

# OnLine Reference<sup>®</sup>

Release 3.0

*Guided Tour*



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# Contents

<b>About this Guide</b> .....	<b>v</b>
<b>OnLine Reference Guided Tour</b> .....	<b>1</b>
<b>Overview</b> .....	<b>1</b>
<b>Getting started</b> .....	<b>2</b>
<b>Reading a Book</b> .....	<b>3</b>
Selecting a Book.....	3
Viewing an Outline.....	3
Selecting a Topic.....	4
Reading a Topic .....	4
Viewing a hypertext pop-up .....	5
Scrolling.....	6
Finding a word or phrase .....	9
<b>Using the Topic List</b> .....	<b>11</b>
Viewing a list of topics .....	11
<b>Using the “Next Title” field</b> .....	<b>12</b>
<b>Opening a Group Library</b> .....	<b>13</b>
<b>Searching for Topics</b> .....	<b>15</b>
Setting criteria for a search.....	15
Searching by keyword .....	16
Using the Search Results window .....	17
Searching by title .....	18
Searching by Author and/or Date.....	18
<b>Using Bookmarks</b> .....	<b>20</b>
Finding a Topic to mark .....	20
Setting a Bookmark .....	21
Jumping to the bookmarked Topic.....	23
Switching between Outlines.....	24
Removing a Bookmark .....	25
<b>Creating a Book</b> .....	<b>26</b>
Adding a Book .....	26
<b>Developing the table of contents</b> .....	<b>27</b>
Adding a new Topic to an Outline .....	28
Selecting an existing Topic .....	30
Adding another level to an Outline.....	32
<b>Changing the Outline</b> .....	<b>35</b>
Inserting a new Topic.....	35
Dropping a Topic from an Outline.....	36
Inserting an existing Topic .....	37
Moving a Topic .....	39
<b>Writing and Editing Text</b> .....	<b>41</b>
Using the Editor .....	41
Using Wordwrap .....	42
Inserting words into a paragraph .....	44
Using Line Commands .....	46

Inserting a line .....	46
Moving lines of text .....	47
Copying lines of text.....	48
Deleting lines of text.....	48
Repeating lines of text .....	48
Highlighting a line of text.....	49
Highlighting a word or phrase .....	50
<b>Adding hypertext pop-ups to Topics .....</b>	<b>52</b>
Embedding a link .....	53
Associating a link marker with a topic .....	53
<b>Copying a Topic.....</b>	<b>60</b>
Adding a topic .....	60
Copying text, keywords and tags .....	61

# About this Guide

This Guided Tour is intended to get you started with OnLine Reference. It presents a series of tutorials covering the most-used features of The Online Reference product. To keep the tutorials simple, some of the system's functions have been omitted.

In this guided tour, you will learn how to read and search for information in Online Reference. Then you will learn how to add and update information.

You will learn how to use the features of Online Reference to:

- Read books, topics and hypertext pop-ups
- Search for information
- Use Bookmarks
- Create a Book and its table of contents
- Write and edit topics
- Create Hypertext Pop-ups
- Copy a Topic.

For detailed information about The Online Reference product, please see The OLR System User Guide.



# OnLine Reference Guided Tour

## Overview

The OnLine Reference system is a hypertext document management system for CICS. With OnLine Reference, you can publish policies and procedures, directories, product information and other documents online instead of distributing hardcopy manuals. You can manage documents in public and restricted libraries, and you can make documents available from OnLine Reference screens, or by providing links from OnLine Help or OnLine Notepad screens.

You can think of OnLine Reference as an electronic library. Inside the library are many sections, each with its own intended audience. These sections are called group libraries or groups.

- Each group library contains books, topics and notes.
- Each book has an outline, which is like the book's table of contents. An outline organizes and links related topics together to form a structure of information.
- A topic is the building block of information in OnLine Reference. Its text can be written using the built-in editor, or can be imported from other word processing sources.

Readers can select a group library, then:

1. select a book from a list, then read it or select a topic from its outline,
2. select a topic from a list, then read it, view its outline, or read its hypertext pop-ups
3. search for information by title, keyword, author, date or text string.
4. bookmark or attach notes to a topic

In this manual, you will learn about OnLine Reference. You will see how to quickly find information, read a book, search for topics, create a book using the outliner, and create text using the editor.



## Reading a Book

In this exercise, you will learn how to find and select a book, view its outline, read topics and notes, and use the FIND command to find words or phrases in the text.

### Selecting a Book

1. Starting from the Select Book screen, TAB to the selection field at the left of the book titled “Policy Processing Guidelines”:

```

====>                               Select Book                               DEMOGRP1
Next Title ====>

Title                                     :QUALIFIER
Discount Group Programs                   :OLRDEMO
Driver Restriction Codes                  :OLRDEMO
Drivers License Class Codes               :OLRDEMO
Policy Processing Guidelines             :OLRDEMO
SDAI Methods and Procedures                :OLRDEMO
Vehicle Codes                             :OLRDEMO

To view by Group, TYPE the Group ID at the command ====> and press <ENTER>.
OR8000 Please make a selection.
F1=Help      F3=End      F5=Outline  F7=          F9=Profile   F11=Groups
F2=Mark      F4=          F6=Read    F8=          F10=Notes   F12=List
  
```

### Viewing an Outline

2. Press [F5]. The outline of the selected book displays.

**Tip:**

The outline of a book is its table of contents. You can browse the outline for a topic, then press [F6] Read to read it.

```

====>                               Outline - Policy Processing Guidelines:OLRDEMO                               Page 1

+ Policy Processing Guidelines:OLRDEMO
+ Customer Information:OLRDEMO
  Questionnaire:OLRDEMO
+ Exception Processing Procedures:OLRDEMO
  Coverage/Premium Standards:OLRDEMO
+ Policy Term:OLRDEMO
+ Policy Renewal:OLRDEMO
+ Rating Codes Directory:OLRDEMO
+ Payment Schedule:OLRDEMO
  + Monthly Payments:OLRDEMO
  + Quarterly Payments:OLRDEMO
  + Annual Payments:OLRDEMO
+ Discount Categories:OLRDEMO
+ Vehicle Listings:OLRDEMO
  Internal Reporting Requirements:OLRDEMO
  Forms Routing:OLRDEMO
  Policy Archiving Procedures:OLRDEMO
    (+ Text) (* Circular reference)

OR8000 Please make a selection.
F1=Help      F3=End      F5=          F7=          F9=Profile   F11=
F2=Mark      F4=          F6=Read     F8=          F10=Notes   F12=
  
```

## Selecting a Topic

- To select a topic, [TAB] to the selection field at the left of its title. Select the topic "Policy Renewal", as shown below:

```

===>
                                Outline - Policy Processing Guidelines:OLRDEMO
                                Page      1

+ Policy Processing Guidelines:OLRDEMO
+ Customer Information:OLRDEMO
  + Questionnaire:OLRDEMO
  + Exception Processing Procedures:OLRDEMO
Coverage/Premium Standards:OLRDEMO
+ Policy Term:OLRDEMO
+ Policy Renewal:OLRDEMO
+ Rating Codes Directory:OLRDEMO
+ Payment Schedule:OLRDEMO
  + Monthly Payments:OLRDEMO
  + Quarterly Payments:OLRDEMO
  + Annual Payments:OLRDEMO
+ Discount Categories:OLRDEMO
+ Vehicle Listings:OLRDEMO
  Internal Reporting Requirements:OLRDEMO
  Forms Routing:OLRDEMO
  Policy Archiving Procedures:OLRDEMO
  (+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help      F3=End      F5=          F7=          F9=Profile   F11=
F2=Mark     F4=         F6=Read     F8=         F10=Notes   F12=

```

## Reading a Topic

- Press [F6] Read. The selected topic displays.

```

===>
                                Policy Renewal:OLRDEMO
                                Level     3
                                Page     1

Policy Renewal Notification

We send a written notice to policyholders 20 days before the expiration
date of their policy. If the policy is in good standing, we offer
to renew it. If not, we terminate the policy.

If we do not provide advance notice of cancellation, we are obligated to
keep the policy in force for 30 days from the date we mail the notice to
the policyholder.

Refusal to Renew

We can refuse to renew the policy for any of the following reasons:

1. Accident involvement by the insured.
2. A change in, or an addition of, an insured vehicle.
3. A change in, or addition of, an insured under the policy.
4. A change in the location of garaging of an insured vehicle.

F1=Help      F3=End      F5=Outline   F7=Prev     F9=Profile   F11=
F2=Jump     F4=         F6=          F8=Fwd     F10=Notes   F12=

```



## Scrolling

There are several ways to scroll through a topic or outline. You can:

- move backward and forward a page at a time using the [F7] or [F8] keys
  - jump to a page by its page number using the PAGE n command
  - scroll up or down a number of lines using the UP n or DOWN n commands
  - move a line of text to the top of the screen by placing the cursor on that line, then pressing the [F8] key
  - jump to the next or previous topic in the outline using the NEXT or PREV commands
7. Since the topic you are reading has more than one page of text, press [F8] to go to the next page:

```

===>
                                     Policy Renewal:OLRDEMO
                                     Level   3
                                     Page    2

4. A change in the location of garaging of an insured vehicle.
5. A change in the use of an insured vehicle.
6. Conviction for violating any provision of the Vehicle Code or the
   Penal Code relating to the operation of a motor vehicle.
7. The payment made by an insurer due to a claim filed by an insured
   or a third party.

SDAI may increase the premium or refuse to renew the policy for reasons
that are not list above but which are lawful and not unfairly
discriminatory.

F1=Help   F3=End   F5=Outline  F7=Bkwd   F9=Profile  F11=
F2=       F4=     F6=        F8=Next   F10=Notes  F12=

```

Let's try out the PAGE command by using it to return to the first page of the topic.

8. Type 'page 1' at the command prompt, then press [ENTER]:

```
===> page 1
```

The first page of the topic re-displays.

You can reposition the text on the screen to make it easier to read. Place the cursor on line of text, then use the scroll key to bring that line to the top of the screen.

9. Place your cursor on the line with the text "Refusal to Renew".

```

===>
                                     Policy Renewal:OLRDEMO
                                     Level   3
                                     Page    1

Policy Renewal Notification

We send a written notice to policyholders 20 days before the expiration
date of their policy.  If the policy is in good standing, we offer
to renew it.  If not, we terminate the policy.

If we do not provide advance notice of cancellation, we are obligated to
keep the policy in force for 30 days from the date we mail the notice to
the policyholder.

Refusal to Renew

We can refuse to renew the policy for any of the following reasons:

1. Accident involvement by the insured.
2. A change in, or an addition of, an insured vehicle.
3. A change in, or addition of, an insured under the policy.
4. A change in the location of garaging of an insured vehicle.

F1=Help      F3=End      F5=Outline  F7=Prev     F9=Profile  F11=
F2=Jump      F4=         F6=         F8=Fwd      F10=Notes  F12=

```

10. Press [F8] Fwd.

The selected line moves to the top of the page:

```

===>
                                     Policy Renewal:OLRDEMO
                                     Level   3
                                     Page    1

Refusal to Renew

SDAI may refuse to renew the policy for any of the following reasons:

1. Accident involvement by the insured.
2. A change in, or an addition of, an insured vehicle.
3. A change in, or addition of, an insured under the policy.
4. A change in the location of garaging of an insured vehicle.
5. A change in the use of an insured vehicle.
6. Conviction for violating any provision of the Vehicle Code or the
   Penal Code relating to the operation of a motor vehicle.
7. The payment made by an insurer due to a claim filed by an insured
   or a third party.

SDAI may increase the premium or refuse to renew the policy for reasons
that are not list above but which are lawful and not unfairly
discriminatory.

F1=Help      F3=End      F5=Outline  F7=Bkwd     F9=Profile  F11=
F2=Mark      F4=         F6=         F8=Next     F10=Notes  F12=

```

The label next to the [F8] key on the bottom of the screen changes from FWD to NEXT when you reach the last page of a topic, but have more topics in the book or outline you are viewing. Pressing [F8] Next takes you to the first page of the next topic.

11. Press [F8].

The first page of the next topic displays:

**Tip:**

You can type NEXT at the command prompt to scroll directly to the next topic in the outline at any time.

```
====>
                                     Rating Codes Directory:OLRDEMO
                                     Level   3
                                     Page    1

Use the following guidelines to calculate the rating:

A Low risk factor           Aggregate score of 8.50 to 10.00.
B Moderate risk factor      Aggregate score of 7.00 to  8.49.
C High risk factor          Aggregate score of 5.00 to  6.99.

Policy scores below 5.00 are processed under exception rules.

F1=Help   F3=End   F5=Outline  F7=Prev   F9=Profile  F11=
F2=       F4=     F6=        F8=Next   F10=Notes  F12=
```

## Finding a word or phrase

If you are looking for a particular word or phrase in a book, outline or topic, you can use the FIND command to jump to it.

12. Type 'find payment' at the command prompt , then press [ENTER]:

```
===> find payment
```

Since the word “payment” is not found in the topic “Rating Codes Directory”, a confirmation window displays. You can quit searching, or continue through the book, topic or outline:

**Tip:**

To find a phrase with more than one word, enclose the phrase in quotes:

find 'late payment'

```

===>
                                     Rating Codes Directory:OLRDEMO
                                     Level   3
                                     Page    1

Use the following guidelines to calculate the rating:

A Low risk facto |   .-- Confirm -----|   to 10.00.
B Moderate risk  |   End of topic reached. |   to 8.49.
C High risk fact |   Do you want to continue FIND |   to 6.99.
                 |   through outline?         |
Policy scores be |   F3=End   F5=Yes   F7=No   |   rules.
                 |   -----|

F1=Help   F3=End   F5=Outline  F7=Prev   F9=Profile  F11=
F2=       F4=       F6=         F8=Next   F10=Notes  F12=

```

13. Press [F5] to continue the FIND.

The word “payments” is found in the topic “Payment Schedule”.

“Payments” displays as highlighted text with the cursor on it:

**Tip:**

Notice that the command shown for the [F6] key reads FINDNEXT.

You can press [F6] to repeat the find.

```

====>
                                Payment Schedule:OLRDEMO
                                                Level 3
                                                Page 1

A policyholder may choose one of three periodic premium rating payments.

Finance charges are calculated based on a monthly periodic rate of 1% ,
a quarterly periodic rate of 3% , OR an annual percentage rate of 12% .

Premium balance is subject to finance charge. The balance subject to
finance charge is the last outstanding balance minus payments/credits
that were accounted for during the current billing cycle.

OR0528 'PAYMENT' found.
F1=Help      F3=End      F5=Outline  F7=Prev     F9=Profile  F11=
F2=          F4=          F6=FindNext F8=Next     F10=Notes  F12=

```

14. Press [F6] to find the next instance of the word “payment”.

The next instance displays:

```

====>
                                Payment Schedule:OLRDEMO
                                                Level 3
                                                Page 1

A policyholder may choose one of three periodic premium rating payments.

Finance charges are calculated based on a monthly periodic rate of 1% ,
a quarterly periodic rate of 3% , OR an annual percentage rate of 12% .

Premium balance is subject to finance charge. The balance subject to
finance charge is the last outstanding balance minus payments/credits
that were accounted for during the current billing cycle.

OR0528 'PAYMENT' found.
F1=Help      F3=End      F5=Outline  F7=Prev     F9=Profile  F11=
F2=Mark      F4=          F6=FindNext F8=Next     F10=Notes  F12=

```

15. Press [F3] End. The outline re-displays.

## Using the Topic List

In this exercise, you will learn how to select a topic from an alphabetic list of topics and how to switch to a different group library.

### Viewing a list of topics

1. From the Select Book screen, press [F12].  
The Select Topic screen displays:

```
====>                               Select Topic                               DEMOGRP1
List Next ====>

Title                                :QUALIFIER
Address 1                             :OLRDEMO
Address 2                             :OLRDEMO
Address 3                             :OLRDEMO
American Travel Club                 :OLRDEMO
Annual Payments                      :OLRDEMO
APV                                  :OLRDEMO
Auto USA Club                        :OLRDEMO
Autos                                 :OLRDEMO
Bodily Injuries Coverage             :OLRDEMO
Bodily Occur                         :OLRDEMO
Bodily Person                        :OLRDEMO
Bodily Premium                      :OLRDEMO
Commercial                           :OLRDEMO
Comp Deduct                          :OLRDEMO
Compact                              :OLRDEMO
To view by Group, TYPE the Group ID at the command ====> and press <ENTER>.

F1=Help      F3=End      F5=Outline   F7=      F9=Profile   F11=Groups
F2=Mark      F4=      F6=Read     F8=Fwd   F10=Notes   F12=Books
```

The Select Topic screen works just like the Select Book screen.

Once you have selected a topic, you can:

- press [F2] to set a bookmark for it
- press [F5] to view its outline
- press [F6] to read it
- press [F10] to see its note list.

## Using the “Next Title” field

If you know the beginning letters of a title, you can type them into the Next Title field, then press [ENTER] to scroll the topic list to titles starting with the letter or letters you typed.

2. [TAB] to the “Next Title” field and type 'rating', then press [ENTER]. The list will be scroll to start with the topic “Rating Codes Directory”:

```

===>                               Select Topic                               DEMOGRP1
Next Title ===>

Title                               :QUALIFIER
Rating Codes Directory               :OLRDEMO
Safe Driver                          :OLRDEMO
Safe-Driver                          :OLRDEMO
SDAI Methods and Procedures          :OLRDEMO
Sex                                   :OLRDEMO
Shippers Association                 :OLRDEMO
Special Package                      :OLRDEMO
Special Packages                     :OLRDEMO
Sport                                 :OLRDEMO
Standard                             :OLRDEMO
Sub Total                            :OLRDEMO
Sub-Compact                          :OLRDEMO
Telephone No                         :OLRDEMO
Total Premium                        :OLRDEMO
Travel Club                           :OLRDEMO
Travel Clubs                          :OLRDEMO

To view by Group, TYPE the Group ID at the command ===> and press <ENTER>.

F1=Help      F3=End      F5=Outline  F7=Bkwd    F9=Profile  F11=Groups
F2=Mark      F4=         F6=Read    F8=Fwd     F10=Notes   F12=Books

```

## Opening a Group Library

If you are authorized to read topics in more than one group library, you can select a group library from a list.

- To select a group library from a list, press [F11].

The Group List window displays:

**Tip:**

When a reader views the Group List window, the Access levels are not shown.

```

====>                               Select Topic                               DEMOGRP1
Next Title ====>

      .- Groups - DBAJMK -----
      |
      | Title           | Group   | Description           | Topic | Note |
      | Rating Codes | DEMOGRP1 | OLR Demo Group       | Manager | Editor |
      | Safe Driver  | FORMGRP | GROUP FOR ADDING FORMS | Reader | Author |
      | Safe-Driver  | OLRHELP | OLR HELP about OLR System | Reader | Author |
      | SDAI Methods | OLRTERMS | OLR Glossary of Terms  | Reader | Author |
      | Sex          |         |                         |         |         |
      | Shippers As |         |                         |         |         |
      | Special Pac |         |                         |         |         |
      | Special Pac |         |                         |         |         |
      | Sport       |         |                         |         |         |
      | Standard    |         |                         |         |         |
      | Sub Total   |         |                         |         |         |
      | Sub-Compac  |         |                         |         |         |
      | Telephone N |         | To change group, select then press <F3>. |         |         |
      | Total Premi | F1=Help  | F3=End   | F7=   | F11=  |
      | Travel Club | F2=AdmList | F4=Reset | F8=   | F12=  |
      | Travel Club |         |         |         |         |
      |-----|
      | To view by Group, TYPE the Group ID at the command ====> and press <ENTER>. |
      | OR8000 Please make a selection. |
      | F1=Help      | F3=End   | F5=Outline | F7=Bkwd | F9=Profile | F11=Groups |
      | F2=Mark     | F4=      | F6=Read   | F8=Fwd  | F10=Notes  | F12=Books  |
  
```

- [TAB] to the left of the group "OLRHELP", then press [F3].

The Select Topic screen lists topics in the group OLRHELP:

**Tip:**

The OLRHelp group library contains all help topics for the OLR System. Authorized writers can add or edit topics in this group library.

```

====>                               Select Topic                               OLRHELP
Next Title ====>

      Title                                     :QUALIFIER
      Add Administrator Window                  :OLRDEMO
      Add Administrator: Userid                :OLRDEMO
      Add Group User Window                    :OLRDEMO
      Add Group User: Userid                   :OLRDEMO
      Add Group Window                          :OLRDEMO
      Add Group: Group Id                       :OLRDEMO
      Add Help Link Window                     :OLRDEMO
      Add Help Link Window - Base Help         :OLRDEMO
      Add Help: Application                     :OLRDEMO
      Add Help: Base Column                    :OLRDEMO
      Add Help: Base Help Application           :OLRDEMO
      Add Help: Base Row                       :OLRDEMO
      Add Help: Base Screen                    :OLRDEMO
      Add Help: Column                          :OLRDEMO
      Add Help: Length                          :OLRDEMO
      Add Help: Level                          :OLRDEMO
      To view by Group, TYPE the Group ID at the command ====> and press <ENTER>.
      OR0119 Group changed from DEMOGRP1 to OLRHELP.
      F1=Help      F3=End   F5=Outline | F7=   F9=Profile | F11=Groups |
      F2=Mark     F4=      F6=Read   | F8=Fwd  F10=Notes  | F12=Books  |
  
```

5. Press [F11] Groups, then select the group DEMOGRP1.  
The Topic List for DEMOGRP1 displays:

**Tip:**

The name of the currently selected group displays in the upper right corner of the screen.

```

====>                               Select Topic                               DEMOGRP1
  List Next ====>

  Title                               :QUALIFIER
  Address 1                           :OLRDEMO
  Address 2                           :OLRDEMO
  Address 3                           :OLRDEMO
  American Travel Club                 :OLRDEMO
  Annual Payments                      :OLRDEMO
  APV                                  :OLRDEMO
  Auto USA Club                        :OLRDEMO
  Autos                               :OLRDEMO
  Bodily Injuries Coverage             :OLRDEMO
  Bodily Occur                        :OLRDEMO
  Bodily Person                       :OLRDEMO
  Bodily Premium                      :OLRDEMO
  B0748365                             :OLRDEMO
  Commercial                          :OLRDEMO
  Comp Deduct                         :OLRDEMO
  Compact                             :OLRDEMO

  To view by Group, TYPE the Group ID at the command ====> and press <ENTER>.

  F1=Help      F3=End      F5=Outline  F7=      F9=Profile  F11=Groups
  F2=Mark      F4=      F6=Read    F8=Fwd   F10=Notes  F12=Books

```

6. Press [F12] Books.  
The Select Book screen display a list of books in the group DEMOGRP1:

**Tip:**

If you know the name of a group, type it at the command prompt, then press [ENTER] to open it.

```

====>                               Select Book                               DEMOGRP1
  Next Title ====>

  Title                               :QUALIFIER
  Discount Group Programs              :OLRDEMO
  Driver Restriction Codes             :OLRDEMO
  Drivers License Class Codes          :OLRDEMO
  Policy Processing Guidelines         :OLRDEMO
  SDAI Methods and Procedures          :OLRDEMO
  Vehicle Codes                       :OLRDEMO

  To view by Group, TYPE the Group ID at the command ====> and press <ENTER>.
  OR0119 Group changed from OLRHELP to DEMOGRP1.
  F1=Help      F3=End      F5=Outline  F7=      F9=Profile  F11=Groups
  F2=Mark      F4=      F6=Read    F8=      F10=Notes  F12=List

```

7. This is the end of the “Finding a Topic” exercise. If you don’t plan to continue at this time, press [CLEAR] to exit OnLine Reference.

## Searching for Topics

This exercise will show you how to use the OLR Search Facility. You will learn how to set up the criteria for a search, and review the topics retrieved as the result of a search.

### Setting criteria for a search

1. From the Select Book screen, type 'search' at the command prompt, then press [ENTER]. The Search window displays:

**Tip:**

You can use the search command from the Select Topic or Select Book screens.

```

===> search                               Select Book                               DEMOGRP1
Next Title ===>

Title                                     .- Search - DEMOGRP1 Topics -----
Discount Gr | Type the word(s) or phrase(s) to search for below: | More: +
Driver Rest | _____ |
Drivers Lic  | |
Policy Proc  | |
SDAI Method  | Separate words or phrases with ... , |
Vehicle Cod  | Match any/all words or phrases ... any (any/all) |

Search type ..... 1 1) Keyword 3) Author/Date
                2) Title

Page forward for more choices.
To start the search, press ENTER.

F1=Help   F3=End   F5=KwdList   F7=   F8=Fwd

-----

To view by Group, TYPE the Group ID at the command ===> and press <ENTER>.

F1=Help   F3=End   F5=Outline   F7=Bkwd   F9=Profile   F11=Groups
F2=Mark   F4=   F6=Read   F8=   F10=Notes   F12=List

```

The Search Type determines the kind of search to be done:

- use Keyword search to find topics that have been linked to the keyword(s) you provide
- use Title search to find topics whose titles contain the word(s) or phrase(s) you provide
- use Author/Date search to find topics that were added or last changed by a particular author, or between two particular dates.

When you select a Keyword or Title search, you can provide Author and/or Date criteria to narrow the search criteria.

2. Press [F8] Fwd to scroll the search window. To provide author or date range criteria, use the Author, From and To fields on this page.
3. Press [F7] Bkwd. The first page of the Search window re-displays.





11. Press [F3] End again. The Search window re-displays.

## Searching by title

You can use the Title search to locate titles that include a specific word or combination of words. Lets search for topics with either “DISCOUNT” or “CLUB” in its title.

12. Type a comma, then a space, then "CLUB" after the word "DISCOUNT".
13. [TAB] to the “Search Type” field and type '2' to request a Title Search, as shown below:

### Tip:

To search for topics that match all the search words, type 'all' at the “Match any/all words or phrases” prompt.

```

===> search                               Select Book                               DEMOGRP1
Next Title ===>

Title | .- Search - DEMOGRP1 Topics -----|
Discount Gr | Type the word(s) or phrase(s) to search for below: | More: +
Driver Rest | |
Drivers Lic | DISCOUNT, CLUB |
Policy Proc | |
SDAI Method | Separate words or phrases with ... , |
Vehicle Cod | Match any/all words or phrases ... any (any/all) |

| Search type ..... 2 1) Keyword 3) Author/Date |
| 2) Title |
| Page forward for more choices. |
| To start the search, press ENTER. |
| F1=Help F3=End F5=KwdList F7= F8=Fwd |
-----|

To view by Group, TYPE the Group ID at the command ===> and press <ENTER>.

F1=Help F3=End F5=Outline F7=Bkwd F9=Profile F11=Groups
F2=Mark F4= F6=Read F8= F10=Notes F12=List

```

14. Press [ENTER] to begin the search.

## Searching by Author and/or Date

You can also search for topics by Author and Date.

To search for topics added or changed by a specific author in a date range, or for any topics added or changed in a date range, type '3' at the Option prompt in the Search window, then press [F8] to scroll the Search window, then type the Author and/or Date criteria for the search.

You can also use Author and Date criteria when you are searching by Title or Keyword.

The Search Results window displays all topics with either "DISCOUNT" or "CLUB" in their title:

**Tip:**

You can select a topic in the Search Results window, then

1. press [F6] to read it
2. type 'print' at the command prompt to print it
3. press [F5] to view its outline
4. press [F10] to view its notes.

```

====> search                               Select Book                               DEMOGRP1
Next Title ====>
      Title |                               .- Search - DEMOGRP1 Topics -----
Discount Gr |                               |                               More: + |
Driver Rest |                               |                               |
--- Search Results ----- DEMOGRP1 ---
====>                                     Topics 1 to 7 of 7   Page   1
      Title                               :QUALIFIER
American Travel Club                     :OLRDEMO
Auto USA Club                             :OLRDEMO
Discount Amount                           :OLRDEMO
Discount Categories                       :OLRDEMO
Discount Group Programs                   :OLRDEMO
Mobile Travel Club                        :OLRDEMO
Travel Club                               :OLRDEMO

OR8000 Please make a selection.
F1=Help   F3=End   F5=Outline   F7=       F9=Profile   F11=
F2=       F4=       F6=Read     F8=       F10=Notes   F12=List

```

15. This is the end of the "Searching for Topics" exercise. If you don't plan to continue at this time, press [CLEAR] to exit OnLine Reference.

To continue on to the next exercise,

- press [F3] to remove the Search Results window.
- press [F3] again to return to the Select Book screen.

## Using Bookmarks

In this exercise, you will learn how to use bookmarks to save your place when reading information. You will mark a topic in a book, then leave that topic to read another, using the SWITCH command to toggle topics.

### Finding a Topic to mark

1. From the Select Book screen, [TAB] to the left of the book titled “Discount Group Programs”:

```

====>                               Select Book                               DEMOGRP1
Next Title ====>

Title                                :QUALIFIER
Discount Group Programs               :OLRDEMO
Driver Restriction Codes              :OLRDEMO
Drivers License Class Codes           :OLRDEMO
Policy Processing Guidelines          :OLRDEMO
SDAI Methods and Procedures           :OLRDEMO
Vehicle Codes                         :OLRDEMO

To view by Group, TYPE the Group ID at the command ====> and press <ENTER>.
OR8000 Please make a selection.
F1=Help    F3=End    F5=Outline  F7=      F9=Profile  F11=Groups
F2=        F4=        F6=Read   F8=      F10=Notes  F12=List

```

2. Press [F5] Outline. The outline for “Discount Group Programs” displays.
3. [TAB] to the left of the topic “Employer Group Categories”:

```

====>                               Outline - Discount Group Programs:OLRDEMO                               Page 1
+ Discount Group Programs:OLRDEMO
+ Employer Group Categories:OLRDEMO
  Shippers Association:OLRDEMO
  Membership Requirements:OLRDEMO
  Credit Union:OLRDEMO
  Military:OLRDEMO
  Travel Clubs:OLRDEMO
  American Travel Club:OLRDEMO
  Auto USA Club:OLRDEMO
  Locations and Contacts:OLRDEMO
  Mobile Travel Club:OLRDEMO
  Special Packages:OLRDEMO
  Safe-Driver:OLRDEMO
  Commercial:OLRDEMO
  Fleet:OLRDEMO

(+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help    F3=End    F5=      F7=      F9=Profile  F11=
F2=        F4=        F6=Read  F8=      F10=Notes  F12=

```

#### Tip:

A plus (+) sign next to the title indicates that a topic has text.

If no plus sign appears, the topic has no text to display.

4. Press [F6] Read. The selected topic displays:

```

===>
                                Employer Group Categories:OLRDEMO
                                                Level  2
                                                Page   1

Safe Driver Auto Insurance Company offers discounted rates to
employer-sponsored member groups.  These groups are comprised of many
different companies and their employees and families and are grouped
into three major categories.

Current employer group categories are:

Shippers Association      (SDAI Liaison, Jean Silver, x176)
Credit Unions            (SDAI Liaison, Bob Knight, x159)
Military                  (SDAI Liaison, Pat Lindsey, x162)

The SDAI liaisons maintain the catalog of member companies and
institutions in the specific category groups.  Employers in each
category maintain membership qualification guidelines and pre-qualify
the policyholder.  When a group member purchases a policy from SDAI, the
underwriter need only ensure that the requester is on the company's
eligibility list.

F1=Help      F3=End      F5=Outline  F7=Prev      F9=Profile  F11=
F2=          F4=          F6=         F8=Fwd       F10=Notes  F12=

```

## Setting a Bookmark

5. Type 'mark' at the command prompt, then press ENTER to set a bookmark at the selected topic.

The title of the marked topic displays near the top of the screen:

**Tip:**

To remove a bookmark, type 'unmark' at the command prompt.

```

===>
                                Employer Group Categories:OLRDEMO
                                                Level  2
Mark: Employer Group Categories:OLRDEMO
                                                Page   1
Safe Driver Auto Insurance Company offers discounted rates to
employer-sponsored member groups.  These groups are comprised of many
different companies and their employees and families and are grouped
into three major categories.

Current employer group categories are:

Shippers Association      (SDAI Liaison, Jean Silver, x176)
Credit Unions            (SDAI Liaison, Bob Knight, x159)
Military                  (SDAI Liaison, Pat Lindsey, x162)

The SDAI liaisons maintain the catalog of member companies and
institutions in the specific category groups.  Employers in each
category maintain membership qualification guidelines and pre-qualify
the policyholder.  When a group member purchases a policy from SDAI, the
underwriter need only ensure that the requester is on the company's
eligibility list.

F1=Help      F3=End      F5=Outline  F7=Prev      F9=Profile  F11=
F2=          F4=          F6=         F8=Fwd       F10=Notes  F12=

```

6. When you're done reading the topic, press [F3].  
Press [F3] again. The Select Book screen re-displays.

7. Now lets read a different book.

[TAB] to the left of the book titled “Policy Processing Guidelines”:

```

===>                               Select Book                               DEMOGRP1
Next Title ===>
Mark: Employer Group Categories
Title                               :QUALIFIER
Discount Group Programs             :OLRDEMO
Driver Restriction Codes            :OLRDEMO
Drivers License Class Codes        :OLRDEMO
Policy Processing Guidelines      :OLRDEMO
SDAI Methods and Procedures        :OLRDEMO
Vehicle Codes                       :OLRDEMO

To view by Group, TYPE the Group ID at the command ===> and press <ENTER>.
OR8000 Please make a selection.
F1=Help      F3=End      F5=Outline  F7=          F9=Profile  F11=Groups
F2=          F4=          F6=Read    F8=          F10=Notes  F12=List

```

8. Press [F5] Outline. The outline displays.
9. [TAB] to the left of the topic “Monthly Payments”, as shown below:

```

===>
Outline - Policy Processing Guidelines:OLRDEMO                               Page 1
Mark: Employer Group Categories:OLRDEMO
+ Policy Processing Guidelines:OLRDEMO
+ Customer Information:OLRDEMO
  Questionnaire:OLRDEMO
  + Exception Processing Procedures:OLRDEMO
  Coverage/Premium Standards:OLRDEMO
+ Policy Term:OLRDEMO
+ Policy Renewal:OLRDEMO
+ Rating Codes Directory:OLRDEMO
+ Payment Schedule:OLRDEMO
+ Monthly Payments:OLRDEMO
+ Quarterly Payments:OLRDEMO
+ Annual Payments:OLRDEMO
+ Discount Categories:OLRDEMO
+ Vehicle Listings:OLRDEMO
  Internal Reporting Requirements:OLRDEMO
  Forms Routing:OLRDEMO
  Policy Archiving Procedures:OLRDEMO
  (+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help      F3=End      F5=          F7=          F9=Profile  F11=
F2=          F4=          F6=Read    F8=          F10=Notes  F12=

```

10. Press [F6] Read. The selected topic displays.

## Jumping to the bookmarked Topic

11. You can use the SWITCH command to jump to the marked topic and set a bookmark at the current topic.

Type 'switch' at the command prompt, then press [ENTER].

```

===> switch
                                     Monthly Payments:OLRDEMO           Level  4
Mark: Employer Group Categories:OLRDEMO           Page   1
How monthly minimum payments are calculated:

The minimum payment is computed for on a monthly basis according to the
following schedule:

Policy Month No.      1      2      3      4      5      6
Minimum Payment
(% of balance)      11%   12%   13%   14%   15%   17%

Policy Month No.      7      8      9     10     11     12
Minimum Payment
(% of balance)      20%   21%   26%   34%   49%   50%

Any previous, unpaid balance will be added to the current month's
balance.

F1=Help      F3=End      F5=Outline  F7=Prev     F9=Profile  F11=
F2=          F4=         F6=         F8=Next    F10=Notes  F12=

```

12. The marked topic displays, and the Monthly Payments topic is marked:

```

===>
                                     Employer Group Categories:OLRDEMO       Level  2
Mark: Monthly Payments:OLRDEMO           Page   1
Safe Driver Auto Insurance Company offers discounted rates to
employer-sponsored member groups. These groups are comprised of many
different companies and their employees and families and are grouped
into three major categories.

Current employer group categories are:

Shippers Association      (SDAI Liaison, Jean Silver, x176)
Credit Unions            (SDAI Liaison, Bob Knight, x159)
Military                  (SDAI Liaison, Pat Lindsey, x162)

The SDAI liaisons maintain the catalog of member companies and
institutions in the specific category groups. Employers in each
category maintain membership qualification guidelines and pre-qualify
the policyholder. When a group member purchases a policy from SDAI, the
underwriter need only ensure that the requester is on the company's
eligibility list.

F1=Help      F3=End      F5=Outline  F7=Prev     F9=Profile  F11=
F2=          F4=         F6=         F8=Fwd     F10=Notes  F12=

```

13. Press [F3] End. The outline for Employer Group Categories displays.

```

====>
                                Outline - Discount Group Programs:OLRDEMO
Mark: Monthly Payments:OLRDEMO
+ Employer Group Categories:OLRDEMO
  Shippers Association:OLRDEMO
  Membership Requirements:OLRDEMO
  Credit Union:OLRDEMO
  Military:OLRDEMO
  Travel Clubs:OLRDEMO
  American Travel Club:OLRDEMO
  Auto USA Club:OLRDEMO
  Locations and Contacts:OLRDEMO
  Mobile Travel Club:OLRDEMO
  Special Packages:OLRDEMO
  Safe-Driver:OLRDEMO
  Commercial:OLRDEMO
  Fleet:OLRDEMO

                                (+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help      F3=End      F5=      F7=Bkwd     F9=Profile  F11=
F2=Mark      F4=      F6=Read  F8=      F10=Notes  F12=

```

## Switching between Outlines

14. From here, you can type the SWITCH command to jump directly to the outline of the marked topic.

Type 'switch' at the command prompt, then press [ENTER]:

```

====>
                                Outline - Policy Processing Guidelines:OLRDEMO
Mark: Employer Group Categories:OLRDEMO
+ Monthly Payments:OLRDEMO
+ Quarterly Payments:OLRDEMO
+ Annual Payments:OLRDEMO
+ Discount Categories:OLRDEMO
+ Vehicle Listings:OLRDEMO
  Internal Reporting Requirements:OLRDEMO
  Forms Routing:OLRDEMO
  Policy Archiving Procedures:OLRDEMO

                                (+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help      F3=End      F5=      F7=Bkwd     F9=Profile  F11=
F2=Mark      F4=      F6=Read  F8=      F10=Notes  F12=

```

## Removing a Bookmark

The Unmark command removes the bookmark.

15. Type 'Unmark' at the command prompt, then press [ENTER].

```

===> Unmark
                Outline - Policy Processing Guidelines:OLRDEMO
Mark: Employer Group Categories:OLRDEMO           Page 1
      + Monthly Payments:OLRDEMO
      + Quarterly Payments:OLRDEMO
      + Annual Payments:OLRDEMO
      + Discount Categories:OLRDEMO
+ Vehicle Listings:OLRDEMO
  Internal Reporting Requirements:OLRDEMO
    Forms Routing:OLRDEMO
    Policy Archiving Procedures:OLRDEMO

                (+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help      F3=End      F5=          F7=Bkwd      F9=Profile   F11=
F2=Mark      F4=          F6=Read     F8=          F10=Notes   F12=

```

16. The bookmark is cleared.

```

===>
                Outline - Policy Processing Guidelines:OLRDEMO
Employer Group Categories:OLRDEMO           Page 1
      + Monthly Payments:OLRDEMO
      + Quarterly Payments:OLRDEMO
      + Annual Payments:OLRDEMO
      + Discount Categories:OLRDEMO
+ Vehicle Listings:OLRDEMO
  Internal Reporting Requirements:OLRDEMO
    Forms Routing:OLRDEMO
    Policy Archiving Procedures:OLRDEMO

                (+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help      F3=End      F5=          F7=Bkwd      F9=Profile   F11=
F2=Mark      F4=          F6=Read     F8=          F10=Notes   F12=

```

This is the end of the “Using Bookmarks” exercise.

If you don't plan to continue at this time,  
press [CLEAR] to exit OnLine Reference.

To continue on to the next exercise, press [F3].  
The Select Book screen displays.

## Creating a Book

In this exercise, you will learn how to add a book to OnLine Reference and create a table of contents for it using the outliner.

### Adding a Book

1. From the Select Book screen, type 'addtop' at the command prompt:

```

===> addtop                               Select Book                               DEMOGRP1
Next Title ===>

Title
Discount Group Programs
Driver Restriction Codes
Drivers License Class Codes
Policy Processing Guidelines
SDAI Methods and Procedures
Vehicle Codes

To view by Group, TYPE the Group ID at the command ===> and press <ENTER>.
OR8000 Please make a selection.
F1=Help      F3=End      F5=Outline   F7=          F9=Profile   F11=Groups
F2=Mark      F4=          F6=Read     F8=          F10=Notes   F12=List
  
```

2. Press [ENTER]. The Add Topic window displays.

Type 'Claim Processing Procedures' in the title field, as shown below:

```

===> addtop                               Select Book                               DEMOGRP1
Next Title ===>

Title

.- Add Topic -----
|                                                                    Uplow
| Title ..... Claim Processing Procedures
| Qualifier .. OLRDEMO
| Group ..... DEMOGRP1
|
| Book ..... Y (Y/N)   Alias of Mark Topic .. N (Y/N)
| Form ..... N (Y/N)
|
| Press <ENTER> to add.
| F1=Help      F3=End      F5=Upper    F11=Groups
| F2=          F4=AddNew   F6=Topics   F12=
|-----

To view by Group, TYPE the Group ID at the command ===> and press <ENTER>.

F1=Help      F3=End      F5=Outline   F7=          F9=Profile   F11=Groups
F2=Mark      F4=          F6=Read     F8=          F10=Notes   F12=List
  
```

#### Tip:

When you add a topic from the Select Book list, the Book attribute is automatically set to 'Y', as shown in this example.

3. Press [ENTER] to add the book

The Select Book list displays titles in alphabetic order, as shown below:

```

===>                                     Select Book                                     DEMOGRP1
Next Title ===>

Title                                     :QUALIFIER
Claim Processing Procedures             :OLRDEMO
Discount Group Programs                   :OLRDEMO
Driver Restriction Codes                   :OLRDEMO
Drivers License Class Codes               :OLRDEMO
Policy Processing Guidelines               :OLRDEMO
SDAI Methods and Procedures               :OLRDEMO
Vehicle Codes                             :OLRDEMO

To view by Group, TYPE the Group ID at the command ===> and press <ENTER>.
OR0100 Topic 'Claim Processing Procedures' added.
F1=Help      F3=End      F5=Outline  F7=      F9=Profile  F11=Groups
F2=Mark      F4=      F6=Read    F8=      F10=Notes  F12=List

```

## Developing the table of contents

Let's build a table of contents using the outliner. A book outline is its table of contents. An outline can have as many levels as you need. An outline is built one level at a time. The first step is to define the first level subtopics.

4. Type 'modout' at the command prompt, then [TAB] to the left of the title "Claim Processing Procedures", as shown below:

```

===> modout                               Select Book                               DEMOGRP1
Next Title ===>

Title                                     :QUALIFIER
Claim Processing Procedures             :OLRDEMO
Discount Group Programs                   :OLRDEMO
Driver Restriction Codes                   :OLRDEMO
Drivers License Class Codes               :OLRDEMO
Policy Processing Guidelines               :OLRDEMO
SDAI Methods and Procedures               :OLRDEMO
Vehicle Codes                             :OLRDEMO

To view by Group, TYPE the Group ID at the command ===> and press <ENTER>.
OR0100 Topic 'Claim Processing Procedures' added.
F1=Help      F3=End      F5=Outline  F7=      F9=Profile  F11=Groups
F2=Mark      F4=      F6=Read    F8=      F10=Notes  F12=List

```





## Selecting an existing Topic

You can also include existing topics in your outline.

9. Press [F12] Topics. The Topic List window displays.

```

====>
          Change | - Topics - DEMOGRP1 -----
          Next ==> |
          Title   | :Qualifier
          Address 1 | :OLRDEMO
Act  Subtopic Title | Address 2       | :OLRDEMO
Initiating a C | Address 3       | :OLRDEMO
Damage Apprais | American Travel Club | :OLRDEMO
Determining Co | Annual Payments  | :OLRDEMO
Payment Guidel | APV              | :OLRDEMO
          | Area Code Field  | :OLRDEMO
          | Auto USA Club    | :OLRDEMO
          | Autos            | :OLRDEMO
          | Bodily Injury    | :OLRDEMO
          | Bodily Occur     | :OLRDEMO
          |
          | Select subtopics for outline, then press F3.
          | F1=Help   F3=End   F7=    F11=Groups
          | F2=Mark   F4=Reset  F8=Fwd  F12=Books
          |-----
          | (+ Text) (> Subtopics)
          |
F1=Help   F3=End   F5=Outline F7=    F9=Profile F11=AddTop
F2=Mark   F4=Save   F6=Read   F8=    F10=Notes F12=Topics

```

10. To scroll the list to topics starting with “int”, type 'int' at the “Next” prompt, then press [ENTER]:

### Tip:

To select more than one topic, type any character in its select field, then press [ENTER].

Topics will appear in the outline in the order you select them.

```

====>
          Change | - Topics - DEMOGRP1 -----
          Next ==> |
          Title   | :Qualifier
          Internal Reporting Requirements | :OLRDEMO
Act  Subtopic Title | Last Name       | :OLRDEMO
Initiating a C | Locations and Contacts | :OLRDEMO
Damage Apprais | Liability        | :OLRDEMO
Determining Co | Medical          | :OLRDEMO
Payment Guidel | Membership Requirements | :OLRDEMO
          | Mid-size         | :OLRDEMO
          | Military         | :OLRDEMO
          | Mini             | :OLRDEMO
          | Minivan         | :OLRDEMO
          | Mobil Travel Club | :OLRDEMO
          | Monthly Payments | :OLRDEMO
          |
          | Select subtopics for outline, then press F3.
          | F1=Help   F3=End   F7=    F11=Groups
          | F2=Mark   F4=Reset  F8=Fwd  F12=Books
          |-----
          | (+ Text) (> Subtopics)
          |
F1=Help   F3=End   F5=Outline F7=    F9=Profile F11=AddTop
F2=Mark   F4=Save   F6=Read   F8=    F10=Notes F12=Topics

```



The outline displays as shown below:

```

===>
                                Outline - Claim Processing Procedures:OLRDEMO
                                Page 1
Claim Processing Procedures:OLRDEMO
  Initiating a Claim:OLRDEMO
  Damage Appraisal:OLRDEMO
  Determining Coverage:OLRDEMO
  Payment Guidelines:OLRDEMO
+ Internal Reporting Requirements:OLRDEMO
+ Forms Routing:OLRDEMO

                                (+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help      F3=End      F5=          F7=          F9=Profile  F11=
F2=Mark      F4=          F6=Read     F8=          F10=Notes  F12=

```

## Adding another level to an Outline

Now lets add another level to the outline.

13. Type 'modout' at the command prompt, then [TAB] to the left of the topic "Determining Coverage", as shown below:

```

===> modout
                                Outline - Claim Processing Procedures:OLRDEMO
                                Page 1
Claim Processing Procedures:OLRDEMO
  Initiating a Claim:OLRDEMO
  Damage Appraisal:OLRDEMO
  Determining Coverage:OLRDEMO
  Payment Guidelines:OLRDEMO
  Internal Reporting Requirements:OLRDEMO
  Forms Routing:OLRDEMO

                                (+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help      F3=End      F5=          F7=          F9=Profile  F11=
F2=Mark      F4=          F6=Read     F8=          F10=Notes  F12=

```















28. Press [F4] Save to save the outline, then press [F5] Outline to display the outline:

```
====>
                                Outline - Claim Processing Procedures:OLRDEMO
                                Page      1
Claim Processing Procedures:OLRDEMO
  Initiating a Claim:OLRDEMO
  Damage Appraisal:OLRDEMO
  Determining Coverage:OLRDEMO
    Liability:OLRDEMO
    Collision:OLRDEMO
    Uninsured Motor Vehicle:OLRDEMO
    Medical Payments:OLRDEMO
    Comprehensive:OLRDEMO
  Payment Guidelines:OLRDEMO
  Internal Reporting Requirements:OLRDEMO
  Forms Routing:OLRDEMO

                                (+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help      F3=End      F5=      F7=      F9=Profile  F11=
F2=Mark     F4=      F6=Read  F8=      F10=Notes  F12=
```

29. This is the end of the “Creating a Book” exercise. If you don’t plan to continue at this time, press [CLEAR] to exit OnLine Reference.

To continue on to the next exercise, press [F3] to return to the Select Book screen.

## Writing and Editing Text

The editor is the basic tool in the OLR System for working with text online. In this exercise, you will use the editor to write text for one of the topics in the outline you built in the “Creating a Book” exercise.

1. From the Select Book screen, [TAB] to the left of the book titled “Claim Processing Procedures”:

```

===>                               Select Book                               DEMOGRP1
Next Title ===>

Title                               :QUALIFIER
Claim Processing Procedures         :OLRDEMO
Discount Group Programs             :OLRDEMO
Driver Restriction Codes            :OLRDEMO
Drivers License Class Codes         :OLRDEMO
Policy Processing Guidelines         :OLRDEMO
SDAI Methods and Procedures         :OLRDEMO
Vehicle Codes                       :OLRDEMO

To view by Group, TYPE the Group ID at the command ===> and press <ENTER>.
OR8000 Please make a selection.
F1=Help   F3=End   F5=Outline  F7=Bkwd   F9=Profile  F11=Groups
F2=Mark   F4=     F6=Read   F8=      F10=Notes  F12=List

```

2. Press [F5] Outline. The outline for “Claim Processing Procedures” displays.

## Using the Editor

3. Type 'edit' at the command prompt, then [TAB] to the left of the topic “Initiating a Claim”, as shown below:

```

===> edit                               Outline - Claim Processing Procedures:OLRDEMO                               Page 1
Claim Processing Procedures:OLRDEMO
Initiating a Claim:OLRDEMO
Damage Appraisal:OLRDEMO
Determining Coverage:OLRDEMO
Liability:OLRDEMO
Collision:OLRDEMO
Uninsured Motor Vehicle:OLRDEMO
Medical Payments:OLRDEMO
Comprehensive:OLRDEMO
Payment Guidelines:OLRDEMO
Internal Reporting Requirements:OLRDEMO
Forms Routing:OLRDEMO

(+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help   F3=End   F5=     F7=     F9=Profile  F11=
F2=Mark   F4=     F6=Read  F8=     F10=Notes  F12=

```















## Highlighting a line of text

17. To highlight the first line of text, type '>' over line number 01:

**Tip:**

You can also type 'h' in the Act field on a line to highlight it.

```

====>
Act                               Edit - Initiating a Claim:OLRDEMO           UpLow
>1  Notice to Us of an Accident or Loss                          Page   1
02
03  A claim is initiated when the insured gives us or one of our agents
04  written notice of an accident or loss. This notice must be given as
05  soon as reasonably possible after the incident. The notice must
06  include:
07
08  . the name of the insured
09  . the names and addresses of all persons involved
10  . the hour, date, place and facts of the accident or loss
11  . the names and addresses of witnesses
..
..
..
..
..
..
**  ****:****1****:****2****:****3****:****4****:****5****:****6****:****7**

F1=Help      F3=End      F5=Outline  F7=         F9=Wordwrap F11=Join
F2=Addlink   F4=Save     F6=         F8=Fwd     F10=Pwr-Type F12=Split

```

18. Press [ENTER] to see the result:

```

====>
Act                               Edit - Initiating a Claim:OLRDEMO           UpLow
01  Notice to Us of an Accident or Loss                          Page   1
02
03  A claim is initiated when the insured gives us or one of our agents
04  written notice of an accident or loss. This notice must be given as
05  soon as reasonably possible after the incident. The notice must
06  include:
07
08  . the name of the insured
09  . the names and addresses of all persons involved
10  . the hour, date, place and facts of the accident or loss
11  . the names and addresses of witnesses
..
..
..
..
..
..
**  ****:****1****:****2****:****3****:****4****:****5****:****6****:****7**

F1=Help      F3=End      F5=Outline  F7=         F9=Wordwrap F11=Join
F2=Addlink   F4=Save     F6=         F8=Fwd     F10=Pwr-Type F12=Split

```

## Highlighting a word or phrase

Selective highlighting can bring a reader's attention to a word or phrase. You use the symbols > and < to choose the words or phrases you want to highlight. The reader will not see the highlight symbols.

19. Type over the spaces on either side of the word "reasonably" with the > and < symbols, as shown below.

To highlight the last four lines, type a < symbol at the end of each sentence .

### Tip:

The > symbol is not needed when the word or phrase starts at the beginning of the line.

The < symbol is not needed when the word or phrase is at the end of a line.

```

====>
Act                               Edit - Initiating a Claim:OLRDEMO           UpLow
                                Page 1
01 Notice to Us of an Accident or Loss
02
03 A claim is initiated when the insured gives us or one of our agents
04 written notice of an accident or loss. This notice must be given as
05 soon as>reasonably<possible after the incident. The notice must
06 include:
07
08 . the name of the insured<
09 . the names and addresses of all persons involved<
10 . the hour, date, place and facts of the accident or loss<
11 . the names and addresses of witnesses<
..
..
..
..
..
..
..
..
**   ***:****1***:****2***:****3***:****4***:****5***:****6***:****7**

F1=Help      F3=End      F5=Outline  F7=         F9=Wordwrap F11=Join
F2=Addlink   F4=Save     F6=         F8=Fwd     F10=Pwr-Type F12=Split

```

20. Now it's time to see how the text you've entered will look to a reader. Press [F4] Save to save the topic.

```

====>
Act                               Edit - Initiating a Claim:OLRDEMO           UpLow
                                Page 1
01 Notice to Us of an Accident or Loss
02
03 A claim is initiated when the insured gives us or one of our agents
04 written notice of an accident or loss. This notice must be given as
05 soon as>reasonably<possible after the incident. The notice must
06 include:
07
08 . the name of the insured<
09 . the names and addresses of all persons involved<
10 . the hour, date, place and facts of the accident or loss<
11 . the names and addresses of witnesses<
..
..
..
..
..
..
..
..
**   ***:****1***:****2***:****3***:****4***:****5***:****6***:****7**
OR8201 Save performed.
F1=Help      F3=End      F5=Outline  F7=         F9=Wordwrap F11=Join
F2=Addlink   F4=Save     F6=         F8=Fwd     F10=Pwr-Type F12=Split

```

21. Type 'read' at the command prompt, then press [ENTER] to read the topic:

```
===>
                                     Initiating a Claim:OLRDEMO
                                     Level  2
                                     Page  1

Notice to Us of an Accident or Loss

A claim is initiated when the insured gives us or one of our agents
written notice of an accident or loss. This notice must be given as
soon as reasonably possible after the incident. The notice must
include:

. the name of the insured
. the names and addresses of all persons involved
. the hour, date, place and facts of the accident or loss
. the names and addresses of witnesses

F1=Help      F3=End      F5=Outline   F7=Prev      F9=Profile   F11=
F2=          F4=          F6=          F8=Next      F10=Notes    F12=
```

22. This is the end of the “Using the Editor” exercise. If you don’t plan to continue at this time, press [CLEAR] to exit OnLine Reference.

To continue on to the next exercise, press [F3] to return to the Outline screen. Press [F3] again to return to the Select Book screen.





In this exercise, we'll use the 'addtag' command to define the hypertext link.

4. Type 'addtag' at the command prompt, as shown below, then press [ENTER].

```

====> addtag
Act                               Edit - Discount Programs:OLRDEMO          Uplow
01  There are three categories of discounts:          Page    1
02
03          >T1.Employer Groups<
04          >T2.Travel Clubs<
05  .- Define Hypertext Link -----
06  |                                                     Uplow
07  P | Tag:
08  p | Title .....
09  D | Qualifier..
..
..  | Press <ENTER> to add.
..  | F1=Help   F3=End   F5=Upper   F11=Addtop
..  | F2=       F4=       F6=Topics   F12=
..  |-----
..
..
..
..
**  ****:****1****:****2****:****3****:****4****:
OR0541 Tag T1 not found.
F1=Help   F3=End   F5=Outline   F7=       F9=Wordwrap   F11=Join
F2=AddLink F4=Save   F6=       F8=Fwd     F10=Line-Ed  F12=Split

```

You can link a tag to an existing topic by typing its name in the Title field of the Define Hypertext Link window.

5. Type 'T1' at the tag prompt, then type the title 'Employer Groups' at the Title prompt, and OLRDEMO at the Qualifier prompt.

```

====> addtag
Act                               Edit - Discount Programs:OLRDEMO          Uplow
01  There are three categories of discounts:          Page    1
02
03          >T1.Employer Groups<
04          >T2.Travel Clubs<
05  .- Define Hypertext Link -----
06  |                                                     Uplow
07  P | Tag:  T1
08  p | Title ..... Employer Groups
09  D | Qualifier.. OLRDEMO
..
..  | Press <ENTER> to add.
..  | F1=Help   F3=End   F5=Upper   F11=Addtop
..  | F2=       F4=       F6=Topics   F12=
..  |-----
..
..
..
..
**  ****:****1****:****2****:****3****:****4****:
F1=Help   F3=End   F5=Outline   F7=       F9=Wordwrap   F11=Join
F2=AddLink F4=Save   F6=       F8=Fwd     F10=Line-Ed  F12=Split

```

6. Press [ENTER] to add the link.



You can scroll the topic list to show topic titles starting with one or more characters by typing them at the List Next prompt.

10. Type 'Travel' at the List Next prompt, then press [ENTER] to list topics starting with the letters 'Travel'.
11. Tab to 'Travel Clubs', then then press [F3] End.

```

====> addtag
Act                               Edit - Discount Programs:OLRDEMO          Uplow
Page                               Page 1
01  There  .- Topics - DEMOGRP1 -----
02          | List Next ====>
03          | Title
04          | Travel Club
05          | Travel Clubs
06          | Trial Expiration Date
07  P | T | Trucks
08  p |   | Type the policy
09  D |   | Underwriting Guidelines
..    |   | Vans
..    |   | Vehicle Codes
..    |   | Vehicle Information
..    |   | Vehicle Listings
..    |   |
..    |   | Select topic, then press <F3> to end.
..    |   | F1=Help   F3=End   F7=Bkwd   F11=Groups
..    |   | F2=Mark   F4=Reset F8=Fwd    F12=Books
..    |   |-----
**    |   |****:****1****:****2****:****3****:****4****:
..
F1=Help   F3=End   F5=Outline F7=       F9=Wordwrap F11=Join
F2=AddLink F4=Save   F6=       F8=Fwd    F10=Line-Ed F12=Split

```

The topic is selected and the Topic List window closes.

The Define Hypertext Links window displays Travel Clubs in the title:

```

====> addtag
Act                               Edit - Discount Programs:OLRDEMO          Uplow
Page                               Page 1
01  There are three categories of discounts:
02
03          >T1.Employer Groups<
04          >T2.Travel Clubs<
05  .- Define Hypertext Link -----
06          |
07  P | Tag: T2
08  p | Title ..... Travel Clubs
09  D | Qualifier.. OLRDEMO
..    |
..    | Press <ENTER> to apply changes.
..    | F1=Help   F3=End   F5=Upper F11=Addtop
..    | F2=       F4=       F6=Topics F12=
..    |-----
..
..
..
..
**    |   |****:****1****:****2****:****3****:****4****:
..
F1=Help   F3=End   F5=Outline F7=       F9=Wordwrap F11=Join
F2=AddLink F4=Save   F6=       F8=Fwd    F10=Line-Ed F12=Split

```

12. Press [ENTER] to apply the changes. The edit screen re-displays.





From the Tag List window, you can select a tag and

- press [F2] to delete it,
- press [F5] to edit the topic associated with it, or
- press [F6] to read the associated topic.

You can also press [F4] Addtag to bring up the Add Tag window.

20. Press [F3] End to close the Tag List window. .

```

====>
                                Discount Programs:OLRDEMO           Uplow
                                There are three categories of discounts:   Page    1

                                Employer Groups
                                Travel Clubs
                                Special Packages

                                Policyholders may be members of any of the
                                programs (upon qualification). Contact the
                                Discount/Dividend Group for more information.

**   ****:****1****:****2****:****3****:****4****:

F1=Help      F3=End      F5=Outline   F7=         F9=Wordwrap  F11=Join
F2=AddLink   F4=Save      F6=         F8=Fwd     F10=Line-Ed F12=Split

```

From the topic display screen, you can edit hypertext pop-ups.

21. [TAB] to any hypertext pop-up and press [F2]. The pop-up screen displays.
22. Press [F6] Options. The options window displays.
23. Type 'edit' at the command prompt, then press ENTER. The edit screen for the pop-up topic displays.

You can edit the text for this pop-up topic here.

When finished, press [F4] Save to save your changes.

24. Press [F3] End. The pop-up screen re-displays, along with the options window.
25. Press [CLEAR] to return to the Select Topic screen.

## Copying a Topic

In this exercise you will learn how to use the Copy command. The copy command allows you to copy the text, hypertext links, and keywords of an existing topic into the editing session for a new topic.

## Adding a topic

1. From the Select Book screen, press [F12]. The Select Topic screen displays.
2. Type 'addtop' at the command prompt, then press [ENTER].

Type 'Discount Programs' in the title field, and OLRDEMO at Qualifier as shown below:

**Tip:**

You can only copy text into a topic that has no text.

```

====> addtop                               Select Topic                               DEMOGRP1
List Next ====>

Title                                       :Qualifier
Address 1                                 :OLRDEMO
Address 2                                 :OLRDEMO
.- Add Topic -----
|
| Title ..... Discount Programs                                     Upper
| Qualifier .. OLRDEMO
| Group ..... DEMOGRP1
|
| Book ..... N (Y/N)  Alias of Mark Topic .. N (Y/N)
| Form ..... N (Y/N)
|
| Press <ENTER> to add.
| F1=Help      F3=End      F5=UpLow   F11=Groups
| F2=          F4=AddNew   F6=Topics  F12=
|-----|
Commercial
Comp Deduct
Compact
To view by Group, TYPE the Group ID at the command ====> and press <ENTER>.

F1=Help      F3=End      F5=Outline  F7=Bkwd     F9=Profile   F11=Groups
F2=Mark      F4=          F6=Read    F8=Fwd      F10=Notes    F12=Books

```

3. Press [ENTER] to add the topic. The Select Topic screen re-displays.



The Topic List window displays.

7. [TAB] to 'Discount Categories', then press [F3] End.

```

====> copy
Act                               Edit - Discount Programs:OLRDEMO          Uplo
Page                               Page 1
..
..      .- Topics - DEMOGRP1 -----
..      | List Next ===>
..      | Title                               :Qualifier
..      | Discount Categories                 :OLRDEMO
..      | Discount Group Programs            :OLRDEMO
..      | DISCOUNT PROGRAMS                 :OLRDEMO
..      | Discounts                           :OLRDEMO
..      | DOB                                :OLRDEMO
..      | driver rating                       :OLRDEMO
..      | Driver Restriction Codes           :OLRDEMO
..      | Driver's License No                :OLRDEMO
..      | Driver's license no .              :OLRDEMO
..      | Drivers License Class Codes        :OLRDEMO
..
..      | Select topic, then press <F3> to end.
..      |-- F1=Help      F3=End      F7=Bkwd      F11=Groups
..          F2=Mark      F4=Reset      F8=Fwd       F12=Books
..
..
**      ****:****1****:****2****:****3****:****4****:****5****:****6****:****7**

F1=Help      F3=End      F5=Outline  F7=          F9=Wordwrap  F11=Join
F2=AddLink   F4=Save      F6=          F8=Fwd      F10=Line-Ed F12=Split

```

The title of the selected topic displays in the Copy window.

```

====> copy
Act                               Edit - Discount Programs:OLRDEMO          Uplo
Page                               Page 1
..
..
..      .- Copy from -----
..      | Title ..... Discount Categories
..      | Qualifier.. OLRDEMO
..
..      | with Keywords: Y      (Y/N)
..      | with Tags:      Y      (Y/N)
..
..      | Press <ENTER> to copy.
..      | F1=Help      F3=End      F5=          F11=
..      | F2=          F4=          F6=Topics   F12=
..
..
..
**      ****:****1****:****2****:****3****:****4****:****5****:****6****:****7**

F1=Help      F3=End      F5=Outline  F7=          F9=Wordwrap  F11=Join
F2=AddLink   F4=Save      F6=          F8=Fwd      F10=Line-Ed F12=Split

```

You can copy any keywords and tags defined for a topic. The default action is 'Y', which copies keywords and tags with the topic.

Leave these options at their default values.





