

## Our Hints for Using this DVD

Here are some suggestions we think will be useful to you when searching this DVD:

1. If you wish to read an entire issue, click on its heading, e.g., 2015 No. 1, not the individual items in the table of contents. The title of an issue brings up a PDF file of the entire issue, whereas each item in the table of contents brings up its own PDF file, and you can't read sequentially past the end of that section's file.
2. To search the entire DVD, select the Search icon (the binoculars), or the Search selection from the Edit menu. Enter your search word(s). As the default, the list you get will be sorted by relevance ranking, e.g., the frequency of occurrence ("score"). This can be confusing because each newsletter is stored on the DVD in two forms: a full copy of the entire newsletter (obtained if you click on the heading for any issue) or pieces of the newsletter determined by a breakout of the table of contents. This means, for example, that the Management Issues section, which is one or two pages long, will have its own PDF file. When you do a search for a word, such as 'WLM', the Adobe search engine will compare the number of occurrences of 'WLM' in each PDF file with the total number of words in that PDF file, and place the articles with the highest ratio first in the list. This often leads to the positioning of unimportant small sections at the top of the search results list, items such as Management Issues or update sheets. When searching for words and phrases, we normally bypass any results in sections named Management Issues/Management Summary or A Note from the Editors.
3. It isn't entirely obvious how to use the search hit list. After you enter the search word(s), you will get a list of all of the articles containing hits. As noted above, they will be sorted by relevance ranking. Click on the "+" next to any articles to bring up the full article. Or click on the title of the article to see a listing of occurrences displayed in that article. We'd recommend that you become familiar with the search features of Adobe Reader by going to Adobe's website and viewing the latest information on searching PDFs.
4. While the default sort is by relevance, we often find that a sort on "Filename" is more useful. The date of publication is used in our filenames, so if you sort on filenames, you'll find the most recent reference to a particular subject at the bottom of the list. For example, if we change a recommendation, the most recent recommendation is the one to rely on. It is not really effective to sort on date. For example, in 2015, we might correct a typo in a 2001 article, and the 2001 article would then have a 2015 date. That's the reason we recommend using filename instead.
5. You may need to enter multiple terms to obtain complete results on your search subject. That is, you may need to search using multiple words connected by OR or by AND to find all the occurrences of a subject. To do so, you would enter the terms, then select Boolean query under the 'Return results containing' drop-down window.

Here are some groups of terms you may want to consider using: WLM OR 'Workload Manager'; UNIX OR OpenEdition OR OE OR OMVS; VTAM OR 'Communication Server' OR CS; sysplex OR XCF OR 'coupling facility' OR CF; and Web OR Internet. Use the shortest form of a term, such as 'TSO' instead of 'TSO/E' (which will be found

- with a search of 'TSO'). To learn more about multiple term searches, go to the built-in HELP section and search for Boolean queries.
6. Depending on your monitor, some of the older newsletters, which were scanned in, do not display as clearly on the screen. There are three things you can do (four if you can figure out how to get younger eyes!):
    - Zoom in to enlarge the text (this may take a little experimenting).
    - Print the page (which, for some reason, prints much better than it displays).
    - Experiment with your screen colors and settings. For example, if you turn on the options of 'Smooth Text and Smooth Images' under Edit, Preferences, Page Display, the pages will be clearer during the display, but the search words will be more difficult to see. If you set the option off, you get the opposite effect.
  7. Each year our DVD is updated and re-indexed to include the previous years' TUNING Letters and presentations. However, TUNING Letters published after the DVD is produced cannot be included in the index. You can successfully search all the newer TUNING Letter PDFs if you store them in a single folder on your hard drive or LAN, and change the search to browse to that folder to continue the search.

If you have other suggestions after using this DVD, please let us know - [technical@watsonwalker.com](mailto:technical@watsonwalker.com).