

Pharos User Guide

Revision History

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Pharos User Guide

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Table of Contents

Welcome to Pharos.....	1
System Requirements	3
System Requirements	3
Checking System Requirements	3
Using Pharos.....	5
Logging In and Out of Pharos.....	5
Moving Around Pharos	6
The Catalog Tree Window	6
The Properties Window	10
The Find Feature.....	12
Printing from Pharos	14
Online Help.....	14
Working in Pharos	14
Creating New Folders	14
Creating New Items	15
Adding Folders and Items from EoExchange's Catalogs	19
Editing Folders and Items	20
Copying Folder and Items.....	23
Moving Folders and Items.....	23
Deleting Folders and Items	23

Welcome to Pharos

Welcome to Pharos, the Web catalog development application from EoExchange. Pharos is designed to help you build your own Web catalogs with EoExchange's configuration and management assistance.

This document will provide you with a step-by-step reference for performing the various functions in Pharos.

System Requirements

System Requirements


To use Pharos, your computer must have the following:

- Microsoft® Windows® 95, 98, 2000, or Windows NT® 4.0 or later.
- Microsoft Internet Explorer, version 4.72 or later. Pharos will not run on any other Web browser, including Netscape® Navigator®.
- Microsoft Java Virtual Machine, build 3165 or later. If you do not have the latest version, you can download it from http://www.microsoft.com/java/vm/dl_vm40.htm.
- Medium security settings on Microsoft Internet Explorer. Medium is the default security setting if you are using the correct version of Internet Explorer.

Checking System Requirements

To verify that your computer meets the minimum system requirements needed to run Pharos in your browser environment, check your version of Microsoft Internet Explorer and its current settings, and your version of Microsoft Java Virtual Machine.

To check your version of Microsoft Internet Explorer:

1. Start Microsoft Internet Explorer.
2. In the **Help** menu, select **About Internet Explorer**. The **About Internet Explorer** dialog box appears, displaying, among other things, its version number, which must be 4.72 or later.
3. Click  to close the **About Internet Explorer** dialog box.

To check your version of Microsoft Java Virtual Machine:

1. In Internet Explorer's **View** menu, select **Java Console**.

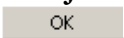
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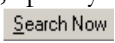
2. The Java Console window appears. The first line of text contains the version number, which must be release 5.0.0.3165 or later.

NOTE

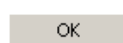
If you do not have the Java Console option in your view menu, you can make it active using the steps outlined below. These steps apply specifically to Microsoft Internet Explorer, version 5. If you are using a different version, the steps should be similar, if not identical:

1. In the **Tools** menu, select **Internet Options**. The **Internet Options** dialog box appears.
2. Click the **Advanced** tab, and scroll down to the **Microsoft VM** section.
3. Check the **Java Console Enabled (requires restart)** option, and click .
4. Close Microsoft Internet Explorer, and then restart it to activate the Java Console.
5. Select the **View** menu. **Java Console** should now appear in the menu.

An alternative method for checking your Microsoft Java Virtual Machine version:

1. In the Windows **Start** menu, select **Search**, and then **For Files or Folders**. The **Search Results** dialog box appears.
2. Enter **msjava.dll** in the **Search for files or folders named** text box.
3. In the **Look in** drop-down menu, specify the drive on which your Windows folder resides and click .
4. Once you have located the file, right-click on its name in the **Search Results** box, and select **Properties** in the shortcut menu.
5. Select the **Version** tab to view the version number information—it must be Release 5.0.0.3165 or later.


To change your security setting:

1. In Microsoft Internet Explorer's **Tools** menu, choose **Internet Options**.
2. Select **Local Intranet Zone**.
3. Move the slider to the **Medium** security level if it is not already set there.
4. Click  to save the changes and close the dialog box.

Logging In and Out of Pharos

To use Pharos to access your catalogs, you must log in by providing both a user name and a password. Your company has a list of valid names and passwords for Pharos.

To log in and begin working with Pharos:

1. Open Microsoft Internet Explorer (version 4.72 or higher).
2. Type **http://eoeditor.aeneid.com/pharos/<your catalog name>** in the **Address** box. The Pharos login page appears (Figure 1).
3. Enter your user name in the **User Name** text box.
4. Enter your password in the **Password** text box.
5. Click . The Pharos page appears in your Web browser, and your catalogs are available for viewing and editing.


If you experience difficulty logging in, make certain the computer you are accessing Pharos from meets the minimum system requirements (see System Requirements above). If, after checking your system, you still experience problems accessing Pharos, please contact:

- **Robyn Stanley**
 - E-mail: rstanley@eoexchange.com
 - Phone: 415-625-6276

OR

- **William Fouts**
 - E-mail: wfouts@eoexchange.com
 - Phone: 317-915-3421

To log out of Pharos and close the program:

- Click  in the top, right corner of Pharos.

If you want to work with Pharos again after logging out, you must log in again, providing a valid user name and password.

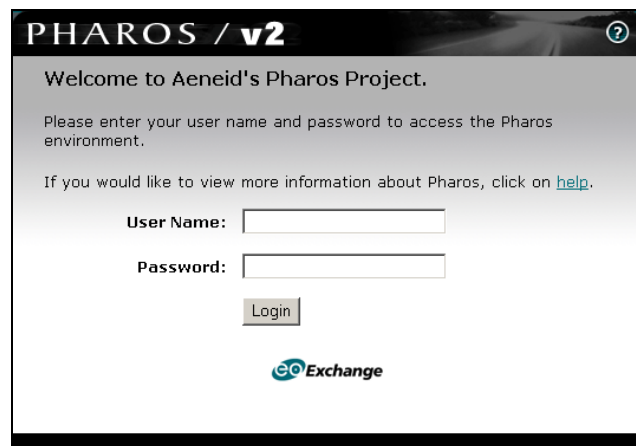


Figure 1—Login Page

Moving Around Pharos

When you successfully log in via the **Login** page, your Web browser displays the Pharos page, the only page that you will need to work with. Since Pharos is an application, the page's content is dynamic and completely interactive, so it will present you with different information as you navigate through it and perform different actions.

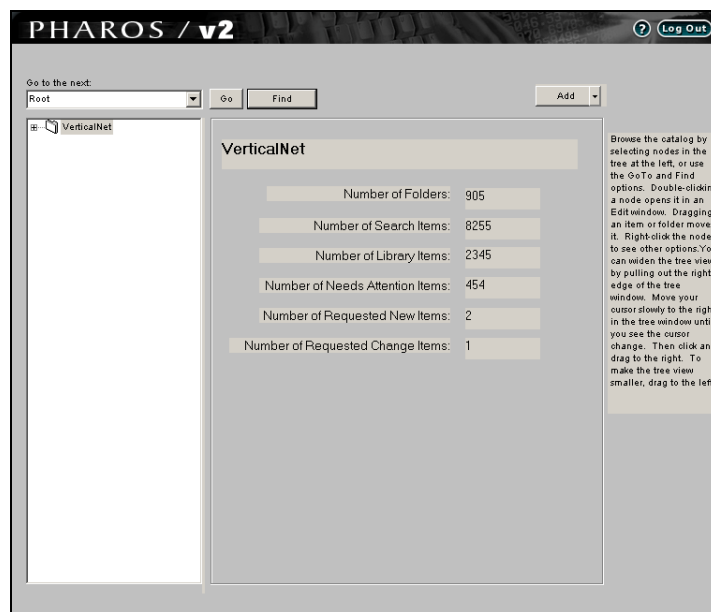


Figure 2—The Pharos Page

The Catalog Tree Window

The catalog tree window (Figure 3) occupies the left side of Pharos. It displays the hierarchical structure of your catalog or catalogs, and allows you to navigate through them.

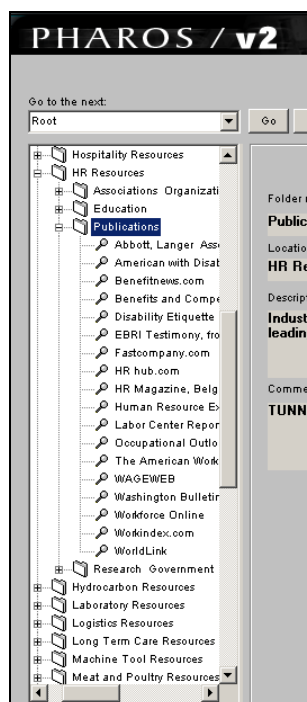








Figure 3—The Catalog Tree Window

WHAT IS A CATALOG?

A catalog is a collection of items representing Web sites. You can organize your items into a hierarchical structure by group (for example, placing like items into a folder). The hierarchical structure, or tree, that you create will make it easier for you to manage a large collection of information and easier for your users to navigate and use this collection.

When you first start Pharos, the root folders of the catalogs under development are already live and active. You do not have to create a new catalog from scratch. All you have to do is add and organize content within it by creating folders and items.

Catalogs are made up of three items—folders, search items, and library items. The catalog tree window displays the items, which are discernable by their individual icons:

-  Folder
 -  Folder that requires your attention
-  Search item
 -  Search item that requires your attention
-  Library item
 -  Library item that requires your attention

A red icon means that an item requires your attention. For example, EoExchange may need you to provide a new URL for an item whose original URL, for some reason, no longer resolves to a Web page. To help alleviate confusion regarding an icon's meaning, items that you mark as needing attention from EoExchange will not appear in red.

NOTE

For definitions of search items and library items, see *Creating New Items* on page 15

Enlarging the Catalog Tree Window

To widen the catalog tree window, move the mouse pointer over the right border of the window until the pointer changes to a split pointer (↔). While holding down the left mouse button, drag the border to the right. Release the left mouse button to set the new border.

Catalog Tree Window Navigation

Manual Navigation

You can navigate through the catalog tree window by using your mouse to move the scroll bars at the right side and bottom of the window and by clicking on individual folders and items. You can also move up and down through the catalog tree using the arrow keys on your keyboard.

The catalog tree window lists all folders and items that reside on the same hierarchical level in alphabetical order. For example, if you have folders named Biotechnology, Financial, High Technology, and Medical all residing in a single parent folder, the catalog tree lists them in that order within the folder.


Automated Navigation Using the Go To the Next Feature

A **Go to the next** drop-down menu is available just above the catalog tree window that allows you to quickly and efficiently navigate to particular items within your catalogs. There are 12 options available in the menu:

- **Root**—Navigates to the highest-level folder in the catalog tree hierarchy
- **Parent**—Navigates to the folder in the catalog tree hierarchy in which the currently selected folder or item resides.
- **Next Folder**—Navigates to the next sequential folder, regardless of its hierarchical level
- **Previous Folder**—Navigates to the previous sequential folder, regardless of its hierarchical level
- **Next Hidden**—Navigates to the next sequential hidden item
- **Previous Hidden**—Navigates to the previous sequential hidden item

- **Next Needs Attention**—Navigates to the next sequential item that EoExchange has marked as needing your attention
- **Previous Needs Attention**—Navigates to the previous sequential item that EoExchange has marked as needing your attention
- **Next Requested New**—Navigates to the next sequential item with a category of **Requested New** (this is a new item that EoExchange has not yet configured)
- **Previous Requested New**—Navigates to the previous sequential item with a category of **Requested New** (this is a new item that EoExchange has not yet configured)
- **Next Requested Change**—Navigates to the next sequential item with a category of **Requested Change** (this is an item you have modified in such a way that it requires reconfiguration by EoExchange)
- **Previous Requested Change**— Navigates to the previous sequential item with a category of **Requested Change** (this is an item you have modified in such a way that it requires reconfiguration by EoExchange)

To navigate using the Go to the next drop-down menu:

1. Select an option from the drop-down menu.
2. Click . In the catalog tree window, Pharos navigates to the item you specified.

Expanding and Collapsing Catalogs and Folders

To see the hierarchy of folders within a catalog:

- Click the plus sign (⊕) to the left of any folder (including the top-level folder) to display the folder's contents.

TIP

To widen the catalog tree window, move the mouse pointer over the right border of the window until a split pointer (⏏) appears. Holding down the left mouse button, drag the border to the right. Release the left mouse button to set the new border.

To close a hierarchy of folders within a catalog:

- Click the minus sign (⊖) to the left of any folder (including the top-level folder) to close the folder and hide its contents.

TIP

You can also navigate the catalog tree window quickly using the **Go to the next** feature (see Automated Navigation Using the Go To the Next Feature above).

Updating the Catalog Tree

As you work and make changes to different areas of your catalog, you will need to review the changes and see the latest version of the catalog tree, including all the changes made by other users who are editing the same catalog.

To update (refresh) the catalog tree and view the latest edits:

- Collapse and then expand the top-level folder (the name of the catalog) by clicking its minus sign (⊖) and then its plus sign (⊕).

You can also refresh the content of any open (expanded) folder by collapsing the folder and then expanding it again.

The Properties Window

The properties window (Figure 4) in Pharos displays folder and item properties. Any time you select an item in the tree window, its information automatically appears in the properties window.

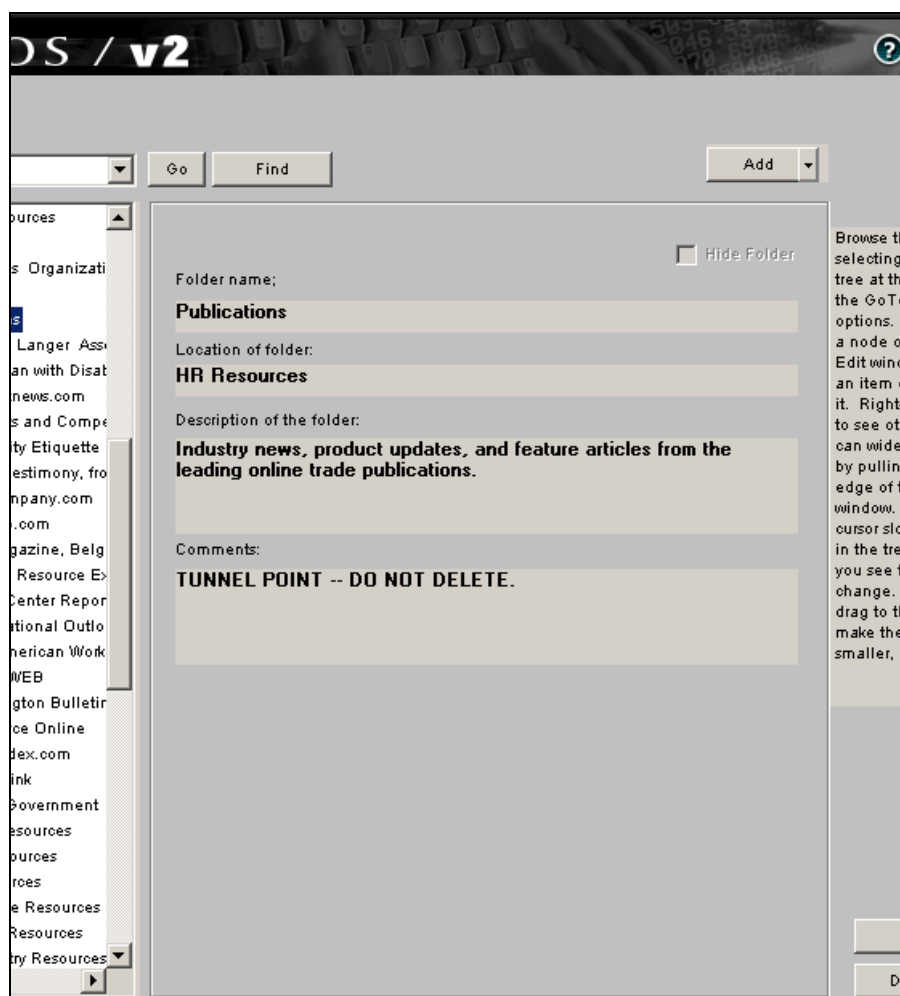


Figure 4—The Properties Window

Catalog Statistics

To help track your work on a catalog, you can view helpful statistics. To view these catalog statistics, select the top-level folder (the name of your catalog) in the catalog tree window. The properties window displays the catalog statistics:

- **Number of Folders**—The total number of folders in your catalog
- **Number of Search Items**—The total number of search items in your catalog
- **Number of Library Items**—The total number of library items in your catalog
- **Number of Needs Attention Items**—The total number of items that need your attention (the items with red icons in the catalog tree window)
- **Number of Requested New Items**—The total number of new items that EoExchange needs to configure
- **Number of Requested Change Items**—The total number of items you have modified (edited) that EoExchange needs to configure


Folder Properties

When you select a folder, the properties window displays the following information:

- **Folder name**—The name of the folder
- **Location of folder**—The name of the folder in which your selected folder resides (the parent folder)
- **Description of the folder**—Your description of the folder
- **Comments**—Your comments on the folder, or EoExchange's comments to you

Search Item Properties

When you select a search item, the properties pane displays the following information:

- **Name of search item**—The name of the search item
- **Location of item**—The name of the parent folder in which the search item resides
- **Item description**—Your description of the search item
- **Comments**—Your comments on the search item, or EoExchange's comments to you
- **Details from EoExchange**—A window containing information regarding the search item's spider **Search coverage** (An  button that you can use to preview the start URL's Web page in a browser accompanies this window):
 - **Spider name**—The spider's starting URL


- **Frequency**—How often the spider crawls (7=weekly, 1=daily)
- **Last modified**—The date and time of the last change made to the search item

NOTE

If EoExchange has not yet configured a spider for the search item, the window will contain a statement that **EoExchange has not yet completed this item**. This will be followed by the date and time you created the search item. **Search coverage** will display **NONE**.

Library Item Properties

When you select a library item, the properties pane displays the following information:

- **Name of library item**—The name of the library item
- **Location of item**—The name of the parent folder in which the library item resides
- **Item description**—Your description of the library item
- **Comments**—Your comments on the library item, or EoExchange's comments to you
- **Details [from EoExchange]**—A window containing information regarding the library item (An  button that you can use to preview the start URL's Web page in a browser accompanies this window):
 - **Start URL**— The URL of the Web page your user will link to when he or she selects the library item
 - **Item Source**—The library item's name
 - **Last modified**— The date and time of the last change made to the library item

NOTE

If EoExchange has not yet attached a URL to the library item, the **Details [from EoExchange]** window will not appear. Instead, Pharos will display three text boxes: **Item starting URL**, **Sample input**, and **Final URL** (for details on these fields, see Creating New Items on page 15).

The Find Feature

Pharos's **Find** feature allows you to find folders and/or items in your catalog based on their category, or on the content of their properties.

To find folders and/or items based on their properties:

1. In Pharos, click **Find**. The **Find in catalog** dialog box appears with the **Content of entry** radio button (☒) selected by default (see Figure 5 below).
2. Using the **Find all entries whose** drop-down menu, select the property to search in (**Name**, **Description**, **Any Text**, **Comment**, or **Modification Date**).
3. In the **Contains** text box, enter a term to search for.
4. In the **Return** area, select the **Folder or Items**, **Folders Only**, or **Items Only** radio button (☒) as desired.
5. Click **Find**. The Find feature searches your catalog and returns a list of folders and/or items that match your query.

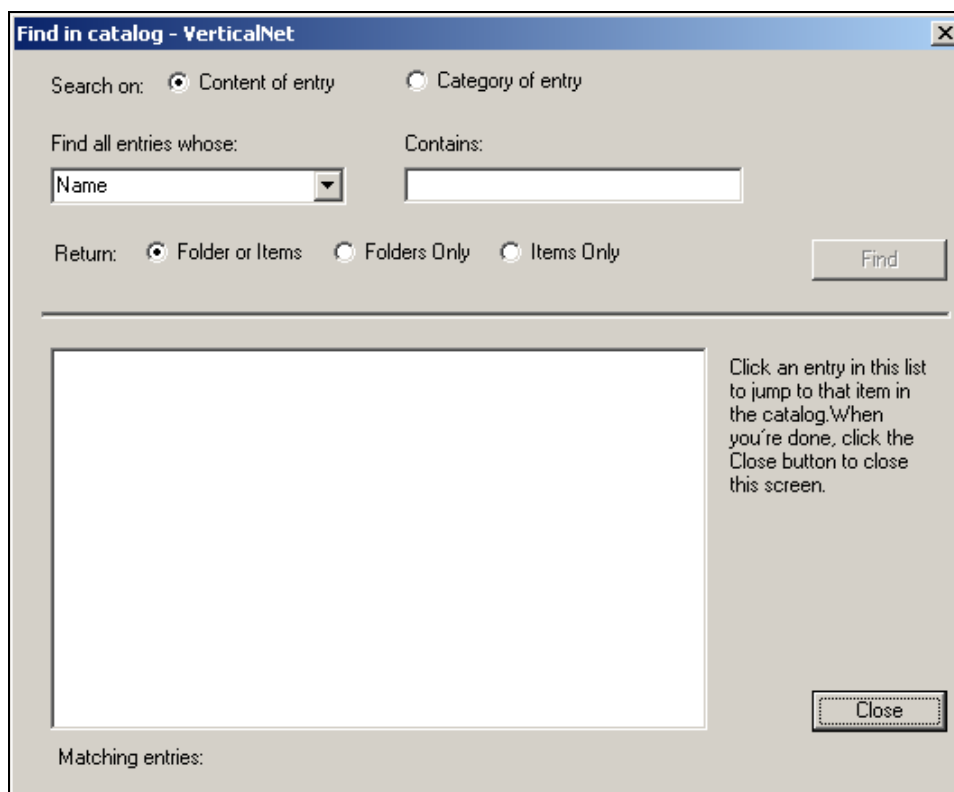

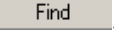


Figure 5—Find In Catalog Dialog Box

To find folders and/or items based on their category:

1. In Pharos, click **Find**. The **Find in catalog** dialog box appears (see Figure 5 above).
2. Select the **Category of entry** radio button (☐)
3. Using the **Find all entries that are** drop-down menu, select the category to search for (**Needs attention**, **Requested New**, **Requested Change**, or **Hidden**).

4. In the Return area, select the **Folder or Items**, **Folders Only**, or **Items Only** radio button () as desired.
5. Click . The Find feature searches your catalog and returns a list of folders and/or items that match your query.

Printing from Pharos


At times you might find it useful to print a section of your catalog to show to others. The only way to print from Pharos is by using the screen capture feature of Microsoft Windows (ALT+PRTSCN). You then paste this image into a document using your word-processing program's paste feature.

If you try to print from your browser, it will produce a blank page or a large gray box. This happens because because Pharos is a control written using Java, and Microsoft Internet Explorer cannot print images of Java controls.

If you attempt to print when displaying Pharos in your browser window and then experience a problem working with Pharos, including repeated error messages, click **Refresh** in Microsoft Internet Explorer. You should then be able to work with Pharos again.

If you continue to experience problems, try logging out and logging back in, or try closing the browser window, reopening it, and logging in again (see Logging In and Out on page 5).

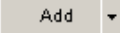
Online Help

You can access online Help for Pharos by clicking  in Pharos's upper right corner. Online Help provides you with a directory of quick answers to your questions regarding Pharos's use and features.

Working in Pharos

Creating New Folders

To create a new folder:

1. In the catalog tree window, navigate to the folder in which you want to create a new folder.
2. Click  and select **New Folder** from the drop-down menu. The **Create Folder** dialog box appears (Figure 6).

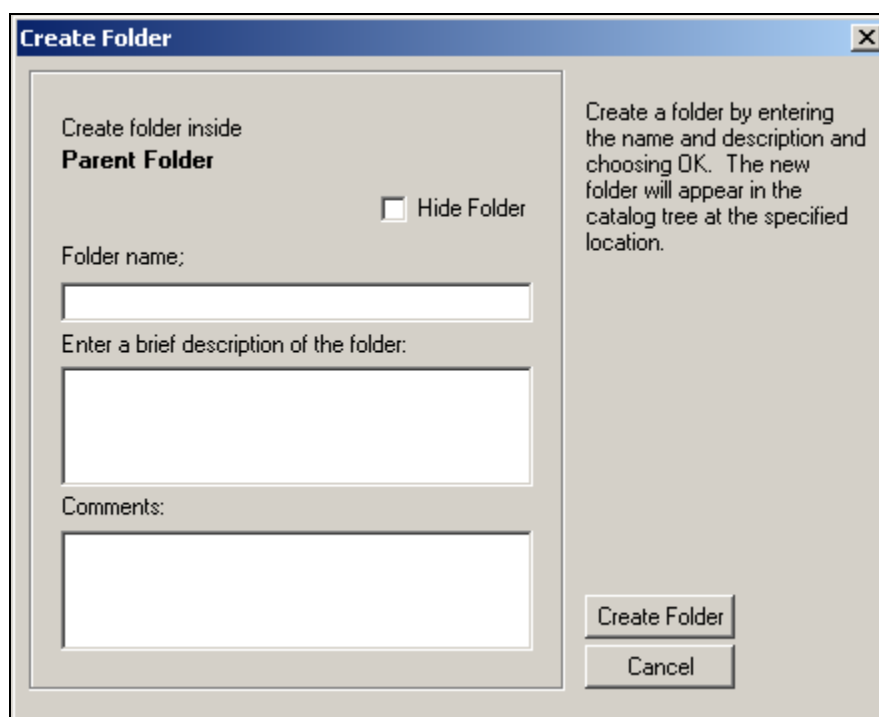


Figure 6—Create Folder Dialog Box

3. Enter the name of the folder (for example, “Pharmaceutical Companies”) in the **Folder name** text box.
4. Enter a description in the **Enter a brief description of the folder** text box (for example, “Web sites of pharmaceutical companies”).
5. Enter any comments about the folder in the **Comments** text box.
6. Click the **Hide Folder** check box to make the folder invisible to your users.

NOTE

You will want to use the **Hide Folder** feature for unfinished folders, so that your users do not see them. The hidden folder will still be visible in Pharos’s catalog tree window.

7. Click **Create Folder**. Pharos creates the new folder and displays its properties in the properties window.

Creating New Items

Items are the heart of your catalog. When creating a new item, you must first decide if you want a search item or a library item:

- **Search Item**—A search item is a Web site whose pages are crawled and indexed, thus allowing an end user to perform a keyword search of the site’s content. Use a search item when you want to include a Web site’s

entire content, or the content of a specific directory or directories within the Web site, in your catalog.


- **Library Item**—A library item is a link to a single Web page. Use a library item when only one Web page is of interest to you, and you do not feel there is much value in doing a keyword search of the page. The library item will allow an end user to link directly to that page. For example, a page that has a mortgage calculator may be useful for end users to access via a link, but is not useful for them to perform a search of.

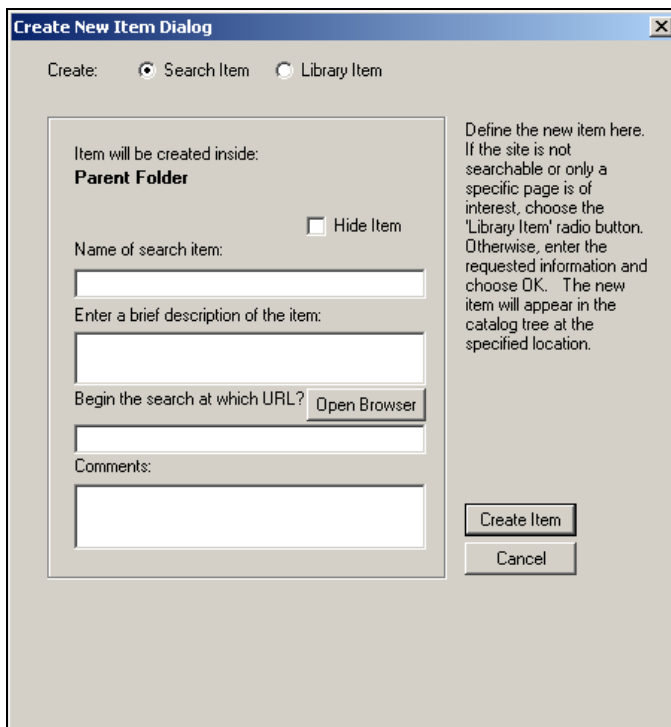
You can also use library items for pages that require an end user to enter information in order to access the desired information. For example, entering a ticker symbol to access a stock quote page for a particular company.

In addition, you should use library items framed sites, as EoExchange's search engine partner cannot crawl frames.

Once you have made your decision, use the following instructions to create your new search item or new library item.

To create a new search item:

1. In the catalog tree window, select the folder in which you want to create the new search item.
2. Click **Add** and select **New Item** from the drop-down menu. The **Create New Item Dialog** box appears—the **Search Item** radio button () is selected by default (Figure 7).

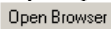



The dialog box is titled "Create New Item Dialog". It has two radio buttons at the top: "Search Item" (selected) and "Library Item". Below this, on the left, is a section titled "Item will be created inside:" with a label "Parent Folder". To the right of this is a checkbox labeled "Hide Item". Below these are three text input fields: "Name of search item:", "Enter a brief description of the item:", and "Begin the search at which URL?". To the right of the third field is an "Open Browser" button. Below the third field is a "Comments:" label and another text input field. On the right side of the dialog, there is a block of instructional text: "Define the new item here. If the site is not searchable or only a specific page is of interest, choose the 'Library Item' radio button. Otherwise, enter the requested information and choose OK. The new item will appear in the catalog tree at the specified location." At the bottom right are two buttons: "Create Item" and "Cancel".

Figure 7—Create New Item Dialog Box, Search Item

3. Enter the name of the search item in the **Name of search item** text box (usually the name of the Web site).
4. Enter a description in the **Enter a brief description of the item** text box (for example, “Personal finance tips and strategies”).
5. Enter the URL where you want EoExchange to begin crawling the Web site in the **Begin the search at which URL?** text box (for example, the home page is usually a good starting point).

TIP

EoExchange recommends that you cut and paste the starting URL directly from your browser to the **Begin the search at which URL?** text box, thereby helping to eliminate URL entry errors. Accompanying the box is an  button that allows you to check your URL entry in a Web browser window.

6. Enter any comments about the search item in the **Comments** text box.
7. Click . Pharos creates the new search item and displays its properties in the properties window.

Your new search item is automatically given a status of **Requested New**. This notifies EoExchange to configure the search item according to your instructions.

NOTE

Pharos checks the **Hide Item** check box automatically when you create a new search item. This is done so that the item is not visible to your users before EoExchange has configured it. The hidden search item will still appear in Pharos’s catalog tree window, however. You can unhide an item using the **Edit Search** dialog box (see Editing Folders and Items on page 19).

To create a new library item:

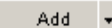
1. In the catalog tree window, select the folder in which you want to create the new library item.
2. Click  and then **New Item**. The **Create New Item Dialog** box appears (Figure 8).

Figure 8—Create New Item Dialog Box, Library Item

3. Select the **Library Item** radio button (●).
4. Enter the name of the library item in the **Name of library item** text box (usually the name of the Web site).
5. Enter a description in the **Enter a brief description of the item** text box (for example, “Glossary of mutual fund terms”).
6. In the **Enter the starting URL** text box, enter the URL of the Web page you want your user to link to when he or she selects the item.

NOTE

If the desired Web page requires several steps to reach, such as entering input or clicking buttons or tabs, use the **Enter the starting URL** text box for the URL you begin on before performing the steps. Use the **Enter a sample input**, **Note additional navigational selections**, and **Enter the final URL** text boxes explained below to provide EoExchange with the steps to reach the desired Web page from the start URL. The library item will prompt users for their own input when it has been set up.

TIP

EoExchange recommends that you cut and paste the starting URL directly from your browser to the **Enter the starting URL** text box, thereby helping to eliminate URL entry errors. Accompanying the box is an **Open Browser** button that allows you to check your URL entry in a Web browser window.

7. Enter, in the **Note additional navigational selections** text box, any special instructions for navigating the Web site (for example, “Select the Toys tab, enter text to search for in the Search field, and click Go”).
8. Enter, in the **Enter the final URL** text box. This is the URL on which, after completing all input and navigation, users will view their requested information (see the step 6 NOTE above for related information).
9. If you entered a URL in Step 8, enter the input you entered to reach the final URL in the **Enter a sample input** text box (see the step 6 NOTE above for related information). This is necessary for proper configuration.
10. Click **Create Item**. Pharos creates the new library item and displays its properties in the properties window.

Your new library item is automatically given a status of **Requested New**. This notifies EoExchange to configure the library item according to your instructions.

NOTE

Pharos checks the **Hide Item** check box automatically when you create a new library item. This is done so that the item is not visible to your users before EoExchange has configured it. The hidden library item will still appear in Pharos’s catalog tree window, however. You can unhide an item using the **Edit Search** dialog box (see Editing Folders and Items on page 19).

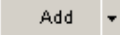

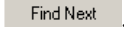


Adding Folders and Items from EoExchange’s Catalogs

One of the most powerful features of Pharos is its ability to add items from EoExchange’s existing catalogs to your own. Adding folders and items from existing catalogs can greatly reduce the development time for your own catalogs, because you can re-use items that EoExchange has already thoroughly tested and that return reliable and relevant results.

You can add individual items one at a time to your catalog, or you can add entire folders of items at once.

To add an item or folder from an existing catalog:

1. In the catalog tree window, navigate to the folder in which you want to add the EoExchange folder or item.

2. Click  and then **Existing Content**. The **Add Existing Content Dialog** box appears.
3. In the **Choose from** drop-down menu, select the catalog from which you want to add existing folders or items (**High Technology Search**, **Finance Search**, **Business Search**, or **Core Search**).
4. In the **Search for** text box, enter search criteria (such as “e-commerce”) for the folders or items you want to add.
5. Click . The results window displays the first search result. The total number of results found in the search appears below the window, along with the name and description of the result currently highlighted in the window.
6. To find the next folder or item that meets your search criteria, click . To go back the previous folder or item that meets your search criteria, click .
7. When you find the folder or item you want, make certain it is highlighted and click . Pharos adds the folder or item to your catalog.

NOTE

If you add a folder, Pharos adds the folder and all its contents (folders and/or items) to your catalog.



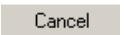
NOTE

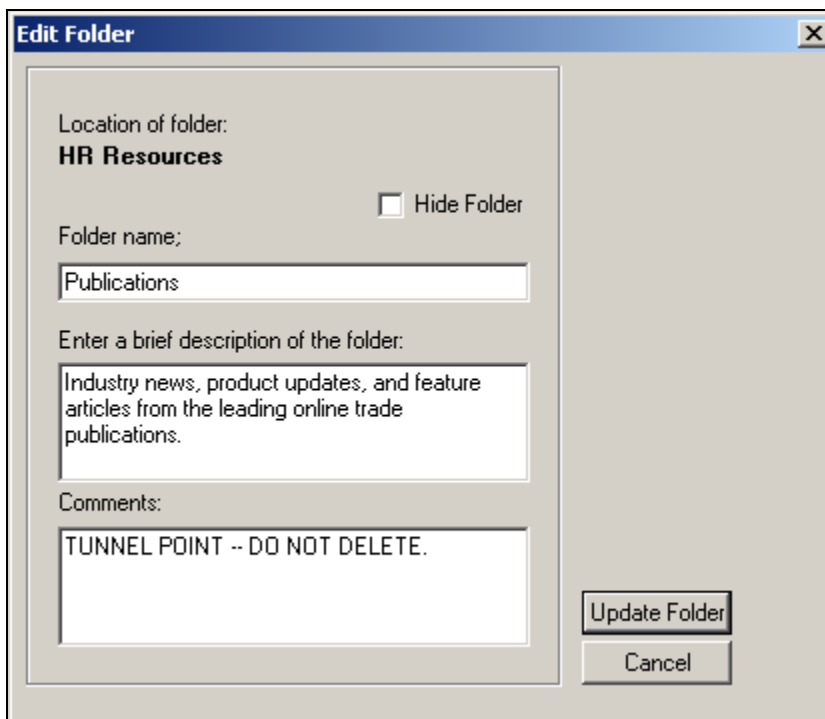
Navigation through the search results is the same as navigation in the catalog tree window. You can use your mouse and the scroll bars, you can point and click with your mouse, or you can use the up and down arrow keys on your keyboard.

Editing Folders and Items

You can edit folders and items to change their properties (for example, name and description). You can also make a request to EoExchange to change the configuration of a search item or library item.

To change a folder's properties:

1. Double-click the folder you want to edit, or select the folder and click . The **Edit Folder** dialog box appears.
2. Make any changes you desire to the **Folder name**, **Enter a brief description** and **Comments** text boxes, or to the **Hide Folder** setting.
3. To save your changes, click , or click  to discard the changes.

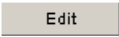


The dialog box is titled "Edit Folder" and contains the following fields and controls:

- Location of folder:** HR Resources
- ☐ Hide Folder
- Folder name:** Publications
- Enter a brief description of the folder:** Industry news, product updates, and feature articles from the leading online trade publications.
- Comments:** TUNNEL POINT -- DO NOT DELETE.
- Buttons:** Update Folder, Cancel

Figure 9—Edit Folder Dialog Box

To change an item's properties or request that EoExchange change an item's configuration:

1. Double-click the item you want to edit, or select the item and click . The **Edit search item** dialog box or **Edit library item** dialog box appears, as appropriate.
2. Make any changes you desire to the **Name of item**, **Item description** and **Comments** text boxes, or to the **Hide Item** setting.
3. If you want to change the starting URL of a search item, or the URL to which a library item links, enter the new URL in the **New item URL** text box. Pharos automatically checks the **Change Request** check box and changes the item's status to **Requested Change**, notifying EoExchange that the item needs attention.

NOTE

For reference, the item's current URL is visible in the **Current item URL** field.

NOTE

If a new start URL that you are adding to a library item requires input and/or navigation instructions to produce the desired information, enter the new instructions, sample input, and final URL in the **Comments** text box.

4. To save your changes, click **OK**, or click **Cancel** to discard the changes.

Edit search item

Location of item:
Publications

☐ Hide Item

Name of item:
Human Resource Executive

Item description:
Human Resource Executive was established in

Current item URL:
http://www.hrexecutive.com

New item URL:

Comments:

☐ Change Request

Open Browser

OK

Cancel

An item's starting URL can be set only by EoExchange. To change an item's URL, enter the new URL into the New Item URL box. When this box is edited, the Send Change Request box will be checked automatically. Any other requests or comments should be entered into the Comments box. Please check the Change Request box ONLY if your comments require action by EoExchange.

Figure 10—Edit Search Item Dialog Box

Editing Requested New Items

If you are editing an item with a category of **Requested New** (i.e., a new item you have created that EoExchange has not yet configured), the **Edit search item** or **Edit library item** dialog boxes will provide you with access to the same fields that are available in the **Create New Item Dialog** box when you originally create an item (see *Creating New Items* on page 15), including the **Open Browser** button that allows you to preview your item's URL.

In addition, the **Edit search item** dialog box will display a **Details from EoExchange** window identical to that which appears in the properties window when you select a search item in the catalog tree window. As is the case in that instance, the window displays a message stating that **EoExchange has not yet seen this item**, the date and time you **Created** the item, and the **Search coverage**.

Copying Folder and Items

There may be times when you want to copy an existing folder or item from one area of your catalog to another area where it is equally applicable. You can do this quickly and easily with Pharos.

To make a copy of a folder or item in your catalog:

1. Right-click the folder or item you want to copy.
2. Select **Copy** from the shortcut menu.
3. Navigate to the folder into which you want to paste the item.
4. Right-click the destination folder.
5. Select **Paste** from the shortcut menu. A copy of the folder or item appears in the destination folder.

Moving Folders and Items

To move a folder or item to a different location in your catalog, you may use drag-and-drop and cut-and-paste operations, as you desire.

To move a folder or item using a drag-and-drop operation:

1. Click the folder or item.
2. While holding down the left mouse button, drag the folder or item to a new location within the catalog tree. A message box appears asking if you are sure you want to move the folder or item.
3. Click to complete the move, or click to cancel the move.

To move a folder or item using a cut-and-paste operation:

1. Right-click the folder or item you want to move.
2. Select **Cut** from the shortcut menu.
3. Navigate to the folder into which you want to move the folder or item.
4. Right-click the destination folder.
5. Select **Paste** from the shortcut menu. The folder or item is moved from its original location to the destination folder.

Deleting Folders and Items

You can easily remove defunct folders and items from your catalogs.

To delete a folder or item from your catalog:

1. Select the folder or item you want to delete.
2. Click , or right-click the folder or item, and choose **Delete** from the shortcut menu. A message box appears asking if you really want to delete the selected item.

3. Click to delete the selected folder or item, or click to cancel the delete operation.

NOTE

If you experience difficulty in deleting a folder or item, make certain other windows are closed.