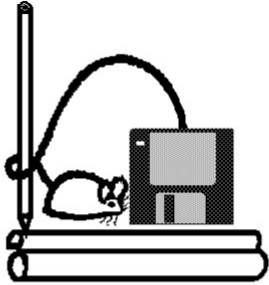


Cellar Master® v1.0

USERS GUIDE



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**Fugue Software (Australia)
P.O. BOX 425
CAPALABA QLD 4157
AUSTRALIA**

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INTRODUCTION

- 1 -

Welcome to Fugue Software's Cellar Master for Windows, a

program for anyone who wants to keep track of their wine cellar.

Why Cellar Master?

Do you need to keep track of the bottles of wine in your cellar and have instant access to your tasting notes? Would you like to be able to maintain a list of wines to drink or taste soon, and identify future purchasing needs? Do you want to locate a particular bottle of wine by bin or box number without hunting through the cellar, packing and unpacking your valuable bottles?

Then Cellar Master is your answer. Written by a wine lover with a cellar of over 40 dozen bottles, you know that it is geared to your needs. If you have any suggestions for enhancements or improvements, you know that we will be happy to consider them, because we want this program to meet the needs of fellow wine collectors around the world.

Cellar master's database system is tailored especially for wine cellar record keeping. It gives you instant access to information about the bottles of wine in your cellar, and allows you to file tasting notes for future reference once you have drunk the wines. Do you want to know whether the 1974 Lake's Folly Cabernet was better than the 1979? Just look up your notes with a single query. Do you want to know which wines should be drunk this year? See a scrolling list of all your wines in Year to open order. You can even print out a report if you prefer. Cellar Manager is a standard windows program, and features all the usual windows features like graphics, mouse, buttons, help file and more! Very easy to use!

System Requirements

To run Cellar Manager for Windows you will need:

- A PC running Microsoft Windows 3.x or Windows 95 or OS/2
- At least 4 Meg of memory
- 1.2Meg free on your hard disk.

COPYRIGHT NOTICE GETTING STARTED

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Installing Cellar Master

Cellar Master for Windows comes with an automatic installation

program. Place the distribution disk in drive A: or B:. Then from

Program Manager, click on File, then Run. Windows will display

the Run dialog box. In the command line, type in A:setup or

b:setup, depending on which drive you inserted the disk. Click on

Okay. answer the question about the destination drive and directory,

and then sit back while windows installs the software onto your

hard disk, and creates an icon for it.

The installation process will place the following files on your system:

WINES.EXE
CWC21.DLL
CWRUN10.DLL
README.1ST
WINES.WRI

The file README.1ST contains additional information and any late breaking information that could not be included in the manual.

The file WINES.WRI is what you are reading now.

Starting Cellar Master

Double click on the icon, or click on the icon and then press Enter.

Windows will start Cellar Master.

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The main Cellar Master screen will appear, with a number of buttons to give access to the program's functions.

A GUIDED TOUR OF CELLAR MASTER

- 3 -

This section introduces new users to the main functions of Cellar

Master for Windows. You can obtain help on any screen by pressing

the F1 key. If you have a standard VGA display (640 x 400), the

screens will fill your display.

About Dialog

When you first start the Cellar Master program, it displays an About Dialog box. This includes a copyright notice. It will also display your registration details.

If you are using the evaluation version, this dialog will show how many days you have been using it for, and how to register the program.

The background to the About dialog is a grey surface.

Click the OKAY button to get to the main menu.

Main Menu

The main menu displays buttons for access to the individual functions. Select the one you want, and click on it. Each button will also show one letter with an underline. This is the windows convention for a short cut key. Press that letter to activate that button.

The buttons on the left of the screen are for displaying information, while the ones on the right are for printing information.

The functions available are:

- Access the database by wine maker
- Access the database by year to open
- Access the database by country of origin
- Change the style codes
- Print the database by wine maker
- Print the database by year to open
- Print a database summary

These functions are discussed in more detail in Chapter 4, and are

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covered below.

Displaying Lists of Wines

The basic premise behind how to access the wines in the Cellar master database is that you the user should be able to display a list of wines and then select the one you want by highlighting it.

You can display lists of wines in three orders:

- by wine maker in alphabetic order
- by year to open, oldest bottles first
- by alphabetic country of origin

Display Wines by Wine Maker

Click on the first button "Show Cellar by Maker" to display a list of wines in wine maker order.

The information displayed is:

- Wine Maker
- Vintage
- Style
- Wine Name
- Quantity
- Year to Open

The first time through, the database will be empty, and you will see a blank list.

Navigating the List

The locate box allows you to search for a particular wine maker. Type in the first few letters and press the Tab key to position the list at wine makers who start with those letters.

The page up and Page Down keys will move the display up and down a page at a time.

The Arrow keys will move the display highlight up and down a single line at a time.

You can also use the buttons at the base of the list box for this:

The single arrows (



) move the highlight up and down one line at a time.

The double arrows (



) move the display up and down a page at a time.

The arrows with bars (



) move to the beginning and end of the list. The



button displays a help screen.

The buttons.

The

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button will bring up a window to permit you to add a wine to the database.

The



button will delete the highlighted line from the database. You will be asked to confirm this.

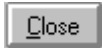
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The



button or pressing Enter key will allow you to modify the highlighted line.

The



Button or pressing the ESC key will close the window and return you to the main menu

Display Wines by Open Year

Click on the first button "Show Cellar by Year to Open" to display a list of wines in year to open order.

The information displayed is:

- Year to Open
- Style
- Vintage
- Quantity
- Wine Maker
- Wine Name

The first time through, the database will be empty, and you will see a blank list.

Navigating the List

The locate box allows you to search for a particular year to drink. Type in the year you wish to locate and press the Tab key to position the list at the year you entered.

The Page up and Page Down keys will move the display up and down a page at a time.

The Arrow keys will move the display highlight up and down a single line at a time.

You can also use the buttons at the base of the list box for this:

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button or pressing Enter key will allow you to modify the highlighted line.

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The



Button or pressing the ESC key will close the window and return you to the main menu

Display Wines by Country

Click on the first button "Show Cellar by Country" to display a list of wines in alphabetic order of country and region

The information displayed is:

- Country
- State
- Region
- District
- Wine Maker
- Vintage
- Style
- Wine Name
- Quantity
- Year to Open

The first time through, the database will be empty, and you will see a blank list. Not all the fields will fit on the screen, and you may have to use the scroll bar at the bottom of the list to move the data left or right.

Navigating the List

The locate box allows you to search for a particular country. Type in the first few characters of the country you wish to locate and press the Tab key to position the list at wines from countries starting with the letters you entered.

The page up and Page Down keys will move the display up and down a page at a time.

The Arrow keys will move the display highlight up and down a single line at a time.

You can also use the buttons at the base of the list box for this:

The single arrows (



) move the highlight up and down one line at a time.

The double arrows (



) move the display up and down a page at a time.

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) move to the beginning and end of the list. The



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button will bring up a window to permit you to add a wine to the database.

The



button will delete the highlighted line from the database. You will be asked to confirm this.

The



button or pressing Enter key will allow you to modify the highlighted line.

The



Button or pressing the ESC key will close the window and return you to the main menu

Adding Wines to the Database

Adding wines to the database is done from the browse lists of wines. It doesn't matter which list, they all contain the "insert" button.

Display the wine cellar list by clicking on one of the buttons:

- Show cellar by Maker
- Show Cellar by Year to Open
- Show Cellar by Country

From the list display, click on the "insert" button. The "Update Wine Cellar" screen will display, allowing you to enter details of a wine.

The information you can enter is:

Vintage This is the year the wine was made, normally printed on the label. Enter the year, including the century: 1996, 2001.

Some wines are specifically Non Vintage, containing a blend of wines from various years. For these, leave the field as zero.

Style This is the style of the wine, such as Red, White, Champagne etc. You enter a one or two letter abbreviation here, and the long description is displayed. Codes and descriptions are stored in the Style table, and can be changed (see below 3.??) by you. Press F2 if you would like to display a list of codes to choose from. Leave it blank if you prefer.

Grape Variety Enter the variety or varieties of grapes used to make the wine. If the wine is made from something else such as apples, plums, or honey, enter that, or leave it blank if you prefer. You have up to 20 characters

Maker Enter the maker of the wine. This field must be entered. You have up to 32 characters. If you have a number of

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wines from the same maker, you should be consistent with the spelling. However, the case of the words does not matter, as "LAKES FOLLY" and "Lakes folly" will sort together.

- Wine** Enter the name of the wine itself. Often this is the same as the grape variety, but not always. you can enter up to 32 characters. This field is optional.
- Quantity** Enter the number of bottles you have of this wine. Note, if you have both halves and full size bottles, you should enter the wine twice, once for each bottle size. You can enter up to 5 digits here. The same applies if you purchase 2 lots at different prices. Optional field.
- Price** Enter the price you paid **per bottle**. The program will calculate the value by multiplying the quantity by the price. You can enter up to 6 digits before the decimal point, and 2 after it. This field is optional.
- Value** This is calculated, and so does not appear in a white entry box. This is useful for insurance purposes.
- Open Year** Enter the year you expect the wine to be drinkable. This field is mandatory. If you aren't sure, enter the current year. Note, a common practice is to open a bottle each year to see how the wine is maturing, so it is always good practice to buy wines in dozen lots. (or more!)

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Drink Before If you have an idea how long a wine will last before it goes over the hill, enter the year here. Use this field to give you an indication of which wines need to be drunk soon.

District Enter the district in which the wine was made. This field is optional. Not all wines will list a district.

Region Enter the region in which the wine was made. This field is optional. Not all wines will list a region, but any "Appellation controllee" or similar are certified as either from a region or district.

State Some countries have states. If they are, you can enter the state of origin here. optional.

Country Enter the country of origin here. This is an optional field.

Date bought Enter the date you bought the wine. This field is validated, but the entry format will depend on how you have your windows international settings. windows defaults to the USA convention of MM-DD-YY

Bottle size Enter the size of the bottle, in mls. A standard bottle is 750 mls, although some European bottles have a 700 ml size. Many Italian bottles are either 500 mls or 1 Litre which is 1000 mls. You can enter up to 5 digits here! Optional field.

Place Enter where you bought the wine. If you buy bottles which are often hard to track down, it can be very useful knowing who sold it to you.

Location in cellar If you use bins or boxes to store your wine, you should uniquely number each box. Then you can enter the box or bin number here. This saves searching through half the boxes in the cellar to find the wine!

Tasting Notes This is a free form field for entering any notes you may wish to take.

When you have entered all the details, click on OK to save the details, or Cancel to discard them.

Changing Wine Details

You can change the details recorded for a wine in a similar fashion to entering it for the first time.

First, display a list of wines by clicking on one of:

- Show cellar by Maker
- Show Cellar by Year to Open
- Show Cellar by Country

From the list display, click on the **Change** button. The **Update Wine Cellar** screen will display, showing details of the wine you highlighted, and allowing you to change them. The information you can enter is exactly as for **Adding a Wine** above.

Creating Style Codes

The style codes used for wines are stored in the Styles table. You can display a list of style codes, and then insert new ones to suit your needs, Change existing ones or delete existing ones.

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Style Code This is a two character code you wish to use to describe the wine. The case of the letters is not important.

Description This is the description of the style code, and is what is displayed on reports and the update screen. You can enter up to 32 characters.

Drinking a Bottle of Wine

This is the fun part of wine collecting. However, once you have drunk the wine, you will want to record the fact in your wine cellar database.

The mechanics are fairly straight forward - navigate to the wine in question, and change the quantity field to reflect the number you drank. If you wish, you can also record your tasting notes in the **Tasting Notes** field. Once you have made your changes, click on OK to save the details.

If you decide that the wine needs more cellaring, you can change the **Year to Open** and **Drink By** fields to reflect your opinion. Once you do this, the wine will appear in the appropriate place in the Drinking Order list.

If you drink all of the wine, you can even delete the details by locating the wine and then clicking on **Delete**. A window will open showing the message "You've selected to delete the highlighted record. Press OK to confirm deletion of this record." Click **OK** or press **Enter** to delete the record or press **ESC** or click **Cancel** to cancel the deletion.

However, if you have enjoyed the occasions when you drank that particular wine, you have probably recorded some tasting notes. In these cases, you should probably set the quantity to zero, and leave it at that.

Searching For Wines

You can search for wines by Wine Maker, by Year to drink, or by Country of Origin. All three of these are available as button clicks on the main menu.

In each case, you should click on the field **LOCATE** and type in the first few characters of the Wine Maker name, Country of Origin, or the year to drink by, depending on which browse window you have selected. Once you have typed in the search criteria, press **TAB** to locate the wine or wines satisfying your criteria. The browse window will position itself at the wine which is closest to the selection criteria, and will try to position that wine in the middle of the window.

From here you can navigate the list as described above.

Printing Reports

Reports can be previewed on screen before printing. If you decide to print, Cellar Master can print to any printer that you have a windows driver for.

You should ensure that you have installed this printer driver and set it up from the windows control panel. Cellar master will print to the default Windows printer.

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The reports are available from the main menu:

- Print Cellar by Wine Maker
- Print Cellar by Year to Open
- Print Stock Summary

Click on the appropriate button to start the print process. A progress window will open with a sliding bar and the caption "Generating Report". The bar gauge will move to show the percentage of the report generated. If you change your mind, you can press ESC or click on the Cancel button.

When the report has been generated, the print preview screen will open, showing a reduced image of the first page of the report. The report will not print unless you click on the "Print!" menu item.

The Print Preview Screen

The print preview screen initially shows a reduced image of the first page of the report. A menu bar across the top displays the options available to you.

Cancel

Click on **Cancel**, or press **ESC** or **Alt C** to close the print preview window. The report will not print in this case.

Print

Click on **Print**, or press **Alt P** to print the report. The report will print on the printer that you have set as the default printer in windows. If you have more than one printer connected, you may need to use the windows printer control panel to set the correct printer as the default printer.

Once the report has finished printing, the print preview window will close, and so too will the "Generating Report" window. These first two options (*print* and *cancel*) are the only ones to close the Print Preview window.

Zoom In / Zoom Out

Initially this option shows **Zoom In**, and when clicked on will expand the report display to full size. When the report is zoomed you will have to use the scrollbars to display sections of the report which are off the screen.

Once you zoom the report, this option changes to **Zoom Out**. Clicking on it again will shrink the preview back to full page.

Previous Page

Initially this will be greyed out, and not be available, but when the report is on any page other than page 1, you can click on this option to move back a single page.

Next Page

If the report contains only one page, or the preview is on the last page, this option will be greyed out. However, when ever the print preview window is on any page except the last page, you can click on this option to advance the preview by one page.

Jump

This option will let you jump to any page in the report. A window will open showing the current page number, and two small arrows. Clicking on the **Up Arrow** will advance the number by increments

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of one, clicking on the **Down Arrow** will decrease the number by decrements of one. You will not be able to advance beyond the last page number, or decrease below page 1.

You can also click in the area of the page number, and type in the number of the page you wish to go to. Once you have the desired number in the window, click on **OK** to go to that page, or **Cancel** to stay where you are. If the number is outside the range of available pages, the program will beep at you, and the report will stay on the current page.

Facing Pages / Single Pages

Initially this option displays **Facing Pages**, and the print preview window will display a single page. Clicking on this option will display the report as two pages to a screen, with odd page numbers on the right, as in a book. If you are on page one, the page will move to the right hand side of the screen. The option will change to **Single Pages**. If you are currently displaying facing pages, then clicking on this option will return to single pages, and centre the current page in the preview window.

Print Cellar by Wine Maker

This lists all the wines in your cellar by wine maker. The list prints in alphabetic order of wine maker. It not only shows identifying details of each bottle, but also prints out the value of each set of bottles. This can be used for insurance purposes.

You can print the report on any printer that Windows supports.

You can also view the report on screen with the print preview as described above.

Print Cellar by Year to Open

This lists all the wines in your cellar by year to open. You never need have a wine go past its drink by date with this report.

The list prints order of year to open. It not only shows identifying details of each bottle, but also prints out the value of each set of bottles. This can be used for insurance purposes.

You can print the report on any printer that Windows supports.

You can also view the report on screen with the print preview as described above

Print Stock Summary

This lists all the wines in your cellar by country of origin, state and region. The list prints alphabetic order of country and region. It not only shows identifying details of each bottle, but also prints out the value of each set of bottles. This can be used for insurance purposes.

You can print the report on any printer that Windows supports.

You can also view the report on screen with the print preview as described above.

Print Registration Form

This function is only available in the evaluation version. It will print out a registration form on your printer.

Please fill in the form, and mail it with your payment to

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P.O. Box 425
Capalaba QLD 4157
AUSTRALIA

Alternatively you can use the file ORDER.FRM, fill that it and email it with your credit card details to

Fugue Software 100036,311@compuserve.com

Remember, you must not use the evaluation copy after the evaluation period has expired.

Quitting Cellar Master

To exit from cellar master, close any open windows by clicking on the **Close** buttons. At this point you will be returned to the main window. click on **Quit** to exit.

NOTE - if you have any other window open, the main menu is frozen, and none of the buttons will work. You must close the other windows first.

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Technical Information

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The program will create the following files on your disk:

CELLAR.DAT Main wine cellar file

CELLAR.MEM Tasting Notes

CELLAR.K01 Indexes

CELLAR.K02 "

CELLAR.K03 "

CELLAR.K04 "

CELLAR.K05 "

STYLE.DAT Styles look up table

STYLE.K01 Index

ZXQ.DAT Configuration Info

ZXQ.K01 index

The capacity of the database files is limited only the size of your hard disk and the MS-DOS file system. In other words, you could store over 2 billion records in the database if you wish.