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.
Lesson No. 2 - Navigating your thesaurus

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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