Lesson No. 2

Navigating your Thesaurus

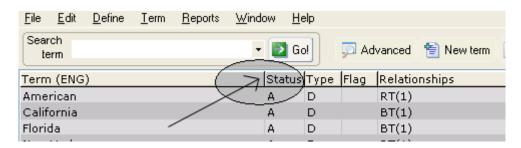
In this lesson you are going to learn how to customize the Main Browser and how to display the hierarchy of a term. You are also going to print more reports and generate **HTML** and **XML** versions of your thesaurus.

Here is what you are going to do in this lesson:

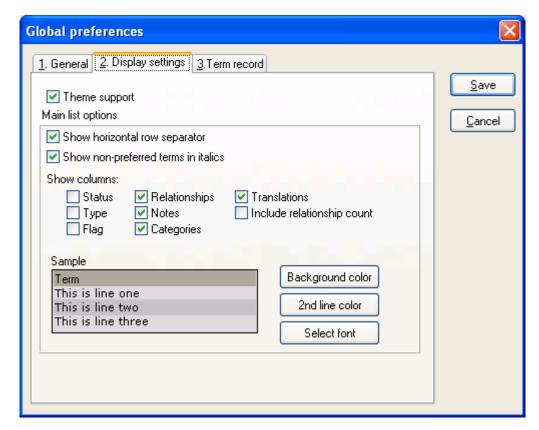
- 1. Customize the Main Browser
- 2. Launch a web search for a term
- 3. Display the Hierarchy of a Term
- 4. Print the Top Term report
- 5. Print the Hierarchical report
- 6. Print the Rotated report
- 7. Create an HTML version of your thesaurus
- 8. Create an XML version of your thesaurus

1. Customizing the Main Browser

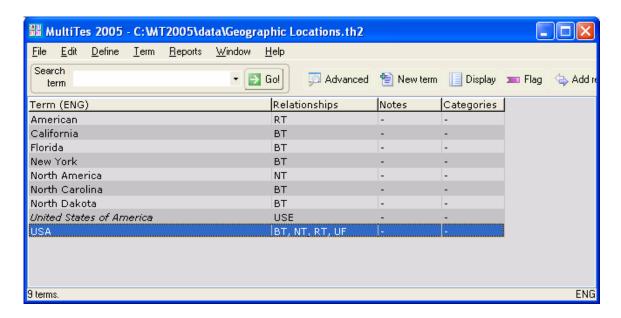
1.1 Click and drag the vertical line on the column header in order to resize the Terms column



- 1.2 On the **Define** menu, click **Preferences**
- 1.3 Select the **Display Settings** tab
- 1.4 Uncheck the following options
 - [] Status
 - [] Type
 - [] Flag
 - [] Include relationship count

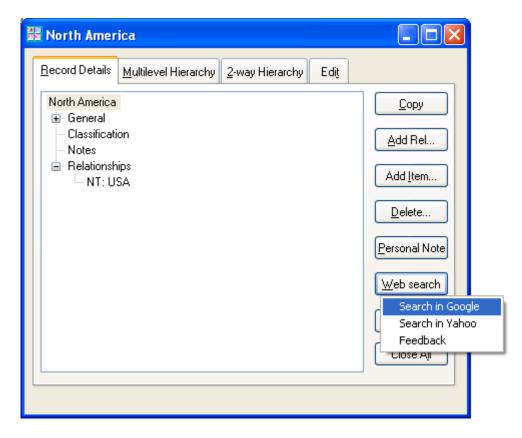


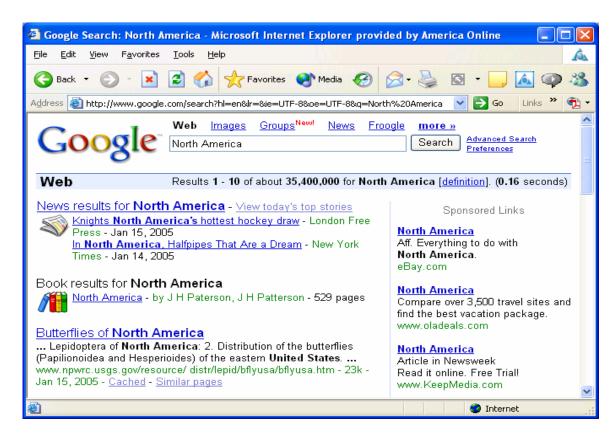
1.5 Click the **Save** button



2. Launching a web search for a term

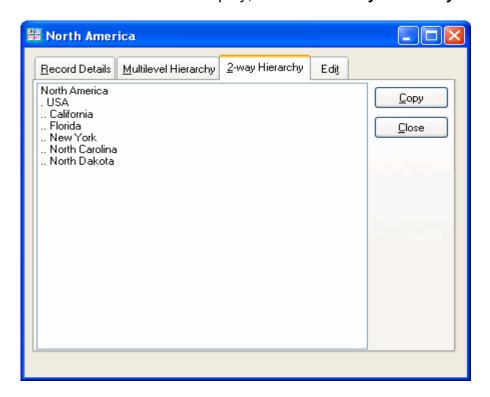
- 2.1 Double click on North America
- 2.2 Click on Web Search
- 2.3 Click on Search in Google





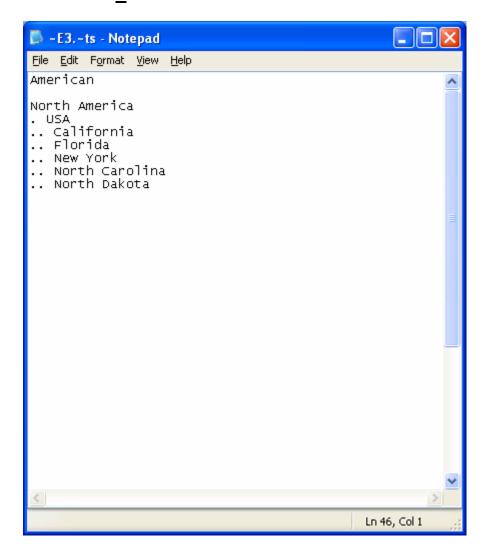
3. Displaying the Hierarchy of a term

3.2 On the Term Record display, select the 2-Way Hierarchy tab



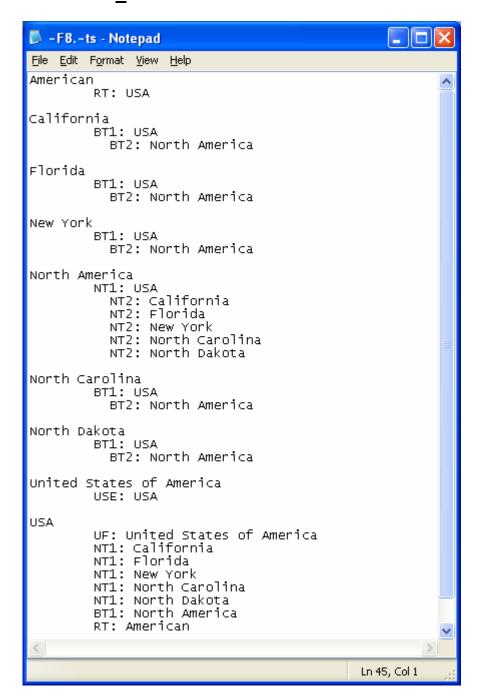
4. Printing the Top Term report

- 4.1 Close the Term Record for North America
- 4.2 On the **Reports** menu, click **Top Term**
- 4.3 Click the Print button



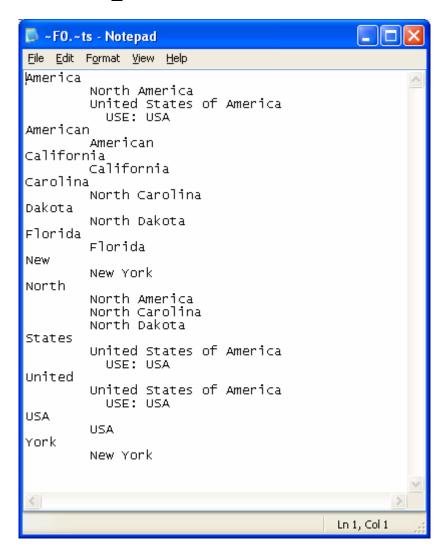
5. Printing the Hierarchical report

- 5.1 Close the Top Term report screen
- 5.2 On the **Reports** menu, click **Hierarchical**
- 5.3 Click the **Print** button



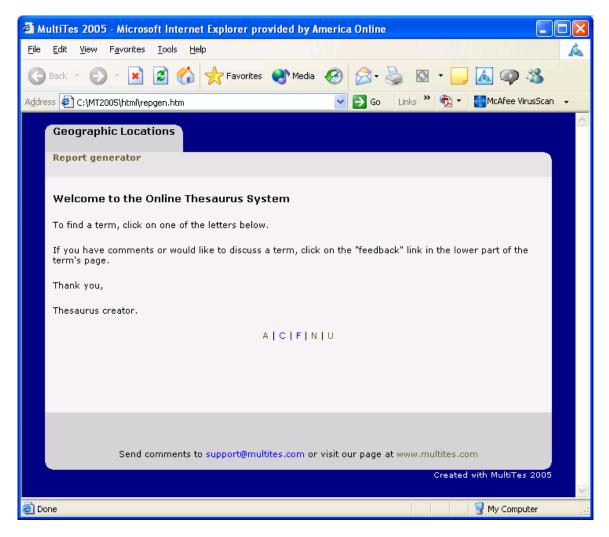
6. Printing the Rotated report

- 6.1 Close the Hierarchical report screen
- 6.2 On the **Reports** menu, click **Rotated Index**
- 6.4 Select the **KWOC Options** tab
- 6.5 Check the box to include cross references for non-postable terms
- 6.6 Type "of" in the Stop Words window
- 6.7 Click the **Save** button
- 6.8 Click **Ok** after you see the "Stop words saved" message
- 6.9 Click the Print button



7. Creating an HTML Version of your Thesaurus

- 7.1 On the **Reports** menu, click **Report Generator**
- 7.2 Select Output to = **HTML**
- 7.3 Go to the **Display Items** tab and select **USE**, **UF**, **BT**, **NT**, and **RT**
- 7.4 Click the **Print** button
- 7.5 Click the **Save** button to accept the default name **REPGEN.HTM**
- 7.5 Use Windows Explorer to display the \MT2005\html\repgen.htm file



8. Creating an XML Version of your Thesaurus

- 8.1 On the **Reports** menu, click **Report Generator**
- 8.2 Select Output to = **XML**
- 8.3 Go to the Display Items tab and select USE, UF, BT, NT, and RT
- 8.4 Click the **Print** button
- 8.5 Click the Save button to accept the default name REPGEN.XML
- 8.5 Use Windows Explorer to display the \MT2005\xml\repgen.xml file

