



DIGITAL CATALOGUE CREATOR USER MANUAL

Version 3.0.10



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PREFACE

Welcome to this User Manual for Digital Catalogue Creator.

This manual will endeavour to teach you as the user about the system its potential and its application within a business environment.

As you progress through this manual there are examples and tutorials as well as high lighted key notes.

To make comment on this manual or the software which it is describing please direct you mail to simon@bgcontrols.co.uk.

FORWARD

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DIGITAL CATALOGUE CREATOR

WHAT IS IT?

A number of years ago we began development of a software based application to produce a user friendly interface to allow access to information and documents through a new media format. The documentation we distributed was pertaining to works carried and the maintenance of thereafter.

The original process had been total paper based and would require the photocopying documents, organising, indexing and binding. The process was expensive both in time and resources.

As a company in a competitive market place a 'better' solution needed to be found, and Digital Catalogue Creator (hereafter known as DCC) was the solution.

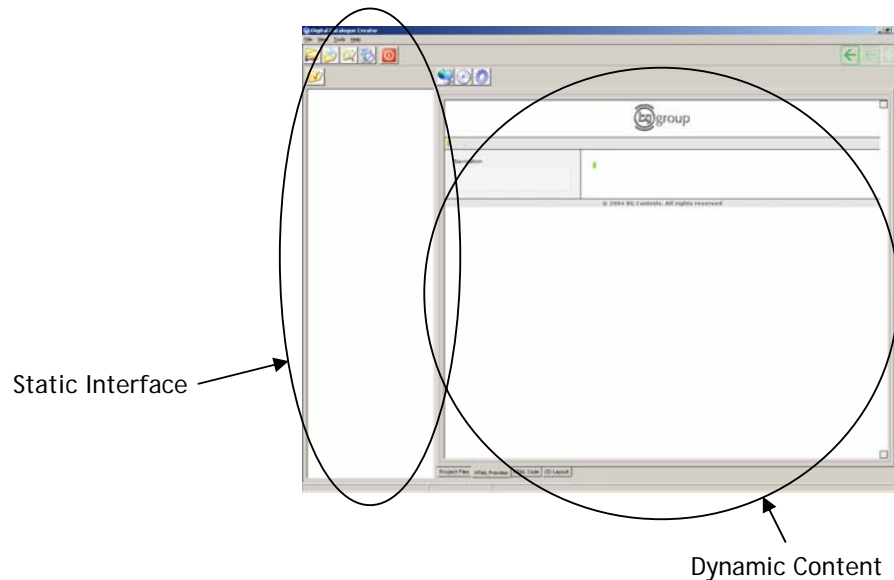
By simply storing a link to any electronic file or document within its database structure a project could be engineered within minutes and distributed on most media formats as simple HTML (Hyper Text Markup Language) pages, better know as web pages.

The concept was intuitive; every operating system and media platform comes with a version of a web browser whether it is Microsoft Internet Explorer or Mozilla FireBird.

The idea takes form, develop a HTML structure which is browser independent and robust as platform for media delivery, Digital Catalogue Creator was born.....

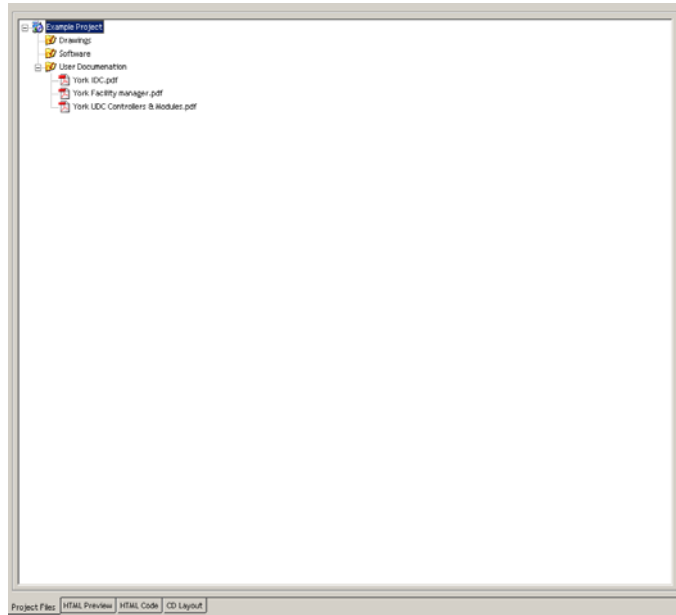
INTERFACE

The system has been designed on the traditional static user interface with dynamic content.

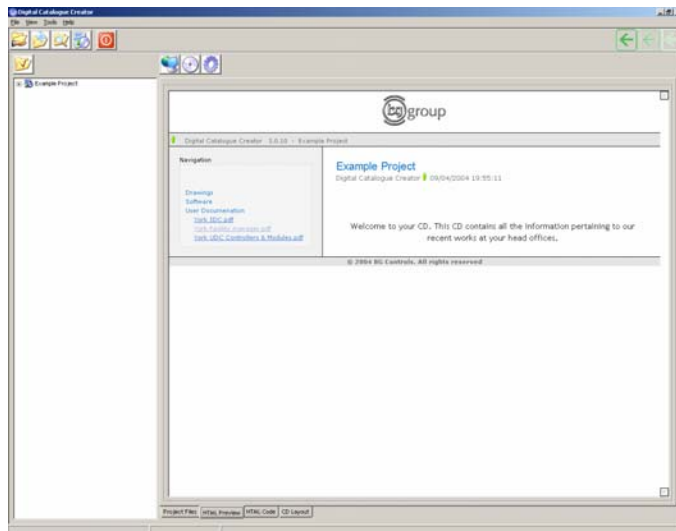


The static Interface to the left of the screen shows the current project structure and allows the user to alter that structure by the use of drag and drop. The central and right of the software displays the dynamic content of the project, as changes are made to the project, ie. Files, documents or new folders added the content here will update to reflect those changes. There are four viewing option available, an enlarged view of the project tree, html rendered view, html code view and destination layout view, this would typical be a CD or DVD as the transportation media although smaller project may use a floppy disk.

DATA VIEWS



'Project Files' shows the same information as the tree structure in the left of the system. It also has the same functional purpose and data can be dragged and dropped here also.



'HTML preview' shows a rendered version of the output, clicking the links within this window will cause the same effect as if it was within a true browser.

ICONS

A brief description of each of the icons and their purpose.



Open an existing project.



Create a new project.



Open Windows Explorer.



System Settings.



Shutdown System.



New Folder.



View in default system web browser.



Export Wizard.

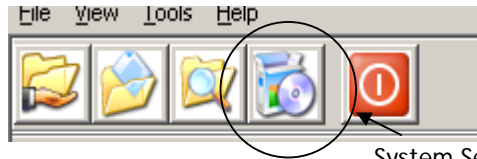


Project Settings

SYSTEM SETTINGS

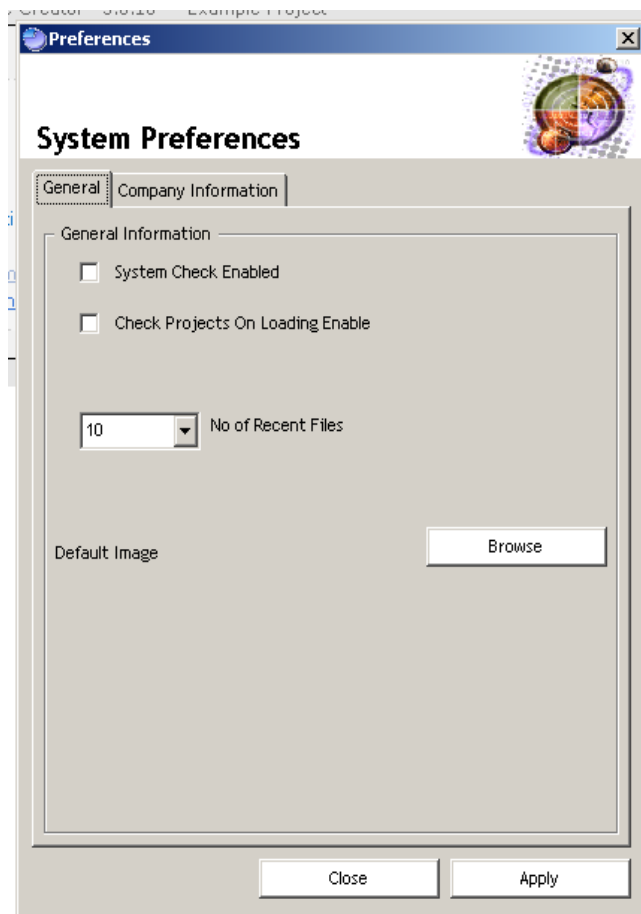
The system is designed so that the distributed media created by the application is representative of your company and its identity.

With this in mind the system must be told who you are and your identity.



System Settings / Preferences

Selecting the icon shown above will open the system settings/preferences options as shown below.



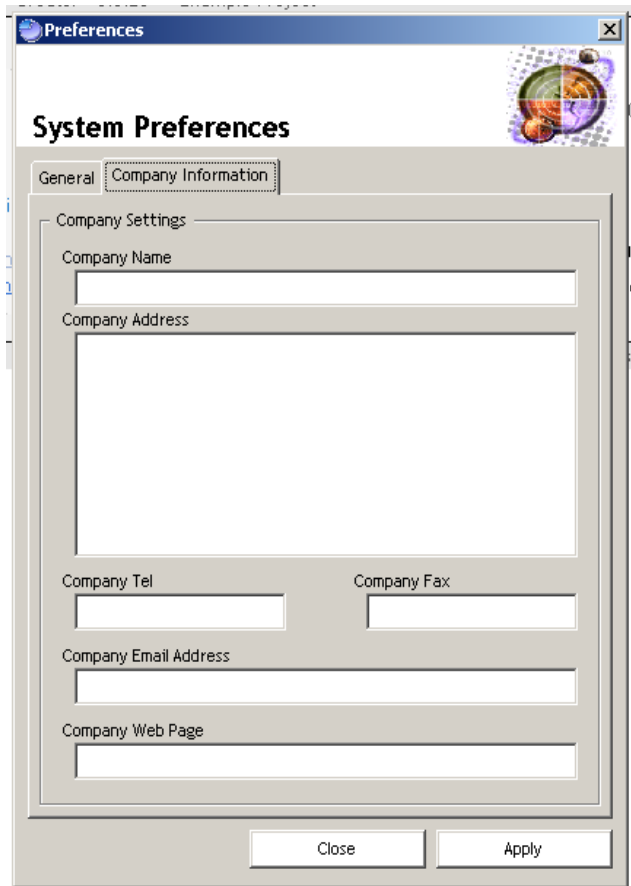
The options which are available and their associated functions are as follows (top to bottom).

- 1). System check enabled - this means that every time the system is started it will check every project and every link in every project for integrity and report any broken links.
- 2). Check projects on loading enabled - this has the same functionality as 'System check enabled', but only applies to

projects when opened.

3). No of recent files - How many recent projects are to be displayed in the recent projects pane of the open projects window.

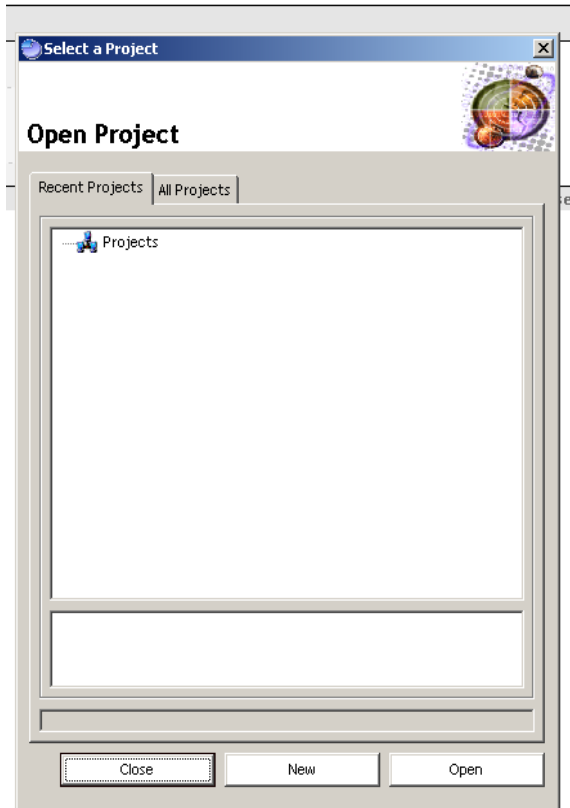
4). Default image - this is the image which all projects which are created from that point onwards will use as their default image which is displayed at the top of each page.

The image shows a screenshot of a software preferences window titled "Preferences" with a standard Windows-style title bar (minimize, maximize, close buttons). The main content area is titled "System Preferences" and features a tabbed interface. The "Company Information" tab is selected, showing a "Company Settings" section. This section contains several text input fields: "Company Name", "Company Address" (a larger multi-line field), "Company Tel", "Company Fax", "Company Email Address", and "Company Web Page". At the bottom of the dialog are "Close" and "Apply" buttons. A small graphic of a globe is visible in the top right corner of the preferences window.

Settings pertaining to you as the company licensing this software **must** be entered. This information is used to create a number of pages ie. Contacts page and a link to your web site. This information is not collected by BG Controls.

PROJECT SELECTION

On system start-up the project selection window is displayed.

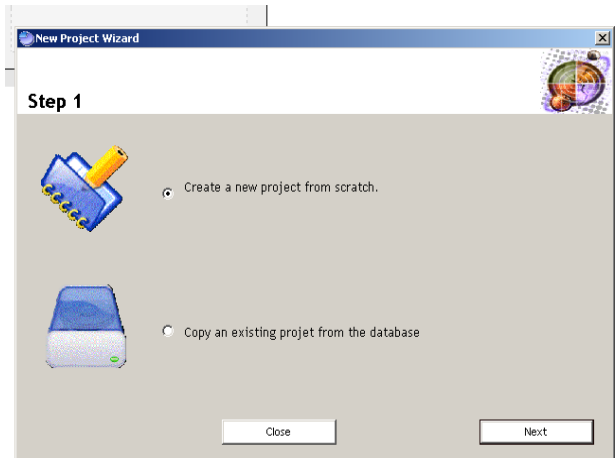


The 'recent projects' will show a list of up to 20 recent projects and 'all projects' will show all projects within the database system. To open an existing project either double click on the project name or single click and then select the open button.

If a new project is required then select the 'new' button and follow the on screen instructions.

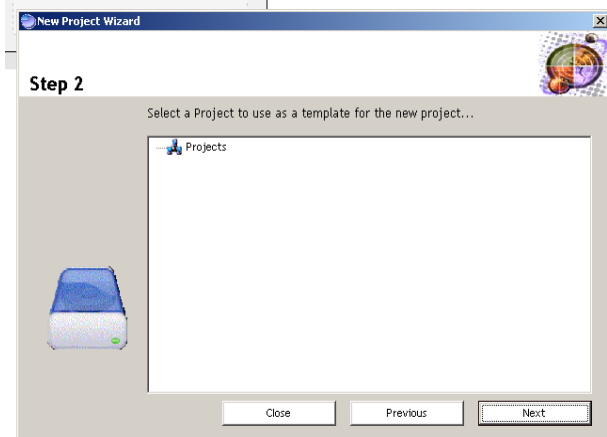
NEW PROJECT

New projects can take their settings in two ways, either mimicking a previous project or as a fresh clean project.

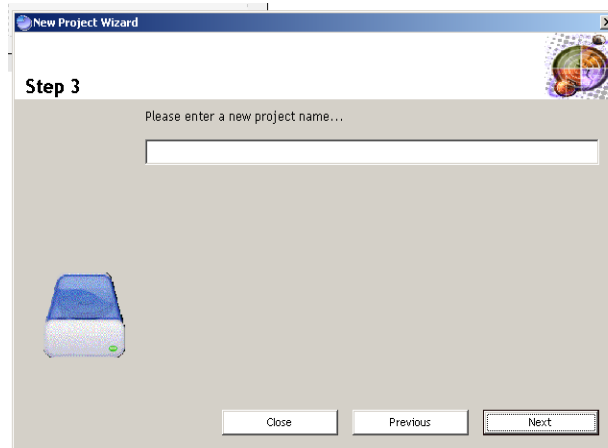


This mimicking is useful as a time save, if a project which has been previously completed was similar to this new project which you are to create in either format or content then why not use it. Or it maybe that you create a project simply as a template for others.

Create from a Template Project

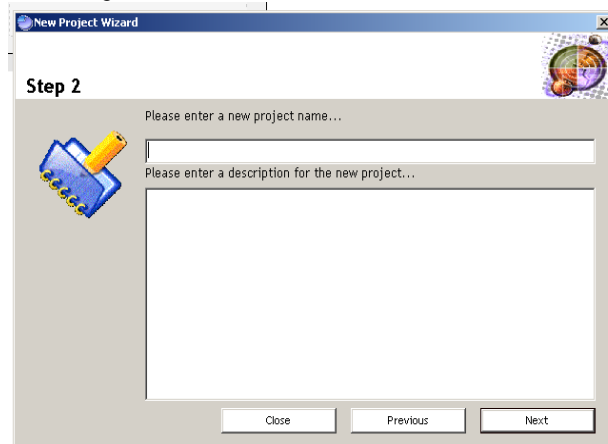


If a project is to be created from a previous project select the project to be used as the template. Once selected, clicking the next button will create the new project based on the template project.

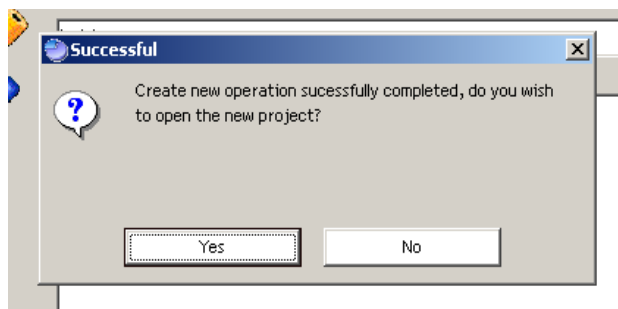


Once a project has been selected to be used as the template the name of the new project must be specified.

New Project



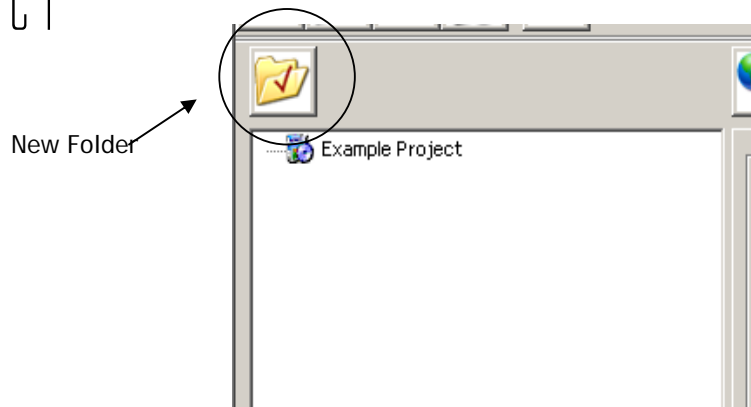
If the project is to be created from scratch then some user input is required, firstly the project must be given a name, this does not have to be unique, but giving projects the same name may become confusing later. Also optionally a description can be entered and is for your information only.



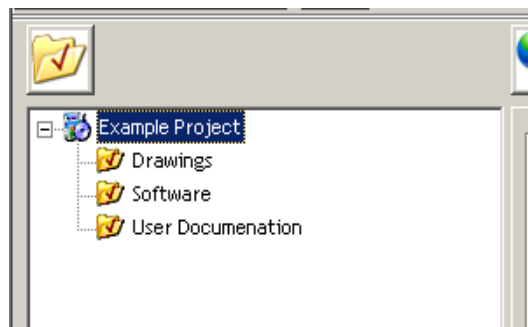
Once the project has been created using either fashion a dialog box asking whether the project should be opened for editing. Selecting 'yes' will allow changes to be made to the project.

EDIT A PROJECT

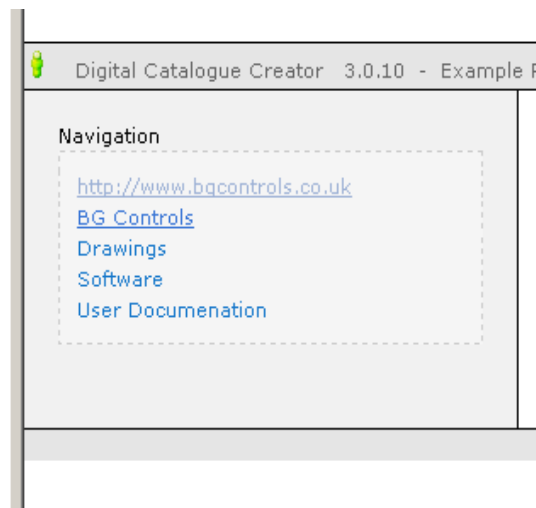
Once a project has been opened for editing the tree based interface structure to the left of the window will show the structure of the current project.



By clicking on the new folder icon, an additional folder can be added to the project, using these folders the project can be split into sections or related areas.



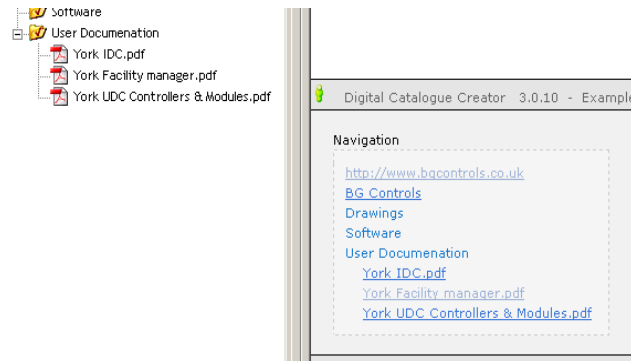
As folders are added content can then be added to those folders. Remember these folders and documents are virtual, they are simply entries in a database, so the system uses very little disk space.



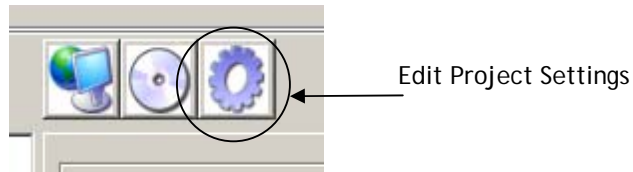
As the structure is built up using the tree structure so the dynamic

content on the right pane develops.

Once a structure has been created files and documents need to be added to. This is a matter of using windows explorer to drag and drop the files into the selected areas.



Both folder orders and document / file orders can be Changed by dragging and dropping on the required folder.

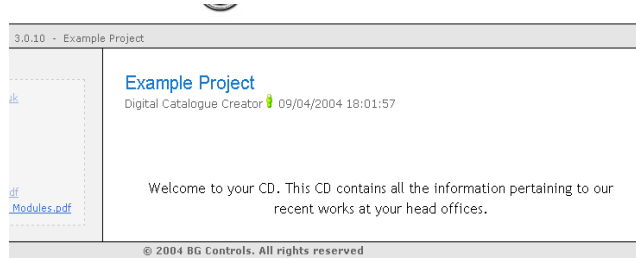


We can make changes to the projects setting by clicking on the icon show.



From here we can change the projects name, the text that is

displayed on the opening page of the catalogue; this means that we can tailor any opening statement specifically to the recipient.



We can also add or update the description of the project we entered when creating the project originally. It is also possible to change the logo displayed at the top of every page, this changed logo will only apply to this project. To change the default logo for all projects created see 'system settings'.

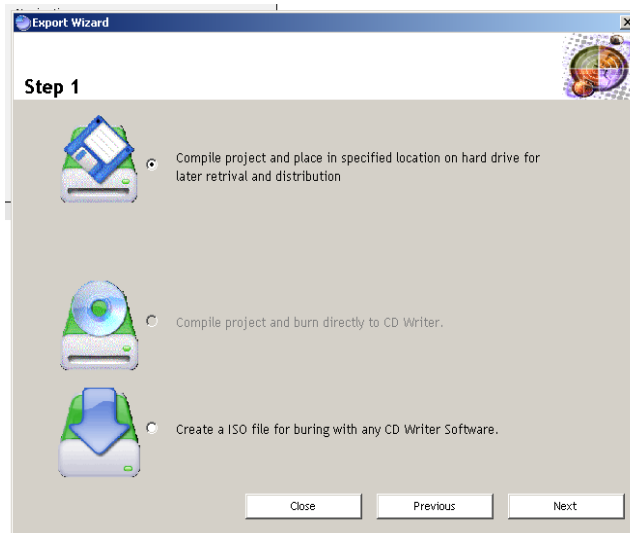
EXPORT WIZARD

Once the project has been completed and finalized it is probably desirable to distribute the data to the recipient.

To do this we need to export the data into a format that friendly.



Select the export wizard icon as shown above.

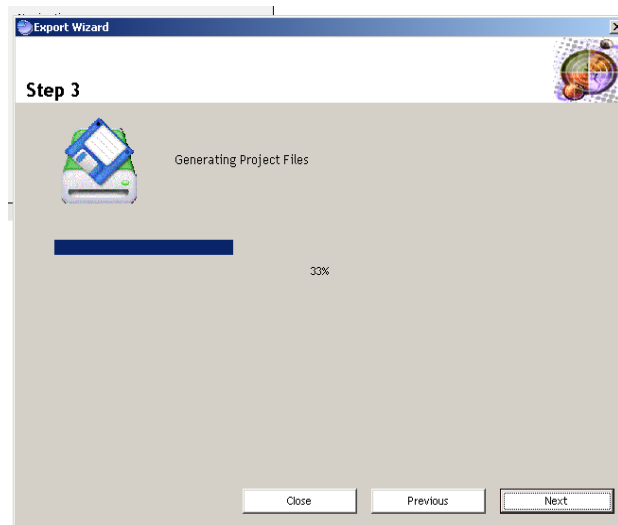


Note

ISO files can also be viewed using applications such as WinRar which open them as single archive files.

There are three possible output formats for the data.

- 1). To a specified folder.
- 2). Directly to a CD (Requires a ATAPI compliant CD Writer to be installed on the PC running the software).
- 3). To an ISO file. ISO files are actually images of complete CDs compiled as one whole image. These ISO files can be burnt latter or sent as email attachments for the recipient to burn.



Once you have chosen you required format, the wizard will create the required output.

When the export wizard has finished the output maybe viewed where applicable.

TOOLS MENU

We have incorporated a few diagnostic and database savaging tools for your use.

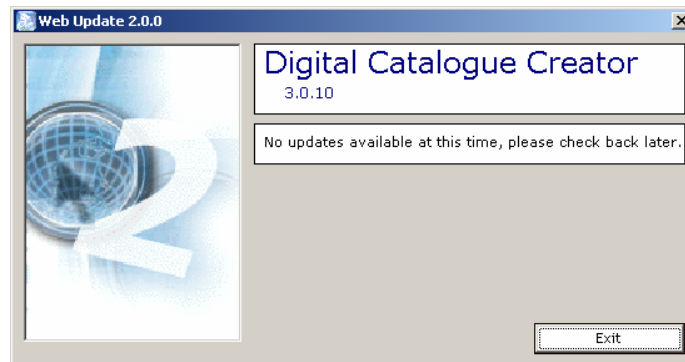
The tools are located under the tools menu and are as follows:

- 1). System Check - performs a full system check looking for broken links within all projects currently within the database.
- 2). Project Check - checks the currently opened project for broken links.
- 3). Export Wizard - loads the export wizard to guide you through exporting the currently open project for re-distribution.
- 4). Clean Database - scavenges the database looking for links to projects which no longer exist. ie. the project has been deleted but some left over data still remains.

WEB UPDATE

The application can check for update assuming a connection to the internet exists and is accessible by the application.

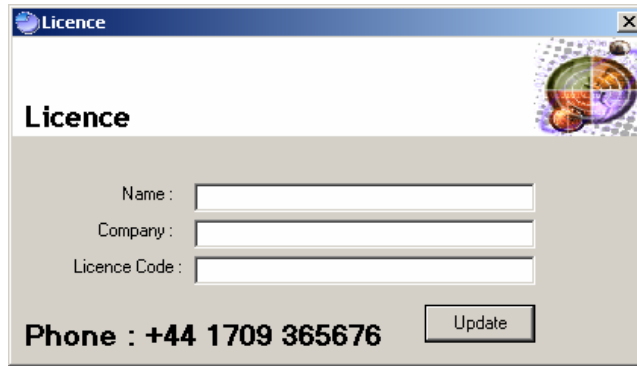
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