



IBM BookManager BookServer for World Wide Web for MVS/ESA: Getting Started

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Chapter 1. Introduction to BookManager BookServer

The IBM BookManager BookServer is a specialized World Wide Web (WWW) server that lets information providers publish and make available BookManager electronic books, bookcases, and bookshelves on the Internet so you can read them using any WWW browser, such as WebExplorer or Netscape.

Publish on the Web

BookManager BookServer translates your BookManager book text into HTML and serves it to a WWW browser when requested. BookManager BookServer translates the pictures in your books into GIF format and serves them up at the same time. This means you can maintain one copy of your source—in its original word-processor format—and use it in multiple platforms and media, such as softcopy on workstation or Web, or traditional hardcopy.

For information on using BookManager BookServer to publish on the WWW, see “Chapter 4. Managing BookManager BookServer” on page 31.

Read BookManager Books on the Web

Use your favorite WWW browser to access BookManager electronic books and bookshelves on the Web, taking full advantage of BookManager’s powerful search capabilities and easy toolbar navigation.

To find out more about how to use BookManager BookServer to read electronic books, see “Chapter 3. Using BookManager BookServer” on page 5.

The BookManager BookServer Advantage

The BookManager BookServer offers significant advantages over the traditional methods for storing and serving World Wide Web documents as HTML and GIF files.

For the information provider:

Creating books

- You can store up to 10 times more content on the same amount of server disk space.
- You can create your BookManager books using a wide variety of tools: supported word processors, SGML and BookMaster.
- Support for all BookManager document elements, including those not directly supported in HTML, such as complex tables.
- Table of contents, list of figures, and list of tables are automatically generated when the book is built, unless specified differently by the author.

Distributing books

- You can distribute the same electronic book files unchanged across media types (diskette, CD-ROM and WWW) and across operating systems (OS/2, Windows, AIX, DOS, MVS, VM, OS/400 and CICS).
- Each electronic book is a single, readily portable and self-contained file, rather than a large number of separate HTML and GIF files.

- Your readers have remote access to BookManager libraries from WWW browsers across every platform.
- A single BookManager server can serve books and bookshelves from its own or from multiple remote file systems. Their actual location is not part of the URL of a document and is transparent to readers.

For the reader:

- You can read a BookServer book using any WWW browser on any Web platform
- Improved function and usability over HTML and GIF files
- Fuzzy and morphological full-text searching across entire documents and bookshelves, not just the currently loaded HTML file.
- Easier navigation within documents, using a toolbar with intuitive icon push buttons. In addition, a table of contents, list of figures, list of tables and an index are available, if enabled by the author.

For information on how to use the BookManager BookServer, see “Chapter 3. Using BookManager BookServer” on page 5.

Chapter 2. Product Prerequisites

Server Product Prerequisites

Software

Software prerequisites for the BookManager BookServer:

- IBM MVS/Enterprise Systems Architecture (MVS/ESA) System Product Version 5.2.2 or higher, with MVS Open Edition and HFS set up and running, and TCP/IP communications software
- IBM Language Environment for MVS, Version 1.5 or higher
- IBM Internet Connection Server (ICS), Version 1.1 or higher
- IBM Graphical Data Display Manager for MVS (GDDM/MVS), Version 3.2, is required for displaying GDF graphics

Hardware

Hardware prerequisites for the BookManager BookServer:

- Any processor that supports your MVS/ESA operating system
- An IBM 3390 Direct Access Storage or equivalent that supports your MVS operating system
- 100 cylinders of disk space on the IBM 3390 Direct Access Storage or equivalent
- One of the following tape drives (to install the distribution tapes):
 - A 9-track reel device, such as an IBM 6250 Magnetic Tape Unit
 - An 18-track cartridge device, such as an IBM 3480 Magnetic Tape Subsystem
 - A 4mm cartridge device

Client Product Prerequisites

Software

Software prerequisites for BookManager BookServer clients

- An HTML World Wide Web browser product capable of table support and related Internet connectivity software

Chapter 3. Using BookManager BookServer

The BookManager BookServer Library

Description: The BookManager BookServer library is a group of electronic books made available over the World Wide Web on an IBM BookManager server. You can pick a book to read by finding it in the Catalog of All Books, in a bookcase, or in a bookshelf.

Using the Library Page: The BookManager BookServer Library page is displayed when you first access BookManager BookServer. You can choose the following items on the Library page:

Find field

Allows you to find any book in the BookManager BookServer catalog. Type all or part of a book title or name (for example, EPHM2M00) and choose the **Find** push button. The books that you find are displayed on the Catalog of All Books page.

Browse Bookcases

Lists BookManager bookcases, which contain bookshelves and other bookcases.

Browse Bookshelves

Lists BookManager bookshelves, which contain books that have been grouped by special interest.

Administration

Displays the Administration page, which is used to manage a BookManager BookServer library.

Help Provides help for the Library page.

Getting Started push button

Links to the online Getting Started book, where you can read about BookManager BookServer and how to use its features.

Product Information push button

Displays product and service level information about BookManager BookServer.

Additional Information:

The Catalog of All Books Page

Description: The Catalog of All Books page lists all books in the library whose titles, names, or document numbers match the information you typed in the Find field on the Library page. The book list is subdivided by collection. The books in each collection are sorted by name.

What is the Catalog of All Books? The Catalog of All Books contains every book that is available to you on BookManager BookServer, except for books stored in MVS data sets. You can access books stored in MVS data sets by choosing *Browse Bookshelves* on the Library page and then choosing a bookshelf on the Bookshelves page.

Using the Catalog of All Books Page: On the Catalog of All Books page, you can:

- Open a book by clicking on its title or icon.
- Look for specific books in the Catalog. Type all or part of a book title or name in the Find field and choose the Find push button (or press Enter). BookManager BookServer looks through the entire catalog, not just the list of books currently displayed on the Catalog of All Books page.
- List every book in the Catalog by choosing the Refresh push button. The book list is subdivided by collection. Each sublist is arranged alphabetically by title.

Navigation buttons:

Library—Returns you to the Library page

Bookshelves—Takes you to the Bookshelves page

Help—Provides help for the page you are on

Push buttons:

- **Find**—Displays a list of all books in the Catalog whose titles or names match the information entered in the Find field
- **Refresh**—Lists every book in the Catalog, grouped by collection

Columns:

- **Book Title**—Title of the book
- **Name**—File name of the book
- **Date**—Date the book was created or last updated
- **Document Number**—Document number of the book

Additional Information:

- “Using the Find Field” on page 12

The Bookcases Page

Description:The Bookcases page lists the bookcases available to you through BookManager BookServer. A **bookcase** contains bookshelves, other bookcases, or both. You access the Bookcases page by choosing the *Browse Bookcases* icon on the Library page.

Using the Bookcases Page: On the Bookcases page, you can:

- Choose a specific bookcase to display the bookshelves and bookcases it contains.
- Look for specific bookcases and bookshelves. Type all or part of a bookcase or bookshelf title or name in the Find field and choose the Find push button (or press Enter). BookManager BookServer looks at the titles and names of all the bookcases in the library and all bookshelves contained within bookcases. It ignores bookshelves not contained within bookcases. The Bookcases page is redisplayed, presenting the matches found. To restore the original list of bookcases, choose the Refresh push button.
- Sort the list of bookcases by title, name, or date. Choose the Sort push button.

Navigation buttons:

Library—Returns you to the Library page

Help—Provides help for the page you are on

Push buttons:

- **Find**—Displays a list of all bookcases and bookshelves within bookcases whose titles or names match the information entered in the Find field
- **Sort**—Allows you to sort the bookcases by title, name, or date
- **Refresh**—Restores the original list of bookcases that appeared before you used the Find field

Columns:

- **Bookcase Title**—Title of the bookcase
- **Name**—File name of the bookcase
- **Date**—Date the bookcase was created or last updated

Additional Information:

- “Using the Find Field” on page 12

Sorting the Bookcases

Description: You can temporarily rearrange the order in which bookcases are listed by choosing the Sort push button on the Bookcases page. A form titled *Sort the Bookcases* is displayed to allow you to change the order of the bookcases.

How to sort the list of bookcases: In the *Sort the Bookcases* form, you can change the order in which the bookcases are listed according to following elements:

- Title (the default)
- Name
- Date

Choose an element from the list and then choose the Sort push button. The list of bookcases is redisplayed with the bookcases sorted by the element you chose.

Push buttons:

- **Sort**—Sorts the Bookcases as specified
- **Reset**—Resets the sort order to the default
- **Help**—Provides help for sorting a list of bookcases

The Bookcase Page

Description: The Bookcase page lists the contents of a specific bookcase. A **bookcase** contains bookshelves, other bookcases, or both. You access the Bookcase page by choosing a specific bookcase from the Bookcases page.

Using the Bookcase Page: On the Bookcase page, you can:

- View a bookshelf or bookcase by clicking on its title or icon.
- Look for specific bookshelves and bookcases contained within this bookcase. Type all or part of a bookcase or bookshelf title or name in the Find field and choose the Find push button (or press Enter). The Bookcase page is redisplayed, presenting the matches found. To restore the original list, choose the Refresh push button.

- Sort the list of bookshelves and bookcases by title, name, or date. Choose the Sort push button.

Navigation buttons:

Library—Returns you to the Library page

Bookcases—Returns you to the Bookcases page

Bookshelves—Returns you to the Bookshelves page

Help—Provides help for the page you are on

Push buttons:

- **Find**—Displays a list of all the bookshelves and bookcases within this bookcase whose titles or names match the information entered in the Find field
- **Sort**—Allows you to sort the bookshelves and bookcases within this bookcase by title, name, or date
- **Refresh**—Restores the original list of bookshelves and bookcases that appeared before you used the Find field

Columns:

- **Title**—Title of the bookshelf or bookcase
- **Name**—File name of the bookshelf or bookcase

Bookcase Description: This information appears at the bottom of the Bookcase page:

- **Name**—File name of the bookcase
- **Path**—Directory path and filename of the bookcase
- **Date**—Date when the bookcase was created or last updated

Additional Information:

- “Using the Find Field” on page 12

Sorting a Bookcase

Description: You can temporarily rearrange the order in which items are listed in the bookcase you are viewing by choosing the Sort push button on the Bookcase page. A form titled *Sort a Bookcase* is displayed to allow you to change the order of the bookshelves and nested bookcases.

How to Sort the Bookcase: In the *Sort a Bookcase* form, you can sort the bookcase by name or descriptive title.

Select **Sort by Name** or **Sort by Title** and then choose the **Sort** push button. The bookcase is redisplayed with the items sorted by the element you chose.

Push buttons:

- **Sort**—Sorts the bookcase as specified
- **Reset**—Resets the sort order to the default
- **Help**—Provides help for sorting a bookcase

The Bookshelves Page

Description:The Bookshelves page lists the bookshelves and collections available to you through BookManager BookServer. You access the Bookshelves page by choosing the *Browse Bookshelves* icon on the Library page.

Using the Bookshelves Page: On the Bookshelves page, you can:

- Choose a specific bookshelf to display a list of the books it contains.
- Look for specific bookshelves. Type all or part of a bookshelf title or name in the Find field and choose the Find push button (or press Enter). The Bookshelves page is redisplayed, presenting the matches found. To restore the original list, choose the Refresh push button.
- Sort the list of bookshelves and collections by title or name. Choose the Sort push button.
- View bookshelves only, collections only, or both. Choose the View push button.

Navigation buttons:

Library—Returns you to the Library page

Help—Provides help for the page you are on

Push buttons:

- **Find**—Displays a list of all bookshelves whose titles or names match the information entered in the Find field
- **View**—Allows you to view bookshelves only, collections only, or both
- **Sort**—Allows you to sort the bookshelves by name or title
- **Refresh**—Restores the original list of bookshelves that appeared before you used the Find field

Columns:

- **Title**—Title of a bookshelf or collection
- **Name**—File name of a bookshelf. An assigned name (for example, 4-COLLECTION) for a collection.

Additional Information:

- “Using the Find Field” on page 12

Viewing the Bookshelves

You can decide whether you want the Bookshelves page to display a list of bookshelves only, collections only, or both bookshelves and collections. Choosing one or the other can shorten the list.

Changing Your Bookshelves View: To select a view:

1. Choose the **View** push button on the Bookshelves page.
2. On the page titled *Viewing the Bookshelves*, make a choice in the list box and choose the **View** push button.

Sorting the Bookshelves

Description: You can temporarily rearrange the order in which bookshelves are listed by choosing the Sort push button on the Bookshelves page. A form titled *Sort the Bookshelves* is displayed to allow you to change the order of the bookshelves.

How to sort the Bookshelves: In the *Sort the Bookshelves* form, you can change the order in which the bookshelves are listed according to following elements:

- Title (the default)
- Name

Choose an element from the list and then choose the Sort push button. The list of bookshelves is redisplayed with the bookshelves sorted by the element you chose.

Push buttons:

- **Sort**—Sorts the Bookshelves as specified
- **Reset**—Resets the sort order to the default
- **Help**—Provides help for sorting a list of bookshelves

The Bookshelf Page

Description:The Bookshelf page displays a list of books contained in a bookshelf or collection. You access the Bookshelf page by choosing a specific bookshelf or collection from the Bookshelves page.

Using the Bookshelf Page: On the Bookshelf page, you can:

- Open a book by clicking on its title or icon.
- Look for specific books. Type all or part of a book title, name, or document number in the Find field and choose the Find push button (or press Enter). The Bookshelf page is redisplayed, presenting the matches found. To restore the original list, choose the Refresh push button.
- Sort the list of books by title, name, date, or document number. Choose the Sort push button.
- Search all of the books in the bookshelf or collection for specific information.

Navigation buttons:

Library—Returns you to the Library page

Bookshelves—Returns you to the Bookshelves page

Help—Provides help for the page you are on

Push buttons:

- **Find**—Displays a list of all books within this bookshelf whose titles, names, or document numbers match the information entered in the Find field
- **Search Books**—Allows you to search all of the books in the bookshelf for specific information
- **Sort**—Allows you to sort the list of books by title, name, date or document number
- **Refresh**—Restores the original list of books that appeared before you used the Find field

Columns:

- **Book Title**—Title of the book
- **Name**—File name of the book
- **Date**—Date the book was created or last updated
- **Document Number**—Document number of the book

Bookshelf description: This information appears at the bottom of the Bookshelf page (if displaying the contents of a bookshelf, not a collection):

- **Name**—Name of the bookshelf
- **Shelf Date**—When the bookshelf was created or last updated
- **Search Index**—File name of the bookshelf search index (if any). Books contained in the search index are listed with the indexed book icon.
- **Index Date**—Date when the search index file was created
- **Shelf Path**—Directory path and filename of the bookshelf

Additional Information:

- “Using the Find Field” on page 12
- “Reading a Book” on page 14

Sorting a Bookshelf

Description: You can temporarily rearrange the order in which books are listed in the bookshelf you are viewing by choosing the Sort push button on the Bookshelf page. A form titled *Sort a Bookshelf* is displayed to allow you to change the books’ order.

How to sort the Bookshelf: In the *Sort a Bookshelf* form, you can change the order in which the books in the bookshelf are listed according to the following elements:

- Title (the default)
- Name
- Date
- Document Number

Choose a book element from the list and then choose the Sort push button. The bookshelf is redisplayed with the books sorted by the element you chose.

Push buttons:

- **Sort**—Sorts the bookshelf as specified
- **Reset**—Resets the sort order to the default
- **Help**—Provides help for sorting a bookshelf

Searching a Bookshelf

Description: You can do fuzzy (morphological) searching over all books in a BookManager bookshelf in the BookManager BookServer library.

How to Search a Bookshelf:

1. Choose the **Search Books** push button in a BookManager bookshelf to display the Search Bookshelf form.
2. In the form, modify your Search Request. (Click here for examples)

3. Choose the **Search** push button to begin the search. The search is performed at the server and the results are displayed in the Bookshelf Search Results List.
4. In the Bookshelf Search Results List, select the book for which you want to view search matches. A Search ResultsList of matching book topics is displayed.
5. Select a book topic from this list to view the matches.

Push buttons:

- **Search Books**—Begins the search
- **Reset**—Restores the default values

Search Request Examples: For examples of Search Requests that you can specify, see “Search Request Examples” on page 22.

Additional Information:

“Bookshelf Search Results List”

“Bookshelf Search Index”

Bookshelf Search Index

Description: A bookshelf search index increases the speed with which you can perform a search across the books in a BookManager bookshelf. The search index is associated with a specific bookshelf and contains all the words in all the books that are in the bookshelf at the time the search index is created. (Collections do not have search indexes.)

How a search index is created: Authors can create a bookshelf search index using BookManager BUILD/MVS, BookManager BUILD/VM, or the BookManager Index Utility for OS/2. Prebuilt bookshelves acquired from IBM on collection kits usually come with search indexes.

Identifying whether a Book is in the search index: Bookshelves can include a combination of books listed in a search index and books that are not. You can search all books in a bookshelf, regardless of whether they are contained in the search index. If they are listed in a search index, the search is faster.

When you display a list of books in a bookshelf, the book icon for a book contained in the search index shows a list, represented by a sheet of paper, behind the book. The icon for a book not contained in the search index does not show a list behind the book.

Bookshelf Search Results List

The Bookshelf Search Results List is a list of all books containing matches from the last bookshelf search you performed.

Books are always displayed in ranked order of importance in the Bookshelf Search Results List. To view a book containing search matches, select the book from the list. BookManager BookServer opens the selected book and displays a list of the matching topics in the Book Search Results List.

Using the Find Field

Description: A Find field appears on the Library page, Catalog of All Books page, Bookcases page, Bookcase page, Bookshelves page, and Bookshelf page. Use the

Find field to look for specific items appropriate to the page. For example, on the Bookshelf page for the "User Guides Bookshelf," you can look for specific book titles contained within that bookshelf. The Find field is useful when there is a long list of items on the page or when the items are not displayed (for example, books on the Library page).

How to Use the Find Field: Type all or part of a title or name (or document number on some pages) and choose the Find push button (or press Enter). Capitalization is ignored.

Example and Guidelines: Suppose you are on the Bookshelves page with fifty bookshelves displayed. You are looking for a bookshelf with this title and name:

PSF/MVS & "AFP Viewer" Bookshelf
APSBKA02

You remember only part of the title or name. What can you type in the Find field that will ensure a match?

- Type any single word or part of a word. For example, if you type any of the following, BookManager BookServer will display the above bookshelf and all other bookshelves that contain these words or word parts:
 - **Match:**
 - *02*
 - *"AF*
 - *mvs*
 - *viewer*
 - Use the question mark (?)—the single-character wildcard—to substitute for a single character anywhere in a word.
 - **Match:**
 - *A?P*
 - **Not a Match:**
 - *A??P*
 - Use the asterisk (*)—the multiple-character wildcard—to substitute for one or more characters anywhere in a word or series of words.
 - **Match:**
 - *v*r *shelf*
 - *APS*2*
 - If you type more than one word of a title, they must be in the correct order. Use the asterisk (*) to substitute for intervening words.
 - **Match:**
 - *AFP viewer*
 - *mvs* viewer*
 - **Not a Match:**
 - *viewer AFP* (words not in correct order)
 - *mvs viewer* (asterisk not used for intervening words)

Using Find a Second Time: You cannot use the Find function to look through a list of items previously found. If you use the Find function a second time, it looks through the entire original set of items.

What are Bookshelves and Collections?

Related books may be grouped in either a bookshelf or a collection. You can tell a collection from a bookshelf by looking at the Name field on the Bookshelves page. Collections have names like 4-COLLECTION.

A **collection** is a set of books located in a single directory. A **bookshelf** may contain books located along several directory paths. Unless you are a BookManager BookServer administrator, these differences are not important. As a user, you can think of a collection as a kind of bookshelf (except that collections are never included in bookcases). You can view, sort, and search a collection just as you would a bookshelf. Where the distinction is not important, we will use the term *bookshelf* or *bookshelves* to mean both bookshelves and collections.

Reading a Book

Description: A BookManager book is a precompiled electronic document containing one or more topics, which are similar to chapters in a hardcopy book. In a BookManager book, you can conduct complex searches, navigate throughout the entire document using hypertext links, and link to other books and external resources.

BookManager BookServer looks for books along a set of directory paths defined by your server administrator. When you request a book topic, BookManager BookServer serves it in a Book page to your World Wide Web browser.

Using the Book page: On the Book page, you will find:

- A toolbar for viewing, navigating, searching, and obtaining help in the book
- Optional book description information
- The current book topic
- Icons at the bottom of the Book page to take you to the previous or next topics
- The security classification of the book

You can access the Book page by choosing a book from:

- A catalog of books
- A Bookshelf
- A hypertext link defined in another HTML document
- The URL address of the book

What you see when you open a BookManager Book: When you open a BookManager book, the book's table of contents topic is displayed in the Book page. If a book does not contain a table of contents, the first topic in the book is displayed instead.

To navigate within a topic displayed in your World Wide Web browser, use the browser functions available for scrolling. To navigate to other topics in the book, choose a topic from the book's table of contents, take a hypertext link from within a topic, or use the Previous Topic and Next Topic toolbar icons.

Additional Information:

Navigating through a Book

You can move through a book sequentially or randomly, going directly to a topic or illustration that most interests you.

There are several methods for moving through a BookManager book:

By Topic

Moving through a book topic by topic is the softcopy equivalent of going through a hardcopy book page by page, chapter by chapter. By scrolling through each topic sequentially, you are assured of seeing all the information within the book. Use the Previous Topic and Next Topic toolbar icons to move backwards or forwards through the book sequentially.

Using the Toolbar

The toolbar lets you access the table of contents quickly, from which you can pick any topic to read. You can also display a list of revised topics, which you can link to. In addition, you can perform searches and request Help directly from the toolbar.

Linking

Hypertext linking offers you a quick way to get to related information while reading a topic. Link targets can be other locations within the same book, links to other Internet resources, or links between BookManager books. When you link to information by selecting highlighted text or images, you can then return to your place to continue reading by choosing the *Back* button of your World Wide Web browser.

Searching

You can search a book for a specific word or phrase. When the list of search results is displayed, you can go directly to the topics containing your word or phrase.

Linking to Internet Resources

Description: You can link to Internet resources, display an image from the Internet, or display an Internet image and link from it to an Internet resource in a BookManager book, using BookManager BookServer.

Using Internet Resources: Internet resources that are coded in a BookManager book are interpreted by BookManager BookServer and translated into HTML when the book topic is displayed. The emphasized text, inlined image or emphasized image appears in the book topic as defined by the author. You choose the emphasized text or images to link to the Internet resources.

Examples:

Linking to an Internet resource from text

Choose the hot text, which is emphasized, to link to the Internet resource defined by the author. For example, to link to the IBM Home page on the World Wide Web, [click here](#).

Displaying an image inline from the Internet

Images from the Internet can be displayed inline with the book text as defined by the author.

For example, the BookManager logo is displayed here.

Linking to an Internet resource from an Internet image

Choose the hot image, which is emphasized, to link to the Internet resource

defined by the author. The Internet image is displayed in line with the book text. Text around the image can also be hot.

For example, click on the IBM logo to link to the IBM Home page on the World Wide Web.

BKMGRURL Special Application Launch Definition

A special application launch object, *BKMGRURL*, provides portable links to the World Wide Web across BookManager READ platforms. On non-World Wide Web BookManager READ platforms, a program named *BKMGRURL* must be supplied that starts the World Wide Web browser and passes it the URL from the *DATA=* parameter.

The BookManager BookServer detects this special application launch definition, *BKMGRURL*, in a BookManager book and automatically converts it into a link to the URL specified. For example, link to the IBM Home Page using the special application launch *BKMGRURL* definition here.

Additional Information:

For Authors: Creating links to Internet resources: Description: Authors can create links in a BookManager book to link to Internet resources, display an image from the Internet, or display an Internet image and create a link from it to an Internet resource.

Using BookMaster tags to create links: If you are the author of a BookManager book, you can define links to Internet resources by using the IBM BookMaster tag set and then build the book with BookManager Build 1.3. When an Internet link is encountered by the BookManager BookServer, the link is converted into HTML.

You can use the *:LDESC* and *:DOCDESC* BookMaster tags to identify the Internet link object and its target URL address. The URL that represents the address of the object to link to will be specified as the document number in the *NUM* field of the *DOCDESC* tag. The URL that represents the address of the image is specified in the *DATA* field of the *LDESC* tag.

Example link definitions:

1. Link from text to an Internet resource

Link Definition:

```
:ldesc id=lnk001 docid=lnk001 object=INTERNET objtype=OTHER.  
:docdesc ID=lnk001 num='http://www.ibm.com/'.
```

⋮

To link to the IBM Home page
on the World Wide Web, :l lid=lnk001.click here:e1..

Example link: To link to the IBM Home page on the World Wide Web, click here.

2. Link to display an image from the Internet inline with text

Link Definition:

```
:ldesc id=lnk002 object=INTERNET objtype=IMAGE data='/bookmgr/library.gif'.
```

⋮

The :l lid=lnk002. BookManager logo is displayed here:e1..

Example link: The BookManager logo is displayed here.

3. Link to an Internet resource from an Internet image

Link Definition:

```
:ldesc id=lnk003 docid=lnk003 object=INTERNET objtype=IMAGE data='/bookmgr/ibmlogo.gif'.
:docdesc ID=lnk003 num='http://www.ibm.com/'.
:
:
For example, :l lid=lnk003. click on the IBM logo:e1.
to link to the IBM Home page on the World Wide Web.
```

Example link: For example, click on the IBM logo to link to the IBM Home page on the World Wide Web.

4. BKMGRURL Special Application Launch Definition

BKMGRURL Link Definition:

```
:ldesc id=lnk004 object=BKMGRURL objtype=PROGRAM data='http://www.ibm.com/'.
:
:
For example, link to the IBM Home page using the
special application launch BKMGRURL
definition :l lid=lnk004. here:e1..
```

Example BKMGRURL link: For example, link to the IBM Home page using the special application launch *BKMGRURL* definition here.

Linking Between Books (Cross-Book Linking)

Description: Cross-book links look like any other hypertext link, but take you to a different book rather than to a different part of the book you are already in. These links are provided by the author to enable you to link between BookManager books.

How the cross-book links work: The author of the book defined the cross-book link using the book's document number to identify another book as the link target.

When you activate a cross-book link, the BookManager BookServer searches the Catalog of All Books for a matching document number, looks up the associated book name, and opens that book to you. The cross-book link might take you to a topic header, figure, table, question, answer, list item, or series of steps in the other book. Authors can also create links to spot IDs and component items.

Some cross-book links take you to an entire book rather than to a specific section in the book. In this case, the BookManager BookServer opens the book to the Table of Contents. If there is no table of contents, or if a specific section cannot be found, the first topic in that book is displayed.

Books you can link to: Because the BookManager BookServer searches the Catalog of All Books for document numbers, it is possible to link to any book in the BookManager BookServer library, once that book has been cataloged. A book is cataloged the first time it is read, or when the administrator rebuilds the catalog.

Additional Information:

For Authors: Creating Cross-Book Links: Description: Authors of BookManager books can create cross-book links using the book's document number to identify another book as the link target. These cross-book links can be made to the entire book, to a particular topic in the book, or to specific locations within the book, such as figures, tables, list items and spots.

Using BookMaster tags to create cross-book links: If you are the author of a BookManager book, you can create a cross-book link by using the :LDESC and :DOCDESC BookMaster tags to identify the document number and location of the target book. The document number of the target book is specified in the *NUM* field

of the *DOCDESC* tag. The location in the target book to link to is specified on the *OBJECT* and *OBJTYPE* field of the *LDESC* tag.

Example cross-book link definitions: The following example shows the necessary BookMaster tagging to create a cross-book link definition to a target book and samples of how to link to different sections within the book.

DOCDESC tag definition: Use the *DOCDESC* tag to specify the document number of the target book. The *ID=* attribute identifies this *docdesc* definition tag when invoking the link in the text of your book.

```
:docdesc id=xb2 num='SC34-5009'.
```

LDESC tag definition: Use the *LDESC* tag to specify the location in the target book to link to. The *OBJTYPE=* attribute identifies the element in the target book you are linking to, and the *OBJECT=* attribute identifies the ID of the element you are linking to. The elements of a book you can link to include the following:

1. BOOK—Links to book.
2. HEAD—Links to a topic heading in the book.
3. FIG—Links to a figure in the book.
4. TABLE—Links to a table in the book.
5. LI—Links to a list item in the book.
6. SPOT—Links to a spot in the book.
7. QUES—Links to a question in the book.
8. ANS—Links to an answer in the book.
9. STEP—Links to a step in the book.
10. CI—Links to a component item in the book.

Following is the *LDESC* tag coding for each of the previous example elements. In the following tags, the *OBJECT=* attribute is shown with sample element IDs. You must use the target books' real element IDs in place of these sample ones:

1. :ldesc id=1k1book docid=xb2 objtype=book.
2. :ldesc id=1k1head docid=xb2 object=head1 objtype=head.
3. :ldesc id=1k1fig docid=xb2 object=fig1 objtype=fig.
4. :ldesc id=1k1tab docid=xb2 object=tab1 objtype=table.
5. :ldesc id=1k1li docid=xb2 object=li1 objtype=li.
6. :ldesc id=1k1spot docid=xb2 object=spot1 objtype=spot.
7. :ldesc id=1k1ques docid=xb2 object=ques1 objtype=ques.
8. :ldesc id=1k1ans docid=xb2 object=ans1 objtype=ans.
9. :ldesc id=1k1step docid=xb2 object=step1 objtype=step.
10. :ldesc id=1k1ci docid=xb2 object=ci1 objtype=ci.

Sample cross-book link tagging: To create the cross-book link in the text of the source book, you can use the *L* tag and specify the ID of the *LDESC* tag on the *LID=* attribute.

The following shows sample tagging to link to the target book defined in the previous examples:

1. Link to book :l lid=1k1book. here:e1..
2. Link to head1 :l lid=1k1head. here:e1..
3. Link to fig1 :l lid=1k1fig. here:e1..

4. Link to tab1 :| lid=1k1tab. here:e|..
5. Link to li1 :| lid=1k1li. here:e|..
6. Link to spot1 :| lid=1k1spot. here:e|..
7. Link to ques1 :| lid=1k1ques. here:e|..
8. Link to ans1 :| lid=1k1ans. here:e|..
9. Link to step1 :| lid=1k1step. here:e|..
10. Link to ci1 :| lid=1k1ci. here:e|..

Try it! The following is a link to the BookMaster User's Guide, document number SC34-5009. If this book exists on your BookManager BookServer, you will be taken to its table of contents. Otherwise, you will see a message stating the document number cannot be found. Link to the BookMaster User's Guide here.

Using the Toolbar

The toolbar on the Book page contains icon push buttons for viewing, navigating and searching the book. If a function is not available at a particular time, the corresponding icon will not be selectable. The toolbar includes the following buttons:

Library Page

Returns you to the BookManager BookServer Library page.

Bookshelf Page

Returns you to the Bookshelf page.

Table of Contents

Displays the book's Table of Contents topic.

Revised Topics List

Displays a list of topics that have been revised in the book.

Previous Topic

Takes you to the previous sequential topic from the topic currently displayed.

Next Topic

Takes you to the next sequential topic from the topic currently displayed.

Search

Starts the BookManager BookServer Search facility to search for information anywhere within the book.

Search Results List

Displays the Search Results List from the last search performed.

Previous Matching Search Topic

Takes you to the previous topic that contains search matches listed in the Search Results List.

Next Matching Search Topic

Takes you to the next topic that contains search matches listed in the Search Results List.

Create Notes

Allows you to create a note for the book topic

List Notes

Lists the notes that are in the book topic

Print Allows you to preview and print book topics

Help Provides Help for reading a book.

Revised Topics List

Description: The Revised Topics List is a list of topics that have been revised by the author. In order for a topic to appear in the Revised Topics list, the author must identify the revisions with revision symbols.

Using the Revised Topics List: Choose the Revised Topics icon on the toolbar to display the Revised Topics List. It is not a topic contained in the book, but a list that is built if there are revisions in the book.

Example: An author can attach a revision symbol to a topic title or to one or more lines of book text. Below is an example of a set of text that has been revised. The author has placed a vertical bar (|) revision symbol next to the revised text.

| This paragraph of text contains revised text. The revision character is displayed to
| the left of this text. In addition, the Revised Topics List button on the toolbar is
| selectable and this topic appears in the Revised Topics List.

Book Topics

Description: Book topics contain elements such as plain text, hypertext links, and imbedded graphics. Topics have headings, like chapters in a hardcopy book. When displayed in the Bookpage, the topic heading ID (name or number) and the topic title are shown.

The following elements are found in book topics:

Table of Contents

A list of topics contained in a book.

Tables

Preformatted data, usually arranged in rows and columns, such as a grid or a spreadsheet layout. If the author specified a table list and there are tables in the book, a Tables topic will exist in the Table of Contents. Since tables are preformatted they can be larger than the viewing area and require scrolling.

Figures

Preformatted drawings or other illustrations, prebuilt into the book. If the author specified a figure list and there are figures in the book, a Figures topic will exist in the Table of Contents. Since figures are preformatted they can be larger than the viewing area and require scrolling.

Pictures

BookManager books can contain graphics that are compiled into the book at build time. These are portable across platforms and converted when the book topic is displayed. See "Displaying BookManager Pictures" on page 30 for more information.

Internet Images

You can view Internet images on the book page. See "Linking to Internet Resources" on page 15 for more information.

Hypertext Links

BookManager books can contain hypertext links within topics, between topics, between BookManager books, and to Internet resources.

Text Book text can be either preformatted or be formatted when displayed at the browser. Books built with BookManager Build 1.2 contain preformatted text. Books built with BookManager Build 1.3 and BookManager Build 2.0 allow many text elements to be formatted when displayed at the browser, such as paragraphs and lists.

Notes Any comments you make in book topics are displayed in a list of notes at the bottom of the topic.

Additional Information:

Table of Contents Topic

Description: The Table of Contents topic lists the topics defined by the author in a BookManager book. The topic identifier is typically *Contents*. If the table of contents exists, you can reach it by choosing the *Table of Contents* icon on the toolbar of the Book page.

Using the Table of Contents: Use the table of contents to view the book's contents and link to other topics in the book. When you choose the Table of Contents icon the Table of Contents is positioned to the topic you last viewed, or to the beginning of the Table of Contents if the topic level is not included in the Table of Contents.

You can expand or summarize the table of contents to view subtopics or only main topics. By default, the table of contents is expanded, listing all the subtopics that the author allows. To view only the main topics, click on the word [Summarize] at the top of the table of contents. To switch back to the expanded table of contents, click on the word [Expand].

Authors can elect to include only a certain level of topics in the Table of Contents. In this case, topic levels not included can be reached by the previous topic and next topic icons, and by hypertext links from the subtopics list at the end of other topics.

Book Description: When a book is first opened, the following book description information is displayed in the Book page ahead of the table of contents:

- Title
- Author
- Document number
- Date and time the book was built
- Build version
- Directory path and filename of the book

If the book has no table of contents, the description information is displayed with the first book topic.

Searching a Book

Description: With the BookManager BookServer you can do exact and fuzzy (morphological) full-text searching of the entire contents of a BookManager book.

How to search a Book: Choose the Search Book icon on the toolbar of a book topic to display the Search Book form. In the form, modify one or more of the following:

- Your search request ([Click here for examples](#))

- Type of Search
- Where to Search
- How to Show Results

Then choose the Search push button in the form to begin the search. The search is performed at the server and the results are displayed in the Search Results List, from which you can select a book topic to view the matches.

Push buttons:

- **Search**—Begins the search
- **Reset**—Restores the default values on the Search Book form

Examples: For examples of Search Requests that can be specified, see “Search Request Examples”.

Additional Information:

“Searching a Bookshelf” on page 11

Search Request

A search request contains the words or expressions you want BookManager BookServer to find.

You can enter a single word, a phrase, or a combination of words and phrases. In addition, you can include wildcards, and search operators to create Boolean expressions, to group expressions together, or to treat search operators as literal characters.

See “Search Request Examples” for sample search requests.

Search Request Examples

The following examples illustrate the different types of Search Requests you can specify:

animal

Search for the existence of the single word *animal* in any topic.

my animal farm

Search for the existence of the phrase *my animal farm* in any topic.

my animal farm, dog

Search for the existence of the phrase *my animal farm* or the word *dog* in any same topic, using a comma to separate one or more words or phrases from each other.

dog

Search for words that contain the letters *dog* using the asterisk (*)—the multiple-character wildcard—to substitute for one or more characters anywhere in a word. In this example, **dog** would find matches such as *doghouse*, *dogcatcher*, *dogma* or *Reddog* if any one of them existed in any topic.

c?t

Search for three-letter words that begin with the letter *c* and end with the letter *t* using the question mark (?)—the single-character wildcard—to substitute for a single character anywhere in a word. In this example, *c?t* would cause search to find matches on such words as *cat*, *cot*, or *cut* if any one of them existed in any topic.

lion & tigers

Search for the existence of both the word *lion* **and** the word *tigers* in any same topic.

cat | dog

Search for the existence of either the word *cat* **or** the word *dog* in any same topic.

opossum ! sleep

Search for the existence of only the word *opossum* **but not** the word *sleep* in any same topic.

(cat | dog) ! tigers

Search for the existence of either the word *cat* **or** *dog*, **but not** *tigers* in any same topic using parentheses—grouping operators—to group together words or phrases to change the order of precedence of the search. In this example, a match will occur if either *cat* exists without *tigers* or if *dog* exists without *tigers*, in any same topic.

cat '&' mouse | kitten's fur

Search for the phrase *cat & mouse* **or** the phrase *kitten's fur* using single quotes—the AS IS operator—to prevent special characters from being treated as search operators. In this example, the ampersand (&) and the apostrophe (') are treated as regular characters.

Exception: When a single-quote (or apostrophe) character is part of a search request, as in *kitten's fur*, it is only necessary to add one single quote to treat it as an apostrophe.

Type of Search

The **Type of Search** options determine how closely a word or phrase in the book text must correspond to your search request. This allows you to narrow or broaden the number of matches you can receive from your search request.

BookManager BookServer offers the following types of searches:

- Exact
- Exact, any case
- Fuzzy (the default)

Exact An exact-match search finds exactly the words you type in your search request, including capitalization. The word order must be the same and no additional words can intervene. Spaces typed between words in the search request are not significant, however.

Examples: The following shows which book text matches the search request phrase *my forest cottage*:

- **Match:**
 - *my forest cottage*
- **Not a Match:**
 - *My forest cottage*
 - *my enchanted-forest cottage*
 - *my enchanting cottage in the forest*
 - *my cute new enchanting little three-bedroom yellow forest cottage*

Exact, any case

This is treated the same as the Exact option, except the search ignores capitalization, treating uppercase and lowercase letters identically.

Examples: The following shows which book text matches the search request phrase *my forest cottage*:

- **Match:**
 - *my forest cottage*
 - *My forest cottage*
- **Not a Match:**
 - *my enchanted-forest cottage*
 - *my enchanting cottage in the forest*
 - *my cute new enchanting little three-bedroom yellow forest cottage*

Fuzzy A fuzzy-match search (the default) will find the following types of matches for your search request:

- Exact matches, regardless of case
- Different morphological forms of the search request words (different endings, tenses, capitalization, punctuation, singular versus plural)
- Resequenced words in your search request
- Up to five intervening words between the individual words of a phrase in your search request.

Examples: The following shows which book text matches the search request phrase *my forest cottage*:

- **Match:**
 - *my forest cottage*
 - *My forest cottage*
 - *my enchanted-forest cottage*
 - *my enchanting cottage in the forest*
- **Not a Match:**
 - *my cute new enchanting little three-bedroom yellow forest cottage*

Where to Search

The **Where to Search** options determine what areas of a book BookManager BookServer will look through for matches when performing a search. The different areas of a book that can be searched are:

Topic titles

Searches the text of all topic titles

Topic text

Searches the text in all topics

Indexed words

Searches the list of indexed entries

You can select these options in any combination, but at least one area must be selected. All areas are selected by default. Select the areas of the book you want searched and choose the Search push button.

How to Show Results

The **How to Show Results** option determines the order in which topics containing search matches will be sorted when listed in the Search Results List. The options available are:

List Topics by Importance

Lists topics in ranked order of probable importance. Topics most likely to contain the information you are looking for are listed first. This is the default option.

List Topics in Sequence

Lists topics sequentially as they occur in the book, with no attempt to rank them. This option is faster because the topics are not ranked and sorted.

You can select only one **How to Show Results** option. Select the way you want topics sorted and choose the Search push button.

Search Results List

Description: The Search Results List is a navigator listing all the topics containing matches from the last search you performed.

The order in which topics are sorted when displayed in the Search Results List is determined by the **How to Show Results** option on the Search form. If you selected **List Topics by Importance** on this form, topics are ranked by the probable importance of the matches. Otherwise, topics are listed sequentially as they appear in the book.

Viewing Search Matches: To view a topic containing search matches, select the topic from the Search Results list. BookManager BookServer displays the selected topic, emphasizes the matching search words in the topic text, and positions you to the first matching word in the topic. You can navigate between topics with search matches by choosing the Previous Matching Search Topic and Next Matching Search Topic toolbar icons. To return to the Search Results list, choose the Search Results List toolbar icon.

Ranking Search Results: BookManager BookServer determines the probable importance of search matches and ranks topics based on the following factors, listed in order of decreasing importance:

Location

Matches are likely to be of greater value if they occur in certain parts of the book. For example, matches found in Indexed words rank highest, followed by matches in Topic titles, and then matches in the Topic text.

Frequency

Topics with the most matches rank highest. When the request contains more than one search word or phrase, frequency also depends on how many words or phrases match.

Exactness

Exact matches, including exact capitalization of letters, rank highest. Matches that differ only in capitalization rank next, followed by matches that share the same root.

Distinctness

Matches for words or phrases that occur in only a few topics rank higher than matches that occur frequently throughout the book. For example, if you search for the word *cats* and the phrase *Siamese cats*, matches for *Siamese cats* rank higher than matches for *cats*. In this example, the added qualifier *Siamese* to *cats* makes the phrase more distinct than the word.

Also, when two or more topics contain the same number of matches, shorter topics, topics with less text, rank higher than longer topics.

Sequence similarity

Search matches on phrases are ranked according to their similarity to the search phrase. For example, matches on a search for the forest cottage might rank as follows:

1. *The forest cottage* (identical sequence)
2. *the enchanting forest cottage* (identical sequence, with one insertion; contains three search-phrase words)
3. *forest cottage* (identical sequence, with one deletion; contains only two search-phrase words)
4. *cottage in this forest* (reverse sequence, with one deletion; contains only two search-phrase words)

Order of Precedence

The order of precedence of search operators defines the order in which the search operators are processed.

Search operators are listed below from highest to lowest order of precedence. Those of equal order are listed together and are processed from left to right.

1. Wildcard characters: *, ?; phrase separator: ,
2. **AS IS** operator: "
3. Grouping operators: ()
4. Boolean BUT NOT: !
5. Boolean AND: &
6. Boolean OR: |

For example, to change the default order of precedence of the Boolean search request $A \& B ! C$, so that A and B are processed first, put the parentheses around A & B as follows: $(A \& B) ! C$.

Creating Notes in Book Topics

Description: You can make comments in book topics by creating notes that are appended to the end of each topic. The notes you create are not private. They are shared with anyone else who reads the book. To make private notes, you must use the facility provided by your browser.

You can tell if a topic contains notes if the topic title has a note icon next to it. You click on the note icon to read the notes listed in a table at the end of the topic.

How to Create a Note

To create a note in a book, choose the Create Note icon in the tool bar.

The Notes form appears.

1. Type your note in the **Enter a note for topic:** field.
2. Enter your name (optional)
3. Enter your e-mail address (optional)
4. Choose the **Add** push button.

You are returned to the topic you added the note to. The note icon now appears next to the topic title. Click the note icon to view your note appended at the end of the topic. You can also scroll to the bottom of the topic to view the notes.

To add more notes to the topic:

1. Either click the Create Note icon in the tool bar, or click **Add Notes** at the bottom of the notes table.
2. On the **Enter a note for topic** form, choose the **Reset** button to clear the entry field.
3. Enter your next note as before. (Name and email address are optional.)
4. Choose **Add** and your new note is appended to the previous note at the end of the topic.

Viewing All the Notes in a Book

To view a list of all the notes contained in a book, choose the List of Notes icon. The List of Notes page appears, listing all the notes by topic that have been created for the book.

To go to a topic, click the hot topic title.

Deleting Notes

Description:

Using an administration password, you can delete the notes in different topics, in an entire book, and in all books in your library. You cannot delete individual notes.

Deleting notes within a topic:

1. To delete the notes for a topic, choose **Delete These Notes** at the bottom of the topic, following the notes.
A confirmation message appears, asking you to confirm that you want to delete all the notes in the topic.
2. Enter your administration password and click the **Delete These Notes** push button. The notes are deleted and you are returned to the topic.
3. If you decide not to delete the notes, click your browser back button to return to the topic.

Deleting all notes in a book:

You can delete all the notes for a book from the *Notes for book* page.

1. To delete all the notes for a book, choose the List of Notes icon to list the notes that are in the book.
2. At the bottom of the list, click the **Delete These Notes** push button.
A confirmation message appears, asking you to confirm that you want to delete all the notes in the book.
3. Enter your administration password and click the **Delete All Notes** push button. All the notes in the book are deleted, and you are returned to the topic from which you started.
4. If you decide not to delete the notes, click your browser back button to return to the topic.

Deleting all notes in all books:

You can delete all the notes in every book of the library from the Administration page.

To delete all the notes for every book in the library,

1. On the Administration page, enter your administration password and choose the **Delete All Notes** push button at the bottom of the page.
A confirmation message appears, asking you to confirm that you want to delete all the notes in every book in the library.
2. Click **Yes**, to delete all the notes. You are returned to the Administration page.
3. If you decide not to delete the notes, click **No**.

Deleting Notes—Confirmation

Confirm that you want to delete the notes by entering your password and pressing the push button to delete the notes.

If you decide not to delete the notes, click your browser back button to return to the notes.

Printing Book Topics

Description: The Print Preview facility allows you to format one or more selected topics of the book you are reading for previewing in your browser. You can then use the print facility of your browser to produce a hardcopy document of the selected topics.

How to use Print Preview: While viewing any topic in a book, choose the Print icon in the toolbar to preview and print one topic or several topics. The **IBM BookManager Print Preview** page appears, on which you can specify the topics you want to preview and print.

To preview and print one or more topics in a book:

1. Select the topic or topics you want to print from the **Select topics** list.

Note: Some browsers may preselect the first item in the list. If you do not want that item selected, click it to deselect it. Also, with some browsers, you need to press and hold the Ctrl key in order to select non-consecutive items.

2. To print any notes contained in the topics, check **Include book notes**.
3. Choose the **Selected topics** push button.

The topics you selected are displayed for you to preview. If you included notes, you will see a note icon next to the topic titles that have notes. These notes will be printed.

If you decide that you don't want to print a topic after previewing it, use your browser back button to return to the Print Preview page, deselect the topic in the list, and choose the **Selected topics** push button as before.

4. To print, select the print option on your browser.

All subtopics included in a topic are printed, even if the subtopics do not appear in the table of contents. For example, an author can choose to not display subtopics with numbers higher than 3.0 in the table of contents, but those subtopics will be included in your printout.

To preview and print all topics in a book:

1. Do not select any specific topic in the list.
2. To print any notes contained in the book, check **Include book notes**
3. Choose the **All topics** push button.

All topics in the book are displayed for you to preview. If you included notes, a note icon appears next to topics that contain notes.

4. To print, select the print option on your browser.

Push buttons:

Selected topics

Displays the topics that you select in the list box for you to preview before printing them.

All topics

Displays all the topics in an electronic book for you to preview before printing them.

Reset Deselects topics previously selected in the list box.

Check box:

Include book notes

When checked, includes any notes that the book contains when you print it.

About your printout: What you see when you preview your printout is what you see when it is printed. The following information is included at the top of your printout:

DOCNUM

The document number of your book

DATETIME

The date and time the book was created

BLDVERS

The version of the BUILD product used to create the electronic book

TITLE The title of the book

AUTHOR

The author of the book

COPYR

The book's copyright information

The printed output is very close to the author's original intent, but it is not an exact reproduction. Any pictures in your book appear inline with the text. The toolbar, footer, and copyright statement displayed at the bottom of each topic in the online book are not included in your printout.

Displaying BookManager Pictures

Description: Pictures are graphics that are prebuilt into a BookManager book by an author using a BookManager BUILD product. They are portable across platforms and converted when the book topic is displayed. Pictures exist in a BookManager book as vectors, images or mixed types.

Viewing BookManager Pictures: When you display a topic, BookManager BookServer converts the BookManager pictures into the GIF format and displays the pictures integrated within the topic text, scaling them as needed. You can view a nonscaled version of a picture in its own separate page by clicking on the integrated picture or its picture number.

Each picture in a BookManager book has a unique number, for example, *Picture 14*. Either the picture number or the picture itself is integrated into the topic text.

To improve performance, after a picture is displayed it is cached at the server in its native GIF format in a PICTURES subdirectory.

Chapter 4. Managing BookManager BookServer

As an administrator, you can organize your BookManager BookServer library in a way that makes it easy for your users to get quickly to the information they need. BookManager BookServer provides the elements you need to organize any library, small or large. In this section of the book, we describe in detail what these elements are and how to use them effectively.

Once you have decided on a plan of organization, you can proceed to create your library. Most of the work of creating and maintaining a library can be done from the Administration page. We show you how to use the Administration page to create and modify bookshelves and bookcases, build the library catalog, log book access requests, generate diagnostic output, and perform other administrative tasks.

Finally, we explain how to customize the product headers and footers, and—for administrators or others who manage a Web site or own a Web document— how to create links from a Web document to the BookManager BookServer.

Organizing Your BookManager BookServer Library

The elements of BookManager BookServer library organization include collections, bookshelves, bookshelf search indexes, and bookcases. As a user, you are familiar with at least some of these. In this section, we discuss them in the context of helping you as an administrator decide how to organize your library most effectively.

Bookshelves and Bookcases

Bookshelves are a means for grouping related books so that users can find information quickly. For example, books on employee benefits can be grouped on a bookshelf called "Benefits." An employee interested in medical coverage can choose the "Benefits" bookshelf from a list of bookshelves on various topics. This is a faster way of finding the information than having to browse through a long list of unrelated books.

Related bookshelves can be grouped into a **bookcase**. For example, all the bookshelves with employee information (benefits, personnel policies, legal regulations, and so on) could be grouped into one bookcase, separate from a bookcase that contains, say, bookshelves of product manuals. Bookcases can also include other bookcases.

For very large libraries, this technique of hierarchical organization aids not only the search for information but also helps prevent delays caused by displaying long lists of books or bookshelves.

For example, you could organize 3000 books into 300 bookshelves, each containing 10 books on average. However, a list of 300 bookshelves may be overwhelming to a browser. So you might organize the 300 bookshelves into 20 bookcases. Now, if you choose one bookcase from a list of 20, you might see a list of 15 bookshelves. When you choose one of the bookshelves, you may see a list of 10 books. Starting at the top of the hierarchy ensures smaller lists and, therefore, optimum performance.

Internally, a bookshelf is a single text file (with extension *.bks*) containing a list of book file names, locations, and descriptions. A bookcase is also a text file (**.bkc*), but instead of containing a list of books, it contains a list of bookshelves or other bookcases or both.

Collections and Bookshelves

When you create or update a library, you copy the books (binary files) into one or more directories and then identify those directories to BookManager BookServer so it knows where to find the books. Each set of books in a directory is called a **collection**. In contrast to a bookshelf, which is a single text file, a collection is a set of binary book files that reside in a single directory.

It is possible to put all of the books in your library into a single large collection. However, like bookshelves, collections can be used as a means of grouping related books. For example, a collection of employee benefits publications could be grouped in the `/usr/lpp/booksrv/books/benefits` directory. A collection of legal documents might reside in the `/usr/lpp/booksrv/books/legal` directory.

To a user, the difference between a collection and a bookshelf may not be apparent. On the Bookshelves page, both collection names and bookshelf titles are listed in the Bookshelf Title column. You can click on the name or title to display a list of books in the collection or bookshelf. You can sort or search both bookshelves and collections. But bookshelves offer some advantages that impact the user and are important in helping you as an administrator decide how to organize your library.

- A bookshelf may contain books that physically reside along several directory paths. For example, if the manuals for various products reside in separate collection directories, you could create a bookshelf that logically groups all of the user guides, taking one from each directory.
- The same book can be included in more than one bookshelf. Since there need be only one physical copy of the book, this assures that both bookshelves include the same copy.
- For bookshelves, you can create bookshelf search indexes to provide high performance searching.
- Bookshelves make your library organization easily portable to other BookManager platforms. Some BookManager platforms do not recognize collections as a way of organizing a library.

Bookshelf Search Indexes

One of the special advantages of bookshelves is that you can create a bookshelf search index to provide fast searching through an entire bookshelf. (You cannot create a search index for a collection.) The bookshelf search index file contains all the words in all the books on a bookshelf. The name of the index file is included in the bookshelf file.

BookManager BookServer can search a bookshelf without using a bookshelf search index, but the search is slower. Rather than searching a single index file, BookManager BookServer opens and searches each book separately. This method is quite satisfactory for occasional searching. However, if you expect your users to search a bookshelf often, you should consider building a bookshelf search index. (Bookshelf search indexes are shipped with collection kits for IBM products.)

Additional Information:

- “Searching a Bookshelf” on page 11
- “Bookshelf Search Index” on page 12

Scenarios for Library Organization

Now that you understand more about the elements of library organization (collections, bookshelves, and bookcases), here are some possible scenarios for organizing your library. Here, we focus on collections and bookshelves. Of course, if you have bookshelves, you can also create bookcases.

One Collection, Multiple Bookshelves

One way to organize a library is to place all books into a single collection directory and then use bookshelves to group them. This is especially convenient if you have prebuilt bookshelves for an IBM product. Other advantages to this organization:

- By maintaining a single directory, you avoid the problem that sometimes occurs in large libraries managed by several people, of duplicate out-of-date books appearing in some of the directories. When there is more than one book with the same file name, BookManager BookServer displays the one that resides in the first collection path it finds.
- The library is easily portable to other BookManager platforms. Some BookManager platforms do not recognize collections as a method of library organization.
- You retain the other advantages of bookshelves—the ability to create bookshelf search indexes and to have the same books on more than one bookshelf.

Performance delays can result when a user displays a single large collection. If you organize your library this way, you can prevent users from displaying collections by choosing the *Bookshelves only* option under *Settings* on the BookManager BookServer Administration page. Then choose the Save Settings push button. (See “The Administration Page” on page 37.)

Multiple Collections, No Bookshelves

Another way to organize your library is to distribute books among several collection directories and not use bookshelves at all. You can easily modify a collection by adding or removing books from the directory path. However, you lose the advantages of bookshelves.

Multiple Collections and Bookshelves

You can use both methods in combination. For example, you could put the books for several products into a single large collection directory, and then create a bookshelf for each product. But for other collections, such as a small collection of books of personal interest, you might decide not to create bookshelves at all.

Creating a BookManager BookServer Library

Once you have decided how you want to organize your library, you can create the necessary directory paths, copy files to them, set the appropriate security authorizations, identify the directory paths to BookManager BookServer, and then create bookshelves and bookcases.

1. Create Directories

Create directory paths for your collections, bookshelves, and bookcases. You do this *outside* of BookManager BookServer.

Examples:

```
/usr/lpp/booksrv/books/legal  
/usr/lpp/booksrv/shelves/legal  
/usr/lpp/booksrv/cases/legal
```

2. Copy Files to Directories

Copy your book files into the directory you created for collections. Be sure that each book file has the *.boo* extension.

If you have prebuilt bookshelves (**.bks*) and bookshelf search indexes (**.bki*) shipped with an IBM product, copy those files into your bookshelves directory. Copy prebuilt bookcases (**.bkc*) into your bookcases directory.

You can copy files in one of several ways:

- Load the file directly onto the BookManager BookServer DASD.
- Use your host emulator file transfer system.
- Use a file transfer program (FTP).

Upload bookshelves (**.bks*) and bookcases (**.bkc*) as ASCII files. Upload books (**.boo*) and bookshelf search index (**.bki*) files as binary.

For information about copying books stored in MVS data sets, see “Using BookManager BookServer with MVS Data Sets” on page 35.

3. Set Security Authorizations

The security authorization for books, bookshelves, bookcases, and bookshelf search indexes must allow all BookManager BookServer clients to read the files or data sets. Otherwise, BookManager BookServer will generate security alerts when users try to reference files or data sets that they are not allowed to see.

In addition, bookshelves and bookcases must be set to write mode in order for you to modify them using BookManager BookServer.

Note: In order to use BookManager BookServer to modify bookshelves located in MVS data sets, you must first copy them to HFS files. See “Using BookManager BookServer with MVS Data Sets” on page 35.

Whenever you create bookshelves or bookcases within BookManager BookServer, the appropriate mode settings are automatically set. However, whenever you copy files to a directory, make sure that the mode settings are sufficient to satisfy the security authorization requirements. Use the following settings:

File	Mode Setting
book (*.boo)	644
bookshelf (*.bks)	666
bookshelf search index (*.bki)	644
bookcase (*.bkc)	666

4. Identify Directories to BookManager BookServer

Use the Administration page to identify the directories you created to BookManager BookServer, and to include in the library catalog the books that you copied to collection directories. To get to the Administration page, choose the Administration push button on the Library page.

Follow all of the steps listed under “Paths and Names” on page 43. Be sure to save settings and then rebuild the catalog.

Removing Sample Books: On the Administration page, you will see one directory path already entered in each of the list boxes for collections, bookshelves, and bookcases. These paths are for a set of sample books that we ship with BookManager BookServer. The books are classic novels available in the public domain and shipped as-is. If you don’t want to make them available to your clients, remove the directory paths from the list boxes.

5. Create Bookshelves and Bookcases

Now that you have all of your books copied to collection directories, you can create bookshelves and bookcases for them at any time. You create bookshelves and bookcases from the Administration page. Choose the Create Bookshelf or Create Bookcase push button. Once bookshelves and bookcases are created, you can update them in the future by choosing the Modify/Delete Bookshelf or Modify/Delete Bookcase push buttons.

For more information on how to create or modify bookshelves and bookcases, see “The Administration Page” on page 37.

Updating Your BookManager BookServer Library

You update your BookManager BookServer library in much the same way that you created it. You can add books to new or existing collection directories, add new bookshelf and bookcase directories, and create new bookshelves and bookcases as your library expands. Here are some important points to keep in mind:

- Whenever you create, rename, or delete directories for collections, bookshelves, or bookcases, you must update the BookManager BookServer Administration page. Make your changes in the appropriate list boxes and then choose the Save Settings push button.
- Whenever you add books to a collection directory, you need to rebuild the Catalog. (Choose the Rebuild Catalog push button on the Administration page.) You do not need to rebuild the Catalog at any other time. (See “Building the Catalog” on page 45.)

Using BookManager BookServer with MVS Data Sets

Books, bookshelves and bookshelf search indexes created with the BookManager BUILD/MVS or READ/MVS products are stored in MVS data sets. In order for you to use all of the capabilities of BookManager BookServer for managing a library of online books, these items must be copied to HFS files.

Keeping BookManager Objects in MVS Data Sets

If you have many BookManager data objects (books, bookshelves, and bookshelf search indexes) stored in MVS data sets, you may prefer not to copy them to HFS files. It is possible to use BookManager BookServer with MVS data sets, but you lose some administrative capability.

What you can still do

- Users can still use BookManager BookServer to access books and bookshelves stored in MVS data sets.
- You can also create bookcases and add bookshelves to them by manually editing the bookcase files.
- You can continue to use READ/MVS to manage books that users access through MVS data sets.

What you can't do

- You can't catalog books contained in MVS data sets. As a result, users will not be able to find these books from the Find field on the Library page or Catalog of All Books page. Also, cross-book links are effective only within bookshelves rather than across the catalog.
- You can't use BookManager BookServer to add or remove books from bookshelves that reside in MVS data sets.

Copying MVS data sets to HFS

When adding MVS data sets to your library, follow the same basic procedure described under “Creating a BookManager BookServer Library” on page 33: create your HFS directories (or use existing ones), copy the MVS data sets to HFS, verify security authorizations, and identify your directory paths to BookManager BookServer.

To copy MVS data sets to HFS files, use the OPUT or OCOPY commands. Be sure to specify the *binary* parameter when copying books and bookshelf search indexes.

Example: The following command copies a book from an MVS data set named EOX.EOX01MST.BOOK to an HFS file named *eax01mst.boe*:

```
oput 'EOY.EOX01MST.BOOK' '/usr/lpp/booksrv/books/eox01mst.boe' binary
```

For more information about the OPUT and OCOPY commands, type `tso help oput` or `tso help ocopy`, at an ISPF command line and press ENTER. To get help from a TSO/E READY prompt, type the same commands without the preceding `tso`.

Adding Bookshelf Data Sets to a Bookcase

You can create bookcases and then manually edit them to include bookshelves that are stored in MVS sequential datasets:

1. Create a directory path for the bookcase. You do this *outside* of BookManager BookServer.
2. Identify the bookcase directory path to BookManager BookServer on the Administration page. (See “Paths and Names” on page 43) To get to the Administration page, choose the Administration push button on the Library page.
3. Create the Bookcase from the BookManager BookServer Administration page. Remember the directory path in which the bookcase was created.
4. Manually edit the bookcase. For each bookshelf that you are adding to the bookcase, insert a line in the following format:

SHELF DataSetName Title

where *DataSetName* is the fully qualified data set name.

5. Save the file.

It is possible for the same bookcase to list both HFS files and sequential data sets. You can use BookManager BookServer to add or remove HFS bookshelves. (Choose the Modify/Delete push button on the Administration page.) You can also use BookManager BookServer to remove (but not add) bookshelves stored in data sets.

Example of Edited Bookcase File: In this example, the bookcase file lists both a data set name, and an HFS file name.

```
BKCASE=novels
BKCTITLE=Project Gutenberg - Classic Novels
BKCDATETIME=01/30/97 10:12:43
SHELF IBMBOOKS.SK2T1237.EDCCC002.BKSHELF C/C++ for MVS/ESA V3R2.0 Bookshelf
SHELF gutnbrg2 Classic Novels Shelf 1
```

The Administration Page

Description: To manage the library and create and modify bookcases and bookshelves, BookServer administrators use settings on the BookManager BookServer Administration page. They can only be changed after entering the administration password. The settings apply to all clients.

Using the BookManager BookServer Administration Page: The BookManager BookServer Administration page contains the following items that the administrator can set. For more detail, link to the section you are interested in.

Administration Password

The password required to update any administration setting.

Bookshelf and Bookcase Management

Create Bookshelf

Allows you to create a new bookshelf.

Modify/Delete Bookshelf

Allows you to add books to or remove books from a bookshelf, and to delete a bookshelf.

Create Bookcase

Allows you to create a new bookcase.

Modify/Delete Bookcase

Allows you to add or remove bookshelves or nested bookcases from a bookcase, and to delete a bookcase.

Paths and Names

Enter Directories for Collections

Enter or select the directory path for your book collections. You must enter a book file here to make it a part of the Library catalog and accessible to BookManager BookServer.

Enter Descriptive Collection Names

Enter or select a descriptive name for each collection of books. Book collections are displayed on the Catalog of All Books page.

Enter directories for bookshelves

The directories in which BookManager BookServer looks for bookshelves to serve to the client.

Enter directories for bookcases

The directories in which BookManager BookServer looks for bookcases to serve to the client.

Settings

You can set the bookshelf view, options, and password:

Bookshelf View**Collections only**

When selected, displays only the book collections in a bookshelf.

Bookshelves only

When selected, displays only bookshelves.

Collections and Bookshelves

When selected, displays both collections and bookshelves.

Options**Permit note creation**

When checked, allows users to create notes in any book.

Log book access requests

When checked, requests for book access are logged.

Generate diagnostic output

When checked, diagnostic output is generated.

Password**New password**

To change your administrator password, enter your new password.

Confirm password

Retype your new password to confirm the change.

Additional Information:

Administration Password

Description: An administration password is required for saving changes to any settings on the *BookManager BookServer Administration* form.

How to use the Administration Password:**To set your initial administration password**

Enter a password in the **New Password** field and again in the **Confirm New Password** field. Choose the Save Settings push button.

To change settings on the BookManager BookServer Administration page

Enter the administration password in the *Administration Password* field. Make your changes on the page, and choose the Save Settings push button.

To change the administration password

First, enter your administration password in the *Administration Password*

field. Next, enter a new password in the *New Password* and the *Confirm new password* fields. Choose the Save Settings push button.

Creating a Bookshelf

Description: Use the Create a Bookshelf page to make a new bookshelf. The new bookshelf is empty when you create it.

To create a bookshelf:

1. In the **Bookshelf Name** field, enter a name for your bookshelf.
2. Select a path in which to create your bookshelf from the **Bookshelf Path** list.
3. In the **Bookshelf Title** field, enter a descriptive title for your bookshelf.
4. If you are working with a prebuilt bookshelf search index to speed searching, indicate the file name of the search index in the **Bookshelf Index** field.

The bookshelf search index file must be located in the bookshelf path that you specified. It must be an HFS file. The security authorization for this file must be set to read. This is done by setting the mode to 644. (See “Using BookManager BookServer with MVS Data Sets” on page 35.)

5. Press **Create**.

Fields:

Bookshelf Name

Enter the name or file name of your bookshelf.

Bookshelf Path

Select the path in which your bookshelf will reside. The path selection list corresponds to the paths already entered on the BookManager BookServer Administration page.

Bookshelf Title

Enter a descriptive title for your bookshelf.

Bookshelf Index

Optional. Enter the file name of the bookshelf search index.

Push buttons:

Create

Creates your bookshelf after you have entered your information

Reset

Clears the entry fields

Modifying or Deleting a Bookshelf

Description:

Use the Modify or Delete a Bookshelf page to add or remove books from a bookshelf or to delete a bookshelf.

In order to modify a bookshelf, the security authorization for the bookshelf file must be set to write. In addition, all BookManager BookServer clients must be able to read any of the bookshelves found in the bookshelf path. These requirements are satisfied by setting the mode to 666. The appropriate mode is set automatically when you create a bookshelf through BookManager BookServer. You should verify the mode setting for any bookshelf files that were copied to a directory.

BookManager BookServer can only modify bookshelves located in HFS files. In order to use BookManager BookServer to modify a bookshelf stored in an MVS data set you must first copy it to an HFS file. As an alternative, you can use READ/MVS to maintain bookshelves located in MVS data sets. (See “Using BookManager BookServer with MVS Data Sets” on page 35.)

To modify or delete a bookshelf:

1. On the Modify or Delete a Bookshelf page, select the bookshelf you want to delete or modify.
2. To delete the bookshelf, choose the **Delete** push button.
3. To modify the bookshelf, choose the **Modify** push button.

Modifying a Bookshelf

Description:

You can add or remove books from your bookshelf. Removing books from a bookshelf does not erase them from your system. The books still exist in their directory paths.

The security authorization for book files must allow all BookManager BookServer clients to read all books found in a collection path. This is done by setting the mode to 644. You can only add books located in HFS files. In order to add books stored in MVS data sets, you must first copy them to HFS files. (See “Using BookManager BookServer with MVS Data Sets” on page 35.)

To remove books:

Select a book from the list box on the Modify Bookshelf page and press the **Remove** push button.

Note: Some browsers may preselect the first item in the list. If you do not want that item selected, click it to deselect it. Also, with some browsers, you need to press and hold the Ctrl key in order to select non-consecutive items.

To add books:

1. In the entry field, type the directory path or paths containing the books you want to add. Separate each directory path with a semicolon (;). (The eligible paths are specified in the **Enter directories for collections:** box on the BookManager BookServer Administration page.)
2. Choose the **Add Books** push button. A list of books that you can add to your bookshelf appears. Select one or more books from this list and press the *Add* push button to add these books to your bookshelf.

Push Buttons:

Remove

Removes the selected book from the bookshelf but does not erase it from your system.

Add Books

Takes you to a page containing a selectable list of books from the specified path or paths to add to your bookshelf.

Adding Books to a Bookshelf

To add books to your bookshelf, select the books you want to add from the list and press the **Add** push button.

If you decide not to add any books, click the books again to deselect them.

Note: Some browsers may preselect the first item in the list. If you do not want that item selected, click it to deselect it. Also, with some browsers, you need to press and hold the Ctrl key in order to select non-consecutive items.

Push Buttons:

Add Adds to your bookshelf the books you select in the list

Cancel

Returns you to the Modify Bookshelf page without adding any selected books to your bookshelf.

Deleting a Bookshelf—Confirmation

Deleting a bookshelf erases the shelf but not the books that were placed in the shelf. They still exist in their directory paths.

Choose **Yes** to confirm that you want to delete the bookshelf.

Choose **No** if you decide not to delete the bookshelf, and you will be returned to the Modify or Delete a Bookshelf page.

Creating a Bookcase

Description:

Use the Create a Bookcase page to make a new bookcase. The new bookcase is empty when you create it.

To create a bookcase:

1. In the **Bookcase Name** field, enter a name for your bookcase.
2. Select a path in which to create your bookshelf from the **Bookcase Path** list.
3. In the **Bookcase Title** field, enter a descriptive title for your bookcase
4. Press **Create**. The Modify Bookcase page appears so you can add bookshelves and nested bookcases to your new bookcase.

Fields:

Bookcase Name

Enter the name or file name of your bookcase

Bookcase Path

Select the path in which your bookcase will reside. The path selection list corresponds to the path already entered in the BookManager BookServer Administration page.

Bookcase Title

Enter a descriptive title for your bookcase

Push buttons:

Create

Creates your bookcase after you have entered your information

Reset

Clears the entry fields so you can enter new information

Modifying or Deleting a Bookcase

Description:

On the Modify or Delete a Bookcase page, you modify a bookcase by adding or removing bookshelves and nested bookcases, or you can delete a bookcase.

In order to modify a bookcase, the security authorization for the bookcase file must be set to write. In addition, all BookManager BookServer clients must be able to read any of the bookcases found in the bookcase path. These requirements are satisfied by setting the mode to 666. The appropriate mode is set automatically when you create a bookcase through BookManager BookServer. You should verify the mode setting for any bookcase files that were copied to a directory.

Only bookshelves located in an HFS file can be added to a bookcase through BookManager BookServer. To add a bookshelf stored in an MVS data set, you must manually edit the bookcase file. (See “Adding Bookshelf Data Sets to a Bookcase” on page 36.)

To modify or delete a bookcase:

1. Select the bookcase you want to delete or modify
2. To delete the bookcase, choose the **Delete** push button.
3. To modify the bookcase, choose the **Modify** push button.

Modifying a Bookcase

Description:

You can add bookshelves and nested bookcases to a bookcase, and you can remove them. Removing bookshelves and nested bookcases takes them out of the bookcase but does not erase them from your system.

To remove bookshelves and bookcases:

Select the bookshelves or bookcases you want to remove from the list box on the Modify Bookcase page and press the **Remove** push button.

Note: Some browsers may preselect the first item in the list. If you do not want that item selected, click it to deselect it. Also, with some browsers, you need to press and hold the Ctrl key in order to select non-consecutive items.

To add bookshelves and nested bookcases:

1. In the entry field, type the directory paths containing the bookshelves and bookcases you want to add. They are specified on the BookManager BookServer Administration page.
2. To add bookshelves, choose the **Add Bookshelves** push button. A list of bookshelves that you can add appears.
3. To add bookcases, choose the **Add Bookcases** push button. A list of bookcases that you can add appears.

Adding Bookshelves to Your Bookcase

Select the bookshelves in the list that you want to add to your bookcase and press the **Add** push button.

Note: Some browsers may preselect the first item in the list. If you do not want that item selected, click it to deselect it. Also, with some browsers, you need to press and hold the Ctrl key in order to select non-consecutive items.

You are returned to the Modify Bookcase page, which now lists the bookshelves you have selected to place in your bookcase.

Push buttons:

Add Adds the selected bookshelves to your bookcase and returns you to the Modify Bookcase page

Cancel

Returns you to the Modify Bookcase page without adding bookshelves to your bookcase.

Adding Nested Bookcases to Your Bookcase

Select the bookcases in the list that you want to add into your bookcase and press the **Add** push button.

You are returned to the Modify Bookcase page, which now lists the bookcases you have selected to nest in your bookcase.

Push buttons:

Add Adds the selected bookcases to your bookcase and returns you to the Modify Bookcase page

Cancel

Returns you to the Modify Bookcase page without adding bookcases to your bookcase.

Deleting a Bookcase—Confirmation

When you choose to delete a bookcase, a confirmation message appears and asks you to confirm that you want to delete the bookcase. Deleting a bookcase erases the case but not the items that were placed in the case. They still exist in their directory paths.

Choose the **Yes** push button to confirm that you want to delete the bookcase.

Paths and Names

Description: To serve bookcases, bookshelves, and books, BookManager BookServer searches directory paths that you specify.

Setting Directory Paths:

1. Enter your administration password in the *Administration Password* field.
2. In the *Enter directories for collections:* box, type a directory path for each book collection, one path per line. Do not add trailing slashes. Type a name for each path in the *Enter descriptive collection names* box. You can number corresponding paths and names.

3. In the appropriate list box, type a directory path or paths for bookcases and bookshelves. Type one path per line. Do not add trailing slashes.
4. Choose the Save Settings push button.
5. If you have added new books to a collection, rebuild the catalog.

Sample Directory Path Specifications: Below are sample directory path specifications:

```
/usr/lpp/booksrv/books/legal  
/usr/lpp/booksrv/shelves  
/usr/lpp/booksrv/cases
```

Note: Do not add trailing slashes. For best results, provide fully qualified paths as opposed to relative paths.

Additional Information:

- “Creating a BookManager BookServer Library” on page 33
- “Updating Your BookManager BookServer Library” on page 35

Defining Catalog Collection Names

Description: Catalog collection names are names given to each directory path listed in the *Directories for collections* list box. The collection names you specify here are displayed on the Catalog of All Books page as a heading for each sublist of books, and also in the Title column on the Bookshelves page.

Specifying Collection Names: Enter each descriptive collection name in the *Descriptive collection names* list box, one per line. Each line corresponds to the directory path listed on the same line of the *Directories for Collections* list box. You can number the collection names to correspond to numbered collection paths.

Sample Collection Names: Below are sample collection names:

```
Host (NFS) Procedure Books  
MVS Programming Library  
OS/2 Reference Library  
Legal Regulations
```

Additional Information:

- “Creating a BookManager BookServer Library” on page 33
- “Updating Your BookManager BookServer Library” on page 35

Numbering Collection Paths and Names

Description: The *Enter directories for collections* list box and the *Descriptive collection names* list box on the Administration page are independently scrollable. When you have long lists of collection paths and collection names, you can number them in order to keep track of which name goes with which path.

How to Number Paths and Names: Preceding each path or name, type a number followed by a period and then a space. Numbering in both boxes must be sequential.

Example:

Collection Path	Collection Name
1. /usr/lpp/booksrv/books/nfs	1. NFS Procedure Books
2. /usr/lpp/booksrv/books/mvs	2. MVS Programming Library
3. /usr/lpp/booksrv/books/os2	3. OS/2 Reference Library
4. /usr/lpp/booksrv/books/legal	4. Legal Regulations

Building the Catalog

Description: The Catalog of All Books contains descriptive information about each book in the library. You should rebuild the catalog whenever you add books to the library. The books may reside on any drive or any machine available to BookManager BookServer. A book must be cataloged in order to locate it by using the Find field on the Library page and Catalog of All Books page. Cataloging also activates cross-book links to any other book in the catalog.

How to Build the Catalog: Choose the Rebuild Catalog push button on the *BookManager BookServer Administration* page.

Picture Cache

Description: The pictures stored in BookManager books are cached in a *PICTURES* subdirectory to improve performance. The cached pictures are stored in GIF format.

How to use the Picture Cache: When the catalog is rebuilt, all the cached pictures are erased from the *PICTURES* subdirectory.

To clear the picture cache at any other time, choose the **Clear Picture Cache** push button on the *BookManager BookServer Administration* form.

The picture cache URL is `</bookmgr/pictures>`.

Logging book access requests

Description: You can log requests made to read books. Each topic request is logged, as well as requests to search books.

How to use Logging: Select the *Log book access requests* check box to turn book logging on or off. When this check box is checked, logging is performed. Choose the Save Settings push button to activate the changes.

BookManager BookServer logs the requests in a trace log file named *bookmgr.log*, located in the */cgi-bin/* directory.

Each trace log entry contains the date, time, book path and file name, followed by the topic, search, book description, or cross-book link request.

Diagnostics

Description: Diagnostic output can be generated to help debug any server problems you are experiencing. A set of diagnostic information will be displayed on each page served.

How to use Diagnostics: Select the *Generate diagnostic output* check box to turn diagnostics on or off. Diagnostics will be generated when the check box is checked. Choose the Save Settings push button to activate the changes.

Save Settings

Description: Save Settings saves changes made on the *BookManager BookServer Administration* page. Once saved, the changes become permanent.

How to Save Settings: Enter the Administration password on the *BookManager BookServer Administration* form in the *Administration Password* field and choose the Save Settings push button.

Customizing the Site Header and Footer

Description: You can replace the IBM product name that appears in the title bar and heading of the Library page with your own text (such as the name of your organization), and you can add text below the heading. You can also create your own footer to appear on all BookManager BookServer product pages, or you can choose to display no footer at all.

To customize the Library page header:

Edit the *library.htm* file. This file is located in the */usr/lpp/booksrv/cgi-bin* subdirectory.

Do not remove the `<TITLE>`, `</TITLE>`, `</HEAD>` or `<BODY>` tags. Be sure to use correct HTML coding; otherwise, the Library page may fail to display.

To create your own page footers:

Edit the *bmfooter.htm* file. This file is located in the */usr/lpp/booksrv/cgi-bin* subdirectory.

You can either replace the default footer text (the IBM product name and copyright) or you can add your own text below the default.

Do not include `<HTML>`, `<HEAD>`, `</HEAD>`, `<BODY>`, `</BODY>` or `</HTML>` tags in this file. The first four tags are already included in the HTML product pages to which this footer is added. The `</BODY>` and `</HTML>` tags will automatically be added following the footer.

To display no footers:

If you do not want to display any footers at all, rename the *bmfooter.htm* file to *nofooter.htm*.

Linking to BookManager BookServer from a Web Document

Description: If you own and maintain a Web document (Web page), you can create links within the document that give readers direct access to your BookManager BookServer library. You can link to the Library page, to a list of bookshelves or bookcases, to a specific bookcase or bookshelf, to a section of a book, and so on.

Parts of a BookManager BookServer URL: You create each link to the BookManager BookServer by specifying the appropriate URL within HTML tags. Each URL has three basic parts: the protocol, the server name, and the CGI script information. Here is an example:

```
http://server-addr/bookmgr-cgi/bookmgr.cmd/library
```

- The *protocol*, `http`, precedes the colon and double slash.
- Following the protocol, between the double slash and the first single slash, is the *server name*. You can specify either the fully qualified domain name of the server machine (for example, `w3.pok.ibm.com`) or the IP address.
- The remainder of the URL contains the CGI script information:
 - `bookmgr-cgi`—an *alias* for the directory (`cgi-bin`) that contains the BookManager BookServer CGI script.
 - `bookmgr.cmd`—the name of the BookManager BookServer CGI script.
 - One or more parameters to be passed as variables to the BookManager BookServer CGI script (`bookmgr.cmd`). In this example, the parameter *library* directs the program to transmit the Library page for display at the browser.

How to Create Links to the BookManager BookServer: Instead of using an absolute URL for every link, you can use the <BASE> tag at the beginning of your Web document to identify a "base address." In our examples, the base address contains the protocol and server machine, which are the same for all links. Then throughout the document you can create links that are relative to the base address. The relative links contain the CGI script information. If the server address ever changes, you need change only the BASE.

Place the <BASE> tag within the <HEAD> element of your document.

```
<HEAD>
<TITLE>My Web Document</TITLE>
<BASE HREF="http://server-addr/">
</HEAD>
```

Examples: Following are examples of relative links to the BookManager BookServer. Use these as a guide in creating your own links. You can use your browser to connect to a specific BookManager BookServer item (book, bookshelf, and so on) and display its URL. Use that specific URL information to create a link to that item.

Access a BookManager BookServer library

```
<A HREF="/bookmgr-cgi/bookmgr.cmd/library">The BookServer Library</A>
```

This anchor tag directs the URL to the BookManager BookServer Library page.

Access a book

```
<a href="/bookmgr-cgi/bookmgr.cmd/books/h10/CCONTENTS">Hercules</a>
<a href="/bookmgr-cgi/bookmgr.cmd/books/h10">Hercules</a>
<a href="/bookmgr-cgi/bookmgr.cmd/books/h10/2.0">Hercules</a>
```

The first anchor tag directs the URL to open a book called `h10` and display the table of contents topic, designated by the special topic name `/CCONTENTS`. If left off, as shown in the second URL, the book opens to the table of contents by default, or to the first topic found if no table of contents exists.

The third anchor tag directs the URL to open the book `h10` and display topic `2.0`.

Search a book

```
<a href="/bookmgr-cgi/bookmgr.cmd/search?book=badge10">Search</a>
```

This anchor tag directs the URL to display the Search Book form.

List bookshelves

```
<a href="/bookmgr-cgi/bookmgr.cmd/shelves">Browse Bookshelves </a>
```

This anchor tag directs the URL to list all bookshelves.

Open a bookshelf

```
<a href="/bookmgr-cgi/bookmgr.cmd/shelves/media">World Events</a>
```

This anchor tag directs the URL to open a bookshelf called media.

List bookcases

```
<a href="/bookmgr-cgi/bookmgr.cmd/cases">Browse Bookcases </a>
```

This anchor tag directs the URL to list all bookcases.

Open a bookcase

```
<a href="/bookmgr-cgi/bookmgr.cmd/cases/almanac">The Almanac Bookcase</a>
```

This anchor tag directs the URL to open a bookcase called almanac.

Display the Administration page

```
<a href="/bookmgr-cgi/bookmgr.cmd/administration">Administration</a>
```

This anchor tag directs the URL to display the BookManager BookServer Administration page.

Chapter 5. Help

Description: Help is accessible from the following BookManager BookServer pages:

- Library page
- Catalog of All Books page
- Bookshelves page
- Bookshelf page
- Book page

In addition, help is available from several dialog forms, such as *Search Book* and *Sort Bookshelf* forms.

Using Help: Choose the Help push button on the page or form to get help. On a Book page, choose the Help icon push button on the toolbar. The Help button links to the relevant topic in the Getting Started book.

Once you are in the Getting Started book, you can navigate around by following the hypertext links or by reading one topic at a time.

Glossary

This glossary defines all new terms and abbreviations used in this document. Definitions that were derived from the following sources are identified by the symbols indicated:

- The *American National Standard Dictionary for Information Systems*, ANSI X3.172-1990, copyright 1990 by the American National Standards Institute (ANSI). Copies can be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by the symbol (A) after the definition.
- The *Information Technology Vocabulary*, developed by Subcommittee 1, Joint Technical Committee 1, of the International Organization for Standardization and the International Electrotechnical Commission (ISO/IEC JTC1/SC1). Definitions of published parts of this vocabulary are identified by the symbol (I) after the definition; definitions taken from draft international standards, committee drafts, and working papers being developed by ISO/IEC JTC1/SC1 are identified by the symbol (T) after the definition, indicating that final agreement has not yet been reached among the participating National Bodies of SC1.

Special Characters

*. A multiple-character wildcard, the symbol used as a substitute for one or more letters in a word when defining a search request.

?. A single-character wildcard, the symbol used as a substitute for one letter in a word when defining a search request.

&. In Boolean searching, an operator you enter in a search request to connect two words or phrases with an AND relationship.

|. In Boolean searching, an operator you enter in a search request to connect two words or phrases with an OR relationship.

!. In Boolean searching, an operator you enter in a search request to connect two words or phrases with a BUT NOT relationship.

() . Grouping operators, which allow you to group together words or phrases in a Boolean search to change the order of precedence of the search.

'. In a Boolean search, the "AS IS" operator used to prevent special characters, such as "&," from being treated as search operators.

„. A phrase separator, used to separate one or more words or phrases from each other in a search request.

A

active. The window or icon that you are currently using or that is currently selected.

AFS. Andrew File System. A worldwide distributed file system.

American National Standard Code for Information Interchange (ASCII). The standard code, using a coded character set consisting of 7-bit coded characters (8 bits including parity check), that is used for information interchange among data processing systems, data communication systems, and associated equipment. The ASCII set consists of control characters and graphic characters. (A)

author. The person who wrote or prepared the information in a softcopy document.

B

bookcase. In BookManager, a logical grouping of bookshelves and other bookcases organized for convenience.

book. In BookManager BookServer, a softcopy document, created by BookManager BUILD, that can be read and searched with a display device. A softcopy book often has the traditional structure of a printed book, including standard book elements such as a cover page, table of contents, chapters, and an index.

book search. A search done within a single book, on selected topics or on the entire book. Search matches are emphasized in the book text.

bookshelf. In BookManager, a logical grouping of softcopy books organized for convenience and for faster searching.

bookshelf search index. An index of all information in books on a bookshelf, created with the Index Utility that is supplied with BookManager BUILD/MVS, BookManager READ/MVS, or BookManager BUILD/2. The search index is usually created as a file that has the same name as the bookshelf, and an extension of .BKI. Using a search index can make searching the books in a bookshelf significantly faster.

Boolean. A process where combinatorial relationships are established between elements and the result takes on one of two values. In a Boolean operation, each of the elements may be assigned a value, such as 0 or 1, true or false.

Boolean search. A search method that uses Boolean processing to analyze search matches. Boolean operators are used in a search request to make a Boolean expression.

browser. A software product or tool used to read an electronic document on the World Wide Web.

C

catalog. The set of all electronic books available from a BookManager BookServer installation, usually consisting of multiple collections. Also referred to as the Catalog of All Books.

case-sensitive. Pertaining to the ability to distinguish between uppercase and lowercase letters. When you do a “case-sensitive” search, the search results match the case of the search request.

CD-ROM. Compact disc-read only memory. High-capacity, read-only memory in the form of an optically read compact disc.

CGI script. Common Gateway Interface script. A program that is run on a Web server in response to input from a browser.

chapter. In BookManager, a section or part of a softcopy book whose topic ID begins with a major topic number, such as 1.0 or 4.0.

choose. To use a mouse or keyboard to pick an item that begins an action. You choose items on menus to perform tasks, and you choose icons to start applications.

client. A computer system that uses data or services from another computer, known as the server.

collection. A set of electronic books that reside at a single file system location, such as /usr/lpp/booksrv/books.

collection kit. A set of electronic books provided by IBM on a CD-ROM.

cross-book link. A link that takes you from one softcopy book to another softcopy book.

D

data set. In MVS, a unit of information that can be stored and retrieved.

default. A value used by BookManager BookServer when you have not explicitly specified one.

document. A collection of information, intended to be perceived and understood by a human being.

document number. The form number of a manual that can be used to link between books, or order copies of the manual. The document number is displayed in the table of contents, in a collection, and in a bookshelf. See cross-book link.

E

electronic book. A document stored on a computer as a file, and accessed by readers using software that presents its content in a familiar, book-like manner.

ESA. Enterprise Systems Architecture

exact match. A word or phrase found by BookManager BookServer during a book search, that corresponds exactly to the word or phrase typed in the search request. Contrast with fuzzy match.

F

figure. A vector graphic, image, or other kind of illustration in the text of a document that is identified by a title or caption and a sequential number.

FIGURES. The topic ID of a topic in a softcopy book that contains the list of figures in the book.

filter. A string of text used to list books or bookshelves containing the string within their names and titles.

form. An electronic document into which you enter information to complete an action.

FTP. File Transfer Protocol. In TCP/IP, an application protocol used for transferring files to and from host computers.

fuzzy match. A word or phrase found during a single-book that is a variation the word typed in a search request. Fuzzy matches are different forms of the same root word.

G

GIF. Graphics Interchange Format. A widely supported format for image data on the World Wide Web.

graphic. Pertaining to pictorial material or the output of graphics software, in contrast to text. Graphics in a softcopy book can be integrated into the text or displayed in a separate window.

grouping operators. In a search request, the symbols used to change the Boolean operators' default order of

precedence. In BookManager BookServer, the grouping operators are the left and right parentheses.

H

heading. Words indicating the beginning of a new topic or section.

HFS. Hierarchical File System. Refers to the kind of file system used on personal computers in which files and directories are arranged in a hierarchical tree-like structure leading to the highest level directory, called the root directory.

HTML. Hypertext markup language. HTML is the standard format for the interchange of document text between World Wide Web clients and servers.

HTML document. A document represented using HTML, consisting of one or more pages.

HTML form. An HTML page containing input fields, radio buttons, and other controls where the user provides information to be returned to a WWW server.

HTML page. (1) A unit of HTML content that is accessed in a single transaction over the World Wide Web. (2) The default HTML page provided by a WWW server when no page is explicitly requested is called the server's home page.

hypertext. A method of accessing information in a nonlinear fashion by linking to more information on a particular graphic or idea.

hypertext link. An automatic connection between an element in one part of a softcopy book to another element in the same book or to another softcopy book.

I

icons. Graphical representations of various elements such as disk drives, applications, and documents.

index. An alphabetical list of the subjects in a softcopy document and the topics in which each subject is found. Contrast with table of contents and search index.

inline image. A graphic image that appears on the same line as text in a document.

Internet. The global "network of networks" that connects large corporations, small businesses, universities, governments, private organizations and individuals.

Internet resource. A document or service accessible via the Internet.

L

LAN. Local area network. A computer network located on user premises within a limited geographical area.

library. A collection of electronic documents. A BookManager BookServer library is the set of all electronic books available from one BookManager BookServer installation.

link. (1) A connection between related pieces of information. (2) To go to a related piece of information by activating the connection. See hypertext link.

M

mainframe. A computer, usually in a computer center, with extensive capabilities and resources to which other computers can be connected so that they can share facilities.

match. A word or phrase that is identical or similar to the words or phrases in a search request.

modify. Add or remove objects. For example, you can modify a bookshelf by adding books to it or removing books from it.

morphological search. Searching in a manner that takes into account the different forms taken by words in the language of the text. For example, finding occurrences of "media", in response to a search request for "medium".

N

name. (1) The file name of a book, bookshelf, or bookcase. File names appear in the Name column on several BookManager BookServer product pages. (2) The name assigned by BookManager BookServer to a collection, such as 4-COLLECTION. Assigned collection names appear in the Name column on the Bookshelves page. (3) On the Administration page, a descriptive name or title for a collection. Descriptive collection names appear in the Title column on the Bookshelves page.

navigate. To locate and work with information in a book.

NFS. Network File System. A remote file system in which server computers make files available to client computers. NFS runs over the Internet Protocol.

O

object. Anything that you can focus attention on and manipulate as a single unit (for example, a book or a bookshelf).

online. Connected to, served by, or available through, a system or computer.

operator. (1) A symbol that represents an operation to be done. (2) In a search request, the lexical entity that indicates the action to be performed on a word or phrase.

order of precedence. The order of priority in which Boolean operators are processed in a search request. The default order of precedence is BUT, AND, and then OR. The order can be altered by putting parentheses around words or phrases in the search request.

P

path. The storage location of a file. The path includes the drive, directory, and, if applicable, the line of subdirectories leading to the directory in which the file resides.

phrase. In a search request, a collection of two or more words treated as a unit.

page. A unit of content, usually textual, that is accessed in a single transaction over the World Wide Web. (May be the equivalent of one or many pages of printed material.)

R

rank. The relative significance of one topic within a set of topics that match a search query.

resources. Documents, data, or services.

revision character. A character in the margin, such as a bar (|), that indicates that the text line beside it has been changed by the author.

revisions. Changes an author has made to a book. Revisions may be marked with revision characters. Readers can move through a book looking at only those topics that have been changed or added to the book.

S

search. A powerful BookManager BookServer function that lets you locate specified words and phrases within multiple books on a bookshelf, a single book, or selected topics.

search options. In BookManager BookServer, the options you can set to specify which type of search form is to appear, what areas of the book to search, what type of search to do, and how to show results.

search results. In a single-book search, a list of topics that contain one or more search matches.

select. To mark an item so that a subsequent action can be carried out on that item.

server. A computer that makes resources available to other computers.

softcopy. Online information that can be electronically distributed, manipulated, and printed.

sort. To arrange a set of items to be used in a specified sequence, such as alphabetic or numeric.

T

table. Information presented in rows and columns and defined by the author as a table.

table of contents. A list of topics in the order in which they appear in a book.

TABLES. The topic ID of a topic in a softcopy document that contains the list of tables in the book.

topic. A heading and its subsequent text up to the next heading; the basic unit of information in a BookManager BookServer softcopy document.

topic heading. A heading that introduces a new topic in softcopy. Each topic heading is made up of two parts: a topic ID and a topic title.

topic title. The title that is associated with a topic heading. See also topic heading.

topics list. A list of all the topics in a softcopy document that have topic IDs.

U

URL. Universal resource locator. The standard World Wide Web means for specifying the location of a resource on the Internet.

V

vector graphic. Computer graphics in which display images are generated from display commands and coordinate data. (I) (A)

W

wildcard. The character used to substitute for unknown or unspecified characters or words in a search word or phrase. An asterisk (*) is an example of a wildcard character.

World Wide Web browser. A browser for reading World Wide Web documents. See browser.

WWW. World Wide Web. A worldwide network of linked documents on the Internet that point to other

documents on related topics. Using Mosaic or other

WWW software, a user can navigate quickly and easily around the global Internet, following the pointers to topics of interest.

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IBM BookManager BookServer for World Wide Web for OS/2: Getting Started SC34-3100 (available in softcopy only)

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