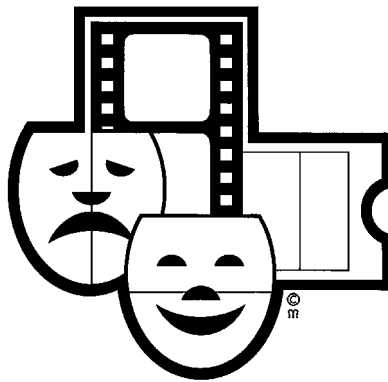# CATVids
User's Guide

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1.0   What is 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, company, country of origin
- director and actors,
- sound, rating, tape counter, location,
- 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 (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.

2.0   Installing CATVids

Before you begin the installation process, make sure your system meets the following minimum requirements:

- 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

You can install CATVids using the diskettes that come with the application or directly from your hard disk if all files have been placed in a directory there.

2.1   To install from the diskettes:

1.   Insert diskette number 1 into your diskette drive.

2.   If you are running Microsoft Windows 3.1, from the Program Manager **File** menu choose **Run**.
     If you are running Microsoft Windows 95, from the **Start** menu choose **Run**.

3.   In the text box, type the path to the installation program, for example A:\SETUP, and choose **OK**.

4.   When requested, specify the directory where you want to install CATVids. Unless you specify a different directory the application will be installed in C:\CATVIDS.

5.   Choose **OK** to start the installation process.

2.2   To install from the hard disk:

1.   Ensure that all CATVids installation files are in the same directory, for example C:\CATTEMP.

2.   If you are running Microsoft Windows 3.1, from the Program Manager **File** menu choose **Run**.
     If you are running Microsoft Windows 95, from the **Start** menu choose **Run**.

3.   In the text box, type the name of the drive and directory where the installation files are located, then type **\SETUP** (for example C:\CATTEMP\SETUP) and choose **OK**.

4.   When requested, specify the directory where you want to install CATVids. Unless you specify a different directory the application will be installed in C:\CATVIDS.

5.   Choose **OK** to start the installation process.

When the installation process is complete you see the CATVids group and CATVids icon.

3.0   Starting CATVids

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

Note! In CATVids, 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 CATVids 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 CATVids (this database is called **SAMPLE.MDB**).

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

3.1   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 CATVids 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 MOVIE or VIDEOLIB. 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 CATVids window.

If you want to organize your collection using only one database, then you don't have to think about databases again. CATVids 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 the section "Opening a database".

3.2   Opening a database

Whenever you start CATVids 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 CATVids directory.

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

Note! If you do not exit the program by selecting **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 CATVids.

4.0   Cataloging your collection

If you haven't already done so, create a database. Otherwise, make certain the database you want to work with is open (see the section "Starting CATVids").

When you type information, CATVids 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**.

4.1   Adding a record

To add a new record to your catalog, choose **New** from the **Record** menu. You see the Active Record 1 window. Note the following:

- Since adding a record is something you do often, CATVids 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.

- CATVids 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 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.

Title   Enter the title of the video. CATVids can handle up to 100 characters.

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

Format   The format specifies the type of media the movie is on, for example VHS, Laser Disc or CD-ROM. You can select one of the pre-defined descriptions from the list or define your own format as follows:

1.   From the **Lookup** menu choose **Format**.

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.

Type   Enter the type that specifies the content of the video, for example Home Video, Movie or Television. 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.

Category The category describes the type of movie, for example Action, Comedy, Thriller or Western. 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.

Director Enter the director of the movie. Type the name or select it from the drop-down list. We recommend that you use the format **Last name, Fist name** (for example **Cameron, James**). Please note that this field is linked to the lookup table Person that is also used by the field Actor.

Company The company that released the video. 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.

Sound Enter the sound capabilities of the video, for example Mono, Stereo or Hi-Fi. 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 **Sound**.

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.

Rating The rating given to the movie by the movie industry (G, PG, R, etc). Type the rating or select it from the drop-down list.

Tape A description of the tape (for example Television 017). Type it or select it from the drop-down list. If you want to use the command **Find tape** (choose **Find Tape** from the **Record** menu), you also need to specify the length of the tape. Default length is set to 180 minutes, but you may change this by choosing **Preferences** from the **File** menu. To add a new tape description:

- Choose **New** from the **Lookup** menu when this fields has the focus.

  or

- Click on the list with the 'other' mouse button and choose **New Tape** from the popup-menu.

Location Where the video is located. Type the location or select it from the drop-down

list.

Production year   Enter the year the movie was originally released.

Release year   Enter the year the video was released.

Length   Enter the time in minutes that the video tape runs.

Counter   For videos on tape, enter the tape counter number for the starting position and ending position.

Tape number   Use this field if you have your own system for identifying videos in your collection.

Color   Check this box if the movie is in color, or uncheck it if the movie is in black and white.

Subtitled   Check this box if the movie is subtitled.

Dubbed   Check this box if the movie is dubbed.

Purchased   The date you purchased the video. 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. Today's date is used automatically but you can change it if you want.

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

Value   Current value of the video, for example the collector's value.

Actor   Specify the major stars of the movie. To catalog the actors:

1. Open the Actors window by double-clicking on the icon, or press **Ctrl+A**.

2. Click the **List** button (. . .). You see the Actor dialog box.

3. **If the actor is registered in the database,** the name is already listed. To find the actor, 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 (>) button to move the name to the right-most list box.

   If the actor is not registered in the database, choose **New**. You see the New Person 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.

4. Choose **OK** to close the Actors dialog box. You see the name(s) in the Actor field in the Actors window.

Please note that this field is linked to the lookup table Person that is also used by the field Director.

Memo   This field is for comments. Maximum length is 10.000 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 CATVids window, double-click the icon for Active Record 2 (AR2) or press **Ctrl+J**. You see the Active Record 2 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**.

Note! 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 CATVids 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 video. CATVids 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.**

4.2   About lookup tables

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. CATVids 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.

CATVids uses the following lookup tables: **Category, Company, Country, Format, Location, Person** (used by the fields Actor and Director)**, Rating, Sound, Tape**, **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 **Format** and **Company**). You can also enter the value directly, just like an ordinary text field. If this value is not already in the database, CATVids 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 field **Actor**, you press the button with the three dots in the window Actors, and then select the actors 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.

4.3   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 1 window.

3.   Change the information as necessary.

4.   If necessary, double-click the **Active Record 2** icon (or press **Ctrl+J**) to edit the special information fields.

CATVids 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.

4.4   Deleting records and compressing your database

When you delete records as explained below, CATVids 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).
     Note! 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**.

4.5   Cataloging video covers

CATVids lets you save and display bitmap pictures your video covers (or any other picture you might want to store). Bitmap pictures occupy a lot of disk space, but you can have CATVids 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 CATVids:

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

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

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

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

To display a picture:

1.   Choose the record from the Browse window.

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

     Note! 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 Picture window and choose **Cut** from the **Edit** menu.

4.6   Marking records

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

All new records you add to your database is automatically marked. The button that looks like a **"V"** on the toolbar indicates whether the records marked or not. You mark/unmark the active record simply by pressing this button. When the entry is marked the button is "in"

(pressed), when the entry 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.

4.7 Viewing selected records only

By default CATVids 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 movies directed by Bernardo Bertolucci).

4.8 Changing the layout of the Browse window

You can decide which fields that should be displayed in the Browse window. By default **Title, Type, Length** and **Tape number** are displayed.

You may define up to 5 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.

Note! Each database uses separate browse layouts.

4.9 Changing the sort order

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

You may define up to 5 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 **Ctrl+F11**. If you want CATVids 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.**

Note! 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.

5.0 Looking up information

5.1 How to specify search criteria

CATVids 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 CATVids 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**). CATVids 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.

Note! CATVids does not distinguish between upper and lower case characters when searching.

It is up to you whether CATVids 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 CATVids 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.

5.2   Find

This is the easiest way to search. CATVids 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 movies with a playing time between 90 and 110 minutes,

you enter **90** and **110** in the text boxes for length.

5.3   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.

5.4   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**)**.

CATVids 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.

5.5   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 **Simple Search**.
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 **)**.

CATVids lets you save a search criterion, so that you can use it later. Use the **Save, Save as** and **Open** buttons to do this.

5.6   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 CATVids compares the field value with the operator when the search is executed. For example, if you create a cross reference between an actor and all movies he participates in, and you want to search for all these movies, you need to select the first movie and then choose the operator **>=** before the search is executed. If you do not do this, CATVids will think you want to search for *exactly* the movie that is selected in the list (since the operator was set to **=**).

6.0   Creating Reports

CATVids 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 preview, 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 selecting **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 CATVids 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.

Note! All reports can be canceled by pressing **Ctrl+C**.

7.0   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 CATVids' internal routines to do this.

If you want CATVids 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!

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

8.0   Splitting and merging databases

CATVids 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.

9.0   Help and Technical Support

Online help is available at any time by choosing **Contents** or **Search** from the CATVids **Help** menu.

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:

      FNProgramvare
      Storgt. 22

N-1531 Moss
Norway

or

E-mail: fredrik.nordbakke@ostfoldnett.no

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 CATVids are you running? You can determine this by choosing **About CATVids** from the CATVids **Help** menu. Include the entire "version line" in your report; for example 2.10.00.

- 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.