MAIN MENU (Reach by pressing ESC in the Quick Search Menu)

QUICK SEARCH see table QUICK SEARCH

SUBJECT **Choose** Subject to get first level of the subject list. ***** = further division, ENTER to view; ◆ = info about heading (e.g. cross references), use SHIFT-F1 to view. **Highlight** desired topic and press SHIFT-ENTER to start search. **[ ]** = key words can be appended to the heading. Pressing SHIFT-ENTER brings up a Indexlist of possible key words. Begin typing and highlight or tag several desired keywords with LEFT SHIFT+Cursor up/down. Start search with ENTER. Name the search (up to 8 letters) and ENTER. **View results** from Results Window as described below. (To search identical terms that occur in various subdivisions at the same time consult Dyabola user-manual 3.4 s.v. polyhierarchic retrieval.)

(Subjects are not usual library subject headings, but a special hierarchical list as used in the Archäologische Bibliographie)

KEYWORD **Choose** Keyword with ENTER **Name** your search (up to 8 characters) and ENTER.**Type** term using initial capitalization and any diacritical marks (e.g. Köln). **Highlight** choice in the list and ENTER. **View results** from Results Window as described below.

(Keywords are not usual keywords, but place names [usually in form of the country's language or in German], personal names, titles, mythological or historical persons, author names, classical terms used for objects of art and daily life.)

TITLE **Choose** Title to get into the Indexlist of all Titles in the Database. Follow instructions for Indexlist in the Quick Search Table.

ANY PART OF TITLE (= Exact character string)

Choose Any Part of Title and name your search (up to 8 characters) and ENTER. **Type** exact string from title. **Select** exact spelling, ignore capitals, etc. as appropriate for your specific search. (Hint: "vas" retrieves vase, Vasen and nuevas.) **Type** y or n to query "With confirmation?" whether you want each result displayed as found. (Hint: y takes longer!) If y, as you view a citation type SHIFT+ENTER to keep and enter to discard it. **View results** from Results Window as described above.

DISPLAY RESULTS Listed in the Results Window

Select Display Results. **Highlight** your search in Results Window and ENTER **Scroll** through results with PgUp, PgDn. **To delete** entries from a result set, press "-" while viewing the citation. Type "s" to to see meaning of any abbreviations.(See backside for Navigation in Title Cards and Keys for search options).

REFINING RESULT SETS Use the Tools Sub Menu (see table TOOLS)

TO QUIT **Choose** Quit from the Main Menu.

QUICK SEARCH MENU

In the Quick Search Menu you can jump either in an Indexlist,to define a new result, or to the first Title Card of apredefined result. In the latter case see backside for Navigation in Title Cards or the Periodicals example below. See Keys for search options.

INDEXLIST Begin typing title exactly, even capitalizing initial articles, i.e. The, Le, Der. Highlight your choice and enter. To select **several titles** tag entries with a LEFT SHIFT+"-"or LEFT SHIFT+"-"-. **Press** enter to begin search (Hint: Before pressing enter be sure highlight bar is still on a selected entry.) Scroll through results with PgUp, PgDn. Type s to see parent title. (IMPT: See note about foreign diacritics)

LITERATURE DATABASES

PERSONS/AUTHORS usually the format is "Surname, N." (Capital!)

TITLE means Titles of the Database: every ENTRY which has a Title Card (also available from Main Menu - see there)

SERIES (To view all titles in a series) Type title exactly, even capitalizing initial articles, i.e. The, Le,

PERIODICALS (to view contents of a vol.) **Choose** Periodicals or Abbr-Periodicals (DAI's abbreviation form). Follow the instructions of searching in Index Lists (see above). When **title card** for the journal title appears, type **"i" to list** volumes indexed. Type # of vol in Search String window or **highlight entry** and press **ENTER** to view the display or **SHIFT-ENTER** to create a result set viewable in Results Window. **For full information** about an article, highlight it and press CURSOR left/right.
To view contents of other volumes, from a full citation hit PGUP three times to reach the main card of the periodical and proceed as before.

BODY-PUBLISHER ISBNs are not always provided and hence sometimes not searchable. Also the form used for publishers' names varies.

TOOLS (from Main Menu)

Select one of the following special operations and follow the simple prompts

COMBINE allows you to combine result sets
Operators are AND, OR, XOR, DIFF and NOT (see User Manual).

DATE RANGE lets you limit results by date of publication
use form 19xx-xx. (Hint: Copy original result set if you want to save it.)

SORT lets you sort a result in some predefined ways (see User Manual)

SAVE lets you save a result on the harddisc
(Note: if you want a Textfile you have to EXPORT the result)

LOAD lets you load a result from harddisc

RENAME lets you provide more meaningful names for result sets

COPY makes another copy of a result set

DELETE deletes a result set

EXPORT to PRINTER or DISK To print the **Entire Result Set** select Tools from the Main Menu and then select"Export (Print)", and then "printer". You then have a choice of print styles. To query "Heading y/n", y lets you add any text as a header to your citation To the query "With Data Sheets?", y prints the links as well as the citation. (To print a **Single Reference** type "p" while viewing the Title Card.) **To Export To A Disk** select Tools from the Main Menu, then "Export (Print)" and a (floppy) drive. (Note: export is limited to result sets of 300 titles)

QUIT takes you back to the Main Menu

NAVIGATION (see backside for visualisation)

TO VIEW LINKS AT BOTTOM OF ENTRIES (e.g. BOOK REVIEWS) Notes at bottom of **entry-card** indicates # of subject headings and datalinks. To view these (**data sheets**) press Cursor left/right. ***** indicates that subordinate entries can be viewed by pressing "i" or Cursor down. (e.g. a list of all articles in a book of essays) Highlight any abbreviation and press "s" to see full names of abbreviated titles or journals or subjects. To navigate between the bottom and top card, press Cursor left/right.

TO EXPAND RESULTS USING LINKS **While** viewing the datalinks for a record (see above), **highlight** the desired topic and **ENTER**. **Choose** to append or substitute the new results or create a new result set. (The latter choice promts you to give it a name.) View results from the Results Window as described above.

SPECIALS

DIACRITICS AND GREEK CHARACTERS Dyabola is VERY sensitive to foreign characters. For Greek Characters press F10 first. (However, Dyabola often searches both in Greek and in romanized form.) For Diacritics type the characters after pressing the folowing keys in combination.

	ALT	CTRL	SHIFT
F5	đĐłŁøØ	ąçĆęęŞţŢ	áÁćĆéÉíĺ ńŃóÓśŚťúýź (ąĄęĘĺĺÍóÓńŃúÚÝ)
F6	őŐűŰ	äÄöÖüÜëÏÿ (ÏÜ)	àèìòù
F7	·åÅėĖİńŃżŻ	ãñÑõ	âÂêÎÎôÛ
F8	ı	ăğĞ	ččěňřšŠťžŽ

TO CHANGE THE USER LANGUAGE **Press** Shift+F10 in combination. In the menu "choose language" you can choose from Deutsch, English, Français and Italiano. Espanol works only with the catalogue of Madrid (in all other databases it will be defaulted to Italiano). To change the default language consult the DYABOLA-User-Manual Chapter 3.4.

STOP A SEARCH IN PROGRESS Pressing ESC HARD, several times usually works.

PICTURE-VIEWER

Press F (Title-Card/Data-Sheet) or Alt+F (Index-list.) **Use** right mouse button for context-menu (consult user-manual ch. 5.2)

Keys: GENERAL

Keys	Function
Enter	With ENTER you can select either the default option or you can start a further search.
↓ or ↑	With the cursor key you can change your position in a menu or in a list.
F1	Calls up help menu.
Shift + F1	Displays additional information on the rubrics which are marked with a small diamond (w).
Shift + F10	Opens the menu with the defaults (user language, fonts, sorter order, polyhierarchic search).
F10	Switches over between Latin and Greek alphabets.
Scroll Lock	When this key is pressed (green light shines on keyboard), only the monographs are selected in all search functions.
Esc	To break off a search press ESCAPE and return to the start menu from any point in the programme.

Keys: SEARCH FUNCTIONS

Keys	Function
Shift + Enter	Systematic: Start of a search. Free search: Selection of a title card.
F2	Systematic: Opens the alphabetic list of the shortened rubric names. While selecting the required rubric the corresponding sub-window is automatically displayed.
Shift + F2	Systematic: If the alphabetic list of rubric names (see F2) appears more than once, jump forward with SHIFT and F2.
Shift + ↑ ↓	Makes it possible to mark a number of entries under the red indices (function not supported in the search option "keyword"). ONLY LEFT SHIFT!
Alt + s	Points in the indices from a sub-entry (marked by a star*) to the main entry.

Keys: DATA SHEETS

Keys	Function
s	Dissolves the navigation abbreviation in the navigation window. Also displays the final point of an indication (marked by an arrow) in the indication data sheet.
m	If a data sheet is displayed (indications, destinations) you can use the key to mark the actual position. Now scroll further (PgDn) and immediately the corresponding data sheet of the next title is displayed.
f	Indicates the attached photograph (only if the title is displayed in the title card, but also as a link in the data sheet!). (In the list of contents Alt+f).
Shift + i	With SHIFT + "I" a search result is produced for all entries which have this destination, as long as the cursor is positioned on a destination in the data sheet.
Shift + s	Displays the main titles, so long as data sheets are being shown.
← or →	Display of the data sheets or change between the data sheets which are attached to a title and the destination window.
Shift + v	Shows all photographs which are attached to a text list one after the other.

Keys: TITLE CARD

Keys	Function
i	Shows the dependent entries of the title which is just being displayed. Stars (*) in the status bar will show you whether a given title has dependent entries.
p	Prints the given literature reference.
s	Displays the title card of the main title, under the condition that a title card is being displayed which has an arrow pointing upwards in the status bar (-).
-	Deletes the displayed literature reference from the search result.
F2	While a result is being displayed: F2 permits a quick jump to any required result or card number while a result is being displayed.
f	Shows the attached photographs (only if the title appears on the title card, but also as a link on the data sheet!). If a list of contents is displayed please use Alt+f.
n	Displays a list of the last 20 navigation steps (only the real navigation steps are shown, i.e. navigation through links in the data sheets or the lists of contents. Building a new detail file is not understood as a navigation step.)
Shift + i	If only the title card is shown, no data sheet is displayed, and if you can see a , in the information bar of the title card, then SHIFT + "i" will produce a search result which shows all sub-titles which are dependent on the displayed title.
Shift + F2	If a title card is shown you can jump to a certain position number of the presently active result.
Shift + ?	Shows entry date and user of a title.
← or →	Display of the data sheets or change between the data sheets which are attached to a title and the destination window.
PgUpDn	Change between the title cards of a result, so long as there are more than one title card.

Keys: INDEX LIST

Keys	Function
← or →	Shows data sheets and destinations in the index list (corresponds to: ,) = Alt+b
↓ or ↑	Positions the cursor in the list of contents
PgUpDn	Jumps seven entries up or down in the list of contents
Alt + f	Shows the attached photograph in the list of contents

KEYS: PICTURE VIEWER

Activate the image display with f or Alt+f as explained above. Please also consider the functions of the right mouse key. (User's Manual Chapter 5.3).

Keys	Function
← or →	Function during double image display. The right image is taken over to the left half of the screen.
d	Changes over to the double image display.
m	Saves an image in the comparison list.

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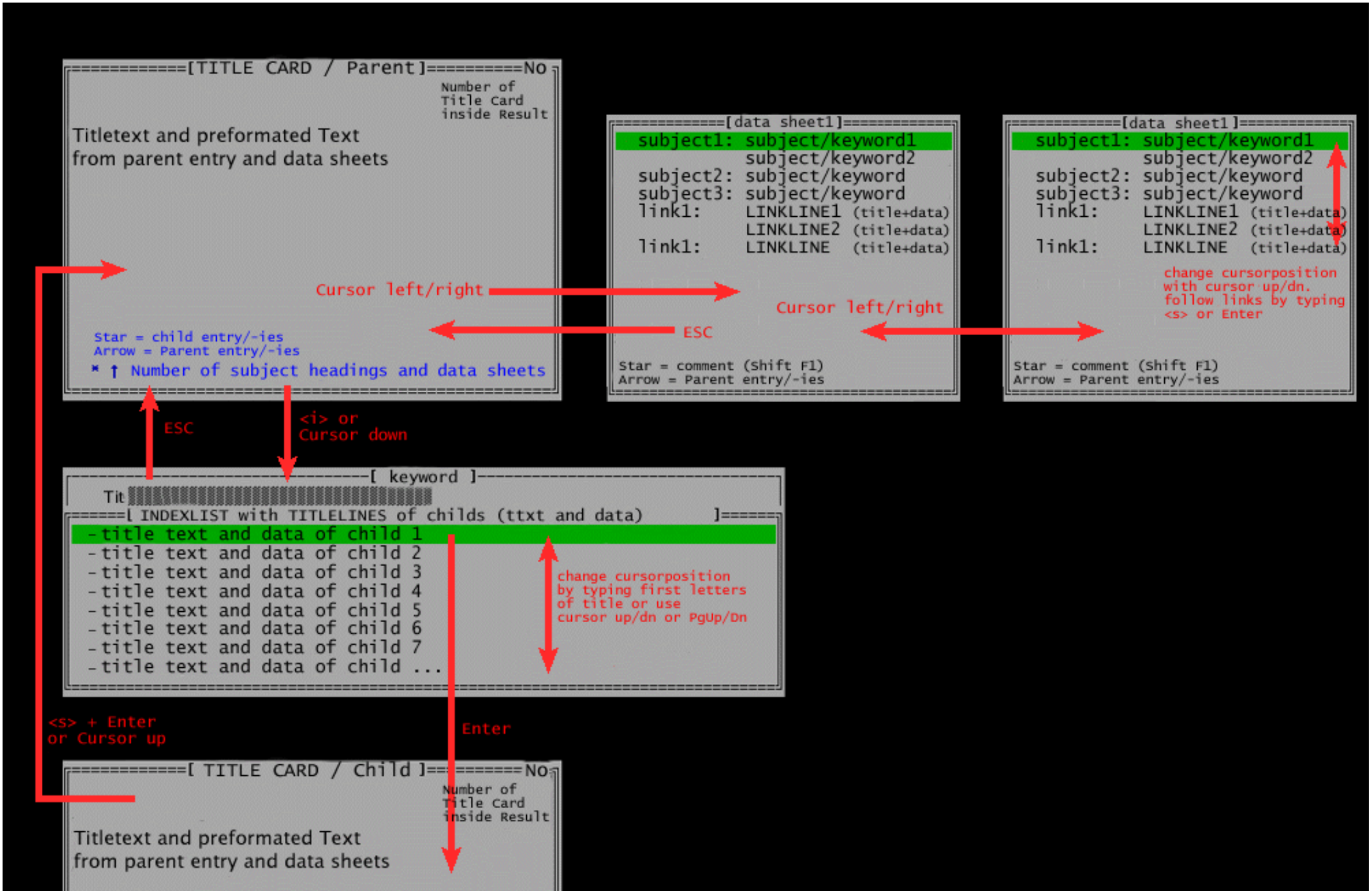
This reference sheet is the printed version of the online version (10.11.1999). On the homepage (www.dyaabola.de) you will always find the latest version of the reference sheet, the users' manual and the introduction to the different databases under the corresponding rubric. These latter should be used if you have never worked with DYABOLA before. The reference card is only intended as an aide memoire and refers to the detailed explanations in the users' manual. Maximilian Schilch with the kind assistance of Jean Susorney Wellington.


[TITLE CARD / Parent]
No
Number of Title Card inside Result
Titletext and preformated Text from parent entry and data sheets
Star = child entry/-ies
Arrow = Parent entry/-ies
* ↑ Number of subject headings and data sheets
Cursor left/right
ESC
[data sheet1]
subject1: subject/keyword1
subject/keyword2
subject2: subject/keyword
subject3: subject/keyword
link1: LINKLINE1 (title+data)
LINKLINE2 (title+data)
link1: LINKLINE (title+data)
Star = comment (Shift F1)
Arrow = Parent entry/-ies
Cursor left/right
ESC
[data sheet1]
subject1: subject/keyword1
subject/keyword2
subject2: subject/keyword
subject3: subject/keyword
link1: LINKLINE1 (title+data)
LINKLINE2 (title+data)
link1: LINKLINE (title+data)
change cursorposition with cursor up/dn. follow links by typing <s> or Enter
Star = comment (Shift F1)
Arrow = Parent entry/-ies
ESC
<i> or Cursor down
[keyword]
Tit
[INDEXLIST with TITLELINES of childs (ttxt and data)]
- title text and data of child 1
- title text and data of child 2
- title text and data of child 3
- title text and data of child 4
- title text and data of child 5
- title text and data of child 6
- title text and data of child 7
- title text and data of child ...
change cursorposition by typing first letters of title or use cursor up/dn or PgUp/Dn
<s> + Enter or Cursor up
Enter
[TITLE CARD / Child]
No
Number of Title Card inside Result
Titletext and preformated Text from parent entry and data sheets