procedure (you can delete them). Otherwise, the installation procedure is non-invasive, copying the appropriate files from floppy diskette to your hard drive in the directory you specify, at a total cost of 725 kilobytes of space. Empty data files sets take another 80K for each company to be handled.

This is no ordinary *Windows* program. While *Windows* veterans will be unimpressed, the fact that you can use <Enter> to move from field to field within a dialog box, besides the standard <Tab> will make newcomers to the environment happy. This is made possible in *Bookkeeping By Design* by the elimination of the familiar click-or-<Enter>-activated "OK" button. While <Alt> key combinations will do the trick, the best method for committing choices to file is to use a mouse to choose buttons marked "Save" and "Exit" in a two step procedure invoked when you are finished working in a box. Yes, we said you pretty much have to use a mouse with *Bookkeeping By Design*. If you're one of the few *Windows* users operating without the benefit of such a rodent, you've got a decision to make.

Other elements of the environment are non-standard, as well. For example there are separate "Print" and "System" menus from which many (but not all) parameters for operation are specified. You change files and directories from two side by side boxes instead of from a single list, if you use a standard two-button mouse, at least one action **requires** keyboard input**!?!**, and the context sensitive help system is invoked by pressing <F1>, but is in no way compliant with the new hypertext-like system encouraged by Microsoft for *Windows* 3.0 products.

As an accounting system, *Bookkeeping By Design* earns some high scores, others not so. This system is truly integrated, requiring no set up of individual modules, but supplies only Accounts Payable and Receivable, General Ledger, Payroll, and limited Budgeting capabilities. No Inventory module exists, an intolerable inadequacy for manufacturing and distribution operations, but if you are primarily a service provider, the tools included in the package should be satisfactory. There is no attempt made to familiarize users with accounting practices (although there's a short *Windows* tutorial), and generally, the "tour" section of the manual is difficult to read and follow. *Bookkeeping By Design* is presented in an intuitive fashion that should alleviate most problems with its documentation; menus titled Maintain, Journals, Post, and Display join the Print and System mentioned above. Play around a little, check the command reference section of the user's guide for the really sticky questions, and you'll be OK in just a few hours.

You have the option of setting up a customized chart of accounts for each company introduced to *Bookkeeping By Design*, or copying one already being used. The sample data included with the product will serve quite well for many users' needs, so if you don't mind changing the entries for widgets, doodads, and the like, start there. Importing data from other programs is via delimited ASCII data files, as is exporting.

Accounting By Design offers forms for use with *Bookkeeping By Design* through a third party, and annual updates to the program's tax tables directly. In both cases, you're free to strike out on your own; the forms are fairly standard fare, and there are provisions for entering new tax data manually. You will, however, have to get used to some operational idiosyncrasies that fall somewhere between deviation from the norm and implementation of what the authors thought was appropriate in the absence of industry standards. When you enter account data for a new customer, you must assign a customer number manually, and since the list of those already in your database is sorted by customer number only, making a decision can be tricky. At other times, such as when entering invoice data, you can look up information by customer name or number, but there's no indication given on screen that this is possible, here or in the case of the other lookup situations scattered through *Bookkeeping By Design*. If you like, sales journals will increment transaction numbers automatically.

Add a customizable set of nearly forty reports, and *Bookkeeping By Design* is a solid performer. If you're service oriented, need little hand holding, and are enamored of *Windows* but not insistent on strict adherence to its standards, *Bookkeeping By Design* is definitely worth a look.

ToolBook
Asymetrix Corporation

With all the hoopla surrounding *Windows*, perhaps the single most focused-on application has been *ToolBook*. And with good reason! As the first product from a (not so) new company organized by Microsoft Chairman William Gates's childhood friend (and Microsoft co-founder) Paul Allen, and with a co-distribution deal that so far has seen a read-only version of the program included with every copy of *Windows*, *ToolBook* merits attention. Now the question is: do you care?