



## **Readerware 4.0 (Music)**

**Revision 19**

## An Introduction to Readerware

Readerware is a collectors dream come true, catalog your books, music & videos automatically. It includes:

- Readerware can search the internet and automatically catalog the books, music & videos you own, complete with cover art. There is no easier way of cataloging your library. It eliminates or reduces the chore of manual data entry.
- A powerful SQL database to store and track your library. It can store thousands of titles.
- Bar code reader support, literally catalog an item by scanning the barcode, Readerware does the rest.
- User friendly database searches. Search on virtually any field. No database knowledge needed!
- Support for multiple databases, create as many databases as you want or store everything in a single database.
- Built in access to the *ultimate* reference sources, The Library of Congress and The British Library.
- Fully integrated want list with price comparison.
- Compare prices *before* you buy.
- Sophisticated reporting to produce hard copy listings of your library and want list.
- Easy to use, configurable operation
- Full mouse and keyboard navigation.
- Powerful import/export capabilities.
- Support for multiple platforms, take Readerware and your database to your platform of choice.
- Full online help
- Mobile support

Whether you are someone who loves to read or someone who loves to collect, Readerware is **the** product for you.

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# Upgrading from Readerware 3 to Readerware 4

Upgrading from Readerware 3 to Readerware 4 is very simple and will be transparent for most users. Just install Readerware 4 and start it. Everything will be taken care of.

## Installing Readerware 4

The default installation directory for Readerware 4 is different from earlier versions so you can have both versions installed on the same computer.

The first time you run Readerware 4 it will detect your existing installation. It will automatically migrate your Readerware preferences to Readerware 4 format so that Readerware 4 looks the same as your current Readerware 3 installation. The table view will consist of the same columns as it does now, any additional views you have created will still be there etc.

## Converting your database

Your Readerware 3 database also needs to be converted to Readerware 4 format. This is done by backing up your existing Readerware 3 database and restoring it to Readerware 4 format. Your existing Readerware 3 database is not touched and is still available. The database upgrade wizard will be launched automatically whenever you open a Readerware 3 database in Readerware 4 and step you through the conversion process

If you have several Readerware 3 databases, you will need to open each one in Readerware 4 to convert it. Readerware 3 databases will not automatically show up in the Readerware 4 open database dialog, by default Readerware 4 only displays Readerware 4 databases. To open a Readerware 3 database, change the file type drop down list at the bottom of the open dialog to select Readerware 3 databases, you will then be able to open and convert the database to the new format. On a Mac there is no file type selection, you will be able to open either a Readerware 4 or Readerware 3 database.

Once you have your database in Readerware 4 format it is a good idea to back it up for safe keeping.

## Readerware Database Upgrade Wizard

The Readerware database upgrade wizard will guide you through the process of upgrading your Readerware 3 database to Readerware 4 format. Most users will just click the Next button to proceed through the conversion process as Readerware makes default choices for you which will be appropriate in most cases.

The actual conversion is pretty quick but the speed will depend on the size of your database. Readerware will keep you posted on the progress.

### 3.0 Database Upgrade

This is the first page of the wizard and will be displayed automatically whenever a Readerware 3 database is opened in Readerware 4. It will display the name and location of the Readerware 3 database. The conversion process will backup your Readerware 3 database and restore it to Readerware 4 format creating a new Readerware 4 database. Your existing Readerware 3 database is not touched.

Confirm that you want to convert this database by clicking on the **Next** button.

If you decide not to convert the database at this point, click on the **Cancel** button.

### 4.0 Database Selection

This is where you tell Readerware where to create the new database and what to call it.

Readerware has already set the Readerware 4 database for you based on the Readerware 3 database name. The new database will be stored in the same folder as the Readerware 3 database and will have the same name. Readerware uses a different file type for Readerware 4 databases.

If you want to use another name or location for your new database, click on the **Browse** button. The standard file selection

dialog will be displayed.

## Verification

Readerware now has all the information it needs to convert your database to Readerware 4 format. Click **Next** to begin the conversion.

## Converting...

As Readerware converts your database it will display the progress. Once the conversion is completed the **Next** button will be enabled, click it to continue.

## Done!

This final page of the database upgrade wizard displays the number of rows converted. Click **Finish** to exit the wizard and open your new database.

Readerware automatically opens your new Readerware 4 database once the conversion is completed. You should see your records and Readerware 4 is ready to go.

## Converting an external database

The process for converting an external database like a MySQL database is practically the same as converting a standard Readerware database. The same upgrade wizard is used with external databases, The difference comes when you select your new Readerware 4 database name.

Readerware cannot create a new external database. You must use the utilities provided with the external database to create a new empty database. When you get to the 4.0 Database Selection page of the wizard, the database field contains the name of your existing Readerware 3 external database. Launch the utility that came with the database and create the new empty database. Return to the wizard and change the name to the new database name. You can do this by typing it in or by clicking on the **Browse** button to display the external database selection dialog.

## Installing Readerware 4 on a new computer

If you are installing Readerware 4 on a new computer, then there is no existing database to convert.

Start by backing up your existing Readerware 3 database on your old machine. Now transfer the backup file to your new computer.

Install Readerware 4 and when the program starts select the **Restore** function. Select your Readerware 3 backup file. Readerware 4 will recognize that it is a Readerware 3 backup file and will let you now that it will be restored to a Readerware 4 database. As there are no existing preferences on your new computer, be sure to check the option to restore preferences too.

Complete the wizard as described above.

## Upgrading Client/Server Edition

There is a little more involved in converting a Readerware Client/Server Installation to Readerware 4.

The way we communicate with the server has changed so you must upgrade both the server and the client computers to Readerware 4.

Start by running the Readerware 3 RWServer Config utility on the server machine. Shutdown the Readerware 3 server. If you are running on Windows you should also uninstall the Readerware 3 server Windows service by selecting from the **Service** menu.

Now install Readerware 4 on the server machine and run the appropriate Readerware client programs, i.e. Readerware 4

(Books), Readerware 4 (Music) etc. You may see an error because the server is not running. Click **OK** on the error and the Database Chooser will be displayed. Select the option to **Open an Existing Database** and open your Readerware 3 databases locally. On Windows and Linux you will need to select the Readerware 3 database type in the file selection dialog. As the Readerware 3 databases are opened the database conversion process will be triggered as described above. The Readerware server cannot convert the databases so this must be done in the Readerware client programs. Each database must be converted separately using the appropriate client program.

Once the databases have been converted, start the Readerware 4 RWServer Config utility. The database tabs will still be referencing the Readerware 3 databases. Click on the **Browse** button and select the appropriate Readerware 4 database. Save the server configuration.

When you save the new server configuration you may be prompted to select a borrower database. This only applies if you will be using the Readerware Loan Client. If you do not plan on using the Readerware Loan Client you can ignore this message. In Readerware 4 the loan client lets you checkout all media types, books, music and videos. You have to pick one of the databases as the borrower database and the borrowers will be stored in this database. If you have been using the loan client in Readerware 3, then the borrowers are in your book database and you should select the book database now. It is best to select the database you will be using most in the loan client. If you will be primarily loaning videos for example, select the video database as the borrower database. Save the server configuration after specifying the borrower database.

If you are running on Windows you must install the new Readerware 4 server as a Windows service. Select from the **Service** menu. If when using the Readerware 3 server you changed the properties of the RWServer Windows service, you will need to make those changes again for the new server. See [Running the server as a Windows service](#).

Now you are ready to start the new server.

Once the Readerware server is running, the next step is to run the Readerware client programs on the server machine again. When you used these to convert the databases, the new Readerware 4 databases were saved as the current databases. We need to reset them to connect to the Readerware server. Start each client program in turn. You should receive an error saying that the database is in use. This is because the databases have been opened by the server. Click OK on this error and the Database Chooser will be displayed. Select the option to **Connect to a Readerware Server**. Now the Readerware client programs are configured to connect to the Readerware server again.

Finally on the other client machines install Readerware 4 and run the clients. They should connect to the new Readerware 4 server as normal. No special configuration is required, these clients should already be configured to connect to the Readerware server. If the clients cannot connect to your Readerware 4 server, it is probably your firewall software. As Readerware 4 is installed in another folder, the firewall rules on the server machine may need updating.

A final note about the Readerware Loan Client. In Readerware 4 the loan client can checkout all media types, books, music and videos. It must now be run in client server mode and when it connects to the server it will access all databases that have been configured on the server. If you have configured all three databases, the Readerware loan client will connect to the three databases and you will be able to search for any media type and checkout any item. If you have only configured the server for the books database, then you will only be able to checkout books.

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## Upgrading from ReaderwareAW 2.0 to 3.0

Upgrading from Readerware 2.0 to 3.0 is very simple and will be transparent to most users. Just install Readerware 3.0 and start it. Everything will be taken care of.

The default installation directory for Readerware 3.0 is different from earlier versions so you can have both versions installed on the same computer.

The first time you run Readerware 3.0 it will detect your existing installation. It will automatically migrate your Readerware preferences to 3.0 format so that Readerware 3.0 looks the same as your current 2.0 system. The table view will consist of the same columns as it does now, any additional views you have created will still be there etc.

Your Readerware 2.0 database also needs to be converted to 3.0 format. This is done by copying your database to create a new 3.0 database. Your existing 2.0 database is not touched and is still available. The database upgrade wizard will be launched automatically to step you through the conversion process whenever you access a 2.0 database in Readerware 3.0.

If you have several Readerware 2.0 databases, you will need to open each one in Readerware 3.0 to convert it. 2.0 databases will not automatically show up in the Readerware open database dialog, by default Readerware only displays 3.0 databases. To open a Readerware 2.0 database, change the file type drop down list at the bottom of the open dialog to select Readerware 2.0 databases, you will then be able to open and convert the database to the new format.

Once you have your database in 3.0 format it is a good idea to back it up for safe keeping.

### Readerware Database Upgrade Wizard

The Readerware database upgrade wizard will guide you through the process of upgrading your 2.0 database to 3.0 format. Most users will just click the Next button to proceed through the conversion process as Readerware makes default choices for you which will be appropriate in most cases.

The actual conversion is pretty quick but the speed will depend on the size of your database. Readerware will keep you posted on the progress displaying the total number of rows that need to be converted and the current status.

#### 2.0 Database Upgrade

This is the first page of the wizard and will be displayed automatically whenever a 2.0 database is accessed in Readerware 3.0. It will display the name and location of the 2.0 database. The conversion process will copy your 2.0 database creating a new 3.0 database, your existing 2.0 database is not touched.

Confirm that you want to convert this database by clicking on the **Next** button.

If you decide not to convert the database at this point, click on the **Cancel** button.

#### 3.0 Database Selection

This is where you tell Readerware where to create the new database and what to call it.

Readerware has already set the 3.0 database for you based on the 2.0 database. The new database will be stored in the same folder as the 2.0 database and will have the same name. Readerware uses a different file type for 3.0 databases.

If you want to use another name or location for your new database, click on the **Browse** button. The standard file selection dialog will be displayed.

Note that under some circumstances Readerware will relocate your database to a new folder rather than store it in the same folder as your 2.0 database. Over time operating systems have changed the rules as to where you should store data. For example in most cases it is no longer permitted to store data in the program installation folder. If Readerware detects that your existing 2.0 database is stored at an invalid location, it will relocate it to your Documents folder. You can of course change the location, but please do not try and store it in the invalid folder as this can cause problems in the future.

#### Artist Sort Column Selection

There was a Readerware knowledge base article that showed you how to add a user defined column and use it to sort your album database by artist. If you used this technique you should select the user defined column you used. ReaderwareAW will then use this data when building your 3.0 database to preserve the artist sort information.

## Verification

Readerware now has all the information it needs to convert your database to 3.0 format. Click **Next** to begin the conversion.

## Converting...

As Readerware converts your database it will display the number of rows that have to be converted and the current row number. Once the conversion is completed the **Next** button will be enabled, click it to continue.

## Done!

This final page of the database upgrade wizard displays the number of rows converted. Click **Finish** to exit the wizard and load your new database.

Readerware automatically loads your new 3.0 database once the conversion is completed. You should see your records and Readerware 3.0 is ready to go.

## After the Conversion

Once you have converted your 2.0 database to 3.0 format you are ready to go.

Nothing else is required to access your data in Readerware 3.0, but there are some optional steps you might want to take.

Readerware 3.0 includes a lot of new fields, you might want to run [auto-update](#) to populate these new fields if the data is important to you.

Readerware lets you add user defined fields to your database. If you added a new field for data that is now standard in Readerware 3.0, you might want to copy the data from the user defined field to the new 3.0 field using the [replace wizard](#).

## Upgrading from Bookography 1.0

The process is the same for converting a Bookography 1.0 database to 3.0 format.

You will need to open your Bookography database in Readerware 3.0 to convert it. Bookography databases will not automatically show up in the Readerware open database dialog, by default Readerware only displays 3.0 databases. To open a Bookography 1.0 database, change the file type drop down list at the bottom of the open dialog to select Bookography 1.0 databases, you will then be able to open and convert the database to the new format.

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## The Readerware Window

The Readerware window consists of four components:

Menu - The Readerware menu provides access to all functions.

Toolbar - The toolbar provides quick access to commonly used functions. The toolbar buttons include an icon and label describing the function. If you need more information on what a button does hold the mouse over it to display a tooltip. The appearance and behavior of the toolbar can be changed in [Preferences](#).

Search Bar - The search bar lets you quickly search your database. Select the search type, the value you are looking for and click on the **Search** button or hit the Enter key.

View - The view displays the current search results. You can choose from four different views: [Table view](#), [Tree view](#), [Thumbnail view](#) and [Fish Eye view](#).

## The Readerware Menu

The Readerware menu provides access to all program functions and features.

File Menu - Use the file menu to open and create databases, to print reports and barcodes, to import and export data, backup and restore your database etc.

Edit Menu - Use the edit menu to access the clipboard, add new records, edit existing records, make bulk edits, check items in and out etc.

Web Menu - Use the web menu to launch the auto-catalog wizard to add new items to your database, use the Readerware online search pages and catalog items using [drag & drop](#) etc. View Menu - Use the view menu to select a different view, toggle between navigation and edit modes, display statistics, navigate between items etc.

Help Menu - Use the help menu to access this help system and other Readerware support resources like the tutorial and knowledge base.

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## Readerware Table View

The Readerware table view displays your data in a spreadsheet style view.

You can customize the view, you can determine what columns are displayed and in what order. To show or hide a column, right click on a column header and use the popup menu. To move columns around, drag the column header to the desired location.

You are not limited to a single table view, you can create as many as you want. Each table view can include different columns in the order you want them. You can have a main table view for browsing your collection but the Readerware table view also works with the print function, so you can define reports by creating a table view with the columns you want to print. To create a new table view, use [Preferences](#).

### Sorting the table view

You can sort the table view on any column(s). To sort on a column, just click on a column header. An icon is displayed in the header to indicate it is the sort column. The arrow indicates whether the sort is ascending or descending. Click again in the column header to toggle the sequence.

To sort on a secondary column hold down the Ctrl key, (Mac users hold down the Apple/Command key), and click on another column header. For example to sort your database by author and title, first click on the author column header. Then hold down the Ctrl key and click on the title column header.

### Navigating the table view

When you first display the table view it is in navigation mode. Most fields are displayed like links in a browser and you can click on them to refine your search results.

For example click on an author to see books by that author. Click on a category link to display albums in that category. You can keep refining the search results by clicking on links. Use the **Back** and **Forward** toolbar buttons to move back to the previous result set, again just like a browser.

You can select one or more rows by clicking on the cursor icon at the beginning of a row. To select your first item, just click on the cursor icon. To select another item, use the standard list selection keys for your operating system to select other items or a range of items. For example on Windows hold down the Ctrl key on your keyboard and select the next item. On Mac OS X hold down the Command key and click on the next item. To select a range of items, hold down the Shift key and click on an item, all items between the new and previous selections are now selected.

You can display a particular item in the [detail view](#) by clicking on the green enter icon at the beginning of a row. Use the **Home** toolbar button to return to the table view.

You can jump to a new location in the table view. Right click on a column header, type one or more characters and hit the Enter key. Readerware will look down the column for the first entry that starts with the specified data and position that row at the top of the view. You can do this with any column but normally you would choose the primary sort column to jump to a specific author for example.

### Editing in the table view

Click on the **Edit Mode** toggle button in the toolbar to switch from navigation mode to edit mode. Table cells are now editable.

Click on a cell to change the contents. An appropriate editor is displayed to help you make your changes. For example clicking on an actor cell displays the contributor drop down list. You can select a new actor from the list or type the first few characters of the name. If you click in a date cell, the date editor is displayed etc.

Your changes are automatically saved as you move around the table view.

Click on the **Edit Mode** toggle button again to switch back to navigation mode.

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## Readerware Tree View

The Readerware tree view is a two panel view. In the left panel is the tree. You can determine how the tree is organized by selecting from the category list at the top of the tree.

The tree contains two types of nodes a folder node for the top level category and an item node for each item in your database.

You can expand all folder nodes by right clicking on the tree and selecting from the popup menu.

You can expand individual folder nodes by clicking on the expand symbol or double-clicking on the node itself.

As you click on a node the contents of the right panel change based on your selection.

For example you can display your book database in the tree view by author and title. Select an author node to display all books by that author. Select a title node to display full information about the book.

### Selecting a folder in the tree

A folder node can contain multiple items, i.e. all albums by a particular artist.

When you select a folder node the contents are displayed in the right pane.

You can choose between a [table](#) or [thumbnail](#) view for the contents of the folder node using [Preferences](#). You could display all the albums as cover thumbnails or in a table. When you embed a view like this, it functions in the same way as the standalone view.

### Selecting an item in the tree

When you select an item node the item is displayed in the [detail view](#).

You can use the tabs in the detail view to display the item summary, images or edit the item.

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## Readerware Thumbnail View

The Readerware thumbnail view displays the small image for each item as a thumbnail.

If no image is available a default image is used.

You can sort the images on any column(s) to display the thumbnails in the order you want.

You can set the size of the images in [preferences](#). You can also scale the images dynamically. If you want to see more images without scrolling you can shrink the images so that more will fit in the window.

If you hold the mouse over an image a popup window is displayed with information on that item. You can define the format of the popup, what columns are included etc.

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## Readerware Fish Eye View

The fish eye view is a new way to display a large number of search results. When you only have a few items in your database, it can look kind of silly, but try it again when you have a several hundred or several thousand titles and you can see the power of the fish eye view.

The view is built around the root node in the center of a circle, colored dots radiate out from the center. The first row of nodes are yellow and represent authors, the next row of dots are green and represent the titles.

Need to find a particular author? Maybe you can see the author node, simply drag it to the center of the view. If you cannot see a particular author, click in the approximate position and drag to the center. Now this area of the view is enlarged as it moves and you can see more detail. Select the author node or go straight to the titles and drag them to the center.

Right click on a title node and you can display the cover image or detail view of that item by selecting from the popup menu. Click anywhere in the view to remove the cover image

Navigate through all items in the search results using the **Back/Forward** buttons in the toolbar. Readerware displays each title in the detail view.

Click on the toolbar **Home** button to return to the fish eye view.

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## Readerware Detail View

The Readerware detail view is used to:

- **Add new items to your database manually.** Click on the Add Book toolbar button. To add based on an existing item, first search for it, make your changes and click on the **Add** button.
- **View items in your database.** You can display the detail view from any of the main views. The Summary tab is displayed and you can see information about the item.
- **Edit items in your database.** You can display the detail view from any of the main views. Select the Edit tab and the fields are editable. Click on the **Update** button to apply your changes.
- **Check items in and out** - Select the **Loan** button to open the loan dialog.

There are at least 4 tabs in each detail view:

- **Summary tab** - Display a formatted summary of the item. The summary page is template driven and it is possible to develop your own templates to the display the data you need.
- **Edit tab** - Display the item in edit mode, click on the **Update** button to apply your changes.
- **Images tab** - Display the images that have been added to this item. You can also edit the images. Right click on an image to display the popup menu. Mac users Control-Click on the image. You can copy/paste images, load in a new image, export images etc.
- **Contents tab** - There will be at least 1 contents tab, more if there are multiple volumes, discs etc. You can edit the contents, right click on the item number to display the popup menu. Mac users Control-Click. You can copy/paste items, insert new items, insert breaks etc.
- **User tab** - This is an optional tab and only appears when you have added user defined columns to your database. The user defined columns appear on this tab and can be edited.

### Editing an item

The Edit tab displays the full item and most fields are editable. The exceptions are fields like date added and last updated which are set automatically.

The Edit tab includes both the image and data in a split panel.

You can also edit the image, right click on the image to display the popup menu. Mac users Control-Click.

You can change the position of the image panel, the number of images displayed etc. in [Preferences](#). If you need more space to edit the data you can adjust the split by dragging it with the mouse. You can collapse it completely if you don't need to see the image. Click on the buttons on the divider to collapse and restore the split.

You can control the level of detail displayed on the Edit tab, choose between Full, Standard, Brief and Seller. You can set the default display type in [Preferences](#). Normally the display type is used globally and applies to all records but you can save a different setting for each record if you want. For example if your music library is mostly jazz or rock you are probably not interested in fields like Composer, Conductor, Work etc. So you choose the standard display mode as the default as it does not include this information. You do have some classical albums though. For these you would like to see this information. Select the full display type and then click on the **Update** button. Readerware will save this setting in the record and always display the full listing for this item.

Many fields in the Edit tab will have a specific editor to help you enter an appropriate value. Some are plain text, you just enter the data, others will have specific editors:

- **Contributors** - Authors, artists, actors, directors etc. are contributors. The contributor editor is a drop down list. You can select the contributor from the list or enter the first few characters of their name. Use the cursor keys to move up and down the list and the Enter key to select. You can click on the green enter icon to display the contributor dialog where you can record personal information, a biography, picture etc. You can also use this dialog to add a new contributor.
- **Lists** - Fields like format, category, rating etc. are lists. You can select a value from the list, type in the first few characters of the entry you are looking for to display it. You can add new entries by just typing them in. You can maintain the list by selecting the **Edit** item from the popup menu.
- **Dates** - Dates can be entered by selecting from the drop down panels. You can also just enter a date if you prefer.
- **Values** - These fields use a spinner to increment/decrement the value. The arrow buttons are sensitive to the cursor location. The can click on the dollar component before the decimal point and use the arrows to adjust the dollar amount, click in the cents component to adjust the cents. You can also type in new values.
- **Numbers** - These fields use a spinner to increment/decrement the value. You can also type in new values.
- **Media** - Click on the ... button to select a media file. Click on the **Play** button to play it.
- **Keywords** - Keywords are comma separated. Type in your keywords followed by a comma.

Many fields include a search item on the popup menu. For example right click in the author field to display the popup menu. Mac users Control-Click. Select **Search** from the popup menu and Readerware will search the database and display all books by this author. This can be a very useful feature when editing a record, you might want to make changes to other books by this author, items in this category etc. You can also access the clipboard functions from the popup menu.

Finally at the bottom of the panel is the button bar:

- **Add** - Add a new item to the database.
- **Update** - Update an item in the database
- **Delete** - Delete an item from the database
- **Clear** - Clear all fields
- **Loan** - Open the loan dialog to check books in and out

The **Update** button is actually a group of three buttons. Click on the main **Update** button to update the current item. The updated item is still displayed and you can make further changes or use the toolbar **Home** button to return to the parent view, the **Back** and **Forward** buttons to move to another item. Click on the <+ button to the left of the main Update button to update the current item and move to the previous item. Similarly click on the +> button to the right of the main Update button to update the current item and move to the next item.

### Editing item contents

Each item in your database can have a list of contents. Books can have Volumes and Chapters, videos can have discs and episodes, albums can have discs and tracks. You edit these entries the same way regardless of the product.

Using an album as an example, display the album in the detail view and click on one of the disc tabs. The tracks on that album are displayed. All fields can be edited, just click in the field.

There can be any number of discs in an album, you can create additional discs using the **Add disc** button.

There can be any number of tracks on a disc. A powerful track editor is included, you can right click on a track number to access the editor. Control-Click on a Mac. Select the desired function from the popup menu.

You can insert and delete tracks, copy/paste tracks.

You can insert a disc break. This can be useful if a site does not include disc breaks in their listings, some sites might list a double album as a list of 38 tracks. If track 20 is the first track on disc 2, right click on track 20 and select **Insert Disc Break**. Readerware will create a new disc and move the remaining tracks on to it.

If you are cataloging vinyl you can insert side breaks to keep track of which tracks are on each side of the LP.

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## Readerware Views

Readerware has four different view types, [Table view](#), [Tree view](#), [Thumbnail view](#) and [Fish Eye view](#).

You can change views using the **View** menu.

You can create additional views of each type. For example you might create multiple table views each with a different set of columns.

You can create additional views by first selecting an existing view and then the **View->Copy View** menu item. You can now customize the new view.

You can also create, rename or delete views using [Preferences](#).

### Changing the Default View

Readerware is setup to automatically select the table view when it starts up. You can easily change this.

Select the view you want to use and then the **View->Save as Default View** menu item.

For example if you wanted to use the thumbnail view as the default view, select it and save. Now when you restart the program Readerware will display the thumbnails of all your items.

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## Cataloging Your Library

Readerware is the easiest, fastest way to catalog your albums. It supports all formats, CD, SACD, Vinyl etc.

There are three ways to catalog your albums with Readerware:

[Auto-Catalog](#) - You scan the barcode or enter the UPC. Readerware searches for the album and catalogs it automatically complete with cover art.

[Drag and Drop](#) - You search for the item at any one of the supported sites, then drag from your browser and drop on Readerware, it is cataloged. Designed for older titles that may not have a UPC like vinyl, but also useful while browsing. You can search by artist, title etc. Select from the **Web** menu to open the Readerware search pages in your browser, then drag & drop. There are additional sites available when using drag & drop.

[Data entry](#) - You can always enter items the old fashioned way, just type them in.

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## Readerware Auto-Catalog Wizard

One of the more powerful features of Readerware is Readerware auto-catalog. Readerware can scan the internet looking for information about the items you own, extract that information, including cover art and build your Readerware database. Cataloging your collection has never been easier and the Readerware auto-catalog wizard will guide you through the process step by step.

These are the basic steps:

1. Pick the internet sites you want to search
2. Identify the items you want to catalog by scanning a barcode or entering an ISBN
3. Run Readerware auto-catalog
4. Check the results

### Site Selection

This is the first page of the Readerware auto-catalog wizard. This first step is to select which sites you want to search. You can select one or more sites.

To select the sites start by displaying the list of sites available by clicking on the down arrow on the site selection box. A list of available sites is displayed.

To select your first site, just click on it. Notice that the list does not automatically disappear at this point like a conventional drop down list. This is because you can select more than one site. To add another site, use the standard list selection keys for your operating system to select other sites or a range of sites. For example on Windows hold down the Ctrl key on your keyboard and click on the next site. On Mac OS X hold down the Command key and click on the next site. Notice that the names of both sites now appear at the top of the list. To select a range of sites, hold down the Shift key and click on a site, all sites between the new and previous selections are now selected.

When you have completed selecting the sites, click on the up arrow to close the list.

If the **Merge data from all selected sites** box is checked, Readerware will search all the sites you select and merge the data. Readerware gets as much information as possible from each site before moving on to the next site looking for still more information. This means that the order you search sites is important.

For example, suppose you like the Amazon listing but would also like to include the dewey number in your Readerware database. In this case you would search Amazon first and then the Library of Congress.

But supposing you prefer the Library of Congress listing but would also like to get images from Amazon. You simply search the sites in the reverse order, The Library of Congress first.

If the **Merge data from all selected sites** box is not checked, Readerware will extract data from the first site with a match and then move on to the next item in the list.

Either way, the order you search sites can be important, it can make a big difference to the data you collect during a Readerware auto-catalog run. Each site maintains different data about an item. Many sites categorize items for example and Readerware will extract the category information for you. But sites use different categorization schemes. So which is better? That is really for you to decide, you need to look at the data each site returns and determine which site provides the best data for your needs. Then you can set up the search sequence to search that site first. That way, if your favorite site has the item, Readerware will extract the information from that site. If not it goes on to check the other sites. You change the search order using [Readerware Site Preferences](#).

### ISBN/LCCN/UPC Input

You tell Readerware which items to look for by entering the [ISBN](#) or [LCCN](#) of the book, the UPC of a CD or video. There are two ways to do this, you can simply scan the item with a barcode reader or you can type in the data, with or without the punctuation.

If you are typing in CD and DVD barcodes, you must ensure that you type in **all** digits. A US barcode currently contains 12 digits, a European barcode contains 13.



In the above example, you would enter 731458917724, you must include the digits to the left and right of the barcode.

Using a barcode reader is often the fastest way to enter the list of items to catalog. Each day more and more companies make low cost bar code readers available to consumers. Check the barcode reader section on the Readerware web site for more information.

To enter the ISBN, LCCN or UPC manually, simply type it in and press the enter key. Readerware will then validate the data and if valid, move it to the list below. If invalid, Readerware will display an error message. Readerware also uses audible queues to indicate a valid or invalid item number, so you don't have to keep looking at your screen each time you enter an item.

Normally when Readerware indicates that an ISBN is invalid, it means that you typed in the number incorrectly. Simply correct the mistake and try again. Very rarely Readerware will display the error, even when you entered the ISBN exactly as printed on a book. This is because the publisher included an invalid ISBN on the book. This does occasionally happen, especially on older books when the ISBN system was new. You can tell Readerware to accept this ISBN anyway and try and find it by clicking on the **Accept** button in the dialog.

To scan in a barcode, refer to the instructions that came with your scanner. Simply ensure that the input field has the focus and scan. Readerware then receives the data, converts it if necessary and adds it to the list.

To delete an item from the list, select it and hit the **Delete** key.

### Duplicate Entries

The [Allow Duplicates](#) option affects how Readerware handles a duplicate ISBN or UPC.

When the **Allow Duplicates** option is on, you can enter duplicate ISBNs and UPCs in the database. So you can enter or scan the same ISBN/UPC any number of times. If you scan an ISBN three times, three separate entries are added to the database.

When the **Allow Duplicates** option is off you can only enter an ISBN or UPC once, the copies field is used to track the number of copies of the same item you own. If you enter the same ISBN or UPC more than once in the auto-catalog wizard, Readerware displays a duplicate error. However if you have more than one copy of the same item, you can check the **Allow duplicates and increment copies** option. With this option checked Readerware lets you enter the same ISBN or UPC as many times as you want. Readerware will use this information to update the copies field as the book is cataloged. So if you enter the same ISBN five times, Readerware will add the book once and set the copies count to five. If the book is already in the database, Readerware updates the copies count. So if the book is already in the database with the copies count set to three and you enter the ISBN three times, after auto-catalog completes the copies count for that item will be set to six.

### Rerunning auto-catalog

You can rerun Readerware auto-catalog, maybe your internet connection went down while auto-catalog was running, maybe you want to select more sites and try again to match not found books. You don't have to scan all the items again, simply hit the **Reload** button to reload your last item list.

If the [Allow Duplicates](#) option is off, when you rerun auto-catalog, Readerware skips any items that are already in its database and just searches for the items it doesn't already have cataloged.

If the [Allow Duplicates](#) option is on, you must delete the ISBNs of books already cataloged from the list or they will be cataloged again.

### Using a file of ISBN, LCCN, UPC or barcode scans

Readerware can also read ISBN and barcode scans from a file. Select the **Load List** button and a file selection dialog is displayed. Select the file and click on Open. The file must be a standard text file and contain one ISBN or bar code scan per line. The ISBN can be entered with or without the hyphens. Readerware will then replace the contents of the list with the contents of the file. You can use this feature to prepare a list of items to catalog ahead of time either in Readerware or another program like a text editor.

### Using a batch barcode reader

Readerware supports several batch barcode readers including the LaserChamp (Flic), Symbol CS-1504 and CS-2000 readers. Batch barcode readers are not connected directly to your computer, You can scan barcodes into the reader and at a later time, upload them into Readerware. This means that you can take the barcode reader to your shelves rather than drag your books, CDs and videos to your PC. To upload barcodes from a batch barcode reader, click on the **Upload** button.

## Saving entered barcodes

You can optionally save the item list you just entered before continuing. Normally after you have entered your data you continue through the wizard and catalog your new items. But maybe you are at a remote location and do not have access to an internet connection. You can save the data you entered to a file for later use. Click on the **Save List** button and select the location and name for your file. To use the saved file, start auto-catalog again and click on the [Load List](#) button







## Verification Page

Next up is the verification page. This is your last chance to change your settings prior to running Readerware auto-catalog. A quick summary of your choices is listed. Click on **Next** if you are ready to go. Click on **Back** if you want to change your choices.

## Auto-Catalog Running Page

When you reach this page, Readerware auto-catalog is running. You will see a progress window that will update as Readerware catalogs your items. In the background Readerware also updates the list each time an item is processed. If you want, you can move the progress window out of the way to see more of the auto-catalog activity. Simply click on the title bar and drag the window out of the way. The progress window will close automatically once Readerware auto-catalog completes. Don't hit the **Cancel** button though, this will abort the Readerware auto-catalog run.

You may have noticed that as you added an item to the list, a question mark icon was displayed next to it. This indicates that Readerware auto-catalog has not yet searched the internet for this item. As it processes each item, Readerware changes the icon to indicate the results. The icons are:

-  - The item has been processed, the item and product image have been added to the database.
-  - The item has been processed and added to the database, no product image was found
-  - The item has been processed but could not be found at any of the sites searched
-  - The item was already found in the Readerware database, this item was skipped
-  - A site returned multiple results for this item, Readerware cataloged the first match. You might want to check the site manually.
-  - A site was busy and returned an HTTP status code of 503. This is a temporary condition, try again later. [More](#)

In addition to the icons, Readerware adds the title to any item it finds. This is a very handy way to identify the items that were not found by Readerware, it effectively gives you their location on your shelves.

You can save the item list by clicking on the **Save List** button.

When you have reviewed the status of each item you entered, click on the **Next** button to proceed to the final page of this wizard.

## Auto-Catalog Complete Page

This page displays the overall auto-catalog statistics:

- **Items Input Count** - The number of items entered
- **Items Added Count** - The total number of items that were added to your database
- **Images Added Count** - The number of items with product images added, this will be less than or equal to the items added count.
- **Duplicate Items Count** - The number of items already found in the Readerware database and skipped.
- **LOCIS Multiple Matches** - This count will normally be zero. Occasionally the Library of Congress will return more than one match for the same ISBN. In this situation Readerware cannot determine which is the correct match so the book was skipped. But the book does exist at The Library of Congress, so you can use the Readerware Browser to catalog the book after selecting the correct match.

Note that you can use the **Back** and **Next** buttons to toggle between the results and the auto-catalog summary page. When you are done, click the **Finish** button. Readerware will then display all the new items added to your database in the main window. You can optionally review and edit these new items. Click on the toolbar browse button to return to the full database display.

This statistics information and a complete item by item listing is also written to a log file, if [user logging](#) is enabled. You will find

this file in your Documents->Readerware->Logs folder. You can view this file in any text editor

There is no easier way to catalog your collection!

## Site Overloaded Error

Sometimes a website can block Readerware requests by returning an HTTP status code of 503. The official definition of a 503 status code is:

The server is currently unable to handle the request due to a temporary overloading or maintenance of the server.  
The implication is that this is a temporary condition which will be alleviated after some delay.

This status code is returned by the server Readerware is trying to connect to, we have no control over this unfortunately. On the final page of the Auto-Catalog wizard there is a **View Log** button. If you click on this button the auto-catalog log will open with details of what happened during the session. It will report any sites that returned a 503 status code.

Once you have identified the site that is returning the 503 status code, you can remove the site from your auto-catalog list and choose other sites. If you want to rerun the last auto-catalog list with your new sites, on the **ISBN/LCCN Input** page of the auto-catalog wizard, click on the **Reload** button to reload the list of ISBNs. [More](#)

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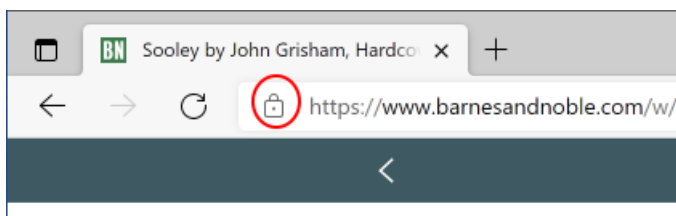
## Drag & Drop from the Web

You can use drag & drop to catalog older titles that may not have an [ISBN](#), UPC or [LCCN](#), you can also catalog titles as you surf the web.

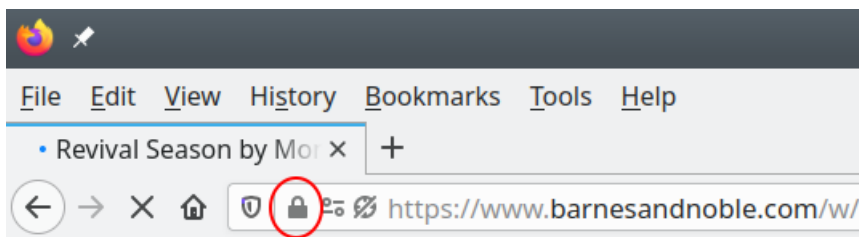
Suppose you are surfing the web in your favorite browser, checking the new releases section at Barnes & Noble. You find a new book by a favorite author. This is a must have item so you want to add it to your Readerware database. Simply drag the page from your browser and drop it onto Readerware. The book (or album or video), is now cataloged, it's that simple.

You can drag & drop to the main Readerware window. In this case the item will be added to the database. You can also drag & drop to the [Want List](#). In this case the item is added to the database and to your want list.

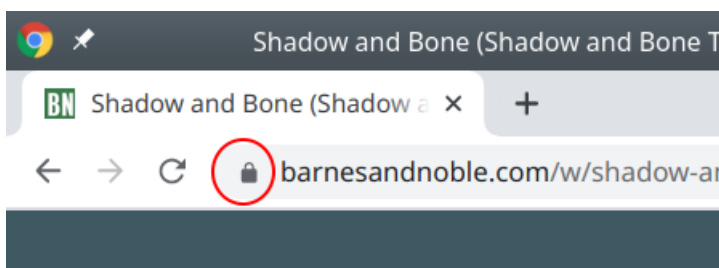
Let's take a closer look. In the location bar of your browser you will find a little icon that you can drag. You may have already used this technique to add a shortcut to your desktop. The location and image of this icon varies from browser to browser and platform to platform. These days it is often the padlock icon indicating whether you have a secure connection or not.



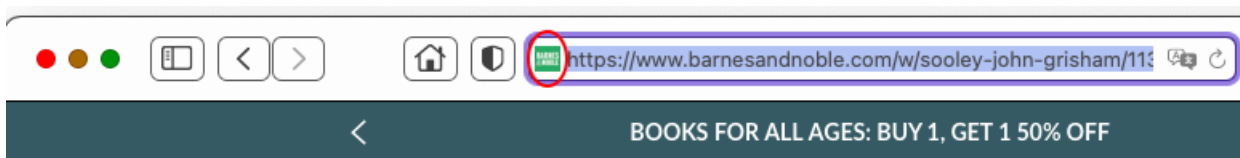
Microsoft Edge  
Windows 10



Mozilla Firefox  
Kubuntu Linux



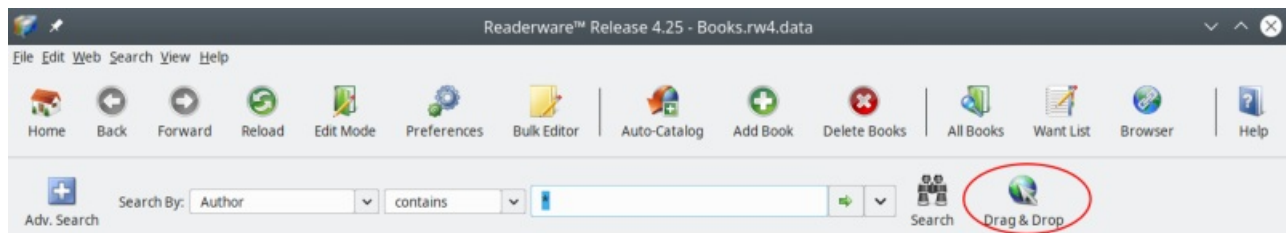
Google Chrome  
Kubuntu Linux



Apple Safari  
macOS

*Note:* The Safari browser displays an abbreviated URL. You must first click in the URL field to display the full URL and the drag icon. Then drag & drop.

To import the contents of the current browser page into Readerware, simply drag the icon from the browser to the Readerware drop target icon, the **Drag & Drop** button at the end of the search bar:

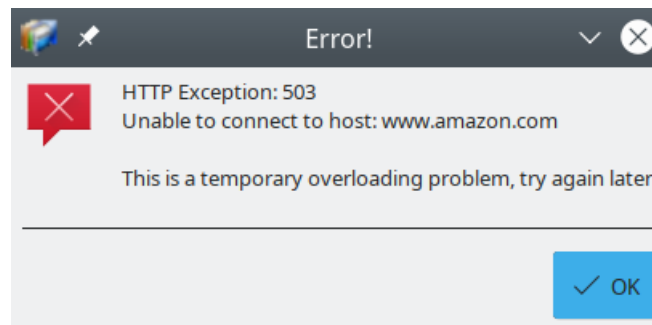


To perform the drag & drop, click on the drag icon in your browser, hold the mouse button down and move it until you are over the Readerware drop target. The mouse pointer will change to indicate that Readerware will accept the drop. Finally release the button. Readerware will popup a dialog while it reads the data, extracts the information and adds the item to your database.

That's it, you're done, you have just added a new book, album or video to your Readerware database.

## Site Overloaded Error

Sometimes a website can block Readerware requests by returning an HTTP status code of 503.



The official definition of a 503 status code is:

The server is currently unable to handle the request due to a temporary overloading or maintenance of the server.  
The implication is that this is a temporary condition which will be alleviated after some delay.

This status code is returned by the server Readerware is trying to connect to, we have no control over this unfortunately. If you get this error you can drag & drop from another site or you can save the page to a file using your browser and then drag & drop the file. [More](#)

## Drag and Drop Tips

Believe it or not, it can get even easier.

Many browsers support the ability to drag a link, so you can catalog an item without actually displaying the page in your browser.

Imagine you are still on that new releases page at Barnes & Noble. You see a new album, you could click on it to display the detail page, listen to some samples and then catalog it by dragging it to Readerware (Music).

But there are some titles you just have to have. So you can simply drag the link from the new releases page and drop it onto Readerware (Music). Readerware (Music) will retrieve the contents and catalog it even though you can't see it in your browser.

## Drop Actions

So far we have been adding new items to the Readerware database by dropping the page onto Readerware but there are a number of actions you can perform using drag and drop:

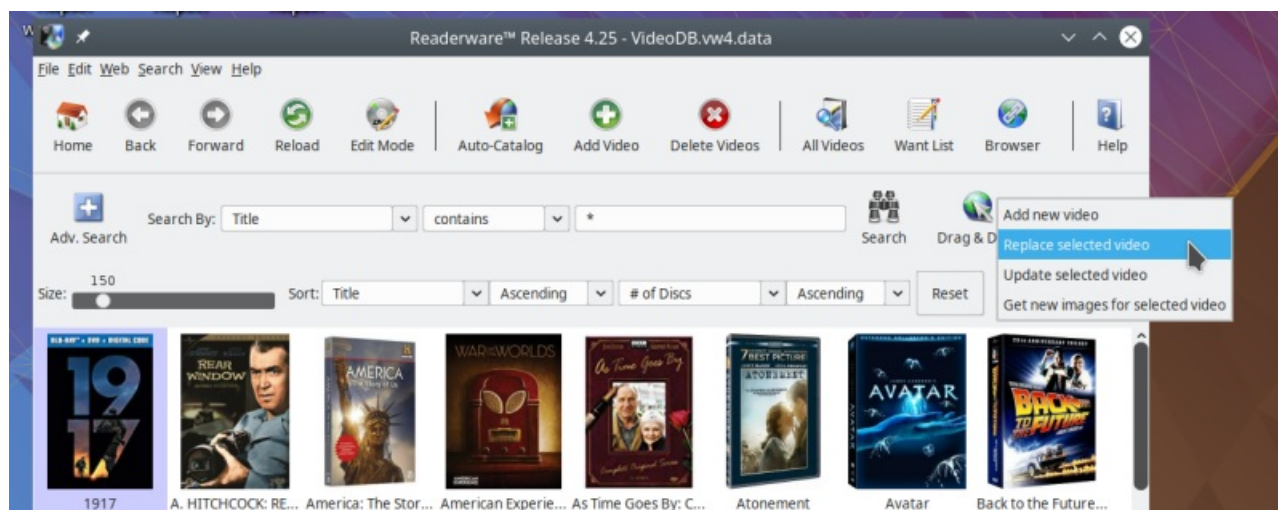
- **Add** - Add a new record to the Readerware database. Readerware will extract the data from the web page and add a new record to the database. This is the default drop action.
- **Replace** - Replace the currently selected record with data from the web. Readerware will extract all the data from the web page and replace the existing database contents with the new data. If there is data in fields that were not available on the web, the database field contents are unchanged.
- **Update** - Update the currently selected record with data from the web. Readerware will extract all the data from the web



page but only database fields that are currently empty will be changed.

- **Get new images** - Readerware will extract images from the web page and add or replace the current database images.

Hold down the **Ctrl+Shift** keys as you drag and drop, Readerware will display the drop action popup menu when you drop the item:



## Using the clipboard

Most browsers support drag and drop but there are some exceptions. If you cannot drag and drop from your browser to Readerware, you can use the clipboard instead. Start by selecting the URL in your browser and copying it to the clipboard. Select the Edit->Copy menu item in your browser. There are typically other more convenient ways to do this, but they will vary by browser.

Now switch to Readerware. Instead of dragging the URL to the Readerware drop target, the **Drag & Drop** button, right click on the button. macOS users should control click on the button. The drop action popup menu will be displayed. Select the appropriate action and Readerware will retrieve the URL and process it just as if you had used drag and drop.

## Supported Sites

You cannot drag from just any site, Readerware needs to know how to find and extract the data from the web page. For a complete and up to date list of supported sites go to the Readerware Search page. You access the Readerware Search Page from within the product itself. Select one of the Web->Search menu items and Readerware will open your browser at the Readerware Search Page. You can then look at the drop down list of supported sites.

## Searching the Web from Readerware

You can search the web from within Readerware. Select one of the **Web** search menu items and Readerware will open your browser automatically and take you to the appropriate Readerware search page.

The Readerware search page is an easy to use page that enables you to search any of the supported sites. The Readerware search pages offer:

- Search by ISBN or UPC, you can even use your barcode scanner
- Quick search by book author, album artist or video title
- Direct access to the search page of each site, when available
- Direct access to the book, album or video home page of each site

So the Readerware search pages are a great starting point for your web searches. You can also use them outside of Readerware, just bookmark one or more of the pages, you can even make one of them your home page.

## Summary

Readerware offers a very convenient and easy way to catalog your books, music and videos as you surf the web, just drag and drop! The Readerware search pages make it easy to find what you are looking for.

But you don't have to use the Readerware search pages, use you favorite search engine. It doesn't matter how you get to the page, once you have displayed an item at any one of the supported sites, simply drag it to Readerware and it is cataloged. It's that simple.

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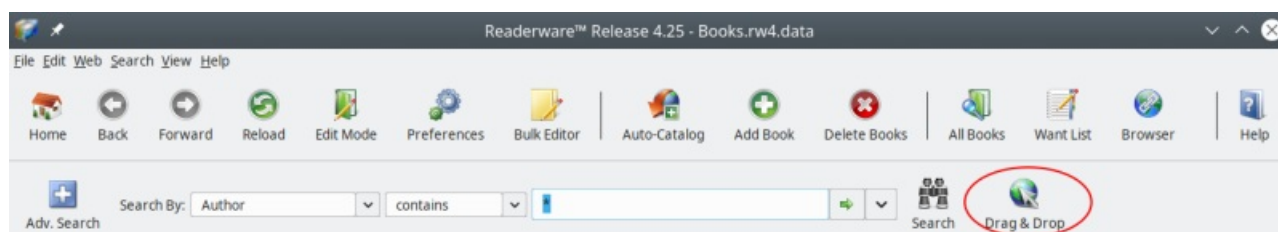
## Drag & Drop from a File

You can use [drag & drop](#) with a link from your browser to catalog books, music and videos. The way drag & drop works is that your browser passes the link to Readerware. Readerware then retrieves the contents of that page, extracts the data and adds the item to your database. Sometimes Readerware may have trouble connecting to some sites because of a site overloaded event. Even though you can display the page in your browser, Readerware cannot connect to the site to retrieve the page.

Now you can save the page to a file using your browser and then drag & drop the file onto Readerware and the item will be cataloged. It is not as convenient as traditional drag & drop, but it is a reliable way of cataloging an item.

The first thing you need to do is save the current page to a file using your browser. You will probably find a **File->Save As** or a **File->Save Page As** menu item. Some browsers let you right click on a page and provide the Save As function on a popup menu. Most browsers let you save the page in various formats, you should pick the option to save it as an HTML file, you shouldn't use the web page complete option. Save the file to a convenient location, your Desktop folder is a good choice because it will be right there on your desktop.

Now all you need to do is drag & drop that file onto Readerware. Drop it on the Drag & Drop button, the same way you do for a normal drag & drop operation.



Readerware will read the file, extract the data and add the item to your database.

Standard drag & drop is the best way to catalog an item from your browser, but if you have problems with it, you can save the page to a file and then drag & drop the file onto Readerware .

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# Readerware Auto-Update Wizard

One of the more powerful features of Readerware is Readerware auto-update. Readerware can scan the internet looking for information about the items you own, extract that information, including cover art and update your existing Readerware database.

Use Readerware [auto-catalog](#) to build your initial database and Readerware auto-update to add new information and update existing data. Cataloging your collection has never been easier and the Readerware auto-update wizard will guide you through the process step by step.

These are the basic steps:

1. Pick the internet sites you want to search
2. Identify the items you want to update
3. Identify the database columns you want to update
4. Run Readerware auto-update
5. Check the results

## Site Selection

This is the first page of the Readerware auto-update wizard. This first step is to select which sites you want to search. You can select one or more sites.

To select the sites start by displaying the list of sites available by clicking on the down arrow on the site selection box. A list of available sites is displayed.

To select your first site, just click on it. Notice that the list does not automatically disappear at this point like a conventional drop down list. This is because you can select more than one site. To add another site, use the standard list selection keys for your operating system to select other sites or a range of sites. For example on Windows hold down the Ctrl key on your keyboard and click on the next site. On Mac OS X hold down the Command key and click on the next site. Notice that the names of both sites now appear at the top of the list. To select a range of sites, hold down the Shift key and click on a site, all sites between the new and previous selections are now selected.

When you have completed selecting the sites, click on the up arrow to close the list.

You might be wondering why you would select multiple sites to search. The answer is that no one site will have every item and each site will have different information about an item. When trying to update an item, Readerware searches each site in turn looking for a match. Readerware extracts the data from that site and updates the database. Then it searches the next site looking for more data. When all sites have been searched, it goes on to the next item in the list.

Advanced tip: You can control the order in which the sites are searched. This can make a big difference to the data you collect during a Readerware auto-update run. As mentioned earlier, each site maintains different data about an item. Many sites categorize items for example and Readerware will extract the category information for you. But sites use different categorization schemes. So which is better? That is really for you to decide, you need to look at the data each site returns and determine which site provides the best data for your needs. Then you can set up the search sequence to search that site first. That way, if your favorite site has the item, Readerware will extract the information from that site. If not it goes on to check the other sites. So it is important that if you have a site preference, you place it at the top of the list. You change the search order using [Readerware Site Preferences](#).

## Item Selection

The next step is to select the items you want to update. Readerware gives you a number of options, some based on the current search results. If using one of these options you must perform a search before launching the Readerware auto-update wizard. This will establish the items you want to update.

On this panel you can select on of the following choices:

- **All Items in the database** - The current search results are ignored and Readerware will try and update every item in your database. A count of the total number of items in your database is also displayed.
- **Current Search Results** - The items returned by the last search will be updated, these are the items currently displayed in the main window. A count of the number of items returned by the last search is also displayed.
- **Currently selected search results** - The items currently selected in the main window are updated. You can select as many items as you want. A count of the number of items selected is also displayed.
- **Input a list of items** - If you select this option the ISBN/UPC input panel will be displayed next allowing you to enter the

keys of the items you want to update. You can enter these manually or use a bar code reader.

Auto-Update is ISBN/UPC based. This means that if the [Allow Duplicates](#) option is on, all items with the same ISBN/UPC will be updated. For example if you use Readerware auto-update to fetch a new image for a book, the image will be updated on all books with this ISBN.

## ISBN/UPC Input

If you selected the Input option on the last panel, the ISBN/UPC input panel is displayed next. Otherwise you go straight to [database column selection](#). You tell Readerware which items to look for by entering the ISBN of the book, the UPC of a CD, video etc. There are two ways to do this, you can simply scan the item with a barcode reader or type in the data, with or without the punctuation.

If you are typing in CD and DVD barcodes, you must ensure that you type *inall* digits. A US barcode currently contains 12 digits, a European barcode contains 13.



In the above example, you would enter 731458917724, you must include the digits to the left and right of the barcode.

Using a bar code scanner is often the fastest way to enter the list of items to update. Each day more and more companies make low cost bar code readers available to consumers. Check the barcode reader section on the Readerware web site for more information.

To enter the ISBN or UPC manually, simply type it in and press the enter key. Readerware will then validate the data and if valid, move it to the list below. If invalid, Readerware will display an error message. Readerware also uses audible queues to indicate a valid or invalid item number, so you don't have to keep looking at your screen each time you enter an item.

Normally when Readerware indicates that an ISBN is invalid, it means that you typed in the number incorrectly. Simply correct the mistake and try again. Very rarely Readerware will display the error, even when you entered the ISBN exactly as printed on a book. This is because the publisher included an invalid ISBN on the book. This does occasionally happen, especially on older books when the ISBN was new. You can tell Readerware to accept this ISBN anyway and try and find it by clicking on the **Accept** button in the dialog.

To scan in a barcode, refer to the instructions that came with your scanner. Simply ensure that the input field has the focus and scan. Readerware then receives the data, converts it if necessary and adds it to the list.

To delete an item from the list, select it and hit the **Delete** key.

## Rerunning auto-update

You can rerun Readerware auto-update, maybe your internet connection went down while auto-update was running, maybe you want to select more sites and look for more data. You don't have to scan all the items again, simply hit the **Reload** button to reload you last item list.

## Using a file of ISBN, UPC or barcode scans

Readerware can also read ISBN and barcode scans from a file. Select the **Load List** button and a file selection dialog is displayed. Select the file and click on Open. The file must be a standard text file and contain one ISBN or bar code scan per line. The ISBN can be entered with or without the hyphens. Readerware will then replace the contents of the list with the contents of the file. You can use this feature to prepare a list of items to update ahead of time either in Readerware or another program like a text editor.

## Using a batch barcode reader

Readerware supports several batch barcode readers including the LaserChamp (Flic), Symbol CS-1504 and CS-2000 readers. Batch barcode readers are not connected directly to your computer, You can scan barcodes into the reader and at a later time, upload them into Readerware. This means that you can take the barcode reader to your shelves rather than drag your books, CDs and videos to your PC. To upload barcodes from a batch barcode reader, click on the **Upload** button.

## Saving entered barcodes

You can optionally save the item list you just entered before continuing. Normally after you have entered your data you continue through the wizard and update your items. But maybe you are at a remote location and do not have access to an internet connection. You can save the data you entered to a file for later use. Click on the **Save List** button and select the location and name for your file. To use the saved file, start auto-update again and click on the [Load List](#) button

## Column Selection

Your last task is to identify which database columns to update and how Readerware should update each column.

You will see a list of all database columns. Those with a check mark next to them will be updated. Those with a X next to them will not. You can double click on any item in the list to toggle its status. You can use the buttons to the right of the list to select or deselect all columns.

As you select each item in the list, you can also specify how the column should be updated:

- **Only Update if empty** - Readerware will first check the database, if the column already has something in it, it will be skipped. Use this option to look for additional data without changing your existing data.
- **Always replace existing contents** - If Readerware finds data for the column, the current contents will be replaced. You can use this to update the value of your collection for example. Let Readerware go out on the net and find the latest values. Readerware will only update a column if there is new data available. If Readerware is unable to find data for the column, the current contents are left unchanged.

This option is specified on a column by column basis. For example you could tell Readerware to update the Dimensions column only if it is empty and always replace the Value column. So it is important to first select the column in the list, then set this option. When you set this option it applies to the currently selected column **only**.







## Verification Page

Next up is the verification page. This is your last chance to change your settings prior to running Readerware auto-update. A quick summary of your choices is listed. Click on **Next** if you are ready to go. Click on **Back** if you want to change your choices.

## Auto-Update Running Page

When you reach this page, Readerware auto-update is running. You will see a progress window that will update as Readerware processes your items. In the background Readerware also updates the list each time an item is processed. If you want, you can move the progress window out of the way to see more of the auto-update activity. Simply click on the title bar and drag the window out of the way. The progress window will close automatically once Readerware auto-update completes. Don't hit the **Cancel** button though, this will abort the Readerware auto-update run.

Initially each item in the list will have a question mark icon displayed next to it. This indicates that Readerware auto-update has not yet searched the internet for this item. As it processes each item, Readerware changes the icon to indicate the results. The icons are:

-  - The item has been updated
-  - The item was not changed.
-  - The item has been processed but could not be found at any of the sites searched
-  - The item does not have an ISBN or UPC, so it could not be processed
-  - A site returned multiple results for this item, Readerware cataloged the first match. You might want to check the site manually.
-  - A site was busy and returned an HTTP status code of 503. This is a temporary condition, try again later.

In addition to the icons, Readerware adds the title to each item. This is a very handy way to identify the items, it effectively gives you their location on your shelves.

You can save the item list by clicking on the **Save List** button.

When you have reviewed the status of each item, click on the **Next** button to proceed to the final page of this wizard.

## Auto-Update Complete Page

This page displays the overall auto-update statistics:

- **Items Input Count** - The number of items processed
- **Items Updated Count** - The number of items actually updated
- **Images Added/Updated Count** - The number of items with product images added or updated.
- **Unchanged Count** - The number of items that were not changed. Items are not changed if no new data was found or all selected columns already had data.
- **Books Without Keys Count** - Readerware can only auto-update items with an ISBN or UPC. This lists the number of items that could not be updated because they did not have the key field.

Note that you can use the **Back** and **Next** buttons to toggle between the results and the auto-catalog summary page. When you are done, click the **Finish** button. Readerware will then display all the updated items in the main window. You can optionally review and edit these updated items. Click on the toolbar browse button to return to the full database display.

This statistics information and a complete item by item listing is also written to a log file, if [user logging](#) is enabled. You will find this file in your Documents->Readerware->Logs folder. You can view this file in any text editor

There is no easier way to catalog your collection!

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## Manually Adding an Album to your Database

Normally you will use [auto-catalog](#) or [drag & drop](#) to add an album to your database but you can also add an album manually.

To add an album to your database manually, click on the **Add Album** toolbar button or select the **Edit->Add Album** menu item.

A blank detail view will be displayed in the main window. The only field that is required is the Title, all the other fields are optional.

You can enter the basic album information on the Edit tab. If the item has a UPC you can scan the barcode into the UPC field or just type it in. All the number fields occupy the same space. Notice the drop down list to the left of the UPC. If you want to enter the label catalog number for your new album, select Catalog # from the drop down list and type it in.

To add an image, select the Image tab. You can drag and drop an image on to one of the placeholder icons, either a local file or an image from the web. You can also copy/paste an image or select an image file from your hard drive. Click on an image placeholder icon and select from the popup menu.

If you want to include content information, click on the Disc 1 tab. An album can have any number of discs and each disc can have any number of tracks. Click on the **Add disc** button to add additional discs to the album. By default each disc will have space for 20 tracks. If you need more, right click on a track number and select **Insert before** or **Insert after** to add more tracks. When cataloging vinyl you can also indicate the side break. Right click on the first track on side 2 and select the **Insert Side Break** item from the popup menu.

When you have entered the information for the album, click on the **Add** button to add the album to the database. At that point the **Update** and **Delete** buttons will also be enabled. If you want to add more information to the album entry, click on the **Update** button to update the album you just added. If you click on the **Add** button again another album will be added to the database.

When manually adding an album to the database you can base it on an existing album. Start by displaying the album you want to copy in the detail view. Make any changes you want and then click on the **Add** button. Readerware will add a new album to the database containing the data from the album you started with and your edits.

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## Maintaining Database List Columns

To edit a list like [Author](#), Category, Format etc., right click in the field and select **Edit** from the popup menu. Mac users should Control-Click in the field.

You can also display the List Editor by selecting from the **Edit->Database Lists** menu item.

Use this dialog to easily maintain the database list columns.

You can add, update, and delete entries. You can also clean up unused entries, combine entries and print the list etc.

The dialog contains a list of all entries. Each entry is displayed with a use counter so you know how many database records are using each list entry

Once you have made all your changes click on the **OK** button to update the database. Click on **Cancel** to discard your changes.

### Adding New Entries

To add a new entry type in the new value and click on the **Add** button. The new entry will be added to the list.

You will get an error if an entry with that name already exists. List entries are case insensitive, so *Paperback* and *paperback* are considered duplicates.

### Updating Existing Entries

To update an existing entry first select the entry you want to update. The current contents will be displayed in the entry field. Make your changes and click on the **Update** button. The selected list entry will be replaced.

You will get an error if an entry with that name already exists. List entries are case insensitive, so *Paperback* and *paperback* are considered duplicates.

### Deleting Entries

To delete entries from the list select the entries you want to delete and then click on the **Delete** button. The selected entries will be removed from the list.

To select multiple entries use the standard list selection keys for your operating system. For example on Windows hold down the Ctrl key on your keyboard and click on the next entry. On Mac OS X hold down the Command key and click on the next entry. To select a range of entries, hold down the Shift key and click on an entry, all entries between the new and previous selections are now selected.

### Removing Unused Entries

Each item displayed in the list is followed by it's use count in parentheses. This is the number of records in the database that use this list entry.

If an item, is unused, the use count will be zero.

To remove all unused entries click on the **Clean Up** button. All list entries with a use count of zero will be removed. A count of the removed items will be displayed.

### Merging Entries

You can combine multiple entries into one entry using the merge function.

Start by selecting the main entry, the entry you want to merge the others into.

Now select the entries you want to merge into the main entry. To add these entries use the standard list selection keys for your

operating system. For example on Windows hold down the Ctrl key on your keyboard and click on the next entry. On Mac OS X hold down the Command key and click on the next entry.

You should now have the main entry displayed in the field to the right of the list and all affected entries selected in the list. For example suppose you had three location values, Box 1, Box 2 and Box 3. You moved all the items into a bigger box and want to update the database so that all items are now shown as being in Box 1. You start by selecting Box 1. Now you add Box 2 and Box 3 to the selection. Box 1 is displayed in the entry field to the right of the list and all three entries are selected in the list. Click on the **Merge** button.

A confirmation dialog will be displayed. Note that the changes will be applied to the database immediately. Readerware will then change the location selection on all affected records so that all records that were in Box 2 or Box 3 are now in Box 1. The Box 2 and Box 3 list entries will still be there, but they will have a use count of 0. Use the [Clean Up](#) function if you want to remove these entries completely.

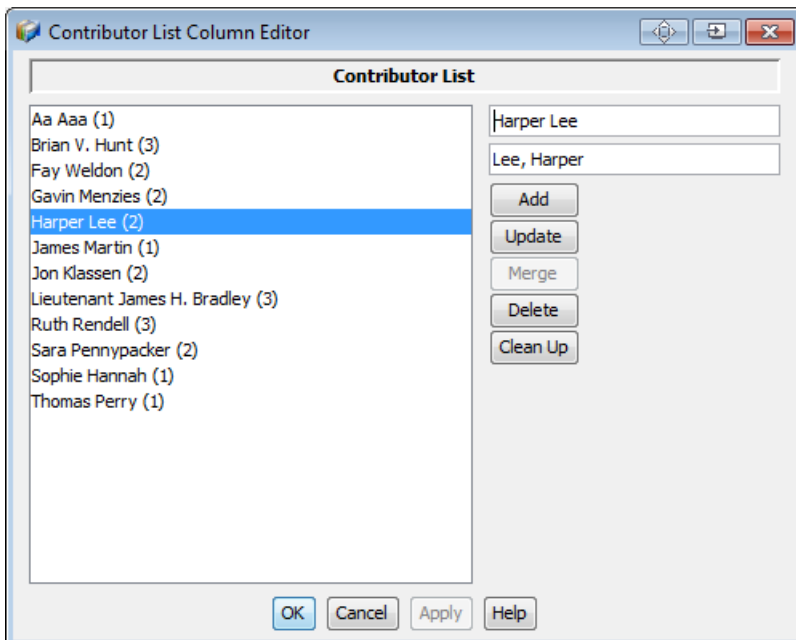
## Printing the List Entries

To print the list just click on the **Print** button. All the list entries will be printed.

## Contributor Lists

To edit a contributor list like Author, Artist or Actor etc., right click in the contributor field and select **Edit** from the popup menu. Mac users should Control-Click in the field.

The process is basically the same as for normal lists but the List Editor Dialog has some additional fields.



The contributors are displayed in a list sorted in your preferred sequence. You can change the sort in preferences, select the Preferences menu item, then [Contributors](#).

When you select a contributor from the list, Readerware displays both the display and sort names and you can edit both. All the functions mentioned above are available when editing contributors. You can add, update and delete contributors, you can clean up unused contributors and you can merge contributors. Sometimes different sites will display author or artist names differently and you can end up with multiple variations of the same name. For example when looking through my music library I found albums by:

Gladys Knight & Pips  
Gladys Knight & the Pips  
Gladys Knight And The Pips  
Gladys Knight/Pips



Using the merge feature you can select the entry you want to standardize on, then select the entries you want to merge. Click on the **Merge** button and Readerware will go through your entire database and update each affected album to use the correct entry. The old entries are still in the list but these are now unused, you can click on the **Clean Up** button to remove them.

The Contributor List Column Editor makes it easy to clean up some of inevitable extraction errors and lets you standardize author, artist, actor names just the way you want them.

As the Contributor List Column Editor does update your entire database, we do recommend that you create a [backup](#) of your database before starting any major cleanup.

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## Customizing ReaderwareAW Extraction

First off, this is not for everyone. Customizing the ReaderwareAW extraction process means getting your hands dirty and writing some Python scripting code to massage the data extracted. But for those of you that have experience writing scripts, this is an extremely powerful feature.

So why would you want to customize the extraction? With the release of Readerware 3.0, there is a lot less need for custom extraction. Readerware auto-catalog now lets you specify what fields are extracted and supply default values for any field. There are a lot more standard fields in Readerware 3.0 which are extracted automatically. So if you have come to this page to learn how to migrate your Readerware 2.0 scripts to Readerware 3.0, the answer might be to throw them away and forget about custom extraction.

One use for custom extraction is to standardize fields like category or publisher. Using custom extraction you can look at the current contents of a field and change it.

To start using custom extraction you need to install the script file and then customize it. You can download the base script file from

<http://www.readerware.com/misc/awuserexit.py>

You need to save this file into your Documents->Readerware folder. You can save it there or copy/paste it into a text editor.

By itself this script does nothing, but it is the starting point for developing your own scripts. To edit this script file use a text editor like Notepad or TextEdit. Add your statements to the script at the point indicated. You should not otherwise change the script, just add your statements.

Readerware uses the Python language for the extraction scripts. Please note that indentation is very important in Python. Python uses indentation to delimit code blocks. So when you add your statements to the supplied script you should add them after the placeholder line and start them in the same column.

As an example, suppose you wanted to map the categories extracted from a web site to your own categories:

```
# Add your statements here
if (string.find(aw.getCategory1(), "Opera") != -1):
    aw.setCategory1("Classical : Opera")
```

You can probably see the basic idea, check for a string in the extracted category, if found replace the category with another. The full list of the methods available on the rw object are included at the end of this document.

## Learning Python

There are a lot of resources available on the web to help you with Python and a lot of books available too. Just fire up your browser and search for Python titles at your favorite book retailer. A good place to start your web search is at the official Python site: <http://www.python.org>.

Note that you don't have to install Python, all necessary libraries are included with the Readerware distribution.

Python is a very powerful language and fairly easy to learn. If you're wondering about the name, yes it was named after Monty. Unfortunately Readerware cannot offer support on Python itself. You will need to discover the power of Python for yourself.

A good choice is "Learning Python by Mark Lutz", it has a very readable approach, covers the basics and advanced topics. The "Python Pocket Reference by Mark Lutz" is a handy thing to keep by your keyboard. Another good one is "Text Processing in Python by David Mertz". A friend recommends "Python Programming on Win 32 by Mark Hammond", it covers Python with particular emphasis on using it with Windows.

## Debugging Your Script

Even the best Python programmer is going to make a mistake once in a while. Fortunately it is easy to debug your scripts with ReaderwareAW. First, start ReaderwareAW, go to [General Preferences](#) and ensure the **Enable Readerware logging** option is checked. You must restart ReaderwareAW when you change this option.

Use ReaderwareAW as normal. When extracting data ReaderwareAW will output debugging information and any error

messages to a log file.

You will find this log file in your Documents->Readerware->Logs folder. You can view it in any text editor.

Also with logging on, ReaderwareAW will write the HTML file it retrieved from the web site to the logs folder as `trace.html`. This can be useful sometimes when debugging scripts.

## Available Methods

The following methods are available to get and set extracted data. They are accessed from the `rw` object, i.e. `aw.setTitle("My Title")`

```
getTitle()
setTitle(data)
getArtist()
setArtist(data)
setArtists(artistList)
getComposer()
setComposer(data)
getConductor()
setConductor(data)
getOrchestra()
setOrchestra(data)
getSoloist()
setSoloist(data)
getWork()
setWork(data)
getLabel()
setLabel(data)
getReleaseDate()
setReleaseDate(data)
getCopyrightDate()
setCopyrightDate(data)
getRunningTime()
setRunningTime(data)
getLanguage()
setLanguage(data)
getCopies()
setCopies(data)
getBarcode()
setBarcode(data)
getUPC()
setUPC(data)
getLCCN()
setLCCN(data)
getDewey()
setDewey(data)
getCallNumber()
setCallNumber(data)
getUserNumber()
setUserNumber(data)
getType()
setType(data)
getFormat()
setFormat(data)
getSeries()
setSeries(data)
getSound()
setSound(data)
getMyRating()
setMyRating(data)
getCondition()
setCondition(data)
```

getCoverCondition()  
setCoverCondition(data)  
getCategory1()  
setCategory1(data)  
getCategory2()  
setCategory2(data)  
getCategory3()  
setCategory3(data)  
getLocation()  
setLocation(data)  
getKeywords()  
setKeywords(data)  
getPlayedCount()  
setPlayedCount(data)  
getLastPlayedDate()  
setLastPlayedDate(data)  
getPlaylist()  
setPlaylist(data)  
getProductInfo()  
setProductInfo(data)  
getMyComments()  
setMyComments(data)  
getSource()  
setSource(data)  
getCatalogNumber()  
setCatalogNumber(data)  
getRecording()  
setRecording(data)  
getRecordingDate()  
setRecordingDate(data)  
getRecordingPlace()  
setRecordingPlace(data)  
getPurchasePrice()  
setPurchasePrice(data)  
getPurchaseDate()  
setPurchaseDate(data)  
getPurchasePlace()  
setPurchasePlace(data)  
getListPrice()  
setListPrice(data)  
getItemValue()  
setItemValue(data)  
getValuationDate()  
setValuationDate(data)  
getCurrencySymbol()  
setCurrencySymbol(data)  
getFavorite()  
setFavorite(data)  
getOutOfPrint()  
setOutOfPrint(data)  
getMediaURL()  
setMediaURL(data)  
getOwner()  
setOwner(data)  
getStatus()  
setStatus(data)  
getExternalID()  
setExternalID(data)  
getASIN()  
setASIN(data)  
getSalePrice()  
setSalePrice(data)  
getSaleDate()  
setSaleDate(data)

getNewPrice()  
setNewPrice(data)  
getNewCount()  
setNewCount(data)  
getUsedPrice()  
setUsedPrice(data)  
getUsedCount()  
setUsedCount(data)  
getCollectiblePrice()  
setCollectiblePrice(data)  
getCollectibleCount()  
setCollectibleCount(data)  
getBuyerWaiting()  
setBuyerWaiting(data)  
getWeight()  
setWeight(data)  
getSalesRank()  
setSalesRank(data)  
getImage1()  
setImage1(data)  
setRefImage1(data, ref)  
getImage2()  
setImage2(data)  
setRefImage2(data, ref)  
getLargeImage1()  
setLargeImage1(data)  
setRefLargeImage1(data, ref)  
getLargeImage2()  
setLargeImage2(data)  
setRefLargeImage2(data, ref)  
getUser1()  
setUser1(data)  
getUser2()  
setUser2(data)  
getUser3()  
setUser3(data)  
getUser4()  
setUser4(data)  
getUser5()  
setUser5(data)  
getUser6()  
setUser6(data)  
getUser7()  
setUser7(data)  
getUser8()  
setUser8(data)  
getUser9()  
setUser9(data)  
getUser10()  
setUser10(data)  
setTrack(disk, track, title, artist=None, time=None, songwriter=None, composer=None, conductor=None, orchestra=None, soloist=None, work=None, bonus="false")  
setAltTrack(disk, track, title, artist=None, time=None, songwriter=None, composer=None, conductor=None, orchestra=None, soloist=None, work=None)  
getLogsDir()  
getDocsDir()

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# Searching Your Database

There are two ways to search your database.

The search bar is always available in the main window and provides instant access to the powerful search facilities built into Readerware. Select the column or field you want to search, the operator to use and the value you want to search for. Click on the **Search** button or hit the **Enter** key to begin your search.

You can click on the **Adv. Search** button to build a more complicated search. You can enter multiple conditions and combine them with and/or. You can also save your advanced searches and easily run them at any time by selecting them from the **Search->Saved searches** menu item.

You can use the search bar for quick, simple searches and you can use the Advanced Search Window to build more sophisticated searches. With advanced search you can search on multiple fields, you can search fields for multiple values, date ranges etc.

A Readerware search consists of three components:

- The column or field you want to search, i.e. Artist, Title, Category etc.
- The operator, is, contains, begins with etc.
- The value you are searching for

The operator list is new in Readerware 4 and gives you more control over your searches. In Readerware 3 you could include wildcards in the value field to achieve some of these results. In Readerware 4 the use of wildcards is discouraged, use the operators contains, begins with and ends with instead. If you do enter wildcards in your search values, the operator selection is ignored.

That is really all there is to it. A more detailed explanation of the various search options follow. At this point you might prefer to simply go and play.

## The Search Bar

The search bar is always available in the main window and provides instant access to the powerful search facilities built into Readerware. Select the column or field you want to search, the operator to use and the value you want to search for. Click on the **Search** button or hit the **Enter** key to begin your search.

You can search on virtually any field. As you select the different search types you will notice that the operator list and search criteria field will change. Sometimes you will type the search criteria in an entry field, for example a title search. Sometimes you will select from a list, for example an artist search.

You can configure the search bar, put the searches you use all the time at the top of the list, hide searches you never use etc. If you are looking for one of the searches listed below but don't see it in the search list, you just need to enable it in [preferences](#).

The operator list is new in Readerware 4 and gives you more control over your searches. The list of operators will vary based on field selection. For example if you search a text field like title the operators will include:

- Is - Readerware looks for an exact match of what you enter
- Contains - Readerware looks for the text you enter anywhere in the field
- Begins with - Readerware looks for the specified text at the beginning of the field
- Ends with - Readerware looks for the specified value at the end of the field
- Is empty - The value field is ignored and Readerware looks for items that have nothing in the selected field

If you select a date search you will have operators to search for an exact match, on or after, before etc.

If you select a numeric field then you will have operators to search for an exact match, greater than, less than etc.

If you search a contributor like Artist, Composer, Conductor etc., there is one additional option that you can set to refine your searches. Select the **Preferences** menu item, then [Contributors](#). There is an option to **Force a wildcard search**. If that option is selected then the default operator is set to Contains and Readerware will search for all contributors containing the value. If not checked then the default operator will be set to Is and Readerware will search for an exact match.

Readerware Music Searches	
Search	Description
Album ID	Enter an album ID
Album Info	Enter search text
Artist	Select an artist from the list using the mouse or keyboard. You can also type part of a name and select an operator like Contains
Borrower	Select a borrower from the list to display a list of albums currently on loan to this borrower
Borrower ID	Enter or scan a Borrower ID to display a list of albums currently on loan to this borrower
Buyer waiting	Select a value from the list using the mouse or keyboard
Call Number	Enter a Call Number
Category	Select a category from the list using the mouse or keyboard. Readerware will search all category fields
Comments	Enter search text
Composer	Select a contributor from the list using the mouse or keyboard. You can also type part of a name and select an operator like Contains
Condition	Select a condition from the list using the mouse or keyboard
Conductor	Select a contributor from the list using the mouse or keyboard. You can also type part of a name and select an operator like Contains
Contributor	Select a contributor from the list using the mouse or keyboard. You can also type part of a name and select an operator like Contains. Readerware will search all contributor fields, Artist, Composer etc.
Copies	Select a value from the list using the mouse or keyboard. Readerware will search based on the number of copies of an album you have
Copyright date	Click on the down arrow and select the date using the calendar or type it in
Cover condition	Select a condition from the list using the mouse or keyboard
Date entered	Click on the down arrow and select the date using the calendar. Choose an operator to search on just that date, on or after that date etc.
Date last updated	Click on the down arrow and select the date using the calendar
Dewey	Enter a Dewey Decimal Number
Duplicates	The duplicates search will return possible duplicate albums. You can determine which fields are matched when checking for duplicates in <a href="#">preferences</a> .
Favorites	Select a value from the list using the mouse or keyboard
Format	Select a value from the list to search by album format, CD, SACD, LP etc.
Full text search	Enter search text. Readerware will search all text fields for the entered value, title, artist, album info etc.
Image	Select a value from the list, Readerware will display albums with and without images
Inventory count	Select a value from the list using the mouse or keyboard. The inventory count search is used to make sure all items are present after performing an inventory of your collection.
Keys search	Enter search text. Readerware will search all key fields for the entered value, UPC, Catalog Number, User Number, Album ID etc.
Keywords	Enter comma separated keywords. Choose from the operator list to determine how Readerware combines the keywords. Keyword order is not important
Label	Select a value from the list using the mouse or keyboard
Last played date	Click on the down arrow and select the date using the calendar. Choose an operator to search on just that date, on or after that date etc.
LCCN	Enter a Library of Congress Card Catalog number

<b>Location</b>	Select a location from the list using the mouse or keyboard
<b>Loan Count</b>	Search based on the number of times an album has been loaned out. You can search for an exact match, less than, greater than etc.
<b>Loans</b>	Select a value from the list using the mouse or keyboard. Readerware can search for albums on loan, overdue etc. If loan columns are displayed, the loan information will be included. This search returns all active loans, if you have 5 copies of an album out on loan, the album is listed 5 times with the information for each loan
<b>My Rating</b>	Select a rating from the list using the mouse or keyboard
<b>Orchestra</b>	Select a contributor from the list using the mouse or keyboard. You can also type part of a name and select an operator like Contains
<b>Out of print</b>	Select a value from the list using the mouse or keyboard. Readerware will search for albums in or out of print
<b>Owner</b>	Select a value from the list using the mouse or keyboard to search by owner
<b>Place</b>	Select a value from the list using the mouse or keyboard
<b>Played</b>	Select a value from the list using the mouse or keyboard
<b>Purchase date</b>	Click on the down arrow and select the date using the calendar. Choose an operator to search on just that date, on or after that date etc.
<b>Purchase place</b>	Select a value from the list using the mouse or keyboard
<b>Recording type</b>	Select a value from the list to search by recording type, Studio, Live etc.
<b>Release date</b>	Click on the down arrow and select the date using the calendar or type it in
<b>Series</b>	Select a value from the list. Readerware will search for albums that are part of the specified series
<b>Soloist</b>	Select a contributor from the list using the mouse or keyboard. You can also type part of a name and select an operator like Contains
<b>Songwriter</b>	Enter search text. Readerware will search the track level Songwriter column for the entered text.
<b>Sound</b>	Select a value from the list to search by album sound, Mono, Stereo etc.
<b>Source</b>	Select a value from the list using the mouse or keyboard to search by the source used to catalog the album
<b>Status</b>	Select a value from the list using the mouse or keyboard
<b>Title</b>	Enter part of a title, Readerware will return any item where the title contains these characters
<b>Track title</b>	Enter part of a title, Readerware will return any album with a track title containing these characters
<b>UPC/Barcode</b>	Enter a UPC or scan the barcode
<b>Updated by last wizard</b>	This search will display those items updated by the last wizard run, i.e. the last auto-catalog run. This can be useful when you want to review the changes made by a wizard
<b>User number</b>	Enter the user number of an album
<b>User 1 - User 10</b>	These searches will appear in the search list under the name you assigned for any user defined fields you activated. Enter search text
<b>Work</b>	Enter search text
<b>ASIN</b>	Enter an ASIN

## The Advanced Search Window

When you click on the **Adv. Search** button the Advanced Search Window is displayed. The current search, i.e. the contents of the search bar in the main window are included as the first search bar.

To add additional search criteria click on the **And** or the **Or** button. A new search bar is added and the two searches are



combined using the selected operator. If you make a mistake and select the wrong operator, you can just click on the correct operator. The selected operator is always highlighted.

The advanced window search bar is the same search bar you use in the main window so you should be familiar with defining your searches. Refer the the [Search Bar](#) section for more information.

You can add as many search bars as you need. Click on the - button to remove any extra search bars.

Click on the **Run Search** button to run your search. The search window remains open so you always return to it and edit your search if you do not get the expected results.

Once your search is working as expected you can save it if you plan on using it again. Click on the **Save As** button to save a new search. You will be prompted to name the search and this will now be displayed on the **Search->Saved searches** menu item. Click on the **Save** button to save changes made to an already saved search.

To copy an existing saved search, select it and click on the **Save As** button. The search is saved under the new name and you can modify it.

You can delete a saved search that you no longer need by clicking on the **Delete** button.

You can switch between saved searches by selecting from the **Saved searches** drop down list. If a search has been saved the name of the search is displayed in the window title bar and it is selected in the search list. So you always know which search you are working on.

To start a new search, click on the **New Search** button. The first search bar will be reset to the default search and additional search bars removed. You can then configure a new search. Only the search window is reset. If the search has been saved, it is still in the saved search list.

## The Default Search

Readerware allows you to define a default search. Readerware runs this search when you start the program or open a new database. Initially the default search is set to search for all titles and display them sorted by artist and title. To define your own default search simply perform the search as normal using the search bar in the main window. Now select the **Search->Save as Default Search** menu item. For example you could set the default search to display all albums you have never played or albums in a specific category.

## Searching for Duplicates

The duplicates search lets you quickly find duplicate entries in your database. Select **Duplicates** from the search by drop down list and click on the **Search** button. Readerware will display a list of possible duplicate entries. If you do not see the Duplicates entry in the search list, remember that you can customize the search list. You can hide the searches you never use and move the searches you use all the time to the top of the list. If you don't see the Duplicates search, you just need to enable it in [preferences](#).

Before you use the Duplicates search, there is one more question you need to consider, what is a duplicate? You have to tell Readerware how to detect a duplicate entry, you do this by [selecting the columns Readerware should match on](#).

You might consider a duplicate to be an album with the same UPC. You would select the UPC column and then Readerware will display a list of albums with duplicate UPCs. The results list will include all albums where two or more albums have the same UPC. However you could have the same title with different UPCs, if you want to check for all copies of a particular title you could select the Artist and Title columns. If you have both CD and vinyl versions of a favorite album, would you consider them duplicates? If you do, then select the Artist and Title columns in preferences. If you do not consider them duplicates, include the Format column too. Now Readerware will only display titles with the same format as duplicates.

You determine what constitutes a duplicate. If you are storing your albums in different locations, you might only consider albums in the same location to be duplicates, the same title in another location is not considered a duplicate. So you include the Location column in the duplicate check. This is a very flexible approach and you can always change the selection as the term duplicate may mean different things to you in different situations.

When Readerware displays the duplicates it lists only items that have two or more matches and it lists all duplicate items. If you only have one album with a specific UPC, it will not appear in the search results. If you have two albums with the same UPC, both albums are listed. Four albums with the same UPC, all four albums are listed. You can then examine each album and

decide what to do. If you want to delete duplicates, you can decide what entry to keep and what entries to delete etc.

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# Readerware Loan Tracker

Readerware now provides two ways to manage circulation.

## Introducing the Readerware Loan Client

The Readerware Loan Client is a separate program, part of Readerware Client/Server Edition, that just handles loans. It adds additional functionality like importing borrowers, printing borrower barcode labels, borrower reports etc. It also makes it easier and faster to check books in and out.

The Readerware Loan Tracker continues to provide basic loan functionality within Readerware itself. The two systems are fully compatible. For example if you check a book out in Readerware it will appear in the Readerware Loan Client.

## Using The Readerware Loan Tracker

The Readerware Loan Tracker provides an easy way to track items out on loan, you can easily loan out an item, set a due date and search for all items out on loan and items overdue.

## Checking Items In and Out

You can access the Loan Tracker in several ways:

- Select the item in any view and then select the Edit->Check In/Out menu item.
- Select the item in any view and then use the Edit->Check In/Out shortcut keystroke listed on the menu item.
- Click on the **Loan** button from the Readerware [detail view](#) while displaying any item in your collection.

## The Loan Tracker Window

In The Readerware Loan Tracker Window, you can enter the following information:

**Loan Number** - If you have multiple copies of an item, you can have multiple loan records. Readerware will not allow more loan records than you have copies.

To add a new loan, select the **<New Loan>** entry. If this entry is not in the list, it means that you have already loaned out all copies.

To update an existing loan or return an item, (delete the loan), select the appropriate loan number. If no loan numbers are displayed in the list, there are no existing loans.

**Loaned To** - The name of the person or organization borrowing the item, **(Required field)**.

You can select the borrower from the list or enter a new borrower. When you add the loan, the borrower is automatically added to the list and can be selected next time they borrow an item.

**Loaned Date** - The loan date, this defaults to the current date, **(Required field)**.

**Due Date** - The due date, the default loan period is set in [Preferences](#), **(Required field)**.

Click on the **New Loan** button to add the item to the Readerware Loan Tracker database.

Click on **Update Loan** to update an existing loan entry.

When the item is returned, click on the **Returned** button to delete the item from the Readerware Loan Tracker database.

Click on **Cancel** to dismiss the Readerware Loan Tracker without making any changes.

## Searching for Items on Loan and Overdue

To search for items out on loan, use the standard [Readerware Search](#) facility and select **On Loan** from the search by combo box

and either ***Out On Loan*** or ***Overdue*** from the search for drop down list.

## Loan Statistics

Readerware automatically tracks the number of times an item was loaned out and the date of the last loan. These database fields can be added to the [table view](#). Normally they are set automatically but you can also update these fields manually.

These statistics can aid you in removing unused titles from your library.

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## The Readerware Want List

You can use the Readerware Want List to track the items you want to add to your collection. Click on the **Want List** toolbar button to display your want list.

When you add an item to your database it is assigned a status code, the default status is "Own" which means that the item is in your collection.

Any item with a status code of "Want" or "Ordered" is not yet part of your collection and will appear in your want list.

You can move items in and out of your want list by changing the item status.

You can also [drag & drop](#) items onto your want list. The item will be added to your database with a status of "Want", so it will also appear in your want list automatically.

By default Readerware displays want list items in the main database and in the want list. If you prefer that want list items do not appear in the main database, you can change how Readerware handles want list items in [Preferences](#).

### Using the Readerware want list

When you open your want list Readerware will display all items in the list in a standard [table view](#). You can configure this table just like a normal table view. You can show/hide columns, move them around, sort your want list on any column etc.

Two columns in the want list table view are displayed as links, the product key, i.e. the ISBN or UPC and the record ID. Clicking on either of these links will display the full item in the detail view.

With the Readerware want list you can:

- Print your want list, select the **File->Print** menu item.
- You can price check items, find the lowest price at your preferred sites, select the **Price Items** toolbar button or menu item. You can select the sites Readerware searches when doing a price check using [Preferences](#).
- You can order items from supported online retailers, select the **Order Items** toolbar button or menu item.
- You can remove items from your want list by clicking the **Delete** button. Note that items are not removed from the database. The delete function changes the status code to "Own" so that the item no longer appears in your want list but is now in the main database.

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## Readerware Bulk Editor Wizard

Another powerful feature of Readerware is this search and replace facility. You can easily apply a change to one or more items in your database.

These are the basic steps:

1. Identify the items you want to change
2. Identify the database column you want to update
3. Enter the new data
4. Run Readerware replace
5. Check the results

### Item Selection

The first step is to select the items you want to update. Readerware gives you a number of options, some based on the current search results. If using one of these options you must perform a search before launching the Readerware Replace Wizard. This will establish the items you want to change.

On this panel you can select on of the following choices:

- **All Items in the database** - The current search results are ignored and Readerware will change every item in your database. A count of the total number of items in your database is also displayed.
- **Current Search Results** - The items returned by the last search will be changed, these are the items currently displayed in the main window. A count of the number of items returned by the last search is also displayed.
- **Currently selected search results** - The items currently selected in the main window are changed. You can select as many items as you want. A count of the number of items selected is also displayed.
- **Input a list of items** - If you select this option the ISBN/UPC input panel will be displayed next allowing you to enter the keys of the items you want to change. You can enter these manually or use a bar code reader.

### ISBN/UPC Input

If you selected the Input option on the last panel, the ISBN/UPC input panel is displayed next. Otherwise you go straight to [database column selection](#). You tell Readerware which items to look for by entering the ISBN of the book, the UPC of a CD, video etc. There are two ways to do this, you can simply scan the item with a barcode reader or type in the data, with or without the punctuation.

If you are typing in CD and DVD barcodes, you must ensure that you type in *all* digits. A US barcode currently contains 12 digits, a European barcode contains 13.



In the above example, you would enter 731458917724, you must include the digits to the left and right of the barcode.

Using a bar code scanner is often the fastest way to enter the list of items to update. Each day more and more companies make low cost bar code readers available to consumers. Check the bar code reader section on the Readerware web site for more information.

To enter the ISBN or UPC manually, simply type it in and press the enter key. Readerware will then validate the data and if valid, move it to the list below. If invalid, Readerware will display an error message. Readerware also uses audible queues to indicate a valid or invalid item number, so you don't have to keep looking at your screen each time you enter an item.

Normally when Readerware indicates that an ISBN is invalid, it means that you typed in the number incorrectly. Simply correct the mistake and try again. Very rarely Readerware will display the error, even when you entered the ISBN exactly as printed on a book. This is because the publisher included an invalid ISBN on the book. This does occasionally happen, especially on older books when the ISBN was new. You can tell Readerware to accept this ISBN anyway and try and find it by clicking on the **Accept** button in the dialog.

To scan in a barcode, refer to the instructions that came with your scanner. Simply ensure that the input field has the focus and scan. Readerware then receives the data, converts it if necessary and adds it to the list.

To delete an item from the list, select it and hit the **Delete** key.

If the [Allow Duplicates](#) option is on, all books with the same ISBN/UPC will be updated. For example if you use the replace wizard to edit the title format for a movie, the title will be updated on all items with this UPC.

## Rerunning replace

You can rerun Readerware replace, maybe you want to change several fields in each record. You don't have to scan all the items again, simply hit the **Reload** button to reload you last item list.

## Using a file of ISBN, UPC or bar code scans

Readerware can also read ISBN and barcode scans from a file. Select the **Load List** button and a file selection dialog is displayed. Select the file and click on Open. The file must be a standard text file and contain one ISBN or bar code scan per line. The ISBN can be entered with or without the hyphens. Readerware will then replace the contents of the list with the contents of the file. You can use this feature to prepare a list of items to update ahead of time either in Readerware or another program like a text editor.

## Using a batch barcode reader

Readerware supports several batch barcode readers including the LaserChamp (Flic), Symbol CS-1504 and CS-2000 readers. Batch barcode readers are not connected directly to your computer, You can scan barcodes into the reader and at a later time, upload them into Readerware. This means that you can take the barcode reader to your shelves rather than drag your books, CDs and videos to your PC. To upload barcodes from a batch barcode reader, click on the **Upload** button.

## Saving entered barcodes

You can optionally save the item list you just entered before continuing. Normally after you have entered your data you continue through the wizard and update your items. But maybe you are at a remote location and do not have access to an internet connection. You can save the data you entered to a file for later use. Click on the **Save List** button and select the location and name for your file. To use the saved file, start the replace wizard again and click on the [Load List](#) button

## Column Selection

Your last task is to identify the database column to change and the new value. You can only change a single column with Readerware replace.

You will see a drop down list of all database columns. Select the one you want to update. An editable field is then displayed and you can enter or select the new value. If you don't enter a value, the replace will erase the current contents.

When you select the column you want to change, an appropriate editor is displayed where you can enter the new data. For most fields, this is an entry field or a list. But Readerware also allows you to perform some very powerful operations on some columns,

### Title

When you select the title column you can:

- Enter a new title

- Reformat titles from "The Title" to "Title, The".

- Reformat titles from "A Title" to "Title, A".

- Reformat titles from "An Title" to "Title, An".

- Uppercase titles

### Value

When you select the value column you can:

Enter a new value

Adjust existing values by a set percentage. For example, suppose you want to value your collection at 25% less than the Amazon retail price. You could use Readerware [auto-catalog](#) or [auto-update](#) to extract the price from Amazon. Then you would use the replace function to set the value to 75% of the current value. Readerware will update the value on each selected item.

## Copies

When you select the copies column you can:

Enter a new value

Increment copies by the specified amount.

Decrement copies by the specified amount.

## User Number

When you select the user number column you can:

Enter a new user number.

Automatically generate user numbers based on a pattern. You specify the pattern, the starting value and the increment. You use question marks in the pattern to identify where Readerware should insert the number.

To start with a simple example. If you specify a pattern of ?, starting value of 10000 and an increment of 100, Readerware will generate user numbers of 10100, 10200, 10300 etc.

You can specify other text in the pattern which is used as is. You can specify multiple consecutive question marks to control the width of the generated number. If you specify a pattern of ?????? each number will have at least 6 digits, Readerware adds leading zeros if necessary.

The following table lists some examples:

Pattern	Starting Value	Increment	Numbers
?	10000	10	10010, 10020, 10030
?????	100	10	00100, 00110, 00120
TOM-?????-BK	100	100	TOM-00100-BK, TOM-00200-BK, TOM-00300-BK
BN-?	100	1	BN-100, BN-101, BN-102

## Images columns

When you select one of the image columns you can:

Resize the images to your preferred size as set in [preferences](#).

Verify images. Readerware scans all the images to make sure they are valid. If the image is too large, it will be resized. If the image is invalid, it will be deleted.

Delete the images from the database. Bulk Editor changes can not be undone, so make sure you really want to delete all your images. Backup your database first.



## Verification Page

Next up is the verification page. This is your last chance to change your settings prior to running your replace. A quick summary of your choices is listed. Note that your changes are applied to the database immediately, so review your selections to make sure they are correct. Click on **Next** if you are ready to go. Click on **Back** if you want to change your choices.

## Replacing Page

When you reach this page, your replace is running. You will see a progress window that will update as Readerware processes your items. In the background Readerware also updates the list each time an item is processed. If you want, you can move the progress window out of the way to see more of the replace activity. Simply click on the title bar and drag the window out of the way. The progress window will close automatically once the replace completes. Don't hit the **Cancel** button though, this will abort the replace.

Initially each item in the list will have a question mark icon displayed next to it. This indicates that Readerware has not yet processed this item. As it processes each item, Readerware changes the icon to indicate the results. The icons are:



- This indicates that the item has been changed



- The item was not changed



- The item could not be found in your database. This can only happen when you input an item list

In addition to the icons, Readerware adds the title to each item. This is a very handy way to identify the items, it effectively gives you their location on your shelves.

You can save the item list by clicking on the **Save List** button.

When you have reviewed the status of each item, click on the **Next** button to proceed to the final page of this wizard.

## Replace Complete Page

This page displays the overall statistics:

- **Items Input Count** - The number of items processed
- **Items Updated Count** - The number of items actually updated
- **Errors** - The number of errors

Note that you can use the **Back** and **Next** buttons to toggle between the results and the auto-catalog summary page. When you are done, click the **Finish** button. Readerware will then display all the updated items in the main window. You can optionally review and edit these updated items. Click on the toolbar browse button to return to the full database display.

This statistics information and a complete item by item listing is also written to a log file, if [user logging](#) is enabled. You will find this file in your Documents->Readerware->Logs folder. You can view this file in any text editor

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## About your Database

There is only one thing you really need to know about your database, where is it?

The first time you run ReaderwareAW you will be prompted to create your database.

The Database Chooser dialog lets you select from the following choices:

- **Create a New Database** - Choose this option if you are a new user. The standard file selection dialog is displayed and you can pick the location for your new database and enter the database name. The default location for the database is your Documents folder.
- **Open an Existing Database** - Choose this option if you are reinstalling ReaderwareAW. The standard file selection dialog is displayed and you can select your database.
- **Connect to an External Database** - This option is for advanced users and lets you connect to an external database via JDBC.

Readerware remembers the location and will open your database automatically when you start the program. However it is important that you know where your database is. When you create your initial database take a moment to think about what you want to call it and where you want to create it. Choose a convenient location that you will remember.

A ReaderwareAW database is made up of multiple files and your database is created inside a folder. For example if you create a database called "My Music", ReaderwareAW creates your database in a folder called "My Music.aw3". This keeps all the files together and can make it easier to move or copy a database.

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## User View Statistics

You can display the view statistics dialog by selecting the **Views->View Statistics** menu item.

It is important to understand that the statistics are for the current search results. So if you want the statistics for the full database, make sure you do a full database search or click on the **All Albums** button in the toolbar. This means that you can also get statistics for albums by category, on loan etc.

This dialog contains the following information about your CDs:

**Number of titles (records)** - This is the number of different titles displayed, i.e. the number of records.

**Number of CDs** - This is the number of CDs displayed. The difference between the title and CD counts is that CDs include copies. So if you have 2 CDs displayed and 3 copies of each CD, the title count will be 2 and the CD count will be 6.

**Number of discs** - This is the number of discs displayed. Again copies are included. So if you have 2 CDs displayed and one is a 2 disc set, the disc count will be 3.

**Total Value of CDs** - This is the total value of all the CDs. This is just a simple accumulation of the estimated value field. It does not perform any currency conversion. If you use this field, you should ensure that foreign currencies imported from overseas web sites are converted to the local currency.

**Number of unvalued CDs** - The number of CDs that do not have an estimated value.

**Number played** - The number of CDs flagged as played

**Number not played** - The number of CDs not flagged as played. Just waiting for a rainy day.

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# Database Properties

Select the **File->Properties** menu item to display the Database Properties dialog.

## General Tab

The general tab displays basic information on the current database:

- **Name** - The name of the database main file. For Readerware Server databases this will include the name of the server and the remote file name.
- **Type** - The type of database:
  - **Readerware Local** - This is the normal type, it indicates you have opened a database on one of your drives.
  - **Readerware Server** - This indicates you are connected to a Readerware server.
  - **External (JDBC)** - This indicates you are connected to an [external database via JDBC](#). This could be a MySQL database, Microsoft SQL server etc.
- **Location** - The location, the path of your database. For Readerware Server databases this will include the name of the server and the path of the remote database.
- **Date created** - The date the database was created.
- **Access mode** - The current database access mode, Read only, Checkout mode or Full access:
  - **Read only** - You can search and browse the database but you cannot make any updates.
  - **Checkout mode** - You can search and browse the database, you can check items in and out but you cannot make any other changes to the database.
  - **Full access** - You have full access to the database.
- **Driver name** - The driver used to access the database. For a Readerware local or server database this will be the HSQL Database Engine Driver, for external databases it will be the driver you chose when configuring the database.
- **Driver version** - The driver version.

## Statistics Tab

The statistics tab displays information about our database and the resources used:

- **Row count** - The number of items in your database.
- **Size (in bytes)** - The space your database occupies on disk.
- **Memory used** - The amount of memory currently in use by your database.
- **Memory allocated** - The amount of memory currently allocated by the database engine. Memory is allocated as needed.
- **Memory free** - The amount of memory currently allocated but not in use.

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## Copy/Paste Database Rows

You can copy/paste rows in a Readerware database, you can paste into the same database or another database. Use copy/paste to help with data entry, to merge databases etc.

### Copying Rows

It is best to use a table view when copy/pasting rows, you can easily select groups of rows. You can select one or more rows by clicking on the cursor icon at the beginning of a row. To select your first row, just click on the cursor icon. To select another row, use the standard list selection keys for your operating system to select other rows or a range of rows. For example on Windows hold down the Ctrl key on your keyboard and select the next row. On Mac OS X hold down the Command key and click on the next row. To select a range of rows, hold down the Shift key and click on a row, all rows between the new and previous selections are now selected.

Select the appropriate menu item to copy the selected rows to the clipboard. Select **Edit->Copy Albums**, in the music program, **Edit->Copy Books** in the book program and **Edit->Copy Videos** in the video program.

Readerware will display a running count of the rows copied in the status bar at the bottom of the window.

### Pasting Rows

If you are going to paste the rows into another database, you should open the database first using the **File->Open** menu item or the **File->Open recent** menu item.

When pasting rows into a database Readerware honors the database allow duplicates option. If allow duplicates is off and the ISBN or UPC already exists in the database, the paste will fail. You should turn on the allow duplicates option if you will be pasting rows with the same ISBN or UPC into the database. Select the Preferences menu item, then Database, then Settings. Make sure the allow duplicates option is checked.

To paste the rows into the database, select the appropriate menu item to paste the rows from the clipboard. Select **Edit->Paste (Insert) Albums**, in the music program, **Edit->Paste (Insert) Books** in the book program and **Edit->Paste (Insert) Videos** in the video program.

The paste does not replace any selected rows, the paste always adds the new rows to the database.

Readerware will display a running count of the rows pasted in the status bar at the bottom of the window. Once all rows have been pasted into the database the Paste Results Dialog is displayed. This includes statistics and a log so that you can examine any errors.

### Copy/Pasting Large Databases

As Readerware uses the system clipboard when you copy/paste database rows, it is possible to slow down your system if you copy/paste very large databases. In our testing here we were easily able to copy/paste over two thousand rows in a single operation. So you can copy/paste entire databases.

However if you need to copy/paste a very large database, you might want to copy/paste the database in smaller batches.

### The Paste Results Dialog

The dialog contains two tabs:

**Statistics Tab** - The statistics tab displays the number of rows input and added and the number of errors.

**Log Tab** - The log tab displays each row input and the error message if there was an error adding the row. Click on the **Find Next Error** button to locate the next error in the log. Click the **Close** button to close the dialog.

Once the Paste Results Dialog is closed Readerware will display all the new rows just added. You can browse through them and

make any edits you want.

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## Using External Databases

Most users will use the built-in database. However advanced users can use other database engines to store their data.

Readerware supports [MySQL](#), [SQL Server](#), and [PostgreSQL](#), however it should be possible to use any database that includes a JDBC driver. Contact Readerware support for assistance on getting other databases to work with Readerware.

To access an external database from within Readerware you need to use the advanced open dialog. This is activated in [Preferences](#).

Connecting to an external database or a Readerware server requires Readerware Client/Server Edition. If the Advanced Open Dialog option is disabled, you don't have Readerware Client/Server Edition. Upgrades are available on the website.

### Using Readerware with MySQL

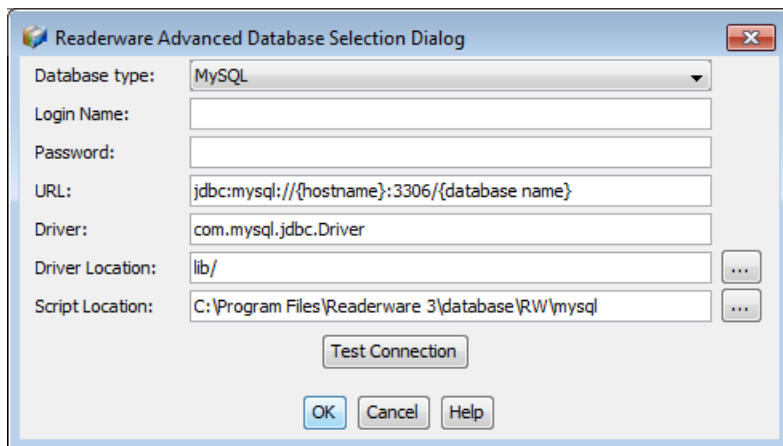
You need to install MySQL and create an empty database. Refer to the MySQL documentation for assistance with installation.

You will also need the MySQL JDBC driver, Connector/J. This is available from the MySQL web site, unfortunately licensing restrictions prevent us from including Connector/J with Readerware.

#### Opening a MySQL Database

Select the **File->Open Database** menu item and the Advanced Open Dialog will be displayed.

From the **Database type** drop down list, choose MySQL.



The dialog will be filled with appropriate values. There are a couple of entries you will need to customize:

- Enter your MySQL user name and password.
- In the **URL** field, change *{hostname}* to the machine name or IP address where MySQL is running. Use Localhost if it is running on the same machine.
- In the **URL** field, change *{database name}* to the name of the MySQL database, you must have already created the empty database in MySQL.
- In **Driver Location** click on **Browse** and select the MySQL Connector/J driver

Click on the **Test Connection** button and Readerware will attempt to connect to the database. If successful click on the **OK** button to open the database. If the database is empty Readerware will create the necessary tables.

### Using Readerware with Microsoft SQL Server

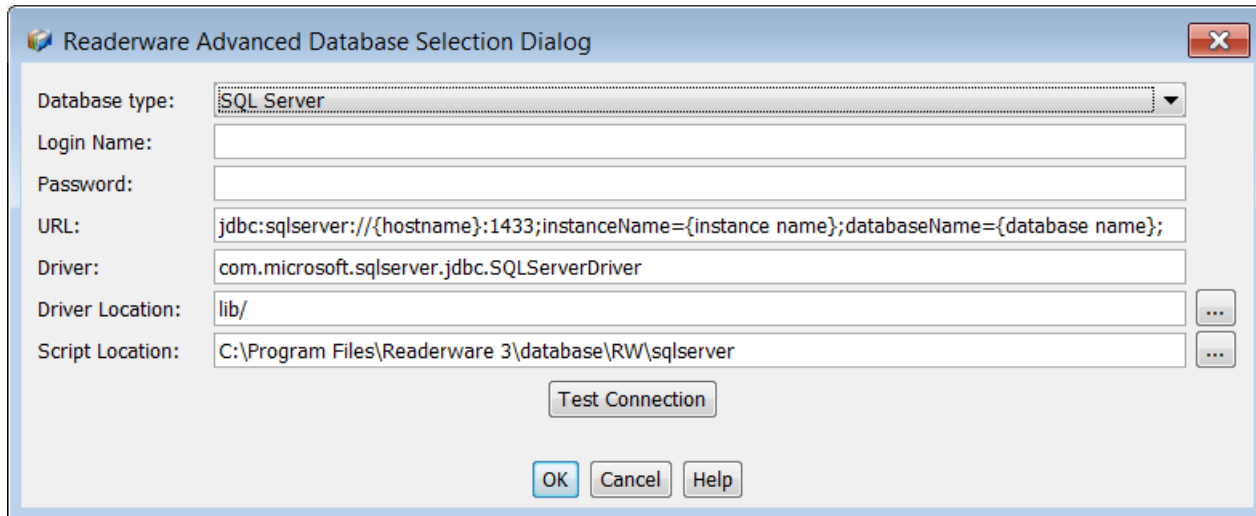
You need to install SQL Server and create an empty database. Refer to the SQL Server documentation for assistance with installation.

You will also need the Microsoft SQL Server JDBC driver installed.

#### Opening a SQL Server Database

Select the **File->Open Database** menu item and the Advanced Open Dialog will be displayed.

From the **Database type** drop down list, choose SQL Server.



The dialog box is titled "Readerware Advanced Database Selection Dialog". It contains the following fields and buttons:

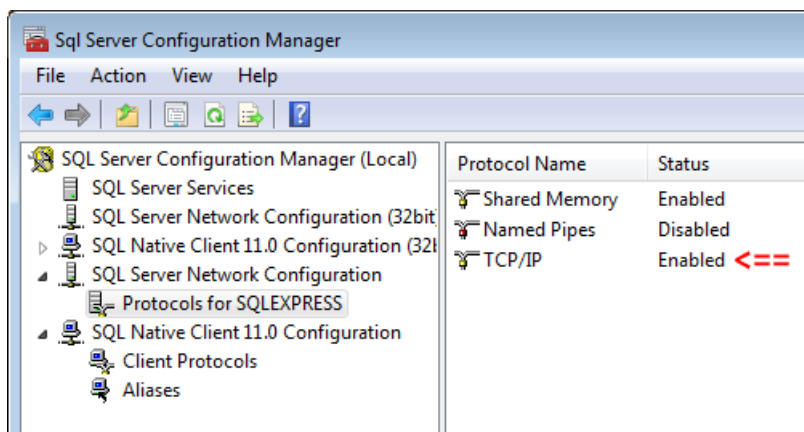
- Database type:** A dropdown menu with "SQL Server" selected.
- Login Name:** An empty text field.
- Password:** An empty text field.
- URL:** A text field containing the JDBC URL: `jdbc:sqlserver://{hostname}:1433;instanceName={instance name};databaseName={database name};`
- Driver:** A text field containing: `com.microsoft.sqlserver.jdbc.SQLServerDriver`
- Driver Location:** A text field containing: `lib/` with a browse button (three dots) to its right.
- Script Location:** A text field containing: `C:\Program Files\Readerware 3\database\RW\sqlserver` with a browse button (three dots) to its right.
- Test Connection:** A button located below the text fields.
- OK, Cancel, Help:** Three buttons at the bottom of the dialog.

The dialog will be filled with appropriate values. There are a couple of entries you will need to customize:

- Enter your SQL Server user name and password.
- In the **URL** field, change `{hostname}` to the machine name or IP address where SQL Server is running. Use Localhost if it is running on the same machine.
- In the **URL** field, change `{instance name}` to the name of the SQL Server instance you are connecting to.
- In the **URL** field, change `{database name}` to the name of the SQL Server database, you must have already created the empty database in SQL Server.
- In **Driver Location** click on **Browse** and select the Microsoft SQL Server JDBC driver

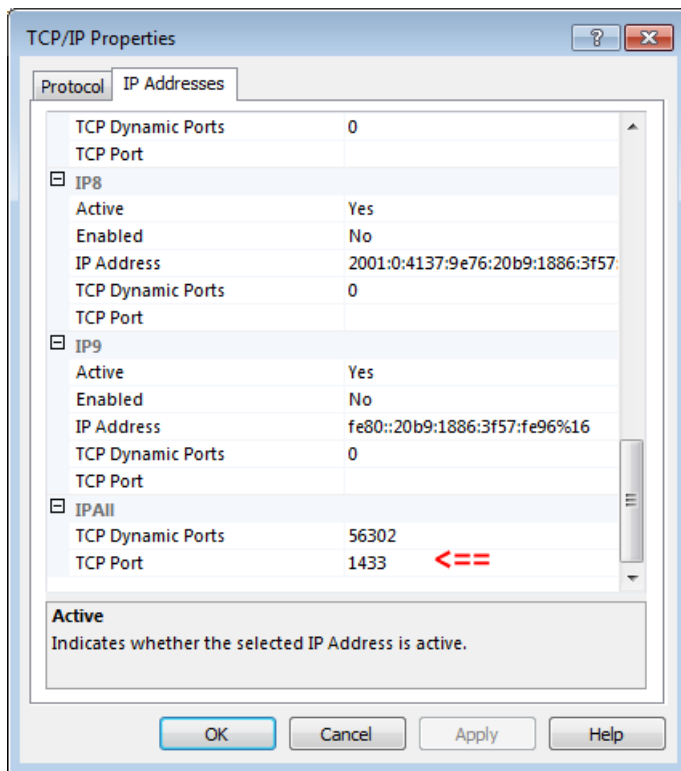
Click on the **Test Connection** button and Readerware will attempt to connect to the database. If successful click on the **OK** button to open the database. If the database is empty Readerware will create the necessary tables.

If you get a connection error check to make sure that SQL Server has been set up to accept TCP/IP connections. Use the SQL Server Configuration Manager and select Network Configuration. Now select Protocols for the SQL Server instance you are connecting to. Make sure TCP/IP support is enabled as shown in the screen below.



You also need to set the correct TCP/IP port for IPAll. Right click on TCP/IP and select Properties from the popup menu. Select the IP Addresses tab. Locate IPAll and set it to use port 1433 or whatever port you are using.





## Using Readerware with PostgreSQL

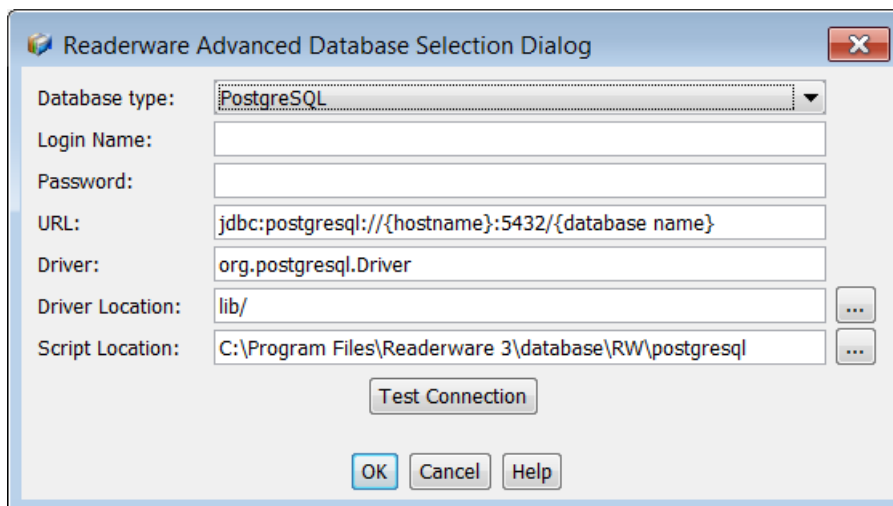
You need to install PostgreSQL and create an empty database. Refer to the PostgreSQL documentation for assistance with installation.

You will also need the PostgreSQL JDBC driver. This is available from the PostgreSQL web site, unfortunately licensing restrictions prevent us from including it with Readerware.

### Opening a PostgreSQL Database

Select the **File->Open Database** menu item and the Advanced Open Dialog will be displayed.

From the **Database type** drop down list, choose PostgreSQL.



The dialog will be filled with appropriate values. There are a couple of entries you will need to customize:

- Enter your PostgreSQL user name and password.
- In the **URL** field, change *{hostname}* to the machine name or IP address where PostgreSQL is running. Use Localhost if it

is running on the same machine.

- In the **URL** field, change *{database name}* to the name of the PostgreSQL database, you must have already created the empty database in PostgreSQL.
- In **Driver Location** click on **Browse** and select the PostgreSQL driver

Click on the **Test Connection** button and Readerware will attempt to connect to the database. If successful click on the **OK** button to open the database. If the database is empty Readerware will create the necessary tables.

## Changing Databases

If you want to change database engines and move an existing database to a new format, use [backup](#) and [restore](#).

Backup your existing database and then run the restore selecting the backup file you just created. On the Database Selection page of the wizard, click on the **Browse** button and select the new database as normal.

For example you could backup a standard Readerware database and restore it to a MySQL database. Once the restore completes Readerware will open your new database and your existing data will be displayed.

**Important note:** You must restore the backup to an empty database. Do not open the external database in Readerware first as that will create the standard database tables and the restore will fail. Create an empty database and then restore a Readerware backup to it.

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# ReaderwareAW Export Wizard

ReaderwareAW export allows you to export the data in your ReaderwareAW database to a number of different formats:

- **CSV, (Comma Separated Value)** - This is a standard data interchange format, use it to transfer data to other programs and databases.
- **TAB Delimited** - Another standard data interchange format. You can open a TAB delimited in file in a spreadsheet program like Microsoft Excel. A TAB delimited file provides an easy way to transfer your Readerware database to an Excel spreadsheet.
- **HTML** - The universal language of the web, you can export your ReaderwareAW database to HTML to create web pages. ReaderwareAW will build an HTML table displaying all the selected rows and columns. When ReaderwareAW creates the HTML table it uses a style sheet, *rware.css*, which is distributed with the product. The style sheet controls various formatting options such as the colors, font styles etc. To display correctly you must copy the *rware.css* file to the same location as the exported HTML file. You can customize the style sheet, change the font or color of the HTML title, the background colors used in the table etc. You can also create more advanced HTML pages using the [ReaderwareAW Report Writer](#).
- **Palm** - You can transfer your database to your Palm device for use with [ReaderwareAW Palm Edition](#) a lightweight edition of ReaderwareAW that runs on Palm OS devices. ReaderwareAW will create a file called *readerwareaw.pdb*. Here is a tip, select your Palm HotSync Add On directory to create the database in. This will make it easier to actually transfer the file to your Palm. Start your Palm Desktop, click on the **Install** button. Click on **Add** and select *readerwareaw.pdb* using the file selection dialog. Then click **Done**. Start the HotSync from your Palm as normal. Now when you start ReaderwareAW on your Palm, your new database is loaded automatically.
- **iPod Notes** - You can transfer your ReaderwareAW database to your [iPod](#) and have it with you when you shop. ReaderwareAW can export your data right to your iPod, just connect it and then select your iPod on the [Folder Selection](#) page of the wizard. To access your database on your iPod, select the Notes function and then ReaderwareAW.
- **Images** - Create image files from your Readerware database. You can choose the image, the image format and how the image files are named.

There are a number of reasons for using ReaderwareAW export:

- Transfer you database to ReaderwareAW for the Palm or your iPod, take your database with you on your next trip to your favorite stores.
- Create your own web pages to publish your collection online.
- Transfer data to online sellers and auction sites.
- Transfer data to other programs or databases

## Exporting

These are the basic steps:

1. Pick the format you want to export to
2. Select the file you want to export to
3. Select the albums you want to export
4. Select the database columns you want to export
5. Run ReaderwareAW export
6. Check the results

## Format Selection

This is the first page of the ReaderwareAW export wizard. The first step is to select which [format](#) you want to create the file in. Your choices are:

- CSV, (Comma Separated Value)
- TAB delimited.
- HTML
- Palm
- iPod
- Images

## CSV/TAB Delimited Options

When you select the CSV or TAB delimited formats the following options are available:

- Output header line - Include the column header line used to identify the columns contained in the file.
- Enclose fields in double quotes - Readerware will enclose fields in double quotes when necessary. Use this option when you always need the fields enclosed in double quotes.
- Escape new lines - Some other programs cannot import fields containing new lines. Choose this option and Readerware will replace new lines with "\n".

## File/Folder Selection

You need to tell Readerware the destination for the exported data.

Click on the **Browse** button and select the file or folder from the standard selection dialog.

If you check the **Always replace existing file** check box ReaderwareAW will automatically overwrite this file if it exists. This is useful if you are doing regular export runs to the same file. If this is not checked, ReaderwareAW will display a confirmation dialog before overwriting an existing file.

For TAB delimited and CSV files you can also select the file encoding. This is important if your database contains data in multiple languages. You are exporting data from Readerware and importing into another program. It is important that you select the encoding that the other program is expecting. If there is a mismatch then data may not transfer correctly.

**ANSI** - This is your system encoding and is the default. It will work for databases that contain the system language.

**Unicode (little endian)** - Unicode is a double byte character set and can handle virtually any language and any combination of languages. Little endian is used on Intel systems.

**Unicode (big endian)** - Unicode is a double byte character set and can handle virtually any language and any combination of languages. Big endian is used on other systems like PPC.

**UTF-8** - UTF-8 is a variable width encoding and can handle all characters in the Unicode character set. It has become popular as you don't need to worry about endianness.

In general you should choose either ANSI or UTF-8. If you are exporting your database to another program on the same system ANSI should work fine. If your database contains multiple languages or you are transferring the file to another computer, use UTF-8. But remember the other program must be able to handle the encoding you select, so check their documentation.

## Album Selection Page

There are two or three choices when selecting which albums to export. The number of choices depends on the format selected. The choices are:

- All albums in the database - This will export all albums in the database, the complete database.
- Current Search Results - The albums returned by the last search are exported. You need to search for the albums before starting the Readerware export wizard. You can control exactly which albums are exported, for example you can search by category, then date entered etc.
- Currently selected search results - This will export all selected albums. You can search for albums and then select the albums you want to export.

## Column Selection Page

Some formats determine the columns that are exported, for example the Palm format defines which columns need to be included in the exported file. In this case the column selection page is not displayed.

There are two ways to select the database columns you want to export

- Current View Columns - The columns currently displayed in the search results table will be exported. ReaderwareAW views are extremely flexible. You can define any number of views and control which columns are included in each view and the order. If you have a regular export you want to run, create a view for the export containing exactly the data you want. Then just select the view before starting the ReaderwareAW export wizard.
- Selected Database Columns - If you select this option the list of database columns is enabled. You select exactly which

columns you want to export and the order. Columns listed with a green check mark are exported, those listed with a red cross are not. Double click on any entry to toggle its state. To change the order of the columns, select an entry in the list and use the up and down arrows to change its location in the list.

## Verification Page

Next up is the verification page. This is your last chance to change your settings prior to running ReaderwareAW export. A quick summary of your choices is listed. Click on **Next** if you are ready to go. Click on **Back** if you want to change your choices.

## Export Running Page

When you reach this page, ReaderwareAW export is running. You will see a progress bar that will update as ReaderwareAW exports the data to the file. Immediately below the progress bar is a **Cancel** button which you can use to interrupt the export.

When the export completes, click on the **Next** button to proceed to the final page of this wizard.

## Export Complete Page

This page displays the overall export statistics:

- **Albums Processed** - The number of albums written to the export file
- **Errors** - The number of albums that could not be written.

Normally this is all the information you need to ensure your data was exported correctly. If [user logging](#) is enabled, ReaderwareAW also creates a log file called awuser.log. This file lists each item and any error messages. You can view this log file in any text editor.

When you are done, click the **Finish** button to exit the export wizard.

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## ReaderwareAW Import Wizard

ReaderwareAW can import data from other databases and programs. This can be useful if you are currently using another product to maintain your music collection and want to upgrade to the power of ReaderwareAW. As long as your current program can export data to one of the two industry standard formats, you can transfer your existing data into ReaderwareAW.

ReaderwareAW can import:

**CSV or Comma Separated Value files** - These files contain the data for each database column separated by a comma. The first line of the file is a mapping line which allows you to map the data to ReaderwareAW database column names.

**TAB Delimited Files** - These are similar to CSV files except that the data is separated by the tab character. Again the first line of the file is a mapping line which allows you to map the data to ReaderwareAW database column names.

### Mapping data for import into ReaderwareAW

A CSV or TAB delimited file is organized much like a spreadsheet. Each record in the file is a row in the spreadsheet. Each record contains the data for each column in that row.

Here is an example of a CSV file:

```
"Title","Artist","Publisher"
"Faith and Courage","Sinead O'Connor","Atlantic"
```

The problem is how does ReaderwareAW know what order the columns are in? The mapping line is key to importing data into ReaderwareAW. The first row of the file is the mapping line and it identifies which ReaderwareAW database columns the data should be imported into. This is a common technique used with CSV and TAB delimited files, your file may already have a mapping line as the first line of the file. or it may just contain the data. You need to open the file using a text editor like Notepad or TextEdit. Look at the first line. If there is a mapping line, you need to change the column names to match the ReaderwareAW column names. If it is not there, you need to add the line.

If there are columns in the file you do not want to import into ReaderwareAW you can use a column name of "Junk". Any column name that ReaderwareAW does not recognize will be skipped.

### ReaderwareAW Column Names

Use the following table to build the mapping line.

ReaderwareAW Column Names	
Column Name	Contents
<b>Artist</b>	Artist or group
<b>Composer</b>	Primary composer
<b>Conductor</b>	Conductor
<b>Orchestra</b>	Orchestra
<b>Soloist</b>	Soloist
<b>Title</b>	Album title, <b>required</b>
<b>Work_Title</b>	Work
<b>UPC</b>	UPC
<b>LCCN</b>	LCCN - Library of Congress Card Catalog Number
<b>Dewey</b>	Dewey Decimal Number
<b>Call_Number</b>	Library of Congress Call Number
<b>User_Number</b>	Used for your own numbering system

<b>Catalog_Number</b>	Label catalog number
<b>Barcode</b>	The raw barcode
<b>Publisher</b>	Album label
<b>Release_date</b>	Date of publication
<b>Copyright_date</b>	Copyright date
<b>Running_Time</b>	Album running time
<b>Content_Language</b>	Language
<b>Copies</b>	Number of copies of this album
<b>Format</b>	Hardcover, Paperback etc.
<b>Series</b>	Series
<b>Sound</b>	Sound, Mono, Stereo etc.
<b>Item_Condition</b>	Condition of the album
<b>Cover_Condition</b>	Condition of the album jacket
<b>Category1 - Category3</b>	Album categories, ReaderwareAW supports up to 3 categories
<b>Keywords</b>	Album related keywords separated by commas. 255 characters maximum
<b>Product_Info</b>	Album information, synopsis, reviews etc. 65536 characters maximum
<b>My_Comments</b>	Your comments on this album. 65536 characters maximum
<b>My_Rating</b>	Album rating
<b>Favorite</b>	Favorite album? True or False
<b>Playlist</b>	Include in playlist? True or False
<b>Played_Count</b>	Number of times you have played this album
<b>Last_Played_Date</b>	Last time you played this album
<b>Recording_type</b>	Type of recording, Studio, Live etc.
<b>Recording_date</b>	Date of recording
<b>Recording_place</b>	Recording location
<b>Location</b>	Physical location of this album
<b>Dimensions</b>	Physical dimensions
<b>Weight</b>	Shipping weight of this album
<b>Source</b>	The source of the information, i.e. web site it was cataloged from
<b>Item_Value</b>	Current value of this album
<b>Valuation_Date</b>	Date this album was last valued
<b>List_Price</b>	List price of album
<b>Purchase_Price</b>	Amount paid for the album
<b>Purchase_Date</b>	Date this album was purchased
<b>Purchase_Place</b>	Where this album was purchased
<b>Out_Of_Print</b>	Out of print? True or False
<b>Currency_symbol</b>	Currency symbol used for all prices
<b>Media_URL</b>	Link to related media, e.g. MP3 file
<b>Owner</b>	Owner of this album
<b>Status</b>	Status, must be one of Own, Want, Ordered, For Sale, Sold, Withdrawn, Missing
<b>External_ID</b>	External ID for this album
<b>AM_ASIN</b>	Amazon ASIN
<b>Sale_Price</b>	Sale price

<b>Sale_Date</b>	Date sold
<b>New_Value</b>	Value of a new copy
<b>New_Count</b>	Number of new copies available
<b>Used_Value</b>	Value of a used copy
<b>Used_Count</b>	Number of used copies available
<b>Collectible_Value</b>	Value of a collectible copy
<b>Collectible_Count</b>	Number of collectible copies available
<b>Buyer_Waiting</b>	Buyer waiting for a copy of this album
<b>Sales_Rank</b>	Sales ranking of this album
<b>Loan_To</b>	If the album is checked out, the name of the borrower
<b>Loan_To_Brwr_ID</b>	If the album is checked out, the ID of the borrower
<b>Loan_To_Email</b>	If the album is checked out, the e-mail address of the borrower
<b>Loan_To_Phone</b>	If the album is checked out, the phone number of the borrower
<b>Loan_Out</b>	If the album is checked out, the date the album was checked out
<b>Loan_Due</b>	If the album is checked out, the due date of the album
<b>Loan_Count</b>	The number of times the album has been loaned out
<b>Last_Loan_Date</b>	The date the album was last loaned out
<b>User1 - User10</b>	User defined fields. ReaderwareAW supports up to 10 user defined fields. Maximum length 255 characters
<b>IMAGE1_FILE</b>	The full path of the first thumbnail sized image file
<b>IMAGE2_FILE</b>	The full path of the second thumbnail sized image file
<b>IMAGE3_FILE</b>	The full path of the third thumbnail sized image file
<b>IMAGE4_FILE</b>	The full path of the fourth thumbnail sized image file
<b>LARGE_IMAGE1_FILE</b>	The full path of the first large sized image file
<b>LARGE_IMAGE2_FILE</b>	The full path of the second large sized image file
<b>LARGE_IMAGE3_FILE</b>	The full path of the third large sized image file
<b>LARGE_IMAGE4_FILE</b>	The full path of the fourth large sized image file

If you use an invalid column name, the data in that column is not imported. This can be useful. If the file contains some columns that you do not want to import into ReaderwareAW, use a column name like "JUNK" and the data will be ignored.

## Importing

These are the basic steps:

1. Indicate the format of the file you are going to import
2. Select the file
3. Run the ReaderwareAW import
4. Check the results

*Note:* If the [Allow Duplicates](#) option is on ReaderwareAW will accept duplicate ISBNs. If the [Allow Duplicates](#) option is off, duplicate ISBNs will be rejected.

## Format Selection

This is the first page of the ReaderwareAW import wizard. The first step is to select which format the file you are importing is in. Your choices are CSV, (Comma Separated Value) or TAB delimited. See above for more information on the file formats.

## File Selection



You need to tell ReaderwareAW the name of the file you wish to import and where it is located. Click on the **Browse** button and select the file using the standard file selection dialog.

For TAB delimited and CSV files you can also select the file encoding. You are importing data from another program into Readerware. It is important that Readerware uses the correct encoding when reading the file. If there is a mismatch then data may not transfer correctly.

**Automatic detection** - In most cases Readerware can determine the encoding by examining the file. This is the default selection and you should normally use this and only specify an explicit encoding if there is a problem.

**ANSI** - This is your system encoding and is the default. It will work for databases that contain the system language.

**Unicode (little endian)** - Unicode is a double byte character set and can handle virtually any language and any combination of languages. Little endian is used on Intel systems.

**Unicode (big endian)** - Unicode is a double byte character set and can handle virtually any language and any combination of languages. Big endian is used on other systems like PPC.

**UTF-8** - UTF-8 is a variable width encoding and can handle all characters in the Unicode character set. It has become popular as you don't need to worry about endianness.

In general you should use automatic detection. If Readerware is unable to determine the encoding used, you can select the correct encoding from the list.

## Verification Page

Next up is the verification page. This is your last chance to change your settings prior to running ReaderwareAW import. A quick summary of your choices is listed. Click on **Next>** if you are ready to go. Click on **Back** if you want to change your choices.

## Import Running Page

When you reach this page, your ReaderwareAW import is running. You will see a progress bar that will update as ReaderwareAW imports the data from the file.

When the import completes, click on the **Next** button to proceed to the final page of this wizard.

## Import Completed Page

This page displays the overall import statistics:

- **Albums Processed** - The number of albums in the imported file
- **Errors** - The number of albums that could not be imported.

Normally this is all the information you need to ensure your data was imported correctly. If [user logging](#) is enabled, ReaderwareAW also creates a log file. This file lists each album and any error messages. Click on the **View Log** button. or you can view this log

When you are done, click the **Finish** button to exit the import wizard.

## Import Errors

There are a few errors that can occur when importing data:

- If the [Allow Duplicates](#) option is off, ReaderwareAW requires that the UPC, if any, is unique. If the UPC is already in the ReaderwareAW database, it is not imported.

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## Readerware Backup Wizard

The importance of backing up your data cannot be overstated. Readerware may be the fastest way to catalog your library, but you will still invest a lot of time and effort in building your database just the way you want it. You should regularly backup your database.

Fortunately, Readerware makes backups easy too. Its built in backup support creates a single ZIP archive of your database, including all the data and images. To create a backup file, simply select **File->Backup Database** from the Readerware menu and the [backup wizard](#) will guide you through the simple process.

You should then save that file in a safe place. Store it on another computer or hard drive, on a ZIP or other removable drive. If you have a CD burner, put the file on CD. You could also consider putting it on an online server. Many standard ISP accounts also give you online storage, more than enough space to safely store your Readerware database.

If disaster strikes and you need to restore your database, its just as easy. Start Readerware and select **File->Restore Database** from the Readerware menu. Again, the [restore wizard](#) will step you through the simple process of recreating your Readerware database. Once the restore completes, you can open your restored database by selecting **File->Open Database** from the Readerware menu.

### Don't put it off, backup now!

Readerware allows you to easily backup your database to a compressed ZIP file. The backup file will contain all your data and images. You can then save this file in a safe place.

To restore, simply launch the [Readerware Restore Wizard](#).

## Backup File Selection

You need to tell Readerware the name of the backup file you wish to create and where it should be located. The easiest way to do this is to click on the **Browse** button and select the file using the file selection dialog.

If you check the **Always replace existing file** check box Readerware will automatically overwrite this file if it exists. If this is not checked, Readerware will display a confirmation dialog before overwriting an existing file. Use this option with care, for the best protection you want to keep multiple backup files and not always replace the same file.

If you check the **Add date to filename** check box Readerware will automatically add the current date to the backup file name. For example if you specify a backup file of "Books.zip" and this option is checked, Readerware may create the file as "Books 2007-03-19.zip". This makes the backup process automatic, let Readerware create a unique file for you each time you backup. Having the date in the backup file name also makes it easy to identify the latest backup or restore your database to any point in time.

It is a good idea to keep several backup files. You should also store them off your hard drive, maybe on [CD](#), maybe on another drive or computer, maybe online.

## Verification Page

Next up is the verification page. This is your last chance to change your settings prior to running the Readerware backup. A quick summary of your choices is listed. Click on **Next** if you are ready to go. Click on **Back** if you want to change your choices.

## Backup Running Page

When you reach this page, your Readerware backup is running. You will see a progress bar that will update as Readerware backs up the data to the ZIP file.

When the backup completes, click on the **Next** button to proceed to the final page of this wizard.

## Backup Complete Page

This page displays the overall backup statistics:

- **Rows backed up** - The number of items in your database that were backed up.
- **Images backed up** - The number of image files backed up.

When you are done, click the ***Finish*** button to exit the backup wizard.

## Backing Up Your Database to CD

To create a backup of your database on CD, you have to backup the database to your hard drive first, then copy the zip file to a CD.

Operating systems typically do not have file system support for CDs, you cannot write directly to a CD the way you can to a hard drive. So backup to your hard drive first, then copy the file to CD.

This is where it gets tricky, getting the file to a CD differs with each OS. Some operating systems like Windows XP and Mac OS X, have this capability built in. Others like Windows 98 don't, you need a third party utility. Normally you will get a utility to do this with your computer or CD drive, maybe Nero, maybe EasyCD.

### Windows XP

To copy the Readerware backup file to a CD

- Insert a blank, writable CD into the CD recorder.
- If Windows XP asks you what to do with the blank disc, select "Open writable CD folder using Windows Explorer". Otherwise double click on "My Computer", then double click on your CD drive icon.
- Drag and drop the Readerware backup file on to the CD folder
- Verify that the file(s) you intend to copy to the CD appear under "Files Ready to be Written to the CD".
- Under CD Writing Tasks, click Write these files to CD. Windows displays the CD Writing Wizard. Follow the instructions in the wizard.

### Mac OS X

To copy the Readerware backup file to a CD

- Insert a blank CD or DVD disc into the optical drive of your computer.
- If you see a dialog, you can choose an action from the pop-up menu. Then click OK.
- Type a name for the disc under the CD icon.
- Drag the Readerware backup file to the open window.
- The Finder places aliases to the files in the disc's window.
- Choose File->Burn Disc.
- The files that the aliases point to are burned to the disc.

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## Readerware Restore Wizard

Readerware allows you to easily backup your database to a compressed ZIP file. The backup file will contain all your data, images and preferences. You can then save this file in a safe place.

Should disaster strike, The Readerware Restore Wizard will guide you through the simple process of restoring your database.

### Backup File Selection

You need to tell Readerware the name of the backup file you wish to restore from and where it is located. Click on the **Browse** button and select the file from the standard file selection dialog.

### Restore Options

A Readerware backup file contains both your database and your Readerware preferences.

Normally you would restore your database only, but if you are restoring to a new system or your hard drive failed, you should restore your preferences too. Preferences include your Readerware settings, licenses etc.

Normally the default database size of 2GB is plenty. If you do exceed the maximum size you will get an exception when you add new records to your database. This exception will state that the data file size limit has been reached . If you receive this error, check the Maximum size option. The restored database will then support up to 8GB of data.

### Database Selection

You need to tell Readerware where to create the restored the database. Click on the **Browse** button and select the file from the standard file selection dialog.

The new database name must not already exist, Readerware does not allow you to overwrite an existing database.

### Verification Page

Next up is the verification page. This is your last chance to change your settings prior to running the restore. A quick summary of your choices is listed. Click on **Next** if you are ready to go. Click on **Back** if you want to change your choices.

### Restore Running Page

When you reach this page, your Readerware restore is running. You will see a progress bar that will update as Readerware restores the data from the ZIP file.

When the restore completes, click on the **Next** button to proceed to the final page of this wizard.

### Restore Complete Page

This page displays the overall restore statistics:

- **Database components restored** - This is the number of database tables restored.
- **Rows restored** - This is the number of rows, books, albums or videos restored.
- **Preferences files restored** - This is the number of Readerware preferences files restored.

When you are done, click the **Finish** button to exit the restore wizard.

When you click on **Finish**, Readerware will open your new database.

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## Reports

Readerware provides a built in reports facility. You have extensive control over the format of the report and the data selected for printing.

You can also define [custom reports](#).

The printing menu items work with the table view so are only active when a table view is displayed.

### Selecting the books to print

The Readerware reporting functions work together with the [table views](#) and [search](#) functions. You must select the view you want to print and run a search to establish the data you wish to print. Then when you select **Print** from the file menu or toolbar, the current results set is printed in the format displayed.

You can define custom views to print just the database columns you want and in the order you want. The point to emphasize here, is that views are not just for displaying data on the screen, they are also used to define reports. So name your new view, "Summary Report" or "Inventory Report", then just select the appropriate view and print.

Readerware uses the current view to determine which columns to print, the order to print the columns and the order to print the rows. It also uses the current view to determine how much space to allocate to each column when printing. Readerware normally fills the entire width of the page with your data, adjusting the column widths as necessary. It allocates the same proportion of the total width to each column.

Sometimes if you adjust the column width so that it just fits on the screen, it may be truncated when printing due to differences in printer and screen font sizes. You can fix this by selecting another font when printing, or adjusting the column width on the screen.

If your report contains too many columns, they will all be shrunk to fit on the page. So if your report contains a lot of very narrow columns with only a few characters of each column displayed, you are printing too many columns. The columns you select to print must fit on the page, reduce the number of columns so that they all fit.

To show or hide columns, right click on the column title to display the popup menu. You can hide the current column or show any previously hidden columns. The new column will be shown after the current column. So to show a column it is best to right click on the title of the column that you want to appear before the new column.

You can also move columns around, simply click on the column header and drag the column to its desired location.

To sort the search results on any column simply click on the column header to sort the search results in ascending sequence. Click again to toggle the sort sequence and display the search results in descending order.

The current view state is always saved when you exit Readerware or switch views so you never have to worry about saving your changes.

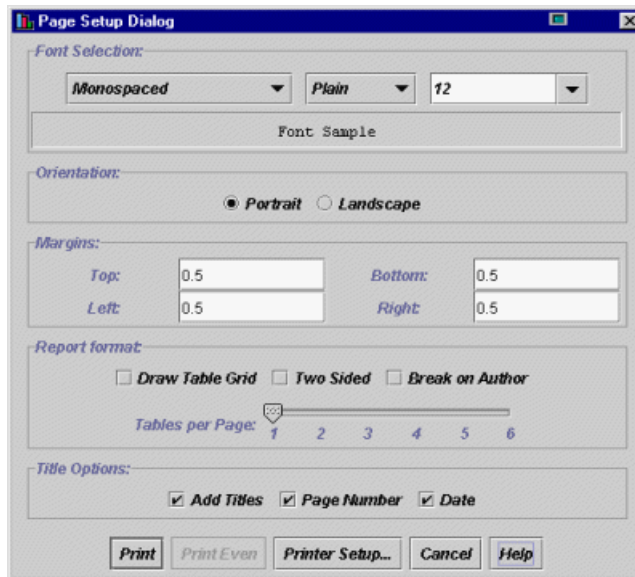
You can refine your searches as described in the [Search](#) functions section. You can for example search for all books by a particular author, then just hardcover and signed books. Then print these results.

To print the entire contents of your database, select one of the **All data...** formats from the toolbar. Then choose an author or title search and search for \*, i.e. all items.

You can also print the contents of the [Readerware Want List](#). To print your want list you must select **Print** from the want list window. Printing your want list can be very useful if you also buy from brick and mortar book stores.

### Printing a report

The first thing you see when you select **Print** is the Report Setup dialog:



Using this dialog, you define the various printing options you want for this report, the font, orientation etc. All selections are saved and will be used the next time you select **Print**. The choices you can make are:

- **Font Selection** - You can select a font, style and point size for the report. A sample of your selection is displayed.
- **Orientation - *Portrait* or *Landscape***. The Readerware reports with a large number of columns displayed will normally look better in ***Landscape*** mode.
- **Margins** - The page margins are specified in inches, i.e. .5 will result in a half inch margin
- **Draw Table Grid** - If checked Readerware will print the table grid.
- **Two sided** - If checked Readerware will print on both sides of the paper. You should first print odd numbered pages 1, 3, 5 etc., reload the printed pages into the printer, and then print even numbered pages.
- **Break on Author** - Readerware will exclude the author column from the table itself. The author will be printed on a separate row and then Readerware will print the books for that author in the table format. Try it!
- **Tables per Page** - If you are printing a table with only a few columns you can adjust the slider to get Readerware to repeat the table across the page the specified number of times. For example if your view contains just author and title and you set the Tables Per Page to 3, Readerware will print a table with six columns, flowing the data from one group of columns to the next.
- **Add Titles** - If checked the report title will be printed at the top of each page. The title will be centered.
- **Page Number** - If checked Readerware will include the page number at the top of each page of the report, to the right.
- **Date** - If checked Readerware will include the date at the top of each page of the report, to the left.

Once you have specified all your Readerware options, you can display the printer properties dialog if additional options are required.

Then hit the **Print** button to begin printing the report. A progress dialog will be displayed. You may cancel the report at any time.

If you selected the two sided option, you will see two print buttons, **Print Odd** and **Print Even**. These will print the odd and even numbered pages respectively. You may print them in either order. After printing one set, reload the printed pages in the printer and print the next set.

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# The ReaderwareAW Report Writer

The ReaderwareAW Report Writer allows you to easily define your own custom reports in virtually any format, with images. You can view, print and save the output.

The input to the Readerware report writer is an HTML template which defines the layout and formatting options. Readerware then merges in your data to create an HTML file. As the output is in HTML format you can view it any browser, print it or save the output to a file and upload it to a web site.

## Printing a custom report

The easiest way to get started is to use one of the templates that are shipped with Readerware. To produce a report do the following:

[Search](#) to establish the content for your report or select the albums you want to include in the table view. The Readerware report writer uses either the current search results or the selected albums as input. So you could search for all titles to produce a full report, search by a given artist or category etc.

Open the Readerware Report Writer Window by selecting the **File->Report Writer** menu item.

Select the Readerware basic image report, (BasicImageReport.html), from the list. You will see the template displayed in the window, but instead of data, you will see text like `[[ $ARTIST ]]`, `[[ $TITLE ]]` etc. The `[[ $---- ]]` fields identify which Readerware database fields will be displayed and where.

Select either the **All Records** or **Selected Records** option to determine which albums are included in the report.

Click on the **Create Report** button. Readerware will then populate the report template with the contents of the current search results and display the output in your browser. You can view, print or save the report from your browser.

That is how you print a report with the Readerware Report Writer.

## Creating a report template

A ReaderwareAW Report Writer template file is in HTML format so you do need to understand a bit about HTML to take full advantage of all the customization and formatting options available.

The basic idea is that you simply create the HTML to produce the desired report, but instead of using real data you use predefined ReaderwareAW keywords that determine where ReaderwareAW will insert the data. Consider the template for the basic table example:

```
<HTML>
<HEAD>
  <TITLE>ReaderwareAW Basic Table Example</TITLE>
</HEAD>

<BODY>
<CENTER><FONT COLOR=#0000FF><H2>ReaderwareAW Basic Table Example</H2></FONT></CENTER>

<TABLE ALIGN=CENTER BORDER=3 CELLPADDING=5>
<TR>
<TH>Title</TH>
<TH>Artist</TH>
<TH>UPC</TH>
<TH>Est. Value</TH>
</TR>

[[ $BEGIN_READERWAREAW]]
<TR>
<TD>[[ $TITLE ]]</TD>
<TD>[[ $ARTIST ]]</TD>
<TD>[[ $UPC ]]</TD>
```



```

<TD>[[ $VALUE]]</TD>
</TR>
[[ $END_READERWAREAW]]

</TABLE>
</BODY>

</HTML>

```

This is fairly standard HTML, the interesting part is between the [[ \$BEGIN\_READERWAREAW]] and [[ \$END\_READERWAREAW]] lines. These lines mark the section of code that ReaderwareAW will duplicate, once for each CD to be displayed. You can see that between these lines the HTML statements define a new row within the table. So if you have five CDs in your result set, ReaderwareAW will duplicate this section five times creating a five row table.

Within this section you can see several ReaderwareAW database column names, for example [[ \$TITLE]] indicates this is where ReaderwareAW is to place the CD title, ReaderwareAW simply substitutes these keywords with the database values. That's really all there is to it. Here is the HTML file that ReaderwareAW might generate from the above template

```

<HTML>
<HEAD>
  <TITLE>ReaderwareAW Basic Table Example</TITLE>
</HEAD>

<BODY>
<CENTER><FONT COLOR=#0000FF><H2>ReaderwareAW Basic Table Example</H2></FONT></CENTER>

<TABLE ALIGN=CENTER BORDER=3 CELLPADDING=5>
<TR>
<TH>Title</TH>
<TH>Artist</TH>
<TH>UPC</TH>
<TH>Est. Value</TH>
</TR>

<TR>
<TD>Synchronistic Wanderings</TD>
<TD>Benatar, Pat</TD>
<TD>724349980327</TD>
<TD>$31.99</TD>
</TR>

<TR>
<TD>Whoa Nelly!</TD>
<TD>Furtado, Nelly</TD>
<TD>600445021723</TD>
<TD>$13.29</TD>
</TR>

<TR>
<TD>Tell Me Something: The Songs of Mose Allison</TD>
<TD>Morrison, Van</TD>
<TD>731453320321</TD>
<TD>$14.99</TD>
</TR>

<TR>
<TD>Faith and Courage</TD>
<TD>O'Connor, Sinead</TD>
<TD>075678333729</TD>
<TD>$14.99</TD>
</TR>

<TR>
<TD>Ancient Heart</TD>
<TD>Tikaram, Tanita</TD>

```

```

<TD>075992583923</TD>
<TD>$14.99</TD>
</TR>

</TABLE>
</BODY>

</HTML>

```

## Accessing Disk and Track Information

Each CD in a ReaderwareAW database is made up of the basic CD information like artist and title. It then has one or more disk entries depending on the number of disks in the CD set, and each disk has 1 or more tracks. If you want to display disk and track information in your report, you must include a disk and track section in your template. ReaderwareAW will then automatically handle any number of disks and tracks. The disk template section is repeated for each disk and the track template section for each track, just like in the example above.

The disk and track sections of the template are identified by special keywords. For example:

```

[[ $BEGIN_READERWAREAW ]]
<TR>
<TD>[[ $IMAGE ]]</TD>
<TD>[[ $TITLE ]]<BR>[[ $ARTIST ]]</TD>
</TR>

[[ $BEGIN_READERWAREAW_DISKS ]]
<TR>
<TD>DISK [[ $DISKNUMBER ]]:</TD>
</TR>
[[ $BEGIN_READERWAREAW_TRACKS ]]
<TR COLSPAN=2>
<TD>[[ $TITLE ]]</TD>
</TR>
[[ $END_READERWAREAW_TRACKS ]]
[[ $END_READERWAREAW_DISKS ]]
[[ $END_READERWAREAW ]]

```

The above is not a complete template, but it illustrates how you would display disk and track information. The `[[ $BEGIN_READERWAREAW ]] ... [[ $END_READERWAREAW ]]` identifies the complete ReaderwareAW template, this section will be duplicated once for each CD you are displaying. There is HTML to display the CD cover image, title and artist information.

The `[[ $BEGIN_READERWAREAW_DISKS ]] ... [[ $END_READERWAREAW_DISKS ]]` identifies the section that will be duplicated once for each disk within each CD. In this example it displays the disk number.

Finally the `[[ $BEGIN_READERWAREAW_TRACKS ]] ... [[ $END_READERWAREAW_TRACKS ]]` identifies the section that will be duplicated once for each track, within each disk, within each CD. This section displays track title information. Note that this section is within the disk section of the template. This is the normal way you would code this, you want the tracks listed for each disk. If you use the tracks section on it's own, ReaderwareAW will display track information for the first disk only.

There is an example template, `awTrackReport.html` included with the product. This is a complete template that displays disk and track information.

## Getting Started

You might want to start with one of the examples included with Readerware and adapt them for you own use, or you can start from scratch.

To start with an existing template, select it in the report writer window. Copy/Paste the template into a text editor like Notepad or TextEdit.

To install your template select the **File->Install template** menu item.

To remove a template you no longer use select the **File->Remove template** menu item.

If you develop custom reports that you think might be useful to other users, please consider sending them in. They may be placed on the Readerware web site where others can use and learn from them. Full credit will be given to the author or you can remain anonymous if you prefer. Just e-mail any templates to **support@readerware.com**.

You can browse user contributed templates in the Readerware Knowledge Base.

## Report Writer Templates

Report writer templates are standard HTML files with an embedded section that is duplicated for each database record displayed. This section is marked by the following statements:

```
[[ $BEGIN_READERWAREAW]]
.
.
.
[[ $END_READERWAREAW]]
```

Sometimes you need to display multiple records within the marked section. Consider a two column table where you want each column to display a record from the database. Effectively you want to duplicate a table row for each two records. You do this with the `[[ $INCR_READERWAREAW]]` statement. It tells ReaderwareAW to fetch the next record from the database. For example:

```
<TABLE>
[[ $BEGIN_READERWAREAW]]
<TR>
<TD>[[ $TITLE]]<BR>[[ $ARTIST]]</TD>[[ $INCR_READERWAREAW]]
<TD>[[ $TITLE]]<BR>[[ $ARTIST]]</TD>
</TR>
[[ $END_READERWAREAW]]
</TABLE>
```

## Report Writer Main Keywords

The following is a full list of the keywords recognized by ReaderwareAW. These will be replaced by the appropriate data from the database.

[[ \$TITLE]]	Album Title
[[ \$ARTIST]]	Artist in selected format
[[ \$ARTISTLAST]]	Artist in Last, First format
ARTISTBIOLINK	Display a link the use can click on to open the artist contributor dialog. Includes image, biography etc.
[[ \$COMPOSER]]	Composer
[[ \$CONDUCTOR]]	Conductor
[[ \$ORCHESTRA]]	Orchestra
[[ \$SOLOIST]]	Soloist
[[ \$WORK]]	Work
[[ \$LABEL]]	Album Label
[[ \$DATE]]	Album release date
[[ \$COPYDATE]]	Copyright date
[[ \$RUNNINGTIME]]	Album running time
[[ \$LANGUAGE]]	Language
[[ \$COPIES]]	Number of copies owned
[[ \$BARCODE]]	Barcode, normally the same as the UPC
[[ \$UPC]]	UPC (Bar code)
[[ \$ASIN]]	Amazon Standard Identification Number
[[ \$UPC/ASIN]]	UPC (Bar code). If there is no UPC, this keyword returns the ASIN instead.
[[ \$LCCN]]	LCCN Library of Congress Card Catalog Number

[\$DEWEY]	Dewey Decimal Number
[\$DEWEYLABEL]	Dewey Decimal Number. Standard format, Library of Congress extensions removed.
[\$CALLNUM]	Library of Congress Call Number
[\$ALBUMID]	The Album ID, this is a unique ID allocated to each album automatically as it is added to the database
[\$USERNUM]	User defined number
[\$ID]	If a user defined number is present it is used, otherwise the Album ID is used
[\$TYPE]	Display type
[\$FORMAT]	Format
[\$SERIES]	Series
[\$SOUND]	Sound format
[\$RATING]	Rating
[\$CONDITION]	Condition
[\$COVERCONDITION]	Cover condition
[\$CATEGORY1] - [\$CATEGORY3]	Categories
[\$LOCATION]	Location where this album is stored
[\$KEYWORDS]	Keywords describing this album
[\$PLAYED]	Number of times the album has been played
[\$LASTPLAYEDDATE]	The last time the album was played
[\$PLAYLIST]	Is the album on the playlist?
[\$PRODUCTINFO]	Product information, reviews etc.
[\$COMMENTS]	Comments
[\$DATEENTERED]	Date entered into the ReaderwareAW database
[\$DATEUPDATED]	Date last updated
[\$SOURCE]	Source of import
[\$CATALOGNUM]	Album catalog number
[\$RECORDINGTYPE]	Recording type Studio, Live etc.
[\$RECORDINGDATE]	Date of recording
[\$RECORDINGPLACE]	Location recording was made
[\$PURCHASEPRICE]	Price paid
[\$PURCHASEDATE]	Date purchased
[\$PURCHASEPLACE]	Where purchased
[\$LISTPRICE]	List price
[\$VALUE]	Estimated value of this album
[\$VALUEDATE]	Valuation date
[\$SALEPRICE]	Sale price
[\$SALEDATE]	Date sold
[\$NEWPRICE]	New copy price
[\$NEWCOUNT]	Number of new copies available
[\$USEDPRICE]	Used copy price
[\$USEDCOUNT]	Number of used copies available
[\$COLPRICE]	Collectible copy price
[\$COLCOUNT]	Number of collectible copies available
[\$SALESRANK]	Sales rank
[\$WEIGHT]	Item weight
[\$FAVORITE]	Is this a favorite album?
[\$OUTOFPRINT]	Is this album out of print?

[[ \$MEDIAURL]]	Local copy of media
[[ \$OWNER]]	Owner of this album
[[ \$STATUS]]	Album status
[[ \$EXTERNALID]]	External ID for this Album
[[ \$INVENTORY]]	Album inventory count
[[ \$IMAGE1]]	IMG tag for the first image
[[ \$IMAGE2]]	IMG tag for the second image
[[ \$LARGEIMAGE1]]	IMG tag for the first large image
[[ \$LARGEIMAGE2]]	IMG tag for the second large image
[[ \$BESTIMAGE1]]	IMG tag for the first image. Looks for the large image, if not found uses the normal image
[[ \$BESTIMAGE2]]	IMG tag for the second image. Looks for the large image, if not found uses the normal image
[[ \$USER1 - USER10]]	User defined fields
[[ \$ROWKEY]]	The Album ID, this is a unique ID allocated to each album automatically as it is added to the database
[[ \$DISKCOUNT]]	Number of discs
[[ \$ARTISTURL]]	Artist web site
[[ \$LOANTO]]	Loaned to, borrower name
[[ \$LOANTO_EMAIL]]	Loaned to, borrower e-mail
[[ \$LOANTO_PHONE]]	Loaned to, borrower phone
[[ \$LOANDATE]]	Loan date
[[ \$LOANDUE]]	Loan due date
[[ \$LASTLOANDATE]]	The last date this album was loaned out
[[ \$LOANCOUNT]]	The number of times this album has been loaned out
[[ \$CURRENTDATE]]	The current date. This tag can be used outside of the BEGIN/END tags and is designed to be used as a report date.
[[ \$ITEM_COUNT]]	The number of albums printed. This tag must be used outside of the BEGIN/END tags, it can appear at the top or bottom of the report.
[[ \$ITEM_VALUE_TOTAL]]	The total value of the albums printed. This tag must be used outside of the BEGIN/END tags, it can appear at the top or bottom of the report.
[[ \$TEMPLATESDIR]]	URL pointing to the templates directory
[[ \$TIMERTOP]]	Tells Readerware to add the album play timer to the top of the summary view
[[ \$TIMERBOTTOM]]	Tells Readerware to add the album play timer to the bottom of the summary view

All keywords must be in uppercase as shown above. They can be in any order, but must appear between the [[ \$BEGIN\_READERWAREAW]] and [[ \$END\_READERWAREAW]] lines otherwise they will be ignored.

## Report Writer Disk Keywords

The following is a full list of the disk section keywords recognized by ReaderwareAW. These will be replaced by the appropriate data from the database.

[[ \$DISKNUMBER]]	Disk Number
[[ \$DISKTITLE]]	Disk Title
[[ \$DISKSIDEBREAK]]	For LPs, the first track on side 2
[[ \$UNITNUM]]	Unit number, the changer number, book number etc. where this album is stored
[[ \$SLOTNUM]]	Slot number, the slot number, sleeve number etc. where this album is stored
[[ \$RUNNINGTIME]]	Disk running time
[[ \$USER1 - USER2]]	User defined disk fields

All keywords must be in uppercase as shown above. They can be in any order, but must appear between the

[[ \$BEGIN\_READERWAREAW\_DISKS]] and [[ \$END\_READERWAREAW\_DISKS]] lines otherwise they will be ignored.

## Report Writer Tracks Keywords

The following is a full list of the tracks section keywords recognized by ReaderwareAW. These will be replaced by the appropriate data from the database.

[[ \$TRACKNUMBER]]	Track Number
[[ \$SIDEANDTRACKNUMBER]]	Display Side and Track Number for albums with a side break. i.e. A1, A2, B1 etc.
[[ \$TITLE]]	Track Title
[[ \$ARTIST]]	Track Artist
[[ \$COMPOSER]]	Track Composer
[[ \$CONDUCTOR]]	Track Conductor
[[ \$ORCHESTRA]]	Orchestra
[[ \$SOLOIST]]	Soloist
[[ \$WORK]]	Work
[[ \$WRITER]]	Track song writer
[[ \$RUNNINGTIME]]	Track running time
[[ \$FAVORITE]]	Favorite track
[[ \$PLAYLIST]]	Track on playlist
[[ \$BONUSTRACK]]	Bonus track, not on original album
[[ \$PLAYED]]	Number of times the track has been played
[[ \$BPM]]	Beats per minute
[[ \$COMMENTS]]	Comments
[[ \$MEDIAURL]]	Local copy of media
[[ \$USER1 - USER2]]	User defined track fields

All keywords must be in uppercase as shown above. They can be in any order, but must appear between the [[ \$BEGIN\_READERWAREAW\_TRACKS]] and [[ \$END\_READERWAREAW\_TRACKS]] lines otherwise they will be ignored. Normally the tracks section itself is embedded within the disks section.

## Keyword Modifiers

The following is a full list of the modifiers that can be applied to any of the report writer keywords. These will modify the database values, i.e. display the database value in uppercase.

-U	Display the value in uppercase
-L=n	Limit the value displayed to at most <i>n</i> characters
-S=n	Display the value starting at the <i>n</i> th character. This is relative to 0.
-Y	Used with date fields, this will display the year only instead of the full date.
-H	Hide if empty. Do not display anything if this field is empty. For example[[ \$IMAGE]] will display the default image if there is no cover art. [[ \$IMAGE-H]] will display nothing if there is no image.
-H=text	Display the specified text if the database field is not empty. If the field is empty, nothing is output. Suppose you want to display the release date in brackets, but you don't want to display empty brackets if there is no date. Use [[ \$DATE-H=()]]

The modifiers must immediately follow the report writer keyword. For example:

[[ \$ARTIST-U]]

This will display the artist in uppercase.

You can apply multiple modifiers to a keyword. For example:

[[ \$ARTIST-U-L=3]]

This will display the first three characters of the artist in uppercase.

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## Printing Barcodes

Readerware lets you print barcodes from a number of fields in your database, ISBN, item ID etc. Use barcodes to identify your books, to help with shelving etc.

For example you can assign your own asset number to each book in your database. Enter your asset number in the User Number database column. You can print User Number barcode labels and apply them to all books. Then to checkout a book you can select a User Number search and scan the barcode.

You can print Dewey Decimal Number labels. Apply these to your books and you can use the Dewey Decimal Number to help shelve your books.

## Selecting the items to print

Readerware will print barcodes for the current search results or selected items. Start by [searching](#) your database to list the items you want to print. For example you could do a Date Entered search to list all new items.

You can select items from the list of returned results if applicable. To select your first item, just click on it. To add another item, use the standard list selection keys for your operating system to select other items or a range of items. For example on Windows hold down the Ctrl key on your keyboard and click on the next item. On Mac OS X hold down the Command key and click on the next item. To select a range of items, hold down the Shift key and click on an item, all items between the new and previous selections are now selected.

Now select **File->Print->Barcodes**.

## Printing Barcodes

**Select and setup your printer** - You can print barcodes on any ink jet or laser printer using label sheets. Readerware also supports Dymo LabelWriter label printers which take label rolls.

**Select the items you want to print** - You can print the current search results or selected items.

**Choose your label stock from the list** - Readerware supports Avery 5160/8160 label sheets on any ink jet or laser printer. If you have a Dymo LabelWriter printer select either the 30252 address labels or 1738595 barcode labels. The address labels normally work best, they are easier to find in stores and are bigger. They can hold both the barcode and additional text. The Dymo barcode labels are smaller and have room for a barcode only.

**Select the database field you want to use as the source for the barcodes** - ISBN, UPC, Book ID, User Number etc.

**Add a line of text to your label** - You can optionally add a single line of text that will be output below the barcode. For example you could add a line identifying your organization, a property of line etc.

You can also include a mini template in this field to print data from your database. For example:

```
[[ $BEGIN_READERWARE ]][[ $TITLE ]][[ $END_READERWARE ]]
```

will include the book title on the barcode label.

Click on the **Print** button to print your barcode labels.

## Tips on Printing Barcodes

Readerware picks the barcode symbology based on the source column you select. You should make sure that the data is valid. If not you may have problems encoding the barcodes. For example if you have an invalid ISBN, the barcode may not print.

When printing User Number barcode labels, keep the data short to ensure it will fit on the barcode label. 6-10 letters and/or numbers will work fine, longer and you may find that the barcode overflows the label.

You can include one line of text to be printed below the barcode assuming the label is big enough. For example you could add "Property of your local library" to the label.



You can also include a mini template in this field to include data from your database. This is a very powerful feature, it uses the same keywords as the report writer. ([Book keywords](#), [Music keywords](#), [Video keywords](#)). Some examples:

[[ \$BEGIN\_READERWARE ]][[ \$TITLE ]][[ \$END\_READERWARE ]]  
will include the book title.

[[ \$BEGIN\_READERWARE ]][[ \$AUTHOR-U-L=3 ]][[ \$END\_READERWARE ]]  
will include the first three characters of the author in uppercase.

Dymo labels can fade over time if exposed to sunlight or fluorescent light. You should consider label placement when choosing Dymo labels.

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## Printing Spine Labels

Readerware lets you print Dewey Decimal Number and Call Number spine labels. You can use these labels to help shelve your books.

### Selecting the items to print

Readerware will print spine labels for the current search results or selected items. Start by [searching](#) your database to list the items you want to print. For example you could do a Date Entered search to list all new items. You can select items from the list of returned results if applicable. Now select **File->Print->Spine Labels**.

### Printing Spine Labels

**Select and setup your printer** - You can print spine labels on any ink jet or laser printer using label sheets. Readerware also supports Dymo LabelWriter label printers which take label rolls. You can select the paper orientation. portrait or landscape. Note when using a Dymo label printer that Landscape is the default orientation.

**Select the items you want to print** - You can print the current search results or selected items.

**Choose your label stock from the list** - Readerware supports several Avery labels both US legal and A4 sizes. If you have a Dymo LabelWriter printer select the Dymo label stock

**Select the database field you want to use as the source for the spine labels** - Dewey Decimal Number, Call Number or None. Based on your selection you can also set options that control how the number will print. Some Dewey Decimal Numbers will include a truncation mark, normally a slash. Readerware can print the full number or truncate it. Normally Call Numbers are broken into multiple lines so that they will be visible on the spine of a book, but you can also print them on a single line. If you select None, then only the text line will print.

**Add a line of text to your label** - You can optionally add a single line of text that will be output below the label text. For example you could add a line identifying your organization, a property of line etc.

You can also include a mini template in this field to print data from your database. For example:

```
[[ $BEGIN_READERWARE ]][[ $TITLE ]][[ $END_READERWARE ]]
```

will include the book title on the label.

Click on the **Print** button to print your spine labels.

### Tips on Printing Spine Labels

You can include one line of text to be printed below the text assuming the label is big enough. For example you could add "Property of your local library" to the label.

You can also include a mini template in this field to include data from your database. This is a very powerful feature, it uses the same keywords as the report writer. ([Book keywords](#), [Music keywords](#), [Video keywords](#)). Some examples:

```
[[ $BEGIN_READERWARE ]][[ $TITLE ]][[ $END_READERWARE ]]
```

will include the book title.

```
[[ $BEGIN_READERWARE ]][[ $AUTHOR-U-L=3 ]][[ $END_READERWARE ]]
```

will include the first three characters of the author in uppercase.

Dymo labels can fade over time if exposed to sunlight or fluorescent light. You should consider label placement when choosing Dymo labels.

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## General Preferences

Readerware General Preferences are used to configure basic options such as the user interface, startup, logging etc.

### Look and Feel Preferences

Readerware supports multiple "look and feel" implementations. The choices available will depend on the platform you are using, Windows, Macintosh etc. The look and feel determines how components such as buttons and list boxes etc. look and behave. It also controls how a component reacts to mouse and keyboard input.

If the **Show tooltips** option is checked, Readerware will display tooltips for buttons etc.

If the **Include images on menus** option is checked, Readerware will include icons for many menu bar items.

### Browser Preferences

The browser preferences determine how Readerware launches your browser.

Readerware will normally find your default browser automatically. If the **Let Readerware find your browser automatically** option is turned on, Readerware will then determine the location of your browser from the operating system. If for some reason this does not work or if you have multiple browsers installed and want Readerware to use a specific browser, clear this option and select the browser

### Media Player Preferences

The media player preferences determine how Readerware launches your media player.

Readerware will normally find your default media player automatically. If the **Let Readerware find your media player automatically** option is turned on, Readerware will then determine the location of your media player from the operating system. If for some reason this does not work or if you have multiple media players installed and want Readerware to use a specific program, clear this option and select the media player.

### Logging Preferences

The logging options determine when Readerware will create log files.

When the **Enable user logging** option is checked, operations such as [auto-catalog](#), [import](#) etc. will produce a log file. Click on the **View Log** button when the operation completes to see the log.

When the **Enable Readerware logging** option is checked, Readerware will create a full session log to assist in problem resolution. This should only be turned on at the request of Readerware Support as it can impact performance.

### Startup Preferences

These options control what operations Readerware performs as it starts.

If the **Show tip of the day** option is checked, Readerware will display a tip window with help on commonly used features of the program. A different tip is displayed each time you start Readerware. You can page through the tips and close the window when you are done. After you have become familiar with Readerware, you can turn this option off.

If the **Show splash screen** option is checked, Readerware will display a progress window as it starts.

If the **Start in Edit Mode** option is checked, Readerware will start the program in edit mode, i.e. you can edit cells in the [table view](#). If not checked Readerware is started in navigation mode and you can click on links to refine the search results.

If the **Start in Return Mode** option is checked in the Readerware Loan Client, it will start the program in return mode, If not checked the Readerware Loan Client is started in loan mode.

## Exit Preferences

There preferences control which operations Readerware performs at exit.

When Readerware is run for the first time, it displays the main window in a default position and at a size that will fit on a basic screen. You can resize and move the window to meet your needs.

When the **Remember size & position** option is set, Readerware will remember the size and position of each window when you close the application and restore them next time you start the application. There are two basic ways to use this feature:

- You can leave **Remember size & position** on and always have your windows open at the location you left them when you last closed Readerware.
- Establish a new default position and size and select the **Edit->Save Window Positions** menu item and turn this option off. Readerware will then open windows at your default location and size rather than the last used location and size.

When the **Prompt for backup if database changed** option is set, Readerware will display a backup reminder dialog whenever you close the program after making changes to the database. If you close Readerware without making any database changes, Readerware closes as normal. The backup reminder dialog will give you a chance to backup your Readerware database and safeguard your data. If you turn this option off, remember to backup your database regularly by selecting the **File->Backup Database** menu item.

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# Toolbar Preferences

Use this panel to change how toolbars are displayed.

## Display options

You can choose to display toolbars with icons and labels, icons only or labels only.

The default is to display both icons and labels. Once you are familiar with the toolbar you can turn off the labels to reduce the size and clutter.

## Button tooltips

If checked Readerware will display a popup window when you hold the mouse over a toolbar button. If clear no tooltips are displayed.

The tooltip will display a more detailed description of what the button does. A good combination is to turn off labels and turn on tooltips. You have a smaller toolbar and can display the tooltip if you ever forget what a button does.

## Icon sizes

You can display the toolbar icons in the following sizes:

Small	24 pixels
Medium	32 pixels
Large	48 pixels

## Toolbar item selection

You can choose to add additional functions to the standard toolbar:

- **Web Display/Browser** - Click to display the current item at your default site
- **Preferences** - This dialog.
- **Bulk Editor** - Launch the [bulk editor](#) wizard
- **Auto-Update** - Launch the [auto-update](#) wizard
- **Default search** - Run the [default search](#).
- **Views list** - The views list is a drop down list containing all your views. You can easily switch views by selecting from the list.
- **Saved searches list** - The saved searches list is a drop down list containing all your saved searches. You can easily run a saved search by selecting from the list.

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## Update Preferences

Readerware can check for product updates at regular intervals. Using this preferences panel you can turn the update check on and off, set the interval and manually check for updates.

### Check for updates automatically

If checked Readerware will check for updates at the specified interval. If cleared Readerware will never check for updates.

If update checking is turned on you can set the interval in days. If you set the interval to seven days, Readerware will next check for updates in seven days time and every seven days after that.

We do recommend that you check for updates regularly.

### Check Now

You can check for updates at any time by clicking on the **Check Now** button.

If a new version is available Readerware will display the latest version number and enable the **Go to Download Page** button. This will launch your browser and take you to the Readerware web site where you can download the latest version.

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## View Preferences

This panel is used to maintain your [views](#) and change global view options.

## Sort Preferences

### Case sensitive

Readerware searches are normally case insensitive. An example of a case insensitive sort is:

Smith, jane  
Smith, John  
Smith, joseph

If you check the **Case sensitive** box, the same search results would be displayed in the following sequence:

Smith, John  
Smith, jane  
Smith, joseph

### Ignore initial articles

If the **Ignore initial articles** box is checked Readerware will ignore articles of speech at the start of a field, (A, An and The). For example:

A Murder in Mayfair  
The Murder Room  
Murder Scholastic  
A Murder Too Many

If the **Ignore initial articles** box is cleared, the same titles will be sorted in the following sequence:

A Murder in Mayfair  
A Murder Too Many  
Murder Scholastic  
The Murder Room

Readerware can also switch the titles for you. If you prefer to format the title as Murder Room, The use the Readerware [Bulk Editor](#) to reformat the title.

### Strict alphabetical title sort

If the **Strict alphabetical title sort** box is checked, articles of speech found anywhere in the title field are ignored, (A, An and The). Spacing and punctuation are ignored, the title is sorted in strict letter by letter sequence. For example:

The Harder They Come  
Hard Feelings

All spacing is eliminated and e comes before f so the titles will be listed in the above order.

If the **Strict alphabetical title sort** box is cleared, the titles would be listed in the following sequence:

Hard Feelings  
The Harder They Come

This assumes that the **Ignore initial articles** box is checked.

This option is only used when sorting by title.

### Alphanumeric sort

By default Readerware sorts are alphabetic. This can cause some problems when a field contains a combination of alphabetic

and numeric data. An example of an alphabetic sort is:

Model 11  
Model 3  
Model 8

If you check the **Alphanumeric** box, the same search results would be displayed in the following sequence:

Model 3  
Model 8  
Model 11

## Focus

You can determine which component receives the input focus when Readerware displays the search results.

**Current view** - The focus will be placed in the view and you will be able to use the cursor movement keys to select items and scroll the view.

**Search bar** - The focus will be placed in the search bar for field and you will be able to enter a new search.

## View Maintenance

To create a new view, select an existing view on which to base your new view and click on the **Copy** button. You will be prompted to enter a name for your new view.

To rename a view, select the view in the list and click on the **Rename** button. You will be prompted to enter a new name for the view. Note that you cannot rename one of the default views.

To delete a view, select the view in the list and click on the **Delete** button. There is no confirmation, the view is removed from the list immediately. If you make a mistake and delete a view in error, simply hit the preferences **Cancel** button and the view will not be deleted. Note that you cannot delete one of the default views.

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## Table View Preferences

This panel is used to change table view preferences.

### Display Preferences

#### Use system row background color

If checked Readerware will query the operating system for the table row background color. If cleared Readerware will use a white row background.

#### Alternate row background color

Readerware can display alternate row background colors, i.e. even numbered rows in one color, odd numbered rows in another color. If checked Readerware will display alternating row background colors. If cleared Readerware will display all rows with the standard background color.

This option is on by default on Mac OS X, it is off by default on all other platforms.

#### Display single result in detail view

When a search returns a single result you have the option of displaying this item in the table view as a single row or in the detail view, just as if you had selected the detail view from the table.

If checked Readerware will display a single result in the detail view. If cleared Readerware will display it in the table view.

#### Highlight links in table

When in navigation mode Readerware can highlight links in the table similar to a browser. In Readerware you can click on a link to refine the search results, i.e. click on an author link to display all books by that author.

If checked Readerware will highlight links. If cleared Readerware will not highlight links but the mouse pointer will still change as it goes over a link and the link will still function.

### Table View Maintenance

To show and hide columns in a view, select the view in the left list, then select the column in the right list. Double click on any column to toggle its status. A check mark indicates the column is shown in the view, an X indicates the column is hidden.

To show all columns click on the check mark button. To hide all columns click on the X button. You can then set the state of individual columns as described above.

To change the order of columns in a view, select the column in the right list. Use the **Up/Down** arrow buttons to change the position of the column in the view.

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## Tree View Preferences

This panel is used to change tree view preferences.

### Expand tree view on open

If checked the tree is fully expanded on open. If not checked only the top level nodes are visible on open. Note: you can expand or collapse the tree view at any time by right clicking on it and selecting from the popup menu.

### Default Sort

You can set the default sort for the tree view. The column you specify becomes the folder node in the tree view and the data is sorted in ascending sequence.

### Folder Node Display Preference

When you select a folder node in the tree view, Readerware displays all the items under this node in the right hand panel. You can choose to use the Thumbnail or Table view to display these items.

### Tree View Maintenance

When using the table view to display the folder node contents you can determine which columns are displayed.

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## Thumbnail View Preferences

This panel is used to change thumbnail view preferences.

### Show Titles Under Thumbnail

If checked the item title will be displayed under the thumbnail, image.

### Show Toolbar in Thumbnail View

If checked the thumbnail toolbar will be displayed. You can use this to scale the images, change the sort sequence etc.

### Sort Thumbnails By

You can specify up to three columns to use when sorting the thumbnails for display.

### Thumbnail Sizes

You can set the minimum, preferred and maximum size of the thumbnails.

Readerware will display the thumbnails in your preferred size. You can scale them between the minimum and maximum values you specify.

Note: Readerware preserves the aspect ratio when scaling images.

### Thumbnail Popup Template

When you hold your mouse over a thumbnail, Readerware displays a popup containing more information about the item. Readerware uses an HTML template to layout the popup contents.

You can edit this template to display the information just the way you want it. This template uses the same format as the report writer templates.

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## Detail View Preferences

This panel is used to change detail view preferences.

### Image Preferences

Readerware can display thumbnail images in the detail view panels. You can choose to display the first, the first two, the last or no images. You can also specify the image location.

### Default Tab

Readerware normally selects the Summary tab when the detail view is displayed. You can change that and make any tab the default.

### Summary Display Templates

Readerware uses an HTML template to layout the summary panel. You can choose from the list of installed templates to determine the format of the summary panel.

You can also create and install your own templates. These templates use the same format as report writer templates.

### Default Display Type

Using the display type you can control how much information Readerware displays in the detail view.

Normally Readerware uses the Standard format but you can change the default format to meet your needs.

### Dialog Preferences

Readerware displays confirmation dialogs as you add or update a record. You can turn these dialogs off if you find them intrusive.

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## Search List Preferences

The Readerware search bar lets you easily search your database on virtually any field. Using this preferences panel you can customize the search bar, hide searches you never use and organize the search list to meet your needs.

### Search List

Searches displayed with a green check mark are included in the search bar, those displayed with a red X are hidden. Double-click on an entry to toggle its state.

To change the order of a search entry in the list select it and use the arrow keys to move it up or down.

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## Site Preferences

Readerware Site Preferences are used to customize the site drop down lists used for cataloging and ordering. You can also choose a default site to use when displaying an item in your browser.

### Import URL List

The Import URL list is used by auto-catalog. The auto-catalog drop down list will include the sites you select in the order specified.

Sites displayed with a green check mark are included in the list, sites displayed with a red X are hidden. Double click on an entry to toggle the selection.

-  - Site will be included in the list
-  - Site is hidden

To change the order of a site in the list, first select it and then use the arrow buttons to move it up or down.

The first active site in the list is used when you display the current product in your browser.

### Order URL List

The Order URL List determines which sites will be searched when you run a price check or place an order from your [want list](#). You configure this list in the same way you configure the import list.

### Display at URL List

The Display at URL List is used to choose the web site you want to display an item at when you select the **Browser** toolbar button from the main window or Want List, double click on an item in the table view etc. You can only select a single site from this list, the item will be displayed at that site, i.e. Amazon, Discogs etc.

If the **Browser button should override site selection with Source column** option is checked, Readerware will use the site the item was cataloged from, i.e. the contents of the Source column, to determine which site to display the item at.

After displaying the item at your preferred site you can look for similar items to add to your collection, order the item etc.

### The Button Panel

Once you have made your changes, click on **OK** to save them and have them take effect. Click on **Cancel** to discard your changes. Note you only have to click on **OK** when you have finished all your changes, you can move between panels and only click **OK** when you are done. This will close the Readerware preferences dialog.

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## Database Preferences

Preferences are normally stored by user, database preferences are the exception. Database preferences are stored in the database itself.

This means that each database can have different settings, column names, access mode etc.

Expand the **Database** node in the tree and select one of the database preferences panels.

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## Database Settings

Use this panel to change Readerware database options, these control how Readerware stores and displays your data.

### Run Default Search on Open

If checked Readerware will run the default search whenever you start the program or open a new database.

With this option on you will see the results of your default search when you start Readerware. With it off you will see a blank page. Turning this option off can improve startup time.

### Include Image Support

If checked Readerware will automatically add images for each item you catalog using auto-catalog or drag & drop. You will be able to manually add images for other books.

Images can take up a lot of space, so if you do not need them you can clear this option and no images will be stored.

### Include Want List in Searches

If checked Readerware will include your want list in database searches. If not checked, want list items are excluded from database searches. An item is determined to be in your want list if the status is Want or Ordered.

*Note:* This applies to all database searches except when you are searching by Status. If you search the database for items with a status of Want or Ordered, they will always be returned regardless of how this option is set.

### Refresh History

If checked Readerware will automatically reload result pages that have changed when they are accessed using the navigation buttons, **Home**, **Back**, **Forward**. If unchecked, the page is displayed as is. This may mean that the page does not reflect the current database state. It is normally OK to leave this option checked but if reloading a page from history becomes too slow because the database has grown very large, you can turn this option off.

### Allow Duplicate ISBNs/UPCs

If checked Readerware will allow duplicate primary keys in the database, the ISBN of a book, the UPC of an album or video. If not checked, Readerware will reject duplicates.

## Date Preferences

Readerware can display dates in one of three formats, the full date, month and year or year only. Sometimes you don't have the full date, you might know the exact date you purchased an item but might only know the year an item was released.

Select the date you want to change from the list and then set the appropriate option.

## View Preferences

By default Readerware uses the Table View when you start the program and whenever you change databases.

You can change the [default view](#) and Readerware will use this view at startup and whenever you change databases.

You can also select a specific for each database. If this setting is set to "None", then Readerware will use the default view you have set when opening this database. If you select a specific view, Readerware will use this view whenever you open this database.

It is possible to set a different view for each database.

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# Database Access Preferences

Use this panel to specify how the database should be accessed, set a password etc.

## Database Open Dialog

If the **Standard Open Dialog** option is selected Readerware uses the standard operating system file selection dialog and you can open your local database.

If the **Advanced Open Dialog** is selected Readerware will use a custom dialog that will let you open a standard database, connect to an external database or connect to a Readerware Server.

Connecting to an external database or a Readerware server requires Readerware Client/Server Edition. If the Advanced Open Dialog option is disabled, you don't have Readerware Client/Server Edition. Upgrades are available on the website.

## Database Access Mode

The database access mode is the mode Readerware will use when a database is opened. Choose from:

- **Full Access** - You have full access to the database
- **Checkout Mode Access** - You can check items in and out but no other updates are permitted
- **Read Only Access** - You can search and browse the database, no updates are permitted

You can optionally disable access to preferences in read only or checkout modes.

If the database access mode has been set to read only or checkout mode, you can request full access to the database later using the **Edit->Request Update Access** menu item.

If the require password option has been set, you will have to enter the password before full access will be granted.

You can use this option to restrict full access to authorized users. For example if you set the mode to checkout, users will be able to search, browse and checkout items. If you are an authorized user you can request full access, supply the password and you will be able to update the database.

The next time Readerware is started the access mode is set to checkout mode again.

If a password has been set, you will need to provide the existing password before you can change these settings.

## Open recent menu item count

The **File->Open recent** menu item can be used to switch between databases. By default it holds the last six accessed databases. You can change this to a value between 2 and 25.

## Client/Server auto reconnect option

When running in client/server mode, Readerware can automatically reconnect to the Readerware server when the connection is dropped.

When you select a function that requires database access, Readerware will check that a database connection is available. If a connection is not available it will attempt to reestablish the connection. If successful, the default search is run and you will need to select the function again.

If Readerware cannot reconnect to the server, the Database Chooser is displayed.

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# Database Column Names Preferences

Use this panel to change the database column names. You can change the names for any purpose. Maybe you just prefer another name, maybe you are using Readerware to catalog different items, maybe you would like to use another language. The name you choose will be displayed as column headings in the table view as field names in the detail view etc.

Any name you change will be unique to this database. Each database can have a different set of column names.

## Column names table

All the database columns are displayed in a table. There are three columns in this table.

The first column contains the database column name. This column is read only, it cannot be changed.

The second column is the standard Readerware column name, i.e. the default column name that is displayed in the table view, the detail view etc. This column is read only, it cannot be changed.

The final column is the new column name, the name you want to use whenever this column is displayed. You can enter the new name in this column. Find the column you want to change by scrolling through the table. Enter your preferred name in the third column. For best results you should try and keep your name to about the same length as the Readerware name.

Normally Readerware uses the same name for both the table and detail views. Readerware automatically adds a colon to the detail view label, i.e. "Title:". However there are a couple of columns where Readerware uses different names for the table view and detail view. For example take a look at the Readerware name for the Cover Condition column:

Cover Condition | Cover

In this example there are two names separated by the | character. The first name is used as the table view column name and the second is used as the detail view label. In this instance we have shortened the column name in the detail view. You can use the same technique when defining your column names.

To remove an individual column name just click in the cell and delete the contents.

## Sorting the table

You can sort the column names table on any of the three columns. Normally the table is sorted on the Readerware name column. Notice the sort icon in the column header. To change a column name scroll the table until you see the Readerware column name you want to change.

What if you want to see which column names you have changed. You could simply scroll the table looking for rows with an entry in the New name column. But there is another way. Click on the New name column header. This sorts the table by the New name in ascending sequence, i.e. all the empty columns come first. Click on the column header again to toggle the sequence and display the New names in descending sequence. Now all the column names you have changed jump to the top of the table.

## Restoring the standard column names

If you decide you want to go back to the standard column names, click on the **Restore default column names** button. All data in the third table column will be deleted and Readerware will use the default column names.

## The Button Panel

Once you have made your changes, click on **OK** to save them and have them take effect. Click on **Cancel** to discard your changes.

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## User Defined Column Preferences

The Readerware User Columns Preferences tab is used to define additional columns in the Readerware database. These can be used for whatever information you want.

Once activated the columns can be [added to the table view](#), and will be automatically displayed in the [detail view](#). You can also perform searches on user defined columns.

To activate a column, check the **Active** check box.

Enter the **Column Title**, this value will be displayed as the column header in the table view, as the tag name in the detail view, and as the search choice in the [search bar](#).

Select the column type:

- **Text Field** - This is a single line text field that can contain any alphanumeric data
- **Whole Number Field** - This is a single line field that can only contain whole numbers. The contents of this field will be displayed right aligned. When sorting on this column, Readerware performs a numeric sort.
- **Yes/No (Checkbox) field** - A boolean field that can contain a Yes or No value. This field behaves like all Readerware boolean fields. In the table view it displays as Yes or No, in edit mode you can change the value by selecting from a list. In the detail view this field is displayed as a checkbox.

When adding a new field you can use the [Bulk Editor](#) to set an appropriate default value. For example when defining a new whole number field you might want to set a default value of 0.

To remove a column, clear the Active checkbox. Note that this does not remove the column or the data entered from the database, it simply removes it from display.

## The Button Panel

Once you have made your changes, click on **OK** to save them and have them take effect. Click on **Cancel** to discard your changes.

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# Database Backup Preferences

Readerware Database Backup Preferences are used to determine when and how Readerware backs up your database.

## Automated Backup

Readerware can automatically back up your database. You decide where the backup files are stored and how many backup files you want to keep. Readerware can create a new backup automatically when you close the program or on request.

As new backup files are created Readerware takes care of deleting older backup files so you can control the amount of space used for backup files.

If you use a cloud drive like Dropbox, OneDrive or Google Drive, Readerware can save your backup files to your drive folder and they will be synced to the cloud.

Use the options on this page to configure how Readerware backs up your database.

## Exit Preferences

If you update your database Readerware can prompt you at exit to backup your database. If this option is checked Readerware will display the prompt. You can select **Yes** to start the backup, **No** to close Readerware without running the backup or **Cancel** to return to Readerware.

When you select the **Yes** option to backup your database, one of two things will happen based on your automatic backup settings. If the **Use automatic backup settings** option is checked, Readerware will run the automatic backup and exit. If the option is not set, Readerware will launch the [Backup Wizard](#) and you can select your options and view the results as you run the wizard.

The **Reset database changed setting on manual backup** option determines what happens after you manually backup your database using the **File->Backup Database** menu item. If not set and you updated the database during the current session, the backup is run. If set and you updated the database, ran a manual backup but did not make any more changes after the manual backup, the database is considered to be unchanged so no backup runs at exit.

## Automatic Backup Settings

Start by checking the **Use automatic backup settings** option. The other fields will be disabled until this option is checked.

To set up an automatic backup you must tell Readerware where to store the backup files, the folder you want Readerware to store them in. Click on the **Browse** button to select the folder. You also need to tell Readerware how many backup files you want to keep. This can be between 5 and 25 backup files.

By default the automatic backup settings are only used when you close the program. If you select the **File->Backup Database** menu item, Readerware will launch the [Backup Wizard](#). If you would like Readerware to run an automatic backup when you select this menu item, check the **Use automatic backup settings for manual backup** option.

## How the automatic backup works

When an automatic backup is run Readerware will create a new backup file. The file name will consist of the database name and a date and time stamp. For example if you have a database called "Books" Readerware might create a backup file called "Books Backup 2018-11-21 15-46-36.zip". The time stamp uses a 24 hour clock, so each backup file name will be unique and you can backup any number of times each day. After creating the new backup file Readerware will delete any extra backup files over your count setting.

When you close Readerware without changing the database, Readerware will just close, no backup is run.

If only the **Use automatic backup settings** option is checked, Readerware will automatically backup your database at close whenever the database has been changed.

If both the **Prompt for backup at exit if database changed** and the **Use automatic backup settings** options are checked,

then Readerware will first ask you if you want to backup your database. If you reply **Yes** then the automatic backup is run.

If neither the **Prompt for backup at exit if database changed** or the **Use automatic backup settings** options are checked, then Readerware will just close without backing up your database. You should only use these settings if you are backing up your database another way.

If your database is fairly small, you can run the backup every time. However if your database is quite large the backup could take some time. In this case you can select the prompt option too and maybe run the backup when you are done for the day.

It is essential to backup your database regularly to protect your valuable data. Readerware automatic backup makes this process efficient and painless.

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## Database Duplicate Preferences

Use this panel to choose which fields are used when Readerware checks for duplicates.

You might consider books with the same author and title to be duplicates. Select those columns and when you do a duplicates search, Readerware will use those columns when matching records.

What about format? Do you consider hardcover and paperback copies of the same title to be duplicates? If you do matching on Author and Title is fine. If not you can tell Readerware to match on Author, Title and Format.

### Database Columns

Columns displayed with a green check mark are used for duplicate matching, those displayed with a red X are not. Double-click on an entry to toggle its state.

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# Contributor Preferences

Use this panel to control how contributors like Author and Artist are displayed, sorted and searched.

## Contributor Name Display

Readerware maintains the name of each contributor in two formats, one for display purposes and one for sorting. You can edit either one in the contributor dialog. By separating the display and sorting of names you have a lot of options to control how names are displayed and sorted.

You can control how Readerware uses these names by choosing one of the following options. Assume the display name is **Agatha Christie** and the sort name is **Christie, Agatha**.

- **Use display name only** - The name is displayed as **Agatha Christie** and is sorted under **A**.
- **Use sort name only** - The name is displayed as **Christie, Agatha** and is sorted under **C**.
- **Use display and sort names** - The name is displayed as **Agatha Christie** and is sorted under **C**.

## Search Options

Normally when you select a contributor search, Readerware sets the operator to "is" and Readerware looks for an exact match. You can change this so that Readerware sets the operator to "contains".

For example, if you search for albums by selecting **Carole King** from the list, Readerware returns a list of albums where she is the only artist.

If you do a contains search, Readerware will return albums by **Carole King**, **Carole King & James Taylor** etc.

If the **Force a "contains" search** option is checked, Readerware will set the "contains" operator automatically whenever you select a contributor search.

Normally when you use type ahead to select a contributor, Readerware looks for an exact match. i.e. if the contributor name contains accented characters you must type that character to match.

You can also tell Readerware to strip accents in type ahead. Now if you enter "Sine", Readerware might select "Sinéad O'Connor" for example.

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## Image Preferences

Use this panel to control how Readerware handles images.

### Scaling Images

Readerware can automatically scale images as they are added to the database.

By default images are accepted as is unless they are too large to fit into the database. In this case images will be scaled to fit.

You can choose to always scale images to a set size. You can scale small and large images independently.

Readerware always preserves the image aspect ratio so the final image may not be exactly the size you specify.

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## Font Preferences

Use this panel to change the fonts Readerware uses for the different views.

### Font options

Start by selecting the User Interface Component you want to change the font for:

- Table View
- Tree View
- Fish Eye View
- Thumbnail View (Popup)
- Detail View
- Toolbars
- Menus

### Font Settings

You can select font face name, the style and the size of the font:

- Face Name - Select the desired font from the list. All your installed fonts are displayed.
- Style - Choose from Plain, **Bold**, *Italic* and ***Bold Italic***.
- Size - The desired point size, you can select from the list or enter the point size.

A sample of the selected font is displayed.

### Buttons

To restore the default font choices, click on **Restore Default Fonts**.

To save your changes click on **OK**. To leave preferences without saving your changes click on **Cancel**.

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# Hotkey Preferences

Use this panel to assign a Readerware function to any of the 12 function keys.

## Hotkey Selection

This preferences panel contains a two column table that lists all 12 keyboard function keys and the Readerware function assigned to that key. You can assign a Readerware function like auto-catalog or printing reports. Select the function from the drop down list.

## The Button Panel

Once you have made your changes, click on **OK** to save them and have them take effect. Click on **Cancel** to discard your changes.

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# Auto-Catalog Preferences

Use this panel to choose which fields are extracted when cataloging, default values for fields not found etc.

## Database Columns

Columns displayed with a green check mark are extracted, those displayed with a red X are not. Double-click on an entry to toggle its state.

## Default Value

Select a column in the above list. The default value field will change allowing you to enter or select an appropriate value for the column.

You can assign default values to a column regardless of its extraction state. If the column is being extracted, the default value is only used if no data is found during extraction. If the column is not being extracted, the default value is always used.

## Not Found Items

When an item is not found by auto-catalog, Readerware can add a dummy record to the database. The record will have a title of "Not found". You can search for this title to help identify items that were not cataloged.

## Amazon Access

Some Amazon sites provide two modes of access, regular web access and an API for data retrieval. If this option is checked, Readerware will use the Amazon API when available.

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## Proxy Preferences

The Readerware Proxy Preferences tab is used when you access the internet through a proxy server. You specify the name and port of the proxy server. See your system administrator if you need help with proxy settings.

**HTTP Host** - Enter the name of the proxy server host used for normal HTTP access.

**HTTP Port** - Enter the port number of the proxy server host used for normal HTTP access.

**Security Host** - Enter the name of the proxy server host used for secure HTTPS access.

**Security Port** - Enter the port number of the proxy server host used for secure HTTPS access.

### The Button Panel

Once you have made your changes, click on **OK** to save them and have them take effect. Click on **Cancel** to discard your changes. Note you only have to click on **OK** when you have finished all your changes, you can move between tabs and only click **OK** when you are done. This will close the Readerware preferences dialog.

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## Mobile Preferences

Use this panel to choose which fields are transferred to Readerware Mobile.

### Database Columns

Columns displayed with a green check mark are transferred, those displayed with a red X are not. Double-click on an entry to toggle its state.

### Maximum Length

Select a column in the above list. The contents of the maximum length field will change allowing you to enter a maximum length for the column. Memory can be at a premium on mobile devices. This lets you limit the amount of data sent to your Readerware Mobile device. For example you might want to include the beginning of the item info field so that you have an idea of the contents, but limit the amount of data sent as this field can contain a lot of data.

### Image Size

When transferring images choose a size that matches your device. The default setting uses the recommended size for your device when using network synchronization. It uses medium sized images when exporting. You can override this and choose a specific size that will be used by both network synchronization and export.

You can also set the image size on the device itself. If you intend to set the image size on the device, you must set the image size here to **Use device defaults**. If you set a specific image size here, it will override device settings.

### Network Synchronization

When network synchronization is enabled you can synchronize your Readerware database with your Readerware mobile device over your home network. This is a quick and easy way to synchronize your data.

When enabled Readerware will listen on the specified network port for synchronization requests. Your current IP address is displayed. You can use this to initiate the synchronization request from Readerware Mobile.

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## Loan Preferences

Use this panel to maintain loan related preferences.

### Loan Defaults

**Default Loan Period (in days)** - When you check out a book, the loan tracker sets the default return date. This is specified as the number of days, the default is 7 days.

### Loan Dialog Focus

Choose which field initially gets the keyboard focus when the loan dialog is displayed.

**Name field** - Choose this option when selecting the borrower by name. The name field will get the focus and you can type the first few characters of the name or select from the drop down list.

**ID field** - Choose this option when selecting the borrower by ID. The ID field will get the focus and you can scan a library card barcode or enter the ID.

### Loan Statistics

Readerware can optionally track the number of times an item has been loaned out and the last loan date.

This information can help you decide which items are popular and which can be removed from your library.

If you do not need to track loan statistics, you can turn this option off.

### Database Searches

Normally Readerware displays loan information only when you use a Loan search. Loan searches return loans, other searches return items. For example suppose you have 5 copies of a book with 3 copies on loan. If you search for books on loan, Readerware will return this book 3 times with the appropriate loan information for each copy. A normal search will just return the item once so it is not possible to report accurate loan information.

There are times though when it is useful to have basic loan information when running a normal search. You can request that Readerware always include loan information by checking the **Always return loan information** checkbox. Readerware will now include information from the first loan in all searches.

If you have entered each copy of an item separately in the database, this will enable you to determine at a glance which titles are available and which are out. If you have entered multiple copies into the database once and set the copies count, then you will need to drill down into any item that is out on loan to determine whether or not copies are still available. Select the **Edit->Check In/Out** menu item.

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# The Readerware Command Line

When specifying Readerware command line options you must follow the program name with the options. For example:

```
C:\Program Files\Readerware 4\readerware.exe <options>
```

Windows has a lot of problems if there are spaces in any value. You must put the value in double quotes. If both the program name and the option have spaces, you must put each in a separate set of double quotes. For example:

```
"C:\Program Files\Readerware 4\readerware.exe" -db"C:\Library\My Books.rw3\My Books.rw3.data"
```

If you put the whole line in one set of double quotes, Windows will not parse the command line correctly.

## Readerware Options

Readerware will accept the following options on the command line:

### Database Name

You can use the -db option to include the full path name of a Readerware database on the command line.

```
-db"C:\Users\Bill\Documents\Readerware\My Books.rw3\My Books.rw3.data"
```

### Preferences File

You can use the -pf option to include the full path name of a Readerware preferences file on the command line. If the file does not exist Readerware will create it.

```
-pf"C:\Users\Bill\AppData\Roaming\Readerware.magazines"
```

You can use both the Database Name and Preferences File options to create completely isolated environments for each database.

### Debug Mode

You can use the -debug option to start Readerware in debug mode. You should only use this option at the direction of Readerware technical support. It can impact system performance.:

```
-debug
```

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## Barcode Reader Support

With Readerware you can use a barcode reader to enter an [ISBN](#), simply scan the barcode instead and Readerware will convert the barcode into an ISBN.

You will typically find the barcode on the back cover of a book, both hard cover books and paperbacks will include a barcode on the back cover. However some paperback publishers include a non standard barcode on the back cover. In this case they will include a compatible barcode inside the front cover. So if you have trouble scanning the barcode on the back cover of a paperback, if Readerware is unable to convert this barcode into an ISBN, look for a barcode inside the front cover and scan that instead.

Readerware barcode support can be very useful both when building your initial database and normal maintenance. If you are using Readerware to track your "to read" pile for example, you will want to retrieve the entry for a book to mark it as read or add comments, ratings etc. A barcode reader is the fastest way to retrieve a book from the database.

Anywhere you can enter an ISBN in Readerware you can simply scan in the barcode instead. Readerware will convert the barcode into a correctly formatted ISBN. When searching for a book, Readerware will immediately search for the title after you scan the barcode, there is no need to press the enter key.

When deciding whether or not a barcode reader will be useful to you, it will help to check out the contents of your library. How many books in your collection contain barcodes? All new books you purchase will contain a barcode, how many new books do you buy? How often will you be searching the database for a specific book?

### Types of Barcode Readers

There are many types of barcode readers. Readerware will handle any bar code reader that enters data via a keyboard interface. These are often referred to as "wedge" readers as they wedge themselves in between the keyboard and your computer. Some barcode readers require driver software, others do not. Readerware will support either type, but if a barcode reader requires driver support, you need to ensure that a driver is available for your operating system, (Windows, Linux etc.).

There are basically two types of barcode readers that are applicable to an application like Readerware:

- Wands - Wands must be swiped across the barcode as if you were drawing a line through it. Wands are the most rugged and least expensive. One minor drawback is that as the wand comes in physical contact with the bar code, it can cause wear and tear on the book jacket over time. For most users however this will not be a problem.
- Charged Coupled Device, (CCD) - Just point it at the label and pull the trigger. Good performance/price ratio, very rugged as they have no moving parts and are easy to use. Some models have limits to how wide the bar codes can be, but this is not normally a problem with books.

See [The Readerware Web Site](#) for specific recommendations.

### Types of Barcodes

There are two basic types of barcodes that are used on books. Hard cover books have a European Article Number (EAN) on the back jacket.

Paperbacks have different types of barcodes. Some will include an EAN like a hardcover book. However mass market paperbacks, those designed for sale in places like supermarkets, will not have an EAN as they typically cannot be read by supermarket scanners. Instead they have a UPC bar code.

Fortunately Readerware will support either type of barcode and you need not know which type of barcode you are scanning. But there are some differences.

### Manufacturer to Publisher Mapping

The EAN embeds the ISBN so Readerware can retrieve the ISBN from the bar code. Mass market paper backs only include part of the ISBN, but also include a manufacturer code. Readerware needs to map the UPC manufacturer code to the ISBN publisher code, and reconstruct the full ISBN. Readerware has mappings for most publishers built in. But you may occasionally see an error dialog reporting an undefined manufacturer code when scanning a paperback.

Once you enter the correct mapping, Readerware will remember it and will be able to handle books from that paperback publisher. Mapping the manufacturer code to the publisher code is best explained by example.



Here is a UPC code from a paperback:



Although the ISBN is printed under the barcode, it is not part of the barcode itself. So when the barcode is scanned, the ISBN is not included. Here is how Readerware maps the manufacturer to the publisher and generates the ISBN. The UPC manufacturer is identified by the first 6 digits, in this example the manufacturer code is 071009. The ISBN identifies the publisher by the first two number groups, in this example the publisher code is 0440.

So if this publisher were unmapped, Readerware would display a manufacturer code of 071009 and ask you to enter the corresponding publisher code, in this case 0440. That's all there is to it, Readerware is now able to generate the ISBN for all mass market paperbacks by this publisher.

Occasionally a publisher will run out of book numbers and will be allocated another publisher code by the ISBN agency. But the UPC manufacturer code is unchanged. So it is possible to have the same UPC manufacturer code mapped to two different ISBN publisher codes. Readerware can handle this.

If when you scan a paperback Readerware displays an incorrect ISBN you either have an invalid mapping or you need to add a second publisher code. Go to Preferences, Books tab. The mapping table will be displayed and you can edit the mappings:

- To delete a mapping, erase either column and hit the Enter key, Readerware will delete this mapping when you click OK
- To change a mapping edit the column data as appropriate and hit the Enter key
- To assign multiple publisher codes, enter them separated by a comma.

When a UPC manufacturer code is mapped to more than one ISBN publisher code, Readerware will display a selection dialog when you scan the barcode.

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## Readerware Portable Install Wizard

When you install Readerware onto your computer it does a local install. This means that the programs are installed at the appropriate location on your local hard drive, and Readerware stores things like preferences under your user ID. For most users this is the best choice.

Readerware does support additional install configurations for use in specialized circumstances:

**Portable installation** - You can install Readerware and your database on a portable drive like a USB thumb drive. You can then take this drive with you and plug it in to any machine. You have your complete Readerware system with you on any machine.

**CD Install** - You can copy Readerware and your database to a CD. You can then give a copy of the CD to non Readerware users. They can insert the CD into any machine and run Readerware from the CD and search and browse your database. The database is in read only mode, no changes are allowed.

**Network install** - You can configure Readerware and install it to a network share where users can run the program from the network server. This is designed for use with Readerware Client/Server Edition. You set your database up in client/server mode, then create a customized Readerware network install. When your user launches the program it will open the network database and use your custom options. There is no need for a local install when using Readerware Client/Server Edition.

To create any on these custom installs, you must start with a Readerware Local install and then select the File->Make portable menu item. Readerware will then copy the necessary program, database and preferences files creating your customized install.

## Drive Selection

You need to tell Readerware where to create your custom install. You can select the actual destination or a temporary holding folder on your local hard drive. For example you can select a thumb drive to create a portable install, a network share to create a network install. For CD installs you must select a holding folder and later [burn](#) the contents to CD, Readerware cannot create the actual CD.

Click on **Browse** and select the destination folder.

Select the installation type:

Portable (Thumb drive)  
CD (read only database)  
Network launcher

## Options

On the Options page you decide what you want to copy to the install folder:

**Copy Program** - This will copy the Readerware programs, you should normally select this option.

**Copy Database** - This will copy the Readerware database files. Note that Readerware can only copy a local database from your hard drive. If Readerware is accessing a server or external database, this option will be disabled. You will normally want to copy the database for a Portable and CD install, for a network install, the database is not normally needed.

**Copy Preferences** - This will copy the current Readerware settings so that the Readerware installation will start up with your current options. You should normally copy preferences. If you omit preferences, Readerware will start up with a default configuration.

## Verification Page

Next up is the verification page. This is your last chance to change your settings prior to creating the portable installation. A quick summary of your choices is listed. Click on **Next** if you are ready to go. Click on **Back** if you want to change your choices.

## Running Page

When you reach this page, your Readerware installation is being created. You will see a progress bar that will update as Readerware copies files to your portable installation.

The time will vary based on the number of files you are copying and the destination media. For example writing to thumb drive can be slow. Please be patient and wait for the copies to complete.

When the operation completes, click on the **Next** button to proceed to the final page of this wizard.

## Complete Page

Your Readerware install is ready and has been created at the location displayed on this page.

## Copying your installation to a CD

To create a CD install, you have to create the install on your hard drive first, then burn the files to a CD.

Today most operating systems will burn files to a blank CD, no special software is required.

### Windows

To copy the files to a CD

- Insert a blank, writable CD into the CD recorder.
- If Windows asks you what to do with the blank disc, select the write data files to CD option". Otherwise double click on "My Computer", then double click on your CD drive icon.
- Drag and drop the Readerware install files on to the CD folder
- Verify that the file(s) you intend to copy to the CD appear under "Files Ready to be Written to the CD".
- Under CD Writing Tasks, click Write these files to CD. Windows displays the CD Writing Wizard. Follow the instructions in the wizard.

### Mac OS X

To copy the Readerware install files to a CD

- Insert a blank CD or DVD disc into the optical drive of your computer.
- If you see a dialog, you can choose an action from the pop-up menu. Then click OK.
- Type a name for the disc under the CD icon.
- Drag the Readerware files to the open window.
- The Finder places aliases to the files in the disc's window.
- Choose File->Burn Disc.
- The files that the aliases point to are burned to the disc.

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## Readerware Portable Import Wizard

This wizard will help you import a Readerware portable installation back into your main Readerware installation. For example, while cataloging your library you might decide to create a Readerware portable installation on a thumb drive. You can then use this on any PC to catalog nearby books. When you are done you no longer need your portable installation and this wizard will let you import your new database back into your main installation.

When you install Readerware onto your computer it does a local install. This means that the programs are installed at the appropriate location on your local hard drive, and Readerware stores things like preferences under your user ID. For most users this is the best choice.

Readerware does support additional install configurations for use in specialized circumstances:

**Portable installation** - You can install Readerware and your database on a portable drive like a USB thumb drive. You can then take this drive with you and plug it in to any machine. You have your complete Readerware system with you on any machine. You can later import the database back into Readerware.

**CD Install** - You can copy Readerware and your database to a CD. You can then give a copy of the CD to non Readerware users. They can insert the CD into any machine and run Readerware from the CD and search and browse your database. The database is in read only mode, no changes are allowed.

**Network install** - You can configure Readerware and install it to a network share where users can run the program from the network server. This is designed for use with Readerware Client/Server Edition. You set your database up in client/server mode, then create a customized Readerware network install. When your user launches the program it will open the network database and use your custom options. There is no need for a local install when using Readerware Client/Server Edition.

## Drive Selection

You need to tell Readerware where your portable install was created. Click on the **Browse** button and select the drive or volume containing the portable installation. Just select the drive or volume, you do not need to select a particular file.

## Database Selection

Next select the database you want to copy the portable database to. If this database exists it will be overwritten by the portable database so please be careful when selecting the database.

By default Readerware will select the original database used to create the portable installation. This database will now be replaced with the database from your thumb drive. Click on the **Browse** button and select the name and location for the database.

## Verification Page

Next up is the verification page. This is your last chance to change your settings prior to importing the portable installation. A quick summary of your choices is listed. Click on **Next** if you are ready to go. Click on **Back** if you want to change your choices.

Please heed the database will be overwritten warning if displayed. It means that the selected database will be overwritten with the contents of your portable database. A Readerware backup is always a good idea before overwriting an existing database.

## Running Page

When you reach this page, your Readerware portable database is being imported. You will see a progress bar that will update as Readerware copies database files from your portable installation.

The time will vary based on the size of the database you are copying.

When the operation completes, click on the **Next** button to proceed to the final page of this wizard.

## Complete Page

Your Readerware database has been imported.

Click on **Finish** to close the wizard and open your imported database.

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## Readerware Mobile for Android

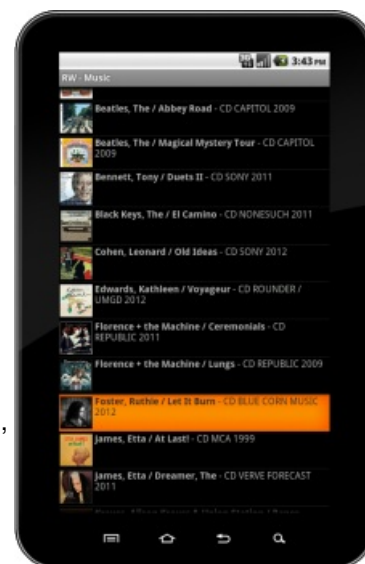
Now you can take your Readerware databases with you on an Android device. You're fully mobile, take your Readerware databases with you when you visit your favorite brick and mortar stores. You can easily check your databases to identify the titles you already own and the titles you are looking for.

Browse your music or video library from the couch, decide what to play next.

You have full control over your Readerware Mobile database, you choose which fields to include. You can take multiple databases with you.

### Synchronizing your databases

You setup your Readerware Mobile database format in the desktop version. Select Preferences, then Mobile. You choose which fields to include in the mobile database. A default set of common fields is provided to get you started, but you have full control over which fields to include. You can also set maximum lengths for each field. So for example you could choose to include the product info field, but only take the first 200 hundred characters to conserve space.



### Synchronizing from Android

The first time you run Readerware on your Android device, the database chooser is displayed. You can also select the Menu->Database option at any time to display it.

Choose from the following options:

- **Connect** - Transfer your database over your home WiFi network. Readerware must be running on your computer and you must have enabled the network sync option in [Readerware Mobile preferences](#). Connect your Android device to your WiFi network and enter the IP address of your computer to connect. Your computer IP address will be displayed in Readerware Mobile preferences. The current database will be transferred. If you are running Readerware Client/Server Edition you can sync your database to your Readerware server instead of Readerware itself. Follow the above instructions but enter the IP address of your Readerware Server and a port number of 9002.
- **Import** - You can also export your Readerware database. Connect your Android device and copy the exported file, just drop it in the Readerware folder. When you select the Import function Readerware Mobile will find the file, create the database and open it. **Note:** *You may have to disconnect your device from your computer after transferring the file. Android can restrict file access while connected and Readerware may not be able to find the file.*
- **List** - Use the List function to display all available Readerware databases on your device. You can open any database and delete old databases.

### Using Readerware Mobile

When you start Readerware Mobile your full database is displayed in a list format. You can scroll up and down and also take advantage of fast scrolling. If you have a large database the Android scroll thumb will appear when you start to scroll, drag the thumb. To scroll down to items beginning with the letter "S", drag the thumb and release it when the letter is displayed.

You can also search your database, select the Menu->Search item. Select the type of search and enter what you are looking for. Readerware uses wildcard searches so just enter the first few letters of an author or part of the title and Readerware will display all matches. Click the Android Back button to return to the full list.

To display more information on a particular item, just touch it and the Readerware detail view is displayed. You can scroll through your items from the detail view. Click the Android Back button to return to the full list.

### Readerware Mobile Options

You can customize how Readerware Mobile works. You can choose the default search and sort for your database, customize the display, orientation etc.

Select the Menu->Settings item to customize Readerware Mobile.

## Using Readerware Mobile as a barcode reader

When searching for items in your database, you can use the device camera as a barcode reader. On the search screen touch the **Scan Barcode & Search** button and scan the barcode. Readerware will select the correct search type and search the database for the item.

It is important to understand that when searching your database by ISBN/UPC, you are searching for a particular edition of a book, album or video. You might have that title but a different edition with a different ISBN/UPC. Normally it is best to search your database by title, author, artist etc.

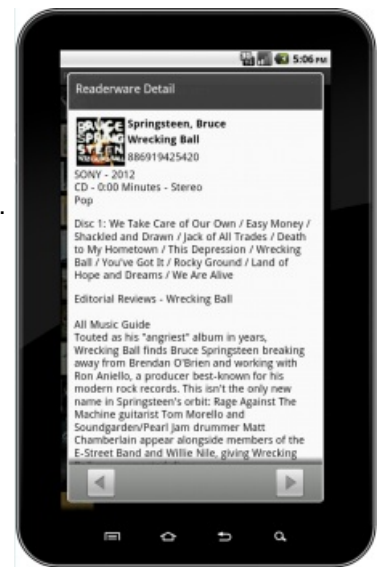
You can also capture barcode scans and use them with auto-catalog, select the barcode button to start capturing barcodes. Take your device to your shelves and scan the barcodes. Readerware automatically saves the scans and you can use them with Readerware auto-catalog on your desktop to add new items to your database.

Start Readerware auto-catalog and on the item input page, click on the **Upload** button and select Readerware Mobile from the list. In Readerware Mobile touch the **Upload** button on the capture screen and the barcodes will be transferred over your home network and automatically appear in Readerware auto-catalog.

The barcodes you scan will be saved to a file on your device. Book barcodes are saved to a file called Books.rwb, music barcodes to Music.rwb and video barcodes to Videos.rwb. You can also copy these files to your computer.

Connect your Android device to your computer via the USB cable and drag and drop these files to your hard drive. You can then select them in [auto-catalog](#).

**Note:** *The first time you try and scan a barcode you might be prompted to install the Android barcode app from the Android Market. Once the app is installed you will be able to scan.*



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## Readerware Mobile for iOS

Now you can take your Readerware databases with you on an iOS device like an iPhone or iPad. You're fully mobile, take your Readerware databases with you when you visit your favorite brick and mortar stores. You can easily check your databases to identify the titles you already own and the titles you are looking for.

Browse your music or video library from the couch, decide what to play next.

You have full control over your Readerware Mobile database, you choose which fields to include. You can take multiple databases with you.

### Synchronizing your databases

You setup your Readerware Mobile database format in the desktop version. Select Preferences, then Mobile. You choose which fields to include in the mobile database. A default set of common fields is provided to get you started, but you have full control over which fields to include. You can also set maximum lengths for each field. So for example you could choose to include the product info field, but only take the first 200 hundred characters to conserve space.



### Synchronizing from iOS

The first time you run Readerware on your iOS device, you will need to transfer your database. Touch the database icon in the bottom left hand corner of the screen.

Choose from the following options:

- **Connect** - Transfer your database over your home WiFi network. Readerware must be running on your computer and you must have enabled the network sync option in [Readerware Mobile preferences](#). Connect your device to your WiFi network and enter the IP address of your computer to connect. Your computer IP address will be displayed in Readerware Mobile preferences. The current database will be transferred. If you are running Readerware Client/Server Edition you can sync your database to your Readerware server instead of Readerware itself. Follow the above instructions but enter the IP address of your Readerware Server and a port number of 9002.
- **Import** - You can also export your Readerware database and use iTunes to transfer it. Connect your device and launch iTunes. Click on your device icon and then the Apps tab. Scroll down to the file sharing section. Click on the appropriate Readerware app and then the Add button, select your exported database file. iTunes will then transfer it to your device, When you select the Import function Readerware Mobile will find the file, create the database and open it. The file you copied will be deleted so you don't have to worry about cleaning it up.
- **List** - Use the List function to display all available Readerware databases on your device. You can open any database and delete old databases.

### Using Readerware Mobile

When you start Readerware Mobile your full database is displayed in a list format. You can scroll up and down and also take advantage of fast scrolling. If you have a large database the scroll thumb will appear when you start to scroll, drag the thumb. To scroll down to items beginning with the letter "S", drag the thumb and release it when the letter is displayed.

You can also search your database, select the Search button in the top right hand corner of the screen. Select the type of search and enter what you are looking for. Readerware uses wildcard searches so just enter the first few letters of an author or part of the title and Readerware will display all matches. Click the List button to return to the full list.

To display more information on a particular item, just touch it and the Readerware detail view is displayed. Click the List button to return to the full list.



### Readerware Mobile Options



You can customize how Readerware Mobile works. You can choose the default search and sort for your database etc.

Select the preferences button to customize Readerware Mobile.

## Using Readerware Mobile as a barcode reader

When searching for items in your database, you can use the device camera as a barcode reader. On the search screen touch the **Scan Barcode & Search button** and scan the barcode. Readerware will select the correct search type and search the database for the item.

It is important to understand that when searching your database by ISBN/UPC, you are searching for a particular edition of a book, album or video. You might have that title but a different edition with a different ISBN/UPC. Normally it is best to search your database by title, author, artist etc.

You can also capture barcode scans and use them with auto-catalog, select the barcode button to start capturing barcodes. Take your device to your shelves and scan the barcodes. Readerware automatically saves the scans and you can use them with Readerware auto-catalog on your desktop to add new items to your database.

Start Readerware auto-catalog and on the item input page, click on the **Upload** button and select Readerware Mobile from the list. In Readerware Mobile touch the **Upload** button on the capture screen and the barcodes will be transferred over your home network and automatically appear in Readerware auto-catalog.

The barcodes you scan will be saved to a file on your device. Book barcodes are saved to a file called Books.rwb, music barcodes to Music.rwb and video barcodes to Videos.rwb. You can also copy these files to your computer using iTunes.

Connect your device and launch iTunes. Click on your device icon and then the Apps tab. Scroll down to the file sharing section. Click on the appropriate Readerware app and you will see the barcode capture file, drag it to your hard drive. You can then select the file in [auto-catalog](#).

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## Readerware Mobile on an iPod

*Note: This is for a classic iPod only, it will not work on an iPod Touch or iPhone etc.*

You can export your Readerware databases to iPod Notes format and take your databases with you. Once on your iPod you're fully mobile, take your Readerware databases with you when you visit your favorite brick and mortar stores. You can easily check your databases to identify the titles you already own and titles you are looking for.

### Exporting to your iPod

You first thing to do is set up the data that you want to export to your iPod:

- Create an [iPod table view](#) containing just the columns you want to export in the order you want to export them in. Select the **Preferences** menu item, **Views** tab
- [Sort your database](#) in the best sequence. For books this is typically Author then Title. For CDs, Artist then Title. For videos Title. The order the records appear on your screen is the order they will be in on your iPod.



Now you are ready to actually export your data to your iPod so connect your iPod to your computer as normal. It will appear as another hard drive.

In Readerware select **File->Export** to launch the Export Wizard:

- Select the **iPod Notes** format from the drop down list, click **Next**
- Click on the **Browse** button to display the file selection dialog, navigate to the Notes folder on your iPod. Click **Save** to close the dialog and then **Next**.
- Select the **All** option to export your entire database.
- Select the **Current View Columns** option, click **Next**
- Verify your choices and complete the wizard to export your database to your iPod.

This is the recommended way to transfer your database to your iPod. Setting up an iPod table view means that you can easily transfer the same columns each time. There are other options, see the Export Wizard documentation for more information on transferring your [books](#), [music](#) and [videos](#) to your iPod..

### Using Readerware on your iPod

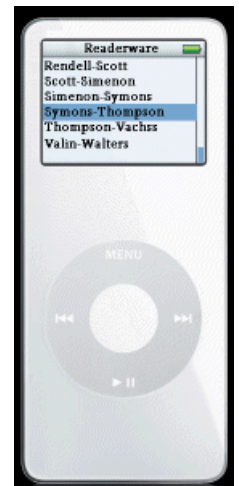
When you export your Readerware database to iPod Notes format, Readerware creates a series of iPod Note files, so you must use the Notes facility to access your databases. From the top level iPod menu select **Extras**, then **Notes**. You should now see your Readerware databases.

A quick tip, you can add Notes to your top level iPod menu. Click on **Settings** then **Main Menu**. Turn Notes On and it will now appear on the top level iPod menu for even faster access to your Readerware databases.

Select the database you want to view. You will see a high level list of the database contents, the authors, artists or titles. Scroll to find the entry you want and then select it.

You will now see the detail listing for all items in that part of the database. You can scroll around to find the item you want.

To return to the previous page, click on the iPod menu button. If you want to view the next section of the database you will find a Next link at the bottom of the current list..



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## Readerware Mobile for Palm OS

Readerware Palm Editions are lightweight editions of the desktop product that run on a Palm or compatible device. It is not a standalone product but an add on to Readerware. You can transfer your databases to your Palm. Once there you're fully mobile, take your Readerware databases with you when you visit your favorite brick and mortar stores. You can easily search your databases to identify the titles you already own. Your [Readerware Want List](#) is also transferred to Readerware Palm Edition so you can easily display the items you are looking for.



### Installing Readerware Palm Edition

Readerware Palm Edition is distributed as a self extracting executable or zip file, it includes Readerware, ReaderwareAW and ReaderwareVW for the Palm. You must first extract the contents of this file into a temporary directory. Just double click on it to extract the files which must be transferred to your Palm. The first two must be transferred regardless of which product(s) you install. Transfer the others as appropriate.

**Important:** You must install these files on your Palm OS device, Readerware will not work if installed on an expansion card.

#### All Products:

waba.pdb  
waba.prc

#### Readerware:

Readerware.prc  
RWare.pdb

#### ReaderwareAW:

ReaderwareAW.prc  
AWare.pdb

#### ReaderwareVW:

ReaderwareVW.prc  
VWare.pdb

Start your Palm Desktop application, click on the **Install** button. Click on **Add** and select each of the files in turn. You do not have to transfer any other files included in the Readerware Palm Edition distribution. Click **Done**. The Palm software will display a dialog telling you that the files will be transferred on the next HotSync. Start the HotSync from your Palm as normal.

You should now see new icons on your Palm home panel. Depending on the products you installed, you will see the familiar Readerware, ReaderwareAW or ReaderwareVW icons and another called Waba VM. To start a product, just select the appropriate Readerware icon.

If you start Readerware now, you will see an about box and an empty window. This is because before you can see your data, you must transfer your database from your desktop to your Palm.

That's the next step, your now ready to create your Readerware Palm Edition databases.

If you have trouble running the Readerware programs on your Palm, see the [Installation/Synchronization problems](#) section.

### Exporting to Readerware Palm Products

Readerware Palm Edition is optimized for small devices providing a quick and easy way to search your entire database and your want list on a portable device. You do not create the Readerware databases using Readerware Palm Edition, rather you create them on your desktop and then transfer the database to your Palm.

The basic process is the same for all products. Do a search to establish which items you want to export. If you want to transfer your entire database, click on the **Browse** button in the toolbar. Now you will see the search results displayed in Readerware as normal.

To create your Palm database, select the **File->Export** menu item. Select the Palm format from the drop down list. Select a directory for the database. The database name defaults to the correct name for each product, you should not change the name, just the directory.

The Palm database, the file you export from Readerware and transfer to your Palm, **must** be named correctly:

<b>Readerware:</b>	readerware.pdb
<b>ReaderwareAW:</b>	readerwareaw.pdb
<b>ReaderwareVW:</b>	readerwarevw.pdb

**TIP:** Select your Palm HotSync Add On directory. This will make it easier to actually transfer the file to your Palm. When you click on **Create**, Readerware will create the file, the next step is to transfer it.

Start your Palm Desktop application, click on the **Install** button. Click on **Add** and select the appropriate .pdb file using the file selection dialog. Then click **Done**. The Palm software will display a dialog telling you that the file will be transferred on the next HotSync. Start the HotSync from your Palm as normal. Now when you start the applications on your Palm, your new database is loaded automatically.

When you want to transfer updated data to your Palm, just repeat the above steps to export and HotSync your database. You need to transfer the full database each time, Readerware replaces rather than updates the database.

In order to conserve space and allow large databases to be stored on a handheld device, only the following fields from the Readerware database are exported to Readerware Palm Edition:

- **Author** (Primary field)
- Title
- ISBN
- Publisher
- Rating
- Format
- First Edition?
- Signed?

In order to conserve space and allow large databases to be stored on a handheld device, only the following fields from the ReaderwareAW database are exported to ReaderwareAW Palm Edition:

- **Artist** (Primary field)
- Title
- Label
- Composer
- Conductor
- Format
- Rating
- UPC

In order to conserve space and allow large databases to be stored on a handheld device, only the following fields from the ReaderwareVW database are exported to ReaderwareVW Palm Edition:

- **Title** (Primary field)
- Actors
- Director
- Series
- Format
- Sound
- Widescreen?
- UPC

The primary field determines the sequence in which the items are displayed and which field is the search field. You can only search a Palm database on the primary field.

That's it, your now mobile.

If you have trouble running the Readerware programs on your Palm, see the[Installation/Synchronization problems](#) section.

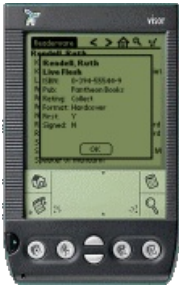
Using Readerware Palm Edition

To launch a Readerware Palm Edition application simply select the appropriate Readerware icon on your Palm home panel. Readerware will start, load the database and display the first page of results.

Along the top of the screen you will see the application title and a row of buttons:

- Select the application title to display the about box. This includes program information as well as the number of items in your database.
- Select the left arrow icon to display the previous page.
- Select the right arrow to display the next page.
- Select the home icon to return to the first item in the database.
- Select the magnifying glass icon to display the[search dialog](#).
- Select the shopping cart icon to display your Readerware want list list.

Below the title bar are the items in your database. The primary key is displayed in a bold font followed by the items, i.e. books by that author. The items are displayed in a plain font. ReaderwareVW displays just the video title. You can select any title and a detail page is displayed which includes all the information about the selected item.



Searching

When you select the search icon, the search dialog is displayed. Enter the text you are looking for. This must be text in the primary field:



Readerware	Author
ReaderwareAW	Artist
ReaderwareVW	Title

Enter the data using Palm graffiti just as you would in any other application. The search data is case sensitive and the search always starts with the first character of the field. You can have Readerware automatically uppercase the first character for you. Enter as much of the field as necessary to match the required entries. For example to search for books by "Rendell, Ruth", you might enter "ren", without the quotes, in the search field. Select the **Search** button and Readerware will display the first matching item, if any, at the top of the page.

Installation/Synchronization problems

You must install the Readerware program and database files on your Palm OS device, Readerware will not work if installed on an expansion card.

There is one open issue when exporting your database to Palm format. You need to select a table view before running the export. If a tree view is active, the database PDB file will not be created correctly. So make sure you select a table view from the Views drop down list in the Readerware toolbar, then select **File->Export**.

If a Readerware program does not run on your Palm, chances are one of the files is missing. Refer to the [list of needed files](#) and transfer them again. As the names are similar it is possible to get pieces of different applications instead of one complete application. For example instead of transferring Readerware.prc and RWare.pdb, you could have transferred Readerware.prc and VWare.pdb.

If the Waba VM displays the message " Error: can't access app classes", it means that the Readerware program was not found. The file RWare.pdb (Readerware), AWare.pdb (ReaderwareAW) or VWare.pdb (ReaderwareVW) was missing. Transfer the file again.

### **Palm T5/Treo 650**

Early versions of these devices included serious bugs that could corrupt the new Palm persistent file system. An update for T5 owners is available and this should be installed before using Readerware on your T5. Visit PalmOne at <http://www.palmone.com/us/support/downloads/tungstent5/tungstent5update.html>

Due to the way the new file system allocates memory, the maximum size of a Readerware database that the device can handle is severely limited. For example on a Palm Tungsten T, I have no trouble accessing a 30,000 record Readerware database. But on the T5/Treo 650 the limit is about 5,000 records. This is because the new file system allocates records in 512 byte blocks. The size of a typical Readerware database record is less than 100 bytes, but with the new file system it takes up 512 bytes. This results in limited database capacity.

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## Readerware Client/Server Edition

Readerware Client/Server edition is designed to allow multiple users to connect to a central database. It can be used on home networks to manage personal collections. It can also be used in libraries, churches, schools and enterprise locations to catalog and manage a library.

### Installing the Readerware Server

The Readerware Server is included in all distributions. Installation is a little different on each platform. We recommend that you install the full Readerware distribution on the server machine, not just the Readerware server itself. As you configure the server it will be much easier to test your setup if you can run Readerware on the same machine as the server. Also when you are running Readerware and the server on the same machine, firewall software is not usually an issue. If you can run Readerware in client/server mode on the same machine as the server but are unable to connect from another machine, then chances are it is a firewall issue. You may also need the Readerware client programs to create or migrate your database.

Before you start the server you must create your Readerware databases on the server machine.

If this is a new installation you can create a new empty database using the normal Readerware program, select the **File->New Database menu item**.

If you have an existing database on another machine you can use [backup & restore](#) to transfer it to the server machine.

### Installing the Readerware Server on Windows

We recommend using the Windows Web Installer when installing Readerware on your server machine. This will ensure that the best version of Readerware is installed on your machine, i.e. the 64bit version of Readerware on a 64bit machine.

We recommend that you do a full install on your Windows server machine, install the full product not just the Readerware server. This will help you when setting up your Readerware server. As you go through the installer look for the Desktop Shortcuts screen. You might want to add a desktop shortcut for the RWServer Config utility as you will be using it a lot on the server machine.

On Windows the Readerware Server is run as a Windows service. This means that the Readerware server can be started with the machine and it will always be available. You don't have to manually start the server first.

To configure the Readerware server as a Window service, start the **RWServer Config** utility. Double-Click on the RWServer Config desktop shortcut or select it from the Windows Start menu. Select Start->All Programs->Readerware 4->RWServer Config.

RWServer Config requires administrator rights so Windows should prompt you to approve the program before it is launched. If RWServer Config is not run as an administrator, you will not be able to install the Readerware server as a Windows service.

Select the **Service->Install RWServer Service** menu item, this will install the Readerware server as a Windows service that will be started automatically every time you start your computer. You only need to install the Readerware server as a service the first time you install it. You do not have to do this every time you upgrade Readerware. You can also use the **Service** menu to check the status of the Readerware server, stop and start the server etc.

Once installed, another way to stop and start the server is by using the Windows Control Panel, (Windows 7) or Settings, (Windows 10), search for **Services**. The Windows Services settings can also be used to change the Readerware server properties. Locate RWServer in the list and double click on it to open the properties dialog. There are a couple of settings you might want to change:

**Startup type** - The default setting is Automatic, Windows will start the Readerware Server as Windows starts. You can change this to Automatic (Delayed Start). Windows will still start the Readerware Server automatically but not until Windows is fully launched. Choose this option if you need to have other processes start before the Readerware Server. For example you might have your Readerware database on an encrypted drive. If started right away the drive may not be available. Using the delayed start option gives you a chance to load the encrypted drive first.

**Log on as** - By default the Readerware server runs as a local system account. This normally works fine unless you have your database stored in a folder owned by a particular user. In this case the system account may be denied access to the database. You can fix this by providing the appropriate log on credentials and Windows will start the

Readerware Server under that account.

**Important note for Windows 10 users:** It is strongly recommended that you use the Automatic (Delayed Start) startup type on Windows 10. Windows 10 is upgraded automatically by Microsoft and the upgrade process can involve several system restarts. By using the delayed start option, the Readerware Server is not constantly being started and stopped during the upgrade process which can cause issues. The Readerware server will still be automatically restarted once the upgrade is complete.

Once you have installed the Readerware server as a Window service, you can continue with the normal [setup](#).

## Installing the Readerware Server on Linux

You can just install Readerware on your Linux server machine and run the Readerware server by launching the RWServer application. However we recommend that you take the time to set up the Readerware Server as a Linux systemd service. That way the Readerware server will be started automatically when the machine starts.

Setting up the Readerware server as a systemd service is a one time thing, you do not need to repeat this every time you upgrade Readerware. Here are the steps you need to follow:

Create a Readerware user - You should create a new user for the Readerware server. The server will then be run under this ID. We recommend adding a new standard user called "rware". If you cannot use this name, you may pick another and update the `rwserver.service` file to point to the correct user.

Readerware provides the systemd `rwserver.service` file as part of the standard distribution. It is located in the Readerware installation folder. By default Readerware is installed in `"/opt/readerware4"`. You should open this file in a text editor and check the settings. If you are using a different user, you should change `"user=rware"` to point to your Readerware user name. If you installed Readerware in another location, you should change the `"ExecStart=/opt/readerware4/rwserver.sh"` line to point to your installation. When ready you should copy this file to the systemd folder, normally `"/lib/systemd/system"`.

After copying the service file to the systemd folder issue the following command to enable the `rwserver` service and have it started automatically when the system starts:

```
systemctl enable rwserver
```

Now whenever you start your system the Readerware server will be started automatically. If you ever want to change this behavior use the `disable` command.

To start the Readerware server manually use the following command:

```
systemctl start rwserver
```

To stop the Readerware server manually use the `stop` command.

The full Readerware server log is written to the `Documents/Readerware/Logs` folder of the user the server is running under. By default that is `rware` i.e. `/home/rware/Documents/Readerware/Logs/rwserver.log`.

You can also use the standard systemd journal service to view the Readerware server log. For example:

```
journalctl _SYSTEMD_UNIT=rwserver
```

**Important:** When running the RWServer Config utility to configure the Readerware server, you must first login as the Readerware user you created above. This ensures that the server configuration files are saved in the correct location. You can also create your databases under this user.

Once you have installed the Readerware server with systemd, you can continue with the normal [setup](#).

## Installing the Readerware Server on macOS

You can just install Readerware on your Mac server machine and run the Readerware server by launching the RWServer application. However we recommend that you take the time to set up the Readerware Server as a macOS launchd daemon. That way the Readerware server will be started automatically when the machine starts.



Setting up the Readerware server as a launchd daemon is a one time thing, you do not need to repeat this every time you upgrade Readerware. Here are the steps you need to follow:

Create a Readerware user - You should create a new user for the Readerware server. The server will then be run under this ID. We recommend adding a new standard user called "rware". You should then login to this account and create your Readerware databases. If you have existing databases you can use [backup & restore](#) to transfer them to the rware account. If you cannot use this name or would prefer not to relocate your databases, you may pick another user and update the com.readerware.rwserver.plist file to point to the correct user.

Readerware provides the launchd plist file as part of the standard distribution. It is located in the Readerware Client/Server disk image. It is called com.readerware.rwserver.plist. You should open this file in a text editor and check the settings. If you are using a different user, you should change "<string>rware</string>" to point to your Readerware user name. The RWServer application is normally installed in your Applications folder. If you installed it in another location, you should change the "<string>/Applications/RWServer 4.app/Contents/MacOS/JavaAppLauncher</string>" line to point to your installation. When ready you should copy this file to the launchd daemon folder, normally "/Library/LaunchDaemons". You can simply drag and drop this file to the launchd daemon folder, you will need to authenticate the operation.

When you reboot your Mac, the Readerware server will be started automatically. As you test the server configuration you can manually start the server by double-clicking on the RWServer 4 application. You can use the RWServer Config utility to restart or stop the Readerware server.

The full Readerware server log is written to the Documents/Readerware/Logs folder of the user the server is running under. By default that is rware i.e. /Users/rware/Documents/Readerware/Logs/rwserver.log.

**Important:** When running the RWServer Config utility to configure the Readerware server, you must first login as the Readerware user you created above. This ensures that the server configuration files are saved in the correct location. You should also create your databases under this user.

Once you have installed the Readerware server with launchd, you can continue with the normal [setup](#).

### Installing the Readerware Server on macOS Catalina or better

You can just install Readerware on your Mac server machine and run the Readerware server by launching the RWServer application or setting it up as a login item. However we recommend that you take the time to set up the Readerware Server as a macOS launchd agent. That way the Readerware server will be started automatically when the machine starts.

Setting up the Readerware server as a launchd agent is a one time thing, you do not need to repeat this every time you upgrade Readerware. Here are the steps you need to follow:

The Readerware Server will run under the logged in user, so you should use the normal user that you will log into on the server machine. You should then login to this account and create your Readerware databases. If you have existing databases you can use [backup & restore](#) to transfer them to your user account.

Readerware provides the launchd plist file as part of the standard distribution. It is located in the Readerware Client/Server disk image. It is called com.readerware.rwserver.plist. You should open this file in a text editor and check the settings. The RWServer application is normally installed in your Applications folder. If you installed it in another location, you should change all references to the application location to your new location. When ready you should copy this file to the launchd agents folder, normally "/Library/LaunchAgents". You can simply drag and drop this file to the launchd agents folder, you will need to authenticate the operation.

**Important:** In earlier versions of Readerware we told you to store the "com.readerware.rwserver.plist" file in your "/Library/LaunchDaemons" folder. This was the wrong location, please delete the file from LaunchDaemons and copy the new version included in this distribution to your "/Library/LaunchAgents" folder.

When you reboot your Mac, the Readerware server will be started automatically. As you test the server configuration you can manually start the server by double-clicking on the RWServer 4 application. You can use the RWServer Config utility to restart or stop the Readerware server.

The full Readerware server log is written to the Documents/Readerware/Logs folder of the user the server is running under.

As the Readerware server is started two files are written to the /tmp folder:

If the server does not start you can check these files to see what the problem is.

Once you have installed the Readerware server with launchd, you can continue with the normal [setup](#).

## Running Readerware in Client/Server Mode

In a Readerware client/server configuration you run the Readerware server on one machine. Typically the database is also on that machine. The Readerware server opens the database and provides database access to the Readerware client programs, including the Readerware Loan Client. It can also provide database access to mobile devices.

The Readerware server can run on any platform, Windows, Linux or macOS. It does not need a dedicated server, it will run in the background on any machine.

You can run the Readerware client programs on the same machine as the server as well as other machines on your network. You configure Readerware to connect to the Readerware server rather than open the database directly. That way multiple users can connect to the same central database.

You can have any mix of client machines, Windows, Linux and macOS users can all connect to the same Readerware server, regardless of what platform the server is running on.

You can publish your database in read only, checkout or full access mode. Selected users can be given full access. So for example you could publish your database in checkout mode so that all users can browse the database and check items in and out. However they will not be allowed to make any other changes to the database. Selected users can be given full access so that they can add new items and maintain the database.

## Configuring the Readerware Server

Before you can run Readerware in client/server mode, you must configure the Readerware server. For example you must tell the server where the databases are located.

The Readerware server itself is what is known as a daemon task. It runs quietly in the background, it does not display any windows or interact with the user in anyway. This means that you can run the server automatically as the machine starts, and this is typically the way you run the Readerware server.

You configure the Readerware server using the **RWServer Config** utility. This is a typical graphical application and you make selections to configure the Readerware server. RWServer Config then writes out the configuration file which is used by the Readerware server.

The program presents a tab interface, click on the appropriate tab to configure that component of the Readerware server. There are three basic tab types. The Ports tab is where you define what network ports the Readerware server should use. There are three database tabs, one for each of the three databases, books, music and video. These tabs are where you define the databases the Readerware server should use, the access mode etc. The final three tabs are the mobile tabs, again one for each of the three databases. On these tabs you define whether or not mobile support should be enabled, which database columns should be transferred to Readerware Mobile etc.

### The Ports Tab

The Readerware server users three TCP/IP ports.

The control port is used by the Readerware clients to request access to the server. The default control port is 9010.

The data port is used by the Readerware server to provide database access to the Readerware client programs. The default data port is 9001.

The mobile port is used by the Readerware server to provide mobile sync support to Readerware Mobile devices. The default mobile port is 9002.

It is strongly recommended that you use the default ports. However only one program can access a given port at a time. So

there could be a problem if you have another program running on your server machine that is also trying to use one of these 3 ports. That is why you can change them if needed. If you do change a port, you must change it on both ends, i.e. you must change it in RWServer Config and in the Readerware client programs. By default the Readerware client programs use the same control port, that is why we recommend you use the default ports unless there is a port conflict.

The Readerware server will open these three ports for inbound connections. It will then listen on these ports for incoming messages from Readerware programs. If you are running firewall software on your server machine, you may need to configure it to allow Readerware to open these ports and accept incoming connections.

This is one more important field on the Ports tab. Readerware lists the Hostname and IP address of the server machine. This is the information you will need when connecting to the Readerware server from another machine or a mobile device. For example it might list "My Computer / 192.168.1.110". When connecting to the server from another computer or mobile device it is best to use the Host name, i.e. "My Computer". If for some reason you cannot connect using the Host name, select the IP address instead. i.e. "192.168.1.110 ". The advantage to using the Host name is that it will not change. Depending on your network configuration, the IP address can change.

## The Server Tabs

Each server database is configured separately. You do not have to make all three databases available. If you are only using Readerware for books, then you only need to define the books database.

Click on the appropriate Server tab to configure the database. Start by checking the option to enable this database.

Click on the **Browse** button to select the database. The standard file selection dialog is displayed and you can navigate to your database folder and select the database.

Next you must select the database access mode. The access mode must be set to one of the following:

**Read only** - All users can view the database but cannot make any changes to the database, this includes checking out an item.

**Checkout mode** - All users can view the database and check items in and out. No other updates are permitted.

**Full Access** - All users have full access to the database.

The update password is used in read only and checkout modes. The Readerware client allows users to request update access. The user must provide this password to get full access to the database.

If you have purchased Readerware you must supply your registration name and code to register the server program. If running in evaluation mode, leave these fields blank. The easiest way to register is to copy the contents of your registration e-mail and then click on the **Paste** button. RWServer Config will then locate your registration information in the e-mail and insert it into the appropriate fields. Your registration e-mail has more information on how to copy/paste your registration.

There is one final option you need to set when configuring the Readerware server. This is required when using the Readerware Loan Client. The Readerware Loan Client provides a unified interface to all three databases so you can check items in and out using the one program. When using the loan client you have to decide which database should contain the borrowers. All borrowers will be stored in this database. Check the **Store borrowers in this database** option on the one database that you will use for borrowers. When saving the server configuration you will get an error if no database is defined as the borrower database. You will also get an error if multiple databases have this option checked. there should be one and only one borrower database selected.

In earlier versions of the Readerware Loan Client only books were supported. If you have been using the loan client prior to Readerware 4, then you should select the book database as your borrower database. That is where your existing borrowers will have been stored.

Even if you are not using the Readerware Loan Client it is a good idea to select a borrower database. This will eliminate the error message when you save the server configuration.

## The Mobile Tabs

Again mobile support for each database is configured separately. You do not have to enable mobile support for all three

databases. If you are only using Readerware for music, then you only need to activate mobile support for the music database.

Select the appropriate mobile tab. Check the option to enable mobile support for this database.

You can select which database columns should be synced to your mobile device. Columns listed with a green check mark will be transferred to your mobile devices. Columns displayed with a red X will not. Double-Click on a column to toggle the status.

You can optionally define a maximum length for each column. For example the Album Info column can contain a lot of data. It might contain more than you need on your mobile device and by limiting the amount of data transferred you can save space on your mobile device. Select the column in the list and then enter the maximum length you want to transfer.

When transferring images to your mobile devices, Readerware will scale them to an appropriate size. You can set that size in the server configuration but it is recommended that you select the **Use device defaults** option. That way Readerware will scale the images to the appropriate size for each device. For example if you have a phone and tablet, Readerware can send bigger images to the tablet.

## Configuring the Readerware Client

To use Readerware in client/server mode you must select the advanced open dialog option. Select the Preferences menu item, then Database, then Access.

Now when you open a Readerware database by selecting **File->Open Database**, you will see the advanced open dialog. Select the option to connect to a Readerware Server and enter the server name or IP address and the control port. The control port must be the same as the control port set in the server configuration utility.

Readerware will connect to the server and display your database as normal. Readerware remembers the last accessed database and will open it automatically the next time the program is started. So normally you set up Readerware to connect to the server once and Readerware connects to your server each time the program is started.

## Configuring the Readerware Loan Client

Unlike Readerware the Readerware Loan Client can only connect to a Readerware server, it cannot open a Readerware database directly.

When you select the File->Open database menu item, the Database Chooser is displayed. The only option is to Connect to a Readerware Server. Select this option and enter the server name. The Readerware Loan Client will connect to the server and open all the configured databases. The Readerware Loan Client provides a unified view of all databases so that you can checkout books, music and videos with one program.

The Readerware Loan Client remembers the last accessed server and will connect to it automatically the next time the program is started.

## Readerware Server Log File

The Readerware server logs basic activity and errors to a log file. The file is called `rwserver.log` and it will be created in your Documents folder, Readerware->Logs.

If you experience any problems, the answer can normally be found in the log file. This is a plain text file and can be viewed in any text editor.

## Connection problems

If the client cannot connect to the Readerware server it is normally one of the following issues:

**The Readerware server is not running or does not have the appropriate database open.** Check the `rwServer.LOG` file on the server machine to verify that the Readerware server has started normally and that the database is open. If you start the server and open a Readerware and ReaderwareAW database but do not open a ReaderwareVW database, then you will receive an error if you try to connect from a ReaderwareVW client.

**The operating system cannot resolve the server name.** The first thing to check is that the two machines can communicate.

From the remote machine, open a command prompt and enter the following command:

```
ping servername
```

where servername is the name of the machine running the Readerware server. If the ping works, then we know the two machines can communicate. If not there is some sort of networking problem between the two machines. Try using the machine IP address in place of the server name. Readerware will accept either.

**Your Firewall is blocking the server ports.** If the ping works but Readerware is still unable to connect, then it is probably your firewall software blocking the ports Readerware is using.

It is often easier to get started by running the server and client on the same machine. That takes things like firewalls out of the picture. Once you get it running on the same machine, you know the server is configured correctly and you can then try connecting from another machine.

## Database Maintenance

You should perform periodic maintenance on your Readerware server databases.

As you add new items to your server databases, the database will grow in size and should be compacted for better performance and to reduce disk space usage. As your databases stabilize and you are no longer adding a lot of new items, the need to compact the database will be reduced.

Use the RWServer Config utility to compact your databases, select from the **Database** menu. Depending on the size of your database, it may take a while to compact a database. The server will be placed in maintenance mode while the database is compacted. No new connections will be accepted until the operation completes. You can not interrupt the process while the database is being compacted, it must be allowed to complete.

It is a good idea to backup your database before compacting it.

The Compact Database Wizard will guide you through the process. The first screen displays the full path of the database and the current database size. Verify that you are compacting the correct database and click **Next** to start compacting.

When the operation completes the Next button will be enabled. Click **Next** to display the results screen. RWServer Config will display the original size of the database and the new compacted size. This should give a good idea of how often your databases needs to be compacted.

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## Remote Database Connection Dialog

This dialog is displayed when you select **File->Open Database** from the Readerware menu and you have selected the [remote database option](#).

### Instructions

To connect to a Readerware server you need to enter two pieces of information:

**The name of the machine the server is running on.** If you are running the client and server on the same machine, you can enter 'Localhost'. Otherwise you should enter the name or IP address of the machine on which the Readerware server is running. For Example:

**Localhost**

or

**MyServer**

or

**192.168.0.1**

**The location of the remote database images.** This would normally be on a network drive that you have mapped to the Readerware server machine.

### The Button Panel

Once you have entered the information, click on **OK** to connect to the Readerware server. Click on **Cancel** to abort the operation.

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## RWServer Properties File

The easiest way to configure the Readerware server is to use the [RWServer Configuration Utility](#). This will create the `rwserver.properties` file for you in the correct location. You can also configure the server by creating your own `rwserver.properties` file using a text editor.

### Creating the Server Configuration File

The configuration file specifies the databases and modes etc. This file must be called "`rwserver.properties`".

There are four sections to the configuration file. A common section where server properties are specified and three product sections where you specify the product and database information.

The common section can contain the following entries:

```
rw.svr.cp={Control port, default 9010}
rw.svr.dp={Data port, default 9001}
```

The product sections can contain the following entries:

```
rw.svr.ena={Database enabled (true or false)}
rw.svr.rnme={Registration name}
rw.svr.rcde={Registration code}
rw.svr.db={full path to the database}
rw.svr.mde={Database mode: 0=full, 1=checkout, 2=read only}
```

The above examples are configuring Readerware for books. To configure the music version start the keys with `aw`, i.e. `aw.svr.db`. For the video version the keys start with `vw`.

You do not need to start all databases, if you are only running Readerware for books, then you only need to define the `rw.svr` entries.

Note that special characters must be escaped with the backslash character. So to enter a backslash you must enter `\\`.

Example:

```
rw.svr.cp=9010
rw.svr.dp=9001

rw.svr.ena=true
rw.svr.rnme=Readerware User
rw.svr.rcde=RW-XXXX-XXXX-XXXX-XXXX
rw.svr.db=D:\\ReaderwareDB\\Books.rw3\\Books.rw3.data
rw.svr.mde=0
```

### Saving the Server Configuration File

The configuration file must be called "`rwserver.properties`". The location is determined by the operating system.

On Windows the configuration file must be stored in the location pointed to by the `ALLUSERSPROFILE` environment variable. Create a Readerware folder at that location and store the file in there. For example:

```
C:\\ProgramData\\Readerware\\rwserver.properties
```

On Mac OS X the configuration file must be stored in the Application Support folder. Create a Readerware folder at that location and store the file in there. For example:

```
/Library/Application Support/Readerware/rwserver.properties
```

On Linux the configuration file must be stored in your home folder. There should be a .readerware3 folder in there. For example:

```
/home/me/.readerware3/rwserver.properties
```

You can use an alternate location by editing the rwserver.sh script and adding the parameter "-Duser.home=/your/location" after the java command. For Example:

```
java -Duser.home=/your/location ...
```

Readerware will then look for the following file:

```
/your/location/.readerware3/rwserver.properties
```

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