

## Shortcut Keys

The shortcut keys perform the following functions:

### In the **View Pane**:

<b>CTRL+C</b>	Copies the highlighted text to the clipboard
<b>CTRL+A</b>	Highlights all the text
<b>UP ARROW</b>	Scrolls the page up one line at a time
<b>DOWN ARROW</b>	Scrolls the page down one line at a time
<b>PAGE UP</b>	Scrolls up a page
<b>PAGE DOWN</b>	Scrolls down a page

### In a **tree** view:

<b>CTRL+C</b>	Copies the highlighted text to the clipboard
<b>UP ARROW</b>	Scrolls up one line at a time
<b>DOWN ARROW</b>	Scrolls down one line at a time
<b>RIGHT ARROW</b>	Opens a sub-directory
<b>LEFT ARROW</b>	Closes a sub-directory
<b>PAGE UP</b>	Scrolls up a page
<b>PAGE DOWN</b>	Scrolls down a page
<b>HOME</b>	Jumps to the first entry in the tree
<b>END</b>	Jumps to the last entry in the tree


### **The Main Menu**

The Main Menu is the default opening window.

This is the simplest way to access some of the main Versabook features.

### **To access the Main Menu:**

On the **Menu bar**, select **Main Menu**.


Click here  for an explanation of Main Menu features.

## The Research Center

The Research Center is used to search for and view items.

The screen consists of two main components:

- n The **Control Pane**, on the left, where the user can view books, run searches, select media items and manage Binders.
- n The **View Pane**, on the right, where the current item is viewed.

Click here  for an explanation of Research Center features.


### **Setting User Preferences**

User preferences are changed with the **Options** dialog box.

#### **To open the Options dialog box:**

On the **Menu bar** select **Options**

The **Options** dialog box opens.

Click here  for an explanation of the **Options** dialog box features.

## Accessing Information

You can access information found in any book in the [Research Desk](#).

### To view an article or media item from a book:



- 1 Click [Books](#)  
Books available in the [Research Desk](#) are displayed in the upper left pane.
- 2 Select the desired book  
The Book [Tree](#) displays all the articles and media items in the book.
- 3 Select the desired item  
The article or media item is displayed in the [View Pane](#).

### If the book you want is not in the Research Desk, see:

[Adding a book to the Research Desk](#)

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#### Related topics:

[{button ,JI\('Versabook.HLP','Adding books to the research desk'\)} Adding a Book to the Research Desk](#)

[{button ,JI\('Versabook.HLP','Viewing an article full screen'\)} Viewing an Item Full Screen](#)

[{button ,JI\('Versabook.HLP','Adding articles to a Binder'\)} Adding an Item to a Binder](#)

[{button ,JI\('Versabook.HLP','The\\_Research\\_Center'\)} The Research Center](#)

### Viewing an Item Full Screen

The [Research Center](#) is divided into two panes:

The **Control Pane** on the left is used for searching and opening items.

The **View Pane** on the right, where the current item is displayed.

#### To view an item full screen, either:

- Double-click the [title bar](#) above the item.

Or:

- Select Article Full Screen on the Menu bar.

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Related topics:

{button ,JI('Versabook.HLP', 'Splitting\_the\_Screen')}} [Adjusting the Size of the Window](#)

### **Adjusting the Size of the Window**

The [Research Center](#) is divided into two panes:

The **Control Pane** on the left is used for searching and opening items.

The **View Pane** on the right displays the current item.

#### **To adjust the size of the panes:**

Click and drag the vertical line between the two panes.

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Related topics:

{button ,JI('\Versabook.HLP', 'Viewing\_an\_article\_full\_screen')} [Viewing an Item Full Screen](#)

## Adding a Book to the [Research Desk](#).

### To add a book to the Research Desk:

- 1 Click **Books** on the [status bar](#) at the lower part of the screen  
The **List of Books** dialog box opens.
- 2 Check the desired book.

Books can also be added to the Research Desk through the Versabook [Graphical](#) or [Standard](#) Library.

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Related topics:

[{button ,JI\('Versabook.HLP','What is a research desk'\)} The Research Desk](#)

[{button ,JI\('Versabook.HLP','Removing books from the reseach desk'\)} Removing a Book from the Research Desk](#)

[{button ,JI\('Versabook.HLP','Removing all the books from the Research Desk'\)} Removing All Books from the Research Desk](#)

[{button ,JI\('Versabook.HLP','Removing books from the reseach desk'\)} Removing Books from the Research Desk](#)

[{button ,JI\('Versabook.HLP','To add a book to the Research Desk Graphical Library'\)} Adding a Book to the Research Desk \(Graphical Library\)](#)

[{button ,JI\('Versabook.HLP','To\\_add\\_a\\_book\\_to\\_the\\_Research\\_Desk\\_Standard\\_Library'\)} Adding a Book to the Research Desk \(Standard Library\)](#)



**Book Properties**

You can view information about the book, such as the ISBN, Dewey Decimal number, copyright information or animation of the book cover.

**To view Book Properties:**

On the Menu bar from the **Book** menu, select **Current Book Properties**.

## Purchasing New Books

New books can be purchased from two sources:

- n Internet bookstores
- n CD-ROMs/DVDs

### To purchase a new book from the Internet:

- 1 On the Menu bar from the **Book** menu, select **Internet Bookstore**  
The Internet bookstore opens.
- 2 Follow the bookstore's instructions.

### To change the default Internet Bookstore:

- 1 On the **Menu bar** select **Options**  
the **Options** dialog box opens.
- 2 On the **Bookstores** tab, select the desired bookstore, or add a new bookstore by clicking **New**.

**Note:** The computer needs to be able to connect to the Internet to purchase new books.

The new book is placed on your **Research Desk** for immediate access.

New books can also be purchased through the Versabook [Standard](#) or [Graphical](#) Library.

Finally, you can access the bookstore from the icon on the Tool bar in the Research Center.

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Related topics:

{button ,JI('Versabook.HLP','Purchasing\_a\_book\_with\_the\_Library')} [Purchasing a Book \(Graphical Library\)](#)

{button ,JI('Versabook.HLP','To\_purchase\_a\_book\_Standard\_Library')} [Purchasing a Book \(Standard Library\)](#)

## Purchasing Books (Graphical Library)

### To purchase a book (Graphical Library):

- 1 On the menu bar, select **Graphical Library**.  
The Graphical Library opens.



- 2 Click  
The default Internet bookstore opens.
- 3 Follow the bookstore's instructions.

### To change the default Internet bookstore:

- 1 On the **Menu bar** select **Options**  
the **Options** dialog box opens.
- 2 On the **Bookstores** tab, select the desired bookstore and click **Set as Default**.

**Note:** The computer needs to be able to connect to the Internet to purchase new books.

## **Purchasing Books (Standard Library)**

### **To purchase a book (Standard Library):**

- 1 On the **Menu bar**, select **Standard Library**.  
The Standard Library opens.
- 2 Click **Buy Book**  
The default Internet bookstore opens.
- 3 Follow the bookstore's instructions.

### **To change the default Internet Bookstore:**

- 1 On the **Menu bar** select **Options**  
the **Options** dialog box opens.
- 2 On the **Bookstores** tab, select the desired bookstore, and click **Set as Default**.

**Note:** The computer needs to be able to connect to the Internet to purchase new books.

## Installing & Uninstalling Books From a CD-ROM/DVD

CD-ROM and DVDs can come with one or more books on them.

When installing books from a Versabook disc, you have the following options:

- n **Standard Installation:** All books on the Versabook CD-ROM/DVD will be installed on your hard drive using the standard default options, which are determined by the size of the book.
  - n **Full installation:** All books on the Versabook CD-ROM/DVD and their contents will be installed fully on your hard drive and will occupy the maximum amount of space.  
If your Versabook product is a 2-CD-ROM set, we recommend a full installation for all the books from at least one of the CD-ROMs. This will minimize the need to swap CDs when viewing items in different books.
  - n **Compact installation:** All books on the Versabook CD-ROM/DVD will be installed to occupy the minimum amount of space possible on your hard drive.
  - n **Custom Installation:** Installation options can be chosen for each book separately.
    - Full:** Installs the entire book and its contents on your hard drive.
    - Compact:** Installs only part of the book on your hard drive and requires the appropriate CD-ROM/DVD to be in the CD-ROM/DVD drive for access to certain items.
- Note: With Custom Installation, you may also choose not to install certain books or to postpone their installation to another time.*

### To install or uninstall books from a CD-ROM/DVD:

- 1 Insert the CD-ROM or DVD.
- 2 Select **Install** and follow the install shield instructions.

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Related topics

{button ,JI('Versabook.HLP', 'Changing\_book\_installation\_type')} [Changing Book Installation Type](#)

## Changing Book Installation Type

You can change the installation type of a book in order to save disk space or to avoid having to swap CDs.

### To change book installation type

1. Insert the CD-ROM/DVD into the CD-ROM/DVD drive
2. Run the **Install** and select “**Add or remove books.**”

For each book, choose either:

<b>Full:</b>	Installs the entire book and its contents on your hard drive.
<b>Compact</b>	Installs only part of the book on your hard drive and requires the appropriate CD-ROM to be in the CD-ROM drive for access to certain items
<b>Keep Current:</b>	Keeps the current installation type
<b>Uninstall:</b>	Removes the book.

### Why Are Books Updated?

In the age of printed books, information was already obsolete before a book hit the bookstores. Today, the information revolution means you never have to rely on out of date information. With the Versabook solution, you can download small packages of publishers' updates from the Internet – ensuring your books always have the most recent information.

Versabook lets you [check for book updates for a single book](#) , or your [entire Library](#).

Alternatively you can set Versabook to [automatically check](#) any books for an update.

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#### Related topics

[{button ,Jl\('Versabook.HLP','Check\\_for\\_updates\\_on\\_a\\_book'\)} Check for Updates on a Book](#)

[{button ,Jl\('Versabook.HLP','Check\\_for\\_updates\\_for\\_your\\_entire\\_library'\)} Check for Updates for Your Entire Library](#)

[{button ,Jl\('Versabook.HLP','Automatically\\_check\\_for\\_updates\\_on\\_a\\_book'\)} Automatically Check for Updates on a Book](#)

[{button ,Jl\('Versabook.HLP','Book\\_Updates\\_tab'\)} Book Updates Tab](#)

[{button ,KL\('Updates tab',0,''\)} Library Updates Tab](#)

### Check for Updates on a Book

To keep the information in books up to date, publishers regularly produce book updates.


#### To check if there are updates available for a specific book:

- 1 On the Menu bar from the **Book** menu, select **Current Book Properties** the **Book Properties** dialog box opens.
- 2 Select the **Updates** tab.
- 3 The **Status** line tells whether it is time to check for an update.

#### To check for updates:

Click Update Now.

**Note:** You can check even if the tab tells you that it is not yet time for an update.

Click here  for an explanation of **Book Update** tab features.

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#### Related topics

[{button ,JI\('Versabook.HLP','Why\\_are\\_books\\_updated'\)} Why Are Books Updated?](#)

[{button ,JI\('Versabook.HLP','Check\\_for\\_updates\\_for\\_your\\_entire\\_library'\)} Check for Updates for Your Entire Library](#)

[{button ,JI\('Versabook.HLP','Automatically\\_check\\_for\\_updates\\_on\\_a\\_book'\)} Automatically Check for Updates on a Book](#)

### Book Updates Tab

Click a feature for an explanation:

The screenshot shows a dialog box titled "Book Properties - Dictionary" with a close button (X) in the top right corner. The dialog has four tabs: "Book Cover", "Overview", "General", "Updates", and "Purchases". The "Updates" tab is selected. The "Update Status" section contains the following fields: "Last update:" with a dropdown menu set to "Never"; "Next scheduled:" with a dropdown menu set to "Not Expected"; "Check every:" with a dropdown menu set to "Not available"; "Last check:" with a dropdown menu set to "Never"; "Updates Server:" with a text field containing "VersabookStore"; "Version #:" with a text field containing "1.10 (Build 2), Update #: 0"; and "Status:" with a text field containing "Not yet time for an update.". The "Update Options" section contains: "After due date, recheck for updates every" followed by a spin box set to "14" and the text "days."; an "Update Now" button; a checked checkbox for "Automatic Update"; and an "Update Report" button. The "Subscription Status" section contains a "Description:" label and an empty text field. At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".




## Check for Updates for Your Entire Library

To keep the information in books up to date, publishers regularly produce book updates.

### To check all the books in your library for updates:

- 1 On the **Menu bar**, select **Options**.
- 2 On the **Updates** tab, click **Full Library Update**.

Click here  for an explanation of **Library Updates** tab features.

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#### Related topics

[{button ,JI\('Versabook.HLP','Why\\_are\\_books\\_updated'\)} Why Are Books Updated](#)

[{button ,JI\('Versabook.HLP','Check\\_for\\_updates\\_on\\_a\\_book'\)} Check for Updates on a Book](#)

[{button ,JI\('Versabook.HLP','Automatically\\_check\\_for\\_updates\\_on\\_a\\_book'\)} Automatically Check for Updates on a Book](#)

### **Automatically Check for Updates on a Book**

To keep the information in books up to date, publishers regularly produce book updates.


Versabook can be set to automatically check if there are updates available for a specific book.

Versabook checks on a date, or after the period of time set by the publisher. If no updates are available, Versabook checks periodically at an interval set by the user.

#### **To automatically check for updates on a book:**

- 1 On the **Menu bar**, select **Options**.
- 2 On the **Updates** tab, check **Enable Automatic Book Update**.
- 3 Click **OK**.
- 4 On the Menu bar from the **Book** menu, select **Current Book Properties**.
- 5 On the **Updates** tab, check **Automatic Update**.

**Note:** You need an active Internet connection to check for updates.

Click here  for an explanation of **Book Updates** tab features.

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#### Related topics

[{button ,JI\('Versabook.HLP','Why\\_are\\_books\\_updated'\)} Why Are Books Updated?](#)

[{button ,JI\('Versabook.HLP','Check\\_for\\_updates\\_for\\_your\\_entire\\_library'\)} Check for Updates for Your Entire Library](#)

### **Deleting a Book (Graphical Library)**

**Note:** Deleting a book removes it and all associated files from the hard drive. To access the book again, it will have to be [recovered](#).

### **To delete a book (Graphical Library):**

- 1 On the menu bar, select **Graphical Library**.  
The Graphical Library opens
- 2 Right-click the book and select **Delete book from library**.

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Related topics:

{button ,JI('Versabook.HLP','Recovering\_a\_book')} [Recovering a Book](#)

### Deleting a Book (Standard Library)

**Note:** Deleting a book removes it and all associated files from the hard drive. To access the book again, it will have to be [recovered](#).

#### To delete a book (Standard Library):

- 1 On the **Menu bar**, select **Standard Library**.  
The Standard Library opens.
- 2 Click **Delete Book**  
The **Delete Book** dialog box opens.
- 3 Select the book to be deleted.
- 4 Click **Delete Book**  
A warning is displayed.
- 5 Click **Yes**.

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Related topics:

{button ,JI('Versabook.HLP','Recovering\_a\_book')} [Recovering a Book](#)

### **Recovering a Book**

If you delete a book, and want to restore it, you need to either reinstall it from the original CD-ROM/DVD, or download the book again from the Internet.

#### **To reinstall a book from a CD-ROM/DVD:**

Insert the CD-ROM/DVD and follow the installation instructions.

#### **To reinstall a book from the Internet:**

- 1 On the Menu bar from the **Book** menu, select **Download Books**.
- 2 Select the book you want to download and click **OK**  
The computer connects to the Internet bookstore..
- 3 Follow the bookstore's instructions.  
Any books that you have previously purchased and deleted will be available for downloading again.

If you are using a new computer, you need to restore book rights before downloading the book again.

#### **To restore book rights:**

On the Menu bar from the **Book** menu, select **Restore Book Rights**.

## The Research Desk

The **Research Desk** is just what it sounds like – a place in your **Research Center** where you keep all your active books for fast and easy access.

To access a particular book in your Reference Center it first must be [added](#) to the Research Desk.

Once on the Research Desk, the book can be viewed, searched or printed. You may keep an entire [Bookshelf](#) or a combination of books from different bookshelves on your Research Desk.

To take advantage of the full power of Versabook's research capabilities, you should keep only those books essential for the topic you are researching on the Research Desk. With only the essential books on the Research Desk, your searches will be faster and your results more accurate.

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Related topics:

[{button ,JI\('Versabook.HLP','Viewing\\_books\\_on\\_the\\_Research\\_Desk'\)} Viewing Current Books on the Research Desk](#)

[{button ,JI\('Versabook.HLP','Adding\\_books\\_to\\_the\\_research\\_desk'\)} Adding a Book to the Research Desk](#)

[{button ,JI\('Versabook.HLP','Removing\\_books\\_from\\_the\\_reseach\\_desk'\)} Removing a Book from the Research Desk](#)


[{button ,JI\('Versabook.HLP','Saving\\_the\\_research\\_desk\\_as\\_a\\_shelf\\_Graphical\\_Library'\)} Saving the Research Desk as a Bookshelf](#)

## Viewing Books on the Research Desk

### To view current books on the Research Desk:

Either:



- Click  (A list of books on the Research Desk is displayed.)

Or:

- Click the **Books icon** on the [status bar](#) at the lower part of the screen. (A list of all books available to the user is displayed.)

Books on the Research Desk are marked with a check mark (✓).

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Related topics:

[{button ,JI\('Versabook.HLP', 'What is a research desk'\)} The Research Desk](#)

[{button ,JI\('Versabook.HLP', 'To\\_add\\_a\\_book\\_to\\_the\\_Research\\_Desk\\_Standard\\_Library'\)} Adding a Book to the Research Desk \(Standard Library\)](#)

[{button ,JI\('Versabook.HLP', 'To\\_remove\\_a\\_book\\_from\\_the\\_Research\\_Desk\\_Standard\\_Library'\)} Removing a Book from the Research Desk \(Standard Library\)](#)

## Adding a Book to the Research Desk (Graphical Library)

### To add a book to the Research Desk (Graphical Library):

- 1 On the **Menu bar**, select **Graphical Library**.  
The Graphical Library opens.
- 2 Click and drag the book to the [Research Desk](#) on the right hand side of the screen.

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Related topics:

[{button ,JI\('Versabook.HLP','What is a research desk'\)} The Research Desk](#)

[{button ,JI\('Versabook.HLP','Removing books from the research desk'\)} Removing a Book from the Research Desk \(Standard Library\)](#)

[{button ,JI\('Versabook.HLP','Removing\\_all\\_the\\_books\\_from\\_the\\_Research\\_Desk'\)} Removing All Books from the Research Desk \(Standard Library\)](#)



## Adding a Book to the Research Desk (Standard Library)

### To add a book to the Research Desk (Standard Library):

- 1 On the **Menu bar**, select **Standard Library**.  
The Standard Library opens.
- 2 In the **View By** option, select **Books**  
A list of all the books in the Library is displayed.
- 3 Select the desired book.
- 4 Select the **Research Desk** tab.
- 5 Click **Copy**  
The book is added to the Research Desk.

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### Related topics:

[{button\\_..Jl\('Versabook.HLP','What is a research desk'\)} The Research Desk](#)

[{button\\_..Jl\('Versabook.HLP','Removing books from the reseach desk'\)} Removing a Book from the Research Desk \(Standard Library\)](#)

### **Adding All Books to the Research Desk**

You can add all the books in the library to the [Research Desk](#)

This lets you view or print an item from any book, or search all the books.

#### **To add all books to the Research Desk:**

- 1 Click **Books** on the [status bar](#) at the lower part of the screen  
The **List of Books** dialog box opens.
- 2 Click **All Books On**.

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Related topics:

[{button ,JI\('Versabook.HLP','What is a research desk'\)} The Research Desk](#)

[{button ,JI\('Versabook.HLP','To\\_add\\_a\\_book\\_to\\_the\\_Research\\_Desk\\_Standard\\_Library'\)} Adding a Book to the Research Desk \(Standard Library\)](#)

[{button ,JI\('Versabook.HLP','Removing\\_books\\_from\\_the\\_reseach\\_desk'\)} Removing a Book from the Research Desk \(Standard Library\)](#)

### Adding a Bookshelf to the Research Desk (Graphical Library)

You can transfer an entire Bookshelf to the [Research Desk](#)—a helpful research feature if you've organized your bookshelves by topic.

#### To add all the books on a Bookshelf to the Research Desk (Graphical library):

- 1 On the **Menu bar**, select **Graphical Library**.  
The Graphical Library opens.
- 2 Click a [Bookshelf](#) and drag it to the [Research Desk](#).

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#### Related topics:

[{button ,JI\('Versabook.HLP','What is a shelf'\)} The Bookshelf](#)

[{button ,JI\('Versabook.HLP','What is a research desk'\)} The Research Desk](#)

[{button ,JI\('Versabook.HLP','Saving\\_the\\_research\\_desk\\_as\\_a\\_shelf\\_Graphical\\_Library'\)} Saving the Research Desk as a Bookshelf](#)

### Adding a Bookshelf to the Research Desk (Standard Library)

You can transfer an entire Bookshelf to the [Research Desk](#)—a helpful research feature if you've organized your bookshelves by topic.

#### To add all the books on a Bookshelf to the Research Desk (Standard Library):

- 1 On the **Menu bar**, select **Standard Library**.  
The Standard Library opens.
- 2 In the **View By** option, select **Bookshelves**.  
A list of all the bookshelves in the Library is displayed.
- 3 Select the name of the desired Bookshelf.
- 4 Click **Copy**.  
Versabook adds the Bookshelf to the Research Desk.

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Related topics:

[{button ,Jl\('Versabook.HLP','What is a shelf'\)} The Bookshelf](#)

[{button ,Jl\('Versabook.HLP','What is a research desk'\)} The Research Desk](#)

[{button ,Jl\('Versabook.HLP','Saving\\_the\\_research\\_desk\\_as\\_a\\_shelf\\_Graphical\\_Library'\)} Saving the Research Desk as a Bookshelf](#)

## Removing a Book From the Research Desk

### To remove a book from the Research Desk:

- 1 Click **Books** on the [status bar](#) on the lower part of the screen  
The **List of Books** dialog box opens.
- 2 Clear the check box by the book to be removed.

Books can also be removed from the Research Desk using the Versabook [Standard](#) or [Graphical](#) Library.

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### Related topics:

[{button ,JI\('Versabook.HLP','What is a research desk'\)} The Research Desk](#)

[{button ,JI\('Versabook.HLP','Removing\\_all\\_the\\_books\\_from\\_the\\_Research\\_Desk'\)} Removing All Books from the Research Desk \(Standard Library\)](#)

[{button ,JI\('Versabook.HLP','Adding\\_books\\_to\\_the\\_research\\_desk'\)} Adding a Book to the Research Desk \(Standard Library\)](#)

## Removing Books From the Research Desk (Graphical Library)

### To remove a book from the Research Desk (Graphical Library):

On the **Menu bar**, select **Graphical Library**.

The Graphical Library opens.

Either:

- Click a book on the [Research Desk](#) and drag it to a [Bookshelf](#).

Or:

- Right-click the book and select **Shelve the book**  
Versabook restores the book to its original Bookshelf.

**Note:** If the book was never shelved, Versabook places the book on the **New Books** desk.

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Related topics:

{button ,JI('Versabook.HLP','What is a research desk')} [The Research Desk](#)

{button ,JI('Versabook.HLP','Removing all the books from the Research Desk')} [Removing All Books from the Research Desk](#)

{button ,JI('Versabook.HLP','To\_add\_a\_book\_to\_the\_Research\_Desk\_Standard\_Library')} [Adding a Book to the Research Desk \(Standard Library\)](#)

## Removing a Book From the Research Desk (Standard Library)

### To remove a book from the Research Desk (Standard Library):

- 1 On the **Menu bar**, select **Standard Library**.  
The Standard Library opens.
- 2 On the **Research Desk** tab, select the desired book.
- 3 Click **Remove book**  
Versabook restores the book to its original Bookshelf.

**Note:** If the book was never shelved, Versabook places the book on the **New Books` desk**.

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### Related topics:

{button ,JI('Versabook.HLP','What is a research desk')} [The Research Desk](#)

{button ,JI('Versabook.HLP','Removing\_all\_the\_books\_from\_the\_Research\_Desk')} [Removing All Books from the Research Desk \(Standard Library\)](#)

{button ,JI('Versabook.HLP','To\_add\_a\_book\_to\_the\_Research\_Desk\_Standard\_Library')} [Adding a Book to the Research Desk \(Standard Library\)](#)

## Removing All the Books From the Research Desk

If there are no books on the Research Desk, you will only be able to view information contained in your [Binders](#).

### To remove all books from the Research Desk:

- 1 Click **Books** on the [status bar](#) on the lower part of the screen  
The **List of Books** dialog box opens.
- 2 Click **All Books Off**  
Versabook removes all the books from the **Research Desk** and returns them to their original bookshelves.

**Note:** If a book was never shelved, Versabook places the book on the **New Books** desk.

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Related topics:

{button ,JI('Versabook.HLP','What\_is\_a\_research\_desk')} [The Research Desk](#)

{button ,JI('Versabook.HLP','Removing\_books\_from\_the\_reseach\_desk')} [Removing a Book from the Research Desk \(Standard Library\)](#)

{button ,JI('Versabook.HLP','To\_add\_a\_book\_to\_the\_Research\_Desk\_Standard\_Library')} [Adding a Book to the Research Desk \(Standard Library\)](#)

{button ,JI('Versabook.HLP','Adding\_all\_books\_to\_the\_Research\_Desk')} [Adding All Available Books to the Research Desk](#)

{button ,JI('Versabook.HLP','What\_is\_a\_Binder')} [The Binder](#)



### **Saving the Research Desk as a Bookshelf (Graphical Library)**

Saving the Research Desk as a Bookshelf makes it easy to open the same selection of books to continue researching the same topic at a later date.

#### **To save the Research Desk as a Bookshelf (Graphical Library):**

- 1 On the **Menu bar**, select **Graphical Library**.  
The Graphical Library opens.
- 2 Right-click the Research Desk and select **Save books as new Bookshelf**.  
The **New Bookshelf** dialog box opens.
- 3 Type the name of the Bookshelf in the text box and click **OK**.

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Related topics:

[{button\\_„JI\('Versabook.HLP','What\\_is\\_a\\_shelf'\)}: The Bookshelf](#)

### **Saving the Research Desk as a Bookshelf (Standard Library)**

Saving the Research Desk as a Bookshelf makes it easy to open the same selection of books to continue research at a later date.

#### **To save the Research Desk as a Bookshelf (Standard Library):**

- 1 On the **Menu bar**, select **Standard Library**.  
The Standard Library opens.
- 2 On the **Research Desk** tab, click **Save as Shelf**  
The **New Bookshelf** dialog box opens.
- 3 Type the name of the Bookshelf in the text box and click **OK**.

---

Related topics:

[{button „JI\('Versabook.HLP', 'What\\_is\\_a\\_shelf'\)}: The Bookshelf](#)

## **The Bookshelf**

Bookshelves are one of the most useful Versabook features.

You can sort your books by topic, author or title and save them together on one Bookshelf for easy access

A Bookshelf may contain one or more books.

A book may appear on more than one Bookshelf.

---

{button ,AL(`Shelf,0,`,`')} [Related Topics](#)

### Copying Books to a Bookshelf (Graphical Library)

Copying a book to a Bookshelf lets the user access the book through the new [Bookshelf](#), without removing it from its previous location.

#### To copy a book to a Bookshelf (Graphical Library):

- 1 On the **Menu bar**, select **Graphical Library**.  
The Graphical Library opens.
- 2 Click and drag the book to the desired [Bookshelf](#).

---

Related topics:

[{button ,JI\('Versabook.HLP', 'What is a shelf'\)} The Bookshelf](#)

[{button ,JI\('Versabook.HLP', 'Moving\\_books\\_to\\_a\\_shelf'\)} Moving a Book to a Bookshelf](#)

## Removing a Book From a Bookshelf (Graphical library)

### To remove a book from a Bookshelf (Graphical Library):

- 1 On the **Menu bar**, select **Graphical Library**.  
The Graphical Library opens.
- 2 Right-click a book and select **Remove book from Bookshelf**.

**Note:** If the book is not on any other Bookshelf, Versabook places it on the **New Books** desk.


---

Related topics:

[{button „JI\(‘Versabook.HLP’,‘What\\_is\\_a\\_shelf’\)} The Bookshelf](#)

## Moving Books to a Bookshelf

### To move a book to a different Bookshelf (Standard Library):

- 1 On the **Menu bar**, select **Standard Library**.  
The Standard Library opens.
- 2 In the **View By** option, select **Bookshelves**  
A list of available bookshelves and books is displayed.
- 3 Select the book to be moved
- 4 On the **Bookshelves** tab, click  and select the desired Bookshelf from the drop-down list.
- 5 Click **Move**  
Versabook moves the book to the selected Bookshelf.

---


Related topics:

[{button\\_JI\('Versabook.HLP','What is a shelf'\)}](#) [The Bookshelf](#)

### Copying Books to a Bookshelf (Standard Library)

Copying a book to a Bookshelf means that it can be accessed through the new [Bookshelf](#), without removing it from its previous location.

### To copy a book to a Bookshelf (Standard Library)

- 1 On the **Menu bar**, select **Standard Library**.  
The Standard Library opens.
- 2 On the **Bookshelves** tab, click  and select the desired Bookshelf from the drop-down list.
- 3 In the **View By** option, click **Books** and select the book to be copied.
- 4 Click **Copy**.

---


Related topics:

[{button ,JI\('Versabook.HLP','What is a shelf'\)} The Bookshelf](#)

[{button ,JI\('Versabook.HLP','Moving\\_books\\_to\\_a\\_shelf'\)} Moving a Book to a Bookshelf](#)

## Removing a Book From a Bookshelf (Standard Library)

### To remove a book from a Bookshelf (Standard Library):

- 1 On the **Menu bar**, select **Standard Library**.  
The Standard Library opens.
- 2 On the **Bookshelves** tab, click  and select the desired Bookshelf.
- 3 Select the book to be removed.
- 4 Click **Remove Book**.

**Note:** If the book was never shelved, Versabook places the book on the **New Books** desk

---

Related topics:

[{button „JI\(‘Versabook.HLP’, ‘What is a shelf’\)}: The Bookshelf](#)



## **The Binder**

**Binders**—one of the more powerful research tools in Versabook – are where you store the articles, media items, and URLs you have culled from your research. You can access, view, and print any one or all of the items stored in your Binder.

### **When would I use a Binder?**

When you need to organize and store researched items.

When you need to organize several different research projects.

When you need to view an item whose book is no longer on the **Research Desk**.

---

[{button ,AL\('Binder',0,''\)} Related topics](#)

## Viewing an Item in a Binder

To view an item in a Binder:



- 1 Click **Binders**.
- 2 Click  and select a Binder from the list  
A list of all the items in the Binder is displayed.
- 3 Select the item to be viewed  
The item is displayed in the [View Pane](#).

---


Related topics:

{button ,JI('Versabook.HLP','What\_is\_a\_Binder')} [The Binder](#)

## Printing All Items in a Binder

To print all the items in a Binder:



- 1 Click .
- 2 Select a Binder from the list.
- 3 Click **Print**.

---


Related topics:

{button ,JI('Versabook.HLP','What\_is\_a\_Binder')} [The Binder](#)

{button ,JI('Versabook.HLP','Changing\_the\_order\_of\_items\_in\_a\_Binder')} [Changing the Order of Items in a Binder](#)

## Deleting a Binder

### To delete an entire Binder:


- 1 Click .
- 2 Click and select a Binder from the list  
A list of all the items in the Binder is displayed.
- 3 Click **Delete**.

---

Related topics:

{button ,JI('Versabook.HLP','What\_is\_a\_Binder')} [The Binder](#)

## Opening an Existing Binder

- 1 Click .
- 2 Click and select a Binder from the list  
A list of all the items in the Binder is displayed.

### Note:

The name of the current Binder is displayed on the [status bar](#) at the bottom of the screen.

---

### Related topics:


{button ,JI('Versabook.HLP','What\_is\_a\_Binder')} [The Binder](#)

{button ,JI('Versabook.HLP','Creating\_a\_new\_Binder')} [Creating a New Binder](#)

{button ,JI('Versabook.HLP','Automatically\_add\_items\_to\_the\_current\_Binder')} [Automatically Save Items to the Current Binder](#)

## Creating a New Binder

### To create a new Binder:

- 1 Click .
- 2 Click **New**  
The **New Binder** dialog box opens.
- 3 Enter the name of the new Binder and click **OK**.

Versabook can also be set to [create a Binder from the toolbar](#).

### Note:

The name of the current Binder is displayed on the [Status bar](#) at the bottom of the screen.

---

### Related topics:

{button ,JI('Versabook.HLP','What\_is\_a\_Binder')} [The Binder](#)

{button ,JI('Versabook.HLP','Opening\_an\_existing\_Binder')} [Opening an Existing Binder](#)

{button ,JI('Versabook.HLP','Automatically\_add\_items\_to\_the\_current\_Binder')} [Automatically Save Items to the Current Binder](#)

## Always Save to Current Binder



Versabook has two settings for the **Save** button

### To automatically save items to the current Binder.

This setting lets you add an item to the current Binder by clicking the **Save** button.

### To work with more than one Binder

This setting lets you open or create a different Binder by clicking the **Save** button.

**Note:** This is the default setting.

### To change the setting:

- 1 On the **Menu bar**, select **Options**  
The **Options** dialog box opens.
- 2 On the **General** tab, check **Always save to current Binder**.

### **Automatically Save Items to the Current Binder.**



This setting lets you add an item to the current Binder by clicking

### **To automatically save items to the current Binder.**

- 1 On the **Menu bar**, select **Options**  
The **Options** dialog box opens.
- 2 On the **General** tab, check **Always save to current Binder**.
- 3 Click **OK**.



### **Working with More Than one Binder**

Versabook can be set to change the default Binder from the [toolbar](#).

This option allows the user to open an existing Binder, create a new Binder or add an item to the current Binder from the **Save** button on the toolbar.

**Note:** This is the default setting

#### **To display the Binder drop-down menu:**


- 1 On the **Menu bar** select **Options**  
The **Options** dialog box opens.
- 2 Click to clear the **Always add to current Binder** check box.
- 3 Click **OK**.

## Adding Articles to a Binder

To add an article to a Binder:

- 1 [View the desired article.](#)



- 2 Click .  
A drop down list is displayed
- 3 Select the desired Binder, or select **Create a new Binder**.

---

Related topics:



{button ,JI('Versabook.HLP','What\_is\_a\_Binder')} [The Binder](#)

{button ,JI('Versabook.HLP','Removing\_articles\_from\_a\_Binder')} [Removing Articles from a Binder](#)

{button ,JI('Versabook.HLP','Changing\_the\_order\_of\_items\_in\_a\_Binder')} [Changing the Order of Items in a Binder](#)

## Removing Articles From a Binder

### To remove an item from a Binder:

- 1 Click .
- 2 Select a Binder from the list  
A list of all the items in the Binder is displayed.
- 3 Select the item to be removed.
- 4 Click .

---


#### Related topics:

{button ,JI('Versabook.HLP','What\_is\_a\_Binder')} [The Binder](#)


{button ,JI('Versabook.HLP','Adding\_articles\_to\_a\_Binder')} [Adding Items to a Binder](#)

## Changing the Order of Items in a Binder

### To change the order of items in a Binder:

- 1 Click .
- 2 Select a Binder from the list  
A list of all the items in the Binder is displayed.
- 3 Select the item to be moved.

- 4 Click  or

-  to move the item up or down.

Versabook changes the order of the items accordingly.

---

#### Related topics:

{button ,JI('Versabook.HLP', 'What\_is\_a\_Binder')} [The Binder](#)

{button ,JI('Versabook.HLP', 'Adding\_articles\_to\_a\_Binder')} [Adding Items to a Binder](#)

{button ,JI('Versabook.HLP', 'Removing\_articles\_from\_a\_Binder')} [Removing Items from a Binder](#)

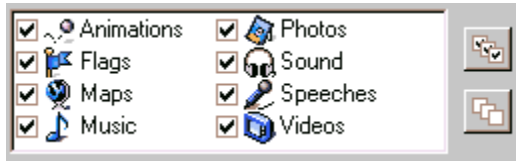
## Types of Media

Versabook has several different types of media items.

### To view a list of media items:

Click the **Media** button.

### Click a media type for a description:



Versabook displays a list of all the items of the checked categories.

To arrange alphabetically or by media type, click the appropriate radio button.

**Note:** Some books may have additional media types.

---

Related topics:

{button ,JI('Versabook.HLP', 'Searching\_for\_Media')} [Searching for media items](#)


**All media on**

This button displays all the types of media.

**All media off**

This button removes all the types of media.

## Animations

Animated items are represented by  on the Media Table of Contents.

An open animation file displays the following control panel:



The buttons perform the following tasks:



- Starts the animation.



- Pauses the animation.




- Stops and rewinds the animation.




- Views the animation full screen.

To return the animation to its original size:

Click  on the [title bar](#).

Right-click to alter the animation.

Click here  for an explanation of the right-click options.

Under each animation there is a link to a related article.




## Animation functions

Right-click an animation to perform the following functions:

Option:	Does:
Zoom In	Enlarges the animation.
Zoom out	Reduces the animation.
Show all	Resizes the animation to fit the window.
High Quality	Sets the quality of the animation.
Play	Plays or pauses the animation.
Loop	Replays the animation when it has finished.
Rewind	Resets the animation to the beginning.
Forward	Advances the animation one frame (similar to “frame advance” on a VCR).
Back	Reverses the animation one frame.


## Flags

Flags of nations or other bodies are indexed as Flag media.

Flags are represented by  on the Media Table of Contents.

**Under each flag there is a link to a related article.**

## Maps

Maps are represented by  on the Media Table of Contents. If a map is attached to an article, it is represented as a thumbnail. Double-click the thumbnail to view the map.

**Under each map there are the following three buttons:**



- Enlarges the map to show more detail  
Large maps may be moved around the screen by clicking and dragging the pointer.



- Reduces the map to show a larger area.



- Resizes the map to fit the whole screen.

**Under each map there is a link to a related article.**




## Music

Music extracts are represented by  on the Media Table of Contents.

**An open music file displays the following control panel:**




**The buttons perform the following tasks:**

-  - Plays the music.
-  - Pauses the music.
-  - Stops and rewinds the music.

**Under each piece of music there is a link to a related article.**

## **Photos**

Photos are represented by  on the Media Table of Contents.

**Under each photo there is a link to a related article.**




## Sound

Sound clips are represented by  on the Media Table of Contents.

**An open sound file displays the following control panel:**



**The buttons perform the following tasks:**

-  - Plays the sound.
-  - Pauses the sound.
-  - Stops and rewinds the sound.

**Under each sound there is a link to a related article.**




## Speeches

Speech extracts are represented by  on the Media Table of Contents.

An open speech file displays the following control panel:



The buttons perform the following tasks:

-  - Plays the speech.
-  - Pauses the speech.
-  - Stops and rewinds the speech.

Under each speech there is a link to a related article.





## Videos

Video extracts are represented by  on the Media Table of Contents.

**An open video file displays the following control panel:**



**The buttons perform the following tasks:**

-  - Plays the video.
-  - Pauses the video
-  - Stops and rewinds the video.
-  - Views the video full screen.

Double click the video to return it to its original size.

**Under each video there is a link to a related article.**

**Screen**

The video is played here.



**Play button**

Click here to play the video.

**Pause button**

Click here to pause the video without resetting it to the beginning.

**Stop button**


Click here to stop and rewind the video.

**Full Screen**

Click here to view the video full screen.  
Double-click to return to its original size.

**Status bar**

This bar shows how much of the video has played.

Click here to select which Library (Graphical or Standard) is opened by clicking  Library on the status bar.

[Click here to select the default opening window.](#)

[Check here to view the most recently viewed article upon opening Versabook.](#)



Check here to view the Start Up Video upon opening Versabook.


[Click here to open a box listing books you have purchased but have not downloaded to your library.](#)


[Click here to check for software upgrades when opening the program.](#)

Check here to automatically add the displayed article to the current binder when clicking the **Binders** icon.  
When not selected, this button opens a drop-down list.

All viewed items are stored in the History list.

You can return to previous items on the History list by clicking:

n  for the previous item.

n  for a list of all History List items.

[Click here to accept the changes and return to the Research Center.](#)

[Click here to return to the Research Center without accepting changes.](#)

[Click here to accept the changes without closing the dialog box.](#)



[Click here for help.](#)

## Search Tab

Click a dialog box feature for an explanation.

The image shows a screenshot of a software dialog box titled "Options". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar are several tabs: "Updates", "Annotations", "Internet", "Bookstores", "General", "Search", "Hypersearch", and "Display". The "Search" tab is currently selected and highlighted. The main content area of the dialog is divided into two sections: "Default Search Options" and "Sorting".


**Default Search Options:**

- Search Method: Regular (dropdown menu)
- Multiple Query Words: Very Close Together (dropdown menu)


**Sorting:**

- Alphabetical
  - Maximum Results: 1000 (text input)
- By score
  - Score Method: Word Occurs Often (dropdown menu)
  - Show First 100 Results (text input)

At the bottom of the dialog are four buttons: "OK", "Cancel", "Apply", and "Help".

Click  to set the default search method:

<b>Feature:</b>	<b>Searches for:</b>
Regular	the given words.
Case Sensitive	the given words, only in the same case (capital or lower case).
Sounds like the word	words similar to the given word, Useful for foreign words or words with more than one spelling.
Thesaurus	words with the same meaning.
Variations of the word	related words. e.g. account, accountant, accountancy.


Click  to set the default method of searching for two or more words:

<b>Feature:</b>	<b>Searches for:</b>
Phrase	the given words together as a phrase.
Very Close Together in Order	each of the given words, in the given order, within 15 words.
Very Close Together	each of the given words, in any order, within 15 words.
Close Together in Order	each of the given words, in the given order, within 100 words.
Close Together	each of the given words, in any order, within 100 words.
Anywhere in Article	the given words, in any order anywhere in the article.

[Click here to alphabetically sort search results.](#)

[Click here to set the maximum number of results.](#)

[Click here to have search results sorted by score.](#)

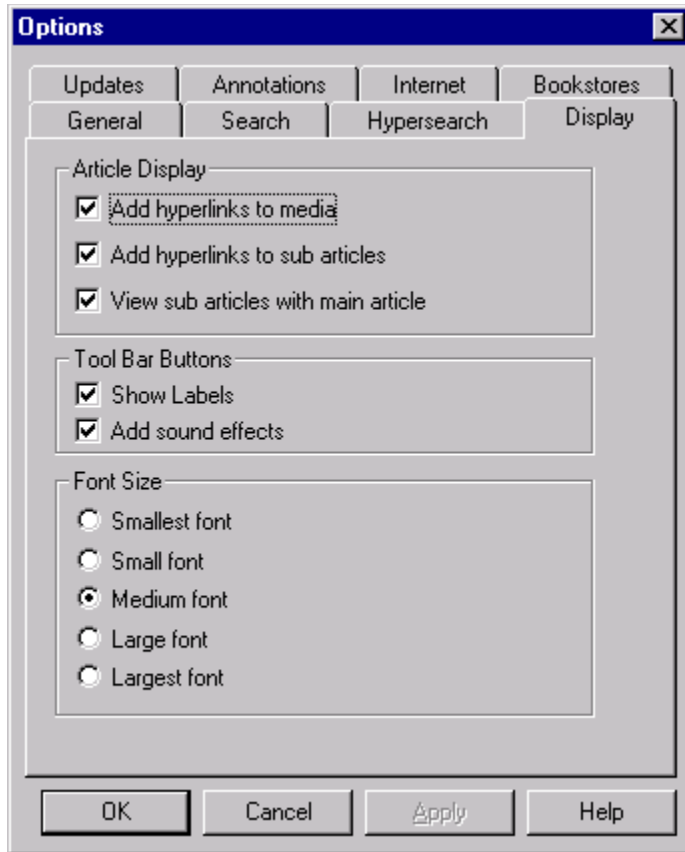
Click  to set the default method of scoring the search results.

The options are:

- n **Word occurs often**
- n **Phrase occurs often**
- n **Words near each other**

## Display Tab

Click a dialog box feature for an explanation.



If this box is checked, Versabook includes links to related media-items (e.g. photos, sound bytes) at the beginning of the article.



If this box is checked, Versabook "clicks" when the pointer passes a toolbar button.

If this box is checked, Versabook includes links to related sub-articles at the top of the page.

If this box is checked, Versabook adds all the sub articles at the end of the main article.

If this box is checked, Versabook shows button labels on the toolbar.  
Removing button labels increases the size of the viewing area.



Button with  
label

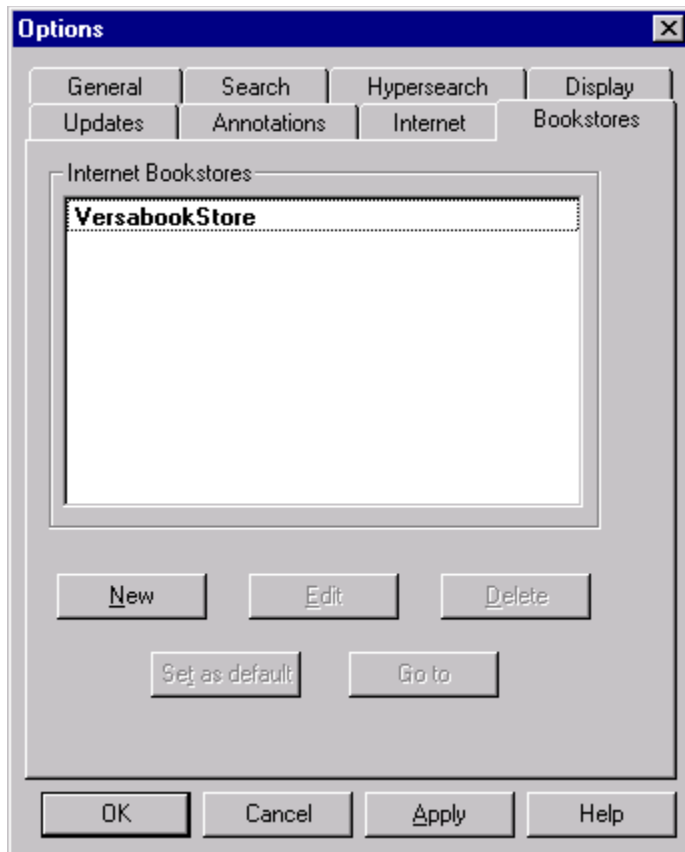


Button  
without label

Click a radio button to select the desired font size.  
A larger font is easier to read, but fits less information on the screen.

## Bookstores

Click a dialog box feature for an explanation.



This box contains a list of Versabook suppliers.

[Click here to connect to the selected bookstore on the Internet.](#)



[Click here to add new bookstores to the list.](#)

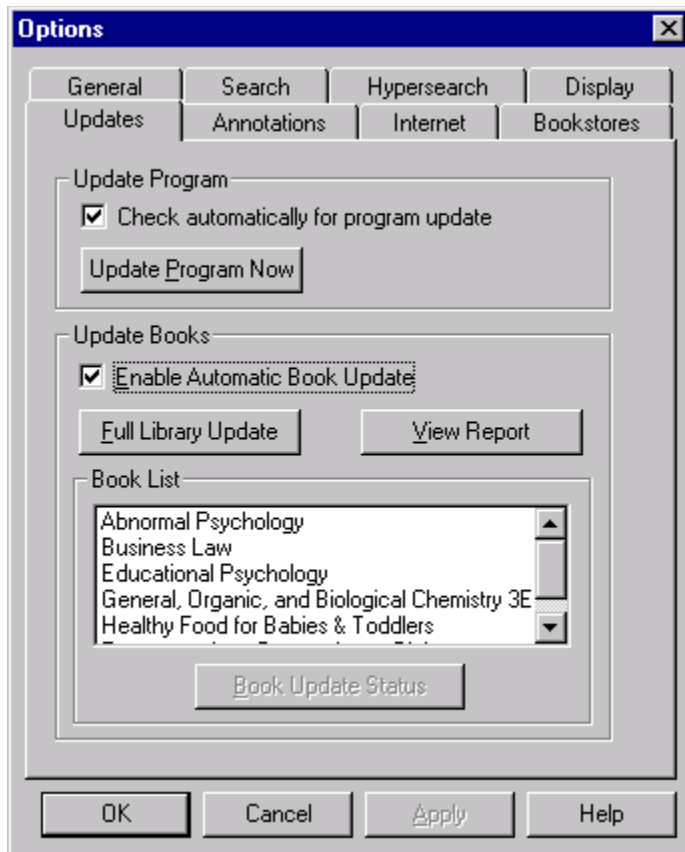
[Click here to change a URL in the list of bookstores.](#)

[Click here to delete the selected bookstore from the list.](#)

Click [here](#) to set the selected bookstore as the default to be opened when selecting **Internet Bookstore** from the **Book** menu.

## Updates Tab

Click a dialog box feature for an explanation.



[Click here for Versabook to automatically check the Internet for updates to books in your library.](#)

[Click here to check if updates are available for any books in the library.](#)

[Click here to view a report of the last library update check.](#)



[Click here for update details about the selected book.](#)

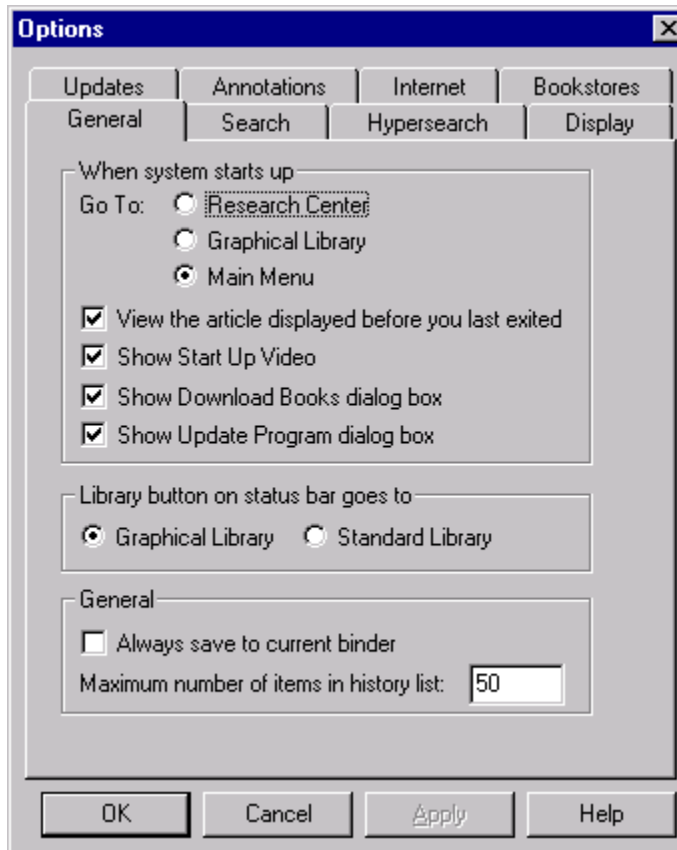
[Click here to connect to the Internet to check for a program upgrade.](#)

[Click here for Versabook to automatically check the Internet to see if a program upgrade is available.](#)

These books are currently in your library.

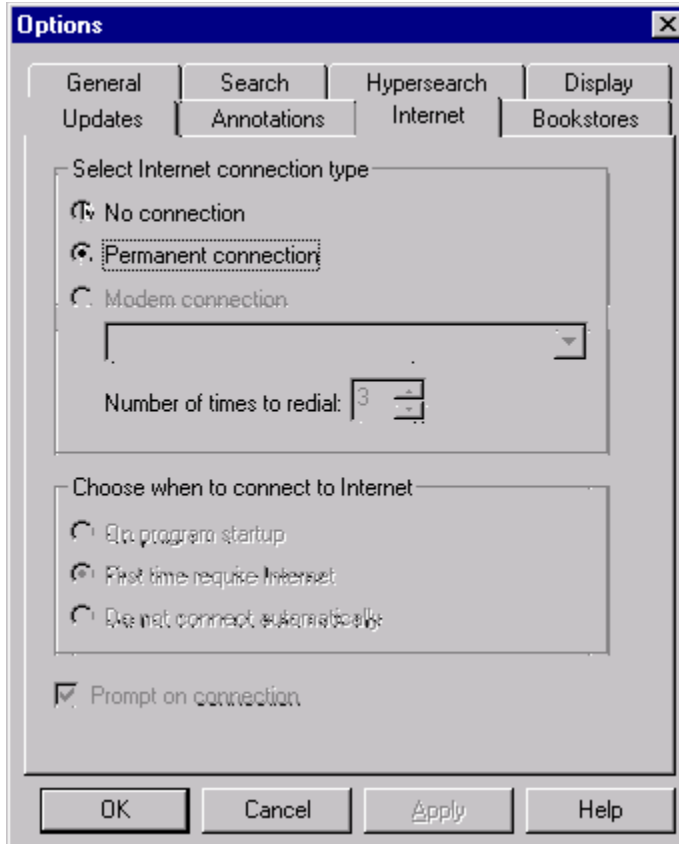
## General Tab

Click a dialog box feature for an explanation.



## Internet Tab

Click a dialog box feature for an explanation.



[Click here if your computer can't connect to the Internet](#)

[Click here](#) if your computer has a permanent connection to the Internet.



[Click here if your computer needs to dial to connect to the Internet.](#)

If your computer needs to dial to connect to the Internet, select a modem connection from this drop-down list.

If the computer is not initially successful in connecting to the Internet, select the number of attempts by scrolling.

If your computer needs to dial to connect to the Internet, select when you would like it to connect.  
Choose one of:

**On program startup**

Dials to the Internet when opening the program.

**First time require Internet**

Dials to the Internet when checking for updates, or when you need other information from the Internet.

**Never connect**

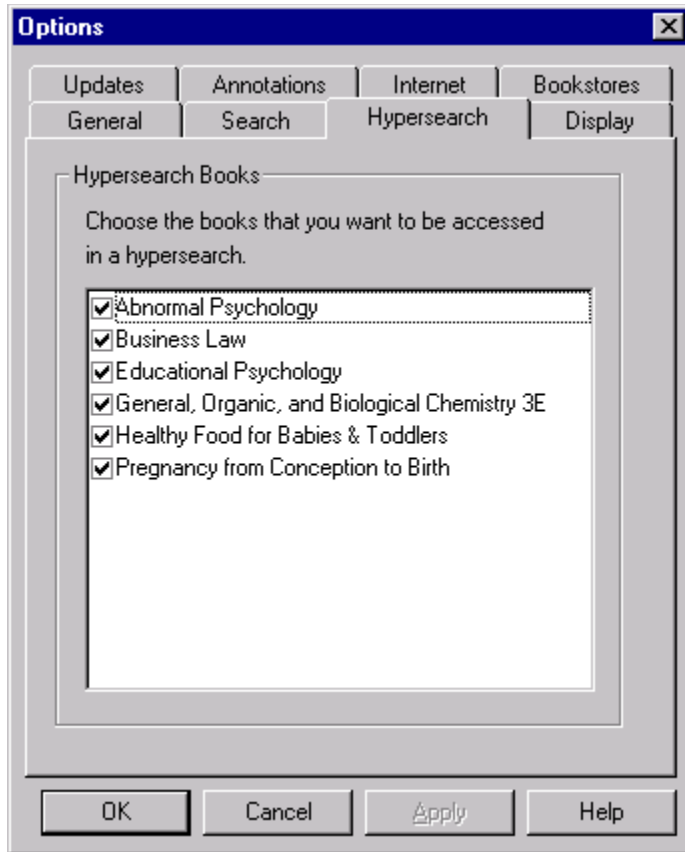
Never connects automatically to the Internet.

You will have to dial manually to check for book or software updates.

[Click here for Versabook to ask before connecting to the Internet.](#)

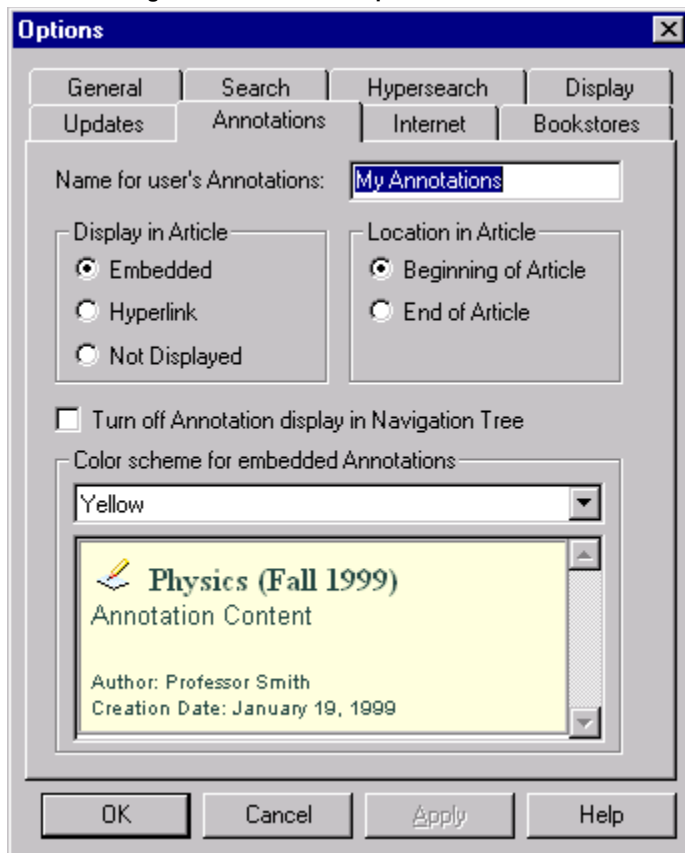
## Hypersearch Tab

Click a dialog box feature for an explanation.



### Annotation Tab

Click a dialog box feature for an explanation.



Check the books to be included in a hypersearch. Click here  for more information about hypersearch.



The publisher is scheduled to release an update regularly according to the time specified here.

The last time the book was updated appears here.

The last time Versabook checked for an update appears here.

The due date for the next update is displayed here.

The name of the book supplier appears here.

The book version and update number are listed here.

This line informs you whether it is time to check for an update.

**Note:** you can check for an update even if “Not yet time for an update,” appears.

If there was no update available on the scheduled date, Versabook will check again after the number of days specified here.  
**Note:** This box is only enabled if Versabook is set to automatically check for updates.



Check here for Versabook to automatically check for updates of this book when there is an update scheduled.

**Note:** this option is only enabled if **Enable Automatic Book Update** is checked in the **Options** dialog box.

**Note:** Versabook is only able to check for updates if there is an active Internet connection.

[Click here to check for updates](#)

**Note:** you can check for an update even if “Not yet time for an update,” appears.

**Note:** Versabook can only check for updates if there is an active Internet connection.

[Click here for an update history report of this book.](#)

[Click here for an overview of the current book.](#)

[Click here to see an animation of the book cover.](#)

[Click here for general information about the current book \(title, author, publisher etc.\)](#)

[Click here to see purchase information about this book.](#)

This line indicates whether you have a current subscription to updates of the book.



**Book Update Status**

Checks the Internet to see if there is an update for your book.

Checks the Internet to see if there is an update for your book.

You can give a unique name to your Annotations here.

Here you can choose how your Annotations will display.

Here you can choose where to locate your Annotations.

Here you can choose if your Annotations titles will display in the Navigator Tree.

Here you can choose your Annotation color scheme.

Here you can see a preview of the color scheme you chose.



**Control Pane**

The area on the left side of the Research Center.  
It has four states: Book, Search, Media and Binder.

**View Pane**

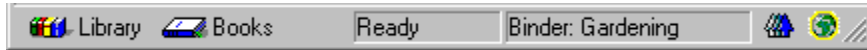
The area on the right side of the Research Center where articles or media items are displayed.

**Title Bar**

The bar at the top of a window displaying the title of the window.

### Status Bar

A line of information located at the bottom of a window.



## Toolbar

A graphical bar at the top of the screen allows you to perform many of the commonly used Versabook features.



**Play Button**

Click here to start playing.

**Pause Button**

Click here to "freeze" the recording without resetting it to the beginning.

**Rewind Button**

Click here to stop the recording and reset it to the beginning of the extract.



**Status Bar**

This bar shows how much of the recording has played.

**Toolbar**

A graphical bar at the top of the screen with buttons that perform many of the commonly used Versabook features

### Scroll


You can move through the text or graphics by clicking and dragging the scroll box on the scroll bar.



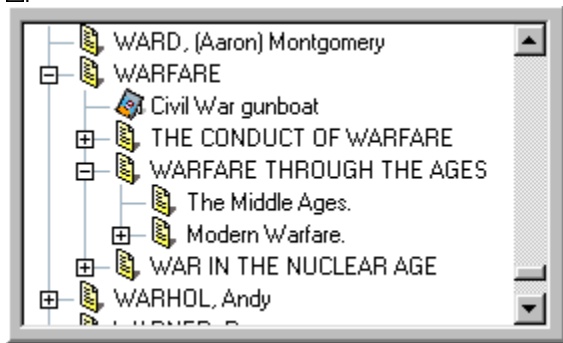
### Tree

A tree is a list of items (e.g. books, articles, binders) arranged in a hierarchy.

Sub items are branched off a main item.

To expand or contract a branch, click  or

.



**Wallpaper**

An image displayed on the Windows desktop.

**Clipboard**

The Microsoft Windows clipboard is a temporary data storage location.

**Keywords**

Keywords are similar to an index in a printed book.

Each article is indexed with one or more keywords related to the topic.

## Searching by Text

To search the text of all the articles in the [Research Desk](#):



Click

### There are three types of text searches:

{button ,JI('Versabook.HLP', 'Searching\_titles\_only')} **Searching titles only**, Searches only the titles of articles or media items.

{button ,JI('Versabook.HLP', 'Searching\_full\_text')} **Searching Full Text**, Searches the body of the article and captions under media items.

{button ,JI('Versabook.HLP', 'Natural\_Language\_Queries')} **Natural language query**, Searches using a phrase expressed in plain English e.g. "Bridges of the world"

Some books may have additional search types.

---


Related topics:

{button ,JI('Versabook.HLP', 'Advanced\_Search')} [Advanced Search](#)

## Title Search

You can search for a given word in the title of any item in the **Research Desk**.

### To search titles:

- 1 Click .
- 2 Select **Title** search from the **Search Type** list.
- 3 Type the word to be searched in the text box.
- 4 Click **Find**  
a list of items with the given word in the title is displayed in alphabetical order.
- 5 Select the desired article.

**Note:** You can right-click a search result to view the book title the item came from.

---

### Related topics:


{button ,JI('Versabook.HLP','Searching\_using\_a\_combination\_of\_words')} [Searching Using a Combination of Words](#)  
{button ,JI('Versabook.HLP','Advanced\_Search')} [Advanced Search](#)



## Searching Full Text

You can search for one or more words in the text of an item in the **Research Desk**.

### To do a Full Text search:

- 1 Click .
- 2 Select **Full Text** from the **Search Type** list.
- 3 Select **Search Full Text**.
- 4 Type one or more words in the text box, words can be connected with the words **AND**, **OR**, or **AND NOT**.
- 5 Click **Find**  
a list of items containing the given word is displayed in a [prioritized order](#).
- 6 Select the desired article.

**Note:** You can right-click a search result to view the book the item came from.

---

### Related topics:


{button ,JI('Versabook.HLP','Changing\_the\_default\_search\_parameters')} [Changing the Default Search Parameters](#)  
{button ,JI('Versabook.HLP','Searching\_using\_a\_combination\_of\_words')} [Searching Using a Combination of Words](#)

### Natural Language Queries

You can search using natural language phrases e.g. "Bridges of the world"

Versabook searches for the entire phrase, or key words in the phrase, and displays matches in descending scored order.

#### To conduct a Natural Language Query:

- 1 Click .
- 2 Select **Full Text** from the **Search Type** list.
- 3 Select **Natural Language Query**.
- 4 Type a phrase in the text box, e.g.: "Bridges of the world".
- 5 Click **Find**  
a list of responses is displayed in descending scored order.
- 6 Select the desired article.

**Note:** You can right-click a search result to view the book the item came from.

---



Related topics:

{button ,JI('Versabook.HLP','Advanced\_Search')} [Advanced Search](#)

### Searching Using a Combination of Words

You can search for combinations of words using **AND**, **OR**, or **AND NOT**.

#### To search using a combination of words:

- 1 Click .
- 2 Select **Title** or **Full Text** from the **Search Type** list.
- 3 Type the first word to be searched for in the text box.
- 4 Click .  
A drop-down list is displayed.
- 5 Select **AND**, **OR**, or **AND NOT**
- 6 Type the second word to be searched for.
- 7 Click **Find**  
A list of responses is displayed in a [prioritized order](#).

**Note:** There can be a combination of any amount of words.

For example:

- n River AND France
- n Cat OR Dog
- n Washington AND NOT George AND NOT State

**Note:** You can right-click a search result to view the book the item came from.

---

Related topics:

{button ,JI('Versabook.HLP','Advanced\_Search')} [Advanced Search](#)

## Advanced Search

Some search types let you make a more refined search by limiting or altering the search parameters.

### To change current search parameters:

- 1 Click .
- 2 Select either **Title** or **Full Text** from the **Search Type** list.
- 3 Click **Advanced**

You can refine the search in four ways:

- n [Search Method](#)
- n [Multiple Query Words](#)
- n [Sorting](#)
- n **Find Only Media**, checking this box restricts the search to media items (e.g., photos, speeches, animation)

---


Related topics:


{button ,JI('Versabook.HLP','Changing\_the\_default\_search\_parameters')} [Changing the Default Search Parameters](#)

## Search Method

The **Advanced search** function lets you define the search method.

### To change the search method:

- 1 Click .
- 2 Select either **Title** or **Full Text** from the **Search Type** list.
- 3 Click **Advanced**.
- 4 Select a search method from the drop down list.

Click here  for an explanation of the options

---

### Related topics:

{button ,JI('Versabook.HLP','Changing\_the\_default\_search\_parameters')} [Changing the Default Search Parameters](#)  
{button ,JI('Versabook.HLP','Advanced\_Search')} [Advanced Search](#)


## Search Method Options

Feature:	Searches for:
Regular	the given words.
Case sensitive	the given words, in the same case only (capital or lower case).
Sounds like the word	words similar to the given word, useful for foreign words or words with more than one spelling.
Thesaurus	words with the same meaning.
Variations of the word	various spellings of the word e.g. "hand", will search for handy, handed, hands.

## Multiple Query Words

The **Multiple Query Words** function lets you define the range of the search, or the relationship between words.

### To change the search method:

- 1 Click .
- 2 Select either **Title** or **Full Text** from the **Search Type** list.
- 3 Click **Advanced**.
- 4 Select a search method from the **Multiple Query Words** text box.

Click here  for an explanation of the options

---

Related topics:

{button ,JI('Versabook.HLP','Changing\_the\_default\_search\_parameters')} [Changing the Default Search Parameters](#)  
{button ,JI('Versabook.HLP','Advanced\_Search')} [Advanced Search](#)

## Multiple Query Words Search

Feature:	Searches for:
Phrase	the given words together as a phrase.
Very Close Together in Order	each of the given words, in the given order, within 15 words.
Very Close Together	each of the given words, in any order, within 15 words.
Close Together in Order	each of the given words, in the given order, within 100 words.
Close Together	each of the given words within 100 words.
Anywhere in Article	the given words, in any order, anywhere in the article.


## Sorting

If a search has more than one match, the results are displayed in alphabetical or descending scored order.

You can change the method of sorting:

- n **Alphabetical:** Lists all the search results in alphabetical order by title.  
The default maximum number of results is 1000 for this type of search.
- n **By Score:** All search results are given a percent rating depending how early or often in the article the match is found.  
The default maximum number of results is 100 for this type of search.

## To change the way the search results are sorted:

- 1 Click .
- 2 Select either **Title** or **Full Text** from the **Search Type** list.
- 3 Click **Advanced**.
- 4 Select either **Alphabetical** or **By Score**.
- 5 Select the desired maximum number of responses.

---

Related topics:

{button ,JI('Versabook.HLP','Changing\_the\_default\_search\_parameters')} [Changing the Default Search Parameters](#)  
{button ,JI('Versabook.HLP','Advanced\_Search')} [Advanced Search](#)

## Changing the Default Search Parameters

You can change the default search parameters.

### To change the default search parameters:

- 1 In the **Menu bar**, select **Options**
- 2 Select the **Search** tab.
- 3 Select the desired default search parameters from the drop-down list.
- 4 Click **OK**.

Click here  for an explanation of **Multiple Query Word** search options.

Click here  for an explanation of **Search Method** options

---

Related topics:

{button ,JI('Versabook.HLP','Advanced\_Search')} [Advanced Search](#)




## Searching with Keywords

Keywords are similar to an index in a printed book.

Each article is indexed with one or more keywords related to the topic.

### To search with Keywords:

- 1 Click .
- 2 Select **Keyword** from the **Search Type** list.
- 3 Type the first few letters or [scroll](#) to the desired keyword.
- 4 Select the desired keyword  
A list of all items indexed to the keyword is displayed.
- 5 Select the desired item  
The selected item is displayed in the [View Pane](#).

**Note:** You can right-click a search result to view the book the item came from.

---



Related topics:

{button ,JI('Versabook.HLP','Searching\_by\_topic')} [Searching byTopic](#)

## Searching by Topic

Many items are indexed by topic and can be searched from the **Topic** search option, which works like an index in a printed book.

### To search by Topic:


1. Click .
2. Select **Topics** from the **Search Type** list.  
A [tree](#) of topic categories is displayed.
3. Click  next to the desired topic  
A branch of subtopics opens.
4. Select a subtopic  
A list of items indexed to the topic is displayed.
5. Select the desired item  
The selected item is displayed in the [View Pane](#).

**Note:** You can right-click a search result to view the book the item came from.

## Searching for Media Items

A [text search](#) can be restricted to search only for media items (e.g., pictures, animation or sound).

### To search for media items:

1. Click .
2. Select either **Title** or **Full Text** from the **Search Type** list.
3. Click **Advanced**.
4. Select **Find Only Media**.

---

Related topic:

{button ,JI('Versabook.HLP','Searching\_full\_text')} [Searching Full Text](#)

{button ,JI('Versabook.HLP','Advanced\_Search')} [Advanced Search](#)

{button ,JI('Versabook.HLP','Types\_of\_media')} [Types of Media](#)

### Searching for Related Articles

You can search for items indexed to the same [Keywords](#) as the current article.

#### To search for related articles:

- 1 On the **toolbar**, click the **Related** icon  
A list of related keywords is displayed.
- 2 Select a keyword  
The **Search tab** opens with a list of articles indexed to the selected keyword.
- 3 Select the desired item.

### **Graphical Library Overview**

The **Graphical Library** provides an easy and entertaining way of organizing available books or purchasing new ones.

**You can do the following with many of the features (Bookshelves, Books, etc.) in the Library:**

- n Click and drag them to different locations in the library or to the Librarian.
- n Right-click to copy or delete.

**{button ,AL('Graphical Library',0,','')} [Click here for a list of features in the Graphical Library](#)**

### The Librarian



The **Librarian** performs many of the functions in the **Graphical Library**.

You can drag items to him, such as a book or a bookshelf.

You can click on him to make him perform a variety of tasks.

Make sure you keep him busy - otherwise he'll have to find other things to keep himself occupied.

---

Related topics:

{button ,JI('Versabook.HLP', 'Graphical\_Library\_Overview')} [The Graphical Library](#)

### **The Research Desk (Graphical Library)**

The Research Desk is where you store your active books. You can click and drag a book or a bookshelf to the Research Desk. Right-click the Research Desk to shelve the books on the Desk.

---

{button ,JI('Versabook.HLP','What\_is\_a\_research\_desk')} [The Research Desk](#)

{button ,JI('Versabook.HLP','Graphical\_Library\_Overview')} [The Graphical Library](#)

### **The Bookshelf (Graphical Library)**

Bookshelves are where you store your books when not in use on the Research Desk. These can be organized by author, title or topic for easy access. You can click and drag a Bookshelf to the **Research Desk** or to the **Librarian**.

A book can appear on more than one Bookshelf.

---

Related topics:

{button ,JI('Versabook.HLP','What\_is\_a\_shelf')} [The Bookshelf](#)

{button ,JI('Versabook.HLP','Graphical\_Library\_Overview')} [The Graphical Library](#)

### **New Books desk (Graphical Library)**

When you purchase new books from the Internet, the books are placed here. You can either click and drag them to a specific Bookshelf, or right-click a book to delete it.

With a right-click, you can also view the book properties, or see an animation of the book cover.

---

Related topics:

{button ,JI('Versabook.HLP','Graphical\_Library\_Overview')} [The Graphical Library](#)

{button ,JI('Versabook.HLP','Purchasing\_a\_book\_with\_the\_Library')} [Purchasing New Books](#)



## Adding a New Book



This button connects to the Internet to open the default Internet Bookstore.

---

Related topics:

{button ,JI('Versabook.HLP', 'Graphical\_Library\_Overview')} [The Graphical Library](#)

### Returning to the Research Center

This button closes the Graphical Library, and returns you to the Research Center.



---

Related topics:


{button ,JI('Versabook.HLP', 'Graphical\_Library\_Overview')} [The Graphical Library](#)

## The Standard Library

The Standard Library is a simple tool for managing books and [Bookshelves](#).  
The Library allows you to add, move or delete books.

### To open the Standard Library:

On the **Menu bar**, select **Standard Library**.  
The Standard Library opens.

Click here  for an explanation of features in the Standard Library.

---

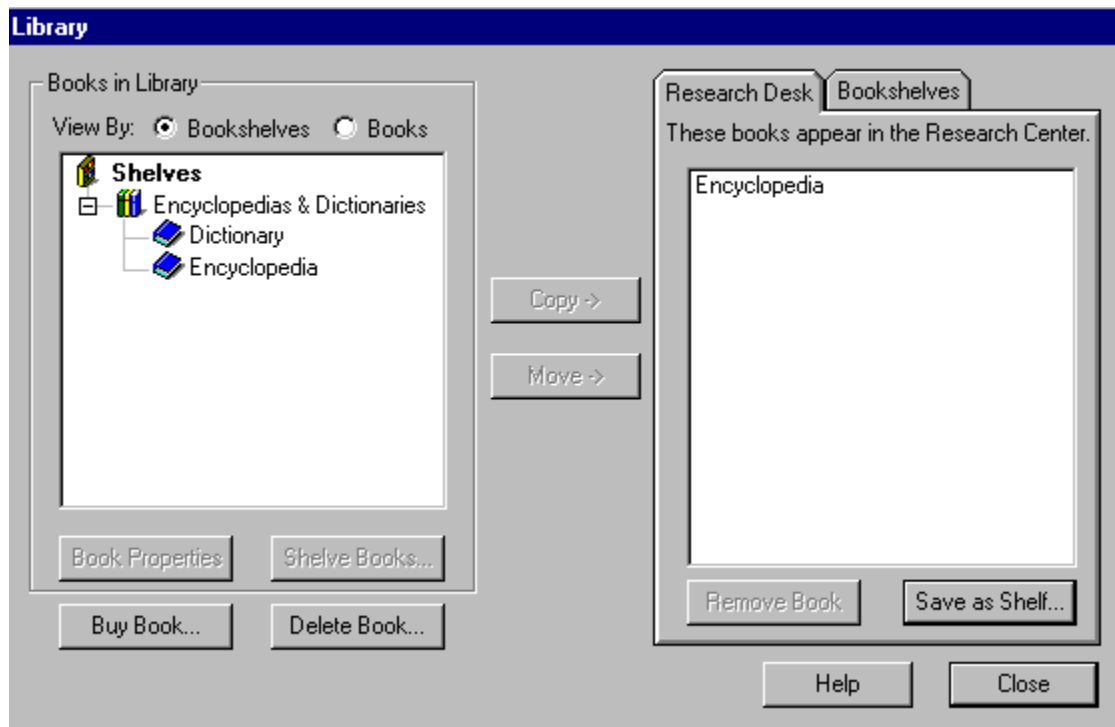
Related topics:

{button ,JI('Versabook.HLP', 'To\_purchase\_a\_book\_Standard\_Library')} [Purchasing New Books](#)

{button ,JI('Versabook.HLP', 'To\_add\_a\_book\_to\_the\_Research\_Desk\_Standard\_Library')} [Adding a Book to the Research Desk \(Standard Library\)](#)


{button ,JI('Versabook.HLP', 'To\_remove\_a\_book\_from\_the\_Research\_Desk\_Standard\_Library')} [Removing a Book from the Research Desk \(Standard Library\)](#)

Click items on the screen for an explanation:



## Bookshelves

This button displays a tree of all the Bookshelves and their books.

A Bookshelf can be expanded or contracted by clicking  or



**Books**

This button displays a list of all the books in the Library.

**List of Books**

A list of all the books in the Library is displayed here.

**Buy Book**

This button opens the **Buy Book** dialog box which allows you to purchase a book from the Internet.



**Delete Book**

This button deletes a book from the Library.

**Note:** Deleting a book removes it and all associated files from the hard drive.  
To access the book again, it will have to be reinstalled from the CD-ROM/DVD or downloaded again.

**Shelve Books**

This button assigns new books to a bookshelf.

**Book Properties**

This button displays the properties of the highlighted book (e.g. name, author, ISBN number, information about updates etc.)

**Copy**

This button copies the selected book to the Research Desk, or the selected bookshelf.

**Note:** Copying a book does not remove it from its original location.

**Move**

This button moves the selected book to the selected bookshelf.

**Note:** Moving a book removes it from its original location.

## **Research Desk**

This tab displays a list of books in the Research Center.

To access, view or search a book, it must first be moved to the **Research Desk**.

**Bookshelves**

This tab views all the books on a specified Bookshelf.  
You can select a different Bookshelf from the drop-down list.

**Remove Book**

This button removes the selected book from the Research Desk or the selected Bookshelf.



**Save as Shelf**

This button saves all the books on the Research Desk as a new Bookshelf.

**Close button**

This button closes the Library.

## Copying information to a different application

### To copy text from the **View Pane** to the **clipboard**:

Either:

- 1 Click and drag the pointer over the desired text
- 2 Right-click the selected text and select **Copy**  
The selected text is copied to the clipboard.

Or:

- 1 Click and drag the pointer over the desired text
- 2 Press **CTRL+C**  
The selected text is copied to the clipboard.

**From the clipboard, the text can be pasted to other applications.**

---

Related topics:

{button ,JI('\Versabook.HLP', 'Copying\_an\_entire\_article')} [Copying an Entire Article](#)

{button ,JI('\Versabook.HLP', 'Copying\_graphics')} [Copying Graphics](#)

## Copying an entire article

### To copy an entire item to the **clipboard**:

Either:

- 1 Click and drag the mouse over the desired text
- 2 Right-click the item and select **Select All**
- 3 Right-click the selected item again and select **Copy**  
The item is copied to the clipboard.

Or:

- 1 On the **Edit** menu, select **Select All**  
The entire item is selected.
- 2 On the **Edit** menu, select **Copy**  
The item is copied to the clipboard.

**From the clipboard, the item can be pasted to other applications.**

---

Related topics:

{button ,JI('Versabook.HLP','Copying\_information\_to\_a\_different\_application')} [Copying Text](#)

{button ,JI('Versabook.HLP','Copying\_graphics')} [Copying Graphics](#)

{button ,JI('Versabook.HLP','Adding\_articles\_to\_a\_Binder')} [Adding Items to a Binder](#)

## Copying graphics

### To copy a graphic to a different Windows program:

1. If the graphic is part of an article, double-click the picture to view it separately.
2. Click and drag the picture to a different application.

---

#### Related topics:

{button ,JI('Versabook.HLP', 'Copying\_an\_entire\_article')} [Copying an Entire Article](#)

{button ,JI('Versabook.HLP', 'Photos')} [Photos](#)

## Printing an article

### To print an item:

Either:



- 1 Click **Print**.  
The **Print** dialog box opens.
- 2 Check the printer settings.
- 3 Click **OK**.

Or:

- 1 On the **File** menu, select **Print**.  
The **Print** dialog box opens.
- 2 Check the printer settings.
- 3 Click **OK**.

---

Related topics:

{button ,JI('Versabook.HLP','Changing\_Headers\_Footers\_on\_a\_printed\_page')} [Changing Headers & Footers on a Printed Page](#)


### Changing headers & footers on a printed page

You can personalize the headers and footers of a printed page when printing an item.


#### To personalize the headers and footers:

- 1 On the **File** menu, select **Page Setup**  
The **Page Setup** dialog box opens.
- 2 In the Headers and Footers section type the desired text or code in each of the two text boxes.
- 3 Click **OK**.

#### To view a list of codes:

Click  and drag the question mark to any text box


A list of codes is displayed.

Click here  for a list of codes.

### Header and Footer Codes:

Type this	To print this
&w	Window title
&u	Page address (URL)
&d	Date in short format (as specified by Regional Settings in the Control Panel)
&D	Date in long format (as specified by Regional Settings in the Control Panel)
&t	Time in the format specified by Regional Settings in the Control Panel
&T	Time in 24-hour format
&p	Current page number
&P	Total number of Pages
&&	A single ampersand (&)

### To change the date and time format:

- 1 Click here  to open **Regional Settings**.
- 2 Select either the **Time** or the **Date** tab.
- 3 Select the desired format from the drop-down list.



### **Changing the font size**

Versabook allows you to customize the font size -- smaller print to fit more information on a page, or bigger print for easier reading.

#### **To change the font size:**

- 1 Select **Options** from the **Menu bar**.
- 2 Select the **Display** tab.
- 3 Select the desired font size.
- 4 Click **OK**.

### Showing button labels on the toolbar

Versabook has the option of hiding the button labels on the [toolbar](#) to give extra viewing space.



Button with  
label



Button  
without label

### To show/hide the button labels on the toolbar:

Either:

- 1 On the **Menu bar**, select **Options**.
- 2 Select the **Display** tab.
- 3 Clear the **Show Labels** check box.

Or:

- 1 Right-click the toolbar.
- 2 Select **Show Labels**.

### **Adding or removing toolbar sound effects**

By default, Versabook “clicks” when the pointer passes over a button on the toolbar.

#### **To add/remove sound effects:**

Either:

- 1 On the **Menu bar**, select **Options**.
- 2 Select the **Display** tab.
- 3 Clear the **Add Sound Effects** check box.

Or:

- 1 Right-click the toolbar.
- 2 Select **Add Sound Effects**.

### **Adding Hyperlinks to sub-articles**

Hyperlinks allow the user to jump to a different article or sub-article by clicking on blue-underlined text.

### **Versabook has three hyperlink features which can be displayed:**

- n **Add hyperlinks to media** - includes links to related media items (e.g. photos, sounds) at the beginning of the article.
- n **Add hyperlinks to sub-articles** - includes links to sub-articles related to the main article at the top of the article.
- n **View sub-articles with main article** - adds all the sub articles at the end of the main article.

### **To change the way Versabook displays hyperlinks:**

- 1 On the **Menu bar**, select **Options**.
- 2 Select the **Display** tab.
- 3 Select the desired check boxes.
- 4 Click **OK**.

### The Toolbar

The at the top of the screen with buttons that perform many of the commonly used Versabook features.

Click a button for an explanation:



**VersabookStore**

Purchase and download additional books at the VersabookStore in a matter of minutes. Advanced compression methods allow even the largest books to be downloaded quickly and easily.

Menu button



This button opens the main menu.

---

Related topics:

{button ,JI('VBFeatures.hlp>menu','Main\_Menu\_picture')} [The Main Menu](#)

**Previous button**



This button turns to the previous article in the book.



**Next button**



This button turns to the next article in the book.

### Media button



This button displays a list of all media items related to the article.

---

Related topics:

{button ,JI('Versabook.HLP', 'Types\_of\_media')} [Types of Media](#)

### Related button



This button shows a list of [keywords](#) associated with the article.

**Select a keyword to search for related items.**

### Context button



This button up-dates the [Control Pane](#) to show where the article appears in the book.

### Save to Binder button



This button saves the item in the current Binder.

---

Related topics:

{button ,JI('Versabook.HLP','What\_is\_a\_Binder')} [The Binder](#)

{button ,JI('Versabook.HLP','Displaying\_the\_Binder\_drop-down\_menu')} [Working with More Than One Binder](#)


**Print button**



This button prints the current item.

**Topic title**

The name of the topic currently displayed is listed here.

You can return to a topic by clicking the drop down arrow, . All topics viewed during this session are listed in the history list.

**Stop button**



Click here to stop an Internet search.



### Next in History



Click here to view the next item in the history list.  
All topics viewed during this session are listed in the history list.

### Previous in History

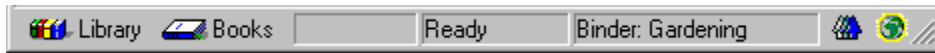


[Click here to view the previous item in the history list.](#)  
All topics viewed during this session are listed in the history list.

### The Status Bar

The **Status bar** is the area at the bottom of the screen.

Click an item of the status bar for an explanation:



## Library




This button opens the default Versabook Library.

The default **Library** can be set to either the **Graphical** or **Standard Library** by selecting **Options** on the **Menu bar**.

## Books



This button opens a list of all the books available in the Research Center.

The books on the Research Desk have a check mark  next to them.

**Binder**

The name of the current Binder is displayed here.

### Internet Connection

Indicates whether there is an active Internet connection.



- Connected to the Internet (by modem or permanent connection).



- The modem is not currently connected to the Internet.



- There is no way to connect to the Internet. (as set in the **Internet** tab on the **Options** dialog box)  
Click the icon to connect or disconnect the modem from the Internet.

### **Update Program icon**



This icon indicates that there is a program upgrade available.  
If the icon appears, double click to connect to the Internet to download an upgrade.



## **Hypersearch**

The Hypersearch feature lets you conduct a title search based on any word in an item.


The Hypersearch searches titles of the items in the books listed [Hypersearch tab](#) in the **Options** dialog box.


### **To conduct a Hypersearch:**


In the View Pane, double-click a word in an item or a media caption.


Versabook conducts a Hypersearch and displays the results in a separate window.

### Connecting to the Internet

The  icon on the status bar at the bottom of the screen indicates whether there is an active Internet connection.

 - Connected to the Internet (by modem or permanent connection)

 - The modem is not currently connected to the Internet

 - There is no way to connect to the Internet (as set in the **Internet** tab on the **Options** dialog box).

Click the icon to connect or disconnect the modem from the Internet.

If you have a permanent connection to the Internet you cannot connect or disconnect from the Internet with this feature.

## **Registration Information**

**If you reinstall Versabook after registering the application:**

Select **Restore Registration ID** from the **File** menu.

**If you have already registered Versabook and want to change some of your registration information:**

Select **Update Registration Information** from the **File** menu.

### **Program Updates**

You can update the program from the Internet, so you will always have the latest version of Versabook. If an icon appears on the Status bar at the bottom of the screen, a new version of Versabook is available. Click the icon to connect to the Internet and download the latest version.

#### **To check for a program update:**

On the **File** menu select **Check for Program Update**.

You can also automatically check for an update every time you connect to the Internet by selecting **Check Automatically for Program Update** in the **Update** tab of the of the **Options** dialog box.

