# Track It!
# Books
# for Windows


Track, Organize and Catalog
your
Book Collection

TABLE OF CONTENTS

Maintenance Menu
   Maintenance List Window
   Pack Database
   Rebuild Index (Troubleshooting)
   Reset Key (Troubleshooting)

## Getting Started With Track It! Books

### System Requirements

Track It! Books has been written to run under Windows version 3.1. A VGA monitor is required along with 4 megabytes of RAM. It requires close to a megabyte of initial hard disk space and slightly more during the installation process.

### Installation

Track It! Books contains a SETUP program which is used to install Track It! Books onto your hard disk and make itself available under Windows. Track It! Books and associated files will be placed in a group named "ISS (Insight Software Solutions) Collection Series. To run the Setup program, select "File" from the program manager and select "Run" from within the File Menu. Enter "A:\ SETUP" (B:\SETUP if disk is in drive B:) and press enter. On screen instructions will then be given.

### Running Track It! Books

Track It! Books cannot be run from the floppy disk as the files are compressed. You will need to install the program first (see above). To run Track It! Books, simply double click on Track It! Books Icon that can be found in the ISS Collection Series group.

### Disclaimer

Insight Software Solutions makes no warranties or representations of any kind, expressed or implied, including any implied warranties of merchantability and fitness for any particular purpose. Insight Software Solutions shall not be liable for any errors contained herein or for any loss of profit or for incidental or consequential damages or for any other damages.

# Main Window

## Fields

BOOK VIEWER: The book viewer lists the books that you have entered.  It lists the elements of each book in a row.  A horizontal scroll bar is present to allow you to move back and forth to view the book information.  The viewer maintains a definable page size.  The page size determines the maximum amount of books that appear in the viewer at one time.  You may scroll through these using the vertical scroll bar.  Simply press the PgUp or PgDn button to load in the previous or next page of books.  For large databases of books, a smaller page size prevents extremely long waits that would occur in attempting to load the entire database.  The book viewer is also the recipient of searches.

## Buttons

ADD BUTTON: Selecting the Add Button takes you to the Book Input Window.  All fields will be set to their initial default values (mostly blank).  Information can now be entered about a book.

EDIT BUTTON: Selecting the Edit Button takes you to the Book Input Window.  All fields will be set to the values entered previously for the particular book selected.  Information can now be modified if desired.

COPY BUTTON: Selecting the Copy Button takes you to the Book Input Window.  All fields will be set to the values entered previously for the particular book selected.  Information can now be modified if desired.  When the Update button is pressed, the information will be saved as a new book.  The previous book that had been selected will remain intact.  You will find the copy command very useful for books that are very similar.

DELETE BUTTON: Selecting the Delete Button allows you to remove the selected book from the data base.  You will be prompted to make sure that you want to delete the book before actual deletion takes place.

SEARCH BUTTON: Selecting the Search Button activates the Search Window.  You may enter a variety of search information to locate the desired books.  All books which fit the search criteria will be moved into the book viewer.  A message appears in the upper left corner of the book viewer which states "SEARCH ON" to indicate that the book viewer contains search information.  In addition, the End Search button will activate which allows you to turn off the search.  While a search is on, you may continue to work as normal--copy, edit, delete, etc.  You may also use the export command which will limit the export to the search criteria only.

END SEARCH BUTTON: Pressing the End Search button will deactivate a search.  The book viewer will reload using the entire database.  The "SEARCH ON" message is removed to indicate that a search is not in progress.

REPORT BUTTON: Selecting the Report Button activates the Report Window.  You may view and print a variety of reports.

VIEWER BUTTON: This invokes the Book Viewer Configuration Window allowing you to set your preferences for the Book Viewer.

HELP BUTTON: This simply invokes the help system at the main index.

CLOSE BUTTON: This provides a quick exit from the program.

## Menu System

### File Menu Command

Selecting File from the Menu brings up a submenu consisting of Add, Edit, Delete, Maintenance and Exit.  Selecting Add from the Menu performs the same operation as the Add Button. Selecting Edit from the Menu performs the same operation as the Edit Button.  Selecting Delete from the Menu performs the same operation as the Delete Button.  Selecting Maintenance from the Menu brings up a submenu which contains four items.  The first is for maintaining your list of Categories, Personal Ratings and Locations which calls the Maintenance List Window.  The other three submenu items are all for maintaining the actual database and are mainly used for troubleshooting and resolving problems that may be present in the database.  These three options are named Rebuild Index, Pack Database and Reset Key.  They are described in more detail in the maintenance section.

### Report Menu Command

Selecting Report from the Menu performs the same operation as the ReportButton.

### Options Menu Command

Selecting Options from the Menu displays a submenu consisting of Colors, Viewer, Import and Export.  Selecting Viewer invokes the Book Viewer Configuration Window.  Selecting Import or Export invokes the Import and Export Windows.  These are described in more detail in their sections in the manual.  Selecting Colors allows you to configure the colors for many elements of the window.  You may do this to all windows or to a particular set of windows.  This option brings up a submenu consisting of the windows which can have their colors changed.  Selecting one of these options takes you to the Color Selection Window.  The submenu options are as follows: All Windows (sets the colors for all color configurable windows), Main Window (sets the color only for the opening main window), Edit Window (sets the color for the edit window), Search Window (sets the color for the search options window), Report Window (sets the color for the report windows), Maintenance Windows (sets the window for all the maintenance type windows including the Import Window, Export Window and the List Maintenance Window).

### Help Menu Command

Selecting Help from the Menu brings up a submenu consisting of Contents and About.  Selecting Contents from the Menu invokes the help system and brings you to the Index within it.  Selecting About from the Menu displays the version number of the program and the copyright notice.

## Book Input Window

This allows you to enter all the information about a particular book.  Information includes the Book Type, Title, Author, Publisher, Year Published, Category, Personal Rating, Cost, Value, ISBN, Date Purchased, Where Purchased, Volume, Issue, Edition, Key Words, Location, Pages, Catalog Number, Library Status and Description.  These characteristics can be cleared for an easy start-over of entering the book information as well as Canceling the whole input.

### Input Fields

BOOK TYPE: This lets you select one of several types of books or printed material that you may be trying to track.  In addition to the common predefined types listed, you may select "other" and enter a description for it.  The predefined types include Hard Cover, Soft Cover, Paperback, Booklet, Magazine, Newspaper and Notes.

TITLE: This is the title of the book.

AUTHOR: This is the author of the book.  Multiple authors may be entered here, but be cautioned that space is limited to 60 characters.

PUBLISHER: This is the publisher of the book.

YEAR PUBLISHED: This is the year that the book was published.

CATEGORY: The category describes the type of book.  There are many different possibilities for book categories.  These may include such things as Western, Romance, Religious, etc.  A predefined list of categories is provided with the software.  However, you are given flexibility over what you would like to appear in this list.  You may add, remove and modify the categories by selecting the Add Button.

PERSONAL RATING: The personal rating describes how you personally feel about the book.  There are many different possibilities for personal ratings.   A predefined list of ratings is provided with the software.  However, you are given flexibility over what you would like to appear in this list.  You may add, remove and modify the ratings by selecting the Add Button.

COST: This is the purchase price of the book.

VALUE: This is the current value of the book.  This is useful for those collections of older books where the value of the book increases over time.

VOLUME, ISSUE, EDITION: Some books, magazines and other periodicals contain a volume number, issue number and/or an edition number.  These are available for use wherever they may apply.

ISBN: This is the ISBN (International Standard Book Numbering) number that is associated with the book.  This can be very useful in ordering and obtaining additional copies of the same book.

DATE PURCHASED: This is the date that you acquired the book.

WHERE PURCHASED: This is where you purchased the book.

DESCRIPTION: This is a brief description of the book or may be used as a general comment area on the book.

KEY WORDS: This is for listing words that describe the content or topic of the book.  These should be words that will help you later locate the book.  Each key word is separated by a space.

PAGES: This is the number of pages in the book.

LOCATION: This is where you can select where your books are located.  There are many different possibilities for locations for different people, but you will generally have the same set of locations.   You are given flexibility over what you would like to appear in this list.  You may add, remove and modify the locations by selecting the Add Button.  Your books may be located in different buildings, rooms, walls, shelves, etc.

CATALOG NUMBER: This is available for use with cataloging your books.  Four fields are available for use for setting up a catalog system.  These are the category, catalog #, sub1 # and sub2 # fields.  This allows for even complex cataloging schemes.

LIBRARY STATUS: If you are in the habit of lending your books out, then the Library Status is for you!  Here you can track which books you have lent out, to whom and when.

<div align="center">**Buttons**</div>

UPDATE: Selecting the Update Button saves all the information about the book and returns you to the main window.

CANCEL: Selecting the Cancel Button aborts any changes you have made regarding the book. You are returned to the main window.

CLEAR: Selecting the Clear Button removes all information about the book that may have been entered and sets all values to the initial default values.

HELP: This invokes the help system with the Book Input Window as the current topic.

ADD: Selecting the Add Button brings up the Maintenance List Window and allows you to modify the category and personal rating lists.

# Report Window

The Report Window allows you to view or print a variety of reports.  The report type is determined by selecting a Sort Order and a Report Style.  User Definable reports are also available as an option under the report style.

## Input Fields

SORT ORDER: You may have your reports sorted in one of seven ways.  These are as follows:
Title: This will generate a report where the books are sorted alphabetically by title.
Author: This will generate a report where the books are grouped by Author.  A subheading consisting of the author of the book will appear above all books of the given author.
Category: This will generate a report where the books are grouped by category.  A subheading consisting of the category of the book will appear above all books found in that category.  A list box is available so that you can print out the books for a single category if desired.  You may wish to do this after updating books in a category instead of printing the entire list out again.  To print an entire list, you would select the ALL CATEGORIES choice in the list box.
Rating: This will generate a report where the books are grouped by your personal rating.  A subheading consisting of the rating of the book will appear above all books with that rating.  A list box is available so that you can print out the books for a single rating if desired.  You may wish to do this after updating books in a rating instead of printing the entire list out again.  To print an entire list, you would select the ALL RATINGS choice in the list box.
Book Type: This will generate a report where the books are grouped by book type.  A subheading consisting of the book type will appear above all books with that book type.  A list box is available so that you can print out the books for a single book type if desired.  You may wish to do this after updating books in a given book type instead of printing the entire list out again.  To print an entire list, you would select the ALL TYPES choice in the list box.
Catalog: This will generate a report where the books are sorted alphabetically by the catalog number.
Location: This will generate a report where the books are grouped by location.  A subheading consisting of the location of the book will appear above all books at that location.  A  list box is available so that you can print out the books for a single location if desired. You may wish to do this after updating books in a given location instead of printing the entire list out again.  To print an entire list, you would select the ALL LOCATIONS choice in the list box.

STYLE: The style of the report determines the amount of information you want printed about each book.  This consists of four different options.
1 Line Description: This will generate a report where there is only one line of data for each book.  The information included is the Book Title, Year Published and Author.
2 Line Description: This will generate a report where there are two lines of data for each book.  The information included is the Book Title, Year Published, Category, Author and Personal Rating.
Full Description: This will generate a report where all the information about an item is printed.  This requires 7 lines of data for each item.

## Buttons

VIEW/PRINT: Selecting the View/Print button generates the desired report and sends it to the Report Viewing window where it can be viewed or printed.

HELP: This invokes the help system with the Report Window as the current topic.

CLOSE: This exits the Report Window and returns to the Main Window.

## Report Viewing Window

This window is for viewing the reports prior to printing them. It consists of a large scrollable window that contains a page of the report. You may use the scroll bars to view the different parts of the current page. A menu bar exists at the top of this window to allow for several actions. They are as follows:

Print: This brings up a submenu with four options. One is for printing the current page you are viewing and one is for printing the entire document. The other two are for saving the current page or the entire document out to an ascii text file.

Next Page: This creates and displays the next page of the report. If you are on the last page, then nothing happens.

Previous Page: This creates and displays the previous page of the report. If you are on the first page, then nothing happens.

Exit: This exits the report viewing window and returns to the report options window.

Setup: This allows for selecting and setting up of your printer for the printed report.

Help: This simply invokes the help system.

# User Definable Reports Window

This window allows you to create your own report layouts.  The description of the report appears as an item in the user definable list box on the report window where it can be selected and used.

REPORT NAME: This is a descriptive name of the report and does not actually appear on the report.  This name appears as one of the choices in the list box of user definable reports.

REPORT WIDTH: You may specify a report width of 90 characters which produces a larger, more legible report.  Alternatively, you may specify a report width of 120  which will allow you to pack much more information on each page.

FONT: You may choose from any True Type font that has been loaded on your computer.  This font will be used as the report font.  You may optionally select to bold or italicize the font without having to go and rechoose the font.

CREATE/MODIFY REPORT CONTENT: Each book can occupy up to 12 lines.  You enter the number of lines you wish each book to use.  Each line has a button associated with it.  Pressing one of the buttons takes you to the Edit Report Line Window where you can specify the  layout of the particular line.  Each line may have labels, blanks and database elements placed on them.  As the line format is created, the basic format of the line is displayed below.  Totals allows the total amount of all books, costs and/or values to be displayed in the report.  Pressing the Mod Totals Line button takes you to the Edit Report Line Window where you can set up how the totals line is to look.  Please Note: It is possible to create statistics/summary only reports by setting the number of lines to be used to zero and entering a definition for the Totals Line.

REPORT TITLES: You may specify up to three report headers which will appear on the top of each page of the report.  Use these for your name, address, phone, import information about your collection or for anything appropriate.

MISCELLANEOUS: There are two items available under the miscellaneous section consisting of Column Headers and Page Numbers.  Column Headers are only available for reports which use only one line for each book.  Selecting this option will automatically place a column header at the top of each page and at the start of each new group for each of the book elements specified in the report.  Selecting Page Numbers causes the report to show page numbers at the bottom of each page.

## Buttons

UPDATE: This simply saves all the report layout information and makes it available as a report option.

DELETE: This removes the report layout from the computer.  The delete button is only active if the report title has not been changed.

CANCEL: This allows you to abandon any changes that you have made.

HELP: This simply invokes the help system.

# Edit Report Line Window

This window allows you to design an individual line that will appear in the user definable report. You may specify up to 20 items to appear on the line. These items can consist of database elements, blanks or labels.

## Input Fields

LINE ITEM: This consists of a list box which allows you to choose the item to be presented on the line. It contains an option for a label (<LABEL>), an option for blanks (<FILLER>) and options consisting of the database elements. If the report line is for Totals, then the database elements will only contain those items which can have totals applied to them. Selecting an item will place it at the current location in the line. At the bottom of the screen, there will be an illustration of where the items will be in the line.

SIZE: This specifies the number of spaces to allocate to the item. If the item is to big to fit in the space allocated, it will be truncated. If you try to allocate more space than is currently available on the line, the amount of space will be truncated to the maximum available size.

LABEL: This is only available if the Line Item selected is a label (<LABEL>). This is the actual text that you want to appear on the report as the label.

## Buttons

OK: This simply accepts the information and returns you to the previous window.

CANCEL: This allows you to abandon any changes that you have made.


NOTE: Labels are always right justified while database elements are always left justified. You may therefore wish to place blanks (fillers) between labels and database elements.

## Search Window

The Search Window allows you to enter search criteria to locate a given book.  The following information can be searched upon: Title, Author, Publisher, Year Published, Where Purchased, ISBN, Description, Catalog Number, Key Words, Book Type, Location, Checkout Status, Category and/or Personal Rating.  You may select to search on one item or multiple items.  For example, if you want to search for all books published in 1990, then enter 1990 in the Year Published field.  If you wanted to search for all books published in 1990 that were in the Romance category, then enter 1990 in the Year Published field and select Romance as the category.  Where text is entered, you need only enter that portion of the text that you want a search to take place on.  For example, under title, you could enter "flower" to find all books that had the word "flower" in the title.  This would find all titles with "flower" and "flowers".  If you just wanted to find "flowers", then you would enter "flowers".

Once the search criteria has been entered, you select the OK Button and the search immediately takes place.  If for some reason you decide that you do not want to perform a search after all, then you may select the Cancel Button.  The Clear Button is available as a tool to quickly clear all the search fields so different search criteria can be entered.  Once search criteria has been entered, it is remembered so that the next time you want to perform a search, the last search criteria used will be present.

The key words work differently than all other fields in the search process.  Simply enter the number of key words that you wish to search on and any books that have all the key words entered will be found.  The unique feature of the key words is that you can enter the words in ANY order.  If you were to try to put the same key words in the description field, then a match would only be found if the exact same order was specified in the description search field.

## Viewer Configuration Window

You may configure the Book Viewer to your liking by selecting the order of items and the width of each item.  You may also select only those items you wish to see in the viewer.

### Input Fields

BOOK ELEMENT: The Viewer Configuration Window displays a list of check boxes consisting of each of the book elements.  Simply check the box of the element that you wish to appear in the viewer.

COLUMN ORDER: Following each check box is an edit box which specifies the order in which to display the book elements.  Placing a '1' in the box will indicate that the element is to be displayed first.  A '2' indicates that it will be second.  When setting the order, you must start at "1" and use consecutive numbers.  An error will be displayed if numbers are duplicated or used out of sequence.

COLUMN WIDTH: Following the Column Order is another edit box which specifies the width (in characters) to allow for the book element.  For example, if you specify 20 characters for the book description, then those descriptions which are longer will be truncated and the truncated part will not show up in the viewer.  Please note that proportional spaced fonts are used in the viewer.  When specifying a width of 20, more or less than 20 characters may fit in the space allotted depending on the characters themselves.

PAGE SIZE: This allows you to specify the number of books to load into the Book Viewer at one time.  The current range is from 10 to 1000.  You may ask: What page size should I use and what impact does it have?  The biggest concern here is a factor of time.  Using large page sizes requires more time to load an entire page into the Book Viewer.  However, once in the viewer, you can scroll through the books more quickly.   The trade off is the ability to scroll through more books quickly versus waiting for the books to load into the viewer.  Our recommendation is to keep the Page Size relatively small at around 50 or 100 books.

### Buttons

OK: This is used to accept the selections which have been made.  Once pressed, the Book Viewer will be updated and the Viewer Configuration Window will close.   Your configuration choices will be saved.

CANCEL: This simply aborts the configuration process.

## Import Window

You may import book information from an Ascii Delimited File.  The Ascii Delimited File format is supported by most other programs with export capabilities.  This format creates an ascii file with each element of the database surrounded in double quotes and separated by commas.  Much flexibility is given with the import feature--you may specify which items to import and the order in which to import them.

### Input Fields

SELECT ITEMS: The Import Window displays a list of check boxes consisting of each of the book elements.  Simply check the box and that element will be imported.

SELECT ORDER: Following each check box is an edit box which specifies the order in which to import.  For example, if the first item of each record to be imported is the "Comment" field, then enter a "1" in the edit box following the "Comment" checkbox.   Before any importing takes place, a check is made to verify that the order is okay.

### Buttons

IMPORT: This is used to activate the import once all the import criteria has been selected.  Once pressed, you will be prompted for a file name to import from.  After importing is complete, the options you selected for import will be saved so that they will appear the next time the import feature is used.

CANCEL: This simply aborts the import process.

NOTE: Please be aware that the date format for both importing and exporting takes the following form: dd Mmm yyyy (12 Jun 1995)

CAUTION: You must make sure that order and number of fields selected matches that of the file you are importing from.  Undesirable results may occur if they do not.  When in doubt, test the import with one item first to make sure it will import in the way desired.

# Export Window

You may export book information to an Ascii Delimited File.  The Ascii Delimited File format is supported by most other programs with import capabilities.  This format creates an ascii file with each element of the database surrounded in double quotes and separated by commas.  Great flexibility is given with the export feature--you may specify which items to export and the order in which to export them.  You can also limit the number of books to export by using the Search mode.

## Selecting Books

You may export the entire database of books or you may limit the number of books to export. Limiting the books is done through use of the search facility.  If a search is currently in progress when the export facility is invoked, then only those books which were found in the search will be exported.  A database status box appears in the lower left corner of the export window indicating whether the entire database will be exported or if only the search criteria will be exported.

## Input Fields

SELECT ITEMS: The Export Window displays a list of check boxes consisting of each of the book elements.  Simply check the box and that element will be exported.

SELECT ORDER: Following each check box is an edit box which specifies the order in which to export.  For example, if you want the first item of each record to be the "Comment" field, then enter a "1" in the edit box following the "Comment" checkbox.   Before any exporting takes place, a check is made to verify that the order is okay.

## Buttons

EXPORT: This is used to activate the export once all the export criteria has been selected.  Once pressed, you will be prompted for a file name to export to.  After exporting is complete, the options you selected for export will be saved so that they will appear the next time the export feature is used.

CANCEL: This simply aborts the export process.

NOTE: Please be aware that the date format for both importing and exporting takes the following form: dd Mmm yyyy (12 Jun 1995)

## Color Selection Window

The Color Selection Window allows you to setup the colors you wish to appear on the selected window.  The selected Window is selected when using the color menu option.  As color options are made, the selections appear on the window.  This way you can visualize the impact.  You may cancel the color selection process simply by pressing the Cancel button.  To use the colors you have selected, press the OK button.

**Color Options**

BACKGROUND: This is the color that will fill the background of the window.

MAJOR TITLES: Many windows have large lettered titles on them.  This sets the color for them.

MINOR TITLES: Many windows have average sized titles on them  This sets the color for them.

EDIT BACKGROUND: This is the color that will fill the background of any edit boxes that may be on the window.

EDIT TEXT: This is the color of the text that will be inside the edit boxes.

RADIO AND CHECK BOXES: This is the color that any radio or check boxes will appear in.

3D COLORS: Many windows contain 3D looking boxes surrounding different items on the screen.  This option lets you choose one of two color schemes to give the 3D affect.

PREDEFINED COLOR SETS: Several predefined color sets are included with the software.  You may simply choose one of these if you find them to your liking.  Or you may choose one and then modify one or two items to better suite your tastes.

## Maintenance Menu

### Maintenance List Window

The Maintenance List Window allows you to maintain a list of Categories, Locations and Personal Ratings for your books.  The software comes with predefined categories and ratings.  You may however, at your discretion, add new categories and ratings or remove them.  If you are only collecting certain types of books, then you may wish to list just those categories as all others will have no meaning.  You may also set up your own rating system and enter any  descriptive words you like (ie Bogus, Excellent, etc).  No default locations are provided as definitions for locations can vary widely.  Your books may be located in different buildings, rooms, walls, shelves, etc.

You may add a category by filling in the category edit box and then selecting the Add Button.  To delete a category, you highlight the desired category inside the list box and then select the Delete Button.  If you wish to modify a category, you will need to first delete it, then add it back in with the correct spelling.  You may add, remove and modify personal ratings and locations in the same manner.

### Pack Database

This program uses DBase compatible files.  When a deletion of a book occurs, it is only marked as deleted.  To physically remove the deleted books from the database, a process called "packing" must occur.  Selecting this option will "pack" the database and thus free up space.  It is recommended that you pack your database every once in a while.

### Rebuild Index (Troubleshooting)

It is possible for your index files to become corrupted.  This may happen by not exiting the program properly (shutting the computer off while the program is running) or by other means.  As a result, some books may not show up in the viewer or in reports because they cannot be found in the appropriate index.  Selecting this option will rebuild your index files correctly so that the problem will go away.

### Reset Key (Troubleshooting)

The program maintains a counter to use as a unique KEY in the database for each new book.  If this counter gets out of sequence with the number of books, an error message claiming a "Unique Key" must be used will occur when a new book is added.  Selecting this option will automatically reset this counter to the correct value thus resolving the problem.