

#1\$2 Viewer Help Contents

{ewc MVBMP2, ViewerBmp2, !nav.shg}

{ewc MVBMP2, ViewerBmp2, !find.shg}

{ewc MVBMP2, ViewerBmp2, !print.shg}

{ewc MVBMP2, ViewerBmp2, !book.shg}

{ewc MVBMP2, ViewerBmp2, !butn.shg}

{ewc MVBMP2, ViewerBmp2, !sndvid.shg}

{ewc MVBMP2, ViewerBmp2, !keybrd.shg}

1#HelpMain

2\$ Viewer Help Contents

\$3 +4#5 Viewer Help Contents

{ewc MVBMP2, ViewerBmp2, !nav2.shg}

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Navigating Through Your Title](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Using Links](#)

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{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Jumping to the Table of Contents](#)

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{ewc MVBMP2, ViewerBmp2, !find.shg}

{ewc MVBMP2, ViewerBmp2, !print.shg}

{ewc MVBMP2, ViewerBmp2, !book.shg}

{ewc MVBMP2, ViewerBmp2, !butn.shg}

{ewc MVBMP2, ViewerBmp2, !sndvid.shg}

{ewc MVBMP2, ViewerBmp2, !keybrd.shg}

3\$ Navigating in Viewer

4+ Navigate:0005

5# Navigating

+6#;8K9 {ewc MVBMP2, ViewerBmp2, !nav_icon.shg} Navigating in Viewer

Navigating Through Your Title

There are many ways of navigating through your Viewer title. You can select topics from the [Contents screen](#), jump from one topic to another from a [hot spot](#), browse through topics that are related to one another, retrace your steps backwards (topic by topic), or return to any previously viewed topic.

6+navigate:0010

7#ovrWaysToNavigate

8\$Navigating Through Your Title

9^K navigation;contents screen;jump;

+¹⁰\$¹¹K¹² #¹³{ewc MVBMP2, ViewerBmp2, !nav_icon.shg}
Navigating in Viewer

Using Links

Topics are linked to one another by means of **hot spots**. A hot spot can be a word or phrase, or a picture or part of a picture. Text hot spots may be underlined, and are usually displayed in a different color than the surrounding text. A picture hot spot may have a border around it. You can identify a hot spot by noticing the mouse cursor: it changes to a pointing hand when over a hot spot.

For example, point to the Navigating icon in the upper left-hand corner of this topic and you will see the cursor change into a hand, as shown below:

```
{ewc MVBMP2, ViewerBmp2, !pointer.shg}
```

Click on this icon and it will jump to another topic, which in this case, is the Navigating in Viewer menu.

In addition to **jumping** to other topics, hot spots can bring up popup windows. Popups are displayed over the main Viewer window. To remove the popup, click anywhere outside of the popup, or press the ESC key. Click on this **hot spot** to view a popup window.

10⁺Navigate:0015
11^{\$}Using Links
12^K browsing a title;
13[#]prcUsingLinks

#14\$15 +16 K17 {ewc MVBMP2, ViewerBmp2, !nav_icon.shg}
Navigating in Viewer

Browsing Through Topic Sequences

Related topics may be linked to one another using [browse sequences](#). The browse feature lets you browse through topics, one by one.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To display the next or previous topic:

* Choose the [>> button](#) or [<< button](#) in the Viewer window.

See Also

[Using Links](#)

14#prcBrowsingTopics

15\$ Browsing Through Topic Sequences

16+Navigate:0020

17K browsing a title; displaying topics; topics, displaying; navigation; browse buttons; << button; >> button

#18\$19 +20K21 {ewc MVBMP2, ViewerBmp2, !nav_icon.shg}
Navigating in Viewer

Jumping to the Table of Contents

The contents button, on the Viewer button bar, returns you to the main screen for your title. This screen is like a table of contents, from which you can select a variety of topics.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To look up a topic from the contents screen:

- 1 Choose the **Contents button** in the Viewer window to display the contents screen for the open title.
- 2 Select the name of the **topic** you want to view from the list.

See Also

[Browsing Through Topic Sequences](#)

18#prcJumpingTableOfContents

19\$ Jumping to the Table of Contents

20+Navigate:0025

21K browsing a title;Contents screen;displaying topics;topics, displaying

#22\$23 +24K25 {ewc MVBMP2, ViewerBmp2, !nav_icon.shg}
Navigating in Viewer

Returning to the Last Topic Viewed

Using the Go Back button, Viewer lets you retrace your steps. In this way, you can step backwards through the topics viewed.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To backtrack through topics in the order you viewed them:

* Choose the **Go Back button** in the Viewer window.

If the current **topic** is the first topic you viewed, the Go Back button appears dimmed.

See Also

[Returning to Any Topic Viewed](#)

22#prcReturnLast

23\$ Returning to the Last Topic Viewed

24+Navigate:0030

25K browsing a title; displaying topics; topics, displaying; navigation; backtracking; Go Back button;

#26\$27 +28K29 {ewc MVBMP2, ViewerBmp2, !nav_icon.shg}
Navigating in Viewer

Returning to Any Topic Viewed

As you view topics, Viewer keeps a record of where you have been. The History button displays a list of the topics you've viewed, starting with the most recent. Select any topic from this list to return to it.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To jump back to a topic using the History button:

- 1 Choose the **History button** in the Viewer window.
Viewer lists the last 40 **topics** you have viewed in the History window.
- 2 Double-click the topic you want to view.
Use the scroll bar to see topics not visible in the list.
- 3 The History window remains displayed. You can choose another topic. You can also resize or move the History window.

Tip: You may want to arrange the Viewer window and the History window so that they are side by side.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To close the History window:

- * Choose Cancel, or double-click the Control menu box. Pressing the ESC key also closes the History window.

See Also

[Returning to the Last Topic Viewed](#)

26#prcReturnAny

27\$ Returning to Any Topic Viewed

28+Navigate:0035

29K displaying topics;topics, displaying;navigation;History button;History window;

#₃₀\$₃₁+₃₂ **Viewer Help Contents**

{ewc MVBMP2, ViewerBmp2, !nav.shg}

{ewc MVBMP2, ViewerBmp2, !find2.shg}

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Ways to Find Information in Your Title](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Finding Information Using the Index](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Using Full-Text Search](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Browsing Through the Search Results](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Using Search Operators](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Using Multiple Search Operators](#)

{ewc MVBMP2, ViewerBmp2, !print.shg}

{ewc MVBMP2, ViewerBmp2, !book.shg}

{ewc MVBMP2, ViewerBmp2, !butn.shg}

{ewc MVBMP2, ViewerBmp2, !sndvid.shg}

{ewc MVBMP2, ViewerBmp2, !keybrd.shg}

30#FindingInfo

31\$Finding Information

32+Find:0040

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} Searching in Topic
Groups

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} Searching for Specific
Categories of Text

#³³\$³⁴+³⁵K³⁶ {ewc MVBMP2, ViewerBmp2, !find_ico.shg} Finding Information

Ways to Find Information In Your Title

To find information in your title, you can use the following techniques:

- Choose topics from a keyword index
- Perform full-text searches for topic text

Using the index button, you can search on a keyword or words. When the keyword is found, Viewer displays the topic, or a list of topics containing the keyword.

Using the Search button, you can search on any word or words in the topics. The Search feature not only takes you to the topic found, but highlights the word or words found by the search. You can use search operators such as AND, OR, NOT, THRU, and NEAR to further narrow your search.

See Also

[Finding Information Using the Index](#)

[Using Full-Text Search](#)

33#ovrWaysToFind

34\$Ways to Find Information in Your Title

35+Find:0045

36^K searching;finding topics;index search;

#37\$38 +39K40 {ewc MVBMP2, ViewerBmp2, !find_ico.shg} Finding Information

Using Full-Text Search

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To search for topics that contain a certain word or phrase:

- 1 Choose the **Search button** in the Viewer window.
- 2 In the Search by Word box, type a **search query** telling Viewer what text you are searching for.
To enter a search query that you've searched on previously, select the search query from the drop-down list box.
- 3 Under Search In, select All Topics, Current Topic Only, or List of Previous Topics Found.
To search only the **topic titles**, choose the **Options button** and select this option, then choose the OK button.
- 4 Choose OK.
Viewer lists the title of each topic containing a **search hit** in the **Search Results** dialog box.

See Also

[Browsing Through the Search Results](#)

[Using Search Operators](#)

37#prcFullTextSearch

38\$ Using Full-Text Search

39+Find:0060

40K searching;search by word;finding topics;full-text search;matching text;text, searching;Search button;Search Results window;search query;query;search hits;Options button

Browsing Through the Search Results

When you choose the OK button to search for information, Viewer lists the **topics** that contain **search hits** in the **Search Results** dialog box.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To view a topic in the list:

- * Double-click the title.

Use the scroll bar to see titles not visible in the list.

or

- * Use the Search Results buttons to move through topics.

To view	Do this
Selected topic	Choose the Go To button or double-click the topic.
Search dialog box	Choose the To Search button .
Next search hit in the current topic	Choose the Next Match button .
Previous search hit in the current topic	Choose the Previous Match button .

When you view a topic with search hits, Viewer highlights the search hits in that topic. If you minimize the Search Results window, highlighting turns off until you maximize the Search Results window again.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To close the Search Results window:

- * Choose the Cancel button in the Search Results window.

For your convenience, the Search Results window always appears on top of the Viewer window. You can resize it, move it, or you can minimize it to an icon and then restore it later when you need it.

See Also

[Using Full-Text Search](#)

[Using Search Operators](#)

41# **prcBrowseSearchResults**

42\$ Browsing Through the Search Results

43+Find:0065

44K searching;finding topics;displaying topics;topics, displaying;full-text search;search hits;text, searching;Search button;Search Results window;topic title;Go To button (Search Results window);To Search button (Search Results window);Next Match button (Search Results window);Previous Match button (Search Results window);

Using Search Operators

When you use the [Search button](#) to search for information, you can use the search operators AND, OR, NOT, and NEAR to narrow your search. Each operator is described below. You can enter an operator in either lowercase or uppercase letters ("and" is interpreted the same as "AND").

AND

The AND operator selects topics containing all phrases connected by AND operators. If a phrase does not appear in quotes, any space between words in the phrase is assumed to represent an implicit AND. For example:

Bees love Honey

This phrase finds any topic containing the three words "Bees," "love," and "Honey." This is the same as specifying Bees AND love AND Honey. However, when quotes are used, Viewer searches for the entire phrase. For example:

"Bees love Honey"

This phrase finds any topic containing the phrase "Bees love Honey."

OR

The OR operator selects topics containing either phrase connected by OR operators. For example:

Bees OR Honey

This query displays topics containing either the word "Bees" or the word "Honey."

NOT

The NOT operator selects any topic that does contain the phrase preceding NOT, but doesn't contain the phrase following NOT. For example:

Bees NOT Honey

This query finds topics containing the word "Bees" but not the word "Honey."

NEAR

The NEAR operator selects any topic in which one phrase appears within a certain number of words of the second phrase. The default value is 8 words. For example:

45#prcSearchOperators

46\$ Using Search Operators

47+Find:0070

48K searching;finding topics;full-text search;matching text;text, searching;Search button;operators for search;AND operator;OR operator;NEAR operator;NOT operator;search operators

Bees NEAR Honey

This query finds any topic in which the word "Bees" appears within 8 words before or after the word "Honey."

To change the default value, choose the **Options button** in the Search dialog box and enter a new number in the NEAR Means Within box. Words that are next to each other are within one word of each other.

Tip: You can choose the **Hints button** in the Search dialog box for a quick reminder on how to use search operators.

See Also

[Using Full-Text Search](#)

[Using Multiple Search Operators](#)

#49 \$50 +51K52 {ewc MVBMP2, ViewerBmp2, !find_ico.shg} **Finding Information**

Using Multiple Search Operators

When you use the [Search button](#) to search for information, you can use multiple search operators to define more complex search criteria. For example, if you enter **honey AND bees NOT hives** in the Search by Word box, Viewer will match [topics](#) that contain the words "honey" and "bees" but do not contain the word "hives."

By default, operators are evaluated from left to right. You can use parentheses to specify a different order--operators within parentheses are evaluated first.

This query

honey OR bees AND hives

honey OR (bees AND hives)

honey OR bees NOT hives

honey OR (bees NOT hives)

Searches for

Topics containing either the word **honey** or the word **bees** in addition to the word **hives**.

Topics containing the word **bees** and the word **hives** or topics containing the word **honey**.

Topics containing either the word **honey** or the word **bees** but not the word **hives**.

Topics containing the word **bees** but not the word **hives** or topics containing the word **honey**.

Tip: You can choose the [Hints button](#) in the Search dialog box for a quick reminder on how to use search operators.

See Also

[Using Full-Text Search](#)

[Using Search Operators](#)

49# **prcMultipleSearchOperators**

50\$ Using Multiple Search Operators

51+Find:0075

52K searching;finding topics;full-text search;matching text;text, searching;Search button;operators for search;AND operator;OR operator;NEAR operator;NOT operator;search operators;multiple search operators;

#53\$54+55 **Viewer Help Contents**

{ewc MVBMP2, ViewerBmp2, !nav.shg}

{ewc MVBMP2, ViewerBmp2, !find.shg}

{ewc MVBMP2, ViewerBmp2, !print2.shg}

 {ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Printing and Copying
Information in Your Title](#)

 {ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Changing Printers and
Printer Options](#)

 {ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Printing Topics](#)

 {ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Copying Topic Text](#)

{ewc MVBMP2, ViewerBmp2, !book.shg}

{ewc MVBMP2, ViewerBmp2, !butn.shg}

{ewc MVBMP2, ViewerBmp2, !sndvid.shg}

{ewc MVBMP2, ViewerBmp2, !keybrd.shg}

53#PrintingCopying

54\$Printing and Copying

55+Print:0090

#56\$57+58K59 {ewc MVBMP2, ViewerBmp2, !printico.shg} **Printing and Copying**

Printing and Copying Information in Your Title

You may want to use information in your title in other applications, such as word processors. Viewer lets you copy text onto the Windows Clipboard. From the Clipboard, you can paste the text into any Windows application. You can also print out topics, and change printers from within Viewer.

See Also

[Printing Topics](#)

[Copying Topic Text](#)

56#ovrCopyPrint

57\$**Printing and Copying Information in Your Title**

58+Print:0095

59K printing;copying text;

#60\$61+62K63 {ewc MVBMP2, ViewerBmp2, !printico.shg} **Printing and Copying**

Changing Printers and Printer Options

Viewer prints [topics](#) on the default printer. If you have installed more than one printer in Windows, you can make any of your installed printers the default printer. You can also change the default printer options.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To change printers:

- 1 From the File menu, choose Print Setup.
- 2 Select Specific Printer.
- 3 Select the printer that you want to change to, from the drop down list box.
If this file is not in the list box, switch to the Control Panel, select Printers, and activate the printer you want to use. Then switch back to Viewer.
- 4 Choose OK to close the Print Setup dialog box.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To change printer options:

- 1 From the File menu, choose Print Setup.
- 2 Choose the Options button to change the default printer options.
The options available depend on the type of printer you have selected.
- 3 Choose the options you want, and then choose OK.
- 4 Choose the OK button to close the Print Setup dialog box.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To change printer orientation, paper size, or source:

- 1 From the File menu, choose Print Setup.
- 2 Select Portrait or Landscape for the orientation.
- 3 Select the paper size you want from the drop down list box.
- 4 Select the paper source you want from the drop down list box.
- 5 Choose OK to close the Print Setup dialog box.

For more information on setting up printers, see your Windows documentation.

See Also

[Printing Topics](#)

60#prcChangePrint

61\$**Changing Printers and Printer Options**

62+Print:0100

63K printing;Print Setup command;File menu;menus;printers, changing;printer options;

#64\$65+66K67 {ewc MVBMP2, ViewerBmp2, !printico.shg} **Printing and Copying**

Printing Topics

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To print an entire Viewer topic:

- 1 Display the topic.
- 2 From the File menu, choose Print Topic.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To print part of a Viewer topic:

- 1 Display the topic.
- 2 From the Edit menu, choose Copy.
- 3 In the Copy dialog box, select the text you want to print, and then choose the Copy button.
- 4 Paste the text into a word processing application.
- 5 Use the Print command on the application's File menu to print the text.

See Also

[Copying Topic Text](#)

64#prcPrint

65\$Printing Topics

66+Print:0105

67^K printing;Print Topic command;Copy command;Paste command;File menu;Edit menu;menus;

#68\$69+70K71 {ewc MVBMP2, ViewerBmp2, !printico.shg} **Printing and Copying**

Copying Topic Text

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To copy Viewer text to the Clipboard:

- 1 Display the topic that contains the text you want to copy.
- 2 From the Edit menu, choose Copy.
- 3 Select the text you want to copy in the Copy dialog box.
- 4 Choose the Copy button.

To paste the Clipboard contents into another document, use the Paste command from the application's Edit menu.

68#prcCopyText

69\$Copying Topic Text

70+Print:0110

71K copying text;duplicating;pasting text;Edit menu;menus;Copy button (Copy command);text, copying;Copy command;

#72\$73+74 **Viewer Help Contents**

{ewc MVBMP2, ViewerBmp2, !nav.shg}

{ewc MVBMP2, ViewerBmp2, !find.shg}

{ewc MVBMP2, ViewerBmp2, !print.shg}

{ewc MVBMP2, ViewerBmp2, !book2.shg}

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Annotating Your Title](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Using Bookmarks](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Jumping to a Bookmark](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Annotating a Topic](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Viewing an Annotation](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Copying and Pasting](#)

Annotations

{ewc MVBMP2, ViewerBmp2, !butn.shg}

{ewc MVBMP2, ViewerBmp2, !sndvid.shg}

{ewc MVBMP2, ViewerBmp2, !keybrd.shg}

72#BookmarksAnnotations

73\$Bookmarks and Annotations

74+Bookmark:0115

#75\$76+77K78 {ewc MVBMP2, ViewerBmp2, !book_ico.shg}
Bookmarks and Annotations

Annotating Your Title

The Bookmark and Annotation features in Viewer allow you to save information in reference to your title. A bookmark is simply that: a marker which "saves your place" in the Viewer title. Like any book, you can have many bookmarks in your title. When the bookmark is selected, Viewer takes you directly to that topic.

Annotations are simply notes or comments "paper clipped" to a topic. It's the same as paper clipping a note to a page in a book. You can copy and paste text in annotations.

See Also

[Using Bookmarks](#)

[Annotating a Topic](#)

75#ovrAnnotating

76\$**Annotating Your Title**

77+Bookmark:0120

78K bookmarks;annotations;

#79\$80 +81K82 {ewc MVBMP2, ViewerBmp2, !book_ico.shg} Bookmarks and Annotations

Using Bookmarks

Just as you can place bookmarks in a printed book to mark specific references, you can place **bookmarks** at the Viewer **topics** you view frequently. Once you have placed a bookmark at a topic, you can quickly display that topic from the Bookmark menu.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To insert a bookmark:

- 1 Display the topic at which you want to place a bookmark.
- 2 From the Bookmark menu, choose Define.
- 3 Viewer proposes the **topic title** as the bookmark name. If you want to change the name, type a new name in the Bookmark Name box.
- 4 Choose OK.

The bookmark name appears on the Bookmark menu.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To remove a bookmark:

- 1 From the Bookmark menu, choose Define.
- 2 Select the bookmark you want to remove.
- 3 Choose Delete.
- 4 Choose OK.

See Also

[Jumping to a Bookmark](#)

79#prcBookmarking

80\$ Using Bookmarks

81+Bookmark:0125

82K bookmarks;Define command;removing bookmarks;deleting bookmarks;Bookmark menu;Delete button (Define command);

#83\$84+85K86 {ewc MVBMP2, ViewerBmp2, !book_ico.shg} Bookmarks and Annotations

Jumping to a Bookmark

After you've inserted bookmarks, you can go directly to them at any time.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To go to a marked topic:

- * From the Bookmark menu, choose the topic you want to view.

Underlined numbers precede the first nine bookmark titles. You can press the corresponding number key or choose the bookmark title to go quickly to a marked topic.

If more than nine bookmarks have been defined, choose More from the Bookmark menu. Select a bookmark, and then choose the Go To button.

See Also

[Using Bookmarks](#)

83#prcJumpToBookmark

84\$**Jumping to a Bookmark**

85+Bookmark:0130

86^K bookmarks;More command;navigation;Bookmark menu;

#87\$88 +89K90 {ewc MVBMP2, ViewerBmp2, !book_ico.shg}
Bookmarks and Annotations

Annotating a Topic

You can attach your own comments to a **topic**. When you annotate a topic, Viewer places a paper clip icon to the left of the topic heading. The paper clip icon reminds you that you have attached text to this topic.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To attach text to the current topic:

- 1 From the Edit menu, choose Annotate.
- 2 Type the text in the Annotation edit box.
If you make a mistake, press Backspace or the Delete key to erase any unwanted characters and then continue typing.
- 3 Choose OK when you have finished the annotation.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To remove an annotation:

- 1 Display the topic where you made the annotation.
- 2 Click the paper clip icon.
- 3 Choose the Delete button.

See Also

[Viewing an Annotation](#)

87#prcAnnotatingTopics

88\$ Annotating a Topic

89+Bookmark:0135

90K annotations;Annotate command;removing annotations;deleting annotations;notes;paper clip icon;Delete button (Annotate command);

#91\$92+93K94 {ewc MVBMP2, ViewerBmp2, !book_ico.shg} Bookmarks and Annotations

Viewing an Annotation

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To view an annotation:

- 1 Display the topic where you made the annotation.
- 2 Click the paper clip icon.
- 3 Choose the Save or Cancel button when you have finished reading the annotation.

Tip: Place a **bookmark** at an annotation to return to it quickly.

See Also

[Copying and Pasting Annotations](#)

[Using Bookmarks](#)

91#prcViewAnnotation

92\$Viewing an Annotation

93+Bookmark:0140

94K annotations;notes;paper clip icon;displaying annotations;

#⁹⁵ \$⁹⁶ +⁹⁷ K⁹⁸ {ewc MVBMP2, ViewerBmp2, !book_ico.shg}
Bookmarks and Annotations

Copying and Pasting Annotations

You can copy text from an annotation to the [Clipboard](#) or paste text from the Clipboard into an annotation.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To copy text from an annotation to the Clipboard:

- 1 Display the **topic** where you made the annotation.
- 2 Click the paper clip icon.
- 3 If you want to copy all of the annotation, choose the Copy button.
If you want to copy only a portion of the annotation, select the text in the Annotate edit box, and then choose the Copy button.

{ewc MVBMP2, ViewerBmp2, !gb_ph.bmp} To paste text from the Clipboard into an annotation:

- 1 Display the topic where you made the annotation.
- 2 Click the paper clip icon.
- 3 Position the insertion point where you want to paste the text.
To position the insertion point, point and click the mouse or press the arrow keys.
- 4 Choose the Paste button.
If any text is selected when you choose the Paste button, it is replaced by the new text.

See Also

[Copying Topic Text](#)

95# prcCopyPasteAnnotations

96\$ Copying and Pasting Annotations

97+Bookmark:0145

98K annotations;Annotate command;notes;copying annotations;pasting annotations;Copy button (annotations);Clipboard;paper clip icon;Paste button (annotations);

#99\$100+101 **Viewer Help Contents**

{ewc MVBMP2, ViewerBmp2, !nav.shg}

{ewc MVBMP2, ViewerBmp2, !find.shg}

{ewc MVBMP2, ViewerBmp2, !print.shg}

{ewc MVBMP2, ViewerBmp2, !book.shg}

{ewc MVBMP2, ViewerBmp2, !butn2.shg}

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [File Menu Commands](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Edit Menu Commands](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Bookmark Menu](#)

Commands

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Help Menu Commands](#)

{ewc MVBMP2, ViewerBmp2, !gb_rjump.bmp} [Using the Button Bar](#)

{ewc MVBMP2, ViewerBmp2, !sndvid.shg}

{ewc MVBMP2, ViewerBmp2, !keybrd.shg}

99#ButtonsMenus

100\$Buttons and Menus

101+Buttons:0150

#102\$103+104K105 {ewc MVBMP2, ViewerBmp2, !butn_ico.shg} **Buttons and Menus**

File Menu Commands

The File menu contains these commands:

- Open
- Print Topic
- Print Setup
- Exit

Scroll down to see descriptions of each command.

Open

Displays a dialog box in which you can select and open a Viewer title.

Print Topic

Prints the displayed topic (assuming you have a printer installed and turned on).

Print Setup

Displays a dialog box in which you can change printer settings before printing.

Exit

Closes Viewer.

See Also

[Changing Printers and Printer Options](#)

[Printing Topics](#)

102#FileMenu

103\$File Menu Commands

104+Buttons:0155

105^K File menu;menus;Open command;Print Topic command;Print Setup command;Exit command;

#106\$107+108K109 {ewc MVBMP2, ViewerBmp2, !butn_ico.shg} **Buttons and Menus**

Edit Menu Commands

The Edit menu contains these commands:

- Copy
- Annotate

Copy

Places a copy of the displayed topic in a dialog box, where you can select text to copy to the **Clipboard**.

Annotate

Displays a dialog box in which you can attach your own notes to the current topic.

See Also

[Copying Topic Text](#)

[Annotating a Topic](#)

106#EditMenu

107\$Edit Menu Commands

108+Buttons:0160

109K Edit menu;menus;Copy command;Annotate command

#110\$111+112K113 {ewc MVBMP2, ViewerBmp2, !butn_ico.shg} **Buttons and Menus**

Bookmark Menu Commands

The Bookmark menu contains these commands:

- Define
- More

Scroll down to see descriptions of each command.

Define

Displays a dialog box in which you can add a **bookmark** to the current topic or delete an existing bookmark.

More

This command appears only when more than nine bookmarks have been added to the Bookmark menu. Displays a dialog box in which you can select a bookmark.

See Also

[Using Bookmarks](#)

[Jumping to a Bookmark](#)

110#BookmarkMenu

111\$Bookmark Menu Commands

112+Buttons:0165

113^K Bookmark menu;menus;Define command;More command

#114\$115+116K117 {ewc MVBMP2, ViewerBmp2, !butn_ico.shg} **Buttons and Menus**

Help Menu Commands

The Help menu contains these commands:

- Help on Viewer
- About Viewer

Help on Viewer

Displays the Viewer Help topics. This is the same as pressing F1 while in Viewer.

About Viewer

Displays a dialog box which displays the Viewer version and copyright information.

114#HelpMenu

115\$Help Menu Commands

116+Buttons:0170

117^K Help menu;menus;About Viewer command;

#118\$119+120K121 {ewc MVBMP2, ViewerBmp2, !butn_ico.shg} **Buttons and Menus**

Using the Button Bar

Use the following buttons to browse and look up information in Viewer.

{ewc MVBMP2, ViewerBMP2, !butonbar.shg}

Select any button from this illustration to find out what action it performs.

118#ButtonBar

119\$Using the Button Bar

120+Buttons:0175

121^K button commands;button bar;Contents button;Index button;Go Back button;History button;Search button;>> button;<< button;browse buttons;

#122 Displays the contents screen for the open title.

122# descContentsButton

#123 Displays the index for the open title. You can select a word from the index list, and then display a topic that contains information related to that word. For more information, see [Finding Information Using the Index](#).

#124 Backtracks through topics in the order you viewed them. For more information, see [Returning to the Last Topic Viewed](#).

#¹²⁵Displays a list of the last 40 Viewer topics you have viewed. Double-click any topic title to redisplay the topic. For more information, see [Returning to Any Topic Viewed](#).

#¹²⁶ Allows you to search for any combination of words and phrases, and then browse the topics that contain **search hits**. For more information, see [Using Full-Text Search](#).

#127 Displays the previous topic in a **browse sequence** within the open title.

127# descBrowseLeftButton

#¹²⁸Displays the next topic in a **browse sequence** within the open title. Clicking the >> button is like turning the page in a printed book.

#129\$130K131 {ewc MVBMP2, ViewerBmp2, !keyb_ico.shg} **Keyboard Techniques**

Using Accelerator Keys

The following is a list of keyboard shortcuts available in Viewer:

Keys	Action
Ctrl+C,	Copies the displayed topic
Ctrl+Ins	to the clipboard
Ctrl+Shift+Alt	Jumps to the Contents
+F1	screen
Ctrl+Shift+Alt	Brings up the Index dialog
+F2	
Ctrl+Shift+Alt	Takes you to the last topic
+F3	viewed (Go Back)
Ctrl+Shift+Alt	Brings up the History list
+F4	
Ctrl+Shift+Alt	Displays the previous topic
+F5	in the browse sequence
Ctrl+Shift+Alt	Displays the next topic in
+F6	the browse sequence
Tab	Moves to next hot spot
Shift+Tab	Moves to previous hot spot
Ctrl+Tab	Highlights all hot spots
Esc	Removes the top-most
	popup
Alt	Removes all popups

129# prcAcceleratorKeys

130\$ Using Accelerator Keys

131K accelerator keys;keyboard shortcuts;