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Trade Name

Sweet's Product Area Index

Welcome to Help. You are encouraged to use the electronic Help files when using the software. The Help file is sized to fit the right hand side of your screen while leaving the left hand side of the screen available for active use in the software. In this way you can have both the software and the Help files visible at the same time (see [Help](#)).

Refer to the Installation Guide for:

- Hardware and Software Requirements

- Package Contents


- Installation of the Software

- Product Support

Working With Help

To quickly switch between the Help file and Software screens, hold the **Alt** key and press the **Tab** key.

To work with the software and keep the Help file visible, open the Help file and select **Always On Top** from the Help file's **Help** menu. The Help file remains visible (on top) as you work with the software.

If you click the Minimize button , the Help Icon remains on the screen. Double click the Icon to reopen the Help file.

To return to a previous screen, press **B** or click the **Back** button.

For more on working with Help files, open **How to Use Help** from the **Help** menu.

Begin by selecting products with one of the search paths from Welcome screen. As you identify products of interest, save them in a project file for easy access.

Search Paths

Depending on your need, you can access one of four categories to start a search path and arrive at the *Product Summary Screen*. Once you acquire the product information, you can manipulate, evaluate, compare, discard, or retain the data you need. (see [Using Search Categories](#) and [Product Data Windows](#)).

Project Files

Project files allow you to retain information about your product choices (found through the Search process). You can open an existing file or start a new one at any time no matter where you are in the software (see [Project Files](#)).

Select a Search method

1. All Products
2. Sweet's Data Filing Format (CSI)
3. Trade Name
4. Sweet's Product Area Index



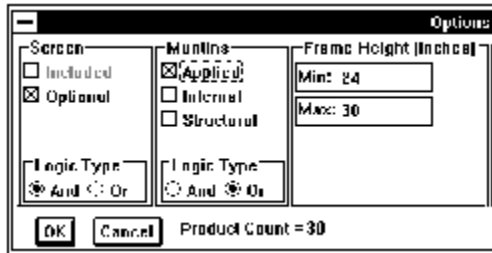
Build a search using the Category Structure

(Sweet's Data Filing Format (CSI))
Division 8 - DOORS AND WINDOWS
08600 - Wood & Plastic Windows
08630 - vinyl windows



Further define the product using Properties and/or Options

Use one of the available *Property Buttons* (Physical/ Functional, Material/Finish, Installation/ Maintenance, or Applications/Environment), and/or an *Options Dialog Box* to further qualify the product.



Select to view the results of your search by accessing the Product Summary Screen

Choose from a list of manufacturer's products.



View a Snapshot

Definitive product data (text, image, table and/or

or

View a Showcase

Company overview or general product line

CAD).

information.

Start a *New* file or *Open* an existing one

Use **File / New** to start a new Project File



Select products from the Product Summary Screen



Only Manufacturer Data Windows are displayed in Project Files. Both Snapshot and Showcase elements are found in the User Showcases.



Project File

Drag and drop product Data Windows into the Project file.



Track project data

Track **Project File Information** (project name, number, client name, etc.) and **Product Summary Information** (tasks to do, status of product choice, etc.).

There are three ways to access the search methods which ultimately take you to a Product Summary Screen. From the Product Summary Screen you can access two ways of looking at manufacturers' data: Snapshots and Showcases.

Click one of the buttons on the front Welcome Screen to start a search.



Or, click **Search** from the pull-down menu as shown below. The available search methods are fully explained later in the *Product Selection Methods* section.



Or, use the one of the following keyboard commands:

- Alt + M = All Products
- Alt + C = Sweet's Data Filing Format (CSI)
- Alt + T = Trade Name
- Alt + P = Sweet's Product Area Index

Each method brings you to a series of selections which lead to a Product Summary Screen and Product Data Windows.

The selection methods ultimately bring you to a set of products. The products display in individual Data Windows on the Product Summary Screen.

Shown below is a Product Data Window. This Data Window provides access to the product information.

- (1) It shows you the company logo and the name of the company.
- (2) The Sweet's printed catalog reference
- (3) The Sweet's BuyLine number
- (4) The product's trade name or product series
- (5) The information types contained in the Snapshot
- (6) Whether or not a Showcase is available



To work with a product, click its Product Data Windows to focus the product. Once a Product Data Window is selected and is highlighted, you can:

- View the Snapshot or Showcase product information,
- Add the product information to a Project File, or
- Print a copy of the Snapshot as a cut sheet by clicking the **Print Cutsheet** button. This prints everything available in the software on this product (text, CAD drawings, tables, images).
- Sort a list of products using the **Sort** menu.
- Print product information as a list by selecting **Print** from the **File** menu (not the *Print Cutsheet* button).

Related Topics:

[Icons and Data Windows](#)

[Viewing Products and Showcases](#)

[Comparing Products](#)

There is a series of small graphic images at the bottom of the Data Window which represent the electronic information found in the software.



These four graphics represent the elements found in a Snapshot. In order, they are: Text, image (may be photographs, illustrations, etc.), CAD Drawings, and tables. Any combination of these items are found in Snapshots. Only those items included by the manufacturer in a Snapshot are graphically indicated in the Data Window.

The last graphic represents a Showcase. It does not appear unless the manufacturer has included a Showcase in the data presentation.



Regardless of how you get to the Product Summary Screen (directly searching on a specific tradename or searching through one of the hierarchical outlines and using the Show Product Button from the tool bar), you are now ready to look at product information.

To look at the product data, give the Data Window focus (click it). Notice how the graphic images (if available) are now displayed in color. When you click the Data Window, the Snapshot and Showcase buttons on the Tool Bar also become available based on the material included by the manufacturer.



The data element icons tell you what items are in a Snapshot (text, image, table and/or CAD drawing) and whether or not a Showcase is available. The Showcase and Snapshot Buttons on the tool bar let you select the one you wish to see.

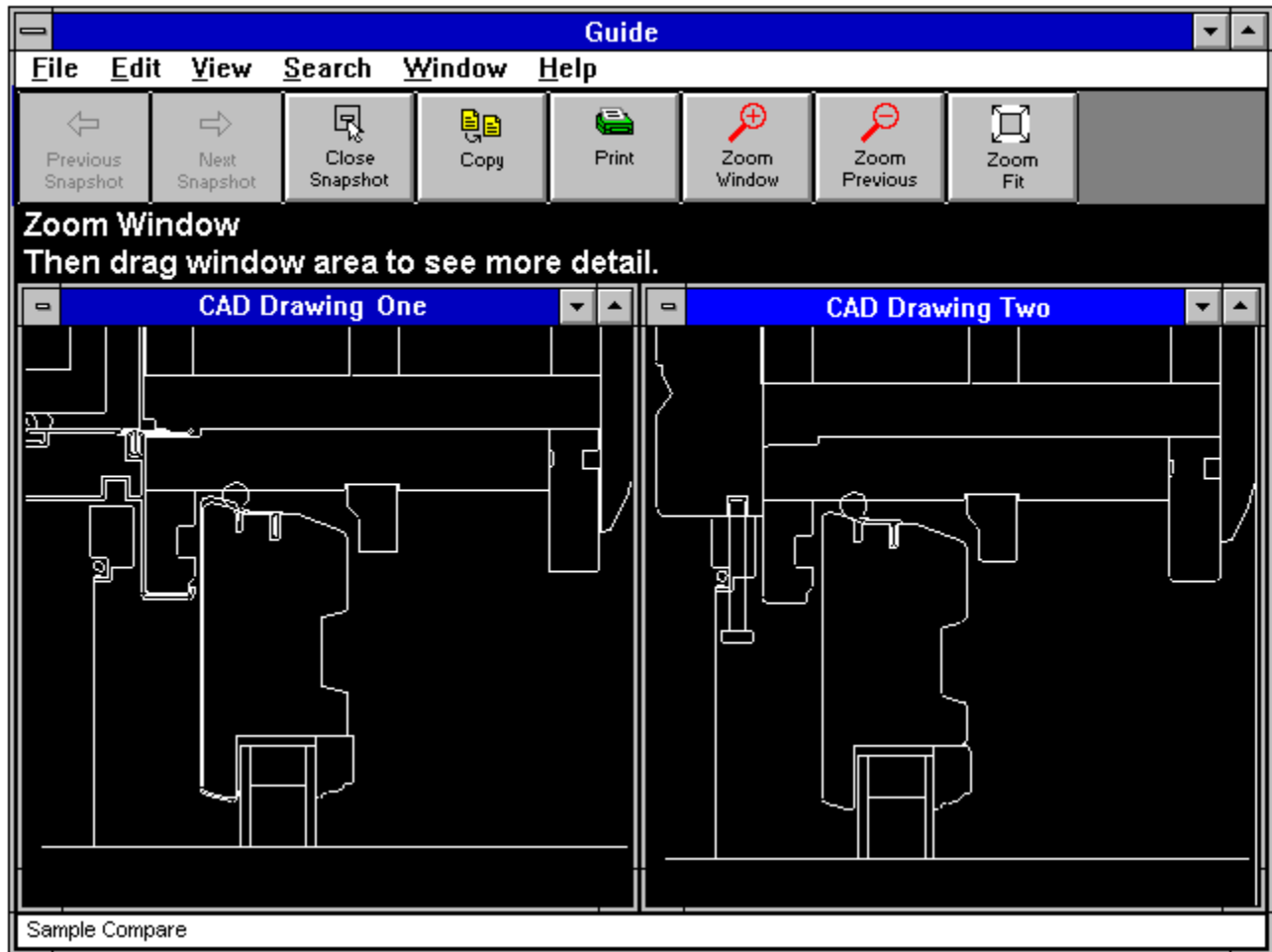
If you wish to compare data elements (text, image, table or CAD drawing), you can do so from the Product Summary Screen using the **View** menu bar selection. You can only compare like items (such as CAD drawings to CAD drawings).



If you have two products with CAD drawings, click on the Data Windows to give them focus, and select **Drawing**.

The following example shows two CAD drawings being compared. In both instances, the Zoom Window function was used to compare a specific portion of both drawings.

As you can see, both portions of the drawing are easily read and compared. They are both large enough to understand the detail being shown.



Be conservative in the number of windows you have open at any one time for viewing and comparison. Comparisons from product to product are best accomplished with only two items. If you select four or more products and then view the text, you'll have four or more small windows on the screen. It is difficult to read the information in any of them without maximizing the window or highlighting the text and sending it to a printer.

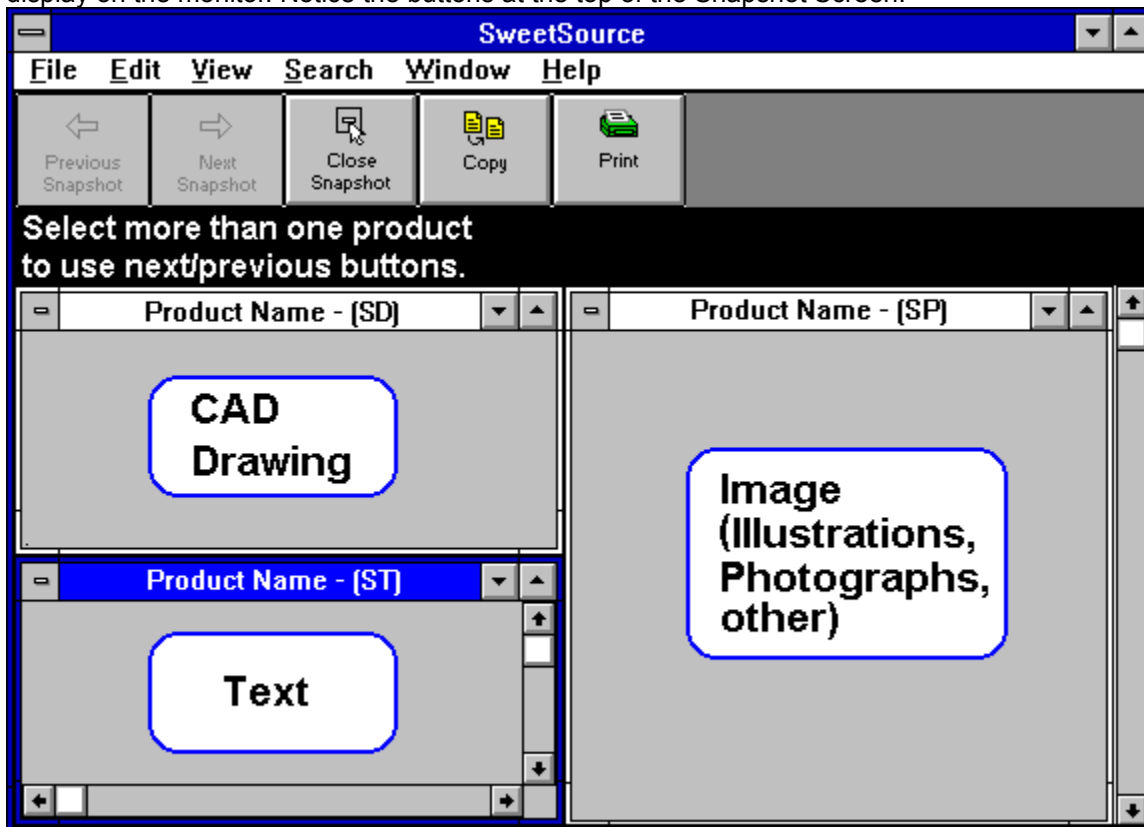
You can compare a maximum of nine items. If you attempt to compare more than nine, the software may fail.

To access a Snapshot, from the Product Summary Screen provide focus to the Data Window of your choice (click it), and click the **Snapshot Button** from the tool bar. The Snapshot displays.



A Snapshot can contain up to three of the four electronic information types (text, image, table or CAD drawing), each of which is graphically represented on the Data Window if it is available (see Icons).

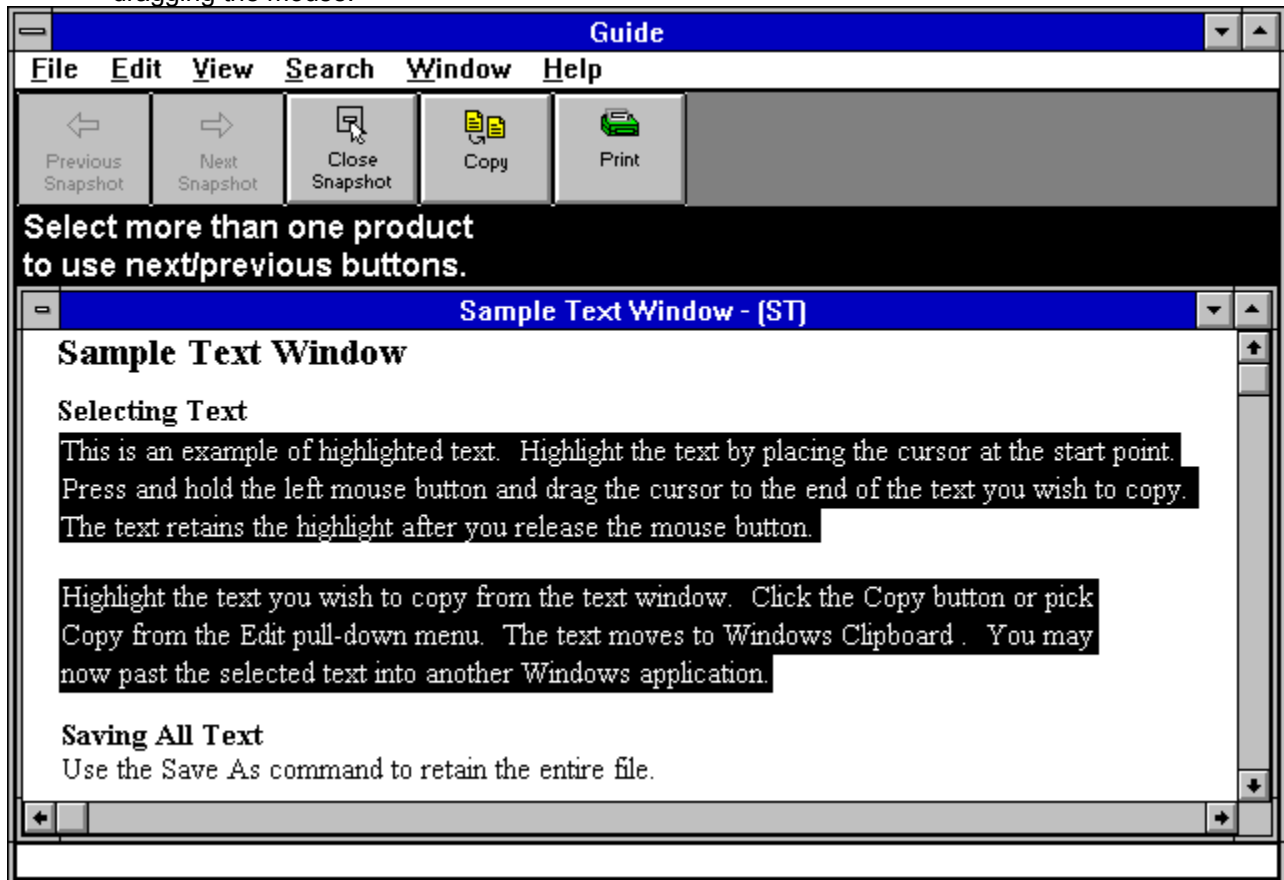
Once a Snapshot displays, you have a variety of tools available for manipulation of the data and its display on the monitor. Notice the buttons at the top of the Snapshot Screen.



Each window in the Snapshot has a maximize and minimize button (see your Windows documentation). You can change any window into an icon using the minimize button, or you can fill the entire product display area with a single window by clicking the maximize button. Text, tables and CAD drawings fill the entire Snapshot display area when they are maximized. Graphics (including photographs) often have white space left over in the product display area. Sometimes it is not possible to proportionately expand graphics to fit the available space.

If focus is on text, the tool bar allows you to:

- Copy the information to Windows Clipboard™. It is now available to paste into any Windows word processor or text editor. Highlight all or a portion of the text you wish to copy by dragging the mouse.
- Print the text to a printer. Highlight all or a portion of the text you wish to copy. In the following example, the maximize button was used on the text window so it fills the entire screen. Part of the text was highlighted by pressing down the left mouse button, holding that button down, and dragging the mouse.



If focus is on the image window, the buttons on the tool bar allow you to:

- Copy the image to Clipboard. You can paste it into any other Windows application which can receive a graphic image (such as a word processor, Windows Paintbrush™, etc.). The image is a bitmap.
- Print the image to a printer. It is proportionate to the original graphic.

Most Windows graphic programs support the images from the software.

Tables provide information in chart or spreadsheet form. They are ideal for viewing similar products that have a variety of options, sizes, and features.

Guide - [Sample Table]					
File Edit Search Window Help					
Previous Snapshot		Next Snapshot		Close Snapshot	
Copy		Print			
Select more than one product to use next/previous buttons.					
	Design Properties	Test Method	5T	7T	8T
1	Long Term Design Load (lbs/ft)	GRI GG-4	150	1600	2200
2	Tensile Strength (lbs/ft)	ASTM D-4595	2600	3900	5075
3	Creep Reduced Strength (lbs/ft)	GRI GG-3	1500	2100	2790
4	Open Area	COE Method	65	65	60
5	Ph Resistant Range	-	2-12	2.12	2-12
6	Grid Aperture Size (in)	I.D. Calipered	0.8	0.8	0.8
7	Thickness (mils)	ASTM D-1777	55	55	75
8	Weight (oz/yd ²)	ASTM D-3776	5.5	8.0	9.5
9	Polyester Type	-			
10	Coating	-	Acrylic Latex	Acrylic Latex	Acrylic La
11	Yarn Denier (d)	-	1800	1800	180

A Sample Table

Related Topics:

[Copying and Printing Data From a Table](#)

[Comparing Columns in Tables](#)

Numbered buttons identify each table row. Column heading buttons identify each column. To select an entire row or column, click the row or column button. Click the button in the upper left corner to select the entire table.

To copy the entire table, provide focus to the table and click the **Copy** button. The Guide copies the data and the column headings to Windows Clipboard. Paste the data into another Windows application.

If you want only a portion of the table, highlight the rows or columns you wish to copy before clicking the **Copy** button. Select rows or columns by clicking the row number or the column heading buttons. This highlights each row or column. To select (and deselect) the entire table, click the button in the upper left.

To copy individual cells from the table, click the cells you wish to copy and click the **Copy** button. Again, the selected cells and their column headings are copied to Clipboard.

Paste the data into Excel or a similar spreadsheet application. If you need the data in Word Processing, copy to a spreadsheet first and then copy to a word processor. The text in Word Processing is then formatted and more easily manipulated.

If you select **Print**, the table heading, column and row markers, and the selected table data is printed.

To compare columns or data side by side, freeze or lock the first column and scroll the other columns past it.

Place the mouse pointer in the column you wish to freeze.

Click the **right** mouse button. The frozen column displays in Aqua.

Use the scroll bar at the bottom of the screen to scroll the remaining columns past the frozen one.

Copy the information to Clipboard. It is now available to paste into other Windows applications. The table name and column headings are included. The ideal program to take table information to is a spreadsheet.

The CAD Window allows you to zoom in and view drawing details, compare two or more CAD drawings side by side, or to transfer the data to another software application.

- Use the [Zoom Buttons](#) to examine the drawing more closely.
- [Save the drawing as either a DXF or DWG file](#). You can then open the file as a separate drawing in a CAD system or insert it into an existing drawing.
- [Copy](#) the drawing to Windows Clipboard and *Paste* the drawing directly into AutoCAD for Windows.
- [Copy](#) the drawing to Windows Clipboard and *Paste* the drawing as an image into software capable of accepting graphics.
- Print the drawing directly to your printer. The drawing is proportionate to the original drawing but not to scale. Simply [select **File** and **Print**](#).
- Compare two CAD drawings side by side. Select the [Product Data Windows](#) for each product, then [click](#) the **View** menu and select the **Drawing** command.
- [Change the CAD Viewer Background color](#). The default background for viewing CAD drawings is black. If you prefer either white or gray, you can change your system

Related Topics:

[Using the Zoom Feature](#)

[Saving CAD Drawings as DWG or DXF Files](#)

[Copy and Paste to AutoCAD for Windows](#)

[Copying a CAD Drawing as an Image](#)

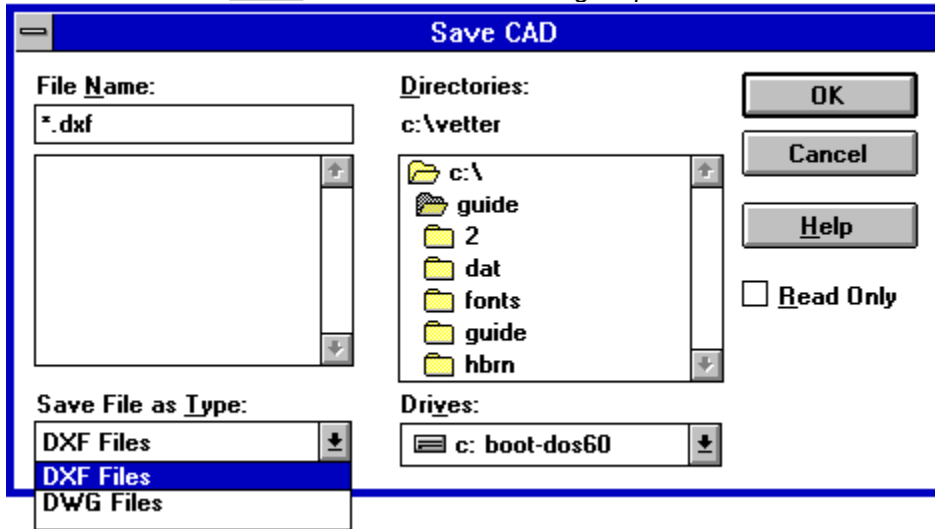
[Configuring the CAD Viewer](#)

To examine drawings closely, the viewer provides three zoom buttons.



- **Zoom Window.** Click and hold the button. You can box any area of the CAD drawing for a closer look. This is a one time select button. If you wish to zoom in again, click the button again.
- **Zoom Previous.** This returns you to your previous zoom. You can click the button continuously to back up through your series of *Zoom Window* selections.
- **Zoom Fit.** If you have used *Zoom Window* several times in the drawing and wish to return to the fully displayed drawing, click **Zoom Fit**.

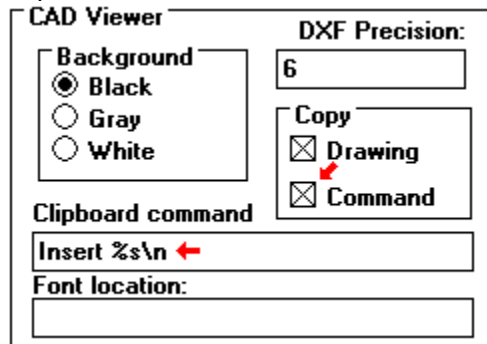
To save the file for use with your CAD system, save it as a DXF or DWG. From the main menu bar, click **File** and **Save As**. Select **DXF** or **DWG** and assign a path and file name.



To copy a CAD drawing directly to AutoCAD for Windows, you must first change the system configuration.

Click **File** and **Configure** (Alt, F, G)

The *Configure System* dialog box displays. In the CAD Viewer area of the *Configure System* dialog box, click the *Command* check box. This causes the software to add an insert instruction to the Windows Clipboard file.



To learn more about the Insert instruction, click here: [Insert Drawing Block Instruction](#).

To copy the CAD drawing, focus the CAD Window of the product screen and click the **Copy** button. The drawing and the *Insert* command are copied to Windows Clipboard.

If you wish to learn how to view the drawing in Windows Clipboard, click here: [Viewing the Drawing in Clipboard](#)

Next, start AutoCAD for Windows and open a new or existing drawing. There are two methods for Inserting the drawing depending on the version of AutoCAD you are using.

When you paste the drawing, both AutoCAD versions ask for an insert point, scale, rotation, etc. Answer each question as you would with any AutoCAD Block Insert.

Related Topics:

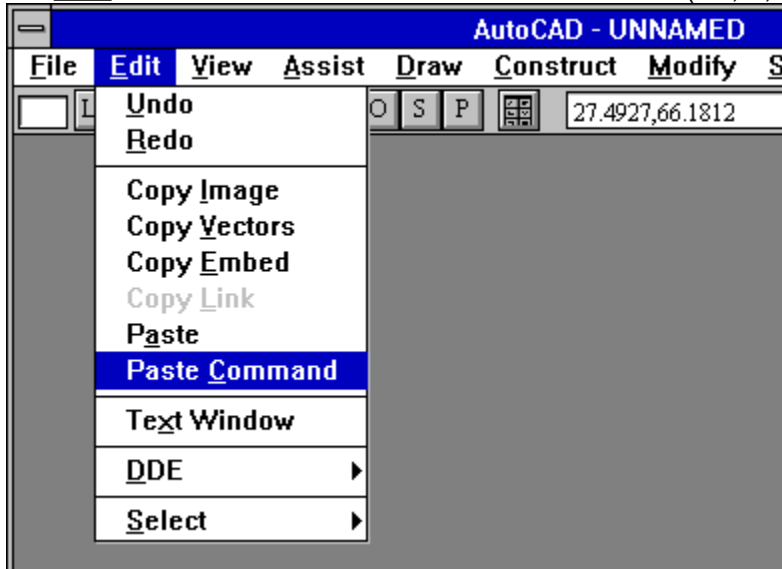
[Pasting in AutoCAD 12 for Windows](#)

[Pasting in AutoCAD 13 for Windows](#)

Pasting in AutoCAD 12 for Windows

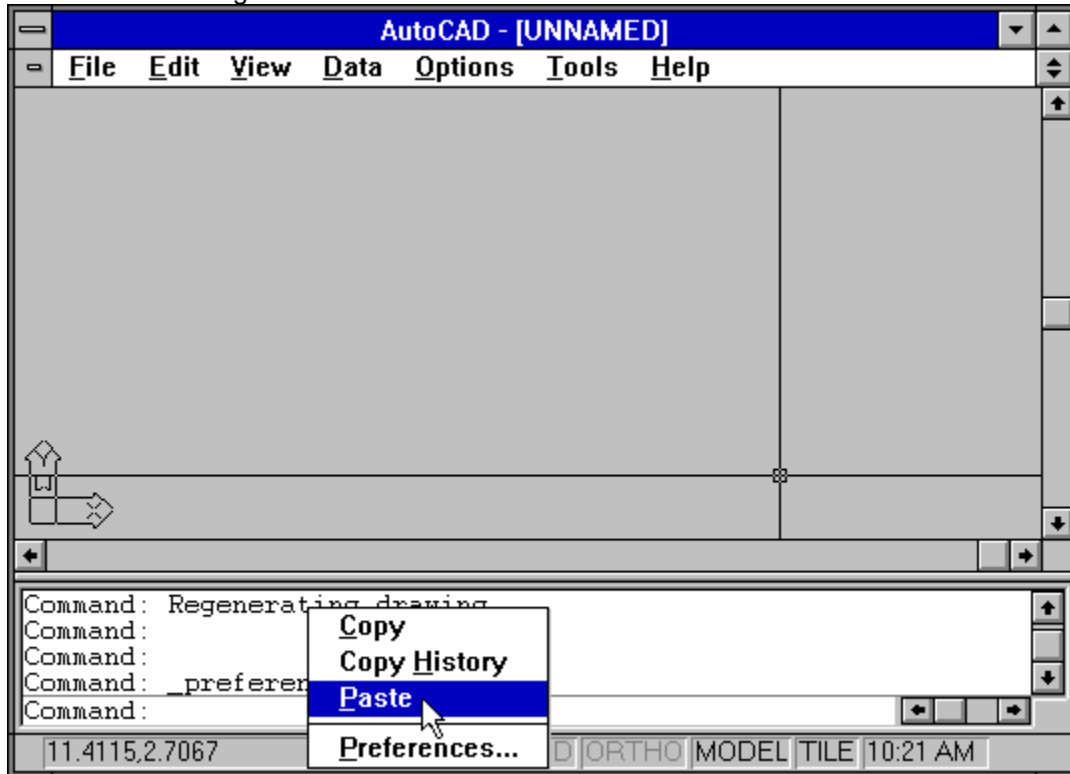
If you are using AutoCAD 12 for Windows, select the **Paste Command** from the **Edit** menu as follows:

Click **Edit** and **Paste Command** (Alt, E, P)



Pasting in AutoCAD 13 for Windows

If you are using AutoCAD 13 for Windows, place your cursor in the Command area at the bottom of the screen and press the **Right Mouse Button** to access the Command area shortcut menu. Select **Paste** to Insert the drawing.



Insert Drawing Block Instruction

The Clipboard Command text creates an AutoCAD *Insert Block* instruction. The Clipboard command tells AutoCAD to go to the electronic product information files, get the drawing, and insert it as a drawing block. The command has three parts:

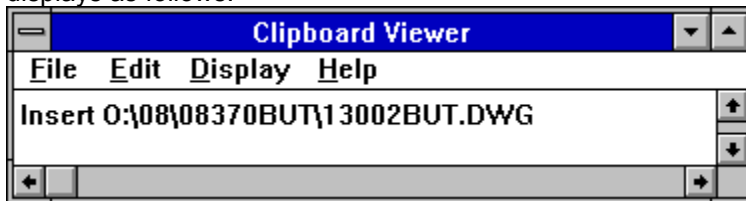
Insert %s \n

Insert The AutoCAD Insert Block command.

%s The file name and location of the drawing.

\n Insert line command. This executes the Insert.

The **%s** is replaced by the file name and location of the drawing. If you view the Clipboard, the text displays as follows:

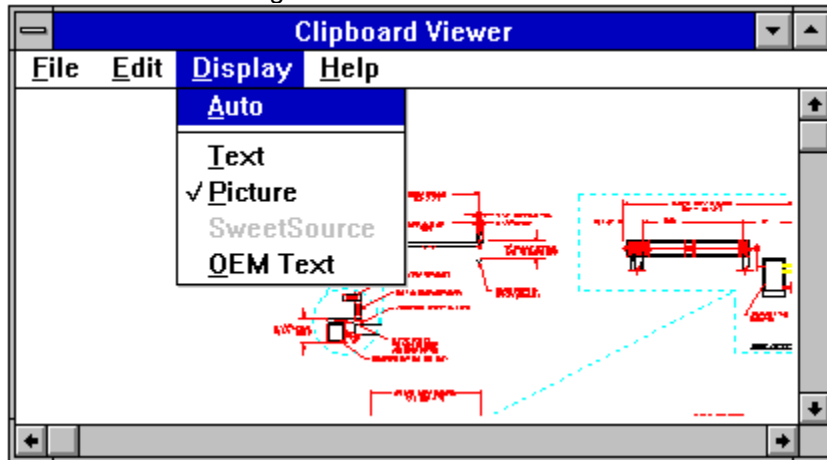


Viewing the Drawing in Clipboard

When viewing the drawing in Clipboard you may display *Text* or *Picture*.

Text is the insert command line.

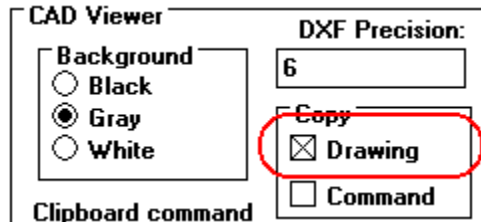
Picture is the image.



If you wish to place a CAD drawing into a word processor or graphics program as an image, you can do so with the copy command. First, change the system configuration.

Click **File** and **Configure** (Alt, F, G)

The *Configure System* dialog box displays. Set the CAD Viewer configuration to Drawing only.



Select the CAD drawing you wish to copy and adjust the image size and view.

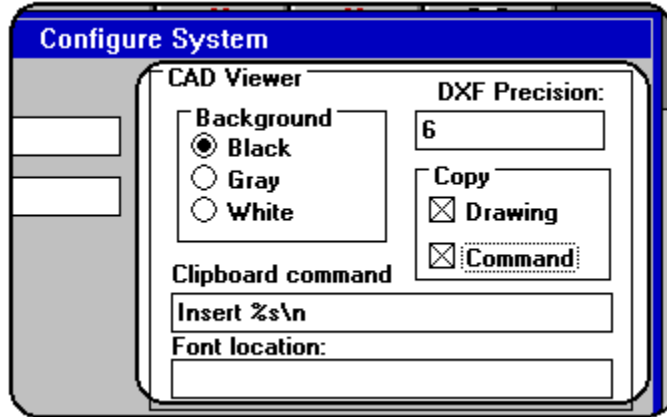
- Adjust its size and position using the *Zoom* buttons and
- Adjust its border by moving the CAD drawing's Window frame.

The image size is the same as the CAD drawing's Window size. When the drawing size and view are set, click the **Copy** button.

Paste the CAD image into a word processor or graphics program. The CAD image displays as a Raster or Vector image, depending upon the software you paste it into. For example:

- Pasting into Paintbrush results in a Raster image. An image of this type is difficult to resize without significantly distorting the image.
- Pasting the image directly into Microsoft® Word, however, produces in a Vector image. This image retains its resolution when resized.

Click **File** from the main menu, **Configure** from the pull-down menu, and the *Configure System Dialog Box* displays. Make your selection in the CAD Viewer section of the dialog box.



Background Color: The default color for the CAD Viewer is black. Changing the default background only effects the screen display, not the image or the exported file. Do not have a CAD drawing open when changing the settings. You may create errors.

Note: You must close and reenter the software for this configuration change to take effect.

DXF Precision: This refers to the decimal place precision for X, Y, Z coordinates. Six digits are sufficient for most applications.

Note: You must close and reenter the software for this configuration change to take effect.

Copy and Clipboard Command: These options are described in the [Copy and Paste to AutoCAD for Windows](#) and [Copying A CAD Drawing as an Image](#).

Once you reach the Product Summary Screen, the Data Window tells you if a Showcase is available by displaying the trophy icon.

To access a Showcase, provide focus to the Data Window of your choice (click it) from the Product Summary Screen, and click the **Showcase Button** from the tool bar. The Showcase displays.



The data here is often general in nature, provides overviews of product groups, or gives some information about the manufacturer. Also, in most cases each manufacturer Snapshot is also displayed as a "slide" in the Showcase.

The Showcase Tool Bar provides control buttons similar to those found on a VCR.



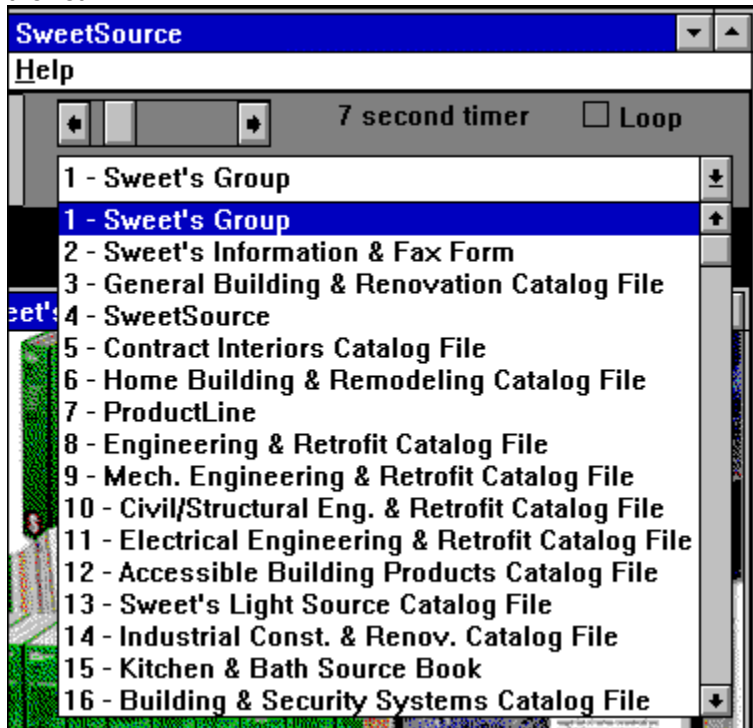
To view the "slides" in a Showcase sequentially, you must set the timer for a sequenced slide display. Do this by moving the scroll button between the left and right arrows until your desired display time is set (as shown in text to the right of the scroll bar).



If you wish to view the showcase continuously, click the Loop box. Once the last slide in the Showcase is reached, it automatically restarts the display of the screens again.

Once everything is set, select the **Play** button to review all the Showcase slides. The other control buttons are activated once Play is selected.

You can also click the item you wish to see from the list box below the timer on the tool bar. If all the slides available in the Showcase cannot be listed, a scroll bar displays for you to look at the remainder of the list.



The software gives you the ability to create Project Files to retain information about your product choices. You can open an existing file or start a new one at any time no matter where you are in the software.

Related Topics:

[Start a New Project](#)

[Open an Existing Project](#)

[Printing a List of Products](#)

[Project File Information Window](#)

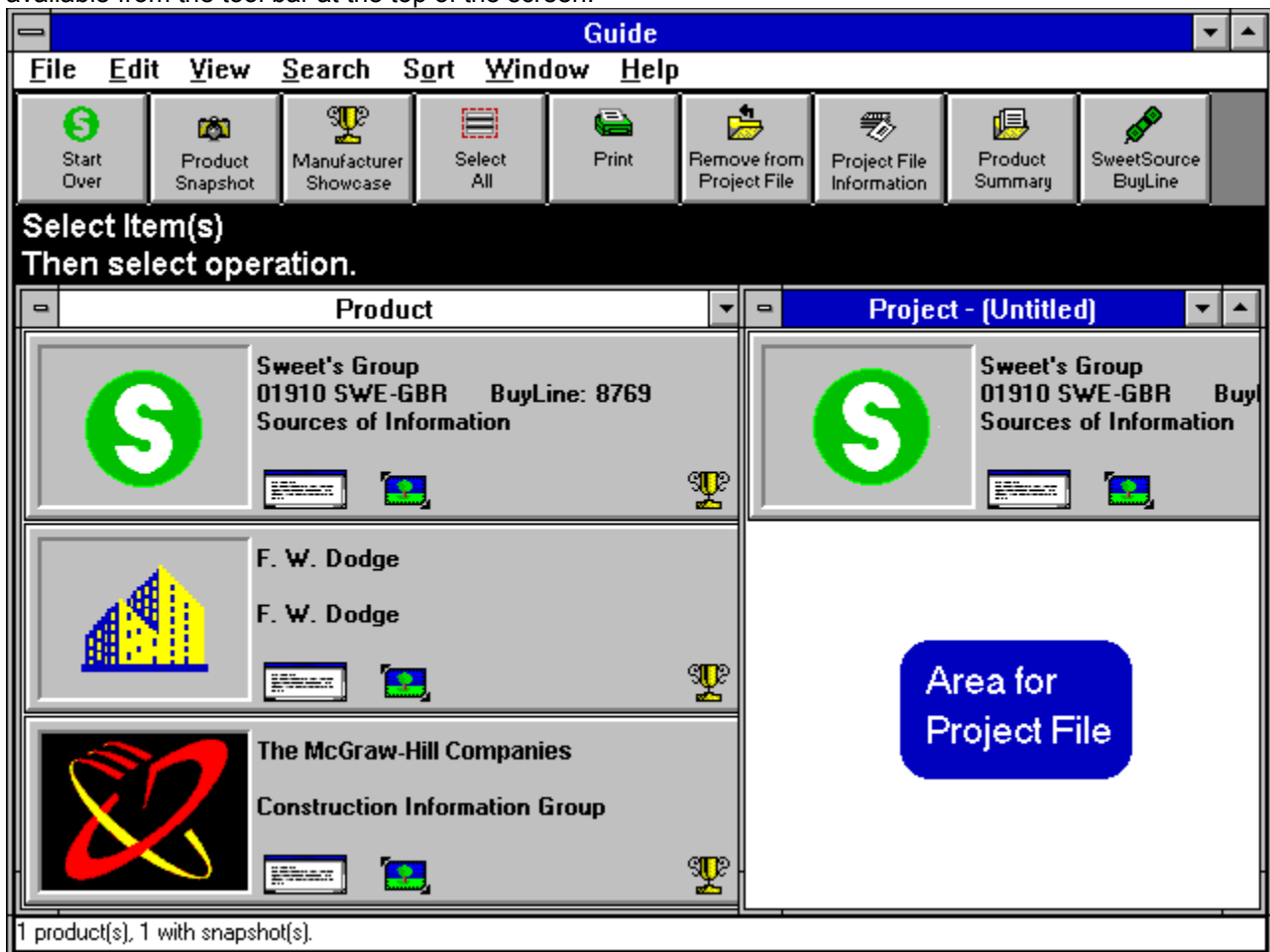
[Product Summary Window](#)

When you start a new file, you are not required to immediately provide a file name. When you decide to save your file, use the standard Windows filing conventions for file naming. The file extension (*.prj*) is automatically added to your file.

When you open an existing file, the software displays listings of all files with the .prj extension. You must remember where you've stored your files so you may now access them. Use the standard Windows filing conventions to obtain an existing file.

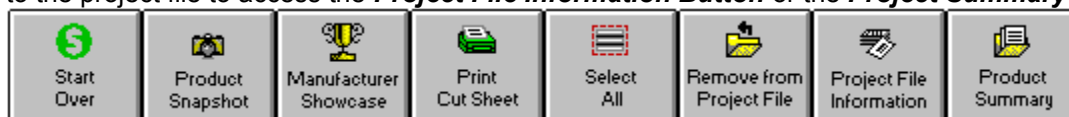
Project Files are used when you wish to retain cumulative product information for a specific purpose. Shown below is the start of a new Project File.

When in the Product Summary Screen, you can drag information from your list of products and place it in the project file. Or, you can select one or more Data Windows and use the **Add to Project File Button** available from the tool bar at the top of the screen.



The selected Data Window is copied to the Project File. You can continue to add items to the Project File from this product group or do another search into a different product group for other products.

Once project files contain product data, you have two additional functions available to you. Provide focus to the project file to access the **Project File Information Button** or the **Project Summary Button**.



Remember: The tools on the tool bar change depending on where you are in the software and what item

or area in the screen has received focus (is selected).

Print or *Copy* a list of products for future reference from the Project File or Product Summary Screen. Select individual items by clicking them with the mouse or select all items with the **Select All** button.

To send the list of products to your printer,

Select File and Print (Alt, F, P)

Do not use the *Print Cutsheet* button to print a list of products.

Print Cutsheet prints every screen element for every product selected.

To copy a list of items to Windows Clipboard,

Select **Edit** and **Copy** (Alt, E, C)

Paste the list into a Windows compatible spreadsheet such as Microsoft® EXCEL™.

Use the **Project File Information Button** from the tool bar to access the *Project File Information* dialog box.

The *Project File Information* dialog box allows you to enter data on the project name and number, the client name, contact, address and much more. Additionally, there is an area to add free notes if you need to include comments about the project.

Project File Information

Project Name:

Project Number:

Client Name:

Client Contact:

Client Address:

Client Address:

Client Phone:

Client FAX:

Project Address:

Project Address:

Project Phone:

Project Fax:

Miscellaneous:

OK Cancel

If the default headings provided with the software do not fit your needs, click **File** from the main menu bar, **Configure** from the pull-down menu, and the *Configure System* dialog box displays. You can change the labels for all the fields available for the Project File Information.

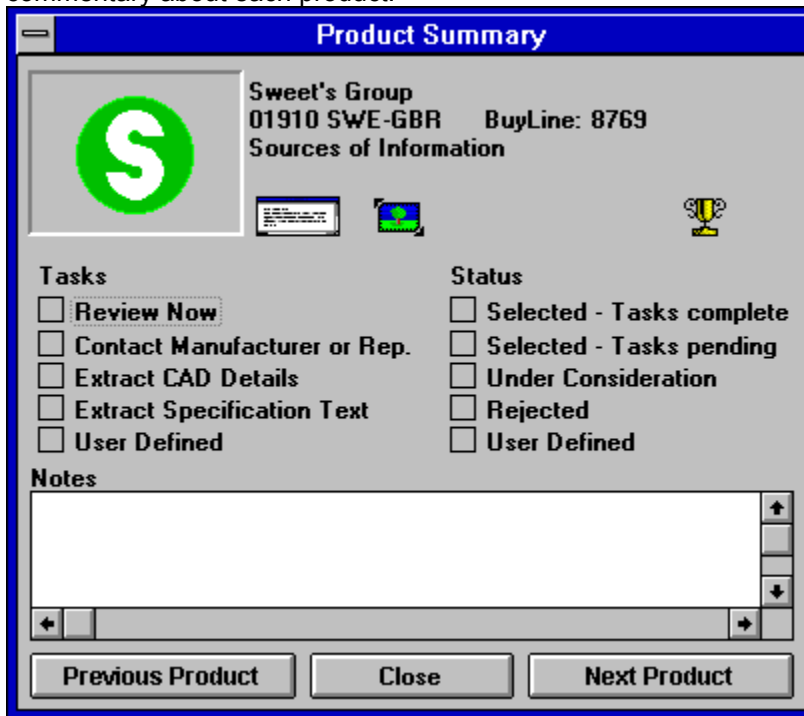
Project File Information Labels	
Project Name:	Client Phone:
Project Number:	Client FAX:
Client Name:	Project Address:
Client Contact:	Project Address:
Client Address:	Project Phone:
Client Address:	Project Fax:

OK

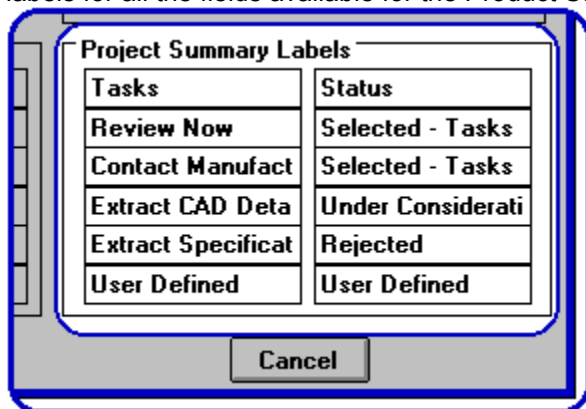
Pr
T
R
C
E
E
U

Use the **Product Summary Button** from the Tool Bar to access the *Product Summary* dialog box.

The *Product Summary* dialog box allows you to make specific notes about every product in the project. For each product you can view the manufacturer's logo and name just as it appears in the general Product Summary Screen. You can record tasks to do or done for this specific product. You can also answer status questions. And, there is an area to add free notes if you need to make some kind of commentary about each product.



If the default headings provided with the software do not fit your needs, click **File** from the main menu bar, **Configure** from the pull-down menu, and the *Configure System* dialog box displays. You can change the labels for all the fields available for the Product Summary Information.



Selecting boxes in either the Project File Information dialog box or the Product Summary dialog box does not actually perform the task. It simply notifies you or another person that action is either required or finished.

Use of the Project File has many benefits whether one or several people are working on a project.

Search Buttons

Selecting Product Options

Example Search

During the **Search** process, a variety of buttons display on the Tool Bar. Following is a brief description of the buttons.



No matter where you are in the software, click the **Start Over Button** and the Welcome Screen displays.



As you navigate through the software, it is often advantageous to look at the definitions used in the Guide. In this way, everyone is working with the same understanding. To use, select the word for which you want to see a definition, and click the **Show Definition** button .



When in the Search function, the **Show Product** button becomes selectable at the point actual product is available for viewing. The availability of this button means you have traversed far enough through the Category Structure to look at products matching your selections.



The **Product Detail** button is available at the point where specific property qualifiers are selectable for your choices in the hierarchical outline. Click the **Product Detail** button and an *Options Dialog Box* displays in which you can further define/qualify the product on which you are searching. The default property for the software is Physical/ Functional.



The **Property Buttons** allow you to further define your search based on specific qualifiers. The four properties in the software are shown at the left.

The software uses Physical/Functional as the default property. If you wish to qualify the search by some other property, click the appropriate button.

It is important to remember that all products do not have all properties. You may attempt to sselect Application/Environment as a property only to find the product on which you are searching does not support that choice.

At some point in your selection process, your Tool Bar displays the *Product Detail Button* and *Property Buttons*. At the same time the additional buttons display, a status line below your search path outline indicates: **Total Matching Products = X** (where **X** is a numerical value).



The concept of the Property Buttons is very important. It is one of the elements which makes this software unique in product selection. The information necessary to describe a product is divided into four groups of data. The four groupings are:

P/F - Physical/Functional: *What is the Product?*

M/F - Material/Finish: *What is it made of? How does it look?*

I/M - Installation Maintenance: *How is it installed and maintained?*

A/E - Application/Environment: *Where can it be used? How can it be used?*

The Product Detail Button brings up the *Options* dialog box containing an extensive list of additional qualifiers available for use in the specification.

The numeric qualifiers in the *Options* dialog box further narrows the scope of your search. It is possible to use so many qualifiers that your choices become zero. Watch the product counter at the bottom of the box so you do not eliminate all products from your search.

The choices available in the *Options* dialog boxes are sometimes very broad in scope and sometimes very narrow. The contents of the *Options* dialog boxes are dependent on the following:

- The specific point in the specification where you decide to use a Property Buttons and the Product Detail Button.
- The variety of options available as qualifiers.

It is important to remember as you are going through your selection process that you can alternate back and forth with the property buttons. You may wish to have some of the characteristics specific to material/finish and others to physical/functional. The software allows you to make these diverse choices to meet your needs.

Also See:

The following diagram illustrates a search for paint. Specifically,

an exterior paint

for wood

that produces a smooth finish

in an alkyd base

and produces a specular gloss.

Click the red text to learn more. Click the **Back** command button to return to this screen.

SweetSource - [Sweet's Data Filing Format (CSI)]

File View Search Window Help

Start Over Show Definition Other Options Product Detail Physical Functional Installation Maintenance Material Finish Application Environment Property Buttons

To refine your search, double-click on an item below.

[Sweet's Data Filing Format (CSI)] — Search Categories

Division 9 - FINISHES

09900 - Painting Materials... — Ellipsis (...)

09900 - painting materials (general)

Paint — Sweet's Product Areas

[Application Environment] — Property Button Change

location

exterior — AND Choices

*** End selections on this path *** — Multiple Selection Paths

substrate

wood

[Physical Functional] — Property Button Change

finish paint

smooth finish paint — OR Choices

[Material Finish] — Property Button Change

vehicle

alkyd

specular gloss

Material/Finish Total Matching Products = 10

Double-click to select item.

Auto Picks

Selecting a Search Category

The Guide provides multiple Search Categories, start with the one that best suites your needs. Each one is linked to product areas in the Sweet's Product Area Index, the heart of the database.

In the example, the CSI division (09900 - painting materials (general)) is linked to two Sweet's product areas: **Paint** and **Other Coating**.

[All Products](#)

[Sweet's Data Filing Format \(CSI\)](#)

[Trade Name](#)

[Sweet's Product Area Index](#)

Ellipsis (...)

An ellipsis (...) following a command tells you that additional picks are required to complete a selection. A selection is complete when it is opposite a product area.

Here are some examples:

Manufacturer Name

[-]	
[Manufacturer Name]	
Make a selection, or enter	
3...	
A...	
B...	

[-]	
[Manufacturer Name]	
B...	
Make a selection, or enter text: <input type="text"/>	
Barrier ...	
Bayer St	

[-]		Manu
[Manufacturer Name]		
B...		
Barrier ...		
Make a selection, or enter text: <input type="text"/>		
Barrier International Corp. - Other Coating		

Key Word

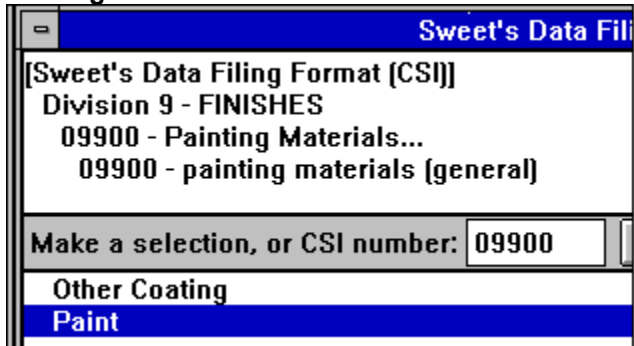
[-]	
[Key Word]	
Make a selection, or enter	
a...	
C...	

[-]	
[Key Word]	
C...	
Make a selection, or enter	
coat rac...	

-	
[Key Word]	
C...	
Make a selection, or enter a search term	
coat tree - Clothing Rack	
coating - Paint	

The Sweet's Product Area Index

Each Search Category is linked to a product area in the Sweet's Product Area Index. In this case the CSI division (09900 - painting materials (general)) is linked to two Sweet's product areas: **Paint** and **Other Coating**.



The screenshot shows a window titled "Sweet's Data Fil" with a list of product areas. The list includes "Division 9 - FINISHES", "09900 - Painting Materials...", and "09900 - painting materials (general)". Below the list is a text input field labeled "Make a selection, or CSI number:" containing the value "09900". At the bottom, there are two buttons: "Other Coating" and "Paint", with "Paint" highlighted in blue.

Sweet's Data Fil	
[Sweet's Data Filing Format (CSI)]	
Division 9 - FINISHES	
09900 - Painting Materials...	
09900 - painting materials (general)	
Make a selection, or CSI number:	09900
Other Coating	
Paint	

The Sweet's Product Area Index is the heart of the database. Every search category is linked to the appropriate product area in the Sweet's Product Area Index.

Start with any search category. The software takes you to the appropriate product area in the Sweet's Product Area Index. Once in a product area, you are able to select product attributes. .

Had you started with the Sweet's Product Area Index, the search would appear like this.

Property Button Changes

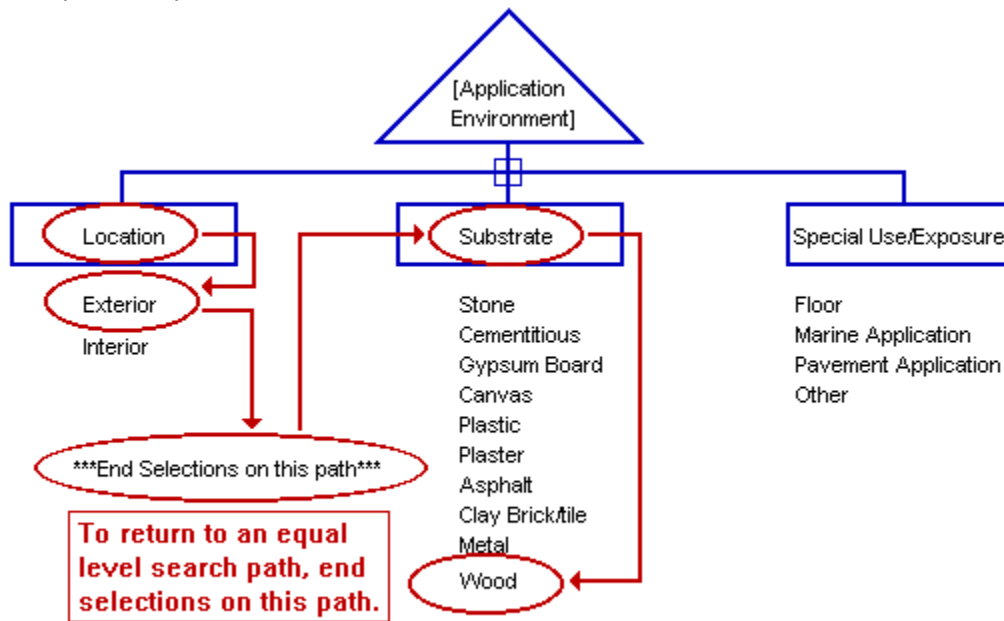
The example search path uses three of the four Property Buttons. The Property buttons become active when the search leaves the original search category, in this case the Sweet's Data filing Format (CSI), and enters a product area in the Sweet's Product Area Index.

1. The active Property Button is Physical Functional (PF), however, the example immediately switches to Application Environment (AE). The example selects an Exterior paint for a Wood surface.
2. The example switches back to Physical Functional (PF) and chooses a paint which produces a Smooth Surface.
3. The final Property Button change is to Material/Finish (MF). The example selects a paint in an Alkyd base that produces Specular Gloss.

End Selections on this Path

If one of the choices is *****End selections on this path*****, there are multiple option paths available. The other paths are equal level paths with additional valid choices. Select *****End selections on this path***** to make selections on the other paths.

The following diagram illustrates the selection path from the previous screen in the form of a tree diagram. The red line shows a selection sequence that finishes selecting on a path called **Location** and returns to an equal level path called **Substrate**.



AND vs. OR

Any two options can be characterized as AND selections, OR selections, or both.

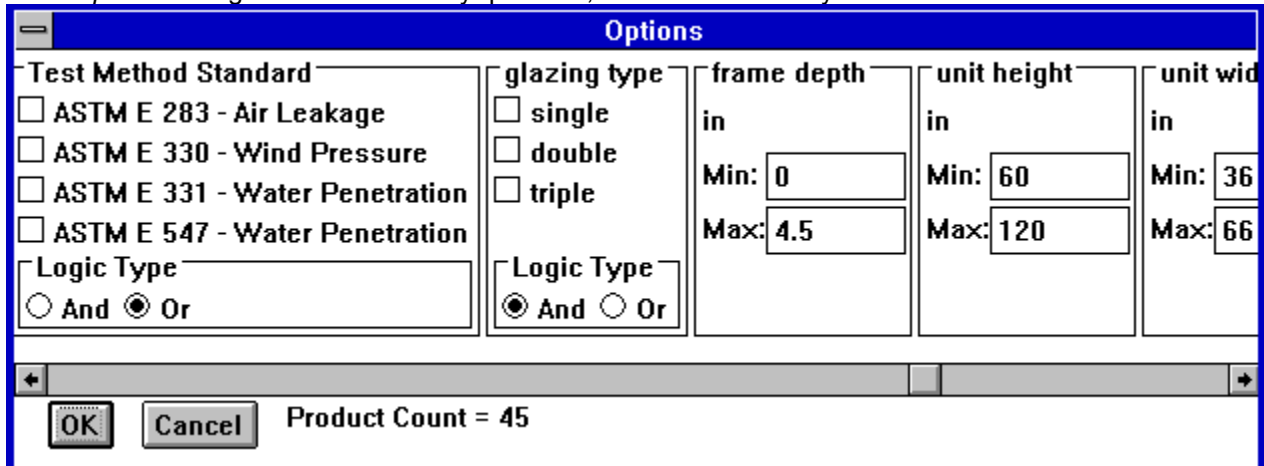
AND: If two choices are AND selections, they can both be selected as defining a product. For example: Paint can be both Exterior AND Interior grade. You may pick both Exterior and Interior at the same time.

OR: If two choices are OR selections, they are mutually exclusive. For example: Paint produces a Smooth Finish OR a Textured Finish. Once you select Smooth, you cannot select Textured.

Qualifier Options

Clicking the *Product Detail Button* brings up the *Options* dialog box. The *Options* dialog box contains a list of qualifiers available for use in product selection. If Physical/Functional is the property in use, the items in the dialog box reflect these properties.

If the *Options* dialog box contains many qualifiers, a scroll bar allows you to move to the other choices.



The screenshot shows the 'Options' dialog box with the following fields and values:

Test Method Standard	glazing type	frame depth	unit height	unit width
<input type="checkbox"/> ASTM E 283 - Air Leakage	<input type="checkbox"/> single	in	in	in
<input type="checkbox"/> ASTM E 330 - Wind Pressure	<input type="checkbox"/> double	Min: <input type="text" value="0"/>	Min: <input type="text" value="60"/>	Min: <input type="text" value="36"/>
<input type="checkbox"/> ASTM E 331 - Water Penetration	<input type="checkbox"/> triple	Max: <input type="text" value="4.5"/>	Max: <input type="text" value="120"/>	Max: <input type="text" value="66"/>
<input type="checkbox"/> ASTM E 547 - Water Penetration				
Logic Type	Logic Type			
<input type="radio"/> And <input checked="" type="radio"/> Or	<input checked="" type="radio"/> And <input type="radio"/> Or			

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons, and a status bar showing 'Product Count = 45'.

Based on the items you enter in the *Options* dialog box, it is possible to describe an item that does not exist in the database. If you do this, the Product Count at the bottom of the screen indicates a zero. Your **Total Matching Products** = line on the status bar also indicates zero.

Note: Selecting some items will gray other items (make them non-selectable).

The choices in an *Options* dialog box are referred to as qualifiers. At the bottom of several of the qualifier boxes is an area titled Logic Type. Two radio buttons are available: **And** and **Or**. The basic rules to remember when using these buttons are:

- The **And Button** is used to join together two or more requests (qualifiers). Using **And** says the product must meet all the qualifiers selected.
- The **Or Button** is used to join two or more requests for products meeting one criteria or another. Using **Or** says the product can meet one set of qualifiers or another set of qualifiers but does not have to meet all the qualifiers.

The Guide can provide measurement information to you in both **Inch-Pound** and **Metric (SI)**. The software default is Inch-Pound. If you wish to switch to metric, click **File** from the main menu and click **Configure** from the pull-down menu. The *Configure System* dialog box displays. Make your choice in the Display Units.

Metric units used in SweetSource are based on **SI Units*** as defined by ASTM.

***SI UNITS**: This standard is under the jurisdiction of ASTM (American Society for Testing and Materials) Committee EE-43 on Metric Practice and is the direct responsibility of Subcommittee E43.10 on Standards.

Auto Picks

The Guide often includes or adds selection criteria to the selection path automatically. This saves time by bypassing selection criteria that are not applicable to the available products. If the products available are confined to a specific group of features, the guide automatically displays the search path to the product group.

Viewing the Product Summary Screen

When you are satisfied with the scope of the product selected, click the **Show Product Button** and the Product Summary Screen displays. The Data Windows show which manufacturers meet the criteria of your search.



Provide focus (click) to a specific Data Window and you can make your product choices from either Snapshots or Showcases.



This is a listing of all the products made by this manufacturer. This search is quick and provides immediate access to specific products. This is an advantage to users who are familiar with the manufacturer's product line.

Double Click the product name of your choice. The Product Summary Screen displays. Provide focus (click) to the Data Window which represents the specific product information you wish to see. You can make your product choices from either Showcases or Snapshots.

The screenshot shows a software window titled "Guide - [Manufacturer Name]". The window has a menu bar with "File", "Search", "Window", and "Help". Below the menu bar is a "Start Over" button with a green 'S' icon. The main content area contains the following text:

**To refine your search,
double-click on an item below.**

[Manufacturer Name]

Make a selection, or enter text:

Sweet's Group - Associations
Sweet's Group - Publications & Information Services

Double-click to select item.

Property Buttons and
Product Detail Button
Auto Picks

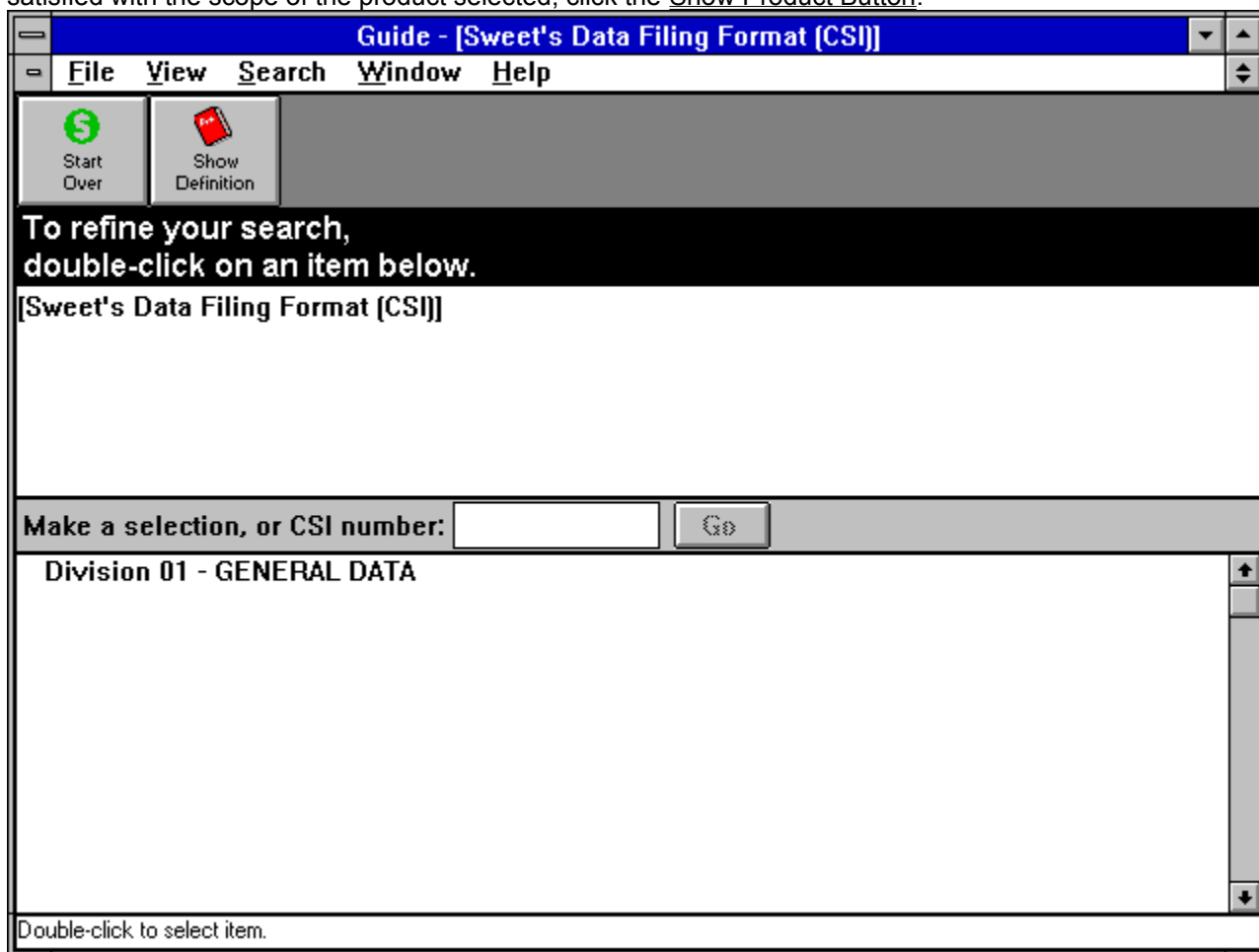


Sweet's Data Filing Format provides a filing system for the organization of building product literature and data. It is based on the industry accepted 16 Division format and five digit coding system.

The classifications listed are limited to those applicable to this manufacturer.

Click one of these divisions and you are taken through an increasingly definitive list of product characteristics.

As you make your choices, they appear in the outline area of the search path screen. When you are satisfied with the scope of the product selected, click the Show Product Button.



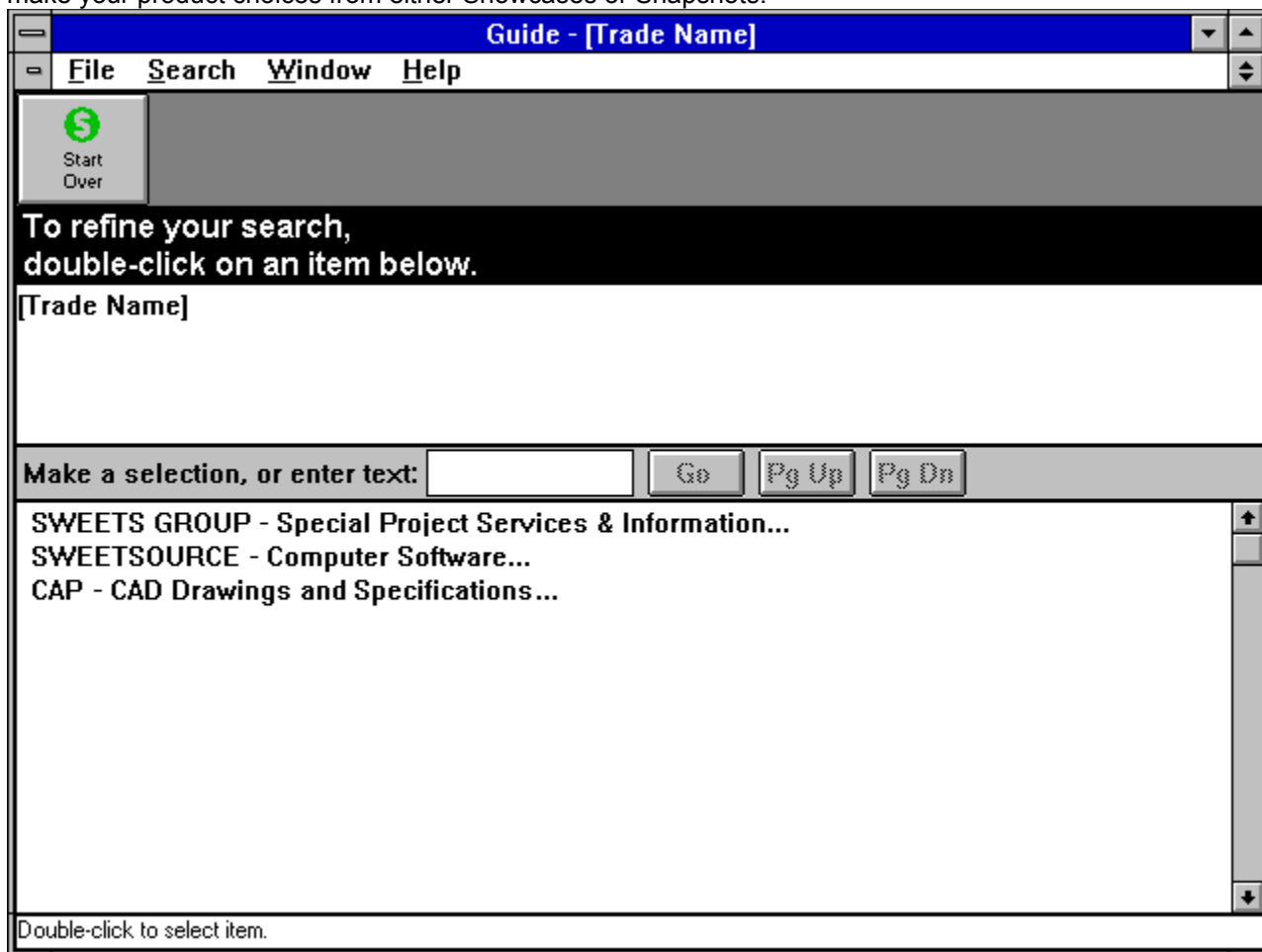
Property Buttons and
Product Detail Button
Auto Picks



This is a listing of manufacturer supplied trade names and trademarks.

Using this search path is fast and an advantage to the user who knows the exact product trade name he or she wishes to access. You can bypass the normal product search paths and quickly go to your specific product choices.

Double Click the trade name of your choice. The Product Summary Screen displays. Provide focus (click) to the Data Window which represents the specific product information you wish to see. You can make your product choices from either Showcases or Snapshots.



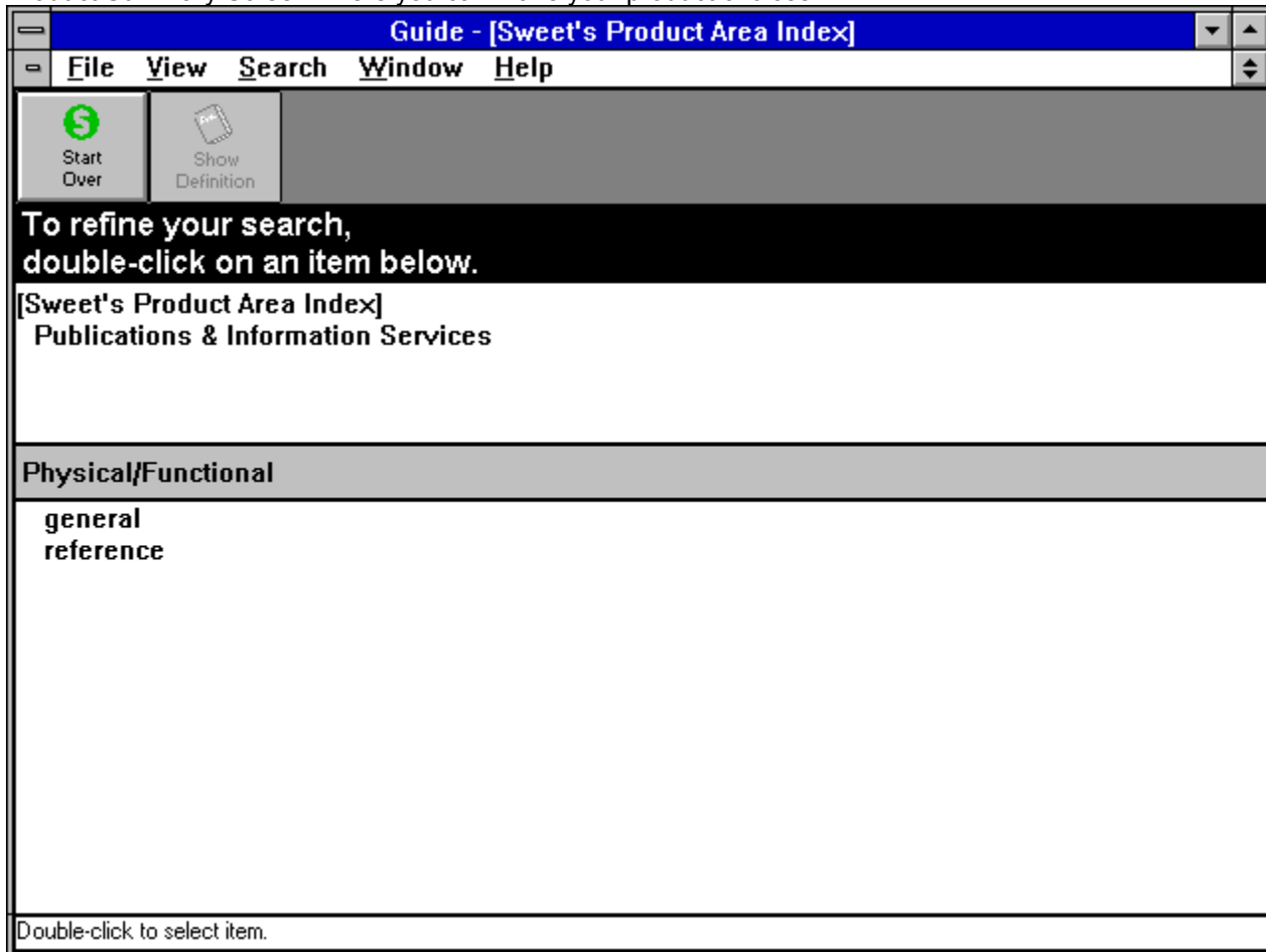
*Sweet's makes no representations or warranties as to the rights of any manufacturer to any trade name or trademark listed in this software.

Property Buttons and
Product Detail Button
Auto Picks



Index headings are based on the manufacturer's descriptions of their products as those descriptions appear in the catalogs distributed by Sweet's.*

After making product selections with this screen, use the [Show Product Button](#) to access the Product Summary Screen where you can make your product choices.



*Sweet's makes no representations or warranties of any kind, express or implied, including but not limited to implied warranties of merchantability or fitness for any particular purpose as to these index headings or as to the products described by these index headings.

Property Buttons and
Product Detail Button
Auto Picks

Click
Double Click
Drag
Focus
Point
Select
Type

Click

Use your mouse to point to a choice in a dialog box, menu bar or list box, then press and release the left mouse button quickly.

Double Click

The purpose is similar to Click. The action requires you to quickly press and release the left mouse button twice.

Drag

Point to an object or a location in text, then hold down the left mouse button while you move the mouse. Dragging moves objects or highlights text.

Focus

The highlighted area on the computer display where attention is currently directed; the data field where screen action is occurring.

Point

Slide the mouse on your desk to move the on-screen pointer to a new location.

Select

Use your mouse to point to the desired place or information and click the left mouse button. Or, hold down the left mouse button and drag the mouse to highlight the desired information. Selecting does not start an action. After selecting an item, you choose the action you want to affect the item.

Type

Use the keyboard to enter data into the active field, such as providing a name for a Project File.

