

INTRODUCING

ISYS for WINDOWS

VERSION 4.0

Installing the abridged version of ISYS is very easy, and will only take a few minutes of your time. Simply follow the points set out below. The abridged version is a fully functional copy of the production product, but has been restricted to only allow indexing of up to 60 documents. It will also only index the first 2,000 words of each document, whereas the production version can index files of virtually unlimited size, and can index over a million documents in a single database.

The speed you will experience with the abridged version is truly indicative of the production version, and will not deteriorate significantly as your document collection grows. This is due to the advanced technology incorporated into ISYS, and is one of the reasons why ISYS is widely acclaimed as the most powerful PC-based Text Retrieval product available.

This document is only intended as an introduction to ISYS, giving brief explanations of the main features. For more detailed explanations of the features, you may wish to view and/or print the accompanying Detailed document by clicking on its icon.

Installing the Intro Version

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Please Note - ISYS for Windows requires Windows 3.1 to operate effectively. Do NOT install this abridged version of ISYS if you are using Windows 3.0.

To install the abridged version of ISYS simply insert the Intro disk in your floppy disk drive, and from the Program Manager in Windows, select the File menu, and the Run item. Into the space provided type either:

A:\SETUP or

B:\SETUP then click on OK

To view the introduction to ISYS, just click on NEXT to step through the explanatory screens. If you have previously viewed the introduction, or simply wish to proceed directly with the installation of this abridged version of ISYS, click on the INSTALL button and then on the YES button to start the installation. ISYS will install itself into a directory called "\ISYSDemo" on your local hard drive. If you want to install into some other directory, simply type the directory name, such as

C:\DEMOS

Click on the CONTINUE button - ISYS will now prompt you for your Windows System directory. Make any appropriate changes, then click on the CONTINUE button.

## Creating your Test Database

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To create a new database, activate the ISYS Text Retrieval group, then double-click on the ISYS Utilities icon. ISYS will display a message saying that "No ISYS database exists" in the current directory, and asks if you would like to configure a new database. Choose the YES button to continue the procedure.

The "Setup Wizard" Window will now display.

In the "What types of documents do you have" window, select the file format which may reside on your hard disk and which you want ISYS to index. It is possible to select multiple formats, but in most cases you will probably wish to experiment with one first. Then click on "Next".

In the "Under where are your documents stored" window, choose the "Add Directory" button and select all the directories under which your documents will reside. You can choose as many directories as you like, and ISYS will automatically also search *under* the directories you nominate. For example, if you have documents in the "C:\WP\DOCS" directory, you would nominate that directory and ISYS would also include any subdirectories below it.

Choose the "Next" button again, and ISYS will give you the opportunity to assign the database a descriptive name. Choose "Next" again, and ISYS creates a new set of index files in the current directory, then asks if you want to perform the initial indexing run. Choose the YES button and ISYS will read the documents and update its indexes. This should not take more than a few minutes.

When finished, exit the Utilities program - do not minimize it, as the abridged version will not let you have both programs accessing the same database simultaneously.

The ISYS Query Program

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Access the Query program through the ISYS Query icon. The ISYS Query window will be displayed. This is where you execute all your query functions.

By moving your pointer over the buttons you can see a brief description of each button's function at the bottom of the window. A "tool tip" will also appear in a balloon over the button if you leave the mouse pointer stationary for a moment.

The display area, where the results of your query will be listed, is vertically divided into two areas. The left hand side displays the details of the documents which match your query. The right hand side shows details of how many times each search word appears in the entire database. The bottom left hand corner will also tell you the name of the database you are using.

## Performing a Query

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Use the Tools Menu to select or change the search method you want to use, or to execute "Progressive" searches (within the previous result). Note that the Query button will always execute the same type that was last executed, by default. The search methods available are:

- Menu-Assisted Query
- Command-Based Query
- Saved Query
- Concept Tree Query
- Plain English Query

Menu-Assisted Query - allows you to specify your search criteria in simple steps, building up complex queries as required. At each stage, you type in a word or phrase, then select from the menu whether you want to add more words or phrases, and how you want them combined.

Command-Based Searches - entering searches directly allows more freedom of expression and the ability to construct more complex searches unambiguously. The button to the right of the command entry box allows you to run a query you entered previously. Choose the button and a drop-down list of up to 32 previous queries appear.

Saved Queries - You can save a list of common queries and then recall the list and run the query you want. When in another query mode it is possible to add the query last run to the Saved Query list.

Concept Tree Queries - The Query by Concept facility allows the database manager or designer to predefine a set of queries which are graphically represented in a hierarchical "tree" structure. You select the concept of interest from the tree and the appropriate query is executed. Using Concepts, the database manager can set up the equivalent of a corporate thesaurus, or an outline of the contents of the database. The Concept Tree feature is not provided with the Demo version of ISYS. Contact Odyssey Development if you need more information..

Plain English Queries - These allow you to type a simple description of what you want in plain, every-day English. ISYS will usually give you exactly what you want 95% of the time. Sometimes, you may have to slightly reword your request if ISYS gets the wrong idea. The full version of ISYS contains tools to "tune" the English feature so it better understands the content of your database.

The ISYS Document Browser

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To Browse (view) a document, double-click on the document name you wish to browse. The IQ Browse window opens the selected document automatically positioned at the first "hit", i.e. at the first occurrence of the search term, with each hit highlighted.

You can block text with your mouse and do a number of things with the selected text. This includes e-mailing it to another user on the network, printing it, faxing it, copying it to the Windows clipboard or the Windows notepad ready for insertion in other documents, or activating another query using the selected text as the basis for the query.

In addition to, or instead of, the image "linking" capability provided by the graphic button (second from right), you can also associate a single image file with the document file by including the image file in the same directory as the document, using the same DOS filename as the document, but with an appropriate image file extension. For example, if a document called CONTRACT.DOC and an image file called CONTRACT.TIF were in the same directory, ISYS will automatically allow you to view the image from the Browse screen by displaying an extra "View" option on the menu line.

You can also create "hypertext" linkages between documents.

## Updating the ISYS database

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Periodically, when you have changed documents or created new ones, you will want ISYS to bring its indexes up to date with the new state of your files. This is done by telling ISYS to "update" its index. To run an update, use the "Update" facility contained in the ISYS Utilities program.

You can UPDATE as often as you like, as ISYS simply scans the directories looking for changes to assimilate, and will only process those portions that require it. Note that ISYS never changes the documents in any way - it just maintains indexes that reference those documents.

When you purchase the full ISYS, you will receive a comprehensive Reference manual complete with screen shots and diagrams, that fully explains ISYS and how it can work for you. Naturally, we cannot hope to cover all those features in this small document, but we trust that you will find ISYS easy enough to get started. For those people who desire a more detailed explanation of the many functions of ISYS, we have provided a lengthier document for your use under a separate icon.

If you have trouble using this Introductory version, or have any questions about ISYS, please contact either your dealer or Odyssey Development for assistance.

Getting Help

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Help is available from within ISYS by two methods. You can choose the Help index from the Help menu, or use context sensitive help - just press the F1 key at any time to see information about the current feature being used. Alternatively, you can call our support number between 9:00 a.m. and 5:00 p.m. :

01932 252782

## How To Order

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Click on the "How to Order" icon in the ISYS group for further details.

Removing the Demo Software

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To remove the ISYS demo, simply run the Windows File Manager and remove the ISYSDemo directory into which you installed the software.