The Chinchilla Register for Windows

Version 12

Copyright 2010

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Need Help? Got Suggestions?

**Call us: 413-499-0426 between 8 AM and 8 PM
Eastern Time, every day except Thursday.
or
Email us: support@evsoft.us**

Please also check out our web site at:
http://www.evsoft.us

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Section I. Installing the Register Program

1. Visit http://evsoft.us/version12.shtml and click on the Setup12Ch.exe link at the bottom of the page.

2. Save the file to your Windows Desktop. Restart your computer and turn off any running programs, including anti-virus software.

3. Run Setup12Ch.exe.

4. You will get the message that the publisher cannot be verified. Depending upon your system, click either **Yes** or **Run** to continue.

5. The setup program will start. (If you previously had a copy of our software on your computer, you may get a Maintenance screen that asks you to choose between **Add/Remove Components, Repair, or Uninstall**. To ensure proper program function, you <u>MUST</u> chose **Uninstall**. After the uninstall is complete, then start the installation process again by repeating steps 3 and 4 of these instructions. Performing an uninstall will NOT remove any of your data.)

After accepting the license agreement, you will be asked if you want to change the name of the application directory, <u>it is best to accept the default name</u>.

6. Your computer may grind away on this for several minutes, but at the end of that time your program will be ready to run.

This software is specifically designed for Windows XP, Vista and 7. If have an earlier version of Windows you should NOT use this version.

You are entitled to free downloads of all future changes to Version 12 from our web site, at http://evsoft.us/version12.shtml. You can check if your program is current by going to the Summary Screen, and clicking on **Help**, **Check for Updates…**. You can also have the program automatically alert you to when new updates are available, by clicking on **Options**, **Automatic Update Notification…**.

Section II. An Overview of the Program

The Register program is designed to allow you to enter and retrieve all of the vital information that you want to record for each of your chinchillas. You may enter as much or as little data as you like for each chinchilla. At a later date you can easily change or add to this information without retyping the data that you have already entered.

For each type of data that you are entering or viewing, the program will provide a display that is unique to that type of data. Each of these displays is called a "Screen". There is a thorough description of all of the commonly used screens in the On-Line Manual, which is described in Section IV below. Very briefly, the most commonly used screens are:

The **Summary Screen**. - This screen displays a list containing a brief description of each of your chinchillas. From this screen you add chinchillas and select chinchilla(s) whose data you wish to view or change. People who are familiar with databases would consider this a "browse screen" or a "table view".

The **Detail Screen**. - This screen displays all of the standard data for a chinchilla. Think of this screen as one card in a large Rolodex file. It is this screen that you use to view and correct data for individual chinchillas.   Clicking a button on this screen will also display the litter and winnings data for the selected chinchilla.

The **Litter Screen**. - This screen displays all of the litter information for the selected chinchilla, and provides a bar graph of litter yields. Litter data can be viewed for either males or females, but must be entered for the female, not the male. Litter data is entered, corrected, and printed from this screen.

The **Winnings Screen**. - This screen displays all of the winnings information for the selected chinchilla. Winnings information is entered and corrected from this screen.

The **Pedigree Screen**. - This screen displays the pedigree of the selected chinchilla. From this screen you can view the detailed information of any chinchilla in a pedigree, and you also can view the pedigree of any of the displayed chinchillas. In this way you can scan back through as many generations of ancestry as you wish.

Section III. How to Run the Program.

After you have installed the program, start it as you would any Windows program. You can either double-click on the Chinchilla Register icon on your desktop or select the program from the Program menu.

The first screen that appears is the Introductory Screen, which provides information on the software revision and the registered owner. It will disappear by itself in a second or two. This brings you to the Summary Screen. This is the screen from which you will do most of your day-to-day work. Your next step is to enter some data, and how to do that is covered later in this manual. But before we get into that, it's important that you learn about the On-Line Manual and Help System.

Section IV. The On-Line Manual and Help System.

On-line help is always available while you are running the Register Program, and this help is provided in several different ways. In some cases, such as when you are entering data on the Detail Screen, a red window at the bottom of the screen provides you with restrictions on, and information about, the data that you are currently entering. But, the most important help feature is that you can display help for all of the commonly used screens, simply by pushing the **F1** key or by clicking on the HELP! icon, which is a life preserver.

Depressing the **F1** key or clicking the HELP! icon activates the On-Line Manual, which displays a help screen that is directly associated with the part of the Register program that you are currently using. (In "computerese" this is called context-sensitive help).

Each of these help screens contains text similar to this manual, however, that text goes into greater detail, has illustrative pictures and automatically cross-references other topics of interest. There are many more pages of help available in the On-Line Manual than are presented in this brief user's guide.

Whenever you see words that appear in blue on the help screen, it means that additional information is available on that topic. When you click on words that are blue , the program will automatically display the information on that topic.

If you are unfamiliar with this kind of a help system, it would be a good idea for you to play with it for a bit before you really need it. The easiest way to do that is to start the Register Program, and then depress the **F1** key on any Register screen. When the help screen appears, click the tab labelled Contents. This will cause the On-Line Manual's Table of Contents to appear. Now move the mouse until the pointer is on the green word 'Help!', and then depress the left mouse button. This will produce a new screen that is very similar to the text that you are now reading, but which has greater detail and provides examples for you to try, so that you can learn how to use the On-Line Manual. You may want to take a few moments right now to experiment with the On-Line Manual.

A second important feature of the On-Line Manual is the Index

feature. To activate it, you depress **F1** as above, but then click the tab labelled Index. The first time you try this, Windows will pause to make an index table. After that, type the subject about which you want help, the program will offer selected pertinent topics. If you click on one of these topic names, the appropriate help screen will be displayed.

A third feature is the Search option. Type a few words and the program will create a list of topics that use those words, which you can then read to see if they answer your question.

When you are ready to leave the help screen and return to Register, click on the box in the top <u>right</u> corner that contains an "X".

If you encounter a problem or question for which you cannot readily find an answer, please feel free to call our telephone support line (see page 1), we encourage your questions, comments and suggestions for improvements.

Section V. Entering Data

Before entering data for a new chinchilla, you must have performed all of the steps in Section III, above. This will bring you to the Summary Screen. There are three ways to enter data. From this screen, you may either "add a pedigree" or you may "add a chinchilla", or from the Litter Data screen you may "expand a litter". Use the "Add Pedigree" feature when you are entering the entire lineage of an animal. Use the "Add Chinchilla" feature when you are entering a single animal into your database. Use "Expand Litter" to quickly enter data for an entire litter whose parents are already in your database. When you first get the program, you will be using the "Add Pedigree" feature to enter all of your animals' pedigrees, so let's talk about that feature first.

Adding A Pedigree. To add a pedigree, click on the icon labeled "Add Pedigree". The icon looks like a hand filling out a pedigree form (well, sort of). This will bring up a blank pedigree screen, and a panel where you enter data. You will notice that one of the blank spaces on the pedigree form is highlighted in yellow. The program expects you to enter data for this animal. Fill in the information that you know about the highlighted animal. Start by entering the name, if the animal has one. Depress **Tab** to step forward to the next field. If you need to back up to correct an entry, hold down **Shift** and depress **Tab**. If this breed has more than one variety, a menu will be shown when you get to the variety field. Type the number of the variety, followed by a "B" if it's a broken color, and the program will automatically spell out the full variety name. If you have a variety that is not on the list, you can just type in the full variety name. When you have finished entering data for the selected chinchilla, click on **Next Chinchilla.** The program will transfer the data that you have just entered to the appropriate spot on the pedigree, and then highlight the next chinchilla for which it wants you to enter data. When you have a lot of line breeding, you will discover that the program will automatically fill in ancestors that are already in your database.

You may leave any of the data fields blank except for sex, which you must fill in for the root animal. Based on its position on the pedigree, the program will calculate the sex for all of the other animals on the pedigree.

(As delivered, the program makes basic assumptions about the types of data you want to enter. However, you may have several choices of data format.   For example, additional fields to store notes or information on modifiers. To examine your choices and select a custom data format, go to the Summary Screen, and select **Options**, **Custom Data Format**. If you require a different format, please call our help line. We can create special formats for a nominal additional charge.)

Note that winnings and litter information will only be recorded for chinchillas that have a tattoo. If you choose to enter a birth date for an animal, the program will automatically calculate the animal's age class based on today's date and the date of birth.   Winnings information is entered from by clicking on the "Add Winnings" button and following the instructions for the Winnings Data Entry Screen. Use of this screen is pretty intuitive, but, remember, if you need help on how to use any screen, just push the **F1** key while you are working on that screen.

If you "goof" while entering a pedigree, and discover the error while you are still entering data for the erroneous animal, just go back (by clicking on the entry or using **Shift** + **Tab**) and correct it before clicking on **Next Chinchilla**. But if you discover the error after moving on, then click on **Edit a Prev. Entry**, which will enable you to correct previous entries, including the ability to "make space" if you left an animal out, or remove an animal if you inadvertently entered the same animal twice in a row.

As you enter data, the program is continually checking to see if the animal that you are entering is already in your database, and any time that it thinks that it has found a possible match, it will ask you to verify it. *It is very important that you answer these "Is it a match?" questions carefully, so that the computer can help keep you from entering unnecessary duplicate data, and so that it can differentiate between chinchillas that are similar (for instance, two different chinchillas with the same tattoo).*

It is also important that you do not give many animals the exact same name. If you are accustomed to naming your animal solely with your last name or ranch name, be sure to always append the ear number to that.   For instance, don't call an animal "Evans'" or "Oak Hill Farm's", call it "Evans' BJ29" or "Oak Hill Farm's OHF99".

And while we're on the subject, if you do use your last name in your animals' names, you don't have to type it out every time. There is a "SpeedFill" feature. When typing a name, just type = and then type **s**. The program will respond to that keystroke combination by typing your last name, in its possessive form. Several other SpeedFill choices are available. You can also define your own SpeedFill. To do that, go to the Summary Screen and click on **Options**, **Update Personal Data**, **View/Edit SpeedFill…**. And let's talk about capitalization. Normally the program capitalizes the chinchilla's entire name. But some folks prefer to use mixed case. You can control how the program does capitalization — just go to the Summary Screen and click on **Options**, **Name Capitalization Rules**.

When you have completed a pedigree you can either click **Done**, which will return you to the Summary Screen, or click **Next Pedigree**, which will clear the screen so that you can start entering the next pedigree.

While you are entering a pedigree on this screen, you have full editing capabilities, but once you have completed a pedigree, if you wish to edit the pedigree, you must edit the data for the individual animals in the pedigree, using the technique described below in the paragraph entitled, "Viewing/Editing a Chinchilla's Data", on page 11.

As you enter the pedigree data, the program creates a detailed record of each separate animal which it carefully stores away. (You can access this information at any time from the Summary Screen, as described below). Register automatically sorts these records, placing the leftmost "root" animal in the list of active chinchillas, those that you have in your ranch; and placing the other 14 animals in the list of archive chinchillas, those that are kept for historical purposes. This feature is especially handy when you buy a new animal. However, when you are first entering all of your data into the program, it may place some animals in the wrong list, because several generations on a pedigree may be active in your ranch. This is easily corrected by editing that animal's Detail Screen (see below), to change the animal from active to archive or vice versa. <u>To minimize the need for these changes, we recommend that you enter the pedigrees of your oldest animals first.</u>

Adding a Chinchilla. While on the Chinchilla Summary Screen, click on the icon with the caption "Add Chinchilla." This will produce an empty Detailed Data Screen. You enter general data on a chinchilla on this screen.   Use this screen to enter data for a single animal. You may also use this screen to enter all of your pedigree data, if you wish. Just fill in one detail screen for each unique animal on a pedigree. The program will automatically "lace together" all of the animals to form a complete pedigree, but the "Add Pedigree" function is <u>much</u> quicker. (Similarly, you can use this function to enter all the animals from a new litter, but the "Expand Litter" function is much quicker and easier — the expand litter process is described on page 14).

You may enter as much or as little data as you like. Initially, the program places the cursor in the upper left corner, expecting you to enter a name. Note that as you are entering data, the red box at the bottom of the screen provides information on each data field and the keys to use to move around the screen. You may type in a name, and then depress **Tab** to move the next field, or you can depress **Tab** without making an entry. Use the **Tab** key to move forward, entry by entry, until you have filled in all of the data that you want to enter. If you want to back up, hold down the **Shift** key while depressing **Tab**.

You may leave any of the data fields blank except for sex. If you do not know the sex of the animal, enter either a U (for Unknown), or a ?. Note however, that winnings and litter information will only be recorded for chinchillas that have a tattoo. If you leave the DOB field empty for an active chinchilla, you will be warned that you have not entered a valid date, but you may continue without entering a date, if you wish. If you do choose to enter a birth date, the program will automatically calculate the animal's age class based on today's date and the date of birth.

Winnings and litter information are entered from the Winnings Data and Litter Data Screens, which can be reached from the Detailed Data Screen or Summary Screen by clicking on the appropriate button and following the instructions for that screen. You may read more about these screens in Section VIII.

To indicate to the program when you have finished entering data for a particular animal, click on the button labeled **Add Another.** Performing this operation signals the program that you have finished

entering data for this chinchilla. You will be asked to verify that you are done with this chinchilla. If you respond Yes, the data will be saved, and a fresh, empty screen will be provided for you to enter data for the next chinchilla. If this is the last animal for which you are currently entering data, just click on the icon with the green arrow to return to the Summary Screen, and the data will automatically be saved.

Viewing/Editing a Chinchilla's Data. To view the information on an individual chinchilla, just select the chinchilla on the Summary Screen (by clicking on the desired animal on the summary list), and click on the View Data icon. This brings up the Detail Screen for the selected animal. All of the data for the chosen chinchilla will be shown on the screen. The screen defaults to being "locked", so that you do not inadvertently alter any data. If you wish to modify any of the data, just click on the "edit" icon in the lower right corner of the detail screen, which unlocks the screen so that you can change any of the entries. You can either use **Tab** to move to the entry to edit or you can just click on that entry with the mouse.

Section VI. Printing, Viewing and Exporting Pedigrees

Printing Pedigrees. . To print an animal's pedigree, first view that pedigree. From the pedigree screen, you can print several types of pedigree. If you click on the print icon with the B on it, the program prints a breeding certificate. If you click on the icon with the P on it, the program prints a full-sized pedigree. If you click on the icon with the MP on it (for Mini-Pedigree), the program prints a pedigree that is 4 inches by 6 inches. In order to print mini-pedigrees that are clear enough to read, you must have high-quality printer such as a laser printer or a photo printer, and should be using high quality paper.

When you receive the Register for Windows program, it is set up to print a standard, 3 generation (8 animals in the rightmost column) pedigree. To customize the pedigree settings, select a chinchilla and go to the pedigree screen, and click on the **Adjust Printout** icon, which looks like a wrench. This will bring up the "Pedigree Printout Setup Screen."   From here you can change the colors, fonts and other pedigree settings. Most of the settings are pretty intuitive, but if you have a question, remember, you only have to push the **F1** key to get extra help. If your ranch has more than one breeder, you may select the breeder whose name you wish to use for this pedigree. On the screen from which you adjust your pedigree printouts there is a button called **Select Breeder**, which will bring you to the Breeder Selection Screen, select the appropriate breeder and click the **Continue** button. The program will remember that breeder until the next time you change it. When the program first starts, it defaults to the first name on the list, but you can have the program default to any one of the breeders — while on the Breeder Selection Screen, just select the desired breeder and click the blue button at the bottom of the screen.

Viewing Pedigrees. To view an animal's pedigree, just go to the Summary Screen, click on the animal, and click on the View Pedigree icon. The Pedigree Screen presents a summary of the pedigree for the selected animal, and defaults to coloring this pedigree by sex. Males are shown on a blue background, females on a red background. Yellow indicates an animal that is not in the database, and therefore must be entered to obtain a full pedigree. To see the full information

on any animal displayed on the screen, left-click on that animal. To view the pedigree for any animal, right-click on it. You can also view pedigrees from the Search and Detail Screens, and any other screen on which the View Pedigree icon appears. While the standard display is a 3 generation printout, you may also select to view 4, 5, 6 or 7 generation pedigrees. These selections are made from the Summary Screen, by clicking on **Options**, **Pedigree Display**, and then selecting the appropriate choice. If some of the choices are greyed out, and therefore inaccessible, it is because you must increase your screen resolution in order for the program to provide that capability.

Exporting/Emailing Pedigrees. The sixth icon in the top left corner of the pedigree screen is a postage stamp. Clicking on this icon causes the currently displayed pedigree to be formatted as a web page that you can either email to someone, or put on a removable media such as a flash drive. This file will be similarly styled to your printed pedigrees. The recipient can view the file and also print it if they wish. If the recipient has version 12 of the Rabbit Register, they can import the pedigree into Register for Windows without doing any typing. The export process allows you to suppress the comment fields, registration number and grand champion if you desire, in case you do not want to share that information with someone that has not yet bought the animal. To import a pedigree, just go to the Summary Screen, select **File, Import a Pedigree**, and the program will guide you through the few simple steps needed to get the data into your database. Note that while the software can read in data from any earlier version of the software, it may not be able to read data from later versions. So, as a purchaser of version 12 of our software, you can read a file given to you by, say, a version 10 user. But a version 10 user cannot read a file from your version 12 program. If you use Outlook Express, Microsoft Mail or Thunderbird, you may be able to email these files directly from within the Rabbit Register. If using Yahoo, Gmail or other web-based mail programs, it will be necessary to manually create an email, and then attach the export file. The program defaults to saving all files in the My Exported Pedigrees folder inside your my Documents folder.

Section VII. Frequently Asked Questions

This section tries to briefly answer the most frequently asked questions. In most cases you will get additional information if you depress the **F1** key while viewing the screen that performs the function that you are trying to accomplish.

How do I enter a pedigree into the program? You must enter information on each unique chinchilla that appears in the pedigree. This sounds like a lot of work, and, at first, it is. But you never enter the same chinchilla into the program more than once, so that animals that appear in more than one pedigree, or more than one time in a single pedigree, are only entered once. After you have typed in all of this information, when a new litter comes along, the pedigree is complete as soon as you specify the parents. You can enter this data in either of two ways, by using the Add Chinchilla function for each chinchilla, or by using the Add Pedigree function. Both of these methods are reached by clicking on the appropriate icon on the Chinchilla Summary Screen.

How do I insert a new litter? The quickest way to add a litter to your database is by going to the Litter Data Display Screen, and using the Expand Litter function, which is activated by clicking on the icon that shows an arrow pointing toward a file card.. You can also add a new litter by selecting the Add Chinchilla icon from the Chinchilla Summary Screen. This causes an empty Chinchilla Detail Screen to appear, which you then fill in for each animal in the litter. See Adding a Chinchilla on page 10, and the description of the Chinchilla Detail Screen for further information.

How does the program make a pedigree? Stored with each chinchilla is the name and tattoo of its parents. This data was either directly entered by you when you filled in the Chinchilla Detail Screen, or was calculated by the program if you entered the animal on the Pedigree Screen. In either case, when you ask for a pedigree for a particular chinchilla, the program looks up the data for the selected chinchilla, and finds out who the sire and dam are. Then it gets the data for the sire and dam, and in turn finds out who their sires and dams were. It repeats this process until it has all of the ancestry information, and it then displays it on the screen, ready to be printed out.

How do I delete a chinchilla? Chinchillas can be deleted either of two ways. 1) While on the Chinchilla Summary Screen, select a chinchilla, and then click on the move/delete icon, which looks like a trash can - you can select multiple animals to move or delete, in the same fashion as they are selected for printing, by clicking on them while holding down the 'Shift' key. 2) While on the Detail Screen, click on the "Edit" icon, and then click the delete button. Whenever you try to delete a chinchilla, the computer will always ask you to confirm your decision. This reduces the likelihood of accidentally deleting a chinchilla that you want to save. Many times you will not want to delete a chinchilla, just move it from the active area to an archive area. When you delete an animal, it is moved to the Recycle Bin, and will remain there for some time, allowing you to retrieve animals that were deleted by mistake.

How do I move a chinchilla from an Active Area to one of the Archive Areas? From the Summary Screen, use the move/delete feature as discussed in the previous paragraph, or go to the Detail Screen, click on the "edit" icon, then click on the desired Archive Button.

What are the Active and Archive Areas? See the glossary at the back of this manual.

How do I know how much data I have? Information on the amount of data you have entered is shown on the Statistics Screen. This screen is reached by selecting **Program Statistics** from the **Display** entry on the menu at the top of the Chinchilla Summary Screen. If this screen shows a large number of deleted chinchillas, you can speed up program execution slightly by doing the following: From the Summary Screen, click on **File, Pack Data Files**.

How do I back up my data? Place a USB flash drive in your computer. Then, from the menu at the top of the Rabbit Summary Screen, Select **File**, **Back Up Data & Photos.** We do NOT recommend trying to back up to a CD. When purchasing a flash drive, we suggest that you use the cheapest one you can find — in this particular application, the cheaper it is, the better it will work! A flash drive in the $3 to $4 range is perfect.

How do I restore my data? Hopefully you will never need to restore your data. But if you do, go to the Summary Screen, and select **File, Restore Data, Restore All Data from from a Backup**. Then pick the drive and path that contains your backup information, and click on

Accept. All of your data will be reloaded. You will then have to restart the program for the restore to take effect.

How do I find a specific chinchilla amongst all this data? From the Chinchilla Summary Screen, click on the Search icon, which looks like a flashlight. The Search Screen will appear. Using this screen will provide you with a list of all chinchillas in the database that have a given name, ear number, or cage number . Read the Search Screen on-line help for further details.

How do I quit the program? From the Summary Screen, click on the Exit icon, which looks like a STOP sign, or depress **Alt F X**.

How do I print a pedigree? From the Pedigree Screen, click on the Print Pedigree icon, which looks like a line printer with a red letter **"P"** on it.

How Do I Import a Pedigree? From the Summary Screen, select **File, Import a Pedigree**. The program will then guide you though the simple steps necessary to read a pedigree from disk.

How Do I modify the format for my cage labels? From the Print Screen, select **Cage Labels,** then click **Adjust Page Settings,** and click **Change Cage Label Format**. This will bring up the Cage Label Setup Screen, and from here you can select from one to eight lines of data to appear on your labels. As you change the number of lines to be printed, the program automatically scales the size of the letters so that all of the lines will fit. We recommend that you print five lines or less, as more than that causes the letters to be quite small. Once you have made your desired changes to the format, they will be remembered by the program until you change them.

Can I create a mailing list? Sure. Actually you can have up to six separate mailing lists. Every time you sell a chinchilla and tell the program who the buyer is, the buyer's name gets put on the "Buyers of My Chinchillas" list, but you can create 5 other lists as well. To work on mailing lists, go to the Summary Screen and click on **Display, View Buyer/Mail List**. This will bring up the Mail List Screen, that shows the entries currently in each of your lists, and gives you the control to add, edit and delete people from each list. Five categories are provided that you can name as you like, for suppliers, 4H, Christmas lists, whatever you choose. To give one or more of the categories the name of your choice, just click on the button labeled "Define Category Names".

How can I have the program remind me about medications for my animals? We offer a Medical History option for those of you that want a reminder of when to treat your animals on a repetitive basis. To activate this feature, go to the Summary Screen, and select **Options, <u>Medical History</u>**. This will enable the medical history recording/warning. Once the Medical History option is enabled and you have entered some data, you will notice that a "syringe" appears before each animal's name. When on a red background, it means the animal is overdue for a medication. When on a yellow background, the animal is due for treatment "soon" — you specify how early a warning that you want. When no syringe is visible it means that no medications are pending. To view an animal's history, click on the animal, then click on the **Med Rcrds** icon. This will produce a screen that shows the history for a given animal, and will also let you change the overall parameters for up to 6 medication schedules, by clicking the **Edit Choices** button. The program automatically sorts the entries by date, and will drop off the oldest entries if it runs out of space. The medical history is automatically disabled for archive animals, since these animals are either deceased or not owned by you.

Section IX. Glossary of Terms

Active Chinchillas

An active chinchilla is a chinchilla that is currently in your ranch. See also Archive Chinchillas. Active chinchillas are displayed separately from archive chinchillas.. The program provides up to 3 active areas.

Archive Chinchillas

An archive chinchilla is a chinchilla that is kept for historical purposes. Its data may be necessary for a pedigree, litter or winning information. Archive chinchillas are displayed separately from Active Chinchillas. The program provides up to 6 separate archive areas, so that you may group your archived animals if you wish. By default, the program will always put animals in Archive #1, but you may move them if you wish. The program treats the animals in all areas identically, although the data in the archives may be abbreviated on the screen. You can also have the program automatically place chinchillas in any of the archives when they die or are sold. Click **Options, Archive Settings…** to make those choices.

Backup

A backup is an archive copy of all of your data in case disaster ever strikes. It is very important to make backup copies of your data, because, by Murphy's Law, sooner or later you WILL need it. Register will automatically remind you to make a backup every 30 days. You can change this reminder frequency by selecting **Backup** from the **Options** menu item on the Summary Screen.

Click

Clicking on an object means to place the mouse pointer on that object, and then depress the mouse button once. It is customary to use the left mouse button unless told to do otherwise.

Double-Click

Double-clicking on an object is performed by placing the mouse pointer over that object, and then depressing the (left) mouse button

twice in rapid succession. It sometimes takes a little time to become adept at this, but once you have the timing right, it will seem very easy (It's a little like learning to ride a bike, it may seem difficult the first few times you try it, but after a couple of tries, it becomes natural).

Drag

Dragging an object is performed by placing the mouse pointer over that object, depressing the (left) mouse button, and then moving the mouse while continuing to hold down the mouse button.

Icon

An icon is a picture that represents some data or action. Clicking or dragging an icon causes the program to perform a task.

Landscape Orientation

When a printout is made so that you view it by holding the long edge of the paper horizontal, it is known as a landscape printout. This would be the way that most artists would create a landscape painting.

Portrait Orientation

When a printout is made so that you view it by holding the long edge of the paper vertical, it is known as a portrait printout. This would be the orientation that most artists would use to paint a portrait.