

Reference Documents

A reference document is not actually a document; it contains the information necessary to identify another document which is not stored in Con-nect.

Reference documents can be used, for example, to provide information on a collection of newspaper cuttings or a bibliography.

Reference documents can be found with the SEARCH command.

This chapter covers the following topics:

- Adding a Reference Document
- Managing Your Reference Documents
- Commands for Reference Documents

Adding a Reference Document

Issue the following command sequence from any point in Con-nect:

```
ADD Reference
```

As a result, the "Add Reference Document" screen appears.

```

10:50 AM          * * *  C O N - N E C T  3  * * *          3.Feb.94
Cabinet LS          Add Reference Document          Thursday

      Folder Work_____ File _____

Document Name _____

      Writer _____
      Title  _____

Description _____
_____
_____

      Keywords _____
_____

Private use _ or Security Read 7  Modify 7  Copy 7

Complete the information above and press ENTER to add
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit In Send Foldr Docs Note Cal Flip Last Home

```

In addition to the information which you enter in every "Add" screen (see *The "Add" Screens*), you must specify the following reference document definition criteria in the "Add Reference Document" screen.

Document Name

A unique name that must not exceed 32 characters.

If you do not assign a name, you must enter a description, the beginning of which will serve as an identifier instead of the name.

Writer

Optional - the writer of the work you are referring to.

Title

Optional - the title of the work you are referring to.

Keywords

Optional - you can specify up to six keywords. These keywords are of use when you issue the SEARCH command to locate reference documents (see *Search Facility*).

Press ENTER to add the reference document.

The blank "Add Reference Document" screen re-appears and you can add another reference document or quit the function.

Managing Your Reference Documents

Issue the following command sequence from any point in Con-nect to display a list of all available reference documents:

```
DISPLAY Reference
```

As a result, the "Display Reference Documents by Name" screen appears.

```

10:52 AM          * * * C O N - N E C T 3 * * *          3.Feb.94
Cabinet LS       Display Reference Documents by Name    Thursday

Cmd Reference Document Name          Folder          File          Date Filed
-----
__ Basics                          Work            3.Feb.94
__ Cable types                       Work            3.Feb.94
__ Fish                              Work            3.Feb.94
__ Reviews                           Work            3.Feb.94

__ Trainer                           Work            3.Feb.94
__ Training                          Work            3.Feb.94
__ Video                             Work            3.Feb.94

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
Command /
Copy      Display Erase      Export  File      Modify  Print  Send  Top
    
```

Note:

Reference documents do not appear in the "Display Documents by Name" screen.

The "Display Reference Documents by Name" screen lists all reference documents alphabetically. The columns display the following information:

Reference Document Name

The name of the reference document.

Folder

The folder in which the reference document is stored.

File

The file in which the reference document is stored.

Date Filed

The date when the reference document was first filed in the cabinet.

Commands for Reference Documents

The command prompting line of the "Display Reference Documents" screen shows all the commands which apply to reference documents. The commands are described in section *Commands*. The following exceptions apply when working with reference documents:

- EXPORT
- PRINT
- SEND

EXPORT

You can export a reference document only to a PC.

To export a reference document to a PC, you must be using Con-nect from a PC, the PC mode must be active and the TP monitor must be set to lower case (see *Communication With a PC*).

Issue the EXPORT command in conjunction with the reference document that you want to export. As a result, the "Export *Reference-document-name*" screen appears in which you must mark the "PC File" field and press ENTER. In the resulting Entire Connection dialog box, specify the name under which you want to store the reference document on your PC and choose the OK button to export the reference document. For further information on the EXPORT command, see *Exporting Documents*.

Example 1: Displaying an Exported Reference Document on the PC

When you display the reference document on the PC, it may look as follows:

```
01 Work
02 Reference Document Name
03 Writer Name
04 Title of Book
05 Description1
05 Description2
05 Description3
05 Description4
06 KEYWORD1
06 KEYWORD4
06 KEYWORD2
06 KEYWORD5
06 KEYWORD3
06 KEYWORD6
07 X7777
08 199310021129LS
09 199310021134LS
```

Line 01 indicates in which folder the reference document is stored.

Line 07 indicates the security levels for Read, Modify and Copy. The X indicates a private object.

Line 08 contains information as to who created the reference document. It contains the date (October 2, 1993), the time (11:29) and the user ID (LS).

Line 09 contains information as to who modified the reference document.

Line 10 would contain information as to who sent the reference document.

Line 11 would contain information as to who forwarded the reference document.

Example 2: Displaying an Exported Reference Document on the PC

The following is an example of a reference document that has been sent to you and then been exported to a PC:

```
01 Work
03 Writer Name
04 Title of Book
05 Reference Document Name
05 Description2
07 7777
08 199310021137ESH
10 199310021138ESH
```

This reference document is not identified by a name (therefore line 02 is missing), but by its description (line 05). When a reference document is sent, the first line of the description is overwritten with the name which has been entered in the "Subject" line of the "Send" screen.

Line 07 does not start with an X but with a blank, indicating that this reference document has not been marked as private.

When you display a reference document which has been sent to you, the keyword lines are empty, since keywords are not sent with an object. Therefore lines 06 are missing in the above example.

Example 3: Using a Reference Document to Access a PC Image File

You can, for example, use an Entire Connection procedure file to display a PC image file whose name is in the "Title" field of a host reference document.

DISPLAY the reference document (do not enter any information in this screen).

Enter the name of procedure file shown below in the Entire Connection command line and press ENTER.

```
dos del c:\am\dwg.ncd
set pcf file 7 down data c:\am\dwg.ncd
type 'export' cr
type 'x' cr
open-i 1 c:\am\dwg.ncd
:loop
read 1 #parm1 #parm2
if #parm1 eq '04' goto quit
goto loop
:quit
dos 'c:\am\AM ' 'c:\am\' #parm2
exit
```

Note:

The above example exports the reference document to c:\am\dwg.ncd. Each line of the PC reference document is read until line 04 is found. This line contains (in #parm2) the name of the file containing the image. The line preceding "exit" defines the application for displaying the image.

As a result, the PC application defined in the procedure file is accessed and the specified image is displayed.

See the Entire Connection documentation for further information.

PRINT

When you issue the PRINT command with a specific reference document, the same information as in the "Display Reference Document" screen is printed:

```

11:46 AM          * * * C O N - N E C T 3 * * *          3.Feb.94
Cabinet LS          Print Reference Document          Thursday
Folder Work          File
-----
Document Name cable-types
      Writer John Smith
      Title A short history of fiber-optics
      Description Sharks and the Canary Islands

      Keywords SHARKS
              CABLE

Private use      or Security Read 7  Modify 7  Copy 7

      Created 3.Feb.1994 11:37 AM by Eshberry,John          ESH
      Modified 3.Feb.1994 11:45 AM by Long,Sonya          LS
      Mailed 3.Feb.1994 11:38 AM by Eshberry,John          ESH

```

SEND

When you issue the SEND command with a specific reference document, the "Send" screen is displayed. You must enter the addressees *and* a cover note. Con-nect has already entered the name of the reference document in the "Subject" line. You must issue the CONFIRM command to send the reference document.

When the addressee displays this new mail item in his Inbasket, he first sees the cover note. A message appears telling him that the mail item is a reference document. To actually display the reference document, the addressee must issue the QUIT command.

When the addressee displays the reference document, the first line of the description is overwritten with the name which has been entered in the "Subject" line of the "Send" screen. Thus, if you want to send a reference document, you should always make sure that no important information is entered in the first line of the description.

To list the new reference document in the "Display Reference Documents by Name" screen, the addressee must first FILE the reference document.

When you send a reference document for which you have defined keywords, the keywords are not sent with the reference document. These keywords are intended for your personal use.