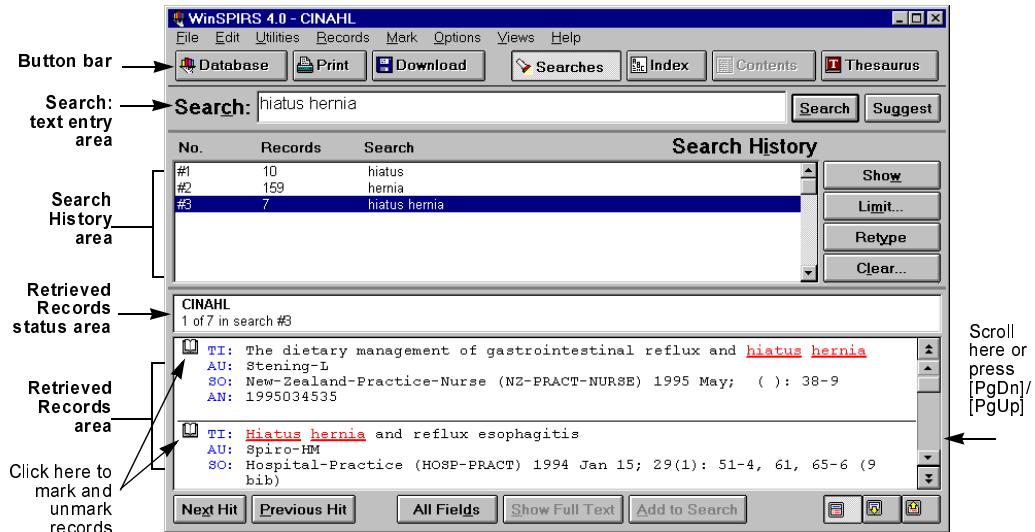
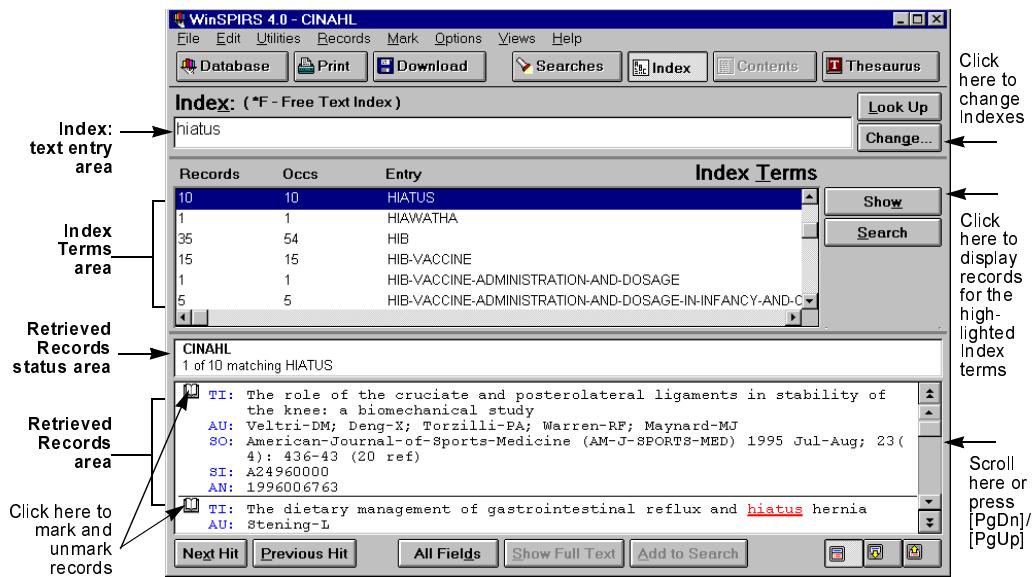


WinSPIRS 4.0 Quick Reference Card

The Search Screen



The Index Screen



Button Bar and Function Keys

This button...	Displays...	This button...	Displays...
Database	Available Databases dialog box [F8]	Index	Index screen [F5]
Print	Print Records dialog box [F6]	Contents	Table of Contents screen* [F3]
Download	Download Record dialog box [F11]	Thesaurus	Thesaurus screen* [F9]
Searches	Search screen [F2]	[F4]	Expands the Retrieved Records area
		[F7]	Restarts WinSPIRS

Search Screen Buttons

This button...	Does this...	This button...	Does this...
Search	Performs the search.	Next Hit	Moves forward to the next occurrence of the search term
Suggest	Displays the Suggestions dialog box for alternate terms*.	Previous Hit	Moves backward to the previous occurrence of the search term
Show	Shows records for the highlighted search.	All Fields	Shows all or brief fields for the retrieved records
Limit...	Displays the Limit Search dialog box for range operators.	Show Full Text	Shows the full text of the record*
Retype	Retypes the highlighted search	Add to Search	Adds the highlighted word or phrase to the Search: text entry area
Clear...	Displays the Clear Search History dialog box [F12]	Select split screen, or full screen search history/index, or full screen of records.	Select split screen, or full screen search history/index, or full screen of records.

Getting Help

For this sort of help...	Use this...
Descriptive help about a screen or dialog box	[F1] or Help
Procedural help on your current activity	Help > "How to..." or "Using...", [F1], or Help then Related Topics
How to use the help system	Help > Help on Help
Summary of help topics	Help > WinSPIRS Basics
Index of all help topics	Help > WinSPIRS Help Index
Content of the help system	Help > WinSPIRS Help Index > Contents
Find a topic within the help system	Help > WinSPIRS Help Index > Search
Summary of Menu options	Help > Menu Help
Database help	Help > Guide > <i>database name</i>
Fields in the current database	Help > Guide > <i>database name</i> Fields

* available if the database supports this feature

WinSPIRS™ Quick Reference Card DC-400-503

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