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IBM Softcopy Reader User's Guide

Version 3 Release 7

IBM®



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Version 3 Release 7

Note

Before using this document, read the general information under "Notices" on page 85.

Twenty-first Edition (May 2007)

This edition applies to IBM Softcopy Reader Version 3 Release 7 and to all subsequent releases and modifications until otherwise indicated in new editions.

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The Bookmanager development team maintains a site on the World Wide Web. The URL for the site is:
<http://www.ibm.com/software/applications/office/bkmgr/softcopyread.html>

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Summary of Changes

IBM Softcopy Reader V3.6 driver level SCRV3_081506 contains the following changes and enhancements:

- The 'Quick Search' function now exploits the Shelf Index (.BKI file), if present, when used to search across documents on extended shelves (.XKS files). PDF files (as opposed to corresponding BookManager Book files) are now listed as search results when Quick Searching indexed extended shelves.
- If the IBM Advanced Linguistics Search (ALS) Plug-in for Adobe V1.3 (or later) is installed, any PDFs selected from the hit list will launch the ALS Plug-in (from within Adobe Reader) to provide a list of ranked and highlighted search hits within the selected PDF.
- Regular searching of extended shelves (with or without an associated shelf index) now searches BookManager Book files, if present, corresponding to the documents on the shelf.
- Various service enhancements have been rolled up into this release of Softcopy Reader. See the readme file for details.

Chapter 1. Overview

IBM Softcopy Reader is made up of two programs, **Book Reader** and **Shelf Organizer**. This guide explains how to install and use it under Windows or Linux.

Book Reader

Book Reader allows you to open softcopy books created with one of the IBM BookManager® Build programs. You can:

- **View and navigate** through the softcopy books and PDFs online
- Do **searches** within the book
- Create **notes**
- **Copy** text
- **Print** text selections, a section, or the entire book

Figure 1 shows an example of the Book Reader window.

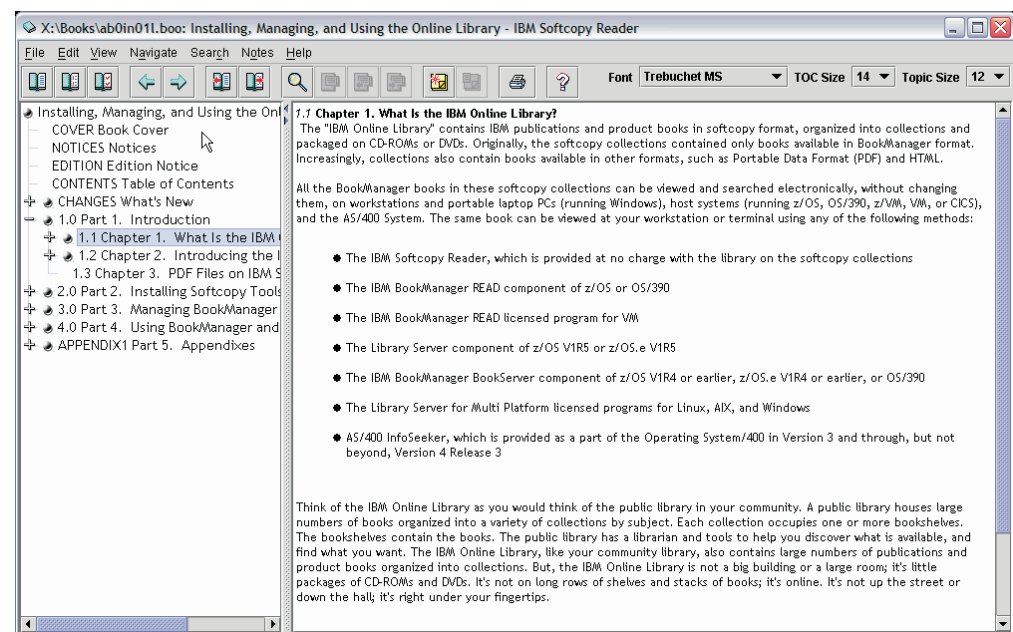


Figure 1. Book Reader main window

Shelf Organizer

Shelf Organizer allows you to specify the locations (paths) of all of the books, PDFs, shelves and shelf indexes you want to use. You can specify the paths of the books, PDFs, shelves and shelf indexes on:

- Internal hard disk drives (C:, D:, etc.)
- CD-ROM drives on your workstation or on a network
- External hard disk drives on a network
- Other storage devices that can be attached to your system

With the Shelf organizer, you can manage your softcopy libraries in the following ways:

- Specify the location (paths) of all books, PDFs and shelves located on your workstation, on a network, or an external storage device
- Organize (sort) your shelves by name, date, or title
- Organize (sort) your books and PDFs by name, date, title, or document number
- Filter (display a subset of) your shelves by name, date, or title
- Filter (display a subset of) your books and PDFs by name, date, title, or document number
- Create your own shelves
- List shelves
- Delete shelves
- Import books and PDFs into a shelf
- Search shelves or selected documents (regular search)
- Search indexed shelves (quick search)
- Move books between bookshelves, and PDFs between extended shelves

Figure 2 shows an example of the Shelf Organizer window.

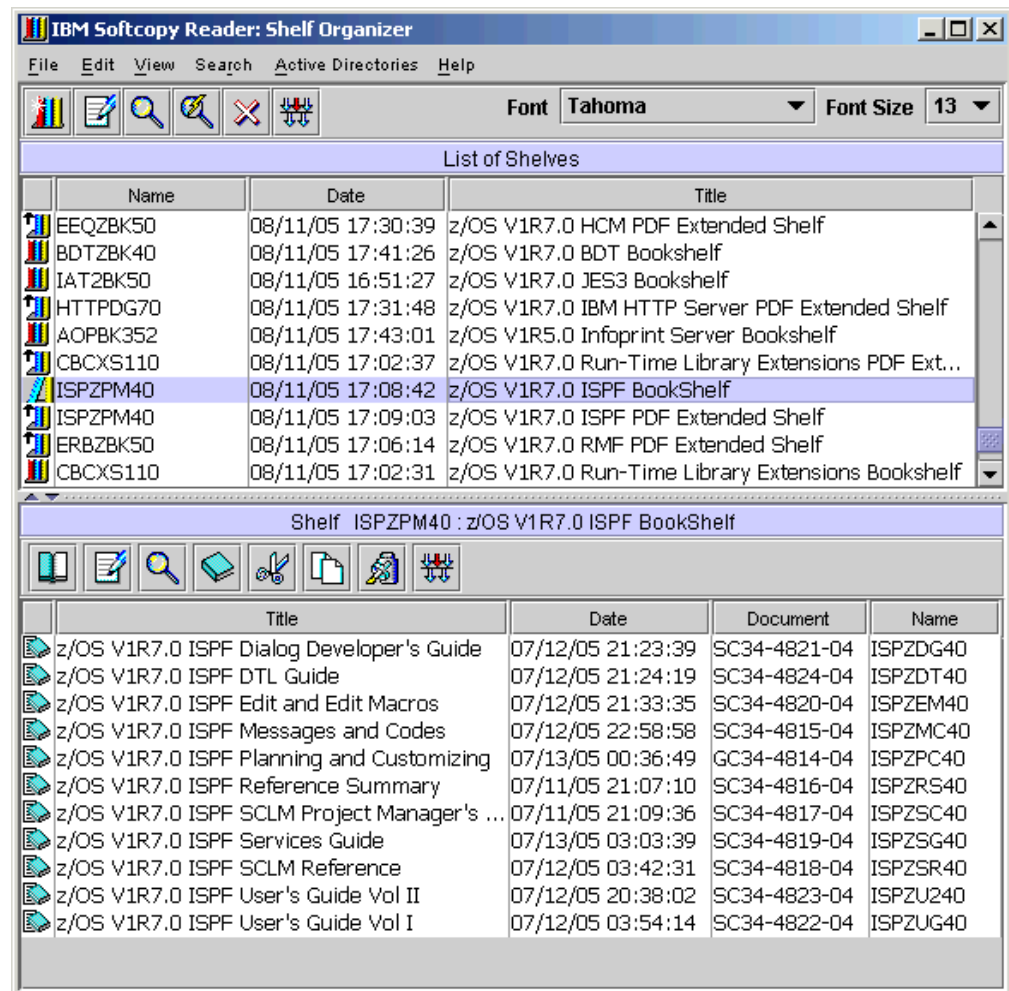


Figure 2. Shelf Organizer main window

When to Use Each Program

Functions	Book Reader	Shelf Organizer
Open a shelf		Yes
Open a book	Yes	Yes
Open a PDF file	No	Yes
Create a new shelf		Yes
Search a book	Yes (single book)	Yes (multiple books)
Search a PDF file	No	No
Search an unindexed bookshelf		Yes
Search an indexed bookshelf		Yes
Search an unindexed extended shelf		Yes (regular search only, for books)
Search an indexed extended shelf		Yes (quick search for PDFs or regular search for books)
Create a note in a book	Yes	
Use a bookmark	Yes	
Print a topic	Yes	
Copy a topic to clipboard	Yes	
Save a topic as HTML	Yes	

Chapter 2. Installing IBM Softcopy Reader

The IBM Softcopy Reader can be installed on a workstation with Microsoft® Windows® 2000 or Windows XP or Red Hat Linux™.

When you install Softcopy Reader, these items are installed on your workstation:

- **Readme file**—contains the latest information on the product and installation instructions
- **User's Guide**—explains how to use the Softcopy Reader
- **Book Reader** program—allows you to view and search online books and PDFs
- **Shelf Organizer** program—allows you to view and manage online shelves, and view or search the online books or PDFs they contain.

On Windows, these options can be selected through the Windows menu **Start > Programs > IBM Softcopy Reader**.

Software and hardware requirements

Required software

Operating systems - one of the following:

- Microsoft Windows 2000 or Windows XP
- Red Hat Linux 9.0 or higher, with Sun® Java Runtime Environment™ 1.4.1 or higher, or IBM JRE 1.4.2 or higher.

Note: Starting with the March 2003 IBM Online Library Collection Kits, the Windows version of the Shelf Organizer and Book Reader programs will run in the native Windows environment. You no longer need to have the Java Runtime Environment installed on your Windows machine.

Optional software

- On Windows, Adobe® Reader® is required if you plan to view PDF files. If you plan to automatically search them, via shelf organizer, the IBM Advanced Linguistics Search Plug-in for Adobe V1.3 (or higher) is also needed.
- On Linux, any PDF reader program must be configured with Softcopy Reader if you plan to view PDF files.

Required hardware

- A personal computer (PC) capable of running Windows 2000, Windows XP, or Red Hat Linux 9.0 or higher.
- Display device supported by Windows 2000 or Windows XP, or Red Hat Linux 9.0 (VGA or better resolution).
- Any pointing device supported by Windows 2000 or Windows XP, or Red Hat Linux 9.0.
- A minimum of 256MB of RAM.
- An additional 100MB of storage for Softcopy Reader.

Note: A total of 150MB of free space is required to run the install program.

- One or more CD-ROM drives supported by Windows or Red Hat.

Optional hardware

A printer that is supported by Windows or Red Hat.

Recommended installation steps

This is the recommended sequence for installing IBM Softcopy Reader:

1. Remove any previous versions of IBM Softcopy Reader, and beta versions of Softcopy Reader for Java. See Chapter 5, “Uninstalling IBM Softcopy Reader,” on page 83.
2. Install IBM Softcopy Reader - this program can be downloaded from IBM Softcopy Collection Kits, and from the IBM BookManager pages on the IBM Web site (the latest level will be on the IBM Web site).
3. Start and run Book Reader or Shelf Organizer.

Specifying paths to books, PDFs, shelves and shelf indexes

During the installation process you will be asked to specify the locations (path names) for the books, PDFs, shelves and shelf indexes that you wish to access. These items can reside on:

- The hard disk drives attached to your system, for example, C:,D:. (For Linux, these are the hard disk drive mount points.)
- CD-ROM drives attached to your system (CD-ROM drive mount points)
- External hard disk drives or CD-ROM drives that you can access through a network (you may have multiple CD-ROM drives you want to access)
- Other storage devices that can be attached to your system

For Windows, you can specify the path information during installation, or when you run the program. For Linux, you specify the path information when you run the program.

Any path names that you supply must be valid paths; that is, the directories must already exist in the drives specified.

If you have more than one CD-ROM drive, you can add the paths to them.

If you plan to copy files to your hard disk, you can add hard disk drive paths as well. Define the directories on your hard disk drive first. For example, if your hard disk drive is C and a second CD-ROM drive is E, the preceding example would now be:

```
D:\BOOKS;D:\PDF;D:\SHELVES;C:\BOOKS;C:\PDF;C:\SHELVES;E:\BOOKS;  
E:\PDF;E:\SHELVES
```

You will also be asked to specify the drive letter of your primary CD-ROM drive, and to select the default directory shown in the window to save any notes you create in the books, or specify your own user-writable directory.

You have the option to specify the drive letters for your CD-ROM drives. While optional, specifying the drive letter is recommended, particularly when using the IBM Online Library Collection CD-ROMs, so that the Shelf Organizer knows to refresh its list of Shelves when the CD in the CD-ROM drive is changed.

If you already have the IBM Library Reader installed on your system, specify if you would like to make the IBM Softcopy Reader the default reader.

Installing IBM Softcopy Reader on Windows platforms

These procedures allow you to install the IBM Softcopy Reader, which consists of the Book Reader and Shelf Organizer, on your system. The install program can be downloaded for free from:

- An IBM Online Library Collection Kit CD-ROM
- The IBM BookManager pages on the IBM Web site: <http://www.ibm.com/software/applications/office/bkmgr/softcopyread.html>

Windows Administrator authority

New from IBM Softcopy Reader V3.4 is the capability of users without Windows Administrator authority to both install and run IBM Softcopy Reader. When installing IBM Softcopy Reader, select the option "to install to the current user" for a user-specific installation, or select "All Users" to do a system-wide installation (requires Administrator authority).

IBM Softcopy Reader now uses configuration files specific for each user in the user's Documents and Settings home directory. You will need access to some user writable disk space and authority to modify the user's specific Windows registry hive (HKEY_CURRENT_USER).

Most users have this authority by default. System-wide installations need some user writable disk space and the authority to modify the Windows Registry hive (HKEY_LOCAL_MACHINE).

This may require the person doing the installation to have Administrator authority at installation time.

Installing from an IBM online library collection kit CD-ROM

IBM Online Library Collection Kit CD-ROMs contain a copy of the IBM Softcopy Reader installation program. If the collection kit is made up of several CDs, refer to the documentation that came with it to see which CD-ROM contains the installation program. On most collections it will be on the first CD-ROM of the set.

These instructions assume that your hard disk drive is C and your CD-ROM drive is D. If they are not, substitute the drive letters you are using for the letters shown in the examples.

1. Start the Windows Program
2. From the IBM Online Library collection, insert the CD-ROM containing the Softcopy Reader installation program, into the CD-ROM drive on your PC.
3. Click **Start** on the Windows task bar.
4. Click **Run**.
5. In the Run window, if the following path does not appear:
`d:\ilrjava\ilrjava.exe`

type it in.

6. Click **OK**.

A window opens, with this message:

The InstallShield Wizard will install IBM Softcopy Reader on your computer. To continue click **Next**.

7. Click **Next** and follow the instructions on the Installation window to specify path names and other options.
8. When the installation is complete, you can start using Book Reader and Shelf Organizer. You do not have to reboot your system.

Icons for the Book Reader and Shelf Organizer are placed on your desktop during installation.

Downloading and installing from the IBM BookManager web site

You can download the latest level of the IBM Softcopy Reader from the IBM BookManager pages on the IBM Web site as follows:

1. Start the Windows program.
2. Open your Web browser and go to the IBM BookManager Web page:
<http://www.ibm.com/software/applications/office/bkmgr/softcopyread.html>
3. Click Download Softcopy Reader for Windows.

The Save As window will open.

4. Select a drive and folder on your system to download the executable Softcopy Reader installation file (ilrjava.exe), then click Save. The Softcopy Reader file will be downloaded to this drive and folder on your system.
5. Click **Start** on the Windows task bar.
6. Click **Run**.
7. Click **Browse**.
8. Select the drive and folder you specified in Step 4 to save the file, then highlight the ilrjava.exe file and click **Open**.

The correct path to the ilrjava.exe file should be displayed in the Run window.

9. Click **OK**.

A window opens, with this message:

The InstallShield Wizard will install IBM Softcopy Reader on your computer. To continue click **Next**.

10. Click **Next** and follow the instructions on the Installation window to specify path names and other options.
11. When the installation is complete, you can start using Book Reader and Shelf Organizer. You do not have to reboot your system.

Icons for the Book Reader and Shelf Organizer are placed on your desktop during installation.

The installation program also establishes the necessary file associations with appropriate content type settings to ensure that Softcopy Reader is launched when Books or Shelves are selected from the user's desktop, or accessed from a browser.

Problems starting Shelf Organizer or Book Reader

Most startup problems are related to Softcopy Reader accessing a version of the JRE (Java Runtime Environment) that is not at the minimum prerequisite level, or not being able to access a JRE at all. Some users' workstations may either have no JRE installed at all, or have one or more different versions of the JRE in directories that are not known to the user (such as C:\windows\system32). For this reason more than one level of the JRE may be found at different locations in the Windows

PATH environment variable. This has been known to cause problems with IBM Shelf Organizer startup and hence Softcopy Reader startup.

Installing IBM Softcopy Reader on Red Hat Linux platforms

These instructions assume Red Hat Linux 9.0 or later, and hereafter is referred to as Linux. These instructions assume a non-root user named AUser, whose home directory is at /home/AUser. Also, a Sun JRE of 1.4.1 or greater is a pre-requisite for the Linux version (not for the Windows version). Download and install, if necessary, the JRE as per the manufacturer instructions, and ensure the java executable can be run from where it is installed.

Note: IBM Softcopy Reader for Linux is fully contained within one directory structure.

Installing from an IBM online library collection kit CD-ROM

Starting in September, 2004, IBM Online Library Collection Kit CD-ROMs contain a copy of the IBM Softcopy Reader compressed tar file. If the collection kit is made up of several CDs, refer to the documentation that came with it to see which CD-ROM contains the installation compressed tar file. On most collections, it will be on the first CD-ROM of the set.

These instructions assume the product will be installed at /opt/scr and the CD-ROM mount point is at /mnt/cdrom. If they are not, substitute the mount points as appropriate.

1. Start Red Hat Linux.
2. Download and install the Sun JRE 1.4.1 or higher.
3. Insert the CD-ROM containing the Softcopy Reader compressed tar file, into the CD-ROM drive on your PC.
4. Open a terminal console window. In Red Hat Linux, this can be done by clicking the Run program option from the start menu by typing `konsole`.
5. Decide on an installation directory. These steps assume the program will be installed under /opt/scr. For most Red Hat installations, this will require root user authority. If you do not have root user authority, select a directory that you can write to. The following steps assume root user authority. If you need to switch to root user, do so with the `su` command.
6. From the terminal console, type the following commands:

```
cd /opt
mkdir scr
cd scr
tar -zxvf /mnt/cdrom/ilrjava/ilrjava1.tgz
```
7. There is limited support for file association under Linux. To do file association, first edit the `hlcb.sh.desktop` and `hlcs.sh.desktop` files found in the Install directory, changing the path specified under the lines starting with "Exec=" and "Icon=" to the path specified when untarring the Softcopy Reader package.

Note: If the Softcopy Reader package is untarred to /opt/scr, this step is not necessary.

8. Next, copy both files to a directory location under one of the following directories, depending on who will be using Softcopy Reader:

Directory	User
/usr/share/applnk-redhat	All KDE users

<code>/usr/share/gnome/apps</code>	All Gnome users
<code>/etc/X11/applnk</code>	All users
<code>~/.kde/share/applnk-redhat</code>	Current user when KDE is running
<code>~/.gnome/apps</code>	Current user when Gnome is running

Have every user do steps 9-11.

Note: Before attempting to run Softcopy Reader, check that you have a setting for the environment variable `LD_LIBRARY_PATH`. To do this, run the following command:

```
echo $LD_LIBRARY_PATH
```

If `LD_LIBRARY_PATH` is not set, set it to the `sys` directory where you installed SCR, as in this example:

```
export LD_LIBRARY_PATH=/opt/scr/sys
```

9. Add `"/opt/scr/sys"` and the Sun JRE to the user path as appropriate.
10. Run the Shelf Organizer by typing `hlcs.sh`. Add any paths that you may need later, such as `"/mnt/cdrom"`, to the list of User Defined Directories. To do this, select **Active Directories > User Defined Directories** from the menu bar. If you intend to view PDF files, select a viewer by selecting **Edit > Document Type Preferences** from the menu bar.
11. When installation is complete, you can start using Book Reader and Shelf Organizer. It is not necessary to reboot your system.

Downloading and installing from the IBM BookManager web site

1. Start the Linux system.
2. Open your Web browser and go to the IBM BookManager Web page:
<http://www.ibm.com/software/applications/office/bkmgr/softcopyread.html>
3. Select the Softcopy Reader product, and then click the link Softcopy Reader for Linux.
4. Click the link to Softcopy Reader for Linux Download.
The File Download window will open.
5. Click **Save**. The Save As window will open.
6. Select a suitable place on your system to download the .tgz file, then click **Save**.

The Softcopy Reader file will be downloaded to this location.

7. Open a terminal console window. In Red Hat Linux, this can be done by clicking the Run Program option, then typing `"konsole"`.

Enter the following commands in the terminal console:

```
mkdir installdirectory
cd installdirectory
tar -zxvf place_downloaded_to/ilrjaval.tgz
```

where:

`installdirectory` is the directory where the SCR program will reside
`place_downloaded_to` is the directory to which the .tgz file was saved

8. There is limited support for file association under Linux. To do file association, first edit the `hlcb.sh.desktop` and `hlcs.sh.desktop` files found in the

Install directory, changing the path specified under the lines starting with "Exec=" and "Icon=" to the path specified when untarring the Softcopy Reader package.

Note: If the Softcopy Reader package is untarred to /opt/scr, this step is not necessary.

9. Next, copy both files to a directory location under one of the following directories, depending on who will be using Softcopy Reader:

Directory	User
/usr/share/applnk-redhat	All KDE users
/usr/share/gnome/apps	All Gnome users
/etc/X11/applnk	All users
~/.kde/share/applnk-redhat	Current user when KDE is running
~/.gnome/apps	Current user when Gnome is running

Have every user do steps 10-12.

Note: Before attempting to run Softcopy Reader, check that you have a setting for the environment variable LD_LIBRARY_PATH. To do this, run the following command:

```
echo $LD_LIBRARY_PATH
```

If LD_LIBRARY_PATH is not set, set it to the sys directory where you installed SCR, as in this example:

```
export LD_LIBRARY_PATH=/opt/scr/sys
```

10. Add "/opt/scr/sys" and the Sun JRE to the user path as appropriate.
11. Run the Shelf Organizer by typing "hlcs.sh". Add any paths that you may need later, such as "/mnt/cdrom", to the list of User Defined Directories. To do this, select **Active Directories > User Defined Directories** from the menu bar. If you intend to view PDF files, select a viewer by selecting **Edit > Document Type Preferences** from the menu bar.
12. When installation is complete, you can start using Book Reader and Shelf Organizer. It is not necessary to reboot your system.

Running the programs and viewing the documentation

- To run "Book Reader" choose: Run Program and type "hlcb.sh"
- To run "Shelf Organizer" choose: Run Program and type "hlcs.sh"
- To open the "User's Guide" (in the Book Reader), choose: Run Program and type "hlcb.sh", and after the Book Reader is launched, click **Help > User's Guide**.

Note: You can also open books in the Book Reader from within the Shelf Organizer.

Chapter 3. Using Shelf Organizer

This chapter explains:

- An overview of the Shelf Organizer Window Menu and Tool bars
- Active and User Defined Directories, Auto Refresh
- Opening a shelf
- Creating a shelf
- Searching multiple books in a single bookshelf (or across multiple bookshelves)

Overview—Shelf Organizer window, menu and toolbars

This section shows you what the Shelf Organizer window looks like and the functions of the menu and toolbars.

Note: If Shelf Organizer does not seem to start correctly, refer to “Problems starting Shelf Organizer or Book Reader” on page 8.

The Shelf Organizer window

There are five main sections of the Shelf Organizer window.

Menu Contains menus of all the functions of Shelf Organizer.

Toolbar—List of Shelves

Contains icons that provide shortcuts to common functions pertinent to the shelves.

Also contains Font and Font Size selector fields. These let you select a font that is used to display text in the List of Shelves and List of Publications. Click the drop-down boxes to select from the list of available fonts and sizes.

List of Shelves window

Shows a list of the bookshelves you can access.

Toolbar—List of Books and PDFs

Contains icons that provide shortcuts to common functions pertinent to books and PDFs.

List of Publications window

Shows the list of the publications in the selected shelf. If the shelf has an associated search index file, all books contained in the search index will have a book icon that has a sheet of paper behind the book.

Notes:

1. You can sort the list of shelves or list of publications by clicking the column heading. Clicking the same heading a second time reverses the order. For example, click the Date heading in the List of Shelves to sort the shelves in date order. The oldest shelves will be displayed at the top of the list. Click the Date heading again to display the newest shelves at the top of the list.
2. You can change the order of the columns by dragging the column heading to the left or right. For example, to display the Title before the Date, click and hold the mouse button while the pointer is over the Title heading. Still while holding down the mouse button, move the mouse to the left until the Title column is displayed before the Date column.

3. You can drag the horizontal divider up and down to adjust the relative size of the List of Shelves and List of Publications.

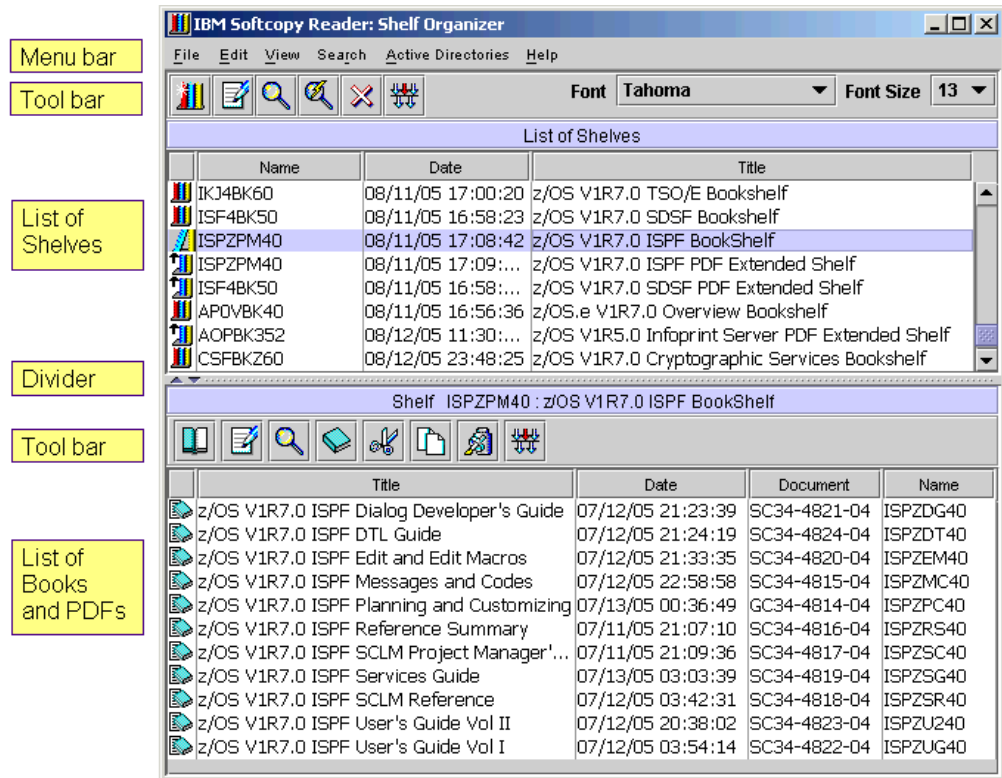


Figure 3. Shelf Organizer window

Menu Bar—Using the Menus

In addition to the functions that appear on the tool bar, there are several additional features that are available through the menus. These are:

File

Create Shelf

Opens the Create Shelf window where you can enter the name and title of the new shelf, select books or PDFs, and create a shelf.

Shelf Description

Displays information about the selected shelf.

Delete Shelves

Deletes the selected shelves from the list. Books and PDFs belonging to the shelves are not deleted—only the shelf files.

Open Publication

Allows you to open a publication—a book in Book Reader, or a PDF using a PDF reader. You can select which book or PDF to open from the books, PDFs, shelves and shelf indexes directories that were defined when Softcopy Reader was installed and any that were added since installation.

Close Closes the Shelf Organizer.

Edit

Import Publication

Allows you to import books or PDFs from any location and include them in the selected shelf. This is regardless of whether the new location path exists in the user-defined configuration. Books can be imported into bookshelves or extended shelves. PDFs can only be imported into extended shelves.

Cut Publications

Cuts the selected books or PDFs from the current shelf. These books or PDFs may be pasted into other shelves. Books can only be cut from bookshelves, PDFs can only be cut from extended shelves.

Copy Publications

Copies the selected books or PDFs from the current shelf. These books or PDFs may be pasted into other shelves. Books can only be copied from bookshelves, PDFs can only be copied from extended shelves.

Paste Publications

Pastes the last cut or copied books into the currently selected bookshelf.

User Defined Directories

Opens the User Defined Directories for books, PDFs, shelves and Shelf Indexes window. Books can only be imported into bookshelves, and PDFs can only be imported into extended shelves.

View

Sort Shelves

Sorts the list of shelves by the selected column (Name, Date, or Title). Another way to do this is to click on the column heading in the List of Shelves.

Sort Publications

Sorts the list of books by the selected column (Name, Date, Title, or Document Number). Another way to do this is to click on the column heading in the List of Publications.

Filter Opens the filter windows for selecting and entering filter criteria for books and PDFs or for shelves. For more information, see “Using filters” on page 17.

Refresh

Allows you to swap CD-ROMs in a CD-ROM drive and refresh the directories, books, and bookshelves displayed on the Bookshelf Organizer with those of the CD-ROM currently in the drive.

Search

Shelves

Opens the Search Shelves window to allow searching through all books on the shelf.

Indexed Shelves (Quick Search)

Opens the Search Indexed Shelf window to allow searching through all books on the bookshelf, or all PDFs indexed on the extended shelf.

Selected Books

Opens the Search Bookshelf window to allow searching through all the books selected

Active Directories

The term Active Directories refers to active User Defined Directories and specifies a subset of the User Defined Directories to use when building the List of Shelves.

Edit User Defined Directories

Opens a window to allow changes to the User Defined Directories for locating Books, PDFs, Shelves, and Shelf Indices.

Change Active Directories

Opens a window to allow changes to the Active Directories. Only the directories selected in the Active Directories Window will be used in building the List of Shelves.

Perform Auto Refresh

When selected, the Shelf Organizer performs an automatic refresh of the List of Shelves if it detects a change. It will do a refresh if one of the directories used to build the List of Shelves points to a storage device with removable media, such as a CD-ROM, and the device has been changed (for instance, a new CD has been inserted).

Help

Getting Started

Displays the online help screen.

User's Guide

Opens the IBM Softcopy Reader User's Guide

About Shelf Organizer

Opens the About Softcopy Reader window, which lists the current version, service level, and driver level.

Toolbar—List of Shelves

This topic explains the icons in the List of Shelves toolbar.



Create Shelf

A dialog is opened asking if you want to create a bookshelf or extended shelf.

- Create a bookshelf—the Create Bookshelf window opens where you can enter the name and title of the new bookshelf, and select the books that it will contain.
- Create an extended shelf—the Create Extended Shelf window opens where you can enter the name and title of the new extended shelf, and select the PDFs and books that it will contain.

Also available from the menu: **File > Create Shelf**.



Shelf Description

Displays information about the selected shelf.

Also available from the menu: **File > Shelf Description**.



Search Shelf

Opens the Search Shelf window to allow searching through all books on the selected shelf.

Also available from the menu: **Search > Shelf**.



Search Indexed Shelf (Quick Search)

Opens the Search Indexed Shelf window to allow searching through all books on the selected bookshelf using the associated shelf index, if one exists, or searching through all the PDFs which have been indexed on the selected extended shelf.

Also available from the menu: **Search > Indexed Shelf**.



Delete Shelves

Deletes the selected shelves from the list. Books, Shelf indexes, or PDFs belonging to the shelves are not deleted—only the shelf files.

Also available from the menu: **File > Delete Shelves**.




Filter Shelves

Allows you to open and close the filter criteria field for filtering the list of shelves. Entering a filter criteria in these fields will mask the shelves displayed in the list. Filtering criteria are discussed in “Using filters.”

Also available from the menu: **View > Filter > Shelves**.

Using filters

The shelf list or book list may be filtered by clicking on the  [Filter Shelves] button which opens the filter windows for selecting and entering filter criteria. Select the column to filter from the drop-down list (Name, Date, Title or Document Number for books or PDFs) and enter a regular expression in the adjacent field for masking the entries in the table, then press Enter.

Valid expression operators are:

* Multiple-character Wildcard

Matches any number of any characters. Examples:

book in the Title field matches books, notebook, etc.

//05* in the Date field matches shelves or books that were last updated in 2005.

? Single-character Wildcard

Matches any character in the specified location. Example: she?? Matches shelf, shell, sheep, etc.

! NOT

Excludes entries matching the criteria. This operator may be placed only at the beginning of the regular expression. Example: `!*book*` matches all except books, notebook, etc.

Toolbar—List of Books or PDFs

This topic explains the icons in the List of Books or PDFs toolbar.



Open Publication

Opens the selected book in the Book Reader.

Also available from the menu: **File > Open Book**.



Publication Description

Displays additional information about the selected book or PDF.



Search Selected Books

Opens the Search Bookshelf window to allow searching through the selected books on the bookshelf.

Also available from the menu: **Search > Selected Books**.



Import Publication

Allows you to import publications from any location and include them in the selected shelf. Bookshelves can only hold books however. This is regardless of whether the new location path exists in the user-defined configuration.

Also available from the menu: **Edit > Import Publication**.



Cut

Cuts the selected publications from the current shelf. These publications may be pasted into other shelves. Bookshelves can only hold books however.

Also available from the menu: **Edit > Cut Publications**.



Copy

Copies the selected publications from the current shelf. These publications may be pasted into other shelves. Bookshelves can only hold books however.

Also available from the menu: **Edit > Copy Publications**.



Paste

Pastes the last cut or copied books into the currently selected shelf. Bookshelves can only hold books however.

Also available from the menu: **Edit > Paste Books**.



Filter Publication List

Allows you to open and close the filter criteria field for filtering the list of publications. Entering filter criteria in these fields will mask the publications displayed in the list. Filtering criteria are discussed in “Using filters” on page 17.

Also available from the menu: **View > Filter > Publications**.

Starting Shelf Organizer

This topic explains how to start the Shelf Organizer from a command line in Windows or Linux.

Note: If Shelf Organizer does not seem to start correctly, refer to “Problems starting Shelf Organizer or Book Reader” on page 8.

Starting Shelf Organizer on Windows

1. Open a Command Prompt and navigate to the directory where Shelf Organizer is installed. (Generally C:\Program Files\IBM\SCR\sys)
2. At the command prompt, type: `hlcs.bat -d <system_path>`
In the above example `<system_path>= “C:\Program Files\IBM\SCR\sys”`.

The following options are also available:

`hlcs.bat options -d "system_path"`

Where *options* include:

<code>-i shelf_name</code>	Opens the specified bookshelf only
<code>shelf_name</code>	Displays the specified bookshelf followed by all bookshelves found by searching the User Defined Directories.
<code>-s -u shelf_paths</code>	Open bookshelf or shelves found in the locations specified by the <i>shelf_paths</i> and the user defined directories.
<code>-s shelf_paths</code>	Open only the bookshelf or shelves found in the path specified by <i>shelf_paths</i> .
<code>-b -u book_paths</code>	Look for books in the paths specified by <i>book_paths</i> and the User Defined Directories.
<code>-b book_paths</code>	Look for books in the paths specified by <i>book_paths</i> only.
<code>-z ini_root_path</code>	Specifies the location of configuration (.ini) files. .ini files will be stored in a directory called Application Data\IBM\SCR relative to <i>ini_root_path</i> .

Notes:

1. All directory names must be absolute, not relative.
2. Directories in a path must be delimited by semicolons, and paths having multiple directories should be enclosed in double quotes.
3. All flags must be surrounded by at least one blank character.

Examples:

With no options, launches Shelf Organizer:

```
hlcs.bat
```

With shelf option:

```
hlcs.bat c:\shelves\shelf.bks
```

```
java -jar hlcs -i c:\shelves\shelf.bks
```

With book options:

```
hlcs.bat -b -u "d:\books;c:\books"
```

```
java -jar hlcs -b "d:\books;c:\books"
```

With shelf options and book options:

```
hlcs.bat -s -u "d:\shelves;c:\shelves" -b -u "c:\books;a:\books"
```

With all of the options:

```
hlcs.bat -i c:\shelves\shelf.bks -s -u "d:\shelves;c:\shelves"  
-b -u "c:\books;a:\books"
```

Starting Shelf Organizer on Linux

1. Open a Terminal Window and navigate to the directory where Shelf Organizer is installed.
2. At the command prompt, type: `hlcs.sh`

The following options are also available:

hlcs.sh *options*

Where *options* include:

<code>-i shelf_name</code>	Opens the specified bookshelf only.
<code>shelf_name</code>	Displays the specified bookshelf followed by all bookshelves found by searching the User Defined Directories.
<code>-s -u shelf_paths</code>	Open bookshelf or shelves found in the locations specified by the <i>shelf_paths</i> and the user defined directories.
<code>-s shelf_paths</code>	Open only the bookshelf or shelves found in the locations specified by <i>shelf_paths</i> .
<code>-b -u book_paths</code>	Look for books in the locations specified by <i>book_paths</i> and the User Defined Directories.
<code>-b book_paths</code>	Look for books in the locations specified by <i>book_paths</i> only.
<code>-z ini_root_path</code>	Specifies the location of configuration (.ini) files. .ini files will be stored in a directory called Application Data/IBM/SCR relative to <i>ini_root_path</i> .

Notes:

1. All directory names must be absolute, not relative.
2. Directories in a path must be delimited by semicolons, and paths having multiple directories should be enclosed in double quotes.
3. All flags must be surrounded by at least one blank character.

Examples:

With no options, launches Shelf Organizer:

```
hlcs.sh
```

With shelf option:

```
hlcs.sh /home/auser/shelves/shelf.bks
```

With book options:

```
hlcs.sh -b -u "/home/auser/books;/opt/scr/books"
```

With shelf options and book options:

```
hlcs.sh -s -u "/home/auser/shelves;/opt/scr/shelves"
        -b -u "/home/auser/books;/opt/scr/books"
```

With all of the options:

```
hlcs.sh -i /opt/scr/shelves/shelf.bks -s -u "/home/auser/shelves;/opt/scr/shelves"
        -b -u "/home/auser/books;/opt/scr/books"
```

Using the active directories, user defined directories and Auto Refresh

This section describes:

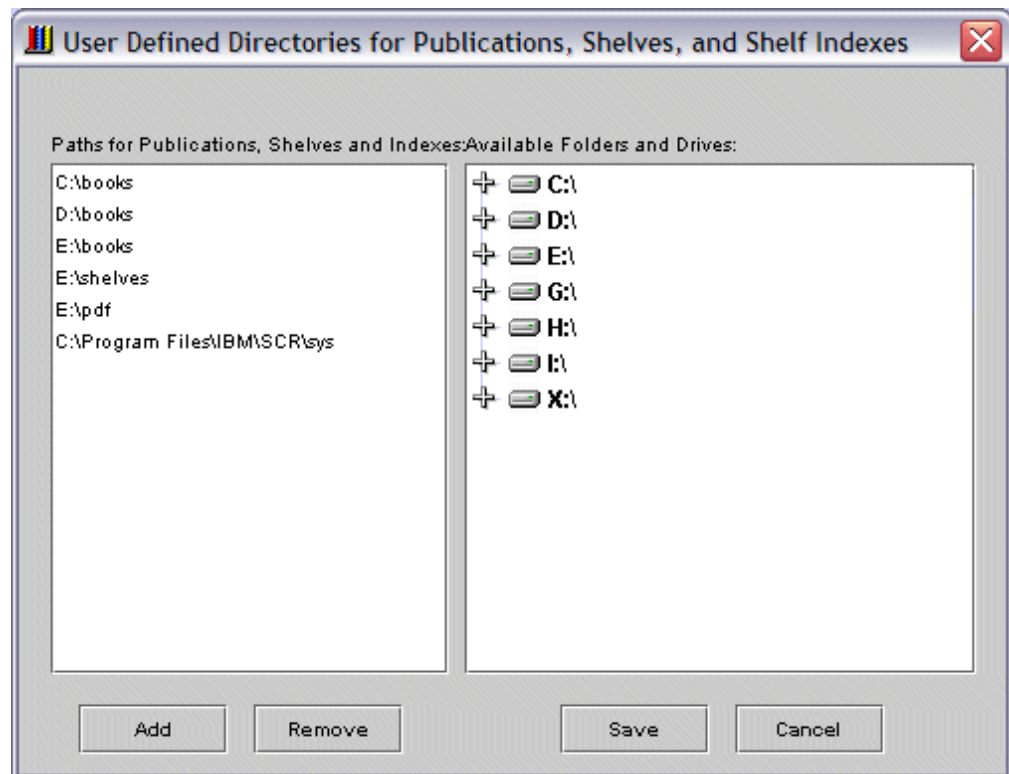
- How to add or remove items from the User Defined Directories which tell Softcopy Reader where to look for Books, PDFs, Shelves, and Shelf Indexes.

- How to use the Active Directories to control which Shelves are being displayed in the List of Shelves.
- How Auto Refresh works and how to turn it on and off.

User defined directories

The “User Defined Directories” is a list of directories that Softcopy Reader uses to locate Books, PDFs, Shelves and Shelf Indexes that are stored on your workstation or accessible through a network. The User Defined Directories window can be accessed from two places:

- Edit Menu: **Edit > User Defined Directories**
- Active Directories Menu: **Active Directories > Add/Remove**



The User Defined Directories window allows you to add or remove directories. To add a directory, in the right panel navigate to the directory you want to add, select the directory, then click **Add**. The directory name you added will be listed in the left panel. To remove a directory, in the left panel, select the directory to be removed and click **Remove**. To save any changes click **Save**, or click **Cancel** to exit without saving changes. After you click **Save**, the Shelf Organizer will refresh its List of Bookshelves if necessary.

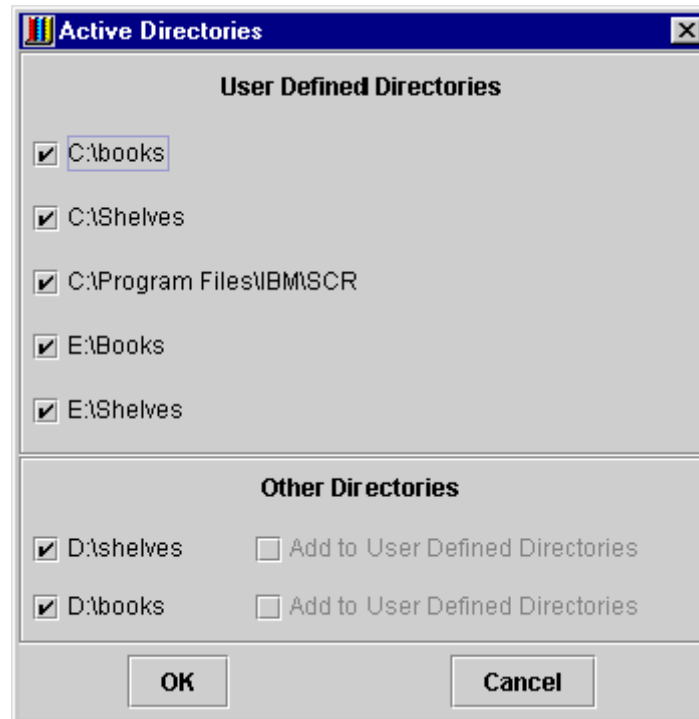
Active directories

The Active Directories window lists all the User Defined Directories that the Shelf Organizer uses to locate Books, PDFs, Shelves, and Shelf Indexes on, or attached to, your PC. It also lists any directories that may have been passed to the Shelf Organizer as parameters from a Command Prompt. These directories are classified as “Other Directories.” By selecting or clearing directories listed in the Active Directories window you can control which directories are used when building the

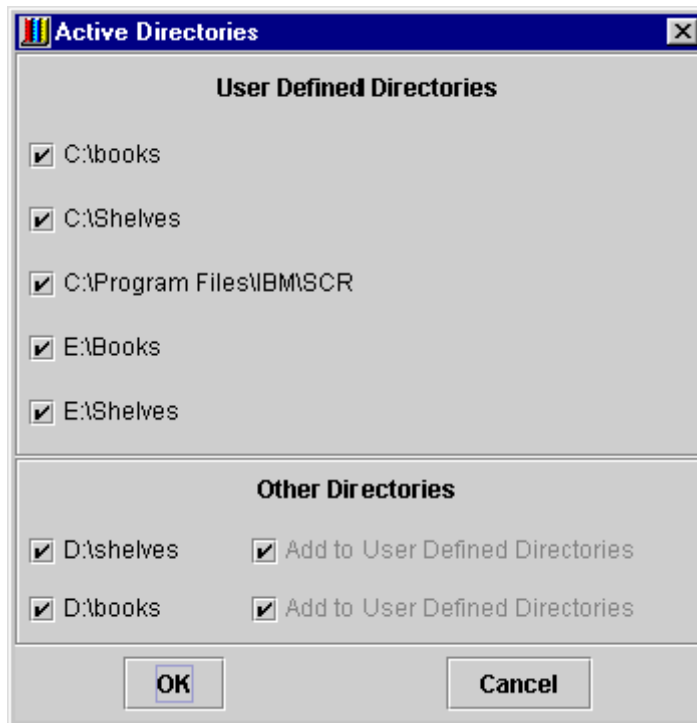
List of Shelves. The selected active directories pertain only to Shelves. The Shelf Organizer will still use the complete list of directories when locating books, PDFs, and shelf indexes.

The Active Directories window can be displayed by selecting Change Active Directories from the Active Directories menu.

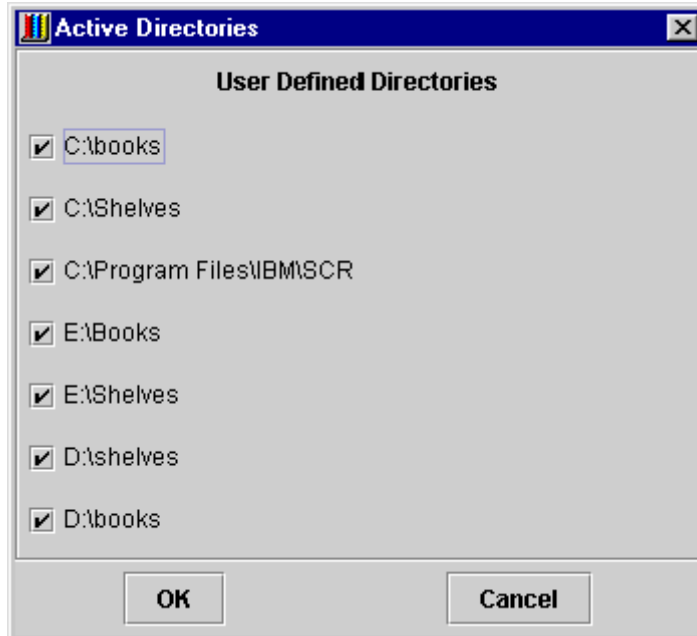
The Active Directories window, shown in the following example, allows you to select one or more, or all, of the directories containing shelves on your system. You can use this window to look at specific directories to see which shelves are located in the directory.



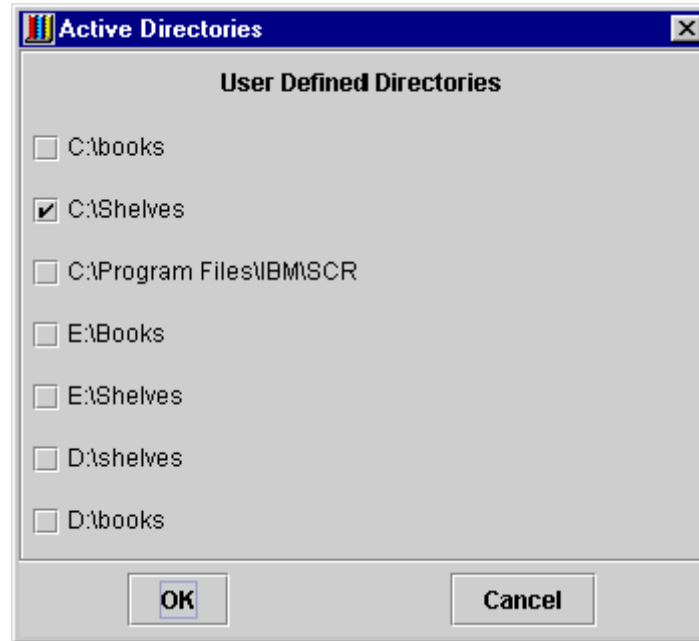
Other Directories will not be remembered between uses of the Shelf Organizer. To have the Shelf Organizer remember one or more of these directories, select the **Add to User Defined Directories** check box for each directory you wish to save, and click **OK**.



Open the Active Directories window again and you will see that the selected directories were added to the User Defined Directories.



On startup, the default is to make all the directories active, therefore they will all be selected. If you clear all but C:\Shelves from the Active Directories window and click **OK**, as shown:



... the Shelf Organizer will show only Shelves for the "C:\Shelves" directory.

The advantages of using the Active Directories together with Auto Refresh can be seen in "Auto Refresh—Windows platform only."

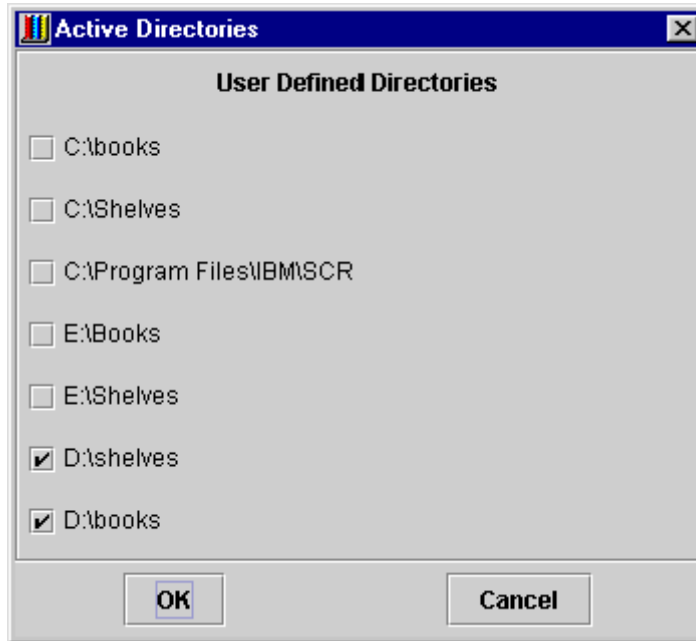
Auto Refresh—Windows platform only

If Auto Refresh is turned on, the Shelf Organizer will automatically rebuild the List of Bookshelves when removable media, such as a CD, is removed or inserted in a CD-ROM drive.

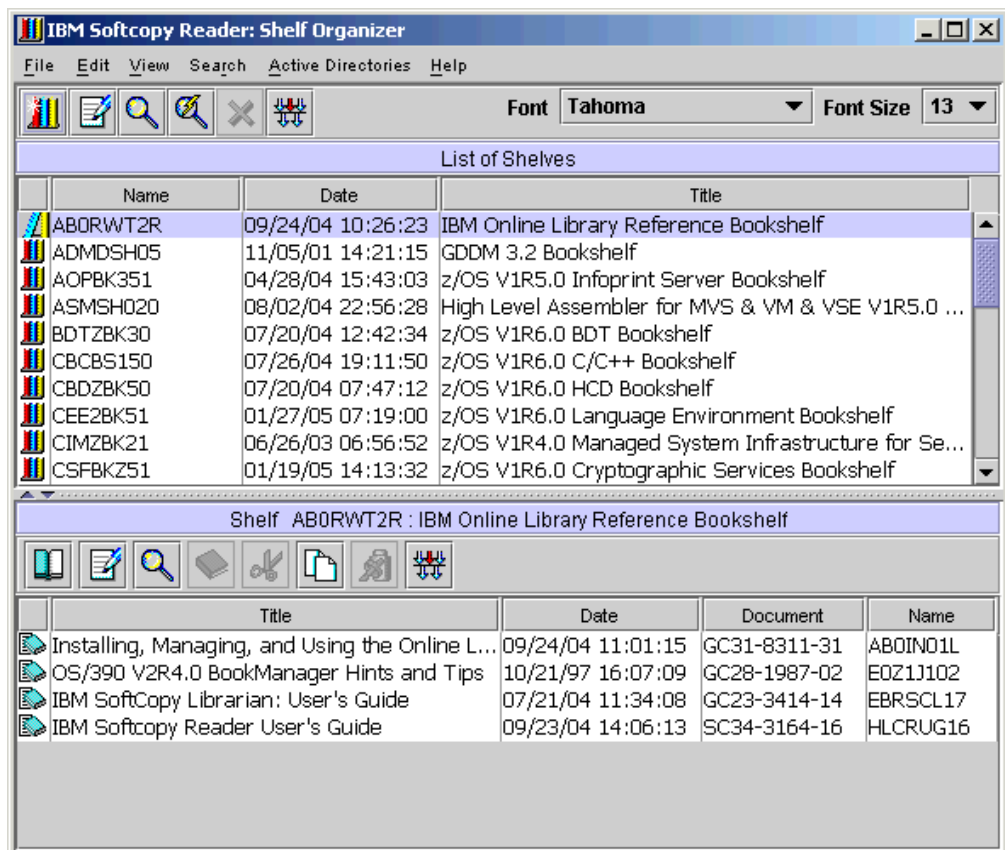
To ensure Auto Refresh works properly, be sure that:

- **Perform Auto Refresh** is selected in the Active Directories Menu.
- The User Defined Directories has a path that is on a storage device with removable media, such as a CD-ROM drive, or such a path is passed to the Shelf Organizer as a command line parameter. The CD should be one that has Books, PDFs, Shelves, or Shelf Indexes.
- In the Active Directories Window, the directory on the storage device with the removable media, such as a CD-ROM drive, is selected.

In this example, the CD-ROM drive is represented by "D:\". The "D:\Shelves" and "D:\Books" were added to the User Defined Directories as described in "User defined directories" on page 22. These were then made the only active directories in the Active Directories window. You can have other directories selected as well—these Active Directories are limited to the CD-ROM drive to simplify the example.

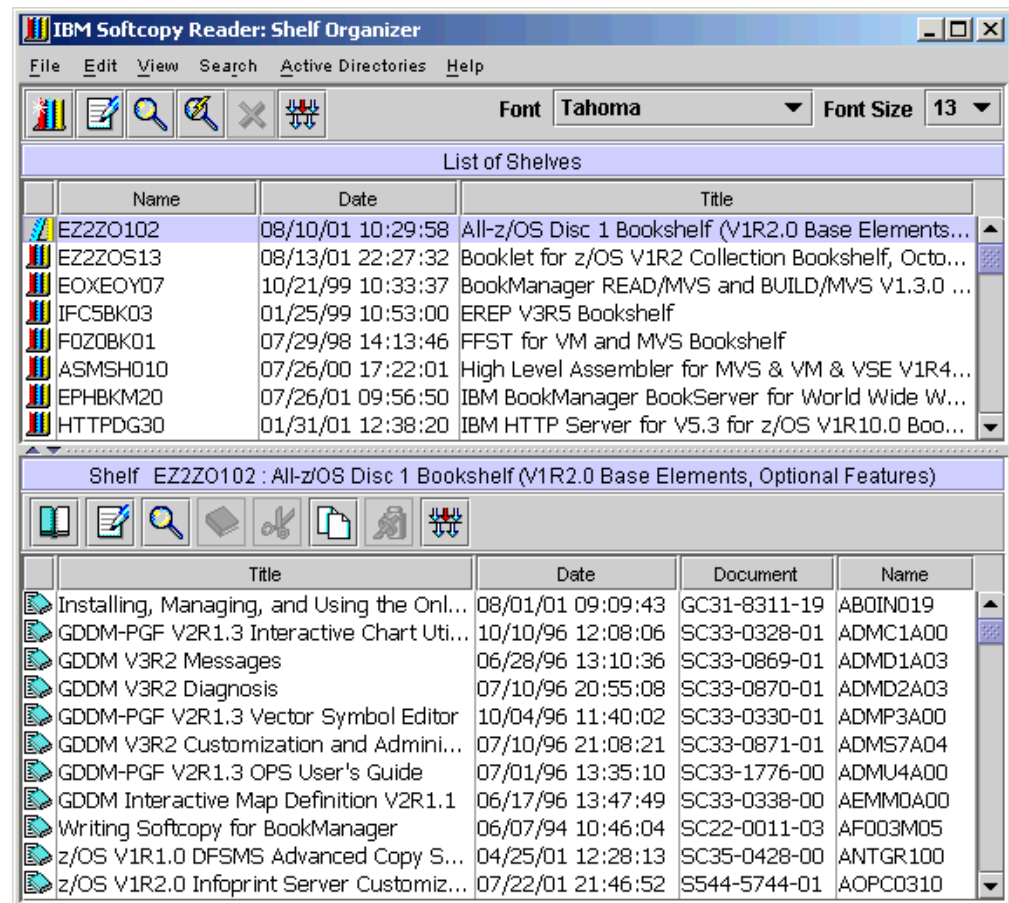


Click **OK**, and you will see the following window displayed.



In this example, the CD-ROM drive contains one of the z/OS Collection Kit CDs. If you remove the CD, the Shelf Organizer will refresh the List of Shelves. Because the only active directories that are selected point to the CD-ROM, the list of shelves will be empty.

If you put in a different z/OS Collection Kit CD, Shelf Organizer again refreshes the List of Shelves listing the new set of shelves and books as shown in the following.



This can be very convenient when viewing Books on many different CD-ROMs or other storage devices with removable media. To turn off Auto Refresh simply clear the **Perform Auto Refresh** check box in the Active Directories Menu.

Opening a shelf

This section shows how to start Shelf Organizer, view the list of shelves on your system, and view the books or PDFs within the shelf. If the bookshelf has an associated search index file, all books contained in the search index will have a book icon that has a sheet of paper behind the book.

When the Shelf Organizer is started, the IBM Softcopy Reader List of Shelves window opens and lists all of the shelves on your system that:

- You specified during the IBM Softcopy Reader installation, or changed later
- You added to the User Defined Directories for Books, PDFs, Shelves and Shelf Indexes since installation

Note: You must have all CD-ROMs you plan to use, such as the IBM Online Library CD-ROMs, in the CD-ROM drives before starting the Shelf Organizer.

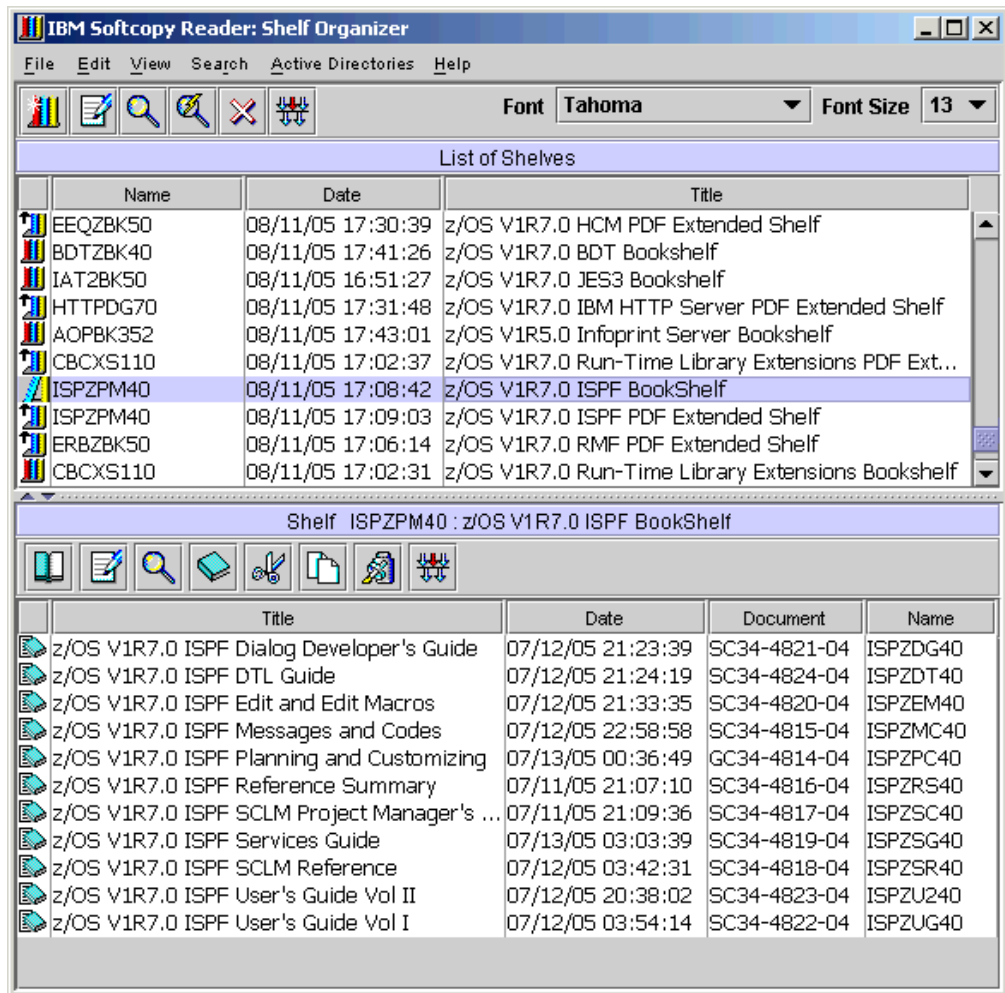


Figure 4. List of Shelves window

Starting Shelf Organizer

1. Insert the IBM Online Library CD-ROM into the CD-ROM drive.

Note: If you are using multiple CD-ROM drives, be sure you put all of the Online Library CD-ROMs you plan to use in the drives before starting Book Reader or Shelf Organizer to open the Online Library.

2. On the Windows Desktop start the Shelf Organizer by double-clicking the Shelf Organizer desktop icon, or click the **Start** button and do the following:
 - Select the Programs option.
 - Select IBM Softcopy Reader.
 - In the Softcopy Reader group, select the icon for Shelf Organizer.

The IBM Softcopy Reader List of Shelves window is displayed (see Figure 4).

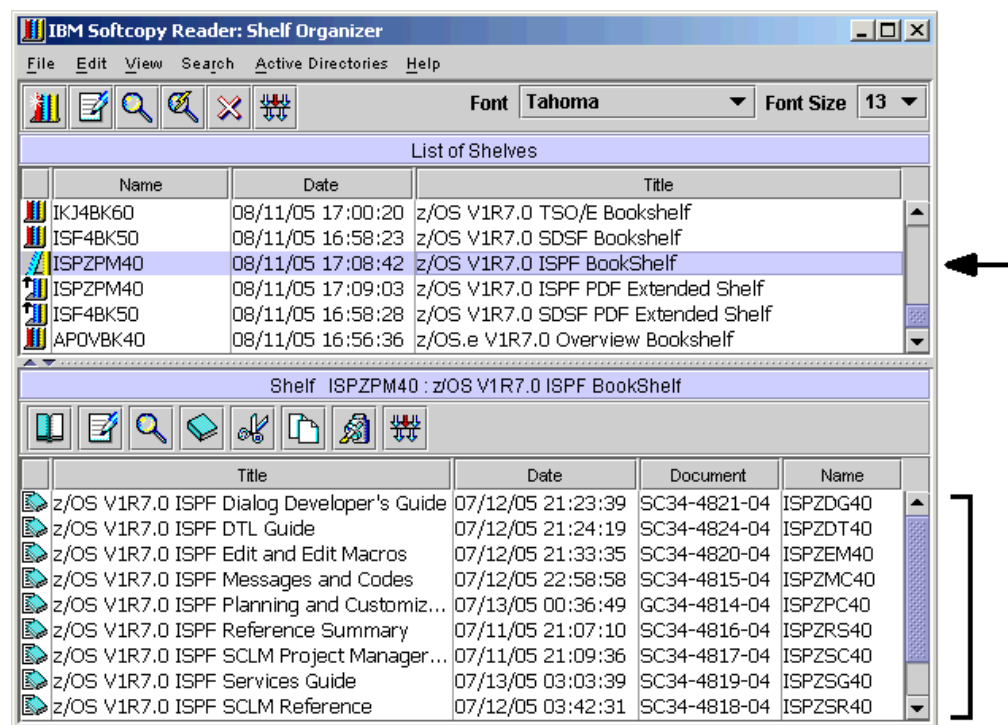
The List of Shelves subwindow shows all of the shelves that you have access to on your system. This list of shelves contains all those found on the directory paths configured into your user-defined directories.

Notes:

- a. The icon to the left of the Name you selected will change to show an open shelf.
- b. You can change the order of how the shelves are listed (alphabetically or chronologically) by clicking on the Name, Date, and Title tabs of the window.

Selecting a shelf and listing the books or PDFs

From the List of Shelves subwindow, highlight the shelf that contains the book or PDF you want to open by clicking on the shelf name. The Shelf subwindow (below) will display the name of the Shelf you selected and list all of the books. If the bookshelf has an associated search index file, all books contained in the search index will have a book icon that has a sheet of paper behind the book.



You can change the order of how the books are listed (alphabetically or chronologically) by clicking on the Name, Date, Title, and Document tabs of the window.

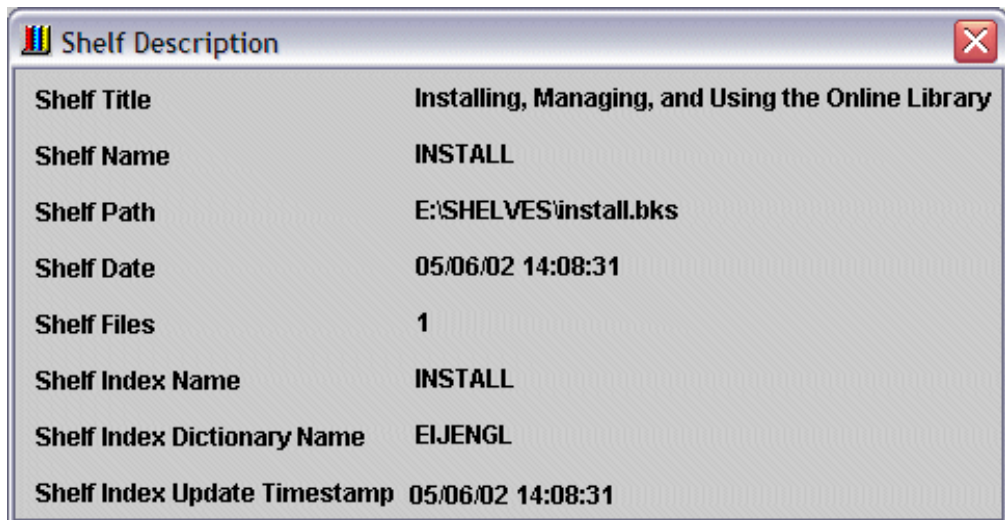
Opening a publication from the shelf

From the Shelf subwindow, double-click a book or PDF.

- For books, this will open the Book Reader window and display the book you selected.
- For PDFs, this will launch the user-specified PDF reader.

Getting a description of a shelf

You can see a description of the shelf by clicking **File**, then **Shelf Description**.



Closing a shelf and Shelf Organizer

To close the shelf and Shelf Organizer, click **File**, then click **Close**.

Creating a shelf

These are the steps involved in creating a new Bookshelf:

1. Determine the books you want to include in the new bookshelf. These books can be from:
 - One or more existing bookshelves on your system
 - New books that are not in any of your current bookshelves

Note: All of the books that are currently on your system (that are in user-defined directories you specified during the IBM Softcopy Reader installation and in any new user-defined directories created since installation) can be listed in the Create Bookshelf window.

2. Determine a title or description for the new bookshelf - optional, but recommended
3. Determine a bookshelf name you want to assign to the new bookshelf - required
4. Determine if an index file has already been created for this bookshelf - optional
5. Determine where you want to store the new bookshelf. Once you create the bookshelf it must be saved to a drive with write access, such as the C: drive on your PC.
6. Start Shelf Organizer
7. Create the new bookshelf

Creating an Extended Shelf

These are the steps involved in creating a new Extended Shelf:

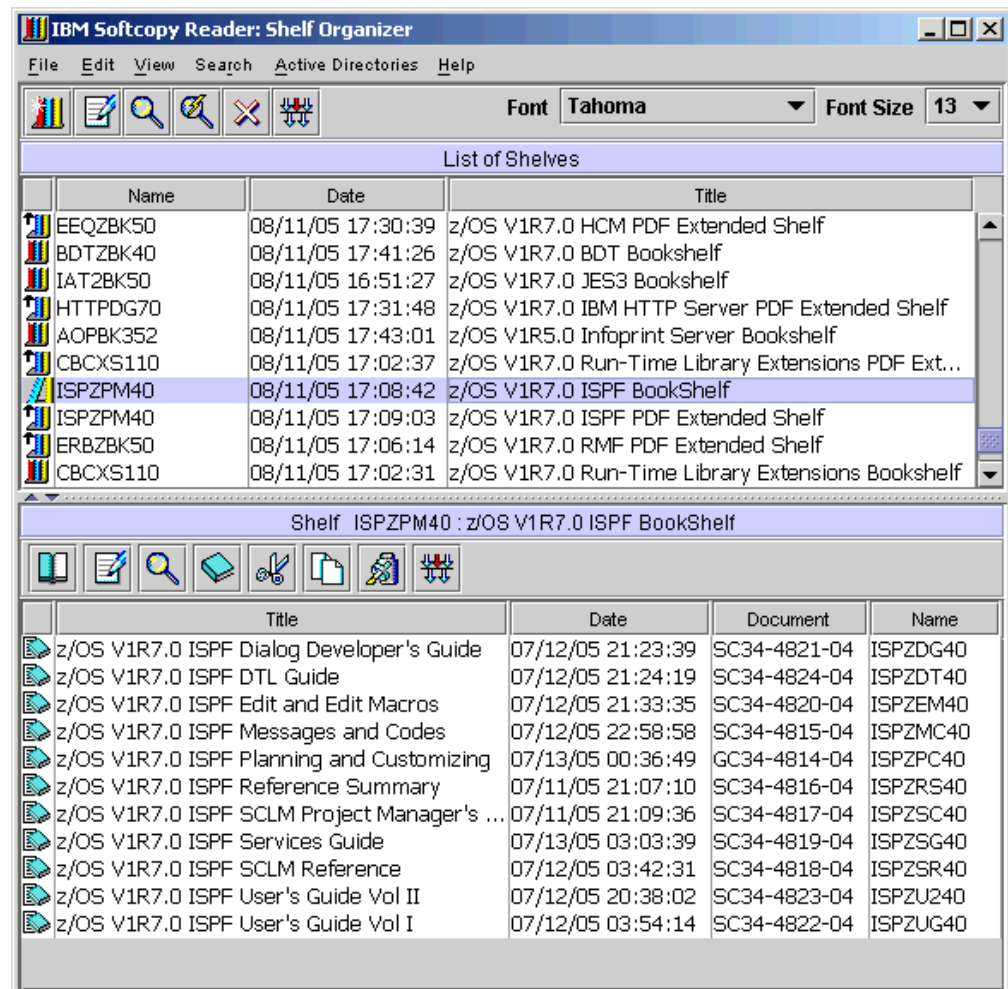
1. Determine the PDFs and books you want to include in the new shelf. These can be from:
 - One or more existing bookshelves on your system
 - New PDFs and books that are not in any of your current bookshelves

Note: All of the PDFs that are currently on your system (that are in user-defined directories you specified during the IBM Softcopy Reader installation and in any new user-defined directories created since installation) can be listed in the Create Shelf window.

2. Determine a title (required)—1 to 255 characters with at least one non-whitespace character
3. Determine a shelf name you want to assign to the new shelf (required)
4. Determine if an index file has already been created for this shelf (optional)
5. Determine where you want to store the new shelf. Once you create the shelf it must be saved to a drive with write access, such as the C: drive on your PC.
6. Start Shelf Organizer
7. Create the new shelf

Starting Shelf Organizer

1. On the Windows Desktop, click the **Start** button.
 2. Select the Programs option.
 3. Select IBM Softcopy Reader.
 4. In the Softcopy Reader group, select the icon for Shelf Organizer.
- The IBM Softcopy Reader List of Shelves window (below) will open.



Creating a new shelf

From the Shelf Organizer main window, select **File > Create Shelf**.

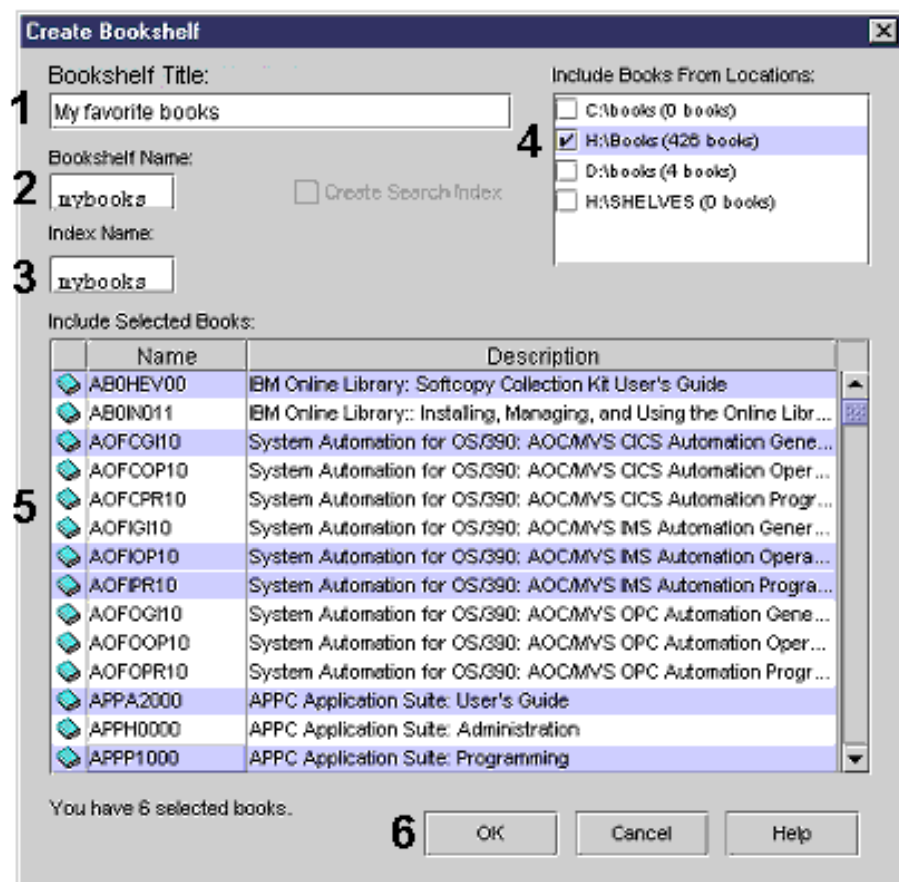
Select the type of shelf you want to create:

1. Book shelf (containing only books)
2. Extended shelf (can contain PDFs as well as books)

Creating a new book shelf

In this procedure you will create a new bookshelf and store it on a directory that you specify. This directory must have write permission.

1. From the “Select the type of shelf to create” window, select Book Shelf to open the Create Bookshelf window.



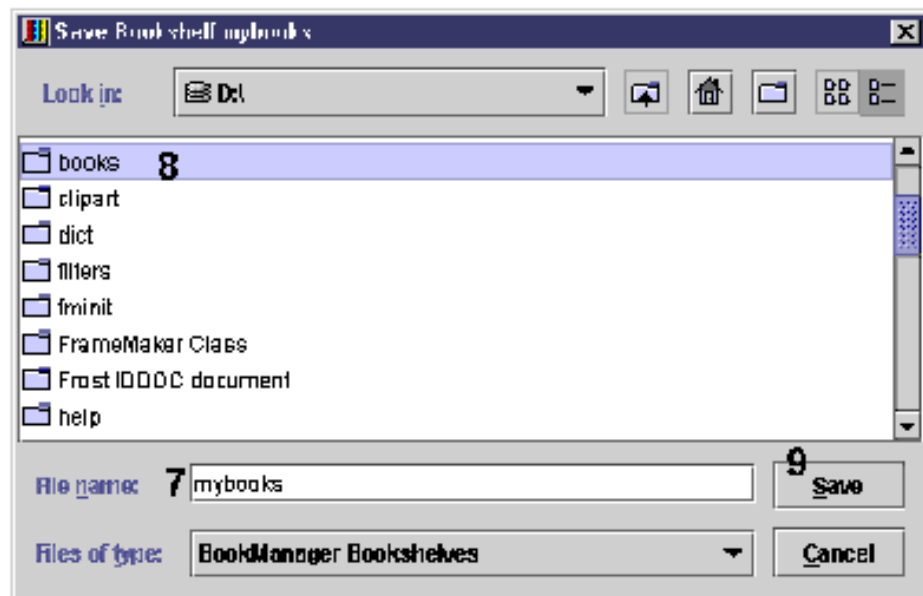
2. Under Bookshelf Title [1], enter a description or title of your new bookshelf - optional, but recommended.
3. Enter a Bookshelf Name [2]. This is the name stored internally in the bookshelf. A bookshelf name is required (limited to 8 characters).
4. Under Index Name [3], enter the name of any pre-built bookshelf index that was built for this bookshelf (e.g. if for a shelf called “mybooks” the index file name is called mybooks.bki, the Index Name should be specified as “mybooks” - an Index Name is optional (limited to 8 characters)
5. From the Include Books From Locations window [4] you will see a list of user specified paths and directories, and the number of books in each directory.

Check the boxes next to the path names on your system, or attached to your system via a network, that include books you want to include in the bookshelf you are creating.

All of the books from the directories you selected will be listed in the Include Selected Books window [5].

6. From the Include Selected Books window, select the books you want to include in your new bookshelf:
 - Single book: click on the book
 - Multiple books in various places: hold down the Ctrl key, then click each book wanted
 - Multiple books in sequence: hold down the Shift key, then click the first book and the last book in the sequence
 - All books: press the Ctrl + A keys
7. Click **OK** [6].

The Save Bookshelf window (below) will open.



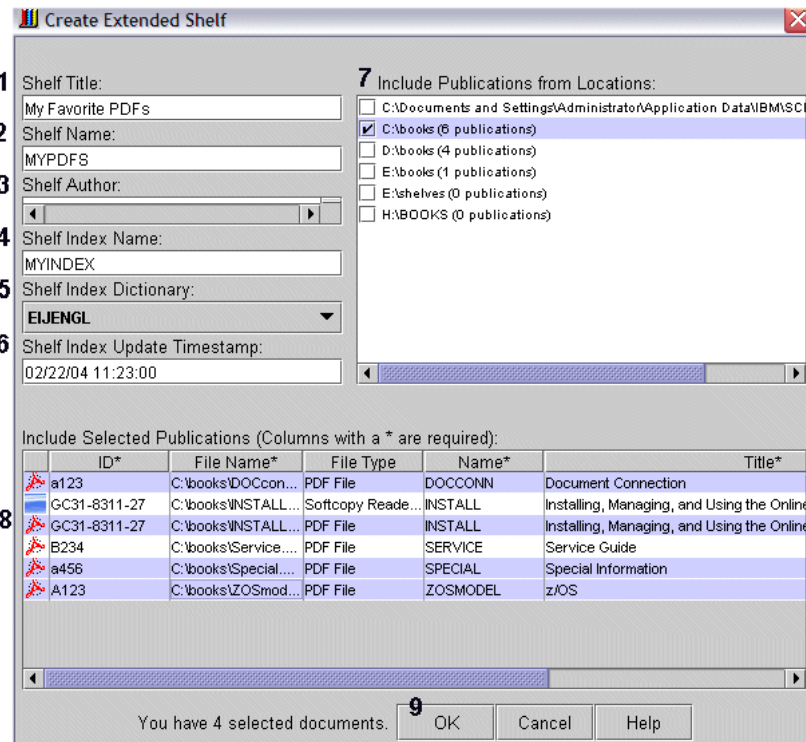
8. Verify the file name [7]
9. If the directory in which you want to save the new bookshelf is listed, highlight the directory name [8] and then click **Save** [9]. This directory must have write permission.

If the directory you want is not listed, you must go to the correct drive on your system and locate the directory - see next step.
10. In the Look in: window, click the down arrow and select the drive that contains the directory where you want to store the new bookshelf.
11. When you locate the proper directory, highlight it and then click **Save**.

Create a new extended shelf

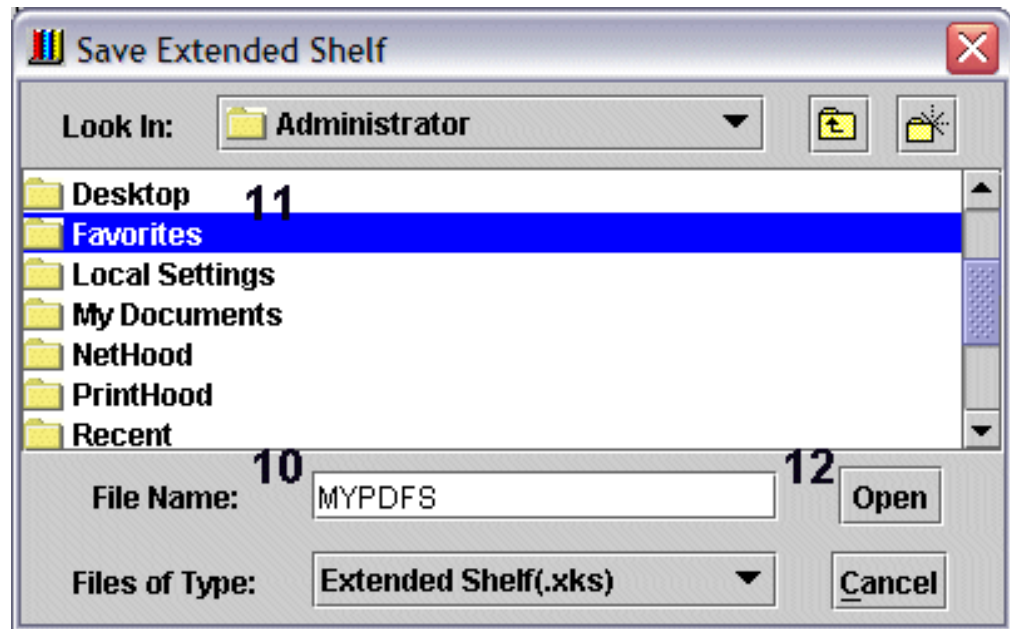
In this procedure you will create a new extended shelf and store it on a directory that you specify. This directory must have write permission.

1. From the "Select the type of shelf to create" window, select Extended Shelf, and the following Create Extended Shelf window will open.

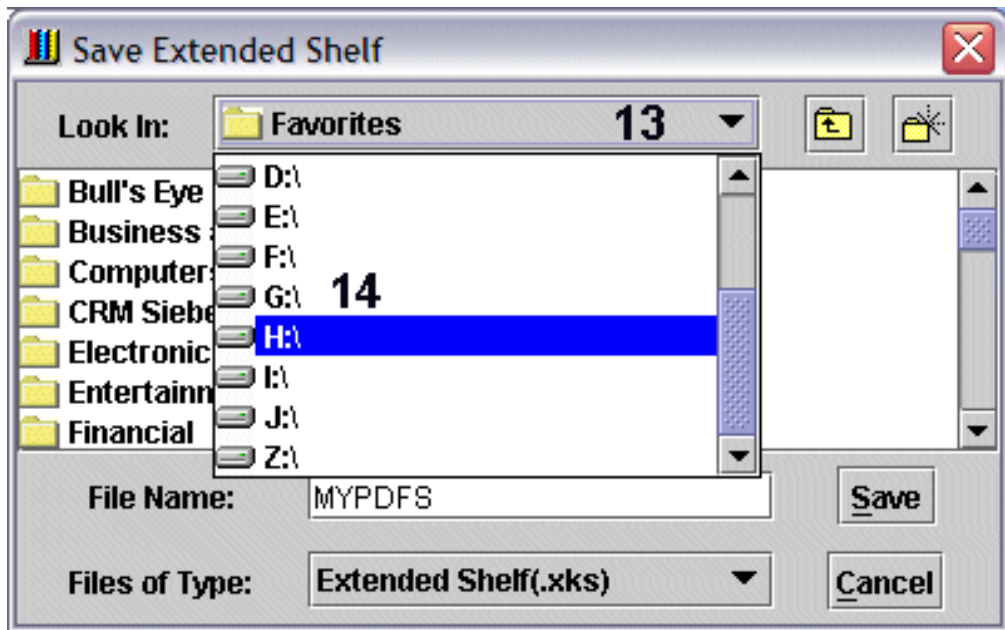


2. Under Shelf Title [1], enter a description or title of your new shelf - required, (up to 255 characters).
3. Enter a Shelf Name [2]. This is the name stored internally in the shelf. A shelf name is required (limited to 8 characters).
4. Under Shelf Author [3], enter the author's name - optional (limited to 8 characters)
5. Under Shelf Index Name [4], enter the pre-built shelf index name (limited to 8 characters)
6. Under Shelf Index Dictionary [5], select the language code of the dictionary used with the pre-built shelf index. Example: EIJENGL is the US English dictionary.
7. Under Shelf Index Update Timestamp [6], enter the time stamp when the pre-built shelf index was updated, in this format: mm/dd/yy hh:mm:ss
8. From the Include Publications From Locations window [7] you will see a list of user specified paths and directories, and the number of publications in each directory. Check the boxes next to the path names on your system, or attached to your system via a network, that include PDFs and books you want to include in the shelf you are creating.
All of the PDFs and books from the directories you selected will be listed in the Include Selected Publications window [8].
9. From the Include Selected Publications window, select the PDFs and books you want to include in your new shelf:
 - Single publication: click on the file
 - Multiple publications in various places: hold down the Ctrl key, then click each of the files wanted
 - Multiple publications in sequence: hold down the Shift key, then click the first file and the last file in the sequence

- All publications: press the Ctrl + A keys
10. Click **OK** [9].
The Save Extended Shelf window (below) will open.



11. Verify the file name [10]
12. If the directory in which you want to save the new shelf is listed, highlight the directory name [11] and then click **Open** [12]. This directory must have write permission.
If the directory you want is not listed, open the correct drive on your system and locate the directory - see the next step.
13. In the Look in: window, click the down arrow [13] and select the drive [14] which contains the directory where you want to store the new shelf.
14. When you locate the proper directory, highlight it and then click **Save**.



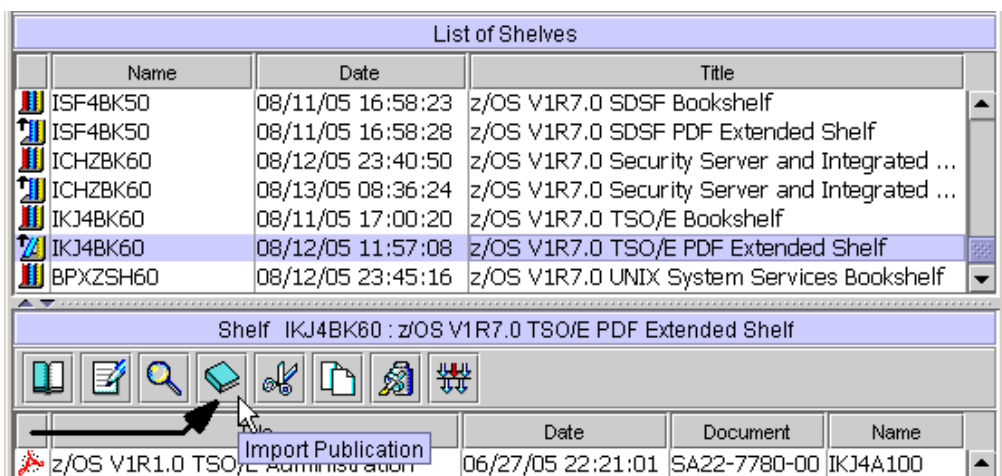
Importing PDF and book files into a shelf

This section shows you how to import PDF and book files into an extended shelf.

In this procedure, you will see how to select publications from various locations (such as: internal hard disk drives, external drives on a network, or other storage devices attached to your system) and put them into an extended shelf.

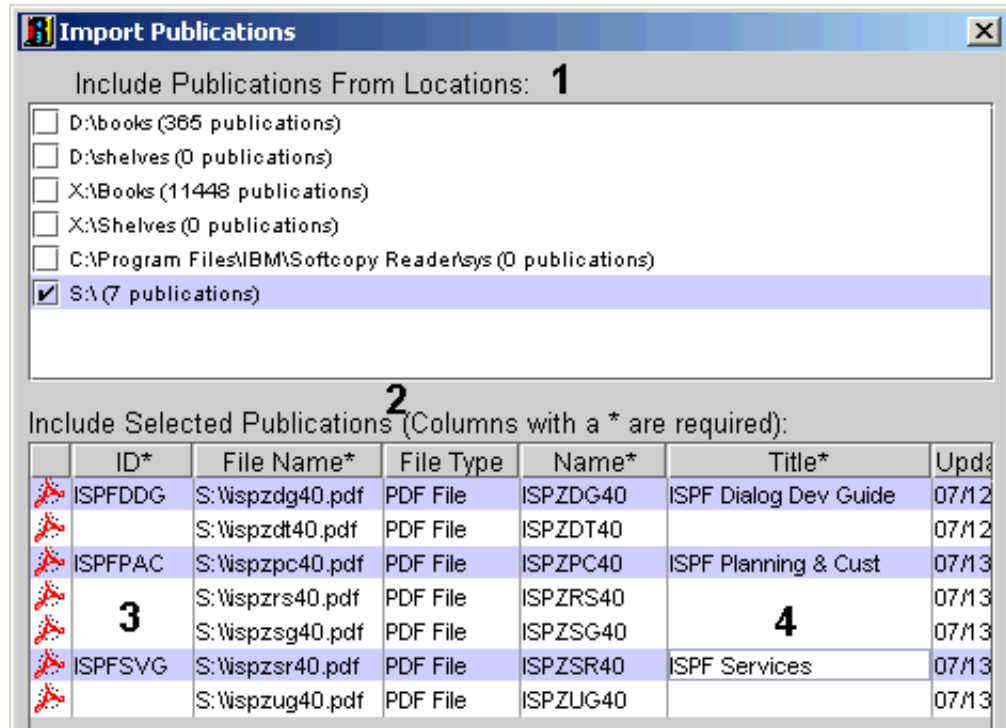
1. Start the Shelf Organizer program.
2. From the List of Shelves, select a shelf in which you wish to import files. You can also create a new shelf in which to import the publications.

Select the shelf by clicking on it, as shown in the following example.

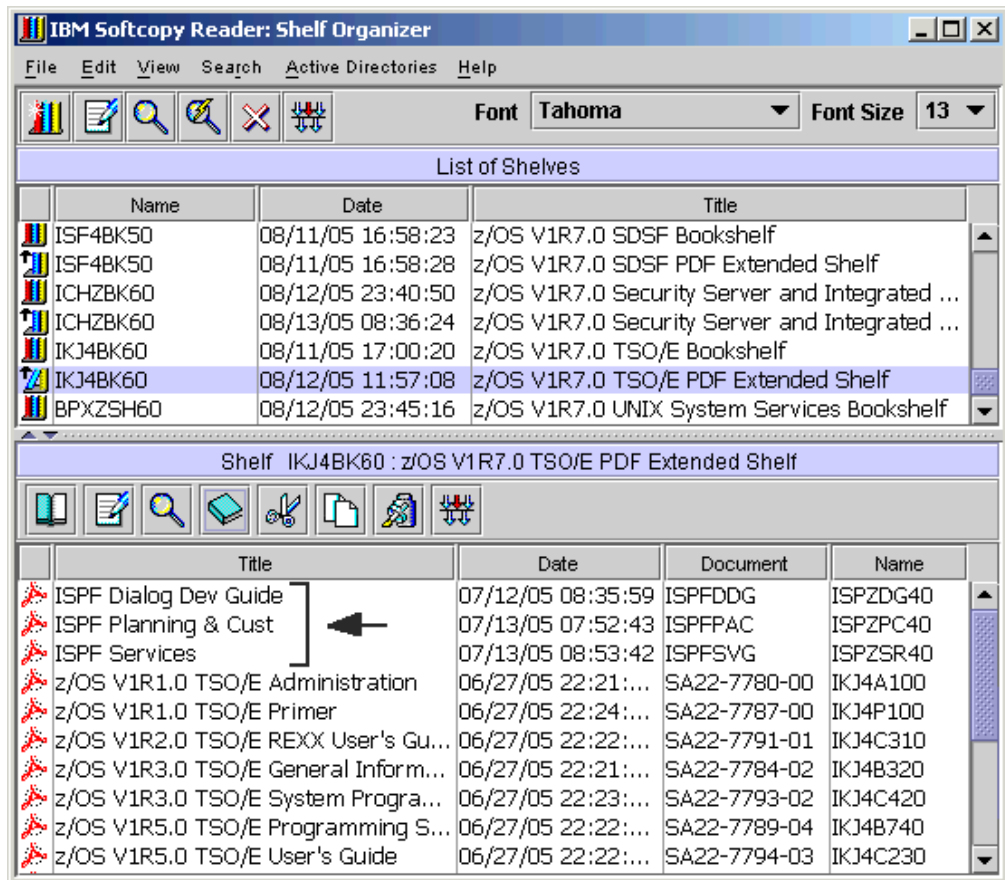


3. On the Shelf Toolbar (lower toolbar in the IBM Softcopy Reader List of Shelves window), click the Import Publication icon.

The Import Publications window will open.



- Under Include Publications From Locations [1], select the locations from where you wish to select PDFs and books.
- Under Include Selected Publications [2], select the publications you wish to import. To select a publication, click on its file name. Hold down your Ctrl key to select multiple files.
- There must be an ID and Title for each publication you want to import. Enter an ID [3] and Title [4] for each publication, then press Enter.
- Click **OK**. The publications will now be displayed in the extended shelf that you selected in step 2, as shown in the following example.

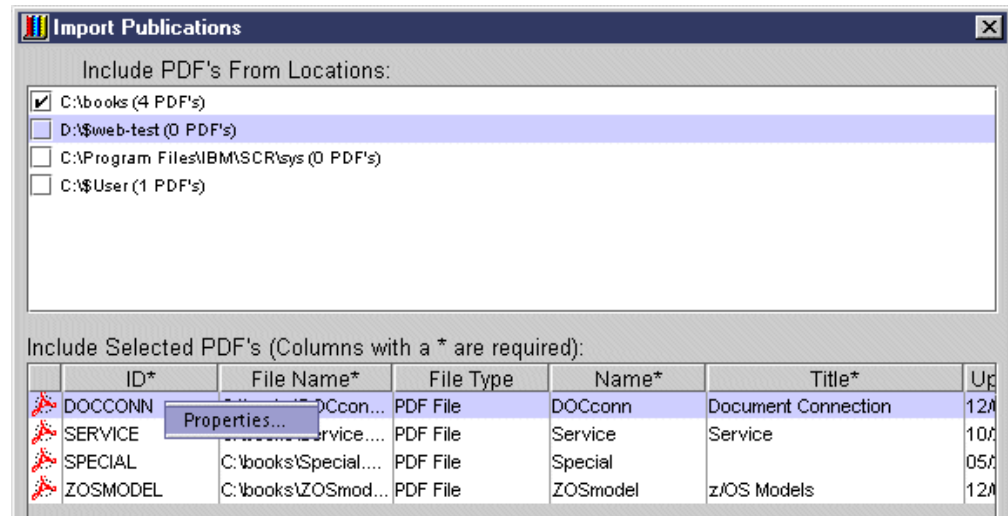


Viewing and modifying PDF file details

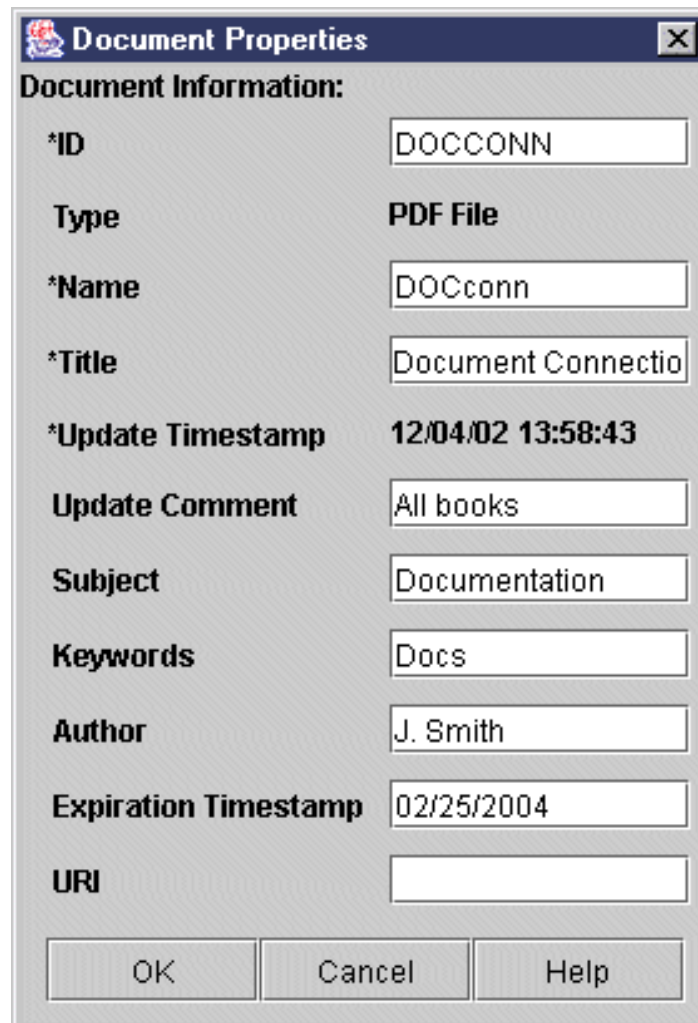
This section shows you how to view the details of your PDF files, and how to customize the document properties of each PDF file.

How to View the Details of a PDF File

1. In the Import Publications window, right-click on the PDF file you wish to view details. A Properties box will pop up.



2. Click **Properties**. The following window opens, showing details of the PDF file.



Customizing the document properties of your PDF files

You can create a detailed description of each of your PDF files. When you view the list of PDF files, you will see a number of columns in which you can fill in with information about the files. Following is a list of information fields that you can customize:

ID (required)

An identifier unique within the XKS which starts with a letter or an underscore and contains one or more letters, numbers, periods, or dashes.

Type PDF File (default)

Name (required)

Name within the shelf. Must be 1 to 8 characters starting with a letter. The remaining characters can be a combination of letters, numbers, and dashes.

Title (required)

1–255 characters

Update Timestamp

Timestamp publication was last updated following this format:
MM/dd/yy HH:mm:ss

Update Comment

Whatever information you want to put in this field

Subject

Whatever information you want to put in this field

Keywords

List of blank-separated, author-provided, "Find Book" searchable keywords.

Author

Whatever information you want to put in this field

Expiration Timestamp

A date that you choose as an expiration date. This is not an automated field and nothing will happen to the document on that date. The field uses this format: MM/dd/yy HH:mm:ss

URI Fully qualified location of publication. Usually takes form of file URL. Use of this field is neither portable, nor encouraged.

Searching multiple documents in a shelf (or across multiple shelves)

This section describes how to:

- Initiate a search (regular search) for specific information (word or words) across all books in a single shelf (or across multiple shelves at the same time)
- Initiate an indexed search (quick search) for specific information (word or words) across all books in a single bookshelf or all PDFs indexed on an extended shelf (or across multiple shelves at the same time)
- Initiate a search (regular search) for specific information (word or words) across books for selected documents in a shelf
- Customize the way books are searched and the results displayed:
 - Find an exact match (case sensitive)
 - Find an exact match (not case sensitive)
 - Fuzzy match
 - Use Boolean operators in the search

- Specify what material in the book to search (titles, text, and indexed words)
- List the results in order of importance (or in page sequence)

Extended Shelf (XKS) Search - Document Handling

Starting with Softcopy Reader V3.6, this is the way various documents are handled by XKS search:

1. Quick Search (Indexed Search) of an Extended Shelf (XKS) having a shelf index (BKI) will search the shelf index (BKI) for all documents on the shelf (no addenda document handling for Quick Searching an Extended Shelf (XKS).
 - For PDF document instances on the shelf, PDF search hits are listed (any PDFs not found, or whose document is not in the shelf index (BKI) , will be identified)
 - For BookManager Book document instances on the shelf, corresponding PDF search hits are listed (any PDFs not found, or whose document is not in the shelf index (BKI), will be identified.
2. Quick Search (Indexed Search) of an Extended Shelf (XKS) without shelf index (BKI) is not allowed. (no addenda document handling is performed for Quick Searching an Extended Shelf (XKS).
3. Regular Search (Unindexed Search) of an Extended Shelf (XKS), with or without a shelf index (BKI) will search each document on the shelf individually.
 - For PDF document instances on the shelf, only corresponding BookManager Books are searched and listed as hits (PDFs without a corresponding BookManager Book are identified)
 - For BookManager Book instances on the shelf, actual BookManager Books are searched and listed as hits
4. Regular Search (Unindexed Search) of selected documents in an Extended Shelf (XKS) will search each document individually.
 - For selected PDF document instances, only corresponding BookManager Books are searched and listed as hits (PDFs without a corresponding BookManager Book are identified)
 - For selected BookManager Book document instances, actual BookManager Books are searched and listed as hits

What if search can not find a document or documents (book or PDF files)

If the search cannot find a document or documents in the shelf, you will get a message indicating the document (documents) listed in the message could not be found. This could be as a result of:


- The path that you defined for the document (documents) is not valid
- A CD-ROM containing the documents is not inserted in the CD-ROM drive
- A network connection, to documents at a remote location, is broken
- Missing documents due to modifications to existing shelves or creating your own custom shelves by adding and deleting documents

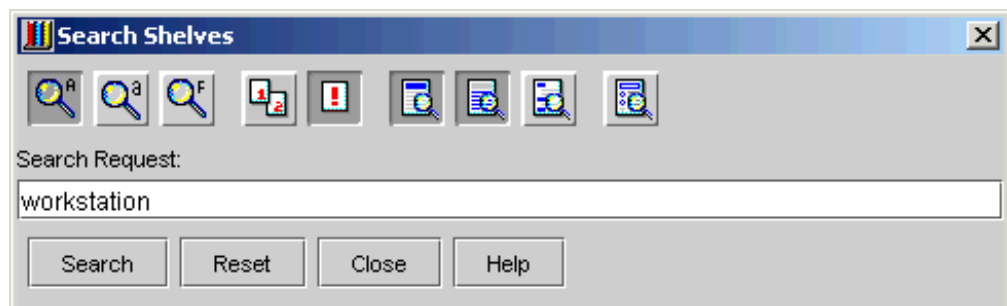
Searching a shelf (or multiple shelves) using the regular search function—all books

Entering a new Search request

You can start the search process from either the Menu Bar or the toolbar:

1. Select a shelf you want to search from the IBM Softcopy Reader List of Shelves window.
Multiple shelves—You can select multiple shelves for the search. Hold down the Ctrl key, and select (click on) all of the shelves you want to search.
2. Start the search process:
From the Menu Bar: Click **Search**, then click **Shelves**.

Or, from the Toolbar: Click  [Search]
The Search Shelves window is displayed.
3. Enter one or more search words in the Search Request window. The example below shows “workstation” as the search request. You can customize the search in several ways—see “Customizing the search (regular search only)” on page 49.



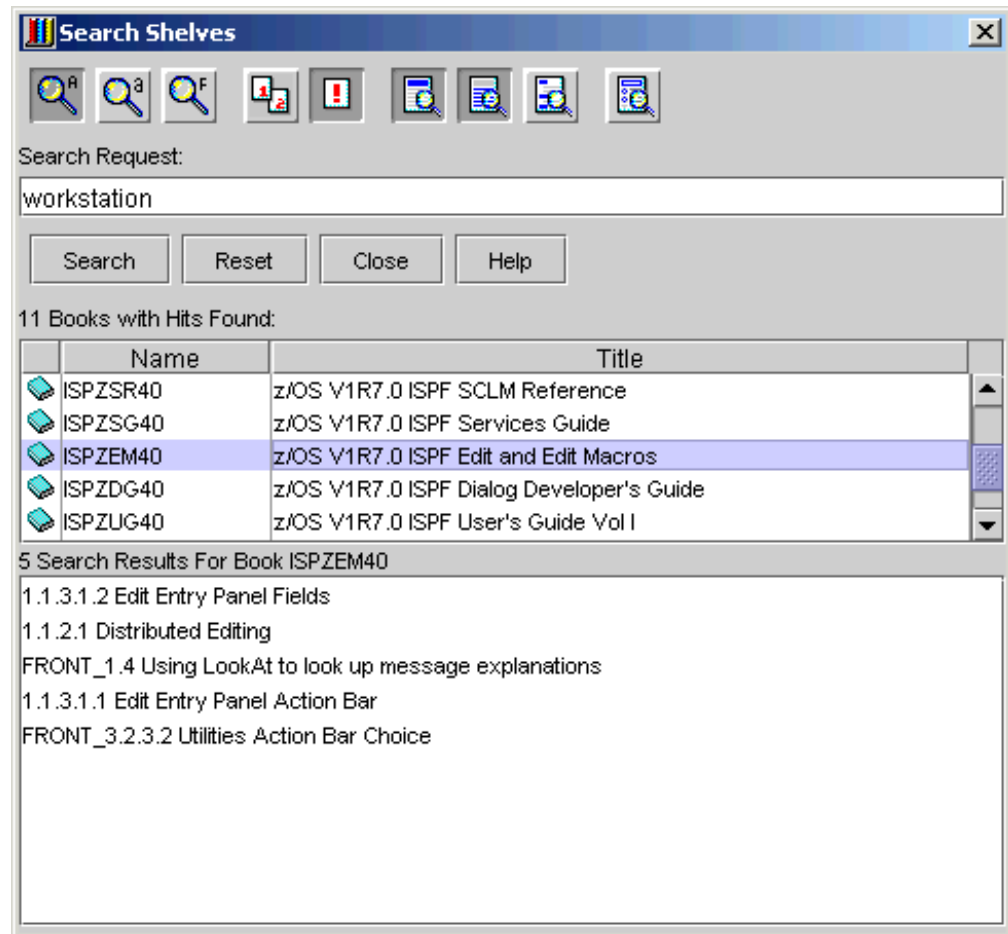
Buttons on the Search Shelves window:

- | | |
|---------------|--|
| Search | Start the search process. |
| Reset | Clears the Search Request window and returns the options to their default state. |
| Close | Closes the search window |
| Help | Displays the help screen |

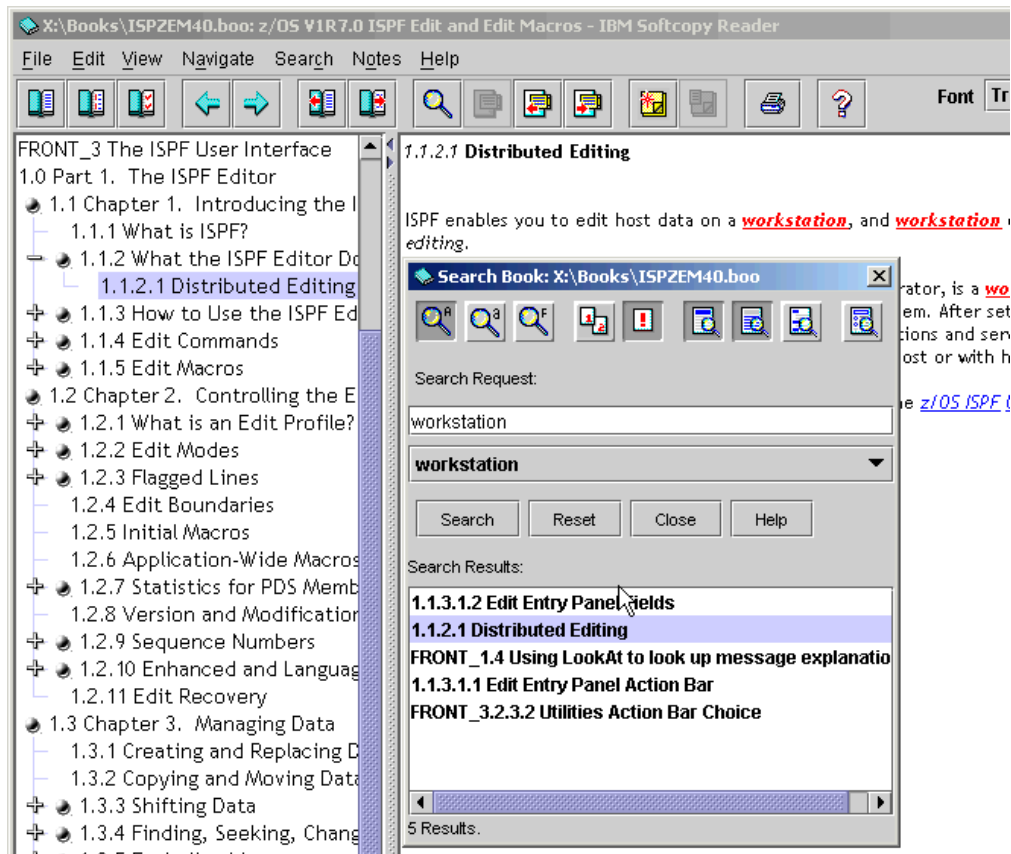
4. Click **Search** to start the search.

The results of the search are displayed (below) in the lower two panes of the Search Shelves window: In this example.

- 11 Books with Hits Found—this is the number of books on the shelf (shelves) that contained the search word “workstation.” You can scroll down this list to see the Name (file name) and Title of each book. You can highlight any book in the list (click on it) and see which topics in the book contain search results in the lower window.
- 5 Search Results for Book ISPZEM40—this is the number of topics in the book where the word “workstation” was found.



5. Double-click any of the search results listed for the selected book, and:
 - The Book Reader program will open (see below)
 - The book with the search results will be displayed
 - A Search Book window will be open on the Book Reader window showing all of the search results for that book
 - All words matching the search are highlighted in red.



Searching an indexed shelf (or multiple shelves) using the Quick Search function—all documents

Entering a New Search request

An Indexed Shelf Search (Quick Search) is a high speed search of a shelf using a specially created search index file (BKI). An Indexed Shelf Search is only performed if an index file is associated with the Shelf and is located within one of the user-defined directories. In the List of Publications for an Indexed Shelf, books that have been built into the Search Index are designated with a special indexed book icon:




You can start the search process from either the Menu Bar or the toolbar:

1. Select a shelf you want to search from the IBM Softcopy Reader List of Shelves window.

Multiple shelves—You can select multiple shelves for the search. Hold down the Ctrl key, and select (click on) all the shelves you want to search. Not all Selected Shelves need to be indexed, however, extended shelves must be indexed for Quick Search.

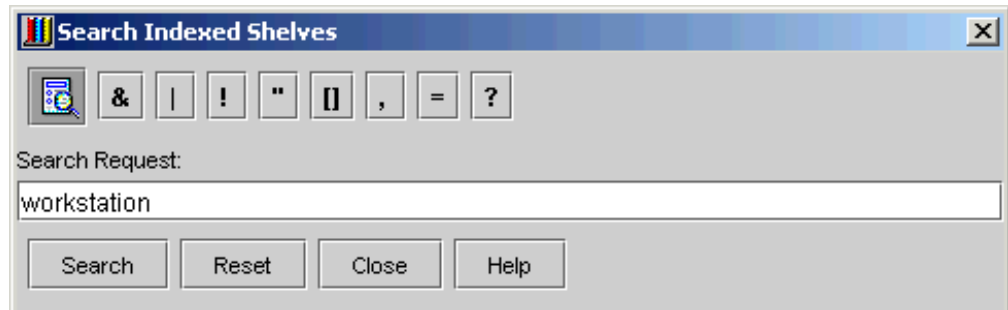
2. Start the search process:

From the Menu Bar: Click **Search**, then click **Indexed Shelves**.

Or, from the Toolbar: Click  [Quick]

The Search Indexed Shelves window is displayed.

3. Enter one or more search words in the Search Request window. The example below shows “workstation” as the search request. You can perform an indexed search using boolean operators by selecting the Advanced Search button; however, unlike regular searches of unindexed Shelves, you cannot customize the default values of “Fuzzy Search,” “List Results in order of Importance,” “Search Topic Titles,” “Search Topic Text,” and “Search Indexed Words” when performing an Indexed Shelf Search (Quick Search).



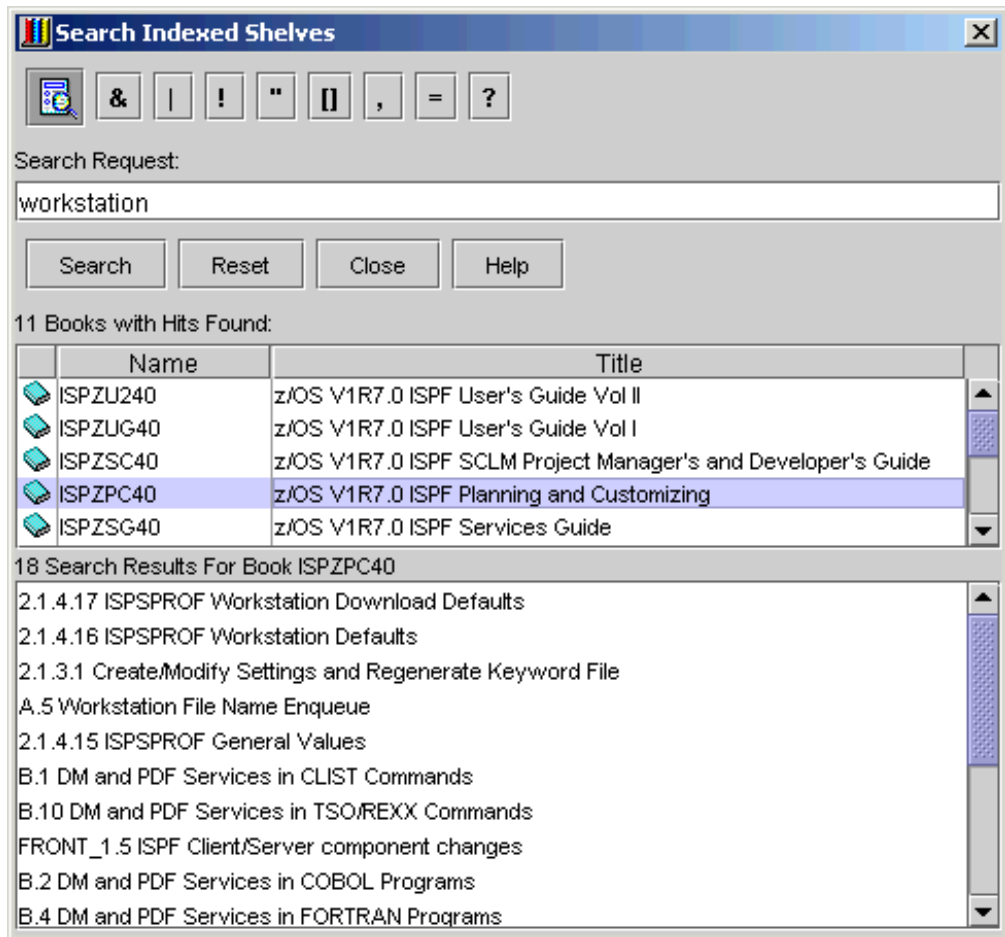
Buttons on the Search Shelves window:

- | | |
|---------------|--|
| Search | Start the search process. |
| Reset | Clears the Search Request window and returns the options to their default state. |
| Close | Closes the search window |
| Help | Displays the help screen |

4. Click **Search** to start the search.

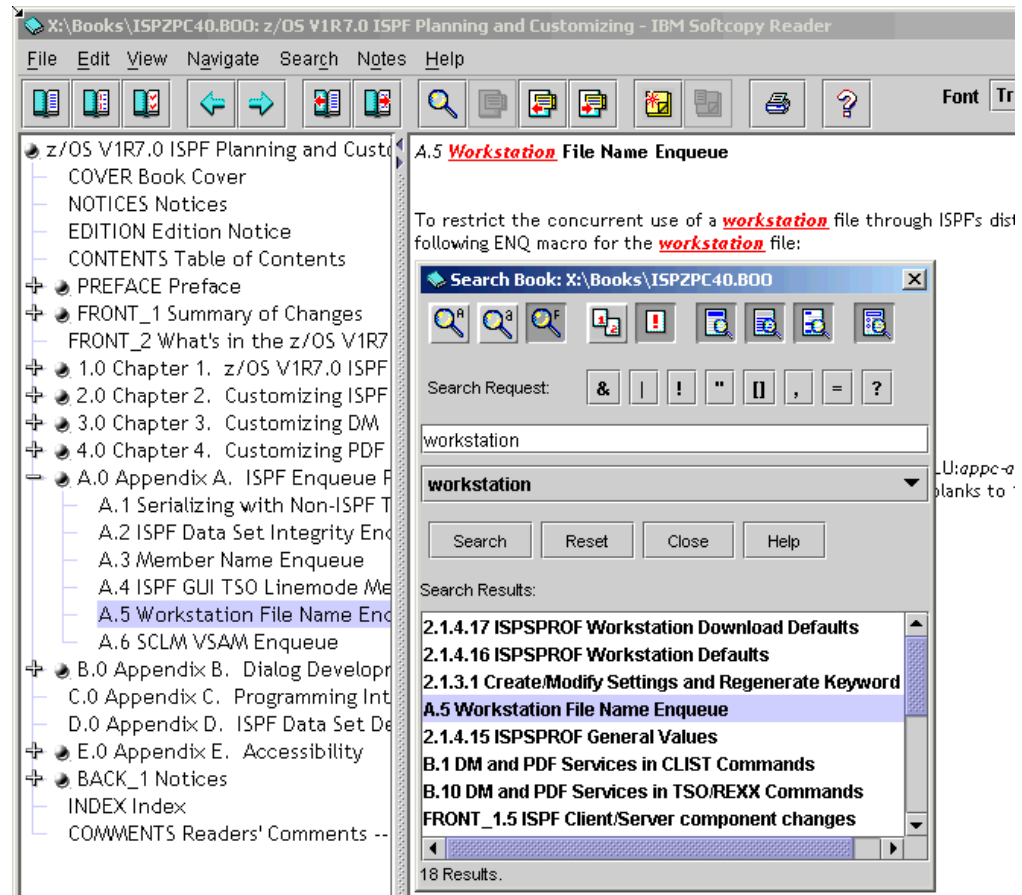
If the shelf being searched is a bookshelf, results of the search are displayed (below) in the lower two panes of the Search Indexed Shelves window: In this example.

- 11 Books with Hits Found—this is the number of books in the shelf (shelves) that contained the search word “workstation”. You can scroll down this list to see the Name (file name) and Title of each book. You can highlight any book in the list (click on it) and see which topics in the book contain search results in the lower window.
- 18 Search Results for Book ISPZPC40—this is the number of topics in the book where the word “workstation” was found.



If the shelf being searched is an extended shelf, the results of the search (PDFs) are listed in the first of the lower two panes of the Search Indexed Shelves window, and the second lower pane is empty.

5. If the results are for a bookshelf search, double-click any of the search results listed for the selected book, and:
 - The Book Reader program will open (see below)
 - The book with the search results will be displayed
 - A Search Book window will be open on the Book Reader window showing all of the search results for that book
 - All words matching the search are highlighted in red.



6. If the results are for an extended shelf search, double-click any of the PDFs listed (note that the first PDF in the list is automatically selected) and:
 - a. For Windows:
 - The Adobe Reader application is launched for the PDF
 - If the IBM Advanced Linguistics Search (ALS) Plug-in for Adobe, V1.3 or higher, is installed, the Plug-in will be launched, and if the PDF is enabled with an ALS index, a ranked list of topic hits in the PDF is displayed. Selecting any of the topic hits (note that the first topic in the list is automatically selected) displays that topic with hits highlighted, within Adobe Reader.
 - b. For Linux:
 - The PDF reader application that has been configured to Softcopy Reader, if any, is launched.

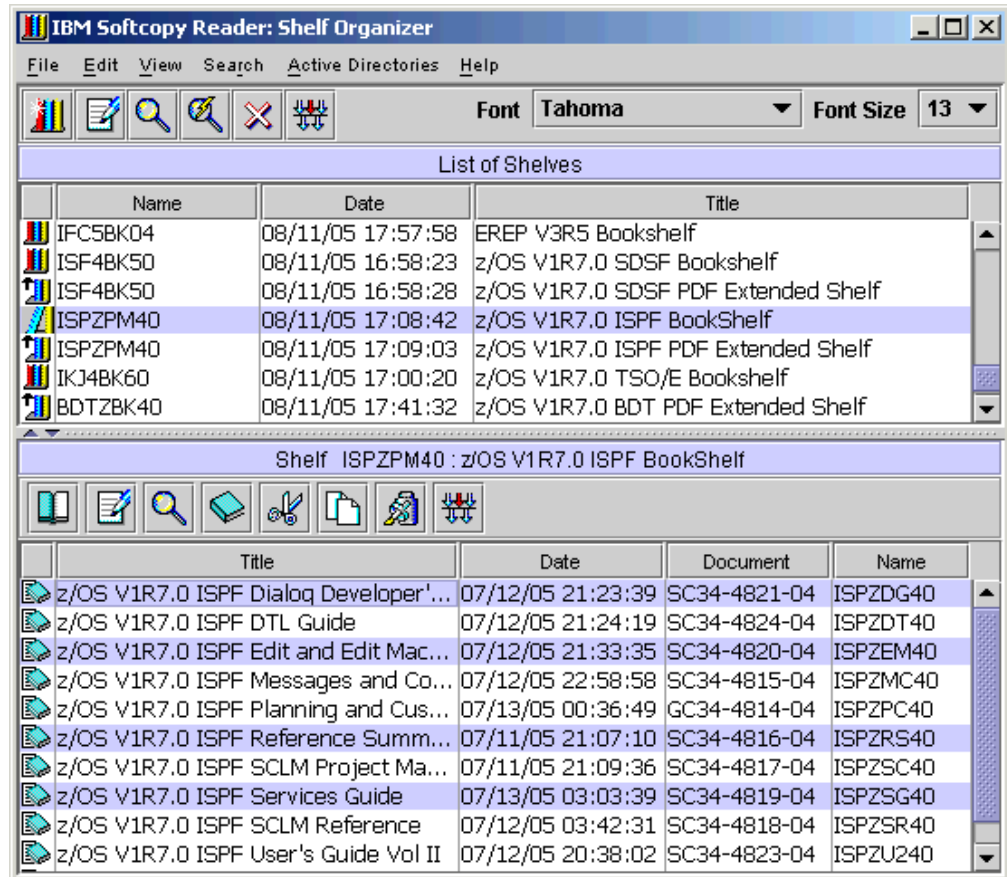
Searching a shelf using the regular search function—selected documents

You can select multiple documents in a shelf to search.

1. From the List of Shelves, select a shelf to search. The documents in the selected shelf will be listed in the lower window.
2. From the list of documents, select the ones you want to search by highlighting (clicking on) them. Use your keyboard keys to help select books - hold down the Shift key to select a list of documents or hold down the Ctrl key to select specific documents.

The following example shows four books selected from shelf ISPZPM40. If the shelf has an associated search index file, all books contained in the search index will have a book icon that has a sheet of paper behind the book.

Note: Note that if the selected shelf is an XKS (extended shelf), PDFs are likely listed and may be selected to be searched. In this case, the corresponding BookManager Books (if any) for the selected PDF will actually be searched.



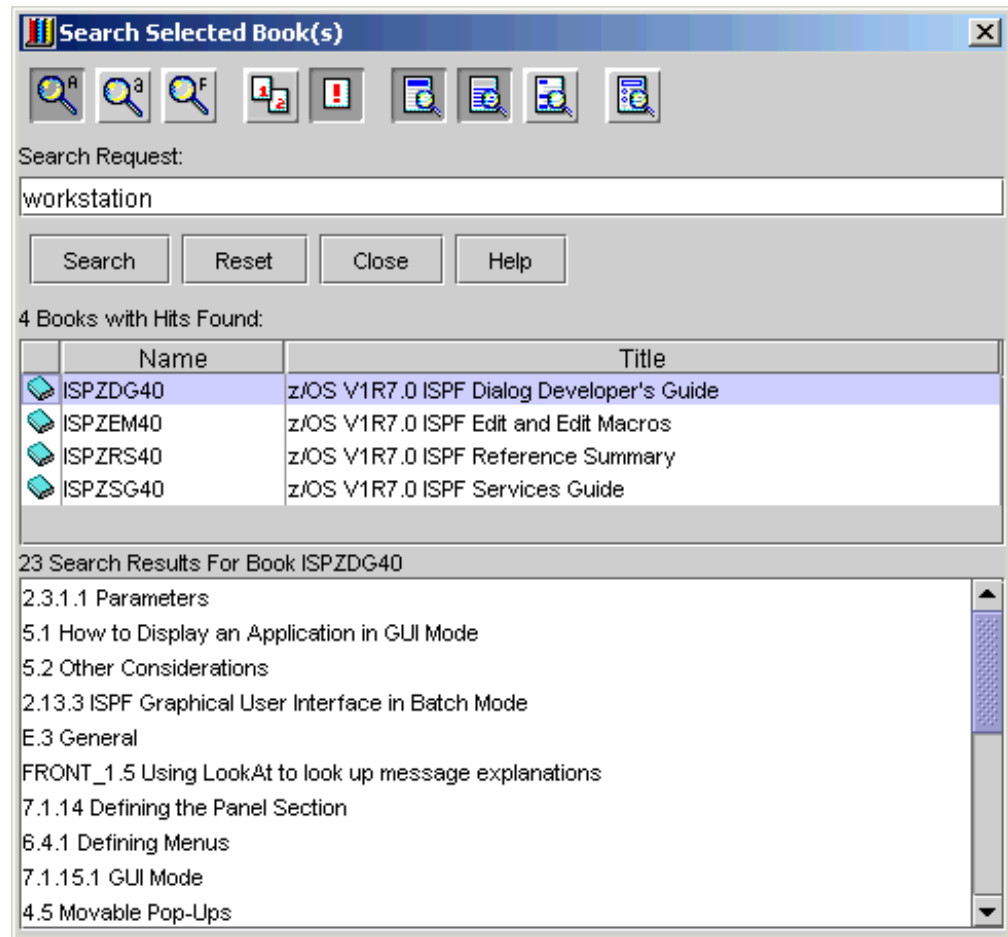
3. From the Menu Bar: Click **Search**, then click **Selected Books**.

You can also click the Search icon  in the lower pane

The Search Selected Book(s) window (following) will open with:

- The number of books found with search matches
- A list of the books containing matches (the first book in the list will be highlighted)
- A list of the specific search results for the highlighted book

You can highlight any of the books in the list and see the search results.



4. Double-click any of the search results listed for the selected book, and:
 - The Book Reader program will open
 - The book with the search results will be displayed
 - A Search Book window will be open on the Book Reader window showing all of the search results for that book
 - All words matching the search are highlighted in red.

Customizing the search (regular search only)

Using the toolbar functions you can customize the way the books on the shelf (shelves) are searched and how the search results are listed. (Note: There are default settings if you don't select any of the customization functions.)

Using the Search toolbar functions



Specify the searching method

One of the following searching methods must be specified:



Exact Case-sensitive

Finds only words matching the search request exactly, including case.



Exact Non Case-sensitive

Finds words exactly matching the search request, but ignoring upper/lower case.



Fuzzy (Default)

Uses a morphological fuzzy search algorithm to identify appropriate matches.

Specify how you want the results listed

One of the following two options must be selected:



List Results in Sequence

When a search is performed, the search results are listed in the sequence as they appear in the book.



List Results in Order of Importance (Default)

When a search is performed, the search results are listed in the order of importance (results by relevance), with the most relevant topics listed first.

Specify Where to Search

Any combination (or all) of the following three options may be chosen to specify where to search:



Search in topic titles (Default).



Search in topic text (Default).



Search indexed words, that is, entries in the Index topic (Default).

Using Boolean operators

The Boolean operator buttons may be displayed or hidden with the Advanced search button:



Click the Advanced search button to bring up the row of Boolean operators (below) that you can use in your search.



Following is a list of the Boolean operators and symbols that may be included in the search criteria. You can enter them either directly from the keyboard, or insert them into your search by clicking on the buttons (above).

& logical AND

| logical OR

! logical NOT

' ' quoted phrase

Takes the character between the two single-quotes as a literal. Used only around Boolean operators and symbols otherwise having meaning to a search request.

[] parenthesized expression

Controls the order of precedence of Boolean operations.

, list separator

Word or phrase separator

= equal sign

? wildcard character

- Single-character wildcard - Matches any character in the specified position.
- Multiple-character wildcard - Matches any number of any character.

Chapter 4. Using Book Reader

This chapter shows:

- An overview of the Book Reader window, menu and toolbar
- How to start Book Reader and open an on-line book
- Specifying paths to books, PDFs, shelves and shelf indexes
- Opening a book in Book Reader
- Navigating in a book
- Viewing pictures in a book
- Searching for information in a book
- Creating and viewing notes in a book
- Using a bookmark in a book
- Printing
- Copying
- Saving a topic as an HTML file

Overview—Book Reader window, menu and toolbar

This section shows you what the Book Reader window looks like and the functions of the menu and toolbar.

The Book Reader window

Figure 5 shows the four main sections of the Book Reader window:

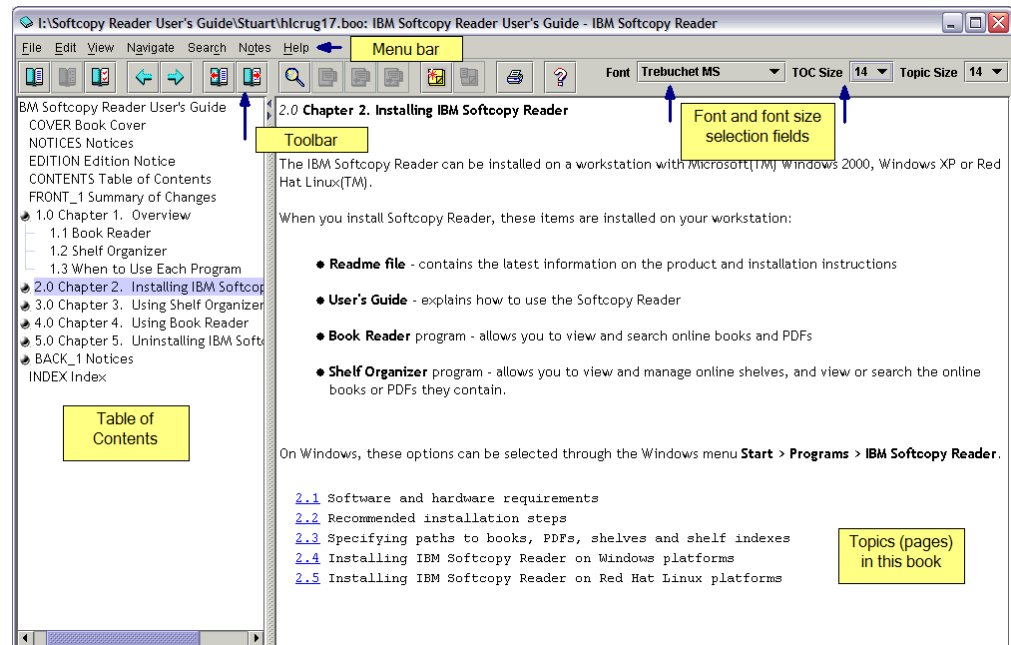


Figure 5. Sections of the Book Reader window

Menu Contains menus of all the functions of Book Reader.

Toolbar

Contains icons that provide shortcuts to common functions.

Also contains fields that let you select the fonts used in the Book Reader window:

Font Select a font style that best suits your viewing needs.

TOC Size Select the font size that is used to display the table of contents.

Topic Size Select the font size that is used to display text in the topic window.

Click the drop-down boxes to select from the list of available fonts and sizes.

Table of Contents

Shows the chapters of the book.

Topics of the book

Shows the currently-selected topic.

Menu

You can navigate in the Book Reader program by clicking on the menu items on the Menu. In addition to the functions that appear on the toolbar, there are several additional features that are available through the menus.

Following is a list of the menu items with the corresponding drop-down menu. There is a description of each action item in the drop-down menu.

File menu

Open Opens a new book in the reader.

Book Description

Displays additional book information.

Save Topic as HTML

Allows you to save a topic as an HTML file.

Print Opens a Print window allowing you to select the printing of the current or selected topics.

Close Closes the Book Reader.

Edit menu

Copy Copies text highlighted in the Book Reader window to the clipboard.

Place Bookmark

Places a bookmark on the current topic. The bookmarked topic will have an icon under its heading. Using the **Navigate > Go to Bookmark** menu selection will bring the reader back to this topic from other places in the book.

Remove Bookmark

Removes the previously placed bookmark.

Select All

Selects all topics in the Table of Contents.

Deselect All

Removes all selected topics in the Table of Contents.

User Defined Directories

Displays the User Defined Directories for Books, Bookshelves and Bookshelf Indexes window to allow changes to the user defined Books, Bookshelf and Bookshelf Index paths.

View menu

Expand All

Expands all topics and subtopics to display the entire topic tree in the Table of Contents panel.

Collapse All

Collapses all topics and subtopics to display only the top-level topics in the Table of Contents panel.

Pictures > Show Pictures in Text

Determines whether pictures are displayed inline with the text. If this check box is not selected, pictures can be opened manually by clicking on the picture labels. When opened manually, the pictures will be displayed in a separate window.

Definition lists > Compact if possible

- When this check box is selected, the definition term and description will be displayed (if possible) on the same line.
- When this check box is cleared, the definition term and description will be displayed on separate lines.

Build > Older version

Controls possible "reflow" problems which may exist in displayed content. If text does not wrap properly across lines, select this check box and redisplay content.

Navigate menu

By Topics

Opens the Table of Contents window. Double-click a topic to open it in the Book Reader window.

By Topics Seen

Opens the Topics Seen window. Double-click a topic to open it in the Book Reader window.

By Revisions

If a book contains revisions the By Revisions text bar will be active. Click on this bar and the Revisions window will open with the list of revised topics. Double-click a topic to open it in the Book Reader window.

By Figures

Opens the Figures window. Double-click a figure in the list to open the topic in which it appears.

By Tables

Opens the Tables window. Double-click a table in the list to open the topic in which it appears.

By Index

Opens the Index window and displays the book's index. Click the underlined topic numbers in the Index to go to the appropriate topic.

Go To Topic ID

Opens the Go To Topic ID window. Enter the desired topic ID (e.g. "2.0" or

“GLOSSARY”) in the Enter a Topic ID panel. The selected topic (if the ID is valid) will be opened in the Book Reader window.

Go To Bookmark

Returns to the topic previously bookmarked during the current session.

Go To Previous Topic

Moves to the previous sequential topic in the book.

Go To Next Topic

Moves to the next sequential topic in the book.

Search menu

Search Book

Opens the Search Book window.

Display Search Results

Displays a list of search results from the last search performed.

Double-click on a search result to see the topic containing the result.

Go To Previous Topic Match

Moves to the topic for the previous sequential result from the last search.

Go to Next Topic Match

Moves to the topic for the next sequential result from the last search.

Notes menu

New Displays the New Note input window that allows you to create a new note attached to the currently displayed topic.

Display Notes List

Displays the Notes List window showing all notes in this book.

Double-click on the notes in the list to see the topic containing the note.

Help menu

Getting Started

Displays the help screen.

User's Guide

Opens the IBM Softcopy Reader User's Guide

About Softcopy Reader

Opens the About Softcopy Reader window, which lists the current version, service level, and driver level.

Toolbar

You can navigate in the Book Reader program by clicking on the icons on the toolbar.



Navigate by Table of Contents

Clicking on this icon expands the current topic (text and pictures) to the full size of the Book Reader window. The Table of Contents will open in a smaller floating window that you can position anywhere. Double-click a topic to open it in the main window. Also available from the menu: **Navigate > By Table of Contents**.



Navigate by Revisions

If a book contains revisions this icon will be active. Click on the icon and a window will open with the list of revised topics. Double-click a topic to open it in the main window. Also available from the menu: **Navigate > By Revisions**.



Navigate by Topics Seen

Displays the history of topics visited. Double-click on a topic to open it in the main window.

Also available from the menu: **Navigate > By Topics Seen**.



Back

Moves to the previous topic visited.



Forward

Moves to the next topic visited (after using the Back button).



Go to Previous Topic

Moves to the previous sequential topic in the book.

Also available from the menu: **Navigate > Go To Previous Topic**.



Go to Next Topic

Moves to the next sequential topic in the book.

Also available from the menu: **Navigate > Go To Next Topic**.



Search

Opens the Search Book window.

Also available from the menu: **Search > Search Book**.



Display Search Results

Displays a list of search results from the last search performed. Double-click on a search result to see the topic containing the result.

Also available from the menu: **Search > Display Search Results**.



Go To Previous Topic Match

Moves to the topic for the previous sequential result from the last search.

Also available from the menu: **Search > Go To Previous Topic Match**.



Go To Next Topic Match

Moves to the topic for the next sequential result from the last search.

Also available from the menu: **Search > Go To Next Topic Match**.



Create New Note

Displays the New Note input window that allows you to create a new note attached to the currently displayed topic.

Also available from the menu: **Notes > New**.



Display Notes List

Displays the Notes List window showing all notes in this book. Double-click on the notes in the list to see the topic containing the note.

Also available from the menu: **Notes > Display Notes List**.



Print

Opens a Print window allowing you to select the printing of the current or selected topics.

Also available from the menu: **File > Print**.



Help

Displays this help screen.

Also available from the menu: **Help > Getting Started**.

Starting Book Reader

This topic explains how to start the Book Reader from the Windows desktop or Windows command line or from the Linux command line.

Note: If Book Reader does not seem to start correctly, refer to “Problems starting Shelf Organizer or Book Reader” on page 8.

Starting Book Reader from the Windows desktop

1. Insert the IBM Online Library CD-ROM into the CD-ROM drive.

Note: If you are using multiple CD-ROM drives, be sure you put all of the Online Library CD-ROMs you plan to use in the drives before starting Book Reader or Shelf Organizer to open the Online Library.

2. On the Windows Desktop, start the Book Reader either by double clicking the Book Reader desktop icon, or by clicking the **Start** button, and do the following.
 - Select the Programs option
 - Select IBM Softcopy Reader
 - In the Softcopy Reader group, select the icon for Book Reader. The IBM Book Reader window opens.
3. From the menu: Click **File > Open**.
The Open Book window opens.
4. On the Open Book window, in the Look in window click the down arrow symbol. You should see a list of drives that are physically on or attached to your system via a network.
5. Click the drive letter (C:, D:, etc.), then click the folder containing the book you want to open. The books contained in the folder should be listed.
6. Highlight the book you want to open and then click **Open**.

Starting Book Reader from a command line in Windows

To start Book Reader from the command line:

1. Open a Command Prompt and navigate to the directory where Book Reader is installed. (Generally C:\Program Files\IBM\SCR\sys)
2. At the command prompt, type: `hlcb -d <sourcepath>`
In the above example `<sourcepath>= "C:\Program Files\IBM\SCR\sys"`.
3. Advanced Book Reader features are also available from the command line according to the following usage when typed at the command prompt:

Usage: `hlcb filename -d <sourcepath> options`

Where:

All flags must be surrounded by at least one blank character

filename

Optional book name

sourcepath

Required field, path hlcb is being executed from

Where *options* include:

`-t topic`

Open book to a topic

`-r reference`

Open book to a reference

`-s s_options arguments`

Open book to a search

`-h topic -s s_options arguments`

Open book to a topic and search

Where *s_options* are 0 (off) or 1 (on) for the following:

1: Exact matches only

2: Exact matches ignoring case

3: Fuzzy search

4: List results in sequence

5: List results in order of importance

6: Search in topic text

7: Search in titles

8: Search indexed words

9: show advanced search options

Note: When specifying *s_options*:

- Positions 1–3: one and only one of the positions may be "1"
- Positions 4–5: one and only one of the positions may be "1"
- Positions 6–8: one or more of the positions may be "1"

Following are some examples of using advanced Book Reader features from the command line when typed at a command prompt:

```
hlcb "c:\books\book.boo" -d "c:\Program Files\IBM\SCR\sys" -t "1.1"
hlcb "c:\books\book.boo" -d "c:\Program Files\IBM\SCR\sys" -s "001011000" "Table 7-1"
```

Starting Book Reader from a command line in Linux

To start Book Reader from the command line:

1. Open a Terminal Window and navigate to the directory where Book Reader is installed.
2. At the command prompt, type: hlcb.sh
3. Advanced Book Reader features are also available from the command line according to the following usage when typed at the command prompt:

```
hlcb.sh -help
Usage: hlcb.sh filename options
```

Where:

All flags must be surrounded by at least one blank character

filename Optional book name

sourcepath Optional. Path hlcb.sh is being executed from

Where *options* include:

-t <i>topic</i>	Open book to a topic
-r <i>reference</i>	Open book to a reference
-s <i>s_options arguments</i>	Open book to a search
-h <i>topic</i> -s <i>s_options arguments</i>	Open book to a topic and search

Where *s_options* are 0 (off) or 1 (on) for the following:

- 1: Exact matches only
- 2: Exact matches ignoring case
- 3: Fuzzy search
- 4: List results in sequence
- 5: List results in order of importance
- 6: Search in topic text
- 7: Search in titles
- 8: Search indexed words
- 9: show advanced search options

Note: When specifying *s_options*:

- Positions 1–3: one and only one of the positions may be "1"
- Positions 4–5: one and only one of the positions may be "1"
- Positions 6–8: one or more of the positions may be "1"

Following are some examples of using advanced Book Reader features from the command line when typed at a command prompt:

```
hlcb.sh "/home/auser/books/book.boo" -t "1.1"
hlcb.sh "/home/auser/books/book.boo" -s "001011000" "Table 7-1"
```

Note: The samples above assume hlcb.sh is in the current directory. If it is not, add the directory to the path before starting.

Specifying paths to books, PDFs, shelves and shelf indexes

This section describes how to set up path names to books, PDFs, shelves and shelf indexes so they are readily available each time you use Book Reader and Shelf organizer.

There are two ways to access softcopy books, shelves and shelf indexes with Book Reader and Shelf Organizer:

Manually

Each time you want to open a book or shelf, you can manually search through the directories and folders on your system.

Automatically

You can identify the location (set up paths) to the books, bookshelves and bookshelf indexes that you want to work with in the User Defined Directories for Publications, Shelves and Shelf Indexes window. The publications, shelves and shelf indexes will then be readily available each time you open Book Reader and Shelf Organizer.

Specifying paths

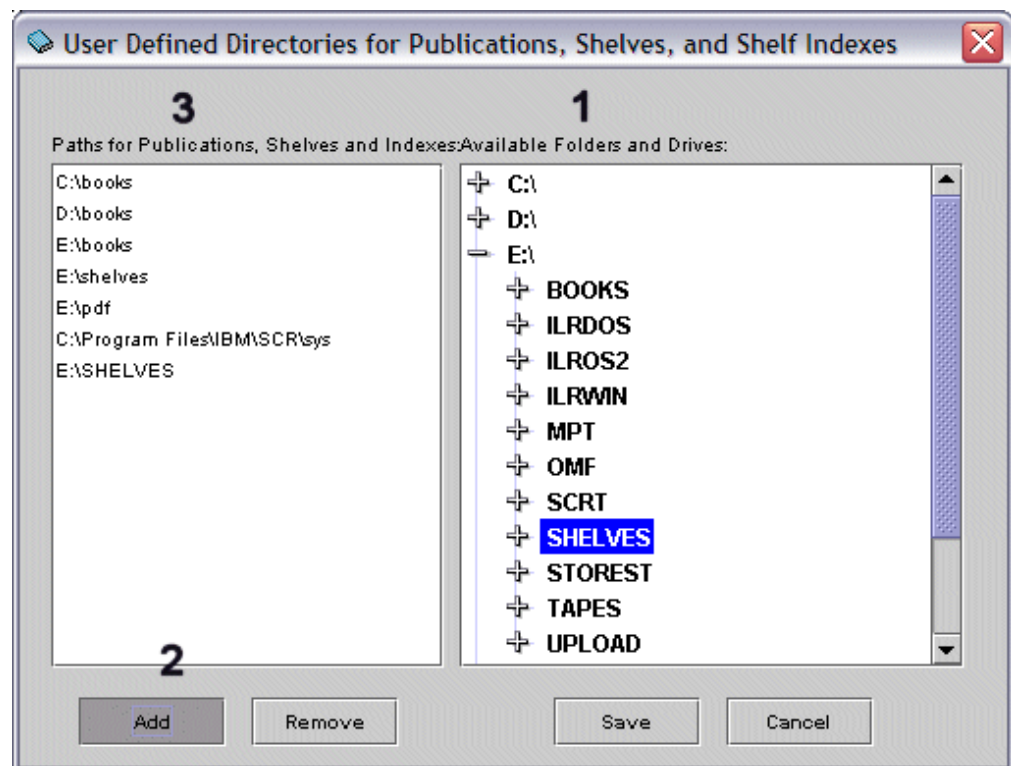
You can specify publications, shelves and shelf indexes on:

- Folders on your system's hard disk drives
- CD-ROM drives on your system
- External hard disk drives or CD-ROM drives that you can access through a network (you may have multiple CD-ROM drives you want to access)
- Other storage devices that can be attached to your system

You can do the following procedure from either Book Reader or Shelf Organizer.

1. From the menu of either Book Reader or Shelf Organizer, click **Edit > User Defined Directories**.

The User Defined Directories for Publications, Shelves and Shelf Indexes window (below) will open.



2. In the Available Folders and Drives window [1], click on the + icons to list the contents of each directory on your system. Select, by clicking on them, the books, bookshelves and folders that you want to access with the Softcopy Reader programs.

3. Click the Add button [2] and the path will be listed in the Paths for Publications, PDFs, Shelves and Indexes window [3]. Continue these steps until all books, shelves and folders are listed.

You can remove unwanted items in the Paths for Publications, Shelves and Indexes window by highlighting the item and clicking on the Remove button.

Note: At least one directory must be specified in the User Defined Directories for Publications, Shelves and Shelf Indexes window. If only one directory is listed, you will not be able to remove it until you add another directory.

Opening a book in Book Reader

This section shows you how to:

- Open a book in Book Reader
- Get a description of the book
- Close a book

For information on starting the Book Reader program, see “Starting Book Reader” on page 58.

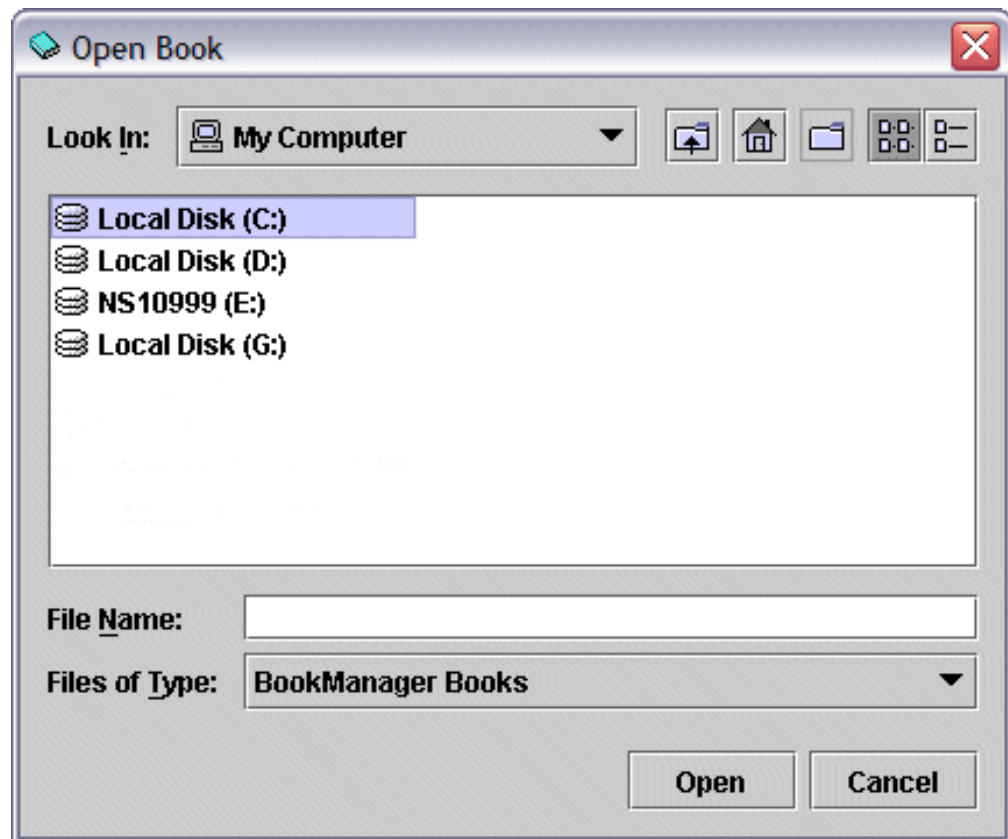
Opening books contained on an IBM Online Library CD-ROM

If you plan to open a book contained on an IBM Online Library CD-ROM, be sure to insert the IBM Online Library CD-ROM into the CD-ROM drive on your system. If you are using multiple CD-ROM drives, be sure you put all of the Online Library CD-ROMs you plan to use in the drives before starting Book Reader to open the Online Library.

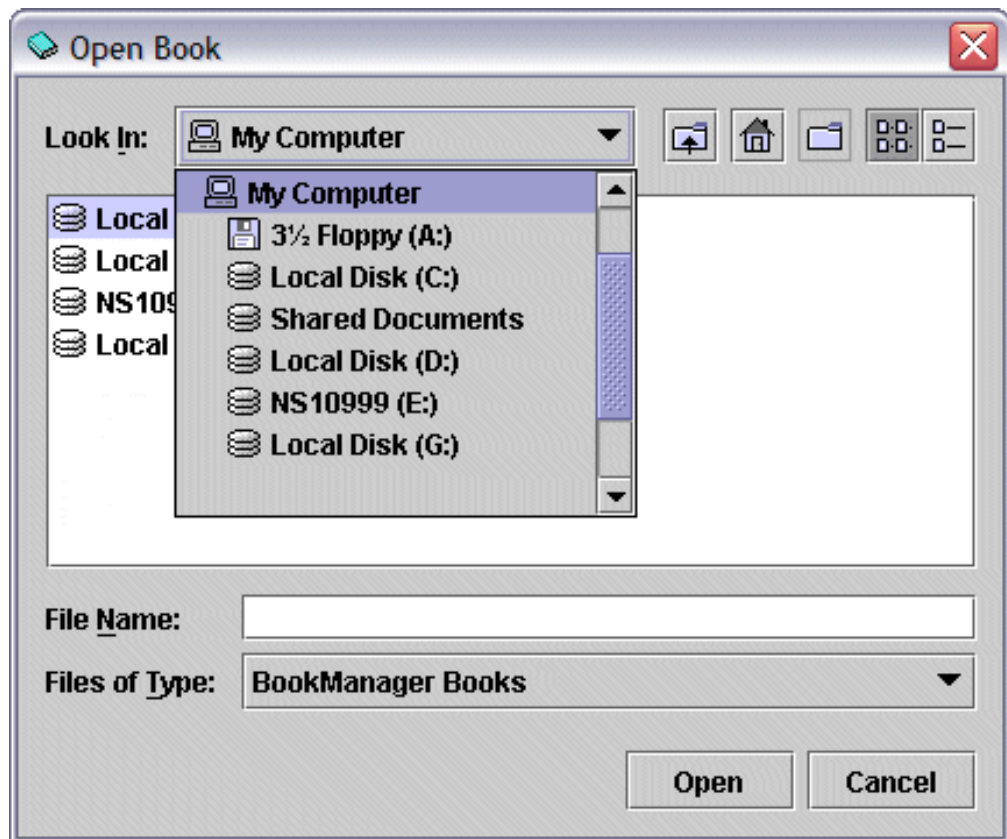
Opening a book

1. From the menu: Click **File > Open**.

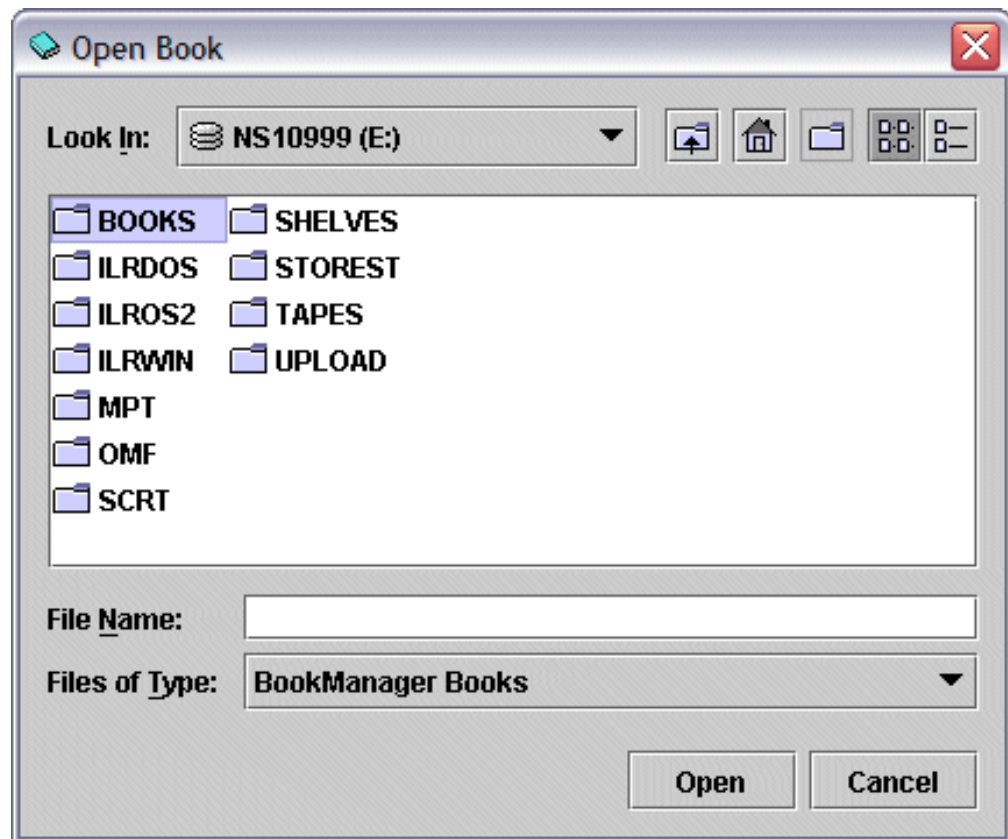
The Open Book window (below) will open.



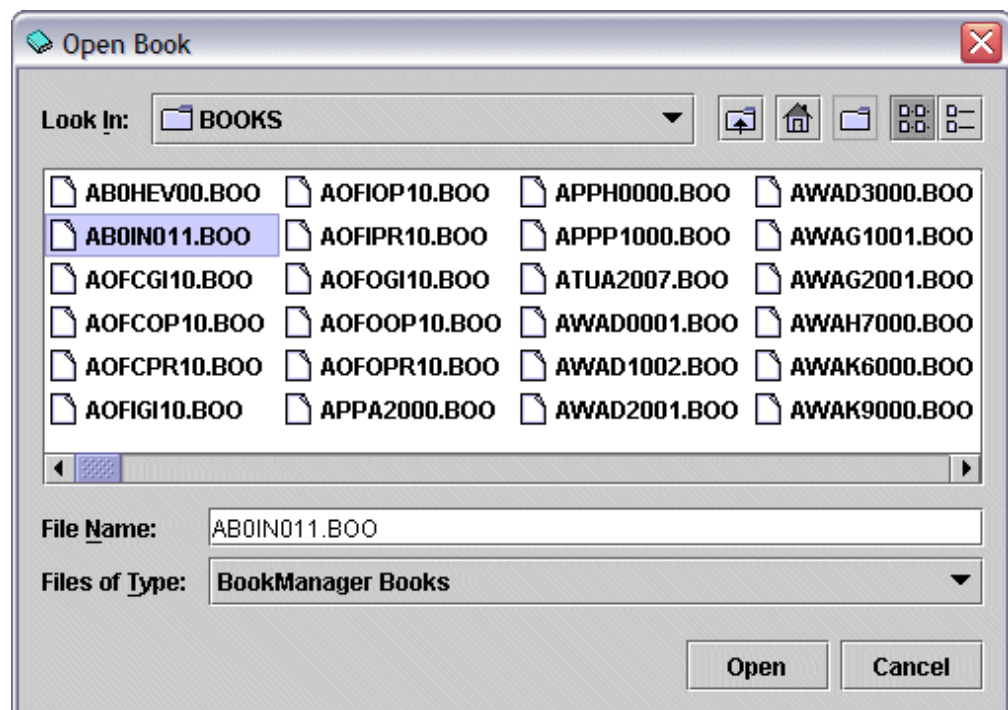
2. On the Open Book window in Look in: click the “down arrow” symbol.
A drop-down window will open listing all the drives that are attached to your system either directly or via a network.



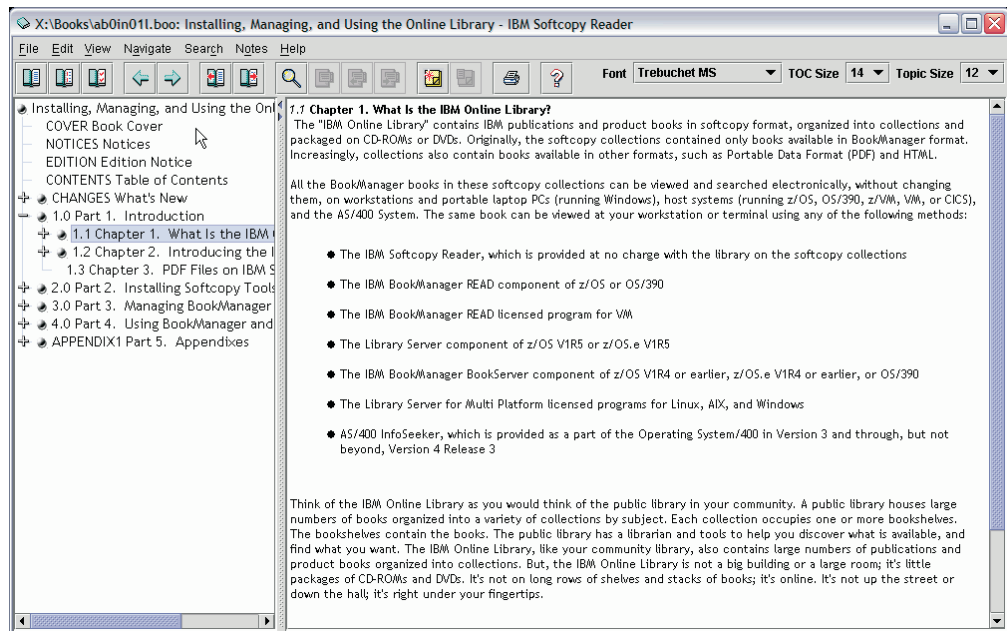
3. Click on the drive letter (C:, D:, etc.) of the drive where the book is stored, or the drive letter of the CD-ROM drive containing the CD with the book.
The Open Book window (below) now lists all of the folders on the drive.



4. Click on the folder containing the book you want to open.
The Open Book window (below) now lists all of the books contained in the selected folder.

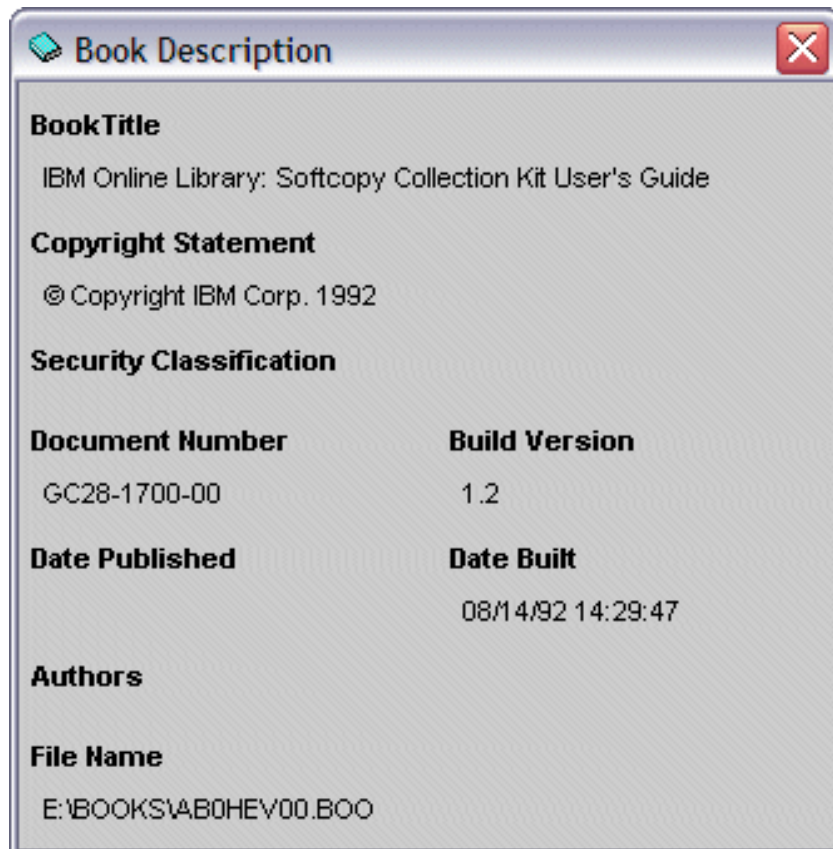


- Highlight the book you want and then click **Open**.
The book opens in the Book Reader window.



Getting a description of a book

To see a description of the book, click **File**, then click **Book Description**.



Closing a book

There are two ways to close a book.

1. Open another book. The book currently open is closed and the new book displayed in Book Reader.
2. Click **File**, then click **Close**.

This will close the book and Book Reader.

Navigating in a book

This section shows how to navigate (move around a book and go to specific topics) within an on-line book in Book Reader.

The primary ways of navigating in a book include:

- Selecting items from the Table of Contents
- Using the navigation buttons on the toolbar
- Using the Navigate menu

Using the Table of Contents


When you open a book, the Table of Contents is displayed on the left side of the Book Reader window. You can go directly to any topic in the Table of Contents by double clicking on the topic.

Expanding and collapsing the topics

Unexpanded topics will have a + (plus) icon next to them. Click on the + to expand or collapse the topic. When you expand a topic, the - (minus) icon will appear. To expand or collapse “all” topics, choose **View > Expand All** or **View > Collapse All** from the menu.


Moving the Table of Contents to a floating window

You can close the Table of Contents window on the left side and open it as a floating window that you can move around and position anywhere on your screen. When you do this, the topic window expands to fill the Book Reader window. You can do this from:

- The menu - click: **Navigate > Topics**
- The Toolbar - click: 

Widening and narrowing the Table of Contents window and the topic window

When Book Reader opens, the Table of Contents window is about 30% of the

width of the Book Reader window. By clicking the arrow keys  on the bar to the right of the Table of Contents window, you can widen the Table of Contents window to take up all of the Book Reader window, or narrow it so that it takes up none of the window.

- Click the bottom arrow (pointing right) to widen Table of Contents window.
- Click the top arrow (pointing left) to narrow the Table of Contents window.

As the Table of Contents windows widens or narrows, the topic window narrows or widens.

There are three different settings possible:

- Only the topic window displayed
- Only the Table of Contents window displayed
- Both the topic and the Table of contents window displayed

Using the toolbar

Following are ways to navigate within a book by clicking on the buttons in the toolbar.



Go to Next Topic

Moves to the next sequential topic in the book.

Also available from the menu: **Navigate > Go To Next Topic.**



Go to Previous Topic

Moves to the previous sequential topic in the book.

Also available from the menu: **Navigate > Go To Previous Topic.**



Back

Moves to the previous topic visited.



Forward

Moves to the next topic visited (after using the Back button).



Navigate by Topics Seen

Displays the history of topics visited. Double-click a topic to open it in the main window.

Also available from the menu: **Navigate > By Topics Seen.**



Navigate by Revisions

If a book contains revisions this icon will be active. Click on the icon and a window will open with the list of revised topics. Double-click a topic to open it in the main window.

Also available from the menu: **Navigate > By Revisions.**

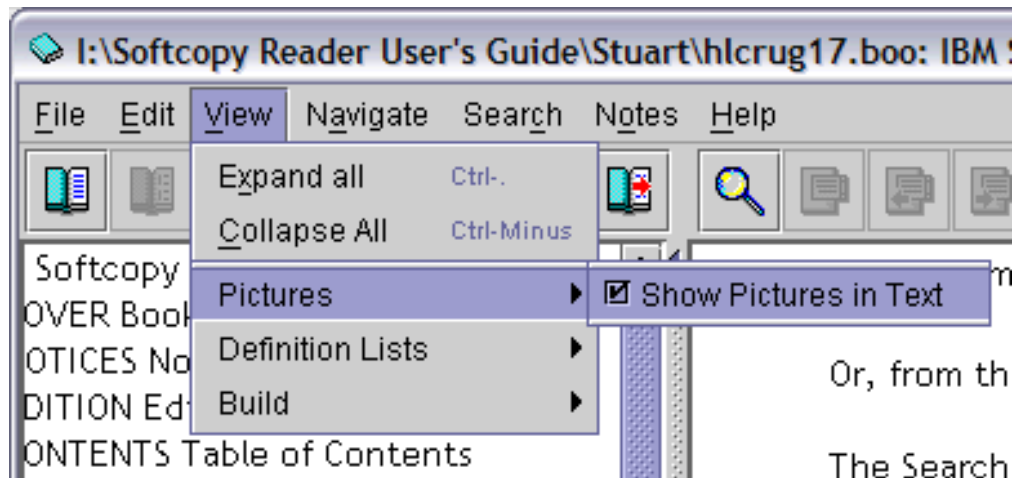
Navigating using menu functions

Following are ways to navigate within a book by clicking on the functions listed in the Navigate menu.

- By Topics** Opens the Table of Contents window.
Double-click a topic to open it in the Book Reader window.
- By Topics Seen**
Opens the Topics Seen window.
Double-click a topic to open it in the Book Reader window.
- By Revisions** If a book contains revisions the By Revisions text bar will be active.
Click on this bar and the Revisions window will open with the list of revised topics. Double-click a topic to open it in the Book Reader window.
- By Figures** Opens the Figures window.
Double-click on a figure in the list to display the topic in which it appears.
- By Tables** Opens the Tables window.
Double-click on a table in the list to display the topic in which it appears.
- By Index** Opens the Index window and displays the book's index.
Click on the underlined topic numbers in the Index to go to the appropriate topic.
- Go To Topic ID**
Opens the Go To Topic ID window.
Enter the desired topic ID (e.g. "2.0" or "GLOSSARY") in the Enter a Topic ID panel. The selected topic (if the ID is valid) will be opened in the Softcopy Reader window.
- Go To Bookmark**
Returns to the topic previously book marked during the current session.
- Go To Previous Topic**
Moves to the previous sequential topic in the book.
- Go To Next Topic**
Moves to the next sequential topic in the book.

Viewing pictures in a book

You can select if you want the pictures in the book to be automatically displayed in the text. From the Book Reader menu, click **View > Pictures**.



The Show Pictures in Text option determines whether pictures are displayed inline with the text. If this check box is not selected, pictures can be opened manually by clicking on the picture labels. When opened manually, the pictures will be displayed in a separate window.

Searching for information in a book

This section describes how to:

1. Initiate a search for specific information (word or words) in a book.
 - Entering a new search request
 - Looking at previous search requests
2. Navigate between search results
3. Customize the way the book is searched and the results displayed:
 - Find an exact match (case sensitive)
 - Find an exact match (not case sensitive)
 - Fuzzy match
 - Use Boolean operators in the search
 - Specify what material in the book to search (titles, text, and indexed words)
 - List the results in order of importance (or in page sequence)

Starting the search

You can search by entering a new word, or by looking at words previously searched.

Entering a New Search Request

You can start the search process from either the menu or the toolbar.

1. Start the search process:

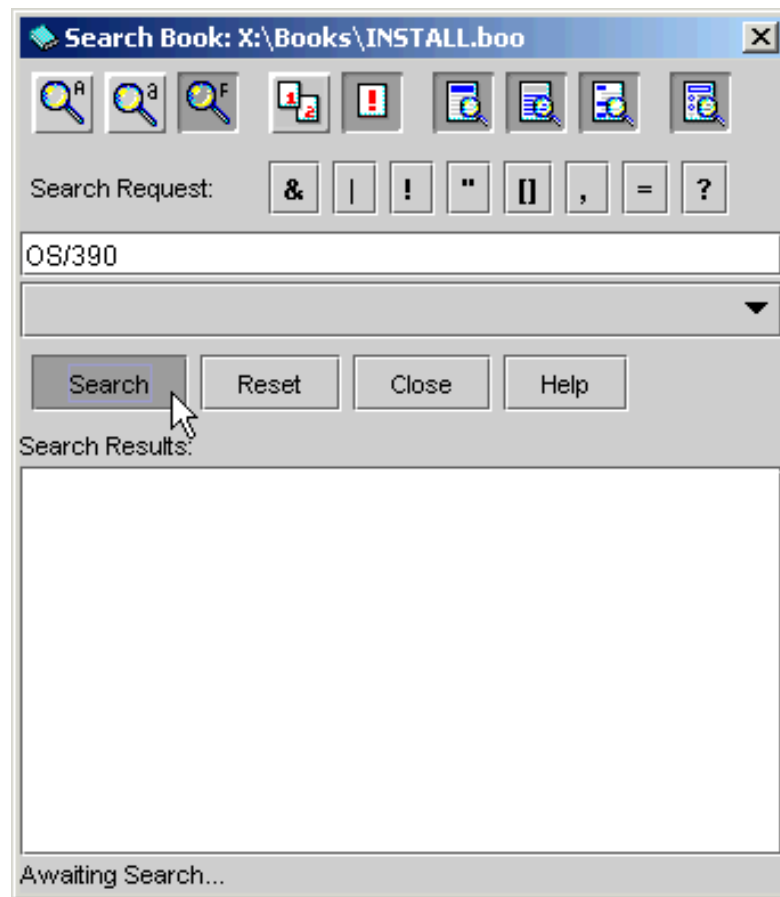
From the menu: Click **Search**, then click **Search Book**.

Or, from the Toolbar: Click  [Search]

The Search Book window will open.

2. Enter one or more search words in the Search Request window. The example below shows "OS/390" as the search request. You can customize the search in

several ways—see “Customizing the search” on page 73.



Buttons on the Search Book window:

Search

Start the search process.

Reset

Clears the Search Request window and returns the options to their default state.

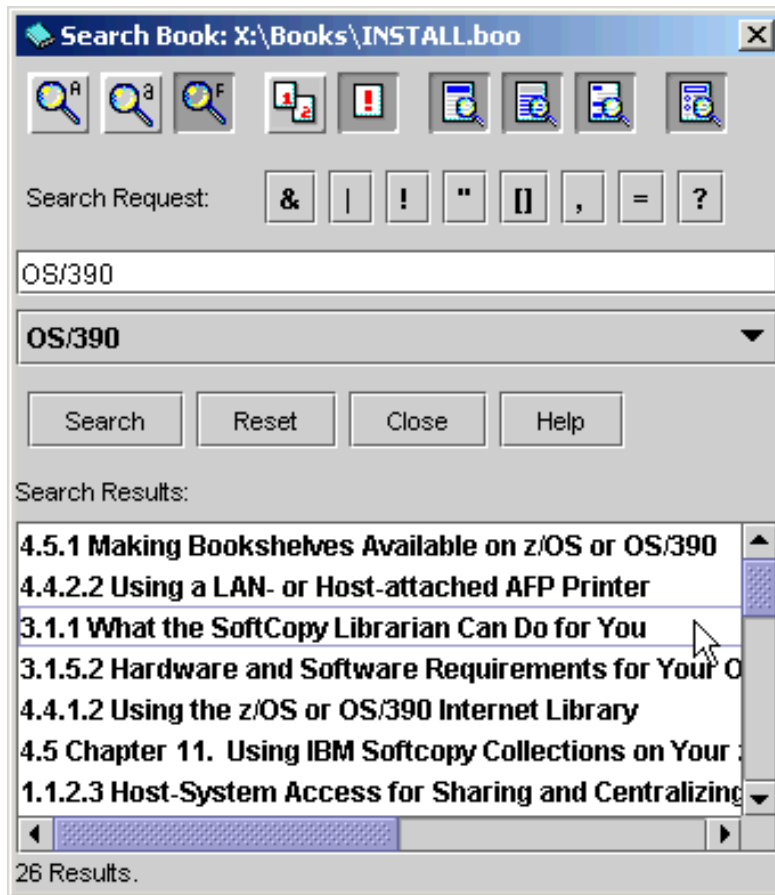
Close

Closes the search window.

Help

Displays the help screen.

3. Click **Search** to start the search. The Search Results window (below) lists all of the search results found in the book, and the number of topics with matches found at the bottom of the window.



4. Double-click on any of the search results listed in the Search Results window and the corresponding topic will be displayed in the Book Reader window, with all words matching the search criteria highlighted in red.

Looking at Previous Search Requests from the Search Book Window

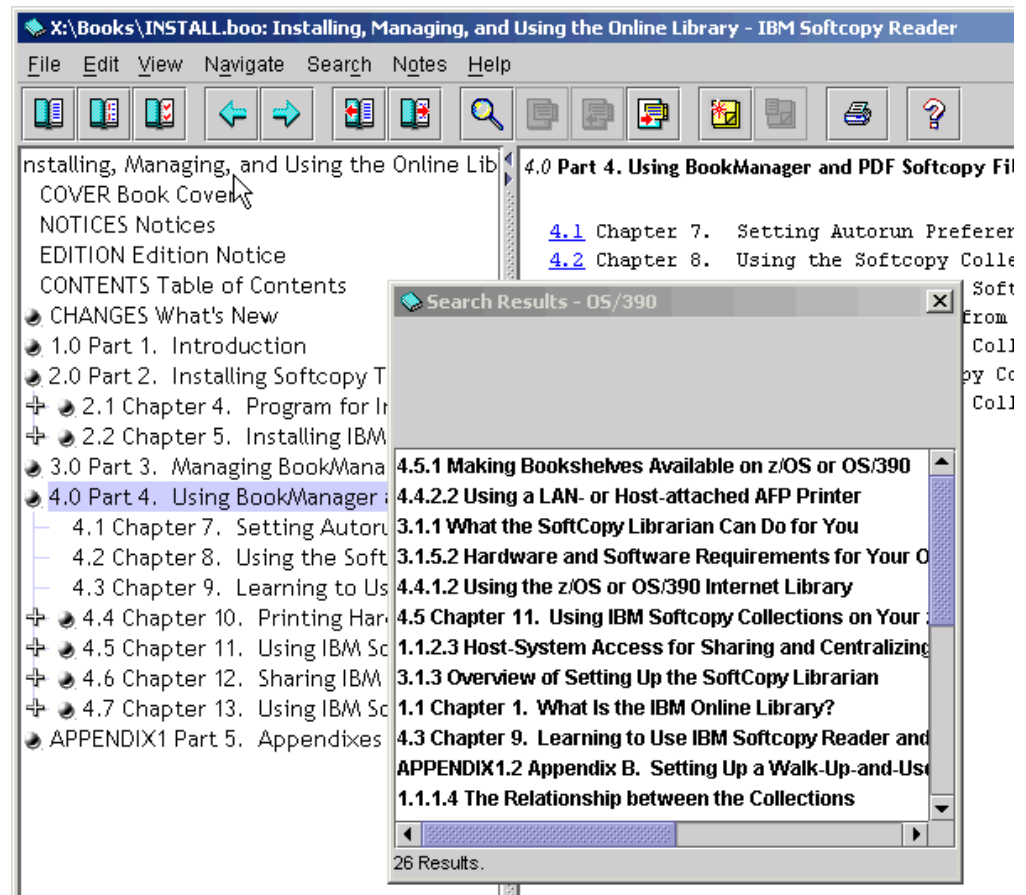
You can look at the search results of other words previously searched by clicking the "down arrow" just below the Search Request window, and clicking Search. The Search Results panel shows the topics that matched the search, including the number of search results found. Double-click on any of the search results and the corresponding topic will be displayed in the Book Reader window with all words matching the search criteria highlighted in red.



Navigating between search results

You can look at the results of the last search you made.

1. From the menu: Click **Search > Display Search Results**.

The Search Results window (below) will open listing the search results from your last search.



2. You can navigate (jump from one search result topic to another) in the following ways:
 - By double clicking on specific item in the Search Results window. The topic (page of the book) that corresponds to the search result you clicked on will open in the Book Reader window.
 - By clicking on Go To Previous Topic Match and Go To Next Topic Match in the drop-down window under Search. This opens up the corresponding page in the Book Reader window.
 - By clicking the toolbar icons  [Previous] and  [Next]

Customizing the search

Using the toolbar functions you can customize the way the book is searched and how the search results are listed.

Note: There are default settings if you don't select any of the customization functions.

Using the Search toolbar functions



Specify the searching method

One of the following must be specified:



Exact Case-sensitive

Finds only words matching the search request exactly, including case.



Exact Non Case-sensitive

Finds words exactly matching the search request, but ignoring upper/lower case.



Fuzzy (Default)

Uses a morphological fuzzy search algorithm to identify appropriate matches.

Specify how you want the results listed

One of the following two options must be selected:



List Results in Sequence

When a search is performed, the search results are listed in the sequence as they appear in the book.



List Results in Order of Importance (Default)

When a search is performed, the search results are listed in the order of importance (results by relevance), with the most relevant topics listed first.

Specify Where to Search

Any combination (or all) of the following three options may be chosen to specify where to search:



Search in topic titles (Default).



Search in topic text (Default).



Search indexed words (that is, entries in the Index topic) (Default)

Using Boolean operators: The Boolean operator buttons may be displayed or hidden with the Advanced search button:



Click the Advanced search button to bring up the row of Boolean operators (below) that you can use in your search.



Following is a list of the Boolean operators and symbols that may be included in the search criteria. You can enter them either directly from the keyboard, or insert them into your search by clicking on the buttons (above).

- & logical AND
- | logical OR
- ! logical NOT
- " quoted phrase
Takes the character between the two single-quotes as a literal. Used only around Boolean operators and symbols otherwise having meaning to a search request.
- [] parenthesized expression
Controls the order of precedence of Boolean operations.
- , list separator
Word or phrase separator
- = equal sign
- ? wildcard character
 - Single-character wildcard - Matches any character in the specified position.
 - Multiple-character wildcard - Matches any number of any character.

Creating and viewing notes in a book

This section describes how:

- Create a new note in a book
- How to display the list of notes in a book, and view them

Creating a note

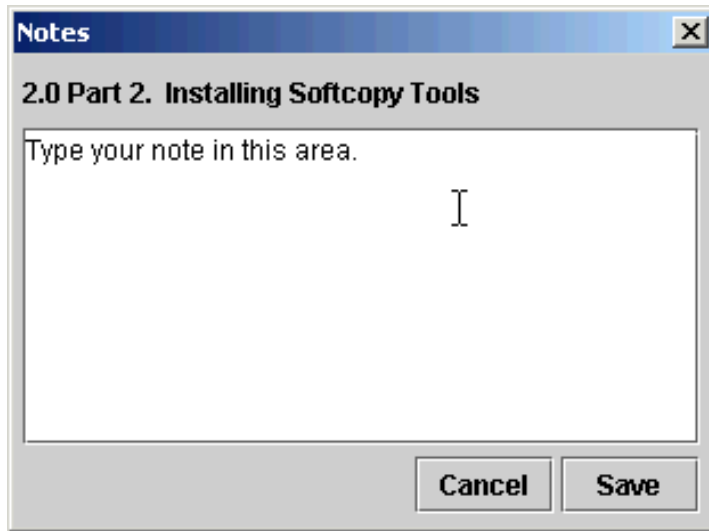
You can create and view notes from either the menu or the toolbar.

1. Open the new Notes window

From the menu: Click **Notes > New**.

Or, from the toolbar: Click  [New Note]


2. In the Notes window (below), you will see the topic you selected to put a note under, and an open window where you can type your note. The example shows that a note will be attached to the heading page for Part 2 of the book.

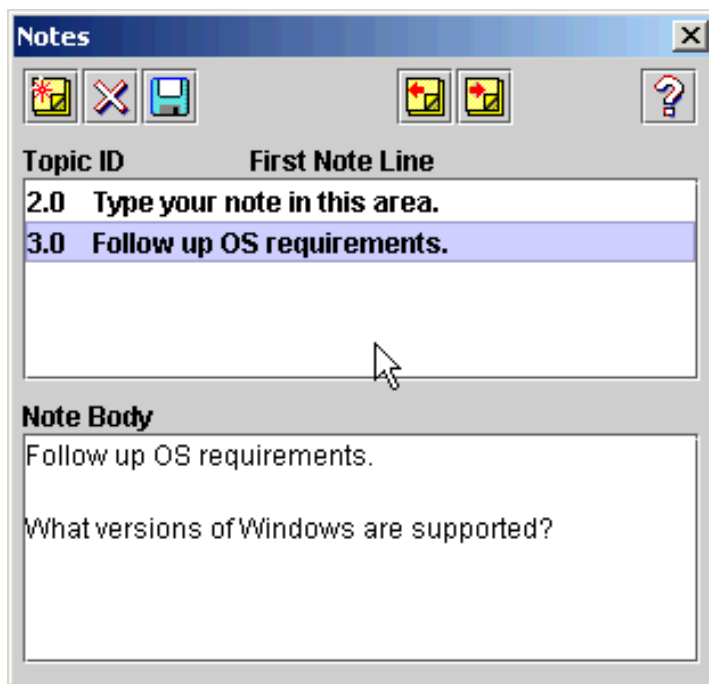


3. Click **Save** to save the note or click **Cancel** to cancel the note - close the window and exit the Note function.

Viewing notes

1. Open the Notes list window
From the menu: Click **Notes > Display Notes List**.

Or, from the Toolbar: Click  [Notes List]
2. The Notes window lists all of the notes in the book.



The upper window lists the topic ID and first line of each note in the book. Double-click any of the notes to see the full text for the note in the Note Body window. The Book Reader will now be positioned at the topic in which the

note appears. The body of a note may be edited in the Note Body window, but you must save the changes (to avoid losing them) before another note is displayed.

Description of the Notes window toolbar



Create New Note

Opens an input window to enter a new note on the currently displayed topic.



Delete Note

Deletes the currently-selected note.



Save Note

Saves any changes made to the currently displayed note.



Previous Note

Moves to the previous note in the list and displays the note text under the Note Body section. The Book Reader will not be positioned to the note topic.



Next Note

Moves to the next note in the list and displays the note text under the Note Body section. The Book Reader will not be positioned to the note topic.



Help

Displays this help screen.

Using a bookmark in a book

This section describes:

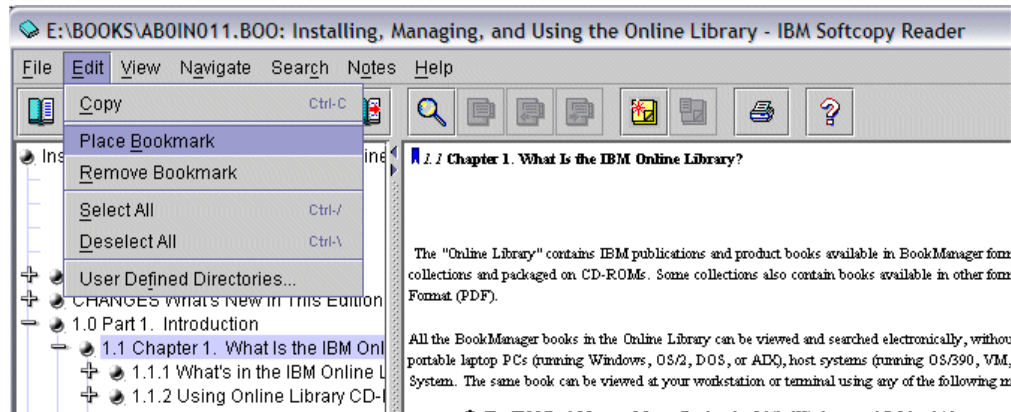
- Placing the bookmark
- Finding (going to) the book marked page
- Removing the bookmark

Placing the bookmark

You can place the bookmark on any topic (page) in a book. You can have only one bookmark in a book. If you try to place a second bookmark, the first one will be removed.

1. Select a topic (page in the book you want to bookmark
2. Click **Edit**, then click **Place Bookmark**

The bookmark icon will be placed at the top of your selected topic (page). In the example below, you can see the bookmark next to the chapter title.



Finding (going to) the bookmarked page

You can go to a bookmarked page from other places in the book.

On the menu click **Navigate > Go to Bookmark**.

Removing the bookmark

On the menu, click **Edit > Remove Bookmark**.

Printing topics

This section describes:

- Printing the current topic
- Printing selected topics
- Printing a range of topics

Printing the current topic

This allows you to print the topic currently displayed in the Book Reader window. Only the topic currently displayed will be printed, even if you have other topics highlighted in the Table of Contents.

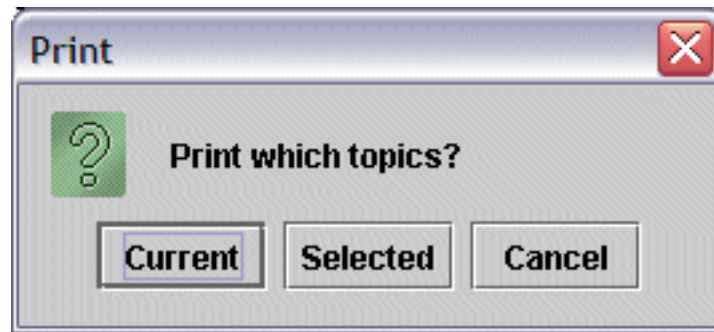
1. Start the print process:

You can start the print process from either the menu or the toolbar

From the menu: Click **File > Print**.

Or, from the toolbar: Click  [Print]

The Print window (below) will open.



2. Click **Current**.

- The topic currently displayed on your screen will be printed.
- The Print window on your PC will open allowing you to specify how and where you want to print the current topic.

Printing selected topics

1. Select the topics you want to print from the Table of Contents by highlighting (clicking on) them. Use your keyboard keys to help select topics - hold down the Shift key to select a list of topics or hold down the Ctrl key to select specific topics.

2. Start the print process:

You can start the print process from either the menu or the toolbar

From the menu: Click **File > Print**.

Or, from the Toolbar: Click  [Print]

The Print window will open.

3. Click **Selected**.

- All of the topics you selected for printing will be displayed in the Book Reader window. They will be in sequential order, from the lowest numbered topic to the highest, regardless of how you selected them.
- The Print window on your PC will open allowing you to specify how and where you want to print the selected topics.

Printing a range of topics

1. Select the topics you want to print from the Table of Contents by highlighting (clicking on) them. Use your keyboard keys to help select topics - hold down the Ctrl key and select the first Table of Contents topic in the range by clicking on it, then select the last topic in the range by clicking on it.

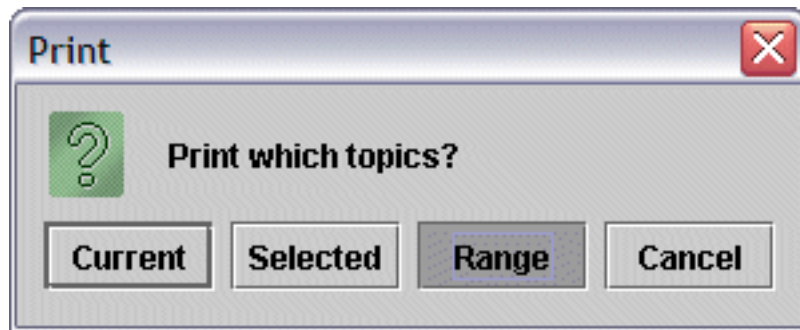
2. Start the print process:

You can start the print process from either the menu or the toolbar

From the menu: Click **File > Print**.

Or, from the Toolbar: Click  [Print]

The Print window (below) will open.



3. Click **Range**.

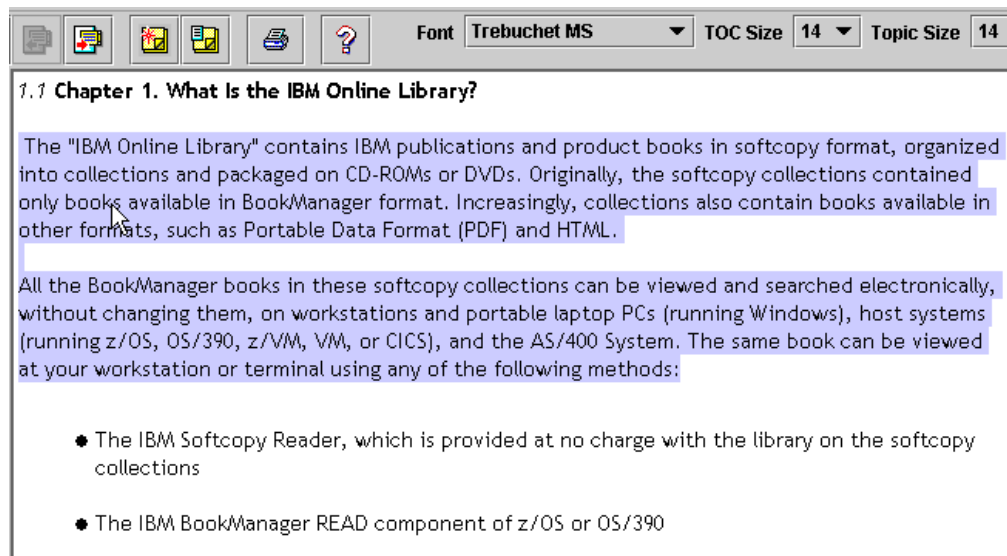
- The range of topics you selected for printing will be displayed in the Book Reader window. They will be in sequential order, from the lowest numbered topic to the highest, regardless of how you selected them.
- The Print window on your PC will open allowing you to specify how and where you want to print the specified range of topics.

Copying

This section describes how to copy text from a book topic to the Windows clipboard. Once in the clipboard, you can copy the text to a text- or word-processing program.

Copying text to the clipboard

1. Highlight the text you want to copy.



2. Click **Edit**, then click **Copy**.

Note: On some systems, when you click **Edit** the highlighting on the material you selected will disappear. The material will still copy to the clipboard when you click **Copy**.

Saving a topic as an HTML file

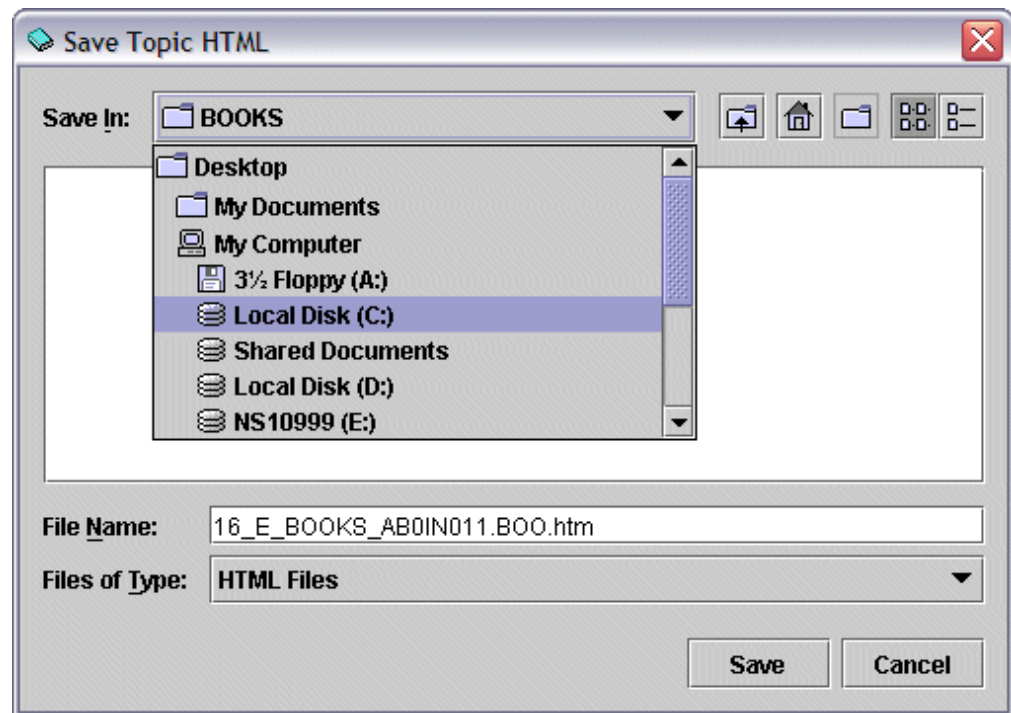
This section describes how to save a topic as an HTML file.

Saving a topic

This allows you to save the current topic as an HTML file. All of the text will be converted to HTML. Any hypertext links in the softcopy book will not be converted to links in the HTML file that you create.

1. Open the softcopy book to the topic you wish to save as an HTML file.
2. From the Book Reader menu: Click **File > Save Topic as HTML**.

The Save Topic HTML window opens. A file name will be assigned to the file with the extension.htm.



3. You can rename the filename and select any directory (with write permission) on your system to save the file.

Chapter 5. Uninstalling IBM Softcopy Reader

You can easily uninstall (remove) IBM Softcopy Reader (Book Reader and Shelf Organizer) from your system.

Note: If you have created any shelf (*.BKS or *.XKS) or notes (*.NTF) files in the directory where the Softcopy Reader is installed (or its subdirectories) you should backup up those files to a different location before uninstalling.

From a Windows workstation

To remove IBM Softcopy Reader from your Windows workstation:

1. Double-click **My Computer** on your Windows Desktop.
The My Computer window opens.
2. Double-click **Control Panel**.
The Control Panel window opens.
3. Double-click **Add or Remove Programs**.
The Add or Remove Programs window opens.
4. Scroll down the list of software and select IBM Softcopy Reader.
5. Click **Change/Remove** and follow the instructions on the screen.

From a Linux workstation

To uninstall IBM Softcopy Reader program from your Linux workstation:

1. Change to root user, if necessary.
2. Remove the program files from the installation directory that was specified in "Installing IBM Softcopy Reader on Red Hat Linux platforms" on page 9.
3. Remove program directory from user paths.

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Printed in USA

SC34-3164-20

