

BookManager READ/MVS

SC38-2034-00

Displaying Online Books

Release 3



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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 ix.

First Edition (September 1994)

| This revision replaces and makes obsolete previous versions of this book.

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| BookManager BUILD/VM, or the IBM BookManager BUILD/2 licensed program. This
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| programs that request or receive the services of BookManager READ/MVS, except
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About This Book

This book shows you how to use the IBM* BookManager* READ/MVS licensed program in a Multiple Virtual Storage (MVS) environment. Use BookManager READ to display, search, and organize online books created by the IBM BookManager BUILD/MVS licensed program (Program Number 5695-045), the IBM BookManager BUILD/VM licensed program (Program Number 5684-026), or the IBM BookManager BUILD/2 licensed program (Program Number 53G4085). BookManager BUILD creates online books from files formatted with the IBM Document Composition Facility (DCF).

This book also shows you how to use the BookManager Index Utility to create a comprehensive bookshelf search index for rapidly searching a group of books. The Index Utility is provided with BookManager READ/MVS, BookManager BUILD/MVS, BookManager READ/VM, and BookManager BUILD/VM.

BookManager READ/MVS can read books built with BookManager BUILD/MVS Release 2, BookManager BUILD/VM Release 2, BookManager BUILD/VM Release 1, and IBM BookManager BUILD/2 Release 1.2. However, some of the BookManager READ/MVS functions, such as explicit hypertext links are not available in books built with BookManager BUILD/VM Release 1. You can also use IBM BookManager READ/VM, IBM BookManager READ/DOS Version 1.2, IBM BookManager READ/2 Version 1.2.1 and IBM READ/6000 Version 1.2 to read books built in MVS,

Who Should Read This Book

Read this book if you plan to use BookManager READ to view online books in an MVS environment. You must have a display device with access to either the IBM MVS/Enterprise Systems Architecture (MVS/ESA*) Version 3 (Program Number 5685-001 or 5685-002) or Version 4 (Program Number 5695-047 or 5695-048) operating system, and the BookManager READ/MVS licensed program.

This book assumes that you have a working knowledge of the IBM Interactive System Productivity Facility (ISPF), Time Sharing Option Extensions (TSO/E), and your local printing procedures.

How to Use This Book

This book is task-oriented. You can turn directly to the topic that describes the task you want to perform without first reading the topics that precede it in the book. However, you should read the first topic, 1.0, "Getting Started," and understand the functions available on each panel before using the product to display books.

The book is divided into three sections. "Part 1. Using Online Books" shows you how to use panels to perform the most commonly used functions. It presents these major topics:

- 1.0, "Getting Started" provides general information on how BookManager READ displays and organizes online books, shows you how to start and end a BookManager READ session, and introduces the tasks you can perform on each panel.

- 2.0, “Getting Help” shows you the different types of help that are available while you are using BookManager READ.
- 3.0, “Displaying a Bookshelf List” shows you how to list, sort, and view descriptions of bookshelves.
- 4.0, “Displaying a Bookshelf” shows you how to open and close a bookshelf, and list, sort, or view descriptions of the books on a bookshelf.
- 5.0, “Opening and Closing a Book” shows you how to open and close a book, including how to insert a bookmark so that you can return to wherever you stop reading.
- 6.0, “Searching Books and Bookshelves” shows you how to search for information and work with the search matches, whether searching a single book or an entire bookshelf.
- 7.0, “Moving Around in a Book” shows you how to move through the topics in a book or to a specific location in a book, and how to review only the topics you previously viewed or the topics with revisions.
- 8.0, “Linking to Related Information” shows you how to move to another part of the book, or to another book, to view information related to what you are reading.
- 9.0, “Copying, Printing, and Editing Topics” shows you how to copy, print, and edit topics while looking at a book. This includes how to copy and print graphic and image pictures included in a book.
- 10.0, “Using Bookmarks to Save Your Place” shows you how to save your place in an online book, list the places you saved, and go directly to where you placed a closing bookmark.
- 11.0, “Using Notes in a Book” shows you how to add comments to a topic you are viewing, share your notes with other users, and look at notes other users have written for a book.
- 12.0, “Looking at Artwork” shows you how to display graphic and image pictures included in a book.
- 13.0, “Using Options to Control How Books Are Displayed” shows you how to customize the way BookManager READ works to suit your own viewing needs.

“Part 2. Managing Online Books” shows you how to use the panels to perform more advanced tasks. It presents these major topics:

- 14.0, “Grouping Books on a Bookshelf” shows you how to create a new bookshelf and how to make changes to an existing bookshelf.
- 15.0, “Creating a Bookshelf Search Index” shows you how to create a bookshelf search index for rapidly searching all the books on a bookshelf.
- 16.0, “Performing File Functions on Bookshelves” shows you how to copy a bookshelf, discard a bookshelf, send a copy of a bookshelf to another user, and edit bookshelf information to make the bookshelves more useful. It also shows you how to add and remove bookshelves from a bookshelf list.
- 17.0, “Performing File Functions on Books” shows you how to discard a book and send a copy of a book to another user.

“Part 3. Reference Information” provides information on data set naming conventions, data set structures, commands, function keys, messages, using

BookManager READ on a programmable workstation, and reading books in other environments.

This book also includes a glossary of terms and abbreviations, a bibliography, and an index.

What's New in BookManager

Software prerequisites are updated to more current levels. Refer to *BookManager READ/MVS Installation Planning and Customization* for additional information.

Where to Find More Information

This book contains information on using BookManager READ in the MVS environment. The following books complete the BookManager library for MVS:

- *IBM BookManager READ/MVS and BookManager BUILD/MVS: General Information*, GC38-2032
- *IBM BookManager READ/MVS: Getting Started and Command Summary*, SC38-2033
- *IBM BookManager READ/MVS: Installation Planning and Customization*, SC38-2035
- *IBM BookManager READ/MVS: Licensed Program Specifications* (hard copy only), GC38-2038
- *IBM BookManager BUILD/MVS: Preparing Online Books*, SC38-2036
- *IBM BookManager BUILD/MVS: Installation Planning and Customization*, SC38-2037.

To learn about publications for using BookManager in other environments, and other reference materials that might help you use BookManager, see “Bibliography” on page 257.

Part 1. Using Online Books

1.0 Getting Started

Use the IBM* BookManager* READ/MVS licensed program to display, search, and organize online books.

1.1 What Online Books Are

A BookManager *online book* is any document the IBM BookManager BUILD/MVS, BUILD/VM, or BUILD/2 licensed programs have made into a book that you can read at your terminal using BookManager READ. BookManager BUILD creates books from sequential data sets or members of partitioned data sets containing text and artwork. Text can be created with a *generalized markup language* (GML) application such as IBM Publishing Systems BookMaster*. The book can be a report, memo, manual, or any publication normally produced and distributed in printed form.

For information on data sets and how they are used in BookManager READ, see Appendix A, "Data Set Naming Conventions" on page 183.

1.1.1 How Online Books Are Similar to Printed Books

Online books are structured much like printed books. A book can have a title page, front matter sections such as a table of contents, abstract and preface, lists of figures and tables, a body consisting of text sections, and back matter sections such as a glossary and an index.

Each part of an online book is called a *topic*. Just as printed books have chapter headings and page numbers, online books use *topic identifiers* to let you know where you are in a book. The topic identifier may be the name of a book part like PREFACE, or a number like 4.6 (corresponding to the Preface and Section 4.6 in a printed book).

Online books have many qualities similar to printed books, but offer more flexibility in displaying, searching, and organizing information. Reading a book online is similar to reading a printed book. For example, you can:

- Open to any place you want
- Use the table of contents and index to find information
- Go directly to any book part or topic
- Save your place with a temporary bookmark
- Move forward and backward through the text
- Write notes in the margin
- Copy portions of a book
- Place a closing bookmark when you close a book.

1.1.2 How Online Books Are More Useful Than Printed Books

Because BookManager books are available online, you can do many things with them more easily than with printed books. For example, you can:

- Share one copy of a book with any number of users at the same time
- Locate words similar in meaning or spelling to a word you want to find
- Search several books at one time to locate information you need
- Move quickly between related sections in a book or between books

- Get explanations for unfamiliar words in the text
- Review notes written by other users and share your notes with them
- Find author revisions marked by revision bars in the text margin
- View a list of the topics you previously viewed or saved.

1.2 How BookManager READ Organizes Online Books

BookManager READ organizes online books on *bookshelves* just as you might do with printed books. For example, you might have one bookshelf for all the books on your company's policies and another for all the books on using your computer. You can create your own bookshelves or use bookshelves created by other users.

You can choose a bookshelf list as your *default bookshelf list* or a bookshelf as your *default bookshelf*. This is normally the collection of bookshelves or books you use most often. You display your bookshelf list or bookshelf whenever you start BookManager READ.

1.3 What You Can Do with Online Books

With BookManager READ, you can do far more than just read a book online. This topic describes what you can do when working with a list of bookshelves, the books on a particular bookshelf, or a single book.

1.3.1 Searching for Specific Information

You can search for words and phrases in a single book, or in all the books on a bookshelf. BookManager READ shows you a list of the topics, or a list of the books, containing information that matches your search request. You can tell BookManager READ to search for:

- A *fuzzy match*. This matches different forms of the words in your search request, such as plurals for nouns or tenses for verbs. This is the only type of search matching you can use to search a bookshelf.
- An *exact match, any case*. This matches your search request word for word, but ignores whether the letters are uppercase or lowercase.
- An *exact match, including case*. This matches your search request word for word, including uppercase and lowercase letters.

If you frequently search several books at a time, consider using the Index Utility to create an index for the books. A *bookshelf search index* greatly reduces the amount of time required to search a bookshelf and improves BookManager READ's ability to list the best search matches first.

Each bookshelf must have a *synonym dictionary language* associated with it. BookManager READ uses this dictionary to display synonyms of your search words, which can help you locate the information you want.

For information on searching books, see 6.0, "Searching Books and Bookshelves" on page 49. For information on creating a bookshelf search index, see 15.0, "Creating a Bookshelf Search Index" on page 141. For information on specifying a synonym dictionary language, see 14.1, "Creating a Bookshelf" on page 132.

1.3.2 Moving to a Specific Book Part

You can move around in an online book in ways similar to how you use a printed book. For example, you can move forward and backward just as you might turn pages in a printed book. You can also move directly to the part of the book you want to view, such as the table of contents or a specific topic. Unlike printed books, BookManager READ also lets you go back to review only those topics that you have already seen, or look at only those topics that have been updated with revision codes since the book was published or created.

For information on moving through the topics in a book, see 7.0, “Moving Around in a Book” on page 63.

1.3.3 Using Hypertext Links in Books

To help you move quickly from place to place in books, BookManager books include *hypertext links*. The links allow you to choose words in the text and move to related information in another part of the book or in another book. You can also choose unfamiliar words and be shown an explanation of them. Any time you use hypertext links to move to related information, you can return easily to your starting location.

For information on using hypertext links, see 8.0, “Linking to Related Information” on page 71. For information on making hypertext links visibly distinct, see 13.9, “Setting Link Emphasis” on page 126.

1.3.4 Copying, Printing, and Editing Topics in Books

While looking at a book, you can copy topics to a data set or print them. If you have access to the source files, you can edit the source files used to create the book.

For information on using these services, see 9.0, “Copying, Printing, and Editing Topics” on page 79.

1.3.5 Saving Your Place in a Book

You can insert a *closing bookmark* when you close a book. When you reopen the book, you move directly to the location of your closing bookmark.

You can also insert *temporary bookmarks* to save places to which you might want to return, just as you might turn down the corner of a printed page you want to refer to again. BookManager READ keeps these temporary bookmarks until you close the book.

For information on inserting a closing bookmark and saving your place in an online book, see 5.3, “Closing a Book” on page 46 and 10.1, “Placing a Temporary Bookmark” on page 91.

1.3.6 Adding Notes to a Book

You can add comments to online books as you read them, just as you can write notes in the margin of printed books. You can change the notes, discard them, or share them with other users. When browsing through a book, you can ask to see just the topics that have notes, or ask to see notes written by a particular user. You can list the notes that are available to you and go directly to them. When you copy or print a topic, you can choose to include any of its notes.

For information on working with notes, see 11.0, “Using Notes in a Book” on page 95.

1.3.7 Looking at Artwork in a Book

BookManager READ displays most figures as you view the text in a book. If a book includes *artwork*, such as *vector graphics* and *raster images*, the pictures are not displayed automatically with the text. However, the picture's location is marked in the book. If you have a terminal supported as a graphic display device, you can display the artwork online. If you have a printer supported as a graphic output device, you can print the artwork along with the text.

For information on printing pictures in an online book, see 9.3, “Copying and Printing Artwork” on page 88. For information on displaying pictures in an online book, see 12.0, “Looking at Artwork” on page 109.

1.3.8 Changing the Way Books Are Displayed

You can change some of the ways BookManager READ works and how it displays information on your screen. For example, you can change the sort order of books on a bookshelf, whether the books are listed by name or document number, the name of your default bookshelf or bookshelf list, and the color and highlighting used to display a book.

For information on changing BookManager READ to suit your book viewing needs, see 13.0, “Using Options to Control How Books Are Displayed” on page 111.

1.3.9 Creating and Changing Bookshelves

You can create bookshelves, and add books to or remove books from existing bookshelves. Using the BookManager Index Utility, you can also create a bookshelf search index for rapidly locating information in the books on a bookshelf.

For information on using BookManager READ to create and change bookshelves, see 14.0, “Grouping Books on a Bookshelf” on page 131. For information on using the Index Utility to create a bookshelf or replace an existing bookshelf using the Index Utility, see 15.0, “Creating a Bookshelf Search Index” on page 141.

1.3.10 Copying, Discarding, and Sending Bookshelves and Books

You can copy a bookshelf, delete a bookshelf, and send a bookshelf to another user. You can also add or delete a bookshelf from a bookshelf list. For information on performing these file functions on bookshelves, see 16.0, “Performing File Functions on Bookshelves” on page 161.

You can discard a book. You can also send a book to another user. For information on performing these file functions on books, see 17.0, “Performing File Functions on Books” on page 175.

1.3.11 Editing a Bookshelf

You can edit bookshelf information to make bookshelves more useful. You can change a bookshelf's description and search index data set name, the short title and data set name of each book on a bookshelf, and the high-level qualifiers of the search index data set name of a bookshelf. You can also add a data set name to a bookshelf search index and each book on a bookshelf, if the data set names are blank.

For information on editing bookshelf information, see 16.0, “Performing File Functions on Bookshelves” on page 161.

1.4 How BookManager READ Displays Online Books

You work with BookManager READ by using *panels* that you see on your screen. Although each panel lets you do something different, some actions are common to all panels. For example, you can end the BookManager READ session or get help on using BookManager READ at any time.

1.4.1 Types of Panels

BookManager READ panels guide you through using the product, whether you are working with a list of bookshelves, the books on a particular bookshelf, or a single book.

- You display a *bookshelf list* to work with the bookshelves available to you.
- You display a *bookshelf* to either work with all of the books or some of the books on a bookshelf.
- You display a *book* to look at the contents of a single book.

1.4.2 Panel Areas and How to Use Them

Each panel has an action bar, status line, scrollable area, function key area, command line, and scroll field. You tell BookManager READ what actions to perform by making choices or typing information on a panel. In this topic and throughout the book, examples of panels and windows are shown to help familiarize you with the product. The examples closely match what you see on your terminal, but in some cases the spacing or function key settings may not exactly match what you see on your terminal.

1.4.2.1 Action Bar

An *action bar* at the top of every panel shows the actions you can take on that panel. Press **F10**, or the **Home** key on some terminals, to move the cursor to the beginning of the action bar from any position on a panel.

To select an action, use the Tab or cursor movement keys to position the cursor on your choice, then press ENTER.

Figure 1 is an example of the action bar in a book.

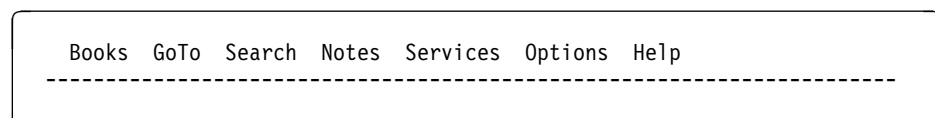


Figure 1. Action Bar

1.4.2.2 Status Line

A status line is displayed on the right side of a panel or window beneath the title. The status line indicates the number of items or lines currently displayed in the list or topic, and the total size of and your current location in that list or topic. For example, a bookshelf list status line such as **Shelves 1 to 8 of 8** states that displayed in the panel is a list of all eight of the eight bookshelves contained in the bookshelf list. See Figure 9 on page 14 for an example of the status line in a bookshelf list.

1.4.2.3 Pull-Downs

When you select an action on the action bar, BookManager READ displays a *pull-down* with choices related to the action you selected.

- An *asterisk* (*) over the first character of an action tells you that the action is unavailable. For example, you cannot view the results of a search if you have not yet searched a book. If you select an action marked with an asterisk, a message tells you it is unavailable.
- An *ellipsis* (...) after an action tells you that BookManager READ will display a window with additional information or will request additional information before completing the action.

While a pull-down is displayed, only the actions in the pull-down or on the action bar are available. For example, if you select a pull-down and the action you want is not listed in it, you can select another pull-down on the action bar. However, you cannot mark items listed on the panel or select words in the text until the pull-down is removed.

To select an action in a pull-down, type the number of your choice in the input field and press ENTER. You can also use the cursor movement keys to position the cursor on your choice, then press ENTER.

Figure 2 is an example of the **Books** pull-down in a book.

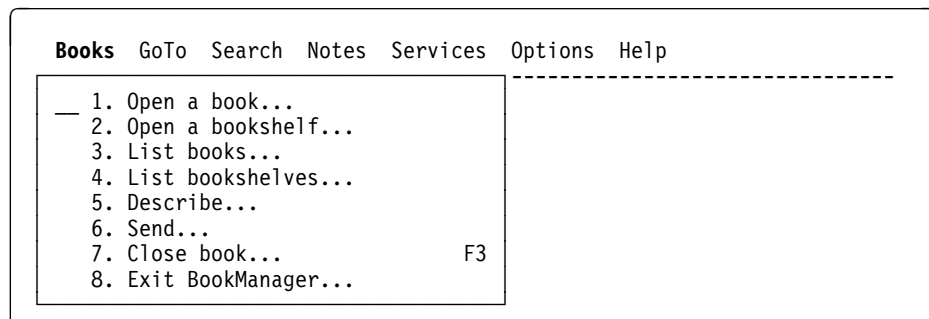


Figure 2. Pull-Down

1.4.2.4 Windows

If you select a pull-down action that is followed by an ellipsis, BookManager READ removes the pull-down and displays a *window* with additional information, more choices related to the action you selected, or one or more input fields in which you must type information BookManager needs to complete the action.

If you select a window action that is followed by an ellipsis, BookManager READ displays another window on top of the first one. In this second window, you must specify the information BookManager READ needs to complete the action.

While a window is displayed, only the actions in that window are available. For example, you cannot select an action on the action bar or use function keys that do not appear in the window until the window is removed.

Figure 3 is an example of the **Send Bookshelf** window.

```
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
```

Figure 3. An Example Window

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 and you can type information in them or they contain information that you can change by typing over the current information. An input field can be distinguished from an output field by the lack of a separating colon in an input field.
- 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.

1.4.2.5 Scrollable Area

Beneath the action bar of each panel is a *scrollable area* that 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 scroll backward or forward to see additional information. If the scrollable area is wider than the screen, you can scroll left and right to see additional information. See 7.0, “Moving Around in a Book” on page 63 for more information on scrolling.

In the scrollable area of a bookshelf list or bookshelf, you can select the bookshelves or books you want to work with before you select actions you want to perform. You can select certain items in windows, too, such as selecting synonyms from a list of words before entering your search request.

To *mark* items for selection in a scrollable area, type a slash (/) over the underscore in front of the bookshelf name, book name, or listed choice. When you select an action bar item, BookManager READ performs the action for the marked items only.

Note: If you are familiar with other Interactive System Productivity Facility (ISPF) applications, you will see that the method of selecting an object (in this case, a bookshelf) and the action to perform (for example, describe 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.

Figure 4 is an example of the scrollable area of a bookshelf. The first two books are marked for selection.

Book Name	Book Title	Date
/_ EOX02MST	BookManager READ/MVS: Getting Started	91/02/27
/_ EOX03MST	BookManager READ/MVS: Displaying Online Books	91/03/03
— EOX04MST	BookManager READ/MVS: Installation Planning an	91/03/12
— EOY03MST	BookManager BUILD/MVS: Preparing Online Books	90/12/11
— EOY04MST	BookManager BUILD/MVS: Installation Planning a	90/12/15

Figure 4. Scrollable Area of a Bookshelf

1.4.2.6 Function Key Area

The *function key area* at the bottom of each panel and window displays actions that you can complete by pressing a function key. When a window is displayed, you can press only the function keys listed in that window, not the keys listed at the bottom of the panel.

Standard actions are assigned to function keys 1 through 12 and are repeated for function keys 13 through 24. The function key assignments can vary slightly, depending on options selected during BookManager READ installation. You can modify function key assignments using the ISPF KEYLIST command. For more information about modifying function key assignments, see *IBM Interactive System Productivity Facility (ISPF): ISPF Dialog Management Guide and Reference*, SC34-4266.

BookManager READ displays function keys 1 to 12. If you want to display function keys 13 to 24, or see the standard function key settings, see Appendix D, “Function Keys” on page 225.

If the function keys are not displayed when you view the BookManager READ panels and you want to display them, type **fka on** on the command line and press ENTER. To remove the function keys from the panels, type **fka off** and press ENTER. For more information on displaying function keys and the function key area, see *IBM Interactive System Productivity Facility (ISPF) and ISPF/Program Development Facility (ISPF/PDF): ISPF and ISPF/PDF Primer*, SC34-4256.

Figure 5 is an example of the function keys in a book.



Figure 5. Function Key Area

1.4.2.7 Command Line

The *command line* is displayed just above the function key area or just below the action bar in each panel, depending on your ISPF setting. If you are an experienced user, you may want to bypass the pull-downs and windows and use BookManager READ, ISPF, and Time Sharing Option (TSO) commands to complete certain actions. Appendix C, “Command Reference” on page 195 discusses each BookManager READ command in detail. The most important commands are **find**, **list**, and **search**.

You can change the location of the command line by using Option 0 of the ISPF/PDF Primary Option Menu. For more information, refer to ISPF help or the *IBM Interactive System Productivity Facility (ISPF) and ISPF/Program Development Facility (ISPF/PDF): ISPF and ISPF/PDF Primer*, SC34-4256.

Figure 6 is an example of the command line.

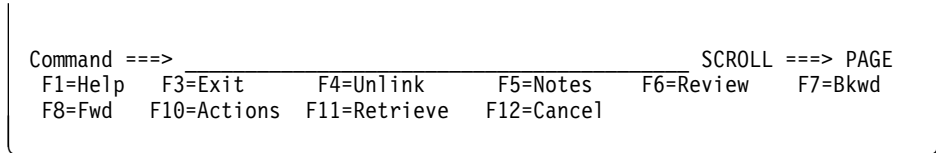


Figure 6. Command Line

1.4.2.8 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.

Figure 7 is an example of the scroll field.

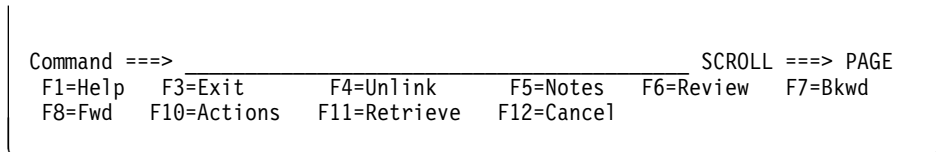


Figure 7. Scroll Field

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.

1.4.2.8.1 Moving Backward or Forward: To move forward by the amount indicated in the scroll field, press **F8**. To move backward by the same amount, press **F7**.

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**.

1.4.2.8.2 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 C.2.17, “LEFT - Scroll to the Left” on page 206 or C.2.30, “RIGHT - Scroll to the Right” on page 219.

1.4.2.9 Messages

BookManager READ displays messages that tell you what BookManager READ is doing and let you know what action, if any, you need to take. These messages can appear anywhere on a panel or a window. Appendix E, “Messages” on page 227 explains and describes the types of messages BookManager READ provides.

Figure 8 is an example of a message displayed in a book.

```

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

```

Figure 8. Message

1.4.2.10 Special Characters

If a book uses BookMaster symbols to represent special characters that cannot be typed on the keyboard, they may not be displayed accurately online. For example, the greater than or equal to symbol (\geq) may be used in a book. If your display device cannot display the character even though BookManager built it, or if you are using a terminal emulator that does not support the character, you may see a dash, another special character in its place, or no character at all. -- Table 'SYM' unknown -- shows the BookMaster symbols that display in an online book. See G.2, “Displayable Symbols” on page 233 for more information on displayable characters.

1.4.2.11 Canceling a Selection

To *cancel* a selected action, press **F12**.

For example, use **F12** if you do not want to perform the action you selected.

If a pull-down is displayed, BookManager READ removes the pull-down and takes you to the action bar. If a window is displayed, BookManager READ closes the window and takes you to the window from which you selected the action. If there is no preceding window, you go to where the cursor was located when you selected the action (for example, the action bar or the command line).

If you press **F12** when no pull-downs or windows are open, BookManager READ displays a window asking whether you want to close the currently displayed bookshelf list, bookshelf, or book. The following topic describes this action.

1.4.2.12 Closing a Bookshelf List, Bookshelf, or Book

To *close* the currently displayed bookshelf list, bookshelf, or book, press **F3**.

BookManager READ displays a window asking you to confirm the action, then takes you to the panel from which you opened it. You can change your exit options to your own viewing needs and bypass the confirmation windows in a panel. For details on setting your exit options, see 13.10, “Setting Exit Options” on page 127.

You can also repeatedly press **F3** and confirm the requests, to ultimately close all panels and end the BookManager READ session.

1.5 Starting BookManager READ

To start BookManager READ, do one of the following:

- Select IBM Products on the ISPF/PDF Primary Option Menu, then select BookManager (normally Option 9) on the IBM Products menu. Your site may have installed BookManager READ under a different option.
- From the TSO/E READY mode message, type **bookmgr** and press ENTER.

You first see information about BookManager READ, such as the copyright notice and release number. Press ENTER to see your default bookshelf list or bookshelf. If you do not have a default bookshelf list or bookshelf, you see a list of all of the bookshelves that are available to you.

After you start BookManager READ, you can select items in the **Books** pull-down to display a bookshelf list, display a bookshelf, or open a particular book.

- 1.5.1, “Working with a Bookshelf List” on page 14 provides an overview of the actions you can select when working with a list of bookshelves. See 3.0, “Displaying a Bookshelf List” on page 27 for information on listing, sorting, and viewing descriptions of the bookshelves available to you.
- 1.5.2, “Working with a Bookshelf” on page 15 provides an overview of the actions you can select when working with the books on a bookshelf. See 4.0, “Displaying a Bookshelf” on page 35 for information on opening and closing a bookshelf, and listing, sorting, or viewing descriptions of the books on it.
- 1.5.3, “Working with a Book” on page 18 provides an overview of the actions you can select when looking at an individual book. See 5.0, “Opening and Closing a Book” on page 45 for information on opening and closing a book, and on viewing the description of a book you are currently displaying.

When you are more familiar with BookManager READ, you may want to use parameters with the BOOKMGR command to go directly from TSO to the bookshelf list, bookshelf, or book you want to view. For detailed information on the BOOKMGR command, see C.2.3, “BOOKMGR - Listing Books and Bookshelves” on page 198 and Appendix F, “Ways to Start BookManager READ/MVS” on page 231.

You can also invoke BookManager READ from a program. For details, see C.4, “Invoking BookManager READ/MVS from a Program” on page 223.

1.5.1 Working with a Bookshelf List

The types of information you see when looking at a bookshelf list include:

- The title of the panel, Bookshelf List, just beneath the action bar on the panel.
- A status line, on the right side of the panel and beneath the title. It shows how many bookshelves are displayed on the panel and the total number of bookshelves in the list.
- The name and description of each bookshelf.

There are several ways to request a bookshelf list:

- Start BookManager READ when you have a default bookshelf list.
- Ask to see a list of all available bookshelves.
- Ask to see a list of specific bookshelves.

Figure 9 is an example of a bookshelf list. Figure 10 on page 15 provides an overview of the actions you can select when working with a list of bookshelves.

```
Books View Options Help
-----
                                Bookshelf List
                                Shelves 1 to 6 of 6

Shelf Name  Description
--- LOOKIE   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
```

Figure 9. Example of a Bookshelf List

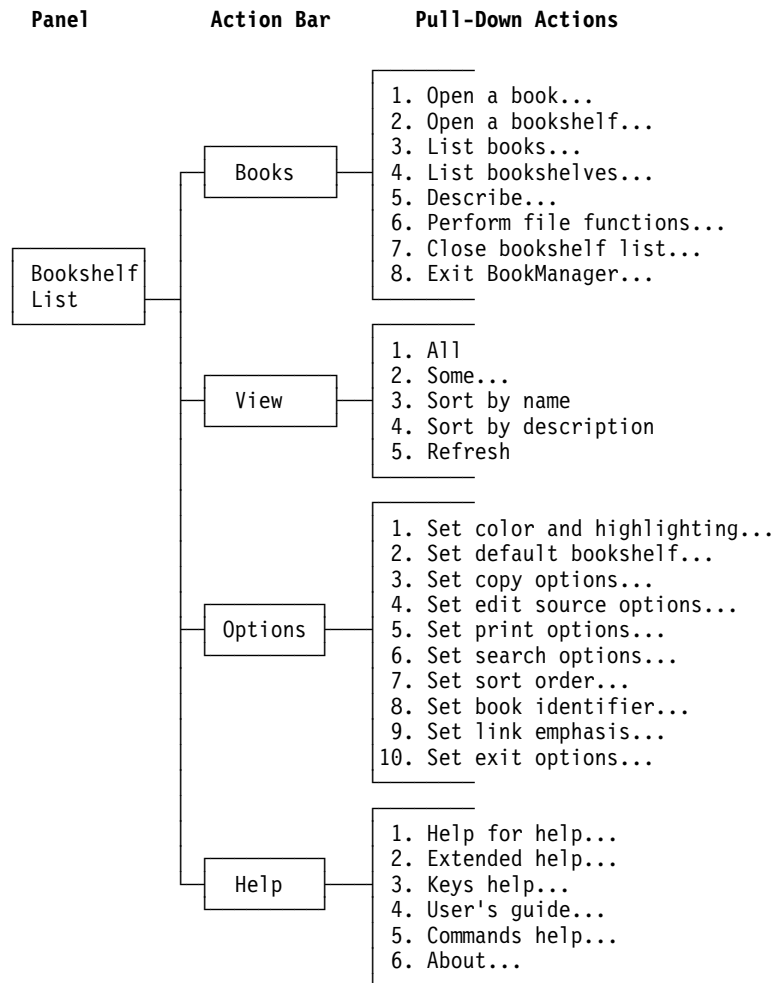


Figure 10. Actions Available When Working with a Bookshelf List

1.5.2 Working with a Bookshelf

The types of information you see when looking at a bookshelf include:

- The bookshelf title just beneath the action bar on the panel.
- A status line, on the right side of the panel and beneath the title. It shows how many books are displayed on the panel and the total number of books in the list. If some of the books are not included in the bookshelf search index, the number of books not included is displayed just above the status line.
- The name, title, and build date of each book on the bookshelf.

There are several ways to request a bookshelf:

- Start BookManager READ when you have a default bookshelf.
- Start BookManager READ and request a specific bookshelf.
- Open a bookshelf.
- Ask to see a list of specific books.

Figure 11 shows the books on the BKMGRMVS bookshelf. Figure 12 provides an overview of the actions you can select when working with a bookshelf.

```

Books View Search Group Options Help
-----
                                BKMGRMVS Bookshelf
                                2 books marked with + not indexed
                                Books 1 to 6 of 6
Book Name  Book Title                                     Date
---
EOX01MST  BookManager READ/MVS and BookManager BUILD/MVS  90/12/18
---
EOX02MST  BookManager READ/MVS: Getting Started and Comm  90/12/18
---
EOX03MST  BookManager READ/MVS: Displaying Online Books  90/12/27
---
EOX04MST  BookManager READ/MVS: Installation Planning an  90/12/27
---
EOY03MST+ BookManager BUILD/MVS: Preparing Online Books  90/11/27
---
EOY04MST+ BookManager BUILD/MVS: Installation Planning an  90/11/27

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

```

Figure 11. Example of a Bookshelf

A plus sign (+) next to a book name indicates that the book was not included when a search index was created or updated for the bookshelf. When you search the bookshelf, BookManager READ searches all the listed books for the requested words and phrases, but it takes more time to search the unindexed books. If you frequently search a bookshelf that contains unindexed books, use the Index Utility to create an index for all the books. For details, see 15.0, “Creating a Bookshelf Search Index” on page 141.

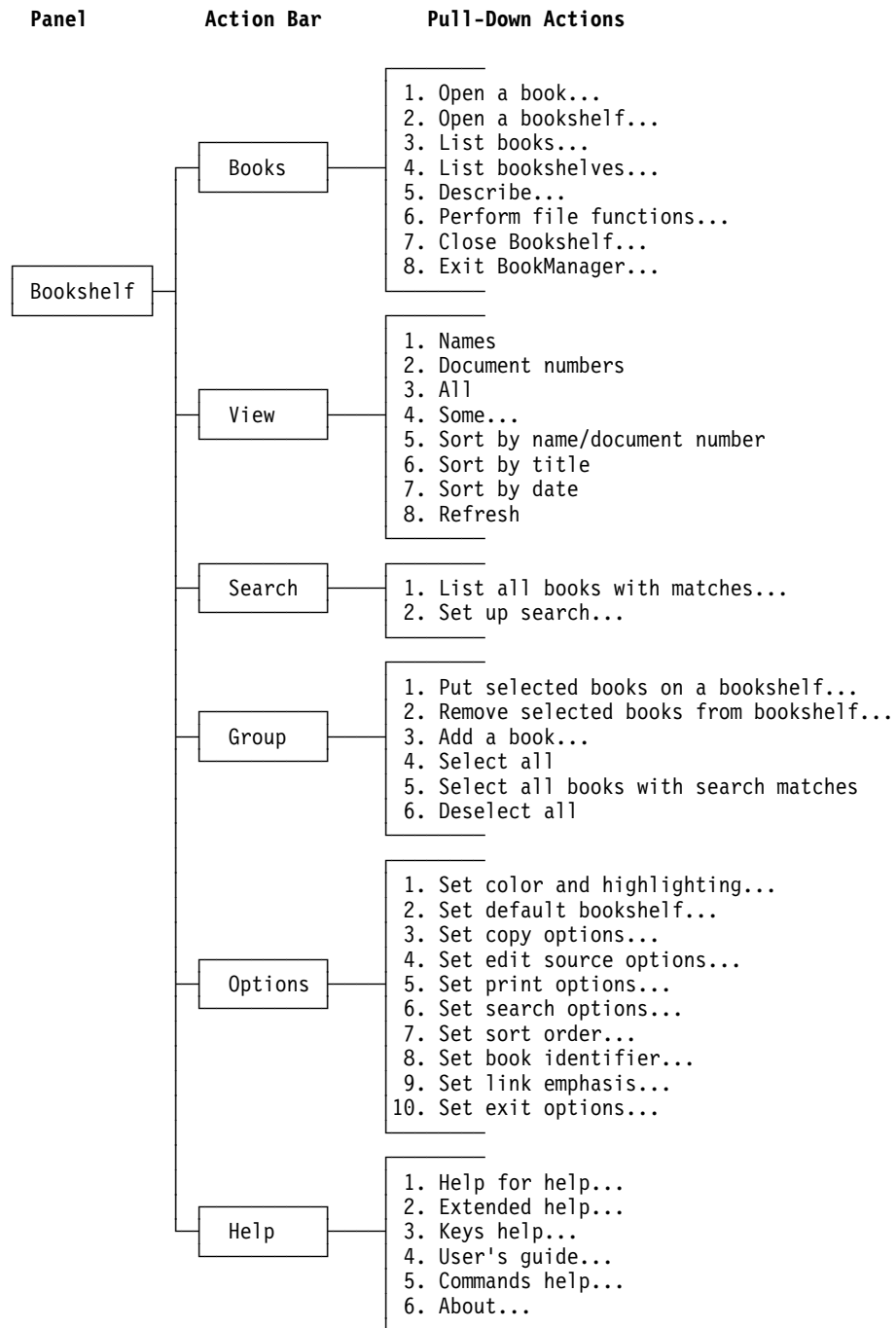


Figure 12. Actions Available When Working with a Bookshelf

1.5.3 Working with a Book

The types of information you see when looking at an online book include:

- A title line just beneath the action bar on the panel. It shows the topic identifier of the currently displayed topic, the topic title, and classification information concerning the book's restricted use, copyright notice, and security level. If the topic title extends into the classification information area, BookManager moves the classification information to the next line.
- A status line just beneath the topic title on the panel. It shows whether a note exists in the topic, the number of lines in the topic, and your position in the topic.
- The text lines for the topic.
- The titles of any subtopics within that topic.

Figure 13 on page 18 is an example of this book, *IBM BookManager READ/MVS: Displaying Online Books*, open to its table of contents. Figure 14 provides an overview of the actions you can select when looking at a book.

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

Figure 13. Example of a Book

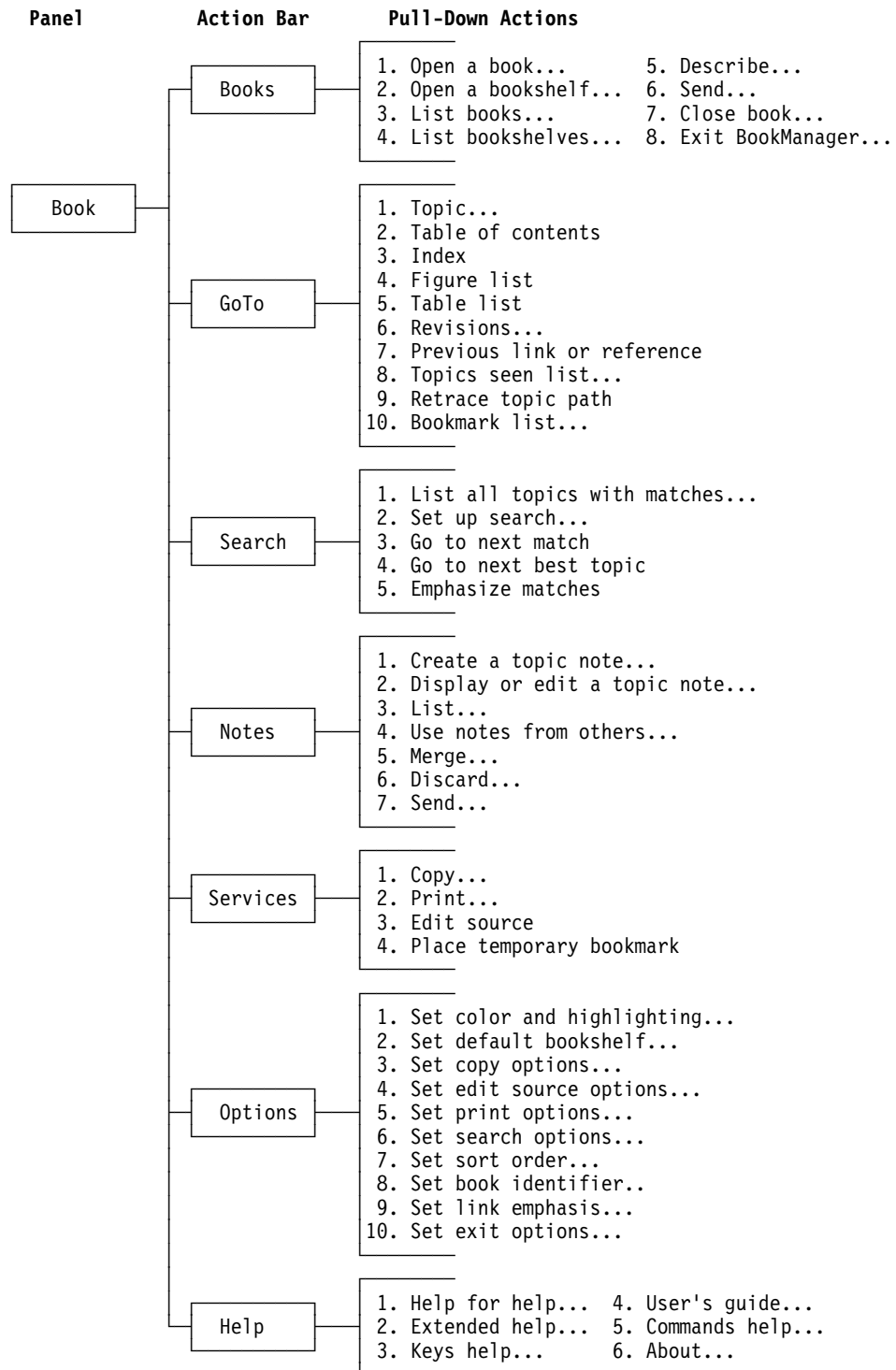


Figure 14. Actions Available When Working with a Book

1.6 Ending BookManager READ

To end your BookManager READ session at any time:

1. Select **Books** on the action bar.
2. Select **Exit BookManager** in the **Books** pull-down. BookManager READ displays a confirmation window to verify that you want to end the session.
3. Do one of the following:
 - Select **Yes** to exit BookManager READ and return to the ISPF selection menu or the TSO/E READY mode message where you started BookManager.
 - Select **No** or press **F12** to remain in the BookManager READ session. You can select another action on the action bar.

You can also end a BookManager READ session by pressing **F3** repeatedly to close all of the bookshelf lists, bookshelves, and books that you have opened. Each time you press **F3**, BookManager READ displays a confirmation window to confirm your request. Select **Yes** to verify that you want to exit.

2.0 Getting Help

Help is always available while you are using BookManager READ.

2.1 Help at Any Time

You can press **F1** to get help at any time.

- If a message is displayed, you see an explanation of the message. See Figure 19 on page 26 for an example of message help.
- If the cursor is on an input field, you see contextual information for the field.
- If the cursor is on an action bar item, you see information about the action.
- If the cursor is on a choice in a pull-down or window, you see information about that specific choice.
- If the cursor is in a window but not on a choice, you see information about the actions available in the window.
- If the cursor is anywhere else on the panel, you see help for the panel.
- If the cursor is on a reference phrase (at the end of some helps), you see information about the subject of that phrase.

You can also get help while viewing a panel by selecting **Help** on the action bar. Figure 15 on page 21 shows the **Help** pull-down in a book.

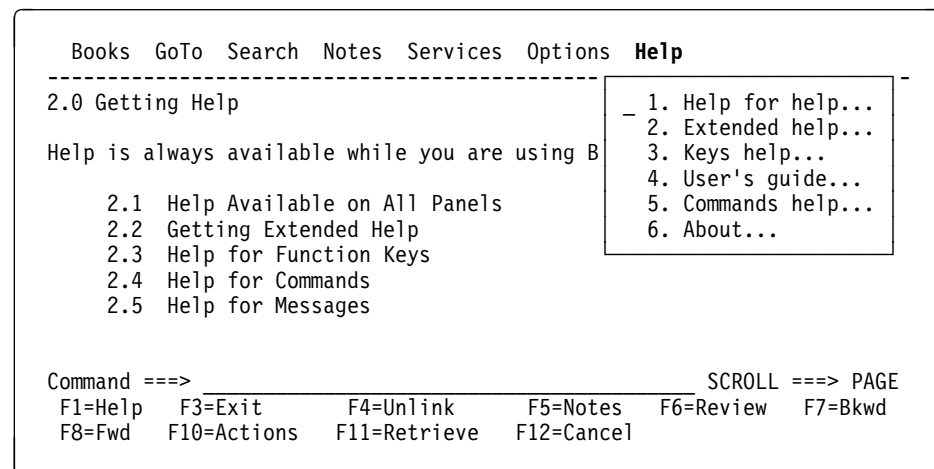


Figure 15. Help Pull-Down

Select the type of help you want in the **Help** pull-down:

- **Help for help**, to display a window that describes the types of help available in BookManager READ. If your site has chosen to add any information on how to get local help for this product, it is also included here.
- **Extended help**, to display help for the current panel.
- **Keys help**, to display the settings of the function keys for the current panel.
- **User's guide**, to open *BookManager READ/MVS: Displaying Online Books*.

- **Commands help**, to display a list of the BookManager READ commands. You can select a command and see a description of it.
- **About**, to display BookManager READ copyright information, the release number, and printing and copying restrictions.

Note: In the help panels shown in this chapter, the statement **More: +** appears in the upper right section of the panel. This statement indicates that there is more information for this particular help panel, and that you should scroll forward (press **F8**) to find it. If the statement **More: -** appears, you should scroll backward (press **F7**) to find additional information. The statement **More +-** indicates that there is information both before and after the panel that is currently displayed.

Depending on how your system was installed, you may or may not have these statements displayed on your help panels.

2.2 Help While in Help

You can get additional help while you are in a **Help** window by using the function keys, shown in the following table.

<i>Table 1. Function Key Settings in a Help Window</i>		
Key	Action	Meaning
F1	Help	Displays additional information if the cursor is pointed to a highlighted reference phrase while you are looking at help for function keys, commands, or messages. Otherwise, displays the ISPF Help tutorial.
F3	Exit	Exits the Help facility and returns you to the current BookManager READ panel or window.
F4	UsrGuide	Opens <i>BookManager READ/MVS: Displaying Online Books</i> .
F5	Ex help	Displays help for the current panel or window.
F6	Keyshelp	Displays the settings of the function keys on the current panel or window.
F7	Bkwd	Moves backward toward the beginning of the Help window.
F8	Fwd	Moves forward toward the end of the Help window.
F12	Cancel	Removes the Help window and returns you to the previous panel or window.

2.3 Help for Panels

You can press **F1** to get help for the panel you are viewing.

You can also get help for the panel you are viewing by using the **Help** pull-down.

1. Select **Help** on the action bar.
2. Select **Extended help** in the **Help** pull-down.

BookManager READ displays information about the panel, such as a description of it, why you use it, and how you select actions on it.

Figure 16 on page 23 is an example of the **Help for Bookshelf** window.

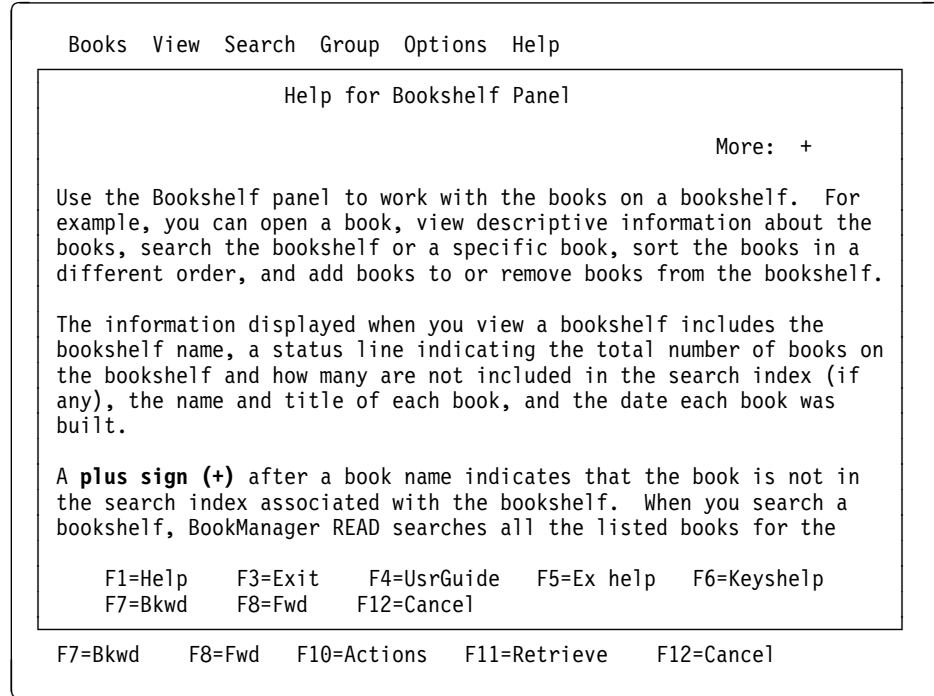


Figure 16. Help for Bookshelf Window

2.4 Help for Function Keys

To see a description of the function key settings on the current panel:

1. Select **Help** on the action bar.
2. Select **Keys help** in the **Help** pull-down.

BookManager READ displays the settings for the function keys of the panel you are viewing and a description of each setting. See Appendix D, “Function Keys” on page 225 for the function key settings of a bookshelf list, bookshelf, and book.

Figure 17 on page 24 is an example of the **Keys Help for a Book** window.

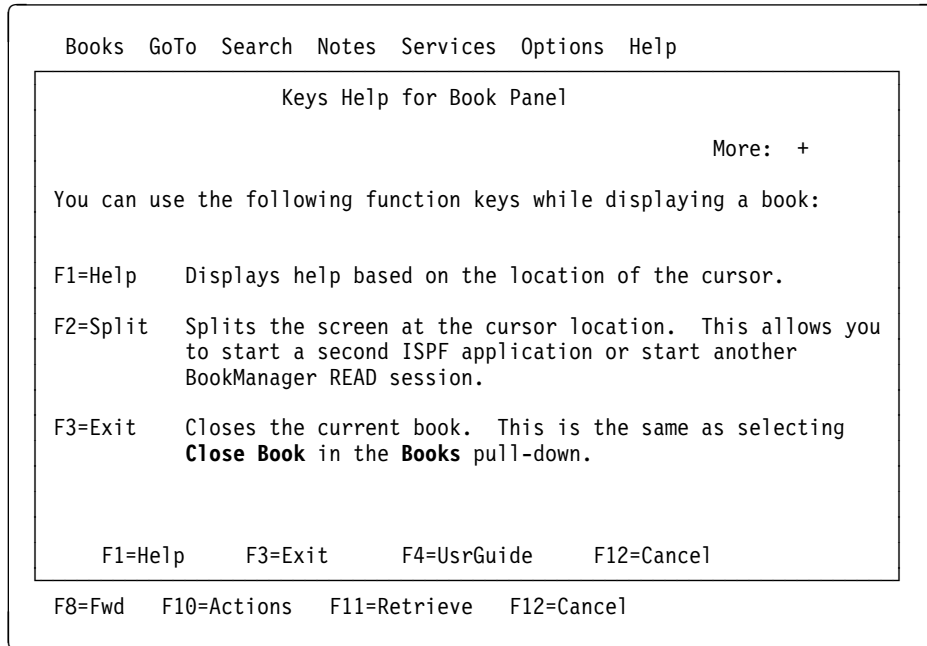


Figure 17. Keys Help for a Book Window

2.5 Help for Commands

To get help for a particular BookManager READ command:

1. Select **Help** on the action bar.
2. Select **Commands help** in the **Help** pull-down.

BookManager READ displays a list of the commands. To see a description of a particular command, position the cursor on the command and press **F1**.

See Appendix C, "Command Reference" on page 195 for detailed information on the BookManager READ commands.

Figure 18 on page 25 is an example of the **Commands Help** window.

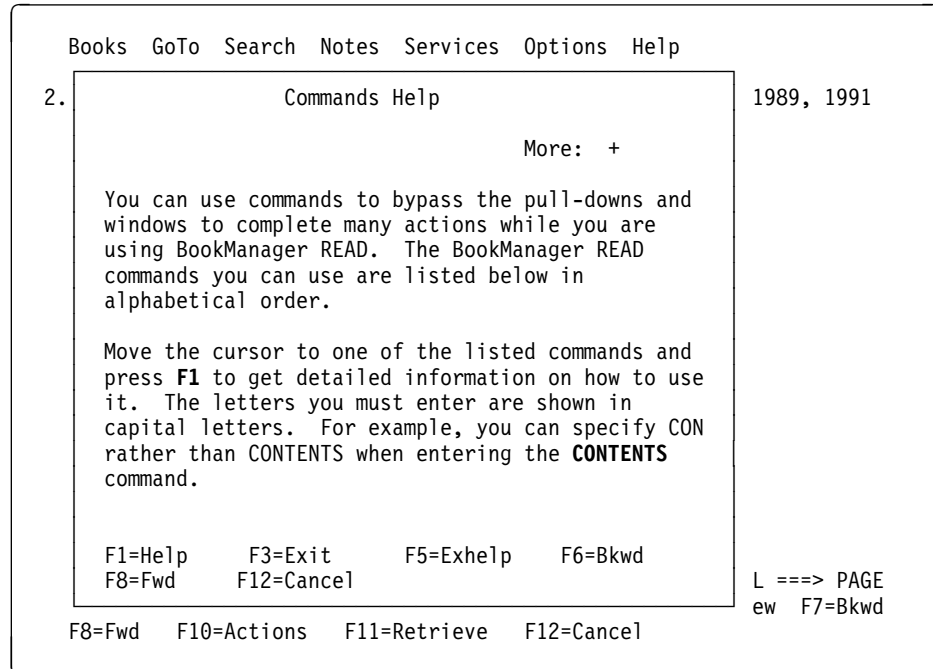


Figure 18. Commands Help Window

2.6 Help for Messages

While a message is displayed, press **F1** to see an explanation of it and what action, if any, is needed. See Appendix E, "Messages" on page 227 for the types of messages BookManager READ provides and a description of each type.

Figure 19 on page 26 is an example of a **Message Help** window.

```

Books GoTo Search Notes Services Options Help
CO
CO      Message Help
ED
CO      More: +
FI      This is not a valid topic or command.
TA
NO      If you are requesting a topic, type a valid
IN      topic name or number.
TR
PR      If you are entering a command, use the correct
WH      syntax.
HO
WH      For more information, move the cursor to the
WH      highlighted word or phrase and press F1:
1.
1.      List of BookManager READ commands
1.      F1=Help      F3=Exit      F4=UsrGuide  F5=Ex help
1.      F6=Keyshelp  F7=Bkwd      F8=Fwd       F12=Cancel
1.
1.      F8=Fwd       F10=Actions  F11=Retrieve  F12=Cancel

```

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es 1 to 16 of 258

SCROLL ==> PAGE
iew F7=Bkwd

Figure 19. Message Help Window

3.0 Displaying a Bookshelf List

This topic shows you how to use the **Books** and **View** pull-downs to work with a list of bookshelves. For example, you can open one of the listed bookshelves, list specific bookshelves, view descriptive information about a bookshelf, and sort the bookshelves in a different order.

3.1 Listing Bookshelves

BookManager READ provides several ways to display a list of bookshelves, and lets you specify which bookshelves you want to see.

To display a bookshelf list:

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

The **List Bookshelves** window, shown in Figure 20 on page 27, lets you specify which bookshelves you want to see.

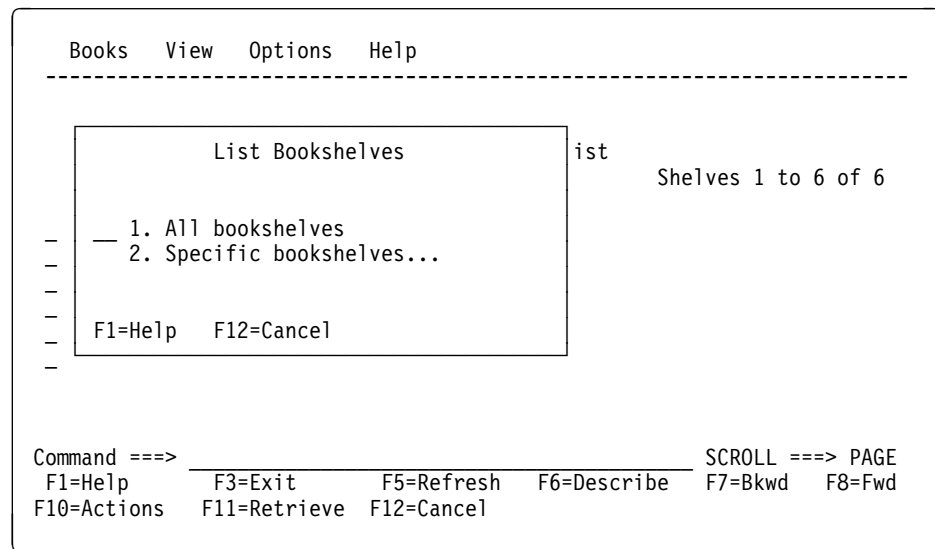


Figure 20. Listing Bookshelves Using the Books Pull-down

To select one of the following actions in the **List Bookshelves** window, type its number and press ENTER:

- **All bookshelves** displays a list of all the bookshelves that are available to you.
- **Specific bookshelves** displays a window that you can use to list bookshelves that have similar names. 3.1.1, “Listing Specific Bookshelves” on page 28 discusses this action.

Note: If more than one bookshelf having the same name is listed, select **Describe** in the **Books** pull-down to make sure that the bookshelf you select is the one you want to work with. For more information, see 3.2, “Viewing Descriptions of Bookshelves” on page 32.

3.1.1 Listing Specific Bookshelves

You can work with a group of bookshelves that have similar names. To list specific bookshelves:

1. Select **Books** on the action bar.
2. Select **List bookshelves** in the **Books** pull-down.
3. Select **Specific bookshelves** in the **List Bookshelves** window.
4. Type the name of the bookshelf you want to display in the **Specific Bookshelves** window, shown in Figure 21 on page 28.

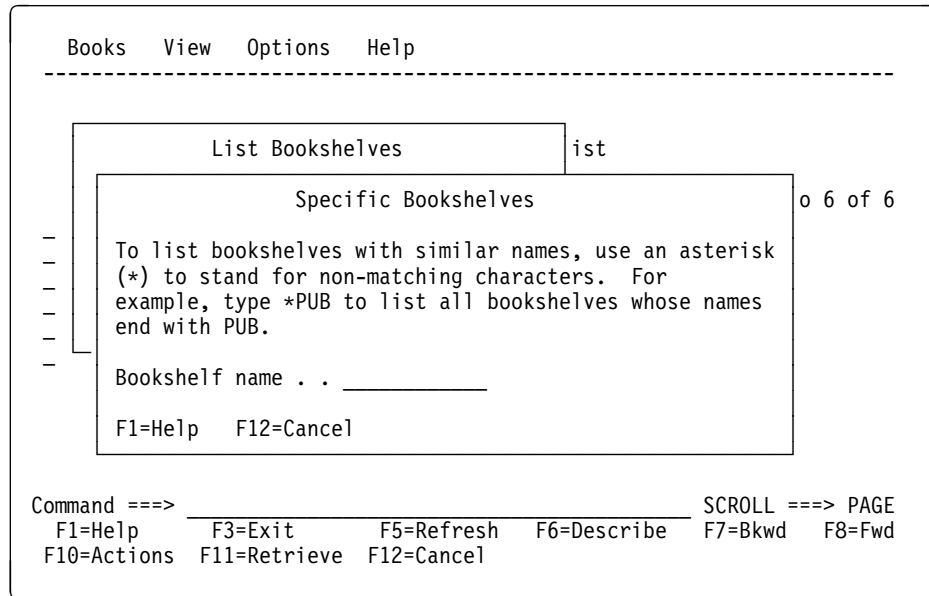


Figure 21. Specific Bookshelves Window

5. To list bookshelves with similar names, type the matching characters of the names in the **Bookshelf name** field, using an asterisk (*) to stand for nonmatching characters. For example, type ***pub** to list all bookshelves with names ending with PUB.

BookManager READ lists all bookshelves with that name that are available to you.

You can also list specific bookshelves by using parameters with the BOOKMGR command when you start a BookManager READ session. For details, see C.2.3, "BOOKMGR - Listing Books and Bookshelves" on page 198.

3.1.2 Working With a Specific Bookshelf

To work with an individual bookshelf, move the cursor to the bookshelf name and take one of the following actions:

- Press ENTER to open the bookshelf and see the list of books on the bookshelf.
- Press **F6** to display a description of the bookshelf, such as when the bookshelf was created and the number of books that exist on it. See Figure 25 on page 33 for an example of a bookshelf description.

- Type a slash (/) to mark the bookshelf for actions in the **Books** and **View** pull-downs. If you change your mind, you can remove the selection by spacing over the slash with the spacebar.

3.1.3 Viewing Some or All of the Bookshelves

There may be times when you do not want to work with all the listed bookshelves. For example, you may want to see only the bookshelves that discuss MVS.

Actions in the **View** pull-down let you list just the bookshelves you want to work with. You can either view bookshelves that you previously selected, or you can view bookshelves that have similar names.

To view selected bookshelves:

1. Mark each bookshelf you want to view by typing a slash (/) next to its name.
2. Select **View** on the action bar.
3. Select **Some** in the **View** pull-down.
4. Select **Selected bookshelves** in the **Some Bookshelves** window.

BookManager READ displays the bookshelf list again, but shows only the bookshelves you marked. Figure 22 on page 29 is an example of the **View** pull-down you see when you display a list of bookshelves. Figure 23 on page 30 is an example of the **Some Bookshelves** window that lets you choose whether to view only selected shelves or those having similar names.

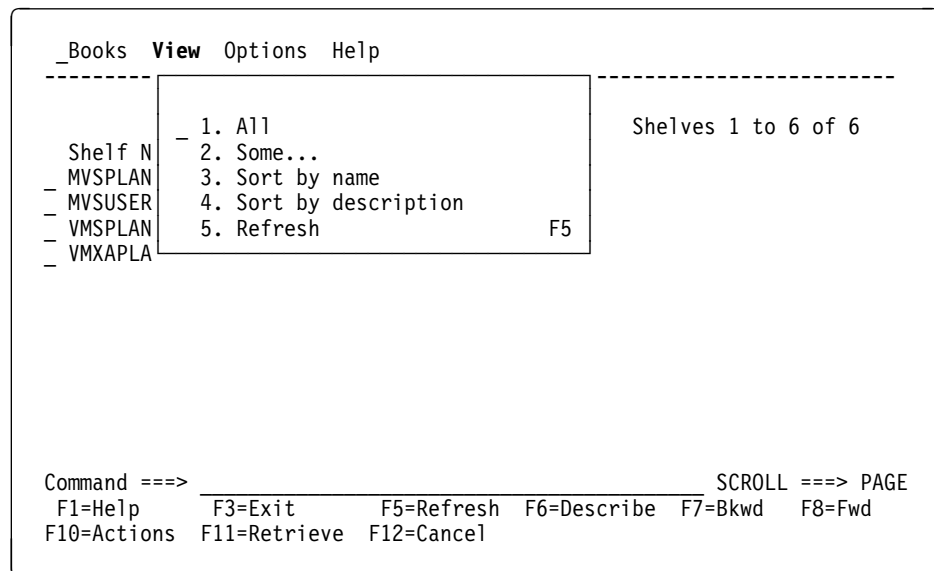


Figure 22. View Pull-Down in a Bookshelf List

The **Some Bookshelves** window allows you to choose whether to view only selected shelves or those following a specific naming convention.

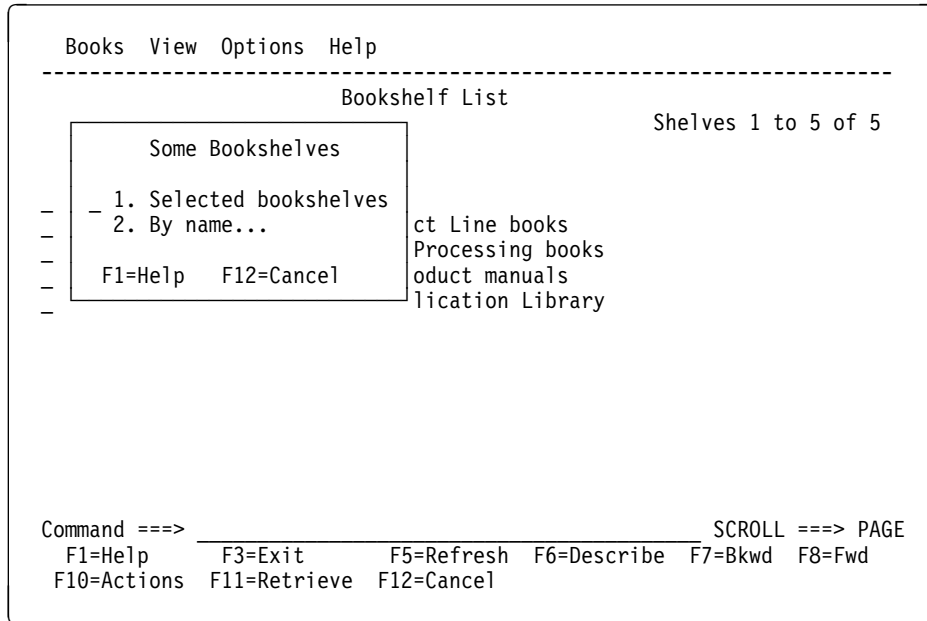


Figure 23. Some Bookshelves Window

To view bookshelves with similar names:

1. Select **View** on the action bar.
2. Select **Some** in the **View** pull-down.
3. Select **By name** in the **Some Bookshelves** window.
4. The **Some Bookshelves by Name** window appears. Type the matching characters in the names of the bookshelves you want to list in the **Bookshelf name** field, using an asterisk (*) to stand for nonmatching characters. The matching characters you type must identify bookshelves listed in the currently displayed bookshelf list.

BookManager READ displays the bookshelf list again, but shows only the bookshelves with names that match the characters you specified. Using Figure 24 on page 31 as an example, you would type **mvs*** to list just the planning and end-user bookshelves you created for your MVS publications (MVSPLAN and MVSUSER).

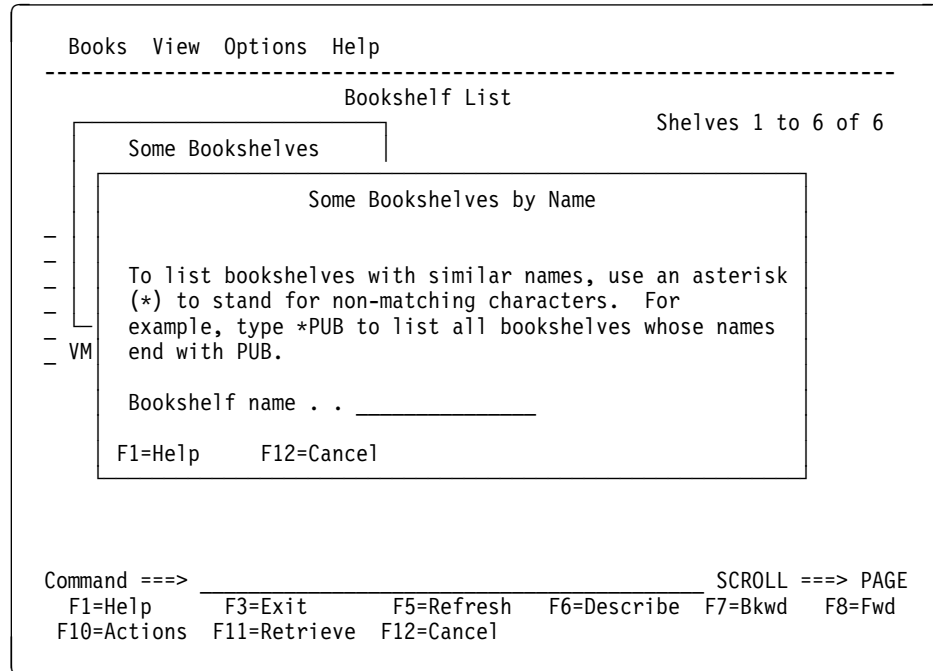


Figure 24. Some Bookshelves by Name Window

If you want to work with the entire bookshelf list again:

1. Select **View** on the action bar.
2. Select **All** in the **View** pull-down.

BookManager READ displays all the previously listed bookshelves. Bookshelves that were removed from the list when you selected **Some** in the **View** pull-down are displayed once again.

3.1.4 Sorting the Bookshelf List

When you first display a list of bookshelves, the bookshelves are sorted alphabetically by bookshelf name. However, you can also sort the bookshelves by description.

To sort a list of bookshelves, select **View** on the action bar. See Figure 22 on page 29 for an example of the **View** pull-down. The following actions in this pull-down let you choose the sort order:

- **Sort by name** sorts the bookshelves alphabetically by name. If more than one bookshelf has the same name, the second sort order is by description.
- **Sort by description** sorts the bookshelves according to their descriptions. If more than one bookshelf has the same description, the second sort order is by bookshelf name.

You can change the sort order and display it that way each time you use BookManager READ. For details, see 13.7, “Setting Sort Order” on page 124.

3.1.5 Refreshing the Bookshelf List

To refresh the bookshelf list at any time:

1. Select **View** on the action bar.
2. Select **Refresh** in the **View** pull-down.

The refreshed list reflects any changes made to the listed bookshelves since you opened the bookshelf list. For example, while you are looking at a bookshelf list another user may add or remove a bookshelf from the list. You do not see the changes to the bookshelf list until you refresh it.

The *filter*, if any, used to generate the list of bookshelves is still used. For example, if you were looking at only bookshelves starting with **pub**, you would still see only bookshelves that have **pub** as their first three characters. See 3.1.1, “Listing Specific Bookshelves” on page 28.

You can also press **F5** to refresh the bookshelf list.

3.2 Viewing Descriptions of Bookshelves

BookManager READ provides descriptive information for each listed bookshelf, similar to the information you find when you look at the card catalog in a town library. Information includes the bookshelf name, when it was created or updated, the number of books on the bookshelf, the synonym dictionary language associated with it, the number of unindexed books, and the names of the MVS data sets containing the bookshelf and search index information.

To view the description of a single bookshelf:

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

To view 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. To remove the selection of a bookshelf, space over the slash with the spacebar.
2. Select **Books** on the action bar.
3. Select **Describe** in the **Books** pull-down.

The **Describe Bookshelf** window, shown in Figure 25 on page 33, shows descriptive information about the first bookshelf you marked.

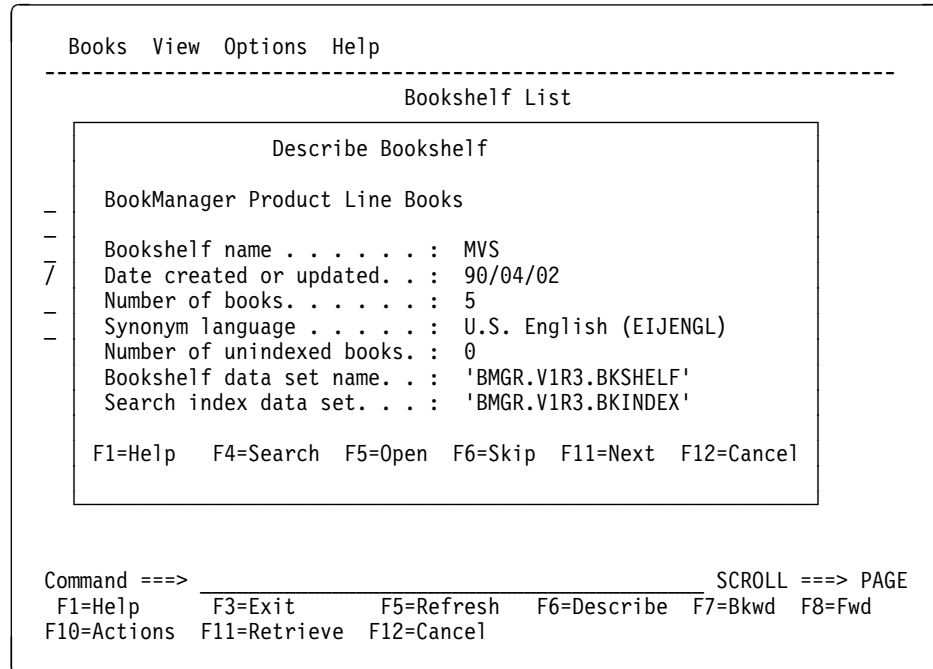


Figure 25. Describe Bookshelf Window

While looking at a bookshelf description, use the function keys in the **Describe Bookshelf** window to continue viewing other bookshelf descriptions, or to remove the window:

- Press **F4** to open and search the bookshelf; a window appears in which you specify search words and phrases.
- Press **F5** to open the currently described bookshelf and list the books that exist on it.
- Press **F6** to remove the selection of the current bookshelf and to display the description of the next bookshelf you marked. Any options you choose for marked bookshelves when using a different pull-down action will not include the bookshelf from which selection was removed.
- Press **F11** or ENTER to display information about the next bookshelf you marked. The bookshelf remains marked and any options you choose for marked bookshelves when using a different pull-down action will include the bookshelf. BookManager READ displays a message when the end of the list has been reached.
- Press **F12** to remove the **Describe Bookshelf** window without proceeding to the next selected bookshelf. The bookshelf remains marked and any options you choose for marked bookshelves when using a different pull-down action will include the bookshelf.

3.3 Closing a Bookshelf List

To close the currently displayed bookshelf list:

1. Select **Books** on the action bar.
2. Select **Close bookshelf list** in the **Books** pull-down. BookManager READ displays the **Close Bookshelf List** confirmation window.
3. Do one of the following:
 - Select **Yes** to close the bookshelf list and return to the bookshelf list, bookshelf, or book from which you requested the list. If you displayed the bookshelf list directly from the TSO/E READY mode message or the ISPF selection menu, the session ends and you return to TSO or the ISPF menu.
 - Select **No** to remove the **Close Bookshelf List** confirmation 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 13.10, “Setting Exit Options” on page 127.

You can also press **F3** to display the **Close Bookshelf List** confirmation window and then close the current bookshelf list.

4.0 Displaying a Bookshelf

This topic shows you how to use the **Books** and **View** pull-downs to work with the books on a bookshelf. For example, you can open a book, list specific books, view descriptive information about the books, and sort the books in a different order.

4.1 Opening a Bookshelf

The number of bookshelves you can open at any one time is limited only by the amount of virtual storage you have available.

You can open a bookshelf in any one of these ways:

- **While looking at a list of bookshelves**

To open a bookshelf this way, move the cursor to the name of the bookshelf you want to open and press ENTER.

- **Using the Books pull-down**

You can list books on a temporary bookshelf or open an existing bookshelf. To list books on a temporary bookshelf, refer to 4.8, "Listing Books" on page 41.

To open an existing bookshelf:

1. Select **Books** on the action bar.
2. Select **Open a bookshelf** in the **Books** pull-down.
3. Do one of the following in the **Open a Bookshelf** window:
 - In the **Bookshelf name** field, type the name of the bookshelf you want to open and press ENTER, or
 - In the **Data set name** field, type the name of the data set that contains the bookshelf you want to open and press ENTER.

You must specify the name of a bookshelf that is available to you.

To see a list of the bookshelves on the bookshelf list, press **F4**. You can move the cursor to a bookshelf you want to select and press ENTER.

BookManager READ removes the list and places the name of the selected bookshelf in the **Bookshelf name** field. Press ENTER to open the selected bookshelf.

- **Using the OPEN command**

You can use the OPEN command to open a bookshelf while looking at a book, another bookshelf, or a bookshelf list. For details, see C.2.22, "OPEN - Opening a Book or Bookshelf" on page 212.

- **Starting a BookManager READ session**

When you have a default bookshelf, you can start BookManager READ and go directly to your default bookshelf. For details, see 1.5, "Starting BookManager READ" on page 13.

- **Using the BOOKMGR command**

You can use the BOOKMGR command to open a bookshelf directly from TSO. For details, see C.2.3, "BOOKMGR - Listing Books and Bookshelves" on page 198.

4.2 Selecting a Book on a Bookshelf

To work with an individual book, move the cursor to the book name and take one of the following actions:

- Press **ENTER** to open the book to the closing bookmark if it has one, or to its table of contents. If neither exists, it opens to the first topic in the book.
- Press **F4** to open and search the book; a window appears in which you specify search words and phrases. See 6.0, “Searching Books and Bookshelves” on page 49 for complete information on searching a book.
- Press **F6** to display a description of the book, such as its title, name, publication date, and data set name. See Figure 30 on page 41 for an example of a book description.
- Type a slash (*/*) to mark the book for actions in the **Books**, **View**, and **Group** pull-downs.

4.3 Viewing Books by Document Number

When you display a bookshelf, BookManager READ initially displays the books by book name. However, you can also display the books by document number.

To view books by document number:

1. Select **View** on the action bar.
2. Select **Document numbers** in the **View** pull-down.

BookManager READ displays the bookshelf again, showing the document number in place of the book name. If a book does not have a document number, the book name appears in its place, followed on the same line by the book title. If any document numbers extend into the book title column, each book is displayed using two lines. The first line contains the first 30 characters of the document number; the second line contains the title of the book.

To display the book names again, select **View** on the action bar and then select **Names** in the **View** pull-down. Figure 26 on page 37 is an example of the **View** pull-down you see when you display a bookshelf. Figure 27 on page 37 shows the books on the BKMGRMVS bookshelf listed by document number.

You can request to display books by document number each time you use BookManager READ. For details, see 13.8, “Setting a Book Identifier” on page 125.

```

Books View Search Group Options Help
-----
- 1. Names
- 2. Document numbers
- 3. All
- 4. Some...
- 5. Sort by name/document number
- 6. Sort by title
- 7. Sort by date
- 8. Refresh F5

Books 1 to 13 of 13
Date
Book Na
- BOOKIE 90/11/02
- CONDUCT 90/08/02
- EOX01MS 90/12/14
- EOX02MS 90/12/18
- EOX03MS 90/12/22
- EOX04MS 90/12/18
- EOY03MS Online Books 90/11/19
- EOY04MST BookManager BUILD/MVS: Installation Planning ... 90/11/27
- INSTALLS Installation Procedures for Systems 90/03/24
- ROLM ROLMphone User's Guide 90/11/07
- TIPS Abridged and Online Guideline 90/01/17
- WELLNESS Wellness Programs 90/12/18

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

```

Figure 26. View Pull-Down in a Bookshelf

```

Books View Search Group Options Help
-----
BKMG RMVS Bookshelf
Books 1 to 6 of 6

Document
Number Book Title Date
- SC38-2036 BookManager BUILD/MVS: Preparing Online Books 90/12/12
- SC38-2037 BookManager BUILD/MVS: Installation Planni... 90/12/15
- GC38-2032 BookManager READ/MVS and BookManager BUILD... 90/12/01
- SC38-2033 BookManager READ/MVS: Getting Started and C... 91/02/28
- SC38-2034 BookManager READ/MVS: Displaying Online Books 91/03/05
- SC38-2035 BookManager READ/MVS: Installation Planning... 91/03/13

Command ==> SCROLL ==> PAGE
F1=Help F3=Exit F4=Search F5=Refresh F6=Describe F7=Bkwd
F8=Fwd F10=Actions F11=Retrieve 12=Cancel

```

Figure 27. Viewing Books by Document Number

4.4 Viewing Some or All of the Books

There may be times when you do not want to work with all the books on a bookshelf. For example, you may want to remove some of the books before searching the bookshelf, or you may find it easier to work with a smaller list of books if the bookshelf you are viewing is large.

Actions in the **View** pull-down, shown in Figure 26 on page 37, let you list just the books you want to work with. You can either view books that you select, or view books that have similar names or document numbers.

To view selected books:

1. Mark each book you want to view by typing a slash (/) next to its name.
2. Select **View** on the action bar.
3. Select **Some** in the **View** pull-down.
4. Select **Selected books** in the **Some Books** window.

BookManager READ displays the bookshelf again, but shows only the books you marked. Figure 28 on page 38 is an example of the **Some Books** window.

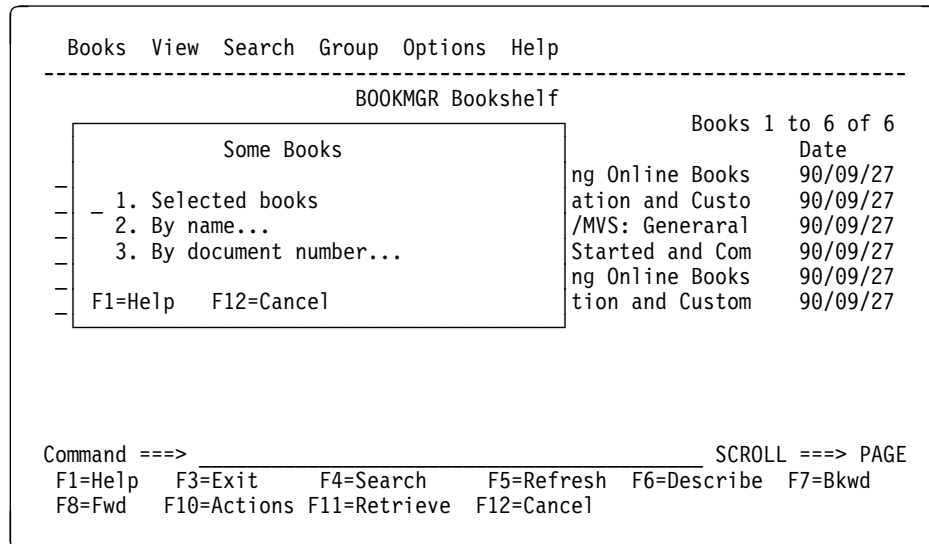


Figure 28. *Some Books Window*

To view books with similar names or document numbers:

1. Select **View** on the action bar.
2. Select **Some** in the **View** pull-down.
3. Select **By name** or **By document number** in the **Some Books** window. The **Some Books by Name** or **Some Books by Document Number** window appears.
4. Type the matching characters in the names or the document numbers of the books you want to list in the **Book name** or **Document number** field. Use an asterisk (*) to stand for any nonmatching characters. The matching characters you type must identify books or document numbers listed on the currently displayed bookshelf.

BookManager READ displays the bookshelf again, but shows only the books with names or numbers that match the characters you specified.

Using Figure 29 on page 39 as an example, you would type **eo*** to list only the BookManager READ/MVS manuals, such as EOX03MST. You may see EOX01MST, EOX02MST, and EOX03MST.

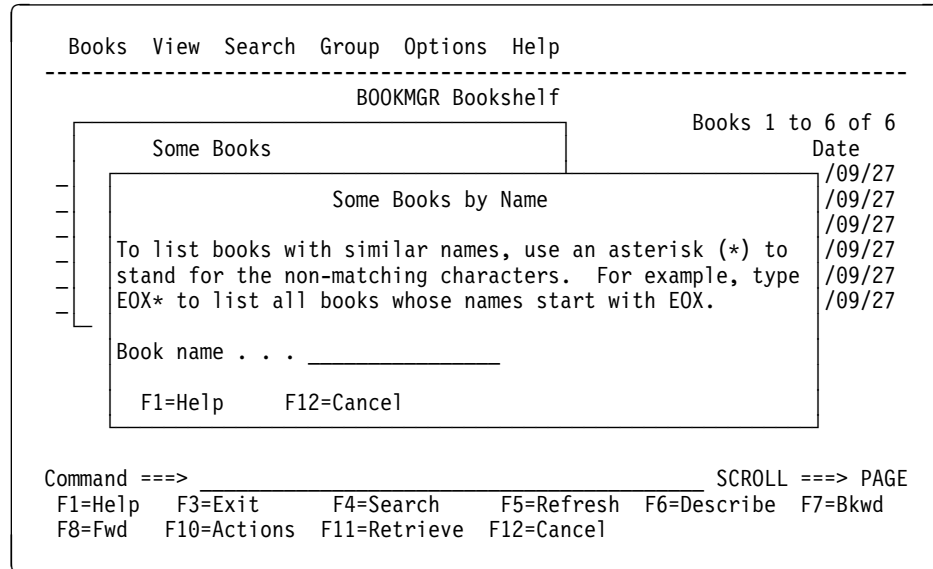


Figure 29. Some Books by Name Window

If you want to work with the entire bookshelf again:

1. Select **View** on the action bar.
2. Select **All** in the **View** pull-down.

BookManager READ displays all the previously listed books. Books that were removed from the list when you selected **Some** in the **View** pull-down are displayed once again.

4.5 Sorting the Books

When you display a bookshelf, you see either the book name or document number, the title, and date of each book. The books are sorted by book name or document number, (whichever is displayed). You can also sort the books by title or date.

To sort the books on a bookshelf, select **View** on the bookshelf action bar. See Figure 26 on page 37 for an example of the **View** pull-down. The following actions in this pull-down let you choose the sort order:

- **Sort by name/document number** sorts the books by book name if you are currently viewing the books by name, or by document number if you are currently viewing the books by document number. If more than one book has the same name or document number, the second sort order is by title.
- **Sort by title** sorts the books according to their titles. If more than one book has the same title, the second sort order is by book name or document number, depending on which is displayed.
- **Sort by date** sorts the books according to the date they were built. If more than one book has the same date, the second sort order is by book name or document number, depending on which is displayed.

You can change the sort order and display it that way each time you use BookManager READ. For details, see 13.7, “Setting Sort Order” on page 124.

4.6 Refreshing the Bookshelf

To refresh the book list at any time:

1. Select **View** on the action bar.
2. Select **Refresh** in the **View** pull-down.

The refreshed list reflects any changes made to the bookshelf. Books that were removed or erased from the bookshelf are deleted from the list. Books that were added to the bookshelf are added to the list.

You can also press **F5** to refresh a bookshelf.

4.7 Viewing Descriptions of Books on a Bookshelf

BookManager READ provides descriptive information for each book on a bookshelf, such as the book's title, name, document number, and publication date. This information, which is shown exactly as it was specified by the book's author, is similar to what you find when you look at the card catalog in a town library.

BookManager READ provides additional information about the book, such as the name and status of the data set containing the book, the synonym dictionary language associated with it, and the date it was built.

To view the description of a single book:

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

To view the descriptions of several or all of the books:

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, shown in Figure 30 on page 41, shows descriptive information about the first book you marked. The book's title is displayed as the first line of information. If the book has a security classification, that information is given just below the title. The following list describes the rest of the information in the window:

- **Book name:** shows the book's name.
- **Document number:** shows the book's document number.
- **Date published:** shows the date the book was published.
- **Date built:** shows the date the book was built.
- **Built with release:** shows the version of BookManager BUILD that built the book.
- **Synonym language:** shows the language of the synonym dictionary that BookManager uses when you request a search.
- **Data set name:** shows the name of the data set that contains the book.
- **Data set status:** shows the current status of the data set.

4. While looking at a book description, use the function keys in the **Describe Book** window to continue viewing other book descriptions, or to remove the window:
 - Press **F4** to open the book and search it; a window appears in which you specify your search words and phrases.
 - Press **F5** to open the currently described book.
 - Press **F6** to remove the selection of the current book and display information about the next book you marked. Any options you choose for marked books when using a different pull-down action will not include the book from which selection was removed.
 - Press **F11** or ENTER to display information about the next book you marked. The book remains marked and any options you choose for marked books when using a different pull-down action will include the book.
 - Press **F12** to remove the **Describe Book** window without proceeding to the next book that is marked. The book remains marked and any options you choose for marked books when using a different pull-down action will include the book.

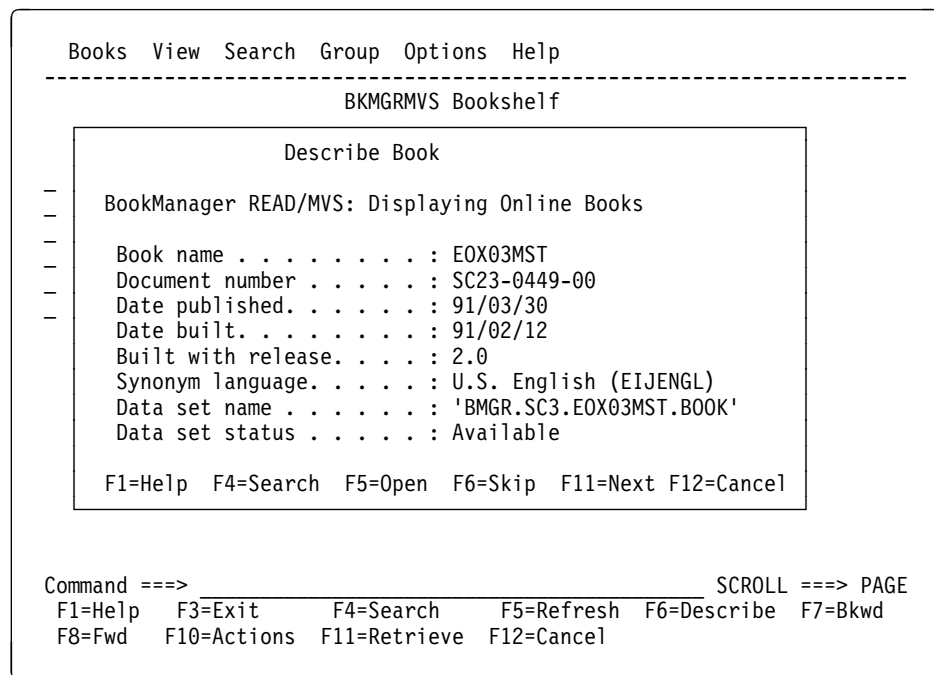


Figure 30. Describe Book Window

4.8 Listing Books

BookManager READ provides a way to display a list of books and lets you specify which books you want to see. When you list books, the books are put on a temporary bookshelf that has the title “TEMP Bookshelf.” You work with a temporary bookshelf the same way that you work with an existing bookshelf until you close it. When you close a temporary bookshelf, BookManager READ does not save it. To display the temporary bookshelf again, you must display the list of books again.

To display a list of books:

1. Select **Books** on the action bar.
2. Select **List books** in the **Books** pull-down. BookManager READ displays the **Specify Book Data Set Filter** window, shown in Figure 31 on page 43.
3. Specify the data set names of the books you want to list. Type a value, referred to as a *filter*, in the **Data set filter** field and press ENTER. You can specify a fully qualified data set name of up to 44 characters or a partially qualified name by using wildcard characters.

You can use one or more of the following wildcard characters either as a qualifier or characters in a qualifier of a data set name.

- * A single asterisk by itself indicates that at least one character is needed to occupy that position. A single asterisk within a qualified name indicates that 0 or more characters can occupy that position.
- ** A double asterisk indicates that 0 or more qualifiers can occupy that position.
- % A single percent sign indicates that a single alphanumeric or national character can occupy that position.
- %%... One to eight percent signs can be specified in each qualifier.

Standard TSO prefix conventions apply. That is, if the filter is not enclosed in quotes, it is prefixed with your TSO profile PREFIX, if you have one. The first qualifier, after adding your TSO profile PREFIX if appropriate, cannot contain any wildcard characters.

Assume the following data sets exist:

```
USERID.GG999999.BOOK
USERID.IBM.GG999999.BOOK
IBM.GG999999.BOOK
```

and your TSO profile prefix is USERID.

Then:

<u>Specifying</u>	<u>Finds</u>
'USERID.*.BOOK'	USERID.GG999999.BOOK
'USERID.**.BOOK'	USERID.GG999999.BOOK USERID.IBM.GG999999.BOOK
** .BOOK	USERID.GG999999.BOOK USERID.IBM.GG999999.BOOK
I%M.GG*.BOOK	USERID.IBM.GG999999.BOOK

4. BookManager READ displays the **List of Data Sets** window, shown in Figure 32 on page 43. All data sets that match the filter you specified are marked for selection. To see a description of the contents of a data set, move the cursor to the data set name and press **F6**. Figure 33 on page 46 shows the **Describe Current Book** window.

Remove the slash from any books you do not want to list.

5. Press ENTER to put the marked books on a temporary bookshelf and display the bookshelf.

For information on how to make this a permanent bookshelf, see 14.0, “Grouping Books on a Bookshelf” on page 131.

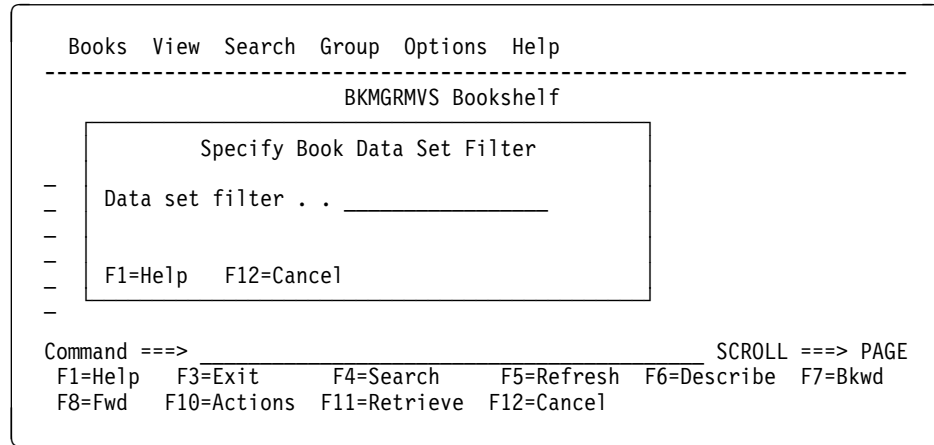


Figure 31. Specify Book Data Set Filter Window

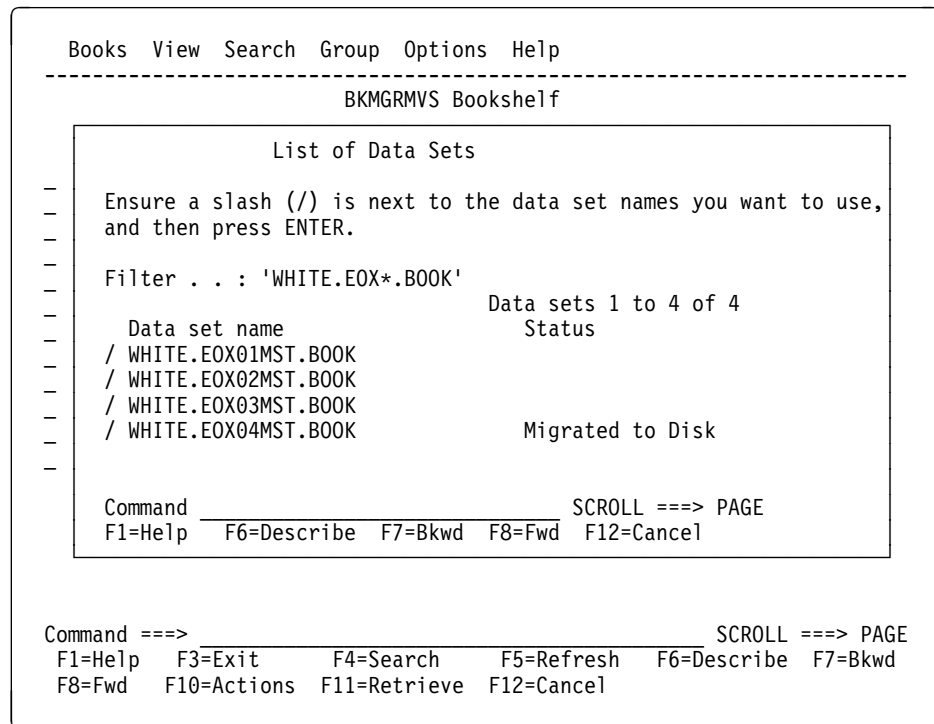


Figure 32. List of Data Sets Window

4.9 Closing a Bookshelf

To close the currently displayed bookshelf:

1. Select **Books** on the action bar.
2. Select **Close bookshelf** in the **Books** pull-down. BookManager READ displays the **Close Bookshelf** confirmation window.

3. Select one of the following:

- **Yes**, to close the bookshelf and return to the bookshelf list, bookshelf, or book from which you requested it. If you opened the bookshelf or listed books directly from the TSO/E READY mode message or ISPF menu, the session ends and you return to TSO or the ISPF menu.
- **No**, or press **F12** to remove the **Close Bookshelf** confirmation window without closing the bookshelf.

To set your own exit options and bypass the confirmation window each time you close a bookshelf, see 13.10, "Setting Exit Options" on page 127.

When no windows are open, you can also press **F3** to display the **Close Bookshelf** confirmation window and then close the current bookshelf.

5.0 Opening and Closing a Book

This topic shows you how to open a book, view a description of the book you are displaying, place a closing bookmark in a book, and close a book.

5.1 Opening a Book

BookManager READ opens a book to its closing bookmark if it has one, or to the table of contents. If neither exists, you see the first topic in the book. The number of books you can open at any one time is limited only by the amount of virtual storage you have available.

You can open a book to which you have access in any one of these ways:

- **While looking at a bookshelf**

To open a book this way, move the cursor to the name of the book you want to open and press ENTER.

See 4.0, "Displaying a Bookshelf" on page 35 for a complete discussion of working with the books on a bookshelf.

- **Using the Books pull-down**

To open a book this way:

1. Select **Books** on the action bar.
2. Select **Open a book** in the **Books** pull-down.
3. In the **Open a Book** window, type the name, document number, or data set name of the book you want to open in the **Book name**, **Document number**, or **Data set name** field and press ENTER.

If you are in a bookshelf list, you must specify a data set name.

If you are in a bookshelf or book and you want to open a book that is listed on the current bookshelf, you can specify the name, document number, or data set name of the book. To see a list of the books on the current bookshelf, press **F4**. You can move the cursor to a book you want to select and press ENTER. BookManager READ removes the list and places the name of the selected book in the **Book name** field. Press ENTER to open the selected book.

- **Using the OPEN command**

You can use the OPEN command to open a book while looking at another book, a bookshelf, or a bookshelf list. For details, see C.2.22, "OPEN - Opening a Book or Bookshelf" on page 212. After you become familiar with BookManager READ, you may want to use parameters with the OPEN command to open a book to a specific topic.

- **Using the BOOKMGR command**

You can use the BOOKMGR command to open a book directly from TSO. For details, see C.2.3, "BOOKMGR - Listing Books and Bookshelves" on page 198.

5.2 Viewing the Description of a Book

BookManager READ provides descriptive information for all online books. This information is similar to what you find when you look at the card catalog in a town library.

To see a description of the book you are currently viewing:

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

The **Describe Current Book** window shows the following information about the book: title, name, security or copyright information, document number, date the book was published, date the book was built, BookManager BUILD release used, synonym dictionary language, and MVS data set name.

Figure 33 on page 46 is an example of a book description you might see in the **Describe Current Book** window.

```
Books GoTo Search Notes Services Options Help
-----
CONTENTS Table of Contents          (C) Copyright IBM Corp. 1989, 1991
                                           1 to 16 of 28

Describe Current Book
CO
ED BookManager READ/MVS: Displaying Online Books
CO
FI Book name. . . . . : EOX03MST
TA Document number. . . : SC23-0449-0
TR Date published . . . : June 21, 1991
IN Date built . . . . . : 91/21/06
PR Built with release  : 2.0
WH Synonym language . . : U.S. English (EIJENGL)
HO Data set name. . . . : 'BOOKMGR.V1R3.EOX03MST.BOOK'
WH
WH F1=Help  F12=Cancel

1.
1.1          What Online Books Are
1.1.1        How Online Books Are Similar to Printed Books
1.1.2        How Online Books Are More Useful Than 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
```

Figure 33. Describe Current Book Window

5.3 Closing a Book

To close a book at any time:

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

The **Closing Bookmark** window, shown in Figure 34 on page 47, is displayed. Use this window to specify whether you want to place a closing bookmark.

```

Books  GoTo  Search  Notes  Services  Options  Help
-----
2.0 Getting Help (C) Copyright IBM Corp. 1989, 1991

Help is always Closing Bookmark

2.1 Help - 1. Keep current closing bookmark
2.2 Gett - 2. Place the closing bookmark
2.3 Help - 3. Exit without closing bookmark
2.4 Help
2.5 Help F1=Help F12=Cancel

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

```

Figure 34. Closing Bookmark Window

Select one of the following actions when you close a book:

- **Keep current closing bookmark** closes the book and keeps your closing bookmark where you placed it the last time you closed the book.
- **Place the closing bookmark** closes the book and places a closing bookmark in the topic you are currently viewing. Any closing bookmark you previously placed is removed. The next time you open the book, you go directly to the location of the new bookmark.
- **Exit without closing bookmark** closes the book without placing a closing bookmark in it. Any closing bookmark you previously placed is removed. You can also select this action by pressing **F3**.

BookManager READ returns you to the bookshelf list, bookshelf, or book where you opened the book. If you opened the book from the TSO/E READY ready mode message or an ISPF selection menu, the session ends and you return to TSO or the ISPF menu.

Any temporary bookmarks you placed in a book are removed when you close the book. 10.1, “Placing a Temporary Bookmark” on page 91 shows you how to save your place in an online book. See 10.2, “Listing Bookmarks” on page 91 for information on viewing a list of all bookmarks.

You can also press **F3** to display the **Closing Bookmark** window and then close the book.

6.0 Searching Books and Bookshelves

You can search for information in one book or in all the books on a bookshelf with a single search request.

When you search a book, BookManager READ lists the topics that contain the search words you asked to see. The topics are ordered so that the matches with the best information about your search request are listed first. When you select a topic in the list, you are positioned at the best search match it contains.

When you search a bookshelf, BookManager READ lists the books that contain the search words you asked to see. The results of your search are ordered so that the books with the best information about your search request are listed first. When you select a book in the list, the book is opened and you see a list of the topics with search matches.

Your search request can include several words or phrases, and you can ask BookManager READ to look for words similar in spelling or meaning to selected words in your request.

6.1 Searching a Book

To search a book, you must display it or select it on a bookshelf. To search the book you are viewing, select **Search** on the action bar. To search a book listed on a bookshelf, move the cursor to the book name and press **F4**.

You see the **Set Up Search** window in which you can work with the results of the last search you entered for this book, or choose to set up a new search request. You can also move through the book from one search match to the next, go to the topic that contains the next-best search match, and make your search matches either blend with or stand out from other words in the text.

Figure 35 on page 50 is an example of the **Search** pull-down in a book.

```

Books GoTo Search Notes Services Options Help
-----
CONTENTS Table Corp. 1989, 1991
                s 1 to 16 of 258
- 1. List all topics with matches...
  2. Set up search...
  3. Go to next match
  4. Go to next best topic
  5. Emphasize matches

COVER
EDITION
CONTENTS
FIGURES
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

```

Figure 35. Search Pull-Down in a Book

After you specify your search words and phrases, BookManager READ searches the book and displays a list of all the topics in the book that contain search matches. You can work with the matches immediately or return to them at a later time by selecting **List all topics with matches** in the **Search** pull-down. You can work with the results of a search until you enter another search request.

6.3, "Setting Up a Search Request" shows you how to specify search words and phrases, and 6.4.1, "Listing All Topics with Matches" on page 58 shows you how to work with the list of search matches.

You can also use the FIND command to move forward to the next search match in a book or the SEARCH command to enter a search request on the command line. See C.2.11, "FIND - Locating the Next Search Match" on page 203 and C.2.31, "SEARCH - Locating Information in a Book or Bookshelf" on page 220 for examples of using these commands.

6.2 Searching a Bookshelf

You must display the bookshelf you want to search. To search the bookshelf you are displaying, select **Search** on the action bar. You see the **Search** pull-down in which you can work with the results of the last search you entered or choose to set up a new search request.

Note: BookManager READ searches all the books shown on the bookshelf. Just marking some of the books with a slash does not limit the search to those books. If you do not want to search every book, first select **Some** in the **View** pull-down to list only the books you want to search. See 4.4, "Viewing Some or All of the Books" on page 37 for information on viewing selected books on a bookshelf.

After you specify your search words and phrases, BookManager READ searches all books on the bookshelf and displays a list of all the books that contain search

matches. BookManager READ organizes the results of your search so that the books with the best information about your search request are listed first. You can work with the matches immediately or return to them at a later time by selecting **List all books with matches** in the **Search** pull-down. You can work with the results of a search until you enter another search request, or until you change the view of the bookshelf (for example, by listing all books on the bookshelf after searching just some of them). Figure 36 on page 51 is an example of the **Search** pull-down in a bookshelf.

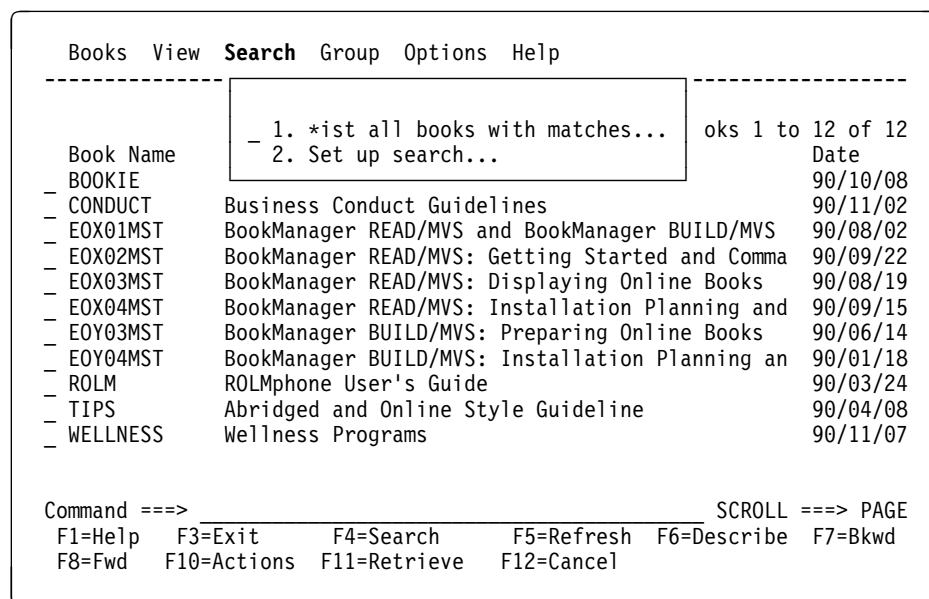


Figure 36. Search Pull-Down in a Bookshelf

A plus sign (+) next to a book name indicates that the book is not in the search index associated with that bookshelf. A question mark (?) next to a book name indicates that BookManager READ could not search the book when you searched the bookshelf. For example, if you search a bookshelf that includes an unindexed book and BookManager READ cannot locate the book, BookManager READ cannot open the book to search it.

When you search a bookshelf, BookManager READ searches all the books for the requested words and phrases, but it takes more time to search unindexed books. Having a bookshelf search index also improves BookManager READ's ability to rank the search matches it finds, and allows you to see spelling variations and synonyms of words in your search request.

If you frequently search an unindexed bookshelf, or a bookshelf that contains unindexed books, consider using the Index Utility to create a search index for all the books. For information on creating or updating a bookshelf search index, see 15.0, "Creating a Bookshelf Search Index" on page 141.

Note: If a bookshelf search index exists, BookManager READ searches the index to identify which books contain your search words. Therefore, it can search all the books on a bookshelf without having to access them.

6.3, "Setting Up a Search Request" on page 52 shows you how to specify search words and phrases, and 6.4.5, "Listing All Books with Matches" on page 60 shows you how to work with the list of search matches.

6.3 Setting Up a Search Request

To search for information in a book or bookshelf, select **Set up search** in the **Search** pull-down according to whether you are working with a book or bookshelf. For details, see 6.1, "Searching a Book" on page 49 or 6.2, "Searching a Bookshelf" on page 50.

Use the **Set Up Search** window to specify the words or phrases you want to find or to modify a previous search request. BookManager READ lists the last five unique searches you made and allows you to modify them.

Figure 37 on page 52 is an example of the **Set Up Search** window you see in a book. In the example, the book is being searched for all occurrences of the phrase *sending notes*.

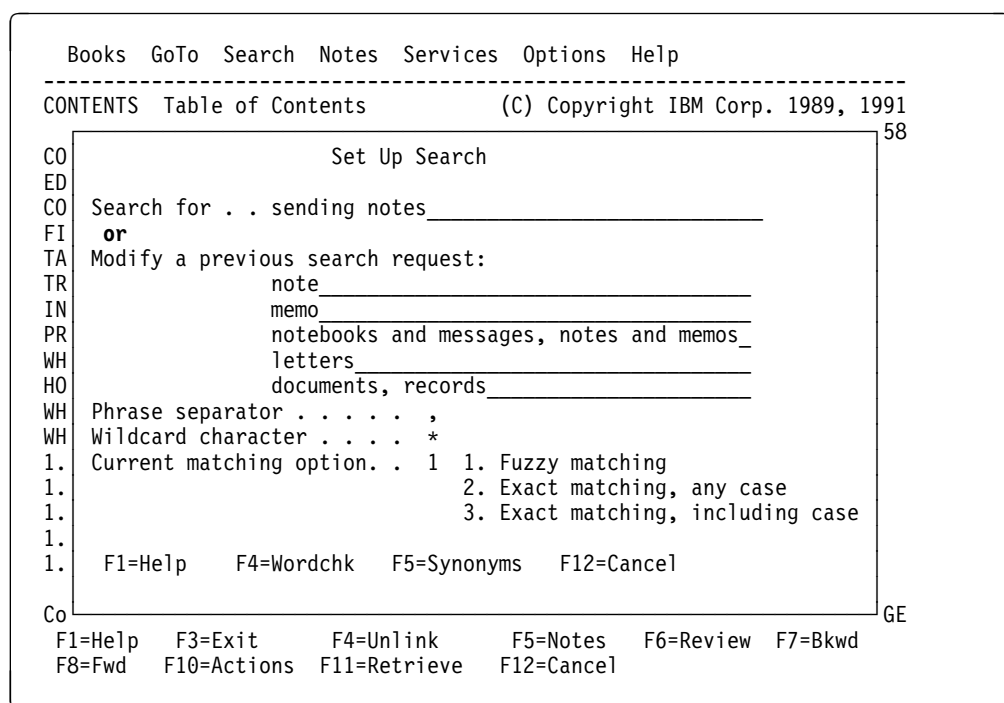


Figure 37. Set Up Search Window in a Book

Type the information you want to find in the **Search for** field. Your search request can be up to 44 characters long, and can include any combination of words, phrases, and special characters.

If you include a space, BookManager READ matches it to the spacing in the book's text. A single space in your search request matches any number of spaces in the text, but does not match across punctuation. For example:

white house matches *white house* and *white house*
but does not match *white. House* or *whitehouse*.

The following topics show you how to use special characters and function keys in the **Set Up Search** window to tailor your search request, allowing you to locate the exact information you need.

6.3.1 Using Special Characters to Tailor Your Search Request

The **Set Up Search** window displays the special characters you can use to tailor your search request.

- Use the *phrase separator* to separate phrases in the request. The default phrase separator is a comma (,).
- Use the *wildcard character* to search for any nonmatching characters at the end of a word or for unknown words in a phrase. The default wildcard character is an asterisk (*).

To change either of these characters for the current search, type over the character in the window with the character of your choice and enter your search request. For example, to search for a word that contains an asterisk, you could change the wildcard character to a pound sign (#).

You can also set your search options to meet your own needs and have the changes appear each time you set up a search. For details, see 13.6, “Setting Search Options” on page 122.

6.3.1.1 Using a Phrase Separator

To separate phrases in a search request, type the separator character after each phrase you want to separate. BookManager READ looks for topics containing any of the search phrases. A topic matches if it contains any of the phrases you entered. For example:

- *white, house* matches *white* or *house*.
- *white house, green house* matches *white house* or *green house*.
- *white, green house* matches *white* or *green house*.
- *111, 558* matches *111* or *558*.

6.3.1.2 Using a Wildcard Character

You can use a wildcard character to search for any nonmatching characters at the end of a word, or for unknown words in a phrase.

To search for words that begin with the same characters, type the wildcard character in place of characters at the end of the word. For example:

- *hous** matches *house* and *housing*
but does not match *whitehouse* or *thousand*.
- *avail** matches *available* and *availing*
but does not match *unavailable* or *travail*.

To search for unknown words in a phrase, type the wildcard character in place of the word in the phrase. The number of intervening words allowed depends on whether you are using fuzzy or exact search matching.

If you are using fuzzy search matching, a phrase containing no, one, or several intervening words will match. For example:

- *big * house* matches *big house*, *big white house*, and *big new white house*.

If you are using exact search matching, a phrase containing no or one intervening word will match. However, you can include more than one asterisk to increase the number of intervening words that can match. For example:

- *big * house* matches *big house* and *big white house*
but does not match *big new white house*.

- *big * * house* matches *big house*, *big white house* and *big new white house*.

6.3.2 Selecting the Current Matching Option

The **Set Up Search** window lets you choose the type of word match for your search. You can have BookManager READ look for words that share the same language root as words in your search request, such as the plural forms of nouns or different tenses of verbs. This type of matching is called *fuzzy matching*, and it is the initial value for BookManager READ. If you are searching a bookshelf, you can do only fuzzy searching. If you are searching a book, you can also tell BookManager READ to search for words that match your search words exactly, or that differ only in letter case.

To change the search matching type, type its selection number in the **Current matching option** field. When you change your search match type, it affects the current search request only. For example, if you searched a book using fuzzy matching and want to narrow the search to list only those topics that match your search words exactly, you must change the search match type and enter your search request again.

You can also change the search matching type permanently. See 13.6, “Setting Search Options” on page 122 for more information.

6.3.2.1 Fuzzy Matching

Select **Fuzzy matching** when you want to find all occurrences of the words you type in the **Set Up Search** window, but do not care about plurals, tenses, or punctuation. A fuzzy search:

- Matches all words sharing the same language root. For example, *party* matches *parties*, and *is* matches *were*. However, if you use a wildcard character to stand for nonmatching characters at the end of a word, *parti** matches *parties* but not *party*.
- Ignores all punctuation and letter case. For example, *house.* matches *house.*, *house?*, and *House*.
- Matches key words in a phrase. For example, *the white house* matches *white house* and *the house that is white*, but does not match *blue house* or *the white elephant*.

6.3.2.2 Exact Matching, Any Case

Select **Exact matching, any case** when you want to find the exact words you type in the **Set Up Search** window, including punctuation, but do not care about the words having lowercase letters, uppercase letters, or initial capitalization. For example, *radar* matches *radar*, *RADAR*, and *Radar*.

6.3.2.3 Exact Matching, Including Case

Select **Exact matching, including case** when you want to find the exact words you type in the **Set Up Search** window, including how the words are capitalized and punctuated. For example, to find all occurrences of the ALL command, type *ALL* to avoid finding occurrences of *all*.

6.3.3 Using a Previous Search Request

BookManager READ lists the last five unique search requests you used in the **Set Up Search** window. You can use a previous search phrase instead of entering a new search request. In the **Set Up Search** window, choose the special characters and matching type you want to use, move the cursor to the previous search phrase and modify it, if desired. Then press ENTER.

6.3.4 Using Spelling Variations of Search Words

To help you locate the exact information you are looking for, BookManager READ can show you a list of words that are similar in spelling to the words in your search request. You can choose words from the list to modify the search.

BookManager READ lists only those words that exist in the current book, or in the indexed books on a bookshelf. Thus, the list may not include all the possible spelling variations for a word you are checking. Certain variations will not be included because they do not occur in the book you are currently searching, or because they do not occur in the bookshelf search index associated with the bookshelf you are searching.

Note: If the bookshelf you are searching does not have a search index, you cannot display spelling variations for search words.

To include spelling variations in your search request:

1. Type your search request or modify a previous search request in the **Set Up Search** window.
2. Move the cursor to a word in the **Search for** field or **Modify a previous search request** field and press **F4**.

You see a list of spelling variations for that word in the **Wordcheck** window, shown in Figure 38 on page 56.

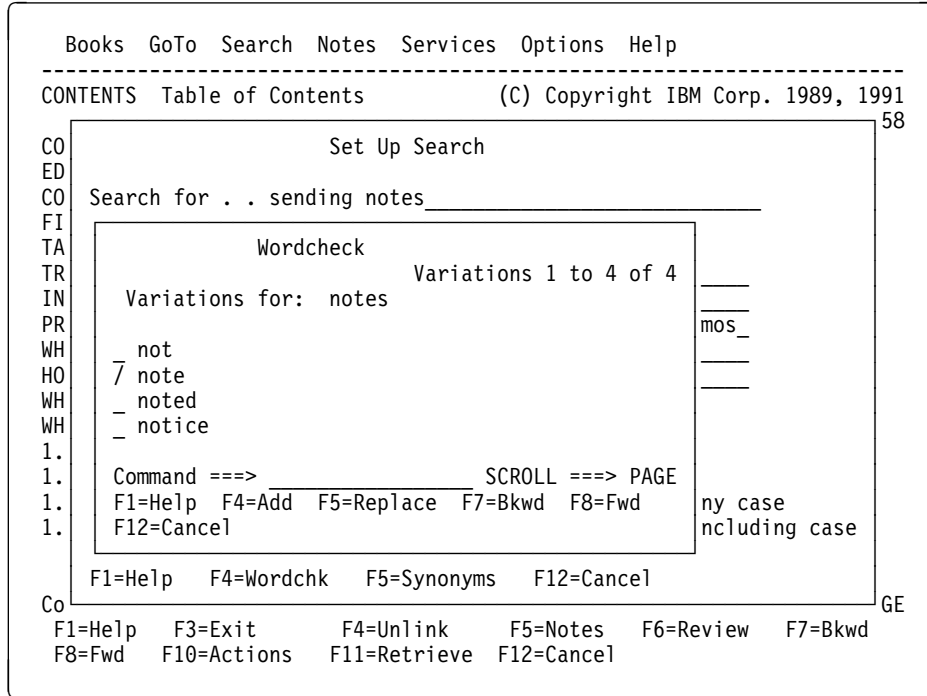


Figure 38. Wordcheck Window

To *add* words to your search request:

1. Type a slash (*/*) in the **Wordcheck** window next to each word that you want to include and press **F4**.

The **Wordcheck** window closes. BookManager READ confirms that the spelling variations you selected will be included with the words specified in the **Search for** or **Modify a previous search request** field.

2. In the **Set Up Search** window, press ENTER to search the book or bookshelf.

To *replace* a word in your search request:

1. Type a slash (*/*) in the **Wordcheck** window next to the word that you want to use and press **F5**.

The **Wordcheck** window closes. BookManager READ replaces the original word with the specified word in the **Search for** or **Modify a previous search request** field.

2. In the **Set Up Search** window, press ENTER to search the book or bookshelf.

6.3.5 Using Synonyms for Search Words

To help you locate the exact information you are looking for, BookManager READ can show you a list of words that are similar in meaning to the words in a search request. You can choose words from the list to modify your search.

The words BookManager READ lists are words that exist in the current book, or in the indexed books on a bookshelf. Thus, there may be synonyms for words that will not be listed because they do not occur in the book you are currently searching, or because they do not occur in the bookshelf search index associated with the bookshelf you are searching.

Notes:

1. If the bookshelf you are searching does not have a search index, you cannot display synonyms for search words.
2. When you search a bookshelf, BookManager READ uses the synonym dictionary language associated with that bookshelf to display synonyms of your search words. If you search a bookshelf that has books in more than one language, synonyms are provided only for those books written in the language specified for that bookshelf.

To include synonyms in your search request:

1. Type your search request or modify a previous search request in the **Set Up Search** window.
2. Move the cursor to a word in the **Search for** or **Modify a previous search request** field and press **F5**.

You see a list of synonyms for that word in the **Synonyms** window, shown in Figure 39 on page 57.

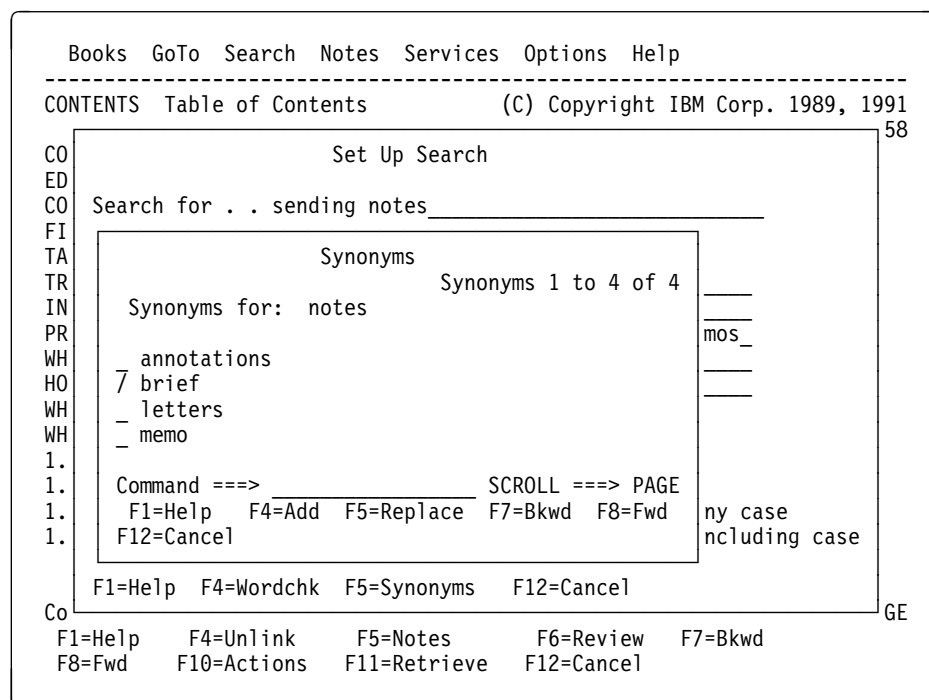


Figure 39. Synonyms Window

To *add* words to your search request:

1. Type a slash (/) in the **Synonyms** window next to each word that you want to include and press **F4**.

The **Synonyms** window closes. BookManager READ confirms that the synonyms you selected will be included with the words specified in the **Search for** or **Modify a previous search request** field.

2. In the **Set Up Search** window, press ENTER to search the book or bookshelf.

To *replace* a word in your search request:

1. Type a slash (/) in the **Synonyms** window next to the word that you want to use and press **F5**.

The **Synonyms** window closes. BookManager READ replaces the original word with the selected word in the **Search for** or **Modify a previous search request** field.

2. In the **Set Up Search** window, press ENTER to search the book or bookshelf.

6.4 Working with Your Search Matches

BookManager READ organizes the results of your search so that the matches with the best information about your search request are listed first. If you search a book, you see a list of the topics that match. If you search a bookshelf, you see a list of the books containing search matches. See 6.5, “How Your Search Matches Are Ranked” on page 61 for complete information on how BookManager READ organizes your search matches.

6.4.1 Listing All Topics with Matches

When you search a book, BookManager READ displays a list of the topics containing information that matches your search request. You can work with this list of search matches until you enter another search request.

To list the topics that have information matching your last search request:

1. Select **Search** on the action bar.
2. Select **List all topics with matches** in the **Search** pull-down.

Figure 40 on page 58 is an example of the **List All Topics with Matches** window showing the topics that match a request to find all occurrences of the word *abbreviations*. Topic 5.7 at the top of the list contains the best information about this search.

```

Books GoTo Search Notes Services Options Help
-----
CONTENTS Table of Contents (C) Copyright IBM Corp. 1989, 1991
f 258

List All Topics with Matches
CO
ED Fuzzy matches for: abbreviations
CO Search matches 1 to 3 of 3
FI 5.7 All about abbreviations
TA GLOSSARY Glossary
TR 2.3 Setting symbols
IN
PR Command ==> _____ SCROLL ==> PAGE
WH F1=Help F4=Text F5=No text F6=Review F7=Bkwd F8=Fwd
HO F10=Explain F12=Cancel
WH
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
1.1.2 How Online Books Are More Useful Than 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

```

Figure 40. List All Topics with Matches Window

To view a topic with a search match, move the cursor to the topic identifier and press ENTER.

To see matches in context with their surrounding text, press **F4**. BookManager READ displays a line of text beneath each topic entry in the window that shows where the best search match in the topic occurred. To remove the text lines, press **F5**.

To see a message that explains where the search match was found in a topic, move the cursor to its topic identifier and press **F10**. For example, the message may say, "Reason: The match is in an index entry."

To start reviewing the topics with matches, move the cursor to one of the matches and press **F6**. Press **F6** while viewing the book to see the next topic from the list of topics with matches. Continue pressing **F6** to see all the topics with matches. When you reach the end of the list, the review process starts with the first entry in the list and you get a message saying you are at the top of the list.

6.4.2 Going to the Next Search Match

No matter where you are in a book, you can always go directly to where the *next* search match is located. To do so:

1. Select **Search** on the action bar.
2. Select **Go to next match** in the **Search** pull-down.

You move to the exact location of the next search match in the book, which may or may not be in the same topic. Keep selecting **Go to next match** to advance sequentially through all of your search matches.

You can also use the FIND command to advance sequentially through all the search matches in a book. For details, see C.2.11, “FIND - Locating the Next Search Match” on page 203.

6.4.3 Going to the Next Best Topic

No matter where you are in a book, you can always ask to go directly to the topic where the *next best* search match is located. To do so:

1. Select **Search** on the action bar.
2. Select **Go to next best topic** in the **Search** pull-down.

You move to the best search match in the next best topic, not necessarily the next search match in the book.

For example, if your topics with search matches are ranked 3.0, 6.3, 5.4, and 2.2, and you are looking at topic 3.0 then scroll down to topic 7.0, selecting **Go to next best topic** takes you to the best search match in topic 6.3. If you select **Go to next best topic** again, you move to the best search match in topic 5.4, not to the next search match in topic 6.3.

6.4.4 Using Emphasis for Search Matches

To help you browse through topics looking only at the results of your search, you can use emphasis to make your search matches stand out from other words in the text. If you prefer, you can display the search matches in the same color as other words in the text.

To turn search emphasis on or off:

1. Select **Search** on the action bar.
2. Select **Emphasize matches** in the **Search** pull-down.

If search emphasis was turned off, it is now turned on. If search emphasis was turned on, it is now turned off. A message confirms whether you have turned search emphasis on or off.

6.4.5 Listing All Books with Matches

When you search a bookshelf, BookManager READ displays a list of the books containing information that matches your search request. You can work with this list of search matches until you enter another search request, or until you change the view of the bookshelf (for example, by listing all books on the bookshelf after searching just some of them).

To list the books that have information matching your last search request:

1. Select **Search** on the action bar.
2. Select **List all books with matches** in the **Search** pull-down.

Figure 41 on page 61 is an example of the **List All Books with Matches** window showing the books that match a request to find all occurrences of the word *abbreviations*. A message near the top of the window shows how many books on the bookshelf were searched. Next, the search matching type is shown along with the requested search word or phrase. The book at the top of the list, *SC38-2033*, contains the best information about this search.

The number of books searched will be less than the total number of books on the bookshelf if:

- You have used the **View** pull-down **Some** capability to display only some of the books on the bookshelf before performing the search.
- BookManager READ could not search a book that was not in the search index associated with the bookshelf. In this case, a question mark (?) is displayed next to the book name when you return to the list of books on the bookshelf.

```

Books View Search Group Options Help
-----
LOOKIE Bookshelf

List All Books with Matches
11 of 13 books searched
Fuzzy matches for: abbreviations
Search matches 1 to 3 of 3
SC38-2033 BookManager READ/MVS: Getting Started
SC38-2035 BookManager READ/MVS: Installation Planning
SC38-2036 BookManager BUILD/MVS: Preparing Online Book
Command ==> SCROLL ==> PAGE
F1=Help F7=Bkwd F8=Fwd F10=Explain F12=Cancel

FX14-1049 Abridged and Online Style Guide
AY68-6714 Wellness Programs

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

```

Figure 41. List All Books with Matches Window

To open one of the listed books and see a list of the topics with matches, move the cursor to the book name and press ENTER. BookManager READ opens the selected book and displays a list of the topics in that book that match your search request. See 6.4.1, “Listing All Topics with Matches” on page 58 for information on looking at search matches in a book.

To see a message that explains where the first search match was found in a listed book, move the cursor to the book name and press **F6**. For example, the message may say, “The match appears in the book’s title.”

6.5 How Your Search Matches Are Ranked

When you search a book or bookshelf, BookManager READ ranks the matches it finds as follows:

- If you search a book, the topics containing the best information about your search request appear at the top of the search match list.
- If you search a bookshelf, the books containing the best information about your search request appear at the top of the search match list. You can open a listed book to see a ranked list of the topics with search matches.

BookManager READ uses the following methods to determine which books, or which topics, contain the best search matches. The *best search match* is the book

or topic with information that most closely matches the words specified in your search request.

Location How important a search match is depends on which part of the book it is in. The following list shows how BookManager READ ranks a search match by the book part in which it occurs. A match found in a book's title ranks higher than a match found in the text.

- Title (bookshelf search only)
- Subject (bookshelf search only)
- Index
- Topic heading
- Text.

Frequency and Size

A topic containing several occurrences of a search word is more important than a topic containing only one occurrence. However, a small topic with two search matches ranks higher than a large topic with two matches.

Exactness A word that exactly matches a search word is more important than a word that closely matches, such as a plural of a noun or a different tense of a verb. For example, if a fuzzy search for *color* finds occurrences of *color*, *colors*, *coloring*, and *colored*, the topics containing matches for *color* rank higher.

Uniqueness An unusual or rarely used word is more important than words that commonly occur in the text. For example, if you search for the words *color* and *chartreuse*, a topic containing the word *chartreuse* would most likely rank higher than one that mentions only *color*.

Similarity When searching for a phrase, a search match that exactly or closely follows the sequence of words in the search request is more important than one that differs slightly. For example, a search for *the pancake house* might find *the house of pancakes*. This match ranks lower than an exact match. The following list shows how various phrases similar to *the big white house* would be ranked, with the most similar matches ranking the highest.

- the big white house (4 words match)
- the big ugly white house (4 words match, one insertion)
- big white house (3 words match)
- white house (2 words match)
- house white (2 words match, 1 reversal).

When you search a bookshelf that has a bookshelf search index, BookManager READ uses the index to check the frequency of the search words. If the index shows that a given word appears many times in many books, BookManager READ can rank the word as less important than a word that appears less frequently. This relative importance can help determine which books contain the higher ranking search matches.

When you search an unindexed bookshelf, or a bookshelf that contains books that are not included in the search index, BookManager READ locates the matches, but does not compare the frequency of word occurrences across books.

7.0 Moving Around in a Book

This topic shows you how to use the **GoTo** pull-down to move to a specific location in the book you are viewing. Figure 42 on page 63 is an example of the **GoTo** pull-down.

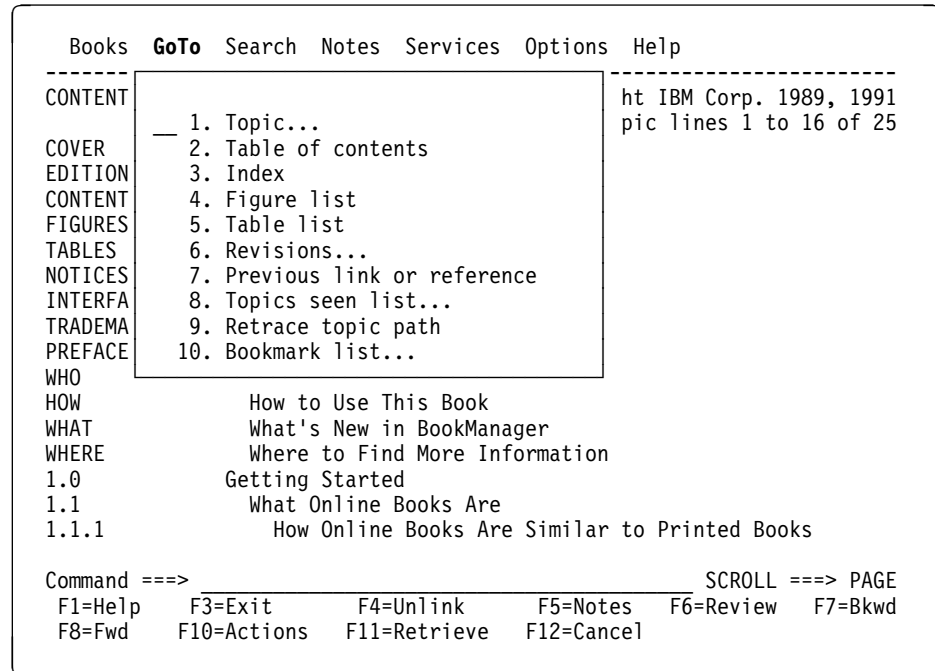


Figure 42. GoTo Pull-Down

7.1 Moving from Panel to Panel

You can read an online book by moving from panel to panel, just as you read a printed book by turning its pages. You can also reposition the text on a panel so that all the information you want to see is visible at the same time. For example, if a figure starts near the bottom of a panel and ends on the next panel, you can reposition the figure to start at the top of the panel to see the whole figure at the same time. Settings in the scroll field determine the amount by which you can move information backward or forward on the screen. See 1.4.2.8.1, "Moving Backward or Forward" on page 12 for information on using the scroll field.

You can also use the LEFT and RIGHT commands to see text that is wider than the screen. For a description of the LEFT and RIGHT commands, see C.2.17, "LEFT - Scroll to the Left" on page 206 and C.2.30, "RIGHT - Scroll to the Right" on page 219.

7.2 Going to a Particular Topic

Instead of using page numbers like sections in a printed book, topics in an online book use identifiers. A topic identifier is either a *number* such as 3.2 or 5.4.1, or the *name* of a specific book part such as PREFACE, CONTENTS, or BIBLIOGRAPHY. To see which topics in a book have names instead of numbers, look at the book's table of contents.

Some topics also have *subtopics*. If so, their titles and identifiers are listed at the end of the primary topic in a *subtopic list*.

You can go directly to a topic in a book by telling BookManager READ the identifier of the topic you want to view, or by selecting a topic identifier listed on a panel (such as in a subtopic list or an index).

See C.2.22, "OPEN - Opening a Book or Bookshelf" on page 212 for examples of going directly to a topic when you open a book.

7.2.1 Specifying the Topic You Want to View

If you know the identifier of the topic you want to view, you can go directly to that topic from anywhere in the book:

1. Select **GoTo** on the action bar.
2. Select **Topic** in the **GoTo** pull-down.
3. Type the identifier of the topic you want to view in the **Go to topic** field of the **Topic** window and press ENTER.

You move to the start of that topic. Figure 43 on page 64 is an example of how you would go to topic 4.1 by typing its number in the **Topic** window.

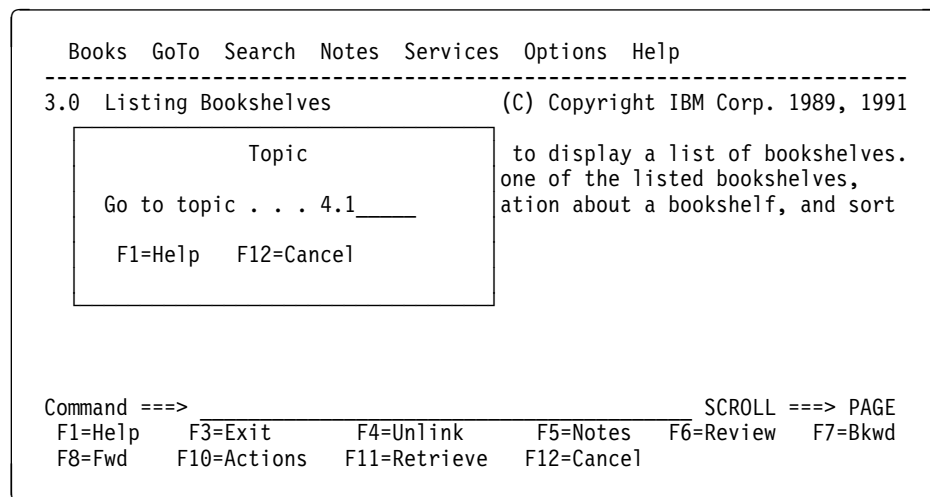


Figure 43. Topic Window

You can also type a topic identifier on the command line and press ENTER to move directly to the start of a topic.

7.2.2 Selecting the Topic You Want to View

You can move directly to a topic listed in the index, subtopic list, and table of contents by selecting it on the panel.

To select and go to a topic listed in the index or in a subtopic list, tab or move the cursor to the topic identifier and press ENTER.

To select and go to a topic listed in the table of contents, tab or move the cursor to any location in the title or the topic identifier and press ENTER.

7.3 Going to a Particular Book Part

This topic shows you how to go directly to the table of contents, index, figure list, and table list in a book that you are currently viewing. See C.2.22, "OPEN - Opening a Book or Bookshelf" on page 212 for information on opening a book directly to one of these book parts.

7.3.1 Going to the Table of Contents

To go directly to the table of contents in a book:

1. Select **GoTo** on the action bar.
2. Select **Table of Contents** in the **GoTo** pull-down.

The table of contents is similar to the table of contents in a printed book, except the topic titles have topic identifiers instead of page numbers. Figure 44 on page 65 shows a portion of a table of contents.

```
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
```

Figure 44. Example of a Table of Contents

To go directly to the start of a topic listed in the table of contents, tab or move the cursor to the topic title or topic identifier and press ENTER, or type the topic identifier on the command line and press ENTER.

You can also use the CONTENTS command to go directly to the table of contents from anywhere in the book. For details, see C.2.5, "CONTENTS - Moving to the Table of Contents" on page 199.

7.3.2 Going to the Index

To go directly to the index in a book:

1. Select **GoTo** on the action bar.
2. Select **Index** in the **GoTo** pull-down.

The index is similar to the index in a printed book, except the entries are followed by topic identifiers instead of page numbers. Figure 45 shows a portion of an index.

```
Books GoTo Search Notes Services Options Help
-----
INDEX Index (C) Copyright IBM Corp. 1989, 1991
Topic lines 325 to 345

sweet sauces
  butterscotch 4.1
    microwave method 4.1.1
  crème anglaise 4.2
  hot fudge 4.3
    microwave method 4.3.1
  zabaglione 4.4

.
.
.

tea
  iced tea 8.1
  sun tea 8.2
  varieties 8.0

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

Figure 45. Example of an Index

To go directly to the start of a topic listed in the index, tab or move the cursor to the topic identifier and press ENTER, or type the topic identifier on the command line and press ENTER.

To go directly to the index from another part of the book or from another part of the index, type **index** and an optional character on the command line and press ENTER. You move to the start of the index entries that begin with the character you typed. For details on using the INDEX command, see C.2.14, "INDEX - Moving to the Index" on page 205.

7.3.3 Going to the Figure List

To go directly to the figure list in a book:

1. Select **GoTo** on the action bar.
2. Select **Figure list** in the **GoTo** pull-down.

The figure list is similar to the list of figures in a printed book, except the figure captions have topic identifiers instead of page numbers. Figure 46 on page 67 shows a portion of a figure list.

```
Books GoTo Search Notes Services Options Help
-----
FIGURES Figures (C) Copyright IBM Corp. 1989, 1991
Topic lines 1 to 10 of 82

1. Marking Books for Selection 1.4.2
2. Action Bar 1.4.2
3. Pull-Down 1.4.2
4. Window 1.4.2
5. Function Key Area 1.4.2
6. Command Line 1.4.2
7. Message Area 1.4.2
8. Example of a Bookshelf List 1.5.1
9. Actions Available When Working with a Bookshelf List 1.5.1
10. Example of a Bookshelf 1.5.2

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

Figure 46. Example of a Figure List

To go directly from the figure list to one of the listed figures, tab or move the cursor to the figure number, title, or topic identifier and press ENTER.

Note: If you are looking at a book built using BookManager BUILD/VM Release 1, this action moves you to the start of the topic containing the selected figure, not to the start of the figure itself.

You can also use the FIGURES command to go directly to the figure list from anywhere else in the book. For details, see C.2.10, "FIGURES - Moving to the Figure List" on page 203. Figures can be created in such a way that they are not included in the figure list. However, you can still view such a picture at its location in the book. See 12.0, "Looking at Artwork" on page 109 for information on displaying pictures in books.

7.3.4 Going to the Table List

To go directly to the table list in a book:

1. Select **GoTo** on the action bar.
2. Select **Table list** in the **GoTo** pull-down.

The table list is similar to the list of tables in a printed book, except the table captions are followed by topic identifiers instead of page numbers. Figure 47 on page 68 is an example of a table list.

```

Books GoTo Search Notes Services Options Help
-----
TABLES Tables (C) Copyright IBM Corp. 1989, 1991
                Topic lines 1 to 10 of 16
1. Note Window Function Keys 11.2
2. Panel Area Choices and Default Colors 13.1.1
3. Emphasized Phrase Choices and Default Colors 13.1.2
4. Panel Area Choices and Default Highlighting Types 13.2.1
5. Emphasized Phrase Choices and Default Highlighting Types 13.2.2
6. BookManager READ Commands for Use in Profiles 13.9
7. Synonym Language and Dictionary Names 14.1
8. Cross-Reference for Command and Pull-Down Functions A.2
9. Areas, Default Colors, and Default Highlights A.3.34
10. Function Key Settings in a Bookshelf List B.1

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

```

Figure 47. Example of a Table List

To go directly from the table list to the start of the topic containing the selected tables, tab or move the cursor to the table number, title, or topic identifier and press ENTER.

Note: If you are looking at a book built using BookManager BUILD/VM Release 1, this action moves you to the start of the topic containing the selected table, not the start of the table itself.

You can also use the TABLES command to go directly to the table list from anywhere else in the book. For details, see C.2.33, "TABLES - Moving to the Table List" on page 221.

7.4 Viewing Topics with Revisions

When you receive a new edition of a book, it may contain information that was not in the previous edition. Often these changes or additions are marked with revision bars that appear as vertical lines (|) in the left-hand margin. If there are several levels of revision in the same book, each level may be marked with a different code, such as an asterisk (*) or a pound sign (#).

You may want to read only the parts of a book that were changed or added since the book was originally produced. To display a list of the topics that have revisions:

1. Select **GoTo** on the action bar.
2. Select **Revisions** in the **GoTo** pull-down. The **Topics with Revisions** window appears. This window shows the revised topics in the book, beginning with the topics affected by the first defined and active revision code.
3. Select any topic listed to go directly to that topic and see the changes in it.

Figure 48 on page 69 is an example of the **Topics with Revisions** window.

```

Books  GoTo  Search  Notes  Services  Options  Help
-----
2.0  Getting Help                                (C) Copyright IBM Corp. 1989, 1991

      Topics with Revisions

Revisions showing . . : | *
Revisions not showing : $ #
                        Revisions 1 to 6 of 35

| EDITION  Edition Notice
| PREFACE  Preface
| CHANGES Summary of Changes
| 3.3      Defining Logical Partitions
* FIGURES  List of Figures
* 3.3.     Defining Logical Partitions

Command ==> _____ SCROLL ==> PAGE
F1=Help    F4=Set code  F6=Review  F7=Bkwd  F8=Fwd
F10=Explain F12=Cancel

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

```

Figure 48. Topics with Revisions Window

While looking at the list of topics with revisions, use the function keys for the following information, or to remove the window.

- Press **F4** to list the revision codes in the book and see which codes are active in the **Set Revision Codes** window. You can change any of the codes to active by marking them with a slash, or to inactive by removing the slash.
- Move the cursor to any topic listed and press **F6** to start reviewing the revised topics. Press **F6** while viewing the book to see the next topic in the revision list. Continue pressing **F6** to see every topic that has revisions. A message appears when you wrap to the top of the list.
- Press **F10** while the cursor is on a topic listed in the window to display a message with the description of the revision code.

You can also use the REVIEW and REVISIONS commands to move through a book viewing just the topics with revisions. For details, see C.2.28, “REVIEW - Reviewing Items in a List” on page 217 and C.2.29, “REVISIONS - Working with Topics That Have Revisions” on page 218.

7.5 Reviewing Topics You Have Seen

Before closing a book, you may want to view certain topics again. For example, if you looked at several topics and want to return to where you started browsing, you can see a list of only those topics you previously viewed.

To review topics you have seen:

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

2. Select **Topics seen list** in the **GoTo** pull-down. BookManager READ lists the topics you previously viewed in the **Topics Seen List** window, beginning with the most recently displayed topic.
3. Select any topic in the **Topics Seen List** window to go directly to that topic.
4. Move the cursor to any topic listed and press **F6** to start reviewing the topics that you have seen. Press **F6** while viewing the book to see the next most recently displayed topic. Continue pressing **F6** to see every topic that you have viewed since you opened the book.

Figure 49 on page 70 is an example of the **Topics Seen List** window.

```

Books GoTo Search Notes Services Options Help
-----
2.0 Getting Help (C) Copyright IBM Corp. 1989, 1991

  Topics Seen List
  Topics 1 to 5 of 5
  2.0 Getting Help
  7.1 Moving from Panel to Panel
  3.1.1 Listing Specific Bookshelves
  1.5 Starting BookManager READ
  CONTENTS Table of Contents

  Command ==> _____ SCROLL ==> PAGE
  F1=Help F6=Review F7=Bkwd F8=Fwd F12=Cancel

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

```

Figure 49. Topics Seen List Window

7.6 Retracing Your Topic Path

To go to the most recently displayed topic:

1. Select **GoTo** on the action bar.
2. Select **Retrace topic path** in the **GoTo** pull-down.

You go directly to the start of the last topic you looked at. To continue retracing your topic path, select **Retrace topic path** again.

Usually, you can also repeatedly press **F6** or enter **review** to move back through each topic you previously displayed. This works except when:

- Your last use of **F6** in the current book was for some other function than reviewing topics in the topics seen list.
- Your last use of the REVIEW command in the current book was with some other parameter than **Topicsseen**. For more information about this command, see C.2.28, "REVIEW - Reviewing Items in a List" on page 217.

8.0 Linking to Related Information

Hypertext links let you move easily to related information in a book. The links let you move from a cross-reference in the text to the referenced book part, or view related information about a word in the text, such as its glossary definition. Depending on the types of links created by the book's author, you may also be able to move to related information in another book on the same bookshelf, and then return to your starting location in the current book.

8.1 What Hypertext Links Are

There are three types of hypertext links: cross-reference links, author-defined links, and associative links.

If the text of your book contains references to other parts of the book, BookManager BUILD automatically creates a link between the cross-reference and the referenced book part. For example, if the topic you are viewing refers to a figure in another topic, you may want to view the figure before continuing with the current topic. Cross-reference links let you go to that figure and then return easily to where you selected the cross-reference.

Links are created for commonly referenced items in books, such as topic headings, figures, tables, lists, and footnotes. When you select a cross-reference link, you usually move to the actual location of the referenced item. However, if you select a footnote indicator, you see the footnote text in a window without moving from your current location in the topic.

To make online information more accessible, a book's author may create additional links to associate material in that book or in a group of books on the same bookshelf. Author-defined links can help you move through a book, or among several books on the same bookshelf, viewing a stream of related topics. For example, the author might link all discussions on a particular subject, link all application-specific terms for a product's library to a master glossary, or link all book title citations to the start of the cited book.

Associative links let you get more information about words that appear in the text. When you select a word in the text that is not a cross-reference or a link created by the book's author, BookManager READ checks to see if the word appears in one of the following book parts: an index, a glossary, a messages and codes section, or a reference section describing commands or programming language element names. If the selected word appears in any of these book parts, you see a list of the available links. You can then choose to move to the topic pointed to by the word's index entry, to its definition in the glossary, or to its description in the messages, codes, or reference section.

8.2 Displaying Hypertext Links

Cross-reference and author-defined links are initially displayed in a different color from the rest of the text in a book. You can change the color and highlighting of these links at any time by setting your link options. For details, see 13.9, "Setting Link Emphasis" on page 126.

A book's author may have created a link around emphasized text in the book, such as a phrase that uses italics for emphasis. If so, any color or highlighting you choose for displaying hypertext links is used instead of the other emphasis.

How you select hypertext links depends on whether you are following a cross-reference or author-defined link, or whether you are looking for additional information on a word in the text. After selecting a link, you can follow additional links to continue moving through the book or to another book, or you can press **F4** or enter **unlink** to return to your starting location.

8.2.1 Selecting Cross-Reference or Author-Defined Links

To select a cross-reference or author-defined link, tab or move the cursor to where the reference or link occurs in the text and press ENTER. BookManager READ takes you to the linked item's location, whether in the same book or a different book.

For example, to go to the topic cross-referenced in the following example, place the cursor anywhere in the reference for topic 13.9, "Setting Link Emphasis," and press ENTER.

Note: The reference looks different depending on the version of this book you are currently viewing (online or printed).

What you select:

```
Books GoTo Search Notes Services Options Help
-----
8.2 Displaying Hypertext Links          (C) Copyright IBM Corp. 1989, 1991
                                         Topic lines 1 to 15 of 16
Cross-reference and author-defined links are initially displayed in a
different color from the rest of the text in a book. You can change the
color and highlighting of these links at any time by setting your link
options. For details, see 13.9, "Setting Link Emphasis" on page 126.

A book's author may have created a link around emphasized text in the
book, such as a phrase that uses italics for emphasis. If so, any
color or highlighting you choose for displaying hypertext links is used
instead of the other emphasis.

How you select hypertext links depends on whether you are following a
cross-reference or author-defined link, or whether you are looking for
additional information on a word in the text. After selecting a link,
you can follow additional links to continue moving through the book or
to another book, or you can press F4 or enter unlink to return to your

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


What you link to:

```
Books  GoTo  Search  Notes  Services  Options  Help
-----
13.9 Setting Link Emphasis          (C) Copyright IBM Corp. 1989, 1991
                                     Topic lines 1 to 15 of 65
BookManager READ initially emphasizes cross-reference and
author-defined links to make them stand out from other words in the
text. To change the emphasis for displaying hypertext links:

1. Select Options on the action bar.
2. Select Set link emphasis in the Options pull-down.
3. In the Set link emphasis window, indicate whether you want
   to emphasize links.
4. In the Save the changes as field, select either:

   • Permanent to use the changes each time you use BookManager READ, or

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

8.2.2 Selecting Associative Links

To select a word you want more information about:

1. Move the cursor to a word in the text that is not part of a cross-reference or author-defined link and press ENTER. (You cannot use the Tab key to select words in this way.)

BookManager READ looks to see if the word appears as an index entry, a glossary term, a message number, a return code, or a reference element, and then displays the matches it finds in a window.

2. Move the cursor to one of the matches in the window and press ENTER.

Depending on the match you select, you move to the associated index entry's location in the topic, glossary term definition, message or code explanation, or reference element description.

BookManager READ positions the linked information in the center of the panel and positions the cursor in the first column of the row that contains the linked information.

For example, if you are unsure of what the word *artwork* means, move the cursor to where it appears in the text and press ENTER. BookManager READ displays all occurrences of the word it finds, in this case, in the book's index and glossary. After choosing the form of the word you want to know more about, you go to the related information. In this example, you go to the word's definition in the glossary.

Note: If the author creates links to one of these book parts in another book, and the book you are looking at also contains a glossary, messages, codes, or reference section, BookManager READ looks for matches in the other book only if it does not find matching related information in the current book.

What you select:

```
Books GoTo Search Notes Services Options Help
-----
1.3.7 Looking at Artwork in a Book (C) Copyright IBM Corp. 1989, 1991
                                         of 124

Associated Information
Information associated with: artwork
                                         Links 1 to 3 of 3
a glossary definition for "artwork" in:
  GLOSSARY Glossary
an index entry for "artwork, displaying" in:
  12.0 Looking at Artwork
an index entry for "viewing, artwork" in:
  12.1 Making Pictures Appear

F1=Help F7=Bkwd F8=Fwd F12=Cancel

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

What you link to:

```
Books GoTo Search Notes Services Options Help
-----
GLOSSARY Glossary (C) Copyright IBM Corp. 1989, 1991
                                         Topic lines 44 to 50 of 555

any case. During a search, identical treatment of uppercase and
lowercase letters.

arrow keys. See cursor movement keys.

artwork. Nontext material such as images or graphics. See also
picture. Contrast with character graphics.

asterisk. (1) A symbol (*) used in a pull-down to
indicate an unavailable choice. See also unavailable choice.
(2) A symbol (*) used to substitute for letters when listing books or
bookshelves. (3) The default wildcard character for search requests.
See also wildcard character.

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

8.2.3 Linking to Another Book

Depending on how the book's author created links, you may be able to link to another book provided that the book you are linking to is accessible to you and on the same bookshelf. In addition, when you attempt an associative link, the default link bookshelf is checked for associative information if the information is not found in the current book or bookshelf. For information about specifying the default link bookshelf, see *IBM BookManager READ/MVS: Installation Planning and Customization, SC38-2035*. When you link to another book, BookManager READ first opens the other book, and then takes you to the linked item's location:

- If a link exists for citations of a book title, you go to the closing bookmark if one exists in the cited book, or to its table of contents. If neither exists, you go to the first topic in the book.
- If a link exists to a particular part of another book, such as a topic, figure, or table, you go to the exact location of that item in the other book.
- If links exist to the glossary, messages, codes, or language element reference section in another book, you see the glossary term definition, message or code explanation, or language element description in the other book.

For example, to go to the start of *IBM BookManager BUILD/MVS: Preparing Online Books*, shown in the following example, tab or move the cursor anywhere in the phrase “*IBM BookManager BUILD/MVS: Preparing Online Books*, SC38-2036” and press ENTER. BookManager READ opens the cited book and takes you to its table of contents.

What you select:

```

Books GoTo Search Notes Services Options Help
-----
WHERE Where to Find More Information (C) Copyright IBM Corp. 1989, 1991
                                         Topic lines 243 to 255 of 255
This book contains information on using BookManager READ in the MVS
environment. The following books complete the BookManager library
for MVS:

• IBM BookManager READ/MVS and BookManager BUILD/MVS: General
  Information, GC38-2032
• IBM BookManager READ/MVS: Getting Started and Command Summary,
  SC38-2033
• IBM BookManager READ/MVS: Installation Planning and
  Customization, SC38-2035
• IBM BookManager BUILD/MVS: Preparing Online Books, SC38-2036
• IBM BookManager BUILD/MVS: Installation Planning and
  Customization, SC38-2037.

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

```

What you link to:

```
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        Preparing to Use BookManager BUILD/MVS
1.1        Tools for Preparing Online Books
1.1.1      Tools for Creating Source Files

Linked to another book; close this book to return.
Command ==> _____ SCROLL ==> PAGE
F1=Help  F3=Exit  F4=Unlink  F5=Notes  F6=Review  F7=Bkwd
F8=Fwd   F10=Actions  F11=Retrieve  F12=Cancel
```

8.2.4 Choosing from Several Available Links

Depending on how the book's author created links, you may be able to link from one location to several different destinations. If more than one link exists for a given word or phrase in the text, BookManager READ displays the available choices in a window. You must then select the one you want to go to.

For example, an author might create two links for each occurrence of the phrase *annual report* in the text: one lets you move to a table that summarizes the credits and debits of the past fiscal year, and the other lets you move to a topic that describes how the report totals were calculated. When you select *annual report* in a topic, BookManager READ lists both choices in a window. If one of the links is to another book, you see the name of that book along with a description of the choice.

In the following example, the author linked the word *prerequisites* to two topics and a table in the same book that discuss hardware and software requirements, and to a topic in another book that discusses requirements for using the product with another operating system.

To go to one of the listed topics, move the cursor to your choice in the window and press ENTER. This example shows what you would see if you linked to the book *Using the XYZ System*.

What you select:

```
Books GoTo Search Notes Services Options Help
-----
WHO Who Should Read this Book          (C) Copyright IBM Corp. 1989, 1991

This book administration prerequisite Machine In addition to discontinued control and
ther
ual
stem.
a
with

Links To
Links 1 to 4 of 4
FIGURE in: 1.1.1 Hardware Requirements
TABLE in: 1.1.2 Optional Hardware
TOPIC      1.1.3 Software Requirements
BOOK      Book: Using the XYZ System

F1=Help F7=Bkwd F8=Fwd F12=Cancel

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

What you link to:

```
Books GoTo Search Notes Services Options Help
-----
1.0 Before You Begin          (C) Copyright IBM Corp. 1989, 1991
Topic lines 1 to 16 of 32
The following are the minimum hardware and software requirements to
install this product on either of the following systems:

o IBM Personal System/2* (PS/2*) Model 30-286
- OS/2* Standard Edition or Extended Edition, Version 1.2
  or later with current corrective service applied
- A 3.5-in., 1.44MB diskette drive
- 1.5MB of internal memory in addition to the memory
  required for OS/2.

o IBM Personal Computer AT*
- OS/2 Standard Edition or Extended Edition, Version 1.2
  or later with current corrective service applied
- A 5.25-in., 1.2MB diskette drive
- 1.5MB of internal memory in addition to the memory
  required for OS/2.

Linked to another book; close this book to return.
Command ==> SCROLL ==> PAGE
F1=Help F3=Exit F4=Unlink F5=Notes F6=Review F7=Bkwd
F8=Fwd F10=Actions F11=Retrieve F12=Cancel
```

8.3 Returning to the Previous Link or Reference

When you move through a book by following hypertext links, you can easily return to your starting location.

To return to the immediately preceding link or reference in the same book:

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

2. Select **Previous link or reference** in the **GoTo** pull-down.

You can also press **F4** or use the UNLINK command to go back to the previous link or reference. See C.2.35, "UNLINK - Going Back to the Previous Link or Reference" on page 222 for examples of using this command.

If you linked to this book from another book, you must close the current book to return to the previous book. Then you can continue to use the UNLINK command to return to previous links within that book.

8.4 Checking Unresolved Links

You may check for unresolved links within a book or across books by using the LINKCHECK command. The command scans a book and locates the unresolved links in the book. The command has parameters that allow you to perform the following tasks :

- List all books that can be checked for associative links from the current book
- List the type of associative link that will be looked for in the listed books
- Determine whether BookManager READ/MVS can attempt to resolve associative links in the listed books
- Find unresolved links across books
- List the results of a previous LINKCHECK command
- Review unresolved links by starting with the first listed link, the last reviewed link on the list, or the next link to be reviewed on the list.

The list of unresolved links produced by the LINKCHECK command shows the 1- to 12-character link ID of each unresolved link. Across from each link is the actual line of text containing the unresolved link. To go to the row and column that contains an unresolved link, press ENTER with the cursor on the line displaying the link that you want to review.

For more information about this command, see C.2.18, "LINKCHECK - Finding Unresolved Links within or across Books" on page 207.

Note: This command is primarily used as an editing device by authors of BookManager books. The command may take a long period of time to complete because it scans an entire book attempting to resolve all links. It does not locate unresolved BookMaster cross references.

9.0 Copying, Printing, and Editing Topics

This topic shows you how to use the **Services** pull-down in a book to copy topics, print topics, and edit a book's source data sets. Figure 50 on page 79 shows the **Services** pull-down.

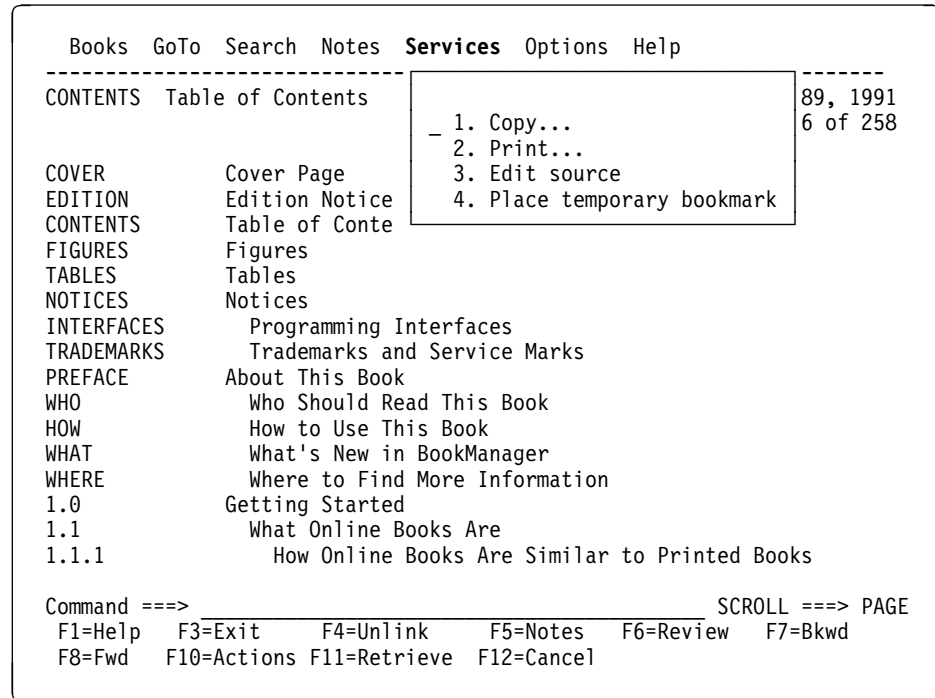


Figure 50. Services Pull-Down

9.1 Copying Topics

While looking at a book online, you can copy the current topic or a range of topics to a data set. You can also choose to copy a topic with any notes written in it, a topic only if it has notes, or just the notes in a topic. If a topic includes artwork, you can copy it along with the topic text. See 9.3, "Copying and Printing Artwork" on page 88 for details.

BookManager READ copies topics to a data set named:

prefix.userid.bookdsn.COPY

where *prefix* is the data set prefix in your TSO profile, *userid* is your user ID, and *bookdsn* is the fully qualified MVS data set name of the book you are viewing minus its low-level qualifier. The prefix is used only if it is different from your user ID. If the high-level qualifier of the book data set name is the same as the high-level qualifier of data set names belonging to you, then it is not repeated. COPY is the low-level qualifier. Each topic you copy is added to the end of this data set.

Note: When you copy notes, BookManager READ puts *topic notes* after the topic title, and *line notes* before the line the note refers to. The notes in all active note members are included, not just the notes in your note member. See 11.0, "Using Notes in a Book" on page 95 for information on creating notes.

You can also use the COPY command to copy topics and notes. See C.2.6, "COPY - Copying Topics" on page 200 for examples of using this command.

Begin with these steps to copy topics:

1. Select **Services** on the action bar.
2. Select **Copy** in the **Services** pull-down. The **Copy Topics** window, shown in Figure 51 on page 80 appears.

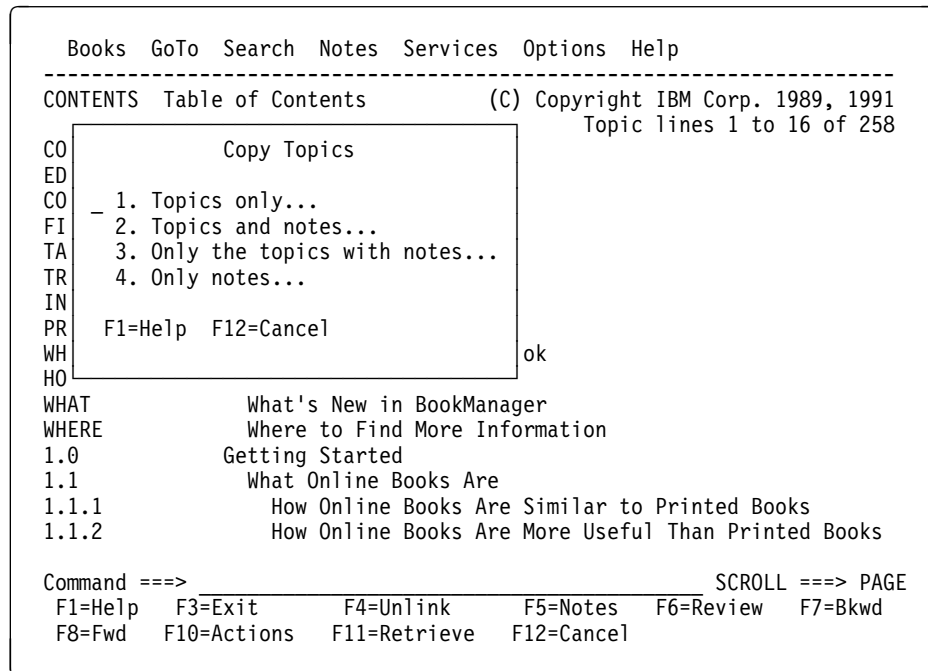


Figure 51. Copy Topics Window

3. Select one of the following **Copy** actions:
 - **Topics only**, to copy the contents of the specified topic or topics
 - **Topics and notes**, to copy the specified topic or topics and any notes associated with them
 - **Only the topics with notes**, for the specified topic or topics, to copy only the notes and the topic or topics with which they are associated
 - **Only notes**, to copy only the notes associated with the specified topic or topics.

BookManager READ displays another window in which you must specify whether you want to copy the current topic, another topic, or a range of topics. The following topics explain how to do so.

9.1.1 Copying a Single Topic

To copy a single topic:

1. Select **Services** on the action bar.
2. Select **Copy** in the **Services** pull-down.
3. Select an action in the **Copy Topics** window.

4. When the next window appears, you see the identifier of the currently displayed topic in the **From topic** field. You can either accept the identifier displayed or type another identifier in the **From topic** field to copy a different topic.
5. Select whether you want to change your copy options:
 - **Yes**, to display the **Set Copy Options** window. See 13.3, "Setting Copy Options" on page 117 for information on changing your copy options.
After you change your copy options and return to this window, BookManager READ resets this selection to **No**. Do not change this selection unless you want to change your copy options again before you copy a topic.
 - **No**, to copy a topic using the existing copy options.
6. Press ENTER. BookManager READ copies the selected topic, removes the window, and displays a message with the name of the data set the topic is copied to.

Figure 52 on page 81 is an example of copying a single topic, topic 1.3.

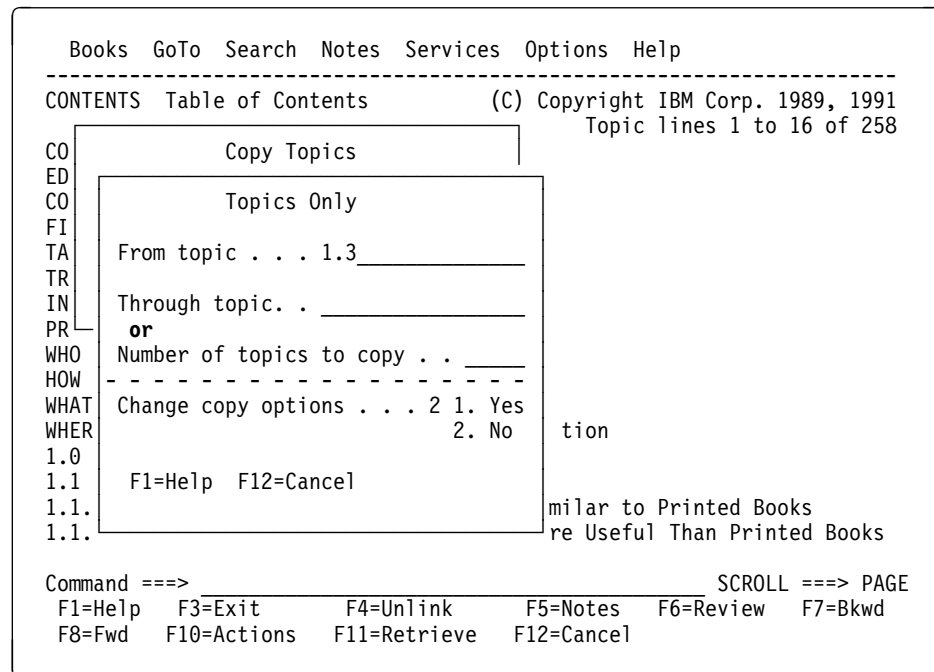


Figure 52. Example of Copying a Single Topic

9.1.2 Copying Several Topics

To copy several topics at once:

1. Select **Services** on the action bar.
2. Select **Copy** in the **Services** pull-down.
3. Select an action in the **Copy Topics** window.
4. When the next window appears, you see the identifier of the currently displayed topic in the **From topic** field. You can either accept the identifier displayed as

the first topic to copy or type another identifier in the **From topic** field as the first topic to copy.

5. To copy a range of topics, you can either:

- Copy *through* the end of another topic. To do this, type the topic identifier of the last topic you want to copy in the **Through topic** field. For example, type **6.2** to copy from the topic specified in **From topic** up to and including topic 6.2.
- Copy *for* a certain number of topics. To do this, type the number of topics you want to copy in the **Number of topics to copy** field. For example, type **3** to copy the topic specified in **From topic** and the two topics that follow.

6. Select whether you want to change your copy options:

- **Yes**, to display the **Set Copy Options** window. See 13.3, "Setting Copy Options" on page 117 for information on changing your copy options.

After you change your copy options and return to this window, BookManager READ resets this selection to **No**. Do not change this selection unless you want to change your copy options again before you copy topics.

- **No**, to copy topics using the existing copy options.

7. Press ENTER. BookManager READ copies the selected topics, removes the window, and displays a message with the name of the data set the topics are copied to.

Figure 53 on page 82 is an example of copying Topic 1.3 and the next two topics, only if those topics have notes.

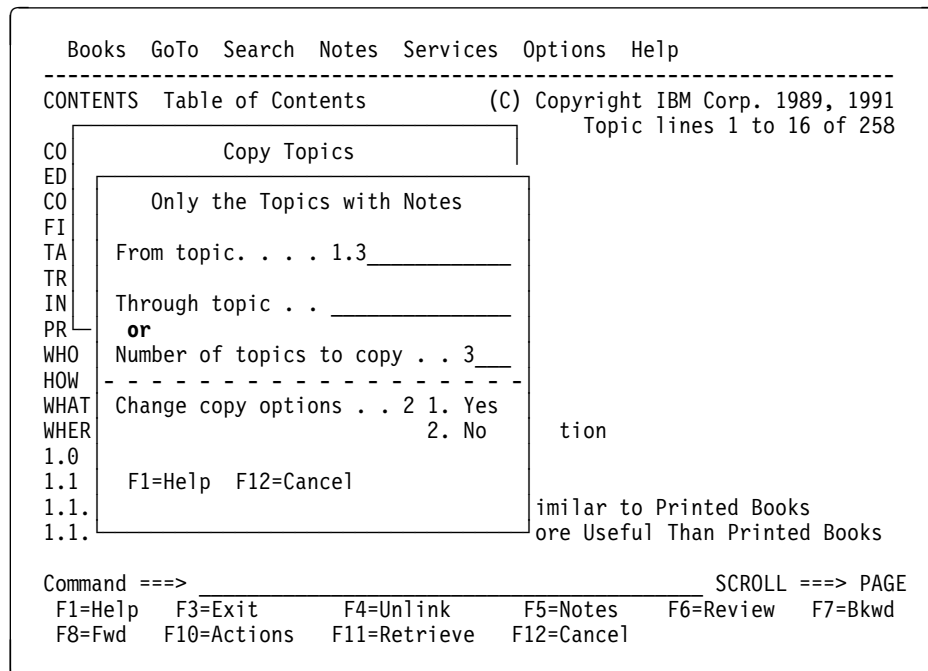


Figure 53. Example of Copying Several Topics

9.1.3 Copying an Entire Book

While looking at a book online, you can copy the entire book, but here are some things to keep in mind:

- The copied source does not look the same as the original source.
- Processing resources can be considerable if the book has numerous graphics and you generate BookMaster or GML Starter Set output.
- If the book you are copying is copyrighted, make sure you fully understand any legal implications.

The copy function is designed for users to copy one or more topics while viewing a book. It is advisable to order the document from the publisher when you need printed copies of the entire book.

9.2 Printing Topics

While looking at a book online, you can print the current topic or a range of topics. You can also print a topic with any notes written in it, a topic only if it has notes, or just notes in a topic. If a topic includes artwork, you can print the artwork along with the topic text if you are using a print device that supports graphics and you choose GML output. See 9.3, “Copying and Printing Artwork” on page 88 for details.

BookManager READ stores the topics in a data set named:

prefix.userid.bookdsn.PRINT

where *prefix* is the data set prefix in your TSO profile, *userid* is your user ID, and *bookdsn* is the fully qualified MVS data set name of the book you are viewing minus its low-level qualifier. The prefix is used only if it is different from your user ID. If the high-level qualifier of the book data set name is the same as the high-level qualifier of data set names belonging to you, then it is not repeated. PRINT is the low-level qualifier. Each topic you print is added to the end of this data set. If you selected **carriage control** or **no carriage control** as the output type, you can save the data set or discard it after you print topics. If you selected a **GML** output type, the PRINT output data set is deleted when the book is closed. If you want to save this information, copy the topic rather than print it.

You can also use the BookManager PRINT command to print topics and notes. See C.2.26, “PRINT - Printing Topics” on page 215 for examples of using this command.

Note: When you print notes, BookManager READ puts *topic notes* after the topic title, and *line notes* before the line the note refers to. The notes in all active note members are included, not just the notes in your note member. See 11.0, “Using Notes in a Book” on page 95 for information on creating notes.

Begin with these steps to print topics:

1. Select **Services** on the action bar.
2. Select **Print** in the **Services** pull-down. The **Print Topics** window, shown in Figure 54 on page 84 appears. Figure 54 on page 84 is an example of the **Print Topics** window.

```

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

CO      Print Topics
ED
CO      - 1. Topics only...
FI      - 2. Topics and notes...
TA      - 3. Only the topics with notes...
TR      - 4. Only notes...
IN
PR      F1=Help  F12=Cancel
WH
HO
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
1.1.2    How Online Books Are More Useful Than 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

```

Figure 54. Print Topics Window

3. Select one of the following **Print** actions:

- **Topics only**, to print the contents of the specified topic or topics
- **Topics and notes**, to print the specified topic or topics and any notes associated with them
- **Only the topics with notes**, for the specified topic or topics, to print only the notes and the topic or topics with which they are associated
- **Only notes**, to print only the notes associated with the specified topic or topics.

BookManager READ displays another window in which you must specify whether you want to print the current topic, another topic, or a range of topics.

Note: A BookManager book can be up to 255 characters wide. If a topic you are trying to print is wider than a printed page, you will receive an error message indicating that the text exceeds the right page boundary. This message usually indicates that a section of text that will not wrap (for example, a table or text within example tags) is longer than 80 characters. If possible, contact the person who built the book and ask them to fix the problem and rebuild the book. If the text is a table, you may be able to solve the problem by specifying a sysvar 1 in your print parameters. This will force the table to be left-justified, which may pull the text back within the 80-character page limit.

9.2.1 Printing a Single Topic

To print a single topic:

1. Select **Services** on the action bar.
2. Select **Print** in the **Services** pull-down.
3. Select an action in the **Print Topics** window.

4. When the next window appears, you see the identifier of the currently displayed topic in the **From topic** field. You can either accept what is displayed to print the current topic or type another identifier in the **From topic** field to print a different topic.
5. Select whether you want to change your print options:
 - **Yes**, to display the **Set Print Options** window. See 13.5, “Setting Print Options” on page 120 for information on changing your print output and print device types.

After you change your print options and return to this window, BookManager READ resets this selection to **No**. Do not change this selection unless you want to change your print options again before you print a topic.
 - **No**, to print a topic using the existing print options.
6. Press ENTER. Depending on the type of output you selected, one of the following ISPF panels appears:
 - If you chose **Carriage control** or **No carriage control**, the ISPF Hardcopy Utility panel appears.
 - If you chose **BookMaster GML** or **GML Starter Set**, the ISPF SCRIPT/VS PROCESSOR panel appears.

You can print the selected topic using the default information or you can modify it to suit your printing needs. For information on the ISPF panels, see the *IBM Interactive System Productivity Facility/Program Development Facility (ISPF/PDF): ISPF/PDF Guide, SC34-4258*.
7. Press **F3** when you return to the initial ISPF panel. BookManager READ removes the panel and displays a message showing the name of the data set that has been printed.

Figure 55 on page 86 is an example of printing a single topic, topic 2.2.1.

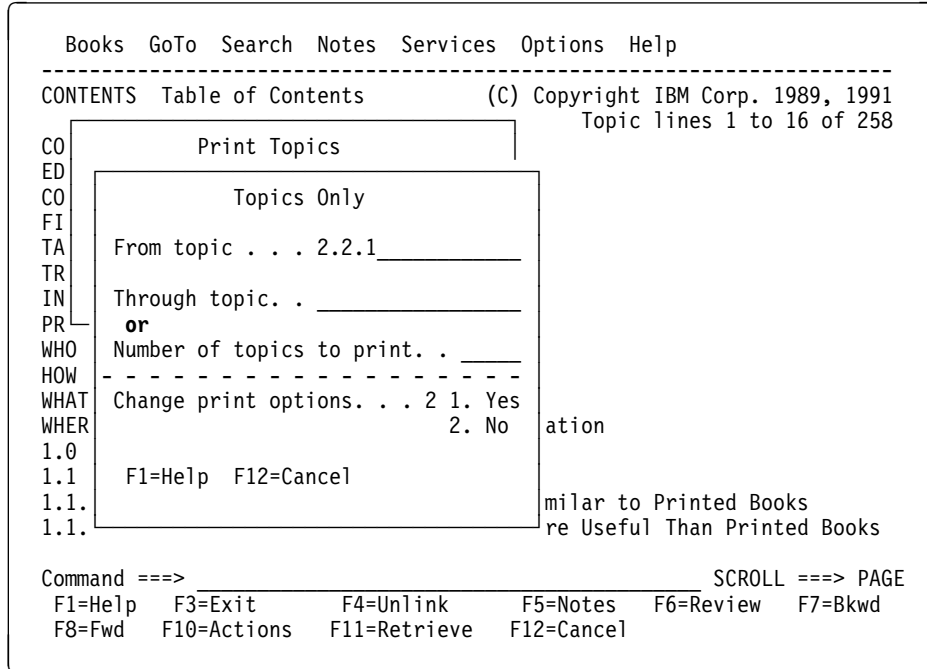


Figure 55. Example of Printing a Single Topic

Note: For information on the ISPF print exit, see *IBM Interactive System Productivity Facility (ISPF) and ISPF/ Program Development Facility (ISPF/PDF): Planning and Customizing, SC34-4257*.

9.2.2 Printing Several Topics

To print several topics at once:

1. Select **Services** on the action bar.
2. Select **Print** in the **Services** pull-down.
3. Select an action in the **Print Topics** window.
4. When the next window appears, you see the identifier of the currently displayed topic in the **From topic** field. You can either accept what is displayed to start printing at the current topic or type another identifier in the **From topic** field to start printing at a different topic.
5. To print a range of topics, do one of the following:
 - Print *through* the end of another topic. To do this, type the topic identifier of the last topic you want to print in the **Through topic** field. For example, type **12.0** to print from the topic specified in **From topic** up to and including topic 12.0.
 - Print *for* a certain number of topics. To do this, type the number of topics you want to print in the **Number of topics to print** field. For example, type **2.2.1** in the **From topic** field and **3** in the **Number of topics to print** field to print topics 2.2.1, 2.2.2, and 2.2.3.
6. Select whether you want to change your print options:
 - **Yes**, to display the **Set Print Options** window. See 13.5, “Setting Print Options” on page 120 for information on changing your print output and print device types.

After you change your print options and return to this window, BookManager READ resets this selection to **No**. Do not change this selection unless you want to change your print options again before you print topics.

- **No**, to print topics using the existing print options.

7. Press ENTER. Depending on the type of output you selected, one of the following ISPF panels appears:

- If you chose **Carriage control** or **No carriage control**, the ISPF Hardcopy Utility panel appears.
- If you chose **BookMaster GML** or **GML Starter Set**, the ISPF SCRIPT/VS PROCESSOR panel appears.

You can print the selected topics using the default information or you can modify it to suit your printing needs. For information on the ISPF panels, see the *IBM Interactive System Productivity Facility/Program Development Facility (ISPF/PDF): ISPF/PDF Guide*.

8. Press **F3** when you return to the initial ISPF panel. BookManager READ removes the panel and displays a message showing the name of the data set that has been printed.

Figure 56 on page 87 is an example of printing several topics, including all notes associated with the topics.

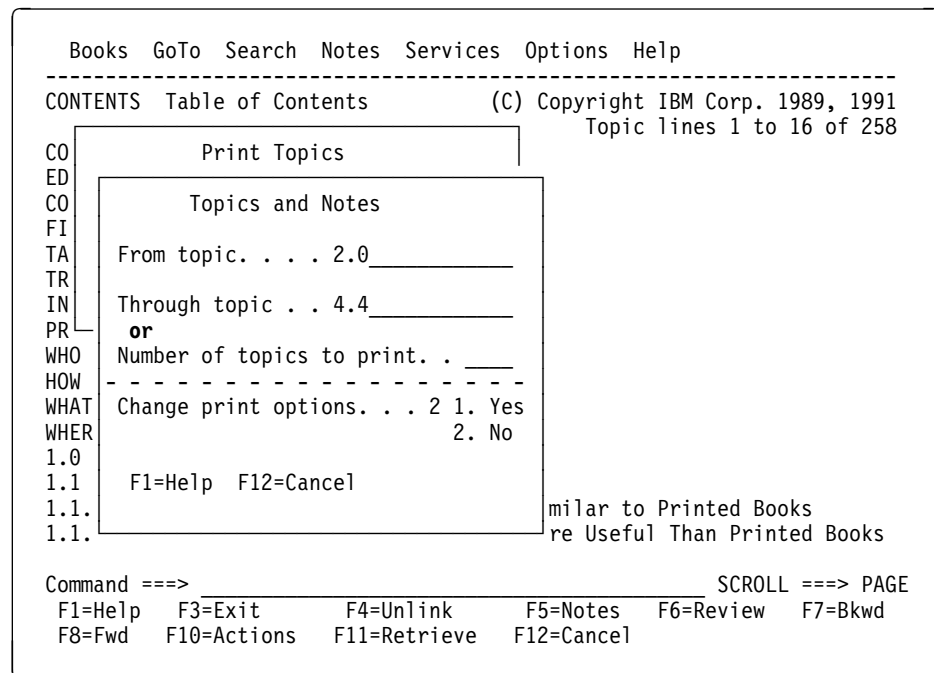


Figure 56. Example of Printing Several Topics

Note: For information on the ISPF print exit, see *IBM Interactive System Productivity Facility (ISPF) and ISPF/ Program Development Facility (ISPF/PDF): Planning and Customizing, SC34-4257*.

9.2.3 Printing an Entire Book

While looking at a book online, you can print the entire book, but here are some things to keep in mind:

- The printed book does not look the same as the document from the publisher.
- Processing resources can be considerable if the book has numerous graphics and you generate BookMaster or GML Starter Set output.
- If the book you are printing is copyrighted, make sure you fully understand any legal implications.

The print function is designed for users to print one or more topics while viewing a book. It is advisable to order the document from the publisher when you need printed copies of the entire book.

9.3 Copying and Printing Artwork

To copy or print topics with artwork, you must use a GML output type (either GML Starter Set or BookMaster). See 13.3, “Setting Copy Options” on page 117 and 13.5, “Setting Print Options” on page 120 for information on how to use the **Options** pull-down to specify an output type.

When you copy or print a topic containing artwork, BookManager READ automatically includes the artwork page segment (PSEG) for the type of printer you want to use. The artwork is imbedded at the point where the picture indicator is located in the text.

BookManager READ stores artwork (created from images and ADMGDF graphics) in a partitioned data set (PDS) named:

```
prefix.userid.bookdsn.PSEG
```

where *prefix* is the data set prefix in your TSO profile, *userid* is your user ID, and *bookdsn* is the fully qualified MVS data set name of the book you are viewing minus its low-level qualifier. The prefix is used only if it is different from your user ID. If the high-level qualifier of the book data set name is the same as the high-level qualifier of data set names belonging to you, then it is not repeated. PSEG is the low-level qualifier.

The PSEG PDS is shared by the copy and print functions and retained after the book is closed. You may need to maintain (compress or enlarge) this PDS if it is used frequently.

Also, the following PDS is created to process ADMGDF graphics:

```
prefix.userid.EOXMBMGR.ADMGDF
```

where *prefix* is the data set prefix in your TSO profile, *userid* is your user ID, and EOXMBMGR.ADMGDF are the low-level qualifiers. The prefix is used only if it is different from your user ID.

The ADMGDF PDS is used temporarily to hold ADMGDF graphics. Graphical Data Display Manager (GDDM*) then transforms the graphics into an image and places the output in the PSEG PDS. This data set is deleted when the book is closed.

When the SCRIPT/VS processor is used to print, all data sets needed for artwork are supplied to SCRIPT and pictures are generated inline with the text. This may

be useful if the output is sent to other MVS or Virtual Machine (VM) systems for printing LIST3820, LIST3800, or LIST4250 data sets.

Notes:

1. To print a topic that contains graphic or image artwork, you must have a page printer supported by the IBM Document Composition Facility (DCF), such as the IBM 3820 Page Printer or the IBM 3900 Printer.
2. When you print a topic that includes artwork, BookManager READ automatically appends the SEGLIB option of the SCRIPT command to your print command to ensure that the artwork is included with the topic text.

9.4 Editing Source Files

While looking at a book online, you can edit the current topic if the source data set is available to you and you have Resource Access Control Facility (RACF*) authority to update it. BookManager READ invokes the ISPF/PDF Editor and lets you choose the data set that you want to edit.

Note: When you edit a book, you change only the source data set, not the BOOK data set BookManager READ displays. To alter the way BookManager READ displays a topic, BookManager BUILD must be used to rebuild the book.

When you edit a source data set you can change your edit source options and access the source data set in ProcessMaster* or display a message showing the member name of the current topic instead of invoking the ISPF/PDF Editor.

You can also use the EDIT command to change the book's source files. See C.2.9, "EDIT - Editing a Source Member" on page 202 for examples of using this command.

To edit the source file for a topic that you are currently viewing:

1. Select **Services** on the action bar.
2. Select **Edit source** in the **Services** pull-down. You enter either the ISPF/PDF Editor or ProcessMaster, depending on whether you have changed your edit source options. For information about how to use the ISPF/PDF Editor, see *IBM Interactive System Productivity Facility/Program Development Facility (ISPF/PDF): ISPF/PDF Edit and Edit Macros*, SC34-4253. For ProcessMaster, see the *IBM Publishing Systems ProcessMaster MVS Edition: User's Guide*, SC34-5092, and 13.4, "Setting Edit Source Options" on page 119 for information on changing your edit source options.

To edit the source containing the topic, you must know the name of the source data set. Enter the appropriate source data set name. BookManager READ displays a message that suggests a member name for the source data set.

BookManager READ passes an edit macro called EOXRFIND, which positions you at the current topic you are viewing. BookManager READ tells the editor to locate a heading that matches the heading of the current topic. If the heading text in the source data set contains any GML symbols, the edit macro (EOXRFIND) will be unable to locate a match for the topic.

3. Use the editor's commands to make changes to the source, then save it.

After you finish editing, you must swap back to BookManager READ to continue reading the current topic. A message is displayed indicating that you have returned to BookManager READ.

Instead of invoking the ISPF/PDF Editor or ProcessMaster, you can ask only to see a message that provides the name of the source PDS member. For information about using this method, see 13.4, "Setting Edit Source Options" on page 119.

10.0 Using Bookmarks to Save Your Place

This topic shows you how to use the **Services** and **GoTo** pull-downs to place temporary bookmarks in a book, list the bookmarks, and move to locations where you placed bookmarks. See Figure 42 on page 63 and Figure 50 on page 79 for examples of the **GoTo** and **Services** pull-downs, respectively.

10.1 Placing a Temporary Bookmark

Just as you might use paper clips to mark related sections in a printed book, you can place bookmarks to save a number of topics in an online book and then go back to them whenever you want.

To place a temporary bookmark in the topic you are currently viewing:

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

BookManager READ places a bookmark at the current line in the topic, and keeps it for you *until you close the book*. 10.2, "Listing Bookmarks" on page 91 shows you how to list the places you saved in a book and select the ones you want to go back to.

You can also use the BOOKMARKS command to place a bookmark in the current topic. See C.2.2, "BOOKMARKS - Working with Bookmarks" on page 197 for examples of using the BOOKMARKS command.

10.2 Listing Bookmarks

You can view a list of the bookmarks you placed in an online book and select the ones you want to go back to.

To list the bookmarks you placed in a book:

1. Select **GoTo** on the action bar.
2. Select **Bookmark list** in the **GoTo** pull-down.

You see a list of the topics that have bookmarks in the **Bookmark List** window, shown in Figure 57 on page 92.

```

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

Bookmark List
CO Bookmarks 1 to 3 of 3
ED Closing bookmark in topic: 6.5.
ED 6.5 Company Holidays
CO 3.1.4 Your Job
FI 3.1 Business Conduct Guidelines
TA 1.0 A letter from the President
TR
IN Command ==> _____ SCROLL ==> PAGE
PR F1=Help F6=Review F7=Bkwd F8=Fwd F12=Cancel
WH
HO
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
1.1.2 How Online Books Are More Useful Than 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

```

Figure 57. Bookmark List Window

To distinguish your closing bookmark from temporary bookmarks in the window, BookManager READ displays a message telling you where the closing bookmark is placed and lists the closing bookmark first. In Figure 57 on page 92, topic 6.5 contains the closing bookmark.

Select any topic listed in the **Bookmark List** window to move to that topic.

Move the cursor to any topic listed and press **F6** to start reviewing the topics in the window. Press **F6** while viewing the book to see the next topic that has a bookmark. Continue pressing **F6** to see every topic in which you placed a bookmark since you opened the book. A message tells you when you wrap to the top of the list.

10.3 Going to the Closing Bookmark

When you open a book that has a closing bookmark, you move directly to the topic that contains the closing bookmark. While you are looking at a book, you can use the BOOKMARKS CLOSING command to go directly to the topic where you placed a closing bookmark. For details, see C.2.2, "BOOKMARKS - Working with Bookmarks" on page 197.

When you close a book, you can place a closing bookmark if you wish to return to your place when you reopen the book. Unlike placing temporary bookmarks to save topics as you view a book, a closing bookmark remains in place after you close the book. You can keep the same closing bookmark each time you close the book, or you can insert a new bookmark whenever you stop reading. 5.3, "Closing a Book" on page 46 shows you how to place a closing bookmark in a book.

When you close a book, you can change your exit options to exit with or without a closing bookmark and with or without a confirmation window. See 13.10, “Setting Exit Options” on page 127 for information on changing your exit options.

11.0 Using Notes in a Book

BookManager READ provides several ways to create and view notes in a book just as you might write notes in the margin of a printed book. Notes can exist for an entire topic or for a specific line of text. To work with a *topic note*, use the **Notes** pull-down, shown in Figure 58 on page 95. To work with a *line note* or a topic note, position the cursor at the line where you want to add or display a note, and either press **F5** or use the NOTES command.

BookManager READ provides two types of notes: personal and public. Personal notes are created by you and they are available only to you. You can edit them, delete them, or send them to other users. For example, you can attach comments to specific lines and topics in a book and then forward the review to the author. Public notes are made available by the owner of a book to everyone reading the book. You cannot change public notes. For example, an owner of a book can attach comments to specific lines and topics in the book and make them available to all users. See 11.11, "Working with Public Notes" on page 105 for more information on public notes.

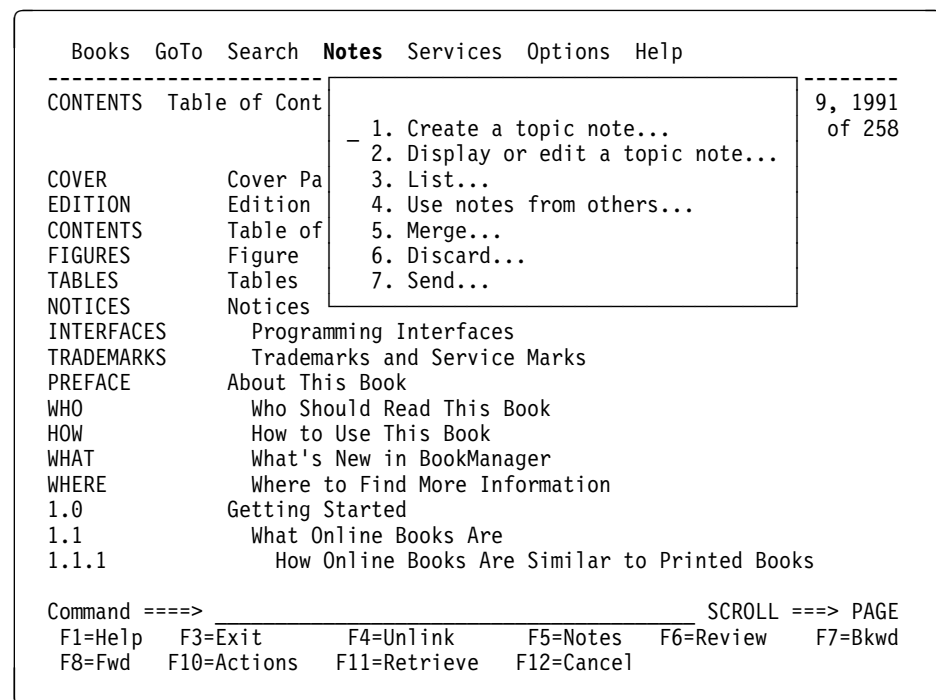


Figure 58. Notes Pull-Down

11.1 How to Tell If a Book Has Notes

BookManager READ marks the locations of all notes in a book, but the notes do not appear until you ask to see them. 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.

11.2 Using the Note Window

When you create, display, or edit notes in a book, you work with the **Note** window. If a note already exists, you see its contents in the window. Otherwise, a message indicates that you are creating a new note.

Figure 59 on page 96 is an example of the **Note** window with a topic note.

```

Books GoTo Search Notes Services Options Help
Personal note from WHITMAN (90/12/29 07:45)
2.0 Topic note COLUMNS 001 068
***** ***** TOP OF DATA *****
000001 This is a very important subject and should be reviewed in
000002 detail by all BookManager READ users.
***** ***** BOTTOM OF DATA *****

COMMAND ==>
F1=Help F3=Exit F4=Delete F5=NextUser F6=Fullscrn
F7=Bkwd F8=Fwd F10=Left F11=Right F12=Cancel

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

```

Figure 59. Note Window with a Topic Note

When you create or edit notes in the **Note** window, you use the ISPF/PDF Editor. Creating and editing notes in this manner allows you to make full use of the editor's capabilities, such as copying information from another data set. For details, see the *IBM Interactive System Productivity Facility/Program Development Facility (ISPF/PDF): ISPF/PDF Guide*.

Table 2 on page 96 lists the function keys you can use in the **Note** window to work with notes in a book.

11.2.1 Using Function Keys in the Note Window

The following table lists the function keys you can use in the **Note** window to work with notes in a book.

Table 2 (Page 1 of 2). Note Window Function Keys	
Function Key	Description
1=Help	Displays ISPF/PDF Editor help.
3=Exit	Saves the note and removes the Note window.
4=Delete	Deletes the note and removes the Note window.
5=NextUser	Displays the note from the next user who has written a note for this topic or line.

<i>Table 2 (Page 1 of 2). Note Window Function Keys</i>	
Function Key	Description
6=Fullscrn	Enlarges the window to a full screen. To return to an edit window, press F6 again.
7=Bkwd 8=Fwd	For notes longer than the Note window: <ul style="list-style-type: none"> • Scrolls backward toward the top of the note. • Scrolls forward to display additional lines.
10=Left 11=Right	For notes wider than the Note window: <ul style="list-style-type: none"> • Scrolls left to display additional text. • Scrolls right to display additional text.
12=Cancel	Returns you to the book without saving any changes to the note.

11.2.2 BookManager READ/DOS Note Restriction

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

11.3 Creating a Topic Note

Create a topic note when you want to add comments to an entire topic. You do not have to be at the start of the topic to add a topic note; you can work with topic notes from any panel displaying that topic.

To create a note for the topic you are viewing:

1. Select **Notes** on the action bar and then select **Create a topic note** in the **Notes** pull-down.
2. Type your comments in the **Note** window. You can use standard ISPF/PDF edit commands.
3. Press **F3** to save the note and remove the **Note** window.

You can also move the cursor to the command line, and either press **F5** or use the NOTES command to create a topic note. For details, see C.2.21, "NOTES - Using Notes" on page 211.

11.4 Creating a Line Note

Create a line note when you want to add comments to a specific line of text in a topic. For a line note, you must position the cursor at the line where you want to add a note.

To create a line note:

1. Do one of the following:
 - Move the cursor to the line where you want to add a note and press **F5**, or
 - Type **notes** on the command line, move the cursor to the line where you want to add a note, and press ENTER.
2. Type your comments in the **Note** window. You can use standard ISPF/PDF edit commands.
3. Press **F3** to save the note and remove the **Note** window.

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

To make the note available to everyone reading the book, refer to 11.11, “Working with Public Notes” on page 105.

11.5 Displaying and Editing Notes

You can display any existing notes in a book. You can make changes to any personal notes. When changing a note, *do not make changes directly to the note data set*. Editing the note when you are not in a BookManager READ session can make the note data set unusable.

11.5.1 Displaying or Editing a Topic Note

You do not have to be at the start of a topic to display or change its topic note; you can work with topic notes from any panel displaying that topic.

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

1. Select **Notes** on the action bar, and then select **Display or edit a topic note** in the **Notes** pull-down.
2. To edit the note, type over the existing comments in the **Note** window. You can use standard ISPF/PDF edit commands.
3. Press **F3** to save the note and any changes that you made to it, and remove the **Note** window.

You can also move the cursor to the command line, and either press **F5** or use the NOTES command to display or edit a topic note. For details, see C.2.21, “NOTES - Using Notes” on page 211.

11.5.2 Displaying or Editing a Line Note

For a line note, you must position the cursor at the line in the text where the > character is displayed.

To display or edit a line note:

1. Do one of the following:
 - Move the cursor to a line marked by the > character and press **F5**, or
 - Type **notes** on the command line, move the cursor to a line marked by the > character, and press ENTER.
2. To edit the note, type over the existing comments in the **Note** window. You can use standard ISPF/PDF edit commands.
3. Press **F3** to save the note and any changes you made to it, and remove the **Note** window.

11.5.3 Discarding an Individual Note

You can delete individual topic notes and line notes in the book that you are viewing. When you delete a note from the current book, BookManager READ removes the note from the PDS member. To delete all the notes in a book that are from a specific user, see 11.9, “Discarding Note Members” on page 103.

Just remember, deleted notes cannot be recovered.

You do not have to be at the start of the topic to discard a topic note; you can discard a topic note from any panel displaying that topic.

Discarding a Topic Note

To discard a topic note in the topic you are viewing:

1. Select **Notes** on the action bar, and then select **Display or edit a topic note** in the **Notes** pull-down. BookManager READ displays the **Note** window containing the topic note.
2. For the system to discard the note, it must first be edited. Edit the note using the procedures described in 11.5.1, “Displaying or Editing a Topic Note” on page 98.

Note: The discard function on the Notes pull-down deletes **all** the notes from the selected users.

3. Press **F4** to discard the note. BookManager READ displays a confirmation window.
4. Confirm that you want to discard the note.

You can also move the cursor to the command line and press **F5**, or use the NOTES command to display the **Note** window. For details on the NOTES command, see C.2.21, “NOTES - Using Notes” on page 211.

Discarding a Line Note

To discard a line note in the topic you are viewing:

1. Do one of the following:
 - Move the cursor to a line marked by the > character and press **F5**, or
 - Type **notes** on the command line, move the cursor to a line marked by the > character, then press ENTER. BookManager READ displays the **Note** window containing the line note.

2. For the system to discard the note, it must first be edited. Edit the note using the procedures described in 11.5.2, “Displaying or Editing a Line Note” on page 98.

Note: The discard function on the Notes pull-down deletes **all** the notes from the selected users.

3. Press **F4** to discard the note. BookManager READ displays the confirmation window.
4. Confirm that you want to discard the note.

11.6 Listing Notes

You can list all notes that are active in a book at any time.

To list all of the notes in a book that you are viewing:

1. Select **Notes** on the action bar.
2. Select **List** in the **Notes** pull-down.

Figure 60 on page 100 is an example of the **List of Notes** window.

```
Books GoTo Search Notes Services Options Help
-----
2.0 Getting Help (C) Copyright IBM Corp. 1989, 1991

List of Notes
Notes 1 to 4 of 9
Userid Node Topic
JONES SYSTEM1 3.1 Listing Bookshelves
JONES SYSTEM1 3.1.1 Listing Specific Bookshelves
SMITH SYSTEM2 3.3 Viewing Descriptions of Book
WILSON SYSTEM3 3.4 Closing a Bookshelf List

Command ==> SCROLL ==> PAGE
F1=Help F4=Text F5=No text F6=Review F7=Bkwd F8=Fwd
F12=Cancel

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

Figure 60. List of Notes Window

While looking at a list of notes, you can select a note and display it or use the function keys in the **List of Notes** window to work with the notes.

- Press **F4** to see the first line of each note displayed in the note list.
- Press **F5** to remove the first line of each note from the note list.
- To start reviewing the notes in the list, move the cursor to any note listed and press **F6**. The location of that note in the book is displayed. Press **F6** while viewing the book to go to the location of the next listed note. Continue pressing **F6** to see the locations of all the notes. A message appears when you wrap to the top of the list.

You can also use the LIST NOTES and NOTES LIST commands to display the **List of Notes** window. For details on the **LIST NOTES** command, see C.2.19, "LIST - Looking at a List of Items" on page 208. For details on the **NOTES LIST** command, see C.2.21, "NOTES - Using Notes" on page 211.

11.7 Using Notes from Other Users

You can look at notes other users created for a book if:

- The notes are in the public data set for this book, or

- You receive the notes for this book into your personal notes partitioned data set as member *sender*, where *sender* is the user ID of the person who wrote the notes. The data set name is:

prefix.userid.bookname.NOTE

where *prefix* is the data set prefix in your TSO profile, *userid* is your user ID, and *bookname* is the fully qualified MVS data set name of the book you are viewing minus its low-level qualifier. The prefix is used only if it is different from your user ID. If the high-level qualifier of the book data set name is the same as the high-level qualifier of data set names belonging to you, then it is not repeated. NOTE is the low-level qualifier, indicating that it is a personal note data set.

You should create your personal note data set for this book before receiving the note members. To do so, you can either:

- Use BookManager READ/MVS to write your own note for this book. Then BookManager will create the note data set with the proper attributes.
- Use ISPF/PDF option 3.2 (DATA SET UTILITY) to allocate the data set. You must specify the following characteristics:

```
DIRECTORY BLOCKS  1 (or more)
RECORD FORMAT     VB
RECORD LENGTH     84
```

You can allow the TSO/E RECEIVE command to create the data set if the note members were sent from another BookManager READ/MVS user. You should not allow the TSO/E RECEIVE command to create the data set if the notes were sent from a VM, DOS, or OS/2 BookManager user.

You should not be viewing the book when you receive these note members. This could cause a problem if the new members replace existing note members. In addition, the new note members will not be used until the book is closed, then reopened.

As a default, BookManager READ displays all available notes. But you may want to view only notes from selected users.

To select notes from other users that you want to view:

1. Select **Notes** on the action bar.
2. Select **Use notes from others** in the **Notes** pull-down. BookManager READ lists the user ID and node ID of each user who sent you notes for the current book. The **Use Notes from Others** window, shown in Figure 61 on page 102, lists all the note members that belong to the book you are viewing.
3. Type a slash (/) next to the note members you want to view.
4. Press ENTER. BookManager READ makes the selected note members active and you see them when you open the **Note** window. See 11.5, "Displaying and Editing Notes" on page 98 for details on looking at notes in a book.

```

Books  GoTo  Search  Notes  Services  Options  Help
-----
2.0  Getting Help                                (C) Copyright IBM Corp. 1989, 1991
No
  Use Notes from Others
10  Type a slash (/) next to the note members
    you want to use, and press ENTER.

                                     Rows 1 to 4 of 8
---Personal Notes-- ---Public Notes--
  Userid  Node      Userid  Node
  _ CARLSON SYSTEM1 _ CLARK   SYSTEM1
  _ DAWSON SYSTEM1 _ FROST  SYSTEM1
  _ EVANS  SYSTEM1 _ GILMORE SYSTEM1
  _ GILMORE SYSTEM1 _ SHANNON SYSTEM1

Command ==> _____ SCROLL ==> PAGE
F1=Help  F7=Bkwd  F8=Fwd  F12=Cancel

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

```

Figure 61. Use Notes from Others Window

You can also use the NOTES USE command to display the **Use Notes from Others** window. For details, see C.2.21, “NOTES - Using Notes” on page 211.

11.8 Merging Notes into a Single Note Member

You can combine several note members into a single member by telling BookManager READ whose notes you want to merge. Merging notes is a convenient way to combine members into a single member for sending to someone in a different operating environment. The merged notes are placed in your personal note data set with a member name (user ID) of MERGED.

To merge notes from other users:

1. Select **Notes** on the action bar, and then select **Merge** in the **Notes** pull-down.
2. In the **Merge Notes** window, type a slash (/) next to each user ID whose notes you want to merge.
3. Press ENTER. BookManager READ puts the notes you selected into the PDS member MERGED of your personal note data set.
4. This member is automatically selected for display (see 11.7, “Using Notes from Other Users” on page 100).

Figure 62 on page 103 is an example of the **Merge Notes** window.

```

Books GoTo Search Notes Services Options Help
-----
2.0 Getting Help (C) Copyright IBM Corp. 1989, 1991
No
Merge Notes
Type a slash (/) next to the note members
you want to merge, and press ENTER.
Rows 1 to 5 of 5
---Personal Notes--- ---Public Notes--
  Userid  Node      Userid  Node
- CARLSON SYSTEM1 - ROGERS  SYSTEM1
- DAWSON  SYSTEM1 - SHANNON SYSTEM1
- GILMORE SYSTEM1
- JACKSON SYSTEM1
- MARTIN  SYSTEM1
Command ==> _____ SCROLL ==> PAGE
F1=Help F7=Bkwd F8=Fwd F12=Cancel

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

```

Figure 62. Merge Notes Window

You can also use the NOTES MERGE command to display the **Merge Notes** window. For details, see C.2.21, “NOTES - Using Notes” on page 211.

11.9 Discarding Note Members

When you no longer want personal notes written by another user, you must discard the user's note member from your personal note data set. You cannot delete note members from a public note data set.

To remove another user's notes:

1. Select **Notes** on the action bar, and then select **Discard** in the **Notes** pull-down.
2. In the **Discard Notes** window, type a slash (/) next to each user ID whose notes you no longer want to keep.
3. Press ENTER. The selected note members are deleted from your personal note data set.

You can also use the NOTES DISCARD command to display the **Discard Notes** window. For details, see C.2.21, “NOTES - Using Notes” on page 211.

11.10 Sending Notes to Other Users

When you create notes for a book, BookManager READ writes them to a data set that contains the book data set name and your user ID. Others can view your notes only if:

- You copy your notes to the book's public note data set. For details, see 11.11, “Working with Public Notes.”

- You send your notes to other users and they receive them into their personal note data sets.

To send notes to another user:

1. Select **Notes** on the action bar, and then select **Send** in the **Notes** pull-down.
2. BookManager READ displays the **Send Notes** window, shown in Figure 63 on page 104. Use this window to identify the person to whom you want to send notes.
3. Type a user ID and node ID, or a nickname of the user to receive the notes.
4. Select whether you want to send each note member as its own file. If you are sending the notes to a VM user, you must specify **Yes** to send the notes as sequential files.
5. Press ENTER. BookManager READ displays the **Select Note Members to Send** window, shown in Figure 64 on page 105.
6. Type a slash (/) next to the name of each note member you want to send.
7. Press ENTER to send the selected note members.

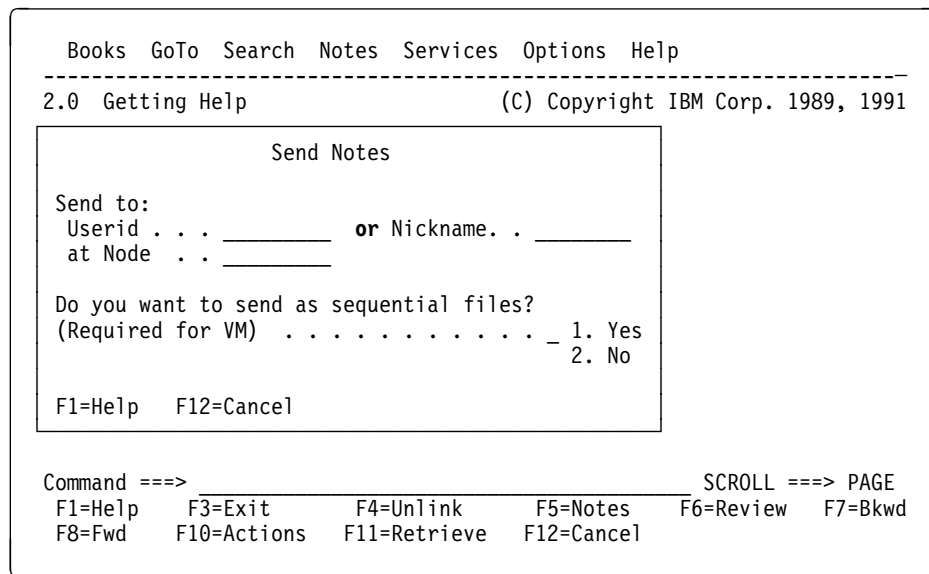


Figure 63. Send Notes Window


```

Books  GoTo  Search  Notes  Services  Options  Help
-----
2.0  Getting Help                (C) Copyright IBM Corp. 1989, 1991
No
    Select Note Members to Send
    Type a slash (/) next to the note members
    you want to send, and press ENTER.
                                Rows 1 to 3 of 5
    ---Personal Notes--      ---Public Notes--
      Userid   Node          Userid   Node
    _ CLARK   SYSTEM1      _ ROGERS  SYSTEM3
    _ GILMORE SYSTEM1      _ REED   SYSTEM1
    _ JACKSON SYSTEM2
    Command ==> _____ SCROLL ==> PAGE
    F1=Help   F7=Bkwd   F8=Fwd    F12=Cancel

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

```

Figure 64. Select Note Members to Send Window

You can also use the NOTES SEND command to display the **Send Notes** window. For details, see C.2.21, "NOTES - Using Notes" on page 211.

11.11 Working with Public Notes

There may be times when you want notes to be available to all readers of a book. For example, suppose you have the ISPF and ISPF/PDF manuals online. Your organization may want to provide notes that describe where to get additional help, and provide information on additional or modified functions. These notes should be available *automatically* to *all* readers of the books.

This is the function of the BookManager READ/MVS public note facility. Whenever BookManager READ uses a book, it looks for the public note data set associated with the book. If found, BookManager READ will show the notes to the user (the same as it would show the user's personal notes). The only difference is that the user cannot modify public notes.

The name of a public note data set is:

bookname.NOTEP

where *bookname* is the fully qualified MVS data set name of the book that you are viewing minus its low-level qualifier (usually BOOK). NOTEP is the low-level qualifier, indicating that it is a public note data set.

11.11.1.1 Creating Public Notes

BookManager does not create or add members to public note data sets. However, simple ISPF/PDF functions can be used to build a public note data set. The following steps can be used:

1. Write the notes using BookManager READ. They are placed in your personal note data set.
2. Determine the name of the data set holding the book. If you do not know the name:
 - a. Use BookManager READ to read the book.
 - b. Select **Books** on the action bar.
 - c. Select **Describe** in the **Books** pull-down.

The **Describe** window contains the name of the book data set. The name of the public note data set is the same as the book, except the low-level qualifier (usually BOOK) is replaced with NOTEP. For example, if the book is in data set:

```
BOOKMGR.IBM.GG999999.BOOK
```

then the public note data set is:

```
BOOKMGR.IBM.GG999999.NOTEP
```

3. Create (allocate) the public note data set. The easiest way is using ISPF. Go to Option 3.2 (DATA SET UTILITY), specify the name of the public note data set in quotes, and request the following attributes:

SPACE UNITS	TRKS
PRIMARY QUANTITY	1
SECONDARY QUANTITY	1
DIRECTORY BLOCKS	10
RECORD FORMAT	VB
RECORD LENGTH	84
BLOCK SIZE	8000

Note: The previous data set sizes are only guidelines. If there are many notes for this book, you may need to increase the space or number of directory blocks. However, the record format must be VB, and the logical record length must be 84.

4. Protect the data set. If you are using RACF or another security mechanism, you should set the access rules such that people authorized to read the book data set are authorized to read the public note data set. If a user is not authorized to read the public note data set, the user will get a security violation. Depending upon the policies established by your security administrator, this could cause the user to have his/her password revoked.
5. Copy the note members from your personal note data set to the public note data set using ISPF Option 3.3 (MOVE/COPY UTILITY).

Warning: Do not edit the notes outside of BookManager READ. This could corrupt the data and make the notes unusable. You should format the notes in your personal note data set by using BookManager READ/MVS and then copy the PDS member to the public note data set.

You can give the note member a different name when you copy it to the public note data set. For example, you might want to call the note member SOP, if it contains information about your operating procedures. The only name you

should not use is MERGED. This name is used to contain a set of merged note members.

11.11.1.2 Updating Public Notes

There is no way to directly update public notes. However you can use ISPF to copy the note member to your personal note data set, update the notes using BookManager READ, and then use ISPF to copy the note member back to the public note data set.

12.0 Looking at Artwork

In addition to text, your book may include *character graphics* such as tables and simple figures, or *artwork* in the form of *vector graphics* and *raster images*.

Character graphics appear inline with the text where the author placed them. If the graphic is larger than a single panel, you can scroll forward, backward, left, or right, to see the entire graphic. For detailed information on scrolling, see 7.1, "Moving from Panel to Panel" on page 63.

Vector graphics, which consist of line and arc drawings, are created with a graphics editor. Raster images, which consist of points arranged in rows and columns, can either be scanned in or created with an image editor. For complete information on the types of artwork that can be included in online books, and how it is prepared and built into the book, see *BookManager BUILD/MVS: Preparing Online Books*.

You do not automatically see graphics and images while you are viewing the text of a book. However, if artwork was included when the book was built, and you have a terminal capable of displaying graphics, you can display the pictures. You can also copy and print topics with artwork. For details, see 9.3, "Copying and Printing Artwork" on page 88.

Note: Alternative text created using the ARTALT tag is not supported in BookManager READ/MVS.

12.1 Making Pictures Appear

To view artwork included in a book, you must have a terminal that GDDM supports as a graphic or image device. An example of a device that you can use to display artwork is the IBM 3472 InfoWindow* Graphics-5 (3472-G) terminal.

BookManager READ marks the location of artwork in the text with the following indicator:

PICTURE *identifier*

where *identifier* is the name assigned to the picture.

To view the artwork, place the cursor anywhere on the phrase PICTURE *identifier* and press ENTER.

When you display artwork, the settings of the function keys at the bottom of the panel change. If you view a vector graphic, you use the GDDM user control mode, which is GDDM's facility for displaying artwork. If you view a raster image, you use the BookManager READ function keys that are set to work in a similar manner to the GDDM user control mode.

Note: If you are using the GDDM user control mode and you turn off the function key menu by pressing **F1**, BookManager function keys appear. These keys have different functions than the GDDM keys and are not active in GDDM user control mode. The GDDM function keys are always active in a session using GDDM user control mode.

For complete information on how to use GDDM user control mode, refer to the *IBM GDDM Guide for Users*, SC33-0327.

You can also use the PICTURE command to display artwork. For details, see C.2.24, "PICTURE - Displaying Graphics and Images" on page 214.

12.2 Resizing and Moving Artwork

When you display artwork, you can use the function keys at the bottom of the panel to change the size and location of the picture. When you resize or move a picture, you change only the way it displays on your terminal. You do not make changes to the source file of the artwork itself.

Some of the ways to change the picture's appearance are:

- Center** This moves part of the artwork to the center of the panel but does not change the size of the artwork. To center a picture:
1. Press **F2**.
 2. Move the cursor to the point you want to center and press ENTER.
- Zoom In** This enlarges part of the artwork so that it takes up the whole panel. To zoom in on a picture:
1. Press **F5**.
 2. Move the cursor to a corner of the area you want to enlarge and press ENTER.
 3. Move the cursor to the diagonally opposite corner of the area and press ENTER again.
- Zoom Out** This reduces the size of the artwork so that you can see more of it on the screen. To zoom out on a picture:
1. Press **F6**.
 2. Move the cursor to a corner of the area that you want to reduce and press ENTER.
 3. Move the cursor to the diagonally opposite corner of the area and press ENTER again.
- Reset** This redraws the artwork so that it looks the way it did when you first displayed it. After you resize or move a picture, your changes remain until you reset the artwork.
- To reset a picture, press **F10**.

The function key menu may overlay some of the artwork at the bottom of the panel. To remove the menu, press **F1**. To redisplay the menu, press **F1** again.

To return to the text of your book, press **F3**. If you are viewing a graphic, you must press **F3** twice, first to leave the GDDM user control mode, and again to return to the text of your book.

13.0 Using Options to Control How Books Are Displayed

The following topics describe how to use the **Options** pull-down in any panel to tailor BookManager READ and the way it displays books to suit your own viewing needs. Figure 65 on page 111 is an example of the **Options** pull-down.

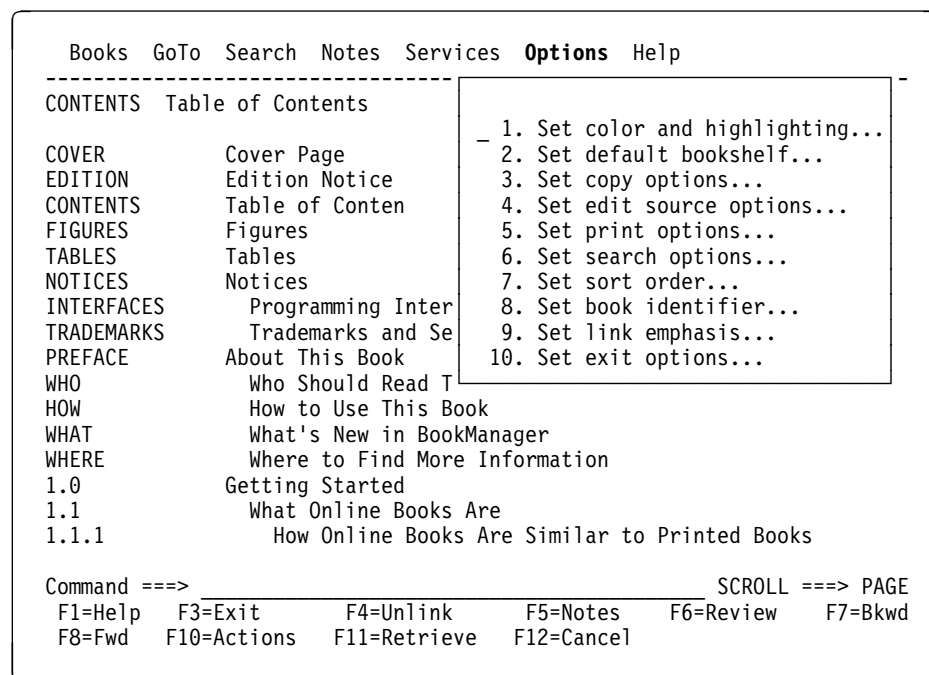


Figure 65. Options Pull-Down

13.1 Setting Color and Highlighting

If you have a display device that supports *extended color* and *extended highlighting*, you can change the color, highlighting, and intensity of text and emphasized phrases in a book, book elements, and ISPF panel elements. You can also globally change the ISPF/PDF colors. When you set color, highlighting, and intensity, you must choose whether you want to make the new values temporary or permanent. Temporary values are displayed until you exit BookManager. Permanent values are displayed each time you use BookManager READ, until you change the values again.

Note: The term “extended color” refers to terminals that support seven or more colors. The seven standard colors supported by BookManager READ are blue, red, pink, green, turquoise, yellow, and white. Not all terminals support extended color or extended highlighting. However, most new IBM terminals and IBM terminal emulators support extended color. Some monochrome terminals display these colors as different shades of gray (or another single color).

The second way to emphasize text is to use extended highlighting, which allows text to be displayed as underscore, blinking, or reverse video. Extended highlighting is supported by all terminals that support extended colors. However, some terminals support extended highlighting but not extended colors.

The third way to emphasize text is to use the terminal's intensity capability, which allows text to be displayed in either normal (low) or high intensity. For color terminals or terminal emulators that do not support extended colors, these intensities are mapped to different colors. If a terminal supports extended highlighting, the intensity setting is ignored by BookManager READ.

To determine whether your terminal supports extended color or highlighting:

1. Go to ISPF Option 0.7 (ENVIRON).
2. Set the "Invoke TERMSTAT" option to YES and press ENTER.
3. The first portion of output (ISPF TERMINAL CHARACTERISTICS) tells you if the terminal is configured for extended colors and extended highlighting.

To select the area you want to change:

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, select one of the following choices:
 - **Book text**, to change the color, highlighting, and intensity of the text and emphasized phrases in a book.
 - **Book elements**, to change the color, highlighting, and intensity used in different elements of a book, such as topic headers and search matches.
 - **Change values of CUA* panel elements**, to access the ISPF CUA Attribute Change Utility to change the color, highlighting, and intensity of panel elements, such as the panel title, column headings, and the action bar separator line.
 - **Change ISPF default colors**, to access the Global Color Change Utility to perform a global change on the current ISPF/PDF colors.

Figure 66 on page 113 is an example of the **Set Color and Highlighting** window.


```

Books  GoTo  Search  Notes  Services  Options  Help
-----
CONTENTS  Table of Contents          (C) Copyright IBM Corp. 1989, 1991
                                                1s 1 to 16 of 258
CO      Set Colors and Highlighting
ED
CO      - 1. Book text...
FI      2. Book elements...
TA      3. Change values of CUA panel elements...
NO      4. Change ISPF default colors...
IN
TR      F1=Help  F12=Cancel
PR
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

```

Figure 66. Set Color and Highlighting Window

The following topics explain how to set color, highlighting, and intensity by using the choices in the **Set Color and Highlighting** window.

13.1.1 Changing Color and Highlighting in Books

You can change the color, highlighting, and intensity of the text of a book, including phrases that the author has emphasized. As a default, phrases emphasized with bold type display in yellow on a terminal that supports extended color. You can change the bold-type emphasis to display in another color, or underscoring, blinking, or reverse video. Some terminal emulators do not support blinking. They may convert blinking to other attributes (such as reverse video) or ignore the request.

You can also change the color and highlighting of book elements. For example, text in a list appears in the same color, highlighting, and intensity as normal text, but you can change text in a list to appear in a different color or you can highlight it with underscoring, blinking, or reverse video. Table 3 on page 113 lists the text and emphasized phrases you can change and their default values. Table 4 on page 114 lists the book elements you can change and the default values BookManager READ uses for each element.

Text and Emphasized Phrase	Color	Highlight	Intensity
Normal text	Green	None	Low
<i>Italics</i>	Green	Underscore	High
Bold type	Yellow	None	High
<i>Bold type with italics or underscoring</i>	Yellow	Underscore	High
ALL UPPER CASE	Green	None	Low

<i>Table 3 (Page 1 of 2). Text and Emphasized Phrase Choices</i>			
Text and Emphasized Phrase	Color	Highlight	Intensity
<u>Underscoring</u>	White	Reverse	Low
<i>Italics and underscoring</i>	White	Blink	High
<u>Bold type and underscoring</u>	White	Reverse	High
<i><u>Bold type, italics, and underscoring</u></i>	White	Blink	Low
<u>ALL UPPER CASE AND UNDERSCORING</u>	White	None	Low

Table 4 on page 114 lists the book elements you can change and the default values BookManager READ uses in each element.

<i>Table 4. Book Element Choices</i>			
Book Element	Color	Highlight	Intensity
Selectable items	Red	None	High
Search matches	Green	Reverse	High
Links and references	Blue	None	High
Topic heading	Yellow	None	Low
Text in list	Green	None	Low
Topic title in list	Yellow	None	Low

To change color, highlighting, and intensity of text and emphasized phrases or book elements:

1. Select **Options** on the action bar.
2. Select **Set color and highlighting** in the **Options** pull-down.
3. Select either of the following choices in the **Set Colors and Highlighting** window:
 - **Book text**, to change the color, highlighting, and intensity of the text and emphasized phrases in a book, or
 - **Book elements**, to change the color, highlighting, and intensity used in different elements of a book, such as topic headers and search matches.
4. In the next window, type the color, highlighting, and intensity that you want to use over the existing values. Scroll using **F7** and **F8** to see all the entries.
5. In the **Save the changes as** field, select either:
 - **Permanent** to use the new values each time you start BookManager, or
 - **Temporary** to use the new values during the current BookManager READ session only.
6. Press ENTER to set the new values.

Figure 67 on page 115 is an example of the **Book Text** window.

```

Books GoTo Search Notes Services Options Help
-----
CONTENTS Table of Contents (C) Copyright IBM Corp. 1989, 1991
1s 1 to 16 of 258
CO Set Colors and Highlighting
CO Book Text
ED
CO Type the changes and press ENTER.
FI Colors 1 to 5 of 10
TA Item Colors Highlight Intensity
NO Normal GREEN NONE LOW
IN Italics GREEN USCORE HIGH
TR Bold type YELLOW NONE HIGH
PR Bold type with italics YELLOW USCORE HIGH
WHE All upper case GREEN NONE LOW
WHA
WHO Valid colors : Blue Red Pink Green Turquoise Yellow White
HOW Valid highlight : Underscore Blink Reverse None
WHA Valid intensity : Low High
WHE
1.0 -----
1.1 Save the changes as . . 2 1. Permanent
1.1 2. Temporary
F1=Help F7=Bkwd F8=Fwd F12=Cancel
Command ==> SCROLL ==> PAGE
F1=Help F3=Exit F4=Unlink F5=Notes F6=Review F7=Bkwd
F8=Fwd F10=Actions F11=Retrieve F12=Cancel

```

Figure 67. Book Text Window

13.1.2 Changing Color and Highlighting Using ISPF Utilities

You can use ISPF utilities to change the color, highlighting, and intensity of all ISPF panels elements and globally change the ISPF colors. These changes apply to all panels displayed by ISPF, not just BookManager READ panels.

To change the color, highlighting, and intensity of ISPF panel elements, or globally change ISPF colors using the ISPF utilities:

1. Select **Options** on the action bar.
2. Select **Set color and highlighting** in the **Options** pull-down.
3. Select one of the following in the **Set Colors and Highlighting** window:
 - **Change values of CUA panel elements**, to use the ISPF CUA Attribute Change Utility to change the color, highlighting, and intensity of ISPF panel elements, or
 - **Change ISPF default colors**, to use the ISPF Global Color Change Utility to change one or more ISPF default colors.
4. Type the changes you want to make in the window and press **F3**.
BookManager READ removes the window and starts displaying the new values.

The new values remain in effect until you change them again.

13.2 Setting a Default Bookshelf List or Bookshelf Name

If you have a default bookshelf list or bookshelf, BookManager READ displays it when you start a session. Having a default bookshelf list or bookshelf makes it easy for you to work with the group of books you use the most. You can choose a different default bookshelf list or bookshelf at any time.

To change the name of your default bookshelf list or bookshelf:

1. Select **Options** on the action bar.
2. Select **Set default bookshelf** in the **Options** pull-down. The **Set Default Bookshelf** window appears. If you have a current default bookshelf list or bookshelf, its name is displayed automatically in the window.
3. Do one of the following:
 - Press ENTER to keep the current bookshelf list or bookshelf as your default, or
 - 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.

You can have a default bookshelf list or default bookshelf, but not both.

4. BookManager READ modifies your user profile to reflect the name of the bookshelf list or bookshelf you specified. The next time you start a BookManager READ session, you display the new default bookshelf list or bookshelf.

Figure 68 on page 117 is an example of the **Set Default Bookshelf** window in which the default bookshelf name is being changed to MYPUBS.

```

Books GoTo Search Notes Services Options Help
-----
CONTENTS Table of Contents (C) Copyright IBM Corp. 1989, 1991
6 of 258
CO Set Default Bookshelf
ED
CO Type either the list of bookshelves or the name of the
FI bookshelf to initially display. For the list of
TA bookshelves, use an asterisk (*) at the end to stand for
NO the non-matching characters. For example, type EOX* to
IN list all bookshelf names starting with EOX.
TR
PR Then press ENTER.
TR
WH Specify either:
TA Default Bookshelves List . *
MA
TR or:
WH Default Bookshelf . . . . . _____
MA
FO
1. F1=Help F12=Cancel
1.
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

```

Figure 68. Set Default Bookshelf Window

13.3 Setting Copy Options

When you copy topics, BookManager READ initially generates **No carriage control** output. You can change the output type to match the markup language used to create the book and to meet your own output needs. For example, you can copy topics formatted with GML markup, which will be similar to the output produced when you use SCRIPT to format a file. For information on copying topics in a book, see 9.1, “Copying Topics” on page 79.

When you choose a GML output type, you must also specify a print device. This will ensure that when you copy a topic containing artwork, BookManager READ will imbed a PSEG formatted for the type of print device you intend to use. The artwork will be imbedded in the COPY file at the point where the book's author specified, allowing you to later print the artwork along with the topic text.

To change the output type and optionally specify a print device:

1. Select **Options** on the action bar.
2. Select **Set copy options** in the **Options** pull-down.
3. In the **Set Copy Options** window, shown in Figure 69 on page 118, select the output type in the **Type of output** field:
 - **BookMaster GML**, to produce output from source files marked up with BookMaster tags.
 - **GML Starter Set**, to produce output from source files marked up with GML Starter Set tags.

- **Carriage control**, to produce output from source files containing carriage control page eject characters. Topics containing controls for page breaks will show page breaks in the copied output.
 - **No carriage control**, to produce output from source files that do not contain carriage control page eject characters. All topics will be copied without controls for page breaks.
4. In the **Save your changes as** field, select either:
- **Permanent** to use the changes each time you use BookManager READ, or
 - **Temporary** to use the changes during the current BookManager READ session only.

```

Books  GoTo  Search  Notes  Services  Options  Help
-----
CONTENTS  Table of Contents                (C) Copyright IBM Corp. 1989, 1991
                                                s 1 to 16 of 258
CO      Set Copy Options
ED
CO      Type of output . . . . 4 1. BookMaster GML
FI                                           2. GML Starter Set
TA                                           3. Carriage control
NO                                           4. No carriage control
IN
TR      -----
PR      Save the changes as . . 2 1. Permanent
WH                                           2. Temporary
HO
WH      F1=Help  F12=Cancel
WH
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

```

Figure 69. Set Copy Options Window

5. If you selected **Carriage control** or **No carriage control**, proceed to the next step.
- If you selected **BookMaster GML** or **GML Starter Set**, press ENTER to see the **Set Print Device Type** window, shown in Figure 70 on page 119. Select one of the following print devices:
- **3820**, to copy the topic and artwork in a format that will allow you to later print on an IBM 3820 Page Printer or equivalent.
 - **38PP**, to copy the topic and artwork in a format that will allow you to later print on an IBM 3800 Printing Subsystem Model 3 or equivalent.
 - **4250**, to copy the topic and artwork in a format that will allow you to later print on an IBM 4250 Printer or equivalent.
6. Press ENTER to set your new copy options.

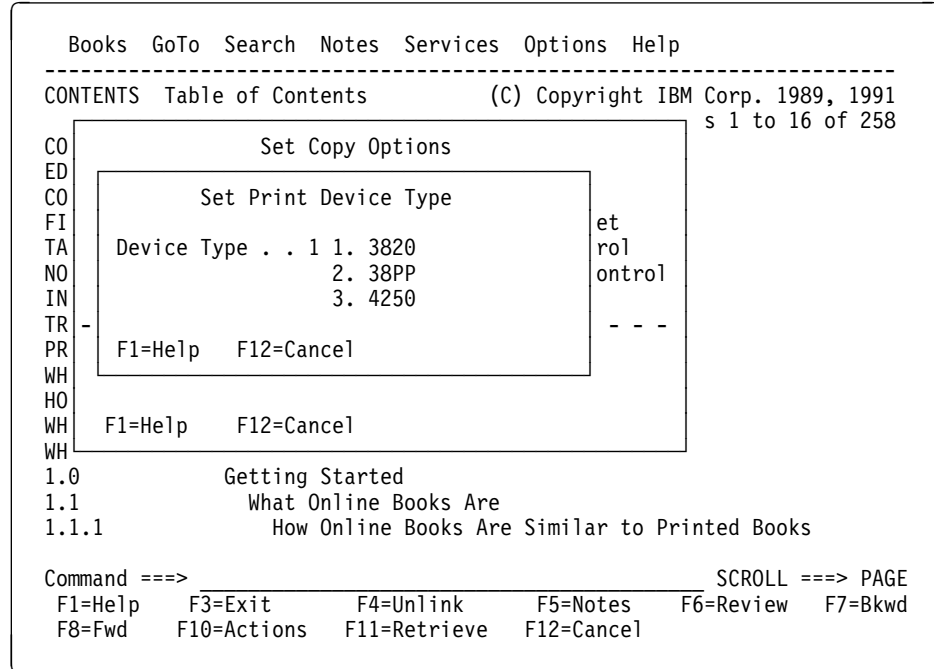


Figure 70. Set Print Device Type Window

13.4 Setting Edit Source Options

BookManager READ initially invokes the ISPF/PDF Editor when you edit a source file. You can change the file access method to meet your own editing needs. For information on editing source files while looking at the book online, see 9.4, “Editing Source Files” on page 89.

To change your edit source options:

1. Select **Options** on the action bar.
2. Select **Set edit source options** in the **Options** pull-down.
3. In the **Set Edit Source Options** window, shown in Figure 71 on page 120, select one of the choices in the **Action** field:
 - **Invoke the ISPF Editor on the source**, to display the source PDS member that contains the heading for the topic you are viewing.
 - **Access ProcessMaster for the source**, to display the source PDS member in the ProcessMaster library.
 - **Display the source member name**, to display a message showing the name of the source PDS member.
4. In the **Save your changes as** field, select either:
 - **Permanent** to use the changes each time you use BookManager READ, or
 - **Temporary** to use the changes during the current BookManager READ session only.
5. Press ENTER to set your new edit source options.

```

Books GoTo Search Notes Services Options Help
-----
CONTENTS Table of Contents (C) Copyright IBM Corp. 1989, 1991
t 16 of 258
CO          Set Edit Source Options
ED
CO Action . . 1 1. Invoke ISPF/PDF Editor on the source
FI          2. Invoke ProcessMaster
TA          3. Display the source member name
NO
IN -----
TR Save the changes as . . 2 1. Permanent
PR          2. Temporary
WH
HO F1=Help  F12=Cancel
WH
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

```

Figure 71. Edit Source Options Window

13.5 Setting Print Options

When you print topics, BookManager READ initially generates **Carriage control** output. You can change the output type to match the markup language used to create the book and to meet your own output needs. For example, you can print topics formatted with GML markup, which will be similar to the output produced when you use SCRIPT to format a file. For information on printing topics in a book, see 9.2, "Printing Topics" on page 83.

When you choose a GML output type, you must also specify a print device. This ensures that when you print a topic containing artwork, BookManager READ will imbed a PSEG formatted for the type of print device you intend to use. The artwork will be imbedded at the point where the book's author specified, allowing you to print the artwork along with the topic text.

To change the output type and optionally specify a print device:

1. Select **Options** on the action bar.
2. Select **Set print options** in the **Options** pull-down.
3. In the **Set Print Options** window, shown in Figure 72 on page 121, select the output type you want to use in the **Type of output** field:
 - **BookMaster GML**, to produce output from source files marked up with BookMaster tags.
 - **GML Starter Set**, to produce output from source files marked up with GML Starter Set tags.

- **Carriage control**, to produce output from source files containing carriage control page eject characters. Topics containing controls for page breaks will show page breaks in the printed output.
- **No carriage control**, to produce output from source files that do not contain carriage control page eject characters. All topics will be printed without controls for page breaks.

4. In the **Save your changes as** field, select either:

- **Permanent** to use the changes each time you use BookManager READ, or
- **Temporary** to use the changes during the current BookManager READ session only.

```

Books  GoTo  Search  Notes  Services  Options  Help
-----
CONTENTS  Table of Contents          (C) Copyright IBM Corp. 1989, 1991
                                                to 16 of 258
CO          Set Print Options
ED
CO  Type of output. . . . . 3  1. BookMaster GML
FI                               2. GML Starter Set
TA                               3. Carriage control
NO                               4. No carriage control
IN  -----
TR  Save the changes as . . 2  1. Permanent
PR                               2. Temporary
WH
HO  F1=Help  F12=Cancel
WH
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 ==>
F1=Help  F3=Exit  F4=Unlink  F5=Notes  F6=Review  F7=Bkwd
F8=Fwd  F10=Actions  F11=Retrieve  F12=Cancel

```

Figure 72. Set Print Options Window

5. If you selected **Carriage control** or **No carriage control**, proceed to the next step.

If you selected **BookMaster GML** or **GML Starter Set**, press ENTER to see the **Set Print Device Type** window, shown in Figure 73 on page 122. Select one of the following print devices:

- **3820**, to print the topic and artwork on an IBM 3820 Page Printer or equivalent.
- **38PP**, to print the topic and artwork on an IBM 3800 Printing Subsystem Model 3 or equivalent.
- **4250**, to print the topic and artwork on an IBM 4250 Printer or equivalent.

6. Press ENTER to set your new print options.

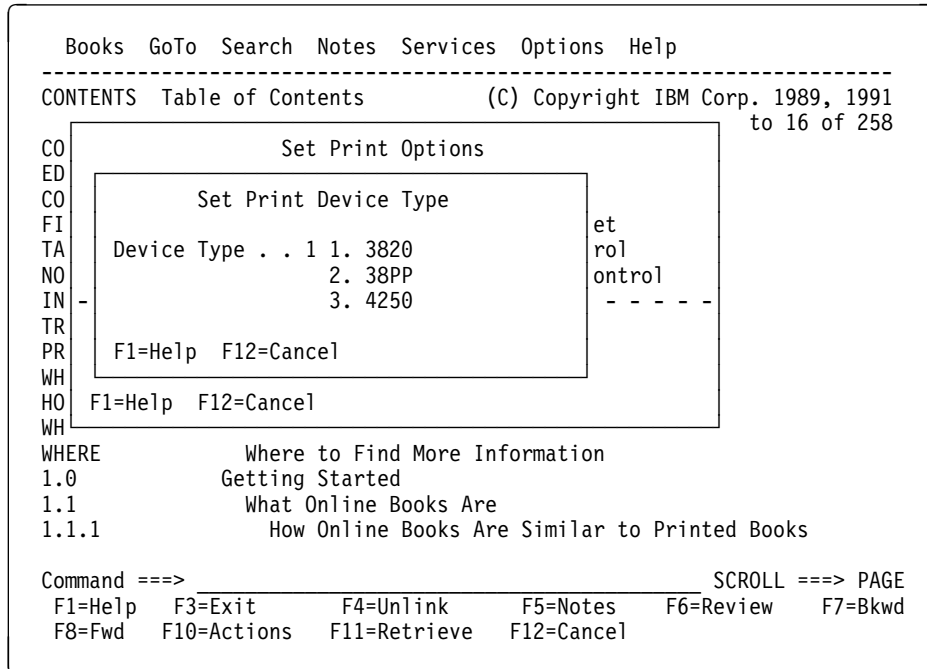


Figure 73. Set Print Device Type Window

13.6 Setting Search Options

When you set up a search request, BookManager READ initially defines values for the special characters, matching type, and match emphasis choices. You can change these values, and the new values will be displayed in the **Set Up Search** window each time you set up a search. For information on searching for words and phrases, see 6.0, “Searching Books and Bookshelves” on page 49. For details on changing the color and highlighting used to emphasize search matches, see 13.1, “Setting Color and Highlighting” on page 111.

To change your search options:

1. Select **Options** on the action bar.
2. Select **Set search options** in the **Options** pull-down. The **Set Search Options** window is displayed.
3. The **Emphasize matches** field is initially set to **Yes**. This means that all search matches will appear in the color, highlighting, and intensity set in the **Search matches** field of the **Set Book Elements** window.

You cannot change search options for match emphasis from the **Set Search Options** window. If you want to turn off search emphasis, you must go to the **Search** pull-down and select **Emphasize matches**. For more information, see 6.4.4, “Using Emphasis for Search Matches” on page 59.

4. An asterisk (*) is initially used to specify any characters in a search string. To change it, type the character you want to use over the existing one in the **Wildcard character** field.

Note: This procedure changes only the wildcard character used in searching for words within books and bookshelves. It does not change the wildcard

character used in displaying selected bookshelves in your bookshelf list or selected books in a bookshelf.

5. A comma (,) is initially used to specify a phrase separator. To change it, type the character you want to use over the existing one in the **Phrase separator** field.

6. In the **Matching type** field, select a matching type:

- **Fuzzy matching**, when you want to find all occurrences of the words, but do not care about plurals, tenses, or punctuation.
- **Exact matching, any case**, when you want to find the exact words including punctuation, but do not care about the words having lowercase letters, uppercase letters, or initial capitalization.
- **Exact matching, including case**, when you want to find the exact words including how the words are capitalized and punctuated.

The matching type field applies only to book searches. BookManager always uses fuzzy matching when searching a bookshelf.

7. In the **Save the changes as** field, select either:

- **Permanent** to use the changes each time you use BookManager READ, or
- **Temporary** to use the changes during the current BookManager READ session only.

8. Press ENTER to set your new search options.

Figure 74 on page 123 is an example of the **Set Search Options** window.

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

CO          Set Search Options
ED
CO Emphasize matches . . . 1 1. Yes
FI                               2. No
TA
NO Wildcard character. . . *
IN Phrase separator. . . ,
TR Matching type . . . . . 1 1. Fuzzy matching
PR                               2. Exact matching, any case
WH                               3. Exact matching, including case
HO
WH -----
WH Save the changes as . . 2 1. Permanent
1.                               2. Temporary
1.
1. F1=Help F12=Cancel

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

Figure 74. Set Search Options Window

13.7 Setting Sort Order

BookManager READ initially displays bookshelves on a bookshelf list and books on a bookshelf sorted alphabetically by name. You can change the sort order to meet your own viewing needs. For information on sorting a bookshelf list, see 3.1.4, “Sorting the Bookshelf List” on page 31. For information on sorting a bookshelf, see 4.5, “Sorting the Books” on page 39.

To change your sort order:

1. Select **Options** on the action bar.
2. Select **Set sort order** in the **Options** pull-down.
3. In the **Set Sort Order** window, select a sort order in the **Bookshelves** field:
 - **Bookshelf name**, to display bookshelves on a bookshelf list sorted by bookshelf name, or
 - **Bookshelf description**, to display bookshelves on a bookshelf list sorted by description.
4. Select a sort order in the **Books** field:
 - **Book name/document number**, to display books on a bookshelf sorted by book name or document number, or
 - **Book title**, to display books on a bookshelf sorted by title, or
 - **Book build date**, to display books on a bookshelf sorted by the date the books were built.
5. In the **Save the changes as** field, select either:
 - **Permanent** to use the changes each time you use BookManager READ, or
 - **Temporary** to use the changes during the current BookManager READ session only.
6. Press ENTER to set your new sort options.

Your new default is used when you list bookshelves or open a bookshelf. To change the sort order for current lists, use the **View** pull-down.

Figure 75 on page 125 is an example of the **Set Sort Order** window.

```

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

CO          Set Sort Order
ED
CO  Bookshelves . . . . . 1 1. Bookshelf name
FI                               2. Bookshelf description
TA
NO  Books . . . . . 1 1. Book name/Document number
IN                               2. Book title
TR                               3. Book build date
PR
WH -----
HO  Save the changes as . . 2 1. Permanent
WH                               2. Temporary
WH
1.  F1=Help  F12=Cancel
1.
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

```

Figure 75. Set Sort Order Window

13.8 Setting a Book Identifier

BookManager READ identifies each book by its eight-character name and its document number. When you initially display a bookshelf, you see the books listed by name. You can change the book identifier setting at any time to meet your own viewing needs. For information on viewing books by document number, see 4.3, “Viewing Books by Document Number” on page 36.

To change your book identifier:

1. Select **Options** on the action bar.
2. Select **Set book identifier** in the **Options** pull-down.
3. In the **Set Book Identifier** window, select a book identifier in the **Book identifier** field:
 - **Book name**, to display the eight-character name of each book on a bookshelf, or
 - **Document number**, to display the document number of each book on a bookshelf.
4. In the **Save the changes as** field, select either:
 - **Permanent** to use the changes each time you use BookManager READ, or
 - **Temporary** to use the changes during the current BookManager READ session only.
5. Press ENTER to set your new book identifier option.

Your new default is used when you open a bookshelf. To change which book identifier is used for bookshelves you currently have open, use the **View** pull-down.

Figure 76 on page 126 is an example of the **Set Book Identifier** window.

```
Books  GoTo  Search  Notes  Services  Options  Help
-----
CONTENTS  Table of Contents          (C) Copyright IBM Corp. 1989, 1991
                                             lines 1 to 16 of 258
CO      Set Book Identifier
ED
CO      Book identifier . . . . 1 1. Book name
FI      2. Document number
TA
NO      -----
IN      Save the changes as . . 2 1. Permanent
TR      2. Temporary
PR
WH      F1=Help  F12=Cancel
HO
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
```

Figure 76. Set Book Identifier Window

13.9 Setting Link Emphasis

BookManager READ initially emphasizes cross-reference and author-defined links to make them stand out from other words in the text. To change the emphasis for displaying hypertext links:

1. Select **Options** on the action bar.
2. Select **Set link emphasis** in the **Options** pull-down.
3. In the **Set Link Emphasis** window, indicate whether you want to emphasize links.
4. In the **Save the changes as** field, select either:
 - **Permanent** to use the changes each time you use BookManager READ, or
 - **Temporary** to use the changes during the current BookManager READ session only.
5. Press ENTER to set the new link emphasis option.

Figure 77 on page 127 is an example of the **Set Link Emphasis** window.

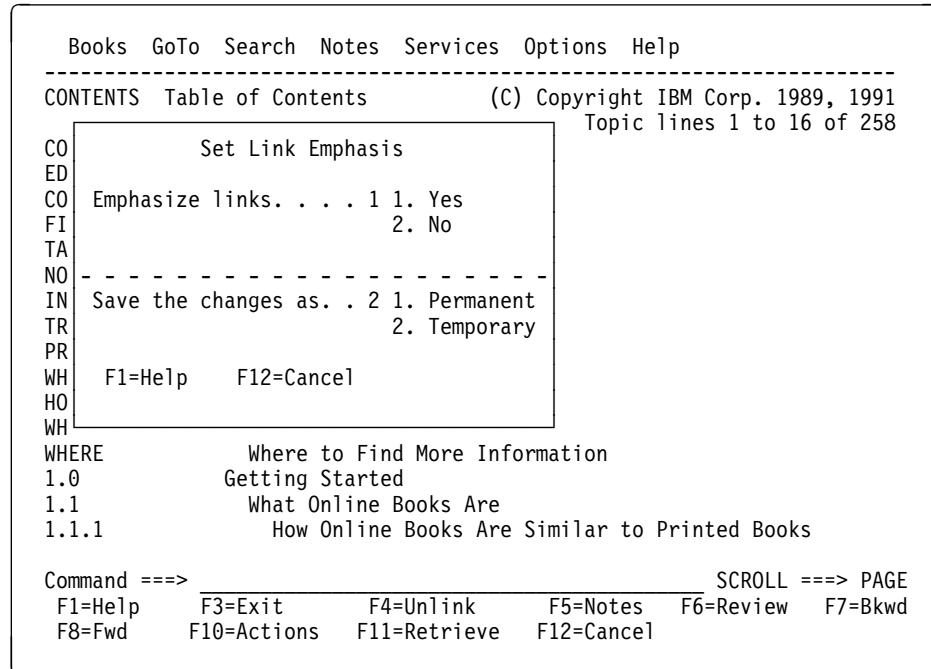


Figure 77. Set Link Emphasis Window

You can change the emphasis to another color or highlighting to meet your own needs and display the links that way each time you use BookManager READ. For information on displaying hypertext links, see 8.2, “Displaying Hypertext Links” on page 71. For information on changing the color and highlighting, see 13.1, “Setting Color and Highlighting” on page 111.

Note: A book's author may have created a link around emphasized text in the book, such as a phrase that uses italics for emphasis. If so, any color or highlighting you choose to display hypertext links is used instead of the other emphasis.

13.10 Setting Exit Options

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 use the **Set Exit Options** window to change your exit option settings to bypass the confirmation windows. An example of this window appears in Figure 78 on page 128.

Note: For information on closing a panel, see 1.4.2.12, “Closing a Bookshelf List, Bookshelf, or Book” on page 13.

To set your exit options:

1. Select **Options** on the action bar.
2. Select **Set exit options** in the **Options** pull-down.
3. In the **Set Exit Options** window, choose the following:
 - Whether to exit a book with a confirmation window.
 - Whether to keep the current closing bookmark, place the closing bookmark, or exit without a closing bookmark.

- If you choose **Confirm exit**, your **Setting of bookmark** choice is displayed as the default.
 - If you choose **Do not confirm exit**, your **Setting of bookmark** choice is automatically used whenever you close a book.
 - Whether to exit from a bookshelf and bookshelf list with a confirmation window.
4. In the **Save the changes as** field, select either:
- **Permanent** to use the changes each time you use BookManager READ, or
 - **Temporary** to use the changes during the current BookManager READ session only.
5. Press ENTER to set the new exit options.

```

Books  GoTo  Search  Notes  Services  Options  Help
-----
CONTENTS  Table of Contents          (C) Copyright IBM Corp. 1989, 1991
                                         258
CO      Set Exit Options
ED
CO      Exit from book . . . . . 1 1. Confirm exit
FI                                           2. Do not confirm exit
TA
NO      Setting of bookmark. . . . 1 1. Keep current closing bookmark
IN                                           2. Place the closing bookmark
TR                                           3. Exit without closing bookmark
PR
WH      -----
HO      Exit from bookshelf          1 1. Confirm exit
WH      and bookshelf list          2. Do not confirm exit
WH
1.      -----
1.      Save the changes as. . . . 2 1. Permanent
1.                                           2. Temporary
                                         ks
F1=Help   F12=Cancel

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

```

Figure 78. Set Exit Options Window

Part 2. Managing Online Books

14.0 Grouping Books on a Bookshelf

This topic shows you how to use the **Group** pull-down, shown in Figure 79 on page 131, to create a bookshelf and make changes to an existing bookshelf. To create a bookshelf, first list the books you want to put on a bookshelf. See 4.8, "Listing Books" on page 41 for information on listing books on a temporary bookshelf. To change a bookshelf, first open the bookshelf you want to add books to or remove books from. See 4.0, "Displaying a Bookshelf" on page 35 for information on opening a bookshelf.

Figure 79 on page 131 is an example of the **Group** pull-down.

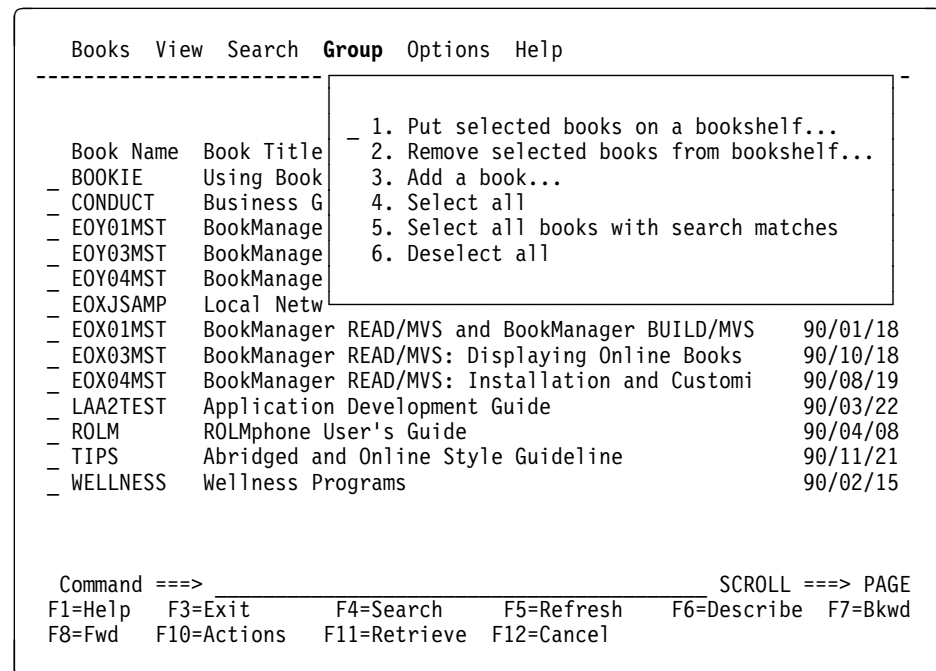


Figure 79. Group Pull-Down

Select one of the following actions in the **Group** pull-down:

- **Put selected books on a bookshelf:** After marking the books you want to put on a bookshelf, select this action to add the books to an existing bookshelf, replace another bookshelf, or create a bookshelf.
- **Remove selected books from bookshelf:** After marking the books you want to remove from the bookshelf, select this action to remove them.
- **Add a book:** Select this action to add a book to the currently displayed bookshelf.
- **Select all:** Select this action to mark all the currently listed books for other actions in the **Group** pull-down.
- **Select all books with search matches:** If you previously searched the bookshelf, select this action to mark all the books with matches from your last search request.

- **Deselect all:** Select this action to unmark all of the books that you previously marked.

14.1 Creating a Bookshelf

You create a bookshelf using the **Group** pull-down. After you create a bookshelf, you can use the Index Utility, described in 15.0, “Creating a Bookshelf Search Index” on page 141, to create a search index for it or you can associate an existing search index with the bookshelf.

If a bookshelf has a search index, BookManager READ can:

- Search the bookshelf faster
- Better rank the search matches it finds in the books
- Display spelling variations and synonyms for your search words
- Search the entire bookshelf, even if all the books are not available.

To create a bookshelf, first open a bookshelf or display a list of books, then select the books you want to put on the new bookshelf.

1. You can select the books you want to put on the new bookshelf in one of three ways:
 - Put individual books on the new bookshelf. To select books this way, type a slash (/) next to each book you want to select.
 - Put all the listed books on the new bookshelf. To select books this way:
 - a. Select **Group** on the action bar.
 - b. Select **Select all** in the **Group** pull-down.
 - Put only the books with matches from your most recent search of this bookshelf on the new bookshelf. To select books this way:
 - a. Select **Group** on the action bar.
 - b. Select **Select all books with search matches** in the **Group** pull-down.
2. Select **Group** on the action bar.
3. Select **Put selected books on a bookshelf** in the **Group** pull-down.
4. Select **Create** in the **Put Selected Books on a Bookshelf** window. The **Create a Bookshelf** window, shown in Figure 80 on page 133, is displayed.

```

Books View Search Group Options Help
-----
LOOKIE Bookshelf
Put Selected Books on a Bookshelf Books marked with + not indexed.
Books 1 to 13 of 13

/
/
/
- Bookshelf name. . . . MVSBOOKS
- Description . . . . . BookManager MVS Publications
- Search index name . . MVSBOOKS
- Synonym dictionary. : EIJENGL (Press F6 to change language)
7 EO
EO Bookshelf data set name . . .
7 EO Search index data set name. . 'BOOKMGR.V1R3.MVSBOOKS.BKINDEX'
- LA
- RO F1=Help F6=Language F12=Cancel
- TI
- WELLNESS Wellness Programs 90/01/17

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

```

Figure 80. Create a Bookshelf Window

5. Type the following information in the **Create a Bookshelf** window:

- **Bookshelf name:** The name of the current bookshelf appears. Type the name of the new bookshelf over the existing one.
- **Description:** You see the description of the current bookshelf. You can accept what is displayed or type a description for your new bookshelf.
- **Search index name:** If the current bookshelf has a search index, you see the name of that index. Otherwise, this field is blank.

Either accept what is displayed, type the name of an existing bookshelf search index that you want to use with your new bookshelf, or type a new search index name and use it when you run the Index Utility to create the index. See 15.0, “Creating a Bookshelf Search Index” on page 141 for more information on the Index Utility.

- **Synonym dictionary:** You see the name of the synonym dictionary that BookManager READ uses to display synonyms of your search words. You must specify which synonym dictionary you want to use with the books on your bookshelf.

Either accept what is displayed, or press **F6** to display a list of available dictionaries, shown in Table 5 on page 134, and select the dictionary that is closest linguistically to the language that you want to use.

- **Bookshelf data set name:** Type the name of the bookshelf data set that you want to create. While not required, it is suggested that the name end in BKSHELF.
- **Search index data set name:** If the current bookshelf has a search index, you see the data set name of that index. Otherwise this field is blank. Either accept what is displayed, type the data set name of an existing bookshelf search index that you want to use with your new bookshelf, or type a new search index data set name and use it when you run the Index

Utility to create the index. While not required, it is recommended that the name end with BKINDEX.

6. Press ENTER. BookManager READ displays the **Bookshelf List Data Set to be Modified** window, shown in Figure 81 on page 135.
7. The **Data set name** field contains the data set name of your personal bookshelf list. Accept it or type the data set name of another bookshelf list and press ENTER.

BookManager READ creates the bookshelf, adds it to the specified bookshelf list, and returns you to the current panel. A message confirms that the bookshelf was added to your bookshelf list. You must refresh the bookshelf list to perform any functions with the new bookshelf.

Table 5 on page 134 lists the languages that BookManager READ supports and the names of the synonym dictionaries associated with each language. Figure 81 on page 135 is an example of the **Bookshelf List Data Set to be Modified** window.

<i>Table 5. Synonym Languages and Dictionary Names</i>	
Language Name	Dictionary Name
Belgian Dutch	EIJDUTC
Belgian French	EIJFREN
Brazilian Portuguese	EIJBPOR
Canadian French	EIJCFRE
Danish	EIIDANI
Dutch	EIJDUTC
French	EIJFREN
German	EIJGERM
Italian	EIJITAL
Norwegian	EIJNORW
Portuguese	EIJPORT
Spanish	EIJSPAN
Swedish	EIJSWED
Swiss French	EIJFREN
Swiss German	EIJGERM
Swiss Italian	EIJITAL
U.K. English	EIJUKEN
U.S. English	EIJENGL

```

Books  View  Search  Group  Options  Help
-----
LOOKIE Bookshelf
Books marked with + not indexed.
Books 1 to 13 of 13

Put Selected Books on a Bookshelf

/
/
-
-
-
7
7
-
-
-
-
WELLNESS  Wellness Programs  90/01/17

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

```

Figure 81. Bookshelf List Data Set to be Modified Window

14.2 Adding Books to Another Bookshelf

To add books to an existing bookshelf, first open a bookshelf and select the books that you want to put on the other bookshelf.

1. You can select the books that you want to add to another bookshelf in one of three ways:
 - Put individual books on the other bookshelf. To select books this way, type a slash (/) next to each book that you want to select.
 - Put all the listed books on the other bookshelf. To select books this way:
 - a. Select **Group** on the action bar.
 - b. Select **Select all** in the **Group** pull-down.
 - Put only the books with matches from your most recent search of this bookshelf on the other bookshelf. To select books this way:
 - a. Select **Group** on the action bar.
 - b. Select **Select all books with search matches** in the **Group** pull-down.
2. Select **Group** on the action bar.
3. Select **Put selected books on a bookshelf** in the **Group** pull-down.
4. Select **Add to** in the **Put Selected Books on a Bookshelf** window. The **Add to Another Bookshelf** window, shown in Figure 82 on page 136, is displayed.
5. Type the name of an existing bookshelf in the **Bookshelf name** field. The data set must be one to which you have write authorization.

BookManager READ updates the specified bookshelf by adding the selected books to those already on the bookshelf.

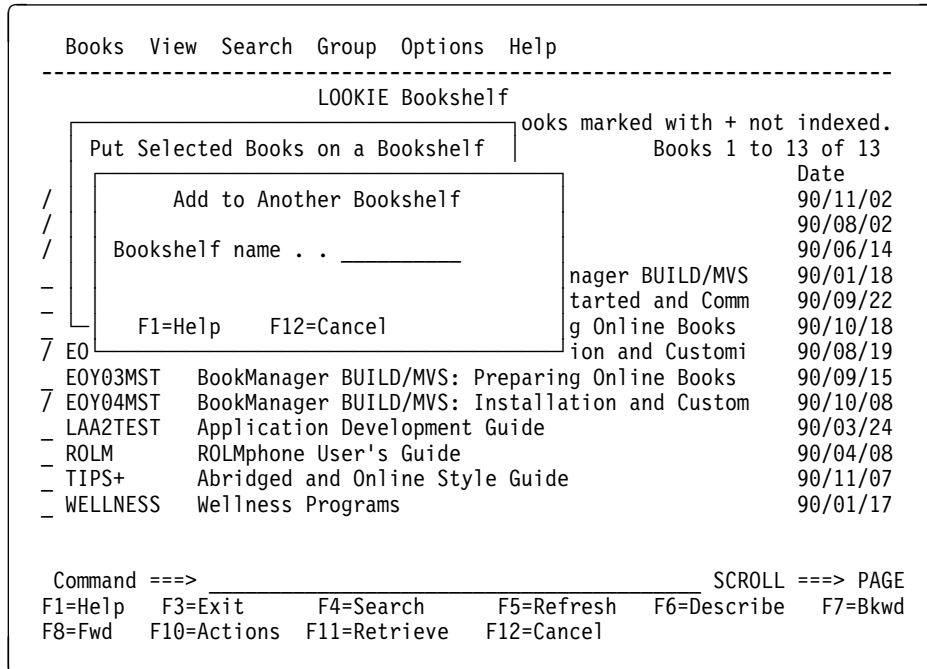


Figure 82. Add to Another Bookshelf Window

To include the new books in the bookshelf search index, rerun the Index Utility. For details, see 15.0, "Creating a Bookshelf Search Index" on page 141.

14.3 Replacing a Bookshelf

To replace all of the books on a bookshelf with books that you select from the current bookshelf, first open a bookshelf or display a list of books, then select the books that you want to put on the other bookshelf. When you use this function, the original contents of the bookshelf you select to replace are lost.

1. You can select the books that you want to put on another bookshelf in one of three ways:
 - Put individual books on the other bookshelf. To select books this way, type a slash (/) next to each book you want to select.
 - Put all the listed books on the other bookshelf. To select books this way:
 - a. Select **Group** on the action bar.
 - b. Select **Select all** in the **Group** pull-down.
 - Put only the books with matches from your most recent search of this bookshelf on the other bookshelf. To select books this way:
 - a. Select **Group** on the action bar.
 - b. Select **Select all books with search matches** in the **Group** pull-down.
2. Select **Group** on the action bar.
3. Select **Put selected books on a bookshelf** in the **Group** pull-down.
4. Select **Replace** in the **Put Selected Books on a Bookshelf** window. The **Replace a Bookshelf** window, shown in Figure 83 on page 137, is displayed.

5. Type the name of an existing bookshelf data set in the **Bookshelf name** field. The data set must be one to which you have write authorization.
6. Press ENTER.

BookManager READ removes all the books currently on the target bookshelf and puts the books you selected on it. (The books you selected also remain on the source bookshelf.)

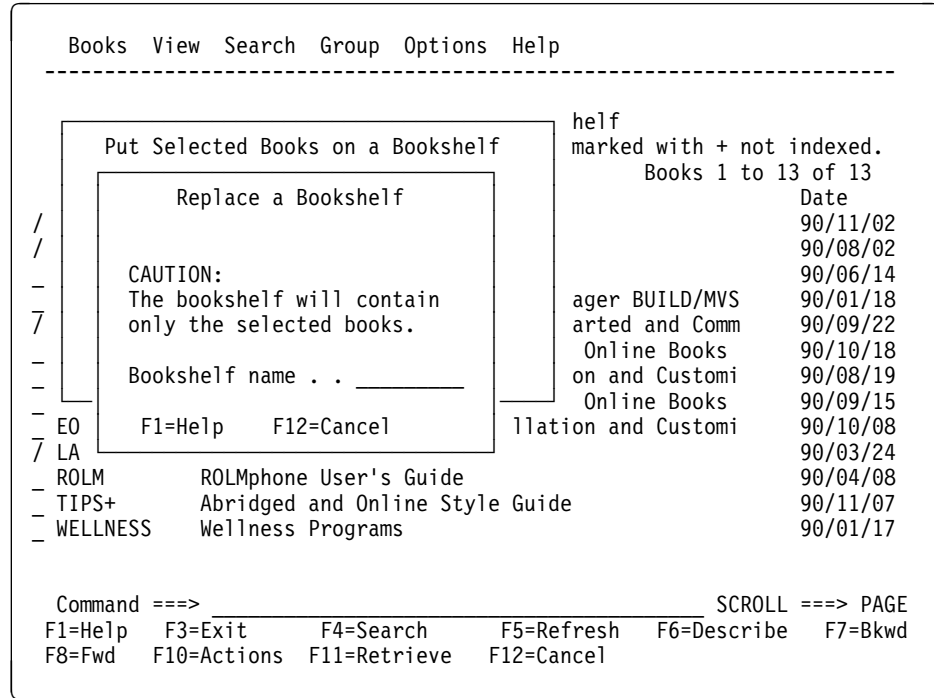


Figure 83. Replace a Bookshelf Window

To replace individual books on a bookshelf, first remove the books you want to replace, then add the versions you want to use in their place. For example, if a new release of a product becomes available, update the online documentation for it by first removing the older versions of the books on the bookshelf, and then adding the newer versions to it. 14.4, “Removing Books from the Current Bookshelf” on page 137 and 14.2, “Adding Books to Another Bookshelf” on page 135 discuss these actions.

14.4 Removing Books from the Current Bookshelf

To remove books from a bookshelf, first open the bookshelf that you want to change, then select the books that you want to remove.

When you remove a book from a bookshelf, you do not erase the book. Rather, you remove it from the list of books on the bookshelf.

1. You can select the books you want to remove from the current bookshelf in one of three ways:
 - Remove individual books from the bookshelf. To select books this way, type a slash (/) next to each book you want to remove.
 - Remove all the books from the bookshelf. To select books this way:

- a. Select **Group** on the action bar.
 - b. Select **Select all** in the **Group** pull-down.
- Remove only the books with matches from your most recent search from the new bookshelf. To select books this way:
 - a. Select **Group** on the action bar.
 - b. Select **Select all books with search matches** in the **Group** pull-down.
2. Select **Group** on the action bar.
3. Select **Remove selected books from bookshelf** in the **Group** pull-down.
4. The **Remove Selected Books from Bookshelf** window is displayed, allowing you to confirm whether you want to remove the books. You can either:
 - Select **Yes** to remove the selected books and update the bookshelf data set, or
 - Select **No** or press **F12** to keep the selected books on the bookshelf.

BookManager READ automatically refreshes the bookshelf. The books you removed will no longer be listed on the panel.

14.5 Adding a Book to the Current Bookshelf

To add a book to the bookshelf that you are currently displaying, you must specify the name of the book data set that you want to add.

If you add a book to a bookshelf that uses a bookshelf search index, the index is not updated automatically. You can search the book along with the other books on the bookshelf, but it takes longer to search the book you added. If you frequently search a bookshelf to which you added books, use the Index Utility to update the search index with the contents of these books. See 15.0, "Creating a Bookshelf Search Index" on page 141 for information on updating an existing search index.

To add a book to the bookshelf you are currently viewing:

1. Select **Group** on the action bar.
2. Select **Add a book** in the **Group** pull-down. The **Add a Book to the Current Bookshelf** window is displayed.
3. Type the name of the book data set that you want to add in the **Data set name** field.
4. Press ENTER to add the book to the current bookshelf.

Refresh the bookshelf by pressing **F5** to see the added book included on the bookshelf.

Figure 84 on page 139 is an example of the **Add a Book to the Current Bookshelf** window.

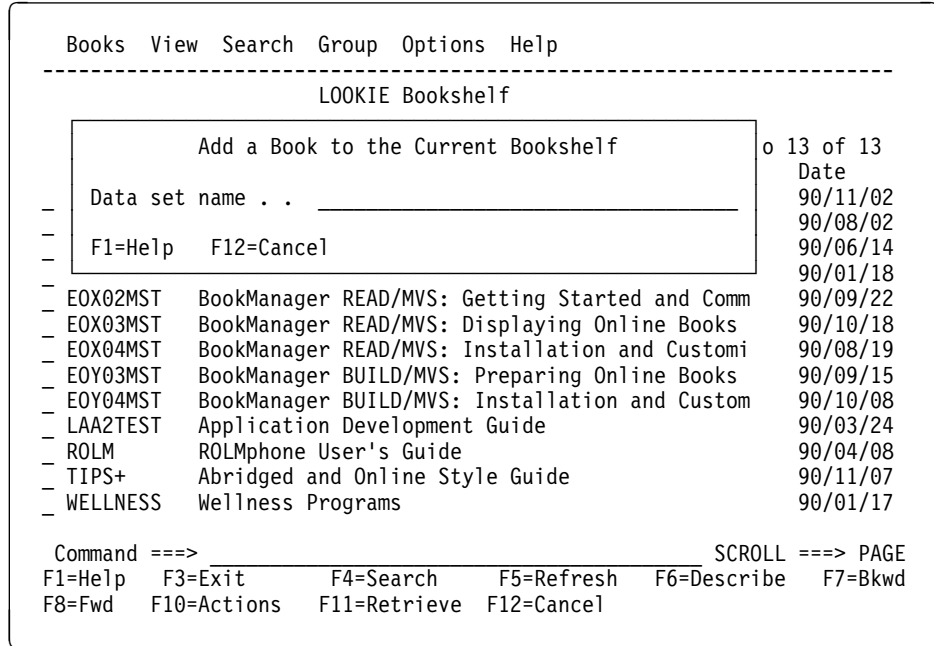


Figure 84. Add a Book to the Current Bookshelf Window

15.0 Creating a Bookshelf Search Index

A bookshelf search index is an index that is based on the information in all the books on a bookshelf.

When you use the BookManager Index Utility to process a list of books, you create a bookshelf and a bookshelf search index for it. When you use the Index Utility to process an existing bookshelf, you can either replace that bookshelf or create a new one. Either way, you get a bookshelf search index.

This topic shows you how to use the BookManager Index Utility panels to create or replace a bookshelf and bookshelf search index, and how to submit your job to the system.

15.1 Why Create a Bookshelf Search Index?

When readers search a bookshelf that has no search index, BookManager READ opens each book to search for the requested information. This can be time-consuming. If the bookshelf has an index, however, BookManager READ uses it to quickly identify books containing search words. Searching the index takes much less time than searching every book.

Another advantage of using a search index is that readers do not need access to the indexed books to search all of them. BookManager READ searches all of the books on an indexed bookshelf even if some of the books are not currently available.

It may take much longer to create a search index for a bookshelf than it does to search an unindexed bookshelf. However, after you create the index, readers can search an entire bookshelf in about the same amount of time that it takes to search a single book. Therefore, your decision to create a bookshelf search index depends on how often readers search and update a particular bookshelf.

Depending on how you organize and use books at your site, you may want to include the same book in more than one search index. For example, you might index a messages and codes manual both on a bookshelf created for the product library and on a bookshelf consisting only of messages and codes manuals for a number of products.

The same bookshelf search index can be used by BookManager READ to search any number of bookshelves. Using an index that includes books not listed on the bookshelf does not affect the time it takes to search the bookshelf. BookManager READ searches only the books named on the bookshelf and ignores all other books in the index. Therefore, you may want to create one large index. Then readers can use BookManager READ to create several bookshelves that use that index, as shown in Figure 85 on page 142.

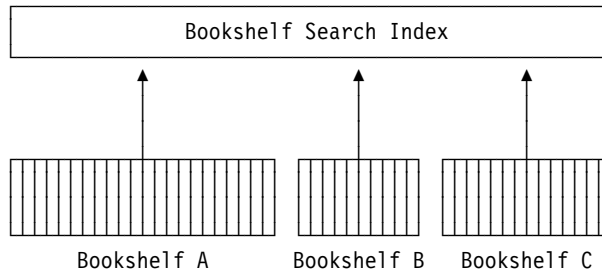


Figure 85. A Bookshelf Search Index for Several Bookshelves

If you have several bookshelves pointing to one bookshelf search index and you create a new index, the index may not match each bookshelf. If you perform a bookshelf search under these circumstances, BookManager will tell you that the bookshelf and the bookshelf search index do not match and ask you if you would like to rebuild the bookshelf. If you select **Yes**, BookManager will build the bookshelf for you.

15.2 Updating a Bookshelf Search Index

It takes much less time to update an existing bookshelf search index than it does to create a new one. This is because only the books removed from the bookshelf or added to it are processed.

If you use BookManager READ to remove books from a bookshelf, you do not need to replace the corresponding bookshelf search index. BookManager READ searches only the books named on the bookshelf and ignores all other books in the search index.

If you use BookManager READ to add books to a bookshelf, you may want to update the corresponding search index. Otherwise, when readers search the bookshelf, response time is slower. BookManager READ uses the index to rapidly search the indexed books, but must open the unindexed books to look for matches of the search words.

15.6, “Using the BookManager Index Utility Main Panel” on page 145 explains how to update an existing bookshelf search index.

15.3 Before You Begin

Before using the BookManager Index Utility panels, you should know:

- Names of the data sets to be used as input to the Index Utility
 - The sequential data set containing a list of books or an existing bookshelf.
 - The sequential data set containing a bookshelf search index associated with the input bookshelf, if there is one. Use of this search index as input is optional.
- Names of the data sets to receive the output of the Index Utility
 - The sequential data set to receive the new or replaced bookshelf. This is either a new data set or an existing bookshelf.
 - The sequential data set to receive the new or replaced search index. This is either a new data set or an existing bookshelf search index.

- Your job statement information.

Note: To replace an existing bookshelf or bookshelf search index, you must have at least ALTER authority in RACF.

15.4 Starting the Index Utility

To start the Index Utility:

1. Do one of the following:
 - If your site installed the Index Utility as an option on an ISPF selection menu, choose that option. Contact your support organization to find out if this is the case.
 - At the TSO/E READY mode message, type **bkindex** and press ENTER.

You first see information about the Index Utility, such as its copyright notice and release number.

2. Press ENTER to continue to the BookManager Index Utility main panel.

Following is a list of the panels and windows you see when you use the Index Utility. Some of them contain fields for you to complete. Others provide information to help you make choices.

- BookManager Index Utility main panel
- Status of Books panel
- Books Not Found panel
- Output Data Set Information panel
- List of Languages window
- Job Statement Information panel.

The first time you use the Index Utility, you must complete the panels to supply certain required information and to select some options to control the processing of your bookshelf search index and the bookshelf to be associated with it. Some of the information you supply is saved for future use.

15.5 Using the Common Features of the Index Utility Panels

The panels you use in the Index Utility have several features in common:

- A function key area
- A command line
- A scroll field
- A message area
- Access to a related window
- Access to the Help facility.

Function Key Area: The *function key area* at the bottom of each panel and window displays the actions you can complete by pressing a function key. The actions available vary from panel to panel and on windows. Within the Index Utility, you can use the following function keys:

- | | |
|-----------------|--|
| F1=Help | Displays information about how to use the current panel. |
| F2=Split | Splits the screen at the cursor location and displays the ISPF/PDF Primary Option Menu on the second screen. |

F3=Exit	Exits the Index Utility without saving any changes you made to the current panel.
F4=Remove	Removes books not found before processing a bookshelf search index.
F5=Ignore	Ignores books not found when processing a bookshelf search index.
F6=Submit	Saves information entered on current and previous panels, and submits the job to the system. When a panel displays this key, you can use it to submit your job immediately if you have no further changes to make to the remaining panels. Then you are returned to the BookManager Index Utility main panel.
F7=Bkwd	Scrolls toward the top of the panel.
F8=Fwd	Scrolls toward the bottom of the panel.
F9=Swap	In split-screen mode, moves the cursor from one logical screen to the other.
F12=Cancel	Returns to the previous panel without saving any changes you made to the current panel.

Command Line: Each panel contains a *command line*. You can type standard TSO/E or ISPF commands on the command line and press ENTER to invoke them; there are no Index Utility commands.

Scroll Field: Panels that contain information that is longer than the scrollable area also contain a *scroll field*. The scroll field is to the right of the command line. The setting in the scroll field determines the amount by which you can move information backward on the screen when you press **F7** and forward on the screen when you press **F8**. The scroll amount can be changed at any time by typing any of the following values in the scroll field:

Page	The default setting in the scroll field, which sets the scroll amount to the full length of the scrollable area.
Data	Sets the scroll amount to one line or column less than a page.
Half	Sets the scroll amount to half the length of the scrollable area.
<i>n</i>	Sets the scroll amount to the number of lines (<i>n</i>) you specify.
Csr	Sets the scroll amount to bring the line with the cursor to the bottom of the scrollable area when you scroll backward and to the top of the scrollable area when you scroll forward.

Message Area: The Index Utility displays messages in a *message area* near the top of each panel, or inside a window if one is displayed. Messages help you complete the panels correctly. While a message is displayed, pressing **F1** displays a longer message with more information.

Windows: Some selections you make on a panel cause a window to be displayed over the panel, displaying information or areas where you must type information to complete the panel.

Help Facility: Online help is available for the Index Utility. Pressing **F1** displays help for the current panel. Each Help panel displays the function keys that let you scroll, move from panel to panel, or exit the Help facility:

F1=Help	Displays directions for using the Help facility.
F2=Split	Splits the screen at the cursor location and displays the ISPF/PDF Primary Option Menu on the second screen.
F3=Exit	Exits the Help facility and returns you to the current Index Utility panel.
F6=KeysHelp	Displays information about the function keys on Index Utility panels.
F7=Return	Returns to Help from KeysHelp, or Help for Help.
F9=Swap	In split-screen mode, moves the cursor from one logical screen to the other.
F10=Bkwd	Scrolls toward the top of the Help panel.
F11=Fwd	Scrolls toward the bottom of the Help panel.
F12=Cancel	Exits the Help facility and returns you to the current Index Utility panel.

15.6 Using the BookManager Index Utility Main Panel

Use the BookManager Index Utility main panel to specify your input to the Index Utility. This is the sequential data set containing a list of books or a bookshelf from which to generate a bookshelf search index. You can also specify the data set name of the search index associated with the bookshelf, if one exists. If a bookshelf already has a search index, it takes much less time to update the existing search index than it does to create a new one. 15.2, “Updating a Bookshelf Search Index” on page 142 explains in more detail the value of updating an existing bookshelf search index, as opposed to creating a new one. Figure 86 on page 145 shows the panel.

```

----- BookManager Index Utility Main Panel -----

Type the data set name of the bookshelf or book list you want to index:
  Input data set . . . . . finance.bkshef_____

Type the data set name of the search index associated with the bookshelf:
  Index data set . . . . . finance.bkindex_____

                                     Press ENTER to continue.

COMMAND ==>
  F1=Help   F3=Exit   F12=Cancel

```

Figure 86. BookManager Index Utility Main Panel

To complete the panel:

1. Type the data set name of your input data set or data sets.
2. Press ENTER to continue to the Status of Books panel. At this point the Index Utility displays a message to indicate that it is validating the names of any data sets you have typed on the panel.

15.6.1.1 Supplying Field Values

Specify the data sets to be used as input to the Index Utility.

Input data set

Type the name of the sequential data set containing the bookshelf or book list to be indexed. For a book list, the low-level qualifier must be BKLIST. Otherwise, the data set is assumed to be a bookshelf.

A BKLIST is an MVS file containing a list of books used as input to the Index Utility. Following is an example of the BookManager READ books as they would appear in a BKLIST file:

```
'EOY.BOOKMGRR.EOX01MST.BOOK'  
'EOY.BOOKMGRR.EOX02MST.BOOK'  
'EOY.BOOKMGRR.EOX03MST.BOOK'  
'EOY.BOOKMGRR.EOX04MST.BOOK'
```

Note: If the input data set is a book list, the Index Utility creates a temporary bookshelf from the book list before creating the search index.

Index data set

If your input data set is a bookshelf, and it has a bookshelf search index, you can:

- Use it as input to the Index Utility. Type the name of the sequential data set containing that search index in this field. As a result, the search index is simply updated.
- Leave this field blank. In this case, a new search index is created for the bookshelf.

For information on these standard ISPF/PDF fields, see the *Interactive System Productivity Facility/Program Development Facility (ISPF/PDF): ISPF/PDF Guide*.

15.6.1.2 Example

In the example in Figure 86:

- *finance.bkshelf*, in the **Input data set** field, is the bookshelf to be indexed.
- *finance.bkindex*, in the **Index data set** field, is the existing bookshelf search index associated with the bookshelf.

15.7 Using the Status of Books Panel

Use the Status of Books panel to view a list of the contents of the bookshelf or book list. The panel displays the name of the bookshelf or book list, along with a list of the books it contains. It also shows you which books the Index Utility cannot find. If your input to the Index Utility included both a search index and a bookshelf, the panel shows which books were included when your search index was created or replaced, and which books were added since that time. Figure 87 on page 147 shows the panel.

```

----- Status of Books ----- Book 1 of 4

Bookshelf or book list data set:
                                'JOHNSON.FINANCE.BKSHELF'

Status   Document
Number   Book Title                               Date and Time Built
-----
?        S50440260   About Your Financial Future   90/10/21 14:32:52
+        S502-3610-03 About Your Retirement         90/01/31 10:28:06
        Q90-300Z     Investment Strategies         89/01/01 18:33:27
?        ZV04-0210-01 Your Ideas Have Value         89/06/22 11:21:10

COMMAND ==>                                SCROLL ==>
F1=Help  F3=Exit  F4=Remove F5=Ignore F6=Submit F7=Bkwd
F8=Fwd   F12=Cancel

```

Figure 87. Status of Books Panel

To use the panel:

1. Review the list of books, paying close attention to the “Status” column. A question mark (?) in this column indicates a book that was not found. If the list is longer than your display, you can scroll it.
2. If the list contains question marks, you cannot continue until you change the status of each book that was not found. Choose one of these methods:
 - To have the Index Utility remove all books that were not found, press **F4**, then press ENTER. The books will be removed from the bookshelf and the search index will not include them. The Output Data Set Information panel is displayed.
 - To have the Index Utility ignore all books that were not found, press **F5**, then press ENTER. If your input is a bookshelf, the books will remain on the bookshelf but the search index will not include them. If your input is a book list, the books are removed from the temporary bookshelf rather than ignored. The Output Data Set Information panel is displayed.
 - To consider each book individually, press ENTER. The Books Not Found panel is displayed, where you can work with each individual book, correcting the data set name or specifying that the Index Utility ignore it or remove it from the bookshelf before processing.
3. If the list contains no question marks, or if you have worked with the books not found until no more question marks remain, press ENTER to continue to the Output Data Set Information panel.

15.7.1.1 Interpreting the List of Books

On the panel, the system displays the data set name of the input bookshelf or book list.

For each book on a bookshelf, the Index Utility displays the status, the first 12 characters of the document number (or the book name if there is no document number), the book title, and the date and time built.

For each book in a book list, the Index Utility displays the same information unless the book cannot be found. In that case, only the status and the data set name from the book list entry are displayed.

BookManager BUILD/MVS: Preparing Online Books explains more about how the Index Utility searches for books and the kind of information it displays for a book it cannot find.

The “Status” column contains a **+** or **?** symbol or a blank area to describe the status of each book. The meaning of the symbols varies somewhat depending on your input to the Index Utility:

A bookshelf and search index as input

- blank** The Index Utility found the book. It is on the input bookshelf and is included in the input search index. The bookshelf entry and the index entry are identical.
- +** The Index Utility found the book. It is on the input bookshelf but is not included in the input search index. The bookshelf entry may be newer than the search index entry or may be for a book that was never included in the search index.
- ?** The Index Utility cannot find the book, or the bookshelf entry may be older than the search index entry.

Only a bookshelf as input

- +** The Index Utility found the book. The book is identical to one in the bookshelf entry or is a newer version than the one in the bookshelf entry.
- ?** The Index Utility cannot find the book because the data set name is missing, or it can find only an older version than the one in the bookshelf entry.

A book list as input

- +** The Index Utility found the book. The data set name in the book list entry is correct and is a valid book.
- ?** The Index Utility cannot find the book. The data set name in the book list entry is incorrect or is not a valid book.

Note: The Index Utility checks entries in an existing search index only if you have used both a bookshelf and a search index as input.

15.7.1.2 Example

In the example in Figure 87:

- *JOHNSON.FINANCE.BKSHELF*, in the **Bookshelf or book list data set** field, is a bookshelf, as indicated by the low-level qualifier *BKSHELF*.
- ? in the **Status** column shows that *About Your Financial Future* and *Your Ideas Have Value* cannot be found or are older versions of the books than those included in the search index.
- + in the **Status** column shows that *About Your Retirement* has been added to the bookshelf since the existing search index was created or is a more recent version of the book than the one included in the search index.
- The blank area in the **Status** column shows that *Investment Strategies* is included in the search index.

15.8 Using the Books Not Found Panel

Use the Books Not Found panel to correct the data set names of books that the Index Utility cannot find, or to have them removed from the bookshelf or ignored during processing. Figure 88 on page 149 shows the panel.

For each book it cannot find, the Index Utility displays the information it has about the book.

```
----- Books Not Found ----- Book 1 of 2

Press ENTER after making changes to verify that the
  book data set names are now correct.

Document number: S50440260
Book name: FINFUTUR
Date and time built: 90/10/21 14:32:52
Book title: About Your Financial Future
  Type correct data set name. . 'smith.finfutur.book' _____
  or type x to ignore _ or remove _

Document number: ZV04-0210-01
Book name: DOCZV05R
Date and time built: 89/06/22 11:21:10
Book title: Your Ideas Have Value
  Type correct data set name. . . 'WILSON.IDEABK.BOOK' _____
  or type x to ignore _ or remove x

COMMAND ===>                                SCROLL ===>
F1=Help    F3=Exit    F7=Bkwd    F8=Fwd    F12=Cancel
```

Figure 88. Books Not Found Panel

This panel is displayed only if you press ENTER from the Status of Books panel without first requesting that the Index Utility ignore or remove the books it cannot find. To use it:

1. Examine each book description to confirm the data set name.

2. Correct the data set name or have the Index Utility ignore the book or remove it from the bookshelf during processing.
3. Continue to have books removed or ignored, or correct their data set names, until no more books are displayed as not found.
4. Press ENTER after each change or any time you want to process these changes and see a refreshed display. When you successfully dispose of the last books not found, you are returned to the Status of Books panel, where you can continue processing your search index.

15.8.1.1 Supplying Field Values

If your input was a bookshelf, the following information is displayed for each book not found, and cannot be changed. If your input was a book list, this information is not available for books not found.

Document number

The first 12 digits of the document number. If there is no document number, the book name is displayed. See 15.8.1.3, "Updating the Bookshelf" on page 151 for more information if the document number does not match the one for this book.

Book name Typically, the next-to-last qualifier of the book data set name, and the way it is designated on a bookshelf. This name is written inside the book when it is built, and does not change even if the data set name for the book changes.

Date and time built

The date and time the book was built. See 15.8.1.3, "Updating the Bookshelf" on page 151 for more information if the date and time do not match the one for this book.

Book title The title of the book.

Whether your input was a bookshelf or a book list, the system displays the information the Index Utility received and used in searching for each book not found. Complete only one of the following fields for each book:

Type correct data set name

Type the correct data set name if you want to keep the book on the bookshelf and have it included in the bookshelf search index.

Ignore Type **x** if you want the Index Utility to ignore this book when creating or replacing your bookshelf search index. The book will not be included in the search index.

Remove Type **x** if you want the Index Utility to remove this book from the bookshelf before creating or replacing your bookshelf search index. The book will not be included in the search index.

Note: You can handle these books in the way that is most convenient for you. You can work with the list one book at a time, pressing ENTER as you correct the data set name or indicate that the book is to be ignored or removed. Alternatively, by scrolling through your list, you can correct a number of book descriptions or mark a number of books to be ignored or removed, and then press ENTER.

Each time you press ENTER, the Index Utility searches for new data set names that you have typed or processes your request to ignore or remove

those books. Then it refreshes the display. Books it finds, and those to be ignored or removed, are no longer displayed. You can continue working with individual books until no more books are displayed, or you can press **F12** to return to the Status of Books window, where you can press **F4** to ignore or **F5** to remove all the remaining books not found.

15.8.1.2 Example

In the example in Figure 88, the user has corrected the record for one book and marked the other for removal from the bookshelf:

- '*smith.finfutur.book*', in the **Type correct data set name** field, is the corrected data set name the user has typed for *About Your Financial Future*.
- '*WILSON.IDEABK.BOOK*', in the **Type correct data set name** field, is an incorrect data set name the system used to search for *Your Ideas Have Value*.
- *x* in the **remove** field will remove *Your Ideas Have Value* from the bookshelf.

15.8.1.3 Updating the Bookshelf

To update the bookshelf:

1. Exit the Utility Index and start BookManager
2. To remove the old books
 - a. Open the bookshelf containing the old books.
 - b. Select the books to be removed by placing a slash (/) next to them.
 - c. Select **Group** on the action bar.
 - d. Select **Remove Selected Books from Bookshelf**.
 - e. Press ENTER to remove the selected books.
3. To add the updated books:
 - a. Select **Group** from the action bar.
 - b. Select **Add a Book**.
 - c. Enter the name of the data sets that contain the books.
 - d. Press **F5** to refresh the books listed in the bookshelf.
 - e. Verify that the new books have been added to the bookshelf.
4. Exit BookManager and start the Utility Index.
5. Use the Utility Index to rebuild the book index.

15.9 Using the Output Data Set Information Panel

Use the Output Data Set Information panel to specify the data sets to receive the bookshelf and bookshelf search index that are produced by the Index Utility. Figure 89 on page 152 shows the panel.

```

----- Output Data Set Information -----

Bookshelf data set . . . . 'JOHNSON.FINANCE.BKSHELF'
Bookshelf description. . . Investment and Budget Publications_____
                               _____
                               _____

Replace existing bookshelf . . x      (type x to select)

Bookshelf index data set . 'JOHNSON.FINANCE.BKINDEX'
Replace existing index . . . . x      (type x to select)

Bookshelf search language. . . : US ENGLISH
Select new language. . . . . x      (type x to select)

                                           Press ENTER to continue.

COMMAND ==>>
F1=Help      F3=Exit      F6=Submit      F12=Cancel

```

Figure 89. Output Data Set Information Panel

To complete the panel:

1. Check the field values supplied by the system.
2. Modify the field values as necessary.
3. Press ENTER to continue.

15.9.1.1 Supplying Field Values

Complete these fields to describe the sequential data sets to receive your bookshelf and bookshelf search index:

Bookshelf data set

The system supplies a default data set name for the bookshelf. Accept the default or type a new data set name.

If you use the default name for a bookshelf data set, the Index Utility uses the following naming convention:

- The high-level qualifier is your system prefix.
- The next qualifier is the same as the next-to-last qualifier of your input data set, whether it is a bookshelf or book list.
- The low-level qualifier is BKSHELF, which is required for this output data set.

If you want your bookshelf to have a name other than the default, you can type over the name the system displays. If you type a low-level qualifier other than BKSHELF, the system adds BKSHELF to the data set name. The system redisplay the data set name and warns you if this is the name of an existing bookshelf. You can change the name if you do not want to replace that bookshelf. A bookshelf name must be 1 through 8 alphanumeric or national characters. National characters are \$, #, and @.

For more information on data set naming rules and conventions, see the *TSO Extensions Version 2: User's Guide*.

Note: If the input was a book list, the Index Utility creates a temporary bookshelf from the book list before creating the search index. Books that you have asked to be removed or ignored are not on the final bookshelf and are not included in the search index.

If the input was a bookshelf, the Index Utility either replaces the bookshelf or creates a new one after successfully processing the search index. Books that you have asked to be removed are not on the output bookshelf, whether you replace the bookshelf or create a new one. Books that you have asked to be ignored are on the bookshelf but are not included in the search index.

Bookshelf description

Type a description of the contents of the bookshelf. You can use up to three lines.

Replace existing bookshelf

Type **x** in this field if you want to replace the existing bookshelf. Otherwise, you must supply a new data set name for the bookshelf.

Bookshelf index data set

The system supplies a default data set name for the bookshelf search index. Accept the default or type a new data set name.

If you use the default name for a bookshelf search index data set, the Index Utility uses the following naming convention:

- The high-level qualifier is your system prefix.
- The next qualifier is the same as the next-to-last qualifier of your input data set, whether it is a bookshelf or book list.
- The low-level qualifier is BKINDEX, which is required for this output data set.

If you want your bookshelf search index to have a name other than the default, you can type over the name the system displays. If you type a low-level qualifier other than BKINDEX, the system adds BKINDEX to the data set name. The system redisplay the data set name and warns you if this is the name of an existing search index. You can change the name if you do not want to replace that search index. A bookshelf search index name must be 1 through 8 alphanumeric or national characters. National characters are \$, #, and @.

Replace existing index

Type **x** in this field if you want to replace the existing bookshelf search index. Otherwise, you must supply a new data set name for the search index.

Bookshelf search language

The system supplies a default language for the synonym dictionary to be used with your search index.

The default language displayed depends on which input data sets you supplied on the BookManager Index Utility main panel:

- If the input was a book list, the language displayed is the default at your site.

- If the input was a bookshelf, the language displayed is the one associated with that bookshelf.

You can accept the default or use the **Select new language** field to choose a language from a selection list.

Select new language

Type **x** in this field if the language of your books is not the one displayed. When you press ENTER, you see a selection list of languages. You can then select the language that best fits the books on your bookshelf, so that people who use your bookshelf can perform synonym searches. For more information, see 15.10, “Using the List of Languages Window” on page 154.

15.9.1.2 Example

In the example in Figure 89:

- The system supplies *JOHNSON.FINANCE.BKSHELF*, in the **Bookshelf data set** field, as the default name for the bookshelf to be created.
- *Investment and Budget Publications* is the **Bookshelf description** of the bookshelf.
- **x** at **Replace existing bookshelf** requests that the existing version of *finance.bkshef* be replaced.
- The system supplies *JOHNSON.FINANCE.BKINDEX*, in the **Bookshelf index data set** field, as the default name for the bookshelf search index to be created.
- **x** at **Replace existing index** requests that the existing version of *finance.bkindex* be replaced.
- *US English*, in the **Bookshelf search language** field, is the synonym dictionary language associated with the search index.
- **x** at **Select new language** requests an opportunity to select a new language for the synonym dictionary used with the search index.

15.10 Using the List of Languages Window

Use the List of Languages window to view a list of national languages and select a new language, if desired, for use with your search index. Figure 90 on page 155 shows the window.

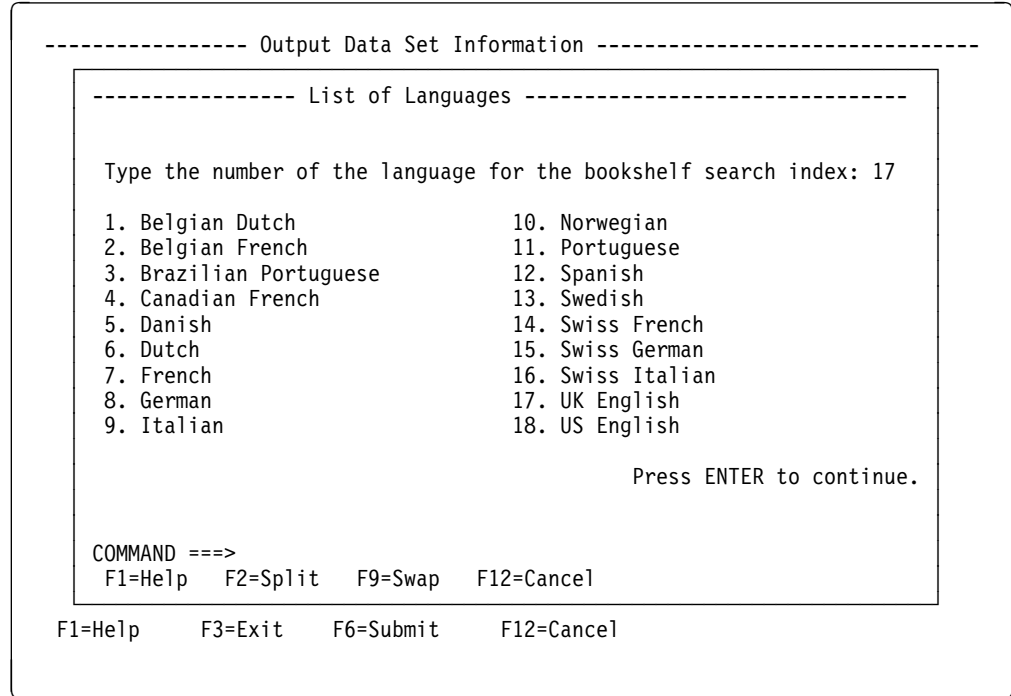


Figure 90. List of Languages Window

This window is displayed only at your request. To display it, type **x** in the **Select new language** field on the Output Data Set Information panel and press ENTER.

Most of the time you will want to use the language displayed on the Output Data Set Information panel. Complete this window only if you need to use a different language:

1. Find the language for the books on your bookshelf.
2. Type the number of that language to select it.
3. Press ENTER to return to the Output Data Set Information panel and continue creating a bookshelf search index.

15.10.1.1 Supplying Field Values

The system displays the number of the language shown on the Output Data Set Information panel. If you are processing an existing search index or bookshelf, this language provides the proper synonym dictionary for searching the books on that bookshelf. If you are processing a book list, the language is the default at your site.

To select a different language, find the number of the language you want and type that number over the one displayed. The synonym dictionary for that language will be used with your search index. Table 5 on page 134 lists the synonym dictionaries associated with each of these languages.

15.10.1.2 Example

In the example in Figure 90:

- The 17, in the **Type the number of the language for the bookshelf search index** field, selects U.K. English as the language.

15.11 Using the Job Statement Information Panel

Use the BookManager Index Utility Job Statement Information panel to specify job control language (JCL) job statement information the first time you use the Index Utility. The information that you supply is saved. Thereafter, you can submit jobs from this panel or from any other Index Utility panel where the **F6** key is active, and your job will run in the background. Figure 91 on page 156 shows the panel.

Note: The first time you use the Index Utility, if you press **F6** before completing the Job Statement Information panel, the panel is automatically displayed for you to modify.

```
----- Job Statement Information -----

Type job statement information for the bookshelf search index:

//johnsonA JOB (6AJSC#6000),'johnson',CLASS=A,_____
//  MSGCLASS=X,NOTIFY=johnson,MSGLEVEL=(1,1)_____
//*_____
//*_____

                                         Press F6 to submit the job.

COMMAND ==>
  F1=Help   F3=Exit   F6=Submit   F12=Cancel
```

Figure 91. Job Statement Information Panel

To complete the panel:

1. Modify the JCL.
2. Press **F6** to submit the job and return to the BookManager Index Utility Main Panel.

15.11.1.1 Modifying the JCL

Four lines are available for your JCL, and much of the information is provided by the system. You can add other standard JCL job card information if you want to.

Type over the variables shown on the panel to tailor the information to your own user ID:

<i>userid</i>	Type your TSO/E user ID, followed by a letter (such as <i>A</i> or <i>B</i>) to denote the current job.
<i>account#</i>	Type your account number inside the parentheses.
<i>name</i>	Type your name inside the single quotation marks.
CLASS=	Displays the default job class. You can change this if you want to.
MSGCLASS=	Displays the default output class for the job log. You can change this if you want to.
NOTIFY=	Type the user ID to be notified when the job ends.
MSGLEVEL=	Displays the level of job control statements and messages to be printed in the job log. You can change this if you want to.

Each batch job consists of JCL statements, program instructions, and data. If you need to modify your JCL statements or program instructions, refer to the *TSO Extensions Version 2: User's Guide* and whichever of the following JCL publications is appropriate for your site:

- *MVS/ESA*: JCL User's Guide*
- *MVS/Extended Architecture: JCL User's Guide*.

15.11.1.2 Example

In the example in Figure 91:

- *johnson* is the user ID.
- *A*, following the user ID, denotes the user's first job since logging on.
- *6AJSC#6000* is the account number.
- *johnson* is the user's name.
- *A* is the job class.
- *X* is the message class.
- The system will notify the user when the job is complete.
- The message level to be used for the job log listing is *1* for JCL statements and *1* for messages.

15.12 Submitting a Job

When you have completed the Job Statement Information panel, you can submit a job by pressing **F6**.

After submitting a job, you are returned to the BookManager Index Utility Main Panel, where you can run the Index Utility again or exit. Your job is run in the background. The system notifies you when the job has ended.

Because the Index Utility saves the information you supply on the Job Statement Information panel, you can reuse it, making changes only when necessary. This means that you can submit a job immediately from any panel where F6 is active, if there are no more panel changes to make.

15.13 Exiting the Index Utility

To exit the Index Utility, press **F3** from any panel (except a Help panel) where F3 is active.

15.14 Reviewing the Output from Your Job

After your bookshelf and search index are processed, review the output generated by the job. It provides important information about your job, including the names of data sets used as input, and the error messages and return codes.

The following example is the JCL output from replacing bookshelf *johnson.finance.bkshelf* and its index, *johnson.finance.bkindex*.

The output from your Index Utility job is in the JCL output queue. If the IBM System Display and Search Facility (SDSF) is installed at your site, you can refer to *IBM System Display and Search Facility: Guide and Reference*, SC23-0408, for help in looking at this output.

Sample Output from Creating a Bookshelf Search Index

```
1READY
  EXECUTIL SEARCHDD(YES)
READY
%EOYINDEX 'JOHNSON.FINANCE.BKSHELF'
EOYIND200I BookManager Index Utility 2.0 - 5695-045 (C) Copyright IBM Corp. 1990
EOYIND201I The Index Utility ended successfully. A search index and bookshelf
EOYIND201I were created.
READY
END
```

You will receive one of the following job completion codes:

Code	Explanation
------	-------------

- | | |
|----|--|
| 0 | EOYINDEX completed successfully. An index was created. |
| 4 | User requested termination. |
| 20 | Error in creating the BKSHELF. |
| 24 | Error in creating the BKINDEX. |

Note: For completion codes 20 and 24, see the JCL log for more information.

If you are creating a bookshelf search index and a critical error is generated by the BookManager EOYBOOK module, you will see the following message (EOYIND202S):

```
The Index utility detected an error. A search
index and bookshelf were not created.
Error return code was returned by EOYBOOK.
```

Table 6 on page 159 lists the return codes associated with this message and the appropriate user response.

<i>Table 6. Index Utility Return Codes</i>		
Error	Return Code	User Response
Book open error	16	Check the last book listed on the output listing as Indexing book.
I/O error	38	Check the additional error sense information. Follow the EOYERROR field to determine the cause of the I/O error. The format will be as follows: errnum=A, B, C A is the error number returned by C/370*. For more information on this error number, see <i>IBM C/370 Diagnosis Guide and Reference</i> , LY09-1802, or <i>IBM C/370 V2R1 Programming Guide</i> , SC09-1384. B and C identify the EOYBOOK internal routine.
Disk error	227, 228, 265, 266, 267, 268, 321, 322, 323, 324, 325, 326, 351, 353, 355, 356, 357, 358, 362, 363, 387	Check the working disk area for space.
Space error	40, 222, 234, 237, 248, 249, 251, 256, 263, 264, 352, 371, 372, 373, 374, 375	Increase the virtual storage and rerun the job.
Bookshelf error	221, 225, 226, 230, 231, 232, 233, 434	Input bookshelf is invalid. Recreate the bookshelf.
BKINDEX error	252, 253, 254, 255, 531	Input BKINDEX is invalid. Contact the owner of the original index.
Book error	242, 243, 244, 245, 247, 431, 432, 433	Input BOOK is bad. Rebuild the book.

Return codes not listed in the table indicate an index internal error. If you receive a return code not listed in the table, notify your system administrator.

16.0 Performing File Functions on Bookshelves

This topic shows you how to use the **Perform File Functions** window while viewing bookshelves on a bookshelf list. You can copy a bookshelf to another data set, discard a bookshelf data set, send a bookshelf to another user, edit bookshelf titles and data set names, and add or remove a bookshelf from a bookshelf list.

16.1 Using the Perform File Functions Window

You perform file functions on one or more bookshelves on a bookshelf list.

To use the **Perform File Functions** window:

1. Mark each bookshelf that you want to work with by typing a slash (/) next to its name.
2. Select **Books** on the action bar.
3. Select **Perform file functions** in the **Books** pull-down. The **Perform File Functions** window appears, showing the name, description, data set name, and search index of the first bookshelf you marked.
4. Select a function to perform. BookManager READ displays the window for the file function you selected.

After you perform a file function on a marked bookshelf, you return to the **Perform File Functions** window.

Figure 92 on page 161 is an example of a **Perform File Functions** window you see.

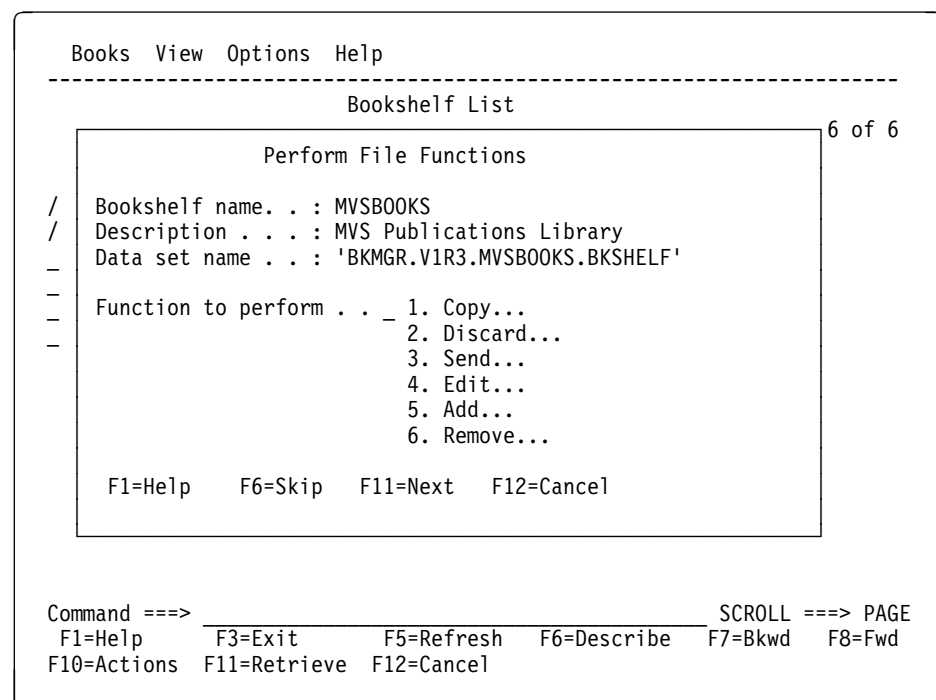


Figure 92. Perform File Functions Window in a Bookshelf List

Use the following function keys in the **Perform File Functions** window to work with the bookshelves that you marked.

- Press **F6** to remove the selection of the currently displayed entry and display information about the next bookshelf that you marked.

If you remove a bookshelf from selection, any options that you choose for marked items when using a different pull-down action will not include the bookshelf from which selection was removed.

- Press **F11** to display information about the next bookshelf that you marked.

The current entry remains marked. Any options that you choose for marked items when using a different pull-down action will include this bookshelf.

- Press **F12** to remove the **Perform File Functions** window.

The current entries remain marked. Any options that you choose for marked items when using a different pull-down action will include these bookshelves.

16.2 Copying a Bookshelf

You can copy any bookshelf available to you to another data set.

To copy a bookshelf:

1. Select **Copy** in the **Perform File Functions** window. For details, see 16.1, “Using the Perform File Functions Window” on page 161.

The **Copy Bookshelf** window appears. The **From data set name** field contains the data set name of the bookshelf currently shown in the **Perform File Functions** window.

2. Specify the name of the data set to receive the bookshelf in the **To data set name** field.

3. Press ENTER.

- If you specified an existing data set, BookManager READ displays a confirmation window. Select whether to proceed with the copy and overwrite the existing data set.
 - Select **Yes** to overwrite the existing data set. BookManager READ copies the data set, then displays the **Bookshelf List Data Set to be Modified** window.
 - Select **No** to return to the previous panel.

- If you specified a new data set, BookManager READ allocates a new data set, copies the data, and displays the **Bookshelf List Data Set to be Modified** window.

4. The **Data set name** field in the **Bookshelf List Data Set to be Modified** window contains the data set name of your personal bookshelf list. Do one of the following:

- Press ENTER to add the bookshelf to your personal bookshelf list.
- In the **Data set name** field, type the name of another bookshelf list to which you want to add the bookshelf and press ENTER.
- Press **F12** to cancel the window. The copying is done, but the bookshelf is not included in a bookshelf list.

BookManager READ returns you to the **Perform File Functions** window.

5. Press **F11** to work with the next bookshelf you marked.

After you copy the marked bookshelves and return to the current bookshelf list, press **F5** to refresh the bookshelf list. Any new bookshelf data sets that you allocated and added to the current bookshelf list are included. The new bookshelf data sets that you allocated have the same eight-character name and description as the bookshelf data sets they are copied from, but different data set names. Use the **Describe** window to see the differences in them. See 4.7, "Viewing Descriptions of Books on a Bookshelf" on page 40 for details. If you want to copy the bookshelf but change the eight-character name, display the bookshelf and use the **Group** pull-down to create a new bookshelf with the same books but with a different name. For details, see 14.0, "Grouping Books on a Bookshelf" on page 131.

Figure 93 on page 163 is an example of a **Copy Bookshelf** window. Figure 94 on page 164 is an example of a **Bookshelf List Data Set to be Modified** window.

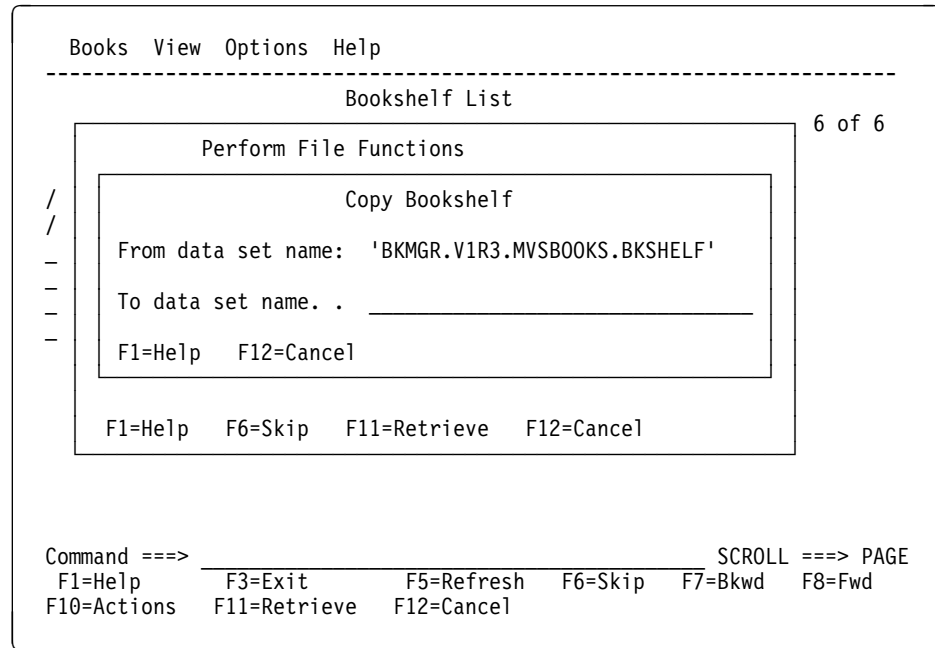


Figure 93. Copy Bookshelf Window

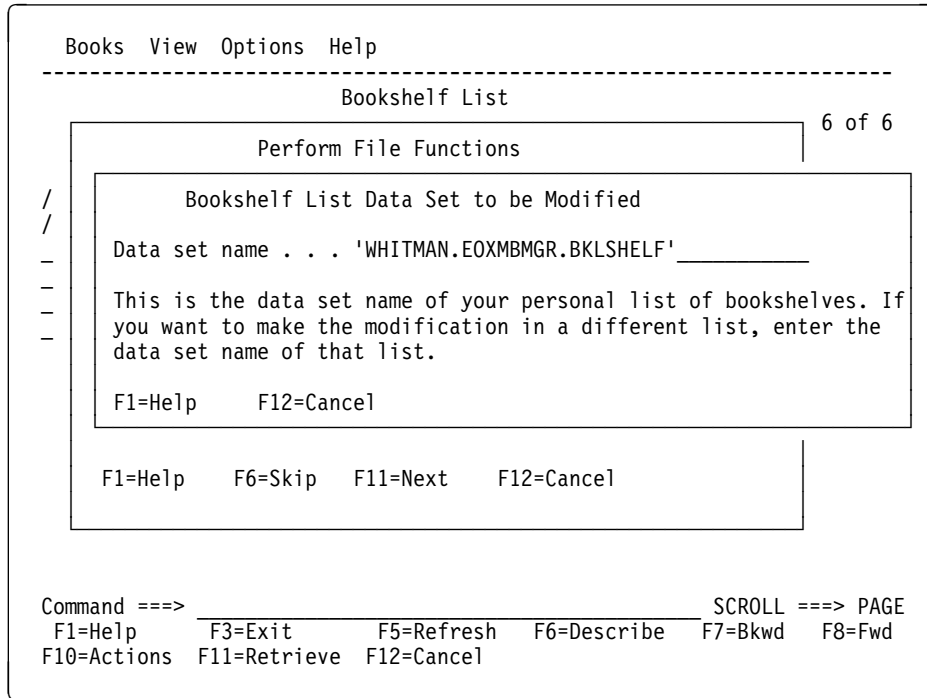


Figure 94. Bookshelf List Data Set to be Modified Window

16.3 Discarding a Bookshelf

When you discard a bookshelf, you can erase either the bookshelf data set or the search index data set associated with the bookshelf, or both. Because one bookshelf search index can be used with a number of bookshelves, be sure that you no longer need the search index before discarding it.

To discard a bookshelf:

1. Select **Discard** in the **Perform File Functions** window. For details, see 16.1, “Using the Perform File Functions Window” on page 161.

The **Discard Bookshelf** window appears with the name, description, data set name, and search index data set name of the bookshelf currently shown in the **Perform File Functions** window.

2. Select whether to discard the bookshelf.
3. Select whether to discard the bookshelf search index.
4. Press ENTER to discard the bookshelf, and bookshelf search index if selected.
5. The **Bookshelf List Data Set to be Modified** window, shown in Figure 94 on page 164 is displayed. The **Data set name** field contains the data set name of your personal bookshelf list. Do one of the following:
 - Press ENTER to discard the bookshelf from your personal bookshelf list.
 - In the **Data set name** field, type the name of another bookshelf list you want to discard the bookshelf from and press ENTER.
 - Press **F12** to cancel the window. The bookshelf has been discarded, but it is not removed from a bookshelf list.

- The next marked bookshelf is displayed in the **Perform File Functions** window. If no marked bookshelves are left, BookManager READ returns you to the current bookshelf list.

Figure 95 on page 165 is an example of a **Discard Bookshelf** window.

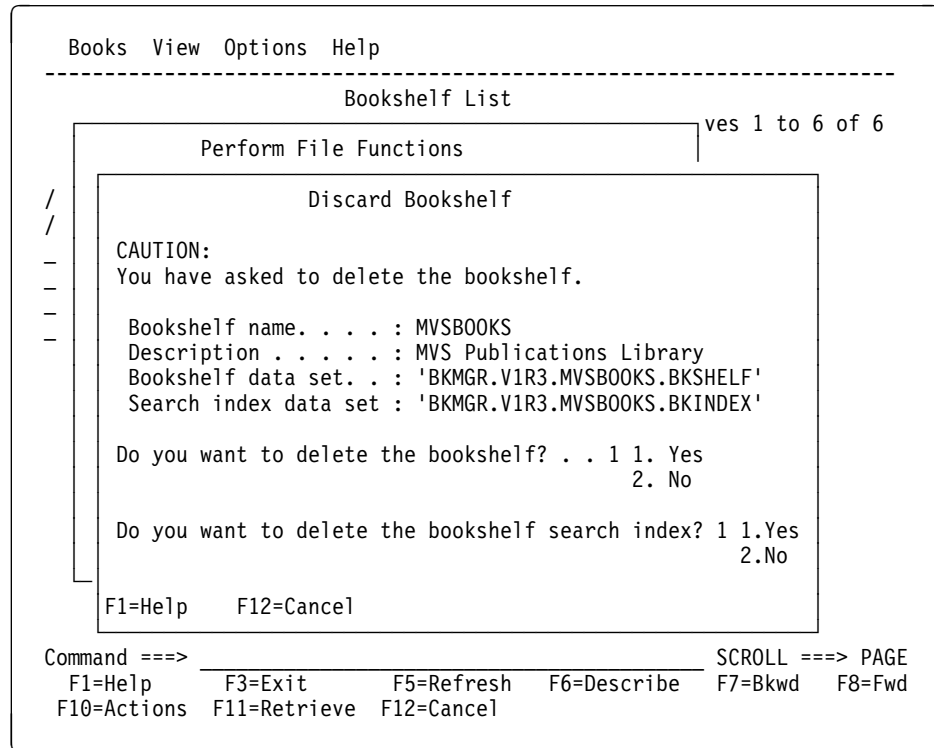


Figure 95. Discard Bookshelf Window

After you discard the marked bookshelves and return to the bookshelf list where you opened the **Perform File Functions** window, the discarded bookshelves no longer appear on the bookshelf list.

16.4 Sending a Bookshelf to Another User

You can send any bookshelf available to you to other users on your system or another system.

To send a bookshelf to another user:

- Select **Send** in the **Perform File Functions** window. For details, see 16.1, "Using the Perform File Functions Window" on page 161.

The **Send Bookshelf** window appears with the name, description, data set name, and search index data set of the bookshelf currently shown in the **Perform File Functions** window.

- Identify to whom you want to send the bookshelf. Type a user ID and node ID, or a nickname from your TSO/E NAMES data set.
- Select whether or not to send the associated bookshelf search index data set.
- Press ENTER to send the bookshelf data set, and bookshelf search index data set if selected.

Note: This does not send the books on the bookshelf.

BookManager READ returns you to the **Perform File Functions** window.

5. Press **F11** to work with the next bookshelf that you marked.

Figure 96 on page 166 is an example of a **Send Bookshelf** window.

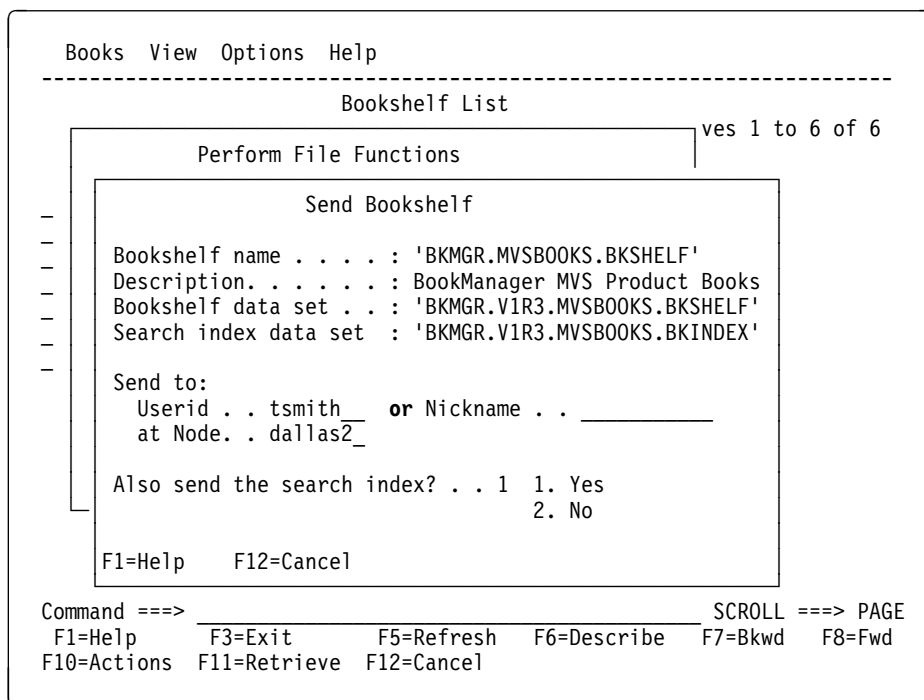


Figure 96. Send Bookshelf Window

16.5 Editing Bookshelf Information

This topic shows you how to use the **Edit Bookshelf** window to edit information on a bookshelf.

These functions assist in making bookshelves more useful to a user. For example, when you receive a bookshelf that was created at another site or on another operating system, you can change the bookshelf information to conform to your naming conventions.

You can edit information on one or more bookshelves on a bookshelf list. To use the **Edit Bookshelf** window:

1. Select **Edit** in the **Perform File Functions** window. For details, see 16.1, “Using the Perform File Functions Window” on page 161. The **Edit Bookshelf** window lists the bookshelf information that you can edit.
 - **Bookshelf header**, to change the description and search index data set name of a bookshelf. For example, when you add books to a bookshelf, you may want to change the bookshelf description to reflect the added books.
 - **Book**, to change the short title and data set name of each book on a bookshelf.

- **Change high-level qualifiers**, to change the high-level qualifiers of a bookshelf's search index data set name and the data set name of each book on the bookshelf. For example, when you receive a bookshelf from another user, you can change the high-level qualifier of the bookshelf to match your own naming conventions.
- **Add data set names**, to add the bookshelf's search index data set name and each book's data set name, if the data set names are blank.

After you edit the bookshelf information, press **F12** to return to the **Perform File Functions** window.

Figure 97 on page 167 is an example of a **Edit Bookshelf** window.

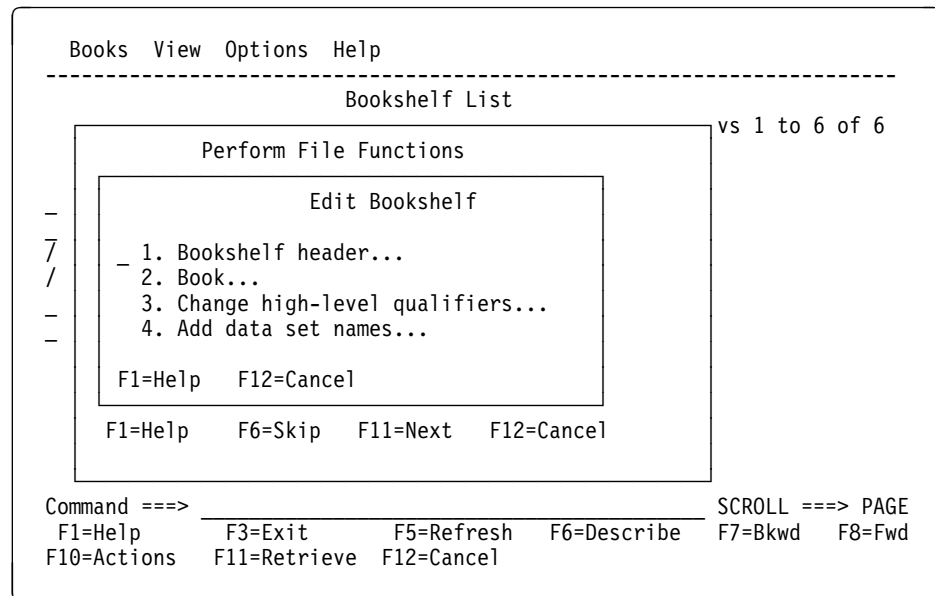


Figure 97. Edit Bookshelf Window

The following topics explain the edit bookshelf functions.

16.5.1 Editing a Bookshelf's Header Information

You can change the description and search index data set name of a bookshelf on a bookshelf list.

To change the description and search index data set name of one or more bookshelves on a bookshelf list:

1. Select **Edit** in the **Perform File Functions** window. For details, see 16.1, “Using the Perform File Functions Window” on page 161.
2. Select **Bookshelf header** in the **Edit Bookshelf** window. The **Edit Bookshelf Header** window appears with information about the bookshelf currently shown in the **Perform File Functions** window.
3. Do either or both of the following:
 - Change the description of the bookshelf in the **Bookshelf description** field by typing over the existing one.

- Change the search index data set name in the **Search index data set** field by typing over the existing one (if any).
4. Press ENTER. BookManager READ displays a confirmation window.
 5. Select one of the following:
 - **Yes**, to accept the changes and return to the **Edit Bookshelf** window.
 - **No**, to return to the **Edit Bookshelf Header** window without making the changes. Press **F12** to cancel the changes and return to the **Edit Bookshelf** window.

Note: Changing the bookshelf description does not change the description contained in the bookshelf list. To get the new description, you must remove then add the bookshelf to the bookshelf list. For details, see 16.7, “Removing a Bookshelf from a Bookshelf List” on page 173 and 16.6, “Adding a Bookshelf to a Bookshelf List” on page 172.

Figure 98 on page 168 is an example of a **Edit Bookshelf Header** window.

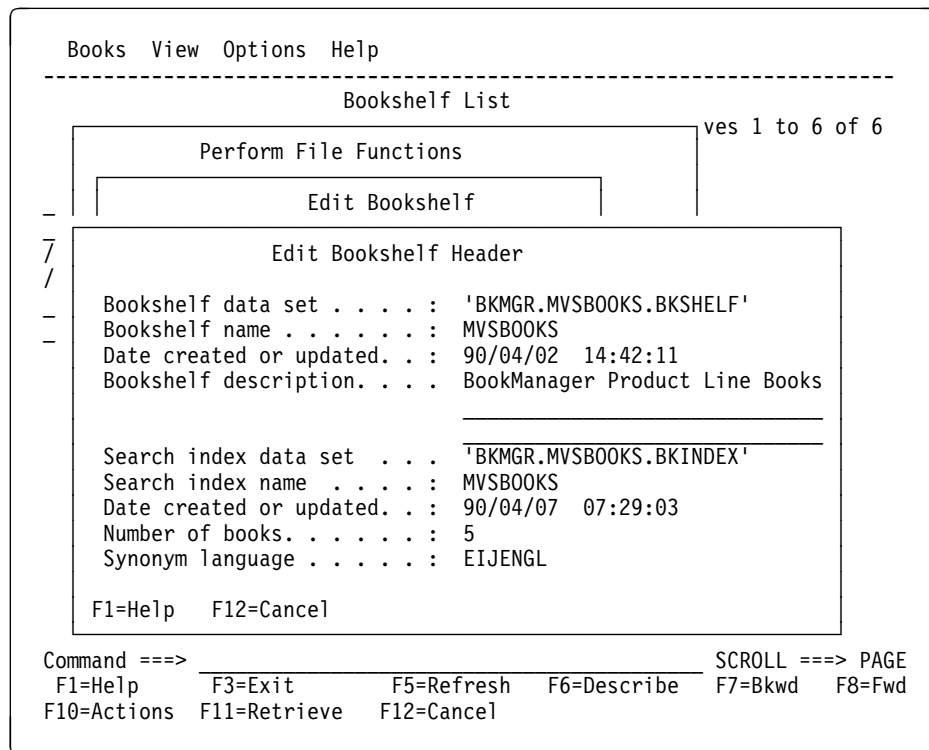


Figure 98. Edit Bookshelf Header Window

16.5.2 Editing a Bookshelf's Book Information

You can edit information for each book on a bookshelf. Only a book's short title and data set name can be changed.

To change the short title and data set name of each book on a bookshelf:

1. Select **Edit** in the **Perform File Functions** window. For details, see 16.1, “Using the Perform File Functions Window” on page 161.

2. Select **Book** in the **Edit Bookshelf** window. The **Edit Bookshelf Book Data** window appears with information about the first book on the bookshelf. The information in this window about the status of the book specifies whether the book is currently in the bookshelf search index, whether the book will be included in a bookshelf search index the next time the bookshelf search index is built or updated, or whether the book has been removed from the bookshelf. Also included is the DOS path, if the bookshelf came from a DOS environment.
3. Do either or both of the following:
 - Change the title of the book in the **Short title** field by typing over the existing one.
 - Change the book data set name in the **Book data set name** field by typing over the existing one.
4. Press **F8** to scroll forward and display information for the next book. You can also press **F7** to scroll backward and display information for the previous book. When you reach the last book, pressing **F8** identifies the book as the last book. Pressing **F8** again returns you to the first book in the list.
5. Press ENTER after the changes are made for the books on the bookshelf. BookManager READ displays a confirmation window.
6. Select one of the following:
 - **Yes**, to accept the changes and return to the **Edit Bookshelf** window.
 - **No**, to return to the previous window without making the changes. Press **F12** to cancel the changes and return to the **Edit Bookshelf** window.

Figure 99 on page 169 is an example of a **Edit Bookshelf Book Data** window.

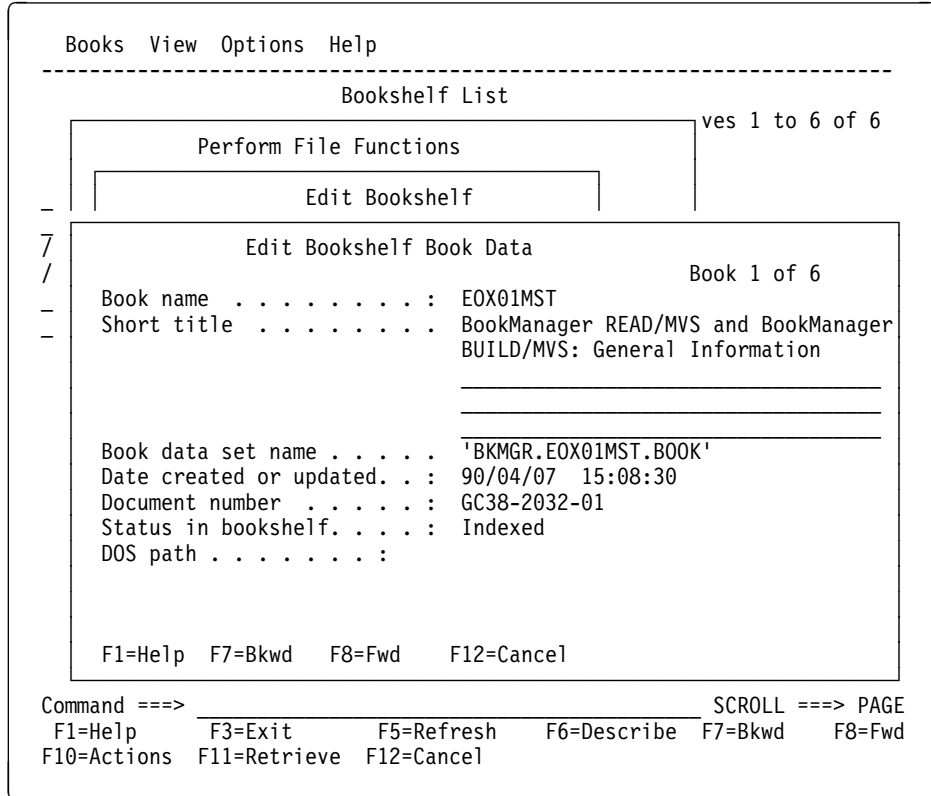


Figure 99. Edit Bookshelf Book Data Window

16.5.3 Changing High-Level Qualifiers

You can change the high-level qualifiers of a bookshelf's search index data set name and the data set name of each book on a bookshelf.

To change the high-level qualifiers of a bookshelf's search index data set name and the data set name of each book on a bookshelf:

1. Select **Edit** in the **Perform File Functions** window. For details, see 16.1, "Using the Perform File Functions Window" on page 161.
2. Select **Change high-level qualifiers** in the **Edit Bookshelf** window. The **Change High-Level Qualifiers** window is displayed.
3. Type the existing high-level qualifiers in the **From** field and the new high-level qualifiers in the **To** field.
4. Press ENTER. BookManager READ displays a confirmation window.
5. Select one of the following:
 - **Yes**, to accept the change and return to the **Edit Bookshelf** window.
 - **No**, to return to the previous window without making the changes. Press **F12** to cancel the changes and return to the **Edit Bookshelf** window.

Figure 100 on page 170 is an example of a **Change High-Level Qualifiers** window.

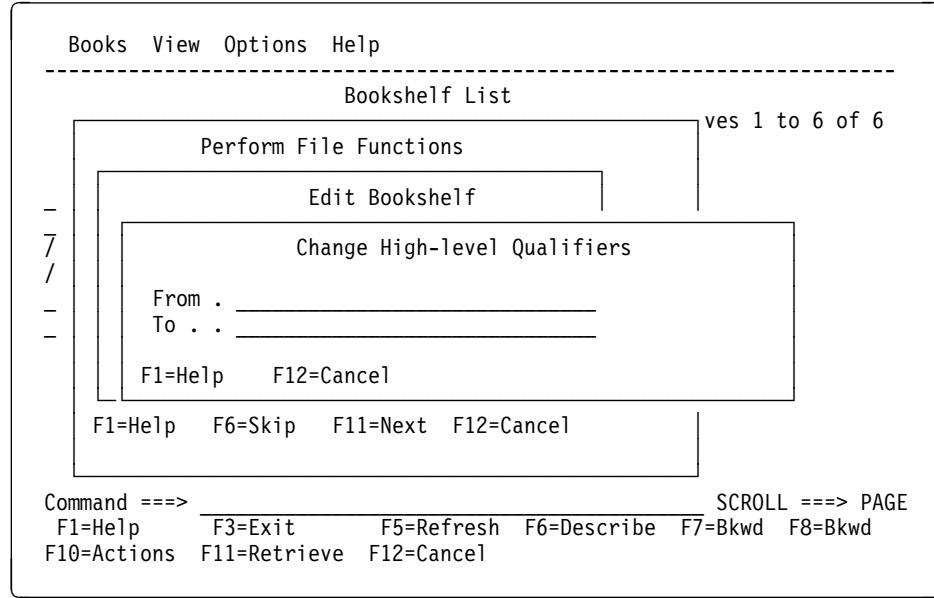


Figure 100. Change High-Level Qualifiers Window

16.5.4 Adding Data Set Names

You can add a bookshelf's search index data set name and each book's data set name, if the data set names are blank. This is useful if you receive a bookshelf from a VM, DOS, or OS/2 environment and the data set name fields are not provided.

To add a bookshelf's search index data set name and each book's data set name, if the data set names are blank:

1. Select **Edit** in the **Perform File Functions** window. For details, see 16.1, "Using the Perform File Functions Window" on page 161.
2. Select **Add data set names** in the **Edit Bookshelf** window. The **Add Data Set Names** window, shown in Figure 101 on page 172, is displayed.
3. Type a qualifier that you want to use as the high-level qualifier for the bookshelf's search index data set and each book's data set in the **High-level qualifiers to use** field.
4. Press ENTER. BookManager READ displays a confirmation window.
5. Select one of the following:
 - **Yes**, to accept the changes and return to the **Edit Bookshelf** window.
 - **No**, to return to the previous window without making the changes. Press **F12** to cancel the changes and return to the **Edit Bookshelf** window.

BookManager adds data set names to those entries that do not already have data set names. If a bookshelf search index data set name is not specified, BookManager READ adds an entry for:

```
hlq.name.BKINDEX
```

where *hlq* is one or more high-level qualifiers that you requested, *name* is the name of the bookshelf search index, and BKINDEX is the low-level qualifier.

For each book for which a data set name is not specified, BookManager READ adds an entry for:

hlq.name.BOOK

where *hlq* is one or more high-level qualifiers that you requested, *name* is the name of the book, and BOOK is the low-level qualifier.

Figure 101 on page 172 is an example of an **Add Data Set Names** window.

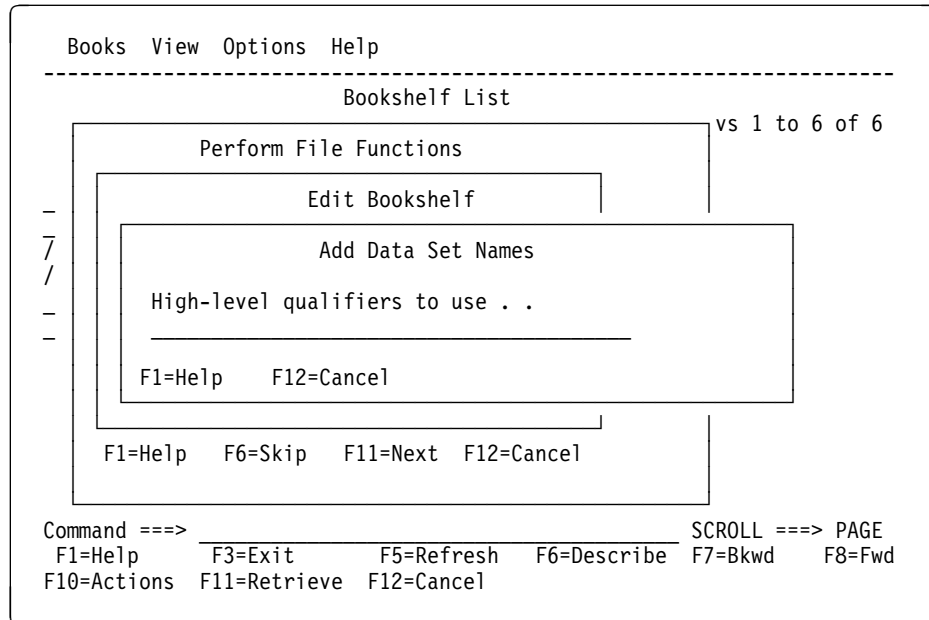


Figure 101. Add Data Set Names Window

Note: You cannot add the data set name if the bookshelf index name is blank. For example, if you want to tie an existing unindexed bookshelf to an existing bookshelf index data set, the edit function will not allow you to add the index data set name.

16.6 Adding a Bookshelf to a Bookshelf List

You can add a bookshelf to a bookshelf list. For example, when you receive a bookshelf from another user, you must explicitly add it to a bookshelf list to see it listed when you use BookManager READ.

The following steps explain how to add a bookshelf to a bookshelf list. If you are adding a bookshelf to which you do not currently have access on any bookshelf list, make sure that you have *not* selected (marked) any bookshelves. If you are adding a bookshelf to which you currently have access on another bookshelf list, select the desired bookshelf.

1. Select **Add** in the **Perform File Functions** window. For details, see 16.1, "Using the Perform File Functions Window" on page 161.
2. If you have not selected a bookshelf, the **Add a Bookshelf to a Bookshelf List** window is displayed. Enter the data set name of the new bookshelf in the **Data set name** field and press ENTER.

3. The **Bookshelf List Data Set to be Modified** window, shown in Figure 94 on page 164, is displayed. The **Data set name** field contains the data set name of your personal bookshelf list. Do one of the following:

- Press ENTER to add the bookshelf to your personal bookshelf list.
- Change the name of the bookshelf list in the **Data set name** field by typing over the existing one. Press ENTER.

Refresh the bookshelf list by pressing **F5** to see the added bookshelf included in the list of bookshelves.

Figure 102 on page 173 is an example of the **Add a Bookshelf to a Bookshelf List** window.

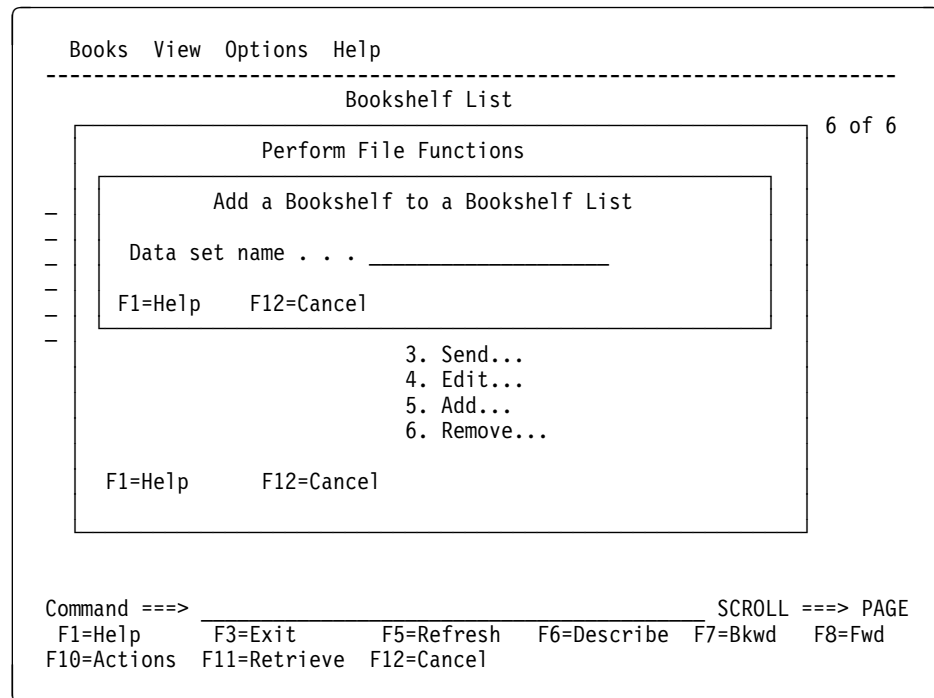


Figure 102. Add a Bookshelf to a Bookshelf List Window

16.7 Removing a Bookshelf from a Bookshelf List

You can remove a bookshelf from a bookshelf list. For example, you may want to remove a bookshelf from your personal bookshelf list because you no longer have a need for that information.

To remove a bookshelf from a bookshelf list:

1. Select **Remove** in the **Perform File Functions** window. For details, see 16.1, “Using the Perform File Functions Window” on page 161.

The **Bookshelf List Data Set to be Modified** window, shown in Figure 94 on page 164, is displayed. The **Data set name** field contains the data set name of your personal bookshelf list.

2. Do one of the following:

- Press ENTER to remove the bookshelf from your personal bookshelf list.
- Type the name of the bookshelf list data set from which you want to remove the selected bookshelf, and press ENTER.

BookManager READ deletes the bookshelf from the bookshelf list, removes the window, and you return to the **Perform File Functions** window. The bookshelf data set is not deleted.

Any other currently open bookshelf lists will still show the removed bookshelf until the bookshelf lists are refreshed. Also, if the removed bookshelf is in another bookshelf list data set, the removed bookshelf may still appear due to the chaining of the user's default bookshelf list with other bookshelf lists. If after the refresh, the bookshelf reappears, remove it again from your personal bookshelf list. This will cause that bookshelf to be excluded even if other bookshelf lists in the chain include the bookshelf.

17.0 Performing File Functions on Books

This topic shows you how to use the **Perform File Functions** window while viewing books on a bookshelf. You can discard a book data set, send a book to another user, or copy or delete public note members associated with a book.

17.1 Using the Perform File Functions Window

You perform file functions on one or more books on a bookshelf.

To use the **Perform File Functions** window:

1. Mark each book that you want to work with by typing a slash (/) next to its name.
2. Select **Books** on the action bar.
3. Select **Perform file functions** in the **Books** pull-down. The **Perform File Functions** window appears, showing the name, document number, title, and data set name of the first book that you marked.

Figure 103 on page 175 is an example of the **Perform File Functions** window you see.

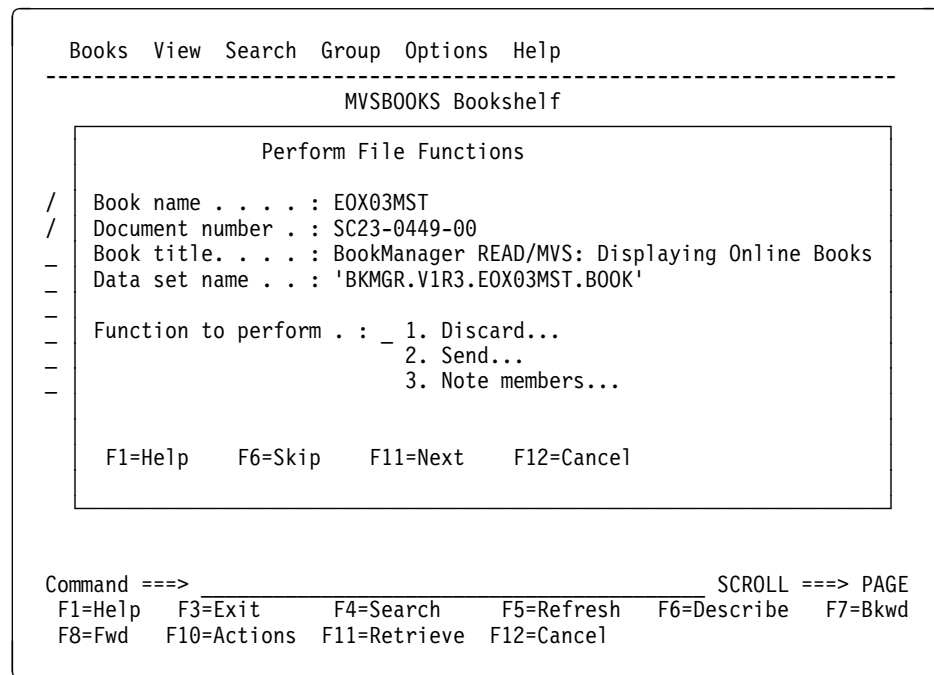


Figure 103. Perform File Functions Window in a Bookshelf

Use the following function keys in the **Perform File Functions** window to work with books you marked.

- Press **F6** to remove the selection of the currently displayed entry and display information about the next book you marked.

Any options you choose for marked items when using a different pull-down action will not include a book from which the selection was removed.

- Press **F11** to display information about the next book that you marked.
The current entry remains marked. Any options you choose for marked items when using a different pull-down action will include this book.
- Press **F12** to remove the **Perform File Functions** window.
The current entries remain marked. Any options you choose for marked items when using a different pull-down action will include these books.

17.2 Discarding a Book

When you discard a book, you erase the book data set.

To discard a book:

1. Select **Discard** in the **Perform File Functions** window. For details, see 17.1, “Using the Perform File Functions Window” on page 175.

The **Discard Book** window appears with the name, document number, title, and data set name of the first book that you marked.

2. Select whether to discard the book.
3. Press ENTER to discard the book.

Figure 104 on page 176 is an example of the **Discard Book** window.

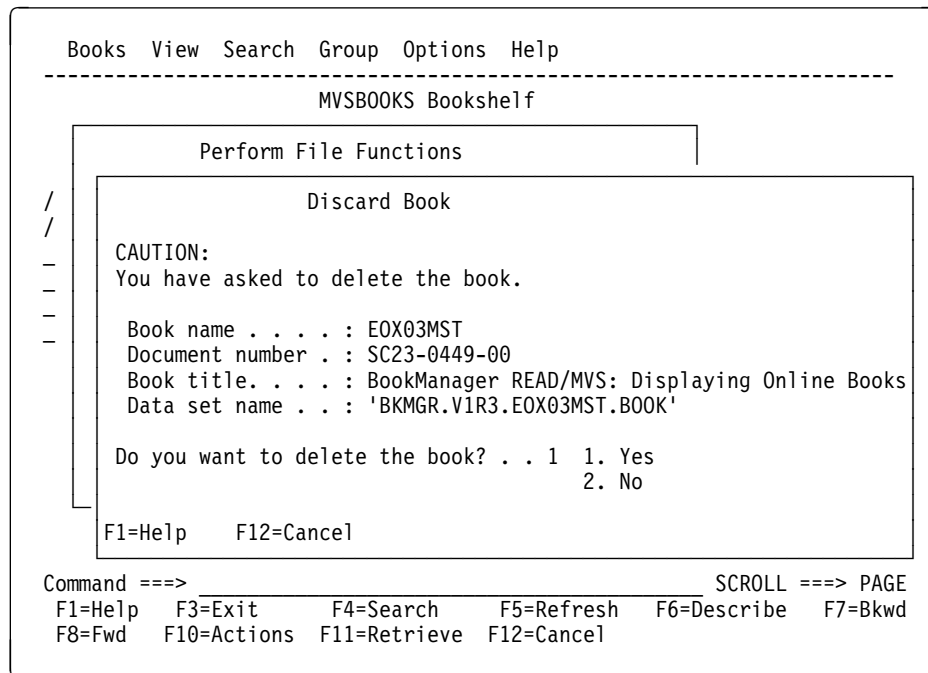


Figure 104. Discard Book Window

After you discard the marked books and return to the bookshelf where you opened the **Perform File Functions** window, the discarded books no longer appear on the bookshelf.

17.3 Sending a Book to Another User

You can send any books available to you to other users on your system or another system.

To send one or more books to another user:

1. Do one of the following:
 - To send one or more books listed on a bookshelf:
 - a. Select **Send** in the **Perform File Functions** window. For details, see 17.1, “Using the Perform File Functions Window” on page 175.

The **Send Book** window appears with the name, document number, title, and data set name of the first book that you marked.
 - To send the book that you are viewing:
 - a. Select **Books** on the action bar.
 - b. Select **Send** in the **Books** pull-down. The **Send Book** window appears with the name, document number, title, and data set name of the current book.
2. Identify to whom you want to send the book. Type a user ID and node ID, or a nickname from your TSO/E NAMES data set.
3. Press ENTER to send the book data set.

Figure 105 on page 177 is an example of the **Send Book** window.

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

Perform File Functions

/
/
-
-
-
-

Send Book

Book name . . . . : EOX03MST
Document number . : SC23-0449-00
Book title . . . . : BookManager READ/MVS: Displaying Online Books
Data set name . . : 'BKMR.V1R3.EOX03MST.BOOK'

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

F1=Help   F12=Cancel

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

Figure 105. Send Book Window

17.4 Performing Maintenance on Public Note Members

You can perform the following functions on public note members:

- Copy note members from a private note file to a public note file to which you are authorized
- Retrieve public note members into a private note file
- Erase public note members in a public note file to which you are authorized.

To perform public note member maintenance, select **Note members** in the **Perform File Functions** window. For details, see 17.1, “Using the Perform File Functions Window” on page 175.

The **Public Note Member Maintenance** window appears with the name, document number, title, and data set name of the first book that you marked. The window also contains the data set name of the public notes associated with the current book.

To copy note members from a private note file to a public note file:

1. Type **1** in the **Function to perform** field.
2. Press ENTER. A PDF member list panel appears.
3. Mark the members you want to copy.
4. Press ENTER to copy the note members.

To retrieve public note members into a private note file:

1. Type **2** in the **Function to perform** field.
2. Press ENTER. A PDF member list panel appears.
3. Mark the members you want to retrieve.
4. Press ENTER to retrieve the note members.

To erase public note members in a public note file to which you are authorized:

1. Type **3** in the **Function to perform** field.
2. Press ENTER. A PDF member list panel appears.
3. Mark the members you want to erase.
4. Press ENTER to erase the note members.

Figure 106 on page 179 is an example of the **Public Note Member Maintenance** window.

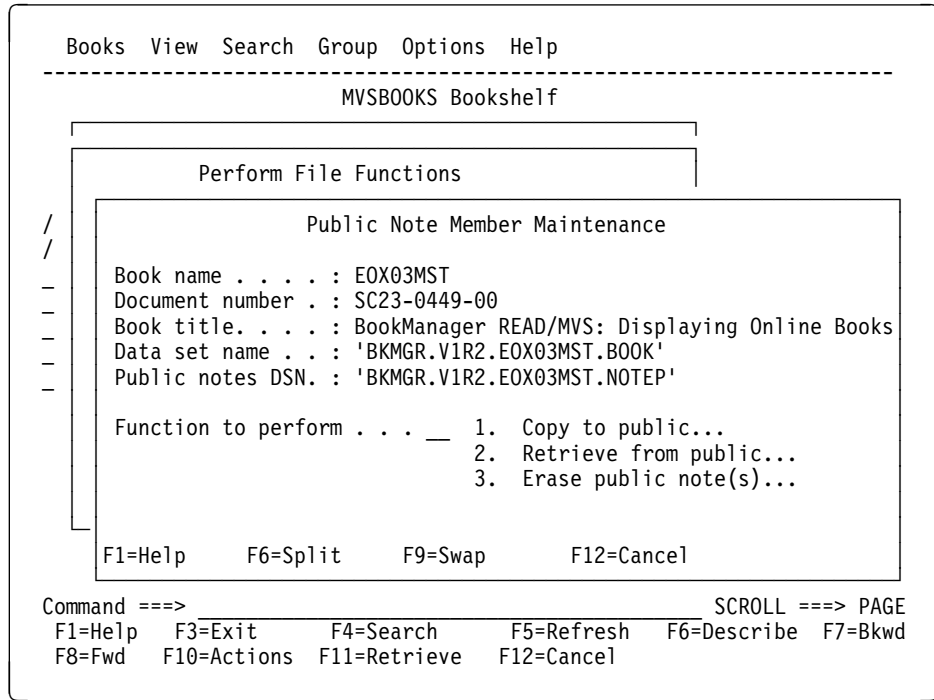


Figure 106. Public Note Member Maintenance Window

Part 3. Reference Information

Appendix A. Data Set Naming Conventions

The conventions for naming TSO data sets are:

- A data set name consists of one or more parts connected by periods. Each part is called a *qualifier*.
- Each qualifier must begin with an alphabetic character (A to Z) or one of the special characters @, #, and \$. If you plan to send the data set to other countries or to a programmable workstation, you should not use the special characters. They could cause translation problems.
- The remaining characters in each qualifier can be alphabetic, special, or numeric (0 to 9).
- Each qualifier must be one to eight characters in length.
- The maximum length of a complete data set name is 44 characters, including the periods.

Some valid data set names are:

```
'USERID.GC999999.BOOK'  
'DEPT.USERID.XX999.NOTE'
```

The examples show the names enclosed in single quotation marks ('). These quotation marks are not part of the data set name. However, if you do not enclose the name in quotation marks, BookManager READ adds your prefix, which sometimes is your user ID, as the first qualifier.

Assume your prefix is USERID. Then:

<u>Entering</u>	<u>Becomes</u>
'USERID.X1.BOOK'	'USERID.X1.BOOK'
X1.BOOK	'USERID.X1.BOOK'
USERID.X1.BOOK	'USERID.USERID.X1.BOOK'

Your prefix is usually assigned by an administrator and appears in your user profile. To determine your prefix, enter the following command on any ISPF panel having a command line:

tso profile

For more information on the types of data sets BookManager READ uses, see Appendix B, "Data Structures."

Appendix B. Data Structures

This topic explains how BookManager READ stores and accesses its data. It can help you perform advanced tasks, such as creating and modifying bookshelves, creating a bookshelf search index, or performing file functions. The final section explains a few advanced features that allow you to gain better control of which bookshelves are displayed in your bookshelf list.

B.1 Data Sets

This section first describes the four primary types of data sets BookManager READ uses. It then provides an example of a BookManager READ/MVS configuration that incorporates all the types. The part that follows this explains how to create such a configuration. The last two parts of this section provide information on data set sizes and formats.

B.1.1 Types of Data Sets

BookManager READ uses four types of data sets to find and contain book information:

1. Book
2. Bookshelf
3. Bookshelf search index
4. Bookshelf list.

The MVS data set characteristics for these data sets are shown in Table 7 on page 191.

B.1.1.1 Book

The basic building block of BookManager READ is a book. An online book can be read very much like a printed book. In addition, you can search the book for specific words and phrases.

Each online book is kept in its own data set. The data set contains the book's text, as well as all of its pictures. Although not required, it is suggested that the low-level qualifier for a book data set name be BOOK. For example:

```
BKMGR.EOX03MST.BOOK
```

How can you keep track of the books you want to use? If you use two or three books, you can probably remember their data set names. Suppose you have 100 online books. You cannot remember that many data set names. One solution is to have BookManager READ keep track of these data sets, and show you a list of the book titles. That would probably work for 100 books.

B.1.1.2 Bookshelf

Suppose you have 1,000 books. BookManager lets you organize them into collections of books on a particular subject. Each collection is referred to as a *bookshelf*. Instead of seeing a list of 1,000 books, you might see a list of 100 bookshelves. BookManager READ keeps each bookshelf in its own data set. Although not required, it is suggested that the low-level qualifier for a bookshelf data set name be BKSHELF. For example:

```
BKMGR.MVSB00KS.BKSHELF
```

A bookshelf data set contains:

1. The names of the data sets containing the books on this bookshelf. This allows BookManager READ to find the books on this bookshelf.
2. A description of the bookshelf contents. This provides you with the subject of the bookshelf.
3. The title of each book on the bookshelf. This helps you select which book to read. Otherwise, BookManager READ would have to access and read the title from each book.
4. The date each book was built using BookManager BUILD.
5. The name of the bookshelf search index, if one is available.

B.1.1.3 Bookshelf Search Index

In many cases, you do not know exactly which book on a bookshelf you want to use. Suppose you want a recipe for Baked Alaska and the bookshelf contains 20 cookbooks. You can use the BookManager READ bookshelf search facility to find the books that discuss Baked Alaska. BookManager READ will open each book and search for the phrase *Baked Alaska*. Then it will display a list of books with this information. If you seldom search the books on a bookshelf, this technique is satisfactory.

However, if you plan to search a bookshelf frequently, you should consider building a *bookshelf search index*. A search index data set contains all the words in all the books on a bookshelf. Instead of searching each book on the bookshelf, BookManager READ searches the single bookshelf search index data set. While not required, it is suggested that the low-level qualifier for a bookshelf search index data set name be BKINDEX. For example:

```
BKMGR.MVSBOOKS.BKINDEX
```

The bookshelf search index data set name is kept in the bookshelf data set.

B.1.1.4 Bookshelf List

At installation, your site customizes BookManager READ to specify one or more data sets that contain the names of the bookshelf data sets. This data set is known as the system bookshelf list data set (if more than one data set is involved, they are the system bookshelf list data sets). The IBM-provided default name of the system bookshelf list data set is EOY.BKLSHELF. Every BookManager READ user has access to this data set. Associated with each bookshelf data set name in the list is a description of the bookshelf. This description is shown to the reader.

The security authorization for the system bookshelf list data set must allow all BookManager READ users to read all the bookshelf list data sets it contains. In addition, the security authorization for the bookshelves pointed to by this list, as well as the books on these bookshelves, must allow all BookManager READ users to read them. Otherwise, BookManager would inadvertently generate security alerts when users try to reference data sets that they are not allowed to see.

When you create a bookshelf for your own use, an entry for it is not placed in the system bookshelf list data set, but rather in your personal bookshelf list data set. A bookshelf you create might be a collection of books from several existing bookshelves plus some new company confidential books.

To display your bookshelf list, the program reads both the system and your personal bookshelf list data sets. Even though the listed bookshelf names may be taken from a number of different bookshelf list data sets, the names are always shown as a single list whenever displayed.

The name of the personal bookshelf list data set is:

```
prefix.userid.EOXMBMGR.BKLSHELF
```

where *prefix* is the data set prefix in your TSO profile, *userid* is your user ID, and EOXMBMGR.BKLSHELF indicates that this is your personal bookshelf list data set. The prefix is used only if it is different from your user ID.

When you create a bookshelf, BookManager READ asks you to specify the bookshelf list to point to this bookshelf. Usually, you accept the default — your personal bookshelf list. This is described in 14.1, “Creating a Bookshelf” on page 132. You should specify a different bookshelf list only if adding to the system bookshelf list or a “project” list. See B.2.1, “Including Additional List of Bookshelves” on page 191 for more information on using multiple bookshelf list data sets.

B.1.2 Example of a BookManager READ/MVS Configuration

Figure 107 on page 188 shows an example of how BookManager READ might be configured on your system. There are:

- Seven books — Books 1 through 7
- Four bookshelves — Bookshelves 1 through 4
- Two bookshelf search indexes — Search Index 1 and 2
- Two bookshelf lists:
 - System bookshelf list (pointing to Bookshelves 1 through 3)
 - Personal bookshelf list for you (pointing to Bookshelf 4).

This example shows several BookManager READ capabilities and features:

- Search Index 1 contains all the books on Bookshelf 1. If you search Bookshelf 1, BookManager does not have to actually search any of the books; it can search the index (Search Index 1).
- Bookshelf 2 contains two of the books that are also on Bookshelf 1. But only one copy of each book exists. Unlike printed books, a single copy of a book can be on more than one bookshelf.
- Search Index 2 (like Search Index 1), allows BookManager READ to search the bookshelf without actually searching any of the books.
- Bookshelf 3 contains a subset of the books on Bookshelf 2. Perhaps Bookshelf 2 contains all the books on your company policies, while Bookshelf 3 only contains books about your company payroll policies. Bookshelf 3 uses the same bookshelf search index as Bookshelf 2. To search a bookshelf, BookManager READ can use this index rather than search individual books. If you request a search of Bookshelf 3, BookManager READ uses Search Index 2 and only considers information found in Books 3 and 6.
- Bookshelf 4 contains a subset of the books on Bookshelf 2 (Books 5 and 6), plus another book (Book 7). It uses the same bookshelf search index as Bookshelf 2. If you request a search of Bookshelf 4, BookManager READ uses Search Index 2 in lieu of searching Book 5 or 6, but it must also search Book

7. If you search Bookshelf 4 frequently, you might want to consider building a bookshelf search index describing books 5, 6 and 7.
- The system bookshelf list includes Bookshelves 1, 2, and 3. All users will see these bookshelves when they start BookManager READ. You have created a bookshelf (Bookshelf 4), which is not available to any other users on the system. Therefore, it is on your personal bookshelf list.

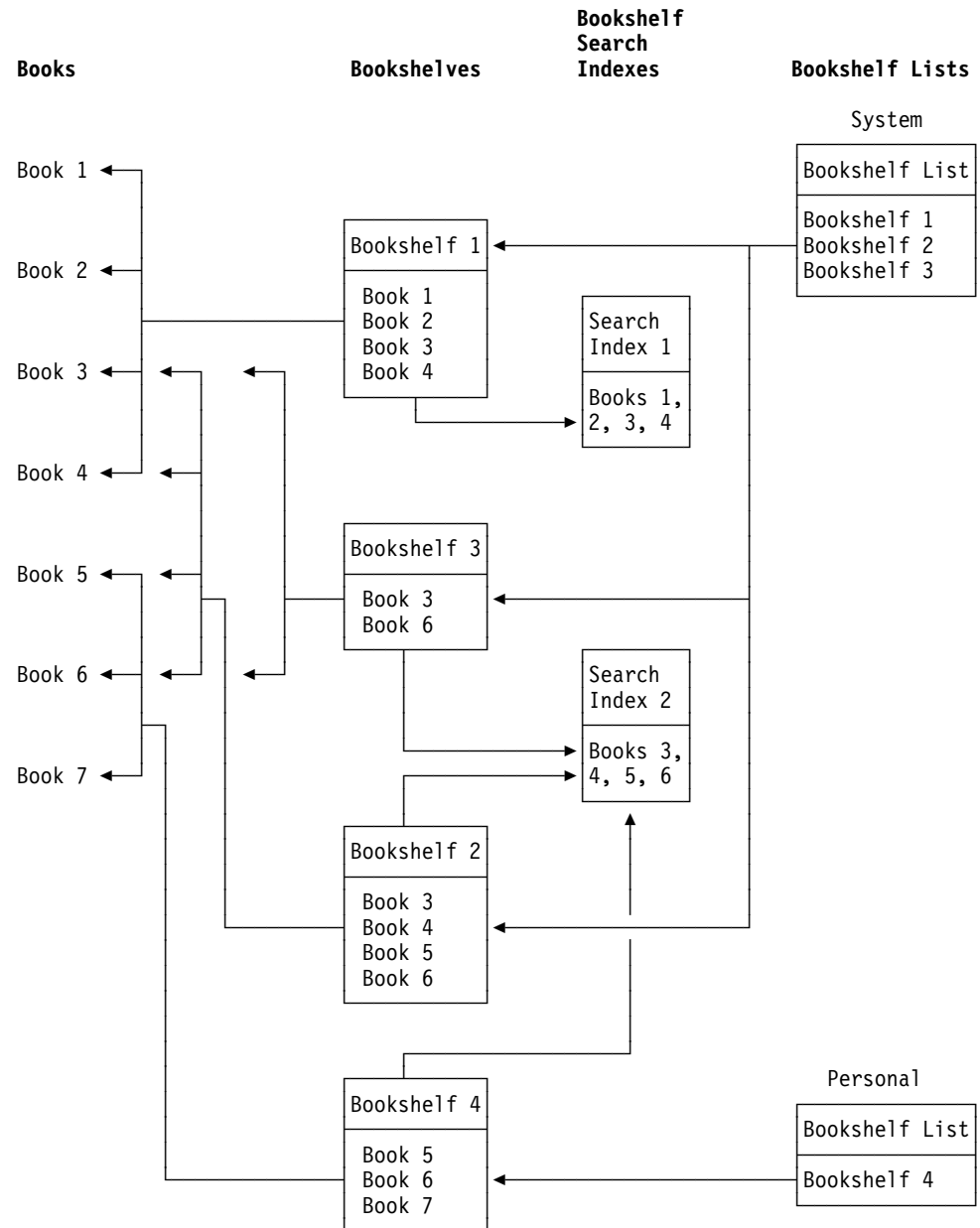


Figure 107. BookManager READ Configuration Example

B.1.3 Creating the Configuration Example

This topic lists the steps that you must take to create the BookManager READ configuration example. The following books must exist on your system:

IBM.B1.BOOK
IBM.B2.BOOK
IBM.B3.BOOK
IBM.B4.BOOK
CUSTOMER.B5.BOOK
CUSTOMER.B6.BOOK
USERA.B7.BOOK

1. Display a list of the four IBM books on a temporary bookshelf, using a filter of 'IBM.*.BOOK'.

For details, see 4.8, "Listing Books" on page 41.

2. Create Bookshelf 1 using the **Group** pull-down. Specify an index of INDEX1. Add the bookshelf to your personal bookshelf list.

For details, see 14.0, "Grouping Books on a Bookshelf" on page 131.

3. Create bookshelf search index 1.

Use the BookManager Index Utility, described in 15.0, "Creating a Bookshelf Search Index" on page 141. Exit BookManager READ (or use the ISPF split screen facility) and invoke the Index Utility to build Search Index 1.

4. Return to the bookshelf list, and press F5 to refresh the list. This ensures the new bookshelf shows on the list.

5. Add the new bookshelf to the system bookshelf list.

Type a slash (/) next to Bookshelf 1, and select **Perform file functions** from the **Books** pull-down. Use the **Add** choice to add Bookshelf 1 to the system bookshelf list data set. Use the **Remove** choice to delete the bookshelf from your personal bookshelf list. For details, see 16.6, "Adding a Bookshelf to a Bookshelf List" on page 172 and 16.7, "Removing a Bookshelf from a Bookshelf List" on page 173.

We did not add the bookshelf directly to the system list of bookshelves in Step 2 on page 189 because the index was not built. Once the bookshelf is added to the system list, everyone can try to use it.

6. Create Bookshelf 2.

Open Bookshelf 1, select Books 3 and 4, then use the **Group** pull-down to create Bookshelf 2. Specify an INDEX of INDEX2. Add the new bookshelf to your personal bookshelf list. Then return to your bookshelf list, and press F5 to refresh the list.

7. Add Books 5 and 6 to Bookshelf 2.

Open Bookshelf 2, then use the **Group** pull-down to add book data sets 5 and 6 to Bookshelf 2.

8. Build bookshelf Search Index 2.

This is described in Step 3 on page 189.

9. Repeat Step 5 on page 189 to add Bookshelf 2 to the system bookshelf list, and remove from your personal bookshelf list.

10. Build Bookshelf 3.

Use the procedure described in Step 6 on page 189 to create Bookshelf 3 by selecting Books 3 and 6 from Bookshelf 2. This time, add the bookshelf directly to the system bookshelf list. It can be added to this list because we do not need to further modify Bookshelf 3 before it is ready to use.

11. Create Bookshelf 4.

Use the procedure described in Step 6 on page 189 to create Bookshelf 4 by selecting books 5 and 6 from Bookshelf 2. Add the bookshelf to your personal bookshelf list.

12. Return to the bookshelf list, and press F5 to refresh the list. Then open Bookshelf 4.

13. Add Book 7 to Bookshelf 4.

This is described in Step 7 on page 189.

B.1.4 Data Set Sizes

Most of the disk space used by BookManager READ is for holding books. The following factors contribute to the size of a book:

- The amount of text in a book. However, the size is not linear. That is, doubling the number of words does not double the size of the data set.
- The number of topics in a book.
- The number of GDDM graphics in a book.

The next largest usage of disk space is for holding bookshelf search indexes. However, the size of a bookshelf search index is *much* smaller than the combined size of the books in it. It is suggested that you create a bookshelf containing all the books with related topics, then create a bookshelf search index for it. Next, use the **Group** pull-down to create bookshelves containing subsets of this master bookshelf, and share the same bookshelf search index.

Bookshelf data sets are very small. Except for *extremely* large bookshelves, a bookshelf data set will fit on a single track.

Bookshelf list data sets are also very small, and will almost always fit on a single track.

B.1.5 Data Set Formats

Table 7 on page 191 provides the format of the permanent data sets used by the BookManager READ program. This information is *not* needed to use the product. It is provided so you will understand which data sets you own that BookManager created. The following information is provided:

Type	The purpose of the data set.
Qualifier	The suggested low-level (last) data set name qualifier to use, or the one BookManager READ uses to allocate the data set.
DSORG	The data set organization. The following values are possible: PS Physical sequential PO Partitioned data set (PDS, or PDSE)
RECFM	The data set record format. The following values are possible: F Fixed length, unblocked records

FB Fixed length, blocked records
 FBS Fixed length, standard blocked records
 VB Variable length blocked records

LRECL The length of each record (Logical record length)

Note Numbers of notes at the end of the table.

Type	Qualifier	DSORG	RECFM	LRECL	Note
Book	BOOK	PS	F/FB/FBS	4096	1
Bookshelf	BKSHELF	PS	VB	≤259	2
Bookshelf search index	BKINDEX	PS	F/FB/FBS	4096	1
Bookshelf list	BKLSHELF	PS	VB	≤259	
Closing bookmarks	EOXBMRK	PS	FB	80	
Copy output	COPY	PS	VB	259	
GDDM pictures	PSEG	PO	VB	2004	
Print output	PRINT	PS	VB	259	
Notes, Personal	NOTE	PO	VB	84	2
Notes, Public	NOTEP	PO	VB	84	2

Notes:

1. If transferring between MVS and OS/2 or DOS, be sure to transfer in binary format. When uploading to MVS, be sure to specify a RECFM of FB and LRECL of 4096.
2. If transferring between MVS and OS/2 or DOS, be sure to transfer in ASCII format.

B.2 Advanced Bookshelf List Management Features

This topic describes advanced BookManager READ features that enable you to gain better control of which bookshelves are displayed in your bookshelf list.

B.2.1 Including Additional List of Bookshelves

Occasionally, you may have a project that uses numerous bookshelves and you want these bookshelves to be available to a limited number of users. The bookshelves cannot be added to the system bookshelf list because all BookManager READ users would see the bookshelf names. You can instruct the appropriate personnel to add the project bookshelves to their personal bookshelf list. But users would be forced to update their personal bookshelf list whenever you added or deleted a project bookshelf.

Another method of accomplishing the same result is to have the project users add an INCLUDE statement to their personal bookshelf list data set. Though it takes a little more time to set up in the beginning, this method is both more efficient in the long run and more dependable because you do not have to inform the project users of each update to the project bookshelf list—and hope that all of them respond.

The INCLUDE statement specifies the name of another bookshelf list data set, which in turn contains any number of bookshelf statements. When BookManager READ encounters the INCLUDE statement, it reads the specified bookshelf list data set just as if its contents were in the original data set.

An example can help to clarify. Assume that a project manager creates the data set PROJECT.BOOKMGR.BKLSHELF. The manager then adds the desired bookshelves to it. The new data set now contains the following statements:

```
SHELF SHELF1 datasetname1 description 1
SHELF SHELF2 datasetname2 description 2
SHELF SHELF3 datasetname3 description 3
```

Also assume that a project user has added an INCLUDE statement to his or her personal bookshelf list data set, USERA.EOXMBMGR.BKLSHELF. That data set now contains the following statements:

```
SHELF SHELFA datasetnamea description a
SHELF SHELFB datasetnameb description b
INCLUDE PROJECT.BOOKMGR.BKLSHELF
SHELF SHELFC datasetnamec description c
```

This is equivalent to USERA.EOXMBMGR.BKLSHELF containing:

```
SHELF SHELFA datasetnamea description a
SHELF SHELFB datasetnameb description b
SHELF SHELF1 datasetname1 description 1
SHELF SHELF2 datasetname2 description 2
SHELF SHELF3 datasetname3 description 3
SHELF SHELFC datasetnamec description c
```

The difference occurs when the project manager adds or deletes a project bookshelf. Now the manager can do this simply by updating the data set PROJECT.BOOKMGR.BKLSHELF using the **Add** and **Remove** choices in the **Perform File Functions** window. For details, see 16.6, “Adding a Bookshelf to a Bookshelf List” on page 172 and 16.7, “Removing a Bookshelf from a Bookshelf List” on page 173. All users who have the INCLUDE statement in their bookshelf list data set will automatically get the updates.

BookManager READ does not provide facilities for adding the INCLUDE statement. For this, each user must use the ISPF/PDF Editor.

A bookshelf list data set can contain multiple INCLUDE statements. Also, the statements can be nested. For example, data set PROJECT.BOOKMGR.BKLSHELF could contain an INCLUDE statement to read another bookshelf list data set.

B.2.2 Not Seeing a Bookshelf

There may be times when you have a bookshelf in your bookshelf list that you do not want to see anymore. If the entry is in your personal bookshelf list, just delete the SHELF statement which points to it.

However, if the SHELF statement is in a system or project bookshelf list, you cannot delete the SHELF statement. The XSHELF statement is used to solve this situation. The format of the statement is:

```
XSHELF name data_set_name
```

where *name* is the one- to eight-character name of the bookshelf and *data_set_name* is the name of the MVS data set of the bookshelf you do not want to see in your list of bookshelves.

Note: You do not need to add the XSHELF statement yourself with the ISPF/PDF Editor. See 16.7, “Removing a Bookshelf from a Bookshelf List” on page 173 for an explanation of how to do this.

B.2.3 Suppressing an INCLUDE Request

Some installations may have placed INCLUDE statements in the data set containing the list of bookshelves available to everyone. If you do not want to see any of the bookshelves in one of these included data sets, you can add a statement as follows in your personal bookshelf list data set:

```
XINCLUDE data_set_name
```

where *data_set_name* is the data set name specified on the INCLUDE statement. With XINCLUDE, BookManager READ will not read the information in the specified data set. The XINCLUDE statement must appear before the INCLUDE statement.

BookManager READ does not insert these statements. You must add them yourself using the ISPF/PDF Editor.

Appendix C. Command Reference

This section describes how to use BookManager READ commands. If you are an experienced user, you may want to use commands to complete certain actions as an alternative to making selections in the pull-downs and windows.

C.1 Command Syntax Diagrams

The syntax for BookManager READ commands is shown using graphic notation. Each syntax diagram is built around a command statement. To read the diagrams, move from Left to right and top to bottom, following the main path line.

C.1.1 Style Rules

BookManager syntax diagrams use the following style rules to show how to enter commands and parameters:

- Capital letters show the minimum abbreviation for a command or parameter.

For example:

NOTes

means you can enter **not**, **note**, or **notes**.

- A word in italics shows a parameter that you replace. For example:

character

shows that you replace *character* with a character like **A** or **B**.

C.1.2 Symbols

Syntax diagrams use symbols to help you follow the flow of information they communicate.

- Command statements begin with:

▶→

and end with:

→◀

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

→

where they resume with:

▶→

C.1.3 Required Parameters

A parameter that you must include is displayed on the main path line. For example, the syntax diagram for the PICTURE command:

▶→PICTure—*identifier*→◀

The diagram shows the command 'PICTure' followed by a dashed line and the parameter '*identifier*'. The entire sequence is enclosed in a rectangular box. The command starts with a right-pointing arrowhead (▶) and ends with a left-pointing arrowhead (◀). The parameter is italicized.

shows that you must identify the picture you want to display when you use the PICTURE command.

If there are two or more required parameters from which to choose, the first parameter is displayed on the main path line and the other choices are listed vertically below it.

C.1.4 Optional Parameters

Parameters that you can include with a command are displayed on branch lines below the main path line. For example, the syntax diagram for the INDEX command:



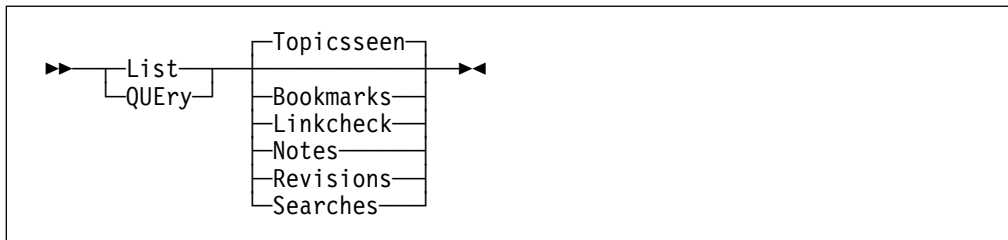
shows that you can type the command in one of the following ways:

INDEX
INDEX *character*

If there are two or more optional parameters from which to choose, all the parameters are listed vertically below the main path line.

C.1.5 Default Parameters

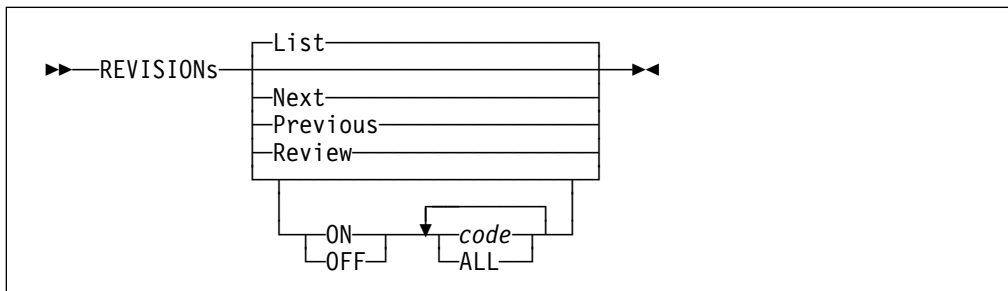
Branch lines above the main path line indicate a default parameter. For example, the syntax diagram for the LIST command:



shows that if you enter LIST without a parameter while you are looking at a book, you see a list of all topics you previously displayed.

C.1.6 Repeating Parameters

An arrow on a line above a parameter means that you can repeat the parameter, or enter more than one of the listed parameters. An example of this is the syntax diagram for the REVISIONS command:



The arrow above *code* means that you can include one or more codes (for example, | or *) when you enter **revisions on** or **revisions off**.

C.2 BookManager READ Commands

The following topics describe each BookManager READ command in detail, including its purpose, syntax, and parameters. Examples of how to use each command are also provided.

C.2.1 ALL - Locating Information in a Book or Bookshelf

C.2.1.1 Purpose

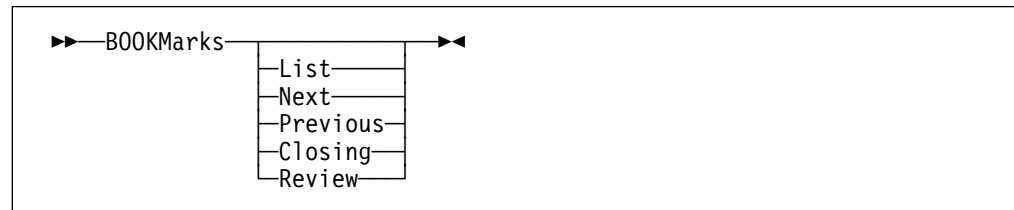
Use the ALL command to locate particular words or phrases in a book or bookshelf. ALL is an alias for SEARCH. See C.2.31, "SEARCH - Locating Information in a Book or Bookshelf" on page 220 for information on using this command.

C.2.2 BOOKMARKS - Working with Bookmarks

C.2.2.1 Purpose

Use the BOOKMARKS command to work with the temporary and closing bookmarks you place in a book.

C.2.2.2 Format



If you enter **bookmarks** without a parameter, a temporary bookmark is placed in the current topic.

You can place many temporary bookmarks in a book but only one closing bookmark. Temporary bookmarks are removed when you close a book. The closing bookmark is saved until you change or remove it. When you reopen a book that has a closing bookmark, the book opens to the topic containing the closing bookmark.

C.2.2.3 Parameters

List

Displays the **Bookmark List** window, which lists all the topics in the book that have bookmarks, including the topic with your closing bookmark.

Next

Moves you to the next topic in the bookmark list.

Previous

Moves you to the previous topic in the bookmark list.

Closing

Moves you to the topic with your closing bookmark.

Review

Reviews all the topics that have bookmarks, beginning with the first topic listed in the **Bookmark List** window. Each time after that, enter **review** or press **F6** while viewing the book to move to the next topic that has a bookmark.

C.2.2.4 Examples

To place a temporary bookmark in the current topic, enter:

bookmarks

To list all the bookmarks in the current book, enter:

bookmarks list

To move to the topic that contains your closing bookmark, enter:

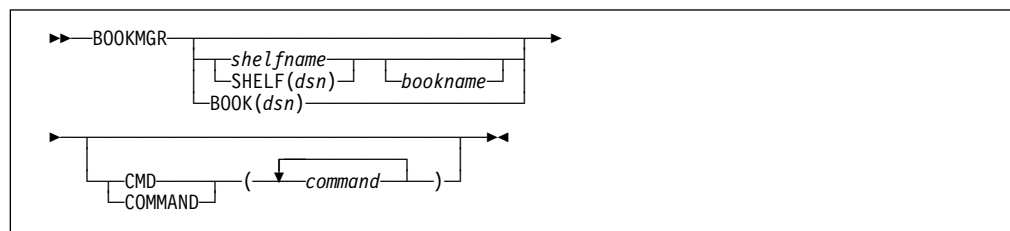
bookmarks closing

C.2.3 BOOKMGR - Listing Books and Bookshelves

C.2.3.1 Purpose

Use the BOOKMGR command to start BookManager READ from TSO and, optionally, list specific books or bookshelves or open a specific book or bookshelf.

C.2.3.2 Format



Use the BOOKMGR command to start a BookManager READ session from the TSO READY mode message. If you are already using BookManager, you must use the OPEN command or **Books** pull-down to open a specific book or bookshelf or to list specific books and bookshelves.

If you enter **bookmgr** without a parameter, BookManager READ displays your default bookshelf or bookshelf list, depending on how you have set your options.

If you plan to invoke BookManager READ from another program (for example, to display its user's guide), you should review the special commands described in C.4, "Invoking BookManager READ/MVS from a Program" on page 223.

C.2.3.3 Parameters

shelfname

Specifies the one- to eight-character name of the bookshelf that you want to open. You can use an asterisk (*) in place of zero or more characters in *shelfname* to list bookshelves with similar names.

SHELF(*dsn*)

Specifies the data set name of the bookshelf that you want to open. To specify a fully-qualified data set, enclose the data set name in single quotes.

BOOK(*dsn*)

Specifies the data set name of the book that you want to open. To specify a fully-qualified data set, enclose the data set name in single quotes.

bookname

Specifies either the one- to eight-character name or the document number (depending on your default) of the book that you want to open. The book must exist on the bookshelf named in *shelfname* or SHELF(*dsn*). You can use an asterisk (*) in place of zero or more characters in *bookname* to list the books on that bookshelf that have similar names.

CMD/COMMAND(*command*)

Specifies the command you want to process after opening the bookshelf list, bookshelf, or book. For example, you may want to search the book or bookshelf or open the book to a specific topic.

C.2.3.4 Examples

To start BookManager READ and display your default bookshelf or default bookshelf list, enter:

```
bookmgr
```

To start BookManager READ and see a list of all bookshelves with names that start with MVS, enter:

```
bookmgr mvs*
```

To start BookManager READ and list all books that start with EOX on the MVSBOOKS bookshelf,enter:

```
bookmgr shelf('userid.mvsbooks.bkshef') eox*
```

To start BookManager READ and open a specific book (such as *BookManager READ/MVS: Displaying Online Books*), enter:

```
bookmgr book(mvsbooks.eox03mst.book)
```

To start BookManager READ, open a specific book, and search the book for all occurrences of the phrase *rocket science*, enter:

```
bookmgr book(mvsbooks.eox03mst.book) cmd (search rocket science)
```

C.2.4 CMD - Processing TSO Commands**C.2.4.1 Purpose**

Use the CMD command to process TSO commands while using BookManager READ. CMD is an alias for TSO. See C.2.34, "TSO - Processing TSO Commands" on page 222 for information on using this command.

C.2.5 CONTENTS - Moving to the Table of Contents

C.2.5.1 Purpose

Use the CONTENTS command to move to the table of contents in a book.

C.2.5.2 Format

```
▶▶—CONTents—◀◀
```

If you enter **contents**, you move to the table of contents, regardless of the topic identifier used for the table of contents. For example, if you are looking at a book built in Spanish, entering **contents** moves you to the topic *Contenido*.

C.2.5.3 Examples

To move directly to the table of contents from anywhere in a book, enter:

```
contents
```

To open a book named MVSCMDS to its table of contents while you are looking at another book on the same bookshelf, enter:

```
open mvscmds contents
```

C.2.6 COPY - Copying Topics

C.2.6.1 Purpose

Use the COPY command to copy one or more topics in a book to a data set.

C.2.6.2 Format

```
▶▶—COPY—  
      |  
      |—topic1—|  
      |  
      |—TO topic2—|  
      |—FOR number—|  
      |  
      |—WITH—NOTES—|  
      |—IF—|  
      |—ONLY—|  
      |  
      ▶◀
```

If you enter **copy** without any parameters, BookManager READ copies the currently displayed topic.

Topics are copied to a data set. Additional topics you copy from the current book are added to the data set in the order in which you copy them.

If you copy topics that contain artwork, and are using either the GML Starter Set or BookMaster GML output type, the artwork is copied to another data set.

C.2.6.3 Parameters

topic1

Specifies the topic identifier of the first topic to be copied. If you omit *topic1*, copying starts with the current topic.

TO *topic2*

Specifies the topic identifier of the last topic to be copied. Copying begins at either the current topic or *topic1* and continues through all subsequent topics until *topic2* has been copied. The topic you specify for *topic2* must occur later in the book than *topic1*.

FOR *number*

Specifies the number of topics to be copied. Copying begins at *topic1* and continues until the total number of topics copied reaches the number you specify.

WITH NOTES

Copies the topic and any notes associated with it. Topic notes are copied after the topic title, and line notes are copied before the associated line of text.

IF NOTES

Copies the topic only if there are associated notes. Topic notes are copied after the topic title, and line notes are copied before the associated line of text.

ONLY NOTES

Copies only the topic and line notes in the topic.

C.2.6.4 Examples

To copy the current topic, enter:

copy

To copy the index, even if it is not the current topic, enter:

copy index

To copy all topics from the current topic, up to and including topic 4.6, enter:

copy to 4.6

To copy topic 3.1 and all intervening topics up to and including topic 3.8, enter:

copy 3.1 to 3.8

To copy four topics, beginning with the current topic, enter:

copy for 4

To copy two topics, beginning with the preface, enter:

copy preface for 2

To copy the current topic and any associated notes, enter:

copy with notes

To copy the current topic only if it has notes associated with it, enter:

copy if notes

C.2.7 DEBUG - Tracing BookManager READ**C.2.7.1 Purpose**

Use the DEBUG command to trace BookManager READ processing. This command should be used only under the direction of the IBM support center.

C.2.8 DISPLAYTRANSLATE - Customizing the Character Translation Table

C.2.8.1 Purpose

Use the DISPLAYTRANSLATE command to customize the BookManager READ/MVS character translation table.

C.2.8.2 Format

```
▶▶—DISPLAYTRANSLATE—◀◀
```

When you enter this command, the **Modify Character Translation** window is displayed. This window allows you to customize the character translation table. The table is saved in the member EOXRXLAT of your ISPF profile data set.

It may be necessary to customize the character translation table because BookManager READ is sometimes unable to correctly determine the terminal's characteristics. This is usually the result of the terminal or terminal emulator:

- Not responding to the query request.
- Not supporting the entire set of characters. For example, an emulator may say it supports the APL character set, although it actually supports only some of the APL characters used by BookManager READ.
- Being modified by the user or site to show characters different from those expected.

It is impossible for BookManager READ to determine whether the terminal does or does not support all the characters, or whether the terminal emulator translation tables have been modified.

C.2.8.3 Example

To customize the BookManager READ/MVS character translation table, enter:

```
displaytranslate
```

C.2.9 EDIT - Editing a Source Member

C.2.9.1 Purpose

Use the EDIT command to edit the source member for the current topic in a book.

C.2.9.2 Format

```
▶▶—EDIt—◀◀
```

If you have read access to the source data set, you can use the EDIT command to view it. To save any changes you make while editing, you must have write access to the source data set.

When you enter the EDIT command, BookManager READ either invokes the ISPF/PDF Editor, accesses the source member in ProcessMaster, or displays a message showing the source member name, depending on how you set your edit

options. See 13.4, “Setting Edit Source Options” on page 119 for information on controlling how you edit source members.

If you use the ISPF/PDF Editor, BookManager READ splits the screen, invokes the editor in the second screen, and displays the name of the member containing the source for the current topic. When you edit the source member, you are positioned at the first heading in the member that matches the topic title.

C.2.9.3 Example

To edit the source member for the topic you are currently viewing, enter:

```
edit
```

C.2.10 FIGURES - Moving to the Figure List

C.2.10.1 Purpose

Use the FIGURES command to move to the list of figures in a book.

C.2.10.2 Format



If you enter **figures**, you move to the figure list, regardless of the topic identifier used for the figure list. For example, if you are looking at a book built in Spanish, entering **figures** moves you to the topic *Lista de Ilustraciones*.

C.2.10.3 Examples

To move directly to the figure list from anywhere in a book, enter:

```
figures
```

To open a book named MVSCMDS to its figure list while looking at another book on the same bookshelf, enter:


```
open mvscmds figures
```

C.2.11 FIND - Locating the Next Search Match

C.2.11.1 Purpose

Use the FIND command to locate the next search match in a book or to search for a word or phrase in a book.

C.2.11.2 Format



If you enter **find** without a search string, you see the next search match for the most recent search request. FIND positions you at the line in the topic that contains the next search match. If this is your first search request in the current session and you enter **find** without a search string, you receive a message stating that there are no search matches.

If you enter **find** with a search string, BookManager READ searches for that search string and positions the cursor on the line containing the next match.

C.2.11.3 Parameter

string

The words or phrases that you want to locate. The *string* cannot exceed 44 characters.

Note: You can use a wildcard character in the *string* parameter to search for nonmatching characters at the end of a word or for unknown words in a phrase. You can also use a phrase separator in the *string* parameter to separate phrases in the search request. The default parameters for the wildcard character, phrase separator character, and search type are used. See 6.3, "Setting Up a Search Request" on page 52 for more information about these parameters.

C.2.11.4 Examples

To search for the word *library* and go to its next occurrence, enter:

```
find library
```

To then locate the next occurrence of the word *library*, enter:

```
find
```

C.2.12 FIRST - Moving to the First Topic in the Book

C.2.12.1 Purpose

Use the FIRST command to move to the first topic in a book.

C.2.12.2 Format

```
▶▶—FIRst—◀◀
```

C.2.12.3 Example

To move to the first topic in a book from anywhere in that book, enter:

```
first
```

C.2.13 GOTO - Moving to a Specific Topic

C.2.13.1 Purpose

Use the GOTO command to move to a specific topic in a book.

C.2.13.2 Format

```
▶▶—GOTO—topicid—◀◀
```

GOTO is optional; typing the topic identifier by itself usually takes you to that topic. For example, if you enter **bibliography**, you move to the bibliography.

Use GOTO in front of the topic when the name of the topic you want to see is also a BookManager READ or ISPF command. For example, enter **goto notes** to go to

a topic named NOTES. Otherwise, BookManager READ will process the NOTES command.

C.2.13.3 Parameter

topicid

The topic identifier of the topic you want to view.

C.2.13.4 Examples

To go to the title page of a book, enter:

title

To go to a topic named *BOOKMARKS*, enter:

goto bookmarks

C.2.14 INDEX - Moving to the Index

C.2.14.1 Purpose

Use the INDEX command to move to the index in a book.

C.2.14.2 Format



If you enter **index** without a parameter, you move to the beginning of the index regardless of the topic identifier used for the index. For example, if you are looking at a book built in Spanish, entering **index** moves you to the topic *Indice*.

C.2.14.3 Parameter

character

Specifies a single character. When you specify a *character*, BookManager READ moves you to the first panel in the index with entries beginning with that character. If you specify a character that has no entries in the index, you move to the beginning of the index.

C.2.14.4 Examples

To move to the beginning of the index, enter:

index

To move to the first entry in the index beginning with *M*, enter:

index m

To open a book named MVSCMDS to its index while looking at another book on the same bookshelf, enter:

open mvscmds index

C.2.15 ISPF - Processing ISPF Commands

C.2.15.1 Purpose

Use the ISPF command to process ISPF commands while using BookManager READ.

C.2.15.2 Format



ISPF is usually optional. To process the ISPF LIST or PRINT commands, you must enter ISPF as a prefix. You can process all other ISPF commands without entering ISPF as a prefix.

C.2.15.3 Parameter

command

The ISPF command that you want to process.

C.2.15.4 Examples

To use the ISPF FKA command to display function keys on panels, enter:

```
fka on
```

To use the ISPF PRINT command to print a screen image of the information currently displayed on a panel, enter:

```
ispf print
```

C.2.16 LAST - Moving to the Last Topic in a Book

C.2.16.1 Purpose

Use the LAST command to move to the last topic in a book.

C.2.16.2 Format



C.2.16.3 Example

To move to the last topic in a book from anywhere in that book, enter:

```
last
```

C.2.17 LEFT - Scroll to the Left

C.2.17.1 Purpose

Use the LEFT command to scroll to the left when there is information that is wider than the screen.

C.2.17.2 Format



If you enter **left** without an amount, you move left the amount specified in the scroll field.

C.2.17.3 Parameter

amount

The amount you want to move left. You can enter **page**, **data**, **half**, **max**, **csr** or a number.

C.2.17.4 Examples

To move left the full width of the scrollable area, enter:

left page

To move left one column less than a page, enter:

left data

To move left half the length of the scrollable area, enter:

left half

To move to the left margin, enter:

left max

To move left 10 columns, enter:

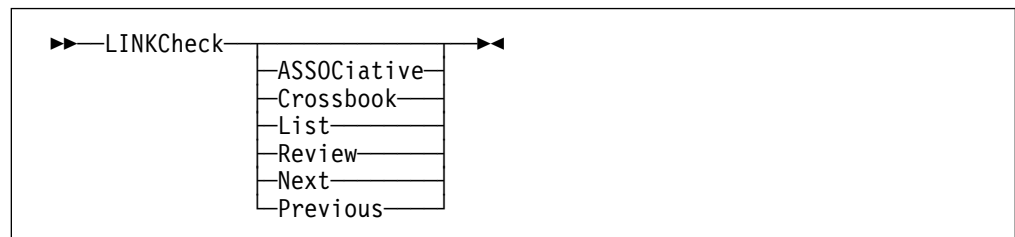
left 10

C.2.18 LINKCHECK - Finding Unresolved Links within or across Books

C.2.18.1 Purpose

Use the LINKCHECK command to scan a book and locate all unresolved links within the book and to other books.

C.2.18.2 Format



If you enter **linkcheck** without a parameter, the book is searched to find all unresolved links in that book only.

C.2.18.3 Parameters

Associative

Lists all books that can be checked for associative links from the current book, the type of associative link that will be looked for in the listed books, and whether BookManager READ/MVS can attempt to resolve associative links in the listed books.

Crossbook

Searches through a book to find all unresolved links within the book and to other books (interdocument links).

List

Lists the results of the previous LINKCHECK command.

Review

Starts the review process for unresolved links at the first link in the list.

Next

Reviews the next unresolved link in the list.

Previous

Reviews the previous unresolved link in the list.

C.2.18.4 Examples

To search through a book to find all unresolved links to other places within the current book, enter:

linkcheck

To list the results of the previous LINKCHECK command, enter:

linkcheck list

To review the next unresolved link in the list, enter:

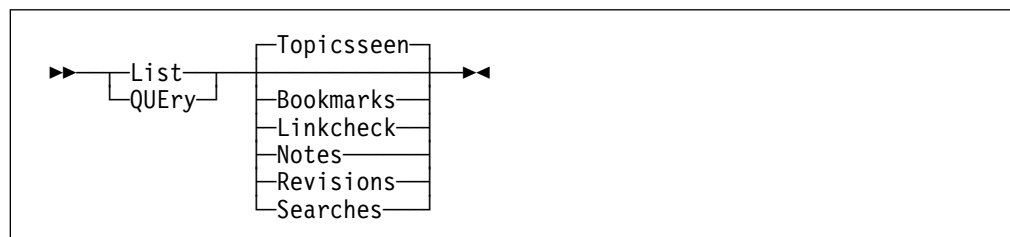
linkcheck next

C.2.19 LIST - Looking at a List of Items

C.2.19.1 Purpose

Use the LIST command to see a list of items, such as a list of the topics you have seen or a list of search matches in a book or bookshelf. QUERY is an alias for LIST.

C.2.19.2 Format



If you enter **list** without a parameter while you are looking at a book, you see a list of the topics you previously displayed.

If you enter **list** without a parameter while you are looking at a bookshelf, you see a list of the books with search matches for your last search request.

After you list the items you wish to see, you can select from the list and go to a specific item. For example, after listing bookmarks, you can select one of the bookmarks and go to the topic with that bookmark. You can also press **F6** to go to the topic and begin the review process for this list. After that, press **F6** while viewing the book to move to the location in the book specified by the next entry in the list.

C.2.19.3 Parameters

Bookmarks

Displays a list of the topics in a book that have bookmarks in the **Bookmark List** window.

Linkcheck

Displays a list of the results of the previous LINKCHECK command.

Notes

Displays a list of all the topic and line notes in a book

Revisions

Displays the active and inactive revision codes in a book and lists the topics with active revisions in the **Topics with Revisions** window.

Searches

If you are looking at a book, you see the topics with search matches listed in the **List All Topics with Matches** window. If you are looking at a bookshelf, you see the books with search matches listed in the **List All Books with Matches** window.

Topicsseen

Displays a list of all topics in the book that you have seen in the **Topics Seen List** window.

C.2.19.4 Examples

To list all the bookmarks in a book, enter:

```
list bookmarks
```

To list all the notes in a book, enter:

```
list notes
```

To list search matches after searching a bookshelf, enter:

```
list
```

C.2.20 NEXT - Moving to the Next Topic or List Item

C.2.20.1 Purpose

Use the NEXT command to move to the next topic in a book or to the next item in a list, such as a list of bookmarks or search matches.

C.2.20.2 Format



If you enter **next** without a parameter, you move to the next topic in the book.

C.2.20.3 Parameters

Bookmark

Moves you to the next topic with a bookmark, according to how the topics are listed in the **Bookmark List** window.

Level

Moves you to the next topic at the same level in the book (for example, from 3.3 to 3.4 while skipping 3.3.1 and 3.3.2).

Linkcheck

Moves you to the next unresolved link in the linkcheck list.

Note

Moves you to the location of the next note in the book, according to how the notes are listed in the **List of Notes** window.

Note: This command takes you to where topic and line notes are located. You must use the **Notes** pull-down or NOTES command to display them.

Revision

Moves you to the next topic in the book that has an active revision code, according to how the topics are listed in the **Topics with Revisions** window.

Search

Moves you to the next topic in the book that has a search match, according to how the topics are listed in the **List All Topics with Matches** window.

Topicsseen

Moves you to the next most recent topic that you displayed, according to how the topics are listed in the **Topics Seen List** window.

C.2.20.4 Examples

To move to the next topic in the book, enter:

next

To move to the location of the next note in the book, enter:

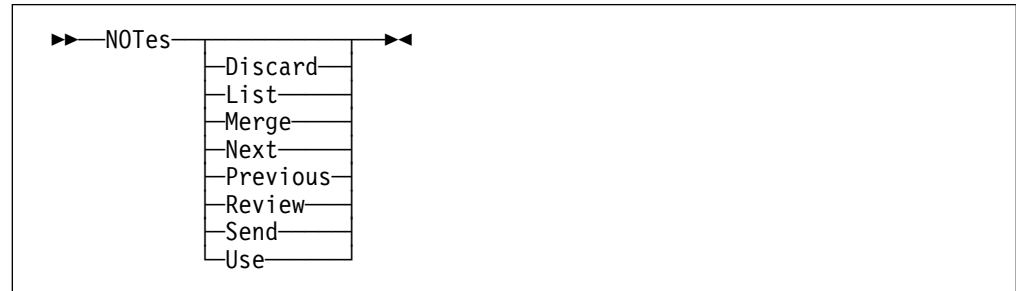
next note

C.2.21 NOTES - Using Notes

C.2.21.1 Purpose

Use the NOTES command to work with the notes in a book.

C.2.21.2 Format



To create or edit a topic note, move the cursor to the command line and enter **notes** without a parameter. To create or edit a line note, type **notes** on the command line without a parameter, move the cursor to the line where you want to add or display a note, and press ENTER.

If a note already exists for the current topic or line, you see its contents in the **Note** window. Otherwise, a message indicates that you are creating a note.

C.2.21.3 Parameters

Discard

Displays the **Discard Notes** window, which allows you to delete selected note members from your note data set when you no longer want to view them.

List

Displays the **List of Notes** window, which lists all the topic and line notes in the book. You can select one of the listed notes to move to its location.

Merge

Displays the **Merge Notes** window, which allows you to merge selected note members into a single member named MERGED.

Next

Moves you to the location of the next note in the book, according to how the notes are listed in the **List of Notes** window.

Note: This command takes you to where topic and line notes are located. You must use the **Notes** pull-down or NOTES command to display them.

Previous

Moves you to the location of the previous note in the book, according to how the notes are listed in the **List of Notes** window.

Note: This command takes you to where topic and line notes are located. You must use the **Notes** pull-down or NOTES command to display them.

Review

Starts the review of all notes in the book, beginning with the first note listed in the **List of Notes** window. Each time after that, enter **review** or press **F6** while viewing the book to move to the next note.

Note: This command takes you to where topic and line notes are located. You must use the **Notes** pull-down or NOTES command to display them.

Send

Displays the **Send Notes** and **Select Note Members to Send** windows, which allow you to send selected note members to other users.

Use

Displays the **Use Notes from Others** window, which allows you to view selected note members that you received from other users.

C.2.21.4 Examples

To create or change notes for the current topic, enter:

notes

To see a list of all the notes in the book, enter:

notes list

To send selected note members to another user, enter:

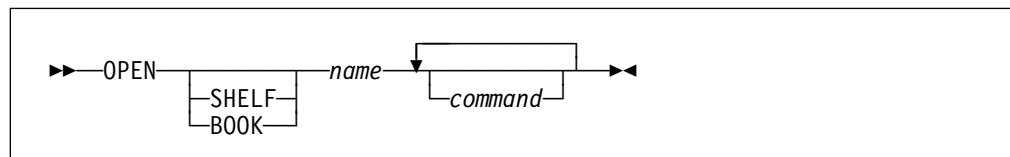
notes send

C.2.22 OPEN - Opening a Book or Bookshelf

C.2.22.1 Purpose

Use the OPEN command to open a book or bookshelf.

C.2.22.2 Format



You can enter **open** only when you have already started BookManager READ. If you have not started BookManager READ, refer to the BOOKMGR command for information on going directly to a book or bookshelf from the TSO READY mode message.

C.2.22.3 Parameters

SHELF

Specifies that you want to open a bookshelf while you are viewing another bookshelf or a book. You can omit SHELF if you are opening a bookshelf while viewing a list of bookshelves.

BOOK

Specifies that you want to open a book while you are viewing the bookshelf containing the book or another book on the same bookshelf. You can omit BOOK and specify just the name of the book that you want to open.

Note: You cannot use BOOK to open a book while you are viewing a list of bookshelves. You must first open the bookshelf containing the book that you want to open.

name

Specifies either the one- to eight-character name or the document number (depending on your default) of the book or bookshelf that you want to open.

command

Specifies a command that you want to process after opening the book or bookshelf. For example, you may want to search the book or bookshelf or open the book to a specific topic.

C.2.22.4 Examples

To open the MVSBOOKS bookshelf while viewing a list of bookshelves, enter:

open mvsbooks

To open the MVSBOOKS bookshelf while viewing another bookshelf or a book, enter:

open shelf mvsbooks

To open a book on the MVSBOOKS bookshelf (such as *BookManager READ/MVS: Displaying Online Books*) while viewing that bookshelf or another book on that bookshelf, enter:

open eox03mst

To open the book EOX03MST while viewing a list of bookshelves, enter:

open mvsbooks open eox03mst

To open the book EOX03MST to its index while viewing the MVSBOOKS bookshelf or another book on that bookshelf, enter:

open eox03mst index

To open the bookshelf MVSBOOKS and search it for all occurrences of the word *automatic*, enter:

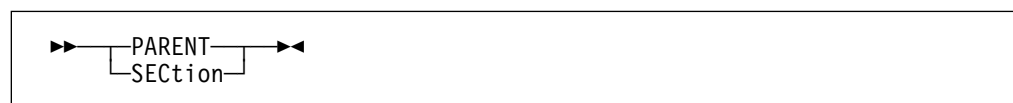
open shelf mvsbooks search automatic

C.2.23 PARENT - Seeing a Higher Section

C.2.23.1 Purpose

Use the PARENT command to display the section of a book to which the current topic belongs. SECTION is an alias for PARENT.

C.2.23.2 Format



C.2.23.3 Example

To see the section to which topic 3.2.11 belongs, enter:

parent

BookManager READ displays topic 3.2, which is the higher-level section for topic 3.2.11.

C.2.24 PICTURE - Displaying Graphics and Images

C.2.24.1 Purpose

Use the PICTURE command to display artwork in a book.

C.2.24.2 Format

```
▶▶—PICTure—identifier—▶▶
```

To display artwork, you must have a terminal that GDDM supports as a graphics or image display device. The IBM 3472-G InfoWindow Graphics-5 (3472-G) terminal is an example of a device that you can use.

C.2.24.3 Parameter

identifier

Specifies the name of the picture to be displayed.

When you view a topic that contains artwork, the topic contains text that tells you the picture identifier.

When you know the identifier of the picture that you want to display, you can use the PICTURE command to display it at any time, from anywhere in the book.

C.2.24.4 Examples

To display a picture named *worldmap*, enter:

```
picture worldmap
```

To display a picture numbered *15*, enter:

```
picture 15
```

C.2.25 PREVIOUS - Moving to the Previous Topic or List Item

C.2.25.1 Purpose

Use the PREVIOUS command to move to the previous topic in a book or to the previous item in a list, such as a list of bookmarks or search matches.

C.2.25.2 Format

```
▶▶—PREvious—  
|Bookmark—|  
|Level—|  
|LINKCheck—|  
|Note—|  
|Revision—|  
|Search—|  
|Topicsseen—|  
▶▶
```

If you enter **previous** without a parameter, you move to the previous topic in the book.

C.2.25.3 Parameters

Bookmark

Moves you to the previous topic with a bookmark, according to how the topics are listed in the **Bookmark List** window.

Level

Moves you to the previous topic at the same level in the book (for example, from 3.4 to 3.3 while skipping 3.3.2 and 3.3.1).

Linkcheck

Moves you to the previous unresolved link in the linkcheck list.

Note

Moves you to the location of the previous note in the book, according to how the notes are listed in the **List of Notes** window.

Note: This command takes you to where topic and line notes are located. You must use the **Notes** pull-down or NOTES command to display them.

Revision

Moves you to the previous topic in the book that has an active revision code, according to how the topics are listed in the **Topics with Revisions** window.

Search

Moves you to the previous topic in the book that has a search match, according to how the topics are listed in the **List All Topics with Matches** window.

Topicsseen

Moves you to the previous topic seen, according to how the topics are listed in the **Topics Seen List** window.

C.2.25.4 Examples

To move to the previous topic in the book, enter:

previous

To move to the previous topic in the book that has a bookmark, enter:

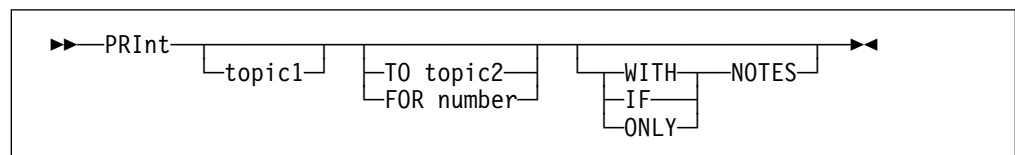
previous bookmark

C.2.26 PRINT - Printing Topics

C.2.26.1 Purpose

Use the PRINT command to print one or more topics in a book. When you enter the PRINT command, BookManager READ invokes the ISPF panels that you normally use to print at your site, allowing you to print the topics on the printer of your choice.

C.2.26.2 Format



If you enter **print** without any parameters, BookManager READ prints the currently displayed topic.

Topics you print are placed in a data set. Additional topics you print from the current book are added to the data set in the order in which you specify them.

If you print topics that contain artwork, and are using either the GML Starter Set or BookMaster GML output type, the artwork is placed in another data set. If you use a printer that supports graphics, the artwork is printed along with the topic text.

C.2.26.3 Parameters

topic1

Specifies the topic identifier of the first topic to be printed. If you omit *topic1*, printing starts with the current topic.

TO *topic2*

Specifies the topic identifier of the last topic to be printed. Printing begins at either the current topic or *topic1* and continues through all subsequent topics until *topic2* has been printed. The topic that you specify for *topic2* must occur later in the book than *topic1*.

FOR *number*

Specifies the number of topics to be printed. Printing begins at *topic1* and continues until the total number of topics printed reaches the number that you specify.

WITH NOTES

Prints the topic and any notes associated with it. Topic notes are printed after the topic title, and line notes are printed before the associated line of text.

IF NOTES

Prints the topic only if there are associated notes. Topic notes are printed after the topic title, and line notes are printed before the associated line of text.

ONLY NOTES

Prints only the topic and line notes in the topic.

C.2.26.4 Examples

To print the current topic, enter:

print

To print the index, even if it is not the current topic, enter:

print index

To print all topics from the current topic, up to and including topic 4.6, enter:

print to 4.6

To print topic 3.1 and all intervening topics up to and including topic 3.8, enter:

print 3.1 to 3.8

To print four topics, beginning with the current topic, enter:

print for 4

To print two topics, beginning with the preface, enter:

print preface for 2

To print the current topic and any notes associated with it, enter:

print with notes

To print the current topic only if it has associated notes, enter:

print if notes

C.2.27 QUERY - Looking at a List of Items

C.2.27.1 Purpose

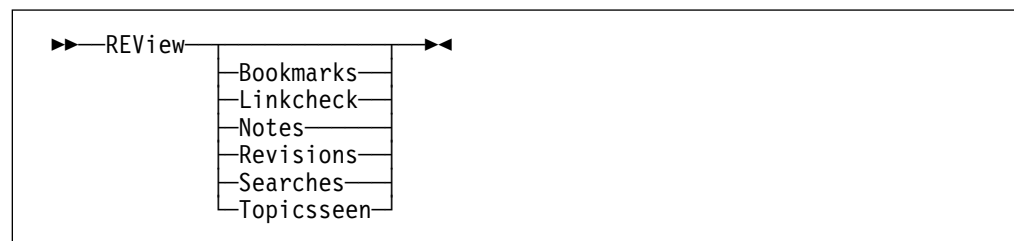
Use the QUERY command to see a list of items, such as a list of the topics you have seen or a list of search matches in a book or bookshelf. QUERY is an alias for LIST. See C.2.19, "LIST - Looking at a List of Items" on page 208 for information on using this command.

C.2.28 REVIEW - Reviewing Items in a List

C.2.28.1 Purpose

Use the REVIEW command to review the items in a list, such as a list of topics with bookmarks or search matches.

C.2.28.2 Format



If you enter **review** without a parameter, BookManager READ displays the next item in the list of items that you have been reviewing. For example, if you are reviewing notes, you move to the location of the next note in the book. If you have not reviewed anything in the current book, and enter **review** without a parameter, you will start reviewing the topics you have seen.

Once you start reviewing a list of items, you can repeatedly enter **review** or press **F6** to move through all the items in the list.

C.2.28.3 Parameters

Bookmarks

Moves you to the first topic listed in the **Bookmark List** window. Pressing **F6** now reviews all topics with bookmarks.

Linkcheck

Moves you to the first unresolved link on the linkcheck list to begin the review process.

Notes

Moves you to the location of the first note listed in the **List of Notes** window. Pressing **F6** now reviews all the notes.

Note: This command takes you to where topic and line notes are located. You must use the **Notes** pull-down or NOTES command to display them.

Revisions

Moves you to the first topic listed in the **Topics with Revisions** window. Pressing **F6** now reviews all topics with active revisions.

Searches

Moves you to the first topic listed in the **List All Topics with Matches** window. Pressing **F6** now reviews all topics with search matches.

Topicsseen

Moves you to the first topic listed in the **Topics Seen List** window. Pressing **F6** now reviews all topics that you have seen.

C.2.28.4 Examples

To start reviewing the topics that you previously displayed, beginning with the last topic seen, enter:

review topicsseen

To start reviewing the notes in a book, and move to the location of the first note, enter:

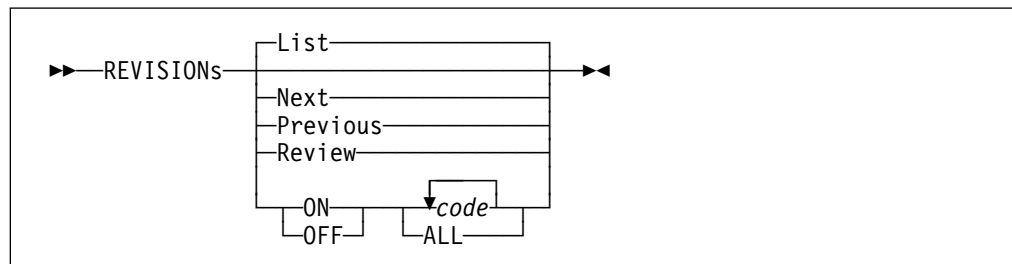
review notes

C.2.29 REVISIONS - Working with Topics That Have Revisions

C.2.29.1 Purpose

Use the REVISIONS command to work with topics that have revision codes.

C.2.29.2 Format



If you enter **revisions** without a parameter, you see a list of topics that have active revision codes.

Book authors use a revision code to identify revised lines of text. Multiple revision codes are useful when more than one revision has been applied to a book and it is necessary to distinguish between revisions. When you first open a book, all revision codes are active.

C.2.29.3 Parameters

List

Displays the **Topics with Revisions** window, which shows the active and inactive revision codes in the book and lists the topics containing active revisions.

Next

Moves you to the next topic in the list of topics with active revisions codes.

Previous

Moves you to the previous topic in the list of topics with active revision codes.

Review

Starts the review of topics in the book that have active revision codes, beginning with the first active revision. Each time after that, enter **review** or press **F6** while viewing the book to review the next topic with revisions.

ON

Makes revision codes in the book active.

OFF

Makes revision codes in the book inactive.

code

Specifies which revision codes used in the book are to be active or inactive.

ALL

Specifies that all revision codes used in the book are to be active or inactive.

C.2.29.4 Examples

To list all topics in the book that have active revision codes, enter:

revisions

To make the codes | and * active, enter:

revisions on |*

Note: The topics containing these codes are now the only ones listed in the **Topics with Revisions** window.

To make the codes | and * inactive, enter:

revisions off |*

To make all revision codes active, enter:

revisions on ALL

To ensure that only the codes | and * are turned on, enter these two commands:

revisions off ALL

revisions on |*

Note: The first command makes all revision codes inactive. The second command makes only the revision codes you requested active.

C.2.30 RIGHT - Scroll to the Right**C.2.30.1 Purpose**

Use the RIGHT command to scroll to the right when there is information that is wider than the screen.

C.2.30.2 Format



If you enter **right** without an amount, you move right the amount specified in the scroll field.

C.2.30.3 Parameter

amount

The amount you want to move right. You can enter **page**, **data**, **half**, **max**, **csr** or a number.

C.2.30.4 Examples

To move right the full width of the scrollable area, enter:

right page

To move right one column less than a page, enter:

right data

To move right half the length of the scrollable area, enter:

right half

To move to the right margin, enter:

right max

To move right 10 columns, enter:

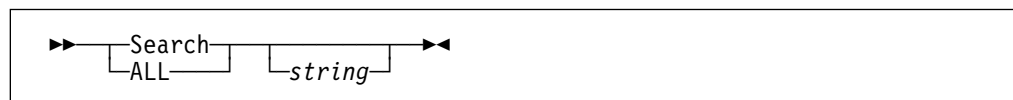
right 10

C.2.31 SEARCH - Locating Information in a Book or Bookshelf

C.2.31.1 Purpose

Use the **SEARCH** command to locate particular words or phrases in a book or bookshelf. **ALL** is an alias for **SEARCH**.

C.2.31.2 Format



If you enter **search** without a search string, you see the **Set Up Search** window. See 6.3, "Setting Up a Search Request" on page 52 for details on using this window to enter a search request.

If you enter **search** with a search string, the search matches for the word or phrase you want to locate are listed in either the **List All Topics with Matches** window or the **List All Books with Matches** window, depending on whether you are searching a book or bookshelf. See 6.4.1, "Listing All Topics with Matches" on page 58 and 6.4.5, "Listing All Books with Matches" on page 60 for details on using these windows.

C.2.31.3 Parameter

string

The words or phrases you want to locate. The *string* cannot exceed 44 characters.

Note: You can use a wildcard character in the *string* parameter to search for nonmatching characters at the end of a word or for unknown words in a phrase. You can also use a phrase separator in the *string* parameter to separate phrases in the search request. The default parameters for the wildcard character, phrase separator character, and search type are used. See 6.3, “Setting Up a Search Request” on page 52 for more information about these parameters.

C.2.31.4 Examples

To find all occurrences of the words *partitioned* or *sequential*, enter:

search partitioned, sequential

To find all occurrences of the phrase *boolean operator*, enter:

s boolean operator

To open the **Set Up Search** window to specify your search request, enter:

search

C.2.32 SECTION - Seeing a Higher Section

C.2.32.1 Purpose

Use the SECTION command to display the section to which the current topic belongs. SECTION is an alias for PARENT. See C.2.23, “PARENT - Seeing a Higher Section” on page 213 for information on using this command.

C.2.33 TABLES - Moving to the Table List

C.2.33.1 Purpose

Use the TABLES command to move to the table list in a book.

C.2.33.2 Format

▶▶—TABlEs—◀◀

If you enter TABLES, you move to the table list, regardless of the topic identifier used for the table list. For example, if you are looking at a book built in Spanish, entering **tables** moves you to the topic *Lista de Tablas*.

C.2.33.3 Examples

To move directly to the table list from anywhere in a book, enter:

tables

To open a book named MVSCMDS to its table list while looking at another book on the same bookshelf, enter:

open mvscmds tables

C.2.34 TSO - Processing TSO Commands

C.2.34.1 Purpose

Use the TSO command to process TSO commands while using BookManager READ. CMD is an alias for TSO.

C.2.34.2 Format



You must prefix all TSO commands with TSO or CMD.

C.2.34.3 Parameter

command

The TSO command you want to process.

C.2.34.4 Example

To use the TSO RECEIVE command to receive a data set, enter:

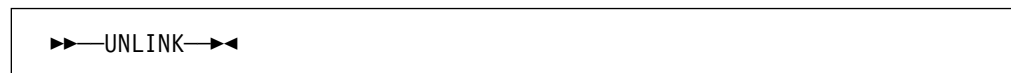
```
tso receive
```

C.2.35 UNLINK - Going Back to the Previous Link or Reference

C.2.35.1 Purpose

Use the UNLINK command to go back to the previous link or reference after you follow a hypertext link.

C.2.35.2 Format



When you move through a book or books by following hypertext links, you can go back to your starting location using the UNLINK command. If you have followed more than one link, type **unlink** to move back through each link that you followed, one link at a time. If you link to another book, you must close that book to return to the previous link.

C.2.35.3 Example

To go to where you were in the book before you linked to another part of the book, enter:

```
unlink
```

BookManager READ returns you to the information that you were viewing before you selected the hypertext link.

C.3 Useful ISPF Commands

The following is a list of ISPF commands that you may find useful while you are using BookManager READ:

= <i>value</i>	FKA
BACKWARD	HELP
DOWN	PFSHOW
EXIT	RETRIEVE
FORWARD	UP

Note: To use the ISPF LIST or PRINT commands, you must prefix the command with ISPF.

C.4 Invoking BookManager READ/MVS from a Program

General-Use Programming Interfaces

Suppose a program wants to use BookManager READ to describe the program's DISPLAY command. It could open the program's user guide and search for the word “display” by issuing:

```
%BOOKMGR BOOK('dsn') CMD(search display)
```

But suppose the user was using the German version of BookManager, which uses a different word for search? Now the program would have to know the language of the user, and the appropriate BookManager command.

To solve this problem, BookManager READ has provided several additional commands. These map to previously described commands such as SEARCH and OPEN. The difference is that these commands exist no matter which language BookManager READ is using. These commands, and the equivalent English commands are:

EOXCMDN2	OPEN
EOXCMDN7	CONTENTS
EOXCMDN8	FIGURES
EOXCMDN9	INDEX
EOXCMDNA	SEARCH
EOXCMDNB	TABLES

For example, to open a book and search for “performance,” the program can issue the following command:

```
BOOKMGR BOOK('PROJECT.USERGDE.BOOK') CMD(EOXCMDNA performance)
```

C.4.1 Using EOXCMDN6 to Open to a Particular Location in a Book

There is one additional command that is designed to allow a program to open to a particular location in a book — EOXCMDN6. This command takes two parameters. The first is the type of location to use:

Parameter	Type of location
HEAD	A section with a heading, as defined by BookMaster heading tags or heading equivalents.
FIG	A figure, as defined by the :FIG tag.
TABLE	A table, as defined by the :TABLE tag.

QUES	A question, as defined by the BookMaster :QUESTION tag.
ANS	A question answer, as defined by the BookMaster :ANSWER tag.
STEP	A step, as defined by the BookMaster :LI tag (using the STEP attribute).
CI	A component item, as defined by the BookMaster :CI tag.
LI	A list item, as defined by the BookMaster :LI tag.
SPOT	A spot in the book, as defined by the BookMaster :SPOT tag.
BOOK	This value is treated as if the EOXCMDN6 command was not specified. That is, the book is just opened.

The second parameter specifies the identification on the appropriate tag. For example, if parameter 1 is HEAD, then parameter 2 is the value of the :Hn id= attribute in the book's source. This parameter is not specified if the first parameter is BOOK.

If the specified identification does not exist, then the EOXCMDN6 command is ignored. That is, the book is just opened to the Table of Contents (assuming it exists). No error message is given.

For more information on defining links in a book, see *IBM Publishing Systems BookMaster: User's Guide*, SC34-5009, or *IBM Document Composition Facility: Generalized Markup Language Starter Set Reference*, SH20-9187.

C.4.2 Sample Use

Assume that you have the following:

- An ISPF product with 100 panels.
- The program's user guide is in data set PRODUCT.GUIDE.BOOK.
- The user guide has information on 75 of these panels.

For the 75 panels, add a BookMaster :SPOT reference to the user guide of the form "ppppppp," where "ppppppp" is the 1 to 7 character name of the panel.

Now in your ISPF program, when the user asks for information, invoke BookManager READ with the following command:

```
%BOOKMGR BOOK('PRODUCT.GUIDE.BOOK') CMD(EOXCMDN6 SPOT ppppppp)
```

where "ppppppp" is the name of the current panel.

Then BookManager will display your user's guide. If there is particular information on the panel, the user will be shown the information at the :spot location. Otherwise, the user will be shown the Table of Contents (or closing bookmark if the user has defined one).

_____ End of General-Use Programming Interfaces _____

Appendix D. Function Keys

In addition to making selections on panels or entering commands, you can use function keys in BookManager READ to perform many actions.

You can choose whether to display function keys on panels. To turn on the function keys, type **fka on** on the command line and press ENTER. To turn off the function keys, type **fka off** on the command line and press ENTER. The format for panel function keys may vary depending on how you have customized key layout using the ISPF FKA and PFSHOW commands. Function keys are displayed automatically in windows.

Standard actions are assigned to function keys 1 through 12 and are repeated for keys 13 through 24. If the desired range of function keys is not displayed, do the following:

1. Type PFSHOW TAILOR on the command line and press ENTER.
2. Change the range to the desired value (HIGH or LOW) and press ENTER.
3. Press **F3**.

In addition, function key assignments may vary for certain function keys, depending on options selected during installation. You can modify function key assignments using the ISPF KEYLIST command. For more information about modifying function key assignments, see *IBM Interactive System Productivity Facility (ISPF): ISPF Dialog Management Guide and Reference*, SC34-4266. Depending on the displayed settings of the keys, the function key area of a panel can expand to four lines.

The following topics list the default settings for the functions keys available on each panel.

D.1 Function Key Settings in the Bookshelf List Panel

<i>Table 8. Function Key Settings in a Bookshelf List Panel</i>		
Key	Action	Meaning
F1	Help	Displays Help based on the location of the cursor.
F3	Exit	Displays the Close Bookshelf List window.
F5	Refresh	Redisplays the bookshelf list, showing any changes.
F6	Describe	Displays the Describe window with a description of the bookshelf pointed to by the cursor.
F7	Bkwd	Moves backward toward the beginning of the bookshelf list.
F8	Fwd	Moves forward toward the end of the bookshelf list.
F10	Actions	Toggles between the panel and the action bar.
F11	Retrieve	Displays the previous command entered on the command line.
F12	Cancel	Cancels the requested action and removes the pull-down. If none is displayed, closes the bookshelf list.

D.2 Function Key Settings in the Bookshelf Panel

Key	Action	Meaning
F1	Help	Displays Help based on the location of the cursor.
F3	Exit	Displays the Close Bookshelf window.
F4	Search	Displays the Set Up search window to search the book pointed to by the cursor.
F5	Refresh	Redisplays the bookshelf, showing any changes.
F6	Describe	Displays the Describe window with a description of the book pointed to by the cursor.
F7	Bkwd	Moves backward toward the beginning of the bookshelf.
F8	Fwd	Moves forward toward the end of the bookshelf.
F10	Actions	Toggles between the panel and action bar.
F11	Retrieve	Displays the previous command entered on the command line.
F12	Cancel	Cancels the requested action and removes the pull-down. If none is displayed, closes the bookshelf.

D.3 Function Key Settings in the Book Panel

Key	Action	Meaning
F1	Help	Displays Help based on the location of the cursor.
F3	Exit	Displays the Close Book window.
F4	Unlink	Returns to the previous link.
F5	Notes	Displays the Note window.
F6	Review	Moves you to the next item in a review process.
F7	Bkwd	Moves backward toward the beginning of the book.
F8	Fwd	Moves forward toward the end of the book.
F10	Actions	Toggles between the panel and action bar.
F11	Retrieve	Displays the previous command entered on the command line.
F12	Cancel	Removes the currently displayed pull-down. If none is displayed, closes the book.

Appendix E. Messages

BookManager READ/MVS issues messages to tell you whether it successfully completed your requests and, if not, provides information regarding the problems that it encountered.

- Information messages show that an operation has been performed successfully.
- Warning messages indicate a possible error condition in the system or warn you that an action that you have requested can cause an undesirable condition.
- Severe messages alert you that an abnormal condition occurred. The most critical of these require that you press ENTER to clear the message before continuing.

While a message is displayed, you can get help for it by pressing **F1**. This manual does not include detailed information about help for messages. However, you can refer to Figure 19 on page 26 to see a sample message help window.

When BookManager detects a severe error from which it cannot continue, processing ends and an ISPF window showing the error is displayed. If BookManager is unable to display the ISPF window, it writes the error information to the terminal using TSO/E line mode. These lines are displayed only in U.S. English.

The following example shows the parts of a severe error message. Below the message text, BookManager READ provides the *reason* for the error, the *name* of the *routine* that detected the error, and *other information* when needed.

```
SEVERE BOOKMANAGER ERROR DETECTED. PROCESSING TERMINATED.  
REASON: reason  
ROUTINE FINDING: routine name  
other information
```

The following are possible reasons for severe errors from BookManager READ. With each reason is an explanation of what has happened, the type of other information provided in the message, and the user response.

UNABLE TO READ A BOOK, BOOKSHELF, OR BOOKSHELF INDEX.

Explanation: A second error was encountered when BookManager READ was trying to recover from an error that occurred when processing a book, bookshelf, or bookshelf search index.

Other Information Provided: Internal error code.

User Response: Report this problem to the person responsible for supporting BookManager READ at your site.

MISSING MODULE.

Explanation: The BookManager module specified is not installed. If the first five characters of the missing module are EOXML, then it is the module containing the text strings for your language.

Other Information Provided: Name of the missing module.

User Response: Report this problem to the person who installed BookManager READ at your site.

INVALID FONT SPECIFIED WITH .BF MONO

Explanation: The READ/MVS fonts for printing SSGML documents are not installed on the system.

Other Information Provided: Description of the error.

User Response: Make sure all READ/MVS fonts are installed properly and try again.

Check the DCF font library for the Gothic Bookmanager 8 Semilight font (C0BKGL15, C1BKGL15, or C2BKGL15). If this font does not exist, copy the font from the BookManager SEOXFONT library and install it as documented in the *Document Composition Facility: SCRIPT/VS Text Programmer's Guide*.

If you continue to experience problems, contact IBM Customer Support Services.

ISPF ERROR.

Explanation: An unexpected return code was received from ISPF.

Other Information Provided: Description of the error.

User Response: Report this problem to the person responsible for supporting BookManager READ at your site.

UNABLE TO INITIALIZE ISPF.

Explanation: An error occurred the first time BookManager tried to use ISPF. It is probable that ISPF is not properly installed. It is also possible that you do not have enough virtual storage available to start BookManager READ.

Other Information Provided: Nothing.

User Response: Log off and then log on to TSO and try to start BookManager READ again. If possible, increase the size of your region. If the problem persists, contact your support organization to see whether you can have a larger virtual storage region.

UNABLE TO ACQUIRE VIRTUAL STORAGE.

Explanation: BookManager READ was unable to acquire the virtual storage required to start BookManager READ.

Other Information Provided: Identifies the internal control block that could not be built.

User Response: Log off and then log on to TSO and try to start BookManager READ again. If possible, increase the size of your region. If the problem persists, contact your support organization to see whether you can have a larger virtual storage region.

DATA MANAGEMENT INITIALIZATION FAILURE.

Explanation: An error occurred initializing the data management support code in BookManager READ.

Other Information Provided: Internal error code.

User Response: Make additional virtual storage available and try again. If the problem persists, contact your support organization to see whether you can have a larger virtual storage region.

SEARCH INITIALIZATION FAILURE.

Explanation: An error occurred initializing the BookManager code used to search the bookshelves and books. You probably lack the free virtual storage you need.

Other Information Provided: Internal error code.

User Response: Make additional virtual storage available and try again. If the problem persists, contact your support organization to see whether you can have a larger virtual storage region.

THE BOOK DOES NOT MATCH THE INFORMATION ON THE BOOKSHELF

Explanation: The book does not match the information on the bookshelf.

Other Information Provided: Nothing.

User Response: You selected a book from the bookshelf. When the book opened, this message displayed to tell you that the opened book's document number, build date and time, or both differ from the book listed on the bookshelf. Remove the old book from the bookshelf and add the new book. Use the Utility Index to rebuild the bookshelf.

Appendix F. Ways to Start BookManager READ/MVS

The following table lists some of the ways you can start BookManager READ/MVS.

Type this command and press ENTER	To start BookManager READ and display:
bookmgr	A list of all of the books on your default bookshelf, or a default list of bookshelves.
bookmgr *	A list of all of the bookshelves that are available to you.
bookmgr shelfname where <i>shelfname</i> is the name of the bookshelf you want to view. You can use an asterisk in place of zero or more characters at any location in the <i>shelfname</i> to display a list of bookshelves with similar names.	One of the following: <ul style="list-style-type: none"> • The bookshelf you requested, if only one bookshelf meets the criteria you type for <i>shelfname</i>. • A list of the bookshelves that meet the criteria you type for <i>shelfname</i>.
bookmgr shelfname bookname where <i>bookname</i> is the name of the book that you want to view, and <i>shelfname</i> is the name of the bookshelf on which the book exists. You can use an asterisk in place of zero or more characters at any location in the <i>bookname</i> to display a list of books with similar names.	One of the following: <ul style="list-style-type: none"> • The table of contents or the beginning of the book that you requested, if only one book meets the criteria you type for <i>bookname</i>. • For the specified bookshelf, a list of the books that meet the criteria you type for <i>bookname</i>.
bookmgr shelf(dsn) bookname where <i>dsn</i> is the fully qualified data set name of the bookshelf that you want to open, and <i>bookname</i> is the name of the book that you want to view on that shelf. You can use an asterisk in place of zero or more characters at any location in the <i>bookname</i> to display a list of books with similar names.	One of the following: <ul style="list-style-type: none"> • The table of contents or the beginning of the book that you requested, if only one book meets the criteria you type for <i>bookname</i>. • For the specified bookshelf, a list of the books that meet the criteria you type for <i>bookname</i>.
bookmgr shelf(dsn) where <i>dsn</i> is the fully qualified data set name of the bookshelf that you want to open.	The books on the bookshelf that you requested.
bookmgr book(dsn) where <i>dsn</i> is the fully qualified data set name of the book that you want to open.	The table of contents or the beginning of the book that you requested.

Appendix G. Display Device Considerations

The first part of this topic explains how to get the best possible character translation when using a 3270 emulator by checking the code page definition in the CONFIG.SYS file for your operating system. The second part provides a table listing the BookMaster symbols that display in an online book.

G.1 Checking the Code Page Definition

To ensure that you are getting the best possible character translation when using a 3270 emulator, check the code page definition in the CONFIG.SYS file for your operating system. If you are not using code page 850, refer to the user's guide for your operating system for information on using the CHCP command to change it.

If ISPF is unable to determine the Country Extended Code Page (CECP) of your terminal, or it is not supported by ISPF, then ISPF and BookManager limit the characters that they can display. Many of the special characters used by BookManager READ will not display, or will display incorrectly. You should contact your support organization to see if they can configure your terminal to support CECP. Note that some older terminals and control units, such as the IBM 3277 Display Station, do not support CECP.

For details, refer to the following publications:

- *IBM Interactive System Productivity Facility (ISPF): ISPF Dialog Management Guide and Reference*
- *IBM Interactive System Productivity Facility (ISPF) and ISPF/Program Development Facility (ISPF/PDF): Planning and Customizing*
- *BookManager READ/MVS: Installation Planning and Customization.*

G.2 Displayable Symbols

All BookMaster special-purpose symbols (such as *&cont.* and *&date.*) can be processed for online books, but not all of them can be displayed. When a book is built, BookManager BUILD accepts some of the character symbols not found on keyboards, and converts many others to a representation that is available on a display device. For example, the degree symbol (°) is not always available on a display device. When it is used on certain devices, the *°ree.* symbol is converted instead to a period (.) or some other character.

BookManager BUILD uses the BOOKMGR device type or the 2741 device type when building a book. Some AFP type characters are not available on these device types. When BookManager BUILD encounters an AFP type character that is not available on these device types, it substitutes the closest available character.

After they are built, all online books are associated with the appropriate BookManager code page. For more information about code pages, see *IBM BookManager BUILD/MVS: Preparing Online Books.*

-- Table 'SYM' unknown -- shows those BookMaster symbols that do display in an online book. The first column provides a description of each symbol and the

second shows the symbol itself. Some 3270 terminal emulation packages cause certain symbols to be displayed differently than indicated in this table.

BookMaster Symbols That Display in an Online Book Description

Symbol a acuteá A acuteÁ a circumflexâ A circumflexÂ a graveà A graveÀ a overcirclea A overcircleÂ a tildeã A tildeÃ a umlautä A umlautÄ accent acute´ accent grave` ae ligatureæ AE ligatureÆ AlphaA ampersand& and symbol^ angstromÅ apostrophe' ASCII code 181| ASCII code 182|| ASCII code 183| ASCII code 184| ASCII code 185|| ASCII code 186|| ASCII code 187| ASCII code 188|| ASCII code 189|| ASCII code 190| ASCII code 198| ASCII code 199|| ASCII code 200| ASCII code 201| ASCII code 202|| ASCII code 203| ASCII code 204| ASCII code 205= ASCII code 206| ASCII code 207± ASCII code 208|| ASCII code 209| ASCII code 210| ASCII code 211|| ASCII code 212| ASCII code 213| ASCII code 214| ASCII code 215|| ASCII code 216| asterisk* at sign@ back slash\ betaB BetaB binaryB' binary end' blank42800dh box ascender^ box cross+ box descender_ box horizontal- box left junction| box lower-left^ box lower-right^ box right junction| box upper-left_ box upper-right_ box vertical| bullet• c cedillaç C cedillaÇ caret^ cedilla_ cent¢ character' character end' ChiX circleo circleo close double quote" close single quote' colon: comma, copyright© currency international¤ double exclamation point!! definition/defined as::= degree° divide÷ division slash/ dollar\$ dot. double dot.. double S\$ down arrow↓ down arrowhead▼ e acuteé E acuteÉ e circumflexê E circumflexÊ e graveè E graveÈ e umlautë E umlautË ellipsis... em dash— en dash, dash- end quoted hex string' EpsilonE equals= equivalent to~ EtaH eth, Icelandic smallð Eth, Icelandic capitalÐ exclamation point! factorial! ff ligatureff ffi ligatureffi ffl ligatureffl fi ligaturefi five eighths⅕ fl ligaturefl French close double quote» French open double quote« German close double quote“ German close single quote’ German es-zetß German open double quote„ German open single quote, gml delimiter: gml end tag delimiter:e greater than> greater than or equal to≥ Hamiltonianℋ hat^ hexadecimalX' hexadecimal end' hyphen- i acuteí I acuteÍ I characterI i circumflexî I circumflexÎ i graveì I graveÌ i umlautï I umlautÏ identical= ij ligatureij indented vertical ellipsis
:
iotaI inverted !j inverted ?; KappaK large bullet• left arrow← left arrowhead◄ left brace{ left bracket[left double arrow⇐ left parenthesis(less than< less than or equal to≤ logical not¬ logical or| lozenge◻ minus operation- muμ MuM much greater than» much less than« mult. dot large• mult. dot small· multiply× n tildeñ N tildeÑ not symbol¬ NuN number sign# o acuteó O acuteÓ o circumflexô O circumflexÔ o graveò O graveÒ o slashø O slashØ o tildeõ O tildeÕ o umlautö O umlautÖ oe ligatureœ OE ligatureŒ OmicronO one eighth⅛ one half½ one quarter¼ open double quote“ open single quote’ or symbolv overline¯ paragraph¶ parallel|| percent% period. pesetaPt physician RxRx plus+ plus at end of line+ plus operation+ plus-minus± pound sterling£ prime’ question mark? ratio: registered trademark® RhoP right arrow→ right arrowhead► right brace} right bracket] right double arrow⇒ right parenthesis) right prime' section§ semicolon; seven eighths⅞ similar~ slash left\ slash right/ solid box■ solid box bottom half▣ solid box left half▤ solid box right half▥ solid box top half▦ split vertical bar| square bullet■ star solid★ start quoted hex stringX' straight double quote" straight single quote' subscript left paren_ subscript minus_ subscript plus_ subscript right paren_ subscript 0_ subscript 1_ subscript 2_ subscript 3_ subscript 4_ subscript 5_ subscript 6_ subscript 7_ subscript 8_ subscript 9_ superscript left parenthesis(superscript minus- superscript plus+ superscript right parenthesis) superscript 0^ superscript 1^ superscript 2^ superscript 3^ superscript 4^ superscript 5^ superscript 6^ superscript 7^ superscript 8^ superscript 9^ TauT three eighths⅜ three quarters¾ thorn, Icelandic smallþ Thorn, Icelandic capitalÞ tilde~ times× trademark™ u acuteú U acuteÚ u circumflexû U circumflexÛ u graveù U graveÛ u umlautü U umlautÜ umlaut˘

underscore_ underscored a^a underscored o^o up arrow↑ up arrowhead▲ vertical bar|
vertical ellipsis
:
y acuteý Y acuteÿ y umlautÿ Y umlautÿ yen¥ ZetaZ

Appendix H. Displaying Books in Other Environments

This topic provides information about viewing books residing in other environments. It is not applicable if you are using a terminal emulator to access BookManager READ/MVS.

You can read the same BookManager books on either your terminal or a programmable workstation. BookManager products are available for the following IBM operating environments:

- MVS/Extended Architecture (MVS/XA*)
- MVS/Enterprise Systems Architecture (MVS/ESA)
- Virtual Machine/System Product (VM/SP)
- Virtual Machine/Enterprise Systems Architecture (VM/ESA*)
- Operating System/2* (OS/2) Standard Edition
- Operating System/2 (OS/2) Extended Edition
- Disk Operating System (DOS).

BookManager READ/MVS and BookManager READ/VM can be used in the MVS and VM host environments respectively. You can also read BookManager books on a programmable workstation, such as the IBM Personal Computer AT* or the IBM Personal System/2 (PS/2)*. Either the DOS operating system and BookManager READ/DOS or the OS/2 operating system and BookManager READ/2 must be installed on the workstation.

There are several ways in which you can access books for viewing at programmable workstations:

- If your workstation is connected to an MVS host, you can download the data sets directly to your programmable workstation.
- If your workstation is part of a local area network (LAN) that includes a library of online books, you can view any book in the library.
- If you have access to a diskette or CD-ROM (compact disc read-only-memory) containing BookManager book files, you can use it to view the books.

H.1 Using BookManager READ/DOS to Display Books

To read books on a programmable workstation that uses the DOS operating system, you must install BookManager READ/DOS on the workstation. If your system is not connected to a LAN that provides access to online books, or if you do not have access to a diskette containing books built with BookManager BUILD, you must download the book data sets from MVS to your workstation.

To organize and search books as a group using BookManager READ/DOS, download the bookshelf data sets and bookshelf search index data sets along with the individual book data sets.

Refer to these publications for additional information:

- For instructions on installing IBM BookManager READ/DOS on your system, see *IBM BookManager READ/DOS: Installation, Getting Started, and Customization*, SX76-0148.

- For instructions on downloading the book data sets from MVS to your system, please see the instructions provided with your emulator.
- For information on reading BookManager books on a programmable workstation after transferring them from MVS, see *IBM BookManager READ/DOS: Displaying Online Books*, SB35-0817 (available only as an online book).

For information about format restrictions when transferring BookManager READ files between MVS and OS/2, see H.3.2, “Between MVS and OS/2 or DOS” on page 239.

H.2 Using BookManager READ/2 to Display Books

To read books on a programmable workstation that uses the OS/2 operating system, you must install BookManager READ/2 on the workstation. If your system is not connected to a LAN that provides access to online books, or if you do not have access to a diskette containing BookManager books, you must download the book files from MVS to your workstation.

To organize and search books as a group using BookManager READ/2, download the bookshelf data sets and bookshelf search index data sets along with the individual book data sets.

Refer to these publications for additional information:

- For instructions on installing BookManager READ/2 on your system, see *IBM BookManager READ/2: Installation*, SX76-0147.
- For instructions on downloading the files to your system, please see the instructions provided with your emulator.
- For instructions on using the OS/2 Communications Manager to transfer book files from MVS to OS/2, see *IBM Operating System/2 Extended Edition User's Guide*.¹
- For instructions on using the OS/2 Communications Manager RECEIVE command to transfer book files from MVS to OS/2, see *IBM Operating System/2 Extended Edition Commands Reference*.
- For information on reading BookManager books on a programmable workstation after transferring them from MVS, see *IBM BookManager READ/2: Displaying Online Books*, SB35-0801.

For information about format restrictions when transferring BookManager READ files between MVS and OS/2, see H.3.2, “Between MVS and OS/2 or DOS” on page 239.

¹ This book cannot be ordered separately but is available with the OS/2 program.

H.3 Transferring BookManager READ Data Sets

BookManager books, bookshelves, bookshelf search indexes, and notes can be used in all the environments supported by BookManager (MVS, VM, OS/2, and DOS). The following topics provide some guidance on transferring these data sets between MVS and the other environments.

H.3.1 Between MVS and VM

Book Use the Send books function of the products to send the book. There are no special actions required to receive the data set.

Bookshelf Use the Send bookshelf function of the products to send the bookshelf. Under VM, be sure that you are sending the bookshelf rather than the bookshelf search index. There are no special actions required to receive the data set.

If the bookshelf was not created on MVS, you must add the data set names for the books and bookshelf search index. See 16.5, “Editing Bookshelf Information” on page 166 for more information about how to do this.

Bookshelf search index

Use the Send bookshelf function of the products to send the bookshelf search index. Under VM, be sure you are sending the bookshelf search index rather than the bookshelf. There are no special actions required to receive the data set.

Notes Use the Send notes function of the products to send the notes. On MVS, be sure to specify that the notes are sent as sequential files.

When you receive the notes on VM, receive each as:

bookname userid

where *bookname* is the name of the book, and *userid* is the user ID of the person who created the note (that is, the member name of the MVS note PDS).

When you receive the notes on MVS, you must receive them into the note data set for the book. Each VM note file should be received as a member of the PDS. The name of your personal note data set for a book is:

prefix.userid.bookname.NOTE

where *prefix* is the data set prefix in your TSO profile, *userid* is your user ID, and *bookname* is the fully qualified MVS data set name of the book that you are viewing minus its low-level qualifier. The prefix is used only if it is different from your user ID. If the high-level qualifier of the book data set name is the same as the high-level qualifier of data set names belonging to you, then it is not repeated. NOTE is the low-level qualifier, indicating that this is a personal note data set. This partitioned data set **must** have a record format (RECFM) of VB, and a logical record length (LRECL) of 84. The easiest way to ensure this is to write a note for book. Then BookManager READ will create the data set with the required attributes.

H.3.2 Between MVS and OS/2 or DOS

Book Use your terminal emulator to upload or download the book. Be sure to transfer the file as binary. The file extension on your workstation should be BOO. For MVS, the low-level qualifier should be BOOK. In addition, the book data set must have a RECFM of F, FB or FBS, and LRECL of 4096.

Bookshelf Use your terminal emulator to upload or download the bookshelf. Be sure to transfer the file as ASCII. The file extension on your workstation should be BKS. For MVS, the low-level qualifier should be BKSHELF.

If the bookshelf was not created on MVS, you must add the data set names for the books and bookshelf search index. See 16.5, "Editing Bookshelf Information" on page 166 for more information about how to do this.

Bookshelf search index

Use your terminal emulator to upload or download the bookshelf search index. Be sure to transfer the file as binary. The file extension on your workstation should be BKI. For MVS, the low-level qualifier should be BKINDEX. In addition, the bookshelf search index data set must have a RECFM of F, FB or FBS, and LRECL of 4096.

Notes Use your terminal emulator to upload or download the notes. Be sure to transfer the file as ASCII.

When you receive the notes on OS/2 or DOS, receive each member as:

bookname.xxx

where *bookname* is the name of the book, and *xxx* is a one- to three-character extension. If you only have one note member, use a file extension of NTF. With BookManager READ/2, the file extension must be NTF. In BookManager READ/DOS, however, the extension is usually NTF, but you can give the file other one- to three-character extensions instead.

In addition, with BookManager READ/2 a book can have only one note file. In BookManager READ/DOS, a book can have more than one note file, but only one can be used at a time. Refer to the BookManager READ/DOS documentation for information about using multiple note files.

When you receive the notes on MVS, you must receive them into the note data set for the book. Each OS/2 or DOS note file should be received as a member of the PDS. The name of your personal note data set for a book is:

prefix.userid.bookname.NOTE

where *prefix* is the data set prefix in your TSO profile, *userid* is your user ID, and *bookname* is the fully qualified MVS data set name of the book that you are viewing minus its low-level qualifier. The prefix is used only if it is different from your user ID. If the high-level qualifier of the book data set name is the same as the high-level qualifier of data set names belonging to you, then it is not

repeated. NOTE is the low-level qualifier, indicating that this is a personal note data set. This partitioned data set **must** have a RECFM of VB, and LRECL of 84. The easiest way to ensure this is to write a note for book; then BookManager READ will create the data set with the required attributes.

Glossary of Terms and Abbreviations

This glossary defines all new terms and abbreviations used in this manual. If you do not find the term you are looking for, refer to the index or to the *IBM Dictionary of Computing*, SC20-1699.

This glossary includes terms and definitions from:

- The *American National Standard Dictionary for Information Systems*, ANSI X3. 172-1990, copyright 1990 by the American National Standards Institute (ANSI). Copies may be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by the symbol (A) after the definition.
- The *Information Technology Vocabulary*, developed by Subcommittee 1, Joint Technical Committee 1, of the International Organization for Standardization and the International Electrotechnical Commission (ISO/IEC JTC1/SC1). Definitions of published parts of this vocabulary are identified by the symbol (I) after the definition; definitions taken from draft international standards, committee drafts, and working papers being developed by ISO/IEC JTC1/SC1 are identified by the symbol (T) after the definition, indicating that final agreement has not yet been reached among the participating National Bodies of SC1.
- The *Military Specification MIL-STD-1840A: Automated Interchange of Technical Information*. Definitions are identified by the symbol (M) after the definition.

A

About. A choice in the Help pull-down that displays the version and copyright information for the product, and restrictions on printing and copying from the BookManager soft-copy documentation.

access. (1) To obtain the possibility to use a computer resource. (T) (2) The manner in which files or data sets are referred to by the computer.

action. A defined task that BookManager READ performs. A user can request an action to be performed by selecting the action name from an action bar or in a pull-down or window, pressing a function key, or entering a command.

action bar. The area at the top of a panel containing keywords that give a user access to actions available on that panel. For example, when a user selects Help

on the action bar, the Help pull-down is displayed. See also *pull-down* and *window*.

action bar pull-down. See *pull-down*.

active. Current or operational; for example, the current note or revision code that a user has selected to display.

advanced function printer. A printer that supports IBM's advanced function printing family of software products. Examples include the IBM 3800 Printing Subsystem Model 3, IBM 3812, 3820, and 3827 Page Printers, and IBM 4250 Printer.

allocation. The process of requesting access to a data set.

allocate. (1) To create a data set. (2) To provide access to a resource, such as a data set, to perform a task.

alphanumeric display device. Synonym for *character display device*.

any case. During a search, identical treatment of uppercase and lowercase letters.

arrow keys. See *cursor movement keys*.

artwork. Nontext material such as images or graphics. See also *picture*. Contrast with *character graphics*.

ASCII. American National Standard Code for Information Interchange. The standard code, using a coded character set consisting of 7-bit coded characters (8-bits including parity check), used for information interchange among data processing systems, data communication systems, and associated equipment. The ASCII set consists of control characters and graphic characters. (A)

associative link. A pointer, created by BookManager, from a location in an online book to the glossary, a message or code, an index entry, or a language element reference in the same book or another book on the same bookshelf. When selected, it lets a user move to related information. One of three types of hypertext links. See *hypertext link*. Contrast with *author-defined link* and *cross-reference link*.

asterisk. (1) The default wildcard character for search requests. See also *wildcard character*. (2) A symbol (*) used to substitute for letters when listing books or bookshelves with similar names. (3) A symbol (*) used in a pull-down or window to indicate an unavailable choice. See also *unavailable choice*.

author. The originator of an item such as a document, a data set, or an application.

author-defined link. A pointer, created by a book's author, from a location in an online book to another location in the same book or another book on the same bookshelf. When selected, it lets a user move to related information. One of three types of hypertext links. See *hypertext link*. Contrast with *associative link* and *cross-reference link*.

authorize. To permit or give authority to a user to communicate with or make use of an object, resource, or function. IBM's RACF, or an equivalent security product, is used to provide this authorization checking.

available choice. A choice on a panel, on an action bar, in a pull-down, or in a window that can be selected. Contrast with *unavailable choice*.

B

back matter. In a book, those sections such as a glossary or an index that are placed after the main chapters or sections.

backward. A scrolling action that moves information that is above the currently visible information downward into the viewing area. Contrast with *forward*.

batch job. A job submitted as a predefined series of actions to be performed with little or no interaction between the user and system. Contrast with *interactive*.

best search match. A book or book part containing information that most closely matches the words specified in a search request. See *search ranking*. See also *best topic*.

best topic. A topic containing the best search matches in a book. See *search ranking*. See also *best search match*.

BKLIST. An MVS file containing a list of books used as input to the Index Utility. A BKLIST can be used instead of a bookshelf file.

bold type. Type that is heavier and thicker than the rest of the text type with which it appears.

book. (1) A publication or other written material; a document. (2) A soft-copy document, created by BookManager BUILD, that can be viewed and searched at a display device with BookManager READ.

book description. In BookManager READ, a window that provides information about a book without the user needing to open the book. It is similar in format and content to a library catalog card, and provides

information such as title, author, publication date, and document number of a book.

book identifier. The name or document number of a book by which BookManager READ sorts and displays the books on a bookshelf.

book list. (1) A list of books on a bookshelf. (2) A list of books that the Index Utility uses to create a bookshelf and a bookshelf search index. It has a data set name of the bookshelf, or a name the user specifies.

BookManager. A family of IBM licensed programs that lets users create and display online books. See *BookManager BUILD/MVS*, *BookManager BUILD/VM*, *BookManager READ/DOS*, *BookManager READ/MVS*, *BookManager READ/VM*, and *BookManager READ/2*.

BookManager BUILD/MVS. An IBM licensed program that lets users create online books on an MVS host system from source files (called data sets) formatted using DCF.

BookManager BUILD/VM. An IBM licensed program that lets users create online books on a VM host system from source files formatted using DCF.

BookManager READ/DOS. An IBM licensed program that lets users display, search, organize, and annotate online books built on a VM or MVS host system using a programmable workstation running the DOS operating system.

BookManager READ/MVS. An IBM licensed program that lets users on an MVS host system display, search, organize, and annotate online books built with BookManager BUILD/MVS or BookManager BUILD/VM.

BookManager READ/VM. An IBM licensed program that lets users on a VM host system display, search, organize, and annotate online books built with BookManager BUILD/VM or BookManager BUILD/MVS.

BookManager READ/2. An IBM licensed program that lets users display, search, and annotate online books built on a VM or MVS host system using a programmable workstation running the OS/2 operating system.

bookmark. An indicator that temporarily holds a user's place in a book until the book is closed. Contrast with *closing bookmark*.

bookmark list. A list of the places a user has saved in a book, including the topic that contains the closing bookmark.

BookMaster. An IBM licensed program consisting of a generalized markup language that is more extensive

than the GML Starter Set. Its full name is IBM Host Publishing Systems BookMaster.

Books. An action bar choice that allows a user to open a book or a bookshelf, list bookshelves, view descriptions of books or bookshelves, discard or send books or bookshelves, copy bookshelves, close a book, bookshelf, or bookshelf list, and exit BookManager READ.

bookshelf. (1) A logical grouping of online books that allows users to organize their online books according to how they intend to use them. (2) A data set containing the definition of a bookshelf.

bookshelf description. In BookManager READ, a window that provides the description of a bookshelf, which includes data set name, date last updated, number of books, synonym language, number of unindexed books, and search index name.

bookshelf list. A list of bookshelves with similar data set names or a list of all of the bookshelves that a user can access.

bookshelf search index. (1) A comprehensive index, created with the Index Utility, based on the information in all the books on a bookshelf. A bookshelf search index allows for a rapid search of all the books on a bookshelf. (2) A data set containing the search index for a bookshelf.

build a book. To use BookManager BUILD to create an online book from source files formatted using DCF. Source files can include files containing only text or files containing text and generalized markup language tags.

C

cancel. To remove the current panel, pull-down, or window without processing it, and return the user to the previously active panel or window.

carriage control character. The first character of an output record (line) that is to be printed; it determines how many lines should be skipped before the next line is printed.

case. The characteristic of a letter that determines whether it is a capital letter or a small letter. It is generally referred to as uppercase, lowercase, and mixed case.

CECP. Country extended code page.

center a picture. To move a graphic or image picture to the middle of the screen.

change bar. A character (|) used to indicate a change to a line in a document. See also *revision code*.

character. Any letter, number, ideogram, or other symbol used for the organization, control, or representation of data.

character display device. (1) A display device that gives a representation of data only in the form of characters. (I) (A) (2) Synonymous with *alphanumeric display device*. Contrast with *graphics device*.

character graphics. Graphics that are composed of characters in a monospaced font. Character graphics appear inline with the text of an online book. See *graphic*. Contrast with *artwork* and *picture*.

choice. An item that a user can select. A choice can appear in a selection list, on an action bar, in a pull-down, or in a window.

closing bookmark. An indicator that holds a user's place in a book. The user can go directly to that place the next time the book is opened. Contrast with *bookmark*.

code page. An assignment of graphic characters and control function meanings to all code points; for example, assignment of characters and meanings to 256 code points for an 8-bit code, assignment of characters and meanings to 128 code points for a 7-bit code. See *country extended code page*. See also *code point*.

code point. A 1-byte code representing one of 256 potential characters. See also *code page* and *country extended code page*.

column. A vertical arrangement of characters or other expressions. (A)

command. A request to execute a particular program or function. The user types a command on the command line and then presses the ENTER key.

command line. On a display screen, a line on which commands can be entered. See also *command prompt*.

command prompt (Command ==>). A displayed symbol that indicates where a user enters commands. See also *command line*.

comment. Information that has no effect on processing and that does not usually appear when a formatted document is printed or displayed.

contents. See *table of contents*.

contextual help. A help action that gives specific information about the item the cursor is on. The help is contextual because it provides information about a

specific item as it is currently being used. Contrast with *extended help*.

control word. An instruction within a document that identifies its parts or indicates how to format the document.

copy. (1) To create and store a duplicate of information from an online book in a data set. (2) To create and store a duplicate of a bookshelf by giving it a different data set name.

country extended code page. An 8-bit code page that has a 93-character set on its nationally standardized code points but is extended to the multilingual character set for the national languages of some countries. See *code page*. See also *code point*.

cross-reference link. A pointer from a reference in an online book to the referenced location in the same book. When selected, it lets a user move immediately to the referenced location. For example, the user can go directly from a reference marked up with an :HDREF tag to the referenced topic. One of three types of hypertext links. See *hypertext link*. Contrast with *associative link* and *author-defined link*.

cursor. A visual cue that shows where the next operation will occur on a display screen.

cursor movement keys. Keys that a user presses to move a cursor or a displayed image, labeled with a down arrow, a left arrow, a right arrow, and an up arrow.

customize. To change system or document characteristics to meet user or site requirements. See also *tailor*.

D

data set. A unit of information that can be stored and retrieved. See *partitioned data set* and *sequential data set*.

data set name. A unique name that identifies each data set. It consists of one or more parts separated by periods, and has a maximum length of 44 characters, including the periods. See *qualified name* and *qualifier*.

date built. The date an online book was built or a bookshelf was created.

DCF. Document Composition Facility.

default. A value used by the system when no other value is specified. This value can be set by the system beforehand and can be overridden by a user, or chosen

by the system after the user has declined the opportunity to enter or select one.

delete. See *discard*.

describe. To display information, similar to a library catalog card, about an online book or a bookshelf. See also *book description* and *bookshelf description*.

discard. To erase an object, such as a book or a bookshelf.

Disk Operating System (DOS). An IBM licensed program that interacts with the processor in the system unit and the fixed-disk or diskette drives of the workstation to control the flow of data.

display device. A device that presents information on a screen. See also *screen*.

document. In word processing, a collection of information that pertains to a particular subject or related subjects.

Document Composition Facility (DCF). A text-processing program; its main component is the text formatter called SCRIPT/VS. The composed DCF output can be directed to a variety of output devices, including advanced function printers and PostScript printers. See also *SCRIPT/VS*.

document number. The form number of a manual that can be used to order copies of the manual. The document number for an online book is displayed in the book description and can be displayed on the bookshelf.

DOS. Disk Operating System.

download. To send information from a computer to an attached workstation. Contrast with *upload*.

E

edit. (1) To alter or refine information, especially text and illustrations, for publication or display. (2) To use the ISPF/PDF Editor to make changes to a topic's source file while looking at an online book.

editor. A person or program that edits.

ellipsis. A symbol (...) used in a pull-down or a window to indicate that a window follows.

emphasis. A means of calling attention to something; for example, a search match or a hypertext link. Emphasis in online books is expressed using color and brightness. Emphasis in print is expressed using italics, underscoring, uppercase, bold type, color, and type style. See also *highlighting*.

emphasized phrases. Phrases in the text that were emphasized by the author with italics, bold type, underscoring, or uppercase. In online books, users can use color or highlighting to make different emphasized phrases stand out from each other or from normal text.

emphasize matches. To display the location of search matches in a different color or intensity from normal text.

emulation. The use of a data processing system to imitate another data processing system, so that the imitating system accepts the same data, executes the same programs, and achieves the same results as the imitated system. Emulation is usually achieved by means of hardware or firmware. (T) See *3270 emulation*.

enter. To submit all selected choices and entry-field information to the computer for processing; for example, to type information on a keyboard and press the ENTER key.

ENTER. A key on a keyboard that, when pressed, causes information to be submitted to a computer for processing.

erase. See *discard*.

exact matching, any case. A type of search request where text that matches the request must be the same as the word or phrase entered, except for case. Contrast with *exact matching, including case* and *fuzzy matching*.

exact matching, including case. A type of search request where text that matches the request must be the same as the word or phrase entered, including case. Contrast with *exact matching, any case* and *fuzzy matching*.

EXEC. A sequence of instructions and control statements in the REXX language.

exit. (1) To end the current BookManager READ session. (2) To close the currently displayed book, bookshelf, or bookshelf list.

extended color. The ability of a device to display text in more than four basic colors.

extended help. Help for the entire window that describes the selections and how they relate to one another. Contrast with *contextual help*.

extended highlighting. The ability of a device to underscore, blink, or reverse the background of text, as distinguished from brightening (intensifying).

F

field. A group of character positions used to enter or display specific information.

figure. A graphic, pictorial, or other kind of illustration set off from the text of a document and usually identified by a title or caption, and a sequential number or name.

figure list. A list of all numbered figures contained in a book.

filter. The function of specifying a collection of data sets with similar names. Filtering is done by using one or more wildcard characters either as a qualifier or characters in a qualifier of a data set name. See also *qualifier* and *wildcard character*.

font. A given size and style of type.

footnote. A note of reference, explanation, or comment printed at the bottom of a printed page or shown at the end of an online book's topic.

format. In text processing, the predetermined arrangement or layout of text in printed or displayed form or on a data medium. (T)

forward. A scrolling action that moves information that is below the currently visible information upward into the viewing area. Contrast with *backward*.

front matter. In a book, those sections such as preface, abstract, table of contents, and list of figures that are placed before the main chapters or sections.

fully qualified name. The complete MVS data set name. A fully qualified name is usually enclosed in quotes. See *qualified name*.

function key. A key that can be used to represent a command or series of commands. Keyboards can have 12 or 24 function keys (sometimes called program function keys). Each is labelled with its number, such as *F1*.

function key area. The area on a panel or in a window in which the function key meanings are displayed, or, on a keyboard, the area reserved for placing the function keys.

function keys help. See *Keys help*.

fuzzy matching. A type of search request where text that matches the request can be different forms of the same root word. For example, a fuzzy search for the word *computer* would match the words *computing* and *computers*. Contrast with *exact matching, any case* and *exact matching, including case*.

G

GDDM. Graphical Data Display Manager.

GDDM user control mode. The facility in GDDM that allows a user to resize and move graphic pictures.

generalized markup language (GML). A language that can be used to identify the parts of a source document without respect to a particular processing system.

Generalized Markup Language (GML) Starter Set. A generalized markup language application provided as part of DCF.

GML. Generalized markup language.

GML Starter Set. See *Generalized Markup Language Starter Set*.

GoTo. An action bar choice that allows a user to go to a particular topic or book part, display a list of saved or revised topics or a list of topics previously seen, retrace a topic path, or return to a topic after selecting a hypertext link.

graphic. Pertaining to pictorial material or the output of graphics software, in contrast to text. Character graphics appear with the text of an online book. Complex (vector) graphics are displayed by selecting the picture indicator or entering the PICTURE command. See *character graphics* and *vector graphics*. See also *artwork* and *picture*. Contrast with *image* and *text*.

Graphical Data Display Manager (GDDM). An IBM licensed program that lets users display graphic, image, and text information on a display device.

graphic notation. A pictorial explanation of the way a set of symbols and their rules work together to represent data, such as command syntax. See also *syntax diagram*.

graphics device. A display device that gives a representation of data in the form of graphic symbols. Contrast with *character display device*.

graphics editor. A program that creates or modifies a graphic picture data set.

greater than symbol. A symbol (>) used to indicate the location of a line note in a topic.

Group. An action bar choice that allows a user to create a bookshelf, and to add books to or remove books from an existing bookshelf.

H

hard copy. Printed copies of books, manuals, or other information. Contrast with *soft copy*.

heading. Words indicating the beginning of a new topic or section.

Help. An action bar choice that allows a user to get help on using BookManager READ, such as getting help on function keys.

Help for help. (1) A choice in the Help pull-down that explains the different kinds of help and tells a user how to use them.

high-level qualifier. The characters before the first period in a fully qualified data set name. The high-level qualifier can be from 1 to 8 characters.

highlighting. Highlighting is associated with document markup. Highlighting in online books is expressed using underscoring, blinking, and reverse video. Highlighting in print is expressed using italics, underscoring, uppercase, bold type, color, and type style. See also *emphasis*.

host system. (1) The data processing system to which a network is connected and with which the system can communicate. (2) The controlling or highest level system in a data communication configuration; for example, a System/370* is the host system for the programmable workstations connected to it.

hypertext link. A way to link information within a book or between books for easy navigation. The link is a pointer from a location in an online book to another location in the same book or in another book on the same bookshelf. When selected, it lets a user move to the new location containing related information. BookManager associates terms with related information such as the glossary, a message or code, an index entry, or a language element reference. Cross-references indicated by markup are automatically linked to the referenced location. Authors can also provide links in online books to point the user to additional information. See *associative link*, *author-defined link*, and *cross-reference link*.

I

image. In GDDM, a picture made up of points that are either black or white. Images are displayed by selecting the picture indicator or entering the PICTURE command. See *raster*. Contrast with *graphic* and *text*.

image editor. A program that creates or modifies an image picture data set.

imbed. To insert into a member a statement causing another member to be read when that line is reached during processing.

index. An alphabetical list of the subjects in a book and the topics in which they are found.

Index utility. A utility of BookManager BUILD/MVS, BookManager BUILD/VM, BookManager READ/MVS, and BookManager READ/VM that creates a bookshelf and a search index of all the information in the books on a bookshelf.

information message. A message that tells a user that an operation has been performed successfully. See also *severe message* and *warning message*.

initial value. See *default*.

input field. A field, denoted by one or more underscores, on a panel or in a window, into which a user can type information. Information is passed from the display device to the program when the program reads the record containing that field. An input field can be distinguished from an output field by the lack of a separating colon. *Userid . . . _____* is an example of an input field. Contrast with *output field*.

installation. In system development, preparing and placing a functional unit in position for use. (T)

interactive. (1) Pertaining to the exchange of information between a user and a computer.
(2) Pertaining to a program or system that alternately accepts input and then responds. An interactive system is conversational, that is, a continuous dialog that exists between the user and the system. Contrast with *batch job*.

Interactive System Productivity Facility (ISPF). An IBM licensed program that serves as a dialog manager for interactive applications in several host computer environments.

Interactive System Productivity Facility/Program Development Facility (ISPF/PDF). A dialog application that provides application development services. It is used to create and maintain interactive applications and other types of data, and includes library control facilities accessible from 3270 display terminals.

invoke. To start a command, procedure, or program.

ISPF. Interactive System Productivity Facility.

ISPF/PDF. See *Interactive System Productivity Facility/Program Development Facility*.

ISPF/PDF Editor. The text editor provided as part of ISPF/PDF.

italic. A type style with characters that slant to the right.

J

job. (1) A unit of work defined by a user that is to be accomplished by a computer. Loosely, the term job is sometimes used to refer to a representation of a job. This representation may include a set of computer programs, files, and control statements to the operating system. (I) (A) (2) A collection of related programs, identified by appropriate job control statements.

K

Keys help. (1) A choice in the Help pull-down that provides a list of all the current function key assignments.

keyword. A name or symbol that identifies a parameter. See also *parameter*.

L

label. A name or identifier assigned to an object.

LAN. Local area network.

language element reference. The section of a document that describes the data elements of programming languages, such as statements, macros, or commands. This section begins with an :LERS tag. A user can link to a language element reference from a location in the same or another book.

line note. A margin note created by a user and associated with a specific line of text. Contrast with *topic note*.

line scrolling. Moving a display image vertically, causing the line containing the cursor to be positioned at the top or bottom of the scrollable area. See *scroll* and *scrollable area*. Contrast with *panel scrolling*.

linguistic dictionary. A tool used to compile a list of words, word roots, and variant forms of words. This list, which is stored in an online book, provides a user with the most meaningful and complete list of matches that meet a fuzzy match search request. A linguistic dictionary also lets a user find synonyms for selected search request words. For example, a search for the word *formats* would match the words *format*, *formatting*, *formatted*, and, if selected, its synonym *layout*. See *synonym dictionary*.

link. See *hypertext link*.

links or references. Cross-references or links created by a book's author. Users can use color or highlighting to make the location of links and references stand out from normal text.

local area network (LAN). A network established in a limited area to permit sharing of common computer resources.

logical record. (1) A set of related data or words considered to be a record from a logical viewpoint. (T) (2) A record from the standpoint of its content, function, and use rather than its physical attributes; that is, a record defined in terms of the information it contains.

lowercase. Pertaining to the small letters, as distinguished from the capital letters; for example "a, b, c" rather than "A, B, C." Contrast with *uppercase*.

low-level qualifier. The last qualifier in a data set name, after the last period. For example, for the data set *johnson.finance.script(finmst)*, the low-level qualifier is *script*. (The member name, *finmst*, is enclosed in parentheses.)

M

macro. An instruction in a source language that is to be replaced by a defined sequence of instructions in the same source language. In ISPF, a macro is a program that customizes the ISPF/PDF Editor. In DCF, SCRIPT/VS replaces a macro in a source file with a macrodefinition containing control words, symbols, text, and GML markup.

macrogeneration. An operation in which an assembler produces a sequence of assembler language statements by processing a macrodefinition called by a macroinstruction. Macrogeneration takes place at preassembly time.

macrolibrary. A library of macrodefinitions used during macrogeneration.

margin. A generally unprinted area that lies between the text area of a page or screen and the edge of the page or screen. Margins may contain small illustrations, notes, and page numbers. A rectangular page or screen therefore has four margins. (T)

margin note. See *note*.

mark. To select an item in a list by placing a slash (/) next to the item. See also *select*.

mark up. To insert markup into a source document.

markup. Information added to a document to enable a person or system to process it. Markup information can

describe the document's characteristics, or it can specify the actual processing to be performed; for example, in SCRIPT/VS, markup consists of GML tags, attribute labels and values, and control words.

match. A word or phrase that is identical or similar to a search word or phrase.

matching types. The different ways that a match for a search request is determined. See *exact matching, any case; exact matching, including case; and fuzzy matching*.

member. One of the files in a partitioned data set. See also *partitioned data set*.

merge notes. To combine notes from several people into a single note member.

message. Information presented to a user that is generated by a computer. See *information message, severe message, and warning message*.

message area. The area on a panel or in a window in which BookManager displays messages to a user.

middle qualifier. The next-to-last qualifier in a data set name. It is chosen by the user and should describe the contents of the data set. See *qualifier*.

move a picture. To change the placement of a graphic or image picture.

Multiple Virtual Storage. See *MVS*.

Multiple Virtual Storage/Enterprise Systems Architecture. See *MVS/ESA*.

Multiple Virtual Storage/Extended Architecture. See *MVS/XA*.

MVS. Multiple Virtual Storage, consisting of MVS/System Product and the MVS/370 Data Facility Product operating on a System/370 processor. MVS is an operating system for S/370 processors, and it supports multiple address spaces. See also *MVS/DFP, MVS/ESA, MVS/SP, and MVS/XA*.

MVS/DFP. Multiple Virtual Storage/Data Facility Product. A version of this IBM licensed program is required to have an operational MVS system.

MVS/ESA. Multiple Virtual Storage/Enterprise Systems Architecture, which offers all the capabilities of MVS/XA and in addition enhanced data-handling capabilities, increased addressability, faster data access, enhanced services for application development, and improved reliability and serviceability.

MVS/SP. Multiple Virtual Storage/System Product.

MVS/XA. Multiple Virtual Storage/Extended Architecture, consisting of MVS/System Product Version 2 and the MVS/XA Data Facility Product. MVS/XA is an operating system for S/370 processors.

N

nickname. A 1- to 8-character name that is a synonym for the system node and user ID. A nickname can be used to reduce repetitive typing of system nodes and user IDs.

node. A single processor or a group of processors in a data network.

node ID. A shortened form of node identifier.

node identifier. A string of characters that uniquely identifies a processor in a data network.

note. Additional information or comments that a user attaches to a topic or a line of text in a book. See *line note* and *topic note*, and *personal note* and *public note*.

note data set. A data set in which BookManager READ stores notes. A book can have one public note data set, and a user can have one personal note data set associated with that book.

note member. A member that contains the notes a user writes for a book or receives from other users. A user can send note members to other users, view note members created by other users, or combine several note members into a single one. A user can also copy note members from a private note file to a public note file, retrieve public note members into a private note file, and erase public note members in a public note file.

Notes. An action bar choice that allows a user to create, edit, discard, send, list, merge, or review notes.

note window. A place on the screen in which a user can work with notes associated with the text on the screen.

O

online. Connected to, served by, or available through a system or computer.

online book. A soft-copy document, created by BookManager BUILD, that can be viewed and searched at a display device with BookManager READ. An online book usually has a low-level qualifier of BOOK.

online information. Information stored in a computer system that can be displayed, used, and modified in an interactive manner without any need to obtain hard copy.

operating system. An organized collection of programs that controls the overall operation of a computer.

Operating System/2 (OS/2). An advanced IBM operating system for the IBM Personal System/2, IBM Personal Computer XT Model 286, and IBM Personal Computer AT. OS/2 Standard Edition is intended for environments that do not have extensive communications or database requirements. OS/2 Extended Edition provides intersystem communications, improved connectivity, terminal emulation, and access to shared network resources.

option. A specification in a statement that may be used to influence the execution of the statement.

Options. An action bar choice that allows a user to perform such tasks as setting colors, highlighting, and a default bookshelf or bookshelf list, and choosing a default sort order, book identifier, and search options.

OS/2. Operating System/2.

output field. A field on a panel or in a window that contains information the user cannot change. A colon separates the field name from the output information. *Bookshelf . . . : mvsesa* is an example of an output field. Contrast with *input field*.

P

page segment (PSEG). A data-stream object containing images and possibly text; the object can be included when a document is formatted for viewing or printing. As an addressable point on a page or electronic overlay, it assumes the environment of an object in which it is included.

panel. An arrangement of information that fits on a screen and allows a user to interact with a program. If some of the information is not visible, a user can scroll through the information.

panel scrolling. Moving a display image vertically, causing the next or preceding panel of information to be displayed. See *scroll*. Contrast with *line scrolling*.

parameter. A variable used in conjunction with a command to affect its result.

partitioned data set (PDS). A data set in direct access storage that is divided into partitions, called members, each of which can contain a program, part of a program, text, or data. See also *member*.

partitioned data set extended (PDSE). An enhancement to partitioned data sets that eliminates the

need to compress the PDS when members are replaced.

PDF. Program Development Facility

PDS. Partitioned data set.

PDSE. Partitioned data set extended.

perform file functions. To perform functions on book, bookshelf, and search index files such as discard, send, and copy.

Personal Computer AT. An IBM personal computer system designed for professional applications and office environments.

personal note. A private note created by a user. See *public note*.

Personal System/2 (PS/2). A family of IBM personal computer systems ranging from a low-price, general-purpose computer system offering approximately two times the processor performance of 8088-based IBM Personal Computers up to high-performance systems that support advanced multitasking and multiuser applications and network services.

phrase separator. A special character used in a search request to separate different words or phrases. For example, the search request *conduct, behavior* uses a comma as the separator to tell BookManager READ to search for either the word *conduct* or the word *behavior*.

picture. A visual representation of graphics or images on a display device. See also *artwork*. Contrast with *character graphics*.

picture identifier. Either the number or name of a picture (graphic or image artwork) in a book.

plus sign. A symbol (+) used to indicate unindexed books that BookManager can find on a bookshelf.

pointer. (1) A physical or symbolic identifier of a unique target. An example is a greater than symbol (>) that indicates the location of a line note. (2) A data element that indicates the location of another data element. (T) An example is a hypertext link.

previous link or reference. The location from which a hypertext link was followed to which a user can then return.

Primary Option Menu. The ISPF/PDF menu from which BookManager can be selected.

print. To produce legible characters or other marks on paper or other media.

ProcessMaster. An IBM licensed program that provides a set of menus to help a user create, manage, and process document source files. Its full name is IBM Publishing Systems ProcessMaster.

process-specific control. A statement limiting certain text or formatting to a specific purpose, such as for display or for printing.

profile. A set of characteristics that defines the way the system processes information.

Program Development Facility. See *Interactive System Productivity Facility/Program Development Facility*.

program function (PF) key. See *function key*.

programmable workstation. A workstation that has some degree of processing capability and that allows a user to change its functions.

prompt. A symbol or action that requests a user entry or selection.

PSEG. (1) Page segment. (2) The IBM advanced function printer data format for raster images.

PS/2. Personal System/2.

public note. A topic or line note, usually created by the book's owner, that can be shared with others. See *personal note*.

publication date. The date an author includes on a book's title page when the draft is finalized.

pull-down. An extension of an action bar that appears when a user selects a choice on the action bar and that displays a list of choices. See also *action bar* and *window*.

Q

qualified name. The lower levels of a data set name. The actual data set name is prefixed by one or more qualifiers. Usually the qualifiers are the user's TSO PROFILE prefix or the user's TSO user ID. See also *data set name* and *qualifier*.

qualifier. The 1 to 8 characters of a data set name between two periods, or at the front or end of a data set name. See also *data set name* and *qualified name*.

question mark. (1) A symbol (?) next to the name of a book on a bookshelf or in a book list that indicates that the Index utility could not find the book. (2) A symbol (?) next to the name of a book on a bookshelf that indicates that the book was not searched when its

bookshelf was searched. This occurs, for example, when a user is searching an unindexed book and does not have access to the book's data set. This can also occur when the book cannot be found.

R

RACF. Resource Access Control Facility.

ranking. See *search ranking*.

raster. The closely spaced, parallel lines produced on a display device. An image is formed by modulating the intensity of the individual pixels. A binary representation of the pixels can be used to digitally represent an image. (M) See *image*. Contrast with *character graphics* and *vector graphics*.

refresh. To update the contents of the current panel. The contents of the panel can be restored to its initial condition or updated to reflect the current status of the information.

replace. To substitute an item for another; for example, to substitute or overstrike a character or space with another character.

reset a picture. To redraw a graphic or image to appear as originally displayed.

resize a picture. To change the dimensions of a graphic or image.

Resource Access Control Facility (RACF). An IBM licensed program that provides for access control by identifying and verifying users to the system, authorizing access to protected resources, logging the detected unauthorized attempts to enter the system, and logging the detected accesses to protected data sets.

resume. To return a user to the application and window that was in use before an activity was suspended.

retrace topic path. To move backward, one at a time, through the topics that have been displayed.

retrieve. To obtain data that has been stored; for example, to display in inverse order, one at a time, the previous commands or previous actions taken.

return code. A value returned to a program to indicate the results of an operation requested by that program.

reverse video. A screen emphasis feature that interchanges the foreground and background colors of an item.

revision code. A character, usually a bar (|), in the page margin that indicates that the text line beside it has been changed by the author.

revisions. Changes an author has made to a book. They may be marked with revision codes. Users can move through a book looking at only those topics that have been changed or added to the book.

rotated text. In printing, text that is oriented to another plane rather than the top of the page.

rule. A straight horizontal or vertical line.

S

save. (1) To hold a user's place in an online book. (2) To copy data to permanent storage so that it is not destroyed.

scan. Using a scanner device to convert a paper picture to computer image form.

screen. The physical surface of a display device upon which information is shown to a user. See also *panel* and *window*.

SCRIPT. See *SCRIPT/VS*.

SCRIPT/VS. The formatting component of the Document Composition Facility. It provides capabilities for text formatting and document management, macro processing and symbol substitution, and GML tag recognition and processing. See also *Document Composition Facility*.

scroll. To move a display image vertically or horizontally to view data that is not otherwise visible in a display screen or in a window. See *line scrolling* and *panel scrolling*.

scrollable area. The portion of a panel or a window that can be scrolled forward or backward. See also *scroll field*.

scroll field. The area to the right of the command line on a panel or in a window in which a user specifies the amount to move information backward and forward. For example, typing 12 in the scroll field and pressing F8 moves the information in the scrollable area forward 12 lines. See also *scrollable area* and *scroll prompt*.

scroll prompt (Scroll ===>). A displayed symbol that indicates where a user enters commands to scroll information on the panel or in a window forward or backward. See also *scroll field*.

Search. An action bar choice that allows a user to look for specified words and phrases, work with the books or

topics that contain search matches, and emphasize search matches in the text.

search emphasis. Using color or intensity to make search matches stand out from normal text in an online book.

search index. See *bookshelf search index*.

search ranking. The method BookManager READ uses to organize search matches. For a single book search, the topics with the best matching information are ranked highest. For a bookshelf search, the books with the best matching information are ranked highest. See also *best search match* and *best topic*.

search request. The words and phrases you want BookManager READ to find in a book or bookshelf. A single search request can include any combination of words and phrases as long as the complete request does not exceed 44 characters.

search words and phrases. The words and phrases to be located in a book or bookshelf during a search.

segment. An object containing composed text, graphics, and images, prepared before formatting and included in a document by SCRIPT/VS.

select. (1) To make a choice by using the cursor movement keys or tab key to position the cursor on the choice and pressing the ENTER key. (2) To make a choice by typing the number associated with that choice and pressing ENTER. (3) To make a choice by marking a book, bookshelf, or listed item with a slash (/) before choosing the action you want to perform.

selection list. A list of choices from which a user can select one or more items. Items are arranged in order and can be scrolled.

send. To distribute a book, bookshelf, or note member to another user.

sequential data set. A data set in which records are organized on the basis of their successive physical positions.

Services. An action bar choice that allows a user to copy or print topics, edit a topic's source file, or place a temporary bookmark in a topic.

session. The period of time that begins when a user starts a program and ends when a user ends the program.

severe message. Information provided by BookManager that describes a condition alerting a user to take an action so that BookManager can continue. See also *information message* and *warning message*.

soft copy. One or more data sets that can be electronically distributed, manipulated, and printed by a user. Contrast with *hard copy*.

sort. To arrange a set of items to be used in a specified sequence, such as alphabetic or numeric.

source file. In BookManager BUILD, an input file that contains either text and markup or artwork. Source files are used to create online books or to print documents.

Split. An action that divides the screen into two logical ISPF sessions. See also *split screen* and *Swap*.

split screen. The facility for dividing a display into two or more independent areas. (T) See also *Split*.

SSGML. See *Generalized Markup Language Starter Set*.

status line. The area near the top of a panel that contains information about what is being displayed. For example, it can show the number of books in a list or how far into a book the user is (the position in the book).

style. In BookMaster, a collective term for how a document is formatted, including the use of fonts, white space, line lengths, and rules.

subject. In BookMaster, a tag attribute that allows authors to identify information in a document with terms that may not be explicitly used in the document. This gives users alternative ways to locate the information.

subtopic. A topic that is subordinate to a higher level topic. For example, 2.1 and 2.2 are subtopics of topic 2.0.

subtopic list. A list of the topic subheadings that follow the topic being displayed. It is similar to a printed partial table of contents. Contrast with *table of contents*.

Swap. An action that toggles between displays of two logical ISPF sessions. See also *Split*.

symbol. A name in a SCRIPT source file that is replaced during processing with a number, a character string, a control word, or another symbol.

symbol substitution. In SCRIPT, the replacement of a symbol with a character string, a character string with a number, a control word, or another symbol.

synonym. (1) A word that has essentially the same meaning as another word so that the words can be used interchangeably. For example, *job* is a synonym of *work*. (2) A shorter version of a command allowed by a program.

synonym dictionary. A compilation of root words for a given language that allows users to search for information in that language. One use of a linguistic dictionary is as a synonym dictionary. See *linguistic dictionary* and *synonym dictionary language*.

synonym dictionary language. The language of the synonym dictionary to be used in a search. BookManager READ displays the synonyms of the words in the indexed books on a bookshelf when a search is performed. See *synonym dictionary*.

syntax. The rules governing the structure of commands and their parameters.

syntax diagram. A diagram that uses graphic notation to describe the syntax of a command. See also *graphic notation*.

T

tab. A typing action that moves the cursor to the beginning of the next entry field or the next selection field if no choice is selected. If the next selection field contains a selected choice, the cursor moves to that choice.

table. Information presented in rows and columns and defined by the author as a table.

table list. A list of all numbered tables contained in a book.

table of contents. A list of topics in the order in which they appear in a book. Contrast with *subtopic list*.

tag. In markup, a name for a document type or document element that is entered in the source document to identify it. For example, :P is the GML Starter Set tag for a paragraph.

tailor. A process that defines or modifies the characteristics of a system or a document. See also *customize*.

temporary bookmark. See *bookmark*.

temporary storage. In computer programming, storage locations reserved for intermediate results. (A)

terminal. A device, usually equipped with a keyboard and display, capable of sending and receiving information.

terminal emulator. A program that allows a device such as a microcomputer or personal computer to enter and receive data from a computer system as if it were a particular type of attached terminal. See also *download*.

text. A graphic representation of information on an output medium. Text can consist of alphanumeric characters and symbols arranged in paragraphs, tables, columns, or other shapes. Contrast with *graphic* and *image*.

text editor. A program used to create, modify, and print or display text data sets.

time sharing option (TSO). An option on the operating system; for System/370, the option provides interactive time sharing from remote terminals.

Time Sharing Option Extensions (TSO/E). An IBM licensed program that runs under the MVS operating system, allowing users to interactively share computer time and resources and improving productivity and usability.

topic. A heading and its subsequent text up to the next heading or subheading; BookManager's basic unit of information.

topic heading. The title of a section in a book. The heading is displayed following the topic identifier at the top of the panel for that topic.

topic identifier. Either the number or name of a topic (section) in a book. See *topic name* and *topic number*.

topic name. Within an online book, the unique identifier of a particular topic, such as INDEX or BIBLIOGRAPHY. It lets users go directly to a particular place in a book. See also *topic number*.

topic note. A margin note created by a user and associated with a specific topic in a book. Contrast with *line note*.

topic number. Within an online book, the unique identifier of a particular topic, such as 1.0 or 2.1.2. It lets users go directly to a particular place in a book. See also *topic name*.

topics seen list. A list of the topics in a book that have been displayed since the book was opened.

TSO. Time sharing option.

TSO/E. Time Sharing Option Extensions.

U

unavailable choice. A choice in a pull-down or a window that a user cannot select because it is not applicable. The unavailable choice is preceded by an asterisk (*). Contrast with *available choice*.

underscore. (1) A line placed under a character.

(2) To place a line under one or more characters; to underline.

unlink. To move to the location in a topic where a user selected a hypertext link.

unresolved link or reference. A hypertext link or cross-reference that cannot be followed to the linked or referenced item. When providing links and cross-references in an online book, the author must assign an identifier to connect the link or reference with the linked or referenced item. If an identifier is not assigned or does not match in both places, the link or reference is not resolved when the online book is built. Users cannot follow the link or reference in the text to the incorrectly referenced item.

upload. To transfer data from a device such as a workstation or microcomputer to a host computer. Contrast with *download*.

uppercase. Pertaining to the capital letters, as distinguished from the small letters; "A, B, C" rather than "a, b, c." Contrast with *lowercase*.

user. A person who requires the services of a computing system.

user control mode. See *GDDM user control mode*.

user ID. A shortened form of user identification.

user identification. A string of characters that uniquely identifies a user to a system.

User's guide. A choice in the Help pull-down that allows a user to open *BookManager READ/MVS: Displaying Online Books*.

V

validation. The checking of data for correctness or for compliance with applicable standards, rules, and conventions. (A)

variations. Words that are similar in spelling to a word entered in a search request.

vector graphics. (1) Computer graphics in which display images are generated from display commands and coordinate data. (l) (A) (2) A method of representing a computer graphic as a pattern of lines. See *graphic*. Contrast with *character graphics* and *raster*.

View. An action bar choice that displays all or some books or bookshelves a user selects, or sorts or refreshes the list of books or bookshelves. It also lets a user display books by document number or name.

virtual machine. A functional simulation of a computer and its associated devices.

System Product (VM/XA* SP)

Virtual Machine/Extended Architecture*. An IBM licensed program that supports System/370 and 370-XA mode virtual machines. It offers, in the XA environment, an interactive environment capable of supporting large numbers of users.

Virtual Machine/System Product (VM/SP). An IBM licensed program that manages the resources of a single computer so that multiple computing systems appear to exist. Each virtual machine is the functional equivalent of a real machine.

virtual storage. The addressable space available to a virtual machine to execute programs and manipulate data.

VM/SP. Virtual Machine/System Product.

VM/XA SP. Virtual Machine/Extended Architecture System Product.

W

warning message. Information provided by a computer to a user to indicate a possible error condition in the system. A warning message also tells a user that the requested action can cause an undesirable condition. The user might be required to perform or confirm an action. See also *information message* and *severe message*.

white space. Space between lines and characters on a page, and other blank areas on the page.

wildcard character. The character used to substitute for unknown or unspecified characters or words in a search word or phrase. An asterisk (*) is an example of a wildcard character.

window. A part of a display screen with visible boundaries in which information is displayed. A window can be smaller than or equal in size to the display screen. Windows can overlap and give the appearance of one window being on top of another. See also *action bar* and *pull-down*.

Wordcheck. A window that allows a user to search for a word that is similar in spelling to a word in a search request.

workstation. One or more programmable or nonprogrammable devices that allow a user to do work on a computer. See also *programmable workstation*.

Z

zoom in on a picture. To enlarge a graphic or image so that it takes up the entire screen.

zoom out on a picture. To reduce a graphic or image so that the user can see more of it.

Numerics

3270 emulation. The use of a program that allows a device or system, such as a personal computer or a System/38, to operate in conjunction with a host system as if it were a 3270-series display station or control unit. See *emulation*.

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DSMMOM397I '.EDF#CNTX' WAS IMBEDDED AT LINE 451 OF 'EOX03EMU'
DSMMOM397I 'EOX03EMU' WAS IMBEDDED AT LINE 123 OF 'EOX03MST'
+++EDF002W C tag found outside TABLE. (Page 237 File: EOX03EMU)
DSMMOM397I '.EDF#CNTX' WAS IMBEDDED AT LINE 451 OF 'EOX03EMU'
DSMMOM397I 'EOX03EMU' WAS IMBEDDED AT LINE 123 OF 'EOX03MST'
+++EDF011W TABLE end-tag found outside TABLE and ignored. (Page 237 File: EOX03EMU)
DSMMOM397I '.EDF#CNTX' WAS IMBEDDED AT LINE 453 OF 'EOX03EMU'
DSMMOM397I 'EOX03EMU' WAS IMBEDDED AT LINE 123 OF 'EOX03MST'
+++EDF258W Cross references were not resolved. Check cross-reference listing to find problems. (Page 278 File: EOX03MST SCRIPT)
DSMMOM397I '.EDF#END' WAS IMBEDDED AT LINE 188 OF 'BOOKPROF'