Contents

Choose a topic from the list below.

Screen Layout and Navigation

Below the main toolbar the screen is divided in half. The left side contains the table of contents and the right side contains the full text of a particular article. Between them is a splitter bar which can be grabbed and moved to reveal more or less of one half or the other. Slide the bar to the right to view more of the table of contents. Slide it to the left to view more of the topic. The first three buttons on the left side of the upper toolbar can also be used to control the position of the split.

You can navigate from topic to topic in the following ways:

- Using the left and right arrows shown on the lower toolbar.
- Double clicking items in the table of contents to go directly to a particular topic.
- Following hypertext links where they have been provided.
- Using the **go back** button shown on the left side of the lower toolbar to return the last topic visited.
- Placing bookmarks in topics that you refer to frequently.
- Using the history list. The history list contains the 50 most recently visited topics.

Full text search

A full text search engine is available for ad hoc queries. Click on the binoculars shown on the upper toolbar. To search for a particular word enter it in the query box and press **Enter** or select **Search**. Topics containing your search term will appear in a separate results window ranked in order of relevence. Boolean and wildcard operators can be used to create more complex search expressions. for example,

Use	To retrieve
palette	All topics containing the word palette
pal*	All topics containing words beginning with "pal"
palette and bitmap	All topics containing both "palette" and "bitmap"
palette or bitmap	All topics containing either word
palette not bitmap	All topics containing "palette" but not "bitmap"
palette near bitmap	All topics where "palette" occurs **near** "bitmap". Near refers to the maximum number of words that can separate the two terms and still be considered a hit. It can be set in the search dialog to a value between 8 and 50,000.

When topics are displayed following a search all matching terms are highlighted by default. You can removed the highlights by toggling **Search Highlights** under the **View** menu.

RESTRICTING YOU SEARCH

You can restrict the scope of your search in two ways:

- By specifying the topic area in which to search. You can choose to search the title only or the title plus the full text of the topic.

- By specifying that you only wish to search a particular subset of the CD. There are two types of subsets: individual journals and user-defined groups of journals. To restrict your search to a particular subset select the **subsets** option within **scope** and then click on the **subsets** dropdown list to see the list of available subsets. Initially, this list will contain all the individual journals included on the CD. If you have defined your own subsets (using the define subsets button) they will appear ahead of the journals in the dropdown list and separated from them by a horizontal line.

Defining Subsets for Searching

One way to restrict the scope of your search is by selecting a particular journal under **subsets** in the search dialog. To restrict your search to several journals, however, you will need to define your own subset.

From the search dialog click the **Define Subsets** button. From the list of available journals mark the ones you wish to include within your subset and select **Add**. In the dropdown list at the top of the dialog enter a name for your subset and then click **Save**. You can define more subsets at this point or click **Close** to return to the main search dialog. All user-defined subsets will now appear in the subsets dropdown list along with the journal names.

Printing

You can print the current topic from the **File** menu or by using the **Print** button on the lower toolbar. If you use the button the topic is printed using the current print settings and options. If you print from the **File** menu a print dialog is displayed giving you an opportunity to select and setup a printer and also to indicate whether images, code listings and annotations should be printed along with the text of the topic. Changes made to the print settings are valid for the remainder of the current session.

Bookmarks

Bookmarks are available to help you return quickly to frequently accessed topics. To place a bookmark in the topic you are currently viewing click the bookmark button on the upper toolbar and then select **Add**. Any topic in the bookmark list can be displayed by double clicking or selecting **Display**.

Text Magnification

The size of the text in the topic window and the table of contents can be adjusted independently. Click on the magnifying glass shown on the upper toolbar. The numbers that appear in the drop down lists represent a percentage of the original point size.

Adding Annotations

Annotations are notes that you attach to a particular topic. To create an annotation for the current topic, click the **annotations** button on the lower toolbar. The size of the edit region can be adjusted by moving the horizontal split bar. Any text you enter is attached to the current topic, saved when the topic is removed and restored when the topic is redisplayed. If an annotation is attached to a particular topic a different icon is displayed in the toolbar button.

You can remove the current annotation by selecting **Delete the Current Annotation** under the **Edit** m