Installation
To Install the program, go to Program manager in Windows.
Click on File, then Run.
At the command, type A: Setup or B: Setup (depending on the drive
the disk is in.)

Introduction
Personal Property for Windows helps you to keep track of all your
personal property. If any of this property were to become stolen or
damaged, you would then have a record of the value, location and
other detailed information for your insurance company to help speed
your settlement. This program even provides a place to save insurance
and mortgage information.

Personal Property for Windows organizes information into items and
containers. Items are simply anything that you are keeping a record of.
Containers are locations that can contain other items. For example,
you might create a container called Bobby's Room. And within that
container, you can enter all the items that are stored in Bobby's
bedroom. You can create containers within containers (such as a closet
within a bedroom, or a box within that closet). Using this method, you
can organize your information by building, floor, room or whatever you
like. You can also store items in a non hierarchical structure by entering
everything in the top level container.

When you first start the program, the root (top level) Container window
is displayed. All personal property items and containers that you enter
will be located in this container, or containers that are subordinate to
this container. When you view a subordinate container, the Container
window for that container will be displayed. When you view a personal
property item, the Details window for that item will be displayed.

To help you collect the data that you will enter into this program, select
the Print Data Collection Forms command from the File menu. This
command will print forms for collecting personal property information.
These forms contain the same entries found in the Details window.
When you select this command, you will be prompted to enter the
number of pages you want to print. Each page will contain entries for
one or more personal property items.
(The actual number of items per page depends on the size of your
printer's font, etc.)

You can enter new items and containers with the Add command. To
view and edit detailed information for an item, use the View command.
To rename an item or container, or to change an item to a container

and vice versa, use the Rename command. These commands are all found in the Edit menu.

Personal Property for Windows will also print several different types of reports. To print a report of your personal property data, use the Print command.

This document describes the primary features of Personal Property for Windows and was designed to help you get started using the program. For information on specific commands, refer to the program's on-line help. Help is available by pressing [F1] or by selecting help from the Help menu. To get help with any menu command, highlight the menu command and press [F1]. Help is also available from most dialog boxes.

The Container window
The Container window lets you view and modify the items in a container. Both the Container window and Details window are accessed with the View command. The title bar of the Container window displays the name of the container. If it is subordinate to other containers, the container names are delimited with colons (:). For example: Upstairs:Bedroom:Closet.

The list portion of this window displays all the items that are contained in this container. This list includes both items and subordinate containers. Each item in the list has an icon to its left to indicate what type of item it is.

For quick access to frequently used commands, the following buttons are located directly on this window:

Add. Lets you create a new item or container. Same as the Add command located in the Edit menu.

Delete. Deletes the currently selected item or container. Same as the Delete command located in the Edit menu.

View. Displays the currently selected item or container so that it can be viewed and modified. Same as the View command located in the Edit menu.

Print. Displays the Print dialog box. Same as the Print command located in the File menu.

Help. Displays the help contents.

Close. Closes the Container window. Note that the initial, root Container window has no Close button and cannot be closed.

The Details window
The Details window lets you view and modify information for a selected personal property item.

Use the text boxes and other controls to enter detailed information about this item.
To specify the item's category, click the down arrow of the Category box (or press [Alt] + [down-arrow] when this control is selected). You can choose from a list of all available categories. To change the categories available from this list, select the Categories command from the Edit menu.

The command buttons available from the Details window are described below:
OK
Closes the Details window and saves any changes you have made.
Cancel
Closes the Details window. Any new changes will be canceled.
Print
Saves any changes you have made and prints the details for the current item.

Add command (Edit menu)
This command opens a dialog box that lets you define a new item or container in the active Container window.
Description
Enter a name for the new item.
Item Type
Inventory Item
Indicates that you are creating a new personal property item.

Container
Indicates that you are creating a new container.

Delete command (Edit menu)
Use this command to delete the currently selected item or container from the active Container window.

Note: If you delete a container, all items within that container will be lost; likewise, if you delete an item, all details for that item will be lost.

Rename command (Edit menu)
This command opens a dialog box that lets you rename the currently

selected item or container in the active Container window. This dialog box also allows you to change items to containers and containers to items.
Description
Enter the new name for the item.

Item Type
Inventory Item
Indicates a personal property item.

Container
Indicates a container.

Note: If you change an existing item to a container, the details for that item will be lost; likewise, if you change an existing container to an item, all items within that container will be lost.

View command (Edit menu)
Use this command to view and edit the currently selected item in the active Container window. If a personal property item is selected, the Details window for that item is displayed. If a container is selected, the corresponding Container window is opened.

Find and Find Next commands (Edit menu)
The Find and Find Next commands can be used to quickly locate a personal property item or container.

Use the Find command to enter the text that you want to search for and then find the first occurrence of that text. The search is not case-sensitive so, for example, "Room" and "room" would be considered a match. Note that only the names of items and containers are searched. This command cannot be used to find additional information entered in the Details window.

Use the Find Next command to find the next occurrence of the last text search for.

Moving an Item or Container
If an item or container gets moved from one room to another, you'll probably want to update your personal property records to reflect the change. This program makes it very simple to move an item from one container to another using a technique called drag and drop.
To move an item or container
1.   The Item or Container where item will be moved must be opened. Size the page and move it to the side.

2.	Move the mouse to the item or container you wish to be moved. Press and hold down the left mouse button.

3.	Move the item you are holding to the opened container from Step 1.

4.	Release the mouse button. A message box asks you to confirm that you intend to move the item to the new container.

Note: If you move a container, all items within that container are also moved. This makes it easy if you move a box, for example then the contents of that box will also be moved.

File Menu
You can use the file menu to edit the list of commands available to you for output.

Backup
Backup allows you to backup information on to a floppy disk. After you backup your documents on to a disk, you can only restore them by going through DOS or Windows and copying the file back into your program.

Save
Allows you to save your work.

Print
Allows you to select one category to print or allows you to select all categories available. The print function also enables you to pick a font style from the fonts you have available in Windows.

Reset Data
Will re-index your data.

Compact
To be able to use this command, an item must first be marked to be deleted.

Categories command (Edit menu)
Use this command to edit the list of categories available to you in the Details window.

Categories let you organize your personal property items into groups. When you print a report with the Print command, you will be able to specify which groups of items will be included in the report.

The categories dialog box contains the following items:
Add
Lets you create a new category.
Delete
Deletes the currently selected category. If any items are in the category being deleted, you'll be asked to specify the category that those items should be moved to.
Rename
Lets you rename the currently selected category.
Close
Saves any changes you have made and closes the categories window.

File Operations
When you exit the program, the information you entered is saved to disk in a file called PERSPROP.DAT. Since this occurs automatically, you won't normally need to do anything to make sure the information is saved. However, it can be a good idea to occasionally save your data using the Save command from the File menu if you are making a lot of changes, to avoid possible loss of data due to power failure. You should also periodically backup your data to a floppy disk using the Backup command to prevent loss of data due to hard disk failure.

If you found you have mistakenly deleted information or have made other changes that you don't want, you can use the Reset Data command. This command reloads your data from disk.

WARNING: All changes you have made since the last time your data was saved will be lost when you use this command.

Another file operation is the Compact Database command, this command optimizes the Personal Property for Windows database. Note: It is not necessary to use this command. If you are not comfortable with the following discussion, you may safely ignore it. When you delete a personal property item or container using the Delete command, part of the information for that item is simply marked as deleted rather than actually being removed. This makes deleting items

much faster. If you add a new item or container using the Add command, this program will check to see if any items are currently marked as deleted. If an item is marked as deleted, it will be reused; otherwise, a new item is created. If you delete a large number of items, you may want to use this command to eliminate wasted disk space and computer memory. When you select this command, a message box reports the number of items that are marked as deleted and can therefore be removed.

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<div align="center">

COSMI, Inc.
2600 Homestead Place
Rancho Dominguez, CA 90220
1-310-886-3510

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