NIOSH

Pundit
User's Guide

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for searching
NIOSH CD-ROMs

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Centers for Disease Control and Prevention
National Institute for Occupational Safety and Health

CDC
CENTERS FOR DISEASE CONTROL
AND PREVENTION

Pundit

User's Guide

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for searching

NIOSH CD-ROMs

Developed by

HGO Technology, Inc.
Morgantown, WV 26505

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Content: 1-800-356-4674

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INTRODUCTION

About NIOSH

NIOSH is the acronym for the National Institute for Occupational Safety and Health, a Federal agency established by the Occupational Safety and Health Act of 1970. NIOSH is part of the Centers for Disease Control and Prevention (CDC) and is responsible for conducting research and making recommendations for preventing work-related illnesses and injuries. The Institute's responsibilities include the following:

- Investigating potentially hazardous working conditions as requested by employers or employees
- Evaluating workplace hazards ranging from chemicals to machinery
- Creating and disseminating methods for preventing disease, injury, and disability
- Conducting research and providing scientifically valid recommendations for protecting workers

NIOSH CD-ROMs

NIOSH issues CD-ROMs to provide, in a single source, collections of Institute documents. The CD-ROM format can store large amounts of information, which is then readily available to workers, employers, occupational safety and health professionals, organizations and government agencies, and other interested parties. In addition, the ability to electronically search the complete contents of the CD-ROMs for a particular subject(s) or concept(s) enhances the usefulness of this product.

A description of the type(s) of NIOSH documents on each CD-ROM is contained in the insert that accompanies the CD-ROM.

This information is also available on the CD-ROM itself (see "Document Set Info," page 31).

The CD-ROMs are created by linking the electronic text of each page to an actual image of that page. A printed copy of each of the documents is scanned using optical character recognition (OCR) to create an electronic text of that document before creating the link. When searching the CD-ROMs, you are actually searching the electronic text. Because OCR conversion is not 100% accurate, the scanning process may introduce some errors into the electronic text (see "What is Pundit?" on page 6). Therefore, only the actual page images are the official versions of the documents.

The software used to search the NIOSH CD-ROMs is a Windows-based program called Pundit*, which is contained on the CD-ROM discs. Detailed instructions for installing Pundit on your computer and searching the CD-ROMs are contained in this *User's Guide*.

Pundit contains a variety of features that facilitate your use of the CD-ROMs. For example, a list of all the documents on each disc can be automatically generated using the Browse option (page 36). The fuzzy search capability (page 15) and the Vocabulary option (page 35) can be used to overcome some of the errors introduced by the OCR scanning. The electronic text of the documents can be downloaded into word processing software using the Launch option (page 32). Pundit's features are described in detail in the following pages.

*Pundit was developed by HGO Technology, Inc., under a contract with NIOSH. Pundit was written using development software from ZyCO International, portions copyright© 1996 ZyCO International. Pundit may not be duplicated. Windows® is a registered trademark of Microsoft Corporation, Redmond, WA.

WELCOME TO PUNDIT

Installing Pundit on Your Computer

System Requirements

Pundit can run on any computer that supports Microsoft Windows version 3.1, 3.11, or Windows 95. However, performance will be noticeably slow on anything less than a 386DX 33MHz system with a 2X CD-ROM drive. Approximately 5 megabytes of free hard drive space are needed to install Pundit. A mouse is recommended but not required.

If you want to print document text or images, you also need a Windows-compatible printer that is configured and set up for your system. Printing images requires a graphics-capable printer with 2MB of memory.

Microsoft Windows 3.1 or 3.11

Pundit can be installed from any single-disc NIOSH CD-ROM; from a multi-disc set, it will only install from Disc 1. To install Pundit:

- Insert the single disc (or Disc 1) in your CD-ROM drive.
- From Windows Program Manager, choose File.
- From the File pull-down menu, choose Run.
- In the Command Line text box, type *D:setup* and press ENTER.

Note: This assumes that your CD-ROM is configured as drive D. If it is configured as a different drive, type the drive letter for your CD-ROM drive instead of D.

- Follow the set-up instructions on your screen.

The installation process creates a program group and icon for Pundit. To run Pundit, simply double-click on its icon.

Microsoft Windows 95

To install Pundit on a computer running Microsoft Windows 95:

- Insert the CD in your CD-ROM drive.
- From the main Windows 95 screen, choose Start.
- From the Start menu, choose Run.
- In the Open text box, type *D:setup* and press ENTER.

Note: This assumes that your CD-ROM is configured as drive D. If it is configured as a different drive, type the drive letter for your CD-ROM drive instead of D.

- Follow the set up instructions on your screen.

The installation process creates a program folder and icon for Pundit in the Start menu. To run Pundit, simply double-click on its icon.

Pundit Files

The installation program copies the following files to your hard drive:

In the\WINDOWS\SYSTEM directory:

CMDIALOG.VBX	MSMASKED.VBX	THREED.VBX
COMPOBJ.DLL	NWCONN.DLL	VBDB300.DLL
EMEDIT2.VBX	NWCORE.DLL	VBOA300.DLL
GAUGE.VBX	NWMISC.DLL	VBRUN300.DLL
HAPI.DLL	NWWRKSTN.DLL	VER.DLL
LEAD.VBX	OLE2.DLL	ZYBANYAN.DLL
LEAD45.DLL	OUTLUI.DLL	ZYDDD.DLL
LEADDIB.DRV	SPIN.VBX	ZYNOVELL.DLL
LEADRUN.VBX	STORAGE.DLL	ZYOLE.DLL

In the \WINDOWS directory:

PUNDIT.INI

All other files are copied to the \PUNDIT directory.

Note: Some of the files Pundit installs are common "shared" Windows files and may already be installed on your system by other programs. Pundit's installation program only copies a file if Pundit can supply a more recent version than the existing one.

If you ever remove Pundit from your system, be careful when deleting the above files. If you remove shared files, other programs that use them may be unable to run.

What Is Pundit?

Pundit is a Microsoft Windows software program designed to search and retrieve electronically stored documents. These documents were digitized by a scanner and are stored on CD-ROM in two formats: the scanned images of the pages and text transcriptions of the images.

Each document has a single file that contains the transcription of the text and several associated images—one for each page. The digitized images contain *pictures* of text, not actual text. Pundit searches the text transcriptions, not the picture. These transcriptions were produced by processing the scanned image of each document through an optical character recognition (OCR) program that "reads" the digital images and translates them into a text format.

Although OCR is a highly advanced technology, it is not 100% accurate, and some words may be erroneously transcribed. However, each page of text is linked internally to its corresponding digital image, and Pundit allows you to access both the text and its related image. Since these images are photocopies of the originals, you can compare the image to the electronic text file to uncover any transcription errors.

Pundit also allows you to manipulate the digitized images of a document in several ways, including resizing, zooming, rotating, and inverting. In addition, Pundit allows you to print either the text transcription or the digitized images of any document.

Because document images and text are stored on CD-ROM, you cannot edit them or save any changes to the CD-ROM. However, a Pundit feature allows you to "launch" a document into any other associated application, such as Windows Write or Notepad. From

these other applications, you can edit and save text copies of documents.

Pundit has been developed using standard modern software conventions, in particular those used by Microsoft Windows. As a result, experienced Windows users should find it very easy to navigate in Pundit and may wish to skip to "A Quick Tour of Pundit" (pages 9-10) for an overview. That summary can then serve as a reference. Those not as familiar with Windows may wish to read the entire *Pundit User's Guide*.

Conventions Used in This Guide

This *Pundit User's Guide* assumes that you will be using a mouse and that you know how to access Windows menus and buttons with a mouse. For more detailed information on using a mouse, or for information on Windows in general, consult the *Microsoft Windows User's Guide*.

If you do not have a mouse or if you prefer to use the keyboard, all of Pundit's functions have keyboard equivalents. They are provided for you in the appendices to this guide.

Mouse users may wish to refer to Appendix D ("Pundit Hot Keys," page 50) for information on Pundit's shortcut keystroke equivalents.

Certain typeface conventions are used throughout this guide:

- File names, directories, path names, and drives are capitalized:

    MYFILE.TXT   C:\MYDIR\MYFILE.TXT

- Keyboard keys are in small caps:

    ESC   TAB   CTRL   ENTER

- Instructions to hold down one key while depressing a second key are indicated by a plus sign:

  ALT+F   CTRL+TAB

- Instructions to press two keys sequentially but not simultaneously are indicated by a comma:

  TAB, DOWN ARROW

- The two previous notations are sometimes combined:

  ALT+F, P

  In this example you would press and hold down ALT while pressing F. Release the first two keys, then press P.

- Names of on-screen buttons are in boldface:

  OK   **Cancel**

- Text that you type in or enter is in bold italic:

  D>*setup*

This *Pundit User's Guide* contains "screen captures" (graphic reproductions) of many of Pundit's windows and dialog boxes. These screen captures represent the way Pundit looks in Windows 3.1 and 3.11. If you are running Pundit in Windows 95, the windows and dialog boxes will appear somewhat differently on your screen. However, all menu, button, and control names are the same.

A QUICK TOUR OF PUNDIT

If you are an experienced Windows user, the easiest way to learn about Pundit is to run it yourself and experiment. Later, when you want to know more about individual features, you can use Pundit's on-line help facility or this guide. To get you started as quickly as possible, the following section provides a brief overview of Pundit's most basic features.

There are five windows in Pundit: the main Pundit window, and four secondary windows—Enter a Search, Search Results, Text Viewer, and Image Viewer.

The Pundit Window

The Pundit window is the main program window, and it holds all the other Pundit windows. The menu bar is accessible from every other window except the Image Viewer, which has its own menu bar. The availability of items in the Pundit window's menu bar depends on the currently open window. When an item is inaccessible, it appears dimmed or grey.

The Enter a Search Window

This window is where you begin to search for a word or phrase in a document. This window is open by default each time you start Pundit. From this window you can

- Enter a search string or select one from a list
- Specify the search criteria, including "progressive" and "fuzzy" searches, wild cards, and the inclusion of Boolean and quorum operators (see pages 12-16)
- Begin a search

The Search Results Window

This window displays the results of a document search. From here you can

- Open Pundit's Text Viewer to view a document
- Print the Search Results list
- Save the Search Results list as a text file
- Launch a document into another Windows application
- Return to the Enter a Search window

The Text Viewer Window

This window displays the text of a document. From here you can

- Open the previous or next document in the Search Results list
- Move to the previous or next "hit" (match to the search term) in the document
- Perform a word search in the document
- Print the current document or a specified range of pages
- Save the current document as a text file
- Open the Image Viewer to view the image corresponding to the current document page
- Return to the Search Results and Enter a Search windows

The Image Viewer Window

The Image Viewer displays the actual digitalized images associated with a document. From here you can

- Move to the first, last, previous, or next image of the document
- Manipulate the image attributes (resizing, zooming, rotating, inverting)
- Open a picture within an image
- Print the image
- Return to the Text Viewer

THE ENTER A SEARCH WINDOW

This is where you begin a typical Pundit session. The window is open by default when you start Pundit. To begin a search:

- Insert the word or phrase you want to search for by
  — Clicking on the Search Statement text box and entering the search string,

  OR

  — Copying text from the Vocabulary list (see "Vocabulary," page 35) to the Search Statement box by highlighting the word or phrase, then selecting **Insert** (or highlight and then double-click).

- Select **Search** or press ENTER.
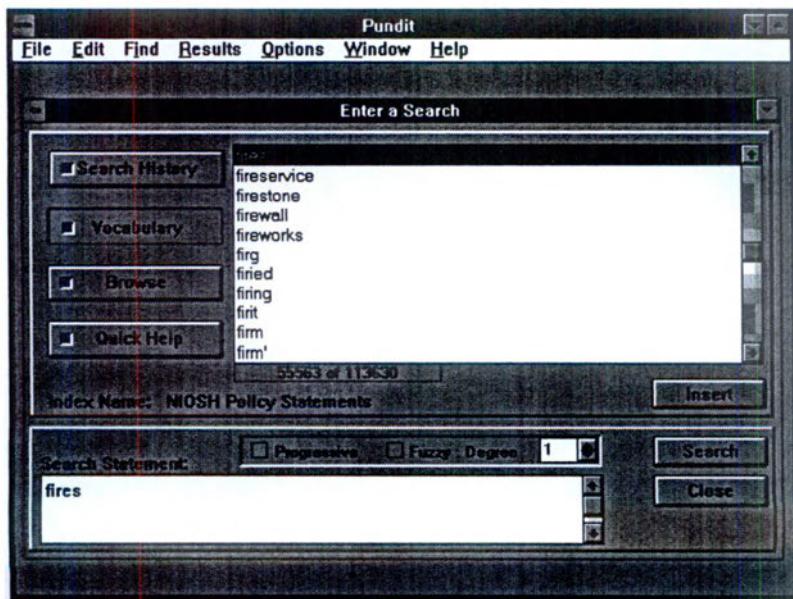
The Enter a Search Window

Should you want to search more than one Pundit disc for the same search statement:

- Highlight the search statement.
- Press CTRL+C to copy it.
- Return to the Pundit window.
  - Open the File pull-down menu.
  - Choose the Select New Index option.
  - Click on **OK** to have Pundit initialize a new index (see page 29).
- Remove the CD and insert the new disc in the drive.
- Be sure the cursor is in the Search Statement box.
- Press SHIFT+INSERT to "paste" the statement in the box.
- Continue with the search procedures.

This procedure may be used whether the Pundit discs are from the same or different sets.

Pundit provides a variety of search capabilities:

- You can use a search string that is either a single word or a phrase:

  health   retrieves all documents that contain the word *health*

  surgeon general   retrieves all documents that contain the phrase *Surgeon General*

- You can use the Boolean operators **AND, OR,** and **NOT** to establish relationships between terms:

  niosh OR cdc   retrieves all documents that contain either term

fire AND NOT resistant   retrieves all documents that include the first term but not the second

You can establish an order of precedence using parentheses:

accident AND (car OR automobile)

retrieves all documents that include both *accident* and *car* and all documents that include both *accident* and *automobile*

- You can use wild cards to make a search string more flexible:
  ? replaces a single character
  * replaces multiple characters

Both the ? and the * can be used in any position within a search string.

Note: Searches using wild cards result in longer search times and larger Search Results lists.

a?id

retrieves all documents that include *acid*, *avid*, *arid*, or *amid*

lab*

retrieves all documents that include *lab*, *laboratory*, or *labor*

Note: Use this feature judiciously, since it will list all documents in which the string appears as part of any and ALL words, such as label and labyrinth.

- You can use **W/** and **P/** to perform proximity searches, which retrieve documents that contain one word within a certain proximity of another:

  fires W/5 laboratory   retrieves all documents in which *fires* occurs within five words of *laboratory*

  fires P/4 laboratory   retrieves all documents in which *fires* precedes *laboratory* by no more than four words

- You can also use the **P** operator without a stated range:

  fires P laboratory   retrieves all documents in which *fires* occurs preceding *laboratory*, regardless of their distance from each other

- You can also specify proximity within specified ranges:

  carbon monoxide /-5,3/ exhaust
      retrieves all documents in which *carbon monoxide* precedes *exhaust* by no more than five words or follows *exhaust* by no more than three words

  Note: In order for this to work, the slashes must be set apart from the words by at least one space.

- The arithmetic operators **<** (less than), **<=** (less than or equal to), **=** (equal to), **<>** (not equal to), **>** (greater than), and **>=** (greater than or equal to) can also be used in a search:

    welding AND >= 1975   retrieves all documents in which both the word *welding* and a date or number greater than *1974* appear

- You can use a quorum operator to search for a number of terms from one to all:

    contaminants AND 2 of {air, water, laboratory}
    retrieves all documents in which *contaminants* appears with *air* and *water*, or with *air* and *laboratory*, or with *water* and *laboratory*

- You can use the separators **EOD** (end of document), **EOP** (end of paragraph), and **EOG** (end of page) to mark a physically defined portion of a document:

    alerts to EOP {fires}   retrieves all documents in which *fires* follows *alerts* within the same paragraph

Progressive and Fuzzy Searches

If the Progressive and Fuzzy check boxes are available in the Enter a Search window, you can use them to specify how a search is conducted. See "Progressive & Fuzzy," page 42.

If the Progressive box is checked, searches are performed *only* on the documents from the immediately preceding search instead of on the entire collection. In this way, you can continually narrow down the list of documents until you find the one you want.

If the Fuzzy box is checked, the criterion for a search is changed to include words that are close in spelling to the specified search string. This option can help you find words or phrases that may have been erroneously transcribed by the OCR process.
You can specify the degree of closeness by setting Degree next to the Fuzzy check box. The range is 1 to 4—the higher the degree, the greater the tolerance of error allowed in a search:

what	with a degree of 1	would retrieve that, whit, chat
what	with a degree of 2	would retrieve seat, shot, chit, when
what	with a degree of 3	would retrieve many words, all with only a single letter in common with the search string

Typically, we recommend a setting no higher than 2—higher settings increase search time and produce extraneous hits.

Note: Use fuzzy searches only when you are having trouble finding your search term or suspect that you are not finding all occurrences. Fuzzy searches have long search times and produce lengthy Search Results lists.

THE SEARCH RESULTS WINDOW

Once a search has been successfully completed, the results appear in a list box in the Search Results window. The results list contains all documents that satisfy the search statement criteria. Each document name is preceded by the number of times ("hits") the search statement word or phrase appears in that document. The results list may be sorted alphabetically by document name or numerically by the number of hits (see "Sort Order," page 40).

Select the document that you want to view or launch by moving the highlighting in the list box using UP ARROW, DOWN ARROW, or single-clicking on it with the mouse.

Note: Double-clicking on a document in the results list box automatically opens it into the Text Viewer.
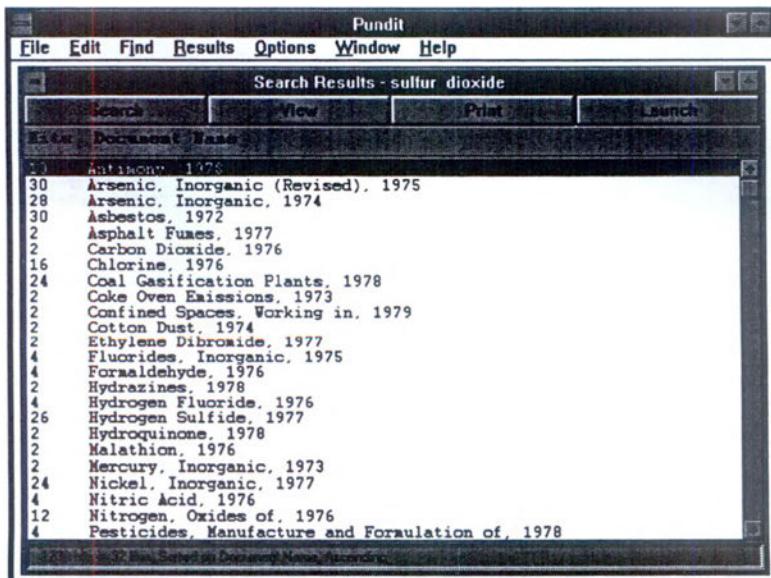
The Search Results Window

The Search Results ToolBar

The Search Results Window has its own ToolBar that allows you to access its functions with a single mouse click instead of using the pull-down menus. The following table contains brief descriptions of the functions of the ToolBar buttons. It also provides references to the sections in this guide that have more detailed information about the function.

Search Results ToolBar	
Button	**Action**
Search	Returns you to the Enter a Search window See *The Enter a Search Window*—page 11
View	Opens the selected document in Text Viewer See *The Text Viewer Window*—page 19
Print	Prints the Search Results list See *Print*—page 33
Launch	Exports the selected document to the associated Windows application See *Launch*—page 32

THE TEXT VIEWER WINDOW

Once you select a document for viewing, it is displayed in the Text Viewer window. You can move through the document by using the scroll bar to the right of the document window or by using PAGE UP, PAGE DOWN, UP ARROW, or DOWN ARROW.

Often a document is too wide to fit within the window, and its right edge appears truncated. You can move sideways in such a document by using the horizontal scroll bar across the bottom of the window. Alternatively, you can position the mouse pointer in the document and hold down the left button while you drag the mouse horizontally across the document in the window.

The text displayed in the Text Viewer window is the electronic transcription of the scanned images. Because the OCR process is not 100% accurate, errors and omissions may exist in the electronic text. Therefore, only the image pages are the official versions of the documents.
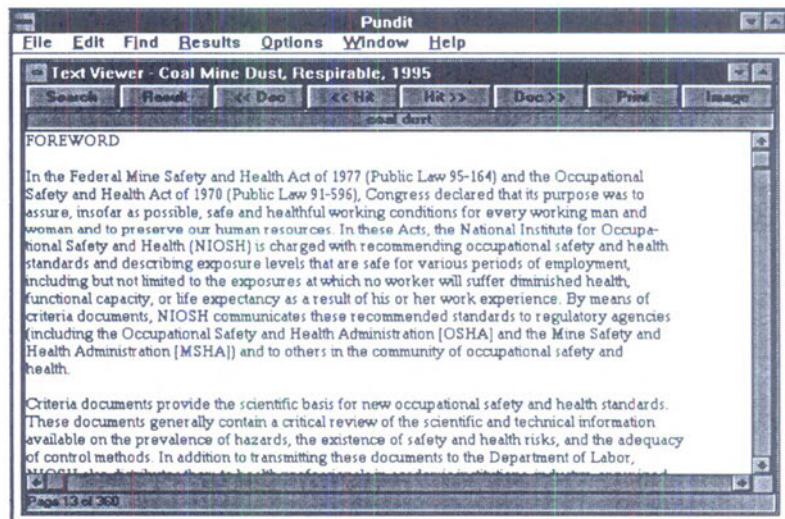
The Text Viewer Window

The Text Viewer ToolBar

The Text Viewer window has its own ToolBar that allows you to access its functions with a single mouse click instead of using the pull-down menus. The following table contains brief descriptions of the functions of the ToolBar buttons. It also provides references to the sections in this guide that have more detailed information on the function.

| Text Viewer ToolBar	
Button	**Action**
Search	Returns you to the Enter a Search window See *The Enter a Search Window*—page 11
Result	Returns you to the Search Results window See *The Search Results Window*—page 17
<<Doc	Opens previous document in Search Results list See *Previous Document*—page 38
<<Hit	Moves to the previous hit in the current document See *Previous Hit*—page 37
Hit>>	Moves to the next hit in the current document See *Next Hit*—page 37
Doc>>	Opens the next document in Search Results list See *Next Document*—page 38
Print	Prints the current document or selected pages See *Print*—page 33
Launch	Exports the selected document to the associated Windows application See *Launch*—page 32
Image	Opens the image associated with the current document See *The Image Viewer Window*—page 21

THE IMAGE VIEWER WINDOW

Once an image is opened for viewing, it appears in the Image Viewer window. Note the following Image Viewer constraints:

- You can open only one image at a time.
- You cannot minimize the Image Viewer window.
- You cannot move the Image Viewer to the background.
- You cannot access any controls in any other open Pundit windows (even if you can see them on your screen).
- You must close the Image Viewer if you want to access any outside functions.

If the image you have selected is too large to fit within the Image Viewer window, only part of it is displayed. You can view the rest of the image by using the Image Viewer scroll bars or by using the various options available from the Image Viewer pull-down menus: File, View, Effects, Browse, and Pictures.

These functions are discussed in detail in the sections that follow.
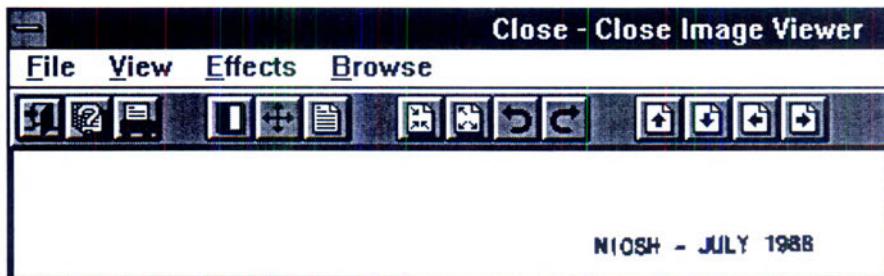
The Image Viewer ToolBar
(The descriptions on the next page are
in the same order as are the tools on the toolbar.)

The Image Viewer ToolBar

Most of the Image Viewer's menu options are available on this convenient horizontal toolbar just below the menu bar on the Image Viewer window. It enables you to execute the options with a single mouse click.

As you TAB to each icon, the title bar of the window changes to describe the icon function. The following table briefly describes the Image Viewer ToolBar functions. For a more detailed description of each tool's function, see the pages referenced.

Image Viewer ToolBar	
Tool	**Action & Reference**
Info	Provides information about the displayed image See *Image Info*—page 23
Close	Closes the image; returns to the text document See *Close*—page 24
Print	Prints the current image See *Print*—page 23
Invert	Reverses black/white image to white/black, and back See *Invert*—page 25
Fit	Resizes the image to fit in the window See *Fit Image*—page 24
Reset	Restores initial image size, proportions See *Reset Image*—page 24
Z-In	Zooms in See *Zoom*—page 24
Z-Out	Zooms out See *Zoom*—page 24
Left	Rotates the image 90° counterclockwise See *Rotate*—page 25
Right	Rotates the image 90° clockwise See *Rotate*—page 25
First	Opens the image of the document's first page See *First Page*—page 26
Last	Opens the image of the document's last page See *Last Page*—page 26
Prev	Opens the image of the document's previous page See *Previous Page*—page 26
Next	Opens the image of the document's next page See *Next Page*—page 26

The Image Viewer File Menu

Open the menu by clicking on File on the menu bar (or press ALT+F). Click on the option you want to select. The File pull-down menu offers four options: Image Info, Print, Print Setup, and Close. Unless otherwise noted, you can also access the options from the Image Viewer ToolBar.

Image Info

This option allows you to view specific information about the current image (height, width, compression type, etc.).

When you select this option, a message box appears displaying information about the current image.

To close Image Info, select **Close** from the Image Information box.

Print

This option allows you to print the open image on your currently active printer, provided it is a graphics-capable printer with at least 2MB of memory.

Print Setup

This option allows you to configure the printer used for printing Pundit images.

This option can be accessed *only* from the File pull-down menu.

When you select this option, the Print Setup dialog box appears. From this box you can set the many options available for configuring your printer. Some of these options may not be applicable to Pundit or to your particular system and are therefore inaccessible; these display as dimmed or grey. For further information about configuring your printer, consult the *Microsoft Windows User's Guide*.

Close

This option closes the open image and returns you to the document in the Text Viewer window at the same place you were when you entered the Image Viewer.

The Image Viewer View Menu

Open the menu by clicking on View on the menu bar (or press ALT+V). Click on the option you want to select. The View pull-down menu offers four options: Reset Image, Fit Image, Zoom, and Rotate. Unless otherwise noted, you can also access these options from the Image Viewer ToolBar.

Reset Image

This option restores the image to its original attributes, undoing any changes you may have made to it.

Fit Image

This option resizes the image to fit completely within the Image Viewer window.

Select Reset Image to restore the image to its original size.

Zoom

This option allows you to alter the size of the image being displayed: In enlarges the image by about 15%. Out reduces the image by about 15%. When an image reaches its maximum or minimum extremes, the Zoom In/Out functions produce no further effect.

Both operations can be performed several times in succession.

Select Reset Image to restore the image to its original size.

You can also zoom in on a portion of an image. Define the area you want to enlarge by depressing the left mouse button and dragging it diagonally across the document image. A rectangle will temporarily appear to indicate the defined area. Release the left mouse button and the selected area enlarges to fill the Image Viewer window. Once an image reaches its maximum zoom extreme, trying to zoom in with the mouse has no effect.

Rotate

This option allows you to turn the image counterclockwise or clockwise in increments of 90 degrees.

Choose Right (90 Degrees) to rotate the image clockwise; Left (90 Degrees) to rotate the image counterclockwise.

You can rotate an image any number of times in succession.

Use Reset Image to restore an image to its original orientation.

The Image Viewer Effects Menu

Open the menu by clicking on Effects from the menu bar (or press ALT+F). The Effects pull-down menu offers a single option— Invert, which is also available from the Image Viewer ToolBar.

Invert

This option changes the image's display attributes from black-on-white to white-on-black, giving a "photographic negative" effect.

Use the Reset option or the Invert option to restore the image's original attributes.

The Image Viewer Browse Menu

Open the menu by clicking on Browse on the menu bar (or press ALT+B). Click on the option you want to select. The Browse pull-down menu offers four options: Previous Page, Next Page, First Page, and Last Page. Unless otherwise noted, you can also access these options from the Image Viewer ToolBar.

Previous Page

This option opens the image associated with the previous page of the current document. A message box informs you if there is no previous page.

Next Page

This option opens the image associated with the next page of the current document. A message box informs you if there is no next page.

First Page

This option opens the image associated with the first page of the current document. If the first page is already displayed, there is no change.

Last Page

This option opens the image associated with the last page of the current document. If the last page is already displayed, there is no change.

The Image Viewer Pictures Menu

If a document contains photographs, as you are viewing the image files of the text an indicator will let you know there are photos on the page you are viewing. The Pictures options allow you to view and manipulate the photographs. The Pictures pull-down menu offers four options: First Picture, Next Picture, Previous Picture, and Page Image. Open the menu by clicking on Pictures from the menu bar (or press ALT+P). Click on the option you want to select.

Note: The Pictures pull-down menu appears only if the opened image has one or more separate photographs associated with it.

First Picture

The First Picture option opens the first photograph within the document image into the Image Viewer window. Once open, you can manipulate the photograph in all the ways you can manipulate the document's image: by resizing, zooming, rotating, and inverting. Options that are not accessible appear dimmed or grey on the pull-down menus and on the Image Viewer ToolBar.

Next Picture

If a photograph is open in the Image Viewer window, the Next Picture option closes the open photograph, then opens the next one. Once open, you can manipulate the photograph in all the ways you can manipulate the document's image: by resizing, zooming, rotating, and inverting. If there is no next photograph, a message box is displayed.

Previous Picture

If a photograph is open in the Image Viewer window, the Previous Picture option closes the open photograph, then opens the previous one. Once open, you can manipulate the photograph in all the ways

you can manipulate the document's image: by resizing, zooming, rotating, and inverting. Options that are inaccessible appear dimmed or grey in the pull-down menus and on the Image Viewer ToolBar. If there is no previous photograph, a message box is displayed.

Page Image

If a photograph is open in the Image Viewer window, the Page Image option closes the photograph and returns you to the document's image.

THE PUNDIT WINDOW

The Pundit window is the main window of the program. All other Pundit windows are contained inside this window. The items in the menu bar across the top are accessible from all other Pundit windows except the Image Viewer, which has its own menu bar. The availability of each menu item depends on the currently open window. When a menu item is unavailable, it appears dimmed or grey.

The File Menu

You can access this pull-down menu from the main Pundit window by choosing File from the main menu bar. The pull-down menu offers eight options: Select New Index, Document Set Info, Save As, Launch, View Page Image, Print, Print Setup, and Exit.

Select New Index

This option enables you to insert different Pundit discs that contain different document sets, without exiting the application. These discs may be from the same multi-disc set or from a different set of documents entirely.

When you select this option, a dialog box displays providing you with instructions for proceeding. The current drive is displayed in the Available Drives box. You can open the list of drives to select another CD drive.

You must not change discs until instructed to do so. This allows Pundit to close out the index list of documents before opening another. If you remove a disc too soon, or select an empty CD drive, or insert the wrong disc, Pundit advises you of the error and provides instructions for continuing.
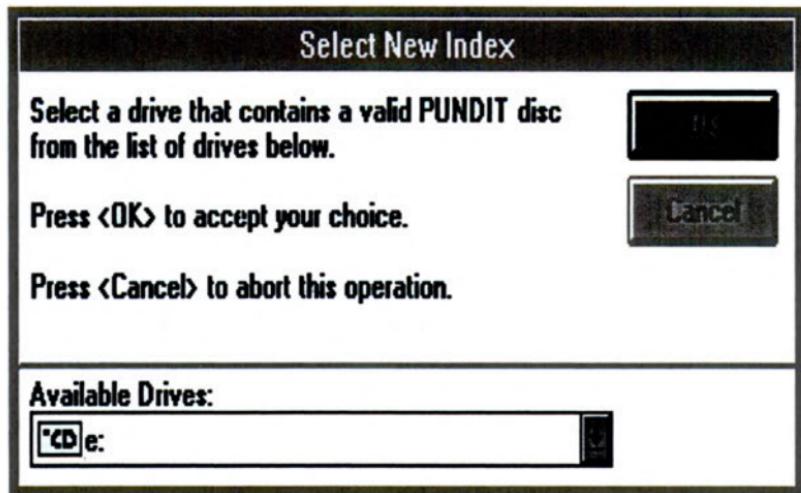
The Select New Index Box

In all cases, a prompt appears reminding you that the search
information or criteria you have entered to that point will be
erased. You can **Cancel** to return to the disc in use, or **OK** to
change discs and have Pundit initialize a new index.

Should you want to search more than one Pundit disc using the
same search statement, follow these steps instead:

- Highlight the search statement.
- Press CONTR+C to copy it.
- Return to the Pundit window and select new index as
  described previously.

When the new disc is in place, return to the Search Statement box
and

- Press SHIFT+INSERT to "paste" the statement in the box.
- Continue with the search procedures.

This, too, may be used whether the Pundit discs are from the same
or different sets.

Document Set Info

This option provides you with the following information:

- Document Set Name— the name of the collection(s) of documents on the active disc.

- Document Set Description—a brief explanation of the contents of the disc. This description duplicates the material contained in the insert that accompanies the CD-ROM. It provides information about the type(s) of documents on the disc, including applicability and limitations.

Save As

This option is available *only* when either the Search Results or Text Viewer window is open.

From the Search Results window, you can save a Search Results list as an ASCII text file.

From the Text Viewer window, you can save the complete open document (or any highlighted portion of it) as an ASCII text file.

- In the open Save As dialog box, type a file name in the File Name text entry box.

- You can change the drive and/or path in which you want the file saved, either by using the Drives and Directories boxes or by entering a drive and/or path in the File Name text entry box.

- When you are ready to save the file, choose **OK**. If you have entered an existing file name, a message box offers you the option of replacing the existing file or canceling the save so you can change the file name.

Launch

Use this option to open a text document into another Windows application. The application that launches the document is determined by the application that your copy of Windows currently associates with .TXT files. For example, if .TXT files are currently associated with Write, Launch opens the current text document into Write.

To associate files in Windows 3.1 or 3.11, use the Associate option on the File menu in the Windows File Manager. For more information on associating files, see the *Microsoft Windows User's Guide*.

Launch is available only when the Search Results window is open. To use Launch:

- Select a document from the Search Results list.
- Select **Launch**.

You can also activate **Launch** from the Search Results ToolBar.

View Page Image

This option opens the Image Viewer window so you can view the actual scanned image associated with a text document. The View Page option is available only when the Text Viewer window is open.

Several images are usually associated with one document. The image that opens for viewing is the one associated with the page currently displayed in the Text Viewer window.

You can also select **Image** from the Text Viewer ToolBar.

For additional information about using the Image Viewer, see "The Image Viewer Window," page 21.

Print

The Print option allows you to print a Search Results list, the text of an entire document, or any number of text pages of a document, depending on which Pundit window is open. These will print on your currently active printer. You cannot print an image using the main Pundit window's Print option. To print an image, you must use the Image Viewer's Print option. See "Print," page 23.

- To print the Search Results list from the Search Results window, choose File from the main Pundit menu, then select Print. You can also select **Print** from the Search Results ToolBar.

- To print the entire text document or a specified number of pages from the Text Viewer window, choose File from the main Pundit menu. Then select Print to open the Print dialog box.

- Choose All to print the entire document, or choose Pages to print a selection of pages. If you select Pages, you must specify the range of page numbers in the From and To text boxes.

You can also select **Print** from the Text Viewer ToolBar.

Print Setup

This .option enables you to configure the printer used for printing in Pundit.

From this dialog box you can set the many options available for configuring your printer. Some of these options may not be

applicable to Pundit or to your particular system and are therefore inaccessible. Options that are inaccessible appear dimmed or grey. For further information about configuring your printer, consult the *Microsoft Windows User's Guide*.

Exit

This option allows you to leave the Pundit System and return to Microsoft Windows. To access this option:

- From the main Pundit window, choose File.
- Select Exit to open a message box.
- Choose **Cancel** to return to Pundit or **OK** to exit to Microsoft Windows.

The Edit Menu

The Edit pull-down menu offers a single option—Copy. Open the menu from the main Pundit window by clicking on Edit from the menu bar (or press ALT+E). Then click on Copy.

Copy

Use this option to copy a portion of text onto the Windows Clipboard so you can paste it into another Windows application. You can only copy when the Text Viewer window is open.

- Highlight a portion of text in the Text Viewer window.
- From the main Pundit window, choose Edit, then select Copy. You can also accomplish this by pressing CTRL+C.

The highlighted text is now copied onto the Windows Clipboard. You can open another Windows application and insert the copied text with that application's Paste option.

The Find Menu

The Find pull-down menu offers six options: Enter a Search, Search History, Vocabulary, Browse, Quick Help, and Word Search. Open the menu from the main Pundit window by clicking on Find from the menu bar (or press ALT+F). Click on the option you want to select.

Enter a Search

This option allows you to reopen the Enter a Search window and begin a search. When Pundit is first started, the Enter a Search window is automatically opened for you.

Search History

This option allows you to view your previous search strings in the Enter a Search window along with the number of hits and number of documents found.

You can also select the **Search History** button in the Enter a Search window.

Vocabulary

This option allows you to display the contents of the search index in the Enter a Search window. The search index is the list of words that Pundit uses to match against the search statement. The index is a list of all words in all the documents and was compiled from the electronic text of the scanned documents on the active disc. Because of the errors inherent in the OCR process, the index contains partial words or words with incorrect characters. The index appears *only* in the Enter a Search window. The default display starts at the first real word.

You can also select the **Vocabulary** button in the Enter a Search window.

You can select words from the vocabulary list as search terms by highlighting the word or phrase, then selecting **Insert** (or highlight and then double-click).

Browse

This option allows you to view a list of all documents on the CD-ROM. The Browse option is available only when the Enter a Search window is open.

You can also select the **Browse** button in the Enter a Search window.

Quick Help

This option displays a quick help reference on creating search strings in Pundit in the Enter a Search window.

You can also press CTRL+Q or select the **Quick Help** button in the Enter a Search window.

Word Search

This option allows you to search forward from the cursor position for a specific word (or string of characters within a word) in the document you are viewing.

When you select this menu item, a dialog box displays. You can then

- Enter the word or character string to search for (the search is not case-sensitive).

- Check if you want the search to be performed ONLY on the whole word (or else the search will find all words that include the specified character string).

The Results Menu

Open the menu from the main Pundit window by clicking on Results from the menu bar (or press ALT+R). Click on the option you want to select. The Results pull-down menu offers four options: Previous Hit, Next Hit, Previous Document, and Next Document.

Previous Hit

This option allows you to move to the previous place in the document where Pundit found a match to your search string. It displays and highlights the line of the document where the previous match to your search string occurs. The Previous Hit option is available only when the Text Viewer window is open. If there is no previous match in the document, a message box is displayed.

You can also select **<<Hit** from the Text Viewer ToolBar.

Next Hit

This option allows you to move to the next place in the document where Pundit found a match to your search string. It displays and highlights the line of the document where the next match to your search string occurs. The Next Hit option is available only when the Text Viewer window is open.

If there are no more matches in the document, a message box is displayed.

You can also select **Hit>>** from the Text Viewer ToolBar.

Previous Document

This option allows you to move to the previous document in the compiled search list. The Previous Document option is available only when the Text Viewer window is open.

The currently opened document is closed, and the previous document in the list is opened. If there is no previous document in the search, the current document remains open and a message box is displayed.

You can also select **<<Doc** from the Text Viewer ToolBar.

Next Document

This option allows you to move to the next document in the compiled search list. The Next Document option is available only when the Text Viewer window is open.

The option closes the currently open document and opens the next document in the list. If there is no next document in the list, the current document remains open and a message box is displayed.

You can also select **Doc>>** from the Text Viewer ToolBar.

The Options Menu

The Options pull-down menu offers four options: Results Format, Display Format, Progressive & Fuzzy, and Save Preferences. Open the menu from the main Pundit window by clicking on Options from the menu bar (or press ALT+O). Click on the option you want to select.

Results Format

This option allows you to configure the information displayed in the Search Results window. This option is not available when the Search Results window is open.

In the Results Format Options dialog box, select the options you want displayed in the Search Results window; then choose **OK**.
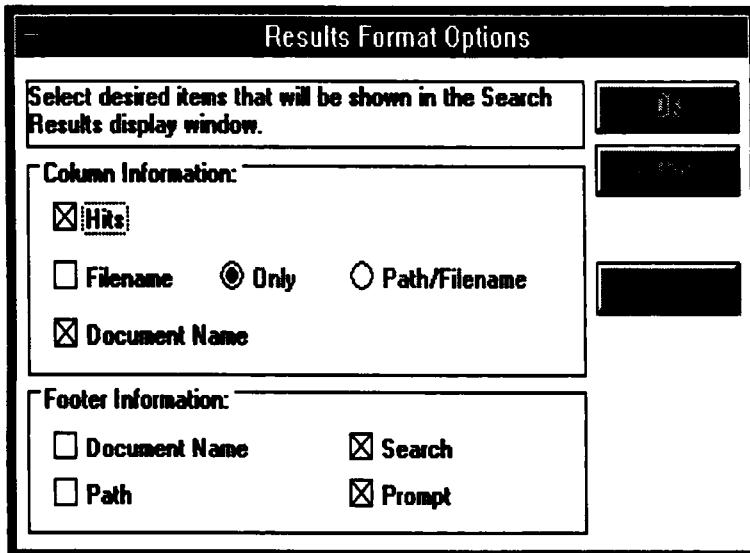


The Results Format Options Dialog Box

Column Information

The options are Hits, Filename, and Document Name. Select the options you want displayed in the Search Results window. If you select Filename, you also have the option of specifying either Filename Only or Path and Filename.

Footer Information

The options are Document Name, Path, Search, and Prompt. Select the options you want displayed in the Search Results footer.

Sort Order

Opens the Results Sort Order dialog box, allowing you to specify the order of the Search Results list.
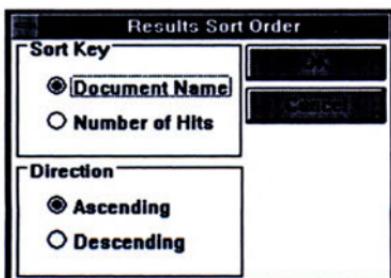
**The Results Sort Order
Dialog Box**

Sort Key

Choose either Document Name or Number of Hits to specify how Pundit sorts the Search Results list. Document names are sorted alphabetically; hits are sorted numerically.

Direction

Choose either Ascending or Descending to specify the order of the Search Results list.

Display Format

This option allows you to configure the information displayed in the Text Viewer window. This option is not available when the Text Viewer window is open.

In the Display Format Options dialog box, select the options you want displayed in the Text Viewer window; then choose **OK**.
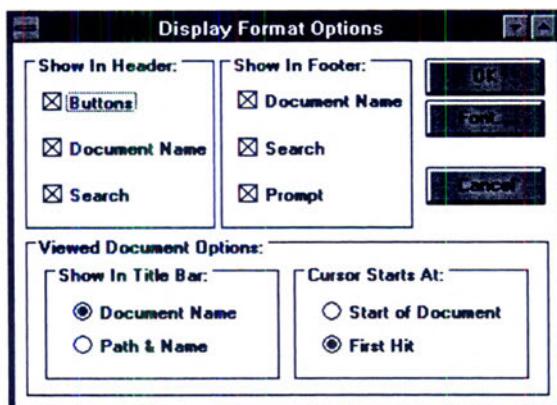
The Display Format Options Dialog Box

Show in Header

The options are Buttons, Document Name, and Search. Select the options you want displayed in the Text Viewer header.

Show in Footer

The options are Document Name, Search, and Prompt. Select the options you want displayed in the Text Viewer footer.

Font

Opens a dialog box that allows you to select the font used in the Text Viewer.

Show in Title Bar

Choose either Document Name or Path & Name for display in the Text Viewer's Title Bar.

Cursor Starts At

Choose either Start of Document or First Hit to determine where the cursor is positioned when a document is first opened in the Text Viewer.

Progressive & Fuzzy

This option allows you to toggle on or off the availability of the Progressive and Fuzzy check boxes in the Enter a Search window. The default is for the check boxes to be available.

Once the Progressive and Fuzzy check boxes are available, you can use them to specify how a search is conducted. See examples in "Progressive and Fuzzy Searches," page 15.

- From the main Pundit window, choose Options.
- From the Options pull-down menu, choose Progressive & Fuzzy.
- The Progressive and Fuzzy check boxes appear in the bottom third of the Search window.

Save Preferences

This option enables you to save or retain the changes you have made to the Pundit configuration. If you choose not to invoke this option or if you forget to select it, Pundit will appear as it did before you made changes the next time you enter it. To Save Preferences, open the menu and click on the option.

The Window Menu

The Window pull-down menu offers a single option—Cascade. Open the menu from the main Pundit window by clicking on Window from the menu bar (or press ALT+W). Click on Cascade.

Cascade

When more than one window is open, you can use the Cascade option to arrange the windows. Cascaded windows overlap so that the title bar of each is visible.

The Help Menu

The Help pull-down menu offers four options: Contents, Search for Help On, How to Use Help, and About Pundit. Open the menu from the main Pundit window by clicking on Help from the menu bar (or press ALT+H). Click on the option you select.

You can also access the help system from anywhere in Pundit by pressing F1. This key provides context-sensitive help, which means that the help screen that appears when you press F1 is determined by your current location within the program. Since you cannot access the main Pundit window's menu bar from the Image Viewer window, you must use the F1 key to access on-line help when the Image Viewer is open.

Contents

This option displays a list of all available on-line help topics.

Search for Help On

This option allows you to search the help system for information about a topic that you specify.
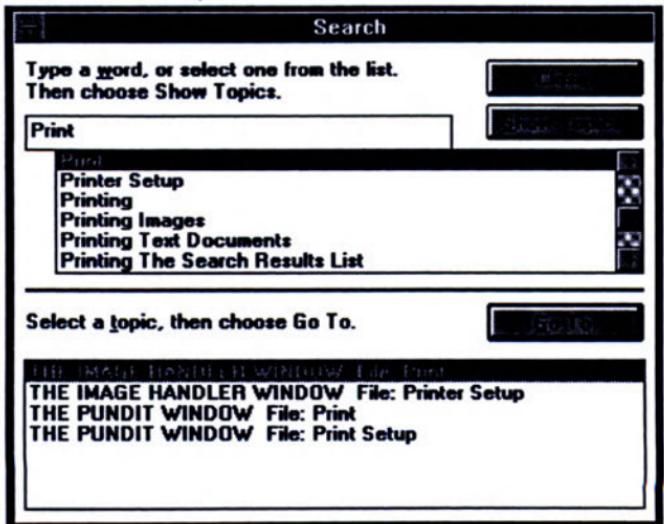
The Help Search Dialog Box

- In the text entry box that appears, type in the word on which you would like help, or choose one from the accompanying scrollable list.
- When the word you want is displayed in the text box, choose **Show Topics**.
- A list of topics appears in the lower box list. Select a topic, then choose **Go To**.
- A window appears with information about your chosen topic.

For further information about searching for help, or for information about using the Windows Help system in general, consult the *Microsoft Windows User's Guide*.

How to Use Help

This option displays instructions for using the Windows on-line help features.

About Pundit

This option displays information about the development and capabilities of the Pundit software.

APPENDICES

Appendix A
Using the Keyboard in Pundit

Although getting around Pundit is easiest with a mouse, all of Pundit's functions are available with keystroke equivalents. Choosing a menu item, a window button, or a control with the keyboard instead of the mouse is simple. All of the menu bar items and many of the window controls have mnemonics (underlined letters). To activate a pull-down menu, hold down ALT and then press the mnemonic. Then use UP ARROW or DOWN ARROW to move the highlighting to the desired menu option and press ENTER. Alternatively, you could choose a menu option by pressing ALT and the menu mnemonic and then pressing the menu item mnemonic.

Edit	Find	Results	Options	Window	Help

Launch	Ctrl+L
View Page Image	F9
Print...	Ctrl+P
Print Setup...	
Exit	
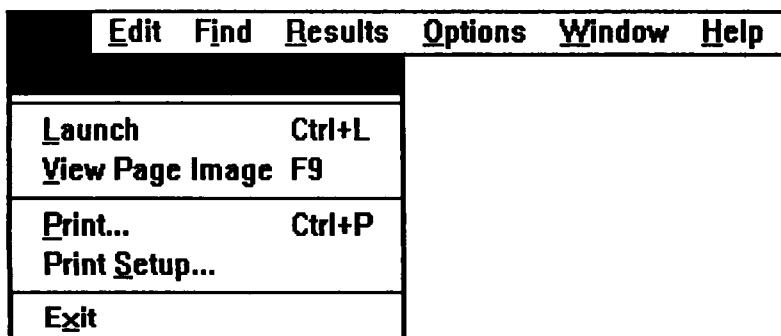
Sample Pull-down Menu

To select a button or control with the keyboard, you need to move the "focus" of the program to the control you want. To move the focus in a window, use the TAB key. A control that has the focus will appear highlighted in some fashion. Sometimes it will appear darker; sometimes it will have a dotted outline. Once the control

you want has the focus, you can proceed. If the control is a button, pressing ENTER will activate it. If it is text box, you can begin entering text. If it is a check box, you can check it by using SPACE BAR.

If you need further information about using the keyboard in Windows, consult the *Microsoft Windows User's Guide*.

Appendix B

Pundit Keyboard Equivalents

The following table lists the functions in Pundit and the keys to access them. For more detailed information about the functions, see the pages referenced in this *User's Guide*.

Main Pundit Window Keyboard Equivalents			
Menu	**Function**	**Keys**	**Reference**
FILE	Save As	ALT+F, A	Page 31
	Launch	ALT+F, L	Page 32
	View Page	ALT+F, V	Page 32
	Print	ALT+F, P	Page 33
	Print Setup	ALT+F, S	Page 33
	Exit	ALT+F, X	Page 34
EDIT	Copy	ALT+E, C	Page 34
FIND	Enter a Search	ALT+I, E	Page 35
	Search History	ALT+I, S	Page 35
	Vocabulary	ALT+I, V	Page 35
	Browse	ALT+I, B	Page 36
	Quick Help	ALT+I, Q	Page 36

Appendix B (continued)

Main Pundit Window Keyboard Equivalents			
Menu	**Function**	**Keys**	**Reference**
RESULTS	Previous Hit	ALT+R, P	Page 37
	Next Hit	ALT+R, N	Page 37
	Previous Document	ALT+R, D	Page 38
	Next Document	ALT+R, X	Page 38
OPTIONS	Results Format	ALT+O, R	Page 39
	Display Format	ALT+O, D	Page 41
	Progressive & Fuzzy	ALT+O, P	Page 42
	Save Preferences	ALT+O, V	Page 42
WINDOW	Cascade	ALT+W, C	Page 43
HELP	Contents	ALT+H, C	Page 43
	Search For Help On	ALT+H, S	Page 43
	How to Use Help	ALT+H, H	Page 44
	About Pundit	ALT+H, B	Page 44

Appendix C

Image Viewer Keyboard Equivalents

The following table lists the Image Viewer hot keys along with their functions and a reference within this guide.

Image Viewer Keyboard Equivalents			
Menu	Function	Keys	Reference
FILE	Image Info	ALT+F, I	Page 23
	Print	ALT+F, P	Page 23
	Print Setup	ALT+F, S	Page 23
	Close	ALT+F, C	Page 24
VIEW	Reset Image	ALT+V, S	Page 24
	Fit Image	ALT+V, F	Page 24
	Zoom	ALT+V, Z, I ALT+V, Z, O	Page 24
	Rotate	ALT+V, R, L ALT+V, R, R	Page 25
EFFECTS	Invert	ALT+E, I	Page 25
BROWSE	Previous Page	ALT+B, P	Page 26
	Next Page	ALT+B, N	Page 26
	First Page	ALT+B, F	Page 26
	Last Page	ALT+B, L	Page 26

Appendix D
Pundit Hot Keys

Certain functions in Pundit can be accessed with key combinations commonly known as hot keys. These hot keys are often more convenient to use than the pull-down menu equivalents. Menu items with their equivalent hot key combinations are listed in the pull-down menu to the right of the menu item. The following table lists the Pundit hot keys along with their functions and a reference within this guide.

Pundit Hot Keys		
Action	**Key**	**Reference**
See a list of all documents on the CD-ROM	CTRL+B	Page 36
Copy selected text to the Windows Clipboard	CTRL+C	Page 34
Launch a document using the associated Windows application	CTRL+L	Page 32
Print the current document, selected pages, or the Search Results list	CTRL+P	Page 33
Print a document's image	CTRL+P	Page 23
See a Quick Help reference	CTRL+Q	Page 36
See previous search information	CTRL+S	Page 35
See the contents of the search index	CTRL+V	Page 35
Invoke context-sensitive help	F1	Page 43
Reopen the Enter a Search window	F2	Page 35
Move to the previous hit in a document	F5	Page 37
Move to the next hit in a document	F6	Page 37
Open the previous document in the Search Results list	F7	Page 38
Open the next document in the Search Results list	F8	Page 38
Open the image associated with the current document	F9	Page 21

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