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Introduction

Welcome to Book Librarian for Windows. Book Librarian is a fast easy to learn and use database manager that will help you to organize and keep track of your books. It is ideal for managing a personal, professional, church, club or business library. With this program you can quickly search your library and print reports to the screen or printer. You can also keep track of who has books checked out and when they are due for return. The program will also generate and overdue list.

Customer Support

Note: Customer support is only provided to registered users. We will provided limited support to unregistered users such as helping to resolve installation problems.

We have made the program as easy to use as possible. However, if you have a problem and find the documentation and help inadequate, we would like to hear from you. We reserve the right to end free customer support four months following the purchase date. We reserve the right to terminate customer support for any person who uses profane abusive or harassing language or who at our sole discretion abuses customer support. If we elect to terminate your customer support we will issue you a refund of the registration price, less any shipping/handling fee. You can reach us by mail at:

**TurboSystemsCo
P.O. Box 965368
Marietta, GA 30066-0007**

You will get faster service from us via electronic mail or FAX.

Compuserve ID: 72427,1603
Prodigy ID: RXJX53A.
GENIE ID: L.TURNER1
AOL: LemT
EMAIL: rxjx53a@prodigy.com
FAX: 770-591-4988

As a registered user of Book Librarian, you are entitled to telephone support. Feel free to call us with your questions at 770-516-8575. Telephone support hours are 11am-4pm eastern time Monday-Friday.

Satisfaction Guarantee

If you register Book Librarian for Windows, TurboSystemsCo provides a 30 day no questions asked money back guarantee. If not satisfied with the program or service for any reason, just return the complete program package within 30 days of the invoice date for a full refund less shipping and handling fees.

Data Operations

Data operations allow you to add, edit, delete, undelete, copy and save records. All the operations are selectable from the tool bar or main menu.



Click the Add Button on the tool bar to create a blank record to type in your information. You can move from field to field by using the [Tab] key or by using the mouse. Press the Save Button to save the information to disk.



The Delete Button marks the currently displayed record as deleted. The record is no longer displayed, but is stored on disk. Prior to packing the database, the record can be restored by use of the Undelete Button.



The Undelete Button is used to undelete a record previously marked for deletion. This must be used in conjunction with the View Menu item on the Main Menu. Select View Menu then Deleted Records. The records previously marked for deletion can be undeleted.



The Copy Button makes a duplicate record of the displayed information. This is useful when adding records where the information is almost identical.



The Save Button writes the displayed record to disk. After adding, editing or copying, the button must be clicked to save the data.

Editing a Record

To edit a record use the mouse to place the cursor in the field you want to change, make the changes then click the save button. You can also use the [Tab] key to move to the field you want to change.

Input Fields

The program has fields for Title, Book#, Author, Subject, Type, Catalog#, Subject2, Subject3, ISBN, Condition, Edition, Pages, Price, Value, Copyright, Loaned, Borrower, Due-Date, Publisher, Location, Tag, Note1, Note2, Purchase Date. There is also a 32,000 character memo field.

The fields for Author and Borrower are single fields that hold the first and last names. The fields should be entered; Last Name, First Name. For example:

Author:Kennedy, John F. **Borrower:**Turner, Lemuel D.

The Book_Num field is automatically assigned a unique number by the program (autoincrementing), however you can edit and change this number as long as it remains a unique number

Browse Query

Several ways are provided to browse and query your database. Four Button Keys are provided to allow you to browse from the data entry screen. The Find Button is used to search for information on one of the index fields which is extremely fast. The Query Button allows you to perform complex searches on all fields.

Browsing



Moves the database to the first record in the database based on the primary index selected.



Moves the database to the last record in the database based on the primary index selected.



Moves the database to the previous record in the database based on the primary indexed selected.



Moves the database to the next record in the database based on the primary index selected.

Find A Record



Click the Find Button to locate an item by TITLE, AUTHOR, SUBJECT, BOOK#, CATALOG#, or TYPE. When the button is clicked the Find Window is displayed.

Enter the value you want to search for in the Text Box. If an exact match is found, the item is displayed in the Data Entry Window

If multiple matches are found, a pop up Browse/Choose Window is displayed with the cursor placed on the first item that matches. If no match is found the cursor is placed on the item that is the nearest match.

The Browse/Choose allows you to browse through the database and choose any item for display in the Data Entry Window

NOTE: The search value entered for all fields except Title is case insensitive, i.e. you can enter the text in upper or lower case or a combination of the two. However the search text for the Title field must be entered in all uppercase for the find procedure to work on the Title field.

Query



While the Find Button can only search on one index field, the Query Button allows you to perform complex searches on any combination of fields. When the button is clicked the Query Window is displayed. The Query Window allows you to enter various selection criteria which will create a subset of the main database. In the Query window you can select the Index order you want the resulting query displayed. You setup your search criteria in the window then press the Apply Button

Click the **OK** button and a record set is created that meets the search criteria. This record set is a working subset of the original datafile. You can perform all program operations on this subset just like working with the complete datafile. The Query does not create a new file, it just limits the records that are displayed. If you change a record in the query subset you are changing the original datafile.

Click the **Reset Button** on the toolbar to restore the complete datafile. You can also Save/Recall Queries to disk by selecting the File from the Query window.

The **Remove Button** removes the highlighted query condition from the Query window.

Query Operators

Listed below are the operators that can be used in a query. The operators below are case sensitive. This means that when you enter a search value it must be entered in the same letter case as the value in the database. If the word you are looking for is stored in the database as **Lovely**, entering **lovely** or **loveLy** as the search value would not produce a match. Only **Lovely** as the search value would produce a match

| Operator | Meaning |
|----------|--------------------------|
| = | Must be equal to |
| <> | Not equal to |
| > | Greater than |
| >= | Greater than or equal to |
| < | Less than |
| <= | Less than or equal to |
| CT | Contains |
| NC | Does not contain |

NOTE: The tag field is a logical field with a value of True or False. On screen the Tag field is true when the Tag field has a checkmark and false when the field is empty. In the Query function true and false are represented by a 1 (true) and a 0 (false). So if you wanted to locate all records with the Tag field check marked, i.e. true, you would enter the following on the Query screen.

TAG = 1

In the Report Module Query, you must actually use the words **true** and **false** in a query instead of 1 and 0 as used here. The Report Module Query is completely independent of the program module described here. The Report Module allows you to perform more complex searches using wildcard characters, logical operators (and, or) and by use of parentheses.

All Query conditions in the program query module are joined as if using a logical "and", i.e. all listed query conditions must be true for a record to be selected.

Query Fields

There are three fields in the Query window used to set up the search criteria. There is one additional field in the Query window **Order By** which is used to set the index order in which the query is displayed, ie TITLE, BOOK#, AUTHOR, SUBJECT, TYPE, CATALOG#, or BOOK#.

| | |
|----------|--|
| Field | The Field box holds the list of fields that can searched. |
| Operator | The operator box holds the comparison operators explained earlier (<, >, etc.) This field specifies how you want to compare a field to a constant, i.e. do you want the field to be equal to or greater than the constant. |
| Constant | Enter the value to be compared to the field selected. |

Query Buttons

| | |
|--------|--|
| Add | Adds a query condition to the query box. Example (SUBJECT = MILITARY) |
| Remove | Deletes the highlighted query condition from the Query box. |
| Apply | Performs the query operation using the query conditions listed in the query box. |
| Close | Closes the query window and returns to the main program. |

Query Examples

Listed below are several examples for setting up query conditions:

| Field | Operator | Constant |
|--------------|-----------------|------------------|
| Author | = | Kennedy, John F. |

The query would select all books in the database written by John F. Kennedy.

| Field | Operator | Constant |
|--------------|-----------------|-----------------|
| SUBJECT | = | War |
| YEAR | > | 1970 |

The query above would select all books in the database that the subject was war and was written after 1970.

| Field | Operator | Constant |
|--------------|-----------------|-----------------|
| TITLE | CT | love |

The query above would select all books in the database that contained the word love somewhere in the title field.

Reports

The report system is extremely easy to use. First select Reports from the Main Menu. This provides a full list of reports you can select. Next you will be presented with a dialog that will allow you to print all or selected records. Next you are presented with a dialog that allows you to choose the output location for the report, screen, printer or text file.

Report Types

| | |
|---------------|---|
| Title | Lists Title, Author, Subject, sorted by Title |
| Author | Lists Author, Title, Subject, sorted by Author |
| Subject-1 | Lists Subject, Title, Author, sorted by Subject |
| Subject-2 | Lists Subject, Title, Author, Catalog#, Book#, sorted and grouped by Subject |
| Book Type | Lists Book Type, Subject, Author, Catalog# Book#, grouped by Book Type. |
| Catalog/Memo | Lists all fields including the memo field and is sorted by Title. |
| Catalog | Same as above, but does not include memo. |
| Valuation | Lists Title, Book#, Pur-Date, Pur-Price, Current Value. Computes percentage change between Pur-Price and Current Value for each book. Totals Purchase Price and Current Value. Sorted by Title. |
| Borrower | Provides a list of all people who have books out on loan. Lists Borrower, Title, Due Date and the status of the book, i.e. is it overdue. Sorted by Borrower. |
| Overdue | Provides a list of all overdue books. |
| Index Cards | Includes all fields except memo. The cards are sorted by the type card selected; Title, Subject or Author. |
| Library Cards | Similar to above, but printed in library format. |

NOTE: The index and library cards listed above can be printed on card sheets (3 cards per sheet) for laser and inkjet type printers or on continuous form cards. The card sheets used by this program are Avery product number 5388 or compatible. The size of each individual card is 3" x 5". The continuous form cards required for dot-matrix printers are 3" x 5". When you select Index or Library Card, you will then select Laser or Dot-Matrix for card sheets or continuous form cards.

Report Query Dialog

After you've selected the Report Type you want to print, the **Insert Selection Rule** dialog is displayed.

To Print all Records

Click the **OK** button on the **Insert Selection Rule** dialog.

To Print a Subset of all Records

The Book Librarian report module includes a full report filtering/querying system to allow you to enter selection rules called a query to select a subset of records to be listed. Once you define a query only those records meeting the selection criteria is printed.

Building the query structure is explained in the following topics: (1) Query Structure; (2) Developing and modifying a Query; (3) Query Techniques.

Comparison Operators

| Operator | Field Is |
|--------------------------|---|
| equal to | Equal to entered value or selected fields value. |
| not equal to | Not equal to entered value. |
| greater than | Greater than entered value. |
| greater than or equal to | Greater than or equal to entered value. |
| less than | Less than entered value. |
| less than or equal to | Less than or equal to entered value. |
| in the range | Between two entered values or equal to either. |
| not in the range | Not between two values and equal to neither |
| in the list | Equal to one of the listed values (up to 10 values) |
| not in the list | Not equal to any listed values (up to 10 values) |

NOTE: The list of comparison operators depends on which field you select from the Field List box. For example if you select **TAG** (a logical field) only "equal to", and "not equal to" are displayed in the Comparison list.

Comparison Values

Depending on the field and operator you have previously selected, the value can be:

- 1 A field of the same data type as the field you selected.
- 2 A constant value such as a number or character string. Enclose character strings in quotation marks (single or double) or square brackets; enclose date constants in curly braces -- for example {12/31/1995}
- 3 If you have selected "equal to", "not equal to", "in the list", or "not in the list", a pattern using * and/or ? as wildcard characters.
- 4 A list of constant values, any of which can be a character string including wildcards. Separate the items in the list with commas.
- 5 A pair of constant values that define a range.

NOTE: The comparison value can have a maximum of 530 characters.

Entering Values in a List

If you select "in the list" or "not in the list" as the comparison operator, you can enter multiple comparison values. Separate the items with a commas.

Defining a Range of Values

If you select "in the range" or "not in the range" as the comparison values, separate the values with a comma. Neither value can be blank.

Report Destination Dialog

The Report Destination dialog is displayed after you click the **OK** button on the Insert Selection Rule or Query dialog. The dialog allows you to select the location for the report; Printer, Screen, Export (file)

Printer

If you select printer the report is generated and sent to the default windows printer. A dialog box is displayed during the report generation. Click the Cancel button to stop report generation.

Screen

When you select the screen option, the report is generated and displayed in the Print Preview window. You can zoom the display by clicking the desired location on the preview page. The zoom level and positioning are maintained as you page through the report.

You can use the Preview Buttons to move around in a multi-page report, to close the Preview screen and return to the main data entry screen. The buttons can accessed by clicking the mouse or by pressing the applicable function key. Starting from left to right (as displayed on the screen), are explanations for each button:

| Button | F-Key | Purpose |
|---------------|--------------|----------------|
|---------------|--------------|----------------|

| | | |
|--------------------|-----|--|
| Print | F1 | Prints complete report. |
| Print Current Page | F2 | Prints currently displayed page. |
| Zoom In | F3 | Magnifies print preview. |
| Zoom Out | F4 | Returns to previous size. |
| First Page | F5 | Displays the first page. |
| Previous Page | F6 | Displays previous page. |
| Next Page | F7 | Displays the next page. |
| Last Page | F8 | Displays the final page. |
| Pause | F9 | Pauses preview when moving to the last page. |
| Close | F10 | Closes preview window and returns to main program. |

Export

The report module has the potential to export data to (1) Text file; (2) Xbase file; (3) Excel 5.0 chart; (4) Excel 5.0 PivotTable; (5) Rich Text Format (RTF) file; (6) Text Data File; (7) Word Merge File; (8) Worksheet file.

In this implementation only item (1) export to Text file is supported. In the Shareware version export is not supported at all. With the registered version the WinImpex program is included which will export data in xbase and Text Data format.

When you select Export from the Report Destination Dialog, the Export Dialog is displayed listing the eight export formats listed above. As stated earlier, only Text file export is supported. If you select any of the other seven export types you will receive an error message.

Exporting to a Text File

This option will export data to an unformatted text file. Exporting to a text file is useful if you plan to include report data in a word processing or desktop publishing document.

To export data to a text file:

- 1 On the Export Dialog highlight "Text" in the list box and select edit.
- 2 The Text Export dialog displays. In the File Name box enter a file name, optionally a path and a file extension. If you do not include a path, the program creates the file in the program directory.
- 3 Choose the option you want in the Text File Options box:
Select either Windows (ANSI) or DOS (PC) character set. In general you should select Windows (ANSI) if you plan to import the data into a windows program. Select DOS (PC) if you plan to import the data into a DOS program. In the carriage returns box, either Every Line (insert a hard return after every line in the report) or Once per band (a hard return after the report heading, then after all report data on a page and then after the page number).
- 4 To generate the file select Export

Main Menu

The Main Menu provides a means to access and perform all functions required by the program. Most of the functions can be performed from the Toolbar. To access the Main Menu without a mouse, press the F10 function key. To select a menu item without a mouse, press ALT+ the underlined letter. There are a few functions such as ReIndex that can only be accessed from the Main Menu.

File Menu

The **Open** Menu displays Data Entry

Edit Menu

The **Edit** Menu displays the standard windows items for copying, pasting and cutting information to and from the clipboard. Highlight a field and select the appropriate item.

Record Menu

The Record Menu provides the same functions that can be accessed from the Toolbar.

Tools Menu

The ReIndex | Pack menu items displays the ReIndex Window that allows you to select the files you want to reindex. In addition to rebuilding the index files, the Pack item removes the records marked for Deletion Button from the database.

Once the database is packed, the records previously marked for deletion cannot be Undeleted. You should reindex the database if you notice that records are not being displayed in the correct order.

Reset Book# -- sets the auto incrementing counter for the book# field to the number + 1 displayed in the book# field. Normally the only time this is needed is after importing records into the database. And normally should be set to the largest book number. The largest book number can be determined by setting the index to Book_Num and then pressing the Last button on the toolbar.

View Menu

The **Index Order** allows you to select the index order that the items are displayed when the First, Last, Next and Previous keys are accessed.

Natural Order displays the record in the order that they were entered in the database.

Query Order displays the items in the order selected on the Query Screen when building the Query.

Deleted Records displays the records marked for deletion by the Delete Button. The records displayed can be Undeleted so they can be displayed normally again.

REPORTS

Windows

Allows you to arrange the displayed windows in standard windows formats.

Order Form

Select Print from the File menu to print this form to your printer. Complete the form and mail or fax to TurboSystemsCo. Credit card orders can be placed by calling 1-800-257-7221 or fax to 1-770-591-4988. If you are a CompuServe member you can order through SWREG.

Order Date: _____

Name: _____

Address: _____

Address: _____

City: _____ St/Prov: _____

Country: _____

Phone: _____ Fax: _____

Source of Shareware: _____

Payment Method: Check[] Visa[] MasterCard[]
Money Order[] Amex[]

Card Number: _____

Exp Date: (Month/Year: _____

Signature: _____

signature required for credit card orders only.

Products click for product descriptions

- | | | |
|--------------------------|---|---------|
| <input type="checkbox"/> | <u>Book Librarian Single-User</u> | \$25.00 |
| <input type="checkbox"/> | <u>Book Librarian Single-User with Password</u> | \$40.00 |
| <input type="checkbox"/> | <u>Book Librarian Multi-User</u> | \$75.00 |
| <input type="checkbox"/> | <u>Book Librarian Multi-User with Password</u> | \$90.00 |

Product Amount\$ _____

Shipping/Handling _____

US/Canada \$4.00

Shipping/Handling _____

*Sales Tax _____

All others \$8.00

Total\$ _____

* Sales tax applies to residents of Georgia only. If you are a resident of Georgia add 5% of the Product Amount on the sales tax line.

Credit Card Orders Via Phone
1-800-257-7221
1-770-516-8575 (International)
1-770-591-4988 (FAX)

Mail Orders
TurboSystemsCo
P.O. Box 965368
Marietta, GA 30066-0007

Program Descriptions

There are four different versions of Book Librarian available. The different versions are described below:

Book Librarian Single-User: program for use in a non-network environment. Data files can only be accessed by one person at a time.

Book Librarian Multi-User: program designed for use in a network environment. Data files can be accessed by up to 25 people at one time. This version can also be used on a stand alone computer. If you need to allow for more than 25 users, contact us for pricing.

Password Protection: This feature can be added to both the single and multi user versions. Each person must have a password and a security level assigned to enter the program. Security levels can range for 0 to 9. In the password version to Add, Edit or Delete data, a person must have a security level of 3 or higher. So if you want to allow someone access to the program without being able to Add, Edit or Delete, you would assign them a security level of 0, 1, or 2.

NOTE: This evaluation copy of Book Librarian is the multi-user version. There is no operational differences between the two versions other than the single-user version can only be used by one person at a time.

[Order Form](#)

Benefits of Registration

As a registered user of Book Librarian you will receive the following benefits:

- 1 License to use the program indefinitely.
- 2 Printed documentation.
- 3 Latest version of the program without the shareware notification screen.
- 4 Free technical support via phone (not toll free), mail, FAX, Compuserve, AOL, Prodigy or e-mail.
- 5 A conversion program to convert Book Librarian for DOS data for use with this program. Note: the conversion program only transfers the first four lines of the DOS memo field to the Windows memo field. This is because the windows memo is limited to 254 characters in this version. All other fields are transferred.
- 6 A program to import/export dBase and ASCII data to and from Book Librarian.
- 7 Discounts on other programs and products.
- 8 Notification of major upgrades.
- 9 Low cost upgrades.

[Order Form](#)

Copyright Enforcement

Under our copyright we have granted you permission to evaluate this program up to 30 days without payment to us. If you continue to use this program after 30 days you must register the program by paying the appropriate registration fee. If you decide that this program does not meet your needs and do not wish to register the program just run the included Uninstall program to delete the program from your hard drive.

We also provide you a Satisfaction Guarantee that allows you to use the registered version for 30 days without risk.

This program is fully functional. However if you continue to use the program after 30 days without registering (a violation of US Copyright Law , which is punishable by fines and/or imprisonment), the functions of the program will be limited at some point after 30 days.

Continued use after 30 days will eventually result in the inability to Add, Edit or Delete Records. You will also lose the ability to print reports and re-index the database. This functional loss will start on day 31 or later. The actual date that the reduced functionality takes place depends on how much you have used the program.

NOTE: *We can not provide you with a registration key over the phone or via e-mail to turn the functions back on. You must get a new disk from us via mail to enable full use of the program. Please take this in consideration when deciding at which point to register.*

The data is stored in standard dBase IV format which can be imported or used by most database programs.

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B

[Book Librarian Multi-User with Password](#)

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SWREG

If you are a member of CompuServe, you can register Book Librarian on CompuServe by going to the Shareware Registration forum (GO SWREG). Enter the SWREG ID# (see below) for the program that you want to order. The product cost will be charged to your CompuServe bill. CompuServe will notify us of your order via e-mail and we will ship the program to you via mail.

| PROGRAM | SWREG ID# |
|---|------------------|
| <u>Book Librarian Single-User</u> | 9441 |
| <u>Book Librarian Single-User with Password</u> | 9443 |
| <u>Book Librarian Multi-User</u> | 9444 |
| <u>Book Librarian Multi-User with Password</u> | 9445 |

[Order Form](#)

Book Librarian Multi-User with Password

Same as the multi-user version, but adds a password security system to limit access to authorized individuals.

Book Librarian Multi-User

Program designed for use on a network. Data files can be accessed by up to 25 people at one time. Can also be used on a stand alone computer.

Book Librarian Single-User with Password

Same as single-user version but adds a password security level system to limit access to authorized individuals.

Book Librarian Single-User

Program for use in a non network environment. Data files can only be accessed by one person at a time.

