ABOUT
This Help Menu option displays version number, program design and other
program development information.

ADDING AN ENTRY
Press Alt-A to access this option, which allows you to add or insert an entry
into an existing file. It is available only when viewing a file in "list"
mode. A "single entry" screen with blank fields will appear. Type your new
entry information in the appropriate fields, using the Tab key to move between
fields. In pick list fields, use the up/down arrow keys to select the correct
choice and press Enter. When you have finished entering information, press
Ctrl-Enter to save the addition or press Esc to return to the file (or list)
without saving. See Editing an Entry for more information.

CATALOG
This Print Menu option will print all the information on the Edit Entry screen
for each of the entries in the selected group. For example, if you've used the
Select Group option to select all of your books and then choose the Catalog
option, the data for every book will print.

CATEGORY
This Pick Lists Menu option allows you to add, edit or delete. Begin by using
the arrow/Enter combination or the mouse to select Category. A list of
existing categories will appear. Move the highlight to a category you wish to
edit or delete. Press Alt-E to edit or change the name of a category, then
press Enter to save the changes. Press ALT-D to delete a highlighted category.
To add a new category, press ALT-A. Type in the new category and press Enter
to save. It will be inserted into the Category pick list. All changes made to
the Category pick list from this menu option will be available when editing or
adding to the current file. NOTE: The Category, Type and Medium pick lists are
saved with each file only. Therefore, each file can have its own
content-specific pick lists. See Medium, Pick Lists Menu and Type for more
information.

COMMAND LINE SWITCHES -
These switches give you more control over the program. Start My EntertainMate
at the DOS prompt by typing:

MATE /C - to force CGA mode
MATE /E - to force EGA mode
MATE /M - to force monochrome mode
MATE /NOMOUSE - to turn off mouse
MATE /VER - to read version information
MATE /? - to read program credits

CREATING A NEW FILE

To create a new file, choose the New option in the File Menu. (If the menu bar is not active, you must first activate the menu bar by pressing Alt-M.) You will be prompted to type in a name for the new file. The filename may be up to eight characters long. Don't type in an extension (.???); My EntertainMate will automatically add an extension of ".dat" to your new filename. Press Enter to create a new file with the name you've typed or press Esc to cancel the creation of a new file. If you press Enter, the new filename will appear on the screen. The new file contains no entries. To add entries to it, press Alt-A and begin entering data (see Adding an Entry).

DELETING AN ENTRY

While viewing the complete list of entries in your file, highlight the entry you wish to delete. Press Alt-D to delete the entry. NOTE: You may not delete an entry from the Edit Entry screen or from the Select Group screen.

EDITING AN ENTRY

While viewing the complete list of entries in your file, highlight the entry you wish to edit. Press Alt-E or Enter to open the Edit Entry screen. Tab to the field(s) you wish to edit and do so. Use the Back Space key to erase data when necessary. When you have finished editing the entry, press Ctrl-Enter to save the changes and return to the list (or press Esc to return to the list of entries without saving the changes you just made).

EXIT

To exit the program, choose the Exit option in the File Menu. (If the menu bar is not active, press Alt-M to activate it, then choose Exit.)

FIELDS

When adding or editing entries, you are supplied with the following fields for data entry: Artist/Author Name, Item #, Title, Publisher, Copyright Year, Category, Type, Medium, Condition, and Description. Category, Type and Medium are actually pick lists, which are editable from Pick Lists on the menu bar. These pick lists will automatically open when you tab or arrow to them. Choose a term in each pick list by highlighting it with the mouse or arrow keys, then press Enter to "attach" it to the entry. (The Tab key will cycle through the pick list fields but won't change the default pick list settings.) Descriptions of each field and suggestions about entering data follow.

ARTIST/AUTHOR NAME

Type the name of the artist or author in the order in which you wish it to be alphabetized. For example, you would enter "King, Stephen" in order for "King" to appear in the Ks, but you would Enter "Stephen King" in order for "Stephen King" to appear with the other "S" entries.

ITEM

This field will allow you to create and enter your own "cataloging system." Though you could simply number your entries, we suggest that you develop a library-like system that won't be affected when you delete and insert entries. For example, a Stephen King book might be cataloged as "BHH Kin" where B=the category Book, H=the type Horror, H=the medium Hardback and Kin=King.

TITLE

Type the titles of your books, music, etc., in the order in which you wish them to be alphabetized. For example, you may decide to type in "Shining, The"

instead of "The Shining."

PUBLISHER
Type the name of the publisher here or use the field to hold some other
information. The name of the publisher can be vital if it becomes necessary to
replace any part of your collection (to reorder for insurance purposes). Note:
you may not sort on this field.

COPYRIGHT YEAR
Type in the copyright year or your closest estimate. This field is seven
characters long, which will allow you to enter years in the following ways:
1992, 1990-91, or c. 1950 (c.=circa).Note: you may not sort on this field.

CATEGORY
This pick list is intended to contain a list of the categories of
entertainment you will store with each data file. For example, Art, Book,
Film, Music, Video, etc. However, you may configure this pick list in any way
you might prefer. See Medium and Type for more information.

TYPE
This pick list is intended to contain a list of subsets pertaining to the
Category pick list. For example, it might contain a list of music types such
as Classical, Blues, Folk, Rap, Rock and Soul. You may modify it as necessary
for each file. See Category and Medium for more information.

MEDIUM
This pick list allows you to indicate what type of "storage" or "creation"
medium was used. For example, electronic, hardback or paperback books...or
Beta or VHS video cassettes. See Category and Type for more information.

CONDITION
This field will give collectors a way to note the condition of each book or
album in their collection. You may, of course, use it to hold other
information. Note: you may not sort on this field.

DESCRIPTION
This field will hold up to 300 characters of text. Use it to list individual
song titles, the contents of an anthology, etc. Note: the Select Group option
will work with this field, allowing you to "find" that song you can't get out
of your head, even if you only remember part of the title.

HELP, GENERAL
You are currently reading a portion of the General Help file that has been
formatted from printer output. In the program you can access help by pressing
F1 in most places. You will get a list of all help categories. To return to
the help list from a category press Alt-F1.

HELP, SINGLE LINE
A single line of explanatory text tells you what every option does and what
every field was intended to contain as you arrow or tab through the menu bar
selections of the Edit screen.

HOT KEYS
When active (on the screen at the very bottom) the following hot keys or
"short cuts" may be used in My EntertainMate:

Esc - cancels an action, closes a dialog box or exits the program.

Alt-A - allows you to add entries to the file (database) or to add terms to
        the pick lists.

Alt-D - deletes the selected entry or pick list term.

Alt-E - allows you to edit or view the complete text for the selected entry or
        to edit a pick list term.

Alt-M - activates the Menu Bar and its options.

Alt-P - prints the highlighted (selected) entry.

F1 - accesses General Help.

KEYBOARD USE
My EntertainMate uses standard key strokes for moving between fields (tab),
moving up/down in a pick list (arrows), entering data (all keys), accessing
the menu (Alt-M) and selecting options (highlight, then press Enter). For
keyboard instructions on using a specific option or function, refer to the
applicable help section.

LABELS
This Print Menu option will print your entire file or a group of entries
selected from the entire file (read the help section on Select Group) to 1"
labels. Be sure to have your printer ready. You'll be asked to specify how
many labels you'll print across the page (1-up, 2-up).

LOAD
This File Menu option will load an existing My EntertainMate file to be
edited, printed, viewed, etc. Once this option has been chosen, a list of data
files will appear on the screen. Use the arrow keys/Enter combination or the
mouse to select the file you want to load. If My EntertainMate cannot read the
file, you will be informed. The file should "flow" into a list on screen. Now
you may select an entry (with the highlight) and press Alt-E (or Enter) to
edit it, or access the menu bar options by pressing Alt-M.

LIST
This Print Menu option will print the currently loaded file. The format will
match the on-screen list format. You may select a group of entries from the
entire file and/or sort the entries before you print your list. Have your
printer ready before you select this option.

MEDIUM
This Pick Lists Menu option allows you to add, edit or delete terms that
appear in the Medium pick list. Begin by using the arrow/Enter combination or
the mouse to select Medium. A list of existing terms will appear. Move the
highlight to a medium you wish to edit or delete. Press Alt-E to edit the
medium, then press Enter to save the changes. Press Alt-D to delete a
highlighted medium. To add a new medium to the pick list press Alt-A. Type in
the new medium and press Enter to save. It will be inserted into the Medium
pick list. All changes made to this menu option will be available when editing
or adding to the current file. NOTE: The Medium, Category and Type pick lists
are saved with each file only. Therefore, each file can have its own
content-specific pick lists. See Pick Lists Menu Category, and Type for more
information.

MENU, USING THE
Press Alt-M to activate the menu bar at the top of the screen. The following
menus should be visible: File, Select, Print, Pick Lists and Help. Only the
menus which have a highlighted first letter are available to you (active menus
are based on the current program status). Use the highlighted letter, Tab or
L/R arrow keys to move between menus. Use the Up/Down arrow keys to scroll
through the options in each menu. Choose an option by highlighting it and
pressing Enter or by double-clicking on it with the mouse.

MERGE
This File Menu option allows you to merge a previously saved My EntertainMate
file with the currently loaded file. For example, if a file named "Tapes" is
currently loaded, you could choose the Merge option, select a file called
"CDs" and merge the two together as "Tapes."

NOTE 1: When merging files, the currently loaded file will be changed
(replaced with the contents of both files merged together). Before merging,
use the Save As menu option to save vital data under another name, thereby
protecting your original, non-merged file.

NOTE 2: If you experience problems when attempting to merge files,
access your Config.sys file and change the number of files in the buffer so
that it equals 20.

Add or edit these lines in your CONFIG.SYS file:
files=20
buffers=20

MOUSE USE
Use the mouse as you would in most other On Disk Monthly or commercial
software, clicking on menu bar options to select them and in fields to enter
or edit information. NOTE: Hot Keys listed across the bottom of the screen are
not mousable, and the menu is not mousable until you press ALT-M.

MOVING BETWEEN FIELDS
Press Tab to move between fields when adding or editing entries. Up/down arrow
keys will also move between fields except when the cursor is in the
Description field or one of the pick lists (must use Tab).

NEW

This File Menu option allows you to create and name a new data file. Choose New from the File Menu, enter a filename, then type in data for each entry.

NOTE: Once you've typed in one entry, you may wish to exit the add mode, press Alt-M to activate the menu and edit the Pick Lists to meet your needs.

PICK LISTS

This menu option allows you to personalize the terms in each of three different fields: Category, Type and Medium. For example, to change the terms in the Category field, choose Category from the Pick Lists menu. You may add (Alt-A), edit (Alt-E) or delete (Alt-D) the terms that you see when you load the sample file (or a file you have created). To delete a term, select it with the up/down arrow keys (highlight it) and press Alt-D. To edit an existing term, press Alt-E and change as necessary. To add a term, press Alt-A and type in the new term. See Category, Medium and Type for more information.

PRINTING ENTRIES

You may print a single entry or print lists of entries with three Print Menu options: Catalog, Labels and List. To print a single entry, select it (highlight it) from the list of entries on the screen and press Alt-P. To print a catalog, labels or a list of all selected entries, choose the appropriate option in the Print Menu. NOTE: Unless you select a specific group (or subset) of the complete file listing by using the Select Group option, My EntertainMate will print the entire file when you choose Catalog, Labels or List. Return to the previous screen and choose the Select Group topic for more on selecting subsets of files.

PROGRAM PURPOSE

My EntertainMate was designed to allow you to catalog your entertainment-oriented collectibles--from books to films, music or videos.

NOTE: You can keep all your various types of entertainment in one file or in separate files. We recommend separate files for large collections. Smaller collections can be cataloged in one file due to the fact that the picks lists are user-configurable and the Select Group option allows you to group each collectible for printing, etc.

REBUILD

This File Menu option will help you salvage your data if you experience a power outage, etc. Simply load a file and select REBUILD from the menu. The program will do its best to salvage what you have. If the data is too badly damaged, nothing can help. You should always back up your data from session to session on a seperate disk.

RESTORE ALL ENTRIES

This Hot Key combination (Alt-R) is an on-screen shortcut for Select All (see that topic for more). When a subset has been established (with Select Group), it is necessary to access the entire list again (Select All) in order to view or work with the entire file or to select a different group of entries.

SAVE AS

This File Menu option will save the currently loaded file with a new filename

that you specify. Choose Save As, then simply type in a new filename and establish the path and directory to which it will be saved. NOTE: Before merging files (which will overwrite the currently loaded file), you might want to use the Save As option to make sure that your previous work isn't "lost."

SAVING ENTRIES
When you've added or edited an entry, press Ctrl-Enter to save your work.
(Press Esc to exit the add/edit screen without saving any changes.)

SELECT ALL
This Select Menu option gives you access to every entry in a file (after
Select Group has been used to choose a subset of entries). For example, if you
use Select Group to select only the Rock music in your collection (for viewing
or printing), you must choose Select All (or Restore All) in order to access
the entire file once again. See Select Group for more information.

SELECT GROUP
This Select Menu option will select or "find" a subset of entries for viewing
or printing. Once Select Group has been chosen, a Select screen that is
practically identical to the add/edit entry screen will appear. Tab or click
into the field(s) you wish to use as your selection criteria, type in your
criteria, then press Ctrl-Enter to select. For example, if you wished to
select all of the books by a particular author, you would type his/her name
into the Artist/Author Name field, then press Ctrl-Enter. Only those entries
which contain the exact name will appear on the screen. You may then print
that "subset" of entries using any of the Print Menu options. You may type
criteria in multiple fields for more complex group selections. See SELECT ALL
for more.

SORT
This Select Menu option allows you to sort the on-screen entries for printing
by using one of four fields as the primary sort: Artist/Author, Category, Type
and Medium. The sort will be alphabetical, from A-Z. If the field that you are
sorting on is empty that field will be ignored for showing in the browser or
printing.

TYPE
This Pick Lists Menu option allows you to add, edit or delete terms that
appear in the Type pick list. See Category, Medium and Pick Lists Menu for
more information.

WARRANTY
This Help Menu option displays the standard Softdisk Warranty and Liability
message.
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