

DB/SearchWorks users

Insert Gosford Micrographics CD into CD-ROM drive

Double click the  Icon that is on the desktop

To open a textbase

Choose Open from the File menu. Use the resulting dialog box to specify the location of the textbase that you want to open, select a textbase, and click OK. The default is the one on the CD.

To perform a query

1. Choose Query by Example from the Search menu.
2. Move the cursor to a QBE box using the Tab key or the mouse.

Each box searches one or more fields. For example, a box labelled "Address" might search three fields: Street, City, and State. In this case, an implicit OR is used between the fields (find records that contain the specified item in the Street or City or State field).

To see which fields a box searches, press **F3** and open the Field drop-list.

3. Specify search criteria in one or more boxes.

Type information in boxes or press **F3** to paste words and terms from the indexes. Toggle the Boolean buttons (AND, OR, NOT) between boxes to indicate how to combine criteria

There will a report page of Results.

Select the RESULT you want to view and click the IMAGE icon on the tool bar

The first page if the image will be displayed, you can page through each page or click on THUMBNAIL icon on tool bar to view all the images for that record. You can then select the image you want to view and click on the IMAGE icon.

There are several options of viewing, printing, faxing or e-mailing the entire selected record or just the current page that is being viewed.

Once you have finished close the application by File menu Close or Exit.

Remove CD-ROM from drive and place in plastic cover.