

Operator - a word or symbol such as AND or OR used in a query, which ISYS treats differently from the rest of the query text

Synonyms - words which have similar meaning

Synonym expansion setting - a setting in the Preferences Window which tells ISYS whether to automatically search for the words entered in synonym rings.

Synonym rings - ISYS stores a synonym as a series of words in a ring. If any word in a ring is entered in a query, then any occurrences of the other words in the ring are also found by the query.

Document list - The document list shows you the documents which match your query.

Hit List - The hit list shows you each of the words in your query ISYS found, and the total number of matches for that word.

Paragraph - For word processor files, a paragraph is considered to end at the next hard return. For ASCII files, a paragraph is up to the next blank line (i.e. two carriage returns in a row).

Significant characters - characters which are included in the ISYS database and are treated as an important part of any word in which they appear. E.g if the hyphen is defined as significant, then "nucleic-acid" is indexed as "nucleic-acid"

Insignificant characters - characters which are not included in the database and treated as if non-existent. E.g if the hyphen is defined as insignificant, then "nucleic-acid" is indexed as "nucleicacid".

Punctuation characters - characters which are neither significant or insignificant and are treated as the end of a word and the start of another. E.g if the hyphen is a punctuation character, then "nucleic-acid" is indexed as two words - "nucleic" and "acid".

Word tense conflation - conflation allows ISYS to find different tenses of a word, e.g. "build", "built", "building".

Command-based query - a query which is typed directly into ISYS using the built in command language.

Saved query list - a list of commonly run queries which are stored in a list for easy recall.

Preferences - a number of settings which enable you to customize ISYS operation.

Hits - words which match the query you have entered

Hit in context - a word which matches the query you entered displayed with the words which occur around it (in its "context").

Filters - a way to make ISYS display only certain documents it finds to you in the document list.

Query Results - the documents and words which are found by your query, displayed to you as the document and hit lists in the ISYS Query window.

File Path - the MS-DOS directory path to the document

File Name - the MS-DOS file name of the document

Annotations - extra information you can add to a document, which can then be viewed or run by clicking on the symbol which is inserted into the text in IQ Browse.

Text note - a text annotation. When you click on the symbol in IQ Browse you see the text in a window.

Graphic Image - a picture annotation. When you click on the symbol in IQ Browse you see the graphic in a window.

Hyperactivity - an annotation which is a program that is activated when you click it.

Embedded Queries - attaching or linking a query allows you to store a query in the ISYS browse screen that may be relevant to the text displayed.

Hyperlinks - allow you to create links between documents that you consider to be related.

Query - a query is the process of telling ISYS what you want to find.

Document - documents are the files on your computer or in your network which contain information that is included in the ISYS database. Documents may be almost any type of file (e.g. spreadsheet or database), but are usually word processor files or plain text.

Hypertext query - the query is first stripped of any common words or operators, and word tense conflation is also turned on for each remaining word before being passed to ISYS to run.

Exact query - the query is passed to ISYS as is, with no prior processing for operators or common words, etc.

Common Word - a word that is defined as commonly occurring in your documents, excluded to save disk space and unnecessary matches.

Label - the words a paragraph starts with

Document Titles - a specified line in each document can be defined to be the *title* of the document.

Database - ISYS stores the index to your documents in a database. Queries are run against the database rather than searching your disk for documents.

Rules - Rules tell ISYS which documents to include in or exclude from your database

Exclude rule - a rule that tells ISYS not to include the document in the database.

Reverse chronological order - from newest to oldest

Chronological order - from oldest to newest

Ventura Publisher - a desktop publishing program which inserts special markers into documents for the control of formatting. If alerted to their presence, ISYS knows how to handle with the markers.

Dos Environment Variable - a special command used in DOS with the SET = command. See your DOS manual for further detail.

Document format - the type of file the document is, determined by its application, e.g. Word for Windows .DOC document, dBase .DBF database, etc.

Catalog - a catalog of databases provides the user with an easy way to select a database for querying, rather than navigating the directory tree to locate where the database resides.

Index Files - An ISYS database is contained within the index and configuration files i.e., ISYS.IXA, ISYS.IXB, ISYS.IXC and ISYS.CFG. Where these files reside is known as the database root node.

Fuzzy precompensation - ISYS uses sophisticated heuristical, algorithmic and statistical means to determine which words are likely errors of other words. When the option is active ISYS queries will automatically and transparently retrieve words that it considers may be OCR scanning errors or other typographical errors.

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ISYS Query window

Make queries from this window. It displays the documents which satisfy your query.

Along the top, under the menu bar, are a strip of buttons for the most commonly used functions. As you move the pointer over these buttons, ISYS displays a short description in the balloon help and also on the status line at the bottom left of the window.

The lower part of the window is divided in two. The left section is the document list, and the right section is the hit list. You can adjust the space given to each of the lists by clicking and dragging on the dividing bar.

See Also:

Menu-assisted query

Command-based query

Plain-English query

Customizable Toolbars

Customizable Toolbars

ISYS uses a similar toolbar configuration scheme as Word for Windows, grouping the buttons into categories. From the Option Menu select either Toolbar Main for the Query window toolbar, or Toolbar Browse for the browse window toolbar.

A palette of tools is provided that lists almost every option available under the menus, and you are able to choose which buttons will appear on the toolbar, and in which position.

Once the toolbar configuration window is open you can:

- Drag a button from one place to another on the toolbar
- Drag tools from the palette on to the toolbar
- Drag tools off the toolbar (to remove them)

Choose the OK button to save your changes, or use Cancel to cancel any changes and exit from the window, or the Reset option to reset the toolbar to the default selections.

Front Page



The Front Page Document may contain, for example, a table of contents or information which has links to other relevant documents.

To use the front page, just click on any of the annotation links and ISYS will take you directly to the linked document, image or other annotation.

To set up a Front Page document, use the Hyperlink annotation feature.

See Also:

IQ Browse Window

Annotations

Selecting a database - by directory

You can to work with a different database by choosing the DATABASE button from the Query Window. This will take you to one of two forms of the Select Database Window.

If you do not have up a database catalog established, you will be disk directory from which to select your database. If an ISYS database is present in a directory, its name will be shown in the Selected Database box at the top of the window.

When the window is showing the database you want to work with, choose the OK button.

The Add to Catalog button will be active if this option has been made available to you by your database administrator. Choose this button if you wish to add the database to the catalog.

Selecting a database via the Catalog

You can to work with a different database by choosing the DATABASE button from the Query Window. This will take you to one of two forms of the Select Database Window.

If you have an established database catalog, you will be able to select a database by name.

The radio buttons at the bottom of the Select database window will be active if your database administrator has made this option available to you, allowing you to switch between the Catalog and the Disk Directory. The Multiple Select check box, will if checked, allow you to mark a number of databases in the catalog for dynamic linking.

Select the database you want to work with, then choose the OK button.

Menu-assisted query



To make a menu assisted query choose the Menu-assisted query button, or select the Menu-Assisted item from the Tools menu, or press CTRL-M on your keyboard.

Enter the word or phrase you want to find into the "Find all documents that contain" field. Then select the button for the operator you want, and then enter the second word or phrase, and so on.

When you've finished, you are returned to the ISYS Query window with all the matching documents displayed.

Your database may have been configured with the Fuzzy precompensation option enabled. For example, you may search for duck and ISYS will also retrieve cluck, as it is possible that the d was slightly broken and mis-scanned as a cl.

See Also:

Menu-assisted Operator reference

Command-Based query

Menu-assisted operator reference

The operators in the Menu Assisted window are:

AND which also contain

Use the And operator to locate documents which contain *both* of the entered words or phrases anywhere in the text of the document.

OR which contain

Use the Or operator to locate documents which contain *any one* of the entered words or phrases.

But do NOT contain

Use the Not operator to locate documents which contain the first word or phrase, *but not* the second one.

Within a paragraph of

Use the Within a Paragraph operator to locate documents which not only contain *both* words or phrases, but also contain these words *within a_ paragraph* either side of each other.

In the same paragraph as

Use the In the same paragraph operator to locate documents which not only contain *both* words or phrases entered, but contain the words in the *same paragraph*. This is an even more specific search than the Within a paragraph and the And operators.

Within 10 words of

Use the Within 10 words operator to locate documents which *both* words or phrases appear in the *same paragraph and within ten words* of one another.

Followed anywhere by

Use the Followed by operator to locate documents in which the first word or phrase is followed anywhere by the second. The second word or phrase can be anywhere in document, as long as it is *after* the first one.

IN the paragraph labelled

Use the In the paragraph labelled operator to locate documents where the first word occurs anywhere in a paragraph which starts with the second word.

See Also:

Command-based query

Command-based operator reference

Command-based query



To make a command-based query choose the Command-based query button, or select the Command-based item from the Tools menu, or press CTRL-C on your keyboard. The command-based query uses the ISYS command language.

Enter the command-based query and into the entry box and click on the OK button. The list box button on the right of the entry box allows you to select a command entered previously during this ISYS session.

When you've finished, you are returned to the ISYS Query window with all the matching documents displayed.

Your database may have been configured with the Fuzzy precompensation option enabled. For example, you may search for duck and ISYS will also retrieve cluck, as it is possible that the d was slightly broken and mis-scanned as a cl.

See Also:

Menu-assisted query

Command-based operator reference

Special symbols

Command-based operator reference

The following is a list of the operators you can use in your queries. Although they are written here in all capitals, it is not necessary to enter them as such.

AND

The AND operator is used to locate documents which contain *both* of the entered words or phrases anywhere in the text of the document.

OR

The OR operator is used to locate documents which contain *any one* of the entered words or phrases.

NOT

The NOT operator is used to locate documents which contain the first word or phrase, *but not* the second.

XOR

The XOR operator is used to locate documents which contain *either* the first word or phrase, *or* the second, *but not both*.

EXCEPT

The EXCEPT operator is used to locate documents in which the first word or phrase appears, but only if the second term or phrase is *not in the same_ paragraph* as the first. This is a more specific version of NOT.

...

The FAR FOLLOW operator is used to locate documents where the first word or phrase is subsequently followed by the second. That is, both words or phrases occur in the document, but the second one must occur after the first.

..

The CLOSE FOLLOW operator is used to locate documents where the first word or phrase is followed by the second word or phrase in pairs.

\x,y\

The IN PARAS operator is used to locate documents where both words or phrases occur within the specified number of paragraphs of each other.

You can use the form "\\" to specify "within a paragraph of". You can also specify negative paragraph numbers.

The default for **x** is 1, and **y** defaults to **-x**.

/x,y/ or W/n

The NEAR BY operator is used to locate documents where both words or phrases appear in the same paragraph, within the number of words specified by **x** and **y**, or **n** (in the second case).

You can use the form "/" to specify "in the same paragraph".

The default for **y** is the end of the paragraph, and the default for **x** is **-y** (i.e.

the beginning of the paragraph). You can also specify negative ranges.

IN

The IN operator is used to locate documents which contains the first word or phrase in a paragraph that is labelled with the second word or phrase.

LABEL

The LABEL operator is used to find documents which contain a paragraph that is labelled with the word or phrase.

TO

The TO operator specifies an alphabetic or numeric range. The TO operator can be used to search for dates if they are expressed in *YYMMDD* format.

AFTER

For use in conjunction with the Intelligent Date Handling database configuraton option, this operator allows you to search for any documents containing dates *After* a specific date.

BEFORE

For use in conjunction with the Intelligent Date Handling database configuration option, this operator allows you to search for any documents containing dates *Before* a specific date.

See Also:

[Menu-Assisted Operator Reference](#)

[Special Symbols](#)

Plain-English query



To make a Plain English query, either choose the Plain English Query button, select Plain English Query from the Tools Menu or press CTRL-E on your keyboard.

Plain English Queries let you type in exactly what you need to know in plain, everyday English, without the complication of trying to formulate a query command or make the conceptual transition into operators and search terms.

For example, if you want to find what's happening with printers in OS/2, you could simply type:

Tell me what's happening with printers in OS/2

See Also:

[Menu-assisted query](#)

[Command-Based query](#)

Word Wheel



To find out whether a word has been indexed, click on the Word Wheel icon which you will see located at the top of the Menu-assisted window or to the right of the Command-Based Query window, or in the bottom right of the Plain-English query window.

As you type characters into the box at the top of the word wheel window, it will show you a list of words that either:

- start with the same characters as the ones you've typed in (if you have the Starts With radio button selected), or
- sound the same as the word you've typed in (if you have the Sounds like radio button selected)

To include a word from the wheel in your query single-click on the word, then choose OK, to add the word to the query line and close the Word Wheel window. Or double-click on the word and it will be ORed to your query and the Word Wheel window will remain open.

Special symbols * ! ~ +

There are a number of special symbols which change the meaning of the commands entered in a query. They are:

* or !

The "*" or "!" symbols tell ISYS to find any number of significant characters. They are similar to the DOS wildcard character. The wildcard * can also be used at the *beginning* of a word, however only one wildcard can be used per word. Note that the amount of time to complete the query will increase as the position of the * moves toward the left.

~

The "~" symbol tells ISYS to apply conflation to a word.

By default conflation is set to off in the Preferences section of ISYS Query. Using this symbol in a query will turn it *on* for this word. If you change your preference so that conflation is always turned on, use this symbol to turn conflation *off*.

You can also use the conflation operator at the beginning of a word, or at both ends of word.

+

The "+" symbol is the toggle switch for the synonym expansion setting. When you enter a word into a query that is defined in a synonym ring, depending on this operator and the automatic synonym setting in the Preferences window, ISYS will also search for all the other words in the ring.

By default, synonyms are turned on in the Preferences section of ISYS Query. If synonym expansion is *on*, using this symbol in a query will turn it *off* just for this word, and *vice versa*.

See Also:

Synonyms

Command-based query

Command-based operator reference

Query by Concept



To make a Query-by-concept choose the Query-by-concept button, select the Query-by-concept item from the Tools menu, or press CTRL-Q on your keyboard. The concepts are organized in a hierarchical "tree" format, i.e. concepts contain sub-concepts which may in turn contain further sub-concepts.

The concepts which contain queries you can run are indicated by green tabs on the folder. Concepts which contain sub-concepts have a small plus "+" sign in the folder.

To see the sub-concepts in a concept, double-click on the concept's folder. If you have a large number of concepts, you can search for the one you want using the Find button or Tree - Find and Tree - Find Next menu items.

To run a concept, select it (with a single-click), and then click on the Go button. You are shown another window where you may add additional criteria to the query. Click on OK to run the query.

When it's finished, you are returned to the ISYS Query window with all the matching documents displayed.

Query-by-concept will not work unless a concept tree has been setup for the database. For information on setting up a concept tree, see the help for "concept tree" in ISYS Utilities help.

See Also:

Command-based query

Saved query list



Make a query from the Saved Query List by choosing the Saved Query button, or the Save Query List item from the Tools menu, or by pressing CTRL-S on your keyboard. To run a query, click on the one you want, then click on the OK button.

When it's finished, you are returned to the ISYS Query window with all the matching documents displayed.

Adding a query to the list

To add a query to the saved list, click on the Add button in the Saved Query List window. The Add New Query window is shown.

Type the name for the query in the Query Name text box, and then type the ISYS command-based query to run in the Query Command text box. For more information about the ISYS query commands, please see the Command-based operator reference.

Adding the last query from another query type

When in one of the other query modes, you can add the query last run to the saved list from the ISYS Query window. To do this, select the Tools menu, then the Add To Saved Queries item. Alternatively, you can press CTRL-A on your keyboard. The current query is added to the saved query list.

See Also:

Menu-assisted query

Command-based query

Query By Concept

Querying within the query results



You can make a query within the current query's results, or the previous query's results. That is, the query will only search the documents which were found in the results of the current query (or the query before that).

Choose the appropriate button, or from the Tools menu or select Query Within Current Results or Query Within Previous Results. You will not be able to select the Query Within Previous Results until you make at least one query within the current results.

ISYS uses the query method last used to run the new query. In effect, this new query is ANDed onto the end of your previous query. The earlier query is not run again, however, so the search time is less than running the whole new query.

Note - if you have performed a series of queries within current results, and opt to save the last query in the saved query library, ISYS will correctly formulate a query that represents the end result of all your queries within current and previous queries.

Synonyms

Synonyms are grouped in synonym "rings". Whether ISYS finds synonyms or not is controlled by *both* the special synonym command-line operator "+", and the automatic synonym expansion setting in ISYS Preferences.

To maintain your synonym rings, select the Options menu and then the Synonyms item. The Synonym screen is divided vertically in half. On the left is the list of rings. On the right are the entries in the currently selected ring. To add an entirely new ring, click on the left hand Add button. To add a new entry to a ring, select the ring you want to add to, then click on the right hand add button.

Wildcards & Conflation in synonyms

The truncation or wildcard * operator can be used in synonym rings. If you have a ring entry such as price*, and your search term is price, then ISYS will find all the words beginning with price.

The conflation ~ operator can also be used in synonym rings. If you have a ring entry such as management~, and your search term is management, then ISYS will find all conflation related words.

Passive Synonyms

It is possible to set up synonyms that will expand in one direction only. These synonyms are known as one-way or passive synonym rings.

A passive entry is created by simply postfixing the ring entry with a hyphen . For example, if the ring entries were:

Dog, Canine, Pooch, Greyhound-, Terrier-, Labrador-

a query for dog would search for all entries in the ring, but a query for greyhound would only search on greyhound and no other entry in the ring.

Preferences



ISYS has a number of preferences which enable you to customize its operation. To change the preferences, click on the preferences button, or select the Options menu and Preferences item.

The Preferences window displays in tab form the following groups of preferences:

Queries

- Activate the automatic synonyms expansion facility;
- Activate automatic word tense conflation;

There are special symbols for reversing these two settings for the current word in a query.

- Allow concepts to be refined with AND or NOT. This allows the user to refine concept queries by adding additional query syntax;
- Display popup section list for IN operator in Menu Assisted queries. This is useful for informing the user of the existence of any Sections which have been established for the database;
- Have ISYS start a second instance of the Query program for nested queries.

Context of found hits

This controls how much text you see when you choose to display the hits in context in the ISYS Query window. You can choose to see a certain number of lines on either side of the hit by selecting the "Lines either side" radio button, and typing the number of lines into the box alongside. You could alternatively choose to see the entire paragraph the hits are in by selecting the "Entire paragraph" radio button.

Documents

- Open your document browse screen at the top of the document or at the occurrence of the first hit;
- Automatically browse a document if only one document results from the executed query.

· Set Font Selections for the document browse window and the hit color . To change the display font, choose the Set Font button. ISYS shows you the Font window.

- ISYS only allows you to choose from the fixed-pitch fonts on your system. If you want to display documents which contain high ASCII characters (i.e. ASCII characters in the range of 128 - 255, e.g. line drawing characters), you should select a font that supports those characters, for instance the Terminal font. If this font is not on your machine, you can add it from the Windows control panel.

Gather & Print

This set of options is for controlling the information that is displayed at the top of any selected text that is gathered, printed or e-mailed. These options are:

- Current page number (if document has pages)
- Document name
- Document date
- ISYS database name
- Today's date
- Query used to find the document

Printer Options

These options indicate to ISYS which defaults should be used when printing information:

- The word processor should be used to print documents where possible;
- Selected text should be printed in double-spaced format.

General Options

- Have ISYS beep when an error is made;
- Always close the browsed document prior to activating the word processor application;
- Font selection for use in Plain-English Queries;
- Word processor activation options. This option will display the following window. Normally you would leave ISYS to work out the correct application to launch when activating a document. However, you can if you wish tailor this function in either of two ways:
 - Use Windows REG.DAT associations, which means that ISYS will follow whatever associations you have set up under File Manager, or
 - Use a nominated application, passing to the application the appropriate DDE commands. In this instance ISYS is acting in a DDE CLIENT role. You will need to refer to the applications technical documentation for the correct syntax of the commands to use.

Note - the two radio buttons at the top of the dialog box. By choosing the appropriate button you can declare different activation options for opening or printing the document.

See Also:

Synonyms

Special Symbols

Sections

Menu Assisted Query

Selecting a printer

You can select which printer ISYS prints documents on if you have two or more printers available for use. Usually, you print to the default Windows printer. Select the Options menu, then the Printer item. Select the radio button for either the Default printer, or a Specific printer.

The Options button displays the same printer options window as is displayed from the Windows printer control panel, and varies according to the printer driver you have installed. For more information about installing, setting up, and selecting printers in Windows, see your Windows manual.

Filters



The filters allow you to configure ISYS to only display particular documents in the document list.

To filter the query results, click on the Filter button. Alternatively, select the File menu, and then the Filter Results item, or you can press CTRL-F on your keyboard.

The Filter window is displayed to you. The drop down boxes on the fields in the Filter window allow you to choose from earlier filter settings.

See Also:

[Filter options reference](#)

[ISYS Query Window](#)

Filter options reference

File path contains

Type the string that the file path **must** contain for the document to be displayed. You can enter multiple entries delimited by a semicolon.

File path omits

Type the string that the file path must **not** contain for the document to be displayed. You can enter multiple entries delimited by a semicolon.

File name like

Type the DOS file specification which documents must match to be displayed. You can also enter multiple entries delimited by a semicolon.

For more information on DOS file naming conventions, and wildcards, see your DOS and Windows manuals.

File name unlike

Type the DOS file specification which documents must not match to be displayed. You can also enter multiple entries delimited by a semicolon.

For more information on DOS file naming conventions, and wildcards, see your DOS and Windows manuals.

File date from; To

To only include files between certain dates, enter the dates into the File Date From and To fields. The dates are inclusive.

Apply to the current results; Apply to the results of future queries

You can choose to apply the filter to just this current document list, or to all future query results, or to both, with the Apply to the current results, and the Apply to the results of future queries check boxes.

See Also:

Filters

Sorting results



You can change the way the document list is sorted. Click on the Sort button. Alternatively, select the File menu, then the Sort Results item or press CTRL-O on your keyboard.

Choosing another sort order other than the default database order may significantly affect performance if a large number of documents are found by your query.

The Sort Options window has the following options:

Default database order

Sorts by the order the document is found in the database, which is reverse chronological (i.e. from the newest to the oldest).

Number of hits

The documents are listed with the document with the greatest number of hits first.

Size of document

The documents are listed from the largest document to the smallest document.

Full path name

The document path names are sorted alphabetically. Documents in the same directory are sorted alphabetically.

File extension

The documents are sorted alphabetically by the three letter extension. Documents with the same extension are sorted in the order they appear in the database.

File name

The documents are sorted alphabetically according to the file name. Paths are not sorted.

File date

Documents are listed from the newest time and date to the oldest file time and date.

Relevancy

Will sort your documents by the density of hits i.e. those documents whose number of hits to file size ratio is highest will appear first.

Make default

Makes the selected sorting method the default method for future queries.

See Also:

ISYS Query Window

IQ Browse window

The IQ Browse window is ISYSs internal document viewer. To view a document with IQ Browse, double-click on the document you want in the document list in the ISYS Query window.



The file arrow buttons allow to view the previous and next file



The hit arrow buttons allow you to view the previous and next hit



To the left of these buttons is a small button which looks like a Windows Control menu box. This button is a simple, single-click, method of exiting the IQ Browse window.

Selected text operations



As well as viewing documents, you can highlight text and do a number of things with it, using this group of buttons you can:

- Copy it to the clipboard
- Gather it to the Windows Notepad
- E-mail it to someone with your e-mail application
- Print it
- Send to your fax interface
- Run another query

Annotations



You can also insert and view annotations. Annotations can be:

- Text notes
- Graphic images
- Hyperactivities
- Embedded Queries
- Hypertext link

To insert an annotation, click on the appropriate annotation button, or from the Edit menu select Annotate and the annotation action you wish to perform or Ctrl-T, Ctrl-G, Ctrl-H, Ctrl-Q or Ctrl-L.

To view or run an annotation, simply click on the symbol which appears in the text.

Annotation Directory



If annotations have been created for the browsed document, then the Annotation Directory button will be active. To see a Directory of the Annotations choose this button or use the Next/Previous Annotation option

from the Edit menu to move between annotations. The directory will allow you to jump to or open the selected annotation, print one or all of the text annotations or delete the selected annotation.

Drag-Drop Capability



ISYS has the ability to act as a drag-drop server and/or client. You can click on a document name in the document list, and drag it into any another application that functions as a drag-drop client. This button is available in the IQ Browse window toolbar for initiating drag-drops from the Browse window, for example when linking documents.

See Also:
[Annotations](#)

Annotations



Inserting annotations

To insert an annotation, click on the appropriate annotation button, or from the Edit menu select Annotate and the annotation action you wish to perform or Ctrl-T, Ctrl-G, Ctrl-H, Ctrl-Q or Ctrl-L.

Hyperlink annotations

There are two methods for creating hyperlinks between documents. This first method requires that you have open all documents (in browse mode) that you wish to create links between.

Conduct your query or queries to locate the documents which you intend to link. As you find the relevant documents, open each one then minimize them so that are on your desktop.

When you have found all relevant documents use the tiling feature, found under the Window menu in the IQ Browse window to arrange your open documents. Make active the document into which you will be storing the links. Choose the Hyperlink button, or alternatively, select the Edit menu, then Annotate, and then the Hyperlink item, or press CTRL-L on your keyboard.

Your cursor will change to a pen shape. Click on the place in the document where you want to create the link. ISYS will display a list of all the other documents you currently have open. Choose the filename to link to.

An alternative method makes use of ISYSs drag and drop capability by simply clicking on the drag-drop tool, and dragging and dropping one document onto the other.

Follow the steps above until you have your selected documents open.

Now choose the Drag/Drop button from the tool bar and drop one document into another.

You can also drag-drop from the document list and drop it onto a currently browsed document. This is the fastest and easiest way to create a linkage, but of necessity only lets you link to the very top of that document, since the document was not open and being browsed at the time of the link creation.



When you navigate from link to link, Forward and Back buttons appear on the browse window toolbar. These let you move forward and backward between documents in a hyperlink chain.

Viewing annotations

If an annotation is present, an appropriate symbol will appear in the body of the document. To activate the annotation simply click on the symbol.

The default embedded symbols are:



Text annotation



Graphic image link



Embedded query



Hyperlink to another document



Hyperactivity

If a Windows icon already exists for the program called by the hyperactivity, the programs icon will appear instead of the GO symbol.

Editing annotations

To edit an annotation, choose the appropriate Annotation button from the toolbar, or select the annotation type from the Edit menu.

Your cursor will change to a pen shape. When you move it over a embedded annotation icon, your cursor will change back to the arrow shape.

To move the annotation, click and drag the annotation symbol. To edit or delete the annotation, click on the annotation symbol. ISYS will open the annotation in Edit mode.

ISYS Query - File menu

Select database

Allows you to select another database to work with.

Filter Results

Displays the Filter window

Sort Results

Displays the Sort Options window

Clear

Clears the query results and closes any open documents in the IQ Browse window

Print

Prints the currently selected document.

Copy

Displays the dialog box for copying highlighted document to directory.

Hide

Removes the filename from the document list.

Tag

Tag a file for copying, printing etc. Can also use Shift + Click.

Clear Tags

Clears tags from any tagged files.

Activate

Activates the selected documents application, and loads the document.

Resource Registry

Displays the Resource Registry function.

Exit

Closes the ISYS Query window.

ISYS Query - Query menu

Makes a query using the query type last activated.

See Also:

Menu-assisted query

Command-based query

Query by concept

Saved query list

Plain English query

ISYS Query - Options menu

Synonyms

Displays the Synonyms window

Sections

Displays the Named Sections function

Printer

Displays the Print Options window

Toolbars

Displays the Toolbar selection item for Main and Browse windows.

Preferences

Displays the Preferences window

Document filenames

Displays the document filenames in the document list

Document titles

Displays the document titles in the document list

Context of hits

In the document list, displays the hits in the context they occur in the document

ISYS Query - Tools menu

Add to saved queries

Adds the last query made to the saved query list

Query in current results

Makes a hypertext query using the query type last used, on the documents in the document list only.

Query in previous results

Makes a hypertext query on the documents that were displayed in the document list for the query *prior* to the current query. A Query in current results must be made before this option can be used.

Menu-Assisted

Makes a query using the menu assisted method

Command-Based

Makes a query with the command based method

Query-By-Concept

Makes a query using the Concept tree

Saved Query List

Allows you to choose the query to run from a list of stored queries.

Paste Query from Clipboard - Query "<clipboard contents>"

The current contents of the Windows clipboard are used as the basis of a hypertext query. When there is something in the clipboard this menu shows as:

Query "<clipboard contents>".

Plain English

Makes a query with the Plain English method

Extract

Extracts the document list to the clipboard or printer

Save Answer

Allows you to save the result of a query to disk

Load Answer

Allows you to load the results of a saved answer from disk

ISYS Query - Help menu

Displays this help file

IQ Browse - File menu

Activate App

Activates the selected document's application, with the document loaded into it

Copy File

Displays the Copy Document to File window, which enables you to copy the current document to another file

Print File

Send the entire document to the printer

Next File

Displays the next file in the document list

Previous File

Displays the previous file in the document list.

Exit

Quits IQ Browse

IQ Browse - Edit menu

Exact Search

The currently selected text is used for an exact search query.

Hypertext Search

The currently selected text is used for a Hypertext Query.

Annotate

Allows you to insert one of the annotation types (Text Note, Graphic Image Embedded Query, Hyperlink or Hyperactivity).

Annotation Directory

Directory for displaying and navigating any annotations created in the browsed document.

Send

E-mail the currently selected text to another user, using your e-mail application.

Print

The currently selected text is printed.

Fax

Currently selected text is sent to the configured fax interface.

Copy

The currently selected text is copied to the Clipboard.

Select All

For selecting all text in the currently browsed document.

Gather on Notepad

The currently selected text is gathered to the Notepad.

IQ Browse - Navigate menu

Next Annotation

Jump to the next annotation in the document

Previous Annotation

Jump to the previous annotation in the document

Next Hit

Jump to the next hit in the document

Previous Hit

Jump to the previous hit in the document.

IQ Browse - Window Menu

Cascade

 Cascade currently browsed documents.

Tile Vertically

 Tiles vertically currently browsed documents.

Tile Horizontally

 Tiles horizontally currently browsed documents.

Resource Registry



To use the Resource Registry, choose the Resource Registry button or select the Resource Registry item from the File Menu.

To add resources to the registry, first create a folder, by choose the New button to display the New Register dialog box and enter a name for the folder. Once your folder is created, resize the Resource Registry window so that it remains open for the drag and drop operation.

Find the resource you require, click on the file name (you will see the drag and drop icon). Position the icon over the folder in the Resource Registry and release the mouse button. The file name will now appear in the window on the right of the Registry window. The button at the bottom right of the Registry window allows you to expand and collapse the resource description area.

The right side of the Resource Registry window lists the contents of each folder's. You will notice that there are buttons which allow you to View, Activate, Remove and Comment on each file. The comment field allows for an entry of up to 35 characters.

From within the Resource Registry you can view or activate a file, or drag-drop a file to another application. To re-order a folder, just drag and drop it to where you want it to be. If you want to replicate a pointer to a file into another folder, just drag and drop it to its new position.

Sections

By creating and using Sections , you are able to refine your queries to specific areas within a document.

To create a Section, select the Sections item from the Options Menu in the ISYS Query Window

Choose the Add button to display the Section entry dialog box.

Sections are given arbitrary names; they do not have to match the paragraph label, but must be a single word. Enter the name for the section, then move to the box where you define the paragraph label at which the section starts, and then to the box where you define the paragraph label of the next section i.e. where the current section ends.

In searches, if the word following the IN operator corresponds to a defined section name, ISYS does a special form of sectional search. If the word following the IN operator does not correspond to a defined section name, ISYS assumes a labelled paragraph and proceeds normally.

When conducting menu assisted queries, if you use the IN operator and sections have been defined, you can set a preference option so that the list of section names displays.

Save/Load Answer to disk

Once you have executed a search, if you wish you can save the list of retrieved documents to disk.

To do this, select the Save Answer to Disk option from the Tools menu. ISYS will allow you to select the location for saving the file. The Answer file is saved with an extension of ANS. This file can be retrieved at a later date and will allow you to browse the documents along with the highlighted hits.

If you open an ANS file that was generated from a different database, ISYS closes the currently opened database and opens the one the ANS file pertains to.

Note that if you save a retrieved list to disk from a search carried out on a Chained database, if any of the documents have been added or changed in earlier databases in the chain, some of the references in your saved Answer file may be incorrect when you reload the answer file. This is because for a chained database, the document numbers are notionally assigned for the duration of the chain, whereas document numbers remain constant in a regular or standalone database.

