Lyndon B. Johnson Library
Recordings and Transcripts of Telephone Conversations
Tapes Infobase

What is the Tapes Infobase:

It is an electronic collection of descriptions for each of the 724 recorded conversations currently available from the Johnson Library. The disk uses FolioViews® Runtime software which allows the computer user to access the powerful search capabilities of FolioViews without purchasing the software.

Purpose of this document:

This document provides rudimentary directions for using the "Tapes" FolioViews® infobase. It explains the fundamentals of infobases, and guides the user through a sample query. There is a context-sensitive help manual available "on-line". To access this manual from FolioViews®, press F1.

Concept of an infobase:

An infobase is similar to a database in that related information (called "fields" in databases) is grouped into a single record, called a "folio" in an infobase. Unlike a database, the contents of the folio are generally textual. In the Tapes infobase, one folio contains the descriptive information for one conversation.

Getting Started:

If you are not on a network, you may run the TAPES program from the diskette. To do so, insert the disk into the computer's disk drive.

At the DOS prompt, type A:TAPES

For network users, you must copy the files from the diskette to a network directory, then run the TAPES command from that directory. It would be useful to create a new directory to hold the files.

For example, at the DOS prompt,

```
type    MD FOLIO   (or another directory name)
press   <Enter>
type    CD FOLIO
type    COPY A:*.*
type    TAPES
```

Once the infobase appears on the screen, press <Ctrl> <Z> to maximize the window.

Querying the TAPES infobase:

Press the Space Bar once.
> Three windows will appear, "Words," "Query" and "Results." The "Words" window is an index to every word in the infobase. The "Query" window shows the query as you build it. The "Results" window shows the results of the query as you are building it.

Type in the letters **brief.**
> Watch the "Words" window and notice that the highlight scrolls through the list of words as you type each letter. This is useful when the index shows related words which you can then add to your query.

Highlight **brief**

Press **Ctrl-Enter.** This "captures" the word and places it in your query window.

Look again at your "Words" window -- the highlight has moved down one to "briefing"

Press **Ctrl-Enter.** Notice that FolioViews has placed an OR operator (/) between the two words. Unless you specify otherwise, FolioViews will assume an OR operation.

Look again at your "Words" window -- the highlight has moved down one to "briefings"

Press **Ctrl-Enter.**

Look again at your "Words" window -- the highlight has moved down one to "briefly". Skip this word, and, using the cursor or mouse, move the highlight down to "briefs".

Press **Ctrl-Enter.**

The query will now look like this:

<div align="center">

«brief/briefing/briefings/briefs»

</div>

Before executing the query, notice the "Results" window. There are three folios containing "brief," six folios containing "briefing," two folios containing "briefings," and one folio containing "briefs."

Press **Enter** to execute the query. You now have an **active view** starting with "JAMES WEBB, 11/23/63". The active view includes a total of twelve folios (note the numbers 1/12 at the top right of the window). Each "match" is highlighted. Use the following tips to browse through the results of the query.

Ctrl-R   is a toggle that turns on and off the Reference lines within the active view. Press Ctrl-R three times.

Ctrl-T   is a toggle that turns on and off the text of the folio. Press Ctrl-T twice.

Ctrl-F	is a toggle that will **focus** the text of the folios to only several words appearing before and after each match. Using this will consolidate the amount of information you must read. If you press Ctrl-F and find a match that does not make sense to you, simply press Ctrl-F again to expand the text of the folio back to its fullest.
TAB	will move the cursor to the beginning of the next folio. Notice how the reference line in the top red line of the window changes when you press the TAB key.
Shift-TAB	will move the cursor to the <u>preceding</u> folio. Again, notice how the reference line changes.
Ctrl-PgDn	will move the cursor to the last folio of the active view.
Ctrl-PgUp	will move the cursor to the first folio of the active view.
ArrowKeys	will move you around within the different folios.
F9	is a toggle that turns on and off the "Folio markers" which indicate the beginning of a new folio. A folio marker looks like this: ▶.
Ctrl-Z	is a toggle that will **zoom** the window of the active view to fill the screen, or reduce it to the smaller window.
Esc	will exit you from your query. **DO NOT PRESS ESCAPE RIGHT NOW!!!** If you did, please return to the directions on building the query and continue through to this point.
Ctrl-PrtScreen	will start the sequence of windows for printing.

To perform another query, press the <Esc> key until you are back at the full infobase. You will know you are there when you see the Introduction, and in the top right corner there will appear the numbers 1/726 which indicate the first of 726 folios. Then press the Space Bar and begin the querying sequence again.

There are several search operators. The following are used the most frequently:

OR	=	/
AND	=	&
NOT	=	^
Exclusive OR=		~

The Search menu at the top of the screen will help to place the operators correctly within the query.

Printing the results of your query:

Press **Ctrl-PrintScreen** or **Alt-F** and select **Print.**

A small window will appear in the middle of your screen with the following options:

- Print
- o Install Printer
- o Terminate Printing

Enter = OK   Esc = Cancel

The • indicates that this option is selected, and the o indicates that this is an option available to you, but is not currently selected.

Press **Enter.**

A large screen with various smaller windows and options will appear. Use the Tab and Shift-Tab keys to move from window to window. Do not press Enter until you are ready to print.

The first window is the "Scope" window. The options should look like this:

- Print active folio
- o Print active view
- o Blocked Text

Highlight "Print Active View." A note of caution concerning this option. If your active view is the entire infobase, you will print hundreds of pages. If you are uncertain, press <Esc> and check the top right of the screen. The reference line of the active view will indicate the number of folios in that view. If the number says 1/726, then your active view is the full infobase.

Tab over to the "Include" window (immediately to the right of the "Scope" window). Use the arrow keys to move around within the window, and the space bar to change the selections. An "x" indicates that an option is selected, and a "-" indicates that it is not selected. Your "Include" window should look like this:

Include
x   Query   [Prints Query]
x   Highlight Words   [Bolds matches]

When you are ready to print, press **Enter.**

Saving the results of your query to a file:

You may save the results of your query to a file, which could be helpful if you want to import it into a word processor and edit it.

Press **Ctrl-S** or **Alt-F** and highlight **Save As...**

The Save As Window appears on your screen. Again, do NOT press Enter until you are completely finished with this screen.

Type in a filename with a path. An example filename might be:

C:\FOLIO\BRIEFING

Again, the Tab key will move the cursor to the different windows.

Tab to "Scope" and cursor up to "Active View"

Tab to "Format" and cursor down to "Generic Word Processing". This will preserve the wordwrap and formatting of the file.

Press **Enter.**

Exit VIEWS: Press Escape until you arrive at the DOS prompt.

Glossary of Terms

Infobase: A repository of information containing folios, references, links and groups stored in a single computer file.

Folio: An idea-sized chunk of text (letters and digits) which generally expresses a single idea (as in a paragraph). The beginning of each folio is identified by a folio marker (►) which is revealed by pressing *F9*.

Window: The bordered area on your screen containing a view of information. More than one window can be open on your screen at a given time.

View: A collection of folios from an infobase displayed in one window. A view may be full, that is, containing all folios of the infobase, or narrowed, containing a subset of the folios in the infobase.

Full View: A view consisting of all folios in an infobase.

Narrow View: View containing a selected subset of folios in an infobase resulting from searching, following a link, or editing the contents of a view.

Active View: When multiple views are on the screen, the view containing your cursor is the active view. The active view window always appears at the forefront of all other views.

Folio Marker: The triangular symbol (▸) located in the left margin of the window that indicates the beginning of the folio. The *F9* key toggles the folio marker on and off.

Reference: Titles, headings, page numbers or any other information used to identify individual folios. The reference of the active folio is displayed in the top border of the active view. References may be displayed as folio headings in views by pressing *Ctrl-R*.

Query: A request made to search the infobase for information. The query is built in the Search window, which is accessed by pressing the *Space Bar*.

Operator: A command entered into the Query that dictates the association between the words on either side of it. For example: OR (/) is the operator in the query:
freedom/speech.

Focus: An excerpt of the folio. If the folio contains highlighted search word(s) (as a result of a query), the excerpt contains the search word(s) surrounded on either side by a specified number of words in context. The specified number of focus words may be set in the Infobase Defaults dialogue box. Focus is accessed with the *Ctrl-F* toggle key sequence.