



KATER-CRAFTS BOOKBINDERS ABLE “HOW TO”

◆ SHORTCUT KEYS:

Lot – **Alt+L**

Reports – **Alt+P**

History – **Alt+Y**

Lot Status – **Alt+S**

Collation – **Alt+C**

To Update a Title – **Alt+U**

Bindery Transfer – **Alt+B**

To Remove a Title – **Alt+R**

◆ TO LOG ON (p.42).

1. Launch Internet Explorer and click on the **Links** icon and select <http://able.katercrafts.com> from the drop down menu or, double click the **ABLE icon** on the main screen if you have created a shortcut.
2. Enter your Account ID, User ID and Password.
3. Click on **Log On**.
4. To Log Out select **File: Log Out** from the menu bar (p.43).

◆ TO NAVIGATE from screen to screen in ABLE Select **Window** from the ABLE menu bar and choose from the drop down menu.

◆ TO CREATE A LOT the **Lot Screen** is used (p.57):

1. Select **Windows:Lot** or **Alt+L** or **Lot** action button to display the Lot window.
 - ▶ New “Lot ID’s” must be unique. Use the date the Lot was created (2 digit month and 2 digit year), preceded by the Lot area letters: *i.e.* JL0900.
2. Type the new Lot ID in the Lot ID field and press **Enter**.
3. Select **Yes** in the confirmation box.
4. Click **Close** to exit.

- ◆ TO ADD A TITLE TO A LOT the **Title Composition Screen** is used (p.53):
 1. Be sure that the key is set to one of the **Title Text Keys**.
 2. Click the **Clear** action button to remove the data on the screen.
 3. To recall the title to be bound, enter **Title Text Key** which consists of the *first two letters of each word in the title*. Press the **Tab Key** to view the list of titles, and **Enter** the selected title. If the Text Key is an exact match, the title will be displayed. Otherwise, select the title from the list displayed.
 4. Fill in the Variables.
 5. Select **Alt+I** or the **Add Item** action button to add the title to the Lot.
 6. Repeat steps 2 – 6 for each title to be added.

- ◆ TO ADD A NEW TITLE the **Add Title Key** is used (p.32):
 1. Click the **Clear** button to remove the data on the screen.
 2. Recall Format by entering the Format ID in the Format Box above the Title Text Box. Press **Tab** or **Enter**..
 3. Using the **Collation Screen** (*Window:Collate* or **Alt+C** or the **Collation** action button) complete all information fields that should be a part of the title (e.g. title, call number, “Private ID”, and “Comments”) and delete all “Variables” that do not apply to a title before selecting **Apply**, **Close** and then **Add Title**.
 4. Enter **Yes** in the confirmation box.
 5. The message “Title (#000) Added” will appear in the lower left corner of the screen.

- ◆ TO CREATE A FORMAT (p. 56):
 1. Be sure that the key selection is **Format**.
 2. Click the **Clear** button to remove the data on the screen.
 3. Enter the format name and press **Tab** or **Enter**..
 4. Enter **Yes** in the confirmation box.
 5. Fill in the fields and text for the new Format.
 6. Select **Update: Format: Add Format** or **Alt+M** to save the new Format.
 7. Click **Yes** in the Confirmation Box.

- ◆ BINDERY TRANSFER (p. 63): Select **Alt+B** or **Windows:Bindery Transfer** to display the Bindery Transfer Screen.

1. Transfer to Bindery:

- a) Select the Lot to be transferred by entering the Lot ID in the Lot ID box.
- b) Click on **Transfer to Bindery**.
- c) When the Transfer is complete, a summary of the items is displayed.
- d) Click on **Close**.

2. Receive from Bindery:

- a) Select the Lot to be transferred by entering the Lot ID in the Lot ID box.
- b) Click on **Receive From Bindery**.
- c) When the Transfer is complete, a summary of the items is displayed.

- ◆ RUNNING A REPORT (p.67): **Select Alt+P** or **Windows:Reports** to display the Report window.

1. Select the **Report Type** and **Sort Criteria** by highlighting.
2. Click the **Next** button.
3. Enter department, collection or Lot ID as needed. (To print **Format Reports** the **Lot ID** must be removed.)
4. Select where the printing is to be done: **To Printer** or **To Screen**. If the **To Printer** option is not available, you must select **To Screen**, click on **File:Print**. (Until future release, the To File option should not be used.)
5. When you select **To Screen** the Report will appear in an Internet Explorer window.
6. To print to your printer, select **File:Print**, or **Control+P**. Before printing change your Printer setting to **Landscape Format**