

Book Librarian for Windows

**Top Rated Book Library
Management Program**

**Created by:
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Reference Manual

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By registering you will receive: (1) the latest version of the program; (2) printed manual; (3) A program to convert your Book Librarian DOS files to the new format (note: conversion program only converts the first four lines of the DOS memo field -- all other information is fully transferred); (4) A utility program to import/export dBase and ASCII data to and from Book Librarian; (5) A catalog of discounted products; (6) Free technical support, via phone, fax, Compuserve, Genie, America On Line or Prodigy. (7) Announcements of all major upgrades and the being offered the upgrades at low cost.

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INTRODUCTION

Book Librarian is a fast easy to learn and use database manager that will help you organize and keep track of your books. With this program you can quickly search your library and print reports to the screen or printer. You can also keep track of which books are checked out and who has them.

PROGRAM REQUIREMENTS

PC with 4MB RAM, 386 or greater CPU, 1.7MB of available hard disk space.

Microsoft Windows 3.1 or Windows 95

DOS 3.3 or higher

INSTALLATION/UNINSTALL

To install the program perform the following:

(1) Choose run from the Program Manager File Menu. (2) Type A:\SETUP or B:\SETUP if installing from a floppy drive. If installing from the hard drive execute SETUP.EXE from the directory where it is located. (2) Follow the on screen instructions.

UNINSTALL - To uninstall Book Librarian select the Book Librarian Uninstall icon in the Book Librarian group.

STARTING

To start the program select the Book Librarian icon from the Book Librarian Applications group.

DATA OPERATIONS

This section describes how to add, edit, delete, undelete, copy and save records. All these features can be selected from the toolbar. This section also covers each of the input fields.

ADD BUTTON - Click the Add Button on the toolbar to create a blank record to type your information. You can move from field to field by using the mouse key or the [Tab] key. Press the save button to save the information to disk.

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

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. Then only the records previously marked for deletion are displayed. Press the Undelete Button to undelete the displayed record.

COPY - Copy makes a duplicate record of the displayed information. This is useful when adding records that have almost identical information. After typing the changed information, click Save to write the record to disk.

SAVE BUTTON - The Save Button writes the displayed information to disk. After adding, editing or copying the button must be clicked to save the information to disk.

EDITING A RECORD

To edit a record use your 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 254 character memo field.

The fields for Author and Borrower are single fields and the names should be entered in these fields; Last Name, First Name. For example:

Author: Turner, Jack

Borrower: Brawley, Kim

The **Book_Num** field is automatically assigned a unique number by the program, however you can edit and change this field..

BROWSE/QUERY

Several methods are provide to browse and query your database. The Find Button is used to search for information on one of index fields, which is extremely fast. The Query Button can be used to perform complex searches on multiple fields. There are also four Browse Buttons that can be used to browse through the database.

BROWSE BUTTONS

First - Moves the database to the first record based on the primary index selected. The primary index can be changed by selecting View|OndexOn from the Main Menu and then selecting one of the displayed indexes and pressing the OK key.

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

Prev - Moves the database to the previous record in the database based on the primary key selected.

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

FIND BUTTON

Click the Find Button to locate an item by TITLE, BOOK#, AUTHOR, SUBJECT, TYPE, or CATALOG#. When the button is clicked the Find Value window is displayed. Select the field you want to search and then enter the what you are looking for in the text box. If an exact match is found, the item is displayed in the Inventory Entry Window.

If multiple matches are found, a pop up Choose a Record 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 window allows you to browse through the database and choose any item for display in the Inventory Entry Window.

QUERY BUTTON

While the Find Button can only search one index field, the Query Button allows you to perform complex searches on any combination of fields. When the Query Button is clicked the Query Window is displayed. 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 to perform the query. 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 file. You can perform all program actions on this subset just like working with the complete file. The Query does not create a new file. 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 File from the Query Window. The Remove button removes a highlighted query condition from the Query Window.

Listed below are the operators that can be used in a query. The query operators listed below are case sensitive.

<i>Operator</i>	<i>Meaning</i>
=	Must be equal
<>	Must not be equal to
>	Greater than

>=	Greater than or equal
<	Less than
<=	less than or equal
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 is true when the field has a check mark and false when the field is empty. In the Query function true and false is represented by a 1 (true) and 0 (false). So if you wanted to locate all records with the TAG field checkmarked, i.e true you would enter the following on the Query screen:

TAG = 1

In the Report Module Query that is explained below, you must actually use the words true and false in a query instead of 1 and 0 as used in this Query module. The Report Module Query is completely independent of the program module described above. The Report Module allows you to perform more complex searches using wildcard characters, joining operators (and, or) and by the use of parentheses. All Query Conditions in the program query module are joined using a logical and, i.e. all query conditions listed must be true for a record to be selected.

REPORTS

The report system is extremely easy to use. First select Reports from the Main Menu. This provides a list of reports you can select. Next select weather you want to print all records in the database or only certain records. Finally select the location for the report, screen printer or file. Each of these items are explained in more detail below:

REPORT TYPES

Title	Report that lists Title, Author , Subject and is printed sorted by Title.
Author	Report lists Author, Title, Subject and is printed sorted by Author.
Subject -1	Lists Subject, Title, Author and is printed sorted by Subject.
Subject -2	Lists Subject, Title, Author, Catalog#, Book#, grouped by subject headings.
Book Type	Lists Book Type, Subject, Author, Catalog#, Book#, grouped by Book Type.
Catalog /Memo	Lists all fields including the memo field and is printed sorted by Title.
Catalog	Same as above, but does not include the memo field.
Valuation	Lists Title, Book#, Catalog#, Purchase Date, Purchase Price, Current Value and the percent change between the Purchase Price and Current Value. Totals Purchase Price and Current Value. Report is printed sorted by Title.
Borrower	Provides a list of all people who have books out on loan. Report includes Borrower, Book Title, Due-Date and the status of the book, i.e is it overdue. Report is printed sorted by Borrower last name.
Overdue	Provides a list of all books that are overdue. Report includes Borrower, Book Title, Book# and Due-Date.

NOTE: The index cards and library card reports listed below 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 the each individual card is 3" x 5". The continuous form cards required for dot-matrix type printers are 3" x 5". When you select Index or Library Cards you will then select Laser or dot-matrix for card sheets or continuous form cards.

Index Cards	Includes all fields except memo. The cards are listed sorted by the type of card selected; Title, Author or Subject.
-------------	--

Library Cards Similar to above, but printed in library format. All fields are not listed.

QUERYING

After you've selected the Report Type you want to print, the **Insert Selection Rule** Dialog is displayed. By using this dialog, you can build a query to print all or some records.

TO PRINT ALL RECORDS

If you want to print all records in the database 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 featured report filtering 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 that meet the selection criteria will be printed.

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

QUERY STRUCTURE

Each query consists of one or more selection rules that tell the program to retrieve data selectively based on criteria that you establish. To build a selection rule, you select or enter elements using the Selection Rule dialog box. Each selection rule consists of three elements:

1. A field from the database.
2. A comparison operator such as "equal to" (see figure on next page).
3. A comparison value, which can be a field, value, list of values, or range to which the value of the first field is compared.

COMPARISON OPERATORS

<i>Operator</i>	<i>Field Is</i>
equal to	Equal to entered value or selected field's value
not equal to	Not equal to entered value or selected field's value
greater than	Greater than entered value or selected field's value
greater than or equal to	Greater than or equal to entered value or selected field's value
less than	Less than entered value or selected field's value
less than or equal to	Less than or equal to entered value or selected field's 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)

Comparison Operators

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 comparison 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 wildcards (see query techniques later).
4. A list of constant values, any of which can be a character string including wildcards (see query techniques). 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. If you have selected an equality comparison (“equal to”, “not equal to”, “in the list”, “not in the list”), you must enter an exact value you want to match. For example, AL matches Al not Alabama and Alaska. For approximate matching, use wildcards as described in the section on query techniques.

Entering Values In a List

If you have selected “in the list” or “not in the list” as the comparison operator, you can enter multiple comparison values. Separate the items in the list with commas.

Defining a Range of Values

If you have selected “in the range” or “not in the range” as the comparison values, separate the values with a comma. Neither value can be blank.

CONNECTORS

Selection rules can be joined with the connectors “and” and “or”. Joining two or more selection rules with “and” means that records must meet the criteria established by all selection rules in order to be included in the report. Joining selection rules with “or” means that records must meet at least one of the selection rules in order to be included in the report.

When the program processes a query, connectors are evaluated left to right. You can change the order of evaluation by using parentheses as described in the following section.

PARENTHESES

You can use parentheses to indicate the order for evaluating connectors in a query. The connectors within parentheses are evaluated first, from the innermost level of parentheses outward, and from left to right within any set of parentheses. Without parentheses, connectors are evaluated left to right.

For example, in the following query, “or” is evaluated before “and”:

Include all records in the report where:

(SUBJECT is equal to “aircraft”) **and** ((Purchase_Date is greater than {01/01/82}) **or** (Pur_Prcie is greater than 50.00))

The result is that the report lists only those books with a subject of “aircraft” that were either purchased after 01/01/82 or that cost more than \$50.00.

If the parentheses were eliminated from this query, the resulting report would be different, since the “and” operator

would be evaluated first. The report would list books with a subject of “aircraft” that were purchased after 01/01/82. But it would also list all books that cost over \$50.00 -- no matter what the subject.

To place parentheses in the Insert Selection Rule dialog, place the cursor in the left or right edit box and type one or more parentheses.

DEFINING SELECTION RULES

NOTE: *If you are select the **Borrower Report** or the **OverDue Report** the Query Dialog Box us displayed with a selection rule defined. Normally you'll just press the OK button to continue. The default selection rule displayed will select all borrowers or books that are overdue. However you can add additional selection rules to the displayed query if desired.*

1. After selecting the report type the Selection Rule Dialog is displayed. Since you are defining the first selection rule, the And/Or box is disabled.
2. If you are developing a multiple-rule query, you can type one or more left parentheses in the edit box to the left of the Field list box as necessary. You can use the left and right parentheses to change the order in which the program evaluates connectors in a multiple-rule query.
3. Open the Field list box. This box lists all the fields that can be used in a query. Select a field from this list. In addition to the normal fields found in Book Librarian, you'll see a field title wizDate. This field holds the current system date as stored in your computer.
4. Open the Comparison list box. The comparison operators listed depend on the data type of the field selected. Choose the appropriate operator from the list.
5. Enter or select a comparison value in the Compared To box. Yon can enter or select a field name, a constant, or a list or range of field values. To display a list of fields to choose from, select the Field button.
6. If necessary, enter one or more right parentheses in the box to the right of the Compared To box.
7. Select OK to close the Selection Rule dialog box and display the Query dialog. To confirm that you have correctly defined the rule, select Verify.
8. Insert and append other selection rules as necessary. Note that although each rule can be modified independently, changes to one rule may require other changes as well (such as selection of a different connector or insertion or removal of parentheses).
9. When you have defined all selection rules as necessary, select OK to continue.

Explanation of Query Dialog Buttons

<i>Button</i>	<i>Used To</i>
Insert	Insert a rule above the currently highlighted one.
Edit	Modify the currently highlighted rule.
Append	Add a selection rule below the existing rules.
Delete	Delete the currently highlighted rule.

EDITING A QUERY

You can edit a query by modifying existing selection rules and/or adding new selection rules using Insert or Append.

Editing an Existing Selection Rule

To modify a selection rule, do the following:

1. In the Query dialog box, either double-click on the rule you want to modify or highlight the rule and select Edit.
2. Modify the connector, parentheses, Field choice, Comparison operator and/or Compared To value as necessary.
3. Select OK to complete the definition and return to the Query dialog. Select Verify to confirm that you have correctly

defined the rule.

Inserting a Selection Rule

Select Insert in the Query dialog box to insert a new selection rule before the currently highlighted rule. Then define the rule as necessary. When you insert a rule as the first selection rule in a multiple-rule query, the rule that was originally first on the list is placed second and given the default connector of “and”. If necessary, you can edit the second rule and select “or” as the connector.

Appending a Selection Rule

To add a selection rule at the end of a query, select Append. Select a connector from the And/Or list box. Define the selection rule by specifying a field, comparison operator and a comparison value.

Deleting a Selection Rule

To delete a selection rule, highlighted it in the Query dialog box and select Delete. The selection rules below the rule deleted will then move up. You may have to edit the connector for the rule that was below the one you deleted.

QUERY TECHNIQUES

In addition to selecting records that match specified database field values, queries can select records that match character or date patterns. The following sections explain these query techniques.

Pattern-Matching with Wildcard Characters

A pattern-matching query selects all records where the value in the selected character or date field matches (or doesn't match) a pattern you enter using special characters called wildcard characters. For example to select all records where the value in the TITLE field starts with the letter H, you can create the query:

Include all records where (TITLE is equal to “H”*)

The asterisk (*) is the wild card character that stands for any group of characters.

Wildcard Characters

<i>Character</i>	<i>Meaning</i>
?	In a character or memo query, matches any single character in the same position.
*	In a character or memo query, matches any group of characters (including no characters). In a date query, matches any value in that part of the date. For example, {1/*/96}, would match any date during January 1996.
@	In a date query, matches any value that corresponds to that part of the system date (for example, {@/15/96}).

NOTE: *Wildcard characters cannot be used with numeric or logical fields.*

Wildcards in Character Field Queries

If the comparison you have selected is an equality comparison (“equal to”, “not equal to”, “in the list”, or “not in the list”), you can use the wildcard characters * and ? to select records with character values that match the pattern you enter. Several examples are listed below.

<u>To Include All Records</u>	<u>Enter</u>
Starting with xyz	xyz*
Ending with xyz	*xyz
Starting with, ending with or containing xyz	*xyz*
Consisting of the letter x followed by any character, followed by z	x?z
Containing the letter x followed by any character followed by the letter z	*x?z*

Wildcards in Date Queries

You can use the * and/or the @ wildcard character to enter special date selection rules. Use the * in place of any part of the date as in 12/*/95 meaning any date in December 1995. Use @ to signify a part of the current system date at time of printing as in @/15/96 meaning “the 15th of this month in 1996”. It is useful to think of @ as this month, day or year and * any day, month or year.

NOTE: *the order of the month, day, year value you enter must conform to the month, day and year order specified in the Windows International Short Date format (see your Windows documentation for more information about International Date Settings). For example if MDY is the Short Date format specified in Windows, you would enter December 5, 1995 as {12/05/95}.*

Examples

1. To select any date in 1996, enter {*/*/96}.
2. To select any date in June of any year, enter {06/*/}*.
3. To select the first day of any month, enter {*/01}*.
4. To print a list of all books purchased this year, you would use the following selection rule:

PUR_DATE is equal to {*/*/@}

5. To print a list of checked out books that are due to be returned this month, enter the following selection rule:

DUE_DATE is equal to {@/*/@}

6. To print a list of all books purchased in 1995, enter the following selection rule:

PUR_DATE is equal to {*/*/1995}.

Wildcards in Memo Field Queries

Book Librarian also allows you to use wild card characters with equality comparisons (“equal to”, “not equal to”, “in the list” and “not in the list”) to search for and select records based on the text in a memo field. However the * character must be the first and/or last character of the selection value.

For example, to include records that contain text starting with the word “Library” in the COMMENTS memo field, enter the following selection rule:

COMMENTS is equal to “library”

Querying for Wildcard Characters

You Can use the backslash (\) escape character with the query equality comparisons (“equal to”, “not equal to”, “in the list”, “not in the list”) to select character strings that contain the asterisk (*) or question mark (?) wildcard characters. Entered before the wildcard character in the date-entry field, the backslash tells the report module to treat the wildcard character literally (that is, not as a pattern indicator).

For example to match records that have a value in the BORROWER field consisting of a question mark (?) only, create the following query:

BORROWER is equal to “\?”

QUERY EXAMPLES

The following are some additional query examples:

AUTHOR is equal to "Swain, Tom"
or AUTHOR is equal to "King, Stephen"

The above query would select all books with either Tom Swain or Stephen King as the author.

AUTHOR is in the list "Swain, Tom, "King, Stephen"

The above query would select the same books as the first query.

TITLE is equal to "B*"

The above query would select all books with the title beginning with the letter B.

SUBJECT is equal to "Mythology"

The above query would select all books with mythology as the subject.

SUBJECT is equal to "Mythology"
or SUBJECT2 is equal to "Mythology"
or SUBJECT3 is equal to "Mythology"

The above query would select any book that has mythology in the either the subject , subject2 or subject3 field.

TAGGING

On the main data entry screen is one field labeled TAG. This field is used to select individual books for printing. Place the cursor in the field and click the mouse to put a checkmark in the field. If the field has focus, pressing the spacebar will check and uncheck the field. You would not normally use this feature to print a complete report listing. You would probably use this feature to print a list of books that have been recently updated or added. After Tagging the books you want to print, select the report that you want to print. When the Insert Selection Rule dialog is displayed, enter the following selection rule:

TAG is equal to true

Only the tagged books will be printed. At this time we do not have a function to automatically untag all records. However to group all the tag records together in the perform the following:

1. Click the query button on the toolbar.
2. Enter the following query: TAG = 1
3. Apply this query to select only those records that have tag checked.
4. Place the cursor in the TAG field, press the spacebar (or click the mouse) to untag the record. Click the Next button to move to the next record, press the space bar to untag and continue this cycle until all records are untagged.

If you just want to print a list of the newly added books, there is an easier method than using the tag feature. As each book is added the BOOK# field is automatically incremented by one. You need to note the BOOK# of the first new book added then instead of using the "TAG is equal to true" selection rule enter the following:

BOOK_NUM is greater than or equal to ###

where ### represents the BOOK# of the first new book you added. Using this method you don't have to bother with tagging/untagging records.

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 printer that you have selected in windows. A dialog box is displayed during the report generation. Click the Cancel button to stop the 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 simple by clicking at 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 multiple-page reports and to close the Preview screen and return to the main data entry screen. Below is explained the explanation of the 10 buttons. The buttons can be accessed by clicking with the mouse or by pressing the applicable function key. The buttons as displayed from starting from left to right are explained below:

<i>Button</i>	<i>Function Key</i>	<i>Purpose</i>
Print	F1	Prints the entire report.
Print Current Page	F2	Prints only the currently displayed page.
Zoom In	F3	Displays magnified print preview.
Zoom Out	F4	Returns to previous magnification level.
First Page	F5	Displays the first page of a multi-page report.
Previous Page	F6	Displays previous report page.
Next Page	F7	Displays the next page.
Last Page	F8	Displays the final report page.
Pause	F9	Pauses preview when positioning to the last page.
Close	F10	Closes preview window and returns to the main program.

Dealing with Low Memory During Preview

When you page through a report preview the report module keeps the previously viewed report pages in memory. If you have several other Windows applications running, you might reach a point when previewing a large report where there is not enough memory to store additional pages. If this occurs the report module will display a Low Memory Condition dialog containing the message “*Insufficient Memory to Continue Print Preview*”.

When this happens you can select one of three actions to take.

1. Pause Print Process
2. Free Earlier Pages
3. Terminate Preview Process

Pause Print Process

Selecting this option is equivalent to selecting the Pause button on the preview screen. After pausing the preview you can switch out of the program and free up memory by terminating other Windows Applications. You can then continue the report preview.

Free Earlier Pages

You can select this option to have the program begin removing earlier report pages (beginning with the first page) from memory until enough memory has been freed to continue the preview. After you select this option the program will continue to free earlier pages as necessary as you page through the report.

Once the earlier pages have been freed from memory, you must cancel and then restart the report in order to view them.

Terminate Preview Process

Selecting this option is equivalent to selecting the Close button on the Preview Screen.

Export

This is the third option displayed on the Report Destination Dialog. 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 of the program only the export of Text files are implemented. The WinImpex program included will export data in xbase and Text Data formats. So you can export data in three of the eight formats listed above.

When you select Export from the Report Destination Dialog, the Export Dialog is displayed listing the eight export formats listed above. As stated earlier, the only export type supported in this report module is "Text". If you select any of the other seven export types you will get 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 document or import it into a desktop publishing program.

To export report 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 file extension. If you do not include a path, the program creates the file in the program directory.
3. Choose the options 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 file into a Windows word processing or desktop publishing program. Select DOS (PC) if you plan to import the file into a DOS word processor or desktop publishing application.
In the Carriage returns box, either Every Line (to insert a hard return after every line in the report output) or Once per Band (a hard return after the report heading, then after all the report data on one page, 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. However, if you do not have a mouse you can use the Main Menu to perform all actions required by the program. To access the Main Menu without the mouse, press the F10 function key. To select a Menu Item, press ALT + the underlined letter displayed for the menu item. There are also a few functions that can only be accessed from the menu such as ReIndex.

FILE MENU

The Open menu item has no function in this release of the program.

Save Menu saves the changed record to the disk file.

Exit closes the program and returns you to the place from which the program started.

EDIT MENU

The Edit Menu displays the standard windows items for copying/cutting and pasting 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 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 by the Delete 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 the 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. Normally this should be set to the largest number book number. The largest book number can be determined by setting the Index Order to Book_Num and the clicking the Last button on the tool bar.

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 records 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

See the previous section for information on the reports available.

WINDOWS

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

HELP

About displays the copyright and version information about the program.

Contents displays the programs help file.