

# BookBag™ Quick Start Documentation

## **Introduction:**

BookBag™ allows easy management of your personal library or book collection from any Palm OS® handheld and Windows PC. This document provides information on the handheld software, as the PC software has its own complete help file system. You may want to print this document for easier reference.

## **Installation:**

To install the software, download the setup file (usually BookBagPalm\_Setup.exe) to your PC. Then, double click the .exe setup file to start the PC installer. The installer will install the PC software first. When the software is first run after installing, the handheld software will be installed.

## **Registration:**

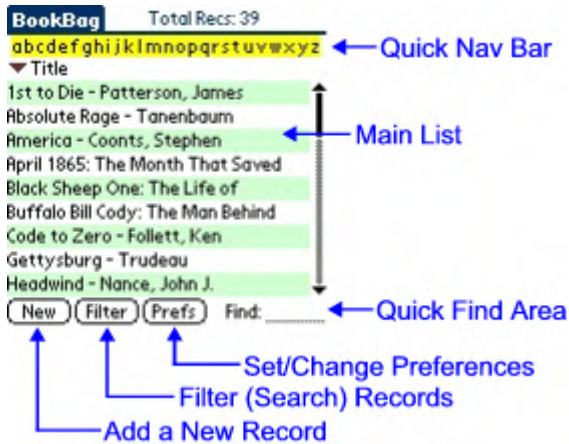
The software is initially installed as a trial version. After purchasing, a 5-digit registration code is provided. This 5-digit code is entered in the blank area on the startup screen on the handheld or on the PC software from the Help / Register menu. Once the registration code is entered on either the handheld or PC, the registration code will be transferred to the other version when synced. The registration code unlocks the full version features. No additional installation is required.

## **Getting Started:**

The following screens and descriptions explain many of the features in BookBag™. The software was designed to be easy and intuitive, so it will be easy to get started. This documentation will help explain some of the advanced features.

To start the software on the handheld, tap the BookBag™ icon. On Palm OS handhelds, this icon may be in the Unfiled category. From the Home (icon) screen on your handheld, tap the drop down list in the upper right corner, then select Unfiled to list any uncategorized icons. A category can be assigned to the icon to make it easier to find. Consult your handheld manual for how to categorize icons.

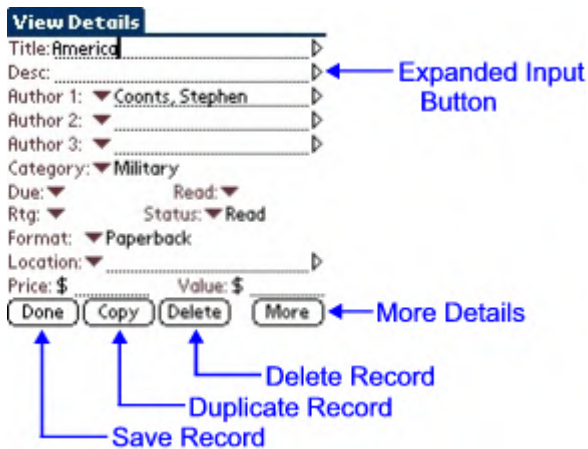
## Main List Screen:



Upon startup, the list of records is displayed. From this screen, the user may scroll through the list with the onscreen scrollbar or the hardware scroll buttons. Tap a letter in the Quick Nav Bar to go to the first record starting with that letter. Also, the Quick Find Area can be used to jump to a certain record by entering the first few letters in the record title. Simply tap any record in the list to view the record's details.

The buttons at the bottom of this screen will create a new blank record, filter (search) for certain records, or show the Preferences screen.

## Record Details Screens:

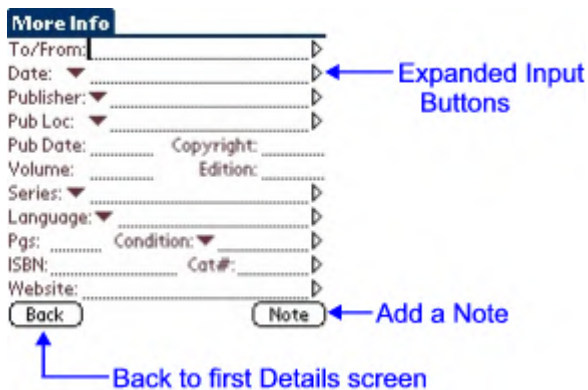


The Details screens display the detailed view of any record. Simply enter the text for each field. You can easily move to the next field while entering data using the Enter key or graffiti stroke (/).

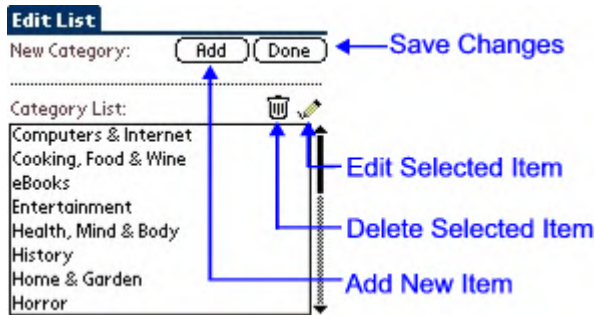
The Expanded Input button to the right of the some fields can be used to display multiple lines for easier viewing and editing of the corresponding text.

The author, category, due date, and many other fields can be changed by tapping the down arrow next to the category or location fields.

Finally, the buttons at the bottom of the first details screen will save the record, duplicate the record, delete the record, or display more details. From the More Info screen, the buttons will go back to the first screen or display a note screen.



## Editing Authors, Categories, and other Master Lists:



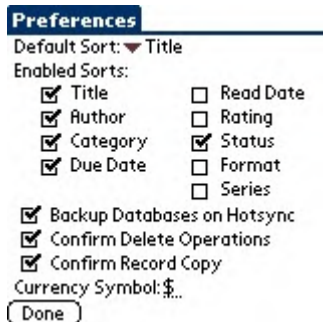
The master list of authors, categories, etc. can be edited to include the choices preferred by the user.

To edit the master lists, choose the Edit List... item in the appropriate drop down list, or choose the desired option from the Edit menu.

The screen displayed will list all items in that master list. Icon buttons on this screen will add a new item, delete the selected item, or edit the selected item.

When an item is edited, the Add button changes to Update, and the Edit icon changes to a Clear icon. If you no longer wish to edit the item, tap the Clear icon to get out of edit mode.

## Setting or Changing the Preferences:



The Preferences screens allow many options to be set by the user. Tap the Prefs button on the main list screen to access the preferences screens.

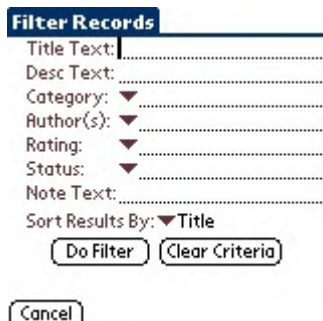
The default sort can be specified. This is the sort used when the program is started on the handheld.

Sorts can be enabled (checked) or disabled (unchecked). Only enable the sorts that you want in order to save RAM and improve program speed.

Additional options allow the backup of databases on a hotsync to be enabled or disabled. The confirmation messages when deleting or copy a record can also be enabled or disabled.

The default currency symbol can be specified. Enter the desired currency symbol into the text area.

## Filtering (Searching) Records:



Records can be filtered (searched) by first tapping the Filter button on the main list screen. This will display the Filter screen.

Enter the desired search criteria, and tap the Do Filter button to filter on the criteria. A list of records matching the filter will be displayed.

Also, the Filter button on the main list screen will change to an All button. Tap the All button to clear the filter and view all records.

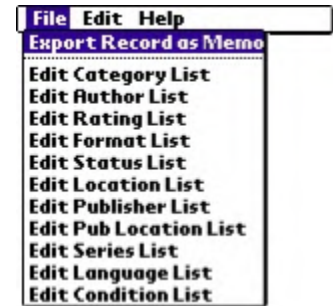
## Menu Options:

A menu system is available to perform additional functions on the handheld. To view the menu system, tap the Menu silkscreen icon (just below the Home silkscreen icon). Also, on many handhelds, the title bar for the application can be tapped while the application is running to display the menu system.

### File Menu:

The File menu offers the following options:

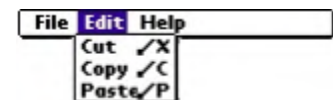
- Export Record to Memo/Note** – while viewing any record, select this option to export the record as text to a new memo.
- Edit Category List...** – selecting this option will display the screen to allow the user to edit the master list of categories.
- Edit Author List...** – selecting this option will display the screen to allow the user to edit the master list of authors.
- Edit Rating List...** – selecting this option will display the screen to allow the user to edit the master list of ratings.
- Edit Format List...** – selecting this option will display the screen to allow the user to edit the master list of formats.
- Edit Status List...** – selecting this option will display the screen to allow the user to edit the master list of status choices.
- Edit Location List...** – selecting this option will display the screen to allow the user to edit the master list of locations.
- Edit Publisher List...** – selecting this option will display the screen to allow the user to edit the master list of publishers.
- Edit Pub Location List...** – selecting this option will display the screen to allow the user to edit the master list of publisher locations.
- Edit Series List...** – selecting this option will display the screen to allow the user to edit the master list of series choices.
- Edit Language List...** – selecting this option will display the screen to allow the user to edit the master list of languages.
- Edit Condition List...** – selecting this option will display the screen to allow the user to edit the master list of condition.



### Edit Menu:

The Edit menu offers the following options:

- Cut/Copy/Paste** - standard functions using graffiti.



### Help Menu:

The Help menu offers the following options:

- Help** – selecting this option will display the help file available on the handheld.
- About** – selecting this option will display the About screen, including the version number.



## BookBag Desktop:

The PC software includes all of the features on the handheld software, plus other features specific to the desktop software. Features available only on the desktop software include data lookup on the internet, printing selected records, printing all records, importing records from delimited text files (CSV, etc.), exporting records to a CSV file, and more. Consult the help file on the PC desktop software for further information on the desktop features.



## Conclusion:

If you are just evaluating or have already purchased BookBag™ – Thanks!

If you have questions about the software, or cannot find an answer to a problem at our site, please email our support staff. We will work hard to resolve your issue and answer your questions.

