

Tutorial

Using the tutorial

This tutorial introduces you to each of the main BookCAT features to get you working productively as quickly as possible. The tutorial has six lessons that you must do in order. You do not need to do all six lessons at once. The tutorial is designed to allow you to do as many lessons as you want in a session.

Most of the examples in this tutorial are referring to the sample database (*Sample.mdb*) that was copied to the Data folder (*C:\Program Files\BookCAT\Data*, by default) when you installed BookCAT. If you have modified the information in this database we recommend that you download a new copy of the sample database from our web site (http://www.fnprg.com/bookcat/dl/sample_v7.zip).

Lesson 1: Getting started

What you will learn in lesson 1

When you have finished this lesson, you will be able to do the following tasks:

- Close a database
- Open a database
- Work with views
- Mark records
- Work with subsets
- Select a field from a field list

Closing the open database

All information about your video 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.

You can have as many databases as you like, but only one database can be open at a time. You see the name of the open database on the title bar of the main BookCAT window.



On the File menu you find the commands you use when you work with databases (for example Open Database and Backup Database).

The first time you started BookCAT, the sample database (Sample.mdb) was automatically opened. The database that is open when you exit the program, is automatically opened the next time you start BookCAT.

Let us begin by closing the open database:

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

Note: If the Close Database command is disabled, it means that no database is currently open.

Notice how most of the buttons on the toolbar are disabled (grayed out) when no database is open. If you open one of the menus (for example the File menu), you see that most of the menu options are also disabled.

Opening the sample database

Let us open the sample database. This database was copied to the Data folder (*C:\Program Files\BookCAT\Data*, by default) when you installed BookCAT.

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

You see the 'Open Database' window.

2. Choose the following path if you installed BookCAT to the **\Program Files\BookCAT** folder on your **C** drive:

C:\Program Files\BookCAT\Data

If you changed the installation drive or folder, adjust the path accordingly.

3. Select **Sample.mdb** from the list.
4. Click the **Open** button to open the database.
1. BookCAT opens the sample database.