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Accessing Spectrum programs

After you successfully install your Spectrum CIRC/CAT program, you're ready to start the program.

To learn more about Spectrum CIRC/CAT, look at these sections in the *Spectrum CIRC/CAT Reference Manual*:

- What's new in version 5.0
- What is Spectrum CIRC/CAT?
- About Spectrum Setup
- Using Spectrum documentation

Starting a typical Spectrum program

Accessing your Spectrum program is simply a matter of using the program interface to start the program so that you can begin setting up and using the program. How you start the program depends on your operating system. For example, you can create a shortcut on your desktop (Windows) or an alias in your Apple menu (Macintosh), so you can start the program quickly.

To start Spectrum CIRC/CAT (Windows)

- Double-click the program icon or its shortcut. Or,
- Start the program from the **Start** menu.

To start Spectrum CIRC/CAT (Macintosh)

- Double-click the program icon on the desktop. Or,
- Choose the **Open** command from the **File** menu. Or,
- Select the program from an alias in the **Apple** menu.

When you start the Spectrum CIRC/CAT program, a splash screen appears briefly, then the program window opens. When you start the Spectrum Patrons' Catalog program, a splash screen appears briefly and the Catalog window opens (displaying the easy, advanced, or visual search tab, depending on the setup option you select.)

Navigator toolbar



Spectrum CIRC/CAT main program window

In this window you can access all of the Spectrum CIRC/CAT program features.

The Navigator toolbar lets you access the five major areas of the program: Circulation, Catalog, Patrons, Materials, and Reports. You can choose to display the toolbar buttons with or without text, or you can choose not to display the toolbar at all.

Running the client/server program

The client/server program uses a network to run circulation computers and patron lookup computers. You need to have your server computer and the Spectrum Server software running before you start any of the clients.

Starting the Spectrum Server program

Before you can start any Spectrum client program, you must install and run the Spectrum Server program. For detailed instructions on running your server program, see "Starting Spectrum Server". in the *Spectrum Server* chapter of the *Spectrum CIRC/CAT User Manual*.

You must also run the Spectrum Communications Setup program on each client computer to make sure the client is pointing to the correct server. For detailed instructions on running the Spectrum Communications Setup program, see the *Client* chapter in the *Spectrum CIRC/CAT Installations Guide*.

Starting Spectrum client programs

You must start your Spectrum client program(s)—either Spectrum CIRC/CAT or Spectrum Patrons' Catalog—only after the Spectrum Server program is up and running.

To start a Spectrum client program

- 1 Make sure the Spectrum Server program is running on the server computer.
- 2 Make sure the Spectrum Communications Setup program on the client computer contains accurate data to make sure the client is pointing to the correct server. For detailed instructions on running the Spectrum Communications Setup program, see the *Client* chapter in the *Spectrum CIRC/CAT Installations Guide*.
- 3 Start the client program.

Shutting down client and server programs

When you shut down, make sure you *shut down the Spectrum Server program on the server computer last*—after you shut down all client computers (the circulation and lookup computers). You need to close the Patrons' Catalog program on lookup computers and close the Spectrum CIRC/CAT program on the circulation computers. Lastly, you need to close the Spectrum Server program on the server computer. After you have closed all running programs on a computer, you can turn the computer off, if necessary.

To shut down the programs

- 1 From the main Spectrum window on each lookup and circulation computer, choose **File > Exit** (Windows) or **File > Quit** (Macintosh).

Make sure all client programs are shut down before you shut down the Spectrum Server program.

- 2 On the server computer, shut down the Spectrum Server program (on Windows and Macintosh, the default user ID and password are *ADMIN*, and they are case-sensitive).

Note: The Spectrum Server shutdown process varies depending on the operating system on your computer. For more specific information on shutting down, see "Shutting down Spectrum Server" in the *Spectrum Server* chapter of the *Spectrum CIRC/CAT User Manual*

Running single-user programs

The single-user version of Spectrum CIRC/CAT is a standalone program that does not require a server computer or a network.

Starting single-user programs

You can operate the Spectrum single-user program on any of your library computers without using a network.

Note: If you use both the client/server and single-user programs, they should not use the same database files.

To start the single-user program

To start the Spectrum single-user program, double-click its icon. You can also click a program shortcut or choose the **Start** menu (Windows) or start the program from an alias in the **Apple** menu (Macintosh). When the Spectrum CIRC/CAT program window opens and the Winnebago menu appears in the menu bar, you can start using the program.

Shutting down the single-user program

Shutting down the single-user program is a simple process.

To shut down the single-user program

From the main Spectrum window on the computer running Spectrum Single-user, choose **File > Exit** (Windows) or **File > Quit** (Macintosh).

Customizing the Spectrum CIRC/CAT program window

You can customize your Spectrum CIRC/CAT program window to meet the specific needs of your library. By default, the Navigator toolbar (both text and icons) is displayed. You can choose whether or not to display the toolbar in the Spectrum CIRC/CAT program. *Note:* The Navigator toolbar is not available in Spectrum Patrons' Catalog.

Preserving your program placement and customized options

The Spectrum CIRC/CAT program preserves your window size and placement and whether the Navigator toolbar is displayed between each session.

How to customize the Navigator toolbar

Example scenario: You want to display the Navigator toolbar.

To display the Navigator toolbar

From the **Winnebago** menu, choose **Show Navigator Toolbar**. A checkmark appears next to the command to show that it is selected.

Example scenario: You want to display both the icon and text for each button in the Navigator toolbar.

To display the Navigator toolbar with icons and text

From the **View** menu, choose **Show Navigator Button Text**. A checkmark appears next to the command to show that it is selected.



Navigator toolbar

The Navigator toolbar lets you access the five major areas of the program: Circulation, Catalog, Patrons, Materials, and Reports. You can choose to display the toolbar buttons with or without text, or you can choose not to display the toolbar at all.



Navigator toolbar

Here the Navigator toolbar is displayed with icons only and no text.