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Computer basics

There are many tools and tips you can learn to help you use Spectrum CIRC/CAT to its fullest potential. The following are some tips that can help you perform tasks efficiently and find information more quickly.

For more information, explore the following topics:

- Managing your desktop
- Using Windows conventions
- Using other software conventions
- Managing your windows
- Maneuvering without a mouse

Managing your desktop

Both Microsoft Windows and Macintosh let you customize your computer desktop so you can access programs and locate files easily.

Creating shortcuts in Windows

You can create shortcuts for programs on a Windows-based computer both on the desktop and in the Start menu. You might want to do this for programs that you use on a regular basis so that you can start them quickly.

How to create a shortcut on the Windows desktop

Example scenario: You run the Spectrum Rebuild program on a regular basis and would like to have a shortcut on your desktop so that you don't have to start it from the Start menu.

To create a shortcut on the Windows desktop

- 1 While the mouse cursor is over the desktop (not over a folder or icon), click the right mouse button. A popup menu appears.
- 2 From the popup menu, choose **New > Shortcut**. The Create Shortcut window opens.
- 3 In the **Command line** box, enter the file name and path of the program's executable file or use **Browse** to find the file.
 - For Spectrum Rebuild, enter `c:\program files\winnebago\spectrum client\rbld32t.exe` (Note: If your program is stored on a drive other than c:\, substitute the appropriate drive letter in this command. Your Spectrum Rebuild program may have been installed to a different folder during installation.)
- 4 Click **Next**. The Select a Title for the Program window opens.
- 5 In the **Select a name for the shortcut** box, enter the name of the program you're creating the shortcut for.
 - For Spectrum Rebuild, enter *Spectrum Rebuild*.
- 6 Click **Finish**. The shortcut is created on the desktop.

How to create a shortcut in the Start menu

Example scenario: You have a program that you want to create a shortcut for in the Start menu. You can add a shortcut to the menu using the following instructions. We'll use Spectrum Rebuild as an example, even though its shortcut is automatically placed in the Start menu when you install it.

To create a shortcut in the Start menu

- 1 Using the right mouse button, click an empty area of the taskbar (not over an application). The taskbar is the toolbar on your desktop that contains the **Start** button.
- 2 From the popup menu, choose **Properties**. The Taskbar Properties window opens.
- 3 Select the **Start Menu Options** tab, **Start Menu Programs** tab, or **Advanced** tab, depending on your operating system.
- 4 Click **Add**. The Create Shortcut window opens.
- 5 In the **Command line** box, enter the file name and path of the program's executable file or use **Browse** to find the file.
 - For Spectrum Rebuild, enter `c:\program files\winnebago\spectrum client\rbld32t.exe` (Note: If your program is stored on a drive other than c:\, substitute the appropriate drive letter in this command. Your Spectrum Rebuild program may have been installed to a different folder during installation.)
- 6 Click **Next**. The Select Program Folder window prompts you to select a folder.
- 7 If the folder you want to place the shortcut in exists, select it and click **Next**. If the folder doesn't exist, click **New Folder**, enter the folder name, and click **Next**.
 - For Spectrum Rebuild, select or enter the folder name *Spectrum Rebuild*.
- 8 In the **Select a name for the shortcut** box, enter the name of the program you're creating the shortcut for.
 - For Spectrum Rebuild, enter *Spectrum Rebuild*.
- 9 Click **Finish**. The shortcut is created in the **Start** menu.

10 Click **OK** to close the Taskbar Properties window.

Creating aliases on a Macintosh

You can create aliases for programs on a Macintosh computer. The directions below tell you how to create aliases on both the Macintosh desktop and in the Apple menu.

How to create an alias on a Macintosh

Example scenario: You run the Spectrum Rebuild program on a regular basis, and would like to have a shortcut on your desktop so that you can start it quickly.

To create an alias on the Macintosh desktop

- 1 Double-click the icon of your hard drive on your desktop.
- 2 Select the icon of the program file you want to make an alias of (for example, *Rebuild TCP/IP*).
- 3 From the **File** menu, choose **Make Alias**. A copy of the icon appears in the same location as the icon name (for example, *Spectrum Rebuild alias*) in italics.
- 4 Drag the alias to the desktop and rename it as necessary.

Note: These steps may vary slightly depending on the version of your operating system.

To create an alias and place it in the Apple menu (Mac OS 7.5 and higher)

- 1 Double-click the icon of your hard drive on your desktop.
- 2 Select the icon of the program file you want to make an alias of (for example, *Spectrum Rebuild*).
- 3 From the **Apple** menu, choose **Automated Tasks > Add Alias to Apple Menu**.
- 4 To find the new alias, open your **System Folder** and then open the **Apple Menu Items** folder.
- 5 To run the program using the alias, click the **Apple** menu icon and choose the alias.

Deleting items from the desktop



Recycle Bin

You can delete folders and files on the desktop by selecting them and then pressing the Delete key. You can also select the item and then drag it to the Recycle Bin (Windows) or the Trash (Macintosh).



Trash

Ejecting a disk or CD

You should eject a disk or CD when you are finished using it. To eject a disk or CD from Windows-based computers, press the Eject button (near the disk drive). To eject a disk or CD from a Macintosh computer, select the disk or CD icon and drag it to the Trash.

Using Windows conventions

This section offers tips for navigating Microsoft Windows and describes common Windows terminology.

Defining drive and folder

The word *drive* refers to the physical device that stores your data. A letter is associated with each drive on your computer, such as (C:) or (F:). Information on drives is organized into folders, or directories. Most Windows programs use the term *folder* instead of directory. The word *directory* is used most often in MS-DOS programs. For example, your C: drive might contain a Program Files folder containing program files, a My Documents folder containing document files, a Windows folder containing Windows system files, and so on. The statement "C:\Windows" refers to the Windows folder on your C: drive. Folders can contain other folders and files.

Note: Drive and hard disk are often used as synonyms in everyday conversation. However, a hard disk is actually the device used to store data, and a drive is the device that reads and writes data to a disk.

To view the hierarchy of folders and files using Windows Explorer

- 1 On the taskbar, click the **Start** button (located in the bottom left-hand corner of the screen).
- 2 Point to **Programs**, and then click **Windows Explorer**. The Exploring window opens. (On some operating systems, you should click **Programs > Accessories > Windows Explorer**.)
- 3 Click a folder on the left side of the window to display its contents on the right. Click the **plus signs (+)** to display more folders.

Note: To quickly open a folder and display its subfolders, double-click the folder on the left side of the Exploring window.

To view the hierarchy of folders and files using the My Computer icon

- 1 Double-click the **My Computer** icon. The My Computer window opens.
- 2 Double-click the icon of the drive you want to look at. Windows displays the files and folders contained in the drive.
- 3 To open a file or folder or to start a program, double-click it.



Note: To return to the previous folder, press the **Backspace** key on your keyboard or click the **Up** button on the toolbar that resembles a folder with an arrow in it.

Finding a file or folder

If you know a file or folder's name but are not sure of its location, you can search for it by using the Find feature.

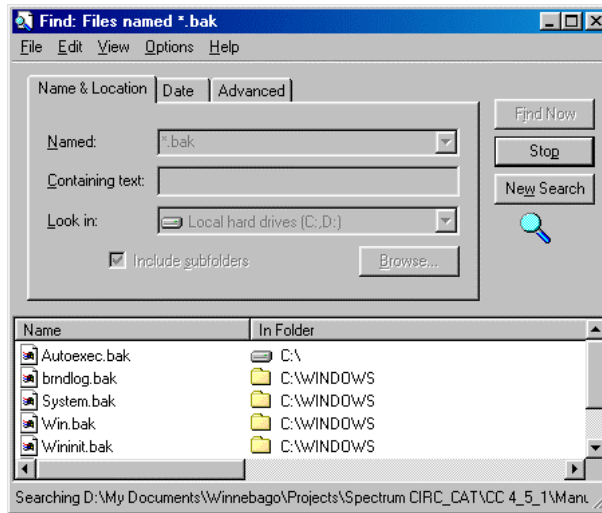
How to find a file or folder

Example scenario: You need to find the file that contains your backup data. You know that the file has a .bak extension, but you don't know the rest of the name or where it's located. You can use the Find feature on your Windows computer to find the file.

Note: These steps may vary slightly depending on the version of your operating system.

To find a file or folder

- 1 On the taskbar, click the **Start** button (located in the lower left-hand corner of the screen), and then point to **Find**.
- 2 Click **Files or Folders**. The Find: All Files window opens.
- 3 In the **Named** box, enter all or part of the file's name. In this example, enter *.bak. The asterisk is a wild card character that stands for the first part of the file name.
- 4 In the **Look in** box, click the arrow on the right to select the drive on your computer or network to search. (To restrict the search to a subfolder, click **Browse**.)
- 5 Click **Find Now**. The box at the bottom of the window displays the results of your search.



Find: All Files window

Use this window to search for a file or folder.

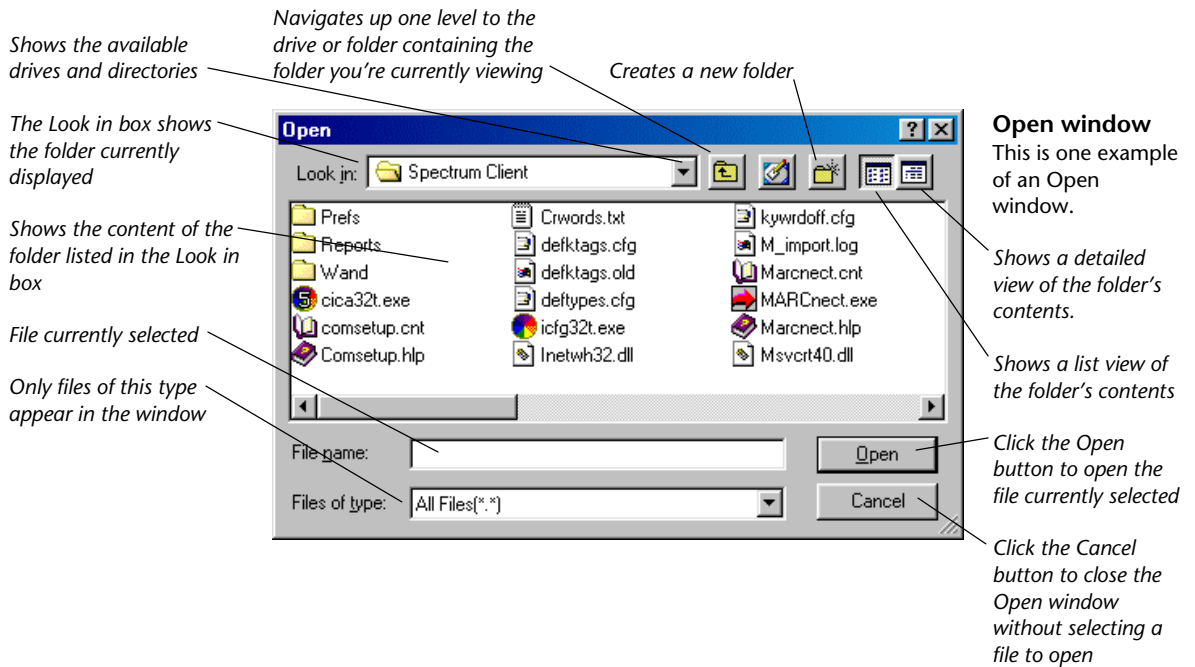
Browsing to locate a file or folder

You can browse to locate a file or folder from the current program. You may be locating a folder to either open or import a file.

Note: These steps may vary slightly depending on the version of your operating system.

To locate a folder or file by browsing

- 1 In the **Open** window, search for the file you want to open.



2 If the file you're searching for is displayed in the Open window, select it and click **Open**. If the folder containing the file is displayed in the Open window, select the folder and click **Open**. (Its contents become visible.) Then select the file you want to open and click **Open**. If neither the file nor its folder are in the Open window, you need to locate the drive and then the folder where the file is stored (continue with step 3).

Note: You can also double-click folders and files rather than clicking **Open**.

- 3 To navigate to the correct folder, click the down arrow located to the right of the **Look in** box.
- 4 Find the correct drive or folder, select it and click **Open**. The contents of the item you selected are displayed in the Open window.
- 5 Find the correct folder, select it, and click **Open**.
- 6 After you find the correct file, select it, and click **Open**. The file name appears in the **File name** box.
- 7 Click **Open**.

Using toolbar tips

You can use tool tips to learn the function of any toolbar button. Position your mouse pointer on a toolbar button for a few seconds, the button name is displayed.

If a toolbar is not visible in Spectrum CIRC/CAT, choose Show Navigator Toolbar from the Winnebago menu.

Using the right-click menu

In Windows, you can often display a menu of relevant commands simply by right-clicking. Clicking the right button on your mouse brings up a popup menu that contains the commands available for the box the cursor is located in. The commands available vary depending on where the cursor is positioned and the state of the field. In Spectrum CIRC/CAT, the available commands are Undo, Cut, Copy, Paste, and Select All.

Using other software conventions

Some of these conventions depend on your computer's operating system.

Using commands

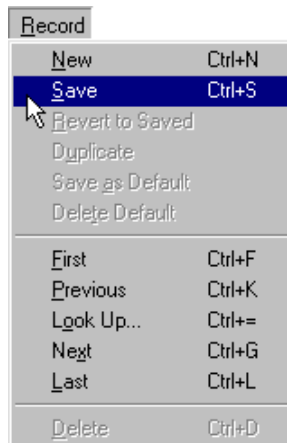
There are three ways to use commands in the Spectrum CIRC/CAT program (all three methods may not be available for every command):

- **Click a button**—located in the toolbar of many program windows and in other areas of program windows.



Buttons

- **Choose a menu command**—located in the menu bar in the main Winnebago Spectrum CIRC/CAT window. For example, Material Edit, the Save command is located in the Record menu.



Example of a menu

- **Enter a shortcut**—use by pressing a combination of keys on your keyboard. Shortcut keys are displayed next to commands in the menu, and are also indicated by an underlined letter in a function's name. For example, the shortcut key for the Save command is Ctrl + S. Press the Control key and the S key on your keyboard simultaneously. (On a Macintosh, use the Command + S key.)

Note: Three useful shortcut combinations are: Ctrl + X (cut), Ctrl + C (copy), and Ctrl + V (paste).

Using the Undo command

You can use the Undo command in the Edit menu to undo your most recent action. You can also right-click in a field, and choose the Undo command from the popup menu.

Selecting items

You can select item(s) and commands and activate buttons by clicking and double-clicking them.

- **Clicking.** To click a button or command, move the cursor over the item and press the left mouse button once.
- **Double-clicking.** In many situations, you can save yourself steps by double-clicking items instead of clicking them and then clicking the "action" button (Open, Save, and so on). To double-click a button or command, move the cursor over the item and press the left mouse button quickly twice in succession.
- **Select default buttons.** Throughout Spectrum CIRC/CAT, you can "click" default buttons by pressing the Enter or Return key on your keyboard. A default button has a bold outline around it.







Default buttons

The OK button is an example of the default button

Selecting and deselecting options

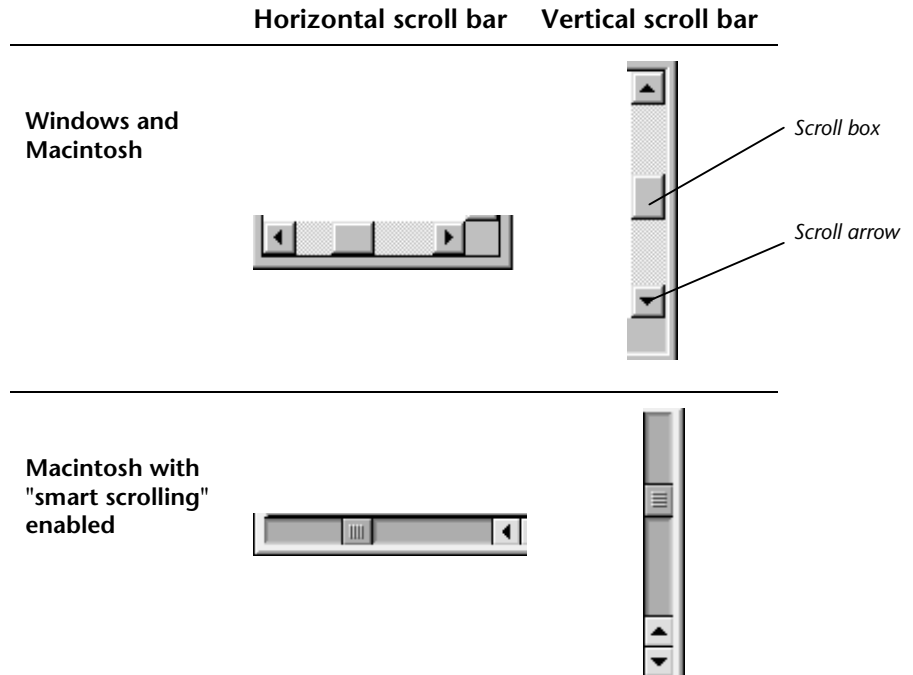
You can select and deselect an option by clicking it. In windows where you select or deselect options, there are usually some options selected by default. The following table shows options in their selected and deselected states.

Option element	State	Appearance
Radio button	Selected	
	Deselected	
Checkbox	Selected	
	Deselected	

Navigating a list

Use the horizontal or vertical scroll bars to view more information in a list or window.

- Use the up, down, left and right scroll arrows to move through the list or window in small increments. Click the arrow in the direction you want to move the list or window.



- Use the scroll box to move through the list or window more quickly. Click and hold the scroll box and drag it in the direction you want to move through the list or window.
- Click in the gray area above or below the scroll box to move to the next or previous section in the list or window. *Note:* Holding down the mouse button moves you even more quickly.
- If you have an extended keyboard, you can also use the Page Up, Page Down, Home, and End keys to move through a list instead of using the scroll bar. In some windows, the arrow keys may also be used. (See also Maneuvering without a mouse.)

Selecting and deselecting items in a list

You can use the following methods to select items in a list, such as materials in the Circulation window. These methods apply to several lists in the Spectrum CIRC/CAT program, as well as other programs.

- To select only one item, click it.

10001	Adventures of Huckleberry Finn /
10008	Queen Elizabeth I: an illustrated biography.
10010	The unlikely romance of Kate Bjorkman /
10015	The diary of a young girl;
10006	The secret at Shadow Ranch /

- To select consecutive items in a list, hold down the Shift key and click the first item you want to select. Continue pressing the Shift key and click the last item you want to select.

10001	Adventures of Huckleberry Finn /
10008	Queen Elizabeth I: an illustrated biography.
10010	The unlikely romance of Kate Bjorkman /
10015	The diary of a young girl;
10006	The secret at Shadow Ranch /

- To select nonconsecutive items in a list, hold down the Control or Ctrl key (Windows) or the Command key (Macintosh) and click the individual items you want to select.

10001	Adventures of Huckleberry Finn /
10008	Queen Elizabeth I: an illustrated biography.
10010	The unlikely romance of Kate Bjorkman /
10015	The diary of a young girl;
10006	The secret at Shadow Ranch /

You can deselect all selected items by clicking anywhere in the list. You can also deselect one item at a time by holding down the Control or Ctrl key (Windows) or the Command key (Macintosh) and clicking the highlighted items you want to select or deselect.

Managing your windows

Other programs can be open at the same time as Spectrum CIRC/CAT. You can move and resize windows on your desktop (rather than closing them) to view more or less information in other program windows. You can also move between the programs.

Moving windows

You can move a window to view a window underneath it or place it in a more convenient location on your computer desktop. To move a window, click and hold down the left mouse button in the title bar and drag the window to the desired location.



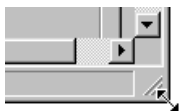
This can be useful if, for example, you want to have a Help window open on top of the Spectrum CIRC/CAT program. If the Help window blocks a key part of the Spectrum CIRC/CAT window, simply move it out of the way without having to close it.

Resizing windows


You can resize most windows. Making a window bigger can save you time because you don't need to scroll as much to see more information in the window.




To resize a window (Windows)

- 1 Position the cursor over a window's border or corner.
- 2 When the cursor changes to a double arrow, you can resize the window. Click and drag the corner or border until the window is the size you want.



To resize a window (Macintosh)

In Mac OS, you can resize any window that has a size button in the lower right corner (). Click and drag the size button to make the window larger or smaller.

In Windows, you can also maximize a window to its largest size available by clicking the maximize button () in the upper right corner of the desktop. To resize a window to its original size, click the restore button (). To minimize a window, click the minimize button (). You can also double-click the title bar of a window to maximize it or restore it to its original size.


Navigating between windows

Spectrum CIRC/CAT lets you open many windows simultaneously. To move from one window to another (for example, from the Patron part of the program to the Circulation part of the program), you don't need to close the first window to view the second. In Windows, you can use the shortcut Ctrl + Tab (or Ctrl + F6) to move between windows.


Closing windows

You should close windows when you're finished using them.

To close a window in Windows 95, 98, NT 4.0, or 2000

Click the close button () in the upper right corner of the window.

To close a window on a Macintosh

Click the close button () in the upper left corner of the window.

Maneuvering without a mouse

You can use the following methods to access commands in Spectrum CIRC/CAT without using a mouse:

Method	Description
Direction keys	Press the Tab key to move from one field to the next field (press Shift + Tab to move to the previous field). Move through radio button lists with the arrow keys (← ↑ ↓ →). If a list is displayed, move through that list by pressing the arrow keys.
Activation keys	The program supports keys, like the Enter key and the spacebar, that enter, select or change settings. When an option is in focus (a dotted outline surrounds the option), press the spacebar to switch the option on or off. An example is the "Case-sensitive" option in the Passwords tab of the Password Setup window.
Shortcut keys	The program provides keyboard shortcuts (indicated by an underlined "hot" letter in a function's name). In the Save command, for example, the letter S is underlined (<u>S</u> ave)—showing that you can press Alt + S (Windows) or Command + S (Macintosh) to save the data.

You can use keyboard shortcuts to activate a feature or change focus. Changing focus simply activates an option so that you can turn it on or off using the activation keys described above. Pressing the Tab key changes focus to the next option, moving from top to bottom in a window. Pressing the Enter or Return key is the same as clicking the active or default button (displayed with a black border) in a window, or choosing a selected menu item.

To access	Do this
Menus	Use the Alt key and the underlined letter in the menu.
Tabbed pages, options, and text	Use the Control (Windows) or Command (Macintosh) key, the Tab key, and the spacebar to access tabbed pages, change options, and enter text.
Buttons, checkboxes, and radio buttons	Use the Tab and Enter/Return keys or use the shortcut commands to click buttons. Access checkboxes and radio buttons in the same way, but change their settings by pressing the spacebar.

- Pressing the Enter or Return key is usually the equivalent of "clicking" the default button. (The default button has a darker line around it than other buttons in the same window.)
- Pressing arrow keys sets the menu boxes to the previous or next item, respectively.
- Pressing the Tab key moves the focus from option to option in a window. When the option you want is selected, modify the contents by typing the correct values or turn the option on or off by pressing the spacebar. Finally, if a list opens when you change focus, move through that list by pressing the arrow keys. Press Shift + Tab to move to the previous option.

