

# POSTSEARCH™

for Windows 95  
Version 3.0

## User's Guide

### 1.1 Program Overview

#### A Post-processing Utility

PostSearch™ is a database search post-processor. It helps searchers clean up, further query, and edit database search files in preparation for final formatting in their word processors. Its clean-up filters support certain named database services such as DIALOG and STN and operate on screen-captured, plain text search file.

PostSearch™ is utility software used in conjunction with other software. The sequence of using PostSearch™ is:

1. **searcher's communication software:**
  - a. start the communication software
  - b. turn on screen capture to save all screen data from the entire session to disk file
  - c. connect to database service and do the search
  - d. log off the database service and close the capture file
2. **PostSearch™:**
  - a. clean up the search with the filter for the system that was searched
  - b. if desired, further query and edit the filtered search
3. **searcher's word processor:**
  - a. open PostSearch™ file in searcher's word processor
  - c. perform final editing and formatting
  - c. save/print final formatted data

#### Function Groups

The functions of PostSearch™ are grouped on its menus and toolbar under four main headings

1. filtering
2. content
3. polish
4. utilities

Filtering cleans up a raw search file. It is the root of post-processing in PostSearch™. Most other functions are performed on filtered record files.

The content and polish groups are similar in that both include functions to edit filtered record files. The content group deals with more major content editing while the polish group deals with trimmings. (The Diction command is an except which, rather than performing any editing, allows the searcher to study the content of a search by generating a diction list.)

#### **Content**

sift  
query by form  
sort

#### **Polish**

renumber record labels  
delete record labels  
replace record labels

rank	insert page breaks
create a diction list	remove line breaks (hard carriage returns) in DIALOG TAGed records
	divide records individually into separate files
	undelimit DIALOG TAGed records
	create a file header or cover page

## Filtering

Filtering is the root of post-processing in PostSearch™. Most other functions are performed on filtered record files.

Filtering means to clean up a database search. The contents of a captured search file are passed through a filter to screen out everything but the records. Logon sequences, menus, prompts, help screens, expanded terms, etc. are filtered out. The filters label and number the records in the form “Record -1”, “Record -2”, etc.

## Sifting

Sifting means to edit a filtered search on a record-centered basis. Though a filtered record file is sheer text, not a database, and though the records are of variable length, the sifter commands can act at once on a whole record as a discrete unit. You can:

- view records, navigating through them record-by-record (rather than line-by-line or page-by-page as in a word processor) with the commands *Next*, *Previous*, *First*, *Last* and *Jump* (directly to a record by number)
- write chosen records to one or many new files with the commands *Keep*, *Keep Express*, and *Write Kept* with no need to highlight, cut-and-paste, perform block operations or otherwise manipulate the text constituting a record
- reorder records with the commands *Order* and *Write Order*, specifying the currently displayed record’s new order by simply typing a number.

## Query by Form

The *Query* command applies query-by-form (QBF) to a filtered record file. Records selected by the query are written to a new file. The query form implements Boolean operators, nesting and truncation.

## Rank

Ranking reorders records by weighted frequency of terms. You can specify up to six terms with or without right truncation assigning each a weight from 1 to 9.

## Sort

Sorting alphabetizes records on a field. For example, you can alphabetize records by author by specifying the AU-field. Sorting requires field tags at the left.

## Divide

You can divide the records in a file to separate files, one record to a file. PostSearch™ automates this process.

## Renumber

Sifting (keeping and reordering), QBF, ranking and sorting produce files with the record labels out of numerical order. A sifted file might have labels 3, 9, 22, etc., because those were the records you “kept.” PostSearch™ includes a facility to renumber record labels automatically, to change 3, 9, 22, etc. to 1, 2, 3, etc.

## Delete

In case you prefer to have no record labels, they can be deleted automatically.

## Replace

You might have a need to replace the record labels provided by PostSearch's™ filters. For example, in preparation for importing records into other software, you might need to mark the records with beginning and ending markers. PostSearch™ automates this process.

## Insert Page Breaks

In preparation for printing, you might need to go through a file and insert page breaks. For example, two abstracts might fit on each page, and you might not want an abstract split from page to page. Or you might not want full text records to begin in the middle of a page, preferring that each one begin on a new page. PostSearch™ allows page breaks to be inserted automatically every N records automatically.

## Remove Hard Carriage Returns

In preparation for printing, you might want to remove hard carriage returns so that your word processor can have control of the margins, fonts, etc. PostSearch™ can reformat DIALOG TAGed records to remove hard carriage returns within fields. See Susan N. Bjorner, "Of Wits and Magic and Micro Worlds: Removing Unwanted Carriage Returns from Search Output," *Online*, p. 85 (January 1992).

## Undelimit

DIALOG TAGed records, beside having field tags at the left, such as "AN- " for "accession number", have field and record delimiters. The field delimiter is a single vertical bar, |, and the record delimiter is a double vertical bar, ||. You might want the tags but not the delimiters. PostSearch™ automates removal of the delimiters.

## Diction

The *Diction* command creates a list of all words in a file, except those in an omit list. The list is sorted from most frequent to least, and subsorted alphabetically. A default omit list is supplied, and is user-editable.

## Header/Cover Page

The *Header/Cover Page* command lets you create a stylized memo documenting the search, and either attach it to the data file as a header or as a separate cover page, or save the memo as a separate file.

## Utilities

PostSearch™ includes some utilities to help with post-processing. These include a file viewer, split files, access to the DOS prompt and configuration settings.

## Preservation of Files

PostSearch™ preserves input files unaltered regardless of function. Filtering, sifting, keeping, reordering, querying, ranking, sorting, record label changes, creating diction lists, removing hard carriage returns and page breaking all preserve the input files and create new output files. When filtering, for example, your search is not altered. Filtering a file named SEARCH.LOG preserves that file unaltered and creates SEARCH.PRO (.PRO means "processed").

## 1.2 Install PostSearch™

The first distribution diskette includes a setup program which automatically copies the program files to your hard drive, decompresses them, places them in the correct directories, and updates the Registry.

To use the setup program, insert distribution diskette labeled Disk1 into floppy Drive A: or Drive B: and do one of the following:

- From the Start menu choose Settings, then Control Panel, then Add/Remove Programs. This utility will locate the setup program on the diskette.
- From the Start menu choose Run and type either A:SETUP.EXE or B:SETUP.EXE.
- In Windows Explorer, select Drive A: or Drive B:, then double-click on SETUP.EXE.

Of these methods, we recommend Add/Remove Programs.

## 1.3 Online Help

PostSearch™ provides online help four ways:

- brief status messages at the bottom of the main screen which are sensitive to mouse pointer location
- Help from the *Help* menu
- Help by clicking the *Help* command buttons
- context-sensitive Help by pressing the *FI* key

## 2. Filter

### 2.1 Filtering Generally

#### What is a Captured Search File?

The PostSearch™ clean-up filters operate on screen-captured, plain text search files. PostSearch™ is not designed to work with files generated by specialty communication programs which add formatting or embed codes outside the 7-bit ASCII character set. It is not designed to work with graphics.

Screen capture is a feature of most computer communication programs that lets you record the information scrolling up your screen during an online session and save it to a disk file on your computer. This feature may also be called logging or recording.

When your search request hits on records, you may command the system to immediately display the records. If you have activated screen capture, your communication program will be saving everything, including the records, to a disk file on your computer. PostSearch™ refers to a file created in this manner as a captured search file.

Thus, the best procedure for searching when PostSearch™ will be used is:

1. start the searcher's communication software
2. turn on screen capture to save all screen data from the entire session to disk file
3. connect to database service and do the search
4. log off the database service and close the capture file

#### What The Filters Do

Captured search files include other information transmitted to your computer during a search session besides just the records. The other information includes menus, prompts, error messages, commands you enter, help messages, etc.

You could try to remember to turn screen capture on and off as needed, but this is prone to error and distracts from focusing on the search. With PostSearch™, you can turn on the capture feature of your communications program at the beginning of your search, capture everything without thinking about it, focus on your search, and then when offline use PostSearch™ to create a new file with everything filtered out except the records. As the capture file is cleaned up, PostSearch™ automatically labels and numbers the records for you.

PostSearch™ does not alter your capture file; it writes the filtered records to a new file.

## Content of Filtered Record File

The filtered record file will consist of two kinds of segments, numbered record labels and record content:

Record - 1  
record content  
Record - 2  
record content  
Record - 3  
record content

An example from a search of ERIC is:

Record - 1  
EJ426056 IR522936  
The Seven Stages of an Online Search--Part I.  
Quint, Barbara  
Online; v15 n3 p13-18 May 1991  
ISSN: 0146-5422  
Available from: UMI  
Language: English  
Document Type: JOURNAL ARTICLE (080); CLASSROOM  
MATERIAL (050); POSITION PAPER (120)  
Journal Announcement: CIJSEP91  
Discussion of online searching focuses on the first  
three of seven stages of searching: (1) the reference  
interview, including user needs, the search request,  
and the user's expectations; (2) the tactical overview, including institutional control and  
cost and time factors; and (3) database selection considerations, including relevance,  
accessibility, and costs. (LRW)  
Descriptors: Cost Effectiveness; Costs; Databases;  
Interviews; \*Online Searching; Relevance (Information  
Retrieval); \*Search Strategies; Time Management; \*User  
Needs (Information)  
Identifiers: \*Query Negotiation (Library Science);  
User Fees  
Record - 2  
EJ428878 IR523115  
Inside a Searcher's Mind: The Seven Stages of an  
Online Search--Part 2.  
Quint, Barbara  
Online; v15 n4 p28-35 Jul 1991  
ISSN: 0146-5422  
Available from: UMI  
Language: English  
Document Type: JOURNAL ARTICLE (080); CLASSROOM  
MATERIAL (050)  
Journal Announcement: CIJNOV91  
Continues a description of elements in the online  
searching process, highlighting: (1) search strategy  
formulation, including free text search construction  
versus controlled terminology, and terms and search  
statements; (2) the actual online search, including  
speed and cost considerations; (3) feedback or reviewing results; and (4) presentation of  
final search results in print or machine-readable format. (LRW)  
Descriptors: Cost Effectiveness; Feedback; \*Online  
Searching; \*Search Strategies; Subject Index Terms;  
Thesauri; Time Management; User Needs (Information)  
Identifiers: Free Text Searching; Machine Readable  
Data; Printed Materials

## 2.2 Filter Non-DIALOG Searches

### Menu Steps

1. Choose the *Filter* menu
2. Choose a non-DIALOG system
3. Specify a captured search file

### Filter Menu

PostSearch™ lets you filter search files captured while searching a number of different systems. Differences in the systems require different filters tailored to each system. PostSearch™ includes filters for searches of DIALOG, Data-Star, Dow Jones News/ Retrieval //TEXT, STN, Ovid and National Library of Medicine. For filtering to work properly, you must match the filter to the system.

### Filter Command Buttons

PostSearch™ provides filter command buttons. The command buttons provide a more direct route to filtering than does menu mode. Steps 1 and 2 are accomplished by clicking on the appropriate button, which brings you directly to the **Open** dialog box.

### Open Dialog Box

After choosing a system, the **Open** dialog box opens. You may type the name of a file in the text box within the dialog box if you know it. Otherwise you can use the file, directory and drive list boxes to locate and choose the file you want to filter. Because the filter will name the output file with a .PRO extension, as explained below, you would not want to choose a file with that extension as the input file.

### Files Created and Preserved

When you have specified the captured search file to be filtered, PostSearch™ opens a dialog box which tells you it is filtering. It reports the progress of filtering, showing the line number and record number being processed. It displays a meter showing the percentage of completion based on the number of lines in the file.

PostSearch™ automatically names the filtered file with the same base name as the captured search file plus a .PRO extension. For example, if the captured search file is SEARCH.LOG, PostSearch™ will name the filtered record file SEARCH.PRO. The .PRO extension means "processed." PostSearch™ requires that extension later if you choose to sift or select records by key words.

PostSearch™ preserves the captured search file without altering it. In the example, when filtering is complete, the dialog box will display messages that SEARCH.LOG has been preserved unaltered and that SEARCH.PRO is where the filtered records have been saved.

The sifter, should you choose to use it, needs an index of the filtered records. It can create one from scratch by reading the filtered record file after the filter creates it, but the filter also creates indexes on-the-fly while filtering and saves them to disk files, with .NDX extensions. If you filter SEARCH.LOG, the index file will be SEARCH.NDX. The filter does this because if you choose to sift, loading an index from a disk file is much faster than having the sifter build it from scratch. The key word record selector also uses indexes and behaves in regard to them the same as the sifter.

## 2.3 DIALOG Filtering Options

### Options

The filters for DIALOG searches provide additional flexibility. You can filter all online types to one file, up to five specified types to one file, up to five specified types to separate files, or all offline prints delivered via DIALMAIL

to one file.

## DIALOG Filtering Sub-Menu

When you choose DIALOG from the *Filter* menu, the program presents the *DIALOG* filtering sub-menu where you can choose to filter:

- All Types to One File
- Specified Types to One File
- Specified Types to Separate Files
- DIALMAILED Offline Prints to One File

## Option Buttons and Command Button

PostSearch™ provides option buttons and a command button as an alternative route to choosing a DIALOG filtering option and filtering a DIALOG search. The option buttons are shown on the *DIALOG Filtering Options* panel:



With the mouse, you may simply click the option you choose, and then when you click on the DIALOG filter command button, the chosen option will be in effect. When you first launch PostSearch™, the default option is to filter all online types to one file.

## 2.4 Filter All Online Types to One File

### Menu Steps

1. Choose the *Filter* menu
2. Choose the *DIALOG* system
3. Choose the *All Types to One File* command
4. Specify a captured search file

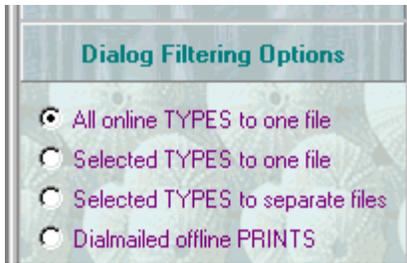
### Filter Menu: Choose DIALOG

PostSearch™ lets you filter search files captured while searching a number of different systems. Differences in the systems require different filters tailored to each system. PostSearch™ includes filters for searches of DIALOG, Data-Star, Dow Jones News/ Retrieval //TEXT, STN, Ovid and National Library of Medicine. For filtering to work properly, you must match the filter to the system.

### Select DIALOG Filtering Option

The filters for DIALOG searches provide additional flexibility. You can filter all online types to one file, up to five specified types to one file, up to five specified types to separate files, or all offline prints delivered via DIALMAIL to one file.

Choosing this filtering option, *All Types to One File*, lets you include all records of any online type in a single output file. You may choose this filtering option from the menus or if you will be using the DIALOG filter command button, from the option buttons:



## Open Dialog Box

After choosing this DIALOG filtering option, the **Open** dialog box opens. You may type the name of a file in the text box within the dialog box if you know it. Otherwise you can use the file, directory and drive list boxes to locate and choose the file you want to filter. Because the filter will name the output file with a .PRO extension, as explained below, you would not want to choose a file with that extension as the input file.

## Files Created and Preserved

The files created and preserved when filtering all DIALOG online types to one file are the same as when filtering non-DIALOG searches.

In addition, PostSearch™ also attempts to create a separate file containing certain information about the search. See Files, Sets and Costs Information.

## 2.5 Filter Specified Online Types to One File

### Menu Steps

1. Choose the *Filter* menu
2. Choose the *DIALOG* system
3. Choose the *Specified Types to One File* command
4. Specify a captured search file to filter
5. Choose the number of types to specify from 1 to 5
6. Specify the online types

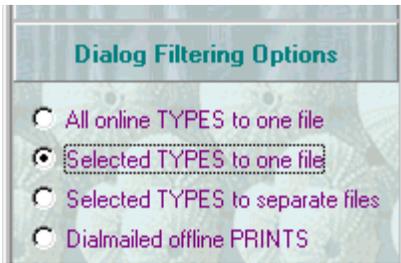
### Filter Menu: Choose DIALOG

PostSearch™ lets you filter search files captured while searching a number of different systems. Differences in the systems require different filters tailored to each system. PostSearch™ includes filters for searches of DIALOG, Data-Star, Dow Jones News/ Retrieval //TEXT, STN, Ovid and National Library of Medicine. For filtering to work properly, you must match the filter to the system.

### Select DIALOG Filtering Option

The filters for DIALOG searches provide additional flexibility. You can filter all online types to one file, up to five specified types to one file, up to five specified types to separate files, or all offline prints delivered via DIALMAIL to one file.

Choosing this filtering option, *Specified Types to One File*, lets you include only the online types you choose in a single output file. You may choose this filtering option from the menus or if you will be using the DIALOG filter command button, from the option buttons:

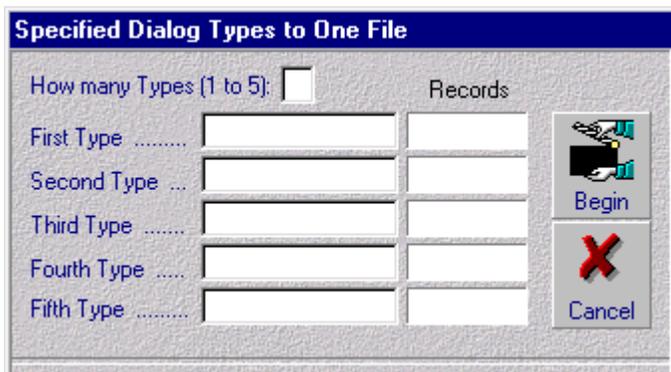


### Open Dialog Box

After choosing this DIALOG filtering option, the **Open** dialog box opens. You may type the name of a file in the text box within the dialog box if you know it. Otherwise you can use the file, directory and drive list boxes to locate and choose the file you want to filter. Because the filter will name the output file with a .PRO extension, as explained below, you would not want to choose a file with that extension as the input file.

### How Many Types?

When you have specified the captured search file to be filtered, PostSearch™ opens a dialog box to let you choose the number of online types to include in the output file, and then specify the types. You may choose to include from 1 to 5 online types.



### Which Types?

When you have chosen the number of types to include, PostSearch™ leaves open that number of fields in the dialog box to let you specify the types you want. You may specify record types up to ten characters long, e.g. 9, TI, 3,AB, 6,KWIC.

### Files Created and Preserved

The files created and preserved when filtering specified online types to one file are the same as when filtering all online types to one file.

## 2.6 Filter Specified Online Types to Separate Files

### Menu Steps

1. Choose the *Filter* menu
2. Choose the *DIALOG* system
3. Choose the *Specified Types to Separate Files* command
4. Specify a captured search file to filter
5. Choose the number of types to specify from 1 to 5
6. Specify the online types and separate files

## Filter-Menu: Choose DIALOG

PostSearch™ lets you filter search files captured while searching a number of different systems. Differences in the systems require different filters tailored to each system. PostSearch™ includes filters for searches of DIALOG, Data-Star, Dow Jones News/ Retrieval //TEXT, STN, Ovid and National Library of Medicine. For filtering to work properly, you must match the filter to the system.

### Select DIALOG Filtering Option

The filters for DIALOG searches provide additional flexibility. You can filter all online types to one file, up to five specified types to one file, up to five specified types to separate files, or all offline prints delivered via DIALMAIL to one file.

Choosing this filtering option, *Specified Types to Separate Files*, lets you include only the online types you choose and divide them into separate files, one file for each type. You may choose this filtering option from the menus or if you will be using the DIALOG filter command button, from the option buttons:

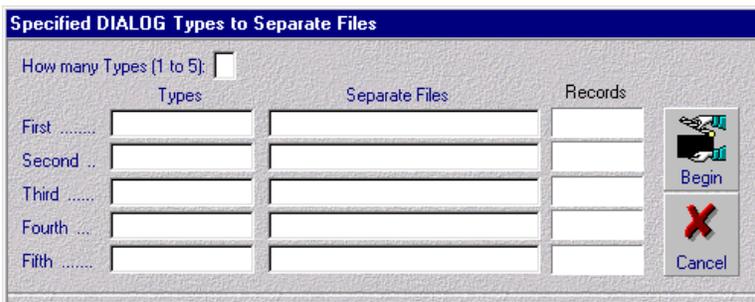


### Open Dialog Box

After choosing this DIALOG filtering option, the **Open** dialog box opens. You may type the name of a file in the text box within the dialog box if you know it. Otherwise you can use the file, directory and drive list boxes to locate and choose the file you want to filter.

### How Many Types?

When you have specified the captured search file to be filtered, PostSearch™ opens a dialog box to let you choose the number of online types to include in the output file, and then specify the types. You may choose to include from 1 to 5 online types.



### Which Types and Files?

When you have chosen the number of types to include, PostSearch™ leaves open that number of fields in the dialog box to let you specify the types you want and the names of the separate files for each type. You may specify record types up to ten characters long, e.g. 9, TI, 3,AB, 6,KWIC. Specify just the base file name (up to eight characters) for each .PRO file. PostSearch™ automatically gives each output file the required .PRO extension.

### Files Created and Preserved

The files created and preserved using this filtering option are similar to those when using other DIALOG options, except that there are as many .PRO and .NDX files as types specified. (If no records of a specified type occur in the search log, no .PRO or .NDX file will be created for that type.)

## 2.7 Filter DIALMAILED Offline Prints

### Menu Steps

1. Choose the *Filter* menu
2. Choose the *DIALOG* system
3. Choose the *DIALMAILED Prints to One File* command
4. Specify a DIALMAIL session file to filter

### Filter Menu: Choose DIALOG

PostSearch™ lets you filter search files captured while searching a number of different systems. Differences in the systems require different filters tailored to each system. PostSearch™ includes filters for searches of DIALOG, Data-Star, Dow Jones News/ Retrieval //TEXT, STN, Ovid and National Library of Medicine. For filtering to work properly, you must match the filter to the system.

### Select DIALOG Filtering Option

The filters for DIALOG searches provide additional flexibility. You can filter all online types to one file, up to five specified types to one file, up to five specified types to separate files, or all offline prints delivered via DIALMAIL to one file.

Choosing to filter DIALMAILED offline prints causes PostSearch™ to include all records delivered as offline prints via DIALMAIL captured during a DIALMAIL session to be included in a single output file. You may choose the this filtering option from the menus or if you will be using the DIALOG filter command button, from the option buttons:



**IMPORTANT:** If your search file captured only online types and no offline prints delivered via DIALMAIL, this option won't do much for you.

### Open Dialog Box

After choosing a DIALOG filtering option, the **Open** dialog box opens. You may type the name of a file in the text box within the dialog box if you know it. Otherwise you can use the file, directory and drive list boxes to locate and choose the file you want to filter.

### Files Created and Preserved

The files created and preserved when filtering DIALMAILED records to one file are the same as when filtering all online types to one file

## 2.8 Files, Sets and Costs Information

When using any of the DIALOG filters, PostSearch™ attempts to save information about the search to a separate file. The information includes:

- files information DIALOG displays when you use DIALOG's Begin command.
- sets information DIALOG displays when you use DIALOG's Display Sets command or DIALOG's Select [term one] and [term two] command.
- costs information DIALOG displays when you change files or log off.

PostSearch™ saves this information to a file with the same base name as the search file being filtered plus a .FSC extension.

## 2.9 Ad Hoc Filtering

The ad hoc filter lets you clean up and index files from sources not directly supported by any of the other filters. This can be beneficial even for data where clean-up is not a major issue because the indexing will allow you to use PostSearch™ features such as sifting.

In ad hoc filtering, before specifying the input file, it is necessary to specify record markers. This might be done in either of two modes: a single, beginning marker; or a beginning marker and an ending marker.



The markers must exist in the input file, must be on lines by themselves with nothing else on the lines, and must be flush to the left.

Depending upon the source of the data, something might already exist in a file which can be used as markers. If not, it will be necessary for you to insert the markers. For example, you might place -text- on the line before each record and -end- on the line after. It is well to choose markers that are simple and not likely to already exist in the file (to avoid filtering ambiguity).

## 3. Sift

### 3.1 Reasons for Sifter

#### After Clean-up, Editing

Once a search is cleaned up, often times post-processing is not finished. There might be a need for further editing. The records might need to be evaluated for relevance, date, authority, and other factors. Irrelevant or less weighty records are deleted; weighty ones are moved to the top of the file. Usually this has been done in a word processor or text editor.

## Drawbacks of Word Processors

When you press *PgDn* in a word processor, from 24 to 50 lines of text move, depending on your video mode. This might or might not bring you to a new record, and when it does, the record can begin at any vertical position on your screen. Your eyes have to pick it out at a different place every time. This can be time-consuming, tedious and prone to error.

Each time you decide to keep or move a record, you have to use highlighting, cursor movements, block operations, cut-and-paste and other manipulations. More time, more tedium, more error.

## What “Sifting” Means

Sifting means to edit a filtered search on a **record-centered** basis.

The sifter is designed to eliminate those word processing manipulations and replace them with single commands for speed, ease of use, tedium reduction and error reduction. Though a cleaned up record file is sheer text, not a database, and though the records are of variable length, the sifter’s commands can act at once on whole records as discrete units. You can:

- **view** records, navigating through them record-by-record (rather than line-by-line or page-by-page as in a word processor) with the commands *Next*, *Previous*, *First*, *Last* and *Jump* (directly to a record by number). Each time you use one of these commands, the new record appears as a whole, always in the same position.
- **write** chosen records to one or many new files with the commands *Keep* and *Keep Express*, with no need to highlight, cut-and-paste, perform block operations or otherwise manipulate the text constituting a record.
- **reorder** records with the *Order* command, specifying the currently displayed record’s new order by simply typing a number. When you’ve got them the way you want them, you can write them in their new order to a new file with the *Write Order* command.

These commands are available:

- by keyboard, as single key or key combinations
- by menu, using the keyboard or mouse
- by command buttons, by clicking the buttons with the mouse

## Menu Steps

1. Choose the *After Filtering* menu
2. Choose the *Sift* command
3. Specify a filtered record file with a .PRO file name extension or its associated index file with a .NDX file name extension
4. Browse individual records and navigate between records
5. Write records you select to new files, using *Keep* and *Keep Express* commands
6. Reorder records, using *Order* and *Write Order* commands

## Command Button

You may also activate sifting more directly by clicking the *Sift* command button.

## 3.2 Working with Indexes

### The Need for Indexes

The sifter works on a record-centered basis. Its core commands act at once on whole records as discrete units, despite their variable lengths. To allow this, it needs an index of the records. The index enables the sifter to:

- support navigation through the filtered record file on a record-by-record basis
- support the *Keep* and *Keep Express* commands which write records as whole, discrete units to new files
- support the *Order* and *Write Order* commands which let you reorder records

## Ways to Get Indexes

There are several ways to get an index synchronized to a particular filtered record file:

- The filters create index files for the sifter on-the-fly while filtering.
- The sifter can scan the lines in the filtered record file and index the records from scratch.
- When the sifter builds an index from scratch, it automatically saves it to a disk file.
- While sifting, the current index can be written to disk with the *Save Index* command on the *File* menu. Indexes saved this way are unique in also recording your place in the file so you can begin sifting again later at the same record which was being displayed when the index was saved.

## Open Dialog Box

When you choose the *Sift* command, the **Open** dialog box opens. You must specify a .PRO or .NDX file. You will choose a .NDX file to load an index from disk or a .PRO file to let the sifter build an index from scratch. The sifter requires a .PRO file as the primary input file as a precaution that the file likely is one of filtered records. This is likely because the filters give that extension to filtered record files. If you choose a .PRO file, it is the only input file and hence the primary input file. If you choose a .NDX file, PostSearch™ loads the index from disk, then identifies the associated .PRO file as the primary input file.

You may type the name of a file in the text box within the dialog box if you know it. Otherwise you can use the file, directory and drive list boxes to locate and choose the file you want to filter. The file list box is configured to display .PRO and .NDX files by default since you must specify a file with one or the other of those two extensions.

## Loading Indexes from Disk Files

Indexes are written to disk files because loading them from disk is much faster than building them from scratch. The ability to build indexes from scratch in the sifter is included because you might join, split or otherwise change filtered record files, in which case you would not have an index file synchronized with your changed .PRO file.

The index file for a particular .PRO file has the same base name as the filtered record file plus a .NDX extension. For example, if the filtered record file is SEARCH.PRO, the index file is SEARCH.NDX.

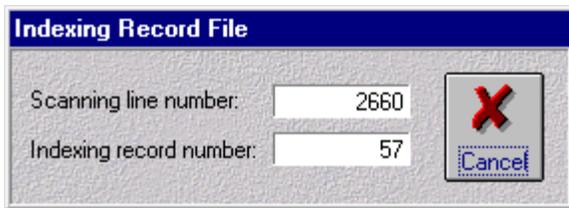
When you want to sift a record file which already has an index file, choose the .NDX file associated with the .PRO file at the **Open** dialog box.

Please understand that if any alterations have been made to either the record file or the index file, the index will be out of synch with the record file. If this happens, you will need to let the sifter re-index the record file from scratch, otherwise you could experience unpredictable results.

## Building Indexes from Scratch

To let the sifter build an index from scratch, choose the .PRO file at the **Open** dialog box.

In case the file is long, to let you know what is happening, the program displays a line odometer and then a record odometer.



It also displays a progress meter which shows the percentage of completion based on the number of lines in the file, first showing progress in scanning the lines and then in indexing the records. When indexing is complete, the program automatically activates the sift viewer and displays the first record.

### Indexing Capacity

In previous versions of PostSearch™, indexing was limited to 2000 records. Since the release of version 2.2, that limitation has been removed. You may now sift a virtually unlimited number of records. Index files from prior versions are no longer compatible with the new indexing method. If you need to sift a file filtered with a previous version of PostSearch™, let the sifter build a new index from scratch in the new format. To do this, specify the .PRO file instead of the old .NDX file in the Open dialog box.

## 3.3 Viewing Records

When the sifter has either loaded an index from disk file or built one from scratch, it activates the sift viewer and displays the first record (or if the .NDX file is one saved during a previous sifting session, the record which was being displayed when the index was saved).

### Orientation Lines

The sift viewer displays orientation lines near the top of the screen. These lines remind you

- which .PRO file currently is being sifted
- the name of the "keep" file to which the last "kept" record was written, if any
- the number of indexed records in the .PRO file
- which record in index order currently is being displayed
- the name of the file to which the currently displayed record has been marked for keeping, if any

The record number indicated is according to the index. If the numbering of the labels in the file is not in order, at times a record label will vary from the record number in the orientation lines.

The Current Keep File reminder is helpful especially when using the *Keep Express* command discussed later, so you can decide whether to use that command or the *Keep* command. *Keep* lets you change the name of the file to which the record will be written while *Keep Express* automatically writes the record to the same file to which the last "kept" record was written.

### Record Browsing

Within a record, certain browsing keys are active, including *Down Arrow*, *Up Arrow*, *PgDn*, *PgUp*, *Ctrl-PgDn*, *Ctrl-PgUp*, *Home* and *End*. The record can also be browsed using the mouse on the scroll bar.

### Record Navigation

The record file can be navigated one a record-by-record basis with the *Next*, *Previous*, *First*, *Last* and *Jump* commands from the *Record* menu. The *Jump* command lets you navigate directly to a record by number. These commands are available by keyboard shortcuts using *N*, *P*, *F*, *L* and *J*, and by command buttons.

## Initially Displayed Record

The first time you sift a file, the initially displayed record will be the first one. In case you have to stop sifting before you've viewed all the records, PostSearch™ will remember where you were. When you return to sifting the same file, the initially displayed record will be the one which was being displayed when you quit sifting it before, to allow you to easily continue where you left off.

## 3.4 Keeping Records

### Keep

The **Keep** command lets you mark the currently displayed record to be written to a file you specify. This command is available on the **Keep** menu, keyboard shortcut using the **K** key, and by the **Keep** command button.

When you use **Keep**, PostSearch™ opens a dialog box asking you the name of the file where you want to keep the record. If you give just a file name, it will be written in the current directory. You must give a full drive and path to write the record to a file in a different subdirectory or on a different drive.

When a record is kept, the sifter automatically advances to the next record in the file being sifted. In case you wish to look back to a record to see if it has been marked for keeping or to see the name of the file where it will be kept to, the Kept To: indicator provides this information. If the indicator is blank, the record has not been marked for keeping.

### Keep Express

The **Keep Express** command lets you mark the currently displayed record to be written to the same file as the last kept record without having to again specify that file. This command is available on the **Keep** menu, by keyboard shortcut using the **Alt-K** key combination, and by the **Keep Express** command button.

When you use **Keep Express**, the currently displayed record is marked to be written to the file indicated in the Current Keep File reminder in the orientation lines. The intervening step of specifying the file to which you wish to write the record is skipped.

### Unkeep

You might change your mind about keeping a particular record. PostSearch™ allows you to do that. Navigate back to the record and choose the **Unkeep** command. This command is available on the **Keep** menu, by keyboard shortcut using the **Ctrl-U** key combination, and by the **Unkeep** command button.

When you use **Unkeep**, the Kept To indicator will be blanked confirming that the record is no longer marked for keeping

### Write Kept

In prior versions of PostSearch™, the **Keep** and **Keep Express** commands immediately wrote the currently displayed record to the keep file. To implement the **Unkeep** command, **Keep** and **Keep Express** no longer behave that way. Instead they merely mark the records to be kept so that if you change your mind, you can use **Unkeep** to remove the mark. To write the records marked for keeping, choose the **Write Kept** command. The **Write Kept** command is available on the **Keep** menu, by keyboard shortcut using the **Ctrl-K** key combination, and by the **Write Kept** command button.

In case you mark some records for keeping and then exit the sifter without remembering to use **Write Kept**, PostSearch™ catches the oversight and prompts you with a dialog box asking if you want to write the records marked for keeping.

### Keep List

The **Keep List** command will display a list box showing the numbers of all records currently marked for keeping.

The **Keep List** command is a toggle. Executing it while the list is not displayed causes it to appear. Executing it while the list is displayed causes it to disappear.

The numbers are according to input (.PRO, not .ORD) order. The list can display four columns of numbers. When more numbers are in the list than will fit in the display, a horizontal scroll bar automatically appears at the bottom of the box allowing you to scroll the display to view other columns.

## 3.5 Reordering Records

### Why Use Reordering

You might want to reorder records for various reasons: to place the most relevant records first; to place the most important records first; to place more recent records first; to group references by author, etc.

### What Reordering Does

Reordering lets you move the currently displayed record to a new position. At first, PostSearch™ merely makes "mental notes" of your position changes. When ready, you can have PostSearch™ use these "mental notes" to write a new file of the records in their new order. The input file is not altered.

### Order Command

To change the position of the currently displayed record, choose the **Order** command from the **Order** menu, by keyboard shortcut using the **O** key, and by the **Order** command button.

This opens a box letting you tell PostSearch™ the new position for the record. The valid range of positions is from 1 to the total number of indexed records in the file. PostSearch™ indicates the range in the box. In the input field, type the number for the position you choose.

When you specify a new order number, PostSearch™ makes a "mental note" to insert the currently displayed record at that position and move the record which was at that position and all of the following records down one position. For example, if you reorder record 34 to record 4, record 34 will become record 4, record 4 will become record 5, record 5 will become record 6, etc.

### rite Order Command

While using the **Order** command, no changes are made to any disk file and no new file is created. PostSearch™ merely makes "mental notes" of your changes. To create a new file of the records in their new order, choose the **Write Order** command from the **Order** menu. This command is also available by keyboard shortcut with the **W** key and by the **Write Order** command button.

**Write Order** uses the "mental notes" to create a new file of the records in their new order. The new file will have the same base file name as the input file plus a .ORD extension.

If you make changes with the **Order** command and forget to save the records in their new order with the **Write Order** command before exiting the sifter, PostSearch™ detects the oversight and opens a dialog box asking whether you wish to write the .ORD file.

Using **Write Order** does not end the sifting session. You can continue sifting, keeping and reordering if you wish, and can use the **Write Order** command again. If you use the **Write Order** command again, the .ORD file will be overwritten according to the current state of the "mental notes."

### Switching Views (Order Toggle)

You can switch between viewing the records in their order in the input file and their order as they would be written to the .ORD file according to the current status of the "mental notes." Choose the **Order Toggle** command from the

**Order** menu, by keyboard shortcut with the *Ctrl-O* key combination, or by the **Order Toggle** command button.

This switches the sifter to ".ORD View." As a toggle, if you use it again, the sifter switches back to ".PRO View". When in ".ORD View," PostSearch™ displays an indicator near the upper right corner of the screen that it is in this mode.

When you switch views, PostSearch™ automatically goes to the position in the other order where the same record is located. You won't see the record change. This lets you consider the same record in the other context with the record navigation commands. Depending on how you've reordered records, you might see the orientation lines change.

For example, if you are viewing Record - 3 in normal view, and have moved it to position 1 with the **Order** command, on choosing the **Order Toggle** command, Record - 3 will remain on your screen, the view indicator will indicate that you've switched to ".ORD View," and the orientation lines will show that in that view, you're looking at record 1. The record label in the data is not changed (when you're all done and have written the .ORD file, you can use the **Renumber** command from the **After Filtering** menu if you like), so the label no longer indicates the record's position in the .ORD file that would be written with the **Write Order** command. The orientation line indicates the currently displayed record's position as reordered. If you switch views back to .PRO view, Record - 3 again remains on your screen, the view indicator changes back to indicating ".PRO View", and the orientation lines change to show the position of Record - 3 in ".PRO View".

## 4. Query by Form

### Menu Steps

1. Choose the **After Filtering** menu
2. Choose the **Query by Form** command
3. Specify a filtered record file with a .PRO file name extension or its associated index file with a .NDX file name extension
4. Fill in the query form
5. Choose the **Submit Query** command
6. Specify an output file name

### Command Button

You may also activate QBF more directly by clicking the **Query** command button.

### What Querying Does

Querying allows you to apply query-by-form (QBF) to a filtered record file. In QBF you place key words on a search request form. Records selected by the query are written to a new file. The form implements Boolean operators, nesting and truncation.

### Using Indexes

QBF uses record indexes like the sifter does. When you choose the **Query** command from the **After Filtering** menu, the **Open** dialog box opens. Follow the same procedure as if you were sifting, by choosing either a .PRO or .NDX file.

### QBF Query Form

When the index is loaded from disk file or built from scratch, PostSearch™ displays a form on which you can place key words.

The form provides three rows of three blanks each. Each row represents a nest of search terms. Within each nest the terms will be related to each other by the OR operator. The second nest will be related to the other two nests by the AND operator and the third nest will be related to the other two nests by the NOT operator. Right truncation is supported with the asterisk (\*). Specifying "glaci\*", for example, would hit on glacier, glacial, etc. Phrases with spaces, like "glacial lake", are not supported.

A search term is required in the first blank of the first nest. All other blanks are optional; no key word need be filled into them. To bypass a blank, simply press **TAB** without typing a key word. The cursor will move to the next field or nest, or if you have filled in all the blanks you want, choose the **Submit Query** command.

## Query File

When you choose the **Submit Query** command, PostSearch™ opens the **Save As** dialog box asking you to specify the name of the output file where the hit records will be written. No particular extension is required and none is given automatically, but you should avoid using the input file name or extensions used by PostSearch™ for special purposes, .PRO, .NDX, .FSC, .ORD, .FMT, .BRK, .RNK, .TBL, .SRT, and .DIC, to avoid overwriting a file you mean to preserve.

## Searching and Writing

When you have specified a select file name, PostSearch™ automatically begins searching the filtered record file for records which satisfy your search request. While searching, PostSearch™ displays a progress meter, line and record odometers for the file being queried, and line and record odometers for the query file where hit records are written.

# 5. Rank

## Menu Steps

1. Choose the **After Filtering** menu
2. Choose the **Rank** command
3. Specify a record file
4. Fill in the rank form
5. Choose the **Begin** command

## Command Button

You may also activate ranking more directly by clicking the **Rank** command button.

## What is a Record File?

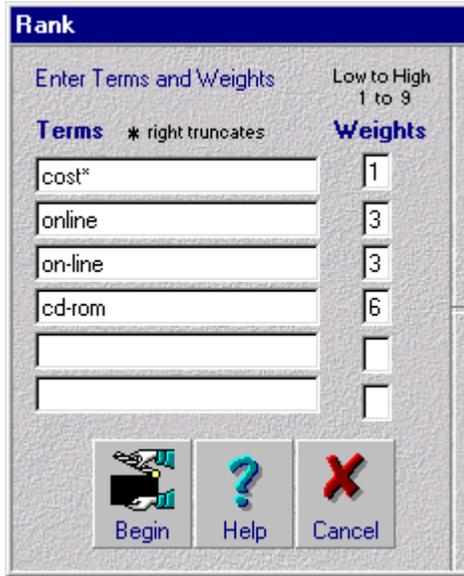
Once you have filtered a captured search file, you have a record file with a .PRO extension. You might have reason to sift, edit, copy, join, split, rename or query these record files. Any of the resulting files containing numbered record labels in the form

Record - 1

are record files.

## What Ranking Does

Ranking reorders records by weighted frequency of terms. The Rank command lets you specify up to six terms and assign a weight from 1 to 9 to each term. PostSearch™ will then read the records, note occurrences of the weighted terms, accumulate a total weight for each record, and write a new file of the records ranked in the order of total weight. Right truncation is supported with the asterisk (\*).



## Rank File and Rank Table

PostSearch™ automatically names the ranked file with the same base name as the record file plus a .RNK extension. For example, if the record file is SEARCH.PRO, PostSearch™ will name the ranked file SEARCH.RNK.

PostSearch™ preserves the record file without altering it.

PostSearch™ also creates a rank table file to document the ranking. The rank table identifies the ranked file, the date and time of ranking, the terms specified, the weights assigned, the rank order of each record, the input order of each record and the total weight of each record. Below is an illustrative portion of a rank table file:

Rank Table for C:\POSTWIN\PSDEMO.RNK

6/8/95 6:23:54 PM

Wts	Terms
1	cost*
3	online
3	on-line
6	cd-rom

Rank Order	Input Order	Total Weight
1	9	32
2	6	31
3	37	25
4	16	24
5	12	20

6	19	19
7	24	19
8	15	17
9	13	16
10	33	14

## 6. Sort

### Menu Steps

1. Choose the *After Filtering* menu
2. Choose the *Sort* command
3. Specify a record file with field tags
4. Fill in the sort form
5. Choose the *Begin* command

### Command Button

You may also activate sorting more directly by clicking the *Sort* command button.

### What is a Record File?

Once you have filtered a captured search file, you have a record file with a .PRO extension. You might have reason to sift, edit, copy, join, split, rename or query these record files. Any of the resulting files containing numbered record labels in the form

```
Record - 1
```

are record files.

### What are Tags?

Field tags are the letters in the left few columns which abbreviate the field names. Some systems include tags by default. Others, like Dialog, provide TAGed output in certain online types or when the TAG option is added to a TYPE command.

The following record fragments illustrate tags on different systems:

```
AN 89:447670 SCISEARCH
GA The Genuine Article (R) Number: AL498
TI APPLICATION SYSTEM-400 PERFORMANCE-CHARACTERISTICS
AU CLARK B E (Reprint); CORRIGAN M J
CS IBM CORP, APPLICAT BUSINESS SYST, HIGHWAY 52 & NW
  37TH ST, ROCHESTER, MN, 55901 (Reprint)
CYA USA
SO IBM SYSTEMS JOURNAL, (1989) Vol. 28, No. 3, pp. 407-423.
DT Article; Journal
FS ENGI
LA ENGLISH
REC Reference Count: 7
```

```
AN- <DIALOG MEDLINE FILE> 08854428|
AN- <NLM> 94169428|
TI- Orocaecal transit, bacterial overgrowth and hydrogen
  production in diabetes mellitus.|
AU- Sarno S^Erasmus LP^Hasibeck M^Holzl R|
CS- Klinische Psychologie, Universitat Mannheim, III
  Medizinische Abteilung, Krankenhaus Munchen
  Schwabing, Germany.|
SO- <JN> Ital J Gastroenterol|
CP- ITALY|
SO- <PY> Nov-Dec 1993|
SO- <VO> 25 (9) p490-6|
```

SN- 0392-0623|  
JC- A9I|  
LA- ENGLISH|  
DT- JOURNAL ARTICLE|  
JA- 9406|  
SF- INDEX MEDICUS|

UI - 93199072  
AU - Bayes J  
TI - Administration of metered dose inhalers during  
anesthesia via CO2 monitor port [letter]  
MH - Anesthesiology/\*INSTRUMENTATION  
MH - Bronchodilator Agents/\*ADMINISTRATION & DOSAGE  
MH - Human  
MH - \*Nebulizers and Vaporizers  
PT - LETTER  
LA - Eng  
SO - Anesth Analg 1993 Mar;76(3):665

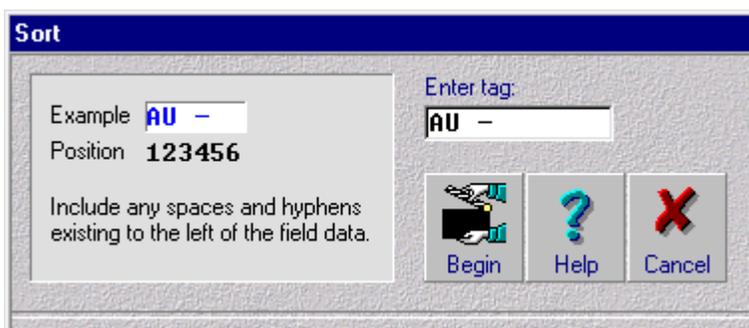
The following record is not tagged:

DIALOG(R)File 1:ERIC  
(c) format only 1994 Dialog Info.Svcs. All rts. reserv.

EJ421662 IR522582  
CD-ROM vs. Online: Implications for Management from the Cost Side.  
Erkkila, John E.  
Canadian Library Journal; v47 n6 p421-28 Dec 1990  
Report No.: ISSN-0008-4352  
Language: English  
Document Type: JOURNAL ARTICLE (080); POSITION PAPER (120); EVALUATIVE  
REPORT (142)  
Journal Announcement: CIJJUN91  
Discussion of the cost effectiveness of searching online versus searching on CD-ROM highlights an example that compares costs for searching the ERIC database. Fixed costs and variable costs are described, labor costs are examined, implications for management are considered, and the effect of the number of databases and workstations is discussed. (32 references) (LRW)  
Descriptors: Academic Libraries; Budgeting; Comparative Analysis; \*Cost Effectiveness; Costs; Databases; Futures (of Society); Higher Education; Library Administration; \*Library Expenditures; Library Instruction; Microcomputers; \*Online Searching; \*Online Systems; \*Optical Data Disks; \*Search Strategies; Users (Information)  
Identifiers: \*ERIC; Workstations

## What Sorting Does

Sorting alphabetizes records on a field. For example, you can alphabetize records by author by specifying the AU-field.



For best results, include all characters, including spaces and dashes, through the column just to the left of the field contents. For example, in records tagged as follows:

AU- Sarno S^Erasmus LP^Haslbeck M^Holzl R|

specify, for example, "AU- ". In records tagged as follows:

AU - Bayes J

specify, for example, "AU - ".

## Files Created and Preserved

PostSearch™ automatically names the sorted file with the same base name as the record file plus a .SRT extension. For example, if the record file is SEARCH.PRO, PostSearch™ will name the sorted record file SEARCH.SRT. PostSearch™ preserves the record file without altering it.

## 7. Diction

### Menu Steps

1. Choose the *After Filtering* menu
2. Choose the *Diction* command
3. Specify an input file

### Command Button

You may also click on the *Diction* command button.

### What Diction Does

The *Diction* command creates a list of all words in a file, except those in an omit list. The diction list is sorted from most frequent to least, and subsorted alphabetically. Below is an illustrative portion of a diction list file:

```
Diction List for C:\POSTWIN\PSDEMO.PRO  
6/8/95 7:21:13 PM
```

```
Unique Words: 963
```

```
87 dialog  
67 journal  
58 online  
50 information  
49 library  
48 cost  
42 eric  
42 microcomputers  
40 databases  
37 1994  
37 file  
37 format  
37 info  
37 reserv  
37 rts  
37 svcs  
34 document  
34 systems  
33 article  
33 data  
33 effectiveness  
33 language  
32 080  
32 announcement  
32 computer  
32 descriptors  
32 english  
32 type  
29 database  
28 identifiers  
27 libraries  
25 user  
24 available  
24 searching  
23 cd-rom  
23 optical  
23 software  
22 project
```

## Omit List

PostSearch™ comes with a default omit list in a file called OMIT.LST in the installation directory. This is a pure text file with one omit word on each line. You can edit the file to customize the omit list to suit your purposes. Make sure, however, to save the edited file as pure text without any word processor embedded formatting codes.

The following table documents the contents of the default omit list, reformatting it into columns to fit the display of the help system:

#	did	may	the
\$	do	more	their
%	during	most	them
0	e	much	then
1	each	my	there
2	end	n	these
3	f	no	they
4	for	not	this
5	from	now	those
6	g	o	through
7	h	of	to
8	had	on	two
9	has	one	u
a	have	only	under
about	having	or	until
after	he	other	up
all	her	our	use
also	him	out	v
among	his	over	very
an	how	own	w
and	however	p	was
another	i	pp	way
any	if	q	we
are	in	r	were
as	into	s	what
at	is	said	when
b	it	same	where
be	it's	says	whether
because	its	see	which
been	j	she	while
before	just	should	who
being	k	since	will
both	l	so	with
but	last	some	would
by	like	still	x
c	m	such	y
can	made	t	you
could	make	than	your
d	many	that	z

## Files Created and Preserved

PostSearch™ automatically names the diction file with the same base name as the input file plus a .DIC extension. For example, if the input file is SEARCH.PRO, PostSearch™ will name the diction file SEARCH.DIC. PostSearch™ preserves the input file without altering it.

## 8. Renumber Record Labels

### Menu Steps

1. Choose the *After Filtering* menu
2. Choose the *Renumber* command
3. Specify a record file
4. Specify a name for the output file

## Command Button

You may also activate renumbering more directly by clicking the *Renumber* command button.

## What is a Record File?

Once you have filtered a captured search file, you have a record file with a .PRO extension. You might have reason to sift, edit, copy, combine or rename these record files, or select records by key words. Any of these files containing numbered record labels in the form

```
Record - 1
```

are record files.

## Why Renumber?

If you sift, keep, reorder, edit, a record file, or select records by key words, the resulting file might contain records whose labels no longer are in numerical order. The renumbering facility lets you automatically renumber the labels without having to do so manually in a text editor or word processor. For example, you might have a file like this:

```
Record - 7
record content
Record - 22
record content
Record - 98
record content
```

## What Renumbering Does

The renumbering facility reads a record file, finds the numbered record labels, and automatically renumbers the labels in numerical order within the file. Continuing the example above, the renumbering facility would produce a renumbered file like this:

```
Record - 1
record content
Record - 2
record content
Record - 3
record content
```

## Files Created and Preserved

When you choose a record file in the **Open** dialog box, PostSearch™ opens the **Save As** dialog box. Type a name for the output file. PostSearch™ does not automatically name the output file. You should avoid using the extension of the original search log or extensions used by PostSearch™ for special purposes, .PRO, .NDX, .FSC, .ORD, .RNK, .TBL, .SRT, .DIC, .FMT or .BRK, to avoid overwriting a file you mean to preserve. The input file is preserved unaltered.

## 9. Delete Record Labels

### Menu Steps

1. Choose the *After Filtering* menu
2. Choose the *Label Changes* sub-menu
3. Choose the *Delete* command
4. Specify a record file
5. Specify a name for the output file

### Command Button

You may also activate deleting more directly by clicking the *Delete* command button.

### What is a Record File?

Once you have filtered a captured search file, you have a record file with a .PRO extension. You might have reason to sift, edit, copy, join, split, rename or query these record files. Any of the resulting files containing numbered record labels in the form

```
Record - 1
```

are record files.

### What Deleting Labels Does

Deleting record labels does just one thing: produce a new output file in which the data is entirely unaltered except that the record labels are gone.

## 10. Replace Record Labels

### Menu Steps

1. Choose the *After Filtering* menu
2. Choose the *Label Changes* sub-menu
3. Choose the *Replace* command
4. Choose a replacement option
5. (single replacement, double replacement, surround replacement)
6. Specify a name for the output file

### Command Button

You may also activate replacing more directly by clicking the *Replace* command button.

### What is a Record File?

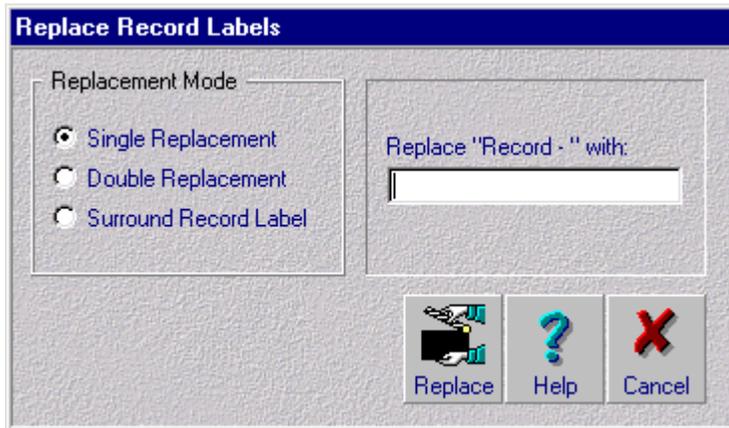
Once you have filtered a captured search file, you have a record file with a .PRO extension. You might have reason to sift, edit, copy, join, split, rename or query these record files. Any of the resulting files containing numbered record labels in the form

```
Record - 1
```

are record files.

### What Replacement Does

If you choose single replacement, the labels provided by PostSearch™ filtering in the form Record -1 will be removed and replaced by what you type in a text box to take their place.



If you choose double replacement, the labels will be removed and in their place will be beginning record markers and ending record markers. For example, some searchers have a use to mark the beginning of each record with “-text-” and the end of each record with “-end-”



The output would look like this:

```
- text -  
  
DIALOG(R)File 1:ERIC  
(c) format only 1994 Dialog Info.Svcs. All rts. reserv.  
  
EJ421662 IR522582  
CD-ROM vs. Online: Implications for Management from the Cost Side.  
Erkkila, John E.  
Canadian Library Journal; v47 n6 p421-28 Dec 1990  
  
- end -  
  
- text -  
  
DIALOG(R)File 1:ERIC  
(c) format only 1995 Knight-Ridder Info. All rts. reserv.  
  
EJ426056 IR522936  
The Seven Stages of an Online Search--Part I.  
Quint, Barbara  
Online; v15 n3 p13-18 May 1991  
  
- end -
```

Surround replacement is like double replacement except that the PostSearch™ record labels remain. Continuing the “- text -” and “- end -” example, the output would look like this.

```
- text -
Record - 1

DIALOG(R)File 1:ERIC
(c) format only 1994 Dialog Info.Svcs. All rts. reserv.

EJ421662 IR522582
CD-ROM vs. Online: Implications for Management from the Cost Side.
Erkkila, John E.
Canadian Library Journal; v47 n6 p421-28 Dec 1990

- end

- text
Record - 2

DIALOG(R)File 1:ERIC
(c) format only 1995 Knight-Ridder Info. All rts. reserv.

EJ426056 IR522936
The Seven Stages of an Online Search--Part I.
Quint, Barbara
Online; v15 n3 p13-18 May 1991

- end -
```

## 11. Insert Page Breaks

### Menu Steps

1. Choose the *After Filtering* menu
2. Choose the *Format* command
3. Choose the *Page Breaks* command
4. Specify a record file
5. Specify the interval by number of records between breaks

### Command Button

You may also activate page breaking more directly by clicking the *Page* command button.

### Inserting Page Breaks

PostSearch™ lets you automate the insertion of page breaks. Page breaks between records will be hard-coded at intervals you specify. This feature is dependent on the presence of record labels in the format produced by PostSearch's filter. You would want to use this feature only with filtered records.

The page breaker uses the base file name of the record file plus .BRK for the output file. Using .BRK for the input file name will generate the error of both files having the same name.

You must specify the interval at which logical page breaks will be inserted. The range of permissible intervals is 1 to 99. One handy use of this feature is to print as many records as will fit on each page and insure that the next record begins printing on a new page. Using this feature is much faster, less tedious and less prone to error than manually inserting page breaks with a word processor. PostSearch™ cannot anticipate for you, however, how many records will fit since this varies with word processors, printers, fonts, margin settings, etc. You'll need to know the number, and then PostSearch™ can automate page breaking for you.

If you want every record to begin printing on a new page, as you might with full text records, specify 1. If any record is more than one page long, your word processor will be able to print it from page to page, and then begin the next record on a new page.

## 12. Remove Hard Carriage Returns (In DIALOG TAGed Records)

### Menu Steps

1. Choose the *After Filtering* menu
2. Choose the *Format* command
3. Choose the *TAGed Records* command
4. Specify a record file containing DIALOG TAGed records

### Command Button

You may also activate reformatting more directly by clicking the *TAGed* command button.

### Why Reformat?

Captured files usually have hard carriage returns at the end of each line even if the lines are not the ends of paragraphs or fields. This makes formatting in word processors a sizable chore. If your search log has TAGed records, which DIALOG provides in Type 4 or when you add TAG to the end of your TYPE command, PostSearch™ can remove the hard carriage returns within fields. See Susan N. Bjorner, "Of Wits and Magic and Micro Worlds: Removing Unwanted Carriage Returns from Search Output," *Online*, p. 85 (January 1992).

### What is a Record File?

Once you have filtered a captured search file, you have a record file with a .PRO extension. You might have reason to sift, edit, copy, combine or rename these record files, or select records by key words. Any of these files containing numbered record labels in the form

```
Record - 1
```

is a record file.

### Files Created and Preserved

At the **Open** dialog box choose a file with some extension other than .FMT. The reformatter uses the base file name of the input file plus a .FMT extension for the output file. When you have chosen the input file, PostSearch™ opens a dialog box which tells you it is reformatting. It reports its progress, showing the line number and record number being processed. It displays a meter showing the percentage of completion based on the number of lines in the file. PostSearch™ preserves the record file without altering it.

## 13. Divide Records to Separate Files

### Menu Steps

1. Choose the *After Filtering* menu
2. Choose the *Divide* command
3. Specify a record file
4. Specify a name for the output file

### Command Button

You may also activate dividing more directly by clicking the *Divide* command button.

## What is a Record File?

Once you have filtered a captured search file, you have a record file with a .PRO extension. You might have reason to sift, edit, copy, join, split, rename or query these record files. Any of the resulting files containing numbered record labels in the form

```
Record - 1
```

are record files.

## Why Divide?

Dividing individual records into separate files can be useful as a step in preparation for importing the data into various other software.

## What Dividing Does

Dividing creates a series of new files, each containing just one record. For example, if SEARCH.PRO contains ten records, ten new files will be created. Each will have the same base file name, SEARCH, with numerical file name extension in ascending order, SEARCH.001, SEARCH.002, SEARCH.003, etc. The input file, SEARCH.PRO will remain unaltered.

## 14. Undelimit

### Menu Steps

1. Choose the *After Filtering* menu
2. Choose the *Undelimit* command
3. Specify a record file containing DIALOG TAGed records

### Command Button

You may also activate undelimiting more directly by clicking the *Undelimit* command button.

## What is a Record File?

Once you have filtered a captured search file, you have a record file with a .PRO extension. You might have reason to sift, edit, copy, join, split, rename or query these record files. Any of the resulting files containing numbered record labels in the form

```
Record - 1
```

is a record file.

## DIALOG TAGed Records

While searching DIALOG, add the TAG option to your TYPE command. Instead of getting records like this:

```
?t s3/1/all
3/L/1
DIALOG(R)File 1:ERIC
(c) format only 1995 Knight-Ridder Info. All rts. reserv.
EJ426056 IR522936
The Seven Stages of an Online Search--Part I.
Quint, Barbara
Online; v15 n3 p13-18 May 1991
ISSN: 0146-5422
Available from: UMI
Language: English
Document Type: JOURNAL ARTICLE (080); CLASSROOM MATERIAL (050); POSITION
```

PAPER (120)  
 Journal Announcement: CIJSEP91  
 Discussion of online searching focuses on the first three of seven stages of searching: (1) the reference interview, including user needs, the search request, and the user's expectations; (2) the tactical overview, including institutional control and cost and time factors; and (3) database selection considerations, including relevance, accessibility, and costs. (LRW)  
 Descriptors: Cost Effectiveness; Costs; Databases; Interviews; \*Online Searching; Relevance (Information Retrieval); \*Search Strategies; Time Management; \*User Needs (Information)  
 Identifiers: \*Query Negotiation (Library Science); User Fees

you will get records like this:

```
?t s3/l/all tag

3/L/1
FN- DIALOG(R)File 1:ERIC|
CZ- (c) format only 1995 Knight-Ridder Info. All rts. reserv.|
SO- <AN> EJ426056|
SO- <AN> IR522936|
TI- The Seven Stages of an Online Search--Part I.|
AU- Quint, Barbara|
SO- <JN> Online^v15 n3 p13-18 May |
SO- <PY> 1991|
SN- 0146-5422|
AV- UMI|
LA- English|
DT- JOURNAL ARTICLE (080); CLASSROOM MATERIAL (050); POSITION PAPER (120)|
JA- CIJSEP91|
AB- Discussion of online searching focuses on the first three of seven stages of searching: (1) the reference interview, including user needs, the search request, and the user's expectations; (2) the tactical overview, including institutional control and cost and time factors; and (3) database selection considerations, including relevance, accessibility, and costs. (LRW)|
DE- Cost Effectiveness^Costs^Databases^Interviews^*Online Searching^Relevance (Information Retrieval)^*Search Strategies^Time Management^*User Needs (Information)|
ID- *Query Negotiation (Library Science)^User Fees||
```

## What Undelimiting Does

Dialog TAGed records contain field and record delimiters. The field delimiter is a single vertical bar at the end of the field data. The record delimiter is a double vertical bar at the end of the record. Undelimiting does just one thing: produce a new output file in which the data is entirely unaltered except that the field and record delimiters are gone. This can be useful, for example, when you want the field tags along the left but do not want the delimiters.

## 15. Header/Cover Page

The *Header/Cover Page* command lets you attach a stylized memo documenting the search to a data file either as a header or as a separate cover page, or save the memo as a separate file.

The Header/Cover Page form provides a number of options to suit various reporting environments, e.g., corporate libraries, independent research firms, etc. The format of the memo is somewhat different when the “Research Firm” option is in effect.

Below is an example of output with the “Research Firm” option in effect.

```
ProFound Research, LLC
HC56, Box 6038
Sidney, MT 59270 USA

Client:    Acme Client, Incorporated

Subject:   Determinants of Protein Content in Hard Red Spring Wheat

June 14, 1995      Job No.:  HRS-2829

Database(s) and Date(s) Searched:

    Agricola thru May 31, 1995
    CAB Abstracts thru June 7, 1995

Memo:

    This search, forming one part of this ongoing project, was
```

limited to issues of timing of application of Nitrogen-bearing artificial fertilizers. The literature referenced in the enclosed records originating in various countries around the world indicates that application during plant growth is superior to application at or before sowing. The spike stage, and several stages just before and just after the spike stage appear to be the optimum time of application.

Below is an example of output with the “Library” option in effect.

Requester: John E. Deere, Grower Services Director  
Library: Product Development Information Center  
Corinth Milling Company  
Subject: Determinants of Protein Content in Hard Red Spring Wheat  
Date: June 14, 1995  
Database(s) and Date(s) Searched:  
Agricola thru May 31, 1995  
CAB Abstracts thru June 7, 1995  
Memo:

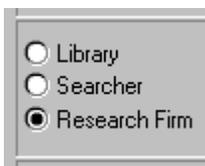
This search, forming one part of this ongoing project, was limited to issues of timing of application of Nitrogen-bearing artificial fertilizers. The literature referenced in the enclosed records originating in various countries around the world indicates that application during plant growth is superior to application at or before sowing. The spike stage, and several stages just before and just after the spike stage appear to be the optimum time of application.

Click on the suitable option button for the “to” field of the memo:



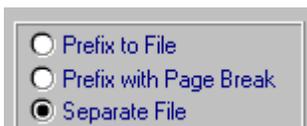
A small rectangular window with a grey background and a thin border. It contains two radio buttons. The top one is labeled "Requester" and is unselected. The bottom one is labeled "Client" and is selected, indicated by a black dot in the center of the circle.

Click on the suitable option button for the “from” field of the memo:



A small rectangular window with a grey background and a thin border. It contains three radio buttons. The top one is labeled "Library" and is unselected. The middle one is labeled "Searcher" and is unselected. The bottom one is labeled "Research Firm" and is selected, indicated by a black dot in the center of the circle.

Type in the text boxes to complete the memo as desired. When satisfied, click on the suitable option button for the save option:



A small rectangular window with a grey background and a thin border. It contains three radio buttons. The top one is labeled "Prefix to File" and is unselected. The middle one is labeled "Prefix with Page Break" and is unselected. The bottom one is labeled "Separate File" and is selected, indicated by a black dot in the center of the circle.

Then save the memo by choosing the **Save** command.

To avoid repetitive work when creating headers and cover sheets, the form provides a **Save .INI** command.



Executing this command will save the current “to” and “from” option button settings, the current save option button setting, and the current contents of the “to” and “from” text boxes to a file called POSTWIN.INI in the installation directory. In subsequent uses of the *Header/Cover Page* command, those setting and text boxes will automatically be displayed.

## 16. View Files

### Menu Steps

1. Choose the *File* menu
2. Choose the *View* command
3. Specify a file to view

### Command Button

You may also activate the file viewer more directly by clicking the *File Viewer* command button.

### Uses of File Viewer

This facility is useful, for example, to look into the contents of a file to see if it is the log you want to filter, to review DIALOG record types before deciding which DIALOG filtering option to use, view the results of filtering, keeping, reordering, selecting records by key words, or any other file viewing purpose.

### Browsing

Certain browsing keys are active, including *Down Arrow, Up Arrow, PgDn, PgUp, Ctrl-PgDn, Ctrl-PgUp, Home* and *End*. Files can also be browsed using the mouse on the scroll bar.

### Searching

The *Search* menu provides commands to search the file for text, repeat the search, jump to a line by number and step through filtered record files record-by-record.

These commands are also available by keyboard shortcuts, as follows

*Find Text*                    *F2*  
*Repeat Search* *F3*  
*Jump to Line*   *F4*  
*Record Stepper* *F8*

and by command button

### Copy

The file viewer enables you to copy text to the Windows clipboard. From there you can paste the text into other Windows applications by using the paste command of those applications. The *Copy* command is available by menu, keyboard shortcut and command button.

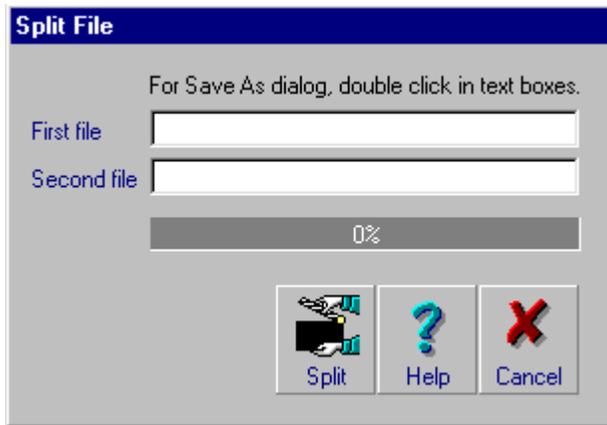
## 17. Split Files

Sometimes it can be beneficial to split files. For example, the index capacity of the sifting, querying, ranking and sorting is 2000 records. If you have a filtered record file of more than 2000 records, you might want to split the file into two smaller ones to allow all the records to be sifted, queried or sorted.

The *Split* command is implemented in the file viewer to let you see where the split will occur. Activate the file viewer and open the file you want to split. Browse to the section of the file where you want the split to occur and

highlight the line you want as the first line of the second split file or, in other words, the line just after the one you want as the last line of the first split file. Then chose the *Split* command.

The command opens a dialog which lets you specify the first and second split file names.



When satisfied with the file names, choose the dialog's Split command. PostSearch™ will copy the first segment of the input file to the first split file and the remaining segment to the second split file, without altering the input file.

## Settings

### 18.1 Working Directory

The first time you run PostSearch™, the working directory will be the installation directory. By default, in future sessions PostSearch™ will remember the directory where you were working when you finished your last session and sett that directory as your initial working directory for the new session. This saves you the trouble of navigating around in the **File Open** dialog.

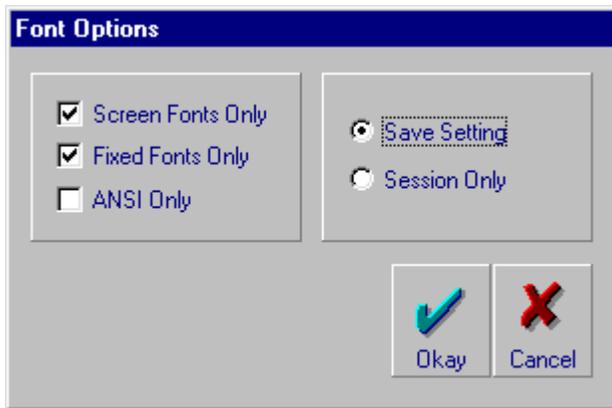
As an alternative, you might want to set a start-up working directory to override whatever was the last working directory. This lets you start in a specified directory regardless where you might have finished the last session. The Settings command will open a dialog letting you configure this option. The dialog also lets you reverse the override if you later decide to let PostSearch™ use the last working directory as the start-up working directory.

### 18.2 Font in Sifter and File Viewer

The sifter and the file viewer allow you to set the font used to display data. Choose the Font command on the Options menu.

#### Two-Step Process

The Font command takes you through a two-step process. In the second step, it uses the Windows Font common dialog. Before displaying the Font common dialog, however, the Font command displays a Font Options dialog to give you more control over which fonts are listed in the Font common dialog and to let you specify whether the new font setting will be saved for future sessions or used only for the current session.



### **Listing All Fonts**

When the Font Options dialog appears, if you just click the Okay button, the Windows Font common dialog will list all installed and registered fonts.

### **Limiting Listed Fonts**

The Font Options dialog provides three check boxes which let you limit the fonts to be listed in the Windows Font common dialog. You can check one or more of the check boxes.

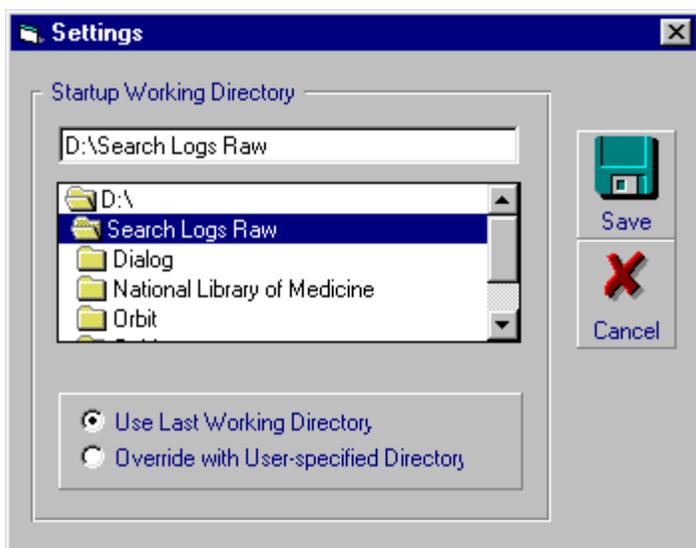
- **Screen Fonts Only**  
causes the Windows Font common dialog to list only the screen fonts supported by the system
- **Fixed Fonts Only**  
causes the Windows Font common dialog to list only fixed pitch fonts (not proportionally spaced fonts)
- **ANSI Only**  
causes the Windows Font common dialog to list only fonts that use the Windows character set (fonts containing only symbols will not be listed)

### **Save Setting or Session Only**

The Font Options dialog provides two option button which let you specify whether the new font setting will be saved for future sessions or used only for the current session. These two options are mutually exclusive. Click the option you want before clicking the Okay button.

### **Windows Font Dialog**

When you click the Okay button, Windows will display its Font common dialog listing the installed and registered fonts allowed by your choices on the Font Options dialog. Click on the Font, Font Style and Size of your choice, and then on the OK button.



## 19. Naming Files

PostSearch™ creates a number of files using the base file name of your input file plus a three-character DOS file name extension.

- .PRO filtering
- .NDX filtering, sifting and selecting records by key words
- .FSC files, sets costs information created by the filters for DIALOG searches
- .ORD reordered records created by the sifter
- .RNK ranked records
- .TBL rank tables
- .SRT records sorted on a tagged field
- .DIC diction table
- .FMT reformatting DIALOG TAGed records to remove hard carriage returns within paragraphs
- .BRK inserting page breaks

You would want to avoid using any of these file name extensions as input file names.

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