

# Literature

Literature Management



DDBST - Dortmund Data Bank Software & Separation Technology GmbH

Marie-Curie-Straße 10

D-26129 Oldenburg

Tel.: +49 441 36 18 19 0

Fax: +49 441 36 18 19 10

[support@dbst.com](mailto:support@dbst.com)

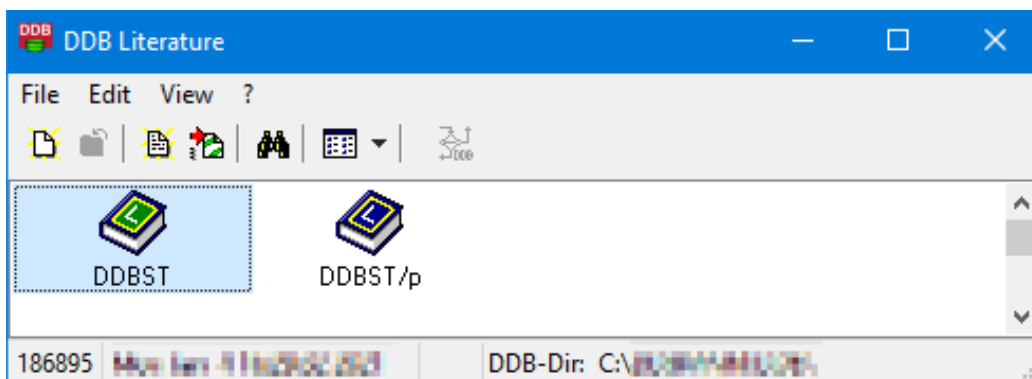
[www.dbst.com](http://www.dbst.com)

1	Starting DDB Literature.....	4
1.1	The Tool Bar.....	4
1.2	The Menu.....	5
1.2.1	The File Menu.....	5
1.2.1.1	New Library.....	5
1.2.1.2	Open.....	5
1.2.1.3	Close Library.....	5
1.2.1.4	Load Data Set Numbers.....	5
1.2.1.5	Load Data Set Identifiers.....	5
1.2.1.6	New Dataset.....	6
1.2.1.7	Import.....	6
1.2.1.8	Delete Library.....	6
1.2.1.9	Rename Library.....	6
1.2.1.10	Extras.....	6
1.2.1.11	Rebuild Index.....	6
1.2.1.12	Duplicate Search.....	6
1.2.1.13	Retrieve Keywords.....	7
1.2.1.14	External Links Settings.....	7
1.2.1.15	Exit.....	7
1.2.2	The Edit Menu.....	7
1.2.2.1	Global Options Page.....	8
1.2.2.2	Result Window Options Page.....	9
1.2.2.3	Import Options Page.....	10
1.2.2.4	Environment Options Page.....	10
1.2.3	The View Menu.....	11
1.2.4	The “?” Menu.....	11
2	Searching.....	12
2.1	Quick Search.....	12
2.2	Advanced Search.....	13
2.2.1	Search fields.....	14
2.2.1.1	String Fields.....	14
2.2.1.2	Number Range Fields.....	14
2.2.1.3	Date Fields.....	14
2.2.1.4	Journal Field.....	14
2.2.1.5	Status.....	14
2.2.2	Multiple Queries.....	14
3	Search Results.....	16
3.1.1	Tool Bar.....	16
3.1.2	Menus.....	16
3.1.2.1	Results.....	16
3.1.2.2	Edit.....	17
3.1.2.3	Search.....	17
3.1.2.4	View.....	18
3.1.2.5	Options.....	18
3.1.2.6	Windows.....	18
3.1.3	Grid Functions.....	18
3.1.3.1	Sorting.....	18
3.1.3.2	Column Moving.....	19
3.1.3.3	Context Menu.....	19

---

3.1.3.4	List of Possible Columns .....	20
4	Journals .....	21
4.1	Stored Fields.....	21
4.2	Editing .....	21
4.3	Searching.....	22
4.4	Selecting Journals.....	22
5	Editing Single Sets.....	23
5.1	List of Fields.....	23
5.2	Tool Bar.....	26
5.3	Special Command Buttons .....	26
5.4	Font Selection.....	27
5.5	Displaying Externally Linked Files and Folders.....	28
6	Appendix.....	29
6.1	The Data Bank Structure .....	29
6.2	LEAR Tagged Format .....	29

# 1 Starting DDB Literature



DDB Literature is the literature management software of DDB.

A fresh installed DDB Literature only contains a single database. It's the “DDBST” database containing all references for the DDBST data banks.

The second database shown here is another “DDBST” database suffixed by a “/p”. This database contains all private references for customer-created data banks. Section The File Menu describes how to create a private literature database.








DDB Literature handles also other – non-DDBST user-specific databases – they must not have the name “DDBST”. The status line displays the number of available datasets, the data and time of the latest write access of the database under the mouse cursor. In addition always the folder of the Dortmund Data Bank is displayed.

When the mouse cursor is over a database icon the full path to the database file is displayed as hint. This also true when the option “*Display Hints as Popup*” in the “*Global*” part of the options menu is turned off.

## 1.1 The Tool Bar

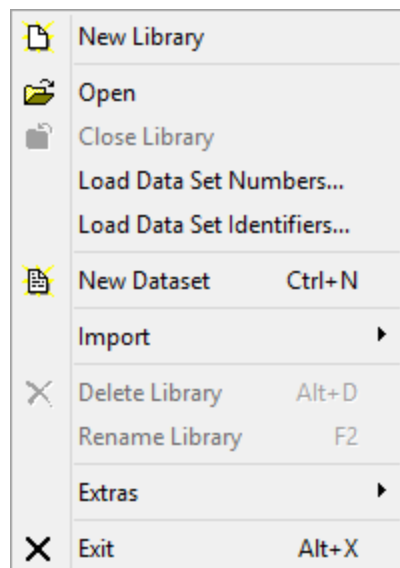


The tool bar contains shortcuts to some functions.

-  Create a new and empty literature data bank (library)
-  Close a data bank
-  Append a new and empty data set to a selected library
-  Import another DDB Literature data bank
-  Search in library or libraries
-  Change display mode of data bank list
-  Create a private library (only active if there is currently none)

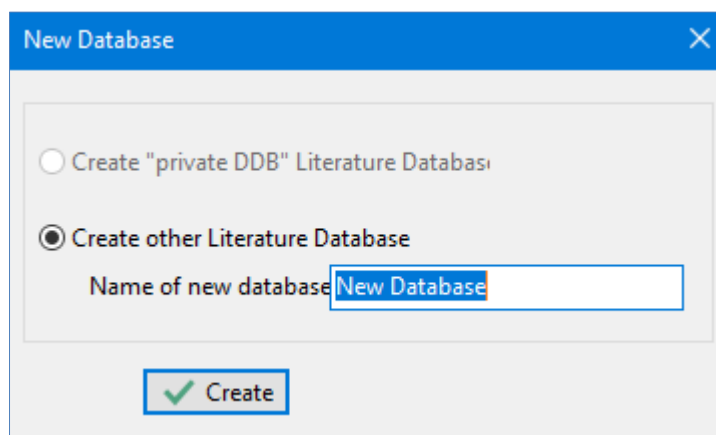
## 1.2 The Menu

### 1.2.1 The File Menu



#### 1.2.1.1 *New Library*

“*New Library*” creates a new personal literature database. If the “private DDB” literature database does not exist it can be created using the first option. The second option creates a user specific database which can't be associated with experimental data like VLE.



The database is always created in the “LITERAT” sub folder of the private DDB folder.



This location is indicated by the “/p” suffix for ‘p’rivate folder.

#### 1.2.1.2 *Open*

“*Open*” opens the currently selected data bank and displays the complete list of entries. The same happens when an icon is double-clicked.

#### 1.2.1.3 *Close Library*

“*Close Library*” is closing the database file stream but does not close any open result list. This allows to access the data base file from other tools.

#### 1.2.1.4 *Load Data Set Numbers*

“*Load Data Set Numbers...*” allows loading a file (STX format) that contains dataset numbers. These files can be created in DDB Literature – representing a search result – or in the main data bank retrieval program (“Dortmund Data Bank”) – containing all references of datasets in a query result.

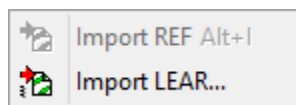
#### 1.2.1.5 *Load Data Set Identifiers*

This function is very similar to the previous function but the file to be opened contains additional information about the associated data base of the data set numbers. These files can be created in DDB Literature and can represent a search result from multiple data banks.

### 1.2.1.6 New Dataset

“New Dataset” allows entering a new dataset. This is described later in detail.

### 1.2.1.7 Import



“Import” allows adding data sets from other files and formats.

The “REF” format is an old DDB format which has been superseded by DDB Literature and “Import LEAR” allows importing other DDB Literature data banks.

### 1.2.1.8 Delete Library

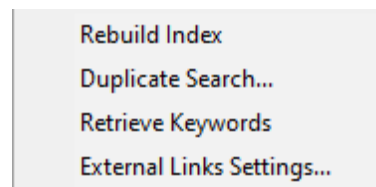
“Delete Library” allows removing the selected database files – only the main “DDBST” library cannot be removed. **A removed database cannot be restored.**

### 1.2.1.9 Rename Library

“Rename Library” allows changing the name of a data bank. The standard DDBST library – both private and public – cannot be renamed.

### 1.2.1.10 Extras

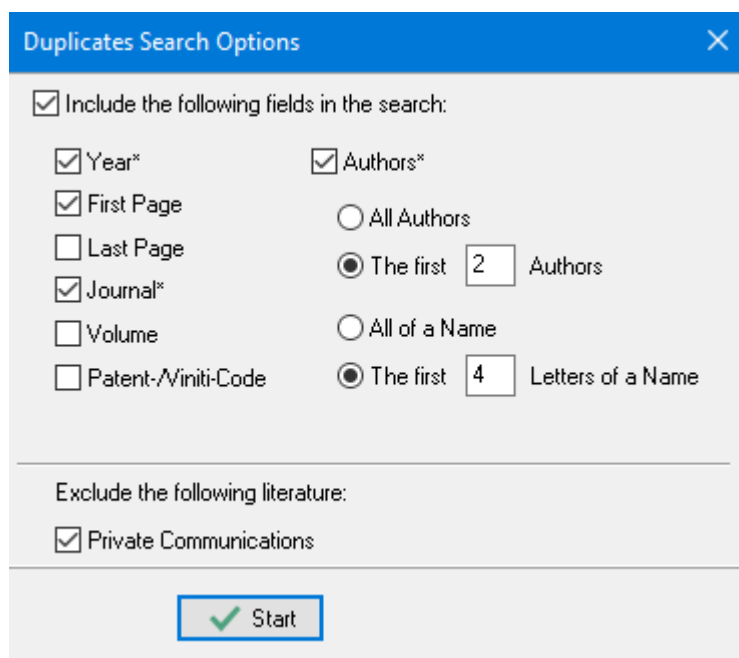
The “Extras” sub menu contains some utility functions.



### 1.2.1.11 Rebuild Index

“Rebuild Index” recreates the DDB Literature indexes for a faster search. Normally the index is kept up to date automatically.

### 1.2.1.12 Duplicate Search



“Duplicate Search” allows finding duplicate entries.

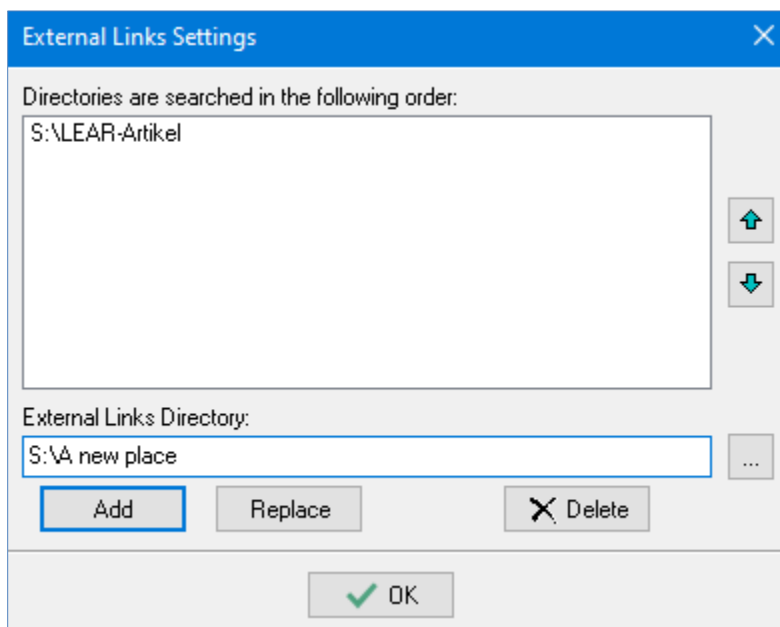
The “Duplicate Search Options” dialog allows fine-tuning the criteria. The result of this search is a list with the duplicate entries which can be printed or copied.

### 1.2.1.13 Retrieve Keywords

“Retrieve Keywords”: Currently the list of available keywords is stored in the user specific part of the registry. This function adds all used keywords of the selected database to this list.

### 1.2.1.14 External Links Settings

The external links facility allows connecting scans, data files, PDFs etc. pp. with a reference in the literature database. Use the “External Links Settings” dialog to configure the folders where the associated files reside.



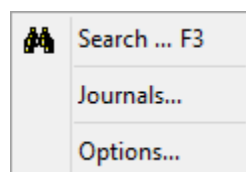
The folders can contain files of any type. The files must start with the associated literature dataset number. A leading “L” is as well allowed as leading zeros. Example: “1234.pdf”, “L1234.pdf”, “001234.pdf” and “L001234.pdf” will all refer to dataset number 1234.

The external link settings are database specific. The usage of external links is described in section Displaying Externally Linked Files and Folders on page 28.

### 1.2.1.15 Exit

“Exit” closes DDB Literature and all open result windows.

## 1.2.2 The Edit Menu

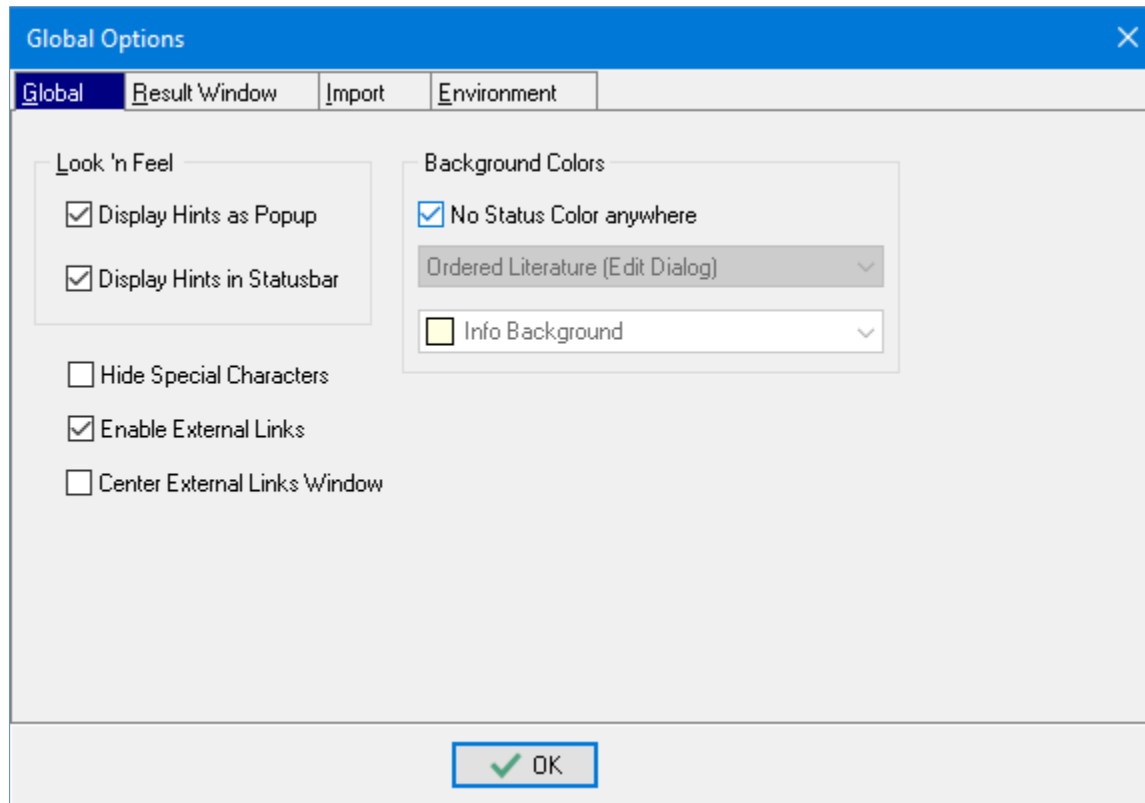


“Search...” opens the search dialog. Searching is described later in detail.

“Journals...” opens the journal list. This dialog is described later in detail.

“Options...” displays the “Global Options” dialog.

### 1.2.2.1 Global Options Page



Hints are short descriptions of buttons. DDB Literature allows displaying these short help strings either as small popup windows at the mouse position or as strings in the status bar at the window bottom.

The color options are for displaying two special literature types.

Ordered Literature (Edit Dialog)  
 Ordered Literature (Result Dialog)  
 Exhausted Literature (Edit Dialog)  
 Exhausted Literature (Result Dialog)  
 Transl. Available Literature (Edit Dialog)  
 Transl. Available Literature (Result Dialog)  
 To be Deleted Literature (Edit Dialog)  
 To be Deleted Literature (Result Dialog)

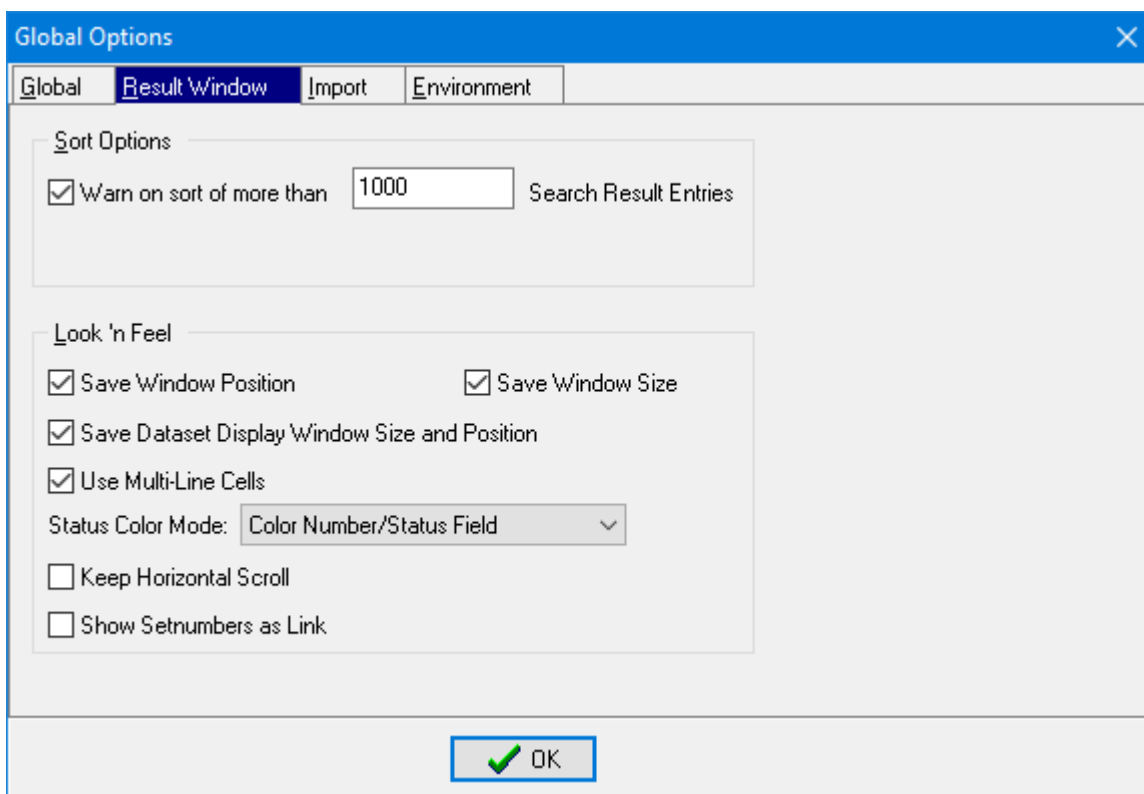
“Ordered Literature” are articles and books that are in the process of being procured, “Exhausted Literature” are articles and books that cannot be procured, mainly because they are too old (19<sup>th</sup> century for example). “Translation Available Literature” are articles, which are available in another language. This applies mainly for Russian articles where an article translated to English is also stored.

The colors are used as background color either in the single data set edit dialog or in the search result grid.

The “*Enable External Links*” box has to be checked to associate external files to a data set.



### 1.2.2.2 Result Window Options Page



Since sorting of larger search results is rather slow and memory-consuming DDB Literature allows to display a warning if the search result is larger.

The options “Save Window Position” and “Save Window Size” are related to the search result window whereas the “Save Dataset Display Window Size and Position” is related to the details window, which can be opened in the search result.

With “Use Multi-Line Cells” turned on the cells in the result list expand vertically to fit to the text in the cells. Otherwise all cells have the same high. This is for example useful to see the complete title in the result list.

“Multi-Line Cells” turned off:

Number	Status	Title	Authors	Date
2	0 - avail...	Excess molar volumes and excess partial m...	Pal A.; Dass G.	19
3	0 - avail...	Partial molar volumes and their temperatur...	Parmar M.L.; Sharma S.	19

“Multi-Line Cells” turned on:

Number	Status	Title	Authors	Date
2	0 - available	Excess molar volumes and excess partial molar volumes of triethylene glycol monoethyl ether -n-alcohol mixtures at 25°C	Pal A.; Dass G.	19
3	0 - available	Partial molar volumes and their temperature derivatives for some transition metal nitrates in binary aqueous solutions of urea	Parmar M.L.; Sharma S.	19

Data sets which status indicates that the articles are currently not available can be marked with a special color in the result list. Use “Status Color” mode to modify the behavior.

With “Keep Horizontal Scroll” is turned on the result list does not jump to the first column when the keyboard is

used to navigate through the list. The option can lead to some flickering effects.

“*Show Setnumbers as Links*” creates links from the data set numbers, which allow opening a single set by a single-click.

Number	Title
[19964]	Dimeric Distrib Between Two
[103438]	Multiple-Phas Propane, and

### 1.2.2.3 Import Options Page

The screenshot shows the 'Global Options' dialog box with the 'Import' tab selected. The 'Duplicate Check (LEAR/PCP Tagged only)' section is expanded, showing options for including and excluding literature. The 'Include the following fields in the search:' section has several checked options: Year\*, First Page, Journal\*, and Patent-/Viniti-Code. The 'Authors\*' option is also checked, with 'The first 2 Authors' selected. The 'Exclude the following literature:' section has 'Private Communications' checked. An 'OK' button with a green checkmark is visible at the bottom.

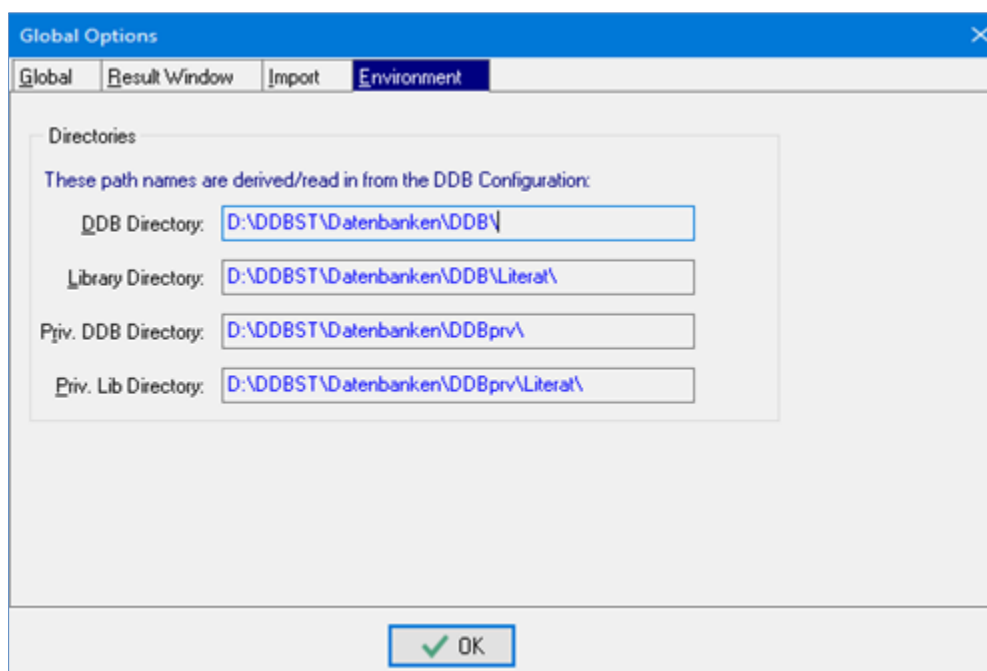
Since DDB Literature allows importing literature information from multiple sources it is a major task not to import duplicates.

The import options allow fine-tuning the search for duplicates.

### 1.2.2.4 Environment Options Page

The environment options are only displayed as additional information.

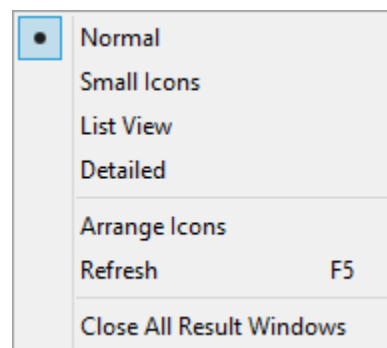
The entries displayed here can be modified in the DDB configuration program.



### 1.2.3 The View Menu

The entries “Normal”, “Small Icons”, “List View”, and “Detailed” change the display of the libraries.

Normal View:



Detailed View:

Literature Databases	Datasets	Last Edited	Location
DDBST	175637	Wed Apr 24 15:13:24 2019	D:\DDBST\D...
DDBST/p	2	Wed Mar 12 16:08:08 2014	D:\DDBST\D...
New Database/p	0	Thu Apr 25 13:48:52 2019	D:\DDBST\D...

“Arrange Icons” sorts the list of libraries and “Refresh” rebuilds the list.

“Close All Result Windows” closes all result windows.

### 1.2.4 The “?” Menu

“Manual F1” displays this PDF.

“About” displays detailed program version information.

## 2 Searching

The search can be started from the button in the main window.



DDB Literature has implemented two search query modes – one simple and one complex. The simple search query is easier to handle but offers less options. It is possible to start with the simple query and copy the conditions to the complex query to refine the search conditions.

### 2.1 Quick Search

The screenshot shows the 'Search Query' dialog box with the following fields and options:

- Authors:** basem (whole word, separated by spaces)
- Years:** 2001 (number range)
- First Page:** (substring)
- Journals:** (Select, numbers, separated by spaces)
- Volume:** (substring)
- Title:** (substring, separated by spaces)
- Numbers:** (number range, positive numbers only)

Buttons: \*) indexed entries, Clear, Copy to Adv. Search

**Libraries to be Searched:**

- DDBST
- DDBST/p
- New Database/p

Search

Keep selection until next program start

Available Fields are

- Authors** Several names can be entered. The single names have to be separated by spaces. Only references where all names are given will be found (“And” relation). It is possible to specify that the word(s) can match anywhere in the authors list (substring), can only match as full word (whole word). The other options are not very useful and only for completeness.
- Years** A single year or a range of years has to be entered. Any year must be specified with all four digits. A “/” can be used to define a continuous range, use “;” to separate single years. Example: To search for all literature published from 1980 to 1982 or in 1986 use “1980/1982; 1986”.
- First Page** A single number has to be entered. Normally “exact match” is preferred, but it’s also possible to allow a match as “prefix”, “suffix”, or “substring”.
- Journal** A list of numbers denoting the DDB journal numbers separated by blanks can be entered. Use the

select button to select journals from the list. See below for details.

- Volume** Since volume can contain letters this search allows also a substring search. A search for “12” will also find “123” and “12A”. In addition all options as for “First Page” are possible.
- Title** Several words can be entered. The single words have to be separated by spaces. Only titles with all words available will be found (“And” relation). Use “whole word” to find full words only.
- Numbers** A range of data set numbers can be specified (format as in “Years”). In most cases this field is not used in combination with the other options. Therefore the field is marked slightly yellow when the content is not empty (to avoid unexpected search failures).

The “\*” denotes the fields for which DDB Literature has indexes. These searches are much faster than non-indexed fields. The author’s index is not an exact index and will be not that efficient (=slower) than other indexes.

The “Clear” button will empty all edit fields. The additional options are not touched.

The “Copy to Adv. Search” button copies the current quick search settings to the advanced search settings. The advanced search page is active afterwards.

The “Libraries to be Search” control contains all available literature databases. Only the selected databases are searched.

Libraries to be Searched:

DDBST  
 DDBST/p  
 My New Database/p

Keep selection until next program start

## 2.2 Advanced Search

Search Query

Quick Search **Advanced Search**

Search for literature matching ALL of the following queries

Field	Mode	Operator	String Mode	Words
Title	must contain	all	substring	consistency

Insert Query Line  
Remove Query Line  
Clear All Lines  
Load Query  
Save Query

Libraries to be Searched:

DDBST  
 DDBST/p  
 My New Database/p

Keep selection until next program start

Search

Press any non-hotkey or right-click to show popup-menu

The advanced search allows searching in almost all data fields (“Field” column). The “Mode” column contains options specific for the selected data fields. The “Operator” column allows (together the “String Mode” column)

to change the behavior of the search. The “Words” column contains the search text or number.

## 2.2.1 Search fields

Authors
Comment
First Page
Journal
Keywords
Language
Last Page (0)
Lear Number
Location (1)
Place/Inst.
Status
Title
Year
User defined Number
Volume
Issue
Rep./Pat./Vin. No.
First Editor (2)
First Edit Date (3)
Last Edit Date (4)
Last Editor (5)
Series (6)
Book Title (7)
Series Name (8)
Pat. WO No. (9)

### 2.2.1.1 String Fields

*String Fields* are “Authors”, “Comment”, “First Page”, “Keywords”, “Language”, “Last Page”, “Location”, “Place/Inst.”, “Title”, “User defined Number”, “Volume”, “Issue”, “Report/Patent No.”, “First Editor”, “Last Editor”, “Series”, “Book Title”, “Series Name”.

For *String Fields* the mode column has two options: “must contain” or “must not contain” and the operator column allows to search for “all” or “any” words in the words column. In addition it is possible to specify if a text must match as “substring”, “whole word”, “prefix”, “suffix” or “exact string”. The “Words” column accepts words separated by blanks. To search for text containing blanks enclose them in quotation marks.

### 2.2.1.2 Number Range Fields

*Number Range Fields* are “DDB Literature Number” and “Year”. It is possible to specify either one number and search for all which “is equal”, “is lower or equal” or “is greater or equal” or you can specify a number range (see quick search dialog for details).

### 2.2.1.3 Date Fields

Date Fields are “First Edit Date” and “Last Edit Date”. The “Words” column only accepts one valid date. Click on day, month, or year to change it. A click on the down arrow brings up a date selection dialog. It is possible to search for dates which are “equal”, “lower or equal” or “greater or equal”.

### 2.2.1.4 Journal Field

It is possible to search for (“must contain”) or exclude (must not contain) datasets from a list of journals. Use the button “*Selected Journals*” to view/edit the selected journals. See section “*Selecting journals*” on page 22 for details.

### 2.2.1.5 Status

The status of an article can be “available”, “missing”, “to be ordered”, “urgent demand”, “in process”, “can't be procured”, “not ordered” or “check needed”. The word column presents a pop up menu with the possible entries.

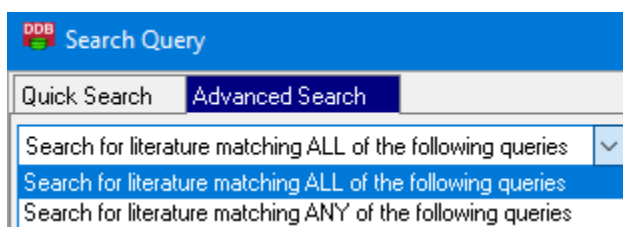
## 2.2.2 Multiple Queries

The advanced search dialog allows entering multiple search queries.

Field	Mode	Operator	String Mode	Words
Title	must contain	all	substring	contour
Year	of publication	is greater or equal		2000

The button “*Insert Query Line*” adds a new line,  
“*Remove Query Line*” removes a line,

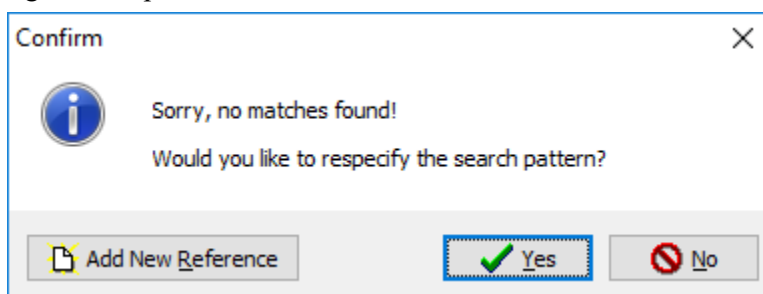
“Clear All Lines” clears all query lines but leaves an empty initialized line (prepared for “Authors” search). Queries can be combined.



- Either ALL query conditions must be fulfilled, or
- ANY (one) query condition must be fulfilled, other conditions can be fulfilled.

Use “Load Query” to load and “Save Query” to save a query. Queries are saved as INI files in a user specific folder.

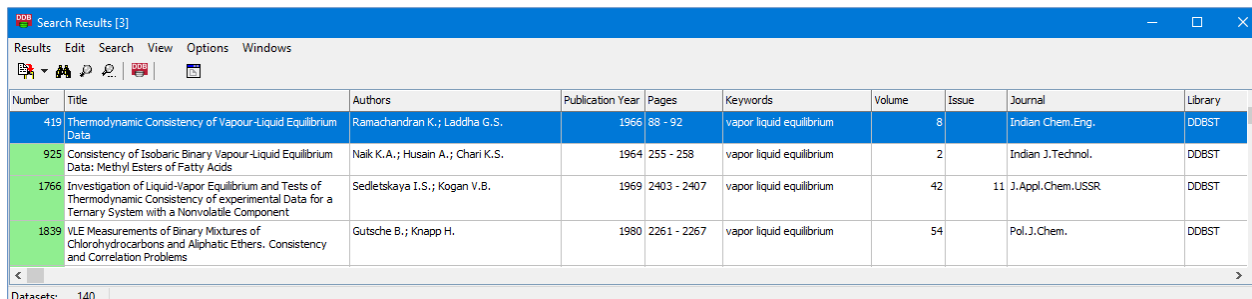
A click on the “Search” button will bring up the search result window (see next section). If nothing could be found the following dialog comes up:



Click “Yes” to bring up the search query dialog again to refine the search option. It is also possible to add a new reference from this dialog.

## 3 Search Results

After performing a search a query result window with all matches is displayed.



Number	Title	Authors	Publication Year	Pages	Keywords	Volume	Issue	Journal	Library
419	Thermodynamic Consistency of Vapour-Liquid Equilibrium Data	Ramachandran K.; Laddha G.S.	1966	88 - 92	vapor liquid equilibrium		8	Indian Chem.Eng.	DOBST
925	Consistency of Isobaric Binary Vapour-Liquid Equilibrium Data: Methyl Esters of Fatty Acids	Naik K.A.; Husain A.; Chari K.S.	1964	255 - 258	vapor liquid equilibrium		2	Indian J.Technol.	DOBST
1766	Investigation of Liquid-Vapor Equilibrium and Tests of Thermodynamic Consistency of experimental Data for a Ternary System with a Nonvolatile Component	Sedletskaia I.S.; Kogan V.B.	1969	2403 - 2407	vapor liquid equilibrium		42	11 J.Appl.Chem.USSR	DOBST
1839	VLE Measurements of Binary Mixtures of Chlorohydrocarbons and Aliphatic Ethers. Consistency and Correlation Problems	Gutsche B.; Knapp H.	1980	2261 - 2267	vapor liquid equilibrium		54	Pol.J.Chem.	DOBST

Datasets: 140

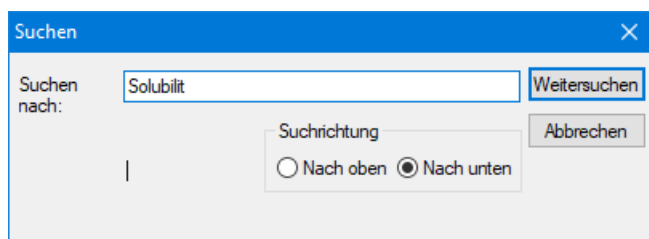
### 3.1.1 Tool Bar



Copy marked sets to the Windows clipboard in a publication format.



Open a search query window. **A search started from this place will perform a search in the given sub list.** To search the full database either the full list must be active or switch back to the main window and start the search from there.

This search doesn't read the data bank but only the grid content.

The search result is not a new query result but the first grid line where the search item has been found will be selected.



Search for a data set number within this result list.



This function starts a search in the main data bank retrieval program for datasets of the marked references.



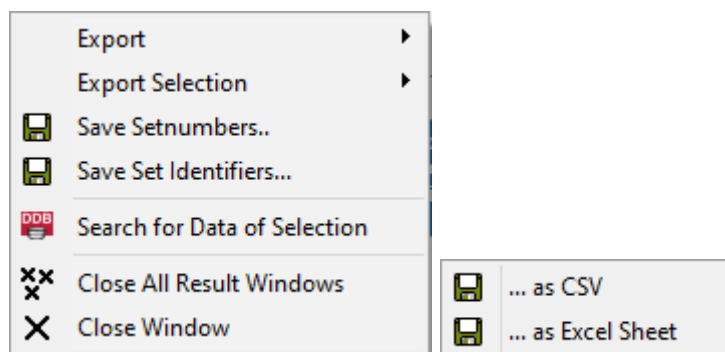
This function brings the main DDB Literature window to front.

### 3.1.2 Menus

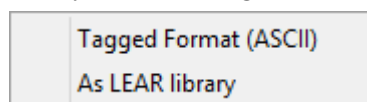
#### 3.1.2.1 Results

“Export” allows saving the grid content either as comma-separated files or as an Excel- and OpenOffice-compatible XLS files.



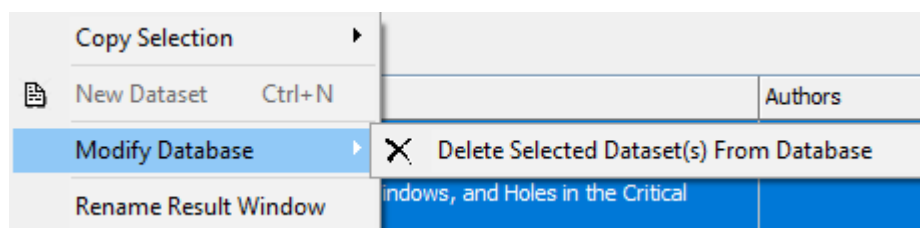


“*Export Selection*” allows exporting the marked datasets either as a tagged text file or as a DDB Literature library. If an existing DDB Literature library is selected, the marked sets will be appended.



“*Save Setnumbers...*” allows storing the DDB Literature dataset numbers only. Private references are stored as negative numbers. “*Save Set Identifiers*” stores the data set numbers together with their data base identification. See above for a description of “*Search for Data of Selection*”.

### 3.1.2.2 Edit



“*Copy Selection*” allows copying the marked lines either in a publication format for use in text processor or in a grid format for use in spread sheets.

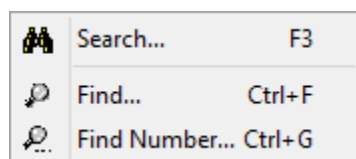


“*New Dataset*” opens the edit dialog and allows entering a new data set. This option is only available if the full list is active.

“*Modify Database*” and “*Delete Selected Datasets*” allows removing data sets from the database. **This command actually deletes the data sets in the database. It is not recoverable.** Only references that are not used in the DDB can be removed.

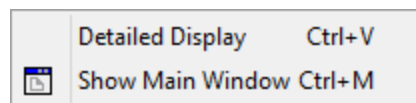
Use “*Rename Result Window*” to give the result list a meaningful name. It is not possible to have two windows with the same name. Only the text between the brackets in the window title will change. Renaming the window makes it easier to identify a specific search result when switching between them using the “*Windows*” menu entry or the task bar entries (“*Independent Window*” turned on).

### 3.1.2.3 Search



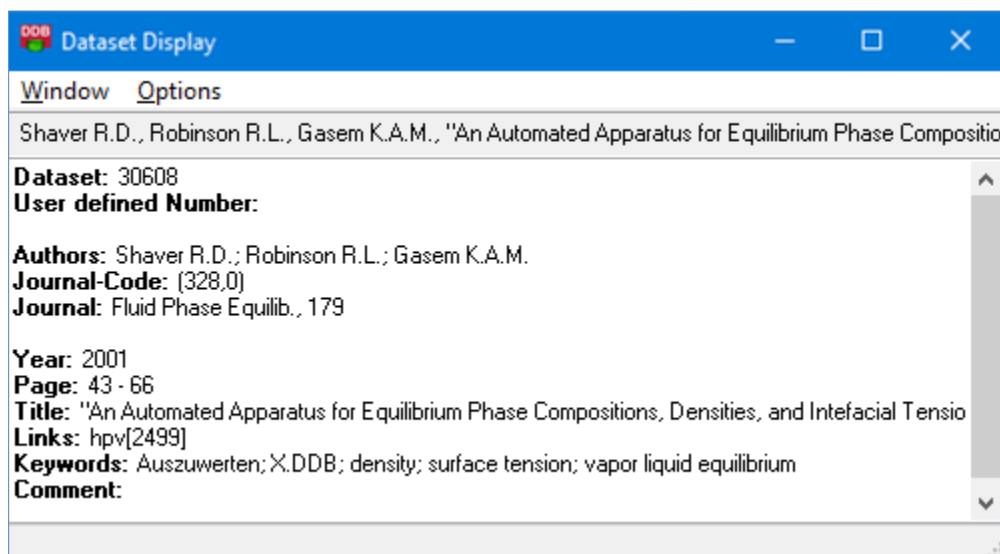
The search functions have been explained in the tool bar section.

### 3.1.2.4 View



“Detailed Display” opens a child window with a detailed text view of the currently selected reference. The contents updates automatically when a different dataset is selected.

The text in the “Dataset Display” window can be printed and copied. It is possible to turn word wrap on or off and to set the window always on top.

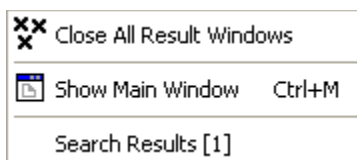


### 3.1.2.5 Options

“Edit Options” displays the “Result Window” page of the global options dialog.

### 3.1.2.6 Windows

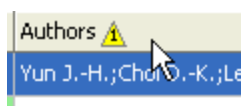
The “Windows” menu can be used to switch between several search results. This is useful if “Independent Window” is turned off.



## 3.1.3 Grid Functions

### 3.1.3.1 Sorting

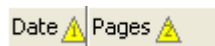
The grid allows opening an edit window for single set by double-clicking its line. Editing single sets is described in details elsewhere.



The grid allows sorting its content by clicking in the first row.

A second click on the same column reverts the sort order.

Shift-click allows to sort by more than one criterion, like sort



first by date and second by pages.

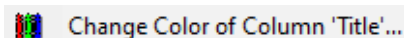
### 3.1.3.2 Column Moving



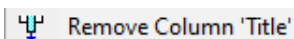
It is possible to change the order of the columns. This is done by clicking on the heading of a column, holding down the left mouse button while moving the mouse cursor along the heading to the left or to the right.

### 3.1.3.3 Context Menu

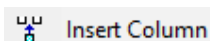
The context menu of the grid repeats several of the functions of the tool bar and the menu. The following functions are unique.



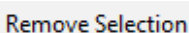
“*Change Color of ...*” allows to select another background color for a column.



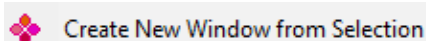
A column can be removed from the result list. The only column that can't be removed is the “*Number*” column.



Use “*Insert column*” to insert a hidden column into the result list. The column will be inserted *before* the column below the mouse cursor.



“*Remove Selection*” allows removing datasets from the search result list. This does *not* modify the database.



“*Create New Window from Selection*” opens a new search result window with only the selected sets.



“*Common Properties*” opens an edit window which allows to edit common properties of the selected data sets.

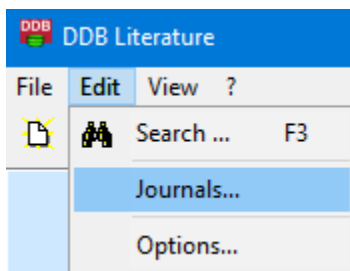
These “common” properties have to be the same in all selected datasets before editing; the different entries are inactive and cannot be changed. The only exceptions are “Keywords” and “Comment”. If the entries are different it is possible to choose to “append” a value to all selected datasets or to “replace” the value in all selected data sets by the specified value. “None” will leave the entries unchanged. **The changes here modify the database.**

### 3.1.3.4 *List of Possible Columns*

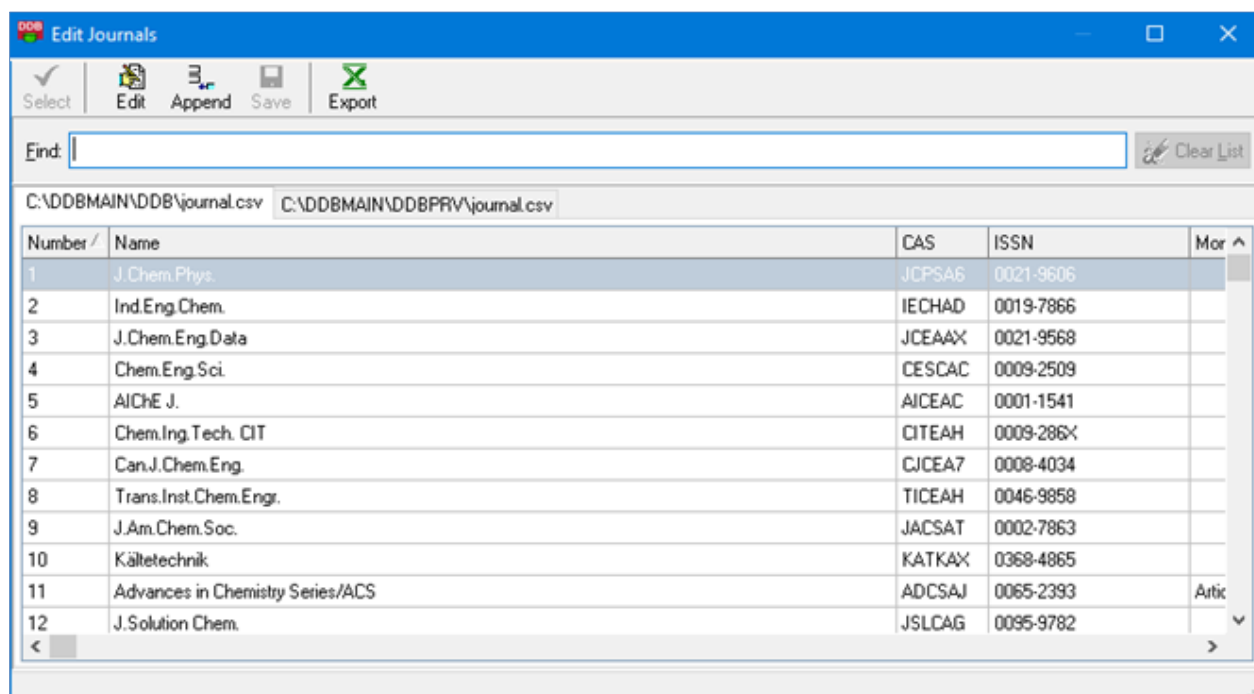
1. Number: Internal data set number
2. Title
3. Authors
4. Publication Year
5. Pages: First and last page separated by a hyphen
6. First Page
7. Last Page
8. Volume
9. Issue
10. Journal
11. Library: Name of the DDB Literature data bank
12. External Files: Hyperlinks to external files if available
13. ISSN: International Standard Serial Number
14. CAS code of Journal
15. Journal Number: Internal DDB number of journal
16. Keywords
17. Language
18. Place
19. DOI

## 4 Journals

The journal's editor can be started from the “Edit” menu of DDB Literature 's main window.



DDB Literature uses an underlying journals list and provides an editor for this list.



### 4.1 Stored Fields

The most important fields in the journal list are

- a journal number
- a journal short name
- the CAS source index
- the ISSN number
- a description of the type if the reference is not a journal.

### 4.2 Editing

The single entries are editable after selecting the “Edit” button. The “*Monograph Type*” can be easily changed by choosing one item from the drop-down list. An empty field means “Journal”.

Changed entries are marked red until they have been saved using the “Save” button.

“Append” allows adding new journals. An empty row is appended to the journals grid and the grid is automatically in edit mode. By pressing the “Save” button the new journal can be used in the literature data bank.

“Export”: the entire content of the journal’s list can be export to an Excel (\*.xls) file.

## 4.3 Searching

Searching for journals allows combining queries by simple logical operations.

Search String	Result
eng&chem	All journals containing “eng” <i>and</i> “chem” are listed.
eng chem	All journals containing <i>either</i> “eng” <i>or</i> “chem” are listed.
eng&chem!trans	All journals containing “eng” <i>and</i> “chem” but not “trans” are listed.

Searching is always restricted to the currently listed journals. To search all journals the entire list can be made visible again by pressing the “Clear List” button.

## 4.4 Selecting Journals

The journals dialog is in selection mode when it is called from a search query window.

Field	Mode	Operator	String Mode	Words
Journal	must contain	any of the 2		<input type="button" value="Selected Journals"/>

In this case the dialog hides the “Edit” and “Append” buttons and activates the “Select” button.



To select a single journal mark the grid line and press the “Select” button. It is also possible to select all marked journals by selecting one of the drop-down menu entries.



## 5 Editing Single Sets

The editor for single sets can be called by either

1. double-clicking a line or
2. single-clicking on the data set number hyperlink in a search result or by
3. adding a new dataset from the main window.

**Edit Entry 1 [DDBST]**

Literature Kind:

Dataset Number:  User defined Number:

Title:

Authors:

Pages:  to  Volume:  Issue:  Series:

Year:  to  Journal:

ISSN:

Publisher/Place:  Language:

Keywords:

Comments:

URLs: 

1	<input type="text"/>	<input type="button" value="Open"/>	<input type="button" value="Del"/>	<input type="button" value="New"/>
<input type="text"/>	<input type="text"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>

DOI:

### 5.1 List of Fields

The list of fields changes with the type of paper (monograph, article, etc.). In the following the most important fields are described.

- Literature Kind Defines the type of paper stored.

<ul style="list-style-type: none"> <li>Article in Journal</li> <li>Book</li> <li>Thesis</li> <li>Article in Conference</li> <li>Report</li> <li>Patent</li> <li>Private Communication</li> <li>Deposited Document</li> <li>Unpublished</li> <li>Not specified</li> </ul>	<p>The drop-down box shows the complete list of possible entries. Changing to another type changes the dialog controls, because the different types need their special descriptions.</p> <p>A list of these special controls is given in the following list.</p>
--	--

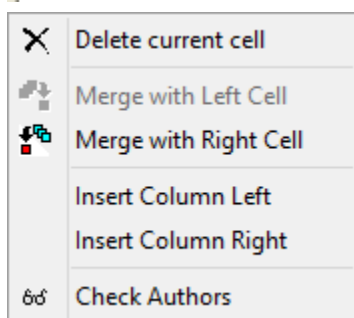
- Precise Kind

Literature Kind:  Precise Kind:

For some kind of literature a more precise description is needed. This detail's list contains a list of a more precise description of the reference kind. These lists are not complete and always contain an entry which can be used if nothing else matches (e. g. "monograph" for books).

- Dataset Number A unique number specifying the data set. This number is automatically created by the program and cannot be altered.
- User defined Number This is a freely definable number useful when another literature list has been imported in a DDB Literature library. It allows keeping the original numbering.
- Title The title of the paper.
- Authors The authors of the article. Each author has his or her own cell and the naming convention (for DDBST) data banks are family name followed by space and initials. The initials are not separated by blanks.

The order of the authors can be changed by dragging the title bar to a different location.



The context menu allows deleting a cell, merging two cells or inserting a cell.

Press the 'Return' key in the last cell to append a new cell.

A check function for authors is also available (see below).

- Pages First page and last page of an article are stored in different fields. In case of an article from a book the first and last page should be used to denote the important pages.
- Year Normally articles have only one year whereas data collections may have been published over a period. If there's only one year given, this year should be entered in the 'to' field.



- **Institution/Place** For theses and similar papers: A text field for further information on the authors, their institute or company.
- **Viniti Code** For deposited documents:  

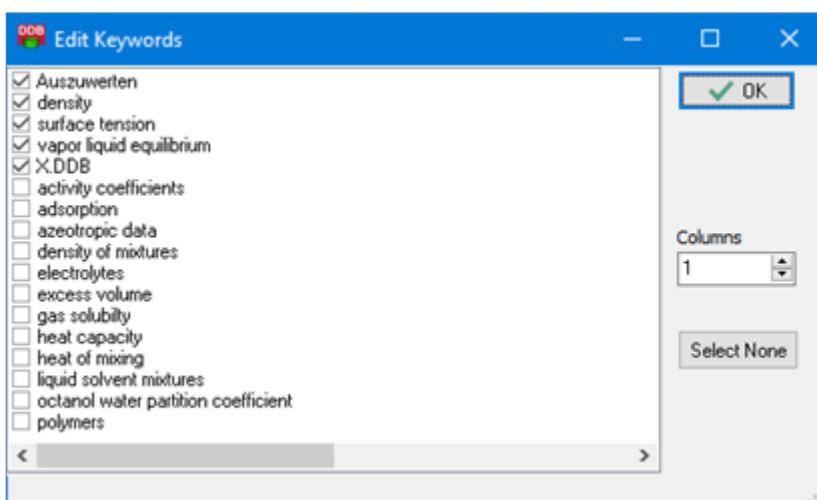
Viniti Code:

A “Viniti” is a specifically Russian and Ukrainian document type. It was and is common practice in the USSR and its successors that articles have been published only with their title and abstract. The rest of the paper with the experimental data is available from central libraries near Moscow and Kiev.
- **Patent No.** Patent number, only used for patents.
- **WO No.** Patent number, granted by the World Intellectual Property Organization, or WIPO.
- **Report Number** Report number, only used for reports.
- **Journal**

Journal:

The journal list is a separate file. DDB Literature only stores a number which is an index to the journal in the journals file.

The journal can either be selected using the  button next to the journal name, by double-clicking in one of the grayed journal fields or by simply typing in the journal number left from the journal name. The journal selection dialog is described in section “*Selecting Journals*” on page 22.
- **ISSN** International standard series number of a journal. This field belongs to the journal entry and can only be modified in the journal editor.
- **Volume** Volume number of an article
- **Issue** Issue number of an article
- **Series** Series number or letter of an article
- **Book Title** In article from a book “Title” contains the title of the article. “Book Title” can then contain the title for the whole book.
- **ISBN** International standard book number (for books only)
- **Edition** Edition of a book
- **Editor** Editor of a book
- **Publisher / Place** Name of the publisher (for book) or the place (for conference and thesis)
- **Language** The original language of the paper (Chinese, Japanese, German, etc.)
- **Keywords** DDB Literature manages keywords not as pure text, but as special list. This decision has been made for getting keywords organized.



The list contains also short terms for the different DDB data banks.

- Comments This is a place for unstructured additional information.

## 5.2 Tool Bar



Copy dialog content to the clipboard (tagged format)



Paste dialog content from the clipboard (tagged format)



Copy dialog content to the Windows clipboard – either in publication format or in display format



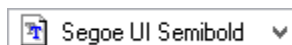
Print dialog content



Start main data bank retrieval program and display all datasets from current reference.

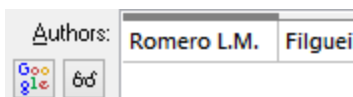


Show external links (see below for details)

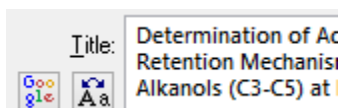


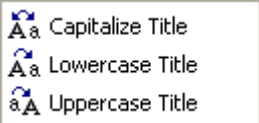
Font selection (see below)


## 5.3 Special Command Buttons



The eyeglasses button besides the authors allows checking the author's names order. The Google button starts a search in the registered web browser.



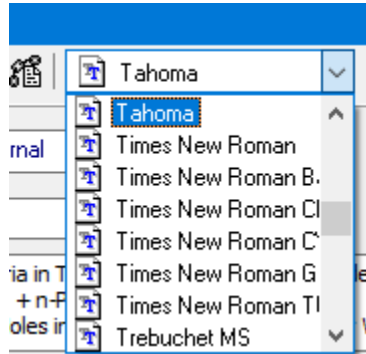


The  button calls a simple function for converting the title in uppercase/lowercase text. This function is far from perfect.

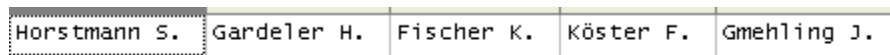
Right-click the button to get a menu that allows also converting all to uppercase or all to lowercase.

## 5.4 Font Selection

The single set editor allows changing the font of the dialog's controls.




Here's an example where the font is changed from Lucida Console

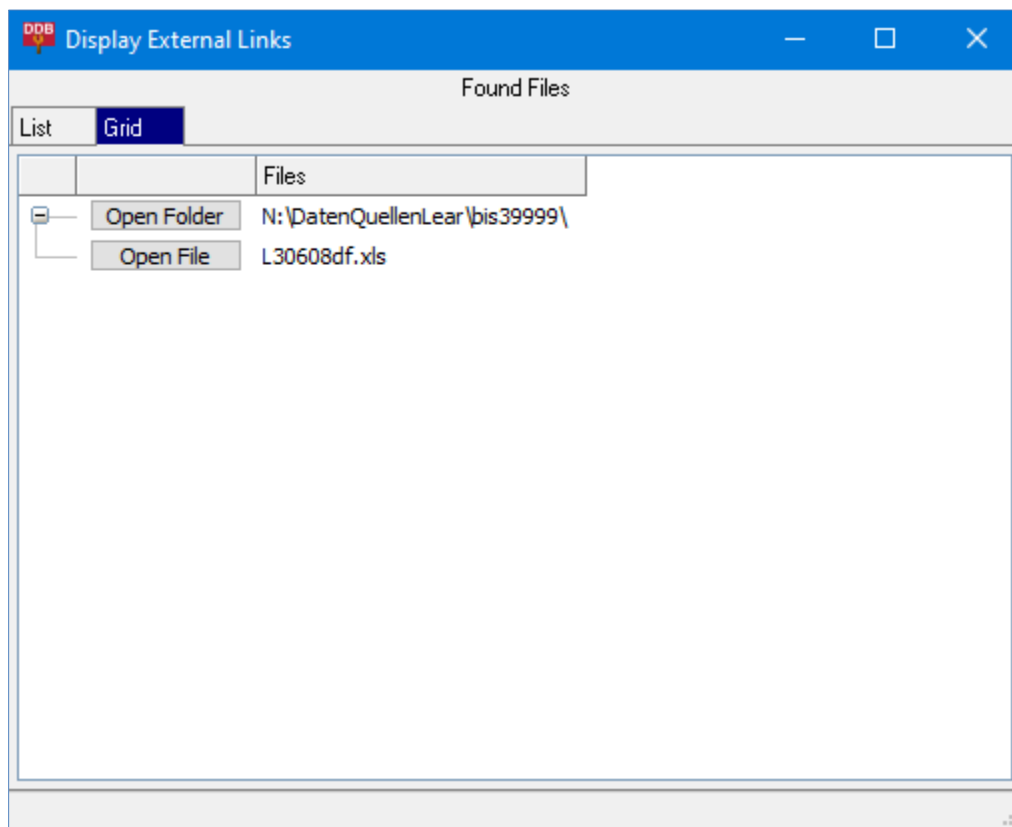


to Arial.



## 5.5 Displaying Externally Linked Files and Folders

The external links facility allows connecting scans, data files, PDFs etc. with a reference in the literature database. The dialog which displays the linked files and folders can be directly displayed from within the single dataset editor. If the connection symbol  is enabled there are files associated with the current dataset.

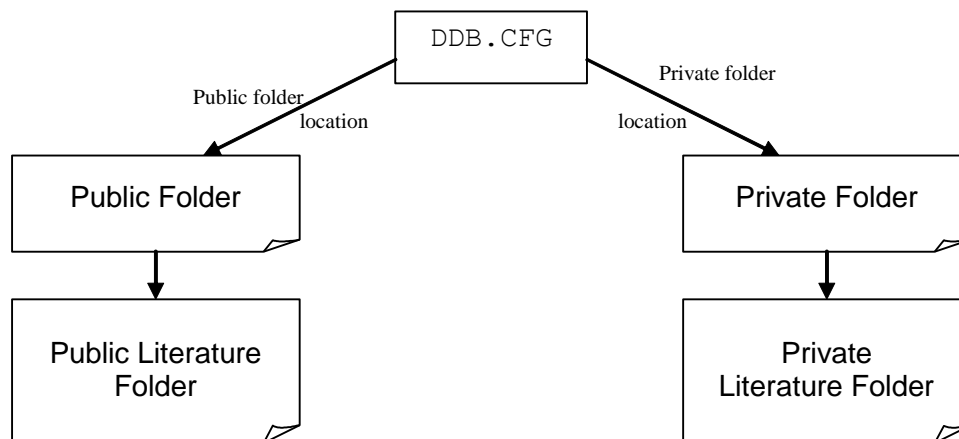


The link display dialog displays the linked files and folders. Double-click on a file name or click “Open File” to load the document into the registered application. Double-click on a folder name (or a click on “Open Folder”) to see the full folder contents.

Section “*External links settings*” on page 7 describes how to configure the folders for external files.

## 6 Appendix

### 6.1 The Data Bank Structure



DDB Literature has been designed to support multiple libraries; two of these libraries have special meanings. The DDB system supports two data banks, a public and private data bank. These are normally located in two different folders. DDB Literature uses this organization and supports a private and a public literature data bank.

A private data bank is intended for use by our customers to store company owned data and literature. The public data bank is distributed by DDBST GmbH.

### 6.2 LEAR Tagged Format

The tagged format (ASCII) is used for example when a single dataset is copied to the clipboard. The defined tags are:

Tag	Meaning
SET:	Data set number
CLA:	List of links in the format DDB-short-term (HE for mixing enthalpies in the example) followed by the link number in square brackets. If there are more links each are separated by blanks.
AUT:	Authors
TIT:	Title
DCL:	Journal class
JRC:	Journal number (from the DDB journals list)
JRN:	Journal short name
JCS:	Journal code (CAS source index)
JLT:	Journal long name
LNG:	Language
PNR:	Patent number

Tag	Meaning
YEA:	Year
PGE:	First and last page separated by blank
VOL:	Volume
SER:	Series
ISS:	Issue
PLC:	Place
BTI:	Book title
EDI:	Edition
ISB:	ISBN
SNA:	Series name
ENA:	Editor name
CMT:	Comment
UDN:	User defined number
KWD:	Keywords
EDA:	First edit date
CRE:	First editor
LOC:	Internal location
STA:	Status
LDA:	Last edit date
LED:	Last editor
DOI:	Document object identifier or web link
VER:	Format version
PWO:	Patent WO number