

COVER Book Cover

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IBM BookManager Library Reader for Windows(TM)

Online Reference

Version 2 Release 0

Document Number SC34-3066-00

Program Number  
5799-PXY

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NOTE Notices

+--- **Note** -----+  
|  
| Before using this document, read the general information under  
| "Notices" in topic NOTICES.  
|  
+-----+

*EDITION Edition Notice*

**First Edition (September 1994)**

This edition applies to Version 2 Release 0 of the licensed program BookManager Library Reader for Windows, program number 5799-PXY, and to all subsequent releases and modifications until otherwise indicated in new editions. Make sure you are using the correct edition for the level of the product.

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Subtopics

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TRADEMARKS Trademarks

*SOFTCOPY Softcopy Publications*

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*PREFACE About This Book*

This book describes concepts related to the IBM\* BookManager\* Library Reader for Windows\*\* licensed program--an application for reading and using softcopy books. You can use the application on a personal computer that runs:

Either:

IBM OS/2 2.11 with WIN-OS/2 (1) installed

or

Microsoft\*\* Windows\*\*Version 3.1

(1) Running Library Reader for Windows in a full-screen WIN-OS/2 session is recommended. If you run Library Reader for Windows in a WIN-OS/2 window, you may find that your screen occasionally does not repaint itself as completely or as rapidly as you would like.

Subtopics

WHO Who Should Use This Book

HOW How to Use This Book

WHERE Where to Find More Information

*WHO Who Should Use This Book*

This book is for anyone wanting conceptual information about BookManager Library Reader for Windows operations and terminology.

**Note:** This book assumes that you already know how to use Microsoft Windows, and that you are comfortable performing such basic Windows tasks as:

- Using Program Manager and File Manager
- Making a window active
- Maximizing, minimizing, and restoring windows
- Moving and sizing windows
- Using menu commands
- Using check boxes, option buttons, and command buttons
- Using scroll bars

*HOW How to Use This Book*

Use this book to learn about softcopy and BookManager Library Reader for Windows operations.

Available only in softcopy format with BookManager Library Reader for Windows, this book provides a reference for the key tasks performed with Library Reader for Windows. For your convenience, topics are arranged alphabetically for quick scanning and easy retrieval of information. Should you wish to print information from this book, see "Printing Softcopy Information" in topic 36.0 for a list of items that you can send to a printer.

This book also contains many hypertext links--not only to related information within this book, but to related information in *IBM BookManager Library Reader for Windows: User's Guide* and *IBM BookManager Library Reader for Windows: Quick Reference*. For example, notice that the preceding paragraph contains a highlighted (or emphasized) reference to a heading in this book. Such highlighting indicates a cross-reference link. If you placed your selection cursor on the highlighted heading and chose that heading (either by double-clicking the heading or by pressing Enter), Library Reader for Windows would display that topic. To return to this topic, you could (for example) choose the Previous Topic icon from the tool bar. For more information about linking to and from information in softcopy books, see "Reading Softcopy Information" in topic 37.0.

**Note:** For information on how to perform tasks in Library Reader for Windows, refer to *IBM BookManager Library Reader for Windows: User's Guide*. Also, online helps (specifically, Task Help) contain procedural information that is available to you whenever you are using Library Reader for Windows.

*WHERE Where to Find More Information*

The following list shows where to find additional information about BookManager Library Reader for Windows:

- IBM BookManager Library Reader for Windows: User's Guide--with a quick tour for getting started!, SC34-3065
- IBM BookManager Library Reader for Windows: Quick Reference, SC34-3067

Because Library Reader for Windows uses the Microsoft Windows operating system, you might need publications that describe how to use Microsoft Windows. For a list of reference materials for Microsoft Windows and for IBM BookManager products, see "Bibliography" in topic BIBLIOGRAPHY.

1.0 "As Is" Operators

As described in "Search Request" in topic 43.0, certain characters have specific functions when they appear in a search request. Sometimes, however, one or more of those characters is part of the actual request. Assume, for example, an ampersand (&) is part of your search request. To prevent BookManager Library Reader for Windows from treating the ampersand as a Boolean operator, enclose the ampersand in "as is" operators (also known as escape operators).

Single quotes are Library Reader for Windows' "as is" operators. Table 1 shows some examples of search requests using "as is" operators.

Table 1. Examples of "As Is" Operators in Search Requests	
Use this expression:	To:
<code>cat '&amp;' dog</code>	Prevent the ampersand from being treated as a Boolean <u>and</u> character: <ul style="list-style-type: none"> <li><input type="checkbox"/> <code>cat &amp; dog</code> is an exact match.</li> <li><input type="checkbox"/> <code>cats &amp; dogs</code> is a fuzzy match.</li> <li><input type="checkbox"/> <code>Cat &amp; Dog</code> is both an exact match (without case sensitivity) and a fuzzy match.</li> <li><input type="checkbox"/> <code>cat and dog</code> is not a match.</li> </ul>
<code>Super'*Pooch</code>	Prevent the asterisk from being treated as a wildcard character: <ul style="list-style-type: none"> <li><input type="checkbox"/> <code>Super*Pooch</code> is a match.</li> <li><input type="checkbox"/> <code>SuperPooch</code> is not a match.</li> </ul>
<code>Canine Kennel Club '('CKC')'</code>	Prevent the parentheses from being treated as grouping operators: <ul style="list-style-type: none"> <li><input type="checkbox"/> <code>Canine Kennel Club (CKC)</code> is a match.</li> </ul>
<code>kitten's fur</code>	Prevent the single quote from being treated as an "as is" operator: <ul style="list-style-type: none"> <li><input type="checkbox"/> <code>kitten's fur</code> is a match.</li> </ul>
<p><b>Note:</b> Notice that, when a single-quote (or apostrophe) character is part of a search request, you must not enclose it in "as is" operators. The two single quotes side by side tell Library Reader for Windows that a single quote is included in the request.</p>	

**Note:** Extended search dialog boxes provide buttons that, when chosen, insert operators (including "as is" operators) into the Search Request text box. You complete the search request by typing the words or phrases into the text box. For more information about the buttons and how they relate to the insertion point, refer to the *User's Guide*.

**Related Topics:**

In this book:

- "Word or Phrase Separator" in topic 63.0
- "Wildcard Characters" in topic 60.0
- "Boolean Operators" in topic 10.0
- "Grouping Operators" in topic 18.0
- "Type of Search" in topic 55.0

In the *User's Guide*:

Procedures for searching for special symbols

## 2.0 Book Description Window

The Book Description window displays additional information about the book you are viewing:

- Book Title
- Copyright or Security Classification
- Document Number
- Authors
- Date Published, Date Built, and Version of BUILD
- File Name

To view book descriptions, choose the Book Description command in the File menu of any of the following:

- Book window
- Bookshelf window
- List of Books window

For an illustration of a sample Book Description window and detailed explanations of its components, refer to the *User's Guide*.

### Related Topics:

In this book:

"Bookshelf Description Window" in topic 6.0

In the *User's Guide*:

Procedures for getting a book description

### 3.0 Book Window

One of BookManager Library Reader for Windows' startup windows, the Book window displays a book's text. Use the Book window to read and search for information in a book.

You can access this window from any of the following:

- Bookshelf window
- List of Books window
- List of Bookshelves window

To access the Book window directly at startup, choose the icon for a book from Windows File Manager. You can also access the Book window at startup from either Program Manager or File Manager by using the Windows Run command; in this case, you would type a command that specifies the desired book. For example:

**READIBM *bookname***

Opens the named book if found in the default startup path.

**Note:** If a bookshelf exists with the same name as the book, Library Reader for Windows opens the bookshelf instead of the book.

**READIBM *bookname /b***

Opens the named book when both a bookshelf and a book in the default startup path share the same name.

**READIBM *bookname.BOO***

Opens the named book if found in the default startup path.

**READIBM *\path\bookname.BOO***

Opens the named book if found in the specified path and temporarily appends that path to the front of the startup path.

**READIBM *bookname /f search request***

Opens the named book and searches for the words or phrases specified in the search request.

**Note:** If you do not type a search request, the Search Book or Search Book (Extended) dialog box appears.

For a complete list of startup commands, see Figure 2 in topic 50.0.

In the Book window, you can choose from these menus:

- File, from which you view the book's description and perform various printing functions
- Edit, from which you copy text to the Clipboard and place or remove bookmarks
- View, from which you activate or deactivate the tool bar and the status bar, as well as request that pictures display in the text
- Navigate, from which you access a variety of navigator windows or go directly to specific areas in the book
- Search, from which you request a search, display search results, or navigate among search results
- Notes, from which you create, list, or delete notes about the book
- Options, from which you set profile options to make permanent changes to the Library Reader for Windows application
- Window, from which you either close all windows listed as open or access one of them
- Help, from which you access various types of online help for Library Reader for Windows

For an illustration of a sample Book window and detailed explanations of its components, refer to the *User's Guide*.

**Related Topics:**

In this book:

- "Startup Windows" in topic 52.0
- "Starting BookManager Library Reader for Windows" in topic 50.0
- "Reading Softcopy Information" in topic 37.0

#### 4.0 BookManager

BookManager consists of two sets of products that work together: BookManager BUILD and BookManager Library Reader.

BookManager BUILD products create softcopy documents from various types of source files created in either a workstation environment or a host environment. Word processor source files that use styles or host source files that use markup tags (2) make a softcopy book more useful by giving it greater format flexibility and search capability. The styles or markup tags organize the softcopy information into topics and subtopics, whose content and length are determined by the author.

BookManager Library Reader products serve as softcopy viewers; they provide the capabilities for reading, navigating, and searching through softcopy documents created by BookManager BUILD. The documents can be created at your company or supplied by another company, such as IBM or some other software vendor.

**Note:** Under most circumstances, any softcopy document built with any BookManager BUILD product can be read with any BookManager Library Reader product. (3)

The following products make up the IBM BookManager family:

- IBM BookManager BUILD/2
- IBM BookManager BUILD/MVS
- IBM BookManager BUILD/VM
- IBM BookManager READ/2
- IBM BookManager READ/6000
- IBM BookManager READ/DOS
- IBM BookManager READ for Windows.
- IBM BookManager READ/MVS
- IBM BookManager READ/VM

If you are interested in learning about the BookManager product family, refer to *Writing Softcopy for BookManager*, SC22-0011. (4)

#### Related Topics:

In this book:

"Softcopy" in topic 48.0

- (2) The source-file author uses a *document markup language* application--such as IBM BookMaster\* (program number 5688-015)--to create markup tags.
- (3) Library Reader for Windows cannot read books built using a BookManager BUILD 1.0 or 1.1 product.
- (4) Order publications by phone or fax. The IBM Software Manufacturing Company takes publication orders between 8:30 a.m. and 7:00 p.m. eastern standard time (EST). The phone number is (800) 879-2755. The fax number is (800) 284-4721.

You can also order publications through your IBM representative or the IBM branch office serving your locality.

## 5.0 Bookmarks

Just as you might use a bookmark in a printed book, you can place a bookmark in a softcopy book.

To place a bookmark, choose the Place Bookmark command from the Edit menu.

To return to the bookmark, choose the Go to Bookmark command from the Navigate menu.

To delete the bookmark, choose the Remove Bookmark command from the Edit menu.

If you close a book without removing the bookmark, when you return to the book it will automatically open to the topic containing the bookmark.

**Note:** A softcopy book can contain only one bookmark.

### Related Topics:

In the *User's Guide*:

Procedures for using the bookmark

### 6.0 Bookshelf Description Window

Accessed by choosing the Bookshelf Description command in the List of Bookshelves window's File menu, the Bookshelf Description window displays additional information about the bookshelf you are viewing:

- Bookshelf Title
- Bookshelf Name
- Search Index
- Total Books
- Unindexed Books
- Date Created
- Your Access
- File Name

For an illustration of a sample Bookshelf Description window and detailed explanations of its components, refer to the *User's Guide*.

#### **Related Topics:**

In this book:

"Book Description Window" in topic 2.0

In the *User's Guide*:

Procedures for getting a bookshelf description

## 7.0 Bookshelf Search Index

BookManager Library Reader for Windows uses a bookshelf search index to increase the speed with which a multiple-book search is performed on a bookshelf. A bookshelf search index contains all the words in all the books on the bookshelf for which the search index was created.

Bookshelves created using Library Reader for Windows will not have a search index. Bookshelf search indexes are created using either BookManager BUILD/MVS or BookManager BUILD/VM. However, prebuilt bookshelves that you acquire from IBM or other sources may come with search indexes. Library Reader for Windows, for example, provides a search index for use with the bookshelf containing its documentation.

Unlike the "back-of-the-book" index you see in the Index navigator, a bookshelf search index cannot be displayed--Library Reader for Windows uses it only when searching the bookshelf. A back-of-the-book index is independent from a bookshelf search index; if your book has one, it does not necessarily have the other.

Sometimes a book can be part of a bookshelf and yet not have its words included in the bookshelf search index. This situation occurs when you add a book to a bookshelf after its search index already exists. (5) The situation does not prevent the newly-added book from being searched during a multiple-book search; however, it does mean that the multiple-book search will run more slowly (because the search includes an unindexed book).

Conversely, a bookshelf search index can include books that are not stored on your computer or in any directory to which you have access on a LAN. That situation occurs when prebuilt bookshelves are given to you by someone else who has access to different books. The bookshelf search index makes it possible for you to search the words of a book that you do not have, if they were included in the search index. However, you would have to acquire the .BOO file for that book if you wanted to open and use it.

A bookshelf and its search index are in separate files that usually have the same file name but different file extensions. The extension for a bookshelf is .BKS; for the search index, it is .BKI. When a bookshelf has a search index associated with it, the name of the index can be seen in the Search Index text box on the Bookshelf Description dialog box.

### Related Topics:

In this book:

"Bookshelves" in topic 9.0

"File Extensions" in topic 14.0

(5) Icons for unindexed books differ from those for books included in the search index.

### 8.0 Bookshelf Window

One of BookManager Library Reader for Windows' startup windows, the Bookshelf window displays the books contained on a bookshelf. A search index may accompany the bookshelf; however, the search index may not include all books on the bookshelf.

You can access this window by choosing a bookshelf from the List of Bookshelves window.

To access the Bookshelf window directly at startup, choose the icon for a bookshelf from Windows File Manager. You can also access the Bookshelf window at startup from either Program Manager or File Manager by using the Windows Run command; in this case, you would type a command that specifies the desired bookshelf. For example:

**READIBM shelfname**

Opens the named bookshelf if found in the default startup path.

**Note:** If the named bookshelf can't be found and a book with the same name exists, Library Reader for Windows opens the book instead.

**READIBM shelfname Is**

Opens the named bookshelf when both a bookshelf and a book in the default startup path share the same name.

**READIBM shelfname.BKS**

Opens the named bookshelf if found in the default startup path.

**READIBM \path\shelfname.BKS**

Opens the named bookshelf if found in the specified path and temporarily appends that path to the front of the startup path.

**READIBM shelfname If search request**

Opens the named bookshelf and searches for the words or phrases specified in the search request.

**Note:** If you do not type a search request, the Search Multiple Books or Search Multiple Books (Extended) dialog box appears.

For a complete list of startup commands, see Figure 2 in topic 50.0.

In the Bookshelf window, you can choose from these menus:

- File, from which you can:
  - View a book's description
  - Create a bookshelf
  - Add books to or remove them from bookshelves
  - Reopen a book that is already open (for example, to view a figure while you read its accompanying text)
- Edit, from which you select or deselect books on the bookshelf for performing tasks available on the Bookshelf window
- View, from which you activate or deactivate the status bar, as well as:
  - Include or exclude books listed on the bookshelf
  - Sort the contents of the bookshelf
  - Refresh the Bookshelf window
- Search, from which you request a search of books on the bookshelf and display search results
- Options, from which you set profile options to make permanent changes to the BookManager Library Reader for Windows application
- Window, from which you either close all windows listed as open or access one of them
- Help, from which you access various types of online help for Library Reader for Windows

For an illustration of a sample Bookshelf window and detailed explanations of its components, refer to the *User's Guide*.

**Related Topics:**

In this book:

- "Bookshelf Search Index" in topic 7.0
- "Startup Paths" in topic 51.0
- "Startup Windows" in topic 52.0
- "Starting BookManager Library Reader for Windows" in topic 50.0

In the *User's Guide*:

- Procedures for opening a book
- Procedures for creating and maintaining bookshelves

## 9.0 Bookshelves

BookManager provides electronic bookshelves as a way to group similar books, to help you find and search them easily. For example, you might create one bookshelf for all the books on a particular subject and another bookshelf for books that you use most often. You can give bookshelves easy-to-remember names that remind you of their contents. Also, you can quickly search all the books in a bookshelf for the same word or phrase.

A bookshelf does not actually contain the softcopy books assigned to it; instead, it contains:

- The file names for each book on the bookshelf
- A description of the bookshelf's contents
- The title of each book on the bookshelf
- The date each book was built using BookManager BUILD
- The name of the bookshelf search index, if one exists

When Library Reader for Windows starts, it typically lists (from the startup path) all the bookshelves available to you, and you pick the one you want to read. However, if there is one particular bookshelf you work with frequently, you can have Library Reader for Windows open to that bookshelf automatically. (See "Starting BookManager Library Reader for Windows" in topic 50.0 for information on startup options.)

Use bookshelves whenever possible--they help you keep similar books together so you can find or search them quickly.

### Related Topics:

In this book:

- "List of Bookshelves Window" in topic 23.0
- "Bookshelf Window" in topic 8.0
- "Bookshelf Search Index" in topic 7.0
- "Startup Paths" in topic 51.0

In the *User's Guide*:

- Procedures for opening a bookshelf
- Procedures for creating and maintaining bookshelves

10.0 Boolean Operators

The term **Boolean** refers to a method that establishes a relationship between items combined in a statement, with the result taking on one of two values. Boolean operators let you combine two words (or phrases) that you want to use in a search request. BookManager Library Reader for Windows uses this combined statement as criteria for determining whether an item is a search match.

Library Reader for Windows offers three Boolean operators for combining words and phrases so that you can broaden or narrow the results of your search request:

- &**, which represents *and* and specifies that both words (or phrases) must be present for a topic to qualify as a search match
- |**, which represents *or* and specifies that either word (or phrase) must be present for a topic to qualify as a search match
- !**, which represents *but not* and specifies that the first word (or phrase) must be present, but that the second word (or phrase) must not be present for a topic to qualify as a search match

Table 2 provides some examples that show you how to create simple expressions using Boolean operators.

Table 2. Examples of Simple Boolean Expressions	
Use this expression:	To find:
<b>lions &amp; tigers</b>	Topics that contain both the word <i>lions</i> and the word <i>tigers</i>
<b>cat   dog</b>	Topics that contain either the word <i>cat</i> or the word <i>dog</i>
<b>opossum ! sleep</b>	Topics that contain the word <i>opossum</i> but not the word <i>sleep</i>  You could use this expression, for example, if you want to find information about opossums, but you do not want information about their sleeping habits.

When you use Boolean operators, Library Reader for Windows searches an entire topic for the absence or presence of the words that you specify. For example, if you type **lions & tigers**, Library Reader for Windows considers a topic to be a match even if the first word in the topic is *tigers*, but the word *lions* does not appear until the end of the topic.

**Note:** Extended search dialog boxes provide buttons that, when chosen, insert operators (including Boolean operators) into the Search Request text box. You complete the search request by typing the words or phrases into the text box. For more information about the buttons and how they relate to the insertion point, refer to the *User's Guide*.

You can use other types of operators to create more complex Boolean expressions. For example:

- Parentheses are grouping operators that change the order of precedence.

**(elephants | tigers | lions) & (zoo | circus)**

- Single quotes are "as is" operators that prevent Library Reader for Windows from treating a character as an operator. For example, if a character that represents a Boolean operator is part of your search request, enclose that character in single quotes.

**Scat'! | cat '&' mouse**

A Boolean expression can also contain word or phrase separators and wildcard characters. For more information about combining operators in a search request, see "Search Request" in topic 43.0.

**Note:** A Boolean expression can contain up to 64 words or phrases and cannot exceed 255 characters. For more information about search request limits and restrictions, refer to the *User's Guide*.

**Related Topics:**

In this book:

- "As Is" Operators" in topic 1.0
- "Word or Phrase Separator" in topic 63.0
- "Wildcard Characters" in topic 60.0
- "Grouping Operators" in topic 18.0
- "Search Results Ranking" in topic 45.0

In the *User's Guide*:

Procedures for combining search words using Boolean operators

Procedures for using command buttons to enter Boolean operators and symbols

11.0 Edit Menus

Table 3 compares the various Library Reader for Windows Edit menus. Notice that commands available on an Edit menu vary, depending on where you are in the application. For all menu commands, Library Reader for Windows offers:

- Context-sensitive help, which describes the purpose and use of the command
- Short help, which displays (in the status bar) a one-line description of the command

Table 3. Comparison of Edit Menus  
 from List of Books

Edit  
Select All /  
Deselect All \  
 Select Only Books with Search Matches

from Book

Edit  
Copy Ctrl+C  
 Place Bookmark  
 Remove Bookmark  
 -----  
Select All Ctrl+/  
Deselect All Ctrl+\

from Topics

Edit  
Select All  
Deselect All

from Topics-Seen

Edit  
Select All  
Deselect All  
 -----  
Clear

from Revisions

Edit  
Select All  
Deselect All

from Bookshelf

Edit  
Select All /  
Deselect All \  
 Select Only Books with Search Matches

from Picture

Edit  
Copy Ctrl+C

from Search Results

Edit  
Select All  
Deselect All

from Notes List

Edit  
Select All  
Deselect All

*12.0 Exiting BookManager Library Reader for Windows*

Unless otherwise specified in your user profile, an exit-confirmation dialog box appears when you exit Library Reader for Windows from the List of Bookshelves window. This dialog box verifies that you want to close all windows and exit Library Reader for Windows. To continue the exit process, choose the OK button. To discontinue the exit process and remove the dialog box, choose the Cancel button.

**Note:** The exit-confirmation dialog box appears only when exiting Library Reader for Windows from the List of Bookshelves window. If you entered a Bookshelf window or Book window directly (through startup options), a confirmation dialog box does not appear when you exit Library Reader for Windows.

For information on permanently disabling this exit-confirmation dialog box, see "Options Menus" in topic 30.0.

**Related Topics:**

In the *User's Guide*:

Procedures for closing and exiting Library Reader for Windows

### 13.0 Extended Searches

To temporarily change search options or to use additional search capabilities, choose the Extended button from either the Search Book dialog box or the Search Multiple Books dialog box. An extended search dialog box appears: either Search Book (Extended) or Search Multiple Books (Extended).

Similar to basic search dialog boxes, extended search dialog boxes offer the ability to use options from prior search requests. BookManager Library Reader for Windows saves prior search requests and their options during a window session. Choose Retrieve Previous Searches to display prior search requests and simultaneously retrieve their associated search options. Selecting a prior request selects its search options and displays its text in the Search Request box. (Simply type over the text to enter a different request and use the same options.)

Extended search dialog boxes offer greater search capabilities than basic Search dialog boxes. For example, you can:

- Select buttons that insert operators like Boolean operators and wildcard characters into your search request
- Specify that spelling variations be included in the search
- In a book search, specify an exact-match search or a fuzzy-match search
- In a book search, specify the scope of the search, including:
  - Topic Titles
  - Topic Text
  - Indexed Words
- In a book search, view search matches in different ways, including:
  - In a Search Results navigator or at search matches in the book
  - Ordered by importance or ordered sequentially

**Note:** If you do not change search options, Library Reader for Windows uses defaults stored in your user profile. Use the Options menu (from the Book, Bookshelf, or List of Bookshelves windows) to permanently change default search options in your profile.

#### Related Topics:

In this book:

- "Boolean Operators" in topic 10.0
- "Wildcard Characters" in topic 60.0
- "Word Check" in topic 62.0
- "Type of Search" in topic 55.0
- "Where to Search" in topic 59.0
- "Search Request" in topic 43.0
- "How to Show Results" in topic 20.0
- "Search Results Ranking" in topic 45.0
- "Options Menus" in topic 30.0
- "Search Menus" in topic 42.0

In the *User's Guide*:

- Procedures for using an extended search dialog box

#### 14.0 File Extensions

BookManager Library Reader for Windows uses the following file extensions:

- .BOO for book files
- .BKS for bookshelf files
- .BKI for bookshelf search index files
- .NTF for book notes files (6)

**Note:** During installation, Library Reader for Windows creates file associations to book (.BOO) files and bookshelf (.BKS) files. These file associations let you open directly to a book or bookshelf from Windows File Manager at startup.

#### Related Topics:

In this book:

"Starting BookManager Library Reader for Windows" in topic 50.0

(6) .NTF is the default extension for files containing notes on books. For information about notes files, see "Notes" in topic 28.0.

15.0 File Menus

Table 4 compares the various Library Reader for Windows File menus. Notice that commands available on a File menu vary, depending on where you are in the application. For all menu commands, Library Reader for Windows offers:

- Context-sensitive help, which describes the purpose and use of the command
- Short help, which displays (in the status bar) a one-line description of the command

Table 4. Comparison of File Menus  
from List of Bookshelves

```

File
  Open Book...           Ctrl+O
  Open Bookshelf...     Ctrl+Shift+O

-----

  List Books...         Ctrl+B
  List Bookshelves...   Ctrl+Shift+B

-----

  Bookshelf Description... Ctrl+D
  Create Bookshelf...

-----

  Open Again

-----

  Exit
    
```

from Bookshelf

```

File
  Book Description...   Ctrl+D

-----

  Create Bookshelf...
  Add Other Books to This Bookshelf...
  Add Selected Books to Another Bookshelf...
  Remove Selected Books from This Bookshelf

-----

  Open Again

-----

  Close
    
```

from List of Books

```

File
  Book Description...   Ctrl+D

-----

  Create Bookshelf...
  Add Selected Books to Another Bookshelf...

-----

  Open Again

-----

  Close
    
```

from Book

```

File
  Open...               Ctrl+O

-----

  Book Description...   Ctrl+D

-----

  Print...              Ctrl+P
  Print Selected Topics... Ctrl+Shift+P
  Print Marked Text...
  Print Preview...
  Print Setup...

-----

  Close
    
```

### 16.0 Fonts

Your choice of fonts determines how well BookManager Library Reader for Windows displays softcopy information. Although Library Reader for Windows can use any font that you have installed on your system, the application works best with a scalable font. Scalable fonts not only provide the best alignment of softcopy columnar tables, they also provide the best print results. Examples of scalable fonts are TrueType\*\* Courier New (or any other monospaced TrueType font) and Adobe\*\* Type I fixed fonts. At installation, Library Reader for Windows automatically uses TrueType fonts if they are installed on your system. (7)

**Note:** If your system does not have a scalable font installed, Library Reader for Windows uses a nonscalable font. However, be aware that the displaying (or printing) of softcopy text may be less than optimal.

Windows uses the ANSI character set for most of its fonts, including the TrueType fonts. BookManager softcopy books, however, use the OEM character set. Occasionally, the two character sets do not agree, causing an inaccurate representation of some special characters (for example, round bullets, umlaut letters, and the cent symbol). If you discover that some special characters do not display as you would like, try using an OEM font for displaying softcopy. Terminal and 8514OEM are examples of OEM fonts. Be aware, however, that these OEM fonts are not scalable and may not be well suited for tables. (8)

**Note:** As explained in "Reflow" in topic 38.0, Library Reader for Windows treats tables as nonreflowable text--line widths remain the same, regardless of the margins provided. Although you can change fonts and font sizes, Library Reader for Windows allows only monospaced fonts for displaying nonreflowable text. Depending on the character sets needed for a particular softcopy book to display properly, you might find that mixing font types best suits your needs (for example, a TrueType proportional font for reflowable text and an OEM monospaced font for nonreflowable text).

Library Reader for Windows treats the following document elements as reflowable and can display them either in a proportional font or a monospaced font:

- Paragraphs, including highlighted phrases and most hypertext links (9)
- Lists--simple lists, ordered (numbered) lists, unordered (bulleted) lists, and definition lists like those used in glossaries and dictionaries
- Footnotes, quotes, and other paragraph-like elements that frequently use indentation

Library Reader for Windows treats the following document elements as nonreflowable and displays them only in a monospaced font:

- Tables
- Figures (10)
- Examples
- Syntax diagrams
- Right-justified text
- Front-matter contents listings--tables of contents, lists of figures, and lists of tables
- Lists of subtopics at the end of topics
- Topic titles (headings)
- Indexes

If you want to change the default fonts for either reflowable text or nonreflowable text, use the Options menu to permanently update your user profile.

**Note:** Existing books built without reflow support (using BUILD 1.2) display as nonreflowable--they display in a monospaced font. To find out the version of BUILD used to build the book you are viewing, choose the Book Description command in the File menu.

### Related Topics:

In this book:

- "Reflow" in topic 38.0
- "User Profile" in topic 57.0

In the *User's Guide*:

Procedures for changing fonts

(7) The first time you use Library Reader for Windows, it looks for a TrueType font and, if it finds one, continues to use that font until you select a different one. If you select a different font, Library Reader for Windows continues to use it until you change it again.

If Library Reader for Windows cannot find the most recently selected font (for example, if the font was deleted from your system), Library Reader for Windows substitutes a font that is most similar to the one you selected last. When deciding what to substitute, Library Reader for Windows gives priority to TrueType fonts if they are available.

(8) Some highlighting (for example, boldface or italics) in the source file causes misalignment of borders when that

highlighting occurs within a table and is displayed in an OEM font.

- (9) Hypertext links to pictures are not reflowable; they display on a line by themselves.
- (10) Integrated pictures are not reflowable; they display on a line by themselves.

17.0 *Go to Matches in Book Text*

If you select Go to Matches in Book Text in a search request, BookManager Library Reader for Windows bypasses the Search Results navigator and takes you directly to search matches in the book. When you are at a search match within the book, you can move from one search match to another using either the Next Match icon and the Previous Match icon or the Go to Next Match command and the Go to Previous Match command on the Search menu.

**Note:** The Go to Matches in Book Text option applies only to a book search. (BookManager Library Reader for Windows always lists multiple-book search results by importance in a Multiple-Book Search Results navigator.) To change the option temporarily, select Go to Matches in Book Text (located in the How to Show Results area of the Search Book (Extended) window). For information about permanently changing search options, see "Options Menus" in topic 30.0.

**Related Topics:**

In this book:

- "Search Request" in topic 43.0
- "How to Show Results" in topic 20.0
- "List Topics by Importance" in topic 24.0
- "List Topics in Sequence" in topic 25.0
- "Extended Searches" in topic 13.0

## 18.0 Grouping Operators

Boolean operators in a search request use a default order of precedence:

1. `!`, which represents *but not*, takes precedence over *and*.
2. `&`, which represents *and*, takes precedence over *or*.
3. `|`, which represents *or*, has the lowest priority of the three Boolean operators.

To change the default order of precedence, you would use grouping operators to enclose words and phrases in your search request. Parentheses are Library Reader for Windows' grouping operators. To demonstrate, examine the following search request:

**rabbit | goat & vegetable ! garden**

Using the default order of precedence, Library Reader for Windows would first search for topics containing the word *vegetable*, and only those topics without the word *garden* would be considered for the remainder of the search. From this first set of topics, Library Reader for Windows would search for *goat*; topics containing both *goat* and *vegetable* would qualify as matches. From this next set of topics, Library Reader for Windows would search for topics containing either *rabbit* or both *goat* and *vegetable*.

However, suppose that you want Library Reader for Windows to search first for topics containing either *rabbit* or *goat* and, from the matches obtained, continue to search for topics containing *vegetable* but not *garden*. In other words you want to assign precedence to the "or part" of the expression. To do this, you would use grouping operators in your search request:

**(rabbit | goat) & vegetable ! garden**

**Note:** Extended search dialog boxes provide buttons that, when chosen, insert operators (including grouping operators) into the Search Request text box. You complete the search request by typing the words or phrases into the text box. For more information about the buttons and how they relate to the insertion point, refer to the *User's Guide*.

**Related Topics:**

In this book:

- "Word or Phrase Separator" in topic 63.0
- "Wildcard Characters" in topic 60.0
- "Boolean Operators" in topic 10.0
- "As Is" Operators" in topic 1.0
- "Search Results Ranking" in topic 45.0

In the *User's Guide*:

- Procedures for combining search words using Boolean operators
- Procedures for using command buttons to enter Boolean operators and symbols

19.0 Help Menus

As shown in Table 5, BookManager Library Reader for Windows displays the same Help menu when you choose Help on the menu bar--regardless of where you are in the application.

Table 5. Help Menu

from List of Bookshelves, List of Books, Bookshelf, Book, Picture, Topics, Search Results, Topics-Seen, Notes List, or Revisions

```

Help
  Help Index
  -----
  How to Use Help
  Contents
  Task Help
  Keys Help
  -----
  User's Guide
  About...
    
```

All Help menus provide the following types of online help:

**Help Index**

When you choose Help Index, an Index navigator appears that lists all indexed help topics. Choosing an item from the index links you to that topic in the online help.

**How to Use Help**

When you choose How to Use Help, procedures for using Microsoft Windows' online help system appear.

**Contents**

When you choose Contents, a general description of a window's purpose and use appears. (11)

**Task Help**

When you choose Task Help, a navigator appears that lists tasks you can perform using Library Reader for Windows. Choosing an item from the list links you to the help--usually a procedure--for performing the task.

**Keys Help**

When you choose Keys Help, a list of shortcut keys and their definitions appears.

**User's Guide**

When you choose User's Guide, *IBM BookManager Library Reader for Windows: User's Guide* opens, from which you can choose a topic or type in a search request to learn about Library Reader for Windows.

**About**

When you choose About, a product-information screen appears. It contains such items as:

- Product name
- Program number
- Version and release
- Copyright information
- Service level (updated whenever Library Reader for Windows is serviced)

**Note:** Library Reader for Windows offers two additional types of help beyond what is available from the Help menu:

- Context-sensitive help, which describes the purpose and use of:
  - Menu commands in any of the following:
    - List of Bookshelves window
    - List of Books window
    - Bookshelf window
    - Book window
    - Picture window
  - Tool bar icons in the Book window
- Short help, which displays in the status bar and provides a one-line description of:
  - Menu commands in any of the following:
    - List of Bookshelves window
    - List of Books window
    - Bookshelf window
    - Book window
    - Picture window

- Tool bar icons in the Book window

**Related Topics:**

In the *User's Guide*:

Procedures for getting help

- (11) The window described is not necessarily the active window and frequently depends on the startup window used. Refer to the *User's Guide* for detailed information about the types of contents help and how to get them.

## 20.0 How to Show Results

At the conclusion of a search request, BookManager Library Reader for Windows (using defaults) displays a list of topics containing search matches in a Search Results navigator. Topics are listed by their "importance"--with the best search matches preceding topics with lesser matches--using the following ranking:

1. Index entries
2. Topic titles
3. Topic text

However, when searching a book, you might prefer having topics listed in sequence. (This method is faster because Library Reader for Windows does not rank results and sort topics.) Or you might prefer to avoid the navigator and go directly to the first search match in the book. To temporarily change these default search options, choose the Extended button on the Search Book menu. A Search Book (Extended) dialog box appears containing a How to Show Results area. From this area, you can select:

- List Topics by Importance (the default)
- List Topics in Sequence
- Go to Matches in Book Text

**Note:** How to Show Results is available only in the Search Book (Extended) window. BookManager Library Reader for Windows always lists multiple-book search results by importance in a Multiple-Book Search Results navigator.

When you are at a search match within the book, you can move from one search match to another using either the Next Match icon and the Previous Match icon or the Go to Next Match command and the Go to Previous Match command on the Search menu.

**Note:** Library Reader for Windows maintains only one set of search results at a time. Results of a subsequent search replace any previously maintained results.

For information about permanently changing search options, see "Options Menus" in topic 30.0.

### Related Topics:

In this book:

- "Search Request" in topic 43.0
- "Type of Search" in topic 55.0
- "Where to Search" in topic 59.0
- "Search Results Ranking" in topic 45.0

In the *User's Guide*:

- Procedures for using an extended search dialog box
- Procedures for specifying how to show results

21.0 *Include*

Use the Include command to include or exclude bookshelves or books from the list displayed in any of the following windows:

- List of Bookshelves window
- Bookshelf window
- List of Books window

From any of these windows, choose the View menu to access the Include command. You can include bookshelves or books based on name, title, or whether they are selected (highlighted).

**Related Topics:**

In this book:

"Sort" in topic 49.0

"Refresh" in topic 39.0

In the *User's Guide*:

Procedures for including and excluding from the List of Bookshelves

Procedures for including and excluding from the List of Books

## 22.0 List of Books Window

The List of Books window lists books that may or may not be grouped in bookshelves. You create this window from the default startup window--List of Bookshelves--by specifying the path that you want used to create a list of books.

In the List of Books window, you can choose from these menus:

- File, from which you can:
  - View a book's description
  - Create or add to a bookshelf
  - Reopen a book that is already open (for example, to view a figure while you read its accompanying text)
- Edit, from which you select or deselect books in the list for performing tasks available on the Bookshelf window
- View, from which you activate or deactivate the status bar, as well as:
  - Include or exclude books from the list
  - Sort the list of books
  - Refresh the List of Books window
- Search, from which you request a multiple-book search of books on the list
- Window, from which you either close all windows listed as open or access one of them
- Help, from which you access various types of online help for Library Reader for Windows

For an illustration of a sample List of Books window and detailed explanations of its components, refer to the *User's Guide*.

### Related Topics:

In this book:

"Starting BookManager Library Reader for Windows" in topic 50.0

In the *User's Guide*:

Procedures for listing books

### 23.0 List of Bookshelves Window

The default entry window at BookManager Library Reader for Windows startup, the List of Bookshelves window lists bookshelves obtained from the default path specified in your user profile.

In the List of Bookshelves window, you can choose from these menus:

- File, from which you can:
  - Open a book or bookshelf
  - List books or bookshelves
  - View a description of the bookshelf
  - Create a bookshelf
  - Reopen an open book or bookshelf
- View, from which you activate or deactivate the status bar, as well as:
  - Include or exclude bookshelves from the list
  - Sort the list of bookshelves
  - Refresh the List of Bookshelves window
- Options, from which you set profile options to make permanent changes to the Library Reader for Windows application
- Window, from which you either close all windows listed as open or access one of them
- Help, from which you access various types of online help for Library Reader for Windows

For an illustration of a sample Book window and detailed explanations of its components, refer to the *User's Guide*.

#### Related Topics:

In this book:

"Startup Windows" in topic 52.0

"Starting BookManager Library Reader for Windows" in topic 50.0

In the *User's Guide*:

Procedures for using the List of Bookshelves

#### 24.0 List Topics by Importance

If you select List Topics by Importance (the default) in a search request, BookManager Library Reader for Windows displays the search results as a list of topics in which search matches were found. Whenever more than one search match is found, topics are arranged in order of probable importance--with matches most likely to be helpful listed first.

Library Reader for Windows determines the likely importance of a search match based on the following factors (listed in order of decreasing importance):

##### Location

Matches are likely to be of greater value if they occur in certain parts of the book. For example, matches found in the index rank highest, followed by matches in headings, and then in the text.

##### Frequency

Topics with the most matches rank highest. When the request contains more than one search word or phrase, frequency also depends on how many words or phrases match.

##### Exactness

Exact matches, including exact capitalization of letters, rank highest. Matches that differ only in capitalization rank next, followed by matches that share the same root.

##### Distinctness

Matches for words or phrases that occur in only a few topics rank higher than matches that occur frequently throughout the book. For example, if you search for the word **cats** and the phrase **Siamese cats**, matches for *Siamese cats* rank higher than matches for *cats*. (In this example, the added qualifier *Siamese* to *cats* makes the phrase more distinct than the word.)

Also, when two or more topics contain the same number of matches, shorter topics rank higher than longer topics.

##### Sequence similarity

Search matches on phrases are ranked according to their similarity to the search phrase. For example, matches on a search for **the forest cottage** might rank as:

1. *The forest cottage* (identical sequence)
2. *the enchanting forest cottage* (identical sequence, with one insertion; contains three search-phrase words)
3. *forest cottage* (identical sequence, with one deletion; contains only two search-phrase words)
4. *cottage in this forest* (reverse sequence, with one deletion; contains only two search-phrase words)

When you are at a search match within a topic, you can move from one search match to another using either the Next Match icon and the Previous Match icon or the Go to Next Match command and the Go to Previous Match command on the Search menu.

**Note:** In a multiple-book search, Library Reader for Windows always orders results by importance and displays them in a Multiple-Book Search Results navigator.

##### Related Topics:

In this book:

- "Search Request" in topic 43.0
- "How to Show Results" in topic 20.0
- "List Topics in Sequence" in topic 25.0
- "Go to Matches in Book Text" in topic 17.0
- "Search Results Ranking" in topic 45.0

### 25.0 List Topics in Sequence

If you select List Topics in Sequence in a search request, BookManager Library Reader for Windows displays the search results as a list of topics in which search matches were found. Topics are listed in the same sequence they occur in the book.

When you are at a search match within a topic, you can move from one search match to another using either the Next Match icon and the Previous Match icon or the Go to Next Match command and the Go to Previous Match command on the Search menu.

**Note:** The List Topics in Sequence option applies only to a book search. (BookManager Library Reader for Windows always lists multiple-book search results by importance in a Multiple-Book Search Results navigator.) To change the option temporarily, select List Topics in Sequence (located in the How to Show Results area of the Search Book (Extended) window). For information about permanently changing search options, see "Options Menus" in topic 30.0.

#### Related Topics:

In this book:

- "Search Request" in topic 43.0
- "How to Show Results" in topic 20.0
- "List Topics by Importance" in topic 24.0
- "Go to Matches in Book Text" in topic 17.0
- "Extended Searches" in topic 13.0

26.0 Messages

BookManager Library Reader for Windows displays messages in a message box that contains an icon, explanatory text, and buttons. Library Reader for Windows writes critical messages to an error-log file as well as displays them in a message box. Different message types appear in response to different actions:

- An information message, identified by a lowercase i, indicates that a computer function either is performing normally or has performed normally.
- A warning message, identified by an exclamation point (!), indicates that a potentially undesirable situation could occur. You must respond to a warning message to continue.
- An error message, identified by a Stop Sign icon, indicates that a situation exists which must be corrected by some action. (12)

(12) When help is available for an error message, "F1" is displayed in the message box. To see the help text, press F1.

27.0 Navigate Menu

Available only on the Book window, the Library Reader for Windows Navigate menu offers two types of commands:

- The first group of commands (those that begin with "By") access navigator windows that list areas of the book.
- The second group of commands (those that begin with "Go to") take you to a specific place in the book.

Table 6. Navigate Menu  
 from Book

Navigate	
By <u>T</u> opics...	Ctrl+T
By <u>T</u> opics <u>S</u> een...	Ctrl+H
By <u>R</u> evisions...	Ctrl+Shift+R
By <u>F</u> igures...	Ctrl+F
By <u>T</u> ables...	Ctrl+B
By <u>I</u> ndex...	Ctrl+I
-----	
Go to Topic ID...	Ctrl+G
Go to Book <u>m</u> ark	
Go to Previous <u>L</u> ink	Ctrl+L
Go to Previous <u>T</u> opic	Ctrl+PgUp
Go to Nex <u>t</u> Topic	Ctrl+PgDn

One key feature of a navigator window is that you can find where you want to go without moving the book text--you can view a navigator and book text concurrently. Only when you link from the navigator does the book text change. Also, you can view more than one navigator at a time. Some navigators let you select more than one topic at a time for printing.

- When you choose By Topics, the Topics navigator appears. It lists topics in a book and serves as the table of contents. (13) Choosing a topic from the list links you to that topic.
- When you choose By Topics Seen, the Topics-Seen navigator appears. It lists topics you have already seen in the current session. Choosing a topic from the list links you to that topic.
- When you choose By Revisions, the Revisions navigator appears. It lists revised topics. Choosing a topic from the list links you to that topic.
- When you choose By Figures, the Figures navigator appears. It lists the figures in the book. Choosing a figure from the list links you to that figure.
- When you choose By Tables, the Tables navigator appears. It lists the tables in the book. Choosing a table from the list links you to that table.
- When you choose By Index, the Index navigator appears. It lists index entries for the book you are viewing. It resembles a hardcopy index, but has all the advantages of the functions available in softcopy. Choosing an item from the index links you to that topic. Use the Index navigator to find specific information that relates to a subject.

The remaining commands on the Navigate menu are those that take you to specific places in the book:

- When you choose Go to Topic ID, a dialog box appears. You type the topic identifier in the box and choose OK to go directly to the topic you want. (If the identifier does not exist, a message appears indicating the identifier was not found.)
- When you choose Go to Bookmark, Library Reader for Windows takes you directly to the bookmark. (This command is not available if no bookmark exists.)
- When you choose Go to Previous Link, Library Reader for Windows takes you to the link used most recently.
- When you choose Go to Previous Topic, Library Reader for Windows takes you to the beginning of the topic that precedes the topic you are currently viewing.
- When you choose Go to Next Topic, Library Reader for Windows takes you to the beginning of the topic that follows the topic you are currently viewing.

**Related Topics:**

In the *User's Guide*:

- Procedures for using the Topics navigator
- Procedures for returning to topics already viewed
- Procedures for finding topics with revisions
- Procedures for finding figures
- Procedures for finding tables
- Procedures for using the Index navigator

Procedures for going to a specific topic identifier  
Procedures for finding the bookmark  
Procedures for returning from a link  
Procedures for returning from a link

- (13) The author of the book determines whether to create a table of contents and, if so, the heading levels to include. For example, even though a book might contain as many as seven heading levels, the author can specify that only heading levels 1 through 3 be included in the table of contents. In this example, the Topics navigator lists the author-defined table of contents. Otherwise, if the author does not create a table of contents, the Topics lists all topics in the book. In either case, you can move from topic to topic by using either the Next Topic icon and the Previous Topic icon or the Go to Previous Topic command and the Go to Next Topic command.

28.0 Notes

Just as you might write in the margins of a printed book, you can create, view, and revise notes in softcopy books. You can also display a list of your notes and delete any you do not want to keep.

BookManager Library Reader for Windows saves notes in a file separate from the file that contains the book. The default notes file name is the same as the book file name; the default notes file extension is .NTF. For example, a file called PROJECT4.NTF contains the notes for a book called PROJECT4.BOO.

**Note:** Because Library Reader for Windows cannot prevent several users on a local area network (LAN) from having concurrent write access, share mode is implemented at installation. When a notes file is marked read/write, only one user at a time can view and modify notes. Similarly, when a notes file is marked read-only, users can access it only as read-only.

You can display a list of notes for a book by choosing the Display Notes List command from the Notes menu in the Book window. A Notes List navigator appears listing topic identifiers, and the first line of the Choosing an identifier from the list links you to that topic. From this navigator you can:

- Open notes for viewing
- Delete notes
- Print topics that contain notes, including the note's text

**Related Topics:**

In this book:

- "Notes Menus" in topic 29.0
- "Share Mode (DOS)" in topic 46.0

In the *User's Guide*:

- Procedures for making notes in a book
- Procedures for using the Notes List navigator

29.0 Notes Menus

Table 7 compares the various Library Reader for Windows Notes menus. Notice that commands available on a Notes menu vary, depending on where you are in the application. For all menu commands, Library Reader for Windows offers:

- Context-sensitive help, which describes the purpose and use of the command
- Short help, which displays (in the status bar) a one-line description of the command

Table 7. Comparison of Notes Menus  
from Book

	from Notes List
<u>N</u> otes	<u>N</u> otes
<u>N</u> ew...	<u>O</u> pen...
<u>D</u> isplay Notes <u>L</u> ist...   Ctrl+Shift+N	<u>D</u> elete
<u>U</u> se Other Notes...	

**Related Topics:**

In this book:

"Notes" in topic 28.0

In the *User's Guide*:

Procedures for making notes in a book

30.0 Options Menus

You use Library Reader for Windows Options menus to permanently change default settings stored in your user profile. You can find an Options menu on any of the following:

- Book window
- Bookshelf window
- List of Bookshelves window

Your user profile contains default settings for:

- Search options for both book searches and multiple-book searches
- Color options for displaying book text
- Font options for displaying book text
- Workspace options for activating and deactivating the tool bar, the status bar, and--when opening a book--the Topics window
- Path options for notes files and for startup
- Confirmation options for exiting Library Reader for Windows

The commands available on Options menus let you make permanent changes to these defaults.

**Note:** Changes made in menus other than Options (as well as in dialog boxes) act as temporary changes and remain active only as long as the book is open.

Table 8. Comparison of Options Menus  
from List of Bookshelves

```

Options
  Searches
    Book...
    Bookshelf...
  Workspace...
  Startup Defaults...
  Confirmations...
  -----
  Save Window
    
```

from Bookshelf

```

Options
  Searches
    Book...
    Bookshelf...
  Workspace...
  Startup Defaults...
  Confirmations...
  -----
  Save Window
    
```

from Book

```

Options
  Searches
    Book...
    Bookshelf...
  Colors...
  Fonts
    For Reflowable Text...
    For Nonreflowable Text...
  Workspace...
  Startup Defaults...
  Confirmations...
  -----
  Save Window
    
```

**Related Topics:**

In this book:

"User Profile" in topic 57.0

In the *User's Guide*:

Procedures for changing options

### 31.0 Picture Window

When pictures are not integrated into the text of a softcopy book, you view pictures by choosing a picture link. BookManager Library Reader for Windows displays such pictures in a Picture window, which offers the following menus:

- Edit, from which you can copy the picture to the Clipboard.
- View, from which you can enlarge or reduce the size of the picture
- Print, from which you can print the picture using current printer defaults and options
- Help, from which you can access various types of online help for Library Reader for Windows

The default size of the Picture window varies according to the size of the picture. Library Reader for Windows attempts to display the entire picture and maintain its original resolution. However, if the size of the picture exceeds the size of the window, scroll bars appear on the Picture window. Using scroll bars, you move the picture (up, down, left, or right) to view it in its entirety.

For an illustration of a sample Picture window and detailed explanations of its components, refer to the *User's Guide*.

#### **Related Topics:**

In the *User's Guide*:

Procedures for viewing pictures

### 32.0 Pictures in Softcopy

Softcopy information can contain two types of pictures:

- Vector graphics, which contain "drawing orders" that permit scaling without resolution loss
- Raster images, which have a fixed resolution and can diminish in quality when scaled

Pictures can appear in softcopy either integrated with the text or as a hypertext link (the word "PICTURE" followed by its identifier). Both types of pictures can be displayed in a Picture window, from which you can copy, zoom, or print the picture while simultaneously viewing the text. You specify how you want to view pictures through workspace options in an Options menu.

**Note:** Integrated pictures display best in books built with BookManager BUILD 1.3. Pictures can be integrated in books built with earlier versions, but with varying and possibly less-than-optimal results. Also, in books built with earlier versions, pictures specified as RUNIN art (in the source file) cannot be integrated and must be viewed in a Picture window.

#### Related Topics:

In this book:

"Picture Window" in topic 31.0

In the *User's Guide*:

Procedures for viewing pictures

33.0 Print Menus

Table 9 compares the various Library Reader for Windows Print menus. Notice that commands available on a Print menu vary slightly, depending on where you are in the application. For all menu commands, Library Reader for Windows offers:

- Context-sensitive help, which describes the purpose and use of the command
- Short help, which displays (in the status bar) a one-line description of the command

Table 9. Comparison of Print Menus  
from Picture

Print  
 Print Picture... Ctrl+Shift+P  
 Print Preview...  
Print Setup...

from Search Results

Print  
Print...  
 Print Selected Topics...  
 Print Preview...  
Print Setup...

from Notes List

Print  
 Print Selected Topics...  
 Print Preview...  
Print Setup...

from Topics

Print  
Print...  
 Print Selected Topics...  
 Print Preview...  
Print Setup...

from Topics-Seen

Print  
Print...  
 Print Selected Topics...  
 Print Preview...  
Print Setup...

from Revisions

Print  
Print...  
 Print Selected Topics...  
 Print Preview...  
Print Setup...

**Note:** From any of the navigators shown in Table 9, you can select and print topics. By selecting the topics you want printed and then choosing the Print Selected Topics command, you can:

- Preview formatted topics without printing them
- Check or change printer options before printing topics

**Related Topics:**

In this book:

- "Print Preview" in topic 34.0
- "Print Setup" in topic 35.0

In the *User's Guide*:

- Procedures for printing selected topics from navigators
- Procedures for printing an entire book
- Procedures for printing marked text
- Procedures for printing one topic
- Procedures for printing pictures

34.0 *Print Preview*

When you choose **Print Preview** from a Book window's File menu, BookManager Library Reader for Windows displays a preview of formatted topics as they would appear on the selected printer. Viewing this preview gives you the option of changing the printer selection without printing the output.

**Related Topics:**

In this book:

"Print Setup" in topic 35.0

"Printing Softcopy Information" in topic 36.0

In the *User's Guide*:

Procedures for previewing printed output

35.0 *Print Setup*

When you choose **P**rint Setup from a Book window's File menu, BookManager Library Reader for Windows displays a printer-selection dialog box. Use this dialog box to check or change printer options and change the printer selection before printing softcopy.

**Related Topics:**

In this book:

"Print Preview" in topic 34.0

"Printing Softcopy Information" in topic 36.0

In the *User's Guide*:

Procedures for setting up for printing

### 36.0 Printing Softcopy Information

BookManager Library Reader for Windows allows you to send information from a book to a printer connected to your computer or available to you on a local area network (LAN). For example, you can:

- Print an entire softcopy book
- Print one or more selected topics
- Print topic text marked for printing
- Print only topics containing search results
- Print only topics containing notes (with or without the notes text)
- Print only notes
- Print only topics containing revisions
- Print only topics that you have already seen
- Print pictures

**Note:** Before printing pictures, consider:

- You must have a graphics printer to print pictures.
- If the topic text contains an integrated picture, the picture prints; if the text contains a picture link (for example, PICTURE 1), the link text prints instead.
- Pictures are bitmaps; their printed quality depends on the dots-per-inch (DPI) resolution of your printer. A picture that prints cropped at the right and bottom margins on a dot matrix printer might print in its entirety on a laser printer.

#### Related Topics:

In this book:

- "Softcopy" in topic 48.0
- "Reading Softcopy Information" in topic 37.0
- "Print Preview" in topic 34.0
- "Print Setup" in topic 35.0

In the *User's Guide*:

- Procedures for printing an entire book
- Procedures for printing one topic
- Procedures for printing selected topics from navigators
- Procedures for printing marked text
- Procedures for printing notes
- Procedures for printing pictures

### 37.0 Reading Softcopy Information

Reading a softcopy book with Library Reader for Windows means looking at the book's text and illustrations (14) (if any) in windows on your display screen. With Library Reader for Windows (or any other BookManager Library Reader product), you can read softcopy books created by BookManager BUILD. (15)

If you prefer to read the book sequentially, Library Reader for Windows makes it easy for you to go through the book paragraph by paragraph and topic by topic. But Library Reader for Windows also gives you the freedom to move through the book in random fashion, going directly to the topic, illustration, or even word that most interests you.

Methods for moving through a softcopy book include:

#### *Scrolling*

Scrolling is the softcopy equivalent of going through a hardcopy book page by page. By scrolling through each topic--one at a time--you are assured of seeing all the information within the book. This is the method to use if you want to read the book sequentially from cover to cover.

#### *Using navigators*

In this book: *Navigator* windows (for example, Topics) let you pick from a list of topic titles or other information and go directly to the ones that interest you. Using the navigator windows also lets you focus on reading only certain types of information--for example, topics that you have already seen but want to reread, or notes.

#### *Linking*

In this book: Linking offers you a quick way to get to related information. If, while reading a topic, you encounter a term or concept that is unfamiliar, you can link from that spot to a definition or explanation, then return to your place to continue reading.

#### *Searching*

In this book: You can search one or more books for a specific word or phrase. When the list of search matches is displayed, you can go directly to the topics containing that word or phrase.

#### **Related Topics:**

In this book:

"Softcopy" in topic 48.0

"Printing Softcopy Information" in topic 36.0

In the *User's Guide*:

Procedures for using links

(14) In this context, illustrations refers to such document elements as figures, tables, and pictures.

(15) Library Reader for Windows cannot read books built using a BookManager BUILD 1.0 or 1.1 product.

38.0 Reflow

Reflow refers to adjusting the width of lines of text (similar to "word wrap" in word processors) to fit within the margins provided; paragraph text and list-item text are usually reflowable. When text is reflowable, line widths adjust to fit within margins by splitting lines between words--words are not split or hyphenated. When text is nonreflowable, its line widths remain the same, regardless of the margins provided; figure text and table text are examples of nonreflowable text.

When BookManager BUILD 1.3 builds a softcopy book from a source file, it marks certain document elements as reflowable and others as nonreflowable. When you view that softcopy book using Library Reader for Windows, reflowable text displayed in the Book window reflows when you change fonts or font sizes and when you resize the window. When viewing nonreflowable text that exceeds the right margin of the window, you must scroll from left to right to view it in its entirety.

**Note:** You can choose either a proportional font or a monospaced font for displaying reflowable text. However, you can choose only a monospaced font for displaying nonreflowable text. Existing books built without reflow support (using BUILD 1.2) display as nonreflowable--they display in a monospaced font. To find out the version of BUILD used to build the book you are viewing, choose the Book Description command in the File menu.

If you want to change the default fonts for either reflowable text or nonreflowable text, use the Options menu to permanently update your user profile.

**Related Topics:**

In this book:

"Fonts" in topic 16.0

"Revisions" in topic 41.0

"User Profile" in topic 57.0

In the *User's Guide*:

Procedures for changing fonts

### 39.0 Refresh

Use the Refresh command to recreate and redisplay a list of bookshelves or books (after additions or deletions) in any of the following windows:

- List of Bookshelves window
- Bookshelf window
- List of Books window

From any of these windows, choose the View menu to access the Refresh command. A refreshed list reflects changes made since the window was opened or since the last refresh, including:

- A new bookshelf created using Library Reader for Windows
- A bookshelf copied (using DOS commands) to your startup path
- A bookshelf deleted (using DOS commands)
- A book added to a bookshelf using the Add Selectd Books to Another Bookshelf command
- A new book file copied (using DOS commands) into a directory in the startup path
- A book file deleted (using DOS commands)

A refresh also undoes the effects of any Include or Sort commands.

#### Related Topics:

In this book:

- "Include" in topic 21.0
- "Sort" in topic 49.0

In the *User's Guide*:

- Procedures for refreshing the List of Bookshelves
- Procedures for refreshing the Bookshelf
- Procedures for refreshing the List of Books

#### 40.0 Retrieve Previous Searches

BookManager Library Reader for Windows saves prior search requests during a Book window session. From any Search dialog box, choose Retrieve Previous Searches to display prior search requests and simultaneously retrieve their associated search options. Selecting a prior request selects its search options and displays its text in the Search Request box.

- To use the same search options, simply type over the text to enter a different request.
- To alter the retrieved search options, choose the Extended button and make alterations in the extended search dialog box. (Library Reader for Windows stores the new search request and its new options in the list of search requests for the next retrieval.)

#### Related Topics:

In this book:

- "Search Menus" in topic 42.0
- "Extended Searches" in topic 13.0

In the *User's Guide*:

- Procedures for using a prior search request

#### 41.0 Revisions

A Revisions navigator lists topics that contain revisions. (16) When you link to a topic, you identify revised text by looking for a revision character in the left margin. The author of the book determines which revision character to use. Occasionally, a book contains more than one revision character (for example, to distinguish revisions in a second draft from revisions in a third draft). Library Reader for Windows displays only one revision character for each revised line; if more than one revision character applies to the same line, Library Reader for Windows displays the last revision character in the sequence. For this reason, if the revised text is reflowed, a revision character might disappear if you resize the window.

For an illustration of a sample Revisions window and detailed explanations of its components, refer to the *User's Guide*.

#### **Related Topics:**

In this book:

"Reflow" in topic 38.0

In the *User's Guide*:

Procedures for finding topics with revisions

(16) A Revisions navigator is available only when a book contains topics with revisions.

42.0 Search Menus

With softcopy, you can search for words and phrases in:

- A single book, from the Book window
- Multiple books, from either the Bookshelf window or the List of Books window

Table 10 compares the various Library Reader for Windows Search menus. Notice that commands available on a Search menu vary, depending on where you are in the application. For all menu commands, Library Reader for Windows offers:

- Context-sensitive help, which describes the purpose and use of the command
- Short help, which displays (in the status bar) a one-line description of the command

Table 10. Comparison of Search Menus  
from List of Books

from Bookshelf

<u>S</u> earch <u>A</u> ll Books Listed... Ctrl+S <u>S</u> electe <u>d</u> Books Only... Ctrl+Shift+S ----- Display Search <u>R</u> esults... Ctrl+R	<u>S</u> earch <u>A</u> ll Books Listed... Ctrl+S <u>S</u> electe <u>d</u> Books Only... Ctrl+Shift+S ----- Display Search <u>R</u> esults... Ctrl+R
--	--

from Book

<u>S</u> earch Search Book... Ctrl+S Display Search <u>R</u> esults... Ctrl+R ----- Go to <u>P</u> revious Match Ctrl+Shift+M Go to Next <u>M</u> atch Ctrl+M Go to Previous <u>T</u> opic Match Go to Next <u>T</u> opic Match ----- <u>E</u> mphasize Matches
--

**Related Topics:**

In this book:

"Extended Searches" in topic 13.0

In the *User's Guide*:

Procedures for searching for information

43.0 Search Request

When you search for information, you first set up a search request. In your search request, you explain to Library Reader for Windows the information you want to find. For example, you can search for a word or a phrase. Similar to a mathematical expression, a search request can also contain operators, which you can use to search for combinations of words and phrases. For example:

- Wildcard characters (asterisks and question marks) for substituting characters in your request
- Word or phrase separators (commas) for indicating where words or phrases begin and end
- Boolean operators for broadening or narrowing the results of your search
- Grouping operators (parentheses) for enclosing words and phrases to assign precedence to them in Boolean searches
- "As is" operators (single quotes) for enclosing operator characters when you want them honored in a search request. Table 11 shows the operator characters.

Table 11. Characters Assigned to Search-Request Operators	
?	question mark, a single-character wildcard
*	asterisk, a multiple-character wildcard
,	comma, a word or phrase separator
&	ampersand, a Boolean operator representing &
	vertical bar, a Boolean operator representing
!	exclamation point, a Boolean operator representing !
( )	parentheses, grouping operators
' '	single quotes, "as is" operators

**Note:** Extended search dialog boxes provide buttons that, when chosen, insert operators into the Search Request text box. You complete the search request by typing the words or phrases into the text box. For more information about the buttons and how they relate to the insertion point, refer to the *User's Guide*.

By default, Library Reader for Windows lists topics containing search matches in a Search Results navigator. Also by default, the topics are listed by importance. Choosing a topic from the list links you to that topic. Although these are your only options in a multiple-book search, you can change the options in a book search. For example, you can request that topics be listed in sequence. Or you can request to bypass the Search Results navigator and go directly to search matches in the book. To change the options temporarily, make the selections you want in the How to Show Results area of the Search Book (Extended) window. For information about permanently changing search options, see "Options Menus" in topic 30.0.

**Related Topics:**

In this book:

- "Wildcard Characters" in topic 60.0
- "Word or Phrase Separator" in topic 63.0
- "Boolean Operators" in topic 10.0
- "Grouping Operators" in topic 18.0
- "As Is" Operators in topic 1.0
- "Word Check" in topic 62.0
- "Retrieve Previous Searches" in topic 40.0
- "Type of Search" in topic 55.0
- "List Topics by Importance" in topic 24.0
- "List Topics in Sequence" in topic 25.0
- "Go to Matches in Book Text" in topic 17.0
- "Extended Searches" in topic 13.0
- "Search Results Ranking" in topic 45.0

In the *User's Guide*:

- Procedures for typing a search request
- Procedures for using the Search Results navigator

*44.0 Search Request Examples*

This topic lists the various search request examples provided in this book. If you are interested in seeing examples, use links in the list to view the examples that interest you.

- Examples of search requests with fuzzy matches
- Example of a search request that uses a multiple-character wildcard
- Example of a search request that uses a single-character wildcard
- Examples of search requests that use word or phrase separators
- Examples of search requests that use Boolean operators
- Examples of search requests that use "as is" operators
- Example of a search request that uses grouping operators
- Examples of search requests that demonstrate ranking based on sequence similarity

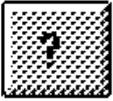
45.0 Search Results Ranking

To understand search results ranking, you must first be aware of the many defaults used. Figure 1 shows the defaults that Library Reader for Windows uses when you issue a search request.

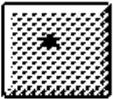
□ What to Search For

- Search Request--the operators' default order of precedence:

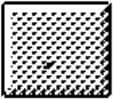
1. Single-character wildcard



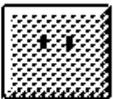
Multiple-character wildcard



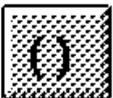
Word or phrase separator



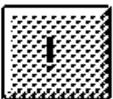
2. "As is" operator



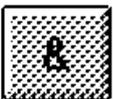
3. Grouping operator



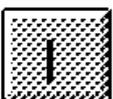
4. Boolean "but not" operator



5. Boolean "and" operator



6. Boolean "or" operator



- Type of Search--default is Fuzzy Match

□ Where to Search--default is all available selections:

- Topic Titles
  - Topic Text
  - Indexed Words
- How to Show Results--default is List Topics by Importance:
1. Location
    - a. Index
    - b. Topic titles
    - c. Topic text
  2. Frequency
  3. Exactness
  4. Distinctness
  5. Sequence Similarity

Figure 1. Defaults Used for Ranking Search Results

Your ability to change search-ranking defaults depends on whether you search a single book or multiple books. (You have more flexibility when searching a single book.) You change search-ranking defaults by changing search options:

- To temporarily change search options, choose Extended in either the Search Book window or the Search Multiple Books window.
- To permanently change search options, update your user profile by choosing Searches from the Options menu. A Searches cascading menu appears, from which you:
  - Choose Book to permanently change book search options.
  - Choose Bookshelf to permanently change multiple-book search options.

In a multiple-book search, the only search-ranking default you can change is the operators' order of precedence. (As described in "Grouping Operators" in topic 18.0, adding grouping operators to a Boolean expression overrides the Boolean operators' default order of precedence.) Unlike searching a book:

- Fuzzy Match is the only Type of Search used in multiple-book searches; you cannot request Exact Match.
- Library Reader for Windows always searches Topic Titles, Topic Text, and Indexed Words in multiple-book searches; you cannot focus your search by selecting some combination.

**Note:** You can locate words or phrases in book titles by selecting Include by Title from the View menu. For more information, refer to procedures for changing or sorting the List of Books in the *User's Guide*.

- Library Reader for Windows always shows multiple-book search results by importance; you cannot request that they be listed in sequence. Nor can you request to be taken directly to search matches; Library Reader for Windows always displays multiple-book search results in a navigator.

You have a lot more control over search results ranking when you search a single book. For example:

- As already mentioned, adding grouping operators to a Boolean search request overrides the Boolean operators' default order of precedence.
- Choosing Exact Match (instead of Fuzzy Match) eliminates the need for some ranking:
  - Exactness (defined in "List Topics by Importance" in topic 24.0) no longer applies if you want capitalization honored.
  - Sequence similarity (also defined in "List Topics by Importance" in topic 24.0) no longer applies.
- Requesting that results be listed in sequence (instead of by importance) eliminates the need for all ranking; location, frequency, exactness, distinctness, and sequence similarity (all defined in "List Topics by Importance" in topic 24.0) no longer apply. For this reason, selecting List Topics in Sequence can improve the speed with which Library Reader for Windows processes your search request.

**Note:** The algorithm used by Library Reader for Windows to rank search results contains an enhancement over the algorithm used by previous READ products and, therefore, may yield slightly different--but more accurate--results.

#### Related Topics:

In this book:

- "Wildcard Characters" in topic 60.0
- "Word or Phrase Separator" in topic 63.0
- "As Is" Operators" in topic 1.0
- "Grouping Operators" in topic 18.0
- "Boolean Operators" in topic 10.0
- "Type of Search" in topic 55.0
- "Where to Search" in topic 59.0
- "How to Show Results" in topic 20.0
- "User Profile" in topic 57.0

In the *User's Guide*:

- Procedures for using an extended search dialog box
- Procedures for changing search options

Sharing refers to the concept of making resources available to other workstations. On a local area network (LAN), for example, workstations share many types of resources, including directories and printers.

As described in "Notes" in topic 28.0, BookManager Library Reader for Windows saves notes created in a softcopy book in a file separate from the book file. A notes file is another resource shared among users. If all users have read-only access to the notes file, multiple users can open it concurrently. If one or more users has write access to the notes file, the first user with write access to open the notes file locks out all other users. The first user has to close the notes file and the book before a second user can open the notes file. If the second user has the book open concurrent with the first user, the second user has to close and reopen the book before opening the notes file. Library Reader for Windows implements this exclusive write access through share mode (set up at installation).

**Note:** To revise or delete notes from the notes file, the notes file must be marked read/write.

**Related Topics:**

In this book:

"Notes" in topic 28.0

In the *User's Guide*:

- Procedures for viewing notes
- Procedures for creating notes
- Procedures for changing notes
- Procedures for deleting notes
- Procedures for using other notes

47.0 *Shortcut Keys*

Some commands on BookManager Library Reader for Windows menus have single keys or key combinations associated with them that allow you to process the command without accessing the menu and choosing the command. These keys and key combinations are called shortcut keys. (They are listed to the right of their commands on the menus.)

To use a single shortcut key, press the key. To use a shortcut key combination, hold down the first key of the combination and press the second key.

**Note:** Shortcut key combinations are shown with a plus sign between them. For example, to create a note while viewing a softcopy book, press Ctrl+N. In other words, hold down the Ctrl key and press N.

To view a list of all Library Reader for Windows shortcut keys, either choose Key Help from any Help menu or refer to the shortcut key tables in the *Quick Reference*.

48.0 *Softcopy*

Softcopy is information that you can read on the display screen of your workstation. Softcopy is not the same as the information in a product's windows or online helps. That kind of information requires that you run the product to get to the information, but softcopy can be read, searched, and printed independently, using an application designed specifically for softcopy reading--such as BookManager Library Reader for Windows.

Softcopy can be very simple information, containing only paragraphs and perhaps some headings--like the reports and memos that abound in the business world. Or softcopy can resemble a printed book, containing all the parts that most books have. For example, softcopy can contain a cover page, a table of contents, lists of figures and tables, chapters of text, artwork, a glossary, and an index.

You can use softcopy in a variety of ways. For example, you can read softcopy from beginning to end, the same way that you might read a traditional textbook or novel. Or you can go directly to the exact section of softcopy text that you need. Softcopy can also serve as a springboard into types of information that are not normally associated with printed books. For example, from Library Reader for Windows you can link to multimedia applications that you can view or listen to while reading the book's text.

**Related Topics:**

In this book:

"BookManager" in topic 4.0

"Reading Softcopy Information" in topic 37.0

"Printing Softcopy Information" in topic 36.0

49.0 *Sort*

Use the Sort command to resequence bookshelves or books listed in any of the following windows:

- List of Bookshelves window
- Bookshelf window
- List of Books window

From any of these windows, choose the View menu to access the Sort command. You can sort bookshelves or books based on name (the default), date, or title. If you are sorting books (listed in either Bookshelf or List of Books), you can also sort by document number.

**Related Topics:**

In this book:

- "Include" in topic 21.0
- "Refresh" in topic 39.0

In the *User's Guide*:

- Procedures for sorting the List of Bookshelves
- Procedures for sorting the List of Books

50.0 Starting BookManager Library Reader for Windows

There are several ways to start Library Reader for Windows:

- Choosing the Library Reader for Windows icon from Microsoft Windows Program Manager
- Opening directly to a Library Reader for Windows bookshelf or book from Microsoft Windows File Manager
- Using the Windows Run command from either Program Manager or File Manager

**Note:** Hypertext links from one book to another in the same bookshelf work only when the book is opened from that bookshelf.

To start Library Reader for Windows from Program Manager:

Choose the Library Reader for Windows icon in the BookManager group. The Library Reader for Windows Welcome window appears briefly, and then the List of Bookshelves window appears. The bookshelves listed are those that Library Reader for Windows found in the Library Reader for Windows startup path. If the List of Bookshelves is empty (meaning that none could be found in the startup path), or if the bookshelves listed are not the ones you want, you can request a different list.

To start Library Reader for Windows from File Manager:

Choose the icon for the Library Reader for Windows bookshelf or book you want to use. If you choose a bookshelf, the Bookshelf window appears. If you choose a book, the Book window appears.

To start Library Reader for Windows from either Program Manager or File using the Windows Run command:

Include a startup command that specifies the startup option you want.

**Note:** Using the Run command is also one way you can start Library Reader for Windows running in several windows simultaneously, each using a different startup option.

Figure 2 lists each startup command and describes the option associated with it.

**READIBM**

Opens a List of Bookshelves containing bookshelves found in the default startup path.

**READIBM shelfname-with-wildcards**

Opens a List of Bookshelves containing bookshelves found in the default startup path whose names match the pattern established by the wildcards.

**Note:** When you use this startup option to limit the contents of a List of Bookshelves, the View/Refresh menu command does not restore any excluded bookshelves to the list. However, if instead you use wildcards from View/Include/By Name, then using the View/Refresh menu command does restore the full list.

**READIBM bookname**

Opens the named book if found in the default startup path.

**Note:** If a bookshelf exists with the same name as the book, Library Reader for Windows opens the bookshelf instead of the book.

**READIBM shelfname**

Opens the named bookshelf if found in the default startup path.

**Note:** If the named bookshelf can't be found and a book with the same name exists, Library Reader for Windows opens the book instead.

**READIBM bookname /b**

Opens the named book when both a bookshelf and a book in the default startup path share the same name.

**READIBM shelfname /s**

Opens the named bookshelf when both a bookshelf and a book in the default startup path share the same name.

**READIBM bookname.BOO**

Opens the named book if found in the default startup path.

**READIBM shelfname.BKS**

Opens the named bookshelf if found in the default startup path.

**READIBM \path\bookname.BOO**

Opens the named book if found in the specified path and temporarily appends that path to the front of the startup path.

**READIBM \path\shelfname.BKS**

Opens the named bookshelf if found in the specified path and temporarily appends that path to the front of the startup path.

**READIBM bookname /f search request**

Opens the named book and searches for the words or phrases specified in the search request.

**Note:** If you do not type a search request, the Search Book or Search Book (Extended) dialog box appears.

**READIBM shelfname /f search request**

Opens the named bookshelf and searches for the words or phrases specified in the search request.

**Note:** If you do not type a search request, the Search Multiple Books or Search Multiple Books (Extended) dialog box appears.

**READIBM bookname /gt topicID**

Opens the named book to the *topic ID* specified.

**READIBM bookname /p**

Opens the named book and prints the entire book.

Figure 2. Startup Commands for Library Reader for Windows

**Related Topics:**

In this book:

- "Startup Paths" in topic 51.0
- "Startup Windows" in topic 52.0
- "File Extensions" in topic 14.0

In the *User's Guide*:

Procedures for starting Library Reader for Windows

### 51.0 Startup Paths

A startup path defines for your system certain locations needed by Library Reader for Windows at startup. Initially defined at installation, Library Reader for Windows uses two startup paths:

- Startup path for bookshelves and books, from which Library Reader for Windows finds and displays a list of bookshelves or books in a startup window
- Startup path for notes, which specifies where Library Reader for Windows stores any electronic notes you attach to softcopy books

#### *Startup path for bookshelves and books*

A benefit of the startup path for bookshelves and books is that it allows you to dispense with the need for providing a fully qualified file name to identify a needed file for the system. The fully qualified file name is a file's complete identification, including its location (drive and subdirectories), as well as its file name and file extension.

For the following functions, whenever the fully qualified file name for a selected file (or group of files) is not available to the system, the system searches each drive and directory specified in the startup path for the selected file or files:

- Initial display of any startup window
- Refreshing the list of bookshelves or books in any startup window
- Opening directly to a bookshelf or book using the Windows Run command
- Creating a bookshelf

The entire path can consist of only a single drive and directory specification, or it can include several specifications. The value of having several specifications in the startup path is that you can list bookshelves or books residing in a number of locations, rather than in just one.

#### *Startup path for notes*

The startup path for notes specifies where Library Reader for Windows stores any electronic notes you attach to softcopy books. If, at installation, default values were used, Library Reader for Windows will store your notes in the program files directory. However, you can specify that notes be stored in any drive and directory to which you have write access.

#### **Related Topics:**

In this book:

- "Starting BookManager Library Reader for Windows" in topic 50.0
- "Startup Windows" in topic 52.0
- "Notes" in topic 28.0
- "File Extensions" in topic 14.0

In the *User's Guide*:

- Procedures for modifying startup defaults at installation
- Procedures for changing startup defaults from the Options menu

52.0 Startup Windows

At startup, BookManager Library Reader for Windows takes you to one of three windows, depending on how you choose to start the application:

- List of Bookshelves (the default, without startup options)
- Bookshelf
- Book

From startup windows, you begin your access to the task you want to perform.

**Related Topics:**

In this book:

- "Starting BookManager Library Reader for Windows" in topic 50.0
- "Startup Paths" in topic 51.0

In the *User's Guide*:

- Procedures for starting Library Reader for Windows

53.0 Status Bar

Located at the bottom of some windows, the status bar displays information about the contents of the window. For example, the status bar on a List of Bookshelves window displays information about the contents of the list of bookshelves. Also, windows having a status bar display a brief explanation of a menu command when you select the command.

**Note:** After a book search from the Book window, the status bar displays an index entry found as a search match when the topic line containing that index entry is visible in the Book window.

The BookManager Library Reader for Windows default is to display the status bar. To temporarily deactivate the status bar for the active window, choose the View menu and deselect Status bar. Closing the active window restores the status bar. Alternatively, reactivate the status bar by choosing the View menu again and selecting Status Bar.

For information about permanently deactivating the status bar, see "Options Menus" in topic 30.0.

#### 54.0 Tool Bar

Located at the top of a Book window (just below the menu bar), the tool bar contains icons that serve as shortcuts for commands.

The BookManager Library Reader for Windows default is to display the tool bar. To temporarily deactivate the tool bar for the active window, choose the View menu and deselect Tool Bar. Closing the active window restores the tool bar. Alternatively, reactivate the tool bar by choosing the View menu again and selecting Tool Bar.

For information about permanently deactivating the tool bar, see "Options Menus" in topic 30.0.

#### Related Topics:

In the *User's Guide*:

Description of the tool bar

In the *Quick Reference*:

List of tool bar icons

### 55.0 Type of Search

The type of search match affects the processing of search requests. It determines how closely a word or phrase in text must correspond to the word or phrase in the search request. You can make your searches as specific or as general as you like.

BookManager Library Reader for Windows offers two types of searches: an exact-match search and a fuzzy-match search.

- When you request Exact Match, Library Reader for Windows matches your search request word for word, without regard for capitalization.

**Note:** If you want capitalization honored in your search request, select the Case-Sensitive check box.

- When you request Fuzzy Match (the default), Library Reader for Windows searches for the words that you specified in your search request, as well as for different forms of those words. For example:

- Words that have different endings
- Words that have different tenses (past, present, and future)
- Words that have different capitalization
- Words that have different punctuation
- Words that are singular or plural

For example, in a fuzzy-match search:

- A word matches any other word that shares the same language root: *party* matches **parties**, and both *is* and *are* match **be**. The only exception to this rule concerns the use of a wildcard character to replace letters at the end of a word: a match for **parti\*** would be *parties* (and *partisan* and every other word that starts with *parti*); but *party* is not a match.
- A period followed by spaces matches any sentence delimiter: matches for **house.** include *house.*, *house,*, and *house!*.

A fuzzy-match search also allows as many as five intervening words between individual words in the search request. Furthermore, a fuzzy-match search allows resequencing of words in the search request. For example, assume that you request Fuzzy Match on the phrase **my forest cottage**:

- *My forest cottage* is a search match.
- *my enchanted-forest cottage* is a search match.
- *my enchanting cottage in the forest* is a search match.
- *my cute new enchanting little three-bedroom yellow forest cottage* is not a search match.

**Note:** A fuzzy-match search is the only type of search that you can request on multiple-book searches.

For information about how to permanently change the defaults, see "Options Menus" in topic 30.0.

#### Related Topics:

In this book:

- "Search Request" in topic 43.0
- "Where to Search" in topic 59.0
- "How to Show Results" in topic 20.0
- "Wildcard Characters" in topic 60.0

In the *User's Guide*:

- Procedures for using an extended search dialog box
- Procedures for specifying the type of search

56.0 User Exits

You can write routines, in the form of dynamic link libraries (DLLs), for monitoring certain BookManager Library Reader for Windows activities. Library Reader for Windows provides three user exits for monitoring purposes:

- Open book
- Close book
- Expand search

*Open book exit*

Library Reader for Windows invokes the open book exit only when the user opens a book from the Book window. Information passed to the exit includes:

- Book name
- Build date
- Book title
- Document number
- path/filename.ext*, the fully qualified file name of the book file

*Close book exit*

Library Reader for Windows invokes the close book exit only when the user closes a book opened from the Book window. Information passed to this exit is the same as that passed to the open book exit:

- Book name
- Build date
- Book title
- Document number
- path/filename.ext*, the fully qualified file name of the book file

*Expand search exit*

Library Reader for Windows invokes the expand search exit when the user issues a search request. It passes the search request to the exit, allowing for search-request expansion, synonym addition, or request monitoring. Valid search requests must be returned, or the search might fail.

## 57.0 User Profile

Your user profile contains default settings for:

- Search options for both book searches and multiple-book searches
- Color options for displaying book text
- Font options for displaying book text
- Workspace options for activating and deactivating the tool bar, the status bar, and--when opening a book--the Topics window
- Path options for notes files and for startup
- Confirmation options for exiting Library Reader for Windows

The commands available on Options menus let you make permanent changes to these defaults.

**Note:** Changes made in menus other than Options (as well as in dialog boxes) act as temporary changes and remain active only as long as the book is open.

### Related Topics:

In this book:

"Options Menus" in topic 30.0

In the *User's Guide*:

Procedures for changing search options  
Procedures for changing colors  
Procedures for changing fonts  
Procedures for changing workspace options  
Procedures for changing startup defaults  
Procedures for changing confirmation options

58.0 View Menus

Table 12 compares the various Library Reader for Windows View menus. Notice that commands available on a View menu vary, depending on where you are in the application. For all menu commands, Library Reader for Windows offers:

- Context-sensitive help, which describes the purpose and use of the command
- Short help, which displays (in the status bar) a one-line description of the command

Table 12. Comparison of View Menus  
from List of Bookshelves

```

View
  Status Bar
-----
  Include
    By Name...
    By Title...
    Selected
    All
  Sort
    Name
    Date
    Title
  Refresh          Ctrl+Shift+R
    
```

from List of Books

```

View
  Status Bar
-----
  Include
    By Name...
    By Title...
    Selected
    All
  Sort
    Name
    Date
    Title
    Document Number
  Refresh          Ctrl+Shift+R
    
```

from Bookshelf

```

View
  Status Bar
-----
  Include
    By Name...
    By Title...
    Selected
    All
  Sort
    Name
    Date
    Title
    Document Number
  Refresh Ctrl+Shift+R
    
```

from Book

```

View
  Tool Bar
  Status Bar
  Show Pictures in Text
-----
  Expand All          Ctrl+*
  Collapse All       Ctrl+-
    
```

from Picture

```

View
  Size Picture to Window
  Zoom In          Ctrl+Z
  Zoom Out
  AutoZoom
-----
  Restore
    
```

from Topics

```

View
  Expand All
  Collapse All
    
```

from Search Results

```

View
  Details
  Topics Only
    
```

### 59.0 Where to Search

You identify areas to search in the Search Book (Extended) dialog box. You access this dialog box by choosing the Extended button on the Search Book dialog box (accessed from the Book window's Search menu).

You can search a book across a combination of different areas:

- Selecting Topic Text requests a search for the word or phrase in the text of topics.
- Selecting Topic Titles requests a search for the word or phrase in the titles of topics.
- Selecting Indexed Words requests a search for the word or phrase in the list of indexed entries.

**Note:** You must select at least one area. Selecting all areas (the default and only option in a multiple-book search) requests a search across the entire book.

#### Related Topics:

In this book:

- "Search Request" in topic 43.0
- "Type of Search" in topic 55.0
- "How to Show Results" in topic 20.0
- "Search Results Ranking" in topic 45.0

In the *User's Guide*:

- Procedures for using an extended search dialog box
- Procedures for specifying where to search

## 60.0 Wildcard Characters

You can use wildcard characters in your search request to replace characters when you want to find text that matches a given pattern. Library Reader for Windows offers two wildcard characters:

- A multiple-character wildcard--the asterisk (\*)--which substitutes for one or more characters in a search request. You can type it at the front, center, or end of a word. For example, if you wanted to find all the occurrences of words that begin with *dog*, you would enter the search request as **dog\***. Library Reader for Windows would find search matches on such words as:

*doghouse*  
*dogcatcher*  
*dogie*  
*dogma*

In this example, the asterisk (\*) serves as a wildcard character, meaning that it substitutes for all possible endings in words that begin with *dog*.

- A single-character wildcard--the question mark (?)--which substitutes for only one character in a search request. Like the multiple-character wildcard, you can type it at the front, center, or end of a word. For example, a search request for **c?t** would find search matches on such words as:

*cat*  
*cot*  
*cut*

**Note:** Extended search dialog boxes provide buttons that, when chosen, insert operators (including wildcard characters) into the Search Request text box. You complete the search request by typing the words or phrases into the text box. For more information about the buttons and how they relate to the insertion point, refer to the *User's Guide*.

### Related Topics:

In this book:

"Word or Phrase Separator" in topic 63.0  
"Boolean Operators" in topic 10.0  
"Grouping Operators" in topic 18.0  
""As Is" Operators" in topic 1.0

In the *User's Guide*:

Procedures for using wildcard characters in a search request  
Procedures for using command buttons to enter Boolean operators and symbols

61.0 Window Menus

As shown in Table 13, the first item in a Window menu is a Close All command, followed by a sequential list of windows opened during the session.

Table 13. Window Menu  
 from List of Bookshelves, List of Books, Bookshelf, or Book

```

Window
  Close All
  -----
  (numbered list of open windows)
    
```

When you choose Window from the Book window, all windows opened from the Book window are listed in same sequence they were opened. For example:

1. MyBKSNName:My Bookshelf Title
2. MyNewName:My Other Bookshelf Title
3. MyBKSNName:My Bookshelf Title
4. BOOKSHELF:d:\path\filename.ext
5. BOOK:d:\path\filename.ext

When you choose Window from the List of Bookshelves window, the List of Books window, or the Bookshelf window, a sequential list of up to nine windows is displayed. If you opened more than nine windows from any of these windows (identified when a More Windows command appears in the Window menu), a list box is available for viewing the remainder.

If you opened the same window more than once, each instance is reflected as a separate entry. Choosing an entry links you to that window.

Choosing Close All closes all the windows listed.

**Related Topics:**

In the *User's Guide*:

- Procedures for listing or closing windows opened from Book
- Procedures for listing or closing windows opened from List of Bookshelves
- Procedures for listing or closing windows opened from List of Books
- Procedures for listing or closing windows opened from Bookshelf

62.0 Word Check

When you select the Word Check button for a word in a search request, Library Reader for Windows looks for variations of that word already in the book or bookshelf and displays a Word Check window that lists the variations it finds. From this window, you can choose:

- Replace (the default) to replace the current search word with the word you select from the list
- Cancel to close the Word Check window, making no change to the current search word

**Note:** Library Reader for Windows permits a word check on multiple books only when the books are on the same bookshelf and a bookshelf search index for those books exists.

**Related Topics:**

In this book:

- "Boolean Operators" in topic 10.0
- "Wildcard Characters" in topic 60.0

In the *User's Guide*:

- Procedures for checking search words for spelling variations

### 63.0 Word or Phrase Separator

You use a word or phrase separator to separate words and phrases in a single search request. A comma is Library Reader for Windows' word or phrase separator. For example:

- puma, jaguar** (separating two words)
- puma, jungle cat** (separating a word from a phrase)

BookManager Library Reader for Windows processes word or phrase separators the same way it processes Boolean *or* operators--a topic containing either word (or phrase) qualifies as a search match.

**Note:** Extended search dialog boxes provide buttons that, when chosen, insert operators (including the word or phrase separator) into the Search Request text box. You complete the search request by typing the words or phrases into the text box. For more information about the buttons and how they relate to the insertion point, refer to the *User's Guide*.

#### Related Topics:

In this book:

"Wildcard Characters" in topic 60.0

"Boolean Operators" in topic 10.0

"Grouping Operators" in topic 18.0

"As Is" Operators" in topic 1.0

In the *User's Guide*:

Procedures for using command buttons to enter Boolean operators and symbols

GLOSSARY *Glossary of Terms and Abbreviations*

This glossary defines all new terms and abbreviations used in this document. If you do not find the term you are looking for here, refer to the index of this document or to the *IBM Dictionary of Computing*, SC20-1699. Any terms in this book that were derived from the following sources are identified by the symbols indicated:

- The *American National Standard Dictionary for Information Systems*, ANSI X3.172-1990, copyright 1990 by the American National Standards Institute (ANSI). Copies can be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by the symbol (A) after the definition.
- The *Information Technology Vocabulary*, developed by Subcommittee 1, Joint Technical Committee 1, of the International Organization for Standardization and the International Electrotechnical Commission (ISO/IEC JTC1/SC1). Definitions of published parts of this vocabulary are identified by the symbol (I) after the definition; definitions taken from draft international standards, committee drafts, and working papers being developed by ISO/IEC JTC1/SC1 are identified by the symbol (T) after the definition, indicating that final agreement has not yet been reached among the participating National Bodies of SC1.
- The *Microsoft Windows User's Guide*, copyright 1990-1992 by the Microsoft Corporation. Definitions taken from the User's Guide glossary are identified by the symbol (W) after the definition.

The following cross-references are used in this glossary:

**Contrast with** This refers to a term that has an opposite or significantly different meaning.

**See** This refers you to a phrase in which this term appears.

**See also** This refers you to terms that have a related but not synonymous meaning.

**Synonym for** This indicates that the term has the same meaning as a preferred term, which is also defined.

```
+-----+
| Special Characters |
+-----+
```

\*. (1) The symbol used as a substitute for one or more letters in a book or bookshelf name when listing books or bookshelves. (2) The symbol used as a substitute for one or more letters in a word when defining a search request. See also wildcard.

?. (1) The symbol used as a substitute for one letter in a book or bookshelf name when listing books or bookshelves. (2) The symbol used as a substitute for one letter in a word when defining a search request. See also wildcard.

&. In Boolean searching, an operator you enter in a search request to connect two words or phrases with an AND relationship. Contrast with | and !. See also AND, Boolean, search request, and operator.

|. In Boolean searching, an operator you enter in a search request to connect two words or phrases with an OR relationship. Contrast with & and !. See also Boolean, AND, search request, and operator.

!. In Boolean searching, an operator you enter in a search request to connect two words or phrases with a BUT NOT relationship. Contrast with & and |. See also Boolean, AND, search request, and operator.

```
+---+
| A |
+---+
```

**access.** To obtain the use of a computer resource. (T)

**action.** A defined task that Library Reader for Windows performs. You initiate an action by doing any of the following:

- Choosing a menu command
- Choosing a command button
- Pressing a function key
- Pressing a shortcut key
- Typing a command

See also choose, menu command, command button, function key, shortcut key, and command.

**activate.** (1) To make a window, bookshelf, book, topic, tool bar, or status bar visible and ready for use. (2) To cause changes that you have made to options to take effect.

**active.** The window or icon that you are currently using or that is currently selected. Only one window or icon can be active at a time. Keystrokes and commands affect the active window or icon. If a window is active, its title bar changes color to differentiate it from other windows. If an icon is active, its label changes color. Windows or icons on the desktop that are not selected are inactive. (W)

**active window.** The window that can receive input from the keyboard, which is the window with which you are currently interacting, or the last window that was activated. The active window is indicated by a title bar and border in a different color or shade from all other windows. Contrast with inactive window. See also title bar.

**Advanced Function Printing (AFP).** A set of licensed programs or user applications that permits all-points-addressable printing of text and graphics on a page printer.

**AFP.** See Advanced Function Printing (AFP).

**AIX BookManager READ/6000.** An IBM licensed program that lets you display, search, organize, and make notes in softcopy documents on a programmable workstation running the AIX operating system.

**American National Standard Code for Information Interchange (ASCII).** The standard code, using a coded character set consisting of 7-bit coded characters (8 bits including parity check), that is used for information interchange among data processing systems, data communication systems, and associated equipment. The ASCII set consists of control characters and graphic characters. (A)

**AND.** In Boolean searching, the relationship expressed by the & operator when used to connect two words or phrases in a search request. When connected by an AND relationship, both words or phrases must be present for the topic to be considered a match. Contrast with OR and BUT NOT. See also &, Boolean, search request, and operator.

**API.** See application programming interface (API).

**application.** (1) A collection of software components used to perform specific types of work on a computer. (2) A program written for or by a user that applies to the user's work, such as a program that does inventory control or payroll.

**application programming interface (API).** (1) A functional interface supplied by the operating system or by a separately orderable licensed program that allows an application program written in a high-level language to use specific data or functions of the operating system or the licensed program. (2) The interface through which an application program interacts with an access method.

**arrow keys.** Synonym for cursor movement keys.

**"as is" operators.** In a search request, the symbols used to specify that an operator symbol be treated as text, and not as an operator. In Library Reader for Windows, the "as is" operators are single quotes.

**ASCII.** See American National Standard Code for Information Interchange (ASCII).

**asterisk.** Synonym for \*.

**author.** The person who wrote or prepared the information in a BookManager softcopy document.

**autozoom.** A picture function that lets you automatically enlarge (zoom in on) a portion of a picture that you have selected using the mouse. When the autozoom function is on, you can select the picture portion and zoom in on it in one step. See also zoom in.

**available choice.** A menu command that you are able to use. Available choices are not dimmed. Contrast with unavailable choice. See also dimmed.

```
+---+  
| B |  
+---+
```

**back matter.** Topics that are placed after the main chapters or topics in a book. Back matter often includes a glossary, a bibliography, and an index.

**backward.** A scrolling direction in which book text or list items move downward, so that the text or items above come into view. Contrast with forward. See also page up.

**book.** In BookManager, a softcopy document, created by BookManager BUILD, that can be read and searched at a display device using BookManager READ. A softcopy book often has the traditional structure of a printed book, including standard book elements such as a cover page, table of contents, chapters, and an index. See also book metaphor, document, BookManager BUILD, and BookManager READ.

**Book Description window.** A window that provides information about a book, such as the book's title, author, publication date, and document number.

**book file name.** Synonym for book name. See also file name.

**book metaphor.** A conceptual model for presenting softcopy information. The book metaphor helps BookManager softcopy to simulate the look and feel of a printed book.

**book name.** The file name of a softcopy book. See also file name.

**book search.** A search done within a single book, on selected topics or on the entire book. Results of a book search are optionally displayed in a Search Results window. Search matches are emphasized in the book text. See also search, search results, search match, and search ranking. Contrast with multiple-book search.

**book session.** The period of time during which a book is displayed in a Book window. When more than one book is open at the same time, there is a separate ongoing book session for each. See also Library Reader for Windows session.

**book text.** The information contained in a softcopy book that is displayed in the left side of a Book window.

**Book window.** The window in which the text of a softcopy book is displayed.

**BookManager.** A family of IBM licensed programs that lets users create and display softcopy. See BookManager BUILD and BookManager READ.

**BookManager BUILD.** A generic reference to several similar IBM licensed programs that let you create softcopy on different operating systems from source files in different formats. See BookManager BUILD/2, BookManager BUILD/MVS, and BookManager BUILD/VM. Contrast with BookManager READ.

**BookManager BUILD/2.** An IBM licensed program that lets you create softcopy on an OS/2 system from word processor documents or plain ASCII files.

**BookManager BUILD/MVS.** An IBM licensed program that lets you create softcopy on an MVS host system from tagged source materials (known as data sets).

**BookManager BUILD/VM.** An IBM licensed program that lets you create softcopy on a VM host system from tagged source files.

**BookManager READ.** A generic reference to several similar IBM licensed programs that let you read and search softcopy created using IBM BookManager BUILD. See BookManager Library Reader for Windows, BookManager READ/DOS, BookManager READ/2, AIX BookManager READ/6000, BookManager READ/VM, and BookManager READ/MVS. Contrast with BookManager BUILD.

**BookManager READ/2.** An IBM licensed program that lets you display, search, organize, and make notes in softcopy books on a programmable workstation running the OS/2 operating system.

**BookManager READ/DOS.** An IBM licensed program that lets you display, search, organize, and make notes in softcopy books on a programmable workstation running the DOS operating system.

**BookManager Library Reader for Windows.** An IBM licensed program that lets you display, search, organize, and make notes in softcopy books on a programmable workstation running the Microsoft Windows operating system.

**BookManager READ/MVS.** An IBM licensed program that lets you display, search, organize, and make notes in softcopy books on an MVS host system.

**BookManager READ/VM.** An IBM licensed program that lets you display, search, organize, and make notes in softcopy books on a VM host system.

**bookmark.** In BookManager, a placeholder that you can add to a softcopy book. For each open book, there is one bookmark that you can place, find, or remove at any time.

**BookMaster.** An IBM licensed program that provides a generalized markup language used to tag a text source file so that it can be formatted using the Document Composition Facility (DCF). BookMaster is primarily used for developing technical publications. It offers a richer tag vocabulary than the GML Starter Set that is available with DCF. See also Document Composition Facility (DCF) and

generalized markup language (GML).

**bookshelf.** (1) In BookManager, a logical grouping of softcopy books that allows them to be organized for convenience and for faster searching. (2) A file (with an extension of .BKS) that contains the definition of a bookshelf.

**Bookshelf Description dialog box.** A dialog box that describes a bookshelf. Elements of the description include the bookshelf name, date last updated, the number of books and bookshelves contained within the bookshelf, the location of the search index, and the location of the bookshelf itself.

**bookshelf file name.** A name for a file with an extension of .BKS, which contains the definition of a bookshelf. The file name must conform to DOS conventions for naming files and does not have to be the same as the bookshelf name. Contrast with bookshelf name and bookshelf title. See also bookshelf.

**bookshelf name.** The BookManager name assigned by the creator of a bookshelf for the bookshelf. Bookshelf name is created by typing the name in the Create Bookshelf Information dialog box and can be viewed in the Bookshelf Description dialog box. Contrast with bookshelf file name and bookshelf title. See also bookshelf.

**bookshelf search index.** Synonym for search index.

**bookshelf title.** The title assigned by the creator of a bookshelf for the bookshelf. Bookshelf title is created by typing the title in the Create Bookshelf Information dialog box and can be viewed in the Bookshelf Description dialog box or List of Bookshelves window. It can be up to 255 characters in length. Contrast with bookshelf file name, and bookshelf name. See also bookshelf.

**Bookshelf window.** A window that lists all the books on a bookshelf.

**Boolean.** A process where combinatorial relationships are established between elements and the result takes on one of two values. In a Boolean operation, each of the elements may be assigned a value, such as 0 or 1, true or false. The elements may then be combined in Boolean expressions, using Boolean operators to establish the relationship between the elements. This evaluation can take place in a truth table, which shows the logical outcome of evaluating the expression for all possible cases. See also Boolean search.

**Boolean operators.** The &, |, and ! characters that can be used to join two search words together such that both words, one or the other, or one but not the other, are found in the text to satisfy the search request.

**Boolean search.** A search method that uses Boolean processing to analyze search matches. Boolean operators are used in a search request to make a Boolean expression. See also Boolean, AND, &, OR, |, BUT NOT, and !.

**box.** Synonym for text box.

**build a book.** To use BookManager BUILD to create a softcopy book from source files. See also BookManager BUILD.

**BUT NOT.** In Boolean searching, the relationship expressed by the ! operator when used to connect two words or phrases in a search request. When connected by a BUT NOT relationship, the word or phrase to the left of the ! must be present and the word or phrase to the right of the ! must not be present for the topic to be considered a match. Contrast with AND and OR. See also !, Boolean, search request, and operator.

**button.** Synonym for command button.

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**cancel.** To remove the current window or menu without processing it, and return to the previously active window.

**cascading menu command.** A command on a menu that produces a cascading menu containing more commands. A cascading menu command is indicated by a right arrowhead next to it.

**cascading menu.** A menu that opens from a command on another menu. A command that opens a cascading menu has a right arrow next to it. (W)

**case.** The characteristic of a letter that determines whether it is a capital letter or a small letter. Case is generally referred to as uppercase, lowercase, and mixed case.

**Case-Sensitive.** A search option that causes uppercase and lowercase letters to be searched for as if they were identical. For

example, when *Case-Sensitive* is selected, a search for *OK* would find *OK*, *Ok*, and *ok*. See also search.

**CD-ROM.** See compact disc-read only memory (CD-ROM).

**chapter.** In BookManager, a section or part of a softcopy book whose topic ID begins with a major topic number, such as 1.0 or 4.0. See also topic identifier.

**character.** Any letter, number, ideogram, or other symbol used for the organization, control, or representation of data.

**check box.** A small, square box that appears in a dialog box and that can be selected or cleared. When the check box is selected, an X appears in the box. A check box represents an option that you can turn on or off. (W)

**check mark.** A symbol used next to a menu command to indicate that the command is in effect. For example, when a check mark appears next to the Tool Bar menu command, it indicates that the tool bar is visible.

**choose.** To use a mouse or keyboard to pick an item that begins an action in Windows. You choose commands on menus to perform tasks, and you choose icons to start applications. (W) Contrast with select.

**clear.** To turn off an option by removing the X from a check box. You clear a check box by clicking it, or selecting it and pressing the Spacebar. (W) Contrast with select. See also check box, click, and deselect.

**click.** To press and release a mouse button quickly. (W) Contrast with double-click.

**Clipboard.** A temporary storage location used to transfer data between documents and applications. Typically, you transfer data to the Clipboard by using an application's Copy or Cut command, and you insert data from the Clipboard by using the application's Paste command. You can use the Windows Clipboard Viewer to view the contents of the Clipboard. (W)

**close.** To remove a window or dialog box, or quit an application. You can close a window by using the Close command on the Control menu. When you close an application window, you quit the application. (W)

**close book exit.** A user exit that enables a site to monitor when a softcopy book is closed. Library Reader for Windows invokes this exit whenever an open book currently displayed in a Book window is being closed. See also open book exit, search expansion exit, user exit, and close.

**code page.** An assignment of graphic characters and control function meanings to all code points; for example, assignment of characters and meanings to 256 code points for an 8-bit code. See also code point.

**code point.** A 1-byte code that represents one of the potential characters in a code page. See also code page.

**collapse.** To click on the icon (-) next to a topic title, thereby causing the titles of all its subtopics to be hidden from view. See also subtopic and click.

**command.** A word or phrase, usually found in a menu, that you choose in order to carry out an action. You choose a command from a menu, or type a command at the DOS prompt. (W) See menu command.

**command button.** In a dialog box, a button that carries out an action. A command button often has a label that describes the action it carries out (for example, Cancel, Help, or Install). Choosing a command button that is followed by an ellipsis (for example, Describe...) causes another dialog box to appear. (W)

**command prompt.** Synonym for DOS prompt.

**compact disc-read only memory (CD-ROM).** High-capacity, read-only memory in the form of an optically read compact disc.

**confirmation message.** A message that appears after you specify certain actions, prompting you to confirm that you want to continue with the action or to specify that you want to cancel it. (W)

**contents help.** Help for an entire window that describes the window's selections and how they relate to one another. Contrast with context-sensitive help, short help, and message help. See also click.

**context-sensitive help.** Online help information for a specific tool bar icon or menu command. You can display context-sensitive help by pressing SHIFT+F1, or by using mouse button 1 to click the Help icon in the tool bar and then clicking the command or tool bar icon for which you want help. Contrast with contents help, short help, and message help. See also click.

**Control menu.** A menu that contains commands you can use to manipulate the window. Application icons and some dialog boxes also have a Control menu. To open the Control menu, you use the Control-menu box at the left of the title bar in a window, or you select an application icon. See also Control-menu box. (W)

**Control-menu box.** The icon that opens the Control menu for the window. It is always at the left of the title bar. (W)

**copy.** (1) To create and store in a disk file, a duplicate of information from a softcopy book. (2) To put a copy of the selected text or item onto the Clipboard so that you can transfer it to another location. Most Windows applications have a Copy command on the Edit menu that performs this task. (W)

**cross-book link.** A link that takes you from one softcopy book to another softcopy book in the same bookshelf or List of Books. Contrast with intra-document link. See also hypertext link.

**cross-reference link.** Emphasized text you can select to display the topic, figure, table, or text being referenced. For example, the reference *Table 1* displays Table 1 when you double-click the reference, or move the cursor to the reference and press Enter. See also cross-book link and hypertext link.

**current directory.** The directory that you are currently working in. (W)

**current topic.** The topic that is displayed in the left side of the Book window.

**cursor.** Synonym for insertion point and selection cursor.

**cursor movement keys.** The  $\leftarrow$ ,  $\rightarrow$ ,  $\uparrow$ , and  $\downarrow$  keys on the keyboard that move the cursor in the directions that the arrows point. Also known as arrow keys.

**cut.** To move data from a document into a temporary storage area called the Clipboard. Most Windows applications have a Cut command (on the Edit menu) that performs this task. (W)

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**Date Built.** The date a softcopy book was built using a BookManager BUILD product or the date a bookshelf was created.

**Date Published.** The date an author includes in a book when the draft is finalized.

**default.** A value used by Library Reader for Windows when you have not explicitly specified one. Some default values are shipped with Library Reader for Windows, and some may have been set by you or whomever installed Library Reader for Windows for you. Default values can usually be changed. For example, the installation program allows you to specify a default startup path for notes; you can change this default value using the Startup Defaults menu command on any Options menu.

**default button.** In some dialog boxes, the command button that Windows automatically selects. The default button has a bold border, indicating that it will be chosen if you press Enter. You can override a default button by choosing Cancel or another command button. (W)

**delete.** To permanently erase an object from disk storage. After deleting the object, you will not be able to use it again without recreating it. Contrast with remove.

**deselect.** To remove an item from a selection. Contrast with select and mark.

**desktop.** The screen background for Windows on which windows, icons, and dialog boxes appear. (W)

**dialog box.** A window that appears temporarily to request information. Many dialog boxes have options you must choose before Windows can carry out a command. (W)

**dimmed.** Unavailable or disabled. A dimmed button or command is displayed in light gray instead of black, and it cannot be chosen. (W)

**directory.** An ordered or classified list used to find the locations of things, such as files. A directory that is part of another directory is a subdirectory.

**disk.** A medium for storing information. Information stored on a disk remains there even when you turn your computer off, unlike information stored in memory (RAM). A floppy disk can be inserted and removed from a floppy disk drive, whereas a hard disk is permanently mounted inside its drive. (W) Contrast with random access memory (RAM). See also disk drive.

**disk drive.** A device used for storing and retrieving information on disks. (W) See also disk.

**document.** Whatever you create with an application, including information you type, edit, view, or save. A document may be a business report, a spreadsheet, a picture, or a letter, for example, and is stored as a file on a disk. (W)

**Document Composition Facility (DCF).** An IBM licensed program that prepares files for printing or softcopy display with BookManager.

**document element.** A standard, distinct part of a softcopy or hardcopy document. Document elements include paragraphs, headings, tables, figures, and so on.

**document markup language.** A language used to define information to be added to the content of a document to enable a person or system to process it. It can describe the characteristics of the document or specify actual processing to be performed.

**document number.** The form number of a manual that can be used to order copies of the manual. The document number for softcopy is displayed in the book description and can be displayed on the bookshelf.

**documentation directory.** The directory in which you tell Library Reader for Windows to store the product's softcopy books during installation, and in which you can also store other softcopy books. C:\BOOKS is a typical documentation directory. See also directory.

**DOS prompt.** At the DOS command line, the character or characters that appear at the beginning of the line, indicating that the computer is ready to receive input. (W) See also command prompt.

**DOS share mode.** Synonym for share mode.

**double-click.** To rapidly press and release a mouse button twice without moving the mouse. Double-clicking carries out an action, such as starting an application. (W) Contrast with click.

**down.** See page down.

**download.** To send information from a mainframe computer to an attached personal computer. Contrast with upload.

**DPI.** Dots-per-inch.

**drag.** To move an item on the screen by selecting the item and then pressing and holding down the mouse button while moving the mouse. For example, you can move a window to another location on the screen by dragging its title bar. (W)

**drive.** See disk drive. See also disk and floppy disk.

**dynamic link library (DLL).** A file containing executable code and data bound to a program at load time or run time, rather than during linking. The code and data in a dynamic link library can be shared by several applications simultaneously.

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**ellipsis.** A symbol (...) used with a menu command to indicate that choosing that command causes a dialog box to appear.

**emphasis.** A means of calling attention to a search match by changing its color. See also emphasized phrases and search emphasis.

**emphasized phrases.** Phrases in topic text whose color makes them stand out from the rest of the text. Emphasis means that the phrase is a search match. See also search match.

**enter.** To submit all selected choices and text box information to the computer for processing; for example, to type information on a keyboard and press Enter.

**Enter key.** A key on a keyboard that, when pressed, causes information to be submitted to a computer for processing. Note that this key

is sometimes labeled with a bent-arrow symbol.

**erase.** Synonym for delete.

**error message.** A message that indicates that a problem has occurred. See also message, information message, and warning message.

**escape operator.** See "as is" operator.

**exact match.** A word or phrase found by Library Reader for Windows during a book search, that corresponds exactly to the word or phrase typed in the search request. Contrast with fuzzy match. See also search request.

**exclamation point.** See BUT NOT.

**exit.** To end the current Library Reader for Windows session.

**expand.** To click on the + icon next to a topic title, thereby causing the titles of all its subtopics to come into view. See also subtopic and click.

**extended search dialog box.** Either the Search Book (Extended) or the Search Multiple Books (Extended) dialog box, in which you can perform a word check; enter wildcards, Boolean operators, or other operators into your search request by means of command buttons; or change search options temporarily for the search request. An extended search dialog box can be made the default dialog box for all book searches or all multiple-book searches or both. See also word check, wildcard, Boolean operators, operator, search request, book search, and multiple-book search.

**extension.** The period and up to three characters at the end of a file name. An extension usually identifies the kind of information a file contains. (W) For example, a book file has an extension of .BOO, a bookshelf file .BKS, a search index file .BKI, and a notes file .NTF.

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**figure.** A vector graphic, image, or other kind of illustration in the text of a document that is identified by a title or caption and a sequential number.

**figure list.** A list in a softcopy or hardcopy book that displays all numbered figures contained in the book.

**FIGURES.** The topic ID of a topic in a softcopy book that contains the list of figures in the book.

**Figures navigator.** A window that lists the figures in a softcopy book and lets you work with them.

**file.** A collection of information treated as a unit.

**file extension.** Synonym for extension.

**file name.** (1) A one- to eight-character name that is used to identify a computer file. The file name is usually combined with a file extension. See also extension. (2) The name used by Library Reader for Windows to identify a book or bookshelf file.

**find.** A function available in certain Library Reader for Windows dialog boxes that lets you list and select books or bookshelves from other directories. See also directory.

**fixed disk.** Synonym for disk.

**floppy disk.** A disk that can be inserted in and removed from a floppy disk drive. (W) See also disk and disk drive.

**focused search.** A Library Reader for Windows book search that is narrowed to one or more of the following areas: topic titles, topic text, or indexed words. See also search options.

**font.** A set of letters, numbers, punctuation marks, and symbols that are a given size and design. (W)

**footnote.** A note of reference, explanation, or comment printed at the bottom of a printed page or shown in a footnote window.

**footnote symbol.** A number or character enclosed in parentheses and appended to the end of a word in a softcopy book. A footnote symbol is the softcopy equivalent of a superscript number in a printed book. Because a footnote symbol is also a link, you can click on it and view the text of the footnote. See also footnote, hypertext link, and click.

**forward.** A scrolling direction in which book text or list items move upward, so that the text or items below come into view. Contrast with backward. See also page down.

**front matter.** Topics such as the preface, abstract, table of contents, list of figures or list of tables that are placed before the main chapters or topics in a softcopy book.

**function key.** Synonym for shortcut key.

**fuzzy match.** A word or phrase found by Library Reader for Windows during a single-book or multiple-book search, that is a variation the word typed in a search request. Fuzzy matches are different forms of the same root word. For example, the words *computing* and *computers* would be considered fuzzy matches for the word *computer*. Contrast with exact match. See also search match.

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**generalized markup language (GML).** A document markup language that identifies and describes each document element.

**graphic.** Pertaining to pictorial material or the output of graphics software, in contrast to text. Graphics in a softcopy book can be integrated in the topic text, or displayed separately in the Picture window. See also raster image. Contrast with text.

**graphics reference link.** A word or phrase in the text of an online book that represents a figure. A user can view the figure in the Picture window by double-clicking on the graphics reference link, or by moving the cursor to the link and pressing Enter.

**grouping operators.** In a search request, the symbols used to change the Boolean operators' default order of precedence. In Library Reader for Windows, the grouping operators are the left and right parentheses.

**group window.** A window that displays the items in a group within Program Manager. These items may be applications, accessories, or documents. (W)

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**hardcopy.** Printed copies of books, manuals, or other information. Contrast with softcopy.

**heading.** Words indicating the beginning of a new topic or section.

**hidden windows.** The open windows arranged behind the active window.

**highlighted.** Indicates that an object or text is selected and will be affected by your next action. Highlighted text appears in reverse video on monochrome monitors or in color on some color monitors. Highlighted objects might change color or be surrounded by a selection cursor. (W) See also select, selection cursor, and reverse video.

**horizontal topic text scroll bar.** A bar that appears at the bottom of the left side of the Book window when the lines of text are too wide to be displayed completely. The scroll bar can be used to bring the hidden portions of the lines into view. See also scroll bar, and topic text scroll bar.

**hypertext.** A method of accessing information in a nonlinear fashion. This methodology is usually implemented by providing places in the text where the reader can link to more information on a particular graphic or idea.

**hypertext link.** An automatic connection between an element in one part of a softcopy book to another element in the same book or to another softcopy book. The link is a pointer from a location in a softcopy document to another location in the same document. It lets you move without scrolling or explicitly requesting to go to the new location. BookManager BUILD automatically creates links from a cross-reference to the referenced location. Authors can also create hypertext links in a softcopy document, to point you to related information. See also cross-reference link, cross-book link, and intra-document link.

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**icons.** Graphical representations of various elements in Windows, such as disk drives, applications, embedded and linked objects, and documents. (W)

**image.** See raster image. Contrast with vector graphic.

**ImageMark Software Labs, Inc.** Developer of ImageStream Graphics Filters.

**ImageStream Graphics Filters.** A trademark of ImageMark Software Labs, Inc. Graphics filters convert various graphics formats from one to another.

**importance.** See search results importance.

**inactive window.** An open window with which you are not currently interacting. An inactive window is not available for user interaction until it becomes active again. Contrast with active window. See also open window.

**index.** An alphabetical list of the subjects in a softcopy document and the topics in which each subject is found. Contrast with table of contents and search index. See also Index navigator.

**Index navigator.** A window that lists all the index entries in a softcopy document and lets you work with them.

**information message.** A message that tells you that an operation has been performed successfully. See also message, error message, and warning message.

**initial value.** Information present in a text box when that box is first displayed. See also default.

**insertion point.** The place where text will be inserted when you type. The insertion point usually appears as a flashing vertical bar in an application's window or in a dialog box. Also known as cursor. (W)

**installation.** The process of placing a software program on a computer's fixed disk.

**integrated pictures.** Pictures that are either vector graphics or images, and which you can view within the Book window at the points at which they occur in the text. Contrast with picture link. See also noruin image and runin image.

**interactive processing.** A processing method in which each user action causes a response from the program or the system.

**intra-document link.** A link that connects two document elements within the same softcopy document. Contrast with cross-book link. See hypertext link. See also cross-reference link.

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**jump.** Synonym for link.

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**K.** When referring to storage capacity, two to the tenth power, or 1024 in decimal notation.

**keys help.** A type of help information that lists the default key assignments for a particular window.

**keyword.** A significant and informative word that describes the content of a list of choices.

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**label.** A name assigned to each set of search matches found during the search of a book or topic. The label initially assigned by BookManager READ/2 is the first few words or phrases from the list of search words and phrases.

**LAN.** Synonym for local area network (LAN).

**LAN administrator.** A person responsible for setting up a local area network (LAN), determining the directory/subdirectory structure of the LAN files, and maintaining the LAN.

**line scrolling.** Moving a display image vertically, causing the line containing the cursor to be positioned at the top or bottom of the scrollable area. See scrolling and scrolling area.

**link.** (1) A connection between related pieces of information. (2) To go to a related piece of information by activating the connection. See hypertext link, cross-reference link, and cross-book link.

**link source.** An object from which a link is made. A link source can be another place in the same book or a place in another book. A link source can be text or artwork. Contrast with link target.

**link target.** The object to which a link is made. A link target can be another place in the same book or a place in another book. A link target can be text or artwork. Contrast with link source.

**list box.** Within an application window or dialog box, a type of box that lists available choices--for example, a list of all files in a directory. If all the choices do not fit in the list box, there is a scroll bar. (W)

**List of Books window.** A window which displays books found in the directories you have specified. The books listed on this window do not necessarily have to be in the same bookshelf. Contrast with Bookshelf window.

**List of Bookshelves window.** The first window that Library Reader for Windows displays, if you start it without specifying a particular bookshelf or book. This window lists all the bookshelves that can be found in your startup path. You can open the bookshelves from this window, or use the menus to do other Library Reader for Windows tasks. See also startup path.

**list of figures.** See figure list.

**list of tables.** See table list.

**local area network (LAN).** A network established in a limited area to permit sharing of common computer resources.

**logo.** A letter, combination of letters, or symbol that identifies a product or company.

**lowercase.** Pertaining to the small letters, as distinguished from the capital letters; for example, *a, b, c* rather than *A, B, C*. Contrast with uppercase. See also Case-Sensitive.

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**margin.** (1) In Library Reader for Windows the unoccupied space between the left edge of the Book window and the start of the topic text. The margin of a softcopy book can contain note icons or revision characters. (2) A generally unprinted area that lies between the text area of a page or screen and the edge of the page or screen. Margins may contain small illustrations, notes, and page numbers. A rectangular page or screen therefore has four margins. (T)

**mark.** To identify a section of text on which Library Reader for Windows is to perform some task, for example printing or copying. An area that is marked is displayed in reverse video. Contrast with deselect. See also reverse video.

**markup tag.** The name for a type of document or document element entered into the document that is used to identify it, to define information to be added to the content of the document to enable a person or system to process it, or to locate elements in the document. See also document markup language.

**match.** A word or phrase that is identical or similar to the words or phrases in a search request.

**maximize.** To make a window as large as possible. Contrast with minimize.

**memory.** A temporary storage area for information and applications. (W) See also random access memory (RAM).

**menu.** A list of available commands in an application window. Menus are represented by their menu names, which appear in the menu bar located just under the title bar of a window. You open a menu by selecting the menu name. See also menu bar and menu name.

**menu bar.** The horizontal bar containing the names of the application's menus. It appears below the title bar. See also menu and menu name.

**menu choice.** Synonym for menu command.

**menu command.** One of the actions that is available from a menu. Some menu commands are available only under certain conditions; when unavailable, they appear to be grayed out.

**menu item.** Synonym for menu command.

**menu name.** A choice in a menu bar that represents a menu. See also menu and menu bar.

**message.** Information that the computer automatically generates and presents to you. See error message, information message, and warning message.

**message area.** The area of a window in which Library Reader for Windows sometimes displays messages. Contrast with message window.

**message help.** Online help information that describes the purpose, use, or contents of a computer message. Contrast with contents help, context-sensitive help, and short help. See also message.

**message window.** A window that appears when Library Reader for Windows displays a message of particular importance. The text of the message appears in the message window. Contrast with message area.

**minimize.** To reduce a window to an icon. Contrast with maximize.

**monospaced.** Pertaining to a type font that displays and prints each character at equal widths; for example, a *w* takes up the same space as an *i*.

**monospaced font.** A font in which all characters have uniform widths, such as Courier New. (W) Contrast with proportional font. See also font.

**mouse.** A device you move on a flat surface to position a pointer on the screen. A mouse lets you select a choice or function to be performed or to perform an action on the screen, such as marking an area of text, or dragging an object. A mouse generally contains a control ball or a pair of wheels.

**mouse button.** A mechanical button usually located on top of a mouse that you press to make selections on the screen or begin computer actions. See mouse button 1 and mouse button 2.

**mouse button 1.** Generally the button on a mouse located closest to the screen. On a mouse operated with the right hand, it is usually the left button. On a mouse operated with the left hand, it is usually the right button.

**mouse button 2.** On a two-button mouse operated with the right hand, the right button. On a two-button mouse operated with the left hand, the left button. On a three-button mouse, the middle button.

**mouse pointer.** (1) The arrow-shaped cursor on the screen that follows the movement of a mouse (or other pointing device) and indicates which area of the screen will be affected when you press the mouse button. The pointer may change shape during certain tasks. (W) See also mouse and mouse button. (2) The symbol displayed on the screen, that is moved by a mouse. A mouse pointer is used to select menu commands and icons (arrow), to indicate that an action is being processed (hourglass), or to size a window (double arrow).

**move.** A Windows action that lets you reposition a window.

**multimedia.** A combination of various media, such as sound, graphics, animation, and video. (W)

**multiple-book search.** The same search performed in more than one book simultaneously. It may be done in all or selected books in a bookshelf or List of Books. Search results are displayed in a Multiple-Book Search Results window. Search matches are optionally emphasized in the text of the book or books. Contrast with book search.

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**navigate.** To locate and work with information in a book.

**navigator.** Synonym for navigator windows.

**navigator windows.** Windows that help you find and go to information in a softcopy book. In Library Reader for Windows the following are navigator windows: Topics, Search Results, Topics-Seen, Notes List, Revisions, Figures, Tables, and Index.

**next topic match.** The first match in the next topic that has matches for a given search. Contrast with previous topic match.

**norunin image.** An image that appears on a line by itself, although it can have topic text above or beneath it. Contrast with runin image.

**note.** Additional information or comments that you attach to a line of text or an integrated picture in a softcopy document. See notes file and notes file path.

**notes file.** A file in which Library Reader for Windows stores notes. The notes file extension is usually .NTF. See also notes file path and note.

**notes file path.** The path you specify using the Options - Startup Defaults window that tells Library Reader for Windows where to find and store notes. See also startup path and path.

**numeric key pad.** The number keys, function keys, and direction keys at the far right side of the keyboard.

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**object.** Anything that you can focus attention on and manipulate as a single unit (for example, a book or a bookshelf).

**online.** Connected to, served by, or available through, a system or computer.

**online book.** Synonym for book.

**online help.** Synonym for contents help.

**online information.** Information stored in a computer system that can be displayed, used, and modified in an interactive manner without any need to obtain hardcopy.

**open.** (1) To retrieve and display a specific bookshelf, book, topic, note, or picture and display it in a window so that you can see its contents. (2) To open a second or subsequent alternative view of an already-open List of Bookshelves, List of Books, or bookshelf.

**open a book.** See open.

**open a bookshelf.** See open.

**open book exit.** A user exit that enables a site to monitor when a softcopy document is opened. Library Reader for Windows invokes this exit whenever a book is being opened to be read in the Book window. See also close book exit, search expansion exit, user exit, and open a book.

**open window.** A window that has been displayed and has not yet been closed. An open window can be hidden from view temporarily by other open windows. See also active window and inactive window.

**operator.** (1) A symbol that represents an operation to be done. (2) In a search request, the lexical entity that indicates the action to be performed on a word or phrase.

**operating system.** An organized collection of programs that controls the overall operation of a computer.

**Operating System/2 (OS/2).** A family of IBM licensed program operating systems for most IBM Personal System/2 models, the IBM Personal Computer AT, and the IBM Personal Computer XT Model 286.

**option.** A choice in a dialog box. (W)

**option.** In a DOS command line, a parameter used to control how a command is carried out. Typically, an option starts with a slash (/). (W) See also startup options.

**option button.** A small, round button that appears in a dialog box. Within a group of related option buttons, you can select only one. (W) Also known as radio button.

**OR.** In Boolean searching, the relationship expressed by the | operator when used to connect two words or phrases in a search request. When connected by a OR relationship, at least one of the words or phrases in the search request must be present in the topic for the topic to be considered a match. Contrast with AND and BUT NOT. See also |, Boolean, search request, and operator.

**order of precedence.** The order of priority in which Library Reader for Windows processes Boolean operators in a search request. The default order of precedence is BUT NOT, AND, and then OR. The order can be altered by putting parentheses (grouping operators) around words or phrases in the search request. The search first looks for the words or phrases connected by operators from the inside of the innermost set of parentheses and proceeds out to the outermost set of parentheses.

**OS/2.** Synonym for Operating System/2.

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**page down.** To display information below the information that is currently visible in a window. Contrast with page up. See also scroll.

**page segment (PSEG).** An object that can contain text and images and be included on any addressable point on a page. Page segments can be used to include artwork in softcopy.

**page up.** To display information above the information that is currently visible in a window. Contrast with page down. See also scroll.

**parameter.** Synonym for option.

**paste.** To copy the contents of the Clipboard into an application. Many applications have a Paste command on the Edit menu that performs this task. (W)

**path.** The storage location of a file. The path includes the drive, directory, and, if applicable, the line of subdirectories leading to the directory in which the file resides. See startup path and notes file path.

**permanent.** Fixed or unchanged; for example, a color setting that remains the same from one book session to another.

**personal computer (PC).** (1) A microcomputer primarily intended for stand-alone use by an individual. (T) (2) A desk-top, floor-standing, or portable microcomputer that usually consists of a system unit, a display monitor, a keyboard, one or more floppy disks drives, internal fixed-disk storage, and an optional printer.

**Personal System/2 (PS/2).** A family of IBM personal computer systems ranging from a low-price, general-purpose computer system offering approximately two times the processor performance of 8088-based IBM Personal Computers up to high-performance systems that support advanced multitasking and multiuser applications and network services. The PS/2 is designed primarily for stand-alone operation but may be connected to a mainframe or a network.

**phrase.** In a Library Reader for Windows search request, a collection of two or more words treated as a unit.

**phrase separator.** See word or phrase separator.

**picture.** An illustration (image or graphic) in a softcopy document that can be displayed either integrated in topic text, or separately in a Picture window.

**picture element (pel).** The smallest element of a display surface that can be independently assigned color and intensity. (T)

**picture identifier.** A word or phrase in the text of a softcopy document that represents a piece of artwork, when the artwork is not integrated in the topic text. You can view the artwork in a Picture window by choosing its picture identifier.

**picture link.** A highlighted set of words or characters that appear in Library Reader for Windows where a picture would normally occur in a printed book. Each picture link appears on a line by itself and consists of the word PICTURE followed by either a number or name. To view the picture, you click on the highlighted phrase. Contrast with integrated picture. See also norunin image and runin image.

**pointer.** See mouse pointer.

**pop-up window.** Synonym for dialog box.

**previous link.** The location from which a hypertext link began, and to which you can return.

**previous topic match.** The first match in the previous topic that has matches for a given search. Contrast with next topic match.

**print.** To produce legible characters or other marks on paper or other media.

**processor.** (1) In a computer, a functional unit that interprets and executes instructions. A processor consists of at least an instruction control unit and an arithmetic and logic unit. (T) (2) The functional unit that interprets and executes instructions.

**profile.** A file containing default options or options that you specified to tell Library Reader for Windows functions how to operate. See also startup options.

**program-item icon.** The icon that represents the Library Reader for Windows application in the BookManager Library Reader for Windows group window in Microsoft Windows Program Manager. You can start the Library Reader for Windows application by choosing its program-item icon. See also application, icons, group window, and choose.

**programmable workstation.** A workstation that has some degree of processing capability and that lets you change its functions.

**programming interface.** Synonym for user exit.

**prompt.** See DOS prompt.

**proportional font.** A font in which different characters have varying widths, such as Times New Roman. (W) Contrast with proportional font. See also font.

**PSEG.** See page segment (PSEG).

**PS/2.** Synonym for Personal System/2.

**pull-down menu.** Synonym for menu.



**question mark.** Synonym for ?.

**quick tour.** A subset of topics in the softcopy and hardcopy *IBM BookManager Library Reader for Windows User Guide* that provides a high-level, conceptual introduction to Library Reader for Windows, and the methodology for reading only those topics. In softcopy the quick tour consists of a series of links from one tour topic to the next; in hardcopy it consists of page references--identified by a tour bus icon--to topics that are tour stops.



**radio button.** Synonym for option button.

**RAM.** Random access memory.

**random access memory (RAM).** The memory that can be used by applications to perform necessary tasks while the computer is on. When you turn the computer off, all information in RAM is lost. (W) Contrast with disk.

**ranking.** See search ranking.

**raster image.** A type of computer graphics in which a display image is composed of an array of picture elements (pixels) arranged in rows and columns. Contrast with vector graphic.

**Library Reader for Windows session.** (1) The period of time between starting Library Reader for Windows and exiting it. (2) The period of time during which the List of Bookshelves window is open. (3) If you start Library Reader for Windows by opening directly to a bookshelf or book, the period of time during which that bookshelf or book is open. See also book session.

**read-only access.** A type of access that allows data to be read but not modified. Contrast with read/write access.

**read/write access.** A type of access that lets you get information from and put information into a file. Contrast with read-only access.

**reboot.** To restart the execution of a program or operating system. On a workstation you typically reboot by pressing CTRL+ALT+DEL, or by powering off and then on again.

**reference.** Synonym for cross-reference link.

**reference phrase help.** Additional information about user-selectable words or phrases within a help window.

**reflow.** The ability to wrap lines of text within existing margins by splitting lines between words.

**reflowable text.** A document element identified by BookManager BUILD 1.3 as having the ability to adjust line widths to fit within existing margins after, for example, changing a font size or window size. Paragraphs and list items are examples of reflowable document elements.

**refresh.** To update the information that you are currently viewing.

**remove.** To remove a book from a bookshelf. This action does not physically delete the book from disk storage, but only erases the book's name from the bookshelf list.

**replace.** To substitute one item for another; for example, to substitute or overstrike a character or space with another character.

**resize a picture.** To change the dimensions of a piece of artwork.

**resource sharing.** (1) In word processing, an arrangement in which two or more workstations share common facilities. (T) (2) Directories, data files, programs, printers, plotters, and serial devices (such as modems) made available to users on a network. Users access these resources from their own computer or workstation. See also share mode.

**reversed image.** Synonym for reverse video.

**reverse video.** A method of highlighting text by reversing the color of the characters with the color of the background. For example, in a window using black characters on a white background, reverse video text would use white characters on a black background.

**review notes.** To look at only those topics that have notes attached.

**review revisions.** To look at only those topics that have been changed or added to a book.

**review topics.** To look at, in reverse order, only those topics that you have already seen.

**revision character.** A character in the margin, such as a bar (|), that indicates that the text line beside it has been changed by the author.

**revision code.** Synonym for revision character.

**revision symbol.** Synonym for revision character.

**revisions.** Changes an author has made to a book. Revisions may be marked with revision characters. Readers can move through a book looking at only those topics that have been changed or added to the book. See also revision character and navigator windows.

**Revisions navigator.** A window that lists only the topics in a softcopy document that contain revision characters. See also revision character and navigator windows.

**root directory.** The top-level directory of a disk. The root directory is created when you format the disk. From the root directory, you can create files and other directories. (W)

**runin image.** In hardcopy, a picture with topic text on one or both sides. Contrast with norunin image.

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**scan.** Using a scanner device to convert a paper picture to computer image form. See also scanner.

**scanner.** A device that produces a computer image from a picture on a piece of paper.

**screen.** The physical surface of a display device upon which information is shown to you. See also window.

**scroll.** To move a display image vertically or horizontally to view data that is not otherwise visible in a window. See also page up and page down.

**scroll arrow.** An arrow on either end of a scroll bar that you use to scroll through the contents of the window or list box. (W)

**scroll bar.** A bar that appears at the bottom and/or right edge of a window whose contents are not entirely visible. Each scroll bar contains a scroll box and two scroll arrows. (W)

**scroll box.** In a scroll bar, the small box that shows the position of information currently in the window or list box relative to the contents of the entire window. (W)

**scrolling.** To scroll information within a window and from window to window within a book.

**scrolling area.** Specific places on the window that can be scrolled.

**search.** A powerful Library Reader for Windows function that lets you locate specified words and phrases within multiple books on a bookshelf, a single book, or selected topics. When the search is complete, any words or phrases that match the specified words or phrases are emphasized in the text of the book or are presented in a Search Results or a Multiple-Book Search Results window.

**search emphasis.** Color or intensity that makes search matches stand out from the rest of the text in a softcopy document.

**search expansion exit.** A user exit that enables a site to modify Library Reader for Windows search requests before the searches are performed. This exit allows a site to expand a search request, supply its own synonyms, or monitor search invocation to meet its own needs. The site can use any facility it chooses to modify the search request. Library Reader for Windows uses the modified search request as if it had generated it. See also open book exit, close book exit, user exit, and search request.

**search index.** An index of all information in the books on a bookshelf, created with BookManager BUILD or BookManager READ on a host computer. The search index is usually created as a file that has the same name as the bookshelf, and an extension of .BKI. Using a search index can make searching the books in a bookshelf significantly faster.

**search options.** In Library Reader for Windows, the options you can set to specify which type of search dialog box is to appear; what areas of the book to search; what type of search to do; and how to show results. See also focused search.

**search match.** A word or phrase containing information that matches the words specified in a search request. See also search request.

**search ranking.** The method Library Reader for Windows uses to organize search matches. For a single-book search, the topics with the best matching information are ranked highest. For a multiple-book search, the books with the best matching information are ranked highest.

**search request.** The words and phrases that you want Library Reader for Windows to locate in a book or bookshelf. A single search request can include any combination of words, phrases, spaces, and operators as long as it does not exceed 255 characters.

**search results.** (1) In a single-book search, a list a topics that contain one or more search matches. See also search match. (2) In a multiple-book search, a list of books whose topics contain one or more search matches.

**search results importance.** A method of ordering search results based on factors such as closeness of the match, location of matches, and the number of matches in a topic. This method arranges entries with search matches in order of probable importance, so that the ones most likely to be helpful are listed first.

**Search Results navigator.** A window that lists only the topics containing search matches. From this window you can display the first search match in each topic in the context of its surrounding text on the same line, or you can go to the search match in the topic text. See also search request, search match, exact match, and fuzzy match.

**select.** To mark an item so that a subsequent action can be carried out on that item. You usually select an item by clicking it with a mouse or pressing a key. After selecting an item, you choose the action that you want to affect the item. (W) Contrast with choose.

**selection.** The act of explicitly identifying one or more objects to which a subsequent action will apply.

**selection cursor.** The marking device that shows where you are in a window, menu, or dialog box and what you have selected. The selection cursor can appear as a highlight or as a dotted rectangle around text. (W) See also select.

**separating operator.** A character or symbol, such as a comma in Library Reader for Windows, that separates words and phrases into single search requests. See also search request.

**sequence.** An arrangement of items according to a specified set of rules; for example, items arranged alphabetically, numerically, or chronologically. (A)

**session.** The period of time that begins when you starts a program or open an object, and ends when you end the program or close the object. See Library Reader for Windows session and book session.

**share mode.** In Library Reader for Windows, a DOS mode of operation that permits sharing of such resources as files, directories, and printers. See also resource sharing.

**short help.** A one-line description of a menu command or tool bar icon. Contrast with contents help and context-sensitive help See also click.

**shortcut key.** A key or key combination that you press to carry out a command or action. If a command has a shortcut key, the key combination is listed to the right of the command name on the menu. For example, pressing the shortcut key Alt+F4 closes the active application. (W)

**size.** To make a window larger or smaller by moving its vertical and horizontal borders.

**slider box.** A window component that indicates the position and size of the visible information in relation to the total amount of information available. The information can be scrolled by dragging on the box or clicking on the darkened arrow.

**softcopy.** Online information that can be electronically distributed, manipulated, and printed. Contrast with hardcopy.

**sort.** (1) To arrange a set of items to be used in a specified sequence, such as alphabetic or numeric. (2) To arrange a set of items according to keys used as a basis for determining the sequence of items; for example, to arrange the records of a personnel file in alphabetical sequence by using the employee names as sort keys. (A) See also sequence.

**source file.** An input file that contains either text and formatting instructions (for example, markup tags or word-processor formatting codes) or pictures for use for use with BookManager BUILD. The same input files can be used create softcopy or to print hardcopy.

**special character(s).** Characters not part of the regular alphabet.

**split bar.** Divides a window into two parts. (W)

**startup options.** Options you can append to the READIBM command to start the Library Reader for Windows application in a variety of different ways.

**startup path.** The path you specify using the Options - Startup Defaults window that tells Library Reader for Windows where to find bookshelves and books when it starts up. See also notes file path and path.

**status area.** The window area that displays the topic heading, security information, and copyright information for the current topic in the Book window.

**status bar.** A line of information usually located at the bottom of a window. (W)

**subdirectory.** A directory within another directory. (W)

**subtopic.** A topic that is subordinate to a higher-level topic. For example, 2.1 and 2.2 are subtopics of topic 2.0.

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**tab.** A typing action that moves the selection cursor to the beginning of the next text box, list box, check box, or group of option buttons.

**Tab key.** A key that causes tabbing to occur. See also tab.

**table.** Information presented in rows and columns and defined by the author as a table.

**table list.** A list of all numbered tables contained in a book.

**table of contents.** A list of topics in the order in which they appear in a book. Contrast with index.

**TABLES.** The topic ID of a topic in a softcopy document that contains the list of tables in the book.

**Tables navigator.** A window that lists the tables in a softcopy document and lets you work with them.

**target.** See link target.

**Task List.** A window that shows all the applications you have running and enables you to switch between them. You can open the Task List by choosing Switch To from the Control menu or by pressing Ctrl+Esc. (W)

**temporary.** Not permanent; for example, a tool bar setting that ends with the current book session.

**text.** A graphic representation of information on an output medium. Text can consist of alphanumeric characters and symbols arranged in paragraphs, tables, columns, or other shapes. Contrast with graphic and raster image.

**text box.** In a dialog box, a box in which you type information needed to carry out a command. The text box may be blank or may contain text when the dialog box opens. (W) Contrast with list box.

**text cursor.** A symbol displayed in a text box that shows you where information you type, or paste from the Clipboard, will appear. Synonym for insertion point.

**title bar.** The horizontal bar (at the top of a window) that contains the title of the window or dialog box. On many windows, the title bar also contains the Control-menu box and Maximize and Minimize buttons. (W)

**topic.** A heading and its subsequent text up to the next heading; the basic unit of information in a Library Reader for Windows softcopy document.

**topic heading.** A heading that introduces each new topic in softcopy. Each topic heading is made up of two parts: a topic ID and a topic title. See topic identifier and topic title.

**topic ID.** See topic identifier.

**topic identifier.** A unique number or name that identifies each topic in softcopy. A topic identifier is part of a topic heading. Topic Identifiers are similar to the page numbers that appear in a hardcopy document. See also topic and topic heading.

**topic number.** Synonym for topic identifier.

**topic text scroll bar.** A bar that appears at the right edge of the left side of the Book window and that can be used to scroll the topic text vertically. See also scroll bar, and horizontal topic text scroll bar.

**Topics navigator.** A window that lists all the topics in a softcopy document that have topic IDs, and lets you work with them.

**Topics-Seen navigator.** A window that lists the topics that have been displayed during the book session.

**topic title.** The title that is associated with a topic heading. See also topic.

**topics list.** The list of all the topics in a softcopy document that have topic IDs. This list appears in the right half of the Book window, or in the Topics navigator window, or in both places.

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**unavailable choice.** A command in a menu that you cannot choose due to the state or condition of the items in the window, the window itself, or the Library Reader for Windows application. For example, menu commands that apply an action to a book or bookshelf are unavailable if no book or bookshelf has been selected. An unavailable choice is dimmed. Contrast with available choice. See also

dimmed.

**underscore.** A line placed under a character.

**Unicode.** See universal code page.

**universal code page.** (1) A character encoding standard consisting of a 16-bit width, uniform text encoding scheme. (2) Defines codes for characters used in every major language of the world.

**unlink.** To return to the location in topic text where a you selected a hypertext link (the link source). See link source.

**up.** See page up.

**upload.** To transfer data from a device such as a workstation or microcomputer to a mainframe computer. Contrast with download.

**uppercase.** Pertaining to capital letters, as distinguished from lowercase letters; for example, *A, B, C* rather than *a, b, c*. Contrast with lowercase.

**user exit.** A point in an IBM-supplied program at which a user-written routine can take control.

**user profile.** Information that Library Reader for Windows saves about your preferences for colors, fonts, paths, search options, workspace options, and confirmation options.

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**validation.** The checking of data for correctness or for compliance with applicable standards, rules, and conventions. (A)

**variations.** Words in the softcopy book that are similar in spelling to a word entered in a search request.

**vector graphic.** Computer graphics in which display images are generated from display commands and coordinate data. (I) (A) Contrast with raster image.

**vertical bar.** See OR.

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**warning message.** Information provided by a computer to indicate a possible error condition. A warning message also tells you that to perform the action you are requesting can cause an undesirable condition. You may be required to confirm the action or take other steps. See also message, information message, and error message.

**wildcard.** The character used to substitute for unknown or unspecified characters or words in a search word or phrase. An asterisk (\*) is an example of a wildcard character.

**wildcard character.** Synonym for wildcard.

**window.** A rectangular area on your screen in which you view an application or document. You can open, close, and move windows, and change the size of most windows. You can open several windows at a time, and you can often reduce a window to an icon or enlarge it to fill the entire desktop. Sometimes windows are displayed within other windows. (W) See also dialog box, icons, desktop, and screen.

**word.** For the purpose of a Library Reader for Windows search, a character string that is considered as a unit and does not exceed 60 characters.

**word check.** In searching, a function that allows you to locate a word in the book or bookshelf that is similar a word in your search request. For example, after selecting Word Check for the word **birth** in your search request, Library Reader for Windows could present you with *birthdate* as a variation that you could search for instead.

**word or phrase separator.** A special character used in a search request to separate different words or phrases. For example, the search request *conduct, behavior* uses a comma as the separator to tell Library Reader for Windows to search for the word "conduct"

and the word "behavior."

**workspace.** The area of a window that displays the information contained in the application or document you are working with. (W)

**workstation.** One or more programmable or nonprogrammable devices that let you work on a computer.

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```

**zoom in.** To enlarge a selected portion of a picture.

**zoom out.** To reduce in size a portion of a picture that has been enlarged.

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Beyond the BookManager Library Reader for Windows books listed in "Where to Find More Information" in topic WHERE, the books listed here contain information on the other members of the BookManager family.

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The documentation listed here accompanies Microsoft Windows.

- Microsoft Windows User's Guide*

- Microsoft Windows Tutorial
- Microsoft Windows Online Help

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