

**The PC Library
Reference System**

**Reference Works by
Brockhaus, DUDEN, Meyer and Langenscheidt**

**For users of Langenscheidt's Russian
Standard Dictionary:**

Please note the information on how to install
and use the Cyrillic language support from
p. 6 onwards.

**PC Library
Version 2.1**

The PC Library: an abundance of information at your fingertips

The PC Library works like a conventional library where all Brockhaus, Duden, Meyer and Langenscheidt reference works in this series can be consulted.

The **Desktop** toolbar lists the books installed, and thus the language combinations available. The **Search Area** only covers those titles clicked unless the user selects "All" when searching. This enables targeted queries. If you are looking for a word in a specific formulation or expression, the **Extended Search** is very useful.

Personal comments and references can be added to the dictionary entry and important sections of text can be highlighted in different colours. Up to ten User Dictionaries are available to the user for additional entries which can be structured to suit individual requirements. This means that the PC dictionary expands and develops as you use it and you have your own personal selection of words available as and when required.

The software's wide range of functions is explained below using a number of examples. If you experience technical problems which you are unable to solve using the PC Library and Windows manuals, simply contact us for assistance.

Our hotline details are as follows:

For all titles:

- You will find tips, updates, user dictionaries and lots of other information relating to the PC Library on a special home page:
www.pc-bibliothek.de

Hotline for Meyer and Duden titles:

- If you require technical assistance, just contact our customer service hotline:
Tel: 01 80/5 12 45 78 E-mail: hotline@bifab.de
- For product information and orders:
Infoline: 01 80/5 00 23 65 Fax: +49 6 21/39 01-633
Internet: www.duden.de (depending on publisher)

Hotline for Langenscheidt titles:

- E-mail: langenscheidt-hotline@de.twenty4help.com
- Number to call if you are using our products and have technical queries:
Tel. 01 80/500 24 49*
- Number to call if you are interested in our products and would like to obtain more information:
Tel. 01 80/523 23 57*
Mon–Fri 9.00–17.00
- Number to call for information on multi-user licences or network applications:
Tel. 01 80/523 23 57*
Mon–Fri 9.00–17.00

* DM 0.24/min.

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How to use the PC Library with Cyrillic fonts

System requirements

In order to be able to display and key Cyrillic characters on your computer, there are specific system requirements depending on the operating system used:

- **Macintosh OS:** A special character set must be installed. You can obtain this Cyrillic character set free of charge by contacting the Langenscheidt hotline:
Tel: **(0180) 500 24 49** (DM 0.24/min., twenty4 help Knowledge Service GmbH; within Germany only)
E-mail: langenscheidt-hotline@de.twenty4help.com
- **Windows 95, Windows 98, Windows NT and Windows 2000:** Apart from very early versions of Windows 95, Microsoft's 32-bit operating systems support Cyrillic. However, the components required are not automatically installed as part of the standard installation procedure and, consequently, they may need to be installed separately afterwards before you can use the PC Library with the Russian Standard Dictionary (see below.)

If the Cyrillic character set (Macintosh) or Cyrillic components required are not installed, an error message to this effect will appear and the Cyrillic characters may also not be displayed correctly. If this happens, ask for the Cyrillic character set (Macintosh) or install the Cyrillic components as described below (Windows).

N.B.: If an error message appears on your Windows system you should install the Cyrillic components even if the PC Library displays the Cyrillic characters correctly. This is the only way of ensuring that you can use all the PC Library functions without any problems.

Installing the Cyrillic components on Windows systems

If an error message appears when you are using the Russian Standard Dictionary, you need to adapt your Windows system installation; you should do this even if the PC Library displays the Cyrillic characters correctly despite the error message.

The Russian Standard Dictionary requires two components: the **Cyrillic language support** component (already automatically included in Windows NT and Windows 2000) and a **Russian keyboard layout**.

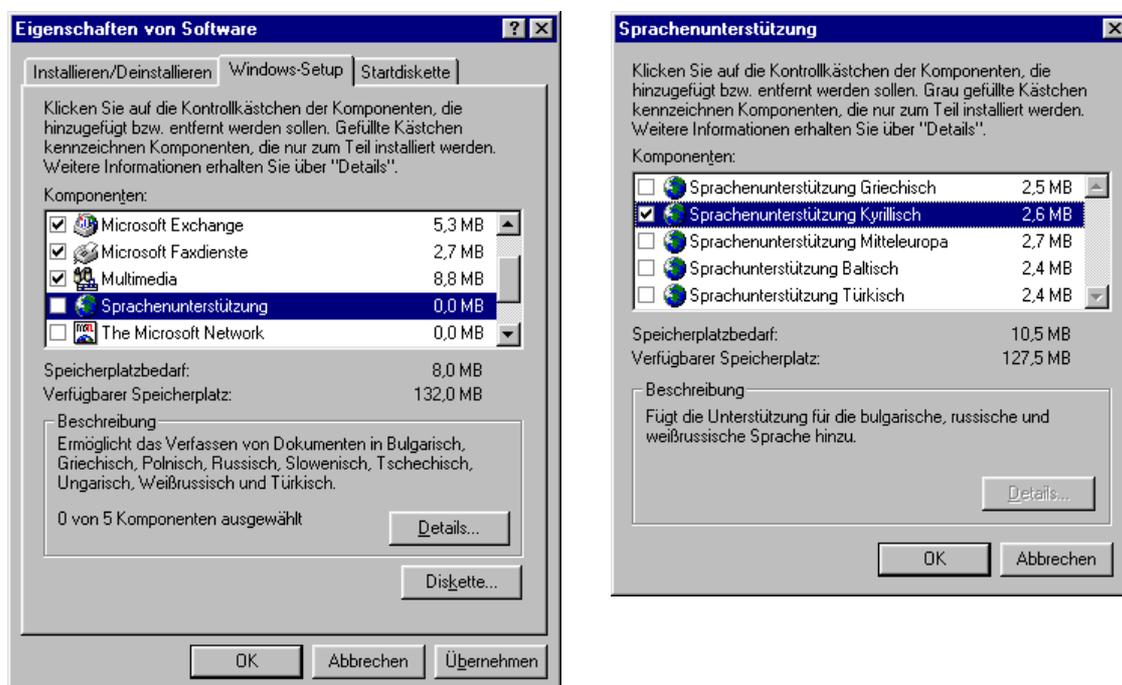
Installing the Cyrillic language support component (Windows 95 and Windows 98 only)

When the Cyrillic language support component is installed, the Cyrillic character set is added to the standard Windows fonts. (With Windows NT and Windows 2000 the Cyrillic character set is already included as standard.)

To install the Cyrillic language support component you need the Windows CD. As the final stage of installation involves restarting Windows, you should save all documents

which are open and close all applications before starting the installation. The installation procedure is as follows:

1. Open the control panel by clicking **Start – Settings – Control Panel**.
2. Double-click the control panel's **Add/Remove Programs** icon to open the **Add/Remove Programs Properties** dialogue box and switch to the **Windows Setup** tab.
3. In the components list, click "Multilanguage Support" (not the check box in front of it) to highlight it and then click **Details** to display the languages available.
N.B.: The "Multilanguage Support" option is not available in early versions of Windows 95. If you have one of these versions you should abort installation and read the section below entitled *Early Windows 95 systems*.



The Multilanguage Support dialogue box gives you details of the components available, including Cyrillic.

4. In the component list in the **Multilanguage Support** dialogue box, click the check box in front of "Cyrillic (Language Support)".
5. When Cyrillic has been selected (a tick appears in the check box), close the **Multilanguage Support** and **Add/Remove Programs Properties** dialogue boxes in turn by clicking **OK**.
6. If the Windows CD is not already in the CD-ROM drive, you are now prompted to insert it.
(If the Windows Setup welcome screen appears automatically on inserting the CD-ROM, you can close this because it is not needed.)

7. Once you have copied the necessary files from the Windows CD, restart Windows for the changes to the system configuration to take effect.

Once you have installed the Cyrillic language support component, Cyrillic characters can be displayed on your computer.

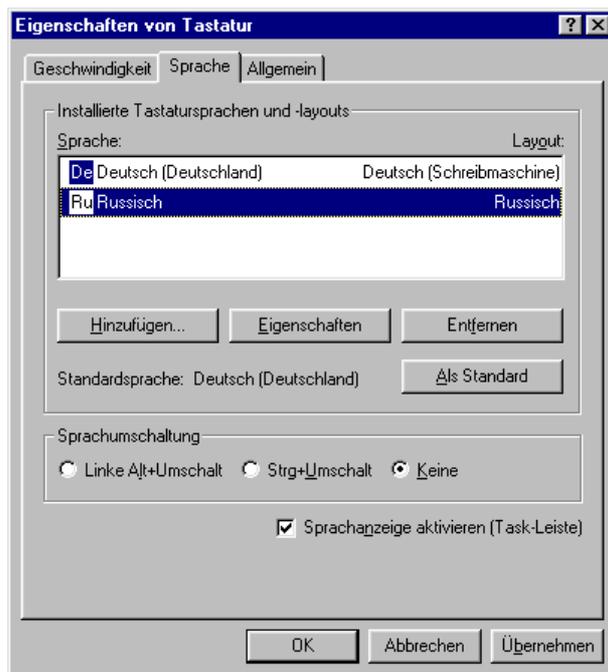
Adding the Russian keyboard layout (Windows 95, 98, NT and 2000)

The Cyrillic language support component enables Cyrillic characters to be displayed and the Russian keyboard layout enables Cyrillic text to be keyed using the keyboard. You can switch between the German and Russian keyboard at any time.

Please note that you must have administrator rights to add the Russian keyboard layout under Windows NT; you also need the installation CD. This is no longer required under Windows 95/98 but you must have installed the Cyrillic language support component (see above).

You add the Russian keyboard layout as follows:

1. Open the control panel by clicking **Start – Settings – Control Panel**.
2. Double-click the control panel's **Keyboard** icon to open the **Keyboard Properties** dialogue box and switch to the **Language** (Windows 95/98) or **Input Locales** (Windows NT) tab.
3. Click **Add** and in the **Add Language** (Windows 95/98) or **Add Input Locale** (Windows NT) dialogue box select "Russian" from the list. Confirm the selection by clicking **OK**.
4. There are now two keyboard layouts to choose from on the **Language** (Windows 95/98) or **Input Locales** (Windows NT) tab. You should check the **Enable indicator on taskbar** option so that you are subsequently able to switch quickly between the two keyboards without having to open this dialogue box each time. You can also activate one of the two suggested shortcut keys.



If two keyboard languages are installed, you can switch between the two keyboards at any time.

5. Under Windows 95/98 the procedure is complete once you have closed the dialogue box by clicking **OK**.

Under Windows NT you may now be prompted to insert the installation CD so that the files required can be copied.

(If the Windows Setup welcome screen appears automatically on inserting the CD-ROM, you can close this because it is not needed.)

After the keyboard has been added you can switch between the two keyboard layouts at any time by clicking the **De** (German) or **Ru** (Russian) language icon on the right-hand side of the taskbar and selecting your chosen language from the menu.



On the right-hand side of the taskbar you can see which keyboard language is currently selected. Click the language icon to change the language.

Switching keyboard layout will only affect the application being used at the time. This means, for example, that you can have the PC Library with the Russian keyboard layout and a word processing application with the German keyboard layout open at the same time.

Early Windows 95 systems

With early versions of Windows 95 it is not possible to install the language support component (see above). With these versions there are two ways of using the Russian Standard Dictionary on your system.

- **Installing a Cyrillic character set.** Contact the Langenscheidt hotline and ask for the free Cyrillic character set:

Tel: **(0180) 500 24 49** (DM 0.24/min., twenty4 help Knowledge Service GmbH; within Germany only)

E-mail: langenscheidt-hotline@de.twenty4help.com

- **Installing the language support component for Windows 95 as an add-on.**

This update can be downloaded from the Microsoft website. You will find the **lang.exe** file at the following address:

<http://support.microsoft.com/support/downloads/DP1678.ASP>

Once you have downloaded the **lang.exe** file, you install the language support component as follows.

1. Make sure that the **lang.exe** file is in an empty directory before you continue, if necessary by creating a new directory. Under no circumstances should the file be in a Windows system directory (**\windows** or **\windows\system**).
2. Double-click **lang.exe**. This starts a decompression program. Reply to the prompt by keying **Y** for Yes and then press **ENTER**.
3. Open the **Windows Setup** tab as described above in the section entitled *Installing the Cyrillic language support component (Start – Settings – Control Panel – Add/Remove Programs)*.
4. Click **Have Disk** and in the **Install From Disk** dialogue box use **Browse** to select the directory in which you have decompressed the **lang.exe** file. This directory contains the **mullango.inf** file. Confirm your selections by clicking **OK**.
5. In the components list in the **Windows Setup** dialogue box, click "Multilanguage Support" (not the check box in front of it) to highlight it and then click **Details** to display the languages available.
6. In the components list in the **Multilanguage Support** dialogue box, click the check box in front of "Cyrillic (Language Support)" to select the Cyrillic language support component and close the dialogue box by clicking **OK**.
7. Start installation by clicking **Install**.

Your Windows system can now display Cyrillic characters. You should now install the Russian keyboard layout as described in the section above.

Keying Cyrillic text

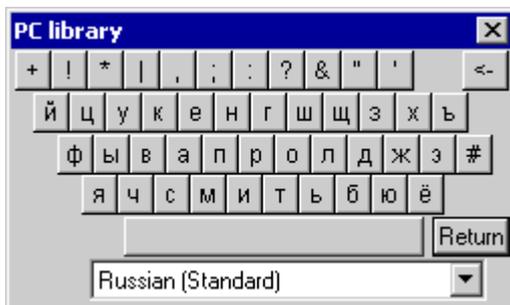
In the PC Library, there are two situations when Cyrillic text needs to be keyed: when entering the search text for headword and extended searches and when entering text in personal entries. You can use either your normal computer keyboard or the PC Library on-screen keyboard to enter text.

On-screen keyboard

The PC Library on-screen keyboard can be displayed or hidden at any time or left open permanently. It has three functions:

- to switch the keyboard layout [between German, Russian (standard) and Russian (phonetic)]
- to provide information on the keyboard currently selected when using the computer keyboard to key text
- to enable Cyrillic characters to be entered directly by clicking the on-screen keys

In addition to the German keyboard layout, the on-screen keyboard has two Russian keyboard layouts: a standard layout and a phonetic one. The standard keyboard layout is identical to Russian keyboards; this is also the layout used by the Windows Russian keyboard. With the phonetic layout, on the other hand, the Cyrillic characters appear on the keys allocated to their German equivalents.



The standard layout (left) and the phonetic layout (right). In addition to the Cyrillic characters, both keyboards also have punctuation marks and special characters (top row), a backspace key to correct typos and a Return key to confirm what has been keyed.

To display and hide the on-screen keyboard, use the  button or (un)check the relevant option on the **Keyboard** tab in the **Settings** dialogue box (**View** menu). There is also an option for displaying and hiding the on-screen keyboard in the **Extended Search** dialogue box.

Keying Cyrillic search text

To key a Cyrillic search item you must select a Russian keyboard layout in the PC Library. There are different ways of doing this:

- Select your chosen Russian keyboard layout (standard or phonetic) in the relevant drop-down list on the on-screen keyboard. You may need to click the  button to display the keyboard to help you key.
- Click **View – Settings** and select your chosen Russian keyboard layout on the **Keyboard** tab.
- Open the **Extended Search** dialogue box (**Search** menu or F3 key) and select your chosen Russian keyboard layout before keying the search text.

You can enter text using both the computer keyboard and the on-screen keyboard:

- The layout on the computer keyboard corresponds to that displayed on the on-screen keyboard. You may need to click the  button to display the keyboard to help you key.
- The on-screen keyboard is operated using the mouse; simply click a key to insert the relevant Cyrillic character.

N.B.: You can switch between the computer keyboard and the on-screen keyboard at any time – even midway through keying text.

If you want to insert a wildcard character (* for any number of characters or ? for any one character) or an operator for a link (| for OR, ! for NOT) when keying a Cyrillic search item, you can click the relevant symbol in the top row of keys on the on-screen keyboard or press the relevant key on the computer keyboard (e.g. the 3 key for an asterisk).

Keying Cyrillic text in the user dictionary

Your personal entries can contain Cyrillic both in the title (headword) and in the entry text. You should bear the following in mind when keying:

- If you want to enter Cyrillic characters using the *phonetic* keyboard layout, you must **start off using the on-screen keyboard**; only once you have entered a character by clicking a key do you have the option of continuing with the computer keyboard. You also need to do this – enter a character by clicking first and then key – if you have switched keyboard layout midway through keying (e.g. to enter an German word) or interrupted the entry process and activated an element outside the entry box or if you switch between the title and text entry boxes.
- If you switch from the Russian to the German keyboard layout midway through keying, after switching you must **first enter a Latin letter by clicking a key on the on-screen keyboard**; only then do you have the option of continuing with the computer keyboard. This is not necessary when switching back to Cyrillic but in this case the standard Russian layout is used, even if the phonetic layout is selected.

If you want to incorporate longer passages of Cyrillic text in your user dictionary, you can also write it in Word and then incorporate it in a personal entry either by copying it via the clipboard or by first saving the document as an RTF file and then importing it into the user dictionary.

This intermediate stage using Word also provides a simple way for you to incorporate Cyrillic texts from the Internet in your user dictionary: first copy your chosen text from the Web browser into a Word document and from here transfer it to the PC Library.

N.B.: Please note that the Cyrillic language support component only works in Windows with some TrueType fonts. To transfer data between the PC Library and

Word you should only use the standard fonts *Arial*, *Times New Roman* and *Courier New*. The PC Library may have problems displaying other fonts – even if they are displayed correctly in Word.

The screen

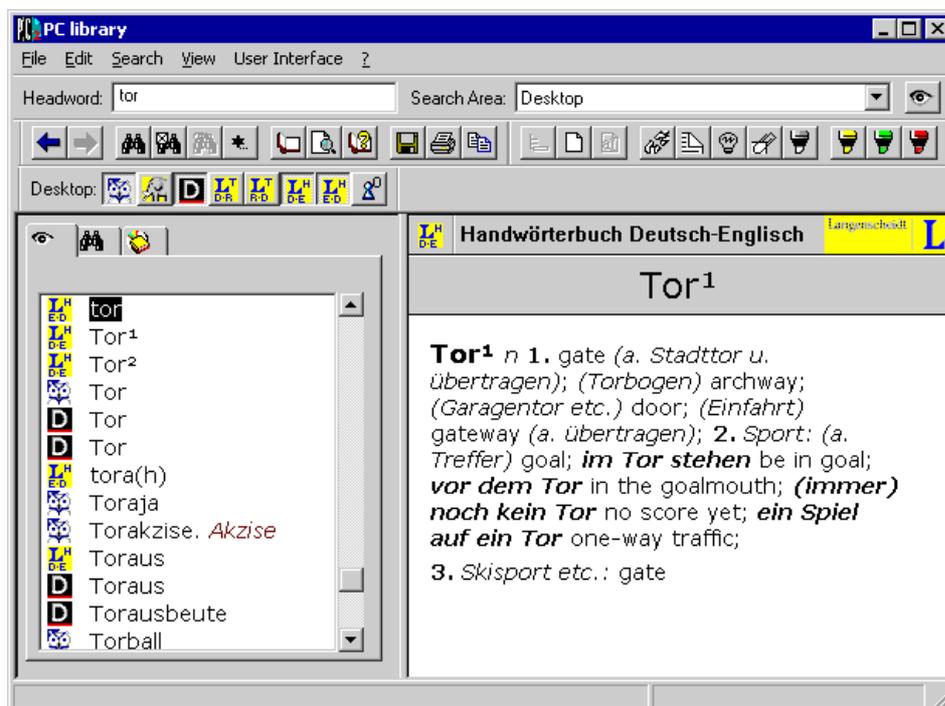
User interface language

The PC Library can be operated with an English or German user interface. If you want the menus, dialogue boxes, program messages and help function to appear in German, select **User Interface – German User Interface**: this restarts the application with the German user interface. The program settings (font and font size, background, toolbars, books on the desktop, etc.) remain unchanged.

If you want to return to the English user interface, select **Benutzeroberfläche – englische Benutzeroberfläche**.

Normal view

In normal view, the screen is clearly structured and the most important information is always visible. The left-hand side of the screen shows either the library, a list with the results of the most recent search or – if the **Headword List** toolbar is displayed – an alphabetical list with all the headwords in the search area. The right-hand side of the screen shows the entry currently open. You can adjust the space allocated to each half by clicking and dragging the split.

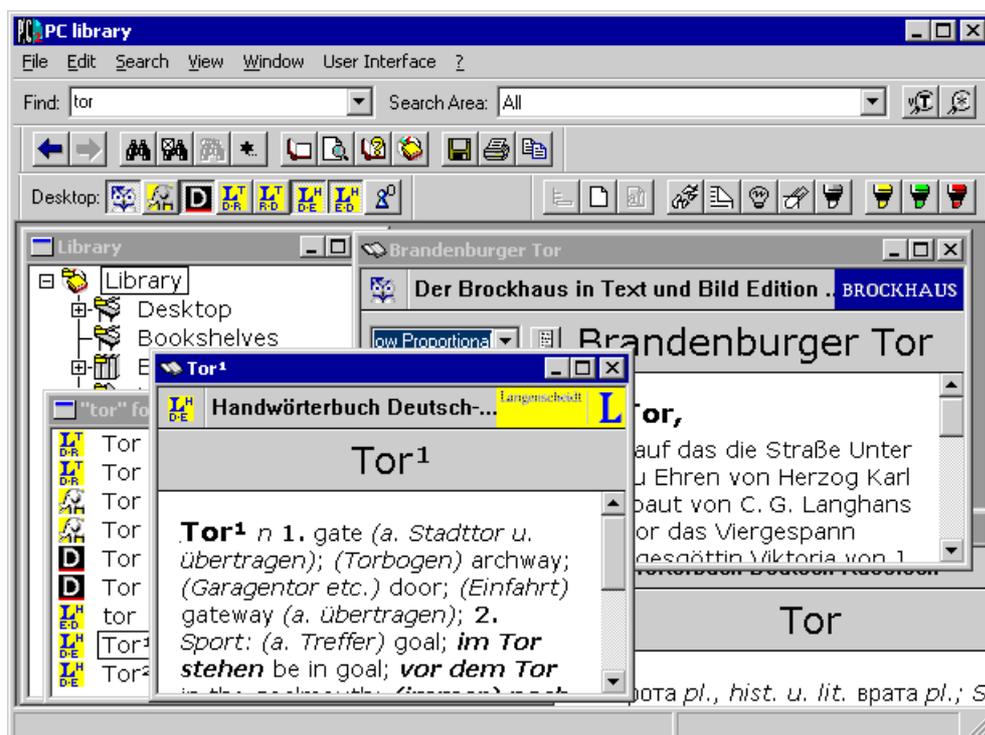


Normal view with headword list and entry window

Expert mode

In expert mode you can adjust the display to suit your specific requirements. All the elements (library, headword list, search results and entries) are displayed in separate windows, the size and position of which can be changed as required. The main

advantage over normal view is that it is possible to have several entry windows open simultaneously, enabling different entries to be compared.



Expert mode with several entry windows

Under **Settings**, you can specify the maximum number of windows to be open at any one time and how the window titles are to be displayed.

The **Window – Tidy Up** command allows you, at any given time, to simultaneously close all open windows or all open windows of a given type.

The commands in the **Window** menu help you to arrange the windows or icons on screen clearly and to suit your requirements.

Toolbar buttons

The PC Library's most important functions can be controlled simply using toolbar buttons. Below is a brief summary of the various icons and what they mean:

Standard toolbar

-  Return to previous entry displayed
-  Move to next entry in list of most recent entries displayed
-  Open **Extended Search** dialogue box
-  Open **Search Parameters** dialogue box
-  Update list incorporating current search results
-  Only available with the Russian Standard Dictionary: allows Cyrillic characters to be keyed

-  Browse mode on/off
-  Show a print preview
-  Show supplements to current book
-  Show library window
-  Save current entry as a text document
-  Print current entry
-  Copy blocked text onto the clipboard

Headword list toolbar

-  Display/refresh headword list

Search toolbar

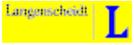
-  Activate full-text search
-  Activate spelling-tolerant search

Tools toolbar

-  Create new catalogue in catalogue selected
-  Create new personal entry
-  Open personal entry for editing
-  Insert or edit link
-  Insert or edit bookmark
-  Insert or edit keyword
-  Insert or edit comment
-  Insert or edit highlight
-  Insert yellow (green or red) highlight

Entry window buttons/icons

-  Show sub-division (for sub-divided entries only)
-  Previous/next picture (for entries with several illustrations only)
-  Show/hide picture (for illustrated entries only)
-  Show list of pictures (for entries with several illustrations only)

-  (Publisher's logo) Start browser and open home page for relevant publisher or book (Internet access required)

Buttons for editing personal entries

-  Apply bold formatting to blocked text in a personal entry
-  Apply italic formatting to blocked text in a personal entry
-  Underline blocked text in a personal entry
-  Make blocked text in a personal entry superscript
-  Make blocked text in a personal entry subscript
-  Highlight blocked text in a personal entry
-  Only available with the Russian Standard Dictionary: allows Cyrillic characters to be keyed

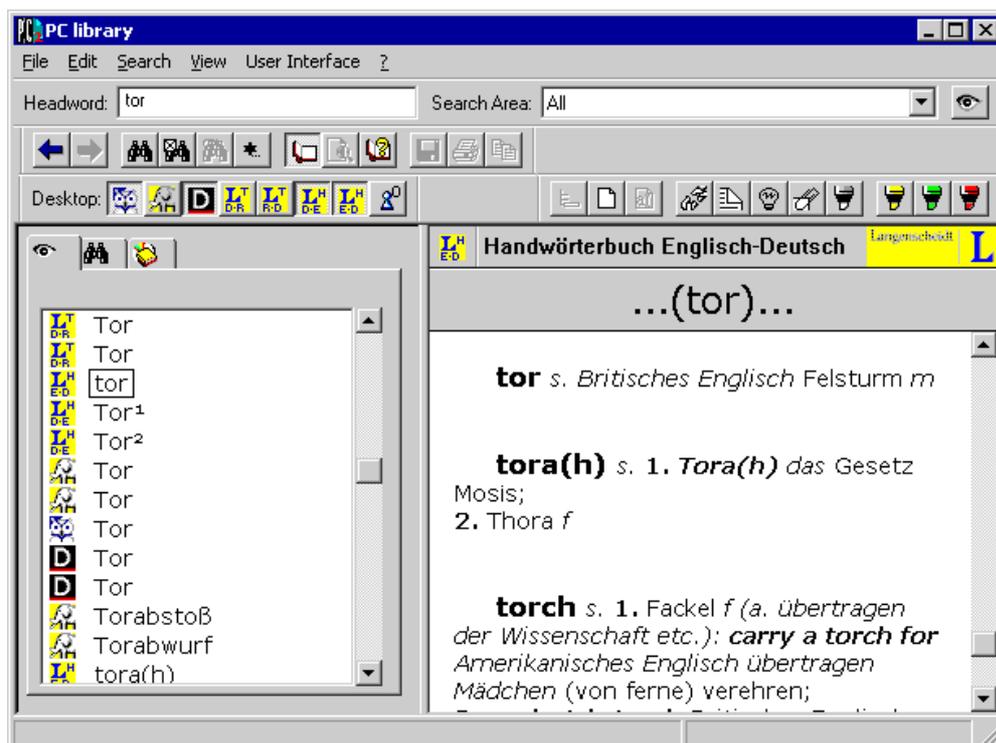
Single display and browse mode for entries

Normally, the PC Library shows each entry in a separate window. However, you also have the option of changing the display format to one familiar from printed reference works. In **Browse Mode** you can browse back and forth from the entry which is open to read the entries before and after it in the search area.

You switch to browse mode as follows:

1. Select the entry from which you wish to browse in the search area, bringing the relevant entry to the front in expert mode or clicking the text of the entry in normal view.
2. Select the **Browse Mode** command (**View** menu or  button).

In expert mode a new window in which you can browse back and forth is opened; in normal view you can browse directly in the entry window.



Browse mode, here in normal view

To deactivate browse mode, select the **Browse Mode** command again.

N.B.: It is not possible to insert your own additions in a window where browse mode is activated.

Working with catalogues and the library window

The PC Library is divided into books and catalogues and these are arranged in the library window in a clear tree structure. Each catalogue contains a selected group of entries. For example, the lists of words in the books installed are subdivided into separate catalogues which each contain entries beginning with a particular letter (e.g. all entries beginning with A), the last twenty entries opened are located in the **Previous** catalogue, the **Comments** catalogue contains all entries to which a comment has been added, etc.

You can use the catalogues at any time to obtain an overview of the contents of the PC Library and switch quickly between the individual elements. As it is possible to add your own sub-catalogues to the library, you can create a customised filing system. For example, you can file entries to which you have added a comment in different sub-catalogues of the **Comments** catalogue according to subject or field so that they can be found again easily in future.

The following sections explain how to

- show and hide catalogues in the library,
- create your own catalogues,

- move entries to another catalogue,
- delete catalogues you have created.

Showing and hiding catalogues in the library

You can show the library window (bring it to the front) at any time using the  button. In normal view you can also do this by clicking the **Library** tab on the left-hand side of the window; expert mode has a **Window – Library** command.

The catalogue and book icons in the library also all have the small yellow folder icon  to distinguish them from the icons for entries.

There is a plus sign [+] in front of catalogues and books containing further elements which are not currently displayed; a minus sign [-] in front indicates that all the elements are displayed. Click the plus/minus sign to show/hide the elements in a book or catalogue. (Alternatively, you can select the title of the catalogue and then press Enter/Return or double-click the title.)

Creating your own catalogues

You can create your own sub-catalogues in all catalogues of personal additions and in user dictionaries in order to organise your own additions or entries clearly. For example, you can file dictionary entries required for a specific translation project in a separate catalogue where they can be found quickly.

You create a new catalogue as follows:

1. Activate the library window by clicking the  button on the standard toolbar, selecting the **Window – Library** command (expert mode only) or clicking the **Library** tab (normal view only).
2. Select the relevant catalogue or an item in this catalogue.
3. Select the **File – New – Catalogue** command or click the  button and enter a title in the **Create Catalogue** dialogue box. Click **Create** to create the new catalogue.

Moving entries into another catalogue

You can move entries and sub-catalogues between different catalogues in a user dictionary or a catalogue for your own additions. This is done as follows:

1. Activate the library window by clicking the  button on the standard toolbar, selecting the **Window – Library** command (expert mode only) or clicking the **Library** tab (normal view only).
2. Select the relevant entry or catalogue and drag it into another catalogue, keeping the mouse button down

or

select the **File – Rename** command and select another catalogue in the **Rename Item** dialogue box.

Deleting catalogues you have created

You can only delete catalogues you have created if they do not contain any entries. You delete a catalogue as follows:

1. Activate the library window by clicking the  button on the standard toolbar, selecting the **Window – Library** command (expert mode only) or clicking the **Library** tab (normal view only).
2. Remove any items in the catalogue either by deleting them (**File – Delete**) or moving them to another catalogue.
3. Select the catalogue and then the **File – Delete** command.

Working with books

Adding books (increasing content)

You can put any PC Library book by Brockhaus, Duden, Meyer or Langenscheidt into the PC Library 2.1, including those originally developed for an older version (1.0/1.1).

You add a new book as follows:

1. Open the PC Library.
2. Insert the diskette or CD-ROM with the book to be added in the drive.
3. Select the **File – Increase Content** command and enter the name of the drive with the data carrier containing the new book.
4. Click *Continue* and follow the on-screen instructions. If you are adding a book which was developed for version 1.0/1.1, you will be prompted to insert the CD-ROM with the PC Library 2.1 in order to install the hierarchy files and, if appropriate, the full-text index.

If your PC Library contains a book for which no full-text index has as yet been installed and you now want to install this, you must add the book again (see above). Do not remove the book beforehand or you will lose the additions you have made.

Updating books

Certain books such as *Der Brockhaus in Text und Bild Edition 2000/2001* can be updated regularly via the Internet.

You update a book as follows:

1. Select the **File – Internet Update** command.
2. Select your chosen book from the list of titles which can be updated.

3. Click **Obtain update file**. This starts your Internet browser and the Web page with the update files is opened. Click the appropriate file on this page and save it to your hard disk.
4. Indicate the path for the update file you have downloaded in the **Internet Update** dialogue box by clicking **Browse** and selecting the relevant directory.
5. Click **Update** to apply the update.

If you want to know which entries have been modified or added as a result of the update, you can search specifically for these by opening the **Extended Search** dialogue box and selecting "Updated Entries" on the **Field** tab at **Select Field**.

N.B.: If your computer does not have Internet access, you can also download the update file required from another computer and then transfer it to your machine, for example using a disk. The address for the *Brockhaus in Text und Bild Edition 2000/2001* update files is <http://www.pc-bibliothek.de/btb/update>.

Removing books (decreasing content)

If you remove an installed book or a user dictionary, it is deleted from the hard disk together with any additions you have made. Even if the book or user dictionary is subsequently re-installed, it will no longer be possible to retrieve such additions.

You remove a book from the library as follows:

1. Select the **File – Decrease Content** command.
2. Select the book you want to remove and then click **Remove**.

N.B.: Before removing a user dictionary you should think about whether you may need it again subsequently. If this is a possibility, you can export the data file using the **File – Export – User Dictionary** command.

Moving books onto and off the desktop

The so-called desktop is a toolbar showing all the books and user dictionaries installed. If you point the mouse pointer at a book icon, the full name is displayed. Each book can be added to or removed from the "Desktop" search area by clicking it.



The desktop toolbar: Buttons which are activated (pressed down) indicate books in the "Desktop" search area. In the above illustration the first, second and fifth buttons are activated.

You use the desktop as follows:

- Select the **View – Toolbars – Desktop** command to display the toolbar showing all the books available.

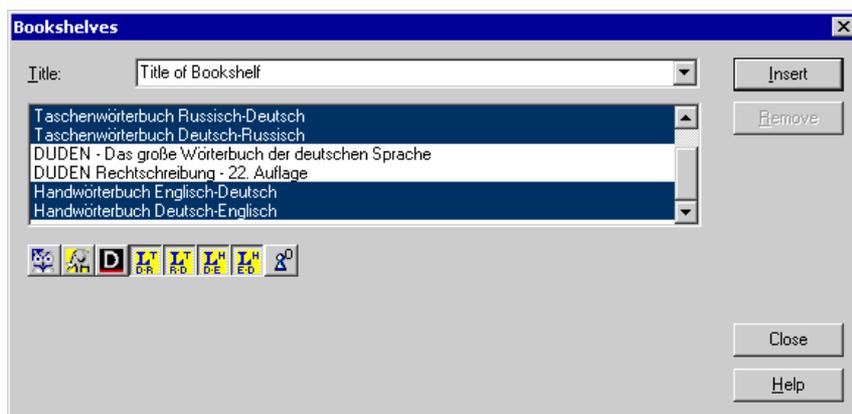
- Click a book icon on the **Desktop** toolbar to include the relevant book in the "Desktop" search area. (You can see which books have been selected because the relevant buttons are "pressed down".)
- Select "Desktop" as the search area to include all books selected on the toolbar.

N.B.: The **Desktop** catalogue also indicates all the books selected on the **Desktop** toolbar.

Making your own bookshelves

It is possible to put together so-called bookshelves. A bookshelf contains your chosen selection of installed books or user dictionaries and can be quickly selected as a search area in future.

For example, you can put the *Rechtschreibduden* and the *Fremdwörterbuch* on a bookshelf called "Important Dictionaries" or save *Brockhaus in Text und Bild* and a user dictionary with your own entries as a bookshelf called "Useful Information".



In the Bookshelves dialog box (Search menu) you can create and name new bookshelves or remove existing bookshelves.

You create a new bookshelf as follows:

1. Select the **Search – Bookshelves** command to open the dialogue box.
2. Click **New** and enter a name for the new bookshelf under *Title*.
3. Select all the books which are to go on the new bookshelf by clicking either the relevant book title in the list or the book icons below the list. If you want to remove one of the titles selected, click the entry in the list or the icon again.
4. Click **Insert** to create the new bookshelf with the books selected.
5. Click **Close** to close the dialogue box.

You remove a bookshelf as follows:

1. Select the **Search – Bookshelves** command to open the dialogue box.
2. Select your chosen bookshelf from the *Title* drop-down list.

3. Click **Remove** to remove the bookshelf selected.
4. Click **Close** to close the dialogue box.

N.B.: When you remove a bookshelf only your personal collection is deleted. The books themselves are of course not deleted.

To specify a bookshelf as a search area, select it on the toolbar in the **Search Area** drop-down list or in the **Search Parameters** dialogue box in the **Where do you want to look?** drop-down list.

Supplements

Supplements contain all the information relating to an installed book which would normally appear in the preface and appendices of a printed book, e.g. list of abbreviations, instructions for use, pronunciation, conjugation of verbs, etc.

To display the supplements of an installed book, select it from the library or activate a window with an entry from this book and then select the **Supplements** command (? menu or  button).

To display the copyright information on an installed book or a user dictionary, select it from the library or activate a window with an entry from this book and then select the **Copyright** command ( in the ? menu).

Searching in the books

The PC Library offers a whole host of search options which can be adapted on a case by case basis to the task in hand. These options range from quickly looking up a headword to the complex scanning of the entire text for entries containing one or more search items.

The following criteria can be set and combined when searching:

- **Search method:** The PC Library offers two search methods: you can look in the headword list by keying the first few letters of the search item until you see the entry in the list (the ideal option for quick standard access) or you can enter the complete search item to start with, select various options and then scan the book(s).
- **Search area:** You can specify whether you want to scan all the books installed, just those books on the desktop, the books on a bookshelf, a specific book, a "hit list" or just the text of an individual entry. You can also include entries with your own additions (e.g. highlighted or with a comment) in the search.
- **Search options:** You will normally be looking for headwords as you would in a printed dictionary. However, you also have the option of scanning the entire text for a word (full-text search) and can even combine several search items or use the

wildcard characters * and ?. A further option is to set up the PC Library in such a way that a search item is found even if it has not been spelt quite correctly (spelling-tolerant search). This is a good idea if you are not quite sure how a word is spelt.

In the case of books which have fields (e.g. *Brockhaus in Text und Bild*), you can also search specifically for such fields, for example entries referring to people or dealing with a particular period.

Specifying the search area

Before you carry out a search, specify which books or other elements are to be included. You can select books directly from the toolbars for the selected search method but to select other elements you need to open a specific dialogue box.

Selecting books for the search

The following options are available: "All" (all the books installed), "Desktop" (all the books selected on the **Desktop** toolbar), any of the bookshelves you have created and each individual user dictionary or book installed.

- Select the search area from the **Search Area** drop-down list on the toolbar for the selected search method, which is opened by clicking the  button, or open the **Search Parameters** dialogue box (**View** menu or  button on the standard toolbar) and select an entry from the **Where do you want to look?** drop-down list. The parameters specified remain valid until new ones are set.

Tip: A particularly simple method is to select "Desktop" as the search area and display the desktop toolbar (**View** menu). It is then possible to extend or reduce the search area at any time just by clicking a book icon with the mouse. This is a good method to use if you frequently switch between languages or want to scan several dictionaries in the same language. If you often need a specific combination of books you should save these as a bookshelf.

Including your own additions in the search

If you want to scan the catalogues with the titles of your own additions (links, keywords, comments and highlights) as well as the books selected you need to:

1. Open the **Search Parameters** dialogue box (**Search** menu or  button on the standard toolbar).
2. Enable the **Include highlights, bookmarks, etc. in search** option.

N.B.: The search is limited to the **Title** of the addition you have made. Additions which have not been given a title (these are referred to in the form "in [headword of the relevant entry] (untitled)") are not found.

Scanning an entry

It is also possible to scan the text of an entry. This is a good idea to find specific formulations or expressions in lengthy entries. You scan an entry as follows:

1. Open the **Extended Search** dialogue box (**Search** menu or  button on the standard toolbar).
2. Enter a search item in the **Find** text box.
3. Under **Where do you want to look?**, select the **Current Entry** option to look for the search item in the entry window (normal view) or the active entry window (expert mode).
4. Start the search by clicking **Search**.

N.B.: It is not possible to scan an entry window displayed in browse mode.

Headword search

The quickest and simplest way to look up a word is using the headword search. All the headwords in the books selected in the search area are listed alphabetically in the headword list. To get to a given headword you simply key the first few letters and then select the headword from the list.

You search for an item using the headword list as follows:

1. Make sure that the **Headword List** toolbar is displayed (**View – Toolbars** menu). You will recognise the toolbar immediately by the button with an eye on it.



2. Select the books to be included in the search in the **Search Area** drop-down list.
3. Start keying the word you are looking for in the **Headword** text box. As soon as you start keying the word the headword list is displayed (as a tab in normal view or as a separate window in expert mode) and the list moves to the part of the alphabet indicated by the letters keyed so far.
4. As soon as you see the headword you are looking for in the list, double-click it to open the associated entry. (**Tip:** If you are scanning several books and are not sure which icon refers to which book, simply point at the icon in question using the mouse to display brief details of the title.)

Refreshing the headword list

If you want to display the headword list again at the place corresponding to the letters still entered in the **Headword** text box (e.g. after browsing in the headword list) or if you have changed the search area from that originally used, click the  button (at the far right-hand side of the **Headword List** toolbar) to refresh the list.

Limits of headword search

The headword search gives the fastest and simplest access to the books in the PC Library but does not allow some more specific search procedures. The following functions are only available when scanning and not with the headword search:

- **Multi-word entries**, i.e. headword entries which consist of several words separated by spaces or hyphens (e.g. "to and fro" or "up-market") are treated as if they were a single word without spaces or hyphens in the headword list (e.g. **toandfro** and **upmarket**). When scanning, however, such headword entries can be found under each of the separate words (e.g. **market** for "up-market").
- **Search options** such as a full-text search, the use of wildcard characters, a spelling-tolerant search or the use of a combination of several search items are not possible with the headword search.
- The **titles of your own additions** cannot be included in the search; the corresponding option in the search parameters does not apply to the headword list.

Scanning

Unlike the headword search, scanning allows the various search options (e.g. full-text search or spelling-tolerant search) to be set on a case by case basis. You can also include your own additions and restrict the search to the current entry.

There are two ways of scanning: you can scan directly from the **Search** toolbar (excludes searching in special areas) or use the **Extended Search** dialogue box which gives you access to all search options.

Scanning from the "Search" toolbar

1. Make sure that the **Search** toolbar is displayed (**View – Toolbars** menu).



2. In the **Search Area** drop-down list select the books to be included in the headword list.
3. Key the search item in the **Find what** text box. You can also use the wildcard characters * and ?. The question mark replaces one single letter (with **l?st** you will find words such as *last*, *list*, *lost* and *lust*). The asterisk replaces any number of letters – or none at all – (with **l*ast** you will find words such as *last* and *least*). Wildcard characters can also appear at the start of the search item (e.g. ***ness** for all words ending in *ness* or **?ver** for *ever* and *over*) but in this case the search will always cover the entire dictionary (full-text search).
4. Click the  button if you want to scan the entire text (full-text search) rather than just search for headwords.

5. Click the  button if you want the search item to be found even if it contains a spelling mistake (spelling-tolerant search).
6. Press Enter or Return to start the search for the item entered.
7. The window with the results of the search is displayed. (**Tip:** If you are scanning several books and are not sure which icon refers to which book, simply point at the icon in question using the mouse to display brief details of the title.) Double-click a headword in this list to open the associated entry in the entry window.

Scanning using the "Extended Search" dialogue box

Open the **Extended Search** dialogue box (**Search** menu or  button on the standard toolbar) and key the search item in the **Find what** text box. You can also use the wildcard characters * and ?. The question mark replaces one single letter (with `l?st` you will find words such as *last*, *list*, *lost* and *lust*). The asterisk replaces any number of letters – or none at all – (with `l*ast` you will find words such as *last* and *least*).

Wildcard characters can also appear at the start of the search item (e.g. `*ness` for all words ending in *ness* or `?ver` for *ever* and *over*) but in this case the search will always cover the entire dictionary (full-text search).

You have the following options with the **General** tab dialogue box:

- Specify the search area under **Where do you want to look?:**
You can either select specific books (drop-down list), just scan the current entry or search in all the entries displayed in the search result selected.
Enable the **Include highlights, bookmarks, etc. in search** option if you also want to scan the titles of your own additions. The **Scan Supplements** option also includes a book's supplements in the search.
- Under **Type of Search**, indicate whether you want to scan the entire text (full-text search) or just search for headwords.
If you want the search item to be found even if it contains a spelling mistake, enable the **Spelling-tolerant** option.
If the use of upper and lower case characters in the search item is to be taken into account, enable the **Match Case** option. (For example, if you keyed `Taste` you would only find the German word *Taste* [key] and if you keyed `taste` you would only find the English word *taste*.)
Umlauts are only taken into account if the relevant option is enabled. If it is disabled and you key `traumen` you will find the two German words *Traumen* [traumas] and *träumen* [to dream].
Enable the **Assess Search Results** option if you want the PC Library to try to assess the results of a full-text search. Percentages then appear in front of the entries in the list of search results.

The **Links and Special Characters** tab dialogue box offers you the following options:

- To combine several search items, click one of the link options after keying the first search item and then key the second item.
- To search for a special character in the dictionary text, click **Special Characters** and select a character from the menu. This inserts a code corresponding to the special character in the search item entry box.

The **Field** tab allows you to restrict the search to entries with the relevant fields in books containing fields (e.g. *Brockhaus in Text und Bild*).

If you want to save the changes to the search parameters so that they also apply the next time the dialogue box is opened, click **Note Settings**.

Click **Search** to start the search.

The window with the results of the search is displayed. Double-click a headword in this list to open the associated entry in the entry window.

Spelling-tolerant search

When the **Spelling-tolerant** option is enabled, the PC Library usually finds a search item even if it has not been keyed quite correctly. This is useful for example if you are not exactly sure how a word is spelt. The PC Library works as follows in spelling-tolerant mode:

If one or more items are found which offer a perfect match with the search item entered, only these items are displayed. Only if there is no perfect match are entries containing a word similar to that keyed displayed in the list of search results. Consequently, the result of the search is only affected by the spelling-tolerant option being enabled if you have made a spelling mistake when keying the search item.

In spelling-tolerant mode the search takes a little longer and, consequently, the search time is significantly longer for a full-text search. It is therefore recommended only to carry out a spelling-tolerant full-text search if a search without the spelling-tolerant option fails to produce the desired result.

The spelling-tolerant option is only available if a text is scanned, not with a headword search. It can be activated both by clicking the  button on the **Search** toolbar and by selecting the relevant option in the **Extended Search** and **Search Parameters** dialogue boxes (both in the **View** menu).

Full-text search

With a full-text search a search item is looked for not only in the list of headwords but also in the rest of the text in the entry. This is very helpful, for example, when obtaining examples of how a particular word is used.

Example: In the Taschenwörterbuch Englisch you find the following entry under the headword "Tor":

- Tor** *n* 1. gate, (*Garagentor* etc) door, (*Torweg*) gateway (a. fig. **zu** to).
 2. *Skisport*: gate.
 3. *Fußball*: *allg.* goal: **im Tor stehen** keep goal; **ein Tor schießen** score (a goal).

A full-text search finds this entry not only with the search item **Tor**, but also with **gate**, **door** or **goal**.

Given that a full-text search scans a much larger amount of data than a search confined to the headword list, the access time for this search method is significantly longer, in particular if you have not installed the full-text index. The full-text search option is only available when scanning text, not with a headword search.

It can be activated both by clicking the  button on the **Search** toolbar and by selecting the relevant option in the **Extended Search** and **Search Parameters** dialogue boxes (both in the **View** menu).

Tips:

- Given that, unlike headwords, words in the text of an entry often do not appear in their basic form (e.g. infinitive for verbs, nominative singular for nouns), it is a good idea to enter search items for the full-text search in such a way that variant forms are included. There are two ways of doing this:
 Put the free variable parameter * (asterisk) at the end of the search item to find all words beginning with the character sequence keyed. For example, enter **road*** as a search item to find not only entries with "road" but also entries containing compounds starting with "road".
 Combine several search items with the OR operator. For example, enter **shrink* | shrank* | shrunk** as a search item to find the verb "to shrink" in other tenses too ("they shrank", "they have shrunk", etc.).
- The full-text search is particularly effective if you combine several search items to restrict the search area.
- In spelling-tolerant mode there is a drastic increase in the time the search takes. Consequently, you should only activate this option if a search without the spelling-tolerant option proves unsuccessful.

Combining search items

The option of combining several search items is mainly used with the full-text search to restrict the search area as much as possible. As is the case with Internet search engines, you have three different operators available for linking items; these can either be inserted using the relevant dialogue box or keyed directly as characters:

- **AND** (*search item 1&search item 2*): Only entries which contain both the first and the second search item are found.

- **OR** (*search item 1|search item 2*): All entries which contain either the first, the second or both search items are found.
- **WITHOUT** (*!search item*): Only entries which do not contain the search item are found.
- **NEAR** (*search item 1 # search item 2*): Only entries which contain both the first and the second search items are found, but the two search items must not be more than a specified number of words away from each other in the text.

Inserting operators in the " Extended Search" dialogue box

1. Open the **Extended Search** dialogue box (**Search** menu or  button on the standard toolbar).
2. Enter the first search item in the **Find what** text box.
3. Select your chosen search options under **Where do you want to look?** and **Type of Search** (when combining this is normally **Full-Text**).
4. Switch to the **Links** tab.
5. Click your chosen link function to insert the operator after the search item and then enter the next search item in the **Find what** text box. If you want to link further search items, repeat the process.
6. Click **Search** to start the search.
7. The window with the results of the search is displayed. Double click a headword in this list to open the associated entry in the entry window. The relevant search item(s) is/are highlighted in the entry text.

Instead of using the link functions to insert the operators, you can also key these directly in the **Find what** text box. This is possible both in the **Extended Search** dialogue box and on the **Search** toolbar.

Use the ampersand **&** for AND, the vertical bar **|** for OR and the exclamation mark **!** for WITHOUT and insert the operators between the two search items without spaces (e.g. **sea&sand, chicken|pork, breakfast!dinner**). The operator for NEAR (**#**) can also be keyed directly but the number of words between the search items can only be modified in the **Extended Search** dialogue box.

Phrase search

The phrase search option is useful when looking for expressions or other passages of text with several words. Unlike the combined search with an AND link (see above), the words keyed do not just have to occur in the entry; they must occur together and in the correct order.

Carrying out a phrase search using the "Extended Search" dialogue box

1. Open the **Extended Search** dialogue box (**Search** menu or  button on the standard toolbar).
2. Enter the expression you are looking for in the **Find** text box.
3. Select your chosen search options under **Where do you want to look?** and **Type of Search** (for phrase searches normally **Full-Text**).
4. Switch to the **Phrase Search** tab and click **Phrase Search**. This puts the search item entered in inverted commas.
5. Start the search by clicking **Search**.
6. The window with the results of the search is displayed. Double-click a headword in this list to open the associated entry in the entry window. The search item(s) entered is/are highlighted in the entry text.

You can also force a phrase search by inserting the inverted commas manually in the **Find** text box (e.g. "**gone with the wind**"). This can be done both in the **Extended Search** dialogue box and on the **Search** toolbar.

Working with entries

An entry in a dictionary or other reference work is made up of a headword (equivalent to the heading under which the entry is listed alphabetically in the book) and the associated entry text.

Example: In the Taschenwörterbuch Englisch you find the following entry under the headword "Tor":

- Tor** *n* 1. gate, (*Garagentor* etc) door, (*Torweg*) gateway (a. fig. **zu** to).
- 2. *Skisport*: gate.
- 3. *Fußball*: allg. goal: **im Tor stehen** keep goal; **ein Tor schießen** score (a goal).

In the PC Library you find the headwords in the various list windows (e.g. in the headword list or the list of search results) and in the individual library catalogues the entries appear in the entry window.

You will normally use the PC Library to find an entry with one of the search options and then read this entry. However, the PC Library offers many other possibilities for working with entries. For example, you can

- scan an entry for a word; this is particularly helpful for large entries,
- copy text from an entry onto the clipboard in order to paste it elsewhere (e.g. in a word processing program),

- save an entry in a file in order to be able to use it again subsequently in other applications,
- print an entry,
- look up any given word in an entry in the PC Library books,
- insert a bookmark in an entry in order to be able to find it again quickly in future,
- highlight text in an entry (e.g. text you are often looking for in longer entries),
- add your own comments to an entry (e.g. specific additional information which is important for your work),
- create a permanent link between two entries (i.e. incorporate a cross-reference) so that you can switch instantly from one to the other in future,
- put an entry in a keyword catalogue in order to have rapid access to it in future.

Scanning the text of an entry

In longer reference work entries it is not always easy to find the information you are looking for straight away. In such cases it can be a good idea to scan the relevant entry for a specific word or formulation to move directly to the appropriate part of the text.

Scanning a current entry

1. Select your chosen entry if several entry windows are open (expert mode).
2. Open the **Extended Search** dialogue box (**Search** menu or  button on the standard toolbar).
3. Key the search item in full in the **Find what** text box or put the free variable parameter * (asterisk) after the letters keyed to find all words beginning with these letters.
4. Under **Where do you want to look?**, select **Current Entry** as the search area.
5. Under **Type of Search**, enable the spelling-tolerant search option if you want the search item to be found even if it has been keyed incorrectly.
6. Click **Search** to start the search.

All words which match the search item entered will be highlighted in colour in the entry text. The first match found in the text will be selected. (If the insertion point was in the middle of the entry, the first match after this point will be selected.)

N.B.:

- Since only the text of the current entry is scanned, the **Include highlights, etc.** and **Headwords/Full Text** options in the **Extended Search** dialogue box do not affect the result.

- There is no point combining several search items when scanning the entry text. However, if you do link several search items, matches for *all* the search items entered will be highlighted, irrespective of whether they were linked by AND (&), OR (!) or WITHOUT (!).

Copying text from an entry

You can copy an entire entry or a selected passage onto the clipboard in order to paste and edit the text elsewhere (e.g. in a word processing program).

1. Select your chosen entry.
2. Select the **Edit – Copy All** command to copy the entire entry onto the clipboard,
or

block your chosen passage of text and then select the **Copy** command (**Edit** menu or  button on the standard toolbar) to copy the selected text onto the clipboard.

You can now paste the copied text into another application using the **Edit – Paste** command.

Tips:

- The clipboard can only hold one entry at a time. As soon as a new entry or any part of another application is copied onto the clipboard, it wipes the previous contents. The clipboard contents are also wiped when you exit Windows. Consequently, you should always paste the clipboard contents immediately in the relevant place and save them there. If you want to save text from an entry immediately and permanently, instead of copying use the **Save As** command in the **File** menu to save the entry in a text file.
- Unless you have altered the standard clipboard setting ("Also copy data as RTF text") in the basic PC Library settings, the character formatting (bold, italics, etc.) and information on the character set (e.g. Cyrillic) is also retained when copying (see also Basic settings: data format when copying onto the clipboard).

Saving text from an entry as a text file

You can save each entry as an independent text file. This text file can then be opened in or imported into all applications which are able to process the selected data format. If you use RTF format, all the character formatting (bold, italics, etc.) and information on the character set (e.g. Cyrillic) is retained.

1. Select your chosen entry.
2. Select the **Save As** command (**File** menu or  button on the standard toolbar) to save the text of the current entry in a new text file.

3. Modify the proposed file name in the **Save As** dialogue box as necessary, select the target directory and indicate the format in which the text is to be saved; the options are RTF and text format. (If you select "All Files" in the **Files of type** drop-down list, you can enter any file extension you like but the file will still be saved in text format.)

N.B.:

- The entire entry text is always saved, even if a passage of text in the entry is selected. If you only want to export selected text, you can also use the **Copy** command to copy a passage of text onto the clipboard.
- If you subsequently want to open the file in a standard word processing program, you should save it in RTF format because this retains the character formatting (bold, italics, etc.) and information on the character set (e.g. Cyrillic). Most word processing programs support RTF format. Text format (.txt) only saves the actual text information but it is supported by all word processing applications.

Printing an entry

You can print an entire entry or a selected passage on your printer.

1. Select your chosen entry.
2. Block a passage of text if you do not want to print the entire entry.
3. Select the **Print** command (**File** menu or  button on the standard toolbar) to open the **Print** dialogue box.
4. Select a printer in the dialogue box if several printers are installed. Under **Print Range**, indicate whether you want to print the entire entry or just the selected text and specify the number of copies. Start printing by clicking **OK**.

Tips:

- If you want to modify the printer settings (e.g. to print in landscape rather than portrait format), select the **File – Print Setup** command before printing.
- If you want to check on screen how the print-out will look before printing the entry, select the **Print Preview** command (**File** menu or  button on the standard toolbar). If you have selected a section of text, the print preview will only show the selected text.

Using a word in an entry as a search item

You can turn any word in an entry into a search item simply by double-clicking it to scan the current search area for the word with the current search parameters.

The resultant search is equivalent to entering the relevant word as a search item on the **Search** toolbar or in the **Extended Search** dialogue box and starting the search without modifying the current settings. Consequently, the current area (e.g. "All" or

"Desktop") applies to the search and the options set at that particular point (e.g. spelling-tolerant search or full-text search) are used.

Making a word in an entry text a search item in the "Extended Search" dialogue box

Click the word you want to look up with the right mouse button and select the **Search** command in the pop-up menu. This opens the **Extended Search** dialogue box with the selected word already entered as the search item. You can still make any changes you want to the search area or options. Start the search by clicking **Search**.

Inserting bookmarks

As with a printed book, bookmarks are used to enable you to find important passages again quickly. In the PC Library you can allocate one or more bookmarks to a specific place in the text or an entire entry and give each bookmark a title.

The **Bookmarks** catalogue in the library window gives you access to all entries with a bookmark at any time.

The following sections explain how to

- allocate a bookmark to an entry,
- open an existing bookmark to rename or remove it,
- open an entry with a bookmark,
- move a bookmark to another catalogue,
- include bookmarks in a search.

Allocating a bookmark to an entry

Bookmarks can be allocated to a specific position in the text or the entire entry. An entry may contain several bookmarks in identical or different positions.

1. Open the entry to be given a bookmark.
2. If you want the bookmark to be inserted in a particular position, move the insertion point to the relevant place or select text if the bookmark is to relate to a passage of text.
3. Select the **Bookmarks** command (**Edit** menu or  button on the tools toolbar) to open the **Bookmarks** dialogue box.
4. Under **Title**, give the bookmark a name. If you do not give the bookmark its own title, it is automatically called "in [headword of the current entry] (untitled)". Untitled bookmarks cannot be included in the search area.
5. Under **Catalogue**, select another catalogue for the bookmark if necessary by clicking the  button to open the **Select Catalogue** dialogue box where you can select another catalogue or create a new catalogue for bookmarks.

6. Under **Position**, indicate the area to which the bookmark is to relate:
If you select **Cursor** or **Area**, the bookmark is inserted at the current position of the insertion point or selected text. The character to the right of the insertion point or selected text is highlighted according to the text marking options selected in the basic settings; if you want to edit the bookmark at any point, click the highlighted character/text to open the relevant dialogue box.
If you select **Window**, the bookmark relates to the entire entry window. The first character in the entry is highlighted according to the text marking options selected in the basic settings; if you want to edit the bookmark at any point, click the highlighted character to open the relevant dialogue box.
If you select **All**, the bookmark relates to the entire entry text. None of the text is highlighted and you can subsequently only open the dialogue box to edit the bookmark using the list of additions in the entry window or the **Edit** menu.
7. Click **Insert** to insert the bookmark and close the dialogue box.

Renaming or removing an existing bookmark

1. Open the entry containing the bookmark to be renamed or removed.
2. Open the **Bookmarks** dialogue box by selecting the **Edit – Bookmarks** command, clicking the  button on the tools toolbar, pointing to the bookmark in the text using the mouse (the mouse pointer changes into the bookmark symbol) and then clicking, or opening the list of additions on the left-hand side of the window title bar and selecting the relevant bookmark.
3. Under **Title**, select your chosen bookmark.
4. Edit as required:
You can modify the bookmark title and then click **Modify** to save the bookmark under the new name or click **New** and then **Insert** to insert an additional bookmark with the new name.
Click **Remove** to remove the bookmark selected.

Opening an entry with a bookmark

All bookmarks are filed in the library window in the **Bookmarks** catalogue or a sub-catalogue which has been created. This makes them easy to find and the associated entries can be opened immediately.

1. Activate the library window by selecting the **Library** command (**Window** menu or  button on the standard toolbar) or clicking the **Library** tab (normal view only).
2. Open the **Bookmarks** catalogue and any sub-catalogues it contains.
3. Double-click a bookmark to open the associated entry.

Moving a bookmark to another catalogue

If you insert a large number of bookmarks, these should be split into several different catalogues according to subject, specialist area, etc. as a clearly organised structure will allow rapid access.

New catalogues in the **Bookmarks** catalogue can be created directly when inserting a new bookmark. Alternatively, you can use the **File – New – Catalogue** command or the  button on the tools toolbar. If you have created new catalogues, it may be necessary to reorganise the bookmarks, i.e. move them to other catalogues. You do this as follows:

1. Activate the library window by selecting the **Library** command (**Window** menu or  button on the standard toolbar) or clicking the **Library** tab (normal view only).
2. Open the **Bookmarks** catalogue and any sub-catalogues it contains.
3. Drag the bookmark you want to move onto the new catalogue and then release the mouse button. You will be prompted to confirm the move by clicking **OK** or to cancel it by clicking **Cancel**.

Including bookmarks in a search

Bookmarks and other additions you have made can be included in the search area when scanning, provided that you have given the bookmarks their own titles.

This can be done directly when inserting a new bookmark but you can also name an untitled bookmark which has already been inserted.

If bookmarks are included in the search area, the bookmark titles are treated as headwords. They appear with the bookmark symbol in the window with the results of the search. You open the entry containing the bookmark by double-clicking the bookmark title.

- If you want bookmarks to be included in the search area, check the **Include highlights, bookmarks, comments, keywords and links in search** option. You enable this option on a permanent basis in the **Search Parameters** dialogue box (**Search** menu); however, it can also be enabled/disabled on a case by case basis in the **Extended Search** dialogue box (**Search** menu).

Highlighting text

You can highlight sections of text in entries in colour. Not only does this enable you to mark important passages in longer entries so that they stand out immediately when you next open the entry; you can also find and open all entries with a highlight very quickly because they are automatically filed in the **Highlights** catalogue (or in a sub-catalogue you have created). As in a printed book, highlights enable you to find important items again quickly.

There are three different highlighting colours available (red, yellow and green). You can use these colours to create an individual filing system, for example by using different colours for different subjects.

The following sections explain how to

- highlight text,
- rename or remove an existing highlight,
- open an entry with a highlight,
- move a highlight to another catalogue,
- include highlights in a search.

Highlighting text

1. Open the entry containing the text to be highlighted.
2. Select text if just a particular passage of text is to be highlighted or move the insertion point to your chosen position if the highlight is to be inserted at a specific point in the entry.
3. There are two ways of highlighting text: using the direct method (the highlight is not given its own title) or a dialogue box where you can give the highlight a title and select a specific area:

Direct method: Select the **Highlighting – Colour** command (**Edit** menu or one of the coloured highlight buttons, e.g.  on the tools toolbar) to highlight the selected area/the character to the right of the insertion point's current position in the selected colour. The highlight is called "in [headword of current entry] (untitled)" and is filed in the **Highlights** catalogue.

Using the dialogue box: Select the **Highlighting – Highlights** command (**Edit** menu or grey highlight button) to open the **Highlights** dialogue box where you can give the highlight a title which you can subsequently use to search for it. You can file the highlight in a catalogue other than the standard **Highlights** catalogue and in addition to the passage of text selected (**Area**) or the current position of the insertion point (**Cursor**), you can also select **All** (the entire text is highlighted) or **Window** (the first character in the entry is highlighted) as the highlighting option. Click **Insert** to apply the highlighting and close the dialogue box.

Renaming or removing a highlight

1. Open the entry containing the highlight to be renamed or removed.
2. Open the **Highlights** dialogue box by selecting the **Edit – Highlighting – Highlights** command, clicking the grey  button on the tools toolbar, pointing to the highlighted text using the mouse (the mouse pointer changes into the highlight symbol) and then clicking, or opening the list of additions on the left-hand side of the window title bar and selecting the relevant highlight.

3. Under **Title**, select your chosen highlight.

4. Edit as required:

You can modify the highlight title and then click **Modify** to save it under the new name or click **New** and then **Insert** to insert an additional highlight with the new name.

Click **Remove** to remove the highlight selected.

Opening an entry with a highlight

All highlights are filed in the library window in the **Highlights** catalogue or a sub-catalogue which has been created. This makes them easy to find and the associated entries can be opened immediately.

1. Activate the library window by selecting the **Library** command (**Window** menu or  button on the standard toolbar) or clicking the **Library** tab (normal view only).
2. Open the **Highlights** catalogue and any sub-catalogues it contains.
3. Double-click a highlight to open the associated entry.

Moving a highlight to another catalogue

If you use a large number of highlights, these should be split into several different catalogues according to subject as a clearly organised structure will allow rapid access.

New catalogues in the **Highlights** catalogue can be created directly when inserting a new highlight if you use the dialogue box. Alternatively, you can use the **File – New – Catalogue** command or the  button on the tools toolbar. If you have created new catalogues, it may be necessary to reorganise the highlights, i.e. move them to other catalogues. You do this as follows:

1. Activate the library window by selecting the **Library** command (**Window** menu or  button on the standard toolbar) or clicking the **Library** tab (normal view only).
2. Open the **Highlights** catalogue and any sub-catalogues it contains.
3. Drag the highlight you want to move onto the new catalogue and then release the mouse button. You will be prompted to confirm the move by clicking **OK** or to cancel it by clicking **Cancel**.

Including highlights in a search

Highlights and other additions you have made can be included in the search area when scanning, provided that you have given the highlights their own titles.

This can be done directly when inserting a new highlight if you use the dialogue box but you can also name an untitled highlight which has already been inserted.

If highlights are included in the search area, their titles are treated as headwords. They appear with the highlight symbol of the appropriate colour in the window with

the search results. You open the entry containing the highlight by double-clicking the highlight title.

- If you want highlights to be included in the search area, check the **Include highlights, bookmarks, comments, keywords and links in search** option. You enable this option on a permanent basis in the **Search Parameters** dialogue box (**Search** menu); however, it can also be enabled/disabled on a case by case basis in the **Extended Search** dialogue box (**Search** menu).

Inserting comments

You can add a comment to an entry or a specific passage of text. This is a practical way of inserting your own remarks or additional examples. You can subsequently click the text with a comment to display your remarks in a separate window.

As all comments are automatically filed in the **Comments** catalogue (or a sub-catalogue you have created), you can quickly find all entries which you have commented on at any time.

The following sections explain how to

- make a comment on an entry,
- read an existing comment,
- modify, rename or remove an existing comment,
- open an entry with a comment,
- move a comment to another catalogue,
- include comments in a search.

Making a comment on an entry

Comments can refer to a specific point in the text, a passage of text or the entire entry. An entry may contain several comments in identical or different positions.

1. Open the entry you want to comment on.
2. If you want the comment to be inserted in a particular position, move the insertion point to the relevant place or select text if the comment is to relate to a passage of text.
3. Select the **Comments** command (**Edit** menu or  button on the tools toolbar) to open the **Edit Comments** dialogue box.
4. Under **Title**, give the comment a name. If you do not give the comment its own title, it is automatically called "in [headword of the current entry] (untitled)". Untitled comments cannot be included in the search area.
5. Under **Comment**, enter the comment you want to make.

6. Under **Catalogue**, select another catalogue for the comment if necessary by clicking the  button to open the **Select Catalogue** dialogue box where you can select another catalogue or create a new catalogue for comments.
7. Under **Position**, indicate the area to which the comment is to relate:
If you select **Cursor** or **Area**, the comment is inserted at the current position of the insertion point or selected text. The character to the right of the insertion point or selected text is highlighted according to the text marking options selected in the basic settings; if you want to read or edit the comment at any point, click the highlighted character/text.
If you select **Window**, the comment relates to the entire entry window. The first character in the entry is highlighted according to the text marking options selected in the basic settings; if you want to read or edit the comment at any point, click the highlighted character.
If you select **All**, the comment relates to the entire entry text. None of the text is highlighted and it is subsequently only possible to display and edit the comment using the list of additions in the entry window or the **Edit** menu.
8. Click **Insert** to insert the comment and close the dialogue box.

Reading an existing comment

1. Open the entry containing the comment you want to read.
2. Open the window with the text of the comment either by pointing to the relevant highlighted text (the mouse pointer changes into the comment symbol) and then clicking or by opening the list of additions on the left-hand side of the window title bar and selecting the relevant comment.
3. If the entry contains several comments, you can browse back and forth using the relevant buttons in the text window. Click **Close** to close the window with the text of the comment.

Modifying, renaming or removing an existing comment

1. Open the entry containing the comment to be modified or removed.
2. Open the **Edit Comment** dialogue box by selecting the **Edit – Comments** command, clicking the  button on the tools toolbar or opening the list of additions on the left-hand side of the window title bar and selecting the comment or click the relevant highlighted text in the entry to open the window with the text of the comment and click **Edit**.
3. Under **Title**, select the comment you want to edit or remove.
4. Edit as required:
You can modify the title and/or the text of the comment and then click **Modify** to save the modified comment or click **New** and then **Insert** to save an additional comment with the modifications made.
Click **Remove** to remove the comment selected.

Opening an entry with a comment

All comments are filed in the library window in the **Comments** catalogue or a sub-catalogue which has been created. This makes them easy to find and the associated entries can be opened immediately.

1. Activate the library window by selecting the **Library** command (**Window** menu or  button on the standard toolbar) or clicking the **Library** tab (normal view only).
2. Open the **Comments** catalogue and any sub-catalogues it contains.
3. Double-click a comment to open the associated entry.

Moving a comment to another catalogue

If you use a large number of comments, these should be split into several different catalogues according to subject or type of comment (e.g. examples, remarks, slang, idiomatic expressions, etc.) as a clearly organised structure will allow rapid access.

New catalogues in the **Comments** catalogue can be created directly when inserting a new comment. Alternatively, you can use the **File – New – Catalogue** command or the  button on the tools toolbar. If you have created new catalogues, it may be necessary to reorganise the comments, i.e. move them to other catalogues. You do this as follows:

1. Activate the library window by selecting the **Library** command (**Window** menu or  button on the standard toolbar) or clicking the **Library** tab (normal view only).
2. Open the **Comments** catalogue and any sub-catalogues it contains.
3. Drag the comment you want to move onto the new catalogue and then release the mouse button. You will be prompted to confirm the move by clicking **OK** or to cancel it by clicking **Cancel**.

Including comments in a search

Comments and other additions you have made can be included in the search area when scanning, provided that you have given the comments their own titles.

This can be done directly when inserting a new comment but you can also name an untitled comment which has already been inserted.

If comments are included in the search area, the associated titles are treated as headwords. They appear with the comment symbol in the window with the search results. You open the entry containing the comment by double-clicking the relevant title.

- If you want comments to be included in the search area, check the **Include highlights, bookmarks, comments, keywords and links in search** option. You enable this option on a permanent basis in the **Search Parameters** dialogue box (**Search** menu); however, it can also be enabled/disabled on a case by case basis in the **Extended Search** dialogue box (**Search** menu).

Linking entries

By linking two entries you incorporate your own cross-references. If you click the link at any point, you immediately open the linked entry. This may be another entry in the same book but it may also be from another book.

As all links are automatically filed in the **Links** catalogue (or a sub-catalogue you have created), you can quickly find all entries containing a link at any time.

The following sections explain how to

- make a link in an entry,
- open the linked entry,
- rename or remove an existing link,
- open an entry with a link,
- move a link to another catalogue,
- include links in a search.

Making a link in an entry

Links can relate to a specific point, a passage of text or the entire entry. Any of the last twenty entries opened can be nominated as the linked entry. (These are all in the **Previous** catalogue.)

An entry may contain several links in identical or different positions.

1. Only entries filed in the **Previous** catalogue can be nominated as linked entries; this catalogue contains the last twenty entries opened. If you are not sure whether the linked entry is one of these last twenty entries, you should re-open the entry to which the link is to refer.
2. Open the entry which is to contain the link.
3. If you want the link to be inserted in a particular position, move the insertion point to the relevant place or select text if the link is to relate to a passage of text.
4. Select the **Link** command (**Edit** menu or  button on the tools toolbar) to open the **Links** dialogue box.
5. Under **Title**, give the link a name. If you do not give the link its own title, it is automatically called "in [headword of current entry] (untitled)". Untitled links cannot be included in the search area.
6. Select the linked entry from the list of available entries. (If you want to re-check the linked entry, click **Go to** to open the relevant entry.)
7. Under **Catalogue**, select another catalogue for the link if necessary by clicking the  button to open the **Select Catalogue** dialogue box where you can select another catalogue or create a new catalogue for links.

8. Under **Position, indicate the area to which the link is to refer:**

If you select **Cursor** or **Area**, the link is inserted at the current position of the insertion point or selected text. The character to the right of the insertion point or selected text is highlighted according to the text marking options selected in the basic settings; if you want to open the linked entry at any point, click the highlighted character/text.

If you select **Window**, the link relates to the entire entry window. The first character in the entry is highlighted according to the text marking options selected in the basic settings; if you want to open the linked entry at any point, click the highlighted character.

If you select **All**, the link relates to the entire entry text. None of the text is highlighted and you can subsequently only open the linked entry using the list of additions in the entry window or the **Edit** menu.

9. Click **Insert to insert the link and close the dialogue box.****Opening the linked entry**

1. Open the entry containing the link to your chosen linked entry.
2. Open the linked entry by pointing to the relevant highlighted text (the mouse pointer changes into the link symbol) and then clicking, or selecting your chosen link from the list of additions on the left-hand side of the window title bar.

Renaming or removing an existing link

1. Open the entry containing the link to be modified or removed.
2. Open the **Links** dialogue box (**Edit** menu or  button on the tools toolbar).
N.B.: You cannot edit a link by clicking the highlighted text or selecting the link in the list of additions; this opens the linked entry rather than the link itself.
3. Under **Title**, select the link you want to edit or remove.
4. Edit as required:
You can modify the title of the link and then click **Modify** to save it under the new title or click **New** and then **Insert** to create an additional link with the new title.
Click **Remove** to remove the link selected.

Opening an entry with a link

All links are filed in the library window in the **Links** catalogue or a sub-catalogue which has been created. This makes them easy to find and the associated entries can be opened immediately.

1. Activate the library window by selecting the **Library** command (**Window** menu or  button on the standard toolbar) or clicking the **Library** tab (normal view only).
2. Open the **Links** catalogue and any sub-catalogues it contains.
3. Double-click a link to open the entry containing it.

Moving a link to another catalogue

If you create a large number of links, you should split these into several different catalogues according to subject as a clearly organised structure will allow rapid access.

New catalogues in the **Links** catalogue can be created directly when inserting a new link. Alternatively, you can use the **File – New – Catalogue** command or the  button on the tools toolbar. If you have created new catalogues, it may be necessary to reorganise the links, i.e. move them to other catalogues. You do this as follows:

1. Activate the library window by selecting the **Library** command (**Window** menu or  button on the standard toolbar) or clicking the **Library** tab (normal view only).
2. Open the **Links** catalogue and any sub-catalogues it contains.
3. Drag the link you want to move onto the new catalogue and then release the mouse button. You will be prompted to confirm the move by clicking **OK** or to cancel it by clicking **Cancel**.

Including links in a search

Links and other additions you have made can be included in the search area when scanning, provided that you have given the links their own titles.

This can be done directly when inserting a new link but you can also name an untitled link which has already been inserted.

If links are included in the search area, the titles of the links are treated as headwords. They appear with the link symbol in the window with the results of the search. You open the entry containing the link by double-clicking the relevant title.

- If you want links to be included in the search area, check the **Include highlights, bookmarks, comments, keywords and links in search** option. You enable this option on a permanent basis in the **Search Parameters** dialogue box (**Search** menu); however, it can also be enabled/disabled on a case by case basis in the **Extended Search** dialogue box (**Search** menu).

Including an entry in the keyword catalogue

You can allocate a keyword to an entry or a particular passage in the entry; the entry/passage will then be filed in a keyword catalogue under this keyword. You can use keywords to put together a personal selection of entries with their own titles; these entries can be found quickly and opened immediately using the keyword catalogue or the scan function.

The following sections explain how to

- allocate a keyword to an entry,
- rename or remove an existing keyword,

- open an entry with a keyword,
- move a keyword to another keyword catalogue,
- include keywords in a search.

Allocating a keyword to an entry

Keywords can be allocated to a specific point in the text or the entire entry, e.g. to identify technical terms from various fields. An entry may contain several keywords in identical or different positions.

1. Open the entry to which a keyword is to be allocated.
2. If you want the keyword to be inserted in a particular position, move the insertion point to the relevant place or select text if the keyword is to relate to a passage of text.
3. Select the **Keywords** command (**Edit** menu or  button on the tools toolbar) to open the **Keywords** dialogue box.
4. Under **Title**, enter the keyword you want to allocate to the entry.
5. Under **Catalogue**, select another catalogue for the keyword if necessary by clicking the  button to open the **Select Catalogue** dialogue box where you can select another keyword catalogue or create a new one.
6. Under **Position**, indicate the area to which the keyword is to relate:
If you select **Cursor** or **Area**, the keyword relates to the current position of the insertion point or selected text. The character to the right of the insertion point or selected text is highlighted according to the text marking options selected in the basic settings; if you want to edit the keyword at any point, click the highlighted character/text to open the relevant dialogue box.
If you select **Window**, the keyword relates to the entire entry window. The first character in the entry is highlighted according to the text marking options selected in the basic settings; if you want to edit the keyword at any point, click the highlighted character to open the relevant dialogue box.
If you select **All**, the keyword relates to the entire entry text. None of the text is highlighted and you can subsequently only open the dialogue box to edit the keyword using the list of additions in the entry window or the **Edit** menu.
7. Click **Insert** to insert the keyword and close the dialogue box.

Renaming or removing an existing keyword

1. Open the entry containing the keyword to be renamed or removed.
2. Open the **Keywords** dialogue box by selecting the **Edit – Keywords** command, clicking the  button on the tools toolbar, pointing to the keyword in the text using the mouse (the mouse pointer changes into the keyword symbol) and then

clicking or open the list of additions on the left-hand side of the window title bar and select the relevant keyword.

3. Under **Title**, select your chosen keyword.

4. Edit as required:

You can modify the keyword title and then click **Modify** to save the keyword under the new name or click **New** and then **Insert** to insert an additional new keyword. Click **Remove** to remove the keyword selected.

Opening an entry with a keyword

All keywords are filed in the library window in the **Keywords** catalogue or a sub-catalogue which has been created. This makes them easy to find and the associated entries can be opened immediately.

1. Activate the library window by selecting the **Library** command (**Window** menu or  button on the standard toolbar) or clicking the **Library** tab (normal view only).
2. Open the **Keywords** catalogue and any sub-catalogues it contains.
3. Double-click a keyword to open the associated entry.

Moving a keyword to another keyword catalogue

If you create a large number of keywords, these should be split into different keyword catalogues according to subject as a clearly organised structure will allow rapid access.

New keyword catalogues in the **Keywords** catalogue can be created directly when inserting a new keyword. Alternatively, you can use the **File – New – Catalogue** command or the  button on the tools toolbar. If you have created new keyword catalogues, it may be necessary to reorganise the keywords, i.e. move them to other catalogues. You do this as follows:

1. Activate the library window by selecting the **Library** command (**Window** menu or  button on the standard toolbar) or clicking the **Library** tab (normal view only).
2. Open the **Keywords** catalogue and any sub-catalogues it contains.
3. Drag the keyword you want to move onto the new keyword catalogue and then release the mouse button. You will then be prompted to confirm the move by clicking **OK** or to cancel it by clicking **Cancel**.

Including keywords in a search

Keywords and other additions you have made can be included in the search area when scanning. They are treated as headwords and appear with the keyword symbol in the window with the results of the search. You open the entry containing the keyword by double-clicking the keyword.

- If you want keywords to be included in the search area, check the **Include highlights, bookmarks, comments, keywords and links in search** option. You

enable this option on a permanent basis in the **Search Parameters** dialogue box (**Search** menu); however, it can also be enabled/disabled on a case by case basis in the **Extended Search** dialogue box (**Search** menu).

Pictures

If an entry contains one or more pictures, special control icon buttons appear in the title section of the entry window: click  to hide the picture area and  to show it again. You can use the arrow buttons to the right and left of this button to move to the next or the previous picture if the entry contains several pictures. If there are several pictures, you can also select your chosen one from the list of pictures which you open by clicking .

Adjusting the size of pictures displayed

The picture area is separated from the text by a split; you can drag this split up or down using the mouse to increase or reduce the size of the area. Depending on the type of display selected in the relevant box, the size of the picture either remains the same (with fixed values between 10% and 1000%) or is adjusted (with *WP – Window Proportional* the correct proportions are maintained; with *WnP – Window not Proportional* the picture may be distorted).

Double-click a picture if you want to look at it outside the entry window in its original size (100%). The picture then appears in its own window and you can click anywhere in the window to close it again.

Printing and copying pictures

To print and copy pictures you have to use the pop-up menu which is opened by positioning the pointer on the picture and clicking the right mouse button (Windows) or pressing CTRL and clicking the mouse (Macintosh). Choose the appropriate command from this menu.

How to copy and paste pictures:

You can paste a copied picture into another application, e.g. a picture processing program, using the normal command **Edit – Paste**. However, you cannot use this command to paste a picture into a **Word document** (it only pastes the picture title); instead you should select **Edit – Paste Special** and "Bitmap" as the type of document.

Working with user dictionaries

With user dictionaries you can increase the scope and possibilities of the PC Library enormously and, accordingly, make more demands on the system. A user dictionary is the equal of a book purchased for the PC Library in every respect. Just like entries in such a book, user dictionary entries can be formatted using bold, italics, etc. and included in all the PC Library's search methods and they offer the same options for making your own additions.

You can create up to ten different user dictionaries and split the data they contain into separate catalogues to improve the structure.

If you already have data which you want to include in a user dictionary, you can both import text files (in RTF or text format) into individual entries and incorporate complete databases.

Thanks to an import/export function, there is no problem if the various users of a PC Library need to exchange user dictionaries.

The following sections explain how to

- create and remove a user dictionary,
- create a catalogue in a user dictionary,
- create, modify and delete your own entries,
- import a text file into one of your entries,
- import a database into a user dictionary,
- import an existing user dictionary,
- export an existing user dictionary.

Creating and removing user dictionaries

Creating a user dictionary

When you first install the PC Library, there is a catalogue for incorporating user dictionaries in the library window but no actual user dictionaries. Consequently, you must have created at least one user dictionary before you can create or import your own entries.

You do this as follows:

1. Select the **File – New – User Dictionary** command.
2. Give the new user dictionary a title in the **Create User Dictionary** dialogue box. You also have the option of entering a copyright statement and selecting a differently numbered icon from the one proposed (a user dictionary is normally given the icon with the first free number between 0 to 9).
N.B.: A user dictionary's title, copyright statement and numbered icon **cannot subsequently be modified**.
3. Click **OK**.

The new user dictionary is now in the **User Dictionaries** catalogue. The associated icon is also displayed on the desktop toolbar.

Removing a user dictionary

User dictionaries are removed in the same way as other books using the **Decrease Content** command. This process cannot be reversed and, as well as the user dictionary itself, any additions and links you may have inserted are also lost.

Tip: If you are not certain that you have definitely finished with the user dictionary, you should save the data before removing the dictionary by exporting it into a file.

1. Select the **File – Decrease Content** command.
2. Select the user dictionary you want to remove and then click **Remove**.
3. If you are sure that the book indicated should be removed, confirm by clicking **Yes**.

Creating a catalogue in a user dictionary

If you split the entries in a user dictionary into several catalogues, the individual entries can be found more easily in the library window. You can use catalogues to group the entries, for example according to groups of letters (A–E, F–K, etc.) or subject (politics, engineering, EDP, etc.).

N.B.: Whether you use the headword search or the scan function, the search always relates to all the entries in the book; splitting the contents into several catalogues makes no difference.

You can create a new catalogue either when creating a new entry or subsequently as follows:

1. Activate the library window by selecting the **Library** command (**Window** menu or  button on the standard toolbar) or clicking the **Library** tab (normal view only).
2. Open the **User Dictionaries** catalogue and select your chosen user dictionary or a catalogue it contains.
3. Select the **File – New – Catalogue** command or click the  button and enter a title in the **Create Catalogue** dialogue box. Then click **Create**.

You can find further information on this subject in the section "Working with catalogues and the library window".

Creating, modifying, moving and deleting your own entries

In a user dictionary you can create your own entries and also subsequently modify them, move them to another catalogue or delete them.

Creating your own entry

Before you can create your own entries you must first create at least one user dictionary.

You create a new entry as follows:

1. Select the **File – New – Entry** command or click the  button to open the **Create Entry** dialogue box.
2. Indicate in which user dictionary/catalogue the new entry is to be created by clicking the  button next to the **User Dictionary for Entry** drop-down list to open the **Select Catalogue** dialogue box where you can select another user dictionary and/or catalogue or create a new catalogue.
N.B.: It is possible to move the entry into another catalogue in the same user dictionary later on but not into a different user dictionary.
3. Under **Title**, enter the headword under which the entry is to be listed in the user dictionary. A headword can be made up of several words and each of these words can be used as a search item.
4. Under **Document**, key the text of the entry without repeating the headword. The entry can be made up of several paragraphs and can be formatted using the buttons in the dialogue box. The following formats are available:

-  Applies bold formatting to blocked text.
-  Applies italic formatting to blocked text.
-  Underlines blocked text.
-  Makes blocked text superscript.
-  Makes blocked text subscript.
-  Highlights blocked text. The type of highlighting – underlining, colour or both – is specified in the settings (**View – Settings, Display** tab).
-  Opens the on-screen keyboard to change the keyboard layout and enter Cyrillic characters (Russian Standard Dictionary only).

5. Click **Create** to insert the new entry and close the dialogue box.

N.B.: You can also import the text for the entry directly from a text file.

See also the information on keying Cyrillic characters under the section headed *Keying Cyrillic text in the user dictionary* in the chapter entitled *How to use the PC Library with Cyrillic fonts*.

Modifying an entry you have made

If you want to modify an entry you have made, you first need to open it. You do this as follows:

1. Select the **Edit – Entry** command or click the  button to open the **Modify Entry** dialogue box.
2. Revise the entry headword and/or text. Use the buttons in the dialogue box if you want to change the formatting:

-  Applies bold formatting to blocked text.
-  Applies italic formatting to blocked text.
-  Underlines blocked text.
-  Makes blocked text superscript.
-  Makes blocked text subscript.
-  Highlights blocked text. The type of highlighting – underlining, colour or both – is specified in the settings (**View – Settings, Display** tab).
-  Opens the on-screen keyboard to change the keyboard layout and enter Cyrillic characters (Russian Standard Dictionary only).

3. Click **Modify** to save the changes and close the dialogue box.

See also the information on keying Cyrillic characters under the section headed *Keying Cyrillic text in the user dictionary* in the chapter entitled *How to use the PC Library with Cyrillic fonts*.

Moving an entry you have made to another catalogue

Entries you have made can be moved to any catalogue **in the same** user dictionary.

You can either move an entry directly in the library window by dragging it onto your chosen catalogue with the mouse or use the **Modify Entry** dialogue box as follows:

1. Open the entry you want to move.
2. Select the **Edit – Entry** command or click the  button to open the **Modify Entry** dialogue box.
3. Click the  button next to the **User Dictionary for Entry** drop-down list to open the **Select Catalogue** dialogue box where you can select another catalogue or create a new one.
4. Click **Modify** to save the changes and close the dialogue box.

Deleting an entry you have made

Entries you have made can only be deleted in the library window.

1. Activate the library window by selecting the **Library** command (**Window** menu or  button on the standard toolbar) or clicking the **Library** tab (normal view only).
2. Open the **User Dictionaries** catalogue and select the entry to be deleted.
3. Select the **File – Delete** command and click **Yes** when the prompt appears asking you if you are sure you want to delete the entry.

Importing a text file into an entry you have made

There is no need for you to re-key the text for an entry if it already exists in a file in RTF or text format. You can import a file when both creating and modifying entries. You do this as follows:

1. Open the **Create Entry** or **Modify Entry** dialogue box with a command to create or modify an entry.
2. Position the insertion point as appropriate in the **Document** text box and then click **Import**.
3. Select your chosen format in the **Open** dialogue box under **Files of type** and then select your chosen file.

N.B.: When importing RTF files the character formatting (bold, underlining, etc.) and information on the character set (e.g. Cyrillic) is also retained but paragraph formatting and the font used cannot be imported.

Importing a database into a user dictionary

The books in the PC Library are structured like databases with two fields, the first containing the headword and the second the text of the entry. Consequently, data from a database structured in this way are ideal for importing into a user dictionary.

The following should be noted when importing a database file:

- **A database can only be imported into a user dictionary which already exists.** Consequently, you may need to create a user dictionary before you can start importing.

- **The database data must be in a delimited text file.**

A delimited text file is a database file in text format. Each record makes up exactly one paragraph (i.e. it ends with a hard return) and the individual fields in each record are separated from each other using a specific delimiter; semicolons (;), tabs and spaces can be used as delimiters.

The following is an example of a typical delimited text file (semicolon delimiter):

```
1st field of 1st record;2nd field of 1st record  
1st field of 2nd record;2nd field of 2nd record  
etc.
```

Single or double inverted commas (' or ") are sometimes used as text identification characters so that the specified delimiter character can also be used as a normal text character. In such cases for example, a semicolon on its own (;) is used as a delimiter whereas a semicolon in inverted commas (";") is the normal text character.

All standard database and spreadsheet applications have an appropriate export function. A standardised format for this file type is CSV format.

- **When importing, the first field is always used as a headword; the second and any other fields make up the text of the entry.**

If the delimited database file has more than two fields, all the fields after the first one are joined to form a single entry for importing purposes and a space is inserted between the fields. For example, the record **Peter Masters; head of department; sales; employed since September 1992** would produce the following user dictionary entry:

Peter Masters

head of department sales employed since September 1992

Importing a delimited database file into a user dictionary

1. Create an appropriate database file. The file must be in CSV format or a text only format (.txt), the fields must be delimited by a delimiter (**semicolon, tab or space**) and each record must make up one paragraph.
2. Create a user dictionary if you have not already done so.
3. Select the **File – Import – Database** command to open the **Open** dialogue box. Select your chosen file format in the **Files of type** box and select the database file.
4. The **Import Database** dialogue box is opened. Under **Target User Dictionary** in this box, select the book into which the data is to be incorporated and, if appropriate, create a new catalogue by clicking the  button to open the **Select Catalogue** dialogue box.
5. Under **Separate text at**, select the field delimiter used in the database file. You can check the result of the selection immediately in the **Analysed Data** list.
6. Under **Text Identification**, select the character placed either side of the delimiter in the database file to identify it as a normal text character. You can check the result of the selection immediately in the **Analysed Data** list.
7. Under **Style of Field 1**, select the **Paragraph** option if you want the headword to appear in the entry in a separate paragraph from the text which follows it. You can check the effect of this setting option immediately in the sample text **Preview of a formatted entry**.
8. Click **Import** to import the database file and close the dialogue box.

N.B.: As the database data to be imported must be in text format, information on formatting or fonts cannot be transferred; consequently, it is not possible to import the content of Cyrillic databases.

Importing a user dictionary

You can import user dictionaries which have previously been exported by you or another PC Library user. You do this as follows:

1. Ensure that your PC Library has room for an additional user dictionary. If it already contains the maximum number (ten user dictionaries), you need to remove a user dictionary before you can incorporate another one.
2. Select the **File – Import – User Dictionary** command to open the **Open** dialogue box.
3. Select the user dictionary to be imported. User dictionary files have a **.usl** extension.
4. Confirming the file selection opens the **Create User Dictionary** dialogue box where you can read the title and copyright information for the new user dictionary and allocate an icon to it. Click **OK** to import the user dictionary.

Exporting a user dictionary

You can export a user dictionary to make it available to other users or to save the current version of the dictionary.

An exported user dictionary is in a special format (USL format) and can be re-imported into the PC Library at any time using the **File – Import – User Dictionary** command.

You export a user dictionary as follows:

1. Select the **File – Export – User Dictionary** command to open the **Export User Dictionary** dialogue box.
2. Select the user dictionary to be exported and then click **Export**.
3. In the **Save As** dialogue box, modify the file name and the drive/directory where the file is to be saved if necessary. The **.usl** file extension should be retained so that the exported user dictionary is subsequently displayed in the file selection list for importing. Click **Save** to export the user dictionary.

N.B.: Files in USL format can only be read once they have been imported into the PC Library. It is not possible to edit them in another application, for example a word processing application.

Looking up words from other applications

If you are working in a given application and come across a word you want to look up in the PC Library, there is no need to enter this word in the PC Library as a search item. You can also look it up directly from the application you are using.

The pre-requisites for this option are as follows:

- You must have specified shortcut keys in the **Settings** and activated them (see the "Shortcut keys" section in the "Basic Settings" chapter).
- Both the application you are using and the PC Library must be open.

You can then look up a word from the other application as follows:

1. Position the insertion point in or after the word (not at the start of the word!), without highlighting it, or highlight the word or part of it.
2. Press one of the shortcut keys specified in the settings:
If you have *not* highlighted any text, press the **Shortcut key with highlighting** (default setting CTRL+SHIFT+B);
if you *have* highlighted text, press the **Shortcut key without highlighting** (default setting CTRL+B).

The relevant word is then looked up in the PC Library, scanning all the books selected in the search area. The current search parameters set apply (spelling-tolerant search, full-text search, inclusion of your own additions).

N.B.: It is not possible to look up Cyrillic text from other applications.

Adjusting the PC Library's basic settings

Toolbars

It is not only possible to show and hide the **Standard**, **Tools** and **Desktop** toolbars; they can also be moved about and arranged on the screen however you like.

To move/arrange the toolbars, click a free section of a toolbar and drag it to your chosen position holding the mouse button down:

- If you drag the toolbar to the edge of the application window, it is integrated into the window in the new position; depending on where you drag the toolbar, it will appear either horizontally or vertically.
- If you drag the toolbar to any other position inside or outside the application window, it appears in its own window. The shape of the window can be changed by dragging its horizontal or vertical edge to your chosen position.

N.B.: The headword search/scanning toolbar has a fixed position underneath the menu bar and cannot be moved or hidden.

Text display

You can allocate different font sizes to the text displayed in the library window and entries and select a different font. To do this, open the **Display** tab in the **Settings** dialogue box (**View** menu). Under **Character Set**, select a font and indicate your chosen font size. You can check the result immediately by looking at the sample text displayed.

Appearance of highlighting and text markings

You can adjust the way text is highlighted and marked to suit your particular requirements by opening the **Display** tab in the **Settings** dialogue box (**View** menu) and making the following adjustments:

Highlighting:

Highlighting can be used in addition to bold, italics and underlining when marking text. When writing your own entries, use the  button to indicate how highlighting is to be displayed (underlining, colour or both).

Text Markings:

Indicate whether text markings in entries are to be underlined and/or in a different colour. Disable both options if you do not want text markings to be displayed.

visible:

Indicate whether highlights and editorial cross-references in entries are to be displayed. A highlight is also used to identify multiple markings (passages of text to which more than one addition has been made, e.g. bookmark and comment).

Window options for expert mode

Open the **Expert Mode** tab in the **Settings** dialogue box (**View** menu) to adjust the way the window is displayed in expert mode. The options are as follows:

Entry window title:

Indicate here whether very long headwords in the title line of an entry window are to be displayed in full ("Unlimited length") or specify after how many letters the title is automatically to be cut off ("Maximum length"). A title which has been cut off is identified by an ellipsis at the end of the text.

Maximum number of windows open:

When working in expert mode you can display several entry windows and list windows with search results on screen simultaneously. So that the screen does not become too cluttered, if the maximum number selected for a given type of window is exceeded, the window which has been open the longest is closed when a new window is opened.

Use the  buttons to indicate how many windows are to be displayed in addition to the library window and the headword list (maximum number: 50).

Multiple entry display:

Enable this option if you want an entry window which is already open to be displayed in another (additional) window if the relevant headword is called up again. If the option is disabled, the window already open is simply displayed again.

Special character set keyboard

For certain books (e.g. books with Russian text such as the Russian Standard Dictionary), the PC Library offers the additional option of entering text in a foreign character set (e.g. Cyrillic). Open the **Keyboard** tab in the **Settings** dialogue box (**View** menu) to select a different keyboard layout and display a window with a keyboard; you can also key text directly from this keyboard by clicking with the mouse.

The **automatic switching of keying language** option should be enabled. This ensures that the keyboard layout is automatically set to Russian if you paste Cyrillic text which you have copied from an entry onto the clipboard as search text into a text box (CTRL+V or pop-up menu). If the automatic switching option is disabled and the German keyboard layout is selected, it is not possible to paste the text.

N.B.: Cyrillic characters copied onto the clipboard in other applications (e.g. in a Word document) cannot be put into a Find box.

Background display

Open the **Background** tab in the **Settings** dialogue box (**View** menu) to select a background for the application window.

Picture display

If books contain pictures as well as text, you can specify how these are to be displayed. Open the **General** tab in the **Settings** dialogue box (**View** menu) to select one of the following options in the **Pictures** drop-down list:

- Select a fixed size between 10% and 1000% if you always want illustrations to be opened with that particular reduction or magnification factor.
- Select the "WP – Window Proportional" option to automatically adjust the size of illustrations to the size of the window when they are opened, without distorting the picture.
- Select the "WnP – Window not Proportional" option to automatically adjust the size of illustrations to the size of the window; because the illustrations use the entire window area, they may be distorted.

Data format when copying onto the clipboard

The clipboard is used to exchange data within the same application or between different applications. If you copy an entry from a PC Library book and paste it into another application which supports RTF format (nowadays this is the case with most word processing programs), not only the text itself is transferred but also all the character formatting (e.g. font, colours and formatting such as underlining or bold) and information on the character set (e.g. Cyrillic).

Should there be any problems exchanging data with another application or if for any reason you do not want to transfer the formatting information, you can disable the **Also copy data as RTF** option by opening the **General** tab in the **Settings** dialogue box (**View** menu) and unchecking the relevant box.

Shortcut keys for consulting the PC Library from other applications

There are two shortcut keys for looking up terms from other applications:

- **Shortcut key with highlighting:** The shortcut key highlights the word to be looked up automatically. Consequently, you just need to put the insertion point somewhere within (not in front of!) the relevant word before pressing the shortcut key (default setting: CTRL+SHIFT+B).
- **Shortcut key without highlighting:** Here you have to do the highlighting yourself. The advantage of this is that you can also just look up part of a word if appropriate (default setting: CTRL+B).

You can change or disable the shortcut keys for looking up terms with and without prior automatic highlighting at any time by opening the **Shortcut Keys** tab in the **Settings** dialogue box (**View** menu) and pressing your chosen combination of keys in the relevant text box. The key combination is then displayed in text form.

In order to enable the shortcut key to be used, the check box in front of **active** must also be checked, i.e. there must be a tick in it.

N.B.: It is not possible to look up Cyrillic text from other applications.

Summary of shortcut keys

Menu commands

| | |
|-----------|--------------------|
| F10 | Activate main menu |
| SHIFT+F10 | Open pop-up menu |

Window commands

| | |
|---------------|------------------------------|
| CTRL+B | Open/activate library window |
| CTRL+F4 | Close current window |
| CTRL+A | Close all windows |
| CTRL+F6 | Activate next window |
| CTRL+SHIFT+F6 | Activate previous window |

Commands in library window

| | |
|--------|----------------------|
| CTRL+O | Open selected item |
| CTRL+L | Delete selected item |
| CTRL+U | Rename selected item |

Navigating in Normal View

| | |
|-------------|--|
| TAB | Switch between search item, tab and entry window |
| RIGHT ARROW | Activate next tab |

Searching

| | |
|----|---------------------------------------|
| F3 | Open dialogue box for extended search |
|----|---------------------------------------|

Commands for entries

| | |
|----------------|-------------------------------------|
| CTRL+N | Create new entry in user dictionary |
| CTRL+S | Save current entry as text file |
| CTRL+P | Print current entry |
| ALT+M | Select All |
| CTRL+C | Copy selected text onto clipboard |
| ALT+C | Copy entire text onto clipboard |
| ALT+DOWN ARROW | Go to next match in entry |
| ALT+UP ARROW | Go to previous match in entry |

ALT+RIGHT ARROW Go to next addition made/next cross-reference

ALT+LEFT ARROW Go to previous addition made/previous cross-reference

Navigating in entries previously displayed

ALT+PAGE DOWN Go to previous entry

ALT+PAGE UP Go to next entry