

BIOFOR Bibliography Database

User's Manual

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INTRODUCTION

This program provides a database from which one may quickly and easily locate citations, summaries and full text of documents relevant to community-based natural forest management. The program and database files that contain the citation and written summary information have been installed on your computer's hard drive. You will be running the program from the Start menu.

Most of the records in the database have the ability to link to a PDF file that contains the selected publication in its entirety. [Adobe® Acrobat Reader®](#) is required to open these files. These PDF files were not copied to your computer's hard drive during installation and remain on the CD provided where the programs look for them. What follows is a brief description of the program's capabilities and how to make use of them.

MAIN MENU

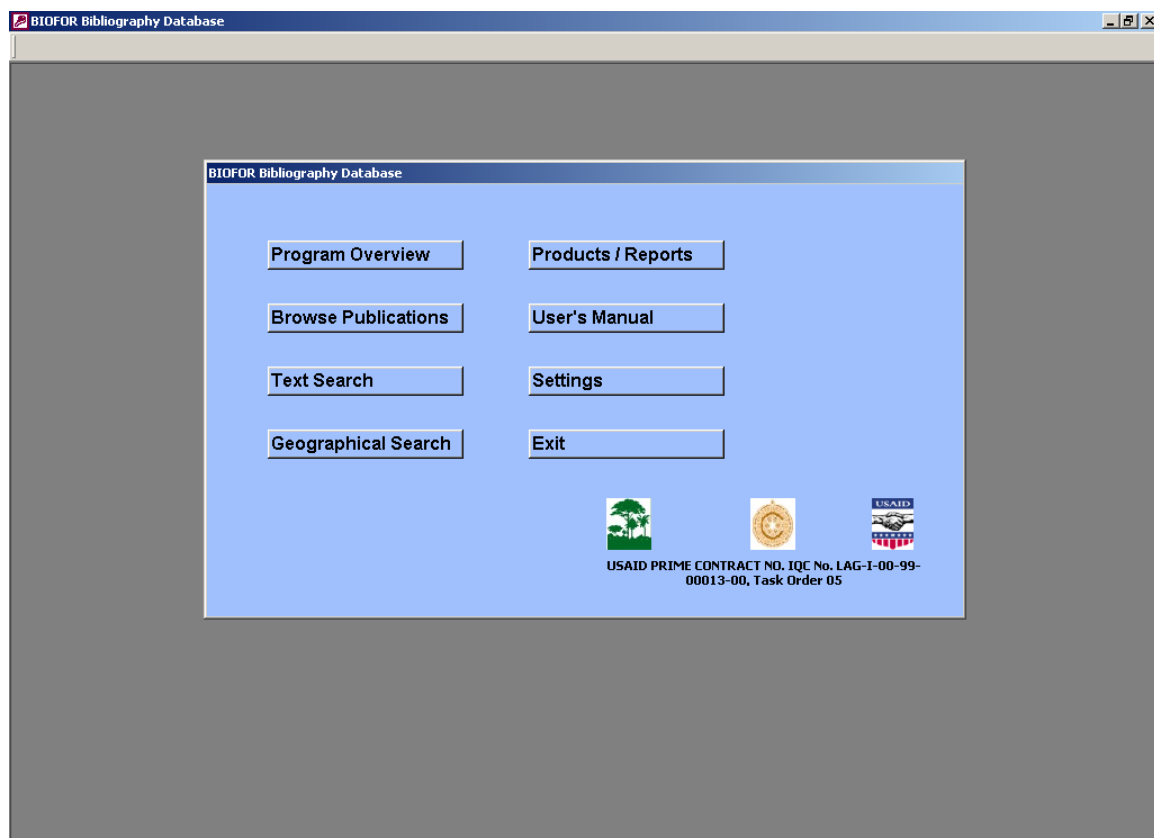


Figure 1 – Main Menu

Figure 1 is the main menu. A description of each option on this menu follows.

Program Overview

Press this button to access a brief description of the BIOFOR program. This is a PDF file. It resides on the CD provided and was not copied to your computer's hard drive. If you receive a message saying that the file cannot be found, you will need to press the Settings button. See **Settings (CD ROM Drive Letter Assignment)** below.

Browse Publications

This allows you to search for publications by picking terms from several drop-down lists. The drop-down list categories include keywords, author and title. The browse function permits both nested and non-nested searches. These capabilities are explained below (pages 5-8).

Text Search

This option allows you to enter several search terms as single words, partial words or phrases to perform searches. Nested and non-nested searches can be performed here as well. These capabilities are described on pages 12-14.

Geographical Search

This option allows you to search for publications by clicking on maps of continents and countries. These capabilities are explained on pages 15-20.

Products / Reports

This option allows you to make use of additional publications and reports produced as part of the BIOFOR project. They reside on the CD provided and were not copied to your computer's hard drive.

User's Manual

This allows you to display or print the user's manual. This is a PDF file. It resides on the CD provided and was not copied to your computer's hard drive.

Settings (CD ROM Drive Letter Assignment)

This is where you tell the program the drive letter of your CD ROM drive. The default setting is D, but CD ROM drives are sometimes assigned other drive letters. All of the above mentioned documents reside on the CD provided, where the database will access them. The database is dependent on this setting. If you get a message that the file cannot be found when you try to open the Program Overview, then you will need to change this setting. If it's not D, it's probably E.

If you need to change the drive letter of your CD ROM drive, press the Settings button on the Main Menu and the form illustrated in Figure 1.1 below will be displayed.

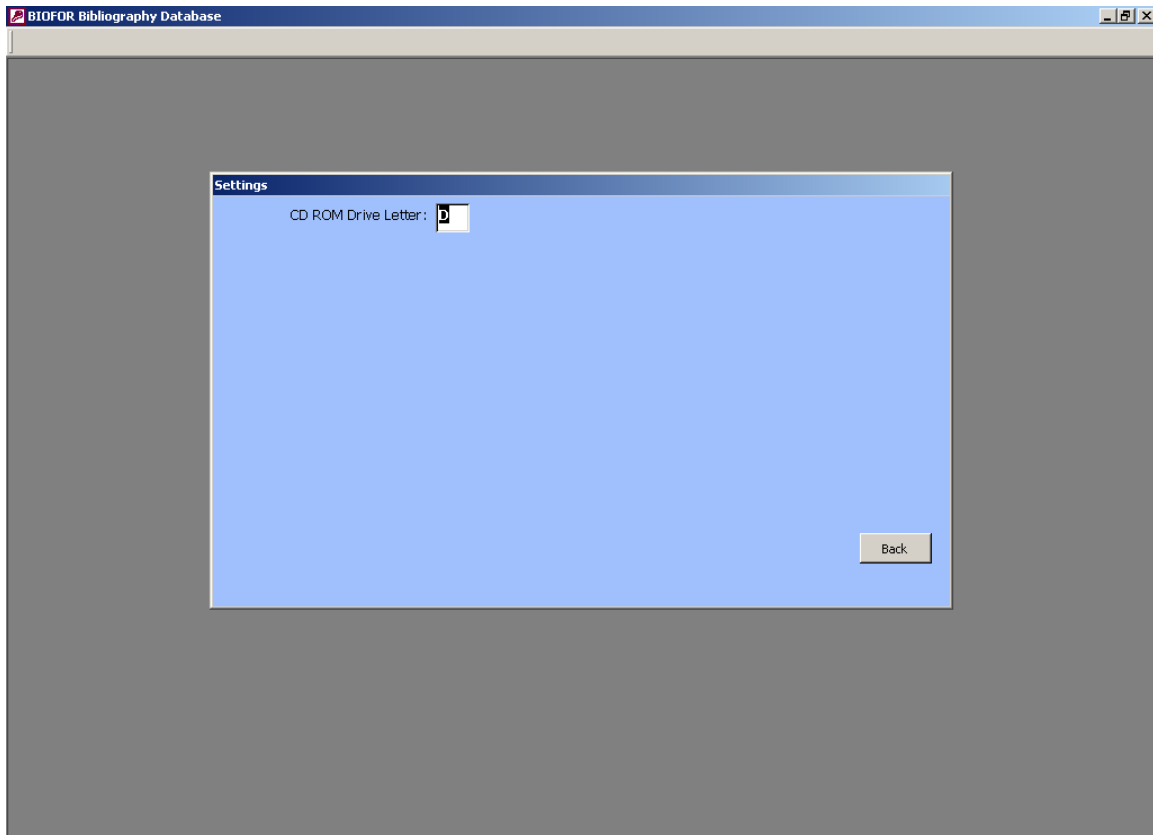


Figure 1.1 - Settings

Type your CD ROM's drive letter in the field provided, replacing the default setting of "D", and press the Back button to return to the Main Menu and try the Program Overview again. If the Program Overview works, then all the rest of the documents will work too. You will need to leave the CD with the documents on it in the CD ROM drive during your search for publications if you want to access them while using the database. The program and database will function normally without the CD in the drive and only provide the summary information.

Exit

Exits the program and returns you to the operating system.

BROWSE PUBLICATIONS

The screenshot shows a web browser window titled "BIOFOR Bibliography Database". Inside the browser is a form titled "Browse Publications". The form has a blue header and contains several search criteria: "Country/Region", "Economic", "Environmental", "Institutional", and "Social", each with a drop-down menu. There are "Reset" and "Categories" buttons. Below the search criteria are three text input fields: "TITLE" (with the instruction "USE THE DROP-DOWN LISTS ABOVE TO SEARCH FOR PUBLICATIONS."), "CITATION", and "SUMMARY". At the bottom are five buttons: "Previous Record", "Next Record", "Print This Record", "Print All Matching", and "Back".

Figure 2 – opening Browse Publications form

Figure 2 is what appears when you press the **Browse Publications** button. Notice that the **CITATION** and **SUMMARY** fields are blank. The **TITLE** field tells you to use the drop-down lists above to begin searching for publications. When the form is in this state, the only active buttons are **Reset**, **Categories** and **Back**.

Reset Button

clears all search criteria that will have been entered using the drop-down lists and resets the form for a new search. When in doubt and you want to start all over, just press this button

Categories Button

switches to a different set of drop-down lists to use for search criteria. The categories when the form opens are: Country/Region, Economic, Environmental, Institutional and Social. Pressing the Categories button changes the categories to: Author, Title, Year, Organization and Source. This is illustrated below (Figure 2.3).

Back Button

returns you to the Main Menu.

Since there are no records selected at this time, the other buttons remain inactive, as there is nothing to print or navigate through.

All of the drop-down lists are active at this time. Just click the arrow under the desired category and select a term or phrase. You may select terms from any one or all four of the remaining categories. This is a nested search. Each time you select an additional term from a category, the search is narrowed. Figures 2.1 and 2.2 below illustrate this function.

- Figure 2.1 (below) shows 75 records matching the term “Africa” selected from the Country/Region category.
- Figure 2.2 (page 8) shows how this search is narrowed by selecting the phrase “agricultural diversification” from the Economic category.

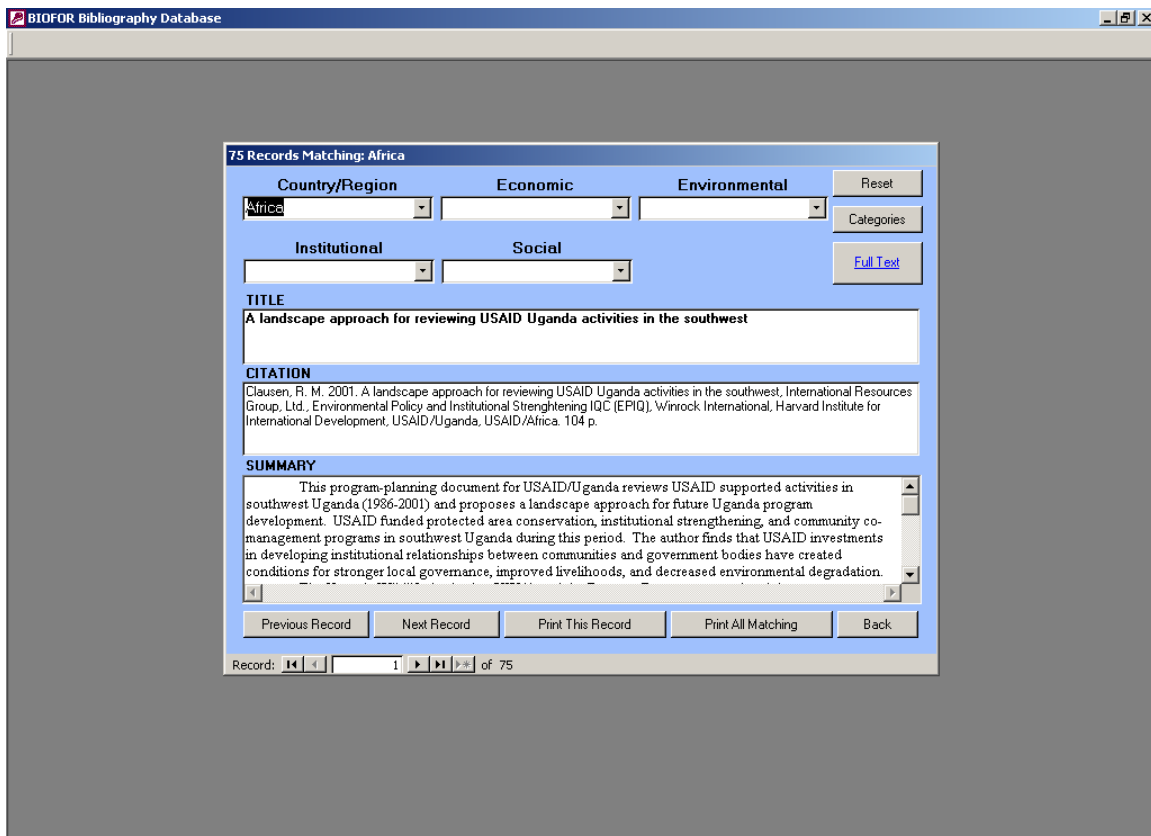


Figure 2.1 – Browse Publications, search using a single term

Notice that there are a few differences between this form and the one shown in Figure 2.

Title Bar

The title bar at the top of the form has changed from “Browse Publications” to “75 Records Matching: Africa”. The title bar is a useful place to look for information on all of the forms throughout the program

Full Text Button

There is a new button, **Full Text**. This is your link to the PDF file on the CD that corresponds to the document summarized on screen. Press this button to open the PDF file that contains the publication in its entirety, which you may view and print. If the CD containing the PDF files is not in the drive, or the setting for the CD ROM drive letter is incorrect, you will receive a message telling you that the document cannot be found. You will still be able to navigate through the record-set, but will not be able to open the full publication document until you insert the CD and make sure the drive letter is correct. As you navigate through the record-set, you may see this button go away. If that happens, the full source document is not included on the CD for that publication. Most, but not all records have a PDF file on the CD and the Full Text button will appear.

TITLE, CITATION and SUMMARY fields

These fields have been populated with the data from the first record in the record-set that matches “Africa”. This information comes from the database that is installed on your computer’s hard drive and is not dependent on the CD containing the PDF files. Notice that the **SUMMARY** field has scroll bars on the right to allow you to move through the complete summary.

Once a record has been retrieved, the following additional buttons are activated:

Previous Record Button

takes you to the previous record in the record-set. If you are at the first record in the record-set, nothing will happen.

Next Record Button

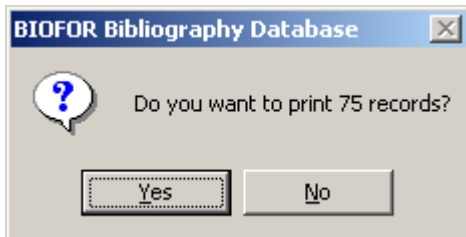
takes you to the next record in the record-set. If you are at the last record in the record-set, nothing will happen.

Print This Record Button

prints the citation and summary information of a single record, i.e. the record currently displayed on the form. As you navigate through the record-set, you may press this button to print the displayed citation and summary. This will not print the PDF document. To do so, you must first open the PDF using the Full Text button and print the document from Adobe® Acrobat Reader®.

Print All Matching Button

prints all the records matching the search criteria you have made using the drop-down lists. In this example, it would be 75 records. When this button is pressed, a dialog box is displayed asking if you really want to print the number of records selected.



This is the same number of records that is displayed in the title bar at the top of the form in Figure 2.1. The dialog box offers the possibility of declining this option in case you do not want to print all of the records (75 in this case). Pressing No here will simply return you to the previous record-set where you can narrow the search or print records one at a time with the **Print This Record** button. Pressing Yes in this example would print all 75 records matching "Africa".

Navigation Buttons

have appeared on the caption bar at the bottom of the form to provide feedback as you navigate through the record-set using the **Previous Record** and **Next Record** buttons. Notice in this example in Figure 2.1 that the caption bar reads "Record: 1 of 75" with VCR buttons in between the text. You may use these buttons to move through the record-set. The end buttons take you immediately to the end and beginning of the record-set. You can enter a number into the field between the VCR buttons and press enter to be taken immediately to that record within the record-set. In this example, if you enter 45 and press enter, the form would move to that record and the caption bar will be updated to read "Record: 45 of 75".

In the next section, Figure 2.2 will illustrate how the search can be narrowed to a smaller record-set by adding terms to the search criteria using the drop-down lists.

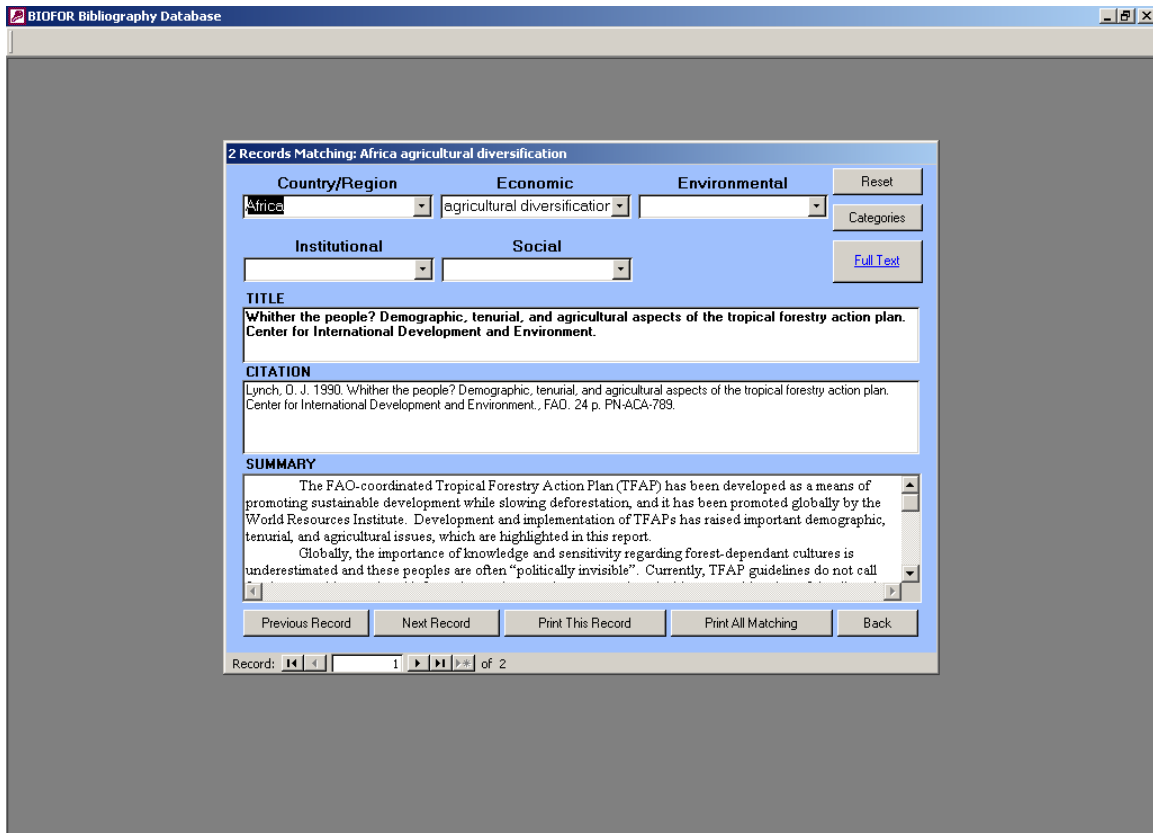


Figure 2.2 – Browse Publications, nested search

If you leave “Africa” as the search criteria and select “agricultural diversification” from the Economic category to narrow the search, you will see some changes take place on the form.

Notice that the title bar at the top of the form has changed. It now reads: “2 Records Matching: Africa agricultural diversification”. There are only 2 records now instead of 75 and the form is displaying citation and summary information for a new record. All of the other buttons work the same way as described above, except that “Print All Matching” would only offer to print 2 records. The Full Text button is visible here because a PDF file of the complete publication is on the CD.

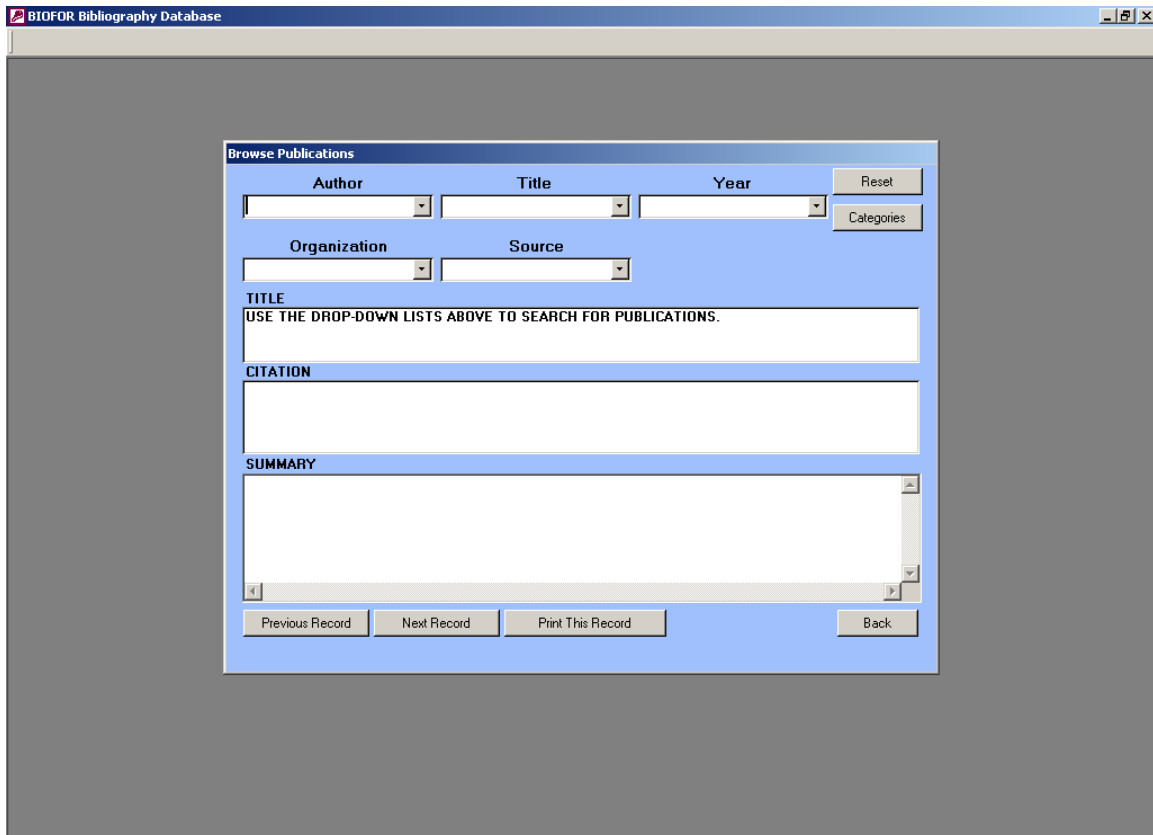
You can continue to add or “nest” terms to narrow the search by adding a third, fourth and even a fifth search term to the criteria. If you enter criteria for which there is no match in the database, you will receive a message such as the following:



The term “afforestation” was selected from the Environmental category and added to the criteria “Africa” and “agricultural diversification”. There are no publications in the database that have all three of these terms and phrases in the summary or keywords fields. If you get this message, press OK to be returned to the Browse Publications form to retry your search.

Categories Button

Figure 2.3 shows how the form changes when the *Categories* button is pressed.



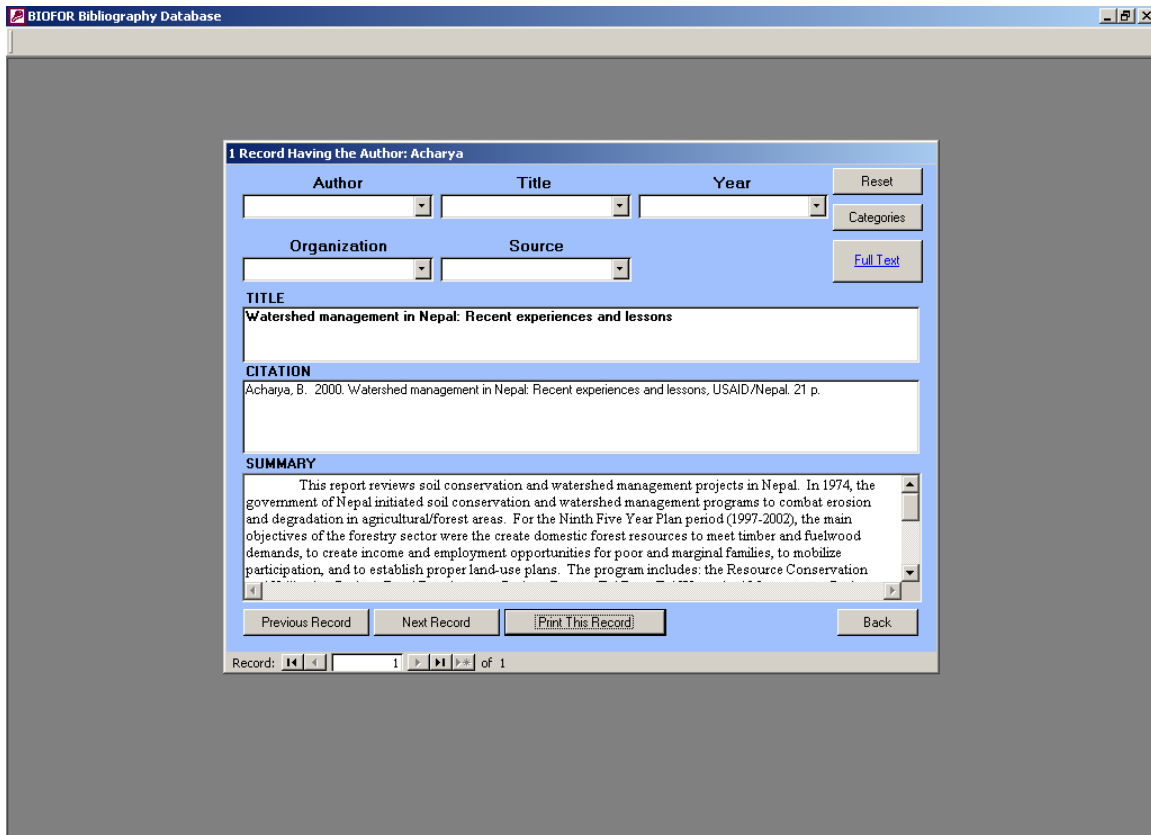
The screenshot shows a web browser window titled "BIOFOR Bibliography Database". Inside the browser is a form titled "Browse Publications". The form has a blue header and contains several search fields and buttons. At the top, there are three dropdown menus labeled "Author", "Title", and "Year", each with a small downward arrow. To the right of these is a "Reset" button. Below these is a "Categories" button. Underneath are two more dropdown menus labeled "Organization" and "Source", also with downward arrows. The form then has three large text areas: "TITLE" with the instruction "USE THE DROP-DOWN LISTS ABOVE TO SEARCH FOR PUBLICATIONS.", "CITATION", and "SUMMARY". At the bottom of the form are four buttons: "Previous Record", "Next Record", "Print This Record", and "Back".

Figure 2.3 – Browse Publications, alternate categories

As you can see, the categories have changed to **Author**, **Title**, **Year**, **Organization** and **Source**. Everything works the same as the previous set of categories as shown in Figure 2.2 with the exceptions **Author** and **Title**. They are not nested. They are stand-alone search terms and will not be combined with any of the other fields when the system looks for records. If you choose either **Author** or **Title**, all terms entered in the other categories will be cleared.

Author Category

Figure 2.3.1 below shows how the form looks when an **Author** has been selected. Figure 2.3.2 below shows the form as it appears during a **Title** search.



The screenshot shows a web browser window titled "BIOFOR Bibliography Database". The main content area displays a search result for an author. The search criteria are: Author: Acharya, Title: (empty), Year: (empty), Organization: (empty), and Source: (empty). The search results are displayed in a blue-bordered box with the following sections:

- TITLE**: Watershed management in Nepal: Recent experiences and lessons
- CITATION**: Acharya, B. 2000. Watershed management in Nepal: Recent experiences and lessons, USAID/Nepal. 21 p.
- SUMMARY**: This report reviews soil conservation and watershed management projects in Nepal. In 1974, the government of Nepal initiated soil conservation and watershed management programs to combat erosion and degradation in agricultural/forest areas. For the Ninth Five Year Plan period (1997-2002), the main objectives of the forestry sector were the create domestic forest resources to meet timber and fuelwood demands, to create income and employment opportunities for poor and marginal families, to mobilize participation, and to establish proper land-use plans. The program includes: the Resource Conservation

Navigation buttons include "Previous Record", "Next Record", "Print This Record", and "Back". A "Full Text" button is also visible. The status bar at the bottom indicates "Record: 1 of 1".

Figure 2.3.1 – Browse Publications, alternate categories, search using Author

The author “Acharya” was selected from the Authors category to produce this search. Most searches based on Author produce a single record, with a few possibilities of more than one record being returned. For this reason, the **Print All Matching** button is not visible. The record in this example has a source document on the CD, so the **Full Text** button is visible.

Title Category

Figure 2.3.2 illustrates a search based on the **Title** category.

The screenshot shows the BIOFOR Bibliography Database search interface. The search criteria are: Author (empty), Title ("We did this ourselves"- a case study of INAFOR/ CARE/Peace Corps soil conservation and forest manag...), and Year (empty). The Organization is empty and the Source is empty. The search results are displayed in a table with columns for TITLE, CITATION, and SUMMARY. The first record is shown, with the following details:

TITLE	CITATION	SUMMARY
"We did this ourselves"- a case study of INAFOR/ CARE/Peace Corps soil conservation and forest management program, Republic of Guatemala	Nations, J. B. Burwell, G. R. Burniske. 1987. "We did this ourselves"- a case study of INAFOR/ CARE/Peace Corps soil conservation and forest management program, Republic of Guatemala, CARE International, US Peace Corps, USAID/PC. 63 p. PN-ABG-270.	This USAID evaluation considers soil conservation and forest management programs in the highlands of Guatemala from 1979-1987 by three cooperating institutions of the ICCP: the Guatemalan National Forestry Institute (INAFOR), CARE, and the U.S. Peace Corps. The ICCP program focused on improving the well being of Guatemalan subsistence farmers through introducing soil conservation techniques and on-farm tree planting. USAID provided support through Food-for-Work donations. Food-for-Work was supplied by USAID via CARE as an incentive for subsistence farmers to

Navigation buttons include Previous Record, Next Record, Print This Record, and Back. The record number is 1 of 1.

Figure 2.3.2 – Browse Publications, alternate categories, search using Title

The title:

"We did this ourselves"- a case study of INAFOR/ CARE/Peace Corps soil conservation and forest management program, Republic of Guatemala"

was selected from the **Title** category to produce this search. Since it is only possible to find a single record in this search, the **Print All Matching** button is not visible. The record in this example has a source document on the CD, so the **Full Text** button is visible.

The remaining three categories **Year**, **Organization** and **Source** are nested and work the same way as the previous set of categories as shown in Figure 2.2.

TEXT SEARCH

The form in Figure 3 illustrates a **Text Search**. This function allows you to type free-form text as partial words, complete words, phrases, sentences and proper nouns to search for publications.

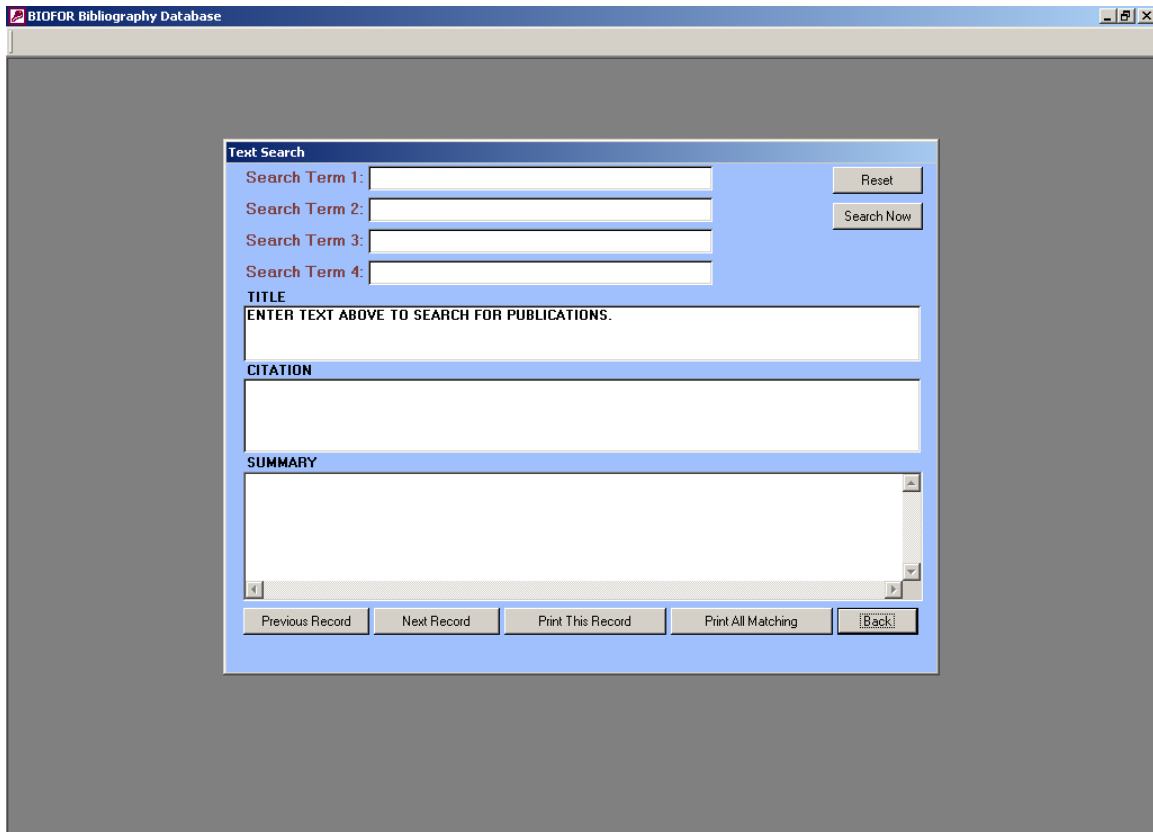
The image shows a screenshot of a web browser window titled "BIOFOR Bibliography Database". Inside the window is a "Text Search" form. The form has a blue header bar with the text "Text Search". Below the header, there are four text input fields labeled "Search Term 1:", "Search Term 2:", "Search Term 3:", and "Search Term 4:". To the right of these fields are two buttons: "Reset" and "Search Now". Below the search terms is a large text area labeled "TITLE" with the instruction "ENTER TEXT ABOVE TO SEARCH FOR PUBLICATIONS.". Below the title field is a "CITATION" field, and below that is a "SUMMARY" field with a scroll bar. At the bottom of the form are five buttons: "Previous Record", "Next Record", "Print This Record", "Print All Matching", and "Back".

Figure 3 – opening Text Search form

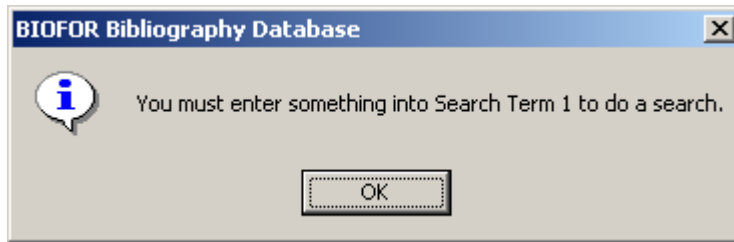
Pressing the Text Search button from the Main Menu will call up this form. It is very similar to the Browse Publications form in the previous section. All the differences lie at the top of the form between the title bar that reads “Text Search” and the TITLE field that tells you to begin your search by entering something into Search Term 1. The differences between this form and the Browse Publications form are:

Four Text Boxes Replace the Drop-down Lists

There are four textboxes labeled **Search Term 1**, **Search Term 2**, **Search Term 3** and **Search Term 4** instead of the drop-down lists.

Search Now Button

The Categories button has been replaced by the **Search Now** button. This button activates a search after you have entered the search terms the way you want them. If you press this button with nothing in Search Term 1, you will get the following message:



All of the search terms here are nested. You have to start by making an entry into Search Term 1. Each additional entry you make into the remaining three text boxes will narrow your search. This nested search function is illustrated below (Fig. 3.2). All of the other buttons for printing, resetting and navigating through a record-set work the same way as the Browse Publications form. If you enter a set of nested terms that have no match in the database, you will receive a message to that effect in the same way as in Browse Publications.

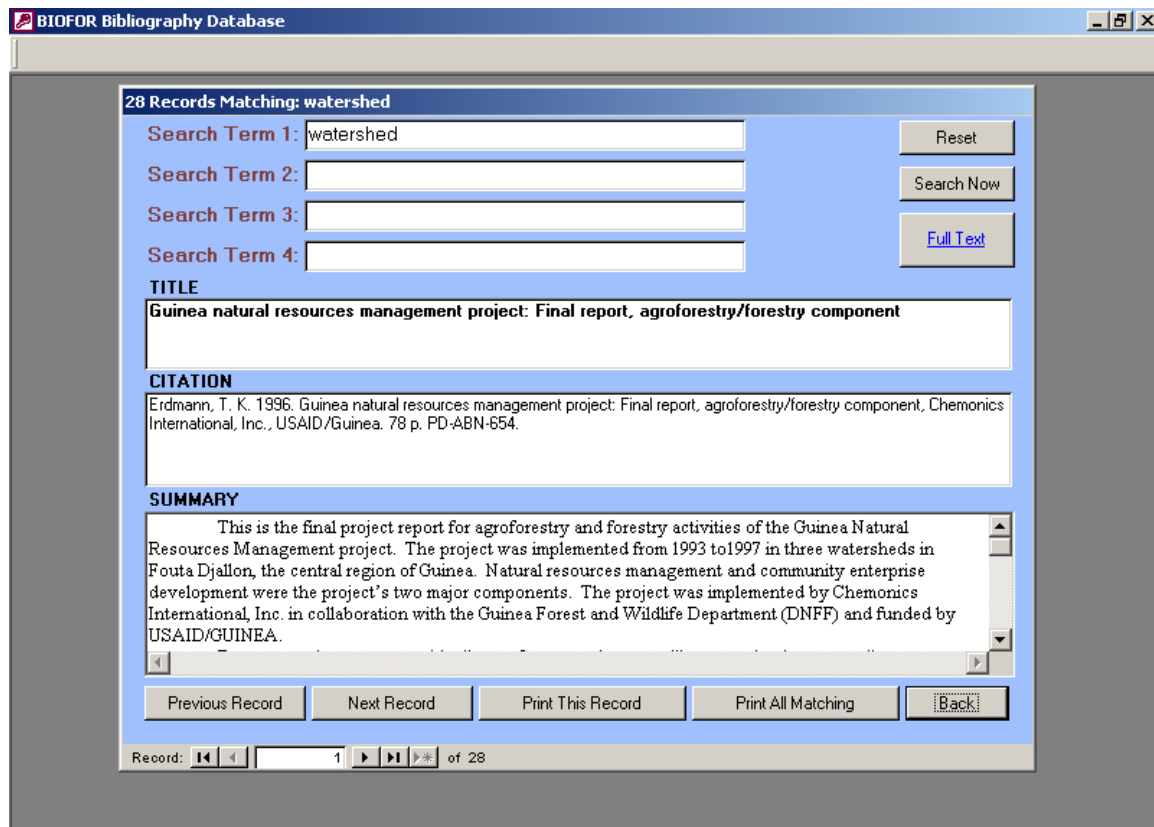
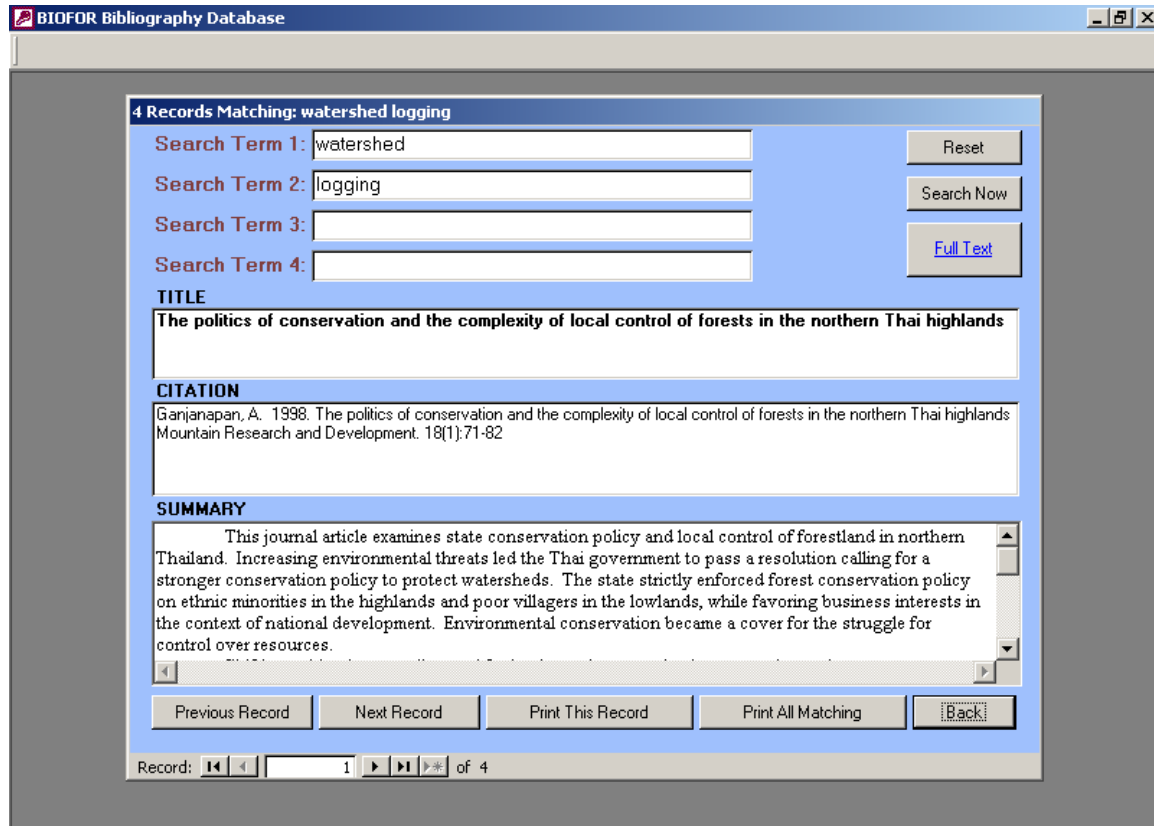


Figure 3.1 – Text Search, search using a single term

The search results behavior on this form is the same as it is on the Browse Publications form as illustrated in Figure 2.1. The word “watershed” was typed into Search Term 1 and the Search Now button was pressed. The title bar at the top of the forms reads “28 Records Matching: watershed”. The caption bar at the bottom displays “Record: 1 of 28” with the VCR navigation buttons. The Reset, Full Text, Previous Record, Next Record, Print This Record, Print All Matching and Back buttons work exactly as they do in the Browse Publications form.

Nested Search

Figure 3.2 illustrates a nested search using the Text Search form.



The screenshot shows the BIOFOR Bibliography Database interface. At the top, a blue header bar contains the text "BIOFOR Bibliography Database". Below this, a search form is displayed with the title "4 Records Matching: watershed logging". The form includes four search term input fields: "Search Term 1: watershed", "Search Term 2: logging", "Search Term 3:", and "Search Term 4:". To the right of these fields are three buttons: "Reset", "Search Now", and "Full Text". Below the search form, the results for the first record are shown. The "TITLE" is "The politics of conservation and the complexity of local control of forests in the northern Thai highlands". The "CITATION" is "Ganjanapan, A. 1998. The politics of conservation and the complexity of local control of forests in the northern Thai highlands Mountain Research and Development. 18(1):71-82". The "SUMMARY" is "This journal article examines state conservation policy and local control of forestland in northern Thailand. Increasing environmental threats led the Thai government to pass a resolution calling for a stronger conservation policy to protect watersheds. The state strictly enforced forest conservation policy on ethnic minorities in the highlands and poor villagers in the lowlands, while favoring business interests in the context of national development. Environmental conservation became a cover for the struggle for control over resources." At the bottom of the results area, there are five buttons: "Previous Record", "Next Record", "Print This Record", "Print All Matching", and "Back". Below the buttons, a status bar shows "Record: 1 of 4".

Figure 3.2 – Text Search, nested search

To get the result illustrated in Figure 3.2, the word “watershed” was left entered into Search Term 1, the word “logging” was entered into Search Term 2 and the Search Now button was pressed. Notice the title bar at the top now reads “4 Records Matching: watershed logging”. Nested searches like this function the same as in the Browse Publications form. Search terms can be entered into Search Term 3 and Search Term 4 to further narrow the search. You could also leave the word “logging” in Search Term 2 as is and change the word “watershed” in Search Term 1 to some other word and press the “Search Now” to get a different set of records.

As mentioned before, you can enter phrases and names of authors or editors on this form to find related publications.

If you enter search criteria that have no matches in the database you will see the following message:



In this example the word “wildlife” was entered into Search Term 3 to the already existing “watershed” in Search Term 1 and “logging” in Search Term 2. This should look familiar. It works the same way as on Browse Publications. Just press OK to go back and try again.

GEOGRAPHICAL SEARCH



Figure 4 – opening Geographical Search form

Mouse Pointer Move on World Map

Pressing the Geographical Search button brings up a map of the world (Figure 4). Notice that the title bar at the top of the form reads "Geographical Search". If the mouse pointer is moved over any of the continents, the text in the title bar will change to the name of that continent.

Mouse Click on World Map

Each continent is a “live” area and, when clicked with the mouse, will be displayed in enlarged form with greater detail of its countries. This is illustrated in Figure 4.1, in which the continent of Africa is clicked with the mouse.

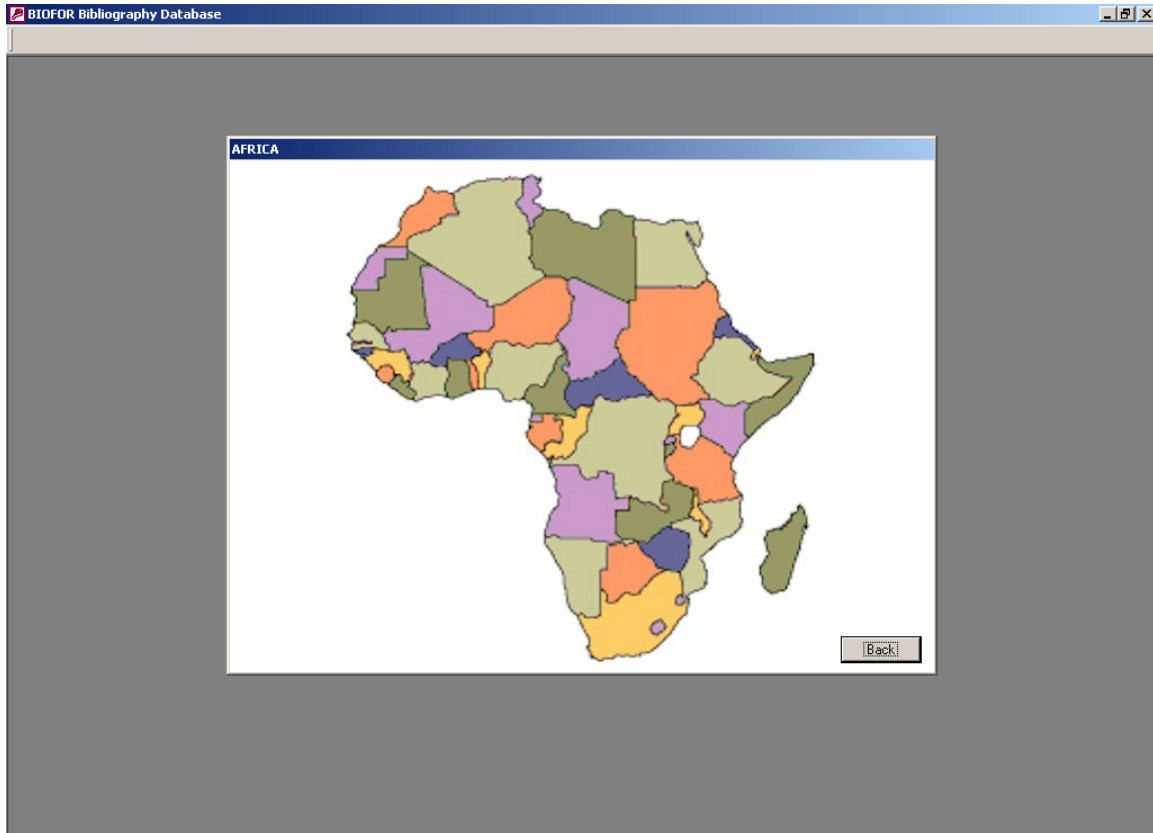


Figure 4.1 – opening form displaying Africa continent map

Notice in this example that the continent name “Africa” is displayed in the title bar when the form first opens. If the mouse is clicked with the continent name in the title bar, all of the publication records associated with that continent will be displayed in a results form. This is illustrated in Figure 4.1.1 below.

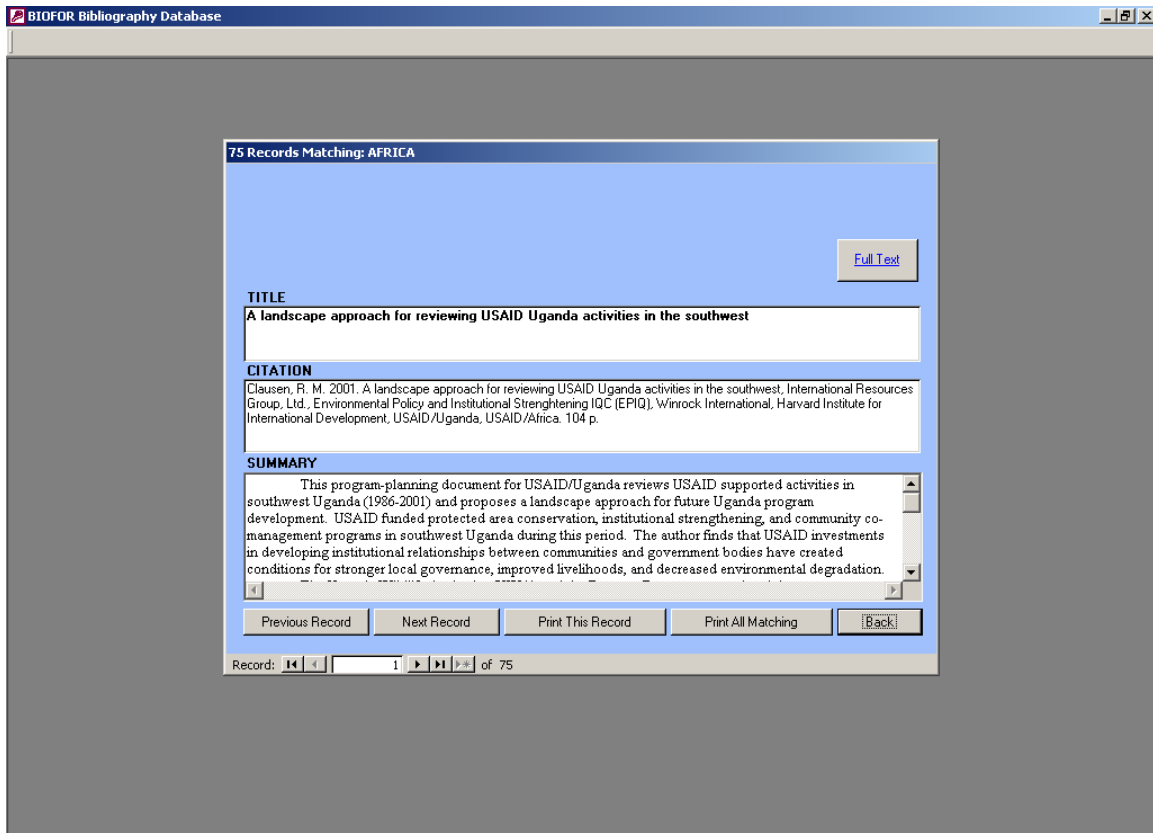


Figure 4.1.1 – search results from mouse click on continent map with continent name in title bar

Search Results Form: After Clicking on a Continent

This form should look very familiar by now. It is the same root form used in Browse Publications and Text Search. The difference is that there are no drop-down boxes or text boxes to use for searches. The search is complete after the continent is clicked. All of the remaining buttons work as described in the previous sections, except the Back button. Pressing the Back button returns you to the previous continent map instead of the Main Menu. In this example, the Back button would return you to Africa as illustrated below in Figure 4.1.2.

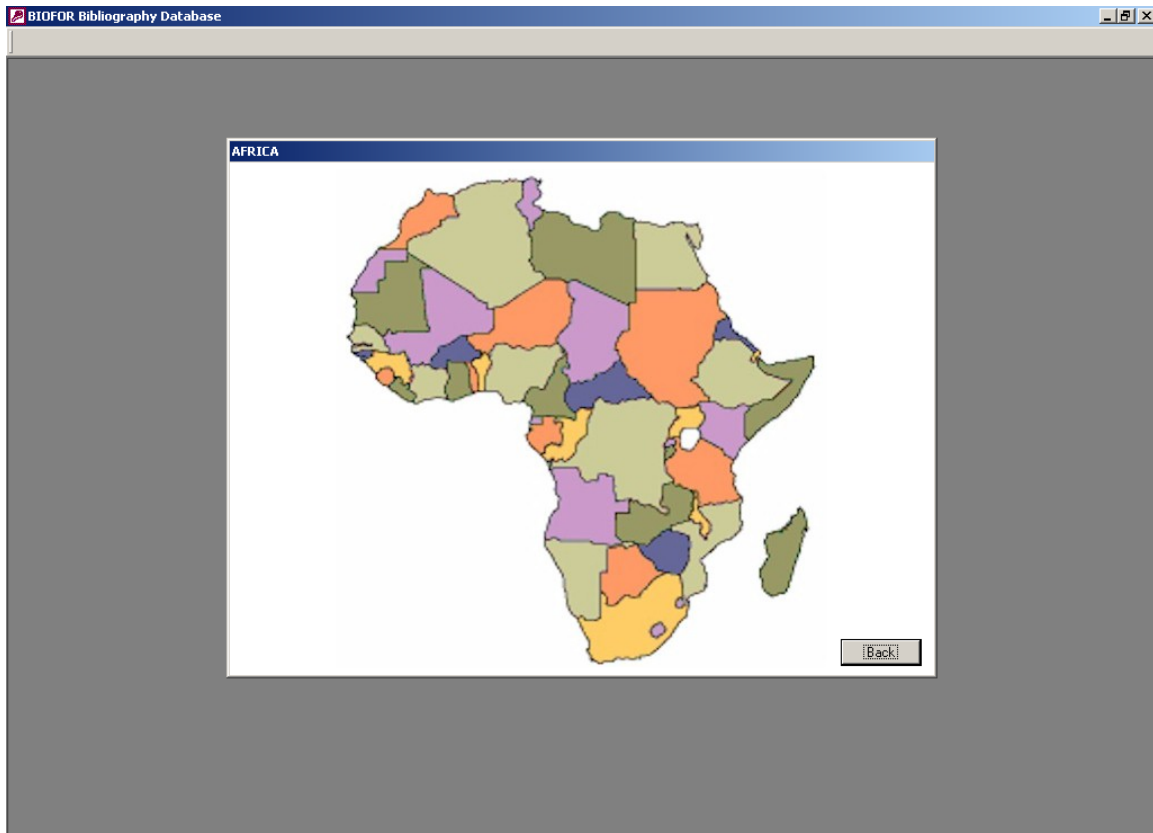


Figure 4.1.2 – return to continent map after Back button pressed on search results form

Mouse Pointer Move on Continent Map

There are many countries on the continent map of Africa that are “live” areas. Any country on any continent that has publications in the database will display its name in the title bar at the top of the form if the mouse is moved over it. Figure 4.2 below illustrates how the title bar changes when the mouse pointer is moved over the country of Namibia.

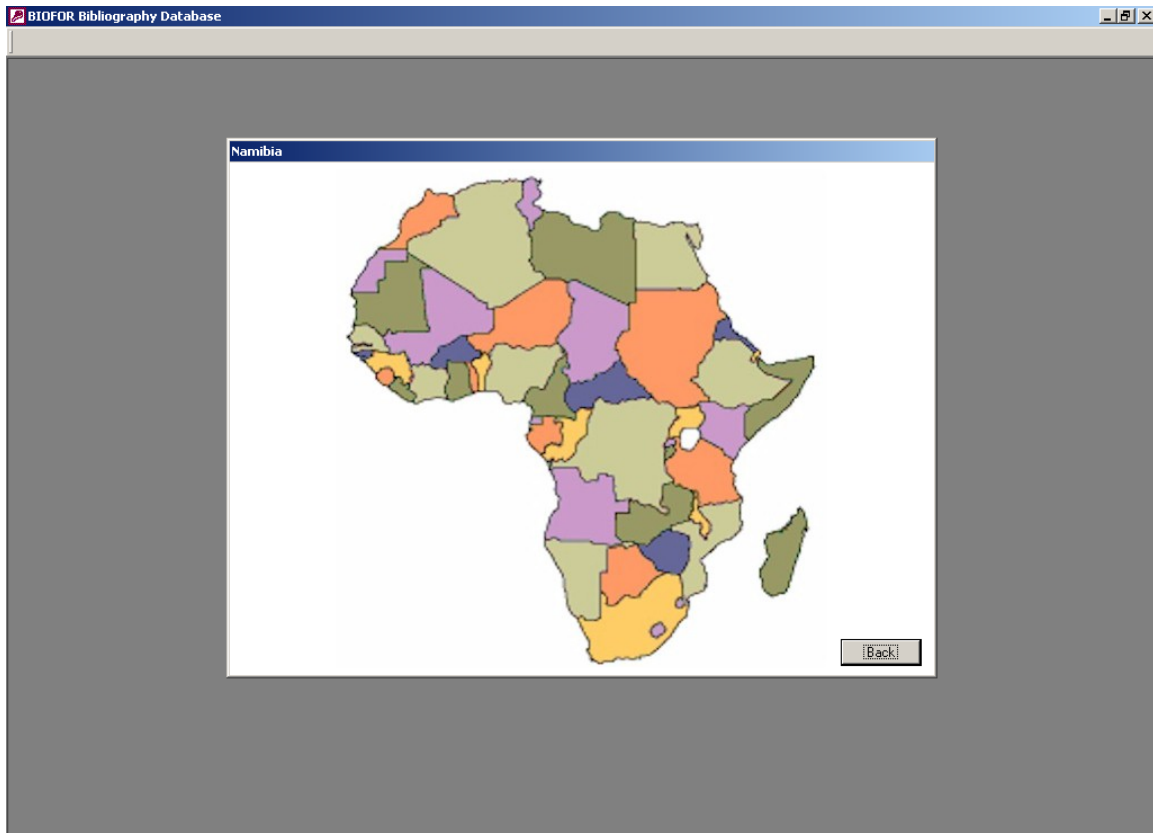


Figure 4.2 – mouse pointer is moved over Namibia

Mouse Click on Continent Map

Notice that the text in the title bar changed to “Namibia”. Each country with associated publications is a “live” area and will respond to the mouse moving over it by displaying its name in the title bar. Each “live” country will respond to a mouse click by displaying the set of publications specific to that country, as displayed in Figure 4.3 below when the country of Namibia is clicked on this continent map.

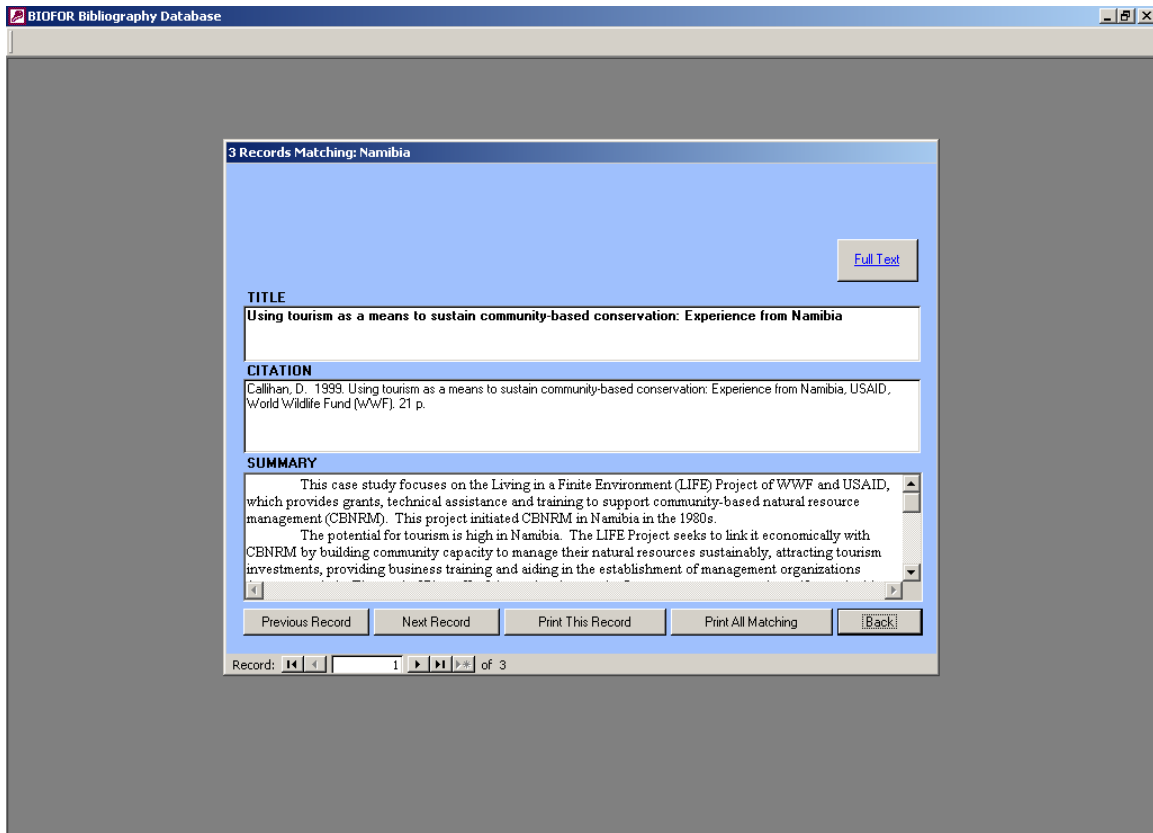


Figure 4.3 – search results when Namibia is clicked on the Africa continent map

Search Results Form: After Clicking on a Country

This form should look very familiar by now. It is the same root form used in Browse Publications and Text Search. The difference is that there are no drop-down boxes or text boxes to use for searches. The search is complete after the country is clicked. All of the remaining buttons work as described in the previous sections, except the Back button. Pressing the Back button returns you to the previous continent map instead of the Main Menu. In this example, the Back button would return you to Africa.

When you are finished using the Geographical Search, keep pressing the Back button until you return to the Main Menu.

This completes our introduction to the BIOFOR bibliography database. We hope that you will find it useful. Happy reading!