Title: Soundboard Index Survival Guide
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Introduction

The advantages of the *Soundboard Index* program as compared to the Acrobat tool are these:
- it gives more and better information;
- it includes references to pictures, music scores and music examples;
- it is significantly faster than queries with the Acrobat tool;
- it fixes many errors caused by mis-scannings or author errors.

While most functions of the program are intuitive, a minimum of explanation is required.

Setting up the program

Before you can use the program, two things are necessary:
- tell the program which display tool to use and where it is (Acrobat Reader or Acrobat Distiller);
- tell the program where the Soundboard PDF files are (it can run without these files).

The 'Setup' button brings you to the user interface to define those links. It is considerably faster when you first copy the PDF files from the Soundboard DVD to a folder on a hard disk.

The setup only needs to be done once as the program remembers it between sessions.

Searching

You can search in several ways:
- per name (individual, society, theatre, educational institution, magazine, publisher, city, etc.);
- per word (sequentially to any word, partial word, or a combination of words).

The name search on first letter is fast as it uses random access to the database via an internal index. You can type the first few letters of a name to search even faster.

Stop words – also called *noise* words – such as 'the', 'an' etc. are not included in the database.

A strong feature of the name search is that it can access the internet via a Google interface.

Display of results

When a search in the database is completed, it gives the found references in a list. Click in the list to display a page from the Soundboard PDF. Before doing that you may want to see context information – the words before and after the located name or word.

You can select information from white lists. Information in lists with a yellow background is for information only and cannot be selected.

Further information

There are several aids which explain the functioning of the *Soundboard Index* program in more detail:
- a User Guide which is available on the internet and can be started (downloaded) from the main program panel;
- several program tutorials are on www.dekloe.be ;
- tooltips exist to the various buttons and lists.