

Open!Info Reader

Open!Info Reader is a runtime program that runs Open!Info Manager presentations. It contains no authoring functionality, and is designed for distribution to locations where viewing is the only requirement. It can operate from a portable PC or from a kiosk environment to reach the general public.

Running a presentation with Open!Info Reader is like running a presentation from Open!Info Manager. The viewer simply clicks buttons and follows on-screen cues.

See Also:

[Opening a Presentation](#)

[Selecting a List Item](#)

[Searching Through Text](#)

Searching through Text

While viewing a presentation, you may be allowed to search for specific words in a Display Media Control that displays a text file.

1. Place the pointer over the Display Media Control that shows a text file.
2. Right-click to display the Text Search dialog box.
3. Enter the text you want to find in the Text field.
4. Choose a direction (**Up** or **Down**) for the search.
5. Choose the type of search you want to perform:
 - Fuzzy** finds exact matches and text that is generally similar to the text you entered.
 - Exact** finds every occurrence of the exact text you entered.
6. Choose the **Find** button to go to the first occurrence of your text (or similar text).
The Text Search dialog box remains open. Click **Find** again to move to the next occurrence of the text.
7. Choose **Cancel** to close the dialog box when you finish searching.

Opening a Presentation

If there are multiple presentations, starting Open!Info Reader displays a dialog box listing the presentations available for viewing. Double-click a presentation name, or highlight its name in the list and click the **Ok** button to begin viewing.

You can also type the first few letters of the presentation name to move the highlight bar to it, then click the **Ok** button to begin viewing.

Click buttons on the screen to move through the presentation.

Selecting a List Item

When you click a List Button, Open!Info Reader displays a dialog box listing actions you can take.

1. Use the scroll bar, the text field, and the search options, to bring the desired item into view.
2. Double-click the item to select it and close the dialog box.

Alternatively, you can highlight the item and then choose **Ok** to select it and close the dialog box.

Text Field

You can move directly to a certain section of any selection list by typing into the Text field.

Type the first letters of the section you want to see. The highlight bar automatically moves to the section of the list that begins with the typed letters, or the closest entry to those letters.

You can continue typing to further define the entry. For instance, if you type **M**, the highlight bar moves to the first entry that begins with the letter M. If you type **MO**, the highlight bar moves to the first entry that begins with both letters.

Either select the desired entry, or use the [search options](#) to search further.

Searching a Selection List

The search options help you locate an entry if you know only a portion of its name, even if you aren't sure of the spelling. This technique is especially useful for very long selection lists.

1. Type a portion of the name into the **Text** field, even if the spelling is uncertain.

The words you enter can be from any part of the name. Open!Info Manager searches the entire name to find matching or similar text.

Add an asterisk (*), called a wildcard, at the beginning or end if the word might contain more letters than you entered.

2. Select a search type.

Fuzzy finds exact matches as well as text that is generally similar to the text you entered.

Exact finds every occurrence of the exact text you entered.

3. Click the **Find** button to begin the search for all entries that exactly or nearly match your entry.

Open!Info Manager presents a new list containing only those entries containing the appropriate text.

4. Perform another search on the new list by typing new text and clicking the **Find** button.

5. Click the **Undo** button to undo the search and restore the previous list.

If you have performed multiple searches, Undo restores the next previous list. Click Undo multiple times to return to the original, complete selection list.

6. Either select the desired entry, or use the other options in the dialog box to search further.

See Also:

[Text Field](#)

[Selecting a List Item](#)

Wildcards

You can include wildcard characters (*) in the Text field when searching for a List Item.

Place a wildcard character (*) at the beginning or end of any text you enter. This allows the search to find words that contain more characters than you entered. For example, entering **tele*** would find *telephone, telephoning, telephones, telemarketing* and so on.

Without the wildcard, the text you enter is matched to whole words only. For instance, if you enter **at**, the search will find *at*, but not *Atty*.

