

BookMine Basics Output/Printing

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Outputting inventory and contact records

A standard interface is employed to output lists of Stock and contact records from BookMine. Any subset of records (views) and catalogues (fixed lists) can be output using output templates that specify the fields and the layout to be used. This is achieved by

- Opening the main output interface
- selecting the desired output template
- selecting the records to be output, unless already selected by default
- Clicking the Proceed button.

In this way you can generate listing that are output directly to Word, to formatted text files, to groups of hyperlinked HTML files all ready for uploading to your Web page or send them directly as electronic mail. In fact you can set up as many output templates as you require to handle your specific requirements, specifying which fields are to be included, the field order, including any text to surround the fields, specifying the template to be used (for non-test output), and use these for any catalogue/list, distribution list or stock and contact views.

Fig: Main Output Interface

Follow the steps 1,2,3 to output any catalogue/list, view of stock or contact records or distribution list.

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General output(word,html,text etc) | Setting up and Refreshing online catalogues | Set up ShopCart | Print Keywords | Bookscan | iPod Contacts

To output records and catalogues follow steps 1, 2 and 3

Currently Selected Format: **Catalogue to HTML for Bargain List on Web Page**

Select an output format: Catalogue to HTML for Bargain List on Web Page **1**

Select a Catalogue/List: **2**

Select Alternate destination: **2a**

Test HTML Email to Boldinfo Output directly to printer? Preview before printing?

Summary of currently selected output specification

Source of records: List: tmpTestBoldInfoOutput
 Format to use: Catalogue to HTML for Bargain List on Web Page
 Output To : Web (HTML) text file on disk
 Sort records by : catsection Author Title
 Section Headings will be printed with the records

General description of format

Start Output 3

Application Navigation

Exit | Contacts | Requests | Stock | Cat/List | Email

The basic steps involved in outputting records

Please refer to the figure **Main Output Interface**

If you are not already viewing the **Output Screen** call it up by invoking the output command (Alt^P on most forms).

1 Select the desired **Output template** from the drop down list provided (1). Note: the default source of the records and the default destination for the output are already specified in the output template you select (but these can be overridden at output time) along with details of the fields to be output and their layout. Note: If none of the existing templates suit your needs you can create a new template at this stage (see below).

2 Select what is to be output. If you are outputting a **catalogue** you can select a specific catalogue from the Drop down list provided. During output you will be prompted to confirm the selection, as with any output, but in addition you can publish/lock (or republish, if already published) catalogues. Publishing results in the section order being set to that specified by you (use the Set Section Order on the output Screen or on the Catalogue Screen which will apply to all catalogues published or republished from then on) and the sorted records to be assigned unique, incrementing entry numbers. (Unless you republish a published catalogue, the section order prevailing at the time of publishing is maintained, as are the entry numbers and prices.). Entry numbers in unpublished catalogues are not initialised, and will all be set to zero unless a previous version of the catalogue was published and subsequently unpublished. Publishing also prevents adding or removing items so that the catalogue remains an accurate record of what was sent to customers or printers.

3 Press the **Proceed** button (Alt P).

When prompted enter an appropriate file name to save the output to (In cases where you are outputting a catalogue in which you have specified that records be output by section order you can specify that all sections are output to a **single file**, or to **multiple files**, one file per section. The name entered in the file dialog box is interpreted as either a filename or directory name depending on which option you choose. See Outputting Catalogues as multiple files for details).

If outputting you can specify that a catalogue be published which in effect freezes it, preventing additions and deletions or modifications to specific fields. See publishing catalogues for details and implications.

Selecting an output template to use

Output templates give you complete control over how your data is output to file. When outputting records from Stock (views or Catalogues) or Customers you can specify the precise layout you want by selecting the output template to use. From the output form select the desired template from the list provided. A brief summary is displayed of the current template describing the records to be output and the destination type (Web, Word, text etc), sort order and other specifications. Check that this is the required template. When the desired template is selected press the Proceed (Alt P) command and follow the instructions provided.

If the **source** of the records is Stock then all records currently in the View displayed on the Stock Screen will be included in the output file unless you select a catalogue Screen the dropdown list. If the **source** of the records is Customers view all records in the view on the Customers Screen are included in the output listing.

The appearance of all output from BookMine is determined by the **output template** you select when outputting it. Output templates are a simple and powerful way for you to:

- Select the source of the records (a Stock view, a Catalogue, a Customers view, a Distribution List, etc)
- Select the fields to be included (Author, title, FirstName, etc,
- Specify the field order (Author followed by Title etc)
- Specify any character formatting to be applied to each field (bold, italic, underline)
- Specify any text to be included between field data (surround field's data with text)
- Specify criteria for sorting the records by (e.g. sort by catsection, then by title, then by author etc)
- Set the max line length (if > 0, a carriage return is inserted after the max line length specified)
- Specify the destination for the output from a list including Word, HTML, Text and others.

BookMine comes with several output templates already set up which can handle most of your needs for production of hardcopy catalogues as well as Web page production and maintaining your on-line records on Online bookstores (OLBs).

See Setting up an Output Template if no existing template meets your needs.

Creating new Output Templates

The easiest way to set up a new output template is to duplicate an existing template_ that is closest to the template you require and then modify the duplicate. For example you may just want to add an extra field or two to an existing template. In this case duplicate the template and include the desired extra fields in the duplicate and delete any not required.

The **Output Template Screen** (see Figure) is the only place from which you can create or modify output templates. If you have to set up a new template from scratch enter a new name in the field provided for selecting template at the top of the form. You will be presented with a blank template Screen which you can use to specify your requirements.

Setting up an output template involves the following steps which are best carried out in the order specified, to avoid any interlocks, if applicable:

1. Select the **source** of the records
2. Select the **destination** for the output
3. Select the **fields** to be **included** and the character formatting to be applied, and enter any text that is to precede or follow field text.
4. For Stock or Catalogue records specify if catalogue **section headings** are to be output.
5. Specify how **record numbering** is to be handled
6. Specify the **sort order** for records
7. If the destination is **Word** specify font type and size and optionally specify a Word Template to be used.

If the destination you select is Web (or HTML) you can use the **Setup Web Page** button to setup the overall look of the Web pages, such as setting standard preamble and postamble text to included, setting the background colour for the page, and whether you want records to be included in table format. Experiment with this option to get the desired result.

Selecting the source of the records to output

Working on the Output Format form: Select, from the list provided the source from which records are to be retrieved when this output format is used. Typical sources are

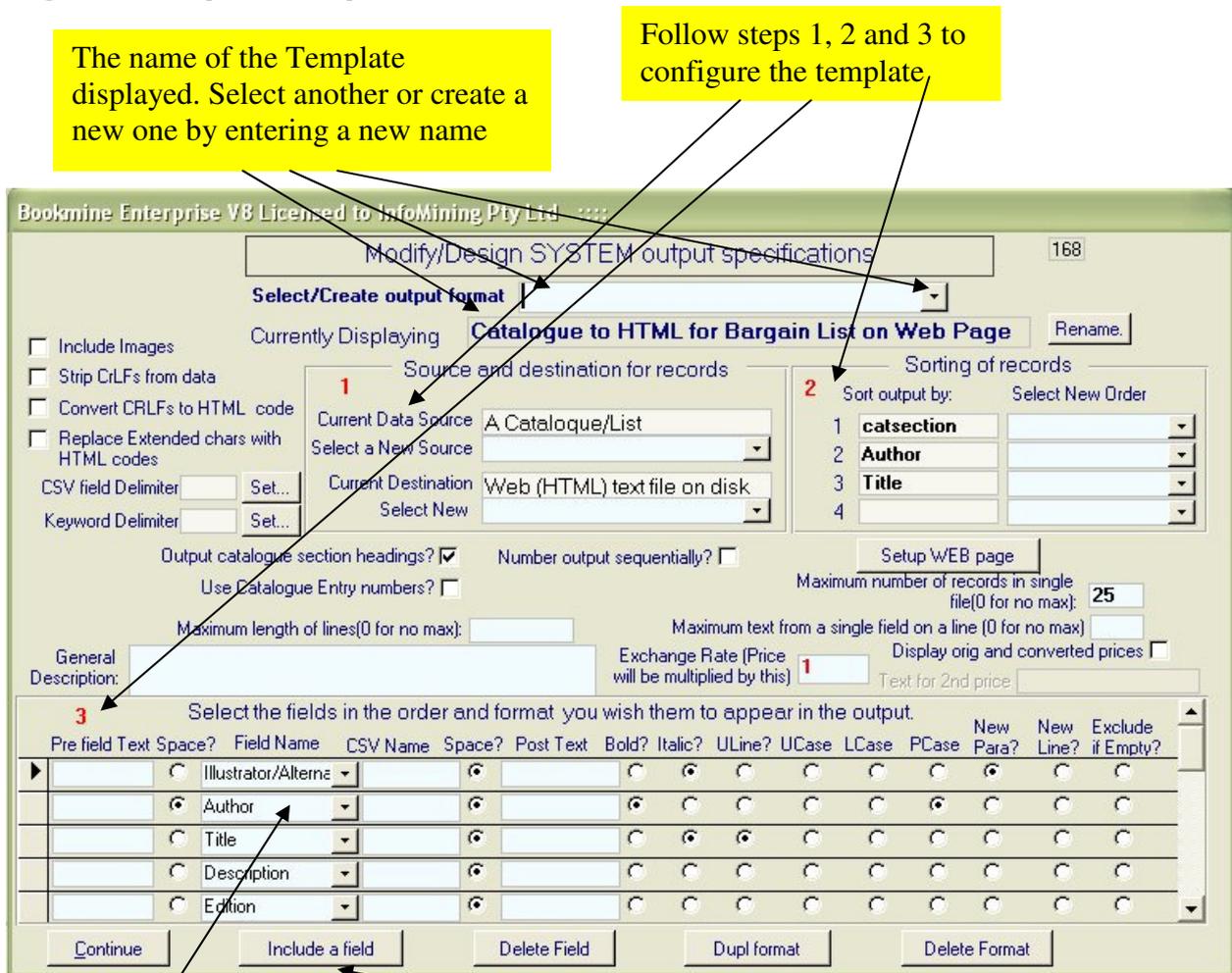
- the current View from the Stock Screen
- the current View from the Customers Screen
- the Catalogue currently displayed on the Catalogue form.
- Any catalogue
- Any customer distribution list.

Record Source

The source selected automatically determines the fields available for including in the template.

Note: if you decide to select a different source all fields included already will be removed from the template.

Figure: Output Template Screen



The name of the Template displayed. Select another or create a new one by entering a new name

Follow steps 1, 2 and 3 to configure the template

Each line item represents a field, such as Author, title etc to be output. Select a field from the drop down list of fields available for output

Include a new line item so you can select another field to include in the listing output when this template is used.

Selecting the destination for the output

Working on the Output Template form: Select, from the list provided, the default destination (See below) for the output. Typical destinations are

- **A text file.** The records are saved in a plain ASCII text file
- **A Word document.** The file is saved as a Word document with the formatting specified in the field selection
- **To Web or HTML.** The records are output as HTML compliant files suitable for uploading to a Web page. If Web or HTML is specified a command button will be present on the Output Template Screen that allows you to set up the overall look of your Web pages.

Selecting an alternate Output Destination at output time

When it comes to actually outputting records you can change the destination from the default specified in the output template, so in effect you could set up a single output template for each of Stock, Customers and Catalogues and specify the destination at output time.

Selecting the fields to be included in the listings

Working on the Output Template form: The fields to be included in the output can be selected from the Output Template Screen once the Source of the records has been specified. Make sure the Source is correct before continuing as subsequently changing the source will cause all fields already included at that point to be deleted.

Fields can be included using the *include a field* command button at the bottom of the form. The fields already included are displayed, in the order they will be output, as records in the subform halfway down the Output template form. Each field, along with any text to be included with it and any formatting to be applied to it, occupies a single row in the subform.

The available options are, starting at the leftmost column are:

<i>PreChar text</i>	Text that will precede the field text.
<i>Space</i>	Do you want a space between PreChar text and the contents of this field.
<i>Field</i>	The field to include. Select from the list presented.
<i>Space</i>	Do you want a space between PostChar text and the contents of this field.
<i>PostChar text</i>	Text that will follow immediately after the field contents
<i>Bold</i>	Applies bold format to field text
<i>Underline</i>	Applies Underline format to field text
<i>Italic</i>	Applies Italic format to field text
<i>NewPara</i>	New line after this field. See note below.
<i>NewLine</i>	New line after this field. See note below.

Note on NewPara vs NewLine: NewPara and NewLine have the same effect in any text based output, i.e. a new line is inserted, but have subtle differences in Word and HTML outputs.

A **NewPara** is interpreted as a <P> tag in HTML output and as a **New Paragraph** in Word Documents. In justified paragraphs in Word short lines will not be overly stretched if a paragraph break is used.

A **NewLine** is interpreted as a
 tag in HTML output and as a hard line break in Word Documents. In justified paragraphs in Word this will cause short lines to be overly stretched. In Word spacing between paragraphs is determined by the "spacing before" and "spacing after"

properties (under Format -paragraphs in word). This can be used in conjunction with the NewPara and NewLine settings in InfoMine to control the spacing between records in Word outputs.

In HTML the only way to get multiple line breaks is to use <P>

.....

Successive <P> tags will not produce more line spaces in Web documents.

The field order will be the same as the order of the field records as read from the top.

When the *New Para?* (or NewLine, see above) box is ticked the next field from the current record or the first field from the next record will appear on a new line.

The last field should have the *New Para?* (or NewLine, see above) box ticked to have each record displayed on a separate line. To insert a blank line between records (i) add another format record (use the *Include a field* button) after the last field from your records (ii) leave the *Field name* entry blank, and tick the *NewPara?* (or NewLine, see above) button.

Example of how to specify output template options.

The following is an example of how records will be output if the first two records of the fields to include, which are concerned with the **EntryNum** and **Author** fields, are specified as follows:

	Line 1	Line 2	Last Line
PreChar text	[
Space	Box cleared	box ticked	
Field Name	EntryNum	Author	Leave blank
Space:	box cleared	box cleared	
PostChar text]		
Bold	box cleared	box ticked	
Underline:	Box cleared	box cleared	
Italic	box cleared	box cleared	
NewPara	unticked	unticked	Ticked

the output will look like this

[1] **Smtih J. B.** (followed by any text from other fields included after line 2)

[2] **Smith K** (followed by any text from the other fields included after line 2)

[3] **Smith K** (followed by any text from the other fields included after line 2)

etc

To insert a new line between records another line would be inserted with the NewPara ticked.

Specifying whether section headings are to be output with Stock records

When outputting Stock or catalogue records section headings can be included with your records if the primary sort order is set to **CatSection** (or **CatalogSection** for output from Stock) and the *Output catalogue section headings* box is ticked. When specified, the records are output by catalogue section order with the corresponding section heading text inserted before each section. This produces a catalogue style output ready for sending to the Printer (if Word has been specified as the Destination) or for inclusion in emails etc (if Text has been specified as the destination).

Specify numbering style in output

You can specify several ways for numbering records in the output. These include omitting numbers, including **catalogue entry numbers** or numbering **sequentially** from a specified start number. Note: Catalogue entry numbers are useful for tracking records in hardcopy catalogues or lists that you have sent out to customers. When you output a catalogue you are prompted with a message asking if you wish to publish the catalogue. Answering Yes will result in entry numbers being recorded in the entry number field for each record. These entry numbers can then be used to track items in catalogues or lists. This is especially useful when customers order several items from a catalogue. The correct record can be easily retrieved using the entry number instead of the Author or Title. Note: you must include the entry number field in any output template when you want entry numbers to be output.

Your options for numbering Catalogue outputs are:

Working on the Output Template Form **you can specify**

No numbering: omit the *entry number* field from the fields to include in the template and un tick the *Number Output Sequentially* box. No numbers will be output with the records.

Sequential numbering: omit (or, if included, remove) the *entry number* field and tick the *Number Output Sequentially* box. Enter the start number in the field provided. The default start number is 1. Records will be sequentially numbered starting with the number entered.

Catalogue Entry numbers: include the *entry number* field in the template and clear the *Number Output Sequentially* box. When outputting records using this template you will be prompted for a start number. The default start number is 1.

Specify sort order for output

The order in which records are output can be specified by selecting the fields to be used for sorting from the Select New Order combo boxes (top right). You can select up to four fields to sort the output by. Note: the fields used for sorting do not have to be selected as fields for outputting: CatSection could be used for sorting but not be displayed in the final output. If no sort fields are selected the records are output by record id number. The current sort order is displayed in the *Sort Outut By* column.

Select font type and size for Word output

When Word is specified as the destination for the output the Output Template Screen displays command buttons for selecting the Font type and size to be used. This only applies to output to Word and HTML. (Character formatting is always lost in text output. HTML format is retained because it is specified as text tags.)

Duplicating an existing Output format

Working on the Output Format form: you can duplicate an existing output format by invoking the **Duplicate Format** command on the Output formats form. When prompted enter a name for the new format. Be careful to use sensible names. Only set up a new format when no existing format meets your needs, otherwise selecting the desired format in any given situation will become more complicated.

The Main Output Form

The output form is used to initiate output. To display this Screen use the Output navigation command button (Alt^P from most forms). You are presented with a summary of the currently selected output format. If you wish you can select a different format from the drop down list provided at the top of the Screen or type the name of the format into the field provided. If the name you enter does not match an existing entry you will be asked to select again. A summary of the selected format and the actions that will follow when you invoke it is displayed. You can view a detailed description of this format by invoking the Preview/Modify Format command. If a format does not already exist that meets your requirements you can set up a new output format.

Outputting Catalogues as multiple files

If you have specified that Section Headings be included when a catalogue is output you have a choice whether the entire catalogue is saved in a single file or each section is saved in separate files. If you choose multiple files you will be asked to enter the name of the **directory** in which to store the files.

This feature can be useful when you wish to send individual customers specific sections of a given catalogue as inclusions in email etc. It is also used when you wish to publish a catalogue on the Web. If you specify the Web (or HTML) as the destination for the output the catalogue will be output in a format ready for uploading to your Web page. For example, if your catalogue has 12 sections, each section can be saved in a separate file whose name is derived from the abbreviated section names. To avoid clashes in the names of these files see entering Catalogue Sections in Stock records for advice.