CATBooks

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Introduction

CATBooks is a quick, efficient, easy-to-use program for organizing your book collection.

With CATBooks you can register and look up information about such things as:

- author, title, release year, publisher, country of origin
- condition, category, type, location,
- edition, printing, pages, ISBN,
- condition, purchase price and current value.

You can add personal comments for every item. Thirteen special fields enable you to customize your catalog. You can even store a bitmap picture of the book cover.

CATBooks includes a loan module that lets you keep track of books on loan, who has borrowed, when they were borrowed, when they are due back and how many times they have been borrowed.

CATBooks uses a relational database model. This means that you register most information only once. For example, an authors name is included in the catalog the first time you add a book written by this person. Later, you simply choose this name from a list. This type of information is stored in "lookup" tables which ultimately save time and valuable disk space on your computer.

CATBooks lets you work with an unlimited number of databases. This means that you can split your collection into different catalogs and organize it to meet your needs. You can also merge existing databases. CATBooks includes routines for taking and restoring backup of the databases you have created.

CATBooks has impressive and powerful search capabilities. You can search for any information you have entered in a catalog. CATBooks lets you cross reference up to five fields. This is an extremely flexible way to search and query data. CATBooks has templates for many types of reports which you can generate to examine on the screen or print out.

CATBooks comes with a sample database to get you started and a comprehensive context-sensitive on-line help system.

Before you start using CATBooks, we recommend that you read the User's Guide. In the section Procedures some of the most important procedures (for example, how to create a database or how to search) are explained in details. The section Windows contains information about all CATBooks' windows and dialog boxes. This is the same information that is displayed when you press **F1** or press the **Help** button. In addition to this, the help file contains information about Menu Shortcuts, The toolbar, Error Messages and Technical Information.

Four different icons are used to indicate important information:

Useful tips.

This is important.

This is very important.

Indicates that you may click the 'other' (usually the right) mouse-button on an object (button or list) to activate a popup-menu relevant to this object.

Windows

[Main Windows](#)
[Dialog Boxes](#)

Toolbar

🔲 Add new record

🔳 Add new record that is a copy of the active record

▪️ Update sort order

🔘 Go to record by Author

🔘 Go to record by Catalog Number

🔳 Go to record by Title

▪️ Show references to other records based on the keywords

◀◀ Go to previous record on the basis on last search

🔍 Search

🔲 Show result of last search

▶▶ Go to next record on the basis on last search

▪️ Mark/unmark active record

👓 View subset (that is, records that are marked)

Σ Calculate total value

🖨️ Print active record (full report)

◀| Go to first record

◀ Go to previous record

▶ Go to next record

|▶ Go to last record

? Show help contents

Press one of these buttons to locate the first record where the first field used in the sort criteria starts with this letter. For example, if the records are sorted on Title and you press **T**, CATBooks finds the first record where the title begins with T.

A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|X|Y|Z|

Click with the 'other' mouse-button on to activate this popup-menu:

- Sort Automatically

This menu lets you specify (without activating the dialog "Preferences") if you want CATBooks to automatically update the sort order each time you add a new record.

Click with the 'other' mouse-button to activate a popup-menu with these options:

- Find
- Show Field Values
- Simple Search
- Advanced Search
- X-Ref

This menu lets you specify (without activating the dialog "Preferences") what search command to activate when you press this button.

Menu Shortcuts

Press	To
F2	Go to previous record on the basis of last search
F3	Go to next record on the basis of last search
F4	Show result of last search (all records found in last search)
F5	Go to first record
F6	Go to previous record
F7	Go to next record
F8	Go to last record
F11	Update sort order
F12	Disable the conversion to upper case (first letter in each word) as long as this button is pressed.
Ctrl+F2	Loan out active book
Ctrl+F3	Register active book as returned
Ctrl+F4	Register books as returned (show all on loan)
Ctrl+A	Go to record by Author
Ctrl+B	Activate window "Browse"
Ctrl+C	Copy the selection and put it on the clipboard
Ctrl+D	Insert current date
Ctrl+E	Activate window "Memo"
Ctrl+H	Activate window "Active Record"
Ctrl+I	Go to record by Catalog Number
Ctrl+L	Go to record by Title
Ctrl+M	Mark or unmark activate record
Ctrl+N	Add new record
Ctrl+O	Add new record that is a copy of the activate record
Ctrl+R	Activate window "Cover"
Ctrl+S	Save changes
Ctrl+T	Insert current time
Ctrl+U	Register author(s)
Ctrl+V	Insert clipboard contents
Ctrl+W	Add new item to lookup table
Ctrl+X	Cut the selection and put it on the clipboard'
Ctrl+Y	Register keywords

Error Messages

482   **Default printer not set.** Make sure a default printer is set in the Control Panel!

3041   **The file VBDB300.DLL has the wrong version and needs to be reinstalled.** CATBooks' installation program did copy the correct version to your hard drive, but this version is now overwritten by another application. You may install this file again by following this procedure:

1) Start a "DOS-window" (click on the MS-DOS icon).

2) Insert diskette no. 2 into your diskette drive and type:

```
EXPAND A:\VBDB300.DL_  C:\WINDOWS\SYSTEM\VBDB300.DLL
```

3049   **Cannot open database!** If you do not exit the program by choosing **Exit** from the **File** menu (or **Close** from the main window's **Control-menu**), for example if a system error occurs or there is a power-failure, you may get this error message the next time you try to open the database. If this happens, run a utility called **FIX** that was installed to the same directory as CATBooks.

3050   **SHARE is not activated!** Add SHARE.EXE /L:500 to autoexec.bat (use Notepad) and reboot your computer

Technical Support

Technical support is available at no charge if you are a registered user. However, support is available only by E-mail or regular mail. Sorry, but we cannot provide telephone support at this time. Contact us at:

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World Wide Web: http://www.prodat.no/fnp/eng/

When reporting problems, the more information you can provide the better our response can be. If possible, include the following:

- What version of Microsoft Windows are you running? For example, Windows 3.1, Windows for Workgroups, Windows NT or Windows 95.

- What version of CATBooks are you running? You can determine this by choosing **About CATBooks** from the CATBooks **Help** menu. Include the entire "version line" in your report; for example 3.10.00.

- Is the problem reproducible? If so, how?

- If you see a dialog box with an error message when the problem occurs,   if possible include the full text of the dialog box, the text in the title bar and the error number.

Technical Information

catbook.ini

This file is automatically created in the **WINDOWS** directory (usually **C:\WINDOWS**) the first time you run CATBooks, and contains all user specified preferences, window positions and the last database opened.

Do not edit this file manually!

"dbname".ini

Each database you create has a corresponding ini-file with the same name as the database (for example **BOOKLIB.MDB** and **BOOKLIB.INI**). This ini-file contains information about the browse layout and sort order.

Minimum System Requirements

To run CATBooks you need:

- 386-based PC or better
- Microsoft Windows 3.1 or Windows 95
- 4 Mbytes memory (6 Mbytes is recommended)
- 4 Mbytes available space on the hard disk

Files Needed to Run CATBooks

CATBooks needs the following files:

In the program directory (the same directory where **CATBOOK.EXE** is located):

CATBOOK.HLP   **CATBOOK.MEM**   **FIX.EXE**

In the **SYSTEM** directory (usually **C:\WINDOWS\SYSTEM**):

LHA.DLL	**VBRUN300.DLL**	**MHTIP.VBX**
MHRUN400.DLL	**CMDIALOG.VBX**	**MSMASKED.VBX**
MSAES110.DLL	**MHCB200.VBX**	**MUSCLE.VBX**
MSAFINX.DLL	**MHCM200.VBX**	**SSDATA2.VBX**
MSAJT112.DLL	**MHPFST.VBX**	**THREED.VBX**
MSAJT200.DLL	**MHPFST.VBX**	**VSVIEW.VBX**
VBDB300.DLL	**MHTAB.VBX**	

Several report files were copied to the program directory during installation: **MEMO.LIN** (line report)**, DEFAULT.LIS** (list report)**, AUTHOR.SUM, CATEGORY.SUM, CONDIT.SUM, COUNTRY.SUM, LOCATION.SUM, PRINTING.SUM, PUBLISH.SUM** and **TYPE.SUM** (summary reports).

A sample database (**SAMPLE.MDB**) was also copied to the program directory during installation. This database contains information about 20 books. We recommend that you open the sample database the first time you run CATBooks. Most examples in the documentation are referring to this database.

In addition, CATBooks will automatically create the file <u>catbook.ini</u> in your **WINDOWS** directory (usually **C:\WINDOWS**).

Dialog boxes

A dialog box is window that is shown temporarily after you have selected a command, for example chosen a menu option or pressed a button. Dialogs need to be closed before you can select another menu option. Buttons with three dots (for example **Transfer...**) activates another dialog box when it is pressed.

Database
Lookup Tables
Edit Records
Search
Reports
Miscellaneous

Database

Backup Database
Browse Layout
Change Sort Order
Convert Database
Create New Database
Define Browse Layout
Define Sort Order
Export
Import
Merge Databases
Open Database
Restore Backup
Restore Backup To
Save Database As
Split Database
Transfer Field Names
User-defined Fields

Lookup Tables

Edit Records

[Author](#)
[Adjust Value](#)
[Keywords](#)
[Load Cover](#)
[Loan Out](#)
[References](#)
[Returned To Library](#)
[Total Value](#)

Search

Reports

Miscellaneous

About CATBooks
Preferences
System Information

Dialog Backup Database

In this dialog you specify where you want to backup the open database to. Please note that if a database is too large to fit onto one diskette, it is automatically split in two or more parts. The file on diskette no. 1 is named **"dbname".001**, the file on diskette no. 2 is named **"dbname".002** and so on.

Please note that you cannot simply copy the necessary file(s) from the diskette(s) to your hard disk. You must use CATBooks' internal routines to do this.

Dialog options

Directories
　Select the directory where you want to backup the database to.

Drives
　Select the drive where you want to backup the database to.

OK
　Press this button to accept the selected drive/directory and start the backup process.

Cancel
　Press this button to cancel.

Dialog Browse Layout

Use this dialog to select the browse layout you want to activate. Default browse layout is **Title, Author** and **Catalog Number**. You may define up to 5 browse layouts yourself.

See also: <u>Change Browse Layout</u>

Dialog options

Active layout
Select the layout to activate.

OK
Press this button to activate the selected layout.

Cancel
Press this button to cancel and close the dialog.

Edit
Press this button to edit the selected layout.

Dialog Change Sort Order

Use this dialog to select the sort order you want to activate. Default sort order is based on **Title**.

See also: Change Sort Order

Dialog options

Active sort order
  Select the sort order to activate.

OK
  Press this button to activate the selected sort order.

Cancel
  Press this button to cancel and close the dialog.

Edit
  Press this button to edit the selected sort order

Dialog Convert Database

This dialog is shown when you try to open a database created with CATBooks v3.10.

The database must be converted before you can use it in version 3.20. This is done automatically. Please note the following:

- The field **Memo** is split in three.

Dialog options

Transfer Memo to
Choose whether you want to transfer the contents of the **Memo** field to **Comments**, **Synopsis** or **Reviews**.

OK
Press this button to convert the database.

Cancel
Press this button if you do not want to convert the database.

Dialog Create New Database

In this dialog you specify the name of the new database you want to create.

Dialog options

Filename
Type the name of the database. The name should be one that easily reminds you of the information in the database, for example **BOOKLIB** or **LIBRARY**. As with other Windows file names, it cannot have more than eight characters The file extension identifying the database, .MDB, is added automatically.

Directories
Select the drive and directory where you want to create the database if it is different from the CATBooks directory. In general, we recommend that you do not change the directory.

List files of type
Select file type. CATBooks' databases should always have the file extension **MDB**.

Drives
Select the drive where you want to create the new database.

Dialog Define Browse Layout

In this dialog you specify the fields you want to include in the browse list (<u>window Browse</u>).

Dialog options

List 1
   This list displays all fields that are available.

>
   Press this button to move the selected field from list 1 to list 2.

<
   Press this button to remove the selected field from list 2.

List 2
   This list displays the fields you have chosen.

Up
   Press this button to move the selected field up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Down
   Press this button to move the selected field down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Title
   You may give the layout a name to make it easier to separate the various layouts in the <u>dialog Browse Layout</u>. Maximum length of the title is 40 characters.

Fixed columns
   Enter number of fixed columns. Fixed columns are *always* shown, even when you use the scrollbar to view the columns to the right, that may not initially be shown.

OK
   Press this button to save changes and close the dialog.

Cancel
   Press this button to ignore any changes and close the dialog.

Width
   Here you may enter the width of the selected column. The width is specified as number of characters. If you have selected a non proportional font (like Arial) the width is calculated on the basis of the average character width.

Font
   Press this button to change the font size and/or style, or to choose another font.

Dialog Define Sort Order

In this dialog you choose the fields that you want to use the sort criterion.

Dialog options

List 1
   This list displays all fields that are available.

>
   Press this button to move the selected field from list 1 to list 2.

<
   Press this button to remove the selected field from list 2.

List 2
   This list displays the fields you have chosen.

Up
   Press this button to move the selected field up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Down
   Press this button to move the selected field down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Order
   Ascending   Letters are sorted from A to Z and numbers from 0 to 9.
   Descending   Letters are sorted from Z to A and numbers from 9 to 0.

Title
   You may give the layout a name to make it easier to separate the various layouts in the dialog Change Sort Order. Maximum length of the title is 40 characters.

OK
   Press this button to save changes and close the dialog.

Cancel
   Press this button to ignore any changes and close the dialog.

In the summary report, records are first sorted on the fields used in the groups and then on the fields you specify here.

Dialog Export

Use this dialog to export data to an ASCII-file (a plain text file). The item called **<dummy>** is used to specify that CATBooks should include an empty string in this position (for example **Title, <dummy>** and **Author** may give this result; "Psycho II", "", "Robert Bloch").

Dialog options

Browse
Press this button to specify the file to export to.

Separator
Specify whether CATBooks should use a comma or TAB as the separator.

Subset
Check this if you want CATBooks to only export marked records.

Save
Press this button to save the selected layout.

Clear
Press this button to clear the layout (set to default).

OK
Press this button to start.

Cancel
Press this button to close the dialog.

Dialog Import

Use this dialog when you want to import data from an ASCII-file (a plain text file). The item called **<dummy>** is used to specify that a field from the ASCII-file should not be imported.

All records must be separated by a character-return (if you open the file in a text editor like Notepad, all records are then shown on a separate line). All text fields must be contained within double-quotation marks ("Psycho II"). Logical fields may either be specified as **T, Y, -1, 1** (true) or **F, N, 0** (false). Date fields must use the format **YYYYMMDD** (19960826).

Use the text box **Separator authors** to specify the separator that is used to separate more then one author in the same "field". The different authors are then split and saved separately (for example: "Glen A. Larson / Robert Thurston" - use "/" as the separator).

Use the text box **Separator keywords** to specify the separator that is used to separate more then one keyword in the same "field". The different keywords are then split and saved separately (for example: "Database / Network / Software" - use "/" as the separator).

Dialog options

Browse
   Press this button to specify the file to import from.

Separator
   Specify whether a comma or TAB is used as separator.

Separator authors
   Specify the separator that is used to separate more then one author in the same "field". The different authors are then split and saved separately.

Separator keywords
   Specify the separator that is used to separate more then one keyword in the same "field". The different keywords are then split and saved separately.

Save
   Press this button to save the selected layout.

Clear
   Press this button to clear the layout (set to default).

OK
   Press this button to start.

Cancel
   Press this button to close the dialog.

Dialog Merge Databases

In this dialog you specify the database you want to transfer records from. All records in this database is transferred to the currently open database.

Dialog options

Filename
Enter or select the database you want to transfer the recordssfrom.

Directories
Select the directory where the database is located.

List files of type
Select file type. CATBooks' databases should always have the file extension **MDB**.

Drives
Select the drive where the database is located.

Dialog Open Database

In this dialog you specify the database you want to open.

Dialog options

Filename
Enter the database you want to open.

Directories
Select the directory where the database is located if it is different from the CATBooks directory.

List files of type
Select file type. CATBooks' databases should always have the file extension **MDB**.

Drives
Select the drive where the database is located if it is different from the CATBooks directory.

Dialog Restore Backup

In this dialog you specify where the database you want to restore is located.

Dialog options

Directories
Select the directory where the backup is located.

Drives
Select the drive where the backup is located.

OK
Press this button to accept the selected drive/directory and continue.

Cancel
Press this button to cancel.

Dialog Restore Backup To

In this dialog you specify where you want to restore the database to.

Dialog options

Directories
Select the directory where you want to restore the database to.

Drives
Select the drive where you want to restore the database to.

OK
Press this button to accept the selected drive/directory and start the restore process.

Cancel
Press this button to cancel.

Dialog Save Database As

In this dialog you specify the new name you want to save the database as.

Dialog options

Filename
Type the name of the database. The file extension identifying the database, .MDB, is added automatically.

Directories
Select the directory where you want to save the database.

List files of type
Select file type. CATBooks' databases should always have the file extension **MDB**.

Drives
Select the drive where you want to save the database.

Dialog Split Database

In this dialog you specify the name of the database you want to transfer the marked records to.

Dialog options

Filename
Type the name of the database. The file extension identifying the database, .MDB, is added automatically.

Directories
Select the directory where the database is located/is to be created.

List files of type
Selelct file type. CATBooks' databases should always have the file extension **MDB**.

Drives
Select the drive where the database is located/is to be created.

If you have chosen to transfer records to a *new* database, an existing database with the same name will be deleted.

Dialog Transfer Field Names

In this dialog you specify the database you want to transfer the field names from.

Dialog options

Filename
Type the name of the database you want to transfer the field names from.

Directories
Select the directory where the database is located.

List files of type
Select file type. CATBooks' databases should always have the file extension **MDB**.

Drives
Select the drive where the database is located.

Dialog User-defined Fields

Use this dialog to change the name of the special info fields. You may use these fields to store whatever information you need.

Dialog options

OK
Press this button to save changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Transfer
Press this button to transfer field names from another database.

None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told CATBooks that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

Dialog About CATBooks

This dialog displays program information, version number and copyright.

Dialog Preferences

In this dialog you change user preferences.

Dialog options

Data fields/Show fields
Select the fields you want to include in lists (drop-down lists and list boxes) in search and report dialogs. By default, none of the special info fields (user-defined fields) are selected.

Data fields/Sorting name
Check this if you want names (author) to be displayed using this format: **Last name, First name** when the field is used in the active sort order. This applies to the <u>window Browse</u> and reports. In all other cases, names are always displayed using the format **First name Last name**, excluding lookup lists where the last name *always* is displayed first.

Data entry/Sort automatically
Check this if you want CATBooks to automatically update the sort order each time a new record is saved.

Data entry/Update position in lists automatically
Check this if you want CATBooks to automatically update lookup lists when you activate a speed search. This applies to the drop-down lists (for example Company or Format), and in all other list boxes that display information from the lookup tables (for example when you choose **Category** from the **Lookup** menu). Please note that the update process may take some time if you have added a lot of items and your machine is not that fast. Normally this is not a problem, and we recommend that you check this option.

Data entry/Upper case first character
Check this if you want CATBooks to make the first character in each word upper case as you type it. This applies to all data fields, except for the memo fields.

Data entry/New record - test for
Check **Author / Title** if you want CATBooks to check if you have already added this title (based on Author and Title). Check **Catalog Number** if you want CATBooks to check if the Catalog Number already is used when you add a new record. Check **ISBN** if you want CATBooks to check if you have already added this title (based on the-ISBN number).

Data entry/Max items drop-down list
Enter the maximum number of items to display simultaneously in a drop-down list that shows information from a lookup table. 10 items is displayed by default.

Misc/Use bold font
Check this if you want CATBooks to use a bold font (common in Window 3.1) instead of a normal font (common in Windows 95) in all windows. You need to re-start CATBooks to let this option have effect on the windows <u>Active Record</u>, <u>Memo</u> and <u>Cover</u>. Please note that the <u>window Browse</u> uses it's own font that you may change by choosing **Browse layout** from the **File** menu.

Misc/Use compression - Backup
Check this if you want CATBooks to compress the database when taking backup. When using compression the database may occupy as little as ¼ of the original size.

Misc/Use compression - Save pictures
Check this if you want CATBooks to compress the pictures. When using compression bitmaps may occupy as little as 1/8 of the original size. Please note that this only affects

new pictures you add. Choose **Compress pictures** to compress pictures that already are in the database.

Misc/Compress pictures
Press this button to compress all pictures in the database.

Misc/Decompress pictures
Press this button to decompress all pictures in the database. Uncheck **Use compression - Save pictures** if you do not want to compress new pictures you add.

Reports/Mono printer
Check this if you want to always print in black and white, no matter what color you have chosen. This way, you can use colors in the print preview, but not on the print-out.

Reports/Font
Specify the fonts you want to use. These fonts are used by default, but you may override this in the various reports (by pressing the **Page setup** button).
Heading   Is used on the heading that is printed at the beginning of the first page.
Normal   Is used on the rest of the report.

Reports/Margins
Specify the margins that are used by default in all reports. You may override this in the various reports (by pressing the **Page setup** button).
Left   Left margin, in inches or centimeters.
Right   Right margin, in inches or centimeters.
Top   Top margin, in inches or centimeters.
Bottom   Bottom margin, in inches or centimeters.

Reports/Units of measurement
Select either centimeters or inches.

Reports/Filter
Select whether you want to use a simple or advanced filter in the reports.

Search/Toolbar
Select the search command you want to activate when you press the search-icon on the toolbar.

Search/Show number of records found
Check this if you want CATBooks to show you how many records that were found in the last search.

OK
Press this button to save and activate the changes, then close the dialog.

Cancel
Press this button to close the dialog without saving any changes.

Dialog System Information

This dialog gives you the following information:

- Name of the open database
- Number of records (total/marked/deleted)
- CATBooks version
- DOS version
- Windows version
- Memory
- Free system resources (GDI/USER)

Dialog Edit Author

In this dialog you enter information about the author.

Dialog options

Author
    Maximum length is 50 characters. We recommend that you use the format **Last name, First name**. The name is then first sorted on last name, then on first name.

Born
    Enter the date or year when the author was born.

Dead
    Enter the date or year when the author died.

Country
    Specify the country where the author is from.

Memo
    This field is for comments. You may use up to 32.000 characters.

OK
    Press this button to save any changes and close the dialog.

Cancel
    Press this button to ignore any changes and close the dialog.

Press **Ctrl+W** when the drop-down list **Country** has the focus to add a new item to the list.

Press **Ctrl+Enter** to add a new line to the memo field.

Click with the 'other' mouse-button on the drop-down list to activate a popup-menu with these options:

•   New Country
•   Edit Lookup Table

Dialog Edit Borrower

In this dialog you enter information about the borrower.

Dialog options

Borrower
Maximum length is 50 characters. We recommend that you use the format **Last name, First name**. The name is then first sorted on last name, then on first name.

Address
Type the borrower's address.

Phone
Type the borrower's phone number.

Fax
Type the borrower's fax number

E-mail
Type the borrower's e-mail address.

Memo
This field is for comments. You may use up to 32.000 characters.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the address and memo fields.

Dialog Edit Category

In this dialog you enter information about the category.

Dialog options

Category
  Maximum length is 50 characters.
Memo
  This field is for comments. You may use up to 10000 characters.
OK
  Press this button to save any changes and close the dialog.
Cancel
  Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Condition

In this dialog you enter information about the condition.

Dialog options

Condition
Maximum length is 50 characters.

Memo
This field is for comments. You may use up to 10000 characters.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Country

In this dialog you enter information about the country.

Dialog options

Country
Maximum length is 50 characters.

Memo
This field is for comments. You may use up to 10000 characters.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Edition

In this dialog you enter information about the edition.

Dialog options

Edition
Maximum length is 50 characters.

Memo
This field is for comments. You may use up to 10000 characters.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Keyword

In this dialog you enter information about the keyword.

Dialog options

Keyword
　Maximum length is 50 characters.
Memo
　This field is for comments. You may use up to 10000 characters.
OK
　Press this button to save any changes and close the dialog.
Cancel
　Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Location

In this dialog you enter information about the location.

Dialog options

Location
   Maximum length is 50 characters.
Memo
   This field is for comments. You may use up to 10000 characters.
OK
   Press this button to save any changes and close the dialog.
Cancel
   Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Personal Rating

In this dialog you enter information about the rating.

Dialog options

Category
Maximum length is 50 characters.

Memo
This field is for comments. You may use up to 10000 characters.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Printing

In this dialog you enter information about the rating.

Dialog options

Personal Rating
Maximum length is 50 characters.

Memo
This field is for comments. You may use up to 10000 characters.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Publisher

In this dialog you enter information about the publisher.

Dialog options

Publisher
   Maximum length is 50 characters.

Memo
   This field is for comments. You may use up to 10000 characters.

OK
   Press this button to save any changes and close the dialog.

Cancel
   Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Puchased Where

In this dialog you enter information about the puchase location.

Dialog options

Puchased Where
Maximum length is 50 characters.

Memo
This field is for comments. You may use up to 10000 characters.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit Type

In this dialog you enter information about the type.

Dialog options

Type
Maximum length is 50 characters.

Memo
This field is for comments. You may use up to 10000 characters.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

Dialog Edit User-defined

In this dialog you enter information to add to the special info (user-defined) lookup table.

Dialog options

User-defined
   Maximum length is 50 characters.

Memo
   This field is for comments. You may use up to 10000 characters.

OK
   Press this button to save any changes and close the dialog.

Cancel
   Press this button to ignore any changes and close the dialog.

Press **Ctrl+Enter** to add a new line to the memo field.

None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told CATBooks that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

Dialog Lookup Author

You use this dialog to edit the lookup table Author. Use the text box to locate the author in the list (if he/she already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new author. The name you have entered in the text box is automatically used. This makes it very easy to add a new author when you first have searched for this author and found out that he/she is not in the database.

Edit
Press this button to edit the selected author.

Delete
Press this button to delete the selected author.

Search
Press this button to search for the author where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Borrower

You use this dialog to edit the lookup table Borrower. Use the text box to locate the person in the list (if he/she already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
> Press this button to close the dialog.

New
> Press this button to add a new person to the list. The name you have entered in the text box is automatically used. This makes it very easy to add a new person when you first have searched for this person and found out that he/she is not in the database.

Edit
> Press this button to edit the selected person .

Delete
> Press this button to delete the selected person .

Search
> Press this button to search for the person where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
> Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Category

You use this dialog to edit the lookup table Category. Use the text box to locate the category in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new category. The name you have entered in the text box is automatically used. This makes it very easy to add a new category when you first have searched for this category and found out that it is not in the database.

Edit
Press this button to edit the selected category.

Delete
Press this button to delete the selected category.

Set default
Press this button to specify the selected category as a default value that is automatically added to all new records.

Search
Press this button to search for the category where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Condition

You use this dialog to edit the lookup table Condition. Use the text box to locate the condition in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new condition. The name you have entered in the text box is automatically used. This makes it very easy to add a new condition when you first have searched for this condition and found out that it is not in the database.

Edit
Press this button to edit the selected condition.

Delete
Press this button to delete the selected condition.

Set default
Press this button to specify the selected condition as a default value that is automatically added to all new records.

Search
Press this button to search for the condition where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Country

You use this dialog to edit the lookup table Country. Use the text box to locate the country in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
    Press this button to close the dialog.

New
    Press this button to add a new country. The name you have entered in the text box is automatically used. This makes it very easy to add a new country when you first have searched for this country and found out that it is not in the database.

Edit
    Press this button to edit the selected country.

Delete
    Press this button to delete the selected country.

Set default
    Press this button to specify the selected country as a default value that is automatically added to all new records.

Search
    Press this button to search for the country where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
    Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Edition

You use this dialog to edit the lookup table Edition. Use the text box to locate the edition in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new edition. The name you have entered in the text box is automatically used. This makes it very easy to add a new edition when you first have searched for this edition and found out that it is not in the database.

Edit
Press this button to edit the selected edition.

Delete
Press this button to delete the selected edition.

Set default
Press this button to specify the selected edition as a default value that is automatically added to all new records.

Search
Press this button to search for the edition where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Keyword

You use this dialog to edit the lookup table Keyword. Use the text box to locate the keyword in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new keyword. The name you have entered in the text box is automatically used. This makes it very easy to add a new keyword when you first have searched for this keyword and found out that it is not in the database.

Edit
Press this button to edit the selected keyword.

Delete
Press this button to delete the selected keyword.

Set default
Press this button to specify the selected keyword as a default value that is automatically added to all new records.

Search
Press this button to search for the keyword where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Location

You use this dialog to edit the lookup table Location. Use the text box to locate the location in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new location. The name you have entered in the text box is automatically used. This makes it very easy to add a new location when you first have searched for this location and found out that it is not in the database.

Edit
Press this button to edit the selected location.

Delete
Press this button to delete the selected location.

Set default
Press this button to specify the selected location as a default value that is automatically added to all new records.

Search
Press this button to search for the location where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Personal Rating

You use this dialog to edit the lookup table Personal Rating. Use the text box to locate the rating in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new rating. The name you have entered in the text box is automatically used. This makes it very easy to add a new rating when you first have searched for this rating and found out that it is not in the database.

Edit
Press this button to edit the selected rating .

Delete
Press this button to delete the selected rating .

Set default
Press this button to specify the selected rating as a default value that is automatically added to all new records.

Search
Press this button to search for the rating where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Printing

You use this dialog to edit the lookup table Printing. Use the text box to locate the printing in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
    Press this button to close the dialog.

New
    Press this button to add a new printing. The name you have entered in the text box is automatically used. This makes it very easy to add a new printing when you first have searched for this printing and found out that it is not in the database.

Edit
    Press this button to edit the selected printing.

Delete
    Press this button to delete the selected printing.

Set default
    Press this button to specify the selected printing as a default value that is automatically added to all new records.

Search
    Press this button to search for the printing where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
    Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Publisher

You use this dialog to edit the lookup table Publisher. Use the text box to locate the publisher in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new publisher. The name you have entered in the text box is automatically used. This makes it very easy to add a new publisher when you first have searched for this publisher and found out that it is not in the database.

Edit
Press this button to edit the selected publisher.

Delete
Press this button to delete the selected publisher.

Set default
Press this button to specify the selected publisher as a default value that is automatically added to all new records.

Search
Press this button to search for the publisher where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Purchased Where

You use this dialog to edit the lookup table Purchased Where. Use the text box to locate the location in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
Press this button to close the dialog.

New
Press this button to add a new location. The name you have entered in the text box is automatically used. This makes it very easy to add a new location when you first have searched for this location and found out that it is not in the database.

Edit
Press this button to edit the selected location .

Delete
Press this button to delete the selected location .

Set default
Press this button to specify the selected location as a default value that is automatically added to all new records.

Search
Press this button to search for the location where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup Type

You use this dialog to edit the lookup table Type. Use the text box to locate the type in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
> Press this button to close the dialog.

New
> Press this button to add a new type. The name you have entered in the text box is automatically used. This makes it very easy to add a new type when you first have searched for this type and found out that it is not in the database.

Edit
> Press this button to edit the selected type.

Delete
> Press this button to delete the selected type.

Set default
> Press this button to specify the selected type as a default value that is automatically added to all new records.

Search
> Press this button to search for the type where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
> Press this button to print a report.

Press **Ctrl+1** to activate the text box.

Dialog Lookup User-defined

You use this dialog to edit the special info (user-defined) lookup table. Use the text box to locate the item in the list (if it already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the dialog Preferences (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

Close
　　Press this button to close the dialog.

New
　　Press this button to add a new item. The name you have entered in the text box is automatically used. This makes it very easy to add a new item when you first have searched for this item and found out that it is not in the database.

Edit
　　Press this button to edit the selected item.

Delete
　　Press this button to delete the selected item.

Set default
　　Press this button to specify the selected item as default a value that is automatically added to all new records.

Search
　　Press this button to search for the item where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the dialog Preferences. If you have checked this option the list is updated automatically as you enter the name in the text box.

Report
　　Press this button to print a report.

Press **Ctrl+1** to activate the text box.

None of the user-defined fields are shown in field lists (for example when you want to search or print out a report) before you have told CATBooks that it is in use. You do this by selecting **File/Preferences** and select the fields you are using in the list box called **Show fields**.

Dialog Transfer Lookup Tables

In this dialog you select the lookup tables you want to transfer to the open database.

Dialog options

OK
   Press this button to start.

Cancel
   Press this button to close the dialog.

Dialog Transfer Lookup Tables From

In this dialog you specify the database you want to transfer the lookup tables from.

Dialog options

Filename
Type the database you want to transfer the lookup tables from.

Directories
Select the directory where the database is located.

List files of type
Select file type. CATBooks' databases should always have the file extension **MDB**.

Drives
Select the drive where the database is located.

Dialog Author

In this dialog you specify the author(s) of the book. Use the text box to locate the author in the list (if he/she is already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

List 1
    This list displays all authors in the database.

>
    Press this button to move the selected name from list 1 to list 2. You may also press **Ctrl+Right arrow**.

<
    Press this button to remove the selected name from list 2. You may also press **Ctrl+Left arrow**.

List 2
    This list displays the authors you have chosen.

Up
    Press this button to move the selected name up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the name and then press **Ctrl** and hold the mouse-button down while you drag.

Down
    Press this button to move the selected name down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the name and then press **Ctrl** and hold the mouse-button down while you drag.

OK
    Press this button to save any changes and close the dialog.

Cancel
    Press this button to ignore any changes and close the dialog.

New
    Press this button to add a new author. The name you have entered in the text box is automatically used. This makes it very easy to add a new author when you first have searched for this author and found out that he or she is not in the database.

Search
    Press this button to search for the author where the name begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter a artist in the text box.

Press **Ctrl+1** to activate the text box.

Dialog Adjust Value

This dialog lets you adjust the value for all ,or only the marked, records.

Dialog options

Adjust by
　　Enter the percentage you want to change the value by.

Subset
　　Check this if you want to adjust the value for only the marked records.

OK
　　Press this button to start.

Cancel
　　Press this button to cancel.

Dialog Load Cover

In this dialog you specify the bitmap you want to load and store in the cover field.

Dialog options

Filename
Type the name of the file.

Directories
Select the directory where the files is located.

List files of type
Select file type (bitmaps should always have the extension **BMP**).

Drives
Select the drive where the file is located.

Dialog Loan Out

Use this dialog when someone borrows a book. Even though CATBooks lets you change the name of the borrower from this dialog box, *always* mark the book as returned before you register it as lent out again. This is important if you want the statistics report to be correct.

Dialog options

Borrower
   Type the name of the borrower or select it from the drop down list.
Date borrowed
   Today's date is automatically used, but you may change this is you want.
Date due
   The day the book should be returned to the library, as the latest.

Press **Ctrl+W** when the drop-down list **Borrower** has the focus to add a new item to the list.

When the book is returned, you can either click the **Returned** button in the window Active Record or choose **Loan Transactions/Returned (Show All)** from the **Record menu**. The last option shows a list of all books currently on loan, and is preferred when you have many books you want to register as returned.

Dialog Keywords

In this dialog you specify the keywords you want to link to the record. CATBooks will automatically create <u>references</u> to other records based on these keywords. Use the text box to locate the keyword in the list (if it is already is in the database). As you enter the name, the list is automatically updated. Please note that you must have activated this feature in the <u>dialog Preferences</u> (**Data entry - Update position in lists automatically**). If not, enter the name and press the **Search** button.

Dialog options

List 1
> This list displays all authors in the database.

>
> Press this button to move the selected keyword from list 1 to list 2. You may also press **Ctrl+Right arrow**.

<
> Press this button to remove the selected keyword from list 2. You may also press **Ctrl+Left arrow**.

List 2
> This list displays the keywords you have chosen.

Up
> Press this button to move the selected keyword up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the keyword and then press **Ctrl** and hold the mouse-button down while you drag.

Down
> Press this button to move the selected keyword down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the keyword and then press **Ctrl** and hold the mouse-button down while you drag.

OK
> Press this button to save any changes and close the dialog.

Cancel
> Press this button to ignore any changes and close the dialog.

New
> Press this button to add a new keyword. The keyword you have entered in the text box is automatically used. This makes it very easy to add a new keyword when you first have searched for this keyword and found out that it is not in the database.

Search
> Press this button to search for the keyword that begins with the value you specify. Please note that you only need to use this command if you have not checked **Data entry - Update position in lists automatically** in the <u>dialog Preferences</u>. If you have checked this option the list is updated automatically as you enter a artist in the text box.

Press **Ctrl+1** to activate the text box.

Dialog References

This dialog shows references to other records based on the keywords.

Dialog options

Go to
　Go to the selected record.

Close
　Close the dialog.

Dialog Returned To Library

Use this dialog when you have many books you want to register as returned. All books currently on loan are shown in the list.

To register books as returned:

1. Select it from the list.
2. Click **Returned** or double click the item in the list.
3. Repeat step 2 for all the books you want to register as returned.
4. Press **Update** to update the database and close the dialog.

Dialog options

Returned
Click this button to mark the selected book as returned.

Update
Click this button to update the database and close the dialog.

Cancel
Click this button to cancel any changes and close the dialog.

Sort on
Select the sorting order from this drop-down list (Date due, Title, Catalog Number or Borrower).

Dialog Total Value

This dialog displays the total value and the change in value.

Dialog Advanced Search

In this dialog you specify the search criterion you want to base the search on. You can use up to 12 fields. You can group the fields in different ways. The search criterion can be saved to a file for later use. You enter information about the <u>sub-criterion</u> you want to include in the query the same way as you do when you use the simple search. You may use the logical operator **Or** to link two fields. Press the button named **OR** to do this. Two fields that are placed on two lines next to each other are grouped by the logical operator **AND**. You add parentheses by clicking on either **(** or **)**.

Dialog options

Add field
Press this button to add a new field (field, operator and value, also called a sub-criterion).

Edit
Press this button to edit the selected sub-criterion.

Remove
Press this button to remove the selected sub-criterion.

OR
Press this button to add the **Or** logical operator.

(
Press this button to add a left parenthesis.

)
Press this button to add a right parenthesis.

Up
Press this button to move the selected sub-criterion up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the sub-criterion and then press **Ctrl** and hold the mouse-button down while you drag.

Down
Press this button to move the selected sub-criterion down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the sub-criterion and then press **Ctrl** and hold the mouse-button down while you drag.

Search subset
Check this if you want to search only the marked records.

Show all
Check this if you want StampCAT to mark all records found during the search and show them (that is, activate the **View Subset**). Uncheck this if you want StampCATto only show the first record found. Then choose **Show Next** from the **Search** menu to show the next.

OK
Press this button to execute the search.

Cancel
Press this button to close the dialog.

Open
Press this button to open a saved search criterion.

Save
Press this button to save the search criterion.

Save as
   Press this button to save the search criterion under a different name.

StampCAT does not distinguish between upper and lower case characters when searching.

Please note that all saved search criterion also can be used as a filter in reports.

Dialog Advanced Search - Sub-criterion

In this dialog you specify the field you want to search in and the value to search for in this part of the search criterion. You must also specify the <u>operator</u> that is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**).

StampCAT supports use of wildcards (**?** and). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Dialog options

Field values
Press this button to select a field value from the list (this is the same list shown when you choose **Show Field Values** from the **Search** menu).

OK
Press this button to activate the sub-criterion.

Cancel
Press this button to close the dialog.

StampCAT does not distinguish between upper and lower case characters when searching.

Dialog Cross References

In this dialog you can create cross references between books, authors, directors, publishers etc. This is an extremely flexible way to search and query data. The result is shown immediately on the screen. You may want to print a report or execute a search based on the cross references.

It is possible to create cross reference based on up to five fields. The dialog box has five list boxes that show the result of the cross references.

Placed right over every list are two drop-down lists. You select field from the left list and operator from the right list:

    =   **Is equal to**
    >= **Is greater then or equal to**
    <= **Is less than or equal to**

The operator is by default set to **=**, as this is the most likely choice.

Please note that in many cases if you want to execute a search based on the cross references, you may want to set the operator to **>=**. This is because StampCAT compares the field value with the operator when the search is executed. For example, if you create a cross reference between an author and all books he has written, and you want to search for all these books, you need to select the first book and then choose the operator **>=** before the search is executed. If you do not do this, StampCAT will think you want to search for *exactly* the book that is selected in the list (since the operator was set to **=**).

See also: <u>Cross References 1 - Author -> Title</u>

            <u>Cross References 2 - Category -> Author -> Title</u>

Menu options

File/New
    Close all cross references and clear all lists.

File/Open
    Open saved cross references.

File/Save
    Save cross references.

File/Save as
    Save cross references under a different name.

File/Close
    Close the dialog.

Search/Execute
    Execute the search.

Search/Search subset
    Check this if you want to search only the marked records.

Search/Show all
    Check this if you want StampCAT to mark all records found during the search and show them (that is, activate the **View Subset** command). Uncheck this if you want StampCAT to only show the first record found. Then choose **Show Next** from the **Search** menu to

show the next.

Report
Press this button to print a report.

Dialog Find

This is the easiest way to search. StampCAT includes only the fields you have entered values for in the search. Please note that you need to enter two values for some of the fields. For example, if you want to search for books released between 1949 and 1955, you enter **1949** and **1955** in the text boxes for year.

Dialog options

Search subset
Check this if you want to search only the marked records.

Show all
Check this if you want StampCAT to mark all records found during the search and show them (that is, activate the **View Subset** command). Uncheck this if you want StampCAT to only show the first record found. Then choose **Show Next** from the **Search** menu to show the next.

OK
Press this button to execute the search.

Cancel
Press this button to close the dialog.

Dialog Search Result

This dialog displays the records that were found during the last search.

Dialog options

Go To
Press this button to go to the selected record.

Close
Press this button to close the dialog.

Dialog Show Field Values

In this dialog you specify the field you want to search in with the drop-down list. All unique values are shown in the list box. Select the value you want to search for and choose **OK**. The number of occurrences for each value is also shown. This might be very useful for statistical purposes.

Dialog options

OK
Press this button to execute the search.

Cancel
Press this button to close the dialog.

Report
Press this button to print a report.

Search
Press this button to search for the first item in the list that begins with the value you specify.

Only year
Check this if you want to ignore day and month in date fields.

Sort
 Value Sorted by the field value (column 2).
 Count Sorted by the number of occurrences (column 1).

Search subset
Check this if you want to search only the marked records.

Show all
Check this if you want StampCAT to mark all records found during the search and show them (that is, activate the **View Subset** command). Uncheck this if you want StampCAT to only show the first record found. Then choose **Show Next** from the **Search** menu to show the next.

Dialog Show Field Values - Select Value

This dialog displays the values of the selected field. Instead of entering this yourself, you select it from the list.

Dialog options

OK
    Press this button to activate the selected value.

Cancel
    Press this button to close the dialog.

Report
    Press this button to print a report.

Search
    Press this button to search for the first item in the list that begins with the value you specify.

Only year
    Check this if you want to ignore day and month in date fields.

Sort
    Value   Sorted by the field value (column 2).
    Number   Sorted by the number of occurrences (column 1).

Dialog Simple Search

In this dialog you specify the field you want to search in and the value to search for. You must also specify the <u>operator</u> that is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**).

StampCAT supports use of wildcards (**?** and). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Dialog options

Field values
    Press this button to select a field value from the list (this is the same list shown when you choose **Show Field Values** from the **Search** menu).

Search subset
    Check this if you want to search only the marked records.

Show all
    Check this if you want StampCAT to mark all records found during the search and show them (that is, activate the **View Subset** command). Uncheck this if you want StampCAT to only show the first record found. Then choose **Show Next** from the **Search** menu to show the next.

OK
    Press this button to execute the search.

Cancel
    Press this button to close the dialog.

StampCAT does not distinguish between upper and lower case characters when searching.

Dialog Advanced Filter

In this dialog you specify the filter criterion used to limit the records printed. You can use up to 12 fields. You can group the fields in different ways. The filter criterion can be saved to a file for later use. You enter information about the different fields you want to include in the query in the same way as you do when you use the <u>simple filter</u>. You may use the logical operator **Or** to link two fields. Press the button named **OR** to do this. Two fields that are placed on two lines next to each other are grouped by the logical operator **AND**. You add parentheses by clicking on either **(** or **)**.

Dialog options

Add field
  Press this button to add a new field (field, operator and value, also called a sub-criterion).

Edit
  Press this button to edit the selected sub-criterion.

Remove
  Press this button to remove the selected sub-criterion.

OR
  Press this button to add the **Or** logical operator.

(
  Press this button to add a left parenthesis.

)
  Press this button to add a right parenthesis.

Up
  Press this button to move the selected sub-criterion up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the sub-criterion and then press **Ctrl** and hold the mouse-button down while you drag.

Down
  Press this button to move the selected sub-criterion down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the sub-criterion and then press **Ctrl** and hold the mouse-button down while you drag.

OK
  Press this button to activate the filter and close the dialog.

Cancel
  Press this button to close the dialog.

Open
  Press this button to open a saved filter criterion.

Save
  Press this button to save the filter criterion.

Save as
  Press this button to save the filter criterion under a different name.

CATBooks does not distinguish between upper and lower case characters in the filter.

The filter criterion is saved as part of the report.

Dialog Advanced Filter - Sub-criterion

In this dialog you specify the field and value you want to base this part of the filter criterion on. You must also specify the <u>operator</u> that is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**).

CATBooks supports use of wildcards (**?** and). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Dialog options

Field values
   Press this button to select a field value from the list (this is the same list that is shown when you choose **Show Field Values** from the **Search** menu).

OK
   Press this button to activate the sub-criterion.

Cancel
   Press this button to close the dialog.

Dialog Choose Field

In this dialog you choose the field to add to the report.

Dialog options

OK
　　Press this button to choose the selected field and close the dialog.

Cancel
　　Press this button to close the dialog.

Dialog Cover Report

This report prints **Title, Author** and the **Cover picture**.

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    Test print Check this to only print the first page.

Include
    All   All records.
    Subset   Only the subset (that is, records that are marked).
    Filter   Use a filter to specify what records to print.

New page
    Check this if you want each record to be printed on a separate page.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Filter
    Press this button to create a filter that limits what records to print.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

Print
    Press this button to print the report.

Close
    Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Dialog Full Report

This report provides you with a detailed view all information entered about the records. Every record is printed on a separate page. You should always disable the page numbering.

See also: Full Report

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
    All   All records.
    Subset   Only the subset (that is, records that are marked)
    Filter   Use a filter to specify what records to print.

Memo
    Check this to print the memo field.

Filter
    Press this button to create a filter that limits what records to print.

Sort
    Press this button to change the sort order.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Print
    Press this button to print the report.

Close
    Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

The report uses all available space on the page (page width minus left and right margin). Increase the right margin if you think the report is too "wide".

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the <u>Simple Filter</u> dialog or the <u>Advanced Filter</u> dialog when you press the **Filter** button.

Dialog Heading

In this dialog you enter the heading that is printed at the beginning of the first page. In the heading you can use the code **<date>**, which causes CATBooks to insert the current date. This is very useful when a report layout is saved. In the lookup table report you can use the code **<lookup>**, to automatically print the name of the lookup table.

Dialog options

OK
　　Press this button to save the heading and close the dialog.

Cancel
　　Press this button to ignore any changes and close the dialog.

Alignment
　　Left justify The heading is left justified.
　　Center　　The heading is centered.
　　Right justify　　The heading is right justified.

Dialog Insurance Report

This report creates a simple list consisting of **Title, Author**, **Catalog Number**, **Price** and **Value**. Price and value is added up and the total sum is printed at the end of the report.

Dialog options

Print to
Printer	Print the report to the printer.
Screen	View the report on the screen.
File	Print the report to a file.
Test print	Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
All	All records.
Subset	Only the subset (that is, records that are marked).
Filter	Use a filter to specify what records to print.

Field names
    Check this if you want to print the field names at the top of each page.

Ignore decimals
    Check this if you want CATBooks to ignore decimals (**0** vs. **0.00**)

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Filter
    Press this button to create a filter that limits what records to print.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Print
    Press this button to print the report.

Close
    Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the Simple Filter dialog or the Advanced Filter dialog when you press the **Filter** button.

Dialog Line Report

This report prints one field on each line. You may save the report layout for later use. The window title displays the name of the report.

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
    All   All records.
    Subset   Only the subset (that is, records that are marked).
    Filter   Use a filter to specify what records to print.

Field names bold
    Check to print the field names in bold.

Right justify field names
    Check this to right justify the field names.

Ignore empty fields
    Check this if you do not want to print fields that are empty.

Ignore decimals
    Check this if you want CATBooks to ignore decimals (**0** vs. **0.00**)

Keep on same page
    Check this if you want CATBooks to keep all the lines from the same record on the same page.

Blank line
    Check this to print a blank line between each record.

List 1
    This list displays all fields that are available.

>
    Press this button to move the selected field from list 1 to list 2.

<
    Press this button to remove the selected field from list 2.

List 2
    This list displays the fields you have chosen.

Up
    Press this button to move the selected field up one line. You may also do this by pressing **Ctrl+Up arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Down
    Press this button to move the selected field down one line. You may also do this by pressing **Ctrl+Down arrow,** or click on the field and then press **Ctrl** and hold the mouse-button down while you drag.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Filter

Press this button to create a filter that limits what records to print.

Sort
Press this button to change the sort order.

Page setup
Press this button to change margins, fonts, page numbering and columns. By default the settings from the <u>dialog Preferences</u> are used.

View file
Press this button to view the ASCII-file when when printing to a file is finished.

New
Press this button to create a new report layout.

Open
Press this button to open a saved report.

Save
Press this button to save the report. Always use **lia** as file extension.

Save as
Press this button to save the report under a different name.

Print
Press this button to print the report.

Close
Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

• Simple Filter
• Advanced Filter

Use this menu to select whether you want to activate the <u>Simple Filter</u> dialog or the <u>Advanced Filter</u> dialog when you press the **Filter** button.

Dialog List Report

This report prints the fields in columns just like the list in the <u>Browse window</u>. Each record may span up to three lines. You may save the report layout for later use. The window title displays the name of the report.

See also: <u>Liste Report</u>

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
    All   All records.
    Subset   Only the subset (that is, records that are marked).
    Filter   Use a filter to specify what records to print.

Field names
    Check this if you want to print the field names at the top of each page.

Ignore decimals
    Check this if you want CATBooks to ignore decimals (**0** vs. **0.00**)

Only year
    Check this if you want to ignore the day and month for date fields.

Blank line
    Check this to print a blank line between each record.

Line 1/2/3
    Indicates what fields that will be printed on each line. The list displays the fields and the percentage of the net page width each field will occupy. For example, if the page width is 21cm and both left and right margin is set to 1,5cm, net width is 18cm. If you have created 3 columns with the fields **Title** (50%), **Author** (25%) and **Catalog Number** (25%), this corresponds to column widths of 9cm, 4.5cm and 4.5cm.
    Indent   Specify the indent from the left margin. Applies only to line 2 and 3.
    Right justify   Check this if you want to right justify the line. Applies only to line 2 and 3.
    Add field   Press this button to add a new field.
    Remove   Press this button to remove the selected field.
    Properties Press this button to edit the selected field's properties.
    ->   Press this button to move the field to the right.
    <-   Press this button to move the field to the left.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Filter
    Press this button to create a filter that limits what records to print.

Sort
    Press this button to change the sort order.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the

settings from the <u>dialog Preferences</u> are used.

View file
Press this button to view the ASCII-file when when printing to a file is finished.

New
Press this button to create a new report layout.

Open
Press this button to open a saved report.

Save
Press this button to save the report. Always use **lst** as file extension.

Save as
Press this button to save the report under a different name.

Print
Press this button to print the report.

Close
Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

- Simple Filter
- Advanced Filter

Use this menu to select whether you want to activate the <u>Simple Filter</u> dialog or the <u>Advanced Filter</u> dialog when you press the **Filter** button.

Dialog Loan Report - By Borrower

Use this report to list all books borrowed grouped by borrower. Select **On loan** to only include books currently on loan. The following fields are included in the report: Borrower, Date borrowed, Title, Catalog Number and Date due (if it has not been returned).

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

On loan
    Select this option to only include the titles currently on loan.

Filter
    Use this option to limit what items to print (based on Borrower). You must specify two values; from and to.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the <u>dialog Preferences</u> are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Press **Ctrl+C** to cancel the report.

Dialog Loan Report - By Title

Use this report to list all books borrowed grouped by title. Select **On loan** to only include the books currently on loan. The following fields are included in the report: Title, Author, Date borrowed, Catalog Number, Borrower and Date due (if it has not been returned).

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

On loan
    Select this option to only include the titles currently on loan.

Filter
    Use this option to limit what items to print (based on Title). You must specify two values; from and to.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Press **Ctrl+C** to cancel the report.

Dialog Loan Report - On Loan

Use this report to list all books currently on loan. Select **Overdue** to only include the books that are overdue. The following fields are included in the report: Title, Author, Catalog Number, Borrower and Date due.

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Overdue
    Select this option to only include the books that are overdue.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Press **Ctrl+C** to cancel the report.

Dialog Loan Report - Statistics

This report lists the number of times each book has been borrowed. The following fields are included in the report: Count, Title, Author and Catalog Number.

Dialog options

Print to
Printer	Print the report to the printer.
Screen	View the report on the screen.
File	Print the report to a file.
Test print	Check this to only print the first page (printer/screen) or first 50 lines (file).

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Press **Ctrl+C** to cancel the report.

Dialog Page Setup

The page setup dialog lets you specify margins and what fonts to use. You can use one font for the heading and one for the rest of the report. Default page setup is defined by choosing **Preferences** from the **File** menu. Settings you make here are used by default, but you may override this in the various reports by pressing the **Page Setup** button. In the page setup for each report, you may also specify page numbering and columns.

Dialog options

Default fonts and margins
Check this if you want to use the default fonts and margins specified in the <u>dialog Preferences</u>.

Font
    Heading   Is used on the heading that is printed at the beginning of the first page.
    Normal   Is used on the rest of the report.

Margins
    Left   Left margin, in inches or centimeters.
    Right   Right margin, in inches or centimeters.
    Top   Top margin, in inches or centimeters.
    Bottom   Bottom margin, in inches or centimeters.

Page number
Check this if you want the pages to be numbered.
    Top   The page number is printed at the top of the page.
    Bottom   The page number is printed at the bottom of the page.
    Left justify   The page number is left aligned.
    Center   The page number is centered.
    Right justify   The page number is right aligned.

Columns
Enter number of columns (1 to 5). Please note that when printing to a file, one column is always used.

OK
Press this button to save any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Dialog Print Preview

This dialog displays the result of the print preview. We cannot guarantee that the print preview is 100% accurate. It works best with TrueType fonts. Please note that right justified fields not always are placed at the correct position. When printing to the printer everything works fine, though.

Dialog options

Zoom
   Select the zoom-level (30-200%).

   Press this button to view the first page.

   Press this button to view the previous page.

   Press this button to view the next page.

   Press this button to view the last page.

Close
   Press this button to close the dialog.

Dialog Properties

In this dialog you set the selected field's properties.

Dialog options

Title
Enter the name to be printed on top of every page. This applies only to the list report, *not* the line report.

Width
Specify the width as a percentage of the net page width (page width minus left and right margins).

Color
Select a color from this drop-down list.

Bold
Check this if you want CATBooks to print this field in bold.

Upper case
Check this if you want CATBooks to print this field in upper case.

Alignment
The field may be left justified, centered or right justified.

OK
Press this dialog to activate any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

Dialog Report - Cross References

Use this dialog to print the result of the cross references.

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Page setup
    Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
    Press this button to view the ASCII-file when when printing to a file is finished.

Print
    Press this button to print the report.

Close
    Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Dialog Report - Field Values

Use this dialog to control how the list in the dialog Show Field Values is printed.

Dialog options

Print to
   Printer   Print the report to the printer.
   Screen   View the report on the screen.
   File   Print the report to a file.
   Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Page setup
   Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
   Press this button to view the ASCII-file when when printing to a file is finished.

Print
   Press this button to print the report.

Close
   Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Dialog Report Lookup Table

This report prints the contents of the specified lookup table. Please note that you may enter the code **<lookup>** in the heading, to automatically print the name of the lookup table. This way, you can use the same heading for all lookup tables. For example, if you enter "**Lookup table <lookup>, printed on <date>**" as the heading, CATBooks will print "Lookup table Category, printed on 10.25.1996" if you print the table Category on Oct 25, 1996.

Dialog options

Print to
   Printer   Print the report to the printer.
   Screen   View the report on the screen.
   File   Print the report to a file.
   Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Blank line
   Check this if you want to print a blank line between each item.

Memo
   Check this to print the memo field.

Line-up
   Check this to print the members of a group (Applies only to Artist).

Filter
   Use this to limit what items to print. You must specify two values; from and to.

Heading
   Press this button to enter a heading that is printed at the beginning of the first page.

Page setup
   Press this button to change margins, fonts, page numbering and columns. By default the settings from the <u>dialog Preferences</u> are used.

View file
   Press this button to view the ASCII-file when when printing to a file is finished.

Print
   Press this button to print the report.

Close
   Press this button to close the dialog.

Press Ctrl+C **to cancel the report.**

Dialog Simple Filter

In this dialog you specify the field and value to base the filter on. You must also specify the operator that is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**).

CATBooks supports use of wildcards (**?** and). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Dialog options

Field values
Press this button to select a field value from the list (this is the same list that is shown when you choose **Show Field Values** from the **Search** menu).

OK
Press this dialog to activate any changes and close the dialog.

Cancel
Press this button to ignore any changes and close the dialog.

CATBooks does not distinguish between upper and lower case characters in the filter.

Dialog Summary Report

This report lets you order data into groups based on fields you select. A group value is printed only when the value has changed. The detail line is printed the same way as the list report. You may save the report layout for later use.

See also: Summary Report

Dialog options

Print to
    Printer   Print the report to the printer.
    Screen   View the report on the screen.
    File   Print the report to a file.
    Test print Check this to only print the first page (printer/screen) or first 50 lines (file).

Include
    All   All records.
    Subset   Only the subset (that is, records that are marked).
    Filter   Use a filter to specify what records to print.

Ignore decimals
    Check this if you want CATBooks to ignore decimals (**0** vs. **0.00**)

Only year groups
    Check this if you want to ignore the day and month for date fields when used in groups.

Only year details
    Check this if you want to ignore the day and month for date fields when used in details.

Groups
    Select the fields that are used to group the report. The report is always sorted on these fields. A group value is printed only when the value has changed.
    Color   Select the color.
    Bold   Check this if you want to print the field in bold.
    Upper case Check this if you want CATBooks to print this field in upper case.
    Blank line Check this if you want CATBooks to print a blank line when the group value has changed.
    Indent   Specify the indent from the left margin. Applies only to group 2 and 3.

Details
    Indicates what fields that will be printed on the details line. The list displays the fields and the percentage of the net page width each field will occupy. For example, if the page width is 21cm and both left and right margin is set to 1,5cm, net width is 18cm. If you have created 3 columns with the fields **Title** (50%), **Author** (25%) and **Catalog Number** (25%), this corresponds to column widths of 9cm, 4.5cm and 4.5cm.
    Indent   Specify the indent from the left margin. Applies only to line 2 and 3.
    Right justify   Check this if you want to right justify the line. Applies only to line 2 and 3.
    Add field Press this button to add a new field.
    Remove   Press this button to remove the selected field.
    Properties Press this button to edit the selected field's properties.
    ->   Press this button to move the field to the right.
    <-   Press this button to move the field to the left.

Heading
    Press this button to enter a heading that is printed at the beginning of the first page.

Filter
Press this button to create a filter that limits what records to print.

Sort
Press this button to change the sort order.

Page setup
Press this button to change margins, fonts, page numbering and columns. By default the settings from the dialog Preferences are used.

View file
Press this button to view the ASCII-file when when printing to a file is finished.

New
Press this button to create a new report layout.

Open
Press this button to open a saved report.

Save
Press this button to save the report. Always use **srt** as file extension.

Save as
Press this button to save the report under a different name.

Print
Press this button to print the report.

Close
Press this button to close the dialog.

Press **Ctrl+C** to cancel the report.

Click with the 'other' mouse-button on the button **Filter** to activate this popup-menu:

• Simple Filter
• Advanced Filter

Use this menu to select whether you want to activate the Simple Filter dialog or the Advanced Filter dialog when you press the **Filter** button.

Dialog View File

This dialog displays the contents of the ASCII-file.

Main Windows

CATBooks has five windows that are always visible. The position and size of these windows are automatically saved when you exit the program, and is used the next time you run CATBooks.
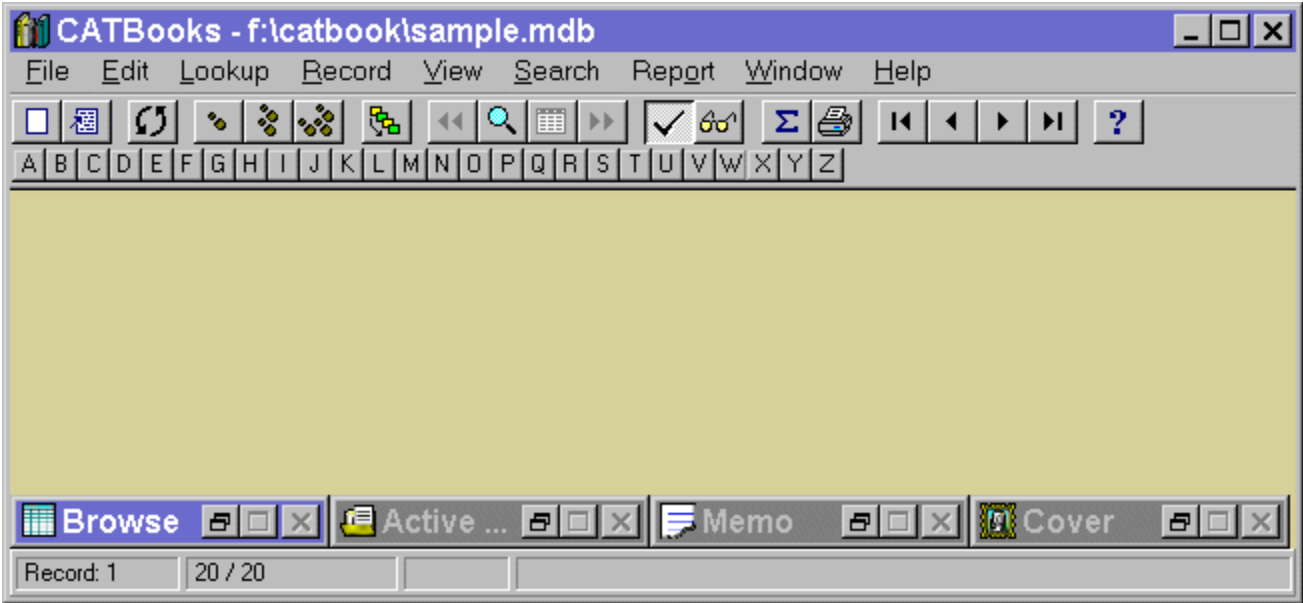
CATBooks
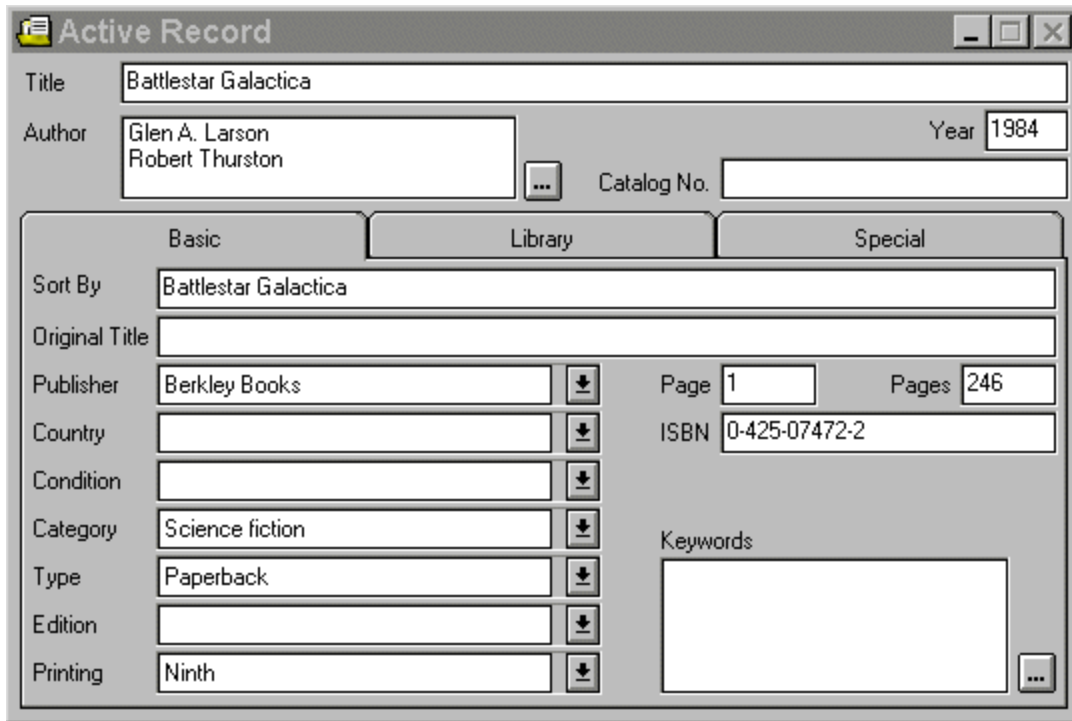
Active Record

Memo

Cover

Browse

Window CATBooks

This is CATBooks' main window. You may resize it, and we recommend that you maximize it. The other six windows are always displayed within the frame of this window. If you minimize it, no other windows are visible. You see the name of the open database in the title bar.

Window Active Record

This window contains all fields, execpt for the memo fields and the picture. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.

Active Record

Title Battlestar Galactica

Author Glen A. Larson
Robert Thurston

Year 1984

Catalog No.

Basic	Library	Special

Purchased / /

Registered 23/10/1996

Where

Price 0,00   0,00

Value 0,00   *,*%

Loan
Borrower: -
Date: -
Date due: -

Location

Personal Rating

[Loan out...]   [Returned]

Active Record

Title Battlestar Galactica

Author Glen A. Larson
Robert Thurston

Year 1984

Catalog No.

Basic	Library	Special

User-defined 1

User-defined 5

User-defined 2

User-defined 6

User-defined 3

User-defined 7

User-defined 4

User-defined 8

User-defined 12   User-defined 13
/ /   0

☐ User-defined 9
☐ User-defined 10
☐ User-defined 11

You can press **Ctrl + 1-3** to change the active tab.

Window Memo

This window holds the memo fields. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.
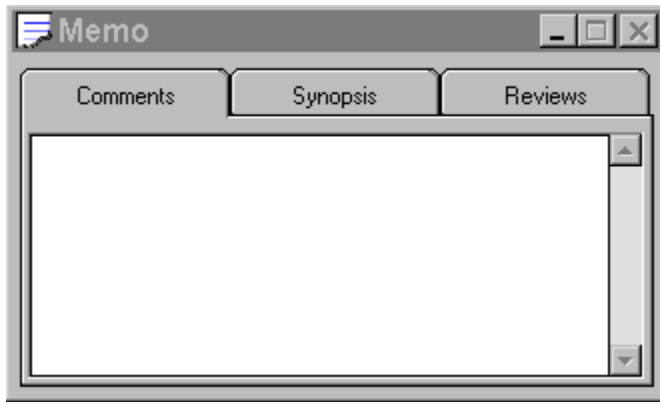
You can press **Ctrl + 1-3** to change the active tab.
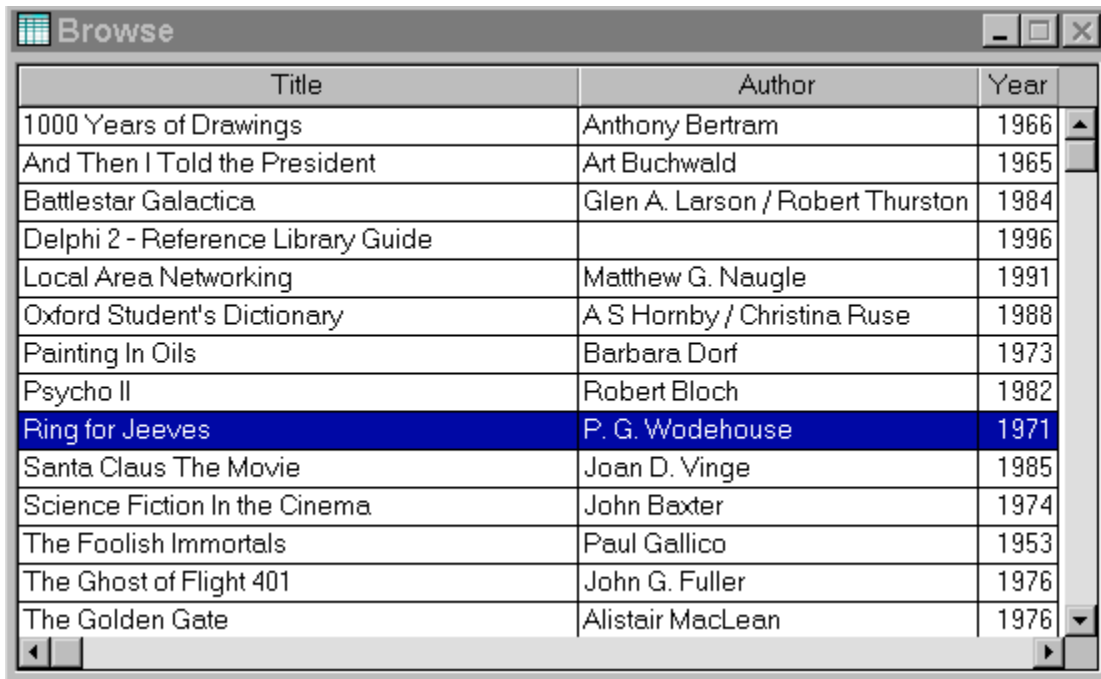
Window Cover

This window displays the cover picture you have added to the record. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.

Window Browse

This window shows a list of all records. To view only the subset (that is, only marked records), choose **Subset** from t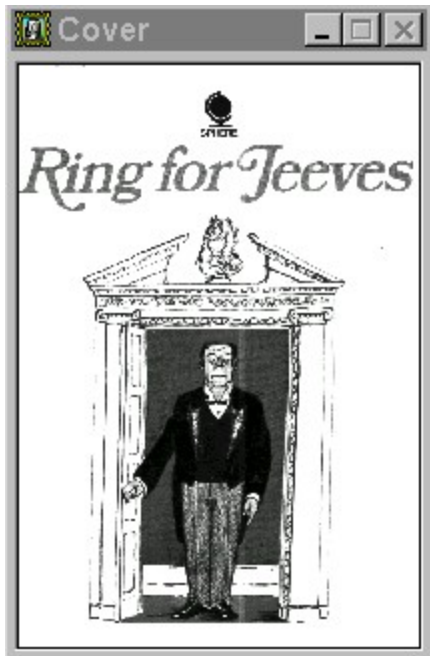he **View** menu. To change the browse layout, choose **Browse Layout** from the **File** menu. The window may be minimized. If you have resized it and want to set it back to default size, choose **Reset size** from the **Window** menu.

Title	Author	Year
1000 Years of Drawings	Anthony Bertram	1966
And Then I Told the President	Art Buchwald	1965
Battlestar Galactica	Glen A. Larson / Robert Thurston	1984
Delphi 2 - Reference Library Guide		1996
Local Area Networking	Matthew G. Naugle	1991
Oxford Student's Dictionary	A S Hornby / Christina Ruse	1988
Painting In Oils	Barbara Dorf	1973
Psycho II	Robert Bloch	1982
Ring for Jeeves	P. G. Wodehouse	1971
Santa Claus The Movie	Joan D. Vinge	1985
Science Fiction In the Cinema	John Baxter	1974
The Foolish Immortals	Paul Gallico	1953
The Ghost of Flight 401	John G. Fuller	1976
The Golden Gate	Alistair MacLean	1976

Operators

An operator is used to compare the value of the selected field with the value you specify when you search or use a filter when printing reports. CATBooks uses 14 different operators.

If you think this sounds very complicated, you should concentrate on the two most used operators: **Is equal to** and **Contains**. The number of operators that are available depends on the field type (text, date, logical or numeric).

Here is a list of all operators (the abbreviation is used in the dialogs <u>Advanced Filter</u> and <u>Advaced Search</u>):

Is equal to (==)	The field must contain *exactly* the value you specify.
Contains (=)	The field must contain the value you specify. Where in the field this value is located does not matter. In combination with this operator you may also use <u>Wildcards</u>.
Begins with (=*...)	The field needs to begin with the value you specify.
End with (=...*)	The field needs to end with the value you specify.
Is not equal to (not ==)	The field cannot match exactly the value you specify.
Does not contain (not =)	The field cannot contain the value you specify. In combination with this operator you may also use <u>Wildcards</u>.
Does not begin with (not =*...)	The field cannot begin with the value you specify.
Does not end with (not =...*)	The field cannot end with the value you specify.
Is greater than (>)	The field needs to be greater than the value you specify.
Is greater than or equal to (>=)	The field needs to be greater or equal to the value you specify.
Is less than (<)	The field needs to be less than the value you specify.
Is less than or equal to (<=)	The field needs to be less than or equal to the value you specify.
Is between (between)	The field needs to be greater or equal to the first value you specify and less than or equal to the second value you specify.
Is not between (not between)	The field needs to be less than the first value you specify and greater than the second value.

Wildcards

CATBooks supports use of wildcards (**?** and). It is only possible to use wildcards in relation with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

Here are some examples:

Title Begins with "S"

Search for books where the title begins with "S", for example "Santa Claus The Movie" or "Science Fiction In the Cinema"

Title does not Begin with "S"

Search for books where the title *does not* begin with "S".

Statusbar 1

Display the active record's number. The records are numbered according to their position in the <u>window Browse</u>. The first record is record number 1, the second is record number 2 and so on. If you are adding a new record, only **New** is shown until the record is saved.

Statusbar 2

Display the number of records and how many of these that are marked. For example, if you have entered 340 records and 75 are marked, the statusbar will read **75 / 340**.

Statusbar 3

Indicated whether the activate record is marked for deletion or not. To physically remove the record from the database, choose **Compress** from the **File** menu.

Statusbar 4

This part of the statusbar is used to provide you with information on what is happening when a command is activated (for example when you search, or print a report).

Comments

This field is for comments. Maximum length is 32.000 characters.

Synopsis

This field is for the synopsis. Maximum length is 32.000 characters.

Reviews

This field is for reviews. Maximum length is 32.000 characters.

Cover

This field holds the cover picture. Only bitmaps are currently supported.

Bitmap pictures occupy a lot of disk space, but you can have CATBooks compress the pictures by choosing **Preferences** from the **File** menu and checking **Misc. - Use compression / Save pictures**. When using compression, bitmaps may occupy as little as 1/8 of the original size.

It may take some time to read the picture from the database. Therefore, if you want to browse the database quickly, always minimize the Cover window.

Keywords

You can link up to nine keywords to each record. CATBooks will automatically create references to other records based on these keywords. To register the keywords:

1. Click the **List** button (. . .). You see the Keywords dialog box.
2. **If the keyword is registered in the database,** it is already listed. To find the keyword, either scroll through the list and select the keyword you want, or type it (or the first characters) in the text box above the list. Click the Add (>) button to move the keyword to the right-most list box.

   If the keyword is not registered in the database, choose **New**. You see the New Keyword dialog box. Fill in the information you need. When you are ready, choose **OK** to close the dialog box.
3. Choose **OK** to close the Keywords dialog box. You see the keywords in the Keyword field in the Keywords window.

Browse

The list shows a list of all records. To view only the subset (that is, only marked records), choose **Subset** from the **View** menu. To change the browse layout, choose **Browse Layout** from the **File** menu.

If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- Layout
- Font
- Fixed columns
- Change Sort Order

User-defined 1

This is a text field with a maximum length of 50 characters.

User-defined 2

This is a text field with a maximum length of 50 characters.

User-defined 3

This is a text field with a maximum length of 50 characters.

User-defined 4

This is a text field with a maximum length of 50 characters.

User-defined 5

This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 5** from the **Lookup** menu to edit this list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New User-defined 5
- Edit Lookup Table

User-defined 6

This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 6** from the **Lookup** menu to edit this list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New User-defined 6
- Edit Lookup Table

User-defined 7

This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 7** from the **Lookup** menu to edit this list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New User-defined 7
- Edit Lookup Table

User-defined 8

This field is linked to a lookup table. It has a maximum length of 50 characters. Type the value or select it from the drop-down list. Choose **User-defined/User-defined 8** from the **Lookup** menu to edit this list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New User-defined 8
- Edit Lookup Table

User-defined 9

This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

User-defined 10

This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

User-defined 11

This is a logical field that must contain one out of two possible values; checked or not checked (true/false, yes/no, on/off).

User-defined 12

This is a date field. If the day, month or year has only one digit type a zero (0) before the numeral; for example, 06.02.97.

User-defined 13

This is a numeric field.

Title

Enter the title of the book. CATBooks can handle up to 100 characters.

Original title

Enter the original title (if applicable). CATBooks can handle up to 100 characters.

Author

The author(s) of the book. We recommend that you use the format **Last name, Fist name** (for example **MacLean, Alistair**). To catalog the author(s):

1. Click the **List** button (. . .). You see the Author dialog box.
2. **If the author is registered in the database,** the name is already listed. To find the author, either scroll through the list and select the name you want, or type the name (or the first characters in the name) in the text box above the list. Click the Add ($\geq$) button to move the name to the right-most list box.

   If the author is not registered in the database, choose **New**. You see the New Author dialog box. Fill in as much of the information as you want. You can use the Memo field to add personal comments. When you are ready, choose **OK** to close the dialog box.
3. Choose **OK** to close the Author dialog box. You see the name(s) in the Author field.

Publisher

The publisher that released the book. Type the name or select it from the drop-down list.

Press **Ctrl+W** when the list has the focus to add a new publisher.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Publisher
- Edit Lookup Table

Country

The country of origin. Type the name or select it from the drop-down list.

Press **Ctrl+W** when the list has the focus to add a new country.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Country
- Edit Lookup Table

Condition

The physical condition of the book. Select one of the pre-defined descriptions from the list or define your own condition as follows:

1. From the **Lookup** menu choose **Condition**.
2. Delete the items you do not need. To do this, select the item you want to delete and choose **Delete**.
3. To add a new description, choose **New** and complete the information requested in the dialog box.

Press **Ctrl+W** when the list has the focus to add a new condition.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Condition
- Edit Lookup Table

Category

The category describes the book, for example Adventure, Hobby, Science fiction or Travel. You can select one of the pre-defined descriptions from the list or define your own category as follows:

1. From the **Lookup** menu choose **Category**.
2. Delete the items you do not need. To do this, select the item you want to delete and choose **Delete**.
3. To add a new description, choose **New** and complete the information requested in the dialog box.

Press **Ctrl+W** when the list has the focus to add a new category.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Category
- Edit Lookup Table

Type

Enter the physical type of book, for example Hard cover, Paperback or Soft cover. You can select one of the pre-defined descriptions from the list or define your own type as follows:

1. From the **Lookup** menu choose **Type**.
2. Delete the items you do not need. To do this, select the item you want to delete and choose **Delete**.
3. Choose **New** and complete the information requested in the dialog box.

Press **Ctrl+W** when the list has the focus to add a new type.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Type
- Edit Lookup Table

Location

Where the book is located. Type the location or select it from the drop-down list.

Press **Ctrl+W** when the list has the focus to add a new location.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Location
- Edit Lookup Table

Purchased

The date you purchased the book. If the day, month or year has only one digit type a zero (0) before the numeral; for example, 06.02.1997.

Registered

The registration date. Todays date is used automatically but you can change it if you want.

Year

Enter the year the book was released.

Edition

The book's edition. Type the edition or select it from the drop-down list.

Press **Ctrl+W** when the list has the focus to add a new edition.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Edition
- Edit Lookup Table

Printing

Information about printing. Type it or select it from the drop-down list.

Press **Ctrl+W** when the list has the focus to add a new printing.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Printing
- Edit Lookup Table

Page

The starting page. This is usually 1 (entered automatically). Use this field if you want to store information about magazine or newspaper articles.

Pages

Enter the number of pages.

ISBN

Enter the ISBN-number (if applicable).

Catalog Number

Use this field if you have your own system for identifying books in your collection.

Price

The purchase price. You can decide, for example, if this refers to the price you actually paid for the book or the retail purchase price if it is different.

Value

Current value of the book, for example the collectors value.

Change in value

The difference between price and value.

Loan

You use the loan module to keep track of books on loan.

Press the **Loan Out** to register a book as 'on loan'. Press the **Returned** button to register a book as returned. The **Borrower** field shows who is borrowing the book. The **Date** field shows when the book was borrowed and the **Date due** field shown the date the book is due to be returned.

Even though CATBooks lets you change the name of the borrower from the Loan Out dialog box, *always* mark the book as returned before you register it as 'on loan' again. This is important if you want to statistics report to be correct.

When the book is returned, you can either click the **Returned** button in the window Active Record or choose **Loan Transactions / Returned (Show All)** from the **Record menu**. The last option shows a list of all books currently on loan, and is preferred when you have many books you want to register as returned.

Sort By

Use this field to specify the text that is used when you sort on Title. For example, if the title is 'The Ghost of Flight 401' specify 'Ghost of Flight 401, The'. This is done automatically if this field is empty when you leave the Title field.

Personal Rating

Your own personal rating, for example Excellent, Good or Mediocre. Type the rating or select it from the drop-down list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Personal Rating
- Edit Lookup Table

Purchased Where

Specify where you purchased the book. Type the name or select it from the drop-down list.

Press **Ctrl+W** when the list has the focus to add a new item.

CATBooks does not distinguish between upper and lower case characters in this list.

Click on the list with the 'other' mouse-button to activate this popup-menu:

- New Purchased Where
- Edit Lookup Table

File extensions report files

lin   line report
lis   list report
sum   summary report

Procedures

In this section some of the most important procedures (for example how to create a database or how to search) are explained in details. Most of these examples are referring to the sample database (**SAMPLE.MDB**) that was copied to the same directory as CATBooks during installation.

Create New Database

Open Database

Backup

Restore Backup

Change Browse Layout

Change Sort Order

Transfer Lookup Tables

Change User Defined Field Names

Add New Record

Delete Record

Find

Simple Search

Cross References 1 - Author -> Title

Cross References 2 - Category -> Author -> Title

Full Report

List Report

Summary Report

Create New Database

A database is one physical file containing a set of related data tables. All information you enter about an record is stored in the same database. You may, however, have as many databases as you like. This way you can split your collection in different databases. Existing databases can later be merged. Each database you create has a corresponding ini-file with the same name as the database (for example **BOOKLIB.MDB** and **BOOKLIB.INI**). This ini-file contains information about the browse layout and sort order.

The first you need to do after you have started CATBooks, is to open a database. You can do this by either open an existing database or create a new. The database that was opened when you exited the program, is automatically opened the next time you start it.

Follow these steps to create a new database:

1. From the **File** menu choose **New**. You see the Create New Database dialog box.
2. Select the drive and directory where you want to create the database if it is different from the CATBooks directory. In general, we recommend that you do not change the directory.
3. In the **File Name** text box type the name of the database. The name should be one that easily reminds you of the information in the database, for example BOOKLIB or LIBRARY. As with other Windows file names, it cannot have more than eight characters. The file extension identifying the database, .MDB, is added automatically.
4. Choose **OK**.

Most of the lookup tables in a new database are empty. From the **Lookup** menu, choose **Transfer** to transfer the contents of one or more lookup tables from another database. For more information on this, see Transfer Lookup Tables.

Open Database

Follow these steps to open a database:

1. From the **File** menu, choose **Open**.
2. In the **Directories** list box, select the drive and directory where the database is located if it is different from the CATBooks directory.
3. From the list box of database names, select the database you want to open and choose **OK** or double-click the name.

We recommend that you open the sample database (**SAMPLE.MDB**) the first time you run CATBooks. Most examples in the documentation are referring to this database.

Backup

You create a backup copy of the open database by following these steps:

1. Choose **Backup** from the **File** menu.
2. Specify the drive and directory to copy the database to, this is usually root on drive A.
3. Press the **OK** button and follow the instruction on the screen.

To protect against hard disk failure, you should routinely backup your valuable data files. FNProgramvare has no responsibility for any loss of data.

Restore Backup

You may restore a backup by following these steps:

1. Choose **Restore** from the **File** menu.
2. Specify the drive and directory where the backup is located, this is usually root on drive A.
3. Press the **OK** button.
4. Specify the drive and directory where the database is to be copied to.
5. Insert diskette number 1 (with the file **"dbname".001**) into your diskette drive.
6. Press the **OK** button and follow the instruction on the screen.

The files are now copied to the hard disk and merged to one database.

Change Browse Layout

The window "Browse" displays a list of all records (or only marked records, if you have checked **Subset** in the **View** menu). By default **Title, Author** and **Year** are shown, but you may define up to 5 browse layouts yourself.

Let us now change the browse layout to **Title, Author, Category** and **Catalog Number**:

1. Choose **Browse Layout** from the **File** menu. You may also click with the 'other' mouse-button on the list and select **Layout** from the popup-menu.
2. Select **User defined 1**.
3. Press the **Edit** button.
4. Select **Title, Author, Category** and **Catalog Number** from the left list box. The fields you have chosen are now displayed in the right list box.
5. Enter a title, for example **Title/Author/Catg/ID**.
6. By default the font **MS Sans Serif (10 points)** is used. If you want to change this, press the **Font** button.
7. Press the **OK** button. You are returned to the dialog Browse Layout.
8. Press the **OK** button to activate this layout.
9. If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.

Change Sort Order

By default the records are sorted on **Title**. You may however define up to 5 sort criteria yourself.

Let us now define a sort criteria based on **Category** and **Title**:

1. Choose **Change Sort Order** from the **File** menu.
2. Select **User Defined 1**.
3. Press the **Edit** button.
4. Select **Category** and **Title** from the left list box. The fields you have chosen are now displayed in the right list box.
5. Enter a title, for example **Category/Title**.
6. Press the **OK** button. You are returned to the dialog Change Sort Order .
7. Press the **OK** button to activate this sort criterion.

Transfer Lookup Tables

CATBooks uses a relational database model. This means that you enter most information only once. For example, you enter an author's name only the first time you add a book written by this author. Later you simply choose this name from a list. CATBooks stores the information in "lookup tables". The result is that you save time and avoid typing errors. The database occupies less space and it is easier to search for exactly the information you want.

The items in the lookup tables in a database is only accessible from within this database. If you work with several databases, you may want to transfer one or more tables from another database.

Follow these steps to transfer the lookup tables from another database:

1. Choose **Transfer** from the **Lookup** menu.
2. Specify the database you want to transfer the tables from.
3. Press the **OK** button.
4. Select the tables you want to transfer.
5. Press the **OK** button to start.

Change User Defined Field Names

In addition to the standard fields, you can define up to thirteen fields for special information. These fields are ready to use, but you may want to change the field names to something more specific (the default names are User-defined 1, User-defined 2 and so on).

Follow these steps to change the names of the special fields (user-defined fields):

1. From the **File** menu choose **User-defined Fields**. You see the User-defined Fields dialog box.
2. In the text boxes available, type the titles of the special fields, for example 'Store', 'Borrowed by' or 'For sale'. Ensure that the field number corresponds to the type of field you want the special category to be. For example, the 'For sale' field should be a check box.
3. Choose **OK**.

None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told CATBooks that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

Add New Record

Follow these steps to add a new record:

1. Choose **New** from the **Record** menu.
2. Enter relevant information in these windows: <u>Active Record</u> and <u>Memo</u>.
3. CATBooks automatically saves the information the moment you leave the Active Record window to choose another command. You can also save the information by choosing **Save** from the **Record** menu.

Delete Record

When you delete records as explained below, CATBooks will also compress your database to save hard disk space:

1. If you do not see the Browse window, open it by double-clicking the **Browse** icon at the bottom of the main window. You may also press **Ctrl+B**.
2. From the list of registered records, select the record you want to delete.
3. From the **Record** menu choose **Delete / Active record**. You see the word DELETED in the status bar. Repeat for the other records you want to delete (if any).
4. From the **File** menu choose **Compress**. The system asks if you want to delete the record(s). Click **Yes**.

Find

Let us now execute a search, and let CATBooks show us all records found directly.

Here is an example that shows you how to find books in the category **Hobby** (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **Find** from the **Search** menu.
2. Select **Hobby** from the Category drop-down list.
3. Uncheck **Search subset**. We want to search all records, no matter whether they are marked or not.
4. Check **Show all**. We want CATBooks to mark all records found and then show these (that is, show the subset).
5. Press the **OK** button to execute the search.

Simple Search

Here is an example that shows you how to search for books released in USA (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **Simple Search** from the **Search** menu.
2. Select **Country** from the first drop-down list (this is the field).
3. Select **Is equal to** from the next drop-down list (this is the <u>operator</u>).
4. Enter **USA** (or select it from the list) as the value to search for.
5. Uncheck **Search subset**. We want to search all records, no matter whether they are marked or not.
6. Uncheck **Show all**. We want to show one record at first and later choose **Show Next** from the **Search** menu. This is faster since CATBooks does not need to mark all records that are found.
7. Press the **OK** button to execute the search.

Cross References 1 - Author - > Title

Here we will create cross references between **Author** and **Title** (please open the sample database, **SAMPLE.MDB,** first).

1. Choose **X-Ref** from the **Search** menu.
2. Select **Author** from the drop-down list to the left.
3. Select **Title** from the drop-down list over the second list box. All books written by the author selected in the left-most list are shown.
4. Try to select a different author and watch CATBooks update the list with book titles.
5. Select **MacLean, Alistair** in the list to the left.
6. To execute a search based on this cross reference, first select the first record shown in the second list box (**The Golden Gate**).
7. Select the operator **>=** (Is greater then or equal to) from the second operator drop-down list.
8. Uncheck **Search subset** in the **Search** menu. We want to search all records, no matter whether they are marked or not.
9. Check **Show all** in the **Search** menu. We want CATBooks to mark all records found and then show these (that is, show the subset).
10. Choose **Execute** from the **Search** menu to execute the search.

Cross References 2 - Category -> Author -> Title

Here we will create cross references between **Category, Author** and **Title** (please open the sample database, **SAMPLE.MDB,** first).

1. Choose **X-Ref** from the **Search** menu.
2. Select **Category** from the drop-down list to the left.
3. Select **Author** from the drop-down list over the second list box.
4. Select **Title** from the drop-down left over third list box.
5. Try to select a different category or author and watch how the list with book titles is updated.
6. Select **Adventure** in the list to the left list, and **Tolkien, J. R. R.** in the second list box.
7. Let us execute a search based on this cross reference.
8. Uncheck **Search subset** in the **Search** menu. We want to search all records, no matter whether they are marked or not.
9. Check **Show All** in the **Search** menu. We want CATBooks to mark all records found and then show these (that is, show the subset).
10. Choose **Execute** from the **Search** menu to execute the search.

Full Report

This report provides you with a detailed view all information entered about a record. Let us print all books in the category Hobby (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **Full** from the **Report** menu.
2. We want a print preview, select **Print to/Screen**.
3. To only print books in the category Hobby, press the **Filter** button and specify the following filter criterion: **Category   Is equal to   Hobby.** Press the **OK** button to activate this filter. CATBooks selects **Include/Filter** automatically.
4. Press the **Print** button to print.
5. When you close the report window all options are saved, and are automatically loaded next time you select this report.

You print a full report of the activate record by clicking on the toolbar.

The report uses all available space on the page (page width minus left and right margin). Increase the right margin if you think the report is too "wide".

List Report

We will now try to print a list of **Author, Title, Year** and **Catalog Number** (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **List** from the **Report** menu.
2. Press the **New** button to create a new report layout.
3. We want a print preview, select **Print to/Screen**.
4. We want to print all records, select **Include/All**.
5. Select **Line 1**, press the **Add field** button and select **Author** from the list. Press **Add field** and select **Title**, **Add field** and **Year**, and finally **Add field** and **Catalog Number**.
6. If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.
7. Uncheck **Field names**.
8. Press the **Sort** button**.** Specify **Author** and **Title** as the sort field and press the **OK** button.
9. Press the **Save** button to save the report layout.
10. Press the **Print** button to print.

Summary Report

In this example we will create a summary report grouped by **Category**, and place **Title, Author** and **Catalog Number** on the details line (please open the sample database, **SAMPLE.MDB,** first):

1. Choose **Summary** from the **Report** menu.
2. Press the **New** button to create a new report layout.
3. We want a print preview, select **Print to/Screen**.
4. We want to print all records, select **Include/All**.
5. Select **Groups** and select **Category** from the first drop-down list.
6. Select **Details** and enter **0,50** as **Indent**.
7. **Title, Author** and **Catalog Number** are to be printed on the details line. Press the **Add field** button and select **Title**, then **Add field** and select **Author,** then **Add field** and **Catalog Number**.
8. If you are not satisfied with the width of the columns, you can resize the columns by dragging the separators.
9. Press the **Save** button to save the report layout.
10. Press the **Print** button to print.

Tips

[Go To Record](#)
[Reports - Fonts](#)
[Show Fields](#)

Go To Record

When you choose **Go to** from the **Record** menu, CATBooks executes this search based on the active sort order. If you specify a value that does not exist, CATBooks searches for the first record where the field begins with this value. If the first field in the sort order is not the same you are searching in, the result may not be what you expect. For example, if the records are sorted by Author and you choose **Go to Record by Title** and enter "**H**", CATBooks searches for the *first* record from the top of the list in the "Browse" window where the title begins with "H".

Reports - Fonts

This first time CATBooks is run, the first font installed on the printer (as it is returned by Windows) is set to the default font. If you are not satisfied with this font, simply choose **Preferences** from the **File** menu, then **Report** and select another font. You can use one font for the heading and one for the rest of the report. Settings you make in the <u>dialog Preferences</u> are used by default, but you may override this in the various reports by pressing the **Page Setup** button.

Show Fields

None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told CATBooks that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

To change what fields to show in lists, to the following:

1. Choose **Preferences** from the **File** menu.
2. In the list box **Show fields** select the fields you are using.
3. Press the **OK** button to save and activate the changes.

User's Guide

Starting CATBooks

Double-click the **CATBooks icon**. You see the CATBooks main window.

In CATBooks, the windows you use most often are always available as icons at the bottom of the main window. To open a window, double-click the icon. You may also open a window by choosing from the **Window** menu or pressing the menu shortcut (for example **Ctrl+B** to open the Browse window). When you no longer need a window, minimize it.

When you start CATBooks for the *first time*, you see the Browse window (if you do not see it, double-click the Browse icon at the bottom of the main window). The Browse window contains the records from the *sample database* included with CATBooks (this database is called **SAMPLE.MDB**).

Before you can start cataloging your collection, you must create your own database. CATBooks enables you to have several databases so you can split your collection in different segments. Separate databases can later be merged.

Creating a database

1. From the **File** menu choose **New**. You see the Create New Database dialog box.

2. Select the drive and directory where you want to create the database if it is different from the CATBooks directory. In general, we recommend that you do not change the directory.

3. In the **File Name** text box type the name of the database. The name should be one that easily reminds you of the information in the database, for example BOOKLIB or LIBRARY. As with other Windows file names, it cannot have more than eight characters. The file extension identifying the database, .MDB, is added automatically.

4. Choose **OK**.

The database is open and you can now begin adding information to it. You see the name of the database in the title bar of the CATBooks window.

If you want to organize your collection using only one database, then you dont have to think about databases again. CATBooks will always open this database when you start the application. If, however, you choose to organize your collection in a way that requires several databases, follow the steps above to create as many as you need. To switch from one database to another, see Opening a database.

Opening a database

Whenever you start CATBooks the system will automatically open the last database you worked with. If you have more than one database and want to change, follow the steps below:

1. From the **File** menu, choose **Open**.

2. In the **Directories** list box, select the drive and directory where the database is located if it is different from the CATBooks directory.

3. From the list box of database names, select the database you want to open and choose **OK** or double-click the name.

If you do not exit the program by choosing **Exit** from the **File** menu (or **Close** from the main window's **Control** menu), for example if a system error occurs or there is a power-failure, you may get an error message the next time you try to open the database (probably error 3049). If this happens, run a utility called **FIX** that was installed to the same directory as CATBooks.

Cataloging Your Collection

If you havent already done so, create a database (see <u>Creating a database</u>). Otherwise, make certain the database you want to work with is open (see <u>Opening a database</u>).

When you type information, CATBooks can automatically make the first letter in each word uppercase. If you want to use this feature:

1. From the **File** menu choose **Preferences**.

2. In the Preferences dialog box, choose **Data Entry**.

3. Ensure that the option **Uppercase first character** is checked (marked with an X).

4. Choose **OK**.

Adding a record

To add a new record to your catalog, choose **New** from the **Record** menu. You see the Active Record window. Note the following:

- Since adding a record is something you do often, CATBooks makes this window available to you at any time. The window is always visible and can be minimized and reduced to an icon but not closed.
- CATBooks automatically saves the information the moment you leave the Active Record window to choose another command. You can also save the information by choosing **Save** from the **Record** menu.
- If you want to examine another record, select the record in the Browse window. If it is minimized, double-click the **Browse** icon at the bottom of the main window or press **Ctrl+B**.

Fill in the fields as explained below. Most information you need to enter only once. For example, an author's name is included in the catalog the first time you add a book written by this author. Later, you simply choose this name from a list.

Title
Enter the title of the book. CATBooks can handle up to 100 characters.

Author
The author(s) of the book. We recommend that you use the format **Last name, Fist name** (for example **MacLean, Alistair**). To catalog the author(s):

1. Click the **List** button (. . .). You see the Author dialog box.

2. **If the author is registered in the database,** the name is already listed. To find the author, either scroll through the list and select the name you want, or type the name (or the first characters in the name) in the text box above the list. Click the Add ($\geq$) button to move the name to the right-most list box.

   If the author is not registered in the database, choose **New**. You see the New Author dialog box. Fill in as much of the information as you want. You can use the Memo field to add personal comments. When you are ready, choose **OK** to close the dialog box.

3. Choose **OK** to close the Author dialog box. You see the name(s) in the Author field.

Year
Enter the year the book was released.

Catalog Number
Use this field if you have your own system for identifying books in your collection.

Sort By
Use this field to specify the text that is used when you sort on Title. For example, if the title is 'The Ghost of Flight 401' specify 'Ghost of Flight 401, The'. This is done automatically if this field is empty when you leave the Title field.

Original Title
Enter the original title (if applicable). CATBooks can handle up to 100 characters.

Publisher	The publisher that released the book. Type the name or select it from the drop-down list.
Country	The country of origin. Type the name or select it from the drop-down list.
Condition	The physical condition of the book. Select one of the pre-defined descriptions from the list or define your own condition as follows:

1. From the **Lookup** menu choose **Condition**.
2. Delete the items you do not need. To do this, select the item you want to delete and choose **Delete**.
3. To add a new description, choose **New** and complete the information requested in the dialog box.

Category	The category describes the book, for example Adventure, Hobby, Science fiction or Travel. You can select one of the pre-defined descriptions from the list or define your own category as follows:

1. From the **Lookup** menu choose **Category**.
2. Delete the items you do not need. To do this, select the item you want to delete and choose **Delete**.
3. To add a new description, choose **New** and complete the information requested in the dialog box.

Type	Enter the physical type of book, for example Hard cover, Paperback or Soft cover. You can select one of the pre-defined descriptions from the list or define your own type as follows:

1. From the **Lookup** menu choose **Type**.
2. Delete the items you do not need. To do this, select the item you want to delete and choose **Delete**.
3. Choose **New** and complete the information requested in the dialog box.

Edition	The book's edition. Type the edition or select it from the drop-down list.
Printing	Information about printing. Type it or select it from the drop-down list.
Page	The starting page. This is usually 1 (entered automatically). Use this field if you want to store information about magazine or newspaper articles.
Pages	Enter the number of pages.
ISBN	Enter the ISBN-number (if applicable).
Keywords	You can link up to nine keywords to each record. CATBooks will automatically create references to other records based on these keywords. To register the keywords:

1. Select the **Basic** tab in the window Active Record.
2. Click the **List** button (. . .). You see the Keywords dialog box.
3. **If the keyword is registered in the database,** it is already listed. To find the keyword, either scroll through the list and select the

keyword you want, or type it (or the first characters) in the text box above the list. Click the Add (>) button to move the keyword to the right-most list box.

If the keyword is not registered in the database, choose **New**. You see the New Keyword dialog box. Fill in the information you need. When you are ready, choose **OK** to close the dialog box.

4. Choose **OK** to close the Keywords dialog box. You see the keywords in the Keyword field.

Purchased	The date you purchased the book. If the day, month or year has only one digit type a zero (0) before the numeral; for example, 06.02.1997.
Purchased Where	Specify where you purchased the book. Type the name or select it from the drop-down list.
Price	The purchase price. You can decide, for example, if this refers to the price you actually paid for the book or the retail purchase price if it is different.
Value	Current value of the book, for example the collectors value.
Location	Where the book is located. Type the location or select it from the drop-down list.
Personal Rating	Your own personal rating, for example Excellent, Good or Mediocre. Type the rating or select it from the drop-down list.
Registered	The registration date. Todays date is used automatically but you can change it if you want.
Comments	This field is for comments. Maximum length is 32.000 characters.
Synopsis	This field is for the synopsis. Maximum length is 32.000 characters.
Reviews	This field is for reviews. Maximum length is 32.000 characters.
Special info	In addition to the standard fields, you can define up to thirteen fields for special information. These fields are ready to use, but you may want to change the field names to something more specific (the default names are User-defined 1, User-defined 2 and so on). To name a special field:

1. At the bottom of the CATBooks window, double-click the icon for Active Record or press **Ctrl+H**. You see the Active Record window with the thirteen special information fields. There are four text fields (maximum 50 characters), four drop-down list fields, three check-box fields, one date field and one numeric field.

2. From the **File** menu choose **User-defined Fields**. You see the User-defined Fields dialog box.

3. In the text boxes available, type the titles of the special fields, for example 'Store', 'Borrowed by' or 'For sale'. Ensure that the field number corresponds to the type of field you want the special category to be. For example, the 'For sale' field should be a check box.

4. Choose **OK**.

None of the user-defined fields are shown in field lists (for example when you want to search or print a report) before you have told CATBooks that it is in use. You do this by choosing **Preferences** from the **File** menu and selecting the fields you are using in the list box **Show fields**.

You have now completed the cataloging of this book. CATBooks automatically saves the information the moment you leave the Active Record window to choose another command. You can also save the information by choosing **Save** from the **Record** menu.

You can now:

• add another record
• work with information about an existing record. You choose the record you want to work with in the Browse window. To activate this window, double-click the Browse icon or press **Ctrl+B.**

About lookup tables

CATBooks uses a relational database model. This means that you register most information only once. For example, an author's name is included in the catalog the first time you add a book written by this author. Later, you simply choose this name from a list. CATBooks stores the information in "lookup tables". The result is that you save time and avoid typing errors. The database occupies less space and it is easier to search for exactly the information you want.

CATBooks uses the following lookup tables: **Author**, **Borrower, Category, Condition, Country, Edition, Keyword, Location, Personal Rating, Publisher, Printing, Purchased Where, Type** and the four user-defined fields that are linked to lookup tables (**User-defined 5, User-defined 6**, **User-defined 7** and **User-defined 8**).

In all lookup tables you may add comments to every item. You can print a report by choosing **Lookup** from the **Report** menu.

For most of the fields linked to lookup tables you select a value by choosing from a drop-down list (for example **Publisher** and **Category**). You can also enter the value directly, just like an ordinary text field. If this value is not already in the database, CATBooks adds it automatically. You can press **Ctrl+W** to add a new item, or click inside the field with the 'other' (in most cases the right) mouse button to activate a popup menu and choose **New** from this menu. For the fields **Author** and **Keyword**, you press the button with the three dots, and then select the author/keywords in a dialog box.

Transferring Lookup Tables

The items in the lookup tables in a database is only accessible from within this database. If you work with several databases, you may want to transfer one or more tables from another database. You do this by choosing **Transfer** from the **Lookup** menu. Specify the database to transfer from and select the tables that you want to transfer.

Editing a record

1. If you do not see the Browse window, open it by double-clicking the **Browse** icon at the bottom of the main window. You may also press **Ctrl+B**.

2. From the list of registered records, double-click the record you want to work with. You see the Active Record window.

3. Change the information as necessary.

CATBooks automatically saves the information the moment you leave the Active Record window to choose another command. You can also save the information by choosing **Save** from the **Record** menu.

Deleting records and compressing your database

When you delete records as explained below, CATBooks will also compress your database to save hard disk space:

1. If you do not see the Browse window, open it by double-clicking the **Browse** icon at the bottom of the main window. You may also press **Ctrl+B**.

2. From the list of registered records, select the record you want to delete.

3. From the **Record** menu choose **Delete / Active record**. You see the word DELETED in the status bar. Repeat for the other records you want to delete (if any).

This only *marks* the record(s) for deletion. To actually remove the records from your hard disk, you must compress the database as explained in the next step.

4. From the **File** menu choose **Compress**. The system asks if you want to delete the record(s). Click **Yes**.

Cataloging book covers

CATBooks lets you save and display bitmap pictures your book covers (or any other picture you might want to store). Bitmap pictures occupy a lot of disk space, but you can have CATBooks compress the pictures by choosing **Preferences** from the **File** menu and checking **Misc. - Use compression / Save pictures**. When using compression, bitmaps may occupy as little as 1/8 of the original size.

To add a bitmap picture to CATBooks:

1. Scan the picture and save it as a .BMP file or place it on the clipboard.

2. In CATBooks, choose the record from the Browse window.

3. ***To add a bitmap picture from a .BMP file:*** From the **Edit** menu choose **Load Cover**. You see the dialog box Load Cover. Select the bitmap file and choose **OK**. CATBooks opens the Cover window and places the picture in the window.

    To add a bitmap picture from the clipboard: Open the Cover window by double-clicking the icon at the bottom of the main window. You may also press **Ctrl+R**. Then choose **Paste** from the **Edit** menu. CATBooks places the bitmap picture in the window.

To display a picture:

1. Choose the record from the Browse window.

2. Open the Cover window by double-clicking the icon at the bottom of the main window. You may also press **Ctrl+R**. You see the bitmap picture in the window.

It may take some time to read the picture from the database. Therefore, if you want to browse the database quickly, always minimize the Picture window.

To remove a bitmap picture:

Open the Cover window and choose **Cut** from the **Edit** menu.

Marking records

CATBooks uses a system of marking records. Marking and unmarking records can be useful if you want to select different records based on some sort of criteria (for example, all paperbacks) for a pending action. You may view, edit, search among or even print only the records that are marked. You can either mark records manually or let CATBooks mark the records based on a search result.

All new records you add to your database are automatically marked. The button that looks like a **"V"** on the toolbar indicates whether the record is marked or not. You mark/unmark the active record simply by pressing this button. When the record is marked the button is "in" (pressed) and when the record is unmarked the button is "out" (released). You can also press **Ctrl+M** to mark/unmark.

The status bar always shows the number of records in the database, and how many of these that are marked. For example, if you have entered 340 records and 75 are marked, the status bar reads 75 / 340.

Viewing marked records only

By default CATBooks shows all records entered into your database. Use the menu choice **Subset** from the **View** menu to show only the records that are marked. This is very useful when you want to look at just some of the records you have entered (for example books published by Fawcett Publications).

Changing the layout of the Browse window

You can decide which fields that should be displayed in the Browse window. By default **Title, Author** and **Year** are displayed.

You may define up to five browse layouts yourself. Choose **Browse Layout** from the **File** menu to define your own layout or activate a layout previously defined. You can also click inside the Browse window with the 'other' mouse button (usually the right) and choose **Layout** from the popup-menu.

See also: Procedures - Change Browse Layout

Each database uses separate browse layouts.

Changing the sort order

By default the records are sorted on **Title.**

You may define up to five sort criteria yourself. To change the sort order, choose **Change Sort Order** from the **File** menu or click inside the Browse window with the 'other' mouse button (usually the right) and choose **Change Sort Order** from the popup-menu.

By default the sort order is *not* automatically updated when you add a new record. You must manually update the sort order by choosing **Update Sort Order** from the **File** menu or pressing **F11**. If you want CATBooks to automatically update the sort order each time you add a new record, choose **Preferences** from the **File** menu and check **Data entry - Sort automatically.**

See also: Procedures - Change Sort Order

Because it may take some time to update the sort order when you have added a lot of records, you may prefer not to automatically update the sort order. Just add all the new records, and *then* update the sort order by choosing **Update Sort Order** from the **File** menu.

References to other records

CATBooks will automatically create references to other records based on the keywords. Choose **References** from the **View** to look at the referenced records.

Here is an example how it works:

Book	Keywords	References
Book 1	database,network,hardware	Book 2, Book 3, Book 4
Book 2	hardware,eide	Book 1, Book 4
Book 3	database,	Book 1
Book 4	network,eide	Book1, Book 2

Looking Up Information

CATBooks features very powerful search capabilities. You can search for all information you have entered into the database.

There are five different ways to search:

1. **Find**. This is the easiest way to search. Simply fill in the fields you want to search in, choose **OK**, and CATBooks handles the rest!

2. **Show Field Values**. Specify the field you want to search in with the drop-down list. All unique values are then shown in the list box. Select the value you want to search for and choose **OK**. The number of occurrences for each value is also shown. This might be very useful for statistic purposes.

3. **Simple Search**. Lets you define a search criterion based on one of the fields. You specify field, operator and the value you want to search for.

4. **Advanced Search**. Lets you define a search criterion based on up to 12 fields. You can group the fields in different ways using parenthesis and the logical operators AND/OR. The search criteria can be saved to a file for later use.

5. **Cross References**. The cross reference dialog box lets you cross reference up to 5 fields. This is an extremely flexible way to search and query data.

Before you continue, please note that you specify a search criterion this way:

> **<Field>   <Operator>   <Value>**

<Field> is the field you want to search in and **<Value>** is the value you want to search for. **<Operator>** is used to compare the value of the field with the value you specified (for example **contains**, **less than** or **between**). CATBooks supports the use of wildcards (**?** and *) in connection with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

CATBooks does not distinguish between upper and lower case characters when searching.

It is up to you whether CATBooks should search all records, or only the records that are marked (that is, only search the subset). Use the check box **Search subset** to specify this.

Use the check box **Show all** to specify whether CATBooks should mark the records found during the search and show them (activates the **View Subset** command), or just show the first record found. If you choose the second alternative, choose **Show Next** from the **Search** menu to show the next record that was found. To show all records found during the last search, choose **Show Result** from the **Search** menu.

Find

This is the easiest way to search. CATBooks includes only the fields you have entered values for in the search. Please note that you need to enter two values for some of the fields. For example, if you want to search for books released between 1949 and 1955, you enter **1949** and **1955** in the text boxes for year.

See also: <u>Procedures - Find</u>

Show field values

When using this command, you specify the field you want to search in with the drop-down list. All unique values are shown in the list box. Select the value you want to search for and choose **OK**. The number of occurrences for each value is also shown. This might be very useful for statistical purposes.

Simple search

This command gives you more control. First specify the field you want to search in and the operator to use. Then enter the value you want to search for. You may want to choose **Field values** and select a field value from the list (this is the same list that is shown when you choose **Show Field Values** from the **Search** menu**)**.

CATBooks supports use of wildcards (**?** and) in connection with the operators **Contains** and **Does not contain**. A wildcard is a character that substitutes for and enables a match by any of the characters or set of characters in its place. The question mark can be thought of as a special character that means replace me with any character you like. The asterisk can be thought of as a special character that means replace me with none or more occurrences of any character you like.

See also: <u>Procedures - Simple search</u>

Advanced search

This search command lets you define a search criterion based on up to 12 fields. You can group the fields in different ways. The search criterion can be saved to a file for later use. You enter information about the sub-criteria you want to include in the query in the same way as you do when you use the simple search. For more information, see <u>Simple search</u>.

As you add new fields to search, they are displayed in the list (each field on a single line). Add the logical operator **OR** by pressing the **OR** button. Two fields that are placed on two lines next to each other are grouped by the logical operator **AND**. You add parentheses by choosing either **(** or **)**.

CATBooks lets you save a search criterion, so that you can use it later. Use the **Save, Save as** and **Open** buttons to do this.

Cross references

The cross reference dialog box lets you cross reference up to five fields. This is an extremely flexible way to search and query data. The result is shown immediately on the screen. You may want to print a report or execute a search based on the cross references.

It is possible to create cross reference based on up to five fields. The dialog box has five list boxes that show the result of the cross references.

Placed right over every list are two drop-down lists. You select field from the left list and operator from the right list:

=	**Is equal to**
>=	**Is greater then or equal to**
<=	**Is less than or equal to**

The operator is by default set to **=**, as this is the most likely choice.

Please note that in many cases if you want to execute a search based on the cross references, you may want to set the operator to **>=**. This is because CATBooks compares the field value with the operator when the search is executed. For example, if you create a cross reference between an author and all books he has written, and you want to search for all these books, you need to select the first book and then choose the operator **>=** before the search is executed. If you do not do this, CATBooks will think you want to search for *exactly* the book that is selected in the list (since the operator was set to **=**).

See also: <u>Procedures - Cross References 1 - Author -> Title</u>
<u>Procedures - Cross References 2 - Category -> Author -> Title</u>

Creating Reports

CATBooks has many different reports that you can customize to suit you needs. All reports can be easily viewed or printed.

You can customize most of the reports to a certain extent to suit your needs. All reports can be previewed, printed or sent to a file. We cannot guarantee that the print preview is 100% accurate. It works best with TrueType fonts.

If you want to make changes to the default printer, choose **Print Setup** from the **File** menu. You see the standard Windows printer setup dialog box where you can view or change your computer's current settings for printer, page orientation (landscape or portrait), or paper size. Please note that any changes made to Window's default printer will affect *all* Windows-applications.

The page setup lets you specify margins and what fonts to use. You can use one font for the heading and one for the rest of the report. Default page setup is defined by choosing **Preferences** from the **File** menu, then **Report**. Settings you make here are used by default, but you may override this in the various reports by pressing the **Page Setup** button. In the page setup for each report, you may also specify page numbering and columns.

If you want a test print, that is just the first page (50 lines when printing to a file), check **Test print.** Please note that it is possible to cancel the printing by pressing **Ctrl+C**.

You can enter a heading that is printed in a different font at the beginning of the first page. In the heading you can use the code **<date>**, which causes CATBooks to insert the current date. This is very useful when a report layout is saved.

Use **Include** to specify which records that are printed:

- **All**
- **Subset** (that is, records that are marked)
- **Filter**

A filter specifies which records are included in the report. The filter is defined exactly the same way as a search criterion (simple or advanced search). Choose **Preferences** from the **File** menu, then select **Report, Filter** to specify if you want to create a simple or advanced filter. You may also click on the **Filter** button with the 'other' mouse button (usually the right) and choose this from the popup-menu.

See also: <u>Procedures - Full Report</u>
<u>Procedures - List Report</u>
<u>Procedures - Summary Report</u>

All reports can be canceled by pressing **Ctrl+C**.

The Loan Module

You use the loan module to keep track of books you loan out.

Loan out a book

Follow these steps to register a book as 'on loan':

1. If you do not see the Browse window, open it by double-clicking the **Browse** icon at the bottom of the main window. You may also press **Ctrl+B**.

2. From the list of registered books, double-click the book you want to loan out. You see the Active Record window.

3. Click the **Library** tab, then click the **Loan out** button. You see the Loan Out dialog box.

    NOTE! You can also choose **Loan transactions / Loan out** from the **Record menu** (or press **Ctrl+F2**) to activate the Loan out dialog box.

4. You must now tell CATBooks who is borrowing this book. Type the name or select it from the **Borrower** drop-down list.

    NOTE! If you need to specify a new borrower's address, phone number etc., press **Ctrl+W** when the drop-down list has the focus. You see the dialog New Borrower. Complete the information requested in the dialog box and click **OK**.

5. In the text box **Date borrowed** you specify the date the book was borrowed. Today's date is automatically used, but you may change this is necessary.

6. In the text box **Date due** you specify the date the book must be returned as the latest.

7. Press the **OK** button to register the book as 'on loan'.

Even though CATBooks lets you change the name of the borrower from the Loan Out dialog box, *always* mark the book as returned before you register it as 'on loan' again. This is important if you want the statistics report to be correct.

Register books as returned

When the book is returned, you can either click the **Returned** button in the window Active Record or choose **Loan Transactions / Returned (Show All)** from the **Record menu**. The last option shows a list of all books currently on loan, and is preferred when you have many books you want to register as returned.

Follow these steps when you want to register books as returned:

1. Choose **Loan Transactions / Returned (Show All)** from the **Record menu**. You see the Returned To Library dialog box.

   This dialog box lists all books currently on loan. You see these fields: Returned (Yes/No), Date Due, Title, Catalog Number and Borrower.

2. By default, the books are sorted on Date Due. You may change this from the **Sort on** drop-down list. The books can be sorted on Date Due, Title, Catalog Number or Borrower.

3. From the list, select the book you want to register as returned. You do this simply by double-clicking it or by pressing the **Returned** button. You see the status change from **No** to **Yes** in column one.

4. Repeat step 3 for all books you want to register as returned.

5. Click the **Update** button to update the database and close the dialog.

Loan reports

There are four reports that are linked to the loan module:

By Borrower   Books borrowed grouped by borrower. You can choose to include all books that have been borrowed, or only the books currently on loan.

By Title   Books borrowed grouped by title. You can choose to include all books that have been borrowed, or only the books currently on loan.

On Loan   Books currently on loan. You can choose to include all books, or only those that are overdue.

Statistics   Counts the number of times each book in the database has been borrowed.

Creating a Backup Copy of Your Database

Choose **Backup** from the **File** menu to create a backup copy of your database. This backup copy can be used if some unusual event occurs which causes your database to become corrupt and non-recoverable. (Normally, **FIX** will be able to restore your database if it becomes corrupt.) Please note that if a database is too large to fit onto one diskette, it is automatically split in two or more parts. The file on diskette no. 1 is named "**dbname".001**, the file on diskette no. 2 is named "**dbname".002** and so on.

You may restore a backup by choosing **Restore** from the **File** menu. Please note that you cannot simply copy the necessary file(s) from the diskette(s) to your hard disk. You must use CATBooks' internal routines to do this.

If you want CATBooks to compress the database when taking backup, choose **Preferences** from the **File** menu and check **Misc./Use compression** - **Backup**. If you use compression the database may occupy as little as ¼ of the original size!

To protect against hard disk failure, you should routinely backup your valuable data files. FNProgramvare has no responsibility for any loss of data.

Splitting and Merging Databases

CATBooks lets you work with an unlimited number of databases. It is possible to split a single database in two. The marked records will be transferred to the other database. These records will either be transferred to a new database or to an existing database. You split a database by choosing **Split** from the **File** menu.

It is also possible to merge two databases into one. All records from the database you merge are transferred. You merge two databases by choosing **Merge** from the **File** menu.

What's New

Here's a list of the new features in version 3.2:

- A new loan module that lets you keep track of books on loan, who has borrowed, when they were borrowed, when they are due back and how many times they have been borrowed. There are four new reports that are linked to the loan module: By Borrower (books borrowed grouped by borrower), By Title (books borrowed grouped by title), On Loan (books currently on loan) and Statistics (counts the number of times each book has been borrowed).

- You can define a fixed size for the window <u>Cover</u>.

- The field **Book ID** is renamed to **Catalog Number**.

- The field **Memo** is split in three: **Comments, Synopsis** and **Review**.

- The windows **Active Record 1, Active Record 2** and **Keywords** are merged into one window (<u>Active Record</u>). Tabs are used to group the fields: **Basic, Library** and **Special**. Four of the fields are always visible: **Title, Author, Year** and **Catalog Number**.

- New fields:

  Sort By
  Purchased
  Where
  Personal
  Rating
  On Loan

Other Products from FNProgramvare

CATraxx
CATBooks
CATVids
StampCAT

Reviews

You can download these applications from our home page at
http://www.prodat.no/fnp/eng/.

CATraxx

CATraxx is a quick, efficient, easy-to-use program for organizing your music collection. CATraxx is developed *by* record collectors *for* record collectors to ensure that you get all the features you need.

With CATraxx you can register and look up information about such things as:

- artist, album title, format, release date,
- company, label, catalog number,
- condition, playing time, purchase price and current value,
- song titles, songwriters, producers,
- studios, musicians, instruments.

You can add personal comments for both albums and tracks. Twenty special fields enable you to customize your catalog. You can even store a bitmap picture of the album cover.

CATraxx uses a relational database model. This means that you register most information only once. For example, an artist's name is included in the catalog the first time you add an album by the artist. Later, you simply choose this name from a list. This type of information is stored in "lookup" tables which ultimately save time and valuable disk space on your computer.

CATraxx lets you work with an unlimited number of databases. This means that you can split your collection into different catalogs and organize it to meet your needs. You can also merge existing databases. CATraxx includes routines for taking and restoring backup of the databases you have created.

CATraxx has impressive and powerful search capabilities. You can search for any information you have entered in a catalog. CATraxx lets you cross reference up to five fields. This is an extremely flexible way to search and query data. CATraxx has templates for many types of reports which you can generate to examine on the screen or print out.

CATraxx lets you play CDs from your CD-ROM player.

CATraxx comes with a sample database to get you started and a comprehensive context-sensitive on-line help system.

CATBooks

CATBooks is a quick, efficient, easy-to-use program for organizing your book collection.

With CATBooks you can register and look up information about such things as:

- author, title, release year, publisher, country of origin
- condition, category, type, location,
- edition, printing, pages, ISBN,
- condition, purchase price and current value.

You can add personal comments for every item. Thirteen special fields enable you to customize your catalog. You can even store a bitmap picture of the book cover.

CATBooks includes a loan module that lets you keep track of books on loan, who has borrowed, when they were borrowed, when they are due back and how many times they have been borrowed.

CATBooks uses a relational database model. This means that you register most information only once. For example, an authors name is included in the catalog the first time you add a book written by this person. Later, you simply choose this name from a list. This type of information is stored in "lookup" tables which ultimately save time and valuable disk space on your computer.

CATBooks lets you work with an unlimited number of databases. This means that you can split your collection into different catalogs and organize it to meet your needs. You can also merge existing databases. CATBooks includes routines for taking and restoring backup of the databases you have created.

CATBooks has impressive and powerful search capabilities. You can search for any information you have entered in a catalog. CATBooks lets you cross reference up to five fields. This is an extremely flexible way to search and query data. CATBooks has templates for many types of reports which you can generate to examine on the screen or print out.

CATBooks comes with a sample database to get you started and a comprehensive context-sensitive on-line help system.

CATVids

CATVids is a quick, efficient, easy-to-use program for organizing your video collection.

With CATVids you can register and look up information about such things as:

- title, format, type of content, category, length,
- production year, release year, studio, country of origin, distributor,
- writer, producer, director, actors,
- rating, tape counter, recording speed, laserdisc information, location,
- purchase date, price and current value.

You can add personal comments for every item. 18 special fields enable you to customize your catalog. You can even store a bitmap picture (for example of the cover).

CATVids uses a relational database model. This means that you register most information only once. For example, an actor's name is included in the catalog the first time you add a movie where this actor participates. Later, you simply choose this name from a list. This type of information is stored in "lookup" tables which ultimately save time and valuable disk space on your computer.

CATVids lets you work with an unlimited number of databases. This means that you can split your collection into different catalogs and organize it to meet your needs. You can also merge existing databases. CATVids includes routines for taking and restoring backup of the databases you have created.

CATVids has impressive and powerful search capabilities. You can search for any information you have entered in a catalog. CATVids lets you cross reference up to five fields. This is an extremely flexible way to search and query data. CATVids has templates for many types of reports which you can generate to examine on the screen or print out.

CATVids comes with a sample database to get you started and a comprehensive context-sensitive on-line help system.

StampCAT

StampCAT is a quick, efficient, easy-to-use program for organizing your stamp collection.

With StampCAT you can register and look up information about such things as:

- country, catalog no, face value, issue date, design, topic
- color, preformation, condition, watermark, date acquired
- postmark (type, city and date), stamp type
- location, quantity, price and market value.

You can add personal comments for every item. Thirteen special fields enable you to customize your catalog. You can even store   a scanned picture of the stamp.

StampCAT uses a relational database model. This means that you register most information only once. For example, a name of a country is included in the catalog the first time you add a stamp from this country. Later, you simply choose this country from a list. This type of information is stored in "lookup" tables which ultimately save time and valuable disk space on your computer.

StampCAT lets you work with an unlimited number of databases. This means that you can split your collection into different catalogs and organize it to meet your needs. You can also merge existing databases. StampCAT includes routines for taking and restoring backup of the databases you have created.

StampCAT has impressive and powerful search capabilities. You can search for any information you have entered in a catalog. StampCAT lets you cross reference up to five fields. This is an extremely flexible way to search and query data. StampCAT has templates for many types of reports which you can generate to examine on the screen or print out.

StampCAT comes with a sample database to get you started and a comprehensive context-sensitive on-line help system.

Reviews

Shareware Junkies

CATraxx:

"You can add your personal knowledge of the artists, your date of purchase, the studio where an individual song was recorded, and on and on and on. There are just too many features and details to list."

"It is invaluable for the serious music connoisseur."

Performance: *****

User Friendly: *****

Cost: ***

Ease of Installation: ****

Support: ****

CATBooks:

"This excellent little program catalogs your book collection in a relational database. Lots of programs do that, but Catbooks has been particularly well designed and implemented."

"In addition to a complete bibliographic citation (title, author, publisher, ISBN, publication date, and edition) there are slots for condition, purchase date, book type, previous title, number of pages, and book location, and nine blank slots for user-defined categories. Additionally, there is a well-designed, very informative help file (how many of those have you seen recently?), a good search engine, a memo pad for notes on each entry, and a report generator with value totals for insurance purposes. There is even a window for storing a picture with each record."

Performance: ****

User Friendly: ****

Cost: ****

Ease of Installation: ****

Support: Unknown, little appears necessary.

Benchin' Software Review

CATraxx:

"...I think the program is amazing. I reviewed many music organization programs, and none had this detail. Actually, it's far more than I need, but for the serious music collector, it is a real find. I like the search capabilities -- being able to search for a specific song -- and that it provides a detailed insurance record also."

"Incredible indexing with every category possible."