

# Teton Viewer™ User's Guide

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## 1. Introduction

STAT!Ref is a product of Teton Data Systems (TDS) that uses Teton Viewer Software. The product is an easy-to-use medical reference for today's busy medical professional. It allows users to quickly cross-reference texts to find reliable answers to clinical questions.

TDS search technology was developed to provide fast, accurate results in support of patient care, research, teaching, and study questions. Robust search functionality includes: algorithms based on the structure of the printed material for excellent relevancy ranking, natural language and Boolean search options, notes, bookmarks and integrated dictionary application.

The Teton Viewer search and retrieval software used by STAT!Ref can also be found in other products with libraries formatted for use with the Teton Viewer software. Once Teton Viewer is installed, any compatible library may be accessed.

### Customer and Technical Support

For further information regarding products using Teton Viewer, contact Teton Data Systems. Our Customer and Technical Support representatives are available Monday through Friday 8:00 AM to 5:00 PM M.S.T.

#### Teton Data Systems

(800) 901-5494 Inside the US  
(307) 733-5494 Outside the US  
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## 2. System Requirements

### CD-ROM

#### IBM® PC Compatible

A Pentium-based PC or compatible computer  
8 MB of RAM (16 MB Recommended)  
Windows® 95 or later  
VGA or SVGA (recommended) Monitor  
3 MB available hard disk space

#### Macintosh® / Mac® OS

68020 or better processor, PowerPC recommended  
8 MB of RAM (16 MB Recommended)  
Mac OS 7.5.5 or later  
Monitor, 16 colors minimum, 256 color or higher recommended  
4 MB available hard disk space

## 3. Installation Instructions

Load CD, CD-Browser will activate (Windows only). Simply follow the on-screen instructions to navigate the CD-Browser and launch the installation. If for some reason the CD-Browser does not activate, please consult the Manual at the root of the CD for more complete installation instructions. Mac OS users should double-click the CD icon that appears on their desktop, then double-click the STAT!Ref INSTALLER icon and follow the instructions on the screen.

### Run Teton Viewer and Open Libraries

1. After installation is successfully complete, run Teton Viewer.
2. You will be presented with a personalization screen. Enter your name and organization, and click OK. Note: This screen does not appear if you have already installed other Teton Viewer products.
3. In the window that follows, select the library you want to open from the Library menu if it is not already selected. If the library that you want to open is not listed in the Library menu, click Scan to add it to the list or click Other to browse to the location of the library.
4. Enter the appropriate registration number and key code in the spaces provided, and click OK.
5. For Trial access, simply click Trial.
6. The STAT!Ref library will now open.

### Additional CD-ROM Instructions

If you have more than one STAT!Ref CD-ROM, you do not have to perform a separate installation for your second or third disc, simply continue with the instructions below to open the libraries on the CD.

### Opening Libraries on Another STAT!Ref CD-ROM Once You Have Installed Teton Viewer and Are Currently Running the Application

**Windows 95 and higher:**

1. Choose Open Library from the File menu.
2. Insert your second (or third) STAT!Ref disc in your CD-ROM drive. If this is the first time that you have inserted this disc the CD Browser will activate. Simply choose the Exit option on the left side of the screen to quit the CD Browser.
3. Click the Scan button and select one of the new libraries added to the Library menu. If the new library you are opening is not displayed in the drop down menu, click the Other button, browse to the location of that library, and select it (by default it will be located on the CD).
4. Enter your registration number and key code for that library, and click OK.

**Mac OS:**

1. Choose Open Library from the File menu.
2. Click the Other button.
3. Select the STAT!Ref CD-ROM on your desktop and click Eject.
4. Insert your second (or third) STAT!Ref disc in your CD-ROM drive.
5. Wait a moment and a library (with an .fx extension) on your second STAT!Ref CD should appear selected in the window. If not, click Desktop, select your STAT!Ref CD from the list and then select the library you want to open.
6. Click Open.
7. Enter your registration number and key code for that library, and click OK.

**Switching Between STAT!Ref libraries and Discs**

Once you have installed Teton Viewer software and opened libraries for the first time with the steps above, you can easily switch between libraries by selecting the library you want to open from the Library List at the bottom of the File menu. If the library resides on a separate CD-ROM, you are prompted to insert the appropriate disc.

**Mac OS Network Installation****Overview**

The two main components of a Mac OS network installation of the Teton Viewer software are the Teton Viewer application and the Teton Access file.

In a Standard Installation (single user), the Teton Viewer application and Teton Access file reside in the Teton Viewer Folder installed on the computer's hard drive. In a Network Installation, the Teton Access file resides on the server and is shared by the Teton Viewer application installed on each workstation. The application will locate the shared Teton Access file via an alias file named Teton Access which must exist in the Teton Viewer Folder on each workstation.

**Instructions for the Network Administrator**

1. Mount and share the enclosed STAT!-Ref disc(s) on the server.
2. Install Teton Viewer into a shared location on the server by double-clicking the Teton Viewer Installer icon on one of the CD-ROM's. (Only the installed Teton Viewer Folder needs to be shared.)
3. A splash screen will appear, click Continue.
4. A welcome window will open, click Continue.
5. Perform a Standard Installation by clicking Install.
6. You are then prompted to select a location to install Teton Viewer. Select a location on the server where you want to install Teton Viewer and click Install in "(location)".
7. When a message appears reporting that installation was successful, click Quit. If installation was not successful, try installing again. If you continue to have difficulty, please call Teton Data Systems Technical Support for assistance.
8. After a successful installation, create the Teton Access file by launching Teton Viewer and opening all purchased libraries. (Once the first library is open, use Open Library in the File menu to open

the first library is open, use Open Library in the File menu to open more.)

9. Exit Teton Viewer.
10. From each workstation, mount the shared Teton Viewer Folder on the server and install Teton Viewer by double-clicking the Teton Viewer Installer icon on one of the CD-ROM's. Repeat steps 3, 4.
11. An installation window will appear, click Custom, select Network Installation, and click Install.
12. Select a location on the workstation where you want to install Teton Viewer and click Install in "(location)".
13. When you are prompted to select the Teton Access file, navigate to and select the Teton Access file located in the shared Teton Viewer Folder on the server created in step 8 above.
14. When a message appears reporting that installation was successful, click Quit. If installation was not successful, try installing again. If you continue to have difficulty, please call Teton Data Systems Technical Support for assistance.

## Making Changes to the Teton Access File

The shared Teton Access file must exist in the Teton Viewer Folder on the server in order to unlock titles or open new libraries. When making these changes to the Teton Access file, make sure Teton Viewer is not running on any workstation. In the Teton Viewer Folder on the server, rename the Teton Access alias file to Teton Access.tmp and move the Teton Access file into this location. Launch Teton Viewer on the server, and make all necessary access changes. When done, quit Teton Viewer, move the Teton Access file back to its original location and rename Teton Access.tmp back to Teton Access.

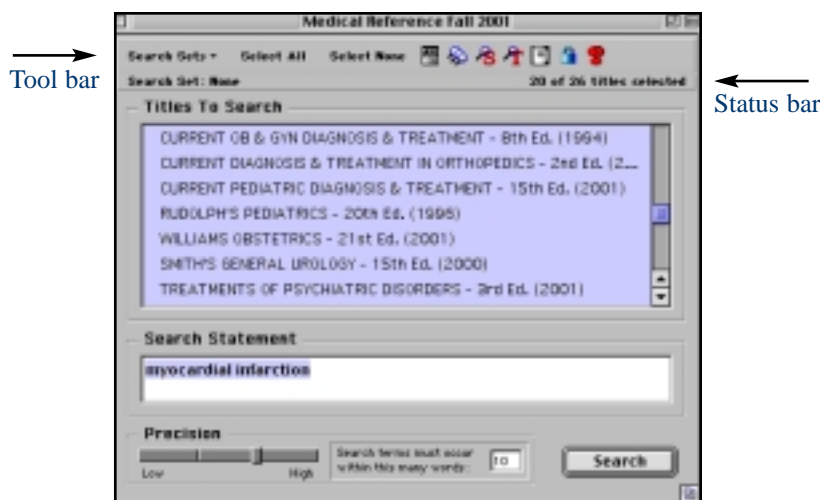
## 4. Searching

Now that you have successfully installed Teton Viewer software and opened your library, you are ready to begin experiencing its many benefits. This chapter covers how to conduct a search. You will be shown how to:

- Select Titles to Search
- Enter a Search Statement
- Select the Search Precision
- Execute a Search
- Utilize the Search Window Tool Bar

Searching begins with the Search window. The Search window opens when you start Teton Viewer. It can also be displayed at anytime by choosing Search from the Window menu or New Search from the File menu. (Choosing New Search closes all other windows and clears the Search Statement box.)

The Search window is the starting and execution point of any search. It is divided into three panes where you specify which titles (books, journals, or chapters) in the open library you want to search, the word or words you want to search for (Search Statement) and the Precision of your search. The title bar of the Search window displays the name of the open library. The Search window tool bar includes additional search options and a status bar reflects your current title selections.



## Titles to Search

The Titles to Search pane in the Search window lists titles in the open library. Unpurchased (locked) titles are dimmed and have a lock icon next to them. The Titles to Search pane has an appropriate label for the library that is open (i.e. Titles to Search, Journals to Search or Chapters to Search).

**NOTE:** You can hide locked titles by deselecting the Show Locked Titles button in the Search window tool bar.

### Selecting Titles to Search

The first step in performing a search is to select titles to search.

#### To Select Titles to Search:

1. Click on a title in the Titles to Search list to add its contents to the search. Selected titles appear highlighted.
2. Remove a selected title from the search by clicking on it again.



**Tip:** You can also drag select several titles at once. Use the Select All button to search all titles and the Select None button to clear all selections.

### Arranging Titles (Not available for all libraries)

You can easily change the display order of titles to move your favorite titles to the top of the list. The new order is maintained in both the Table of Contents and Match Summary views. Search results and performance are not affected.

#### To Arrange Titles:

1. Hold down the Ctrl (Windows) or Control (Mac OS) key on your keyboard.
2. Click and drag the title to the new position.  
A horizontal line with a triangle on the left indicates the new position.
3. Release the mouse button and the Ctrl (Windows) or Control (Mac OS) key.

## Search Sets Button

The Search Sets feature allows you to select a custom group of titles to search with the click of one button. For example, if you have several drug references that you frequently search you can create a Search Set called Drug References. When you want to search this set you simply use the Select Set button to select Drug References and the titles you included in this set are automatically selected. When you create a Search Set you can save a Precision setting as well as select options to Search with Suffixes and/or Thesaurus.

#### To Create a Search Set:

1. In the Search window, select the titles you want in the Search Set.
2. Select a Precision setting (optional).
3. Click the Search Sets button and select Add Set from the pop-up menu.
4. Type in a name for the set.
5. To save the Precision setting, check Use Current Precision setting.
6. Check Use Suffixes, if you want to include matches for the word or words you typed in the Search Statement with different suffixes. This box may already be checked if the Suffixes button is selected in the Search window.
7. Check Use Thesaurus, if you want to include matches for synonyms to the word or words you typed in the Search Statement. This box may already be checked if the Thesaurus button is selected in the Search window.
8. Click OK.

#### To Use a Search Set:

- Click the Search Sets button and select the Search Set you want to use from the pop-up menu.

#### To Edit a Search Set:

1. If you wish to change the title selection in the Search Set, select the titles you want the edited set to contain.
2. Adjust the Precision, Search with Thesaurus and Search with Suffixes as desired (optional).

3. Click the Search Sets button and select Edit Sets from the pop-up menu.
4. Select the name of the set you desire to edit.
5. Click Edit.
6. Select the changes you want to make to the Search Set (e.g. Save current Precision setting, etc.). To change the title selection included in the Search Set you must check the box next to “Save current title selection”.

**NOTE:** The checkbox is dimmed if the current title selection is the same as the search sets existing selection.

7. Click OK.
8. A confirmation window appears. Click Yes.
9. Click Done.

**NOTE:** To change the title selection included in the Search Set you must check the box next to “Use Current Title Selection”.

#### **To Delete a Search Set:**

1. Click the Search Sets button and select Edit Sets from the pop-up menu.
2. Select the name of the set you want deleted.
3. Click Delete.
4. A confirmation window appears. Click Yes.
5. Click Done.

#### **Select All and Select None Buttons**



Use the Select All button to include all titles in the Titles to Search list in your next search.

Use the Select None button to remove all titles in the Titles to Search

list from your next search. This button is useful for starting a new selection of titles.

## **Search Statement**

A Search Statement can be a single word or a combination of words that you want to find in the text. Since there is a direct correlation between the number of words you search for, how frequently they occur in the library and the duration of the search, try to select a few specific words.

#### **Entering a Search Statement:**

- Type in the word or words you want to search for in the Search Statement pane. For example: diagnosis hypercalcemia.

**NOTE:** Teton Viewer treats words placed in quotes as an ordered phrase, meaning that the words must appear in the exact order entered in the Search Statement. For example, in the Search Statement *diagnosis of chest pain*, you may want to find only those matches where chest and pain are in order and next to each other. To do this enclose chest and pain in quotes (i.e. diagnosis of “chest pain”). A period (.), hyphen (-), and forward slash (/) may also be used to connect two words together as an ordered phrase.

## **Writing Effective Search Statements**

It may be obvious, but well worth repeating: the more specific your Search Statement, the better the search results will be. Instead of using common words that may appear frequently throughout the text, be as specific as possible. For example, instead of using “chest pain”, use “myocardial infarction”. This will narrow the search and get you the information you want more quickly. If your Search Statement requires use of common words, try to include uncommon words that may further narrow the search.

## **Stopwords**

Teton Viewer ignores common words such as “ the”, “and”, and “but”, in your Search Statement.

## **Boolean Searching**

You can enable Boolean searching with the Search Preference item

Enable Boolean Operators. With this preference selected, Boolean operators ( AND, OR, ADJ, NOT and NEAR/#) entered in the Search Statement in uppercase letters are used for the search. For example, myocardial AND cardiac NOT disease or, myocardial NEAR/2 cardiac.



In addition, parentheses are considered for grouping when the Enable Boolean Operators preference is selected. For example, (lyme ADJ disease) AND (pregnancy OR infant).

If Boolean operators are used, they override any Precision settings. If there is no Boolean operator between words, the Precision setting takes effect.

When the Enable Boolean Operators preference is not selected, Boolean operators and parentheses in the Search Statement are ignored.

**NOTE:** Suffix and Thesaurus searching perform as usual regardless of any Boolean operators used.

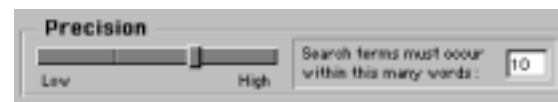
#### To Enable Boolean Searching:

1. Choose Preferences from the File menu.
2. Click on the Search category on the left side of the window.
3. Select Enable Boolean Operators.
4. Click OK.

### Precision Bar

The Precision Bar in the Search window controls the sensitivity of the search. Lower Precision settings result in a more general search and may return more matches. Higher Precision settings result in a more refined search and will usually return fewer matches. A description of each setting appears to the right of the Precision bar. All settings ignore word order.

Four different Precision settings are available. Each setting is represented by a vertical line on the Precision bar.



**Low.** Only one of the words in the Search Statement must occur in a document to consider it a matching document. This setting is equal to a Boolean “OR” search.

**Medium Low.** Each word has to be found in a document to consider it a matching document. This setting is equal to a Boolean “AND” search.

**Near.** Each word must be found in the document within x words of each other, where x is the number set in the edit text box to the right, to consider it a matching document. Stopwords are not counted in the words between Search Statement words.



**Tip:** The default value for x is 10, which is equivalent to a Boolean “NEAR/10” search. Manipulate this number to find a proximity that gives the best results for your needs.

**High.** All words must be adjacent to one another in a document to consider it a matching document. Stopwords are not counted between Search Statement words. This setting is equal to a Boolean “ADJ” search.



**Tip:** To have Search Statement words searched in exact order, place the words in quotes.

#### To Set the Precision:

- Click on one of the four vertical lines of the Precision bar or drag the slider bar to the desired setting.

**NOTE:** When a Search Statement consists of a single word the Precision setting has no effect. If Boolean operators are used, they override any Precision settings. (See the Boolean Searching section earlier in this chapter for details on searching with Boolean operators.)



**Tip:** You can also change the Precision setting with the following key

combinations:

Windows:

Alt+Right Arrow - Raises Precision Setting

Alt+Left Arrow - Lowers Precision Setting

MacOS:

Command+Right Arrow - Raises Precision Setting

Command+Left Arrow - Lowers Precision Setting



Tip: The Medium Low Precision setting is very useful when you want to research the relationship between two or more subjects. (For example, smoking and pregnancy.)

## Executing a Search

### Search Button

Once you have selected titles to search, entered a Search Statement and set the Precision (or have included Boolean operators in your Search Statement), you are ready to complete your search.

#### To Execute a Search:

- Click the Search button or press the Enter or Return key on your keyboard.

**NOTE:** The Search button is only active after you have entered a Search Statement and selected one or more titles.

If your Search Statement contains a word not found in the library, including misspelled words, a window prompts you to open the Word List. If the search is successful, match results display in the SmartMatch® or Match Summary window. If the search fails because no matches are found, you should lower the Precision setting and/or include more titles in the search.

### Canceling a Search in Progress

You can cancel a search you have executed before the search results appear.

#### To Cancel a Search in Progress:

- Click the Cancel button in the Search Progress window or use the Alt-C (Windows) or Command-period (.) (MacOS) keyboard shortcuts.

**NOTE:** The Search Progress window may only appear for a moment if the search executes quickly.

## Searching Options with the Search Window Tool Bar

There are a variety of options that you can apply to your search with the Search window tool bar.



Tip: Place your mouse pointer over a tool bar button and Tool Tips appear with a short description of the button's function. Tool Tips are normally active but you can turn them off in the General category of the File menu Preferences option.



### Table of Contents Button

To quickly switch to the Table of Contents, click the Table of Contents button. The Table of Contents opens with all titles collapsed.

Tip: Double-clicking on a title will open the Table of Contents and scroll to that title's outline.



### Search History Button

The Search History button allows you to use a Search Statement from one of your last ten searches. If you click the Search History button, a pop-up menu appears with a list of your last ten Search Statements. The list is built automatically as you search. You can also clear Search History with the Search History button.

#### To Use One of Your Last Ten Search Statements:

- Click the Search History button and select a previous Search Statement from the pop-up menu.

The selected Search Statement will appear in the Search Statement pane, replacing any previous text.

#### To Clear Search History:

1. Click the Search History button and select Clear Search History from the pop-up menu.
2. A confirmation window appears. Click OK.

NOTE: The Search History button will appear deactivated until another search is performed.



### **Search with Suffixes Button**

When this button is depressed, search results include matches for words in your Search Statement with different suffixes (e.g. -ed, -ing, -s). This feature is good for finding plurals of search words too.

NOTE: Searching may be more complete, but can take significantly longer.

#### **To Search with Suffixes:**

1. Click the Search with Suffixes button. The button will appear depressed.
2. Click again to deactivate.



### **Search with Thesaurus Button**

When this button is depressed, search results include matches for synonyms to words in your Search Statement (e.g. attack and infarction). Open the Thesaurus from the Window menu to see a list of words and their synonyms that Teton Viewer recognizes. You can customize the Thesaurus to include synonyms you find helpful. (See Chapter 5 for instructions on customizing the Thesaurus.)

NOTE: Searching may be more complete, but can take significantly longer.

#### **To Search with the Thesaurus:**

1. Click on the Search with Thesaurus button. The button will appear depressed.
2. Click again to deactivate.



### **View Title Covers Button** (Not available for all libraries.)

Titles in the Search window can be displayed in two different ways, either by title name or by a pictorial representation of the title's cover. When this button is depressed, titles are displayed by cover.

### **To View Titles by Cover:**

1. Click the View Titles by Cover button. The button will appear depressed.
2. Click again to view titles by title name.



### **Show Locked Titles Button**

This button allows you to include locked titles (titles you have not purchased) in your searches and in the Table of Contents. You cannot retrieve text from locked titles, but you can see search results in SmartMatch and Match Summary as well as browse their headings in the Table of Contents. Locked titles appear dimmed with a lock icon next to them (or have a lock icon in the lower right corner if you have the Show Title Covers button depressed).

#### **To View Locked Titles:**

1. Click the Show Locked Titles button. The button will appear depressed.
2. Click again to hide the locked titles.

If you would like to purchase additional titles, call Teton Data Systems at (800) 901-5494.



### **Help Button**

You always have access to on-line help by clicking the Help button.

### **Search Window Status Bar**

The Search Windows status bar, located directly below the tool bar, reflects your current title selections. The right side indicates how many of the total titles in the library are selected. The total includes all locked and unlocked titles when the Show Locked Titles button is depressed. The left side indicates which Search Set, if any, has been selected.

# 5. Viewing Search Results

After executing a successful search, results are displayed in one of two views: SmartMatch® or Match Summary. The SmartMatch view displays when you search Teton Viewer for the first time. You can easily switch between views as desired with the SmartMatch or Match Summary tool bar buttons. Search results will continue to display in the view last used until you switch again.

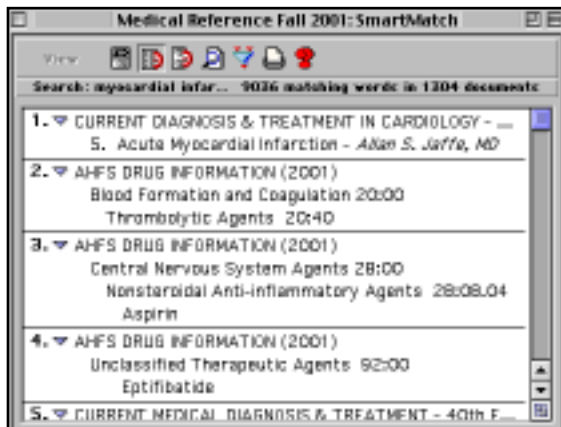
SmartMatch and Match Summary share the same window with the Table of Contents because they are all outlines enabling navigation of a library's content. Each is a different "view" of the content available in the open library.

This chapter covers topics related to both SmartMatch and Match Summary. You will learn about:

- SmartMatch
- Retrieving matching documents from SmartMatch
- Match Summary
- Retrieving matching documents from Match Summary
- SmartMatch and Match Summary Tool Bar
- SmartMatch and Match Summary status bar

## SmartMatch

SmartMatch lists matching documents in order of relevancy. The first matching document represents the document Teton Viewer evaluates to be most relevant to your search. SmartMatch is initially set to list the top 100 matching documents, but you can use Searching Preferences to control the number of matching documents SmartMatch presents.



### Matching Documents SmartMatch Presents:

1. Choose Preferences from the File menu.
2. Click on the Search category on the left side of the window.
3. Enter a number in the range 10 to 999 in the space provided for the number of SmartMatch Results to display.
4. Click OK.

**NOTE:** Increasing the number causes Teton Viewer to use more memory when displaying search results and requires more time to complete the list.

### Inverting, Collapsing and Expanding SmartMatch Document Paths

SmartMatch displays the full Table of Contents path to each matching document when the triangle to the left of the matching document is pointing downward. The path starts with the book, journal or chapter title and continues to the document heading, though this can be inverted so that the path begins with the document using the General Preferences options.

#### To Invert SmartMatch Document Paths:

1. Choose Preferences from the File menu.
2. Click on the General category on the left side of the window.
3. Select Invert Documents Paths.
4. Click OK.

**NOTE:** This preference item also inverts documents paths in Content windows as well as the Notes and Bookmarks windows.

You can collapse document paths so you can see more of the SmartMatch list.

#### To Collapse SmartMatch Document Paths:

- Click the down-pointing triangle in a matching document whose path is expanded to hide its path. The triangle will rotate upward.

### To Expand SmartMatch Document Paths:

- Click the right-pointing triangle in a matching document whose path is collapsed to expand the path. The triangle will rotate downward.



Tip: Use Expand All/Collapse All from the Tools menu to expand or collapse all paths at once.

Document paths in SmartMatch are initially expanded after you conduct a search. However, you can set your Preferences so that the paths are collapsed after you conduct a search.

### For Collapsed Document Paths in SmartMatch after a Search:

1. Choose Preferences from the File menu.
2. Click on the Search category on the left side of the window.
3. Deselect Display Full Paths in SmartMatch.
4. Click OK.

### For Expanded Document Paths in SmartMatch after a Search:

1. Choose Preferences from the File menu.
2. Click on the Search category on the left side of the window.
3. Select Display Full Paths in SmartMatch.
4. Click OK.

## Retrieving Matching Documents from SmartMatch

### To Retrieve Matching Documents from SmartMatch:

1. Click on the matching document you want to retrieve.
2. Click the View button (or hit the Enter or Return key on your keyboard).

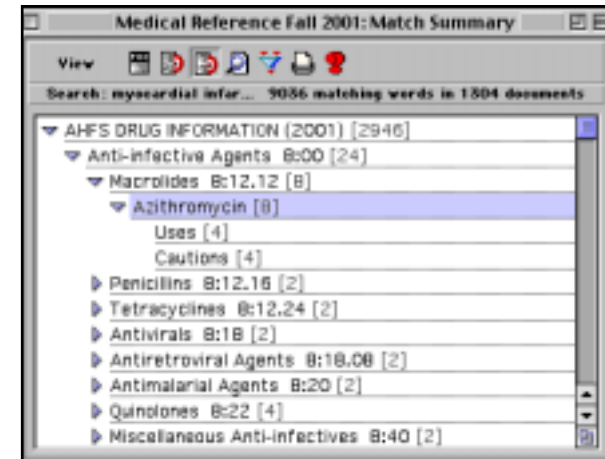


Tip: You can also double-click a matching document to retrieve it.

## Match Summary

Match Summary allows instant access to match results in an easy to manage outline, much like the table of contents of an actual book.

However, the Match Summary outline only includes headings representing sections that contain matching documents. A gray line separates each heading in Match Summary to distinguish it from Teton Viewer Table of Contents. In addition, the number of matching words appears in brackets after each heading.



## Expanding and Collapsing the Match Summary Outline

By navigating the Match Summary outline you can see headings of sections that contain matching documents and you can retrieve text.

### To Expand the Match Summary Outline:

- Click the triangle to the left of a heading that is collapsed to show its sub-headings. The triangle will rotate downward.

### To Collapse the Match Summary Outline:

- Click the triangle to the left of a heading that is expanded to hide its sub-headings. The triangle will rotate upward.

NOTE: A matching document does not have a triangle to the left of it and cannot be expanded or collapsed. Double-clicking on a matching document will open the document.



Tip: You can also double-click on a heading to expand or collapse it.



Tip: Use Expand All/Collapse All from the Tools menu to show or hide all sub-headings of the selected heading.

## Retrieving Matching Documents from Match Summary

### To Retrieve Matching Documents from Match Summary:

1. Click on the matching document you want to retrieve.  
Remember, a matching document in Match Summary does not have a triangle to the left of it.
2. Click the View button (or hit the Enter or Return key on your keyboard).



Tip: You can also double-click on a matching document to retrieve it.



Tip: You can also retrieve the first matching document in a heading by selecting it and clicking the View button or holding down the Alt key (Windows) or Option key (MacOS) and double-clicking on the heading.

NOTE: You can only access individual matching documents from Match Summary. You cannot retrieve multiple documents in one window as you can from the Table of Contents.

## SmartMatch and Match Summary Tool Bar

There are several options that you can apply to your search results with the tool bar.



Tip: Place your mouse pointer over a tool bar button and Tool Tips appear with a short description of the button's function. Tool Tips are normally active but you can turn them off in the General category of the File menu Preferences option.



### Table of Contents Button

Click this button to view the Table of Contents.



### SmartMatch Button

Click this button to view SmartMatch. This button appears depressed if you are currently viewing SmartMatch. (This button is only available after a successful search has been executed.)



### Match Summary Button

Click this button to view Match Summary. This button appears depressed if you are currently viewing Match Summary. (This button is only available after a search has been successfully executed.)



### Filters Button

You can use the Filters button to select which document types you want Teton Viewer to show in SmartMatch, Match Summary, and the Table of Contents. Available Filters depend on the library you have open. Filters may include: Show Text, Show Tables, Show References and Show Figures.

#### To Use Filters:

1. Click the Filter button and select the document types you want Teton Viewer to show. Teton Viewer displays document types that are checked. Unchecked document types appear dimmed but can still be retrieved.
2. Click the Filter button and select Show All to show all document types.
3. Click the Filter button and select Show None to dim all document types.



### Print Button

You can print the SmartMatch or Match Summary window by pressing the Print button. The window prints with the document paths or outline expanded as you see it on your screen. You may want to use Print Options (Windows) or Print Preview (Mac OS) to make sure you're printing what you expect. See Chapter 4 for more details on printing.



### Help Button

You always have access to on-line help by clicking the Help button.

## SmartMatch and Match Summary Status Bar

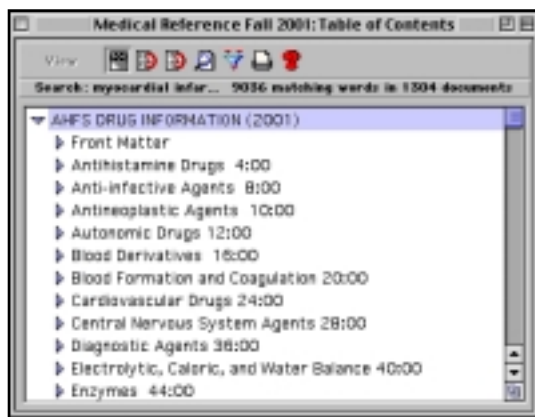
The SmartMatch and Match Summary status bar displays the Search Statement and summarizes search results (i.e. how many matching words were found in how many documents) of your last successfully executed search.

## 6. Using the Table of Contents

Teton Viewer's Table of Contents is another powerful tool for navigating and accessing content. The Table of Contents is an outline of titles in the open library. It may be accessed by choosing Table of Contents from the Window menu or clicking the Table of Contents button. This chapter will show you:

- How to expand/collapse the Table of Contents Outline
- How to retrieve text from the Table of Contents Outline
- The Table of Contents tool bar
- The Table of Contents status bar
- How to Synchronize the Table of Contents

The Table of Contents shares the same window with SmartMatch and Match Summary because they are all outlines enabling navigation of a library's content. Each is a different "view" of the content available in the open library.



**NOTE:** If you double-click on a title in the Search window, the Table of Contents window opens with the title selected and expanded one level.

## Expanding and Collapsing the Table of Contents Outline

By expanding the Table of Contents outline you can see how material is organized and you can retrieve text.

### To Expand Table of Contents Outline:

- Click the triangle to the left of a collapsed heading. The triangle will rotate downward.

### To Collapse Table of Contents Outline:

- Click the triangle to the left of an expanded heading. The triangle will rotate upward.



Tip: You can also double-click on a heading to expand and collapse it.

## Retrieving Content from the Table of Contents

### To Retrieve Content from the Table of Contents:

1. Select a heading from the Table of Contents outline.
2. Click the View button.



Tip: You can retrieve a document without any sub-headings (and therefore without a triangle to the left of it) by double-clicking on it.



Tip: Hitting the Enter or Return key on your keyboard expands a selected heading or retrieves the document if the heading cannot be further expanded.

**NOTE:** Clicking the View button with a heading that contains sub-headings will retrieve all documents contained under that heading in the outline. Alternatively, you can double-click a heading while holding down the Alt key (windows) or Option key (MacOS) to retrieve all documents contained therein.

Teton Viewer loads content for display much like a browser, "demanding" a page at a time until the entire document or range of documents are retrieved. Content is displayed as soon as the desired heading or match is encountered. This significantly improves retrieval performance, but some delay may occur if the best match or desired heading is near the end of a large document.

## Table of Contents Tool Bar

There are several options that you can apply to the Table of Contents with the tool bar.



**Tip:** Place your mouse pointer over a tool bar button and Tool Tips appear with a short description of the button's function. Tool Tips are normally active but you can turn them off in the General category of the File menu Preferences option.



### Table of Contents Button

This button appears depressed when you are viewing the Table of Contents.



### SmartMatch Button

Click this button to view SmartMatch. (This button is only available after a successful search has been executed.)



### Match Summary Button

Click this button to view Match Summary. (This button is only available after a search has been successfully executed.)



### Filters Button

You can use the Filters button to select which document types you want Teton Viewer to show in SmartMatch, Match Summary, and the Table of Contents. Available Filters depend on the library you have open. Filters may include: Show Text, Show Tables, Show References and Show Figures.

#### To Use Filters:

1. Click the Filter button and select the document types you want Teton Viewer to show. Teton Viewer will display document types that are checked. Unchecked document types appear dimmed but can still be retrieved.
2. Click the Filter button and select Show All to show all document types.
3. Click the Filter button and select Show None to dim all document types.



### Print Button

You can print the Table of Contents window by clicking the Print button. The window will print with the outline expanded as you see it on your screen. You may want to use Print Options (Windows) or Print Preview (MacOS) to make sure you are printing what you expect.



### Help Button

You always have access to on-line help by clicking the Help button.

## Table of Contents Status Bar

The Table of Contents status bar displays the Search Statement and summarizes search results (i.e. how many matching words were found in how many documents) of your last successfully executed search.

## Synchronizing the Table of Contents

You can choose to have the Table of Contents Outline highlight the heading which corresponds to the document currently being displayed in the active Content Window using the General Preference options. Otherwise, the last heading you selected in the Table of Contents remains highlighted regardless of what documents you view. With this Preference selected, the Table of Contents keeps track of your location as you navigate through the library (i.e. with links, Prior and Next Document buttons, Go Back, etc.).

**NOTE:** Viewing many documents with this Preference selected may cause the Table of Contents to become quite large. Although very large outlines are supported, they do use a substantial amount of memory. You may want to periodically perform a Collapse All in the Table of Contents.

#### To Synchronize the Table of Contents:

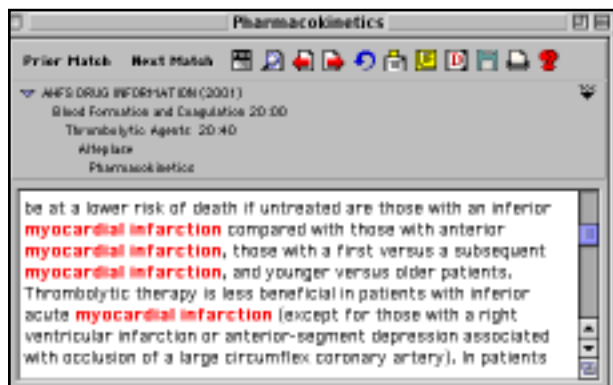
1. Choose Preferences from the File menu.
2. Click on the General category on the left side of the window.
3. Select Synchronize Table of Contents.
4. Click OK.

# 7. Working with Retrieved Content

Many options are available to you once you are within retrieved content. Content can include text, tables, figures, and video. This chapter will show you how to navigate through content and utilize the various features available. This chapter covers:

- The Content Window and Its Tool Bar
- Saving, Printing, and Copying
- How to Use the Dictionary
- Additional Features Within the Content Window

Teton Viewer is initially setup so that every time you retrieve text, tables or figures, they are displayed in a new window. This allows you to have many Content Windows open at one time. If you want to reduce the total number of windows, you can choose to open all documents in the same window.



## To Open Documents in the Same Content Window:

1. Choose Preferences from the File menu.
2. Click on the General category on the left side of the window.
3. Deselect Open Documents in a New Window.
4. Click OK.

## To Open Documents in a New Content Window:

1. Choose Preferences from the File menu.

2. Click on the General category on the left side of the window.
3. Select Open Documents in a New Window.
4. Click OK.

## Content Window

The Content Window provides a fast and rich view of retrieved text, tables, and figures. The Content Window displays fully formatted text with all matches and links clearly marked. A tool bar provides powerful navigation and customization features, while a status bar reflects your present location in the library.



**Tip:** Use Display Preferences to change the font, size, and color of text.

## Matches

Matches to words in your Search Statement are shown in red within text and tables which are retrieved from SmartMatch or Match Summary. You can change this default color with Display Preferences. Text is scrolled to the best match within a document. The best match is usually the first match in a heading of the document. If there is no match in a heading, then the best match is the first match contained within a document. Click the Next Match Button in the tool bar to move to the next match in the document. Click the Prior Match button to move to the prior match. The Next and Prior Match buttons are disabled if there is no next or previous match, respectively.

## Links

Within text, links are marked in blue. You can change this color with Display Preferences. There are three types of links: links to other locations within the library (e.g. tables, figures, references, footnotes or the Table of Contents); links with pop-up definitions; and links to locations outside the library (e.g. World Wide Web pages).

## To View Linked Material:

1. Move the cursor over the link. The cursor will change to a pointing hand.
2. Single-click.

Links to a document will open the document. If the link is to the Table of Contents, the Table of Contents opens and the outline expands so that the first document in the section is highlighted. If the link is to a pop-up definition, a pop-up window appears. Any mouse or key click will dismiss the window. If the link is to a URL (e.g. http, ftp), your Internet browser opens and goes to the address. (Other addresses supported by your browser are also handled in the same manner.) You can select which Internet browser Teton Viewer uses to handle these links with the Helpers Preference options.

#### **To Select an Internet Browser:**

1. Choose Preferences from the File menu.
2. Click on the Helpers category on the left side of the window.
3. Deselect Use Default Browser (Windows) or Use Internet Config (Mac OS).
4. Click Select Browser.
5. Navigate to and select the Internet browser you would like Teton Viewer to use and click OK (Windows) or Open (Mac OS).
6. Click OK to close the Preferences window.

## **Tables**

Link to tables within text by clicking the table link as described in the previous section. All matches in tables are shown in red (or the color you specify in Display Preferences) in tables which are retrieved from SmartMatch or Match Summary following a valid search.

Tables may have their top row or left column “locked”. When you scroll such a table, the top row describing each column or the left column describing each row remains on screen while the rest of the table contents scrolls. This is particularly useful in large tables or on smaller screens.

## **Figures**

Link to figures within text by clicking the figure link as described in the previous section. All matches in the figure caption of a figure retrieved from SmartMatch or Match Summary are marked in red, or the color you specify in Display Preferences. Move to the next match

in the caption by clicking the Next Match Button in the tool bar. Move to the prior match by clicking the Prior Match button.

Figures are presented with their caption in a “split view”. The upper pane contains the figure and the lower pane contains the fully formatted caption with all matches and links marked.

Use the Zoom In/Zoom Out commands in the Tools menu to magnify or reduce the size of a figure. Zooming occurs in 10% increments. The range is 10% of original to 200% of original. Use the Original Size command in the Tools menu to restore the figure to its original size. You can also magnify/reduce a portion of a figure.

#### **To Magnify/Reduce Part of a Figure:**

1. Drag select over the portion you wish to magnify/reduce.
2. Click anywhere in the selected area to magnify/reduce.
3. To return to original figure size choose Original Size from the Tools menu.

**NOTE:** Figures (especially those containing text) may not be very legible when magnified/reduced.



**Tip:** Shift-click in a figure to Zoom In and Control-click to Zoom Out.

## **Content Window Tool Bar**

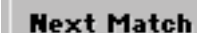
### **Prior Match Button**



The Prior Match button allows easy navigation to earlier matches in displayed text. Clicking the button highlights the previous match and scrolls the text to make the match visible if necessary. This button is not active if there is no preceding match.

In tables, the Prior Match button will scroll the table to show the first match previous to the first match currently being displayed on the screen.

### **Next Match Button**



The Next Match button allows easy navigation to subsequent matches in displayed text. Clicking the button highlights the next match

relative to the current cursor location and scrolls the text to make the match visible if necessary. This button is not active if there is no succeeding match to the current location. In tables, the Next Match button will scroll the table to show the first match after the last match currently shown.



### **Table of Contents Button**

Clicking this button presents the Table of Contents window automatically expanded to show the location of the current document in the outline.



### **Move Backward Button**

Clicking the Move Backward button loads the preceding document. The button is not active if you are currently viewing the first document in a title.

Hold down the Alt key (for Windows) or the Option key (for Mac OS) when clicking the Previous Document button to move to the previous heading in the document you are viewing. If you are in the first section of the document, then the preceding document loads.



### **Move Forward Button**

Clicking the Move Forward button loads the succeeding document. The button is not active if you are currently viewing the last document in a title.

Hold down the Alt key (for Windows) or the Option key (for Mac OS) when clicking the Next Document button to move to the Next heading in the document you are viewing. If you are in the last section of the document, then the next document loads.



### **Go Back Button**

This button allows you to easily return to previous content viewed in the current window. If you were previously viewing another document in the Content window, clicking Go Back reloads that document. If you are viewing the first content displayed in the window, the Go Back button will simply beep. Go Back is especially useful when the General Preference “Open Documents in a New Window” is not checked.

You can also use the Go Back button to directly revisit any of the last

documents viewed in a particular Content window. A list of these documents is displayed as a pop-up menu when you click and hold the Go Back button

#### **To Use Content Window History:**

1. Click and hold the Go Back button. A menu will appear with documents you last viewed in that Content window. The document you are currently viewing will have a check next to it.
2. Select a document from the menu.

*NOTE: Teton Viewer maintains Content Window History for each Content window individually. When you close the window, you lose the list. A new list is created each time you open a Content window.*



### **Bookmark Button**

Use this button to insert a Bookmark in the document you are currently viewing. You can then instantly return to that location at a later time. See Chapter 6 for more details on using Bookmarks.



### **Note Button**

The Note button allows you to attach personalized Notes to the document you are currently viewing. It also allows you to open any Notes you have attached in the open document. See Chapter 6 for more details on using Notes.



### **Dictionary Button** (Not available for all libraries)

If you click the Dictionary button with a word in the Content window highlighted, the Dictionary window opens and automatically looks up the definition. Refer to Chapter 5 for more detailed information about Using the Dictionary.



### **Save Button**

Save text, tables, and figures to a file on a hard disk or a floppy disk by clicking the Save button. See Saving later in this chapter for more details on saving text, tables and figures.



### **Print Button**

You can easily print retrieved text, tables, and figures in the Content

window by clicking the print button. See Printing later in this chapter for more details on printing text, tables and figures.



## Help Button

You always have access to on-line help by clicking the Help button.

## Content Window Status Bar

### Document Path

Directly above the body of a Content window, the status bar includes the title and chapters or sections in which the open document is located. The status bar may also contain a progress bar indicating the document is still loading and a Note icon if one or more Notes are attached to the open document.

When you first run Teton Viewer the path is expanded, but you can easily collapse it to give more space to the content.

#### To Collapse the Content Window Document Path:

- Click on the triangle to the left of the expanded document path. The triangle will rotate upward.

#### To Expand the Content Window Document Path:

- Click on the triangle to the left of the collapsed document path. The triangle will rotate downward.

The path starts with the book, journal or chapter title and continues to the document heading, but can be inverted using the General Preferences options.

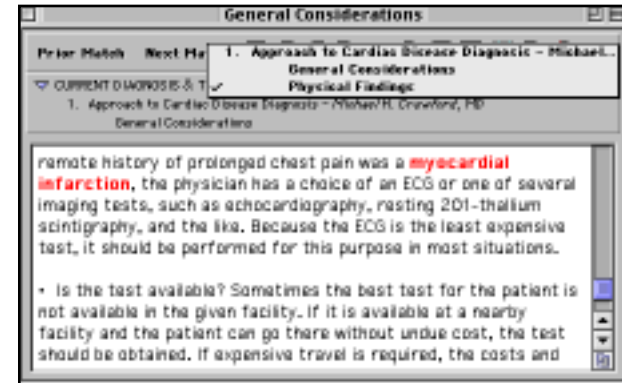
#### To Invert Document Paths:

1. Choose Preferences from the File menu.
2. Click on the General category on the left side of the window.
3. Select Invert Documents Paths.
4. Click OK.

**NOTE:** Document paths in SmartMatch as well as the Notes and Bookmarks windows will also invert.

## Outline Pop-up

Click anywhere in the status bar (except its expand/collapse triangle on the left) to display a pop-up menu with an outline of section headings containing the text you are viewing. The section you are currently viewing has a check mark next to it. You can move to another section by selecting it from the pop-up menu.



**NOTE:** The outline pop-up menu is not available in Content windows displaying tables or figures.

## Saving Content

Save retrieved text, tables, and figures to a file on a hard disk or a floppy disk by clicking the Save button or using the File menu Save command. Once saved, you can open this file from other applications. You can save text in either TEXT or RTF format; tables in RTF format; and figures in BMP (Windows), PICT (Mac OS), or GIF format.

**NOTE:** In-line graphics (e.g. equations) and figure captions are not included in a saved file.

#### To Save:

1. Open the document you want to save.
2. Click the Save button or choose Save from the File menu. A standard save window will open.
3. Type a name in the “File Name” box (Windows) or the “Save As” box (Mac OS) or leave the default name. The default name is an abbreviated Content window title.

4. Specify where you want to save the file.
5. Specify in which format you want to save the file.
6. Click the OK button (Windows) or the Save button (Mac OS).

The entire document is saved even if only a portion of it is visible in the window. However, if you highlight a portion of text before saving and then select the option in the save window to Save Selection Only, then only the highlighted portion is saved.

**NOTE:** Saving is limited to a specific character count for each library and copyright information is automatically appended to saved text. This is implemented for publisher copyright reasons.

#### **To Open a Saved File From Another Application:**

1. Switch to the application that you want to open the saved file in. See your Operating System manual for instructions on how to run multiple applications simultaneously.
2. Open the File menu of the application and select Open. A standard open window dialog will appear.
3. Navigate to the saved file.
4. To open the file in Windows: Click on the file so that it appears in the "File Name" box and click the OK button (or double-click the file name). To open the file in Mac OS: Select the file and click the Open button (or double-click the file name).

**NOTE:** Formatting and coded characters may not retain their original format when imported, especially when saving in text format (use RTF for best reproduction).



**Tip:** Many word processing applications have a command allowing you to insert a file into an open document. This would allow you to combine several saved files into one word processing document.

## **Printing Content**

You can easily print text, tables, and figures as well as the Table of Contents, SmartMatch and Match Summary windows. You can also print a list of your Notes and Bookmarks. The entire document will

print even if only a portion of it is visible in the window. However, if you highlight a portion of text before clicking the Print button or selecting Print from the File menu, and then select Selection for the Print Range (Windows) or select Print Selection Only in the Teton Viewer options of the Print window (Mac OS) only the highlighted portion will print.

**NOTE:** Printing is limited to a specific character count for each library and copyright information is automatically appended as a footer to each printed page. This is implemented for publisher copyright reasons.

#### **To Print:**

1. Retrieve the document, open the window or open the Note you want to print.
2. Click the Print button or select Print from the File menu. (The Print button is not available in an open Note.)
3. Choose your desired settings in the Print dialog.
4. Click OK (Windows) or Print (Mac OS).

**NOTE:** When printing the Table of Contents, SmartMatch, Match Summary, Notes or Bookmarks window, the outline or paths print as they appear on your screen.

**Tip:** Use the Print Preview command in the File menu to verify that you are printing what you expect.



## **Print Preview**

Print Preview allows you to see what each printed page will look like before you actually print it. Print Preview is available for all printable windows which include the Content (with text, tables, and figures), Table of Contents, SmartMatch, Match Summary, Notes and Bookmarks windows as well as an open Note. Print Preview is especially useful in tables which may span many pages. Adjusting the font size may help shrink the table so that it fits on a single page.

#### **To Preview the Active Window:**

- Select Print Preview from the File menu.

By clicking directly on the page in Print Preview, you can zoom in to a full scale view of the page. Clicking again restores the preview to full page view where the entire page fits in the window.

#### **To Print from Print Preview:**

- Click the Print button.

NOTE: Clicking Cancel will close the Print Preview window and nothing will print.

#### **To Change the Printer Setup from Print Preview:**

- Click the Page Setup button.

NOTE: Click this button to change page characteristics while previewing. After you change settings (using the printer specific Page Setup window), the preview will repaginate to reflect your changes.

## **Copying Content**

You can copy text (including figure captions) to the Clipboard for use in another application or in another location within Teton Viewer.

NOTE: Copying is limited to a specific character count for each library and copyright information is automatically appended to copied text. This is implemented for publisher copyright reasons.

#### **To Copy Text:**

1. Select the text or caption you wish to copy. If you wish to select the entire text of an active window, choose Select All from the Edit menu.
2. Open the Edit menu and select Copy. The Clipboard now contains the selection.

#### **To Paste Contents of the Clipboard into Another Application:**

1. Switch to the application you want to paste to. See your Operating System manual for instructions on how to run multiple applications simultaneously.
2. Open the document you want to paste to or create a new document.
3. Choose Paste from the Edit menu. The selection you copied will appear in the document at the cursor location.

NOTE: Formatting and coded characters may not retain their original

format when pasted into another application.

#### **To Paste Text in Teton Viewer:**

1. Position the cursor where you want copied text to be pasted.
2. Choose Paste from the Edit menu. The selection you copied will appear at the cursor location.

NOTE: Text can only be pasted into editable fields such as the Search Statement box in the Search window, in an open Note and in the Word List, Thesaurus and Dictionary.

## **Quick Find within Retrieved Content**

The Quick Find function, similar to a find function in word processing applications, allows you to search for words in an open document, the Notes and Bookmarks window, or an open Note. A Quick Find has no relation to searching with the Search window.

#### **To Use Quick Find:**

1. Open the Edit menu and select Find.
2. Type in the word or words you want to find.
3. Check “Match Case” if you want a case sensitive search.
4. Check “Whole Words Only” to find only whole words, otherwise word boundaries are ignored.
5. Click Find.

In an open document or Note, Quick Find will highlight the first match. In the Notes and Bookmarks window, Quick Find will highlight the first Note or Bookmark in the list containing a match. If a match is not found, you will hear a beep.

#### **To Find the Next Match:**

- Select Find Again from the Edit menu. Quick Find will highlight the next match in the open document. If no more matches are found, you will hear a beep.

Repeating Find Again continues to show successive matches. When the end of the document, Note or list is reached, you will hear a “beep” and Quick Find will continue its search from the beginning of the document, Note or list.



Tip: Quick Find saves the last ten finds you performed. To reuse a find, select it from the pop-up list that appears when you click the triangle button in the Quick Find window.

## Looking Up Text in the Dictionary

(Not available for all libraries)

If you encounter a word within text that you need to look up in the Dictionary, simply highlight the word and click the Dictionary button. The Dictionary window will open and automatically lookup the highlighted word. Refer to Chapter 5 for more detailed information about Using the Dictionary.

## Using Text in Your Next Search Statement

While reading text you may see a word or a phrase you want to add to your current Search Statement to refine it or to completely replace it. This is very easy to do in Teton Viewer.

### To Add To or Replace Your Search Statement:

1. Select the word or phrase.
2. Click the right mouse button to open a pop-up menu (for Windows), or select the word or phrase and continue to hold the mouse button down until a pop-up menu appears (for Mac OS).
3. Select Add to Search or Replace Search.

The Search window will appear with a modified Search Statement. All other search parameters (Precision bar, Search with Suffixes or Thesaurus) are left untouched from the previous search.



Tip: You can easily select a word by double-clicking on it. On the Macintosh, remember to hold after the second click.



Tip: Easy access to Search Sets and the Dictionary is available through this pop-up menu too.

# 8. The Word List, Thesaurus and Dictionary

This chapter discusses how to utilize and get the most out of Teton Viewer's Word List, Thesaurus and Dictionary.

## Word List

The Word List displays every searchable word in the open library and how often it occurs. You can access the Word List at any time by selecting it from the Window menu. Additionally, you will be prompted to open the Word List if you execute a search with a word not found in the library, including misspelled words. If you choose to open the Word List, the Word List will suggest a replacement for the word not found. Click Use if you want to use the suggested word or select another word from the Word List and then click Use. You will return to the Search window with the replacement word already in your Search Statement.

In the Word List you can type in a word, click Find and Teton Viewer will find the word or the closest match.

## Word List Tool Bar



### Help Button

You always have access to on-line help by clicking the Help button.

## Thesaurus

The Thesaurus is used when the Search with Thesaurus button is depressed in the Search window. When the Thesaurus is used for a search, search results include matches for words in your Search Statement as well as synonyms for the words (e.g. heart and cardiac).

**NOTE:** Searching may be more complete, but can take significantly longer.

Open the Thesaurus from the Window menu to see a list of words and their synonyms supported by the open library. The Thesaurus window has two lists. The list on the left contains the thesaurus entries recognized in the open library. The list on the right contains synonyms for

the entry selected on the left. When you include a Thesaurus entry in your Search Statement, you will get matches for that entry as well as its synonyms.

**NOTE:** Thesaurus entries can only consist of a single word.

You can customize the Thesaurus by adding synonyms to existing entries, add entirely new entries and synonyms, and remove synonyms and entries. You can also restore the Thesaurus to its original state with the Default button.

#### **To Add a Synonym to a Thesaurus Entry:**

1. Open the Thesaurus by choosing Thesaurus from the Window menu.
2. Select the Thesaurus entry that you want to add a synonym to from the list on the left side of the window.
3. Type the synonym you want to add in the right side of the window (below the existing synonyms).



**Tip:** If you add a synonym to an entry, you may want to also add it as an entry itself.

#### **To Add a New Entry and Synonyms to the Thesaurus:**

1. Open the Thesaurus by choosing Thesaurus from the Window menu.
2. Click the Add button.
3. In the window that appears, type in the entry that you want to add followed by any synonyms that you want to include.
4. Click OK.

#### **To Remove a Synonym from a Thesaurus Entry:**

1. Open the Thesaurus by choosing Thesaurus from the Window menu.
2. Select the Thesaurus entry that you want to edit from the list on the left side of the window.
3. Highlight the synonym you want to remove from the right side of the window and hit the Backspace key (Windows), Delete key

(MacOS) or Del Key. Do not click the Delete button, as this will remove the entire entry.

**NOTE:** Although Thesaurus entries must be single words, synonyms can include hyphenated phrases. This is especially useful with acronyms. For example, the entry “MI” could include synonyms “myocardial-infarction” and “cardiac-arrest”.

#### **To Delete a Thesaurus Entry:**

1. Open the Thesaurus by choosing Thesaurus from the Window menu.
2. Select the Thesaurus entry that you want to delete from the list on the left side of the window.
3. Click the Delete button or hit the Backspace (Windows) or Delete (MacOS) or Del key.
4. Click OK in the confirmation window.

### **Thesaurus Tool Bar**

#### **Add Button**



Click the Add button to add an entry and its synonyms to the Thesaurus.

#### **Delete Button**



Click the Delete button to delete a selected entry from the Thesaurus. If you have a synonym selected, it will delete the entire entry, not just the highlighted synonym.

#### **Default Button**



At any time, the original Thesaurus entries and synonyms included with the library can be restored by clicking the Default button. All changes that you have made to the Thesaurus will be lost.



#### **Help Button**

You always have access to on-line help by clicking the Help button.

## Dictionary (Not available in all libraries)

The Dictionary enables you to look up the definition of a term you encounter within text with the click of a button. You can also access the Dictionary from anywhere in the application by choosing Dictionary from the Window menu or using the keyboard shortcut Ctrl + D (Windows) or Command + D (Mac OS). The left pane of the Dictionary window lists all of the Dictionary entries and the right pane displays the definition of the selected entry.

### To Look up a Term in the Dictionary:

1. In a Content window, highlight the term you want to look up.
2. Click the Dictionary button or choose Dictionary from the Window menu.

The Dictionary will open scrolled to the selected term and definition or the closest match.



**Tip:** You can also highlight a term in a Content window and click your right mouse button (Windows) or select and hold (Mac OS) to display a pop-up menu and select Lookup in Dictionary.

In the Dictionary window you can lookup another term by either scrolling the entry list and selecting the desired term or typing in the term and clicking the Lookup button. You can add the selected term to your current Search Statement by clicking the Use button.

## Dictionary Tool Bar

### About Button



Click the About button to display a splash screen for the Dictionary used in the open library. Click anywhere in the splash screen and an About Library window will open with information about the Dictionary. Click OK to close the window.



### Save Button

Click the Save button to save the selected term and its definition to a file on a hard or floppy disk.



### Print Button

Click the Print button to print the selected term and its definition.



### Help Button

You always have access to on-line help by clicking the Help button.

## 9. Working with Notes and Bookmarks

Teton Viewer allows you to add personal Notes and Bookmarks to a library. You can add a Note or Bookmark to any Content window (including tables and figures). Notes and Bookmarks and their locations are stored in a file on your hard disk so they can be retrieved at a later time. They are even maintained between library updates and can be imported from another Teton Viewer library or user.

### Notes

You can attach a Note to any open document. The Note's name will be the first line or first 31 characters (whichever is shorter) of the Note's text and an icon will appear near the top right corner of the Content window. This icon will appear whenever you have one or more Notes attached to the document displayed in the Content window.

#### To Attach a Note:

1. Open a document where you want to attach a Note.
2. Click the Note button and select Add Note from the menu, or select Add Note from the File menu.
3. Type your Note.

**NOTE:** Your Note will “float” above all open windows, to close a Note click the “X” in the upper right corner of the Note window.

## Opening Notes

Once attached, you can open your Notes from the document where you attached them, or from the Notes window. The Notes window lists all your Notes in the open library.

### To Open a Note from the Document where it is Attached:

1. Open the document where the Note you want to open is attached.
2. Click the Note button and select the Note you want to open from the pop-up menu. Only the Notes attached to the open document will be listed.

Tip: To open all Notes attached to the document, click the Note button and select Open All from the menu.

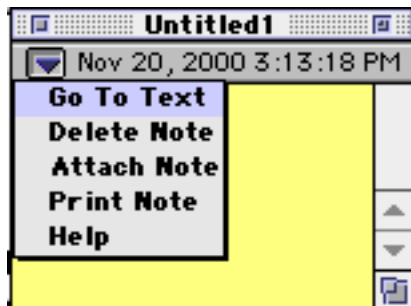


### To Open a Note from the Notes Window:

1. Open the Notes window by choosing Notes from the Window menu.
2. Click on the Note you want to open.
3. Click the View button.

## Working with an Open Note

Once you have attached or opened a Note, the open Note “floats” above all other windows. An open Note has a miniature tool bar which contains the date and time the Note was created or last modified and a Triangle button. Clicking the Triangle button enables you to go to the text where the Note is attached, delete the Note, print the Note, and access on-line Help.



Tip: Since the Edit menu is fully functional in Text and Note windows, you can easily cut and paste text between document text and Notes.

### To Retrieve a Document to Which a Note is Attached:

1. Open a Note.
2. Click the Triangle button.
3. Select Go to Text from the pop-up menu.

### To Delete an Open Note:

1. Open the Note you want to delete.
2. Click the Triangle button and select Delete Note from the pop-up menu.
3. Click the Yes button to confirm the deletion.

NOTE: You can also delete a Note by selecting Delete Note from the File menu. This will delete the active Note. You must always confirm the deletion.

### To Print an Open Note:

1. Open the Note you want to print.
2. Click the Triangle button and select Print Note from the pop-up menu.
3. Click OK (Windows) or Print (Mac OS).

## Bookmarks

### Adding a Bookmark

You can also place a Bookmark for any open document. If you highlight a portion of text before placing a Bookmark, the highlighting will be maintained when you retrieve that Bookmark. Also, when you retrieve a Bookmark placed in text, the cursor will be in the same position in the text as when you added the Bookmark.

### To Add a Bookmark:

1. Open the document where you want to place a Bookmark.
2. Click the Bookmark button or select Add Bookmark from the File menu. A window appears suggesting a name for the Bookmark.
3. If desired, type in a new name for the Bookmark.
4. Click OK.

### Retrieving a Bookmark

Once you have added a Bookmark, you can go back to the document where you placed the Bookmark from the Bookmarks window. The Bookmarks window lists all your Bookmarks in the open library.

### To Retrieve a Document to Which a Bookmark is Attached:

1. Open the Bookmarks window by selecting Bookmarks from the Window menu.
2. Click the Bookmark marking the text you want to retrieve.
3. Click the View button.

## Notes and Bookmarks Window

You can open a list of your Notes or a list of your Bookmarks in the open library by selecting Notes or Bookmarks from the Window menu respectively. Since Notes and Bookmarks share one window, you cannot view both lists at the same time, but you can easily switch between views.

### To Open a Note or Bookmark from the list:

1. Select the Note or Bookmark you want to open.
2. Click the View button.



Tip: You can also double-click on a Note or Bookmark in the list to open it.

### To Delete a Note or Bookmark from the list:

1. Select the Note or Bookmark you want to delete.
2. Strike the delete key on your keyboard or select Clear from the Edit menu.

You can expand or collapse Note and Bookmark paths by clicking on the triangle to the left of the title heading or using the Tool menu commands Expand All/Collapse All.

## Notes and Bookmarks Window Tool Bar

### View Button



Use the View button to open the selected Note or Bookmark in the list.

### Find Button



Use the Find button to look for words in all your Notes or Bookmarks. Quick Find will search the entire Note text, but only the name of a Bookmark. The document associated with a Note or Bookmark is not searched. See Chapter 6 for details on using Quick Find.



### Notes Button

When this button is depressed, the window lists all your Notes.



### Bookmarks Button

When this button is depressed, the window lists all your Bookmarks.



### Import Notes Button

Use this button to import Notes stored in another Notes file.

### To Import Notes:

1. Click the Import Notes button.
2. A dialog box will appear, navigate to the Notes file you desire to import.
3. Click OK.

NOTE: All Note files will have the extension .NTS and are located in the library's .PCH folder. For Windows users, Notes files will be located in the .PCH folder in the Windows directory of the Teton Viewer directory. For MacOS users, the .PCH folder is located in the Systems Folder:Preferences:Teton Files folder. Open the .PCH folder and locate the desired .NTS file.

4. A dialog box will appear asking if you wish to reconcile your Notes.
5. Click Yes.
6. Another dialog box will appear stating the number of items successfully imported and the number of items that failed to reconcile. Click OK.
7. Imported Notes will appear in the Notes window. If a Note was not reconciled (attached to the original document) you will be able to view the content of the Note, however you cannot retrieve the content to which the original Note was attached.

NOTE: The Import Notes button can be used to import Notes from an old (e.g. pre 4.x) version of Teton Viewer. The old notes file is called "Index1" and is stored inside the old STAT!-Ref directory/folder.



### **Print Button**

Use this button to print the list. The entire list is printed with paths expanded or collapsed as seen in the window.



### **Help Button**

You always have access to on-line help by clicking the Help button.

## **Notes and Bookmarks Window Status Bar**

A status bar (underneath the tool bar) displays how many Notes or Bookmarks there are in the list and how the list is sorted. The list is initially sorted by name but you can change the sort order to title (i.e. book, journal or chapter containing the Note) or last modification date by clicking on the top of the Title or Date headers.

NOTE: The date in the Notes window will change from the creation date to the date last modified if any changes are made to the Note.

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