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Print Options

Paper handling:

- **Un-attended, continuous printing** is the normal choice for most printing. If you have a Duplexing printer (e.g. an HP LaserJet IIID), and your printout is Double-sided, this choice will force the printer into Duplex mode and it will print Double-sided without requiring your intervention.
- **Manually fed sheets with pauses** can be used for small jobs that require special forms or for Double-sided printing on a Single-sided printer.
- **Un-attended, Front sides only** can be used for Double-sided printing on a Single-sided printer. Sides 1, 3, 5, etc. will be printed.
- **Un-attended, Back sides only** can be used for Double-sided printing on a Single-sided printer. Sides 2, 4, 6, etc. will be printed.

Collated copies: Proper collated copies are printed, the Copies feature of your printer is not used.

Left indent: In case you need to move your printout a little to the right on your form. When you click on the button beside this field, a table of values will drop-down. If the maximum value is close to 0.0", then the alignment of your form is critical and you may need to choose a smaller font size.

Note that for double-sided output, the Left indent is really an adjustment to the "Binding Offset" (so "front sides" move to the right and "back sides" move to the left).

Starting and Ending values: Allow you to restrict the printout to a range of pages. You may wish to do this to print a test page or to reprint a page that was caught in a paper jam.

For double-sided output, Side 1 is the Front Side of the first sheet of paper and Side 2 is the Back Side of the first sheet of paper.

ASCII Import: Select Type of Import

NOTICE: You may wish to get the assistance of a computer programmer or consultant to help you import. Failing this, be prepared to spend some time setting up your Import. A good first step is to add a record at the beginning of your original file ("Aardvark") that has **data in every single field** of the record.

You may import a variety of file formats. These all differ in the way that the fields and records are separated (delimited).

Comma delimited file formats have commas (,) at the end of each field and ASCII CR characters at the end of each record. This is by far the most common file format. There are three different treatments of quote (") characters - if you don't know which one to use, try using "sometimes quoted".

TAB delimited file formats have ASCII TAB characters at the end of each field and ASCII CR characters at the end of each record. You can create this file format quite easily from most Word Processing packages.

6 line label formats have ASCII CR characters at the end of each field, with a total of 6 fields in the record. This file format may be created from most software packages that print mailing labels.

8 line label formats are as above with 8 lines instead of 6.

Multi line label formats are as above with a variable number of lines (you say how many) in each record. This format is very easy to create with almost any Word Processing software package.

[Backup](#)

Import: General Information

Address Book already knows about the record structure of several applications. If you select one of these choices, just identify the file and Address Book will match up the fields for you and complete the import.

If you choose to import from an ASCII file, Address Book knows nothing about the application that the data comes from and you will be asked to match up the fields. This is a complex process and you will need preparation time.

When you export data from an application, the fields will be in a different order than the order that the Address Book expects. Several exported fields (e.g. First Name, Last Name, Salutation) may be combined into a single Name field in the Address Book.

[Backup](#)

ASCII Import: Choose the best sample record

NOTICE: You may wish to get the assistance of a computer programmer or consultant to help you Import. Failing this, be prepared to spend some time setting up your Import. A good first step is to add a record at the beginning of your original file ("Aardvark") that has **data in every single field** of the record.

The first few records in the file are displayed on the screen. (If not you have probably not specified the correct file format). Choose the one that contains the most data (as this will be needed when you are trying to match Import with Internal fields).

If none of the records on the screen have much data in them, you may wish to enter an "Aardvark" record as described in the above paragraph.

If some "header" records are in the file (with different information), proceed with the import and delete these items afterwards.

Backup

ASCII Import: How to match data items

NOTICE: You may wish to get the assistance of a computer programmer or consultant to help you Import. Failing this, be prepared to spend some time setting up your Import. A good first step is to add a record at the beginning of your original file ("Aardvark") that has **data in every single field** of the record.

You must say which field in the Import record matches which field in the Internal record. Do this by selecting the Internal field in the Left-Hand list. Then select the Import field in the Right-Hand list. Match the field by pressing the Match button.

"Many to one" matches are allowed. This means you can get more than one Import field into a single Internal field. The Import function will combine them together by eliminating trailing blanks in each field (and will add a comma between the 1st and 2nd fields).

[Backup](#)

Upgrade (Retrieve and Convert File)

No longer in use.

Upgrade From 1995 Directory

No longer in use.

Open

No longer in use.

Merge

No longer in use.

Edit File Name

No longer in use.

Backup and Restore

With Backup, you can make a copy of your names on a removable diskette without leaving this program. Later, you may retrieve these names ("Restore") in case of a disk failure or accidental erasure.

IMPORTANT: Backup only makes a copy of the currently open data file. It does not copy your other data files or any program files to diskette.

You may also use Backup and Restore as a convenient method of transporting data between machines.

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Importing and Exporting Data

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[ASCII Import: Select Type of Import](#)

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Entering your Address Book data



When entering data, click on these buttons to bring up special data entry dialogs and SmartLists. SmartLists let you quickly choose any previous entry for a field.

[Name entry](#)

[Print-on-label fields](#)

[City, State and ZIP](#)

[Phone numbers](#)

[Profession](#)

[Comments and Memo](#)

[Groups](#)

[Backup](#)

Name entry

Data is entered in the Last-Name and First-Name fields and displayed as it will appear on a mailing label in the Name field. If you wish to have a salutation, enter "Johnson" as the Last Name and "Mr. Dave" as the First Name.

If you enter a friend's First Name only, e.g. "John", it will correctly sort and print under "J".

Print-on-label fields

The Print-on-label fields determine whether or not the person's name or organization is part of the address label. Labels are printed (on label forms) ONLY if the person has a Name, Organization or Address Line as part of the address label. The purpose of the Print-on-label fields is to allow you to have people in your address book that have only phone numbers and not addresses. Their information will be printed in the address book, but NOT on mailing labels.

You may wish to note a person's organization because you have a company phone number as one way to contact them. If the address is a home address, you will not want to print the company name on the label. (In any case, the organization will appear in the address book).

City, State and ZIP

Many mailing programs have separate City, State and ZIP fields. This may work well for local bulk mailings, but can cause problems for Canadian, Mexican or European addresses.

Address Book data entry is more "free form", just like your hand-written address book. If most of your names are in one city (e.g. Metropolis), you may wish to set up a speed key (e.g. Ctrl+M) to type in the City, comma and State (e.g. Metropolis, CA).

When importing data from another program, Address Book will combine City, State and ZIP fields if you wish.

Phone numbers

Address Book will handle up to 8 labelled phone numbers, which you may label with your own "IDs". A pop-up list will display IDs that are currently being used. If you print an Address Book with the sample data, you will see several examples of how these can be used.

Profession

If you click on the button beside the Profession field, a "Smart List" will be displayed. This list will contain all professions that have been entered in your data file. The Smart List may speed up data entry and helps you keep the profession names consistent.

Comments and Memo

The Memo field is for "free form" entry of notes. You can also enter notes in the Comment field, but because the Comment field can be used as a sorting key, you may wish to structure your use of it. In effect, you can use Comments as your own "sort by".

Groups

You can organize smaller groups from your list of names. For example, you may have a Christmas card list that you use to generate mailing labels once a year and you may have Relatives that you may contact for family gatherings. Some people may belong to both lists. Some names in your address book will belong to neither of these lists.

Browsing through your names

When browsing through your names, remember that one name will always be selected. You may change the selected name by "clicking" on a different name.

The Clone button will make a copy of the currently selected record. You may wish to do this when entering a number of records with common information.

Any of the keys A - Z may be used as a "one key search" through the data. Each time this key is pressed, the next name that begins with that letter is selected. When the last name beginning with the letter is reached, the names are cycled through again.

[Backup](#)

Reordering your data

You may sort your names in a number of different orders. You can browse through your names and print out books in the new order. There are a few tips worth noting.

Sorting is "case insensitive", that is a "D" will sort in the same position as "d".

If you wish to have your own sorting order, you may use the Comments or Profession fields and code them any way you want.

When you revise your list, one way of finding "stale" names is to re-order by Revision Date. The names will appear in the order that you last changed any information in the record.

[Backup](#)

Zooming in to special groups

You can organize smaller groups from your list of names. For example, you may have a Christmas card list that you use to generate mailing labels once a year and you may have Relatives that you may contact for family gatherings. Some people may belong to both lists. Some names in your address book will belong to neither of these lists.

You can have up to 10 different groups and you can select any number of them to be active at one time - a total of 1024 combinations.

To "Zoom in" and see only the names that belong to one or more lists, select the Zoom menu choice. By checking the Groups that you are interested in seeing, you will restrict the Browsing (and Printing) to just those names. When you want to view the whole list again ("Zoom out"), just select the Zoom choice again and blank out all the check boxes.

[Backup](#)

Saving your data

Whenever you have changed your data and try to leave the program, you will be prompted to save your data OR you may undo all changes (since the last save).

When you are doing a large amount of data entry, it is a good idea to select the Save choice on the menu every few minutes. The program does not automatically save information on the disk every time you edit or add a name.

If you have made a number of edits and wish to cancel them, select Exit and then select the choice that Undos the changes. When you re-enter the program the names will be as they were before you made the changes.

Backup

Exporting Records

NOTICE: You may wish to get the assistance of a computer programmer or consultant to help you Export. Exporting will be easy, but you may experience some difficulty Importing the resulting file into another application. It may be useful to set up a "dummy" first record that has **data in every single field** of the record before you Export.

These Address Book fields are exported:

- First Name
- Last Name
- Organization
- Address 1
- Address 2
- Address 3
- Address 4
- Phone A
- Phone B
- Phone C
- Phone D
- Profession
- Comments

You may export a variety of file formats. These all differ in the way that the fields and records are separated (delimited).

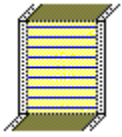
Comma delimited file formats have commas (,) at the end of each field and ASCII CR characters at the end of each record. This is by far the most common file format and is used by most "Mail Merge" applications.

TAB delimited file formats have ASCII TAB characters at the end of each field and ASCII CR characters at the end of each record. This file format may be useful when exporting to a Word Processing program for a task other than mail merge.

Multi line formats have ASCII CR characters at the end of each field and a fixed number (you say how many) of lines in each record. If you export with zero (0) lines in this format, the fixed number will be the number of fields in the data file.

Backup

Continuous and Plain Paper Forms



Continuous forms are mounted with "pin feed" strips down each side. These strips are usually torn off after printing. It is possible to print on all of the page with most printers that handle these forms. Continuous forms are most often printed using Dot Matrix printers using their tractor feed mechanism.



Plain paper forms are printed on ordinary paper (i.e. 8½ x 11 inches), and are usually fed from an input bin, tray or sheet feed mechanism. Most Laser and InkJet printers handle this type of form exclusively. Dot matrix printers may handle these forms through their friction feed mechanism or sheet feed option. On these forms there is an area of the paper that cannot be printed on (because physical mechanisms "grip" the sides).

Printing an Address Book

You can change the look and content of your address book in a variety of ways by changing fields in the Address Book Report Style screen.

[Form Class](#)
[Organizer Form](#)
[Double sided](#)
[Graphic Design](#)
[Format to use](#)
[Basic Content](#)
[Blank Forms](#)
[Control breaks](#)
[Other Fields](#)

[Backup](#)

Organizer Form

8½ x 11 formats allow you to print on letter sized paper in 1, 2, or 3 column formats.

Folded Booklet formats are double-sided printing formats that allow you to print a booklet with the pages properly re-ordered so that all you have to do is fold and staple after printing.

[Printing Folded Booklets](#)

Perforated Form formats allow you to print on special forms that have been pre-punched and can be bursted to fit into a personal organizer.

Small sheet formats are designed so that you may print on small pages that will feed through the envelope guides of your printer.

8½ x 11 for trimming formats allow you to print on letter sized paper and then cut the paper down to fit your personal organizer.

[Backup](#)

Double sided

Some forms are double-sided only and you will not be able to edit this field. Double sided printing is recommended only for users with Duplexing printers (like a LaserJet IIID) or for expert users.

Format to use

The Address Book will try to print in the widest format that your paper form and font choice allow. If you wish, you can specify the exact format you want (Narrow, Normal, Wide or Extra-Wide).

Normal, Wide, and Extra-Wide formats look like this:

Beames, Bryan	B	
Acme Plumbing		Work 555-1915
2105 Central Blvd.		Pager 555-1234
Metropolis, CA 94636		
Plumber		
<hr/>		
Bennett, Dr. Ron		Desk 555-2866
Seymour Clinic		Appt 555-2151
2309 7th Street		

	B	
Beames, Bryan		
Acme Plumbing		
2105 Central Blvd.		
Metropolis, CA 94636		
Plumber		
Work 555-1915		
Pager 555-1234		
<hr/>		
Bennett, Dr. Ron		
Seymour Clinic		

Narrow format looks like this:

[Backup](#)

Basic Content

Your address book can print with or without Memos, or you can print a short version with Names and Phone numbers only.

Blank Forms

When printing a Booklet or Double-sided organizer page, you can have "facing pages" (every other page) be a blank form. This provides you with room for corrections and additions while you carry your address book around.

You may also specify a fixed number of blank forms to be printed at the end of the report.

Control breaks

You may wish to have a new page every time the first letter of the Name (or other sort field) changes. This will allow you to incorporate the output into a "ring binder" with index tabs.

Other Fields

The other fields in the Address Book allow you to print various blank forms, a cover page or calendar pages.

Graphic Design

B	
Beames, Bryan Acme Plumbing 2105 Central Blvd. Metropolis, CA 94636 Plumber	Work 555-1915 Pager 555-1234
Bennett, Dr. Ron Seymour Clinic 2309 7th Street	Desk 555-2866 Appt 555-2151

The default Graphic Design uses shading bars to help locate names in a listing.

Name and Address	Telephone
Beames, Bryan Acme Plumbing 2105 Central Blvd. Metropolis, CA 94636 Plumber	Work 555-1915 Pager 555-1234
Bennett, Dr. Ron Seymour Clinic 2309 7th Street	Desk 555-2866 Appt 555-2151

Using the "lines" Graphic Design will put the maximum number of names on a given page.

Printing Labels

Mailing labels are printed only for names that have address information. If you have a name with only phone numbers, make sure that the Print-on-label fields for Name and Organization are set to No.

The fields in the Labels Report Style screen determine how your labels print.

[Form Class](#)

[Label Form](#)

[Basic Content](#)

[Backup](#)

Label Form

Most common label formats are supported by the name of the supplier. You may look at a picture of the form (with your data overlaid in Print Preview). See if it looks **exactly** like the physical form you have.

Basic Content

Address Book will print labels with up to 6 lines of address information. You may, however, have no labels with this much information in your data file. By selecting a 5 line label format, you will be able to use a larger font, or make alignment less critical.

Printing Rotary or Index Cards

The Rotary or Index Card Listing is designed to print your address and phone information in a conventional format for card stock.

The fields in the Cards Report Style screen determine how your cards print.

[Form Class](#)

[Card Form](#)

[Basic Content](#)

[Backup](#)

Card Form

You may print on a variety of card stock forms. Some of the forms have pre-punched holes so that the cards will fit in a Rolodex circular file. Large index cards may be used to print a card file of your addresses. If you select a small font size, you can even print on business card stock for a compact card file.

Basic Content

You may choose to have borders printed on the cards or a more conventional plain format.

Printing Envelopes

When printing envelopes, you may experience some problems with feeding the envelopes. For most laser printers, you may wish to use "End open" envelopes.

The fields in the Envelopes Report Style screen determine how your envelopes print.

Form Class
Envelope Form
Report Content

Backup

Envelope Form

Before you select from a list of envelope forms, you need to ascertain the feeding mechanism of your printer. In particular, for laser and inkjet printers, you must determine whether the envelopes are fed in portrait or landscape modes.

Note: Not all envelope forms are usable on all printers.

Report Content

You may choose to print envelopes with or without a return address. If you choose to print with a return address, you must enter the address in the entry fields on this screen.

Printing Blank Forms

If you wish, you can print a number of blank forms without printing any data. You can the look and content of these forms by changing fields in the Blank Forms Report Style screen.

Form Class
Organizer Form
Double sided
Format to use

Backup

Organizer Form

8½ x 11 formats allow you to print on letter sized paper in 1, 2, or 3 column formats.

Folded Booklet formats are double-sided printing formats that allow you to print a booklet with the pages properly re-ordered so that all you have to do is fold and staple after printing.

Perforated Form formats allow you to print on special forms that have been pre-punched and can be bursted to fit into a personal organizer.

Small sheet formats are designed so that you may print on small pages that will feed through the envelope guides of your printer.

8½ x 11 for trimming formats allow you to print on letter sized paper and then cut the paper down to fit your personal organizer.

[Backup](#)

Double sided

Some forms are double-sided only and you will not be able to edit this field. Double sided printing is recommended only for users with Duplexing printers (like a LaserJet IIID) or for expert users.

Format to use

The Address Book will try to print in the widest format that your paper form and font choice allow. If you wish, you can specify the exact format you want (Narrow, Normal, Wide or Extra-Wide).

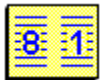
Printing Folded Booklets

Beames, Bryan Acme Plumbing 2105 Central Blvd. Metropolis, CA 94636 Plumber	B	Work 555-1915 Pager 555-1234
Bennett, Dr. Ron Seymour Clinic 2309 7th Street		Desk 555-2866 Appt 555-2151

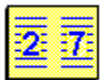
Folded Booklet style forms allow you to take output directly from your laser printer, fold it and put it in your pocket or wallet. You may also wish to create a master copy for printing that has the pages reordered automatically - avoid cutting and pasting.

Folded output is double sided by nature. If you have a duplexing printer (e.g. HP LaserJet IIID) the pages will come out of your printer as desired. If you DO NOT have a printer that prints on both sides of the page, **clear thinking** will be needed. We suggest that you make small pencil marks at the leading edge and on the top side of 2 pieces of paper. Then print 1 Front and 1 Back side. Study the results carefully until you can see how to "flip" the page and feed it back into the printer.

To help you think about the problem, here is how output will look for an 8 page booklet.



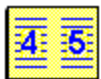
Side 1 (front side of 1st sheet) contains pages 8 and 1.



Side 2 (back side of 1st sheet) contains pages 2 and 7.



Side 3 (front side of 2nd sheet) contains pages 6 and 3.



Side 4 (back side of 2nd sheet) contains pages 4 and 5.

Backup

Discoversoft Product Catalog

General Information

- [Discoversoft's Address Book](#)
- [Discoversoft's To Do List](#)
- [Discoversoft's Home Inventory](#)
- [Discoversoft's File it - Find it](#)
- [Discoversoft's Stock Portfolio](#)
- [Discoversoft's Librarian](#)

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Contacting Discoversoft

[Next Release](#)

[Single Copy and Corporate License Differences](#)

[Technical Support](#)

[Backup](#)

General Information

Discoversoft's software products offer quick and easy solutions to everyday problems. By focusing on specific tasks each of our programs provides a simple computerized alternative to traditional manual methods of accomplishing common tasks.

The software is available at a very reasonable cost, only \$10 for a Single Copy license. Discoversoft has a generous enterprise licensing plan which allows all the employees of a company to use any title for only \$100.

The programs are designed to produce outstanding color printouts. Print formatting capabilities surpass even sophisticated contact managers and organizer software sold by major software houses. You can print on organizer sized forms. Or, you can make your own booklets from plain paper; you simply fold, trim, and staple the pages.

The documentation required for each program is on the disk.

[Backup](#)

Next Release

The 1996.5 models of our products will be available after January 1, 1996.

The new models will continue to:

- Improve data entry speed.
- Enhance printed output.
- Provide more guidance through the printing process.
- Find innovative ways to look at and navigate data.

Individual product features may also be enhanced. We welcome your input and suggestions.

Since our first release in 1994, we have made major improvements every half-year in January and in July. Our printed output has always been of the highest quality and will continue to lead the market. We are also proud of our innovative features such as Speed Keys and a Clone Button that ease data entry tasks.

[Backup](#)

Single Copy and Corporate License Differences

A Single Copy of any product:

- Allows you to use the product on up to 3 machines.
- A Single Copy license costs \$10.

A Corporate License:

- Allows you to use the product on any number of computers that are owned, leased or rented by a single corporation.
- A Corporate license costs \$100.
- An invoice reflecting the purchase of corporate license will be sent for your records.

If you need any further clarification, write or phone:

Discoversoft, Incorporated
P.O. Box 120
Alameda, CA 94501-0520
(510) 769-2902

[Backup](#)

Technical Support

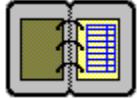
1. If you are on a machine with a "Super VGA" screen, try running Windows with a Microsoft driver (e.g. VGA) and see if this corrects the problem.
2. If you are on a network, discuss the problem with your network administrator.
3. Make a note of the version number (1996d) of our product.
4. If you have a printing problem, note the printer make and model numbers and collect any printout that shows the problem.
5. Backup the data that illustrates the problem to a blank formatted diskette (using the Backup choice under the File menu).
6. Mail notes, printouts and diskette to:

(U.S.A.)
Discoversoft, Incorporated
P.O. Box 120
Alameda, CA 94501-0520

(CANADA)
Donald Thomson Ltd.
115 St. Patrick Street
New Westminster, B.C. V3L 1P6
7. For simpler problems, you may reach Technical support at:
FAX: (510) 769-0149
CompuServe: 72440,3422
MCI Mail: 356-6035
8. If your problem is a result of an error in our product, and we are able to fix the error, we will send you an updated version that fixes the error.

Backup

Discoversoft's



Address Book

Print Great Looking Address Books

With Address Book, you can print flawless address books. You can easily make phone lists for each phone in your home and custom address books for every member of your family. Keep extra address books in your car, office, RV, or boat.

Versatile and Simple

- Prints address books for pocket, purse or desktop
- Prints mailing labels, phone and birthday lists
- You can assign up to ten categories to each name (friends, relatives, etc.) and then view or print addresses by category
- Versatile record structure supports address and phone info from different countries
- List up to 8 phone numbers per name
- Memo field allows custom notes for each name
- Smart fields show you prior entries for that field

[Backup](#)

Discoversoft's

<input checked="" type="checkbox"/>	Call Bob
<input type="checkbox"/>	Mail Checks
<input checked="" type="checkbox"/>	Make Appt.

To Do List

Print Great Looking Appointment and To Do Pages

Organize your day with a single sheet of paper that contains your appointments, tasks due today and a list of tasks to be done when convenient. [Repeating events](#) such as weekly meetings show up automatically - never re-type or re-write again.

Spend 5 minutes at the end of each day to get organized and ready to work the next morning. Or, prepare sheets for a week or month. There is plenty of room left to add hand-written entries.

You can also use To Do List to prioritize and plan home or work projects such as weddings, parties, trips and other special events. You can view or print tasks sorted by priority, date, location or category.

Versatile and Simple

- Handles repeated events that occur every week or month, the 3rd Friday of the month, the last day of the month and many more situations.
- Saves time - repetitious tasks only need to be typed once
- Memo field allows custom notes for each task
- Smart fields show you prior entries for that field

[Backup](#)

Discoversoft's



Home Inventory

List your possessions

Most people never bother to record a list of their possessions until it is too late! With Home Inventory, you can create a list of your major possessions along with the amounts you paid and other pertinent information.

Take a copy of the list "off site". In the event of a fire or other disaster, your original receipts may be destroyed. Home Inventory provides the "ounce of prevention" you need to minimize disputes with your insurance company after loss from fire or natural disaster. Use it to help substantiate your insurance claim in the event of a loss.

You can also use Home Inventory to help establish your prior ownership of separate property in a divorce settlement. And if your property is stolen, your good record keeping helps police identify your property if it is recovered, thereby increasing the chance that it will be returned to you.

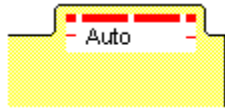
Each item record allows you to record the date of purchase, cost, location, warranty expiration, model and serial number. You can print reports sorted by name, location or date. Items can be grouped and printed by category.

Versatile and Simple

- Cost and current value are totalled automatically
- Memo field allows custom notes for each item
- Smart fields show you prior entries for that field
- Recording serial numbers helps recover stolen property
- Establish lists of your and your spouse's separate property

[Backup](#)

Discoversoft's



File it - Find it

Label and list your files - never lose another thing!

File It - Find It lets you catalog and label all your paper files. All you do is type the names of the files you've created along with their location and up to 3 search categories for each. File It - Find It helps you control, label and locate important papers and other information that you've filed away in your home or office.

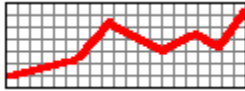
You can print file folder labels on different label formats as well as reports listing the items and their location or category. Print an index for each file drawer listing its contents. If you can't find a file, you can search for any text and get a list of all matching records on your screen to scroll through.

Versatile and Simple

- Print folder labels to create professional looking files
- Memo field allows custom notes for each file item
- Smart fields show you prior entries for that field
- Record up to 3 categories for each item

[Backup](#)

Discoversoft's



Stock Portfolio

Tax Time Capital Gains Reports - quick and easy!

Stock Portfolio lets you easily enter the stocks, bonds and other securities that you have bought and sold. A straightforward report totals Gains and Losses and may be attached to your tax return. Stock Portfolio gets the job done without forcing you to use an on-line service or enter complex commission amounts. It was designed to do this specific job very simply and quickly.

This program also helps you prior to tax time. When you are nearing the end of a tax year you may have Capital Gains and Losses for stocks bought and sold. You may also have Unrealized Gains and Losses for securities that you have bought, but not yet sold. Stock Portfolio assists you in matching up Realized Gains with Unrealized Losses (and vice-versa) so that you can minimize any tax consequences. Short and Long Term Gains are kept separate by the program.

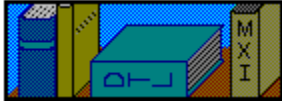
Of course the program will also print a current valuation of your holdings. You can even monitor some of the things that your broker has told you by attaching Memos to a security item - monitor your broker, not just your stock. Use the program's Groups to look at just your IRA (in Canada RRSP) accounts or just your Broker accounts or both.

Versatile and Simple

- Print Short or Long Term Capital Gains for any year
- Match Unrealized Gains with Realized Losses easily
- Print Current Portfolio Value reports by Security Name or by Date Purchased
- Smart fields show you prior entries for that field
- Memo field allows custom notes for each security item

[Backup](#)

Discoversoft's



Librarian

Keep Track of Your Books with a few keystrokes!

Librarian is ideally suited for managing a collection of titles for a small company or department. Stop running from office to office trying to find a book, journal or tape. Here's how this program can help:

Roget's Thesaurus
Shelf A1
DO NOT REMOVE FROM ROOM

Print an Identification Label (similar to that pictured here) for each book. When people finish using a book, they know where it belongs. SmartLists allow you to enter messages such as "DO NOT REMOVE FROM ROOM" or "REFERENCE SHELF" only once - they are then displayed when you enter another message field.

Set up a computer next to the main bookshelf. When someone takes a book away they only need to "point and shoot" at the Title, Their Name and Today's Date. The book is now "checked out". At the end of the month, the Librarian will print out a listing of checked out books showing how many days each has been away from the shelf.

Librarian will also print Index cards or an Indexed Listing by Title, Subject or Author.

For personal or valuable collections, a Collection Valuation Report gives you a record of the Cost and Replacement Value of all your books. Keep this for insurance documentation and claims.

Versatile and Simple

- Print Identification Labels so everyone knows where the book belongs
- Point and Click checkout makes tracking easy
- Prints Index Cards for Title, Subject or Author Catalogs
- Collection Valuation gives you cost and replacement value totals
- Smart fields show you prior entries for that field
- Memo field allows custom notes for each title

Backup

