



BookCAT User Manual

Version 10.22

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Part



1 Introduction

1.1 Getting started

Welcome to BookCAT!

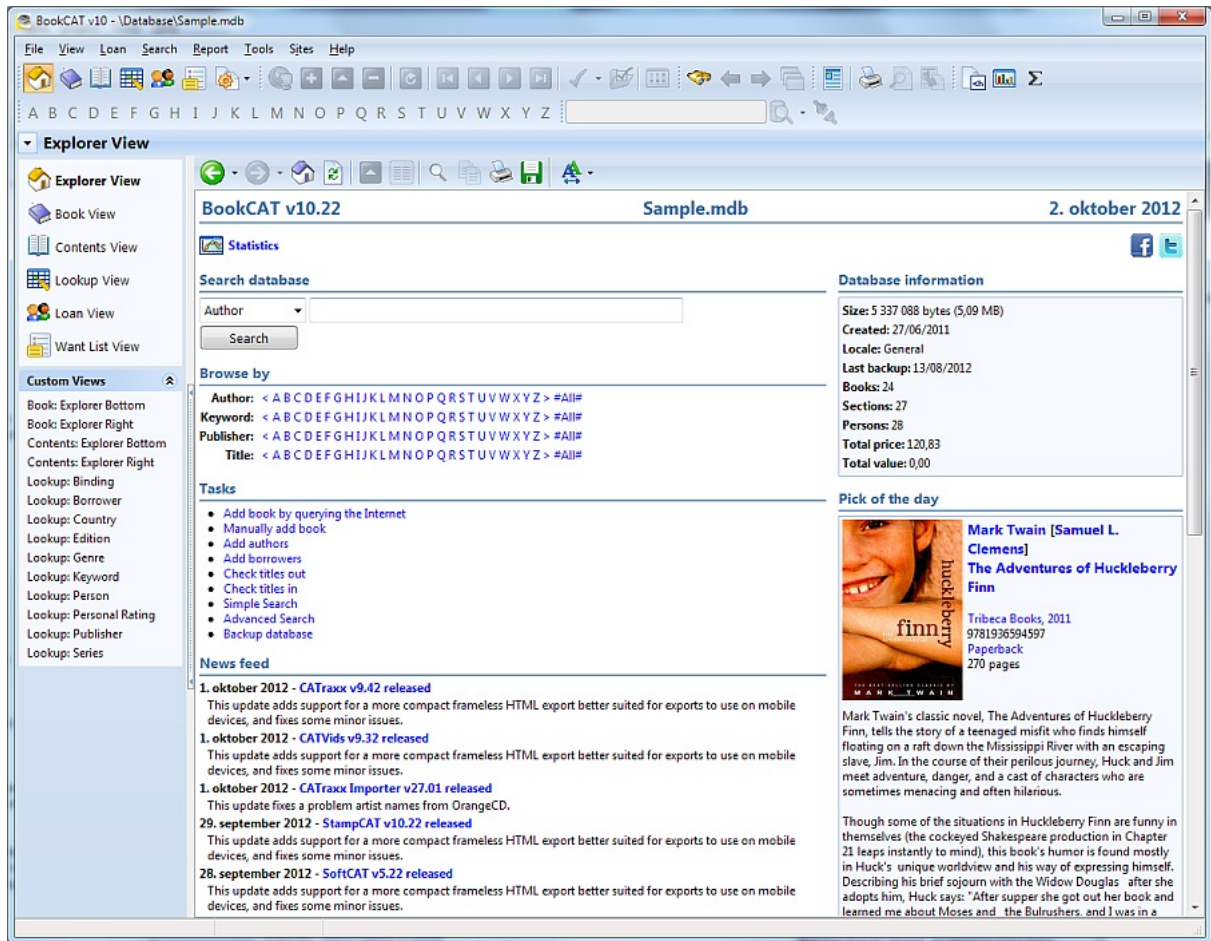
BookCAT is a powerful database program designed to catalog and manage a personal, club, school, church, or business library. BookCAT will help you know what you have, where it is (including books lent out) and the total value of your collection. Using BookCAT you can quickly catalog your books by downloading information from the Internet. A comprehensive set of data fields enables you to keep track of a wide range of information.

The first time you start BookCAT, you see the "Welcome" screen. To open the sample database (Sample.mdb) click **Open Sample Database**. This database contains a few books to help you familiarize yourself with the program. Before you can start cataloging your collection, you must [create your own database](#).

The main BookCAT window is divided into three parts:

1. The menu/toolbar at the top of the window.
2. The view bar to the left.
3. The rest of the window is occupied by the active view. There are a total of 6 different views: Explorer View, Book View, Contents View, Lookup View, Loan View, and Want List View.

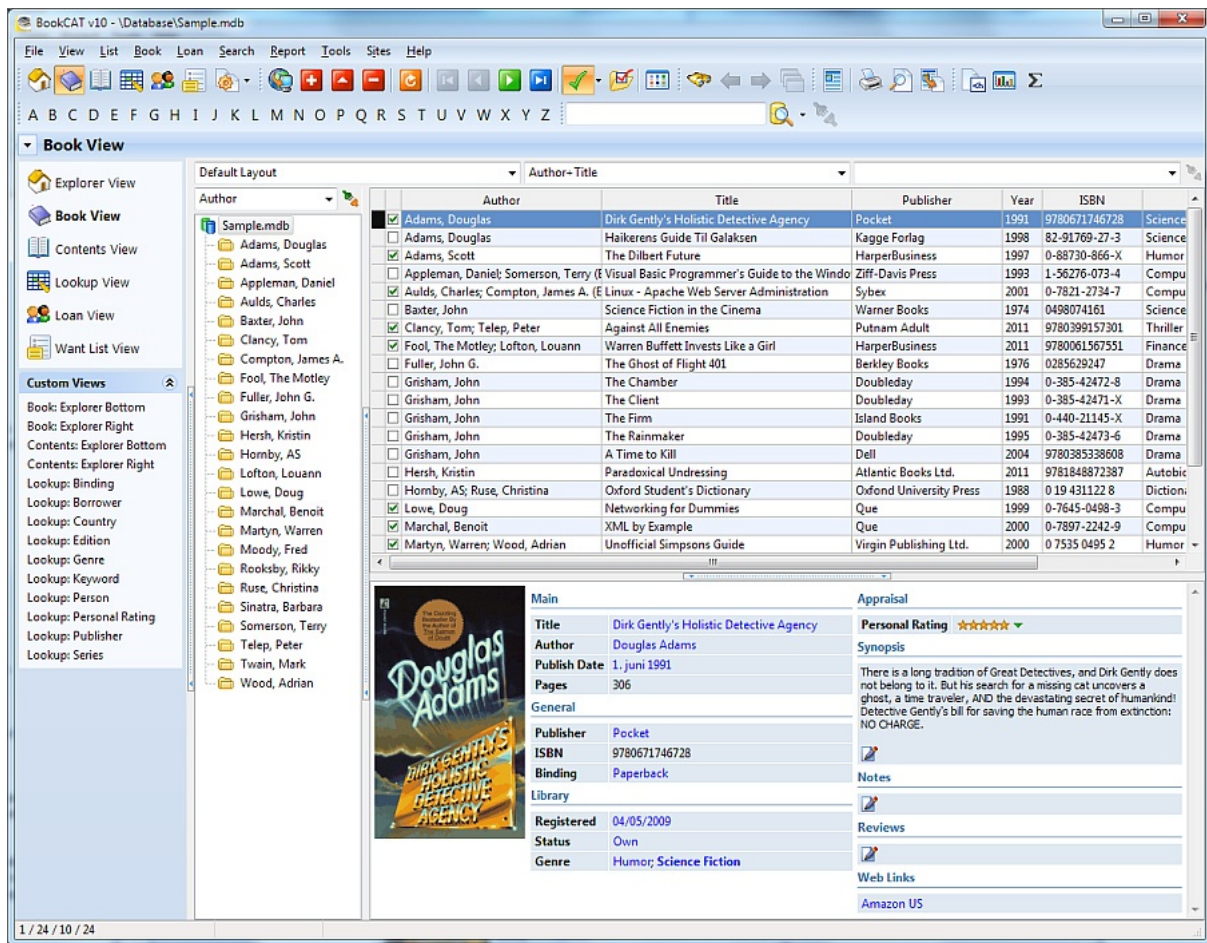
Here is the Explorer View:



When you open a database, the program opens the Book View by default. To activate another view, click the view you want to activate in the view bar, select from the View button on the toolbar, or use the View menu.

For example, to activate the Explorer View, open the **View** menu and choose **Explorer View** (you can also press the **Ctrl+1** shortcut). The Explorer is a fully featured browser integrated into the main window that allows you to search/browse your collection.

You will probably use the Book View the most. This is the view you use when you want to add new books. To activate the Book View, choose **Book View** from the **View** menu (or simply press the **Ctrl+2** shortcut).



All views, except the Explorer view, utilize the same layout.

The main part of the view is occupied by the browse list, with the explorer pane below the list.

To the left of the browse list you see the grouping list, and above this, the drop-down list with available [grouping definitions](#)^[62]. The grouping feature is used to determine which books that are displayed in the browse list, and makes it possible to work with a subset of the database (for example, books written by a specific author).

Above the browse list, you see three drop-down lists:

- The drop-down list to the left includes available [list layouts](#)^[56]. A list layout contains information about which fields to display in the book list. You can create as many list layouts as you want.
- The drop-down list in the middle includes available [sort orders](#)^[58]. A sort order defines the order in which books are displayed. The data in the database remains the same; only the way data is being displayed changes. **Note:** You can also change the sort order by clicking the header of the column you want to sort on.

- The drop-down list to the right includes available [filters](#)^[60]. A filter is used to determine which books that are displayed in the browse list, and makes it possible to work with a subset of the database (for example, books you have purchased this year, or books that are for sale).

To add a new book and manually enter the data, choose **Add** from the **Book** menu (or press the **Ctrl+N** shortcut).

To download data from the Internet, choose **Add - Download from Internet** from the **Book** menu (or press the **Ctrl+Y** shortcut). For more information, see [Download information from the Internet](#)^[43].

To edit a book, simply double-click the book you want to edit in the browse list. This opens the 'Book Edit' window.

The screenshot shows the 'Book Edit' window for 'Dirk Gently's Holistic Detective Agency' by Douglas Adams. The window title is 'Book: Douglas Adams - Dirk Gently's Holistic Detective Agency'. The main form has several tabs: General, Credits, Original, Appraisal, Genre, Library, Awards, Custom, Memo, File/Web, Cover, Links, and Contents. The 'General' tab is active, showing fields for Title Sort, Subtitle, Publisher (Pocket), Pub Place, ISBN (9780671746728), LCCN, LC Call #, Dewey, Binding (Paperback), Edition, Printing, and Printed by. On the right side, there are fields for Reference No (A-00001), Publish Date (01/06/1991), Pages (306), Type, Country, Language, Series, Release No (0), Copyright Date, Bar Code No, and Dimensions (Height: 0,00, Width: 0,00, Depth: 0,00). Navigation buttons (OK, Cancel, First, Previous, Next, Last, Help) are on the right.

To close the data entry window, click the **OK** button (or choose **Close Window** from the **File** menu). All changes are automatically saved.

If you need [support](#)^[8], don't hesitate to contact us. If you want to order BookCAT, please see our [web site](#).

We hope you enjoy using BookCAT!

1.2 System Requirements

To run BookCAT you need

- Windows 7/Vista/XP
- 1 GHz processor or better
- 1 GB memory
- 30 MB available hard-disk space
- Minimum 1024x768 screen resolution

1.3 Add-Ons

BookCAT Importer

BookCAT Importer can import data from many applications, including Book Collector, Book Library and Readerware.

Report Archive Reader

This freeware program is used to read and print archived reports. Report archiving lets you store report output so that it can be previewed and printed later, without re-accessing the data from which the report was generated. While archiving is very useful for maintaining historical records, it can also be used as a method of report distribution. Feel free to give this application to friends or colleagues, who can then preview and print your archived reports.

For more information about the add-ons available for BookCAT, visit <http://www.fnprg.com/bookcat/addons.html>.

1.4 How to order BookCAT

For information on how to buy your own BookCAT license, visit our [website](#).

Upgrade policy

Upgrades with the same major version number (for example from v10.00 to v10.05) are free. In addition, all new versions released within 6 months of your registration are free. There will be an upgrade fee for a new version with a new major version number (for example an upgrade from v10.30 to v11.00).

1.5 Support

Technical support is available by e-mail, or you can use the online support forum. Although we answer all questions, we give priority to registered users. Before you contact us, check out the help file first!

When reporting problems, the more information you can provide the better our response can be. If possible, include the following:

- What version of BookCAT are you running? You can determine this by choosing About from the BookCAT Help menu. Include the entire "version line"; for example "10.05.01".
- What version of Microsoft Windows are you running? For example, Windows 7 or Windows XP.
- Is the problem reproducible? If so, how?
- If you see a dialog box with an error message when the problem occurs, please include the complete error message.

E-mail

support@fnprg.com

Support Forum

<http://www.fnprg.com/forum>

1.6 Contacting FNProgramvare

All bug reports and suggestions are welcome.

E-mail

info@fnprg.com

World Wide Web

<http://www.fnprg.com>

Postal address

FNProgramvare
Pb 721 Krapfoss
N-1509 Moss
Norway

Part



2 Using BookCAT

2.1 Working with databases

2.1.1 About databases

The information about your book collection is stored in a database. A database is a file on your hard disk, with the extension .MDB, that contains all the information you have entered into the database.

For more information, see [the BookCAT database](#)^[89].

2.1.2 Create a new database

1. Choose **New Database** from the **File** menu.

You see the 'New Database' window.

2. Select the database template you want to base the new database on.

In general, we recommend you select the **Standard** template.

3. Click **OK**.

You see the 'New Database – Specify File Name' window.

4. Select the drive and directory where you want to create the database.

In general, we recommend that you create the database in the **Database** folder. This folder is selected by default, unless the open database is located in another folder.

5. In the **File name** text box, type the name of the database.

The name should be one that easily reminds you of the information in the database, for example **My Book Collection** or **Book Library**. The file extension identifying the database, .MDB, is added automatically.

6. Click **Save**.

BookCAT creates the database and opens it. The file name of the database is displayed on the title bar of the main BookCAT window. You can now begin adding information.

If you want to organize your collection using only one database, then you do not have to think about databases again. BookCAT will always open this database when you start the application. If, however, you choose to organize your collection in a way that requires several databases, follow the steps above to create as many as you need. To switch from one database to another, see [Open a database](#)^[11].

2.1.3 Open a databases

To open a database, choose **Open Database** from the **File** menu and select the database file you want to open.

Note that BookCAT will automatically open the last database you had open the next time you start the program.

The last five databases you have had open are displayed at the bottom of the File menu (right above Exit). Simply select the database you want to open.

2.1.4 Password protect a database

BookCAT allows you to password protect your database to prevent unwanted users from opening the database. In addition to setting up a master password, which will give full access to the database, you can also set up a guest password. A guest will not be able to add, edit, or delete any information in the database.

1. Choose **Change Password** from the **File** menu.

You see the 'Change Password' window.

2. If the database is already password protected, specify the current master password in the **Master password/Current password** field.
3. Type the new master password in the **Master password/New password** field.

A password can contain any combination of letters, numerals, spaces, and symbols, and it can be up to 25 characters long. As you type the password, the program displays an asterisk (*) for each character you type.

4. Retype the new password in the **Master password/Verify new password** field.
5. If you would like to set up a guest password, fill in the **Guest password/Current password** field (if a guest password has already been set up), then type the new guest password in the **Guest password/New password** field, and retype the password in the **Guest password/Verify new password** field.

Note: You can check the **Log in as guest without password** box to add the ability for guests to log in without having to specify a password.

6. Click **OK**.

The **next time** you open the database you must specify a password.

When you create a password, write it down and keep it in a secure place. If you lose the password, you cannot open or gain access to the password protected database.

If you would like to remove the password protection, click the **Remove** button and

enter the current master password.

2.1.5 Compact a database

As you change data in a database, the database file can become fragmented and use more disk space than necessary. Periodically, you can compact your database to defragment the database file. The compacted database is usually smaller.

To compact the database, choose **Compact Database** from the **File** menu.

2.1.6 Transfer data between databases

BookCAT lets you work with as many databases as you like. This means that you can split your collection into different databases and organize them to meet your needs. You can later merge existing databases.

You use the Transfer command to transfer information between databases. In addition to books, you can also transfer lookup tables, field definitions, form layouts, and views setup between databases.

Choose **Transfer** from the **File** menu to open the Transfer window. Click the **Help** button if you need help about the various options in this window.

2.1.7 Backup database and restore backup

We recommended that you backup your database(s) on a regular basis, for example once a week. You should especially do a backup after adding many new books. The backup can be used if some unusual event occurs which causes your database to become corrupt and non-recoverable.

The built-in backup feature will automatically backup your database to a standard zip file.

You can use the auto-backup feature to automatically backup the database when you close the database/exit the program. You activate the auto-backup feature in the Options window (**Tools / Options / Backup**).

Backup database

To backup a database, choose **Backup Database** from the **File** menu, and select the folder you want to save the backup file.

Restore backup

To restore a backup, choose **Restore Backup** from the **File** menu, navigate to the folder the backup file is located, select the backup file, then specify the folder you want to restore the backup to.

Since the backup file is a standard zip file, you can also open the backup file with WinZip (or a similar program), and unzip the database file to the desired folder.

2.1.8 Repair corrupted database

If you get an error message when you try to open a database, use the Repair Database function to try to repair the database. The BookCAT database can become corrupted if the program is terminated while it is attempting to write to the database. This can happen when there is a power-failure or a computer hardware problem.

To repair a database, choose **Repair Database** from the **Tools** menu, then select the database file you want to repair.

2.1.9 Importing and exporting data

2.1.9.1 Overview


BookCAT lets you export data to various formats, including Excel files, HTML files, text files, XML files, HomeBase, and to the notes section on an iPod.

You can import data from both Excel files and text files.


For more import options, download BookCAT Importer from our [web site](#). With this program you can import data from other database programs, including Book Collector, Book Library and Readerware. [Let us know](#) if you are using another database application and you would like to import your data into BookCAT.

The user interface is the same in all import and export windows. The list to the left displays the saved import/export definitions. You can create as many definitions as you like. Simply click on the definition you want to open.


Create a new definition

To create a new definition, click the **Add** button  above the list. You see the 'Add New' window. For more information about the various options in this window, click the **Help** button.

Clone definition

Click the **Clone** button  to clone (create a copy of) the currently open definition. Specify a new name, then click **OK**.

Delete definition


Click the **Delete** button  to delete the active definition. Confirm by clicking **Yes**.

Set options


Click the **Options** button  to set various options:

- **AutoSave** - Determines whether changes are automatically saved or not.
- **Change Folder** - This allows you to set the folder where the definitions files are stored.

Rename definition

Click the **Rename** button  to rename the active definition. Specify the new name and click **OK**.

Save or cancel changes

To save any changes you have made, simply click the **Save** button . Note that this is not necessary if AutoSave is enabled.

To cancel any changes, click the **Cancel** button .

2.1.9.2 Export to Excel

To open the 'Export to Excel' window, choose **Export / Excel** from the **File** menu.

This window has two tabs (three if you export book data): General and Fields (or General, Book Fields and Contents Fields when exporting book data). Click the **Help** button for more information about the options on these tabs.

Click the **Export** button to start the export process.

2.1.9.3 Export to HomeBase

To open the 'Export to HomeBase' window, choose **Export / HomeBase** from the **File** menu.


This window has only one tab. Click the **Help** button for more information about the

options.

Click the **Export** button to start the export process.

2.1.9.4 Export to HTML

You can export data to a set of HTML pages you can upload to any web site. To open the 'Export to HTML' window, choose **Export / HTML** from the **File** menu, or click the

Export to HTML button  on the toolbar.

When you create a new export definition you see the 'Add New' window. Here you must specify whether you want to create a 'Standard' or 'Code based' setup. Select 'Code based' if you want to manually create and edit the xsl templates.

If you select 'Standard', you have five tabs available in the export window (General, Index, List, Detail Page and Notes). If you select 'Code based', you only have two (General and Notes).

Click the **Help** button for more information about the options on these tabs.

To start generating the HTML pages, click the **Export** button. Make sure you have specified the correct output folder first.

Check the **Test mode** box to activate "test mode". This means that the program will only export the first three records. This is useful if you want to check the layout of the output without having to export all records.

Check this **Preview in browser when finished** box if you want the program to automatically launch your web browser with the index page loaded after the export process is completed.

2.1.9.5 Export to iPod notes

To open the 'Export to iPod Notes' window, choose **Export / iPod Notes** from the **File** menu.

This function will let you export a list of your books to the notes section on your iPod. You can now always check which books you already own when you shop. To access your database on the iPod, select the Notes menu entry, and then BookCAT.

The books are automatically grouped by author. You can export a simple list, or include a detail page for each book. You can easily set up which fields you want to export, and a filter to limit which books to export.

This window has two tabs: General and Detail Page. Click the **Help** button for more information about the options on these tabs.

Click the **Export** button to start the export process.

2.1.9.6 Export to text file

To open the 'Export to Text File' window, choose **Export / Text File** from the **File** menu.

This window has two tabs (three if you export book data): General and Fields (or General, Book Fields and Contents Fields when exporting book data). Click the **Help** button for more information about the options on these tabs.

Click the **Export** button to start the export process.

2.1.9.7 Export to XML

To open the 'Export to XML' window, choose **Export / XML** from the **File** menu.

This window has two tabs: General and Fields. Click the **Help** button for more information about the options on these tabs.

Click the **Export** button to start the export process.

2.1.9.8 Import from Excel

To open the 'Import from Excel' window, choose **Import / Excel** from the **File** menu.

The first you need to do is to create a new import definition. In the 'Add New' window you must give the new import definition a name, and select the table you want to import data into. You can import data to any table, for example Book, Contents, Want List, or any of the lookup tables (Person, Publisher, Genre, etc.).

This window has two tabs (three if you import book data): General and Fields (or General, Book Fields and Contents Fields when importing book data). Click the **Help** button for more information about the options on these tabs.

Click the **Import** button to start the import process.

2.1.9.9 Import from text file

To open the 'Import from Text File' window, choose **Import / Text File** from the **File** menu.

The first you need to do is to create a new import definition. In the 'Add New' window you must give the new import definition a name, and select the table you want to import data into. You can import data to any table, for example Book, Contents, Want List, or any of the lookup tables (Person, Publisher, Genre, etc.).

This window has two tabs (three if you import book data): General and Fields (or

General, Book Fields and Contents Fields when importing book data). Click the **Help** button for more information about the options on these tabs.

Click the **Import** button to start the import process.



2.1.10 Customizing the database

2.1.10.1 Overview

BookCAT allows you to customize your database to suit your needs. Not only can you rename data fields and hide the fields you don't want to use, but you can also change the layout of all data entry windows. Perhaps you want to make the Genre field wider, or move one of the custom fields to the General tab? Change fonts or colors? Add an image to spice up the look? No problem. You modify the layout of a data entry window in the Form Designer.

There are two ways to bring up the Form Designer; either from the 'Database Setup' window, or from the actual data entry window. You can also change field properties (field name, default value, etc.) from both the 'Database Setup' window and the Form Designer.

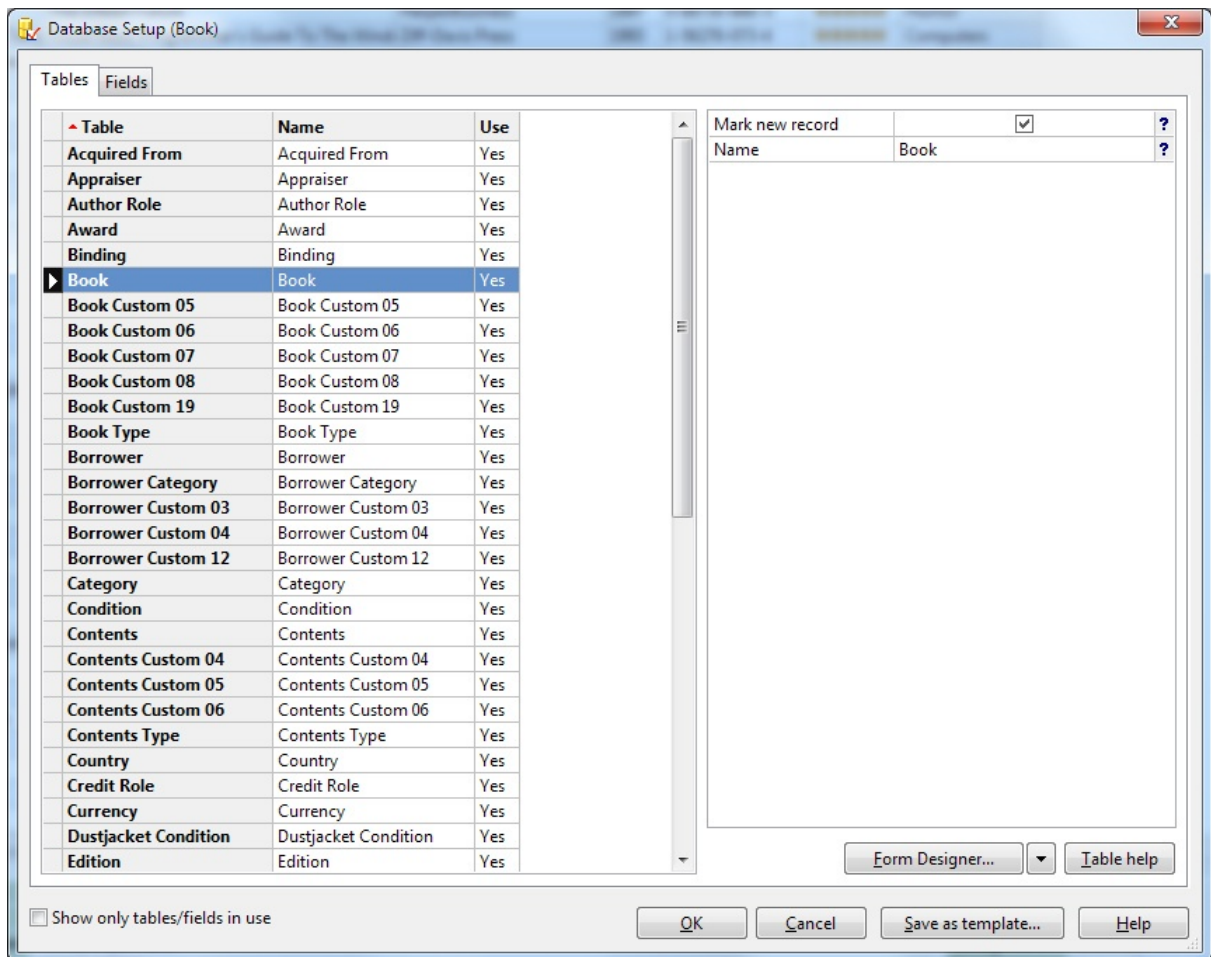
To open the 'Database Setup' window, choose **Database Setup** from the **Tools** menu. For more information, see [The Database Setup window](#)^[17].

To open the Form Designer, either select the appropriate table in the 'Database Setup' window and click the **Form Designer** button, or choose **Form Designer** from the **File** menu in the data entry window. For more information on how to use the Form Designer, see [The Form Designer](#)^[20].

2.1.10.2 The Database Setup window

To open the 'Database Setup' window, choose **Database Setup** from the **Tools** menu. The main part of this window is occupied by a tab control with two tabs: Tables and Fields.

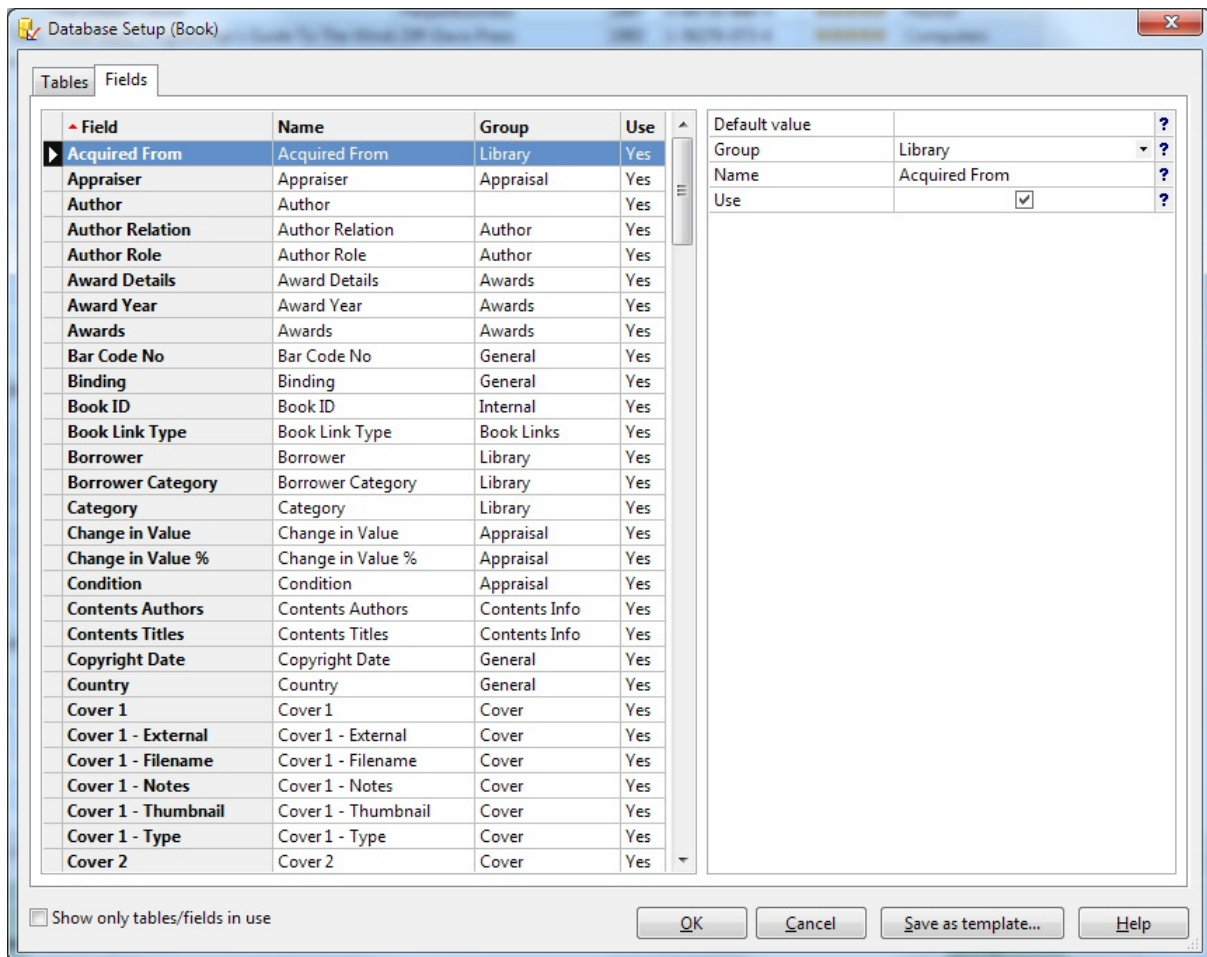
The list on the Tables tab gives you an overview of all *tables* in the database.



This list has three columns. The first column displays the default table name, the second column the active table name, and the last column indicates whether the table is in use or not.

You can change the sort order by clicking the heading of one of the columns. The properties list to the right displays the properties of the selected table. Context sensitive help is available for each property.

To edit the *fields* in the *selected table*, click the Fields tab.



The list on the Fields tab gives you an overview of all fields in the selected table. This list has four columns. The first column displays the default field name, the second column the active field name, the third column the field group, and the last column indicates whether the field is in use or not.

You can change the sort order by clicking the heading of one of the columns. The properties list to the right displays the properties of the selected field. Context sensitive help is available for each property.

When you want to modify a field, it is important that you select the correct table before you activate the Fields tab. For example, to modify the Chapters field in the Contents table, *first* select the Contents table on the Tables tab, *then* click the Fields tab to display the fields in the Contents table.

You can save the database setup as a database template. This template can then be used when creating a new database. This is useful if you want to share the database setup with others.

2.1.10.3 The Form Designer window

2.1.10.3.1 Overview





You use the Form Designer to modify the layout of data entry windows. You can add or remove data fields, move fields around, change the size of field controls, modify fonts or colors, etc.




Please note that you cannot create any *new* data fields.

To activate the Form Designer, either select the appropriate table in the 'Database Setup' window and click the **Form Designer** button, or choose **Form Designer** from the **File** menu in the data entry window.

Before you start modifying a form, we recommend you backup the original layout to a file by choosing **Save to File** from the **File** menu. If you later decide you want to revert to the original layout, you can load the form layout file with the **Load from File** command.


There are 7 object types you can add to a form:

 Text	<p>The text object is usually linked to a data field, but you can also use it, for example, to add a heading to the form.</p> <p>When you add a data field, the program will by default also add a corresponding text label. The text label is then linked to a data field by the Field property, and the actual field name is displayed (and automatically updated if you rename the field). You can override this by filling in the Text property if you want to display a different text.</p>
 Field	<p>This is the form object you will use the most. When you add a data field, the user interface control for the selected field is added to the form. The control type depends on the actual type of field. For a standard text field (for example Title or Custom 01) this is a text box, for a lookup field (for example Publisher or Custom 05) this is a drop-down list, and for a checkbox field (for example Custom 11) this is a checkbox.</p>
 Tab Control	<p>The tab control is a set of pages used to create a multipage control.</p> <p>For more information on how to use the tab control, see How to use the tab control^[22].</p>
 Group Box	<p>Use the group box to group fields. All fields placed inside a group box is part of this box, and will move when you move the group box. If you delete the group box, all fields within are also deleted. You can give the group box a title by using the Title property. The title is displayed along the top edge of the group box.</p>

 Button	The button object allows you to add a button to the data entry form. The button will execute a specific action when you click it (for example save the changes and close the window, cancel the changes, or go to the next record). The action is determined by the button's Type property.
 Line	The Line object will add a vertical or horizontal line. The orientation of the line is determined by the Orientation property.
 Image	Add an image object if you want to add an image to spice up the look of the form. When you add an image object, you first see the 'Select Image File' window. Here you select image file. When you click Open, the image is added to the form. Note that the image is saved with the form layout.

2.1.10.3.2 Add a data field


You can add a field directly on the form itself, in a group box, or on a page in a tab control.

1. Click the **Field** button  on the toolbar.
2. Click where you want to add the field.
You see the 'Insert Field' window.
3. Select the field you want to add to the form.
4. If you want the program to automatically add a corresponding text label that will display the name of the field, select either **Label/Left** or **Label/Top**.
If you do not want to add a text label, select **Label/No label**.
Note: A checkbox field does not have a corresponding text label.
5. Click **OK**.
BookCAT adds the field control where you clicked.
6. If you need to move or resize the field, see [Move a form object](#)^[23] or [Resize a form object](#)^[23].
7. If you want to edit the field properties, see [Modify form or object properties](#)^[24].

2.1.10.3.3 How to use the tab control

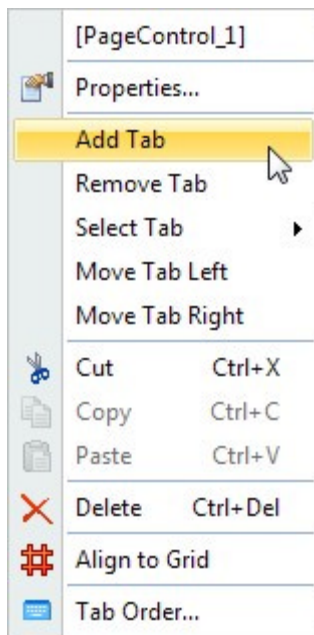
The tab control is a set of pages used to create a multipage control. You select a tab (page) by clicking one of the tabs that appear at the top of the control.

The use of a tab control is especially useful if you are working with many data fields that can be grouped into two or more categories. You will probably only add one tab control to a form (although you can have several tab controls on the same form). You can add as many tabs (pages) as you like to a tab control.

To add a tab control to the form, click the **Tab Control** button  on the toolbar, then click where you want to add the tab control.

To resize the tab control, first click to select it, then drag the control's surrounding sizing handles to increase or decrease the size.

To add a tab, right-click the tab control and choose **Add Tab** from the popup menu.



To remove a tab, activate the tab you want to remove, then right-click and choose **Remove Tab** from the popup menu.

You can change the ordering of the various tabs by using the **Move Tab Left** and **Move Tab Right** functions available on the popup menu.

To rename the tabs, right-click and choose **Properties**, then specify the tab titles under the **Tab titles** heading.

If you leave a tab title empty, the program will automatically fill in the name of the

first field on the tab when you open the data entry window.

2.1.10.3.4 Select a form object

To do certain things with an object (change the font, move it, resize it, etc.), you first have to select it. Select means to point to the object with the mouse and then to click the left mouse button.

To select a single object

Click on the object.

Sizing handles appear around the object to indicate that it is selected.



Selecting multiple objects

Hold down the **Shift** key and click on the objects you want to select.

Handles appear on each selected object. You can then move or delete the objects as a group. You can also change the font or text formatting for all selected objects in one operation.

2.1.10.3.5 Move a form object

1. [Select the object\(s\)](#)^[23] you want to move.
2. Click on the object with the mouse, and drag it to the new position.

If multiple objects are selected, click on one of the objects and drag.

You can move the selected object(s) one pixel at a time by holding down **Ctrl** while you use the arrow keys.

You cannot drag an object from one tab to another tab on a tab control. You must copy the object to the clipboard, activate the other tab, and then paste the object onto this tab. For more information, see [Move a form object to another tab](#)^[24].

2.1.10.3.6 Resize a form object

1. [Select the object](#)^[23] you want to size.
2. Drag the field's surrounding sizing handles to increase or decrease the size of the object.

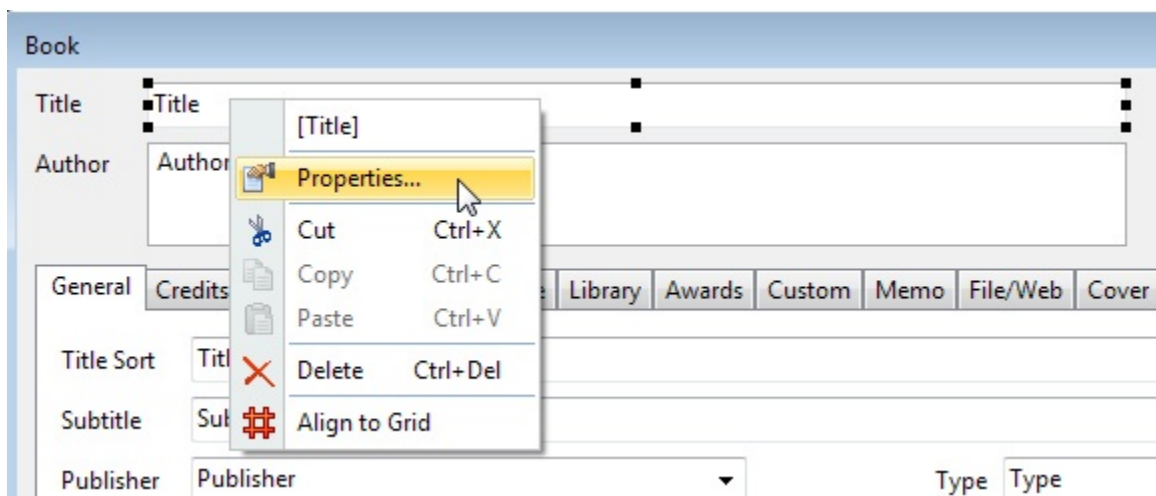


You can resize the object one pixel at a time by holding down **Shift** while you use the arrow keys.

The height of text boxes and drop-down lists is always based on the actual font size and cannot be changed.

2.1.10.3.7 Modify form or object properties

To modify either the form properties, or the properties of a form object, right-click the form background or the form object, and choose **Properties** from the popup menu.



2.1.10.3.8 Move a form object to another tab


You cannot drag an object from one tab to another tab on a tab control. You must copy the object to the clipboard, activate the other tab, and then paste the object onto this tab.

1. [Select the object\(s\)](#) ^[23] you want to move to another tab.
2. Choose **Cut** from the **Edit** menu.

BookCAT copies the object to the clipboard, and removes the object from the tab it was located on.

3. Activate the tab you want to add the object to.
4. Right-click where you want to paste the object(s) on the clipboard, and choose **Paste** from the popup menu.

2.1.10.3.9 Delete a form object

1. [Select the object](#)  you want to delete.
2. Choose **Delete** from the **Edit** menu (or press the **Ctrl+Del** shortcut).

2.1.10.3.10 How to set the tab order

The tab order is the order in which controls are activated when you press the Tab key to move from control to control in the data entry window. The control with the Tab order value of 0 is the control that has the focus when the form first appears.

Initially, the tab order is always the order in which the controls were added to the form. The first control added to the form has a Tab order value of 0, the second is 1, the third is 2, and so on.

Fields placed on a tab page, or within a group box, have their own tab order.

If you want to use the Tab key to move from field to field, it is important that the tab order is correct for the cursor to move in a logical order.

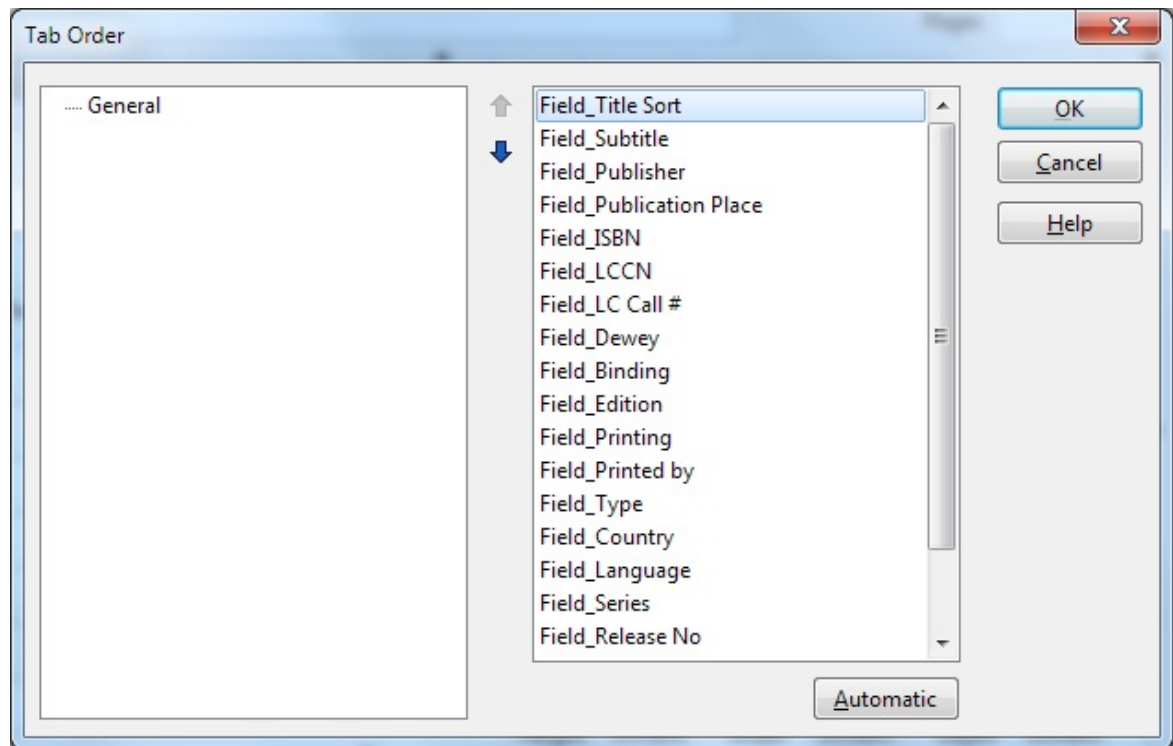
There are three ways to update the tab order:

- Right-click a form control and choose **Properties** from the popup menu, then manually update the Tab Order property.
- Update the tab order in the 'Tab Order' window.

To activate this window, either choose **Edit Tab Order** from the **File** menu (to update the tab order of all controls on the form), or right-click a tab page and choose **Edit Tab Order** from the popup menu (to edit the tab order of only the controls on this tab page).

The main part of this window is occupied by two lists. You select 'container' control from the list to the left. A container control is a special control that can contain other controls, and is either the form itself, a tab page of a tab control, or a group box. The tab numbering is separate for each container control.

The list to the right displays the controls in the selected container control. The order of the controls corresponds to the current tab order. To automatically update the tab order of these controls, click the **Automatic** button.



- Let the program automatically update the tab order of all form objects. For more information, see [The Auto Update Tab Order function](#)^[26].

2.1.10.3.11 The Auto Update Tab Order function

Choose **Auto Update Tab Order** from the **File** menu. Confirm by clicking **Yes**.

BookCAT automatically updates the tab order of all objects on the form.

Sometimes the program may be unable to correctly set the tab order of all fields (this depends on the actual layout of the fields; left and top positions as well as width and height). You then have to manually 'fine tune' the tab order in the 'Tab Order' window.

2.1.10.3.12 The Auto Update Groups function

Each data field has a Group property which is used in lists where you choose a field (for example when creating a report or a sort order) to group the fields in the list.

By default, the group corresponds to the tab the field is located on in the data entry window. If you move a field from one tab to another, we recommend you update the Group property of the field.

You can do this by right-clicking the field and choosing Properties from the popup menu to manually modify the Group property, or you can use the Auto Update Groups function:

Choose **Auto Update Groups** from the **File** menu. Confirm by clicking **Yes**.

2.1.10.3.13 The Auto Update Use Property function

If you add a field to the form, or remove a field, you should also update the Use property of the field. This property indicates whether the field is 'in use', or not.


Only fields that are considered to be in use are shown in lists where you select a field (for example when creating a report, a sort order, or when searching). Use the Auto Update Use Property function to automatically update the Use property of all fields in the table.

Choose **Auto Update Use Property** from the **File** menu. Confirm by clicking **Yes**.


2.2 Data entry

2.2.1 Types of information

BookCAT stores several types of information:


-  **Books.** You can enter information such as author, title, publish date, publisher, ISBN, cover image, etc. "Book" is a general term that can mean a book, newspaper, magazine, and so forth.

You work with books in the Book View.

-  **Contents.** You can enter contents data (sections) such as author, title, page from, page to, keywords, etc. "Contents" is a general term for any work (poems, short stories, individual essays, etc) contained within the book (a book can contain multiple sections)

You work with contents data in the Contents View.


Note: To add new contents data, bring up the 'Book Edit' window, and add contents data via the contents list.

-  **Lookup tables.** Lookup tables are lists that contain information linked to data fields, for example the Person, Publisher or Genre lists. When you modify an entry in a lookup table, for example to fix a typing error, the change will be reflected in all data fields that are linked to this lookup table.

You work with lookup tables in the Lookup View.


Select the lookup table you want to edit from the View button on the toolbar.

▼ Lookup View (Person)		
Explorer View	Borrower Category	Language
Book View	Borrower Custom 03	Location
Contents View	Borrower Custom 04	Owner
Lookup View	Borrower Custom 12	Person
Loan View	Category	Person Custom 03
Want List View	Condition	Person Custom 04
	Contents Custom 04	Person Custom 12
Acquired From	Contents Custom 05	Personal Rating
Appraiser	Contents Custom 06	Printed by
Author Role	Contents Type	Printing
Award	Country	Publication Place
Binding	Credit Role	Publisher
Book Custom 05	Currency	Record Link Type
Book Custom 06	Dustjacket Condition	Series
Book Custom 07	Edition	Status
Book Custom 08	File Link Type	Sub-Category
Book Custom 19	Genre	Web Link Type
Book Type	Insurance	
Borrower	Keyword	

- 
Loan data. This includes both books that currently are on loan, and the complete loan history.

Open the Loan View to look at the loan history.

To get an overview of books current out on loan you can also use the Book View (select the On Loan filter).


- 
Want list. The want list allows you to keep track of books you have on your want list. You can enter information such as author, title, publisher, ISBN, order date, and price.



You edit the want list from the Want List View.

2.2.2 Edit books


You add, edit and delete books from the Book View.

Add new books


To manually add a new book, click the **Add** button  on the toolbar. This will open the 'Book Edit' window.


To download data from the Internet, click the **Add - Download from Internet** button  on the toolbar. For more information, see [Download information from the Internet](#) .

Edit books

Select the book you want to edit in the book list, and either click the **Edit** button  on the toolbar, or simply double-click the book. This will open the 'Book Edit' window in edit mode.

Delete books

Select the book you want to delete in the book list, then click the **Delete** button  on the toolbar. You can also press the **Ctrl+D** shortcut. Confirm that you really want to delete the book by clicking **Yes**.

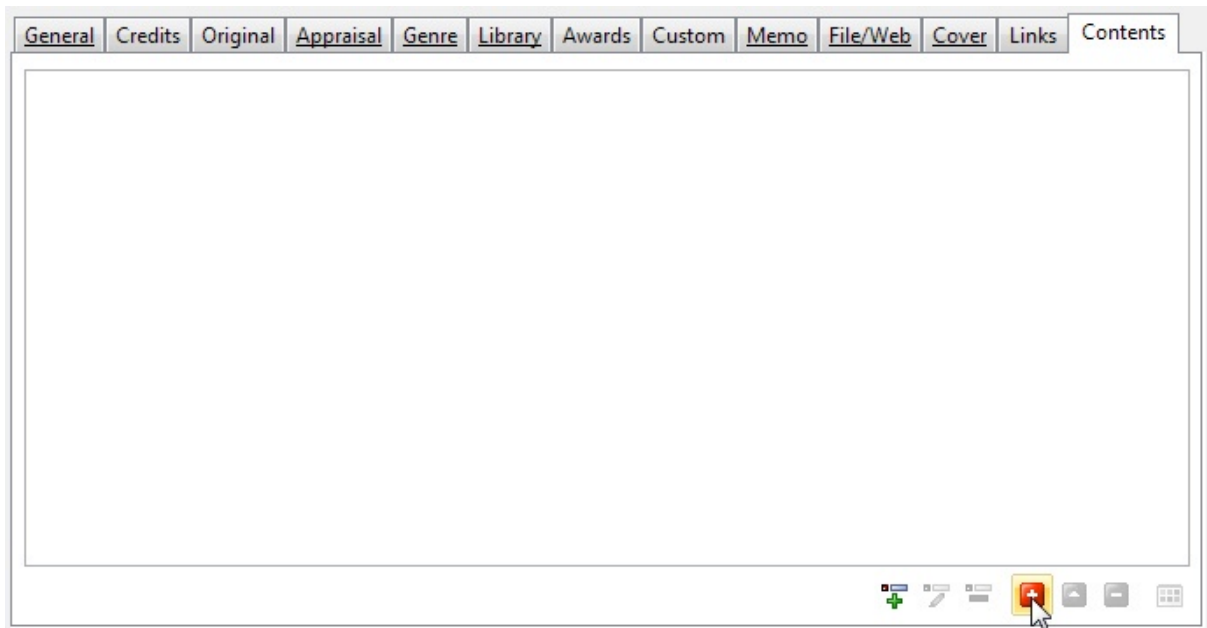
If you have [selected](#)  more than one book, all selected books will be deleted.

2.2.3 Edit contents


You add, edit and delete sections (contents data) in a specific book from the 'Book Edit' window. You can also edit contents data from the Contents View.

Add new sections

Open the 'Book Edit' window, and click the **Add Section** button  below the contents list.



You see the 'Contents Edit' window, and can start entering information.

To add the next section in the book, click the **Add** button  on the toolbar in the 'Contents Edit' window (or simply press the **Ctrl+N** shortcut). When you have added all the contents data in the book, click **OK** to close the 'Contents Edit' window.

Edit sections

To edit a section from the 'Book Edit' window, simply double-click the section you want to edit in the contents list.

You can also edit contents data from the Contents View.

Delete sections

Locate the book that contains the section you want to delete, open the 'Book Edit' window, select the section in the contents list, then click the **Delete Section** button



below the contents list. Confirm by clicking **Yes**.

To delete multiple sections, first select (click while you hold down the **Ctrl** key) all the sections you want to delete, then click the **Delete Section** button.

Rearrange the order of the sections

To rearrange the section order, simply use drag-and-drop in the contents list in the 'Book Edit' window. Select the sections you want to move, and then drag it to the new

position.

You can also rearrange sections from the 'Contents Edit' window. Choose **Rearrange** from the **Contents** menu to open the Rearrange window.

2.2.4 Contents templates

A contents template allows you to specify information that is relevant to all sections (or most of the sections) when you register a new book (this is useful if, for example, the book contains multiple sections written by the same author). The information you specify is automatically used when you add new sections. You can also save a template to a file and reuse it later.

You can also use a contents template to register information after all sections are added to the book. For example, if you only specified titles when you originally registered the book, you can assign a contents template to the sections in the book at a later time. This allows you to register information for all sections in the book in one operation.

Modifying the active template

1. Choose **Template** from the **Contents** menu (you can do this from both the 'Book Edit' and the 'Contents Edit' window).

You see the 'Contents Template' window.

2. Modify the template information as necessary.
3. Click **OK**.

The updated template is activated, and is automatically used when you add new sections to the current book.

Assigning a contents template to sections

1. Choose **Template** from the **Contents** menu (you can do this from both the 'Book Edit' and the 'Contents Edit' window).

2. Modify the template information as necessary.

3. Click the **Assign** button  on the toolbar.

You see the 'Assign Template to Sections' window.

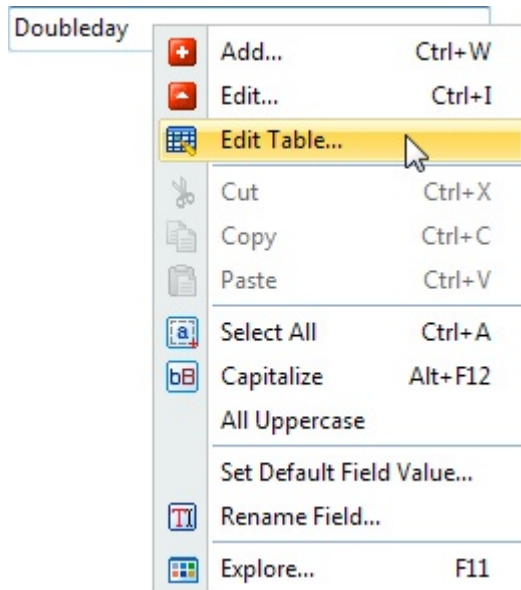
4. Select the sections you want to assign the template to.

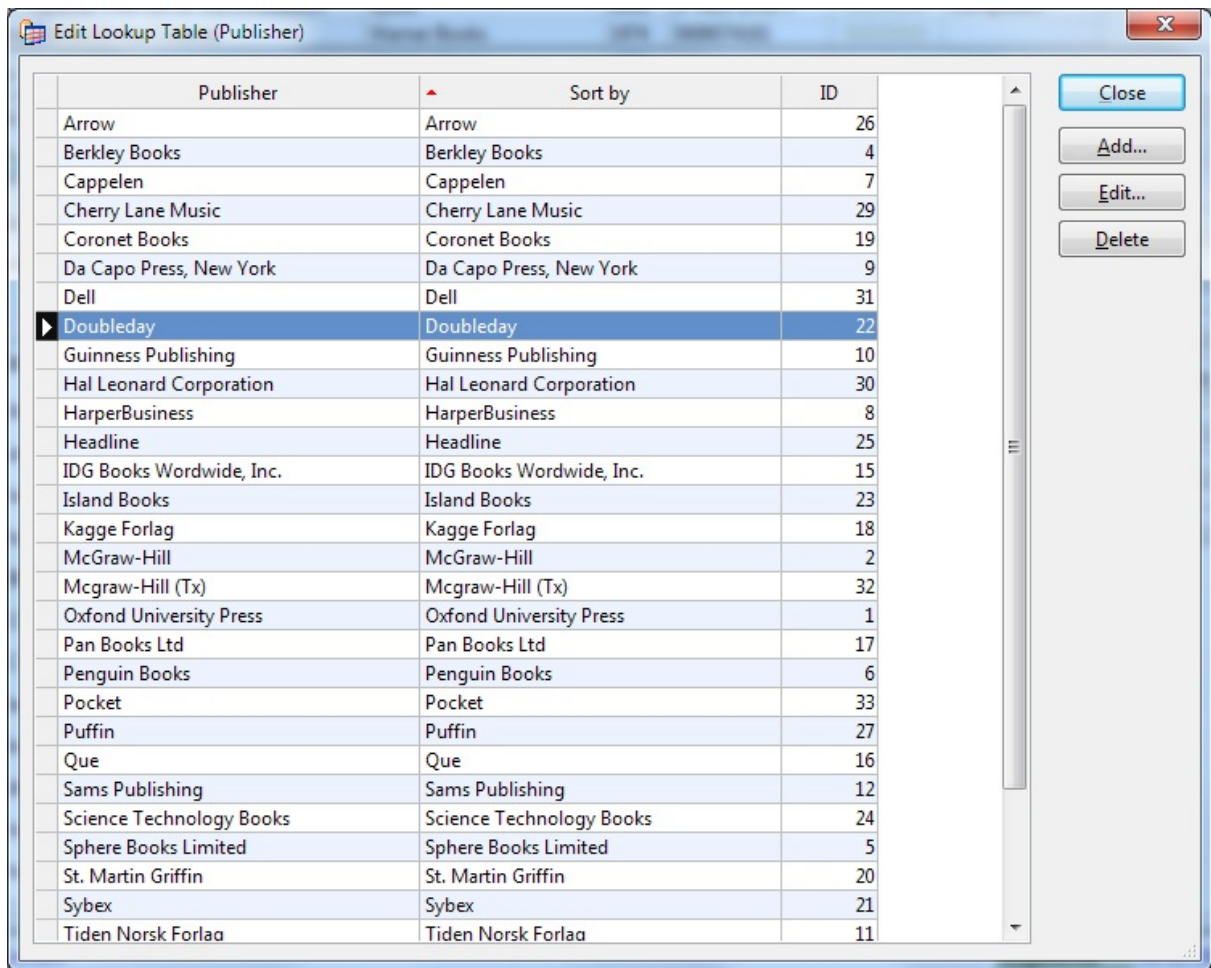
Note: You can click and drag up or down to select multiple sections.

5. Click the **OK** button to assign the template to the selected sections.

2.2.5 Edit lookup information

You can edit lookup tables from both the Lookup View, and the 'Edit Lookup Table' window. To open this window, right-click a data field linked to a lookup table (for example Publisher), and choose **Edit Lookup Table** from the popup menu.





If you prefer to use the Lookup View, select the lookup table you want to edit from the View button on the toolbar.

Lookup View (Person)		
Explorer View	Borrower Category	Language
Book View	Borrower Custom 03	Location
Contents View	Borrower Custom 04	Owner
Lookup View	Borrower Custom 12	Person
Loan View	Category	Person Custom 03
Want List View	Condition	Person Custom 04
	Contents Custom 04	Person Custom 12
Acquired From	Contents Custom 05	Personal Rating
Appraiser	Contents Custom 06	Printed by
Author Role	Contents Type	Printing
Award	Country	Publication Place
Binding	Credit Role	Publisher
Book Custom 05	Currency	Record Link Type
Book Custom 06	Dustjacket Condition	Series
Book Custom 07	Edition	Status
Book Custom 08	File Link Type	Sub-Category
Book Custom 19	Genre	Web Link Type
Book Type	Insurance	
Borrower	Keyword	

In the Lookup View you can browse lookup items the same way you browse books in the Book View.

From both the Lookup View and the 'Edit Lookup Table' window you can add, edit and delete lookup items.

2.2.6 Split a lookup item

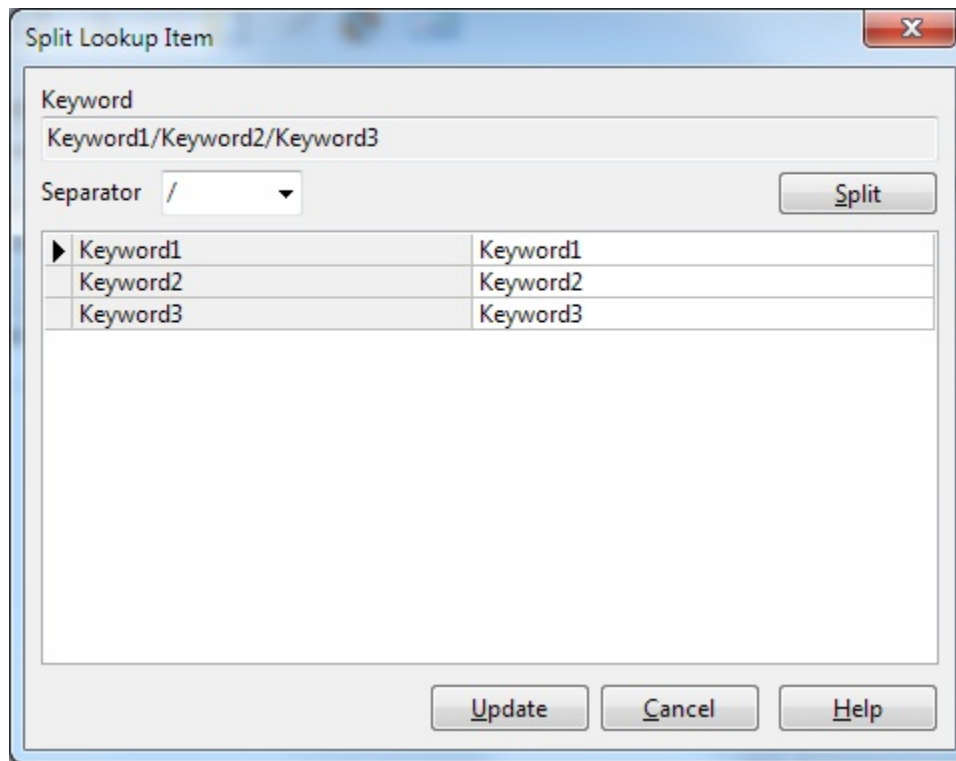
After you have downloaded data from the Internet, you may end up with a lookup item you need to split up into multiple items. This is easy, just follow this procedure:

1. Bring up the data entry window for the lookup item you want to edit.

2. Click the **Split** button  on the toolbar.

You see the 'Split Lookup Item' window.

3. Specify the separator you want to use when splitting up the text, then click the **Split** button.
4. BookCAT adds the new lookup values to the list below.



You can now edit the new lookup values before you save the changes to the database.

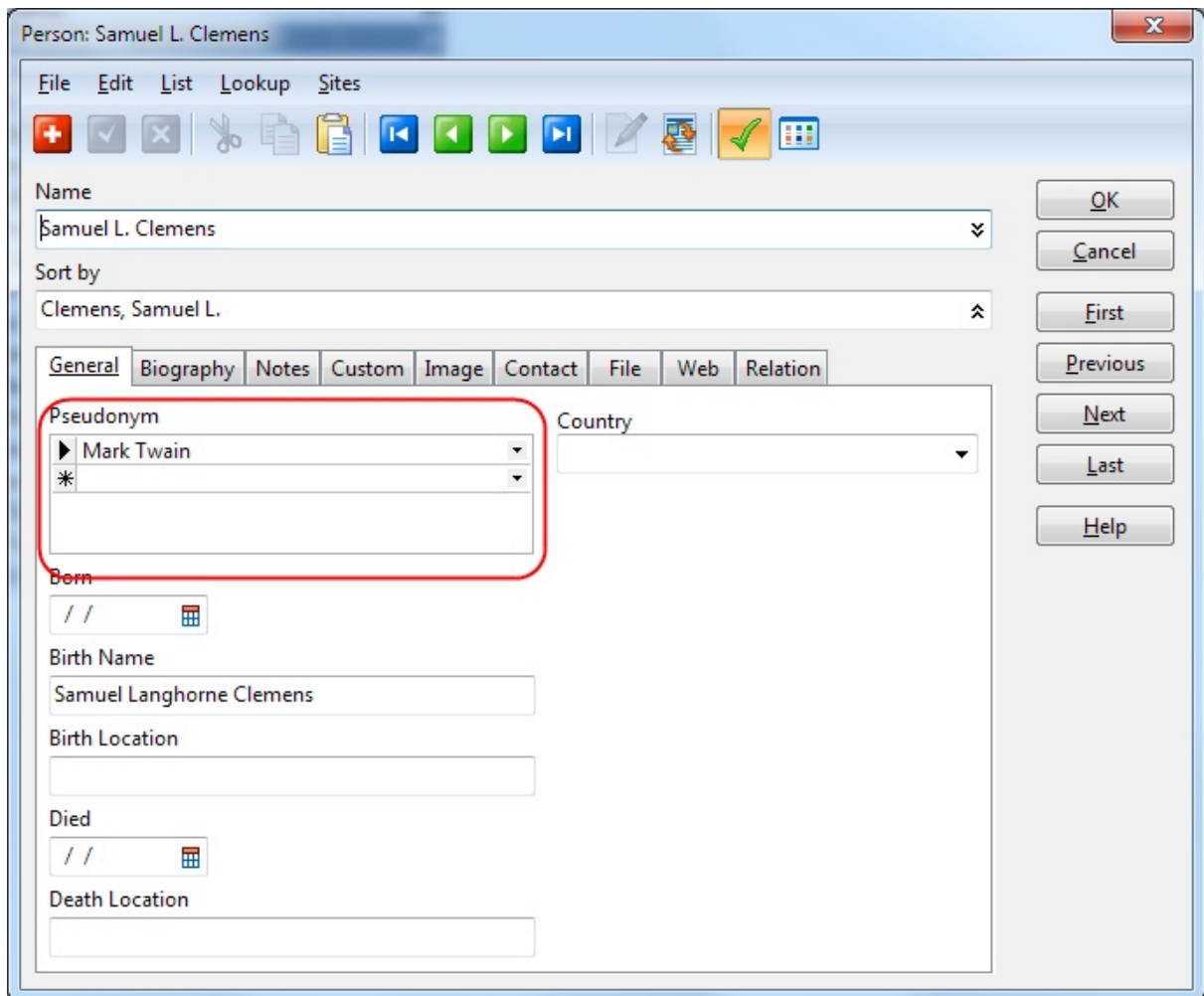
5. Click the **Update** button to save the changes.

BookCAT adds the new lookup items to the lookup table, then updates all data fields linked to this lookup table.

Please note that single item lookup fields (for example Publisher) will only contain the value on the first row in the list after you have used the Split function.

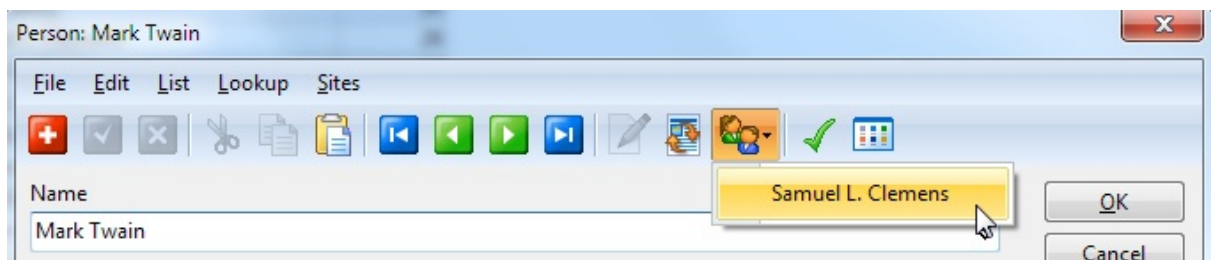
2.2.7 Author pseudonyms

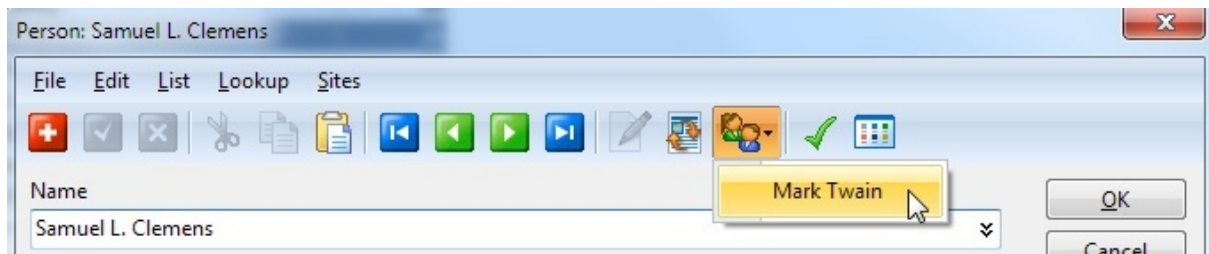
With the new pseudonym feature in version 10 you can easily find all books written by a specific author, no matter which pseudonym is used. For this to work you need to add the author's "real name" in the Person lookup table, and enter the pseudonym(s) in the Pseudonym field in the Edit Person window, like this:



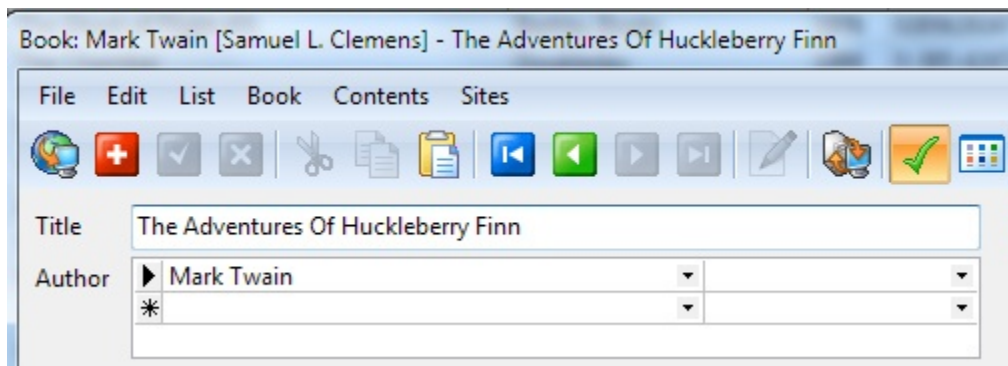
(You can add and edit authors from the Lookup View, or by right-clicking the Author field and choosing Edit Table. For more information on how to work with lookup tables, click [here](#) ^[32].)

In the Edit Person window, you can go to either a "pseudonym record", or the "real name record", by selecting from the Pseudonym/Real Name button on the toolbar:





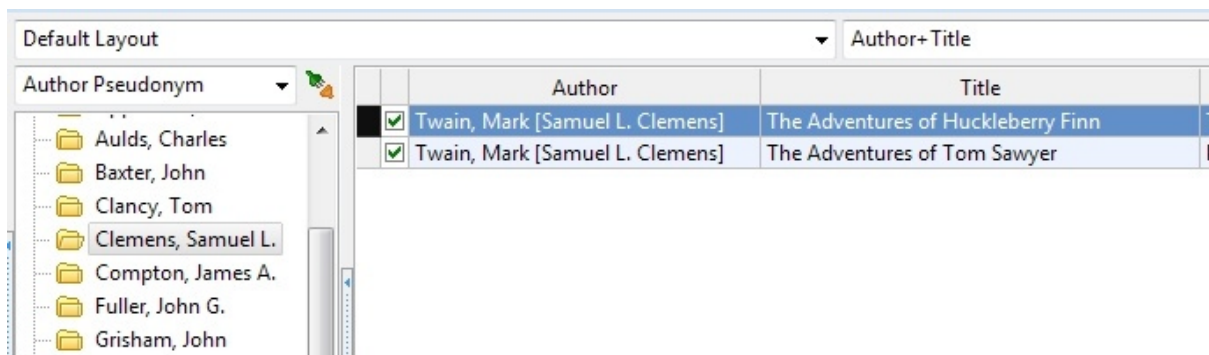
When you are adding book data, select the pseudonym in the Author field:



The real author name is displayed after the pseudonym in the explorer, the browse list and in reports:

Author	Mark Twain [Samuel L. Clemens]
Title	The Adventures Of Huckleberry Finn

Books written under a pseudonym are automatically found when you search the Author Pseudonym field with the author's real name, or use the grouping feature:



All pseudonyms are listed when you explore the author credits. Here are two examples:

Title	Author	Publisher	Year	ISBN	Roles
as Mark Twain					
The Adventures of Huckleberry Finn	Mark Twain	Tribeca Books	2011	9781936594597	
The Adventures of Tom Sawyer	Mark Twain	Penguin Classics	1986	9780140390834	

Title	Author	Publisher	Year	ISBN	Roles
Harry Turtledove					
Main Credits					
Hammer and Anvil	Harry Turtledove	Del Rey	1996	978-0345380487	
The Thousand Cities	Harry Turtledove	Del Rey	1997	978-0345380494	
as Eric Iverson					
Prince of the North	Eric Iverson	Baen	1994	978-0671876067	
King of the North	Eric Iverson	Baen	1996	978-0671877156	
Fox and Empire	Eric Iverson	Baen	1998	978-0671947330	
as H.N. Turteltaub					
Over the Wine Dark Sea	H.N. Turteltaub	Tor Books	2001	978-0765344519	
The Gryphon's Skull	H.N. Turteltaub	Tor Books	2002	978-0765345035	
The Sacred Land	H.N. Turteltaub	Tor Books	2003	978-0765350725	

2.2.8 Edit the want list

You use the want list to keep track of books you have on your want list. You can track basic information like author, title, publisher, ISBN, order date, and price. You can also

add your own notes.

Want List (New Record)

File Edit List Record

+

✓

✗

✂

📄

📄

⏪

⏩

⏴

⏵

✍

✓

📅

Title

Title Sort

Author *

Priority 1 2 3

ISBN

Series

Publisher

Binding

Ordered From

Release No 0

Publish Date / /

Order Date / /

Price 0,00

Notes

OK

Cancel

To add a book on your want list to your collection, choose **Add to Collection** from the **Want List** menu. BookCAT will automatically search for the book details online, and add a new entry in the Book View. In addition, any data you have entered in the Want List View (for example order date or price), are automatically transferred to the book entry. Then want list entry is then deleted.

2.2.9 Edit images

BookCAT allows you to store up to 9 images with each book and person (author, etc.). You can enter notes for each image.

You can either store images in the database, or link to external image files. Linking to external image files will keep the size of the database down, and give better performance. You can change this setting from the Options window (Tools=>Options=>Multimedia), or by right-clicking the image field in the data entry window and selecting from the popup menu ("Store Images in Database" or "Link to

Image Files"). To "extract" images stored in the database and save them as external files, click 'Extract images' in the 'Database Maintenance' window. To load external images and store them in the database, click 'Load external images' in the 'Database Maintenance' window.

Select image

To select one of the other 9 images, simply click the corresponding button:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

Add a new image


To add a new image, click the **Insert Image/Link to Image File** button . Select image file, and click **Open**.

You can paste an image from the clipboard by clicking the **Paste** button below the image field.

You can drag an image from your web browser and drop it on the image field.

Scan image

If you have a TWAIN compatible scanner, you can use the Acquire Image from Scanner function to scan the image directly into the image field.

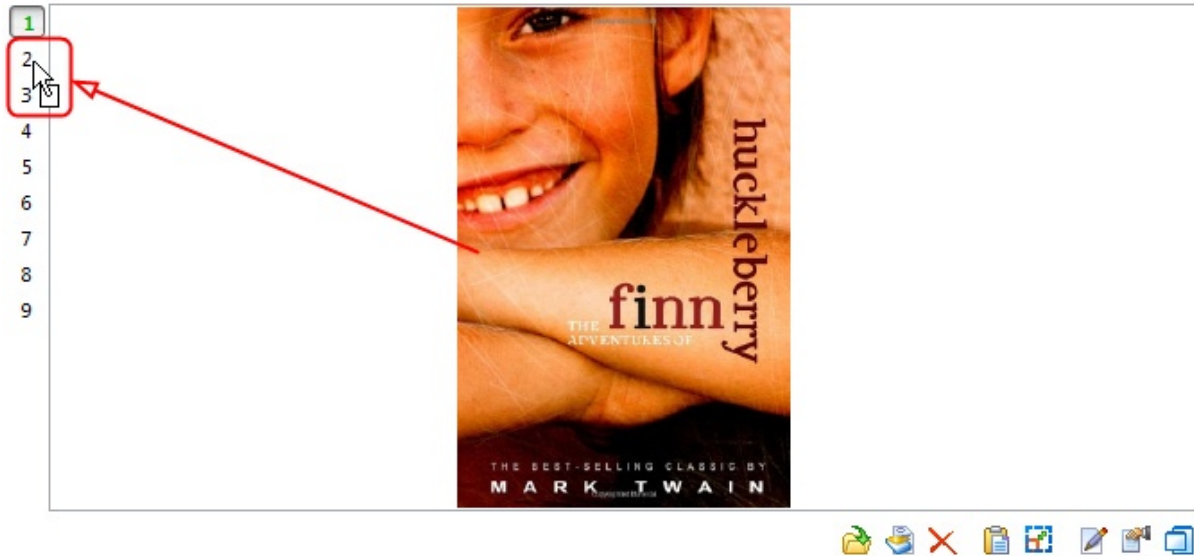
To scan the image, click the **Acquire** button . This passes control to your scanner's Twain software. Follow the instructions you see on the screen.

If you have selected to store images externally, you see the 'Save Image' window. Specify a filename, then click the **Save** button.


Rearrange images

You can easily move an image from one of the image slots to another. Click on the

image, and while you hold down the mouse button, drag the image to the button corresponding to the image slot you want to move the image to.



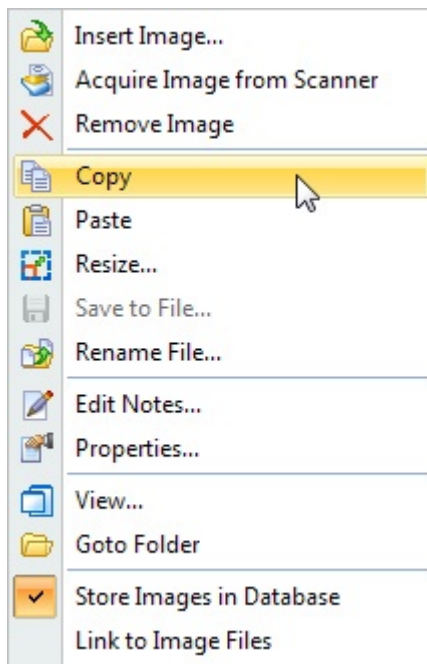
Remove an image

Click the Remove Image button .

Confirm by clicking **Yes**. If you have linked to an external image file, select whether you want to only remove the link to the image file, or also delete the file.

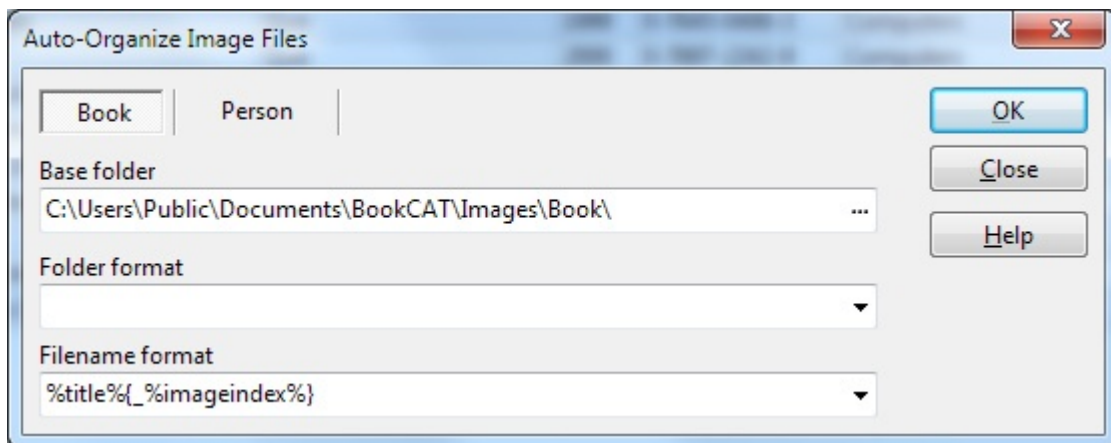
The popup menu

Right-click the image field to open a popup menu with various options. From this menu you can resize the image, open the folder containing an external image, paste an image from the clipboard, or copy the image to the clipboard.



Auto-Organize image files

You can automatically organize external image files into a folder structure and filename format of your choice. To use this feature, choose Auto-Organize Image Files from the Tools menu.



If you have selected "Link to Image Files", these settings are also used when you download images from the Internet, paste an image into an image field, drag an image to an image field, use the "Extract Images" feature, etc.

Locate Missing Image Files

If BookCAT is unable to locate external image files because you have moved the files you link to from your database, you can use the Locate Missing Image Files function

available on the Tools menu. This will scan the specified drive/folder (select "My Computer" to scan all drives) and attempt to locate the missing image files.

2.2.10 The Set Field Value function

To set the value of a data field, regardless of the current field value, for multiple records, use the Set Field Value function (this works differently from the Search & Replace function where you replace a specific value with another value).

1. Right click the browse list and choose **Set Field Value** from the popup menu.

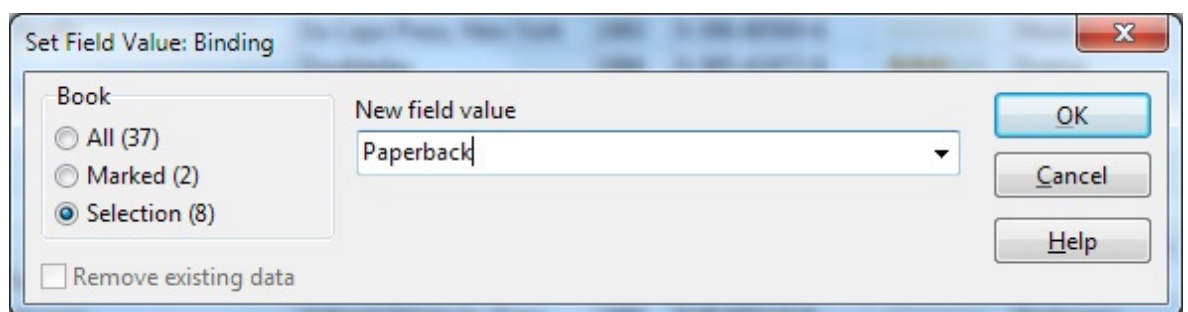
You see the 'Set Field Value - Select Field' window.

Note: If you right-click the *heading of a column*, the program will bypass the 'Select Field' window and let you update the field you right-clicked.

2. Select the field you want to update, then click **OK**.
3. You see the 'Set Field Value: [Field Name]' window.

Select whether you want to update all records (books, sections, persons, etc.), [the marked records](#)^[54], or the [selected records](#)^[55] in the browse list.

4. When updating a multivalue field, for example Genre or Keyword, you can check the **Remove existing data** box if you want to remove all existing data in this field before the new field value is saved.
5. Specify the new field value, click **OK**, then confirm by clicking **Yes**.




When you update a multivalue field (for example Genre or Keywords), the new field value is added to the existing lookup items if you do not check the 'Remove existing data' box.

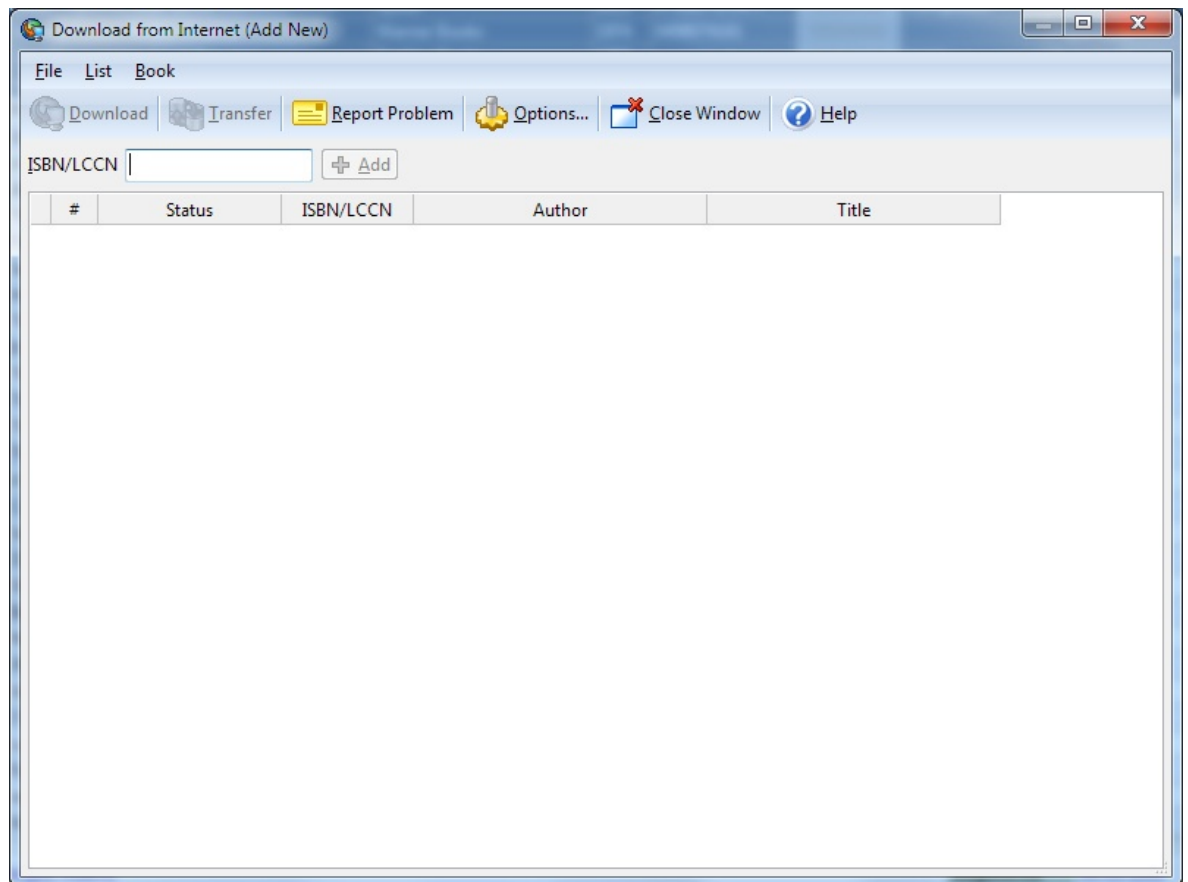
2.2.11 Download information from the Internet

BookCAT allows you to download information like book title, author, publisher, publish year, keywords etc. from the Internet.

Adding new books

1. Make sure the **Book View** is active, then choose **Add - Download from Internet**  from the **Book** menu.

You see the 'Download from Internet (Add New)' window.



The first time you open the 'Download from Internet' window BookCAT automatically opens the 'Options - Download from Internet' window. Here you select the sites you want to query. You can later open this window by clicking the **Options** button on the toolbar.

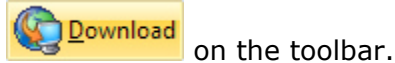
2. Type the ISBN/LCCN number into the **ISBN/LCCN** text box, then click the **Add** button (or simply press **Enter**).

If you have a barcode scanner, you can scan the barcode on the book cover into this field. BookCAT will automatically convert the barcode to an ISBN number.

Note: Most barcode scanners will automatically add a Carriage Return after the barcode number when you scan the barcode. If your scanner does not do this you will have to press Enter after you have scanned the barcode.

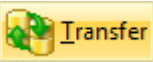
Note: To load a file of ISBN/LCCN numbers or bar codes from a text file into the list, choose **Load List** from the **File** menu, then select the file you want to import from.

- Repeat step 2 for all books you want to retrieve data from the Internet.
- Choose **Download** from the **File** menu, or click the **Download** button



Wait while BookCAT downloads the book data.

- Before you transfer the downloaded book data to the database, we recommend that you check the downloaded data. To do this, simply choose **Edit** from the **Book** menu to open the 'Edit' window.

- Click the **Next** button to edit the next book in the list. When finished, click **OK** to close the window.
- To transfer the books the database, choose **Transfer** from the **Book** menu, or click the **Transfer** button  on the toolbar.

BookCAT will transfer all books with a status of either "Found" or "Manual Entry".

If some information isn't downloaded correctly, click the **Report Problem** button to report any problems to support. BookCAT will prepare an email with the selected sites and a list of the isbn it tried to download.

Updating existing books

To update existing books with information downloaded from the Internet, follow this procedure:

1. From the **Book View**, select the book you want to update, then open the 'Book Edit' window.

2. Choose **Update - Download from Internet**  from the **Book** menu.

The program downloads the available data.

You see the 'Download from Internet (Update)' window.

Here you can edit the data.

3. Fields that already contains information are by default not updated. To update all fields (overwrite existing information), check the 'Overwrite existing data' box.
4. Click **OK**.

2.2.12 Loan management

2.2.12.1 Overview

BookCAT lets you to track books out on loan; you can easily loan out a book, set a due date and search for all books out on loan and overdue books.

You can use a bar code scanner when checking books in and out of the library. BookCAT will handle any bar code scanner that enters data via a keyboard interface. These are often referred to as "wedge" readers as they wedge themselves in between the keyboard and your computer.

If you have a bar code scanner, use the 'Check Titles In/Out' window to quickly check books in and out of the library. If you do not have a bar code scanner, you can manually check books in and out one at a time, or you can use the 'Check Titles In/Out' window if you manually look up books and borrowers.

To get an overview of books current out on loan you can select the On Loan filter in the Book View. From the Loan View you can browse the complete loan history. On the Report menu you find various loan reports that you can print out.

In addition, BookCAT also allows you to [place reservations](#)  for books on loan, and to

automatically [clear reservations](#)^[49].

You can also send e-mail notifications to borrowers. This could be a reminder that a book should be returned soon or is overdue, or a notification that a reserved book is ready for collection. For more information, see [To send e-mail notifications](#)^[50].

2.2.12.2 Check books out one at a time

1. Locate the book you want to check out.
2. Choose **Check Out** from the **Loan** menu.

You see the 'Check Out' window.

3. Select the name of the borrower from the **Borrower** drop-down list.

If the borrower is not registered, right-click the Borrower field and choose **Add** from the popup menu. Complete the information requested in the 'Borrower Edit' window, then click the **OK** button.

4. In the **Date Borrowed** field, specify the date the book was borrowed. By default, BookCAT fills in today's date.
5. In the **Date Due** field, specify the date the book is due to be returned.
6. Click **OK**.

Even though BookCAT lets you change the name of the borrower in the 'Check Out' window, always check the book in before you check it out again. This is important if you want the loan history to be correct.

2.2.12.3 Check books in one at a time

1. Locate the book you want to check in.
2. Choose **Check In** from the **Loan** menu.

You see the 'Check In' window.



3. In the **Date Returned** field, specify the date the book was returned. By default, BookCAT fills in today's date.
4. Click **OK**.

Even though BookCAT lets you change the name of the borrower in the 'Check Out' window, always check the book in before you check it out again. This is important if you want the loan history to be correct.

2.2.12.4 Check books out using the 'Check Titles In/Out' window

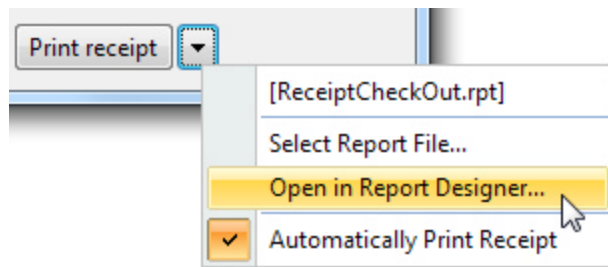
1. Choose **Check Titles Out** from the **Loan** menu.

You see the 'Check Titles In/Out' window.

2. Make sure the **Date Borrowed** and **Date Due** fields are correctly filled in.
3. If you have a bar code scanner (and the borrower's barcode number is registered in the Borrower lookup table), scan the bar code on the borrowers library card into the **Borrower** field. BookCAT will automatically lookup the borrower name.
If you don't have a bar code scanner, click the **Search** button  to manually search for the borrower.
4. If you have a bar code scanner, scan the bar code on the book into the **Title** field. BookCAT will automatically look up the book in the database and add it to the list below.
If you don't have a bar code scanner, click the **Search** button  to manually search for the book you want to check out.
5. Repeat step 4 for all books you want to check out to the selected borrower.
6. Click the **Update** button.
7. If you would like to print out a receipt, click the **Print Receipt** button.

Note: If you would like to automatically print the receipt when you click the **Update** button, click the drop-down button to the right and select **Automatically Print Receipt** from the popup menu.

Note: If you would like to edit the layout of the receipt, click the drop-down button to the right and choose **Open in Report Designer** from the popup menu.




2.2.12.5 Check books in using the 'Check Titles In/Out' window

1. Choose **Check Titles In** from the **Loan** menu.

You see the 'Check Titles In/Out' window.

2. Make sure the **Date Returned** field is correctly filled in.

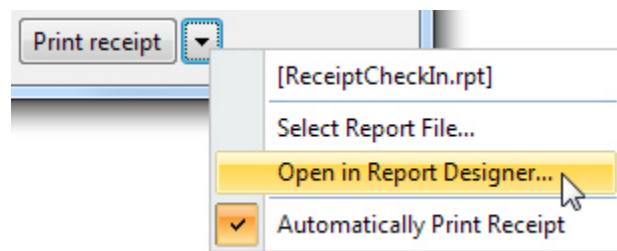
3. If you have a bar code scanner, scan the bar code on the book into the **Title** field. BookCAT will automatically look up the book in the database and add it to the list below.

If you don't have a bar code scanner, click the **Search** button  to manually search for the book you want to check in.

4. Repeat step 3 for all books you want to check in.
5. Click the **Update** button.
6. If you would like to print out a receipt, click the **Print Receipt** button.

Note: If you would like to automatically print the receipt when you click the **Update** button, click the drop-down button to the right and select **Automatically Print Receipt** from the popup menu.

Note: If you would like to edit the layout of the receipt, click the drop-down button to the right and choose **Open in Report Designer** from the popup menu.



2.2.12.6 Reserve a book

1. Locate the book you want to reserve in.
2. Choose **Reserve** from the **Loan** menu.

You see the 'Reserve' window.

3. Select the name of the borrower from the **Borrower** drop-down list.

If the borrower is not registered, right-click the Borrower field and choose **Add** from the popup menu. Complete the information requested in the 'Borrower Edit' window, then click **OK**.

4. In the **Reserved Date** field, specify the reservation date. By default, BookCAT fills in today's date.
5. Click **OK**.

2.2.12.7 Clear reservations

1. Choose **Clear Reservations** from the **Loan** menu.

You see the 'Clear Reservations' window.

2. Specify the age of the reservations you want to clear.

For example, if you specify 7 days, the program will clear all reservations placed more than one week ago.

3. Click **OK**.

You can manually clear a reservation if you select the book in the Book View, and then choose **Clear Reservation** from the **Loan** menu.

2.2.12.8 Send e-mail notifications

1. Choose **Send E-mail Notifications** from the **Loan** menu.

You see the 'Send E-mail Notification' window.

2. Make sure the **From / Name** and **From / Address** fields are filled in.
3. If you haven't already done so, click the **Server** button and specify mail server, username, and password.
4. To send notifications to borrowers that have books that are overdue, click the **Overdue** tab.

To send notifications to borrowers that have books that will become overdue soon, click the **Reminder** tab.

To send notifications to borrowers that have reserved books ready for collection, click the **Reservation** tab.

5. Specify the relevant time period.
6. Make sure the **Subject**, **Body 1**, and **Body 2** fields are filled in.

Body 1 is the text that is added before the list of books. Body 2 is the text that is added after the list.

You can use the following codes in the text (the code is replaced with the field value when the e-mail message is generated):

% DA TE %	The current date.
%	The borrower's full name.

NAME %	
% FIRST %	The borrower's first name.
%LAST %	The borrower's last name.

7. Click the **Send** button to send the e-mail notifications.

After the e-mails have been sent BookCAT will create a log file with details about all the processed borrowers with information about sent e-mails, borrowers with no e-mail address, and any errors. Click the 'Log file' button to open this log file.

2.2.12.9 Extend loan period

You can extend the loan period by a specified number of days.

1. In either the Book View or the Loan View, [select](#) ⁵⁵ the records you want to update.
2. From the **Loan** menu, choose **Extend Loan Period**.
3. Enter the number of days you want to extend the loan period by.
4. Confirm by clicking **Yes**.

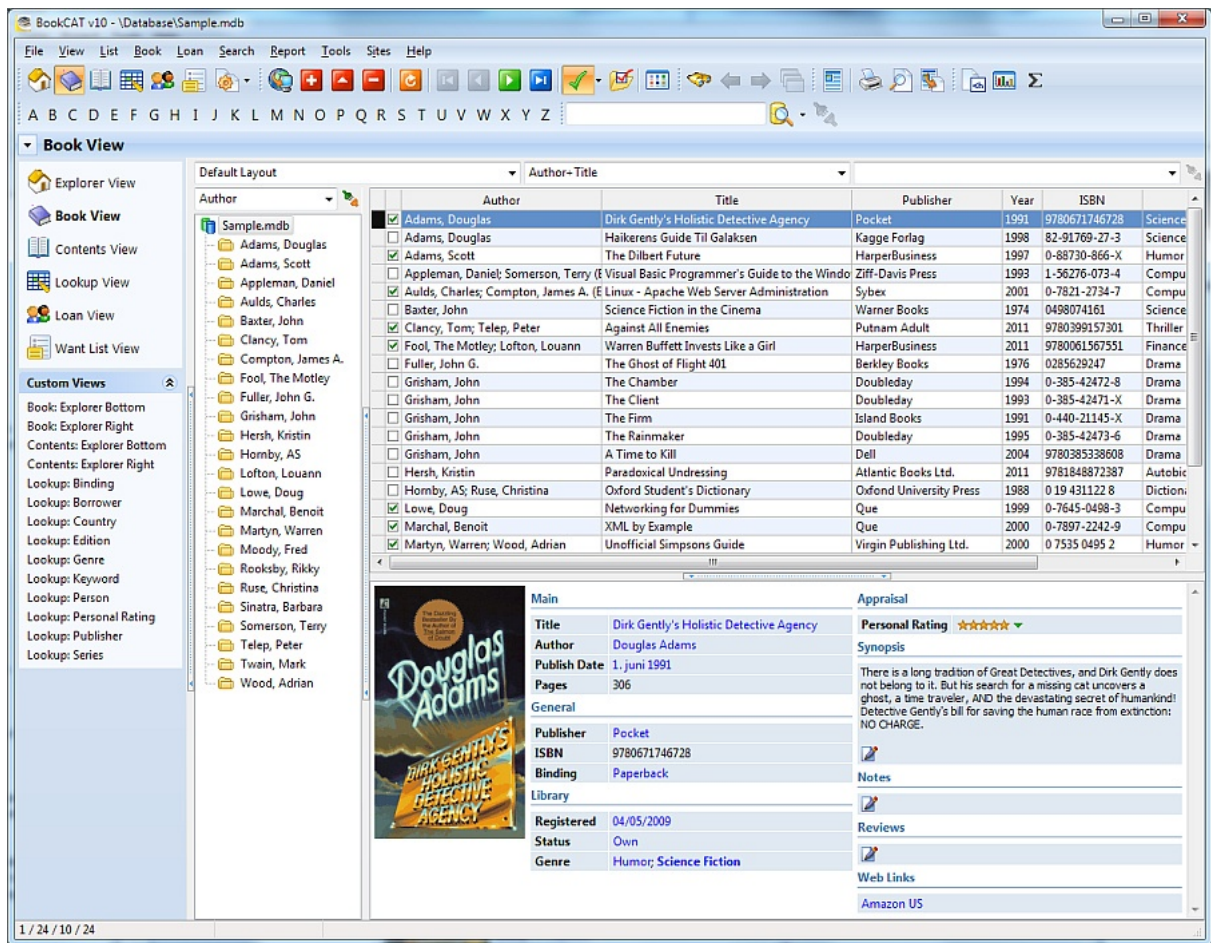
BookCAT updates the 'Date Due' field.

2.3 Viewing information

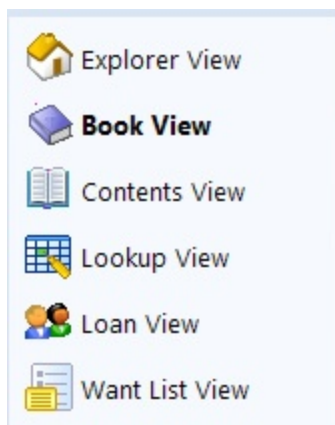
2.3.1 Working with views

The main BookCAT window is divided into three parts:

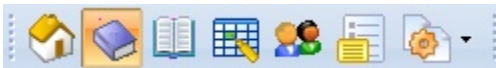
1. The menu/toolbar at the top of the window.
2. The view bar to the left.
3. The rest of the window is occupied by the active view. There are a total of 6 different views: Explorer View, Book View, Contents View, Lookup View, Loan View, and Want List View.



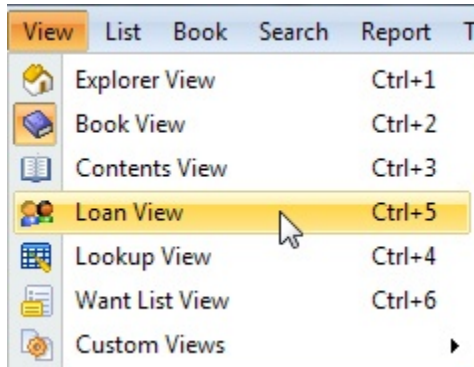
You can select the view you want to open in the view bar. The currently open view is highlighted in bold:



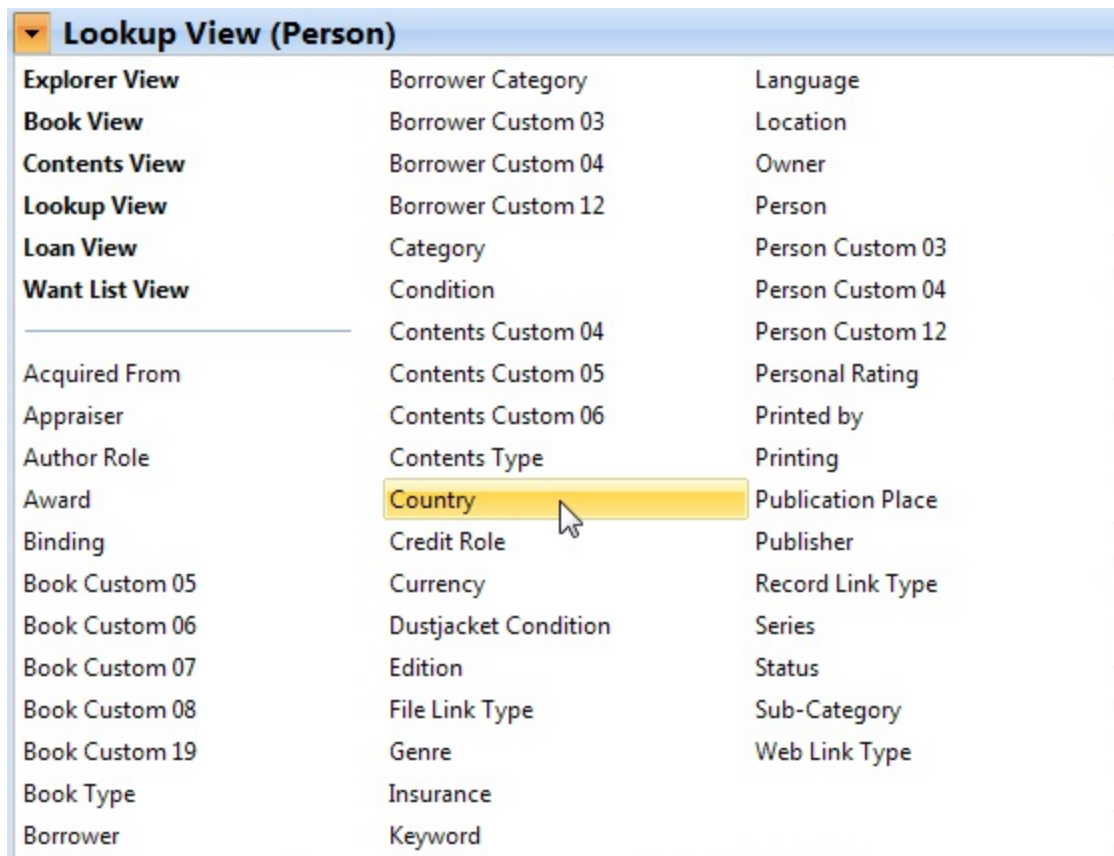
You can also select view from the toolbar:



or the View menu (notice the shortcut keys):



In addition to this, you can also select view, including the lookup table you want to edit in the Lookup View, from the **View** button on the toolbar:




If the View button/View title section is hidden, choose **Select View** from the **View** menu (or press the **Ctrl+W** shortcut) to select lookup table.

When you select one of the standard views, the program activates the view with the same settings loaded as the last time you used the view. This means that the same list [layout](#)^[56], [sort order](#)^[58], [filter](#)^[60], and [grouping definition](#)^[62] are automatically activated.

In addition, you can create your own custom views, enabling you to easily access relevant information in your database (books, contents data, authors, genres, etc.). A custom view can be linked to a specific list layout, sort order, filter and grouping definition. Choose **Views Setup** from the **View** menu to set up your own custom views.

2.3.2 Marking records and showing the marked records

BookCAT allows you to mark records in any table. Marking and unmarking records can be useful if you want to select different records based on specific criteria. You can view, edit, search among, or print only the records that have been marked.

The checkmark button  on the toolbar indicates whether the current record is marked or not. If the button is "in" (pressed), the record is marked. If it is "out" (released), the record is not marked. You can also simply press Ctrl + M to mark or unmark the current record.

You can also mark / unmark records by clicking the checkbox in the first column in the browse list.



To mark all records

1. Choose **Mark / Mark All** from the menu (for example the Book menu if the Book View is active).

Note: If this command is disabled (not available), it means that all records already are marked.

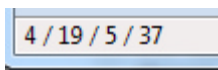
To unmark all records

1. Choose **Mark / Unmark All** from menu (for example the Book menu if the Book View is active).

Note: If this command is disabled (not available), it means that no records are marked.

At the bottom of the main window, notice the 4 numbers in the first section of the

statusbar:



It shows the active record's position in the list (4), number of records displayed in the list (19), number of records that are marked (5), and the total number of records in the table (37).

Notice, for example, how the statusbar is updated when you use the mark commands.

By default, BookCAT displays all records in the active table. If you want to view only the records that are marked, select the **Marked Records** option on the **List** menu. This option toggles between the two modes. If only marked records were shown, all records are now shown again. If all records were shown, only the marked records are now shown.

2.3.3 Select multiple records in browse list

In order to set the field value of several records in one operation, delete multiple records, etc, you must first select these records in the browse list:

- To select consecutive records, click the first record, press and hold down **Shift**, and then click the last record.
- To select nonconsecutive records, press and hold down **Ctrl**, and then click each record you want to select.
- To select all records, choose **Select All** from the **List** menu (or press the **Ctrl+A** shortcut).

Here we have selected the first 10 genres in the Genre table (Lookup View):

	Genre	Sort by	ID
<input checked="" type="checkbox"/>	Adventure	Adventure	1
<input checked="" type="checkbox"/>	Business	Business	2
<input checked="" type="checkbox"/>	Cartoons	Cartoons	29
<input checked="" type="checkbox"/>	Children	Children	35
<input checked="" type="checkbox"/>	Classic	Classic	3
<input checked="" type="checkbox"/>	Comedy	Comedy	25
<input checked="" type="checkbox"/>	Computers	Computers	24
<input checked="" type="checkbox"/>	Cooking	Cooking	4
<input checked="" type="checkbox"/>	Dictionary	Dictionary	23
<input checked="" type="checkbox"/>	Drama	Drama	5
<input checked="" type="checkbox"/>	Education	Education	36
<input type="checkbox"/>	Family	Family	6
<input type="checkbox"/>	Finance	Finance	7
<input checked="" type="checkbox"/>	Guitar	Guitar	34

- To clear the selection, click in the upper left corner of the list:

	Genre	Sort by	ID
<input checked="" type="checkbox"/>	Adventure	Adventure	1
<input checked="" type="checkbox"/>	Business	Business	2
<input checked="" type="checkbox"/>	Cartoons	Cartoons	29
<input checked="" type="checkbox"/>	Children	Children	35
<input checked="" type="checkbox"/>	Classic	Classic	3
<input checked="" type="checkbox"/>	Comedy	Comedy	25
<input checked="" type="checkbox"/>	Computers	Computers	24
<input checked="" type="checkbox"/>	Cooking	Cooking	4
<input checked="" type="checkbox"/>	Dictionary	Dictionary	23
<input checked="" type="checkbox"/>	Drama	Drama	5
<input checked="" type="checkbox"/>	Education	Education	36
<input type="checkbox"/>	Family	Family	6
<input type="checkbox"/>	Finance	Finance	7
<input checked="" type="checkbox"/>	Guitar	Guitar	34

Don't confuse *selecting records* with [marking records](#) ⁵⁴.

2.3.4 List layouts

Each view (except the Explorer View) contains a browse list. In a standard list layout, each row in the grid corresponds to a record in the table (books in the Book View, sections (contents data) in the Contents View, genres in the Genre Lookup View, and so on). Each field is displayed in a separate column. The active row is highlighted so that it is easy to see which record that is selected. In a card list, there is one cell per record.

When you create a new database, BookCAT automatically adds various standard list

layouts to the database. A list layout contains information about which fields to display, the font to use and so on. You can easily modify the default layouts, or create your own layouts.

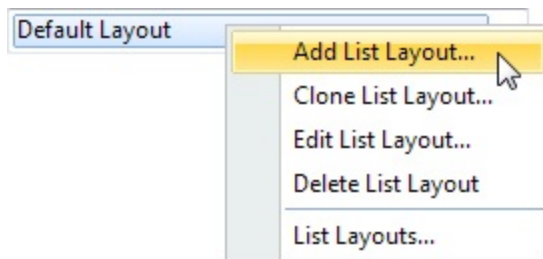
You select list layout from the drop-down to the left above the browse list.



You can also manage the list layouts in the active view by choosing **List Layouts** from the **View** menu. Here you can both add, edit and delete list layouts.

Create a new list layout

To create a new list layout, right-click the list layout drop-down list and choose **Add List Layout** from the popup menu.



This will open the 'Add List Layout' window. Here you can select the fields you want to display in the list, select font, etc.

When you create a new list layout in the Book View or the Person Lookup View, you first see the 'Add List Layout - Select Type' window. Here you must select whether you want to create a standard list layout, or a card list.

Edit a list layout

To edit a list layout, first select the list layout you want to edit, then right-click the list layout drop-down list and choose **Edit List Layout** from the popup menu. This will open the 'Edit List Layout' window.

Add a new column

To add a new column, right-click the browse list and choose **List Layout / Add Column** from the popup menu. This will open the 'Select Field' window. Select the field you want to display in the list, then click **OK**. Then you see the 'Column Properties'

window. Here you can modify the properties of the column, such a text alignment, color and column width. Click **OK** to add the new column to the list.

You can move the column to a new position in the list by using drag-and-drop (hold down the Alt key while you drag).

Edit a column

To edit the properties of a column, right-click the column you want to edit and choose **List Layout / Edit Column** from the popup menu.

Rearrange the columns

To rearrange the order of the columns:

1. Press down the **Alt** key.
2. While you hold down the Alt key, click on the heading of the column you want to move, and drag it to it's new position.
3. Release both the mouse button and the Alt key.

Remove a column

To remove a column, right-click the column you want to remove and choose **List Layout / Remove Column** from the popup menu. Confirm by clicking **Yes**.

Delete a list layout

To delete a list layout, first choose **List Layouts** from the **View** menu, then select the list layout you want to delete and click **Delete**. Confirm by clicking **Yes**.

2.3.5 Sort orders

You use a sort order to define the order in which records are displayed. The data in the database remains the same; only the way data is being displayed changes. BookCAT lets you sort on up to five fields.

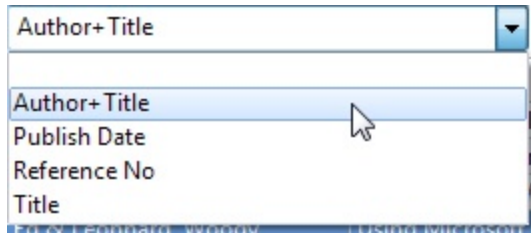
There are two ways to change the sort order:

- Select a sort order from the sort order drop-down list above the browse list.
- Click the heading of the column you want to sort on to create a temporary sort order.

A field can be sorted in either ascending order (letters are sorted from A to Z and numbers from 0 to 9) or descending order (letters are sorted from Z to A and numbers

from 9 to 0).

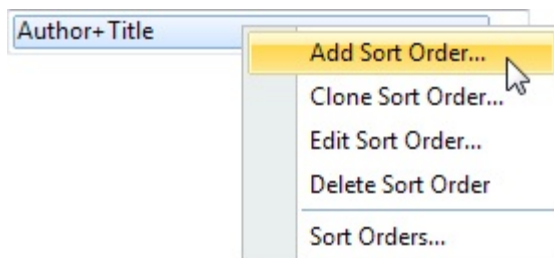
You select sort order from the drop-down in the middle above the browse list.



You can also manage the sort orders in the active view by choosing **Sort Orders** from the **View** menu. Here you can both add, edit and delete sort orders.

Create a new sort order

To create a new sort order, right-click the sort order drop-down list and choose **Add Sort Order** from the popup menu.



This will open the 'Add Sort Order' window.

Edit a sort order

To edit a sort order, first select the sort order you want to edit, then right-click the sort order drop-down list and choose **Edit Sort Order** from the popup menu. This will open the 'Edit Sort Order' window.

Delete a sort order

To delete a sort order, first choose **Sort Orders** from the **View** menu, then select the sort order you want to delete and click **Delete**. Confirm by clicking **Yes**.

Create a temporary sort order

Click on the heading of the column you want to sort on. Letters are by default sorted from A to Z and numbers from 0 to 9. Hold down **Shift** while you click to create a descending sort order (letters are sorted from Z to A and numbers from 9 to 0). Hold

down **Ctrl** while you click to sort on multiple columns. You can sort on up to five columns.

A sort indicator is used to display the sort order status of a column. If the arrow points upwards the column is sorted in ascending order. If the arrow points downwards the column is sorted in descending order.

A temporary sort order is deleted when you select one of the saved sort orders.

Save a temporary sort order

1. Right-click the browse list and choose **Save Sort Order** as from the popup menu.

You see the 'Save Sort Order As' window.

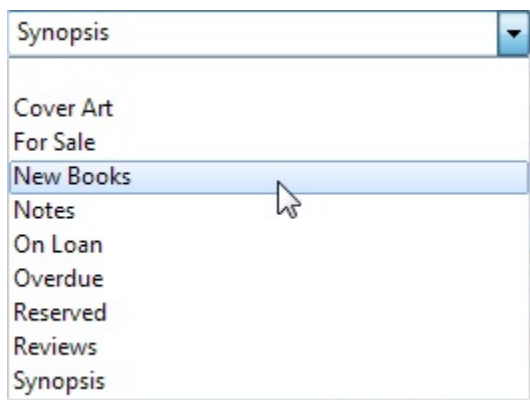
2. Give the sort order a title, and click **OK**.

The sort order is now available from the sort order drop-down list.

2.3.6 Filters

A filter is used to determine which records that are displayed in the browse list, and makes it possible to work with a subset of the database (for example, books purchased this year, or books that are for sale).

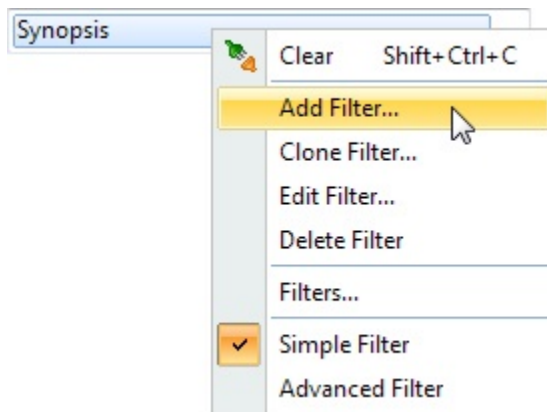
You select filter from the drop-down to the right above the browse list.



You can also manage the filters in the active view by choosing **Filters** from the **View** menu. Here you can both add, edit and delete filters.

Create a new filter

To create a new filter, right-click the filter drop-down list and choose **Add Filter** from the popup menu.



This will open the 'Add Filter' window.

Edit a filter

To edit a filter, first select the filter you want to edit, then right-click the filter drop-down list and choose **Edit Filter** from the popup menu. This will open the 'Edit Filter' window.

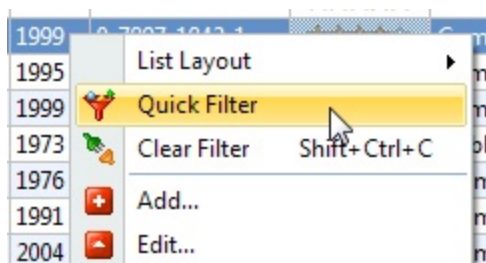
Delete a filter

To delete a filter, first choose **Filters** from the **View** menu, then select the filter you want to delete and click **Delete**. Confirm by clicking **Yes**.

Use the Quick Filter feature

The Quick Filter feature allows you to filter on a field value displayed in the browse list.

To create a quick filter, right-click the field value you want to filter on in the browse list, and choose **Quick Filter** from the popup menu.



To clear the filter, right-click the browse list and choose **Clear Filter** from the popup menu.

A quick filter is deleted when you select a saved filter. If you want to save the quick filter, right-click the browse list and choose **Save Quick Filter as** from the popup

menu.

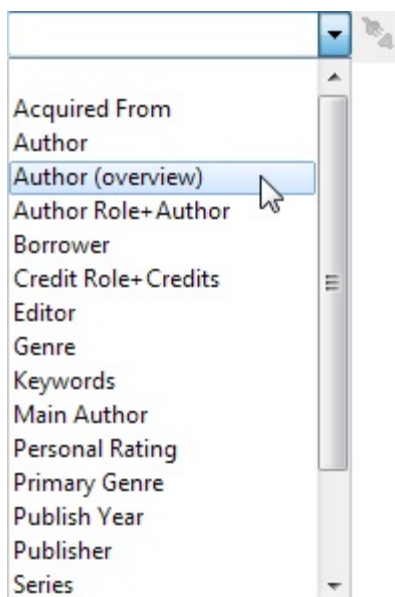
2.3.7 Grouping

The grouping feature is used to determine which records that are displayed, and makes it possible to work with a subset of the database (for example, books written by a specific author).

Using the grouping feature is similar to using a filter, except that it is easier to change the value used in the filtering process. For example, if you group by author, you can simply select another author to display the books by this author (if you used a filter you would have to modify the filter to get the same result).

The first item in the list represents the open database. Select this item to display all records in the table.

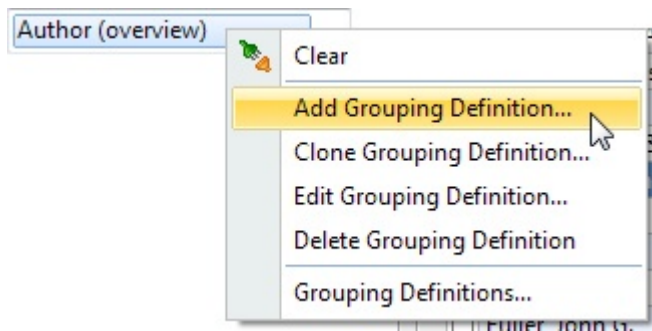
You select grouping definition from the drop-down above the grouping list.



You can also manage the grouping definitions in the active view by choosing **Grouping Definitions** from the **View** menu. Here you can both add, edit and delete grouping definitions.

Create a new grouping definition

To create a new grouping definition, right-click the grouping definition drop-down list and choose **Add Grouping Definition** from the popup menu.



This will open the 'Add Grouping Definition' window.

Edit a grouping definition

To edit a grouping definition, first select the grouping definition you want to edit, then right-click the grouping definition drop-down list and choose **Edit Grouping Definition** from the popup menu. This will open the 'Edit Grouping Definition' window.

Delete a grouping definition

To delete a grouping definition, first choose **Grouping Definitions** from the **View** menu, then select the grouping definition you want to delete and click **Delete**. Confirm by clicking **Yes**.

2.3.8 The explorer

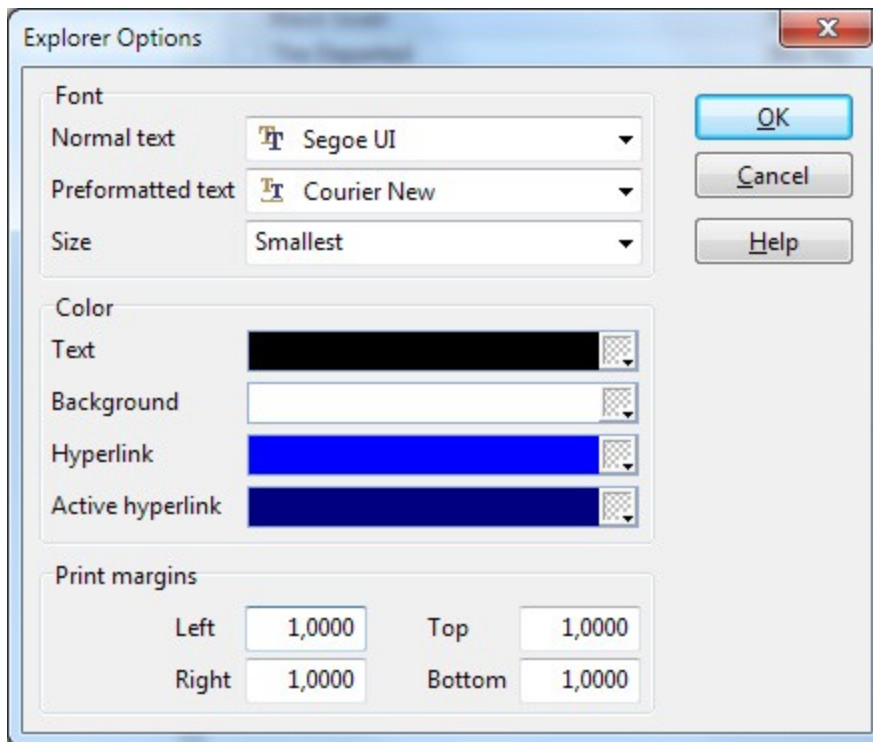
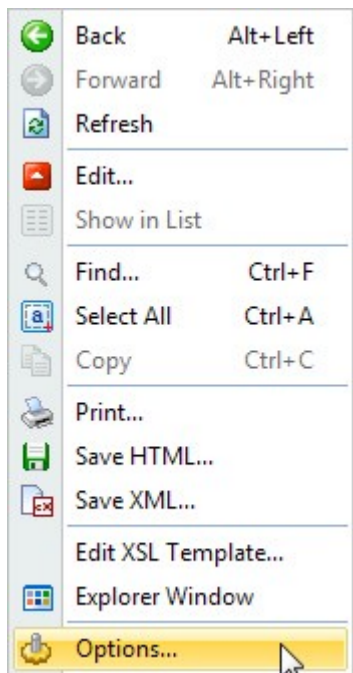
BookCAT Explorer is a great way to browse your collection. The data is presented in the same way as when you use your web browser. You can click hyperlinks to look at related information. For example, you can click an author's name to see more information about that author, including a list of books he has written.

You can use the explorer in three ways:

- From the Explorer View.
- Use the "preview pane" below the browse list. This preview pane is available in all views.
- Use the separate Explorer window. Simply press **F11** to bring up the window. The displayed information depends on the type of data selected.

The preview pane is useful when you want to look at the basic information. The Explorer View or the Explorer window is better when you want all the details.

To change the default colors and other settings in the explorer, right-click the explorer page and choose **Options** from the popup menu.



Customizing the layout with XSL templates

You can completely customize the layout of the explorer with the help of XSL templates.

XSL is a language for defining style sheets. It also includes a transformation language for XML documents: XSLT. Originally intended for complex styling operations, like generating indexes and tables of contents, it is now used as a general purpose XML processing language.

Styling requires two things: a source XML document containing the information the style sheet will display, and the style sheet itself (the XSL template) which describes how the information will look.

This section is not intended to be a complete XSL/XML tutorial, but will give you some basic information on the different types of xsl templates that BookCAT uses. For more information about XSL and XML, see <http://www.w3schools.com/xsl> and <http://www.w3schools.com/xml>.

A BookCAT XSL template is a text file containing HTML instructions defining the layout of the page, and XSLT commands that extract and process data from the XML data file.

The standard BookCAT XSL templates are located in the \Explorer Templates folder.

To edit an existing template, right-click the explorer page and choose **Edit XSL Template** from the popup menu. We recommend that you backup the original template file before you edit the template.

BookCAT uses three different template types. The type of template is determined by the data type instruction at the beginning of the xsl template file. Possible values are:

```
<?data type="index"?>
```

```
<?data type="record"?>
```

```
<?data type="list"?>
```

index	This type of template is only used by the Explorer view, and in the Explorer window when you click the Home button. For an example of this template type, see Index.xsl.
record	This type of template is used to create a document with data about one specific record. Use the data table instruction to specify which table the data should be taken from, for example <code><?data table="book"?></code> . For an example of this template type, see Book.xsl.
list	This type of template is used to create a document with a list of multiple records. Use the data table instruction to specify which table the data should be taken from, for example <code><?data table="book"?></code> .

For an example of this template type, see BookList.xsl.

The explorer pane is by default displayed below the browse list. To display the explorer pane to the right of the browse list, add the `<?data previewpanepos="right"?>` instruction to the xsl template file. For an example, see the BookBrowse_Right.xsl template.

2.4 Searching and querying

2.4.1 How to search

You can effectively search the database for information that you require. Search in all fields with any combination of fields and operators.

There are several different ways to search and query data:

1. [Quick Search](#)^[67]. This is the easiest and quickest way to search. The quick search function will search the records displayed in the browse list. By default, it will only search the text fields you actually see in the list. You can also search all fields in the table (however, this is slower).
2. [Simple search](#)^[67]. Lets you define a search criteria based on one or two fields. You specify field, operator and the value you want to search for. The search criteria can be saved to a file for later use.
3. [Advanced search](#)^[68]. Lets you define a search criteria that can contain an (almost) unlimited number of fields. You can group the fields in different ways using parenthesis and the logical operators AND/OR. The search criteria can be saved to a file for later use.
4. [Summary search](#)^[69]. Specify the field you want to search in from the drop-down list. All unique values, and the number of occurrences of each value, are then displayed in a list. Select the value you want to search for and click OK.
5. [Global Search](#)^[70]. Lets you search in all fields.

If you want to replace a field value with another value, use the [search and replace](#)^[72] command.

In addition, BookCAT has various "[special searches](#)^[71]" that give you features not available in the other searches.

Before you execute a search, you must specify the following options:

Search marked

Select the 'Search marked' option if you only want to search the marked records.

Show books

When searching for contents data, select the 'Show books' option if you want the books the sections are located in as the search result.

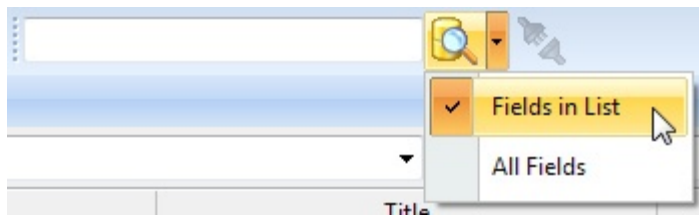
Searches are case insensitive (that is, BookCAT does not distinguish between upper and lower case).

You can add saved search criteria to the Search menu. If you save the search file in the \Search folder, the search will automatically appear on the Search menu. You can manually manage the searches on the menu by choosing **Edit Menu** from the **Search** menu.


2.4.2 Quick search

The quick search will search the records displayed in the browse list. By default, it will only search the text fields (standard text, lookup and memos) you actually see in the list. You can also search all text fields in the table (however, this is slower).

You select this from the drop down menu linked to the Quick Search button on the toolbar:



Type the text you want to search for in the text box, and click the **Search** button

 (or simply press **Enter**).

The search result is immediately shown in the browse list. To clear the search, click the

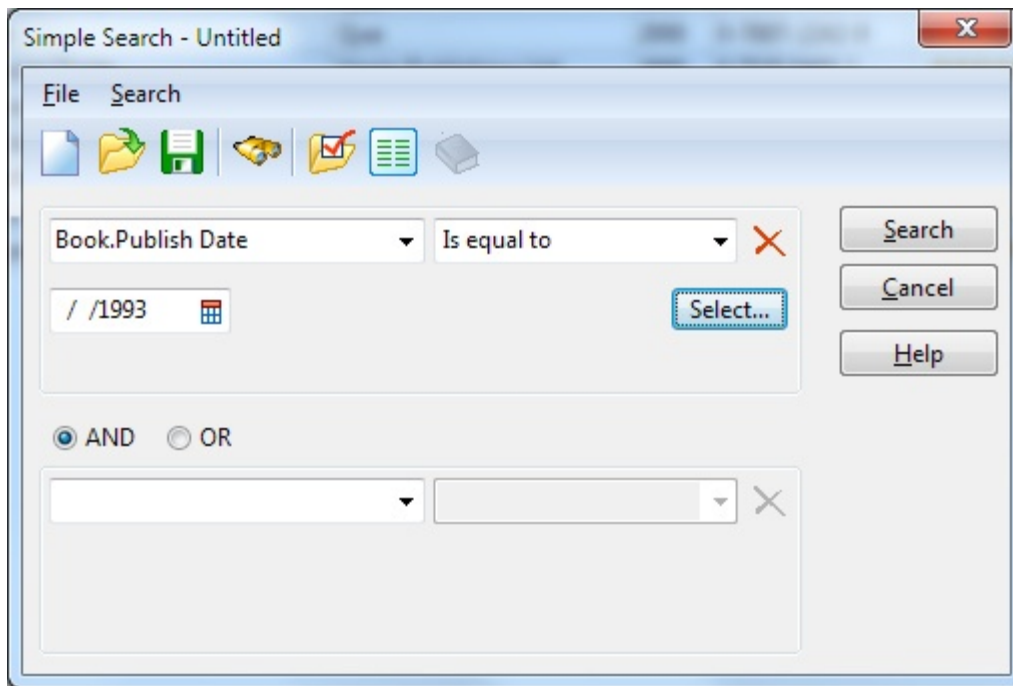
Clear button .

By default, the program will search for fields *containing* the text you specify. If you would like to search for fields that *begins with* this text, add * after the text (for example **Summer***).

2.4.3 Simple search

The simple search lets you define a search criteria based on one or two fields. You specify field, operator and the value you want to search for. The search criteria can be saved to a file for later use.

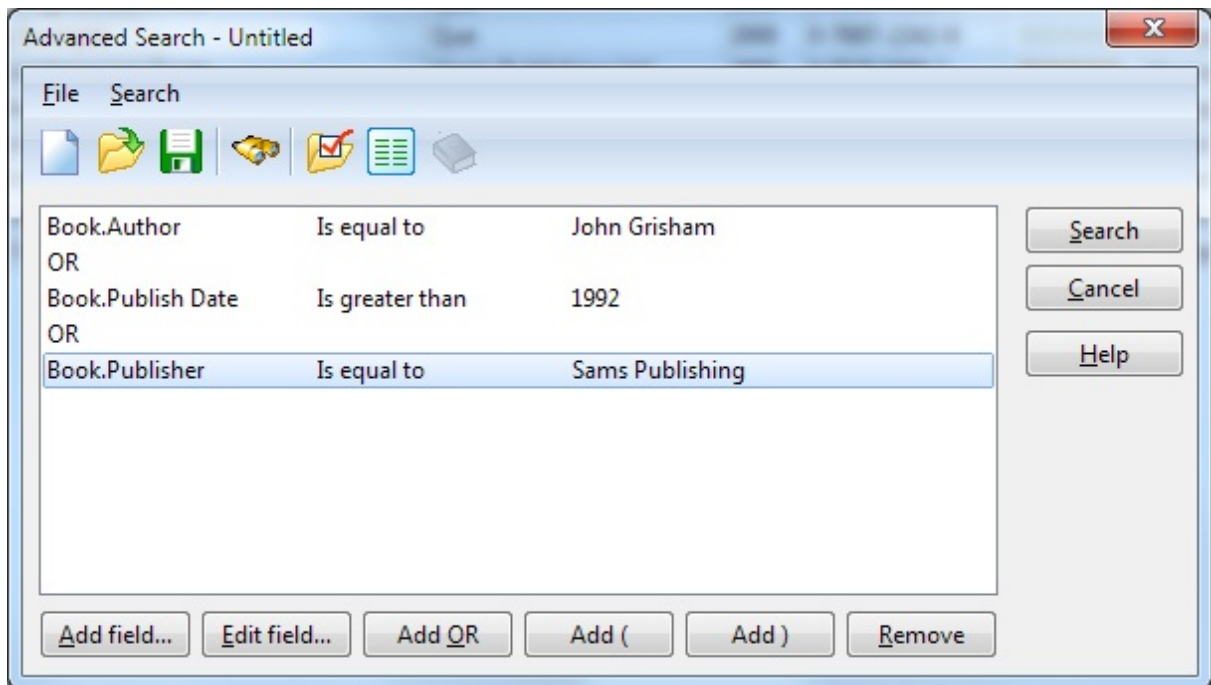
To use the simple search, choose **Simple** from the **Search** menu.



2.4.4 Advanced search

The advanced search lets you define a search criteria that can contain an (almost) unlimited number of fields. You can group the fields in different ways using parenthesis and the logical operators AND/OR. The search criteria can be saved to a file for later use.

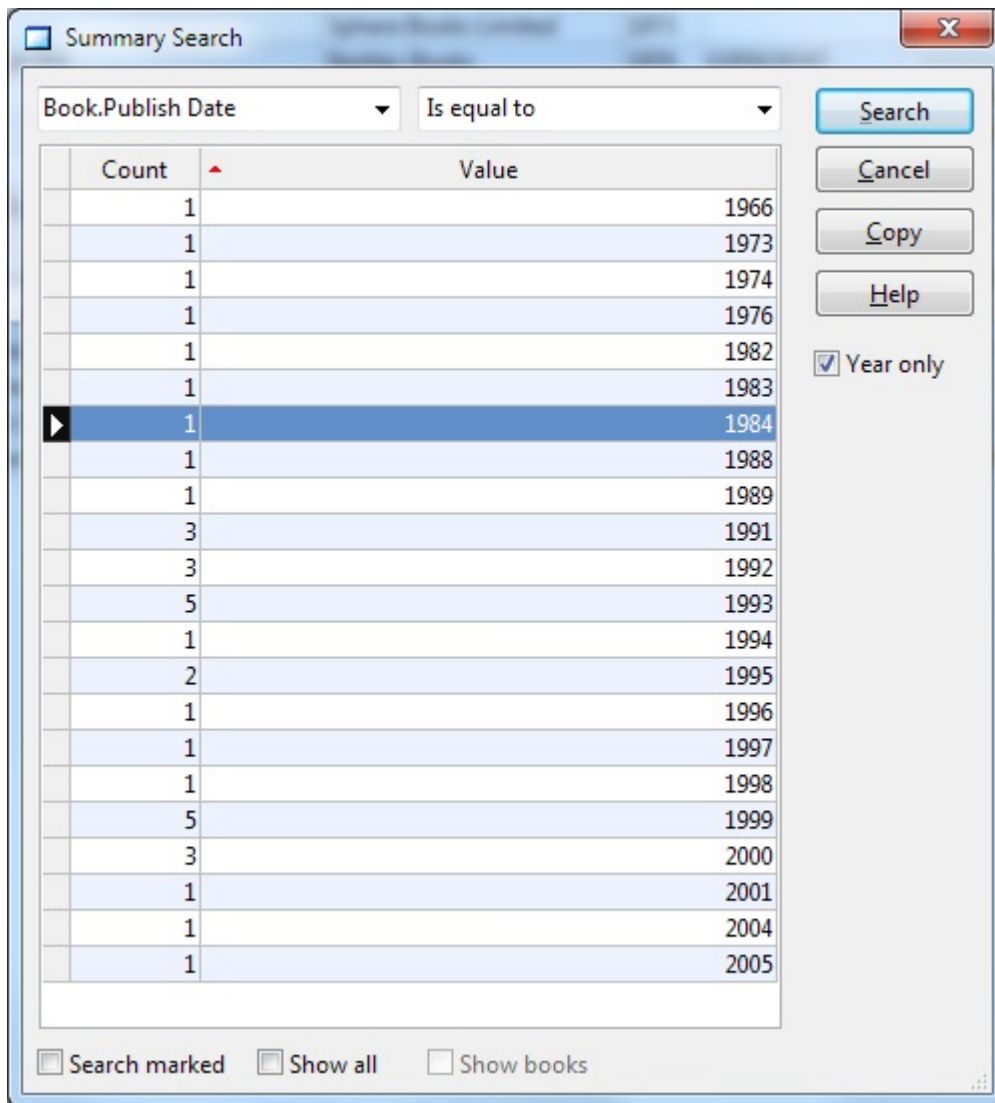
To use the advanced search, choose **Advanced** from the **Search** menu.



2.4.5 Summary search

Choose **Summary** from the **Search** menu to open the 'Summary Search' window.

Specify the field you want to search in from the drop-down list. All unique values, and the number of occurrences of each value, are then displayed in a list. Select the value you want to search for and click OK.

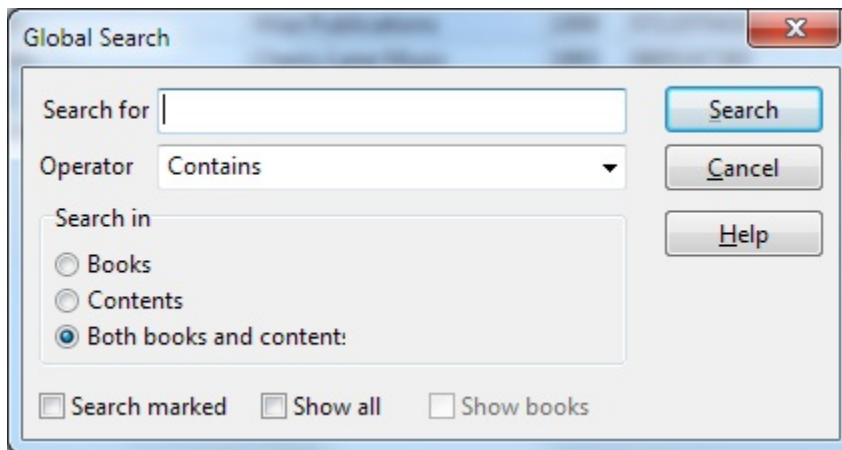


You can click the heading of one of the two columns to change the sort order.

2.4.6 Global search

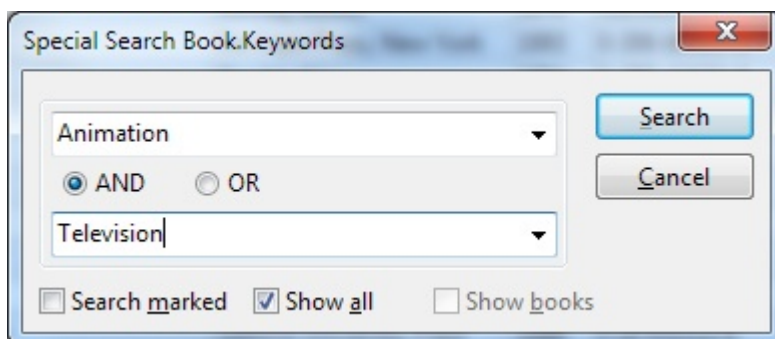
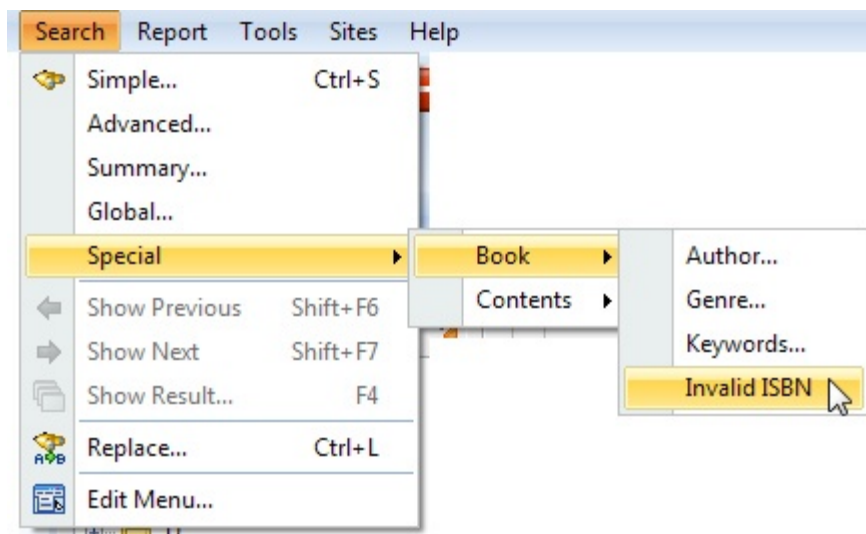
With the global search you search in all book and contents fields.

Choose **Global** from the **Search** menu to open the 'Global Search' window.



2.4.7 The special searches

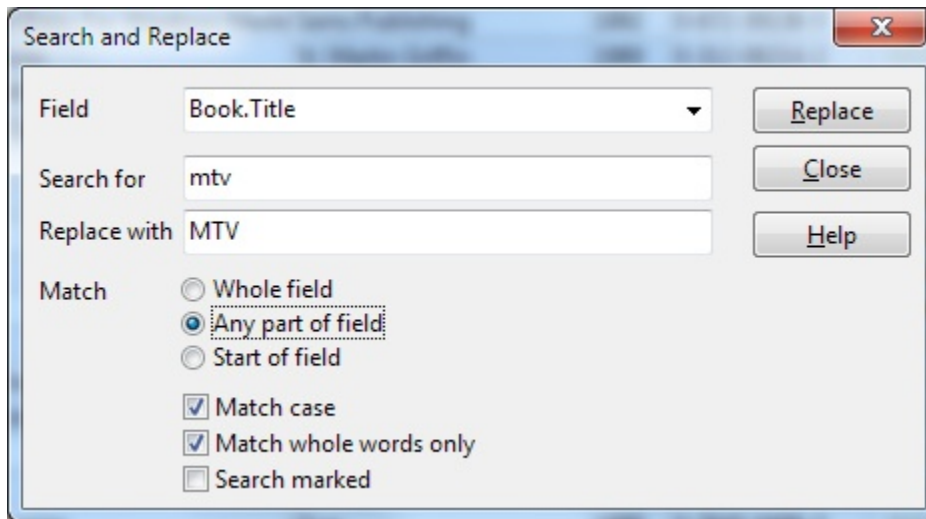
The special searches give you features not available in the other searches. You can, for example, search for invalid ISBN numbers.



2.4.8 Search and replace

Use the search and replace function to replace a field value with another value.

Choose **Replace** from the **Search** menu to open the 'Search and Replace' window.



Click the **Help** button if you need help about the various options in this window.

To set the value of a field regardless of the current field value, use the [Set Field Value](#) function.

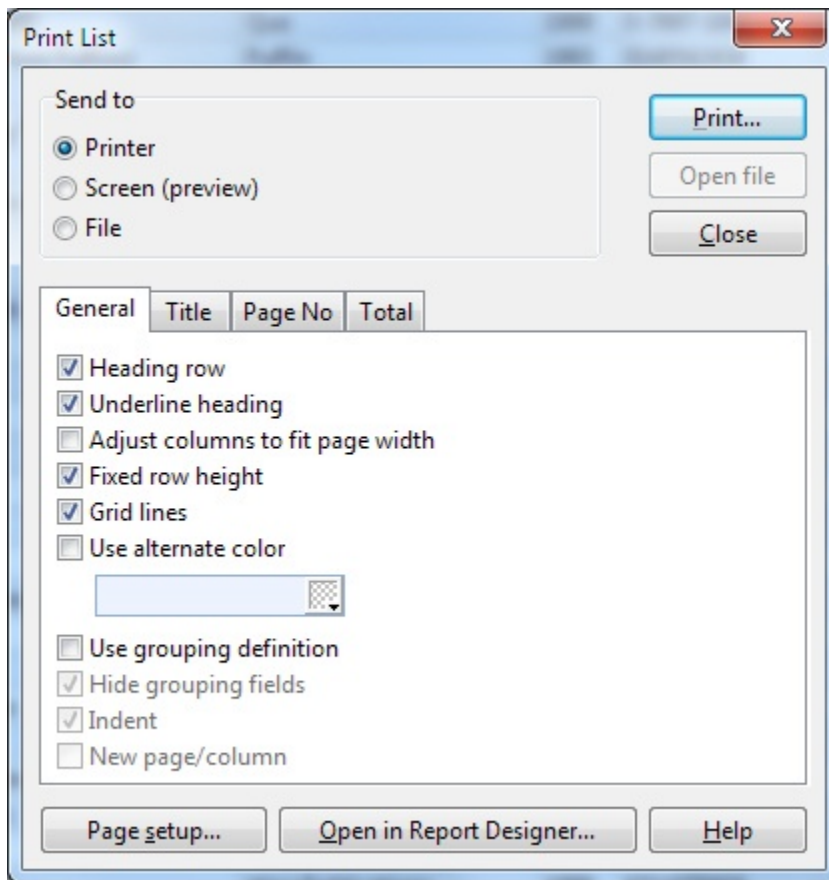
2.5 Working with reports

2.5.1 About reports

When you want to print out data, you can bring up the Report Designer to create a new report, select a pre-defined report from the Report menu, or use the Print List command to print the contents of the browse list.

Printing the browse list

To print the browse list, choose **Print** from the **File** menu. This will open the 'Print List' window.



Click the **Help** button if you need more help about the various options in this window.

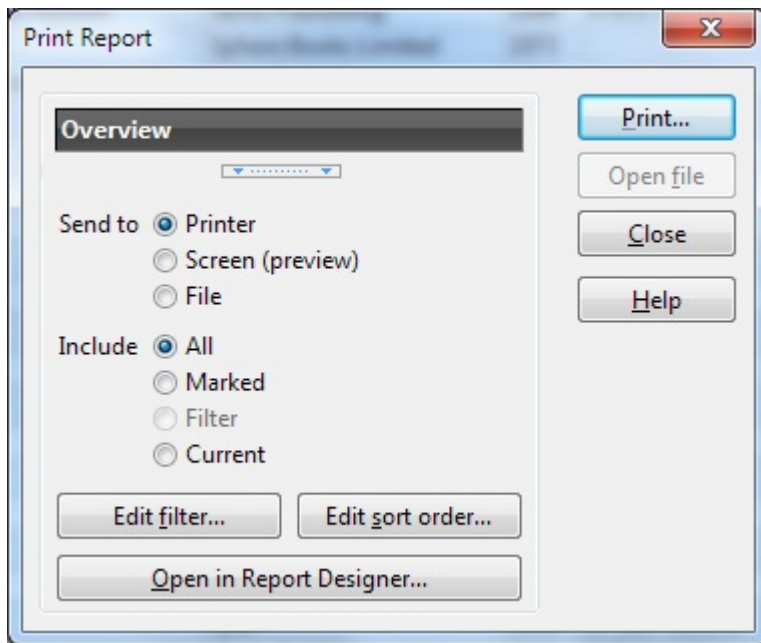
Report Designer

BookCAT includes a report designer that lets you create almost any type of report. You have full control over data fields, groups, sort order, columns, fonts, colors, paper size, margins and print orientation. You can add your own reports to the Report menu so that you can easily print them later.

Choose **Report Designer** from the **Report** menu to open the Report Designer.

Predefined reports

On the Report menu you also find all the pre-defined reports that ships with BookCAT. Simply select the report you want to print. This will open the 'Print Report' window.



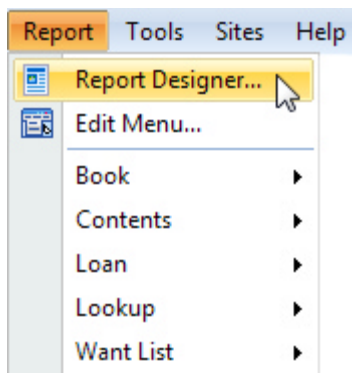
2.5.2 The report designer

You use the Report Designer to create new reports, and to modify existing reports.

Reports are made up of bands. The way data appears in a report is determined by the kind of band a report object (data field, image, line, shape, etc.) is in.

The Report Designer makes extensive use of popup menus. To display a popup menu, right-click a band or report object. You can also specify the text formatting (font, font size, color, and text alignment) from the Format toolbar. The text formatting affects all selected objects.

To open the Report Designer, choose **Report Designer** from the **Report** menu.

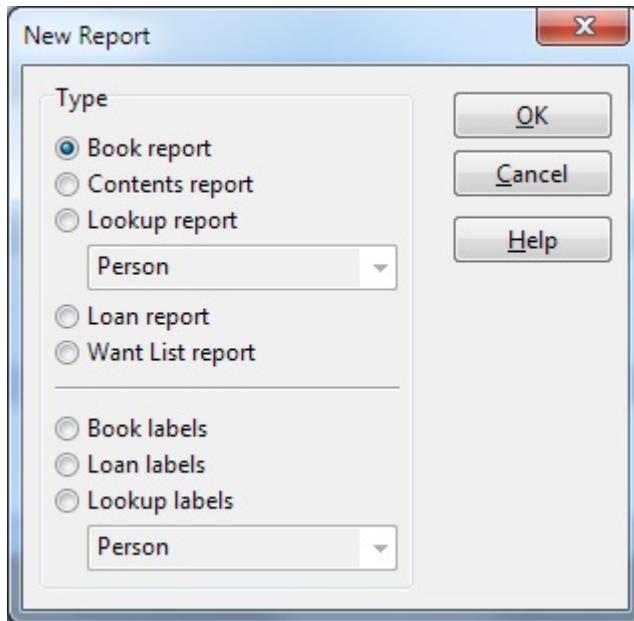


2.5.3 Report files

Before you can create a new report, or open a saved report, you must open the 'Report Designer' window.

Create a new report

Choose **New** from the **File** menu. You see the 'New Report' window.



Select the type of report you want to create, then click **OK**.

Save a report

To save the report you are working on, choose **Save** from the **File** menu. When you save the report for the first time, you see the 'Save Report' window. Here you select the folder you want to save the report in, and specify a filename.

If you have previously saved the report, BookCAT will just save all changes to the same report file. Choose **Save As** from the **File** menu to save the report with a different name.

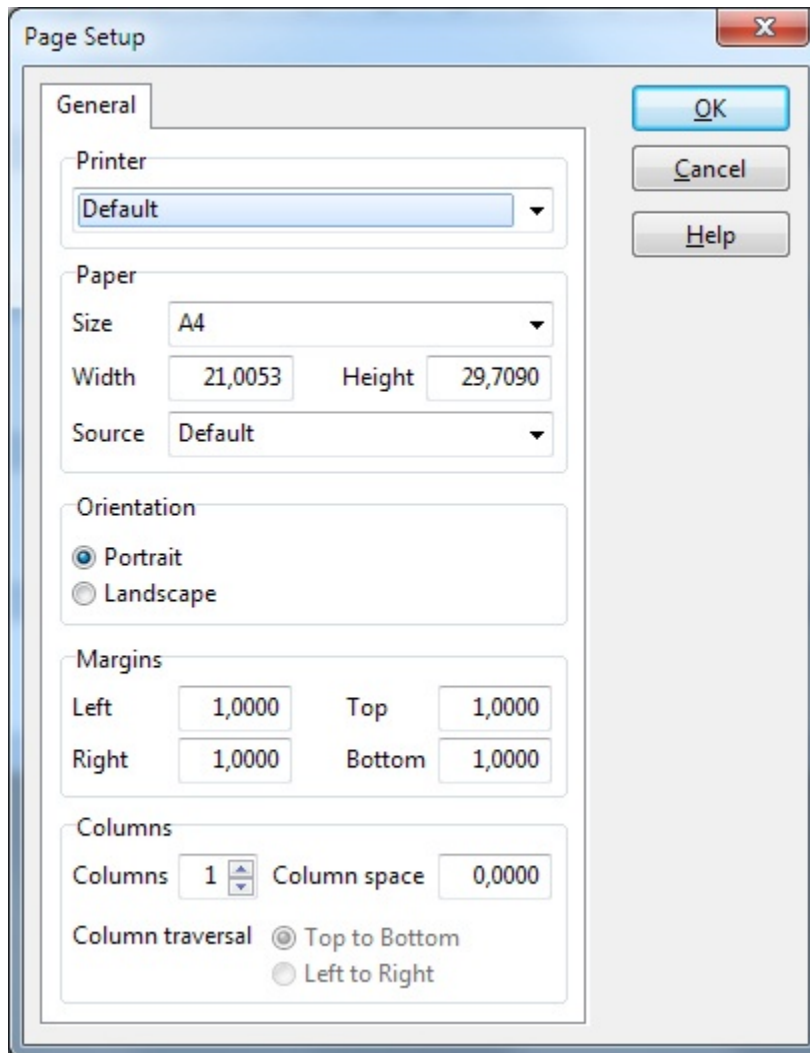
Open a saved report

Choose **Open** from the **File** menu, locate the folder the report you want to open is located in, select the report file and click **Open**.

2.5.4 Report options

Page setup

To change the page setup, choose **Page Setup** from the **File** menu.



To specify default margins that are automatically used in all new reports, choose **Default Margins** from the **File** menu.

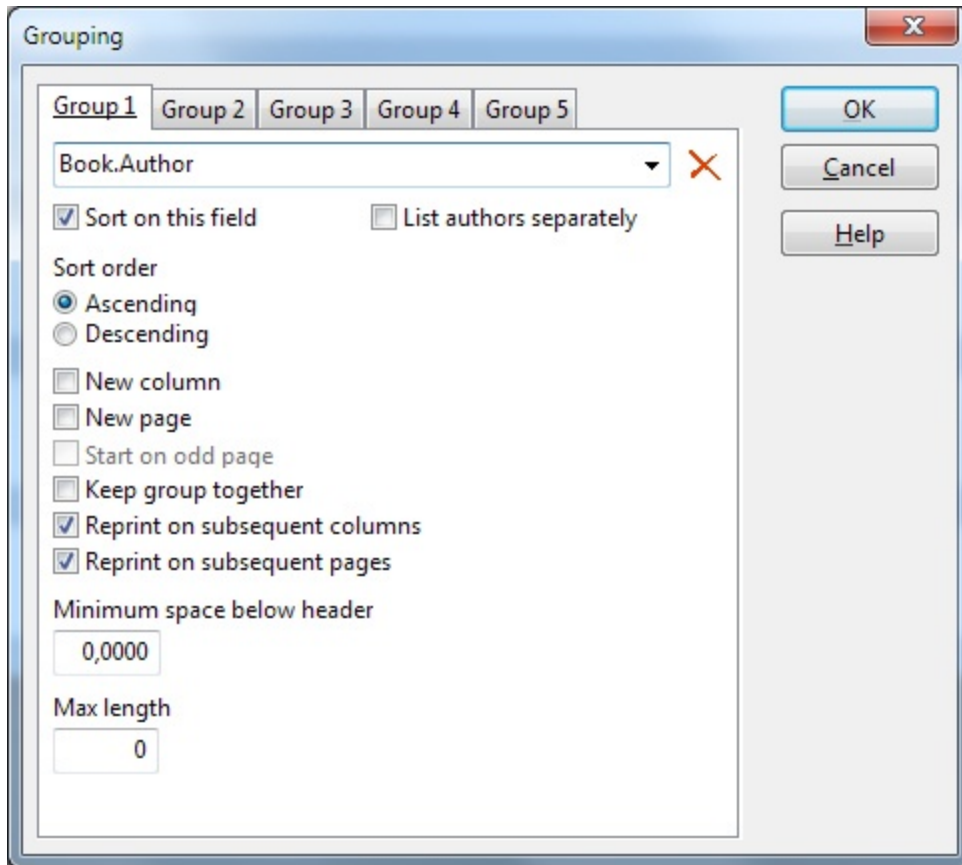
Grouping

Grouping a report means breaking the data into meaningful groups before it appears in your report. Data grouping is used to create easy-to-read blocks of data. You can create up to five groups in a report.

For each group, there are two corresponding bands: the Group Header and the Group

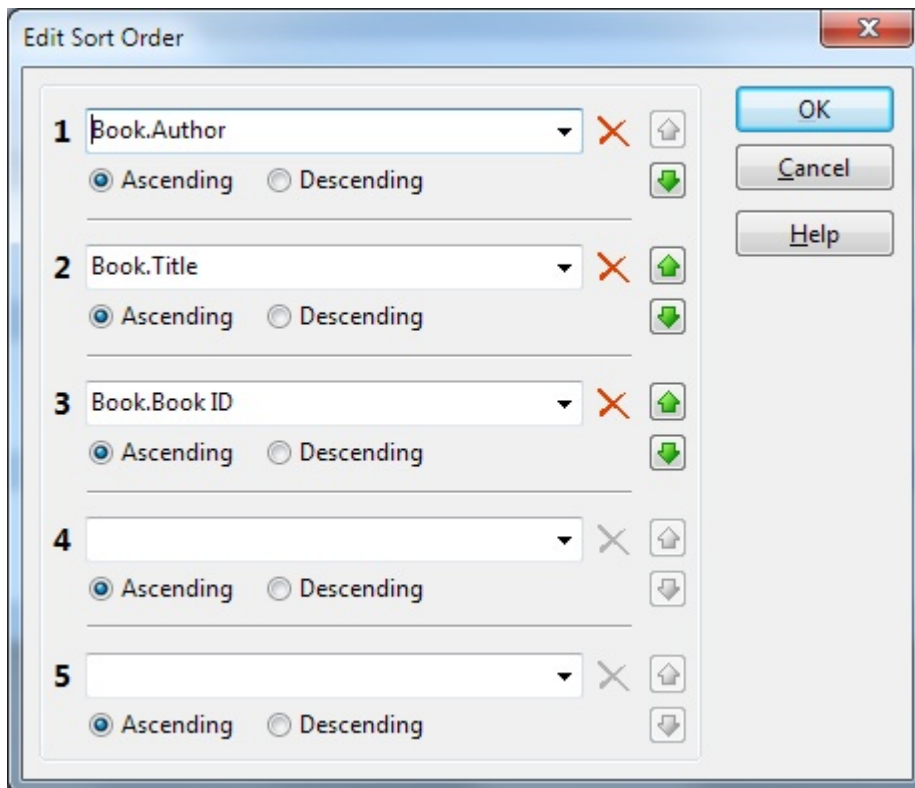
Footer. These bands will only print when the value of the group field changes. The Group Header is printed above the Detail band, while the Group Footer is printed below the Detail band.

To set up the grouping, choose **Grouping** from the **Report** menu.



Sort order

To change the sort order, choose **Sort Order** from the **Report** menu. You can sort on up to five data fields.



Filter

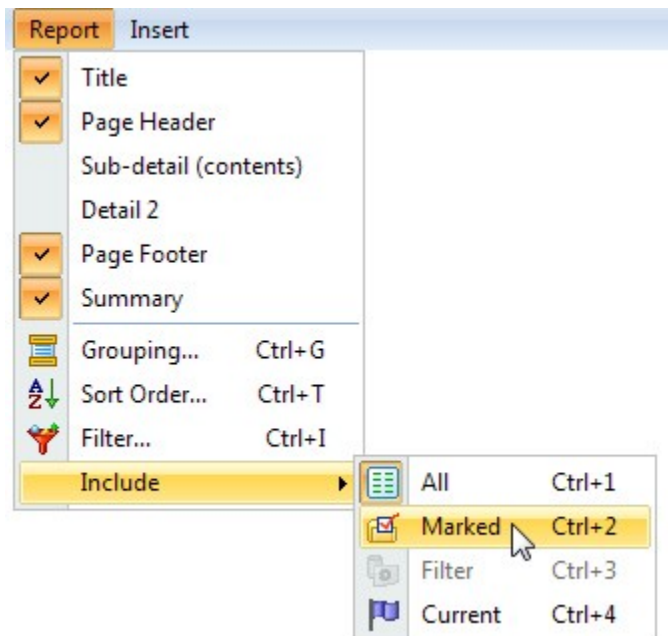
Use a filter to specify what information you want to print. To set up a filter, choose **Filter** from the **Report** menu.

This will open either the 'Simple Filter' or the 'Advanced Filter' window based on the 'Search/filter type' setting in the 'Options' window.

What information to include

You can include all records in your report, or you can restrict your report to specific records; either the marked records, the current record (record selected in the main window), or let the filter specify what records to include.

You set this up by selecting from the **Report / Include** menu.



2.5.5 Report bands

Reports are made up of bands. The way data appears in a report is determined by the kind of band a report object (data field, image, line, shape, etc.) is in.

For example, objects in the Page Header band will appear at the top of each page. Objects in the Page Footer band will appear at the bottom of each page. And the objects in the Detail band will repeat down the page until no more page space is available, at which point a new page will be started (the Detail band prints once for each record in the table the report is based on).

The number of available bands depends on the report type. For example, the Sub-detail band is only available in a book report, and the Column Header band is only available if the report has more than one column (you set up the number of columns in the 'Page Setup' window).

Band types

Title

The Title band prints on the first page of the report, above the Page Header band.

Page Header

The Page Header band prints at the top of each page, except the first page where it

is printed after the Title band.

Column Header

The Column Header band prints at the top of each column. This band is only available in reports with more than one column.

Group Header

The Group Header band prints before the Detail band each time the group value changes. There is one Group Header band for each group (a report can have up to five groups).

Detail

The Detail band prints once for each record in the table the report is based on. For example, in a book report the Detail band prints once for each book that is printed.

Sub-Detail

The Sub-Detail band prints once for each section (contents data) in the book. The sections are always printed in the order they appear in the book. This band is only available in book reports.

Detail 2

The Detail 2 band prints after the Sub-detail band, and is useful if you want to add some space after the contents data before the next book, or if you want to print some book fields after the contents data. This band is only available in book reports.

Group Footer

The Group Footer band prints after the Detail/Sub-detail/Detail 2 bands each time the group value changes. There is one Group Footer band for each group (a report can have up to five groups).

Column Footer

The Column Footer band prints at the bottom of each column. This band is only available in reports with more than one column.

Page Footer

The Page Footer band prints at the bottom of each page.

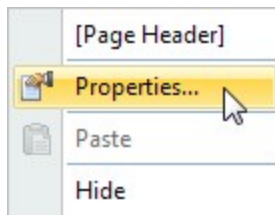
Summary

The Summary band prints on the last page of the report, above the Page Footer

band.

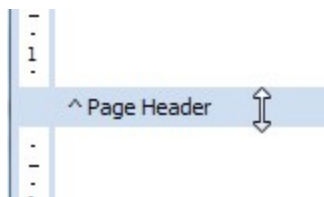
Edit band properties

To modify the properties of a band (for example height or fill color), right-click the band and choose **Properties** from the popup menu.



Resize band

To resize a band click the band's title bar (the part of the band that displays the band name) and drag while you hold down the mouse button. Release the mouse button when the band has the desired height.



You can also edit the band properties, and manually set the Height property.

Hide and show band

To hide or show a band, simply open the **Report** menu and select the band you want hide or show. If it is currently hidden, it will be shown. If it is currently shown, it will be hidden.

2.5.6 Report objects

BookCAT has nine different objects you can use in reports. This enables you to put all types of data in your reports; text, images, lines, shapes, etc



The Text object simply prints the text you specify, and is typically used for report titles, page headings, field names, etc.

When you add a Text object to the report, you see the 'Text' window. Here you enter

the text (you can later modify the text by editing the object properties).

Use the code **%date%** to have BookCAT insert the current date when the report is printed.

Use the code **%filter:#%** to have BookCAT insert the filter value when the report is printed. For example, **%filter:1%** will print the first, and **%filter:2%** the second filter value.



DBField

The DBField object is used to print text from a data field in the database, and is the report object you will use the most.

When you add a DBField object to the report, you see the 'Select Field' window. Here you select data field.



DBCalc

The DBCalc object is used to perform common report calculations and print the resulting value. The calculation is performed based on the value of the specified data field.

When you add a DBCalc object to the report, you see the 'Select Field' window. Here you select the data field the calculation should be based on.



DBMulti-field

A DBMulti-field combines text from two or more report objects. This allows you to print data from several data fields without unnecessary space between the fields. Each data field can be formatted independently.

When you add a DBMulti-field object to the report, you see the '[DBMulti-field name]' window. Here you select the report objects (Text, DBField, or DBCalc) you want to include.



DBXsl

The DBXsl object will let you use an xsl template to format the output of the report object. You can include any field from the table the report is based on, and use different fonts and colors, tables, etc. The xsl template is used to create a html document, which is then included in the report. To use this report object you need to know how to create and edit XSL templates!



System

The System object is used to print common report information, such as date or page number. The data that is printed is determined by the Type property.

Database name
Database name full
Date
Date and time
Page count
Page number
Page number description
Page set
Page set description
Print date and time
Time



Shape

The Shape object is used to print graphical shapes. The shape that is printed is determined by the Type property.

Circle
Ellipse
Rectangle
Round rectangle
Round square
Square



Line

The Line object is used to print a vertical or horizontal line. The orientation of the line is determined by the Orientation property. Use the Style property to control whether a single or double line is printed.



Image

Use the Image object to print a graphical image.

When you add an Image object to the report, you see the 'Select Image File' window. Here you select image file.

Insert object

Select the report object you want to insert from either the **Insert** menu, or the toolbar, then click in the band you want to add the report object to.

Select object

To do certain things with an object (change the font, move it, resize it, etc.), you first have to select it. Select means to point to the object with the mouse and then to click the left mouse button.

To select a single object

Click on the object.

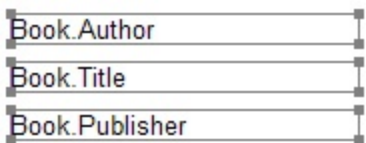
Sizing handles appear around the object to indicate that it is selected.



Selecting multiple objects

Hold down the **Alt** key and click on the objects you want to select.

Handles appear on each selected object. You can then move or delete the objects as a group. You can also change the font or text formatting for all selected objects in one operation.



Move object

First select the object you want to move, then click on the object with the mouse and drag it to the new position.

You can move the selected object(s) one pixel at a time by holding down **Ctrl** while you use the arrow keys.

Resize object

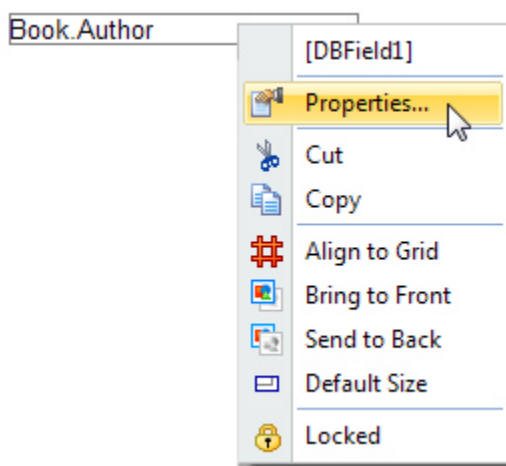
First select the object you want to resize, then drag the field's surrounding sizing handles to increase or decrease the size of the object.



You can resize the object one pixel at a time by holding down **Shift** while you use the arrow keys.

Edit object properties

To modify the object properties (for example height or fill color), right-click the object and choose **Properties** from the popup menu.



Delete object

First select the object you want to delete, then choose **Delete** from the **Edit** menu (or simply press the **Ctrl+Del** shortcut).

Move object to another band




You cannot drag an object from one band to another band. You must copy the object to the clipboard and then paste it onto the other band.

1. Select the object you want to move to another band.
2. Choose **Cut** from the **Edit** menu.

BookCAT copies the object to the clipboard, and removes it from the band it was located on.

3. Right-click the band you want to paste the object into, and choose **Paste** from the popup menu.

2.5.7 Print the report

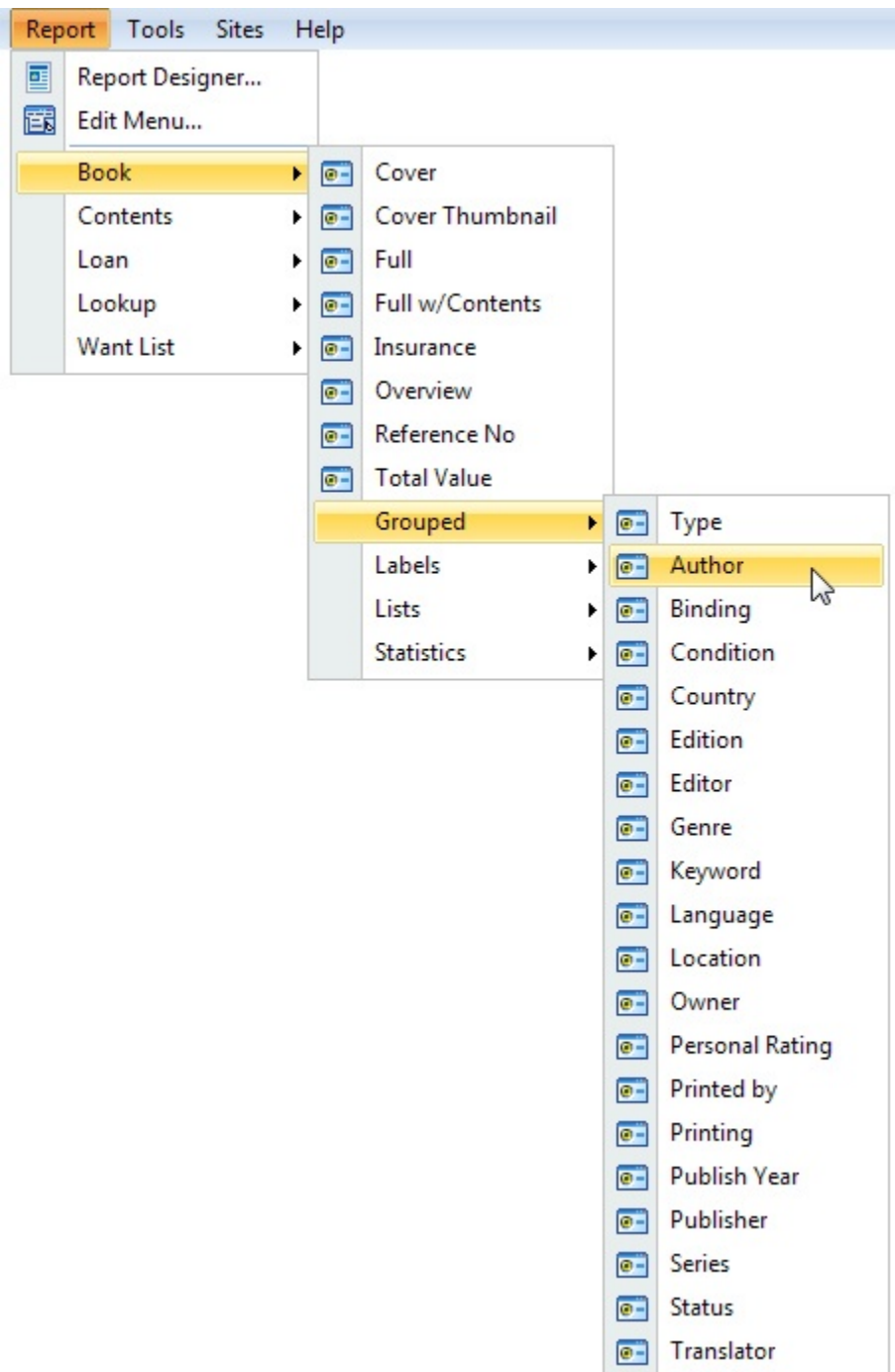
To print the report from the Report Designer window, click either the **Print** , **Print Preview**  or **Print to File**  button on the toolbar.

If you just want to check the report layout, hold down **Ctrl** while you choose the print command. This will tell BookCAT will only print the first page of the report.

You can also print reports from the main window by choosing a saved report from the Report menu.

2.5.8 The report menu

BookCAT comes with many pre-defined reports. These reports are available from the Report menu.



As long as you save the reports you create in the \Reports folder, BookCAT will automatically show the reports on the Report menu.

If not, you can manually edit the Report menu by choosing **Edit Menu** from the **Report** menu. Here you can add new reports, remove reports, or update the action that is performed when a report is chosen from the menu (print the report, preview it, send it to a file, show the 'Print Report' window, or bring up the Report Designer).

Part



3 The BookCAT Database

3.1 Overview

The information about your book collection is stored in a database. A database is a file on your hard disk, with the extension .MDB, that contains all the information you have entered into the database.

A database consists of several tables. Each table contains related information. For example, there is one table with information about each book, one with information about each person, one with information about each publisher, and so on. Each table contains a various number of fields. For example, the Person table has a field for the name of the person, one field for the date of birth, one field for comments, and so on.

BookCAT lets you change the name of all tables and all fields. You can specify a default value for most fields. You can hide the fields you don't want to use. They will then disappear from all windows, menus, lists etc. You only use the fields you want.

BookCAT lets you work with an unlimited number of databases. This means that you can split your collection into different catalogs and organize it to meet your needs. You can later merge existing databases.

BookCAT uses a relational database model. This means that you register most information only once. For example, you only need to type the name of an author the first time you add a book by this author. Later, you simply choose the name from a list. BookCAT then automatically creates a link between the book and the author. When you modify an entry in a lookup table, for example, to fix a typing error, the change will be reflected in all fields that are linked to the lookup table.

The use of lookup tables to store information has two significant advantages: it saves time and conserves valuable disk space on your computer. It also makes it easier to search for exactly the information you are looking for, or create a group based report. And finally, it allows you to store useful information about each entry in a lookup table. For example, you can store a person's e-mail address or a publisher's home page URL.

3.2 Book table

3.2.1 Standard fields

The Book table contains information about all books in the database. Information from lookup tables (for example Publisher) is not stored in the Book table, BookCAT only saves a link to the relevant item in the lookup table. This means that any changes you make to a lookup item, for example fixing a typing error, is reflected in all books where the item is used.

Acquired From (Text 50 - [lookup](#)¹⁰⁵¹)

Where you bought the book, who you got it from, etc.

Appraiser (Text 50 - [lookup](#)^[106])

The name of the appraiser (this could be a person, a catalog, etc.).

Author (Text 50 - [lookup](#)^[118])

The name of the author(s). In the first column, type the name of the person. In the second column, specify the role you want to link the person to (Co-Author, Editor, etc.).

Author Pseudonym (Text)

Use this field to search for all books written by a specific author, no matter which pseudonym is used. For this to work you need to edit the "real name" in the Person lookup table, and enter the various pseudonyms in the Pseudonym field. You find more information [here](#)^[35].

Author Relation (Text)

This field includes all related authors.

Awards (Text 100)

Here you can specify awards. You can also specify the year the award was given and any additional details.

Barcode (Text 50)

The bar code number.

Binding (Text 50 - [lookup](#)^[107])

Use this field to specify binding (Hardcover, Paperback, etc.).

Book ID (Numeric)

This is a unique ID number that is assigned to each record in the table. You cannot edit this field.

Borrower (Text - [lookup](#)^[108])

If the book is currently loaned out, this field contains the name of the borrower.

Category (Text 50 - [lookup](#)^[110])

The category describes the type of book.

Note: By default this field is not visible in the data entry window (you can add it with the Form Designer). You might want to use the Genre field instead.

Change in Value (Numeric)

The difference between price and value.

Change in Value % (Numeric)

The difference between price and value in percent.

Condition (Text 50 - [lookup](#)^[111†])

Use this field to specify the condition of the book.

Copyright Date (Date)

The book's copyright date. If you don't know the day and month, just specify the year.

Country (Text 50 - [lookup](#)^[112†])

The country of origin.

Cover Price (Numeric)

The cover price. You can specify both the actual price, and the currency.

Cover 1-9 (Binary)

This field contains the actual image if the image is stored in the database.

Cover 1-9 - Compressed (Yes/No)

Specifies whether the image is compressed or not (only applies to BMP images).

Cover 1-9 - External (Yes/No)

Specifies whether the image is stored externally (only the file path to the image file is stored in the database), or not.

Cover 1-9 - File Name (Text 255)

If you have linked to an external image, this field contains the file name.

Cover 1-9 - Notes (Memo)

This memo field is for your own notes about the image.

Cover 1-9 - Thumbnail (Binary)

This is a thumbnail of the image. The thumbnail is automatically created when you add a new image.

Cover 1-9 - Type (Numeric)

The type of image: 0 - bmp, 1 - gif, 2 - jpeg, 3 - png, or 99 - other.

Credits (Text 50 - [lookup](#)⁽¹¹⁸⁾)

Use this field for any additional credits. In the first column, type the name of the person. In the second column, specify the role you want to link the person to (Cover Design, Illustrator, etc.).

Current Value (Numeric)

The book's current value.

Date Acquired (Date)

The date you acquired the book. If you don't remember the day and month, just specify the year. Click on the calendar icon to display a pop-up calendar where you can select the date.

Date Borrowed (Date)

If the book is currently loaned out, this field contains the date it was borrowed.

Date Due (Date)

If the book is currently loaned out, this field contains the date it is due to be returned.

Dewey (Text 25)

The dewey decimal number.

Dimensions - Depth (Numeric)

The depth of the book

Dimensions - Height (Numeric)

The height of the book.

Dimensions - Width (Numeric)

The width of the book.

Dustjacket Condition (Text 50 - [lookup](#)^[112])

Use this field to specify the dustjacket condition.

Edition (Text 50 - [lookup](#)^[113])

The book's edition.

File Links (Text)

Here you can add links to external files.

Full Title 1 (Text)

This field combines Title, Series and Release No into one field: **Series (Release No): Title**.

Full Title 2 (Text)

This field combines Title, Series and Release No into one field: **Title (Series Release No)**.

Genre (Text 50 - [lookup](#)^[114])

You can assign the book to as many genres as you like (for example "Biography", "Education", "History" or "Science Fiction"). One of the genres can be the "primary" genre (shown in bold).

When entering data, the first genre you select is automatically set as the primary genre. To set another genre as the primary genre, right-click and choose "Primary Genre" from the popup menu, or simply press **Ctrl+Space**.

Insurance (Text 50 - [lookup](#)^[114])

Use this field to link the book to an insurance policy.

ISBN (Text 25)

The ISBN number (International Standard Book Number).

Keywords (Text 150 - [lookup](#)^[115])

This field is for listing keywords that describe the book.

Language (Text 50 - [lookup](#)^[116])

The language.

Last Modified (Date)

The date/time the record was last modified. This field is automatically updated by BookCAT when you edit data.

Last Read (Date)

The date you last read the book.

LCCN (Text 25)

The LCCN number (Library of Congress Catalog Number).

Location (Text 50 - [lookup](#)^[117])

Use this field to specify the location of the book.

Main Author (Text - lookup)

This field includes authors that are not assigned to any author role.

Marked (Yes/No)

This field indicates whether the book is marked or not.

New Book (Yes/No)

This field indicates whether the book is new, and is based on the Date Acquired field. By default, if it's less than 60 days since you acquired the book, this field returns Yes. If not, it returns No.

Note: You can change the number of days used in this calculation by choosing Tools=>Options=>Data Entry, and specifying the new value in the 'New book period' text box. Default value is 60 days.

Nominations (Text 100 - [lookup](#)^[107])

Here you can specify award nominations. You can also specify the year the nomination was given and any additional details.

Notes (Memo)

This memo field is for your own notes.

Number of Sections (Numeric)

This field contains the number of sections in the book, and is automatically maintained by BookCAT.

On Loan (Yes/No)

This field indicates whether the book is currently on loan.

Original Country (Text 50 - [lookup](#)^[112])

If the book is translated, use this field to specify the original country of origin.

Original Language (Text 50 - [lookup](#)^[116])

If the book is translated, use this field to specify the original language.

Original Publish Date (Date)

If the book is translated, use this field to specify the original publish date.

Original Publisher (Text 150 - [lookup](#)^[123])

If the book is translated, use this field to specify the original publisher.

Original Release No (Numeric)

If the book is translated, use this field to specify the release number in the series.

Original Series (Text 50 - [lookup](#)^[124])

If the book is translated, use this field to specify the name of the original series.

Original Subtitle (Text 255)

If the book is translated, use this field to specify the original subtitle.

Original Title (Text 150)

If the book is translated, use this field to specify the original title.

Overdue (Yes/No)

If the book is loaned out, this field indicates whether it is overdue or not.

Owner (Text 50 - [lookup](#)^[117])

The owner of the book.

Pages (Numeric)

The total number of pages.

Personal Rating (Text with image - [lookup](#)^[120])

Use this field to specify your own personal rating. The default setup will let you select a star rating between 0 and 5 stars.

Primary Genre (Text 50 - [lookup](#)^[114])

The primary genre. For more information, see the Genre field.

Printed by (Text 50 - [lookup](#)^[121])

The name of the company that has printed the book.

Printing (Text 50 - [lookup](#)^[122])

The printing (1st printing, 2nd printing, etc.).

Publication Place (Text 50 - [lookup](#)^[122])

The publication place (name of the city, and state or province, and country, if needed to identify the city) where the book was published or released.

Publish Date (Date)

The publish date. If you don't know the day and month, just specify the year.

Publisher (Text 150 - [lookup](#)^[123])

The name of the publisher.

Purchase Price (Numeric)

What you paid for the book.

Reference No (Text 25)

Use this field if you have your own system for identifying books in your collection.

BookCAT will automatically generate the reference number. To configure this feature, choose Tools=>Options=>Reference No and make your selections.

Registered (Date)

This field contains the date the book was added to the database. Today's date is used automatically, but you can change it if you want. Click on the calendar icon to display a pop-up calendar where you can select the date.

Release No (Numeric)

If the book is part of a series, use this field to specify the release number.

Reviews (Memo)

This memo field is for reviews.

Selling Price (Numeric)

Use this field to specify the selling price.

Series (Text 50 - [lookup](#)^[124])

If the book is part of a series, specify the name of the series in this field.

Status (Text 50 - [lookup](#)^[124])

The status of the book, for example "Own" or "For sale".

Sub-Category (Text 50 - [lookup](#)^[125])

In addition to the Category field, you can use the Sub-category to describe the type of book.

Note: By default this field is not visible in the data entry window (you can add it with the Form Designer). You might want to use the Genre field instead.

Subtitle (Text 255)

If the book has a subtitle, enter it here.

Synopsis (Memo)

This memo field is for the synopsis.

Title (Text 150)

The title of the book.

Note: When you tab out of the Title field (or save the book), BookCAT will automatically fill in the Title Sort field if it is empty.

Title Sort (Text 152)

This is the value that is used when sorting on the book title. When you tab out of the Title field (or save the changes), BookCAT will automatically fill in the Title Sort field if

it is empty. If the name begins with "A" or "The", BookCAT will automatically update the Title Sort field to reflect this. For example, if you type "The Hobbit" in the Title field, BookCAT will add "Hobbit, The" to the Title Sort field. This means that the book is sorted under "H" and not "T".

Type (Text 50 - [lookup](#)^[108])

Use this field to specify the type of book, for example "Fiction" or "Non-fiction".

Web Links (Text)

Here you can add links to web sites.

3.2.2 Custom fields

To rename a custom field, open the data entry window, right-click the data field and choose **Rename Field** from the popup menu. You can also rename fields from the 'Database Setup' window (Tools=>Database Setup).

The Book table contains the following custom fields:

Text

Custom 01, Custom 02, Custom 03, Custom 04

Lookup

Custom 05, Custom 06, Custom 07, Custom 08

Multivalue lookup

Custom 19

Date

Custom 09, Custom 20

Numeric

Custom 10, Custom 21

Checkbox

Custom 11, Custom 12, Custom 13, Custom 14, Custom 15, Custom 16, Custom 17, Custom 18, Custom 22, Custom 23, Custom 24, Custom 25

3.3 Contents table

3.3.1 Standard fields

The Contents table contains information about all sections (chapters, short stories, individual essays, etc., contained within books).

Author (Text 50 - [lookup](#)^[118])

The name of the author(s). In the first column, type the name of the person. In the second column, specify the role you want to link the person to (Co-Author, Editor, etc.).

Author Pseudonym (Text)

Use this field to search for all works written by a specific author, no matter which pseudonym is used. For this to work you need to edit the "real name" in the Person lookup table, and enter the various pseudonyms in the Pseudonym field. You find more information [here](#)^[35].

Author Relation (Text - lookup)

This field includes all related authors.

Book ID (Numeric)

The book's ID number. You cannot edit this field.

Chapters (Text)

You can use this field to register the chapters of the book. The list has three columns: Title, Page From and Page To.

Contents ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Copyright Date (Date)

The copyright date. If you don't know the day and month, just specify the year.

Country (Text 50 - [lookup](#)^[112])

The country of origin.

Credits (Text 50 - [lookup](#)^[118])

Use this field for any additional credits. In the first column, type the name of the

person. In the second column, specify the role you want to link the person to (Cover Design, Illustrator, etc.).

File Links (Text)

Here you can add links to files.

Full Title 1 (Text)

This field combines Title, Series and Release No into one field: **Series (Release No): Title.**

Full Title 2 (Text)

This field combines Title, Series and Release No into one field: **Title (Series Release No).**

Index (Numeric)

This field contains the section's index number, and is automatically maintained by BookCAT.

Item (Numeric)

This field contains the item the section is located in, and is automatically maintained by BookCAT.

Keywords (Text 150 - [lookup](#)^[115])

This field is for listing keywords that describe the book.

Language (Text 50 - [lookup](#)^[116])

The language.

Last Modified (Date)

The date/time the record was last modified. This field is automatically updated by BookCAT when you edit data.

Main Author (Text - [lookup](#))

This field includes authors that are not assigned to any author role.

Marked (Yes/No)

This field indicates whether the section is marked or not.

Notes (Memo)

This memo field is for your own notes.

Original Copyright (Date)

The original copyright date. If you don't know the day and month, just specify the year.

Original Country (Text 50 - [lookup](#)^[112])

If the work is translated, use this field to specify the original country of origin.

Original Language (Text 50 - [lookup](#)^[116])

If the work is translated, use this field to specify the original language.

Original Publisher (Text 50 - [lookup](#)^[123])

If the work is translated, use this field to specify the original publisher.

Original Release No (Numeric)

If the work is translated, use this field to specify the release number in the series.

Original Series (Text 50 - [lookup](#)^[124])

If the work is translated, use this field to specify the name of the original series.

Original Subtitle (Text 255)

If the work is translated, use this field to specify the original subtitle.

Original Title (Text 150)

If the work is translated, use this field to specify the original title.

Page From (Text 15)

The first page.

Page From-To (Text)

This field includes both Page From and Page To as one field (for example, **10-25**).

Page To (Text 15)

The last page.

Release No (Numeric)

If the work is part of a series, use this field to specify the release number.

Series (Text 50 - [lookup](#)^[124])

If the work is part of a series, specify the name of the series in this field.

Title (Text 150)

The title.

Title Sort (Text 152)

This is the value that is used when sorting on the title. When you tab out of the Title field (or save the changes), BookCAT will automatically fill in the Title Sort field if it is empty. If the name begins with "A" or "The", BookCAT will automatically update the Title Sort field to reflect this.

Type (Text 50 - [lookup](#)^[111])

The type of work, for example "Essay", "Short Story", or "Poem".

3.3.2 Custom fields

To rename a custom field, open the data entry window, right-click the data field and choose **Rename Field** from the popup menu. You can also rename fields from the 'Database Setup' window (Tools=>Database Setup).

The Contents table contains the following custom fields:

Text

Custom 01, Custom 02, Custom 03

Lookup

Custom 04, Custom 05, Custom 06

Date

Custom 07, Custom 16

Numeric

Custom 08, Custom 09

Checkbox

Custom 10, Custom 11, Custom 12, Custom 13, Custom 14, Custom 15, Custom 17, Custom 18, Custom 19, Custom 20

3.4 Loan table

The Loan History table contains information about books that are out on loan, and books that previously have been loaned out. You can't modify this table directly, but BookCAT updates the table when you check a book in or out.

Borrower (Text 50 - [lookup](#)^[118])

The name of the borrower.

Date Borrowed (Date)

The date the book was borrowed.

Date Due (Date)

The date the book is due to be returned.

Date Returned (Date)

The date the book was returned. If the book is not yet returned, this field is empty.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Overdue (Yes/No)

If the book is loaned out, this field indicates whether it is overdue or not.

Returned (Yes/No)

This field indicates whether the book is returned or not.

3.5 Want List table

The Want List table allows you to keep tracks of books you intend to buy.

Author (Text 50 - [lookup](#)^[118])

The author name(s).

Binding (Text 50 - [lookup](#)^[107])

The binding (Hardcover, Paperback, etc.).

ISBN (Text 25)

The ISBN number (International Standard Book Number).

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Order Date (Date)

The date you ordered the book.

Ordered From (Text 50 - [lookup](#)^[108])

The store you have ordered the book from.

Price (Numeric)

The price you paid.

Priority (Numeric)

The priority; 1, 2, or 3.

Publisher (Text 50 - [lookup](#)^[123])

The name of the publisher.

Publish Date (Date)

The publish date. If you don't know the day and month, just specify the year.

Release No (Numeric)

If the book is part of a series, use this field to specify the release number.

Series (Text 50 - [lookup](#)^[124])

If the book is part of a series, specify the name of the series in this field.

Title (Text 150)

The title.

Title Sort (Text 150)

The sort title. When you tab out of the Title field (or save the changes), BookCAT will automatically fill in the Title Sort field if it is empty.

3.6 Lookup tables

3.6.1 Acquired From table

Two fields are linked to this lookup table: Book.Acquired From and Want List.Ordered From.

Acquired From (Text 50)

The name of the store where you bought the book, who you got it from etc.

Acquired From ID (Numeric)

This is a unique ID number that is assigned to each record in the table. You cannot edit this field.

Address (Memo)**E-mail** (Text 100)**Fax** (Text 25)**Marked** (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Phone (Text 25)**Sort by** (Text 52)

This text value is used when sorting on a field linked to this lookup table.

Web Link (Text 100)

3.6.2 Appraiser table

One field is linked to this lookup table: Book.Appraiser.

Appraiser (Text 50)

The name of the appraiser (this could be a person, a magazine, a catalog etc.). Use the Sort by field to specify the value that is used when sorting on this item.

Appraiser ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Address (Memo)

This is a memo field where you can specify the appraiser's address.

E-mail (Text 100)

Here you can specify the e-mail address.

Fax (Text 25)

Here you can specify fax number.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Phone (Text 25)

Here you can specify phone number.

Sort by (Text 52)

This is the value that is used when sorting on this item.

Web Link (Text)

Here you can specify the home page URL.

3.6.3 Award table

Two fields are linked to this lookup table: Book.Awards and Book.Nominations.

Award (Text 100)

The name of the award.

Award ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 102)

This text value is used when sorting on a field linked to this lookup table.

3.6.4 Binding table

Two fields are linked to this lookup table: Book.Binding and Want List.Binding.

Binding (Text 50)

The binding description, for example "Hardcover" or "Paperback".

Binding ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 102)

This text value is used when sorting on a field linked to this lookup table.

3.6.5 Book Type table

One field is linked to this lookup table: Book.Type.

Book Type (Text 50)

The type of book, for example "Fiction" or "Non-fiction".

Book Type ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.6 Borrower table

3.6.6.1 Standard fields

Two fields are linked to this lookup table: Book.Borrower and Loan History.Borrower.

Barcode (Text 50)

Borrower ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Address (Memo)

Category (Text 50 - [lookup](#)^[110])

Use this field to assign the borrower to a user defined category.

E-mail (Text 100)

Fax (Text 25)

Marked (Yes/No)

This field indicates whether the record is marked or not.

Name (Text 50)

The name of the borrower.

Notes (Memo)

This memo field is for your own notes.

Phone (Text 25)

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

Web Link (Text)

3.6.6.2 Custom fields

To rename a custom field, open the data entry window, right-click the data field and choose **Rename Field** from the popup menu. You can also rename fields from the 'Database Setup' window (Tools=>Database Setup).

The Borrower table contains the following custom fields:

Text

Custom 01, Custom 02

Lookup

Custom 03, Custom 04

Multivalue lookup

Custom 12

Memo

Custom 05

Date

Custom 06

Numeric

Custom 11

Checkbox

Custom 07, Custom 08, Custom 09, Custom 10

3.6.7 Borrower Category table

One field is linked to this lookup table: Borrower.Category.

Borrower Category (Text 50)

The borrower category. Use categories to assign a borrower to a user defined category.

Borrower Category ID (Numeric)

This is a unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.8 Category table

One field is linked to this lookup table: Book.Category.

Category (Text 50)

The category description.

Category ID (Numeric)

This is a unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.9 Condition table

One field is linked to this lookup table: Book.Condition.

Condition (Text 50)

The condition.

Condition ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.10 Contents Type table

One field is linked to this lookup table: Contents.Type.

Contents Type (Text 50)

The type of work, for example "Essay", "Short Story", or "Poem".

Contents Type ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.11 Country table

Five fields are linked to this lookup table: Book.Country, Book.Original Country, Contents.Country, Contents.Original Country and Person.Country.

Country (Text 50)

The name of the country.

Country ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.12 Dustjacket Condition table

One field is linked to this lookup table: Book.Dustjacket Condition.

Dustjacket Condition (Text 50)

The dustjacket condition.

Dustjacket Condition ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.13 Edition table

One field is linked to this lookup table: Book.Edition.

Edition (Text 50)

The edition description.

Edition ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.14 File Link Type table

You can assign a type to each link in the File Links field.

File Link Type (Text 50)

The type description.

File Link Type ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

3.6.15 Genre table

One field is linked to this lookup table: Book.Genre.

Genre (Text 50)

The genre, for example "Biography", "Education", "History" or "Science Fiction".

Genre ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.16 Insurance table

One field is linked to this lookup table: Book.Insurance.

Address (Memo)

Contact Person (Text 50)

Coverage (Numeric)

The insurance coverage.

E-mail (Text 100)

Fax (Text 25)

Insurance Company (Text 50)

The name of the insurance company.

Insurance ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Phone (Text 25)

Policy (Text 50)

The name of the insurance policy.

Policy Number (Text 25)

The insurance policy number.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

Web Link (Text)

3.6.17 Keyword table

Two fields are linked to this lookup table: Book.Keywords and Contents.Keywords.

Keyword (Text 50)

The keyword.

Keyword ID (Numeric)

This is a unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.18 Language table

Four fields are linked to this lookup table: Book.Language, Book.Original Language, Contents.Language and Contents.Original Language.

Language (Text 50)

The language.

Language ID (Numeric)

This is a unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.19 Location table

One field is linked to this lookup table: Book.Location.

Location (Text 50)

The location description.

Location ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.20 Owner table

One field is linked to this lookup table: Book.Owner.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Owner (Text 50)

The name of the owner.

Owner ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.21 Person table

3.6.21.1 Standard fields

The following fields are linked to this lookup table: Contents.Leading Role, Contents.Supporting Role, and Contents.Crew.

Address (Memo)

Biography (Memo)

Birth Name (Text 100)

Birth Location (Text 150)

Born (Date)

Country (Text 50 - [lookup](#)^[112])

Death Location (Text 150)

Died (Date)

E-mail (Text 100)

Fax (Text 25)

File Links (Text)

Image 1-9 (Binary)

This field contains the actual image if the image is stored in the database.

Image 1-9 - Compressed (Yes/No)

Specifies whether the image is compressed or not (only applies to BMP images).

Image 1-9 - External (Yes/No)

Specifies whether the image is stored externally (only the file path to the image file is stored in the database), or not.

Image 1-9 - File name (Text 255)

If you have linked to an external image, this field contains the file name.

Image 1-9 - Notes (Memo)

This memo field is for your own notes about the image.

Image 1-9 - Thumbnail (Binary)

This is a thumbnail of the image. The thumbnail is automatically created when you add a new image.

Image 1-9 - Type (Numeric)

The type of image: 0 - bmp, 1 - gif, 2 - jpeg, 3 - png, or 99 - other.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Name (Text 100)

The name of the person.

Person ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Pseudonym (Text 50 - [lookup](#)^[118])

This field allows you to link the "real" name of an author to one or more pseudonyms. You find more information [here](#)^[35].

Phone (Text 25)**Relation** (Text)

Use this field to link to other related persons (authors). You can also add your own notes.

Sort by (Text 102)

This text value is used when sorting on a field linked to this lookup table.

Web Link (Text)

3.6.21.2 Custom fields

To rename a custom field, open the data entry window, right-click the data field and choose **Rename Field** from the popup menu. You can also rename fields from the 'Database Setup' window (Tools=>Database Setup).

The Person table contains the following custom fields:

Text

Custom 01, Custom 02

Lookup

Custom 03, Custmo 04

Memo

Custom 05

Date

Custom 06

Numeric

Custom 11

Checkbox

Custom 07, Custom 08, Custom 09, Custom 10

3.6.22 Personal Rating table

One field is linked to this lookup table: Book.Personal Rating.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Personal Rating (Text 50)

The personal rating text.

Personal Rating ID (Numeric)

This is a unique ID number that is assigned to each record in the table. You cannot edit this field.

Rating Image (Binary)

Use this field to store a rating image with the rating. The rating image is shown in lists where you select rating in the data entry window, in the browse list, in reports and in the explorer.

This image must be a GIF file and maximum size is 50x100 pixels.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.23 Printed by table

One field is linked to this lookup table: Book.Printed by.

Address (Memo)**E-mail** (Text 100)**Fax** (Text 25)**Marked** (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Phone (Text 25)**Printed by** (Text 50)

The name of the company that has printed the book.

Printed by ID (Numeric)

This is a unique ID number that is assigned to each record in the table. You cannot edit this field.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

Web Link (Text 100)

3.6.24 Printing table

One field is linked to this lookup table: Book.Printing.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Printing (Text 50)

Printing ID (Numeric)

This is a unique ID number that is assigned to each record in the table. You cannot edit this field.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.25 Publication Place

One field is linked to this lookup table: Book.Publication Place.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Publication Place (Text 50)

The place of publication.

Publication Place ID (Numeric)

This is a unique ID number that is assigned to each record in the table. You cannot edit this field.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.26 Publisher table

Three fields are linked to this lookup table: Book.Publisher, Book.Original Publisher and Want list.Publisher.

Address (Memo)**E-mail** (Text 100)**Fax** (Text 25)**Marked** (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Phone (Text 25)**Publisher** (Text 50)

The name of the publisher.

Publisher ID (Numeric)

This is a unique ID number that is assigned to each record in the table. You cannot edit this field.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

Web Link (Text 100)**3.6.27 Record Link Type table**

You can assign a type to each link in the Book Links field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Record Link Type (Text 50)

The name of the link type.

Record Link Type ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

3.6.28 Series table

Five fields are linked to this lookup table: Book.Series, Book.Original Series, Contents.Series, Contents.OriginalSeries and Want List.Series.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Series (Text 50)

The name of the series.

Series ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.29 Status table

One field is linked to this lookup table: Book.Status.

Background Color (Numeric)

This color is used to color code books with this status in the Book View when "status color coding" is enabled in options.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

Status (Text 50)

The status description, for example "Own" or "For Sale".

Status ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

3.6.30 Sub-Category table

One field is linked to this lookup table: Book.Sub-Category.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This memo field is for your own notes.

Sub-Category (Text 50)

The sub-category description.

Sub-Category ID (Numeric)

This is an unique ID number that is assigned to each record in the table. You cannot edit this field.

Sort by (Text 52)

This text value is used when sorting on a field linked to this lookup table.

3.6.31 Web Link Type table

You can assign a type to each link in the Web Links field.

Marked (Yes/No)

This field indicates whether the record is marked or not.

Notes (Memo)

This field is for your own notes.

Web Link Type (Text 50)

The type description.

Web Link Type ID (Numeric)

This is an unique ID number that is assigned to each entry in the table.

Part

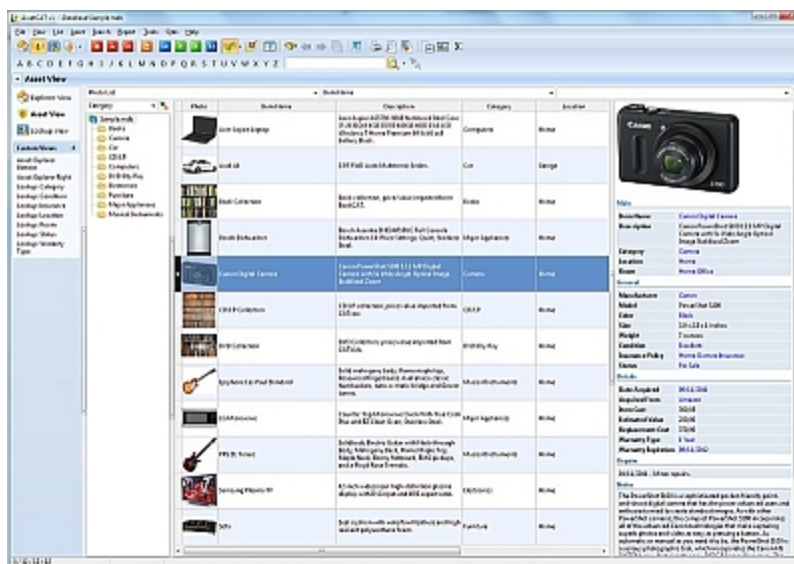


4 Other products

4.1 AssetCAT

[Home page](#) [Download](#)

AssetCAT is a powerful inventory database program that will assist you in keeping track of your household items, valuables and collectibles. AssetCAT allows you to catalog a wide range of information, and create customized reports with details on each item including photos for your own records, or to share with your insurance agent so that you will be prepared if a disaster strikes.



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