

**ABLE™**

*Advanced Bindery Library Exchange*

# **Reference Guide**

## **Volume 2**

# **Library User Guide**

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**ABLE™ Partnership**

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## **Release Notes**

v0.1 Preliminary release for review.

## Volumes

The **ABLE™ Reference Guide** is comprised of multiple volumes. The collection of volumes describes the functional and operational characteristics of **ABLE™**. The volumes are:

<b>Volume</b>	<b>Reference Guide</b>	<b>File Name</b>
1	<a href="#"><u>Introduction</u></a>	r6-intro.htm
2	<b>Library User</b>	r6-library-user.htm
3	<a href="#"><u>User Interface</u></a>	r6-user.htm
4	<a href="#"><u>Title Composition</u></a>	r6-title.htm
6	<a href="#"><u>Reports</u></a>	r6-report.htm
7	<a href="#"><u>Bindery Control Services</u></a>	r6-control.doc
9	<a href="#"><u>File Maintenance</u></a>	r6-maint.htm
10	<a href="#"><u>Bindery Transfer</u></a>	r6-transfer.htm
13	<a href="#"><u>Help</u></a>	r6-help.htm
15	<a href="#"><u>Billing Statistics</u></a>	r6-bill.htm
16	<a href="#"><u>Preventive Maintenance</u></a>	r6-pm.htm
20	<a href="#"><u>Library Installation</u></a>	r6-linstall.htm
21	<a href="#"><u>Bindery Installation</u></a>	r6-binstall.htm
22	<a href="#"><u>E-Z Cut</u></a>	r6-ezcut.htm
23	<a href="#"><u>FTP</u></a>	r6-ftp.htm
24	<a href="#"><u>A-Link</u></a>	r6-alink.htm
25	<a href="#"><u>Z-Link</u></a>	r6-zlink.htm

## **1. Introduction**

The **Advanced Bindery Library Exchange (ABLE™)** has been automating the library and bindery for over 15 years. **ABLE™** was developed by **Mekatronics, Inc.** **ABLE™ 6** is the latest generation of **ABLE™**. The Internet is the foundation upon which **ABLE™ 6** is built. **ABLE™ 6** was developed by the **ABLE™ 6 Partnership**. The partnership consists of binders, **Mekatronics, Inc.** and **Programming Concepts, Inc. (PCI)**. PCI is the developer of **ABLE™ 6**.

**ABLE™** provides cost savings, high reliability and a higher level of service than ever before available. Advanced technology along with an innovative system design provides the library and bindery with a sophisticated tool that is both easy to use and efficient in operation.

**ABLE™** is a hardware/software product that provides both the bindery and the library with a means for communicating binding/rebinding information quickly and accurately.

**ABLE™** is comprised of two major systems: **ABLE™ Library** and **ABLE™ Bindery**. The bindery customer (e.g. a library) uses the **ABLE™ Library** system and the bindery uses the **ABLE™ Bindery** system. The two systems may be utilized independently or as a closely associated pair of systems. Independent operation means that **ABLE™ Library** can be used by bindery customers independent of the system used by the binders and that **ABLE™ Bindery** can be used by a bindery independent of the account using **ABLE™ Library**.

When both the bindery customer and the bindery utilize **ABLE™** systems, the systems are coordinated. This means that the same database information (e.g. titles) would be in both the **ABLE™ Library** and **ABLE™ Bindery** systems. Database information is exchanged, via floppy diskettes or the Internet, whenever a Lot (i.e. collection of volumes to be bound) is sent to the bindery and when the Lot is sent back to the customer.

**ABLE™ Library** provides the bindery customer services for gathering and routing data describing books and periodicals that are to be processed by the bindery. **ABLE™ Library** is equally effective when used with periodicals or books. **ABLE™ Bindery** concentrates on eliminating redundant effort within the binding operation and on tighter control of work in progress.

### **This User Guide**

This Library User Guide is intended to introduce new **ABLE™** users to the basic operations of **ABLE™**. The common terms and concepts are introduced first followed by a system overview. The bulk of the guide are “how to” instructions for the most common operations to get your job done.

**ABLE™** has more comprehensive guides easily accessed using the online **Help** facilities. Simply select Help on the menu line or a Help button if it is available on the screen you are using. Both methods will provide detailed specifications so you can solve just about any problem you come across.

## **2. Basic ABLE™ Concepts and Terminology**

## **2.1 Overview**

**ABLE™ Library** is used to prepare volumes for rebinding (called *binding*) by the libraries binder. The system can maintain the master record (called *titles*) and a history of previous bindings for volumes. A volume is a serial or monograph that may require binding. Serials (i.e. periodicals) usually have an associated title record since they are most frequently sent for binding.

The volumes requiring binding are collected into bundles called *Lots*. Each volume in a Lot is called an **item**.

The process of placing items into a lot is called *Title Composition*. Your binder provides templates (called *formats*) that will allow you to create Titles and Lot Items with maximum efficiency.

Each volume has an associated piece of paper inserted into it that contains binding instructions and its associated Lot and Item Number. This paper is called the *Universal Binding Slip* or *UBS*. The UBS is usually a printed multi-part form.

Once a Lot is prepared the next step is to send the electronic Lot file to the bindery. This is done by either producing a diskette with the Lot information or sending the information over the Internet directly to the bindery. This process is called the *Bindery Transfer* process.

The binder processes the Lot at the Bindery. The binder then updates the Lot information as changes are made in the bindery to the data you sent. The binder may change the data due to data entry and text composition problems. The Lot information is returned to you along with the bound volumes. You then read the file into your **ABLE™ Library** system to update your **ABLE™** database.

Printed reports may be produced for your records and for management to evaluate the binding process.

## 2.2 Definitions & Terminology

The following terminology is used in this guide and on the ABLE™ screens. Use Figure 2.2 to view the Title Composition Screen.

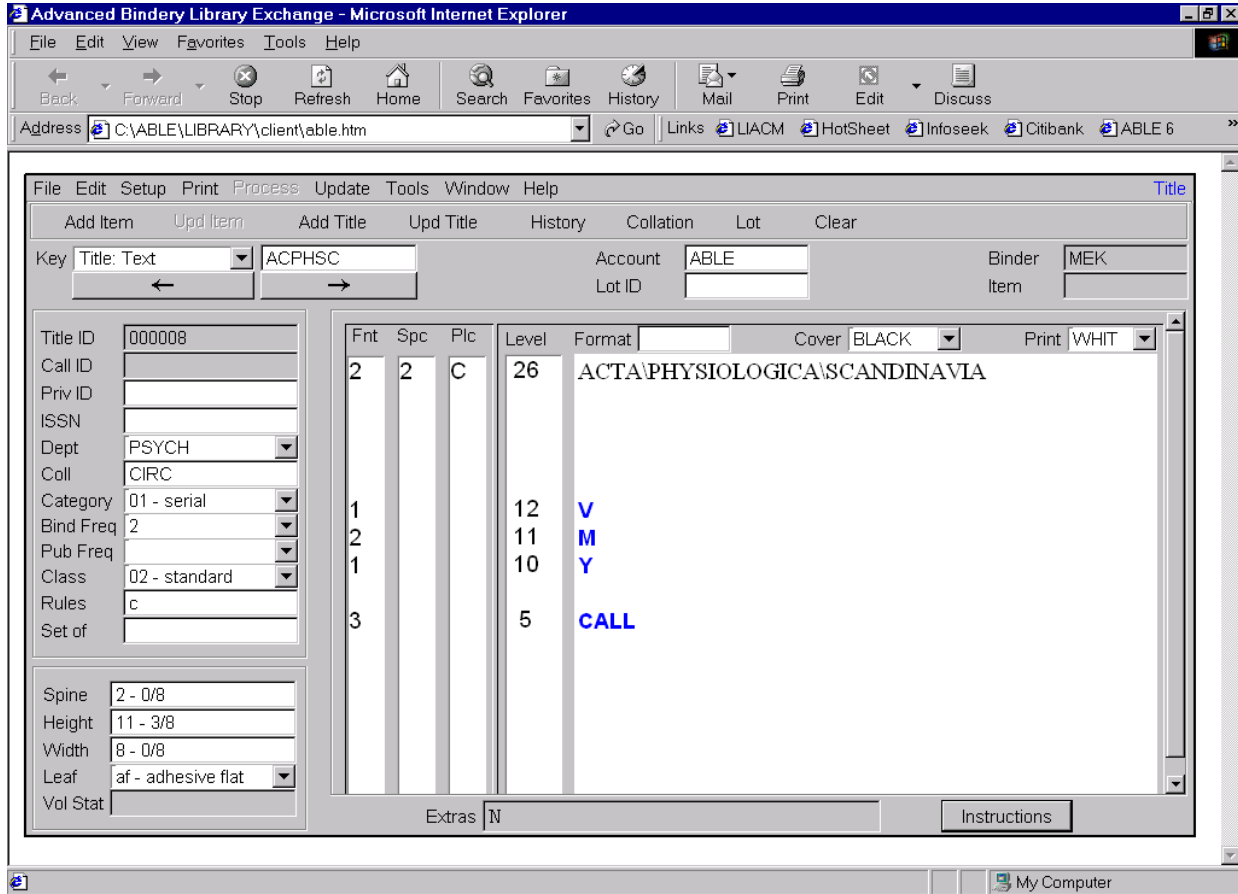


Figure 2.2 - Title Composition Screen

### Alt, Ctl, and Shift

Keys on the PC keyboard used in conjunction with other keys.

#### Example

**Alt+F1** to hold down the **Alt** key and then press **F1**.

### Emboss

The process of printing on the cover material.

**Case Insensitive**

You need not worry about what case to use. **ABLE™** accepts upper or lower case. **ABLE™** may change the case after you enter it for certain fields.

**Category Codes**

The Category code refers to the category of the work being processed. Examples: periodicals, monographs.

**Class Codes**

The Class codes are used to indicate the binding class for the work. The Class code can determine other binding parameters, such as Leaf Attachment method. Examples: custom, economy.

**Color Codes**

Color codes are used to specify the cover color to be embossed.

**Fonts**

The embosser fonts available have associated font codes and characteristics (shape, height, width, .)

The bindery has different fonts to choose from. Example: Font 1 is 24 point. Point size refers to the height of the characters in a font.

**Leaf Attachment**

The Leaf Attachment codes define the binding method used on the volume. Codes assigned to designate Leaf Attachment are structured as 2 characters, as in **AB**. In this scheme,

**A** = Attachment and

**B** = Backing.

It is expected that the **A** code is either numeric digits or letters like **O** (Oversew), **S** (Sidesew) and **A** (Adhesive). The second character must be either an **R** (for rounded) or an **F** (for flat).

**Examples AR** Designates adhesive bound with a rounded backing.

**AF** Designate adhesive bound with a flat backing.

**Level**

Levels are the lettering positions used by the binder. The lowest or bottom "Level" is "1". Level "1" is closest to the shelf on an upright volume. Levels of higher value (e.g., 23) are higher on the spine of the volume.

Note Each level change (e.g., from 4 to 3) is equivalent to one backslash “\” between words in the text field. Both the specific level change and the backslash “\” instruct the bindery computer to drop the title down one level or one stamping position.

Use the “Level Matching Chart” (numbered consecutively from 1 to 42) to match the lettering of a previously bound volume. Place the bottom edge of the “Level Matching Chart” even with the bottom edge of the “sample” volume and choose the level number that comes closest to each line of lettering. Type that number in the “Level” field adjacent to the words you type for each line.

Use the “Standard Level Selection Chart” (numbered 14, 17, 20, 23, 26, 29, 32) to determine the level to use for new periodical titles and for sets or series that must match each other. Place the bottom edge of the “Standard Level Selection Chart” even with the bottom edge of the volume to be bound and choose the highest level number panel within which the top edge of the volume falls. If one of the horizontal lines falls exactly even with the top edge of the volume, choose the level number immediately above that line. The number chosen will indicate the level to use for the title of a volume of that size. If you place the “Level Selection Chart” against this page, you should see “Level 26” as the topmost panel that brackets the top of the page.

## Menu Bars

The Menu Bar is the long horizontal bar near the top of the computer screen. It contains the **ABLE™** options that are available on the application screens. For example, “File”, “Edit”, and “Setup” are some of the options available. Select an option on the Menu bar by clicking on the name of the option with the mouse. More specific options displayed in the list may be selected by again clicking on the name of that option. If an option is followed by key descriptions (e.g., “Alt+B”), those keys may be used to select the option without using the mouse (see [Alt, Ctl, and Shift](#), above).

In the following document, menu names and items are separated by colons (e.g., *File: Log Out* represents the *Log Out* option as found in the *File* menu).

**Placement Codes**

Placement codes specify how the text is to be arranged on the spine.  
Examples: **C** for center, **V** for vertical.

Options Include:

<b>Code</b>	<b>Description</b>
<b>C</b>	Center on spine
<b>L</b>	The longest line centered - all other lines are aligned left margin [v3.2] with the longest lines. Note: sometimes used for call numbers.
<b>R</b>	The longest line centered - all other lines are aligned with the longest lines right margin [v3.2]
<b>1</b>	margin (.25 inches) [v3.2]- - not valid for System 3
<b>F</b>	Left justify on front
<b>H</b>	Center justify on front [v4.1 - System 3 only]
<b>B</b>	Right justify on back
<b>V</b>	Vertical on spine (down spine) - multiple lines center on longest line
<b>3</b>	Vertical on spine (second down spine vertical panel) - multiple lines flush to top of first line
<b>U</b>	Vertical on spine (up spine) [v4.1 - System 3 only]
<b>6</b>	Vertical on spine (second up spine vertical panel) [v4.1 - System 3 only]

**Prompts (Defined)**

There are title text prompts that have special meaning to **ABLE™** for composition and billing requirements. These prompts are:

<b>Title</b> or <b>T</b>	Volume's Title
<b>Call</b> or <b>C</b>	Volume's Call Number
<b>Imp</b> or <b>I</b>	Volume's Imprint

In this document, to distinguish text prompts from plain text, the convention used is to enclose the prompt in “Less Than” (“<”) and “Greater Than” (“>”) characters (e.g., **Title** could be represented as <Title>).

**Print Codes**

The color codes for the foil used for embossing the characters on the cover.

**Spacing Codes**

The spacing (pitch) between embossing levels. The actual height on the spine where the embossing occurs is determined by multiplying the pitch by the level.

### Text Fitting Rules

The text fitting rules determine how ABLE™ processes title text that does not fit the spine as indicated.

## 2.3 Special Characters

### Hard Hyphen

The Hard Hyphen character “-” is treated by ABLE™ just like any other punctuation character. Hard hyphens will always print, and will adhere to ABLE™’s text fitting rules. The use of a hard or soft hyphen (see [below](#)) may cause very different results.

**For example:**

**INTER-NATIONALJOURNAL FORPHILOSOPHYOFRELIGION**

*would have a text key of “INNAJOFO”*

*and would be lettered as follows if vertical*

**INTER-NATIONAL JOURNAL FOR PHILOSOPHY OF RELIGION**

**Note** Text keys are discussed in the [Retrieval Keys](#) section.

Hard hyphens should be used when the hyphen must print, regardless of the orientation of the spine lettering. The letters/characters following a hard hyphen should comprise a complete word or logical part of a title. This is the case with hyphenated names.

Several examples of when hard hyphens should be used are as follows.

<u>TITLE</u>	<u>TEXT KEY</u>
AMERICAN- <u>ARAB</u> AFFAIRS	AMARAF
EIGHTEENTH- <u>CENTURY</u> FICTION	EICEFI
LUSO- <u>BRAZILIAN</u> REVIEW	LUBRRE
MERRILL- <u>PALMER</u> QUARTERLY	MEPAQU

### NUMBERS

1989 - 90  
VOL. 1-2  
P. 1-2894  
NOS. 1-3

**Note** Soft Hyphens “=“ should **NEVER** be used with numbers.

### Line Break Code

The line break code is the character to use on the Title Composition screen to force a new line. The backslash “\” character tells **ABLE™** to create a “line break” whenever the backslash “\” character appears. A “line break” tells **ABLE™** to drop the information following the backslash “\” character down to the next lower line. Two backslash “\\” characters tell **ABLE™** to drop the information following the backslashes “\\” down two lines. The backslash “\” character is equivalent to the “Return” key on a typewriter. It makes the lettered information drop down one line to the next “Level” for lettering.

**Note** The backslash “\” character is intended for titles that will be lettered horizontally or vertically. **ABLE™** will convert all backslash “\” characters into spaces if a title is lettered vertically. Double backslash characters “\\” will be converted into a wide space. A title will be lettered vertically if it uses a ‘vertical’ font, uses a vertical placement, or has a spine thickness too narrow to allow horizontal lettering.

### Required Space Code

The required space code is the character to use on the Title Composition screen to force a space (blank) character to be embossed. The “+“ character tells **ABLE™** that you wish to have a required space. **ABLE™** normally compresses all contiguous spaces into just one space. If you wish to have more than one contiguous space, you must type the required space “+ “ character once for every required space that you want to have separating typed information.

For example:

ABLE compresses Contiguous spaces.

*will be lettered as*

**ABLE compresses contiguous spaces.**

*whereas*

Required spaces are+++not compressed.

*will be lettered as*

**Required spaces are not compressed.**

### Soft Hyphen Code

The soft hyphen code is the character to use on the Title Composition screen to indicate a soft hyphen. Soft hyphens are replaced by real hyphens if the title text is set horizontally and removed if the title text is placed vertically.

The Soft Hyphen character “=“ is used when a word that would not normally be hyphenated must be broken up to fit on the spine of a volume. A soft hyphen “=“ will be lettered as a regular (hard) hyphen “-” if the word is lettered horizontally. Soft hyphens “=“ will be dropped by **ABLE™** if the hyphenated word is switched from horizontal to vertical placement.

**ABLE™** will disregard the part of the word following the soft hyphen “=“ when computing the “Text” key. This is crucial if the Text key is to be a user-friendly mechanism for retrieving titles from the database, since users need not know if or how words are hyphenated in order to determine their Text key.

For example:

INTER=\NATIONAL\JOURNAL FOR\PHILOSOPHY\OF\RELIGION

*will be lettered with a hyphen if horizontal*

<p style="text-align: center;"><b>INTER- NATIONAL JOURNAL FOR PHILOSOPHY OF RELIGION</b></p>
--

*or without a hyphen if vertical*

<p style="text-align: center;"><b>INTERNATIONAL JOURNAL FOR PHILOSOPHY OF RELIGION</b></p>
--

**Note:** In either case the Test “Key” will be “INJOFOPH”. Since international is one word, which may be hyphenated for practical reasons, the Text “key” disregards the “NA” in national and includes only the “IN” from international.

### Vertical Line Break

The vertical line break code is the character to use on the Title Composition screen to force a new vertical line when placing the text vertically or when applying the vertical rule.

The vertical line break character “|” is used to designate the end of one line of vertical text and the beginning of the next vertical line. The vertical line break character “|” is useful if you have already composed a title on the **ABLE™** screen and you wish to change the lettering format without retyping the entire title.

For example:

HARD\TIMES,\HARD\MEN\\MAINE\AND\THE\IRISH,\1830-1860

*can be lettered as two vertical lines as follows:*

<p><b>HARD TIMES, HARD MEN MAINE AND THE IRISH, 1830-1860</b></p>
---

by adding a vertical line break (i.e., “|”) after “MEN”

HARD\TIMES,\HARD\MEN|MAINE\AND\THE\IRISH,\1830-1860

### Wide Space Code

The wide space code is the character to use on the Title Composition screen to force a wide space character to be embossed. The wide space character “\_” tells **ABLE™** that you wish to have five required spaces (by default; see [Wide Width Code](#), below). This is referred to as “wide” space. The wide space “\_” character is a time saving device that is useful if you wish to have a number of spaces separate typed information (e.g., Author, Title).

**Note** The wide space “\_” character should only be used when composing vertical titles. It has no meaning if used with a horizontal title. The preferred technique is to always use two backslashes “\\” to separate word groups. This will give the desired result regardless of the orientation of the spine lettering.

**Note** Any title composed with a horizontal format but lettered vertically (for whatever reason) will have 2 or more consecutive backslash “\\” characters converted into a wide space “\_”.

**For example:**

VERTICAL TITLE\_AUTHOR\_PART 1

*will be lettered as*

<p><b>VERTICAL TITLE    AUTHOR    PART 1</b></p>
--

*whereas*

HORIZONTAL\TITLE\AUTHOR\PART 1

*will be lettered as*

<p><b>HORIZONTAL TITLE</b></p> <p><b>AUTHOR</b></p> <p><b>PART 1</b></p>
--

*or*

<p><b>VERTICAL TITLE    AUTHOR    PART 1</b></p>
--

All titles should be composed with the double backslash (\\) character to indicate a break between different word groups. This will guarantee proper formatting of the stamped title whether it is lettered horizontally or vertically. Whereas a double backslash “\\” will automatically convert into a wide space if the title is lettered vertically, the wide space character “\_” will not convert to a double line break “\” if the title is lettered horizontally.

ABLE™’s lettering algorithm assumes that horizontal lettering is preferable to vertical lettering and can automatically convert titles composed in horizontal format to vertical format. There is no mechanism to convert vertical titles into horizontal format.

**Wide Width Code**

The number of spaces that a wide space represents. By default this is 5 spaces.

**Note**

Actual characters listed above to represent codes (e.g., “/” for the line break character) are the defaults, yet ABLE™ may be configured to use different characters to represent a particular codes.

**2.4 Entering and Editing Text Fields**

**Capital Letters**

Be sure to use capital letters when typing title information. Lower case should only be used when you specifically want to have lower case characters (e.g., in “Call” numbers). The bindery will print on your bound volume exactly what you type on the ABLE™ terminal.

### Typing in ABLE™

When typing title information it is necessary to put a backslash character (\) after every word and a double backslash (\\) after every word group that should stand alone (e.g., author, title, subtitle). DO NOT wrap words from one line to the next. Hit the “Enter” key to move the cursor to a new line if you need additional space.

### “Overstrike” Mode

When the cursor is thick block, this is called “overstrike” mode. When you place the cursor on top of a character and type, the newly typed character will overstrike or replace the old character.

### “Insert” Mode

Normally the cursor is in “Insert” mode. Each time you hit the “Insert” key, the computer will switch cursor status (e.g., from “Overstrike” mode to “Insert” mode). The cursor will be a thin vertical line when it is in the “Insert” mode. When you place the cursor in front of a character and type, the newly typed character will be inserted to the left of the cursor. The “other” character will move to the right to make room for the new character.

**Note** “Insert” mode is useful to correct typing errors. It lets you “Insert”, or add information between words, without having to retype a whole line.

### Erasing/Deleting

There are several ways to erase information.

#### Replacement

When in “Overstrike” mode, hitting a letter, number, or character key will erase the letter, number or character that the cursor is sitting on. Typing will replace the “old” letter, number or character with the “new” character that you type. The cursor will be a wide block if you are in “Overstrike” mode.

#### Backspace

Hitting the “Backspace” key will erase information to the left of the cursor.

#### Delete

Hitting the “Delete” key will the character that the cursor is sitting on (if in “Overstike” mode) or in front of (if in “Insert” mode), and will pull the character to the right of the cursor back to the left to fill the gap.

### Editing Fields

The following keys are used to edit a field:

<i>Key</i>	<i>Description</i>
<b>Home</b>	Move to first character of the first word on the text line.
<b>End</b>	Move to last character in text line.
<b>Backspace</b>	Delete the character behind the cursor.
<b>Delete</b>	Delete the character in front of the cursor.
<b>Cursor Left, Right</b>	Move left/right one character.

### Script L

The script L is sometimes needed for call numbers and other lettering situations. Since IBM keyboards do not normally have a script L character available, **ABLE™** has selected the left square bracket as a substitute character to designate the script L. Every time you type a left square bracket, **ABLE™** will letter a script L on your bound volume. If you wish to bracket spine lettering information, please use parentheses “()”.

### Tab & Shift Tab

Pressing the “Tab” key causes the cursor to move from one field to the next (with one exception, explained below). If you hold the “Shift” key down while pressing the “Tab” key, the cursor moves across fields opposite from its normal direction (again see below for an exception).

In the case that the field is a multi-line text field, one can hold the “Control” key down while pressing the “Tab” key to move to the next field, or hold the “Control” and “Shift” keys down while pressing the “Tab” key to move to the previous field.

### Compose+

There are two modes of screen operation: **Compose** and **Compose+**. The Compose mode causes all of the screen fields to be cleared after a Title has been added to the database. The Compose+ mode does not clear the screen fields. A new Title can then be composed using the data from the previous Title record.

The **Compose** mode is the default mode. The operator can change the mode by changing **Setup: User Parameters: Compose** and **Setup: User Parameters: Compose+**.

### Cut, Copy & Paste

These services are the standard Windows Cut, Copy and Paste services. Text may be Cut, Copy and Pasted within **ABLE™** and between **ABLE™** and other programs supporting standard Cut, Copy and Paste.

Using shortcut keys (standard Windows keys)

<b>Alt X</b>	Cut
<b>Alt C</b>	Copy
<b>Alt V</b>	Paste

Using Menu Bar services: *Edit: Cut, Edit: Copy* and *Edit:Paste*

**Default Values**

There are many features for automatically entering field data. The features include:

- Formats** Templates with predefined fields. Refer to the [Format](#) section.
- Account Data** There are default fields in the Account record that automatically causes Title fields to be entered.
- Class** There are default fields for the Class selected that cause Title fields to be entered. Refer to the [Class](#) section.

**Font**

**2.5 Lettering Control Fields**

Refer to [Figure 2.2](#) to view the Title Composition screen layout.

**2.5.1 Special Instructions for Call number Placement**

**Center Placement Example**

Fnt	Spc	Plc	Level	Format	Cover
2	2	C	26	TITLE\\ AUTHOR	
2		C	5	<b>CALL</b> CENTER\PLACEMENT  CALL\NUMBER	

will be lettered as:

<p><b>TITLE</b></p> <p><b>AUTHOR</b></p>
--

**CENTER  
PLACEMENT  
CALL  
NUMBER**

**Left Placement Example**

Fnt	Spc	Plc	Level	Format	Cover
2	2	C	26	TITLE\SUBTITLE	
2		L	5	<b>CALL</b> LEFT\PLACEMENT\ CALL NUMBER	

*will be lettered as:*

TITLE
SUBTITLE
<b>LEFT PLACEMENT CALL NUMBER</b>

**Front Placement Example**

Fnt	Spc	Plc	Level	Format	Cover
2	2	C	26	TITLE\SUBTITLE	
2		F	5	<b>CALL</b> FRONT\PLACEMENT\ CALL\NUMBER	

*will be lettered as:*

<b>TITLE</b>	
<b>SUBTITLE</b>	
	<b>FRONT PLACEMENT CALL NUMBER</b>

**Note** Changing the “Placement” to “C”, “L” or “F” tells **ABLE™** to center or left justify the “Call” number panel on the spine, or to move it to the front cover—flush left. Placement “F” (Front cover) is always left justified and positioned at the far left side of the front cover.

### 2.5.2 Automatic Lettering Control Codes for ABLE™

ABLE™ has several special “Rule” codes that are set as part of the “Library Data” instructions of each title. These “Rule” codes tell ABLE™ how to modify the original lettering control instructions provided by the format or the ABLE™ user so that the title, variables (e.g., volume, months, year), call number, etc. will be appropriately lettered given the size constraints (spine thickness and height) of the bound volume. This includes changing the font style (regular to condensed), the font size (18 point to 14 point), and/or the placement (horizontal centered to vertical, or spine to front cover). ABLE™ automatically adjusts these lettering control commands to suit each volume bound.

**Caution** “Rule” codes are set by the bindery to comply with established library preferences. “Rule” codes must **NEVER** be changed by the library without permission from your binder.

Options include:

<u>Code</u>	<u>Rule</u>	<u>Explanation</u>
C	Condense	Reduce font size from larger to smaller horizontal fonts (as necessary).
F	Front	Moves the Call number to the left side of the front cover, left justified, and at the same level (e.g., “5”).
I	Imprint	Moves the Imprint (i.e., <IMP> or <I>) to the left side of the front cover, left justified, and at the same level (e.g., “2”).
P	Vertical	Changes the placement and font of the title to vertical (when necessary).
S	Switch	Moves the Call number to the left side of the front cover, left justified, and at the top. ABLE™ switches the level from whatever was indicated to an appropriate level near the top of the cover.
T	Title to Front	Moves the title to the left side of the front cover, left justified, and at the same level (e.g., “26”).
V	Vertical	Place text vertically.
A	Title Area Vertical	Place only title text area vertically.
U	Text to Front	Places the title text variable panel on the front cover.
L	Call Vertical	Places the call variable panel vertical

**M Imprint Vertical** Places the imprint variable panel vertical.

**Note** Rules allow **ABLE™** to treat different “panels” of information to be lettered (e.g., title, call number, imprint) according to established customer preferences. Rules apply automatically, but only when necessary. If the title can be lettered as originally composed, it will be.

**Note** Rules allow **ABLE™** to use the largest, most legible type styles and word arrangements possible for each volume. This feature saves the **ABLE™** user from having to make tedious, difficult decisions regarding the proper layout of lettering information.

**Note** **ABLE™**'s rules are applied to “panels” of text that do not fit on the spine as originally composed. Rules are applied in succession until the textfitting problem is resolved. Rules of “C, P, F” would instruct **ABLE™** to correct a textfitting problem by first trying successively smaller (condensed) fonts, then (if necessary) changing to a vertical font, and as a final remedy, moving the call number to the lower left front cover.

### 2.5.3 Lettering Control Codes for Vertical Titles

When composing titles that will be lettered vertically, there are lettering control codes that must be understood. Vertical titles can be lettered as one continuous vertical line, two or more parallel vertical lines, or “panels” of vertical lettering that begin at different “Level” positions on the spine of the bound volume.

#### Single Vertical Line Example

Fnt	Spc	Plc	Level	Format	Cover
5	2	V	26	SINGLE VERTICAL LINE	

will be lettered as:

SINGLE VERTICAL LINE

#### Three Vertical Lines Example

Fnt	Spc	Plc	Level	Format	Cover
5	2	V	26	FIRST VERTICAL LINE - TITLE	
			26	SECOND VERTICAL LINE - SUBTITLE	
			26	THIRD VERTICAL LINE - AUTHOR	

will be lettered as:

FIRST VERTICAL LINE - TITLE  
SECOND VERTICAL LINE - SUBTITLE  
THIRD VERTICAL LINE - AUTHOR

**Note** Unchanged “Level” (e.g., “26”) causes all vertical lines to center on the longest vertical line

**Vertical Line Continuation Example**

Fnt	Spc	Plc	Level	Format	Cover
5	2	V	26		
				SINGLE VERTICAL LINE CONTINUATION	

*will be lettered as:*

SINGLE VERTICAL LINE CONTINUATION
-----------------------------------

**Note** Absence of "Level" causes a vertical line continuation.

**First Multiple Vertical Panel Example**

Fnt	Spc	Plc	Level	Format	Cover
5	2	V	26		
				VERTICAL CONTINUATION	
3	8	3	8		
				"3" MOVES "PANEL" TO LEVEL "8"	

*will be lettered as:*

VERTICAL CONTINUATION      "3" MOVES "PANEL" TO LEVEL "8"
---

**Note** "Placement" change from "V" to "3" causes a new panel.

**Second Multiple Vertical Panel Example**

Fnt	Spc	Plc	Level	Format	Cover
5	2	V	26		
				VERTICAL LINE CONTINUATION	
			26		
				SECOND VERTICAL LINE	
			26		
				THIRD VERTICAL LINE	
3	8	3	8		
				NEW VERTICAL "PANEL"	

*will be lettered as:*

<b>VERTICAL LINE CONTINUATION</b> <b>SECOND VERTICAL LINE</b> <b>THIRD VERTICAL LINE</b>	<b>NEW VERTICAL "PANEL"</b>
--	-----------------------------

**Note** Placement "V" causes vertical lines within a panel to center on the longest line, whereas Placement "3" causes multiple vertical lines within a panel to be flush to the top of the first vertical line.

**Third Vertical Panel Example**

Fnt	Spc	Plc	Level	Format	Cover
5	2	3	26	VERTICAL LINE CONTINUATION	
			26	SECOND VERTICAL LINE	
			26	THIRD VERTICAL LINE	
		V	8	NEW VERTICAL "PANEL"	

*will be lettered as:*

<b>VERTICAL LINE CONTINUATION</b> <b>SECOND VERTICAL LINE</b> <b>THIRD VERTICAL LINE</b>	<b>NEW VERTICAL "PANEL"</b>
--	-----------------------------

**Three Vertical Panel Example**

Fnt	Spc	Plc	Level	Format	Cd
5	2	V	26	TOP PANEL #1	
		3	18	MIDDLE PANEL #2	
		V	6	BOTTOM PANEL #3	

*will be lettered as:*

<b>TOP PANEL #1</b>	<b>MIDDLE PANEL #2</b>	<b>BOTTOM PANEL #3</b>
---------------------	------------------------	------------------------

- Note** Alternating the “V” and “3” “Placement” tells **ABLE™** to create new panels beginning at the designated “Level” positions (e.g., 26, 18, 6).
- Note** Values for Lettering Control such as “Fnt” (Font), “Spc” (Spacing), and “Plc” (Placement) remain effective for all lines of text (until changed)
- Note** Talk to your binder if you are interested in knowing more about **ABLE™**'s lettering instruction capabilities.

## 2.6 Screen Navigation Functions

Important ABLE™ functions are executed using either the,

- **Menu Bar selections**
- **Action buttons (shortcuts to Menu Bar functions)**
- **Right mouse button for Text Field Functions**

The Menu Bar and Action buttons are close to the top of the ABLE™ screen. The action buttons provide a shortcut for the important ABLE™ functions. Each of the action buttons also have a menu selection equivalent. The action buttons are easier to use.

Refer to Figure 2.6.1, 2.6.2 and 2.6.3 while reading about these important functions.

**Menu Bar  
and  
Action Buttons**

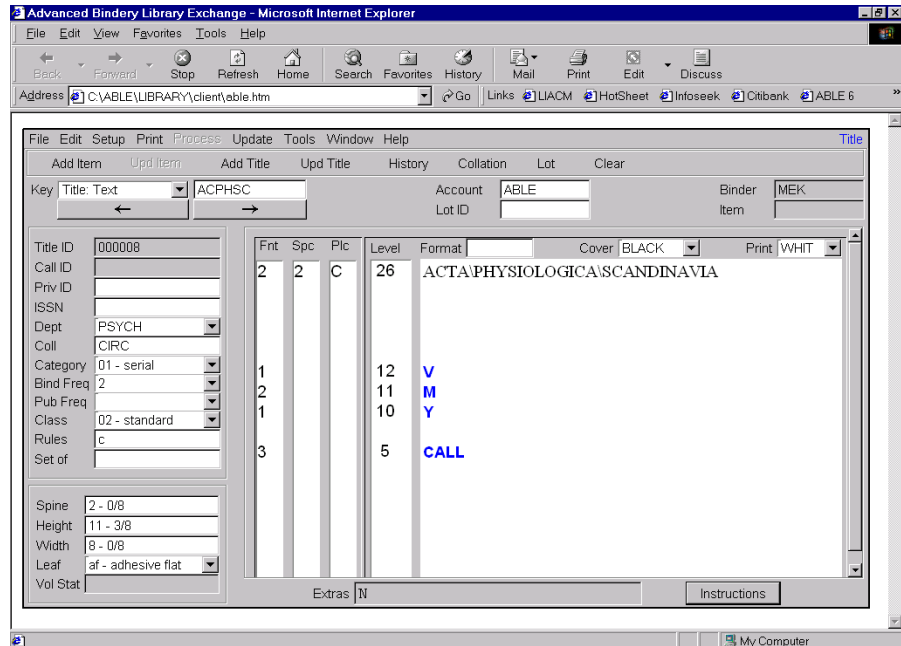


Figure 2.6.1 - Title Composition Screen showing Menu Bar and Action Buttons

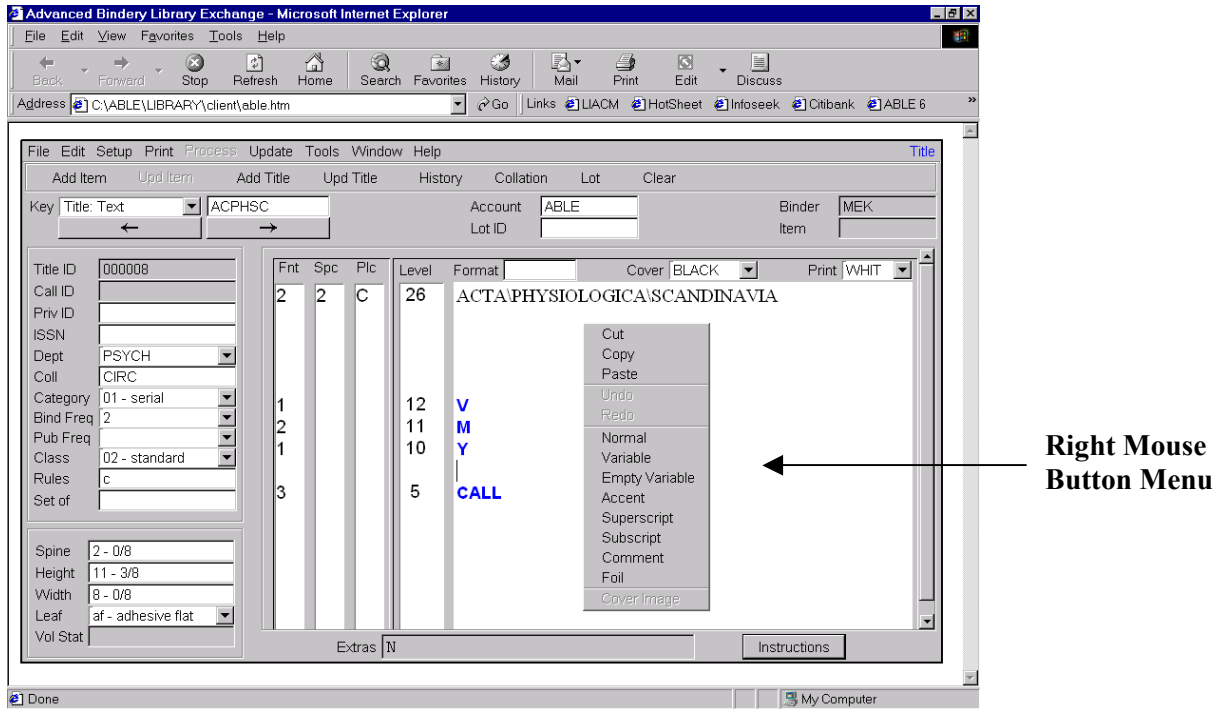


Figure 2.6.2 - Title Composition show Right Mouse Button Menu

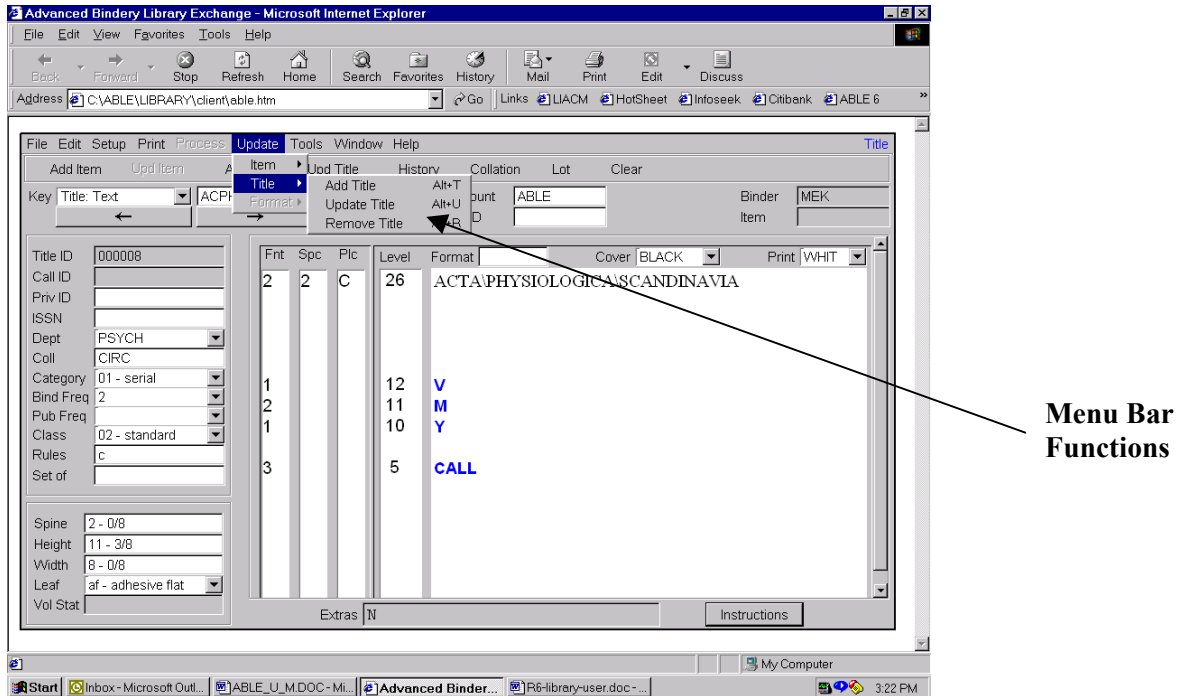


Figure 2.6.3 - Title Composition showing Menu Bar Functions

### 2.6.1 Add Item

The *Add Item* function is used to add an “Item” (i.e., a volume or book) to a “Lot” (i.e., a bindery shipment). *Add Item* causes ABLE™ to assign an “Item number” to the title and variable information that is typed in by the ABLE™ user or pulled from the database and to display the message: “Item (###) Added” in the lower left corner of the screen. *Add Item* adds the “Item” to the current “Lot” and increases the item count for that “Lot”. (“Lot ID” and “Item” number are displayed in the upper right corner of the screen).

Note Complete ALL information fields that should be part of an item (e.g., title, author, and special instructions) before selecting *Add Item*.

Note The *Add Item* button can also cause the binding slip (UBS) to be printed.

Note ABLE™ will not allow you to add items to a lot if you are in the Format key. As a general rule, you should never be in the Format Key when using ABLE™.

### 2.6.2 Add Format

The *Add Format* function used to add **new** Formats to ABLE™. For this function to work properly, the “Key” must be set to “Format”. Complete all information fields that should be part of a new “Format” before selecting *Add Format*.

**Caution** Formats are set up by the bindery for each class of binding offered. Formats include important information needed by your binders computer system. Consult with the bindery before attempting to create a new format.

### 2.6.3 Add Title

The *Add Title* function is used to add **new** titles to the database of titles stored on the computer’s hard disk. The *Add Title* key causes ABLE™ to create a new Title ID number and to display the message: “Title (###) Added” in the lower left corner of the screen.

Note Complete **ALL** information fields that should be part of a title (e.g., title, call number, “Private ID”, and “Comments”), and delete **ALL** “Variable” prompts that do not apply to a title before selecting *Add Title*.

Note Certain categories may be designated as “Create Title” categories. All items that have a “Create Title” category that do not already have a Title ID number will automatically be added to the database by ABLE™ when your diskette is produced. This feature is designed to prevent titles from inadvertently not being added to the database. This feature is meant to be a safety net for unintended user omissions and not to be used as a routine method of adding titles to the database. ABLE™ will blindly add all items with a “Create Title” category that do not have a Title ID number. ABLE™ does not check the database to prevent two, three, or more identical titles from being created. Remember to always select *Add Title* to add new titles that you have created.

Note If creating a new title that you do not want to add to the permanent title database, make sure that the “Category” for an item is not designated as a “Create Title” category. **ABLE™** will not add any title based on an item which does not have a “Create Title” category. If you do not want to update the permanent title database, make sure that the “Category” for an item is designated as a “No Update Title” category. **ABLE™** will not update any title from which the item was based on which has a “No Update Title” category.

#### 2.6.4 Update

The *Update* function is used to change or update the information that is stored in the computer. *Update* can be used to update an item, a format or a title. For *Update* to work properly, the “Key” must be set to the correct sub-option in the “Key” field and the record that you wish to update should be called up and modified before selecting *Update*. A message such as “Title Updated” is displayed in the lower left corner of the screen.

Note **ABLE™** will automatically update all titles (i.e., any item with a Title ID number) with all changes made to the last item processed. The title database is updated each time you restore a Lot from the **ABLE™** diskette.

If processing a title that has a one-time change that you do not want to save to the permanent title database, ensure the Category field in Library Data is not a “Create Title” and is a “No Update Title” category. **ABLE™** will not add or update any title based on an item with a “Create Title” category and will not update any title based on an item with a “No Update Title” category.

#### 2.6.5 Clear

The *Clear* function is used to clear the screen of information called from the database or typed in. It returns the cursor to the selected “Key” field (e.g., text, item, etc.). Information that is manually typed in is lost when the *Clear* function is selected, while information from the database is not affected.

#### 2.6.6 Remove

The *Remove* function is used to **permanently** remove a record from the database. To remove a record (e.g., title or item), the “Key” must be set to the correct option in the “Key” field and the record that you wish to remove should be called up **before** *Remove*. Because this action is irreversible, **ABLE™** displays a “Dialog Box” to give you a chance to reconsider before proceeding. If you decide to remove the record, a message such as “Title Deleted” is displayed in the lower left corner of the screen.

### **2.6.7 → (Next)**

The → (*Next*) function is used to call the next record from the database. For example, if the Key is set to “Text”, selecting *Next* gives you the first record in the text file.

Selecting *Next* again gives you the second title, and so forth. If you call up a specific record (in this case a title), selecting *Next* gives you the one that comes immediately after it. Most records that are stored in the database (e.g., Item, Text, Call number, Format, Lot, etc.) can be accessed with the *Next* function.

### **2.6.8 ← (Previous)**

The ← (*Previous*) function is used to call the previous record from the database. For example, if the Key is set to “Item” and you have called up a specific record (in this case “Item” number 22), selecting *Previous* displays the item that comes immediately before it (i.e., “Item” number 21). Selecting *Previous* again gives “Item” number 20, and so forth. Most records that are stored in the database (e.g., Item, Text, Call number, Format, Lot, etc.) can be accessed with the *Previous* function.

### **2.6.9 Group Search**

The Group Search function is used to call a group of records from the database. For example, if the Key is set to text and you have typed “AB” in the “text” field, enabling “Enable List Search” in the “Setup: User Parameters” menu causes **ABLE™** to display all records in the text file that begin with “AB”. This is an open-ended Group Search. **ABLE™** searches for and displays all titles that have AB as the text key for the first word of the title. These titles can be one, two, or more words and will all begin with the letters “AB”. The same logic applies to text key group searches of four, six, or eight characters. (Remember that **ABLE™** needs at least two characters to define a word.)

**ABLE™** also has a limited Group Search. If the “required space character” is specified after the group search text key, **ABLE™** will search only for a limited group of titles. For example (if “+” is the required space character), if you type “AB+” in the text field and enable the “Enable List Search” function, **ABLE™** will search the database and display (in alphabetical order) only those titles that are one word and begin with the letters AB.

**Note** There are several ways to move through a list of titles to the one you wish to select. The “Down arrow” moves the selection down (in this case the selection is highlighted in blue); the “Up arrow” moves the selection up; the “Page Down” key moves the selection down one page at a time; the “Page Up” key moves the selection up one page at a time; the “End” key moves the cursor to the end of the list; and the “Home” key moves the cursor to the beginning.

Once you have placed the cursor on the desired title, hit the “Enter” key to select it. This will clear the “Group Search” screen and display the title you have chosen. If you do not see the title that you want to select, it is not in the database under the “Text-key” you have chosen (i.e., “AB”). Choose the “Cancel” button to clear the “Group Search” screen.

If no titles begin with the letters “AB”, the message “Title not found” will be displayed. If only one title begins with the letters “AB”, that title will be displayed and the “Group Search” screen will not appear.

Note If you cannot find a title that you think is in the database, use a simpler selection key (e.g., “A”).

### ***2.6.10 Variable (Right Mouse Button)***

The *Variable* function creates prompts for the **ABLE™** user. These prompts (e.g., <V> for volume, <M> for months, <Y> for year, and <CALL> are reminders that information needs to be typed in to duplicate the information used on previously bound volumes. Recall that variable prompts are denoted here by surrounding them between the “Less Than” (“<”) and the “Greater Than” (“>”) character. In **ABLE™**, variables appear in blue.

**Variable** Normal

Each time the “Tab” key is pressed, the cursor moves to the next “Variable” prompt. The “Tab” feature makes data entry of variable information quick and easy.

Note All variable prompts print on the **ABLE™** binding slip and on the “Lot-Item” report, but will not be lettered on the spine of the bound volume. If, for example, you have <P.> 1-2086, “1-1086” will be lettered on the spine of the volume, but “P.” will not. If you wish the P. to be lettered, you must have something like <P.>P. 1-2086.

Conversely, **ALL** information typed onto the **ABLE™** “Text” screen is lettered on the spine of the bound volume unless it is a “Variable” prompt. If, for example, the screen shows “<P.>P.”, and you decide that this volume does not require page numbers because it is complete in one volume, you **MUST** erase the “P.” (following the variable prompt) or it will be lettered on your bound volume.

Note The “Formats” that the binder has installed with **ABLE™** automatically give any new title an array of “Variable” prompts (e.g., <Ser>, <V>, <M>, <Y>). You should delete any “Variable” prompts that do not apply to the title you are adding to the database (e.g., <Ser>, <M>), and should add missing “Variable” prompts that are needed (e.g., <Abst>). Every title in the database should include all of the “Variable” prompts needed for that title.

There are two ways to add a new “Variable” prompt.

Method one is to type the “Variable” prompt, select the prompt, and then right-click the mouse. From the list, choose “Variable.” The prompt should change to a blue color to indicate it is a “Variable” prompt.

Method two is to right-click the mouse, choose “Variable”, and then type the “Variable” prompt (the text should appear blue to indicate it is a “Variable” prompt). When finished typing the variable prompt, again click the right-mouse button, and choose “Normal” (any text hereafter should appear black to indicate normal text).

### 2.6.11 *Comment (Right Mouse Button)*

The *Comment* function allows the ABLE™ user to leave useful messages on the ABLE™ screen which will not print on the binding slip or be lettered on the bound volume. “Comments” appear pink and italicized. In this document, comments are indicated by surrounding them between “Right-Facing Curly Brace” (“{”) and “Left-Facing Curly Brace” (“}”); e.g., “{This is a comment}”.

*Comment*

Any information needed to process a title for binding can and should be included in a “Comment”. Information which has typically been written on 3" by 5" cards and kept in a file at the library can be stored on the ABLE™ screen. “Comments” can, for example, remind the bindery preparation worker that a volume should be bound every six issues, or that the index should be removed from the January issue and be put at the end of the December issue.

To add a “Comment” press the right mouse button and select *Comment*. Then type the message that you wish to display on the screen (e.g., “{Some volumes need a pocket for maps}”). Then press the right mouse button again, and select *Normal*.

### 2.6.12 *Subscript and Superscript (Right Mouse Button)*

The Subscript and Superscript functions tells the binder’s computer that certain letters or characters should be placed in a lower, or “subscript”, or higher, or “superscript” position relative to other letters or characters. Chemical formulas often include subscripts. ABLE™ shows the subscript and superscript characters as they would appear on the spine.

Subscript & Superscript

## 2.7 Retrieval Keys

Record retrieval is the means of displaying an existing Title, Format or Lot Item record. The records retrieved can then be edited (updated), deleted (removed), and used as a data for adding a new item to a Lot.

Selection may be made based on any of the following retrieval keys:

**Title Keys**

Text  
Call Number  
Private ID  
ISSN/ISBN  
Title ID

**Item Keys**

Item Number  
Text  
Call Number

**Format Key**

Format ID

**2.1.1 Text Key**

The Text key selection allows retrieval of:

**Titles using the text of the Title file,  
Lot Items from the Lot files,  
Job Pieces from the Job files.**

The first four words of the title, that are not excluded, are used to form the key.

The rules **ABLE™** uses to automatically form a Text key are:

- The key is formed using the first two letters of the first four valid title words.
- The letters selected are alphanumeric (A to Z, 0 to 9, a to z). All others are ignored.
- Any single character word is ignored.
- Any word in the exclusion word list is ignored.
- Soft hyphens are ignored.

<b>Examples</b>	
<u>TITLE</u>	<u>TEXT KEY</u>
Abnormal Psychology of America	ABPSAM
Abnormal Psychology	ABPS
Life of a Poet	LIPO
N. A. Indians	IN
N-A Industries	NAIN
N- A Industries	IN
N - A Industries	IN
Abnormal Psych= (level 25)	
ology (level 24)	ABPS

The word **of** is in the exclusion list and = is the soft hyphen for the examples.

### 2.1.2 Call Number Key

The Call key selection allows retrieval of the first 15 characters of the Call Number for:

Titles using the text of the Title file,  
Lot Items from the Lot files,  
Job Pieces from the Job files.

The Call Number is embedded in the title text. The Call Number prompt is a type of variable prompt used to define the Call Number.

- a. Select the level, placement and font needed for the Call Number.
- b. Begin entering a variable prompt by right-clicking the mouse and choosing *Variable*.
- c. Type **Call**, and then end entering the variable prompt by right-clicking the mouse and choosing *Normal*.
- d. Type the Call Number directly after the variable prompt.

An example is shown below.

**Call**R\Z7164.C156

The valid characters for the Call Number are alphanumerics, period and comma. All printable characters can be used. Comments, defined by a Comment prompt, are excluded from the Call Number key.

The system Call Number key creation rules are:

<u>Character Typed</u>	<u>Rule</u>
A...Za...z	A...Za...z
[period]	[period]
[comma]	[comma]
[space]	Omitted
[required space]	Omitted
[wide space]	Omitted
[line break]	Omitted
[soft hyphen]	[hard hyphen]

Examples	
<u>Characters Typed</u>	<u>Rule</u>
<CALL>R\Z7164.C156	RZ7164.C156
<Call>W12\321\ <month>DEC	W12321
<call>R\+\A123.W21	R+A123.W21

### 2.1.3 Private ID Key

The Private ID key is an accommodation to the needs of interfacing more than one title numbering scheme within the library. The Private ID field allows the library to specify a key that may be used by some other system, such as NOTIS and GEAC.

The valid characters for the Private ID are alphanumeric and special characters that can be printed.

### 2.1.4 ISSN/ISBN Key

The ISSN/ISBN key allows the retrieval of titles by the standard serial or book number. This key field may also be used to contain Private ID values if so desired by the library.

The valid characters for the ISSN/ISBN are alphanumeric and special characters that can be printed.

### 2.1.5 Title ID Key

The Title ID key allows retrieval of titles by the identifier assigned by the **ABLE™ Library** system. This key (or RUB number) is unique throughout all titles for a library account.

### 2.1.6 Format ID Key

The Format ID key allows retrieval of Format records for editing, creating and deleting of the formats.

The valid characters for the Format ID are alphanumeric.

### 2.1.7 Item Key

The Item Number key allows an item in a Lot Item file to be updated, removed and added as a new Lot Item record.

2.8 User Access

ABLE™ provides the following levels of user access to services:

- Administrator (Manager)
- Supervisor
- Basic

Table 1 provides an overview of the services for each of the access levels. Refer to the [File Maintenance](#) volume for details. Note that services that are not allowed for a specific user appear in gray on the ABLE™ screens.

Table 1 - Access Levels and Services

<i>Service</i>	<b>Administrator</b>	<b>Supervisor</b>	<b>Basic</b>
<b>Add Update Users</b>	Yes	No	No
<b>Update Own Password</b>	Yes	Yes	Yes
<b>Standalone Utilities</b>	Yes	No	No
<b>File Maintenance – all services</b>	Yes	No	No
- read only	Yes	Yes	No
<b>Override User Warning</b>	Yes	Yes	No
<b>Title Composition</b>	Yes	Yes	Yes
<b>Setup System Parameters</b>	Yes	Yes	No
<b>Bindery Transfer</b>	Yes	Yes	Yes
<b>Reports</b>	Yes	Yes	Yes

### 3. Getting Started

This section describes basic operations for using ABLE™ effectively. Refer to [Figure 2.2](#) and [Figure 2.6.1](#) while you read this section.

The human interface to ABLE™ is the same interface as from any program executed from a web browser such as Internet Explorer. Therefore, anyone familiar with Internet access and typical Windows programs can easily adapt to ABLE™.

#### 3.1 How to Start ABLE™

The steps for starting ABLE™ are:

- a. Power on your computer and login if necessary.

Note The startup procedure will check the hard disk of your computer for damaged files. If the computer displays any messages that include the words “truncated files” or “bad chains”, please call your System Administrator immediately.

- b. The Windows screen is displayed. Select the ABLE™ icon on the main screen.
- c. The ABLE™ Login screen with the copyright notice is displayed.
- d. **Login:** Enter your Account ID, User ID, and Password. (The Account ID is assigned by your bindery)

Figure 3.1 shows the Logon Screen.

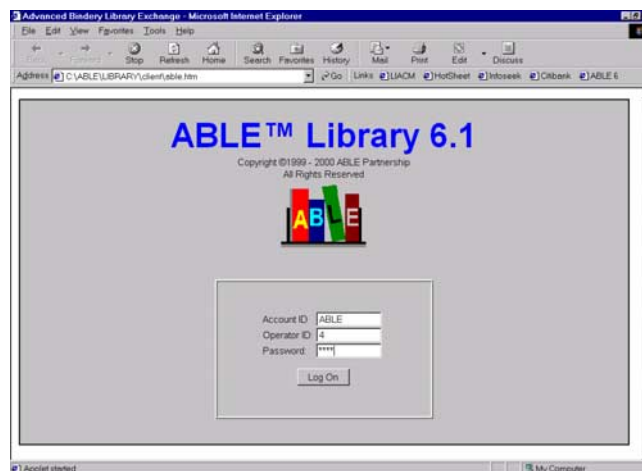


Figure 3.1 - Login Screen

#### 3.2 How to Log Out

You may Log out of ABLE™ by selecting the **File: Log Out** service from the menu bar.

Note: If the user takes too long to select the next operation, the user will be requested to log in again. This will prevent unauthorized use when the user walks away from their workstation.

### 3.3 How to Navigate Between ABLE™ Screens

You navigate from screen to screen using the **Window** menu bar selection. The Windows selection lists the programs available. Simply select the program you wish to use. Refer to Figure 3.3.

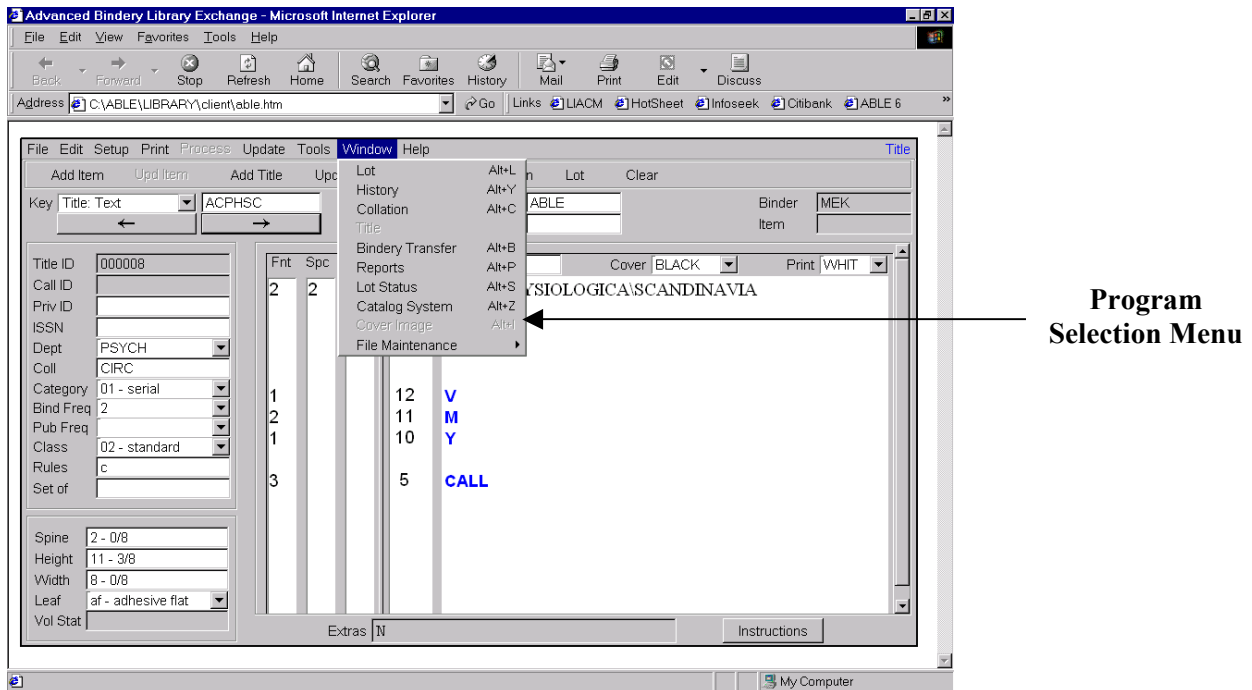


Figure 3.3 - Windows Menu Selections

### 3.5 How to Get Help

ABLE™ has extensive on-line help facilities. There are the following services:

- Tool Tips
- Index & Contents Help Services
- Help Buttons

#### 3.5.1 Tool Tips

When the cursor is moved onto a screen field label or action button, an explanation of the field/button is displayed. This is referred to as a ***Tool Tip***. Using the Tool Tips is an easy way to understand every field and button on the **ABLE™** screens.

### ***3.5.2 Index & Contents Help Services***

Comprehensive online is available using this standard “Windows-like” help facility. Help is invoked by selecting the ***Help*** menu bar selection. The ***Help*** menu selection provides,

#### **Index**

##### **Screen Help**

*Title*

*Collation*

*History*

*Lot or Job*

*Lot Status or Job Status*

*Bindery Transfer*

*Reports*

*A-Link*

*Z-Link*

*File Maintenance*

*Billing Statistics*

*Preventive Maintenance*

*FTP*

##### **About ABLE**

#### **Index**

The index selection causes a new window to be opened with an alphabetized list of help topics. Selecting a help topic causes the associated help text to be displayed. The help text is a reference (i.e., [hyperlink](#)) to a section in an **ABLE™** reference document. The user can then page up and down the document and utilize the hyperlink capabilities within the document.

#### **Screen Help**

Each major **ABLE™** screen has an entry in this menu selection. The help text display is identical to the ***Index*** help text described above.

#### **About ABLE**

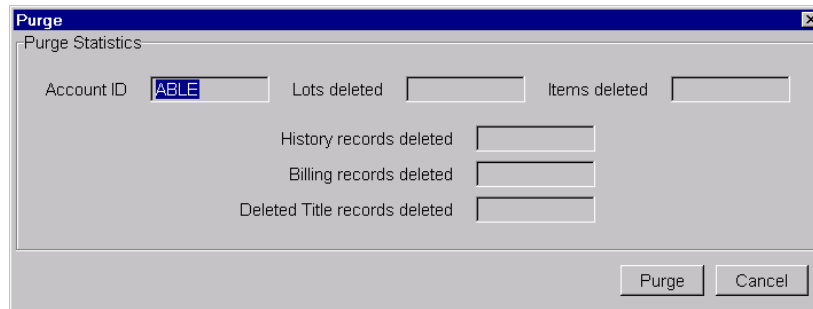
This menu selection provides the **ABLE™** version number and miscellaneous **ABLE™** information.

### 3.5.3 Help Buttons

There are a few screens that have help buttons as a convenience for referencing help. The help text display is identical to the *Index* help text described above.

## 3.6 How to Purge the Database

The Purge screen (see Figure 3.6) allows you to remove information no longer needed from the system.



The screenshot shows a window titled "Purge" with a sub-header "Purge Statistics". It contains several input fields: "Account ID" with the value "ABLE", "Lots deleted", "Items deleted", "History records deleted", "Billing records deleted", and "Deleted Title records deleted". At the bottom right, there are two buttons labeled "Purge" and "Cancel".

**Figure 3.6 - Purge Screen**

Select *Purge* to start the purge process.

Note **It is imperative that you check the system date before beginning the purge routine.** An incorrect system date (caused by a dead battery in your computer or an operator error) can inadvertently cause current information to be purged from the database. PLEASE BE VERY CAREFUL when running the Purge routine.

## 4. Title Composition

### 4.1 How to Retrieve a Title or Format Record

- a. Select the Key field (Figure 4.1.1) to view the pull down menu with key choices. Select the key you want to use.

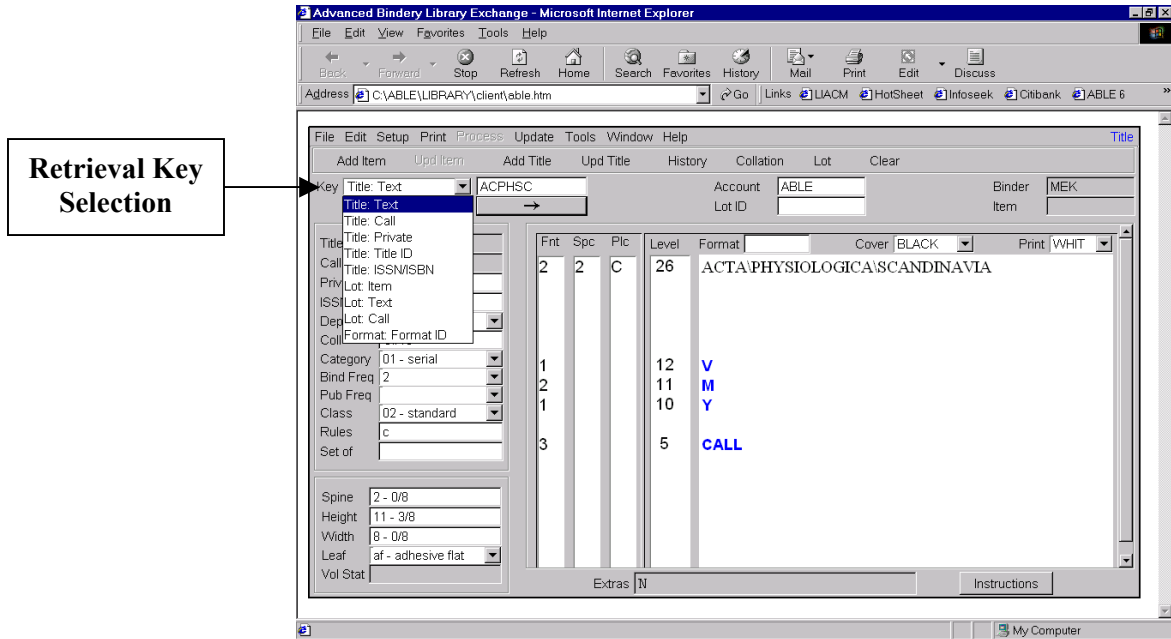


Figure 4.1.1 - Title Composition: Retrieval Key Selection

- b. The cursor automatically moves to the adjacent key entry field.
- c. Type the identification for the record you want to display.

#### Example

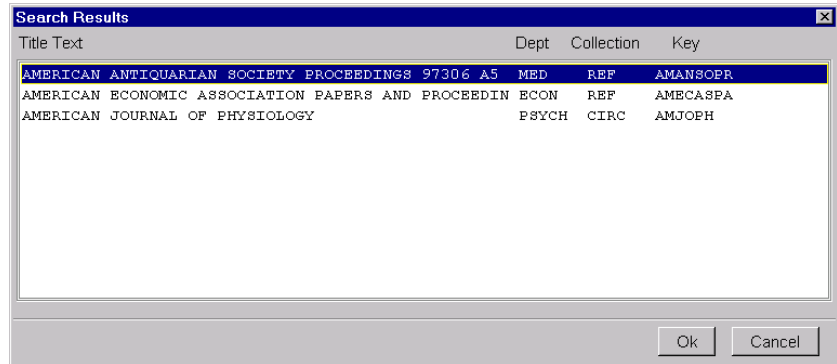
Type **JOMEST** for the text key for the Journal of Medieval Studies.

- d. Press **Enter** or **TAB** to display the record.

**Partial Identification:** You may type a partial record identification. If there are multiple records matching the partial identification and “Enable List Search” is selected (in the “Setup: User Parameters” menu), the entries are displayed. If “Enable List Search” is not selected, the first matching record is retrieved. The rules for partial matching of records are as follows:

The **[required space]** character can be used if a trailing space is to be part of the retrieval key. For example, **CO[required space]** causes fewer titles to be retrieved than **CO**.

If multiple records are found, they are listed (Figure 4.1.2). Select the one you are looking for and select **OK**.



**Figure 4.1.2 - Title Composition: Search Results**

**Multiple Accounts**

The Account must be selected before you can retrieve a Title record. Your **ABLE™** system will probably have only one account for your library. Check with your system administrator if this is the case, then your binder has already selected the account to use. If there are multiple accounts then you should select the account by entering the Account ID in the “Account” field on the title composition screen, and pressing **Tab** or **Enter**.

## 4.2 How to Retrieve an Item from a Lot

To retrieve an Item record you must first select the Lot with the item record.

### 4.2.1 Select Lot

- a. Select **Window: Lot** or **Alt L** or the **Lot** action button to display the Lot screen (Figure 4.2).

Enter the Lot ID.

Figure 4.2 - Lot Screen

- b. Type the Lot ID of the Lot.
- c. Press **Enter** or **Tab**.
- d. Select **Close** to close the Lot screen..

### 4.2.2 Retrieve Item

- a. Select the Key field ([Figure 4.1.1](#)) to view the pull down menu with key choices. Select the **Lot: Item** key. The cursor automatically moves to the adjacent key entry field.
- b. Type the identification for the record you want to display. Press **Enter** or **TAB** to display the record. The record is displayed.

## 4.3 How to Remove an Item from a Lot

- a. Select the Lot using **Window: Lot** or **Alt L** or the **Lot** action button. Enter the Lot ID of the Lot you want to remove an item from. Select **Close** to select the Lot and to remove the screen.
- b. Select the Key field to view the pull down menu with key choices.
- c. The cursor automatically moves to the adjacent key entry field.
- d. Type the identification for the record you want to display.
- e. Select **Update: Item: Remove Item** or **Alt R** to remove the Item record.
- f. You are asked if you wan to continue the operation. Select **Yes**.

#### 4.4 How to Enter Special Collation Instructions

The Collate screen is a screen displaying collating parameters for the current record displayed.

- a. Select **Window: Collate** or **Alt C** or the **Collation** action button to display the Collation screen (Figure 4.4).
- b. Type data as you would on any screen.
- c. Select the **Apply** button to update the information.

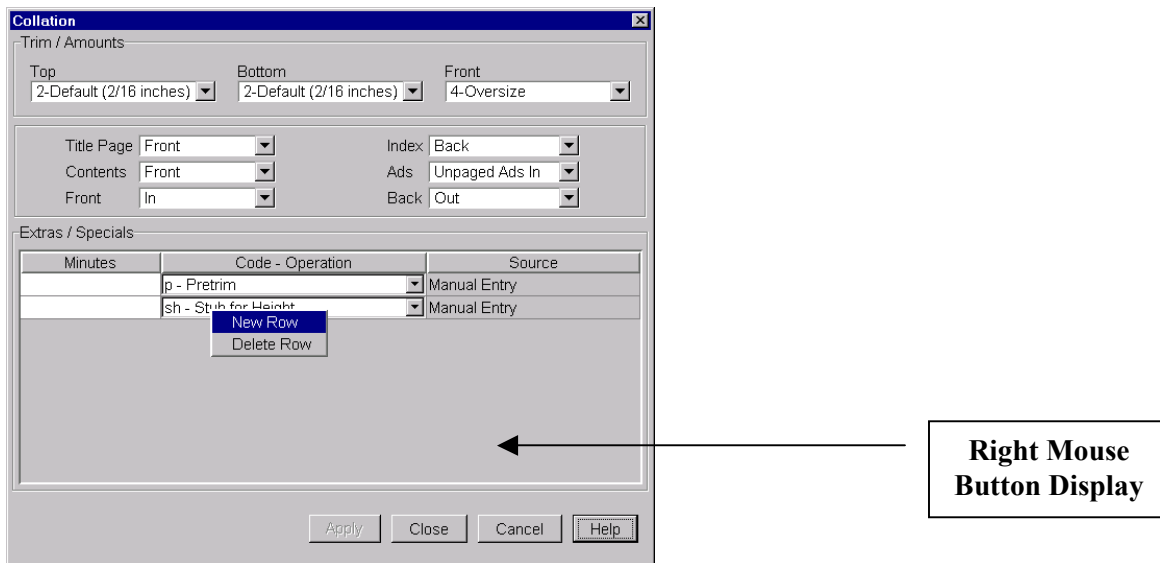


Figure 4.4 - Collation Screen

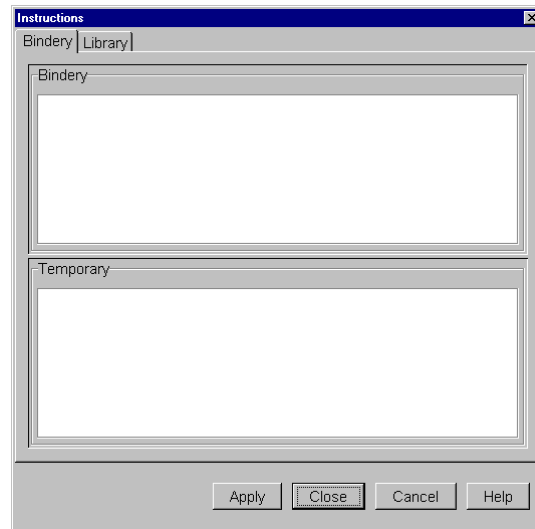
The Trim/Amount fields specify how much top, bottom and front of the volume is to be trimmed. The codes are:

<u>Code</u>	<u>Description</u>	<u>Amount</u>
<b>0</b>	No trim	0
<b>1</b>	Shave trim	1/16 inch
<b>2</b>	Regular trim	2/16 inch
<b>4</b>	Oversize trim	4/16 inch

The collation instructions are:

<u>Field</u>	<u>Definition</u>	<u>Options &amp; Example</u>
<b>Index</b>	F=Front B=Back N=Not Present	
<b>Title Page</b>	F=Front B=Back N=Not Present	
<b>Contents</b>	F=Front B=Back N=Not Present	
<b>Front</b>	I=Bind In O=Out (i.e., remove) F=First front only	“Paper Front Covers”  Only the first front cover should be bound.
<b>Back</b>	I=Bind In O=Out (i.e., remove)	“Paper Back Covers”
<b>Ads</b>	I=unpaged ads in O=unpaged ads out A=All ads out	Advertisements

**Instructions** for an item can be entered by choosing the *Instructions* button on the title composition screen. This is a free field for you to type any special instructions (Figure 4.4.1).



**Figure 4.4.1 - Instructions**

Extras/Specials define additional instructions (Tattle Tape, Flush Bottom, etc.) for the binder. Your binder has defined the valid codes.

- a. Move the cursor to one of the Extras/Specials code fields.
- b. Enter the code you desire. The operation description is automatically displayed.

### **Minutes Field**

Disregard the Minutes field. It is only used by the binder.

**To create a New Extras/Specials Entry:** Move the cursor to one of the rows in the table and select the right mouse button. A menu of *New Row* and *Delete Row* is displayed. Select *New Row*. See [Figure 4.4](#).

**To delete an Extras/Specials Entry:** Move the cursor to one the row in the table you want to delete. Select the right mouse button. A menu of *New Row* and *Delete Row* is displayed. Select *Delete Row*. See [Figure 4.4](#).

Note: Your Account may have a predefined set of up to four Extras/Specials. These instructions to the binder are the default values for every Item created for this account. These instructions are added to the list of Extras/Specials on the Collate screen every time that screen is cleared.

### **4.5 How to View a Cover Image**

A **Cover Image** is used to view the title text to check spelling and the general accuracy of the text and prompts. It is used to view the actual cover text.

Before a Cover Image is displayed, **ABLE™** attempts to text fit the text. The text is displayed if it text fits or not. If it fails a message is displayed indicating the problem.

The font information [v3.2] displayed for each text segment are the defined font code and the resulting font code (only if it is different than the defined font code). The defined font is the font assigned to the panel. The resulting font number is the font the system selects based on the text fitting rules.

- a. Select **Window: Cover Image** or **Alt I** to display the Collation screen (Figure 4.5).

{ TBD – Cover Image Screen }

**Figure 4.5 - Cover Image (TBD)**

#### 4.6 How to Check Text Fit

Checking the fit of the text on the cover is call Text Fitting. Text fitting of the text can be accomplished just as your binder would do it during the processing of the volume. You can determine if there is going to be a fitting problem and take appropriate action to correct the problem.

There must be spine, width, and height measurements and an Embosser Type defined. You can approximate the dimensions to obtain a reasonable text fit. The Embosser Type is set by your binder in the Binder record (Refer to [File Maintenance](#)).

- a. Select *Window: Text Fit* or *Alt TI* to perform a Text Fit.
- b. If there is a problem you should view the Cover Image.

#### 4.7 How to Create a Title

A Title record is created and saved in the database using the Title Composition screen as follows:

- a. Select the **Clear** action button to remove the data on the screen.
- b. Be sure that the key selection is one of the Title Text Keys.
- c. Fill in the fields and text for the new Title.
- c. Select *Update: Title: Add Title* or *Alt T* or the *Add Title* action button to save the new Title record.
- d. A confirmation dialog box is displayed. Type *Yes* if you want to save the Title.

#### **Compose+ and Formats**

If you are entering many Titles with similar characteristics you should consider using **Compose+** and **Formats**. Refer to **Compose+** and **Using Formats**.

The library related fields on the Title Composition screen are:

<u>Field</u>	<u>Possible Use</u>
<b>Title ID</b>	Binder's field
<b>Private ID</b>	Notis Number (alternate "Key")
<b>ISSN/ISBN</b>	ISSN or Faxon Number
<b>Department</b>	Location of volume (e.g., Math)
<b>Collection</b>	Fund Account (e.g., Smith Fund)
<b>Category</b>	Binder's Field
<b>Bind Freq.</b>	How often (e.g., "3" for 3 times per year)
<b>Pub. Freq.</b>	How often (e.g., "12" for monthly)
<b>Class</b>	Binder's field
<b>Rules</b>	Binder's field
<b>Set of</b>	Number of identical copies to be bound

Binding Data is used to give instructions that should become part of the constant information of a title. In most cases, the library leaves these fields blank and the bindery is responsible for making these decisions. If the library does wish to give instructions, these fields are available.

<u>Field</u>	<u>Use</u>	<u>Example</u>
<b>Spine</b>	Thickness of the Spine	Inches - 1/16's
<b>Height</b>	Height of the Volume	Inches - 1/8's
<b>Width</b>	Width of the Volume	Inches - 1/8's
<b>Leaf Attachment Method</b>	How pages (leaves) will be held into the bound volume.	AF (Adhesive Bind)

#### **4.8 How to Create a Title using a Format**

Periodical, monographs and other titles are formatted according to library conventions. These rules include type style and size (font), spacing between lines (pitch), placement, levels, cover material and print (foil) color, department, collection and other attributes.

To ease the burden of repetitive entry **ABLE™** provides the format service. A format is a template used when creating Title records and Item records. Formats are identified with a name called the Format ID. Formats can be created, edited, and deleted.

Formats reduce the amount of repetitive information that must be typed in by the library. Each class of binding has a Format code. Using the Format code causes both constant information (e.g., print color, leaf attachment, category) and variable prompts to appear on the screen. The Format code automatically includes the constant information that is relevant for each class of binding offered by the bindery. The library must fill in the appropriate "Variable" fields (e.g., volume, months and year).

Unlike old periodical titles, which are stored in the database; books, paperbacks and new periodical titles are not in the database. Formats streamline the data entry process required for these volumes. If, for example, you always use author, degree and year on the spines of thesis binding, the thesis Format can include those Variable prompts. If you always want your new periodical titles to have white print on the spine, the periodical Formats can include white print.

Your binder provides a basic set of formats. You may define your own as long as the parameters entered conform to your binder's specifications.

- a. Select the **Clear** action button to remove the data on the screen.
- b. Be sure that the key selection is one of the Title Text Keys.
- c. Move the cursor to the Format Field and type the name of the format to use and type the **Enter** or **Tab** key.
- c. Fill in the fields and text for the new Title.
- c. Select **Update: Title: Add Title** or **Alt T** or the **Add Title** action button to save the new Title record.
- d. A confirmation dialog box is displayed. Type **Yes** if you want to save the Title.

#### **4.9 How to Change a Title**

A Title record may be modified at any time.

- a. Retrieve the Title record as provided in a previous [section](#).
- b. Modify the fields by moving to the fields and typing over the current data.
- c. To update the title select either **Update: Title: Update Title** or **Alt U** or the **Upd Title** action button.

#### **4.10 How to Remove a Title Record**

A Title record may be deleted from the database.

- a. Retrieve the Title record as provided in a previous [section](#).
- b. To remove the title select either **Update: Title: Remove Title** or **Alt R**.
- c. A window is displayed asking you to confirm the deletion of the title. Select **Yes** to remove the title.

#### **4.11 How To Create a Format**

A format is created in a similar manner as a Title record.

- a. Select the **Clear** action button to remove the data on the screen.
- b. Be sure that the key selection is ***Format***.
- c. Enter the format name. You will be asked to confirm adding a Format. Enter **Yes** to continue the process of adding a format.
- d. Fill in the fields and text for the new Format.
- e. Select ***Update: Format : Add Format*** or ***Alt M*** to save the new Format record.
- f. A confirmation dialog box is displayed. Type **Yes** if you want to save the Format.

#### 4.12 How to Create a Lot

Before a Lot can be processed you must define the Lot characteristics. Refer to Figure 4.12.

- a. The Lot screen is used to create a Lot. Select **Windows : Lot** or **Alt L** or the **Lot** action button to display the Lot window. Refer to Figure 4.12.

The screenshot shows a window titled "Lot" with three main sections: "Account Info", "Lot Statistics", and "Lot Information".

- Account Info:** Account ID (ABLE), Binder ID (MEK), Title Count (92), Last Title ID (0). Labels: Able Test Account, Mekatronics Test Account.
- Lot Statistics:** Lot ID (TEST1), Lot Status ( ), Last Item ID ( ), Item Count ( ).
- Lot Information:** Items (Sent: 0, Returned: ), Cartons (Sent: , Returned: ), Date Expected ( ), Truck Route ( ), Shipping Day ( ).

Navigation buttons: left arrow, right arrow, Apply, Close, Cancel, Help.

A callout box labeled "Lot Id Field" with an arrow points to the Lot ID input field.

Figure 4.12 - Lot Screen

- b. Check to make sure that the Account ID and Binder ID are correct.
- c. Type the **Lot ID** of the new Lot in the Lot ID field and the select **Enter**.

**Note** **New "Lot ID's" must be unique.** The Bindery recommends that you use the date that the "Lot" was created (e.g., 102191 - - month, day, year). Hyphens are allowed. The bindery strongly recommends that you do not use any punctuation or spaces between characters.

You may differentiate between lots for periodicals, lots for monographs, and lots for theses (for example) as follows: 102191P (for periodicals), 102191M (for monographs), and 102191T (for theses). This routine is useful if you expect to send more than one **ABLE™** lot per shipment to the bindery or if you need to have separate packing lists (Lot-Item reports) for different types of binding. This convention is particularly useful if you have more than one **ABLE™** computer and you do not have a networked system. Remember that **ABLE™** requires unique Lot ID's for all lots (otherwise one lot will overwrite an identically named lot).

- d. A confirmation dialog box is displayed. Select *Yes* to create the Lot. The computer will create a new “Lot” and set the “Item” count to zero.
- e. Type in the *Date Expected* for this lot. The date expected prints in the upper right hand corner of the binding slip. The *Truck Route* and *Shipping Day* fields are used by the bindery and do not need to be filled in.

#### 4.13 How to Remove a Lot

A Lot *cannot* be removed using the Lot screen. The *Purge* function must be used. Refer to [File Maintenance](#).

#### 4.14 How to Create an Item Using a Title Record

Your Title database is used to efficiently create Items for binding. The more accurate your database the easier it will be to create Items for a Lot.

- a. Select the Lot you want to process. Refer to [How to Select a Lot](#).
- b. Retrieve a Title you want to use to compose the Item. Refer to [How to Retrieve a Title or Format Record](#).
- c. Place the cursor in the Title Text area in order to fill in the data for the variables and create an Item.
- d. *Tab* to each variable and type the data indicated.
- e. Select *Add Item* or *Alt I* to Add the Item to the Lot. **ABLE™** displays the Item Number assigned on the lower left part of the screen.

#### **4.15 How to Create an Item Using a Format**

A Title record need not be used to create an Item, especially if there is no Title record for the volume you want to process! You can use a Format or just fill in a Title screen.

- a. Select the Lot you want to process. Refer to [How to Select a Lot](#).
- b. Use the *Clear* action button to remove the data from the current screen.
- c. **Tab** to the Format ID field and type the Format name you want to use.
- d. Type the fields you need to create the Item.
- e. Select *Add Item* to create the Item.

#### **4.16 How to Create an Item Without Using a Title or Format**

A Title record need not be used to create an Item, especially if there is no Title record or Format for the volume you want to process. You can fill in a Title screen and add the Item.

- a. Select the Lot you want to process. Refer to [How to Select a Lot](#).
- b. Use the *Clear* action button to remove the data from the current screen.
- c. Type the fields you need to create the Item.
- d. Select *Add Item* to create the Item.

#### 4.17 How to Print a Binding Slip (UBS)

Binding slips, called Universal Binding Slips (UBS), are used to identify each volume. ABLE™ provides two methods for printing binding slips:

- After adding each Item to the Lot.
- After adding all the Items to the Lot. (Refer to the **Reports** section.)

The binding slip printing functions provided by the Title Composition screen are summarized as follows:

<u>Print Options</u>	<u>Description</u>
<b>Align UBS</b>	Adjust the form in the printer.
<b>Reprint UBS</b>	Print another binding slip.
<b>Auto UBS</b>	Turn printing on and off.
<b>Use UBS Form</b>	Select pre-printed forms or standard paper.
<b>UBS Copies...</b>	Selects the number of copies of the UBS to print on plain paper.

You can access these services using the **Print** Menu Bar selection. Refer to Figure 4.17.

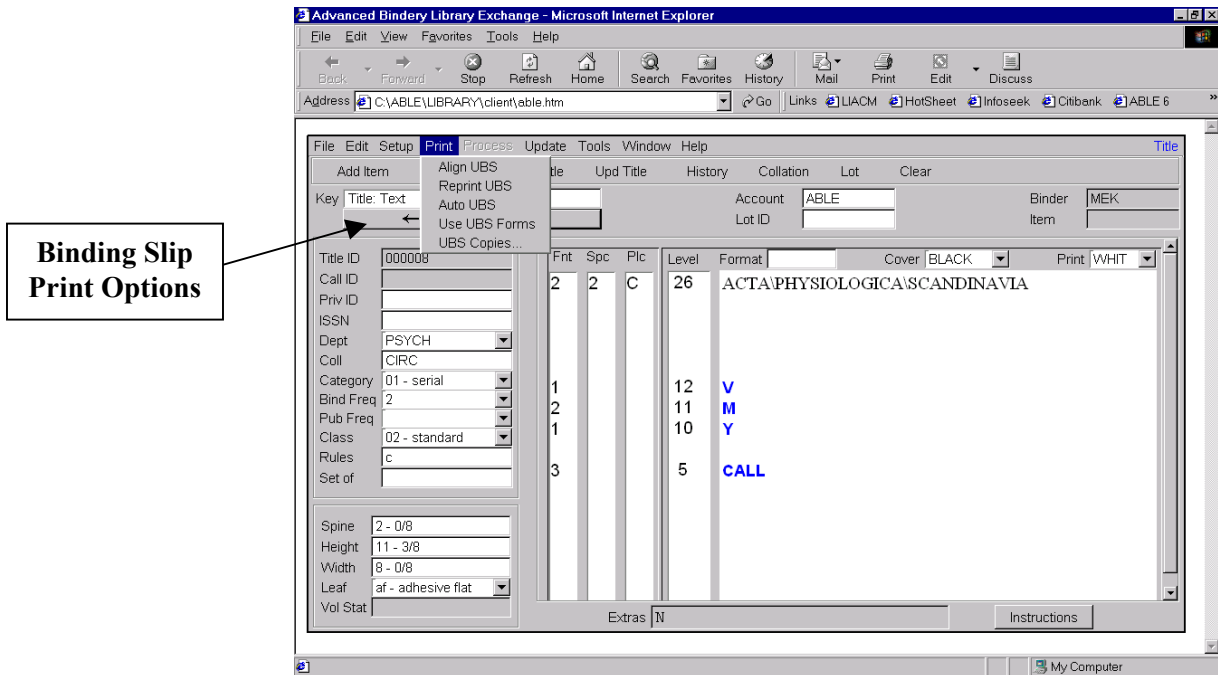


Figure 4.17 – Title Composition : UBS Print Services

*Setup to Print Binding Slips After Adding an Item:*

- a. Select **Print** to display the print options. Select **Align UBS** to adjust the form in the printer.
- b. Select **Print** to display the print options. Select **Auto UBS** to check automatic binding slip printing (after adding an item).

**Note:** If **Auto UBS** is already checked then do not check since automatic binding slip printing is already turned on.

- c. Select **Print** to display the print options. Select **Use UBS Forms** if you are using pre-printed binding slips. If **Use UBS Forms** is already checked off then do not select it. If you are using plain 8.5" by 11" paper then do not check off **Use UBS Forms**.

#### 4.18 How to Re-Print a Binding Slip

If you need another binding slip for the Item on display the Reprint function is used.

- a. Retrieve the Item if it is not already on display. Refer to [How to Retrieve an Item](#).
- b. Select **Print** to display the print options. Select **Reprint UBS** to print another binding slip.

#### 4.19 How to View Binding History

ABLE™ saves title binding history information. ABLE™ displays all of the available history. The History screen is a screen displayed over the Title Composition screen that contains the historical information.

- a. Retrieve the title for the history you want to view. Refer to the [Title Retrieval](#) section.
- b. Select *Alt Y* or *Windows: History* or the **History** action button to view the History screen. Refer to Figure 4.19.

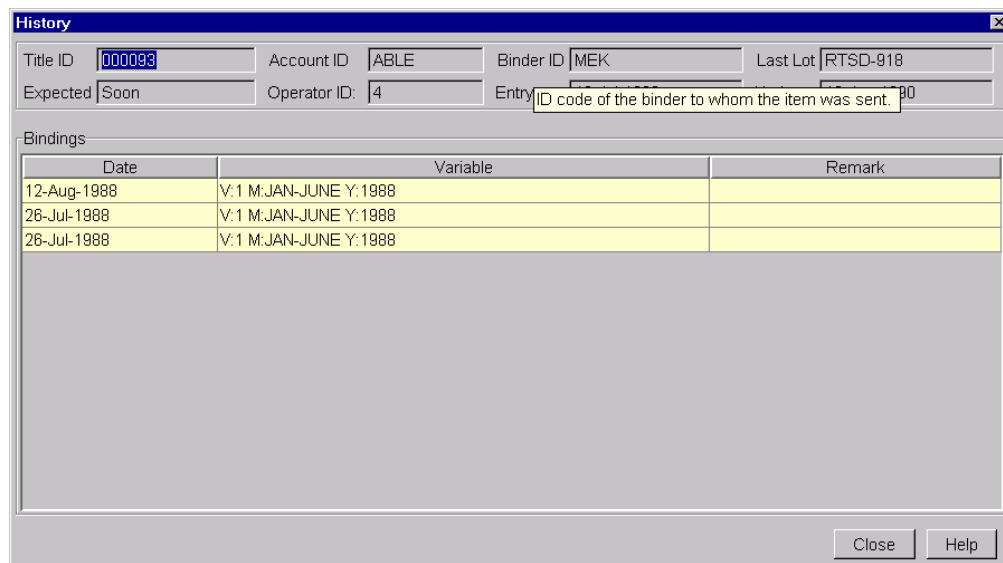


Figure 4.19 - History Screen

The history menu selection displays history information for the displayed Title record. History information includes the following fields:

<b>Title ID</b>	The Title ID for the history data
<b>Account ID</b>	The Account for the Title.
<b>Binder ID</b>	Binder ID of the Binder
<b>Last Lot</b>	The last Lot the Title was part of
<b>Expected</b>	The date the Item is expected back from the bindery.
<b>Operator ID</b>	The library Operator ID responsible for the transferring the Lot to the Bindery
<b>Entry</b>	The date the Title record was created.

**Update**

The date the Title record was modified.

**History Entries**

History entries are scrolled when there is not enough room to display the complete set of entries.

***Date***  
***Variable***  
***Remark***

The date the history information was recorded.  
Name/variable data used in the binding process

## 5.0 Bindery Transfer

The Bindery Transfer program is used to transfer Lot data between the library and bindery using either,

- **Diskette**
- **File (local or network)**
- **Internet**

### 5.1 Selecting Bindery Transfer

- a. Select **Alt B** or **Windows: Bindery Transfer** to display the Bindery Transfer screen. Refer to Figure 5.0.

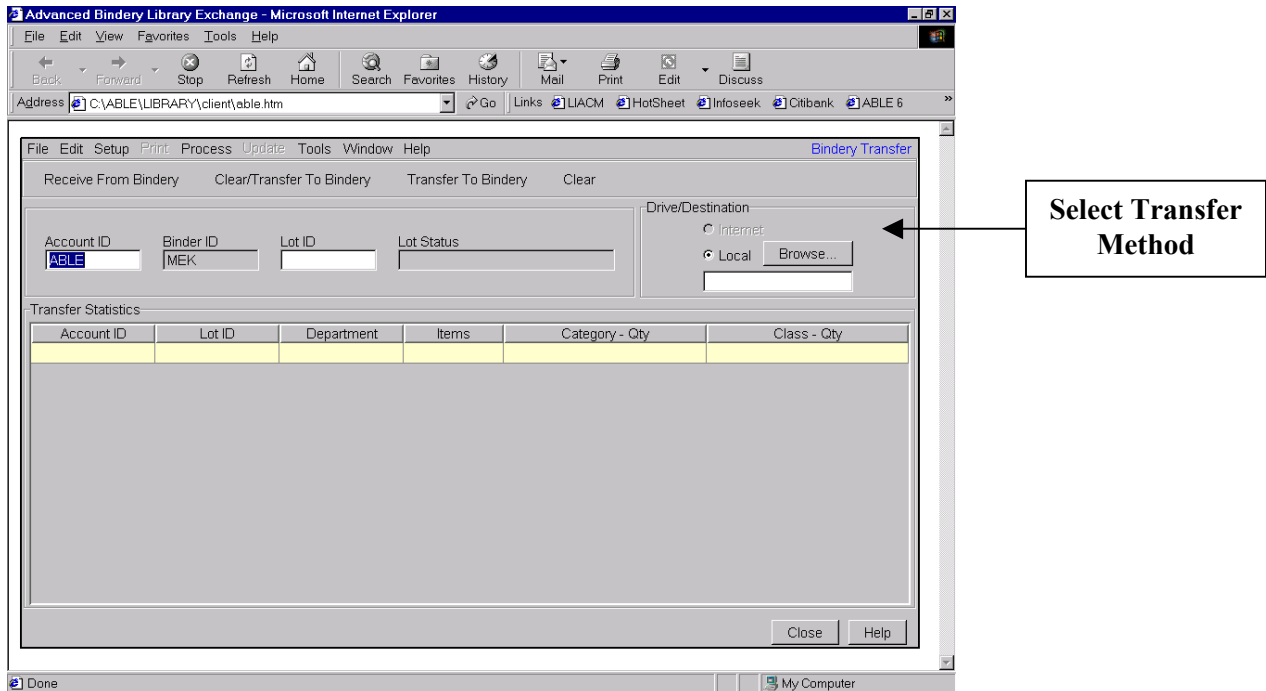


Figure 5.0 – Bindery Transfer Screen

There are two modes of operation:

- Transfer to Bindery (**Produce**)
- Receive From Bindery (**Restore**)

### **5.2 Produce Diskette**

- a. Select the transfer mode using the Drive Destination area on the screen. Refer to [Figure 5.0](#).
- b. Select the Lot to be transferred. Refer to [How to Select a Lot](#).
- c. Select *Clear/Transfer to Bindery* to first clear the unwanted Lot files. For subsequent Lots on the same media, select *Transfer to Bindery* to start the process.
- e. The selected Lot is copied to the diskette or Internet transfer area.

### **5.3 Restore Diskette**

- b. Select the transfer mode using the Drive Destination area on the screen. Refer to [Figure 5.0](#).
- c. Select *Receive From Bindery*. The Lots are then read into the system and the title database is updated as needed.

## **6.0 Reports**

The reporting program provides comprehensive means for selecting and printing the data contained in the **ABLE™** system.

### 6.1 Running a Report

- a. *Alt P* or *Window: Reports* to select the Report window. Refer to Figure 6.1.

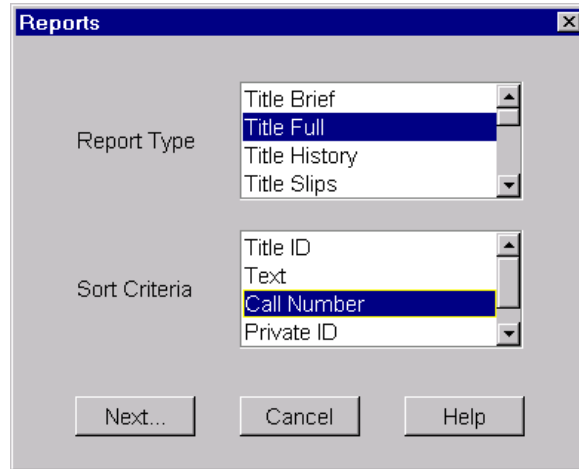


Figure 6.1 – Report Screen

- b. Select the report by selecting the Report Type and Sort Criteria. Each report type has different Sort Criteria. Select the **Next...** button. The screen in Figure 6.2 is displayed.

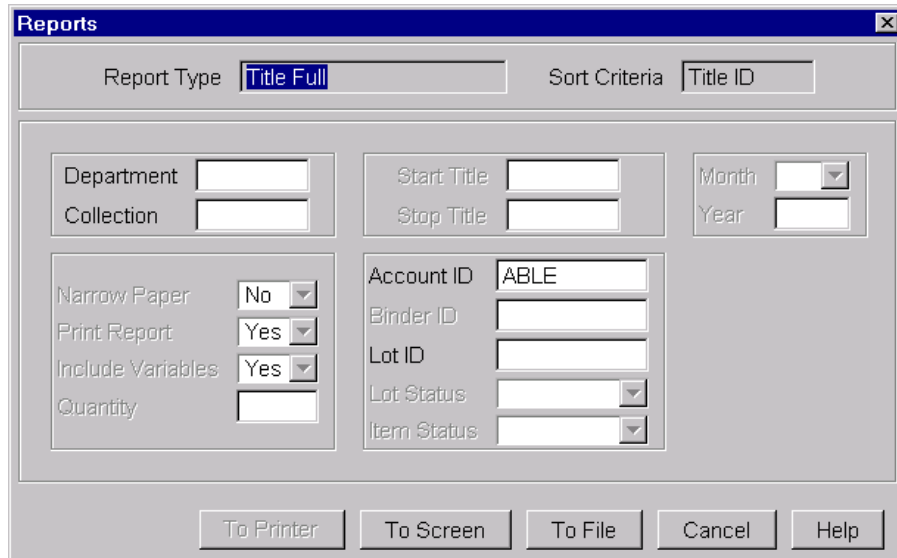


Figure 6.2 - Second Print Screen

- c. Select the necessary parameters for the report you selected.
- d. Select where printing is to be done: To Printer, To Screen, To File.

## 7.0 Z-Link

The ABLE™ **Catalog System** interface, called **Z-Link**, provides search and retrieval access to Internet-based library catalogs, specifically designed to support bindery preparation software. Hundreds of libraries around the world provide an open standards-based interface to their library catalogs using the ANSI/NISO Z39.50 protocol.

### 7.1 Turning on the Z-Link Service

- a. The Catalog System interface is turned on and off using the *Setup: User Parameters: Enable Z-Link* parameter.
- b. Choose an active catalog system-mapping table in *Setup: User Parameters: Z-Link Table*. The table provides a translation to map between the MARC fields returned by the Catalog System and ABLE™. If no table is active, no translation is used.
- c. The creation and definition of the mapping tables is accessible by the menu item *Window: File Maintenance: Z-Link Mapping*. Refer to [Table Setup and Maintenance](#).
- d. Display a Format or existing ABLE™ record (either Title, Item or Piece).

### 7.2 Searching for a Title

- a. Select *Alt Z* or *Window: Z-Link*. Refer to Figure 7.1.

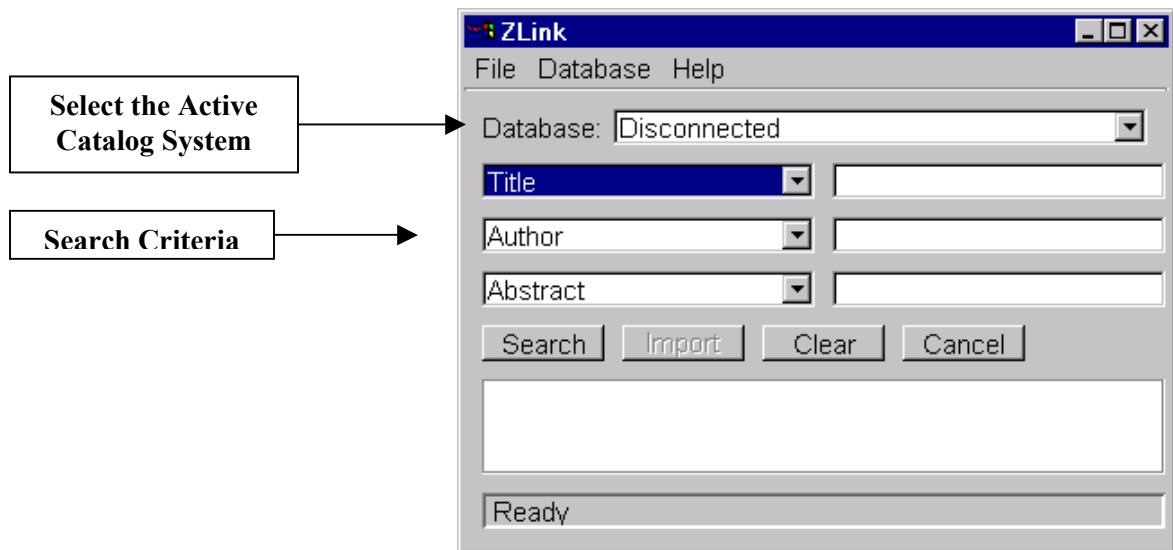


Figure 7.1 – Catalog System (Z-Link) Screen

**Note:** The Catalog System requires an already established Internet connection in order to connect to a Z39.50 server; attempting to connect to a database will not automatically attempt to establish this connection. See [Library Catalog Internet Connection Setup](#).

- b. Fill-in retrieval form. Search criteria can be entered in up to three fields, each of which can query using any search term. The *AND* Boolean operation is implicitly employed when querying over multiple-field queries (the *OR*, *NOT*, etc., Boolean operations are not available).
- c. Select the **Search** button to start the search.
- d. The desired catalog record is displayed. Note: When multiple records match the criteria, either select the record desired or reenter the selection criteria.
- e. Select **Import** to populate the Title Composition screen. The Catalog System retrieval window is closed upon selecting **Import**.
- f. Use standard **ABLE™** services to save the record.

### 7.3 Library Catalog Internet Connection Setup

Library Catalog Internet connection setup needs to be completed before using Z-Link. This information is obtained from the Library Catalog Administrator.

- a. Select **Alt Z** or **Window: Z-Link**.
- b. Select **Database : Add** from the Z-Link Search Screen. Refer to Figure 7.2.

Enter Database Information	
Pretty Name:	Pretty Name
Host:	localhost
Port:	210
Database:	xxdefault
Max Records:	5

OK Cancel

**Figure 7.2 - Library Catalog Internet Connection Setup Screen**

The fields definitions are as follows:

<b>Pretty Name</b>	A description of the Host System; e.g. Library of Congress.
<b>Host Name</b>	The Library Catalog System Server to attach to.
<b>Database</b>	The name of the specific Catalog System to attach to.
<b>Host</b>	The IP address to use to connect to the Catalog System.
<b>Port</b>	The port to connect to for the <i>Host</i> listed above.
<b>Max Records</b>	The maximum number of records to retrieve.

- c. Select **OK** to save the information.
- d. Select the Z-Link Screen: *Alt Z* or *Window: Z-Link*.
- e. Select the Database field list box option and select the Catalog System to use. Refer to [Figure 7.1](#).

#### 7.4 Table Setup and Maintenance

Z-Link Mapping Tables are used to associate MARC fields with **ABLE™** fields/variables. Multiple Mapping Tables may be defined. Users may select a particular table to use through the *Setup: User Parameters: Z-Link Table* menu option.

The **ABLE™ Z-Link** setup screen allows easy customization of the association between **ABLE™** variable prompts, **ABLE™** fields, and MARC fields. MARC subfields can be used to create a custom display of the MARC information.

The Marc fields are mapped to **ABLE™** for the following fields:

- **ABLE™** screen fields such as ISSN/ISBN, Publication Frequency.
- **ABLE™** variable prompts such as Title, Author, Imprint, Call Number.

Variable prompts are defined as needed for mapping MARC record fields.

- a. Select *Window : File Maintenance : Z-Link Mapping*. Refer to Figure 7.3.

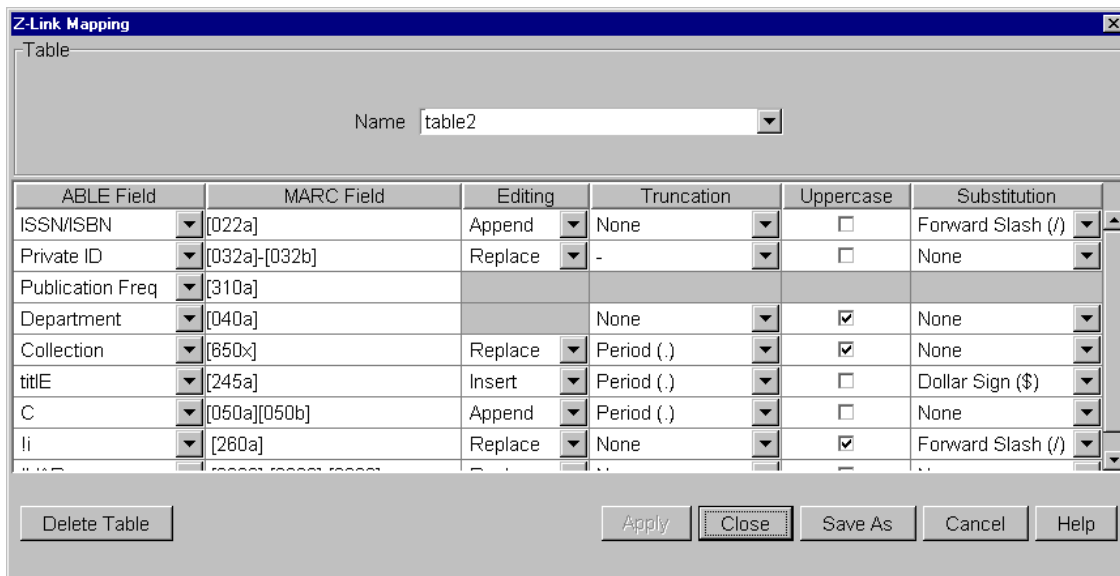


Figure 7.3 – Catalog System Mapping Screen

#### 7.4.1 Adding a New Table

If a table has not been previously defined, begin by entering a name in the Name field. You may use up to 30 alphanumeric characters, including the underscore character.

One row will appear in the table and will contain a drop-down list of standard **ABLE™** fields: ISSN/ISBN, Private ID, Publication Frequency, Department, Collection.

You will want to add rows to the table in order to map MARC fields to **ABLE™** variables. To do so, right-click anywhere on the existing row and select "New Row". To complete the row, see the section entitled "Catalog System Mapping Rows".

When all rows are complete, click on the "Apply" button to save the table.

#### 7.4.2 Editing a Table

Select the table you wish to edit by selecting it from the Name drop-down list.

To modify an existing row, place the cursor in the field(s) you wish to change and enter the appropriate information. If necessary, see the section entitled [Catalog System Mapping Rows](#).

To add a row, right-click anywhere on the existing row and select "New Row". Populate the new row fields.

When you have finished editing the table, click the "Apply" button to save the changes.

### **7.4.3. Catalog System Mapping Rows**

#### *ABLE (max 20 characters)*

Enter the variable name, such as **Title**.

The case is not important however the spelling must match exactly.

(It is preferable to **Title** and **Call** as names when those variables are used.)

#### *MARC (max 30 characters)*

Enter the identifiers for the MARC field(s) here. This is entered inside square brackets. One or more MARC fields may be associated with an **ABLE™** variable. Use a leading zero, if necessary, to ensure a 3-digit MARC field number.

For example, [050a][050b] will return subfields a and b from the LC call number in the MARC record. You may also concatenate subfields with spaces, periods, dashes, colons and semi-colons which will be incorporated into the **ABLE™** record on import.

#### *Editing*

The editing field determines how imported data will be placed in the **ABLE™** record:

If left empty, MARC data will be added only if the field is empty

"Append" will apply data to the end of existing data, if any.

"Insert" will apply data in front of existing data, if any.

"Replace" will replace any existing data with the imported MARC data.

#### *Truncation*

The truncation field is used to specify how much of a MARC field is imported into the **ABLE™** record. For example, if an author appears as "Smith, John" in the MARC record but you only want to see "Smith" in **ABLE™**, select a comma (,) as the truncation character.

You may choose a truncation character from the drop-down list or you may enter a character of your choice.

#### *Uppercase*

Click the checkbox in this field if you want the imported data to be converted to upper case.

#### *Substitution*

Space characters in the MARC data will be replaced by the character you have specified in this field.

For example, if the MARC data is seen as LITTLE RED RIDING HOOD but you would like LITTLE\RED\RIDING\HOOD to appear in the **ABLE™** record, specify a backslash (\) in the substitution field.

You may choose a substitution field from the drop-down list or you may enter a character of your choice.

## **8.0 A-Link**

The **ABLE™ Import** service provides an easy, industry standard, mechanism for importing AVIAC titles into **ABLE™**.

The Import Service operation is similar to Z-Link. Instead of a Z-Link screen, an A-Link screen is displayed.

Volumes are retrieved from the import file one at a time. As they are retrieved they are considered processed. The count of items processed is displayed.

The bar code scanning of the Library Bar Code, Call Number or ISBN/ISSN is also supported. The Library Bar Code may be saved in the **ABLE™** Private ID field.

### **8.1 Turning on the A-Link Service**

- a. The A-Link System interface is turned on and off using the **Setup: User Parameters: Enable A-Link** parameter.
- b. Choose an active A-Link Mapping Table in **Setup: User Parameters: A-Link Table**. The table provides a translation to map between the A-Link file fields and **ABLE™**. If no table is active, no translation is used.
- c. The creation and definition of the mapping tables is accessible by the menu item **Window: File Maintenance: A-Link Mapping**. Refer to [Table Setup and Maintenance](#).
- d. Display a Format or existing **ABLE™** record (either Title, Item or Piece).

### **8.2 Searching for a Title**

- a. Select **Alt-Shift-Z** or **Window: A-Link**. Refer to Figure 8.1.

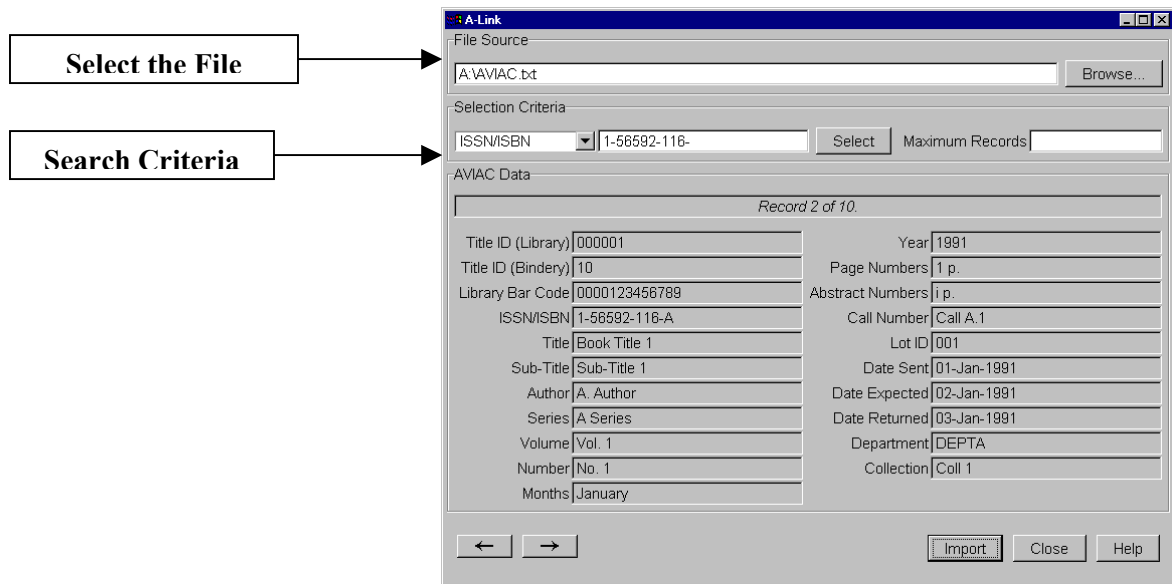


Figure 8.1 –A-Link Screen

- b. Select the file to process by filling in the **File Source** field. There is a **Browse...** Button allowing the user to find the desired file using a standard file choice dialog box.
- c. Search criteria is then entered. A pull-down list of available selection criteria to use, offering:

**Title ID (Library)**  
**Title ID (Bindery)**  
**Library Bar Code**  
**ISSN/ISBN**  
**Title**  
**Call Number**

Note: The **Next** and **Previous** buttons will retrieve the next available volume according to the selection criteria used *at the time the Select button was chosen*.

- d. Select the **Select** button to retrieve the matching records. If there are more than one matching records select the one desired using the ← and → buttons (to limit the number of records retrieved, enter a number in the *Maximum Records* field before choosing **Select**).
- e. Select **Import** to populate the Title Composition screen. The A-Link retrieval window is closed upon selecting **Import**.
- f. Use standard **ABLE™** services to save the record.

### 8.3 Table Setup and Maintenance

A-Link Mapping Tables are used to associate A-Link file fields with **ABLE™** fields/variables. Multiple Mapping Tables may be defined. Users may select a particular table to use through the *Setup: User Parameters: A-Link Table* menu option.

The **ABLE™ A-Link** setup screen allows easy customization of the association between **ABLE™** variable prompts, **ABLE™** fields, and A-Link file fields.

- a. Select *Window : File Maintenance : A-Link Mapping*. Refer to Figure 8.3.

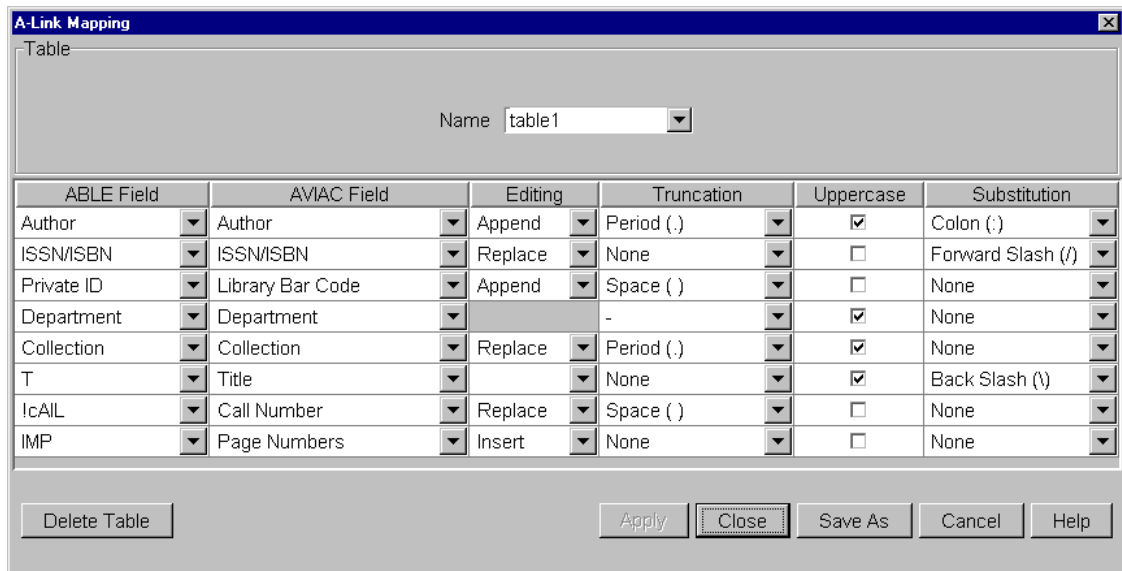


Figure 8.3 - A-Link Mapping Table

#### 8.3.1 Adding a New Table

If a table has not been previously defined, begin by entering a name in the Name field. You may use up to 30 alphanumeric characters including the underscore character.

One row will appear in the table and will contain a drop-down list of standard **ABLE™** fields: ISSN/ISBN, Private ID, Department, Collection.

You will want to add rows to the table in order to map AVIAC fields to **ABLE™** variables. To do so, right-click anywhere on the existing row and select "New Row". To complete the row, see the section entitled [A-Link Mapping Rows](#).

When all rows are complete, click on the "Apply" button to save the table.

### **8.3.2 Editing a Table**

Select the table you wish to edit by selecting it from the Name drop-down list.

To modify an existing row, place the cursor in the field(s) you wish to change and enter the appropriate information. If necessary, see the section entitled [A-Link Mapping Rows](#).

To add a row, right-click anywhere on the existing row and select "New Row". Populate the new row fields.

When you have finished editing the table, click the "Apply" button to save the changes.

### **8.3.3 A-Link Mapping Rows**

#### *ABLE (max 20 characters)*

Enter the variable name, such as **Title**. The case is not important however the spelling must match exactly. (It is preferable to **Title** and **Call** as names when those variables are used.)

#### *AVIAC*

The AVIAC field is used to specify an AVIAC field. Choose from the list of available fields. For example, "Library Bar Code" corresponds to the library bar code as found in an AVIAC record, while "Title" refers to the title as found in an AVIAC record.

#### *Editing*

The editing field determines how imported data will be placed in the **ABLE™** record:

If left empty, MARC data will be added only if the field is empty

"Append" will apply data to the end of exiting data, if any.

"Insert" will apply data in front of existing data, if any.

"Replace" will replace any existing data with the imported AVIAC data.

#### *Truncation*

The truncation field is used to specify how much of a AVIAC field is imported into the **ABLE™** record. For example, if an author appears as "Smith, John" in the AVIAC record but you only want to see "Smith" in **ABLE™**, select a comma (,) as the truncation character.

You may choose a truncation character from the drop-down list or you may enter a character of your choice.

#### *Uppercase*

Click the checkbox in this field if you want the imported data to be converted to upper case.

#### *Substitution*

Space characters in the AVIAC data will be replaced by the character you have specified in this field.

For example, if the AVIAC data is seen as LITTLE RED RIDING HOOD but you would like LITTLE\RED\RIDING\HOOD to appear in the **ABLE™** record, specify a backslash (\) in the substitution field.

You may choose a substitution field from the drop-down list or you may enter a character of your choice.

## Appendix A - Bindery Specific

This section includes the unique rules, parameters and directions for each ABLE™ Bindery.

### A.1 Fonts

Font	Size	Style	Description	Use
1	24 point	Horizontal	Numbers	Volume and year
2	18 point	Horizontal	Upper Case Alphanumeric	Title information
3	18 point	Horizontal	Upper & Lower Alphanumeric	Condensed - narrower than those of Font 2
4	14 point	Horizontal	Upper Case Alphanumeric	Condensed
5	18 point	Vertical	Upper & Lower Alphanumeric	Condensed
6	14 point	Vertical	Upper Case Alphanumeric	

### A.2 Spacing (Pitch)

Pitch (Spacing) is the amount of space that separates each level of lettering.

Spacing	Size	Description
2	2 picas	Standard

### A.3 Category

Category	Description
99	<b>Don't Save</b> - ABLE™ will not add or update any title with this category.
60	<b>Correction-Charge</b> - ABLE™ will not add or update any title with this category. (Library Error)
61	<b>Correction-No Charge</b> - ABLE™ will not add or update any title with this category. (Bindery Error)
81	<b>Insert</b> - Tip in (to add missing/)
82	<b>Insert</b> - Rebinds damaged pages

#### A.4 Level

Use the **Level Matching Chart** (numbered consecutively from 1 to 42) to match the lettering of a previously bound volume. Place the bottom edge of the **Level Matching Chart** even with the bottom edge of the "sample" volume and choose the level number that comes closest to each line of lettering. Type that number in the "Level" field adjacent to the words you type for each line.

Use the **Standard Level Selection Chart** (numbered 14, 17, 20, 23, 26, 29, 32) to determine the level to use for new periodical titles and for sets or series that must match each other. Place the bottom edge of the **Standard Level Selection Chart** even with the bottom edge of the volume to be bound and choose the highest level number panel within which the top edge of the volume falls. If one of the horizontal lines falls exactly even with the top edge of the volume, choose the level number immediately above that line. The number chosen indicates the level to use for the title of a volume of that size. If you place the **Level Selection Chart** against this page, you should see "Level 26" as the topmost panel that brackets the top of the page.

#### A.5 Excluded Text Key Words

Excluded Words never are part of the Text key of a Title.

Excluded Word
Any single letter or character (e.g., "a")
an
and
la
le
les
of
the

#### A.6 Formats

Format Code	Category	Class
01	Periodical	Custom
02	Periodical	Standard
03	Periodical	Budget
04	Periodical	Lumbind
05	Book/Paperback	Adhesive Bind
08	Book/Paperback	Sewing Option
09	Paperback	Acmebind
10	Paperback	Norcloth
11	Paperback	Norlam
12	Pamphlet	Clear-Vu
14	Thesis	Library

15	Thesis	Personal
17	Phase Box	Regular
17LF	Phase Box	Regular (Tan Lignin-Free)
18	Phase Box	Deluxe (Buckram Cover)
18LF	Phase Box	Deluxe (Tan Lignin-Free)
19	Enclosure	Double Tray Box
20	Enclosure	Pocket-Book
21	Enclosure	Portfolio
22	Photocopy	Flat
23	Photocopy	Folded
24	Petrim Only	(uncut signatures)
27	Newspaper	Up to 14 inches tall
28	Newspaper	Tabloid
29	Newspaper	Standard
32	Sample	
45	Textbook	
55	Reprint	Collected Papers
60	Correction	Charge (Library Error)
61	Correction	No Charge (Bindery Error)
81	Insert Pages	Tip in
82	Insert Pages	Rebind
95	Legal Bible	Control Volume
97	No Title	No Cloth
98	Front Cover Title	
99	Don't Save	
CP	Cloth Parts	Music
MP	Music Parts	
PP	Paper Parts	Music
UP	Uncovered Parts	Music

**A.7 Extras/Specials**

Code	Description	Code	Description
AA	All Ads Out	OC	Use Original Cover
AT	Additional Time	P	Pretrim
BE	Binding Slip Error (Customer)	P3	Pocket-3 1/2" Diskette
BS	Fill Out Binding Slip	P5	Pocket-5 1/4" Diskette
CO	Covers Out	PC	Pocket-Cloth
EC	Extended Cover (Tabs)	PK	Pocket-Cassette
F	Folds	PL	Pocket-Legal (Slot Style)
FB	Flush Bottom	PM	Pocket-Music
FT	Front Cover Title	PO	Pocket-Oversize
G	Greek Title	PV	Pocket-Video

<b>HL</b>	Hand Stamp Lettering		<b>PT</b>	Paper Tube (FOB)
<b>IO</b>	Index Out		<b>RL</b>	Rolled Lines
<b>LF</b>	Tan Lignin Free (TLF-phase box)		<b>R1</b>	1-Week Rush
<b>MI</b>	Multiple Issues (Books)		<b>R2</b>	2-Week Rush
<b>ML</b>	Match Lettering		<b>SE</b>	Stubbing-Extra
<b>MB</b>	Mount Back Cover		<b>SH</b>	Stubbing-Height
<b>MF</b>	Mount Front Cover		<b>SR</b>	Stubbing-Regular
<b>MS</b>	Mount Spine		<b>SW</b>	Special Work
<b>MP</b>	Parts-Music - cloth covered)		<b>S</b>	Sponge
<b>CP</b>	Parts-Cloth - Music		<b>TI</b>	TattleTape Installed
<b>PP</b>	Parts-Paper - Music		<b>TL</b>	Legal Bible over 2" thick
<b>UP</b>	Parts-Uncovered - Music			

**A.8 Leaf Attachments**

<b>Code</b>	<b>Description</b>	<b>Flat / Round</b>	<b>Spine</b>
<b>RF</b>	Retain sewing	Flat	Y
<b>RR</b>	Retain sewing	Round	Y
<b>HF</b>	Hand sew	Flat	Y
<b>CF</b>	Center sew	Flat	Y
<b>AF</b>	Adhesive bind	Flat	Y
<b>AR</b>	Adhesive bind	Round	Y
<b>OF</b>	Oversew	Flat	Y
<b>OR</b>	Oversew	Round	Y