

Proceedings of the 1991 Oil Spill Conference Infobase

Tutorial and Reference Guide

Health and Environmental Sciences Department

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Section 1

Introduction

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INTRODUCTION

This *Tutorial & Reference Guide* is designed to answer most of the questions that users are likely to ask about operating Folio *VIEWS*. The *VIEWS* User Manual Infobase (RTMANUAL.NFO) is also available for your online reference. It contains comprehensive, detailed information about *VIEWS*--its commands and capabilities.

Use this guide as a quick hands-on reference tool. It contains instructions for many of the tasks you will perform using Folio *VIEWS*. Also included here is an alphabetical list of all commands and a glossary of key terms.

Because this guide is highly task oriented, we have included cross-reference notations that will direct you to additional help in the Folio *VIEWS* User Manual infobase. These cross-references can also be typed as a query to search the RTMANUAL.NFO and locate additional or complementary information beyond what you will find here.

The following conventions are used in this guide:

Keys to be pressed look like this: **ENTER**

Menu names are capped and look like this: **FILE** menu

Commands listed on the menus look like this: *Exit*

Important notes look like this: **NOTE: FILES OTHER THAN INFOBASES...**

SYSTEM REQUIREMENTS

The following is a list of minimum computer system requirements for operating the Proceedings of the 1991 Oil Spill Conference Infobase :

- IBM COMPATIBLE PERSONAL COMPUTER
- 512K RAM
- DOS 3.0 (OR HIGHER)
- HARD DISK DRIVE
- COLOR MONITOR (VGA TO VIEW GRAPHICS)
- ANY KIND OF PRINTER

NOTE: IF AVAILABLE, Views product WILL TAKE ADVANTAGE OF EXPANDED MEMORY (EMS)

Section 2

Tutorial

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LOADING ONTO HARD DISK

The floppy disk will have all the program and data files you need. Insert the OILSPILL floppy disk into drive A.

type **A:INSTALL** then **ENTER**

If you get the response: "BAD COMMAND OR FILE NAME" you may have done something wrong. Check your typing and/or which disk is in the drive. Try the command again. When you see this screen ↓

Installation of 1991 OILSPILL CONFERENCE System	Version 1.00
OILSPILL Installation <I>ntall - Installation of 1991 OILSPILL CONFERENCE System <U>ninstall - Installation of 1991 OILSPILL CONFERENCE System <E>xit - Exit, Return to Operating System Note: All responses must be followed by the ENTER key. Press I to Install, U to Uninstall, or E to Exit -->I	

You have begun correctly.

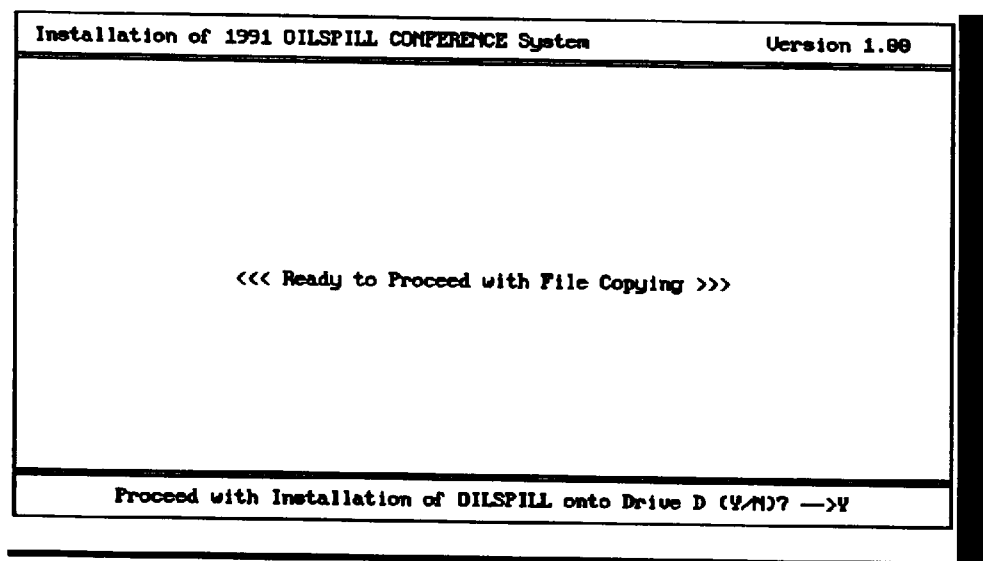
press ENTER

The following screen will appear.

Installation of 1991 OILSPILL CONFERENCE System	Version 1.00
<u>System File Drive Information</u> It is now necessary to specify the disk drive letter which will be used to store the System Files for this application. Note: System Files are considered executable files, as compared to database or Ascii text files.	
Files will be installed on Drive Letter →C	

If drive letter C is not your desired destination, please enter the appropriate drive designation.
The following screen will appear if there is not enough room on your disk to continue.

Installation of 1991 OILSPILL CONFERENCE System	Version 1.00
<u>System File Drive Information</u> It is now necessary to specify the disk drive letter which will be used to store the System Files for this application. Note: System Files are considered executable files, as compared to database or Ascii text files. Checking target disk drive (C). ← Drive letter okay. Checking target disk drive space. ← INSUFFICIENT DISK SPACE FOUND. There is not enough free space on drive C:. You will need to have at least 13600 K bytes of free space.	
This installation cannot continue, press any key to leave.	



All program files are ready to load. This process takes about 10-15 minutes (depending on the speed of your computer system). Do not press ESC unless you wish to stop the process.

Press **ENTER**.

When this process is finished, you are ready to run the software. This installation procedure is required only once.

LOADING THE SOFTWARE

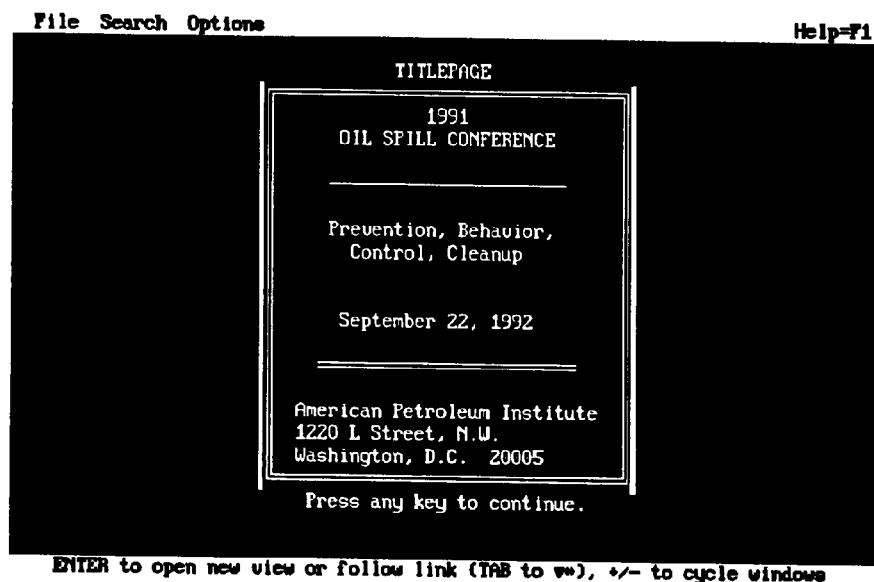
The first step is to change to the directory that has the software and data - ie: CD\OILSPILL

Once you are in the correct subdirectory -

type **OILSPILL** then press **ENTER**

If you get the response: "BAD COMMAND OR FILE NAME" you may not be in the correct subdirectory. Check your typing and/or which directory you are in. Try the command again.

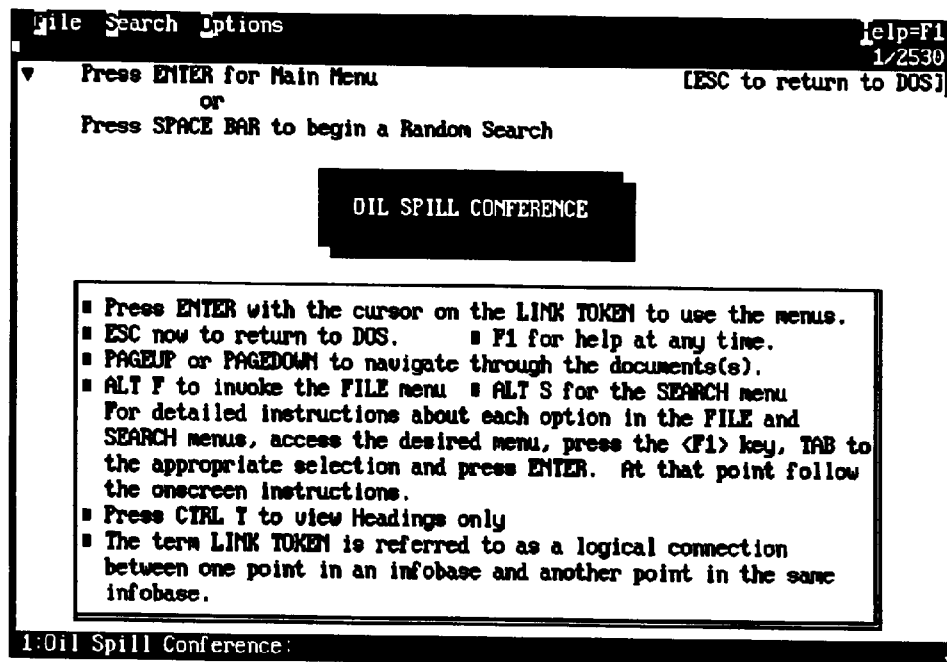
The software will load and you will see a "Titlepage"



press **ENTER** again

You are now in the data file and ready to begin.

This is the first screen of the electronic version of the Oil Spill Conference.



NAVIGATING

Essential Keys for Using Folio Views

The " ▽ " symbol

The upside-down triangle is called a Link Token. It is a fundamental method of moving between different passages of a single publication. Whenever you see a LINK TOKEN that means that there is more information "behind" it. The menu system and support information is based on LINK TOKENS. TAB to the LINK TOKEN and press ENTER.

Pressing ENTER when the cursor is on a LINK TOKEN will show the data "behind" the token. Pressing ENTER when the cursor is not on the LINK TOKEN will not change the screen at all.

The TAB key / The SHIFT TAB key

Using the TAB key, you can move from LINK TOKEN to LINK TOKEN or from award to award. The TAB key will move you towards the end of the document. The SHIFT TAB key will move you in the reverse direction.

The ESC key

When in doubt press one of two keys: F1 for Help; ESC to remove a View from the screen or to exit to DOS.

The "-" key on the keypad

This key will allow the user to "cycle" through views when more than one is on the screen.

This is particularly helpful when you want to compare two different search results. The "-" key on the keypad is similar to having many different bookmarks in a book and quickly flipping from bookmark to bookmark.

The "+" key on the keypad

This key will cycle through views in the opposite direction of the "-" key on the keypad .

PGUP PGDN HOME & END keys

These keys are basic directional keys. The use of these keys is consistent with most word processors or spreadsheets.

↑ ↓ ← → keys

These keys are basic directional keys. The use of these keys is consistent with most word processors or spreadsheets.

This page should give you all the critical keys necessary to operate Folio Views. For more detail, refer to the "On-Line Reference Manual" or call ProInfo at 1-202-289-3893 or Folio Corporation at 1-800-USE-FOLIO.