

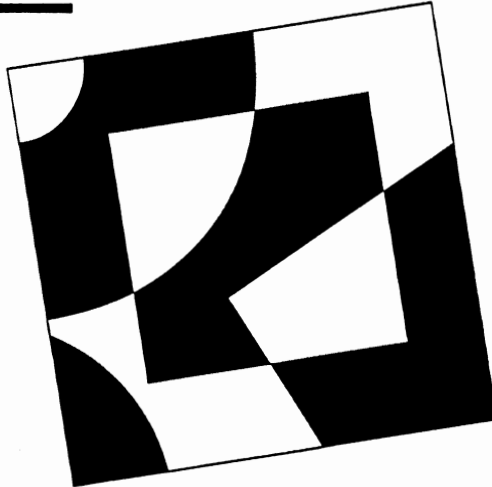
TANDEM CD READ™



**QUICK START
FOR MICROSOFT WINDOWS
SOFTWARE**



TANDEM CD READ™



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FOR MICROSOFT WINDOWS
SOFTWARE**

This quick start describes how to use the Tandem CD Read viewer with Microsoft Windows software to access information stored in the Tandem CD Read libraries.

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Release ID Note Release ID specifies the release in which the software functions described in an edition are first available on a standard SUT (site update tape).

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Welcome to the Tandem CD Read Product

The Tandem CD Read product is a powerful resource that puts vast quantities of up-to-date technical information at your fingertips. It replaces bookshelves full of Tandem manuals and related publications with their electronic equivalent.

The Tandem CD Read product is made up of two primary components:

- CD Read libraries, which contain the electronic form of Tandem manuals and related publications
- The CD Read viewer, which is a Microsoft Windows application that enables you to access the information stored in Tandem CD Read libraries

About This Quick Start

The *Tandem CD Read Quick Start for Microsoft Windows Software* is intended for any Microsoft Windows user who wants to learn how to use the Tandem CD Read viewer to access information stored in a Tandem CD Read library. Using the basic techniques explained in this quick start, you will be able to locate information quickly within a library and its documents.

If you are using the Tandem CD Read product for the first time, you should read or skim through all of this quick start to familiarize yourself with the viewer and the libraries. After that, use this quick start to refresh your memory before you perform tasks that you do infrequently.

Considerations Related to Windows Software

The Tandem CD Read viewer uses standard Microsoft Windows interface conventions. Instructions within this quick start often provide the formal route to obtaining a result. Short cuts or alternative routes to the same result are often available.

For example, two such standard short cuts include:

- Double-clicking to open an item instead of highlighting the item and then selecting the Open command
- Pressing the return key to activate a default selection button

If you are unsure about how to use the Microsoft Windows software, refer to the *Microsoft Windows User's Guide*.

When using this quick start, keep in mind that illustrations that depict standard Windows controls or dialog boxes reflect the most current version of Windows software. Windows controls and dialog boxes may appear differently in previous versions of the software.

***Where to Go for
More Information***

If you want additional information about the Tandem CD Read product, refer to the *Tandem CD Read Manual for Microsoft Windows Software*. This manual is stored on the Tandem CD Read disc.

For information on how to install the Tandem CD Read software and the CD-ROM hardware, refer to the installation manuals included with the Tandem CD Read product, or refer to the *Tandem CD Read Manual for Microsoft Windows Software*.

1 Getting Started

This section shows you how to begin using the Tandem CD Read product, including:

- Starting the viewer
- Getting help
- Opening a library
- Closing a library
- Quitting the viewer

How to Use the Tandem CD Read Product

To use the Tandem CD Read viewer to access information stored in the Tandem CD Read libraries, do the following:

1. Start the viewer.
2. Locate and open a library.
3. Select one or more documents from the library.
4. Select and view pages from selected documents until you find the information you want.

After you find the information you want, you can read it on the screen, mark it for future reference, and/or print it.

Starting the Viewer

To start the viewer, use the Program Manager to navigate to the disk or directory that contains the viewer. Select the viewer icon, which is shown in the following illustration, by clicking on it, and then choose Open from the File menu:



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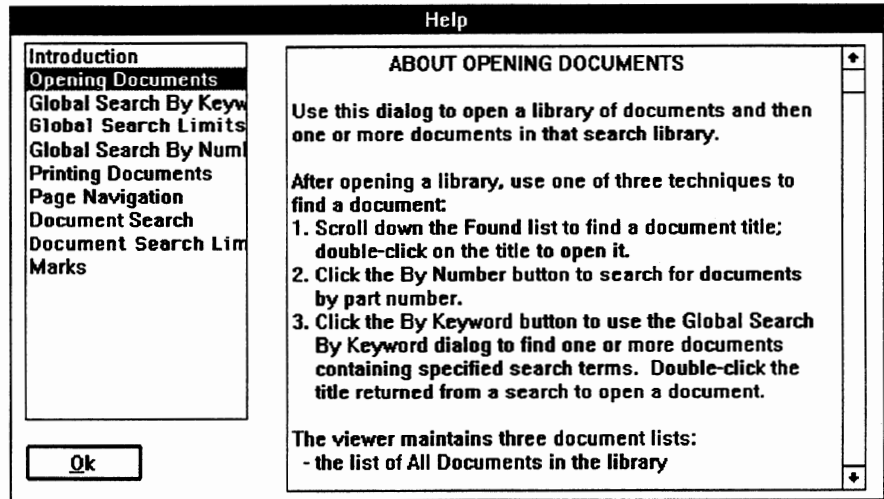
To begin using the viewer, click on the following screen when it appears:



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Getting Help When using the viewer, you will notice that most of the dialog boxes include a Help button. When you click on one of these Help buttons, the viewer displays the Help dialog and automatically selects the topic that pertains to the active dialog.

As the illustration on the following page shows, the Help dialog displays available help topics in the left scrolling list; corresponding text for the selected topic is displayed in the right scrolling list.

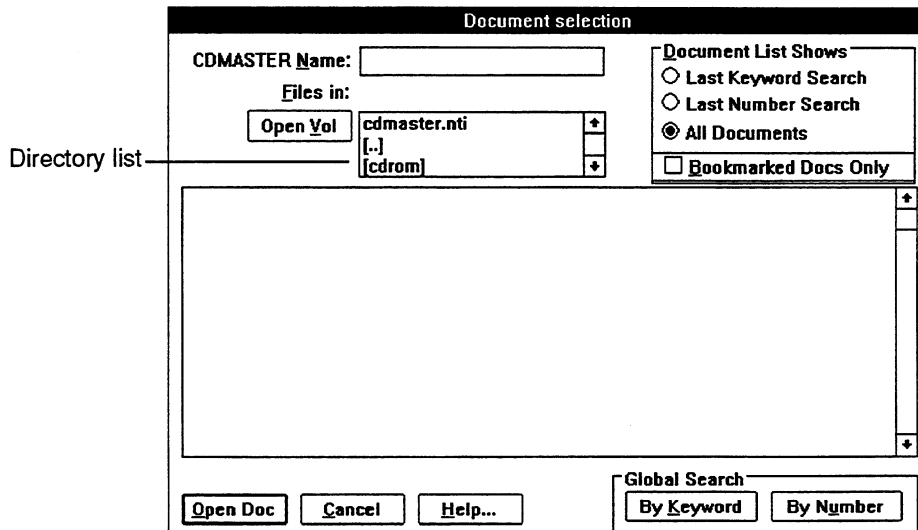


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If no dialog is active, or if you simply want to browse through the various help topics, choose Help from the File menu. The viewer displays the Help dialog and highlights:

- The first help topic when you access the Help dialog for the first time during your current Tandem CD Read session
- The last help topic you selected when you accessed the Help dialog previously during the current Tandem CD Read session

Opening a Library To open a library, choose Open from the File menu. The viewer displays the Document Selection dialog, which includes the standard controls (for example, buttons and lists) that you typically use with Windows applications to locate and open files:

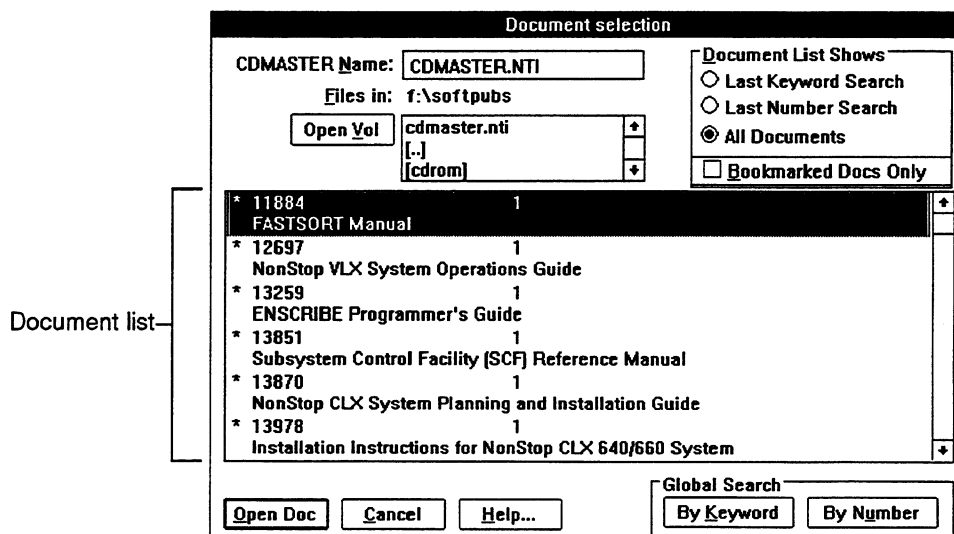


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Use the Open Vol button and the directory list to navigate to the drive and directory that contain the Tandem CD Read library index file, named CDMASTER.NTI. If you are unsure about the operation of the standard Windows software controls, refer to your *Microsoft Windows User's Guide*.

Note If the library you want to open is stored on a network server, you will not be able to access it unless you are connected to that server. To connect to a server, refer to instructions in the *Microsoft Windows User's Guide*.

When you open the drive or directory that contains the CDMASTER.NTI library index file, the viewer automatically opens the Tandem CD Read library and fills the document list on the Document Selection dialog with the names and part numbers of the documents in the library:



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Closing a Library The viewer does not provide a command that closes a library. Such a command is unnecessary because:

- You do not need to close one library to open another one. Instead, use the controls on the Document Selection dialog to navigate to another library.
- The viewer automatically closes the library that you opened when you quit the viewer.

Quitting the Viewer To quit the viewer, choose Quit from the File menu. The viewer closes any libraries that are open and then quits, returning you to the Program Manager.

To quit the viewer when the Document Selection dialog is active, first click the Cancel button on the Document Selection dialog and then choose Quit from the File menu.

2 Working With Libraries

When you open a library, the viewer automatically presents a list of the documents in that library. To continue, you must select one or more documents to view.

If you know the title or part number of the document that contains the information you want, locate and open that document. If you do not know which document contains the required information, you can electronically search through the entire library—referred to as a global search—for documents containing the information you want.

This section shows you how to:

- Open a document by title
- Open a document by number
- Search a library
- Open multiple viewing windows
- Close a document

Opening a Document by Title

Most Tandem CD Read libraries order documents alphabetically by title. Consequently, you can quickly locate and open a particular document as follows:

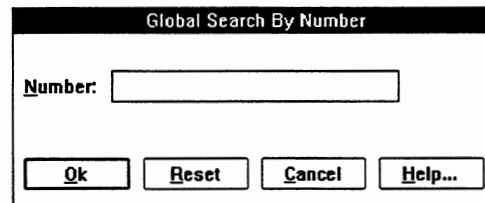
1. If the Document Selection dialog is not active, choose Open from the File menu and navigate to the CDMASTER.NTI index file.
2. Scroll through the document list on the Document Selection dialog until you see the title of the document you want.
3. Click on the document title to select it.
4. Click the Open Doc button to open the selected document.

The viewer opens the document in a new viewing window and displays the first page of the document. You are now ready to select pages from the document, as described in Section 3, "Accessing Information Within a Document."

Opening a Document by Number

If you know the Tandem part number of a document, you can search for that number and then open the document as follows:

1. If the Document Selection dialog is not active, choose Open from the File menu and navigate to the CDMASTER.NTI index file.
2. Click the By Number button in the Global Search area of the Document Selection dialog. The viewer displays the Global Search By Number dialog:



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3. Enter the part number of the document you want and click the OK button.

The viewer closes the Global Search By Number dialog and searches the library for the document whose part number matches the number you requested. The viewer then presents the document in the document list on the Document Selection dialog.

A partial entry in the Global Search By Number dialog presents all documents whose leading characters match the entry. For example, entering the number 014 shows all documents whose part numbers begin with 014 (014801, 014882, 014948).

4. Click on the document you want to open if the document is not already highlighted.
5. Click the Open Doc button to open the selected document.

The viewer opens the document and displays the first page of the document in a viewing window. You are now ready to select pages from the document, as described in Section 3, "Accessing Information Within a Document."

Searching a Library

When you do not know which document in a library contains the information you want, you can globally search through a library:

- By keyword (that is, a word related to the information you want)
- For documents that match a specific function and type
- Both by keyword and by function and type

To start searching a library by any of these methods, choose Open from the File menu if the Document Selection dialog is not active. Then, click the By Keyword button in the Global Search area of the Document Selection dialog. The viewer displays the Global Search By Keyword dialog:

The screenshot shows a dialog box titled "Global Search By Keyword". It features a "Keyword:" text input field at the top. Below it are two checkboxes: "Clear List Before Add" (checked) and "Expand Acronyms" (unchecked). To the left of a large empty list box are three buttons: "Add", "Delete", and "Revert". To the right of the list box are two vertical scroll bars. Below the list box, it says "Documents Found: 0" and "Show: [radio selected] Title [radio] Number". At the bottom of the dialog are five buttons: "Open Doc", "Set Limits", "Clear Limits", "Cancel", and "Help...".

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Searching by Keyword You use the keyword field and the controls located on the top half of the Global Search By Keyword dialog to specify the keywords that the viewer uses to search for information. As the three buttons to the left of the keyword list suggest, you can:

- Add a new keyword to the keyword list
- Delete a selected keyword from the keyword list
- Revert to a previous keyword list by removing all keywords that follow the selected keyword

The viewer searches the library each time you change the keyword list, finding all instances of documents that contain the keywords on the most recent keyword list and presenting its results in the Documents Found list.

Adding a Keyword

To add a new keyword, follow these steps:

1. Enter the keyword in the Keyword field at the top of the dialog.

If you want to search for only the new keyword, check the Clear List Before Add box. If the keyword is an acronym, such as LAN (local area network), and you want the viewer to search for the acronym or the phrase it represents, check the Expand Acronyms box.

2. Click the Add button.

As illustrated on the following page, the viewer displays documents in the Documents Found area of the dialog that contain the keywords that you specified.

Global Search By Keyword

Keyword field:

Clear List Before Add Expand Acronyms

Keyword list:

tandem	+
system	
command	
operation	
configurc	+

Documents Found: 196 Show: Titles Numbers

3650/6100 Communications Controller Architecture Manual	+
5200 Optical Storage Facility (OSF) Reference Mnl	
6100 ADCCP Programming Manual	
6100 MPS-B Programming Manual	
6100 MPS-TINET Programming Manual	
AM3270 Management Programming Manual	
Asynchronous Terminal & Printer Process Programming Manual	+

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After you add a keyword, the viewer may report that it finds no documents that contain the keywords specified on the list. This response usually indicates that you have specified a list of keywords that do not appear in any of the documents in the library. It may, however, indicate that you have added a keyword that the viewer cannot recognize. For the viewer to recognize a keyword, the word:

- Must contain only letters, digits, underscores, and hyphens.
- Must not start or end with an underscore or hyphen.
- Must be at least 3 digits long if it is a number.
- Must be at least 2 characters long if the word begins with a letter.
- Must not be longer than 35 characters.
- Must not be a stop word. Stop words are a special list of words that are not recognized by the viewer as keywords because they occur so

frequently that they appear in every document in a library. Examples of common stop words are "the," "and," "that," and "in."

Deleting a Keyword

To delete a keyword, follow these steps:

1. If necessary, use the scroll controls on the keyword list to locate the keyword that you want to remove.
2. Select the keyword.
3. Click the Delete button.

The viewer removes the keyword from the keyword list and automatically performs a new search using the revised list.

Reverting to a Previous Keyword List

To revert to a previous keyword list, follow these steps:

1. If necessary, use the scroll controls on the keyword list to locate the last keyword in the list that you want to use.
2. Select the keyword.
3. Click the Revert button.

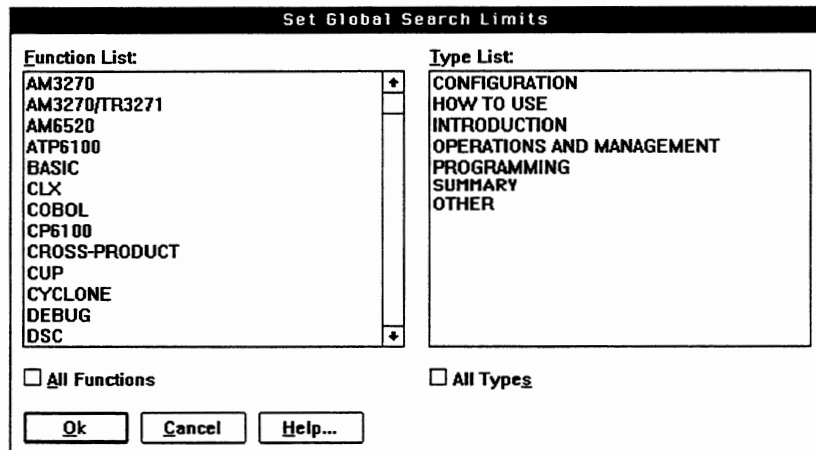
The viewer deletes all keywords that follow the selected keyword and automatically performs a new search using the revised list.

Searching by Function and Type

Each Tandem CD Read library defines a set of functions and a set of types that apply to the documents in the library; each document in the library is classified by one function and one type. In general, functions group documents by the subject they discuss, while types group documents by the category of information they provide about their subject.

For example, TACL is a function because it refers to a specific subject within the library. Programming is a type because it refers to a category of information (in this case, programming information). By selecting TACL from the Function List and Programming from the Type List, you limit the search to documents containing information on TACL programming.

To search for documents that match a specific function and type, click the Set Limits button on the Global Search By Keyword dialog. The viewer displays the Set Global Search Limits dialog, which contains the Function List and the Type List:



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To select the functions and types you want included in the library search:

- Click on a function or type to select just that function or type.
- Drag through several functions or types to select all of them.
- Hold down the shift key when clicking or dragging to select or deselect continuous functions or types.
- Hold down the control (Ctrl) key when clicking or dragging to select or deselect discontinuous functions or types.
- Check the All Functions or All Types box, if they are not already selected, to select all functions or all types.

After you have selected the functions and types you want, click the OK button. The viewer closes the Set Global Search Limits dialog, searches for

documents that match the search criteria, and displays the documents in the Documents Found list on the Global Search By Keyword dialog.

The viewer uses the functions and types you have selected until you change them, open another library, or click the Clear Limits button on the Global Search By Keyword dialog. If you click the Clear Limits button after searching by function and type, the viewer deletes all documents from the Documents Found list and resets the All Functions and All Types boxes to their default setting.

***Searching by Both
Keyword and Function and
Type***

Searching a library by both keyword and function and type is useful when your initial search either by keyword or by function and type produces a list of documents that is too long to review. Combining the search techniques allows you to limit the documents selected by the viewer to a shorter list of documents that you can then open individually.

To search by both keyword and function and type, first specify keywords on the Global Search By Keyword dialog. Refer to "Searching by Keyword" earlier in this section for instructions. After specifying keywords, click the Set Limits button and select the appropriate functions and types on the Set Global Search Limits dialog. Refer to "Searching by Function and Type" previously in this section for instructions.

After you have selected the functions and types you want, click the OK button. The viewer closes the Set Global Search Limits dialog, searches for matching documents, and displays on the Global Search By Keyword dialog all documents that:

- Have as their function one of the functions you selected
- Have as their type one of the types you selected
- Contain all the keywords on the keyword list

If you click the Clear Limits button after searching by both keyword and function and type, the viewer redisplay in the Document Found list those documents that match the keyword search only; the search limits that you imposed by selecting specific functions and types using the Set Global Search Limits dialog no longer apply.

Opening a Document After Searching

To open one of the documents shown on the Documents Found list after performing a library search, click on the document title or number in the list and then click the Open Doc button. The viewer opens the document and displays the first page of the document in a viewing window. You are now ready to select pages from the document, as described in Section 3, "Accessing Information Within a Document."

If, after viewing the document you opened, you want to look at one of the other documents on the Documents Found list, you can use the Next Doc in List or Previous Doc in List command from the File menu. When you choose one of these commands, the viewer replaces the document you are viewing with the next or previous document that appears in the Documents Found list.

Opening Multiple Viewing Windows

The viewer supports having more than one viewing window open at a time. Use the multiple windows feature when you want to:

- View more than one location in the same document at the same time. For example, you might want to display a document's table of contents or index in one window and a page referenced in that table of contents or index in another window.

The table of contents and index are primary entry points into a document. Refer to "Using a Document's Table of Contents" and "Using a Document's Index" in Section 3 for more information on how to use these components to locate information within a document.

- View more than one document describing a particular topic. For example, you might want to open the *Guardian 90 Operating System User's Guide* and then display other manuals referenced in the user's guide.

The number of viewing windows you can open is limited only by how much memory (RAM) you have on your computer. The technique to open additional viewing windows is exactly the same as the one for opening the first viewing window.

To open additional windows, do the following:

1. Open another session of the viewer from the Microsoft Windows Program Manager.
2. Select Open from the File menu.
3. Locate the document you want to open using a method explained previously in this section under "Opening a Document by Title," "Opening a Document by Number," or "Searching a Library."
4. Select the document title from the Document List on the Document Selection dialog or the Documents Found list on the Global Search By Keyword dialog.
5. Click the Open Doc button to open the document.

Closing a Document

The viewer does not provide a menu command to close a document. However, it is not necessary for you to close a document because:

- You do not need to close one document to open another one. Use the Next Doc in List and Previous Doc in List commands from the File menu to replace the current document with the next or previous document in the Document Found list; these commands automatically close the current document.
- The viewer automatically closes the open document when you quit the viewer by choosing Quit from the File menu.

3 Accessing Information Within a Document

When you open a document in a library, the viewer opens the document and displays the first page of the document in a window. Once the document is displayed, you can:

- Navigate directly to specific parts of a document
- Use the document's table of contents to select which pages you want to view
- Use the document's index to select which pages you want to view
- Search through the document for pages that contain the information you want

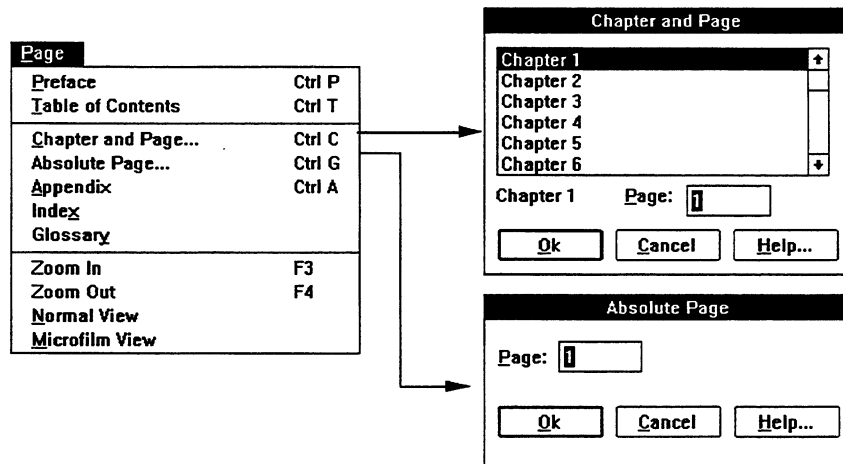
Navigating to Parts of a Document

Most libraries contain documents that are divided into parts, including:

- Table of contents
- Preface
- Chapters (alternatively called sections)
- Appendix
- Glossary
- Index

If the document you are viewing is divided into parts, you can use the navigating commands on the Page menu to go directly to the first page of each of these parts. For example, if you select the Preface command from the Page menu, the viewer automatically displays the first page of the document's preface. If you select the Index command from the Page menu, the viewer automatically displays the first page of the document's index.

The Chapter and Page and Absolute Page commands, however, differ from the other navigating commands because they display dialog boxes. These dialogs are illustrated on the following page.

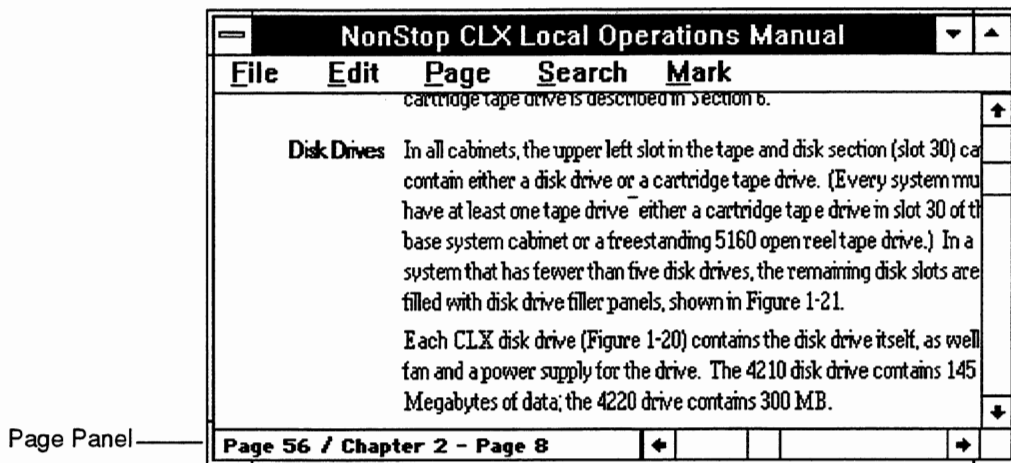


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The Chapter and Page dialog enables you to go to a specific page within a specific chapter. To go to a specific chapter and page, select the chapter you want from the scroll list, enter the page number in the Page field, and click the OK button.

The Absolute Page dialog allows you to go directly to a specific page regardless of whether the document is divided into parts. To go to a specific page, enter that page number in the Page field and click the OK button.

The page panel, which appears in the lower left corner of each document window, displays both the absolute page number and the chapter and page number. The page panel is illustrated on the following page.



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Using a Document's Table of Contents

If the document you are viewing has a table of contents, you can use that table of contents to locate information quickly:

1. Open another viewing window on the same document using the technique described in Section 2 under "Opening Multiple Viewing Windows." This second window will be the table of contents window.

As shown in the illustration on the next page, you may want to resize and reposition the viewing window for easier viewing of and access to each window.
2. With the second viewing windows active, choose Table of Contents from the Page menu. The viewer displays the first page of the table of contents in the second window.
3. Use the scroll controls on the right side of the viewing window to browse through the table of contents until you find a heading that may contain the information you want. Note the chapter and page number of the heading.

4. Activate the document's initial viewing window by clicking on it or by choosing it from the Window menu.
5. Choose Chapter and Page from the Page menu to display the Chapter and Page dialog.
6. Select the chapter, enter the page number that you noted in Step 3, and then click OK to go to the page.

If, after you have viewed the heading, you decide it does not contain the information you want, you can switch back to the table of contents window and repeat Steps 3 through 6.

The image displays two overlapping screenshots of the GUARDIAN 90 User's Guide interface. The top screenshot shows the 'Contents' page, which includes a menu bar (File, Edit, Page, Search, Mark) and a table of contents listing sections like 'Preface', 'Notation Conventions', and 'Section 1 Getting Started' with sub-sections 'Using TACL as a Command Interpreter', 'Entering TACL Commands', and 'Logging On With TACL'. The bottom screenshot shows a detailed view of the 'Using TACL as a Command Interpreter' section, with a 'Page' indicator on the left and a status bar at the bottom indicating 'Page 23 / Chapter 1 - Page 2'.

GUARDIAN 90 User's Guide
 File Edit Page Search Mark

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 1- 5 Logging On With TACL

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 File Edit Page Search Mark

*Tandem Advanced Command Language (TACL) Reference
 TACL Programmer's Guide for more information.*

Using TACL as a Command Interpreter

TACL is most often used interactively as a command system startup, your system manager or operator starts from the TACL program file for each terminal, including those connected to the system. (The TACL program file is named `$$SYSTEM.SYSnn.TACL`, where `nn` is a two-digit number.)

You can then log on to the TACL process at your terminal system. The TACL LOGON command is described below. If you are connected on a network, you can also start a TACL process on another system; see Section 3 for details.)

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Using a Document's Index

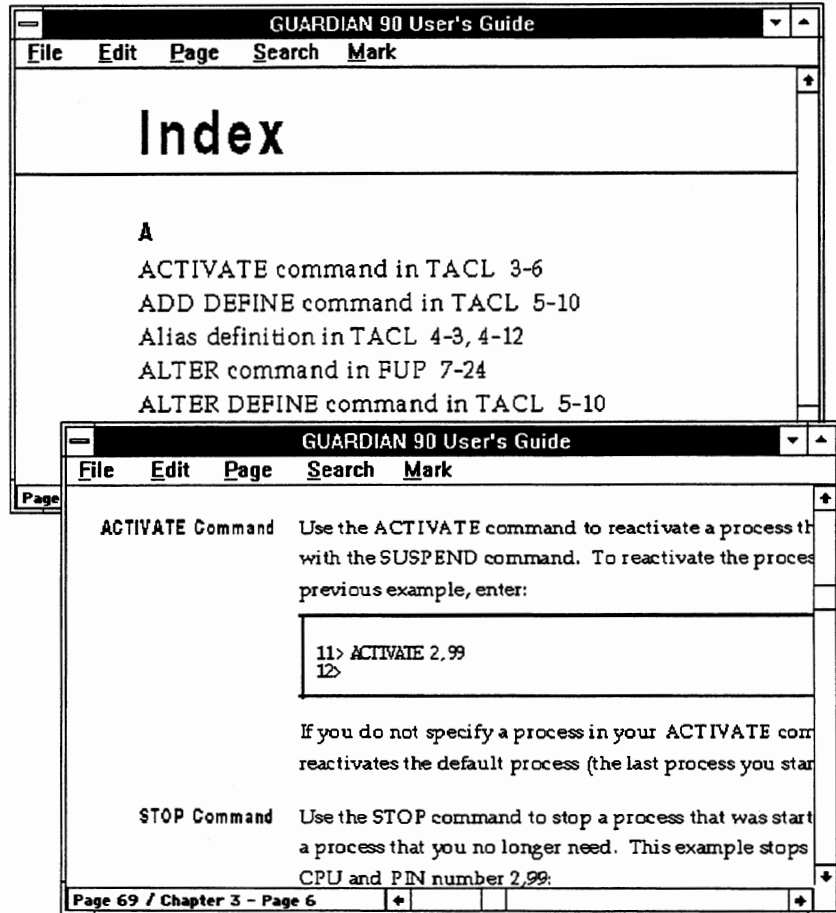
If the document you are viewing has an index, you can use that index to locate information quickly:

1. Open another viewing window on the same document using the technique described in Section 2 under "Opening Multiple Viewing Windows." This second window will be the index window.

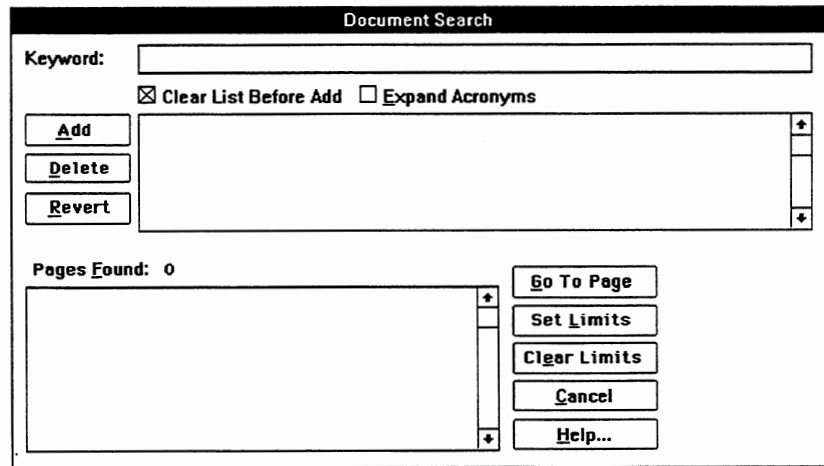
As shown in the illustration on the next page, you may want to resize and reposition the viewing window for easier viewing of and access to each window.

2. With the second viewing windows active, choose Index from the Page menu. The viewer displays the first page of the index in the second window.
3. Use the scroll controls on the right side of the viewing window to browse through the index until you find an entry that you feel may contain the information you want. Note the chapter and page references that follow the entry.
4. Activate the document's initial viewing window by clicking on it or by choosing it from the Window menu.
5. Choose Chapter and Page from the Page menu to display the Chapter and Page dialog.
6. Select the chapter and enter one of the page numbers that you noted in Step 3, and then click OK to go to the page.

If none of the references for the entry contain the information you want, you can switch back to the index window and repeat Steps 3 through 6, or you can use another search method to locate the information.



Searching a Document When you do not know which page in an open document contains the information you want, you can search through the document for keywords and narrow the search by setting search limits by document part and page. To start searching an open document, first make sure that the document is in the active window. Then, choose Document Search from the Search menu. The viewer displays the Document Search dialog:



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Searching by Keyword You use controls located on the top half of the Document Search dialog to specify the keywords that the viewer uses to search for information. As the three buttons to the left of the keyword list suggest, you can:

- Add a new keyword to the keyword list
- Delete a selected keyword from the keyword list
- Revert to a previous keyword list by removing all keywords that follow the selected keyword

The viewer searches the document each time you change the keyword list, finding all instances of pages that contain the keywords on the most recent keyword list and presenting its results in the Pages Found list.

If you have previously conducted a global search of a library by keyword, the viewer places the keywords you used in that search into the keyword list for you. The viewer then performs a search of the pages in the document, using those keywords.

Note When you perform a global search using two or more keywords and then open the Document Search dialog and perform a document search, the viewer may report that it finds no pages that match. This occurs because global searches check whether the keywords appear anywhere in a document, while document searches check whether the keywords appear on the same page. Though two keywords may appear in the same document, they may not appear on the same page.

Adding a Keyword

To add a new keyword, follow these steps:

1. Enter the keyword in the Keyword field at the top of the dialog.

If you want to search for only the new keyword, check the Clear List Before Add box. If the keyword is an acronym, such as LAN (local area network), and you want the viewer to search for the acronym or the phrase it represents, check the Expand Acronyms box.

2. Click the Add button.

The viewer displays the pages that contain the specified keywords in the Pages Found area of the dialog, as illustrated on the next page.

Document Search

Keyword:

Clear List Before Add Expand Acronyms

activate

Pages Found: 9

Page 12 / Table of Contents - Page 8	<input type="button" value="Go To Page"/>
Page 63 / Chapter 2 - Page 15	<input type="button" value="Set Limits"/>
Page 73 / Chapter 3 - Page 10	<input type="button" value="Clear Limits"/>
Page 90 / Chapter 4 - Page 14	<input type="button" value="Cancel"/>
Page 91 / Chapter 4 - Page 15	<input type="button" value="Help..."/>
Page 102 / Chapter 5 - Page 10	
Page 140 / Chapter 7 - Page 11	

027

After you add a keyword, the viewer may report that it finds no pages that contain the keywords specified on the list. This response usually indicates that you have specified a list of keywords that do not appear on any single page of the document. It may, however, indicate that you have added a keyword that the viewer cannot recognize. For the viewer to recognize a keyword, the word:

- Must contain only letters, digits, underscores, and hyphens.
- Must not start or end with an underscore or hyphen.
- Must be at least 3 digits long if it is a number.
- Must be at least 2 characters long if the word begins with a letter.
- Must not be longer than 35 characters.
- Must not be a stop word. Stop words are a special list of words that are not recognized by the viewer as keywords because they occur so frequently that they appear in every document in a library. Examples of common stop words are "the," "and," "that," and "in."

Deleting a Keyword

To delete a keyword, follow these steps:

1. If necessary, use the scroll controls on the keyword list to locate the keyword that you want to remove.
2. Select the keyword.
3. Click the Delete button.

The viewer removes the keyword from the keyword list and automatically performs a new search using the revised list.

Reverting to a Previous Keyword List

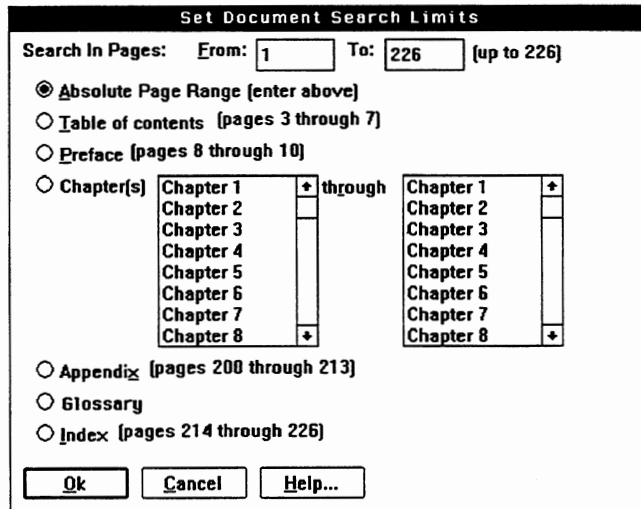
To revert to a previous keyword list, follow these steps:

1. If necessary, use the scroll controls on the keyword list to locate the last keyword in the list that you want to use.
2. Select the keyword.
3. Click the Revert button.

The viewer deletes all keywords that follow the selected keyword and automatically performs a new search using the revised list.

Limiting a Document Search

When searching a document for keywords, you can change the keyword list until you feel that the list of pages found is short enough to warrant looking at the pages themselves. If you cannot shorten the list of pages using keywords alone, you can direct the viewer to search only certain parts of the document. To do so, click the Set Limits button on the Document Search dialog. The viewer displays the Set Document Search Limits dialog illustrated on the next page.



012

Using the Set Document Search Limits dialog, you can limit a document search to:

- A specific part of a document that is divided into parts
- A single chapter or range of chapters in a document that is divided into parts
- A specific range of pages in any document, whether it is divided into parts or not

To limit a document search, click the button next to the type of limit you want to set.

If you choose to limit the search to a range of chapters, you can select the first and last chapter of the range you want the viewer to include in the search.

If you choose to limit the search to a range of pages, you can enter page numbers in the From and To fields of the Search in Pages area of the dialog.

After selecting the limits you want, click the OK button. The viewer closes the Set Document Search Limits dialog, searches for the keywords you specified within the limits you selected, and displays any pages that match the search criteria in the Pages Found list on the Document Search dialog.

The viewer uses the search limits you selected until you change them, open another document, or click the Clear Limits button on the Document Search dialog. If you click the Clear Limits button after limiting the search, the viewer redisplay in the Pages Found list those pages that match the keyword search only; the search limits that you imposed using the Set Document Search Limits dialog no longer apply.

***Viewing a Page After
Searching***

To view one of the pages on the Pages Found list, select the page from the list and then click the Go To Page button on the Document Search dialog. The viewer closes the Document Search dialog and displays the selected page in the viewing window.

If, after viewing the page, you want to look at one of the other pages on the Pages Found list, you can use the Next Page Found and Previous Page Found commands on the Search menu. When you choose one of these commands, the viewer goes to the next or previous page that appears on the Pages Found list.

4 Viewing Documents

When you open a document, the Tandem CD Read viewer displays the first page of the document in a viewing window. The window is similar to standard document windows in Windows applications: It has a title bar, a close box, a zoom box, a size box, and scrolling controls. These features operate as described in the *Microsoft Windows User's Guide*.

In addition to these standard features that allow you to manipulate the viewing window, the viewer allows you to:

- Control font presentation to provide more readable text on the screen
- Enlarge the document to view small type and detailed illustrations

Controlling Fonts

The basic Microsoft Windows software is packaged with the Times, Helvetica, Symbol, and Courier fonts. Tandem CD Read documents typically contain a greater variety of fonts than the Windows software package:

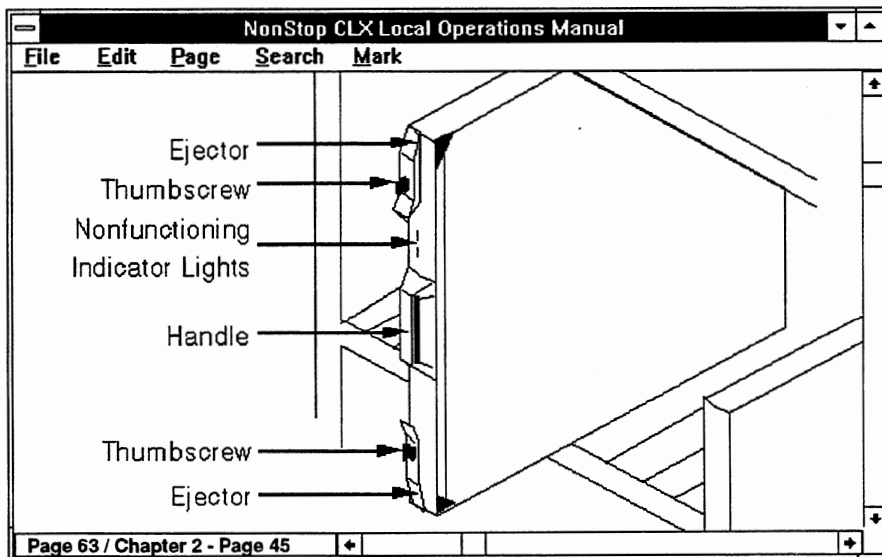
Courier	Helvetica
Courier-Bold	Helvetica-Bold
Courier-BoldItalic	Helvetica-BoldOblique
Courier Italic	Helvetica-Oblique
Palatino-Roman	Helvetica-Narrow
Palatino-Bold	Helvetica-Narrow-Bold
Palatino-BoldItalic	Helvetica-Narrow-BoldOblique
Palatino-Italic	Helvetica-Narrow-Oblique
Symbol	

When a font used in a Tandem CD Read document is unavailable from the Microsoft Windows software, the viewer substitutes the unavailable font with an installed font that is similar; this substitution sometimes results in less than optimal on-screen display.

Two optional pieces of software can noticeably enhance the screen display of fonts used in Tandem documents: Adobe Type Manager and Adobe Plus Pack from Adobe Systems.

Enlarging Your View

When viewing a document that contains small type or detailed illustrations, you might need to enlarge the document to facilitate reading. To do so, choose Zoom In from the Page menu. The viewer enlarges the image in the viewing window to make it more readable. If the information is still not readable, you can repeatedly select Zoom In until the information is the size you want.



015

When you are finished using the enlarged view, choose Zoom Out from the Page menu to reduce the image, or choose Normal Size from the Page menu to return the image to its normal size.

As a short cut, if you double-click in the viewing window, the viewer enlarges the image to maximum zoom size. If you double-click again, the viewer returns the image to normal size.

5 Printing Documents

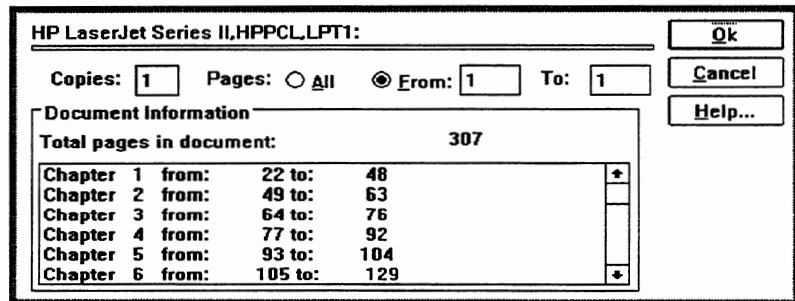
When you are viewing a document in a library, you can print the entire document, a single chapter (also called a section), or selected pages using a PostScript printer. If you want to print in landscape orientation rather than the default portrait orientation (that is, the printed image is displayed across the 11-inch edge of the page rather than across the 8.5-inch edge), you must configure the printer accordingly before printing.

Printing an Entire Document

To print an entire document, do the following:

1. Choose Print from the File menu.

If your printer, for example, is a Hewlett Packard LaserJet printer, the viewer displays the following Print dialog:



030

2. On the Print dialog, click the All button.
3. Click the OK button to begin printing.

Printing Chapters

To print a single chapter within a document, do the following:

1. Choose Print from the File menu.
2. On the Print dialog, click a chapter number from the scrolling list.
3. Click the OK button to begin printing.

Printing Selected Pages

If you want to print less than entire chapters, you can determine which page or pages you want to print as follows:

1. Navigate to the first page you want to print as described in Section 3, "Accessing Information Within a Document."
2. Note the absolute page number of the first page, as displayed in the page panel on the viewing window.
3. Navigate to the last page you want to print.
4. Note the absolute page number of the last page, as displayed in the page panel on the viewing window.

After you have determined which page or pages you want to print, print as follows:

1. Choose Print from the File menu.
2. On the Print dialog, enter the first page you want to print in the From field and the last page you want to print in the To field. You can specify page ranges that cross consecutive chapters.
3. Click the OK button to begin printing.

Landscape Printing

Configure a printer for landscape orientation only if the document you want to print is displayed in landscape orientation on the screen. To configure the printer, do the following before choosing Print from the File menu:

1. Return to the Microsoft Windows Program Manager.
2. Select and open the program group that contains the Control Panel application (usually the Main program group).
3. Select and open the Control Panel icon to display the Control Panel window.
4. Select and open the Printers icon to display the Printers dialog.

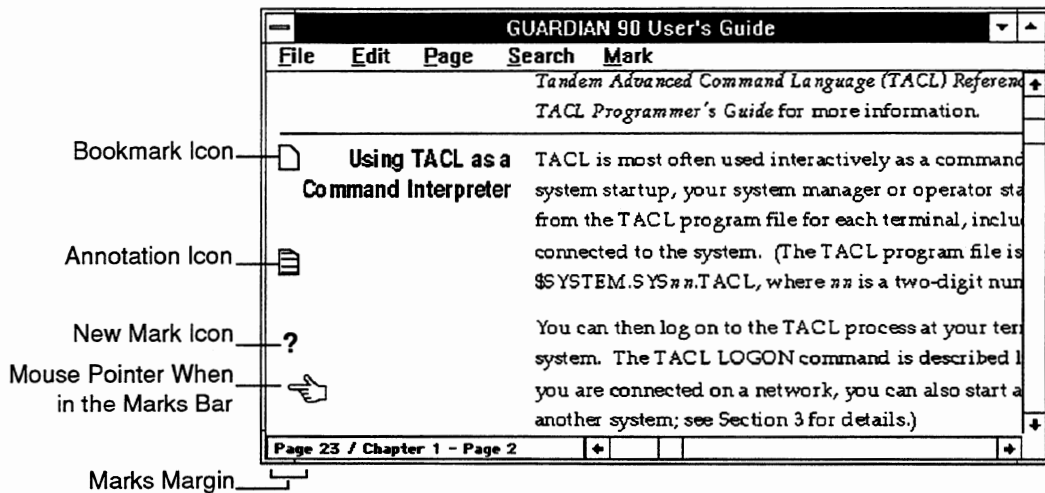
5. Double-click the printer name, which is listed on the Installed Printers list box, to select the default PostScript laser printer.
6. Click the Setup button to display the PostScript Setup dialog.
7. Click the Landscape button in the Orientation area of the dialog.
8. Click the OK button to exit the PostScript Setup dialog.
9. Click the OK button to exit the Printers dialog.
10. Close the Control Panel window.
11. Select Print from the File menu and proceed as described previously in this section.

Refer to the *Microsoft Windows User's Guide* for more information on how to change the printing orientation.

6 Marking Information for Future Reference

After you find the information you want, you can use the viewer to mark it so that you can find it quickly in the future. The viewer provides two types of marks: bookmarks and annotations. Bookmarks enable you to mark information, while annotations enable you to mark information and to add your own notes.

Both bookmarks and annotations appear on the left side of a viewing window in a narrow area called the marks margin:



020

Marks File All annotations and bookmarks that you create within a library are stored in a single file, called a marks file. The viewer places this file in the same directory on your hard disk where the viewer application is located. The viewer gives the marks file the name of the library followed by a period and the extension "ANT" (for example, NT000035.ANT).

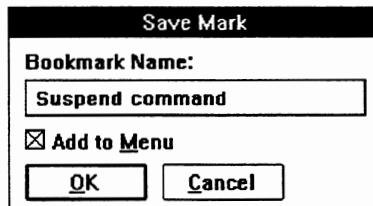
When you alter the marks file by adding, changing, or deleting bookmarks or annotations, the viewer creates a backup of the previous marks file before it saves the additions, changes, or deletions. This backup has the

same name as the marks file, except that its extension is "BAK" (for example, NT000035.BAK).

△ Caution If you delete a marks file, you lose all the marks you have created within a library.

Creating Bookmarks To add a bookmark to a document, use the following procedure:

1. Move the mouse pointer to the left of the information you want to mark until the pointer turns into a pointing finger. This change indicates that the pointer is in the marks margin.
2. Click the mouse button to create a new mark. The new mark icon, which resembles a question mark, appears in the marks margin.
3. Choose Add Bookmark from the Mark menu. The viewer displays the Save Mark dialog:



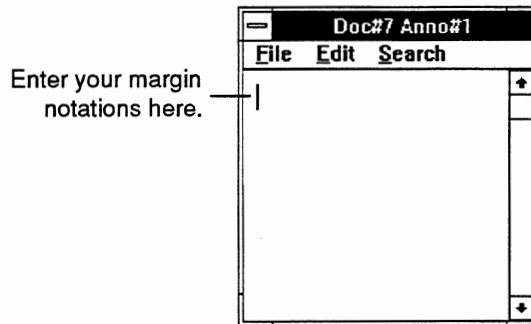
021

4. Enter a name to identify the bookmark if you do not want to use the default bookmark name that the viewer provides.
5. Check the Add to Menu box and click the OK button.

The viewer closes the Save Mark dialog, changes the new mark icon in the marks margin to a bookmark icon, and adds the name of the bookmark to the Mark menu.

Creating Annotations To add an annotation to a document, use the following procedure:

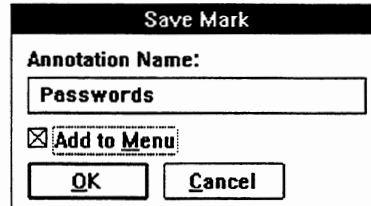
1. Move the mouse pointer to the left of the information you want to mark until the pointer turns into a pointing finger. This change indicates that the pointer is in the marks margin.
2. Click the mouse button to create a new mark. The new mark icon, which resembles a question mark, appears in the marks margin.
3. Choose Annotate from the Mark menu. The viewer displays a blank Annotation window, which is illustrated on the following page.



022

You can use a short cut for creating an annotation by double-clicking in the marks margin in the same location as you would have clicked to create the new mark icon. The viewer automatically displays a new Annotation window.

4. Enter the note you want to make.
5. After entering your note, choose Close from the File menu. The viewer displays the Save Mark dialog illustrated on the following page.



024

6. Enter a name to identify the annotation if you do not want to use the default annotation name that the viewer provides.
7. Check the Add to Menu box and click the OK button.

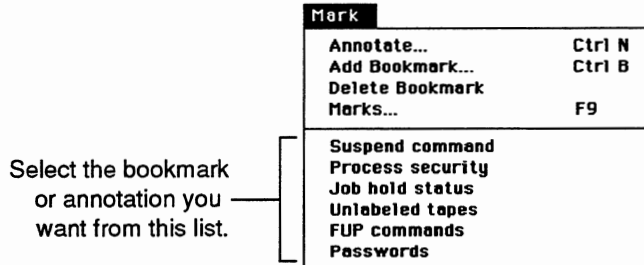
The viewer saves your annotation, closes the dialog, changes the new mark icon in the marks margin to an annotation icon, and adds the name of the annotation to the Mark menu.

Instead of choosing Close from the File menu after entering your note, you can also choose Save from the File menu. The viewer displays the Save Mark dialog previously illustrated in Step 5. Enter a name to identify the annotation or use the one provided by the viewer, check the Add to Menu box, and click the OK button. The viewer closes the dialog but leaves the Annotation window open. To close the Annotation window, choose Close from the File menu.

Locating Marked Information

When you want to refer to information that you have marked, follow these steps:

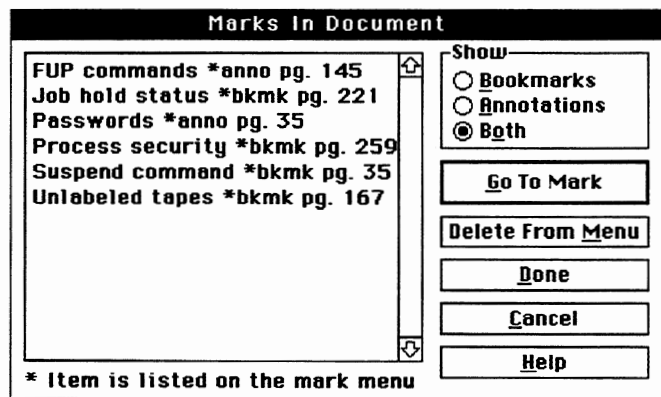
1. Using one of the techniques described in Section 2, "Working With Libraries," select and open the document that contains the bookmark or annotation you want to locate.
2. Choose the name of the bookmark or annotation from the Mark menu illustrated on the next page.



029

The viewer goes to the page containing the bookmark or annotation and displays the highlighted mark in the viewing window.

3. If the bookmark or annotation you want does not appear on the Mark menu, select Marks from the Mark menu. The viewer displays the Marks in Document dialog:



028

4. Select from the dialog any marks you may not have added to the Mark menu and click the Go To Mark button.

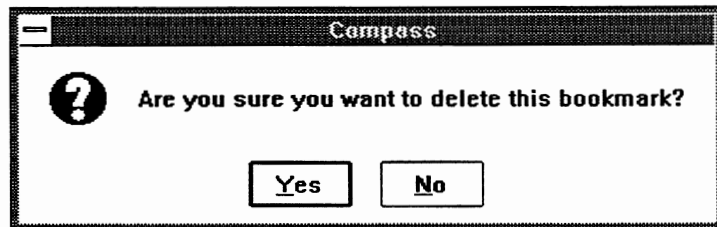
The viewer goes to the page containing the bookmark or annotation and displays the highlighted mark in the viewing window.

See the *Tandem CD Read Manual for Microsoft Windows Software* for more information on the Marks command.

Deleting Bookmarks

To delete bookmarks from a document, do the following:

1. Locate the bookmark within the document using the method described in "Locating Marked Information" previously in this section.
2. Select the bookmark icon on the document page, if it is not already highlighted, and choose Delete Bookmark from the Mark menu. The viewer displays the following dialog:



017

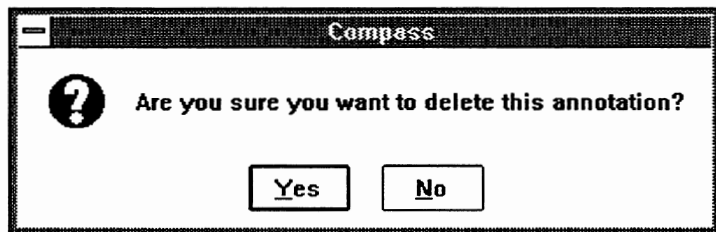
3. Click the Yes button. The viewer deletes the icon and removes the name of the mark from the Mark menu.

Deleting Annotations

To delete annotations from a document, do the following:

1. Locate the annotation within the document using the method described in "Locating Marked Information" previously in this section.

2. Select the annotation icon on the document page, if it is not already highlighted, and choose Annotate from the Mark menu. The viewer displays the Annotation window containing your notes.
3. Choose Delete from the File menu. The viewer displays the dialog on the following page.



016

4. Click the Yes button. The viewer closes the Annotation window, deletes the annotation icon, and removes the name of the mark from the Mark menu.

Reader Comment Card

Tandem welcomes your comments on the quality and usefulness of its software documentation. Does this manual serve your needs? If not, how could we improve it? Your comments will be forwarded to the writer for review and action, as appropriate.

If your answer to any of the questions below is "no," please supply detailed information, including page numbers, under Comments. Use additional sheets if necessary.

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