

The ALCHEMY.INI File

The initialization file ALCHEMY.INI was placed into your Windows directory when **Alchemy** was installed. This file contains information about which options had which settings the last time **Alchemy** was used. This file is maintained by **Alchemy** and should not need to be modified by the user except in special cases. Any section or item not mentioned here should not be changed. The file contains sections, delimited by the brackets [], containing items as follows:

[Fonts]

Viewer=-13,400,0,Courier New

Lists=-13,400,0,MS Sans Serif

[Options]

ToolBar=1

StatusBar=1

ToolTips=1

Alchemist=1

FileDetails=0

HorzScrollBar=1

[Image]

ScrollBars=1

ScaleToGray=1

Invert=0

[CDR]

WriteToCDR=1

CompressData=1

CloseSession=0

WriteProtectCD=0

BufferSize=8

RecordingSpeed=1

ProgressMeter=0

[Build]

SkipLockedFiles=0

FileManager=

FileManagerClass=

About Alchemy Personal for HP

Alchemy, the Intelligent Information Manager for CD-R

"Alchemy fills a large hole in CD-R applications....it focuses on turning heaps of data into useful information." *CD-ROM Professional*, 1994

"Its indexing and retrieval capabilities set it apart from other CD-R backup packages." *Infoworld*, 1995

"Finding the right data...demands an efficient search and retrieval engine. **Alchemy** fills this gap by adding query-by-example and Boolean full-text search capabilities to CD recording." *PC Magazine*, 1994

Alchemy Personal for HP is the intelligent way to record your files on CD-R. Retrieving files from a full 650 MB CD can be frustrating, unless you record with Alchemy!

With **Alchemy Personal for HP**, you can:

- 1) Archive seldom-used files on CD, and when you need them again, retrieve them in seconds.
- 2) Find files using full-text retrieval. Forgot the filename? No problem!
- 3) Fit over 1 Gigabyte on a 74 minute CD-R, using the built-in data compression.
- 4) Create professional-looking, self-contained CDs and send them to anyone.
- 5) Copy files from the network *direct to CD*, with confidence.

Alchemy Personal for HP was developed by IMR exclusively for the HP SureStore CD Writer, and is part of the award-winning **Alchemy** family of CD-R solutions for business.

For more information on other IMR products, click on [The Alchemy Family of Products](#).

For information about the special HP upgrade offer, click on [How To Upgrade](#).

About IMR

Information Management Research (**IMR**), based in Englewood, Colorado, develops and markets software retrieval and archival products for CD-Recordable drives. **IMR's** flagship product, **Alchemy**, addresses the indexing, management, retrieval, archiving, and backup of documents on PC-based recordable CDs.

In 1993, **IMR** identified the CD-Recordable software market as a logical extension for its core indexing and retrieval technology. One common complaint about CD-ROMs has been the slow access and retrieval performance to date. The **IMR** development team has extensive experience with retrieval and archival search engines, and was able to optimize the software for optical media, resulting in stunning performance improvements in file retrieval operations.

IMR also realized that there was no shrink-wrapped, end-user application for CD-Recorders. Indeed, the process of recording your own CDs involved the purchase of very expensive, complex software from more than one vendor.

Alchemy is intended to provide the first *complete* data management system for CD-Recorders that is affordable and easy to operate.

Advanced Topics

[The ALCHEMY.INI File](#)

[Using Windows 95](#)

[Indexing Details](#)

[Space Requirements](#)

[The Stop List](#)

Build Menu

Click on any menu item for further information.

[Database...](#)

Select this option to build the indexes and profiles for the current data in the Contents window and to write the database to the CD-Recorder or hard drive.

This option starts the Build dialog.

CD-Recording Tips

There are several things you can do to increase the performance of your CD-ROM Recorder using **Alchemy** software.

Use a large/fast hard disk. **Alchemy** uses space on the hard disk to store temporary files when writing to a CD. A faster hard disk insures that the data is presented to the CD-Recorder fast enough to keep it busy (and eliminate data underrun). Most computers capable of running **Alchemy** use a hard disk with a seek time of 15 milliseconds or less, which should be fast enough. A hard disk can be made to perform better by using a defragmenting utility often.

Use a second SCSI controller. If you have a SCSI hard disk as your **Alchemy** drive, using a second SCSI controller for the CD-Recorder insures that the data is presented to the CD-Recorder fast enough to keep it busy.

Don't use Stacker, DoubleSpace or DriveSpace. While these programs are useful, they slow down access to files on the disk and increase the chances of data underrun.

Use the SCSI controller that came with your CD-Recorder. The manufacturer may not fully support other SCSI adapters.

Use the SCSI drivers that came with your CD-Recorder. Other drivers may not fully support your drive.

Close all files before attempting to record. Although **Alchemy** can handle closed or locked files without a data under-run occurring, it makes sense to check first before recording.

Don't run other programs while recording. All programs running under Windows use the processor or resources, even when minimized.

See Also: [Space Requirements](#)

Contacting Customer Support

For questions about your CD-Recorder drive or SCSI, please contact the vendor of your drive.

For questions related to **Alchemy**, call:

(970) 339-7150 voice

(970) 339-7022 fax

7:00 AM - 6:00 PM MST Mon. - Fri.

If calling to report an error, please have the full text of any error messages and a description of the events leading to the error. Customer support personnel may need further information such as the hardware configuration and contents of several system files, so please call from the computer where the error occurred if at all possible.

If there are features you'd like to see in **Alchemy**, a feature request form can be printed from the [Requesting Features](#) topic and mailed to IMR for consideration.



Alchemy Help Contents



Essentials

Concepts you will need to know to use **Alchemy**

Technical Support

What to do if you have a question or a problem

The User Interface

Information on menus, the toolbar, keyboard shortcuts, and the dialogs.

Tasks

Step-by-step directions for using **Alchemy**

Error Messages

Troubleshooting errors

Alchemy was brought to you by:

Software Development Farhad Khalafi
 Greg Colvin
 Todd Sunshine
 Sean Jansen

Product Manager Dan Lucarini

On-line Help &

Installation Program Dana Cline

Testing Miles Andrews

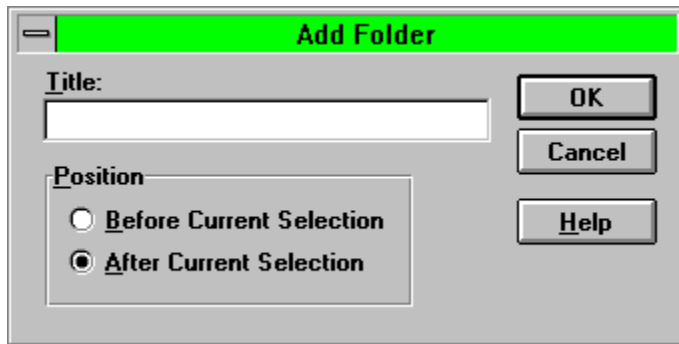
Phil Sokolof
Bob Loving
Sara Knight
Susanna Hunter
and others

[Inspiration](#)

Robert Drucker

Add Folder

Click on any control for further information.



The image shows a standard Windows-style dialog box titled "Add Folder". The title bar is green and contains the text "Add Folder" and a minimize button. The dialog box has a light gray background. On the left side, there is a "Title:" label above a text input field. Below the input field is a "Position" label, followed by two radio button options: "Before Current Selection" and "After Current Selection". The "After Current Selection" option is selected. On the right side of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

Title:

Position

Before Current Selection

After Current Selection

OK

Cancel

Help

Build Database

Click on any control for further information.

Build Database

Write to CD-R
 Save to Hard Drive

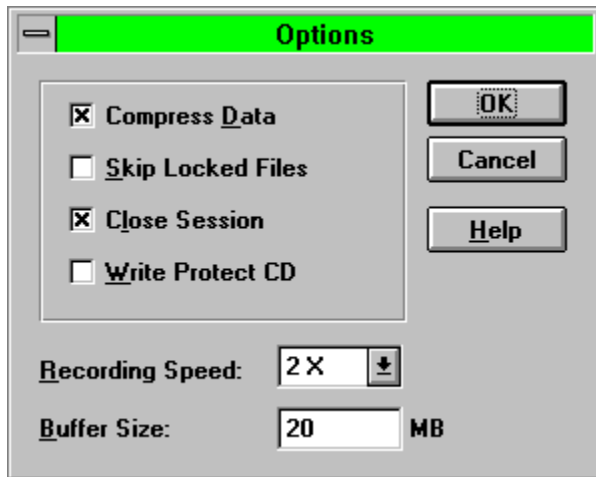
Space Available on CD-R: 611,117,056
Space Available on Hard Drive: 10,461,184

Progress:

Build
Cancel
Options...
Info...
Help

Build Options

Click on any control for further information.



The image shows a dialog box titled "Options" with a red title bar. It contains several settings and controls:

- C**ompress **D**ata
- S**kip Locked Files
- C**lose Session
- W**rite Protect CD

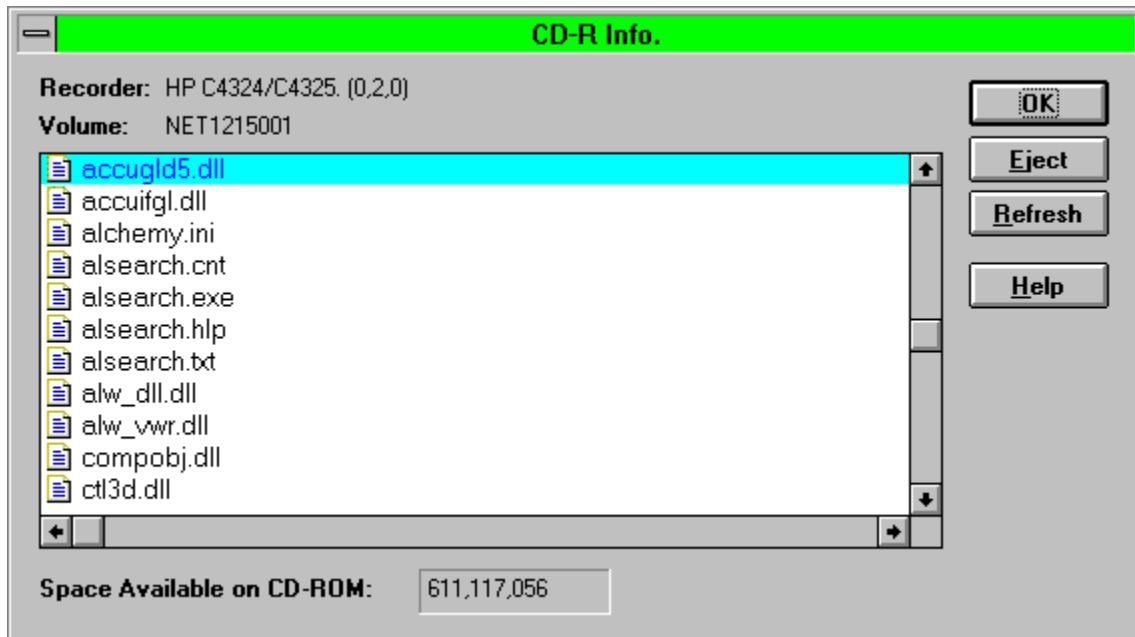
Recording Speed: 2 X [down arrow]

Buffer Size: 20 MB

Buttons: OK, Cancel, Help

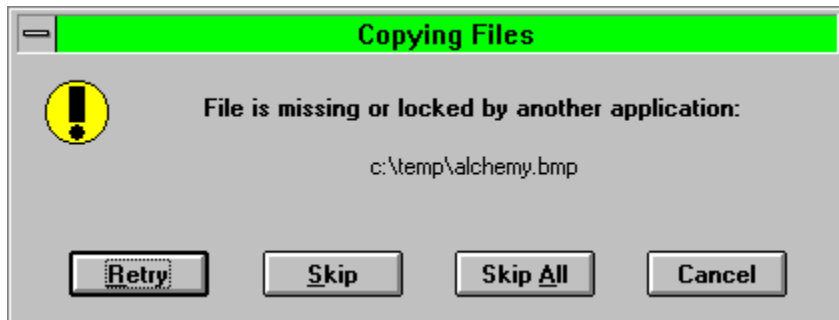
CD-R Info

Click on any control for further information.



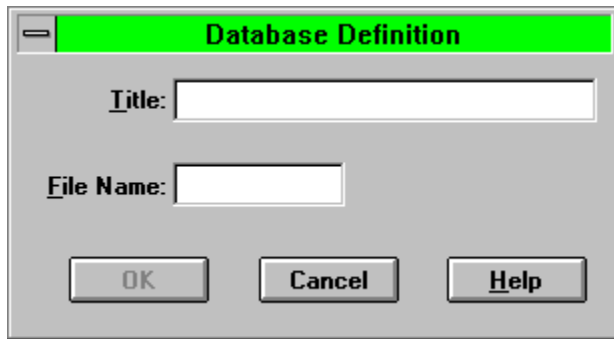
Copying Files

Click on any control for further information.



Database Definition

Click on any control for further information.



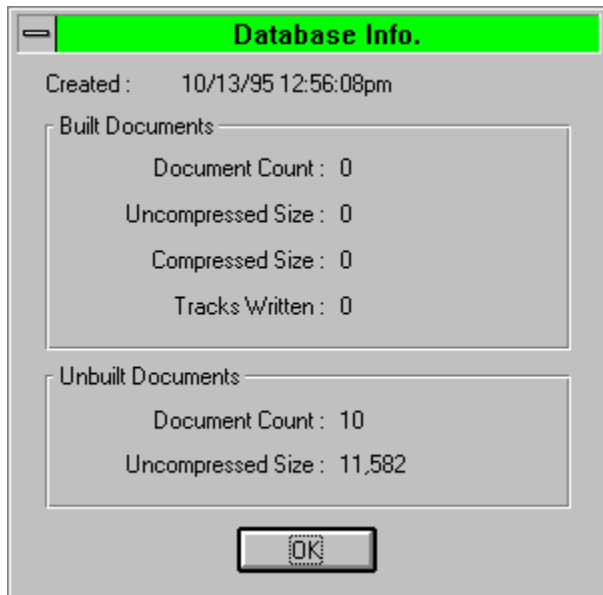
A dialog box titled "Database Definition" with a green title bar. It contains two text input fields: "Title:" and "File Name:". At the bottom, there are three buttons: "OK", "Cancel", and "Help".

Title:

File Name:

Database Info

This window contains summary information about your database.



Document Count is the number of files written to the database.

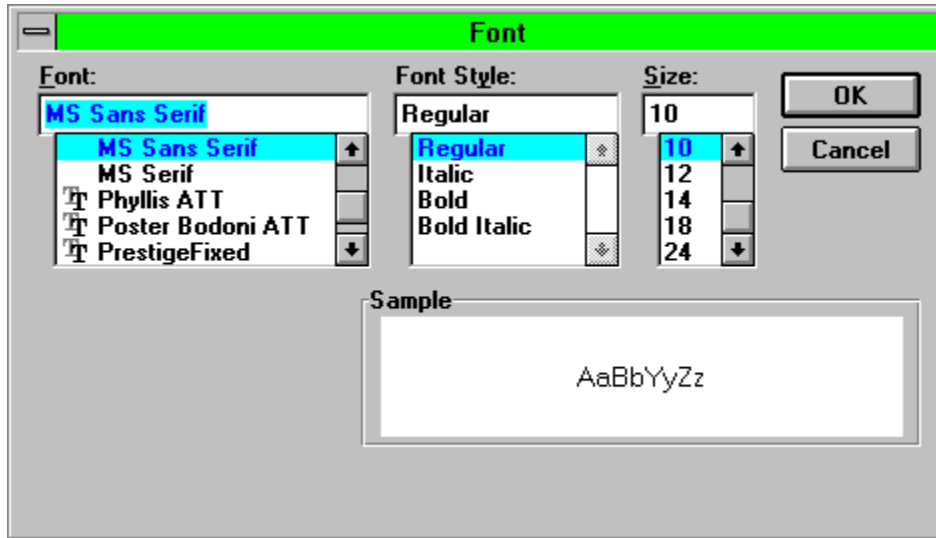
Tracks Written is the number of tracks written to the CD. Each CD can hold up to 99 tracks.

Uncompressed Size is the total number of bytes taken up by the included files.

Compressed Size is the number of bytes for the included files after compression has been applied.

Fonts

Click on any control for further information.



Lookup

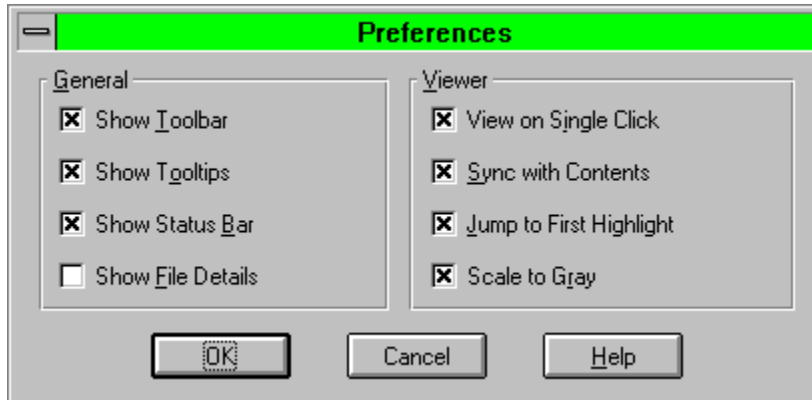
Click on any control for further information.

The image shows a dialog box titled "Full Text" with a red header bar. Below the header, there is a text input field with the prompt "Type keyword, or select from List:". To the right of the input field are three buttons: "OK", "Cancel", and "Help". Below the input field is a list of terms with their corresponding counts on the left. The list is scrollable, with up and down arrows on the right side.

Count	Keyword
3	about
1	above
1	accelerated
1	accelerator
1	accelerators
2	access
1	acronym
1	action
5	address
1	advanced
1	aether
1	allowing

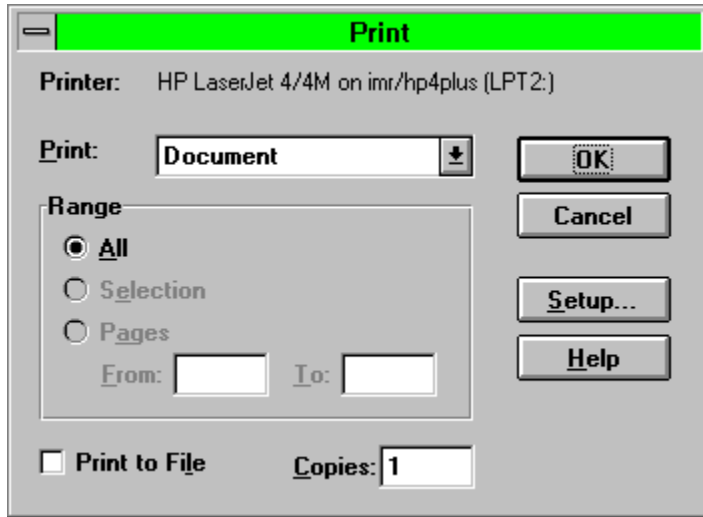
Preferences

Click on any control for further information.



Print

Click on any control for further information.



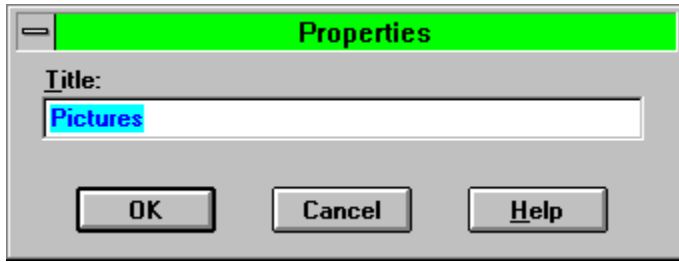
The image shows a standard Windows-style dialog box titled "Print". The title bar is green and contains the text "Print". The main area of the dialog is grey and contains the following elements:

- Printer:** HP LaserJet 4/4M on imr/hp4plus (LPT2:)
- Print:** A text box containing "Document" with a dropdown arrow on the right.
- Range:** A section with three radio buttons: "All" (selected), "Selection", and "Pages". Below "Pages" are two text boxes labeled "From:" and "To:".
- Buttons:** Four buttons are arranged vertically on the right side: "OK", "Cancel", "Setup...", and "Help".
- Print to File:** A checkbox labeled "Print to File" which is currently unchecked.
- Copies:** A text box labeled "Copies:" containing the number "1".

See Also: [Printing a document](#)

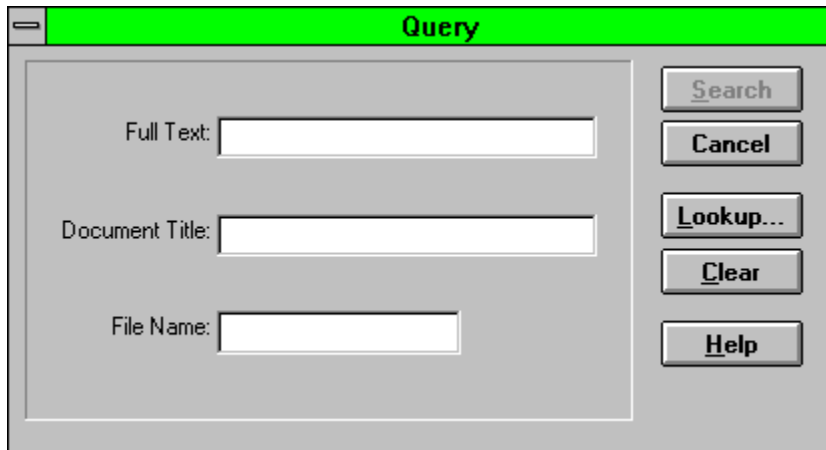
Properties

Click on any control for further information.



Query

Click on any control for further information.



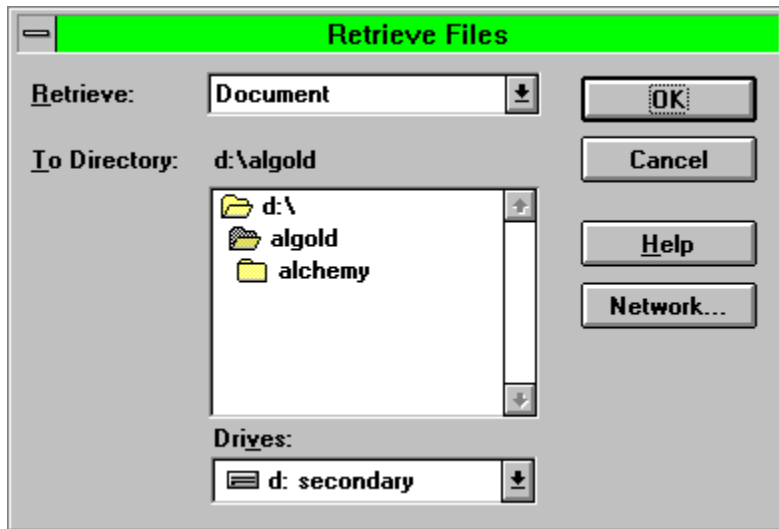
The image shows a dialog box titled "Query" with a green header bar. The dialog box has a gray background and contains three text input fields on the left and five buttons on the right. The input fields are labeled "Full Text:", "Document Title:", and "File Name:". The buttons are labeled "Search", "Cancel", "Lookup...", "Clear", and "Help".

Full Text:	<input type="text"/>	<input type="button" value="Search"/>
Document Title:	<input type="text"/>	<input type="button" value="Cancel"/>
File Name:	<input type="text"/>	<input type="button" value="Lookup..."/>
		<input type="button" value="Clear"/>
		<input type="button" value="Help"/>

See Also: [Simple queries](#), [Complex queries](#)

Retrieving Files

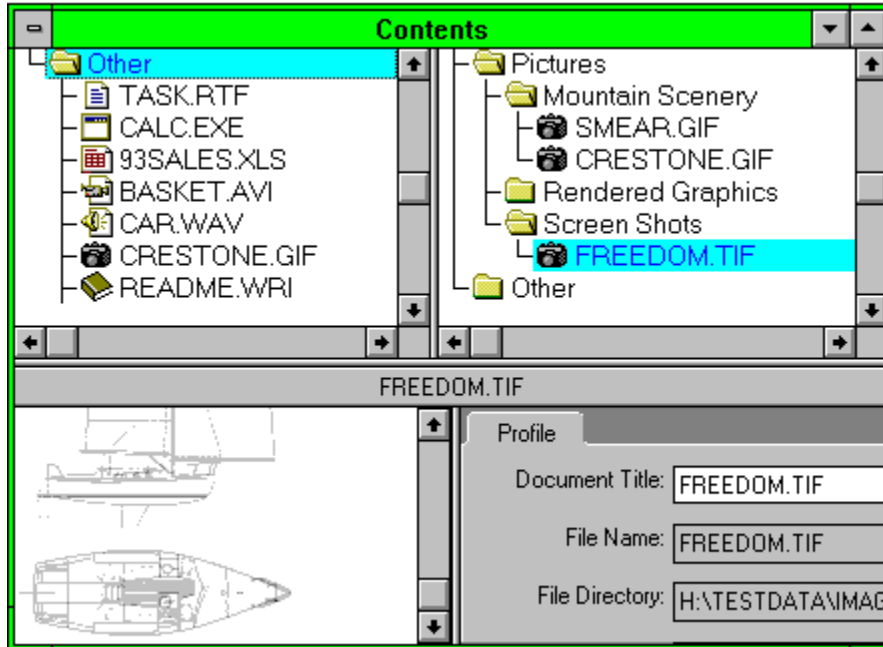
Click on any control for further information.



See Also: [Retrieving files](#), [Copying selected text](#)

The Contents Window

Click on any area of the screen for further information.



Dialogs

Designing the Database



Database
Definition

From **Edit/Database Definition...**
Used to modify the title of a database.

Building the Database



Add Folder

From **Edit/Add Folder...**
Used to add folders to the database.



Properties

From **Edit/Properties**
Used to set/view folder & document properties.



Build Database

From **Build/Build Database...**
Used to build and index the database using the data in the Contents window.



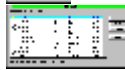
Build Options

From **Build/Build Database.../Options...**
or **Build/DataGrabber.../Options...**
Used to set build options.



Database Info

From **View/Database Info...**
Used to view database statistics.



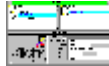
CD-R Info

From **Build/CD-R Database.../Info...**
Used to view CD-Recorder information.



Copying Files

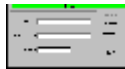
Shown during the build operation if any file is unavailable for building.



Contents
Window

Shown in the main window. Contains a hierarchical view of the contents.

Searching the Database



Query

From **Search/Query...**
Used to query the database.



Lookup

From **Search/Query.../Lookup...** Used to interactively look up words in the indexes.



Retrieve Files

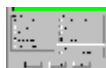
From **File/Retrieve Files...**
Used to copy documents or folders from the database.



Print

From **File/Print...**
Used to print documents from the database.

Options and Information



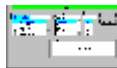
Preferences

From **Options/Preferences...**
Used to set various general and viewer options.



Database Info

From **View/Database Info...**
Used to show various information about the current database.













Fonts

From **Options/Fonts...**
Used to select the font used for text viewing.

Document Icons

All folders and documents in **Alchemy** are assigned an icon based on the file type. The following icons are used in **Alchemy**.

-  This icon is used to represent a closed folder. Any documents contained in this folder are not visible until it is opened by double-clicking.
-  This icon is used to represent an open folder. If it contains any files, they will be visible below it.
-  This icon is used to represent a master document containing other, linked documents. These documents are not visible until the master document is opened by double-clicking.
-  This icon is used to represent an open master document. The linked documents will be visible below it.
-  This icon is used to represent documents containing text, such as word processing documents or ASCII files. Any file not identified as one of the other types is also represented by this icon.
-  This icon is used to represent images. All supported image formats will use this icon.
-  This icon is used to represent spreadsheets. All supported spreadsheet formats will use this icon.
-  This icon is used to represent programs.
-  This icon is used to represent sound (WAV) files.
-  This icon is used to represent video (AVI) files.

Edit Menu

Click on any menu item for further information.

<u>C</u> opy	Ctrl+C
<u>G</u> ather	Ctrl+G
<u>S</u> elect All	
<u>F</u> ind...	
<u>A</u> dd Folder...	Ins
<u>D</u> elete...	Del
<u>P</u> roperties...	
<u>D</u> atabase Definition...	

Select this option to copy selected text from the active document to the Windows clipboard. This text replaces the previous contents of the Clipboard.

Copy is only available if you have selected any text within a displayed document.

Select this option to change the database title.

This option starts the Database Definition dialog.

Select this option to search for specified text in the displayed document.

Find is only available when viewing a text document.

Select this option to add a Folder to the database.

This option starts the Add Folder dialog.

Select this option to delete the selected folder or document. If the splitter bar is used to open two Contents panes, this option will only work on the left-hand pane.

Select this option to start a copy of the Windows Notepad application and append selected text from the displayed document to it. You may continue to append text to the same Notepad document from any number of **Alchemy** text documents, up to Notepad's file size limit of 50K.

Gather is not available if you have not selected any text within a displayed document.

Select this option to change or view the properties for the selected folder or document.
This option starts the Properties dialog.

Select this option to select all of the text in a document for purposes of Copying or Gathering.

Select a position for adding a new folder to the database.

Before Current Selection adds the new folder before the currently selected folder or file.

After Current Selection adds the new folder after the currently selected folder or file.

Click here to enter the new folder's title. Folder titles can contain up to 255 characters in mixed upper and lower case.

Click the **Build** button or press **Alt-B** to start the process of indexing, merging, compressing and copying the database to CD-ROM.

Click the **Cancel** button or press **Esc** to cancel the build process.

Click the **C**lose button or press **Esc** to close the Build Database dialog.

You can choose to build the database directly to the CD-ROM, or build it to the hard drive for testing. If you save the database to the hard drive, it can be written to the CD-ROM next time you build.

Click the **O**ptions... button or press **Alt-O** to change the database build options.
This option starts the Build Options dialog.

Click the **CD-R...** button or press **Alt-C** to view or edit the options specific to your CD-Recorder.

Check this option if you wish to close the CD-ROM after recording. The CD-ROM cannot be read in another CD-ROM drive until you close the session.

Warning: Closing the CD-ROM will consume 23 megabytes if the session contains more than one buffer of data, or 14 megabytes if the session has only one buffer.

Check this option to compress the database as it is recorded to CD-ROM or hard disk.

Check this option to record the database as one session on the CD-ROM. This option must be checked if:

You wish to read the CD-ROM on older drives that do not support multiple sessions (including most single-speed CD-ROM drives).

You wish to use the CD-ROM to send to a mastering facility to make copies.

Warning: You must have free hard disk space in excess of the amount of data in the database to build the database as a single session.

Click the **I**ntro... button or press **Alt-I** to view CD-Recorder information.

This option starts the Disc Info dialog.

Check this option to finalize the CD-ROM after writing.

Warning: A write-protected CD-ROM can never be written to again.

Click the **S**ave button or press **Alt-S** to save the build options.

Select the temporary buffer size. The smallest possible buffer is 8 megabytes. The buffer could be as large as the size of a CD-ROM to record the entire build in one session. This space must be available for use on **Alchemy's** hard drive at the time you start a build.

Check this option to skip any files during the build process that are missing or in use by another application. Any skipped files will be noted in the log file, in the current database directory.

This area shows how much space remains on the current CD-ROM or hard drive.

Select the CD-Recorder speed from this drop-down list. The speeds available will be dependent on your CD-Recorder.

This area is used to display the progress of the entire build.

Click the **S**ave button or press **Alt-S** to save the session into the database.

Note: If you do not write the session to CD immediately after building, you should defragment your hard disk to allow the best possible search performance. To defragment your hard disk, exit Windows and run the DEFRAG program that comes with MS-DOS. See your MS-DOS manual for further information.

Check this option to write the database to the CD-Recorder.

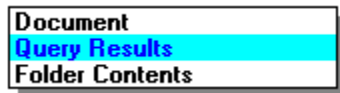
Click the **Cancel** button or press **Esc** to cancel the dialog box.

Click the **Save** button to save the color settings.

Select the destination drive and directory. Documents will be copied to their original DOS filenames in the selected directory. Folders will be copied as subdirectories in the selected directory.

Click the **Network...** button to select network drive connections. This button may not appear if your PC is not connected to a network.

This drop-down list box allows you to select what to retrieve. Your choices include:



Document will retrieve the currently-highlighted document.

Query Results will retrieve the documents in the Query Results List.

Folder Contents will retrieve the entire folder's documents, subfolders, and their contents, or a compound document and linked documents..

Click the **C**ancel button or press **Esc** to cancel the file copy operation.

Click the **Retry** button or press **Alt-R** to retry the copy operation after making the file available.

Click the **Skip** button or press **Alt-S** to skip this file. The file will be removed from the contents and will not be included in the database.

Click the **Skip All** button or press **Alt-A** to skip all missing or locked files for this build.

Enter a file name for your database. Enter up to eight valid DOS filename characters, with no extension. This field is required. **Alchemy** creates a file in its directory using this name and the extension ALD, and also creates a subdirectory under **Alchemy**'s directory. This name cannot be changed once created.

Select the **I**nf**o** button or press **Alt-I** to see further information about your **Alchemy** database.

Click here to enter the **Title** for your database. Enter up to 80 characters. The title can be any descriptive text, and is displayed in the title bar of the Contents window.

This area contains a list of all files and directories currently written to the CD-ROM disc.

Click the **Eject** button or press **Alt-E** to eject the CD from the CD-Recorder.

This area contains the manufacturer's name of the CD-Recorder.

Click the **Refresh** button or press **Alt-R** to refresh the file listing.

This area contains information about the space remaining on the current CD-ROM.

This area contains the volume label of the currently-mounted CD.

This list shows all fixed-width fonts available on the system.

This area shows a sample of the selected font, style, and size.

This list shows all of the available sizes for the selected font.

This list shows all the available font styles for the selected font.

Click the **H**elp button or press **Alt-H** to get help.

Click the **Cancel** button to stop the build process.

Note: The cancel command may not have an immediate effect. The cancel command should be used sparingly, since the database or the CD-ROM may be left in an indeterminate state.


This area shows the elapsed time of the current build process. The time is in hours:minutes:seconds.

Either

Select a word from the list to be used in the query.

Or

Type a word in the input area. The word list will scroll as you type. You can completely type the word, or type just enough to allow you to select the word from the list.

The Maximize button  on a window expands that window to fill the **Alchemy** window.

The Minimize button  on a window collapses that window to an icon.

Click the **OK** button or press **Enter** to accept the choices in the dialog box.

Enable this option to close any launched applications when **Alchemy** closes.

Enable this option to have the Query Results list viewers jump to the first occurrence of the search term in the viewed document.

Enable this option to modify monochrome TIF images to gray scale. For scanned images, this can make them much more readable by performing "anti-aliasing", which can soften jagged lines.

Enable this option to view documents with a single mouse click. If disabled, you must double-click to view any document except master compound documents. Double-clicking on a master compound document expands and contracts it like a folder. To view it, click on it and click the View icon on the toolbar.

Enable this option to synchronize the Query Results list with the Contents. As you view a document in the Query Results list, the Contents tree expands and the highlight is moved to the viewed document.

Enter the number of print copies desired.

This label shows which printer is the current Windows default printer.

Select which range to print. Your options are:

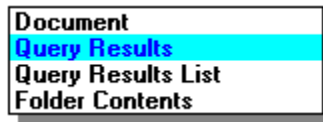
All - Select this option to print the entire document.

Selection - Select this option to print the highlighted text.

Pages - Select this option to specify starting and ending page numbers.

Click the **S**etup button or press **Alt-S** to start the printer setup dialog.

This drop-down list box allows you to select what to print. Your choices include:



Document will print the currently-highlighted document.

Query Results will print all or selected documents in the Query Results List.

Query Results List will print the results list itself.

Folder Contents will print all of the documents in the highlighted folder.

Enable this option to send the printout to a file rather than to a printer.

Edit this field to rename the currently selected folder. If the splitter bar is used to open two Contents panes, this option will only work on the left-hand pane. The new name will be visible only if **Options/Preferences.../Show File Details** is disabled.

Click the **C**lear button or press **Alt-C** to clear all search fields in the Query.

Click the **Lookup** button or press **Alt-L** to interactively look up a word in the field that has the cursor.
This option starts the Lookup dialog.

Click the **S**earch button or press **Alt-S** to start the search.

This area contains the Query Template. Use the File Name field to search for DOS file names. Use the Document Title field to search for document titles or Windows 95 long file names. Use the Full Text field to search for a document's contents.

[Click here to enter the new session title.](#)

Click the **Select All** button or press **Alt-A** to select all the items on the list.

The highlighted file has been selected in the File Manager or Explorer. This file will be added to the Contents window by dragging and dropping.

The splitter bar is used to split the Contents Window into up to four distinct panes. The top one or two panes contain the Contents tree. The bottom left pane contains a file viewer, which can contain images, text or spreadsheets. The bottom right pane contains a profile card for the document in the viewer pane.

To use the splitter bar, move the mouse over the splitter bar. The mouse cursor will change, indicating that you can click the primary mouse button and drag the splitter bar in either of two directions.

The Contents tree shows a hierarchical view of the folders and files within a database. A database can have two trees, separated by a splitter bar. Within a tree, you can perform the following actions:

- | | |
|-------------------------------------|---|
| Add files | Add files to a folder by dragging files from File Manager or Explorer to drop on a folder. |
| Arrange files and folders | Arrange files and folders by dragging them to a new location in the tree. |
| Rename folders | Rename folders by clicking on the folder name and selecting Properties from the Edit menu. |
| View files | View any file by clicking on the file name or by pressing the Enter key on a highlighted document. |
| Expand and collapse the tree | Expand and collapse sections of the tree by double-clicking on a folder icon. |

The Contents title bar contains the title of the current database.

This pane contains the viewer. All supported documents can be viewed here.

This pane contains the profile card for the file being viewed.

The viewer title bar contains the name of the file being viewed.

Error Messages

You may encounter error messages that are not in this list. If so, they are probably Windows error messages. Consult your Windows manual for any message not listed here.

Alchemy Error Messages

- Cannot copy file
- Cannot create directory
- Cannot create file
- Cannot create temporary file
- Cannot open file
- Cannot position file
- Cannot read from file
- Cannot remove file
- Cannot rename file
- Cannot write file
- Insufficient space on CD
- Memory Exhausted
- Out of Memory
- Printer not ready
- Printer out of paper
- Warning - disk or CD space

SCSI Error Messages

- Blank error
- Command aborted
- Hardware failure
- Illegal request
- Miscompare error
- No sense
- Recovered error on medium
- Unit attention
- Unit not ready
- Unrecovered error on medium
- Vendor reserved error
- Volume overflow

CD-Recorder Error Messages

- Absorption control error
- Application code conflict
- Attempt to cross track-boundary
- Bad volume descriptor
- Barcode reading error
- Buffer under run
- Calibration area almost full
- Calibration area full
- Can't recover from leadin area
- Can't recover from leadout area
- Can't recover from optical power calibration area
- Can't recover from program memory area
- Can't recover from track
- Cannot read medium: unknown format
- Command now not valid
- Command sequence error

Communication failure
Current command aborted
Current program area empty
Data track length error
Diagnostic failure
Disc write protected
DOS memory unavailable
Drive not ready
Dummy sectors added
End of medium reached
End of user area encountered on this track
Eprom failure
Error loading driver
Fixation failed
Illegal field in command list
Illegal medium
Illegal mode for this track
Illegal sector size for command
Illegal track
Illegal track mode
Illegal track number
Illegal transfer length
Internal controller error
Invalid LUN
Invalid bits in identify message
Invalid command
Invalid field parameter list
Invalid sector address
Invalid start address
Link area encountered
Medium changed
Medium format corrupted
Medium load or eject failed
Medium not present
Medium removal is prevented
Mode parameters changed
Monitor ATIP error
No EFM at search address
Operator medium removal request
Optimum power calibration error
Parameter list length error
Parameter list too large
Positioning error
Power on or self test failure
Power-on reset or bus reset occurred
Program area not empty
Recovered read data with retries
Recovered read with ECC correction
Recovery needed
Request for fixation failed
SCSI parity error
Sector size format conflict
Stopped on non-data sector

Track following error

Tray out

Unable to read TOC, PMA or subcode

Unrecovered read error

Verify failed

Write append error

XCD engine already in use

Absorption control error

Indicates that an error might have occurred in the recorded data that was written, caused by laser power clipping.

Application code conflict

The Disc Application Code does not match the Host Application Code.

Attempt to cross track-boundary

The transfer length by a write-track command does not match the free space length in the track.

Bad volume descriptor

Indicates that the current CD disc has been corrupted. This may indicate a hardware problem.

Barcode reading error

Indicates that an error occurred during barcode reading. The medium may be damaged.

Blank error

Indicates that the drive encountered blank medium or format-defined end of data indication when reading or the drive encountered a non-blank medium while writing.

Buffer under run

Indicates that the write action stopped because the cache buffer emptied.

Calibration area almost full

Indicates that a few Optimum Power Calibration areas are left.

Calibration area full

Indicates that the calibration area is full. No further writes can be performed on this disc.

Can't recover from leadin area

Indicates that recovering from a corrupted leadin area failed.

Can't recover from leadout area

Indicates that recovering from a corrupted leadout area failed.

Can't recover from optical power calibration area

Indicates that recovering from a corrupted optical power calibration area failed.

Can't recover from program memory area

Indicates that recovering from a corrupted program memory area failed.

Can't recover from track

Indicates that recovering from a corrupted track failed.

Cannot copy file

Alchemy received an error while attempting to copy a file. This could indicate a hardware problem.

If the file is on a CD-ROM, the disc may be scratched or dirty. Cleaning the disc may fix the problem. If the file is on the hard disk, the DOS program Scandisk or a similar utility may be used to diagnose the problem.

Cannot create directory

Alchemy received an error while attempting to create a directory. This could indicate a hardware or software problem.

The hard disk may be full. If so, you will need to make additional space available. If there is space available, there may be a hardware problem with the disk. The DOS program Scandisk or a similar utility may be used to diagnose the problem.

Cannot create file

Alchemy received an error while attempting to create a file. This could indicate a hardware or software problem.

The hard disk may be full. If so, you will need to make additional space available. If there is space available, there may be a hardware problem with the disk. The DOS program Scandisk or a similar utility may be used to diagnose the problem.

Cannot create temporary file

Alchemy received an error while attempting to create a temporary file. This could indicate a hardware or software problem.

The hard disk may be full. If so, you will need to make additional space available. If there is space available, there may be a hardware problem with the disk. The DOS program Scandisk or a similar utility may be used to diagnose the problem.

Cannot open file

Alchemy received an error while attempting to open a file. This could indicate a hardware problem.

If the file is on a CD-ROM, the disc may be scratched or dirty. Cleaning the disc may fix the problem. If the file is on the hard disk, the DOS program Scandisk or a similar utility may be used to diagnose the problem.

Cannot position file

Alchemy received an error while attempting to seek within a file. This could indicate a hardware problem.

If the file is on a CD-ROM, the disc may be scratched or dirty. Cleaning the disc may fix the problem. If the file is on the hard disk, the DOS program Scandisk or a similar utility may be used to diagnose the problem.

Cannot read from file

Alchemy received an error while attempting to read from a file. This could indicate a hardware problem.

If the file is on a CD-ROM, the disc may be scratched or dirty. Cleaning the disc may fix the problem. If the file is on the hard disk, the DOS program Scandisk or a similar utility may be used to diagnose the problem.

Cannot read medium: unknown format

Indicates that the drive could not read the information from the device or medium necessary to execute the current command.

Cannot remove file

Alchemy received an error while attempting to remove a file. This could indicate a hardware or software problem.

The file may be locked or marked as hidden, system, or read-only. Otherwise, there may be a hardware problem with the disk. The DOS program Scandisk or a similar utility may be used to diagnose the problem.

Cannot rename file

Alchemy received an error while attempting to rename a file. This could indicate a hardware or software problem.

The file may be locked or marked as hidden, system, or read-only. Otherwise, there may be a hardware problem with the disk. The DOS program Scandisk or a similar utility may be used to diagnose the problem.

Cannot write file

Alchemy received an error while attempting to write to a file. This could indicate a hardware or software problem.

The hard disk may be full. If so, you will need to make additional space available. If there is space available, there may be a hardware problem with the disk. The DOS program Scandisk or a similar utility may be used to diagnose the problem.

Command aborted

Indicates that the CD-Recorder aborted the command. The system may be able to recover by trying the command again.

Command now not valid

Indicates that the command is not valid.

Command sequence error

Indicates that the previous command is not allowed in the sequence.

Communication failure

Indicates that a communication error between the SCSI controller and the servo prevented the command from being performed.

Current command aborted

Indicates that the current command is aborted due to the ABORT message received during the message out phase.

Current program area empty

Indicates that the command could not be executed due to an empty program area.

DOS memory unavailable

Indicates that there is not enough DOS memory to load a required DLL. Close all open programs and try the operation again.

Data track length error

Indicates that the track length is longer, because the track written was smaller than the minimum 300 blocks.

Diagnostic failure

Indicates that a device self-test failed, either as a result of a power-on self-test sequence, or as the result of the SEND DIAGNOSTICS command with the self-test bit set.

Disc write protected

The current disc is write-protected and cannot be written to.

Drive not ready

Indicates that the drive is temporarily not able to perform the desired operation.

Dummy sectors added

Indicates that during writing, dummy blocks are added to meet the minimum track size.

End of medium reached

Indicates that during writing the end of medium is detected or the amount of tracks reached the limit of 99.

End of user area encountered on this track

Indicates that the requested block exceeds the current track.

Eprom failure

Indicates that the non-volatile memory failed.

Error loading driver

Indicates that the CD-Recorder driver could not be found. Reinstall Alchemy.

Fixation failed

Indicates that a request for fixation failed because of existing blank area on disc.

Hardware failure

Indicates that the CD-Recorder detected a hardware failure while performing a command or a self-test.

Illegal field in command list

Indicates that either:

One or more of the reserved bits in the Command Descriptor was set, or than an option was selected that is not supported by the CD-Recorder.

Or

During audio playback the information type has changed, or that the starting address for audio playback is not within an audio track.

Illegal medium

Indicates that a drive contains a disc other than a Write-Once disc.

Illegal mode for this track

Indicates that the data on the track is not according the mode which is requested by the command.

Illegal request

Indicates that there was an illegal parameter in the SCSI command.

Illegal sector size for command

The selected sector size is not allowed for this command.

Illegal track

Indicates that the track being accessed does not exist.

Illegal track mode

Indicates that the selected Track Mode is invalid.

Illegal track number

Indicates an invalid track number in a command descriptor block.

Illegal transfer length

Indicates that the transfer length in the command descriptor block would overflow the write buffer.

Insufficient space on CD

There is not enough remaining space on this CD-ROM to continue the build. The unbuilt documents should be deleted from the **Alchemy** Contents window, and the build restarted to finish this CD.

For further instructions, see [Space Requirements](#).

Internal controller error

Indicates that the controller detected an error which could not be otherwise explained.

Invalid LUN

Indicates that the Logical Unit Number in the Command Descriptor was non-zero.

Invalid bits in identify message

Indicates that the Identify message is corrupt.

Invalid command

The previous SCSI command is not supported by this device.

Invalid field parameter list

Indicates that the parameter list contained one or more reserved bits set to 1, or that an option was set and was not supported by the CD-Recorder.

Invalid sector address

Indicates that one or more of the sector addresses requested by the last READ, WRITE, SEEK, or VERIFY commands extends beyond the end of the disc.

Invalid start address

No explanation available for this error message. Contact your hardware or software vendor.

Link area encountered

Indicates that during reading the link area is encountered.

Medium changed

Indicates that the disc may have changed since the last command was issued.

Medium format corrupted

Indicates that the drive could not read/write the requested information from/to disc due to a corrupted or unknown format.

Medium load or eject failed

Indicates that loading or unloading of the disc failed.

Medium not present

Indicates that no disc is in the drive.

Medium removal is prevented

Indicates that medium removal is prevented.

Memory Exhausted

Alchemy could not obtain the memory it needs to function.

Several things could help this problem. Exit Windows and restart. When running **Alchemy**, run as few other programs as possible. Try building after dragging in less files.

Miscompare error

Indicates that the CD-Recorder device detected a mismatch of settings used to read source data on the medium.

Mode parameters changed

Indicates that a mode change has been done by another initiator.

Monitor ATIP error

Indicates that an error occurred in the recorded data that was written, probably caused by dust.

No EFM at search address

Indicates that during reading or play-back no EFM signal was present.

No sense

Indicates that there is no specific sense key information to be reported from the designated logical unit.

Operator medium removal request

Indicates that the operator requested to unload the disc.

Optimum power calibration error

Indicates that power calibration failed. This could indicate:

Wrong Write-Only medium installed.

Laser failure.

Drive failure

Out of Memory

Alchemy could not obtain the memory it needs to function.

Several things could help this problem. Exit Windows and restart. When running **Alchemy**, run as few other programs as possible. Try building after dragging in less files.

Parameter list length error

No explanation available for this error message. Contact your hardware or software vendor.

Parameter list too large

Indicates that the CD-Recorder is not capable of processing the parameter list due to not enough RAM.

Positioning error

Indicates that a seek to a requested location on the disc failed.

Power on or self test failure

Indicates that a power-on self-test sequence failed.

Power-on reset or bus reset occurred

Indicates that a power-on reset or a bus reset has occurred since the last command was issued.

Printer not ready

Alchemy could not communicate with the printer.

Check to see that the printer is online and connected.

Printer out of paper

Alchemy has detected that the printer is out of paper.

Check the printer for paper out or a paper jam.

Program area not empty

Indicates that the current program area contains tracks.

Recovered error on medium

Indicates that the last command completed successfully with some recovery action performed.

During read, it indicates that an ECC correction or retry was done.

During write, it indicates that the track length is longer because not enough blocks were sent to the recorder to meet the minimum track length of 300 blocks.

Recovered read data with retries

Indicates that the previous READ command required data recovery, which was accomplished by additional READ commands.

Recovered read with ECC correction

Indicates that the previous READ command required data recovery, which was accomplished using ECC correction.

Recovery needed

Indicates that the CD-Recorder detected during power-up that the device was writing during the last power-down. The medium format could be corrupted.

This error is vendor-specific and could be caused by an unknown error. Contact your CD-Recorder vendor for further information.

SCSI parity error

Indicates that the controller detected a parity error.

Sector size format conflict

Indicates that during writing, a sector was received and a conflict was detected between the header information and the actual sector size.

Stopped on non-data sector

During read, data transfer is stopped because a read of a non-data block was attempted.

Track following error

Indicates that the focusing or radial tracking did not succeed.

Tray out

Indicates that the drive's tray is out.

Unable to read TOC, PMA or subcode

Indicates that the drive was unable to read the TOC, PMA, or subcode of the current disc.

Unit attention

Indicates that either the disc or drive operating parameters have been changed since the last command issued.

Unit not ready

Indicates that the logical unit addressed cannot be accessed. If the CD-Recorder is external, insure that it is powered on.

Unrecovered error on medium

Indicates that the command terminated with a non-recovered error condition that was probably caused by a flaw in the medium or an error in the recorded data.

Unrecovered read error

Indicates that the previous READ command failed, probably due to a flaw in the disc.

Vendor reserved error

Indicates that a vendor-specific error occurred. Contact the vendor of your CD-Recorder for further information

Verify failed

Indicates that the VERIFY command was not successful.

Volume overflow

Indicates that the CD-Recorder device has reached the end of volume during writing or reading.

Warning - disk or CD space

These messages indicate that the hard disk or CD-ROM may not have enough space to complete the build.

If this message refers to the hard disk, make more space available on the **Alchemy** hard disk.

If this message refers to the CD-ROM disc, you may proceed with the build. If compression is enabled, there may be enough room for the documents.

See [Space Requirements](#) for further information.

Write append error

Indicates that an append by a WRITE command during writing failed.

XCD engine already in use

Indicates that the XCD.DLL is in use by another program. Exit Windows, reboot, and restart Windows.

Essentials

[Overview](#)

[Features](#)

[Document Icons](#)

[Supported File Formats](#)

[CD-Recording Tips](#)

[Frequently Asked Questions](#)

[Advanced Topics](#)

Extended Support Programs

IMR offers free technical support for the first 30 days, starting when you register the product with IMR or call us for the first time. Before your complimentary support period expires, call IMR Sales at 1-303-689-0022 or your authorized reseller to subscribe to an Extended Support Program (**ESP**).

ESP is good for one year, and includes:

- Unlimited product support via phone or FAX.

- Access to the IMR BBS.

- Free maintenance releases.

- Generous discounts on product upgrades.

ESP is sold one per Alchemy or DataGrabber license.

Features

Intelligent Full Text Search - Powerful search and retrieval capabilities allow instant access to information stored anywhere on the CD-ROM. Compressed inverted indices, query optimization, Boolean search operators, wild cards, dynamic feedback, intermediate search results, search refinement, undo functions, full search history maintenance, search scope management and auxiliary filters result in a highly effective search engine. The information managed by the system becomes both DOS directory structure and application independent.

Flexible Architecture - **Alchemy** supports a totally flexible architecture. The term database refers to data (i.e. files or documents) which is grouped together and organized for rapid search and retrieval. A single CD may hold multiple databases. Databases can be organized into an environment similar to a filing cabinet containing Folders and Sub-Folders. Each folder can hold any number of Sub-Folders and documents, limited only by system resources.

Full Text Batch Indexer - A new patent pending indexing engine has been introduced to provide faster access to documents on a CD and reduce storage overhead. For example, full-text index overhead is typically less than 5%, allowing more room for your data and enabling superior retrieval performance. Documents are batch indexed in parallel and indices compressed using proprietary compression algorithms before databases are updated. The result is vastly improved indexing throughput and reduced network traffic. Full Boolean operations can be performed on indices while still in compressed form. Radix compression of glossary, dynamic pointer size and incremental index updates are used to reduce disk overhead and increase full-text search and indexing speeds.

Data compression - Files are compressed before they are written to CD. Compression is performed on-the-fly and is automatic, with no degradation of indexing speed. Compression results will vary, however, 2:1 compression of word processing and spreadsheet files is typical. ASCII text files will compress up to 8:1. Most image files are already compressed and will be passed over.

File Viewers - **Alchemy** includes integrated viewers for over 30 popular word processing, spreadsheet, and image file formats. This enables anyone to view a file's contents without requiring the native application. Thus, you can distribute PC files on CD for others to view, print, copy, or restore. Tight integration results in very fast viewing performance.

Integrated CD Recording - **Alchemy** is the first indexing and retrieval software with integrated CD recording. Advanced software technology developed by IMR prevents "buffer under-run" from ruining a CD. **Alchemy** writes its database files in tracks to conserve space on the CD for data. CD-ROM multi-session writing is also supported. The user can configure variables such as recording speed, track size, Close Session, and Write-Protect CD.

File Menu

Click on any menu item for further information.

<u>D</u>elete Database...	
<u>S</u>ave Profile	Ctrl+S
<u>R</u>etrieve Files...	
L aunch <u>F</u>ile Manager	
<u>P</u>rint...	Ctrl+P
P rinter Setup...	
<u>E</u>xit	

Select this option to delete the entire database, including the folder structure, field definitions, lookup tables, stop list and templates.

You will be prompted for confirmation before the database is deleted.

Select this option to close the current database and exit the program.

Select this option to run the Windows Explorer program. Explorer is used as a drag and drop source for files added to the database, but another drag and drop source can be used by modifying ALCHEMY.INI.

If the Explorer starts in an unacceptable location, move and size it and then save settings. The next time Explorer is used from **Alchemy**, it will start at your chosen location and size.

Alchemy will use the File Manager if run under Windows 3.1.

Select this option to run the Windows File Manager program. File Manager is used as a drag and drop source for files added to the database, but another drag and drop source can be used by modifying ALCHEMY.INI.

If the File Manager starts in an unacceptable location, move and size it and then save settings. The next time File Manager is used from **Alchemy**, it will start at your chosen location and size.

Alchemy will use the Explorer if run under Windows 95.

Select this option to print Query Results, selected text from displayed documents, entire documents, or images.

This option starts the Print dialog.

Select this option to select a printer and a printer connection from the list of installed printers. You can install printers and configure ports through the Windows Control Panel. If a FAX board is configured as a printer on your system, a document can be printed to the FAX board to send it as a FAX.

Printer Setup is also available from the **P**rint command.

For more information, choose the **H**elp button from the Printer Setup dialog box.

Select this option to retrieve documents or folders from the database. It allows you to navigate your hard disk and select a location where the currently selected document or folder will be copied. The file names will default to the original DOS name of the documents or folders before they were added to the database. You may, however, save a document under any name.

Any document retrieved from the database will be in its original file format.

This option starts the Retrieve Files dialog.

Select this option to save any changes to the Profiles. You will also have the opportunity to save changes after each Profile is modified.

Fonts Menu

Click on any menu item for further information.



Select this option to change the font used for displaying the contents. The font list will show all available fonts.

This option starts the [Fonts](#) dialog.

Select this option to change the font used for displaying character text in the viewer. The font list will be limited to fixed-width fonts.

This option starts the [Fonts](#) dialog.

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

Click on any term for further information.

- A -

[Alchemy](#)
[Amiga IFF](#)
[AND](#)
[Archive](#)
[Aspect Ratio](#)

- B -

[BMP](#)
[Boolean Logic](#)
[Buffer Size](#)
[Buffer Underrun](#)

- C -

[CALS](#)
[CCITT](#)
[CD \(Compact Disk\)](#)
[CD-I \(Compact Disk Interactive\)](#)
[CD-R \(CD-Recorder\)](#)
[CD-ROM \(Compact Disk Read Only Memory\)](#)
[CGM \(Computer Graphics Metafile\)](#)

Clipboard
Close CD
CLP
COLD (Computer Output to Laser Disc)
COM (Computer Output to Microform)
CUT

- D -

DAD (Digital Audio Disk)
DASD (Direct Access Storage Device)
DAT (Digital Audio Tape)
Database
DCX
Defragment
DIB (Device Independent Bitmap)
Dithering
Document
Document Profile
DPI (Dots Per Inch)

- E -

Encapsulated PostScript (EPS)

- F -

Full-text Search

- G -

GEM
GIF
Group 4 Facsimile

- H -

Halo CUT

- I -

ICA
IFF
IM1
IM8
IM24
IM32
IMG
Indexing
Indexing Characters
IOCA
ISO
ISO 9660

- J -

JPEG (Joint Photographic Experts Group)

- K -

Keywords
Kodak Photo CD

- L -

LaserData
LaserView
Link
Lookup Field
Lookup Table

- M -

MAC Paint
MPEG (Motion Picture Experts Group)
MSP
Multimedia
Multisession

- N -

NOT

- O -

OCR (Optical Character Recognition)
OR

- P -

Parentheses
PCD
PCT
PCX
Photo CD
Photoshop
PICT
Pixmap
Premastering
Profile Search
Profile Template
PSD

- R -

RAID (Redundant Arrays of Inexpensive Discs)
RAS
RAST
RLE (Run-Length Encoding)

- S -

SCSI (Small Computer Standard Interface)
Search Result
Seek Time
Stop Word
Sun Raster

- T -

TARGA
TCP/IP (Transmission Control Protocol/Internet Protocol)
Template
TGA
Thermal Calibration

Throughput
TIFF (Tagged Image File Format)

- V -

VESA (Video Electronics Standards Association)
Virtual Folder

- W -

Wild Cards
Word Wheel
WORM (Write Once, Read Many)
WPG

- X -

Xbitmap
XBM
XPM

End of Glossary

Help Menu

Click on any menu item for further information.

Show Alchemist
C<u>ontents</u>
U<u>sing Help</u>
K<u>eyboard</u>
O<u>btaining Technical Support</u>
A<u>bout Alchemy Build...</u>

Select this option to show the About dialog.

Select this option to run Windows Help with this file.

Select this option to run Windows Help to show the keyboard commands.

Select this option to run Windows Help to show Technical Support information.

Select this option to show how to use Windows Help.

How to Upgrade

Exclusive Upgrade Offer to Alchemy Personal Plus

For a limited time, HP SureStore CD Writer users can upgrade to **Alchemy Personal Plus**, our powerful \$495 version, for a very special price of **\$49**. You'll receive all the features listed under [The Alchemy Family of Products](#). This offer will expire on December 31, 1995.

Call **1-800-910-0088** to place your order today. MC/VISA accepted. (Outside the continental United States, call 1-970-339-7150).

For ordering information about the following products:

- Alchemy Gold
- Alchemy Professional
- DataGrabber

Call 1-303-689-0022, 8 am to 6 pm M-F Mountain Standard Time, or send a FAX to 1-303-689-0055. (No technical support calls, please)

For more information about these products, click on [The Alchemy Family of Products](#).

These settings may be used to specify a program to use in place of File Manager or Explorer. This program could be any drag and drop source. To use a different file manager, you need to know the name of the executable program, and the name of its main window class. Contact the manufacturer of your replacement file manager for this information.

This setting should be set to 1 to enable **Alchemy** to skip files that are in use by other applications during a build. If set to 0, **Alchemy** will ask before skipping a file. This setting cannot be changed from within **Alchemy**.

If you use **Alchemy** to perform unattended builds, this option should be set to 1 so builds do not stop for locked files.

This setting is used to tell **Alchemy** how large of a buffer it should fill on the hard disk before writing it to CD-R. Normally, **Alchemy** builds the database with a buffer size of 8 megabytes. You may want to increase this number if you have sufficient hard disk space available. To create a CD-ROM in a single session for mastering or to read on older drives, this number should be set larger than the anticipated database.

This setting will be set to 1 to close the session after writing to the CD, or 0 to leave the session open.

Warning: Closing the session will consume 14 to 23 megabytes of space.

This setting will be set to 1 to enable compression, or 0 to disable compression when writing the database.

Set this setting to 1 to enable display of the progress meter during writes to the CD recorder, or set to 0 to hide the progress meter. This setting cannot be changed from within **Alchemy**.

This setting can be set to 1 or 2 to record at single-speed or double-speed.

This setting will be set to 1 to write-protect after writing to the CD, or 0 to leave the CD able to accept more data. This setting cannot be changed from within **Alchemy**.

Warning: A write-protected CD-ROM can never be written to again.

This setting will be set to 1 to write the database to the CD-Recorder, or 0 to write the database to the hard disk.

This setting contains font information for the Contents Window and Query Results List. To change this font, close any open viewers and select **F**onts from the **O**ptions menu.

This setting contains font information for the viewer. To change this font, view a text file and select **F**onts from the **O**ptions menu.

This setting will be set to 1 to invert the image, or 0 to display the image as is.

This setting will be set to 1 to enhance the images by scaling to gray, or 0 to show the image as is. This setting cannot be changed from within **Alchemy**.

This setting will be set to zero if **Alchemy** is running at standard VGA resolution.

This setting will be set to 1 to show the scroll bars, or 0 to hide them.

This setting will be set to 1 to show the **Alchemist**, or 0 to hide the **Alchemist**.

This setting will be set to 1 to show file details in the Contents window, or 0 to display just the folder and document tree.

This setting should be set to 1 to show a horizontal scroll bar in the Contents window, or 0 to hide it. This setting cannot be changed from within **Alchemy**.

If you have deeply nested folders, a horizontal scroll bar may be necessary to allow you to see those deeply nested folders.

This setting will be set to 1 to show the status bar, or 0 to hide it.

This setting will be set to 1 to show the toolbar, or 0 to hide it.

This setting will be set to 1 to show the tool tips, or 0 to hide them.

Image Menu

Click on any menu item for further information.

Page	
<u>Z</u> oom In	+
<u>Z</u> oom <u>O</u> ut	-
<u>F</u> ull Image	Ctrl+F
<u>T</u> op Half	Ctrl+T
<u>B</u> ottom Half	Ctrl+B
<u>I</u> nv <u>e</u> rt	Ctrl+N
Ro <u>t</u> ate <u>L</u> eft	Ctrl+L
Ro <u>t</u> ate <u>R</u> ight	Ctrl+R

NOTE: To view images, your PC display must be configured for a minimum of 256 colors. Images will not display properly at 16 colors.

Select this option to show bottom half of the image. The image is scaled so the width of the image fits the current window.

Select this option to scale the full image to fit the current window.

Select this option to invert all pixels and produce a negative image.

A check mark beside this menu option means that the image is displayed in inverted mode.

Image Page Menu

Click on any menu item for further information.

First
Next PgDn
Previous PgUp
Last
Go to...

Select this option to display page one of the current image document.
The number of pages in the document is displayed on the status line.

Select this option to go to any page in the image document.

The current page and the number of pages in the document are displayed on the status line.

Select this option to display the last page in the current image document.

The current page and the number of pages in the document are displayed on the status line.

Select this option to display the next page in the current image document.

The current page and the number of pages in the document are displayed on the status line.

Select this option to display the previous page in the current image document.

The current page and the number of pages in the document are displayed on the status line.

Select this option to rotate the current image left (counter-clockwise) by 90 degrees.

Select this option to rotate the current image right (clockwise) by 90 degrees.

Select this option to show the top half of the image. The image is scaled so the width of the image fits the current window.

Select this option to zoom into the image. The image is enlarged. To enlarge a specific region of the image:

Move the mouse to one corner of the region.

Press and hold the primary button.

Drag the mouse to the opposite corner of the region.

Release the mouse.

Select this option to zoom out of the image. The image is made smaller.

Indexing Details

Overview

For every group (or "session") of files that is recorded to CD (or saved to hard drive) using the Build CD-R Database function, **Alchemy** creates index files. These index files contain the indexed full-text words, the DOS filename information, and links to the files in the database.

Alchemy compresses the index files to reduce the amount of overhead, and give you more room for the actual data files (which can also be compressed). The index files are incrementally updated whenever you add more files to the CD.

Disk space requirements

The index files are kept in a subdirectory under where **Alchemy** (ALBUILD.EXE) is installed. The subdirectory has the same name as the database. The total size of the index files depends on variables such as the number of repeated and unique words in each file that is indexed by full-text.

Typically, the index file overhead will be less than 10% of the uncompressed original file size. For example, if you recorded 100 megabytes (before compression) to CD, the index files should total less than 10 megabytes.

Note: Make sure you have enough space on your hard drive to store the **Alchemy** index files. The rule of thumb is 10% of the size of the original files.

Copying the indexes to CD

When a database build with Close Session is performed, **Alchemy** automatically copies the index files and the ALSEARCH program to the CD. The CD now contains a completely portable database for others to query and retrieve.

Note: Close Session will consume 14 to 23 megabytes of space on the CD. If you plan to read the CD only in your CD recorder, there is no need to close the session.

Alchemy's Search program

Alchemy includes a runtime Windows retrieval program called **Alchemy** Search (ALSEARCH.EXE) that is copied to every CD and may be sent to anyone else to use. **Alchemy** Search is Netware-compatible, so CDs can be read from a CD-ROM drive that is mounted as a network drive. All the search functions are also embedded in **Alchemy** Build (ALBUILD.EXE). You can build and search your CDs all in **Alchemy** Build.

CD-ROM capacity

The standard 74-minute blank CD-R will hold slightly more than 680 megabytes of digital data. With a powerful indexing and retrieval program such as **Alchemy**, there will be some overhead for index files and the retrieval program. In general, plan on at least 600 megabytes of data storage for each CD, with the rest reserved for index and retrieval overhead. Before each recording session, the available capacity left on a CD is displayed in the Build Database dialog. **Alchemy** has built-in, automatic data compression. While your results will vary, typically your files will compress 2:1 or 50%. This means the capacity of the CD can be increased to over 1 gigabyte of data.

Keyboard Commands

From the main menus:

Ctrl-S	Save profile changes.
Ctrl-P	Print search results list, blocked text or document.
Ctrl-C	Copy selected text to the clipboard.
Ctrl-G	Gather selected text into Notepad.
Ins	Insert folder.
Del	Delete folder or document.
F1	Help contents.

While browsing search result documents:

Ctrl-D	Find the next occurrence of a search word.
Ctrl-U	Find the previous occurrence of a search word.

While viewing a scanned image.

Ctrl-F	View full image.
Ctrl-T	View top of image.
Ctrl-B	View bottom of image.
Ctrl-L	Rotate image left.
Ctrl-R	Rotate image right.
Ctrl-N	Invert image.
+	Zoom in.
-	Zoom out.

Menu Commands

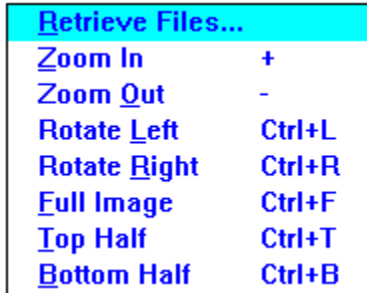
Alchemy's Main Menu Bar

The main menu bar is displayed in **Alchemy's** main window. Certain commands may be disabled at times, and will generally appear in a color different from other menu items. Click on any menu item for further information.



File Edit View Build Search Image Options Window Help

Graphics Popup Menu



This menu pops up when you highlight a window containing graphics and press the secondary mouse button. To highlight a window, press the primary mouse button while the mouse pointer is within the window.

Text Popup Menus



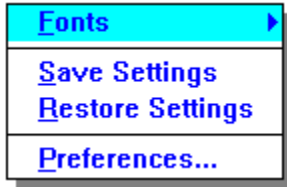
This menu pops up when you highlight a window containing text and press the secondary mouse button. To highlight a window, press the primary mouse button while the mouse pointer is within the window.



If you have selected text in the window and press the secondary mouse button, the popup menu contains two more items for dealing with selected text.

Options Menu

Click on any menu item for further information.



Select this option to configure colors used in displaying document profiles and highlighted text found within document contents.

To change colors:

In the Color Element box, select which color you wish to change.

Select either Background or Foreground attribute to modify.

Click on the color you wish to select.

Select the **OK** button to save the colors.

The selected colors will be remembered when you exit the program.

Select this option to set general and viewer preferences. These preferences are saved automatically.
This option starts the Preferences dialog.

Select this option to restore the saved settings. All displayed windows will be resized and moved according to the settings in ALCHEMY.INI.

Select this option to save the current settings. The program will save the arrangement (sizes and positions) of all windows to a disk file, called ALCHEMY.INI, which is located in the Windows directory.

Enable this option to display file sizes and dates in the Contents and Query Results windows.

Enable this option to show the tool tips, the yellow descriptive boxes that appear when the mouse cursor is placed on a toolbar icon. This option is only available when the toolbar is enabled.

Select this option to enable or disable the Wizard that guides you through database creation and searching.
A check mark beside this menu option means that the Wizard is enabled.

Overview

Welcome to **Alchemy Personal for CD Recorders**. **Alchemy** is a complete CD-ROM recording and retrieval system that enables you to use inexpensive, portable CD-ROMs for backup, archival, extra on-line storage or the distribution of large amounts of data. It provides for the organization and easy transfer of files to a CD-ROM, plus comprehensive search and retrieval capabilities. **Alchemy** supports a wide variety of word processing formats, spreadsheets, ASCII text, graphics, images and other electronic file types. All files are stored on CD with their original formats intact. An **Alchemy** CD is completely self-contained, with all the software needed for retrieval. CD-ROMs created with **Alchemy** can be read on another CD-ROM reader installed on a Windows-based PC or a PC LAN.

Alchemy allows you to choose which files will be copied to the CD and organizes the files into a database structure analogous to a filing cabinet. A Profile Card, similar to an electronic index card containing information that is helpful in both locating and searching, is created for each file. **Alchemy** creates a full-text index of all the words contained in the documents, a Keyword list of descriptive terms that help in locating documents (especially those of a non-textual type), and a fully configurable hierarchy of folders and sub-folders. It allows you to set up the indexing criteria according to your specific needs, automatically writes the files to the CD Recorder, and then provides search and retrieval of all files on the CD. Search capabilities include simultaneous full text and profile searches, query-by-example, full Boolean logic, and image retrieval by keywords or links.

Frequently Asked Questions

Q: Why won't Alchemy index my phone numbers, dates, or account numbers?

A: The version of Alchemy distributed with the HP SureStore does not index "pure numbers" or the hyphen. This feature is available in the \$49 upgrade to Personal Plus.

Q: Why can't I drag from the left side of File Manager?

A: The left side is an expandable tree, while the right side is a list. The two behave differently in that the tree does not allow multi-select or drag & drop source, while the list does. In other words, that's the way Microsoft built it.

Q: Why didn't Alchemy install its icons in my desktop?

A: Any Windows shell program is responsible for receiving the messages to install icons into a group. Windows' normal default shell, Program Manager, handles this well. 3rd-party shells, such as Norton Desktop and PC Tools, also work. Other shells may not respond to these messages, so Alchemy does not get added to the interface as an available program. The user would need to use the shell's method of adding programs to the interface, specifying Alchemy Build as ALBUILD.EXE and Search as ALSEARCH.EXE, both in the Alchemy directory.

Q: Why can I not see all my files in my viewer?

A: Alchemy supports viewers for the most popular word processing, spreadsheet, and image formats. If your file format is not supported Alchemy viewers, your data will still be saved by Alchemy and left in its original format.

Q: Why do my images look fuzzy in the viewer?

A: Check to see under windows setup what video driver Windows is using. If you are using a 16 color driver, switch to a 256 color driver. The Super VGA (640*480, 256 colors) is recommended.

Q: Why do I not see any bold, font sizes or images in my word processing document?

A: The Alchemy viewers are intended to give you a fast "draft mode" preview and do not show the format codes in the document. These codes are still intact on the CD.

Q: When do I want to close a session? or Why do I have to Close a session?

A: Two reasons. 1) Makes your CD readable in another CD-ROM drive, and 2) When Alchemy builds a database to a CD, it does not write all of the database files on the CD until a *Close Session* build is performed on the individual database.

Q: Why can't I read my CD in File Manager or Explorer?

A: If you did not select the option close session the File Manager or Explorer cannot see that database. Once you decide to close the session the database becomes visible to the FM. That database is always visible in the Info option in Build dialog.

Q: Why can I just see the first session I built on my CD reader but all the sessions built show on my recorder?

A: The reader you are using is a single session reader.

Q: Why during a build is Alchemy having problems opening folders?

A: If it is word processing documents the check to see if the document is done with a fast save. If you are running 32-bit disk access change it to 16 - bit disk access.

Reporting Problems (Print this, fill it out, send it in)

Mail or fax to:

Information Management Research, Inc.
5660 Greenwood Plaza Blvd., Suite 210
Englewood, CO 80111
(303) 689-0055 Fax

Alchemy version (from Help/About) _____ Date: _____

Customer name, company, address, phone, fax, email address

Detailed description of problem, steps to reproduce

Hardware and software configuration

Please include any problem data files, printouts, or screen shots that might help illustrate or help us reproduce the problem.

Search Menu

Click on any menu item for further information.



Select this option to query the database.

This option starts the Query dialog.

Select this option to view the results list from the last Query.

Space Requirements

Hard disk space requirements:

A database is built in segments or tracks on the hard disk before being written to the CD-R. Documents are added to a track until the track size becomes larger than the Buffer Size setting in the [Build Options](#) dialog. Since a document is never split across tracks, the actual track size may be significantly larger than the Buffer Size setting. In general, you must allow for the Buffer Size plus the size of the largest file added to the database. Each track is automatically deleted after being written to the CD.

Additional disk space is also required to hold database indexes and temporary compression buffers. This is dependent on the nature of the data and may range from 2% to 5% of the total size of the database.

If you run out of hard disk space:

Running out of hard disk space is not a fatal error. **Alchemy** will display a warning message and will ask you to delete some files from your hard drive before retrying. Make more disk space available using a DOS window or File Manager or Explorer before clicking the Retry button.

CD-ROM space requirements:

To successfully build a database to the CD-R, all documents, indexes and the search engine must be written to a CD and the CD Session be closed. Before writing any data to the CD, **Alchemy** estimates the CD space requirements for the database and displays a warning message if there is a possibility of running out of CD space. **Alchemy** always reserves enough CD space to allow for the index files and closing of the CD Session.

See Also: [CD Recording Tips](#)

If you run out of CD-ROM space:

If you run out of space on the CD-ROM during the build, you need to delete from the Contents those documents that were not written to the CD-ROM, and build one last time to move the indexes to the CD-ROM and close the session. To delete unbuilt documents, select each folder containing those documents and press the delete key. If the folder contains a mix of built and unbuilt documents, the built documents will NOT be deleted from the CD-ROM. Deleted documents are only deleted from the **Alchemy** Contents - the original documents are NOT deleted.

To determine which documents have been built, turn on the Show File Details option in the [Preferences](#) dialog. After deleting these documents, build one more time after checking the options to insure the Close Session option is enabled. After this final build, you can delete the database and start a new CD-ROM with the documents that did not fit on the previous CD. Other versions of **Alchemy** allow databases to span multiple CD-ROM discs. Click on [How to Upgrade](#) for further information.

Supported File Formats

A Note About Text Indexing

Alchemy indexes the text contained in the popular word processing and spreadsheet file formats listed below. **Alchemy** will create a full-text index of every word in the supported files, allowing you to retrieve files by a text search.

A Note About File Viewers & Printing

Alchemy includes file viewers for the formats listed below. The word processing and spreadsheet viewers are not WYSIWYG (What You See Is What You Get); they are intended to provide a fast "draft mode" preview and printout of the file's text contents. Some versions of **Alchemy** allow you to launch a file into its native application for WYSIWYG viewing. The style (bold, underlines, font sizes and styles) and format codes of the document are still intact on the CD. Embedded objects such as tables, graphs, images, media clips, or other documents are not displayed. The image viewers will display and print an image according to the resolution and color configuration of your PC.

What if A File Is *Not* Supported?

Unsupported word processing and spreadsheet files cannot be indexed by text, viewed or printed from within **Alchemy**. If you are not sure about a file format, drag the file into the **Alchemy** Contents and try to view it. If the View window is empty, the file is not supported for text indexing, viewing and printing from within **Alchemy**. You can still add that file to the CD and retrieve it by a search of either the filename, or user-provided descriptive document title field. Unsupported image files can't be viewed or printed, but can be stored and retrieved by filename or descriptive title. To view and print unsupported files, use [Retrieve Files](#) to restore them to your hard drive and open them under the original application. Note: the original file format is never altered by **Alchemy**.

The following file formats are supported in this version

Word Processing formats:

- ASCII
- Rich Text Format (RTF)
- Microsoft Write
- WordPerfect 5 for DOS & Windows
- WordPerfect 6 for DOS & Windows
- Microsoft Word for DOS
- Microsoft Word for Windows 2.0
- Microsoft Word for Windows 6.0
- Enable WP
- WordStar
- WordStar 2000
- Hex view of binary files

Spreadsheet formats:

- Quattro Pro 4.0
- Lotus Symphony
- Lotus 1-2-3, Release 2 - 5
- Microsoft Excel 4.0, 5.0

Image formats:

- Windows BMP, RLE, DIB
- PaintBrush PCX
- DCX
- TIFF, Group 3, Group 4, FAX
- GIF
- JPEG
- Kodak Photo CD
- Photoshop

Microsoft Paint MSP
Sun Raster
LV - LaserData
HALO Cut
CLP
Showpartner GX2
ICO
Kofax
EPS - Raster Only
PICT
TARGA
WPG - Raster WordPerfect Graphics
GEM IMG
IOCA
MAC Paint
CAL5
XBM - Xbitmap
XPM - Pixmap
XWD
ATT (G4)
Amiga IFF

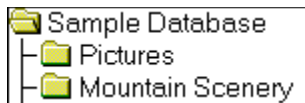
Adding and arranging folders

Adding a folder

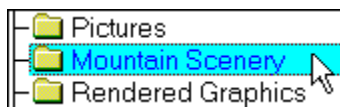
To add a folder to the Contents window, either press the **Ins** key or select **Add Folder...** from the **Edit** menu. This action displays the Add Folder dialog.

Enter the folder title and click the **OK** button or press **Enter**. The title you enter here can be changed at any time. You can decide whether to position the new folder before or after the current folder, or you can arrange them later.

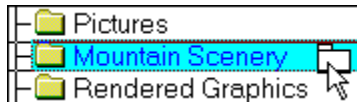
Putting one folder inside another



For this example, we have two folders. We wish to move the *Mountain Scenery* folder inside the *Pictures* folder.



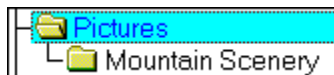
Click on the folder you wish to move with the primary mouse button, and hold the mouse button down.



The mouse pointer will change from an arrow to an arrow with a folder.

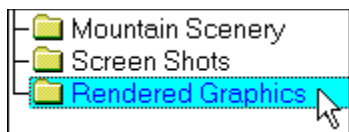


Drag the mouse pointer until it is over the destination folder. Release the mouse button to drop the folder into the destination. The destination is surrounded by a focus rectangle to aid in determining where to drop.

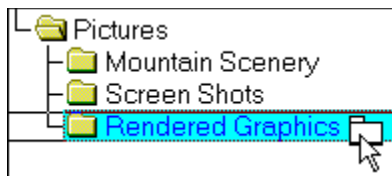


If the folder seems to disappear, you can find it again by opening the destination folder by clicking on the folder icon. The moved folder should be inside the destination folder.

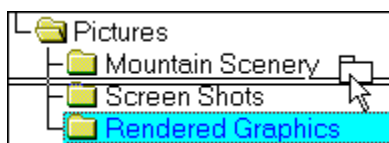
Arranging the order of folders



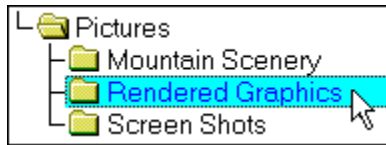
Click on the folder you want to move with the primary mouse button, and hold the button down.



The mouse pointer will change from an arrow to an arrow with a folder.



Move the folder until the focus rectangle is where you want to insert the folder. Release the mouse button.



The folder is moved from where it was to the new destination.

Working with two views of the contents

The Contents pane normally displays one view of the folder structure. This view may only show a portion of the entire folder structure. It may be necessary to drag a document or folder to a location that is not currently visible in the contents pane. To accomplish this, it is necessary to open a second contents pane. This is done using the splitter bar.

The splitter bar is a gray bar that is found at the far right-hand side of the contents pane. When the mouse pointer is positioned over this bar, the pointer changes to a pointer with two arrows and a bar between them. Click and drag to the left to open the second contents pane. Files and folders can be dragged from either contents pane and dropped into the other.

Renaming folders

Folders can be renamed before building to provide longer, more descriptive names. Click on any folder and select **Properties** from the **Edit** menu. Enter the new name and click OK. The new name will be visible only if **Options/Preferences/Show File Details** is disabled.

Adding directories to folders

Adding directories to folders

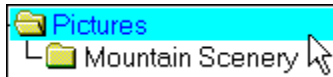


Run the Windows File Manager or Explorer by clicking on the File Manager or Explorer icon on the toolbar, or by selecting **Launch File Manager/Explorer** from the **File** menu. In File Manager or Explorer, click on the directory you wish to add. Click and hold the primary mouse button to start the drag and drop operation.

Note: You can only drag directories from the right side of the File Manager (the side that normally shows files). If the directories are not visible on the right, select **By File Type...** from File Manager's **View** menu. Click on the Directories checkbox to view directories in the file window.



After you click on a directory, the mouse pointer will change to a pointer with a folder. Drag the pointer into the **Alchemy** Contents window.



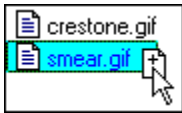
Release the mouse pointer over a folder to add the directories to that folder, or release in an open space in the Contents window to add the directories to the top level.



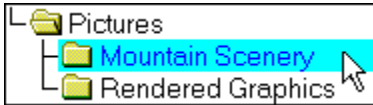
The selected directory and all directories under the selected directory will be added to the Contents window.

Adding files to folders

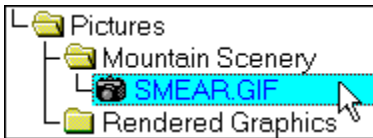
Adding files using Drag & Drop



Run the Windows File Manager or Explorer by clicking on the File Manager or Explorer icon on the toolbar, or by selecting **Launch File Manager/Explorer** from the **File** menu. In File Manager or Explorer, click on the file or files you wish to add. Click and hold the primary mouse button to start the drag and drop operation.



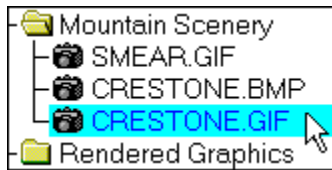
Drag the mouse pointer until it is over the destination folder. Release the mouse button.



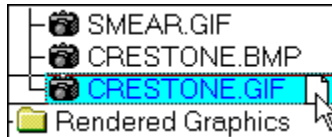
The file or files will be added to the destination folder. If the folder is open, you will see the files immediately. If the folder is closed, you will see the files when you open the folder by double-clicking on the folder icon.

Arranging files

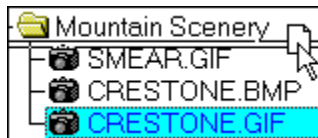
Arranging the order of files within a folder



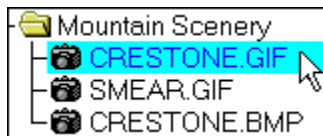
Click on the file you want to move with the primary mouse button, and hold the button down.



The mouse pointer will change from an arrow to an arrow with a page.

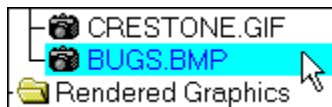


Move the file until the focus rectangle is where you want to insert the file. Release the mouse button.

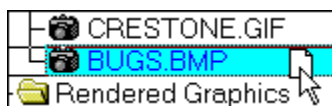


The file is moved from where it was to the new destination.

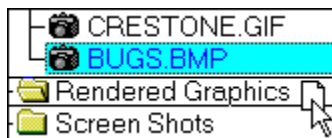
Moving files to other folders



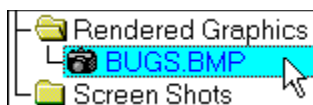
Click on the file you wish to move with the primary mouse button, and hold the mouse button down.



The mouse pointer will change from an arrow to an arrow with a page.



Drag the mouse pointer until it is over the destination folder. Release the mouse button to drop the file into the destination.



If the file seems to disappear, you can find it again by opening the destination folder by clicking on the folder icon. The moved file should be inside the destination folder.

Renaming Files

File titles, which are initially set to the file names, can be changed before building to provide longer, more descriptive names. Click on any file and select **Properties** from the **E**dit menu. Enter the new title and click OK. The new title will be visible only if **O**ptions/**P**references/**S**how File Details is disabled. If enabled, only the original short file name will be shown.

Browsing the Contents Window

See Also: [Contents Window](#) and [Supported File Formats](#)



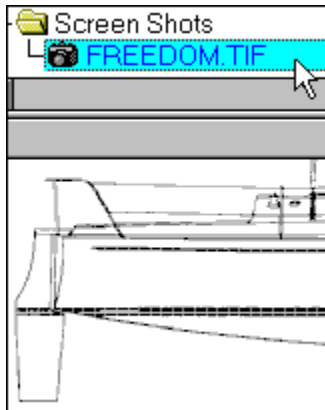
The Contents window contains folders and documents. Folders are represented by an icon that looks like a manila file folder, and can be either open or closed. If a folder is closed, it can be opened by double-clicking on it



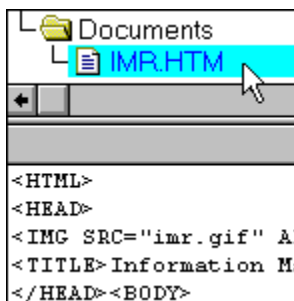
After double-clicking on the closed folder, it opens to show its contents. In this example, the *Pictures* folder contains three more folders.



After double-clicking on another folder, it opens to show that it contains documents. Documents are represented by icons. For a full list of the document icons, see [Document Icons](#).



To view any document, click on it. The window will split in the middle and the bottom pane will display the contents of that document. In this example, a bitmap file is being viewed.



You can view numerous types of files. This example is viewing a document created by an ASCII editor.

Complex queries

Complex queries allow you to search for multiple terms in multiple fields.

Searching multiple fields

To search multiple fields, place a search term in more than one search field. The search treats this as an AND relationship.

For example, to find all Microsoft Word documents containing the word *Doctor*, enter *Doctor* in the full text field and *doc* (Word's native file extension) in the document title field.

Searching with multiple terms

Any search field can use a query containing search terms and Boolean operators. **Alchemy** supports the use of the Boolean AND, OR, and NOT to construct complex queries. Parentheses can be used to logically group parts of the query.

For example, to find all documents containing both *Doctor* and *Smith*, search for "*Doctor AND Smith*". To find all documents containing either term, search for "*Doctor OR Smith*". To search for all documents containing Doctor but not Smith, search for "*Doctor AND NOT Smith*".

Copying selected text

Selecting text to copy

Before you can select text to copy, you must be viewing a document from either the Contents window or the Query Results List. You can view a document from either source by double-clicking on the document with the primary mouse button.

Once the document is visible, select text by clicking and dragging from the beginning of the desired text to the end of the text. This process is identical to that used to select text in any Windows program. Once some text is selected, you can either copy it to the clipboard or gather it into Notepad.

Copying to the clipboard

Copy selected text to the clipboard by either pressing **Ctrl-C** or by selecting **C**opy from the **E**dit menu.

Gathering selected text

If you plan on copying several pieces of text, the Gather option may be more efficient. Gather text by selecting the text and either pressing **Ctrl-G** or selecting **G**ather from the **E**dit menu. The first time you select Gather, **A**lchemy will start the Windows Notepad program and copy the selected text to the new Notepad document. Further gathering will continue to copy the selected text to the Notepad document.

Note: Notepad can create documents up to 50K in size. For larger documents, copy the text to the clipboard rather than using Notepad.

Creating a database

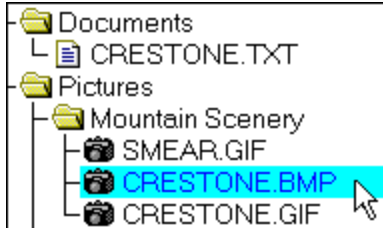
When you first start **Alchemy**, it will display the Database Definition dialog. Enter the database title and file name.

The database is created under the **Alchemy** directory. After you've created an empty database, you can drag in files and directories from File Manager or Explorer.

Creating compound documents

A compound document is a document consisting of more than one file. You can create a compound document by attaching any document to any other document by using drag & drop.

Creating compound documents using drag & drop



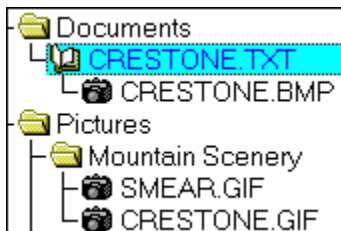
Select a document by clicking on it with the primary mouse button.



While holding down the mouse button, drag the document to the destination document.



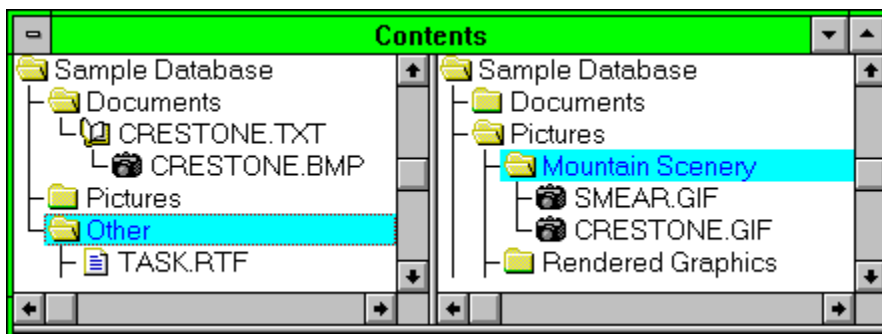
Release the mouse button. The destination document's icon changes to a book icon.



If you double-click on a compound document, it expands to show the attached documents. Note that the picture has been moved from its original location and attached to the destination document.

Other compound document information

You can also attach compound documents to other documents. If you drag a compound document to another location, all of its attachments follow.



If the documents you are dragging to and from are not both visible in the Contents window, use the splitter bar to view two copies of the Contents. Locate the source document in one pane and the destination document in the other pane. Drag from the source pane and drop in the destination pane.

Deleting documents and folders

You may delete any document or folder that has not yet been built to the CD or hard disk. Select the document and either press the **Del** key or select **D**elete from the **E**dit menu.

NOTE: The actual file or directory is NOT deleted from your source drive. It is only deleted from Alchemy's Contents.

Distributing the database

When you first build an **Alchemy** database to a CD-ROM, a copy of the **Alchemy Search** program and all supporting files is placed in the root directory of the CD. When you're ready to distribute your database, select Close Session under **Build/CD-R Database.../Options**, and build one last time. You can then distribute the CD as a self-contained database and retrieval engine.


Installing the search program from CD

Alchemy Search can be run from the CD-ROM by running ALSEARCH.EXE from the root directory of the CD.
Alchemy Search can also be installed to the hard disk by running SETUP.EXE from the CD.

If you use Setup, it will install an **Alchemy** group in Program Manager containing icons for **Alchemy Search**, the Help file, and the ALSEARCH.TXT readme file.

Printing a document

Select a document from either the Contents window or the Query Results List by clicking on it with the primary mouse button.

You can print the selected document by pressing **Ctrl-P**, selecting **P**rint from the **F**ile menu, or pressing  on the toolbar.

Alchemy prints documents as they look when viewed. Word processing and spreadsheet files are printed in draft mode. Documents that cannot be viewed within **Alchemy** also cannot be printed within **Alchemy**. Refer to [Supported File Formats](#) for more information.

Query results

The Query Results List

A successful search results in a new window, called a Query Results List, which contains a list of all documents matching the search terms. Each item in the list contains the Document Icon and Title, and may contain file information if it is enabled in the Preferences dialog.

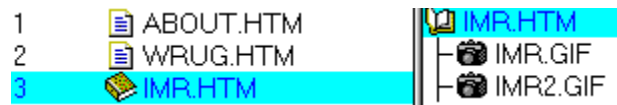
Browsing the Query Results



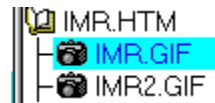
To view any document in the Query Results List, click or double-click on it (depending on whether single-click viewing is enabled in Preferences). To print or retrieve documents, select the document and use the **Print** or **Retrieve** options from the **File** menu.

Compound Documents

Master compound documents are represented by the book icon. These documents contain other documents. To view the master compound document, click or double-click on it.



When you view a master document, the top pane of the Query Results List splits, with the new right-side pane showing a list of all documents attached to the current master compound document.



To view any attached document, click or double-click on it in the right-side pane.


Retrieving files

Select a document or folder from the Contents window or the Query Results List by clicking with the primary mouse button. Select **Retrieve Files...** from the **File** menu. This option will display the Retrieve Files dialog, where you can select a destination directory.

If you are retrieving a folder, all of the subfolders and documents it contains will be copied to a directory of your choice. If a subfolder's name is larger than 8 characters, you will be prompted to enter a legal directory name.

All documents are retrieved with their original file formats intact.

Simple queries

The simplest way to query the database is to use the lookup table. Select **Query** from the **Search** menu or press  on the toolbar. This action will display the Query dialog. From this dialog, you can search on the document's file name, title, or full text.

Click in one of the text boxes and press **Alt-L** or click the **Lookup...** button. This action will display the Lookup dialog. In this dialog, you can see if the desired search term is in the database. You can navigate the index by typing in the text box or using the mouse to scroll the index. If you type in the text box, the index will jump to the point where the typed characters would be.

When you find your search term on the list, double-click on it. This will return you to the Query dialog with the search term visible in the text box. Click on the **Search** button to complete the search.


Viewing a document

Word processing and spreadsheet documents are viewed in a draft mode. Images are viewed according to your PC's resolution and color configuration.

You can view any document at any time by any of the following methods:

Click on the document in the Contents window

Use the up and down arrows to move the highlight to a document, then either select **Document** from the **View**

menu, press  on the toolbar, or press the **Enter** key.

Either action will open a view of the document in the lower portion of the Contents window. For further information on the Contents window, see [Contents Window](#).

You can create a separate viewer window (called a "clone" view) for viewing a document. To create a clone view of a document, move the mouse cursor to the upper bar of the view window you wish to clone. When the mouse cursor becomes a "hand", you can grab the window and drag it to another location. When you view the next document, it will display in the original view window, leaving the clone window containing the previous document.

If you are experiencing trouble trying to view a document:


Make sure the View window pane is open (see [Contents Window](#)).

Refer to [Supported File Formats](#) to see if the document is supported by **Alchemy's** viewers.

Viewing a profile card


You can view any profile card at any time by either of the following methods:

Click on the document in the Contents window. If the profile card is not visible, drag the slider bar from the right side of the window to open the profile viewing pane.

Select the document, then select **Profile** from the **View** menu or press  on the toolbar.

Either action will open a view of the profile card in the lower portion of the Contents window. For further information on the Contents window, see the [Contents Window](#) topic.

Writing to a CD

To write the database to a CD-ROM, select **CD-R Database** from the **Build** menu or press  on the toolbar. The **Build** dialog will allow you to write the database to a CD-ROM, or to write it to the hard drive for testing purposes. The **Options** button will display the **Build Options** dialog, where you can change default settings concerning compression and sessions. To build the database, press the **Build** button. After the database has been built and written to CD or the hard drive, press the **OK** button.

If you have created a database on your hard drive and wish to move it to the CD, just check the *Write to CD-R* option on the **Build** dialog and press the **Build** button. All database files will then be written to the CD.

If you wish to write multiple databases to a single CD-ROM, you should close the session after each database. All databases are then available to **Alchemy Search**.

NOTE: If you wish to read the CD-ROM on another drive, you must first **Close the Session**. This will consume 23Mb of space if the session contains more than one buffer of data, or 14Mb if it contains only one buffer.

Tasks

Building the Database

- [Creating a database](#)
- [Adding and arranging folders](#)
- [Adding directories to folders](#)
- [Adding files to folders](#)
- [Arranging files](#)
- [Deleting documents and folders](#)
- [Creating compound documents](#)
- [Viewing a document](#)
- [Viewing a profile card](#)
- [Writing to a CD](#)

Searching the Database

- [Browsing the Contents Window](#)
- [Simple queries](#)
- [Complex queries](#)
- [Query results](#)
- [Retrieving files](#)
- [Copying selected text](#)
- [Printing a document](#)

Other Tasks

- [Distributing the database](#)
- [Installing the search program from CD](#)

Technical Support

[Contacting Customer Support](#)

[Extended Support Programs](#)

[How to Upgrade](#)

[Reporting Problems](#)

[Requesting Features](#)

[About Alchemy Personal for HP](#)

[The Alchemy Family of Products](#)

[About IMR](#)

AND - A Boolean connector used in search criteria. When AND is used between search words, only documents containing all words are retrieved. For example, a search for *CD-ROM* AND *Multimedia* would result in all documents containing both terms.

Alchemy -

A medieval chemical philosophy whose chief aim was the conversion of base metals into gold.*

Or

An apparently magical power.*

* WEBSTER'S II New Riverside Dictionary

Amiga IFF - A file format used by Amiga computers to store images, text, and music. Files using this format have the extension IFF.

Archive - The process of selecting and moving files and documents from on-line storage (hard disks and file servers) to near-line or off-line storage (tape or optical drives). **Alchemy** is an excellent system to store archived information onto CD-ROMs with built-in search and retrieval capability.

Aspect Ratio - The relationship of width to height. When an image is displayed on different monitors or printed in different sizes, the aspect ratio must be kept the same. Otherwise, the image will look "stretched" either vertically or horizontally.

Boolean Logic - A method to specify complex searches. Search words are combined using Boolean connectors AND, OR, and NOT.

Buffer Underrun - a condition that can occur when a CD-Recorder has to stop recording due to an empty data buffer, which can render the CD-ROM unusable. These errors, once common, are now rare due to advanced CD-Recorder hardware and software.

CALS - Computer-aided Acquisition and Logistics Support files are black and white images used by the U.S. Government. They are compressed with using the Fax Group 4 format. Files using this format have the extension CAL.

CCITT - A French acronym for the International Telegraph and Telephone Consultative Committee. CCITT issues standards for telecommunications and facsimiles.

CD (Compact Disk) - A standard medium for storage of digital data (including voice and video) in machine-readable form, accessible with a laser-based reader.

CD-I (Compact Disk Interactive) - A technical specification, jointly developed by Philips and Sony, for simultaneous and interactive presentation of video, audio, text and data in a self-contained multimedia system. Also known as the Green Book standard.

CD-R (CD-Recorder) - A term used commonly for any drive capable of writing a CD-ROM. Also known as a CD-Writer.

CD-ROM (Compact Disk Read Only Memory) - A version of the Compact Disk standard intended to store large amounts of digital data for personal computers. Also known as the Yellow Book standard. A CD-ROM appears to the user as a read-only logical disk drive. Over 600 Megabytes of data can be stored on a single CD-ROM.

CGM (Computer Graphics Metafile) - An ANSI standard (X3.1221986) developed to organize the content of structured graphics files.

CLP - This format is used by the Windows Clipboard application to save the contents of the clipboard. Files using this format have the extension CLP.

COLD (Computer Output to Laser Disc) - Replacement for COM (Computer Output to Microform) that sends output data directly to a WORM or CD-Recorder optical disc. Commonly used to refer to the act of archiving data from large computers to optical media instead of tape, microfiche, or paper.

COM (Computer Output to Microform) - The process of converting text and digital data to images on microfiche or microfilm. The data is often in the form of printed reports created on a large computer.

Clipboard - A temporary cache of data in memory or disk file where data is held while it's being copied from one place to another. Typically, this term refers to the clipboard within Microsoft Windows.

Close CD - To fix the end of a track so that the CD-ROM is readable on other CD-ROM readers. The CD-ROM may also be written to again, space permitting. Closing the CD will consume 23 megabytes of space if the session contains more than one buffer of data, or 14 megabytes if it contains only one buffer.

DAD (Digital Audio Disk) - Same as a Compact Disk (CD).

DASD (Direct Access Storage Device) - Any on-line data storage device. A CD-ROM player that can be addressed is a DASD. Term was originally used to refer to mainframe computer storage devices.

DAT (Digital Audio Tape) - A technology that records noise-free digital data on magnetic tape. A DAT cassette can hold 2 gigabytes or more when adapted for data storage.

DPI (Dots Per Inch) - A measurement of output device (printers or monitors) resolution and quality. Typical laser printers may support 300dpi or 600dpi, with monitors typically supporting 96dpi or 120dpi.

Database - An **Alchemy** database is an organized collection of similar information grouped together for rapid retrieval. **Alchemy**'s databases are optimized for CD-ROM and other optical media. A CD-ROM may contain one or more databases. Using **Alchemy** Gold or Professional versions, a single database can also span multiple CD-ROMs.

Defragment - the process of arranging files on the hard disk so that all files are contiguous (i.e., not scattered all over the disk). Disk defragmentation should be done often to assure the best possible system performance.

MS-DOS and Windows 95 include a utility that can defragment your hard disk. See your MS-DOS or Windows 95 manual for further information.

Dithering - Simulating gray tones by altering the size, arrangement or shape of background dots.

Document - Any end-product that is created in an application and can be stored as a file. **Alchemy** extends the concept of documents to include all files.

Document Profile - A fully configurable electronic "index card" attached to every document added to an **Alchemy** database. Certain fields must be filled in by the user; other fields are filled in automatically.

Encapsulated PostScript (EPS) - These files can contain vector and bitmap data, and may also contain a screen preview image, usually in TIFF format. Files using this format have the extension EPS. **Alchemy** can view the bitmap portion of EPS files.

Full-text Search - To locate documents stored in a system by searching for text that appears in them, rather than by searching for them by file name or other indexing technique.

GEM IMG - This format is used largely by applications running under the GEM operating system. Files using this format have the extension IMG.

GIF - A file format created by CompuServe to store images containing up to 256 colors. The GIF format is compressed using a LZW compression scheme. Files using this format have the extension GIF. While still popular, this format has been replaced by CompuServe with the PNG format, which does not have license restrictions.

Gold -

A soft, yellow, highly malleable and ductile metallic element that is used especially in coins and jewelry. *

Or

A hard, yellow, round, flat, highly valuable collection of your data.

* WEBSTER'S II New Riverside Dictionary

Group 4 Facsimile - A standard for encoding and compression of images on facsimile machines. Group 4 uses a two dimensional run-length encoding for compression of monochrome images.

Halo CUT - These files are used by a number of MS-DOS paint programs. Files using this format have the extension CUT.

ICO - Microsoft Windows standard icon bitmap. Icon files are uncompressed device-independent bitmaps. Files using this format have the extension ICO.

Originator: Microsoft Corp.
16011 NE 36th Way, Box 97917
Redmond, WA 98073

IOCA - These files contain black and white images only, and may be compressed with Fax Group 3 or Group 4. The files use the extension ICA.

ISO - International Standards Organization.

ISO 9660 - An international standard that specifies the logical format of files and directories stored on a CD-ROM. ISO 9660 replaces the older High Sierra proposal and is directly derived from it. The standard strives to achieve a high level of portability and platform independence.

Indexing - The process of building data structures for a database that contain the location of every word or other data item. Indexes allow **Alchemy** to locate items rapidly without searching through the entire body of data.

Indexing Characters - The character set used to recognize indexable words (e.g. A - Z, 0 - 9).

JPEG (Joint Photographic Experts Group) - A proposed standard for compression of still images. Files using this format have the extension JPG. The JPEG compression scheme is *lossy*, which means it should only be used for large color images where the data loss may not be noticeable.

Keywords - A set of standard descriptive terms used on the Profile Card that can help to identify and locate documents, especially those containing very little text.

Kodak Photo CD - An image format used to hold photographs on CD-ROM. Each image file contains five images at different resolutions. The images are all 24-bits per pixel. Files using this format have the extension PCD.

Page	Resolution
0	768x512
1	384x256
2	192x128
3	1536x1024
4	3072x2048

LaserView/LaserData - Format used to contain raster images for printing.

Link - A method of attaching items together in a database. The index, for example, contain links to the files in the database. These links are used to reach data for retrieval.

Lookup Field - a field containing data from a **Lookup Table**. You might want to use a lookup table to index a field if the number of possible values was small. For instance, to index documents by department, a lookup table might have the entries *Sales*, *Engineering*, *Admin*, *Marketing*, and *Operations*. The document can then be indexed by selecting a department from the drop-down list for that field. To use a lookup field:

- Create a lookup table and enter the possible values.
- Create a new field, and attach it to the lookup table.
- Add that field to both the Query and Profile templates.

Lookup Table - A table containing possible values for indexing. For example, if documents were indexed by department, a Department lookup table would contain values like *Sales*, *Marketing*, *Engineering*, and *Admin*. When indexing the documents, the user could choose from these values, or enter a different value.

MAC Paint - File format produced by MacPaint on the Macintosh computer. These images are black and white at a resolution of 720x576. Files using this format have the extension MAC.

MPEG (Motion Picture Experts Group) - An image compression scheme for full motion video.

Microsoft Paint MSP - Graphics file format created by Microsoft Paint, an application included with Windows. Files using this format have the extension MSP.

Multimedia - Combining more than one media (text, data, audio, graphics and full-motion video) for dissemination of information.

Multisession - the ability to record data to the CD-ROM at multiple times. Each session requires 14Mb of overhead, and a CD-ROM can contain up to 99 sessions..

NOT - A Boolean connector used in search criteria. The query, CD-ROM NOT MULTIMEDIA, tells **Alchemy** to retrieve all documents mentioning CD-ROM except for documents that also mention MULTIMEDIA.

OCR (Optical Character Recognition) - The process of converting bitmap images of text to machine readable characters using optical sensing and pattern recognition. Typically used on images produced by scanning printed pages.

OR - A Boolean connector used in search criteria. When OR is used between two search words in a query, it asks for the retrieval of all documents that mention either of the two words.

PCX, DCX - The PCX format is created by ZSoft's PaintBrush. The DCX variant, created by Intel, can contain multiple images and is commonly used by fax programs for storing incoming or outgoing faxes. These files are compressed using a simple run length encoding format.

PICT - Most commonly supported format for the Macintosh computer. This format can contain both vector and raster images. Files using this format have the extension PCT.

Parentheses - An element of a Boolean search criteria used to group search criteria together and alter their precedence. For example, the query CAR AND (BOAT OR PLANE) is distinct from (CAR AND BOAT) OR PLANE.

Photoshop (PSD) - A bitmap format used for astronomical images. Images can be uncompressed or compressed with a variable-length Huffman format. Files using this format have the extension PSD.

Premastering - The process of formatting data and recording on a CD-ROM. Data is organized into logical sectors, synchronization information is generated, an error detection and correction data block is calculated and added to the end of each sector.

Profile Search - A search method used to sort and retrieve documents via information contained in their Profile Templates.

Profile Template - A configurable dialog template which is used to prompt and search for profile data. Each database has one Profile Template, but the same Profile Template may be used by multiple databases.

Also known as a **Profile Card**.

RAID (Redundant Arrays of Inexpensive Discs) - A storage device that uses several disk drives working in tandem to increase throughput and/or provide redundant backup.

SCSI (Small Computer Standard Interface) - A standard parallel interface that connects peripherals to microcomputers. As many as eight peripherals can be connected to a single SCSI bus. Most optical discs connect to computers using a SCSI bus. The computer will normally require a SCSI adapter board to talk to SCSI peripherals.

Search Result - The list of documents found to match a query, also known as a Query Results List.

Seek Time - A measure of how quickly a disk drive's head can be positioned over data to read. The seek time of a CD-ROM drive may vary from 200ms to over 1 second, while the seek time of a magnetic disk is typically 10 - 20ms.

Stop Word - A word that **Alchemy** ignores while indexing documents. Stop words normally include English prepositions, conjunctions, articles and certain verbs. OF, AND, IS, THE, WITH are typical stop words. **Alchemy** comes with a list of stop words, and this list may be modified by the user. The stop word list is used to keep the index from becoming cluttered with multiple occurrences of words with little or no information content. By not indexing these common words, the index is smaller and retrieval is faster.

Sun Raster - Standard raster graphics format for Sun workstations. Files using this format can have extensions of RAST, RAS, IM, IM1, IM8, IM24, or IM32

TARGA - Format used by Truevision Graphics Adapters. They may be compressed using Run-Length Encoding. Files using this format have the extension TGA.

TCP/IP (Transmission Control Protocol/Internet Protocol) - A set of protocols to link dissimilar computers across networks. This is the default protocol used by the Internet.

TIFF - Stands for Tagged Image File Format. These images can be uncompressed, or can be compressed with PackBits, Modified Huffman, JPEG, LZW, Fax Group 3 or Fax Group 4. Files using this format have the extension TIF.

Template - Dialog that can be changed by the user. **Alchemy** supports two templates - Profile and Query. The Profile template shows in the viewer area of the Contents or Query Results windows, and is used to modify fields prior to indexing. The Query template shows in the Query dialog, and is used to search the database. Both templates may be modified by the user.

Thermal Calibration - Operation performed by some hard disks to adjust for differences in temperature. This can interrupt the CD-ROM recording process, resulting in a data underrun and rendering the CD-ROM unusable.

Throughput - A volume of data that can be written to or read from a device in a fixed period. Single speed CD-ROM readers have throughput of 150 kilobytes per second. Double speed CD-ROM readers can support up to 300 KB/s. Also known as the "data transfer rate".

VESA (Video Electronics Standards Association) - A consortium of manufacturers formed to establish standards for super VGA monitors and display adapters.

Virtual Folder - A logical structure imposed on a document set to provide a hierarchical classification scheme similar to a disk directory structure. The database folder hierarchy can be modified at any time prior to recording on a CD-ROM. The virtual folder hierarchy becomes the Contents once the database is recorded on a CD-ROM.

WORM (Write Once, Read Many) - An optical storage device with both write and read capabilities. There are no standards about WORM media formats - every drive uses different discs and formats.

WPG - Graphic format produced by WordPerfect applications. This format may include both vector and bitmap images. Bitmap images are compressed using simple run-length encoding. Files using this format have the extension WPG. **Alchemy** can view the bitmap portion of WPG files.

Wild Cards - Characters used match multiple choices, such as used in the DOS file system. Both single character (?) and multi-character (*) wild cards are supported. Wild cards are used in queries to search for variations of a term.

Windows BMP, RLE, DIB - Graphics file formats that are "native" to Windows.

B	Uncompressed bitmap.
M	
P	
R	Bitmap compressed with Run-Length
L	Encoding.
E	
D	Device Independent Bitmap. You'll rarely
I	see these. Most programs generate BMP
B	files instead.

Word Wheel - Another name for the index lookup list. This name came from the viewpoint that, as the user types, the list "spins" like a wheel to the entries matching the user's text.

XBM Xbitmap - Black and white image format that consists of readable ASCII text and legal C source code. Files using this format have the extension XBM.

XPM Pixmap - An extended version of the XBM bitmap for color bitmaps. This format is both readable ASCII and legal C code.

The Alchemy Family of Products

Your version, Alchemy Personal for HP, was developed by IMR expressly for the HP SureStore CD Writer, and is part of the award-winning Alchemy family of CD-R software solutions. Your application may require the features found in one of the following products.

For upgrade ordering information, click on [How to Upgrade](#).

Alchemy Personal Plus - the most powerful desktop CD-R application

- Writes and retrieves data across multiple CDs; no other software in this price range can do this!
- Builds and manages multiple databases.
- Clear Database feature allows you to "test" and experiment before recording.
- Indexing methods, Profile cards, and Query can be all customized.

Alchemy Gold - for workgroup and departmental applications

- For LAN archiving, backup, computer report distribution, imaging storage.
- May be installed on a file server.
- Includes a concurrent retrieval program.
- CD-SPAN retrieval for jukeboxes or CD towers.
- DataGrabber interface for COLD or large imaging jobs.
- Forms overlay designer.
- Password protection security.

Alchemy Professional - service bureau license

- 12-month license to sell Alchemy databases and CDs.
- All the functionality of Alchemy Gold.
- Unlimited CD replication and distribution.

DataGrabber - computer report/imaging index conversion

- Parses any ASCII text file directly into an Alchemy database.
- Automatically links image files, indexes, and OCR files.
- Requires Alchemy Gold or Professional.

For ordering information about the following products:

- Alchemy Personal Plus
- Alchemy Gold
- Alchemy Professional
- DataGrabber

Call IMR at 1-303-689-0022, 8 am to 6 pm M-F Mountain Time, or send a FAX to 1-303-689-0055. **(No technical support calls, please)** or send email to imrgold@aol.com

The Stop List

The Stop List is a list of common words that are not indexed. **Alchemy** uses the following stop list:

a	did	its	them
all	do	let	then
also	does	me	there
an	for	my	they
and	had	no	this
any	has	not	to
are	have	of	us
as	he	on	was
at	her	or	we
be	him	our	why
been	his	she	will
but	how	so	with
by	if	some	would
can	in	than	yes
cannot	is	that	you
could	it	the	your

In **Alchemy for HP**, you cannot modify the Stop List. If you wish to change the Stop List, upgrade to **Alchemy Personal Plus, Gold, or Professional** versions. Click on [How to Upgrade](#) for further information.

The User Interface

Menu Commands

Keyboard Commands

Toolbar Commands

Dialogs

Toolbar Commands

Alchemy's Main Toolbar

The toolbar is displayed in **Alchemy's** main window. Certain commands may be disabled at times, and will generally appear in a color different from other toolbar icons. Click on any icon for a detailed description.



Using Windows 95

Alchemy has been tested under Windows 95. No special procedures are required to run **Alchemy** under Windows 95.

Features for Windows 95

Alchemy has special capabilities if the program is run under the Windows 95 operating system.

Alchemy will automatically use the Explorer in place of File Manager as a drag and drop source.

Alchemy fully supports long file and directory names. You can use **Alchemy** to backup and restore Windows 95 programs.

Alchemy Quirks under Windows 95

Alchemy uses OLE to view some documents. The files necessary to view OLE documents were installed when you installed Alchemy, if they were not already present on the system. Windows 95 now installs these files, so **Alchemy's** OLE files would not be installed under 95. When you create a CD, **Alchemy** places all the files necessary for it to run on the CD, including the OLE files. Under Windows 95, the OLE files shipped with Windows 95 are backward compatible with Windows for Workgroups, but *not* Windows 3.1 or 3.11. Therefore, CDs made under 95 may not work under Windows 3.1, unless:

The user already has the OLE libraries on their system, and...

The user installed **Alchemy Search** using its Setup program.

View Menu

Click on any menu item for further information.

Document	
<u>P</u> rofile	
C ontents	
N ext in Contents	
P revious in Contents	
N ext in Query Results	
P revious in Query Results	
N ext H ighlight	Ctrl+D
P revious Highlight	Ctrl+U
D atabase I nf...	

This option allows you to see where a viewed document was found in the Contents. Select the window containing the viewed document. Choose this option from either the toolbar or **View/Contents** from the menu. The folder containing this document will open in the Contents and the document will be highlighted.

Select this option to show the current database information.

Document Count is the number of files written to the database.

Tracks Written is the number of tracks written to the CD. Each CD can hold up to 99 tracks.

Uncompressed Size is the total number of bytes taken up by the included files.

Compressed Size is the number of bytes for the included files after compression has been applied.

This option starts the [Database Info](#) dialog.

Select this option to view the content of the highlighted document. This button is a toggle that appears as either raised or depressed in the toolbar, and as checked or not checked in the menu.

Select this option to highlight the next occurrence of a search word within the document.
This command is only available while viewing a document found using full-text query.

Select this option to display the contents and/or profile of the next file in the Contents window.

Select this option to go to the next document on a search results list and display its profile, content or both.

Select this option to highlight the previous occurrence of a search word within the document.
This command is only available while viewing a document found using full-text query.

Select this option to display the contents and/or profile of the previous file in the Contents window.

Select this option to go to the previous document on a search results list and display its profile, content or both.

Select this option to view the profile of the highlighted or displayed document. This button is a toggle that appears as either raised or depressed in the toolbar, and as checked or not checked in the menu.

Enable this option to show the Status Bar. The following are displayed on the Status Bar:

A single line description of the menu command or toolbar buttons under the mouse pointer.

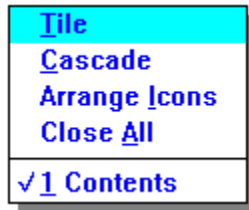
Line or page information about displayed documents.

Resolution information about displayed images.

Enable this option to display the Toolbar, which includes buttons for some of the most commonly used commands.

Window Menu

Click on any menu item for further information.



Select this option to arrange into rows all windows that have been minimized.

Select this option to arrange open windows so that the title bar of each window is visible.

Select this option to close all open windows.

Select this option to arrange open windows side by side so that all of them are visible. To arrange windows horizontally, press either Shift key while selecting this option.

Select a window from the window list. The window list contains an entry for every open window. If you select a window, that window will be brought to the focus.

