

COVER Book Cover

IBM AIX BookManager READ/6000 R1
Displaying Online Books
Version 1.2

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EDITION Edition Notice

First Edition (September 1993)

This revision obsoletes and replaces previous versions of this book.

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| BIBLIOGRAPHY | Bibliography |
| BIBLIOGRAPHY | AIX Publications |
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| BIBLIOGRAPHY | BookManager READ/DOS Publications |
| BIBLIOGRAPHY | BookManager READ/2 Publications |
| BIBLIOGRAPHY | BookManager BUILD/2 Publications |
| BIBLIOGRAPHY | BookManager VM Publications |
| BIBLIOGRAPHY | BookMaster Publications |

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PREFACE About This Book

This book describes fully the functions and features of the IBM* AIX* BookManager* READ/6000* licensed program (program number 5765-086).

The IBM AIX BookManager READ/6000 program allows you to read and use online books. You can use the program on a personal computer, an X station, or the AIX console that runs AIX Version 3 Release 2 on a RISC System/6000*.

Subtopics

WHO Who Should Use This Book

HOW How to Use This Book

WHERE Where to Find More Information

WHO Who Should Use This Book

This book is for anyone who wants an explanation of what BookManager READ/6000 does and how to use it. The book explains what online books and bookshelves are and describes how to use them.

HOW How to Use This Book

This book is task-oriented in its approach to describing BookManager READ/6000 functions and features. The book briefly explains each task or function and then provides step-by-step procedures to follow to accomplish these tasks.

This book includes the following sections and appendixes.

- "Getting Started" in topic 1.0 describes the uses of BookManager READ/6000 and outlines the hardware and software requirements for using the product.
- "Starting and Ending BookManager READ/6000" in topic 2.0 describes how to start using the program. It shows you how to start the program, open and close books or bookshelves, and exit the program. This section also explains the basic methods of using the mouse and keyboard to process BookManager READ/6000 functions.
- "Getting Help" in topic 3.0 describes the different ways of obtaining information to help you use BookManager READ/6000.
- "Using Books and Bookshelves" in topic 4.0 explains how to organize and work with multiple online books and bookshelves.
- "Moving through a Book" in topic 5.0 describes how to use several BookManager READ/6000 features, including window choices, to move through a topic or book.
- "Searching for Information" in topic 6.0 describes how to use BookManager READ/6000's online search capabilities to locate words or phrases in a book, selected topic, or bookshelf.
- "Using Margin Notes" in topic 7.0 describes how to create, change, discard, or view online margin notes attached to a book.
- "Viewing Pictures" in topic 8.0 explains how to display graphics and images in a book.
- "Copying from a Book" in topic 9.0 describes how to copy a marked area to a clipboard and how to copy selected topics to a file.
- "Printing from a Book" in topic 10.0 describes how to print a topic, or a marked area of text within a book.
- "Viewing Revisions" in topic 11.0 explains the revision symbols that can appear in a book and how to view a list of the book's revisions.
- "Customizing Colors" in topic 12.0 explains how to change the colors of the background and text area of BookManager windows.
- Appendix A, "BookManager READ/6000 Resources" in topic A.0, lists the specific resources available for READ/6000, in addition to the resources supplied by your AIXwindows environment.
- Appendix B, "Messages" in topic B.0, describes information, warning, and action messages and responses.
- Appendix C, "Additional Information for Starting BookManager READ/6000" in topic C.0 provides additional information for starting BookManager READ/6000 to help you to refine and adapt the basic starting methods to suit your needs more effectively.

This book also includes a glossary of terms and abbreviations, a bibliography, and an index.

WHERE Where to Find More Information

The following is a list of related IBM BookManager READ/6000 books that are available in both softcopy and hardcopy:

- IBM AIX BookManager READ/6000 Getting Started and Quick Reference, SX28-6800
- IBM AIX BookManager READ/6000 Installation Planning and Customization, SX28-6801
- IBM AIX BookManager READ/6000 Licensed Program Specifications, GC22-0095.

Refer to "Bibliography" in topic BIBLIOGRAPHY for a list of other IBM BookManager, AIX, and AIXwindows publications that you may find helpful.

1.0 Getting Started

Use the IBM* AIX* BookManager* READ/6000 product to display, search, and organize online books.

Subtopics

- 1.1 What Hardware and Software You Need
- 1.2 What Online Books Are
- 1.3 How BookManager READ/6000 Organizes Online Books
- 1.4 Working with Online Books
- 1.5 Working with Online Bookshelves
- 1.6 Displaying BookManager READ/6000 Online Books
- 1.7 Getting Access to Online Books and Bookshelves

1.1 What Hardware and Software You Need

BookManager READ/6000 runs on all RISC System/6000* models, running AIX Version 3 Release 2, Motif** Version 1 Release 1, and AIXwindows* Environment/6000. The computer on which the program runs can be either stand-alone or connected to a host computer or local area network (LAN). For more detailed information on hardware and software requirements, refer to *IBM AIX BookManager READ/6000 Installation Planning and Customization*.

The programs required for building online books for use with BookManager READ/6000 are the IBM Document Composition Facility (DCF) and one of the BookManager BUILD products. These programs use an IBM host computer.

1.2 What Online Books Are

An *online book* is a report, memo, manual, or any publication normally produced and distributed in printed form. The IBM BookManager BUILD products create online books that are read at a terminal using one of the BookManager READ family of products. Text is created using a *generalized markup language* (GML) application such as IBM Publishing Systems BookMaster*.

Subtopics

1.2.1 How Online Books Are Similar to Printed Books

1.2.1 How Online Books Are Similar to Printed Books

Online books can have a title page; front matter topics such as a table of contents, lists of figures and tables, abstract, and preface; a body consisting of text sections; and back matter sections such as a glossary, a bibliography, and an index.

Each part of an online book is called a *topic*. Just as printed books have chapter headings and page numbers, online books use *topic identifiers* to indicate where you are in a book. The topic identifier may be the name of a book part like PREFACE, or a number like 4.6 (corresponding to the Preface and Section 4.6 in a printed book).

Online books are similar to printed books, but offer more flexibility in displaying, searching, and organizing information. Reading a book online is similar to reading a printed book. For example, you can:

- Open to any place you want
- Use the table of contents and index to find information
- Go directly to any book part or topic
- Move forward and backward through the text
- Write notes in the margin
- Copy portions of a book
- Place a closing bookmark when you close a book.

1.3 How BookManager READ/6000 Organizes Online Books

BookManager READ/6000 organizes online books on *bookshelves* just as you might do with printed books. For example, you might have one bookshelf for all the books on your company's policies and another for all the books on using your computer. You can create your own bookshelves or use bookshelves created by other users.

1.4 Working with Online Books

You can do many things with online books more easily than with printed books. For example you can:

- Share one copy of an online book with many users at the same time.
- Search several books to locate specific information.
- Move quickly between related sections in a book or between books.
- Copy and print a portion of a book.
- Create, view, and change margin notes.
- Find author revisions marked by revision bars in the text margin.
- View a list of the topics you previously viewed.

Subtopics

- 1.4.1 Searching for Specific Information
- 1.4.2 Moving to a Specific Book Part
- 1.4.3 Using Hypertext Links in Books
- 1.4.4 Copying and Printing Information In a Book
- 1.4.5 Saving Your Place in a Book
- 1.4.6 Adding Notes to a Book
- 1.4.7 Viewing Pictures in a Book
- 1.4.8 Changing the Way Books Are Displayed

1.4.1 Searching for Specific Information

You can search for words and phrases in a single book, or in all the books on a bookshelf. BookManager READ/6000 displays a list of the topics or books containing information that matches a search request. BookManager READ/6000 uses the following types of search matches:

- A *fuzzy match*. This matches different forms of the words in a search request, such as plurals for nouns or tenses for verbs. This is the only type of search match used to search a bookshelf.
- An *exact match, any case*. This matches a search request word for word, but ignores whether the letters are uppercase or lowercase.
- An *exact match, including case*. This matches a search request word for word, including uppercase and lowercase letters.

If you frequently search several books at a time, consider using a *bookshelf search index*. This reduces the amount of time required to search a bookshelf and improves BookManager READ/6000's ability to list the best search matches first. If you obtain bookshelves from IBM or from another source, a bookshelf search index may be provided. You can download the search index file with the books and bookshelves from your host computer or compact disc-read only memory (CD-ROM). You may add books to a bookshelf, but they will not be referenced in the bookshelf search index. If a book in the bookshelf is not in the search index, BookManager READ/6000 opens and searches the book separately as part of the bookshelf search.

For information on searching books and creating a bookshelf search index, see "Searching for Information" in topic 6.0.

1.4.2 Moving to a Specific Book Part

Moving around in an online book is similar to turning pages in a printed book. For example, BookManager READ/6000 allows you to do the following:

- Page forward and backward, like the pages in a printed book.
- Go directly to a particular part of the book, such as the table of contents or a specific topic.
- Review topics already seen.
- View only those topics that have been updated with revision codes since the book was published or created.

For information on moving through the topics in a book, see "Moving through a Book" in topic 5.0.

1.4.3 Using Hypertext Links in Books

To help you move quickly from place to place in books, BookManager READ/6000 uses *hypertext links* that link words to other associated words or to other related information in another part of the book. After displaying the related information, BookManager returns you to the place where you were before using the links.

For information on using hypertext links, see "Using Cross-Reference and Hypertext Links" in topic 5.12.

1.4.4 Copying and Printing Information In a Book

While working with an online book, you can copy information to a clipboard or a file, print the information, insert it into other windows, or use it for other applications.

For information on using this features, see "Copying from a Book" in topic 9.0 and "Printing from a Book" in topic 10.0.

1.4.5 *Saving Your Place in a Book*

You can insert a *closing bookmark* when closing a book. The book is reopened at the location of the closing bookmark.

For information on inserting a closing bookmark see "Closing a Book and Its Topic Window" in topic 2.11.1.

1.4.6 Adding Notes to a Book

You can create, change, and discard notes in an online book. In addition, BookManager READ/6000 lets you view only those topics that have notes. You can list the notes and go directly to them or go to the topic associated with the note.

For information on working with notes, see "Using Margin Notes" in topic 7.0.

1.4.7 Viewing Pictures in a Book

BookManager READ/6000 displays most illustrations in the text in a book. If a book includes *artwork*, the pictures are not displayed automatically with the text. A picture's location is marked in the book and, by using a *graphic reference link*, you can display the picture on your terminal.

For information on displaying pictures in an online book, see "Viewing Pictures" in topic 8.0.

1.4.8 Changing the Way Books Are Displayed

You can change some of the ways BookManager READ/6000 displays information. You can change the sort order of books on a bookshelf by listing them by name or document number. You can also change the colors that the system uses to display a book by changing the application defaults resource file. You can change the colors BookManager READ/6000 uses to display windows by changing the color settings within BookManager.

1.5 Working with Online Bookshelves

Just as you can manage online books, you can also manage the bookshelves that contain your online books. The following sections describe the features you can use when working with bookshelves.

Subtopics

- 1.5.1 Creating and Changing Bookshelves
- 1.5.2 Searching a Bookshelf
- 1.5.3 Copying and Discarding Bookshelves and Books

1.5.1 Creating and Changing Bookshelves

You can create a new bookshelf and add books to it. Some bookshelves contain books that you cannot access. How you set the directory path determines the books or bookshelves that you can access. Refer to "Additional Information for Starting BookManager READ/6000" in topic C.0 for more information. However, BookManager allows you to view information about all the books listed in a bookshelf.

1.5.2 *Searching a Bookshelf*

BookManager READ/6000 allows you to use a bookshelf *search index* for rapidly locating information in the books on a bookshelf. The bookshelf search index is created by using BookManager host computer products.

For information on the search index, see "Understanding the Bookshelf Search Index" in topic 6.3.1.

1.5.3 Copying and Discarding Bookshelves and Books

You can copy a bookshelf and delete a bookshelf. You can also add or delete a bookshelf from a bookshelf list. For information on performing these file functions on bookshelves, see "Using Books and Bookshelves" in topic 4.0.

1.6 Displaying BookManager READ/6000 Online Books

You work with BookManager READ/6000 by using *windows* that you see on your screen. BookManager READ/6000 window operations function the same as an AIXwindows application. Although each window lets you do something different, some actions are common to all windows. For example, you can end the BookManager READ/6000 session from most windows, or get help on using BookManager READ/6000 at any time from all of the windows.

1.7 Getting Access to Online Books and Bookshelves

IBM offers many of its product publications in online form with the products. The manuals for the BookManager READ/6000 product are provided in online form in the bookshelf that comes with the product. With BookManager READ/6000, you can use these online books in place of printed copies.

If you have access to a host computer or LAN, you may be able to share online books and bookshelves with others. How your AIX system is set up determines which bookshelves you can access and share with others.

Please refer to the IBM announcement letters or contact your IBM representative for information about other IBM online books that are available and how to order them.

2.0 Starting and Ending BookManager READ/6000

This chapter describes what you need to know to start, use, and end BookManager READ/6000. It explains the following AIX windows and READ/6000 functions:

- Starting
- Menu bars
- Pull-downs
- Icons
- Emphasized text areas
- Mouse
- Keyboard
- Ending.

Note: If your enterprise does not have the correct number of licenses, a message appears the first time you begin a BookManager READ/6000 session. If this happens, see your system administrator. Refer to *IBM AIX BookManager READ/6000 Installation Planning and Customization* for more information about licenses

You can access BookManager READ/6000 session from one of the following:

- Root window, see "Starting from the Root Window" in topic 2.1
- X-Windows, see "Starting from X-Windows" in topic 2.2
- Command line, see "Starting from the AIX Command Prompt" in topic 2.3

Starting from the command line lets you open BookManager READ/6000 to one of the following:

- A bookshelf, see "Opening a Bookshelf from the AIX Command Prompt" in topic 2.3.2
- A search word or phrase in a bookshelf, see "Opening a Bookshelf with a Search from the AIX Command Prompt" in topic 2.3.3
- A book, see "Opening a Book from the AIX Command Prompt" in topic 2.3.4
- A specific topic in a book, see "Opening a Book to a Specific Topic from the AIX Command Prompt" in topic 2.3.5
- A search word or phrase in a book, see "Opening a Book with a Search from the AIX Command Prompt" in topic 2.3.6

Note: You can use the AIX command `man bookmgr`, to get information on how to start BookManager READ/6000.

Subtopics

- 2.1 Starting from the Root Window
- 2.2 Starting from X-Windows
- 2.3 Starting from the AIX Command Prompt
- 2.4 Getting Around in BookManager READ/6000
- 2.5 What You See When You Start BookManager READ/6000
- 2.6 Understanding Windows
- 2.7 How BookManager Displays the Parts of a Book
- 2.8 Using a Mouse
- 2.9 Using the Shortcut Keys
- 2.10 Using the Keyboard
- 2.11 Ending BookManager READ/6000

2.1 Starting from the Root Window

To start BookManager from the AIX Root window, you must first add a line to the Root window that represents the BookManager application. To add a line to the Root window, modify the AIXwindow management resource file, `.mwmrc`, in your home directory. For more details on how to change this file, see "Additional Information for Starting BookManager READ/6000" in topic C.0 and *IBM AIX BookManager READ/6000 Installation Planning and Customization*. For more information about AIXwindow management, see "Bibliography" in topic BIBLIOGRAPHY for a list of AIX documentation.

To start BookManager READ/6000 from the Root window, do the following:

1. Place the mouse pointer anywhere in the root area. Click and hold the left mouse button. The Root window appears.
2. Place the mouse pointer over the BookManager entry and release the mouse button.

The BookManager READ/6000 program starts. Depending on how the BookManager READ/6000 resource file is configured, the Welcome window may appear. If the Welcome window appears, you must close it before continuing to use READ/6000. See Figure 1 for an illustration of the Welcome window.

PICTURE 1

Figure 1. Welcome Window

Subtopics

- 2.1.1 Closing the Welcome Window
- 2.1.2 Opening a Bookshelf from the Books and Bookshelves Window
- 2.1.3 Opening a Book

2.1.1 Closing the Welcome Window

To close the Welcome window if it appears, click on the **OK** push button located at the bottom of the window, or move to it and press **Enter**.

When you close the Welcome window, BookManager displays the Books and Bookshelves window (see Figure 2). The Books and Bookshelves window lists all the books and bookshelves defined in the directory path. The path is identified by the *BOOKMGR* environment variable.

If BookManager READ/6000 cannot find the specified books or bookshelves, the application does not start and the system displays the following message:

No books or bookshelves were found in the specified path.
Make sure the *BOOKMGR* environment variable is properly set.

See "Understanding the Books and Bookshelves Path" in topic C.4 and *BookManager READ/6000 Installation Planning and Customization* for more information about the environment variables and setting paths.

PICTURE 2

Figure 2. Books and Bookshelves Window

2.1.2 Opening a Bookshelf from the Books and Bookshelves Window

To open a bookshelf from the Books and Bookshelves window, double-click on the name or icon of the bookshelf.

With the keyboard, use the arrow keys move to the name of the bookshelf, press the **Spacebar** to select the bookshelf. Press **Enter**. BookManager displays the bookshelf name and icon in a different color or shade, indicating your selection.

Note: If the first choice is not emphasized initially and it is the desired choice, press **Enter** to select it.

The wait indicator, usually a wrist watch icon, appears. This indicates that you should wait for BookManager to process your request.

BookManager displays the specified bookshelf in the Bookshelf window (see Figure 3).

PICTURE 3

Figure 3. Bookshelf Window

2.1.3 Opening a Book

To open a book from the list displayed in the Books and Bookshelves window or the Bookshelf window, double-click on the name or icon of the book.

With the keyboard, use the arrow keys to move to the name of the book, press the **Spacebar** to select the book. Press **Enter**. BookManager displays the book name and icon in a different color or shade, indicating your selection. Press **Enter**.

Note: If the first choice is not emphasized initially and it is the desired choice, press **Enter** to select it.

The wait indicator, usually a wrist watch icon, appears. This indicates that you should wait for BookManager to process your request.

The book appears in the Topic window. If the book has a closing bookmark, the book opens at the location of the closing bookmark. If the book has a table of contents, it is also displayed in the Table of Contents window.

See Figure 5 in topic 2.6 for an illustration of the Topic window. See "How BookManager Displays the Parts of a Book" in topic 2.7 for more information about a book's initial display.

2.2 Starting from X-Windows

To start BookManager READ/6000 from X-Windows**, double-click on the BookManager READ/6000 icon in the Power Desktop window. The BookManager READ/6000 Welcome window appears. To close this window, refer to "Closing the Welcome Window" in topic 2.1.1.

2.3 Starting from the AIX Command Prompt

To start BookManager READ/6000 from the AIX command prompt, use the following command:

```
bookmgr
```

Press **Enter**.

The BookManager READ/6000 program starts.

Note: If your READ/6000 resources are set up to display the Welcome window when you start BookManager READ/6000, you must close the Welcome window to continue using BookManager READ/6000. Refer to "Closing the Welcome Window" in topic 2.1.1. When you close the Welcome window, the Books and Bookshelves window opens (see Figure 2 in topic 2.1.1).

From the Books and Bookshelves window, you can open a Bookshelf window or a Topic window. For information on how to open a Bookshelf window, refer to "Opening a Bookshelf from the Books and Bookshelves Window" in topic 2.1.2. For information on how to open a Topic window, refer to "Opening a Book" in topic 2.1.3. For more information on how to start BookManager READ/6000, refer to "Additional Information for Starting BookManager READ/6000" in topic C.0.

Subtopics

2.3.1 Using the Asterisk

2.3.2 Opening a Bookshelf from the AIX Command Prompt

2.3.3 Opening a Bookshelf with a Search from the AIX Command Prompt

2.3.4 Opening a Book from the AIX Command Prompt

2.3.5 Opening a Book to a Specific Topic from the AIX Command Prompt

2.3.6 Opening a Book with a Search from the AIX Command Prompt

2.3.1 Using the Asterisk

The asterisk (*) is the AIX wildcard character. Refer to "Using Special Characters in Words and Phrases" in topic 6.1.3.2 for more information about using the asterisk. You can use the asterisk with the **bookmgr** command and parameters to start a BookManager READ/6000 session. Use the asterisk to specify multiple books or bookshelves names. If you use the asterisk, BookManager lists all the books or bookshelf names that satisfy the name specification. When you use the asterisk, enclose the book or bookshelf name, any AIX special characters, and the asterisk in double quotes (" "). You can insert the asterisk anywhere in a book or bookshelf title to represent a combination of characters within the title. For example:

```
bookmgr -s "my*"
```

starts BookManager and lists all the bookshelf names found in the BookManager search path that begin with **my**.

```
bookmgr -s "*my"
```

starts BookManager and lists all the bookshelf names found in the BookManager search path that end with **my**.

```
bookmgr -s ""
```

starts BookManager and lists all the bookshelves.

The following sections explain how to use the **bookmgr** command and parameters.

2.3.2 Opening a Bookshelf from the AIX Command Prompt

To open a bookshelf from the AIX command prompt, use the following command:

```
bookmgr -s shelfname -nm
```

where

-s is a required parameter that represents a bookshelf.

shelfname is the name of a bookshelf.

-nm is an optional parameter that displays the items in the bookshelf by the name view. The default is the detail view. When you specify this optional parameter, BookManager displays the items in the bookshelf in a column by the file name of the book. This option is ignored if the **-s** option is not specified. If you use the **-nm** option to open a bookshelf from the command line, any other bookshelves that you open from it are also displayed in the name view.

See "Changing the Books and Bookshelves Window and the Bookshelf Window" in topic 4.7, for more information about changing the view of the Books and Bookshelves and Bookshelf windows.

For example, type:

```
bookmgr -s lanbooks -nm
```

Press **Enter**.

The Welcome window may appear. To close this window, refer to "Closing the Welcome Window" in topic 2.1.1.

When you close the Welcome window, the requested Bookshelf window opens. If you entered the **-s** and **-nm** options, the items on the bookshelf are listed by the name view.

To close the bookshelf, use the **Close** option from the window menu button.

2.3.3 Opening a Bookshelf with a Search from the AIX Command Prompt

To open a bookshelf by searching on a word or phrase from the AIX command, use the following command:

```
bookmgr -s shelfname -sp "search-phrase"
```

where

-s is a required parameter that precedes a bookshelf name.

shelfname is the name of a bookshelf.

-sp is an optional parameter that precedes a search phrase.

search-phrase is the word, phrase, or symbol you want to find. Enclose a search word, phrase, or symbol in double quotes. For example:

```
"this is a phrase"
```

For example, type:

```
bookmgr -s lanbooks -sp "networks"
```

Press **Enter**.

The Welcome window may appear. To close this window, refer to "Closing the Welcome Window" in topic 2.1.1.

When you close the Welcome window, the requested bookshelf is opened. The Bookshelf window appears, and the books and bookshelves that match the requested search word, phrase, or symbol are listed. When you open a book from this bookshelf, the search results window appears.

To close the bookshelf, use the **Close** option from the window menu button. This ends the current BookManager session.

2.3.4 Opening a Book from the AIX Command Prompt

To open a book from the AIX command prompt, use the following command:

```
bookmgr -b bookname
```

where

-b is a required parameter that precedes a book name.

bookname is the name of a book.

For example, type:

```
bookmgr -b lansamp
```

Press **Enter**.

The Welcome window may appear. To close this window, refer to "Closing the Welcome Window" in topic 2.1.1.

When you close the Welcome window, the requested book appears in the Topic window. If the book has a closing bookmark, the book opens at the location of the closing bookmark. If the book has a table of contents, it is also displayed in the Table of Contents window.

If the book you requested is not found in the books and bookshelves path, an information message appears telling you that the book is not found.

To close the book, use the **Close** option from the window menu button or the **Exit book** option from the **Books** pull-down in the Topic window. This ends the current BookManager session.

2.3.5 Opening a Book to a Specific Topic from the AIX Command Prompt

To open a book to a specific topic from the AIX command prompt, use the following command:

```
bookmgr -b bookname -tp topic-identifier
```

where

-b is a required parameter that precedes a book name.

bookname is the name of a book.

-tp is an optional parameter that precedes the topic number. The system ignores the **-tp** parameter if you use the asterisk (*) with the **-b** parameter.

topic-identifier is a topic number (1.2.1) or an unnumbered name (such as ABSTRACT).

For example, type:

```
bookmgr -b lansamp -tp 1.2.1
```

Press **Enter**.

The Welcome window may appear. To close this window, refer to "Closing the Welcome Window" in topic 2.1.1.

When you close the Welcome window, the requested book opens and the requested topic appears in the Topic window. If the book has a table of contents, it is also displayed in the Table of Contents window.

If the book you requested is not found in the books and bookshelves path, an information message appears telling you that the book is not found.

To close the book, use the **Close** option from the window menu button or the **Exit book** option from the **Books** pull-down in the Topic window. This ends the current BookManager session.

2.3.6 Opening a Book with a Search from the AIX Command Prompt

To open a book by searching on a word or phrase from the AIX command, use the following command:

```
bookmgr -b bookname -sp "search-phrase"
```

where

-b is a required parameter that precedes a book name.

bookname is the name of a book.

-sp is an optional parameter that precedes a search phrase.

search-phrase is the word, phrase, or symbol you want to find.
Enclose a search word, phrase, or symbol in double quotes.

For example, type:

```
bookmgr -b lansamp -sp "networks"
```

Press **Enter**.

The Welcome window may appear. To close this window, refer to "Closing the Welcome Window" in topic 2.1.1.

When you close the Welcome window, the requested book is opened to the search results window.

If the book you requested is not found in the books and bookshelves path, an information message appears telling you that the book is not found.

To close the book, use the **Close** option from the window menu button or the **Exit book** option from the **Books** pull-down in the Topic window. This ends the current BookManager session.

2.4 Getting Around in BookManager READ/6000

Before you start to use BookManager READ/6000, it can be helpful to have an overview of how to operate the program. Among the areas covered in this section are the BookManager READ/6000 windows and how to use them.

Subtopics

2.4.1 Selecting a Choice

2.4.2 Unavailable Choices

2.4.1 *Selecting a Choice*

In this book, the word *select* refers to the action of making a choice. You can make a selection from the following:

- Menu bar
- Pull-down
- Icon
- Toggle button
- Push button
- Selection list.

The selection emphasizes the chosen item. Usually, entering or processing the selection is a separate step. Emphasis can appear in several different ways, such as color change, shading, or reversed image.

There are two ways to select a choice: by using the mouse or by using the keyboard (including the shortcut keys). Two of the topics that follow, "Using a Mouse" in topic 2.8 and "Using the Shortcut Keys" in topic 2.9, explain how to make selections with the mouse and keyboard.

2.4.2 Unavailable Choices

If a choice in a window or on a pull-down is not available as an option, it displays in a lighter shade or color. When the choice becomes available, it displays in the deeper shade or color characteristic of available choices.

For example, if your book does not have any margin notes, **List** on the **Notes** pull-down in the Topic window is an unavailable choice. It is, therefore, displayed in a lighter shade or color. If you create one or more notes at a later time, **List** is then displayed as an available choice.

2.5 What You See When You Start BookManager READ/6000

Depending on how you start BookManager READ/6000, the first window you see after you close the Welcome window is the Books and Bookshelves, Bookshelf, or Topic window.

Subtopics

2.5.1 Books and Bookshelves Window

2.5.2 Bookshelf Window

2.5.3 Topic Window

2.5.1 Books and Bookshelves Window

The Books and Bookshelves window (see Figure 2 in topic 2.1.1) lists all books and bookshelves that reside in the books and bookshelves path. The books and bookshelves path defines for your userid the location of books and bookshelves that are to be displayed in the Books and Bookshelves window. See *BookManager READ/6000 Installation Planning and Customization* for information about how to specify the books and bookshelves path at installation. This path can contain multiple drive and directory specifications. See "Understanding the Books and Bookshelves Path" in topic C.4 for more information.

From the Books and Bookshelves window, you can:

- Open any bookshelf or book in the list
- Arrange the list in various ways
- Create new bookshelves
- Add books to an existing bookshelf
- Copy bookshelves
- Get more information about books or bookshelves
- Close all the books and bookshelves that you opened from the Books and Bookshelves window
- End the current BookManager READ/6000 session
- Change the default path
- Sort the books and bookshelves in the list
- List only books and bookshelves that you choose.

Usually, when you start BookManager READ/6000, the Books and Bookshelves window is the first window displayed after you close the Welcome window. After you display the Books and Bookshelves window and open bookshelves or books, you can return to the Books and Bookshelves window by following the procedures described in "Displaying Hidden Windows with the Mouse" in topic 2.8.16 (for the mouse) or "Displaying Hidden Windows with the Keyboard" in topic 2.10.11 (for the keyboard). For more information about the Books and Bookshelves window, see "Understanding the Books and Bookshelves Window and the Bookshelf Window" in topic 4.1.

2.5.2 Bookshelf Window

A Bookshelf window (see Figure 3 in topic 2.1.2) lists the books contained in that bookshelf. You can open more than one bookshelf at a time. The contents of each are shown in a separate Bookshelf window.

The Bookshelf window offers functions similar to those provided by the Books and Bookshelves window, such as opening books or displaying additional information about books. It also allows you to search the books in that bookshelf. For more information about the Bookshelf window, see "Understanding the Books and Bookshelves Window and the Bookshelf Window" in topic 4.1.

2.5.3 Topic Window

Each book you open is in a separate Topic window (see Figure 5 in topic 2.6 for an illustration of the Topic window). Since it is not necessary to close a book before opening another, you can have more than one book open at a time.

2.6 Understanding Windows

Figure 4 and Figure 5 show the different parts of the BookManager READ/6000 windows.

PICTURE 4

Figure 4. Books and Bookshelves Window with Parts Labeled

PICTURE 5

Figure 5. Topic Window with Window Parts Labeled

Subtopics

- 2.6.1 Status Area
- 2.6.2 Selecting the Menu Bar and Pull-Downs
- 2.6.3 Primary, Secondary, and Pop-Up Windows
- 2.6.4 Selection List
- 2.6.5 Entering Text
- 2.6.6 Using Toggle Buttons
- 2.6.7 Using Push Buttons
- 2.6.8 Using the Window Menu Button
- 2.6.9 Using Icons
- 2.6.10 Emphasized Areas in Text

2.6.1 Status Area

Some windows contain status areas containing the following lines:

Line 1 The name of the window.

Line 2 The menu bar.

Line 3 The title bar. This is the topic number or identifier of the text that is currently displayed in the window.

Line 4 Security information.

2.6.2 *Selecting the Menu Bar and Pull-Downs*

The menu bar is a horizontal bar at the top of the Books and Bookshelves, Bookshelf, and Topic windows, just below the title bar. It contains the names of the basic functions offered in those windows.

When you select a menu-bar choice, a pull-down extends below it. The pull-down lists the choices available under that function.

In Figure 5 in topic 2.6 the **Books** pull-down is followed by ellipses (three periods). When a pull-down choice is followed by ellipses, another window opens that offers other selections or provides requested information. If a pull-down choice is not followed by ellipses, the function selected is immediately processed.

2.6.3 Primary, Secondary, and Pop-Up Windows

In READ/6000 the primary (parent) windows are where you make major requests to BookManager. For example, from the Books and Bookshelves window you request BookManager to open a book or a bookshelf. In this book, the Books and Bookshelves, Bookshelf, and Topic windows are referred to as primary windows. Primary windows remain open until you close them. Depending on the amount of memory on your system, any number of primary windows can be open at one time. Primary windows can be increased or reduced in size by small increments (sized).

BookManager displays some windows from within a primary window. As a result of selecting pull-down choices, these windows are either secondary (child) or pop-windows.

Usually, secondary windows are used to process a function or move to other parts of an online book. The Table of Contents and Search Results windows are examples of these two uses. Secondary windows remain open until you either close them or close the primary window which displays them. Secondary windows can be increased or reduced in size by small increments (sized).

Pop-up windows are generally used to process functions. Examples of these windows are the View by Name window and the Search Bookshelf window. Pop-up windows close after you process your selection. If you open another window before closing a pop-up window, you will hear a beep. However, in the Books and Bookshelves window and the Bookshelf window, when the Bookshelf Description and Book Description pop-up windows are open, you can open other windows.

Sometimes a window is not visible after a selection is processed because another window covers it, but it is still open. Most windows have minimize and maximize buttons that allow you to reduce a window to the size of an icon, (minimize) or to increase a window's size to its maximum (maximize).

All three types of windows may contain scroll bars, which indicate that more material may be available for viewing. Scroll bars are vertical or horizontal rectangles with arrows at each end.

2.6.4 Selection List

A selection list allows you to choose from a list of entries. For example, you can specify a margin note for viewing by selecting its entry in the Margin Notes List window's selection list.

2.6.5 *Entering Text*

Entry areas let you enter text. For example, you can type the words and phrases for which you want to search in the entry area of the Book Search window. When you open a window that has an entry area, the cursor in the entry area blinks. This indicates that you can begin to type in the area.

2.6.6 Using Toggle Buttons

Toggle buttons allow you to make selections from a fixed set of choices. For example, if in the Bookshelf View by Name window you select both the **Books with search matches** and the **Books in search index** toggle buttons, the list of books is limited to those with search matches that are also in the bookshelf search index. If, on the other hand, you select neither toggle button, the list includes every book in the bookshelf.

Use **Tab** to move each toggle button area in a window. Use the arrow keys to move to each toggle button within the area. To select a toggle button, press the **Spacebar**. You can also use **Ctrl + Tab** to move to the toggle button area.

2.6.7 Using Push Buttons

Push buttons allow you to process the selections you have made in a window. For example, processing the **Go to note** push button in the Margin Notes List window displays the selected margin note in the Margin Note window. With push buttons, you can also cancel a window or get help for it.

Use **Tab** to move the push button area of a window. Use **Tab** to move to each push button within the area. To process a push button, press Enter. You can also use **Ctrl + Tab** to move to a push button area.

Note: In the text entry areas of the search and note functions, you must use **Ctrl + Tab** to move to the push button area.

2.6.8 Using the Window Menu Button

From the window menu button, located in the upper left corner of a window, you can display the window menu button pull-down. The window menu button pull-down allows you to perform the following window functions:

- Restore it to its original size.
- Move the position of a window.
- Lower (deactivate) it.
- Size it to make it larger or smaller.
- Minimize it into an icon.
- Maximize it.
- Close it.

The window menu button is an X-Windows window manager feature.

Note: The window menu button on your system may be different from what is described in this book. For more information about the window menu button, see "Bibliography" in topic BIBLIOGRAPHY for a list of X-Windows publications.

2.6.9 Using Icons

An icon is a small symbol or pictorial representation of a BookManager READ/6000 function or window. Icons let you take shortcuts to bypass some steps. Icon symbols are the buttons in the upper right and left corners of some windows and on lists in other windows.

The icons you see when using BookManager READ/6000 can be divided into two groups: those shared with AIX and those specific to BookManager READ/6000.

The icons shared with AIX include:

- Window button
- Minimize button
- Minimized window icon
- Maximize button.

The icons specific to BookManager READ/6000 include:

- Books and Bookshelves icon
- Note icon
- Check mark icons
- Table of Contents plus and minus icons
- Search book icons
- Revision icons.

Subtopics

2.6.9.1 Icons Representing Functions

2.6.9.2 Icons Representing Windows

2.6.9.1 Icons Representing Functions

The design of an icon usually indicates in some way the function it represents. For example, the note icon that appears in the Topic window is a square enclosing three horizontal lines. This represents a note pad with lines of text. When you create a margin note, BookManager READ/6000 places the note icon to the left of the text line or topic to which the note is attached.

2.6.9.2 Icons Representing Windows

When you minimize a window, it becomes an icon. To minimize a window, click on the minimize icon located in the upper right corner of the window, or double-click on the window menu button located in the upper left corner of the window. Click on Minimize or move to it and press **Enter**.

Icons appear every time you open a window that can be minimized. However, you may not see the icons; they may be covered by open windows. You can minimize windows separately only if they have minimize and maximize buttons. When you minimize a window the icon border becomes dark, giving it a raised appearance.

Note: When you minimize the Topic window, any windows opened from it are minimized also. This includes windows that do not have minimize or maximize buttons. To activate a minimized window, double-click on its icon. How your enterprise configures the window manager determines the following:

- If the icons appear in an icon box or separately in the background
- If the icons appear without text
- If text appears in place of the icon
- If the icons appear with text.

If you are using text instead of icons or icons that appear with text, the text specifies the following:

- For the Books and Bookshelves window, the icon text is the application name (BookManager).
- For the Bookshelf and Topic windows, the icon text is the first eight characters of the bookshelf or the book name. If a book does not have a title, the icon text is the file name of the book.
- For windows that are part of a book, the text is a character followed by the first eight characters of the book name.

Initially, the width of the icon text appears as the same width as the icon. This means that you may not see the complete name of a minimized window. If you are not using an icon box, you can click on the icon to make all the icon text visible.

2.6.10 Emphasized Areas in Text

Emphasized areas in text in a book refer you to other parts or areas of your book. These emphasized areas are similar to the references to figures or other sections of text in a printed book. In BookManager READ/6000, you can move directly to the referenced target by double-clicking on an emphasized area.

2.7 How BookManager Displays the Parts of a Book

When BookManager READ/6000 opens a book, the text of the book appears in the Topic window; this is referred to as the active Topic window. The active Topic window is placed on top of any other windows that are open, such as the Books and Bookshelves, Bookshelf, or other Topic windows. You can move from one window to another by pressing **Ctrl** and the letter key for the window. For example, to make the Table of Contents window active press **Ctrl + C**. For a complete list of the letter keys for windows, see *IBM AIX BookManager READ/6000 Getting Started and Quick Reference*, or click on **Keys help** from the **Help** pull-down or move to it with the arrow keys and press **Enter**.

BookManager displays the two main parts of an online book within the Topic window: the book's text in the Topic window (see Figure 5 in topic 2.6) and its table of contents in the Table of Contents window.

Note: Most books have tables of contents. If the book you open does not have one, only the Topic window appears.

As you work with BookManager READ/6000, other windows are placed on top of the Topic and Table of Contents windows. Some of them can remain open throughout a session unless you close them. Instead of closing them, however, you can minimize them to icons. See "Minimizing and Maximizing Windows with the Mouse" in topic 2.8.10 or "Minimizing and Maximizing Windows with the Keyboard" in topic 2.10.5.

Subtopics

2.7.1 Topic Window

2.7.2 Table of Contents Window

2.7.1 Topic Window

The title bar at the top of the Topic window is where BookManager READ/6000 displays the text of a book. Most of the functions you use to move around a book are processed through the Topic window. See "Moving through a Book" in topic 5.0 for information about how to move through topics in the Topic window.

2.7.2 Table of Contents Window

If a book has a table of contents, it appears in the Table of Contents window. The table of contents lists the book's topics with numbers or names (identifiers) displayed to the left of each topic heading. These numbers and names are assigned by BookManager. They can be used to move easily and quickly to a desired topic (see "Using the Table of Contents" in topic 5.1).

Numbered topics provide a sequential numbering system for the text headings in a book. They substitute for page numbers in an online book. Unnumbered topics are referred to as topic identifiers. For example, the summary of the book is called an ABSTRACT and the introductory text of the book is called a PREFACE.

2.8 Using a Mouse

This section describes how to use a mouse in BookManager READ/6000. In this book, the word *click* refers to the action of pressing and releasing mouse button 1, once. When you do this, the mouse makes the sound of a single click. Mouse button 1 is referred to as the mouse button.

Note: Your mouse setting may differ from what is described in this book.

Subtopics

- 2.8.1 Using a Single Click
- 2.8.2 Using a Double Click
- 2.8.3 Dragging the Mouse
- 2.8.4 Using the Mouse on Menu Bars and Pull-Downs
- 2.8.5 Using the Mouse on Selection Lists
- 2.8.6 Selecting Toggle Buttons with the Mouse
- 2.8.7 Selecting Push Buttons with the Mouse
- 2.8.8 Using the Scroll Bar with the Mouse
- 2.8.9 Selecting Text in the Topic Window with the Mouse
- 2.8.10 Minimizing and Maximizing Windows with the Mouse
- 2.8.11 Restoring a Maximized Window to Its Former Size with the Mouse
- 2.8.12 Returning a Minimized Window to Its Former Size with the Mouse
- 2.8.13 Sizing Windows with the Mouse
- 2.8.14 Moving Windows with the Mouse
- 2.8.15 Closing Windows with the Mouse
- 2.8.16 Displaying Hidden Windows with the Mouse

2.8.1 Using a Single Click

A single click of the mouse button is the usual method of selecting a choice. It is the equivalent of using the keyboard to move to a choice. For example, a single click selects a toggle button or an entry in a selection list.

In certain cases, a single click of the mouse button both selects and processes a choice. This occurs with menu bar, pull-down, and push-button choices.

2.8.2 Using a Double Click

A double-click both selects and processes a choice. It is equivalent to moving to a choice and pressing **Enter**. To double-click on the item, press the mouse button twice.

2.8.3 Dragging the Mouse

To drag the mouse, place the mouse pointer on a selection, slider bar, or at the beginning of text you want to mark. Press and hold down the mouse button. As you hold it down, move the mouse pointer in the direction in which you want to select, move, or mark.

2.8.4 Using the Mouse on Menu Bars and Pull-Downs

To select a menu-bar or pull-down choice with the mouse, do one of the following:

- Click on the desired menu-bar choice. The pull-down opens. Click again on the desired pull-down choice.
- Press and hold down the mouse button on the desired choice. The pull-down opens. While holding down the mouse button, move the pointer to the desired pull-down choice.

If a small arrow appears to the right of the choice you select, additional choices are displayed on an extension of the pull-down. Select one of these choices. The action processes or a window appears offering additional choices. To deselect the pull-down, click on the pull-down's menu-bar choice or on any window.

2.8.5 Using the Mouse on Selection Lists

Selection lists allow you to perform a function either on one, several, or all of the items in the list. Each time you select an item, it becomes emphasized.

Subtopics

2.8.5.1 Selecting One Item with the Mouse

2.8.5.2 Selecting Several Items with the Mouse

2.8.5.1 Selecting One Item with the Mouse

To use the mouse to select one item in a list, place the mouse pointer on the item and click the mouse button. To deselect the item, click on another item.

2.8.5.2 Selecting Several Items with the Mouse

To select several or all the items in the Books and Bookshelves window or the Bookshelf window, click on each item you want to select. As you click on the item it becomes emphasized.

To deselect the items, click on another item or select **Deselect all** on the **Group** pull-down. If you selected all the items, the only way to deselect them is by the **Deselect all** option on the **Group** pull-down.

2.8.6 Selecting Toggle Buttons with the Mouse

To use the mouse to select a toggle button, do the following:

1. Place the mouse pointer on the desired choice.
2. Click the mouse button.

The inside of the button darkens, indicating that the item is selected.

To deselect a toggle button, repeat this process on another toggle button. One toggle button always remains selected; exactly which button depends on the most recent choice.

2.8.7 Selecting Push Buttons with the Mouse

To use the mouse with a push button to process window selections, do the following:

1. Place the mouse pointer on the push button indicating the desired action.
2. Click the mouse button.

BookManager READ/6000 processes the selections you have made or carries out the action of the push button (for example, the **Cancel** or **Help** push button).

2.8.8 Using the Scroll Bar with the Mouse

Scroll bars allow you to move through text displayed in the Topic window or entries shown in the Table of Contents and other list windows, such as the Books and Bookshelves, Bookshelf, Figure List or Search Results windows. The vertical scroll bar is the bar on the right side of any of these windows. The horizontal scroll bar is the one at the bottom of a window.

Each scroll bar contains a rectangular slider bar. See Figure 5 in topic 2.6 for an illustration of the slider bar in a scroll bar.

Use one of the following methods to move through material in a window with either the horizontal or the vertical scroll bar:

- Click on the vertical scroll bar's up arrow to move up, or on the down arrow to move down. New lines of text appear in the window. For the horizontal scroll bar, click on either of the side arrows. New areas of text appear at the right or left of the area currently in view. You can press and hold down the mouse button to scroll more rapidly.
- Click on the area in the vertical scroll bar above or below the slider bar to move up, or down through text. For the horizontal scroll bar, click on the area at either side of the slider bar to move in the direction desired.
- Drag the slider bar in the vertical scroll bar up to move up or down to move down. Drag the slider bar in the horizontal scroll bar to either side to move in the desired direction. Depending on how far you move the slider bar, a new set of lines or area of text moves into the window.

New text moves into a window as the slider bar moves. Its position in the scroll bar indicates the position of the material you are viewing in relation to all the scrollable material. The total amount of scrollable material depends on the window.

In the Topic window, the position of the slider bar indicates your position within the active chapter of the book (numbered chapters begin with major topic numbers, for example, 1.0 or 4.0). If you want to see material in a different chapter, use any of the methods described in "Using the Go To Topic Window" in topic 5.6, "Going to the Next Topic" in topic 5.7, or "Going to the Previous Topic" in topic 5.8.

In windows other than the Topic window, such as Search Results or Table of Contents, the position of the slider bar indicates your location within all the material available.

Example: You are viewing the Table of Contents of a book with 24 chapters and the slider bar is exactly in the middle of the window's scroll bar. The entries for the book's middle chapters (approximately Chapter 12 or the chapters near it), therefore, are the ones currently displayed.

2.8.9 *Selecting Text in the Topic Window with the Mouse*

The first step in copying or printing areas of text from a book is to select, or *mark*, the text.

To use the mouse to mark a section of text in the Topic window, do the following:

1. Place the pointer where you want the selection to begin or end.
2. Press and hold down the mouse button.
3. Drag the mouse pointer up or down, left or right. You can start at the beginning of the text to be marked and mark forward, or you can start at the end of the text to be marked and mark backward. As you drag the mouse, the selected text is emphasized in reversed image.
4. Release the mouse button to end the selection process.

2.8.10 Minimizing and Maximizing Windows with the Mouse

Minimizing a window allows you to reduce it to an icon in a single operation. When you maximize a window, it is expanded, in one step, to its largest possible size.

The minimize function is useful when you want to remove a window from view, but you do not want to close it. The maximize function allows you to use most of your screen area for a single window. This could be helpful, for example, if you want to see more information about your book search matches in the Search Results window.

AIX allows you to minimize or maximize a window by using buttons located in the window's upper right corner. The minimize button is round and the maximize button is square. See Figure 5 in topic 2.6 for examples of a window's minimize and maximize buttons,

To use the mouse to minimize or maximize a window, do the following:

1. Place the mouse pointer on the minimize or maximize button.
2. Click the mouse button.

2.8.11 Restoring a Maximized Window to Its Former Size with the Mouse

You can return a window to the size it was before you maximized it by using the restore button. The restore button is located in the same place as the maximize button, but instead of a raised appearance, it has a flat appearance. Its location is in the upper right corner of a window after the window has been maximized.

To use the mouse to restore a window, do the following:

1. Place the mouse pointer on the restore button.
2. Click the mouse button.

2.8.12 Returning a Minimized Window to Its Former Size with the Mouse

To return a minimized window to the size it was before you minimized it, double-click on the window's icon, icon text, or text. How your enterprise configures the window manager determines the following:

- If the icons appear in an icon box or separately in the background
- If the icons appear without text
- If text appears in place of the icon
- If the icons appear with text.

See the *IBM AIX X-Windows User's Guide*, SC23-2017 for more information about icons.

2.8.13 Sizing Windows with the Mouse

Sizing a window reduces or enlarges it by increments. To use the mouse to size a window, do the following:

1. Place the mouse pointer on the window border or corner. The mouse pointer becomes shaded with a vertical bar in front of the arrow.
2. Press and hold down the mouse button. The border changes color or shade to indicate that it can be sized.
3. Move the mouse pointer toward the window's center to reduce its size or outward to increase its size. If you place the mouse pointer on the window's border, the window is reduced or increased in size either vertically or horizontally. If you place the mouse pointer on a corner of the window, the window is sized both vertically and horizontally in a single step.
4. When the window reaches the desired size, release the mouse button.

The window becomes the size indicated.

2.8.14 Moving Windows with the Mouse

To use the mouse to move a window, do the following:

1. Place the mouse pointer on the window's title bar.
2. Press and hold the mouse button. The border changes color or shade to indicate that it can be moved.
3. While holding down the mouse button, move the mouse pointer to move the window.
4. When the window is in the desired location, release the mouse button.

2.8.15 *Closing Windows with the Mouse*

To use the mouse to close a window, click on **Close** from the window's window menu button. See Figure 5 in topic 2.6 for an illustration of the window menu button.

Note: Closing the Books and Bookshelves window ends the current BookManager READ/6000 session. See "Ending BookManager READ/6000" in topic 2.11 for more information about how to end a session.

2.8.16 *Displaying Hidden Windows with the Mouse*

Use one of the following procedures to display hidden windows with the mouse:

- Place the mouse pointer anywhere in the desired window. If the desired window is fully hidden, you may need to move or resize other windows to uncover it. Click the mouse button. The window becomes active and, if it was beneath other windows, it appears on top of them.

- To use the AIX Root menu, do the following:

Note: If you modified the .mwmrc file in your home directory, the Root menu may not have this function. Refer to "Configuring the AIXwindows Manager" in topic C.1 for more information about the .mwmrc file.

1. Place the mouse pointer in the background area of the screen.
2. Press and hold down the mouse button. The AIX Root window appears.
3. Keep the mouse button held down and move the mouse pointer to either the **Shuffle Up** or **Shuffle Down** entry. If you select **Shuffle Up**, the back most window in the stack comes to the front of the stack, and becomes active. If you select **Shuffle Down**, the front most window in the stack goes to the back of the stack, and is inactive.
4. Release the mouse button.
5. Continue this process until the inactive window you want to see becomes active.

2.9 Using the Shortcut Keys

Some choices on the BookManager READ/6000 windows have single keys or key combinations associated with them that allow you to process a choice without going through the pull-down. These single keys or key combinations are listed to the right of their choices on the pull-downs. They are known as *shortcut* or *accelerator* keys.

Note: Your keyboard setting may differ from what is described here.

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

In this book, shortcut key combinations are shown with a plus sign between them. For example, to display the Table of Contents window, press **Ctrl + C**. This means, hold down the **Ctrl** key and press **C**. Do not press the plus (+) key.

To get a list of the shortcut key combinations, click on **Keys help** from the **Help** pull-down or move to it with the arrow keys and press **Enter**.

Subtopics

2.9.1 Using the Type-a-Letter Method in Windows

2.9.2 Using Push Button Symbols

2.9.1 Using the Type-a-Letter Method in Windows

The type-a-letter method of processing functions is similar to using shortcut keys. In many areas of BookManager READ/6000, you can process a function by pressing **Alt** plus the underlined letter in the name of the pull-down choice.

Note: The area from which you want to use type-a-letter must be active. The following example shows you how to display an index:

1. Press **Alt + G**. The **GoTo** pull-down opens.
2. Press **I**. The Index window opens.

2.9.2 Using Push Button Symbols

The Topic window has keyboard symbols that you can use to process the push buttons. To process the push buttons, press the associated symbol key. The push buttons and the corresponding symbols for the Topic window are:

| | |
|-------------------|----------------------------|
| / (forward slash) | Previous match |
| * (asterisk) | Next match |
| + (plus sign) | Next topic |
| - (minus sign) | Previous topic |
| U (the letter U) | Previous link or reference |
| R (the letter R) | Retrace topic path |

The **Previous match** and **Next match** push buttons are discussed in "Searching for Information" in topic 6.0. The **Next topic**, **Previous topic**, **Return to link**, and **Retrace topic path** push buttons are discussed in "Moving through a Book" in topic 5.0.

2.10 Using the Keyboard

To use the keyboard to select a menu-bar or pull-down choice, do the following:

1. If the menu bar is not already active, press **F10** to make it active.
2. Use the right and left arrow keys to move to a pull-down choice. You can also press **Alt** and the underlined letter in the name of the pull-down choice.
3. After the desired menu-bar choice is emphasized, press the down arrow key or **Enter** to display its pull-down.
4. If the choice you want is not already selected, use the up or down arrow key to move through the list of pull-down choices to the desired choice.

If a small arrow appears to the right of the choice you want, additional choices appear on an extension of the pull-down when you select the choice. To display the extension, press the right arrow key. Press the down arrow key to move to the desired choice on the extension.

5. Press **Enter**.

Either the action processes or a window appears offering additional choices. To deselect a pull-down and any selected choice, do one of the following:

- Press **Esc**.
- Press **Alt + Esc**.
- Press **Alt** and the underlined letter of the pull-down choice. For example, press **Alt + V** to deselect the **View** pull-down.

Subtopics

- 2.10.1 Using the Keyboard on a Selection List
- 2.10.2 Selecting Toggle Buttons with the Keyboard
- 2.10.3 Selecting Push Buttons with the Keyboard
- 2.10.4 Moving through Text or Entries with the Keyboard
- 2.10.5 Minimizing and Maximizing Windows with the Keyboard
- 2.10.6 Restoring a Maximized Window to Its Former Size with the Keyboard
- 2.10.7 Returning a Minimized Window to Its Former Size with the Keyboard
- 2.10.8 Sizing Windows with the Keyboard
- 2.10.9 Moving Windows with the Keyboard
- 2.10.10 Closing Windows with the Keyboard
- 2.10.11 Displaying Hidden Windows with the Keyboard

2.10.1 Using the Keyboard on a Selection List

Selection lists allow you to perform a function on one, several, or all of the items on a list. Each time you select an item it becomes emphasized.

Subtopics

2.10.1.1 Selecting One Item with the Keyboard

2.10.1.2 Selecting Several Items

2.10.1.1 Selecting One Item with the Keyboard

To use the keyboard to select one item in a list, do the following:

1. Press the up or down arrow key to move to an item on the list.
2. Press the **Spacebar** to select the item. The item is emphasized.

To deselect the item, select another item.

2.10.1.2 *Selecting Several Items*

Use the following procedure to select several or all of items in the Books and Bookshelves window or the Bookshelf window:

1. Press the right or left arrow key to move to the item on the list where you want to start selecting.
2. Press the **Spacebar**. The first item is highlighted, indicating it is selected.
3. Press and hold down the **Shift** key.
4. Press the right or left arrow key to move to the item on the list where you want to stop selecting.
5. Release the **Shift** key. The items are highlighted.

Instead of **Shift**, you can press **Shift + Spacebar** to select items.

To deselect the items, select another item or select **Deselect all** on the **Group** pull-down. If you selected all the items, the only way to deselect them is by using the **Deselect all** option on the **Group** pull-down.

2.10.2 *Selecting Toggle Buttons with the Keyboard*

To use the keyboard to select a toggle button, do the following:

1. Press **Tab** to move to a toggle button area of a window. You can also use **Ctrl + Tab** to move to the toggle button area.
2. Use the arrow keys to move from one toggle button to another. When you first open a window or move to another toggle button area on a window, the default toggle button in the group is highlighted.
3. Press the **Spacebar**. The inside of the toggle button is darkened, indicating that it is selected.

To deselect a toggle button, repeat the process on another toggle button.

Note: In a group of toggle buttons, one toggle button always remains selected.

2.10.3 *Selecting Push Buttons with the Keyboard*

To use a push button to process a window selection with the keyboard, press **Tab** to move to the push button area. Use **Tab** to move to the push button you want to select. Press **Enter** to process the push button. You can also use **Ctrl + Tab** to move to the push button area.

Note: To process a push button function, you can press either **Enter** or the **Spacebar**. In this book **Enter** is always specified, the **Spacebar** is not.

In the text entry areas of the search and note functions, you must use **Ctrl + Tab** to move to the push button area.

BookManager READ/6000 processes the selections you have made or carries out the action of the push button (for example, the **Cancel** or **Help** push button).

2.10.4 Moving through Text or Entries with the Keyboard

The following four sets of keys allow you to move through text displayed in the Topic window and through many entry areas and selection lists in windows:

- Up arrow and down arrow
- Shift + F7** and **Shift + F8**
- PgUp** and **PgDn**
- F7** and **F8**.

With the up and down arrow keys, you can move or scroll up or down through material one line at a time. With **PgDn** and **F7**, you can move down one window at a time. With **PgUp** and **F8**, you can move up one window at a time.

The right and left arrow keys and the **Shift + F7** and **Shift + F8** keys allow you to move right and left through material in the Topic window. All of these keys allow you to continue movement by holding down the key.

In the Topic window, all of these keys are only useful when the material you want to see is in the chapter displayed (the highest level of topic numbers, such as 2.0 or 3.0, indicates the start of new chapters). If you want to see material in a different chapter, use any of the methods described in "Using the Go To Topic Window" in topic 5.6, "Going to the Next Topic" in topic 5.7, or "Going to the Previous Topic" in topic 5.8.

Note: New text moves into a window as the slider bar moves. Its position in the scroll bar indicates the position of the material you are viewing in relation to the total chapter. See Figure 5 in topic 2.6 for an illustration of a slider bar.

2.10.5 Minimizing and Maximizing Windows with the Keyboard

Minimizing a window allows you to reduce it to an icon in a single operation. When you maximize a window, it is expanded, in one step, to its largest possible size.

The minimize function is useful when you want to remove a window from view, but you do not want to close it. The minimize function allows you to use more of your screen area for a single window.

To use the keyboard to minimize or maximize a window, do the following:

1. If the window you want to minimize or maximize is not already active, press **Ctrl** plus the letter key for the window.
2. The next step depends on whether you want to minimize or maximize.
 - To minimize a window, do one of the following:
 - a. Select **Minimize** on the window's window menu button pull-down and press **Enter**.
 - b. Press **Alt + F9**.
 - To maximize a window, do one of the following:
 - a. Select **Maximize** on the window's window menu button pull-down and press **Enter**.
 - b. Press **Alt + F10**.

2.10.6 Restoring a Maximized Window to Its Former Size with the Keyboard

You can use the keyboard to restore a window to the size it was before you maximized it, by doing the following:

1. If the window you want to restore is not active, press **Ctrl** plus the letter key for the window.
2. Press **Alt + F5**.

2.10.7 Returning a Minimized Window to Its Former Size with the Keyboard

How you return a window to its former size, depends how your window manager is configured. See the *IBM AIX X-Windows User's Guide*, for more information about icons and how to restore them.

2.10.8 Sizing Windows with the Keyboard

Sizing a window reduces or enlarges it by increments. To use the keyboard to size a window, make the window active and do the following:

1. Select **Size** on the window's window menu button pull-down and press **Enter**, or press **Alt + F8**. The window's border changes color or shade to indicate that it can be sized.
2. Press one of the following arrow keys to select either the top, bottom, or side border of the window:
 - Up arrow for the top
 - Down arrow for the bottom
 - Left arrow for the left side
 - Right arrow for the right side.

You can size a window from more than one border, but you can work with only a single side, or two adjoining sides (for example, the left and the top), at a time.

3. Use the arrow keys to make the window larger or smaller. The keys work in pairs, such as upward and downward and to the right and left. After you have selected a border from which to size, you can use opposing keys to change the size.
4. When the window is the size you want, press **Enter**.

2.10.9 *Moving Windows with the Keyboard*

To use the keyboard to move a window, do the following:

1. Select **Move** on the window menu button and press **Enter**, or press **Alt + F7**. The window's border changes color or shade to indicate that it can be moved.
2. Use the arrow keys to move the window to the desired location.
3. Press **Enter**.

2.10.10 Closing Windows with the Keyboard

To use the keyboard to close a window, press **Alt + F4**.

2.10.11 Displaying Hidden Windows with the Keyboard

The border of the active window is emphasized in a color or shade different from the inactive windows.

To use the keyboard to activate a hidden window, press **Ctrl** plus the letter key for the window. If it was beneath other windows, it appears on top of them.

To activate open Books and Bookshelf and Bookshelves windows, press the **Alt + Esc** key combination until the window you want becomes active.

2.11 Ending BookManager READ/6000

There are several options for closing the BookManager READ/6000 primary windows, and for ending the current BookManager READ/6000 session.

Subtopics

2.11.1 Closing a Book and Its Topic Window

2.11.2 Placing a Closing Bookmark

2.11.3 Closing a Single Bookshelf Window

2.11.4 Closing or Exiting from the Books and Bookshelves Window

2.11.1 Closing a Book and Its Topic Window

Closing a Topic window closes the book it displays. See Figure 5 in topic 2.6 for an illustration of a Topic window.

How BookManager READ/6000 closes a book depends on how the BookManager READ/6000 resource file is set up. When you close a single book, one of the following occurs:

- The Topic window closes, and BookManager READ/6000 uses the bookmark option that is preset in the BookManager resource file. The Exit window does not appear. The values in the resource file can be set to one of the following:
 - Keep the current closing bookmark
 - Place the closing bookmark
 - Exit without a closing bookmark.
- The Topic window closes and the Exit window appears with one of the following highlighted values:
 - Keep the current closing bookmark
 - Place the closing bookmark
 - Exit without a closing bookmark.

Refer to "BookManager READ/6000 Resources" in topic A.0 for more information about the BookManager READ/6000 resource file.

If you have the option of using the Exit window, you can access it by using one of the following:

- The **Books** pull-down in the Topic window.
 - With the mouse, click on **Exit book** on the **Books** pull-down.
 - With the keyboard, select **Exit book** on the **Books** pull-down and press **Enter**.
- By using the window menu button in the Topic window:
 - With the mouse, double-click on the window menu button.
 - With the keyboard, do either of the following:
 - Press **Alt + F4**.
 - Select **Close** on the window menu button and press **Enter** (see Figure 6).

Your window menu button may display different options from what is pictured in this document.

PICTURE 6

Figure 6. Window Menu Button Pull-Down

With either method, the Exit window appears and asks you to confirm your request to close the book. See Figure 7 for an illustration of the Exit window.

PICTURE 7

Figure 7. Exit Window

2.11.2 Placing a Closing Bookmark

To place a closing bookmark, display the Exit window and select one of the following toggle buttons:

- If you want to open the book in the next session to the same topic at which a bookmark currently exists, select **Keep current closing bookmark**. For an explanation of how to check the bookmark's current location (if one exists), see "Going to the Location of the Closing Bookmark" in topic 5.13.
- If you want to open the book in the next session to the currently active topic, select **Place the closing bookmark**.
- If you want to clear all closing bookmarks, so that the first topic in the book appears when you open the book again, select **Exit without a closing bookmark**.

After you select one of the toggle buttons, click on the **Exit** push button, or select it and press the **Enter**. If you do not want to close the book at this time, click on the **Cancel** push button or move to it and press **Enter**.

The Topic window closes. Other open primary windows are not affected.

2.11.3 Closing a Single Bookshelf Window

Closing a Bookshelf window (see Figure 3 in topic 2.1.2) closes the bookshelf it displays. But closing this window does not close any of the books you opened from it.

To close a single Bookshelf window, do the following:

- By using the **Books** pull-down in the Bookshelf window:
 - With the mouse, click on **Exit shelf** on the **Books** pull-down.
 - With the keyboard, select **Exit shelf** on the **Books** pull-down and press **Enter**.

- By using the window menu button in the Bookshelf window:
 - With the mouse, double-click on the window menu button and click on **Close**.
 - With the keyboard, do either of the following:
 - Press **Alt + F4**.
 - Select **Close** on the window menu button pull-down and press **Enter** (see Figure 6 in topic 2.11.1).

With either method, the Bookshelf window closes. Any books you opened from that Bookshelf window remain open.

2.11.4 Closing or Exiting from the Books and Bookshelves Window

The **Books** pull-down on the Books and Bookshelves window provides two choices for closing windows (see Figure 8 in topic 2.11.4.1). **Close all** allows you to leave the Books and Bookshelves window open but close all the books and bookshelves you opened from it. With **Exit**, you can end the current BookManager READ/6000 session by closing both the Books and Bookshelves window and all the windows opened from it.

Note: If you have opened any books or bookshelves from the AIX command prompt, they will remain open after you close the Books and Bookshelves window. They must be closed separately.

Subtopics

2.11.4.1 Closing All Books and Bookshelves

2.11.4.2 Ending the BookManager READ/6000 Session

2.11.4.1 Closing All Books and Bookshelves

To close all Topic windows and Bookshelf windows that you opened from the Books and Bookshelves window, do the following:

With the mouse:

1. Click on **Close all** on the **Books** pull-down in the Books and Bookshelves window. A confirmation window opens and asks you to confirm your request to close the windows.
2. Click on the **Yes** push button.

With the keyboard:

1. Select **Close all** on the **Books** pull-down in the Books and Bookshelves window and press **Enter**. A confirmation window opens and asks you to confirm your request to close the windows.
2. Click on the **Yes** push button or move to it and press **Enter**.

With either method, all the windows close except the Books and Bookshelves window.

PICTURE 8

Figure 8. Books Pull-Down in the Books and Bookshelves Window

2.11.4.2 Ending the BookManager READ/6000 Session

To end the current BookManager READ/6000 session, do the following:

- By using the **Books** pull-down in the Books and Bookshelves window:
 - With the mouse:
 1. Click on **Exit** on the **Books** pull-down.
 2. If a confirmation window opens and asks you to confirm your request to exit BookManager READ/6000, click on the **Yes** push button.
 - With the keyboard:
 1. Select **Exit** on the **Books** pull-down and press **Enter**.
 2. If a confirmation window opens and asks you to confirm your request to exit BookManager READ/6000, use **Tab** to move to the **Yes** push button and press **Enter**.

- By using the window menu button in the Books and Bookshelves window:
 - With the mouse:
 1. Double-click on the window menu button.
 2. If a confirmation window opens and asks you to confirm your request to exit BookManager READ/6000, click on the **Yes** push button.
 - With the keyboard:
 1. Do either of the following:
 - Press **Alt + F4**.
 - Select **Close** on the window menu button and press **Enter** (see Figure 6 in topic 2.11.1).
 2. If a confirmation window opens and asks you to confirm your request to exit BookManager READ/6000, use **Tab** to move to the **Yes** push button and press **Enter**.

With either method, the Books and Bookshelves window closes, along with any Topic windows or Bookshelf windows that you opened from it. The current BookManager READ/6000 session ends.

3.0 Getting Help

What can you do when you need assistance in using any of the BookManager READ/6000 functions? An online help facility is available through the program. In fact, BookManager READ/6000 provides several types of help to assist you in doing whatever you want to do. These include:

- Extended help
- Message help
- Reference phrase help
- Help for help
- Keys help
- Help index
- Help on getting started
- About function.

Each type of help relates to a specific area of BookManager READ/6000 for which you might need help. The following sections describe each type and how to use it. The last section explains how to close help windows after you finish viewing them.

Note: You can use the AIX command `man bookmgr`, to get information on how to start BookManager READ/6000.

Subtopics

- 3.1 Getting Extended Help
- 3.2 Getting Message Help
- 3.3 Getting Reference Phrase Help
- 3.4 Using the Help Pull-Down Choices
- 3.5 Closing Help Windows

3.1 *Getting Extended Help*

Extended help provides information about entire windows, including primary, secondary, and pop-up windows.

Subtopics

3.1.1 Getting Extended Help for a Primary Window

3.1.2 Getting Extended Help for a Secondary or Pop-Up Window

3.1.1 Getting Extended Help for a Primary Window

Extended help for a primary window describes its overall function and layout. For example, extended help for the Books and Bookshelves window briefly describes the choices on the menu bar.

To get extended help for the Books and Bookshelves or Bookshelf window, do one of the following:

- Press **F1**.
- Click on **Help** from the menu bar or move to it and press **Enter**.
- Click on **Extended help** or move to it and press **Enter** (see Figure 9).

To get extended help for the Topic window, do the following:

1. Click on **Help index** on the **Help** pull-down or move to it and press **Enter** (see Figure 9). The Help Index window appears. Help entries are listed in the bottom part of the Help Index window.
2. Use the slider bar to scroll to the Topic window entry.
3. Click on the Topic window entry. Extended help for the Topic window appears in the upper part of the Help Index window.

PICTURE 9

Figure 9. Help Pull-Down in the Topic Window

3.1.2 Getting Extended Help for a Secondary or Pop-Up Window

Extended help for a secondary or pop-up window gives an explanation of the window's purpose and functions. It also gives information about the window's selections and entry areas. To get extended help for a secondary or pop-up window by using the **Help** push button, do the following:

With the mouse: Click on the **Help** push button.

With the keyboard:

1. Press **Tab** to move to the window's push buttons.
2. Use **Tab** to move to the **Help** push button.
3. Press **Enter**.

The extended help for the secondary or pop-up window is displayed.

You can use **Tab + Ctrl** to move to the push button area.

3.2 Getting Message Help

BookManager READ/6000 provides a number of informational, warning, and action messages, depending on the situation. For example, if you make a mistake in using BookManager READ/6000, in many cases, a message tells you what the mistake is and how to correct it.

These messages are presented in pop-up windows. An icon (symbol) to the left of each message indicates the type of message it is. A lowercase *i* identifies an informational message. An exclamation point identifies a warning message. A stop sign identifies an action message. See Figure 10 for an example of a warning message. See "Messages" in topic B.0 for a complete list of BookManager READ/6000 messages and what they mean.

PICTURE 10

Figure 10. Message Window

If you do not understand the message in the window, message help is available. To get message help, do the following:

- With the mouse, click on the **Help** push button at the bottom of the message window.
- With the keyboard, press **Tab** to move to the push button area of the window. Use **Tab** move to the **Help** push button. Press **Enter**.

Help for the message is displayed (see Figure 11). You can also use **Tab + Ctrl** to move to the push button area.

When there is no help for a message, the **Help** push button does not appear on the Message Help window.

PICTURE 11

Figure 11. Message Help Window

3.3 Getting Reference Phrase Help

Whenever you see a word or phrase in the text of a help window that looks like the following:

<<word>>

it means that more information is available about that subject. This additional information is called *reference phrase help*.

To get help for a reference phrase in a Help window, double-click on the emphasized word or phrase. More information about the reference appears in the Help window.

For example, If you view extended help for a window and notice that the word **Topic** is enclosed in double left and right arrows <<Topic>>, double-click on the word **Topic**. The Help window displays more information about the word **Topic**.

To return to the original help information, double-click on the reference phrase at the bottom of the Help window. The original help information appears in the Help window.

3.4 Using the Help Pull-Down Choices

Several kinds of help are available from the main **Help** pull-down including:

- Help for help
- Extended help
- Keys help
- Help index
- Getting started
- About function.

Extended help for primary and secondary windows is explained in "Getting Extended Help" in topic 3.1. The rest of the **Help** pull-down is explained in the following sections.

Subtopics

- 3.4.1 Getting Help for Help
- 3.4.2 Getting Keys Help
- 3.4.3 Using the Help Index
- 3.4.4 Using Help on Getting Started
- 3.4.5 Using the About Function

3.4.1 *Getting Help for Help*

Help for help provides information about how to use the help. To view this explanation, click on **Help for help** on the **Help** pull-down, or select it and press **Enter**. Help for the Help window is displayed. It explains how to use all the types of help in BookManager READ/6000.

3.4.2 Getting Keys Help

Keys help lists the shortcut keys you use within the BookManager READ/6000 program. Shortcut keys are quick methods of doing many of the BookManager READ/6000 functions. They allow you to bypass the menu bar and pull-downs.

To see what shortcut actions are assigned to your function keys and other keys, click on **Keys help** on the **Help** pull-down, or select it and press **Enter**. The Keys help window is displayed.

Note: AIX allows you to change the key assignments for all AIX window sessions. Consequently, some of your actual key assignments may be different from those displayed in Keys help.

3.4.3 Using the Help Index

The Help Index window is an alphabetical list of subjects on which help is available in BookManager READ/6000. The index is an easy way to get online help for any particular area.

To use the Help Index, do the following:

1. Click on **Help index** on the **Help** pull-down, or select it and press **Enter**. The Help Index window is displayed.
2. Scroll or page through the window to the subject entry for which you want help.
3. Click on the desired entry.

The help window for that subject is displayed.

3.4.4 Using Help on Getting Started

Getting Started help explains the basic methods you use to move around in BookManager READ/6000 and in books you are viewing. It explains how to use the menu bar, pull-downs, mouse, and keyboard.

To view this help, click on **Getting started** on the **Help** pull-down, or select it and press **Enter**. The Getting Started help window is displayed.

3.4.5 Using the About Function

You can get information about the specific version of BookManager READ/6000 and about the product's copyright by using the about function. This function lets you review the same Welcome window that is displayed automatically when you start BookManager READ/6000.

You can view this window from any BookManager window by doing the following: Click on **About** on the **Help** pull-down, or select it and press **Enter**. The Welcome window is displayed (see Figure 1 in topic 2.1). To remove the Welcome window, click on the **OK** push button centered below the copyright statement or press **Enter**.

3.5 Closing Help Windows

To close the Help window, do one of the following:

- Press **Alt + F4**.
- Click on **Close** on the Help window's window menu button pull-down.

4.0 Using Books and Bookshelves

This section explains the procedures for using most of the functions available through the Books and Bookshelves window and any Bookshelf window (see Figure 2 in topic 2.1.1 and Figure 3 in topic 2.1.2 for illustrations of these windows).

The functions described in this chapter include:

- Opening a bookshelf or book
- Displaying more information about a bookshelf or book
- Creating a bookshelf
- Changing and rearranging the contents of the Books and Bookshelves window and the Bookshelf window
- Copying a bookshelf
- Putting one or more books into a bookshelf
- Removing one or more books from a bookshelf.

For information about selecting all of the entries in the Books and Bookshelves window and the Bookshelf window, see "Using the Mouse on Selection Lists" in topic 2.8.5 (for the mouse) or "Using the Keyboard on a Selection List" in topic 2.10.1 (for the keyboard). For information about bookshelf searches, see "Searching a Bookshelf" in topic 6.3. For information about closing the Books and Bookshelves window and the Bookshelf window, see "Closing or Exiting from the Books and Bookshelves Window" in topic 2.11.4 and "Closing a Single Bookshelf Window" in topic 2.11.3. To close a book that you have opened from one of these windows, see "Closing a Book and Its Topic Window" in topic 2.11.1.

Subtopics

- 4.1 Understanding the Books and Bookshelves Window and the Bookshelf Window
- 4.2 Opening a Bookshelf
- 4.3 Opening Books
- 4.4 Displaying More Information about a Bookshelf
- 4.5 Displaying More Information about a Book
- 4.6 Creating a Bookshelf
- 4.7 Changing the Books and Bookshelves Window and the Bookshelf Window
- 4.8 Copying a Bookshelf
- 4.9 Putting a Book into a Bookshelf
- 4.10 Removing a Book from a Bookshelf

4.1 Understanding the Books and Bookshelves Window and the Bookshelf Window

The Books and Bookshelves window and the Bookshelf window are similar in both function and appearance. The main difference between them is in the types of objects they list. The Books and Bookshelves window lists all bookshelves and online books that reside in the books and bookshelves path (see "Understanding the Books and Bookshelves Path" in topic C.4 for a description of the books and bookshelves path). A Bookshelf window lists only books contained in a particular bookshelf.

Some bookshelves may contain books that are not included on your system. For example, you might receive a prebuilt bookshelf from another source. Use the describe function to view additional information about books listed in a bookshelf that are not on your system. If the information about a book indicates that it is relevant to your needs, you may decide to obtain it (see "Displaying More Information about a Book" in topic 4.5 for more information about this function).

Although the listings differ, the Books and Bookshelves window and the Bookshelf window offer many similar functions. From the Books and Bookshelves window, you can do the following:

- Open any bookshelf or book listed
- Display additional information about a bookshelf or book
- Change the window's contents or appearance
- Create new bookshelves
- Copy bookshelves
- Put books into a bookshelf.

From a Bookshelf window, you can do the following:

- Open one or more books
- Display additional information about books
- Change the window's contents or appearance
- Put books into a bookshelf
- Remove books from a bookshelf
- Search a bookshelf for a word or phrase.

Usually, when you start BookManager READ/6000 from the Root window, the Books and Bookshelves window is the first window displayed after you close the Welcome window. After you display the Books and Bookshelves window and open bookshelves or books, the opened Bookshelf or Topic windows are hidden. To return to a hidden Books and Bookshelves window or Bookshelf window, follow the procedures described in "Displaying Hidden Windows with the Mouse" in topic 2.8.16 (for the mouse) or "Displaying Hidden Windows with the Keyboard" in topic 2.10.11 (for the keyboard).

Near the top of the Books and Bookshelves window and any Bookshelf window, just below the menu bar, is the status line. At the right end of the status line is an expression consisting of two numbers separated by the word *of*. In the Books and Bookshelves window, the first number in this expression is the number of books and bookshelves included in the list, and the second is the total of all books and bookshelves in the books and bookshelves path. In a Bookshelf window, the first number is the number of books included in the list, and the second is the total of all books contained in the bookshelf. (In both windows, these two numbers are not always the same, since you can choose to display only a portion of the possible entries.)

When you first open the Books and Bookshelves the list consists of an icon and the name (file name of the bookshelf or book). This arrangement is known as the name view. When you open a Bookshelf window from a Books and Bookshelves window, the list consists of an icon, name (the file name of the bookshelf or book), title, date, and document number. This arrangement is known as the detail view.

If you open the Bookshelf window from the command line and use the **-nm** option, the Bookshelf appears in the Name view. You can, however, choose to display the entries in other ways (see "Changing to Different Views" in topic 4.7.1 for more information about the available views).

Processing any function offered by the Books and Bookshelves window or a Bookshelf window usually involves two steps:

1. Selecting one or more bookshelves or books on which to perform the action
2. Processing a menu-bar choice to perform an action on the selected bookshelves or books.

There are, however, exceptions to this sequence of steps. For example, in creating a bookshelf, nothing needs to be selected before processing the appropriate menu-bar choice.

4.2 Opening a Bookshelf

You can open a bookshelf from either the AIX command line prompt or from the Books and Bookshelves window. To open a Bookshelf from the AIX command prompt, see "Starting and Ending BookManager READ/6000" in topic 2.0.

To open one or more of the bookshelves listed in the Books and Bookshelves window, do the following:

1. Select the desired bookshelf or bookshelves:
 - With the mouse: To open a single bookshelf, the quickest way is to double-click on the name of the desired bookshelf. In this way, you can bypass step 2. If you are opening more than one bookshelf, select the names of the bookshelves you want to open and then go to step 2. "Using the Mouse on Selection Lists" in topic 2.8.5 explains the procedures for making multiple selections.
 - With the keyboard: To open one or more bookshelves, select the names of the desired bookshelves and then go to step 2. "Using the Keyboard on a Selection List" in topic 2.10.1 explains the procedures for making single or multiple selections.
2. Click on **Open** on the **Books** pull-down, or move to it and press **Enter** (see Figure 8 in topic 2.11.4.1).

The wait indicator, usually the wrist watch icon, appears. This indicates that you should wait for BookManager to process your request.

The selected bookshelf is displayed in the Bookshelf window (see Figure 3 in topic 2.1.2). If you selected more than one bookshelf, each is displayed in its own window. Some of the Bookshelf windows may be hidden beneath the top one. Use the methods described in "Displaying Hidden Windows with the Mouse" in topic 2.8.16 (for the mouse) or "Displaying Hidden Windows with the Keyboard" in topic 2.10.11 (for the keyboard) to move to other open windows.

4.3 Opening Books

You can open a book from either the AIX command prompt, or from the Books and Bookshelves or Bookshelf window. To open a Bookshelf from the AIX command prompt, see "Starting and Ending BookManager READ/6000" in topic 2.0.

To open one or more of the books listed in the Books and Bookshelves window or a Bookshelf window, do the following:

1. Select the desired book or books:
 - With the mouse: To open a single book, the quickest way is to double-click on the name of the desired book. In this way, you can bypass step 2. If you are opening more than one book, select the names of the books you want to open and then go to step 2. "Using the Mouse on Selection Lists" in topic 2.8.5 explains the procedures for making multiple selections.
 - With the keyboard: To open one or more books, select the names of the desired books and then go to step 2. "Using the Keyboard on a Selection List" in topic 2.10.1 explains the procedures for making single or multiple selections.
2. Click on **Open** on the **Books** pull-down, or move to it and press **Enter** (see Figure 8 in topic 2.11.4.1; the **Books** pull-down in this figure is identical to the **Books** pull-down in the Bookshelf window).

The wait indicator, usually the wrist watch icon, appears. This indicates that you should wait for BookManager to process your request.

The selected book is displayed in the Topic window (see Figure 5 in topic 2.6). If you selected multiple books, each is displayed in its own window. Some of the Topic windows may be hidden beneath the top one. Use the methods described in "Displaying Hidden Windows with the Mouse" in topic 2.8.16 (for the mouse) or "Displaying Hidden Windows with the Keyboard" in topic 2.10.11 (for the keyboard) to move from one Topic window to another or back to the Books and Bookshelves window or a Bookshelf window.

4.4 Displaying More Information about a Bookshelf

Additional information about a selected bookshelf is available through **Describe** on the **Books** pull-down in the Books and Bookshelves window. This information includes the bookshelf's title and date of last update, the number of books it contains, the file name of the bookshelf search index (if available), and the full path and file name of the bookshelf.

Note: A bookshelf search index increases the efficiency of a bookshelf search. It is created by the BookManager BUILD/VM, BUILD/MVS, or BUILD/2 products, and is used in bookshelf searches. For more information about bookshelf search indexes, see "Understanding the Bookshelf Search Index" in topic 6.3.1.

To display more information about a bookshelf, do the following:

1. In the Books and Bookshelves window, select the name of the desired bookshelf.
2. Click on **Describe** on the **Books** pull-down, or move to it and press **Enter**.

Information about the selected bookshelf is displayed in the Bookshelf Description window (see Figure 12).

PICTURE 12

Figure 12. Bookshelf Description Window

Some of the display areas (for example, **Title**) contain more information than can be shown initially. To view this information, press the right arrow key.

To close the Bookshelf Description window, click on the **OK** push button, or select it and press **Enter**.

To get more information about all the bookshelves listed in the Books and Bookshelves window, use **Details** on the window's **View** pull-down (see "Changing to Different Views" in topic 4.7.1 for instructions).

4.5 Displaying More Information about a Book

You can display additional information about a book listed in either the Books and Bookshelves window or a Bookshelf window. This information includes the book's title, author, date, document number, and full path and file name. In addition, if you are using this function from a Bookshelf window, the description specifies whether the book is included in the bookshelf's search index (if the bookshelf has one).

To display more information about a book, do the following:

1. In the Books and Bookshelves window or a Bookshelf window, select the name of the desired book.
2. Click on **Describe** on the **Books** pull-down, or move to it and press **Enter**.

Information about the selected book is displayed in the Book Description window (see Figure 13).

PICTURE 13

Figure 13. Book Description Window

Some of the display areas (for example, **Title**) contain more information than can be shown initially. To view this information, press the right arrow key.

To close the Book Description window, click on the **OK** push button, or move to it and press **Enter**.

To get more information about all the books listed in the Books and Bookshelves window or a Bookshelf window, use **Details** on the **View** pull-down in either window.

4.6 Creating a Bookshelf

In BookManager READ/6000, you can create a bookshelf of your own and then add books to it. You can also remove any book that has been added. To add a book, see "Putting a Book into a Bookshelf" in topic 4.9. To remove a book, see "Removing a Book from a Bookshelf" in topic 4.10.

When you create a bookshelf in BookManager READ/6000, the new bookshelf does not have a search index associated with it. If you want to add the new bookshelf to the search index, use either the BookManager VM, MVS, or BUILD/2 products. Refer to the "Bibliography" in topic BIBLIOGRAPHY for list of BookManager BUILD documentation.

To create a bookshelf, do the following:

1. In the Books and Bookshelves window, click on **Create bookshelf** on the **Group** pull-down, or move to it and press **Enter**. The Create Bookshelf window is displayed (see Figure 14).

PICTURE 14

Figure 14. Create Bookshelf Window

2. A blinking cursor is in the entry area **Name of new bookshelf**, type the file name of the new bookshelf. This name can be up to eight characters long; it does not include the file extension or embedded blanks.

The file name you type in this entry area is displayed to the right of the icon in the Books and Bookshelves window.

3. If you want to give the new bookshelf a descriptive title, type it in the entry area under **Title for new bookshelf**. The maximum length is 80 characters. If you choose, you can leave this area blank, and the bookshelf will have no title.

The title you type in this entry area is displayed in the title bar of the Bookshelf window, and in the Books and Bookshelves window selection list when that list is shown in the details view (see "Changing the Books and Bookshelves Window and the Bookshelf Window" in topic 4.7 for information about this type of view).

4. The initial value in the entry area under **Directory path for new bookshelf** is the first directory specification in the current books and bookshelves path. If you want the new bookshelf to reside in this path, no change is required. But if you want the bookshelf to reside in a different path, type the desired path in this entry area.

Note: If you change the path in this entry area and the new path is not included in the books and bookshelves path, the new bookshelf is not listed when you return to the Books and Bookshelves window. You can open such a bookshelf only from either the AIX command line prompt or by using the change path function. If you create a bookshelf that is not in the current path, a message appears and you can choose to cancel the creation of the bookshelf. Refer to "Understanding the Books and Bookshelves Path" in topic C.4 for more information about changing the path.

5. Click on the **Create** push button, or use **Tab** to move to it and press **Enter**.

Note: The books and bookshelves path can contain multiple directory specifications or can be changed temporarily (for the current BookManager READ/6000 session only). See "Understanding the Books and Bookshelves Path" in topic C.4 for more information about how these factors can affect the initial value in the entry area under **Directory path for new bookshelf**.

The Create Bookshelf window closes and the new bookshelf is created.

The list of books and bookshelves is refreshed. An entry for the new bookshelf is displayed in the Books and Bookshelves window only if the bookshelf meets the current criteria for listing entries in that window (see "Changing the Contents of the List" in topic 4.7.2 for more information).

When you open the new bookshelf, it is empty and the status line in its window shows **0 of 0**.

4.7 Changing the Books and Bookshelves Window and the Bookshelf Window

The choices on the **View** pull-down in the Books and Bookshelves window and the Bookshelf window allow you to change or rearrange the contents of either window's selection list, thus giving you a different view of the list. See Figure 15 for an illustration of the **View** pull-down in the Books and Bookshelves window.

PICTURE 15

Figure 15. View Pull-Down in the Books and Bookshelves Window

The views provided by **Details** and **Name** on the **View** pull-down do not change the order or contents of the list. Instead, they allow you to reformat the list so that you have a different view of it. For example, in the **Name** view, books and bookshelves are listed in columns with a small icon to the left of the file name. Similarly, **Sort by** changes only the order, not the format or contents of the list.

With **All**, **Selected**, **By name**, **Change path**, and **Refresh**, you can add or remove entries. This changes the contents of the list. For example, **Selected** allows you to list only those books and bookshelves that are currently selected.

The **View** pull-downs in the Books and Bookshelves window and the Bookshelf window are the same, except that the change path function is available only in the Books and Bookshelves window.

The views offered by the choices on the **View** pull-downs are as follows:

| | |
|--------------------|--|
| Details | Entries are listed in columns with the icon displayed first, the file name second, the title third, the date of the bookshelf or book fourth, and the document number (if available) last. |
| Name | This is the initial view for the Books and Bookshelves window and the Bookshelf window. Bookshelves and books are listed in columns with an icon to the left of the file name. |
| All | With this choice, you can adjust the contents of the selection list to include every book and bookshelf in the books and bookshelves path or every book in the bookshelf. |
| Selected | This choice allows you to adjust the contents of the list to include only those books or bookshelves that are currently selected. |
| By name | This choice allows you to adjust the contents of the list through the options offered in the View by Name window. |
| Change path | This choice (in the Books and Bookshelves window) allows you to change the books and bookshelves path for the current BookManager READ/6000 session. The list is updated to reflect your change to the path. |
| Sort | Choices offered through Sort by allow you to list entries in alphabetical order by either file name or title. In a Bookshelf window, an additional choice allows you to list entries by search results importance (see "Listed by Importance" in topic 6.2.2.1 for more information). |
| Refresh | The selection list is updated to account for books or bookshelves that have been added to or deleted from the books and bookshelves path, or from a bookshelf since the current BookManager READ/6000 session began, or since the last refresh was performed. |

Subtopics

4.7.1 Changing to Different Views

4.7.2 Changing the Contents of the List

4.7.3 Sorting the List

4.7.4 Changing the Books and Bookshelves Path for the Current Session

4.7.5 Refreshing the List

4.7.1 Changing to Different Views

To change the appearance of the bookshelf or book list in the Books and Bookshelves window or the Bookshelf window, click on **Name** or **Details** on the **View** pull-down, or move to it and press **Enter**. Your choice becomes gray.

When the Books and Bookshelves and Bookshelf window is in the names view, a horizontal bar appears on the bottom of the window. Use the horizontal scroll bar to move the text on the window to the left or right.

When the Books and Bookshelves and Bookshelf window is in the details view, a vertical bar appears down the right side of the window. Use the vertical scroll bar to move the text in the window down or up. See Figure 2 in topic 2.1.1 for an example of the **Name** view.

The initial view for the Books and Bookshelves window is the name view. The initial view for the Bookshelf window is the detail view unless the bookshelf was opened with the **-nm** option on the AIX command-line prompt.

4.7.2 Changing the Contents of the List

On the **View** pull-down in the Books and Bookshelves window or a Bookshelf window, three choices offer options for changing the contents of the list to include only those entries you want to see: **All**, **Selected**, and **By name**. **All** allows you to list all the books and bookshelves in the books and bookshelves path or all the books in a bookshelf. **Selected** allows you to include only those books and bookshelves that are currently selected. If you select **By name**, the View by Name window is displayed (see Figure 16 in topic 4.7.2.3). It provides you with several other options for changing the contents of the list (see "Using the View by Name Window to Change the Contents of a List" in topic 4.7.2.3 for more information about these options).

Throughout a session, you can change the contents of the list as needed. In this book, the list in the Books and Bookshelves window or a Bookshelf window, as displayed at the present time, is called the *current list*.

Subtopics

4.7.2.1 Displaying All Entries

4.7.2.2 Displaying a List of Selected Entries

4.7.2.3 Using the View by Name Window to Change the Contents of a List

4.7.2.1 *Displaying All Entries*

To change the contents of the list in the Books and Bookshelves window or a Bookshelf window to include every available book and bookshelf, click on **All** on the **View** pull-down, move to it and press **Enter**.

All the entries in the Books and Bookshelves window or a Bookshelf window are displayed. If all the entries are already displayed, **All** is an unavailable choice.

4.7.2.2 Displaying a List of Selected Entries

To display entries of your own selection from the current list in the Books and Bookshelves window or a Bookshelf window, do the following:

1. Select the name of each desired bookshelf or book. See "Using the Mouse on Selection Lists" in topic 2.8.5 or "Using the Keyboard on a Selection List" in topic 2.10.1 for information about making multiple selections.
2. Click on **Selected** on the **View** pull-down, move to it and press **Enter**.

The selected entries are displayed in the Books and Bookshelves window or the Bookshelf window.

4.7.2.3 Using the View by Name Window to Change the Contents of a List

With **By name** on the **View** pull-down in the Books and Bookshelves window or a Bookshelf window, you can display the View by Name window (see Figure 16). This window offers several options for changing the contents of the list. For example, if you only want to see a list of bookshelves or books that have a name beginning with the characters **EDLA**, you can display just such a list.

PICTURE 16

Figure 16. View by Name Window

The first two areas allow you to specify the range of the list of bookshelf or book entries. This group is determined first by what you type under **Name** and then by the toggle button choices. After specifying the range of the list with these first two areas, you can process your selection with the **View** push button. The entries within the specified range are then displayed in the Books and Bookshelves window or the Bookshelf window in the type of view that you specified last.

To use the View by Name window to change the contents of the selection list in the Books and Bookshelves window or a Bookshelf window, do the following:

1. Click on **By name** on the **View** pull-down, or move to it and press **Enter**. The View by Name window is displayed.
2. Type a file name in the **Name** entry area if you want to extend or limit the list to a particular group of entries. Type only the file name portion of the file specification in this area.

The initial value of the **Name** entry area is the AIX wildcard character, which is an asterisk (*).

When the wildcard character is by itself in this entry area, no limits are placed on which file names can be listed. Because the initial value of **Name** is the wildcard character, it is usually not necessary to type this character.

When you type a file name, use the AIX wildcard character and other alphanumeric characters, as necessary. The wildcard character can represent any or all of the characters in a name. By using the wildcard character, either alone or in combination with other characters, you can display either a complete or a limited list of names from among all the books and bookshelves in the path (when you are using the Books and Bookshelves window) or all the books in a bookshelf (with a Bookshelf window). For example, to view a list in which the names begin with the characters **EDLA** and end either with any other or no other characters, type:

EDLA*

To view a list in which the names end with the characters **EDLA**, type:

***EDLA**

For more information about the AIX wildcard character, see your AIX documentation.

3. Use the toggle buttons to further extend or limit the group of entries to be listed. The available choices differ, depending on whether you are using the View by Name window in the Books and Bookshelves window or the Bookshelf window:
 - The Books and Bookshelves View by Name window:
 - To extend the list to all books and bookshelves in the books and bookshelves path, leave both **Books** and **Bookshelves** selected. The preselected choice is to have both toggle buttons selected.
 - To limit the list to books, select **Books** only.
 - To limit the list to bookshelves, select **Bookshelves** only.
 - The Bookshelf View by Name window:
 - To extend the list to all books in the bookshelf, do not select either of the toggle buttons. The preselected choice

is to have neither toggle button selected.

- To limit the list to books in which search matches were found during the last bookshelf search, select **Books with search matches** only.
- To limit the list to books included in the bookshelf's search index, select **Books in search index** only.
- To limit the list to books in which search matches were found during the last bookshelf search and which are also included in the bookshelf's search index, select both **Books with search matches** and **Books in search index**.

4. Click on the **View** push button, or move to it and press **Enter**.

The View by Name window closes and the specified entries are displayed in the Books and Bookshelves window or the Bookshelf window.

4.7.3 *Sorting the List*

You can rearrange the entries in the Books and Bookshelves window or a Bookshelf window in alphabetical order, by file name or title. In the Bookshelf window, you can also rearrange them by search results importance. If you sort by search results importance, the results of the last search are arranged in order of decreasing importance, with the most important first (see "Listed by Importance" in topic 6.2.2.1 for more information about this type of arrangement).

If you sort by name, the entries are arranged in alphabetical order within rows. To sort the entries in the Books and Bookshelves window or a Bookshelf window, do the following:

1. Click on **Sort by** on the **View** pull-down (see Figure 15 in topic 4.7), or move to it and press **Enter**. The **Sort-by** pull-down is displayed.
2. Click on the desired choice, or move to it and press **Enter**. For more information about how to select choices on a pull-down extension, see "Using the Mouse on Menu Bars and Pull-Downs" in topic 2.8.4 (for the mouse) or "Using the Keyboard" in topic 2.10 (for the keyboard). **Title** is an unavailable choice unless the list is in the **Details** view. **Search results importance** in the Bookshelf window is an unavailable choice unless a search has been performed.

The list is sorted as requested. Entries without a title are displayed at the beginning of the list.

4.7.4 Changing the Books and Bookshelves Path for the Current Session

With **Change path**, you can change the directory specifications of the books and bookshelves path for the current BookManager READ/6000 session. This change remains in effect only until you end the current session or change the path again.

The books and bookshelves path defines for your system the location of books and bookshelves that are to be displayed in the Books and Bookshelves window. When you change the path for the current session, BookManager READ/6000 searches the newly specified directory or set of directories for books and bookshelves and updates the list to reflect the change. During the current session, this new path is used whenever the list is refreshed (see "Refreshing the List" in topic 4.7.5 for more information about the refresh function).

Through **Change path**, you can make it easier to list and open books and bookshelves residing in directories other than those specified in the permanent path (for example, those residing on CD-ROM.)

"Understanding the Books and Bookshelves Path" in topic C.4 provides more detailed information about the books and bookshelves path. See this section also for an explanation of how to make a permanent change to the path.

To change the directory specifications of the books and bookshelves path for the current session, do the following:

1. Click on **Change path** on the **View** pull-down, or move to it and press **Enter**. The Change Path window is displayed (see Figure 17).

PICTURE 17

Figure 17. Change Path Window

2. Type the desired path in the entry area under **Directory path for books and bookshelves**. Press **Enter**.

The initial value is the current books and bookshelves path. If you change the path name during the current session, the **Directory path for books and bookshelves** entry reflects the change.

The path can consist of one or more directory specifications. If you type more than one directory specification, separate each with a colon (:) and do not insert blank spaces between the specifications. The maximum number of characters you may have in the entry area is 255. The following is an example of how to type more than one directory specification:

```
/usr/bookmgr/books:/usr/bookmgr/books1
```

3. Click on the **Change** push button, or move to it and press **Enter**.

The Change Path window closes and the books and bookshelves path is changed. The list in the Books and Bookshelves window is updated to reflect this change to the path. The change remains in effect until you end the current session or change the path again.

After you change the books and bookshelves path, later in a session you may want to restore the path to its permanent status, specified in the AIXwindows resource database.

To restore the permanent books and bookshelves path:

1. Click on **Change path** on the **View** pull-down, or move to it and press **Enter**. The Change Path window is displayed.
2. Click on the **Reset** push button, or move to it and press **Enter**. The permanent path is displayed in the **Directory path for books and bookshelves** entry area.
3. Click on the **Change** push button, or move to it and press **Enter**.

The books and bookshelves path is returned to its permanent status, and the list in the Books and Bookshelves window is updated to reflect this latest change.

4.7.5 Refreshing the List

Use **Refresh** to update the Books and Bookshelves window. Update the Bookshelf window to account for any books that have been added to or deleted from a bookshelf since the current session began or since the last refresh was performed.

To refresh the contents of the Books and Bookshelves window or a Bookshelf window, click on **Refresh** on the **View** pull-down, or move to it and press **Enter** (see Figure 15 in topic 4.7). The selection list in the Books and Bookshelves window or the Bookshelf window is updated, and any previous selections are deselected.

When you create a bookshelf in a BookManager READ/6000 session, the entry is displayed automatically in the Books and Bookshelves window if it fits the criteria specified in the View by Name window. The initial setting for the criteria is to list every book and bookshelf in the books and bookshelves path.

Using **Refresh** is necessary when you switch out of the current BookManager READ/6000 session and make a change; for example, if you switch into READ/6000, then add or delete books and bookshelves from the books and bookshelves path. See "Understanding the Books and Bookshelves Path" in topic C.4 for an explanation of the books and bookshelves path.

4.8 Copying a Bookshelf

When you copy a bookshelf, the list of books currently contained in that bookshelf is also listed in the new bookshelf. The actual book files are not duplicated; they merely become accessible through both the new and the original bookshelf. In addition, if the original bookshelf has a search index, the copied bookshelf references the same index.

The advantage of this function is that you can later add books to or remove them from the new bookshelf without affecting the contents of the original bookshelf.

To copy a bookshelf, do the following:

1. In the Books and Bookshelves window, select the name of the bookshelf to be duplicated.
2. Click on **Copy bookshelf** on the **Group** pull-down, or move to it and press **Enter**. The Copy Bookshelf window is displayed (see Figure 18).

PICTURE 18

Figure 18. Copy Bookshelf Window

3. In the **Name of new bookshelf** entry area, type the file name of the new bookshelf. This name can be up to eight characters long; it does not include the file extension or embedded blanks.
4. If you want to give the new bookshelf a title, type it in the entry area under **Title for new bookshelf**. The maximum length is 80 characters. You can choose to leave this area blank, and the bookshelf will have no title.
5. The initial value in the **Directory path for new bookshelf** entry area is the first directory specification in the current books and bookshelves path.

Note: The books and bookshelves path can contain multiple directory specifications or can be changed temporarily (for the current BookManager READ/6000 session only). See "Understanding the Books and Bookshelves Path" in topic C.4 for more information about how these factors can affect the initial value in the entry area under **Directory path for new bookshelf**. If you want the new bookshelf to reside in this path, no change is required. But if you want the bookshelf to reside in a different path, type the desired path in this entry area. A semicolon is not necessary at the end of the value you type in this entry area.

Note: If you change the path in this entry area and this new path is not included in the books and bookshelves path, the new bookshelf is not listed when you return to the Books and Bookshelves window. You can open such a bookshelf only from the AIX command prompt.

6. Click on the **Copy** push button, or move to it and press **Enter**.

The Copy Bookshelf window closes. The selected bookshelf is duplicated under the specified name, title, and path. If you want to copy more than one Bookshelf, repeat the procedure.

4.9 Putting a Book into a Bookshelf

You can add to a bookshelf one or more of the books listed in the Books and Bookshelves window or a Bookshelf window. When you put a book into a bookshelf, you are not actually duplicating book files; rather, the same book file becomes accessible through the specified bookshelf. If the book was already in another bookshelf, it remains accessible through that bookshelf as well.

To put one or more of the books listed in the Books and Bookshelves window or a Bookshelf window into a bookshelf, do the following:

1. Select the name of the book you want to put into a bookshelf. Select more than one name if you want to add more than one book.
2. Click on **Put into bookshelf** on the **Group** pull-down, or move to it and press **Enter** (see Figure 19 for the **Group** pull-down in the Bookshelf window). The Put into Bookshelf window is displayed (see Figure 20).

Put into bookshelf is an unavailable choice if no books are selected or if a bookshelf is selected.

PICTURE 19

Figure 19. Group Pull-Down in the Bookshelf Window

PICTURE 20

Figure 20. Put into Bookshelf Window

The **Number of books selected** area at the top of the Put into Bookshelf window displays the number of books that you selected in the Books and Bookshelves window or the Bookshelf window.

3. This step depends on the destination of the selected book or books you want to add:

To add a book to an existing bookshelf, click on the bookshelf name under **Bookshelf to select** or move to it and press **Enter**. The file name of the selected bookshelf is displayed in the **Bookshelf** entry area.

To add to a new bookshelf, type a file name for the new bookshelf in the entry area under **Bookshelf**.

4. Click on the **Put** push button, or move to it and press **Enter**.
5. The result depends on whether you are adding to an existing or a new bookshelf:
 - For an existing bookshelf, the Put into Bookshelf window closes and the selected book or books are added to the specified bookshelf.
 - For a new bookshelf, a message window is displayed asking you to confirm your request to create a new bookshelf. Click on the **Yes** push button, or move to it and press **Enter**. The Create Bookshelf window is displayed, with the new bookshelf name filled in. "Creating a Bookshelf" in topic 4.6 explains how to use this window to create the new bookshelf. After you complete the procedures for creating a bookshelf, the Create Bookshelf and Put into Bookshelf windows close, and the selected book or books are added to the new bookshelf.

4.10 *Removing a Book from a Bookshelf*

When you use the remove function in a Bookshelf window, you remove the selected book from that bookshelf. However, the actual book file is not discarded from your system. It is simply no longer accessible through the bookshelf from which it was removed.

You can also remove more than one book at a time. To remove one or more books from a bookshelf, do the following:

1. In the Bookshelf window, select the name of the book you want to remove. Select more than one name if you want to remove more than one book.
2. Click on **Remove from bookshelf** on the **Group** pull-down, or move to it and press **Enter**. A message window is displayed, asking you to confirm your request to remove the selected book or books.
3. Click on the **Yes** push button, or move to it and press **Enter**.

The message window closes and the selected book or books are removed from the bookshelf.

5.0 Moving through a Book

After you have learned to start BookManager READ/6000 and work with the Books and Bookshelves window and the Bookshelf window, you need to know how to move around within a book. If you are already familiar with the basic layout of the secondary windows associated with the Topic window, you are ready for this section. See "How BookManager Displays the Parts of a Book" in topic 2.7 if you want to review these topics.

The tools available for moving around in a book include:

- Entries in the Table of Contents, Figure List, Table List, and Index windows
- Choices on the **GoTo** pull-down in the Topic window
- Push buttons in the Topic window
- Entries in several list windows, such as Topics Seen List, Revisions, Search Results, and Margin Notes List
- Hypertext or cross-reference links, such as cross-references within the text of a book, footnotes, and links created by the author that reference related information
- Scroll bar and slider box
- PgUp and PgDn
- F7 and F8
- Shift + F7 and Shift + F8
- Arrow keys (up, down, left, and right).

This chapter focuses on the first five sets of these tools. Use of the scroll bar, slider box, **PgUp**, **PgDn**, **F7**, **F8**, **Shift + F7**, **Shift + F8**, and arrow keys were discussed previously. Familiarity with scrolling and the movement keys can help you in using many of the tools described in this chapter. For example, they allow you to move through:

- Entries shown in the Table of Contents and other list windows, such as the Margin Notes List window
- Topics within a chapter displayed in the Topic window.

See "Using the Scroll Bar with the Mouse" in topic 2.8.8 and "Moving through Text or Entries with the Keyboard" in topic 2.10.4 for information about using the scroll bar, slider box, **PgUp**, **PgDn**, **F7**, **F8**, **Shift + F7**, **Shift + F8**, and arrow keys.

Subtopics

- 5.1 Using the Table of Contents
- 5.2 Expanding and Collapsing Topic Headings
- 5.3 Using the Show Topics Window
- 5.4 Using the Figure List and Table List
- 5.5 Using the Index
- 5.6 Using the Go To Topic Window
- 5.7 Going to the Next Topic
- 5.8 Going to the Previous Topic
- 5.9 Retracing Your Path through Topics
- 5.10 Viewing a List of Topics Seen
- 5.11 Using List Windows
- 5.12 Using Cross-Reference and Hypertext Links
- 5.13 Going to the Location of the Closing Bookmark

5.1 Using the Table of Contents

The Table of Contents lists all topic headings in the order in which they appear in a book. If your book has a table of contents, it is displayed in the Table of Contents window when your book is opened.

Each entry in the Table of Contents window has a number or identifier (unnumbered name) and a heading. The number is assigned by BookManager to that topic. The heading is the title assigned by the author to that topic. When a topic is displayed in the Topic window, its number and heading also appear in that window's title bar. (See Figure 21).

PICTURE 21

Figure 21. Table of Contents Window

To display a topic in the Topic window or to replace the current topic:

- With the mouse: Double-click on the desired topic number or heading in the Table of Contents window.
- With the keyboard:
 1. Use the arrow keys to move to the desired topic number and heading.
 2. Press **Enter**.

With either method, the selected topic is displayed in the Topic window.

Each time a topic is displayed a check mark appears to the left of the number of the topic. These check marks in the Table of Contents window provide a record of the topics you have seen during a session. If you want, you can clear them. See "Clearing Item-Seen Check Marks" in topic 5.3.3 for the procedures.

Note: In a similar way, check marks are displayed in other list windows to indicate that you have viewed a topic from that window.

Certain topics in the Table of Contents are not assigned numbers by BookManager. Instead, they are represented by a name (identifier), such as ABSTRACT, TABLES, or GLOSSARY. Because topic identifiers are descriptive names used instead of numbers, these identifiers are often the same as their respective topic headings. As a result, entries with identifiers in the Table of Contents window or in the title bar of the Topic window may be displayed as repeated words.

Example: In the Table of Contents you may see: **GLOSSARY Glossary** or **TITLE Title Page**. In the title bar of the Topic window for these same topics (or sections), you may see: **Topic GLOSSARY Glossary** or **Topic TITLE Title Page**.

To display a topic associated with an identifier, select it in the same manner as a numbered topic in the Table of Contents window. The following is a list of some of the possible identifiers:

| | |
|-----------------|--|
| ABSTRACT | Summary of a book |
| APPENDIX | Supplementary material at the end of a book |
| CONTENTS | Table of Contents |
| COVER | Cover page |
| FIGURES | List of figures in a book |
| FIRST | First chapter in a book |
| FRONT | Front matter in a book (may be followed by a number if there is more than one section of front matter) |
| GLOSSARY | List of terms with definitions |
| INDEX | Alphabetical list of subjects |
| LAST | Last chapter in a book |
| NOTICES | Announcements or a book's copyright and trademark information |
| PREFACE | Introductory text of a book |
| SAFETY | Safety notices in a book |
| SECURITY | Security notices in a book |
| SYNOPSIS | Summary or brief outline of a book |
| TABLES | List of tables in a book |
| TITLE | Title page of a book |
| VERSION | Information about the version of a book. |

Note: The book you are viewing may not have all of these topic identifiers.

If you minimize the Table of Contents window, it is displayed as an icon. Depending on how the AIX window manager is configured, the icon appears either on the screen or in an icon box. Double-click on the icon to display the Table of Contents window again.

5.2 Expanding and Collapsing Topic Headings

At the left of some topic headings in the Table of Contents window, you may see an icon, which is either a plus (+) or a minus (-) sign enclosed within a box.

A plus icon to the left of a topic heading indicates that there are undisplayed subtopics associated with it. Subtopic headings can also have plus icons, which indicate that for these headings there are additional undisplayed subtopic headings. When you *expand* a topic heading, the hidden subtopic headings associated with the expanded heading are displayed.

A minus icon indicates that a topic heading is expanded. That is, there are no undisplayed subtopics at the next lower level.

When you *collapse* a topic heading, you remove from display all levels of subtopic headings below that heading. After you collapse a heading, a plus icon is again displayed at its left.

Subtopics

5.2.1 Using Icons in the Table of Contents Window

5.2.1 Using Icons in the Table of Contents Window

To expand a topic heading (view its subtopics) with a plus icon in the Table of Contents window, do the following:

- With the mouse: Double-click on the plus icon to the left of the desired topic heading.
- With the keyboard: Use the arrow keys to move to the desired topic heading. Then press **Enter** or the plus (+) key on the numeric key pad.

With either method, all associated subtopic headings one level below the selected topic heading are displayed. A minus icon is displayed to the left of the expanded topic heading.

To collapse a topic heading in the Table of Contents window, do the following:

- With the mouse: Double-click on the minus icon to the left of the desired topic heading.
- With the keyboard: Use the arrow keys to move to the desired topic heading. Then press **Enter** or the minus (-) key on the numeric key pad.

With either method, the associated subtopic headings are removed. A plus icon is displayed to the left of the collapsed topic heading.

5.3 Using the Show Topics Window

You can also use the set of choices offered on the Show Topics window to expand and collapse topic headings in the Table of Contents window. You can also use this window to expand or collapse all of a book's headings in a single procedure.

To expand or collapse all of the headings that appear in the Table of Contents window, do the following but do not select a topic:

1. Activate the Table of Contents window. See "Displaying Hidden Windows with the Mouse" in topic 2.8.16 or "Displaying Hidden Windows with the Keyboard" in topic 2.10.11 for procedures using either the mouse or keyboard.
2. Click on the **Show Topics** push button, or use **Tab** to move to it and press **Enter**. The Show Topics window appears (see Figure 22).

PICTURE 22

Figure 22. Show Topics Window

If the selected topic heading has a plus icon, you can select the following:

- All Topics** to expand all the topic headings within every topic and subtopic. You can also press **Ctrl + +** to expand all of the headings.
- By nested topic level** to expand all the topic headings to the level you select. To do this, select a number listed below the **By nested topic level** toggle button. The following lists the levels you can select and the topic level headings that are displayed in the Table of Contents window:

| Level | Topic level headings |
|-------|----------------------|
| 0 | First |
| 1 | Second |
| 2 | Third |
| 3 | Fourth |
| 4 | Fifth |
| 5 | Sixth. |

Example: If you select 2, to expand the heading

+ 1.2 The BookManager Family of Products

one level, that heading and its third-level subtopic headings appear in the Table of Contents window as follows:

```
- 1.2 The BookManager Family of Products
+   1.2.1 BookManager BUILD Products
+   1.2.2 BookManager READ Products
```

Example: If you select 3, to expand the heading

+ 1.2 The BookManager Family of Products

two levels, that heading and its third - and fourth-level subtopic headings appear in the Table of Contents window as follows:

```
- 1.2 The BookManager Family of Products
-   1.2.1 BookManager BUILD Products
      1.2.1.1 BUILD/MVS
      1.2.1.2 BUILD/VM
      1.2.1.3 BUILD/2
-   1.2.2 BookManager READ Products
      1.2.2.1 READ/2
      1.2.2.2 READ/6000
```

If the selected topic heading has a minus icon, that is, it is already expanded, you can select the following:

- Top level only** to remove all the topic headings in the Table of Contents except the highest (chapter) level. Plus icons are displayed to the left of all headings that have undiscovered subtopic headings.
- By nested topic level** to collapse the topic headings by the level you select. To do this, select a number listed below the **By nested topic level** toggle button.

Example: The following topic and subtopics currently appears in the Table of Contents.

- 1.2 The BookManager Family of Products
 - + 1.2.1 BookManager BUILD Products
 - + 1.2.2 BookManager READ Products

If you select 1, the following appears in the Table of Contents:

- + 1.2 The BookManager Family of Products

Note: For books built with BUILD/VM Release 1, the default topic level headings that appear in the Table of Contents window is the top level. For books built with BUILD/VM or BUILD/MVS Release 2, or BUILD/2 Version 1.2, the default is the third level; for example 1.2.1. To use the default, click on the **Reset** push button, or use **Tab** to move to it and press **Enter**.

Subtopics

- 5.3.1 Using the Copy or Print Push Button from the Table of Contents
- 5.3.2 Using the Search Topic Push Button from the Table of Contents
- 5.3.3 Clearing Item-Seen Check Marks

5.3.1 Using the Copy or Print Push Button from the Table of Contents

Use the **Copy or Print** push button on the Table of Contents window to copy or print selected topics. See "Copying from a Book" in topic 9.0 for a detailed description of this procedure.

5.3.2 Using the Search Topic Push Button from the Table of Contents

Use the **Search topic** push button from the Table of Contents window to search a specific topic for a word or phrase. See "Searching for Information" in topic 6.0 for a detailed description of this procedure.

5.3.3 Clearing Item-Seen Check Marks

A check mark to the left of a topic number or identifier in the Table of Contents or other list windows (such as Figure List and Table List) indicates that you have viewed the topic from that window. You can clear the check marks displayed in that window.

To clear item-seen check marks in the Table of Contents or a list window, do the following:

1. Activate the window from which you want to clear check marks.
2. Click on the **Clear** push button, or use **Tab** to move to it and press **Enter**.

The window is cleared of all check marks. Each list window must be cleared separately.

5.4 Using the Figure List and Table List

The Figure List and Table List windows are similar to the Table of Contents window. If the book contains numbered figures and tables, they are displayed in these windows. The Figure List window contains a list of all numbered figures in the book. You can use it to move to any figure that appears in the book. The Table List window displays the titles of all numbered tables in the book.

Both of these windows can be selected from the Table of Contents window. You can display either window in the same way as any other topic listed in the Table of Contents. See "Using the Table of Contents" in topic 5.1 for procedures. You can also view either window by clicking on **Figure List** or **Table List** on the **GoTo** pull-down in the Topic window, or by selecting either and pressing **Enter**.

Most topics listed in the Table of Contents appear in the Topic window when you display them. Figures are displayed in their own separate windows.

You may need to increase the size of a figure or table. To size windows with the mouse, see "Sizing Windows with the Mouse" in topic 2.8.13. To size windows with the keyboard, see "Sizing Windows with the Keyboard" in topic 2.10.8.

To move to a table or figure in either list, do the following:

- With the mouse, double-click on the entry.
- With the keyboard, use the arrow keys to move to the entry and press **Enter**.

If you selected a table, it is displayed in the Topic window. If you selected a figure, it is displayed in the Topic window only if the figure is composed of text characters (character graphics). For figures that are not text characters, a graphics reference link representing the selected figure is displayed in the Topic window. The graphics reference link consists of a picture number (for example, **PICTURE 3**) or name (for example, **PICTURE EILRJ49**) emphasized in a different shade or color and set off from the text on a separate line.

Note: Books created with Release 1 of BookManager BUILD/VM display the picture's file name followed by the word **PICTURE**. Books created with Release 2 of BookManager BUILD/VM or BUILD/MVS, or Version 1.2 of BUILD/2 display graphic reference links as sequential numbers following the word **PICTURE**.

To display the picture in a separate window, double-click on the picture number or name. See "Viewing Pictures" in topic 8.0 for an example of the Picture window and more information on viewing pictures.

To close the Figure List window or the Table List window, Select **Close** on the window menu button. You can also click on the **Cancel** push button, or move to it with the **Tab** and press **Enter**.

Note: If you are working in an online book that was built with BookManager BUILD/VM Release 1, a different method is used to move to a figure or table. When you select a figure or table from the Figure List window or the Table List window, the beginning of the topic containing the figure or table is displayed, not the figure, its graphics reference link, or the table itself. If this is the case, you may need to scroll or use the **PgDn** or **F8** key to reach the figure, reference link, or table.

5.5 Using the Index

The index is an alphabetical list of the subjects discussed in a book. If the book contains an index, it is listed in the Table of Contents.

The index is displayed in the Index window (see Figure 23). The procedure for displaying it is the same as that for any other topic listed in the Table of Contents. You can also view the window by clicking on its title on the **GoTo** pull-down in the Topic window, or by selecting the title and pressing **Enter**.

PICTURE 23

Figure 23. Index Window

To move through the index, click on the up or down arrow in the scroll bar or type the first letter of the subject you want to find.

After the desired entry is displayed in the Index window, double-click on the topic reference number, for example 2.1.2. If more than one topic number is listed after a subject name, you can only view one at a time. The selected topic containing that subject is displayed in the Topic window.

To close the Index window, click on the window menu button. Then click on **Close** or move to it and press **Enter**. You can also click on the **Cancel** push-button, or use **Tab** to move to it and press **Enter**.

5.6 Using the Go To Topic Window

To move to a topic by using the Go To Topic window:

1. Click on **Topic** on the **GoTo** pull-down in the Topic window, or move to it and press **Enter** (see Figure 24). You can also press **Ctrl + G**. The Go To Topic window appears. (see Figure 25).

PICTURE 24

Figure 24. GoTo Pull-Down in the Topic Window

PICTURE 25

Figure 25. Go To Topic Window

2. Type a topic number (such as 3.1) or a topic identifier (such as PREFACE or ABSTRACT) in the **Topic** area of the Go To Topic window. If the topic you want to go to has a topic number, type the topic number in the **Topic** area of the Go To Topic window. Use the topic identifier when there is no topic number. See "Using the Table of Contents" in topic 5.1 for a list of some of the topic identifiers that BookManager READ/6000 recognizes. Be sure not to type an unnecessary period at the end of your entry in this area.
3. Click on the **Go to** push button, or use **Tab** to move to it and press **Enter**.

The topic that you specified is displayed.

5.7 Going to the Next Topic

To move forward to the next sequential topic in your book, do the following:

1. If it is not already active, make the Topic window active. See "Displaying Hidden Windows with the Mouse" in topic 2.8.16 for an explanation of how to do this with the mouse. See "Displaying Hidden Windows with the Keyboard" in topic 2.10.11 for an explanation of the keyboard procedure.
2. Click on the **Next topic** push button, or use **Tab** to move to it and press **Enter**. You can also press the plus (+) key to move to the next topic.

The beginning of the next topic is displayed in the Topic window.

Note: With the scroll bar, slider bar, **F7** or **F8** keys, and **PgUp** or **PgDn** keys, you can only move within the active chapter of a book. But with the **Next topic** and **Previous topic** push buttons, you can also move from one chapter to another.

5.8 Going to the Previous Topic

You can use the **Previous topic** push button in the Topic window to move backward quickly from topic to topic within a book. To move backward to a topic in your book, do the following:

1. Make the Topic window active.
2. Click on the **Previous topic** push button, or use **Tab** to move to it and press **Enter**. You can also press the minus (-) key to move to the previous topic.

The beginning of the preceding topic is displayed in the Topic window.

5.9 Retracing Your Path through Topics

Because you can easily move from topic to topic in BookManager READ/6000, sometimes you may lose track of where you were at some previous time in the session. **Retrace topic path** helps you return easily to the topic you saw last, even when you are not reading a book in sequential order.

Retrace topic path keeps track of topics in the order in which you looked at them, so you can return step by step to topics you viewed earlier.

To retrace your path, do the following:

1. Click on **Retrace topic path** push button in the Topic window, or use **Tab** to move to it and press **Enter**. The last topic you viewed is displayed in the Topic window. You can also press **R** to retrace the topic path.
2. Repeat the previous step until you return to the topic that you want to review.

5.10 Viewing a List of Topics Seen

The Topics seen list window displays a list of topics that you have viewed since you opened the book or last cleared the list during the active session. The last topic you view appears first on the Topic seen list. For example:

If you view topics in the following order:

- 1.2 Printing One Topic
- 1.3 Printing More than One Topic
- 1.4 Printing a Selected Area of Text

The Topics seen list appears as follows:

- 1.4. Printing a Selected Area of Text
- 1.3 Printing More than One Topic
- 1.2 Printing One Topic

Subtopics

- 5.10.1 Viewing the List
- 5.10.2 Clearing the List

5.10.1 Viewing the List

To view the list of topics seen in the active book, do the following:

1. Click on **Topics seen list** on the **GoTo** pull-down in the Topic window, or select it and press **Enter**. The Topics seen list window is displayed with a list of topics that begins with the most recently seen topic (see Figure 26). You can page or scroll through this list.

PICTURE 26

Figure 26. Topics Seen List Window

2. When you find a topic you want to review, do the following:
 - With the mouse, double-click on the topic heading.
 - With the keyboard:
 - a. Use the arrow keys to move to the topic heading.
 - b. Press **Enter**.

With either method, the selected topic is displayed in the Topic window. The Topics seen list window remains open, although fully or partially hidden by the Topic window.

5.10.2 Clearing the List

To clear the Topics Seen List and start a new list of topics seen:

1. Click on the **Clear** push button in the Topics seen list window, or use **Tab** to move to it and press **Enter**. A message window is displayed asking you to confirm your request to clear the list.
2. Click on the **Yes** push button, or use **Tab** to move to it and press **Enter**.

The window is refreshed, and a new list of topics seen is started, beginning with the current topic.

5.11 Using List Windows

In addition to the Topics Seen List, you can use the Revisions, Search Results, and Margin Notes List windows to move through a book. For information on these windows, see "Viewing Revisions" in topic 11.0, "Search Results Window" in topic 6.2.6, and "Listing and Viewing Margin Notes" in topic 7.4.

5.12 Using Cross-Reference and Hypertext Links

Hypertext or cross-reference links in online books resemble cross-references and footnotes in printed books. Each of them refers to other places in a book.

If the text of your book contains references to other parts of the book, BookManager BUILD automatically creates a link between the cross-reference and the referenced book part. For example, if the topic you are viewing refers to a figure in another topic, you may want to view the figure before continuing with the current topic. Cross-reference links let you go to that figure and then return easily to where you selected the cross-reference.

Cross-reference links are created for most of the commonly referenced items in books, such as topic headings, figures, tables, lists, and footnotes. You usually move to the actual location of the referenced item.

To make online information more accessible, a book's author may create additional hypertext links to associate material in a book. Such links can help you move through a book to view related material.

A hypertext or cross-reference link has two parts: a source and a target. The source of a link is the word or words indicating a cross-reference or other link the book's author created, or it can be a footnote's reference symbol. Examples of sources for cross-references are phrases such as the following:

See Figure 9.

or

See "Getting Extended Help in Windows" on page 34.

To indicate that a word, phrase, or symbol is the source of a hypertext or cross-reference link, it appears in a box in a different color or shade. You can change this color by selecting the **Set Colors** option on the **Options** pull-down. Refer to "Customizing Colors" in topic 12.0 for more information on how to change colors. The target of a link is the text that the cross-reference or other link refers to. Also, the target can be a footnote symbol. You can also use the arrow keys to move the cursor to the cross-reference link and press **Enter**.

Subtopics

5.12.1 Going to the Target of a Link

5.12.2 Returning to the Previous Link or Reference

5.12.1 *Going to the Target of a Link*

To go to the target of a hypertext or cross-reference link, double-click on the emphasized reference word, phrase, or footnote symbol in the text. You can also use the arrow keys to move the cursor to the cross-reference link and press **Enter**.

The target of the link (the topic, figure, table, list, footnote, or other material that is referenced) is displayed in the Topic window. For example, suppose that a part of the text in topic 1.2 says:

See "**File Servers**" in topic 1.2.2 for more information.

To go to topic 1.2.2, double-click anywhere on the emphasized words "**File Servers**" in topic 1.2.2. BookManager READ/6000 immediately takes you to topic 1.2.2. After you view topic 1.2.2, click on the **Previous topic** push button, or use **Tab** to move to it and press **Enter**. BookManager returns you to topic 1.2.

5.12.2 Returning to the Previous Link or Reference

After viewing referenced information (including footnotes), you may want to return to the source of the hypertext or cross-reference link where you originally began.

To return to the source of a link, click on **Previous link or reference** push button in the Topic window, or use **Tab** to move to it and press **Enter**. You can also press the letter **U** key to return from a link.

The topic you were reading before you selected the source of the link is displayed in the Topic window.

5.13 Going to the Location of the Closing Bookmark

Use the closing bookmark before leaving a book to check the current location of the closing bookmark. You can also use the closing bookmark when you open a book to return to the last topic you viewed.

To move to the bookmark's location, click on **Closing bookmark** on the **GoTo** pull-down in the Topic window, or move to it and press **Enter** (see Figure 24 in topic 5.6). In the Topic window, the topic containing the bookmark is displayed at the bookmark's current location. When **Closing bookmark** is an unavailable choice on the pull-down, the book does not have a bookmark.

6.0 Searching for Information

BookManager READ/6000 lets you search quickly and easily for words or phrases in online books. You can search a group of books in bookshelves, an individual book, or a topic in a book. Bookshelf searches are performed from the Bookshelf window, book searches from the Topic window, and topic searches from the Table of Contents window.

At the end of a bookshelf search, the books in which search matches were found are indicated in the Bookshelf window by special search match icons. With this information, you can open the appropriate book and display the search results for that book.

Note: In this topic, each time you are instructed to move to a push button by using **Ctrl + Tab**, it is assumed you are starting from the search text entry area. If you are moving to a push button from another push button, use **Tab** to move to the push button.

Subtopics

- 6.1 Setting Up a Search
- 6.2 Using the Search Options Window
- 6.3 Searching a Bookshelf

6.1 *Setting Up a Search*

With a book search, you can specify how the search results are displayed. You can request topics in which search matches were found or list the matches by importance and then display these matches in the Topic window. Or, if you prefer, you can bypass the search results list and go directly to the Topic window and display the matches.

You can also search a specific topic and display the results in the Topic window.

Subtopics

- 6.1.1 Searching a Book
- 6.1.2 Searching a Topic in a Book
- 6.1.3 Entering Words and Phrases

6.1.1 Searching a Book

To search the entire book, do the following:

1. Select **Search book** from the **Search** pull-down in the Topic window. See Figure 27 in topic 6.1.2 for a sample **Search** pull-down.
2. Type a search word or phrase in the **Search word or phrase** entry area in the Search Book window. See Figure 28 in topic 6.1.2 for a sample Search Book window.

You can select one or all of the following options:

- a. Do a word check.
 - b. Retrieve the last search.
 - c. Change the wildcard character.
 - d. Change the search options.
3. Click on the **Search** push button, or move to it using **Ctrl + Tab** and press **Enter**.

6.1.2 Searching a Topic in a Book

If you want to search a specific topic instead of the entire book, do the following:

1. Select the topic you want to search from the Table of Contents window.

Note: The only topics in the Table of Contents that cannot be searched are Contents, Index, Figures, and Tables.

2. Select the **Search topic** push button from the Table of Contents window, or use **Tab** to move to it and press **Enter**.
3. Type a search word or phrase in the **Search word or phrase** entry area in the Search Topic window.
4. Click on the **Search** push button, or move to it using **Ctrl + Tab** and press **Enter**.

For more information on how to search a topic, see "Using the Search Topic Window" in topic 6.2.7.3.

PICTURE 27

Figure 27. Search Pull-Down in the Topic Window

PICTURE 28

Figure 28. Search Book Window

6.1.3 Entering Words and Phrases

The first step in using the Search Book or Search Topic window is to type the words or phrases you want to find in the entry area. In the Search Book window, the entry area is under the heading **Search words and phrases**. In the Search Topic window, the entry area is under the heading **Search topic**. Each separate word or phrase for which you want to search must start on a new line. You can also insert the contents of the AIX clipboard into this area (see "Pasting from the Clipboard" in topic 9.4).

Your location in the book, that is, whatever topic you display in the Topic window, does not affect the results of your search. The only exception occurs when you use the **Find next** push button. With **Find next**, your search begins with the active topic and continues to the end of the book. See "Using the Find Next Push Button" in topic 6.2.7.1.

Subtopics

- 6.1.3.1 How to Enter Words and Phrases
- 6.1.3.2 Using Special Characters in Words and Phrases
- 6.1.3.3 Setting the Search Wildcard Character
- 6.1.3.4 Using Word Check to Search for Alternative Words

6.1.3.1 How to Enter Words and Phrases

To specify search words or phrases, do the following:

1. In the search word entry area, in either the Search book or Search topic window, type a search word or phrase. For example, type:

Network rings

2. If you want to search for more than one word or phrase, press **Enter** to go to the next entry line.

Figure 28 in topic 6.1.2 provides an example of multiple entries. When you specify more than one line of search information, BookManager READ/6000 searches for an occurrence of any one of these entries. The maximum number of characters you may have in the entry area is 255. The limit for any single word is 60 characters. Each word or phrase must start on a new line.

Note: BookManager READ/6000 does not look at a heading's topic number when searching. For example, if you search for 1.0 and there is a topic with that number, it is not considered a search match. If 1.0 appears in the text of any topic, or if it appears in a cross-reference, it will be found.

6.1.3.2 Using Special Characters in Words and Phrases

There are two special characters that you can type as part of the search: a space (blank) and a search wildcard character, usually an asterisk (*). These characters have special meanings:

- A space in what you type matches any number of spaces in the book text. For example, *Network rings* matches *Network rings*, but not *Networkrings*.
- You can use the wildcard character in a word or phrase in either of two ways:
 - A single wildcard character to stand for any characters at the end of a word. For example, *Net** matches *Network*, *Networking*, and *Networks*.
 - One or more wildcard characters to stand for one or more intervening words in a phrase. Phrases that have one or more intervening words or no intervening words match. For example, *Network * rings* matches *Network sharing rings* (one intervening word) and *Network rings* (no intervening word).
- The wildcard character cannot be used to stand for characters either at the beginning of a word or within a word. For example, *Net*wks* or **works* yields no search matches, even if the word *Networks* exists in the searched book.
- If you specify exact matching (see "Selecting the Match Type" in topic 6.2.1), each separate wildcard character can substitute for only one intervening word in a phrase. If you specify fuzzy matching, a single wildcard character can substitute for several intervening words in a phrase.
- The special meaning of the asterisk restricts its use as part of the search word. For example, you cannot search for */** and expect to find only occurrences of a slash (/) followed by an asterisk. BookManager READ/6000 would find occurrences of a slash followed by any character. So, you may sometimes want to change the character used in a wildcard search, as described in "Setting the Search Wildcard Character" in topic 6.1.3.3.

6.1.3.3 Setting the Search Wildcard Character

The initial value for the search wildcard character is an asterisk. If you want to include the asterisk itself in a search (not as a wildcard), you can change the character used for the search wildcard to some other character.

To change the wildcard setting, do the following:

1. Click on **Search book** on the **Search** pull-down in the Topic window, or select it and press **Enter**. The Search book window appears.
2. Click on the **Wildcard character** entry area, or move to it using **Ctrl + Tab**. Delete the current search wildcard and type a new value for it. For example, delete * and type % to change the wildcard character from an asterisk to a percent sign.

This value stays in effect while the current book is open. When you close the book, the wildcard character is set back to an asterisk. To change the value, repeat the procedure.

Note: Changing the BookManager READ/6000 search wildcard character does not affect the wildcard character setting for AIX.

6.1.3.4 Using Word Check to Search for Alternative Words

If you are not certain how a search word is spelled in the active book, you can do a word check to look for alternative spellings.

For example, suppose you want to search for the name *Smyth* in your book, but you are not sure of the spelling. You want the search matches that you get from this search to be exact, both for case (capitalization) and spelling.

If the only spelling of the name you can think of is *Smith*, you can begin by doing a word check on this form of the name. When the word check is completed, BookManager READ/6000 provides a list of words in the book that are similar in spelling to *Smith*. One of the words is *Smyth*, which you recognize as the one you need.

To do a word check, do the following:

1. In the **Search words and phrases** entry area in the Search book window, type or select the word that you want to check. You can do this in either of the following ways:
 - If the entry area does not contain the word you want to check, type the single word that you want to check. If the entry area already contains words, type the new word at the bottom of the list.
 - If the entry area already contains the word that you want to check:
 - With the mouse: Double-click on the word.
 - With the keyboard: Press **Tab**, if necessary, to move to the entry area. Use the arrow keys to move to the desired word. Press the **Spacebar** to select the word. Press **Enter**.
2. Click on the **Word check** push button, or use **Ctrl + Tab** to move to it and press **Enter**. If BookManager READ/6000 finds other spellings, the Word Check window appears (see Figure 29). In this case, continue to step 3. If not, a message window appears stating that no alternative words were found. Click on the **OK** push button to remove the message, or use **Tab** to move to it and press **Enter**.

PICTURE 29

Figure 29. Word Check Window

3. In the Word Check window, the selection list displays the original word if it appears in the book and alternative words in the book that have a similar spelling.
4. If you want to replace the selected word in the Search book window with one of the alternative words, do one of the following procedures:
 - Double-click on the desired word in the Word Check window's selection list.
 - Use the arrow keys to move to the desired word. Press the **Spacebar** to select the word. Press **Enter**.
 - Select the desired item by clicking on it or moving to it with the arrow keys and pressing the **Spacebar**. Click on the **Replace** push button or use **Tab** to move to it and press **Enter**.

The Word Check window closes, and the selected word appears under **Search words and phrases** in the Search book window.

Note: When you use the Work Check window during a topic search, the entire book is searched.

6.2 Using the Search Options Window

At times, you may want to change the search options from their preselected (default) choices. The search options include:

Match type Whether the program looks for exact matches or for variations in the spelling, punctuation, and capitalization of the search words and phrases you provide.

Show results How the topics with search matches are shown and in what order.

The following sections explain these options.

Subtopics

- 6.2.1 Selecting the Match Type
- 6.2.2 Selecting Show Results
- 6.2.3 Changing the Search Options
- 6.2.4 Performing the Search
- 6.2.5 Viewing Your Search Results
- 6.2.6 Search Results Window
- 6.2.7 Bypassing the Search Results Window
- 6.2.8 Setting Search Match Emphasis
- 6.2.9 Retrieving a Previous Search

6.2.1 *Selecting the Match Type*

Select one of the following match types:

- Fuzzy
- Exact, any case
- Exact, including case.

The following sections describe these three types of searches.

Subtopics

- 6.2.1.1 Fuzzy
- 6.2.1.2 Exact, Any Case
- 6.2.1.3 Exact, Including Case

6.2.1.1 Fuzzy

A fuzzy search lets you find all occurrences of a word in any form. Use this when you want to look for a particular word or phrase, and do not care about plurals, case (capitalization), tenses, or punctuation. This is the type of search you would usually do, and it is the preselected (default) choice.

For example, in a fuzzy search:

- A word matches any other word that shares the same language root: *party* matches *parties* and *is* matches *are* and *be*. The only exception to this rule concerns the use of a wildcard character to stand for unknown letters at the end of a word: *parti** matches *parties* (and *partisan* and every other word that starts with *parti*) but does not match *party*.
- A period followed by spaces matches any sentence delimiter: *house.* matches *house.*, *house*, and *house!*.
- A multiple-word phrase matches any text that contains all of the important terms: *the white house* matches *white house* and *house which is white*, but not *the blue house* or *the white elephant* or *white*.

6.2.1.2 *Exact, Any Case*

An exact, any case, search locates matches that differ only in capitalization. Use this type of search when you know the exact word or phrase you are looking for, but do not care how it is capitalized. For example, enter *radar* to find all occurrences of the word in any of these forms: *radar*, *Radar*, *RADAR*. Or enter *the white house* to find *the white house* and *the White House*, but not *white house*.

6.2.1.3 *Exact, Including Case*

An exact, including case, search locates only what you type. Exceptions are not made for differences in capitalization or punctuation. Use this type of search when you want to find specific occurrences of the search word or phrase. For example, if you want to find occurrences of the abbreviation for the state of Maine, you would enter *ME*. This search would not find the word *me*.

6.2.2 Selecting Show Results

The following options determine how your search results are displayed:

- Listed by importance
- Listed by topic number
- Emphasized in text.

If you select either of the first two options, you view the Search Results window before you see the search matches themselves. This window lists all topics in the book in which matches were found. If you select **Emphasized in text**, you bypass the Search Results window and view the search matches directly in the Topic window. A message appears telling you the matches are emphasized and returns you to the Topic window so that you can view them.

Subtopics

- 6.2.2.1 Listed by Importance
- 6.2.2.2 Listed by Topic Number
- 6.2.2.3 Emphasized in Text

6.2.2.1 Listed by Importance

If you select **Listed by importance**, BookManager READ/6000 arranges the results in order of probable importance, so that the ones most likely to be helpful are listed first. This is the preselected choice. The Search Results window appears with the **Show with Best Match** push button field at the bottom of the window.

BookManager READ/6000 determines the likely importance of a search match based on the following factors (listed in order of decreasing importance):

- Location.** Matches are likely to be of greater value if they are in certain parts of the book. Matches found in the Index are ranked highest, followed by matches in headings, and then in the text.
- Frequency.** Topics with the most matches are ranked highest. When there is more than one search word or phrase, the frequency also depends on how many words or phrases match.
- Exactness.** Exact matches, including exact capitalization of letters, are ranked highest. Matches that differ only in capitalization of letters receive the next ranking, followed by matches that share the same root.
- Distinctiveness.** Matches for words or phrases that are in only a few topics in the book receive a higher ranking than matches that are widely distributed throughout the book. For example, if you are searching for the word *networks* and the phrase *token ring networks*, matches for the phrase *token ring networks* would have a higher ranking than matches for the word *networks*, because *networks* would not select topics as distinctively as *token ring networks*.
- Sequence similarity.** Multiple-word phrases are ranked according to their closeness to the search phrase. For example, a search for *the big white house* might rank occurrences as follows:
 1. *the big white house* (four words match)
 2. *the big ugly white house* (four words match, plus one insertion)
 3. *big white house* (three words match)
 4. *white house* (two words match)
 5. *house white* (two words match, in reverse order).

6.2.2.2 *Listed by Topic Number*

If you select **Listed by topic number** all the topics in which your search words or phrases are found are listed in the numerical sequence in which they appear in the book, without ranking by importance. The Search Results window appears with the **First Match** push button at the bottom of the window.

6.2.2.3 *Emphasized in Text*

If you select **Emphasized in text** in the Search Options window, the Search Results window is not displayed. After a message appears telling you that the search matches are emphasized (displayed in a different color or shade), the system returns to the Topic window. Use the **Next match** and **Previous match** push buttons at the bottom of the Topic window to view each match.

6.2.3 Changing the Search Options

If you want to change the preselected search options, do the following:

1. Click on the **Options** push button in the Search book window, or use **Ctrl + Tab** to move to it and press **Enter**. The Search Options window appears (see Figure 30).
2. Under **Match type**, select the type of search:
 - Fuzzy
 - Exact, any case
 - Exact, including case.
3. Under **Show results**, select the type of search results you want to display:
 - Listed by importance
 - Listed by topic number
 - Emphasized in text.
4. Click on the **Set** push button, or use **Tab** to move to it and press **Enter**.

PICTURE 30

Figure 30. Search Options Window

The selected options are set for the search, and the Search Options window closes. When the search is complete, the settings return to the previous search that was made during the current book session. When you exit the book, the settings return to the preselected (default) search options.

6.2.4 Performing the Search

After you have entered the search words or phrases and you are satisfied with the selection of search options, you can process the search.

To process a search, click on the **Search** push button in the Search book window, or use **Ctrl + Tab** to move to it and press **Enter**. BookManager READ/6000 performs the search and displays the results in the selected format.

Note: If you want to view only the next occurrence of a search word or phrase rather than a list in the Search Results window, see "Using the Find Next Push Button" in topic 6.2.7.1.

6.2.5 Viewing Your Search Results

Depending on the options selected, BookManager READ/6000 displays the results of your book search in either:

- Search Results window. The results appear here if you selected **Listed by importance** or **Listed by topic number** on the Search Options window. The Search Results window allows you to display in the Topic window any topic with search matches. See Figure 31 for an illustration of the Search Results window.
- Topic window. The results appear here if you selected **Emphasized in text** on the Search Options window. The Topic window displays the last topic that was active before the search. To see the first search, use the **Next match** or **Previous match** push buttons in the Topic window.

With either of these formats, all search matches are emphasized in the Topic window. The search matches remain emphasized until you initiate another search, or until you use the Search Results window of another search and move to one of its matches.

PICTURE 31

Figure 31. Search Results Window

6.2.6 Search Results Window

The Search Results window lists the matches to the search words and phrases you requested in order of importance or sequentially by topic number.

The **Search results** field contains the search word or the first few words of the search phrase. Use this field to identify a particular search during the time the book is active. Under the **Search results** field is the number of topics found with matches. Next is a list of the topics in which matches were found. Each item in the list shows the topic number or identifier and the topic heading.

Subtopics

- 6.2.6.1 Displaying the Best Matches
- 6.2.6.2 Displaying the First Matches
- 6.2.6.3 Going to a Search Match

6.2.6.1 Displaying the Best Matches

If you selected **Listed by importance** on the Search Options window, up to 200 search topics can be displayed. The Search Results window lists the topics in order of importance and has plus icons (+) to the left of the topic numbers and identifiers.

To display the first line of text in a topic that has a match, do one of the following:

- Click on the **Show with best match** push button or use **Tab** to move to it and press **Enter**.
- Double-click on the plus (+) icon.

The icon changes to a minus (-). The first line of text appears.

To view just the topics headings again, do one of the following:

- Click on the **Show topic only** push button or use **Tab** to move to it and press **Enter**.
- Double-click on the minus (-) icon.

The icon changes to a plus (+) icon. Use the one of these methods to move between showing topics only and showing topics with lines of text.

6.2.6.2 Displaying the First Matches

The **Show with first match** push button appears if you selected **Listed by topic number** on the Search Options window. The Search Results window lists the topics in numerical sequence in which they appear in the book.

To display the first line of text associated with each topic number, do one of the following:

- Click on the **Show with first match** push button or use **Tab** to move to it and press **Enter**.
- Double-click on the plus (+) icon.

The icon changes to a minus (-). The first line of text appears under each topic number.

To view just the topics headings again, do one of the following:

- Click on the **Show topic only** push button or use **Tab** to move to it and press **Enter**
- Double-click on the minus (-) icon.

The icon changes to a plus (+) icon. Use the one of these methods to move between showing topics only and showing topics with the first line of text.

6.2.6.3 Going to a Search Match

To view a topic that has a search match listed in the Search Results window do one of the following:

1. Click the desired topic on the list, then click on the **Go to** push button or use **Tab** to move to it and Press **Enter**.
2. Double-click on the desired topic.

The topic appears in the Topic window with all search matches emphasized. If you do not see the first match, you may need to scroll down through the text.

To move to the next match in the topic, click on the **Next match** push button in the Topic window or use **Tab** to move to it and press **Enter**. You can also press the asterisk (*) to move to the next match.

If you want to review a search match that appeared previously in the book, click on the **Previous match** push button in the Topic window or use **Tab** to move to it and press **Enter**. You can also press the slash (/) to move to the previous topic.

A check mark appears in the Search Results window to the left of each topic seen. This helps you to keep track of topics already viewed.

After you finish viewing the search matches, you can close the Search Results window or let it remain open for later use.

6.2.7 Bypassing the Search Results Window

There are three ways to bypass the Search Results window to go directly to the Topic window when performing a search and viewing the resulting search matches:

- Using the **Find next** push button in the Search book window
- Selecting **Emphasized in text** in the Search Options window before performing the search
- Using the **Search topic** push button from the Table of Contents window.

With either method, after the search is completed, the search matches are emphasized in the Topic window.

Subtopics

- 6.2.7.1 Using the Find Next Push Button
- 6.2.7.2 Using the Emphasized in Text Option
- 6.2.7.3 Using the Search Topic Window

6.2.7.1 Using the Find Next Push Button

The **Find next** push button in the Search book window provides another method of searching for words and phrases. With this method, BookManager searches the book for matches. If any search matches are found, the line containing the first match in the searched area appears as the top line of the Topic window.

To use the **Find next** push button to search for words and phrases, do the following:

1. Follow the procedures described in "How to Enter Words and Phrases" in topic 6.1.3.1 to enter the search words and phrases for which you want to search.
2. Click on the **Find next** push button in the Search book window, or use **Ctrl + Tab** to move to it and press **Enter**. A message window is usually displayed telling you either:
 - The search is complete. The matches are emphasized in the Topic window.
 - No matches were found.
3. Click on the **OK** push button, or use **Tab** to move to it and press **Enter**. The message window closes. If any search matches are found, the line containing the first match in the searched area appears as the top line in the Topic window. This match and any following matches are emphasized in the text.
4. Use the **Next match** and **Previous match** push buttons at the bottom of the window to view other search matches.

6.2.7.2 Using the Emphasized in Text Option

Use **Emphasized in text** on the Search Options window to go directly to the Topic window to view search matches.

To use **Emphasized in text** do the following:

1. Follow the procedures described in "How to Enter Words and Phrases" in topic 6.1.3.1 to enter the search words and phrases for which you want to search.
2. Follow the procedures in "Changing the Search Options" in topic 6.2.3 for entering the scope and type of search.
3. Under **Show results** on the Search Options window, select **Emphasized in text**.
4. Click on the **Set** push button, or use **Tab** to move to it and press **Enter**. The chosen options are set for this search and the Search Options window closes.
5. Click on the **Search** push button in the Search book window, or use **Tab** to move to it and press **Enter**. A message window is usually displayed telling you either:
 - The search is complete. The matches are emphasized in the Topic window.
 - No matches were found.
6. Click on the **OK** push button, or use **Tab** to move to it and press **Enter**. The message window closes. The Topic window displays the topic that was active when you began the search, whether or not it contains a match. All matches are emphasized in the text.
7. Use the **Next match** and **Previous match** push buttons at the bottom of the window to move between search matches.

6.2.7.3 Using the Search Topic Window

If you use the Search Topic window, the first word or phrase for the selected topic with a match appears in the Topic window.

To use the Search Topic window, do the following:

1. Activate the Table of Contents window.
2. Click on the topic you want to search, or move to it with the arrow keys press **Enter**.

Note: The only topics in the Table of Contents that cannot be searched are Contents, Index, Figures, and Tables.

3. Click on the **Search topic** push button in the Table of Contents window or move to it with the **Tab** and press **Enter**. The Search Topic window appears (see Figure 32).

The topic you selected from the Table of Contents appears in the Search Topic field. You cannot change the entry in this field.

4. Type the word or phrase for which you want to search in the entry area under the Search Topic field. See "How to Enter Words and Phrases" in topic 6.1.3.1 for more information on how to do this.
5. If you want to, select the **Word check** or the **Retrieve** push buttons, or change the wildcard character.

Note: When you use the Word Check window during a topic search, the entire book is searched. Word check is discussed in "Using Word Check to Search for Alternative Words" in topic 6.1.3.4.

Retrieve is discussed in "Retrieving a Previous Search" in topic 6.2.9. Changing the wildcard character is discussed in "Setting the Search Wildcard Character" in topic 6.1.3.3.

6. Click on the **Search** push button, or use **Ctrl + Tab** to move to it and press **Enter**. The Topic window appears and the first match is emphasized in the text.
7. Use the **Next match** and **Previous match** push buttons in the Topic window to move between search matches.

PICTURE 32

Figure 32. Search Topic Window

The **Search topic** push button in the Table of Contents window becomes an unavailable choice when a topic search is in progress. To search another topic, begin the search topic procedure again.

6.2.8 Setting Search Match Emphasis

Using **Emphasize matches** in the **Search** pull-down turns the highlighting in the Topic window off and on. Initially, there is a check box next to **Emphasize matches** indicating that highlighting is on.

If you turn search match emphasis off before a search, all topics with search matches are still listed in the Search Results window by importance or by topic number, depending on your selection. But in the Topic window, they are not emphasized.

To turn off search match emphasis, click on **Emphasize matches** on the **Search** pull-down in the Topic window, or select it and press **Enter** (see Figure 27 in topic 6.1.2). Search matches are no longer emphasized in the Topic window.

To restore search match emphasis, repeat the above procedure.

6.2.9 Retrieving a Previous Search

To retrieve search words and phrases and options used in a previous search of the same book, do the following:

1. In the Search book window click on the **Retrieve** push button, or use **Ctrl + Tab** to move to it and press **Enter**. The search words and phrases, and wildcard characters from the last search are displayed under **Search words and phrases**. The options set for that search are not retrieved.
2. If you want the search words and phrases from an even earlier search of the book, repeat the previous step until the desired set of words and phrases appears.

After words and phrases from the previous search are displayed, you can add to or change any of them, or you can keep them unchanged. Then perform the search using any of the methods described in the preceding topics.

Note: Up to 10 sets of previous search words or phrases per book and their options are saved for retrieval, if you have not closed the book in which you did the original search. When you close a book, its search words and phrases are not saved. If you open another book without closing the first book, the search words and phrases are saved and retrieved separately for the new book.

6.3 Searching a Bookshelf

When you search a bookshelf, you can search all or only some of the books in the bookshelf. At the end of the search, the books in which search matches were found are indicated in the Bookshelf window by special icons. This search match icon resembles a regular book icon with a magnifying glass on top of it.

The books listed in the Bookshelf window can include just those books with search matches or all the books in the current list. When you list all the books, the books without search matches or the books not included in the search display regular icons without a magnifying glass.

When you open any of the books with search matches the **Show results** option is active. The results of the search are automatically displayed in the Search Results window for that book (see "Using Show Results and Hide Results for Setting Search Match Icons" in topic 6.3.5 for more information about **Show results**).

There are three primary differences between bookshelf and book searches:

- Bookshelf searches provide fuzzy matching only.
- All bookshelf searches are performed with the **Search** push button in the Search Bookshelf window. In the Search book window, you can use either **Find next** or **Search**.
- The results of the two types of searches are displayed differently. The results of a bookshelf search are indicated in the Bookshelf window by search match icons for all books in which search matches were found. The results of a book search are shown in a separate Search Results window as a list of topics with search matches or in the Topic window as emphasized search matches within the text.

The topics that follow explain how to perform a bookshelf search and how the results of the search can be displayed. But first, let us consider the value of the bookshelf search index as an aid in bookshelf searches.

Subtopics

- 6.3.1 Understanding the Bookshelf Search Index
- 6.3.2 Using Word Check to Search for Alternative Words
- 6.3.3 Retrieving a Previous Bookshelf Search
- 6.3.4 Performing a Bookshelf Search
- 6.3.5 Using Show Results and Hide Results for Setting Search Match Icons

6.3.1 Understanding the Bookshelf Search Index

BookManager READ/6000 uses a file called the bookshelf search index to increase the speed with which bookshelf searches can be performed. Although bookshelves you create using BookManager READ/6000 do not have a search index, you can create a search index for a bookshelf by using the BookManager host computer build product.

Unlike the index for an individual book that appears in the Index window (the "back-of-the-book" index), the bookshelf search index is not displayable on your workstation. It is used only by BookManager READ/6000 in bookshelf searches. The presence of a back-of-the-book index for a book does not necessarily mean that the book is included in any bookshelf search index.

A bookshelf and its search index are in separate files. The bookshelf and its search index usually have the same file name but different file extensions. The file extension is *.bki* for the search index and *.bks* for the bookshelf. When a bookshelf has a search index, the file name of the search index appears in the **Search index** area of the Bookshelf Description window. If you have displayed a Book Description window from a Bookshelf window, the **In search index** area specifies whether the book is included in that bookshelf's search index.

Sometimes a book can be in a bookshelf, but not be included in the search index for that bookshelf. This may occur when you add a book to a bookshelf after its search index was created. You can search books that are not in the bookshelf search index. However, the books that are in the search index are searched faster.

Sometimes, a bookshelf search index may include books that are not on your system; for example, a prebuilt bookshelf and index you receive from someone else. The index lets you search the bookshelf for words and phrases in books you do not have. If you find that the information in those books is relevant to your needs, you may decide to obtain them.

6.3.2 *Using Word Check to Search for Alternative Words*

The word check function for bookshelves is very similar to that for books. You can use it when you are not certain how a search word is spelled in the books you are searching. See "Using Word Check to Search for Alternative Words" in topic 6.1.3.4 for more information about the function.

What distinguishes word check for bookshelves from that for books is that word check applies only to bookshelves that have a search index. Therefore, if a bookshelf has no search index, **Word check** is an unavailable choice. If you use word check in a bookshelf that contains nonindexed books, only the words in books that are included in the search index are checked.

To do a word check, follow the procedures described in "Using Word Check to Search for Alternative Words" in topic 6.1.3.4. The only difference is that you start from the Search Bookshelf window, rather than the Search book window.

6.3.3 Retrieving a Previous Bookshelf Search

Retrieving a previous bookshelf search is very similar to retrieving a previous book search. The function allows you to retrieve from a previous search of the same bookshelf all search words and phrases, and the options chosen for the display of search results.

"Retrieving a Previous Search" in topic 6.2.9 explains how to use this function for books. There are only two differences when using the function for bookshelves. In retrieving a previous bookshelf search:

- You start from the Search Bookshelf window.
- The options for the display of search results are provided in the Search Bookshelf window, rather than in a separate window for search options.

6.3.4 Performing a Bookshelf Search

To set up bookshelf search, do the following:

1. In the Bookshelf window, select the names or icons of the books you want to search. If no books are selected, every book in the current list is searched.

If you want to search every book in the bookshelf, make sure that all of the bookshelf's entries are displayed (you can use **All** on the **View** pull-down to do this; see "Displaying All Entries" in topic 4.7.2.1 for instructions). Then select all the items in the list. "Using the Mouse on Selection Lists" in topic 2.8.5 and "Using the Keyboard on a Selection List" in topic 2.10.1 explain the methods for making both single and multiple selections.

2. Click on **Search bookshelf** on the **Search** pull-down, or select it and press **Enter** (see Figure 33). The Search Bookshelf window appears (see Figure 34).

PICTURE 33

Figure 33. Search Pull-Down in the Bookshelf Window

PICTURE 34

Figure 34. Search Bookshelf Window

The **Number of books to be searched** area indicates the number of books to be searched from the current list.

3. Under **Search words and phrases** in the Bookshelf search window, type the words or phrases for which you want to search. For example, type:

Getting Help
Extended Help

To search for more than one word or phrase, as in the example, press **Enter** after each word or phrase to start a new line. The restrictions on the number and length of words and phrases in a bookshelf search are the same as for a book search (see "How to Enter Words and Phrases" in topic 6.1.3.1). Also, you can use the search wildcard character when entering words and phrases (see "Using Special Characters in Words and Phrases" in topic 6.1.3.2 for more information about the wildcard character).

4. The toggle buttons under **Search Results** offer the following options for the display of search results in the Bookshelf window:
 - Both toggle buttons are selected: Only entries for books with search matches are displayed, and they are arranged in order of search results importance. If you select these toggle buttons, the books are arranged in order of decreasing importance, with the most important first (see "Listed by Importance" in topic 6.2.2.1 for more information about this type of arrangement). This is the preselected choice.
 - Only the **Sort books by search results importance** toggle buttons selected: The entries for all books in the current list are displayed, and they are arranged in order of search results importance. Those books not included in the search are listed below the searched books, immediately following the books in which no matches were found.
 - Only the **Include only books with search matches** toggle button selected: Only entries for books with search matches are displayed, and they are arranged in the same order as before the search was performed.
 - No toggle buttons selected: All selected books are searched. The entries for all books in the current list are displayed, and they are arranged in the same order as before the search was performed.

Make sure to select the toggle buttons that give the results you want. If not, click on each toggle button, or move to each and press the **Spacebar**, to select or deselect them as necessary. See "Selecting Toggle Buttons with the Mouse" in topic 2.8.6, or "Selecting Toggle Buttons with the Keyboard" in topic 2.10.2.

5. Click on the **Search** push button, or use **Ctrl + Tab** to move to it and press **Enter**.

The search results are displayed as specified in the Bookshelf window. Instead of the regular book icon, books with search matches are shown with the search match icon. If you are searching more than 50 books, a message appears telling you that the search results may take a long time to display. If you want to continue the search, click on the **Yes** push button, or use **Tab** to move to it and press **Enter**.

Note: Matches may be shown for books that you do not actually have on your system, if they are included in both the bookshelf and its search index (see "Understanding the Books and Bookshelves Window and the Bookshelf Window" in topic 4.1 and "Understanding the Bookshelf Search Index" in topic 6.3.1 for more information).

6.3.5 Using Show Results and Hide Results for Setting Search Match Icons

Show results and **Hide results** on the **Search** pull-down allow you to turn on or off the display of search match icons in the Bookshelf window. After you perform a bookshelf search and the search match icons are displayed, you can use **Hide results** to return your view of the list to show only regular book icons. If you want to see the search match icons again, it is not necessary to perform the search again, use **Show results**.

To turn off the display of search match icons in the Bookshelf window, click on **Hide results** on the **Search** pull-down, or select it and press **Enter**. In the Bookshelf window, all search match icons for books are changed to regular icons. On the **Search** pull-down, **Hide results** becomes an unavailable choice, indicating that the results are hidden.

To restore the display of search match icons in the Bookshelf window, repeat the preceding procedure on **Show results**. All search match icons from the most recent search are again displayed in the Bookshelf window. On the **Search** pull-down, **Show results** becomes an unavailable choice, indicating that the results are shown.

If there have been no bookshelf searches, both **Show results** and **Hide results** are unavailable choices.

When **Show results** is in effect and you open a book that contains matches from a bookshelf search, the Search Results window for that book is automatically displayed within the Topic window. However, if you turn on **Hide results** after performing a bookshelf search, the Search Results window is not displayed when you open a book in which matches were found, nor are search matches emphasized in the Topic window.

7.0 Using Margin Notes

Margin notes in BookManager READ/6000 are similar to the notes you may write in the margins of a printed book. With the margin notes function, you can create, view, and change notes in a book. You can also display a list of your notes and discard any you do not want to keep.

Margin notes are saved in a file separate from the file that contains the book. A book can only have one note file per user. The margin note file name is the same as the book's file name. The file extension of a note file is the userid of the person who created the note. For example:

| | |
|---------------------|--|
| delta.boo | File name for the book |
| delta.userid | File name for the book's margin notes. |

Margin note files are located in the *.bkmgr* subdirectory. You can view notes created by other userids by changing the file extension of the note file to the userid whose notes you want to view. For more information on the *.bkmgr* subdirectory, refer to *IBM AIX BookManager READ/6000: Installation Planning and Customization*.

If you have note files from different sources for a book, you can combine them into one file by using the BookManager READ host computer product. To do this, begin by uploading to the host the note files you want to combine and then combine them there. The final step is to download the combined note file to your directory for online books. If you have an existing note file with the same name, either rename it or make a backup file. This prevents you from overwriting the existing note file with the new one.

The following sections guide you through each of the margin notes functions.

Subtopics

- 7.1 Creating Notes
- 7.2 Changing Notes
- 7.3 Discarding Notes
- 7.4 Listing and Viewing Margin Notes

7.1 Creating Notes

You can attach a margin note to either a topic heading or a line of text (including a table or a graphics reference link) in a book. Topic margin notes concern an entire topic, while line margin notes relate to a specific line of text within a topic.

To create a note, do the following:

1. If it is not already selected, select the desired topic heading or line for the note:
 - With the mouse: Click on any character in the desired topic heading or line of text in the Topic window.
 - With the keyboard: Position the cursor on any character in the desired topic heading or line of text in the Topic window.
2. Click on **Create note** on the **Notes** pull-down in the Topic window, or select it and press **Enter** (see Figure 35). The Note window is displayed (see Figure 36).

Create note is unavailable unless the Topic window is active with a line of text or a topic heading selected. It is also unavailable if a margin note already exists for the selected topic heading or line of text. To add to or change an existing margin note for a line or topic, see "Changing Notes" in topic 7.2.

PICTURE 35

Figure 35. Notes Pull-Down in the Topic Window

PICTURE 36

Figure 36. Note Window

3. Type your note in the entry area under the heading **Topic**. The number of lines you enter is limited only by the maximum size of the note file (about 800 lines). If you want to copy information from the BookManager clipboard into a note, refer to "Pasting from the Clipboard" in topic 9.4.

Note: When a margin note is saved, the program automatically wraps that part of any line exceeding 72 characters to the next line. This process makes horizontal scrolling unnecessary when you read the note later. However, if you copy from the BookManager clipboard into a note a character graphic or table that exceeds 72 characters in width, the graphic or table is broken at 72 on the right margin, resulting in a distortion of the original.

4. To save the note, click on the **Add** push button, or use **Ctrl + Tab** to move to it and press **Enter**.

The margin note is created and the Note window closes. A note icon is displayed in the Topic window to the left of the topic heading or line of text to which the note is attached. See Figure 37 for an example of a Topic window displaying note icons attached to a line and a topic.

PICTURE 37

Figure 37. Topic Window with Note Icons for Line and Topic

7.2 Changing Notes

The easiest way to change an existing line or topic margin note is to use the note icon. To change a note, do the following:

1. In the Topic window, double-click on the note icon of the margin note you want to change. The note icon is to the left of the line or the topic heading to which the note is attached. See Figure 37 in topic 7.1 for examples of note icons for both a line and a topic.

The Note window is displayed.

You can also display the Note window by using **Edit** on the **Notes** pull-down in the Topic window. To use **Edit**, click on the note icon or anywhere on the line to the right of the note icon. If you are using the keyboard, use the arrow keys to move the cursor to the note icon or its line. Then click on **Edit** on the **Notes** pull-down, or select it and press **Enter**. The Note window is displayed.

To use **List** to display the Note window, see "Listing and Viewing Margin Notes" in topic 7.4.

2. Edit the note in the entry area. To move the cursor, use the arrow keys. The **Enter** key creates a new line. With the **Ins** key, you can toggle between insert and typeover mode, allowing you either to insert characters or type over existing text. You can also use the **Del** and **Backspace** keys to delete unwanted characters.

To delete an entire block of text, follow the procedures explained in "Selecting Text in the Topic Window with the Mouse" in topic 2.8.9. Then press the **Del** key. The marked area is deleted.

3. When you are satisfied with the changes you have made, save the note. To save the note, click on the **Save** push button, or use **Ctrl + Tab** to move to it and press **Enter**.

BookManager READ/6000 saves the changes to the margin note and the Note window closes. The note icon is displayed in the same place as before in the Topic window.

7.3 Discarding Notes

BookManager READ/6000 allows you to discard margin notes. To delete a note by using the **Notes** pull-down in the Topic window, do the following:

1. In the Topic window, click on the note icon or on the line or topic heading to which the note you want to discard is attached. From the keyboard, use the arrow keys to move the cursor to the note icon or its line or topic heading.
2. Click on **Discard** on the **Notes** pull-down, or select it and press **Enter**. A message window is displayed, asking you to confirm your request to discard the margin note.
3. Click on the **Yes** push button, or use **Tab** to move to it and press **Enter**.

The selected margin note is discarded and the message window closes. In the Topic window, the note icon for this line or topic is removed.

Note: You can also discard a margin note by using the **Discard** push button at the bottom of either the Note window or the Margin Notes List window. To view the Note window, see step 1 of "Changing Notes" in topic 7.2. To view the Margin Notes List window, click on **List** on the **Notes** pull-down in the Topic window, or select it and press **Enter**.

7.4 Listing and Viewing Margin Notes

The Margin Notes List window allows you to view a list of the margin notes you have created, view or change a note, or view the topic to which a note is attached. When the notes are listed, only the first line of each note is displayed.

Subtopics

- 7.4.1 Displaying a List of Margin Notes
- 7.4.2 Layout of the Margin Notes List Window
- 7.4.3 Viewing a Margin Note
- 7.4.4 Viewing a Margin Note's Location in a Topic

7.4.1 *Displaying a List of Margin Notes*

To display a list of the margin notes attached to the active book, click on **List** on the **Notes** pull-down in the Topic window, or select it and press **Enter**.

The Margin Notes List window is displayed listing the margin notes for the active book (see Figure 38).

PICTURE 38

Figure 38. Margin Notes List Window

7.4.2 Layout of the Margin Notes List Window

The Margin Notes List window provides a list of all the margin notes attached to the active book. Below the selection list are push buttons for working with the notes.

Each row in the list represents a single margin note. The first column displays the number or identifier of the topic to which the note is attached. These topic identifiers are listed according to their order in the book. The second column describes the type of note, whether topic or line. The third column displays the first line of the note.

7.4.3 Viewing a Margin Note

To view a note, do the following:

1. In the Margin Notes List window, select the entry of the margin note you wish to view. If you double-click on the entry, you can bypass step 2.
2. Click on the **Go to note** push button, or use **Tab** to move to it and press **Enter**.

The Note window is displayed with the note. You can now view, change, or discard it.

7.4.4 Viewing a Margin Note's Location in a Topic

To view a topic and its attached note, do the following:

1. In the Margin Notes List window, select the desired note entry.
2. Click on the **Go to topic** push button, or use **Tab** to move to it and press **Enter**.

The topic to which the note is attached is displayed in the Topic window at the note's location. The Margin Notes List window is hidden, but remains open. A check mark to the left of a margin note's entry in the Margin Notes List window indicates that you have viewed that note's topic during the active session.

8.0 Viewing Pictures

As is the case with printed books, online books often contain illustrations. In an online book, illustrations that are not composed of text characters (character graphics) are displayed as images or graphics. These are called *pictures* in BookManager READ/6000.

The pictures themselves do not appear in the Topic window. Instead, in the Topic window, you see an emphasized picture number (for example, **PICTURE 3**) or name (for example, **PICTURE EILRJ49**) at the picture's location in the text. This picture number or name, called a *graphics reference link*, is emphasized in a different color or shade and is set off from the text on a separate line just above the figure title, if the figure has a title. See Figure 39 for an example of a graphics reference link. The reference link allows you to display the picture in a separate Picture window.

Note: Some online books show graphics reference links as sequential numbers following the word **PICTURE**; in other online books, the picture's file name follows the word **PICTURE**.

PICTURE 39

Figure 39. Example of a Graphics Reference Link in the Topic Window

Subtopics

- 8.1 Displaying a Picture
- 8.2 Using the Picture Window
- 8.3 Closing the Picture Window

8.1 Displaying a Picture

To display a picture in the Picture window, double-click on the graphics reference link (the emphasized picture number or name) of the picture you want to see. The picture is displayed in the Picture window.

To see the picture better, you can size the Picture window to make it appear larger or use the maximize icon to expand the window to its largest size. For sizing, see "Sizing Windows with the Mouse" in topic 2.8.13 for the mouse procedures and "Sizing Windows with the Keyboard" in topic 2.10.8 for the keyboard procedures. For minimizing and maximizing, see "Minimizing and Maximizing Windows with the Mouse" in topic 2.8.10 for the mouse procedures and "Minimizing and Maximizing Windows with the Keyboard" in topic 2.10.5 for the keyboard procedures.

When you maximize the Picture window, the picture is displayed in its full size as defined by the author, or the maximum that can be displayed in the window.

8.2 Using the Picture Window

The background color of each piece of artwork may be different depending on how the original artwork was produced. The default picture background is black. To change the background color from black to white click on the **Reverse background** push button or use **Tab** to move to it and press **Enter** (see Figure 40).

PICTURE 40

Figure 40. Example of a Picture Window

Each time you use the **Reverse background** push button, the background color reverses from that of the current color.

8.3 Closing the Picture Window

To close the Picture window, do one of the following:

1. Click on the **Cancel** push button, or use **Tab** to move to it and press **Enter**.
2. Select **Close** from the window menu button.
3. Press **Alt + F4**.

The Picture window closes and you return to the Topic window.

Note: If you prefer to minimize the Picture window rather than closing it, double click on the window menu button, then click on the minimize button or move to it and press **Enter**. You can also click on the minimize icon located in the upper left corner of the window. The maximum number of open Picture windows, including minimized ones, is five.

9.0 Copying from a Book

The copy function allows you to temporarily store information from your book to the X-Windows clipboard or a separate file. When you copy information to the clipboard, you can insert it into other windows, such as Search Book or Create Note. When you copy information to a file or the clipboard, you can use it for other applications you have on your system.

Subtopics

- 9.1 Copying a Selected Area of Text to the Clipboard
- 9.2 Copying a Topic to a File
- 9.3 Using the Copy or Print Window to Copy
- 9.4 Pasting from the Clipboard

9.1 Copying a Selected Area of Text to the Clipboard

To copy a selected area of text to the clipboard from the Topic window, do the following:

1. Move the cursor to where you want to start selecting text.
2. Hold down the left mouse button, and drag it over the text to where you want to end selecting text.
3. Release the mouse button.

The selected information is copied to the clipboard. You can copy a maximum of one screen of information at a time. For more information about marking text with the mouse, see "Selecting Text in the Topic Window with the Mouse" in topic 2.8.9.

No message is displayed to tell you the copy was successful. A message is displayed if the copy was not successful.

Note: Each time you copy information to the clipboard, it replaces existing information that was copied previously. Information remains in the clipboard until you exit the current BookManager READ/6000 session.

9.2 Copying a Topic to a File

Use the Copy or Print window to copy one or more topics to a file. There are two methods to access the Copy or Print window: From the **Copy or Print** push button on the Table of Contents window, and from the **Copy or Print** choice on the **Services** pull-down in the Topic window. See "Using the Copy or Print Window to Copy" in topic 9.3 for more information on how to use the Copy or Print window.

Subtopics

9.2.1 Accessing the Copy or Print Window from the Table of Contents Window

9.2.2 Accessing the Copy or Print Window from the Topic Window

9.2.1 Accessing the Copy or Print Window from the Table of Contents Window

To access the Copy or Print window, do the following:

1. Make the Table of Contents window active.
2. Click on the topic you want to copy, or move to it with the arrow keys and press **Enter**. If you select a topic that contains subtopics, indicated by the plus (+) or minus (-) icon, the topic and all of its subtopics are copied.
3. Click on the **Copy or Print** push button on the Table of Contents window, or use **Tab** to move to it and press **Enter**. The Copy or Print window appears. The **From Topic** and **To Topic** entry areas are prefilled with the Topic you selected in the Table of Contents window (see Figure 41 in topic 9.3). See "Using the Copy or Print Window to Copy" in topic 9.3 for information on how to use the Copy or Print window.

9.2.2 *Accessing the Copy or Print Window from the Topic Window*

To access the Copy or Print window, do the following:

1. Make the Topic window active.
2. Display the topic that you want to copy in the Topic window.
3. Click on the **Services** pull-down, or move to it and press **Enter**.
4. Click on **Copy or Print** in the **Services** pull-down, or move to it and press **Enter**. The Copy or Print window appears (see Figure 41 in topic 9.3). The **From Topic** and **To topic** entry areas are prefilled with the topic that was displayed in the Topic window. See "Using the Copy or Print Window to Copy" in topic 9.3 for information on how to use the Copy or Print window

9.3 Using the Copy or Print Window to Copy

The Copy or Print window lets you copy one or more topics to a file. You can access the Copy or Print window from either the Table of Contents window (see "Accessing the Copy or Print Window from the Table of Contents Window" in topic 9.2.1) or the Topic window (see "Accessing the Copy or Print Window from the Topic Window" in topic 9.2.2).

When the Copy or Print window appears, the **Copy to file** toggle button should be highlighted. If it is not, click on the toggle button or use the arrow keys to move to it and press the **Spacebar**.

When the **Copy to file** toggle button is highlighted, the **File name** entry field and the **Copy** push button become active. When the **Print** toggle button is highlighted, the **Printer name** entry field and the **Print** push button become active. See "Printing from a Book" in topic 10.0, for more information on how to use the print function.

The **From Topic** and **To topic** entry areas are prefilled with the topic you selected from the Table of Contents, or the topic that was displayed in the Topic window.

To copy one topic to a file, do the following:

1. In the **File name** entry area, type the name or the directory path up to 255 characters, of the file where you want to place the selected topic.
2. Click on the **Copy** push button on the bottom of the Copy or Print window, or move to it and press **Enter**.

If you are copying one topic, you do not have to make an entry in the **To topic** entry area.

No message is displayed to tell you the copy was successful. A message is displayed if the copy was not successful.

Note: Each time you copy information to the clipboard, it replaces existing information that was copied previously.

To copy more than one topic to a file, follow the procedures for copying one file and do the following:

In the **To Topic** entry area, type the topic name or number for which you want to end copying.

For example, you want to copy from topic 2.3 to, but not including, topic 2.9. The **From Topic** and **To Topic** entry areas are prefilled with 2.3, because when you accessed the Copy or Print window, topic 2.3 was either selected on the Table of Contents or displayed in the Topic window. To copy the topics, do the following:

1. Click on the **To topic** entry area, or use **Tab** to move to it.
2. Type **2.9**.
3. Click on the **Copy** push button, or use **Tab** to move to it and press **Enter**.

Topics 2.3 through 2.8 are copied to the file.

Note: If you want to copy topics that are not consecutive, you must copy each group of topics separately.

PICTURE 41

Figure 41. Copy or Print Window with the Copy Function Active

9.4 Pasting from the Clipboard

When you copy information to the clipboard, you can insert or paste the contents of the clipboard into the following:

- Search Book or Search Topic window: Used as a search word or phrase
- Create Margin Note window: Used as a new margin note
- Margin Note window: Used as an addition to an existing note
- Go to Topic window: Used as the topic number or identifier to which you want to move
- A file or an editor
- Other AIX applications.

To paste from the clipboard:

1. Position the cursor in the entry area of the desired window at the point where you want the information pasted.
2. Press the middle mouse button.

The contents of the clipboard are inserted into the window.

10.0 Printing from a Book

The print function allows you to send information from a book to a printer connected to your computer. Refer to your AIX documentation for a description of printer definitions.

The printer must use a monospaced font to print selected text or a selected topic. With a monospaced font, each character takes up the same amount of space, regardless of how wide or narrow it is. (For example, an *m* takes up the same space as an *i*.)

Many of the procedures for printing are the same as those for copying. Refer to "Copying from a Book" in topic 9.0 for a complete description of the copy function.

Subtopics

- 10.1 Printing a Selected Area of Text
- 10.2 Printing a Selected Topic
- 10.3 Using the Copy or Print Window to Print

10.1 *Printing a Selected Area of Text*

To print an area of text selected in the Topic window, do the following:

1. In the Topic window, select the text to be printed by pressing the mouse button where you want the selection to begin and dragging the mouse over the area to be selected. For more information about marking (selecting) text with the mouse, see "Selecting Text in the Topic Window with the Mouse" in topic 2.8.9.
2. Click on **Print selected area** on the **Services** pull-down in the Topic window, or select it and press **Enter**.

A message appears telling you the information is sent to the printer queue. To clear the message, click on the **Yes** push button, or use **Tab** to move to it and press **Enter**.

10.2 Printing a Selected Topic

Use the Copy or Print window to print one or more topics. Access the Copy or Print window by one of the following methods:

- From the **Copy or Print** push button on the Table of Contents window
- From the **Copy or Print** choice on the **Services** pull-down in the Topic window.

See "Using the Copy or Print Window to Print" in topic 10.3 for more information on how to use the Copy or Print window.

Subtopics

10.2.1 Accessing the Copy or Print Window from the Table of Contents Window

10.2.2 Accessing the Copy or Print Window from the Topic Window

10.2.1 Accessing the Copy or Print Window from the Table of Contents Window

To access the Copy or Print window, do the following:

1. Make the Table of Contents window active.
2. Click on the topic you want to print, or move to it and press **Enter**.
3. Click on the **Copy or Print** push button on the Table of Contents window, or use **Tab** to move to it and press **Enter**.

The Copy or Print window appears. The **From Topic** and **To topic** entry areas are prefilled with the Topic you selected in the Table of Contents window (see Figure 42 in topic 10.3). The **Printer name** entry area is prefilled with the default printer name. See *Installation Planning and Customization* for specific information on how to use the Copy or Print window.

10.2.2 Accessing the Copy or Print Window from the Topic Window

To access the Copy or Print window, do the following:

1. Make the Topic window active.
2. Display the topic that you want to print in the Topic window.
3. Click on the **Services** pull-down, or move to it and press **Enter**.
4. Click on **Copy or Print** choice, or move to it and press **Enter**.

The Copy or Print window appears (see Figure 42 in topic 10.3). The **From Topic** and **To topic** entry areas are prefilled with the topic that was displayed in the Topic window. See "Using the Copy or Print Window to Print" in topic 10.3 for information on how to use the Copy or Print window.

10.3 Using the Copy or Print Window to Print

The Copy or Print window lets you print one or more topics. This window is accessed from either the Table of Contents window (see "Accessing the Copy or Print Window from the Table of Contents Window" in topic 10.2.1) or the Topic window (see "Accessing the Copy or Print Window from the Topic Window" in topic 10.2.2).

To print one topic, do the following:

1. If the **Print** toggle button is not highlighted, click on the toggle button or use the arrow keys to move to it and press the **Spacebar**.

When the **Print** toggle button is highlighted, the **Printer name** entry field and the **Print** push button become active. When the **Copy** toggle button is highlighted, the **File name** entry field and the **Copy** push button become active. See "Copying from a Book" in topic 9.0, for more information on how to use the copy function. The **From Topic** and **To topic** entry areas are prefilled with the topic you selected in the Table of Contents window, or the topic that was displayed in the Topic window. The **Printer name** entry area is prefilled with the default printer name.

To change the default printer name, do the following:

- a. Move to the **Printer name** entry area and type the name of the printer you want to use. The printer name remains until you change it again.
2. Click on the **Print** push button on the bottom of the Copy or Print window, or use **Tab** to move to it and press **Enter**. The topic is sent to the printer queue.

If you are printing one topic, you do not have to make an entry in the **To topic** entry area.

To print more than one topic, follow the procedures for printing one topic. Then type the topic number for which you want to end printing in the **To Topic** entry area.

For example, you want to print topic 2.3 to topic 2.9. The **From Topic** and **To topic** entry areas are prefilled with 2.3 because, when you accessed the Copy or Print window, that topic was either selected on the Table of Contents or displayed in the Topic window. To print the topics, do the following:

1. Click on the **To Topic** entry area, or use **Tab** to move to it.
2. Type **2.9**.
3. Click on the **Print** push button, or use **Tab** to move to it and press **Enter**.

Topics 2.3 through 2.8 are sent to the printer queue.

Note: If you want to print topics that are not consecutive, you must print each group of topics separately.

PICTURE 42

Figure 42. Copy or Print Window with the Print Function Active

11.0 Viewing Revisions

As with printed books, online books are revised from time to time. In fact, online books may be revised more often because usually the production cost for a new version of an online book is much less.

Revision symbols (such as bars in the margin) are usually provided by the author to help you quickly identify the parts of a book's text that have been revised. The revision symbol is displayed to the left of lines of revised text in the Topic window. If you want to display a list of all of the topics in your book that contain revisions, use the Revisions window.

Subtopics

11.1 Revision Symbols and Their Meanings

11.2 Displaying Revisions

11.1 Revision Symbols and Their Meanings

When authors use more than one character to symbolize revisions, each different character usually represents a different set of revisions. For example, a vertical bar (|) may indicate a book's revisions from July 1990, and the pound sign (#) may indicate its revisions from December 1990. When a book has multiple revision symbols, the author may provide a table at the beginning of the book that lists all the revision symbols and their definitions.

11.2 Displaying Revisions

In the Revisions window (see Figure 43), you can see at a glance which topics have been revised and then display them in the Topic window. The first line in the window shows the number of topics in the book that have revisions. The selection list below it displays each revision code (symbol) used in a topic and identifies the topic which the revision appears.

PICTURE 43

Figure 43. Revisions Window

To view a revised topic using the Revisions window, do the following:

1. Click on **Revisions list** on the **GoTo** pull-down in the Topic window, or select it and press **Enter** (see Figure 24 in topic 5.6). The Revisions window is displayed.
2. In the Revisions window's selection list, select the desired entry in either of the following ways:
 - With the mouse: Double-click on the desired topic number or identifier.
 - With the keyboard:
 - a. With the arrow keys move to the entry for the topic you want to view.
 - b. Click on the **Go to** push button, or use **Tab** to move to it and press **Enter**.

The Topic window is displayed on top of the Revisions window and displays the beginning of the selected topic that contains the revision.

In the Revisions window, a topic with multiple revision codes is given a separate entry for each symbol. A check mark to the left of the revision code indicates that you have viewed that revision during the active session.

To clear the revisions seen check marks, click on the **Clear** push button, or use **Tab** to move to it and press **Enter**

Note: You can also use the Search feature to look for desired revision codes (see "Searching for Information" in topic 6.0).

12.0 Customizing Colors

From the **Options** pull-down in the Topic window, you can change the colors in specific window areas of a BookManager READ/6000 session. For information on changing the colors permanently refer to *IBM BookManager READ/6000 Installation, Planning, and Customization*. There are 16 available colors from which to choose. You may, for example, change the color of your emphasized search matches from pink to yellow.

The areas that can be changed to a different color are:

Book windows text

The text in the following windows:

- Figures
- Index
- Table of Contents
- Tables
- Topic
- Revisions
- Search result.

Book windows background

The background area of the following windows:

- Figures
- Index
- Table of Contents
- Tables
- Topic
- Revisions
- Search result.

Search matches

The words or phrases found during a book search

Word links and references

The emphasized words or phrases that refer to another location for additional information.

Picture links

The graphic reference link that displays a picture.

Subtopics

12.1 Changing Colors

12.2 Returning to the Original Colors

12.1 Changing Colors

To change the color of a display area, do the following:

1. Click on **Set colors** on the **Options** pull-down in the Topic window, or select it and press **Enter**. The Set Colors window is displayed (see Figure 44).

PICTURE 44

Figure 44. Set Colors Window

2. Select one of the choices in the **Area** selection list. Each choice indicates a display area that can be changed. The current color for that area is emphasized in the **Color** selection list.
3. Select a choice in the **Color** selection list to be applied to the area you just selected. If the color you want is not shown, use the arrow keys or scroll bar to display more colors.
4. The next step depends on whether you want to change the color of one area or more than one area, do the following:
 - If you want to change the color of more than one area, do the following:
 - a. Click on the **Apply** push button, or select it and press **Enter**. The Set Colors window remains displayed.
 - b. For each area you are changing except the last, repeat step 2 and click on the **Apply** push button, or select it and press **Enter**.
 - c. For the last area, repeat step 2 and click on the **Set** push button, or select it and press **Enter**. The Set Colors window closes and the display areas are changed to the selected settings.

Example: You want to change the color of the Topic window background to blue and the foreground to white. To do so, select **Topic text background** on the **Area** selection list. Then select **Blue** on the **Color** selection list. Click on the **Apply** push button, or select it and press **Enter**. For the next area, select **Topic text foreground** on the **Area** selection list. Then select **White** on the **Color** selection list. Click on the **Set** push button, or select it and press **Enter**. The colors of the Topic window background and foreground are changed to the colors selected.

- If you are changing the color of only one area, click on the **Set** push button, or select it and press **Enter**.

Example: You want to change the color of book search matches to yellow. To do so, select **Search highlights** on the **Area** selection list. Then select **Yellow** on the **Color** selection list. Click on the **Set** push button, or select it and press **Enter**. The color of search matches is changed to yellow.

12.2 Returning to the Original Colors

To return to the default BookManager READ/6000 colors, do the following:

1. Click on **Set colors** on the **Options** pull-down in the Topic window, or select it and press **Enter**. The Set Colors window is displayed.
2. Click on the **Reset** push button, or select it and press **Enter**. The original color settings replace the changed settings.
3. Click on the **Cancel** push button, or select it and press **Enter**. The Set Colors window closes.

You can also change the color settings in the .Xdefaults file or the BookManager resource file. For more information about changing colors refer to *IBM AIX BookManager READ/6000 Installation, Planning and Customization* and "BookManager READ/6000 Resources" in topic A.0

A.0 Appendix A. BookManager READ/6000 Resources

This appendix lists the resources that are specific to BookManager READ/6000. The default values for these resources are specified in the file:

`/usr/lib/X11/app-defaults/Bookmanager`

You can override the defaults by entering the resource name and the value you want for the resource in the `.Xdefaults` file in your home directory.

Note: The resources listed in this appendix are in addition to the standard X resources. All standard X resources can also be used. See the *IBM AIX X-Windows User's Guide*, for more information about standard X resources.

Subtopics

A.1 Resources

A.1 Resources

To change the BookManager READ/6000 resources, do the following:

1. Edit the .Xdefaults file that is in your home directory.
2. Add a line to the file specifying the resource you want to change.

Table 1 shows the resources and resource values that you can enter in the .Xdefaults file.

| Table 1. BookManager Resources | | |
|---|---------------------------------|--|
| Resource Name | Values | Definition |
| bmrkType | keep | To close the book and keep the current bookmark |
| | place | To close the book and place a bookmark in the active topic |
| | cancel | To close the book without a closing bookmark |
| bmrkOpt | true | To see the Close Book window |
| | false | Not to see the Close Book window |
| logoOpt | true | To see the Welcome window |
| | false | Not to see the Welcome window |
| code page | 850 | Code page 850 |
| | 8859 | Code page 8859 |
| colors | BookManager*ColorTextForeground | pText |
| | BookManager*ColorLinkBackground | pReference link |
| | BookManager*ColorPictureLinkOpt | Picture link |
| | BookManager*ColorSearchMatchOpt | Search matches |
| | BookManager*ColorTextBackground | pWindow background |
| font | BookManager*FontNormalOpt | Normal font |
| | BookManager*FontBoldOpt | Bold font |
| | BookManager*FontItalicOpt | Italic font |
| | BookManager*FontExampleOpt | Example font |
| | BookManager*FontSmallcapsOpt | Small caps font |
| <p>Note: Make sure you enter the resource names and values using uppercase lowercase letters as shown above.</p> <p>To change the colors, enter the option as shown and insert a colon (:) at the end of the line with the color you want for that option. For example, if you want to change the window background color to blue, enter the line as follows:</p> <p>BookManager*ColorTextBackgroundOpt:blue</p> <p>See the following list of the colors you can chose.</p> | | |

You can use the following colors in the .Xdefaults file:

- Black
- Blue
- Cyan
- Dark green
- Dim gray
- Gray 65
- Green
- Indian red

- Khaki
- Light blue
- Light gray
- Pink
- Red
- Sienna
- Steel blue
- Wheat
- White
- Yellow.

For more information about changing colors refer to *IBM AIX BookManager READ/6000 Installation, Planning and Customization*.

B.0 Appendix B. Messages

There are three types of messages in BookManager READ/6000: information messages, question messages, and action messages. Each message is displayed in a message window that contains an icon, explanatory text, and push buttons.

Different message types are displayed in response to different user actions:

- An information message, indicated by a lowercase **i**, tells a user that a computer function is performing normally or has performed normally. An information message displays an **OK** push button and a **Help** push button.
- A question message, indicated by a question mark (?), tells a user that a potentially undesirable situation could occur. A user must respond to a question message to continue. A question message displays a **Yes** push button, a **No** push button, and a **Help** push button.
- An action message, indicated by a picture of a stop sign, tells a user that a situation has occurred that must be corrected by some action. An action message displays an **OK** push button, and sometimes a **Help** push button.

Subtopics

- B.1 Message 001
- B.2 Message 002
- B.3 Message 003
- B.4 Message 004
- B.5 Message 005
- B.6 Message 006
- B.7 Message 008
- B.8 Message 009
- B.9 Message 010
- B.10 Message 011
- B.11 Message 012
- B.12 Message 013
- B.13 Message 014
- B.14 Message 015
- B.15 Message 016
- B.16 Message 018
- B.17 Message 020
- B.18 Message 022
- B.19 Message 023
- B.20 Message 024
- B.21 Message 025
- B.22 Message 026
- B.23 Message 029
- B.24 Message 030
- B.25 Message 031
- B.26 Message 033
- B.27 Message 034
- B.28 Message 036
- B.29 Message 037
- B.30 Message 038
- B.31 Message 039
- B.32 Message 040
- B.33 Message 043
- B.34 Message 044
- B.35 Message 045
- B.36 Message 046
- B.37 Message 047
- B.38 Message 048
- B.39 Message 049
- B.40 Message 050
- B.41 Message 051
- B.42 Message 052
- B.43 Message 053
- B.44 Message 054
- B.45 Message 055
- B.46 Message 056
- B.47 Message 057
- B.48 Message 059
- B.49 Message 060
- B.50 Message 063
- B.51 Message 068
- B.52 Message 069
- B.53 Message 070
- B.54 Message 074
- B.55 Message 075
- B.56 Message 076
- B.57 Message 077
- B.58 Message 078

B.59 Message 079
B.60 Message 080
B.61 Message 082
B.62 Message 083
B.63 Message 085
B.64 Message 087
B.65 Message 088
B.66 Message 089
B.67 Message 090
B.68 Message 091
B.69 Message 092
B.70 Message 094
B.71 Message 095
B.72 Message 096
B.73 Message 097
B.74 Message 099
B.75 Message 100
B.76 Message 102
B.77 Message 105
B.78 Message 106
B.79 Message 108
B.80 Message 109
B.81 Message 110
B.82 Message 111
B.83 Message 112
B.84 Message 113
B.85 Message 114
B.86 Message 115
B.87 Message 116
B.88 Message 117
B.89 Message 118
B.90 Message 119
B.91 Message 120
B.92 Message 122
B.93 Message 123
B.94 Message 124
B.95 Message 125
B.96 Message 126
B.97 Message 127
B.98 Message 128
B.99 Message 129
B.100 Message 130
B.101 Message 131
B.102 Message 132
B.103 Message 144
B.104 Message 145
B.105 Message 146

B.1 Message 001

Message 001 The book cannot be opened. If you opened the book from the
command line, make sure that the book file name and the path name
are correct.

Explanation: You tried to open a book that cannot be opened. The book
may reside in a directory that is not in the books and bookshelves path,
it may be in the wrong format, or it may be corrupted. It may also be
included in a prebuilt bookshelf even though the book is not on your
computer system.

System Action: The request is ignored.

User Response: Make sure that the book file name and the path name are
correct, that it is in BookManager format, that it is in the books and
bookshelves path, and that it is on your computer system.

B.2 Message 002

Message 002 The topic specified on the command line does not exist. The book has been opened at the bookmark location if there is a bookmark, or at the beginning of the book if there is no bookmark.

Explanation: You specified a topic from the command line that does not exist. The book has been opened at the bookmark location if there is a bookmark, or at the beginning of the book if there is no bookmark.

System Action: None.

User Response: If the book has a table of contents, check it for valid topic numbers or identifiers.

B.3 Message 003

Message 003 The topic does not exist. Make sure that you typed the topic number or identifier correctly, and that you did not include a period after the topic.

Explanation: You specified a topic in the Go to Topic window that does not exist.

System Action: The request is ignored.

User Response: Make sure you typed the topic number or identifier (unnumbered name) correctly, including spelling and punctuation. Do not type a period after a topic number or identifier. The Table of Contents contains a list of valid topic numbers and identifiers.

B.4 Message 004

Message 004 An error has occurred while trying to load the **EDLAGRPH** module used to access artwork. Check the **PATH** environment variable to make sure it includes the BookManager program. You may continue to use other features of BookManager.

Explanation: BookManager cannot process the picture for viewing.

System Action: The request is ignored.

User Response: Make sure the **EDLAGRPH** module is loaded on your system. If it is not, see your support personnel. Make sure the **PATH** environment variable includes the directory that contains the **EDLAGRPH** module.

B.5 Message 005

Message 005 The selected area has been sent to the printer queue.

Explanation: The area that you selected in the Topic window has been sent to the printer queue.

System Action: The printer is activated.

User Response: No action is necessary.

B.6 Message 006

Message 006 The topic has been sent to the printer queue.

Explanation: The topic that you selected from the Table of Contents has been sent to the printer queue.

System Action: The printer is activated.

User Response: No action is necessary.

B.7 Message 008

Message 008 Are you sure you want to discard this note?

Explanation: You requested that a margin note be discarded.

User Response: Click on **Yes** to discard the margin note or **No** to keep the margin note, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.8 Message 009

Message 009 Are you sure you want to clear the Topics Seen List?

Explanation: You requested that the Topics Seen List be cleared.

System Action: None

User Response: Click on **Yes** to clear the list or **No** to keep the list, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.9 Message 010

Message 010 No spelling variations for this word were found.

Explanation: You specified a word that has no spelling variations in the active book.

System Action: The request is ignored.

User Response: Specify a different word and retry the word check, or cancel the word check.

B.10 Message 011

Message 011 No search matches were found for your search word or phrase.

Explanation: You specified a search word or phrase for which no matches were found.

System Action: The request is ignored.

User Response: If you are searching a topic, select another topic. You can also specify a different search word or phrase, or cancel the search.

B.11 Message 012

**Message 012 The number of potential search matches is very large. Do you
want to continue the search?**

Explanation: The search for the word or phrase you specified found a
large number of potential search matches and the search results may take a
long time to display.

Only the best 200 topics with matches will be ranked and displayed. If
you want to display all of the search matches, change your search options
from **Listed by importance** to **Listed by topic number** on the Search Options
window. Then start the search again.

User Response: Click on **Yes** to continue the search or **No** to cancel the
search, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.12 Message 013

Message 013 A system error has occurred. Close some windows and try
again.

Explanation: You have run out of AIX memory or other resources.

System Action: The request is ignored.

User Response: Close some windows, end some programs that use memory, or
add more memory to your computer.

B.13 Message 014

Message 014 A memory allocation error has occurred. Close some windows
and try again.

Explanation: You cannot use any more memory.

System Action: The request is ignored.

User Response: Close some windows, end some programs that use memory, or
add more memory to your computer.

B.14 Message 015

**Message 015 Internal program error [number] has occurred. Make a note of
how the error occurred and call your support personnel.**

Explanation: There is an internal error in the system.

System Action: None

User Response: Make a note of how the error occurred and call your
support personnel.

B.15 Message 016

Message 016 The file with the font you selected cannot be found. Make
sure that the X Server font path includes the directory that
contains your font.

Explanation: The file that contains the font you selected cannot be
found, or there is a problem with the System Monospace font within
BookManager.

System Action: None.

User Response: Make sure that the X Server font path includes the
directory that contains your font, that it has not become corrupted, and
that the name of the font file was not changed during installation.

B.16 Message 018

Message 018 An error occurred during the bookmark processing. The book
will be closed without a closing bookmark.

Explanation: A closing bookmark was not placed in the book. You cannot
use any more memory.

System Action: The request is ignored.

User Response: End some programs that you are not using. Add more memory
to your computer.

B.17 Message 020

Message 020 The search is complete. Matches are emphasized in the Topic window.

Explanation: You have completed your search. The search matches are emphasized unless you turned emphasis off.

System Action: The search is complete.

User Response: Use the **Next match** push button on the Topic window to move to the first search match. Then use the **Previous match** and **Next match** push buttons to move through the search matches.

B.18 Message 022

**Message 022 This is the only note in the list. Are you sure you want to
discard this note?**

Explanation: You requested that the only margin note in the note file be
discarded. If you discard the note, the note file is also discarded until
you create another margin note.

System Action: None.

User Response: Click on **Yes** to discard the note or **No** to keep the note,
or move to **Yes** or **No** with the **Tab** and press **Enter**.

Message 023 The note file or its directory for the requested book cannot be created or accessed. If you still want to open the book, the note function will be disabled. Do you want to continue?

Explanation: You tried to open a book, but the note file cannot be accessed. The file may be open in another BookManager READ/6000 session or it may be in a read-only directory. Also, the directory may be full or there may be a hardware problem.

System Action: The request is ignored.

User Response: If you want to continue, click on **Yes**, or move to it with the **Tab** and press **Enter**. If you do not want to continue click on **No**, or move to it with the **Tab** and press **Enter**. Check to see if the note file is being used by another program (for example, the book is already open in another BookManager READ/6000 session). If the note file is not being used, check to see if it is full or in a read-only directory.

B.20 Message 024

Message 024 Are you sure you want to clear all of the item-seen check
marks?

Explanation: You requested to clear the check mark next to each item that
you have seen in the active window.

System Action: None

User Response: Click on **Yes** to clear all of the check marks or **No** to keep
the check marks, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.21 Message 025

Message 025 An error occurred processing your bookmark file. The book
will be closed without changing the bookmark file.

Explanation: The book was closed without a closing bookmark.

User Response: Check to see if you have write access to the bookmark
file.

B.22 Message 026

Message 026 A help error has occurred. Make sure that the **BKHELDIR**
environment variable points to the directory that contains the
BookManager READ/6000 help files.

Explanation: You requested help but the help file could not be processed.

System Action: The request is ignored.

User Response: Make sure that the **BKHELDIR** environment variable was set
correctly before you start BookManager READ/6000.

B.23 Message 029

Message 029 The book's index has no entries.

Explanation: The author of the book created an index but it has no entries.

System Action: The Index window is not displayed.

User Response: No action is necessary.

B.24 Message 030

Message 030 The book's figure list has no entries.

Explanation: The author of the book created a figure list but it has no entries.

System Action: The Figures window is not displayed.

User Response: No action is necessary.

B.25 Message 031

Message 031 The book's table list has no entries.

Explanation: The author of the book created a table list but it has no entries.

System Action: The Tables window is not displayed.

User Response: No action is necessary.

B.26 Message 033

Message 033 The wildcard character you have selected is a space. Choose another character.

Explanation: You selected a space as a search wildcard character. This character cannot be used as a wildcard character in a search.

System Action: The request is ignored.

User Response: Specify another search wildcard character.

B.27 Message 034

Message 034 The note file for the book [name] has a problem. Make sure it
is not corrupted.

Explanation: You tried to work with a note file that may have been
corrupted.

System Action: The request is ignored.

User Response: Make sure that the file exists in this version of the
book, that the format of the notes written in the note file is correct,
and that the notes are sorted.

B.28 Message 036

Message 036 Are you sure you want to cancel without saving your note?

Explanation: You requested to cancel the Note window without saving the note you typed.

User Response: Click on **Yes** to cancel the window and lose the margin note, or move to it with the **Tab** and press **Enter**. Click on **No** to keep the margin note, or move to it with the **Tab** and press **Enter**.

B.29 Message 037

Message 037 You have typed an invalid file name, or your file permissions
do not allow an action.

Explanation: You tried to copy a selected area from a topic to a file
that does not exist or a file for which you have no write access.

System Action: The request is ignored.

User Response: Make sure that the file name you specify is correct, and
that you have write access to it.

B.30 Message 038

Message 038 The topic specified in the From Topic field does not exist.

Explanation: You specified a topic in the From Topic field that does not exist.

System Action: The request is ignored.

User Response: Make sure that you typed the topic number or identifier (unnumbered name) correctly, including spelling and punctuation. Do not type a period after a topic number or identifier. If the book has a table of contents, check it for valid topic numbers or identifiers.

Make sure you did not specify a topic number in the **From topic** field that is greater than the topic number in the **To topic** field.

B.31 Message 039

Message 039 The code page is not valid. Please contact your System
Manager.

Explanation: The code page that is specified is not supported by
BookManager.

System Action: None.

User Response: Contact your System Manager.

B.32 Message 040

Message 040 The topic specified in the To Topic field does not exist.

Explanation: You specified a topic in the To Topic field that does not exist.

System Action: The request is ignored.

User Response: Make sure that you typed the topic number or identifier (unnumbered name) correctly, including spelling and punctuation. Do not type a period after a topic number or identifier. If the book has a table of contents, check it for valid topic numbers or identifiers.

B.33 Message 043

Message 043 The program cannot fork another instance of the print binary.
Close some processes.

Explanation: You tried to print a topic, but the edlaprnt program could not fork another instance.

System Action: The print request is ignored.

User Response: Close some windows and try to print the topic again.

B.34 Message 044

Message 044 The program cannot execute. Check that [filename] printing
binary is under your PATH.

Explanation: You tried to print a topic, but the bkmpnt program could
not execute.

System Action: The print request is ignored.

User Response: Make sure that the BookManager printing binary is under
your PATH.

B.35 Message 045

Message 045 The hypertext or cross-reference link cannot be found.

Explanation: You attempted a hypertext or cross-reference link, but the link could not be found.

System Action: The link request is ignored.

User Response: No action is necessary.

B.36 Message 046

Message 046 The area is too complex to draw.

Explanation: The window may be too large for the current picture. The remainder of the book can be displayed.

System Action: The picture is not drawn.

User Response: No action is necessary.

B.37 Message 047

Message 047 The area is too complex to draw.

Explanation: Drawing order coordinates exist so far outside the picture space that a coordinate overflow error has occurred. The picture cannot be scaled into the current window. The remainder of the book can be displayed.

System Action: The picture is not drawn.

User Response: No action is necessary.

B.38 Message 048

Message 048 The picture cannot be drawn because of an AIXwindows error.

Explanation: An unexpected error message has been returned. The remainder of the book can be displayed.

System Action: The picture is not drawn.

User Response: No action is necessary.

B.39 Message 049

Message 049 There is insufficient memory to perform the required
operation. Close other windows or remove other running programs.

Explanation: There is insufficient memory on the system to perform the
required operation. There may not be enough free space, or the memory may
not be freed correctly in AIX.

System Action: The picture is not drawn.

User Response: Close other windows or resources in BookManager READ/6000
or remove other programs that are running.

B.40 Message 050

Message 050 The picture cannot be drawn because of an AIXwindows error.

Explanation: A draw error has corrupted the picture data. The remainder of the book can be displayed.

System Action: The picture is not drawn.

User Response: No action is necessary.

B.41 Message 051

Message 051 There is insufficient memory to perform the required
operation. Close other windows or remove other running programs.

Explanation: The system's limit on the number of windows or resources has
been reached and the window resources cannot be created.

System Action: The picture is not drawn.

User Response: Close other windows or resources in BookManager READ/6000
or remove other running programs.

B.42 Message 052

**Message 052 This picture format is not currently supported, or the picture
may be corrupted.**

Explanation: The program has specified that the picture format is not supported, or that the picture may be corrupted. The remainder of the book can be displayed.

System Action: The picture is not drawn.

User Response: No action is necessary.

B.43 Message 053

Message 053 The picture cannot be drawn.

Explanation: No picture data could be retrieved from the book. The remainder of the book can be displayed.

System Action: The picture is not drawn.

User Response: No action is necessary.

B.44 Message 054

Message 054 The picture cannot be drawn.

Explanation: The picture data stream contains an unexpected or incomplete drawing order. The data stream may be corrupted in some way. The remainder of the book can be displayed.

System Action: The picture is not drawn.

User Response: No action is necessary.

B.45 Message 055

Message 055 The picture cannot be drawn.

Explanation: The picture cannot be drawn because of an error in processing the picture data stream. The remainder of the book can be displayed.

System Action: The picture is not drawn.

User Response: No action is necessary.

B.46 Message 056

Message 056 This picture may not be scaled properly.

Explanation: The image data that was detected in the picture stream data cannot be scaled in the same way as the graphics data. Image data is drawn at its original size starting at the top-left corner of the picture and is trimmed to fit the window.

You may have to resize the Picture window to display the entire picture. The remainder of the book can be displayed.

System Action: The picture is not drawn in proportion.

User Response: No action is necessary.

B.47 Message 057

Message 057 There is a limit of 10 searches. Close one of the Search
Results windows before searching again.

Explanation: You have 10 Search Results windows open and only 10 searches
can be active at one time.

System Action: The Search Results window is not displayed.

User Response: Close one of the Search Results windows and try again.

B.48 Message 059

Message 059 An error occurred creating picture widgets.

Explanation: An error occurred creating picture widgets.

System Action: None.

User Response: No action is necessary.

B.49 Message 060

Message 060 No single word in a search query may be more than 60
characters long. Rephrase the query.

Explanation: You specified a search word that exceeds the limit of 60
characters.

System Action: The request is ignored.

User Response: Rephrase the search query so that no single word is more
than 60 characters long.

B.50 Message 063

Message 063 You cannot search the Table of Contents, Figure list, Table
list, or Index.

Explanation: You tried to search the Table of Contents, the Figure List,
the Table List, or the Index. These topics cannot be searched.

System Action: None.

User Response: Enter a different topic in the Search Topic area.

B.51 Message 068

Message 068 The picture cannot be found. Make sure that the book was not
moved or deleted while it was open.

Explanation: You requested a picture that was not included in the book.

System Action: The request is ignored.

User Response: Make sure that the book was not moved or deleted while it
was open. The book may need to be rebuilt.

B.52 Message 069

Message 069 There are no pictures in the book.

Explanation: You requested a picture but the book does not contain any pictures.

System Action: The request is ignored.

User Response: The book may need to be rebuilt.

B.53 Message 070

Message 070 The picture cannot be drawn.

Explanation: The picture is not displayed because of an internal error in reading the image data.

System Action: The picture is not displayed.

User Response: The book may need to be rebuilt.

B.54 Message 074

Message 074 You have already opened the maximum number of Picture windows.
Close one of the Picture windows before displaying another figure.

Explanation: The maximum number of Picture windows has been reached.
Only five windows can be open at one time.

System Action: The Picture window is not opened.

User Response: Close one of the Picture windows.

**Message 075 The figure or table you selected is in the active topic.
Scroll or page down to see it.**

Explanation: This book was built using Release 2 of BookManager BUILD/VM. When you select a figure from the Figures window or a table from the Tables window, the beginning of the topic that contains the figure or table is displayed, not the figure or table itself.

This message only appears the first time you select a figure from the Figures window or a table from the Tables window.

System Action: The beginning of the topic that contains the figure or table is displayed.

User Response: Use the scroll bar or the **PgDn** key to move the Topic window to the figure or table you selected.

Message 076 More than 200 topics with matches have been found for your search word or phrase. Only the best 200 topics are displayed.

Explanation: The search for the word or phrase you specified found more than 200 topics with matches. Only the best 200 topics are displayed in the Search Results window. The search matches emphasized in the Topic window are the matches found in the best 200 topics.

System Action: The best 200 topics are displayed.

User Response: If you want to display all of the search matches, change your search options from **Listed by importance** to **Listed by topic number** on the Search Options window. Then start the search again.

B.57 Message 077

Message 077 Your search request is too general, and only partial search results will be displayed. Do you want to continue the search?

Explanation: The search for the word or phrase you specified found too many potential search matches, and only partial search results will be displayed. You may want to reduce the number of wildcard characters, reduce the number of search words and phrases, or change your search options from **Fuzzy** to **Exact, any case** or **Exact, including case** on the Search Options window. Then start the search again.

System Action: Partial search results are displayed.

User Response: Click on **Yes** to continue the search or **No** to cancel the search, or move to **Yes** or **No** with the **Tab** and press **Enter**.

Message 078 Your search request is too general, and the number of potential search matches is very large. The search matches may take a long time to display, and only partial search results will be displayed. Do you want to continue the search?

Explanation: The search for the word or phrase you specified found too many potential search matches. Only partial search results from the best 200 topics with matches will be displayed and they may take a long time to display. You may want to reduce the number of wildcard characters or reduce the number of search words and phrases. In addition, you may want to change your search options from **Listed by importance** to **Listed by topic number**, and from **Fuzzy** to **Exact, any case** or **Exact, including case** on the Search Options window. Then start the search again.

System Action: Partial search results are displayed.

User Response: Click on **Yes** to continue the search or **No** to cancel the search, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.59 Message 079

Message 079 Book [name] could not be found in the books and bookshelves path.

Explanation: You typed in a book name that cannot be found. The Books and Bookshelves window is displayed.

User Response: Click on **OK**. Use the Books and Bookshelves window to select either a book or bookshelf.

B.60 Message 080

**Message 080 Bookshelf [name] could not be found in the books and
bookshelves path.**

Explanation: You typed in a bookshelf name that cannot be found. You can open the Books and Bookshelves window to view a list of bookshelves that are available.

User Response: Click on **Yes** to display the Books and Bookshelves window or **No** to cancel the action, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.61 Message 082

Message 082 There is a syntax error in the command line, and the incorrect parameter has been ignored.

Explanation: You tried to open the Book and Bookshelves window, but you specified a command parameter that was not recognized.

System Action: None.

User Response: Click on **Yes** to open the Books and Bookshelves window or **No** to cancel the action, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.62 Message 083

Message 083 The bookshelf cannot be opened. Make sure that the bookshelf file name and the path name are correct, and that the bookshelf is in BookManager format.

Explanation: You tried to open a bookshelf that cannot be opened. The bookshelf may reside in a directory other than the directories in the books and bookshelves path, it may be in the wrong format, or it may be corrupted.

System Action: The request is ignored.

User Response: Make sure that the bookshelf file name and the path name are correct, that it is in BookManager format, and that it is in the books and bookshelves path.

B.63 Message 085

Message 085 The name contains an incorrect character. Do not type a file extension.

Explanation: You typed a name that contains an incorrect character. Do not type a file extension.

System Action: The request is ignored.

User Response: Make sure that all of your characters are valid for an AIX file name. Make sure that when using a wildcard character, that the name is enclosed in double quotation marks (" "). A file extension is not accepted in this area.

B.64 Message 087

Message 087 The path does not exist. Make sure that you typed the path correctly.

Explanation: The path you typed was not found and will not be created.

System Action: The request is ignored.

User Response: Make sure that you typed the path name correctly and that the path string is a valid AIX string. For more information on path strings, consult your AIX documentation.

B.65 Message 088

Message 088 Bookshelf [name] in [path] already exists. Type a different name or path.

Explanation: You tried to create a new bookshelf using a name that already exists.

System Action: The request is ignored.

User Response: Type a different bookshelf name.

B.66 Message 089

Message 089 The new bookshelf cannot be created. Make sure there is
enough space in the file system and the directory is not read-only.

Explanation: You tried to create or copy a new bookshelf that cannot be
created. The specified directory cannot be read-only, and must have
enough space.

System Action: The bookshelf is not created.

User Response: Specify another path or make sure the directory specified
in the **Path** is available and in write mode.

B.67 Message 090

Message 090 The bookshelf to be copied cannot be found or cannot be opened. Make sure you have typed the correct name.

Explanation: You tried to copy a bookshelf that cannot be found or opened.

System Action: The request is ignored.

User Response: Make sure you have typed the correct bookshelf name.

B.68 Message 091

Message 091 There is insufficient memory to open a bookshelf. Close some windows or remove other running programs.

Explanation: You tried to open a bookshelf, but there are too many open files on the system.

System Action: The request is ignored.

User Response: Close some windows, end some programs that you are not using, or add more memory to your computer.

B.69 Message 092

Message 092 The bookshelf name is longer than eight characters or contains an invalid character. Make the name shorter. Do not type a file extension.

Explanation: You typed a name that is longer than eight characters or that contains an incorrect character.

System Action: The request is ignored.

User Response: Make sure that the name is no longer than eight characters and that the wildcard character is the last character in the name. Make sure that all of your characters are valid for an AIX file name. A file extension is not accepted in this area.

B.70 Message 094

**Message 094 Bookshelf [name] does not exist. Do you want to create the
bookshelf?**

Explanation: You typed in a bookshelf name that does not exist.

User Response: Click on **Yes** to display the Create Bookshelf window, or
move to it with the **Tab** and press **Enter**. Click on **No** to return to the
Copy Bookshelf window, or move to it with the **Tab** and press **Enter**.

B.71 Message 095

Message 095 The choices you made have resulted in an empty Books and Bookshelves window or Bookshelf window. Please respecify.

Explanation: Your choices on the View by Name window resulted in an empty window. You can change your choices so that the Books and Bookshelves window or the Bookshelf window is not empty.

System Action: An empty window is displayed.

User Response: To return to the View by Name window, select **By name** on the **View** pull-down in the Books and Bookshelves window or the Bookshelf window.

B.72 Message 096

Message 096 Are you sure you want to remove this book?

Explanation: You requested that a book be removed from the bookshelf.

User Response: Click on **Yes** to remove the book or **No** to keep the book, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.73 Message 097

Message 097 Are you sure you want to remove these books?

Explanation: You requested that several books be removed from the bookshelf.

User Response: Click on **Yes** to remove the books or **No** to keep the books, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.74 Message 099

Message 099 This word was not found in the search index, nor were any
spelling variations found for the word.

Explanation: You specified a word that was not found in the search index,
and that has no spelling variations in the search index.

System Action: The request is ignored.

User Response: Specify a different word and retry the word check, or
cancel the word check.

B.75 Message 100

Message 100 No search matches were found for your search word or phrase.

Explanation: You specified a search word or phrase for which no matches were found.

System Action: The request is ignored.

User Response: Specify a different search word or phrase or cancel the search.

B.76 Message 102

Message 102 The directory does not exist in the books and bookshelves path, and the bookshelf will not be included when the Books and Bookshelves window is refreshed or opened. Do you still want to create it?

Explanation: You created a bookshelf or copied a bookshelf to a directory that does not exist in the current books and bookshelves path. The next time the Books and Bookshelves window is opened or refreshed, the bookshelf will not be included. You can create or copy the bookshelf again to a directory that exists in the books and bookshelves path, or manually add the directory to the books and bookshelves path.

User Response: Click on **Yes** to create the bookshelf in the specified directory or **No** to cancel the action, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.77 Message 105

**Message 105 [number] out of [number] books that you selected have been put
into the specified bookshelf.**

Explanation: The book or books that you selected on the Put into
Bookshelf window have been added to the specified bookshelf.

System Action: The book or books are added to the bookshelf.

User Response: No action is necessary.

B.78 Message 106

Message 106 Bookshelf [name] is corrupted.

Explanation: The bookshelf that you are working with is in an incorrect format and cannot be read.

System Action: The bookshelf is not read.

User Response: Change the format or create another bookshelf.

B.79 Message 108

**Message 108 A memory allocation error has occurred. Close some windows
and try again.**

Explanation: You cannot use any more memory.

System Action: The request is ignored.

User Response: Close some windows, end some programs that use memory, or
add more memory to your computer.

B.80 Message 109

**Message 109 Internal program error [number] has occurred. Make a note of
how the error occurred and call your support personnel.**

Explanation: There is an internal error in the system.

System Action: None.

User Response: Make a note of how the error occurred and call your
support personnel.

B.81 Message 110

Message 110 There are no books in the bookshelf and the search is canceled.

Explanation: You tried to search the bookshelf for a search word or phrase but the bookshelf is empty.

System Action: The bookshelf is opened and the bookshelf search is canceled.

User Response: No action is necessary.

B.82 Message 111

Message 111 Book [name] is already in the bookshelf.

Explanation: The file name, document number, and creation date of the book that you tried to put into the bookshelf match a book that is already in the bookshelf.

System Action: The request is ignored.

User Response: No action is necessary.

B.83 Message 112

Message 112 The bookshelf search index is corrupted and the search results
may take a long time to display. Do you want to continue the
search?

Explanation: The search index for the bookshelf is corrupted, and each
book in the bookshelf must be searched for the specified word or phrase.

System Action: The search results will take longer than usual to display.

User Response: Click on **Yes** to continue the search or **No** to cancel the
search, or move to **Yes** or **No** with the **Tab** and press **Enter**.

Message 113 The bookshelf search index cannot be found and the search results may take a long time to display. Do you want to continue the search?

Explanation: The search index for the bookshelf that you are searching cannot be found, and each book in the bookshelf must be searched for the specified word or phrase.

System Action: The search results will take longer than usual to display.

User Response: Click on **Yes** to continue the search or **No** to cancel the search, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.85 Message 114

Message 114 Internal program error [number] has occurred during the search. Make a note of how the error occurred and call your support personnel.

Explanation: There is an internal error in the search.

System Action: The search is canceled.

User Response: Make a note of how the error occurred and call your support personnel.

Message 115 Book [name] was not put into the bookshelf. The information necessary to put a book into a bookshelf could not be retrieved.

Explanation: You tried to put a book from the Books and Bookshelves window into a bookshelf, but the information that is necessary for this process could not be retrieved.

System Action: The book is not put into the bookshelf.

User Response: Make sure that the book is in the books and bookshelves path, that it is not corrupted, and that it is in BookManager format.

B.87 Message 116

Message 116 Book [name] cannot be found. The Book Description window cannot be displayed.

Explanation: You selected **Describe** on the **Books** pull-down, but the book could not be found.

System Action: The Book Description window is not displayed.

User Response: Make sure that the book is in the books and bookshelves path, that it is not corrupted, and that it is in BookManager format.

B.88 Message 117

Message 117 Bookshelf [name] cannot be found. The Bookshelf Description window cannot be displayed.

Explanation: You selected **Describe** on the **Books** pull-down, but the bookshelf could not be found.

System Action: The Bookshelf Description window is not displayed.

User Response: Make sure that the bookshelf is in the books and bookshelves path, that it is not corrupted, and that it is in BookManager format.

B.89 Message 118

**Message 118 Book [name] is not in the bookshelf. It may have been removed
from the bookshelf in another window.**

Explanation: You tried to work with a book that is no longer in the
bookshelf. The book that you selected may have been removed from the
bookshelf since the bookshelf list was last refreshed.

System Action: The request is ignored.

User Response: Click on **OK**, or move to **OK** with the **Tab** and press **Enter**.
This refreshes the list of books in the bookshelf.

B.90 Message 119

Message 119 The information necessary to display a description for book
[name] could not be retrieved. The Book Description window cannot
be displayed.

Explanation: You selected **Describe** on the **Books** pull-down, but the
information necessary to display the Book Description window could not be
retrieved.

System Action: The Book Description window cannot be displayed.

User Response: Make sure that the book is in BookManager format.

B.91 Message 120

Message 120 The information necessary to display a description for
bookshelf [name] could not be retrieved. The Bookshelf Description
window cannot be displayed.

Explanation: You selected **Describe** on the **Books** pull-down, but the
information necessary to display the Bookshelf Description window could
not be retrieved.

System Action: The Bookshelf Description window cannot be displayed.

User Response: Make sure that the bookshelf is in BookManager format.

B.92 Message 122

Message 122 The bookshelf that you specified already exists. A bookshelf cannot be copied into an existing bookshelf.

Explanation: You tried to copy a bookshelf into another bookshelf with a name that already exists.

To copy a bookshelf into another bookshelf with a different name, you must select the bookshelf that you want to copy, then select **Copy bookshelf** on the **Group** pull-down in the Books and Bookshelves window.

System Action: None.

User Response: You can put the books from the original bookshelf into the new bookshelf by selecting the books, then selecting **Put into bookshelf** on the **Group** pull-down in the Bookshelf window. However, if there is a search index associated with the original bookshelf, the search index will not be copied with the books.

B.93 Message 123

Message 123 Do you really want to open [number] books?

Explanation: You selected more than one book, then selected **Open** on the **Books** pull-down.

System Action: Opening too many books will cause system resource problems.

User Response: Click on **Yes** to open the selected books or **No** to cancel the action, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.94 Message 124

Message 124 The Books and Bookshelves window cannot be opened because the books and bookshelves path specified in the BOOKMGR environment variable could not be found. Make sure that the \$BOOKMGR environment variable is set correctly.

Explanation: You tried to open the Books and Bookshelves window, but the books and bookshelves path specified in the BOOKMGR environment variable could not be located. Check the value of \$BOOKMGR and make sure it points to a valid list of directories.

For more information, refer to *IBM AIX BookManager READ/6000 Installation Planning and Customization*.

System Action: The request is ignored.

User Response: Make sure that the \$BOOKMGR environment variable is set correctly.

Message 125 Do you really want to close all of the Books windows and Bookshelf windows? (The top-level Books and Bookshelves window will remain open.)

Explanation: You have selected **Close all** on the **Books** pull-down.

System Action: All of the books and bookshelves that you opened from the Books and Bookshelves window will be closed. Any books or bookshelves that you opened from the command line will remain open.

User Response: Click on **OK** to close all of the books and bookshelves or **Cancel** to return to the previous window without closing the books and bookshelves, or move to **OK** or **Cancel** with the **Tab** and press **Enter**.

Message 126 Are you sure you want to exit BookManager?

Explanation: You have selected **Exit BookManager** on the **Books** pull-down.

System Action: All of the books and bookshelves that you opened from the Books and Bookshelves window will be closed, and the BookManager session will end. Any books or bookshelves that you opened from the command line will remain open.

User Response: Click on **OK** to close all of the books and bookshelves and the Books and Bookshelves window, or move to it with the **Tab** and press **Enter**. To return to the previous window without closing the books and bookshelves and the Books and Bookshelves window, click on **Cancel**, or move to it with the **Tab** and press **Enter**.

B.97 Message 127

Message 127 [name] Bookshelf was created.

Explanation: The bookshelf you built was created.

System Action: None.

User Response: No action is necessary.

B.98 Message 128

Message 128 No books or bookshelves were found in the specified path.
Make sure the **BOOKMGR** environment variable is set correctly.

Explanation: You tried to open the Books and Bookshelves window, but the books and bookshelves path specified in the **BOOKMGR** environment variable could not be located.

System Action: The request is ignored.

User Response: Make sure that the **\$BOOKMGR** environment variable is set correctly.

For more information, refer to *IBM AIX BookManager READ/6000 Installation Planning and Customization*.

B.99 Message 129

Message 129 You tried to put a book into a bookshelf or remove a book from a bookshelf, but the action could not be completed. Make sure the data can be written.

Explanation: The book that you tried to put into a bookshelf or remove from a bookshelf could not be added or removed. The put and remove functions update the bookshelf file and require work space on the disk.

System Action: The book is not put into or removed from the bookshelf.

User Response: Make sure that the file system has enough space to add the bookshelf. Also make sure that the bookshelf file is not read-only.

B.100 Message 130

Message 130 Book [filename] was already opened. Are you sure you want to open it again?

Explanation: You tried to open a book that is already open.

System Action: None.

User Response: Click on **Yes** to open the book again or **No** to cancel the action, or move to **Yes** or **No** with the **Tab** and press **Enter**.

B.101 Message 131

**Message 131 Another book cannot be opened. Program [name] cannot fork.
Close another program or close some books and try again.**

Explanation: You tried to open a book, but the bookmgr program could not fork.

System Action: The request is ignored.

User Response: Close another program or close some books and try again.

B.102 Message 132

Message 132 Program [name] cannot execute.

Explanation: You tried to open a book, but the bookmgr program could not execute.

System Action: The request is ignored.

User Response: Contact your System Manager.

B.103 Message 144

Message 144 The wildcard character you have selected is a space. Choose another character.

Explanation: You selected a space as a search wildcard character. This character cannot be used as a wildcard character in a search.

System Action: The request is ignored.

User Response: Specify another search wildcard character.

B.104 Message 145

Message 145 No single word in a search query may be more than 60
characters long. Rephrase the query.

Explanation: You specified a search word that exceeds the limit of 60
characters.

System Action: The request is ignored.

User Response: Rephrase the search query so that no single word is more
than 60 characters long.

B.105 Message 146

Message 146 READ/6000 message file cannot be found.

Explanation: The file that contains all the online messages that will appear when using READ/6000. For example, EDLA*ENU is the English version of these messages.

System Action: None.

User Response: Make sure that the EDLA*ENU (or appropriate language message file) message file is located in the same directory as the READ/6000 executable file. If this file is not in the same directory, copy or move the message file to the correct directory and try again.

C.0 Appendix C. Additional Information for Starting BookManager READ/6000

After you have become familiar with the starting methods explained in "Starting and Ending BookManager READ/6000" in topic 2.0, you may want to learn how to refine and adapt some of those methods to suit your needs more effectively.

The areas covered in this appendix include:

- Creating entries in the AIXwindows Root menu for alternative ways of starting
- Using the AIX wildcard character to open more than one book or bookshelf when starting from the AIX command prompt
- Opening a book or bookshelf not in the books and bookshelves path when starting from the AIX command prompt
- Changing directory specifications in the permanent books and bookshelves path so that books and bookshelves from more than one location can be listed in the Books and Bookshelves window.

Subtopics

C.1 Configuring the AIXwindows Manager

C.2 Using the AIX Wildcard Character

C.3 Opening a Book or Bookshelf Not in the Books and Bookshelves Path

C.4 Understanding the Books and Bookshelves Path

C.1 Configuring the AIXwindows Manager

Several files are involved in configuring the AIXwindows Manager and the applications (clients) that run under its control. For more information about configuring the AIXwindows Manager (MWM), refer to IBM AIX READ/6000 Installation Planning and Customization. The AIXwindows Manager uses the following files:

| | |
|---|--|
| /usr/lib/X11/\$LANG/system.mwmrc | Contains system-wide resource configuration information about the AIXwindows Manager including the layout of the Root menu and mouse and key bindings. |
| \$HOME/.mwmrc | Contains user overrides for the <i>system.mwmrc</i> file. |
| /usr/lib/X11/\$LANG/app-defaults/Mwm | Contains system-wide appearance-related resource information for the AIXwindows Manager. |
| \$HOME/.Xdefaults | Contains the changes the user makes to override the <i>app-defaults\BookManager</i> file. |

Subtopics

C.1.1 Changing the Root Menu

C.1.1 Changing the Root Menu

If the BookManager application identifier is not listed in the AIX Root window, add it by doing the following:

1. Copy file `system.mwmrc` to your home directory as `.mwmrc` (unless you had previously done so).
2. Add an entry to the Menu RootMenu (default name) entry, or a submenu already defined in the Root menu. Wherever you choose to put the BookManager entry, it would be:

BookManager f.exec /usr/app/bookmgr/bookmgr...

where **BookManager** is the text that appears in the menu and `/usr/app/bookmgr/bookmgr...` represents whatever command line options you want to specify when starting BookManager.

To display the Root menu (assuming you are using the default key bindings), you would press the left mouse button anywhere in the Root menu, position the mouse pointer over the BookManager entry, and release the mouse button.

C.2 Using the AIX Wildcard Character

The AIX wildcard character, the asterisk (*), allows you to list selectively in the Books and Bookshelves window more than one book or bookshelf when starting BookManager READ/6000 from the AIX command prompt.

The wildcard character can represent any or all of the characters in the file name of a book or bookshelf. By using a wildcard character when typing the file name, you can list in the Books and Bookshelves window a group of all books or bookshelves residing in the books and bookshelves path that meet the specified criteria.

For example, you have four books residing in the books and bookshelves path with the following file names: *lansamp*, *procbook*, *lanwork*, and *transfer*. If, when you start BookManager READ/6000, you want to list every book with a file name beginning with the letters *lan*, at the AIX command prompt, type:

```
bookmgr -b "lan*"
```

When you use the asterisk, or any wildcard character, enclose the wildcard character, book or bookshelf name, and any AIX special characters in double quotes ("").

Press **Enter**. The program starts, and the books *lansamp* and *lanwork* are listed in the Books and Bookshelves window. See "Starting from the AIX Command Prompt" in topic 2.3 for additional information about starting BookManager READ/6000 from the AIX command prompt.

C.3 Opening a Book or Bookshelf Not in the Books and Bookshelves Path

Some books or bookshelves may reside in directories not included in the books and bookshelves path (see "Understanding the Books and Bookshelves Path" in topic C.4 for more information about the books and bookshelves path). You can open one of these books or bookshelves when starting BookManager READ/6000 from the AIX command prompt by typing the file name of the book or bookshelf preceded by its path.

For example, a book with the file name *setup* resides in your *pcinfo* directory. The path for this directory, */u/username/network/pcinfo*, is not included in the books and bookshelves path. To open *setup* as you start BookManager READ/6000, at the AIX command prompt type:

```
bookmgr -b /u/username/network/pcinfo
```

Press **Enter**. The program starts and the book *setup* opens. See "Starting from the AIX Command Prompt" in topic 2.3 for any additional information you may need for starting BookManager READ/6000 and opening a book or bookshelf from the command prompt.

C.4 Understanding the Books and Bookshelves Path

The books and bookshelves path defines for your system the location of books and bookshelves that are to be displayed in the Books and Bookshelves window. This path is defined at installation and is a READ/6000 environment variable. This value can be changed. The entire path can consist of only a single directory specification, or it can include multiple specifications.

A benefit of the path is that it allows you to dispense with the need for providing the fully qualified file name to identify a needed file for the system. The fully qualified file name is a file's complete identification, including its location (subdirectories), as well as its file name and file extension. For example, a book listed in the Books and Bookshelves window with the name **lansamp** could have a fully qualified file name as follows:

/network/doc/lansamp.boo

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

- Initial display of the Books and Bookshelves window.
- Refreshing the list in the Books and Bookshelves window.
- Opening a book from a Bookshelf window.
- Opening a book or bookshelf from the AIX command prompt without providing the fully qualified file name.
- Creating or copying a bookshelf. The first directory specification of the current books and bookshelves path is displayed in the entry area under **Directory path for new bookshelf** in the Create Bookshelf or the Copy Bookshelf window. If no change is made to this value, this directory is the one in which the newly created or copied bookshelf is stored. But if you type a different path in the Create Bookshelf or the Copy Bookshelf window, the system looks for that directory specification to find out whether it exists in the current books and bookshelves path. If the new specification does not exist in the path, a message is displayed explaining that the newly created or copied bookshelf will not be listed in the Books and Bookshelves window when it is next refreshed or displayed.

The current path, from which the initial path value in the Create Bookshelf or Copy Bookshelf window is taken, can be either the permanent or the temporary path. When you start a BookManager READ/6000 session, the current path is the permanent books and bookshelves path. If you make a temporary change to the books and bookshelves path (for the current session only), the current path is this temporary value (see "Changing the Books and Bookshelves Path for the Current Session" in topic 4.7.4 for more information).

The value of having multiple specifications in the books and bookshelves path is that you can list books and bookshelves residing in a number of locations, rather than in just one. For example, if you are using a personal computer, you may routinely list and open books on a CD-ROM, from more than one directory, or both. To list these books, you could make a temporary change to the books and bookshelves path to include the directory specifications of these locations in the books and bookshelves path. But if you often use books and bookshelves stored in locations other than those listed in the permanent books and bookshelves path, it would save time to make a permanent change to the path to include the other locations.

To make a permanent change to the books and bookshelves path to include other locations, you can add to, change, or delete the directory specifications in the backpath resource.

GLOSSARY Glossary of Terms and Abbreviations

This glossary includes terms and definitions from:

- The *Dictionary of Computing*, SC20-1699.
- The *American National Standard Dictionary for Information Systems*, ANSI X3.172-1990, copyright 1990 by the American National Standards Institute (ANSI). Copies can be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by the symbol (A) after the definition.
- The *ANSI/EIA Standard - 440A: Fiber Optic Terminology*, copyright 1989 by the Electronics Industries Association (EIA). Copies can be purchased from the Electronic Industries Association, 2001 Pennsylvania Avenue N.W., Washington, D.C. 20006. Definitions are identified by the symbol (E) after the definition.
- The *Information Technology Vocabulary*, developed by Subcommittee 1, Joint Technical Committee 1, of the International Organization for Standardization and the International Electrotechnical Commission (ISO/IEC JTC1/SC1). Definitions of published parts of this vocabulary are identified by the symbol (I) after the definition; definitions taken from draft international standards, committee drafts, and working papers being developed by ISO/IEC JTC1/SC1 are identified by the symbol (T) after the definition, indicating that final agreement has not yet been reached among the participating National Bodies of SC1.

The following cross-references are used in this glossary:

Contrast with. This refers to a term that has an opposed or substantively different meaning.

See. This refers the reader to multiple-word terms in which this term appears.

See also. This refers the reader to terms that have a related, but not synonymous, meaning.

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

+---+
| A |
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About. A choice on the Help pull-downs in the Books and Bookshelves, Bookshelf, and Topic windows that displays the version and copyright information of the product.

accelerator. A key or sequence of keys (typically a modifier key and some other key) that provides a shortcut, immediately accessing a program function.

activate. To make a window, session, book, or topic visible and ready for use; to start or turn on.

active. Current or operational; for example, a window, session, book, bookshelf, or topic with which a user is currently interacting.

active window. An open window with which a user is currently interacting. The active window is indicated by a border that is emphasized in a different color or shade. Contrast with inactive window.

Add. A push button in the Note window that allows a user to save a new margin note.

AIX command line. The area of the screen where AIX commands are displayed as they are typed.

AIX operating system. IBM's implementation for the UNIX** operating system. The RISC System/6000 workstation, among others, runs on the AIX operating system.

AIXwindows Environment/6000. A software graphical user interface environment based on OSF/Motif** consisting of the AIXwindows toolkit, graphics libraries, window manager, and AIXwindows Desktop running on a compatible operating system.

All. A choice on the View pull-down in the Books and Bookshelves window

and the Bookshelf window that allows a user to adjust the contents of the selection list to include all the books and bookshelves that reside in the books and bookshelves path or the bookshelf.

application. A collection of software components used to perform specific types of work on a computer.

Apply. A push button in the Set Colors window that saves a color selection but does not close the window.

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

arrow keys. A set of four keys on the keyboard that moves the focus of highlighted area in the direction of the arrows on the keys.

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

available choice. A choice on a screen, on a menu bar, in a window, or on a pull-down that can be selected. Contrast with unavailable choice.

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```

bitmap. A 32-bit array of integers that defines the characters of a rectangle. A bitmap can be thought as a two-dimensional array of pixels.

book. A publication or other written material; a document.

book file name. See file name.

BookManager BUILD. An IBM licensed program that creates online books from source files formatted using the Document Composition Facility (DCF).

BookManager READ/6000. An IBM licensed program that allows reading and searching of online books and bookshelves.

BookManager READ/6000 session. (1) The period during which the Books and Bookshelves window and all windows opened from it are open. (2) If a user opens a book or bookshelf from the AIX command prompt, the period during which that book or bookshelf is displayed in its primary window. See also book session.

bookmark. An indicator that holds a user's place in a book. A bookmark can be set when an online book is closed. See also Closing bookmark.

BookMaster. A generalized markup language (GML) used to tag a text source file so that it can be formatted using the Document Composition Facility (DCF).

book session. The period during which a book is displayed in a Topic window. When more than one book is open at the same time, there is a separate ongoing book session for each. See also BookManager READ/6000 session.

Books. A menu-bar choice in the Books and Bookshelves window and the Bookshelf window that allows a user to open books or bookshelves, display more information about a book or bookshelf, and close the Books and Bookshelves window or the Bookshelf window.

books and bookshelves path. The path that defines for the system the location of bookshelves and books whenever a listing of them is provided in the Books and Bookshelves window. See also path.

bookshelf. A logical grouping of online books that allows a user to organize and search online books.

bookshelf search index. See search index.

build a book. To use BookManager BUILD to create an online book from source files formatted using the Document Composition Facility (DCF).

By name. A choice on the View pull-down in the Books and Bookshelves window and the Bookshelf window that allows a user to adjust the contents of the selection list through options offered in the View by Name window.

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```

Cancel. A standard push button that removes the active window without changing it and returns a user to the previously active window. Contrast with Close.

case. The characteristic of a letter that determines whether it is a capital letter or a small letter. It is generally called uppercase, lowercase, and mixed case.

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

Change. (1) A push button in the Note window that allows a user to modify an existing margin note. (2) A push button in the Change Path window that allows a user to change the directory specifications of the books and bookshelves path for the current BookManager READ/6000 session.

Change path. A choice on the View pull-down in the Books and Bookshelves window that allows a user to change the books and bookshelves path for the current BookManager READ/6000 session. See also books and bookshelves path and path.

chapter. A section or part of an online book which, when numbered, begins with a major topic number, such as 1.0 or 4.0.

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

character graphics. Graphics that are composed of characters in a monospaced font.

check mark. A symbol that indicates that a user has viewed a topic. For example, a check mark is placed beside each topic in the Table of Contents that a user has seen from that window.

child window. In Enhanced X-Windows and AIXwindows, a first-level subwindow. A window that is managed by another window is said to be the child window of the parent window. A type of window, such as a dialog box, that is movable and sizable, and displays or lists parts of a book or the results of processing a function. In the AIX READ/6000 product secondary and child windows are the same. See also *secondary window*.

choice. An item that a user may select. A choice can appear on a menu bar, on a menu-bar pull-down, in a window, in text (a hypertext or cross-reference link), or as an icon.

Clear. A push button on list windows that clears the check marks next to the items that a user has seen.

click. To press and release a mouse button. In BookManager READ/6000, this is mouse button 1. Note that the button makes a clicking sound.

client. An application program written specifically for X-Windows. Some clients make their own windows. Other clients are utility programs.

clipboard. An area of storage that can temporarily hold data. The clipboard is available in most AIX applications.

close. To end an activity and remove that window from the display.

Close. (1) In the Books and Bookshelves, Bookshelf, and Book windows, a choice on the Books pull-down that closes the window, and all windows associated with it. (2) On the window menu pull-down, a choice that removes the active window and all associated windows. (3) In the Close Book window, a push button that closes the active book. Contrast with Cancel.

Close all. A choice on the Books pull-down in the Books and Bookshelves window that allows a user to close all Topic windows and Bookshelf windows that were opened from the Books and Bookshelves window.

Closing bookmark. A choice on the GoTo pull-down in the Topic window that returns a user to the bookmark that was set the last time the book was closed. A user can set a closing bookmark by using Exit Book on the Books pull-down.

color map. A set of color cells. A pixel value indexes the color map to produce RGB-value intensities. A color map consists of a set of entries defining color values that, when associated with a window, is used to display the contents of the window. Depending on hardware limitations, one or more color maps can be installed at one time so that windows associated with those maps display correct colors.

column. A vertical arrangement of characters or items in a window.

command. A request to execute a particular program or function. A user types a command in the command area and then presses Enter. When parameters, values, flags, or other operands are associated with a command, the resulting character string is a single command.

command line. The area of the screen where commands are displayed as they are typed.

command prompt. A displayed symbol, such as \$ or %, that indicates where a user enters commands.

compact disc-read only (CD-ROM). High-capacity read-only memory as an optically read compact disc.

configuration. (1) The group of machines, devices, and programs that make up a data processing system or network. (2) The process of describing to a system the devices, optional features, and program products that have been installed.

configuration file. A file that specifies the characteristics of a system or subsystem.

configure. To describe to a system the devices, optional features, and programs products installed on a system.

Contents. A choice on the GoTo pull-down in the Topic window that displays a list of topics in the order in which they appear in the book.

control key. (1) The keyboard key labeled Ctrl. (2) A key combination, made by pressing the Ctrl key and another key at the same time on the keyboard, that does a function or makes a special character.

copy. The action by which the user makes a complete or partial duplicate of an already existing data object.

Copy. (1) A push button in the Copy Bookshelf window that allows a user to copy the bookshelf or bookshelves currently selected in the Books and Bookshelves window. (2) A toggle button in the Copy or Print window that allows a user to copy one or more sections of a book to a file.

Copy bookshelf. A choice on the Group pull-down in the Books and Bookshelves window that allows a user to duplicate in a new bookshelf the list of books currently contained in any selected bookshelf.

Copy or Print. (1) A choice on the Services pull-down in the Topic window that allows the user to access the Copy or Print window to copy a topic to a file, or send it the printer queue.

Create. In the Create Bookshelf window, a push button that allows a user to create a bookshelf according to the specifications entered.

Create bookshelf. A choice on the Group pull-down in the Books and Bookshelves window that allows a user to create a new bookshelf.

Create note. In the Topic window, a choice on the Note pull-down window that allows a user to attach a margin note to a line or topic heading.

cross-reference link. Emphasized text a user can select to display the text, figure, or table being referenced. For example, the emphasized text *Table 1* displays Table 1 when a user double-clicks on the link. See also hypertext link.

current list. The list of books or bookshelves, or both, in the Books and Bookshelves window or the Bookshelf window in its state currently. A user can change the contents of this list at any time during a session by using the All, Selected, By name, or Change path choices on the View pull-down.

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| D |  
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```

DCF. See *Document Composition Facility (DCF)*.

Describe. A choice on the Books pull-down in the Books and Bookshelves, Bookshelf, and Topic windows that allows a user to display more information about a bookshelf or book.

default printer. A printer that accepts all the printed output from a display station assigned to it.

Deselect all. A choice on the Group pull-down in the Books and Bookshelves window and the Bookshelf window that allows a user to deselect all bookshelves or books currently selected.

Details. A choice on the View pull-down in the Books and Bookshelves window and the Bookshelf window that allows a user to modify the display so that the books or bookshelves are listed in columns with the icon first, the file name second, the title third, the date fourth, and the document number (if available) last.

dialog box. A secondary (child) window that displays under the direction of the user and contains application controls.

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

Discard. (1) In the Topic window, a choice on the Notes pull-down that allows a user to delete a margin note. (2) In the Note and Notes List windows, a push button that allows a user to delete a margin note.

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

double-click. To press and release a button on a mouse twice in quick succession without moving the pointer off the choice. In BookManager READ/6000, this is mouse button 1. Note that after you double-click the mouse button, the item selected is processed or the action requested is initiated.

download. To send information from a host computer to an attached workstation.

drag. To move an object on the screen or extend a marked area in the Topic window by pressing and holding down the mouse button while moving the pointer. Dragging ends when the mouse button is released.

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Edit. A choice on the Notes pull-down in the Topic window that allows a user to change the text of a margin note.

ellipsis. A symbol (...) used on a pull-down to indicate that a menu window follows.

emphasis. A means of calling attention to something; for example, by highlighting a choice to show that it has been selected.

Emphasize matches. A choice on the Search pull-down in the Topic window that displays search results in the Topic window in a different color or shade from normal text.

enter. To submit all selected choices and entry-area information to the computer for processing; for example, to type information on a keyboard and press Enter.

Enter key. A key on a keyboard that, when pressed, causes information to be submitted to a computer for processing. Note that this key is sometimes labeled with a bent-arrow symbol.

entry area. An area in a window, usually with its boundaries indicated, into which a user types information. Contrast with selection list.

error message. A message that tells a user that a problem has occurred. See also information message and warning message.

exact match. A word or phrase identified by BookManager READ/6000 as corresponding exactly to the targeted search word or phrase in a book search.

Exit. (1) A choice on the Books pull-down in the Books and Bookshelves window that allows a user to close this window, and all other BookManager READ/6000 windows opened from it, thus ending the current BookManager READ/6000 session. (2) In the Exit Book window, a push button that closes the active book.

Exit Book. A choice on the Books pull-down in the Topic window that allows the user to close the Topic window and all the other windows opened from it.

extended help. Help for an entire window that describes the window's

selections and how they relate to one another. A user can display extended help by pressing F1 or clicking on the Help push button when the Help push button is selected. Extended help for primary and secondary windows is also available from the Help pull-down.

Extended help. A choice on the Help pull-downs in the Books and Bookshelves, Bookshelf, and Topic windows that displays help for the entire active primary or secondary window.

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field. An identifiable area on a window. See entry area and selection list.

figure. A graphic, pictorial, or other kind of illustration set off from the text of a document and usually identified by a title or caption and a sequential number.

Figure list. A choice on the GoTo pull-down in the topic window that displays a list of all numbered figures contained in a book.

FIGURES. A topic in an online book that contains the list of figures in the book. This topic is displayed in the Figures window.

file. A collection of information treated as a unit.

file extension. A three-character suffix that identifies a file that is part of a specific group, such as a margin notes file (.ntf), bookshelf file (.bks), search index file (.bki), or book file (.boo).

file name. The name used by BookManager READ/6000 to identify an online book, bookshelf, or search index.

filename. An entry area in the Copy or Print window where the user types the file name to copy one or more sections of a book to a file.

Find next. A push button in the Search Book window that allows a user to look for specified words or phrases in an area starting with the top line displayed in the Topic window and continuing to the end of the book or topic. If any search matches are found, the line containing the first match in the searched area is displayed as the top line in the Topic window.

fixed disk. A nonremovable storage medium used for storage of data on a computer.

flag. A modifier that appears on a command line with the command name that defines the action of the command. A dash usually precedes a flag.

flat file. A text file that either contains no formatting tags or controls, or displays these as normal text that is not processed.

font. A given size and style of type.

footnote. A note of reference, explanation, or comment printed at the bottom of a printed page or shown at the end of an online book's topic.

full path name. The name of any directory of file expressed as a string of directories or files beginning with the root directory.

function key. See shortcut key.

fuzzy match. A search match type that matches different forms of the same root word. For example, a fuzzy search for the word *computer* would match the words *computing* and *computers*.

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generalized markup language (GML). A language that can be used to identify the parts of a source document without respect to a particular processing system.

Getting started. A choice on the Help pull-down in the Books and Bookshelves, Bookshelf, and Topic windows that displays information on using a keyboard or mouse to move through a book or select options.

GML. See *generalized markup language (GML)*.

GoTo. A menu-bar choice in the Topic window offering a user several options for moving around in an online book.

Go to. (1) In the Go to Topic window, a push button that allows a user to display a specified topic in the Topic window. (2) In the Revisions window, a push button that allows a user to display in the Topic window a selected topic containing revisions. (3) In the Topics Seen List window, a push button that allows a user to display a selected topic in the Topic window.

Go to note. A push button in the Notes List window that allows a user to display the selected margin note in the Note window.

Go to topic. (1) A push button in the Notes List window that allows a user to display in the Topic window the topic to which a selected margin note is attached. (2) A pull-down choice in the Topic window that displays the Go to topic window.

graphic. Pertaining to pictorial material or the output of graphics software, in contrast to text. Graphics in an online book are displayed in the Picture window. Contrast with image and text.

graphics data file. A file that contains an illustration (graphic or image).

graphics reference link. A word or phrase in the text of an online book that represents a figure. A user can view the figure in the Picture window by double-clicking on the graphics reference link.

Group. (1) In the Books and Bookshelves window, a menu-bar choice that allows a user to put books into a bookshelf, create or copy a bookshelf, and select all the books currently listed in the window or deselect them. (2) In the Bookshelf window, a menu-bar choice that allows a user to put books into a bookshelf or remove them, and to select all the books currently listed in the window or deselect them.

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

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

Help. A menu-bar choice in the Books and Bookshelves, Bookshelf, and Topic windows, or, in other windows, a push button or menu-bar choice that allows a user to select various kinds of help information.

help file. A file, separate from the source code of a program, that contains help definitions in a special format that AIX Base Operating System message services can use.

Help for help. A choice on the Help pull-down that explains the different kinds of help and tells a user how to use them.

Help index. A choice on the Help pull-down that displays an alphabetical list of subjects on which a user can obtain help.

Help menu bar. The area at the top of a help window containing keywords that give a user access to the actions available in the help window.

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

Hide. A choice on the Search pull-down in the Bookshelf window that allows a user to turn off the display of search match icons in the selection list.

highlight. See emphasis.

home directory. A directory associated with an individual user.

hypertext link. A way to link information within a book for easy movement from location to location. The link is a pointer from a location in an online book to another location in the same book. It lets a user move without scrolling or explicitly requesting a new location. BookManager BUILD automatically creates links from a cross-reference to the referenced location. Authors can also create hypertext links in an online book to point a user to additional information. See also cross-reference link.

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icon. A pictorial symbol that represents an object or action.

icon box. A window used as a visual storage area for icons representing minimized windows.

icon layout policy. A specification that determines whether icons representing minimized windows are placed in the root window or within an icon box.

identifier. See topic identifier.

image. In Graphical Data Display Manager (GDDM*), a picture made up of points that are either black or white. Contrast with graphic and text.

importance. See search results importance.

inactive window. An open window with which a user is not currently interacting. Contrast with active window.

Index. A choice on the GoTo pull-down in the Topic window that displays an alphabetical list of the subjects in a book and the topics in which they are found.

information message. A message that tells a user that an operation has been performed successfully. See also error message and warning message.

initial value. Information present in an entry area when that entry area is first displayed. See also preselected choice.

input focus. A window defining the scope for processing keyboard output. By default, keyboard events are sent to the client using the window the pointer is in. It is also possible to attach the keyboard input to a specific window. Events are then sent to the appropriate client regardless of the pointer position.

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

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

keyboard. An input device consisting of various keys that allows the user to input data, control pointer locations, and to control the dialog with the workstation.

Keys help. A choice on the Help pull-down in the Books and Bookshelves, Bookshelf, and Topic windows that displays a list of shortcut keys and their definitions.

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

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label. A name assigned to each set of search matches found during the search of a book or topic. The label initially assigned by BookManager READ/6000 is the first few words or phrases from the list of search words and phrases.

LAN. See *local area network (LAN)*.

licensed program. (1) A software program that remains the property of the manufacturer, for which customers pay a license fee. (2) A separately priced program and its associated material that bears an IBM copyright and are offered to customers under the terms and conditions of a licensing agreement.

line note. A margin note created by a user and associated with a specific line of text. See also topic note.

link. See hypertext link and cross-reference link.

list. See selection list.

List. A choice on the Notes pull-down in the Topic window that displays a list of the margin notes in a book.

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

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

lowercase. Pertaining to the small letters, as distinguished from the capital letters; for example, "a, b, c" rather than "A, B, C." Contrast with uppercase.

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margin note. See note.

mark. A feature of AIX that allows a user to indicate a block of text that is to be copied or printed. An area that is marked is displayed as a reversed image.

match. A word or phrase that is identical or similar to a search word or phrase.

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

Maximize. A choice on the window menu button pull-down that makes a window as large as possible. Contrast with Minimize.

maximize button. A control button placed on the window management window frame and starts the maximize function.

memory. The main storage area of a computer.

menu. A list of available selections from which a user chooses.

menu bar. The area at the top of a primary window containing keywords that give a user access to actions available in the window. For example, when a user selects the keyword Help on the menu bar, the Help pull-down is displayed. See also menu-bar pull-down.

menu-bar pull-down. An extension of the menu bar that appears when a user selects a choice on the menu bar and that displays a list of choices. See also menu bar.

message. Information presented to a user that is generated by a computer. See error message, information message, and warning message.

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

Minimize. A choice on the window menu button pull-down that reduces a window to an icon. Contrast with Maximize.

minimize button. A control button placed on the window management window frame and starts the minimize function.

mnemonic. A single character (frequently the initial character) of a menu selection which, when the menu is displayed and the character is pressed on the keyboard, initiates the selection.

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

mouse. A device a user moves on a flat surface to position a pointer on the screen. A mouse allows a user to select a choice or function to be performed, to perform a function, or to perform an action on the screen, such as marking an area of text.

mouse button. One of the buttons on a mouse-pointing device. Mouse buttons can be pressed, released, dragged, clicked, and double-clicked.

move. An action that allows a user to reposition a window.

Multiple Virtual Storage (MVS). Multiple Virtual Storage, consisting of the MVS/System Product (MVS/SP*) and the MVS/370 and 380 Data Facility Product operating on a System/370* or 380 processor.

MVS. See Multiple Virtual Storage (MVS).

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Name. A choice on the View pull-down in the Books and Bookshelves window and the Bookshelf window that allows a user to modify the display so that the bookshelves or books are listed in columns with an icon first and the file name second.

note. Additional information or comments that a user attaches to a topic heading or line of text in a book. See line note and topic note.

note file. A file in which BookManager READ/6000 stores notes. The note file extension is usually .ntf.

Note. A menu-bar choice in the Topic window that allows a user to create, view, change, or discard a margin note or to view a list of margin notes.

Notes list. A choice on the GoTo pull-down in the Topic window that displays a list of the notes in the book.

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

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

online book. A softcopy document created by BookManager BUILD that can be viewed and searched at a display device with BookManager READ.

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

Open. A choice on the Books pull-down in the Books and Bookshelves window and the Bookshelf window that allows a user to open books or bookshelves.

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

Options. (1) A push button in the Search Book window that allows a user to determine the scope and display of the search results. (2) A menu-bar choice in the Topic window that allows a user to customize the window display colors.

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

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

Paste. A function that allows a user to copy text from the clipboard into other BookManager READ/6000 windows or into another application that allows input.

parameter. Information that the user supplies to a panel, command, or function.

parent window. A window in which major interactions between a user and the application take place. A parent window always has a menu bar. In Enhanced X-Windows, the window that controls the size and location of its children. If a window has children, it is a parent window. In the AIX READ/6000 product parent and primary windows are the same. See also pop-up window, secondary window, and *primary window*.

path. The storage location of a file. The path includes the directory, and, if applicable, the line of subdirectories leading to the directory in which the file resides. See also books and bookshelves path.

phrase. A sequential segment of related text.

picture. An illustration (image or graphic) in a book that is displayed in the Picture window.

Pictures. A choice on the GoTo pull-down in the Topic window that displays a list of the pictures (graphics) in the book.

pointer. The symbol displayed on the screen that is moved by a mouse. A pointer is used to select objects and actions (arrow), to indicate that an action is being processed, or to size a window (double arrow).

pop-up window. A window that appears on top of another window, and that allows a user to specify options in processing an action. Examples of pop-up windows are the Search Bookshelf and Note windows.

preselected choice. A choice that is selected when a field is first displayed. See also initial value.

primary window. A window in which major interactions between a user and the application take place. A primary window always has a menu bar. In the AIX READ/6000 product parent and primary windows are the same. See also pop-up window, secondary window, and parent window

Previous link or reference. A push button in the Topic window that returns a user to the location from which a cross-reference or hypertext link was selected.

Print selected area. A choice on the Services pull-down in the Topic window that allow the user to send a selected area of text in the Topic window to the printer queue.

programming interfaces. A method by which a customer-written program can obtain the services of a product.

prompt. See command prompt.

pull-down menu. A menu that is pulled down from a client application's title bar. See menu-bar pull-down.

push button. A rectangular display element containing text that processes or cancels an action, or gives help about an action when it is selected.

Put. A push button in the Put into Bookshelf window that allows a user to add the selected book or books to the specified bookshelf.

Put into bookshelf. A choice on the Group pull-down in the Books and Bookshelves window and the Bookshelf window that allows a user to add to a bookshelf one or more of the books listed.

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read-only memory (ROM). A storage device in which data, under normal conditions, can be read only.

reference. See cross-reference link.

reduced instruction-set computer (RISC). A computer that uses a small, simplified set of frequently used instructions for rapid execution.

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

Refresh. (1) A choice on the View pull-down in the Books and Bookshelves window that allows a user to update the selection list to account for any books or bookshelves that have been added to, or deleted from, the books and bookshelves path since the active session began or since the last refresh was performed. (2) A choice on the View pull-down in the Bookshelf window that allows a user to update the selection list to account for any books that have been added to, or deleted from, the bookshelf since the active session began or since the last refresh was performed.

Remove from bookshelf. A choice on the Group pull-down in the Bookshelf window that allows a user to remove any selected book from that bookshelf.

Replace. A push button in the Word Check window that replaces the selected word in the Search Book or Search Bookshelf window with the word selected in the Word Check window.

Reset. (1) A push button in the Set Colors window that cancels any user changes and resets the color selections to their initial values. (2) A push button in the Change Path window that allows a user to restore the current books and bookshelves path to its permanent value after having changed its value for the current BookManager READ/6000 session.

resource. In Enhanced X-Windows, items such as windows, pixmaps, cursors, fonts, graphics contexts, and color maps are known as resources. Each resource has a unique identifier associated with it for naming purposes.

resource file. A file that the AIXwindows Interface Composer automatically writes out when it writes a C file if at least one property in the interface is specified as public. The user can modify the resource file to customize a generated application. A resource file includes named pieces of data such as windows, pixel maps, and other graphic items.

Retrace topic path. A push button choice in the Topic window that allows a user to move backward step-by-step through the topics that have been displayed.

Retrieve. A push button in the Search Book and Search Bookshelf windows that displays the preceding set of search words and phrases for up to 10 searches.

reversed image. A form of highlighting characters by reversing the color of the characters with the color of the background.

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

Revisions list. A choice on the GoTo pull-down in the Topic window that displays a list of the topics in the book that have been changed. The changes may be marked with revision codes.

revision symbol. See revision code.

RISC. See *reduced instructions-set computer*.

RISC System/6000. A family of workstations and servers based on IBM's POWER Architecture*. They are primarily designed for running multiuser numerical computing applications that use the UNIX operating system.

root directory. The directory, created when the disk is formatted, that contains all the directories in the file system.

root window. An optional pop-up menu associated with the workspace.

root window. In a graphic environment, each screen has a root window covering it. This window cannot be reconfigured or unmapped, but otherwise performs like any other window. A root window has no parent.

ROM. See *read-only memory (ROM)*.

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

scroll bar. A window component that indicates that more information is available and can be moved into view by clicking on the darkened arrow.

Search. (1) A menu-bar choice in the Bookshelf and Topic windows that allows a user to look for specified words and phrases. From the choice's pull-down in the Bookshelf window, a user can also turn on or off the display of search match icons in the selection list. From the pull-down in the Topic window, a user can turn on or off the emphasis of search matches in the displayed book. (2) A push button in the Search Book and Search Bookshelf windows that starts the process of searching for the specified words or phrases.

Search book. A choice on the Search pull-down in the Topic window that allows a user to look for specified words or phrases in the active book.

Search bookshelf. A choice on the Search pull-down in the Bookshelf window that allows a user to look for specified words or phrases in a bookshelf.

search index. An index, created with BookManager BUILD or READ on a host computer, of all the information in the books in a bookshelf. The bookshelf search index is created as a separate file, usually with the same file name as the bookshelf and a file extension of .bki. A bookshelf search index speeds up the search of books in the bookshelf.

Search Results. A choice on the GoTo pull-down in the Topic window that displays the results of a book search or a topic search.

search results importance. A method of ordering search results (a listing of topics in a book search or books in a bookshelf search) based on factors such as closeness of the match, location of matches, and the number of matches in a topic. With this method, entries with search matches are arranged in order of probable importance, so that the ones most likely to be helpful are listed first.

search words and phrases. The words and phrases to be located in a book or bookshelf during a search.

secondary window. A type of window, such as a dialog box, that is movable and sizable, and displays or lists parts of a book or the results of processing a function. In the AIX READ/6000 product secondary and child windows are the same. See also child window.

select. To mark or choose an item in a window.

Select all. A choice on the Group pull-down in the Books and Bookshelves window and the Bookshelf window that allows a user to select all the bookshelves or books currently listed.

Selected. A choice on the View pull-down in the Books and Bookshelves window and the Bookshelf window that allows a user to adjust the contents of the selection list to include only those books and bookshelves that are currently selected.

selection list. A list of choices from which a user can select one or more. The choices in a list can be scrolled or paged through. Contrast with entry area.

Services. A menu-bar choice in the Topic window that allows a user to copy selected text to the clipboard or print selected text.

session. See BookManager READ/6000 session or book session.

Set. (1) In the Set Colors window, a push button that saves any changes to the color selections. (2) In the Search Options window, a push button that saves any changes to the options in a book search.

Set colors. A choice on the Options pull-down in the Topic window that allows a user to customize the colors in which the Topic window background, search matches, links and references, Topic window text, Topic window background, and Picture window background may appear.

SGML. See *standard generalized markup language (SGML)*.

shell. A software interface between the user and the operating system of a computer. Shell programs interpret commands and user interactions on devices such as keyboards, pointing devices, and touch-sensitive screens and communicate them to the operating system.

shortcut key. An assigned key or key combination that is used in place of selecting actions from the menu bar or menus.

Show results. A choice on the Search pull-down in the Bookshelf window that allows a user to turn on the display of search match icons in the selection list.

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

Size. A choice on the window menu button pull-down that allows a user to change the dimensions of a window.

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

softcopy. One or more files that can be electronically distributed, manipulated, and printed by a user. Contrast with hardcopy.

Sort by. A choice on the View pull-down in the Books and Bookshelves window and the Bookshelf window that allows a user to modify the display so that the bookshelves or books are listed in alphabetical order by either file name or title. In the Bookshelf window, they can also be listed by search results importance.

source file. A file containing text and formatting tags that is used to create online books or print images.

standard generalized markup language (SGML). An element tagging language for representing documents that are free of system and processing dependencies.

subdirectory. A division of a directory that helps to organize how files are stored.

subtopic. A topic that is subordinate to a higher level topic.

system prompt. Synonym for command line. The system prompt is the symbol that appears at the command line of an operating system. The system prompt indicates that the operating system is ready for the user to enter a command.

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Tab key. A key that changes the selection to the next entry area or selection list.

table. Information presented in rows and columns and defined by the author as a table.

Table list. A choice on the GoTo pull-down in the Topic window that displays a list of all numbered tables contained in a book.

TABLES. A topic in an online book that contains the list of tables in the book. This topic is displayed in the Tables window.

tag. In text markup, a name for a document type or document element that is entered in the source document to identify it. For example, :P. is the BookMaster tag for a paragraph.

temporary. Not permanent; for example, a color setting that ends with the current book session.

text. Character information. Contrast with graphic and image.

title bar. The area at the top of each window that contains the window title and window menu button. The window title for the Topic window consists of the program name and the title of the active book, if there is one.

toggle button. In AIXwindows and Enhanced X-Windows, a graphical object that simulates a real-world toggle switch; it switches from optional state to another. When a user selects a toggle button, it is darkened.

topic. A heading and its subsequent text up to the next heading; BookManager READ/6000's basic unit of information.

topic heading. The title of a section or chapter in a book. The heading is displayed following the topic number or identifier in the title bar of the Topic window.

topic identifier. Either the number or the unnumbered name of a topic (section or chapter) in a book.

topic name. Within an online book, the unique unnumbered identifier of a particular topic, such as INDEX or GLOSSARY. It allows a user to go directly to a particular place in a book. See also topic identifier.

topic note. A margin note created by a user and associated with a specific topic heading. See also line note.

topic number. Within an online book, the unique numbered identifier of a particular topic, such as 2.1 or B.1. It allows a user to go directly to a particular place in a book. See also topic identifier.

Topic window. The window that displays the text of an online book. The title bar at the top of the window displays the active topic's number or identifier and heading.

Topic window background color. The color of a document page within the Topic window.

Topic window text color. The color of normal text in the Topic window.

Topics seen list. A choice on the GoTo pull-down in the Topic window that displays a list of the topics that have been displayed during the active session.

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unavailable choice. A choice that a user cannot select because some condition in the application. An unavailable choice is grayed out. Contrast with available choice.

uppercase. Pertaining to capital letters, as distinguished from lowercase letters; for example, "A, B, C" rather than "a, b, c." Contrast with lowercase.

user ID. See *user identification*.

user identification (user ID). One to eight alphanumeric characters, beginning with an alphabetic, #, \$, or > character, that identifies a user. This string of characters limits the functions and information the operator can use.

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View. (1) In the Books and Bookshelves window and the Bookshelf window, a menu-bar choice that allows a user to adjust the contents and arrangement of the list of books or bookshelves. (2) In the View by Name window, a push button that allows a user to change the contents of the list in the Bookshelves window or the Bookshelf window according to the options specified.

Virtual Machine/System Product (VM/SP). An IBM licensed program that manages the resources of a single computer so that multiple computing systems appear to exist. Each virtual machine is the functional equivalent of a real machine.

VM. See Virtual Machine/System Product (VM/SP).

VM/SP. See *Virtual Machine/System Product (VM/SP)*.

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warning message. Information provided by a computer to a user to indicate a possible error condition in the system. A warning message also tells a user that the requested action can cause an undesirable condition. A user might be required to perform or confirm an action. See also error message and information message.

wildcard character. The character used to substitute for unknown or unspecified characters or words in a word or phrase. An asterisk (*) is an example of a wildcard character.

window. A part of a display screen with visible boundaries in which information is displayed. A window can be smaller than or equal in size to the display screen. Windows can overlap and give the appearance of one window being on top of another.

Window. A menu-bar choice in the Topic window that allows a user to arrange the display of all open windows and to change the active window.

window decoration. The frame and window control buttons that surround managed windows.

window menu. The menu that displays when the window menu button is pressed. The window menu typically contains selections for restoring, moving, sizing, minimizing, maximizing, and closing the window.

window menu button. The graphical control button that appears at the left side of the title bar in the window frame. A single click on the window menu button activates the window menu button pull-down.

window menu button pull-down. A pull-down in the top left corner of a window that allows a user to restore, move, size, minimize, maximize, and close a window. It also allows a user to exit from the program.

Word check. A push button in the Search Book, Search Topic, and Search Bookshelf windows that allows a user to search for a word in the book or bookshelf that is similar to the search word; for example, Smith and Smyth.

workstation. One or more programmable or nonprogrammable devices that allow a user to do work on a computer.

+---+
| x |
+---+

X resource. Synonymous with *resource*, pertaining to AIXwindows.

X resource file. In AIXwindows, an ASCII file that includes the definition of all property values that were specified as Public in the Widget Property Editor. Such files can be modified by the end user.

X-Windows. A network-transparent windowing system developed by MIT. It is the basis for Enhanced X-Windows, which runs on the AIX operating system.

BIBLIOGRAPHY Bibliography

The following is a bibliography of related publications you may find helpful while using this book:

Subtopics

- BIBLIOGRAPHY.1 AIX Publications
- BIBLIOGRAPHY.2 BookManager MVS Publications
- BIBLIOGRAPHY.3 BookManager READ/DOS Publications
- BIBLIOGRAPHY.4 BookManager READ/2 Publications
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- BIBLIOGRAPHY.6 BookManager VM Publications
- BIBLIOGRAPHY.7 BookMaster Publications
- BIBLIOGRAPHY.8 DCF Publications
- BIBLIOGRAPHY.9 GDDM Publications
- BIBLIOGRAPHY.10 ProcessMaster Publications
- BIBLIOGRAPHY.11 Other Publications

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