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WC Bibliography Program

M. Cherif Bassiouni 1937-2017

WC Bibliography Program

To launch the WC Bibliography program from the Windows desktop, use the mouse to double-click on the program icon. The program menu bar and first source record will be displayed.

I.   Display of Individual Source Records

The source record displayed on the screen when the program is first launched represents the document with the earliest Bates (or document) number. The following categories of information regarding the document are displayed:

- Bates numbers

     The range of document numbers stamped upon each page of a document.

- Date of the document

- Name assigned to the document

- Category of Submitter

     Government, IGO, NGO, Private Organization or Private Individual

- Submitter

- Primary Source

- Secondary Source

- Document citation

If the source records displayed on this screen contain address or notes memorandum fields, those records can be displayed by clicking on the relevant boxes. When document citations are too long to display completely on the screen, the vertical scroll bar immediately to the right of the citation field can be used to scroll through the citation. Use the mouse to click on the arrows of the scroll bar, moving up or down.

To browse individual source records, use the mouse to click on *PgUp* or *PgDn* on the menu bar. The records will be recalled to the screen in the order set in the *Set Order* option under the *System* menu (see below). The default order sorts the records by Bates number.

II. Using the Menu Bar

The choices available on the menu bar are *System*, *Reports*, *PgUp*, *PgDn* and *List*. To choose any option on the menu bar, click your choice with the mouse. Use *PgUp* and *PgDn* to move one-by-one through the on-screen source records. The *System* and *Reports* menus provide pull-down menus with further choices, as described below. *List* launches a source list-building operation, as described below.

III. Options under the *System* Menu

A. *Set Order*

Use the *Set Order* option to change the browse order for the individual source records and the order in which the records are sorted by the *List* command (see below). The records can be sorted by order of Bates numbers, or alphabetically by Submitter, Primary Source or Document Name.

When the *Set Order* option is chosen, the Order dialog box will appear with a drop-down list of the *Set Order* options. To view the options, click on the down arrow with a line under it, and then click on the desired order option. Click the OK button to confirm your choice, or click the Cancel button to return to the program without making a change to the sorting order.

B. *Modify Configuration*

If changes are made to the configuration in the dialog box launched by this menu choice, the program must be exited and restarted.

If the *Modify Configuration* option is chosen by mistake, double-click on the control menu box in the upper left corner of the dialog box, then use the space bar or click the mouse anywhere on the screen to bypass the screen message which says *To activate changes, this program must be restarted*. At the *Exit?(Y/N)* prompt, click the mouse anywhere on the screen or press the N key to return to the program without exiting.

C. *Set Data Directory*

This option launches the Data Location dialog box, which specifies the path to the document data. Click the OK button to accept the current path or any changes made; click the Cancel button to return to the program without any changes to the data location.

D. *Quit*

The *Quit* option terminates the WC Bibliography program and returns the system to the Windows program.

IV. Options under the Reports Menu

A. *List Documents by Name*

Click on this option to generate a printed report of all source names, primary sources and Bates number ranges, sorted alphabetically by source names. When this report is chosen, the Print dialog box will appear, so that the desired number of pages, number of copies and appropriate printer can be specified. Click on the OK button to launch the print job when changes have been made or if default options are acceptable. The Printing dialog box will appear while the print job is generating, and the Cancel button can be used to abandon the report if desired.

B. *List Documents by Bates Number*

Click on this option to generate a printed report of all Bates numbers, source names and primary sources, sorted in Bates number order.

C. *Search Complete Records*

Click this option to launch a search for a specific word or phrase in the bibliography database. Type the search request into the dialog box that appears, then press the OK button. Lower case or upper case letters do not affect the search, but otherwise the search will locate only text that matches the search request exactly. The search will locate text in the source name, primary source, secondary source and citation fields.

Search results will appear in a list on-screen. If the list is too large for the screen, use the arrows on the vertical scroll bar to the right of the list to browse up or down.

Press Ctrl-W (press the W key while holding down the Ctrl key) to print or exit search results. At the *Print List?(Y/N)* prompt, press the Y key for a print-out of the on-screen list, or press N to skip the print-out. At the *Full Print?(Y/N)* prompt, press Y for a complete print-out of every source record located by the search, including the citations, or press N to skip the print-out.

D. *Formatted Reports*

The pull-down menu under Formatted Reports provides five formats in which to generate the complete contents of the bibliography database, including full citations. Use the arrow keys to highlight the desired report and press Enter, or scroll through the list with the arrows on the scroll bar and select the desired report by clicking on it with the mouse. The reports can be generated in Bates number order, or alphabetically by source name, primary source, or submitter. The *Sans Notes* option generates the report in Bates number order but omits any text in the notes fields.

After the report is selected, the Output Mode dialog box will appear. Use the mouse to click on Print, Preview (generate the report to the screen) or File (generate the report to a file

on disk). After making the selection, press Ctrl-W to generate the report. These reports can take several hours to complete.

The sixth selection under Formatted Reports is Documentarian Select. Choose this option to generate complete source record print-outs of sources that match specified criteria. Type the desired criteria, such as source name, submitter and primary source, into the Documentarian Select dialog box, and then click the Generate button. The Output Mode dialog box will appear, with a choice of Print, Preview or File. Press Ctrl-W after making the selection.

V.   *List*

Choose the *List* function on the main program menu bar to launch an on-screen list-building operation of all source records. The lists created will be sorted according to the order chosen in the *Set Order* option under the **System** menu. The default order is by Bates number. Once the list has been generated and appears on the screen, the list can be browsed with the arrow keys or with the scroll bar. The complete individual source record for any listed source can be viewed by double-clicking on that source with the mouse. Use the Cancel button to exit the list.