select a file name.

This will place the contents of the clipboard in the named file which can be read by your DOS word processor.

Silver Greek Font Pack

These fonts (SGkClassic and SGkDutch) are compatible with the basic Sgreek font. The SGkClassic is the same general style of Sgreek but with more calligraphy. The calligraphy looks very nice printed, but the greater variety in the stroke widths make it somewhat less clear as a screen font. The SGkDutch font is a different style (e.g., it uses tilde rather than a circumflex) and it is a nice calligraphy font.

These fonts are available directly from [Silver Mountain Software](#). Look for more fonts from Silver Mountain Software in the future! Let us know what style *you* would like to see.

Greek Keyboard Arrangement (Sgreek Font)

Greek	Transliteration Key
a	alfa
#	alpha + iota
b	beta
g	gamma
d	delta
e	epsilon
z	zeta
h	eta
\$	eta + iota
q	theta
i	iota
k	kappa
l	lambda
m	mu
n	nu
c	ksi
o	omicron
p	pi
r	rho
s	sigma
j	sigma final
t	tau
u	upsilon
f	TLG
x	chi
y	psi
w	omega
%	omega + iota
a+	diaeresis
a)	smooth breathing
a(rough breathing
a/	acute accent
a\	grave accent
a=	circumflex acc.

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Windows Keys

The help below describes the general keyboard help for all Windows applications and not specifically for TLG Workplace.

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

[Window Keys](#)

Cursor Movement Keys

Key(s)	Function
DIRECTION key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or CTRL+Left Arrow	Moves to the beginning of a field.
PAGE UP or PAGE DOWN	Moves up or down in a field, one screen at a time.


Dialog Box Keys

Key(s)	Function
TAB	Moves from field to field (left to right and top to bottom).
SHIFT+TAB	Moves from field to field in reverse order.
ALT+letter	Moves to the option or group whose underlined letter matches the one you type.
DIRECTION key	Moves from option to option within a group of options.
ENTER	Executes a command button. Or, chooses the selected item in a list box and executes the command.
ESC	Closes a dialog box without completing the command. (Same as Cancel)
ALT+DOWN ARROW	Opens a drop-down list box.
ALT+UP or DOWN ARROW	Selects item in a drop-down list box.
SPACEBAR	Cancels a selection in a list box. Selects or clears a check box.
CTRL+SLASH	Selects all the items in a list box.
CTRL+BACKSLASH	Cancels all selections except the current selection.
SHIFT+ DIRECTION key	Extends selection in a text box.
SHIFT+ HOME	Extends selection to first character in a text box.
SHIFT+ END	Extends selection to last character in a text box

Editing Keys

Key(s)	Function
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.

Help Keys

Key(s)	Function
F1	<p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
SHIFT+F1	<p>Changes the pointer to  so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.</p> <p>(This feature is not available in all Windows applications.)</p>

Menu Keys

Key(s)	Function
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type.
Alt+letter key	Pulls down the menu whose underlined letter matches the one you type.
LEFT or RIGHT ARROW	Moves among menus.
UP or DOWN ARROW	Moves among menu items.
Enter	Chooses the selected menu item.

System Keys

The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See Help Keys)

Window Keys

Key(s)	Function
ALT+SPACEBAR	Opens the Control menu for an application window.
ALT+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+ENTER	Switches a non-Windows application between running in a window and running full screen.
DIRECTION key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.

Clipboard

The clipboard holds information that can be shared between any two Windows programs. The SMS Workplace programs can only copy text into the clipboard.

When you copy Greek texts onto the clipboard, they can be used by other Windows programs. All major Windows word processors can import Greek text from the clipboard. Otherwise the text will be pasted in transliteration.

Grayed

"Grayed" menu items are unavailable and cannot be selected. Menu items are grayed if they are inappropriate for the current document, or if that feature has not been installed.

Dynamic Data Exchange (DDE)

Dynamic Data Exchange is the process in which two programs communicate directly with each other and exchange data.

The primary use of DDE for SMS programs is remote searching from a word processor. See [DDE Searches](#)**Focus**

The focused window will have a highlighted title bar (the bar across the top of the window or application). The "focuses" window is the window that receives all keystrokes and mouse clicks.

If you set a [local](#) or [global](#) bookmark, it will be set to the top line of the focused window.

