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AN INTRODUCTION TO MICRODIS--A SIMPLIFIED USER'S GUIDE

WORKING PAPER NO. 11

by

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We must also extend our thanks to the many who have helped provide the document information for the literature base itself, particularly Bruce Leach of the University of Maine Library staff.

## PART 1: SEARCHING THE LITERATURE BASE

MicroDIS is a micro-computer literature base and library management system developed by the LTS Corporation for USAID. The Haiti-based University of Maine Agroforestry Outreach Research Project (AFORP) has been using this system to develop a literature base for its research staff and for others interested in agroforestry related activities. The MicroDIS system is now in place and functioning at the AFORP office in Port-au-Prince. This working paper is to provide a simplified guide to its use for those not familiar with MicroDIS.

AFORP Working Paper No. 9 (Kooi and Jean-Baptiste, 1986) gives a more detailed discussion of the use of MicroDIS for those who already have some understanding of the system and want to utilize all of its capabilities. The MicroDIS operations manual is also available at the AFORP office for those wanting to study all of the system's functioning, as well as its capabilities. However, the purpose of this paper is to provide a user friendly guide for the majority of users who want to know how to readily extract or enter information from MicroDIS in support of whatever research or field project they are working on.

### What This Guide Explains

This guide will explain how to use the MicroDIS system for performing literature searches, entering literature citations, and modifying them. Secondly, it explains the use of the MicroDIS's utility files to access such things as listings of keywords or the recalling of documents labeled for deletion. This guide is presented in two parts. Part 1 describes how to perform a search and Part 2 discusses the use of the other MicroDIS components.

The sections are organized to explain how to enter the system and use each of the system components mentioned above. Each section will start with a brief explanation of the component's purpose, followed by a description of what will be seen on the computer monitor when this part of the system is accessed. Finally, Part 1 discusses the options and displays of the instructions and results of using each option.

### Entering the MicroDIS System

Entering the MicroDIS system is not difficult, even if one is not familiar with computers. The primary problem encountered will be entering, without typing errors, the proper letters or numbers making up the instructions for the system's use. The instructions for making this entry begin on the following page.

1. Turn on the computer. You can ask the Literature Search Assistant to help you if you are not familiar with where the switches are.
2. When it asks you to enter the date, no entry is really necessary, so hit the return key. NOTE the return key is located to the immediate right and center of the main keys of the keyboard. It is a double size vertical key with either a bent arrow pointing to the left or the word *enter* printed on it.
3. When the screen displays C:ç> type in the following, CDçmicrodis, and hit the return key.
4. The screen will then display C:çMICRODIS>. Type in the word *microdis* and hit the return key.

This set of instructions now has you at the entryway to the various MicroDIS components. The next three screens (different displays on the computer's monitor screen) will give you access to the specific component you want to perform for you.

IF YOU ARE DOING WORK OTHER THAN SEARCHES, GO TO PART 2 of this user's guide.

#### Environment Definition Screen

This screen appears automatically after following Step 4.

5. Hit the 1 key, then pause.
6. Hit the 1 key again, then pause.
7. If you are performing any operations other than searching for documents, request the password from the literature search assistant and then type it in. If you are doing a search only, hit the return key.

#### Main Selection Menu

This is the second screen in this series which appears after entering the password. There is only one entry that should ever be made from the choices displayed on the screen.

8. Hit the 2 key, and a new screen entitled *CATALOG MENU* will appear automatically.

#### Catalog Menu

This screen is the final in the series which gives you general access to the MicroDIS program, appearing after Step 8 correctly. At this point, you will start making your decisions on what you want the system to do for you. You will use one of the options on the following page.

1. ADD
2. MODIFY
3. DELETE
4. SEARCH
5. REPORT
6. FILE UTILITIES
9. EXIT

The SEARCH and EXIT options are used for doing searches. For the other functions all of the options are used, except the SEARCH option.

### SEARCH

This option will probably be the most useful for the MicroDIS user. Its function is to retrieve the citations of documents listed on this system. Searches can be made on the basis of three criteria:

1. Key word(s) or identifiers
2. Title word(s)
3. Author(s)

The connector words *and* or *or* can be used to request combinations of these selection criteria. The use of connectors should be studied carefully, as your searches will be much more successful through their use.

Before going on to the steps involved in the use of this option, you should keep in mind that probably not all documents of interest to you are going to be entered in this system. Working Paper No. 9 (Kooi and Jean-Baptiste, 1986) gives a good explanation of how to access in the United States the more important literature bases of interest to this project. These bases are usually complete, current and contain entries from publications around the world. However, it takes time and money to use them.

To begin a search, go through the steps discussed above to arrive at the CATALOG MENU screen, then take the following steps:

1. Hit the 4 key.
2. After a pause a new screen will appear. Hit the y key if you are a first time user and want to see a few HELP examples of how to do searches. If you select this option, you will continue hitting the space bar until the *MicroDIS Search Screen* appears, then go to Step 4. If you do not want to see the help screens, hit the n key and go to step 3.
3. After another pause the *Microdis Search Screen* will appear.
4. Hit the return key once.

You must now begin entering your search criteria (i.e., keywords, author). There can be up to ten of these specified for any given search. Each search criteria consists of three parts:

1. The connector
2. The type of criteria
3. The value of the criteria

The *connector* is a one letter entry put in the first column of the display on the screen. A connector is never used for the first entry and Step 4 above has already prevented any entry for this. If more than one set of search criteria are used, a connector must be used for each subsequent set. There are two possible connectors: *and* (entered by hitting the a key) or *or* (entered by hitting the o key). The *and* is used when you want the search to select documents meeting the search criteria of both the line on which the "a" connector is listed and the criteria listed above. The o key is hit when you want the search to display citations of documents meeting the search criteria of either that line or the line(s) above. To be selected only one set of the search criteria has to be met, unlike the and connection which requires both sets to be met before a selection is made.

The second column for the make-up of a given line of selection criteria is used to indicate if the selection will be made on the basis of key word(s), title word(s) or author(s). The entry of the number "1" indicates a search of key word(s) or identifiers, the number "2" a search based upon title word(s) and the number "3" a search based on authors.

The last part of each line of selection criteria will be the actual word(s) to be searched for within the criteria specified in the Column 2 entry of that line. The actual words themselves are typed in fully.

Some examples will be presented now to show you the steps needed to finish your search, though only four of the several possible criteria arrangements are given here. However, they are all variations of these four and follow the guidelines given.

EXAMPLE 1. The search is to be for documents written by two co-authors, Marshall Ashley and Gerold Grosenick.

5. Enter the number 3 (this indicates the search is for an author and should be the first entry in the type field). IF YOU MAKE A MISTAKE IN THIS OR ANY OTHER ENTRY, YOU SHOULD COMPLETE YOUR OTHER ENTRIES AND THEN HIT THE VERTICAL ARROW/LETTER SKEY ON THE UPPER, RIGHT SIDE OF THE KEYBOARD UNTIL THE FLASHING BAR APPEARS IN THE COLUMN YOU ARE INTERESTED IN, THEN TYPE IN THE CORRECT ENTRY AND HIT THE ENTER KEY UNTIL THE FLASHING BAR APPEARS IN THE COLUMN AND LINE WHERE YOU WANT TO MAKE YOUR NEXT ENTRY.

6. Type in the first author's name (last name followed by a comma, then first initial followed by an equal sign).

ashley, m=

7. Hit the return key.

8. Type in the letter "a" (this is the *and* connector and should appear in the first column, second line).

9. Type in the number 3 (indicates that another author is being searched for).

10. Type in the second author's name using the same format as in Step 6.

grosenick, g=

11. Hit the F5 key on the far left, center of the keyboard. This key is used after you have completed typing in the value of the last criteria for the search.

After a few seconds pause for processing the following will appear on the far right of the SEARCH screen, opposite the two lines of search criteria which you just entered:

Found	Total
9	9
2	1

This indicates that there were 9 documents found on the system written by M. Ashley, 2 written by G. Grosenick and a total of 1 co-authored by Ashley and Grosenick. The process of viewing or printing out the search result will be discussed below.

EXAMPLE 2. A search to be based upon an author "or" a keyword. The author will be Ashley and the keyword charcoal.

5. Type in the number 3.

6. Enter the author's name.

ashley=

The equal sign tells the program to retrieve any document with the value before the equal sign, regardless of what follows it. This truncation is to save you typing time, potential typing errors and to help you when you may not be sure of the spelling of an entry put into the system.

7. Hit the return key.

8. Enter the letter "o" (the *or* connector).

9. Enter the number "1" (this indicates that the value will be a keyword or identifier).

10. Type in the keyword

charcoal

11. Since this is the last of the criteria to be entered, hit the F5 key.

The output will be	Found	Total
	9	9
	30	39

This indicates that there were 9 documents retrieved with Ashley as an author, 30 with charcoal as a keyword, making a total of 39 documents having Ashley as an author or charcoal entered as a keyword. Of possible interest is that the total of the Found column is equal to the last entry in the Total column. This indicates that none of the articles authored by Ashley also have the keyword charcoal. If there had been the total of the last column would have been reduced by the number of documents having all of the values in common.

EXAMPLE 3. This search will involve a selection based on a keyword and a given word being found somewhere in the title. It also illustrates the use of the *and* connector. The search will be for documents having the keyword charcoal and the word fuelwood in the title.

5. Type in the number 1 (indicates a search for a keyword).

6. Enter the keyword

charcoal

7. Hit the *return* key.

8. Type in the letter "a" (the *and* connector).

9. Type in the number 2 (indicates a search for a word in the title of documents).

10. Enter the word

fuelwood

11. This is the end of the search criteria, so hit the F5 key.

12. The search output displayed on the right of the screen is

Found	Total
30	30
23	3

This output shows you that there are 30 documents with the keyword charcoal, 23 with the word fuelwood in the title and that there are three articles with both the keyword charcoal and the word fuelwood in the title.

EXAMPLE 4. This last example will be based upon a complex of two keywords and an author in combination with both *and* and *or* connectors. The search will be for documents having the keywords charcoal or fuelwood and the author Conway.

5. Type in the number 1 (indicates a keyword search).

6. Enter the word

charcoal

7. Hit the *return* key.

8. Type in the letter "o" (the *or* connector).

9. Enter the number 1 (another keyword).

10. Type in the keyword

fuelwood

11. Hit the *return* key.

12. Type in the letter "a" (the *and* connector).

13. Type in the number 3 (type indicator for an author search).

14. Enter the author's name

Conway=

15. Hit the F5 key.

The output appears as	Found	Total
	30	30
	107	120
	3	1

The interpretation of this is that there are 30 citations on the system with the keyword charcoal, 107 with the keyword fuelwood, 120 with the keywords charcoal or fuelwood, 3 with the author Conway and 1 article with the keywords charcoal or fuelwood and the author Conway. Again, the last number in the total column is an indicator of how many documents meet all of the search criteria that you have set.

## WHAT DO YOU DO NOW?

Now that you have completed your first search you have four other options:

1. Quit
2. New search
3. Continue
4. View

The first option is used if you want to QUIT the search at this stage knowing only how many documents met your search criteria. To do this hit the letter "q" and this will return you to the CATALOG MENU.

NEW SEARCHS can be started by typing in the letter "n", waiting for the SEARCH screen to appear and then following the same general procedures outlined above.

The CONTINUE option is used when you want to continue with your present search, but with added search criteria. This is done by typing in the letter "c", waiting for the SEARCH screen to reappear and then entering your additional criteria following the steps above, except that you must remember to start with Step 8 (the connector with your previous search criteria).

If you want to VIEW or print the documents you have found in your search, select the VIEW option. This is done by typing in the letter "v". The first 5 citations meeting your criteria will appear on the screen (if there are that many). If there are more than 5, these can be viewed progressively in groups of five by hitting the *space bar* at the bottom of the keyboard. Please note that each citation has a retrieval number and the call number given in sequence on the first line of each citation shown on the screen.

Once the VIEW screen and citations appear on the computer monitor, there are several other options which appear at the bottom of the screen:

1. Backup
2. Forward
3. Print
4. Quit
5. New view
6. Mark for print

The BACKUP option is used to view citations shown on a previous screen having been bypassed using the FORWARD option. Hitting the letter "b" will backup the view one screen for each hit.

The FORWARD option is used to progressively display the search output. The view will be advance one screen each time the space bar at the bottom of the keyboard is hit.

The PRINT option allows you to print out citations from the search. This has several sub-options. These are:

None

Marked

One

All

The NONE sub-option returns you to viewing the document citations on the monitor without having printed anything out. It is accomplished by typing in the number "9".

The MARKED sub-option is for selecting only a specified group of citations for printout from those which were selected in the search. This is done by first typing in the letter "m", entering the retrieval number of the document, hitting the return key, and then hitting the space bar. This process is repeated for whatever citations you want as a subset of the original search. Once you have marked the documents, you can now exercise any of the other options. However, if you want to print the marked citations, type in the letter "p", then the number "2", and follow through on the print format as described below.

The ONE sub-option is used when you want to printout only one citation from all of those selected by the search. To use it type in the number "3", enter the retrieval number of the document, hit the return key and then proceed with the selection of your print format as described below.

The ALL sub-option will allow you to print out all of the citations retrieved in your search. It is exercised by typing in the number "1". After this the print format screen will appear and you will select one of these as discussed below.

#### PRINT FORMAT OPTIONS

There are six print options and these are self explanatory. You should review these, select the option you want, then type in the number representing that option, type in the letter "p" and hit the space bar at the bottom of the keyboard. This will initiate the printout of your request. PLEASE, BE SURE THAT THE PRINTER IS TURNED ON, THE ON LINE INDICATOR IS ON AND THAT THERE IS SUFFICIENT PAPER FOR YOUR PRINTOUT.

## EXIT

The EXIT option within the CATALOG MENU is used when you decide that you want to abort your search at this stage. To exercise this option, hit the 9 key.

## PART 2 - ADDING, MODIFYING, DELETING AND REPORTING

Part 1 of this user's guide was to familiarize you with the procedure to do a basic literature search of documents on the USAID MicroDIS system in Port-au-Prince. Part 2 is written for the MicroDIS user who has a need to manipulate and change the information within the existing system. In order to maintain the document-literature base file in proper working order, these users will necessarily be restricted to only those approved by USAID and the contractor controlling this system's use. NO ONE should attempt to do any work on this system beyond basic searches, unless authorization by both the above parties is obtained.

The introductory sections of Part 1 of this guide are reproduced here, starting with how to enter the MicroDIS system, so that this part can be used without having to reference the other. Following these will be the detailed discussion of the use of the options.

### Entering the MicroDIS System

Entering the MicroDIS system is not difficult, even if one is not familiar with computers. The primary problem encountered will be entering, without typing errors, the proper letters or numbers making up the instructions for the system's use. The instructions for making this entry are as follows:

1. Turn on the computer. You can ask the Literature Search Assistant to help you if you are not familiar with where the switches are.
2. When it asks you to enter the date, no entry is really necessary, so hit the return key. NOTE the return key is located to the immediate right and center of the main keys of the keyboard. It is a double size vertical key with either a bent arrow pointing to the left or the word "enter" printed on it.
3. When the screen displays C:ç>, type in the following, CDçmicrodis, and hit the return key.
4. The screen will then display C:çMICRODIS>. Type in the word *microdis* and hit the return key.

This set of instructions now has you at the entryway to the various MicroDIS components. The next three screens (different displays on the computer's monitor screen) will give you access to the specific component you want to perform for you.

### Environment Definition Screen

This screen appears automatically after following Step 4. These steps are always followed:

5. Hit the 1 key, then pause.
6. Hit the 1 key again, then pause.
7. If you are performing any operations other than searching for documents, request the password from the Literature Search Assistant and then type it in. If you are doing a search only, hit the return key.

### Main Selection Menu

This is the second screen in this series and it appears after entering the password. There is only one entry that should ever be made from the choices displayed on the screen.

8. Hit the 2 key, and a new screen entitled *CATALOG MENU* will appear automatically.

### Catalog Menu

This screen is the final in the series which gives you general access to the MicroDIS program and it appears after following Step 8. This is where you will start making your decisions on what you want the system to do for you. You will use one of the following options:

1. ADD
2. MODIFY
3. DELETE
4. SEARCH
5. REPORT
6. FILE UTILITIES
9. EXIT

For doing searches, the SEARCH, FILE UTILITIES and EXIT options are used. For the other functions, all of the options are used, except the SEARCH option.

### ADD

The *add* command is the first option to appear on the *CATALOG MENU* screen and is used when you want to add literature citations to the existing listing. There are several entries on each of three screens when using this option.

1. Site code- Hit the 1 key to display the first screen for this option.
2. After the screen appears hit the return key. This enters the site code for the University of Maine literature file which you are using and is an entry which is most simply entered by hitting the key.
3. Call number- Enter a call number for the document you are putting into the literature base. This "number" is really a series of letters and numbers. The initial part of the "number" usually consists of the first three letters of the location of the library or other source holding the document. The latter part is a series of three numbers assigned by you to give the document a unique call number not already entered in the MicroDIS files for that location. A listing of the existing three letter location identifiers is included in the appendices of this report and the last existing three number series for each of these locations can be obtained by asking the Literature Search Assistant.
4. Once the number has been entered, hit the return key.
5. No. of copies- Type in the number of copies available at the location indicated in the call number.
7. Hit the return key.
8. Location- If the article can be found in Haiti, enter the three letters used in first half of the "call number" entered above. If not, proceed to the next step.
9. Hit the return key three times.
10. Title- Type in the title of the article. This can be in English, French or Spanish. If the first word of the title is an article (i.e., A, An, The, El, Le, La, Les, Los, Las, etc.), it should be omitted, unless it is part of a name (e.g., Les Cayes)The first letter of the first word, along with any proper nouns should be CAPITALIZED. If the document is part of a multiple volume or edition series, this should be indicated as part of the title (e.g., Agroforestry in Africa, third edition). NO PERIOD should be put at the end of the title and if there are hyphens, these should be entered with a space on either side.
11. Hit the return key.
12. If the title above is in French, Spanish or some other language other than English, the English translation should be entered now using the same guidelines as given in Step 11, before going to the next step.
13. Hit the return key three times.

14. Author- Now you are ready to enter the name of the author(s), editor or organization which wrote the article. For the first author, type in his/his last name, followed by a comma, space, and the first initial of the first name. Up to five authors can be entered by following this step and hitting the return key after the typing of the author's name, except for the last author's name you enter. If there are no authors and an editor produced the document, enter his name using the guideline above for authors. If no author or editor is cited, then enter the name of organization responsible for the document (e.g., FAO, USAID, World Bank, etc.). If all information, including organization is missing, type in NA.

15. Hit the F5 key on the far left - center of the keyboard. This will put you on the second screen.

16. No. of pages- Type in the number of pages in the document.

17. Hit the return key.

18. Pub. date- Type in the date using the following format YY/MM/DD (e.g., 86/10/24). If no date is given, type in ND.

19. Hit the return key.

20. Language- Type in the first two letters of the language in which the article is written (e.g., EN if the article is in English, FR if in French or SP if in Spanish).

21. Hit the return key.

22. If the title was not originally in English, and its translation was entered in the second part of the title entry procedure on the previous screen (Step 12), type in EN. If originally in English, proceed to the next step.

23. Hit the return key.

24. Abstract or notes- It is possible to type in a brief abstract or notes on the document. There are eight lines available for this text.

25. Hit key F5 to continue on the last screen.

26. Hit the return key repeatedly until the flashing cursor goes down to the first line of the block labeled IDENTIFIERS

27. Key words or identifiers- There is space to enter up to ten key words or strings of words of no more than 40 characters each. Before describing their entry, the general procedure for forming these key words will be discussed.

Key words or identifiers are a series of single or multiple words which will help others to reference the document in any future searches for articles containing subject material similar to that in the document you are entering. The MicroDIS program keeps a master listing of all these words and a detailed explanation of how they are used is in the section of this paper on conducting literature searches.

There are some general guidelines which should be followed when selecting identifiers. First, the word should be indicative of the important subject material in the document. Then, it should be unique or not very similar to words already existing in the system's thesaurus. If it is similar, the keyword(s) already in the thesaurus should be entered for this document. For example, you might think of using the identifier *agroforestry system*, but upon checking the thesaurus listing you observe it as having *agroforestry systems*. You would enter the latter as it is already on the system. There is a listing of the thesaurus in the system as of the date of this report. The most recent edition of the thesaurus can be obtained as explained in the section of this report on File utilities.

The entry procedure is as follows:

Type in the first keyword(s).

28. Hit the return key.

29. Repeat steps 27 & 28 until the last keyword(s) is entered.

30. Hit the F5 key on the left side of the keyboard.

31. The program will check to see if any of your keywords are not in the thesaurus. If not, you have two choices. You can change the word(s) to one that is in the thesaurus or you can enter the keyword as an addition to the thesaurus. If you want to change it, hit the return key until the flashing curser is on the first line that is flashing "NOT ON LOCAL THESAURUS", type in the changed word(s), and hit the return key. If you do not want to change it, hit the key F2 on the far left side of the keyboard, followed by typing in the letter "y". This will enter the word and automatically consider the next word(s) not on the local thesaurus. After the last word(s) has been considered in this way, hit the F5 key.

32. If all the words you select are already on the local thesaurus or you have completed Step 31, you should now type in the letter "y" if you have other documents to enter. This will cycle you back to Screen 1 of the ADD sequence and you can start with Step 1 again. If you do not have other documents to enter type in the letter "n" and the program will cycle you back to the "CATALOG MENU" screen and you can choose whichever option you want.

## MODIFY

This is the second option, which you can use from the CATALOG MENU. It is used when you want to change the existing information (e.g., to correct an error in the original entry or to add further information to the entry) entered through the ADD process for any given document. Once entered it displays the existing information for the document on the same three screens as used for the ADD.

To use this option, first follow all of the steps to arrive at the CATALOG MENU screen. Then go through the following steps:

1. Hit the 2 key.
2. After a pause to change to the next screen, hit the return key.
3. Type in the call number of the document.
4. Hit the return key.
5. Continue hitting the return key until the flashing cursor arrives at the box where a modification is to be made. Then type in the correction and hit the return key.
6. Continue cycling through Step 5 until all the modifications have been entered for this screen. After typing in the last modification hit the F5 key to go to the second screen.
7. Follow Steps 5 & 6 for the second screen.
8. Follow steps 5 & 6 for the last screen. IF AT ANY TIME YOU DECIDE YOU DO NOT WANT TO MAKE THE MODIFICATION, HIT THE F9 KEY.
9. After hitting the last F5 key, type the letter "Y" if you have other documents to modify or the letter "n" if you do not. If you type "y", start again with Step 2 above. If you type "n", the program will cycle you back to the CATALOG MENU.

## DELETE

This option within the CATALOG MENU is used to identify and mark documents which for some reason are to be deleted from the system. To actually complete the deletion you will have to use the ERASE option within the FILE UTILITIES after going through the steps discussed in this section. The ERASE/FILE UTILITIES part of the deletion process will be presented later under that heading. To initiate the delete process you go through the steps to arrive at the CATALOG MENU screen and then do the following:

1. Type in the number "3".
2. After a pause to allow the system to display the next screen, hit the return key.
3. Type in the call number of the document.
4. Hit the return key.
5. Then type in "y" if you want to continue with the deletion process or "n" if for some reason you decide not to actually make the deletion.
6. Hit the space bar at the bottom of the keyboard. This will now cycle you to start with Step 2 above.
7. When you have completed marking all of the documents you want to delete and have completed through Step 6, hit the space bar twice.
8. This will return you to the CATALOG MENU screen and you should now type in the number 6. This will change the screen to display the UTILITIES OPTIONS. The completion of the delete process through the ERASE suboption is discussed in the section with that heading.

## REPORT

The REPORT option will allow you to generate several different reports for the documents on the system. You can obtain lists of the documents in alphabetical order by either call number, author or title. You can also get a complete listing of the documents with all the detail (authors, keywords, abstracts, etc.) on each. To use this option you follow the initial steps to display the CATALOG MENU screen and then:

1. Type in the number "5".

This will display the report screen and its options. There are only four of these that will be of potential interest. These are:

- 1 ... Shelf Desk
- 2 ... Bibliographic Record
- 4 ... Author Report
- 5 ... Title Report

Shelf Desk- This will provide a screen or printed list of all the documents giving the call number, author, title, and publication date for each. The listing is in increasing alphanumeric order by call number.

Bibliographic Record- Provides the same listing as shelf desk, but presents the complete information entered on each document, including keywords, abstract, etc. and can be viewed only on the printed page.

Author Report- Gives an alphabetical listing of the documents by author. This report also presents the location of the document and the number of pages in it. This report can be displayed on the screen or on the printed page. CAUTION: If you ask for a screen view, you cannot stop the view once it has begun to run the listing. A run usually takes several minutes.

Title Report- This report can be displayed on the screen or viewed on the printed page. It lists the documents in alphabetical order by title. The author(s) and call number of each are also given.

2. The next step is to type in the number of the option you want to use.

3. Hit the return key.

4. Depending upon which suboption you want to use there are now one or more entries you will have to make. These are as follow:

#### Shelf List

4a. Type in the number "1".

4b. Type in the letter "e".

4c. Enter the letter "s" if you want the list to appear on the screen or the letter "p" if you want the listing printed. If you want to print it out, please turn the printer on before performing this step, otherwise you will get a message on the screen telling you to prepare the printer (turn it on).

4d. When the listing is completed, follow the instructions on the machine to exit this option. You will be returned to the options listing and can start with step 4a for another option if you wish or enter in the number "99" to go back to the CATALOG MENU.

#### Bibliographic Record

4a. Type in the number "2".

4b. Hit the return key.

4c. Type in the letter "y" if you want to continue or the letter "n" if you do not. If you do want the listing, you will have to wait a few minutes for the computer to prepare

the listing internally, before it starts the printout.

4d. Same as Step 4d in the Shelf List option above.

#### Author Report

4a. Enter the number "4".

4b. Hit the *return* key.

4c. Same as Step 4c in the Shelf List option above.

4d. Same as Step 4d in the Shelf List option above.

#### Title Report

4a. Enter the number "5".

4b. Hit the *return* key.

4c. Same as Step 4c in the Shelf List option above.

4d. Same as Step 4d in the Shelf List option above.

### FILE UTILITIES

The FILE UTILITIES option has several functions which will be of interest to you in using any of the previously mentioned options. These include the ERASE, RECALL and the MAINTAIN AUTHORITY suboptions. The ERASE and RECALL suboptions are used to complete the DELETE process. If you want to delete the document(s) you previously marked for deletion when using the DELETE option, you should enter that suboption as discussed below. If for some reason, you decide to retain some document(s) marked for deletion, you should enter the RECALL suboption. The MAINTAIN AUTHORITY suboption is useful when using the FILE UTILITIES option. This suboption can be used when you want listings of standard acronyms, USAID Geographic codes, the site codes of other MicroDIS systems, stopword or articles to be left out of titles and the thesaurus that exists for this system. There are other suboptions within the FILE UTILITIES, but these should not be used without consulting with the Literature Search Assistant.

To use the FILE UTILITIES option, proceed through all of the steps detailed at the beginning of this guide to view the CATALOG MENU screen and then do the following:

1. Type in the number "6".

2. Type in the number of the suboption you want to use.

#### Erase

2a. Type in the number 1.

2b. After a pause to allow the machine to search for documents marked for deletion, the first document marked for deletion will be displayed. If you want it deleted, type in the letter "y". If not, type in the letter "n".

2c. Hit the *space bar*.

The program will then search for the next document and you will go through Steps 2a - 2c repeatedly until the screen displays a message that all documents have been checked.

2d. Hit the *space bar*.

This will cycle you back to the FILE UTILITIES MENU screen.

#### Recall

2a. Enter the number "2".

2b. Follow the same Steps (2b - 2d) as above for the ERASE suboption sequence.

#### Maintain Authority

2a. Type in the number "6".

This will display the Maintain Authority Menu.

2b. Then enter the number of the option you wish to use from this menu. PLEASE note that Options 7 & 8 are not functional and that terms should not be added or deleted from these files without first consulting with the Literature Search Assistant.

The procedure for each option is easily followed using the screen prompt messages. The output listings from each can be viewed on screen or as print out.

To EXIT this suboption, type in the number "9" and you will cycle back to the CATALOG MENU.

#### Conclusion

This working paper should provide the potential user of the MicroDIS system with the necessary information to access the major parts of this literature information and retrieval system. The authors hope that you will profit from your use of MicroDIS.

IF YOU HAVE ANY QUESTIONS CONCERNING THE USE OF ANY OF THE MicroDIS ROUTINES OR HAVE SUGGESTIONS FOR IMPROVEMENT OF THE SYSTEM OR THIS USER'S GUIDE, PLEASE CONTACT THE LITERATURE SEARCH ASSISTANT.