BOOK AND MAGAZINE CATALOGING

This format is designed for both people who have only a few books in their home and for the professional, as a research tool. You to catalog your library so that you can locate a book, or article in a magazine, by any one of up to 21 characteristics. For example, you can get a list of all the science fiction stories by John Campbell or all the books with recipes for chocolate chip cookies.

Another nice feature of this format is that it can be used with books, magazines, newspapers, technical papers or almost any other published material. Entries can be made for individual articles or chapters, allowing you to list the unique information each contains.

The catalog name for this format is: BOOKS

The following is a description of the predefined fields supplied in the book cataloging format. You are not limited to these lines, however. The software is very flexible. You can enter anything on any line, and the software will still be able to conduct correct searches and sorts.

Title - The name of the book, article, or paper.

Author - The name of the author.

Subject - A key word(s) that describes the subject of the book or article. You can enter either single words or a phrase to describe the subject.

Some people like to use just single-words here. These are called "key words." You can put several keywords on this line and the sequential searches will find any of them, without regard to where it is positioned on the line. Another option is to enter a single keyword, save the entry and then use the F3 key to repeat the previous entry and make a separate entry for each keyword. Using this approach you can get an alphabetical listing by subject (keyword), for every keyword.

For example, you might have a book about music for which you want to this the following subjects (keywords): 1960's, ROLLING STONES, BEATLES, TOP 40. These can all be placed on a single SUBJECT line and a search can find "1960's" or "TOP 40". However, if you'd like to get an alphabetical listing by subject, you would need to make four separate entries. Type all the information about the book and put just "1960's" on the SUBJECT line. Save that entry and then copy that information to the next entry. Change "1960's" to "ROLLING STONES" (everything else stays the same) and save the second entry. Do the same thing for

the last two subjects (key words).

Catalog Number - This is the number you use to locate the book or article. It can be a shelf number or an abbreviation that gives the name and date of the publication in which the article can be found. You can use the Dewey Decimal System, Library of Congress numbers, or your own personal numbering system.

Note - This line is provided for miscellaneous information. You can enter an abbreviation for the type of entry (such as magazine, newspaper, paperback, book chapter, etc...), or describe the condition of the book, or enter any other information you feel is useful.

Value - Enter the current value of the book. This information is useful for insurance purposes.

Always use the same number of digits when entering values. If the value of items in your collection ranges from $1 to $1000, then the $1 items should have their values entered as 0001, which uses the same number of digits as 1000. If you need to include cents in some entries, such as in $1.50, but not in others, you do not need to type ".00". Digits to the right of the decimal point, while significant in determining the value of an item, do not affect how a computer sorts values.

Subtopic-1 - Use this, and the next line, for addition information about the subjects covered by this book or magazine.

Subtopic-2 - Additional information about the subject(s) covered.

Other - As you did on the NOTE line, you can enter whatever information you feel is useful. You may enter the publisher, name of the editor, or the color of the cover. Whatever is important to you. You should, however, be consistent so that you'll be able to remember what you're using this line for when you make other entries.

Type - Use this line to classify entries by type. The classifications you use will depend on your requirements. You can classify entries by use (text book, technical, pleasure, etc...), by type of cover (hard cover or paperback), by format (book, magazine, newspaper etc...); or any other classification. You can put multiple classifications on this line. For example, an entry might be "TECH/MAG" - technical magazine.

Date - You can use this line for the copyright date or for the date that you found some specific information in the book. It could also be used for the date of purchase.

Location - Enter a description of where the book is located; for example, your office, home library, bedroom, city library (you don't need to own the book to keep track of it), etc.

Note-1,2,3 - The next three lines provide space for your notes. If needed, you can make an entry for each chapter of a book and

keep notes on each chapter here. These notes can then be searched for specific information.

Publisher - The name of the publisher.

Address - The publisher's address.

Copyright - Copyright date.

Number of Pages - The number of pages in the book, article, or chapter.

ISBN - ISBN number (if available).

Keep in mind that you can change any of these lines to catalog any other information. For example, you can retitle the OTHER line as CONDITION to keep track of the condition of your books. You the NOTE lines can be changed to keep track of the name and address of the person who has borrowed the book.