



Painter's Library User Guide

Windows Version 3

User Information: www.gotcs.com/plibuser

**Please Register Your Software Here
www.gotcs.com/registration**

© Tru-Color Systems

64 E. Marion Street • P.O. Box 486 • Danville, IN 46122-0486
Phone: 317.745.7535 • Fax: 317.745.1886

www.gotcs.com • comments@gotcs.com

INSTALLING TCS PAINTER'S LIBRARY SOFTWARE

INSTALLATION INSTRUCTIONS:

You can load this CD-Rom on all Windows Systems. Using the Start & Run menu, type the drive letter: \Setup then {Enter Key}.

When the installation is complete, you can start the program from Start / Program / Painters Library listing in the start up menu.

USER NAME / REGISTRATION NUMBER:

Please enter User Name & Registration Number on the pop-up screen during installation. The Registration Number is located on the CD-Rom.

Note: Please remember to register this software on-line at www.gotcs.com/plibuser.

If you are new to Painter's Library, you might want to read this manual and check out the Painter's Library help system by pressing F-1 at any time. Also, if you are a new user, please disregard the Upgrade Version option.

LEARN NOW! . . . THE EASY WAY

DEMONSTRATION RECORDS INCLUDED

We have entered several projects or records which are included with the initial loading of the software. These are all marked with ******DEMO****** and *****Sample*****.

Use these to exercise the program and become familiar with it. Use the Search routines, move some Inventory to the Shopping List and edit some records. When you have entered some of your own projects you can then delete these sample records.

HERE'S HOW TO DELETE THE "DEMO" RECORDS:

When you have exercised the ******Demo****** Records you can easily remove them. Even if you have hundreds of your own projects listed you can easily select only the Demo Records for deletion:

1. Choose Search/Title
2. Type word: Demo and click on Keyword.
3. Click on Search Key – and only these records will be displayed in the Browse Window.
4. Select each one to display Full Enter/Edit Project Screen then click on Delete Button to remove from your system.

TCS Painter's Library 3 for Windows

File Enter/Edit Search Shopping List Books

MAIN MENU SCREEN HEADINGS

FIRST PULL-DOWN MENU: FILE/HELP

F1 Help: Painter's Library has an instructive full text help menu which can be accessible from any screen within the program.

Touch F-1 at any time and the "ESC" to return to program. You can initiate "On-Line Help" any time you have an operational or technical question. This is your quickest source of information when you have a question.

FIRST PULL-DOWN MENU: FILE / BACKGROUND

TCS Painter's Library automatically opens with a light gray TCS background on the main screen. If you would like to see more colors choose "Full Color" option.

FIRST PULL-DOWN MENU: FILE / BACKUP & RESTORE

Easy way to protect your entries. We recommend Backup often. Date and Store off site in case you ever need to use the restore function.

FIRST PULL-DOWN MENU: FILE / UPGRADE

The upgrade feature allows previous users to retrieve and automatically load all data records into this version. If you do not have records to import from a previous version of Painter's Library, disregard this function. If you are a previous user, follow the instructions when choosing Upgrade Version. It is Fast and Painless.

FIRST PULL-DOWN MENU: FILE / CALCULATOR

A calculator has been made available for your convenience in calculating project sizes, for enlarging and reducing the pattern size to fit your surface.

FIRST PULL-DOWN MENU: FILE / STATISTICS

This feature allows you to "Snapshot" the number of projects, Categories and Inventory Items, etc., in your database at any time.

FIRST PULL-DOWN MENU: FILE / INTERNET

For additional information about Painter's Library see www.gotcs.com/plibuser

FIRST PULL-DOWN MENU: FILE / ABOUT

Copyright / System Processor Information: This file contains various information:

1. The software + version #.
2. Our Phone & Fax Numbers.
3. Your Registration Information.
4. Information about your System which may be helpful.

FIRST PULL-DOWN MENU: FILE / EXIT

Exit Painter's Library.

TCS PAINTERS LIBRARY



ENTER \ EDIT - PROJECT OPERATIONAL KEYS

These ten (10) mouse buttons / operational keys allow you enter records and freely move inside your library. They are initiated by a click with the mouse or from the keyboard using the "ALT" key and highlighted letter.

- First** Always displays the first record either of the entire data base or of a partial search/sort.
- Prev** Displays the previous record of what is currently on the screen.
- Next** Displays the "Next" record after what is currently on the screen.
- Last** Displays the last record of the entire data base or of the partial search/sort.
- Add** Presents a blank screen for adding new records. F-9 is a repeat key for Author:, Publication:, Pub. Location:, etc.
- Edit** Allows Editing or changing of information on any record. F-6 automatically saves this change and moves to the next record still in the edit mode. ESC. key to end the edit function.
- Delete** Eliminates entire target record from the data base after a warning flag asking: Are you sure you want to delete? Then touching Delete button or the <Enter> key a second time will permanently erase the record. Cancel or ESC. key allows changing the command and removing delete function.
- Save** Use when adding or editing records. When adding new records, forces entry on title field. Save will write even partial entries to a record. (*Also see F keys below) ESC. Key or <Cancel> removes the function.
- Print** Prints all information on screens one and two.
- Cancel** Returns program to Main Menu screen.

TAB KEY moves the cursor forward to next field.

SHIFT + TAB KEY moves cursor backwards to previous field.

F KEYS WHICH ARE ACTIVE

F-6 SAVE & ADD/EDIT: When you have entered all information for a project and you are ready to do another one, touch F-6 and it will automatically save what you have entered and it will "open" a new record. This saves keystrokes and time.

F-9: Recall field from previous Project. The F9 key is active only after you have pressed Add. Pressing F9 will replace the contents of the current field with that of the project shown immediately before Add was pressed. This is convenient when adding many new Projects, because if certain fields stay the same from Project to Project, you won't have to type them each time. F9 works for all fields except Project Title and Screen Number Two.

F-10 - AUTOMATIC SAVE: Handy after you have made an "Edit Record" change - touch F-10 to save.

(F keys may be subject to interference from other programs which are open in your system.)

TCS PAINTER'S LIBRARY

TCS Painter's Library 3 for Windows

File Enter/Edit Search Shopping List Books

MAIN MENU SCREEN HEADINGS

ENTERING YOUR PROJECT INFORMATION

SECOND PULL-DOWN MENU: ENTER/EDIT/PROJECTS

PROJECTS: This is the main entry screen for creating a reference system for your patterns, projects and books. There are fifteen (15) menu items which may be filled. The ten (10) operational keys / buttons are located near the bottom of the screen. Click on [] MORE to access the second (#2) screen. Touch [Add] to enter new project.

All fields are optional except Title. If you choose not to place an entry into any other field, just [Enter] and continue.

TITLE: Just enter the subject of the project or an outstanding feature you like about this pattern. This is a must enter field and all the words are automatically capitalized. If you choose not to place a title here, just enter "X" or "NA" (not applicable). This will satisfy the "must fill" requirement. You can return at a later date to enter a Project Title.

AUTHOR: Last name first separated by a coma. In the case of a single name author, use the single name only. When you touch [Enter] a flag will appear suggesting last name, first name format. Just continue.

PUBLICATION: Enter name of the publication or book. F-9 will repeat the publication name from the last record.

PUB. LOCATION: Location where you are keeping. IE: M-3 (Magazine Holder) or S-2 (Storage Box) or B-8 (Binder). You can create any system you choose and identify. Just remember they will be sorted, first in alphabetic order, then second in numeric order.

ISSUE NO: Magazine issue if used. Optional

PAGE: Enter page number where project starts in publication.

PUB. DATE:** Month & Year of the magazine or book. Twelve months plus Spring, Summer, Fall and Winter are provided so this becomes a semiautomatic fill field. You type the year, four digits IE: 2001.

SURFACE ITEM: What is item to paint. IE: Clock, Round Box.

COLOR SCHEME: Record the main colors of the pattern. IE Reds, Blue, Browns. See "TIP" Search colors

PUB. TYPE: There are four radio buttons on the Enter / Edit Project screen. They are Book, Magazine, Pattern Packet and Other. When entering data select / click on the button which most closely represents the publication. Is it a Book? Magazine? Pattern Packet? or Other? This choice is used in Search Publication function.

SIZE: Record the size of the item to paint. Largest Number will always align itself first. You can enter the sizes in any order.

RATING:** (1 Thru 5): Rate your desire to paint this project. One is generally highest - 5 the lowest. You can choose the rating system which works for you. Another Option? You may choose to rate the degree of difficulty or skill level required to complete this project. You choose how you want to use this feature....but remember what each number represents for you.

CATEGORY: Place the project in one of (18) system supplied categories or one which you have designated. If you cannot decide which category to choose, place in unassigned or another category name you set for yourself. (See FAQ's for creative ways to use your thirty-two (32) user-defined categories)

SURFACE TYPE: In addition to the eight (8) system assigned surfaces, you as the user, are allowed to enter up to five (5) more types of surfaces. This feature works like the "Add Categories" function.

MORE: Click here to go to screen #2. When information is recorded on screen #2 an "X" automatically is placed in this box. This indicates there is information on screen # 2...You do not have to view it to see if there is an entry.

COMPLETED: When you have finished a project and entered a DATE COMPLETED on screen #2 a checkmark is automatically placed in this square. This means you can see which projects you have completed from screen #1 without going to the 2nd screen.

ENTER / EDIT PROJECT SCREEN 2

You can open this screen by clicking the "more" button in the upper right corner of enter / edit - Project screen.

NOTES: You can enter text - notes here.

DATE COMPLETED: Month, Day, Year. Enter here when you have completed this project. Any entry here places completed X or 4 on screen one.

COLORS USED: May be different from the color scheme presented by author.

PICTURE LOCATION: This 25-character field allows you to record where you are keeping the photograph of your completed project.

COMPLETED SURFACE TYPE: Maybe you choose a different surface to paint rather than what the author designed for this project.

SECOND PULL-DOWN MENU: ENTER / EDIT / CATEGORIES

There are eighteen (18) classifications which you can place projects by subject matter. This allows you can also create thirty-two (32) more personal categories in which you can place projects. System provided:

TO ADD A CATEGORY: Select [ADD] then type new category name. Then [SAVE].

SECOND PULL-DOWN MENU: ENTER / EDIT / SURFACE TYPES

In addition to the eight (8) system assigned surfaces, you as the user, are allowed to enter up to five (5) more types of surfaces. This feature works like the "add categories" function.

SECOND PULL-DOWN MENU: ENTER / EDIT / INVENTORY

Sub-Menu: Brushes, Mediums, Surfaces, Other

BRUSHES* : Enter/Edit personal inventory to keep a record.

MEDIUMS* : Enter/Edit brands & container sizes you prefer.

SURFACES*: Enter/Edit painting surfaces you own.

OTHER*: Enter/Edit Misc. supplies you use & where to buy.

Enter your favorite and “must use” painting tools here. This will serve as your personal record of the exact type, brand and size of items you want to replace because they work the best for you.

Three more fields are available for entering additional data, Quantity, Cost and Price. This may be helpful when recording supplies purchased and/or finished items meant for resale.

* Once entered, any of these items can be moved to a personalized shopping list thru the “Shopping” pull down menu. Double click or [Enter] on any item and it will relocate to your personal shopping list. After purchasing the item, return it to your inventory same way. This shopping list can also be printed.

THIRD PULL-DOWN MENU: SEARCH

The “Search” functions are the payoff for all the work in entering your data. We will review each one of the ten (10) different indexes / categories. This function allows you to find information quickly and from various directions:

SEARCH - AUTHOR: You can find all the projects in your data base by any one author. When Search - Author is selected, a screen appears asking for the authors name. Type in the Last name then a coma, then the first name or initial.

Select < Search > and a browse window appears with Project Title, Author, Publication, Pub Date, Project Category, and Surface Item displayed. You can select any line item (by double-clicking) and be taken to the Full Project Screen to gather added facts.

You can also search on partial information. Example: Author Name, keying only one letter. IE. “J” produces all authors with last name starting with “J”. A blank entry produces the complete library in alphabetic order by author.

SEARCH - CATEGORY: All category names are supplied in alpha- betic order. It starts with “Angels” or a name / category which you have created. Using the mouse and touching the down arrow will produce a list of ALL categories from which to choose. (Click on the name.)

Select < Search > and a browse window appears with Project Title, Author, Publication, Pub. Date, Project Category, and Surface Item displayed.

SEARCH - COLORS: This feature allows you to sort on the “Color Scheme” field. For instance, if you want to find projects with predominantly reds, just enter “red” in the search field and all projects with “red” as the first three letters in Color Scheme will be displayed.

TIP: PLACE TYPE OF MEDIUM HERE. In addition to entering the predominate colors, this is the field to place medium (i.e. Acrylic, Oils, Watercolors, etc. . .) if you want to reference it later. The medium can be entered anyplace in the field. Keyword Search will allow you to select all projects using the target medium. i.e. If the target search word is “Oils” just type “Oils” in the Colors Search field, click on Keyword / then Search and the browse window will display all records with the word “Oils” in the Color Scheme field.

KEY WORD SEARCH: This feature has been added to four of the Search Functions. Choose it in Colors, Publications, Surface Item and/or Title searches. When “Keyword” is selected, the “Entire Field” is searched for the targeted text, not just the characters which start the field. Keyword is selected by clicking on the box or Keyword heading.

TIP: When you have several of your projects entered, take the time to learn how Keyword Search improves your sorting capability and provides you great flexibility for isolating records and printing selected text.

SEARCH - COMPLETED: This search brings forth all projects you have finished in date order. As you finish a project and enter Date Completed, it will appear first on the Browse Screen.

SEARCH - LOCATION: Based on your methods / key for defining a storage location, you can type in a location name or number and the system will display all the projects you are keeping there. For instance, Type: #4 File Drawer and all the magazines & patterns in that location will be displayed in a browse window.

Select < Search > and a browse window appears with Project Location, Project Title, Rating, Author, Publication, and Project Category displayed.

SEARCH - PUBLICATION: You can find all the projects in your data base by publication. There are four Radio Buttons, All and Keyword selections in the SEARCH-PUBLICATION screen.

The standard Search-Publication works by typing the Publication name (or partial name) in the box at the blinking cursor. This will perform a search on ALL projects in the database. The search results will be displayed in a browse window.

A modified search would be to Turn OFF the ALL box and then the search will be only on one of the Radio Buttons which you selected when entering your projects. For Instance:

Sort Only Books: Turn off All, Click on Book Button / then Search, See all your projects from books. Same for Magazines, Pattern Packets and Other Categories. Adding Keyword to a modified Search and you can, for instance, find all Books from only one publisher or find all Magazines from one company.

Try the various combinations so you can learn how to use these functions to “**TARGET**” your searches. You cannot destroy data, just experiment to learn the flexibility it provides.

SEARCH - RATING: (1 thru 5) You can search the entire data base by the rating system you established. For instance, if you had # 1 as the most desirable patterns to paint, you can see them all together in one browse window.

Select < Search > and a browse window appears with Rating, Project Title, Author, Project Category, Colors, and Publication displayed.

SEARCH - SURFACE / ITEM: You can search for a pattern like Oval Wood Box, Sweat Shirts or Plaque Etc..

Select < Search > and a browse window appears with Surface Items, Surf. Type, Size, Project Title, Project Category and Author displayed.

SEARCH - SURFACE / SIZE: You can search for a project by the Surface size. Type in three numbers which represent the size and a browse window will appear with Size (Three Dimensions), Surface Item, Surface Type, Project Title, Project Category, and Author. No entry or blank will display entire data base in size order.

SEARCH - SURFACE / TYPE: You can search for a pattern by type of surface for which it was written. Press <enter> or using the mouse and down arrow will produce a list of the choices. They are Canvas, Ceramic, Fabric, Glass, Tin, Wood, Other, and Unassigned. So if you are looking for projects designed for Ceramic or Glass, you can find all the choices from your database.

Select < Search > and a browse window appears with Surface Type, Surface Item, Size, Project Title, Project Category, and Author.

SEARCH - TITLE: You can search for a pattern by its name or title. Type the title name, touch < Search > and a browse window appears with Project Title, Author, Surface Item, Surface Type, Rating, and Project Category.

Keyword Search: This feature greatly increases your sorting capability. If you want to find all projects with “cats” in the title, Click on Keyword, type “cat” and do Search. Browse window will display the results.

Browse Window Controls: < Select >

After these browse windows appear, you can choose to view the entire record by double clicking with the mouse on any line screen where you can find additional information about the project. You also have the freedom to move about to other projects.

< Print >: This option will print all the line items which appear on the browse screen. Watch out - this can use many pages.

< Cancel >: Cancel returns the program to the previous Search menu. From here you can initiate another search or < Cancel > and return to the main menu.

FOURTH PULL-DOWN MENU: SHOPPING

The Shopping menu provides you a list of the “tools” you use when painting. Brushes, Mediums, Surfaces and Other Items and their Sub Menu’s list the personal inventory which was entered thru the Enter/Edit/Inventory menu.

Items appear in the “Browse Windows” sorted by Item, Size, Type, Brand. Any or all of these items which appear can be moved to the personalized shopping list window directly below. Using the keyboard arrow keys, highlight any item and touch [Enter] key. Using a mouse, double click on any inventory item and the selected item automatically moves to the shopping list window directly below.

You may print the shopping list, then after purchasing the item, return it to your inventory the same way. Double click on any shopping list item and it will move back into the inventory window.

Additional items or new entries can be made directly into the shopping list by clicking the Enter/Edit button on left side, bottom of the screen. These entries will only appear on the shopping list but can also be moved into the inventory when purchased.

The value of creating a “Shopping List” is that you can carry the printed page with you and always have the information with which to purchase the exact replacement products when you choose.

FIFTH PULL-DOWN MENU: LIST BOOKS / MAGAZINES / PATTERN PACKETS

This Browse Report works from the information you originally entered about Books, Magazines, Pattern Packets or Other. All duplicate records are eliminated so that even if you have a book entered numerous times, the system automatically compares and lists each book / magazine only once in alphabetic order. This is the book list you reference when shopping.

EXPANDED PRINTING FUNCTIONS

In addition to the standard Print function on the Enter/Edit screen, and the List Books and Magazines described above, you can create Custom Lists and List/Preview all Browse screens.

List / Page Preview Browse Windows: This feature allows you to preview all projects in all browse screens before selecting the Print option. Projects are printed in the same format as the information is presented on the browse screens.

Custom List: This feature allows you to create a custom report and to list only selected information. Choose from sixteen (16) data fields and enter the number of characters (length) you wish to print from each field. Note the total length is automatically calculated so you know the line length. If you choose more than 80 characters, all other data will appear on the next line. This report uses the entire data base as ordered by your choice of seven (7) different sort sequences.

FAQ'S FREQUENTLY ASKED QUESTIONS

1. **Several titles and entries appear in my Painters Library Books which I do not own. They have **** Demo **** and ***** Sample ***** in the screen content. Why are they there?**

Databases are sometimes difficult to understand when they are blank. With sample data, a new operator can perform various sorts, searches, edit and print records. This is an easy way to “exercise” the program and learn about it without being forced to enter your own records. When you want, you may delete these “Demo and Sample” entries from your library.

2. **How can I best utilize the LOCATION feature of Painters Library software?**

First decide on a neat place to store your patterns, books, etc. Anything works from magazine holders to cardboard boxes - from an actual file cabinet to a chest . . . just label the specific holders in each location. Then record the information in Painter's Library and file the publication, pattern packet, etc. in the location you indicated. When you want a particular project, locate it in the Painter's Library, and the data will tell you the exact location of the actual instructions. Examples: Hall closet - Box 3 or File Cabinet / Drawer 3 or Underbed Box / Patterns. All of the information is recorded in the data file to describe publication and page number, etc.

3. **How should I use the PICTURE LOCATION feature of Painters Library software?**

Take a picture of all of your completed projects and put them away for safe keeping in albums properly labeled. This gives you a reference picture of all the items you have painted. Haven't we all wished we had done that from the beginning so we could have a visual "progress report" of our achievements. Also, it is helpful if you decide you want to paint the project again especially when you plan to give the item as a gift. For the items you keep yourself, it is also a good insurance credential in case of fire, etc.

Then, as a cross reference, label the back of the photo with the title of the project in case you are looking through the photo album for a great gift idea. Just check the photo for the Title and search your data base for all the additional information.

Examples: Red Photo album, page 6. or Oak bookcase, album 3, page 8.

4. **What words should I use when establishing my own Categories?**

As stated above, this software first sorts numerically, then alphabetically. So if you use a number as the first entry when you name your categories they will always appear at the top of the menu of choices. This makes them easy to find and they “stand out” from “Angels” to Unassigned” listings.

There are eighteen (18) standard system supplied categories and you can add thirty-two (32) of your own - fifty (50) in all. If you love cats you might wish a category for cats which would make those patterns easy to find instead of lumping them with the other projects in the animal category. You can change them too! For instance: If you found a special pattern which was ideal for a gift. Just name a category IE “Cindy's Xmas”. Then you can find it quickly...when you are ready to paint it.

5. **I just want to enter my books. So, what should I type in Project Title?**

Since Project Title is a “must fill” field, if you choose not to use the project name, just enter the subject matter of the book or project. For instance, if the book title is “Popular Fruits”, a keyword search on apple would not get results. However, if the most outstanding feature of the project is a bowl of apples, type the word apples in the project title field. Then a keyword search of the project title field on the word apples would present the book “Popular Fruits” for your review.

USE YOUR CREATIVITY

Painter's Library is only a "tool" for your use. You can find additional ways of using it which have not yet been discovered. We encourage you to "DO IT!". Try things... find new ways which are helpful. Tell us about them and the improvements you would like to see added. We value your feedback!

IF YOU HAVE QUESTIONS ???

If you have questions about the operation of TCS Painter's Library Software©, see the user web page.

We appreciate your thoughts, ideas and comments about the Painter's Library or any of our products. We value a satisfied customer and we listen. Please feel free to contact us.

User Information: www.gotcs.com/plibuser

WEB: www.gotcs.com

E-mail: comments@gotcs.com