

The Book Shelf for Windows

Track, Organize and Catalog
your
Book Collection

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Getting Started With The Book Shelf

System Requirements

The Book Shelf has been written to run under Windows version 3.1. It requires close to a megabyte of hard disk space and slightly more during the installation process.

Installation

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

Running The Book Shelf

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

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Main Window

Fields

BOOK LIST BOX: This lists a portion of the books that have been entered and recorded. You may scroll through these at will to find, view, change or delete the desired book. The active book will be highlighted and information pertaining to it will appear above in the View Box. The Book List Box displays the book title. You may double click on a book to edit it or you may select the Edit Button to edit the highlighted book.

VIEW BOX: The View Box consists of several descriptive fields of the current highlighted book on the main window. The View Box is located at the top of the main window and consists of the following descriptive fields: Title, Author, Category, Rating, Year and Description.

Buttons

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

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

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

SEARCH BUTTON: Selecting the Search Button activates the Search Dialog. You may enter a variety of search information to locate the desired book. After a search has been initiated and a match has been found, the Next Button will become enabled. You may then use the Next Button to find subsequent matches of the same search criteria that you had previously entered.

NEXT BUTTON: The Next Button is only available after an initial search has been performed. Selecting the Next Button tells the program to search for the next occurrence of the prior search criteria. You may continue to use the Next Button to keep finding additional occurrences until all have been found.

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

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

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

Menu System

File Menu Command

Selecting File from the Menu brings up a submenu consisting of Add, Edit, Delete, Maintenance and Exit. Selecting Add from the Menu performs the same operation as the Add Button. Selecting Edit from the Menu performs the same operation as the Edit Button. Selecting Delete from the Menu performs the same operation as the Delete Button. Selecting Maintenance from the Menu activates the Maintenance List Dialog. Here you may maintain a list of Categories and Personal Ratings for your books. The software comes with predefined categories and ratings. You may however, at your discretion, add new categories and ratings or remove them. If you are only collecting certain types of books, then you may wish to list just those categories as all others will have no meaning. You may also set up your own rating system and enter any descriptive words you like (ie Bogus, Excellent, etc). Selecting Exit from the Menu terminates the program.

Report Menu Command

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

Help Menu Command

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

Book Input Dialog

This allows you to enter all the information about a particular book. Information includes the Title, Author, Publisher, Year Published, Category, Personal Rating, Cost, Value, ISBN, Date Purchased, Where Purchased and Description. These characteristics can be cleared for an easy start-over of entering the book information as well as Canceling the whole input.

Input Fields

TITLE: This is the title of the book.

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

PUBLISHER: This is the publisher of the book.

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

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

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

COST: This is the purchase price of the book.

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

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

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

WHERE PURCHASED: This is where you purchased the book.

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

Buttons

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

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

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

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

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

Report Dialog

The Report Dialog allows you to view or print a variety of reports. The report type is determined by selecting a Sort Order and a Report Style.

Input Fields

SORT ORDER: You may have your reports sorted in one of four ways. These are as follows:

Title: This will generate a report where the books are sorted alphabetically by title.

Author: This will generate a report where the books are grouped by Author. A subheading consisting of the author of the book will appear above all books of the given author.

Category: This will generate a report where the books are grouped by category. A subheading consisting of the category of the book will appear above all books found in that category. A list box is available so that you can print out the books for a single category if desired. You may wish to do this after updating books in a category instead of printing the entire list out again. To print an entire list, you would select the ALL CATEGORIES choice in the list box.

Rating: This will generate a report where the books are grouped by your personal rating. A subheading consisting of the rating of the book will appear above all books with that rating. A list box is available so that you can print out the books for a single rating if desired. You may wish to do this after updating books in a rating instead of printing the entire list out again. To print an entire list, you would select the ALL RATINGS choice in the list box.

STYLE: The style of the report determines the amount of information you want printed about each book. This consists of three different options.

1 Line Description: This will generate a report where there is only one line of data for each book. The information included is the Book Title and Year Published.

2 Line Description: This will generate a report where there are two lines of data for each book. The information included is the Book Name, Year Published, Category, Author and personal Rating.

Full Description: This will generate a report where all the information about an item is printed. This requires 5 lines of data for each item.

Buttons

VIEW: Selecting the View Button generates the desired report and sends it to the screen to be viewed.

PRINT: Selecting the Print Button generates the desired report and sends it to the printer.

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

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

Search Dialog

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

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

Maintenance Dialog

The Maintenance List Dialog allows you to maintain a list of Categories and Personal Ratings for your books. The software comes with predefined categories and ratings. You may however, at your discretion, add new categories and ratings or remove them. If you are only collecting certain types of books, then you may wish to list just those categories as all others will have no meaning. You may also set up your own rating system and enter any descriptive words you like (ie Bogus, Excellent, etc).

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