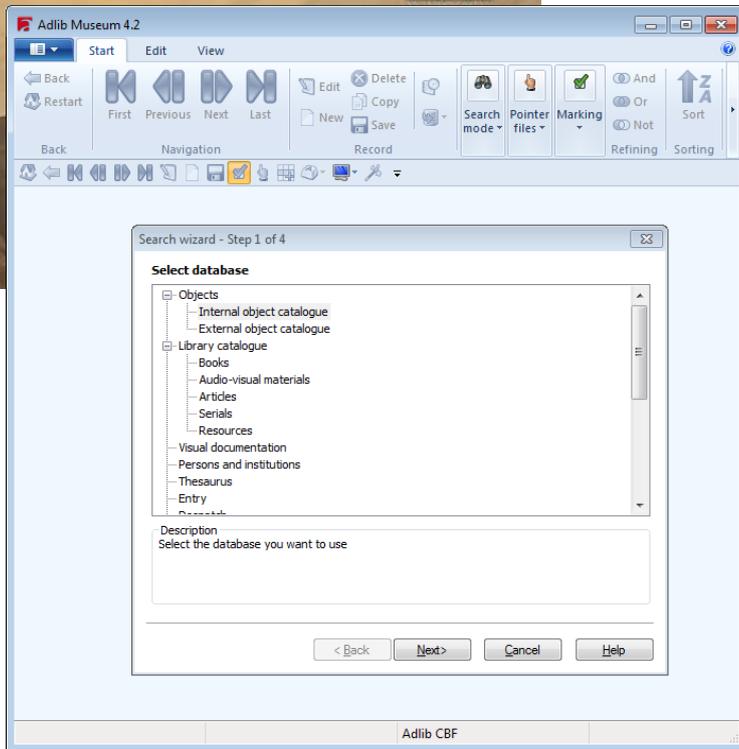## adlib
an AXIELL product

Quick start tutorial

This presentation shows you how to get started in Adlib, in less than an hour. You'll learn to:

• enter a new record;

• search records via the *Search wizard*;

• edit an existing record;

• print a selection of records.

Starting Adlib

You can start Adlib in different ways:

- Double-click the Adlib icon on your Windows desktop to start Adlib. The name of the shortcut depends on the installed Adlib application.

- In your Windows *Start* menu, underneath *All programs*, you'll find an *Adlib* group. In here, there's also a shortcut to start your application.

Your application opens with the *Search wizard*. It lists all data sources in which you can search and /or enter records. You can search for records in every data source, and edit found records if you wish.

A data source represents a database or a logical part of such a database, a dataset. In the example to the left, *Library catalogue* refers to a database, while *Books* is a dataset within that database. Which data sources are available to you, depends on your Adlib application; there are several different applications, like Adlib Library, Adlib Museum and Adlib Archive.

Help

Click the *Information* icon to access context-sensitive help anywhere in Adlib.
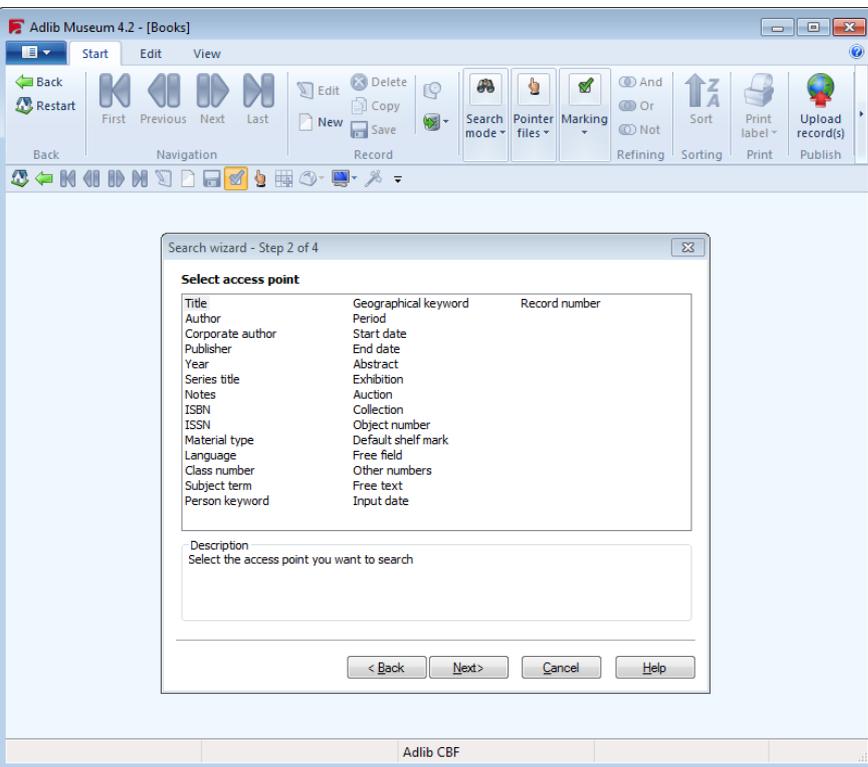
Entering a new record

In a record you usually describe one object, one book, one term, or one name, etc. Each property of the item is entered in a separate field. Together, the fields in which you enter values, make up a record. Records are stored in a database, and can be part of a dataset in it.

1. In *Step 1* of the *Search wizard,* always first select the data source in which you want to work, *Books* for instance, and click the *Next* button.
   Note that only in undivided data sources (like *Visual documentation*) and sub data sources (like *Books*) you'll be able to enter new records; in data sources like *Objects* or *Library catalogue* you cannot enter new records.

2. After choosing a suitable data source, you can enter a new record in it. Click the *New* button in the *Start* menu of the Adlib ribbon to open a new record.
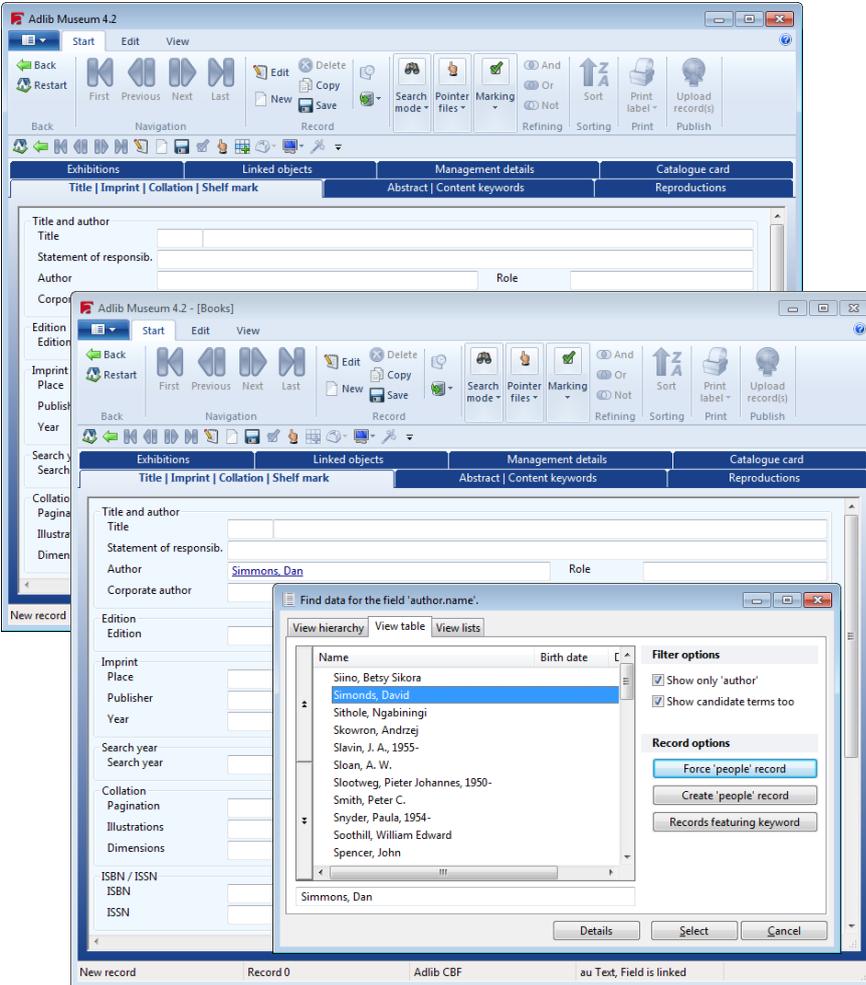
3. An empty record opens in edit mode. Click an entry field if you want to be able to enter data into that field.
Click the tab of other forms to access even more fields of this record.

Some fields, like *Author*, are validated: this means that the field is linked to another database (for *Author* that is *Persons and institutions*), and that author names for example, have their own name record in that linked database. The name you enter here, only refers to the relevant name record. This has the consequence that you either have to fill in a name which already exists in the linked database, or that you fill in a new name for which Adlib must create a new record in *Persons and institutions*. When you leave a validated field, Adlib will automatically check whether the entered name already exists: if it doesn't, the *Find data for the field…* window will open.
In the example to the left, the author name "Simmons, Dan" doesn't exist yet. Click *Force record* if you want Adlib to add a name record for this author to the linked database, or select an existing name from the list and click *Select* if the name you entered wasn't the right one after all. If you do not want to just add the new name but want to edit the name record as well and enter more details, then click the *Create record* button.
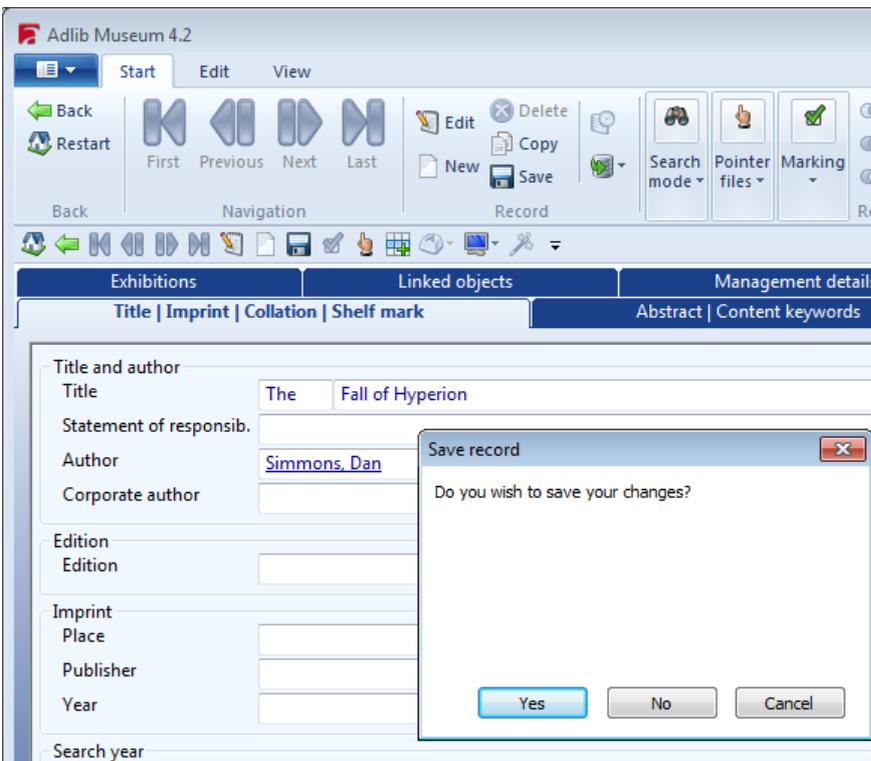
Saving the new data

If (for now) you are done filling in the new record, you'll have to save the record to store it. Click the *Save* button in the *Start* menu to do so.


Adlib subsequently asks you for confirmation.

- If you choose *No*, the new record will not be saved; if the record already existed and you were just editing it, then only your changes won't be saved.

- If you choose *Cancel*, you'll return to the record in edit mode, and nothing will be saved just yet.

- Choose *Yes* to save the record now.

Entering another new record

If you wish, you can enter another new record in the current data source. Just click the *New* button again.

To go back to *Step 1* in the *Search wizard*, click the *Restart* button. In *Step 1*, you'll be able to select a different data source to enter new records into.
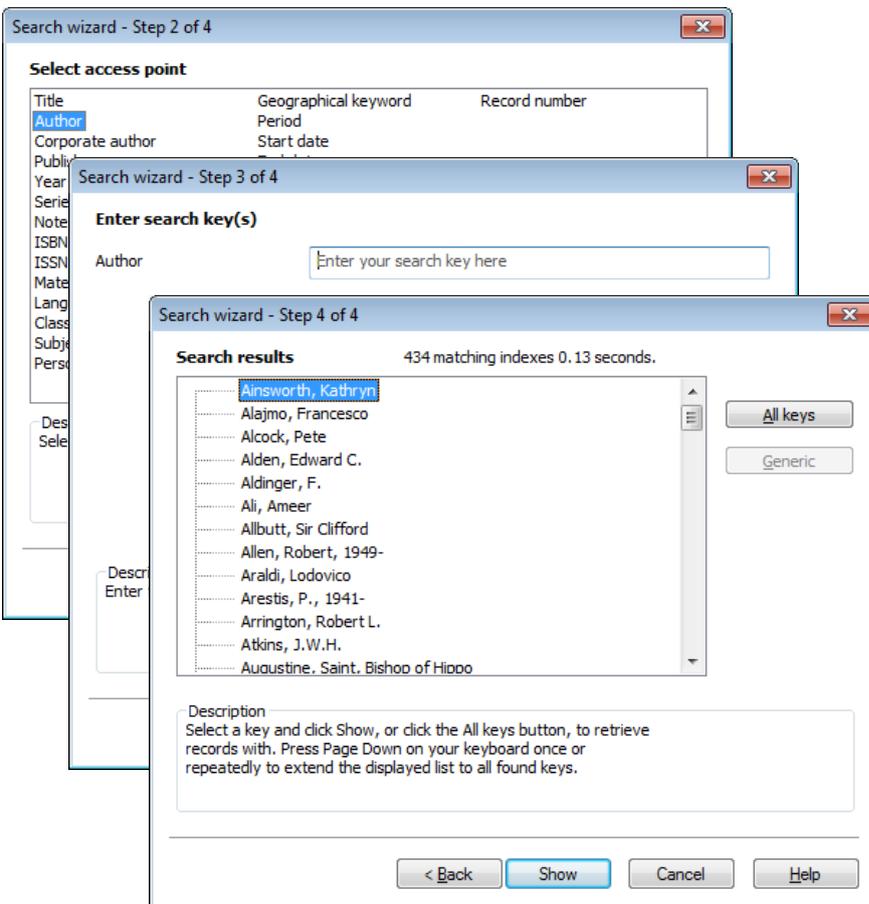
Searching data via the Search wizard

If you've already entered records or if you have a demo version of Adlib which has lots of example records, then you can retrieve those records by searching for them via e.g. the *Search wizard*. (Other search methods are described in the user guides; see the references at the back of this document.)

1. In *Step 1* of the *Search wizard*, first select the data source in which you want search, *Books* for example, and click the *Next* button.

2. In *Step 2* of the *Search wizard* you always choose a so-called access point: an indexed field in the current database in which you want to search. The access points list differs per data source.
   For instance, choose the access point *Author* and click *Next*.

3. In *Step 3* you may enter a name (surname, first name), or only the first few letters of the surname. In this case you may even leave the entry field empty, if you just want to search on all names.

4. In *Step 4*, Adlib displays all found search keys (names which occur in the index). Select an author and click *Show* to search for records with that name, or click *All keys* to search for records on all found keys.

Search wizard - Step 2 of 4

Select access point

Title	Geographical keyword	Record number
Author	Period	
Corporate author	Start date	
Publi…		
Year		
Serie…		
Note…		
ISBN		
ISSN		
Mate…		
Lang…		
Class…		
Subje…		
Pers…		

Search wizard - Step 3 of 4

Enter search key(s)

Author   Enter your search key here

Search wizard - Step 4 of 4

Search results   434 matching indexes 0.13 seconds.

- Ainsworth, Kathryn
- Alajmo, Francesco
- Alcock, Pete
- Alden, Edward C.
- Aldinger, F.
- Ali, Ameer
- Allbutt, Sir Clifford
- Allen, Robert, 1949-
- Araldi, Lodovico
- Arestis, P., 1941-
- Arrington, Robert L.
- Atkins, J.W.H.
- Augustine, Saint, Bishop of Hippo

All keys

Generic

Description
Select a key and click Show, or click the All keys button, to retrieve records with. Press Page Down on your keyboard once or repeatedly to extend the displayed list to all found keys.

< Back   Show   Cancel   Help

Using the search result

If more than one record is found, a list screen will be shown presenting a small selection of data from each record.

Double-click a record that you wish to see in full, to open it in detailed display.
Click the *Back* button in the *Start* menu to return from detailed display to the brief display.

If your search yields only one record, it will be shown in detailed display directly.

Editing a retrieved record

In detailed display of a record, click the *Edit* button to place the record in edit mode.

This way you can change or delete earlier entered data and add new data. Save the record when you're done, to store the changes.

Printing a selection of records

From the brief display, you can print one or more records from your search result:

1. First, mark the records that you want to print, by clicking the checkbox in front of each desired record. A check will indicate a marked record.

2. Now press the key combination **Ctrl+P**.

3. The *Print wizard* opens. This is your guide during printing. You can choose from three printing methods:
   - With *Create a report with the Print wizard* you decide, step by step, which data to print and how the printout should be laid out.
   - Use *Create a report with Microsoft Word templates*, if you have a template ready to print to.
   - If putting together an output format yourself is too much trouble, and you don't have an applicable template available either, then choose *Create a report with a predefined output format*. In the next step of the *Print wizard* you then select a ready-made output format to print to.

The three printing methods can be started separately as well, from within the *File* menu (to the left of the *Start* menu in Adlib). Doing so will skip the method selection step in the *Print wizard*.

More information

Go to http://www.adlibsoft.com/ and under *Support* choose the option *Manuals > User guides* to download the most recent Adlib User guide. Underneath *Manuals* you'll also find hyperlinks to release notes, installation manuals and maintenance guides.

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