Athenaeum Light 6.0

Tutorial

A quick start to managing your Library resources.
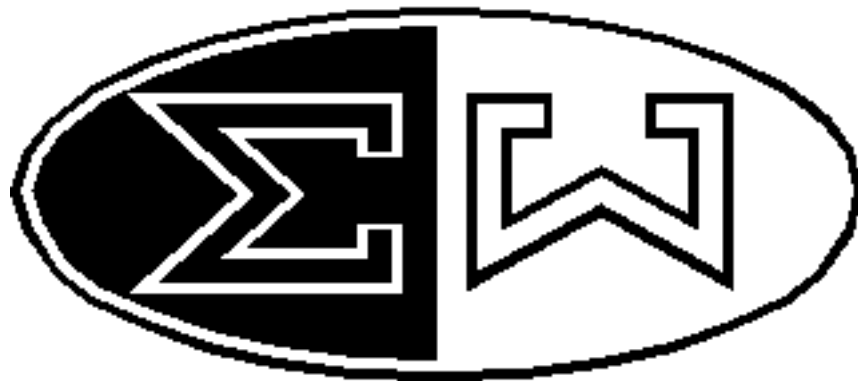
Table of Contents

What is Athenaeum Light?

Athenaeum Light is a fully functional library package oriented towards schools. It is based on Athenaeum Pro and Athenaeum Express.

Athenaeum Light allows you to catalogue books and resources; issue and return these to any number of borrowers; place restrictions on your borrowers and track overdues.

Athenaeum Express allows you to do the same, but comes with tighter security; is designed for slightly larger screens (800x600); more reports;

Athenaeum Pro allows you even more control over the issue process; tighter control again on accessing the catalogue, circulation and so on; many more reports; easier searching for overdues; etc.

Differences between these versions of Athenaeum and Athenaeum Light are many—see the Athenaeum Comparison List on our web site (www.sumware.co.nz).

Athenaeum Light version 3 has been freely downloadable from the internet for a few years now and is used in thousands of schools and churches around the world *(actually, we are not sure of the number any more, we stopped counting a year or two ago)*.

About this manual

This manual is a 'starter' to using Athenaeum Light and does not pretend to show you every aspect of using the program. For example, if you would like to know how to perform complex boolean searches on the Catalogue, then you should find out more about how FileMaker Pro can perform these functions. Athenaeum Light is created using FileMaker Pro v.6 from FileMaker Inc and consequently gives you most of the features of FileMaker Pro.

The screen shots in this manual are from the Macintosh version of Athenaeum. Athenaeum Light works equally well on Windows 95, 98 and Windows NT or XP, and the screens are similar in content, if not in colour. Keyboard commands are also similar, where on the Macintosh you might use the "Command" (or Apple) key instead of the Control key.

And: Athenaeum Light works well in mixed networks!

Setting Up Athenaeum Light

Requirements

Macintosh with a PowerPC processor with at least 32 megabytes or more RAM; System 7.6.1 or higher.

Windows 95, 98, NT, 2000 or XP computer with at least 32 megabytes or RAM; Internet Explorer 5 (or have the Comctl32.dll and Shfolder.dll in your Windows system which can be downloaded from

http://download.microsoft.com/download/platformsdk/Comctl32/5.80.2614.3600/W9XNT4/EN-US/50comupd.exe.)

Sufficient hard disk for installation (about 10 megabytes) and room to grow when you enter your catalogue, say another 10 to 50 megabytes of hard disk space.

Athenaeum is designed to run on a computer with a 13/14" screen displaying 800 pixels by 600 pixels with at least 32bit colours. If the computer you are using displays more pixels, then you should configure it "down" to 800x600. There is little advantage displaying a larger screen area; in fact, Athenaeum will not use it!

Register

Athenaeum Light is free. No catches, nor strings attached. However, we do ask that you tell us (SumWare Consulting) that you are using it. We want to keep a track of where it is going, because it is interesting. At the time of writing, Athenaeum has been installed in a school, church library, law firm or sales firm on every continent except Antarctica! Yes, it really is free. Athenaeum Light is two things to SumWare Consulting:

1. A marketing exercise (a good way to advertise Athenaeum Express and Athenaeum Pro);

2. A contribution to the education market, particularly the remote schools who have few resources for purchasing catalogue software, and not-for-profit organisations such as churches and the like!

We welcome your feedback: You can contact us at either

Athenaeum@sumware.co.nz   or [indonesia]   groups.yahoo.com/group/toolib

Or

Library@sumware.co.nz   [indonesia] d_witono@yahoo.com

We hope you enjoy the software!

Before You Start This Tutorial…

It will be very helpful if you understand some basic terminology used in Athenaeum. Also, there are FileMaker Pro concepts that you should understand which will enhance your experience with Athenaeum Light.

SumWare Consulting recommend that the administrator of your school's catalogue purchases a full copy of FileMaker Pro and also attends at least a basic FileMaker Pro course. This will allow you to do such things as adjusting or re-designing bar code labels to suit your requirements.

Toolbars

The screens have been optimised to be shown without the toolbars. You do not need toolbars for any aspect of Athenaeum.

If the toolbar is showing, we recommend you hide it: Choose View-Toolbars and choose the currently checked toolbar (probably 'Standard').

Important – Read the Credits

There are some key points on this screen. Firstly, *before* you use this system in your "real world" environment, you must understand how the system works and how to use it to get the results you want. This is your responsibility.

If you don't understand the system, you may get incorrect information. For example, if you do not understand the concept of FileMaker Pro's "found set", the valuation on the Catalogue from the Catalogue Summary Statistics may give a value considerably less than the full value.

SumWare Consulting will not be responsible for any problems arising from the use or misuse of these FileMaker Pro templates.

Starting the Athenaeum Light for the first time:

Passwords

When you start Athenaeum Light, you will be asked to enter a password:

- The highest password is freedom (this allows ou to change configuration settings)

- The librarian's password is librarian7

- Issuing password is tiger (issues, returns, search but not edit catalogue)

- The user password is user (search only)

Getting Assistance.

In New Zealand, support is provided for Athenaeum Light via an 0900 number:

0900 LIBRARY (that is, 0900 54 272) calls, at the time of publishing, cost $1.99 per minute plus GST. **Very limited** support is provided via email to athenaeum@sumware.co.nz.

Our website www.sumware.co.nz lists a number of frequently asked questions and their answers/explanations in the form of Athenaeum Notes
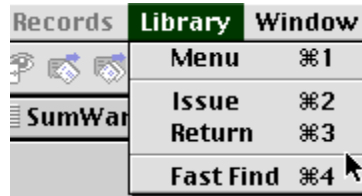INDONESIA :groups.yahoo.com/group/toolib

The Main Screen

This screen allows you to navigate easily to the other areas of Athenaeum Light: the Catalogue, the Borrowers file, the Circulation. As well, you can issue and return items directly, perform a search, go to the Administration screen, get help and Quit.

If You Get Lost

At any time, if you get lost in the system,

press ⌘-1 (on the Macintosh)

-or-

CONTROL-1 (on Windows),
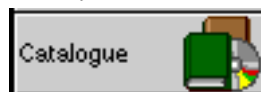
-Or-

choose "Menu" button from the Library menu

-or-

click the Home button at the top left of most screens.

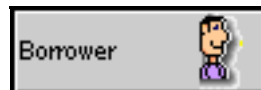This will jump back to the main menu and cancels the current action.

The Catalogue [Katalog]
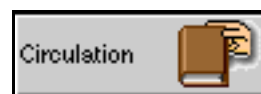
Contains details of all items in the library.

Borrower [Anggota]

Contains details of all borrowers (or users) of the library, including their name, borrowing limits and so on (Described in detail on page 16).

Circulation [Sirkulasi]

The details of all items currently issued on loan from the library.

Issue [Peminjaman]

Tells Athenaeum Light that you wish to issue an item from the Catalogue to one of the Borrowers (in the Borrowers database). Press ⌘-2 (on the Macintosh) or CONTROL-2 (on Windows) on the keyboard or click the Issue button.

Return an item [*Pengembalian*]

> Tells Athenaeum Light that an item (from the Catalogue) is being returned to the library. Press ⌘-3 (on the Macintosh) or CONTROL-3 (on Windows) on the keyboard or click the Return button.

Enter Key & Default Buttons

A convention used throughout Athenaeum Light is that a button with a bold border (Macintosh) or a button with a black shadow (Windows 95) is the default button for the current action.

This means that pressing the Enter key on the numeric keypad (the bottom right-most key on most keyboards) will activate the default button.

Don't confuse the above key with the "Return" (Macintosh) or the "Enter" (Windows 95) key on the main keyboard (above the right "Shift" key) with the Enter key on the numeric keypad. This key in some instances has a different function).

The "Found Set"

FileMaker Pro uses the concept of the Found Set to describe the collection of data that meet a certain criteria.

For example, assume you perform a find in your Catalogue for all items with the word "Pooh" in their title and you see that there are 12 items. These 12 items form the "Found Set" for that search, and can be manipulated separately to the rest of the Catalogue. That is, you can sort, print or delete just those 12 records.

Many operations in Athenaeum Light do not alter the "Found Set". Switching to a list view of the data will only show the records in the Found Set. All other records are temporarily hidden from view.

The "Print Options" button at the bottom of the screen will print a variety of reports based on the found set. You can use a custom find, with the "Print Options" button to create a very large number of reports.

List Views

To view a number of entries simultaneously, switch to a list view.

Doing so will show you some detail of each entry in the Found Set. If you need to see details of all entries in the file, then click the "Show All" button at the top of the list view.
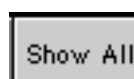
Any heading in a list view preceded by a sorting button can be sorted by clicking on the column descriptor for the list, e.g.:

Author ≜ ≡

To show more detail for any item in the list, simply click anywhere in the record.

Navigation

Move between records by using the navigation buttons at the top of many of the screens: (Keep in mind your remote control symbols!)
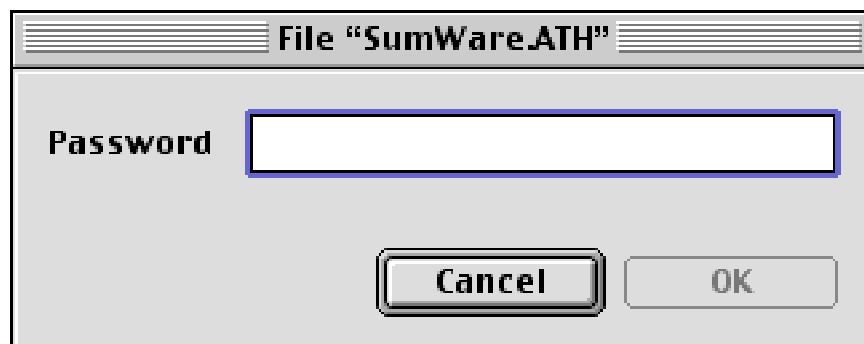
◀| ◀ ▶ |▶

Resp:

- Go to first record

- Go to previous record

- Go to next record

- Go to last record.

Starting the Tutorial

Start Athenaeum Light by double clicking the Athenaeum Light Icon.

Enter the Password

For this tutorial, we will log in as the Librarian, which will allow us to create/change definitions.

The password for pupils on loan computers or anyone on a 'client' computer used for searching the Catalogue only is 'user' (without the quotes).
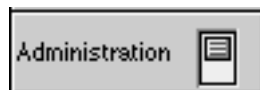
1. **Type "freedom" (don't type the quotes) and press the OK button.**
    The system will now open all of the files and perform a number of important startup routines, which will take less than a minute on a "host" machine and maybe up to two minutes on a "guest" computer.

The speed over the network depends on the type of computers you are using, the type of network, how much network activity there is, whether you are running FileMaker Pro Server, etc.

Configure Athenaeum Light

On the main menu, click on the Administration button at the bottom left.


The library configuration screen is displayed.

- Enter your organisation's name in the Organisation Name field (this appears on correspondence).

- Enter the Administrative contact and position, for your library (correspondence from the library will be "signed" by the details entered here).

- If you have an organisation logo, paste it into the logo field.

- Set the maximum number of items that a borrower can have at any particular time. If you don't want to impose limits, just set a very large number. Don't leave this field blank. For the purposes of this tutorial, leave or set the number to 2.

- Set the duration, in days, for issues.

- Turn the Duration on Issue option to 'On' if you want to be able to override the calculated due date when issuing a book (only if logged on with the librarian's password).

- Specify whether books can be returned on Saturdays and/or Sundays.

- Set the latest due date for any item in the catalogue. This might be a few days before the end of term, or a few weeks before the end of the year.

- Turn multi-user on, if you are going to allow other computers access to the catalogue. Experiment a little to see the effect, however note that you will need a copy of FileMaker Pro 5 on each computer that you wish to access the catalog.

- Specify whether you want borrowers' names displayed first name followed by last name or vice versa.
- If you are using a bar-code scanner leave input mode to "scanner". Otherwise, set input mode to "keyboard".
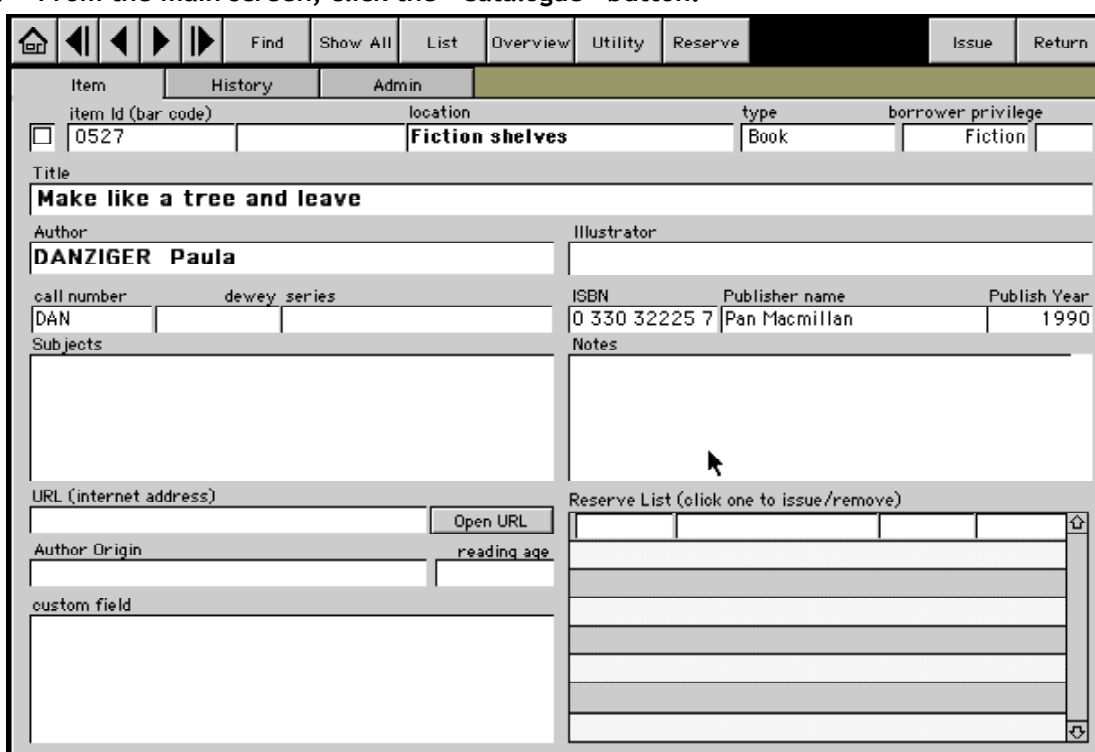
Learning Athenaeum Light

The Catalogue [Katalog]
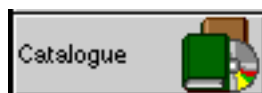
The Catalogue contains information pertaining to all resources available in your library. These resources can be books, videos, compact discs, audio tapes, toys; in fact, just about anything that you can stick a label on and issue. It also is the place where you store purchase details for each item, so you can track the total value of the catalogue, who the supplier was, and so on. In Athenaeum Light, we refer to each resource as an Item.

1. **From the main screen, click the "Catalogue" button.**

Find an Item [Pencarian]

To find an item in the catalogue:
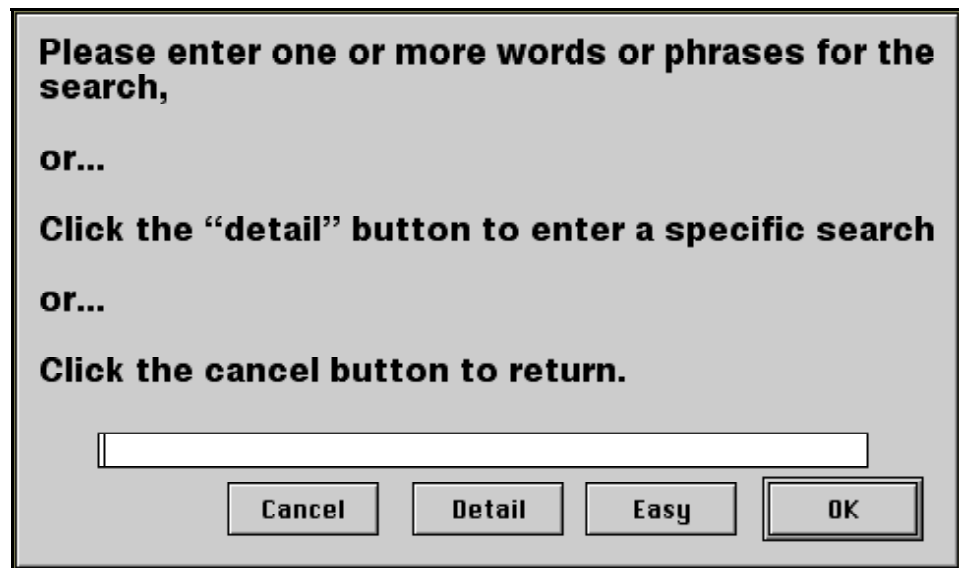

1. **Click on the Find [cari] button.**
   Click on the 'Search Catalogue' on the Main Screen to achieve the same result.
   The Find option is very fast. You type something, without worrying which field the data should be in, and Athenaeum Light will try to find it.

   Note that you can start a fast find at almost any time by pressing Command-4 (Macintosh) or CONTROL-4 (Windows 95)

You are now presented with the Find dialog box asking you for a single word.

Please enter one or more words or phrases for the search,

or...

Click the "detail" button to enter a specific search

or...

Click the cancel button to return.

| Cancel | Detail | Easy | OK |

2. **Type the word "**art **" and click on the "OK" button.**
   This will search all items in the catalogue where the title, authors, illustrator or subjects contains the word "art ". If you wish to be more specific, click on the Detail button where you can search individual fields.

The search is quite fast, even on low performance computers (In this example, you are using a small catalogue for this tutorial. However, the search is also very fast on large catalogues—that is, 50,000 items or more)!

You are now presented with a list of items that meet the search criteria. In the example described, there are only three items. This is the "Found Set" of items.

In this list view, you can see whether an item is "in" or "out" of the library, fiction or non-fiction, author and the number of reservers for each item.

You can sort the list by clicking on any of the sort icons above each column.

You also have many options for printing this list. Click on the print button to print the list as is (current sort order, etc). Click on the Print Options button to see some options for grouping the 'found set' by different parameters.

On the left, you will see a checkbox with an "x" next to it. This is a general purpose "mark" field that you can use as you see fit.

3. **Click on the second row in the list to see the detail.**
   Virtually all lists in Athenaeum Light work the same way. If you click on a row in the list, you see the details of that row.

You are now shown the item's basic detail. To see more information, click on the various tabs.

To see even more information for the item on a single screen, click on the 'Overview' button [Tampilan detil] at the top of the screen.

4. **Click the "History" [Arsip] tab**
You can now see an overview of the item's borrowing history.

5. **Click the "Admin" tab**
You see administrative details for the item, including to whom the item is issued, if it is on loan. You can only see this if you are using the Administrative password.

Creating Borrowers [Anggota]

You may either type all of this information manually, or much of this data can be imported from your administration system, but there will still be some work to do.

Borrowers can be anything, in accordance with your library policy. Students, Teachers, Rooms, other libraries.

1. **Click the "Borrower"[Anggota] button on the main screen.**
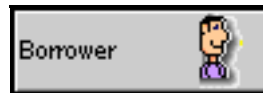
Borrowers are represented by the little character with the purple sweater. Any button with this guy on it, will perform some action on a borrower.

The borrower detail screen appears.

View a List of Borrowers [Anggota]

1. **Click on the "List" button.**
    Remember that list buttons always look the same and perform the same function of switching to a list layout. However, they don't change "the Found set" of records.
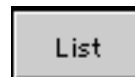
Now click on a borrower [anggota] to see that borrower's details.

2. **Click on the first row of the list, ID number 100.[nomor yang ada]**

Create a Borrower

1. **Click on the 'New' [Isi data] button at the top of the screen.**

The borrower detail screen is again displayed, without any information, except an automatically entered borrower ID.

2. **Note the borrower ID for later in the tutorial, if it is different to 115 below.**

3. **Enter Jason Funn, year 7, room R5.**
    Room numbers can be simply numbers or alpha-numeric descriptors. They are sorted as the latter.

    The year should be a number, such as 1 through to 12.

    The screen should look something like the picture below.

The email field can be left blank (this is a placeholder for future features in Athenaeum Light)

If the borrower is a library, simply enter the library name in the Last Name field and leave the class/year and Room empty. There *must* be an entry in the Last Name field.

The address for correspondence (caregiver) information can be used in addressing letters to borrowers. However, this is a placeholder in Athenaeum Light as it is distributed.

4. **Click the "Menu" button or press ⌘-1 (Macintosh) or CONTROL-1 (Windows).**
    You are returned to the main screen.

Importing Borrowers

If you wish to import borrower data from your administration system, ensure that the file is an ASCII (text)[ms excel] file, with Tab or comma separated data. You only need first name, last name, year, home room.

Choose Import Records from the file menu and match these fields up to brw_firstName, brw_lastName, brw_year, brw_room respectively.

Issuing Items to Borrowers loan[Peminjaman]

You are now ready to issue and return items.

The prime aim of Athenaeum Light was to speed up the issue and return process, while at the same time maintaining a potentially high degree of control over the processes.

Issue an item [pinjam]– keyboard mode

The screenshots below show Athenaeum Light configured with input mode "keyboard".

If you have a bar code scanner and you have configured the input mode as 'scanner' in the administration screen, the process below is identical with the exception that the borrower input and item input are on two separate screens.

To issue an item, simply click on the Issue button in the main screen or press ⌘-2 (Macintosh) or CONTROL-2 (Windows).

1. **Press ⌘-2 (Macintosh) or CONTROL-2 (Windows) on the keyboard.**
    If you are already in the Circulation file, this is disabled. In this case, click on a Loan button.

    A dialog box is displayed asking you to enter two pieces of information.

2. **Type 115 (or the ID of the borrower you created in the last section, if it is different).**
    By default the previous borrower's ID was displayed. This is useful when someone is borrowing multiple items.

For this tutorial/demonstration, it is assumed that you don't have a bar-code scanner plugged into your computer. If you did, you would simply scan the user's bar-code.

3. **Press the tab key to move to the Item/book ID field.**
    If you are using the scanner setting as input mode, you will automatically move to the next dialog box asking for the Item ID.

The borrower's name is displayed.

Many bar-code scanners can be configured to automatically "type" a certain character after the bar-code has been scanned. With Athenaeum Light it is very useful to have the scanner automatically "type" the Tab character (ASCII 9)

4. **Type 9525** [nomor id buku/koleksi]
    Pressing the TAB key displays the title of the catalogue item (only if your input mode is set as 'keyboard').

5. **Click on the "OK" button or press the ENTER key (*not* the Return key).**
    The record is processed and you are ready to issue another item (yes, it is that quick to issue items). The "Issue" dialog is displayed again, ready for another loan.

    Now borrower 115 wants to borrow a number of books, so, to issue another item to the same person, simply press the tab key and enter 1447 (the code for the next item) and press the ENTER key.

7. **Press the TAB key once.**

8. **Type 1447.**

9. **Press the ENTER key (bottom right-most key on the keyboard).**
    The loan is processed.

10. **Click the OK button or press the ENTER key.**
    You are now ready to issue borrower 115 a third book.

11. **Press the TAB key and type 9526.**
    The screen goes red, the computer beeps and a warning dialog, similar to the following, is displayed.

This loan is denied, and the reason(s) are stated in the dialog box.

The screen goes red, so that this dialog can easily be seen. Experience has shown that many operators actually don't look at the screen when loaning/returning items. By having the screen go red, it is more likely to catch the operator's eye!

12. **Click the OK button.**
    You are returned to the "Issue" dialog box.

We suggest that if possible, you configure Athenaeum Light 6.0 to "Scanner" mode.

The advantage of doing this is that the issue/return/check/stock-take processes are faster and more accurate.

Experiment with the different modes to find out what is appropriate.

Issuing "Loaned" Items [ver. ind. telah dikoreksi]

Now recall that you have just issued [9525] The House at Pooh Corner. You may find that pupils return an item by placing it on the library shelves *without* properly returning it via the "Returns" desk. This situation is handled in Athenaeum Light by automatically returning the item and then re-issuing to the new borrower.

Let's assume that item [9525] was put back on the shelf and a new borrower now brings it to the Loans desk to borrow it.

1. **Type 105 (for the borrower ID) and TAB.**

2. **Type 9525 (for the item ID) and press the ENTER key.**
    The computer beeps a few times (to indicate that it is first returning the item). The item was issued as per normal.

If you were to look at the log file (which is beyond the scope of this tutorial), you would see that an extra "Return" transaction was automatically executed.

3. **Click on the Cancel button.**
    You return to the Main Menu.

Managing Overdue Items [terlambat kembali]

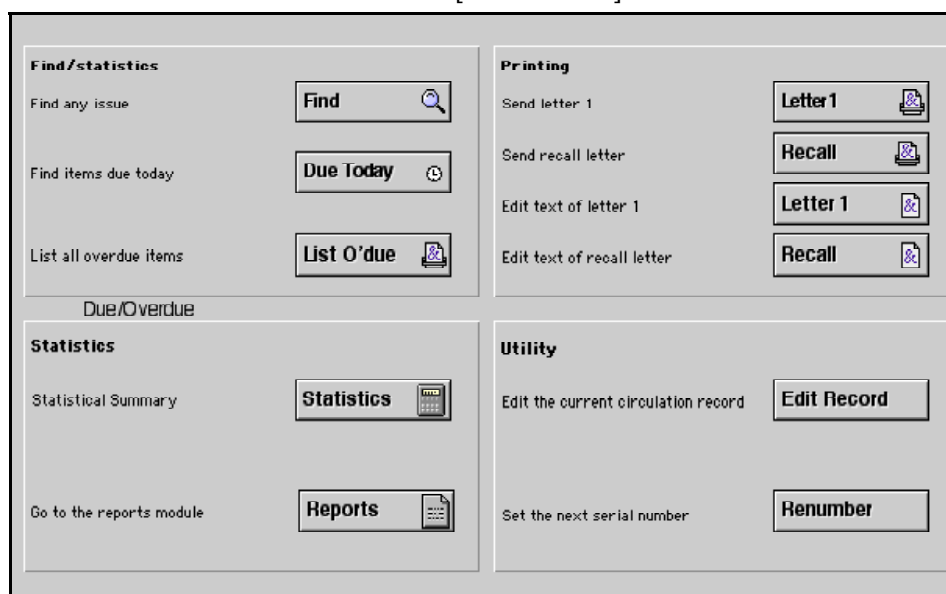As Librarian, you need to keep track of overdue items. To view a list of overdue items:

1. **In the Main Menu, click on the Circulation** [Sirkulasi] **Button.**

2. **Click the "Utility"** [Fasilitas lain] **button on the Circulation activity screen**

You now see the Circulation Utilities [Fasilitas Iain] screen

Find/statistics

Find any issue	Find 🔍	
Find items due today	Due Today 🕐	
List all overdue items	List O'due 📇	

Due/Overdue

Printing

Send letter 1	Letter1 📇
Send recall letter	Recall 📇
Edit text of letter 1	Letter 1 📇
Edit text of recall letter	Recall 📇

Statistics

Statistical Summary	Statistics 🔢
Go to the reports module	Reports 📄

Utility

Edit the current circulation record	Edit Record
Set the next serial number	Renumber

3.   **Click the List O'due button from the Find/Statistics group If there are no items overdue, a message is displayed to that effect. Otherwise, a report is previewed on screen showing books overdue for each Room.**
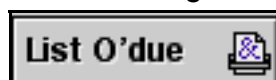
Use the book icon to preview subsequent pages of the report.

Pages: 4
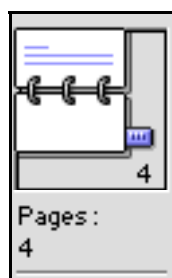
4.   **Click the Continue button or press the ENTER key.**
      The print dialog box is displayed.

5.   **Click the Cancel button if you don't wish to print the overdue list, otherwise, click the OK button.**
      You can also print letters to be issued to late/overdue borrowers by sending a reminder letter:

6.   **If you have a printer connected to your computer, click the Letter 1 button.**
      The wording of late letters may vary for your installation, but by default, the due date and replacement costs are printed.
      Change the wording by clicking on the 'Edit text of Letter 1' button.

Returning Items[Pengembalian]

Sooner or later, you will need to return items to the catalogue.

1. **Click the "Menu" button to return to the Main screen.**

2. **Click the Return** [pengembalian] **button.**

Please enter/scan the item to be returned
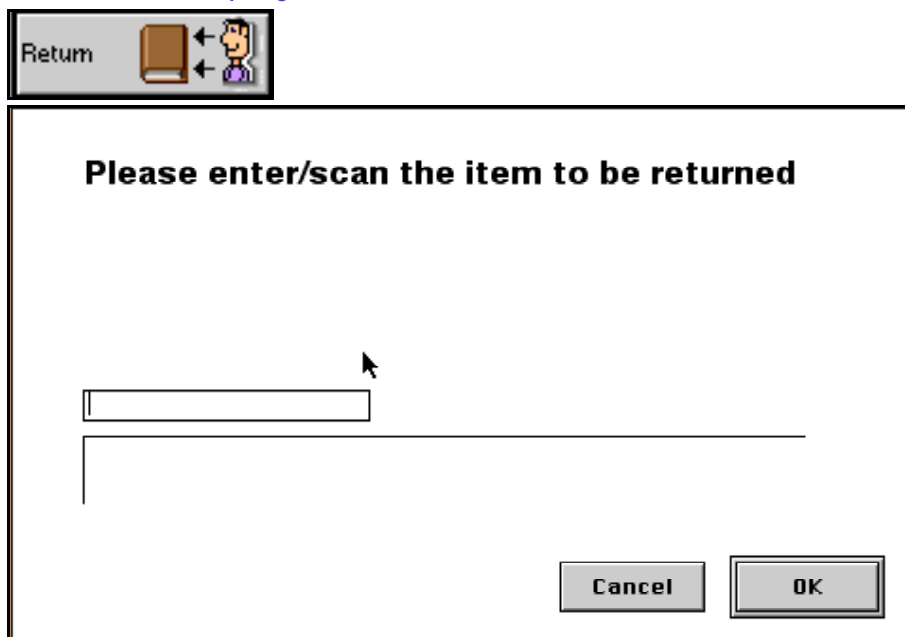
The return dialog is displayed asking for the ID [nomor induk] of the item to be returned. (note the buttons at the top left of the screen — these allow you to switch between issue/return/extend/check at any time.)

3. **Type 9525.** [masukkan nomor induk]
   This item was issued earlier in the tutorial. If you have experimented with Athenaeum Light, you may need to re-issue this item before trying to return it.

4. **Click on the OK button or press the ENTER key.**
   The item is processed and you see the return dialog again.

5. **Type 9524 and press the Enter key.**[koleksi reserve/dipesan tdk dapat dipinjam]

This item is reserved. Please put it aside and a notification will be printed.

(This item is overdue *and* reserved.koleski terlambat/telah dipesan)

Because the item was reserved, Athenaeum Light will, by default, print a Reserve notification letter as well as displaying the message. You can then send the letter to the reserver.

This letter can be customised for each library.

7. **Click the Don't Print button.**
   The condition of the returned item is displayed.

8. **Click the OK button or press the ENTER key.**
   Some of the details above will be different, depending on the date you are doing this tutorial.

10. **Click the Cancel button.**

Extending Loans [Perpanjangan]

A current loan can be extended by clicking the "Extend" [perpanjangan] button on the Issue [peminjaman] or Return [Pengembalian]screen.

1.   Click the Extend [pengembalian] button.

Extend

Please enter/scan item to be extended

Cancel   OK

If the borrower has returned the item to the loans desk, scan the ID of the item at this dialog. If the borrower has not returned the item, you must manually enter the ID.

2.   Type 4591[masukkan No.Induk] and press the ENTER key.

Loan Due Date

[4591] Monster and Die softly

is due Tuesday 12 December

It is in Good condition.

OK

The loan is extended.

The new due date is calculated by adding the appropriate number of days to the previous due date, not the current date.
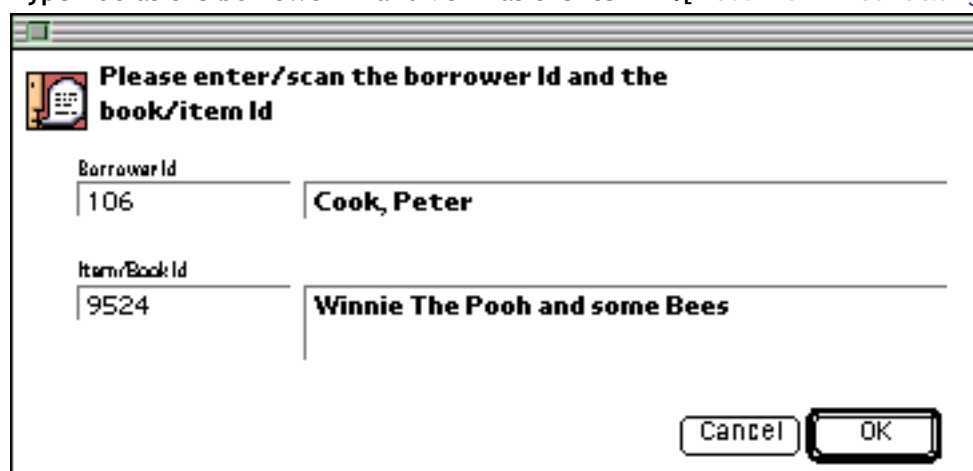
If the item is reserved, you will not *be able to extend the loan.*

If a borrower has reached his/her borrower default limits, it is still possible to extend the loan, as this does not affect the number nor type of items currently held.

Issuing Reserved items [Pinjam koleksi dipesan]

Attempt to Loan a Reserved Item

1. Click the "Issue"[Peminjaman] button (or use the keyboard shortcuts).

2. Type 106 as the borrower ID and 9524 as the item ID.[masukkan ID buku&anggota]

3. **Press the ENTER key.**

   Because the item is reserved [dipesan], the following message is displayed and the loan is stopped.
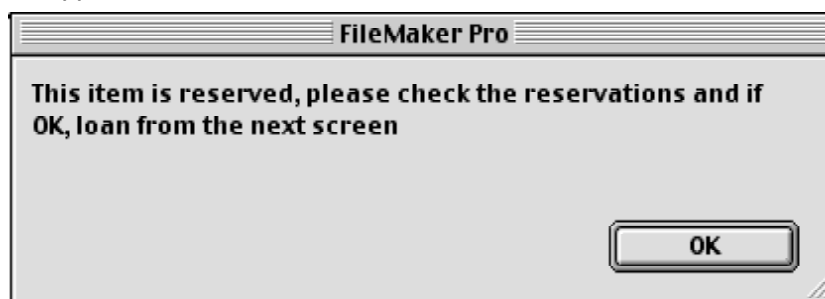
The loan will not continue and Athenaeum Light switches to the Catalogue file and shows you the detail for the reserved item. The reserves will look similar to this:

At the bottom left of the Detail screen, you can peruse the reserve list. The item can only be issued to the first of the borrowers on the reserve list. If you wish to make the item free for general borrowing, every borrower on the reserve list must be removed.

To do either, simply click on the name of the first borrower in the reserve list and respond to the resulting dialog box as appropriate.

Issuing a Reserved Item

1. **Click on the first reserver**

Do you wish to remove this borrower from the reserve list, or issue the item to the borrower.

[Issue]   [Remove]   [Cancel]

2. **Click the Cancel button**
   If you click on a subsequent borrower in the reserve list, you will only have the option of Removing that person or cancelling.

3. **Click on the second reserver.**

Do you wish to remove this borrower from the reserve list. (You may only issue to the 1st reserve)

[Remove]   [Cancel]

Notice that there is no option to issue the item to the reserver!

4. **Click Remove.**
   The borrower is removed from the reserve list.

5. **Click the first Reserver** [pemesan pertama].

6. **Click Issue.**
If the first reserver has not reached their limits, then the item is issued to them, otherwise, the issue will be rejected AND they will be removed from the reserve list.

If you remove someone from the reserve list (because they cannot get to the library in the next few days, for example) then do consider adding them to the end of the list!

Where to now?

You have now completed the Athenaeum Light tutorial and should have a basic understanding of the principles behind Athenaeum Light. Practise further on the tutorial files and get completely comfortable with the basics.

Then start exploring. Try the many other options in Athenaeum Light on the tutorial files. By using these files, you won't do any damage to real data. If you get into a complete mess, then delete all of the files and go back to the original files (on the CD if you have this).

Re-read the tutorial, especially some of the italicised explanatory notes. They cover some of the reasons why an action occurs and may save you asking questions later.

Attend a FileMaker Pro Basics course, to get a better feel of how the "engine" of Athenaeum Light works. If you learn FileMaker Pro keyboard skills (stepping through records and fields; viewing the index; understanding the found set and so on) you will improve your speed at retrieving data, but more importantly, you will be much better able to work out how to create custom reports and examine your library's usage.

When you feel like you are ready to enter your own data (a big job), delete all of the information in the tutorial files and start typing!

Deleting the tutorial information

To delete information from the tutorial (so you can create empty files for your data) go to the Administration screen (from the Main Menu, click on the Administration button). Click on the Programmer [Fasilitas Admin] button at the bottom right of the screen.

There is no come-back on this! So only do this when you are sure you want to delete ALL data permanently!

Next, first click on the 'Find All' button. Then, click on the 'Delete All' button.

Back Ups [SANGAT PENTING]

Do these often! Once a day if necessary. We find most libraries use Zip disks (one for each day of the week, then an additional disk for each week of the month) as they are reliable, easy and a cost-effective option. If your computer crashes while running Athenaeum, seriously consider going back to your last 'clean' back up. Things may seem fine, but corruptions can go undetected for some time…. Returning to a back up which already contained the corruption, will just cause unnecessary frustration not to mention hours of work!

Computers running the software should not be prone to crashing. Run a 'clean' system – no screensavers, cutesy digital cats running all over the screen or (horrors) games!

ENJOY!!