

### DataPro on CD-ROM: Continuous Services

The CD-ROM contains information on communications products, services, and technologies as well as computer hardware and software. It also includes a directory of software, a directory of microcomputer software, the complete text of press releases, business and industry news.

Subject coverage: computer network, computer industry, computer service industry

Update frequency: monthly

#### TO START


1. Go to the Library home page (<http://www.cityu.edu.hk/lib>).
2. Under Electronic Resources: Databases, click on **by title**, then select Datapro on CD-ROM.

#### TO SEARCH


##### *Useful Hints*

- ✧ Position the pointer on any button in the toolbar to reveal description of the button.
- ✧ *Local Menu* is a context-specific menu which can be opened by pressing the right mouse button.
- ✧ Use **Truncation** to search all possible endings, e.g., comput\*


##### Browsing the Table of Contents

1. Click on the **Table of Contents** button ().
2. Click on the plus sign (+) to reveal the next level(s).
3. Double-click on a topic to view the report text.
4. To go back to the Table of Contents view, choose it from the **View** menu, or simply close the report text window.

##### Quick Search

1. Click on the **Quick Search** button ().
2. Type in the search term(s). Use an operator (and, or, andnot, near) to broaden or narrow down your search if desired.
3. Select other options if necessary.
4. Click [Start search] to execute the search.



##### SuperSearch

1. Click on the **SuperSearch** button ().
2. Click to choose Datapro components in the *Search Subsets*.
3. Click on the **[Next]** button to proceed, you may be required to enter more information about your search in one or more additional search window(s).
4. Type in your search term(s) in the last window in *SuperSearch*.
5. Click **[Start Search]** to execute the search.

## TO DISPLAY RESULT


1. After a search has been executed, a *portfolio window* will appear and display titles of reports matching the search criteria.
2. Search results are sorted by Hits (number of occurrences of the search terms); to change the sorting sequence by Category, Date, or Report Title, just click on the column heading.
3. Double-click on the report name to view the report.
4. To move within the report, open the *Local Menu* and choose the appropriate commands.

### View Figures within a report


Click on the **Figure** button (  ) within a report to display the figure. Or click on the Figure button (  ) in the toolbar to display the list of figures and double-click on a title to open the figure.

### Sidebars

Sidebars are short report sections that typically include ancillary or illustrative information. They are found in Comparison Column Reports and contain descriptions of the features and specifications profiled in columns. Sidebars in other types of reports provide case studies, vendor information, examples, and other related material.

- Click on  in the toolbar to display sidebars.

## TO PRINT

1. Click on  the toolbar.
2. Click to select which part(s) to print.
3. Click on the [OK] button to print.

### To print a portion of the report

1. Highlight the portion, then click the Print button.
2. Choose *Selection* under Print Range in the *Print* dialog box.
3. Click [OK].

## TO SAVE RESULTS TO A FILE

1. Choose [Export] from **File** in the menu bar.
2. Enter a destination and a filename in the *Save as* dialog box, e.g., b:\datapro.txt, then click [OK].

## TO QUIT

Choose [Exit] from **File** in the menu bar.

