

**ANNUAL MEETING EXPANDED
ABSTRACTS
WordKeeper™ for Windows™
User's Manual**

Society of Exploration Geophysicists

Tulsa, Oklahoma

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Chapter 1 - Introduction

Welcome to SEG Annual Meeting Expanded Abstracts on CD-ROM with WordKeeper™ search-retrieve software for the Windows™ platform. The Annual Meeting Expanded Abstracts are published by the Society of Exploration Geophysicists and are a condensed form of technical presentations from SEG's International Expositions and Annual Meetings. WordKeeper™ menu driven software, with its search and browse functions, gives you fast access to the ASCII text of the abstract summary, monochrome page images of the entire abstract, and gray scale images of selected figures.

The text is organized as a fielded database. Each abstract is considered a record in the database. The fields are typical elements of an abstract: subject area, title, author, abstract, etc. Every text word is indexed, allowing you to perform searches on all words or phrases in the database. A search will deliver all of the abstracts that contain your search criteria.

You may also display and print images of the abstract pages allowing you to view tables, figures, equations, and other graphical information just as they appeared in the abstract book. When gray scale figures appear in an abstract, a separate gray image of the graphic is available.

The SEG Annual Meeting Expanded Abstracts are available in two series. The Current Series, on one CD, contains the 1993, 1994, and 1995 Expanded Abstracts with searchable ASCII text from the title, author/affiliation and summary areas, plus page and gray scale images. In addition, a composite ASCII database contains the previously mentioned textual areas for the years 1981 through 1995. An optional Historical Series, on three CD's, contains the textual information, monochrome page and gray scale images of the Expanded Abstracts for the years 1981 through 1994..

In the text format, non-ASCII characters have been mapped to an ASCII character set based on the emerging international standard, SGML. The code map is available in Appendix A.

Structure of the Documentation

Chapter 1 - Introduction: The Introduction describes the terminology, symbols and characters used in this documentation.

Chapter 2 - Installation and Start-Up: Chapter 2 describes the installation procedure for WordKeeper for Windows and how to start the program.

Chapter 3 - Search Strategies: Chapter 3 introduces the commands and options used in formulating searches. It includes an explanation of logical connectors, operators and search parameters.

Chapter 4 - The WordKeeper Command Line: Chapter 4 describes the different options for browsing indexes, displaying, printing, and exporting documents, and using other options such as cross-reference searches.

Special Symbols, Keys and Terminology

The following terms, symbols, and keystrokes are used throughout this documentation.

<Esc>	The Escape key
<F1> - <F10>	The function keys
<Break>	The Break key
<Backspace>	The Backspace key
<Tab>	The Tab key
<Home>	The Home key
<End>	The End key
<PgUp>	The Page Up key
<PgDn>	The Page Down key
<Enter>	The Enter or Carriage Return key

<UpArrow>	
<DownArrow>	
<LeftArrow>	
<RightArrow>	The directional cursor movement keys
<Ctrl>	The Control key
<Shift>	The Shift key
<Alt>	The Alt key
<Ins>	The Insert key
	The Delete key
<Spacebar>	The spacebar
<A> - <Z>	The letter keys

When a particular command, menu choice or icon is grayed out or beeps, it indicates that it is not available at that point in the system.

On pull-down menus, ellipses (...) following a menu item indicate that a dialog box will appear when you select that item.

Search Strategy	This term refers to the group of criteria for searching in a database. For example, a search strategy may consist of a combination of words, numbers, and logical connections.
Menu Bar	The Menu Bar is a bar at the top of the screen that contains the available commands for the current operation.
Tool Bar	The Tool Bar is located beneath the Menu Bar. It contains various icons, depending on which window you are in, for performing operations.
Search Screen	The Search Screen is the window from which you execute your search strategy.
Menu Options	Each Menu Bar or sub-menu can include multiple menu options from which to choose. When you select a menu option, you will either

	execute an action or open a sub-menu or dialog box with new options.
Dialog Box	Dialog boxes enable you to select and then confirm multiple choices or settings.
Logical Operators	Logical operators are words or symbols that have a special function when used during searching. For example, the logical operator AND can be used as a logical connector between two terms.
Help	WordKeeper for Windows contains an on-line help system that gives you information about your current activities. You can get on-line help at any time by pressing <F1>, selecting the question mark icon from the Tool Bar, or selecting the Help item from the Menu Bar.
<Enter>	The Return key executes a command or confirms an entry.
<UpArrow> <DownArrow> <LeftArrow> <RightArrow>	The arrow keys move the cursor on the screen one character in the indicated direction.
<Esc>	The Escape key performs two functions: it deletes the contents of the field in which the cursor is located; and it brings you back to the previous level. For example, if an error window appears on the screen, you can close it with Escape.
<PgUp> <PgDn>	These keys move the cursor one page up or one page down. They are primarily used to quickly look through documents or lists.
<Home> <End>	These keys bring the cursor to the beginning or end of a row, a list, or a document.
<Backspace>	Backspace deletes the character to the left of the cursor.

<Ctrl>+<RightArrow>

Moves the cursor one word to the right in search screens, and scrolls the screen to the right in display screens.

<Ctrl>+<LeftArrow>

Moves the cursor one word to the left in search screens, and scrolls the screen to the left in display screens.

The Delete key deletes the character marked by the cursor.

NOTE:

The individual keys on your keyboard may have slightly different labels.

Selection

WordKeeper for Windows is compatible with standard Microsoft Windows mouse selection methods. Use the left mouse button to select items unless otherwise indicated.

Chapter 2 - Installation and Start-Up

Hardware and Operating System Requirements

WordKeeper for Windows has the following hardware and operating system requirements. The data retrieval speed of WordKeeper for Windows is partially dependent on the hardware. In general, the more memory and hard disk capacity you have, the better performance you will experience.

Hardware	IBM PC-AT or 100% compatible with 4Mb free extended memory, 8 MB recommended, 15 MB free hard disk space.
	CD-ROM drive with appropriate controller and interface cable from Hitachi, Philips or Sony, or any other CD-ROM drive with an ISO 9660 compatible device driver.
Operating System	MS-DOS 3.0 or higher with Microsoft Windows 3.1 or higher. Microsoft Extensions (MSCDEX.EXE) to access the CD-ROM drive.
Recommended	For the best performance, the following configuration is recommended.
	Use Windows version 3.1, load HIMEM.SYS (using the line DEVICE=HIMEM.SYS in your CONFIG.SYS file), and install SMARTDRV.EXE (using the line INSTALL=SMARTDRV.EXE in your CONFIG.SYS file).

NOTE:

"Microsoft Extensions" includes MSCDEX.EXE and your CD-ROM drive device driver file (for example, SONY_CDU.SYS). MSCDEX.EXE is an executable program for MS-DOS that works with your CD-ROM drive's device driver file. It allows your computer to access CD-ROM discs as if they were DOS formatted disks. It generally is installed at the same time that your CD-ROM drive is set up on your system.

The number of windows you can use with WordKeeper for Windows is dependent on the amount of free memory you have. If you open more windows than are allowed by your memory, you might get erratic display

results. If this happens, exit Microsoft Windows and restart WordKeeper for Windows.

The number of windows you can open varies from application to application in Microsoft Windows. Some applications prevent memory overload by restricting the number of windows you can open. WordKeeper for Windows does not restrict the number of windows you can use because it can vary so widely from system to system. However, because there are no restrictions, if you do exceed memory, you can recover the system only by exiting Windows and restarting WordKeeper for Windows.

Graphic Display Devices and Printers

WordKeeper for Windows supports all graphic display devices and printers supported by Microsoft Windows version 3.1.

132-Column Display

WordKeeper for Windows will support 132-column display with the following hardware and software configuration:

- Multi-frequency VGA monitor
- Video card and utility that support 132-column display

The 132-column display is especially useful for COM (Computer Output Microfilm) applications because it allows you to view the entire width of the text on one screen.

NOTE:

You must switch to the 132-column display mode (using software supplied with your display adapter or operating system) before starting the retrieval software. The 132-column mode will not support graphic image displays.

Installing WordKeeper for Windows

Wordkeeper for Windows is shipped with a menu driven installation program on the Current Series CD disc. If you purchased the Current Series separately, or the Current Series and Historical Series together, or the Historical Series separately later, you will have to access the Current Series disc to install the software and supporting files. Follow the installation instructions provided in the Current Series package.

Starting WordKeeper for Windows

During the installation procedure, the files necessary for your WordKeeper for Windows application are installed in the application directory on your hard disk, which defaults to C:\XABSW. The system creates a program group called Expanded Abstracts for the WordKeeper software. The WordKeeper for Windows application is found in this window.

To start WordKeeper for Windows from within Windows, open the Expanded Abstracts program group, then double-click on the WordKeeper for Windows icon.

To start WordKeeper for Windows from the DOS prompt, run the **DWW.EXE** file under Windows from the application directory. For example:

1. Type **C:** to change to your C: drive
2. Type **CD \XABSW** to change to the application directory.
3. Type **WIN DWW** to start WordKeeper.

When you start WordKeeper for Windows, the system displays a logo screen. This is followed by a dialog box with a list of applications if there is more than one application.

Select the application you want to use if the application menu appears. When you select an application from the dialog box, or if there is only one application available, the system opens a Search Window containing the default search screen for the application. This is where you enter search requests. Chapter 3 describes how to enter a search strategy in WordKeeper for Windows.

Chapter 3 - Search Strategies

After starting WordKeeper for Windows and selecting an application, the Search Window appears. This window contains the default search screen for the application and the Search Window Menu Bar at the top of the screen. The title in the title bar of the Search Window is the name of the search screen. See the section Windows in Chapter 4 for a complete discussion of how the WordKeeper for Windows windowing system works. This chapter describes how to enter search criteria in a search screen.

The cursor is located at the beginning of the first search rectangle. A **search rectangle** is the area on the screen where search requests are entered in WordKeeper for Windows.

You can move between search rectangles in the search screen by clicking on a rectangle (or by using the <UpArrow> <DownArrow> keys or <PgUp> <PgDn>). A scroll bar on the rightmost border of the search screen indicates whether there are search rectangles above or below the visible screen.

To search for an item in the database, you enter a valid search request into one or more search rectangles. A valid search request contains one or more search terms, where a search term can be a word or a string. Multiple search terms may be separated by logical operators, proximity operators, or blanks. A search request may also contain truncation symbols, parentheses, or quotation marks. Each of these search elements is described in the subsections below.

Logical Operators

Logical operators enable you to search for documents in the database based on more than one term. For example, you might have a search screen that has the rectangle author. You might want to search in this rectangle for SMITH or JONES. You can enter both items in the rectangle, separated by an OR. This enables you to search for documents that contain either term. Similarly, you might want to search for documents that contain both terms. In this case, you would use an AND to connect the terms.

You can also search for documents that do not contain a certain term. For example, you might want to search for all documents except those that contain SMITH in the author rectangle. In this case, you would put a NOT operator in front of SMITH in the author rectangle.

The logical operators in WordKeeper for Windows are as follows. You can use either the spelled out operator, such as **AND**, or the symbol for the operator, such as **+**. The symbols for the operators are shown in parentheses following the spelled out operator.

AND (+)	The search terms must occur together in the search rectangle.
OR (,)	Either one or the other or both of the search terms must occur in the search rectangle.
NOT (#)	NOT can be used alone (for example, NOT BOSTON) to locate all documents that do not contain the search term, or it can be used as a connector (for example, BOSTON AND NOT BROOKLINE or BOSTON OR NOT NEW YORK).
WITHOUT	Same as AND NOT.

NOTE:

Double quotes surrounding a search term ("**<term>**") disable recognition of logical operators (for example, "AND" searches for the word **and**). Double quotes also instruct WordKeeper for Windows to look for the search term in the line index first, if one is available.

The system interprets logical operators from left to right, and performs operations in parentheses first. The examples below illustrate these rules.

Some examples of search requests using logical operators are:

Search Request	Jones OR Smith
Sample Rectangle	Author
Result	Will find all documents with the name Jones or Smith or both in the author rectangle.
Search Request	Jones, Smith
Sample Rectangle	Author
Result	Same as above. The comma is a symbol used to represent OR. If you want to search for a term with a comma in it, for example Jones, Fred, you must surround the term by double quotation marks.
Search Request	"OR"

**Sample Rectangle
Result**

Title
Will find all documents that have OR
(abbreviation for Oregon) in the title rectangle.
The system searches for the word OR instead
of interpreting the OR as a logical operator
because it is surrounded by double quotation
marks.

**Search Request
Sample Rectangle
Result**

TIN OR NOT STEEL
Full Text
Will find all documents that have tin or that do
not have steel in the full text rectangle. This
includes documents that have only tin in the
full text rectangle.

**Search Request
Sample Rectangle
Result**

TIN AND NOT STEEL
Full Text
Will find all documents that have tin but not
steel in the full text rectangle. This includes
documents that have only tin in the full text
rectangle.

You can use parentheses to force the system to perform one logical
operation before the next. For example, consider the two search requests
below:

**Search Request
Sample Rectangle
Result**

TIN AND STEEL OR MAGNESIUM
Full Text
Will find all documents that have tin and steel;
tin, steel and magnesium; or just magnesium
in the full text rectangle. The system interprets
the logical operators from left to right.

**Search Request
Sample Rectangle
Result**

TIN AND (STEEL OR MAGNESIUM)
Full Text
Will find all documents that have tin and steel
or tin and magnesium in the full text rectangle.
The system performs the operation in the
parenthesis first to find all documents with
steel or magnesium, and then uses the AND
so that it finds only documents with tin and
steel or tin and magnesium.

NOTE:

Capital letters are not required for operators.

Proximity Operators

Proximity operators enable you to search for documents based on the proximity of one term to another. For example, you might want to find all documents that have a title rectangle with the words SENATE and BUDGET within 5 words of each other.

A proximity search can be particularly useful when you want to find somebody based on the first and last name. For example, the author rectangle is indexed only by word, and the term GEORGE BUSH is not included. Each term will be included separately: GEORGE and BUSH. Therefore, to search for George Bush you would have to search for GEORGE AND BUSH. This search will return each document that contains George (for example, George Harrison) and Bush (for example, Barbara Bush) together. However, you can use a proximity search to search for only the Georges that appear within 1 word of the term Bush. The search syntax for this search is GEORGE ADJ1 BUSH. The example section below includes this search.

The valid proximity operators are:

ADJ<x>

The search terms must appear within x words of one another in the search rectangle, where x is a number. For example, THIS ADJ5 THAT will find all documents in which the word THIS appears within 5 words of the word THAT in the search rectangle. The order in which the words appear is important. This option is available only if word positional information was specified. If x is omitted, it defaults to 1.

NEAR<x>

The search terms must appear within x terms of one another in the search rectangle. The order in which they appear is irrelevant. Available only if word positional information was specified. If x is omitted, it defaults to 1.

" "

A blank space is interpreted depending on the default search selection for this search rectangle.

Some examples of search requests using proximity operators are:

Search Request	GEORGE ADJ1 BUSH
Sample Rectangle	Full Text
Result	Will find all documents that have the words GEORGE and BUSH within one word of each other in the full text rectangle. In this case, the order is important so you would use ADJ1 instead of NEAR1.
Search Request	PEACE NEAR10 MARCH
Sample Rectangle	Title
Result	Will find all documents that have the words PEACE and MARCH within 10 words of each other in the title rectangle. The order in which they appear does not matter.

Truncation Symbols

You can use truncation symbols to search for terms based on partial words or entries. For example, you can search for all names beginning with HARRIS, such as Harrison, Harrisburg, and so on. You can also use truncation at the beginning of a word, so that you can search for all names ending in SON, such as Johnson, Hanson, and so on.

Truncation searches are useful when you are searching for abbreviations. For example, if you want to search for all occurrences of the state of Michigan, you can enter MI with truncation. This will find all abbreviations of Michigan as well as complete spellings.

The valid truncation symbols are:

* (asterisk)	Replaces any number of characters in the search term. It can come at the beginning, middle or end of a search term (for example, SMITH* or *BURG). No more than two occurrences per term are permitted.
? (question mark)	Replaces one character in the search term. It can be repeated and come anywhere in the search term (for example, 43???65).

Some examples of search requests using truncation are:

Search Request	M??er
Sample Rectangle	Author
Result	Will find all documents written by Mayer, Meier, Meyer, or any other author with a five-letter name beginning with "M" and ending in "er."
Search Request	M*er
Sample Rectangle	Author
Result	Will find all documents written by Meyer, Miller, Milner, Millner, Mitler, Mittemeijer, Moester, or any other author whose name, of any length, begins with "M" and ends in "er."
Search Request	*ABLE*
Sample Rectangle	Text
Result	Will find all words that have ABLE in the middle, such as DISABLED, ENABLE, and so on.

Range Searches

There are several other types of searches available in WordKeeper for Windows. You can search for a range of numbers, all documents with no entry in a rectangle, and all documents with an entry in a specified rectangle.

The remaining available search options are:

<x> TO <y>	Range search, inclusive, where x and y are numeric search terms.
<x>..<y>	Range search, inclusive, where x and y are numeric search terms.
<> <x>	Not equal to x (the <> symbol is the not operator), where x is a number.
NONE	Finds all documents where the field is empty. If you have several tags in one rectangle, the system finds documents for which none of the fields referenced by the tags have data.

ALL	Finds all documents where the field is not empty.
------------	---

Some examples of search requests using the entries above are:

Search Request	1990..1992
Sample Rectangle	Volume
Result	Will return all documents with a volume between 1990 and 1992, inclusive, in the volume rectangle.

Search Request	1990..1992
Sample Rectangle	Volume
Result	Same as above.

Example Search Requests

You can combine all of the above operators into complex search requests in order to restrict your search. You can further restrict your search by entering search requests in several rectangles.

Some example searches are:

Search Request	1989..1990 OR 1992
Sample Rectangle	Volume
Result	Will find all documents with volume years between 1989 and 1990 or 1992 in the volume rectangle.

Search Request	(GEORGE "AND" BARBARA) ADJ3 BUSH
Sample Rectangle	Full Text
Result	Will find all document with the phrase George and Barbara Bush or Barbara and George Bush.

Search Request	"FINANCIAL BURDEN" AND TAXES
Sample Rectangle	Full Text
Result	If there is a line (entry) index, this will result in an error. You cannot search for a phrase connected to a word with an AND because the system cannot search a line index and word index at the same time. To perform this

search, you would have to enter "FINANCIAL BURDEN" AND "TAXES". This would find all document with the phrases "financial burden" and "taxes" in the full text rectangle.

Executing a Search

To execute a search, enter a valid search request into a search rectangle or rectangles and select the DATA option from the Search Window Menu Bar (or press <Enter>). Then select EVALUATE from that menu. (You can also use the "E" icon on the Tool Bar.)

A blinking number appears to the right of the search rectangle. This is the estimated number of documents that meet the search criteria for this search rectangle.

When the search is completed, the final number of found documents that met the search criteria is displayed to the right of the search rectangle. The total number of the documents that met the search criteria for all search rectangles is displayed to the right of the Connection Window at the bottom of the screen. This is the number of documents in the found set. Use DATA/DISPLAY (or <Ctrl>+<D> or Display icon) to display the documents in a found set (see the section Display Window Menu Bar in Chapter 4).

Chapter 4 also describes how to use the Browse window to select search terms.

Chapter 4 - The WordKeeper Menu Bar

This chapter describes the commands available on the WordKeeper Menu Bar at the top of the screen.

Accelerator Keys

Many menu items in WordKeeper for Windows have associated accelerator keys. Accelerator keys enable you to perform the action associated with the menu item without using pull-down menus. The accelerator keys are listed on the menu next to the item. Typically, an accelerator key is the <Ctrl>, <Alt>, or <Shift> key followed by the first (or in some cases second) letter of the menu item. To perform the menu item action, press the keychord. The following accelerator keys are available:

<Ctrl>+<P>	File/Print
<Ctrl>+<O>	File/Print One
<Ctrl>+<R>	File/Export
<Alt>+<F4>	File/Exit
<Ctrl>+<X>	Edit/Cut
<Ctrl>+<V>	Edit/Paste
<Ctrl>+<C>	Edit/Copy
<Ctrl>+<S>	Options/Search
<Ctrl>+<Y>	Options/Display
<Ctrl>+<M>	Options/Image
<Ctrl>+<W>	Browse/Word
<Ctrl>+<E>	Browse/Entries
<Ctrl>+<D>	Data/Display
<Ctrl>+<F>	View/Full

<Ctrl>+<L>	View/List
<Ctrl>+<I>	Links/Image
<Shift>+<F5>	Windows/Cascade
<Shift>+<F4>	Windows/Tile
<F1>	Help

Mnemonic Selection

Many menu items in WordKeeper for Windows also have associated mnemonic selection keys. This is one key associated with the item that enables you to select a menu item without using the mouse (or arrow keys) to select the item from the menu. Mnemonic selection differs from accelerator keys in that a mnemonic key only selects the menu item, it does not perform the menu action. The menu with the item you want must be open for you to use the mnemonic selection key for the item. Mnemonic selection keys are underlined within the menu items on the menu.

NOTE:

You access the items on the Menu Bar using the <Alt> key in combination with the underlined letter, just as in any other Windows application.

Search Window Menu Bar

When you open an application, the system automatically opens a Search Window, where you enter your search information. The title bar for the window contains the name WordKeeper and the name of the application. The Search Window is split into two child windows: a window containing the search screen format; and a window used for entering connection information (described in the *Connection* section below). The Search Window Menu Bar has the following items:

<u>F</u>ile	Open and close applications, perform print and export operations, load and save queries, load and save print/export settings, and exit the program.
--------------------	---

<u>E</u>dit	Cut, paste and copy operations, and connection operations.
<u>O</u>ptions	Open a search, display or image window, or change screen formats.
<u>B</u>rowse	Browse index items.
<u>D</u>ata	Evaluate a search using the current search strategy, and create and activate a display window. Use this option to perform the search and to display the results of the search.
<u>W</u>indow	Perform windows operations.
<u>H</u>elp	Get context-sensitive on-line help.

These menu bar options are described more fully in the sections below.

Search Window Tool Bar

In addition to using the Menu Bar items to perform operations in the Search Window, you can use the Search Window Tool Bar icons to execute the most common operations.

The icons and their corresponding menu options are, from left to right:

Question Mark	On-line help
Folder	File/Open Application
Hand/Narrow List	Browse/Words
Hand/Wide List	Browse/Entries
E	Data/Evaluate
Double Column List	Data/Display
Disk/Right Arrow	File/Load Query
Disk/Left Arrow	File/Save Query As

Erase Page	Edit/Clear Query
Erase Line	Edit/Clear Rectangle
Circles	Connection
Windows Stack	Window/Cascade
Windows Separate	Window/Tile
Printer 2+	File/Print (not available in Search Window)
Printer 1	File/Print One (not available in Search Window)
Scissors	Edit/Cut
Paper Stack	Edit/Copy
Clipboard	Edit/Paste

File

When you select File, the system displays a menu with the following options:

<u>O</u>pen Application...	Open an application.
<u>C</u>lose Application	Close the active application and all its associated windows.
<u>P</u>rint...	Print items from a display or image window (only active when in a display or image window).
<u>P</u>rint One...	Print a single document or a single image from a display or image window (only active when in a display or image window).
<u>P</u>rint Setup	Set standard Windows printer settings.
<u>E</u>xport...	Export items from a display window (only active when in a display window).

<u>S</u>ave	Save the current search criteria to the current file (only active when in a search window).
Save <u>Q</u>uery As...	Save the current search criteria to a specified file (only active when in a search window).
<u>L</u>oad Query...	Load the search criteria in the specified file (only active when in a search window).
Load <u>S</u>ettings...	Load a set of previously saved print and export dialog box settings (only active when in a display window).
Save <u>S</u>ettings...	Save the current set of print and export dialog box settings to a file (only active when in a display window).
<u>E</u>xit	Close all applications and exit WordKeeper for Windows.
<u>A</u>bout WordKeeper	Get information about WordKeeper for Windows.

The options available in the Search Window are described below. For options available in the Display or Image Windows, see the corresponding sections (Display Window Menu Bar and Image Window Menu Bar) later in this chapter.

Open Application

When you select OPEN APPLICATION, the system displays a dialog box for you to select the application to open. The dialog box has the following areas:

Application	Displays the name of the current application.
Application List	A window containing the list of applications available in the current directory. Use this area to select the application to open.

You can also select the language in which you want the menus and user interface to appear. When you select LANGUAGE, the system displays a list of possible languages to choose from. To change the language, select a new language from the list. For example, if you want to see all messages, errors, and menu items in German, select German from the list. This does not

change the language of the actual search and display screens. To change the language for a search or display screen, you use the Mask Language option on the Options menu (described in the Options section below).

Select OK (or press <Enter>) to open the selected application. Select CANCEL (or press <Esc>) to cancel the operation. When you open an application, the system opens a Search Window containing that application's default search screen.

Close Application

To close an application and all of its associated windows, select CLOSE. If you have another application open, this will become the active application. If you have no other applications open, the system will display the Open Application dialog box for you to select another application.

Load and Save Query

You can use these options to load and save search criteria. For example, if you have a search strategy that you want to use often but is time-consuming to type in (several terms in several rectangles, for example), you can use Save Query (or Save Query As) to save the search strategy and then use Load Query to load the strategy when you want to use it again. The options are:

<u>S</u>ave Query	Stores the current search strategy under the current file name.
<u>S</u>ave Query As	Stores the current search strategy under a specified file name.
<u>L</u>oad Query	Loads a previously stored search strategy into the search window.

Exit

Use EXIT (<Alt>+<F4>) to exit WordKeeper for Windows and return to Windows.

Edit

When you select EDIT, the system displays a menu with the following choices:

<u>C</u>ut	<Ctrl>+<X> Cut deletes the currently marked item and places it on the Clipboard. To mark an area of text to cut, click the mouse at the beginning of the area and drag the mouse to highlight all the text you want to cut. Then select CUT to cut the text.
<u>P</u>aste	<Ctrl>+<V> Paste places the current contents of the clipboard into the area marked by the cursor. To paste the text currently on the clipboard, click the mouse where you want to paste the text and select PASTE.
<u>C</u>opy	<Ctrl>+<C> Copy places a copy of the currently marked item on the Clipboard. To mark an area of text to copy, click the mouse at the beginning of the area and drag the mouse to highlight all the text you want to copy. Then select COPY to copy the text.
<u>C</u>lear Query	Clear the current search strategy (that is, all search rectangles).
<u>C</u>lear Rectangle	Clear the current search rectangle (the rectangle in which the cursor is located).
<u>C</u>onnection	Use Connection to select and edit connections to use between search rectangles for searching. This option is described in detail in the Connections subsection below.

Cross-Reference Searching

You can use the Cut, Copy and Paste commands to perform cross-reference searching between applications. Cross-reference searches enable you to select a word or phrase from a document Display Window and search for other documents that contain that word or phrase. For example, let's say you

have two applications that contain newspaper articles. You might want to search for a headline from one application in another application.

To perform the cross-reference search, first select the word or phrase you want to use for cross-reference searching (using Cut from the Search Window, or Copy from either the Search or Display Window). Then move to the Search Window of the other application and use Paste to copy the search term into the search rectangle you want. You can then use Data/Evaluate to perform the search in that application.

Connection

Use the Connection window to select the connector you want to use to connect your search rectangles. This is not the same as the connector used between search terms in the same search rectangle. The Connector for between rectangles determines the search behavior when you enter search terms in several rectangles. The default rectangle connector is AND. The operators AND, OR, or WITHOUT can be used to connect individual search rectangles.

You can use Connection in either Simple or Editable mode. You set this option using the Options/Search dialog box (described in the Options section below). The sections below describe how Connection works in each mode.

Simple Mode

When you select CONNECTION and you are in Simple mode, the current logical connector will be displayed at the left of each search rectangle that contains an entry, and each search rectangle entry will be surrounded by parentheses.

To change the logical connection between search rectangles, move the cursor to a search rectangle containing a search term and press the right mouse button or press <Spacebar>. Continue to press the right mouse button or <Spacebar> to cycle through the choices. Select the logical boolean connector you want.

If the default logical connector AND is valid for all search rectangles, no connection operator or connection name will be shown in the Connection line.

Editable Mode

When you select CONNECTION and you are in Editable mode, the system enables you to edit the connection line at the bottom of the screen. Enter the connection information using the following syntax:

<<field name>> <operator> <<field name>>

For example:

<Patent Number> WITHOUT <Assignee Code>

You can use the following keys when editing the connection line:

<Ctrl>+<Enter>	Use <Ctrl>+<Enter> to bring the field name of the current search rectangle into the connection line.
	Use this key to delete single characters.

Options

When you select OPTIONS, the system displays a menu with the following options:

<u>S</u>earch	Displays a list of search screen names. Select a name to cause a new search screen to be drawn in the search window (this selection is active only when you are in a search window).
<u>D</u>isplay	Displays a list of display screen names. Select a name to cause a new display screen to be drawn in the display window (this selection is active only when you are in a display window).
<u>I</u>mage	Displays a list of image options (this selection is active only when you are in an image window).
Mask <u>L</u>anguage	Enables you to change the language for the current search or display screen. When you select Mask Language, the system displays the current language in the Language field and

displays a list of possible languages to choose from in the Languages field. To change the language for the current search or display screen (but not menus and the user interface), select a new language from the list.

When you are in a Search Window, the only active items on the Options menu are Search and Mask Language. The Search option is described in the following subsection.

Search

When you select Search (<Ctrl>+<S>), you get a dialog box containing the following settings:

Search Format	The default search screen for this application. You can set the default screen to any available search screen. Press <Spacebar> to list the available search screen(s). The screen you choose will be the default screen for entering all search requests.
Search Mode	This field can be set to exact or extended. Exact search mode causes the system to search for only the exact search term as it is entered. Extended search mode causes the system to conduct extended searches that locate all components of the search term, including acronyms and hyphenated terms. Use the <UpArrow> <DownArrow> keys to toggle the choices.
Connection Type	Simple or editable. Press the <UpArrow> <DownArrow> keys to toggle between the choices. The difference between these connection types is described in the subsections <i>Simple Mode</i> and <i>Editable Mode</i> in the <i>Connection</i> section earlier in this chapter.
Search only after <Enter>	Select this box if, using keyboard mode, you want the system to perform a search only after pressing <Enter>. Otherwise the system performs a search after leaving a search

rectangle with the <UpArrow> <DownArrow> keys.

Browse

The Browse option enables you to look at the list of index terms available for a search field.

If a search field has both a word and line index, the system will display a menu with the following choices when you select BROWSE:

Words <Ctrl>+<W> Individual words from a word index.

Entries <Ctrl>+<E> Complete entries from a line index.

When you are viewing an index list, you can copy any term from the list into a search field as part of your search request. You can also type an index term directly into the search field.

Select WORDS to get a word browse window.

With the cursor positioned in the browse window, you can scroll the index list. You can also type the first characters of the index term and the cursor will move to the location in the browse window that is "alphabetically closest" to the character(s) you enter. For example, if you type NA, the system will scroll to the first word or entry beginning with NA. If there is no word or entry beginning with NA, the system will scroll to the first word or entry beginning with NB (or NC, ND, NE—whatever appears next). To copy an index term into a search field, position the cursor on the index term and double-click the mouse, or press <Enter>, or press the OK button. The term is copied into the search field. You can then select Data/Evaluate from the menu bar to execute the search.

If you want to exit the index list without copying an index item, press <Esc> or the Cancel button.

Selecting Multiple Terms

You can select multiple search terms from a browse window. To enter an additional index term into a search field, position the cursor in the search

field one space to the right of the last search term. Select Browse and then select an additional index term from the browse window. Press <Enter> to copy the new term into the search field. The new term will be connected to the previous term by an OR connector. You can change the connector by deleting OR and typing in a new connector (such as AND).

To replace a search term in the search field with another term from the index list, position the cursor on the term to be replaced. Then select BROWSE and select a new index term from the list. Press <Enter>. The selected term will replace the previous term in the search field.

You can also select multiple terms at the same time from the index list. To select multiple browse terms at one time, use the <Ctrl> key in combination with the left mouse button to highlight each term you want. Use the SELECT ALL option to select every term. To deselect all terms, use DESELECT ALL.

The CHECKOFF OPTIONS menu enables you to choose the connector for the terms you choose. For example, if you want to search for documents that contain all the items you select, use the AND operator. If you want to search for all documents that contain any one of the terms, use the OR operator. The default operator is OR.

You can also choose whether you want to paste the search terms to the search rectangle. For example, if you select many terms, you may not want to paste them to the rectangle. If you do not select the Paste to Rectangle box, the system will perform the search after you select OK or press <Enter>, without pasting the terms. However, if you want to paste the terms, for example because you want to enter terms in other search rectangles, select the box next to Paste to Rectangle.

NOTE:

If you choose not to paste the search terms, you will be able to use only the OR operator to separate the terms.

Data

The Data option enables you to evaluate the current search and to view the found documents after a search. The Data menu has two choices:

Evaluate

Use this option to execute a search using the current search criteria. When you select EVALUATE, the system searches the database and displays the number of

documents matching the search. To then view those documents, select DISPLAY. You can also select the Evaluate icon (the E icon on the Tool Bar) to execute the search.

Display

<Ctrl>+<D> Use this option to display the found documents. When you select DISPLAY, the system displays either a list of found documents, or a full display screen showing one document if only one document is found. You can also select the Display icon (the double-column list icon on the Tool Bar) to display the documents. See the section Display Window Menu Bar later in this chapter for a complete discussion of display window options.

Window

When you perform a search from a Search Window and then use Display to display the results, the system automatically opens a new Display Window. When you close a Search Window, the system closes all Display Windows that resulted from the Search Window.

You can move, size and navigate among windows using standard Microsoft Windows commands. The Windows option enables you to perform the following window operations:

Cascade

<Shift>+<F5> This option re-draws all open windows to their full sizes and stacks them on top of each other. The active window in a cascade display is the top window.

Tile

<Shift>+<F4> Tile new windows so that no window covers another window's title bar. The Tile Windows option causes the system to calculate the position and size for all open windows in order to fit as many windows as possible into the primary window without overlapping the window boundaries. If you try to fit too many windows into the primary window, the system will tile them but not all windows will be visible. When you select Tile

Windows, the active window will also be tiled, but will not automatically be placed on top. You need to cycle through the tiled windows to find the active window.

Arrange Icons

This lines up your windows icons in the lower left corner of the screen.

Clone

This option makes a copy of the currently active window. The new window will have the same attributes (contents, position, size, default mask, and so on) as the currently active window.

There is also a list of windows at the bottom of the menu. To move to a different window, select the window from the list.

Help

When you select HELP (<F1>), you get a menu with the following choices:

Index

Alphabetical list of all help index entries.

Keyboard

Describes key assignments.

Using Help

Describes how to use the help system.

About WordKeeper

Displays the version number and copyright information for WordKeeper for Windows.

You can get on-line help at any time by selecting <F1> or the question mark icon from the Tool Bar.

To get a listing of key assignments, select KEYBOARD. To get a list of help index items, select INDEX.

Select USING HELP to get a description of how to use the help system.

Display Window Menu Bar

After you have entered your search request and executed the search, you can display the documents that meet the search criteria. You use Data/Display to open a Display Window to show the found documents.

When you select DISPLAY from the Data menu, the found document(s) appear on the screen. If there are multiple documents in the found set, the retrieval software will first display the documents in list screen format.

The list format displays each document in abbreviated format. The cursor is positioned on the first document in the found set.

Use the scroll bar on the right of the screen or the <UpArrow> <DownArrow> keys or <PgUp>, <PgDn>, <Home>, or <End> to move the cursor through the list of found documents. To display an individual document from the list in full display screen format, position the cursor on the document and select FULL from the View menu or press <Enter>.

If there is only one document in the found set, the retrieval software will display the document in full display screen format automatically.

In a full display screen, use the top right scroll bar to scroll through an individual document, or the bottom right scroll bar to scroll through the entire found document set.

The Display Window Menu Bar has the following options:

<u>F</u>ile	Print, Print One, Print Setup and Export options.
<u>E</u>dit	Copy operations.
<u>O</u>ptions	Only the Display option is active.
<u>V</u>iew	Changes the display screen, enables you to sort and unsort found documents, enables you to jump to a specific document, and enables you to select documents.
<u>L</u>inks	View images.
<u>W</u>indow	Same as for Search Window Menu Bar.

Help

Same as for Search Window Menu Bar.

These choices are explained in more detail in the sections below.

Display Window Tool Bar

The icons and their corresponding menu options are, from left to right:

Question Mark	On-line help.
Folder	File/Open Application
Right/Left Arrow	Toggle View/Full and View/List
Eyeglasses	Go to Search Window
Camera	Links/Image
Papers Stack	View/Sort
Papers Separate	View/Unsort
Up Arrow	Go to first document
Up Double Arrow	Page up through documents four at a time
Down Double Arrow	Page down through documents four at a time
Down Arrow	Go to last document
Windows Stack	Window/Cascade
Windows Separate	Window/Tile
Printer 2+	File/Print
Printer 1	File/Print One
Scissors	Edit/Cut (not available in Display Window)
Paper Stack	Edit/Copy
Clipboard	Edit/Paste (not available in Display Window)

File

When you are in a Display Window, you can print and export documents and images using the Print, Print One, and Export options. You can also save your Print and Export dialog box settings using Save Settings, or load a set of previously saved settings using Load Settings. These options are described in the sections below.

Print

Use PRINT (<Ctrl>+<P>) to print all or part of the found set of documents to a printer or a selected file. This option is only active when you are in a Display or Image Window.

The Print dialog box has the following fields:

Document Format	Selects a print, list, or display screen format to be used for the output documents.
Fields to Include	Selects some or all of the fields in each found document for printing.
What Range	Displays a menu for you to select what part of the document set or image set you want to print.
Start at Document #	The number of the document at which to start the print.
End at Document #	The number of the document at which to end the print.
Start at Image Page #	The number of the image page at which to start printing images (if you specify that you want to print images).
End at Image Page #	The number of the image page at which to stop printing images (if you specify that you want to print images).
Page Eject	This option specifies when a form feed character should be inserted into the output so

that the printer advances the paper to a new page.

Page Length

Use this option to specify the number of printable lines you want to have per page. Enter the number you want in the field.

Print Graphics

Toggle between three choices: YES (images only) to print only the images associated with the document; YES (text + images) to print the text and images of the document; and NO (text only) to print only the text of the document.

Include Search Text

Check this box to put one copy of the search request text for the found documents at the front of your printout.

Include Field Names

Check this box to print field names as headings.

The dialog box options are explained in more detail in the following subsections.

After you have set your dialog box options, select PRINT to initiate the print. Select CANCEL to close the dialog box without starting the print. You can use <Ctrl>+<Break> to abort the print process.

NOTE:

The Print option will not be available if no print screen(s) are defined. If a printer is not attached to your system, an error window will appear.

Document Format

Use Document Format to choose a screen format for printing. The possible formats are all print formats and any list and display formats that are enabled for printing. Your documents will be printed in the chosen screen format.

Select DOCUMENT FORMAT field to open a selection window. Choose the format you want from the menu of available print, list and display screens.

Fields to Include

The Fields to Include setting enables you to select the fields in the documents of the found set that you want to print. Select FIELDS TO

INCLUDE field to open a selection window. The system displays a list of available output fields.

All fields are highlighted by default. Select any field description to de-highlight it. Only highlighted fields will be printed.

What Range

The What Range field enables you to select the subset of documents and the image pages you want to print. For example, you might want to print all the currently found documents or the range of documents specified by the numbers in the Start/End at Document # fields.

You get a menu with the following choices:

All Found Documents	Prints all the documents in the current set (found from the most recent search request).
Current Document	Prints only the current document.
Document Range	Prints the documents starting at the number in the Start at document # field and ending with the number in the End at document # field.
Selected Documents	Prints the documents selected using the View/Select Document option.
Current Image Page	Prints the current image page only.
Image Page Range	Prints the range of image pages you specify in the Start at Page # and End at Page # fields.

Start/End at Document #

The Start at Document # and End at Document # fields are used to specify the range of documents from the found set that are to be printed.

Enter the number of the start and end document in the appropriate fields. Note that the Start at Document # area defaults to the number of the document you are currently viewing.

Start/End at Image Page #

The Start at Image Page # and End at Image Page # fields are used to specify the range of image pages from the selected document that are to be

printed. For example, if you are printing a document that has a 10-page image, you can use these fields to print only image pages 3 through 8.

Enter the number of the start and end page in the appropriate fields. Note that an entry of 1 in the Start at Image Page # entry area is unnecessary, as this is the default.

If you are printing multiple documents that have images, the system will override these settings and print all image pages associated with the documents.

Page Eject

This option specifies when a form feed character should be inserted into the output so that the printer advances the paper to a new page. You get a menu with the following choices:

- | | |
|-----------------------------------|--|
| After every document | Insert a form feed after every document. |
| End of page | Insert a form feed when there are no lines left on the page. |
| If document would be split | Insert a form feed if there are not enough lines on the page to fit the entire current document. |
| Never | Prevent a form feed from occurring. |

Page Length

Use this option to specify the number of printable lines you want to have per page. Enter the number you want in the field. For continuous paper such as labels, enter zero (0).

Print Graphics

Use this option to specify whether you want to include graphics in the print.

The option toggles between three choices: YES (images only) to print only the images associated with the document; YES (text + images) to print the text and images of the document; and NO (text only) to print only the text of the document.

If you have an image, use the following combinations:

To Print	The complete text of the data document for the selected fields.
Select Settings	PRINT or PRINT ONE and TEXT ONLY
To Print	All image pages associated with a data document.
Select Settings	PRINT and IMAGES ONLY.
To Print	The current image page only.
Select Settings	PRINT ONE and IMAGES ONLY
To Print	The complete text of the data document and all images associated with the data document.
Select Settings	PRINT and TEXT + IMAGES
To Print	The complete text of the data document and the current image page only.
Select Settings	PRINT ONE and TEXT + IMAGES

Include Search Text

This option enables you to put one copy of the search request text that resulted in the found documents at the front of your printout. Place a check in the box to enable the option. The search text will be printed in plain ASCII format.

Include Field Names

This option specifies whether field names should be included with the output as headings. For dBASE III(+), the field names appear as the column names in the *.DBF file. For DIF, the Export Field Names setting determines whether LABEL entries will be output; some programs may not accept these. In the remaining types, the first output document will consist of the field names, resulting in one more document being output than the number of documents in the found set.

Print One

Use PRINT ONE (<Ctrl>+<O>) to print the current document or image page according to the settings in the Print menu described in the section above.

Print Setup

This is the standard Windows print setup dialog box.

Export

Use EXPORT (<Ctrl>+<R>) to export all or part of the found set of documents to a selected file.

The Export dialog box has the following fields:

Export Type	Sets the data format for exporting.
Document Format	Selects a print, list, or display screen format to be used for the output documents.
Fields to Include	Selects some or all of the fields in each found document for export.
What Range	Displays a menu for you to select what part of the document set or image set you want to export.
Start at Document #	The number of the document at which to start the export.
End at Document #	The number of the document at which to end the export.
Start at Image Page #	The number of the image page at which to start exporting images (if you specify that you want to export images).
End at Image Page #	The number of the image page at which to stop exporting images (if you specify that you want to export images).
Page Eject	This option specifies when a form feed character should be inserted into the output to advance to a new page.

Page Length	Use this option to specify the number of printable lines you want to have per page. Enter the number you want in the field.
Print Graphics	Toggle between three choices: YES (images only) to print only the images associated with the document; YES (text + images) to export the text and print the images of the document; and NO (text only) to export only the text of the document.
Include Search Text	Select the box to put one copy of the search request text for the found documents at the front of your export.
Include Field Names	Select the box to export field names as headings, or leave the box empty to prevent field names from being exported.
Directory	The directory to be exported to.
Output File	The file to be exported to.

<Ctrl>+<Break> can be used to abort the export process.

The dialog box options are explained in more detail in the following subsections.

NOTE:

The Export option will not be available if no print screen(s) are defined.

Export Type

Use Export Type to choose the data format for exporting.

Use the up and down arrow keys to scroll through the EXPORT TYPE options.

The available formats are:

Formatted Text	The contents of the fields selected in Fields to Include will be exported in the format of the screen in the Document Format entry area.
-----------------------	--

The character set of the output will depend on the printer type you select.

WordStar Text

The contents of the fields selected in Fields to Include will be exported to a WordStar™ file. The character set for output will be the WordStar™ character set.

ASCII Text

The contents of the fields selected in Fields to Include will be exported in the format of the screen in the Document Format entry area. This type differs from Formatted Text in that no control or escape sequences are used except for a carriage return/line feed after each line and a form feed at the end of each document. Note that the form feed depends on the Page Eject setting.

Comma Delimited

The contents of the fields selected in Field to Include entry area will be exported in comma delimited format. Each field's contents are delimited from the next by a comma. Text fields are enclosed in double quotes (" "). A carriage return/line feed indicates the end of document. This format can be used by many popular mail-merge programs, including WordStar™. The character set is the IBM PC character set (8 bit).

Semicolon Delimited

The contents of the fields selected in Fields to Include will be exported in semicolon delimited format. Each field's contents are delimited from the next by a semicolon. Text fields are enclosed in double quotes (" "). A carriage return/line feed indicates the end of a document. This format can be used by many popular mail-merge programs, including Microsoft Word™. The character set is the IBM PC character set (8 bit).

dBASEIII(+)

The contents of the fields selected in Fields to Include will be exported in dBASEIII(+) (*.DBF) format. Field names are automatically included. The character set is the IBM PC character set (8 bit). The field type (for

example, text or integer) is determined according to the type entries for each field in Database Definition. Field widths can also be specified.

Lotus

The contents of the fields selected in Fields to Include will be exported in Lotus 1-2-3™ format (*.WKS). Field names will also be exported if the Include Field Names entry is set to yes. The Lotus International Character Set (LICS) will be used. The field type (for example, text or integer) is determined according to the type entries for each field in Database Definition.

DIF

The contents of the fields selected in Fields to Include will be exported in Data Interchange Format (DIF™). The character set is the IBM PC character set (8 bit).

Fixed Field

The contents of the fields selected in Fields to Include will be exported in fixed field format. The default field widths are determined by the width entries for each field in Database Definition. The default field widths can be overridden.

Field Attributes

For the dBASE III(+), Lotus, DIF and Fixed Field export types, the system displays a Field Attributes dialog box. Set the following selections for each field tag:

Enabled

Enable or disable the export of the field.

Width

Enter a new width for the field. In the case of Lotus, the width determines the column width in the spreadsheet and not the width of the field itself.

Precision

Enter the precision to which to export decimal numbers.

Use the Next and Prev buttons to move through the tags. Use the Same As button to set all tags to the current settings.

Document Format

Use Document Format to choose a screen format for export. Your documents will be exported in the chosen screen format. These formats affect only export operations that have the Export Type field set to ASCII Text or WordStar Text.

Select the DOCUMENT FORMAT field and choose the format you want from the menu of available print, list and display screens.

Fields to Include

The Fields to Include setting enables you to select the fields in the documents of the found set that you want to export.

You can select any of the fields from the current Database Definition for this language version, provided that exporting permission for these fields was enabled in Database Definition (that is, the E column was set to Y).

Field widths can be specified for dBASE III(+), Lotus, DIF, or Fixed Field output types.

Select FIELDS TO INCLUDE field and the system displays a list of available output fields. All fields are highlighted by default. Select any field description to de-highlight it. Only highlighted fields will be printed.

What Range

The What Range field enables you to select the segment of documents and images you want to export. For example, you might want to export all the currently found documents or the range of documents specified by the numbers in the Start/End at Document # fields.

You get a menu with the following choices:

All Found Documents	Exports all the documents in the current set (found from the most recent search request).
Current Document	Exports only the current document.
Document Range	Exports the documents starting at the number in the Start at document # field and ending with the number in the End at document # field.

Selected Documents	Exports the documents selected with View/Select Document.
Current Image Page	Exports the current image page only.
Image Page Range	Exports the range of image pages you specify in the Start at Page # and End at Page # fields.

Start/End at Document #

The Start at Document # and End at Document # fields are used to specify the range of documents from the found set that are to be exported.

Enter the number of the start and end document in the appropriate fields. Note that the Start at Document # entry area defaults to the number of the document you are currently viewing.

Start/End at Image Page #

The Start at Image Page # and End at Image Page # fields are used to specify the range of image pages from the selected document that are to be exported. For example, if you are exporting a document that has a 10-page image, you can use these fields to export only image pages 3 through 8.

Enter the number of the start and end page in the appropriate fields. Note that an entry of 1 in the Start at Image Page # entry area is unnecessary, as this is the default.

If you are exporting multiple documents that have images, the system will override these settings and export all image pages associated with the documents.

Page Eject

This option specifies when a form feed character should be inserted into the output so that the printer advances the paper to a new page. You get a menu with the following choices:

After every document	Insert a form feed after every document.
End of page	Insert a form feed when there are no lines left on the page.

If document would

be split

Insert a form feed if there are not enough lines on the page to fit the entire current document.

Never

Prevent a form feed from occurring in WordStar Text and ASCII export types.

Page Length

Use this option to specify the number of printable lines you want to have per page. Enter the number you want in the field. For continuous paper such as labels, enter zero (0).

Include Search Text

This option enables you to put one copy of the search request text that resulted in the found documents at the front of your export. Select the box to export the search text. The search text will be exported in plain ASCII format.

Include Field Names

Include Field Names specifies whether field names should be included with the output as headings.

For dBASE III(+), the field names appear as the column names in the *.DBF file.

For DIF, the Export Field Names setting determines whether LABEL entries will be output; some programs may not accept these.

In the remaining types, the first output document will consist of the field names, resulting in one more document being output than the number of documents in the found set.

Select the box next to INCLUDE FIELD NAMES to output the field names along with the data.

Directory and Output File

Use the Directory and Output File window to select the directory and file name for you export operation.

Options

When you select Options from the menu bar, the system displays a menu with the Display option and the Notes and Bookmarks option. They are described in the following subsection.

Display

When you select Display (<Ctrl>+<Y>), you get a dialog box that enables you to change the following settings:

- | | |
|----------------------------|---|
| Long Display Format | Use this option to select the default full display screen for the application. The screen you choose will be the default screen for all full document displays. You can also use the icon to switch display screen formats. |
| Long Display Fields | Use this option to select the fields that you want displayed in your full display screen. Select this choice to open a selection window of possible fields for the default display screen (set with Display Format). Select a field to de-highlight it. The system will display all highlighted fields. |
| Short Display | This option changes the default list format display screen. The screen you choose will be the default screen for all list document displays. |

Notes and Bookmarks

When you select Notes and Bookmarks, you get a dialog box with the following options:

- | | |
|------------|--|
| Add | Use this option to set a new bookmark. Enter the name of the bookmark in the Name field, then select Add. Placement of the bookmark will be at the current cursor position in your document. You can also add optional note text to the bookmark by entering it in the Text field. After selecting Add, the bookmark will appear |
|------------|--|

in the Defined list. To exit the Notes and Bookmark dialog box, select Close. In Full Display, when you add a note (add note text to a bookmark), the system displays a note symbol in the left margin. When you add a bookmark without note text, a triangle symbol appears in the left margin. In List Display, the system highlights the document in green when you add a note or bookmark.

Delete	Use this option to delete a bookmark. Select the bookmark you want to delete from the Defined list, and then select Delete.
Jump	Use this option to jump to a defined bookmark in your document set. Select the bookmark to which you want to jump from the Defined list, and then select Jump. The system will jump to the bookmark position in the document set.
Close	Use this option to close the Notes and Bookmarks dialog box after using the Add, Delete or Jump commands.
Help	Use this option to get on-line help for the Notes and Bookmarks dialog box.

The Display Window Toolbar has an icon for Notes and Bookmarks. The icon is the Notepad to the right of the image icon (camera).

View

When you select View from the menu bar, the system displays a menu with the following options:

<u>F</u>ull	<Ctrl>+<F> Displays found documents using a full display screen.
<u>L</u>ist	<Ctrl>+<L> Displays found documents using a short list display screen.
<u>S</u>ort	Sorts the currently viewed items.

<u>U</u>nsort	Unsorts the currently viewed items.
<u>J</u>ump	Jump to a specific document in the found set.
<u>S</u>elect Document	Selects the current document.
Delete <u>n</u>on-selected documents	Deletes all non-selected documents (documents not selected using the Select Document option).
<u>D</u>elete selected documents	Deletes all documents selected with the Select Document option.
<u>C</u>lear selections	Clear the current set of document selections. The options are described in the subsections below.

Full/List

Use Full/List to toggle the window between the list and full display screen format for the current set of documents. When you change display screens with Full/List, the system does not create a new window.

If the contents of a document extend beyond the lower boundary of the screen, a scroll bar will appear on the right perimeter of the window. Search terms in the data will be highlighted. You can move to the next highlighted item in a document by pressing <Ctrl>+<PgDn>. You can move to the previous highlighted item by pressing <Ctrl>+<PgUp>.

To get a full display for a document, press <Enter> with the cursor on that document. In the full display window, the top portion of the right scroll bar scrolls through an individual document, and the lower portion of the right scroll bar scrolls through the found document set. You can also use <Ctrl>+<RightArrow> to move to the next document and <Ctrl>+<LeftArrow> to move to the previous document.

Sort/Unsort

You use Sort to sort a found set of documents according to the contents of any search field with a non-word index.

When you select SORT, a dialog box with the following choices will appear:

Sort by	Select the field to sort by.
Sort order	Toggle between Ascending or Descending sort order.
Unindexed Documents	The setting in this entry area controls whether to Keep or Drop documents from the sort list that do not contain occurrences of the sort field. For example, if a found set of patent documents were being sorted by State/Country Code, this determines whether patents that do not contain an entry in the State/Country Code field are kept or dropped from the sort list. Select Keep or Drop.
Duplicate Items	The setting in this entry area controls the placement in the sort list of documents that have duplicate items in the index for the sort field. A document can either appear in the sort list one time, at its first occurrence in the index; or it can be duplicated each time it occurs in the index. For example, if a found set of patent documents were being sorted by Classification Number, this field would determine how patents that contain the same classification numbers should be treated. They could either appear in the sort list one time, in the position of the first occurrence; or WordKeeper for Windows can put each document that contains the same classification number in the sort list. Select Once only or Duplicate.

Use Unsort to unsort the most recently sorted document set.

Jump

Use Jump to move to a different document in the found set.

When you select Jump, a pop-up entry window will appear. Enter a document number, for example, 50.

Press <Enter> or select OK to move to the specified document.

Selecting Documents

You can use the Select Document option to select a set of documents. Once you have selected a set of documents, you can limit the display, print and export to those documents. For example, if you want to limit a print-out to a specific set of documents, select those documents with the Select Document option. Then use the Selected documents choice on the Print/What Range menu. The system will print out only selected documents. You can limit the export to selected documents in the same way.

To limit your display to only selected documents or non-selected documents, use the Delete non-selected documents and Delete selected documents choices.

Note that once you have deleted documents from your display, you must re-evaluate your search in order to retrieve the original complete set of documents. If you do not want to have to re-evaluate your search, use Window/Clone to make a copy of your list display window before deleting any documents from the display.

Links

You use Links to display images associated with your documents. When you select LINKS from the menu bar, the system displays a menu with the following options:

I mage	<Ctrl>+<I> Display an image associated with the current document.
I mage P age	For images with multiple pages, use this option to enter the specific image page you want to view. The Image Window Menu bar choices are described in the Image Window Menu Bar section below.

Image Window Menu Bar

Use the Image Window to display images associated with the document in the current full display screen. To get an Image Window, select IMAGE from

the LINKS menu (or select the camera icon from the Tool Bar). If there are no images associated with the current document, the option will be disabled.

The Image Window Menu Bar has the following items:

<u>F</u>ile	Same as for Search Window Menu Bar.
<u>O</u>ptions	Use Options/Image (<Ctrl> -<M>) to set the zooming scale for an image and to move between image pages.
<u>W</u>indow	Same as for Search Window Menu Bar.
<u>H</u>elp	Same as for Search Window Menu Bar.

The images displayed are compressed CCITT Group III or IV or PCX facsimile images.

Image Window Tool Bar

The icons and their corresponding menu options are, from left to right:

Question Mark	On-line help.
Folder	File/Open Application
Magnifying Glass +	Zoom in Plus
Magnifying Glass -	Zoom out Minus
Left Arrow	Go to previous image page
Right Arrow	Go to next image page
Double Column List	Go to Display Window
Windows Stack	Window/Cascade
Windows Separate	Window/Tile
Printer 2+	File/Print
Printer 1	File/Print One

Scissors	Edit/Cut (not available in Image Window)
Paper Stack	Edit/Copy (not available in Image Window)
Clipboard	Edit/Paste (not available in Image Window)

Image Options

The Image option (<Ctrl>+<M>) enables you to set the display behavior for images in your application. The dialog box contains the following fields:

Zoom Options	There are three choices that enable you to change the size and scale of the image currently on the screen. Base puts the image up in its original size. 1-D Fit scales the image so that the smallest dimension of the image is expanded to take up the entire width or height of the screen. This does not ensure that the entire image will show on the screen. Use Full Page to put the entire image on one screen. Full Page scales the image to fit on the screen in its entirety.
Current Zoom	Enter the percentage that you want to zoom the image. You can zoom from 10 to 1000 percent.
Image Jump	This field enables you to jump to a specific page in the image. Select the page you want to jump to.

You can also zoom an image using the mouse by clicking once to enlarge the image and twice to reduce the image. The current zoom percentage is shown at the bottom of the screen.

If the displayed image has multiple pages, use the arrow icons on the Tool Bar (or the <+> and <-> keys) to move between the pages.

To return to the display window, use the display icon.

User Support

This WordKeeper User's Manual provides step-by-step instructions and answers to the most commonly asked user questions. If your particular question is not answered here, the Help Desk is available Monday through

Friday, 8:30 am to 5:00 pm Eastern U.S. time, except holidays. You can reach the Help Desk by telephone or fax:

(800) 767-7785 (U.S. and Canada; toll-free)

(804) 261-3151 (International)

(804) 262-0467 (Fax)

email cdhelp@cadmus.com

To receive prompt and accurate assistance, please have the following information:

- ☒ Specific nature of the problem
- ☒ Version of WordKeeper software
- ☒ Operating System
- ☒ Memory available
- ☒ Hard disk space available
- ☒ Specific error message/nature of the problem

IF PRINTER PROBLEM:

- ☒ Amount of printer memory which is user accessible (refer to your printer user manual)
- ☒ Printer model

You may also mail your questions to the Help Desk at:

Address: CD-ROM SUPPORT
Cadmus Digital Solutions
P.O. BOX 27481
RICHMOND, VA 23261, USA

NOTE:

If a defective CD-ROM disc or installation software is suspected, the Help Desk will assist you in its replacement. You must contact the Help Desk before returning a defective CD-ROM disc or floppy disk.

Nontechnical questions and comments (i.e., subscriptions, nonreceipt of discs, etc.) should NOT be directed to the Help Desk unless you are unable to contact SEG. In this event, please direct calls or correspondence to the Society of Exploration Geophysicists.

Phone: (918) 497-5500 Facsimile: (918) 497-5557
Mailing Address: Society of Exploration Geophysicists
P. O. Box 702740
Tulsa, OK 74170-2740

APPENDIX A

SPECIAL CHARACTER MAPPING CONVENTIONS

ASCII Characters

Map To	Character	Description
!	!	exclamation mark
\$	\$	dollar sign
&	&	ampersand
((left parenthesis
))	right parenthesis
*	*	ast / asterisk
^2ast	*	two asterisks
,	,	comma
-	-	hyphen
-	-	en dash
--	—	em dash
.	.	full stop, period
:	:	colon
;	;	semicolon
AE	Æ	capital AE diphthong (ligature)
ae	æ	small ae diphthong (ligature)
ffi	ffi	small ffi ligature
ff	ff	small ff ligature
ffl	ffl	small ffl ligature
fi	fi	small fi ligature
fj	fj	small fj ligature
fl	fl	small fl ligature
i	i	small i without dot
OE	Œ	capital OE ligature
oe	œ	small oe ligature
ss	ß	small sharp s, German (sz ligature)
\	\	backslash / reverse solidus
		vert / vertical bar
		Vert / dbl vertical bar
[[lbrack / left square bracket
]]	rbrack / right square bracket
^cent	¢	cent sign
@	@	commercial at
"	“	double quotation mark, left
'	'	single quotation mark, left
-	-	minus sign
^Oslash	Ø	capital O, slash
^oslash	ø	small o, slash
%	%	percent sign
+	+	plus sign
?	?	question mark
"	”	double quotation mark, right

ASCII Characters (continued)

Map To	Character	Description
'	'	apostrophe
'	'	single quotation mark, right
{	{	lbrace / left curly bracket
}	}	rbrace / right curly bracket
#	#	number / pound sign
<	<	less than
>	>	greater than
=	=	equals

Superscript and Subscript Characters

Map To	Character	Description
<sup/1/	1	superscript one
<sup/2/	2	superscript two
g<sup/3<sup/s//	g ^{3s}	nested superscripts
g<sup/3<sup/s<sup/2///	g ^{3s2}	nested superscripts
g<sup/2<inf/x//	g ^{2x}	nested supers/subs
x<inf/5<sup/n//	x _{5n}	nested subs/supers
<inf/1/	1	subscript one
<inf/2/	2	subscript two
x<inf/5<inf/n//	x _{5n}	nested subscripts
x<inf/5<inf/n<inf/7///	x _{5n7}	nested subscripts

Accented Characters:

Any character with any accent(s) (including, but not limited to, those shown below) is to be keyed as the character alone, omitting the accent(s).

Map To	Character	Description
	ˊ	acute accent
	˚	angstrom accent / ring
	˘	breve
	ˆ	caron
	˜	cedilla
	¨	dieresis or umlaut mark
	˙	dot above
	ˆ	double acute accent
	⋯	four dots above
	˘	grave accent
	ˇ	hacek
	ˆ	hook
	ˉ	macron
	˛	ogonek
	˘	tilde

Character Set for Greek

Map To	Character	Description
[^] Agr	A	capital Alpha, Greek
[^] agr	α	small alpha, Greek
[^] Bgr	B	capital Beta, Greek
[^] bgr	β	small beta, Greek
[^] bgrv	β	betavar, alternate beta
[^] Dgr	Δ	capital Delta, Greek
[^] dgr	δ	small delta, Greek
[^] dgrv	δ	deltavar / round dee / differential
[^] EEgr	H	capital Eta, Greek
[^] eegr	η	small eta, Greek
[^] Egr	Ε	capital Epsilon, Greek
[^] egr	ε	small epsilon, Greek
[^] epsis	ε	straight epsilon
[^] Ggr	Γ	capital Gamma, Greek
[^] ggr	γ	small gamma, Greek
[^] Igr	Ι	capital Iota, Greek
[^] igr	ι	small iota, Greek
[^] Kgr	Κ	capital Kappa, Greek
[^] kgr	κ	small kappa, Greek
[^] kgrv	κ	kappa / varkappa
[^] KHgr	Χ	capital Chi, Greek
[^] khgr	χ	small chi, Greek
[^] Lgr	Λ	capital Lambda, Greek
[^] lgr	λ	small lambda, Greek
[^] Mgr	Μ	capital Mu, Greek
[^] mgr	μ	small mu, Greek
[^] nabla	∇	nabla
[^] Ngr	Ν	capital Nu, Greek
[^] ngr	ν	small nu, Greek
[^] Ogr	Ο	capital Omicron, Greek
[^] ogr	ο	small omicron, Greek
[^] OHgr	Ω	capital Omega, Greek
[^] ohgr	ω	small omega, Greek
[^] Pgr	Π	capital Pi, Greek
[^] pgr	π	small pi, Greek
[^] pgrv	π	pivar, alternate pi
[^] PHgr	Φ	capital Phi, Greek
[^] phgr	φ	small phi, Greek
[^] phgrv	φ	varphi - curly or open phi
[^] PSgr	Ψ	capital Psi, Greek
[^] psgr	ψ	small psi, Greek
[^] Rgr	Ρ	capital Rho, Greek
[^] rgr	ρ	small rho, Greek
[^] rgrv	ρ	alternate small rho, Greek
[^] sfgr	ς	final small sigma, Greek
[^] Sgr	Σ	capital Sigma, Greek

Character Set for Greek (continued)

Map To	Character	Description
[^] sgr	σ	small sigma, Greek
[^] Tgr	Τ	capital Tau, Greek
[^] tgr	τ	small tau, Greek
[^] THgr	Θ	capital Theta, Greek
[^] thgr	θ	small theta, Greek
[^] thgrv	θ	vartheta - curly or open theta
[^] Ugr	Υ	capital Upsilon, Greek
[^] ugr	υ	small upsilon, Greek
[^] Xgr	Ξ	capital Xi, Greek
[^] xgr	ξ	small xi, Greek
[^] Zgr	Ζ	capital Zeta, Greek
[^] zgr	ζ	small zeta, Greek

Mathematical Symbols: Operators and Relations

Map To	Character	Description
[^] amalg	⋈	amalg / amalgamation or coproduct
[^] and	∧	wedge / and / logical and
[^] ang	∠	angle - angle
[^] ang90	⊥	right (90 degree) angle
[^] angmsd	∠	measuredangle - angle-measured
[^] angsph	∠	sphericalangle - angle-spherical
[^] ap	≈	approx / approximate
[^] ape	≈	approx_eq / approximate, equals
[^] asympt	∞	asympt / asymptotically equal to
[^] barwed	⋈	barwedge / logical and, bar above
[^] Barwed	⋈	doublebarwedge / log and, dbl bar
[^] bcong	≡	backcong / reverse congruent
[^] becaus	∴	because / because
[^] bepsi	∃	backepsilon / such that
[^] bowtie	⋈	bowtie
[^] bprime	'	backprime - reverse prime
[^] brvbar	⋈	broken (vertical) bar
[^] bsim	≈	backsim / reverse similar
[^] bsime	≈	backsimeq / reverse similar, eq
[^] bump	⋈	Bumpeq / bumpy equals
[^] bumpe	⋈	bumpeq / bumpy equals, equals
[^] Cap	⋈	Cap / doublecap / dbl intersection
[^] cap	∩	cap / intersection
[^] caret	^	caret (insertion mark)
[^] colone	≡	coloneq / colon, equals
[^] cong	≡	cong / congruent with
[^] cuepr	⋈	curlyeqprec / curly eq, precedes
[^] cuesc	⋈	curlyeqsucc / curly eq, succeeds
[^] Cup	⋈	Cup / doublecup / dbl union
[^] cup	∪	cup / union or logical sum

Mathematical Symbols: Operators and Relations (continued)

Map To	Character	Description
$\hat{\text{cupre}}$	\preccurlyeq	curlypreceq / curly precedes, eq
$\hat{\text{cuvee}}$	\curlyvee	curlyvee / curly logical or
$\hat{\text{cuwed}}$	\curlywedge	curlywedge / curly logical and
$\hat{\text{dagger}}$	\dagger	dagger / dagger
$\hat{\text{Dagger}}$	\ddagger	ddagger / double dagger
$\hat{\text{dashv}}$	\dashv	dashv / dash, vertical
$\hat{\text{divide}}$	\div	div / divide sign
$\hat{\text{divonx}}$	\divtimes	divideontimes / division on times
$\hat{\text{ecir}}$	\circlearrowright	eqcirc / circle on equals sign
$\hat{\text{eDot}}$	\doteqdot	doteqdot / Doteq / eq, even dots
$\hat{\text{efDot}}$	\fallingdotseq	fallingdotseq / eq, falling dots
$\hat{\text{egs}}$	\eqslantgtr	eqslantgtr / equal-or-gtr, slanted
$\hat{\text{els}}$	\eqless	eqslantless / eq-or-less, slanted
$\hat{\text{eqles}}$	\equalorless	equal-or-less
$\hat{\text{eqgr}}$	\equalorgtr	equal-or-greater
$\hat{\text{equiv}}$	\equiv	equiv / identical with
$\hat{\text{erDot}}$	\risingdotseq	risingdotseq / eq, rising dots
$\hat{\text{esdot}}$	\doteq	doteq / equals, single dot above
$\hat{\text{esim}}$	\approx	equals or similar
$\hat{\text{fork}}$	\pitchfork	pitchfork / pitchfork
$\hat{\text{frown}}$	\frown	frown / down curve
$\hat{\text{gap}}$	\gtrapprox	gtrapprox / greater, approximate
$\hat{\text{ge}}$	\gtrless	geq / ge / greater-than-or-equal
$\hat{\text{gE}}$	\gtrless	geqq / greater, double equals
$\hat{\text{gel}}$	\gtrless	gtreqless / greater, equals, less
$\hat{\text{gEl}}$	\gtrless	gtreqless / gt, dbl equals, less
$\hat{\text{ges}}$	\gtrless	geqslant / gt-or-equal, slanted
$\hat{\text{Gg}}$	\ggg	Gg / Gg / gggtr / triple gtr-than
$\hat{\text{gl}}$	\gtrless	gtrless / greater, less
$\hat{\text{gnap}}$	\gtrapprox	gnapprox / greater, not approximate
$\hat{\text{gne}}$	\gtrless	gneq / greater, not equals
$\hat{\text{gnE}}$	\gtrless	gneqq / greater, not dbl equals
$\hat{\text{gnsim}}$	\gtrless	gnsim / greater, not similar
$\hat{\text{gsdot}}$	\gtrdot	gtrdot / greater than, single dot
$\hat{\text{gsim}}$	\gtrsim	gtrsim / greater, similar
$\hat{\text{gt}}$	\gt	greater-than sign
$\hat{\text{Gt}}$	\gg	gg / dbl greater-than sign
$\hat{\text{Gt}}$	\gg	gg / dbl greater-than sign
$\hat{\text{gvnE}}$	\gvertneqq	gvertneqq / gt, vert, not dbl eq
$\hat{\text{isin}}$	\in	in / set membership
$\hat{\text{lang}}$	\langle	langle / left angle bracket
$\hat{\text{lap}}$	\lessapprox	lessapprox / less, approximate
$\hat{\text{ldot}}$	\lessdot	lessdot / less than, with dot
$\hat{\text{le}}$	\leq	leq / le / less-than-or-equal

Mathematical Symbols: Operators and Relations (continued)

Map To	Character	Description
$\hat{\text{IE}}$	\leqslant	leqq / less, double equals
$\hat{\text{leg}}$	\lessgtr	lesseqgtr / less, eq, greater
$\hat{\text{IEg}}$	\lessgtr	lesseqgtr / less, dbl eq, greater
$\hat{\text{les}}$	\leqslant	leqslant / less-than-or-eq, slant
$\hat{\text{lg}}$	\lessgtr	lessgtr / less, greater
$\hat{\text{Ll}}$	\lll	Ll / lll / lllless / triple less-than
$\hat{\text{lnap}}$	\nlessapprox	lnapprox / less, not approximate
$\hat{\text{ine}}$	\nless	ineq / less, not equals
$\hat{\text{InE}}$	\nless	ineqq / less, not double equals
$\hat{\text{Insim}}$	\nless	lnsim / less, not similar
$\hat{\text{lpargt}}$	\leftarrow	leftparengr / left parenthesis, gt
$\hat{\text{lsim}}$	\lesssim	lesssim / less, similar
$\hat{\text{lt}}$	$<$	less-than sign
$\hat{\text{Lt}}$	\ll	ll / double less-than sign
$\hat{\text{Lt}}$	\ll	ll / double less-than sign
$\hat{\text{ltimes}}$	\ltimes	ltimes / times sign, left closed
$\hat{\text{lvnE}}$	\nless	lvertneqq / less, vert, not dbl eq
$\hat{\text{middot}}$	\cdot	centerdot / middle dot
$\hat{\text{mnplus}}$	\mp	mp / minus-or-plus sign
$\hat{\text{models}}$	\models	models
$\hat{\text{nap}}$	\nlessapprox	napprox / not approximate
$\hat{\text{ncong}}$	\nless	ncong / not congruent with
$\hat{\text{ndsimdes}}$	\nless	negated double similar double equals - with slanted not
$\hat{\text{ne}}$	\neq	ne / neq / not equal
$\hat{\text{nequiv}}$	\nless	nequiv / not identical with
$\hat{\text{nge}}$	\nless	ngeq / not greater-than-or-equal
$\hat{\text{ngE}}$	\nless	ngeqq / not greater, dbl equals
$\hat{\text{nges}}$	\nless	ngeqslant / not gt-or-eq, slanted
$\hat{\text{ngt}}$	\nless	ngtr / not greater-than
$\hat{\text{ni}}$	\ni	ni / owns / contains
$\hat{\text{nIE}}$	\nless	nleqq / not less, dbl equals
$\hat{\text{nle}}$	\nless	nleq / not less-than-or-equal
$\hat{\text{nles}}$	\nless	nleqslant / not less-or-eq, slant
$\hat{\text{nlt}}$	$<$	nless / not less-than
$\hat{\text{nltri}}$	\nless	ntriangleleft / not left triangle
$\hat{\text{nltrie}}$	\nless	ntrianglelefteq / not l tri, eq
$\hat{\text{notin}}$	\notin	N: negated set membership
$\hat{\text{npar}}$	\nless	nparallel / not parallel
$\hat{\text{nperp}}$	\nless	not perpendicular
$\hat{\text{npr}}$	\nless	nprec / not precedes
$\hat{\text{npre}}$	\nless	npreceq / not precedes, equals
$\hat{\text{nrtri}}$	\nless	ntriangleright / not rt triangle
$\hat{\text{nrtrie}}$	\nless	ntrianglerighteq / not r tri, eq

Mathematical Symbols: Operators and Relations (continued)

Map To	Character	Description
\wedge nsc	\nrightarrow	nsucc / not succeeds
\wedge nsce	\nsucceq	nsucceq / not succeeds, equals
\wedge nsim	\nrightarrow	nsim / not similar
\wedge nsime	\nsimeq	nsimeq / not similar, equals
\wedge nsub	\nsubseteq	nsubset / not subset
\wedge nsube	\nsubseteq	nsubteq / not subset, equals
\wedge nsubE	\nsubseteq	nsubteqq / not subset, dbl eq
\wedge nsup	\nsupset	nsupset / not superset
\wedge nsupe	\nsupseteq	nsupseteq / not superset, equals
\wedge nsupE	\nsupseteq	nsupseteqq / not superset, dbl eq
\wedge nsupE	\nsupseteq	nsupseteqq / not superset, dbl eq
\wedge nVdash	\nVdash	nVDash / not dbl vertical, dash
\wedge nvdash	\nvdash	nvdash / not vertical, dash
\wedge nvDash	\nvDash	nvDash / not vertical, dbl dash
\wedge nVDash	\nVDash	nVDash / not dbl vert, dbl dash
\wedge par	\parallel	parallel / parallel
\wedge perp	\perp	perp / perpendicular
\wedge plumn	\pm	pm / plus-or-minus sign
\wedge pr	\prec	prec / precedes
\wedge prap	\approx	precapprox / precedes, approximate
\wedge pre	\preceq	preceq / precedes, equals
\wedge prnap	\napprox	precnapprox / precedes, not approx
\wedge prnE	\napprox	precneqq / precedes, not dbl eq
\wedge prnsim	\nrightarrow	precnsim / precedes, not similar
\wedge prop	\propto	propto / is proportional to
\wedge prsim	\rightsquigarrow	precsim / precedes, similar
\wedge rang	\rangle	range / right angle bracket
\wedge rtimes	\times	rtimes / times sign, right closed
\wedge sc	\succ	succ / succeeds
\wedge scap	\approx	succapprox / succeeds, approximate
\wedge sccue	\succcurlyeq	succcurlyeq / succeeds, curly eq
\wedge sce	\succ	succeq / succeeds, equals
\wedge scnap	\napprox	succnapprox / succeeds, not approx
\wedge scnE	\napprox	succneqq / succeeds, not dbl eq
\wedge sensim	\nrightarrow	succnsim / succeeds, not similar
\wedge scsim	\rightsquigarrow	succsim / succeeds, similar
\wedge sim	\sim	sim / similar
\wedge sime	\simeq	simeq / similar, equals
\wedge simgr	\succcurlyeq	similar or greater
\wedge simls	\preceq	similar or less
\wedge smile	\smile	smile / up curve
\wedge snt4par	\nparallel	negated quadruple parallel/hizontals - with slanted not
\wedge sntsub	\nsubseteq	not subset - with slanted not

Mathematical Symbols: Operators and Relations (continued)

Map To	Character	Description
\wedge sntsuc	\nrightarrow	not succeeding equals - with single sloped equals and slanted not
\wedge sntsup	\nrightarrow	not superset - with slanted not
\wedge sqsub	\sqsubset	sqsubset / square subset
\wedge sqsube	\sqsubseteq	sqsubteq / square subset, equals
\wedge sqsup	\sqsupset	sqsupset / square superset
\wedge sqsupe	\sqsupseteq	sqsupseteq / square superset, eq
\wedge sstarf	\star	star / small star, filled
\wedge Sub	\Subset	Subset / double subset
\wedge sub	\subset	subset / subset or is implied by
\wedge subE	\subseteq	subteq / subset, dbl equals
\wedge sube	\subseteq	subteq / subset, equals
\wedge subne	\subsetneq	subsetneq / subset, not equals
\wedge subnE	\subseteq	subsetneqq / subset, not dbl eq
\wedge sup	\supset	supset / superset or implies
\wedge Sup	\Supset	Supset / dbl superset
\wedge supE	\supseteq	supseteqq / superset, dbl equals
\wedge supe	\supseteq	supseteq / superset, equals
\wedge supne	\supsetneq	supsetneq / superset, not equals
\wedge supnE	\supseteq	supsetneqq / superset, not dbl eq
\wedge tckmark	\checkmark	thin checkmark
\wedge there4	\therefore	therefore / therefore
\wedge thksim	\sim	thicksim / thick similar / cycle sine
\wedge times	\times	times / multiply sign
\wedge tribar	\triangle	triangle, single bar
\wedge trie	\triangle	triangleq / triangle, equals
\wedge twixt	\between	between / between
\wedge uplus	\uplus	uplus / plus sign in union
\wedge Vdash	\Vdash	Vdash / dbl vertical, dash
\wedge vDash	\vdash	vDash / vertical, dbl dash
\wedge vdash	\vdash	vdash / vertical, dash
\wedge veebar	\vee	veebar / logical or, bar below
\wedge vlne	\nless	not less than or equal to - vertical not / single equals
\wedge vn4par	\nparallel	negated quadruple parallel/hizontals - with vertical not
\wedge vncont	\nsubseteq	not containing - with single bar and vertical not
\wedge vndbeg	\nless	not equal to or greater than - with double equals and vertical not
\wedge vndbel	\nless	not equal to or less than - with double equals and vertical not
\wedge vnimsb	\nsubseteq	not improper subset equals - with vertical not

Mathematical Symbols: Operators and Relations (continued)

Map To	Character	Description
$\hat{\text{vnmisp}}$	\supsetneq	not improper superset equals - with vertical not
$\hat{\text{vnmem}}$	\nsubseteq	not a member of - with vertical not
$\hat{\text{vnpr}}$	\nprec	not preceding - with vertical not
$\hat{\text{vnpre}}$	\npreceq	not preceding equals - with single sloped equals and vertical not
$\hat{\text{vnsc}}$	\nsucc	not succeeding - with vertical not
$\hat{\text{vnscce}}$	\nsuccceq	not succeeding equals - with single sloped equals and vertical not
$\hat{\text{vnsgm}}$	\ncong	not equal similar to - with single equals and vertical not
$\hat{\text{vnsgg}}$	\ncong	not equal to or greater than - with single sloped equals and vertical not
$\hat{\text{vnsgl}}$	\ncong	not equal to or less than - with single sloped equals and vertical not
$\hat{\text{wedg}}$	\triangle	R: corresponds to (wedge, equals)

Symbols: Arrows

Map To	Character	Description
$\hat{\text{cularr}}$	\curvearrowleft	curvearrowleft / left curved arrow
$\hat{\text{cularrp}}$	\curvearrowleftplus	curvearrowleftplus / left curved arrow with plus
$\hat{\text{cularru}}$	\curvearrowleftup	arrow curve up left
$\hat{\text{curarr}}$	\curvearrowright	curvearrowright / rt curved arrow
$\hat{\text{curarrm}}$	\curvearrowrightminus	curvearrowrightminus / rt curved arrow with minus
$\hat{\text{curarru}}$	\curvearrowrightup	arrow curve up right
$\hat{\text{darr}}$	\downarrow	downarrow / downward arrow
$\hat{\text{dArr}}$	\Downarrow	Downarrow / down dbl arrow
$\hat{\text{darr2}}$	\downdownarrows	downdownarrows / two down arrows
$\hat{\text{dharl}}$	\harpoonleft	downleftharpoon / dn harpoon-left
$\hat{\text{dharr}}$	\harpoonright	downrightharpoon / down harpoon-rt
$\hat{\text{dlarr}}$	\swarrow	swarrow / downward l arrow
$\hat{\text{drarr}}$	\searrow	searrow / downward rt arrow
$\hat{\text{harr}}$	\leftrightarrow	leftrightharpoon / l&r arrow
$\hat{\text{hArr}}$	\Leftrightarrow	Leftrightarrow / l&r dbl arrow
$\hat{\text{harrw}}$	\rightsquigarrow	leftrightsquigarrow / l&r arr-wavy
$\hat{\text{iff}}$	\Leftrightarrow	iff / if and only if
$\hat{\text{lAarr}}$	\Lleftarrow	Lleftarrow / left triple arrow
$\hat{\text{Larr}}$	\twoheadleftarrow	twoheadleftarrow
$\hat{\text{larr}}$	\leftarrow	leftarrow / gets / leftward arrow
$\hat{\text{lArr}}$	\Leftarrow	Leftarrow / is implied by
$\hat{\text{larr2}}$	\Lleftarrow	leftleftarrows / two left arrows

Symbols: Arrows (continued)

Map To	Character	Description
$\hat{\text{larrhk}}$	\hookleftarrow	hookleftarrow / left arrow-hooked
$\hat{\text{larrlp}}$	\looparrowleft	looparrowleft / left arrow-looped
$\hat{\text{larrtl}}$	\leftarrowtail	leftarrowtail / left arrow-tailed
$\hat{\text{lharr}}$	\leftharpoonup	leftharpoonup / l harpoon-down
$\hat{\text{lharru}}$	\leftharpoonup	leftharpoonup / left harpoon-up
$\hat{\text{lrarr2}}$	\leftrightarrows	leftrightarrows / l arr over r arr
$\hat{\text{lrhar2}}$	\leftrightharpoons	leftrightharpoons / l harp over r
$\hat{\text{lsh}}$	\lsh	Lsh
$\hat{\text{map}}$	\rightarrow	mapsto
$\hat{\text{mumap}}$	\multimap	multimap
$\hat{\text{nearr}}$	\nearrow	nearrow / NE pointing arrow
$\hat{\text{nharr}}$	\nrightarrow	nletrightarrow / not l&r arrow
$\hat{\text{nhArr}}$	\nrightarrow	nLeftrightarrow / not l&r dbl arrow
$\hat{\text{nlArr}}$	\nrightarrow	nLeftarrow / not implied by
$\hat{\text{nlarr}}$	\nrightarrow	nleftarrow / not left arrow
$\hat{\text{nrArr}}$	\nrightarrow	nRightarrow / not implies
$\hat{\text{nrarr}}$	\rightarrow	nrightarrow / not right arrow
$\hat{\text{nwarr}}$	\nwarrow	nward / NW pointing arrow
$\hat{\text{olarr}}$	\circlearrowleft	circlearrowleft / l arr in circle
$\hat{\text{orarr}}$	\circlearrowright	circlearrowright / r arr in circle
$\hat{\text{rAarr}}$	\Rightarrow	Rightarrow / right triple arrow
$\hat{\text{rarr}}$	\rightarrow	rightarrow / to / rightward arrow
$\hat{\text{rArr}}$	\Rightarrow	Rightarrow / implies
$\hat{\text{Rarr}}$	\twoheadrightarrow	twoheadrightarrow
$\hat{\text{rarr2}}$	\rightrightarrows	rightrightarrows / two rt arrows
$\hat{\text{rarrhk}}$	\hookrightarrow	hookrightarrow / rt arrow-hooked
$\hat{\text{rarrlp}}$	\looparrowright	looparrowright / rt arrow-looped
$\hat{\text{rarrtl}}$	\rightarrowtail	rightarrowtail / rt arrow-tailed
$\hat{\text{rarrw}}$	\rightsquigarrow	squigarrowright / rt arrow-wavy
$\hat{\text{rhard}}$	\rightharpoonup	rightharpoonup / rt harpoon-down
$\hat{\text{rharu}}$	\rightharpoonup	rightharpoonup / rt harpoon-up
$\hat{\text{rlarr2}}$	\rightleftarrows	rightleftarrows / r arr over l arr
$\hat{\text{rlhar2}}$	\rightleftharpoons	rightleftharpoons / r harp over l
$\hat{\text{rsh}}$	\rsh	Rsh
$\hat{\text{uarr}}$	\uparrow	uparrow / upward arrow
$\hat{\text{uArr}}$	\Uparrow	Uparrow / up dbl arrow
$\hat{\text{uarr2}}$	\Uparrow	uparrows / two up arrows
$\hat{\text{uharl}}$	\upharpoonleft	upleftharpoon / up harpoon-left
$\hat{\text{uharr}}$	\upharpoonright	uprightharpoon / up harp-r
$\hat{\text{varr}}$	\updownarrow	updownarrow / up&down arrow
$\hat{\text{vArr}}$	\Updownarrow	Updownarrow / up&down dbl arrow
$\hat{\text{xharr}}$	\longleftrightarrow	longrightarrow / l&r arrow
$\hat{\text{xhArr}}$	\Longleftrightarrow	Longleftrightarrow / long l&r dbl arr
$\hat{\text{xlArr}}$	\Longleftarrow	Longleftarrow / long l dbl arrow
$\hat{\text{xrArr}}$	\Longrightarrow	Longrightarrow / long rt dbl arr

Additional Symbols, Boxes, Bullets

Map To	Character	Description
^ballot	☒	ballot cross
^bottom	⊥	bot / perpendicular
^bsun	☀	black sun
^bull	•	bullet / round bullet, filled
^check	✓	checkmark / tick, check mark
^cir	○	circ / circle, open
^cir1	①	open circle with appropriate character
^cire	⊖	circ eq / circle, equals
^cirf	●	circle, filled
^cirf2	⊙	filled circle with appropriate character
^clubs	♣	clubsuit / club suit symbol
^comp	∕	complement - complement sign
^compfn	∘	B: composite function (small circle)
^conint	∫	oint / contour integral operator
^copy	©	copyright sign
^curren	₹	general currency sign
^daleth	ד	daleth - daleth, Hebrew
^deg	°	degree sign
^diam	◇	diamond / open diamond
^diams	◆	diamondsuit / diamond suit symbol
^dtri	▽	triangledown / down triangle, open
^dtrif	▼	blacktriangledown / dn tri, filled
^ETH	Ð	capital Eth, Icelandic
^eth	ð	small eth, Icelandic
^exist	∃	exists / at least one exists
^female	♀	female symbol
^flat	♭	flat / musical flat
^fnof	ƒ	function of (italic small f)
^forall	∀	forall / for all
^hamilt	ℋ	Hamiltonian (script capital H)
^hearts	♥	heartsuit / heart suit symbol
^hE	Ⓜ	horizontal E
^hellip	...	ellipsis (horizontal)
^hex	⬡	hex
^horbar	—	horizontal bar
^hybull	■	rectangle, filled (hyphen bullet)
^iexcl	¡	inverted exclamation mark
^incare	%	in-care-of symbol
^infin	∞	infty / infinity
^int	∫	int / integral operator
^intcal	∓	intercal / intercal
^iohm	Ω	inverted ohm sign
^iquest	¿	inverted question mark
^lagran	ℒ	Lagrangian (script capital L)
^laquo	«	angle quotation mark, left

Additional Symbols, Boxes, Bullets (continued)

Map To	Character	Description
^lceil	⌈	left ceiling
^lfloor	⌋	left floor
^lowbar	—	low line
^loz	◇	lozenge - lozenge or total mark
^lozd	◊	lozenge with dot
^lozf	◆	blacklozenge - lozenge, filled
^lpargt	(>	leftparengr / left parenthesis, gt
^lthree	×	leftthreetimes
^ltri	◁	triangleleft / l triangle, open
^ltrie	◁	trianglelefteq / left triangle, eq
^ltrif	◄	blacktriangleleft / l tri, filled
^male	♂	male symbol
^malt	✠	maltese / maltese cross
^minusb	⊖	boxminus / minus sign in box
^mldr	...	em leader
^natur	♮	natural - music natural
^nexist	∄	nexists - negated exists
^nldr	..	double baseline dot (en leader)
^nmid	⋈	nmid
^oast	⊛	circledast / asterisk in circle
^ocir	⊙	circledcirc / open dot in circle
^odash	⊖	circleddash / hyphen in circle
^odot	⊙	odot / middle dot in circle
^ohm	Ω	ohm sign
^ominus	⊖	ominus / minus sign in circle
^oplus	⊕	oplus / plus sign in circle
^or	∨	vee /lor / logical or
^ordf	♀	ordinal indicator, feminine
^ordm	♂	ordinal indicator, masculine
^oS	Ⓢ	circledS - capital S in circle
^osol	Ⓔ	oslash / solidus in circle
^otimes	⊗	otimes / multiply sign in circle
^para	¶	pilcrow / paragraph sign
^phmmat	ℳ	physics M-matrix (script capital M)
^phone	☎	telephone symbol
^planck	ℏ	hbar / hslash - Planck's over 2pi
^plusb	⊕	boxplus / plus sign in box
^plusdo	⋈	dotplus / plus sign, dot above
^pmil	‰	per thousand
^pound	£	pound sign
^Prime	''	double prime or second
^prime	'	prime / prime or minute
^prod	∏	prod / product operator
^qprime	'''	quadruple prime
^radic	√	surd / radical

Additional Symbols, Boxes, Bullets (continued)

Map To	Character	Description
^raquo	›	angle quotation mark, right
^rceil	⌈	rceil / right ceiling
^rect	□	rectangle, open
^reg	®	circledR / registered sign
^rfloor	⌋	rfloor / right floor
^rpargt)>	rightparengtr / right paren, gt
^rthree	×	rightthreetimes
^rttri	▷	triangleright / r triangle, open
^rttri	▷	trianglerighteq / right tri, eq
^rtrif	▴	blacktriangleright / r tri, filled
^rx	℞	pharmaceutical prescription (Rx)
^sdotb	◻	dotsquare /boxdot / small dot in box
^sect	§	section sign
^sext	*	sextile (6-pointed star)
^sharp	#	sharp / musical sharp
^spades	♠	spadesuit / spades suit symbol
^sqcap	⊞	sqcap / square intersection
^sqcup	⊞	sqcup / square union
^squ	□	square, open
^squf	■	square, filled
^squf	▪	blacksquare / sq bullet, filled
^star	☆	star, open
^starf	★	bigstar - star, filled
^step	⌊	step
^sum	Σ	sum / summation operator
^target	®	register mark or target
^THORN	Þ	capital THORN, Icelandic
^thorn	þ	small thorn, Icelandic
^timesb	⊠	boxtimes / multiply sign in box
^top	⊥	top / inverted perpendicular
^tprime	'''	triple prime
^trade	™	trade mark sign
^trade	®	trade mark sign
^trid	△	triangle up with dot

Additional Symbols, Boxes, Bullets (continued)

Map To	Character	Description
^utri	△	triangle / up triangle, open
^utrif	▲	blacktriangle / up tri, filled
^vellip	⋮	vertical ellipsis
^vprime	'	varprime - prime, variant
^weierp	℘	wp - Weierstrass p
^xcirc	◯	bigcirc / large circle
^xdtri	▽	bigtriangledown / big dn tri, open
^yen	¥	yen / yen sign

Radicals and Complex Fractions

Map To	Description
<rad>a+b<rdx>3</rad>	$\sqrt[3]{a+b}$
<rad>a+b</rad>	$\sqrt{a+b}$
<fr>2x</>3xy</fr>	$\frac{2x}{3xy}$

Simple Fractions:

To be keyed as, for example, 1/2, 3/4. . .

Characters in Alternate Typefaces

Map To	Character	Description
^scrR	ℛ	Script (appropriate character)
^scrg	𝑔	Script (appropriate character)
^scl	ℓ	Script (appropriate character)
^opnH	ℋ	Open (appropriate character)
^opnR	℞	Open (appropriate character)
^gerR	ℝ	German Fraktur (appropriate character)
^rusA	А	Russian (appropriate character)

Appendix B – Windows Icon Descriptions

ICON DESCRIPTIONS - SEARCH WINDOW



On-line help



File/Open Application



Browse/Words



Browse/Entries



Data/Evaluate



Data/Display



File/Load Query



File/Save Query As



Edit/Clear Query



Edit/Clear Rectangle



Connection



Window/Cascade



Window/Tile



File/Print (not available in Search Window)



File/Print One (not available in Search Window)



Edit/Cut



Edit/Copy



Edit/Paste

Appendix B – Windows Icon Descriptions

ICON DESCRIPTIONS - DISPLAY WINDOW



On-line help



File/Open Application



Toggle View/Full and View/List



Go to Search Window



Links/Image



View/Sort



View/Unsort



Go to first document



Page up through documents four at a time



Page down through documents four at a time



Go to last document



Window/Cascade



Window/Tile



File/Print



File/Print One



Edit/Cut (not available in Display Window)



Edit/Copy



Edit/Paste (not available in Display Window)

Appendix B – Windows Icon Descriptions

ICON DESCRIPTIONS - IMAGE WINDOW



On-line help



File/Open Application



Zoom In



Zoom Out



Go to previous image page



Go to next image page



Go to Display Window



Window/Cascade



Window/Tile



File/Print



File/Print One



Edit/Cut (not available in Image Window)



Edit/Copy (not available in Image Window)



Edit/Paste (not available in Image Window)