ORGANIZE! Your…
(software for cataloging collections)

The complete documentation for this software is provided in the MANUAL.WRI file.   The following provides the answers to the most frequently asked questions.

REPORT DESTINATION: PRINTER OPTION GREYED OUT

If the Printer option in the Report Destination box on the Report Set Up screen is gray, then you need to select a report format.   You can not print a report until the software knows how you want the information arranged on the page.   This is determined by the report format.

To select a Report Format, start at the main screen and go to the Reports Menu.   Select the Report Maintenance option.   The lower left corner of the Report Maintenance screen shows a list of available report formats.   You will find at least three formats that were supplied with the software.   You can set up as many report formats as you want to print information in columns, sideways on the page (landscape), print index cards, or any other format you wish.   If you do not know which report format to select, select the STANDARD format.

SETTING THE REPORT DESTINATION

The results of a search can be displayed on the screen, either one entry at a time or 24 entries at a time on the Quick View screen, or printed.   You select how the results of a search will be displayed using the Report Destination options on the Report Setup screen.   Before starting a search click on the Reports Menu and select Report Setup.   This displays the Report Setup window.

If you are conducting a search that you expect will result in more than three or four entries being found, and do not want to print the results of the search, we recommend selecting Quick View as the report destination.   This will allow you to scroll through screens containing 24 entries per screen.   The Quick View screen is the most convenient way to review the results of a search or listing.

If youd like to print the results of your search, select the Printer as the report destination.

Note: If you are printing the results of your search, you may first need to select a report format.   The Standard format works well for most collections.   Other report formats use as little as one line for each entry.   To change report formats select the Report Maintenance option on the Reports Menu.

PRINTING THE CURRENT ENTRY

The File Menu includes an option called Print Current Entry.   It will print the information for the entry currently shown on the screen, using the currently selected report format.

When you click on Print Current Entry nothing will happen.   To save paper the information is held in memory until there is a full page of information.   If you wish the individual entry to print, go to the File Menu again and select the Eject Page option.   This will cause the entry to be printed and the page to be ejected from the printer.

SEARCHES

There are several ways to search a catalog:

The simplest method is to use the Search For… options on the View Menu.   A Search For… option will be listed for the first three indexed lines in your catalog.   If you wish to search any of those lines, go to the View Menu, select the Search For… option for the line you want to search, and then enter the information you want to find.

More complex searches can be started by clicking on either the Alpha or Sequential buttons at the top of the Main Screen, or by selecting the Search option on the View Menu.   This will display the Search Screen.

On the Search Screen you can enter information to search for on any number of lines, and the software will automatically perform the appropriate cross-referencing.   The Key Field will set the alphabetical order.