



Czech National Bibliography

User's manual

for Windows 95/98/NT/2000

Software version 1.0

Manual version 000515

End User Licensing Agreement

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1. Glossary of Terms

Application Window:

The screenshot shows the CNB application window with the following components labeled:

- Menu:** Database, Query, Edit, View, Export, Print, Settings, Help
- Toolbar:** Navigation and search icons
- List window:** Table of records with columns for Author and Title
- Record window:** Detailed view of a selected record, including fields like Title, Type of Article, Title of source Document, Volume, Date of Publication, UDC, and Keywords.
- Information column:** A vertical column on the right side of the list window.
- Status bar:** Located at the bottom of the window, displaying search statistics.

Labels for the status bar fields:











- Database
- Update
- Status bar - Marked - current record number / number of marked records
- Status bar - Found - current record number / number of found records
- Status bar - All database - current record number / total number of records in database
- Database name

Query Window:





The screenshot shows the Authority File query window with the following components labeled:

- Index button:** Located at the top left of the window.
- Item edit line:** A horizontal line above the query fields.
- History button:** Located at the top right of the window.
- Defining logical relation between items:** AND buttons between the query fields.
- Defining relation to previous query:** Radio buttons for New query, Refine query, Expand query, and Exclude from query.
- Control buttons:** Load query, Save query, Found, Clear form, Search, Close, and Help buttons.

Toolbar Buttons:

-  - open query window
-  - mark / unmark record
-  - first record
-  - first record on previous page (100 records back)
Note.: To move page back or forward to see sequentially all records use keyboard keys PageUp or PageDown.
-  - previous record
-  - next record
-  - first record on next page (100 records forward)
-  - last record
-  - all records database
-  - found records database
-  - marked records database
-  - export current record
-  - print current record
-  - maximize / minimize list window
-  - maximize / minimize record window
- record window format
- percentage magnification of record window

Information column:

-  - found record
-  - marked record
-  - found and marked record
-  - found and marked record from update

2. Hot Keys

F1	- help
F3	- export current record
F4	- current index history line
F5	- search using current query
F6	- open query window
F7	- open index
F10	- switch to all records
F11	- switch to found records
F12	- switch to marked records
Insert	- mark / unmark record
Shift + F1-Fx	- open database
Shift + Insert	- mark all records
Shift + Del	- unmark all records
Ctrl + Del	- clear query
Ctrl + D	- activate / deactivate database (if update is available)
Ctrl + U	- activate / deactivate update
Ctrl + R	- print current record
Ctrl + P	- print
Ctrl + E	- export
Ctrl + S	- sort found records
Ctrl + G	- go to record number...
Ctrl + Z	- visible fields
Ctrl + F	- setup output format

3. Using the Database

3.1 Opening the Database and Update

In **Database** menu select the database you wish to open.

To use update of the database, (if the update files are available) first specify the path to the update files folder:

- 1) In menu **Settings** select **Options**
- 2) Click tab *Update* and select complete path by clicking on *Browse* and locating the folder containing the update file (e.g. C:\CNB). Confirm by clicking OK.
- 3) Save program settings by clicking on **Save settings** from menu **Settings**.

To use the update, the database must be reopened – select it again in menu **Database**. The status bar should now indicate active switches Database / Database Update.

Alternatively, the switching between database and update can be done in menu **Database**.

Paths to database files (local & network) can be altered or entered in dialog window by selecting **Database paths** from menu **Database**.

3.2 Browsing the Database

The user can browse the all database or found records or marked records.

Moving between records can be accomplished by Up/Down arrows (the list window cursor will follow), Toolbar buttons, or by single click on a record line in the list window.

To go to a specific record select **Go To** from menu **Edit** and entry the record number.

Left/Right arrows can be used in the list window to view other fields (move 1 column left/right).

3.3 Marking the records

The records are marked or unmarked in the list window as follows:

- 1) double click the desired record
- 2) use key **Insert**
- 3) from menu **Edit** select **Mark / Unmark record**
- 4) right click in the list window and select **Mark / Unmark record** from the context menu.

Switching to marked records is then done by clicking the checkmark toolbar button



Marked records are graphically identified in the information column.

Unmarking procedure is identical.

3.4 Sorting the Records

Only found or marked records can be sorted. Sorting is alphabetical.

The depth of sort (number of characters compared) can be set in menu **Settings** selecting **Options** and specifying number of characters in the tab **Sort**. The range (min. to max.) is 1 to 12.

To perform sort, either:

- 1) in menu **Edit** select **Sort**, choose item to sort by and click **OK**, or
- 2) right click in the list window and use the context menu the same way

The sort operation can be interrupted by **ESC** key.

3.5 Types of items


The database items are classified by type, specifying the kind of information contained in the item:

- a) **Phrase and Word** - used for common, unique phrases or headings. Both words and/or phrases can be searched.
- b) **Phrase** – used in cases where it is meaningless to separate phrases into words. Only complete phrases can be searched in this type of items.
- c) **Word** – Only individual words can be searched.
- d) **Number** – numerical items can contain positive and negative integers.
- e) **Date** – date items.
- f) **Range** – numerical or date items specifying range of values or a time interval.

4. Setup


4.1 List window settings

Field column widths and their sequence can be adjusted.


Clicking the toolbar button  will maximize the window. The List and Record window split can be vertical or horizontal as set in menu **View, Window split (Hor./Vert.)**
The relative size of the two windows is adjustable by click, hold and dragging the split bar between the windows.

The leftmost column is informational, showing the record status (marked, found, etc.)

4.2 Record window settings


Zoom - the toolbar drop down menu  enables the record window text size to be adjusted in discrete steps, or

- in menu **View** item **Zoom** the user can adjust the text size gradually, or
- right click in the record window opens a context menu with options **Zoom-in 20%**, **Zoom-out 20%** or **100%**.

Output format - the toolbar drop down menu , presents a choice of record window output format, or

- same choices are available in menu **Settings**, item **Output format**.

Visible fields - in menu **Settings** item **Visible fields** is used to delete checkmarks to disable record window output for fields not required.

Clicking the toolbar button  will maximize the window. The List and Record window split can be vertical or horizontal as set in menu **View, Window split (Hor./Vert.)**
The relative size of the two windows is adjustable by click, hold and dragging the split bar between the windows.

4.3 Colour Setup

A user adjustable colours are used to highlight various parts of the text.

Basic standard text is black on a white background (adjustable only in the operating system).

To modify other text type colours, in menu **Settings** item **Options** the tab **Colours** is used to perform desired changes. Fore- and background colour selection drop down menus are given and a result is shown.

ⁿ¹ *Grab the column by its heading and move. New column position is indicated by a heavy vertical line.*

Another choice is an option to **Colour all records**, **Colour found records only** or **No colour**. This is adjustable in a drop down menu under the colour result preview.

4.4 Saving the settings

The current program settings can be saved by item **Save settings** in menu **Settings**. All necessary information is saved in an .OPT extension file.

Saved settings are retrieved by item **Load settings** in menu **Settings**.

Saving settings on exit and loading on start can be performed automatically by enabling the required function(s) in menu **Settings** item **Options** and tab **Environment**.

Note: Both read and write access must be allowed to the application folder used to store .OPT file.

4.5 Font settings

This program version is optimized for the 800x600 pixel screen resolution and *Small fonts* setting in the Windows operating system.

5. Database Search

5.1 Query formulation

The dialog window used to formulate a query is opened from menu **Query** selecting **Open query window** menu choice or by pressing **F6**.

Query can be entered by several means:

- 1) typing on the line for field to be searched
- 2) selecting from the item history^{h1}
- 3) using the index
- 4) inserting text from the clipboard
- 5) loading a saved query.

5.2 Using the index

The **Index of Item** is an alphabetically sorted list of all words or phrases stored in the item. It is opened by clicking the Item name button. The window is controlled using the buttonsⁱ¹

The **Global query** index contains all indexed words from all items.

To enter a phrase or a word from the index window to the query edit line:

1. place the cursor on desired line in the index window
2. a) press **Enter** key to copy the entire line or
 - b) double click the index window line to copy the entire line or
 - c) use button "enter / delete letter on field edit line" – to sequentially copy individual characters.

^{h1} Item history is opened by clicking the marked button.



ⁱ¹

hesla	- show phrases
slova	- show words
123..	- show numbers
▲	- to first phrase/word
▲	- to phrase/word one page back
▲	- one phrase/word back
◀ ▶	- enter/delete letter on item edit line
▼	- one phrase/word forward
▼	- to phrase/word one page forward
▼	- to last phrase/word
výběr	- select or global view
počet	- show/hide occurrences sum

After the search, the function of "to first phrase/word" and "to last phrase/word" buttons is altered. While the first click moves the user to the correct first/last phrase/word in the index, second click brings him back to the term entered on the item edit line. This will ease the return to already once found term in the index window.

5.3 Query Convention

Certain convention must be adhered to when entering a query. Each type of item has rules to follow.

Query Convention – Phrase and Word

Items Phrase and word can be searched same way as word alone. Additionally, complete phrases may be searched for.

Typing:

- 'Třídý betonu' - records are searched which contain complete and only phrase "třídý betonu".
- 'Třídý b*' - records are searched which contain phrases starting with the word "třídý" followed by words starting with letter B.

Leading asterisk is allowed. It represents any preceding text:

- '*třídý betonu*' - will search for phrases containing sub-phrase "třídý betonu"
- '*třídý*' - will search for phrases containing sequence "třídý".

Unlike the word only query, the phrase/word query allows punctuation and other characters (period, space, & etc.). They are, however, considered equal.

Query Convention – Phrase

Phrase search is used in cases where it is meaningless to separate phrases into words. Only complete phrases can be searched in this type of items. The query convention is equal to the item Phrase and Word.

Query Convention –Word

Items of this type will search words or their parts.

Typing:

- chléb - will search for occurrences of the exact word only.
- chl?b* - will find words such as chléb, chleba, chlebový, chlebník ..., but also chlubit, chlubivý... atd.
- <beton - will search for all words alphabetically preceding the word beton. If the item contains more words, the search will not follow the first word of the phrase only, but also all words included. Tornado is capable of using greater than (>), less than (<), greater or equal (>=) and smaller or equal (<=) operators. Words accordingly searched out will not be highlighted in the text.
- beton..cihla - will search for all words positioned alphabetically between (and including) the words beton a cihla. As in the previous case, the words found will not be highlighted.

Note: The search is not case sensitive.

Query Convention – Number

Numerical values allowed are positive or negative integers only.

Typing:

12380 - will search for exact match occurrences of given number.

Question marks can be used at the end of the numbers:

123?? - will search for occurrences of numbers in the range of 12300 to 12399.

Especially interesting is the numerical use of relational operators greater than (>), less than (<), greater or equal (>=) and smaller or equal.

<=124 - will search for all numbers greater or equal to number 124..

120..149 - will find all occurrences of numbers from 120 to 149. In both above examples the numbers found in this manner will not be highlighted

Query Convention – Date

A date query can include several forms:

DD.MM.YYYY - e.g. 20.1.1999 meaning 20.January 1999,

DD.MM.YY - e.g. 13.11.95 meaning 13. November 1999,

MM.YY - e.g. 1.99 meaning January 1999,

DDMMYY - e.g. 010799 meaning 1.July 1999,

YYYY - e.g. 1999 meaning year 1999,

YY - e.g. 98 meaning year 1998.

Convention allows the use of "?". E.g. 1?.12.1999 meaning time period from 10.12.1999 to 19.12.1999.

Typing:

20.1.1999 - will search for occurrences of exactly 20.January 1999.

?10.1999 - will search for occurrences of all dates between 1.October.1999 and 9.October.1999.

??10.1999 - will search for occurrences of all dates between 1.October.1999 and 31.October.1999.

>=1.1999 - will search for occurrences of all dates starting with January 1999.

1.1.1999..30.6.1999 - will search for occurrences of all dates between 1.January and 30.June of 1999.

In the two last examples the dates found will not be highlighted.

Query Convention – Range

A Range type query is entered in a similar manner as in previous cases. Numerical samples are shown, but the syntax and search rules are equally valid for dates..

Typing:

234 - will search for all ranges which include number 234.

23? - will search for all ranges which include at least one number between 230 to 239.

>1000 - will search for all ranges with upper limit greater than 1000.

<1000 - will search for all ranges with lower limit less than 1000.

100..200 - will search for all ranges which overlap the search range by at least one numerical value.

5.4 Logical operators

Following logical operators can be used for searches within **one item** only.
The operators may be placed between words to enable more complex query structure.

Logical And: and (&), (.). All words in front of and after the operator must exist in the searched item.

Examples: Beton and Třídý
Beton & Třídý
Beton, Třídý

Logical or: or (space). At least one of the words in front of and after the operator must exist in the searched item.

Examples: Beton or Třídý
Beton Třídý

Negation: not. The searched item must not contain the word after the operator.

Example: not Beton

Exclusion: WITHOUT (-). The searched item must contain the word before the operator but not the word after it.

Examples: Beton without Třídý
Beton - Třídý

Operation priority:

- 1) logical not
- 2) logical and
- 3) logical or, operator without

More complex queries can utilize parentheses ("", "").

5.5 Logical relations between items

Default logical relationship between items is **AND** – “item 1 contents” **and also** “item 2 contents”
This can be altered in the right part of the Query window by clicking the drop down menu button at the item 2 and choosing **OR**. Query is now modified to search for– “item 1 contents” **or** “item 2 contents”

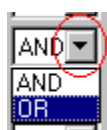
Example:

Query format: In item *Author* entered name ‘Čapek’, in item *Date of publishing* entered ‘1938’,
and logical operator between items is **AND**.

Result: Records are found containing name Čapek in the item *Author* **and simultaneously** year 1938 in the item *Date of publishing*.

Query format: In item *Author* entered name ‘Čapek’, in item *Date of publishing* entered ‘1938’,
and logical operator between items is **OR**.

Result: Records are found containing name Čapek in the item *Author* **or** year 1938 in the item *Date of publishing*.



Note: Number of records found using the OR operator must be the same or greater than number found using the operator AND.

5.6 Logical relations between queries

A new query can be logically joined with a previous one if their relation is specified in the Query window by choosing:


New query

Refine query - should reduce the number of found records by applying AND relationship between the previous and the new query. All found records must now meet both the old and the new query criteria.

Expand query - should increase the number of found records by applying OR relationship between the previous and the new query. All found records will now meet either the old or the new query criteria.

Exclude from query – will reduce the number of found records by using the WITHOUT operator. The query will now search for records conforming to original query but the search will exclude records containing the new query expressions.

NOTE: When entering a new query it is recommended to erase the query form by clicking the

Clear form  button to prevent unintentional joining queries and resulting erroneous search.

5.7 Saving and loading queries

Saving queries

- 1) Click the *Save query* button  in the query window.
- 2) Enter a filename and save.

Loading query

- 1) Click the *Load query* button  in the query window.
- 2) Select .TQx extension file and click *Open* to load it.

Each database saves queries with different extensions (*.TQ1, *.TQ2, ... *.TQx). Even though all query files reside in the same folder, queries created in a different database cannot be used.


6. Print

6.1 Print all records

- 1) In menu **Print** select **Print** (Ctrl+P).
- 2) In tab **Printer** section **Print** mark item **All**.
- 3) Select your printer.
- 4) If desired, specify **Range** of records to print (from...to).
- 5) Select **Print format**.
- 6) Confirm **OK**

Further print settings are available in the tab **Page setup**, such as **Header**, **Footer** and **Page numbering**. **Data source** information can be printed and all supplementary data can be **Placed** on a page.

Additional print functions (in **Printer** tab):

- **number of copies**
- **collate**
- **one record per page**
- **print preview** (button ) - (a typical record is shown to view page layout, not the actual record to be printed).

6.2 Print current record

Click on button 

- or
- 1) use keyboard combination **Ctrl+R**
 - 2) in menu **Print** select **Current record**
 - 3) right click in the record window and select **Print** from the context menu.

The record is sent to the printer specified in ^{t1}. If the settings were not made prior to printing, the record is directed to the system default printer.

When printing the current record the data source information is not included. To print the information, instead of using the Print current record command, mark the record and follow by Print marked records function.

Note: A record is considered current if it is displayed in the record window or is highlighted by the line cursor in the list window.


^{t1} In menu **Print** select **Current record print settings**. Click on *Browse...* and select your printer.

6.3 Print found records

- 1) In menu **Print** select **Print** (Ctrl+P).
- 2) In tab **Printer** section **Print** mark item **Found**.
- 3) Select your printer.
- 4) If desired, specify **Range** of records to print (from...to).
- 5) Select **Print format**.
- 6) Confirm **OK**

Further print settings are available in the tab **Page setup**, such as **Header**, **Footer** and **Page numbering**. **Data source** information can be printed and all supplementary data can be **Placed** on a page

Additional print functions (in **Printer** tab) :


- **number of copies**
- **collate**
- **one record per page**
- **print preview** (button ) - (a typical record is shown to view page layout, not the actual record to be printed).

6.4 Print marked records

- 1) In menu **Print** select **Print** (Ctrl+P).
- 2) In tab **Printer** section **Print** mark item **Marked**.
- 3) Select your printer.
- 4) If desired, specify **Range** of records to print (from...to).
- 5) Select **Print format**.
- 6) Confirm **OK**

Further print settings are available in the tab **Page setup**, such as **Header**, **Footer** and **Page numbering**. **Data source** information can be printed and all supplementary data can be **Placed** on a page

Additional print functions (in **Printer** tab):

- **number of copies**
- **collate**
- **one record per page**
- **print preview** (button ) - (a typical record is shown to view page layout, not the actual record to be printed).

7. Export

7.1 Export all records

- 1) In menu **Export** select **Export** (Ctrl + E).
- 2) Mark item **All** in section **Export** of the *Export* dialog window.
- 3) Type a filename with extension including a path. (If path is not specified, the file will be created in the application folder).
- 4) If desired, specify **Range** of records to export (from...to).
- 5) Select an **Export format**.
- 6) If other than *Text (RTF)*, format is selected, the **Output code** must be specified.
- 7) Confirm **OK**

Export can be interrupted by clicking the **Cancel** button.

Additional Export functions:

- **Append to existing** (in *Filename* section) – will not overwrite but append the output to an existing file
- **Gizmo** (in *Output code* section) - Gizmo notation
- **One record per page** (in section *Export format*)
- **Lines between records** (in section *Export format*) – number of blank lines between end of one and beginning of next record.

7.2 Export Current record

Click button 

- or:
- 1) press key **F3**
 - 2) in menu **Export** select **Current record (quick export)**
 - 3) right click in the record window and select from context menu **Export – Current record**.

The record is exported to the file named and located in the ^{e1} including possibility of Gizmo notation. The program will ask for settings if not done earlier. Files with the same name will be prompted to save before overwriting.

Export can be interrupted by clicking the **Cancel** button.

Most often used output codes with the Czech diacritics are:

Apple CE
cp852 PC Latin 2
cp1250 MS Windows Latin 2
Kod Kamenických (MJK)
Latin 2 (text602)

Note: A record is considered current if it is displayed in the record window or is highlighted by the line cursor in the list window.

^{e1} In menu **Export** select **Quick export settings**. Select the export format, output code and enter a path and filename to store the current record.

7.3 Export found records

- 1) In menu **Export** select **Export** (Ctrl + E).
- 2) Mark item **Found** in section **Export** of the *Export* dialog window
- 3) Type a filename with extension including a path. (If path is not specified, the file will be created in the application folder).
- 4) If desired, specify **Range** of records to export (from...to).
- 5) Select an **Export format**.
- 6) If other than *Text (RTF)*, format is selected, the **Output code** must be specified.
- 7) Confirm **OK**

Export can be interrupted by clicking the **Cancel** button.

Additional Export functions:

- **Append to existing** (in *Filename* section) – will not overwrite but append the output to an existing file
- **Gizmo** (in *Output code* section) - Gizmo notation
- **One record per page** (in section *Export format*)
- **Lines between records** (in section *Export format*) – number of blank lines between end of one and beginning of next record.

7.4 Export Marked record

- 1) In menu **Export** select **Export** (Ctrl + E).
- 2) Mark item **Marked** in section **Export** of the *Export* dialog window
- 3) Type a filename with extension including a path. (If path is not specified, the file will be created in the application folder).
- 4) If desired, specify **Range** of records to export (from...to).
- 5) Select an **Export format**.
- 6) If other than *Text (RTF)*, format is selected, the **Output code** must be specified.
- 7) Confirm **OK**

Export can be interrupted by clicking the **Cancel** button.

Additional Export functions:

- **Append to existing** (in *Filename* section) – will not overwrite but append the output to an existing file
- **Gizmo** (in *Output code* section) - Gizmo notation
- **One record per page** (in section *Export format*)
- **Lines between records** (in section *Export format*) – number of blank lines between end of one and beginning of next record.

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