

BOOKHOUND™ QuickStart Contents

2 May 2008

Installation

Launching BookHound™

The Home Screen

Buttons & Navigation

Database Basics

Entering Data

Quitting BookHound™

Backing Up BookHound™

Registration & Support

INSTALLATION

Move the *BookHound* folder to a convenient place on your hard drive. Open it up and locate the BookHound application icon.

Make a shortcut (Windows) or an alias (Mac) of this file. You can now place this shortcut/alias anywhere you like for convenient launching of BookHound.

There is no other installation necessary - BookHound™ is ready to go. *Warning: Do not move or rename any of the files inside of the BookHound folder! They need to stay together. You may, of course, name your shortcut (or alias) anything you like.*

LAUNCHING BOOKHOUND

Open the *BookHound* folder and double-click the *BookHound* icon to launch BookHound™. You will then see the BookHound Home Screen. Select a *user name* (you can add your own names later) from the field at bottom-center of screen.

THE HOME SCREEN

Every time you start BookHound™ you will begin from the Home Screen. The Home Screen is the main location from which you can perform operations on your data.

You can *Search*, *List*, or *Add* new records by clicking on the various buttons on this screen. *To get back to the Home Screen from anywhere in BookHound™*, click on the button labelled, "home" at bottom left of any screen.

You can view the *BookHound Help File* from any screen by clicking the button labelled, "help" at bottom right of all screens.

Remember, if at any time you feel "lost," simply click the "home" button to return to the comfort of the BookHound Home Screen.

BUTTONS & NAVIGATION

BookHound™ uses *buttons* to navigate and perform actions. You need only click a button *once* to activate it. To get a feel for button use, move through BookHound™ using the buttons from the Home Screen.

At the right of each Item Entry Screen are *new*, *list*, *search*, *print*, *clone*, and *delete* buttons. These are used to add a new record, view your "found" records as a list, search for a record, print the record, duplicate the record, or permanently delete the current record.

In the upper right corner of most entry screens are *navigation buttons* to move from one record to the next. Use the *triangle buttons* to move back or forward one record at a time (inner triangles) or jump directly to the first or last record (of a group of records) with a single click (outer triangles).

From the *customer*, or *item* entry screens you can navigate directly to other entry screens using the *navigation bar* at the bottom of most screens. These buttons will take you to one of the three basic BookHound areas: Items, Customers, or Invoices, as well as the Home Screen, or the Preferences screen.

DATABASE BASICS

BookHound™ is a *database*; it stores data in a format that you can search, sort and report on easily. Databases are made up of *records*. For example, an *Inventory record* is a collection of all the information about an item in your inventory.

Each record consists of several *fields*. An *author* field, for example, is where you enter the author's name. You can *search* your database to find records that match criteria which you select (for example, *publisher name*).

You can then *sort* these records when viewing them as a list by clicking one of the headings of the rows in the display. For example, click the word, "author" at the top of the column to alphabetize your list by author. You can then choose to print or email these records by clicking on the appropriate button at the top of the list.

BookHound™ has been designed to export your records into *tab-delimited text files* for the purposes of uploading to various online bookselling/listing services as well as your own web site. Consult the BookHound Manual for simple instructions on uploading your items.

ENTERING DATA

To *create a new record*, click on the *new* button (green plus-sign icon) at the top right of an *entry* screen (There are separate *Entry* screens for *customers*, *items*, or *invoices*). Or, click the green plus-sign on the Home Screen beneath the appropriate area.

Enter data that you have for the new blank record in the appropriate fields. Move to the next field by *hitting the "Tab" key* on your keyboard.

When you are finished entering your data, click the "new" button again to create your next record-- no "saving" is necessary: BookHound™ "saves" records automatically.

QUITTING BOOKHOUND™

To exit BookHound™, select *Quit BookHound* from the BookHound menu at top of screen. *There is no need to save your work before exiting— everything is saved as you go!*

BACKING UP BOOKHOUND™

It is recommended that you back up BookHound™ regularly. To do so, simply *drag the entire BookHound* folder to the removable media of your choice (DO NOT drag your shortcut or alias!). To restore your BookHound™ database from a backup, simply drag the file named, "Data.USR" from your backed-up *BookHound* folder and drop it into your current *BookHound* folder. When prompted, choose to replace the same-named file (remember, restoring from a backup "Data" file will restore your records to their state at the time you made the backup -- if you are experiencing problems, please contact Biblio.com before considering restoring from a backup).

REGISTRATION & SUPPORT No registration is necessary. BookHound™ is distributed freely by Biblio.com and you will be able to enter as many records as your hard drive will allow.

For support regarding, downloading, installation, and basic usage, contact Biblio at bookhound@biblio.com or visit <http://www.biblio.com/bookhound>

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