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[About askSam](#)

Welcome to askSam for Windows — today's easiest and most advanced tool for managing information. Whether you deal with structured information (such as names and addresses) or freeform text (such as E-Mail and correspondence), askSam can help you put your information where it belongs — at your fingertips.

### **What Is The Purpose Of askSam?**

In today's age of electronic information, there are huge amounts of data floating around. On-Line services like CompuServe, Internet, Lexis/Nexis, have mammoth archives of articles. Wire services carry streams of press releases. CD-ROMs contain massive encyclopedias of text. The list goes on and on.

Somewhere hidden in the raw data is valuable knowledge — but you must know how to distill the important news from the unrefined bulk. That's where askSam can help.

With askSam you spend less time searching for information and more time putting it to use. askSam increases the value of information by allowing you to present it in a manner appropriate to your specific needs.

### **What Is askSam?**

askSam is a tool to organize the information that crosses your desk. It doesn't matter whether you deal with sticky notes, memos, phone messages, faxes, resumes, depositions, newspaper articles, or e-mail. All contain information that you need to track. With askSam we provide a solution.

Simply type, scan, or import your information into askSam. Straight away you can search and retrieve any word or phrase in the text. Finding your information is easy. askSam offers the widest variety of searches found in any database program. These searches include full-text, fuzzy, wildcard, Boolean, proximity, date and numeric.

If your information is structured (like names and addresses), you can take advantage of askSam's freeform database capabilities. Create an Entry Form for your data. Every time you add a document to your database, call up the Entry Form and fill in the fields. Unlike traditional databases, askSam does not require pre-defined field lengths or field types. Fields expand as you enter information, so you never need to worry about running out of room.

askSam is as flexible as your information. For example, if you're tracking magazine articles you may want some fields (like magazine name, date, etc.). You may also want the complete text of the article. askSam's unique combination of database and text retrieval features allows you to do just that. You can find an article by doing a full-text search and use the fields to create overview reports. For example, you can search for all articles containing "database" and "flexible" and get a sorted list of magazine names, article titles, and dates. askSam allows you to add fields to free-form text and turn it a full-text searchable database.

Use of the Internet is rising rapidly, and the amount of information on the World Wide Web is dramatically increasing. These trends will continue. Tools like askSam will become more important as corporations and individuals try to sift through and organize the increased flow of information. With askSam you have an easy yet powerful way to start managing all of your information.

Once again, welcome to askSam — We hope you will have an enjoyable and productive experience with our product.



## Using askSam in a Network Environment

In order for multiple users to search, edit, and add to a database, you will require the network version of askSam. You can contact our Customer Service Department at 800-800-1997 for information on upgrading a single user version to a network version of askSam.

Using the network version of askSam is the same as using the single user version except that the network version supports record locking, allowing users to work in the same database simultaneously.

## Opening Files in the askSam Network Version

In the askSam network version, you can open files either in a Shareable or an Exclusive mode.

*Shareable mode* allows multiple users to simultaneously search, edit and add information to a database. When a user edits a document, that document is automatically locked, preventing other users from editing that document at the same time. As a default, askSam opens files as Shareable.

*Exclusive mode* limits access to a database to only one user. Other users are denied access until the user who opened the database in Exclusive mode closes the database.

Certain functions require an Exclusive access level:

- Packing a file
- Creating or editing reports
- Editing an Entry Form
- Save As
- Executing a Global Replace
- Defining a Password for a file

If an attempt to perform one of these functions takes place while another user is accessing the same file, an error message will occur.

*Tip:* When working with files that others will not be accessing, use the Exclusive access option. When in Exclusive mode, askSam is faster.

### Notes

- When creating a new file, it is created in Exclusive mode. The file must be closed before other users can enter the file.
- 
- A *File Edit* password can be defined to protect a file. This would only allow users with the password to edit the file. Other users would only be able to access the file in a *read-only* mode.
- 
- You can modify askSam to have the OPEN dialog default to an Exclusive option instead of Shareable when opening askSam files. To set this option, open an askSam file and see the OPTIONS -> GLOBAL PREFERENCES menu. Change the Default File Setting to Exclusive.


## Exiting askSam (Important)

It is important to properly exit askSam by choosing FILE -> CLOSE. If a document is locked and the

computer is turned off without first exiting askSam, that document will remain locked the next time you access the file. To remove any incorrectly locked documents, choose FILE -> PACK to pack the file.

Use this command to create a new file in askSam. You can open an existing file with the [Open](#) command.

## Shortcut

Toolbar:   
Key Stroke: Ctrl+N

## Dialog Box Options

### File Name:

Enter a name for the new file.

### Use Template:

Select a template to structure your new file. Select NONE to create an empty file.

NOTE: askSam comes with standard templates for a variety of tasks: contact management, writing faxes, clippings, a calendar file. New templates will continually be added and existing ones updated. The README file contains an up-to-date list of the templates and a brief description of each.

### Directories and Drives

Select the Drive and Directory for the new file if it is not the current directory.


---

### See also

- [Close](#) command (File menu)
- [Open](#) command (File menu)
- [Save](#) command (File menu)
- [Save As](#) command (File menu)

Use this command to open an existing file in askSam. You can create a new file with the [New](#) command.

### Shortcut

Toolbar: 

Key Stroke: Ctrl+O

### Dialog Box Options

#### File Name

Type or select the name of the file you want to open.

#### List Files of Type

Select the format of the file you want to open. Click the down arrow to view the available file formats.

#### Directories

Select the directory from which you want to open the file.

#### Drives

Select the drive from which you want to open the file.

#### Read Only

Click the box to open the file in Read Only Mode. Files opened as Read Only cannot be edited.

### The following options appear only in the Network Version:

#### Exclusive

Click the button to open the file in an Exclusive Mode. Files are opened to allow access to only one user. Other users are denied access until the file is closed.

#### Shareable

Click the button to open the file in a Shareable Mode. Files are opened to allow multiple users to simultaneously search, edit and add information.

---

### See also

[Close](#) command (File menu)

[New](#) command (File menu)

[Save](#) command (File menu)

[Save As](#) command (File menu)


[Network Version](#)



Use this command to save the current file with a new name or in a new location.

Note: To save a file with its existing name, and location, use the [Save](#) Command.

## Shortcut

Toolbar: 

## Dialog Box Options

### File Name

Type or select the name of the file you want to save.

### List of File Type

Select the extension for the file you are saving. This does not affect the format in which your file is saved.

To save your data in another format, see the [Export command](#).

### Directories

Select the directory where you want to store the file.

### Drives

Select the drive where you want to store the file.

---

## See also

[Close](#) command (File menu)

[New](#) command (File menu)

[Open](#) command (File menu)

[Save](#) command (File menu)

[Export command](#) (File menu)

Use this command to save any changes you've made to the current file.

Note: To save an existing file under another name, use the [Save As](#) command.

## Shortcut

Toolbar:



Key Stroke: Ctrl+S

## Dialog Box Options

### File Name

Type or select the name of the file you want to save.

### List of File Type

Select the extension for the file you are saving. This does not affect the format in which your file is saved. To save your data in another format, see the [Export command](#).

### Directories

Select the directory where you want to store the file.

### Drives

Select the drive where you want to store the file.

---

## See also

[Close](#) command (File menu)

[New](#) command (File menu)

[Open](#) command (File menu)

[Save As](#) command (File menu)

[Export command](#) (File menu)

The ReadIris OCR Module is a powerful intelligent Optical Character Recognition (IOCR) system which lets you scan documents directly into an askSam database.

To scan resumes, papers, articles, or other documents into askSam make sure you are in the document where you want to scan the information. Choose File -> OCR.

**NOTE:** The ReadIris OCR Module is an add-on product which you can purchase separately from askSam. For details, contact askSam Systems at 800-800-1997 or 904-584-6590.

## Dialog Options

<b>Scanner/File</b>	Determines if you are scanning from your scanner or from a TIFF file.
<b>Unformatted/Formatted</b>	Unformatted scans in texts without any formatting information. Formatted scans in text with paragraph and indentation formats.
<b>Auto Page Analysis</b>	When Auto Page Analysis is checked, the text and graphics blocks are automatically detected and sorted. If this option is not checked, you can manually select the areas you wish to OCR and the order in which they are scanned.
<b># of Pages to Scan</b>	If you plan to scan more than a single page into an askSam document, enter the number of pages you will scan in this field.
<b>Learn Mode</b>	When checked, ReadIris displays any doubtful characters for your approval. This feature lets you teach ReadIris to recognize unusual or poorly printed characters.
<b>Keep OCR Loaded</b>	After you finish scanning a document with the ReadIris OCR Module, askSam automatically removes ReadIris from memory. If you plan to scan many documents, you can check this option, and ReadIris will remain loaded after the text is scanned. This will save time when you scan the next document.
<b>Change OCR Dictionary</b>	If you run ReadIris on many documents of the same type, you can define specific font dictionaries for these documents. You can store learned characters in these dictionaries. This will save you time when you scan similar documents. The Append/New options let you choose whether you will create a new dictionary or append entries to an existing dictionary. As a default setting, the ASKSAM.DUS is loaded as your dictionary.

1. Choose the appropriate options and choose OK to begin scanning your document. The ReadIris OCR Module is loaded. Follow the instructions in the ReadIris User's Guide for scanning information.

2. When you've completed scanning and recognizing the information, you return to askSam, and the information is automatically inserted in your Document.

Use this command to change margins, paper source, paper size, and the direction the text appears on the page for any section of your document or file.

## Dialog Box Options

### Options

Select the range for the Page Setup command.

**File Settings** Sets the default page setup settings for the current file.

**Document Settings** Sets the default page setup settings for the current document.

### Margins

Displays the Margins options.

**Top** Specifies the distance between the top of the page and the top of the first line of the page.

**Bottom** Specifies the distance between the bottom of the page and the bottom of the last line on the page.

**Left** Specifies the distance between the left edge of the page and the left end of each line.

**Right** Specifies the distance between the right edge of the page and the right end of each line.

### Orientation

Lets you choose whether you print in portrait or landscape mode.

### Header

Use this option to insert text at the top of every page in a document or file.

### Footer

Use this option to insert text at the bottom of every page in a document or file.

Use this command to select a printer and a printer connection. The default printer for askSam is the printer defined in the Windows Control Panel.

### Dialog Box Options

- |                         |  |
|-------------------------|--|
| <b>Printer</b>          | Selects the printer you want to use; only installed printers appear. You install printers and configure ports through the Windows Control Panel. |
| <b>Default Printer</b>  | Selects the default printer as defined in the Windows Control Panel.   |
| <b>Specific Printer</b> | Selects a printer and printer connection other than the default printer. All installed printers will appear in the Specific Printer list.        |

### Orientation

Select the direction you want the text to appear on the page - either portrait or landscape.

### Paper

Select the paper size.

### Options

Select the dithering, intensity control and print quality for your print job.


---

### See also

[Print](#) command (File menu)

Use this command to print the current document, entire file, selected text, selected document(s), report, or pages of a document.

## Shortcut

Toolbar:   
Key: Ctrl+P

## Dialog Box Options

<b>Current Document</b>	Prints the current document. The default setting.
<b>All Documents</b>	Prints all documents in the current file.
<b>Selection</b>	Prints the selected (highlighted) text in the current document.
<b>Selected Documents</b>	Prints documents selected using the <a href="#">Multiple Search Dialog Box</a> .
<b>Report</b>	Prints the output of a Report created with the askSam Report Writer. The <a href="#">Run Report</a> Dialog Box will appear.
<b>Pages</b>	Prints a range of pages of the current document. After selecting this option, type the page numbers in the FROM and TO boxes.

## Print Quality

Changes the quality of the graphic images.

Note: This option is printer dependent and is not available for all printers.

## Print to File

Saves the document or documents you print as a printer file.

## Print each Document on a Separate Page

With this option checked, askSam inserts a Form Feed (page break) between documents whenever you print multiple documents. If this option is not selected, the [Output Separator](#) for your file is inserted between documents.

## Copies

Use this option to prints multiple copies of the print job. The default setting is 1.

## Setup

Use this option to select a printer and a printer connection. See the [Print Setup](#) command for more information on the Print Setup Dialog Box.

---

## See also

[Print Setup](#) command (File menu)

Use this command to import information into askSam. You can import information from various formats: texts, word processing documents, databases, E-Mail, and the Internet. See below for a complete list of the formats you can import into askSam.

## Shortcut

Toolbar: 

## Dialog Box Options

### File Name

Type or select the name of the file you want to import. You can select multiple files by clicking on each of the file names.

### File Type

Select the format of the file you want to import. Click the down arrow to view the available file formats:

#### Text Only

ASCII text files. Imported without word wrap or tabs

#### Text Formatted

ASCII text files. Imported with word wrap and tabs.

#### askSam DOS

Format for exchanging data between the DOS and Windows versions of askSam. Also useful for transferring information between askSam for Windows files. This format retains Document Boundaries between askSam Documents.

#### CompuServe

Messages from the CompuServe Information Manager - \*.ART, \*.MSG, \*.NWS, \*.PLX, \*.THD.

#### Comma Separated

Data separated by commas. Use this format to import data from spreadsheets and other databases.

#### dBASE

dBASE III, III+ and IV, FoxPro, Clipper and other DBF files. The dBASE filter also imports memo fields from your databases.

#### Eudora

E-Mail messages from Eudora mailbox files.

#### Fixed Position

Data stored in fixed column positions. Use this format to import data from spreadsheets and other databases.

#### HTML Files

HTML (Hypertext Markup Language) files from the World Wide Web (Internet). The HTML import support the import of graphics.

#### Lexis/Nexis

Files from Mead Data's On-Line systems Nexis (news articles) and Lexis (legal rulings)

#### RTF Files

Rich Text Format files used to exchange formatted information (including .BMP Graphics.)

#### Tab Delimited

Data separated by tabs. Use this format to import data from spreadsheets and other databases.

#### Word for Windows 6.X

Microsoft Word for Windows 6 files with formatting.

#### WordPerfect 5.X

WordPerfect version 5 files with formatting.

## **WordPerfect 6.X**

WordPerfect version 6 files with formatting.

### **Directories**

Select the directory from which you want to import the file.

### **Drives**

Select the drive from which you want to import the file.

### **Select all**

Click on this option to import all the files of the specified type and in the specified location.

### **Automatic Field Recognition**

Auto Field Recognition recognizes fields in imported information. Field Recognition takes place immediately after your import is complete. You can also access Auto Field Recognition by choosing TOOLS -> AUTO FIELD RECOGNITION.

### **Import into Entry Form**

With this option checked, your documents are imported into the Entry Form. If you are importing text or word processing documents, the text or documents are appended to the end of the Entry Form. If you are importing data (dBASE, CSV, Tab, or Fixed Position), you can import the data directly into fields in your Entry Form.

### **Windows ANSI Format**

Windows and DOS use different character sets for extended characters. If you import texts written in another language, you may notice that certain accented characters do not appear correctly in Windows. The ANSI setting in the Import menu lets you transfer information without encountering this problem. When importing DOS texts into askSam, the ANSI option should not be checked. When importing texts from another Windows application, the ANSI option should be selected.

## **Import Options**

Choose the Set Options button to access the Import Options dialog box. The Import Options dialog box lets you define the Document Delimiter and the Append Location.

### **Append Location**

Defines the location where imported text is added to askSam file. Choose from the following options:

- |                                |  |
|--------------------------------|--|
| <b>End of File</b>             | Adds the imported text to the end of the current file (default setting).   |
| <b>End of Current Document</b> | Adds the imported text to the end of the current document.   |
| <b>After Current Document</b>  | Adds the imported text in a new document inserted located directly after the current document in the current file. |
| <b>After Tagged Document</b>   | Adds the imported text in a new document located directly after the tagged document in the current file.           |

### **Document Delimiter**

When you import a text into askSam, the Document Delimiter defines how to separate the text into documents in your askSam database:

- |                     |  |
|---------------------|--|
| <b>No Delimiter</b> | (Default setting) The entire file you import is stored in askSam as a single document. If you import multiple files, each of these is stored as a separate askSam document in your database. |
| <b>Blank Line</b>   | Each time askSam encounters a blank line in the imported text, a new askSam  |



document is created for the next block of imported text.

- Page Break** Divides the file you import into askSam Documents wherever hard page breaks are encountered. Hard page breaks are page breaks set using the word processors page break command. In .TXT files the ASCII 12 character is understood as a Page Break.
- Lines** Lets you specify a number of lines as a delimiter. askSam creates a new Document each time the specified number of lines is imported.
- String** Allows you to enter a string of characters which askSam will use to separate imported information into multiple Documents. The character string can contain 256 characters. Pressing ENTER inserts a CR/LF (carriage return / line feed) into the string. The Remove Delimiter String option lets you remove the Delimiter String from the imported information.

### **Date Button**

The Date button imports CompuServe messages before or after a specified date. This option is only available when importing CompuServe Information Manager files.

---

### **See also**

- [Importing Information](#) (Step-by-step Instructions)
- [Export](#) command (File menu)

Use this command to export information from your askSam file into another format and file. You can export the current document, entire file, tagged document, selected document(s), selected text, or a report. You can export from askSam into a text file, word processing format, HTML format, Comma Delimited format, and more.

## Export sub-Menu Options

<b>Current Document</b>	Exports the document displayed on the screen.
<b>Entire File</b>	Exports all documents in the current file.
<b>Tagged Document</b>	Exports the <a href="#">Tagged Document</a> (only available if a Document is tagged in the current file.)
<b>Selected Documents</b>	Allows you to Export a Selected group of Documents. This option accesses the <a href="#">Multiple Search Dialog Box</a> . Enter a Selection and only the selected Documents are exported.
<b>Selection</b>	Exports the selected (or highlighted) text in the current Document.
<b>Report</b>	Exports the output of a Report. Selecting this Option will display the RUN REPORT Dialog Box. Select the Report you wish to Export and choose OK.

## Dialog Box Options

### File Name

Type or select the name of the file into which you want the information exported.

### File Type

Select the format of the document you want to export. Click the down arrow to view the available file formats:

<b>Text Files</b>	ASCII text file.
<b>askSam DOS</b>	Format for exchanging data between the DOS and Windows versions of askSam. It is also useful for transferring information between askSam for Windows files. This format retains the Document boundaries between askSam Documents.
<b>askSam for Windows</b>	Creates a new .ASK file from exported information.
<b>Comma Separated Values</b>	Comma separated values can be used to Export data for Mail Merge with a word processor or for use with most database programs.
<b>HTML Files</b>	Creates an HTML (Hypertext Markup Language) document. HTML is the standard format used on the World Wide Web (Internet).
<b>RTF Files</b>	RTF files can be used to exchange formatted information (including .BMP Graphics.)
<b>Tab Delimited</b>	Data separated by tabs. Use this format to export data for Mail Merge with a word processor or for use with most database programs.
<b>Word for Windows 6.X</b>	Microsoft Word for Windows version 6 with formatting.
<b>WordPerfect 6.X</b>	WordPerfect version 6 with formatting.

## Directories

Select the directory where you want to export the document.

## Drives

Select the drive where you want to export the document.

## Append File

Adds the exported information onto the end of the file. This option is not available in all file type.

## Export Options

Choose the Set Options button to access the Export Options dialog box. From the Export Options dialog box you can define the Document Delimiter.

### Document Delimiter

The Document Delimiter defines a delimiter which will be output between Documents when you Export multiple Documents. Choose from the following delimiters:

- No Delimiter** Exports the file without inserting a delimiter between Documents. This is the Default Setting.
- Blank Line** Inserts a Blank Line after each Document that is Exported.
- Page Break** Outputs a Page Break after each Exported Document. If you are exporting to TXT an ASCII 12 character is used as the page break character.
- String** Allows you to define a character string to output as a delimiter between Documents.

### ANSI Format

Determines if data is exported in ANSI or OEM format. In general, if you are exporting to a Windows application, select the ANSI option. If you are exporting to a DOS application, the ANSI option should not be checked. This setting is only necessary if your texts contain extended characters (such as accent characters in other languages).

---

### See also

- [Exporting Information](#) (Step-by-step Instructions)
- [Import](#) command (File menu)

**Note:** Indexing is only available in the askSam Professional version.

Full-Text Indexing greatly speeds up searching in askSam files, especially in large files. With full-text indexing, you can search through a several hundred MB askSam file in a matter of seconds.

When you index an askSam file, askSam creates a list of all the words in the file and records the document where these words were found. When you search, askSam can quickly search the list of words (the index) and jump to the appropriate document in your file.

The search procedures are the same for indexed and non-indexed files. If you choose to index an askSam file, askSam will automatically use the index when searching the file. This will dramatically increase the speed of your searches.

## Using the Index Command

To index a file:

1. Choose FILE -> INDEX.

The INDEX Dialog Box will appear. A Meter Bar on your screen will display the progress. After indexing, askSam returns to the first Document in the file.

### NOTES:

1. The time required to index a file is a one time investment. Once an index is created, askSam will maintain the index as you edit, delete, and add information to your file.
2. After a file is indexed, you will see a check mark next to the Index command in the File menu. This check mark indicates that the file is indexed. Choose the Index command a second time to delete the index.
3. The speed of indexing is highly dependent upon your hardware/software configuration. On a fast machine with the proper configuration, you can index about 1 MB per minute.
4. The size of the index relative to your file size will depend upon the information in your file. 5. Generally, the index size is about 30% of the file size. In small files this percentage will be higher.
5. When you index an askSam database, two index files are created - an \*.IDX file and a \*.DTA file. These files contain the index information. If you delete or move these files, you will need to re-index your file.
6. There are several options that affect the size, speed, and contents of your index. The Index Options can be set in the OPTIONS -> FILE PREFERENCES menu. See [Index Options](#).

---

### See also

[Index Options](#)

Use this command to permanently remove deleted documents and reclaim fragmented space. Packing should be done periodically to decrease file size and speed searches.

**Note:** If askSam encounters a file that is fragmented, it will automatically prompt you to pack the file.

Use this command to restore deleted text to its original position in the current document.

**Shortcut**


Key: Ctrl+Z

Use this command to remove a selected text or a selected graphic from a document and put it in the Clipboard. This command is not available if you have not selected a text or graphic.

**NOTE:** Cutting text or graphics to the Clipboard replaces the contents previously stored in the Clipboard.

### Shortcut:

Keys: Ctrl+X

Toolbar: 

---

### See also


[Copy](#) command (Edit menu)

[Paste](#) command (Edit menu)

Use this command to copy a selected text or graphic to the Clipboard. This command is unavailable if you have no selected text or graphics.

**NOTE:** Copying to the Clipboard replaces the contents previously stored there.

### Shortcut:

Toolbar: 

Keys: Ctrl+C

---

### See also


[Cut](#) command (File menu)

[Paste](#) command (File menu)



Use this command to insert a copy of the Clipboard contents at the cursor position. This command is not available if the Clipboard is empty.

### Shortcut

Toolbar: 

Keys: Ctrl+V

---

### See also

[Cut](#) command (Edit menu)

[Copy](#) command (Edit menu)

Use this command to remove a selected text or graphic from a document.

**NOTE:** To restore the deleted text to its original location, use the [Undelete](#) command.

### Shortcut

Keys: Del

---

### See also

[Selecting Text](#) (Using the askSam Word Processor)

Use this command to paste an existing object or graphic into the current document without having it linked to a source file in a Server Application.

**NOTE:** To enable updating the object, use the [Paste Link](#) command.

## Dialog Box Options

### Data Type

Select the type of information you are pasting.

### Paste

Inserts the object or graphic without creating a link to the source file in the server application.

### Paste Link

Inserts a link to the server application and its data into the document.

---

### See also

[Paste Link](#) command (Edit menu)

[Insert Picture](#) command (Edit menu)

Use this command to insert an OLE Link to information in another application.

---

**See also**

[Paste Special](#) command (Edit menu)

Use this command to select the entire document displayed on your screen. This is useful is you want to copy the contents of the entire document, or if you wish to change a format (such as font or margin) for the entire document.

Use this command to search for a word or phrase in the current document.

### Shortcut

Keys:      Shift+F3

### Dialog Box Options

#### Find What

Type or select the word or phrase you want to search for.

#### Match Case

Click on the box to define the Find search as case sensitive.

#### Find Next

Click on the Find Next Button to search for the next occurrence of the word or phrase in the current document.

#### Cancel

Click on the Cancel Button to stop the Find search at the current position in the document.

Note: To reexecute the last Find search request, press F3.

---

### See also

[Boolean Search](#)

[Search in Field](#)

[Numeric Search](#)

[Proximity Search](#)

[Date Search](#)

[Multiple Search Request](#)

[Search Multiple Files](#)

[Hyper on Selected](#)

[Hyper on File](#)

[Repeat Last Find](#)

Executes the last Find command. See the [Find](#) command (Edit menu)

### Shortcut

Keys: F3

---

### See also

[Boolean Search](#)

[Search in Field](#)

[Numeric Search](#)

[Proximity Search](#)

[Date Search](#)

[Multiple Search Request](#)

[Search Multiple Files](#)

[Hyper on Selected](#)

[Hyper on File](#)

[Find](#)

[Repeat Last Find](#)

Use this command to replace a text string in the current document with another text string.

## **Dialog Box Options**

### **Find What**

Type or select the word or phrase you want to replace.

### **Replace With**

Type or select the word or phrase you want inserted in the document.

### **Match Case**

Click the Box to define the Replace search as case sensitive.

### **Find Next**

Click the Find Next Button to find the next occurrence of the word or phrase you want to replace.

### **Replace**

Click the Replace Button to replace a single occurrence of the text in the document.

### **Replace All**

Click the Replace All Button to replace every occurrence in the document.

---

### **See also**

[Global Replace](#) command (Edit menu)



Use this command to change specified text string to another text string in the every document in the current file.

**IMPORTANT: A Global Replace cannot be undone. We recommend always making a Backup before using the Global Replace Command.**

## Dialog Box Options

### Find What

Type or select the text you want to replace in the file.

### Replace With

Type or select the text you want inserted in file.

### Match Case

Click the Box to define the Global Replace search as case sensitive.

### All occurrences per document

Click the Box if you want to replace all occurrences of the text in each document in the current file. askSam's default setting is to replace only the first occurrence of the text in each document in the file.

### Replace

Click the Replace Button to replace a single occurrence of the text in the file.

### Replace All

Click the Replace All Button to replace every occurrence in the file.

### Only in Selected Documents

The Multiple Search Dialog will appear, and you can define a Search Request. The Global Replace will only be executed in the Documents selected by the Search Request.

### NOTES:

1. To keep your file compact, and to speed your searches, it is important to Pack your file after you execute a Global Replace.
2. The Global Replace Command can be used to modify your Field Names. Type the current Field Name in "Find What" and type the name you want in "Replace with".
3. Wildcards are allowed in the Global Replace Command.

---

### See also

[Replace](#) command (Edit menu)  
[Multiple Search Dialog](#)

Use this command to insert the time, date, and weekday in the current document.  
To modify the time and date formats, use the [Date/Time Formats](#) command (Options menu).

## Shortcuts

### Toolbar:

Time 

Date 

### Keys:

Date Ctrl+D

Time Ctrl+T

## Stamp sub-Menu Options

### Date

Inserts the system date in the current document at the cursor position.

### Time

Inserts the system time in the current document at the cursor position.

### Weekday

Inserts the system weekday in the current document at the cursor position.

Use this command to insert a new object in the current document. To insert an existing object in the current document, use the [Paste](#) or [Paste Special](#) commands.

## Dialog Box Options

### Object Type

Type or select the type of object you want to insert. The appropriate server application will open to allow you to create the object.

---

### See also

[Links](#) command (Edit menu)

[Object](#) command (Edit menu)

Use this command to import graphics from various formats into askSam documents.

## Using the Insert Picture Command

To Insert a Graphic:

1. Place the cursor where you want to insert the graphic.
2. Choose EDIT -> INSERT PICTURE.  
The Insert Picture dialog box will appear.
3. Select the graphic file you want to insert and choose OK.  
The graphic is inserted in your document.

## Dialog Box Options

### File Name

Enter or select the name of the graphic.

### List File of Type

Select the format of the graphic you want to insert. Click the down arrow to view the supported graphic formats.

### Directories

Select the directory where your graphic is located.

### Drives

Select the drive where your graphic is located.

---

### See also

[Picture Attributes](#) (Edit menu)

Use the Picture Attributes commands to modify a graphic inserted with the Insert Picture command.

## Using the Picture Attributes

To Edit a Graphic:

1. Click on the graphic you wish to edit.  
The graphic will be selected. Handles appear around the graphic.
2. Choose EDIT -> PICTURE ATTRIBUTES.  
A menu will appear with the following commands:

**Flip Horizontal** - flips the selected graphic horizontally.

**Flip Vertical** - flips the selected graphic vertically.

**Rotate** - rotates the selected graphic 90, 180, or 270 degrees.

**Invert** - inverts the colors in the graphic (normally used with black and white images).

**Adjust** - adjusts the brightness, contrast, and sharpness of the graphic.

### NOTES:

1. The PICTURE ATTRIBUTES will not work on OLE objects.
2. **Graphic Compression** - To conserve space, askSam automatically stores all graphics in a compressed format.

---

### See also

[Insert Picture](#) Command (Edit menu)

Flips a selected graphic vertically.

---

**See also**

[Picture Attributes](#) (Edit menu)

Rotates a selected graphic 90 degrees.

---

**See also**

[Picture Attributes](#) (Edit menu)

Rotates a selected graphic 180 degrees.

---

**See also**

[Picture Attributes](#) (Edit menu)



Rotates a selected graphic 270 degrees.

---

**See also**

[Picture Attributes](#) (Edit menu)

Inverts the colors in a selected graphic (normally used with black and white images).

---

**See also**

[Picture Attributes](#) (Edit menu)

Adjusts the brightness, contrast, and sharpness of a selected graphic.

Use the slide controls to adjust the settings. The Reset button returns all settings to their original values.

---

**See also**

[Picture Attributes](#) (Edit menu)

Use this command to turn the Entry Form Editor ON. This enables you to create an entry form for your file, or to edit an existing entry form. To turn the Entry Form Editor OFF and save the Entry Form, choose the Entry Form command again.

### **Data Entry Mode**

When you turn the Entry Form Editor you are prompted to save changes. In the save changes box is an option to Turn On Data Entry Mode. If marked the current askSam file will default to [data entry mode](#). If the data entry box is not marked the file will default to a word processing mode.

---

### **See also**

[Add w/Entry Form](#) command (Document menu)  
[Creating an Entry Form](#) (Step-by-Step Instruction)

Allows you to increase your Work Space by selectively hiding various sections of the screen.

### **Changing The askSam Screen**

From the View Menu, you can choose to remove any of the following:

- Tool Bar
- Format Bar
- Command Line
- Status Bar
- Ruler

To hide (or restore) the various sections of the askSam screen:

The dialog lists the removable sections of the askSam screen. Select the screen sections you want to change and choose OK. The askSam screen changes to reflect your selection.

NOTE: askSam defaults to having all screen sections ON.

If selected, this option will execute a hypertext link.

### **Shortcut**

Keys:           CTRL-ENTER

Move the cursor onto the Linked word or phrase (the green underlined text). Press CTRL+ENTER (or choose VIEW -> HYPERTEXT LINK)

One of five things will happen depending on the type of link you defined:

1. You will jump to another location.
2. A Report will be run.
3. An askSam Menu Command will be executed.
4. You will run an external application.
5. A Hypertext URL will be displayed.

---

### **See also**

[History](#) command (View menu)

[Backtrack](#) command (View menu)

[Set Hypertext Link](#) (Document menu)

When you navigate through files with Hypertext, there are times when you will want to return to a previous Hypertext Link. The History command displays a list of the Hypertext Links you've viewed. You can select any Link and return to it.

### **To Display a List of the Previous Hypertext Links (History):**

1. Choose VIEW -> HISTORY  
The Hypertext History Dialog Box will appear. This dialog contains a list of the Hypertext Links you've used during this session with askSam.
2. Select the name of a Hypertext Link and choose OK.  
You will return to the Hypertext Link you selected.

---

#### **See also**

[Hypertext link](#) command (View menu)

[Backtrack](#) command (View Menu)

If selected, you return to the previous Hypertext Link.

---

**See also**

[Hypertext link](#) command (View menu)

[History command](#) (View Menu)



Use this command to view a bookmark.

### **Shortcut**

Keys: Ctrl + F2

This dialog contains a list of all the Bookmarks in the active file. Select the name of the Bookmark you wish to view and choose the OK button. You jump to the line containing the selected Bookmark.


---

### **See also**

[Set Bookmark](#) command (Document menu)

Use this command to move to the next document in the current file.

### Shortcut

Toolbar:   
Keys: Alt + PgDn


---

### See also

[Previous](#) command (View menu)  
[First](#) command (View menu)  
[Last](#) command (View menu)

Use this command to move to the previous document in the current file.

### Shortcut

Toolbar:   
Keys: Alt + PgUp


---

### See also

- [Next](#) command (View menu)
- [First](#) command (View menu)
- [Last](#) command (View menu)

Use this command to move to the first document in the current file.

### Shortcut

Toolbar:   
Keys: Alt + Home

---

### See also


[Next](#) command (View menu)

[Previous](#) command (View menu)

[Last](#) command (View menu)

Use this command to move to the last document in the current file.

### Shortcut

Toolbar:   
Keys: Alt + End

---

### See also

[Next](#) command (View menu)

[Previous](#) command (View menu)

[First](#) command (View menu)

Use this command to access a document by entering its document number. The document number appears at the bottom of the screen in the Status Bar (Doc # of #).

For example, entering 1 will take you to the first document in a file.

Use this command to move to the tagged document in the file.

### Shortcuts

Toolbar:



Note: To tag a document, use the [Tag](#) command (Documents menu).

---

### See also

[Tag](#) command (Document menu)

When you use Hypertext, bookmarks, or index searches to access a document, the Document Counter is turned off. Choosing VIEW -> UPDATE DOCUMENT COUNTER will turn the Document Counter back on.

The Document Counter is displayed in the [Status Bar](#).



Zoom Out reduces the size of the Document on your screen.



---

**See Also**

[Zoom In](#) (Tool Bar)

[Zoom Command](#) (View Menu)

Zoom In enlarges the Document on your screen.



---

**See Also**

[Zoom Out](#) (Tool Bar)

[Zoom Command](#) (View Menu)

Use this command to enlarge or reduce the current document on the screen.

## Shortcuts

Toolbar:



## Dialog Box Options

### Magnifications

Select the magnification you want for the document.

- 200% Magnifies the document 200 percent of its original size.
- 100% Returns the document to its original size. This is the default setting.
- 75% Reduces the document to 75 percent of its original size.
- 50% Reduces the document to 50 percent of its original size.
- 25% Reduces the document to 25 percent of its original size.
- Custom Use this option to designate a specific magnification for the document. Type the magnification level you want in the Box.

Allows you to search a group of askSam files.

## Dialog Options

### Files to Search

Displays a list of the files to be searched.

### Search

Allows you to build a search using the [Multiple Search](#) Request Dialog Box

### Add Files

Lets you select files to search

### Remove

Removes a file from the list of files to search

### Remove All

Removes all files from the list of files to search

---

## See Also

[Boolean Search](#)

[Search in Field](#)

[Numeric Search](#)

[Proximity Search](#)

[Date Search](#)

[Multiple Search Request](#)

[Hyper on Selected](#)

[Hyper on File](#)

[Find](#)

[Repeat Last Find](#)

Use the Boolean Search command to search using the Boolean operators AND, OR, and NOT.

**EXAMPLE:** You could conduct a Boolean Search in a file containing business letters to find all those sent to Illinois but NOT to Chicago.

### Using the Boolean Search Command

1. Enter the a word or phrase that you wish to locate.  
NOTE: If you are only looking for this word or phrase choose OK and askSam will begin Searching.
2. Choose ADD.  
The word or phrase will be added to the Search List.
3. Choose a Boolean operator - either the AND, OR, or NOT Button.  
If no Boolean operator is selected, an AND is understood and the word or phrase will be required in your Search.
4. Continue steps 1, 2, and 3 until your search request is complete
5. Choose OK to start the search.

### Dialog Box Options

#### Word or Phrase

Type or select the word or phrase you want to search for in the current file.

#### Boolean Operators

Select the Boolean operator you want to use to connect the words or phrases in your search request.

Note: If no Boolean operator is selected, an implied And is used to connect the search request.

**AND** Selects Documents which meet two or more search criteria. For example a search to find resorts with:

Golf AND Tennis AND Beach\*

**OR** Defines multiple criteria for selecting Documents. For example a search to find resorts in:

Florida OR Hawaii OR California

**NOT** Selects Documents which do not meet the criteria immediately following the Boolean Operator NOT. For example find resorts that are:

NOT expensive AND NOT crowded

#### Fuzzy Search Button

Searches for a [fuzzy equivalent](#) of the word you enter. For example, a Fuzzy Search for "Kathy" would find "Kathy", "Kathi", "Cathy", and "Katey".

#### Search List

Displays the search request as you construct it. The following buttons affect the search list:

**Add** Adds the Word or Phrase to the Search List.

**Replace** Replaces the selected Word or Phrase in the Search List.

- Clear**        Removes the word, phrase, or Boolean operator that you select in the Search List.
- Clear All**   Removes all word, phrases, and boolean operators in the search list
- Move Up**    Moves a word or phrase and its boolean operator up one line in the Search List
- Move Dn**    Moves a word or phrase and its boolean operator down one line in the Search List

**Word List Button** (only in askSam Professional)

In an indexed file, the [Word List](#) button will appear. Choose this button to display a list of the words contained in the file.

**Max Hits** (only in askSam Professional)

In an indexed file, the [Max Hits](#) field displays the number of documents that will be retrieved by your request.

### Priority in Boolean Searches

In both the Boolean Search Dialog and the Multiple Search Request Dialog the your searches are inserted in a Search List. The first item you define is first in the list, and the rest are added to the end of the list.

The entries in a Search List are executed from top to bottom. This means that the first item in your search list is the first to be searched for when askSam executes the search.

Complex searches (searches containing AND and OR operators) at times require a way to denote priority. In askSam you define how items in a search are grouped and prioritized by including or not including the Boolean operator AND. Entries in your search list that do not contain an AND and are not followed in the next line by an OR or AND are always required. For example:

```

Software
DOS
OR Windows
Application

```

Documents retrieved by this request:

- Must contain the word "Software"
- Contain either "DOS" or "Windows"
- Must contain the word "Application"

Now a similar request with a Boolean AND. Notice the difference:

```

Software
AND DOS
OR Windows
AND Application

```

Documents retrieved by this request:

- Must contain either the words "Software" and "DOS"
- or the words "Windows" and "Application"

---

**See also**

- [Search in Field](#)
- [Numeric Search](#)
- [Proximity Search](#)

[Date Search](#)  
[Multiple Search Request](#)  
[Search Multiple Files](#)  
[Hyper on Selected](#)  
[Hyper on File](#)

[Find](#)  
[Repeat Last Find](#)

The Search in Field Command allows you to search for a word or phrase in a specific Field. For example: to find a Document containing "White" in the Name Field, use the Search In Field Command. Simply doing a search for "White" from the Command Line or the Boolean Search Dialog Box would find "White" anywhere in the Document, not just in the Name Field.

## Using the Search in Field Command

1. Enter a word or phrase.
2. Enter the name of the Field in which you wish to search.
3. Choose OK.

askSam will retrieve all Documents containing the word or phrase in the Field you specified.

## Dialog Box Options

### Word or Phrase

Type or select the word or phrase you want to find in the current file.

### in Field

Type or select the field in which you want to search for the word or phrase.

### Fuzzy

Click on this option to search for a [fuzzy equivalent](#) of the word you enter. For example, a Fuzzy Search for "Kathy" would find "Kathy", "Kathi", "Cathy", and "Katey".

### Empty

Searches for Documents where a field is empty.

### Not Empty

Searches for Documents where a field is not empty.

### Multi-line Field

Click on this option if the field you are searching contains more than one line.

Note: The default setting is that the field is a single line. The end of a multi-line field is a closing bracket ( ] ) or the end of the document.

### Word List Button (only in askSam Professional)

In an indexed file, the [Word List](#) button will appear. Choose this button to display a list of the words contained in the file.

### Max Hits (only in askSam Professional)

In an indexed file, the [Max Hits](#) field displays the number of documents that will be retrieved by your request.

---

## See also

[Boolean Search](#)

[Numeric Search](#)



[Proximity Search](#)

[Date Search](#)

[Multiple Search Request](#)

[Search Multiple Files](#)

[Hyper on Selected](#)

[Hyper on File](#)

[Find](#)

[Repeat Last Find](#)

Use this command to search for documents based on a numeric comparison of fielded information.

**EXAMPLE:** You could conduct a Numeric Search to find all documents where the amount field was greater than \$10,000.

## Using the Numeric Search Command

1. Enter the name of a Field containing a Numeric Value.
2. Choose the Numeric Operator (<, >, =, <=, >=, <>).
3. Enter a number.
4. Choose OK.

askSam will retrieve all Documents containing a value in the specified Field which meets your numeric criteria.

## Dialog Box Options

### Field

Type or select the field in which you want to search. It must be a field containing a numeric value.

### Numeric Operator

Type or select the numeric operator that you want to use in your search request.

### Numeric Value

Type the numeric value you want to use in your search request.

---

### See also

[Boolean Search](#)

[Search in Field](#)

[Proximity Search](#)

[Date Search](#)

[Multiple Search Request](#)

[Search Multiple Files](#)

[Hyper on Selected](#)

[Hyper on File](#)

[Find](#)

[Repeat Last Find](#)

A Proximity Search allows you to search for two words or phrases occurring within a specified proximity of one another.

**EXAMPLES:** You can find all Documents where "Thatcher" and "Reagan" appear in the same paragraph. Or you could locate the Documents containing "GM" and "Ford" within 5 words of one another.

## Using the Proximity Command

1. Enter the first word or phrase.
2. Enter a number in the quantity field - or leave it blank if the words are to appear in the same Sentence, Line, or Paragraph. If, for example, you wanted GM and Ford within 5 words of one another, you would enter "5".
3. Choose a structural unit for the Search (either Words, Sentences, Lines or Paragraphs).
4. Choose a Direction for the Search Condition. Your choices:
  - Before
  - After
  - On Either Side of
  - In the Same

This selection defines the proximity of your search. If you select IN THE SAME, both words or phrases must occur in the same structure (Sentence, Paragraph, or Line).

5. Enter the second word or phrase of your Search.
6. Choose OK.

askSam will execute the Search and retrieve the first Document meeting your criteria.

## Dialog Box Options

### Word or Phrase 1

Type or select the first word or phrase of the search.

### Fuzzy

Click on this option to search for a [fuzzy equivalent](#) of the word you enter. For example, a Fuzzy Search for "Kathy" would find "Kathy", "Kathi", "Cathy", and "Katey".

### Qty

Type a number in the quantity field to define the relationship between the words or phrases in the search. Leave the Qty Box blank if you want the words or phrases to appear in the same Sentence, Line, or Paragraph.

### Structure

Select a structural unit for the search:

- |                    |   |
|--------------------|---|
| <b>Word(s)</b>     | Defines the search unit as a specified number of Words.     |
| <b>Lines(s)</b>    | Defines the search unit as a specified number of Lines.     |
| <b>Sentence(s)</b> | Defines the search unit as a specified number of Sentences. |

**Paragraph(s)** Defines the search unit as a specified number of Paragraphs.

### Direction

Select the direction for the search:

- Before** Searches for the first word to appear before the second word.
- On either side of** Searches for the first word to appear on either side of the second word.
- After** Searches for the first word to appear after the second word.
- In the same structure as** Searches for the first word to appear in the same specified structure (ie. paragraph, sentence etc.) as the second word.

### Word or Phrase 2

Type or select the second word or phrase of the search.

### Word List Button (only in askSam Professional)

In an indexed file, the [Word List](#) button will appear. Choose this button to display a list of the words contained in the file.

### Max Hits (only in askSam Professional)

In an indexed file, the [Max Hits](#) field displays the number of documents that will be retrieved by your request.

## Proximity Search Options

Click on the Options Button to further modify the Proximity Search.

### Proximity Type

- Word or Phrase** Searches the entire text of each document in the current file.
- First word of each document** Limits the search to a word or phrase in the first word, sentence, line, or paragraph of a document in the current file.

### Output Form

- Document** Outputs the the entire document matching the proximity selection. This is the default setting.
- Selected Structure** Outputs only the structure containing the proximity selection.

---

### See also

- [Boolean Search](#)
- [Search in Field](#)
- [Numeric Search](#)
- [Proximity Search](#)
- [Date Search](#)
- [Multiple Search Request](#)
- [Search Multiple Files](#)
- [Hyper on Selected](#)
- [Hyper on File](#)
  
- [Find](#)
- [Repeat Last Find](#)

Use this command to sort documents in the current file in a specified order. You can Sort alphabetically, by number, or by date.

## Dialog Box Options

### Field List

Type or select the name of field you want to use for the Sort.

### Field Type

Select the field type.

- Text**            Sorts text in alphanumeric order.
- Date**            Sorts fields containing dates.
- Numeric**        Sorts fields containing numbers.

### Modifiers

Defines a modifier for the Sort.

- Ignore Upper/Lower Case**    If selected the sort will not be case sensitive.
- Descending**                    Places the Sort list in a descending order.
- Ignore Articles**                Ignores the words "A", "An", and "The" when Sorting.
- Sort on Last Word**              Sorts on the last word in a field. Useful with name fields.

### Modifiers - Sort Order

List of the fields and modifiers for your sort as you build the sort.

- Add**            Adds a field and modifier to the end of the Sort List.
- Replace**        Replaces the selected field and modifier with the field and modifier you enter.
- Move Up**        Moves a field and modifiers up one line
- Move Dn**        Moves a field and modifiers down one line
- Clear All**        Removes all fields and modifiers from the Sort List.

### Sort by

Select the Sort criteria you want.

- Multiple words in field**        Sorts a field with multiple words in the Sort field.
- First word in field**            Sorts by the first word in the Sort field.
- First word in doc**              Sorts by the first word in each document in the current file.

Enter a word or phrase to search for in the current file.

Use this command to combine all of askSam's search functions into a single request. The Multiple Search Dialog Box links the various searches together with Boolean logic. For example, using the Multiple Search Request, you can construct a search to locate all Documents:

- with a date from August to November 1963
- containing the words "Cuba" or "Soviet Union" in the field Title
- and containing the words "Castro" and "Khrushchev" in the same sentence.

## Using the Multiple Search Command

1. Choose the Selection Button for the search type you require (Word, Field, Date, Numeric, or Proximity).  
The Dialog Box for your selected search type will appear.
2. Enter your search request in the Dialog Box.
3. Choose OK.  
You will return to the Multiple Search Dialog Box. The search you entered will appear in the Search List.
4. Choose a Boolean Operator - either the AND, OR, or NOT Button.  
If no Boolean operator is selected, an AND is understood and used to connect the search requests.
5. Repeat steps 1, 2, 3, and 4 until your search request is complete.
6. Choose OK.  
askSam will retrieve all the Documents meeting your search criteria.

## Dialog Box Options

### Selection

Defines the search type you want to execute:

- Word** Searches for a word or phrase.
- Field** Searches for documents with a specific word or phrase in a specified field.
- Date** Searches for documents according to a date in a field. The categories of date searches are Single Range, Dual Range, and Comparison.
- Numeric** Searches for documents based on a numeric comparison of fielded information.
- Proximity** Searches for two words or phrases occurring within a specified proximity of one another.

### Search List

Lists the search request as you construct it.

### Boolean Operators

Use the Boolean operators, And, Or, Not, to construct a multiple word search request to search in the current file.

Note: If no Boolean operator is selected, an implied And is used to connect the search request.

**Move Up**

Click the Move Up button to move the selected item in the Search List to the position preceding it.

**Move Down**

Click the Move Down button to move the selected item down one position in the Search List.

**Clear**

Removes the selected item from the Search List.

**Clear All**

Clears all items from the Search List.

**Count selected documents**

Counts the number of documents that meet the search criteria.

**Max Hits** (only in askSam Professional)

In an indexed file, the [Max Hits](#) field displays the number of documents that will be retrieved by your request.

---

**See also**

[Boolean Search](#)

[Search in Field](#)

[Numeric Search](#)

[Proximity Search](#)

[Date Search](#)

[Search Multiple Files](#)

[Hyper on Selected](#)

[Hyper on File](#)

[Find](#)

[Repeat Last Find](#)



Use this command to output the contents of a field.

### **Dialog Box Options**

#### **Field**

Type or select the field which contains the information you want to output.

Use this command to calculate the sum, count and average of numerical data in a field.

## Dialog Box Options

### Field

Type or select the field you want to total.

### Modifiers

Use the Total Field Modifiers to further define the Total Field command.

**List Amounts** Outputs the total and the number from each field used to calculate the total.

**First Value Only** When a the specified numeric field occurs more than once in a document, the First Value Only options uses only the value in the first field to calculate the total. The default setting uses all the values to calculate the total.

With the Show Command, it is possible to output Sentences, Lines, or Paragraphs which contain specific words or phrases. For example, you could search through the complete testimony of the Iran-Contra hearings for every line containing the phrase "Oliver North".

## Using the Show Command

1. Enter the Word or Phrase you wish to locate.
2. Enter a number in the quantity field.  
This number determines how many Words, Sentences, Lines, or Paragraphs will be output.
3. Choose either Words, Sentences, Lines or Paragraphs for the output structure.
4. Choose a Direction. Your choices are: Before, After, On Either Side Of, or Containing.  
This selection defines how much text will be output.  
If you select CONTAINING, only the Sentence, Line, or Paragraph containing the specified word or phrase will be output.
5. Choose OK.  
askSam will output the information to a new window. If you double click on any line in this Window, you return to the Document containing the information in that line. You can Print, Edit, and Save this List as another askSam file.

## Dialog Box Options

### Word or Phrase

Type or select the word or phrase you want to locate.

### Fuzzy

Click on this option to search for a [fuzzy equivalent](#) of the word you enter. For example, a Fuzzy Search for "Kathy" would find "Kathy", "Kathi", "Cathy", and "Katey".

### Quantity

Type a number in the box. This determines how many words, sentences, lines, or paragraphs will be output.

### Structure

Select a structure for the output:

- Word(s)** Outputs the specified number of words in the direction you select.
- Line(s)** Outputs the specified number of lines in the direction you select.
- Sentence(s)** Outputs the specified number of sentences in the direction you select.
- Paragraph(s)** Outputs the specified number of paragraphs in the direction you select.

### Direction

Determines the direction from the specified word or phrase that is output:

- Before word or phrase** Outputs the word or phrase immediately preceding the word or phrase.

- Either side of word or phrase** Outputs the word, line, sentence, or paragraph on either side of the word or phrase.
- After word or phrase** Outputs the word, line, sentence, or paragraph immediately after the word or phrase.
- Containing word or phrase** Outputs the line, sentence, or paragraph containing the word or phrase.

### **All Occurrences**

If checked, the Show Command outputs each occurrence of the word or phrase in your file. If not checked, only the first occurrence in each document is output.

### **Options**

- Reformat Output** Click to output the text formatted within the current margins. The default setting is to output the text as it is stored in the document from which it is retrieved.
- First Structure of Document** Click to output only the first line, sentence, or paragraph of the documents containing the specified word or phrase.

Use this command to count the number of times a specific Word or Phrase occurs in a file. You can also count the number of documents in a file which contain a specific Word or Phrase.

## Dialog Box Options

### **Word or Phrase**

Type or select the word or phrase you want to count.

### **Count All occurrences of word/phrase**

Select this option to count all occurrences of the word or phrase in a file. The default setting is to count only the first occurrence of the word or phrase.

### **Count # of Documents with word/phrase.**

Select this option to count the number of documents which contain the word or phrase.

---

### **See Also**

[Count Selected Documents](#) (Multiple Search Request command)  
[Number of Hits](#)

Use this command to select a word or group of words and search in the current file for further occurrences of this text.

## Shortcuts

Keys:                      Ctrl+Y

---

## See also

[Boolean Search](#)

[Search in Field](#)

[Numeric Search](#)

[Proximity Search](#)

[Date Search](#)

[Multiple Search Request](#)

[Search Multiple Files](#)

[Hyper on File](#)

[Find](#)

[Repeat Last Find](#)

Use this command to select a word or group of words and search in any open askSam file for documents containing these words.

### Shortcuts:

Keys:      Ctrl+F

### Dialog Box Options

#### Current Open File(s)

Select the open files in which you want to conduct the Hypertext Search.

---

#### See also

[Boolean Search](#)

[Search in Field](#)

[Numeric Search](#)

[Proximity Search](#)

[Date Search](#)

[Multiple Search Request](#)

[Search Multiple Files](#)

[Hyper on Selected](#)

[Find](#)

[Repeat Last Find](#)

**Note:** The Word List is only available in the askSam Professional version.

Use the Word List to display a list of every word in an indexed file. Just click and search for any word in the list

### Using the Word List

1. Start typing the word you wish to find.  
The Word List will scroll as you type.
2. Choose the GOTO button when the word you want to find is selected.

askSam will retrieve the first document containing the word or words you entered. The status bar at the bottom of the screen will display the total number of hits for this search.

#### **NOTES:**

1. The number of hits displayed in the Word List indicates the number of Documents containing a word. It does not count the total occurrences of the word in your file. Use the [ACTIONS -> COUNT WORD OR PHRASE](#) command to count the total occurrences of a word or phrase in your file.
2. After a file is indexed, a Word List button will appear in the Boolean, Search In Field, and Proximity Search dialogs. If you select this button, the word list will appear.
3. After text is deleted, the Word List may contain words which are no longer in the file. Packing updates the Word List while it compresses and optimizes your file.



Hypertext links can be set to other documents, reports, files, applications or commands. To set a Hypertext Link to another location, you must define a Bookmark at this location. The Bookmark gives your destination a name that Hypertext can link to. To set a Bookmark, you place the cursor in the line where you want the Bookmark and choose DOCUMENT -> [SET BOOKMARK](#). Enter a name for the Bookmark and choose OK.

### Shortcuts:

Keys: F4

### Dialog Options

#### Link To:

<b>Current Document</b>	Sets a Link to a Bookmark in the current Document.
<b>Current File</b>	Sets a Link to a Bookmark in the current File.
<b>Other File</b>	Choose this option and then choose the Browse button to select another askSam File. You can set a Link to a Bookmark in this File.
<b>Reports in Current File</b>	Sets a Link to a Report in the current File.
<b>Reports in Other File</b>	Choose this option and then choose the Browse button to select another askSam File. You can set a Link to a Report in this File.
<b>Menu Commands</b>	Sets a Link to any askSam Menu Command.
<b>External Application</b>	Defines a link from askSam to an external application.
<b>HTML URL</b>	Lets you create HTML documents which contain links to other sites on the Internet.

You can set a Hypertext from a selected text or a selected graphic. After a Hypertext Link is set, the selected text turns green and underlined. It is now linked. By clicking on it, you jump to the Bookmark, run the Report, or execute the Menu Command.

### Deleting a Hypertext Link

There are two ways to remove a Hypertext Link.:

- Delete a Hypertext Link by deleting the green underlined word or phrase from your Document. Select the word or phrase and press the DEL key.
- Delete a Hypertext Link but leave the text by selecting the green underlined word, choosing DOCUMENT -> SET HYPertext LINK, and selecting the UnLink button.

**NOTE:** To select (highlight) a Hypertext Link, use the keyboard, not the mouse. If you click with the mouse to select a Link, you execute the link. Also, only select the Link or part of the link. If a selection includes unlinked text, the UnLink button is not available.

### NOTES:

1. You can set multiple Hypertext Links to a single Bookmark. For example, if you have a Bookmark called "Table of Contents", you can have Hypertext Links in several different places that jump back to this Bookmark.

2. To edit an existing Hypertext Link, select the green underlined word or phrase and redefine the Link by choosing DOCUMENT -> SET HYPERTEXT LINK.
3. You can set the color in which your Hypertext Links are displayed. Choose OPTIONS -> GLOBAL PREFERENCES -> COLORS.
4. You can define whether a Single Click or Double Click executes a Hypertext Link. Choose OPTIONS -> GLOBAL PREFERENCES -> HYPERTEXT.

---

**See also**

[Set Bookmark](#) (Documents Menu)

[Bookmarks](#) (View menu)

[Hypertext Link](#) (View Menu)

Use this command to set a bookmark in a line of a document.

### Shortcuts:

Keys: F2

## Dialog Box Options

### Bookmark Name:

Enter a name for the Bookmark. Bookmark names can contain letters and numbers. A name may also consist of multiple words.

### Current Bookmarks

Displays a list of current bookmarks.

### Delete

Deletes a bookmark

**NOTE:** A bookmark is set in the current line. A file may contain an unlimited number of Bookmarks. Each Document in a file may contain up to 256 Bookmarks.

---

### See also


[Bookmark](#) (View menu)

Use this command to view the documents that were deleted from the current file. When a document you want to restore to the file is on the screen, use the [Undelete](#) command (Document menu).

Note: Packing a file permanently deletes a document. After packing a file cannot be undeleted.

Use this command to automatically dial a selected (highlighted) phone number.

### Shortcut

Toolbar:   
Keys: Ctrl+R

### To Automatically Dial a Phone Number

1. Select (highlight) a phone number.
2. Choose TOOLS -> DIAL PHONE NUMBER (or press Ctrl+W).
3. Select a dialing suffix (if necessary).
4. Choose OK  
askSam will dial the selected phone number.


---

See Also

[Phone Dialer Setup](#)

Use this command to add a blank document to the current file.

## Shortcuts

Toolbar:   
Keys: Ctrl+A

---

## See Also

[Add w/ Entry Form](#) command (Document menu)  
[Adding a Document](#) (Step-by-Step Instruction)

Use this command to add a document with a predefined Entry Form to the current file.

## Shortcuts

Toolbar:



Keys: F5

---

See Also

[Entry Form](#)

If you need to add several documents with similar content use the Add Duplicate command.

### Using the Add Duplicate command

1. Go to the document you want to duplicate.
2. Choose DOCUMENT -> ADD DUPLICATE.  
A copy of the current document is created.

---

See Also

[Add w/ Entry Form](#)

[Add](#)



Pick Lists simplify entering data in askSam. With a Pick List you define a list of entries for a field. When you enter data in that field, you can have the list automatically appear, or you can simply press a key and display the list. Then choose the entry you want to insert in the field.

With askSam you can define a Pick List for a specific field, or you can define a Global Pick List for a file.

Field specific Pick Lists are useful for keyword fields, classification fields, any field where you have a limited number of options to enter.

Global Pick Lists are helpful for long words or commonly used phrases (such as company name). With a single keystroke you can access this list and insert the desired information.

This help screen describes entering data with a Pick List. For information on creating a Pick List, see [Edit Pick List](#).

## Entering Data with a Pick List

1. Choose DOCUMENT -> PICK LIST (or press F11).  
The Pick List dialog box will appear.

NOTE: The Pick List dialog box will only appear if you've already defined either a Global Pick List or a Pick List for the current field. If no Pick List is defined, the [Edit Pick List](#) dialog box will appear.

2. Select the Pick List entry you want to insert and choose OK.

The Pick List entry will be inserted at the current cursor position.

### NOTES:

1. If you wish to select multiple entries from the Pick List, simply click on each of the entries and then choose OK. Each of the selected entries is inserted at the cursor position.
2. If the Auto Popup option is selected, your Pick List will automatically appear when you enter the field.

## Dialog Box Options

### Add/Edit Button

accesses the [Edit Pick List dialog](#). From this dialog you can:

- Add new entries to the Pick List.
- Modify existing entries in the Pick List.
- Define a Pick List for another field.
- Delete entries in the Pick List.

## Popup Pick Lists

If you choose the Auto Popup option for a Pick List, the Pick List automatically appears when you reach the field. When a Popup Pick List appears you can:

- choose an entry from the Pick List and press ENTER to insert it.
- select multiple entries from the Pick List and press ENTER to insert them.
- press ESC to remove the Pick List.

NOTE: A Popup Pick List only appears when adding a new Document with Data Entry mode on. When you later return to edit a Document, you must press F11 to display the Pick List.

Pick Lists simplify entering data in askSam. With a Pick List you define a list of entries for a field. When you enter data in that field, you can have the list automatically appear.

You can define a Pick List for a specific field, or you can define a Global Pick List for a file. Field specific Pick Lists are useful for keyword fields, classification fields, any field where you have a limited number of options to enter. Global Pick Lists are helpful for long words or commonly used phrases (such as company name). With a single keystroke you can access this list and insert the desired information.

This help screen describes creating a Pick List. For information on entering data using a Pick List, see [Pick List](#).

## Defining a Pick List

1. Choose DOCUMENT -> PICK LIST (or press F11).  
The Edit Pick List dialog box will appear.

**Note:** If you've already defined a Pick List, the Pick List dialog will appear. You will need to select the Add/Edit button to access the Edit Pick List dialog box.

2. Choose whether your Pick List is for a specific field or global.

At the top of the Edit Pick List dialog is the Field Setting. Here you define the field for your Pick List, or you choose to have a global Pick List.

**Note:** A list of field names will only be displayed if you have created an [Entry Form](#) and entered fields.

3. Enter the text for your Pick List and choose Add. The text will be inserted in the Pick List.

At times you may want a description displayed in the Pick List and an abbreviation inserted in your field. For example: the description in the Pick List could be "Massachusetts". The text inserted could be "MA".

To do this, enter your description (e.g. Massachusetts). Before choosing Add, type the text you want inserted (e.g. MA) in the "Text to be entered" field at the bottom of the dialog. Then choose the Add button. The descriptive text is displayed in the Pick List, but the abbreviation will be inserted in the field.

4. Choose OK when your Pick List is complete.

The Pick List dialog box is displayed. You can select any item in the Pick List and choose OK to insert it in your file. Or you can choose Cancel to remove the Pick List from your screen.

### NOTES:

1. You can include commands to insert date, time, weekday, and a carriage return in your Pick List.

^D inserts the current date.

^E inserts a carriage return (only in multiline fields or when data entry mode is off).

^T inserts the current time.

^W inserts the weekday.

2. The ^E command can be used to generate multiple line output from a Pick List. For example, you could have a Pick List Entry called "Closing" with the text:

```
Sincerely, ^E^EJohn A. Smith^EPresident^EABC Corporation
```

This would insert:

```
Sincerely,
```

```
John A. Smith  
President  
ABC Corporation
```

The ^E command will only function in a multiple line field, or when data entry mode is off.

3. The size of your Pick Lists is limited to 32K per file.

## Dialog Box Options

### Field

Determines which field the Pick List is defined for. You can select a specific field, or you can define a Global Pick List.

### Sort

Alphabetically sorts the contents of the Pick List.

### Auto Popup

Select the Auto Popup option if you want your Pick List to automatically appear when you enter the field. The Auto Popup option is only active when Data Entry mode is on and before a Document is saved. Once you save a Document, you will have to press F11 to display the Pick List for a field.

### Pick List Description

Enter a description of the Pick List entry.

### Add

Adds new entries to the Pick List. Enter the description / text you want and choose the Add button.

### Delete

Deletes an existing entry. Selecting the entry and choosing the Delete button. To delete multiple entries from a Pick List repeat this for each entry you wish to delete.

### Replace

Replaces an existing entry with a new text. Select the entry you want to replace, enter the new text, and choose the Replace button.

### Text to insert

At times you may want a description displayed in the Pick List and an abbreviation inserted in your field. For example: the description in the Pick List could be "Massachusetts". The text inserted could be "MA".

---

See Also

[Pick List](#)

Use this command to remove the current document from your file. To undelete a document, use the [Undelete](#) command (Document menu).

---

See Also

[Delete Selected Documents](#)

[Delete Duplicates](#)

[Undelete](#)

[View Deleted Documents](#)

Use this command to remove multiple documents from the current file. To undelete documents, use the [Undelete](#) command (Document menu).

## Dialog Box Options

You select the documents you wish to delete with the Multiple Search dialog box. See [Multiple Search Request](#) (Actions menu).

### View Deleted Docs

If checked, askSam will provide a chance to view the documents. You can choose to delete or not delete each document.

---

See Also

[Delete a Document](#)

[Delete Duplicates](#)

[Undelete](#)

[View Deleted Documents](#)

The Delete Duplicates command simplifies finding and deleting duplicate documents in your file. You define which field or fields should not have duplicate entries, and askSam displays any documents where duplication occurs. You then have the option of deleting the duplicate documents.

## Dialog Options

### Select Fields

A Dialog Box will appear in which you define the field or fields which should not contain duplicate information in any two documents (for example Name and Phone fields, or the Title and Author fields).

<b>Field List</b>	List of fields available in the file.
<b>Add</b>	Selects the fields that should not contain duplicate information from the Field List.
<b>Unique Fields</b>	List of fields selected that should not contain duplicate information.
<b>Replace</b>	Replaces a field in the Unique Field list with the field you select.
<b>Move Up</b>	Moves a field up one line in the Unique Field list
<b>Move Dn</b>	Moves a field down one line in the Unique Fieldslist
<b>Clear All</b>	Clears all fields from the Unique Fields list

### Duplicates

askSam searches your file for duplicates. If duplicates are found, the first duplicate document will be displayed. The Retrieval Dialog Box appears, and you can move through the duplicate documents by choosing Next and Previous. Choose Delete to delete Documents from your file.

---

See Also

[Delete](#)

[Delete Selection](#)

[View Deleted Documents](#)

[Undelete](#)

Use this command to restore a deleted document to the current file. To view the documents deleted in the current file, use the [View Deleted Documents](#) command (Actions menu).



Use this command to remember a document in the current file for quick retrieval.

Note: To retrieve the tagged document, choose the [Go to Tagged](#) command (View menu).

## Shortcuts

Toolbar:



---

See also

[Go to Tagged](#) command (View menu).

Use this command to switch between Data Entry Mode and Word Processing Mode. When in Data Entry Mode the word DATA will appear in the status bar.

### Shortcut

Keys:       Ctrl+E

### Data Entry Mode & Word Processing Mode

You have a choice of two modes for entering information into a Document. You can enter information in the very freeform Word Processing Mode, or you can use the Data Entry Mode for more structured information.

### Word Processing Mode

Like any Word Processor, you can move freely around the screen, editing text and formats.

### Data Entry Mode

This mode is designed to simplify entering data. When active, pressing ENTER or TAB moves you from one field to the next. Your movement in the Document is restricted to fields.

### In Data Entry Mode...

1. You can only enter data into fields - the area between the beginning and closing brackets.

Example: ZIPCODE[            ]

Here you would only be permitted to type between the brackets.

2. You cannot edit field names or change the length of a single-line Field.
3. If no closing bracket marks the end of a field, text added to this field will not wrap to the next line. It will stop at the right margin.
4. Define a multi-line field by placing a closing bracket at least one line beneath the field name. Text automatically wraps in a multi-line field, and the field expands as you enter information. Pressing ENTER in a multi-line field inserts a blank line.
5. You cannot Cut or Delete selected text, if a field name is also selected.
6. You cannot Drag and Drop text in Data Entry Mode.

### Moving the Cursor in Data Entry Mode ...

- Pressing TAB moves you to the next field.
- Pressing ENTER moves you to the next field or inserts a line in a multi-line field.
- Pressing SHIFT+TAB or UP ARROW moves the cursor to the previous field.
- The HOME key moves the cursor to the beginning of a field or to the beginning of a line in a multi-line field.
- The END key moves the cursor to the last character of a field or to the end of a line in a multi-line

field.

Sets the spacing between lines of text.

**Options**





[Single Spacing](#) (default setting)

[1.5 Spacing](#)

[Double Spacing](#)

Use this command to define the tabs for the selected text or the line containing the cursor. To remove a tab, select the tab in the Tab Stop Position list and click the Clear Button.

### Shortcuts:

<b>Left</b>	
<b>Center</b>	
<b>Right</b>	
<b>Decimal</b>	

### Dialog Box Options

#### Tab Stop Positions

Type a measurement for the tab you want to define in the current document.

#### Alignment

Select the justification for the tab.

<b>Left</b>	Justifies the text on the left tab margin.
<b>Center</b>	Center justifies the text.
<b>Right</b>	Justifies the text on the right tab margin.
<b>Decimal</b>	Justifies the numeric text on the decimal point.

#### Set

Defines the tab with the setting you selected.

#### Clear

Removes the selected text from the Tab Stop Position list.

#### Clear All

Removes all text from the Tab Stop Position list.

---

#### See Also

[Setting Tabs \(Step by Step Instructions\)](#)

[Left Tab](#)

[Center Tab](#)

[Right Tab](#)

[Decimal Tab](#)

Indents can be set on either the left or right side of the page. You can indent the first line of a paragraph, or you can define a hanging indent. Indents may be set on a line-by-line basis.

## Dialog Options

### Left

Enter your left indent setting

### Right

Enter your right indent setting

### Type

None	Indents all selected lines
First Line	Indents only the first line
Hanging	Indents all lines but the first line

### By

Defines the number of inches for First Line or Hanging indents

**NOTE:** Margins and Indents are similar, but they serve different purposes. Margins are set for an entire Document, whereas Indents can be set on a line-by-line basis. Indents are displayed on screen. Margins are not displayed, they only affect printing. Generally, margins are used when you print on different size paper, stationary, or labels. Indents are used to format documents.

Use this command to define the font type, font size, font style, and color for the selected text or the text entered at the cursor position.

## **Dialog Box Options**

### **Font**

Type or select the Font that you want to use.

### **Font Style**

Type or select the Font style that you want to use (bold, italic, bold italic).

### **Size**

Type or select the size of the Font you want to use.

### **Effects**

Type or select the Font effects you want to use (strikeout, underline).

### **Color**

Type or select the color you want to use.

### **Sample**

Displays an example the Font type, style, size, effect, and color that you selected.

Use this command to align the selected text or the text entered at the cursor position. You can align text on either the left margin, right margin, or centered between the two margins.

## Shortcut

Toolbar:

Left



Center



Right



## Sub-menu Options

### Left

Aligns the text on the left margin.

### Centered

Aligns the text between the left and right margins.

### Right

Aligns the text on the right margin.



Changes the highlighted text to subscript.

---

See Also

[Superscript](#) (Style Sub Menu)

Changes the highlighted text to superscript.

---

See Also

[Subscript](#) (Style Sub Menu)

Use this command to define the font style for the selected text or the text entered at the cursor position.

### Sub-menu Options

#### **Normal**

Defines the text as normal script. Example: Sample Text

#### **Bold**

Defines the text as bold script. Example: **Sample Text**

#### **Italic**

Defines the text as italic script. Example: *Sample Text*

#### **Underline**

Underlines the text. Example: Sample Text

#### **Strikeout**

Strikes through the text. Example: ~~Sample Text~~

#### **Superscript**

Makes the text a superscript.

#### **Subscript**

Makes the text a subscript

Use this command to define the color for the selected text or the text entered at the cursor position.

Select the color that you want to use.

Use this command to define the line spacing for the selected text or the text entered at the cursor position (single, 1.5, and double). The default setting in askSam is single spacing.

## Shortcut

Toolbar:



## Sub-menu Options

### Single

Defines the line spacing for the text as single space.

### 1.5 Lines

Defines the line spacing for the text as 1.5 lines.

### Double

Defines the line spacing for the text as double.

---

## See also

[1.5 Line Spacing](#) command (Format menu)

[Double Line Spacing](#) command (Format menu)

Use this command to set a manual page break at the cursor position. To remove a manual page break, use the [Remove Page Break](#) command.

---

See also

[Breaking Documents into Pages](#) (Step-by-Step Instruction)

Use this command to remove a manual page break.

To remove a page break, position the cursor immediately above the page break and select Remove Page Break from the Format menu.

Note: To insert a manual page break, use the [Set Page Break](#) command (Format menu).

---

See also

[Breaking Documents into Pages](#) (Step-by-Step Instruction)

Use this command repaginate the current document. When you choose the Repaginate command, askSam will display a line where a page break will be inserted.

To change the placement of an automatic page break, insert a manual page break before the automatic page break and repaginate the document.

**Note:** askSam does not automatically display page breaks before printing. To ensure that the page breaks on the screen match those in the actual printout, use the Repaginate command before printing.

---

See also

[Breaking Documents into Pages](#) (Step-by-Step Instruction)



Use this command to define a left tab for the selected text or the line containing the cursor. When set and the tab key is selected, text is left justified at the tab position.

## Shortcuts

Toolbar:



### To set a left tab

Place the cursor on the line where you want a left tab. Click on the left tab button in the format bar. Click on the position in the ruler where you want a left tab. The left tab is set for the line where the cursor is currently located.

### To remove a tab setting

Select the tab on the ruler with a mouse and drag it off the ruler.

---

See also

[Tabs \(Format Menu\)](#)

[Right Tab](#)

[Center Tab](#)

[Decimal Tab](#)

Sets default background, foreground, and Hypertext colors

1. Choose OPTIONS -> GLOBAL PREFERENCES -> COLORS  
The Colors Dialog Box will appear.

In this menu you can set the default:

- Foreground Color
  - Background Color
  - Hypertext Color
2. To set a color, choose either Foreground, Background, or Hypertext, and then click on the color you want for this option. Repeat this for the other two colors. The sample text will display the color scheme you've selected.
  3. Choose OK when complete.

**NOTES:**

1. The Foreground and Background color of a specific word or text passage can be set in the [FORMAT -> FOREGROUND COLOR](#) or [FORMAT -> BACKGROUND COLOR](#) menu. The purpose of the Colors menu in the Global Preferences dialog is to let you define a default color screen for all of your askSam files.
2. Setting the Background and Foreground color will not affect any texts you've formatted using the FORMAT -> COLOR commands. It only changes new files and files in which you have not previously set colors.

---

See Also

[Global Preferences](#) (options menu)

The HTML button in the Global Preferences menu defines Import and Export settings for the HTML filter.

## Import Options

### Import Graphics

Determines whether askSam tries to import graphics when importing HTML files. Since graphics require significant space, it is often advantageous to import information without importing the graphics.

### Netscape Browser Directory

When you save an HTML document from a browser (such as Netscape), the text and formats from the HTML document are saved. The graphics are not downloaded to your system. To simplify getting graphics, askSam automatically checks your Netscape directory. If it contains the graphics, askSam will include them in the imported documents.

The Netscape Browser Directory tells askSam what directory contains your Netscape Browser. If you are not using Netscape, you can still import graphics with your HTML Documents. You will have to download the graphics and place them into the same directory as the HTML file you want to import.

## Export Options

### Internet Domain Site for Hypertext Links

When you export an HTML Document from askSam, askSam needs to know your domain in order to properly export Hypertext Links to other files.

### Graphic File Format

This setting determines the format of graphics exported with HTML Documents. You can choose either GIF or JPEG.

---

#### See Also

[Global Preferences](#) (options menu)

[Creating HTML Documents](#)

[Importing HTML Documents](#)

The Hypertext Options affect askSam's Hypertext functions.

### Status bar options

When the mouse cursor points to a Hypertext Link, askSam displays information in the Status Bar. The Status Bar option determines what askSam displays:

<b>No Text</b>	Nothing is displayed in the Status Bar.
<b>Link name only</b>	Displays the name of the link (ie. Bookmark or report name) in the Status Bar.
<b>Filename and link</b>	Displays the name of the link (ie. Bookmark or report name) and the name of the file containing the link.

### Use a single mouse click to activate links

If selected, a single click will activate a Hypertext Link. If not selected, a double click is necessary to execute a Hypertext link.

---

See Also

[Global Preferences](#) (options menu)  
[Set Hypertext Link](#)

## Number

Sets the format for numbers in totals and subtotals.

### 1000 Separator

Select the character to separate thousands (ie. select comma to have 1,000)

### Decimal Separator

Select the character to separate decimals (ie. select a period to have 200.05)

## Currency

Changes the currency symbol and placement.

### Symbol Placement

Select style of currency display (ie. \$1, 1\$)

### Symbol

Select currency symbol (ie. DM, £ )

---

See Also

[Global Preferences](#) (options menu)

Customize the sort order of characters.

### **Default**

Use the default askSam sort table

### **User Defined**

Use a customized sort order. You can change the order of the characters in the table to suit your requirements.

---

See Also

[Global Preferences](#) (options menu)

Define the buttons you want to include in the format bar and tool bar.

**Button Bar**

Choose either Format Bar or Tool Bar. Buttons currently on the chosen button bar will appear below.

**Available Commands**

These are buttons available for you to add to the Format or Tool bar.

**Add**

Adds the selected button to the end of the Format or Tool Bar.

**Replace**

Replaces selected Button in the Format or Tool Bar with the button from the Available Commands.

**Insert**

Adds a button from available Commands to Format or Tool Bar above the selected button.

**Delete**

Removes a selected button from the Format or Tool Bar.

**Default**

Sets the Format or Tool Bar back to its original setting.

---

See Also

[Tool Bar](#)

[Format Bar](#)

The File Preferences Dialog Box contains options which can be defined for the current file.

## Dialog Box Options

### HIGHLIGHT COLORS

**Foreground Color** Sets the foreground color for matches displayed with askSam retrieves a document.

**Background Color** Sets the background color for matches displayed with askSam retrieves a document.

### FILE FONT

Defines the default font used by all Documents contained in a file. (It will not affect fonts specified using the FONT Dialog Box or the drop-down Font Menu.)

### TURN ON DATA ENTRY

If checked, [Data Entry Mode](#) will be active for your file.

### SAVE AS DEFAULTS

Check this option if you want to save the current File Preference settings as default settings for new files.

### CASE SENSITIVE SEARCHES

If checked, all searches are case sensitive. The case of the word you enter in a Search must match exactly the case of the word in the Document.

### FUZZY SEARCH

If checked, all searches from the Command Line use Fuzzy Logic. See [Fuzzy Search](#).

### SHOW ALL MATCHES

If checked, all occurrences of the word you searched for are highlighted. If unchecked, only the first occurrence in a Document is highlighted. This setting also affects field output. If the same field occurs multiple times in a Document, it will be output multiple times when this option is checked.

### DOCUMENT COUNTER

The ^N command can be inserted into an Entry Form to number Documents as they are added. The Document Counter allows you to reset the number of the next Document added to your file.

### FIELD CHAR

Defines which character designates a field. The default setting is the character [ (open square bracket). Words ending with this character are treated like fields. For example, Name[ or Fax[. If your information contains words ending in another character, and you wish to use these words as fields, define this character as the Field Character. For example, if you have a file containing E-Mail and want to use words such as To:, From:, and Date: as fields, enter a : (colon) as the Field Character.

### ADD NEW DOCS TO

**End of File** New documents will be added to the end of the current file.

**Top of File** New documents will be added to the beginning of the current file.

**After Current Doc** New documents will be added after the current document.

### RULER SETTINGS

Sets default values for the Left and Right Ruler Markers. You can also set Indents. These settings will



only affect New Documents added or imported to your file (not your existing Documents).

**INDEX OPTIONS** (only available in askSam Professional)

Affect the size, speed, and contents of your index. See [Index Options](#).

---

See also

[Global Preferences](#)

[Fuzzy Search](#)

[Index Options](#)

The Index Options affect the size, speed, and contents of your index. They are set on a per file basis.

## Modifying the Index Options

1. Choose OPTIONS -> FILE PREFERENCES  
The File Preferences dialog box will appear.
2. Select the Index Options button.  
The Index Preferences dialog box will appear.

## Dialog Box Options

### Index Single Character Words

If checked, single character words (not defined as Noise Words) will be included in the index. As a default setting, single character words are not indexed.

### Index Field Names

If checked, the field names in your database are included in the index. Field names are any words ending with the field character (normally the opening square bracket [ or the colon :. Since field names normally appear in most documents, the default setting does not index field names.

### Punctuation Characters

The Punctuation Characters option defines characters to remove from words when a file is indexed. For example, normally you would not want the word Goodbye as one entry in your index and the word Goodbye! as another entry. Since the exclamation point ( ! ) is defined as a punctuation character, "Goodbye" in our previous example would appear as a single entry in the index.

The default punctuation characters are !@#\$%^&\* () +=~` { } [ ] | \ : ; " < > ? , . /

You can insert new characters or delete any of the existing characters from this list.

### Buffer

The buffer setting defines the buffer size for indexing. In general, a larger buffer increases performance during indexing. The buffer is only used while askSam is indexing a file. Once indexing is complete, the buffer memory is freed.

### Noise Words

The Noise Words option lets you enter words which you do not want included in the index. This is used for words such as "the", "an", and "in" - words that frequently appear in documents but would not be useful terms to search for.

You can insert new words or delete any of the existing words from this list. The size of the Noise Word list is limited to 1600 characters.

---

See also

[Indexing](#)

Use this command to prevent access to your files with password protection and text encryption. To remove a password or text encryption, use the Password/Encrypt command.

## Dialog Box Options

### File Lock Password

Locks the current file to prevent unauthorized access with a password. Also allows you to edit or remove an existing password. The Set Password Dialog Box will appear.

### File Edit Password

Locks the current file to prevent editing, but allows read-only access. Also allows you to edit or remove an existing password. The Set Password Dialog Box will appear (See above).

### Encrypt File

Encrypts the text of the current file to prevent access. To remove the file encryption protection, reselect the Encrypt File option in the Security Dialog Box.

### Set Password

Click here to type new passwords or replace old password

### Set Password Dialog Box

- |                        |  |
|------------------------|--|
| <b>Old Password</b>    | To edit an existing password, type the existing password to obtain access to the file.   |
| <b>New Password</b>    | Type in a new password to replace the existing password.   |
| <b>Retype Password</b> | Retype the password you want to define for the file, either the existing password, or the new password. To verify the password |

askSam allows you stamp the date, time, and weekday into your Documents. The Date/Time Format Dialog Box lets you define the format to use for stamping this information into your Documents.

## Dialog Box Options

### Date Format

Defines the date format for the current file

- Short** If checked, you may select a short date format for the current file.  
MDY 08-18-94  
DMY 18-08-94  
YMD 94-08-18
- Separator** Select a date separator: \ (08\18\94), - (08-18-94)
- Long** If checked, you may select a long date format for the current file.  
Aug 18, 1994  
August 18, 1994  
18 Aug 94  
18 August 1994
- Day** Select a day format for the current file.  
Long Thursday  
Short Thur

### Time Format

Defines the time format for the current file.

- 12 Hour** Defines the time format in hour and minute values (12:00 AM -11:59).
- 12 Hour w/Seconds** Defines the time format in hour, minutes, and seconds values (12:00.00 AM - 11:59.59).
- 24 Hour** Defines the time format in 24 hour values (00:00.00 - 23:59.59).

### Save as Defaults

If checked, the settings specified for Date\Time formats will register as default settings.

Use this command to define a separator that will be output between documents when printing and generating Reports.

### **Dialog Box Options**

Define the document separator you want to use.

- |                                  |  |
|----------------------------------|--|
| <b>Line(s) between Docs</b>      | Defines a specified number of lines as the separator. Enter the number of lines you want to use. |
| <b>A line of the character</b>   | Defines a character as the separator. Enter the character you want to use.                       |
| <b>A page break between Docs</b> | Defines a page break as the separator.   |
| <b>No separator</b>              | No separator is output between documents. This is the default setting.                           |

**Note:** To change a separator for a specific report, use the Output Separator option in the Report Settings Dialog Box.

The Global Preferences Dialog Box allows you to modify askSam's default system settings. Specific settings can be set for each file by using the File Preferences command.

## Dialog Box Options

### Show Commands from Dialogs

The Search Requests generated by the Dialog Boxes in the Actions Menu can also be entered directly on the Command Line. If you wish to see the Commands that the system generates, turn this option on. The requests generated by reports are also displayed before the report is run. The default setting for this option is OFF.

### Warning Beep

Activates or deactivates the Warning Beep. The Warning Beep is heard in conjunction with various messages. The Default setting is ON.

### Save BackUp File Before Packing

When you pack a file, a copy is made of the file you are packing. It receives the extension .BAK. If a .BAK file already exists, the .BAK file is renamed to a .SAV file. If you do not want .SAV files, turn this option off. The Default setting is ON.

### Save document when adding with Entry Form.

This option controls whether the Current Document is automatically saved when you add another Document containing an Entry Form. This simplifies entering data. The Default setting for this option is ON.

### Activate Text Drag and Drop

Controls whether Drag and Drop editing is active. Drag and Drop text offers a simple method for moving and copying selected texts within a Document. The Default setting for this option is ON.

### Print each document on a separate page

If selected, each Document will print on a separate page whenever you print multiple Documents.

### Keep documents together when printing reports

When you print a report containing information from multiple documents, this option prevents Documents from printing on separate pages.

### Automatic Save Every ?? Minutes

Automatically saves all open files at a specified interval.

### Measurement Units

Sets the Ruler and all Measurements in either Inches or Centimeters.

### Fuzzy Tolerance

Specifies the degree of accuracy required by a [Fuzzy Search](#).

### Colors

The [Color button](#) sets the default background, foreground, and hypertext colors. Setting the Background and Foreground color will not affect any texts you've formatted using the FORMAT -> COLOR commands. It only changes new files and files in which you have not previously set colors.

## **HTML**

The [HTML button](#) lets you set options for HTML import and export.

## **Hypertext**

The [Hypertext button](#) lets you set options for clicking and displaying Hypertext Links.

## **Numeric**

Sets the [currency symbol](#) and [numeric format](#) used in totals and subtotals.

## **Sort Table**

The [Sort Table](#) lets you define a customize order for the Sort command. Place the characters in the order you want them sorted.

---

See also

[File Preferences](#)

[Colors](#)

[HTML Options](#)

[Hypertext Options](#)

[Number & Currency Format](#)

[Sort Table](#)

[Network Version](#)

[Fuzzy Search](#)

Use this command to setup the askSam phone dialer feature for your particular computer.

### To access the Phone Dialer Setup:

1. Select (highlight) a phone number.
2. Choose TOOLS -> DIAL PHONE NUMBER (or press Ctrl+W)
3. Choose the Options button.

The Setup Phone Dialer dialog box will appear.

### Dialog Box Options

#### Modem Port

Select the proper modem port for your system

#### Dial Type

Select the proper dial type.

**Tone** Sets tone as the dial type. This is the default setting.

**Pulse** Sets pulse as the dial type.

#### Dialing Prefix

Type the long distance codes, international access number, or prefixes and suffices for outside lines that must be added to the number you want to dial in the current file.

**Add** Adds the typed number to the end of the Dialing Prefix List.

**Replace** Replaces the selected item in the Dialing Prefix List with the item typed number.

**Delete** Deletes the selected item in the Dialing Prefix List.

**Move to Top** Moves the selected item in the Dialing Prefix List to the position immediately preceding it.

---

See Also

[Phone Dialer](#)



Use this command to keep the askSam window on top of the screen when you have several Windows applications open.

This dialog displays a list of fields recognized in your file.

<b>Selected Fields</b>	List of fields you choose to add to the Entry Form.
<b>Available Fields</b>	List of possible fields found in the database.
<b>Add</b>	Add a field from the Available list to the Selected List.
<b>Add All</b>	Add all fields from Available List to the Selected List.
<b>Replace</b>	Replace a field in the Selected List with a field from the Available List
<b>Insert</b>	Insert a field from the Available List above a field in the Selected List
<b>Remove</b>	Remove a field from the Selected List

Choose OK to add the Selected Fields to your askSam Entry Form.

---

See also

[Automatic Field Recognition](#)

Auto Field Recognition searches through an askSam file and displays a list of fields names. You choose the valid field names from this list, and askSam inserts them into the Entry Form.

### **What Character Defines a Field**

Enter the character which identifies fields in your file. This tells askSam that words ending with this character may be fields.

### **List Fields Recognized In**

Choose the number of Documents askSam should scan looking for fields. If the fields in your file are the same in all Documents, leave this option set for 2 Documents (it speeds up the process). If the field structure varies in your Documents, choose the ALL DOCUMENTS option.

### **Generate List**

This dialog displays a list of fields recognized in your file.

<b>Selected Fields</b>	List of fields you decide to add to the Entry Form.
<b>Available Fields</b>	List of possible fields found in the database.
<b>Add</b>	Adds a field from the Available list to the Selected List.
<b>Add All</b>	Adds all fields from Available List to the Selected List.
<b>Replace</b>	Replaces a field in the Selected List with a field from the Available List
<b>Insert</b>	Inserts a field from the Available List above a field in the Selected List
<b>Remove</b>	Removes a field from the Selected List

Choose OK to add the Selected Fields to your askSam Entry Form.

Check the spelling of a document or a selected text.

### Shortcut

Keys:

F7

Toolbar:



### To Spell Check an Existing Document:

1. Go to the Document you want to Spell Check.  
If you don't want to Spell Check the entire Document, select the text you want checked.
2. Choose TOOLS -> SPELLING (or press F7).  
askSam will begin checking the spelling in your Document. If askSam encounters a word it does not recognize, the Spelling Dialog Box will appear.

### Spelling Dialog Options

<b>Not In Dictionary</b>	Highlighted word was not found in the dictionary. Options follow.
<b>Change To</b>	Word entered here will be replaced over incorrect word
<b>Suggestions</b>	A list of similarly spelled words that serve as corrections to the incorrect word.
<b>Change</b>	Changes the spelling of the unrecognizable word to the alternative that askSam suggests or to the alternative that you enter.
<b>Ignore</b>	Ignores this word (in this instance and any other instances encountered in this Document). The Spell Check continues.
<b>Add To Dict</b>	Adds the unrecognizable word to your User Dictionary. When a word is added to the User Dictionary, it will no longer be displayed as an incorrect spelling.

After askSam completes the spell check, a message will appear stating how many words were checked and how many were spelled incorrectly.

---

See also

[Auto Spell Check](#)

If selected, askSam will check your spelling as you type.

---

See also

[Spelling](#)

Prints a Mail Merge Letter

## **Dialog Options**

### **Selection**

Lets you send letters to a selected group of addresses. The Multiple Search dialog will appear. Enter a Search request to select the addresses for this letter and choose OK.

### **Sort**

Lets you sort the letters in a particular order. The sort dialog will appear. Define a sort order and choose OK.

### **Print the letter**

Highlight a letter to Print and choose OK.

---

See also

[Create/Edit Mail Merge Letter](#)

[View Mail Merge](#)

Previews a Mail Merge Letter.

## Dialog Options

### Selection

Lets you send letters to a selected group of addresses. The Multiple Search dialog will appear. Enter a Search request to select the addresses for this letter and choose OK.

### Sort

Lets you sort the letters. The sort dialog will appear. Define a sort order and choose OK.

### View the letter

Highlight a letter to view and choose OK.

NOTE: It may take a considerable amount of time to output all the letters to your screen. Often it makes more sense to enter a restricted Selection criteria and preview only several letters.

---

See also

[Create/Edit Mail Merge Letter](#)

[Print Mail Merge](#)

Mail Merge allows you to choose a group of addresses (or other data) and merge it into a letter. For each address selected, a letter is printed. In this way, Mail Merge automates the creation of customized letters.

### Create/Edit Mail Merge Letter (Tools Menu)

1. Enter a name for your Mail Merge Report and choose OK.  
The askSam Report Layout Editor will appear.
2. Type your Letter. Drag fields from the Field List and place them in the appropriate positions in your letter. (Field names can also be typed directly into the Letter).
3. Save your letter by choosing TOOLS -> CLOSE REPORT (or pressing CTRL+S).

**NOTE:** Certain formatting options are not supported in the Mail Merge Editor. You cannot set Tabs and Page Breaks in Mail Merge Letters. Indents can only be set for the entire Letter and not on a line-by-line basis. Graphics are also not available in Mail Merge letters.

### Edit Letter

1. Select a previously entered Mail Merge Report and choose OK  
The askSam Report Layout Editor will appear including the information from the selected mail merge.
2. Make desired corrections.
3. Save your letter by choosing TOOLS -> CLOSE REPORT (or pressing CTRL+S).

---

See also

[View Mail Merge](#)  
[Print Mail Merge](#)



Use this command to create, format, and run a Report.

## Dialog Box Options

### Report Name

Type or select the name for the report you want to create. The name can contain multiple words and have a length of up to 80 characters. If you do not specify a name, askSam assigns the name Untitled Report # to your Report.

### Select the documents to include in your report










Select this Button to build a search request using the Multiple Search Request Dialog Box. See the [Multiple Search Request](#) command (Actions menu) for details about the Dialog Box.

### Sort the documents to include in your report

Select this Button to Sort the documents in your report. See the [Sort](#) command (Actions menu) for details about the Sort Dialog Box.

### Define the layout for your report

Select this Button to activate askSam's Report Layout Editor. From the Layout Editor you define the format for your Report. You can insert fields, define which fields will be totaled and grouped, and define headers and footers.

- [Place Field](#)  Selects a field and positions it in the Report Layout.
- [Show](#) {ewc hmew,ewBitmap,R\_SHW\_D.BMP} Outputs sentences, lines, or paragraphs containing specific word or phrase.
- [Group Footer](#)  Add text to totals and subtotals from Total and Count commands.
- [Report Settings](#)  Defines settings specific to the current Report.
- [Count](#)  Places the number of documents selected or grouped into your report.
- [Place Text](#)  Places text into your Report.
- [Header](#)  Defines a header for the Report.
- [Footer](#)  Defines a footer for the Report.
- [Reset Row](#)  Sets a Report up in multiple rows.
- [Close](#)  Closes the Report Layout Editor. Lets you save or cancel your changes.

### Run the current Report

Runs the report.

---

See also

[Creating a New Report](#) (Step-by-Step Instruction)

Use this command to edit, delete or run an existing report.

## Dialog Box Options

### Report Name

Type or select the name of the report you want to edit, delete, or run.

### Selection

Select this Button the search criteria for the report. See the [Multiple Search Request](#) (Actions menu) for details about the Dialog Box.

### Sort

Select this Button edit the Sort criteria for the report. See the [Sort](#) command (Actions menu) for details about the Dialog Box.

### Edit Layout

Select this Button to edit the report layout. See the [New Report](#) command for details.

### Run

Runs the report.

### Delete

Deletes the selected Report.


---

See also

[Creating a New Report](#) (Step-by-Step Instruction)

Use this command to execute a report.

### Shortcut

Toolbar:   
Keys: Ctrl+R


### Dialog Box Options

#### Report Name

Type or select the report you want to execute.

Use this command to select a field and position it in the Report Layout Editor.

## Shortcut

Report Tools:   
Key: F12

## Dialog Box Options

### Field Name

Type or select the name of the field you want to include in the Report.

Note: The list of field names displayed is generated from the fields listed in the Entry Form of the current file. If no fields are displayed in the list, exit the Report Layout Editor and use the Entry Form command (Edit menu) to enter the names of the fields in the current file.

### Field Type

Defines the text in the specified field as single line or multiple line. The default setting is single line.

**Single Line** Outputs the text in a field until either askSam encounters the end of a line or a field terminator character ("]").

**Multi-line** Outputs the text in a field until askSam encounters the designated field terminator character. Enter the field terminator character you want to use.

### Format

Defines how the field will be output:

**Limit output to** Limits the field output to a specified length.

**Wrap - Column width** Defines a column size for a field. This prevents the output of one field from overwriting the output of the field that follows it. With the column size set, the contents of a field will wrap down to the next line if it exceeds the column size.

**Retain line breaks** Outputs text in your multiple line field exactly as it is stored in your document

### Actions

Defines groups, subtotals, and totals for inclusion in the Report.

**Group** Groups the text from a field.

**Total** Totals the designated field.

### Spacing

The fields you place using the Field Placement Dialog Box are output in the column where the first letter of the field name is located. To place a field in a position relative to the preceding field use the Spacing option.

**Relative Spacing** Click the Box to position a field relative to the preceding field in the Report layout. Type or select the number of spaces you want to precede the designated field.

## Options

Defines group and total modifiers for the Report.

### Group Modifiers

<b>Match Case</b>	Makes the group command case sensitive. When selected, the group field is output in upper case letters.
<b>Last Word</b>	Groups and outputs on the last word in a field.
<b>Date</b>	Specifies that the group field contains a date.
<b>Blank Line between Groups</b>	Outputs a blank line between groups.
<b>Page Break between Groups</b>	Outputs a page break between groups.
<b>Field Length</b>	Defines the number of characters to group and output in your report. The default value is 40.

### Total Modifiers

Define how the totaled values are formatted.

<b>Numbers w/ Commas</b>	Inserts commas in totals and subtotals. Without the total modifier activated, one thousand is formatted as 1000.00. With the total modifier activated, one thousand is formatted as 1,000.00.
<b>Dollar (\$) and commas</b>	Inserts the Dollar sign (\$) and commas in totals and subtotals. Without the total modifier activated, one thousand dollars is formatted as 1000.00. With the total modifier activated, one thousand dollars is formatted as \$1,000.00.
<b>Decimal Place</b>	Defines how many decimal places will output after a number. You can choose between 0 and 9.

Use this command to add text to totals and subtotals in reports. This command is only available in the Report Layout Editor.

### Shortcut

Report Tools:



### Dialog Box Options

#### **Group Level**

Type the group level that you want to have a group footer. Each grouped field is a group level, the first grouped field being the first level.

#### **Footer Text**

Type the footer text you want to include.

The Report Settings Dialog Box contains important settings that affect the way your Report appears and acts. These Report Settings are saved along with your Report and may be changed at any time.

## Shortcut

Report Tools:



## Dialog Box Options

### Match Case

This Option determines if a search is case sensitive. A case sensitive search is faster. When Match Case is selected, please note that the case of the field names in your report must match the case of the field names in your Documents.

### Output Field Names

When active, this Option outputs the field name along with the field contents. For example:

With Output Field Names OFF:

Author[ would output Miles Lowther

With Output Field Names ON:

Author[ would output Author[ Miles Lowther

### Output All Occurrences of a field

This Option determines how multiple occurrences of a field within a Document are handled.

- If checked, all occurrences of a field are output.
- If unchecked, only the first occurrence of a field is output.

askSam is very flexible system where defining the structure for your data is concerned. If, for example, you have additional telephone numbers you wish to enter into a Document containing only one phone field, you can simply add another field.

```
Name[ Kathy Emery
Phone[ 215-555-0000
Phone[ 215-555-1010
```

With Output All Occurrences of a Field CHECKED, the request:

```
Name [ Phone [
```

Would output:

```
Kathy Emery 215-555-0000
                215-555-1010
```

With Output All Occurrences of a Field UNCHECKED, the request would output:

```
Kathy Emery 215-555-0000
```

### **Field Character**

This Option defines on a per-report basis what Character designates a field. Words ending with this character are treated like fields. For example, Name[, Company[, To:, or From:.

### **Set Output Separator**

With this Option you can define a Separator that will be output between Documents. This Output Separator can be set to:

- A number of blank lines between Documents
- A line of any character separating Documents
- A Page Break between Documents (each Document on a separate page)
- Nothing separating Documents.

When defined from the Report Settings Dialog Box, the Output Separator affects only the current Report. You can also access the Output Separator Command from the OPTIONS Menu. Setting the Output Separator from the OPTIONS Menu defines the Default setting for your file.

See the [Output Separator](#) command (Options menu) for more details about the Output Separator Dialog Box.



Use this command to count the number of documents selected by a group command or selected by your report. You must be in the Report Layout Editor to use the Count Documents command.

To count documents when you are not using a report see the [Multiple Search Request](#) and the [Count Word or Phrase](#) Command.

askSam allows you to insert text into your reports. These texts can be used as labels to describe parts of your report, or they can be longer text passages (sentences, paragraphs, etc.)

### **Dialog Box Option**

#### **Text**

Type the text you want to enter into the Report.

Use this command to define the spacing method when placing fields in the Report.

Fields are output starting in the column where the first letter of the field name is located. Some reports, however, require one field to be positioned relative to the previous field. For example outputting a city field followed by a comma and then the state. To handle this, askSam allows you to define Relative Spacing. Relative Spacing allows you to place fields in a position relative to the preceding field.

## Dialog Box Options

**Relative Spacing** Click the Box to position a field relative to the preceding field in the Report layout. Type or select the number of spaces you want to precede the designated field.

**Preceded w/ a comma** Click the Box if you want a comma to precede the designated field.

Use this command to include a Header at the top of every page in a Report (titles, column headings, page numbers, dates or any other information you want repeated on every page).

## Shortcut

Report Tools:



## Dialog Box Options

### Header Icons options



**Page Number** Inserts the page number. Command ^N.



**Total Pages** Inserts the total number of pages. Command ^P.



**Date** Inserts the current system date. Command ^D.



**Time** Inserts the current time. Command ^T.



**File Name** Inserts the name of the current askSam file. Command ^f.



**Path / File Name** Inserts the name and path of the current askSam file. Command ^F.



**Left Align** Left aligns the header or footer. Command ^L.



**Center** Centers the header or footer. Command ^C.



**Right Align** Right aligns the header or footer. Command ^R.

### Header Text List

Type the text you want in the Header. Click an icon (described above) to include the code commands that automatically stamp information in the Header. Press Ctrl+Enter to move to the next line in the Header text list.

---

See also

[Using Headers and Footers](#) (Step-by-Step Instruction)

Use this command to include a Footer at the bottom of every page in a Report (titles, column headings, page numbers, dates or any other information you want repeated on every page).

## Shortcut

Report Tools:



## Dialog Box Options

### Footer Icons



**Page Number** Inserts the page number. Command ^N.



**Total Pages** Inserts the total number of pages. Command ^P.



**Date** Inserts the current system date. Command ^D.



**Time** Inserts the current time. Command ^T.



**File Name** Inserts the name of the current askSam file. Command ^f.



**Path / File Name** Inserts the name and path of the current askSam file. Command ^F.



**Left Align** Left aligns the header or footer. Command ^L.



**Center** Centers the header or footer. Command ^C.



**Right Align** Right aligns the header or footer. Command ^R.

### Footer Text List

Type the text you want in the Footer. Click an icon (described above) to include the code commands that automatically stamp information in the Footer. Press Ctrl+Enter to move to the next line in the Footer Text List.

---

See also

[Using Headers and Footers](#) (Step-by-Step Instruction)

Use this command to set up a Report in multiple columns. This command is most commonly used when you want to create 2 Wide or 3 Wide Labels.

### Shortcut

Report Tool Bar:



---

See also

[Creating Mailing Labels](#) (Step-by-Step Instruction)

When you simultaneously open several askSam windows, some windows are hidden beneath others. Use this command to rearrange all the open askSam windows so that part of each window is visible.

When you simultaneously open several askSam windows, some windows are hidden beneath others. Use this command to rearrange all the open askSam windows so that part of each window is visible.



When you minimize an askSam file window, it becomes an icon. Use this command to arrange the icons in an order.

Use this command to close all open askSam windows.

Use this command to display the opening screen of Help. From the opening screen, you can jump to various reference information and to step-by-step instructions for using askSam.

Once you open Help, you can click the first button on the left in the Help window whenever you want to return to the opening screen.

See [Contents for askSam for Windows Help](#).

Use this command to display an introduction to using Help. From this screen, you can jump to various reference information and to step-by-step instructions for using Help.

Use this command to enter a topic and search for help information relevant to this topic.

Use this command to display a listing and description of the keyboard shortcuts for askSam.

## Keyboard Shortcuts

### File Keys

Ctrl+N	<a href="#">Create New File</a>
Ctrl+O	<a href="#">Open a File</a>
Ctrl+F4	<a href="#">Close a File</a>
Ctrl+S	<a href="#">Save a File</a>
Ctrl+P	<a href="#">Print</a>
Alt+F4	<a href="#">Exit askSam</a>

### Edit Keys

Ctrl+Z	<a href="#">Undo</a>
Ctrl+X	<a href="#">Cut</a>
Ctrl+C	<a href="#">Copy</a>
Ctrl+V	<a href="#">Paste</a>
DEL	<a href="#">Delete</a>
Shift+F3	<a href="#">Find</a>
F3	<a href="#">Repeat Last Find</a>
Ctrl+D	<a href="#">Stamp Date</a>
Ctrl+T	<a href="#">Stamp Time</a>

### View Keys

Alt+PgDn	<a href="#">Next Document</a>
Alt+PgUp	<a href="#">Previous Document</a>
Alt+Home	<a href="#">First Document</a>
Alt+End	<a href="#">Last Document</a>
Ctrl+F2	<a href="#">View Bookmark</a>
Ctrl+Enter	<a href="#">View Hypertext Link</a>

### Actions Keys

Ctrl+Y	<a href="#">Hypertext Search</a>
Ctrl+F	<a href="#">Hypertext Search On File</a>

### Document Keys

Ctrl+A	<a href="#">Add a Document</a>
F5	<a href="#">Add a Document with Entry Form</a>
F11	<a href="#">Pick List</a>
Ctrl+Q	<a href="#">Tag Document</a>
F2	<a href="#">Set Bookmark</a>
F4	<a href="#">Set Hypertext Link</a>
Ctrl+E	<a href="#">Toggle Data Entry Mode</a>

### Format Keys

Ctrl+B	<a href="#">Bold</a>
Ctrl+I	<a href="#">Italic</a>
Ctrl+U	<a href="#">Underline</a>
Ctrl+K	<a href="#">Strikeout</a>
Ctrl+G	<a href="#">Repaginate</a>

## Tools Keys

Ctrl+R	<a href="#">Run Report</a>
Ctrl+S	<a href="#">Close Report</a>
F12	<a href="#">Place Field</a>
F7	<a href="#">Spelling</a>
Ctrl+W	<a href="#">Dial Phone Number</a>

## Help Keys

F1	Help
Shift+F1	<a href="#">Context Sensitive Help</a>

Use this command to activate the askSam context sensitive Help mode. Once activated, clicking on an icon or any other part of the askSam screen accesses Help for that item.

### Shortcut

Toolbar:





The About askSam command displays a windows containing the following information:

- Version number
- Who the version is licensed to
- Serial number
- Phone, Fax, and BBS number for askSam Systems
- Size of the current file
- Free Memory
- Free system resources

- [Creating a New File](#)
- [Creating a New File with an Entry Form](#)
- [Adding a Document to an askSam File](#)

You can create an empty file with no structure, or you can create a file patterned after an existing File Template.

Note: askSam comes with standard templates for a variety of tasks -- contact management, writing faxes, clippings, a calendar file. New templates will continually be added and existing ones updated. The README file contains an up-to-date list of the templates and a brief description of each.

### **Create an Empty File:**

1. Choose FILE -> NEW (or press CTRL+N).
2. The NEW FILE Dialog Box will appear.
3. Enter a name for the file you are creating.
4. Choose OK.

Your screen will clear and you will be in an empty document. You can now either:

- Immediately begin typing the information in the first document;
- Import information into the file;
- Design an Entry Form for the documents you want to enter in this file.

### **Create a New File from an Existing Template:**

1. Choose FILE -> NEW (or press CTRL+N).
2. The NEW FILE Dialog Box will appear.
3. Enter a name for the file you are creating.
4. Choose the Template that best suits your needs in the USE TEMPLATE field.
5. Choose OK.
6. askSam will create a new file containing the settings from the Template you selected.

Your screen will clear and you will be looking at the first screen of the new document. On the first screen will be instructions on how to use this file, its Entry Form, and reports. This document may be deleted at any time. Press F5 to add a new document with the existing Entry Form.


---

See also

[Create a New File with an Entry Form](#)

You can create an empty file and define a customized structure for the documents you enter in the file with an Entry Form. askSam allows only one Entry Form per file.

## Shortcut

Toolbar: 

## Create an Empty File:

1. Choose FILE -> NEW (or press CTRL+N).
2. The NEW FILE Dialog Box will appear.
3. Enter a name for the file you are creating.
4. Choose OK.

Your screen will clear and you will be in an empty document. You can now either:


- Immediately begin typing the information in the first document;
- Import information into the file;
- Design an Entry Form for the documents you want to enter in this file.

## To Create an Entry Form

1. Choose EDIT -> ENTRY FORM.  
This will activate the Entry Form Editor. The Status Bar will change and an empty Document will appear on the screen. This Document is where you will type in the Fields and Text for your Entry Form.

All the standard features of the Word Processor are available. You can: change fonts and colors; include graphics; insert tabs; modify the margin settings; define headers and footers; and set the justification for the text.

2. Enter the fields, text, and graphics for your Entry Form.  
(See the [Defining an Entry form](#) for details on how to enter these items.)
4. To save your Entry Form, choose EDIT -> ENTRY FORM (or press CTRL+S).  
A message will appear asking if you wish to save your changes. In this message there is an option for "[Data Entry mode](#)". If you want to enter data in fields, leave this option checked. If you are entering information without fields, uncheck this option.
5. Choose YES.

Your Entry Form is saved and you will return to the first document in the file. To enter a document with the Entry Form press F5 (or from the Toolbar choose ).

---

See Also

[Creating a New askSam File](#)  
[Defining an Entry Form](#)


When you add a document to an askSam file, you have to choices:

- You can add structured information by filling out a pre-defined [Entry Form](#).
- You can add a blank document and enter unstructured information.

### To Add a Blank Document

1. Open a file or create a new file.
2. From the Document menu, choose [Add](#) (or press Ctrl+A).  
A blank document will appear.
3. Type the information you want in the document.


#### Shortcut

Toolbar:   
Keys: Ctrl+A

### To Add a Document With an Entry Form.

1. Open a file or create a new file.
2. From the Document menu, choose [Add w/Entry Form](#) (F5).  
A new document will appear on the screen overlaid with the Entry Form.
3. Fill out the Entry Form by typing the information you want in the document.

#### Shortcut

Toolbar:   
Keys: F5

#### NOTES:

1. To save a document, choose FILE -> [SAVE](#) (Ctrl+S). From the Toolbar, you can click on the save button.
2. To restrict the area on the screen that you can edit and prevent the overwriting of fields, add information in [Data Entry Mode](#).

---

#### See Also

[Importing Information](#)

You can create a customized Entry Form to define structure for the documents you enter. Defining an Entry Form also assists you in organizing your information and simplifies data entry. askSam is a very open information management system -- you can vary the degree of structure from file to file or from document to document. Fixed field positions or predefined field lengths are not required.

### To define an Entry Form for the file

1. Create a [new file](#) or open the file in which you want an Entry Form.
2. Choose EDIT -> ENTRY FORM.  
This will activate the Entry Form Editor. The Status Bar will change and an empty Document will appear on the screen. This Document is where you will type in the Fields and Text for your Entry Form.  
  
All the standard features of the Word Processor are available. You can: change fonts and colors; include graphics; insert tabs; modify the margin settings; define headers and footers; and set the justification for the text.
3. Enter the fields, text, and graphics for your Entry Form.  
(See the sections immediately following for details on how to enter these items.)
4. To save your Entry Form, choose EDIT -> ENTRY FORM (or press CTRL+S).  
A message will appear asking if you wish to save your changes. In this message there is an option for "[Data Entry mode](#)". If you want to enter data in fields, leave this option checked. If you are entering information without fields, uncheck this option.
5. Choose YES.

Your Entry Form is saved and you will return to the first document in the file. To enter a document with the Entry Form, press F5.

### Inserting Text And Graphics In An Entry Form

Entering text and graphics in the Entry Form works exactly the same as entering text and graphics in the normal askSam word processing mode. Type in your text and select any formatting commands (fonts, colors, alignment, margins) and define any headers and footers. You can also use the Cut, Copy and Paste functions to transfer texts or graphics into the Entry Form.

To include graphics in an Entry Form, you can either paste in the graphic or use askSam's OLE functions to embed or link the graphic.

When a Bitmap graphic is copied into an askSam Entry Form, the graphic will only be stored once in the askSam file - and not in each Document entered with the Entry Form. This saves space in your file.

### Inserting Fields in an Entry Form

To structure information askSam allows the use of fields. Entering fields into an Entry Form is as simple as typing text. No special definitions are required. Just type the field name in the row and column where you want it to appear. For example:

```
Title[
Author[
Publisher[
```

If you want more than one field on a line, insert a closing bracket ( ] ) where the first field should end, and then type in the next field name. For example:

```
Name [
Age [          ] Sex [          ] Race [
]
```

The closing bracket ends the field and also can be used to restrict the field length. When a field is output in a Report, it is output until the end of a line or until a closing bracket ( ] ). There is no limit to the number of fields that you can insert in an Entry Form. The length of a field can be up to 16,000 lines.

**NOTES:**

- 1. If you are planning to use Data Entry Mode to enter your data, do not use tabs between the field name and the end of the field (closing bracket). Doing so will prevent you from properly entering your information. In the following example:

```
Name [          ] Phone [
]
```

the space between Name[ and the closing bracket ( ] ) and Phone[ and the closing bracket must be filled with spaces.

- 2. Do not insert spaces between the field name and the opening bracket ( [ ). For example:

```
Name [
```

would not work as a field name.

- 3. A field name cannot contain spaces. If you want a multiple word field name, connect the words with the underline character. For example: Call\_Back[
- 4. Your field names may be as long or as short as you wish. One approach is to have as few distractions as possible on the screen. Here keeping the field names as short as possible is the priority. For example:

```
T [
A [
P [
Y [
```

In other cases, especially when other users are entering information, it is essential that the form be as self-explanatory as possible. In this case, you would use longer field names to better indicate what information they contain. For example:

```
Title[
Author[
Publisher[          ] Year[          ]
```

- 5. Aligning Fields on the right bracket often makes your Entry Form more appealing. For example:

```
Title[
Author[
Publisher[
```

Year [

Align fields by inserting spaces before the field name. Do not insert spaces between the field name and the opening bracket ( [ ).

6. Your fields may be entered in any font. If you choose a proportional font and have multiple fields on a single line, you will notice that the position of the second field in the line moves as your information is entered. This will not occur if you use a nonproportional font (such as Courier or Courier New).
7. You can enter fields in a different color from the text. You can also make the closing brackets invisible by turning them white if you find them distracting.



Use askSam's Export features when you want to transfer information from askSam to other applications. askSam lets you export information in a variety of formats. Unstructured information can be exported as text, RTF, HTML, or word processing files. Structured information can be exported for use with other databases, spreadsheets, or for mail merge with word processors (using the CSV, Tab Delimited, or Fixed Position formats).

## To Export from askSam

1. Open the file containing the information you want to export.
2. Choose FILE -> EXPORT.  
A Menu will appear containing six options.
  - **Current Document** - Exports the Document displayed on the screen.
  - **Entire File** - Exports all Documents in the current file.
  - **Tagged Document** - Exports the Tagged Document (only available if a Document is tagged in the current file.)
  - **Select Documents** - Allows you to Export a Selected group of Documents. This option accesses the Multiple Search Dialog Box. Enter a Selection and only the selected Documents are exported.
  - **Selection** - Exports the selected (or highlighted) text in the current Document.
  - **Report** - Exports the output of a Report. Selecting this Option will display the RUN REPORT Dialog Box. Select the Report you wish to Export and choose OK.
3. Choose one of the Options listed above.  
The EXPORT Dialog Box will appear.
4. Enter a name for the file you are Exporting.
5. Choose the File Type Option and select the appropriate file type.
6. Choose OK.  
A Message Box will appear showing how many Documents have been exported.
7. Choose CLOSE when the Export is complete.

---

### See also

[Export command](#) (File menu)

While askSam cannot create Graphics, it does allow you to insert graphics into your askSam documents. There are three methods for inserting Graphics:

- Inserting graphics with the Insert Picture command.
- Pasting graphics from the Clipboard.
- Using OLE (Object Linking and Embedding).

### **Inserting Graphics**

The EDIT -> INSERT PICTURE command inserts a graphic in an askSam Document or Entry Form. The INSERT PICTURE command imports graphics from a variety of formats.

1. Place the cursor where you want to insert the graphic.
2. Choose EDIT -> INSERT PICTURE.  
The Insert Picture dialog box will appear.
3. Select the graphic file you want to insert and choose OK.  
The graphic is inserted in your document.

### **Pasting a Graphic Using the Clipboard**

You can paste graphics from the Clipboard into Documents and Entry Forms.

1. Go to the application containing the graphic you want to copy into askSam.
2. Select the graphic.
3. Choose EDIT -> COPY in the application.
4. Go to askSam.

NOTE: Provided you have enough memory, Windows allows you to have multiple applications open in separate windows. You can then switch through your open applications by pressing ALT+TAB.

5. Position the cursor in your askSam Document or Entry Form where you want the graphic inserted.
6. Choose EDIT -> PASTE (or press CTRL+V).  
The graphic will be inserted at the cursor position.

### **To Deleting a Graphic**

1. Go to the document containing the Graphic you want to delete.
2. Use the cursor keys or the mouse to Select the graphic. See [Selecting Text](#) (Word Processing).
3. Press the DELETE key. The Graphic is deleted.

### **OLE (Object Linking and Embedding)**

OLE (Object Linking and Embedding) allows you to insert objects from other applications into your information. Graphics, sounds, video clips, or worksheets can be inserted into your information and yet still retain their connection to the application in which they were created.

### **What is OLE?**

OLE is made up of two components: Object Linking and Object Embedding. Both allow you to insert objects into an askSam document, but they do it in different ways.

When you Link an object, the object is stored in the application where it was created. askSam creates a link to this object within your document. Any change made to the object in the source file is reflected in the object in askSam.

When an object is Embedded, the object is actually stored in your askSam document. To edit this object, you can Double Click on it in askSam and start the application in which it was created.

Various applications handle OLE in different ways. Some applications act as "OLE Servers", providing objects to other applications. Other applications act as "OLE Clients", storing the objects from the Servers. askSam acts as an OLE Client.

### **To Insert a Linked Object**

1. Start the Server Application and create or open the Object you wish to insert into askSam.
2. Select the object in the Server Application.
3. From the Edit menu in the Server Application, choose Copy. The Selected object is copied to the Clipboard.
4. Switch from the Server Application to askSam.
5. Open the file containing the document or Entry Form into which you want to insert the Graphic. See the [Open](#) command (File menu).
6. Make the document into which you want to insert the Graphic the current document. See [Searching](#).
7. From the Edit menu, choose [Paste Link](#). The object is inserted, and a link is created between the object and the Server Application.

### **To Edit a Linked Object**

1. Open the file containing the graphic to edit. See the [Open](#) command (File menu).
2. Make the document, containing the Graphic to edit, the current document. See [Searching](#).
3. Select the object you want to edit. See [Selecting Text](#) (Using the Word Processor).
4. From the Edit menu, choose Edit xxxx Object ("xxxx" represents the name of the Server Application linked to this object). With a mouse, you can Double Click on the object. The Server Application is started.
5. Edit the object using the features of the Server Application.
6. From the File menu of the Server Application, choose Save.

7. From the File menu of the Server Application, choose Exit. The askSam document is displayed with the object edited.

### To Break a Link

1. Open the file containing the graphic to edit. See the [Open](#) command (File menu).
2. Make the document, containing the graphic to edit, the current document. See [Searching](#).
3. From the Edit menu, choose [Links](#). See the Links command (Edit menu). The Links Dialog Box appears.
4. Type or select the Link you want to break.
5. Choose the Cancel Link Button.
6. Choose OK. The object remains in the document, but the link to the Server Application is canceled.

### To Delete a Object and a Link

1. Go to the document containing the linked object you want to delete.
2. Use the cursor keys or the mouse to Select the object. See [Selecting Text](#) (Word Processing).
3. From the Edit menu, choose Delete (Del). The object and the link are deleted.

### To Embed an Object

1. Start the Server Application and create or open the Object you wish to insert into askSam.
2. Select the object in the Server Application.
3. From the Edit menu in the Server Application, choose Copy. The Selected object is copied to the Clipboard.
4. Switch from the Server Application to askSam.
5. Open the file containing the document or Entry Form into which you want to insert the Graphic. See the [Open](#) command (File menu).
6. Make the document into which you want to insert the Graphic the current document. See [Searching](#).
7. Position the cursor at the position you want the object embedded in the document.
8. From the Edit menu, choose [Paste Special](#). See the Paste Special command (Edit menu). The Paste Special Dialog Box appears.
9. Choose the Paste Button. The object is embedded in the document at the cursor position.

### To Edit an Embedded Object

1. Open the file containing the embedded object you wish to edit. See the [Open](#) command (File menu).
2. Make the document, containing the embedded object to edit, the current document. See [Searching](#).
3. Select the object you want to edit. See [Selecting Text](#) (Using the Word Processor).
4. From the Edit menu, choose Edit xxxx Object ("xxxx" represents the name of the Server Application linked to this object). With a mouse, you can Double Click on the object. The Server Application is started.
5. Edit the object using the features of the Server Application.
6. From the File menu of the Server Application, choose File Update.
7. From the File menu of the Server Application, choose Exit. The askSam document is displayed with the object edited.

You can import information in a variety of formats. Unstructured information can be imported as text, HTML, word processing, or RTF files. Structured information can be imported from other databases or from word processors.

### **To import into askSam**

1. Open a file (or create a new file).
2. Choose FILE -> IMPORT.  
The IMPORT Dialog Box will appear.
3. Define the format of the information you are Importing by selecting the File Type option.
4. Type in the name of the file you wish to Import (or select it from the list of file names).
5. Choose OK.  
A Message Box will appear showing the status of your Import.
5. When your Import is complete, choose CLOSE.

askSam can import from a variety of file formats. See the [Import command](#) for a list of the supported formats, as well as a description of the other import options.

You can use the askSam Report Writer to design Mailing Labels which meet a variety of specifications.

### To Print Continuous Labels

1. Open the file containing your addresses.
2. Choose TOOLS -> NEW REPORT.  
The New Report Menu will appear.
3. Enter a name for your Labels Report. For example: Mailing Labels
4. Choose the Select button, enter a search request for the desired addresses, and choose OK. (See the [Multiple Search Request](#) for instructions on the Multiple Search Dialog Box.)
5. Choose the Sort button, enter your sort request, and choose OK.
6. Choose the Layout Design button.  
The Report Layout Editor will appear.
7. Drag the fields for your labels from the Field List into the Report Layout:

```
Name [
Company [
Address1 [
Address2 [
City[ , State[ ^2 Zip[
```

8. Choose TOOLS -> REPORT SETTINGS and select the Set Output Separator button.
9. In the Document Separator Dialog Box select the option Page Break between Docs and choose OK.
10. Choose OK to return to the Report Layout Editor.
11. Choose TOOLS -> CLOSE REPORT and select Yes to save your report.
12. Before printing your labels, choose FILE -> PAGE SETUP, select the File Settings option, and set the margins to zero.
13. You will now need to set the Paper Size. To do this start the Control Panel from the Windows Program Manager and select PRINTERS. Choose the Setup Button in the Printers Dialog.
14. Set the Paper Size to User Defined.  
The User Defined Size Dialog will appear.
15. Enter the width and length of your label and choose OK.

NOTE: The Length you set for your label should be the label size plus the size of the space between labels. For example, a 4" x 1 7/16" label would require a length of 2".

16. To print your labels return to askSam and choose FILE -> PRINT. Select the Report option and

choose the appropriate Report name.

## Printing 3 Wide Labels

For Labels as well as other types of Reports, it is possible to have askSam output multiple columns. The Reset Row Command allows you to create multiple column Reports.

To illustrate how this is done, we'll look at an example:

1. Follow steps 1 through 6 in the previous example. Make sure you define a sort command. The Reset Row command requires sorted output.
2. In the Report Layout Editor set the right margin to 8.5" (wider if necessary).
3. Place the fields for your labels (starting at column 1 row 1):

```
Name [  
Company [  
Address1 [  
City[ , State[ ^2 Zip[
```

NOTE: In order for your labels to line up correctly, output your addresses in the COURIER font (not Courier New).

4. After placing your fields, choose TOOLS -> RESET ROW.
5. With a Mouse: Position the mouse pointer after the last field (Zip[ in the example above) and click the left mouse button.

With the Keyboard: Use the cursor keys, SPACE BAR, and ENTER key to position the cursor after the last field (Zip[ in the example above) Press CTRL+ENTER to insert the Reset Row Command.

A ^R will be inserted in your report.

6. In the line under the ^R, place the fields for your second column of labels. Place the fields in the proper column (for standard 3 Wide Labels on a laser printer, place your fields in column 36 (2.88")).

```
Name [  
Company [  
Address [  
City[, State[ ^2 Zip[ ^R  
  
Name [  
Company [  
Address [  
City[, State[ ^2  
  
Zip[
```

7. Repeat steps 3 - 5 for 3 Wide Labels. For standard 3 Wide Labels place your fields in column 71 (5.81").
8. Choose TOOLS -> REPORT TOOLS -> REPORT SETTINGS and select the Set Output Separator button.
9. In the Document Separator Dialog Box set the Output Separator to 3 lines between Documents. (The number of lines you set is determined by the number of lines in your address. For standard 3

Wide Labels on a laser printer, the number of lines in the address plus the number of lines skipped must equal 7).

10. Return to the Report Layout Editor, choose TOOLS -> CLOSE REPORT, and select the Yes button to save your report.
11. Before printing your labels, choose FILE -> PAGE SETUP, select the File Settings option, and set the left, right, top, and bottom margins to 0.

NOTE: Because most printers reserve margin space, setting your margins to 0 will result in minimal margin settings of 0.125".

12. To print your labels choose FILE -> PRINT, select the Report option and choose the appropriate report name.

---

### **See also**

The REPORTS.ASK file and the Address Template supplied with askSam contain example reports for generating mailing labels.

The file LABELS.ASK contains the sizes and settings necessary to print various size labels. This file is available on our BBS, CompuServe Forum, and Internet FTP Site.

If you have any questions or experience difficulties, please contact our Tech Support department. We'll be happy to assist you - 904-584-6590.



Mail Merge allows you to choose a group of addresses (or other data) and merge it into a letter. For each address selected, a letter is printed. In this way, Mail Merge automates the creation of customized letters.

### To Create a Mail Merge Letter

1. Open the file containing the addresses you want to merge.
2. Choose TOOLS -> CREATE/EDIT MAIL MERGE LETTER.  
The Create/Edit Mail Merge Letter Dialog Box will appear.
3. Enter a name for your Mail Merge Report and choose OK.  
The askSam Report Layout Editor will appear.
4. Type your Letter. Drag fields from the Field List and place them in the appropriate positions in your letter. (Field names can also be typed directly into the Letter).

Following is an Example:

```
Name [
Company [
Address [
City [ ^0, ^1 State [ ^2 Zip [

Dear Salutation [ ^0,

We would like to remind you that your account with us is past
due. Please transfer payment of Amount [ ^2 immediately.

Thank you.

Miles Lowther
```

**NOTE:** You can also use the Windows' Clipboard to paste in a letter from another askSam file or another application.

5. After completing your Letter, choose TOOLS à CLOSE REPORT (or press CTRL+S) and choose YES to save your Letter.
6. Now that you have completed your Letter and saved it, you can either view or print your merged letters.

**NOTE:** Certain formatting options are not supported in the Mail Merge Editor. You cannot set Tabs and Page Breaks in Mail Merge Letters. Indents can only be set for the entire Letter and not on a line-by-line basis. Graphics are also not available in Mail Merge letters.

### To View A Mail Merge Letter

1. Choose TOOLS -> VIEW MAIL MERGE and select the name of the letter you wish to preview.

2. If you only want to send letters to a selected group of addresses, choose the Selection button. The Multiple Search dialog will appear. Enter a Search request to select the addresses for this letter and choose OK.
3. If you want the letters in a particular order, choose the Sort button to define a sort order and choose OK.
4. Choose OK to view the letters.

**NOTE:** It may take a considerable amount of time to output all the letters to your screen. Often, it makes more sense to enter a restricted Selection criteria and preview only several letters.

### **To Print A Mail Merge Letter**

Once you have created a Mail Merge Letter, you can print it. To Print a Mail Merge Letter:

1. Open the file containing your Mail Merge Letter.
2. Choose TOOLS -> PRINT MAIL MERGE.  
The Print Mail Merge Dialog Box will appear.
3. Choose the name of the Letter you wish to print.
4. If you only want to send letters to a selected group of addresses, choose the Selection button. The Multiple Search dialog will appear. Enter a Search request to select the addresses for this letter and choose OK.
5. If you want the letters in a particular order, choose the Sort button to define a sort order and choose OK.
6. Choose OK to print the letters.

HTML (Hypertext Markup Language) is the format used in documents on the Internet (World Wide Web). Home pages, product brochures, a variety of publications, and other information are available in HTML format. askSam gives you the ability to create documents and export them in HTML format. You can also take HTML documents from the Internet and import them into an askSam database.

## Creating HTML Documents in askSam

Documents you create in askSam can be exported in HTML format. askSam's Word Processor gives you the ability to use simple HTML formats without having to learn the HTML command language. You create an HTML document just as you create a normal askSam document. The difference lies in the commands you use to format the document. After your document is formatted, you export it from askSam in HTML format. You can then place it on the Internet.

There are certain formatting options in askSam which correspond to HTML formats. These formats can be found in the FORMAT -> HTML menu.

The HTML formats supported in askSam are:

- Normal Text
- Main Title
- Heading 1 through 6
- Un-numbered Lists
- Numbered Lists
- Definitions Lists
- Blockquote
- Preformatted Text
- Emphasis
- Horizontal Line

Examples of these formats follow.

**Normal Text** - Use this format for the standard text in your HTML documents. In askSam Normal Text is displayed in the 12 point Times Roman font. Example:

ABC Corp. is one of fastest growing companies in the United States.  
Outstanding products and outstanding customer service have become  
trademarks of ABC....

**Main Title** - The Main Title defines the Title Text for the HTML Document you create. The Title is displayed in the Title Bar of your Browser (not in the Text of the HTML Document). In askSam the Main Title is displayed in 10 Point System Italic, and it is centered. The Main Title must be in the first line of your askSam Document. Example:

***ABC Corporation Home Page***  
**Welcome to ABC Corp's Home Page**

ABC Corp. is one of fastest growing companies in the United States. Outstanding products and outstanding customer service have become trademarks of ABC....

**Heading 1 through 6** - use for various size headings in your HTML Documents.

Heading 1 - **Times Roman Bold 24**

Heading 2 - **Times Roman Bold 20**

Heading 3 - **Times Roman Bold 18**

Heading 4 - **Times Roman Bold 14**

Heading 5 - **Times Roman Bold 10**

Heading 6 - **Times Roman Bold 8**

**Un-numbered List** - use for bullet lists. Un-numbered lists are displayed in 12 point Times Roman, indented, with bullets. To end an un-numbered list, you must insert a blank line without any tab stops. Example:

## **Breaking News**

August 25, 1995 4:00 p.m. ET

- Hayes and Boca: Playing the waiting game
- Compaq enlists Ingram for help with PC mail order
- Microsoft celebrates Win 95 day as DOJ continues probe
- Boca Research bails on Hayes merger; execs swap charges

**Numbered List** - use for numbered lists. Numbered lists are displayed in 12 point Times Roman, indented, and numbered. To end a numbered list, you must insert a blank line without any tab stops. Example:

## **Rugby World Cup - Match reports**

1. 25 May : South Africa v. Australia (27-18)
2. 26 May :Scotland v. Cote D'Ivoire (89-0)
3. 26 May : France v. Tonga (38-10)
4. 26 May :Canada v. Romania (34-3)

**Definition List** - use for lists of definitions. Definition lists are in 12 point Times Roman and have the format shown in the following example:

## **The askSam Product Line**

ASKSAM FOR WINDOWS

an easy-to-use, free-form database for organizing information

## ASKSAM FOR WINDOWS NETWORK VERSION

use askSam to share information in workgroups. Runs on any Windows-compatible network. Supports record locking.

**Blockquote** - use to indent text passages, for example quotations. Example:

In the words of Mark Twain:

"When I was a boy of fourteen, my father was so ignorant I could hardly stand to have the old man around. But when I got to twenty-one, I was astonished at how much he had learned in seven years."

**Preformatted Text** - use for texts that should not be reformatted, such as tables. Example:

The following is a summary of your portfolio:

Company	Invested	Current	P/L
AT&T	5914.85	5200.00	-714.85
Chrysler	8170.39	8825.00	654.61
China Industries	4039.63	3876.00	-163.63
Diag. Retrieval Sys.	3512.60	6062.00	2549.40

**Emphasis** - use to emphasize a word or passage. Text is displayed as bold and italic.

**Horizontal Rule** - places a line across the screen. Use to separate sections of a text in your Documents.

### Inserting HTML Formats in a Document:

1. Write your text. Do not use tabs, fonts, colors, and margins.
2. Select the text you want to format.
3. Choose FORMAT -> HTML  
The HTML format commands will appear.
4. Select the format you require.  
Your text will be reformatted according to the format you chose.

### NOTES:

1. When creating an HTML document, only use fonts inserted by the HTML commands in the Format Menu. Do not insert other fonts.
2. Certain formats cannot be exported to HTML Documents: tabs, colors, and margins.
3. If you insert multiple spaces at the beginning of a line, the text following those spaces will be displayed as a preformatted text (in Courier).

4. There are more advanced HTML formats that are not supported in askSam. To use any HTML features not implemented in askSam, use an HTML editor and edit the HTML documents you export from askSam.

## Inserting Graphics in a HTML Document

You can insert graphics in your HTML documents just as you would insert them in your regular askSam documents. Either paste graphics from the clipboard or insert graphics with the EDIT -> INSERT PICTURE command. Place the graphics where you want them to appear in your HTML document. If you paste a graphic from the Clipboard, use the EDIT -> PASTE SPECIAL command and paste the graphic as a Bitmap (not an OLE object). OLE Objects are not exported in HTML documents.

After you've finished designing your document, export it from askSam in HTML format. The graphics are also exported and given randomly generated file names. You can view your HTML Document with graphics using any HTML browser.

## Inserting Hypertext Links in an HTML Document

askSam's Hypertext function lets you include Hypertext Links in your askSam files. When you export this information in HTML format, askSam can transfer these Hypertext Links. You insert Hypertext Links in your HTML documents just as you would insert them in your regular askSam documents.

askSam offers several types of Hypertext Links. The type of link you define in askSam will determine how it will be exported in the HTML file:

<b>Hypertext Link to:</b>	<b>Will export as:</b>
Current Document	Link in the current HTML file
Current File	Link in the current HTML file
Other File	Link to another HTML file (same site)
Reports in Current File	Not Supported
Reports in Other File	Not Supported
Menu Commands	Not Supported
External Applications	Not Supported
HTML URL	Link to URL which you enter

## Setting a Hypertext Link in the Current File

1. Select the text you want to link.
2. Choose DOCUMENT -> SET HYPERTEXT LINK (or press F4)  
The Set Hypertext Dialog Box will appear.
3. Choose a Link To Current Document or Current File.  
A List of Bookmarks in the current Document or File will appear.
4. Select the desired Bookmark and choose OK.  
The Hypertext Link is set.

### **In askSam:**

Clicking on the Hypertext Link you will jump to another position in the current askSam file.

### **In the HTML document you export:**

Clicking on the Hypertext Link you will jump to another position in the current HTML document.

## Setting a Hypertext Link to Another File

1. Select the text you want to link.
2. Choose DOCUMENT -> SET HYPERTEXT LINK (or press F4)  
The Set Hypertext Dialog Box will appear.
3. Choose a "Link To Other File".
4. Choose the Browse button and select the file you want.  
A list of Bookmarks in the selected file will appear.
5. Select the desired Bookmark and choose OK.  
The Hypertext Link is set.

### In askSam:

Clicking on the Hypertext Link you will jump to the bookmark in the other askSam file.

### In the HTML document you export:

Clicking on the Hypertext Link you will jump to the bookmark (anchor) in another HTML document.

## How Links to Another File are Exported

When you set a Hypertext Link from one askSam file to another askSam file, the Link records the drive, path, and name of the file you link to. When you click on the Hypertext Link, askSam opens the other file and jumps to the appropriate position.

When a Hypertext Link to another file is exported in an HTML document, askSam must change the link to go from one HTML document to another HTML document (you cannot have an HTML link from an HTML document to an askSam file). To properly maintain the link, askSam must convert the drive, path, and file name to a valid URL (internet address). In order to do this, we require you to define a URL for the server where you will be placing the files.

You define this setting in the OPTIONS -> GLOBAL PREFERENCES menu. Choose the HTML button, and enter the URL for your server. For example: <http://www.asksam.com>

When you export a Hypertext Link to another file, askSam will replace the drive and path name with the URL for your server and replace the file extension with HTM.

For example, if you define a link in your askSam file to the Main Menu Bookmark in the askSam file BROCHURE.ASK and then export this to HTML, the following would happen:

**Original Link:** C:\AS\_WIN\BROCHURE.ASK - Main Menu Bookmark.

**HTML Link:** <http://www.asksam.com/BROCHURE.HTM#Main Menu>

In order for the link in the HTML document to work properly, you would need to export the BROCHURE.ASK file as an HTML document and place it on the server as the file BROCHURE.HTM in the appropriate directory.

## Setting a Hypertext Link to Another Internet Site or any URL

Defining a Hypertext Link to a URL lets you create HTML documents which contain links to other sites on the Internet.

To Create a Hypertext Link to a URL:

1. Select the text you want to link.
2. Choose DOCUMENT -> SET HYPERTEXT LINK (or press F4).  
The Set Hypertext Dialog Box will appear.
3. Choose a Link To an HTML URL.

An edit box will appear where you can enter your URL. For example:

`http://www.askSam.com/askSam.htm`

4. Choose OK after you enter the URL.  
The Hypertext Link is set.

#### **In askSam:**

Clicking on the Hypertext Link askSam will display a dialog box containing the URL address. From this dialog box you can copy the URL to the clipboard. This makes it easy to switch to your browser and paste the URL in the Location field.

#### **In the HTML document you export:**

Clicking on the Hypertext Link, you will jump to the site or HTML file at the address you specified.

### **Exporting HTML Documents from askSam**

When you create a Document in askSam, it is not an HTML Document until you export it in HTML format. This is when askSam transfers the text and formatting information into HTML format. Exporting a Document in HTML format is a straightforward task.

To Export a Document in HTML Format:

1. Go to the Document you wish to export.
2. Choose FILE -> EXPORT -> CURRENT DOCUMENT  
The Export Dialog box will appear.
3. Enter a name for the HTML file you will export (normally with an \*.HTM extension)
4. Select HTML as the File Type for your export.
5. Choose OK.  
Your document will be exported in HTML format.

---

#### **See Also**

[Export](#)  
[Hypertext](#)  
[Inserting Graphics](#)  
[HTML Options](#)



Much of the information you gather on the Internet will be in HTML format. A flood of information is now available on the World Wide Web, and askSam is the perfect way to turn this downloaded information into your personal database.

### Importing a downloaded HTML file:

1. In your Web Browser (for example Netscape), choose FILE -> SAVE and enter a name for the Web Page you wish to save. You can save multiple Documents and later import all of these Documents into askSam.
2. After saving the HTML Documents, go to askSam and create a new file or open an existing file.
3. Choose FILE -> IMPORT  
The Import Dialog box will appear.
4. Select HTML as the File Type.
5. Choose the HTML file or files you want to import and choose OK.

The HTML document will be imported into the current askSam file.

### NOTES:

1. When you save an HTML document from a browser (such as Netscape), the text and formats from the HTML document are saved. The graphics are not downloaded to your system. To simplify getting graphics, askSam automatically checks your Netscape browser directory. If Netscape has the graphical information, askSam will include the graphics in the imported documents.

You define your Netscape directory in the OPTIONS -> GLOBAL PREFERENCES menu. Choose the HTML button and enter the directory.

If you are not using Netscape, you can still import graphics with your HTML Documents. You will have to download the graphics and place them into the same directory as the HTML file you want to import.

2. Although askSam does compress graphics, images require much more space than text. If you do not want to import graphics, turn off the Import Graphics option in the OPTIONS -> GLOBAL PREFERENCES -> HTML dialog box.
3. When you import an HTML file, each graphic you import will only contain a single Hypertext Link.
4. askSam retains the Hypertext Links in HTML Documents you import. If the link is in the current Document, clicking on the link will move you to the appropriate place in your Document. If the link is to another Document or Internet Site, askSam will display a message box with the Address from the link.

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### See Also

[Import](#)  
[HTML Options](#)

- Creating a New Report
- Editing an Existing Report
- Printing a Report
- Running a Report

You can use the askSam Report Writer to view information from multiple documents in a file in an organized and summarized manner. The Report Writer also allows you to store frequently used searches and requests.

Before you create a report, you need to know the purpose of the report. Are you saving a search request? Creating a sorted list? Totaling and tallying data?

**The Purpose of the Report determines:**

- What documents you select to include in your Report.
- How these documents are sorted.
- What fields are included in the Report.
- How the Report is formatted.

Once you know this information, creating, editing, and running a report is simple.

**To Create a New Report**

Reports are created with the [New Report](#) command (Tools Menu). This New Report Dialog Box allows you to execute the steps necessary to create a report:

- Selecting documents to include in the Report
- Sorting the documents
- Defining a layout for the Report.

A Report does not require all three of these elements. In fact, a Report may consist of any one element, any combination of elements, or all three elements combined.

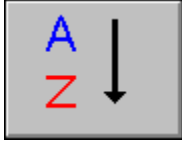
1. Choose TOOLS -> NEW REPORT.  
The New Report Menu will appear.
2. Enter a name for your Report in the Report Name field.
3. Choose the Select Documents Button.



NOTE: To choose this Button with the keyboard, move to the Select Documents Button by using the TAB key or by pressing ALT+S. Then press the SPACE BAR.

The [Multiple Search](#) Dialog Box will appear.

4. Enter your search request and choose OK.  
You return to the New Report Menu.
5. Choose the Sort Button.



The [Sort](#) Dialog Box will appear.

6. Enter your Sort Command and choose OK  
You will return to the New Report Menu.
7. Choose the Define Layout Button.

You will enter askSam's Report Layout Editor. From this Editor you can define the layout for your Report. You can insert fields, define which fields will be totaled and grouped, as well as define headers and footers. The complete features will be described later in this chapter. This example will show you how to place a field.

8. Select the field you want to place in your report from the Field List in the lower right hand corner. Drag the field name to the position where you want it in your report and Drop it.
9. Repeat step 8 until you have placed all the fields you want in your Report.
10. Choose TOOLS -> CLOSE REPORT (or press CTRL+S) to close the Report Layout Editor. A message will appear asking if you wish to save your Report. Choose Yes.

You will return to the New Report Menu.

11. To run your Report choose the RUN Button.

**NOTES:**

1. There are various formats and report settings that affect the appearance of your Report. (See [New Report](#) and [Report Tools](#).)
2. When a Report outputs information from multiple Documents, you can define a separator to be inserted between the information from those Documents. (See [Output Separator](#).)

Once you create a report, you can edit, run, or delete it from the Report Manager.

### To Edit a Report

1. Open the file containing your report.
2. Choose TOOLS -> OPEN/EDIT REPORT.  
The Report Manager Dialog Box will appear.

The Buttons in the Report Manager have the following functions:

<b>Selection</b>	Opens the <a href="#">Multiple Search</a> Dialog Box. If the selected Report contains a Search Request, this will be shown in the Search List. Use the Multiple Search Dialog to edit the Search Request.
<b>Sort</b>	Opens the <a href="#">Sort</a> Dialog Box. If the selected Report contains a sort request, you can edit it using this Dialog Box.
<b>Edit Layout</b>	Opens the Report Layout Editor. From the Editor, you can add, delete, reposition, or format fields.
<b>Run</b>	Runs the selected report.
<b>Delete</b>	Deletes the selected report.

### To Delete a Report

1. Open the file containing your report.
2. Choose TOOLS -> OPEN/EDIT REPORT.  
The Report Manager Dialog Box will appear.
3. Type or select the name of the Report you want to delete in the Report Name Box.
4. Select the Delete Button.  
A message appears asking you to confirm your decision.
5. Choose Yes.  
The Report is deleted.

There are two ways to print a Report. You can print it directly, or you can run a Report and then print from the report output.

### **To Send a Report Directly to the Printer**

1. Open the file containing the Report you wish to print.
2. Choose FILE -> PRINT (or press CTRL+P).
3. Choose the Report Option.  
A list containing the names of the Reports in the current file will appear.
4. Select the name of the Report you want to print.
5. Choose OK.  
A Dialog Box will appear and your report will be printed.

### **To Send Report Output to the Printer**

Any report in which a Layout is defined will create a new Window when it is run. The contents of this Window can be Formatted, Edited, and Printed.

1. From the Report Output, Choose FILE -> PRINT (or press CTRL+P).  
The Print Dialog Box will appear.
2. Choose OK.

### **Prevent Documents from Splitting**

When you print a report containing information from multiple documents, askSam keeps Documents from splitting across pages (if the Document is smaller than a page). If you don't care where your page breaks occur, you can save paper by turning this option off. The "Keep documents together when printing reports" option can be set globally in the OPTIONS -> [GLOBAL PREFERENCES](#) dialog box.

### **Printing Each Document on A Separate Page**

When a Report outputs information from multiple Documents, you can use the [Output Separator](#) to insert a page break between the information from each Document.

Once you have defined a Report, you can easily run it at any time.

### To Run a Report

1. Open the file containing the Report you want to run.
2. Choose TOOLS -> RUN REPORT (or select the RUN Button).  
The Run Report Dialog Box will appear.
3. Choose the name of the Report you want to run.
4. Choose OK.

The report you selected is run and one of three things will happen:

1. If you defined a layout for the Report —

A new window will open and the Report will be output in this window. If you double click on any line in the Report, you return to the Document containing the information in that line. By pressing CTRL+TAB you can move between your file and the Report. You can also , Edit, and Save the contents of the Report.

2. If you created a Report with a Search or Sort request but without a layout —

The first Selected Document will be displayed and the Retrieval Dialog Box will appear. You can move through your information by choosing Next, Previous, or Cancel.

3. If askSam does not find any Documents that meet your search criteria —

A Message Box will appear informing you that no matches were found. If this happens, check your selection criteria.

### NOTE:

If a Report opens a second window, you can return to your original File by:

- Double clicking on any line in the Report (you return to the Document containing the information you clicked on).
- Closing the window containing the Report output. (Choose FILE -> CLOSE or press CTRL+F4.)
- Pressing CTRL+TAB to switch back to the previous window.

askSam's true strength is finding specific information when you need it and presenting it in a manner of your choice. The list of possible searches is almost endless. The Actions menu contains the various search options, as well as the Multiple Search Dialog Box, which allows you to form a request by linking the other Search options. If you prefer, askSam's Command Line allows you to directly access askSam's Search capabilities by entering Search commands.

## Global Versus Local Searches

Because askSam allows you to create files which conceivably could span 4 GB (gigabytes) and individual documents as long as 16,000 lines, finding all the information you want in the minimum amount of time calls for defining the scope of a search which fits your needs. Basically, there are two methods of looking for information

### Global Searches

Most of askSam's searches are conducted at the Global Level -- this Search is conducted through all the the documents in the current askSam file. The Command Line and the various Searches in the Actions menu are all Global.

### Local Searches

When a file contains long documents, it is possible to confine a Search to a single document. This local search is called a Find and searches only for a single text string in the current document. You can access the Find command from the Edit menu.

## askSam Local Search Options

- [Find](#)
- [Repeat Last Find](#)

## askSam Global Search Options

- [Boolean Search](#)
- [Search in Field](#)
- [Numeric Search](#)
- [Proximity Search](#)
- [Date Search](#)
- [Multiple Search Request](#)
- [Search Multiple Files](#)
- [Hyper on Selected](#)
- [Hyper on File](#)

## Wildcard Searches

askSam allows the wildcard symbols \* and ? to be used in Searches.

- The \* character is used to represent multiple characters (up to eighty).
- The ? character takes the place of a single character.

## Examples:

Entering German\* will find: German, Germans, Germany, Germanic, German-made



Entering German? will find: Germans and Germany - but not German, Germanic, or German-made.

### Showing Matches

When you search for a word or phrase, askSam highlights it. The Show All Matches setting determines whether only the first match is highlighted or whether all occurrences are highlighted. A secondary function of this setting pertains to field output. If the same field occurs multiple times in a Document, it will be output multiple times when this option is checked.

To modify this setting:

1. Choose OPTIONS -> FILE PREFERENCES.  
The File Preferences Dialog Box will appear.
2. Select the Show All Matches Option.
3. Choose OK.

### Case Sensitive Searches

Normally, when askSam searches for a word, the case of the letters comprising the word is irrelevant. For example, searching for WHO finds "Who", "who" and "WHO". You can make searches Case Sensitive:

1. Choose OPTIONS -> FILE PREFERENCES.  
The File Preferences Dialog Box will appear.
2. Select the Case Sensitive Searches Option.
3. Choose OK.

Searches can also be made Case Sensitive by clicking on the Case Sensitive Button. The Button toggles the setting ON and OFF.

### Fuzzy Searches

Fuzzy Searching helps you locate information when you're not sure of the spelling, for example, if you were looking for documents containing the name "Kathy". You could use askSam's fuzzy search and find documents with "Kathy", "Kathi", or "Cathy". See [Fuzzy Searching](#).

### Index Searches (only available in the askSam Professional version)

Full-Text Indexing greatly speeds up searching in askSam files, especially in large files. With full-text indexing, you can search through a several hundred MB askSam file in a matter of seconds. Full-Text indexing is only available in the Professional version of askSam. See [Indexing](#).

askSam for Windows offers you many powerful Word Processing capabilities which allow you to take full advantage of the Windows' environment. The basics of askSam's Word Processing functions similar to other Windows Word Processors and Text Editors.

- [Moving Around Within a Document](#)
- [Deleting Text](#)
- [Selecting Text](#)
- [Using the Clipboard - Cut, Copy, & Paste](#)
- [Drag and Drop Editing](#)
- [Using Fonts and Font Styles](#)
- [Text Alignment](#)
- [Setting Tabs](#)
- [Setting Margins and Indents](#)
- [Breaking Documents into Pages](#)
- [Using Headers and Footers](#)

You can use the mouse or the keyboard to move around in the current document.

### To Move in the Document using the Mouse

1. You can use either the Vertical or Horizontal Scroll Bar to scroll through the current document. These Scroll Bars function the same as those found in other Windows applications.
2. To position the cursor, move to the desired position and click the left mouse button.

### To Move in the Document using the Keyboard

askSam includes a number of Key combinations for moving in a document:

<b>Left Arrow</b>	Previous Character
<b>Right Arrow</b>	Next Character
<b>Up Arrow</b>	Previous Line
<b>Down Arrow</b>	Next Line
<b>Home</b>	Beginning of the Current Line
<b>End</b>	End of the Current Line
<b>Page Up</b>	Previous Screen
<b>Page Down</b>	Next Screen
<b>Ctrl+Left Arrow</b>	Previous Word
<b>Ctrl+Right Arrow</b>	Next Word
<b>Ctrl+Home</b>	Beginning of Document
<b>Ctrl+End</b>	End of Document
<b>Ctrl+PgUp</b>	Scrolls Screen Left
<b>Ctrl+PgDn</b>	Scrolls Screen Right
<b>Ctrl+Up Arrow</b>	Scrolls Screen Up
<b>Ctrl+Down Arrow</b>	Scrolls Screen Down

---

#### See also

[Shortcut Keys](#)

If you make a mistake while typing, you can easily Delete the mistake and replace it with the correct text.

**Del** Deletes the character to the right of the cursor or deletes the [Selected Text](#).

**Backspace** Deletes the character to the left of the cursor or the Selected text.

**Any Key** Delete the Selected text.

---

**See also**

[Selecting Text](#)

[Deleting an Entire Document](#)

Use either the mouse or keyboard to select text. A selection can be copied, formatted, printed, exported, or deleted.

### To Select Text Using The Mouse

1. Position the mouse pointer at one end of the text you wish to Select.
2. Press and hold down the Left Mouse Button.
3. Move the mouse pointer over the text.
4. Release the Left Mouse Button. The text you Selected is highlighted.

**NOTE:** You can also Select an entire line by Clicking once on the Selection Area (the white margin to the left of the left margin).

### To Select Text Using The Keyboard

Use the Cursor Keys in combination with the Shift Key to Select text (see [Moving in a Document](#)).

1. Place the cursor at one end of the text you wish to Select.
2. Press and hold down the Shift Key.
3. Use the Cursor Keys to move over the text you wish to Select.
4. Release the Shift Key. The text you Selected is highlighted.



### To Cancel A Selection

- Click the Left Mouse Button
- or press any Arrow Key (Cursor Up, Cursor Down, Cursor Left, Cursor Right, PgUp, PgDn)

The Windows Clipboard provides a temporary storage area for information which you want to transfer to another location. You can Cut or Copy information from your document to the Clipboard, and then transfer it to:

- Another place in the same document.
- Another askSam document.
- Another askSam file.
- Another Windows application.


### To Cut or Copy Information to the Clipboard

1. Select the text or graphic.
2. Choose EDIT -> CUT (Ctrl+X or ) or  
Choose EDIT -> COPY (Ctrl+C or )

**Cut** The Selected Text is Deleted from the document when it is transferred to the Clipboard.

**Copy** The Selected text is left in the document and a copy is transferred to the Clipboard.

### To Paste Information from the Clipboard

1. Position the cursor where you wish to insert the information from the Clipboard.
2. Choose EDIT -> PASTE (Ctrl+V or )  
The information stored in the Clipboard is pasted in the document at the cursor position.

**NOTE:** When you paste text into a document, the text and formats (fonts, sizes, colors, etc.) are pasted. If you want to paste text without any formats, use the [Paste Special](#) command and choose the unformatted Text option.

---

#### See also

- [Cut command](#) (Edit menu)
- [Copy command](#) (Edit menu)
- [Paste command](#) (Edit menu)
- [Paste Special](#) command (Edit menu)

Drag and Drop Editing offer you a fast and easy way to edit information using the mouse.

### **To Move Text Using Drag and Drop**

1. Select the text you want to Drag and Drop. (See [Selecting Text](#))
2. Place the mouse pointer in the Selected Text.
3. Press and hold the Left Mouse Button.
4. Move the mouse pointer and the blinking Text Bar to the location where you want to insert the text. The blinking text bar shows you the exact location of where your text will be inserted.
5. Release the Left Mouse Button. The text is moved from where you marked it to where you placed it. After inserting the text, askSam selects the newly inserted block

### **To Copy Text Using Drag and Drop**

1. Select the text you wish to Drag and Drop. (See [Selecting Text](#))
2. Using the mouse, place your mouse pointer in the Selected Text.
3. Press and hold the Ctrl Key.
4. Press and hold the Left Mouse Button.
5. Using the mouse, move the mouse pointer and the blinking Copy Bar to the location where you wish to insert a copy of the text. The blinking text bar shows you the exact location of where the text will be inserted.
6. Release the Left Mouse Button and your Ctrl Key. Your text will be copied from where you marked it to where you placed it. The Selected text will remain in its original location.

When you begin entering text in a document, the text appears in the default font.

### **To Choose a Different Font, Font Size, or Color**

1. Choose FORMAT -> [FONT](#).  
The Font Dialog Box appears.
2. Choose the Font, Style, Size, Color, and Effects you want to use.
3. Choose OK.  
The settings you selected are activated. The next text you enter will appear in the new Font.

### **To Change the Default Font for New Documents Added to a File**

1. Choose OPTIONS -> [FILE PREFERENCES](#).
2. Select the File Font Button.
3. Choose the Font, Style, Size, Color, and Effects you want to set as the Default Font.
4. Choose OK.  
The settings you selected are defined as defaults for the current file.

### **To Change the Font of Existing Text**

1. Select the text you want to modify. See [Selecting Text](#).
2. Choose FORMAT -> FONT.
3. Choose the Font, Font Style, Size, Color, and Effects you want to use.
4. Choose OK.  
The Selected text is changed to the new Font settings.

### **Changing the Font from the Format Bar**

1. Click on the drop-down Font menu on the Format Bar.  
The drop-down Font Menu appears displaying the fonts installed in your Windows system.
2. Type or select the Font you want to use.  
The drop-down Font Menu will close. The next text you enter at the cursor position, or the selected text is displayed in the new Font.

### **Changing the Font Size from the Format Bar**

1. Click on the drop-down Font Size menu on the Format Bar.  
A list of available Font Sizes is displayed.
2. Choose the Font Size you want.  
The drop-down Font Size Menu will close. The next text you enter at the cursor position, or the Selected text is displayed in the new Font Size.




## Changing the Font Style from the Format Bar

1. Click on either the Font Style Icon you want to use.

**Bold**  (Ctrl+B)

**Italic**  (Ctrl+I)

**Underline**  (Ctrl+U)

The next text you enter at the cursor position, or the Selected text is displayed in the new Font Style.

Text can be aligned in the following ways:

- On the Left Margin
- On the Right Margin
- Centered between the two margins

### To Change the Alignment Using the Menu Bar

1. Select the text you wish to modify or place the cursor in the line you wish to modify. See [Selecting Text](#).
2. Choose FORMAT -> ALIGNMENT  
A menu with the Alignment choices will be displayed.
3. Choose the Alignment command you want to use (Left, Centered, Right).  
The selected text or the line containing the cursor is realigned.

### To Change the Alignment Using the Format Bar

1. Select the text you want to modify or place the cursor in the line you wish to modify. See [Selecting Text](#).
2. Click on the Alignment Icon you want to use

**Left**



**Center**



**Right**



The Selected text or the line containing the cursor is realigned.

Tab settings control where the cursor is placed each time the Tab key is pressed. As a default setting, askSam places tabs every half inch. You can use either the Ruler or the Tab menu to set your own tabs. These settings will override askSam's default settings.

### To Set Tabs From the Tab Menu

1. Choose FORMAT -> [TABS](#).  
The Tabs Dialog Box appears.
2. Enter a measurement (in inches).
3. Choose the Set Button.  
This defines where your Tab is set. Repeat steps 1 through 3 for all Tabs you want to set.
4. Choose the OK Button to accept the Tab settings.  
The new Tab settings are in effect for the selected text or the line containing the cursor.

### To Delete a Tab Using the Tab Menu

1. Choose FORMAT -> TABS.
2. Select the measurement for the Tab you want to delete in the Tab Stop Position List.
3. Choose the Clear Button.  
Repeat this for any other Tabs you want to delete. If you want to delete all Tabs, choose the Clear All Button.

### To Set a Tab Using the Ruler Line

1. With the mouse, Click on the Ruler where you want to set a Tab. An arrow will appear in the Ruler and a Tab is set where you Clicked.
2. Click again to set any other Tabs.  
Click and Drag any Tab whose position you wish to modify. The new Tab Settings are in effect for the Selected text or the line containing the cursor.

### To Delete Tabs Using the Ruler Line

1. Click and Drag the Tab you wish to delete from the Ruler Line into the Work Space. The Tab is deleted.

---

#### See also

[Tab command](#) (Format menu)

Margins and Indents affect the way your document prints. Margins are set for the entire document while Indents may be set on a line-by-line basis.

### To Set Margins for a Document

1. Choose FILE -> PAGE SETUP.

The Page Setup Dialog Box is displayed.

2. Type the size you want for the Top, Bottom, Left, and Right Margins.
3. Choose Document Settings.
4. Choose OK to accept the settings.

The new Margin settings are now active in the current document. The appearance of the document on the screen is not altered to reflect the new settings. (Margin settings are reflected only when printing.)

5. Choose FILE -> SAVE (or press Ctrl+S) to save the new Margin settings.

### To Set Margins for a File

The settings entered when the File Settings Option is selected in the Page Setup Dialog Box will override any Document specific settings already defined. The File Settings remain active until you select the Document Setting Option in the Page Setup Dialog Box.

1. Choose FILE -> PAGE SETUP.

The Page Setup Dialog Box is displayed.

2. Type the size you want for the Top, Bottom, Left, and Right Margins.
3. Choose the File Settings Option.
4. Choose OK to accept the settings.

The new Margin settings are now active in the current file. The appearance of the document on the screen is not altered to reflect the new settings. (Margin settings are reflected only when printing.)

5. Choose FILE -> SAVE (or press Ctrl+S) to save the new Margin settings.

### To Indent Text in Documents

Indents can be set on either the left or right side of the page. You can indent the first line of a paragraph, or you can define a hanging indent which indents all lines but the first line. Indents may be set on a line-by-line basis.

1. Move the cursor to the line you wish to indent, or select the text you wish to indent.

2. Choose FORMAT -> INDENTS.

The Indent Dialog will appear.

3. Enter your Indent settings.

You can enter a value for your Left and Right indentation. The Type Option lets you define a First Line or Hanging Indent.

4. Choose OK.

The Indents you defined are set in the defined text or the current line.

**NOTE:** Margins and Indents are similar, but they serve different purposes. Margins are set for an entire Document, whereas Indents can be set on a line-by-line basis. Indents are displayed on screen. Margins are not displayed, they only affect printing. Generally, margins are used when you print on different size paper, stationary, or labels. Indents are used to format documents.

askSam can automatically set page breaks, or you can manually define page breaks within your document.

### **To Automatically Set Page Breaks**

1. Choose FORMAT -> REPAGINATE.

askSam goes through your Document and divides it into pages. Page Breaks are represented in your Document by a dotted line across the screen.

If you wish to change the placement of an automatic Page Break, insert a Manual Page Break before the automatic Page Break and repaginate the Document.

#### **NOTES:**

1. If a Document has been edited prior to printing, it should be Repaginated before you print. This will insure that the Page Breaks on the screen match those in the actual printout.
2. Even if you don't choose the Repaginate option, askSam will automatically break your Document into pages when printing. It is, therefore, not necessary to repaginate before printing.

### **To Insert a Manual Page Break**

1. Position the cursor where you want the Page Break to occur.
2. Choose FORMAT -> SET PAGE BREAK.

A dotted and dashed line will appear in the Document to show where the Page Break has been inserted.

### **To Remove a Manual Page Break**

1. Position the cursor in the line above the Page Break
2. Choose FORMAT -> REMOVE PAGE BREAK.  
The line representing the Page Break will be removed.

#### **NOTES:**

1. The Remove Page Break command cannot be used to remove Automatic Page Breaks. Automatic Page Breaks can only be changed by Repagination after inserting manual Page Breaks.
2. If you find Automatic Page Breaks annoying after Pagination, they can be removed. Simply close and reopen the file. Since Automatic Page Breaks are not saved with the file, this will clear the lines from your screen. Manually inserted Page Breaks are saved with the file.
3. If the Word Wrap setting is on, REPAGINATING also re-wraps your text.

Headers and Footers are defined either for a Document or for the entire file. They will be printed at the beginning or end of every page in your Document. They may contain:

- Text (Left, Centered or Right Justified)
- Page Numbers and Total Number of Pages
- Date, Time, and Weekday
- File Name (with or without the Path)

### Defining a Header or Footer

1. Choose FILE -> PAGE SETUP.  
The Page Setup Dialog Box will appear.
2. Choose either the Header or Footer Button.  
The Header or Footer Dialog Box will appear.
3. Enter your Header or Footer. Press CTRL+ENTER to move to the next line.

The Buttons above the text zone let you insert the following Commands in your header or footer (you can use the Button or type the command directly into the header or footer):



**Page Number** Inserts the page number. Command ^N.



**Total Pages** Inserts the total number of pages. Command ^P.



**Date** Inserts the current system date. Command ^D.



**Time** Inserts the current time. Command ^T.



**File Name** Inserts the name of the current askSam file. Command ^f.



**Path / File Name** Inserts the name and path of the current askSam file. Command ^F.



**Left Align** Left aligns the header or footer. Command ^L.



**Center** Centers the header or footer. Command ^C.



**Right Align** Right aligns the header or footer. Command ^R.

The Font Button lets you set a font and font style for your Header or Footer.

4. Choose OK.  
You return to the Page Setup Dialog Box. Repeat this process to define a Footer or choose OK to return to your Document.
5. Choose FILE -> SAVE (or press CTRL+S) to save the Header or Footer.

### NOTES:

1. Headers and Footers are only displayed when a Document is printed.
2. When the Document Settings option is selected, the Header or Footer is defined for the active Document. When the File Settings option is selected, the Header or Footer is valid for every Document in the file. The File Setting option temporarily overrides the Headers and Footers you've

defined in your individual Documents.

3. Headers and Footers are output at the beginning and end of the text printed on your page. To leave space between a Header and the first text on your page, insert a blank line (or lines) at the end of your Header. To leave space between a Footer and the last text on your page, precede the text in your Footer with a blank line (or lines). To adjust the distance from the edge of the page to your Header or Footer change the Top and Bottom Margins.



Use this command to close an askSam file.

### Shortcut

Keys:      Ctrl+F4

Note: If changes were made to the file since you the last saved, the Save Dialog Box is displayed. See the [Save](#) command (File menu).

Use this command to exit askSam.

### Shortcut

Keys:      Ctrl+F4

Note: If any unsaved files are open when you choose the Exit command, the Save Dialog Box will appear. See the [Save](#) command (File menu).

Use this command to export your current askSam document into another format and file. You can export from askSam into a text file, word processing file, HTML file, askSam file, and more.

---

See also:

[Export](#) for information on the options in the Export dialog box.

[Step by Step Instructions](#) for detailed information on how to export.

Use this command to export your entire askSam file into another format and file. You can export from askSam into a text file, word processing file, HTML file, Comma Delimited file, askSam file, and more.

---

See also:

[Export](#) for information on the options in the Export dialog box.

[Step by Step Instructions](#) for detailed information on how to export.

Use this command to export the [Tagged](#) document into another format and file. You can export from askSam into a text file, word processing format, HTML format, askSam file, and more.

This option is only available if you have a Tagged document in your file.

---

See also:

[Export](#) for information on the options in the Export dialog box.

[Step by Step Instructions](#) for detailed information on how to export.

Use this command to export selected (highlighted) text into another format and file. You can export from askSam into a text file, word processing file, HTML file, and more.

---

See also:

[Export](#) for information on the options in the Export dialog box.

[Step by Step Instructions](#) for detailed information on how to export.

Use this command to export the output of a report. You can export a report into a text file, word processing file, HTML file, another askSam file, and more.

If you choose this option, a list of your reports will appear. Choose the report you wish to export, and the Export dialog box will appear.

---


See also:

[Export](#) for information on the options in the Export dialog box.

[Step by Step Instructions](#) for detailed information on how to export.

Use this command to insert the system date at the cursor position.

## Shortcuts

Toolbar:   
Keys: Ctrl+D

---

## See also


[Time Stamp](#) command (Edit menu)

[Weekday](#) Stamp command (Edit menu)



Use this command to insert the time at the cursor position.

## Shortcuts

Toolbar:   
Keys: Ctrl+T

---

## See also

[Date Stamp](#) command (Edit menu)

[Weekday Stamp](#) command (Edit menu)

Use this command to insert the weekday at the cursor position.

---

**See also**

[Date Stamp](#) command (Edit menu)

[Time Stamp](#) command (Edit menu)

Use this command to remove set styles for the selected text. Change bold, underline, italic, and other texts back to normal.

---


See also

[Style](#) command (Format menu)

Use this command to turn the selected text or the text entered at the cursor position bold.

Example: **Bold Text**

### Shortcut

Toolbar:   
Key: Ctrl+B

---


See also

[Style](#) command (Format menu)

Use this command to turn the selected text or the text entered at the cursor position Italic.

Example: *Italic Text*

### Shortcut

Toolbar:   
Key: Ctrl+I

---


See also

[Style](#) command (Format menu)

Use this command to underline the selected text or the text entered at the cursor position.

Example: Underlined Text

### Shortcut

Toolbar:   
Key: Ctrl+U

---

See also

[Style](#) command (Format menu)

Use this command to strikeout the selected text or the text entered at the cursor position.

Example: Strikeout

---

See also

[Style](#) command (Format menu)

Use this command to turn the askSam word wrap function ON or OFF. The default setting for word wrap is ON.

When Word Wrap is on, askSam wraps texts:

- when you type
- when you import
- when you repaginate.

Note: When the askSam Word Wrap function is ON, Wrap appears in the Status Bar.



The Date Search finds information according to a date contained in a field. The date search contains three categories: ||

- [Single Range](#) - "Find documents dated earlier than..."
- [Dual Range](#) - "Find documents from 1970 to 1980"
- [Comparison](#) - "Find documents dated later than 30 days from today" ||

---

See also

[Boolean Search](#)  
[Search in Field](#)  
[Numeric Search](#)  
[Proximity Search](#)  
[Multiple Search Request](#)  
[Search Multiple Files](#)  
[Hyper on Selected](#)  
[Hyper on File](#)

[Find](#)  
[Repeat Last Find](#)

Use this command to export documents you select using askSam's [Multiple Search Request](#). You can export these documents into a text file, word processing file, HTML file, Comma Delimited file, askSam file, and more.

---

See also:

[Export](#) for information on the options in the Export dialog box.

[Step by Step Instructions](#) for detailed information on how to export.

Use this command to search for documents where a field is less than, greater than, or equal to a specific date.

For example, you would use this search type to:

- Locate Documents where the CALLBACK[ field is less than or equal to today's date.
- Locate Documents where the ACTUAL\_FINISH[ field is less than the PLANNED\_FINISH[ field.

## Dialog Box Options

### Date Field

Type or select the name of the Date field.

### Logical Operator

Type or select a logical operator (<, <=, =, >, >=, <>).

### Second Date Field

There are three options for defining the second date variable.

1. Type or select the name of a second date field that you want to use to conduct a search based on a comparison of two date fields.
2. Click the Date Box and enter a date to use.
3. Click the Current Date Box to conduct a search based on comparison of the current date and the date in the field.

---

### See also

[Dual Range Date Search](#)

[Comparison Date Search](#)

[Boolean Search](#)

[Search in Field](#)

[Numeric Search](#)

[Proximity Search](#)

[Date Search](#)

[Multiple Search Request](#)

[Search Multiple Files](#)

[Hyper on Selected](#)

[Hyper on File](#)

[Find](#)

[Repeat Last Find](#)

Searching for a range of dates lets you search for Documents with dates within a specific range:

For example, you would use this search to:

- Locate Documents with dates from the third quarter of 1995.
- Find people born from 1960 to 1970.

## Dialog Box Options

### Date Field

Type or select the name of the date field.

### Logical Operator

Type or select a logical operator (<, >, =, <=, >=, <>).

### First Date

Click the Box to enter a date for the Date Search comparison.

### Current Date

Click the Box if you want to use the current date in the Date Search comparison.

### And

Click the Box to enter a second date in the Date Search comparison.

### Logical Operator

Type or select a logical operator (<, >, =, <=, >=, <>).

### Second Date

Click the Box to enter a second date in the Date Search comparison.

### Current Date

Click the Box to use the current date in the Date Search comparison.

---

### See also

[Single Range Date Search](#)

[Comparison Date Search](#)

[Boolean Search](#)

[Search in Field](#)

[Numeric Search](#)

[Proximity Search](#)

[Date Search](#)

[Multiple Search Request](#)

[Search Multiple Files](#)

[Hyper on Selected](#)

[Hyper on File](#)

[Find](#)

[Repeat Last Find](#)



When the Multiple Search Dialog Box appears in the report writer it contains an additional button. This button allows you to stop a report and prompt the user for input. It allows the user to modify the selection each time a report is run. ||

The Date Comparison Dialog Box allows you to search using an amount of time (days, months, or years) as your criteria. It allows you to compare a Date field to a date or another Date field and search on the time difference.

This could be used to:

- find all employees over the age of 50.
- show all accounts outstanding for more than 45 days.
- Show all artists who died before they were 50.

## Dialog Box Options

### Date Field

Type or select the name of the date field containing the first date.

### Second Date Field

Type or select the name of the date field containing the second date or enter a specific date.

### Current Date

Click the Box to use the current date.

### Logical Operator

Type or select a logical operator (<, >, =, <=, >=, <>).

### Qty of

Type a number to define the amount of time to use in the Date Search comparison.

### Date Units

Select the date unit you want (Days, Months, or Years).

---

### See also

[Single Range Date Search](#)

[Dual Range Date Search](#)

[Boolean Search](#)

[Search in Field](#)

[Numeric Search](#)

[Proximity Search](#)

[Date Search](#)

[Multiple Search Request](#)

[Search Multiple Files](#)

[Hyper on Selected](#)

[Hyper on File](#)

[Find](#)

[Repeat Last Find](#)

Use this command to remove set styles for the selected text. Change bold, underline, italic, and other texts back to normal.

---


See also

[Style](#) command (Format menu)



Use this command to define a center tab for the selected text or the line containing the cursor. After you set a center tab, text entered at that tab position is centered on the tab.

## Shortcuts

Toolbar: 

### **To set a center tab**

Place the cursor on the line where you want a center tab. Click on the center tab button in the format bar. Click on the position in the ruler where you want a center tab. The center tab is set for the line where the cursor is currently located.

### **To remove a center tab setting**

Select the center tab measurement on the ruler with a mouse and drag it off the ruler.

---

See also

[Tabs \(Format Menu\)](#)

[Right Tab](#)

[Left Tab](#)

[Decimal Tab](#)

Use this command to define a center tab for the selected text or the line containing the cursor. After you set a right tab, text entered at that tab position is right aligned on the tab.

## Shortcuts

Toolbar:



### **To set a right tab**

Place the cursor on the line where you want a right tab. Click on the right tab button in the format bar. Click on the position in the ruler where you want a right tab. The right tab is set for the line where the cursor is currently located.

### **To remove a right tab setting**

Select the right tab measurement on the ruler with a mouse and drag it off the ruler.

---

See also

[Tabs \(Format Menu\)](#)

[Left Tab](#)

[Center Tab](#)

[Decimal Tab](#)

Use this command to define a decimal tab for the selected text or the line containing the cursor. After you set a decimal tab, text entered at that tab position is aligned on the decimal point at the tab.

## Shortcuts

Toolbar:



### **To set a decimal tab**

Place the cursor on the line where you want a decimal tab. Click on the decimal tab button in the format bar. Click on the position in the ruler where you want a decimal tab. The decimal tab is set for the line where the cursor is currently located.

### **To remove a decimal tab setting**

Select the decimal tab measurement on the ruler with a mouse and drag it off the ruler.

---

See also

[Tabs \(Format Menu\)](#)


[Right Tab](#)

[Center Tab](#)

[Left Tab](#)

Use this command to define the line spacing for the selected text or the text entered at the cursor position (single, 1.5, and double). The default setting in askSam is single line spacing.

## Shortcut

Toolbar: 

## Sub-menu Options

### Single

Defines the line spacing for the text as single space.

### 1.5 Lines

Defines the line spacing for the text as 1.5 lines.

### Double

Defines the line spacing for the text as double.

---

## See also

[Single Line Spacing](#) command (Format menu)

[Double Line Spacing](#) command (Format menu)

Use this command to define the line spacing for the selected text or the text entered at the cursor position (single, 1.5, and double). The default setting in askSam is single spacing.

## Shortcut

Toolbar:



## Sub-menu Options

### Single

Defines the line spacing for the text as single space.

### 1.5 Lines

Defines the line spacing for the text as 1.5 lines.

### Double

Defines the line spacing for the text as double.

---

## See also

[Single Line Spacing](#) command (Format menu)

[1.5 Line Spacing](#) command (Format menu)

The features of askSam for Windows can be selected using the traditional Windows Menu Bar at the top of the screen. You can choose a menu item either with your mouse or the keyboard (by using ALT Key combinations).

### **Selecting Menu Items with a Mouse**

You can choose Menu items with a mouse or other pointing device. Simply move the Mouse Cursor (it will become an arrow) to the Menu item of your choice and Click. Options on the Pull-Down Menus can be selected in a similar manner.

### **Selecting Menu Items with the Keyboard**

1. To access a menu with the Keyboard, press the ALT key plus the underline letter in the Menu. A Pull-Down menu appears.
2. You can now choose the desired menu option by pressing the underlined letter or number.

### **Alternate Keyboard Selection Method (Using the Arrow Keys)**

- 3 Press the ALT Key to move the cursor to the Menu Bar.
- 3 Use the ARROW Keys to move to the desired option.
- 3 Press ENTER.

The bottom line of the askSam screen is the Status Bar. From the Status Bar, askSam give you messages and other useful information.

1. The left most section of the Status Bar is where askSam displays messages. Descriptions of Menu Items and Buttons, as well as Prompts are shown here.
2. The next section of the Status Bar is the Document Counter. It tells you how many documents are in the current file, and gives you the number of the current document. For example, "1 of 22" means that you are currently at document number 1, and there are 22 documents in the file. If the Document Counter is turned off, choose [VIEW -> UPDATE DOCUMENT COUNTER](#) to turn it back on.
3. The Column Number is the next section on the Status Bar. This can be a number from 1 to 255, and gives you the horizontal cursor position in the Work Space.
4. The Line Number follows the Column Number. It indicates the Line Number where the cursor appears in the Work Space.
5. The next five sections indicate the status of several modes:
  - Insert or Overwrite status. An OVR is displayed when askSam is in Overwrite Mode.
  - CAPS is displayed when Caps Lock mode is On.
  - When Num Lock is On, NUM is displayed.
  - The word DATA in the Status Bar indicates that [Data Entry mode](#) is On.
  - The word WRAP indicates that the Word Wrap setting is On.

Use these tools to design and edit the layout in the Report Layout Editor.

Access these commands in the Report Layout Editor by choosing TOOLS -> REPORTS TOOLS or by clicking on the desired button in the Floating Tool Bar.

<b>Place Field</b>	Selects a field and positions it in the Report.
<b>Show</b>	Outputs Sentences, Lines, or Paragraphs containing specific words or phrases
<b>Group Footer</b>	Adds text to totals and subtotals from the Total and Count commands.
<b>Report Settings</b>	Defines settings specific to the current Report.
<b>Count</b>	Places the number of Documents selected or grouped into your Report.
<b>Place Text</b>	Places text into your Report.
<b>Spacing</b>	Defines the spacing method when placing fields in a Report.
<b>Header</b>	Defines a header for the Report.
<b>Footer</b>	Defines a footer for the Report.
<b>Reset Row</b>	Used to set a Report in multiple columns.
<b>Close</b>	Closes the Report Layout Editor and lets you save or cancel your changes.
<b>Floating Tool Bar</b>	Turns the Floating Tool Bar on and off.
<b>Field List</b>	Turns the Field List on and off.



The Show command enables you to output text in a report even if the text you wish to output is not contained in a Field. With the Show command it is possible to output Sentences, Lines, or Paragraphs which contain specific words or phrases. For example, you could search through the entire testimony of the Iran-Contra hearings and output every line containing the phrase "Oliver North".

## Using the Show command in Reports

1. In the Report Layout Editor choose TOOLS -> REPORT TOOLS -> SHOW (or click on the Show Button in the Tools Menu).

The Show dialog box will appear.

2. Enter the Word or Phrase you wish to locate (or you can enter a prompt - see Note 1 for details).
3. Enter a number in the quantity field. This determines how many Words, Sentences, Lines or Paragraphs are output.
4. Choose either Words, Sentences, Lines, or Paragraphs for the output structure.
5. Choose a direction (Before, After, On Either Side Of, or Containing). This selection defines how much text is output.
6. Choose OK  
You will return to the Report Layout Editor.
7. Click the mouse pointer where you want to place the text output by the Show command. The Show command is inserted in your Report Layout. Example:

```
[illegal search]1LE
```

### NOTES:

1. Instead of entering a Word or Phrase, the Show command prompts you to enter a Word or Phrase. There are two types of prompts you can use with the Show command.

The "**Use Last Prompt from Selection Criteria**" option takes the prompt from the Selection part of the report and uses it as the Word or Phrase in your Show command. This lets you Select Documents containing a specific word or phrase and just output the text around that word or phrase.

The "**Prompt**" option prompts the user to enter a Word or Phrase for the Show command. The Word or Phrase entered, however, does not affect the Documents selected for inclusion in your report.

2. The "**Column Size**" option in the Show dialog lets you define a column in which the retrieved text will wrap. If you do not specify a column size, the text will be wrapped in the default margin in your report.
3. The "**Output First Structure**" option outputs the first Word, Sentence, Line, or Paragraph from your Documents.

The askSam Title Bar contains the name of the active application (in this case askSam) and may also contain the name of the active file when you have opened one or more askSam files.

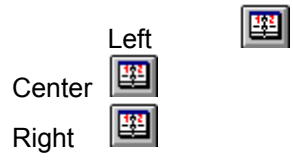
The Ruler displays (and allows you to modify) Margin and Tab settings for the current document.

The Work Space is where you enter your information. Bring the cursor into the Work Space with the mouse or ARROW Keys, and begin typing.

Use this command to align the selected text or current line on the left margin.

### Shortcut

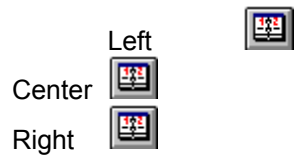
#### Toolbar:



Use this command to center the selected text or current line between the two margins.

## Shortcut

### Toolbar:



Use this command to align the selected text or current line on the right margin.

## Shortcut

### Toolbar:



Use this command to close the Report Layout Editor. A Dialog Box will prompt you to save the Report layout you created.

### Shortcut

Report Tools



Keys:

CTRL-S



Use this command to define whether a Link should be updated manually or automatically. You can also use this command to break a Link between an Object in the Server Application and an Object in askSam.

## Dialog Box Options

### Links

Lists the Links in the current document.

- Automatic** Automatically updates the Linked object to display any changes made in the Server Application.
- Manual** Requires you to manually request that the Linked Object be updated.

Use this command to edit a Linked Object in askSam.

Note: By selecting the Linked Object you wish to edit and choosing this command, the Server Application will open and the Object will be displayed. Edit the Object using the features of the Server Application.

Use this Icon to define an askSam search as Case Sensitive. Use this Icon to toggle the setting ON and OFF.

Note: Normally, when askSam searches for a word, the case of the letters comprising the word is irrelevant. For example, searching for WHO finds "Who", "who" and "WHO".

---

**See also**

[File Preferences](#) (Options menu)

Using a mouse, you can click the Minimize Button to reduce the current application window to an Icon.

---

**See also**

[Maximize Button](#)

Using a mouse, you can click on the Maximize Button to enlarge the current application window so that it fills the entire desktop.

---

**See also**

[Minimize Button](#)

Using a mouse, you can click on the Scroll Bars to move the current document up and down (Vertical Scroll Bar) and left and right (Horizontal Scroll Bar). This lets you view parts of the document that do not fit into the window.

The Control Menu Box is in the upper left corner of each window. By using the Control Menu commands, you can resize, move, maximize, minimize, and close windows, and switch to other applications.

askSam lets you modify the background color of your text. To change the color of a text:

1. Select the text you wish to modify.
2. Choose FORMAT -> BACKGROUND COLOR  
The Color Menu appears allowing you to choose a color for your the selected background.
3. Choose a color.  
The color of the Selected Text background will be modified.

NOTE: The COLOR Commands can be accessed from the Mouse Menu. Click the Right Mouse Button in the Work Space to display the Mouse Menu.

---

See Also

[Foreground Color](#)



askSam lets you modify the color of your text. To change the color of a text:

1. Select the text you wish to modify.
2. Choose FORMAT -> FOREGROUND COLOR  
The Color Menu appears allowing you to choose a color for your text.
3. Choose a color.  
The color of the Selected Text will be modified.

NOTE: The COLOR Commands can be accessed from the Mouse Menu. Click the Right Mouse Button in the Work Space to display the Mouse Menu.


---

See Also


[Background Color](#)

askSam's Command Line is the direct route to your information. When using the Command Line it is never necessary to specify a field for searching. Simply type in a name, company, date or any other word that you're looking for and askSam will find it in the Active File.

### Shortcuts:

Keys: Esc  
Mouse: Place cursor in blank area and click mouse button once  
Icon: 

### Searching from the Command Line:

1. Press ESC to move to the Command Line.  
With a mouse, place the mouse pointer in the Command Line and Click.
2. Type the word or phrase for the Search or select a previous search from the drop down list  , and press ENTER (or Click the Search Button).

askSam searches from the beginning of the Active File and displays the first Document containing the word or phrase you entered. The word or phrase is highlighted and the Retrieval Dialog Box will appear.

### Searching for Phrases

To Search for a phrase from the Command Line, the phrase must be enclosed in square brackets []. Entering multiple words that are not enclosed in square brackets results in a Search for Documents containing all the requested words but the words do not have to appear together as a phrase.

Example: Entering WORLD BANK in the command will find any Document containing the word "world" and the word "bank". This means that a Document containing the sentence, "In today's world, the bank is an important institution" would be selected. [WORLD BANK] Finds only Documents where the actual phrase "world bank" appears.

### Entering Commands on the Command Line

It is possible to conduct more than simple Searches from askSam's Command Line. More complex Requests usually involve the use of askSam Commands. For certain Searches or Lists, you may find it is faster to enter the Requests from the Command Line.

Example: To search for all documents containing Ireland or England, you can enter the following request in the Command Line: IRELAND {OR} ENGLAND. The "{or}" in the example above is an askSam Command.

**NOTE:** If you prefer to enter Requests directly in the Command Line (instead of using Dialog Boxes), the WIN\_COM.ZIP file on our BBS contains a list of the commands and descriptions of their functions. You can also turn on the "Show Commands from Dialogs" option in the OPTIONS - > [GLOBAL PREFERENCES](#) Menu. This option activates a Command Message Box which displays the Commands to enter in the Command Line to perform the function of any Search. The Message Box is displayed after executing any Command from the Actions Menu or when running a report.



### Tool Bar



[New](#)  
[Print](#)  
[Add Blank](#)  
[Copy](#)  
[Previous](#)  
[Tag](#)  
[Zoom In](#)  
[Case Sensitive](#) [Help](#)

[Open](#)  
[Pack](#)  
[Add Entry Form](#)  
[Paste](#) [First](#)  
[Next](#)  
[Go Tagged](#)  
[Zoom Out](#)

[Save](#)  
[Import](#)  
[Cut](#)  
[Last](#)  
[Run Report](#)  
[Dial](#)

### Format Bar

#### Font



Select a font for highlighted text. Use the arrow to display a list of available fonts, or type the name of the desired font.

#### Font Size



Select a font size for highlighted text. Use the arrow to display a list of available fonts, or type the name of the desired font.



[Bold](#)  
[Left Justify](#)  
[Left Tab](#)  
[Decimal Tab](#)  
[Double Spacing](#)  
[Spell Check](#)

[Italic](#)  
[Center Justify](#)  
[Center Tab](#)  
[Single Spacing](#) [Half Spacing](#)  
[Date Stamp](#)

[Underline](#)  
[Right Justify](#)  
[Right Tab](#)  
[Time Stamp](#)

Use this command to define the color for the selected text or the text entered at the cursor position.

Select the color that you want to use.

Use this command to define the color for the selected text or the text entered at the cursor position.

Select the color that you want to use.

Use this command to define the color for the selected text or the text entered at the cursor position.

Select the color that you want to use.

Use this command to define the color for the selected text or the text entered at the cursor position.

Select the color that you want to use.



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Select the color that you want to use.



Use this command to define the color for the selected text or the text entered at the cursor position.

Select the color that you want to use.

Use this command to define the color for the selected text or the text entered at the cursor position.

Select the color that you want to use.

Use this command to define the color for the selected text or the text entered at the cursor position.

Select the color that you want to use.

**Normal Text** - Use this format for the standard text in your HTML documents.

Select (highlight) the text you want to format. Then choose FORMAT -> HTML -> NORMAL

In askSam Normal Text is displayed in the 12 point Times Roman font. Example:

ABC Corp. is one of fastest growing companies in the United States. Outstanding products and outstanding customer service have become trademarks of ABC....
---

---

**See Also**

[Creating HTML Documents](#)

**Main Title** - The Main Title defines the Title Text for the HTML Document you create. The Title is displayed in the Title Bar of your Browser (not in the Text of the HTML Document).

Select (highlight) the text you want to format. Then choose FORMAT -> HTML -> MAIN TITLE

In askSam the Main Title is displayed in 10 Point System Italic, and it is centered. The Main Title must be in the first line of your askSam Document. Example:

<p style="text-align: center;"><b><i>ABC Corporation Home Page</i></b></p> <p style="text-align: center;">Welcome to ABC Corp's Home Page</p> <p>ABC Corp. is one of fastest growing companies in the United States. Outstanding products and outstanding customer service have become trademarks of ABC....</p>
--

---

**See Also**

[Creating HTML Documents](#)

**Heading 1** - use for headings in your HTML Documents.

Select (highlight) the text you want to format. Then choose FORMAT -> HTML -> HEADING 1

Heading 1 is displayed as:

# Times Roman Bold 24

---

**See Also**

[Creating HTML Documents](#)

**Heading 2** - use for headings in your HTML Documents.

Select (highlight) the text you want to format. Then choose FORMAT -> HTML -> HEADING 2

Heading 2 is displayed as:

## **Times Roman Bold 20**

---

**See Also**

[Creating HTML Documents](#)

**Heading 3** - use for headings in your HTML Documents.

Select (highlight) the text you want to format. Then choose FORMAT -> HTML -> HEADING 3

Heading 3 is displayed as:

**Times Roman Bold 18**

---

**See Also**

[Creating HTML Documents](#)



**Heading 4** - use for headings in your HTML Documents.

Select (highlight) the text you want to format. Then choose FORMAT -> HTML -> HEADING 4

Heading 4 is displayed as:

**Times Roman Bold 14**

---

**See Also**

[Creating HTML Documents](#)

**Heading 5** - use for headings in your HTML Documents.

Select (highlight) the text you want to format. Then choose FORMAT -> HTML -> HEADING 5

Heading 5 is displayed as:

**Times Roman Bold 10**

---

**See Also**

[Creating HTML Documents](#)

**Heading 6** - use for headings in your HTML Documents.

Select (highlight) the text you want to format. Then choose FORMAT -> HTML -> HEADING 6

Heading 6 is displayed as:

**Times Roman Bold 8**

---

**See Also**

[Creating HTML Documents](#)

**Un-numbered List** - use for bullet lists.

Select (highlight) a text. Then choose FORMAT -> HTML -> UN-NUMBERED LIST

Un-numbered lists are displayed in 12 point Times Roman, indented, with bullets. To end an un-numbered list, you must insert a blank line without any tab stops. Example:

## **Breaking News**

August 25, 1995 4:00 p.m. ET

- Hayes and Boca: Playing the waiting game
- Compaq enlists Ingram for help with PC mail order
- Microsoft celebrates Win 95 day as DOJ continues probe
- Boca Research bails on Hayes merger; execs swap charges

---

### **See Also**

[Creating HTML Documents](#)

**Numbered List** - use for numbered lists.

Select (highlight) a text. Then choose FORMAT -> HTML -> NUMBERED LIST

Numbered lists are displayed in 12 point Times Roman, indented, and numbered. To end a numbered list, you must insert a blank line without any tab stops. Example:

## **Rugby World Cup - Match reports**

1. 25 May : South Africa v. Australia (27-18)
2. 26 May :Scotland v. Cote D'Ivoire (89-0)
3. 26 May : France v. Tonga (38-10)
4. 26 May :Canada v. Romania (34-3)

---

### **See Also**

[Creating HTML Documents](#)

**Definition List** - use for lists of definitions.

Select (highlight) a text. Then choose FORMAT -> HTML -> DEFINITION LIST

Definition lists are in 12 point Times Roman and have the format shown in the following example:

<p><b>The askSam Product Line</b></p> <p>ASKSAM FOR WINDOWS an easy-to-use, free-form database for organizing information</p> <p>ASKSAM FOR WINDOWS NETWORK VERSION use askSam to share information in workgroups. Runs on any Windows-compatible network. Supports record locking.</p>
---

---

**See Also**

[Creating HTML Documents](#)

**Blockquote** - use to indent text passages, for example quotations.

Select (highlight) a text. Then choose FORMAT -> HTML -> BLOCK QUOTE

Example:

In the words of Mark Twain:

"When I was a boy of fourteen, my father was so ignorant I could hardly stand to have the old man around. But when I got to twenty-one, I was astonished at how much he had learned in seven years."

---

**See Also**

[Creating HTML Documents](#)

**Preformatted Text** - use for texts that should not be reformatted, such as tables.

Select (highlight) a text. Then choose FORMAT -> HTML -> PREFORMATTED TEXT

Example:

The following is a summary of your portfolio:				
Company	Invested	Current	P/L	
AT&T	5914.85	5200.00	-714.85	
Chrysler	8170.39	8825.00	654.61	
China Industries	4039.63	3876.00	-163.63	
Diag. Retrieval Sys.	3512.60	6062.00	2549.40	

---

**See Also**

[Creating HTML Documents](#)



**Emphasis** - use to emphasize a word or passage.

Select (highlight) a text. Then choose FORMAT -> HTML -> EMPHASIS

Text is displayed as ***bold and italic***.

---

**See Also**

[Creating HTML Documents](#)

**Horizontal Rule** - places a line across the screen. Use to separate sections of a text in your Documents.

Select (highlight) a text. Then choose FORMAT -> HTML -> HORIZONTAL RULE

---

**See Also**

[Creating HTML Documents](#)

The Date Range dialog box allows you to import CompuServe messages before, after, or equal to a certain date. Before a message is imported, askSam checks the date field in the message to ensure it meets the date criteria you defined. This option lets you import only your newest messages. It is only available when importing CompuServe Information Manager files.

### **Dialog Box Options**

#### **Import messages that are**

Choose an operator. Either <, <=, =, >=, >, or <>. Then enter a date.

#### **Enable date checking**

Select this option to activate date checking when CompuServe messages are imported.

Use the Define Fields dialog to import data from a CSV file, dBASE file, Tab Delimited file, or Fixed Position file into askSam. The Define Fields dialog lets you assign field names to the data you import from other applications.

The options available in the Define Fields dialog change when the Import Into Entry Form option is selected.

## Define Fields - Import into Entry Form

When you import data into an Entry Form, the Define Fields dialog displays a list of fields from your askSam Entry Form. You also see a list of the data contained in the first record you will import. Assign your askSam fields to the corresponding data.

## Using the Define Fields Dialog Box

1. Select the askSam field name that corresponds to the first entry in the data list and choose the Add button.
2. Repeat this procedure for all the fields you wish to import.
3. Choose OK to begin importing the data.

The data will be imported into your Entry Form.

## Dialog Box Options

### Import into Entry Form

If selected, data is imported into fields from the askSam Entry Form. Otherwise, you define field names and the data is imported into these fields. The options appearing in the dialog box change depending upon whether this option is selected or not selected.

### Available Fields

Lists the fields from the askSam Entry Form.

### Field

When you select an Available Field and choose Add, it moves to the Field List. It appears next to the data that will be imported into it.

### Data

Shows the data from the first record in the file you are importing.

### Add

Moves the field you select from the Available Field list to the Field List. The field appears next to the data that will be imported into it.

### Clear

Removes a field from the Field List. Use this if you insert an incorrect field in the field list.

### Add All

Moves all the fields in the Available Field list to the Field List. The fields remain in the same order as they appear in the Available Field list.

### **Clear All**

Removes all fields from the Field List.

## **Define Fields - when not importing into an Entry Form**

The Define Fields dialog box lets you define fields for data you import from dBASE, Comma Delimited, Tab Delimited, and Fixed Position files. The second column in this dialog contains data from the first record of your data. In this dialog, you will define field names for the data that you import.

## **Using the Define Fields Dialog Box**

1. Choose the Set Button.
2. Type in a field name and choose the OK button.  
This defines a field name for the first field you will import.
3. Use the cursor down key or the mouse to select the data for the next field.  
Repeat steps 1 - 3 until you've defined names for each of your fields.
4. After you define field names, choose the OK button to begin importing the Comma or Tab Delimited file.

## **Dialog Box Options**

### **Import into Entry Form**

If selected, data is imported into fields from the askSam Entry Form (see above). Otherwise, you define field names and the data is imported into these fields. The options appearing in the dialog box change depending upon whether this option is selected or not selected.

### **Fields Names**

Lists the names of the fields you define.

### **Field Data**

Shows the data from the first record in the file you are importing.

### **Set**

Lets you enter a field name for data that you've selected.

### **Move Up**

Moves the selected data and field name up one position.

### **Move Down**

Moves the selected data and field name down one position.

### **Delete**

Removes a field from the Field List. Use this if you insert an incorrect field in the field list.

**Note:** The following functions are only available in the askSam Professional version.

When searching an indexed file, the number of hits for a search is displayed immediately. askSam Professional displays the number of hits in 3 separate ways:

- A Max Hits field is displayed in the appropriate search dialogs.
- When you execute a search, the Status Bar tells you how many Documents are selected, for example: "Hit 1 of 7".
- In the Word List, askSam displays the number of Documents containing each word in the index (See the description of the Word List).

## Max Hits

If you search from the Actions menu (except for Numeric and Date Searches), the search dialog will contain a "Max Hits" field. The Max Hits field will display the maximum number of hits for the query you enter.

### Why Max Hits?

askSam allows you to enter sophisticated searches that are not normally possible with text retrieval programs (for example date and numeric range searches). To make these searches possible, askSam combines the advantages of indexing with other powerful search routines. The index gives you an estimate of the maximum number of hits. This lets you quickly decide if you've narrowed down your search to an acceptable number of Documents. As you go through and retrieve the documents the actual number of hits is updated in the Status Bar.

For an exact count for any type of search, use the Multiple Search Dialog. Enter your search, check "Count Selected Docs", and choose OK. askSam will execute the search and determine the exact number of hits.

### NOTES:

1. **Boolean Searches** - Max Hits will display the exact number of hits when you enter a word or words in the Command Line and when you use the Boolean Search dialog (except for the NOT operator and Case Sensitive Searches). For example:

A Boolean search for "Shakespeare" or "Schiller" gives you an exact number of hits.

A Boolean search for "Shakespeare" not "tragedy" displays Max Hits equal to the number of documents containing Shakespeare. The "not tragedy" part of the query is not evaluated until the search is executed.

2. **Search In Field** - In the Search In Field dialog, Max Hits displays the number of documents containing the word you enter. Not until you begin the search, does askSam check to see if the word is actually in the appropriate field. For example:

Searching for FL in the STATE field will display Max Hits equal to the number of documents containing "FL". When the search is executed, askSam checks each document and retrieves only those where "FL" is actually in the field STATE.

3. **Proximity Search** - In a Proximity Search, Max Hits displays the number of documents containing

the two words you enter. The proximity of the two words is not evaluated until the search is executed. For example:

A search for "illegal" and "substance" in the same sentence will display the number of documents containing the words "illegal" and "substance". When the search is executed, askSam checks each document and retrieves only those where "illegal" and "substance" appear in the same sentence.

4. **Date and Numeric Searches** - Date and Numeric searches do not use the index and do not affect the number displayed in Max Hits. Use the Count Selected Documents option in the Multiple Search dialog to count the number of Documents selected by a Date or Numeric search.

## Hits in the Status Bar

When searching an indexed file, the number of hits for a search is displayed in the Status Bar. Rather than the normal display of "Doc 1 of 5000", you see "Hit 1 of 16" after you have started your search.

**NOTE:** The number of hits displayed in the Status Bar has the same limitations as the Max Hits described previously. Unlike Max Hits, the display in the Status Bar is updated as you search the file.

---

### See Also

[Count Selected Documents](#) (Multiple Search Request command)  
[Count Word or Phrase](#)

Fuzzy Searching helps you locate information when you're not sure of the spelling. For example, if you were looking for documents containing the name "Kathy", you could use askSam's fuzzy search and find documents with "Kathy", "Kathi", or "Cathy".

## Using askSam's Fuzzy Search

### To Use the Fuzzy Search from the Command Line:

1. Click on the Fuzzy Search Button (to the right of the Command Line).
2. Press ESC or click the mouse in the Command Line.
2. Type the word or words you wish to find.
3. Press ENTER.

askSam will retrieve the first document containing the words or a fuzzy equivalent of the words you entered.

**NOTE:** Clicking the Fuzzy button affects only the next search you enter in the Command Line. To set Fuzzy Searching as the default search type, choose OPTIONS -> FILE PREFERENCES and select the Fuzzy Search option.

### To Use the Fuzzy Search from the Actions Menu:

1. Choose ACTIONS
2. Select the type of search you wish to execute.
3. Enter your search.
4. Select the Fuzzy option in the dialog.
5. Choose OK.

askSam will retrieve the first document containing the words or a fuzzy equivalent of the words you entered.

**NOTE:** The Numeric and Date searches in the Actions menu do not offer Fuzzy Search capabilities.





