BookManager READ/MVS

Getting Started and Command Summary

Release 3

IBM

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```
┌─── Note! ──────────────────────────────────────────────────────────────────────┐
│                                                                                  │
│  Before using this information and the product it supports, be sure to read the general information under "Notices" on page v. │
│                                                                                  │
└──────────────────────────────────────────────────────────────────────────────────┘
```

Contents

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Programming Interface Information

This publication is intended to help users get started using the IBM* BookManager* READ/MVS licensed program to display information online. It describes how to perform actions on the BookManager READ panels and summarizes the BookManager READ commands. This publication documents no programming interfaces for use by customers in writing programs that request or receive the services of BookManager READ/MVS.

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1.0 Getting Around in BookManager READ/MVS

The IBM* BookManager* READ/MVS licensed program provides panels to guide you through using online books and bookshelves.

This booklet gets you started using the panels to display information online. It shows you the actions available on the panels and tells you how to perform the actions you will use most often. For more detailed information, refer to *IBM BookManager READ/MVS: Displaying Online Books*, SC38-2034.

1.1 Starting BookManager READ

To start BookManager READ, do one of the following:

- Select IBM Products on the Interactive System Productivity Facility/Program Development Facility (ISPF/PDF) Primary Option Menu, then select BookManager on the IBM Products menu. Your site may have installed BookManager READ under a different option.

- From the Time Sharing Options/Extensions (TSO/E) READY mode message, type **bookmgr** and press ENTER.

After the copyright information appears, press ENTER to display the list of bookshelves available to you.

1.2 Using Panels

You use panels to display, search, and manage your online books and bookshelves. You see a panel when you start BookManager READ. There are three primary panels:

- You display a *bookshelf list* to work with the bookshelves available to you.

  A list of bookshelves looks like this:

```
  Books  View  Options  Help
 ----------------------------------------------------------------------
                     Bookshelf List
                                             Shelves 1 to 6 of 6
    Shelf Name  Description
  _ BOOKMGR     BookManager Product Line books
  _ MVS         The MVS Publication Library
  _ NLP         Natural Language Processing books
  _ PUBLISH     IBM Publishing Product manuals




  Command ===>                                   SCROLL ===> PAGE
    F1=Help      F3=Exit       F5=Refresh  F6=Describe  F7=Bkwd  F8=Fwd
   F10=Actions  F11=Retrieve  F12=Cancel
```

- You display a *bookshelf* to work with the books on the bookshelf.

  A bookshelf looks like this:

```
   Books  View  Search  Group  Options  Help
 -----------------------------------------------------------------------
                        MVSPUBS Bookshelf

                                                    Books 1 to 6 of 6
     Book Name  Book Title                                  Date
  _  EOX01MST   BookManager READ/MVS and BUILD/MVS: Gener   90/01/18
  _  EOX02MST   BookManager READ/MVS: Getting Started and   90/09/22
  _  EOX03MST   BookManager READ/MVS: Displaying Online B   90/10/18
  _  EOX04MST   BookManager READ/MVS: Installation Planni   90/08/19
  _  EOY03MST   BookManager BUILD/MVS: Preparing Online B   90/09/15
  _  EOY04MST   BookManager BUILD/MVS: Installation Plann   90/10/08







 Command ===> _____    SCROLL ===> PAGE
  F1=Help    F3=Exit      F4=Search    F5=Refresh   F6=Describe   F7=Bkwd
  F8=Fwd   F10=Actions  F11=Retrieve  F12=Cancel
```

- You display a *book* to look at the contents of a single book.

  A book looks like this:

```
   Books  GoTo  Search  Notes  Services  Options  Help
 -----------------------------------------------------------------------
 CONTENTS Table of Contents          (C) Copyright IBM Corp. 1989, 1991
                                              Topic lines 1 to 16 of 258

 COVER          Cover Page
 EDITION        Edition Notice
 CONTENTS       Table of Contents
 FIGURES        Figures
 TABLES         Tables
 NOTICES        Notices
 INTERFACES       Programming Interfaces
 TRADEMARKS       Trademarks and Service Marks
 PREFACE        About This Book
 WHO              Who Should Read This Book
 HOW              How to Use This Book
 WHAT             What's New in BookManager
 WHERE            Where to Find More Information
 1.0            Getting Started
 1.1              What Online Books Are
 1.1.1              How Online Books Are Similar to Printed Books

 Command ===> _____    SCROLL ===> PAGE
  F1=Help    F3=Exit      F4=Unlink    F5=Notes   F6=Review    F7=Bkwd
  F8=Fwd   F10=Actions  F11=Retrieve  F12=Cancel
```

Each panel has an action bar, a status line, a function key area, a command line, and a scroll field. You tell BookManager READ what actions to perform by making choices or typing information on a panel.

Note: The function keys may not be displayed when you are viewing a primary panel in BookManager READ. If you would like them displayed, type the following on the command line, and press ENTER:

fka on

1.3 Action Bar

An action bar at the top of each panel shows the actions you can take on that panel. An action bar looks like this:

```
  Books  GoTo  Search  Notes  Services  Options  Help
 ----------------------------------------------------------------------
```

Press **F10** to move to the beginning of the action bar, and then use the Tab key to move to the item you want. To select an item on the action bar, press ENTER.

1.4 Pull-Downs

When you select an item on the action bar, BookManager READ shows you a pull-down with choices for the item you have selected. A pull-down looks like this:

```
  Books  GoTo  Search  Notes  Services  Options  Help
 ┌─────────────────────┐  -----------------------------
 _│ 1. Open a book...     │
  │ 2. Open a bookshelf...│
  │ 3. List books...      │
  │ 4. List bookshelves...│
  │ 5. Describe...        │
  │ 6. Send...            │
  │ 7. Close book...      │
  │ 8. Exit BookManager...│
  └─────────────────────┘
```

To make a selection on a pull-down, do one of the following:

- Use the cursor movement keys to position the cursor on your choice, and press ENTER

- Type the number of the item you want to select, and press ENTER.

To cancel the pull-down, press F12.

1.5 Windows

If you select a pull-down item that is followed by an ellipsis (...), the pull-down is removed and a window is displayed. A window presents any of the following:

- Additional information

- More choices for the item you selected

- Fields where you can fill in information BookManager READ needs to complete the action.

A window looks like this:

```
                  Send Bookshelf

 Bookshelf name . . . . : MVS
 Description. . . . . . : BookManager MVS Product Books
 Bookshelf data set . . : 'BKMGR.V1R3.MVSBOOKS.BKSHELF'
 Search index data set  : 'BKMGR.V1R3.MVSBOOKS.BKINDEX'

 Send to:
   Userid . . tsmith__  or Nickname . . _____
   at Node. . dallas2_

 Also send the search index? . . 1  1. Yes
                                    2. No

 F1=Help    F12=Cancel
```

This window shows the types of fields you see in BookManager READ:

- The **Bookshelf name**, **Description**, **Bookshelf data set**, and **Search index data set** fields are output fields. That is, they contain information that you cannot change. A colon separates the field name from the output information.

- The **Userid**, **at node**, and **Nickname** fields are input fields. That is, they are blank or contain information that you can change by typing over the current information. An input field is distinguished from an output field by the lack of a separating colon.

- The **Also send the search index** field is a special type of input field. This selection list field requires you to select one of the possible choices. In this example, you must type either a 1 or a 2. If a window contains a single selection list, it may look very similar to a pull-down. You cannot, however, move the cursor to the item you want and press ENTER. You must type the number of the desired choice.

To cancel the window, press F12.

1.6 Function Key Area

The function key area at the bottom of each panel or window displays actions you can take by pressing a function key. The function key area looks like this:

```
 F1=Help    F3=Exit       F4=Unlink     F5=Notes   F6=Review    F7=Bkwd
 F8=Fwd    F10=Actions   F11=Retrieve   F12=Cancel
```

The function keys may not be displayed when you are viewing a primary panel in BookManager READ. If you would like them displayed, type the following on the command line, and press ENTER:

fka on

See 11.0, "Function Key Settings" on page 35 for a description of the settings for each panel.

Note: The function key settings can vary slightly from site to site, depending on options selected during installation.

1.7 Command Line

The location of the command line depends on your ISPF setting. It may appear just above the function key area or just below the action bar in a panel. You can bypass the pull-downs by entering commands to perform certain actions. To enter a command, type it on the command line and press ENTER. The command line looks like this:

```
Command ===> search management_____ SCROLL ===> PAGE
 F1=Help   F3=Exit      F4=Unlink      F5=Notes   F6=Review   F7=Bkwd
 F8=Fwd   F10=Actions  F11=Retrieve   F12=Cancel
```

1.8 Scrollable Area

Beneath the action bar of each panel is a scrollable area, which contains either a list or text. In a bookshelf list you see a list of bookshelves, in a bookshelf you see a list of books, and in a book you see text. You can scroll backward or forward to see additional information. If the scrollable area is wider than the screen, you can also move left and right to see additional information.

1.9 Using the Scroll Field and Commands to Move Through Information

The *scroll field* is to the right of the command line. It allows you to move by increments, either backward or forward or to the right or left, through information displayed on your screen.

Settings in the scroll field determine the number of lines or columns you can move each time you scroll. These settings can be changed at any time.

The scroll field looks like this:

```
Command ===> _____ SCROLL ===> PAGE
 F1=Help   F3=Exit      F4=Unlink      F5=Notes   F6=Review   F7=Bkwd
 F8=Fwd   F10=Actions  F11=Retrieve   F12=Cancel
```

The settings you can type in the scroll field are:

- **page** or **p**, to move a full page. For scrolling purposes, a "page" is defined as the amount of scrollable area currently visible on the screen.

- **data** or **d**, to move one line or column less than a page.

- **half** or **h**, to move half a page.

- *nnnn*, where *nnnn* is any number from 0 to 9999, to move a specified number of lines or columns.

- **csr** or **c**, to scroll to the cursor position. With this setting, the line or column indicated by the cursor is moved to the top, bottom, left margin, or right margin of the scrollable area, depending on which scrolling command is used. If the cursor is not in the scrollable area, or is already positioned at the specified location, then full-page scrolling occurs.

- **max** or **m**, to move to the top, bottom, left margin, or right margin of the topic or list, depending on the direction you are scrolling. After you scroll with **max** or **m**, the setting in the scroll field reverts to its previous setting.

1.9.1 Moving Backward or Forward

To move backward by the amount indicated in the scroll field, press **F7**. To move forward by the amount, press **F8**.

When you use **F7** or **F8**, you scroll the amount indicated in the scroll field. For example, to move backward or forward the full length of the scrollable area of a panel, type **page** in the scroll field, then press **F7** or **F8**.

1.9.2 Moving Left or Right

You can use the scroll field with the LEFT and RIGHT commands to display information to the left or right of that currently shown. This is particularly useful when you are viewing a book that contains text that is wider than the screen. You can also use the LEFT and RIGHT commands in many windows.

To use either the LEFT or RIGHT commands to move the amount indicated in the scroll field, type **left** or **right** on the command line and press ENTER. For more information about using these commands, see 12.0, "BookManager READ/MVS Commands" on page 37.

1.10 Messages

BookManager READ displays messages that tell you what BookManager READ is doing and let you know when you need to do something. These messages can appear anywhere on a panel or a window.

The following is an example of a message:

```
 The cursor is not on a selectable field.
 Command ===> _____    SCROLL ===> PAGE
  F1=Help  F3=Exit       F4=Unlink     F5=Notes      F6=Review   F7=Bkwd
  F8=Fwd  F10=Actions  F11=Retrieve  F12=Cancel
```

1.11 Getting Help

You can get help at any time while you are using BookManager READ by pressing **F1:**

- If a message is displayed, **F1** provides help about that message.
- If the cursor is on an input field or a choice, **F1** provides help about that field or choice.
- If the cursor is located anywhere else, **F1** provides help about the current window or panel.

If you are already in Help and press **F1:**

- If the cursor is on a highlighted reference phrase, **F1** provides additional help.
- If the cursor is located anywhere else, you go to the ISPF tutorial. Press **F3** when you are finished with the tutorial.

When you select **Help** on the action bar of any panel, the **Help** pull-down is displayed, as shown here:

```
    Books  GoTo  Search  Notes  Services  Options  Help
  ---------------------------------------------
                                            │ _ 1. Help for help...
                                            │   2. Extended help...
                                            │   3. Keys help...
                                            │   4. User's guide...
                                            │   5. Commands help...
                                            │   6. About...
```
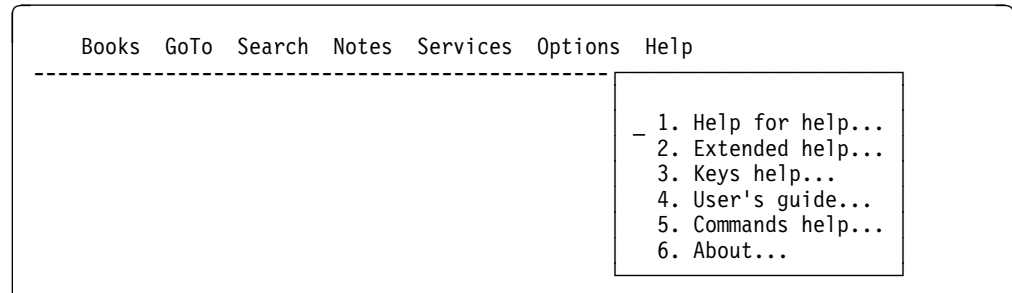
- **Help for help** displays a summary of the types of help available. Your installation may have additional installation-dependent information under this option.

- **Extended help** provides help for the current panel.

- **Keys help** describes the settings for the function keys.

- **User's guide** displays *IBM BookManager READ/MVS: Displaying Online Books*.

- **Commands help** lists the BookManager READ commands. You can select a command and see a description of it.

- **About** displays BookManager READ copyright information, the release number, and printing and copying restrictions.

1.12 Using BookManager READ Commands

As you become more familiar with BookManager READ/MVS, you may want to begin using BookManager READ commands. The commands are shortcuts by which you can perform many of the actions you normally select using the action bar, function keys, windows, and pull-downs. The most important commands are **find**, **list**, and **search**.

For a description of the BookManager READ commands, see 12.0, "BookManager READ/MVS Commands" on page 37.

1.13 Ending BookManager READ

To end a BookManager READ session at any time:

1. Select **Books** on the action bar.
2. Select **Exit BookManager** in the **Books** pull-down.
3. Select **Yes** in the confirmation window.

2.0 Displaying Bookshelves and Books

You display bookshelves and books to work with them at your terminal.

2.1 Displaying a List of Bookshelves

To display a list of bookshelves while you are looking at another bookshelf list, a
bookshelf, or a book:

1. Select **Books** on the action bar.

2. Select **List bookshelves** in the **Books** pull-down.

3. Do one of the following in the **List Bookshelves** window:

   - Select **All bookshelves** to see a list of all the bookshelves that are
     available to you.

   - Select **Specific bookshelves**. In the **Specific Bookshelves** window, type
     the names of the bookshelves you want to see, using an asterisk (*) to
     stand for nonmatching characters, and press ENTER.

A bookshelf list shows you the name and description of each bookshelf you ask to
list.

```
   Books   View   Options   Help
   -----------------------------------------------------------------------
                         Bookshelf List
                                                    Shelves 1 to 4 of 4

      Shelf Name  Description
   _  BOOKMGR     BookManager Product Line books
   _  MVS         The MVS Publication Library
   _  NLP         Natural Language Processing books
   _  PUBLISH     IBM Publishing Product manuals




   Command ===>                                       SCROLL ===> PAGE
     F1=Help      F3=Exit       F5=Refresh  F6=Describe  F7=Bkwd  F8=Fwd
   F10=Actions  F11=Retrieve  F12=Cancel
```

Bookshelves let you organize books. For example, while viewing a list of
bookshelves, you can sort the list of bookshelves, copy or delete a bookshelf,
search a bookshelf, or look at the list of books on a particular bookshelf. For
information about how to perform any of these functions, see *IBM BookManager
READ/MVS: Displaying Online Books*.

To perform certain actions in the **Books** or **View** pull-downs, choose one or more
bookshelves by typing a slash (/) next to the name of each one that you want, and
then select an action in the pull-down. BookManager READ performs the action for
only those bookshelves you marked.

You can also position the cursor anywhere on the line listing an individual bookshelf
and then press **F6** to view the description of the shelf.

To open a bookshelf on the bookshelf list, move the cursor to the bookshelf name and press ENTER.

Note: If you are familiar with other ISPF applications, you will see that the method of selecting an object (in this case, a bookshelf) and the action to perform (for example, performing file functions with the bookshelf) is different from what you are used to. Rather than type the letter of the action to perform, you type a slash (or any nonblank character) next to the name, move to the desired item on the action bar, and press ENTER. You then choose the desired action on the pull-down.

2.2 Closing a Bookshelf List

To close the currently displayed bookshelf list:

1. Do one of the following:

   • Select **Books** on the action bar; then select **Close bookshelf list** in the **Books** pull-down

   • Press **F3**.

2. In the **Close Bookshelf List** confirmation window, do one of the following:

   • Select **Yes** to close the bookshelf list and return to where you were when you requested the list.

   • Select **No** to remove the **Close Bookshelf List** window without closing the bookshelf list.

To set your own exit options and bypass the confirmation window each time you close a bookshelf list, see 9.3, "Customizing Other Options" on page 30.

2.3 Bookshelf List Actions

Actions you can select when you are working with a list of bookshelves:

```
Panel          Action Bar        Pull-Down Actions

                                ┌──────────────────────────────┐
                                │ 1. Open a book...            │
                                │ 2. Open a bookshelf...       │
                ┌─────────┐     │ 3. List books...             │
                │ Books   │─────│ 4. List bookshelves...       │
                └─────────┘     │ 5. Describe...               │
                                │ 6. Perform file functions... │
┌───────────┐                   │ 7. Close bookshelf list...   │
│ Bookshelf │                   │ 8. Exit BookManager...       │
│ List      │                   └──────────────────────────────┘
└───────────┘
                                ┌──────────────────────────────┐
                                │ 1. All                       │
                ┌─────────┐     │ 2. Some...                   │
                │ View    │─────│ 3. Sort by name              │
                └─────────┘     │ 4. Sort by description       │
                                │ 5. Refresh                   │
                                └──────────────────────────────┘

                                ┌──────────────────────────────┐
                                │ 1. Set color and highlighting...│
                                │ 2. Set default bookshelf...  │
                                │ 3. Set copy options...       │
                                │ 4. Set edit source options...│
                ┌─────────┐     │ 5. Set print options...      │
                │ Options │─────│ 6. Set search options...     │
                └─────────┘     │ 7. Set sort order...         │
                                │ 8. Set book identifier...    │
                                │ 9. Set link emphasis...      │
                                │10. Set exit options...       │
                                └──────────────────────────────┘

                                ┌──────────────────────────────┐
                                │ 1. Help for help...          │
                                │ 2. Extended help...          │
                ┌─────────┐     │ 3. Keys help...              │
                │ Help    │─────│ 4. User's guide...           │
                └─────────┘     │ 5. Commands help...          │
                                │ 6. About...                  │
                                └──────────────────────────────┘
```

2.4 Displaying a Bookshelf

To display a bookshelf while you are looking at a bookshelf list, move the cursor to the desired entry, and press ENTER. To display a bookshelf while you are looking at another bookshelf, a book, or a bookshelf not on the list:

1. Select **Books** on the action bar.

2. Select **Open a bookshelf** in the **Books** pull-down.

3. In the **Open a Bookshelf** window, type the name of a bookshelf or the name of the data set that contains the bookshelf and press ENTER.

A bookshelf lists all the books on a particular bookshelf. It shows you the name of the bookshelf and the name, title, and date each book was built.

A plus sign (+) next to a book name means that the book was not included in the bookshelf search index, or that the book is a later version than the one included when the index was created. When you search a bookshelf, it takes more time to search unindexed books.

```
   Books  View  Search  Group  Options  Help
 --------------------------------------------------------------------
                        MVSPUBS Bookshelf

                                               Books 1 to 6 of 6
   Book Name  Book Title                                  Date
 _ EOX01MST   BookManager READ/MVS and BUILD/MVS: General I    90/01/18
 _ EOX02MST   BookManager READ/MVS: Getting Started and Com    90/09/22
 _ EOX03MST   BookManager READ/MVS: Displaying Online Books    90/10/18
 _ EOX04MST   BookManager READ/MVS: Installation Planning a    90/08/19
 _ EOY03MST   BookManager BUILD/MVS: Preparing Online Books    90/09/15
 _ EOY04MST   BookManager BUILD/MVS: Installation Planning     90/10/08




 Command ===> _____  SCROLL ===> PAGE
  F1=Help   F3=Exit     F4=Search   F5=Refresh  F6=Describe  F7=Bkwd
  F8=Fwd    F10=Actions F11=Retrieve F12=Cancel
```

You can use a bookshelf to work with books as a group. For example, you can
sort the list of books or search all the books on a bookshelf. You can also work
with individual books on a bookshelf. For example, you can open a book, view
descriptive information about a book, or add books to or remove books from a
bookshelf. For information about how to perform any of these functions, see *IBM
BookManager READ/MVS: Displaying Online Books*.

To open a book listed on a bookshelf, move the cursor to the book name and press
ENTER.

To perform certain actions in the **Books**, **View**, or **Group** pull-downs, choose one
or more books by typing a slash (/) next to the name of each one that you want,
and then select an action on the pull-down. BookManager READ performs the
action for only those books you marked.

You can also position the cursor anywhere on the line of an individual book and
then press **F4** to search the book or **F6** to view the description of the book.
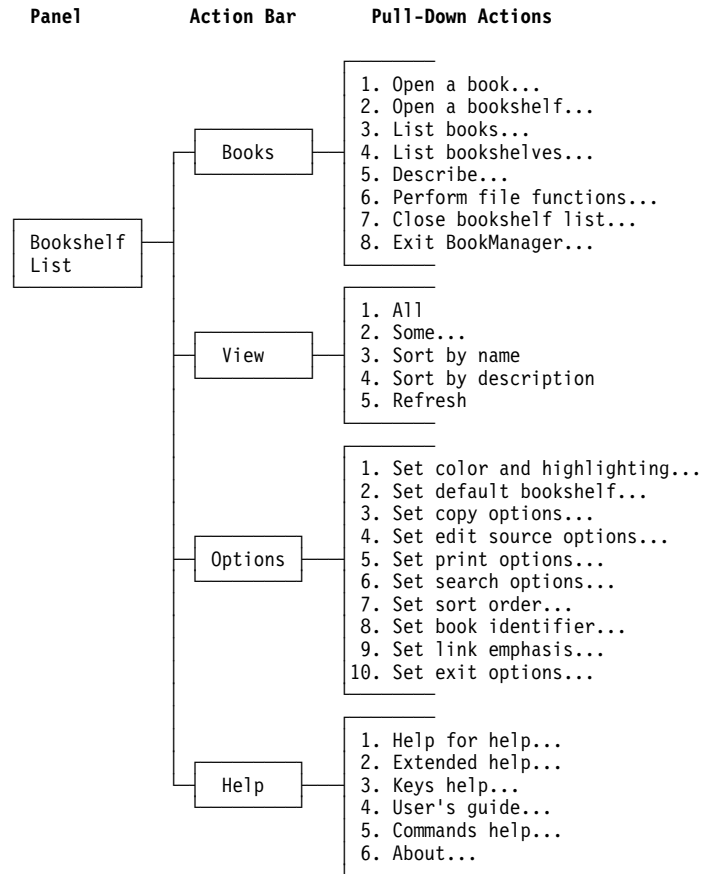
2.5 Closing a Bookshelf

To close the currently displayed bookshelf:

 1. Do one of the following:

    • Select **Books** on the action bar; then select **Close bookshelf** in the **Books**
      pull-down

    • Press **F3**.

 2. In the **Close Bookshelf** confirmation window, select one of the following:

    • **Yes**, to close the bookshelf and return to where you were when you
      requested the bookshelf.

    • **No** to remove the **Close Bookshelf** window without closing the bookshelf.

To set your own exit options and bypass the confirmation window each time you close a bookshelf, see 9.3, "Customizing Other Options" on page 30.

2.6 Bookshelf Actions

Actions you can select when you are working with a bookshelf:

```
    Panel           Action Bar        Pull-Down Actions


                                     ┌──────────────────────────────────┐
                    ┌─────────┐      │ 1. Open a book...                │
                    │  Books  │──────│ 2. Open a bookshelf...           │
                    └─────────┘      │ 3. List books...                 │
                                     │ 4. List bookshelves...           │
                                     │ 5. Describe...                   │
                                     │ 6. Perform file functions...     │
                                     │ 7. Close bookshelf...            │
    ┌───────────┐                    │ 8. Exit BookManager...           │
    │ Bookshelf │──┐                 └──────────────────────────────────┘
    └───────────┘  │
                   │                 ┌──────────────────────────────────┐
                   │                 │ 1. Names                         │
                   │  ┌─────────┐    │ 2. Document numbers              │
                   ├──│  View   │────│ 3. All                           │
                   │  └─────────┘    │ 4. Some...                       │
                   │                 │ 5. Sort by name/document number  │
                   │                 │ 6. Sort by title                 │
                   │                 │ 7. Sort by date                  │
                   │                 │ 8. Refresh                       │
                   │                 └──────────────────────────────────┘
                   │
                   │  ┌─────────┐    ┌──────────────────────────────────┐
                   ├──│ Search  │────│ 1. List all books with matches...│
                   │  └─────────┘    │ 2. Set up search...              │
                   │                 └──────────────────────────────────┘
                   │
                   │                 ┌──────────────────────────────────┐
                   │                 │ 1. Put selected books on a bookshelf...│
                   │  ┌─────────┐    │ 2. Remove selected books from bookshelf...│
                   ├──│  Group  │────│ 3. Add a book...                 │
                   │  └─────────┘    │ 4. Select all                    │
                   │                 │ 5. Select all books with search matches │
                   │                 │ 6. Deselect all                  │
                   │                 └──────────────────────────────────┘
                   │
                   │                 ┌──────────────────────────────────┐
                   │                 │  1. Set color and highlighting...│
                   │                 │  2. Set default bookshelf...     │
                   │  ┌─────────┐    │  3. Set copy options...          │
                   ├──│ Options │────│  4. Set edit source options...   │
                   │  └─────────┘    │  5. Set print options...         │
                   │                 │  6. Set search options...        │
                   │                 │  7. Set sort order...            │
                   │                 │  8. Set book identifier...       │
                   │                 │  9. Set link emphasis...         │
                   │                 │ 10. Set exit options...          │
                   │                 └──────────────────────────────────┘
                   │
                   │                 ┌──────────────────────────────────┐
                   │                 │ 1. Help for help...              │
                   │                 │ 2. Extended help...              │
                   │  ┌─────────┐    │ 3. Keys help...                  │
                   └──│  Help   │────│ 4. User's guide...               │
                      └─────────┘    │ 5. Commands help...              │
                                     │ 6. About...                      │
                                     └──────────────────────────────────┘
```

2.7 Displaying a Book

To open a book while you are looking at a bookshelf, move the cursor to the book you want to open, and press ENTER. To open a book while you are looking at a bookshelf list, another book, or a bookshelf that does not contain the book you want:

1. Select **Books** on the action bar.

2. Select **Open a book** in the **Books** pull-down.

3. In the **Open a Book** window, do one of the following:

   - If you are looking at a book or bookshelf and want to open a book on the same shelf, type one of the following: the name of the book in the **Book name** field, the document number in the **Document number** field, or the book data set name in the **Data set name** field.

   - If you are looking at a bookshelf list or want to open a book on another shelf, type the book data set name in the **Data set name** field.

4. Press ENTER.

If a book has a closing bookmark, it opens to the topic with the bookmark. (For information about closing and temporary bookmarks, see 6.0, "Using Bookmarks" on page 23.) If there is no closing bookmark, a book opens to the table of contents. If no table of contents exists, you see the first topic, which may be the title, some front matter, or text.

Notice that an online book has topic identifiers rather than page numbers. You can place the cursor anywhere on a topic title or identifier in the table of contents and press ENTER to move to that topic.

```
  Books  GoTo  Search  Notes  Services  Options  Help
 ----------------------------------------------------------------------
 CONTENTS Table of Contents          (C) Copyright IBM Corp. 1989, 1991
                                             Topic lines 1 to 16 of 258

 COVER          Cover Page
 EDITION        Edition Notice
 CONTENTS       Table of Contents
 FIGURES        Figures
 TABLES         Tables
 NOTICES        Notices
 INTERFACES       Programming Interfaces
 TRADEMARKS       Trademarks and Service Marks
 PREFACE        About This Book
 WHO              Who Should Read This Book
 HOW              How to Use This Book
 WHAT             What's New in BookManager
 WHERE            Where to Find More Information
 1.0            Getting Started
 1.1              What Online Books Are
 1.1.1              How Online Books Are Similar to Printed Books

 Command ===> _____     SCROLL ===> PAGE
  F1=Help    F3=Exit       F4=Unlink     F5=Notes      F6=Review   F7=Bkwd
  F8=Fwd   F10=Actions  F11=Retrieve    F12=Cancel
```

You can do such things as look at, search, move through, and create or review notes in a book. You can go to a particular topic, search a book for words or phrases, or add notes to a topic or a line of text.

2.8 Closing a Book

To close a book at any time:

1. Do one of the following:

   • Select **Books** on the action bar, and then select **Close book** in the **Books** pull-down

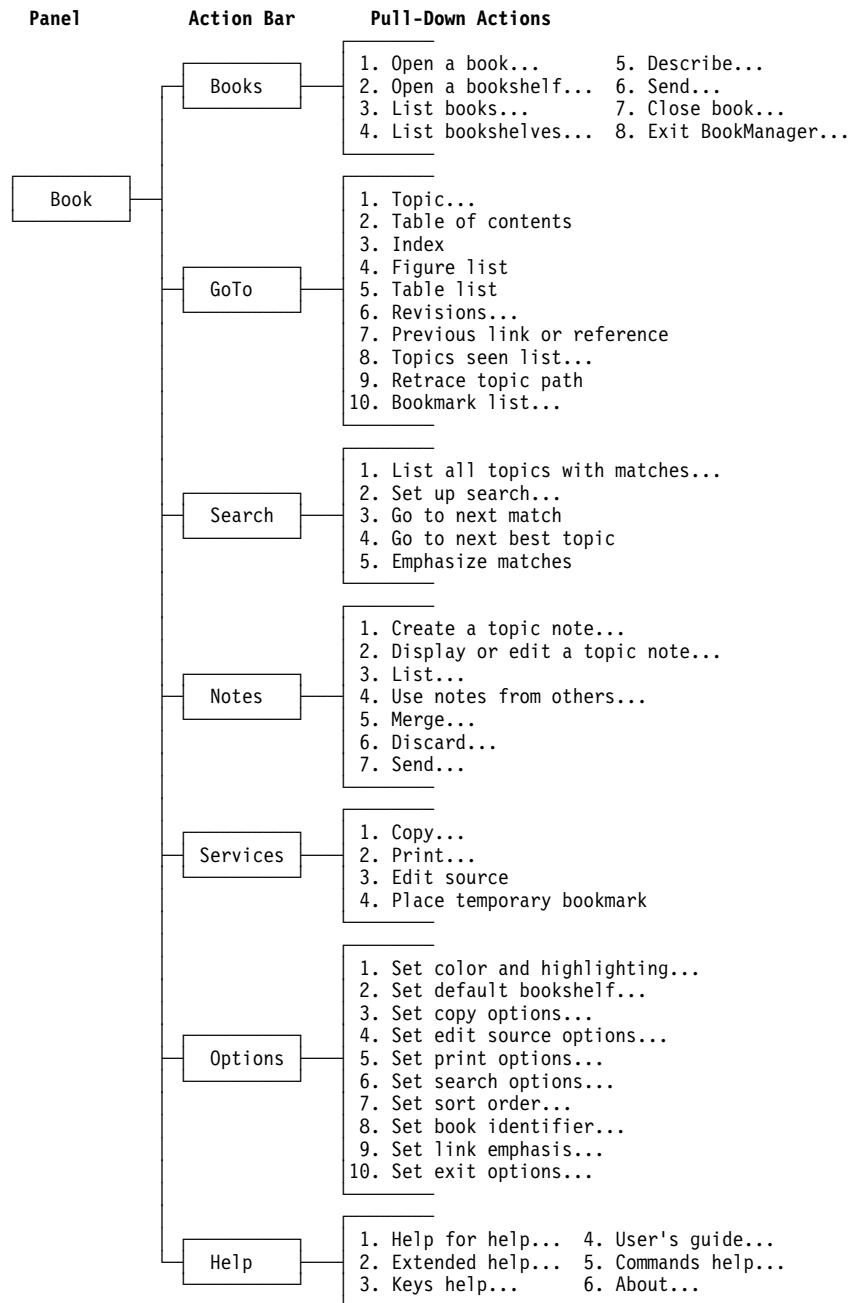   • Press **F3**.

   The **Closing Bookmark** window appears.

2. In the **Closing Bookmark** window, do one of the following:

   • Select **Keep current closing bookmark** to close the book with the bookmark you placed the last time you closed the book

   • Select **Place the closing bookmark** to place a bookmark at the current topic and close the book

   • Select **Exit without closing bookmark** to close the book with no closing bookmark.

To set your own exit options and bypass the confirmation window each time you close a book, see 9.3, "Customizing Other Options" on page 30.

2.9 Book Actions

Actions you can select when you are working with a book:

```
   Panel          Action Bar        Pull-Down Actions

                 ┌──────────┐    ┌──────────────────────────────────────────┐
                 │  Books   │    │ 1. Open a book...        5. Describe...   │
                 └──────────┘    │ 2. Open a bookshelf...   6. Send...       │
                                 │ 3. List books...         7. Close book... │
                                 │ 4. List bookshelves...   8. Exit BookManager... │
                                 └──────────────────────────────────────────┘

                                 ┌──────────────────────────────────────────┐
                                 │ 1. Topic...                               │
                                 │ 2. Table of contents                      │
                                 │ 3. Index                                  │
                 ┌──────────┐    │ 4. Figure list                            │
┌──────────┐     │   GoTo   │    │ 5. Table list                             │
│   Book   │     └──────────┘    │ 6. Revisions...                           │
└──────────┘                     │ 7. Previous link or reference             │
                                 │ 8. Topics seen list...                    │
                                 │ 9. Retrace topic path                     │
                                 │10. Bookmark list...                       │
                                 └──────────────────────────────────────────┘

                                 ┌──────────────────────────────────────────┐
                                 │ 1. List all topics with matches...        │
                 ┌──────────┐    │ 2. Set up search...                       │
                 │  Search  │    │ 3. Go to next match                       │
                 └──────────┘    │ 4. Go to next best topic                  │
                                 │ 5. Emphasize matches                      │
                                 └──────────────────────────────────────────┘

                                 ┌──────────────────────────────────────────┐
                                 │ 1. Create a topic note...                 │
                                 │ 2. Display or edit a topic note...        │
                 ┌──────────┐    │ 3. List...                                │
                 │  Notes   │    │ 4. Use notes from others...               │
                 └──────────┘    │ 5. Merge...                               │
                                 │ 6. Discard...                             │
                                 │ 7. Send...                                │
                                 └──────────────────────────────────────────┘

                                 ┌──────────────────────────────────────────┐
                 ┌──────────┐    │ 1. Copy...                                │
                 │ Services │    │ 2. Print...                               │
                 └──────────┘    │ 3. Edit source                            │
                                 │ 4. Place temporary bookmark               │
                                 └──────────────────────────────────────────┘

                                 ┌──────────────────────────────────────────┐
                                 │ 1. Set color and highlighting...          │
                                 │ 2. Set default bookshelf...               │
                                 │ 3. Set copy options...                    │
                                 │ 4. Set edit source options...             │
                 ┌──────────┐    │ 5. Set print options...                   │
                 │ Options  │    │ 6. Set search options...                  │
                 └──────────┘    │ 7. Set sort order...                      │
                                 │ 8. Set book identifier...                 │
                                 │ 9. Set link emphasis...                   │
                                 │10. Set exit options...                    │
                                 └──────────────────────────────────────────┘

                                 ┌──────────────────────────────────────────┐
                 ┌──────────┐    │ 1. Help for help...  4. User's guide...   │
                 │   Help   │    │ 2. Extended help...  5. Commands help...  │
                 └──────────┘    │ 3. Keys help...      6. About...          │
                                 └──────────────────────────────────────────┘
```

3.0 Searching Bookshelves and Books

You can search for a word or phrase in all the books on a bookshelf or in one book.

3.1 Searching a Bookshelf or Book

While you are in a bookshelf or book:

1. Select **Search** on the action bar.

2. Select **Set up search** in the **Search** pull-down.

3. In the **Set Up Search** window, type the words or phrases you want to find in the **Search for** field and press ENTER.

When you search a bookshelf, you see a list of books that contain matches of the search words you typed.

Note: A question mark (?) next to a book name means that the book was not included in the search when the bookshelf was searched.

When you search a book, you see a list of topics that contain matches of the search words you typed.

3.2 Listing Books or Topics with Search Matches

You can list the results of a search until you enter another search request. While you are in a bookshelf or a book:

1. Select **Search** on the action bar.

2. Select **List all books with matches** or **List all topics with matches** in the **Search** pull-down.

   For a bookshelf search, you see a list of books that contain matches of the search words you typed. For a book search, you see a list of topics that contain matches of the search words you typed.

3. Move the cursor to a book or a topic.

4. Do one of the following:

   • Press ENTER to take you to the book or topic.

     If you opened a book, then BookManager searches the book using the same words you specified on the bookshelf search. You are shown a list of the topics that contain matches for these search words.

   • If you are viewing a list of topics with search matches, you can press **F6** to start reviewing these topics. Press **F6** while viewing the book to see the next topic in the search match list.

4.0 Moving Around in a Book

There are many ways you can move around in a book.

4.1 Going to a Particular Topic or Book Part

To turn to a particular book topic:

1. Select **GoTo** on the action bar.

2. Select **Topic** in the **GoTo** pull-down.

3. Type the topic identifier in the **Go to topic** field of the **Topic** window and press ENTER.

Another way to turn to a particular book topic is to type the topic identifier on the command line and press ENTER.

To turn to a particular book part, such as the table of contents or index:

1. Select **GoTo** on the action bar.

2. Select the book part you want in the **GoTo** pull-down:

   - Table of contents
   - Index
   - Figure list
   - Table list.

4.2 Viewing Revised Topics

To look at only those topics that the author has indicated were revised since the book was originally produced:

1. Select **GoTo** on the action bar.

2. Select **Revisions** in the **GoTo** pull-down. The **Topics with Revisions** window is displayed.

3. Move the cursor to any of the topics listed.

4. Do one of the following:

   - Press ENTER to take you to the topic.

   - Press **F6** to take you to the topic. In addition, each time you subsequently press **F6** while viewing the book, you are taken to the topic shown next in the list.

4.3 Reviewing Topics You Have Seen

To see a list of only those topics you viewed since you opened a book:

1. Select **GoTo** on the action bar.

2. Select **Topics seen list** in the **GoTo** pull-down. The **Topics Seen List** window is displayed.

3. Move the cursor to any of the topics listed.

4. Do one of the following:

- Press ENTER to take you to the topic.

- Press **F6** to take you to the topic. In addition, each time you subsequently press **F6**, you are taken to the topic shown next in the list.

5.0 Linking to Related Information

Hypertext links let you move easily to related information in the same book or in other books on the same bookshelf.

5.1 Going to Linked Information

To use hypertext links, select a word in the text by positioning the cursor anywhere on the word and pressing ENTER. BookManager does the following:

- If the word is a reference to a table, a figure, or a topic, BookManager takes you to the table, figure, or topic.

- If the author has linked the word to another part of the book or another book, BookManager takes you to the information that the author specified.

- If the word is in the glossary, BookManager takes you to the definition of that word in the glossary.

- If more than one link exists, BookManager displays a list of choices.

- If no link exists, a message tells you there is no linked information for that word.

5.2 Returning to a Previous Link or Reference

After you select hypertext links, you can return easily to the previous link or reference, ultimately returning to your starting location. Do one of the following:

- Select **GoTo** on the action bar, and then select **Previous link or reference** in the **GoTo** pull-down

- Press **F4**.

Each time you select **Previous link or reference** or press **F4**, you return to the link or reference point immediately preceding your current location. If you have linked to another book, you must close this book to return to the previous link.

6.0 Using Bookmarks

You can place temporary or closing bookmarks in a book, list the bookmarks, and
move directly to where you placed a bookmark.

A temporary bookmark remains until you close the book; a closing bookmark
remains until you change or remove it. When you open a book that has a closing
bookmark, the book opens to the topic with that bookmark.

6.1 Placing a Temporary Bookmark

To save a topic you are viewing (this is similar to putting a paper clip on a printed
page):

1. Select **Services** on the action bar.
2. Select **Place temporary bookmark** in the **Services** pull-down.

BookManager READ keeps all temporary bookmarks until you close the book.

6.2 Placing a Closing Bookmark

When you close a book, you can place a closing bookmark if you wish to return to
your place when you reopen the book.

To place a closing bookmark in a topic, do the following as you close a book:

1. Select **Books** on the action bar.

2. Select **Close book** in the **Books** pull-down. The **Close Book** window appears.

3. In the **Close Book** window, select **Place the closing bookmark** to close the
   book and place the closing bookmark in the topic being viewed.

When you open a book that has a closing bookmark, the book opens to the topic
with that bookmark.

To set your own exit options and bypass the confirmation window each time you
close a book, see 9.3, "Customizing Other Options" on page 30.

6.3 Going to a Bookmark

To see a list of the places you saved in a book:

1. Select **GoTo** on the action bar.

2. Select **Bookmark list** in the **GoTo** pull-down.

   The **Bookmark List** window shows the places that have temporary bookmarks
   as well as the place that has the closing bookmark.

3. Move the cursor to any of the topics.

4. Do one of the following:

   • Press ENTER to take you to the bookmark.

- Press **F6** to take you to the bookmark. In addition, each time you subsequently press **F6** while viewing the book, you are taken to the bookmark shown next in this list.

7.0 Using Notes in a Book

While looking at a book, you can write notes for a topic or line of text. If a topic contains a note, the phrase *Topic notes exist* appears in the status line at the top of the panel. If a line in a topic contains a note, the phrase *Line notes exist at >* appears in the status line and a pointer (>) appears at the beginning of the line that contains the note. If a topic has both topic notes and line notes, the phrase *Topic and line (>) notes exist* appears in the status line.

Note: BookManager READ/DOS does not display topic notes. If you intend to interchange notes with BookManager READ/DOS, write line notes only.

For detailed information on notes, see *BookManager READ/MVS: Displaying Online Books*.

7.1 Creating a Topic Note

To create a note to add comments to an entire topic:

1. Select **Notes** on the action bar.

2. Select **Create a topic note** in the **Notes** pull-down. The **Note** window is displayed.

3. Type the note text. You can use standard ISPF/PDF edit commands.

4. Press **F3** to save the note and exit the **Note** window.

7.2 Displaying, Editing, or Deleting a Topic Note

To display, edit, or delete a topic note in the topic you are viewing:

1. Select **Notes** on the action bar.

2. Select **Display or edit a topic note** in the **Notes** pull-down.

3. Do one of the following:

   - Modify or add to the existing note text in the **Note** window. Then press **F3** to save the changed note and remove the **Note** window.

   - Press **F4** to delete the note.

   - Review the note without making changes. Then press **F12** to cancel the **Note** window.

7.3 Using Line Notes

To create, edit, display, or delete a line note:

1. Move the cursor to the line associated with the note and press **F5**.

2. Do one of the following:

   - Create or modify the note in the **Note** window. You can use standard ISPF/PDF edit commands. Press **F3** to save the note and remove the **Note** window.

   - Press **F4** to delete the note.

- Review the note without making changes. Then press **F12** to cancel the **Note** window.

Note: You cannot create line notes in the following book parts: an index, a table of contents, or a subtopic list.

7.4 Listing Topics with Notes

To list those topics that have notes:

1. Select **Notes** on the action bar.

2. Select **List** in the **Notes** pull-down. A list of topics that have notes appears in the **List of Notes** window.

3. Move the cursor to any of the topics listed.

4. Do one of the following:

- Press ENTER to take you to the topic

- Press **F6** to take you to the topic. In addition, each time you press **F6** while viewing the book, you are taken to the location of the next listed note.

8.0 Copying and Printing Topics

While looking at a book, you can copy topics to a data set and print topics on your local printer.

8.1 Copying Topics

To copy a topic, a range of topics, topics with notes written for them, or only the notes in topics:

1. Select **Services** on the action bar.

2. Select **Copy** in the **Services** pull-down.

3. Do one of the following in the **Copy Topics** window:

   - To copy the contents of the specified topic or topics, select **Topics only**.

   - To copy the specified topic or topics and any notes written for them, select **Topics and notes**.

   - For the specified topic or topics, to copy only the notes and the topic or topics for which they were written, select **Only the topics with notes**.

   - To copy only the notes written for the specified topic or topics, select **Only notes**.

   The **Topics Only**, **Topics and Notes**, **Only the Topics with Notes**, or **Only Notes** window appears (depending on which you chose). The identifier of the currently displayed topic appears in the **From topic** field.

4. Do one of the following:

   - To copy the current topic, proceed to step 5.

   - To copy a different topic, type the topic identifier in the **From topic** field, and proceed to step 5.

   - To copy a range of topics, type the topic identifier of the first topic to be copied in the **From topic** field and either:

     – Type the topic identifier of the last topic to be copied in the **Through topic** field, or
     – Type the number of topics to copy in the **Number of topics to copy** field.

     For example, type **2.4** in the **From topic** field and **3.5** in the **Through topic** field to copy all the contents starting with topic 2.4 and ending with (and including) topic 3.5.

5. Select **Yes** or **No** to indicate whether you want to change the copy options. To specify copy options, see 9.3, "Customizing Other Options" on page 30.

6. Press ENTER.

The topics are copied into a data set. Topic notes appear after the topic title, and line notes appear after the line to which the note refers.

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8.2 Printing a Topic

To print a topic, a range of topics, topics with notes written for them, or only the notes in topics:

1. Select **Services** on the action bar.

2. Select **Print** in the **Services** pull-down.

3. Do one of the following in the **Print Topics** window:

   - To print the contents of the specified topic or topics, select **Topics only**.

   - To print the specified topic or topics and any notes written for them, select **Topics and notes**.

   - For the specified topic or topics, to print only the notes and the topic or topics for which they were written, select **Only the topics with notes**.

   - To print only the notes written for the specified topic or topics, select **Only notes**.

   The **Topics Only**, **Topics and Notes**, **Only the Topics with Notes**, or **Only Notes** window appears (depending on which you chose). The identifier of the currently displayed topic appears in the **From topic** field.

4. Do one of the following:

   - To print the current topic, proceed to step 5.

   - To print a different topic, type the topic identifier in the **From topic** field, and proceed to step 5.

   - To print a range of topics, type the topic identifier of the first topic to be printed in the **From topic** field and either:

     – Type the topic identifier of the last topic to be printed in the **Through topic** field, or
     – Type the number of topics to be printed in the **Number of topics to print** field.

   For example, type **2.0** in the **From topic** field and **3** in the **Number of topics to print** field to print topics 2.0 and the next two topics or subtopics.

5. Select **Yes** or **No** to indicate whether you want to change the print options (the output type and print device). To specify print options, see 9.3, "Customizing Other Options" on page 30.

6. Press ENTER.

   BookManager READ displays several ISPF/PDF panels. You can print using the default information, or you can modify the information to suit your needs.

   When you return to the first ISPF/PDF panel, press **F3**. A message displays the name of the data set that has been printed.

In the printed data set, topic notes appear after the topic title, and line notes appear after the line to which the note refers.

9.0 Specifying Options

If your terminal supports extended color and highlighting, you can control the color and highlighting of text and various fields on the panels. You can also change the name of your default bookshelf or list of bookshelves, as well as customize the following options:

- Copy
- Edit
- Print
- Search
- Sort order
- Book identifier
- Link emphasis
- Exit

9.1 Setting Color and Highlighting

To set the color and highlighting for text, phrases the author emphasized, or areas on a panel:

1. Select **Options** on the action bar.

2. Select **Set color and highlighting** in the **Options** pull-down.

3. In the **Set Colors and Highlighting** window, do one of the following:

   - To change the color and highlighting of the text of the book, select **Book text**.

   - To change the color and highlighting of book elements such as hypertext links, search matches, and topic headings, select **Book elements**.

   - To change the color and highlighting of panel elements such as the panel title and column headings, select **Change values of CUA panel elements**.[*]

   - To perform a global change on the ISPF default colors, select **Change ISPF default colors**.

   The **Book Text**, **Book Elements Color and Highlighting**, **ISPF CUA Attribute Change Utility**, or **Global Color Change Utility** window appears (depending on the selection you chose).

4. Do one of the following:

   - If the **Book Text** or **Book Elements Color and Highlighting** window displays, type over the appropriate information to change the color or highlighting, and then either:

     – Select **Permanent** to change the color or highlighting for each time you use BookManager READ, and press ENTER, or

     – Select **Temporary** to change the color or highlighting for the current session only, and press ENTER.

---

[*] CUA is a trademark of IBM

- If the **ISPF CUA Attribute Change Utility** or **Global Color Change Utility** window appears, type the changes to the color or highlighting, and press **F3**.

Note: If you select **ISPF CUA Attribute Change Utility** or **Global Color Change Utility**, the changes you make will affect all panels displayed by ISPF, not just BookManager READ panels. For information about these ISPF utilities, press **F1** while using them.

9.2 Setting a Default Bookshelf List or Bookshelf

BookManager READ displays your default list of bookshelves or default bookshelf when you begin a session. To set or change the name of your default bookshelf list or default bookshelf:

1. Select **Options** on the action bar.

2. Select **Set default bookshelf** in the **Options** pull-down.

   The **Set Default Bookshelf** window appears.

3. Do one of the following:

   - In the **Default bookshelf list** field, type the name of bookshelves with similar names, using an asterisk (*) to stand for the nonmatching characters and press ENTER, or

   - In the **Default bookshelf** field, type the name of an existing bookshelf and press ENTER.

9.3 Customizing Other Options

You can also change any of the following options:

- Copy — BookManager READ initially generates **No carriage control** output when you copy topics. You can change this output type.

- Edit — BookManager READ initially invokes the ISPF/PDF Editor to edit the source file. You can change to use ProcessMaster* or just list the name of the member to edit.

- Print — BookManager READ initially generates **Carriage control** output when you print topics. You can change this output type.

- Search — BookManager READ initially generates a value for special characters, matching type, and match emphasis choices in a search request. You can change these values to perform different types of searching.

- Sort order — BookManager READ initially displays bookshelves on a bookshelf list and books on a bookshelf sorted by name. You can change this sort order.

- Book identifier — BookManager READ identifies each book by its eight-character name and document number. When you initially display a bookshelf, you see each book's eight-character name and title. You can ask to see the book's document number instead of its eight-character name.

- Link emphasis — BookManager READ initially shows cross-reference and author-defined links emphasized with color to make them stand out from other words in the text. You can specify that links not be emphasized.

- Exit — BookManager READ initially displays a confirmation window when you close a bookshelf list, bookshelf, or book, to let you verify that you want to exit the panel. You can change the exit option settings to bypass the confirmation windows.

To change any of these options:

1. Select **Options** on the action bar.
2. Select the option you want to change in the **Options** pull-down.
3. In the window that appears, select or enter the appropriate information.
4. Do one of the following:

   - Select **Permanent** to change the option for each time you use BookManager READ
   - Select **Temporary** to change the option for the current session only.

5. Press ENTER.

10.0 Looking at Bookshelf and Book Descriptions

You can get descriptive information for any bookshelf or book as it was specified by the bookshelf creator or book author. For example, you can look at the description of an unavailable book on a bookshelf to see its document number and other information that can help you order it.

10.1 Looking at Bookshelf Descriptions

To look at bookshelf descriptions, you must be in a bookshelf list.

To look at the description of a single bookshelf:

1. Move the cursor to a bookshelf name.
2. Press **F6**.

To look at the descriptions of several or all of the bookshelves:

1. Mark each bookshelf you want to see by typing a slash (/) next to its name.

2. Select **Books** on the action bar.

3. Select **Describe** in the **Books** pull-down.

   The **Describe Bookshelf** window shows descriptive information about the first bookshelf you marked, such as the date the bookshelf was last updated, the number of books on the bookshelf, and the full name of the MVS data set containing the bookshelf.

4. Do one of the following to display information about the next bookshelf you marked:

   • Press ENTER or **F11** if you want the currently selected entry to remain marked.

   • Press **F6** to remove the selection of the current entry.

   While looking at the description of a bookshelf, you can also open that shelf by pressing **F5** or search it by pressing **F4**.

10.2 Looking at Book Descriptions

To look at the description of a book you are currently displaying:

1. Select **Books** on the action bar.
2. Select **Describe** in the **Books** pull-down.

The **Describe Book** window shows information about the book, such as the full title, publication date, document number, and the name of the MVS data set containing the book.

To look at the description of a book while you are in a bookshelf:

1. Move the cursor to a book name.
2. Press **F6**.

To look at the descriptions of several books while you are in a bookshelf:

1. Mark each book you want to see by typing a slash (/) next to its name.

2. Select **Books** on the action bar.

3. Select **Describe** in the **Books** pull-down. The **Describe Book** window appears.

4. Do one of the following to display information about the next book you marked:

   - Press ENTER or **F11** if you want the currently selected entry to remain marked.

   - Press **F6** if you want to remove the selection of the current entry.

   While looking at the description of a book, you can also open that book by pressing **F5** or search it by pressing **F4**.

11.0 Function Key Settings

These are the default function keys that you can use in the BookManager READ/MVS panels. The function key settings can vary slightly from site to site, depending on options selected during installation.

Key	Bookshelf List	Bookshelf	Book
F1	Display help based on location of cursor	Display help based on location of cursor	Display help based on location of cursor
F3	Close bookshelf list	Close bookshelf	Close book
F4		Search book on which the cursor is located	Return to previous link or reference
F5	Refresh bookshelf list	Refresh book list	View or create a note
F6	Display description of bookshelf on which the cursor is located	Display description of book on which the cursor is located	Review next item in list or previous topic viewed
F7	Move backward	Move backward	Move backward
F8	Move forward	Move forward	Move forward
F10	Toggle cursor between action bar and panel	Toggle cursor between action bar and panel	Toggle cursor between action bar and panel
F11	Retrieve previous command	Retrieve previous command	Retrieve previous command
F12	Cancel action	Cancel action	Cancel action

12.0 BookManager READ/MVS Commands

You can do almost everything inside a book using the action bar, windows, and function keys. However, you can also use BookManager READ commands.

12.1 Command Syntax Diagrams

Syntax diagrams describe how to enter BookManager READ commands.

- Read the diagrams from left to right, top to bottom, following the main path line.

- Each command statement starts with:

  ▶▶─

  and ends with:

  ─▶◀

- Command statements longer than one line continue to a second line with:

  ─▶

- Required items appear on the main path line.

  ```
  ▶▶──STATEMENT──required item─▶◀
  ```

- If there is more than one required item to choose from, the items are stacked vertically.

  ```
  ▶▶──STATEMENT──┬─required choice 1─┬─▶◀
                 └─required choice 2─┘
  ```

- Optional items appear below the main path line.

  ```
  ▶▶──STATEMENT──────────────────▶◀
                 └─optional item─┘
  ```

  If there is more than one optional item to choose from, the items are stacked vertically below the main path line.

  ```
  ▶▶──STATEMENT──────────────────▶◀
                 ├─optional item 1─┤
                 └─optional item 2─┘
  ```

  If there is a default parameter, it appears above the main path line.

  ```
                 ┌─default item──┐
  ▶▶──STATEMENT──┼───────────────┼─▶◀
                 ├─optional item─┤
                 ├─optional item─┤
                 └─optional item─┘
  ```

- An arrow returning to the left above an item means that the item can be repeated.

  ```
                 ┌──────────────────┐
  ▶▶──STATEMENT──▼──────────────────┴─▶◀
                 └─repeatable item─┘
  ```

- If a diagram shows parentheses, you must type the parentheses as part of the syntax.

- A word in all uppercase means that you must type the whole word.

- A word in mixed case means that you need to type the uppercase portion only. For example:

  `NOTes`

  means that you can type **not**, **note**, or **notes**.

- A word in italics is a description of what you must type. For example:

  character

  means that you must type a character such as `a`, `b`, or `c`.

Commands are not case-sensitive. You can type them in all lowercase on the command line.

The commands in this guide are described only briefly, and not all commands available to the user are listed here. For a complete description of all of the commands and command parameters that are available, refer to *BookManager READ/MVS: Displaying Online Books*.

12.2 Command Descriptions

ALL - Locate particular words or phrases in a bookshelf or book. ALL is an alias for SEARCH. See "SEARCH" for information on using this command.

BOOKMARKS - Work with bookmarks.

```
►►──BOOKMarks──────────────────►◄
              ├─List─────┤
              ├─Next─────┤
              ├─Previous─┤
              ├─Closing──┤
              └─Review───┘
```
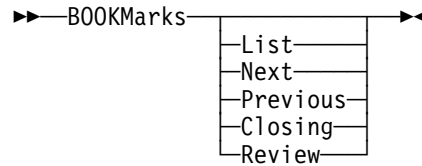
BOOKMGR - Start BookManager READ from TSO and, optionally, list specific bookshelves or open a specific book or bookshelf.

```
►►──BOOKMGR──────────────────────────────────────────────────────►◄
           ├─shelfname─────────────────┤  ┌─CMD─────┐ ┌──◄───────┐
           ├─SHELF(dsn)──┬─bookname─┤     └─COMMAND─┘ (──┴─command─┴──)
           └─BOOK(dsn)───┘
```
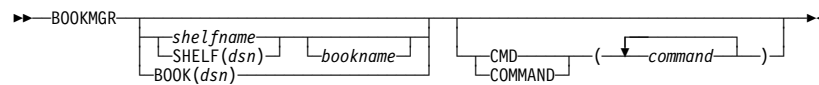
CMD - Process TSO commands. CMD is an alias for TSO. See "TSO" for information on using this command.

CONTENTS - Move to the table of contents in a book.

```
►►──CONtents──►◄
```

COPY - Copy one or more topics of an open book to a data set.

```
►►──COPY────────────────────────────────────────────────────►◄
        └─topic1─┘ ├─TO topic2──┤ ┌─WITH─┐ ─NOTES─┐
                   └─FOR number─┘ ├─IF───┤
                                  └─ONLY─┘
```
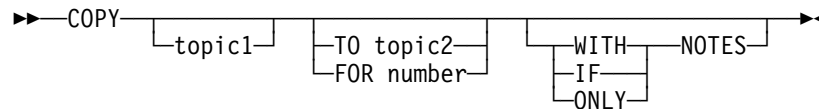
EDIT - Edit the source member for the current topic in a book.

```
►►──EDIt──►◄
```

FIGURES - Move to the list of figures in a book.

```
►►──FIGures──►◄
```

FIND - Locate the next search match in a book or search for a word or phrase in a book.

```
►►──Find──────────►◄
         └─string─┘
```
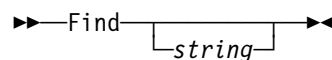
FIRST - Move to the first topic in a book.

```
►►──FIRst──►◄
```

GOTO - Move to a specified topic.

```
►►─────────────────topicid────►◄
       └─GOTO─┘
```
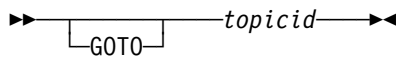
INDEX - Move to the beginning of the index or to the first entry in the index that begins with a specified character.

```
►►──INDex──────────────►◄
            └─character─┘
```
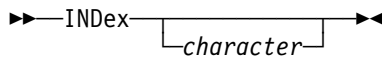
ISPF - Process ISPF commands within BookManager.

```
►►─────────────command──►◄
       └─ISPF─┘
```
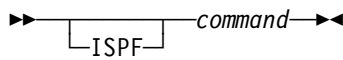
LAST - Move to the last topic in a book.

```
►►──LASt──►◄
```

LEFT - Move to the left when there is information that is wider than the screen.

```
►►──LEft─────────────►◄
          └─amount─┘
```
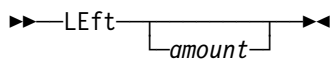
LINKCHECK - Scan a book and locate all unresolved links in the book.

```
►►──LINKCheck──────────────────►◄
                ├─ASSOCiative─┤
                ├─Crossbook───┤
                ├─List────────┤
                ├─Review──────┤
                ├─Next────────┤
                └─Previous────┘
```

(left margin: `|`)

LIST - Look at a list of items.
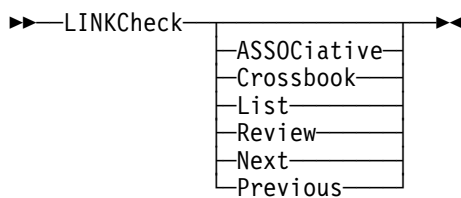
```
                  ┌─Topicsseen─┐
►►──┬─List──┬─────┼────────────┼───►◄
    └─QUEry─┘     ├─Bookmarks──┤
                 ├─Linkcheck──┤
                 ├─Notes──────┤
                 ├─Revisions──┤
                 └─Searches───┘
```
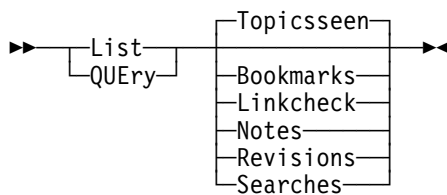
NEXT - Move to the next topic in a book or to the next item in a list.

```
►►──NEXt──────────────────►◄
          ├─Bookmark───┤
          ├─Level──────┤
          ├─LINKCheck──┤
          ├─Note───────┤
          ├─Revision───┤
          ├─Search─────┤
          └─Topicsseen─┘
```
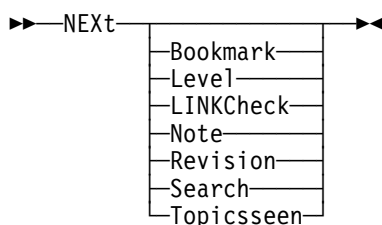
NOTES - Work with notes in a book.

```
►►─NOTes─┬──────────────┬─►◄
         ├─Discard──────┤
         ├─List─────────┤
         ├─Merge────────┤
         ├─Next─────────┤
         ├─Previous─────┤
         ├─Review───────┤
         ├─Send─────────┤
         └─Use──────────┘
```
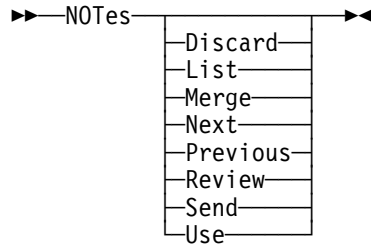
OPEN - Open a bookshelf or book when you have already started BookManager
READ.

```
►►─OPEN─┬─────────┬─name─┬──────────┬─►◄
        ├─SHELF───┤      └─command──┘
        └─BOOK────┘
```
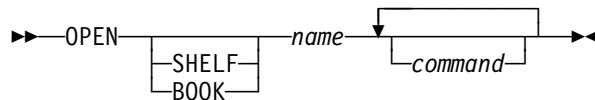
PARENT - Display the section to which the current topic belongs. SECTION is an
alias for PARENT.

```
►►─┬─PARENT──┬─►◄
   └─SECtion─┘
```

PICTURE - Display an image or graphic in a book.

```
►►─PICture──identifier──►◄
```
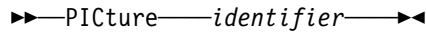
PREVIOUS - Move to the previous topic in a book or to the previous item in a list.

```
►►─PREvious─┬─────────────┬─►◄
            ├─Bookmark────┤
            ├─Level───────┤
            ├─LINKCheck───┤
            ├─Note────────┤
            ├─Revision────┤
            ├─Search──────┤
            └─Topicsseen──┘
```
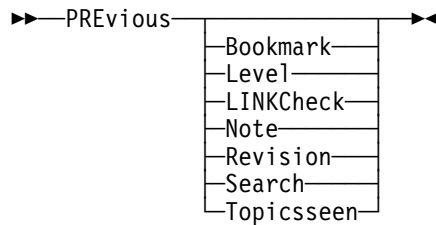
PRINT - Print one or more topics in a book.

```
►►─PRInt─┬────────┬─┬────────────┬─┬─WITH──┬─NOTES─┬─►◄
         └─topic1─┘ ├─TO topic2──┤ ├─IF────┤
                    └─FOR number─┘ └─ONLY──┘
```
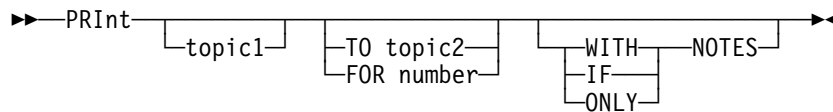
QUERY - Look at a list of items. QUERY is an alias for LIST. See "LIST" for
information on using this command.

REVIEW - Review items in a list.

```
►►──REView─────────────────►◄
            ├─Bookmarks──┤
            ├─Linkcheck──┤
            ├─Notes──────┤
            ├─Revisions──┤
            ├─Searches───┤
            └─Topicsseen─┘
```
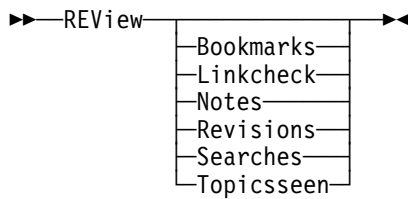
REVISIONS - Work with topics that have revisions.

```
                ┌─List─────┐
►►──REVISIONs───┼──────────┼─────────►◄
                ├─Next─────┤
                ├─Previous─┤
                ├─Review───┤
                │          ┌──────┐   │
                ├─ON──┐    ▼─code─┴┐  │
                └─OFF─┘    └─ALL───┘
```
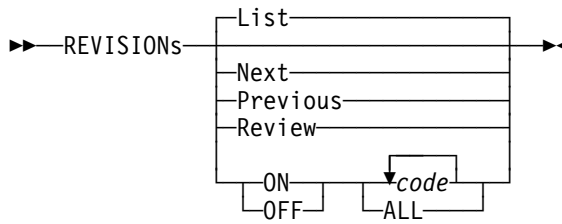
RIGHT - Move to the right when there is information that is wider than the screen.

```
►►──RIght──────────────►◄
            └─amount─┘
```
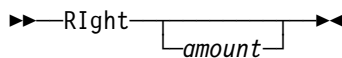
SEARCH - Locate particular words or phrases in a bookshelf or book. ALL is an alias for SEARCH.

```
►►──┬─Search─┬─────────────►◄
    └─ALL────┘  └─string─┘
```
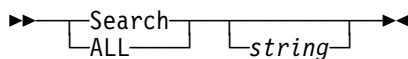
SECTION - Display the section to which the current topic belongs. SECTION is an alias for PARENT. See "PARENT" for information on using this command.

TABLES - Move to the list of tables in a book.

```
►►──TABles─►◄
```
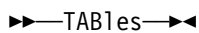
TSO - Process TSO commands. CMD is an alias for TSO.

```
►►──┬─TSO─┬──command──►◄
    └─CMD─┘
```
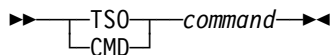
UNLINK - Go back to the previous link or reference after you follow a hypertext link.

```
►►──UNLINK──►◄
```

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Special Characters

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