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General Information

MagCat provides a method of cataloging all of the magazine articles, books, files, and other pieces of information lying about in a form that allows fast searching for information based on keywords.

Information kept about articles includes the article name, its location, a short description about the article, and a list of keywords used to search for the article.

A database is created to contain all of the information about the articles. This database is accessed via three windows. The Article window displays all of the articles in the database. It can display the locations, keywords, and descriptions of each article and allows searching. The Location window displays all of the unique locations where articles are stored along with how many articles are stored in each location. The Keyword window displays all of the keywords and the number of times each keyword has been used.

Multiple databases may be open at the same time to allow easy viewing of different databases.

Articles may be imported and exported from other databases. The entire database or just the results of a search may be printed.

Searches are performed using the Article window. Articles may be searched by locations and keywords. All articles that match the search criteria are displayed in the article window. Their locations and descriptions may be displayed to help determine which articles are the most appropriate.

Help is available in the following ways:

- Use the Help menu to select help on various topics
- Most dialog boxes contain a Help button
- Pressing Shift-F1 changes the cursor to a Help pointer. The next object that you click on will display help on that object.

Registration

This program is being distributed as shareware. If you make use of this software you are expected to pay a registration fee of \$30.00 to:

JDS Systems
PO Box 997
Mt. Laurel, NJ 08054-0997

Registration entitles you to a disk with the current version of the software, a registration number good for all 1.xx versions, a printed manual, and notice of updates to the software. Future versions of this software are available to registered users at a significant discount.

We can be reached with electronic mail via:

CIS	70406,415
BIX	JDAGOSTINO
GENIE	J.DAGOSTINO2
America Online	JDSSYS

For more information about the shareware concept, terms, or an order form that may be printed, select one of the following.

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DEFINITION OF SHAREWARE

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

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Order Form

This order form may be printed by selecting Print Topic from the File menu.

Upon receipt of your registration fee you will receive a registration number and a printed manual. You will also receive a disk with the current version of the software. Registered users will also receive notices of updates and will be able to upgrade to future versions at a significant discount. Site licenses are also available. Contact us for details.

Name _____

Address _____

Phone _____

Qty		Unit Price	Total
_____	MagCat Version 1.3	\$30.00 _____	
_____	Upgrade to latest 1.xx version (only if you are a registered user)	\$10.00 _____	
	(New Jersey residents include current sales tax)		_____
		Total	_____

Disk Size 5 1/4 (1.2M) _____ 3 1/2 (720K) _____

Please make check or money order payable to JDS Systems.

Mail completed order form and check or money order (US funds only) to:

JDS Systems
PO Box 997
Mt. Laurel, NJ 08054-0997

Where did you obtain this version? _____

We would like to hear your comments on ways we can improve the program.

Comments _____

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Title Bar

The horizontal bar located at the top of a window and containing the title of the window. On many windows, the title bar also contains the Control-menu box and Maximize and Minimize buttons.

Window Size Box

Located at the lower-right corner of each window whenever both horizontal and vertical scroll bars are present. Double-click this box to enlarge a window. If the window is fully enlarged, double-click this box to restore the window to its previous size. When the window border is visible, you can drag the size box to size the window horizontally and vertically.

Minimize Button

The small box containing a Down arrow at the right of the title bar. Mouse users can click the Minimize button to shrink a window to an icon. Other users can use the Minimize command on the Control menu.

Maximize Button

The small box containing an Up arrow at the right of the title bar. Mouse users can click the Maximize button to enlarge a window to its maximum size. Other users can use the Maximize command on the Control menu.

Application Control Menu

Application Control Menu Commands affect application windows.

Close	Closes a window.
Maximize	Expands a window to the full size of the screen.
Minimize	Shrinks a window to an icon.
Move	Reposition the window.
Restore	Returns the window to its previous size.
Size	Change the size of a window.

Window Border

Borders appear on windows that are not enlarged to maximum size. You can drag a window's border to make the window larger or smaller.

- Drag top, bottom, or side border to size in one direction only.
- Drag a corner of the border to size both vertically and horizontally.

Menu Bar

The area at the top of the primary window that contains keywords that give users access to actions available in that window. After users select a choice in the menu bar, the menu appears.

MagCat Window

This window contains the windows which display the databases. These windows are movable and sizable only within the borders of this window.

Horizontal Scroll Bar

The Scroll bar located at the bottom edge of the database windows. The scroll box inside the scroll bar indicates your location in the database horizontally. You can use the mouse or cursor keys to scroll to other parts of the document.

Vertical Scroll Bar

The Scroll bar located at the right edge of the database windows. The scroll box inside the scroll bar indicates your location in the database vertically. You can use the mouse or cursor keys to scroll to other parts of the document.

New

The New command creates a database. A dialog box allows the name and location to be specified.

Open

Opens an existing database. A dialog box allows the database to be selected.

Close

Closes the current database. All changes made to the database are saved.

Page Setup

The Page Setup dialog allows the margins to be specified for printing.

Print

The Print Dialog allows you to select the various print options to print the data in the current window.

Exit

Closes any open databases and exits from MagCat.

Tile

A way of arranging open windows so that no windows overlap but all windows are visible. Each window takes up a portion of the screen.

Cascade

A way of arranging open windows so that they overlap each other, with the title bar of each window remaining visible.

Arrange Icons

Aligns any minimized windows along the bottom of the MagCat window.

Close All

Closes all open windows and databases.

About Box

Displays a dialog box showing the MagCat version number and copyright notice.

Get Info

This command displays a dialog box showing the number of articles, keywords, and locations in this database.

Preferences

Displays a dialog box with the current defaults used when windows are opened.

Keyword Copy

Copies the selected keywords and their counts to the clipboard.

Select All Keywords

Selects all the keywords in the database.

Sort Keywords By Name

This command displays keywords in alphanumeric order.

Sort Keywords By Usage

This command displays the keywords in order of usage. The least often used keywords are displayed at the top of the list and the most often used keywords are at the bottom.

Keywords Window

This window displays all of the keywords used by articles in the database along with the number of times they are used. This list may be viewed in either alphabetical or usage order.

Copy Locations

Copies the selected locations and their counts to the clipboard.

Select All Locations

Selects all the locations in the database.

Sort Locations By Name

This command displays locations in alphanumeric order.

Sort Locations By Usage

This command displays the locations in order of usage. The least often used locations are displayed at the top of the list and the most often used locations are at the bottom.

Locations Window

This window displays all of the locations used by the articles in the database.

Import

This command allows adding articles from other sources to the database. A dialog box allows selecting the file to import.

The import file must be a tab-delimited file.

Export

This command extracts the articles from the database into a text file for use in another program.

Copy Articles

Copies the selected articles to the clipboard. The amount of information copied to the clipboard depends on which View options are enabled. If the Locations are displayed, the Article Name and Location will be copied. The same applies to the Keywords and Descriptions.

Select All Articles

Selects all the articles in the database.

Add Article

Displays a dialog box which allows the information about an article to be entered.

Edit Article

Allows the information about the selected article to be changed.

Delete Article

Deletes the selected articles.

New Search

Starts a new search for articles. A dialog box allows specifying the keywords and locations for the search.

Narrow Search

Refines a previous search when more articles were found than expected.

Display All

Displays all of the articles in the database.

View Descriptions

This command displays the descriptions stored with each article.

View Keywords

This command displays the keywords stored with each article.

View Locations

This command displays the locations stored with each article.

Articles Window

This window displays the articles in the database and allows adding, editing, deleting, and searching for articles.

Preferences Dialog

This dialog box allows the defaults to be specified.

Article Window

- Default View These options allow you to select whether the Locations, Keywords, and/or the Descriptions are displayed when a database is opened.
- Maximize on Open Determines whether the Article window should be displayed as large as possible when a database is opened.

Keyword Window

- Default Sort Defines how the window should be sorted when a database is opened.
- Minimize on Open Determines whether the window should be opened as an icon.

General

- Initial Window Placement Determines how the windows should be placed when a database is opened.
- Maximize on Open Determines whether the main MagCat window should be opened as large as possible when the application is started.
- Remember Settings This cause MagCat to remember all databases and window positions that are open when Exit is selected. The next time MagCat is run, these databases will be automatically opened and the windows re-positioned.

Location Window

- Default Sort Defines how the window should be sorted when a database is opened.
- Minimize on Open Determines whether the window should be opened as an icon.

OK

Selecting OK will save your changes so that they can be used the next time the application is started and a database is created or opened.

Cancel

Selecting Cancel will ignore any changes and continue to use the previous selections.

File Create Dialog

This dialog allows the filename for new database to be specified.

File Open Dialog

This dialog allows an existing database to be opened.

Export Dialog

This dialog specifies the file to store the exported data.

If the Only Selected box is checked, then only the entries selected will be exported.

Import Dialog

This dialog selects the file which contains the data to be imported.

Add/Edit Article Dialog

This dialog allows an article to be added to the database or the information about an article to be changed.

Descriptions:

Article Name	This is the name of the Article.
Location	This the name of the location where the article may be found.
Month	This is month of the issue. The combo box contains most of the common names that periodicals use. If there is no month, select "None".
Day	This is the day of the month. Set to 0 if this is not required.
Year	This is the year. Set to 0 if this is not required.
Volume Major	This is the major volume number. Set to 0 if this is not required.
Volume Minor	This is the minor volume number. Set to 0 if this is not required.
Page	This is the page number of the article.
Keyword List	This is a list of keywords that may be used to find the article. A keyword is added by typing it in the edit field and clicking Add. A keyword may be removed by selecting it from the list and clicking Remove. The keywords may contain spaces. A useful keyword to add is the authors name to allow searching for articles by a particular author.
Add	Used to Add the keyword in the edit field.
Remove	Used to remove the keyword selected in the Keyword List.
Description	A short abstract of the article.
OK	Selecting OK will add the entry into the database.
Cancel	Selecting Cancel will lose all of your changes.

Search Dialog

This dialog allows specifying the search criteria. A message will appear at the bottom of the dialog box indicating what field may be in error.

Descriptions:

Location	Where an article resides. If the Location ends in an asterisk, a wildcard search will be performed. All locations matching the initial letters before the asterisk will be selected. If this field is left blank, then the keywords will be used to select the articles for every location. If the field contains an entry, then only articles matching this location will be selected using the keywords.
Month	The month to be used in the search. Or "Any" may be selected to wildcard this field.
Day	The day to be used in the search. Or an asterick may be used to wildcard this field.
Year	The year to be used in the search. Or an asterick may be used to wildcard this field.
Volume Major	The major volume number to be used in the search. Or an asterick may be used to wildcard this field.
Volume Minor	The minor volume number to be used in the search. Or an asterick may be used to wildcard this field.
Keywords	These fields are used to specify the words to use to search for the article. If the "And" between a pair of keywords is selected, the article must contain each keyword. Selecting "Or" requires the article to contain either keyword. An asterisk can be used as a wildcard character to match all keywords containing the first letters of this keyword.
OK	Selecting OK will perform the search. If no entries are found, a dialog box will appear to alert you that no articles match the search criteria. Otherwise, only the matching entries will appear in the article window.
Cancel	Select Cancel will abort the search.

Page Setup Dialog

The Page Setup dialog specifies the margins to be used to print the database.

Print Dialog

The Print dialog allows you to specify what to print. What to print is dependent on which window was on top when print was selected.

Keywords Window

The keywords and their counts will be printed.

Locations Window

The Locations and their counts will be printed.

Articles Window

The Articles will be printed. If any of the View options are selected, then that additional information will be printed along with each article.

If the Only Selected box is checked, then only the entries selected will be printed.

Keyboard

The following keyboard topics describe the keyboard shortcuts available in MagCat. Choose from the following list to review the keys used in Windows:

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Cursor Movement Keys

Key(s)

DIRECTION key
End or Ctrl+Right Arrow
Home or CTRL+Left Arrow
PAGE UP or PAGE DOWN

Function

Moves the cursor left, right, up, or down in a field.
Moves to the end of a field.
Moves to the beginning of a field.
Moves up or down in a field, one screen at a time.

Dialog Box Keys

Key(s)

TAB

SHIFT+TAB

ALT+letter

DIRECTION key

ENTER

ESC

ALT+DOWN ARROW

ALT+UP or DOWN ARROW

SPACEBAR

CTRL+SLASH

CTRL+BACKSLASH

SHIFT+ DIRECTION key

SHIFT+ HOME

SHIFT+ END

Function

Moves from field to field (left to right and top to bottom).

Moves from field to field in reverse order.

Moves to the option or group whose underlined letter matches the one you type.

Moves from option to option within a group of options.

Executes a command button.

Or, chooses the selected item in a list box and executes the command.

Closes a dialog box without completing the command.
(Same as Cancel)

Opens a drop-down list box.

Selects item in a drop-down list box.

Cancels a selection in a list box.

Selects or clears a check box.

Selects all the items in a list box.

Cancels all selections except the current selection.

Extends selection in a text box.

Extends selection to first character in a text box.

Extends selection to last character in a text box

Editing Keys

Key(s)

BACKSPACE

DEL

CTRL+INS or CTRL+C

SHIFT+DEL or CTRL+X

SHIFT+INS or CTRL+V

ALT+BACKSPACE or CTRL+Z

Function

Deletes the character to the left of the cursor.

Or delete selected text.

Deletes the character to the right of the cursor.

Or delete selected text.

Copy the selected text and place it onto the Clipboard.

Delete the selected text and place it onto the Clipboard.

Paste text from the Clipboard into the active window.

Undo the last editing action.

Help Keys


Key(s)

F1

Function

Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.

SHIFT+F1

Changes the pointer to  so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.

Menu Keys

Key(s)

Alt

Letter key

Alt+letter key

LEFT or RIGHT ARROW

UP or DOWN ARROW

Enter

Function

Selects the first menu on the menu bar.

Chooses the menu, or menu item, whose underlined letter matches the one you type.

Pulls down the menu whose underlined letter matches the one you type.

Moves among menus.

Moves among menu items.

Chooses the selected menu item.

System Keys

The following keys can be used from any window, regardless of the application you are using.

<u>Key(s)</u>	Function
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See Help Keys)

Text Selection Keys

Key(s)

SHIFT+LEFT or RIGHT ARROW

SHIFT+DOWN or UP ARROW

SHIFT+END

SHIFT+HOME

SHIFT+PAGE DOWN

SHIFT+PAGE UP

CTRL+SHIFT+LEFT or RIGHT ARROW

CTRL+SHIFT+UP or DOWN ARROW

CTRL+SHIFT+END

CTRL+SHIFT+HOME

Function

Selects text one character at a time to the left or right.

Selects one line of text up or down.

Selects text to the end of the line.

Selects text to the beginning of the line.

Selects text down one window.

Or, cancels the selection if the next window is already selected.

Selects text up one window.

Or, cancels the selection if the previous window is already selected.

Selects text to the previous or next word.

Selects text to the beginning (UP ARROW) or end (DOWN ARROW) of the paragraph.

Selects text to the end of the document.

Selects text to the beginning of the document.

Window Keys

Key(s)

ALT+SPACEBAR

ALT+Hyphen

Alt+F4

Alt+Esc

Alt+TAB

Alt+ENTER

DIRECTION key

SHIFT+F4

SHIFT+F5

CTRL+F4

Function

Opens the Control menu for an application window.

Opens the Control menu for a document window.

Quit Windows.

Switches to the next application window or minimized icon, including full-screen programs.

Switches to the next application window, restoring applications that are running as icons.

Switches a non-Windows application between running in a window and running full screen.

Moves a window when you have chosen Move from the Control menu.

Or, changes the size of a window when you have chosen Size from the Control menu.

Arrange the open windows side by side ("tile" them).

Arrange the open windows so that each title bar is displayed ("cascade" them).

Close the active database windows.

Defined Terms

Article

Database

Description

Keyword

Location

Article

An Article is the description of the document. It consists of the name of the article, its Location, up to 100 Keywords used to index it, and a Description.

Database

The Database contains the information and indexes for the articles.

Description

The Description is a short abstract of the article or your own notes of what was important about this article. This is to give you some idea of which articles are the most appropriate when a list of several articles appear after a search.

Keyword

A Keyword is a short word or phrase used to identify an article. It can be a company name, product name, or any phrase that would help to classify an article.

Keywords can be up to 63 characters in length and may contain spaces or other special characters.

Location

A Location defines where an article may be found. It is primarily designed for designating magazines, but it can also be used to indicate a file in a filing cabinet, a book, or even a CD-ROM. The location consists of a name field, which may be the name of the magazine, and optional date and volume fields.

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Starting MagCat

MagCat is normally started by double-clicking on its icon in the program manager. There are several ways to open a database with MagCat. The normal method of using the file menu is described in the following chapter. Other methods are:

- 1) Drag and Drop - Dragging one or more icons of databases over a MagCat window will cause the databases to be opened. This feature is only supported if the SHELL.DLL file is present. This file is included in Windows 3.1.
- 2) Any databases specified on the command line passed to MagCat when it is run will be automatically opened.
- 3) The most powerful method is to check **Remember Settings** in the preferences dialog. This causes MagCat to remember the databases and window positions that are open when **Exit** is selected. These databases will then be opened and the windows re-positioned the next time MagCat is run.

Creating a Database

To create a new database, select New from the File menu. The dialog box allows you to type the name of the database and to select the directory where the database should be stored. Selecting OK will create the database file and windows to allow it to be manipulated.

Opening a Database

To open a database, select Open from the File menu. The dialog box allows you to select the directory and database from the list boxes. Selecting OK will open the database and display it in the windows.

Adding an Article

An article may be added to a database following these steps:

- 1) Open the database if not already open
- 2) Select the Article window if not already selected
- 3) Select Add Article from the Edit menu
- 4) Fill out the entries in the dialog box
- 5) Select OK

An article must have a name, location, and at least one keyword to be added to the database. An optional description can also be included.

If you would like to add an author to an article entry, simply add it as a keyword. If there are several authors for an article, add them as separate keywords. This allows easy searching for articles by a particular author.

Editing an Article

An article may be edited to change anything about it by selecting the article in the Article window and then selecting Edit from the Edit menu. You can also double-click on an article to quickly bring up the Edit dialog box.

Deleting an Article

An article may be deleted from a database by selecting the article in the Article window and then selecting Delete from the Edit menu. A dialog box will prompt you to allow you to cancel this action. Multiple articles may be deleted by selecting all of the articles to be deleted and then selecting Delete. As each article is deleted, you will be prompted to confirm the operation.

Searching for Articles

You can search for an article of interest by using the Search menu on the Article window. Selecting New from the Search menu allows you to enter a location and/or keywords to search. Locations are always ANDed with the result of any keyword search. Multiple keywords may be specified to restrict the search. All articles which meet the search criteria are displayed in the Article window. If you wish to refine the search terms, select Narrow from the Search menu to add or change the criteria used for the search. Any changes will be applied to the entire database, not just the result of the previous search. To restore the Article window to display the entire database, select Display All from the Search menu. All entries in the database will be displayed.

Importing Articles from other Sources

To import data from other databases, select Import from the File menu of the Article window. The dialog box will allow you to select the file containing the data. Clicking OK will add the records to the database.

Exporting Articles

To export articles to a tab-delimited file for use in other applications, select Export from the File menu of the Article window. The dialog box allows you to enter the name of the file to receive the data.

Printing a Database

To print a database, first decide what information you wish to print. The Print command prints the data in whichever window is active. The following describes how the information for each window is printed.

Article Window

The articles along with whatever view information displayed are printed. If the display contains the results of a search, then only the search results are printed. If "Only Selected" is checked, then only the items selected are printed.

Keyword Window

The keywords along with the usage counts are printed in the order they are displayed. If "Only Selected" is checked, then only the items selected are printed.

Location Window

The locations along with the usage counts are printed in the order they are displayed. If "Only Selected" is checked, then only the items selected are printed.

Viewing Keywords

All of the keywords used by articles in the database may be viewed in the Keywords window. This window displays every unique keyword and the number of articles which contain the keyword. The keywords may be displayed sorted by name or by usage.

Viewing Articles

Articles are displayed in the Article window. By default, all articles in the database are displayed sorted by article name. If a search is used, only articles that match the search criteria are displayed. More information stored with the articles may be displayed. If the View Locations option is checked, the location where the article is stored is displayed. If the View Keywords option is checked, the keywords for the article are displayed. If the View Descriptions option is checked, the description is displayed.

Viewing Locations

The Locations where the articles in the database are stored may be viewed in the Locations window. This window displays every unique location and the number of articles stored there. The locations may be displayed sorted by name or by usage.

Setting Preferences

The Preferences command allows the defaults that are used when a database is created or opened to be changed.