



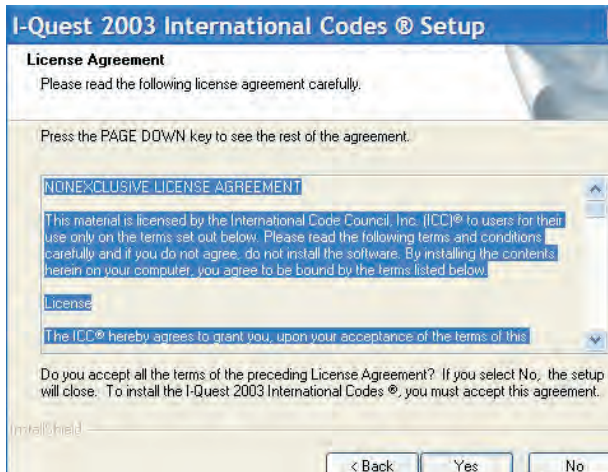
# I-Quest Help Manual



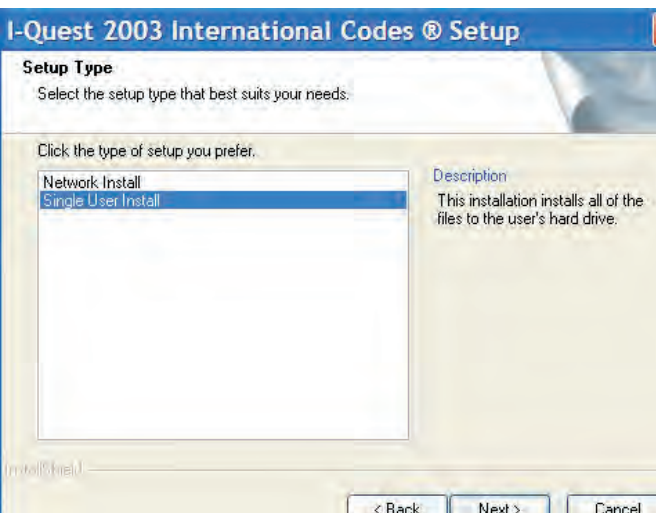
## Installing the I-Quest Program

Insert the CD into your disc drive. The CD will autoload and bring up the I-Quest International Codes set-up box.

Select **NEXT** to continue with the install.



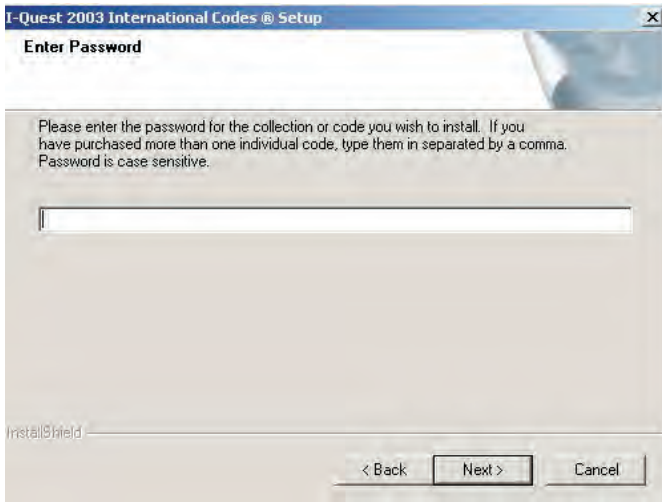
On the next screen you must select “Yes “ to proceed with the Nonexclusive License Agreement to be able to continue with the install.



On the next screen you will be asked to pick a type of install: Network User Install or Single User Install. You will choose Network User if you have purchased a 5-user program. Select Single User for use on your computer only. After selecting the User type, click **NEXT**.



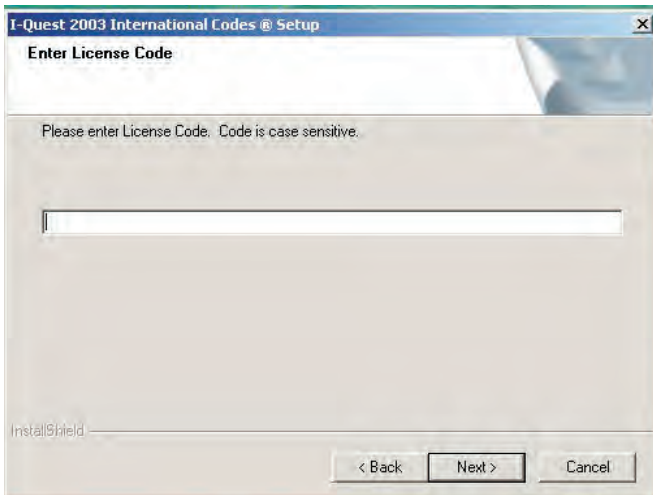
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You will be taken to a screen to enter the Product Password.



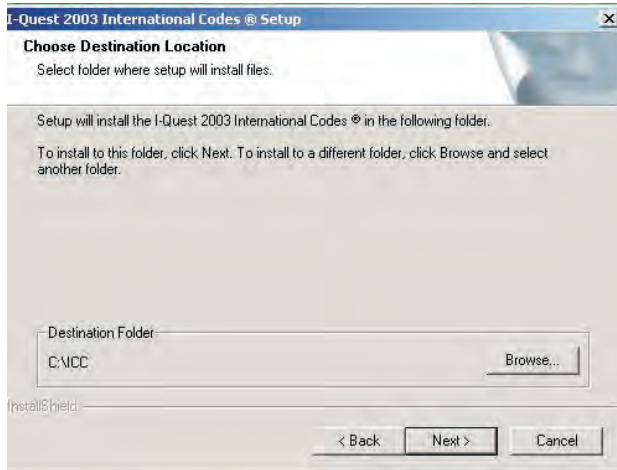
This will be on the sheet that came with the CD. After keying in the password, click **NEXT**. The password is case sensitive. Be sure to key in letters as capitals when they are shown as such on the sheet included with your CD.



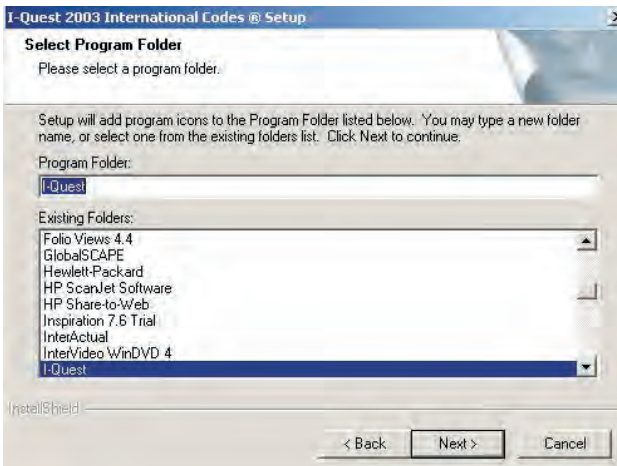
On the next screen enter the License Code. This will also be on the sheet that came with the CD. **This sheet is something that you will need to keep for the future if you ever need to reinstall from the CD.** Click **NEXT**.



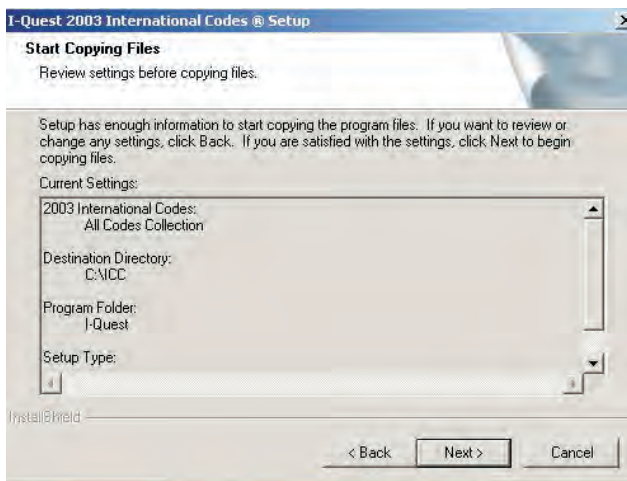
# I-Quest Help Manual



The following screen will ask you to select the destination folder. For ease of Technical Support, you should leave the destination folder as the default folder. Click **NEXT**.



This screen will ask for the name of the Program Icon. Again we recommend that you leave this on the default name. Click **NEXT**.

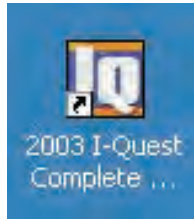


This screen will show the folder and subfolders for your review. Click **NEXT**.

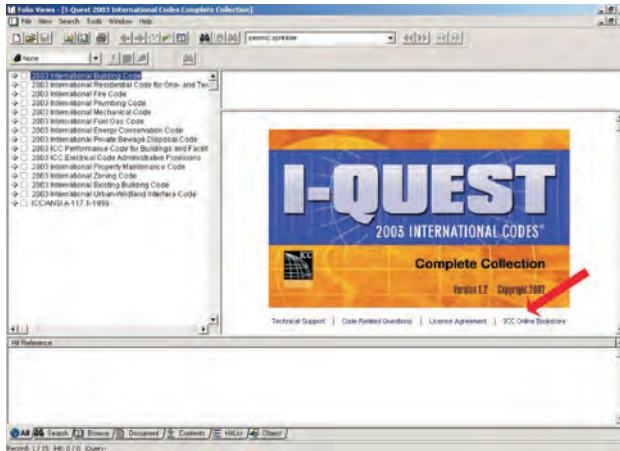
The program will install. Click **FINISH** to exit setup.



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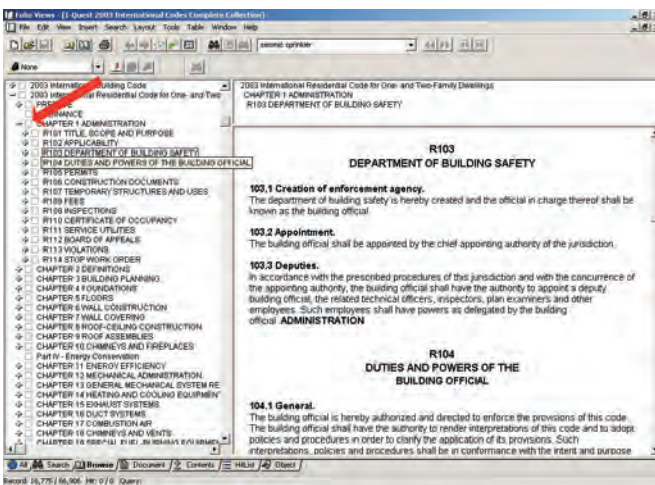


You will see the program icon on your desktop. To open program, double click on the icon. The program will open in Folio Views®, which is part of the CD.



On the opening page you will see the I-Quest logo. Underneath the logo are quick links for Technical Support, Code Related Questions, License Agreement and ICC Online Bookstore. (see red arrow) When you click on the link of your choice, a window will open with the requested

The program will open in the Document view. Click on the Browse tab at the bottom of the screen to see the title of the Code or Codes that you purchased.



On the left side of the screen you will see the listing of the program you ordered. Click on the “+” beside the name of the program to see the drop-down menu of the chapters. (See red arrow.) Click on the “+” beside the chapter name to see the drop-down menu of the sections. Click on the “+” beside the section name to see the drop-down menu of the subsections, etc. In this main file you cannot make any changes to the code or file. Later in this booklet we will show you how to make a shadow file, which will allow you to highlight, bookmark and make notes. This shadow file is one that can be shared with others.



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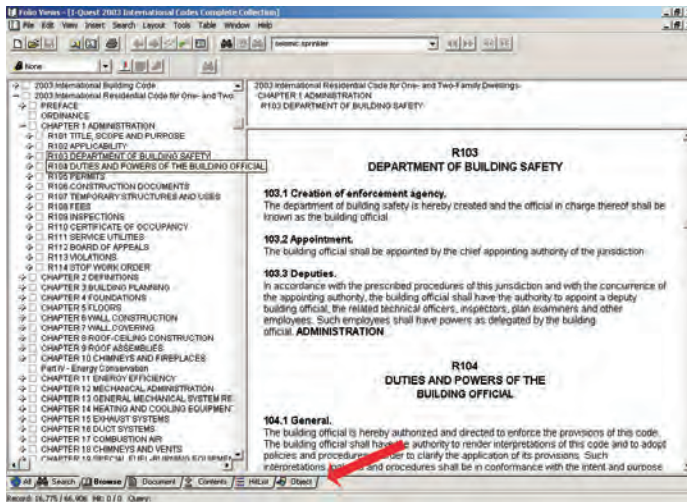
## Infobase Views

A *View* is a way of looking at information. Depending on what you are doing in an infobase, you may need to look at the information in different ways. To facilitate this, Folio Views<sup>®</sup> provides seven different views of an infobase. Each view may contain a combination of the window panes shown below.

### Changing the View

To change the view of the infobase:

- **Step 1:** Identify the *Infobase View Tabs* on your screen.



These tabs are located below the document pane when an infobase is open. There are seven different infobase view tabs: **All**, **Search**, **Browse**, **Document**, **Contents**, **HitList** and **Object** (see red arrow)

- **Step 2:** Select the tab corresponding to the view of the infobase you wish to use.

Click the appropriate tab to choose a viewing option; **please experiment to find the view you like best.**

For detailed information about the different views, please see the *Folio Help Infobase*.

Inside the main program on the tool bar you will see the Help menu. For further information on the infobase you can click on Overview and then Infobase. This will bring up the help topic that explains how the infobase works.

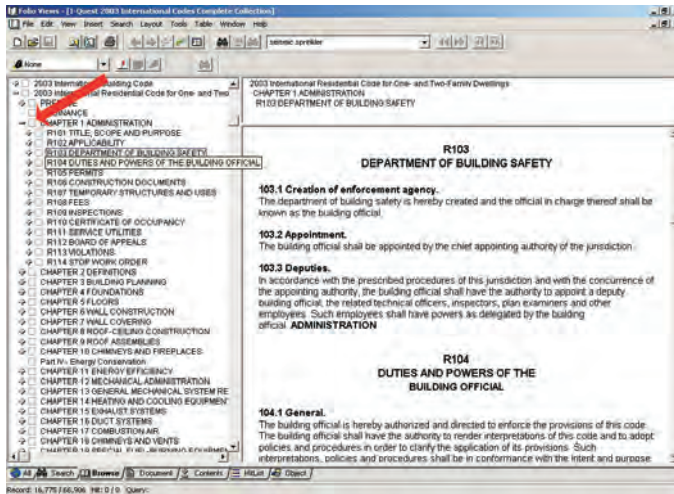


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## Table of Contents Pane

The Contents pane is displayed when the *All*, *Browse* or *Contents* views are selected.



The Contents pane is a valuable tool for quickly moving around an infobase. An infobase table of contents is expandable and collapsible, so you can see as much or as little information as you need. A plus sign (+) next to an entry indicates that the entry can be expanded to show subordinate levels. A minus sign (-) indicates that the entry cannot be expanded further, but may be collapsed. (see red arrow)

In addition to seeing only the entries you desire, every entry in the table of contents is linked automatically to the appropriate section in the Document pane. Double-click on an entry and you are automatically taken to that place in the infobase.

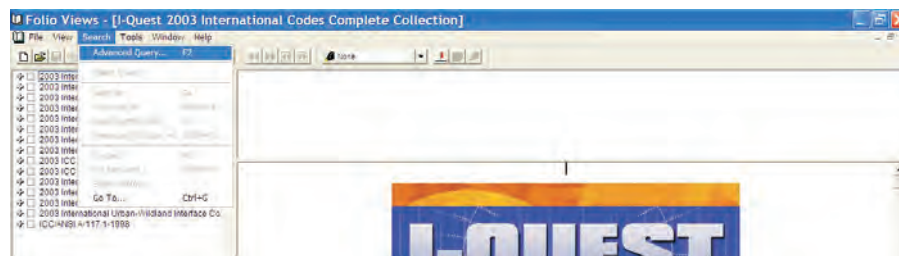
- **Step 1:** Click on a plus sign (+) (or *closed book* icon) to expand a branch of the table of contents.
- **Step 2:** Click a minus sign (-) (or *open book* icon) to collapse a branch of the table of contents.
- **Step 3:** Double-click a heading to jump directly to that location in the Document pane.

## Searching

You can use Folio Views® to perform a variety of tasks, but probably the most important is searching. After all, if you cannot easily search and find information, an infobase is no better than a book or word processor file. Basic information on *searching* is listed below. Please see the *Help Infobase* for detailed information.

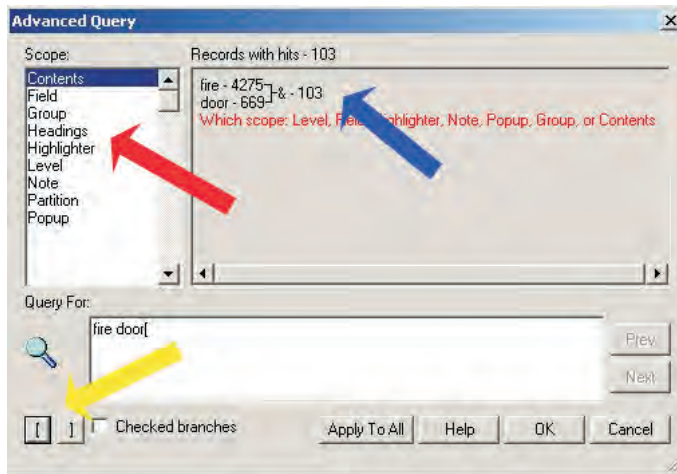
### Performing Basic Searches

- **Step 1:** Choose **Advanced Query** from the **Search** menu.





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- **Step 2:** Do one of the following:
- Type in the word or words you wish to find or
- Search for an exact phrase by enclosing the phrase in quotation marks or
- Use the *and*, *or*, *not* or *xor* search operators (known as Boolean searching) to limit or expand your search (See Appendix I for examples) or

- Scroll through the word list and select the word you wish to search for or
- Click on the left bracket button (yellow arrow) to search in a highlighter, note, popup, field, group or level (red arrow). Note: the blue arrow shows you the number of hits found for the word configuration that you have selected.

- **Step 3:** Choose **OK**.
- **Step 4:** Use the **Next Hit** and **Previous Hit** buttons to view hits throughout the infobase.
- Use the **Next Hit** button (the double arrows pointing to the right) on the toolbar (or press F4) to move forward one hit at a time. (See yellow arrow.)

You can also access the Advanced Query dialog by pressing F2 on the keyboard or clicking the Query tool (the binoculars button) on the toolbar.

- **Step 5:** To begin a new search, choose **Clear Query** from the **Search** menu, and repeat steps (1) through (4) above.
- You can also click the **Clear Query** button (the binoculars crossed out with an “X”) on the toolbar (see red arrow) or
- You can use the **Go Back** button (single arrow) on the toolbar to return to the point in the infobase where you initiated the search.



## Using the Search Feature and the Table of Contents Feature Together

After you have performed a search, you can click on the *Browse* document viewing tab or the *Contents* document viewing tab at the bottom of the screen to see the number of search hits in the contents pane. As shown in the figure below, the number of search hits under each heading is displayed to the left of each heading. In this example, the figure illustrates a search for the phrase “out of order” (containing 68 total hits). You may then double-click on any heading to jump directly to the specific search hit that appears in the heading.



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## Following Hypertext Links

### [F] 411.5 Alarm.

Actuation of a single smoke detector, the automatic sprinkler system or other automatic fire detection device shall immediately sound an alarm at the building at a constantly attended location from which emergency action can be initiated including the capability of manual initiation of requirements in Section [907.2.11.2](#).

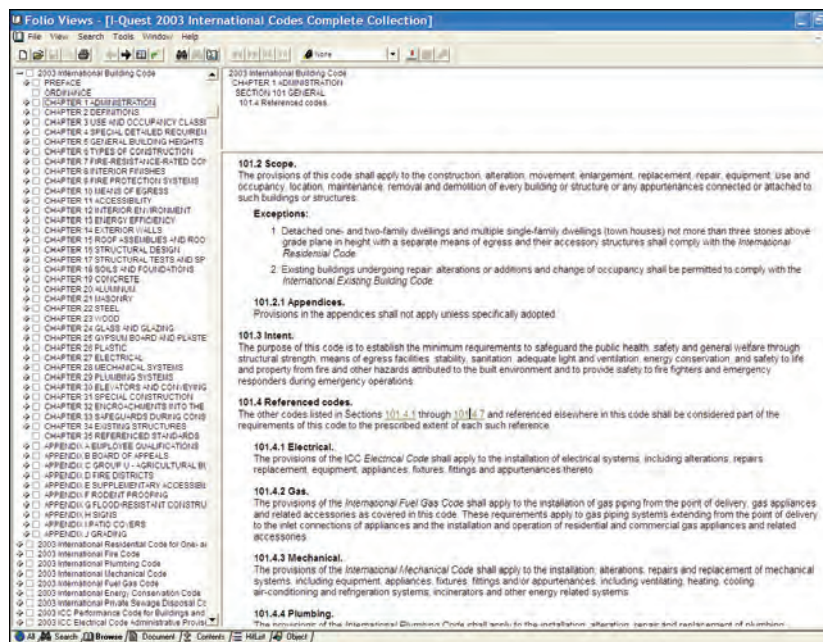
Hypertext links connect related pieces of information. Links may start from a section of text or an object and end anywhere —another section of text, a graphic, a popup note, another infobase.

To activate or follow a link:

- **Step 1:** Move the mouse cursor over the link (shown in color and underlined). (See the yellow arrow.) The cursor becomes a small hand.
- **Step 2:** Single-click or press CTRL-ENTER.

To return from a link:

Click on the **Go Back** button (single left arrow) at the top of the screen to return to your previous location after following a link.







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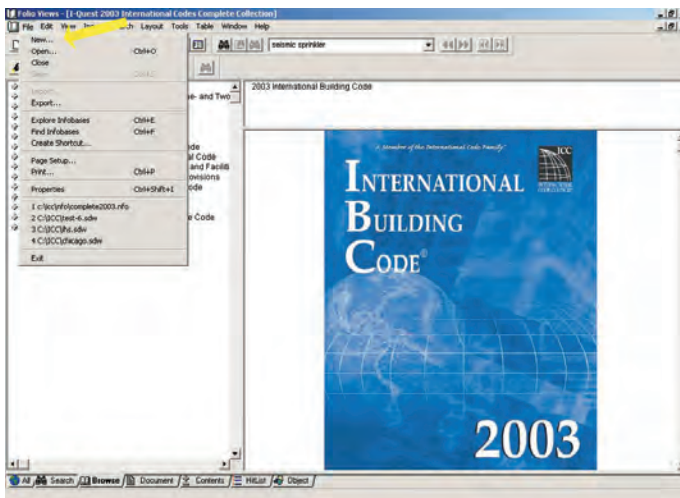
## Creating Shadow Files

A shadow file stores personal changes that you would like to make to the code. Much like an *overlay* or *transparency* allows you to annotate information without changing an original printed document, a shadow file allows you to add notes or change the appearance of information in a personal view of the code without affecting the original (or “master”) version. When you create a shadow file, you create an overlay of the code for your personal use.

Remember, when you add notes, highlighters, or bookmarks to the shadow file, they do not appear in the original (or “master”) version. So, any change you make to the shadow file appears only in the shadow file.

### Creating a Shadow File

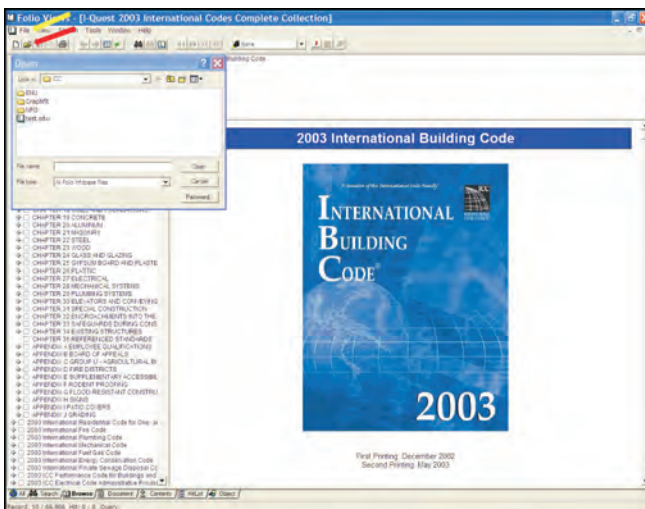
To create a new shadow file:



- **Step 1:** Open an ICC Code in Folio Views.
- **Step 2:** Choose **New** from the **File** menu.
- **Step 3:** Select **Folio Shadow File** from the **File type** list.
- **Step 4:** In **File name**, enter a name for the shadow file.
  - The name may be the same as the code provided you use the .SDW extension.
  - If necessary, specify the drive or folder where the new file should be created.
- **Step 5:** Choose **OK**. You can now make any changes you want in the new shadow file.

### Opening a Shadow File

To open an existing shadow file:



- **Step 1:** Choose **Open** from the **File** menu (see yellow arrow) or select the open file icon on the toolbar. (See red arrow.)
- **Step 2:** Locate the shadow file you wish to open (shadow files have an .SDW extension).
- **Step 3:** Double-click on the file name.

You will know that you have an active shadow file if you look at the top address bar. It displays the word "shadow".

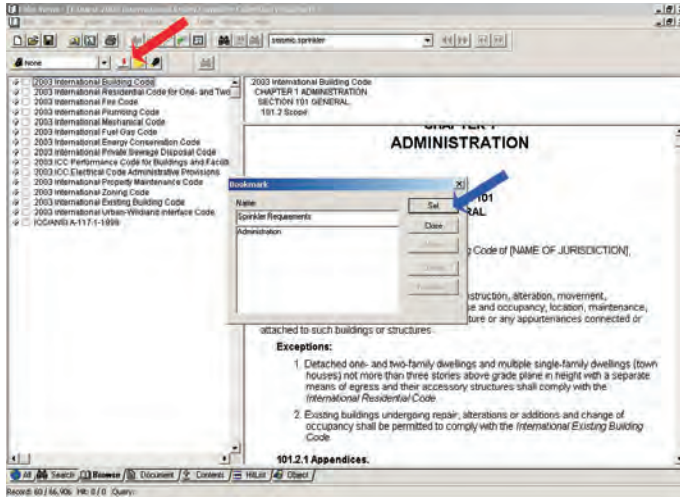


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## Creating and Accessing Bookmarks

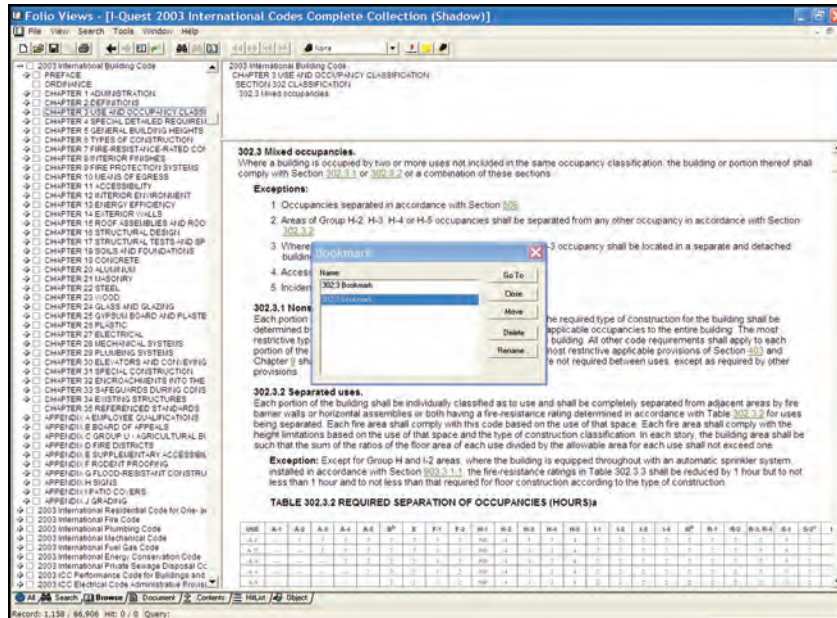
**REMEMBER:** You must have a shadow file open to be able to use Bookmarks in Folio Views. You place them at often-used or important locations in a document to mark your place in the document. Bookmarks are invisible and you can have an unlimited number within the code. When you no longer need a bookmark, you can remove it at any time.



To create a bookmark: (you must have a shadow file open)

- **Step 1:** Move the cursor to a location in the code you wish to mark.
- **Step 2:** Choose **Bookmark** from the **Tools** menu (or select the **Bookmark** button from the toolbar). (See red arrow.)
- **Step 3:** Give the bookmark a meaningful name and choose **Set**. (See blue arrow.)
- **Step 4:** When you need to access that location, click the **Bookmark** button, then double-click the name of the bookmark you wish to visit.

To delete a bookmark, choose **Bookmark** from the **Tools** menu, select the name of the bookmark you wish to delete and select **Delete**.



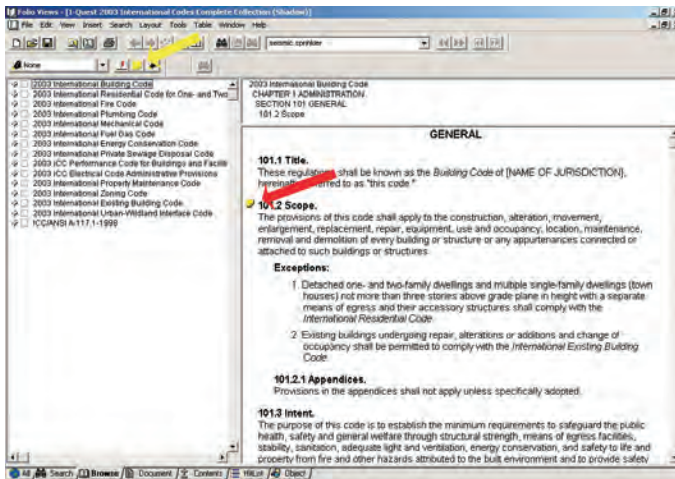


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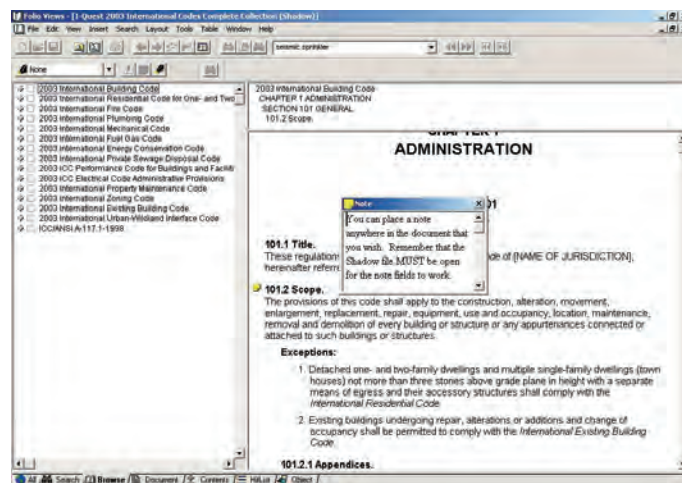
## Creating and Accessing Notes

**REMEMBER:** You must have a shadow file open to be able to add and access Notes in Folio Views. Notes are used in Folio Views in much the same way that “sticky” notes are used to mark written materials. Notes can contain comments, questions, graphics or objects. A small icon at the beginning of a record or paragraph indicates that a note is attached. (See red arrow.) Note boxes can be sized and placed anywhere on the document window. When you save a note and reopen it later, the note will open in the exact size and position in which it was saved.



To create a note:

- **Step 1:** Move the cursor to the paragraph where you want to attach the note.
- **Step 2:** Choose **Note** from the **Tools** menu (or select the **Note** button from the toolbar).
- **Step 3:** Type the text you wish to include in the note.
- **Step 4:** When you are finished, close the note window.
- **Step 5:** Choose **Yes** to save the note or **No** not to save it.
- **Step 6:** Double-click on the note icon to view the note.



To delete the **Note**, right click on the **Note** and select delete note or choose **Tools** and delete note.



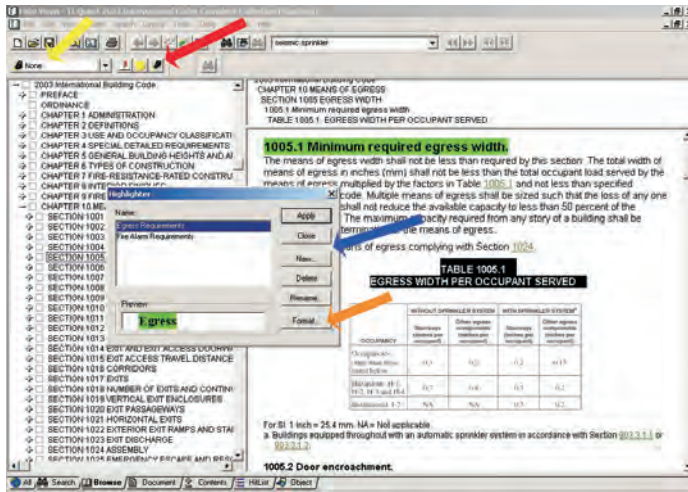
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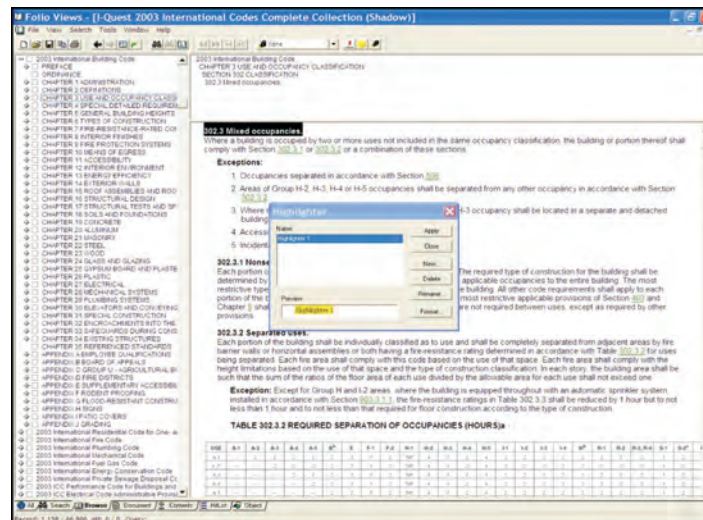
## Creating and Applying Highlighters

**REMEMBER:** You must have a shadow file open to be able to Create and Apply Highlights in Folio Views. Highlighters are used in Folio Views similar to the way that highlighter pens are used on written documents. You can customize highlighters by changing colors and other character attributes, such as font or bold. To create and use a highlighter:

- **Step 1:** Select a block of text.
- **Step 2:** Choose **Highlighter** from the **Tools** menu (or select the **Highlighter** button from the toolbar). (See red arrow.) You can also chose the Highlighter from the white bar (see the yellow arrow) to turn your Highlighter on and off. This will allow you to highlight as many items as you wish. You turn the Highlighter off by clicking the white bar again.
- **Step 3:** Select **New** and create a name for the highlighter. (See blue arrow.)
- **Step 4:** Choose **Format** to change the appearance of the highlighter. (See orange arrow.)
- For example, you can change the font, point size, or the background color.
- **Step 5:** Choose **Apply** to apply the highlighter to the text.



To delete **Highlighter**, choose **Highlighter** from the **Tools** menu and select the name of the highlight you wish to delete and select **Delete**.



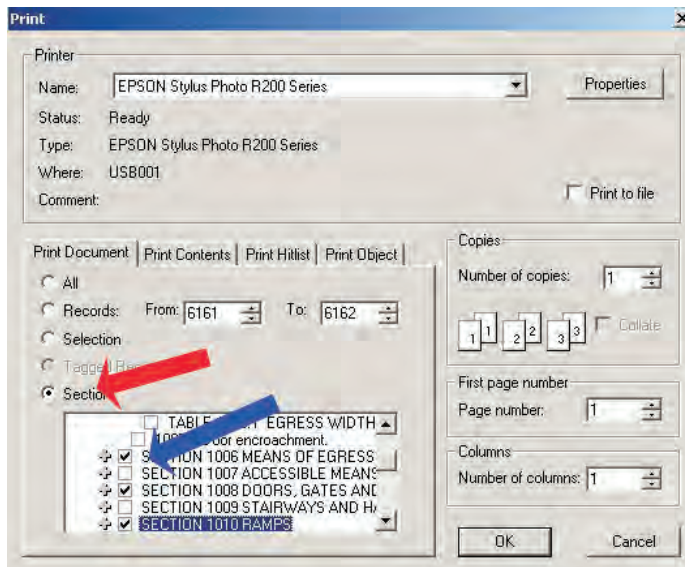


## Printing

### Printing Small Portions of Text

To print a portion of an ICC Code in Folio Views:

- **Step 1:** Select the records you wish to print.
- **Using the mouse:** move your cursor to the beginning of the text you wish to print, press the left mouse button, and without releasing the mouse button move the cursor to the end of the section you wish to print. (This will highlight the selected passage) or
- **Using the keyboard:** scroll down to the beginning of the text you wish to print, press and hold the SHIFT key, and without releasing the SHIFT key use the arrow keys to move the cursor. Cursor movement will highlight the selected passage.
- **Step 2:** Choose **Print** from the **File** menu.
- **Step 3:** Choose OK or press ENTER.
- The selected text will be printed.



### Printing Larger Portions of Text

To print a larger portion of text (such as a chapter or section of a code):

- **Step 1:** Select **Print** from the **File** menu.
- **Step 2:** Select the **Section** option on the **Print Document** tab.
- **Step 3:** Choose the item (chapter, section, etc.) you wish to print.
  - Using the Table of Contents that appears in the **Print Document** tab, expand or collapse the headings to find the specific item you wish to print.
  - Select the item by clicking on the check box to the left of the item.
- **Step 4:** Choose OK or press ENTER.
- The selected text will be printed.



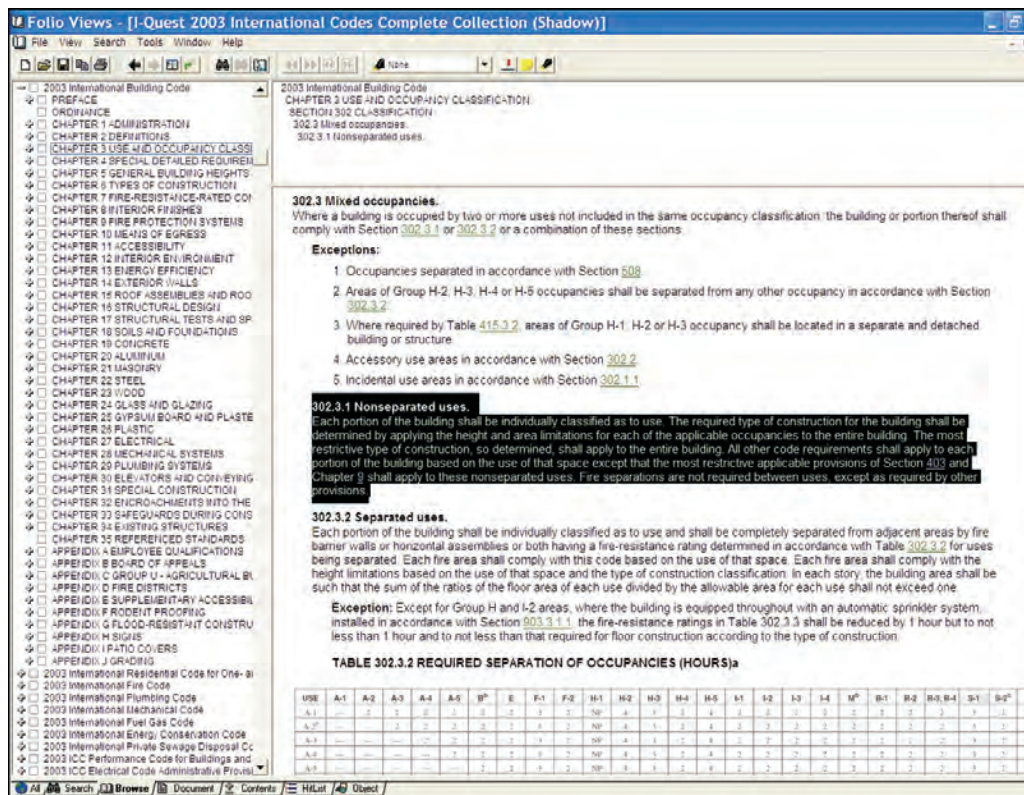
# I-Quest Help Manual



## Copying and Pasting

With Folio Views, you can use the standard Microsoft Windows clipboard feature to copy and paste small portions of text to your word processor for ready reference. To use the standard Windows clipboard functions:

- **Step 1:** Select the information you wish to copy.
- **Using the mouse:** move your cursor to the beginning of the text you wish to print, press the left mouse button, and without releasing the mouse button move the cursor to the end of the section you wish to print. This will highlight the selected passage.
- **Using the keyboard:** scroll down to the beginning of the text you wish to print, press and hold the SHIFT key, and without releasing the SHIFT key use the arrow keys to move the cursor. Cursor movement will highlight the selected passage.
- **Step 2:** Choose the **Copy** feature from the **File Menu**
- The Copy feature makes a copy of the information in the infobase and places it in the clipboard.
- You can also press CTRL-C on your keyboard to copy text.
- **Step 3:** Place the insertion point at the file location in your word processor where you wish to paste the information.
- **Step 4:** Choose **Paste** from the **Edit** menu in your word processor
- You can also press CTRL-V on your keyboard to copy text.





## Appendix I

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### Query Syntax Summary

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Operator or Scope	Example
And	one two   one & two   one and two
Or	me   you   me or you
Not	^him   not him   her ^ him
Phrase	“to be or not”
Single Character Wildcard	woman   wom?n
Multiple Character Wildcard	work*   h*t*
Ordered Proximity	“united states of america”/10
Unordered Proximity	“uncle sams army”@7
Stem (Word Form)	run%   great%
Thesaurus (Synonym)	flying\$   alteration\$



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