

Contents

[Switching Catalogs](#)

[Entering Information In Your Catalog](#)

[Reports](#)

[Setting Up A Catalog](#)

[Changing An Existing Catalog](#)

[Finding Things In Your Catalog](#)

[Alphabetical Listings](#)

Switching Catalogs

When you first install OYC it will be set to use the mailing list catalog format. To switch to another catalog:

- 1) Click on "File" in the menu bar at the top of the screen.
- 2) On the File Menu click on the "Catalog Maintenance" option.
- 3) In the "Catalog Maintenance" window you can select the catalog you want to use by double-clicking on its name in the "Catalogs" box on the lower left side of the window.
- 4) The current catalog's name is shown in the very lower left corner of the window. When the name of the catalog you want to use is shown here, click on the "OK" button to return to the Main Screen.

OYC will continue to use the catalog you've selected until you select a different catalog.

Entering Information In Your Catalog

Each time you start the OYC software you will see a blank Main Screen. You can immediately start typing information for a new entry on this screen--just fill in the blanks. When the entry is complete click on the "Save" button or push "F5".

Entering Text

Entering Numbers

Entering Dates

Entering Text

When entering information about a series of similar items the F3 key (or you can use the "Copy" button at the top of the screen) will save a lot of time. Push "F3" to copy all of the information from the previous entry. You can then type over the information that needs to be changed for the new entry.

Be Consistent

It is very important that you be consistent in how you enter information in your catalog. In order for you to be able to search your catalog, and find what you need, the information has to be entered in a consistent way. For example, always spell words the same way, do not use alternate spellings. If you use abbreviations or codes, use the same abbreviation or code each time you abbreviate a word or phrase. When entering dates, don't use slashes sometimes (mm/dd/yy) and dashes (mm-dd-yy) other times.

Memos

Memos

If you have a lot of text information about a particular item, you can use the memo screen. The advantage of the memos are that you can type in paragraphs of information. The disadvantage is that the information in the memos can not be searched or alphabetized.

If you have text information, that you'd like to be able to search, then you should set up several long fields in your catalog and use them for the text information. Otherwise the memos are a great way to store a lot of information about an item.

To enter a memo:

- 1) Click on "Edit" in the menu-bar at the top of the screen.
- 2) On the Edit Menu click on the "Memo" option. This will open the "Edit Memo" window.
- 3) Type the text you want included in the memo, then click on the "OK" button. The memo is now saved and attached to the entry that was displayed on the screen.

Entering Numbers

Unlike other software, you do not need to set up special fields for entering numbers in an OYC catalog. Numbers may be entered at any point in any field. For example, catalog numbers can have a combination of numbers and letters.

However, if you want OYC to put numbers (or alpha-numerical catalog numbers) into the correct numerical order, you must enter all of the numbers using the same number of digits. For example, if the largest number you expect to enter is 5000, then all numbers must be entered using four digits. That means number one would be entered as "0001" and number twenty-five" as "0025".

If the numbers have a decimal point, such as when entering monetary values, it does not matter how many digits are used to the right of the decimal point. Computers see 25.2 as being the same as 25.20.

Using the same number of digits for all numbers also helps during searches. For example, if you search for the number "10" the software will find "10", "100", "107", and any other number containing the digits "10". But if you search for the number ten as "0010", then only 0010 will be found as a match.

Entering Dates

Dates can be entered in the catalog using any format you'd like, as long as you are consistent and always use the same format. However, in some cases people like to have dates arranged in the correct chronological order. Because computers work from left to right when they determine alphanumerical order, this means you'll need to enter dates using a specific, left-to-right, format.

If you want OYC to put dates into order by year, and then within each year have them in order by month, and in each month have all of the individual days in order; then you'll need to enter the date using the yy/mm/dd (year/month/day) format.

Always use two digits in dates. For example, enter "2" (for either February or the second of the month) as "02". Thus February 15, 1995 would be entered as: 95/02/15.

In other cases people want to have dates grouped together by month, for example when listing the birthday's of everyone in your family. If this is the case, then entering the date as mm/dd/yy (month/day/year) will produce the desired result. Again, however, all numbers need to be entered using two digits.

Reports

The term "report" refers to the results of a search or listing. Reports can be created in a variety of ways and can display a listing on the screen, or save it in a file on your disk, or print the listing. This section discusses how to print a report, save it in a file, or display it on the Quick View screen

[Printing A Report](#)

[Saving As Text File](#)

[Quick View Screen](#)

Printing A Report

To print a report start by selecting one of the search or listing options on the View Menu.

See also [Sequential Searches](#), [Alphabetical Searches](#), [Global Searches](#)

Before starting the search or listing click on the "Report Setup" button this is on the "Search" and "listing" windows. The "Report Setup" window provides a variety of options that let you set the report destination, formatting options, and more.

In the "Report Setup" window use the buttons in the "Report Destination" box to select where you want the results of the search or listing to go. Select "Monitor" or "Quick View" to display the report on the screen. Select "ASCII File" or "dBase File" to save the report in a file on your disk. Select "Printer" to print the report.

Paper Options--Types Of Printers

For printed reports you also need to select the right type of paper option for your printer. Essentially all printers have a continuous paper feed. These include laser printers which feed individual sheets of paper. Continuous paper feed means that you do not need to manually put each sheet of paper into the printer. Thus, in most cases, you should select the "Continuous" option. The only exceptions are usually for older printers that require paper to be hand fed.

However, there is another use for the "Single Sheet" option. If you'd like to use both sides of the paper, set the "Paper Option" to "Single Sheet". As each sheet of paper comes out of the printer, turn it over and feed it back into the printer so that the report is also printed on the back side of the paper.

Report Options

The "Report Options" box in the Report Setup window controls whether a dashed line will be printed between each entry; whether column headings will be printed at the top of each page; and the use of the Lock Top Line feature (used ONLY with two line reports).

In some cases we've had technical support calls from people having trouble getting their printed reports to look right, and the problem has been that they have turned on every report option in this window. Do not select a report option unless you know what that option does. None of these options need to be selected in order to print a report.

When you are finished with the "Report Setup" screen click on the "OK" button.

Setting Up A Report Format

Setting Up A Report Format

Before a report can be printed a report format needs to be set up and selected. The software comes with several report formats and you can start printing reports right away using any of these.

But if you'd like to print your report so it looks the way you want it to look; or create a new report format, here's what you do:

- 1) Click on "Reports" on the menu-bar at the top of the Main Screen.
- 2) Click on the "Report Maintenance" option. When the "Report Maintenance" window appears, first select the report you want to use by clicking on its name.
- 3) If you want to set up a new report format, click on the "New" button. If you are modifying an existing report format, click on the "Edit" button.
- 4) The "Edit Report Format" screen shows how the fields will be arranged when they are printed. The upper portion of this screen is used to graphically show a representation of where each field will be printed. You can place fields, in the locations where you want them to print, by selecting a field using the "Name" drop-down list box, putting the mouse cursor at the location where you want the field to be printed (on the upper part of the screen), and clicking the left mouse button.

You can also select a field by clicking on its name, if it is already displayed as a part of the report format. Then move the cursor to the spot where you'd like to relocate the field and click the mouse.

- 5) You can have up to 21 lines in a report format. Several fields can be placed on each line, so you can print all 21 fields (if you are using that many) without having a 21 line report format. The number of lines in the report format is changed using the up/down arrows on the lower left of the screen.

- 6) Once the report format is set the way you want it to be, click on the "OK" button.

Saving As A Text File

To save a report as an ASCII text file, you first need to go to the "Report Setup window" to set the report destination.

1) On the "Report Setup" window click on the "ASCII File" button in the Report Destination box.

2) You must have a valid report format selected (see also <Setting Up A Report Format>). The ASCII text file is created using the same format as is used for the printed reports.

3) Click on "OK" to leave the "Report Setup" window, then start the search or listing as you would for a printed report.

Quick View Screen

The Quick View option on the "Report Setup" window sends the result of a search or listing to a screen that displays the information for 19 entries at one time.

The Quick View display can hold up to 2000 entries at one time. Should the search or listing result in more than 2000 entries, then just the first 2000 will be displayed.

The Quick View screen can be scrolled to the left and right to show all of the fields for each entry. It can be scrolled up and down to show additional entries.

If you'd like to edit an entry shown on the Quick View screen, put the mouse cursor in the box containing the information you want to edit, click once, and make the changes. They will be saved when you leave the Quick View screen.

Setting Up Or Changing A Catalog

To set up a new catalog, or modify an existing catalog, click on "Files" option in the menu bar at the top of the Main Screen and then click on "Catalog Maintenance" option.

1) In the "Catalogs" box, click on the catalog you want to modify. Then click on the "Change Format" button.

If you want to create a new catalog, start by clicking on the "New" button and then enter the name you want to use for the new catalog.

2) Then on the format setup screen click on the button for the field you want to define or modify.

3) To alphabetize a field, click on the button next to the "key" symbol. A picture of a key will appear next to the field to be indexed.

4) To set a field to be totalled, click on the "sum" symbol. A sigma symbol, representing summing, will appear next to the field to be totalled.

5) To change the length of the selected field, click on the "add" or "subtract" buttons.

6) To change the field title, click on the rectangular box for the field you want to rename (or name for the first time). Then type in the field name you want to use.

7) Click on "OK" to save the new settings and leave this screen.

Finding Things In Your Catalog

The searches are used to find things in your catalog. There are three types of searches: sequential, alphabetical, and global.

Sequential Searches

Alphabetical Searches

Global Searches

Sequential Searches

With a sequential search you enter the search criteria (what you want to find) in as many fields as you want--the software will automatically cross-reference the fields and find matching entries. The sequential search will start at the beginning of your catalog and check each entry, one at a time, for matches.

The advantage of a sequential search is that it can find words and phrases within the information in a field. For example, it can find all song titles (or movie titles, or book titles, etc.) that contain the word "LOVE".

The disadvantage is that sequential searches are slow because they have to look at every entry in your catalog.

Alphabetical Searches

Alphabetical searches use the indexes to jump directly to entries containing the information you want to find.

An alphabetical search must have a "key field" specified that is used to set the alphabetical order. You do not have to enter something to search for in the key field. You can specify what you want to find using any field, the search will then list matching entries based on the alphabetical order of the key field.

The advantages of the alphabetical search is that it is fast, in most cases, and that the result is listed in alphabetical order.

The disadvantage of an alphabetical search is that it only finds matches, when searching for something in the key field, that is an exact match for the information in that field.

Global Searches

A global search works just like a sequential search, except that instead of being limited to a specific field a global search looks for matches in all fields.

Alphabetical Listings

Unlike a search, which looks for specific information in your catalog, a listing lists everything within a specified range.

You can list all the entries with a range of entry numbers; or you can do an alphabetical listing based on a specified field; or an alphabetical listing within a specified range of the alphabet.

