# **Navigating your thesaurus**

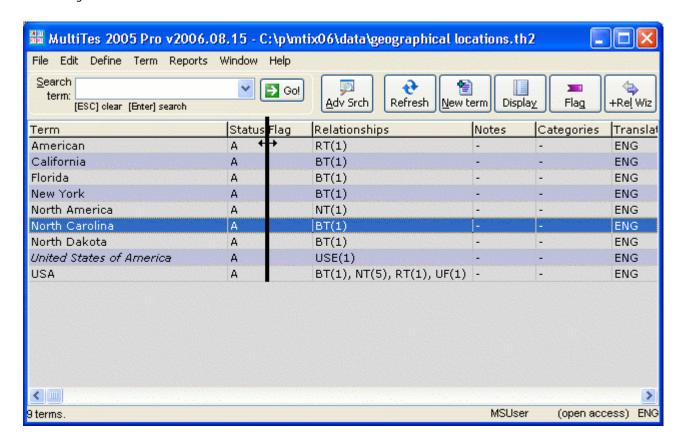
In this lesson you are going to learn how to customize the Main Browser and how to display the hierarchy of a term. You are also going to print more reports and generate HTML and XML versions of your thesaurus.

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

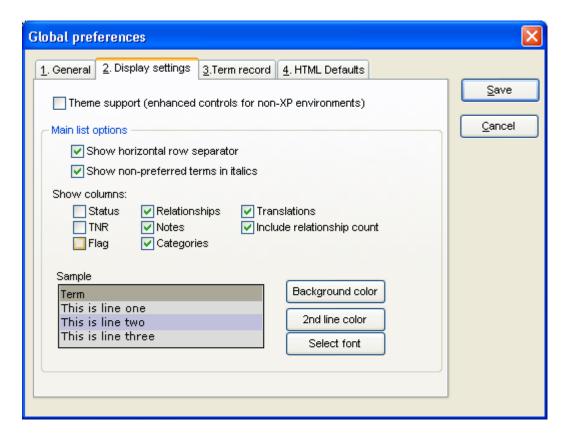
- 1. Customize the Main Browser
- 2. Launch a web search for a term
- 3. Display the Hierarchy of a Term
- 4. Print the Top Term report
- 5. Print the Hierarchical report
- 6. Print the Rotated report
- 7. Create an HTML version of your thesaurus
- 8. Create an XML version of your thesaurus

## 1. Customizing the Main Browser

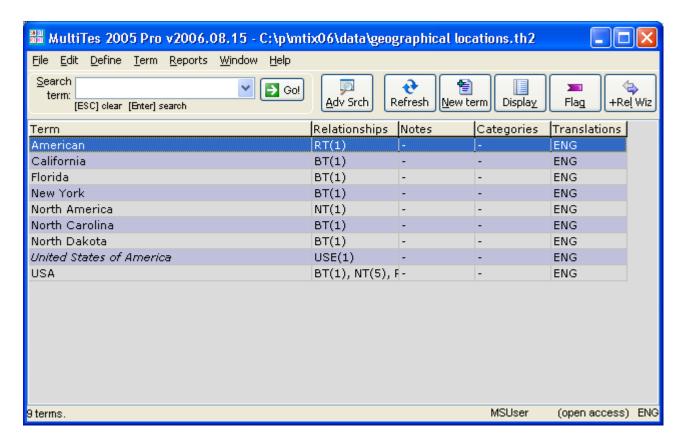
- 1. If not open, using MultiTes Pro open the Geographic Locations thesaurus created in the previous tutorial.
- 2. Click and drag the vertical line on the column header in order to resize the Terms column



- 3. On the Define menu, click Preferences
- 4. Select the Display Settings tab
- 5. Uncheck the following: Status, Flag, Include relationship count



6. Click the Save button

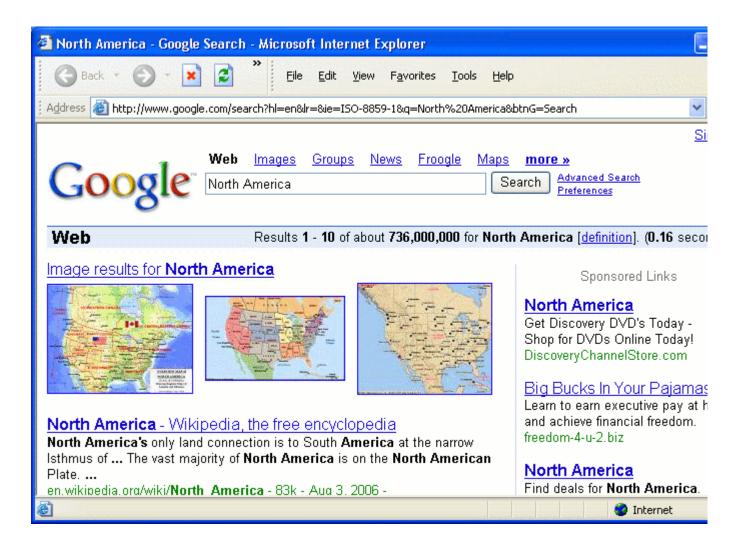


# 2. Launching a web search for a term

- 1. Double click on North America
- 2. Click on Web Search

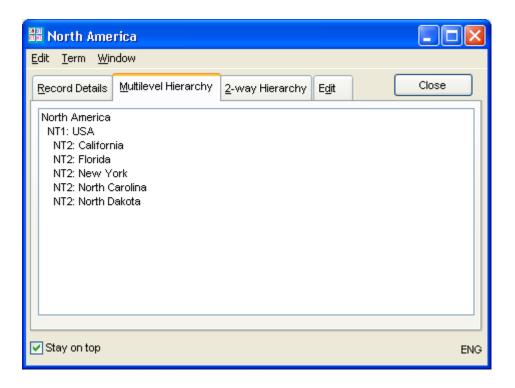


3. Click on Search in Google

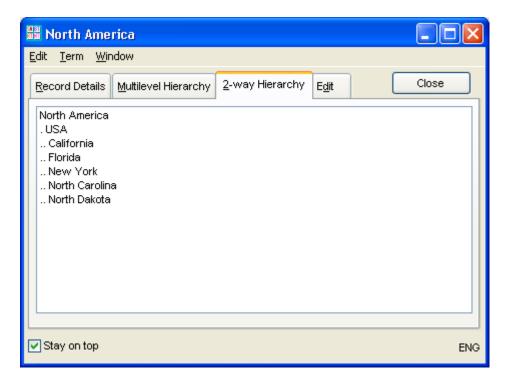


## 3. Displaying the Hierarchy of a term

1. On the Term Record display, select the Multilevel Hierarchy tab

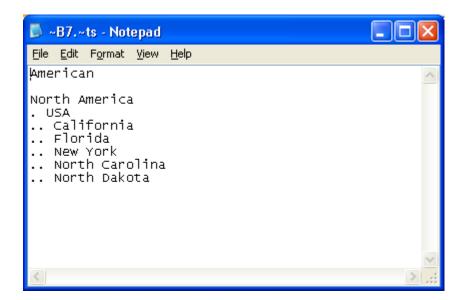


2. On the Term Record display, select the 2-Way Hierarchy tab



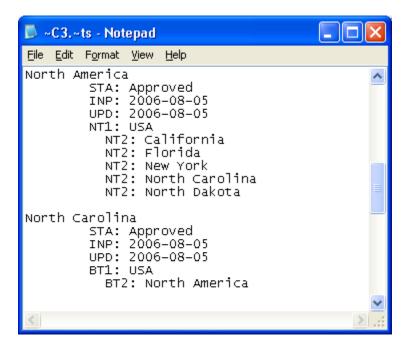
#### 4. Printing the Top Term report

- 1. Close the Term Record for North America
- 2. On the Reports menu, click Top Term
- 3. Click the Print button



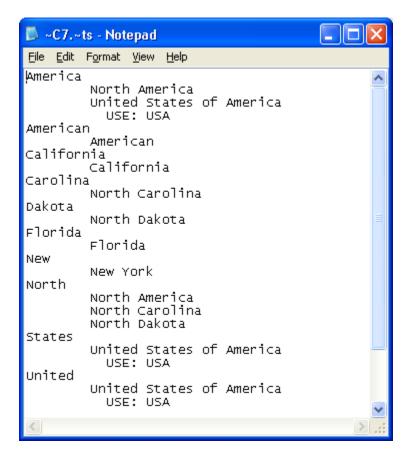
## 5. Printing the Hierarchical report

- 1. Close the Top Term report screen
- 2. On the Reports menu, click Hierarchical
- 3. Click the Print button



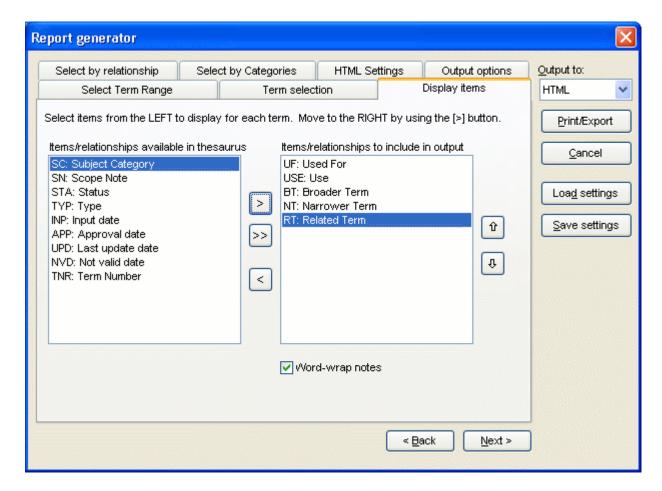
#### 6. Printing the Rotated Index report

- 1. Close the Hierarchical report screen
- 2. On the Reports menu, click Rotated Index
- 3. Select the KWOC Options tab
- 4. Check the box to include cross references for non-postable terms
- 5. Type "of" in the Stop Words window
- 6. Click the Save button
- 7. Click Ok after you see the "Stop words saved" message
- 8. Click the Print button

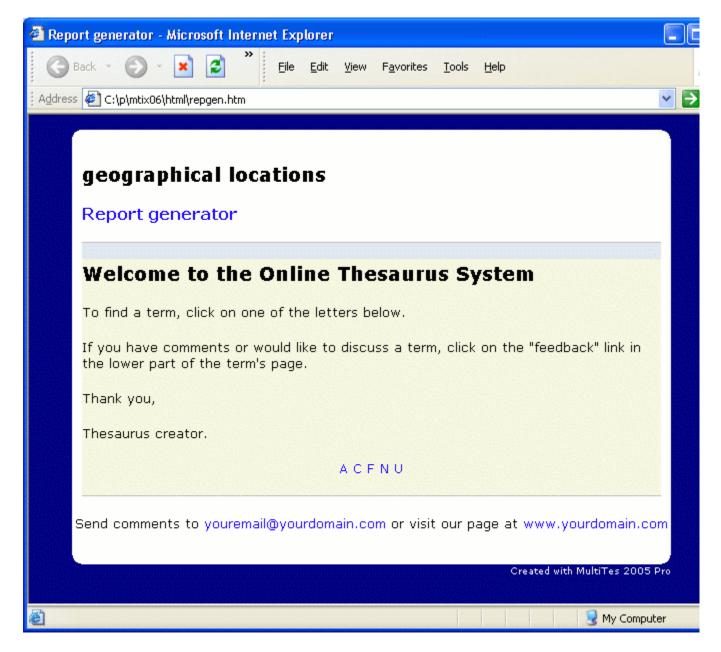


## 7. Creating an HTML Version of your Thesaurus

- 1. On the Reports menu, click Report Generator
- 2. Go to the Display Items tab
- 3. Select USE and click the > button
- 4. Repeat for UF, BT, NT, and RT



- 5. Select Output to HTML
- 6. Click the Print button
- 7. Click the Save button to accept the default name REPGEN.HTM
- 8. Click Yes when prompted "Do you want to display it now?". This option works only if you have set a "default web browser" for your system. Otherwise, you will need to run your internet browser separately and search for the repgen.htm file, usually under the **html** folder below the MultiTes folder.



- 9. Use your internet browser to navigate through the web site
- 10. Close your internet browser

## 8. Creating an XML Version of your Thesaurus

- 1. On the Reports menu, click Report Generator
- 2. Go to the Display Items tab
- 3. Select USE and click the > button
- 4. Repeat for UF, BT, NT, and RT
- 5. Select Output to XML
- 6. Click the Print button
- 7. Click the Save button to accept the default name REPGEN.XML
- 8. Click Yes when prompted "Do you want to display it now?". This option works only if you have set a "default xml viewer" for your system. Otherwise, you will need to run it separately and search for the repgen.xml file, usually under the **xml** folder below the MultiTes folder.

