



## Contents for Garant Help

To learn how to use Help, press **F1**.

### **Introduction**

[What is Garant](#)

[New Functions](#)

### **How To...**

[Work with the System](#)

[Open Database](#)

[Find a Document](#)

[Start Search](#)

[Adjust Options](#)

[Select a Fragment](#)

[Print Current Document](#)

[Save Current Document into File](#)

[Copy Current Document to Clipboard](#)

[Get Reference on Current Document](#)

### Commands

[File Menu Commands](#)

[Edit Menu Commands](#)

[Search Menu Commands](#)

[Options Menu Commands](#)

[Windows Menu Commands](#)

[Help Menu Commands](#)

[Toolbar](#)

[Hot Keys](#)



## Clipboard

A temporary storage area for cut or copied text or graphics. You can paste the contents of the Clipboard into practically any application. The Clipboard holds the information until you cut or copy another piece of text or graphic.

## Shortcuts

Shortcuts are used to make work with menu easier. There is an underlined letter in the name of each of menu items. Press of Alt key in combination with the above-mentioned letter makes the same effect as choosing the correspondent item of menu with the help of mouse or arrow keys.

## Global Context Search

The result of Global Context Search is a list of documents which contain the specified words or word combination (context).

The word or word combination is specified in the fields of Context of [Complex Search](#).

**See also :**

[How to Start Search](#)

## Menu Search

Menu Search helps to find documents associated with one law aspect. The search is arranged by looking through the correspondent section of the Main Menu. To start Main Menu, choose item Main Menu in Search Menu

## Requisite Search

The requisites of a document are:

- Type of a document (Decree, Decision , Letter, etc.);
- Official body issuing the documents (Government of Russia, Central Bank of Russia, etc.);
- Number of a document;
- Issuing date of a document;
- Status (valid or abolished);
- Subjects

Requisites are specified in the correspondent fields of [Complex Search Dialog](#). You can use arbitrary combination of requisites; it is not necessary to fill in all fields.

**See also :**

[How to Start Search](#)

## Complex Search

Complex Search combines the context search and requisite search, i.e. allows to find the documents which contain the specified words and certain requisites. It is possible because the context and requisites are specified in one box called [Complex Search](#). It is not necessary to fill in all fields; it is enough to specify only known information.

**See also :**

[How to Start Search](#)



## Local Context Search

Local Context Search allows to find the desired word or word combination (context) in the current document. This context should be specified in [Local Context Search](#).

**See also :**

[How to Start Search](#)

## Keyword Search

Keyword Search allows to find documents direct or indirect associated with some notion or term. It is not necessary that the found documents contain the specified keyword but they direct associated with the subject. This is the main difference from the Global Context Search. The keyword is specified in [Keyword Search](#). To make this search easier, all keywords are divided into two levels basic and explanatory. Basic keywords are assigned to the basic notions and explanatory explain them.

**See also :**

[How to Start Search](#)

## Chronological Search

Chronological Search is helpful when you have to find documents issued within the certain period. To start chronological Search choose Chronological Menu in Search Menu. Then choose the desired period (Year and Month).

## Shortcuts DOS

### Version

<b>F1</b>	Help
<b>F2</b>	Main Menu
<b>Alt+F2</b>	Chronological Menu
<b>Ctrl+F2</b>	-
<b>F3</b>	Reference on document
<b>Alt+F3</b>	-
<b>Ctrl+F3</b>	-
<b>F4</b>	Keyword Search
<b>Alt+F4</b>	End of Session
<b>Shift+F4</b>	Return to the last keyword
<b>F5</b>	Split a window
<b>Ctrl+F5</b>	-
<b>Shift+F5</b>	Arrange windows in cascade
<b>F7</b>	Complex Search
<b>Alt+F7</b>	Result of Complex Search
<b>Shift-F7</b>	Local context search
<b>F8</b>	Print a document
<b>Alt+F8</b>	Copy a document into file
<b>Shift+F8</b>	Spool a document
<b>F9</b>	All bases list
<b>Shift+F9</b>	Save Configuration
<b>F10</b>	End of session
<b>Alt+F10</b>	Information about authors of Garant
<b>Ñtrl+Ins</b>	-
<b>Ctrl+C</b>	-
<b>Ctrl+F</b>	-
<b>Ctrl+P</b>	-
<b>Ctrl+O</b>	-
<b>Escape</b>	Return to previous

## WINDOWS

### Version

Help
Main Menu
Chronological Menu
All Bases List
Keyword Search
Return to the last keyword
Result of Keyword Search
-
End of Session
Arrange windows in tile
Complex Search
Result of Complex Search
Arrange windows in cascade
-
-
-
-
-
-
-
Enter Menu
-
Copy selected fragment to the Clipboard
Copy selected fragment to the Clipboard
Local Context Search
Print the document
Open database
Return to previous

**Alt+BkSp** document -

document  
Return to previous  
document

**See also:**  
[How to Choose Shortcuts](#)



## **New Functions**

Below is described new functions of Garant for Windows





## File Menu Commands

### Open...

Shortcuts:

Keys:

**Ctrl+O**

**/WINDOWS/**

Toolbar:



Use this command to open one of the databases installed on your computer.

### Close

Use this command to close current window containing the active database or document.

### Close All

Use this command to close all windows containing the active database or document.

### Save As...

Shortcuts:

Keys:

**Alt+F8**

**/DOS/**

**Ctrl+S**

**/WINDOWS/**

Toolbar:



Use this command to save current document into file.

### Print

Shortcuts:

Keys:

**F8**

**/DOS/**

**Ctrl+P**

**/WINDOWS/**

Toolbar:



Use this command to print out document or selected fragment of document.

### Printer Setup...

Use this command to adjust printer options.

### Exit

Shortcuts:

Keys:

**F10,Alt+F4**

**/DOS/**

**Alt+F4**

**/WINDOWS/**

Use this command to quit GARANT.






## Edit Menu Commands

### Select

Shortcuts:

Toolbar: 

Use this command to select a part of document.

### Select All

Use this command to select an entire document.

### Unselect

Use this command to unselect a selected part or entire document.

### Copy

Shortcuts:

Keys:

**Ctrl+N**

**/WINDOWS/**

Use this command to copy selected text into Clipboard. This command is unavailable if you have no selected text. Copying text to the Clipboard replaces the previous context.



## Search Menu Commands


### All Bases List...

Shortcuts:

Keys:

**F9**  
**Ctrl+F2**

**/DOS/**  
**/WINDOWS/**

Toolbar: 

Use this command to open list of all database installed on computer.


### Main Menu

Shortcuts:

Keys:

**F2**  
**F2**

**/DOS/**  
**/WINDOWS/**

Toolbar: 

Use this command to search for document through main menu of database.


### Chronological

Shortcuts:

Keys

**Alt+F2**  
**Alt+F2**

**/DOS/**  
**/WINDOWS/**

Toolbar: 

Use this command to search for document through chronological menu of database.

### Previous Document

Shortcuts:

Keys:

**Esc, Ctrl+Z** **/DOS/**  
**Esc, Ctrl+Z** **/WINDOWS/**

Toolbar: 

Use this command to return to the previous document or list of documents.

### Key Search...

Shortcuts:

Keys

**F4**  
**F3**

**/DOS/**  
**/WINDOWS/**

Toolbar: 

Use this command to start search for document by keyword.


### Last Key ...

Shortcuts:

Keys:

**Shift+F4**  
**Alt+F3**

**/DOS/**  
**/WINDWOS/**

Toolbar: 

Use this command to return to the last chosen keyword.


### Last Key List ...

Shortcuts:

Keys:

**Ctrl+F3**

**/WINDOWS/**

Toolbar: 

Use this command to get the list of documents with last chosen keyword.


### Search...

Shortcuts:

Keys:

**F7**  
**F5**

**/DOS/**  
**/WINDOWS/**

Toolbar: 

Use this command to start context search and search on requisite.

### **Search Result...**

Shortcuts:


Keys:

**Alt+F7**

**/DOS/**

**Ctrl+F5**

**/WINDOWS/**

Toolbar: 

Use this command to get the list of document after the last complex search.

### **Find...**

Shortcuts:


Keys:

**Shift+F7**

**/DOS/**

**Ctrl+F**

**/WINDOWS/**

Toolbar: 

Use this command to start search for a word or expression within one document.



## Options Menu Commands

### **Display Font...**

Use this command to control font, point size and character formats.

### **Printer Font...**

Use this command to control font and point size for printer.

### **Save Settings on Exit**

Use this command to setup mode of saving settings after exit GARANT.

### **Save**

Shortcuts:

Keys:

**Shift+F9** /DOS/

Use this command to save GARANT settings.

### **Language**

Use this command to choose language for message (Russian or English).

### **Interfase**

Use this command to choose DOS or WINDOWS shortcut keys.



## Windows Menu Commands

### **New**

Shortcuts:

Keys: **F5** **/DOS/**

Toolbar: 

Use this command to open a new window.

### **Cascade**

Shortcuts:

Keys: **Shift+F4** **/WINDOWS/**

Use this command to arrange open windows so that the title bar of each window is visible.

### **Tile**

Shortcuts:

Keys: **Shift+F5** **/DOS/**  
**Shift+F5** **/WINDOWS/**

Use this command to arrange open windows side by side so that all of them are visible.

### **Arrange Icons**

Use this command to arrange into rows all program-item icons for a selected group or, if a group icon is selected, arranges all group icons into rows.



## Help Menu Commands

### Contents

Shortcuts:

Keys:

**F1**  
**F1**

**/DOS/**  
**/WINDOWS/**

Toolbar:



Use this command to get help on GARANT.

### Using Keys

Use this command to get help on keys purposes.

### Document

Shortcuts:

Keys:

**F3**

**/DOS/**

Toolbar:



Use this command to get reference on current document. References are made by law department of GARANT-SERVICE.

### About...

Shortcuts:

Keys:

**Alt+F10**

**/DOS/**

Use this command to get reference on program.

## Shortcut Keys

There are two sets of shortcut keys. The first set is the same as in GARANT for DOS, the second set is extension of standard Windows environment.

**See Also:**

[How to Choose Shortcut Keys](#)







## How to Work with the System

There are three ways execute any function of GARANT:

- 1.** Choose command from menu. All functions are available from menu. Choose menu command by mouse or by key combination Alt + underlined letter.
- 2.** Choose button from (Toolbar). To access function via toolbar place mouse cursor on the toolbar and click left mouse button. To get help on toolbar place mouse cursor on the toolbar and help pressing right mouse button.
- 3.** Choose "hot" keys .



## How to Open Database

To open database do one of the following:

I.

From **File** menu choose **Open**.

In dialog box type the drive and directory with database.

Choose database from the list of databases.

Press **Ok** button.

II.

From **Search** menu choose **All Bases List**.

Press **Scan** button.

Choose database from the list of databases.

Press **Ok** button.

### **See Also:**

[Open Database Dialog](#)

[Select Database Dialog](#)



## Find a Document

There are several search functions in GARANT. They are:

1. [Context Search](#) - search for document(s) by words and/or expressions.
2. [Requisite Search](#) - search for document(s) by type, number, date and etc.
3. [Complex Search](#) - combines context and requisite search.
4. [Context Search Within One Document](#) - search for word or expression within one document.
5. [Keyword Search](#) - search for document by keyword.
6. [Chronological Search](#) - search for document by date.
7. [Menu Search](#) - search for document in main menu of database.

### **See Also:**

[Start Search](#)



## How to Start Search

There are complex search, keyword search, chronological search, menu search and search for context within one document in GARANT.

To start complex search

1. From **Search** menu choose **Search**.
2. Specify requisite of document your search for.
3. Press **Ok** button.

To start keyword search

1. From **Search** menu choose **Key Search**.
2. Choose keyword and additional keyword expression.
3. Press **Ok** button.

To start search for context within one document

1. From **Search** menu choose **Find**
2. in dialog box **Find** type context.
3. Press **Ok** button.

To start chronological search

1. From **Search** menu choose **Chronological**

To start menu search

1. From **Search** menu choose **Base Contents**

To get help press **Help** button.

**See Also:**

[How to Find A Document](#)



## How to Adjust Options

In GARANT you can adjust the following options:

- font for display text on screen;
- font for printer;
- type of printer;
- language of message and menu (Russian or English);
- hot keys (for Windows and for DOS).

### **See Also:**

[How to Change Font](#)

[How to Adjust Printing Options](#)

[How to Choose Language for Message and Menu](#)

[Hot to Choose Hot Keys](#)



## How to Change Font

Changing font you can effect its readability and particular look.

To change font

1. From **Options** menu choose **Display Font**.
2. In dialog box choose font, style and size.
3. Press **Ok** button.

To get help press **Help** button.

**See Also:**

[How to Change Font](#)



## How to Adjust Printing Options

To change type of printer

1. From **File** menu change **Printer Setup**.
2. In dialog box choose type of printer.
3. After choosing other printer options press **Setup** button.
3. Press **Ok** button.

To change font for printing

1. From **Options** menu choose **Printer Font**.
2. In dialog box choose type of font, style and size.
3. Press **Ok** button.

To get help press **Help** button.

### **See Also:**

[Change Font](#)

[Printer Setup](#)



## How to Choose Language for Message and Menu

To change language for message and menu:

1. From **Options** menu choose **Language**.
2. Choose option.

If you choose Russian language be sure that there is driver of Russian font on computer.





## How to Change Hot Keys

To change Hot Keys

1. From **Options** menu choose **Hot Keys**.
2. Choose option.

**See Also:**

[Hot Keys](#)





## How to Print Current Document

To print the entire document from the **File** menu choose **Print**

To print block before start printing select a block.

### **See Also:**

[Select Fragment](#)

[File Menu Commands](#)



## How to Select Fragment

To select block of text do one of the following:

1. From **Edit** menu choose **Select**.
2. Hold down the left mouse button while moving mouse across the text you want to select.

To select the entire document from the **Edit** menu choose **Select All**.

### **See Also:**

[Print Current Document](#)

[Save Current Document Into File](#)

[Copy Current Document to Clipboard](#)

[Edit Menu Commands](#)



## How to Save Current Document Into File

To save block of text or the entire document into file do the following:

1. From the **File** menu choose **Save As**.
2. Type the filename or edit default name.
3. Choose the **OK** button.

### **See Also:**

[Select Fragment](#)

[File Menu Commands](#)



## How to Copy Current Documents to Clipboard

To copy fragment of document or entire document to [CLIPBOARD](#), do the following:

1. Select fragment of document or entire document.
2. From the **Edit** menu choose **Copy**.

### **See Also:**

[Select Fragment](#)

[Edit Menu Commands](#)



## How to Get Reference on Current Document

Most of the documents from GARANT database have references made by law department of the Garant-Service. To get reference from **Help** menu choose **Document**.

Some documents from GARANT database have commentaries marked out by green color. Commentaries are made by law department of GARANT-SERVICE.

**See Also:**

[Help Menu Commands](#)







## Open Databases

Open database to start work with texts of documents from GARANT.

### Databases

Select the database from directory you want to open.

### Directories

Select the directory in which Garant stores the database file that you want to open.

### Drives

Select the drive in which Garant stores the database file that you want to open.

### **See Also:**

[How to Open Database](#)



## Save Document into File

To save current document into file choose the Save As Command.

### Files

Type a new filename to save a document with a different name.

### Directory

Select the directory in which you want to store your document.

### Drives

Select the drive in which you want to store you document.

### **See Also:**

[How to Save Current Document Into File](#)



## Printer Setup

To choose printer before start printing use Printer Setup Command.

Printer

Specify type of printer.

Setup

Specify printer options

**See Also:**

[Options Adjustment](#)



## Choose Database

Choose one of the GARANT databases installed on computer.

### Databases

Select the database from directory you want to open.

### Scan

Search for the all GARANT databases installed on computer.

### **See Also:**

[How to Open Database](#)



## Key Search

Search for document by keyword.

**See Also:**

[How to Find Document](#)



## Choose Document

Choose document from the list of found documents.

Delete

Delete current document from the list of found documents.



## Complex Search

Search for document by specified requisites.

### Type

Type of document (Letter, Decree, Resolution and etc.)

### Off. Body

Name of official body issued document.

### Date from ... to ...

Period of issuing document.

### Number

Registered number of document.

### Division

Thematic scope (taxation, lease, external economic activity, property etc.)

### Status

Status of document: All, Active, Abolished.

### Context

Context for search for document on context.

### **See Also:**

[How to Find a Document](#)

[How to Start Search](#)



## Context Search Within One Document

Search for word or expression within one document.

Find

Type the word or expression for search.





## Change Font

Change the font of characters. Character formatting performs in all windows simultaneously.

### Family

Select font from the list.

### Style

Add emphasis to characters by applying formats such as bold, italic and underline.

### Size

Choose the appropriate size for text.

In example dialog box you can see the example of settings.

### **See Also:**

[How to Format Characters](#)





## Toolbar

You can navigate through GARANT either via menu or via Toolbar:



Toolbar gives quick mouse access to many tools used in GARANT. To access function via toolbar place mouse cursor on the toolbar and click left mouse button.

To get help on toolbar place mouse cursor on the toolbar and help pressing right mouse button.

### Click To



get help on GARANT



open GARANT database



save document as text file



select a part of document



open new window with the same document



get list of all installed GARANT databases



search for document in main menu of database



search for document in chronological menu of database



return to the previous document or list of documents



search for document on keyword



get the last keyword



get list of documents after keyword search



start complex search (context and/or requisite)



get list of documents after complex search



search for context within document



get reference on document



print out current document

