

Proceedings of the 1991 Oil Spill Conference Infobase

Tutorial and Reference Guide

Health and Environmental Sciences Department

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**American
Petroleum
Institute**



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Section 1

Introduction

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Washington, D.C. 20005

INTRODUCTION

This *Tutorial & Reference Guide* is designed to answer most of the questions that users are likely to ask about operating Folio *VIEWS*. The *VIEWS* User Manual Infobase (RTMANUAL.NFO) is also available for your online reference. It contains comprehensive, detailed information about *VIEWS*--its commands and capabilities.

Use this guide as a quick hands-on reference tool. It contains instructions for many of the tasks you will perform using Folio *VIEWS*. Also included here is an alphabetical list of all commands and a glossary of key terms.

Because this guide is highly task oriented, we have included cross-reference notations that will direct you to additional help in the Folio *VIEWS* User Manual infobase. These cross-references can also be typed as a query to search the RTMANUAL.NFO and locate additional or complementary information beyond what you will find here.

The following conventions are used in this guide:

Keys to be pressed look like this: **ENTER**

Menu names are capped and look like this: **FILE** menu

Commands listed on the menus look like this: *Exit*

Important notes look like this: **NOTE: FILES OTHER THAN INFOBASES...**

SYSTEM REQUIREMENTS

The following is a list of minimum computer system requirements for operating the Proceedings of the 1991 Oil Spill Conference Infobase :

- IBM COMPATIBLE PERSONAL COMPUTER
- 512K RAM
- DOS 3.0 (OR HIGHER)
- HARD DISK DRIVE
- COLOR MONITOR (VGA TO VIEW GRAPHICS)
- ANY KIND OF PRINTER

NOTE: IF AVAILABLE, Views product WILL TAKE ADVANTAGE OF EXPANDED MEMORY (EMS)

Section 2

Tutorial

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LOADING ONTO HARD DISK

The floppy disk will have all the program and data files you need. Insert the OILSPILL floppy disk into drive A.

type **A:INSTALL** then **ENTER**

If you get the response: "BAD COMMAND OR FILE NAME" you may have done something wrong. Check your typing and/or which disk is in the drive. Try the command again. When you see this screen ↓

Installation of 1991 OILSPILL CONFERENCE System	Version 1.00
<p style="text-align: center;">OILSPILL Installation</p> <hr/> <p><I>ntall - Installation of 1991 OILSPILL CONFERENCE System <U>ninstall - Installation of 1991 OILSPILL CONFERENCE System <E>xit - Exit, Return to Operating System</p> <p style="text-align: center;">Note: All responses must be followed by the ENTER key.</p> <p style="text-align: center;">Press I to Install, U to Uninstall, or E to Exit -->I</p>	

You have begun correctly.

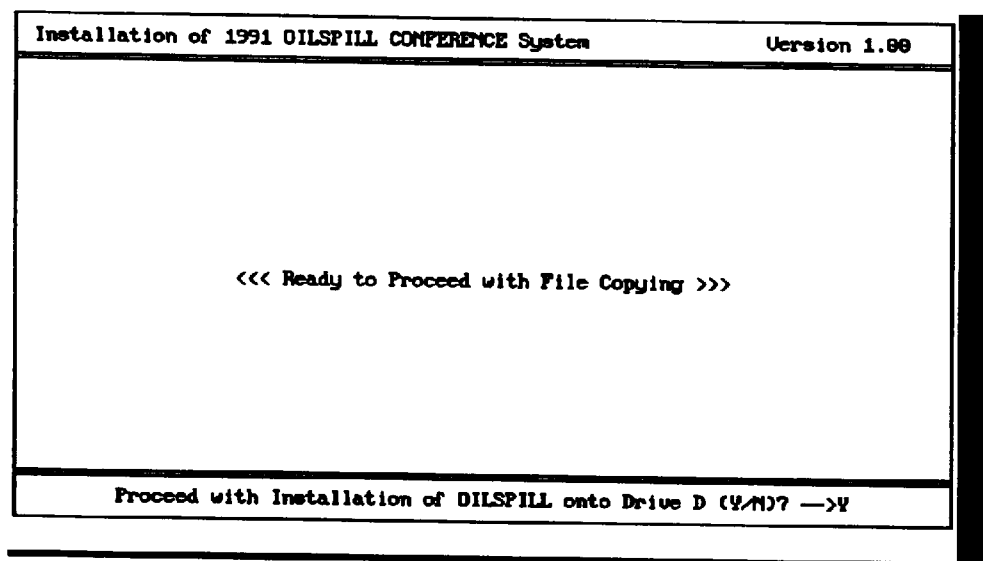
press ENTER

The following screen will appear.

Installation of 1991 OILSPILL CONFERENCE System	Version 1.00
<p style="text-align: center;"><u>System File Drive Information</u></p> <p>It is now necessary to specify the disk drive letter which will be used to store the System Files for this application.</p> <p>Note: System Files are considered executable files, as compared to database or Ascii text files.</p>	
Files will be installed on Drive Letter →C	

If drive letter C is not your desired destination, please enter the appropriate drive designation. The following screen will appear if there is not enough room on your disk to continue.

Installation of 1991 OILSPILL CONFERENCE System	Version 1.00
<p style="text-align: center;"><u>System File Drive Information</u></p> <p>It is now necessary to specify the disk drive letter which will be used to store the System Files for this application.</p> <p>Note: System Files are considered executable files, as compared to database or Ascii text files.</p> <p>Checking target disk drive (C). ← Drive letter okay. Checking target disk drive space. ← INSUFFICIENT DISK SPACE FOUND.</p> <p>There is not enough free space on drive C:. You will need to have at least 13600 K bytes of free space.</p>	
This installation cannot continue, press any key to leave.	



All program files are ready to load. This process takes about 10-15 minutes (depending on the speed of your computer system). Do not press ESC unless you wish to stop the process.

Press **ENTER**.

When this process is finished, you are ready to run the software. This installation procedure is required only once.

LOADING THE SOFTWARE

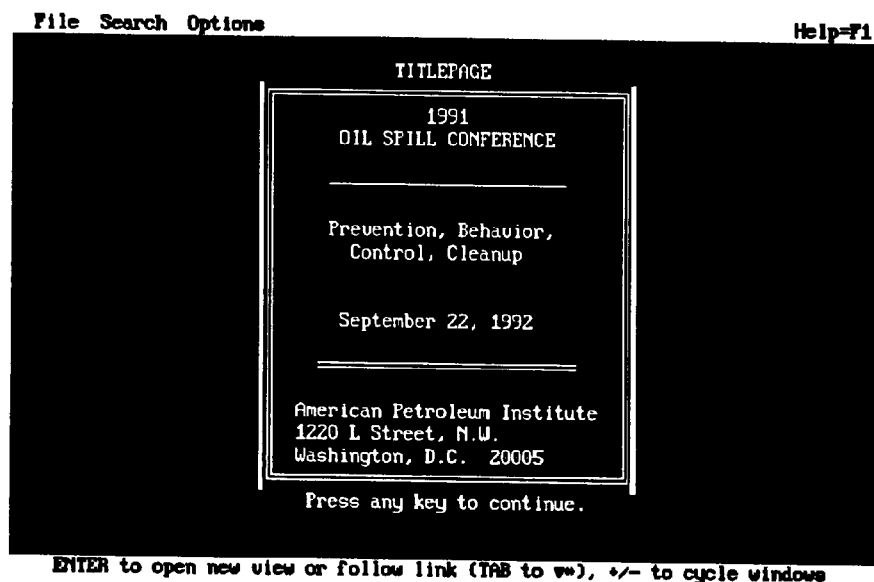
The first step is to change to the directory that has the software and data - ie: CD\OILSPILL

Once you are in the correct subdirectory -

type **OILSPILL** then press **ENTER**

If you get the response: "BAD COMMAND OR FILE NAME" you may not be in the correct subdirectory. Check your typing and/or which directory you are in. Try the command again.

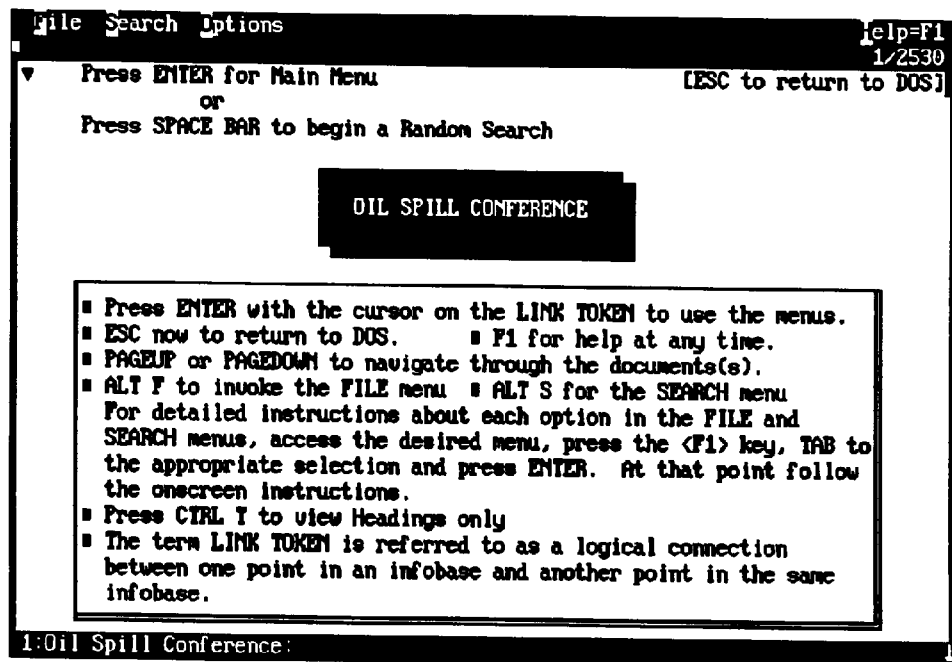
The software will load and you will see a "Titlepage"



press **ENTER** again

You are now in the data file and ready to begin.

This is the first screen of the electronic version of the Oil Spill Conference.



NAVIGATING

Essential Keys for Using Folio Views

The " ▽ " symbol

The upside-down triangle is called a Link Token. It is a fundamental method of moving between different passages of a single publication. Whenever you see a LINK TOKEN that means that there is more information "behind" it. The menu system and support information is based on LINK TOKENS. TAB to the LINK TOKEN and press ENTER.

Pressing ENTER when the cursor is on a LINK TOKEN will show the data "behind" the token. Pressing ENTER when the cursor is not on the LINK TOKEN will not change the screen at all.

The TAB key / The SHIFT TAB key

Using the TAB key, you can move from LINK TOKEN to LINK TOKEN or from award to award. The TAB key will move you towards the end of the document. The SHIFT TAB key will move you in the reverse direction.

The ESC key

When in doubt press one of two keys: F1 for Help; ESC to remove a View from the screen or to exit to DOS.

The "-" key on the keypad

This key will allow the user to "cycle" through views when more than one is on the screen.

This is particularly helpful when you want to compare two different search results. The "-" key on the keypad is similar to having many different bookmarks in a book and quickly flipping from bookmark to bookmark.

The "+" key on the keypad

This key will cycle through views in the opposite direction of the "-" key on the keypad .

PGUP PGDN HOME & END keys

These keys are basic directional keys. The use of these keys is consistent with most word processors or spreadsheets.

↑ ↓ ← → keys

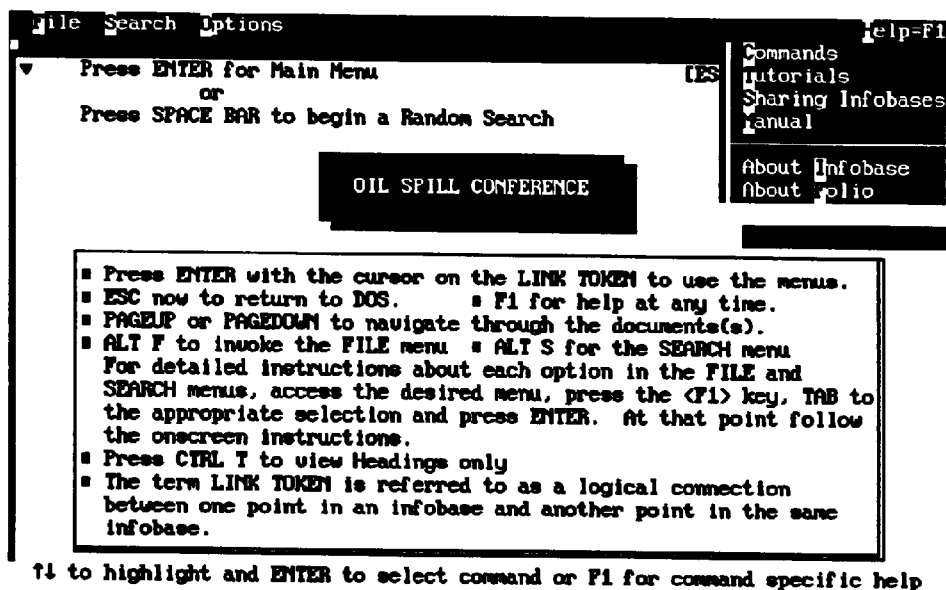
These keys are basic directional keys. The use of these keys is consistent with most word processors or spreadsheets.

This page should give you all the critical keys necessary to operate Folio Views. For more detail, refer to the "On-Line Reference Manual" or call ProInfo at 1-202-289-3893 or Folio Corporation at 1-800-USE-FOLIO.

THE FOLIO VIEWS SCREEN

In the upper right hand corner "Help=F1". Pressing F1 (function key F1) invokes an "on-line tutorial".

Basic Commands
Tutorial
Sharing Infobases
Manual

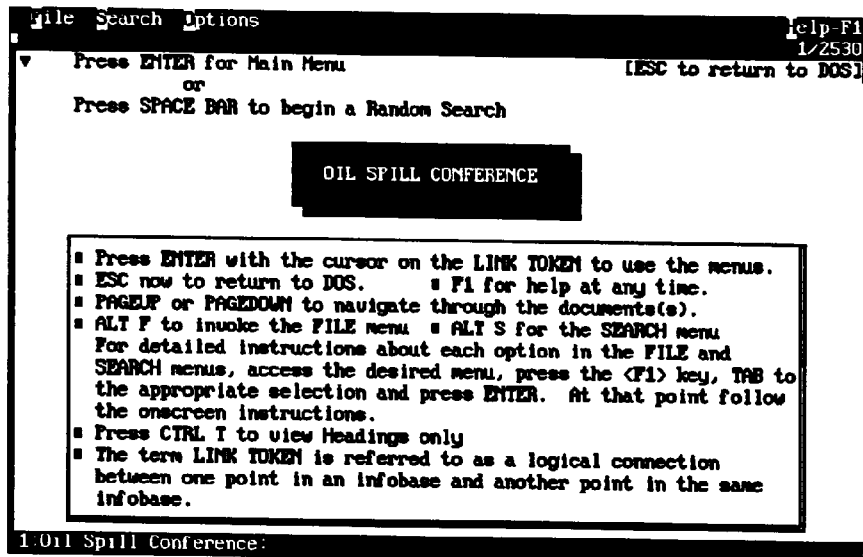


Cursor down (↓) twice and press ENTER for the tutorial on Folio Views software. This tutorial is an excellent way for a beginner to learn the software and for an experienced user to refresh his/her understanding of the software.

Wherever you are in this software pressing F1 will give you "context sensitive" assistance. While all your questions may not be answered at once, the software is designed to give you standard messages that apply to your given place in the software.

Menu commands for FILE SEARCH and OPTIONS are in the upper left.

On the top Red Bar (for those with Color) you see "1/2530". We are at the first of 2,530 folios. A *folio* is a segment of text (a single paragraph or multiple paragraphs depending on the text). A *folio* is the basic element of this *electronic book*. This number will change depending on where you are in the document, but more on that later.



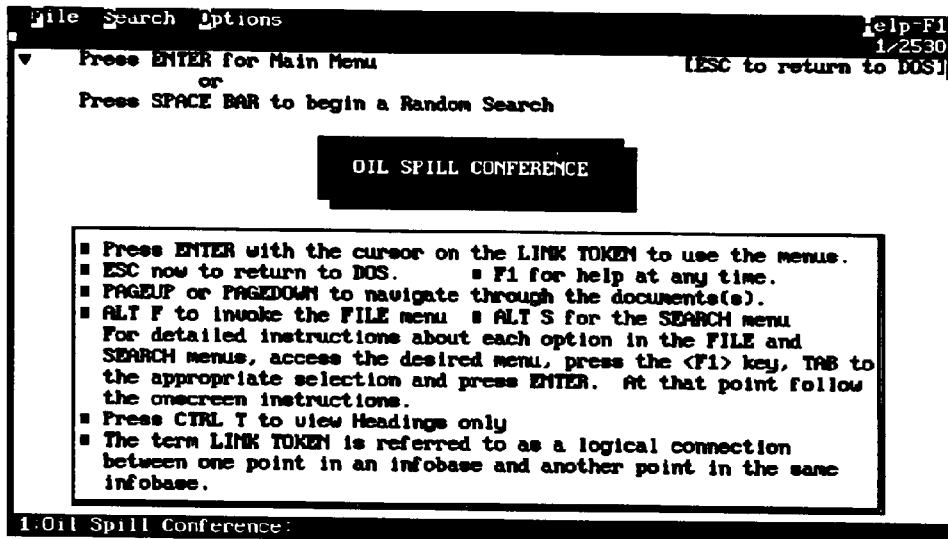
On the bottom Red Bar reads "1:Oil Spill Conference:". This is View #1 of the data. You can have over 30 views of a single file open at a time. (A view is the equivalent of having an open bookmark. Moving between views is the same as moving between bookmarks in a paper book).

When in doubt, press F1.

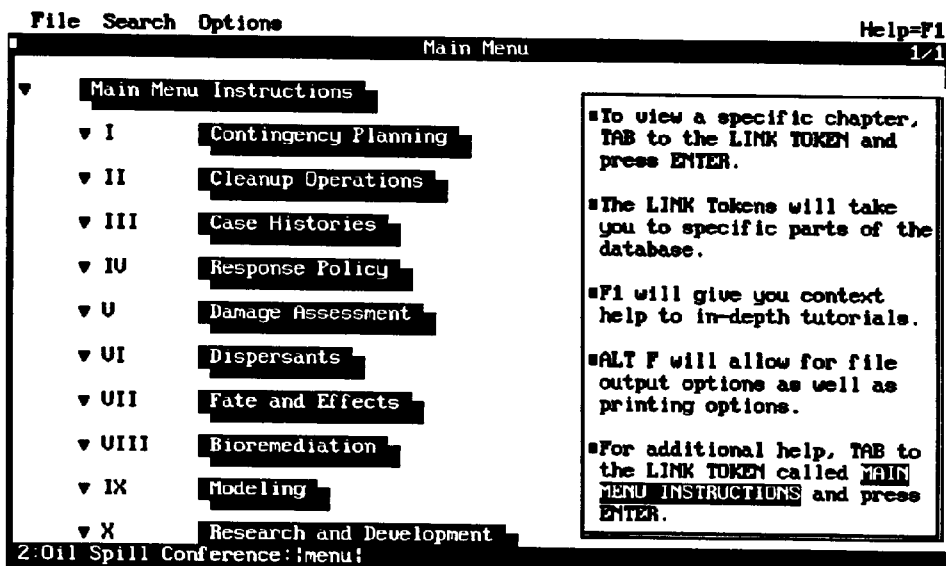
BROWSING

Tutorial #1 - Using the Menu System

When you load the software for the first time the cursor is on a LINK TOKEN (▽).



press ENTER

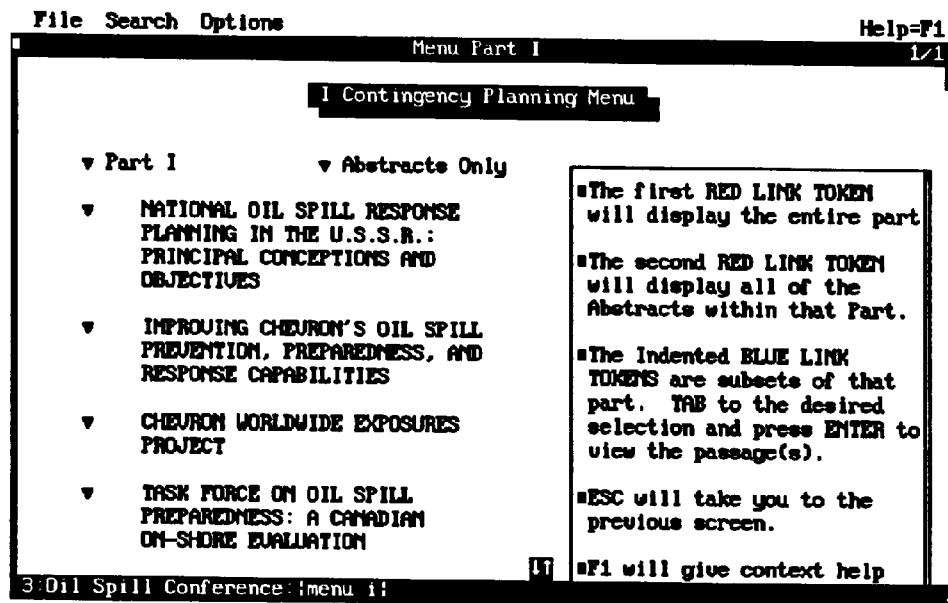


You are now at our Main Menu for this publication.

press **TAB** twice

then press **ENTER**

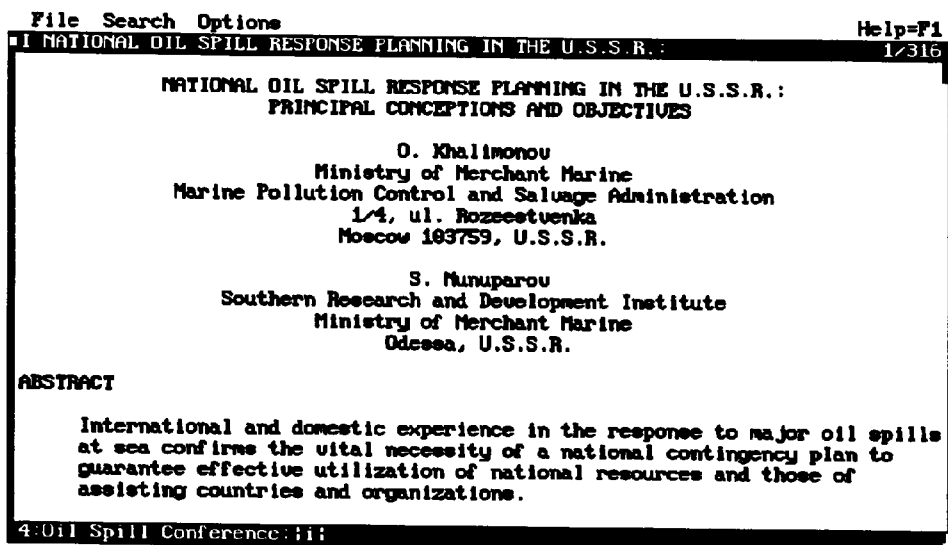
Your screen should look like this:



This is a menu system that will take you to the different selections that comprise Part I - Contingency Planning. The first LINK (V) TOKEN will open all of Part I (as though you turned to the first page of Part I in the book). The second LINK TOKEN will take you to the Abstracts Only of Part I. The following LINK TOKENS will take you to the papers/reports in their entirety.

By way of explanation:

press TAB then ENTER



You are now at the first of 316 folios (blocks of text) that comprise this group.

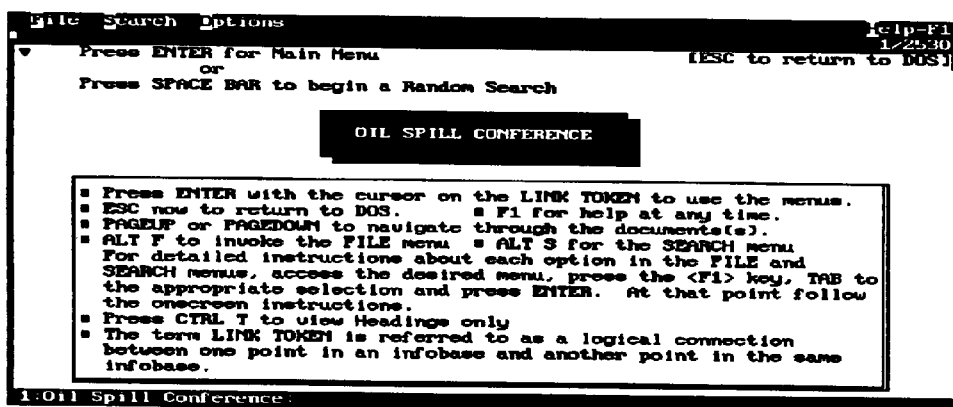
Using PGDN and PGUP, or TAB you can read the entire passage from start to finish.

Pressing the SPACEBAR will let you search for more specific words, phrases or topics within this grouping. See the next tutorial for more.

When finished . . .

press ESC twice

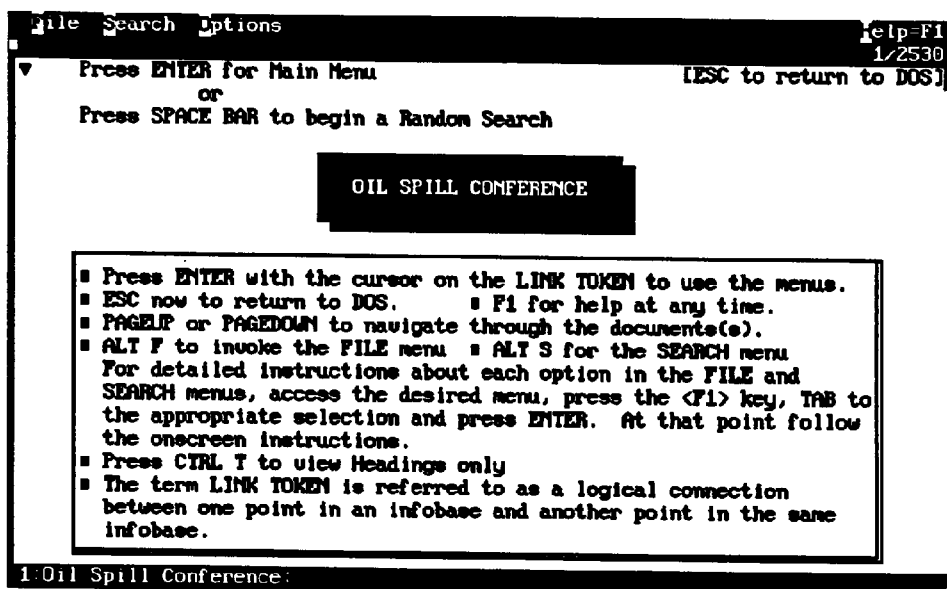
You are now back at the top of the document. You know that because the bottom "bar" reads "1:Oil Spill Conference:" this means that you are at View #1.



SEARCHING

Tutorial #2 - Using the Menu and Free Form Searching

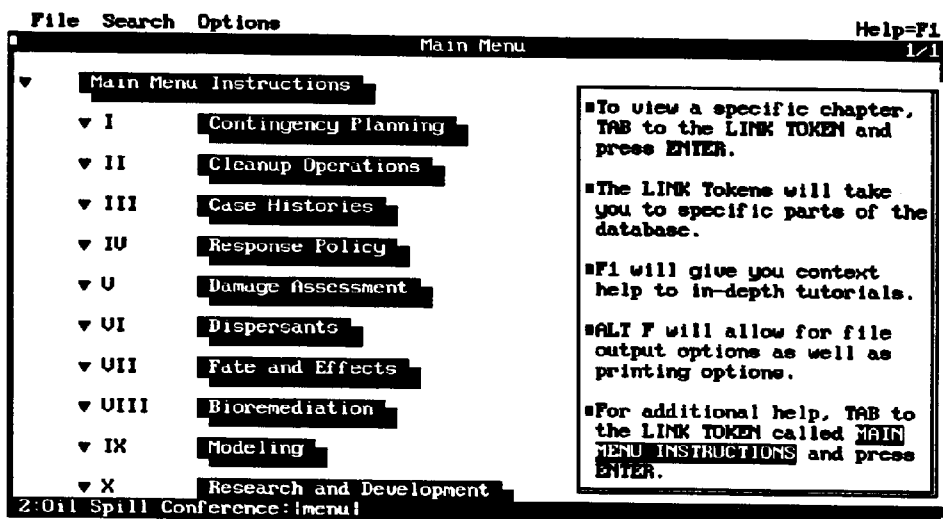
With the cursor on the LINK TOKEN to the Main Menu



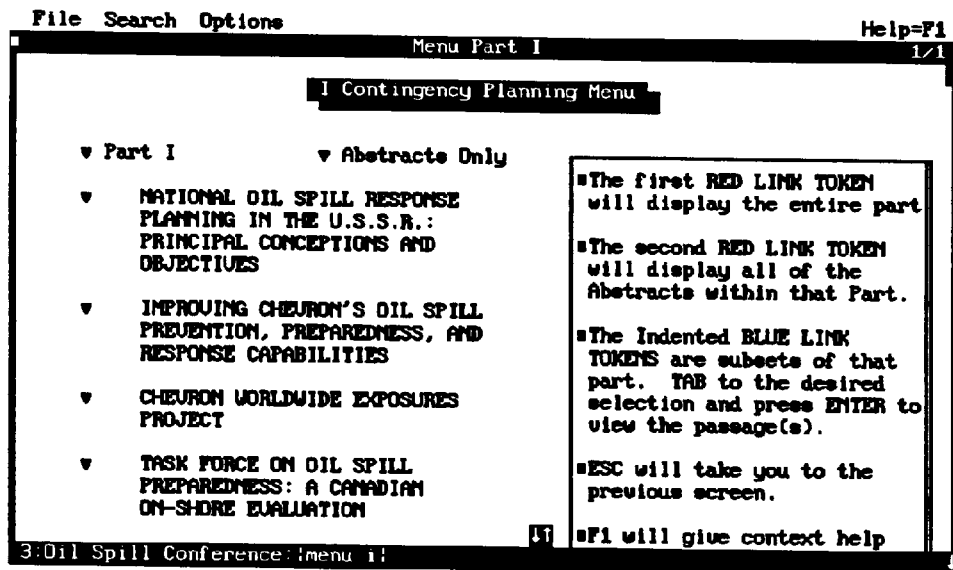
press **ENTER**

You are again at our Main Menu.

press **TAB** twice

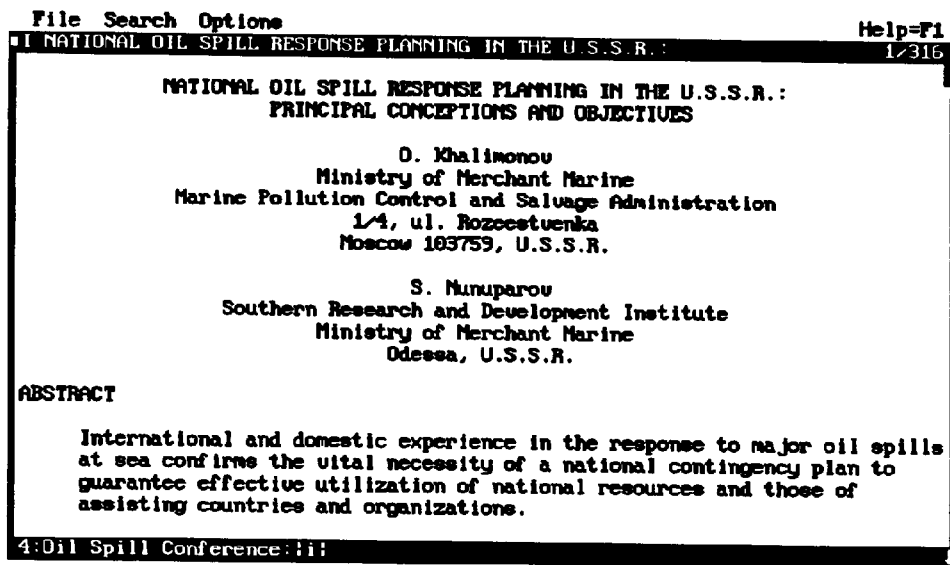


then press ENTER



TAB once

then press ENTER



You are now at the first of 316 folios that comprise this entire section.

Rather than read all 316 folios, you can search just this section for the words CONTAIN and CLEAN

press SPACEBAR

Three boxes appear on the screen: words; results; query

```

File Search Options                                     Help=F1
1 NATIONAL OIL SPILL RESPONSE PLANNING IN THE U.S.S.R. 1/316

WORDS          RESULTS
clayey          11: 316
claymore        8-9
clays           contain 68
clayton         8-1
clc
clean-500
cleanable
cleaned
cleaner
clean

QUERY
11:contain&clean
Enter=OK          1 Matches          Esc=Cancel
guarantee effective utilization of national resources and those of
assisting countries and organizations.
4:Oil Spill Conference:11:
  
```

You have now single occurrence of the words CONTAIN and CLEAN together in Part I - Contingency Planning. The order of the words does not make any difference in this type of search.

```

File Search Options                                     Help=F1
1 TASK FORCE ON OIL SPILL PREPAREDNESS: 1/1

TASK FORCE ON OIL SPILL PREPAREDNESS:
A CANADIAN ON-SHORE EVALUATION

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ABSTRACT

The oil industry's ability to effectively [ ] and [ ] up oil spills
has been questioned over the years, and recent events have heightened
this concern. Growing public interest and efforts by the upstream oil
industry in Canada to assess its operations resulted in formation of the
Task Force on Oil Spill Preparedness. The study was sponsored by the
Canadian Petroleum Association and the Independent Petroleum Association

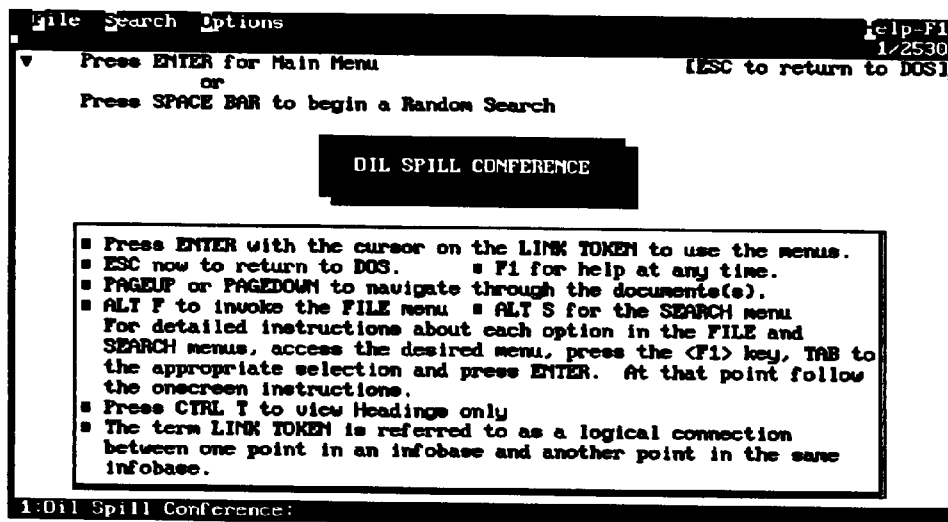
4:Oil Spill Conference:11:contain&clean
  
```

When you are finished - press ESC three times you are now back at the top of the document. You know that because the bottom "bar" reads "1:Oil Spill Conference:"

SEARCHING

Tutorial #3 - Free Form Searching

With the cursor on the LINK TOKEN to the Main Menu



press SPACEBAR

Three boxes appear on the screen: words; results; query

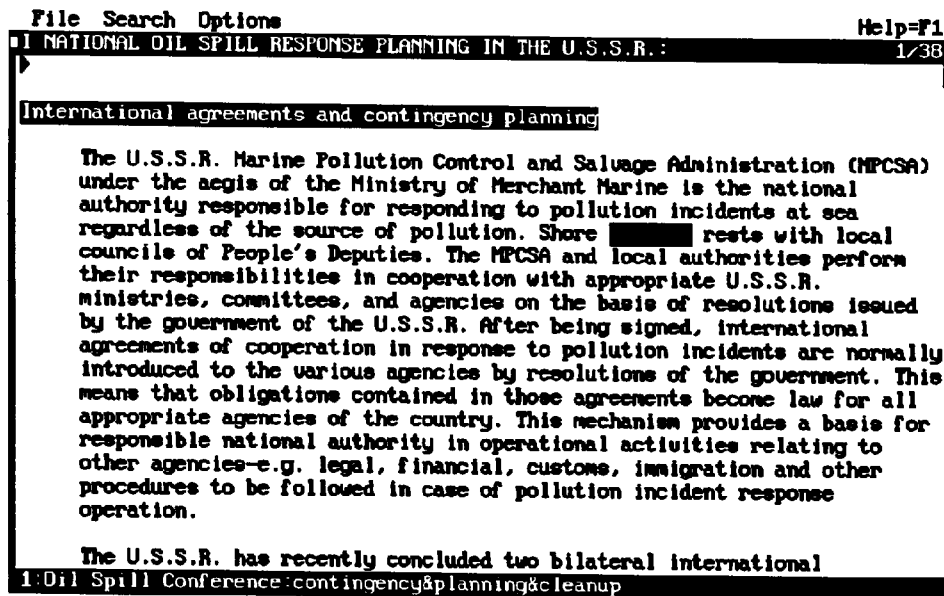
type in the word CONTINGENCY

type Ctrl A then PLANNING

type Ctrl A (again) then CLEANUP

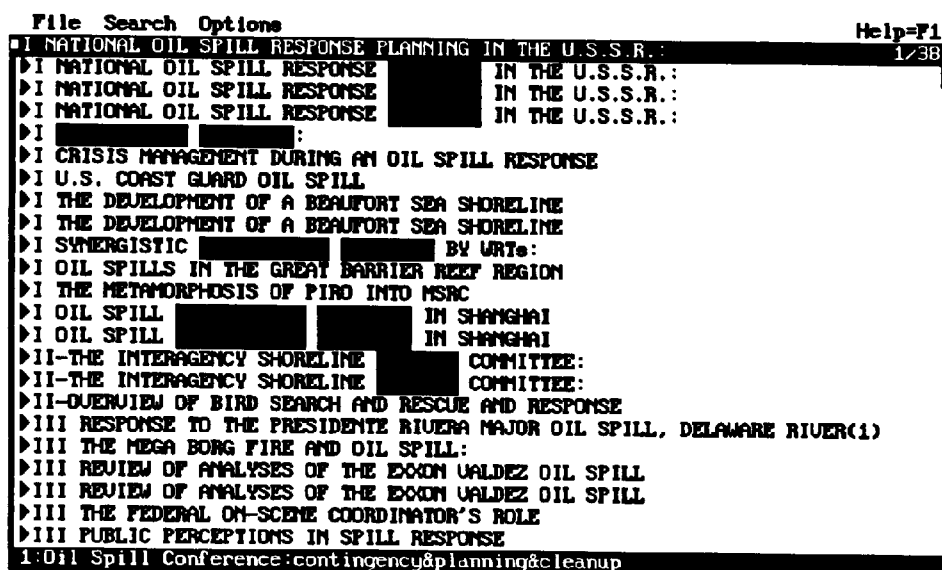
In the results box, the entire search yields 38 "hits" out of 2530 folios.

press ENTER



You are now at the first folio that match the search criteria in the entire data file.

press TAB to move from folio to folio to view the text
press Ctrl T



This toggles the text off and displays the reference line of all folios that meet the search criteria.

press Ctrl T again

```

File Search Options                                     Help=F1
1 NATIONAL OIL SPILL RESPONSE PLANNING IN THE U.S.S.R.: 1/38
2 NATIONAL OIL SPILL RESPONSE      IN THE U.S.S.R.:
International agreements and contingency planning

The U.S.S.R. Marine Pollution Control and Salvage Administration (MPCSA)
under the aegis of the Ministry of Merchant Marine is the national
authority responsible for responding to pollution incidents at sea
regardless of the source of pollution. Shore rests with local
councils of People's Deputies. The MPCSA and local authorities perform
their responsibilities in cooperation with appropriate U.S.S.R.
ministries, committees, and agencies on the basis of resolutions issued
by the government of the U.S.S.R. After being signed, international
agreements of cooperation in response to pollution incidents are normally
introduced to the various agencies by resolutions of the government. This
means that obligations contained in those agreements become law for all
appropriate agencies of the country. This mechanism provides a basis for
responsible national authority in operational activities relating to
other agencies-e.g. legal, financial, customs, immigration and other
procedures to be followed in case of pollution incident response
operation.

The U.S.S.R. has recently concluded two bilateral international
1:Oil Spill Conference:contingency&planning&cleanup

```

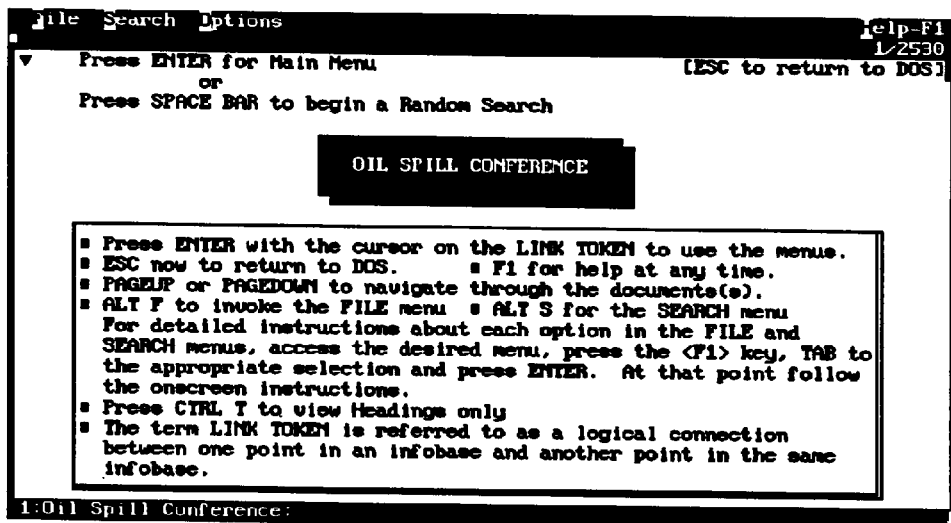
When finished . . .

press ESC

You are now back at the top of the document. You know that because the bottom "bar" reads "1:Oil Spill Conference:".

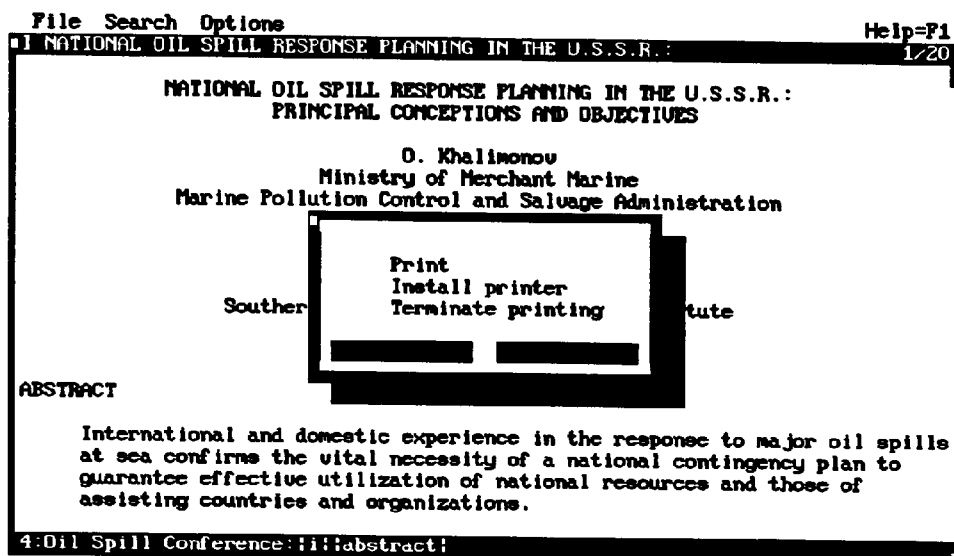
PRINTING

Tutorial #1



press ENTER
 TAB twice
 press ENTER (again)
 TAB twice (again) then ENTER one last time
 press Ctrl PrintScreen

Your screen should look like this.



The cursor defaults on PRINT.

press ENTER

To begin the printing process -

File Search Options Help=F1 1/20

PRINT

Scope
Active folio
Active view
Blocked text

Include
Query
Highlight words

Page Number Position
None

Form Length 36

Spacing
Single
Double

Starting page # 1

Printer
HP LaserJetIII (LPT1)
HP LaserJet (LPT1)

Margins
Top 3
Left 10 Right 25
Bottom 30

Redirect document to: D:\API\NOIL\NOILSPILL.PRN

Save settings to: D:\NOIEUS21\NOIEUS.CFG

4:Oil Spill Conference:!!!!abstract:

cursor (↓) DOWN onto the "Active View"

The "Active View" is the three folios that comprise the entire Introduction section.

use the TAB key to move from box to box

use the cursor (← ↑ → ↓) keys and SPACEBAR to change the default selections

when finished with changes press ENTER to begin printing.

***Note:** Be sure that you have selected your printer and the appropriate port in the "Install Printer" section of the PrintScreen menu.

The text is being sent to your printer. If you are having problems, check the printer installation section of the Ctrl PrintScreen menu. For more help, call 202 289-3893.

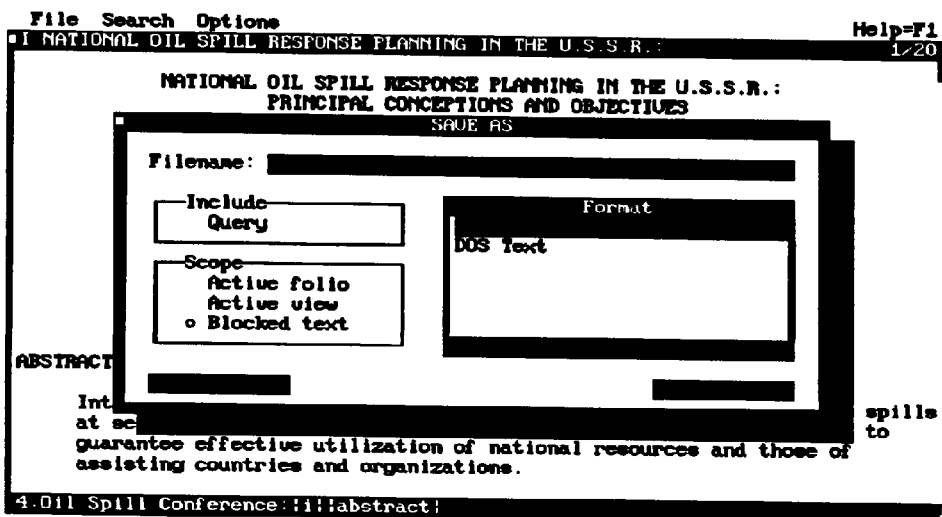
SAVING TO DISK

Tutorial #1

press **ENTER**
TAB twice
 press **ENTER** (again)
TAB twice (again) then **ENTER** one last time
 press **Ctrl PrintScreen**

We are going to save this section to be used in WordPerfect

press **Ctrl S**



To begin the saving to disk process do the following:

type **C:\TEXT.OUT** then **TAB** twice

Cursor (↓ ↓) **DOWN** onto the "Active View"

press **ENTER**

The text is now ready to be imported into WordPerfect when you exit this program, simply load WP and retrieve C:\text.out.

EXITING TO DOS

Exiting Folio Views is easy.

Simply continue to press **ESC** key until all Views are closed and the DOS prompt appears.

COMMAND SUMMARY

This section contains an alphabetical list of commands with their corresponding keystrokes, and should be most helpful as a quick reference guide.

<u>COMMAND</u>	<u>MENU</u>	<u>QUICK KEY</u>
AND	<i>Search</i>	CTRL+A
BLOCK	<i>File</i>	CTRL+B
CLEAR:		
ENTIRE QUERY WINDOW	...	CTRL+HOME
ONE WORD FROM QUERY WINDOW	...	CTRL+BKSP
CLOSE INFOBASE	<i>File</i>	CTRL+ESC
EXCLUSIVE OR	<i>Search</i>	CTRL+E
EXIT	<i>File</i>	SHIFT+F10
FILE MENU	...	ALT+F
FOCUS	<i>Options</i>	CTRL+F
GO TO FOLIO/VIEW	<i>Search</i>	CTRL+G
GO TO DOS	<i>File</i>	CTRL+F1
GROUP MEMBERSHIP	<i>Search</i>	ALT+S, M
GROUP NAME	<i>Search</i>	CTRL+G
HELP=F1 MENU	...	F1
HIGHLIGHT	<i>Options</i>	CTRL+H
INFOBASE DEFAULTS	<i>Options</i>	ALT+O, I
JUMP TO:		
END OF VIEW	...	CTRL+PGDN
BEGINNING OF VIEW	...	CTRL+PGUP
NEXT LINK TOKEN/FOLIO	...	TAB
FIRST SCREEN IN INFOBASE	...	CTRL+ESC
MARKERS	<i>Options</i>	F9
NOT	<i>Search</i>	CTRL+N
OPTIONS MENU	...	ALT+O
OR	<i>Search</i>	CTRL+O
POSITION/SIZE WINDOW	<i>Options</i>	F8
PRINT...	<i>File</i>	CTRL+PRTSCRN
REFERENCES	<i>Options</i>	CTRL+R
SAVE AS...	<i>File</i>	CTRL+S
SEARCH INFOBASE...	<i>Search</i>	SPACE
SEARCH MENU	...	ALT+S
SWITCH APPLICATION...	<i>File</i>	CTRL+SHIFT+F1
TAG FILE	<i>File</i>	F6
TEXT	<i>Options</i>	CTRL+T
USER DEFAULTS	<i>Options</i>	ALT+O, U

Section 3

Reference Guide

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ACCESSING THE FOLIO VIEWS USER MANUAL INFOBASE

You may use your manual infobase (listed as RTMANUAL in the Directory) to get help on specific menu commands and instructions on performing tasks within an infobase. If any part of the manual infobase or help system is not accessible, check to see that it was installed properly. (See Loading the software.)

Getting command specific help

1. Press **F1** and access the pull down *Menu*. Cursor to Manual and press **ENTER**.
2. Use the arrow keys (↑↓) to highlight the command desired.
3. Press **F1** to access specific examples, "how to" instructions, and technical details for that menu command.
4. Follow the links (V) in the user manual infobase for information as desired.

GETTING GENERAL HELP

1. Press **F1** to pull down the **HELP=F1** menu.
2. Use the arrow keys to highlight **COMMANDS** for an explanation of each **VIEWS** command and instructions for its use.

-OR-

Highlight **TUTORIALS** for the most common tasks you will be performing with Views product and the steps to complete them.

-OR-

Highlight **SHARING INFOBASES** for how to go about sharing your own infobases.

-OR-

Highlight **MANUAL** to see the main menu explaining all the avenues of information included in the manual and how to access them.

-OR-

Highlight **ABOUT INFOBASE** to learn more about the active infobase on your screen.

-OR-

Highlight **ABOUT FOLIO** to learn more about Folio Corporation, the products and services it offers.

3. Press **ENTER** to access the information outlined in step 2 above.

MOVING AROUND

You may use most features of VIEWS with the keyboard or a mouse. Some things may be easier with one or the other, but it's all a matter of personal preference and hardware availability. You will soon be navigating the infobase quickly and expertly by learning some of the techniques discussed here.

Using a keyboard

Most commands listed on the menus are followed by a keystroke. You may use these accelerator keys to execute commands or perform common tasks quickly without accessing a menu. One letter in the command is also highlighted; you may type that character with the menu pulled down.

Views And Windows

Open full view at cursor
 Open search windows
 Cycle one view forward
 Cycle one view backward
 Close the active view
 Close active infobase
 Exit VIEWS
 Move between groups in dialog boxes
 Move within groups in dialog boxes
 Select options in dialog boxes
 Zoom active view to full screen (toggle)
 Position windows
 Size windows

Keys

ENTER
SPACE
 + [keyboard]
 - [keyboard]
ESC
CTRL+ESC
SHIFT+F10
TAB
 ↑ ↓ ← →
SPACE Y OR N
CTRL+Z
F8, THEN PRESS SHIFT
F8, THEN WITH CURSOR IN

Navigation**Key**

Move one character	← →
Move one line	↑ ↓
Move one word	ctrl+ ← or ctrl+ →
Move to the beginning of line	HOME
Move to the end of line	END
Move one window of text	PGUP OR PGDN
Move to the top of a view	CRTL+PGUP
Move to the bottom of a view	CRTL+PGDN
Move to the next folio or link token	TAB
Move to the previous folio or link token	SHIFT+TAB
Go to a specific folio in a specific view	CRTL+G
Follow link	with cursor under link (▼), press ENTER
Go to DOS	CTRL+F1
Return to VIEWS from companion application toggle between applications	EXIT as required by application, or press CRTL+SHFT+F1 to

Menus**Key**

Pull down menu	ALT+ first letter of menu
Highlight menu name	← →
Highlight menu command (without initiating function)	↑ ↓
Select menu command	Highlight menu command and press ENTER , or type highlighted letter of desired command
Get help on menu command	Highlight command and press F1
Close menu	ESC

Following Links (▽)

Linking within and between infobases is useful for connecting items on a menu or table of contents to related information in the infobase. You can only follow links, not create them, in this Views product.

A hypertext link is a logical connection between one point in the infobase and another in the same or different infobase. A hypertext link is denoted by a token that looks like an inverted triangle. (▽)

1. Move to the desired link token by pressing either **TAB** (to move forward) or **SHFT+TAB** (to move backward), and then press **ENTER**.
2. Press **ESC** to return to the view you followed the link from.

SEARCHING THE INFOBASE

Each infobase has a complete index of every word it contains. These words are listed alphabetically in the Words window. Also, every group created is listed alphabetically in the Groups window, which you may display at your option (see Displaying the Groups window in this section). The words and groups in an infobase are combined with search operators to query for desired information. As any of these words, groups, and operators are entered into the Query, the Results window will display the number of folios matching your search request.

Accessing the search features

1. Select *Search* from the **SEARCH** menu or press **SPACE**. The Words, Results and Query windows will appear.

NOTE: THE GROUPS WINDOW WILL REPLACE THE WORDS WINDOW WHEN ENTERING A GROUP NAME.

2. Enter items into Query by typing in the Query window or by highlighting the item in the Words or Groups window and pressing **CRTL+ ENTER**.
3. Press **ENTER** to process the query and to retrieve a view containing all folios matching the search request.

Displaying the Groups window

1. Select *Search* from the **SEARCH** menu or press **SPACE**.
2. Select *Group Name* from the **SEARCH** menu or press **CTRL+G**.

-OR-

1. Select *User defaults* from the **OPTIONS** menu.
2. Select "*Groups*" from the "Search windows" group.
3. Press **ENTER**.
4. Select *Search* from the **SEARCH** menu or press **SPACE**.

LOOKING FOR WORD ASSOCIATIONS

And: Build the following query if you need to narrow your search to find, for example, information about oil and birds. The following query will find all folios containing both the word "oil" and the word "birds."

NOTE: SELECT AND FROM THE SEARCH MENU TO PLACE THE AND OPERATOR (&) INTO THE QUERY AT THE CURSOR. A SPACE BETWEEN WORDS IN THE QUERY IMPLIES AND AND MAY BE SUBSTITUTED FOR THE &.

Or: Variations of the word "bird" may appear in the Words window as you type "bird." Adding such variations to your query will result in a more comprehensive search for the topic. The following query will locate all folios containing any of the following three words.

NOTE: HIGHLIGHTING ITEMS AND ENTERING THEM INTO THE QUERY BY PRESSING `ctrl+enter` CONSECUTIVELY IMPLIES OR.

Not: Suppose you are interested in information about birds, but only if it is not connected with oil. You would build the following query to search for all folios containing the word "birds" but NOT those which also mention "oil."

NOTE: SELECT NOT FROM THE SEARCH MENU TO PLACE THE NOT OPERATOR (^) INTO THE QUERY AT THE CURSOR.

Exclusive Or: Perhaps some folios may mention "fowl" and "animals" but you only want those folios which mention either one OR the other but NOT both. You would build a query using the EXCLUSIVE OR operator as follows:

NOTE: SELECT EXCLUSIVE OR FROM THE SEARCH MENU TO PLACE THE EXCLUSIVE OR OPERATOR (^) INTO THE QUERY AT THE CURSOR.

Looking for a specific group

Suppose you know that someone before you has done extensive research in this infobase on the world of oil. You are guessing that they probably saved all this information in a specific group. The following query will search for a group of folios named "oil."

NOTE: SELECT GROUP NAME FROM THE SEARCH MENU TO PLACE DOUBLEBARS || INTO THE QUERY AT THE CURSOR. WORDS TYPED BETWEEN ANY SET OF BARS WILL BE IDENTIFIED AS A GROUP.

LOOKING FOR WORDS WITHIN GROUPS

You found the group named "oil" and now wish to search only within the folios contained in this group for any information on "birds." The following query will narrow your search for any folios containing the word "birds" but only within those folios which are members of the "oil" group.

Looking for phrases

Exact: Search for the exact phrase, or consecutive words ABC, into the query.
EXAMPLE: "united states of America"

Ordered proximity: Search for folios containing A, B, and C in order within a specified number of words of each other.

EXAMPLE: "united states of Americas" 5

Unordered proximity: Search for folios containing A, B, and C in any order within a specified number of words of each other.

EXAMPLE: "united states of Americas"@5

Doing a quick search

1. Block a word or phrase in the text of your infobase.
2. Select *Search* from the **SEARCH** menu or press **SPACE**.

Looking for unknowns

To find a word with a specific number of missing characters, use the question mark (?). If you are unsure of a word's spelling or want to find word variations, the question mark (?) will find a single unspecified character. The following query will find occurrences of the words remote, remain, remove, remind and so on.

To find an unknown word of which you don't know the specific number of missing characters, use the asterisk (*). It will find up to 40 unspecified characters. The following query will find occurrences of converse, convict, conversation, convey, and so on.

LOOKING AT INFORMATION IN DIFFERENT WAYS

You may scroll through the entire infobase from beginning to end as long as you are in a full view--one that contains all folios in the infobase. However, once a link is followed or a search is performed, you will see a window containing a narrowed view. A narrowed view contains a subset of the entire infobase--all folios matching a query or all folios connected to a link.

Rather than being able to display text only, views also offers you the choice of displaying an infobase with markers, references, or references only (no text.)

Looking at information in full context

With the cursor at any location in a narrowed view, press enter (Except under a link) to open a full view of the infobase. The information at the cursor will be placed in full context with all other folios in the infobase.

Displaying a list of references only

With the cursor in any view of your infobase, select *Text* from the **OPTIONS** menu or press **CTRL+T**. The references will automatically be toggled "on" as the text in the view is toggled "off."

Displaying references with the text

With the text displayed in any view of your infobase, select *References* from the **OPTIONS** menu or press **CTRL+R**. The references will be displayed along with the text in the view.

Focusing in on just the search words or just a few words

1. Select *Focus* from the **OPTIONS** menu or press **CTRL+F**.
2. If you select *Focus* after a search, then each focused folio will contain the highlighted search word(s) and a few additional words surrounding it. Leading and trailing ellipses (...) indicate where more text exists.

-OR-

If there are no highlighted search words, then only the first words in the folio will be displayed. The number of focus words is determined by the settings in the Infobase defaults dialog box, which is accessible from the **OPTIONS** menu.

NOTE: THE FOLLOWING EXAMPLE SHOWS TWO FOLIOS FOCUSED WITH SIX WORDS ON EITHER SIDE OF THE SEARCH WORD "ABSENCE."
--

...a President pro tempore, in the absence of the Vice President, or when...

...as his excuse may be, his absence from this morning's meeting was felt...

Zooming a window to full screen size

Many times the information in your view is easier to read and understand if the window is larger. Also, more information can be displayed in a full screen.

1. Select *Zoom* window from the **OPTIONS** menu or press **CTRL+Z**.
2. Select *Zoom* window again to return the view to default size.

MANIPULATING YOUR ENVIRONMENT

Views also provides you the ability to alter certain environmental factors to best suit your preferences as well as your hardware and other software needs. Altering the environment of Views and making the most of other applications can be important to accessing credible information.

Moving and residing the windows

1. With the cursor in the window to be moved or resize, select *Position/size windows* from the **OPTIONS** menu or press **F8**.
2. To reposition the window, press the **SHIFT** key and the arrow (**← → ↑ ↓**) keys. To resize the window, move the cursor to the appropriate window border and press the **SHIFT** key and arrow (**← → ↑ ↓**) keys.
3. Press **ESC** to temporarily save the repositioned or resize window.

NOTE: TO SAVE REPOSITIONING OR RESIDING PERMANENTLY, MODIFY TWO WINDOWS OF THE DESIRED INFOBASE AND SET THE "SAVE WINDOW POSITION/ SIZE AS TOP TWO INFOBASE WINDOWS IN Infobase defaults, ACCESSIBLE FROM THE OPTIONS MENU.

Setting user defaults

1. Select *User defaults* from the **OPTIONS** menu.
2. Choose desired options in the dialog box by positioning the cursor at the option and pressing **SPACE** or **Y** and **N** on the keyboard. To move between groups of options, press **TAB**.
3. Press **ENTER** to save the User default settings to the path specified.

PRINTING AND SAVING TO A FILE

You may print any part on an infobase. The active folio, active view, a blocks of text, or tagged text may be printed from an infobase. You may also define a printer not included in the printer definition file (VIEWS.PTR) by typing parameters with a text editor.

Printing

To print any text accessible from within Views:

1. Block or tag text you want to print, or place the cursor in the folio or view you want to print.
2. Select *Print* from the **FILE** menu or press **CTRL+PRTSCRN**.
3. Select "*Print*" from the dialog box and press enter. (You may also install a different printer or terminate printing from this window.)
4. Press **TAB** to move between groups in the Print dialog box and arrow (← → ↑ ↓) keys to move within the group. Press **SPACE** or **Y** and **N** to select settings. A dot (·) and an "x" indicate selected settings.
5. Press **ENTER** to execute the print command.

Saving text to a file

To save any text accessible from within Previews:

1. Block or tag text you want to save, or place the cursor in the folio or view you want to save.
2. Select *Save as* from the **FILE** menu or press **CTRL+S**.
3. Type in the filename.
4. Select your desired *Scope* and *Format*.
5. Press **ENTER**.

Supporting your printer

You may choose either of the two printers listed in the Install Printer window. However, you are not limited to only two printers. To install or replace printers:

1. Select *Print* from the **FILE** menu or press **CTRL+PRTSCRN**.
2. Select "*Install printer*" from the dialog box and press **ENTER**.
3. Highlight the *printer* you would like to install, select the *printer port*, and then follow any additional prompts. If you have a serial port, you will be prompted to set parity, data bits, stop bits, and baud rate parameters.
4. Press **ENTER** after selecting all desired settings.

GLOSSARY

- Active view** When multiple views are on the screen, the view containing your cursor is the active view.
- Attributes** The display characteristics of text and background on the screen. Attributes include bold, underline, and bolded underline.
- Defaults** The system and user settings that are included with Views. These settings may be changed to best accommodate your particular application.
- DOS** Disk Operating System. Refers to the operating system that manages your computer and provides an environment in which you may operate Views.
- Folio** An idea-sized chunk of text (letters and digits) which generally expresses a single idea (as in a paragraph). The beginning of each folio is identified by a folio marker, revealed by pressing f9.
- Focus** An excerpt of the folio. If the folio contains highlighted search word(s), the excerpt contains the search word(s) surrounded on either side by a specified number of words in context. The specified number of focus words may be set in the Infobase defaults dialog box.
- Folio marker** The triangular symbol that indicates the beginning of a folio.
- Full view** A view consisting of all folios in an infobase.
- Group** A collection of folios, and an element with which you build associations, to give overall organization or meaning to data in an infobase. A group can be a personal organizational tool or an instrument used for analyzing, comparing, and contrasting information within the infobase. See folio.
- Hot link** Also called Program link. A logical connection between one point in an infobase and a program or process external to the infobase.

- Hypertext link** A logical connection between one point in an infobase and another point in the same or a different infobase. A hypertext link token () denotes where this kind of link begins.
- Infobase** A repository of information containing folios, references, links, and groups stored in a single computer file.
- Link** A connection between a single point in an infobase to additional, related information. See Hypertext link and slot link.
- Narrowed view** View containing a selected subset of folios in an infobase resulting from searching, following a link, or editing the contents of a view.
- NFO file** An infobase. In the Views directory, all infobases are listed with an .NFO extension.
- Operator** A command entered into the Query window that dictates the association between the words on either side of it. FOR EXAMPLE: And is the operator in the query freedom&speech.
- Proximity** Used with phrase searching to find words within a certain number of words of each other. Views lets you specify the order and the proximity of these words.
- Query** The name of the Search window in which you enter items (words and groups with operators) to be found in the infobase. Also used in the context of "to query an infobase."
- Reference** Titles, headings, page numbers, or any other information used to identify individual folios. References may be displayed as folio headings in Views. The reference of the active folio is displayed in the top border of the active view.
- Tag** To mark, or select. Tagging is used in conjunction with another operation--i.e., tag files to be opened, copied, deleted, or renamed.
- View** A collection of folios from an infobase displayed in one window. A view may be full, containing all folios of the infobase; or narrowed, containing a subset of the folios in the infobase.
- Window** The bordered area on your screen containing a view of information.

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