The Cattery's Standard(tm) 2003

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Introduction

Welcome

Man's Best Friend Software welcomes you to the growing number of users of the finest and most popular software product for the breeders and exhibitors of fine Cats: The Cattery's Standard™. Thank you for your support. In return for that support, you have just acquired an outstanding product, fully capable of handling every need of your cattery, its business, and its breeding and exhibition activities.

A Brief History

This is the fourth major release of The Cattery's Standard™. The first incarnation of this product came out in September of 1994.

Since its inception, Man's Best Friend Software has prided itself on the fact that The Cattery's Standard™ is the technological leader. In 1991, our Dog program, The Breeder's Standard™ was the first breeder program to embrace Microsoft® Windows™. Our NETigree® interactive Internet pedigree maker is by far the most used form of web-based pedigree.

Version 2003 is a moderate-major enhancement of the product, with new additions to its functions, in line with the latest design philosophies, and with our commitment to keep our product offering substantially ahead of the competition. As you will find out, ease of use was our absolute primary design goal. This has emerged in a stable program, which literally does not need this manual for you to learn how to use it.

We have added over 120 new features in this release, including the Sheegwa™ online help answer engine and DataMaster™, which empowers you to make massive changes to the database in one simple, powerful step.

Audience for this Manual

This manual is intended for those persons who need a point of reference for the operation of The Cattery's Standard™ 2003. The program is intended to be easy to use for all skill levels, and tool tips and switchable field tips are liberally provided to make it easy to learn the program's use and behavior.

This manual provides a synopsis of every function that The Cattery's Standard™ offers. The "How do I..." section offers helpful step-by-step tips on how to do many basic functions.

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Getting Started

What You Need

The Cattery's Standard 2003™ is designed to run correctly on all versions of Microsoft® Windows 95, 98, 2000 and Windows NT. The minimum configuration for this program is:

1. Intel™ Pentium™ II 300mHz or better

2. 64MB of RAM (128MB is Ideal)

3. SVGA display with at least 16-bit color or better, with a screen resolution of 800 by 600 pixels preferred.

4. 18-24MB of free disk space (34MB is ideal).

5. Microsoft® Windows 98, 2000, NT (3.51 or newer), ME or any edition of Windows XP.

Generally speaking, any IBM-Compatible computer with Windows 98 or newer in general availability on or after June 1, 1998 will work with The Cattery's Standard 2003™.

Installation: Ready, SETUP, Go!

The Cattery's Standard™ comes on a CD-ROM. It comes with an installation program named SETUP.EXE. This program will create a directory and install The Cattery's Standard™ into that directory, and will make and adjust settings in the computer necessary to properly run The Cattery's Standard™

Installing on Windows NT 3.x:

To Install, place the diskette into the drive. From the Program Manager, select "File" from the Menu Bar, and select "Run..." from the menu that drops down.

Type the drive letter of the drive where the diskette is inserted instead of [drive]. for example, if you placed the diskette in to drive A:, you'd type A:SETUP.

SETUP will also add a file to your Windows Directory to tell The Cattery's Standard™ how to display its windows, where to find its databases, and who you are (for Cat Records and Pedigree Printouts).

SETUP will ask you these questions as it runs; all you need to do is fill in the blanks.

Windows 98, NT 4.x, 2000 and XP

Simply place the CD into your CD-ROM drive, and the installer for all of our programs will start. Then, after that, you will simply need to choose The Cattery's Standard 2003™ on the popup window to commence the installation.

What Happens Then?

After you do this, The Cattery's Standard™ will proceed to install itself onto your Hard Disk. This will include creating a directory on your hard disk, copying its programs and databases into that directory, installing the Windows Libraries for its database into Microsoft® Windows (this will not affect your other programs), creating a Program Manager Group to hold the Icons for The Cattery's Standard™, and then placing the icons into that group.

Upgrading from Previous Versions

If you are on TCS Version 2, you will need to run the TO2001 data convertor. Please contact our product support department for assistance. Version 2001 customers need not do anything; the installer will handle the migration for you.

Registration

Why we Require You to Register

We need to know who has which copies of the program. This helps us to know who is buying the program, and allows us to keep your costs low by preventing software piracy. The Software Publishers Association (SPA) estimates that over 50% of business PC software is illegally-used, and over 65% of personal PC software is illegally-used. This is *stealing*. Software companies cannot operate unless they are paid for what they produce.

We could raise prices to cover our costs, but this penalizes our honest customers by making them pay for the pirates' copies of the software. Instead of that, we keep our price low and make it nearly impossible to illegally use The Cattery's Standard™. We plan to know *everyone* who buys our program, and to make it so that any illegal copy of the software is traceable, identifiable and practically unusable. This means that we'll be paid for our hard work, and in turn, you'll be paying less for the software and for technical support.

What This Means

When you pay for The Cattery's Standard™, you are *required* to register the program. The Cattery's Standard™ will run on your computer for up

to 14 *calendar days* after installation without being registered. You'll get a pop-up to remind you that you need to register to continue use of the software. After 14 days, when you start The Cattery's Standard™, you will receive the registration window (see "How to Register" on page 10), and will need to call us at the number in the window to obtain your registration key. Not entering the registration key will mean that The Cattery's Standard™ will not operate until it is entered.

Until the program is registered, the word "UNREGISTERED" will appear on all pedigrees the program prints, and the name on the pedigree will read UNREGISTERED USER. The same will happen on Bill of Sale and Contract forms.

How to Register

From the Help menu, choose the "Register..." option. This will start up the Registration window.

The registration window looks like this:

Figure: The Cattery's Standard™, Registration Window

Type in your name as you want it to appear on the Pedigree. Also, type in the control number from the inside front cover of this manual. Call us at the number on the window, and give us the name and control number. We'll verify that you are the owner of the control number, and will issue you a registration number. You type in the registration number and click on the "Register" button. The name you type in will appear on all pedigrees. If you choose, you can also register MegaPed™ at the same time or anytime later.

If you lose your registration number, and have to re-install the software, call us and we will issue you a new one, provided you are legally licensed to use the software.

Using the Program

Starting the Program

When the program is installed, you can commence using the program at once. The Cattery's Standard™ is installed into a program group or Windows 95/NT 4.0 folder named "The Cattery's Standard™" You double click on the icon to start the program.

When you do this, the following window will appear:
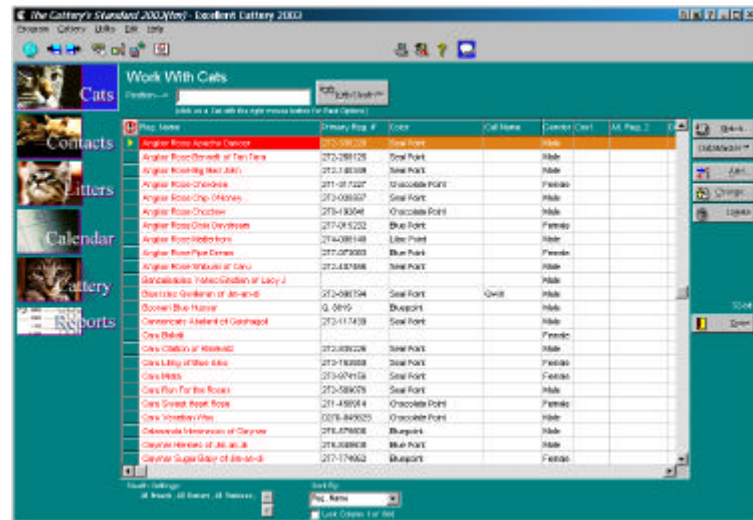
Figure: Main Window, The Cattery's Standard™ 2003

The Notebook Concept

Think of the cattery window as a notebook with several "pages", each page representing a certain type of information for the cattery. All major windows in The Cattery's Standard™ are set up as notebooks.

The window is divided into several areas:

Title Bar: This contains the name of the program, followed by the name of the active cattery.

Speed Bar: Contains several buttons which speedily bring up several functions of The Cattery's Standard™. If you are unsure of what a speed button does, place your mouse arrow over the button but *do not click.* You will get a tool tip.

Page Buttons: These are the buttons along the left hand size of the window which have pictures in them. The buttons in the top

group will show part of the data for the cattery to the right of the buttons. The bottom group will pop up a window of reports. The page button which is active will have a bright blue background.

Page Area: This is located to the right of the page buttons. The page area will change to match whichever page button is clicked last.

Action Area: this is to the right of the page area and always has only buttons in it. The buttons will let you add, change or delete records in the list which is on the screen, or if the screen is full of information, will save or cancel changes to that information, and will also have the exit button for the window. The buttons always know which page is active, and you don't have to worry.

The top page button is always the first one active when a window opens.

Some Things to Know

Moving between Fields

Use the TAB key to go to the next field in the window. Use the Shift and Tab keys together (SHIFT+TAB) to go backwards to the previous field in the window.

Required Fields and Optional fields

A Required field is a field which The Cattery's Standard™ needs to have in place in order to save the record you are trying to add or change. Sometimes, a field is simply needed so that the database will make sense. The Cattery's Standard™ tries to keep as many fields as possible optional, not required, so that your job of entering data is easier.

Until you type in all required fields, the "Save Button" for the record you are trying to add or change will not be active. You will know which fields are required fields because the description text to the left of the field will be underlined. The description text for optional fields is not underlined. If a choice you make can change the fields that are required (for example, Cat status), then the change in the choice will cause the newly required field descriptions to be underlined, and the newly optional field descriptions will lose their underline. When you use TAB to go to the next field, The Cattery's Standard™ checks automatically for required fields and activates the save button accordingly.

Typing in Dates – Pop Up Calendar

Everywhere in The Cattery's Standard™ you can enter a date has a date field set up. Date fields in The Cattery's Standard™ have a pop-up calendar. You know this is available because you see the calendar icon in the right side of the field. Here is an example date field:

Born: 07/28/1998 📅 Da
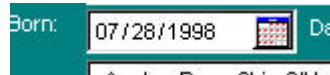
Click on the calendar to pop up the calendar, or you can press ALT+DOWN ARROW to pop up the calendar. When you do, you will see:

| 06/07/2000 📅 | Date Died: |

| ◀◀ | ◀ | Jun, 2000 | ▶ | ▶▶ |

Choose a Date

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

✏️ 📋 ✓ Accept ✗ Cancel
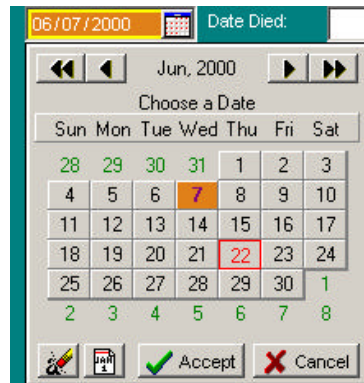
Use the arrow buttons to advance or retract the calendar one month at a time. The Double-arrow buttons will move one **year** at a time. Double click on the day to choose a date and close the calendar back up. Pressing the ESC key will close the Calendar without choosing a date.

Numbers -- Pop-Up Calculator

In most places in The Cattery's Standard™ where you can enter a number, we provide you a pop-up calculator for your use. You know which fields have a pop-up calculator available by the calculator icon at the right hand edge of the field. Here is an example of a number field with the calculator:

| Wright Coeff.: | 0.00000 🔢 | 🔢 Calc.. |

When you click on the calculator icon, or press ALT+DOWN ARROW in the field, the calculator will pop up. The pop up calculator looks like this:

| Wright Coeff.: | = 0 🔢 | 🔢 |

Stud
| 7 | 8 | 9 | / |
Date Died:
| 4 | 5 | 6 | × |
of Kitznka
| 1 | 2 | 3 | - |
0111791 0
| 0 | . | % | + | Inf
| Clear | ± | = | Inf
| Accept |

Typing in numbers and using the +, -, *, / keys, you can use the keypad like a calculator. Click the Accept button or press the Enter key to close the calculator and save the calculation. Press the ESC key or click the Clear button to close the calculator without saving any result.

Automatic Phone Dialer

The Cattery's Standard™ stores telephone numbers in several fields. If you have a modem connected to the same telephone line as your voice telephone, you can configure The Cattery's Standard™ to automatically dial phone numbers for you using the contents of the field. Fields which have the auto-dialing capability are denoted by a "Ringing Phone" icon on the right side of the field. A Phone dialer field looks like this:

Click on the phone icon to dial the number. The Phone Dialer uses Microsoft's TAPI (Telephone Application Programming Interface) to dial your phone. See the Microsoft documentation at http://www.microsoft.com for more details on TAPI and configuring it for your PC.

Operational Goodies

These are the things that make The Cattery's Standard™ stand well above the rest of the programs out there. Here is a list of our most unique and helpful features:

Screen Shot Button

Every window in TCS 2002 has a button on the title bar. That button has a picture of a printer on the button, and pressing that button will print a screen shot of the window. This is a quick way to save reference information, or to illustrate some for our Product Support department.

Tip of The Day

Whenever you start The Cattery's Standard™, the program will show you a Tip of the Day in a pop-up window. This window will randomly display one of many helpful hints for using The Cattery's Standard™ If you wish to bypass this, you can do so by un-checking the check box at the bottom of the window.

The Tip of the Day window looks like this:
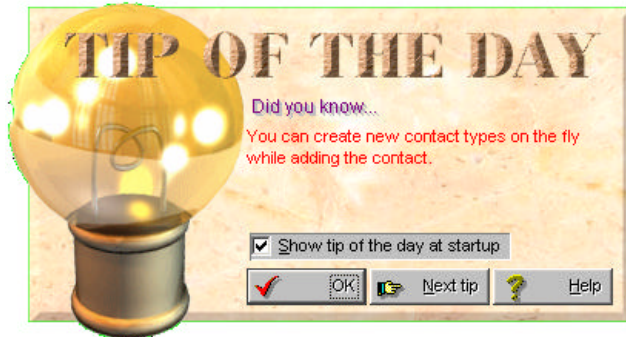
Figure: Tip of the Day Window

You can see additional tips by clicking the "Next Tip" button.

The Program Menu

The Cattery's Standard™ has a menu, organized into several groups of functions. To use a menu, click on the menu heading at the top of the window, and choose the relevant option. Then choose the action from the list that drops down.

Speed Bar

The speed bar contains buttons which quickly start key functions in The Cattery's Standard™, without having to navigate the menu to find what you need.

Program Preferences

The Cattery's Standard™ gives you the flexibility to control what the program looks like, and, in certain areas, how it operates. This control is offered in the Program Preferences window. Choosing Program Preferences from the File menu, or clicking on the preferences button on the speed bar will open the program preferences window.

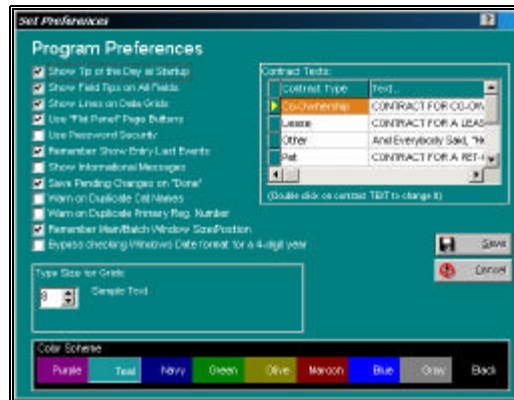The Program Preferences window looks like this:

Figure: Program Preferences Window

This window enables you to change several options. You have the following things to work with:

Show Tip of the Day at Startup: If you put a check in this box, you will get the Tip of the Day window when you start up The Cattery's Standard™ (for more information, see "Tip of The Day" on page 14).

Show Field Tips on All Fields: This will activate Field Tips, which will give you pop-up hints on fields and buttons as you place the mouse pointer over them.

Show Lines on Data Grids: This will, for every data grid, control whether horizontal and vertical lines display between every column and row of the grid.

"Flat Panel" page buttons: This will, for all page buttons in The Battery's Standard, make the button outline disappear, *except* when the mouse pointer is over the button. This effect is very similar to Microsoft Office 97 and Internet Explorer 4.0, and is constantly activated in the speed bar. Many people think it makes a program easier to use by giving the user an active visual cue of what a click would do at any given place where the mouse pointer is..

Use Password Security: This will activate password security, which will require you to sign on to The Cattery's Standard™ when you start the program.

Remember Show Entry Last Events: This will cause The Cattery's Standard™ to remember the last event(s) you used in printing a show entry.

Show Informational Messages: The Cattery's Standard™ has messages which inform you of progress events in the program (for example, when The Cattery's Standard™ saves a record in the database). Sometimes, you need these messages to verify all is well, but most of the time they're annoying. Placing a check

mark in this box shows the messages. If no check is in the box, the message is not shown, but The Cattery's Standard™ still beeps so that you know the action was completed.

Save Pending Changes on Done: This will, if checked, cause The Cattery's Standard 2003™ to save any pending database changes in a window when you click its Done button. Otherwise, The Cattery's Standard 2003™ asks you if you want to close the window and discard the changes you have made.

Warn on Duplicate Cat Names: When you use this feature, and enter a duplicate name in the cat information window (see "Cat Information" on page 38), TCS 2003 will issue a warning message to prevent you from entering the same animal twice.

Warn on Duplicate Primary Reg Number: This will do the same as for duplicate cat names, except for primary registration number.

Remember Main/Batch window Size/Position: This will cause TCS to remember the size and placement of the main window, and of the batch operations window. This allows you to use more of your screen if you use higher resolution. Combined with Type Size for Grids, it can allow you to show data in a significantly larger size.

Save Pending Changes on Done: This will, if checked, cause The Cattery's Standard™ to save any pending database changes in a window when you click its Done button. Otherwise, The Cattery's Standard™ asks you if you want to close the window and discard the changes you have made.

Type Size for Grids: The Cattery's Standard™ enables you to resize the windows which show data. Many of these windows contain data grids which grow in size when you enlarge the window itself. If you have a large monitor, you can choose to enlarge the data grid type size so you can see it better. This also enables you to reduce the type size to fit more data on screen. You can set any size from 5 to 30 points. 8 points is the default size.

Color Scheme: This changes the window colors throughout The Cattery's Standard™ to one of seven colors.

Contract Text

The Cattery's Standard™ has the capability of generating up to five different forms of Contract. These are: Standard, Co-Ownership, Pet, Leasing, Other. Each contract can have body text of up to 65,535 characters. The heading, signature lines, Your information (taken from the Cattery Information and your registration), the purchaser's information (taken from the Contacts file), and the details of the transaction and the Cat involved in it are provided in the base contract. Your lawyer only needs to write up the recitals.

The contract texts are displayed in a data grid, and are in order by type. The contract type is determined at print time using the contract type field on the Transaction record (see "Add/Change Transaction" on page 50).

Once your attorney drafts the contract text, you may enter it in the program by double-clicking the "Text..." field next to the correct type of contract. This brings up the Contract Text pop-up window. Type in the text, hitting return *only* after a complete paragraph. Click OK in the Contract text pop-up window when finished to save your entries.

IMPORTANT - From the License Agreement: "You are notified that the Bill of Sale and Contract produced by this software are *not* guaranteed to meet the legal requirements of your locality, and expressly hold Man's Best Friend Software harmless for their use. You understand that contract text is not provided to you, and that you are expected to retain the services of a licensed attorney in your locality to draft contract language suitable to your needs. You, in any event, acknowledge that Man's Best Friend Software has no liability in any circumstance with respect to the use or enforceability or legality of any Contract or Bill of Sale produced by the Software." (See "Copyright and License" on page 2)

Hints for Attorneys Drafting Contract Text

When drafting the contract language, have the client print up the contract for a transaction. This will allow you to see the preamble and signature lines. You may also wish to see the Bill of Sale document produced by The Cattery's Standard™.

Refer to Selling party as SELLER. Refer to purchasing party as BUYER. Refer to the animal as CAT. Refer to the consideration as PRICE. If you wish your client to paste in rather than type in the text, then prepare it in a text file, with a carriage return only at the end of a paragraph (the contract module will break lines as it needs to). Then the client can use NOTEPAD to copy to the clipboard, and can paste it into The Cattery's Standard™.

Field Tips

Field tips are a type of tool tip. These are switched on and off from the Program Preferences window or from the speed bar, by clicking on the "voice bubble" speed button at the right hand side of the buttons on the speed bar.

Here is a sample Field Tip:
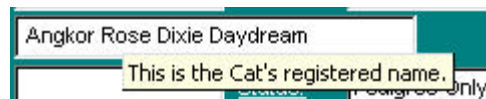
Figure: Sample Field Tip.

Password Security -- Signing On

If you choose to activate Password Security, you will need to sign on to The Cattery's Standard™ by supplying your User ID and Password (see

"Add/Change Users" on page 103). The Cattery's Standard™ comes installed with this option turned off. In case you turn it off before adding your User ID to the database, you can still get into the program using the following:

User ID: **TCSNEW**

Password: **TCSNEW**

The sign on window does not care if you type in uppercase or lowercase characters; everything is made uppercase by The Cattery's Standard™ automatically.

You simply type in the User ID and the password and click OK, or press Enter. Clicking Cancel will shut down The Cattery's Standard™.

Sheegwa™

New to TCS 2003 is the Sheegwa™ English-language help system. Sheegwa is a feature that our competition has not even figured out how to begin to implement, yet we have it up and running for you now in TCS 2003.

Sheegwa™ enables you to ask it a question in Plain English, and to receive a list of help topics that answer the question you just posed.

Sheegwa™ is available on the Help Menu, and on the top of virtually every window in TCS 2003. On the window bar, you'll see a n icon with a picture of a cat, like the one highlighted below:

Clicking that icon will bring up the Sheegwa™ window for your immediate use. Sheegwa is designed to show you a place for your question, as well as a list of answers.

When you click to Activate Sheegwa, you will see this window:

Figure: Sheegwa™ Initial window.

When you have received the Sheegwa window, please type in a question. When you have finished typing in the question, press Enter or click the Answer button. Sheegwa will then look for topics in the TCS 2003 help file that best answer your question and will display those topics in a list for you to choose to review.

Sheegwa's topic list looks like this:

Figure: Sheegwa™ With answers shown.

These answers are shown from the most likely answer down to the least likely answer. Double click on a topic, or click the topic once and then click the "Show Help…" button to read the topic.

You can click as many topics as you wish. When you are done reading, you may click the Done button to close Sheegwa.

Cattery Records

Cattery Records – An Introduction

The Cattery is the foundation of The Cattery's Standard™ You can have up to 2 catteries in your program in the base price; additional licensed catteries come at an additional cost.

The main window of The Cattery's Standard™ is the Cattery's window. It's divided as follows:

Cats

Contacts

Litters

Calendar

Cattery Info

Each section has its own page button. This chapter will explain exactly what each page does and what options are available.

Choosing a Cattery

To choose which cattery you want to work with, use the Program menu, and select the "Choose a Cattery" option. Whatever cattery you choose will be the current cattery for the program for this and every other session of The Cattery's Standard™ until you choose another cattery.
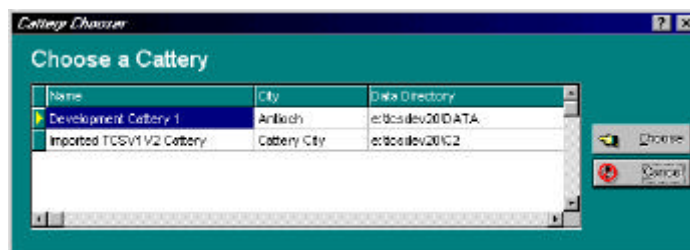
Choose Cattery looks like this:

Figure: Choose Cattery window

Click on the cattery you choose and click the "Choose" button. To give up on changing the cattery, click the "Cancel" button.

Adding a New Cattery

You can add catteries to The Cattery's Standard™ up to your limit of catteries. The base program will allow you to enter two catteries. If you need more catteries, call us, pay the fee for the number of additional catteries. We'll issue you a new registration number, and The Cattery's Standard™ will increase the number of catteries you can then use to your newly-purchased limit.

When you add a cattery, The Cattery's Standard™ will prompt you for a directory name for a cattery. *You can only have one cattery per directory.* If no name is typed in, The Cattery's Standard™ will make a directory in its own directory, set up the cattery, and place you in the Cattery Information page so you can enter the Cattery information. You will be required to finish entering the cattery information to continue.

The Choose Cattery Directory window looks like this:

Figure: Choose Cattery Directory window.

Choose the directory by picking the part of the directory tree you want to be in , and then type in a name in the **Dir. Name** prompt. Make sure this does not already exist on your hard disk drive. Click the "Create" button to make the directory and to create the Cattery information for this new cattery.

Deleting a Cattery

You can delete a Cattery. This will reduce the number of catteries you are using, and will allow you to create a new cattery within the limits of your license. All data files and the Cattery information will be permanently deleted. You can only use the backup wizard to restore the cattery if you have a spare cattery available in your license.

Cats

The first page is Work with Cats. You are presented with a list of Cats from the cattery you are working with. You have the following fields displayed:

Registered Name

Call Name

Primary Registration Number

Gender

Alternate Registration 1

Alternate Registration 2

Date of Birth

Color

Wright Inbreeding Coefficient

Breed

Date of Death

Stud Book Date

Tag/Tattoo Information.

You can choose which fields display in what order by dragging your mouse. If in Program Preferences (see Program Preferences on page 15), you select the "Remember Main/Batch window size and Position", these settings will be remembered for you.

Here is the cattery window with the Work with Cats page active:
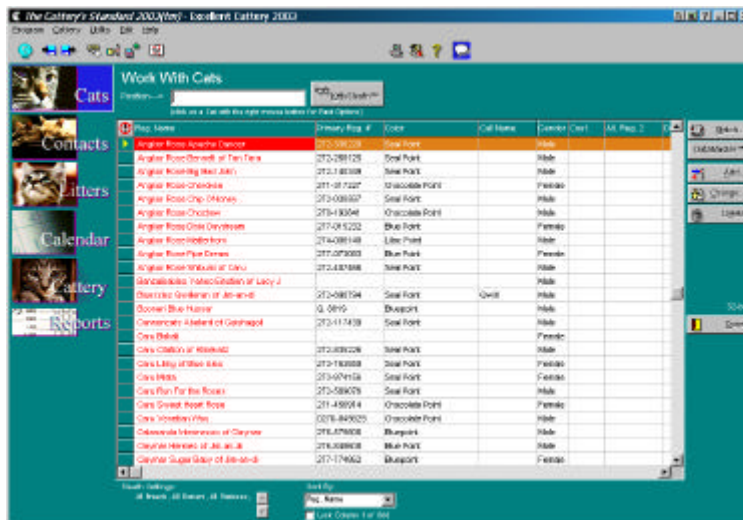

Figure: Work with Cats Page, Cattery Window

You have the following fields to work with:

Position Field: Type in characters of the name or number you have the list sorted by. Uppercase or lowercase does not matter. As you type each character, The Cattery's Standard™ will move the Work with Cats data grid to the first record where the name or number starts with the typed information.

Sort By: This lets you choose from name, call name, and primary registration number as fields by which to sort the data.

Lock Column 1 of Grid: Place a check mark to "lock" column 1 of the grid into place. When you horizontally scroll through the data grid, you will see that Column 1 stays in place. Ideal to keep the cat's name in sight at all times.

You have the following buttons:

Batch: TCS 2003 uses this button to launch the batch window, that lets you add the same record to many different cats at once, for transactions, medical and shots.

DataMaster™: Activates the DataMaster™ search and replace engine for cleaning up the cat database.

Add: This will cause The Cattery's Standard™ to add a new Cat record using the Cat Notebook.

Change: This will open the Cat notebook with the selected Cat. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted Cat from the database.

If you click one time on a record, and then click the *right* mouse button on the data grid, you'll receive a pop-up menu with the same Add, Change and Delete options as on the buttons, with identical effect.

KittySleuth™

KittySleuth™is a search engine for your cat database. Whatever you choose to look at will be displayed in the Work with Cats window's data grid. It gives you numerous fields to choose to search on.

KittySleuth looks like this:

Figure: KittySleuth™ window.

KittySleuth gives you the following options:

Reg. Name Begins With: Will display all cats whose registered names begin with the entered data. Uppercase and lowercase do **not** matter.

Reg. Name Contains: Will display all cats where the typed information appears **anywhere** in the cat's registered name. Uppercase and lowercase do not matter.

Breed: If all breeds is checked, then all breeds will be shown,. If not checked, choose the breed in the lookup control and only cats of the chosen breed will display.

Animal Color Begins With: Will display cats where the color field begins with the characvters you type. Uppercase and lowercase do not matter.

Gender: If you choose 'none selected', then cats will be displayed regardless of Gender. Choosing Male or Female will cause cats of the selected gender to be displayed.

Show These Statuses: If you choose "All Statuses", then cats will be displayed without any regard to the status. If this field is unchecked, then only cats of the specific statuses that have check marks in them will be displayed.

Owned By: If you choose "Anyone" then cats will be displayed without regard to ownership. If this is not checked, then only cats with an owner who is the name displayed in the contact drop-down field will be displayed.

Registrations (Beginning With): Whatever you type into the three registrations fields (Primary, Alt 1 and Alt 2) will be

compared to the cats and all cats whose registrations begin with these characters will be displayed. Uppercase and lowercase do not matter.

Important: It is vital to remember that these selections are **cumulative**. That means that if you select Bengals for the breed, female for the gender and John Smith as the owner, you will get all female Bengals owned by John Smith. All cats that do not meet **all** of the conditions you type into KittySleuth will be rejected and **not displayed**.

Click OK to apply your conditions.

Click CLEAR to remove all selections and *display every cat* in the TCS 2003 database.

Click CANCELto close KittySleuth and leave the selection as it presently is.

KittySleuth will change the number of cats displayed in Work with Cats.

If you are unsure about what your settings are, simply refer to the bottom of the main window. The "Sleuth Settings" will tell you what is chosen.

Here is an example:
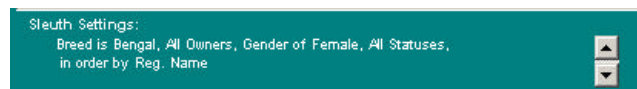
Figure: Sleuth Settings area, Main Window.

Fast Options

When you choose to open a cat, it always opens onto the Cat information page (see "Cat Information" on page 38) if you double-click the cat or choose the Change... button. Then, to access other features, you need to choose the page button for that cat's feature. In order to make this faster, we have included Fast Options.

To use Fast Options, you click on the cat you want with the *right* mouse button. Up will pop a menu which looks like this:
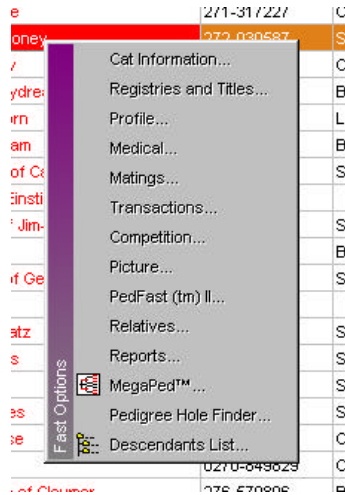
Figure: Fast Options Menu

To go to specific sections of a cat's record, simply choose the appropriate menu option. The cat's window will be opened, with the appropriate page already selected for you.

Pedigree Hole Finder

The Pedigree Hole Finder will search through 10 generations of ancestors and identify all ancestors who are missing a Sire or Dam. These "holes" empower line-chasers to locate msiing ancestors rapidly, and to get a report.

Simply right on the animal in Work With Cats or Work with Relatives and choose Pedigree Hole Finder. A preview window will come up for the report, and you can read it on the screen or print it.

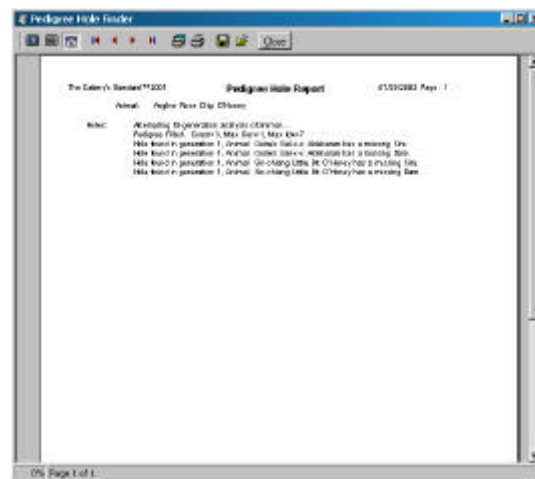Pedigree Hole Finder looks like this:

Figure: Pedigree Hole Finder Preview Window.

Use the buttons at the top of the window to navigate pages or to print the report.

Descendants List Analyzer

New for TCS 2003 is the Descendants list analyzer. This is an interactive view of four generations of descendants in a pop-up window, and includes a printable report with the same information that appears in the window.

To start the analyzer, click on the animal in Work With Cats with your right mouse button, and choose the Descendants list analyzer option. You will get a pop-up window.

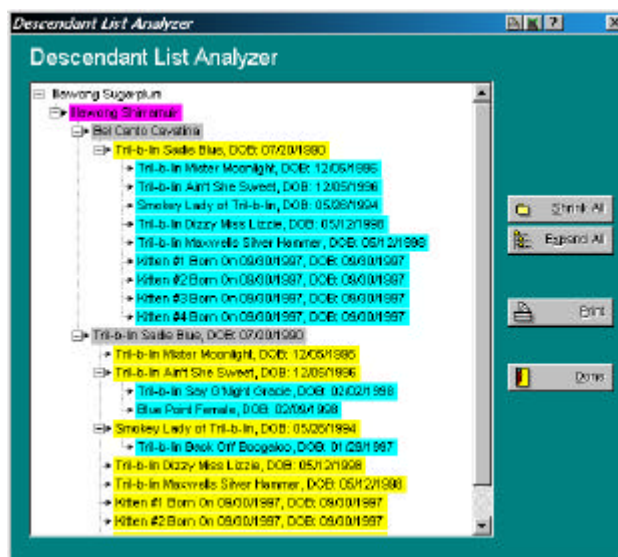The Descendants list analyzer pop-up window looks like this:

Figure: Descendants List Analyzer

In the analyzer window, descendants are color coded by generation to make the chart easier to follow. First generation descendants are fuchsia, second generation descendants are light gray, third generation descendants are yellow, and fourth generation descendants are aquamarine.

You have the following buttons on the window:

Shrink All: This will shrink away all of the descendants and leave you with the target animal only.

Expand All: This will show every descendant in the tree.

Print: This will open a print preview window containing all of the animals in 4 generations of descendants.

Done: This will close the pop-up window.

The Descendant Tree

If you click on the tree where there is a Plus (+) sign in a box, that action will show that animal's descendants.

If you click on the tree where there is a Minus (-) sign in a box, that will hide all of the descendants for that animal.

The purpose of this is to let you analyze different portions of an animal's family tree separately. For example, you may want to see the descendants of one specific descendant while hiding some others.

You can also scroll the tree up and down.

If the animal has a date of birth on its record, the Analyzer will include it with the animal's name.

DataMaster™

DataMaster™ is a new feature for TCS 2003. It is designed to allow you to do global search and replace operations on the entire cat database.

DataMaster enables you to:

> Search for a specific word or part of a word in the Registered Name, Call Name and/or color fields, and to replace it with something else

> Change the Registered Name, Call Name and/or Color fields to all capital letters, all lower case letters, or to use the proprietary TCS 2003 "Smart Capitalization" function to render the Name in Upper and lower case letters.

WARNING: DATAMASTER IS A POWERFUL FUNCTION. IT WILL CHANGE MANY IF NOT *ALL* OF YOUR CAT RECORDS. THESE CHANGES CANNOT BE UNDONE, UNLESS YOU RESTORE FROM A GOOD BACKUP. MAKE A BACKUP *BEFORE* YOU ACTIVATE DATAMASTER (See "The Backup Wizard**" on page 87)!**

DataMaster™ is activated by a button on the right hand side of the Work with Cats window. When you click that button, you will get the DataMaster™ window.

DataMaster™ looks like this:

Figure: DataMaster™window.

You are enabled to change the Registered Name, Call Name and Color fields. You can do Search-and-Replace for characters within a name, and you can do Capitalization tasks.

DataMaster™ Fields and Controls

DataMaster is designed to do as many as six basic things to every cat record in the database. The things that DataMaster will do are 1) capitalization work; and 2) Search/Replace. DataMaster will do these things to the Registered Name, Call Name and/or color fields for each cat record.

Capitalization

For capitalization, DataMaster gives you four options. These options are:

ALL CAPS

all lowercase

Smart Capitalization

No Change

ALL CAPS will simply change every letter of a cat's name into an uppercase of the same letter. So, you may have a cat's name look like:

FANCYFEAT FANCYPAWS OF HOWARD.

all lowercase will simply change every letter of a cat's name into a lowercase of the same letter. So, you may have a cat's name look like:

fancyfeat fancypaws of howard

Smart Capitalization uses special formulas we developed just for properly capitalizing animal names. Each word is analyzed for position, contractions, link-words, certain idiosyncratic spellings, and other factors. So, you may have a cat's name look like:

Fancyfeat Fancypaws of Howard

No Change does nothing to the field with respect to capitalization.

Search and Replace

Search and Replace is DataMaster's heart of power. DataMaster will look for any characters in the field, and will replace them with exactly what you type.

If, for example, some cats have a cattery name of AbyHouse and others were entered with the possessive of AbyHouse's, DataMaster will make it easy to remove the possessive form.

Simply type AbyHouse's into the From field and AbyHouse into the To field. If you only want to do this in the first word of the Registered name, simply put a check into the "Only at start of name" box. If you check the "ignore case" box, you'll get all changes where the letters match regardless of capitalization: AbyHouse, Abyhouse, ABYHOUSE and abyhouse will all match.

Effectively Using DataMaster™

DataMaster is a powerful tool, and there are some easy tips to make it work better. Here they are:

1. **Use Search/Replace for difficult capitalization.** For example, if you were to have a cattery named AbyHouse, Smart Capitalization would render it Abyhouse. If you then use Search and Replace to change all occurrences of Abyhouse to AbyHouse, you will have corrected all cats in the database rapidly.

2. **Use Spaces for word search and replace.** For example, if you have the word Aby, you could type in ABY[space] and would not change any AbyHouse occurrences.

3. **Use ALL CAPS before Smart Capitalization.** It will give you a clean slate and you will better see the changes. However, the result will not be different than if you do not do this.

4. **BACK UP YOUR DATA!** Can we stress this enough? We cannot undo these changes. TCS 2003 will warn you about this as well. Make a Backup BEFORE you begin using DataMaster **(See "**The Backup Wizard**" on page 87)!**

Contacts

A "Contact" is any person or company which is affiliated in any way with the cattery. Examples of contacts include breeders, owners, show judges, buyers or sellers of Cats and veterinarians. The Cattery's Standard™ stores the name, address, phone numbers, Email address and comments for contacts.

Work with Contacts shows the contacts which are presently in the database, and lets you add, change or delete them. You can also view lists of Cats which are affiliated in any of several ways with the contact.

Contacts are critical to The Cattery's Standard™ because every name and address stored in The Cattery's Standard™ is in the contact database. Your contact database supports special features, such as mailing labels, Rolodex cards, and automatic phone dialing (requires a modem in your computer).

The Work with Contacts data grid displays these fields:

Name

Voice Phone

City

State

Country

FAX Phone

Mobile Phone

Here is the Cattery window with the Contacts page active:
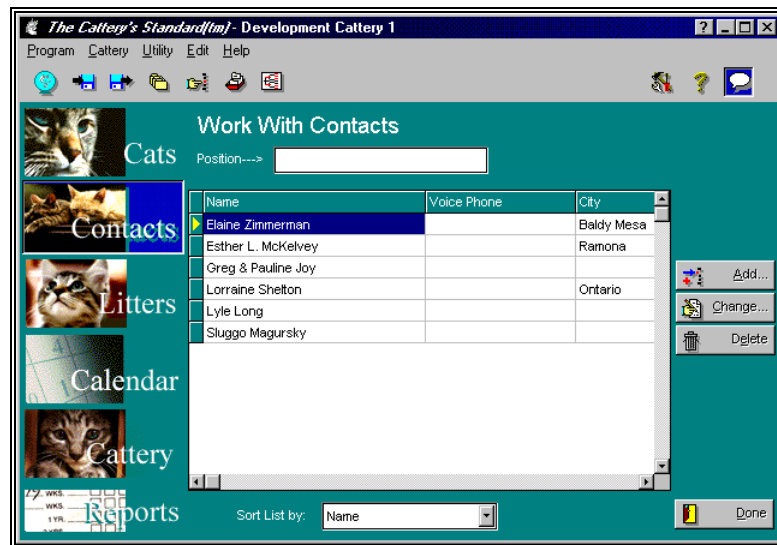
Figure: Cattery Window, Work with Contacts page.

You have the following fields to work with:

> **Sort List By**: Choose to put the list in order by Name, City or Voice Phone number.

Position Field: Type in characters of the name or number you have the list sorted by. Uppercase or lowercase does not matter. As you type each character, The Cattery's Standard™ will move the Work with Contacts data grid to the first record where the name or number starts with the typed information.

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new Contact record using the Contact Notebook.

Change: This will open the Contact notebook with the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted contact from the database.

If you click one time on a record, and then click the *right* mouse button on the data grid, you'll receive a pop-up menu with the same Add, Change and Delete options as on the buttons, with identical effect.

Litters

Work with Litters shows all of the litters in this cattery, by Sire, Dam and Mating date. You can access these individual litters and maintain information on them using this page.
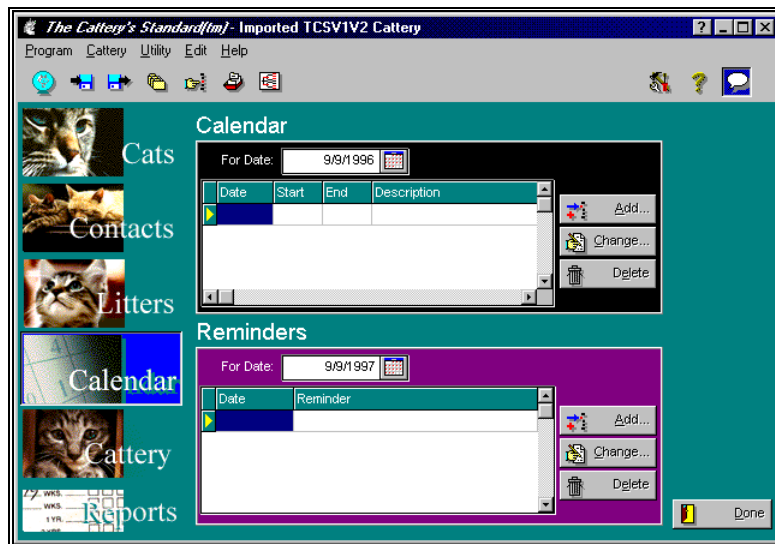
Work with Litters looks like this:
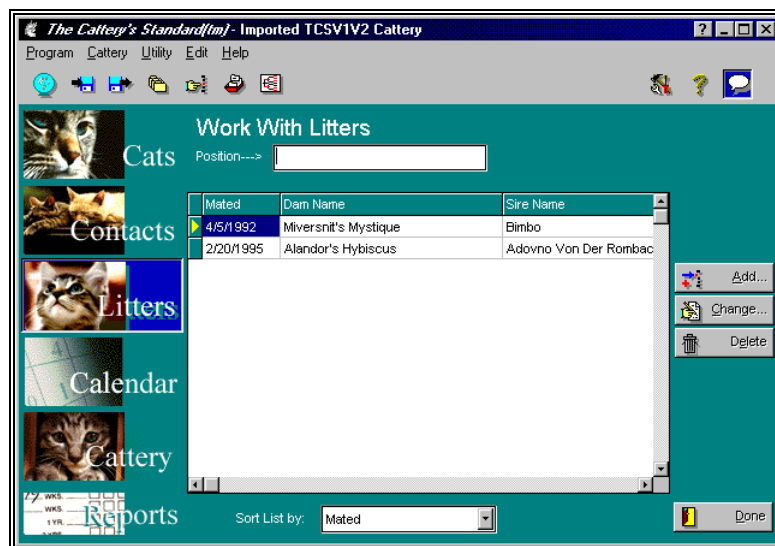
Figure: Cattery Window, Work with Litters Page

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new Litter record using the Litter Notebook.

Change: This will open the Litter notebook with the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted Litter from the database.

If you click one time on a record, and then click the *right* mouse button on the data grid, you'll receive a pop-up menu with the same Add, Change and Delete options as on the buttons, with identical effect.

Calendar and Reminders

The Cattery's Standard™ has an appointments calendar, and also a reminder function. Use the Calendar and Reminders page to view and change entries for these databases.

The Calendar and Reminders page looks like this:

Figure: Cattery Window, Calendar and Reminders Page

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new Calendar or Reminder record using the Calendar or Reminder Notebook.

Change: This will open the Calendar or Reminder notebook with the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted Calendar or Reminder from the database.

Cattery Information

The Cattery Information page is used to display the details of the cattery. This includes Cattery name, address and phone number, as well as the values for the Quick Titles buttons and boxes that you see in the Cat notebook.

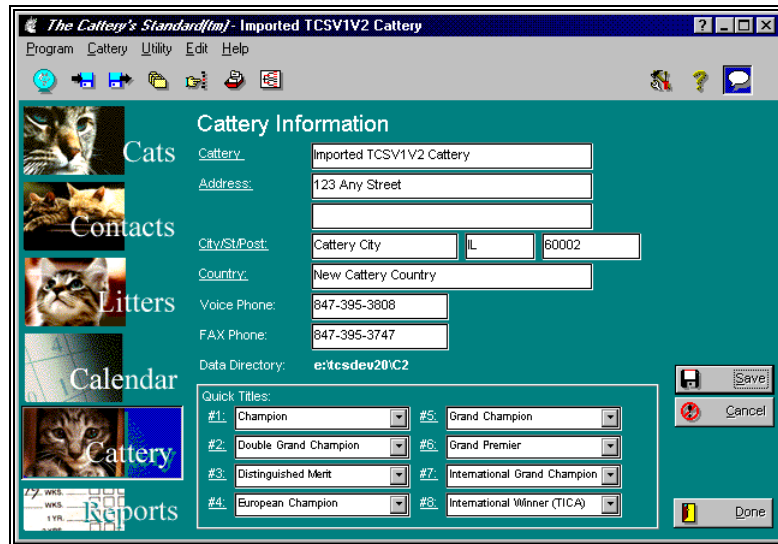Here is the Cattery window showing the Cattery Information page:

Figure: Cattery Window, Cattery Information Page.

You have the following fields to work with:

Cattery Name: The Name of your cattery. On pedigrees, this prints below the name you registered The Cattery's Standard™ under, unless they both match, in which case this name prints alone.

Address: you have two address lines of 50 characters each. You can use one for cattery owner name if you wish.

City/St/Post: This is for City, State or Province, and ZIP or Postal Code of your cattery.

Country: The country your cattery is located in.

Voice Phone: Your cattery's voice telephone number. Including spaces and other characters, you have 25 characters.

FAX Phone: Your cattery's voice telephone number. Including spaces and other characters, you have 25 characters.

Data Directory: This field is *read only* and shows the directory where your cattery's data and picture files are stored.

Quick Titles: Choose eight titles to appear on the quick titles buttons and boxes throughout The Cattery's Standard™. The title descriptions are shown with lookup controls.

Click the Save button to store this information into the Cattery's Standard™ database. Click the Cancel button to abandon the changes you typed and go back to the last version that was saved.

Cat Records

Cat Records – An Introduction

The Cattery's Standard™ will store comprehensive Cat records for up to 2.1 *billion* Cats, per cattery, limited only by available disk space. We have designed The Cattery's Standard™ to be thorough and easy, and to treat each Cat as a Notebook (see "The Notebook Concept" on page 11).

There are ten page buttons in the Cat Information Window, and they are:

Information

Registries and Titles

Profile

Medical

Matings

Transactions

Competition

Picture

PedFast™ II

Relatives

Use these page buttons to view and work with all of the information pertinent to a single Cat.

In addition, there is a "Reports" button on the Cat window, which will show the reports available for a single Cat, and will when selected use the Cat currently in the Cat Window.

Operational Issues

Go To Cat

There is a "Go To..." on the Cat window. This button is present because of the fact that The Cattery's Standard™ will open only one Cat window at a time. This allows you to rapidly view the last ten (10) Cats you have opened up in the Cat Information window, and rapidly change to that Cat.

The Go To Cat pop-up window looks like this:
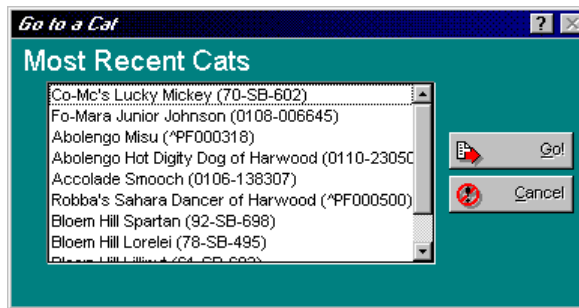
Figure: Go to Cat Pop-Up Window

Click on a Cat and click Go! To go to that Cat, or click Cancel to give up
on going to a different Cat.

Zoom Into Cat

The Relatives and PedFast pages support zooming into a Cat. This
operates in much the same manner as the Go To Cat function, and will
enable you, for example, to rapidly "drill into" PedFast pedigrees to see
more and more generations of ancestors. You can go back where you
were using the Go To Cat function.

Cat Information

The Cattery's Standard™ uses the Cat Information page to store the most
vital information about a Cat. Things like breed, name, gender, primary
registration number and the like are kept on this page.

The Cat Information page looks like this:
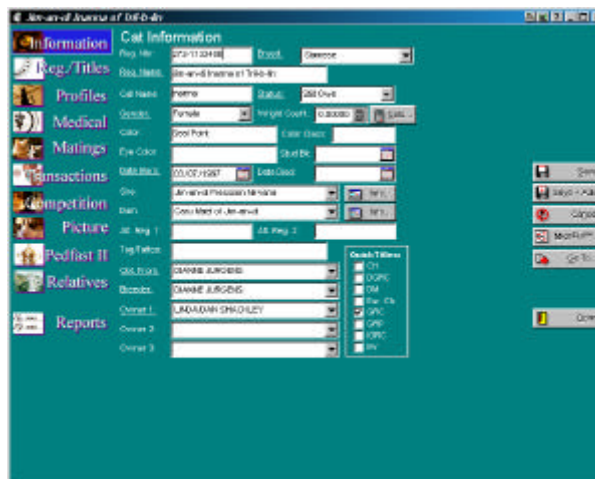
Figure: Cat Window, Cat Information Page

You have the following fields to work with:

Reg. Number: This is the primary registration number for the Cat. The Cattery's Standard™ can handle 25 characters including spaces. Lowercase letters are automatically rendered in capital letters.

Breed: This is a lookup control to let you pick the breed of the Cat. If it does not exist in the database, you will be given the opportunity to add it here.

Reg. Name: This is the registered name of the Cat, *excluding titles.* Enter the name, up to 50 characters here.

Call Name: Use this field for a call name or nickname.

Status: This displays the status of the Cat. The status is used to determine which Cats print on the breeding reports, and which Cats are visible in Work with Cats, depending on the Set Viewing Options window settings.

Gender: Choose the Cat's gender.

Wright Coeff: This is the Coefficient of Inbreeding for this Cat. You can enter any number less than or equal to 1.0, or you can press the "Calc" button to the right to calculate the COI for this Cat, up to 10 generations.

Color: Type in the Cat's coloration.

Color Class: Type in the cat's CFA color class.

Eye Color: Type in the cat's eye coloration.

Date Born: Date of Birth

Date Died: Date of Death.

Sire: This is the name of the Cat's sire. This is a lookup control. If you type in a new name, you'll have the option to quick-add the name to the Cat database. The button labeled "Info" to the right will bring up the Quick Information window for the sire.

Dam: This is the name of the Cat's dam. This is a lookup control. If you type in a new name, you'll have the option to quick-add the name to the Cat database. The button labeled "Info" to the right will bring up the Quick Information window for the sire.

Alt. Reg. 1: This is an alternate registration number. Commonly used for TICA numbers for dual-registered cats in CFA-primary catteries.

Alt. Reg. 2: This is an alternate registration number. Commonly used for CFF numbers for dual-registered cats in CFA-primary catteries.

Tag/Tattoo: This is the Tag, Tattoo or microchip identification for this Cat.

Stud Book Date: This is the month and year this Cat was published in the Stud Book of its primary registry.

Obt. From: This is who you obtained this Cat from. This is a lookup control. If you type in a name not on the database, you will be given the chance to add a contact for the name. If you do not add the contact, the name, however, cannot be added.

Breeder: This is who bred the Cat. This is a lookup control. If you type in a name not on the database, you will be given the chance to add a contact for the name. If you do not add the contact, the name, however, cannot be added.

Owner 1/Owner 2/Owner 3: This is the Cat's owner or co-owner(s). This is a lookup control. If you type in a name not on the database, you will be given the chance to add a contact for the name. If you do not add the contact, the name, however, cannot be added.

Quick Titles Check Boxes: Place a check into the box(es) where the Cat has earned the title listed and the title will be added to the Cat.

Click the Save button to save any changes you make to the Cat into the Cattery's Standard™ database. Click Save + Add to save the current record and deliver a new screen to add another cat to TCS 2003. Click the Cancel button to throw away the changes and reset to the last saved version of the Cat.

Registries and Titles

The Cattery's Standard™ has provided a facility to add registries and registration numbers to any Cat in any amount and variety. It also has a feature to empower you to create complex titled names, with compound titles, easily and without consuming space in the Cat's name field. This page is where you do this.

The Registries and Titles page looks like this:
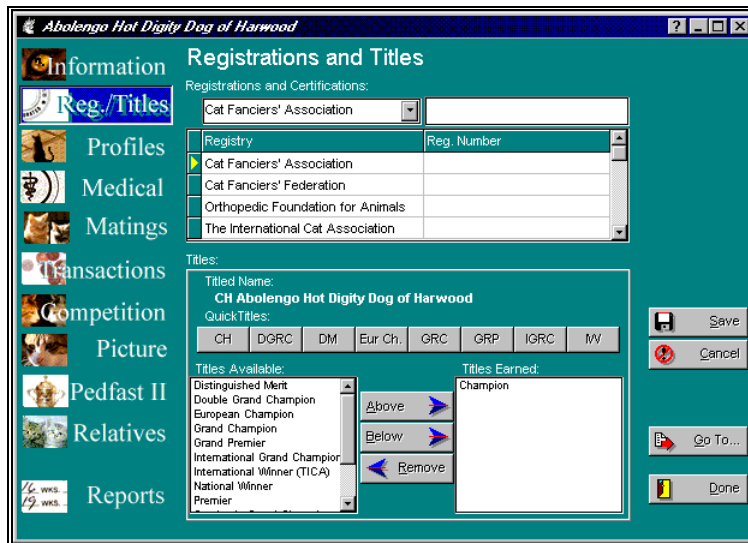
Figure: Cat Window, Registries and Titles page

Registries

To add registration numbers for various registries, you start in the lookup control for registry name. Type in part of the registry name until you find the one you are looking for. Then TAB to the next field and type in the registration number. Press TAB to save it into the registration numbers for this Cat.

Titles

There are two list boxes, "Titles Available" and "Titles Earned". You use the buttons in the middle to manipulate the titles the Cat has earned, and to assign the titles that you want to the Cat. The seven most frequently-assigned titles appear as a row of buttons at the top of the window. The "Titled Name" field shows the Cat's name with all titles as you've assigned to him/her.

"Prefix Titles" are titles for a Cat which precede the "Champion" title. Some examples of Prefix Titles include "BIS Ch.", Can. Ch." and "Mex. Ch." Proper use of Prefix titles will yield a combined title of "BIS Can. Mex. Ch..." Generally, to make prefix titles work, add the Champion title after all of the specialized titles, so that The Cattery's Standard™ knows the prefix titles are to be used.

To assign a title, click on the title button if it is one of the titles listed on a Quick Title button. If it's in the "Titles Available" list, click on it. If there are no other titles on the Cat, simply double-click the title or use the "Above" button. If there are other titles in the list, you may want to order them. This is especially true of Prefix Titles. When dealing with existing titles, click on the appropriate "Titles Earned" item and then click on "Above" or "Below."

When you assign a title, it leaves the "Titles Available" box and enters the "Titles Earned" box. If you want to *remove* a title, click on it in the "Titles Earned" box, and then click on "<< Remove Title". The title will be removed from the Titles Earned box and placed back into the Titles Available box.

Click on the Save button to save your work. Click on "Cancel" to throw away any changes you've made and go back to the last saved version.

Profile

Profile Information

The Cattery's Standard™ uses the Cat Profile page to store ancillary statistics about a Cat. These include height, weight, veterinarian, comments, shot history and Trait List.

The Cat Profile page looks like this:
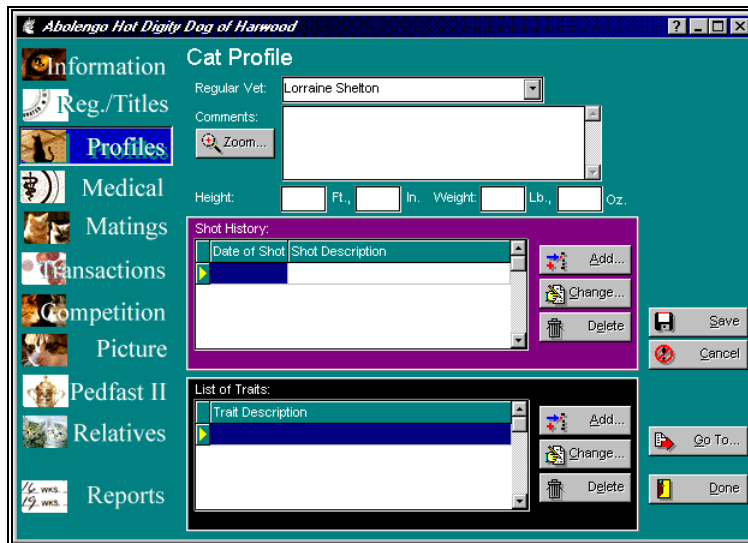
Figure: Cat Window, Profile Page

You have the following fields to work with:

Regular Vet.: This is a lookup control for inserting the Cat's normal veterinarian's name. If the name you type in is not on the database, you will be given the chance to add it.

Comments: This is a free-form text field where you may enter up to 4,096 characters of information about this Cat.

Height: Enter the Cat's height in feet and in inches, to the tenth of an inch.

Weight: Enter the Cat's weight in pounds and ounces, to the tenth of an ounce.

The Zoom button will open a pop-up window with a larger window to type text into the comments field.

Click the Save button to store your typing into the database, or click the cancel button to throw away everything you typed since the last successful save.

Shot History

The Cattery's Standard™ will store a history of vaccinations and inoculations for your Cat on the Profile page. Click the "Add" button to create a shot history record, or click on one you want to change and then the change button. The "Delete" button will remove the selected shot history record.

When you Click Add or Change, you will get the Shot History Pop-up window. You then can enter or change information for that vaccination.

The Shot History Pop-up looks like this:
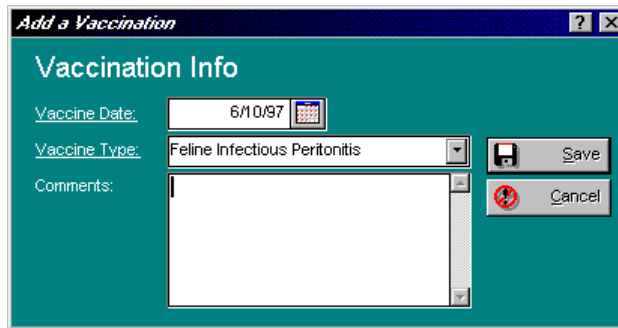
Figure: Shot History Pop-Up

You have the following fields to work with:

Vaccine Date: This is a date field. Enter or choose the date the vaccine was administered.

Vaccine Type: This is a lookup control. Type in the name of the vaccine administered. If you enter a type not on the database, you will be given the chance to enter it.

Comments: You have up to 255 characters to make any notations you wish to about this record.

Click on the Save button to save your work. Click on "Cancel" to throw away any changes you've made and/or to go back to the last saved version.

Trait Information

The Cattery's Standard™ allows you to store traits for a Cat and then to analyze the traits instead of the Cats using Crystal Ball™. Traits are stored on the Profile page.

When you Click Add or Change, you will get the Trait Information Pop-up window. You then can enter or change information for that vaccination.

The Trait Information Pop-up looks like this:
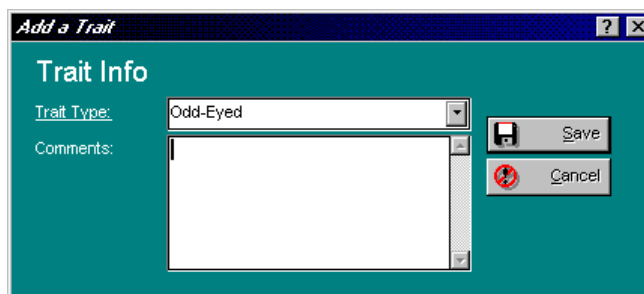
Figure: Trait Information Pop-Up

You have the following fields to work with:

Trait Type: Type in the trait you want to assign to this Cat. This is a lookup control. If the trait you typed in is not on the database, you will be given the chance to add it.

Comments: You have up to 255 characters to make any notations you wish to about this record.

Click on the Save button to save your work. Click on "Cancel" to throw away any changes you've made and/or to go back to the last saved version.

Medical

Medical Information Page

The Cattery's Standard™ uses the Medical Information page to store information on Veterinary Visits and Heats (females only). This information is sorted up by dates.

The Medical Information page looks like this:
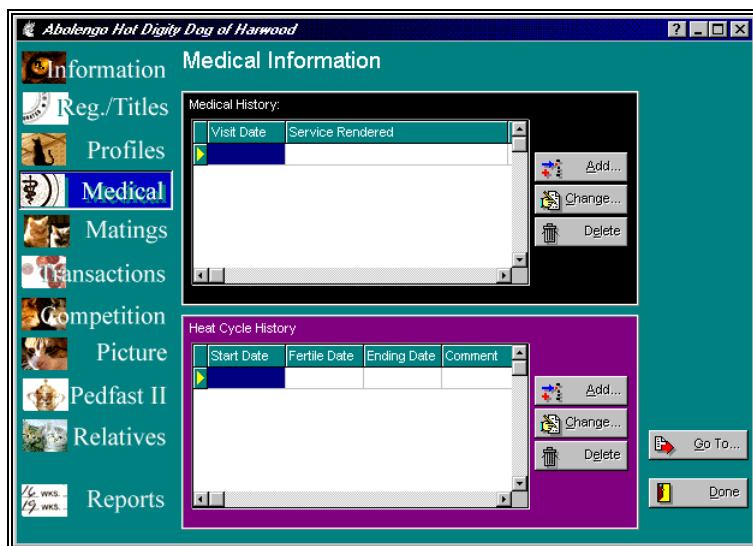
Figure: Cat Window, Medical Information Page

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new Shot or heat record using the Calendar or Reminder Notebook.
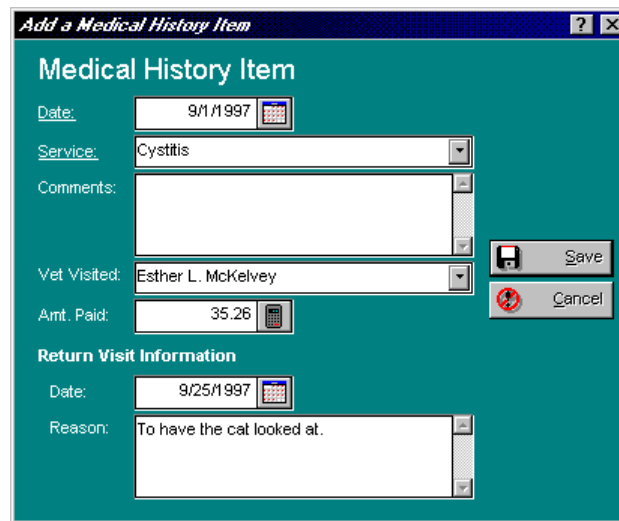
Change: This will open the Shot or heat window with the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted Shot or heat from the database.

Medical History

The Medical history data grid shows you the veterinary visits and other medical history items in date order for this Cat. Clicking on the Add or Change buttons will pop up the Medical History Information window, and the delete button will remove the highlighted medical history item.

The Medical History Information Window looks like this:

Figure: Medical History Information Window

You have the following fields to work with:

Date: The date that this service was rendered.

Service: This is a lookup control which will enable you to choose a vet service which was performed on this occasion. If you type in a service description which is not on the database, you will be given the chance to add it.

Comments: You have up to 255 characters to make any notations you wish to about this record.

Vet. Visited: This is a lookup control. If you visited a vet, you can type in his/her name here. If the name is not on the database, you will be given the chance to add it.

Amt. Paid: How much you spent for the services depicted on this record.
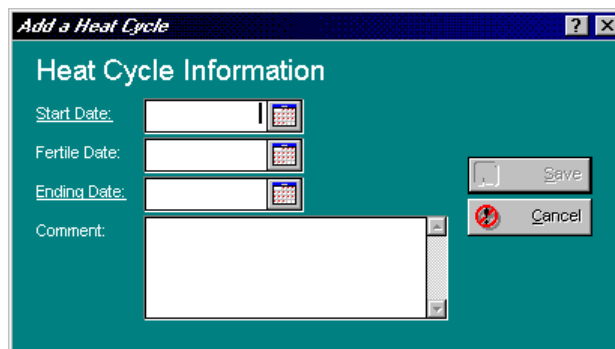
Return visit information is used to create an automatic reminder for a future vet visit. You have up to 255 characters for the reason, and this text will be placed into the reminder and be dated with the return date, with a 3 day notice lead.

Click on the Save button to save your work. Click on "Cancel" to throw away any changes you've made and/or to go back to the last saved version.

Heat History

For females, The Cattery's Standard™ will track heat cycles. This information is displayed for females only, and is not available for male Cats. Clicking on the Add or Change buttons will pop up the Heat History Information window, and the delete button will remove the highlighted heat history item.

The Heat History Information Window looks like this:

Figure: Heat History Information window

You have the following fields to work with:

Start Date: The date that the heat commenced.

Fertile Date: The date that the female in heat became fertile.

Ending Date: The date that the female came out of heat.

Comments: You have a 255-character comments field to describe anything you desire about this heat.

Click on the Save button to save your work. Click on "Cancel" to throw away any changes you've made and/or to go back to the last saved version.

Matings

Matings Page

The Cattery's Standard™ stores mating information for each animal, showing date mated, animal mated to, it's owner and the person who supervised the mating. This information is ordered by mating date.
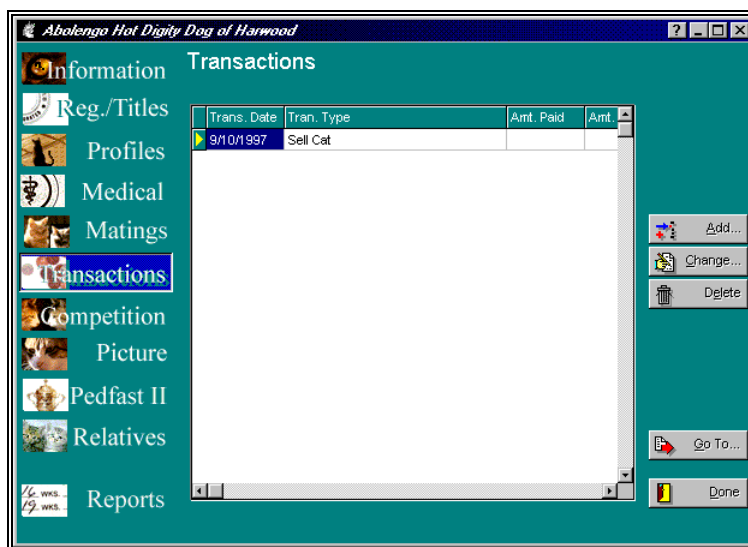
The Work with Matings page looks like this:
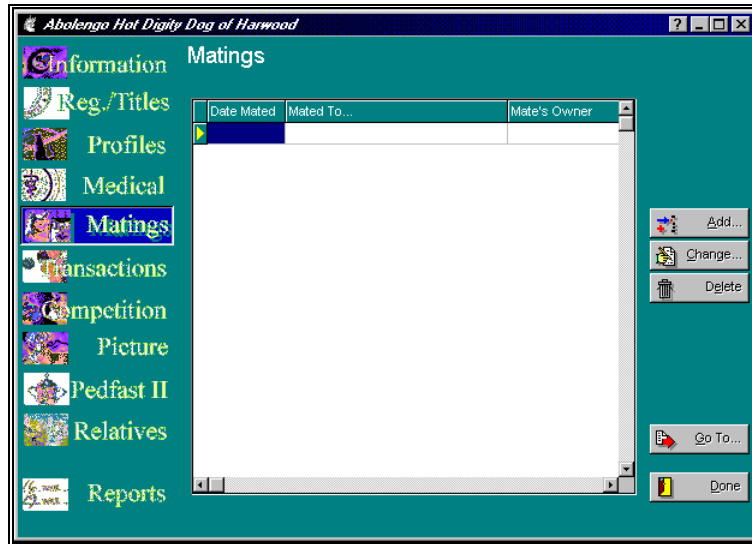
Figure: Cat Window, Matings Page.

The Cattery's Standard™ will store a history of matings for your Cat on this page. Click the "Add" button to create a record, or click on one you want to change and then the change button. The "Delete" button will remove the selected record.

Add/Change a Mating

The Cattery's Standard™ enables you to store up to 32,767 matings per Cat. Both the Cat and its mate must be on the database of this cattery. You can quick-add the mate from the Matings window. Adding the record of mating to either of the mating pair automatically records it for both animals, thus saving you the tiresome effort of duplicate entries. So, you can enter matings for just the dams and the sire's mating record will automatically be correctly reflected.

The Add/Change mating window looks like this:
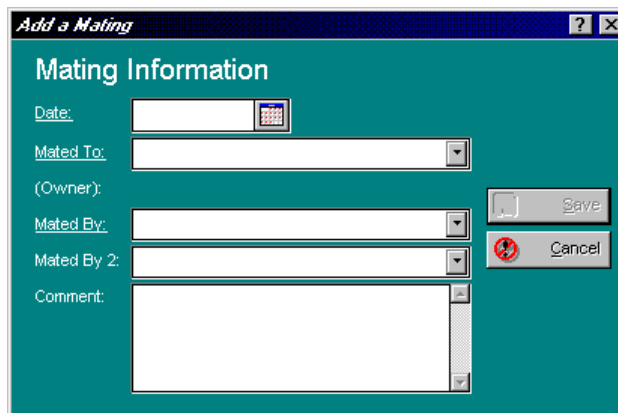
Figure: Add/Change Mating Window.

You have the following fields to work with:

Date: The date that this mating happened.

Mated To: This is a lookup control to find the Cat that you have mated your animal to. It must exist in the database in order to use it.

(owned by): This is a read only field with the name of the mate's owner. You must choose a mate Cat with owner information in it or the program will not allow the Cat to be used as a mate.

Mated by and **Mated by 2**: These fields are lookup controls for contacts. Choose the person(s) who supervised the mating of these animals. If they are not on the database, you may add them from here.

Click on the Save button to save your work. Click on "Cancel" to throw away any changes you've made and/or to go back to the last saved version.

Transactions

Transactions Page

The Cattery's Standard™ will store detailed financial transactions for each Cat, both for money taken in and money spent. You can record these transactions using transaction types, which let you review transactions by what kind of transaction took place.

The Work with Transactions page looks like this:

Figure: Cat Window, Transactions Page.

The Cattery's Standard™ will store a history of transactions for your Cat on this page. Click the "Add" button to create a record, or click on one you want to change and then the change button. The "Delete" button will remove the selected record.

Add/Change Transaction

The Cattery's Standard™ enables you to store up to 32,767 transactions per Cat. These transactions can have different types, and can track cash both spent and received for the Cat. In addition, you can define Contract text and use these contracts, and can also create a uniform generic Bill of Sale for any transaction. These things are accomplished from the Add/Change Transaction window.

The Add/Change Transaction window looks like this:

Figure: Add/Change Transaction Window.

You have the following fields to work with:

> **Date**: This is the date that the transaction took place.

> **Tran. Type**: This is a lookup control which lists all of the transaction types in the database. If you type in something not already on the database, then The Cattery's Standard™ prompts you to add what you typed into the database.

> **Other Party**: This is a lookup control for the Contacts database for the other party to this transaction. If you type in a name not already on the database, The Cattery's Standard™ will prompt you to add it.

Delivery Dates (if applicable):

Reg. App/Cert: Enter the date that you delivered the Registration Application or certificate to the other party.

Bill of Sale: Enter the date that you delivered the Bill of Sale or other transfer document to the other party.

Contract: Enter the date that you delivered the contract to the other party.

Other Fields:

Contract Type: Choose the type of contract covering this transaction, if applicable: Standard, Co-Own, Pet, Lease or Other. This chooses which contract text will be taken from the contract text file and used, should you choose to print the contract using The Cattery's Standard™.   Contract text does not come with the program. To enter contract text, you need to use the Program Preferences window (see "Program Preferences" on page 15).

Amount Paid and **Amount Received**: Enter, as applicable, the amount of money paid or sold in this transaction.

Comment: Enter up to 255 characters of comments.

Bill of Sale and **Contract** Buttons: Clicking one of these buttons will bring up a Print Preview window, which will contain the fully-prepared contract or Bill of Sale for the current transaction. You can choose any function available in a normal print Preview (see "Report Previewing" on page 72) to print or export the contract or Bill of Sale.

Click on the Save button to save your work. Click on "Cancel" to throw away any changes you've made and/or to go back to the last saved version.

IMPORTANT - From the License Agreement: You are notified that the Bill of Sale and Contract produced by this software are *not* guaranteed to meet the legal requirements of your locality, and expressly hold Man's Best Friend Software harmless for their use. You understand that contract text is not provided to you, and that you are expected to retain the services of a licensed attorney in your locality to draft contract language suitable to your needs. You, in any event, acknowledge that Man's Best Friend Software has no liability in any circumstance with respect to the use or enforceability or legality of any Contract or Bill of Sale produced by the Software.

Competition

Competition Page

The Cattery's Standard™ enables you to store competition data. This enables you to precisely record all information about any event(s) your Cat may be exhibited in, and additionally to keep track of judges, and run reports (from the Contacts Page of the Cattery Window) to analyze Judge performance with your Cats.
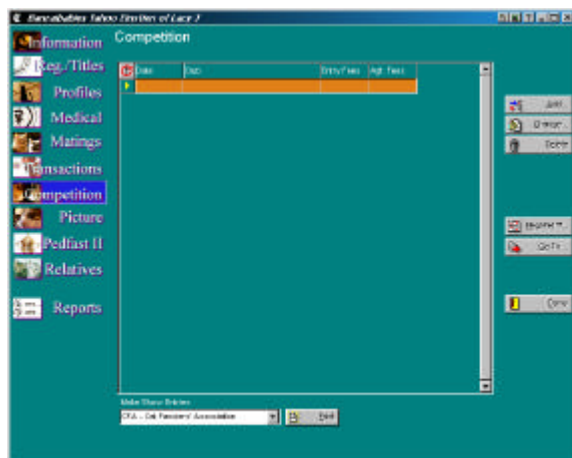
The Work with Competition page looks like this:

Figure: Cat Window, Competition Page

The Cattery's Standard™ will store a history of competition events for your Cat on this page. Click the "Add" button to create a record, or click on one you want to change and then the change button. The "Delete" button will remove the selected record.

Make Show Entries

In addition to the ability to add competition history, you may also choose to create show entry forms for CFA and TICA from the competition page. At the bottom find the "make show entries" drop-down and choose CFA or TICA, then click print. Then you will be taken to the proper window. For information on how to fill out the windows see:

"CFA Show Entry" on page 77

"TICA Show Entry" on page 78

Add/Change Show Outing

The Cattery's Standard™ stores show data for the classic show format, and will work with foreign shows adhering substantially to that format, for example, Canadian shows.

The Add/Change Show window looks like this:

Figure: Add/Change Show Window.

You have the following fields to work with:

Date: Enter the date of the event.

Entry Date: Enter the date that you sent in the entry for this event.

Entry Fee: Enter the amount you paid for this entry.

Club: Enter the name of the club or other organization which organized this event.

City/State: Enter the City and State where this event was staged.

Agent: Enter the name of the Agent or handler who exhibited the Cat for you. This is a lookup control on the Contacts database. If you enter a name which is not on the database, you will be asked to add it to the database.

Agent Fee: Enter the fee you paid any agent or handler for work in this event.

Points: Champion points earned.

Grand Points: Grand Champion points earned.

Entry Size: Number of cats entered in this outing.

Comment: Enter a comment up to 255 characters regarding this outing.

Rings:

Ring Number: The number of the ring.

AB/SP: Choose AB for All-Breed or SP for Specialty.

Class: Placement in Class.

Color: Placement in Color.

Breed: Placement in Breed.

CH Breed: Placement among Champions in Breed.

All Brd: Placement among champions of all breeds.

LHSH: Placement among champions in the Longhair or Shorthair classes.

Top 10: Placement among top 10.

Judge: This is a lookup control on the Contacts file. Type in the name of the judge. If the name is not on the database, you will be asked to add it.

Click on the Save button to save your work. Click on "Cancel" to throw away any changes you've made and/or to go back to the last saved version.

Deleting Show Rings From an Outing

To delete show rings from an outing, click your mouse on the line containing the ring you wish to delete. Then hold down CRTL and press the DEL key. This will delete the ring.

Picture

Picture Page

The Cattery's Standard™ supports several graphical formats for the attachment of one to many pictures to the Cat record. They are Microsoft BMP, GIF, TIF, PCX, WMF/EMF and JPG. Number of colors does not matter.

The Cat Picture window looks like this:
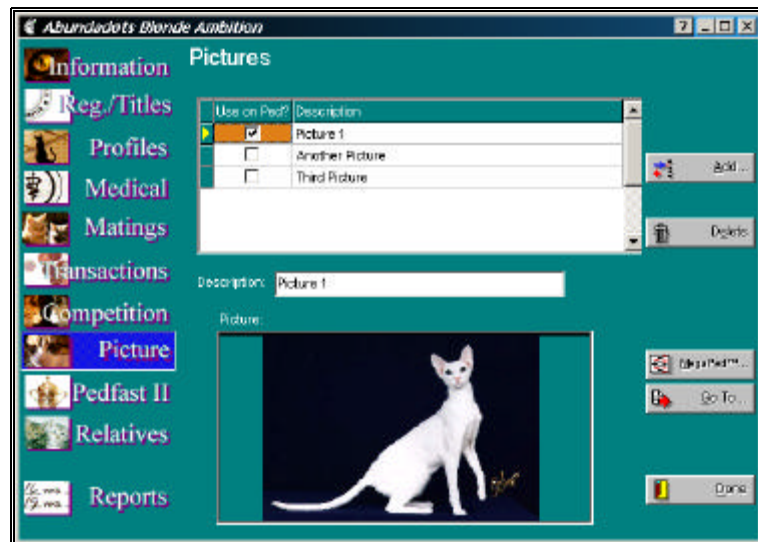
Figure: Cat Window, Picture Page.

To add a picture, click on the "Add" button and find the picture in the computer and click on it and then OK. To delete a picture from a Cat, click on the picture in the list and then the "Delete" button. You may add up to 65,536 pictures per cat, as disk space permits.

> **Use On Ped? Check Box**: Choose the picture to be used on any of TCS 2003's pedigree selections by double clicking and putting a check box into the list. **If two or more have a check box on them, TCS 2003 will use the last one checked off.**

Special Note: If you have a 256-color or lower setting for your display, adding a picture with 256 or more colors may cause some of the page buttons on the left to show bizarre-looking colors, sort of a posterized or solarized effect. This is normal, and is part of the way Windows decides which colors to show. To get rid of this effect, please increase your colors displayed to 65,536 (16 bit) or greater. This may require newer or additional hardware, a new display card and/or monitor. Consult with your computer salesman for details.

PedFast™ II Pedigree Maker

PedFast – A Preface

Almost all pedigree programs claim an ability to store pedigree generations going back forever. That's because it's easy to program the computer to store that information. The problem with the other programs is that they do not .make it easy for *you* to enter the information into the program, and that is what is important.

With most programs you will need to enter the oldest ancestors first, and then enter their children, so that the ancestors will exist on the database to be linked as Sire and Dam. This means, to enter four generations of ancestry will take a minimum of 31 screens. The Cattery's Standard™ eliminates that requirement with PedFast™ II, which can do the same in one screen.

The PedFast™ II Page

PedFast II is arranged to look like a pedigree. The active Cat is shown at the base, and you have lookup controls for four generations of ancestors.
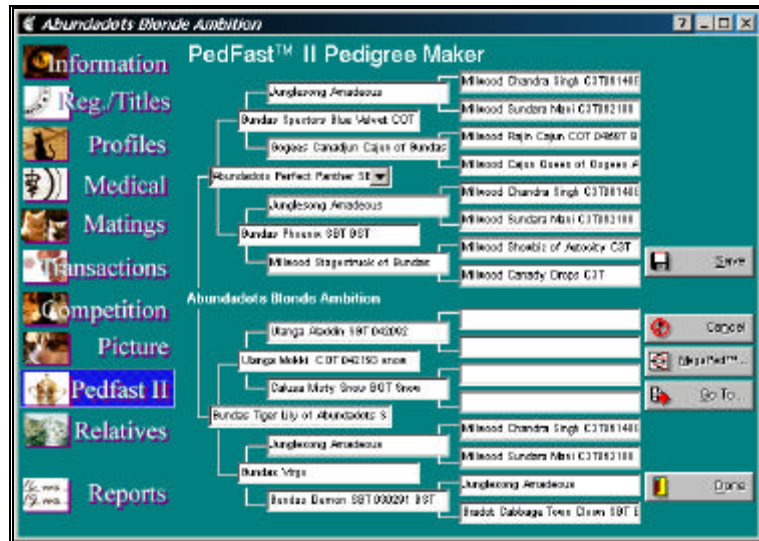
PedFast II looks like this:

Figure: Cat window, PedFast II Page

PedFast II starts you off at the sire. This is a lookup control. Click on the down arrow or type in one or more characters to search the database. If the Cat exists, press [TAB] when you find it. If it is new, type its name and press TAB. PedFast II will show all ancestors for existing Cats in the right spot, "filling in" the pedigree for visual verification.

Effective use Of PedFast
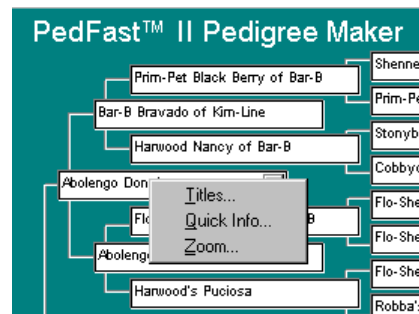
Right Mouse Button: this will give you a one-click ability to add information or titles to a PedFast II Ancestor or to zoom into that Cat. You will get a pop-up menu like the one above.

Choose the Titles option to bring up a titles window (see "Titles" on page 41).

Choose the Quick Info option to bring up the Quick Information window to quickly add information to a cat without having to fully zoom into it and choose the information page as well.

> Choose the Zoom option to change The Cattery's Standard™ to that Cat. You can go back from whence you came using the Go to Cat button (see "Go To Cat" on page 37).

Click Save button to save the ancestry links in the pedigree.

Quick Information

While entering pedigree ancestors, there will be many times you will wish to enter information in addition to the animal's name. After you click Save in PedFast (see "PedFast™ II Pedigree Maker" on page 55), you can click on the right mouse button and choose the Quick information option to bring up a window to make this easy.

Quick information is also available from the Cat Information window for the sire and dam fields, reducing typing overhead in many cases.

The Quick Information window looks like this:
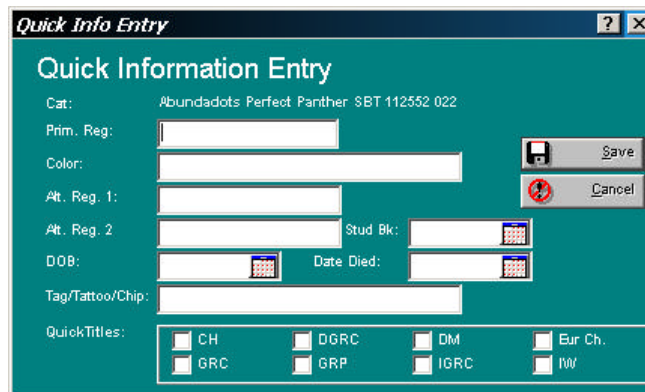
Figure: Quick Information window.

The window has fields which correspond to the Cat Information page (see "Cat Information" on page 38). However, on this window, there are no required fields to worry about The Save button will be enabled as long as any one field is entered.

Click Save to save the information on the cat's record, or click Cancel to close the window and throw away any changes.

Relatives

Relatives Page

The Cattery's Standard™ enables you to list and manipulate a Cat's relatives in several key areas. This makes it easier for you to deal with familial relationships between Cats. This is done using Work with Relatives.

Work with Relatives looks like this:
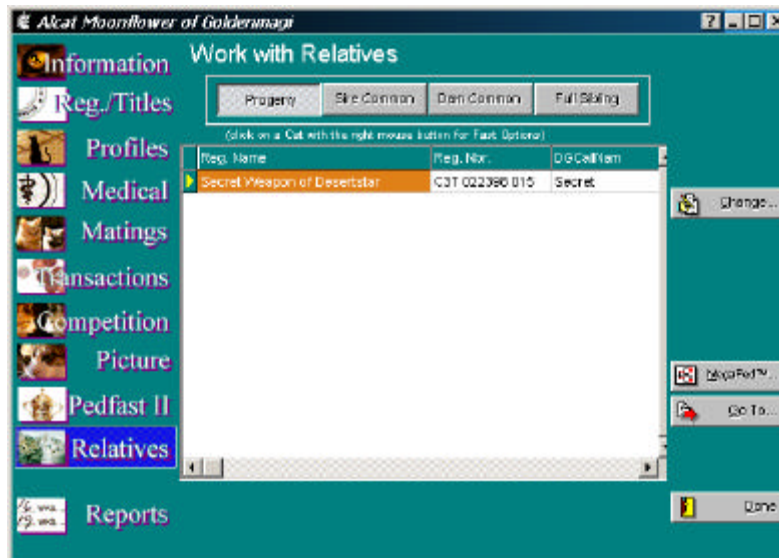
Figure: Cat window, Work with Relatives page.

> You can click the "Change" button or double-click the Cat to go to that Cat This is the same as the Zoom in PedFast II or Go To Cat (see "Go To Cat" on page 37).

> You can click on the Progeny button to see the Cat's first-generation descendants.

> You can click on the Sire Common button to see the Cats which share a sire with this Cat.

> You can click on the Dam Common button to see the Cats which share a dam with this Cat.

> You can click on the Full Sibling button to see the Cats which share both Sire and Dam with this Cat.

Contacts

Contacts - An Introduction

The Cattery's Standard™ stores one record in its database for each contact. You are able to see these contact records, independently view and report data about where these contacts are made use of, and are also able to independently make changes to contact information, and have those changes reflected everywhere in The Cattery's Standard™ without having to go to each of those places and make a change.

Contact Information

Information Page

Contacts are accessed from the Cattery window (See "Contacts" on page 32). When you choose to add or change the contacts window, you get the Contact Information window.

You have the following fields to work with:

Name: This is the first, middle and last name of the contact. When you fill in these three fields, the Full Name field will be filled in with this information, formatted *Last, First Middle.*

Full Name: As an alternative to entering the name in the Name fields above, you can type a full or company name here.

Address: You have three lines of address information you can enter here.

City/St/Post: This allows you to enter a city, a state or region name or code, and a zip or Postal code.

Country: This allows you to enter the name of the country where the contact resides.

Cont. Type: this is a lookup control on the Contact Types file (see "Work with Contact Types" on page 94). This gives you the ability to type in or add a contact type and then use this type to group contacts together.

Phone Numbers: You have up to five phone numbers for this contact. The dialer button on the right hand side of the control

is used to dial that phone number from this screen using your modem (see "Automatic Phone Dialer" on page 14).

E-Mail: This is the contact's E-Mail address.

Comment: Enter a comment up to 255 characters.

Click on the Save button to save your work. Click on "Cancel" to throw away any changes you've made and/or to go back to the last saved version.

If this was being added from a lookup control, then you will end up closing the window when you save or cancel. If not, then you will be placed into edit mode for more changes, or to view the cross-reference information by Cat.

Dialing the phone

If you click on a phone number control with a non-blank phone number, The Cattery's Standard™ will use the settings you placed in Program Preferences to dial the phone number using your Modem.

Cat Cross-Reference Pages

The contacts window has several pages which show Cats which are linked with the contact you're working with.

A typical cross-reference page looks like this:
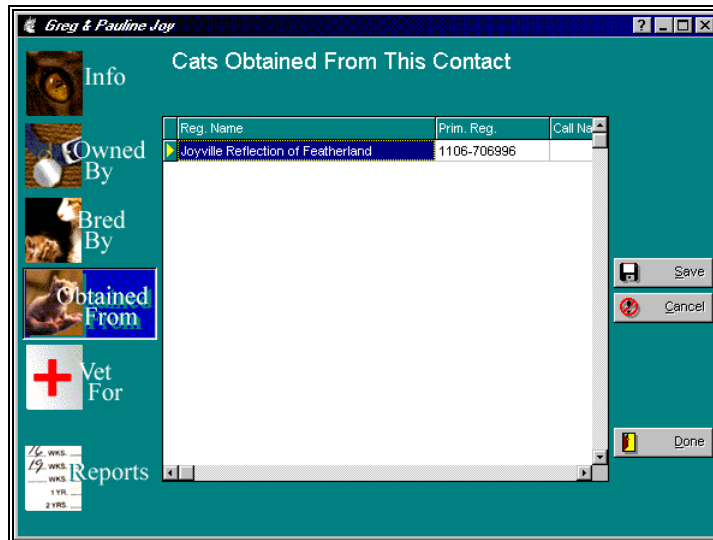
Figure: Contacts window, Example Cat Cross-Reference page.

These pages will list Cats in a format very similar to Work with Cats (see "Cats" on page 23). You can choose from the following categories of cross-reference.

Owned By: Lists Cats which are owned by the contact.

Bred by: Lists Cats which were bred by the contact.

Obtained From: Lists Cats which were obtained from the contact.

Vet For: Lists Cats, for whom this contact is listed as Veterinarian (see "Profile Information" on page 42).

These pages are for reference at this time; there is no link to zoom into a Cat listed on the page.

Litters

Litters - An Introduction

The Cattery's Standard™ maintains litter records and keeps information required for USDA compliance. These litter records are accessed from the Litters page on the Cattery window (see "Litters" on page 33). When you choose a litter on that window, you will be brought to the pages here.

Add/Change Litter

Add/Change litter is the place where you create information on litters, and where you maintain and work with the Kitten records for the kittens in the litter.

Add/Change litter looks like this:

Figure: Add/Change Litter window.

You have the following fields to work with:

Mating Date: The date that the mating that gave rise to this litter occurred.

Dam: This is a lookup control into which you can type in the name of the dam. This lookup control presumes that the Dam is in the database prior to your adding the litter.

Sire: This is a lookup control into which you can type the name of the Sire. If the sire is not on the database, you can quick-add it.

Date Born: The date that the kittens were born.

Reg. Nbr: The litter registration number assigned to the litter by your primary registry.

Males: The number of male kittens in the litter. The Cattery's Standard™ counts them up for you.

Females: The number of female kittens in the litter. The Cattery's Standard™ counts them up for you.

Click on the "Save" button to save the litter information and let you enter kittens. Click on the "Cancel" button to discard changes since the last save. Click on "Reports" button to see the reports you can print for an individual litter (see "Where to Find the Report you Need" on page 71).

Individual Kittens

Individual kittens for the litter are listed in a data grid below the rest of the fields. You can use the Add/change Kitten function to manipulate the list.

Add/Change Kitten

Every litter can have one or more kittens. The Add/Change Kitten function is used to maintain the information on the kittens. This includes identifying and birth information, as well as the details of its disposition (sold, kept, etc.)

The Add/Change Kitten window looks like this:

Figure: Add/Change Kitten Window

You have the following fields to work with:

Birth Seq: The sequence of this Kitten-s birth in the litter.

Gender: Choose the Kitten's gender - Male or Female.

Tag/Tattoo/Chip: Type in the tag number, chip number or tattoo information, or what other is used to uniquely identify this Kitten in the litter.

Color: The coloration of this Kitten.

DisPosition Field: You choose from Kept, Sold, Given Away or Died. This is the disposition (what happened to) this Kitten.

Disp. Date: For kittens which are not kept, this is the date that the disposition occurred, eg. the sale date.

Rec'd By: This is a lookup control on the Contacts file. Type in the name of the person who received the Kitten. If the name is not on the database, you will be asked if you wish to add it.

Dates: There are spaces for entering the information of when you delivered the registration certificate, the registration application and the bill of sale. Complete these dates as the circumstances require.

Daily Tracking: This is a data grid with the list of all of the daily tracking information on the database for this Kitten, in chronological order. Use the Add, Change and Delete buttons to manipulate this list by adding and changing tracking records for this Kitten (see "Add/Change Kitten Tracking" on page 64).

Click on the "Save" button to save the additions and changes. Click on the "Cancel" button to discard the changes and revert to the last saved version. Click on "Done" to close the window.

Add/Change Kitten Tracking

The Cattery's Standard™ enables you to store daily information on the height, weight and temperature of the Kitten, plus a long comment field, on a day-by-day basis. You do this using the Add/Change Kitten Tracking window.

The Add/Change Kitten Tracking window looks like this:

Figure: Add/Change Kitten Tracking window.

You have the following fields to work with:

Date: The date for which this tracking information applies.

Temperature: The Kitten's temperature.

Height: The Kitten's height in feet and inches. You can leave the feet blank if you wish.

Weight: The Kitten's weight in pounds and ounces. You can leave the pounds blank if you wish.

Comments: This is a large comment field. You can enter up to 4,096 characters, including spaces and punctuation, into this field. It can be any text that you wish to enter.

Click the "Save" button to close this window and save your changes. Click the "Cancel" button to close this window but to discard your changes.

Calendar and Reminders

Calendar and Reminders -- An Introduction

The Cattery's Standard™ has a built-in calendar, and automatic reminders which will pop up if you start the program and they are current. The Calendar and reminders entries are available from the cattery window, on the Calendar and Reminders page (see "Calendar and Reminders" on page 34).

Calendar Entry

The Cattery's Standard™ keeps calendar events – appointments. You can store comments about the event, with its date and time

The Calendar Entry window looks like this:
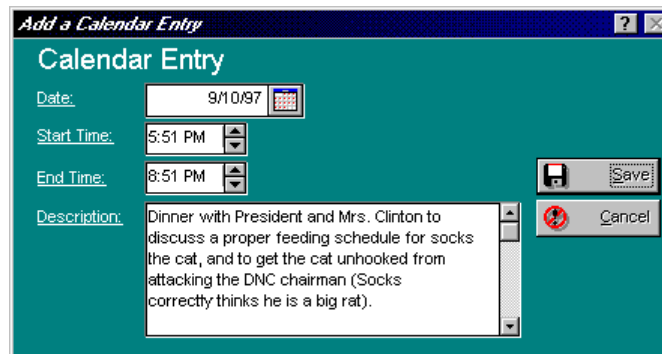
Figure: Calendar Entry Window

You have the following fields to work with:

> **Date**: The date of the appointment.
>
> **Start Time**: The time the appointment is scheduled to start.
>
> **End Time**: The time the appointment is scheduled to end.
>
> **Description**: You have a comment field where you can enter a description of what the appointment is for. You have 4,096 characters to type into.

Click the "Save" button to close this window and save your changes.
Click the "Cancel" button to close this window but to discard your changes.

Reminder Entry

The Cattery's Standard™ will store automatic reminders for future medical visits and issues. However, it also enables you to add your own reminders to the database. You access this function from the Calendar and reminders page on the Cattery window (see "Calendar and Reminders" on page 34).

The Reminder entry window looks like this:
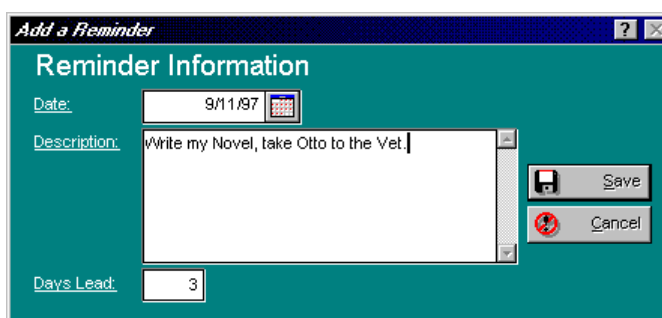
Figure: Reminder Entry Window

You have the following fields to work with:

Date: The date of the thing you wish to be reminded about. This determines the date that the pop-up window (see "Reminder Pop-Up Window") will list this reminder for you.

Description: This is a 4,096 character field into which you can type any text you wish to describe this reminder.

Days Lead: This is the number of days *before* the reminder date that The Cattery's Standard™ will list the reminder in the pop-up window.

Click the "Save" button to close this window and save your changes.
Click the "Cancel" button to close this window but to discard your changes.

Reminder Pop-Up Window

Whenever you start The Cattery's Standard™, it checks the reminders in its database. If it finds some that are for the date of start-up, it will pop up the reminders window.

The Reminder pop-up window looks like this:
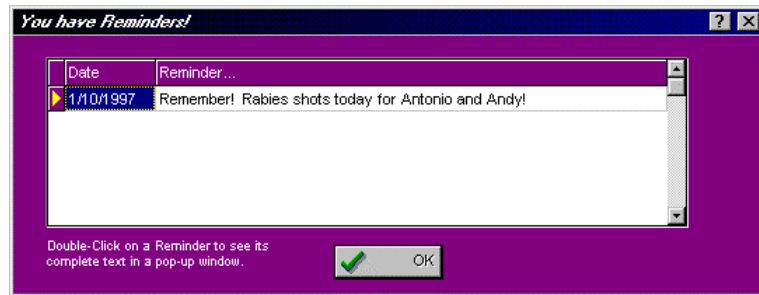
Figure: Reminder Pop-Up window.

If you wish to view the whole reminder text, double-click on the text for that item and a pop-up window showing the text will appear. Click OK to close this window and to continue to open up The Cattery's Standard™.

Batch Processing

The Batch Operations Window

As you maintain the records of your kennel, you will find out that you need to make the same entry to many Cats or puppies. It may be shot day, or you may enter a large number of animals to a Cat show and wish to record the expense in the books.

The Cattery's Standard 2003™ provides you with the facility to do this kind of recordkeeping easily and immediately with the Batch Operations window.

You can see Cats of the status(es) you choose and then select some or all of them. Then you can add Shots, Medical History entries and/or transactions to them.

The Batch Operations window looks like this:

Figure: TCS 2003 Batch Recordkeeping window.

You have the following items available to you:

Status check boxes: Choose at least one status. Any status with a check mark in it will display all Cats of that status. Litter Kitten status is included.

Select All: When clicked, this will select every record listed in the window, whether or not it is visible on the screen.

Clear All: When clicked, this will remove all selections from the listed records. Changing a status check box also clears all selections.

Shots/Medical/Transactions: After selecting the desired records, clicking these buttons will bring up the selected window to add records of that type en masse to the chosen animals.

Hold down the CTRL Key and click each animal to choose individuals for processing. When done, click on the proper button to add one record to each and every selected animal. Selections stay in place until you change them, change a status check box, or click Done, which closes the window.

Shots

TCS 2003 will save a shot record for every selected animal using the Shot History window..

Medical

TCS 2003 will save a medical history item for every selected animal. It uses the Medical History window to do this.

If an automatic reminder is entered, TCS 2003 will add just one reminder, regardless of how many Cats get a copy of the medical History entry. This will prevent the reminder system from being overburdened with huge numbers of entries.

Transactions

TCS 2003 will save a transaction record for every selected animal. It uses the Transaction history window to do this.

When adding transactions to multiple animals, auto-status update is not supported, nor are Contracts or Bills of Sale.

Reports and Graphs

An Introduction to Reports and Graphs

The Cattery's Standard™ has over 120 reports that you can print and/or preview, including the standard pedigree, two forms of show entries, and several graphs as well. The cattery window, the Contact window, the Cat window and the Add/Change Litter window all have "Reports" buttons on them, and they each access a different set of reports (see "Where to Find the Report you Need" on page 71).

Using Reports and Graphs

Where to Find the Report you Need

The Cattery's Standard™ has provided reports which give information in several areas. These are:

> For the Entire Cattery
>
> For an Individual Cat
>
> For an Individual Litter
>
> For an Individual Contact

In order to get to these reports, you simply click the corresponding report button. MegaPed™ is available from all report windows (during the evaluation period and/or if you register).

For reports on the whole cattery: Simply click on the reports button at the lower left of the cattery window.

For reports on just one Cat: Choose the Cat in the cattery window and open it using the change button. Click the reports button at the lower left of the Cat window.

For reports on just one litter: Choose the litter in the cattery window and open it using the change button. Click the reports button at the middle right side of the window.

For reports on just one contact: Choose the contact in the cattery window and open it using the change button. Click the reports button at the lower left of the contact window.

The Reports Window

The Reports window, when you choose it, looks like this:
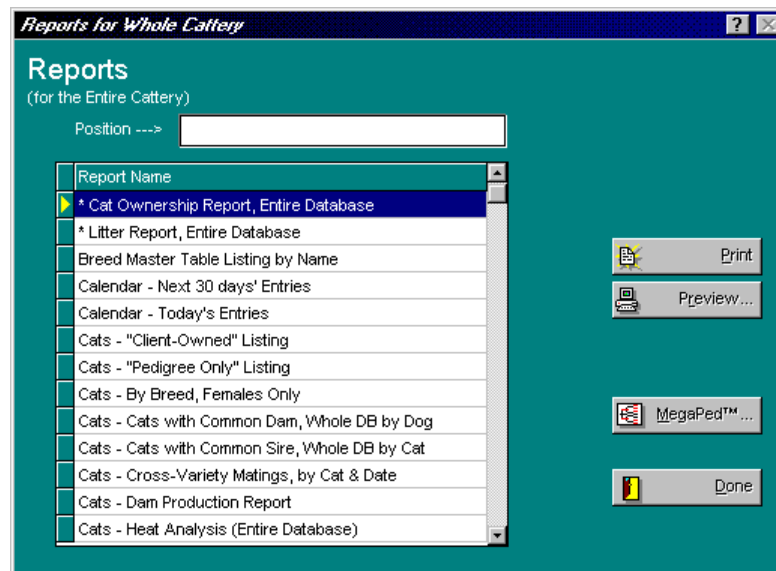
Figure: Reports Window, Whole Cattery.

Use the Position field to type in a report name, one character at a time, until the desired report is located. Then, click on that report to highlight it, and click on the "Print" or "Preview" buttons as appropriate. Not all reports have the ability to be previewed; those reports will have their preview buttons grayed out.

Click the MegaPed button to start the MegaPed program (see "MegaPed Classic Overview" on page 104).

Click "Done" to close the reports window.

Report Previewing

When you click the Preview button (not all reports have the ability to be previewed) on a report or graph, The Cattery's Standard™ 2003 runs its printing engine, and it produces the preview window. That window has the report show in it in a WYSIWYG (what-you-see-is-what-you-get) format. You can zoom in or out, print the report, attach it to an E-Mail or export the report to one of several different formats.

The Print Preview window looks like this:
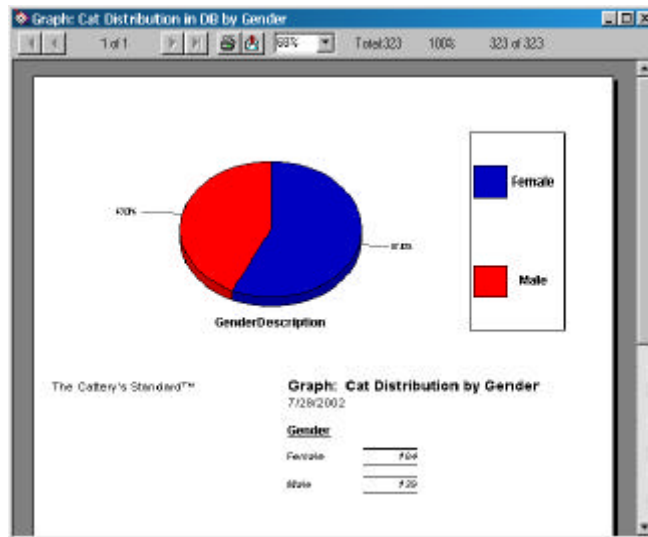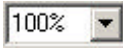
Figure: Print Preview Window.

The report has several buttons along its bottom edge, and they control the capabilities of the preview window. These buttons are:

[|◀] - Go to Page 1. It's grayed out if the report is on page 1.

[◀] - Go back one page. It's grayed out if the report is on page 1.

[▶] - Go forward one page. It's grayed out if you are looking at the last page of the report.

[▶|] - Go to the last page. It's grayed out if you are on the last page of the report.

[100% ▼] - This is the Zoom Control drop down. Click to make the preview image (not the window) a different size. Options include showing the entire page and also showing the width of the page but letting its length droop below the bottom of the window..

[🖨] - Click this button to print the report in the preview window. This is grayed out while the report is still running.

[📩] - Click this button to export the report to another format. This brings up a window where you can choose the export format, and where you wish to export it. Many formats are included, among them the Microsoft Word and Excel formats, Lotus 1-2-3 format, ASCII delimited text and others.

You have two options as to the destination. Disk file or MAPI email. If you choose MAPI email, it will work with any MAPI-

compatible email program, such as Microsoft Outlook or Exchange. Commercial networks like MSN use Exchange and therefore directly support this. Outlook Express, which comes with Microsoft Internet Explorer, supports "simple MAPI", which on **some** (but not all) operating systems lets you prepare MAPI emails. As a rule of thumb, the email program must be running when you try to export to email.

Printing from a Preview Window

When you click the 🖨 (print) button the report is printed on the default printer you have assigned in Windows. To choose the printer to use, you need to close the preview window and click the print button in the Reports window, which will ask you where to print the report.

Exporting a report to another format

When you click on the 📧 (export) button, and choose Disk file as a destination, you can save the contents of the report to another file format. You can choose from Word, Excel, Lotus 1-2-3, RTF and others. You are prompted what format you will export in and you are also prompted for a file name to export the files to.

Attaching a report to E-Mail

When you click on the 📧 (export) button, and choose MAPI email as a destination, you can save the contents of the report in the format you choose and automatically attach them to an E-Mail. You can use any MAPI-compliant E-mail service. The same formats you can export to, you can attach to the E-Mail. You can address the E-Mail and type any note you need to, which will be included with the attachment.

Printing

The Cattery's Standard™ also enables you to print all reports. You choose the report in the same way you do for previews, but you click the print button instead. Pedigrees and show entries show you windows, which are detailed below. Other reports run the print engine and route the report to the printer.

When you choose this option, you get a window to choose which printer you want to use.

You are enabled to choose the range of pages, number of copies, and the printer you want. If you want a different printer, click the Setup... button and choose it from the list. To cancel the print altogether, click the "Cancel" button. To go ahead and print with the settings shown, click OK.

Print a Standard Pedigree

The Cattery's Standard™ will print a standard 5-generation pedigree in landscape format on 8½" x 11" paper. To do this, you choose reports for an individual Cat, and you click on the Pedigree report item in the reports window.

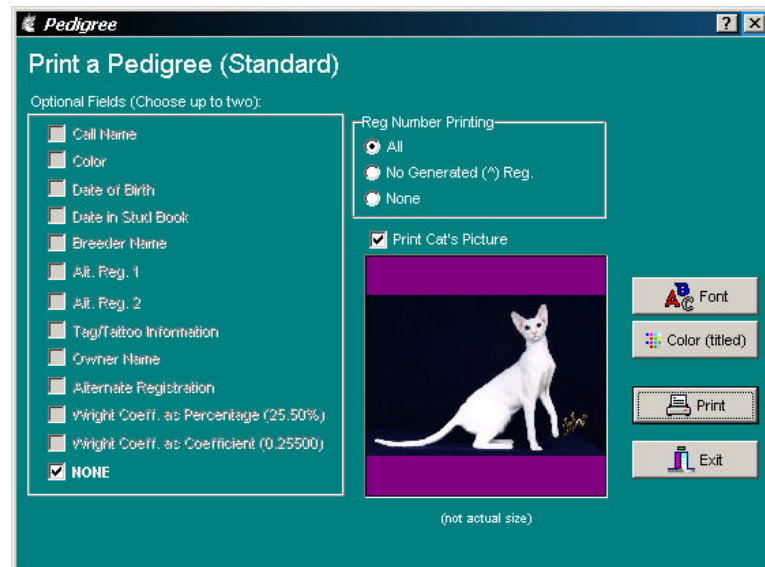When you choose pedigree you get the following window:

Figure: Print Pedigree (Standard) window

You have the following options:

Optional fields (you can choose up to two): Click on the optional fields you want to use to leave check marks in them. Click on NONE to choose to print no optional fields on the pedigree.

Registration Number Printing: This tells The Cattery's Standard™ which, if any, registration numbers are to be printed on pedigrees. You have three options: *All* will print every registration number for every animal without any fur ther evaluation. *No Generated* will not print any regis tration numbers which begin with the old PedFast(tm) char acteristic "^" prefix, but will print other registration numbers. *None* will not print registration numbers for any animal in the pedigree.

Print Cat's Picture: If this is checked, and the Cat's picture shows in the window, it will print on the pedigree.

Font Button: Click here to choose the font face for the pedigree. *The point size you choose is ignored. The pedigree sizes fonts as needed to fit the pedigree onto the paper.*

> **Titled Cats Color Button**: Click here to choose the color that
> Cats which have titles will print in. You can choose any color
> you wish.

Click on "Print" to print the pedigree. Click on Exit to close the window
without printing the pedigree.

Text Pedigree

TCS 2003 offers a simple pedigree in text format, with the ability to be
easily included in the body of email messages. This makes the Text
Pedigree an ideal tool to share data with others, as in "linechaser" groups.
Text Pedigree is extremely easy to use. Simply choose Reports from the
fast options menu, or click the Reports button from the cat's window.
When the reports window appears, choose "Pedigree for a cat, Text
format" and click the Print button.

The Text pedigree window looks like this:
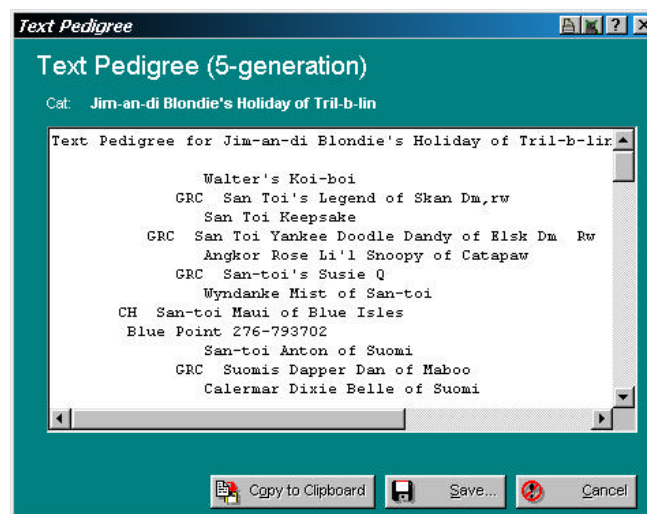
Figure: Text Pedigree Window.

Each successive generation is indented 3 spaces. If the animal has a
color, date of birth or Primary registration number associated with it, that
information is included below the animal's name.

You also have three buttons on this window, and they are:

> **Copy to Clipboard:** This option will copy the entire pedigree to
> the windows clipboard. From there, you may choose to switch
> to your email application and paste the pedigree into the body
> text of the email.

> **Save:** This will save the entire pedigree into a text file. You can
> attach this file to an email if you wish.

> **Cancel:** This will close the Text Pedigree window.

Show Entries

The Cattery's Standard™ prints show entries for CFA and TICA onto plain paper, all filled out and ready to submit. There are windows which take in the necessary information to print these entries. They are listed below.

CFA Show Entry

The CFA show entry form has been completely redesigned in TCS 2003.

The Cattery's Standard™ 2003 will print the Official CFA show entry form onto plain paper. The form can be used to enter any show event sanctioned by CFA.

To access the entry form, choose the Individual Cat reports, choose CFA Show entry from the list and click the Print button. Also, with the release of TCS 2003, you can choose the Competition window, and use the Make Show Entries section at the bottom of the competition window in order to make up the CFA show entry (see "Competition Page" on page 51).

The CFA Show Entry window looks like this:

Figure: Show Entry Form (CFA) Window.

You have the following fields:

> **Host Club**: The club hosting the show.
>
> **City**: The city where the show is being held.
>
> **State**: The state where the show is being held.

Show Date: The date of the show.

Agent: This is a lookup control to choose the agent (if any) from the contacts file (see "Contact Information" on page 59).

Eye Color: Cat's eye color. This is copied from the Cat's information if present on that window (see "Cat Information" on page 38).

Color Class: Cat's CFA Color Class. This is copied from the Cat's information if present on that window (see "Cat Information" on page 38).

Region: Please choose the appropriate CFA region of residence for this cat.

Conf To: Choose whether the entry clerk should send the confirmation to the Owner or the Agent.

Color Class: Enter the CFA Color class for this cat. If this is already entered in the Cat Information window (see "Cat Information" on page 38).

Class Entry: There are three lookup control fields, one for non-championship, championship and premiership. Choose only one entry from the correct type of class.

Special Requests: Fill in special requests for double cages, sales cages, grooming space, End of Row, and any person with whom you would like to be benched.

Taking my Own Cage/Initials: Check the box and type in your initials if you are taking in your own cage. This will fill in the cage disclaimer on the CFA entry form.

Click on Print to print the show entry. Click on Cancel to close the entry window without printing anything.

TICA Show Entry

New for TCS 2003 is the TICA Show Entry print function. This will print a TICA official show entry, already filled in , on plain paper.

The Cattery's Standard™ will print the Official TICA show entry form onto plain paper. The form can be used to enter any show event sanctioned by TICA.

To access the entry form, choose the Individual Cat reports, choose TICA Show entry from the list and click the Print button. Also, with the release of TCS 2003, you can choose the Competition window, and use the Make Show Entries section at the bottom of the competition window in order to make up the TICA show entry (see "Competition Page" on page 51).
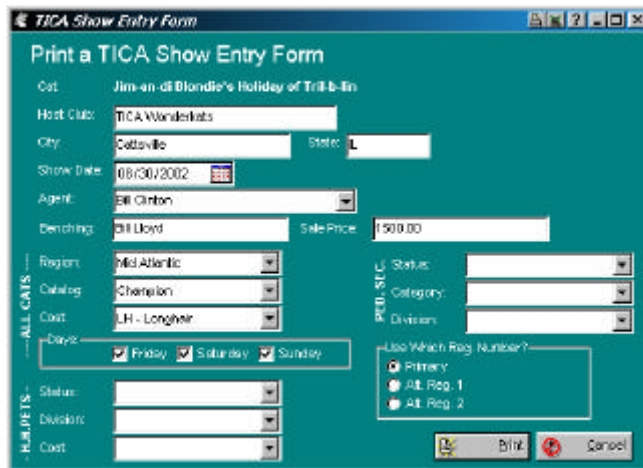
The TICA Show Entry window looks like this:

Figure: TICA Show Entry Window.

You have the following fields:

> **Host Club**: The club hosting the show.
>
> **City**: The city where the show is being held.
>
> **State**: The state where the show is being held.
>
> **Show Date**: The date of the show.
>
> **Agent**: This is a lookup control to choose the agent (if any) from the contacts file (see "Contact Information" on page 59).
>
> **Benching**: This is the person with whom you would like to be benched.
>
> **Sale Price**: If you are offering this cat For Sale in the catalog, please enter the price here.

--- All Cats ---

> **Region**: Please choose the proper TICA region.
>
> **Catalog**: Choose the catalog classification.
>
> **Coat**: Choose Longhair or Shorthair.
>
> **Days**: Check off Friday, Saturday and/or Sunday, as applicable.

Pedigree Section

> **Status**: Choose the proper status for the cat.
>
> **Category**: Choose the proper category for the cat.
>
> **Division**: Choose the proper division for the cat.

Household Pets

Status: Choose the proper status for the cat.

Division: Choose the proper division for the cat.

Coat Length: Choose longhair or shorthair.

Click on Print to print the show entry. Click on Cancel to close the entry window without printing anything.

Sharing Data with Others

BXF Importing and Exporting – An Introduction

One of the things many people wish to do is to accumulate a sharable database of Cat ancestry, to make their mutual pedigree entry chores easier. In order to do this, a pedigree program needs to be able to correctly notice when a Cat to be imported from someone else's data is already on the database, and to act accordingly.

The Cattery's Standard™ solved that problem in 1994 when it introduced BXF™ - short for **B**reeder's E**X**change **F**ormat. BXF is designed to smart-merge with data already on your computer. The file it produces is large, but it can be read with the naked eye using a word processor.

The latest BXF incarnation now relies most heavily on matching registered names to determine if a Cat on the database is represented by incoming data. So, missing or duplicate registration numbers do not cause improper imports.

Import Data from a BXF File

BXF Import Window

Caution: Always do a complete backup just prior to importing a BXF file (see "The Backup Wizard" on page 87). Man's Best Friend Software is not liable for data errors caused by the use of BXF to import a data file, and you need to be sure to protect your data beforehand. This will allow you to recover if there is a problem with the import data file or with the data of the person who is keeping the records. For example, if that person messed up on the pedigree, BXF will import the parental links, so you will end up with changed pedigrees yourself. Be careful!

To import, choose the "Import..." option from the Cattery menu or the BXF import button on the speed bar. This will bring up the BXF Import window.
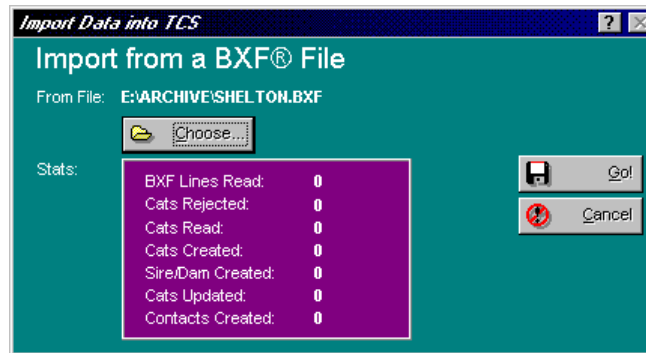
The BXF Import window looks like this:

Figure: BXF Import Window

Click on Choose to look up the BXF file you wish to import. When chosen, Click "Go" and The Cattery's Standard™ will begin to work.

Only two situations may require your aid. One is Import Breed Mismatch, and the other is Import Title Mismatch

Import Breed Mismatch

An Import Breed mismatch occurs when The Cattery's Standard™ does not have the breed of Cat in its database, and cannot find a near match. Rather than make a wrong guess, or incorrectly add an extra breed to the database (which messes up statistics and matings), it asks you to make the choice. It shows you what it's got. Pick the correct breed from the list, or click the Add to database button if it is not already there. Use caution to make sure that the breed is really not there under a different spelling prior to importing.

Import Title Mismatch

An Import Title mismatch occurs when The Cattery's Standard™ does not have the Title of Cat in its database, and cannot find a near match. Rather than make a wrong guess, or incorrectly add an extra Title to the database (which messes up statistics and Pedigrees), it asks you to make the choice. It shows you what it's got. Pick the correct Title from the list, or click the Add to database button if it is not already there. Use caution to make sure that the Title is really not there under a different spelling or code prior to importing.

Import Registry Mismatch

An Import Registry mismatch occurs when The Cattery's Standard™ does not have the Registry of Cat in its database, and cannot find a near match. Rather than make a wrong guess, or incorrectly add an extra Registry to the database (which messes up statistics and Pedigrees), it asks you to make the choice. It shows you what it's got. Pick the correct Registry from the list, or click the Add to database button if it is not

already there. Use caution to make sure that the Registry is really not there under a different spelling prior to importing.

Export Data to a BXF File

You can share your data by exporting one or all breeds in the cattery to a BXF file. To do this, you simply choose the "Export..." option in the Cattery menu, or you click the export button on the Speed bar. This will open the BXF Export window.

The BXF Export window looks like this:

Figure: BXF Export window.

Choose the breed you want to export, or click on "Export All Breeds" to export them all. Click on "Choose" to choose the name and location of the new BXF file (if you choose a file name which exists already, it will be deleted and written over again). Click "Go!" to do the export. There are no messages after you click Go!.

Crystal Ball™ Genetics Engine

Crystal Ball – An Introduction

Easily the most important question any breeder asks is "What will be the result if I mate this male and this female?" If any person or program could provide an ironclad answer, or even a substantially correct guess, the person would be rich, or the program's author would be wealthy and popular.

Crystal Ball is our attempt to answer the question. We provide the breeder with three tools. One is the "What-If" pedigree. You choose the Cat and the female, and print a pedigree for the proposed mating, with 5 generations. Another is the inbreeding contribution report, which calculates each ancestor's genetic contribution, based on its position in the pedigree and the number of times it appears. Finally, there is trait analysis. Divorcing the individual animal from the genetic contribution and looking at the *traits* separately, trait analysis is designed to give the breeder an alternative look at what traits will be passed along to kittens from any prospective mating.

Note: No tool can predict the exact outcome of any mating. We do not represent that the trait analysis report or any other report generated by The Cattery's Standard™ is able to predict the kinds of kittens which will come out of any mating. We only supply a tool to aid your judgment, and we accept no responsibility for your use of it.

Crystal Ball Functions

The Crystal Ball Window

When you choose the menu option or the speed bar button, you are presented with the Crystal Ball Window.

The Crystal Ball window looks like this:
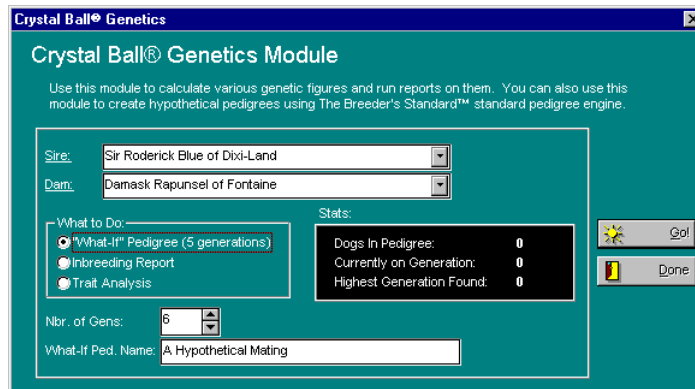
Figure: The Crystal Ball Window.

You have lookup controls for Sire and for Dam. You also have a box to choose which Crystal Ball function you will run. You also have a field for the number of generations to analyze (does not apply to "What-If" pedigrees) and also for the name to use on a what-if pedigree.

Pick the sire and dam, set the other options, and click Go! To get the result.

What-If Pedigrees

Clicking Go! When selecting a What-if pedigree will open the Pedigree window (see "Print a Standard Pedigree" on page 75). All options available for the standard pedigree apply, except for pictures. You can change the name of the hypothetical animal. For example, you could type in the underscore (__) character many times to create a line upon which you could write a name. The Pedigree would be titled "Pedigree for _____". Other possibilities exist.

Inbreeding Report

The Inbreeding report will analyze the number of generations you specify and produce a list of the ancestors in the pedigree, showing the number of times detected and the percentage of genetic contribution, in reverse order from the most prevalent ancestor on down. The results are shown in a print preview window (see "Report Previewing" on page 72). The same functions available to you in print preview are also available in the Crystal Ball windows.

The Inbreeding Report window looks like this:

Figure: Inbreeding Report Preview window.

Trait Analysis Report

The trait analysis report will use the traits attached to a Cat to produce a report like the inbreeding report, but only looking at the traits assigned to the ancestor Cats. This report appears in a preview window, and does not list Cats but rather traits, grouped by dominant, recessive, polygenetic and unknown, and then by what they affect (type, coloration, etc.).

Trait analysis is heavily dependent upon the reliability of the underlying data. You have to determine the traits belonging to as many Cats in the pedigree as you can, and assign them using the Traits functions on the Profile page of the Cat Window (see "Trait Information" on page 44).

Utility Functions

The Backup Wizard

Nothing could be quite as important as making a regular backup of your cattery's data. You will know this for sure when you forget and your hard drive crashes or you experience some other disaster. Make frequent backups on diskette or ZIP drive or whatever technology suits your needs.

The Cattery's Standard™ includes the Backup Wizard within the program. Simply use the Wizard to make a compressed copy of your cattery's data. To run the Backup Wizard, choose its item off the Program menu.

The Backup Wizard window looks like this:
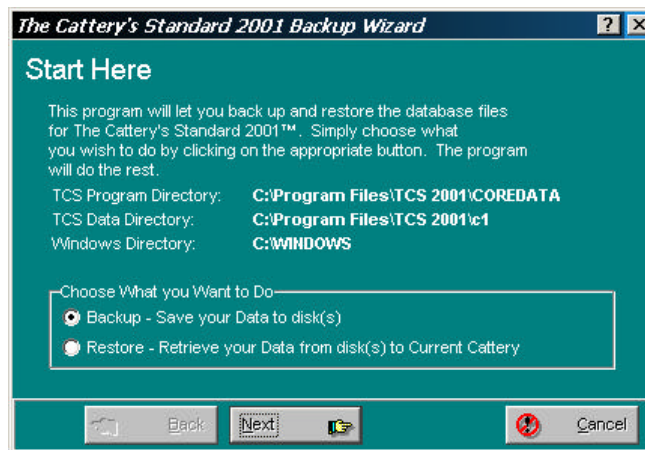
Figure: Backup Wizard Window 1.

Backing up the Cattery

To make the backup, click the backup choice and click the next button. Choose your disk drive to back up to and then click next. Then, simply insert blank formatted disks until the program needs no more of them.

Be warned that whatever are on the disks you use for backup will be written over.

Restoring the Cattery

To restore a cattery, use the Backup Wizard in restore mode. Choose the restore option and click Next. Choose the drive to restore from and click Next. Insert disk 1 when prompted and click Next. The data will be restored into the current cattery. To use this to make a duplicate second cattery, add a cattery (see "Adding a New Cattery" on page 22) and then choose that Cattery to be the active one. Then restore it.

Master Table Maintenance

The Cattery's Standard™ uses several master tables to support the entries of the various catteries. They are shared between catteries, so take heed when deleting records that, although something listed here may not be used in the present cattery, other catteries you have on your system could be adversely affected.

Work with Titles

Titles are what a Cat earns in competition or other certifying exercises and are shown on pedigrees and certain other documents, both before and after the Cat's registered name, as part of the name. The Cattery's Standard™ has an advantage over other cattery programs in its technologies which do not store the titles in the name but rather elsewhere. In The Cattery's Standard™, Champions are not all listed under "C"!

Work with Titles is the window where Title codes are worked with. It has a list of title codes with descriptions and characters, and looks like this:
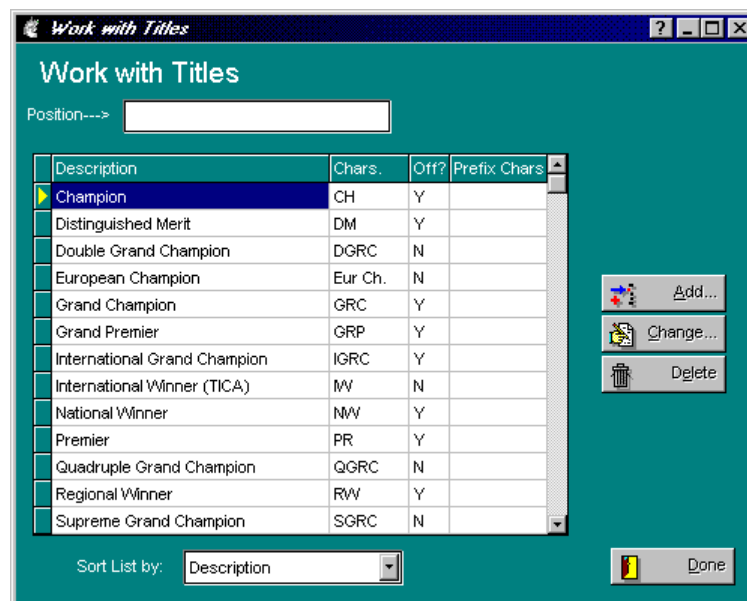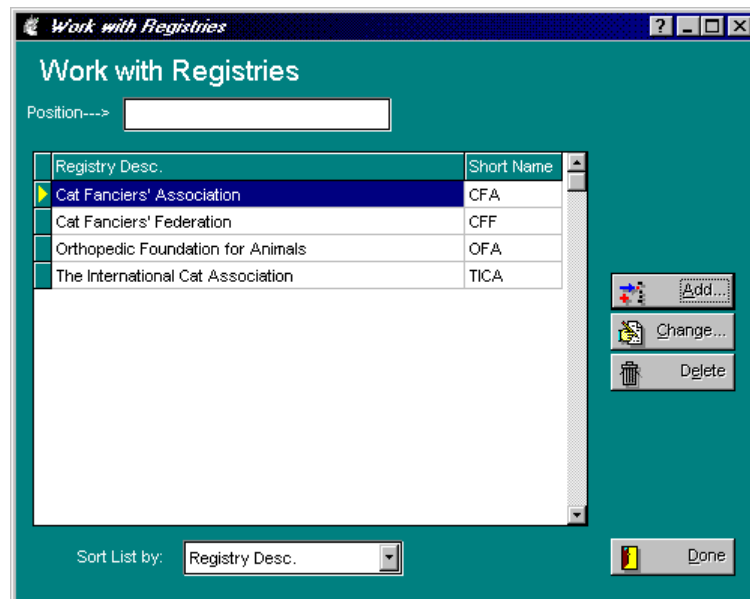
Figure: Work with Titles window.

You have the following fields to work with:

Sort List By: Choose to put the list in order by Description or by Title characters.

Position Field: Type in characters of the field you have the list sorted by. Uppercase or lowercase does not matter. As you type each character, The Cattery's Standard™ will move the data grid to the first record where the name or number starts with the typed information.

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new record.

Change: This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

If you click one time on a record, and then click the *right* mouse button on the data grid, you'll receive a pop-up menu with the same Add, Change and Delete options as on the buttons, with identical effect.

Add/Change Titles

When you choose to add or change a title from the Work with Titles window, you get this window.
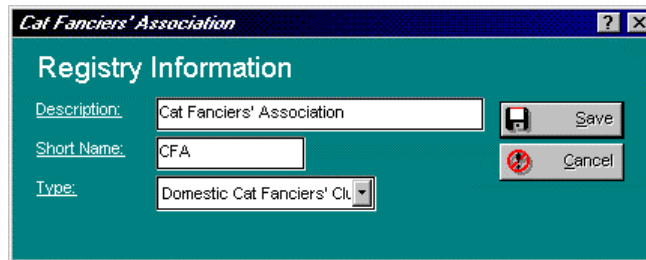
The Add/Change titles window looks like this:
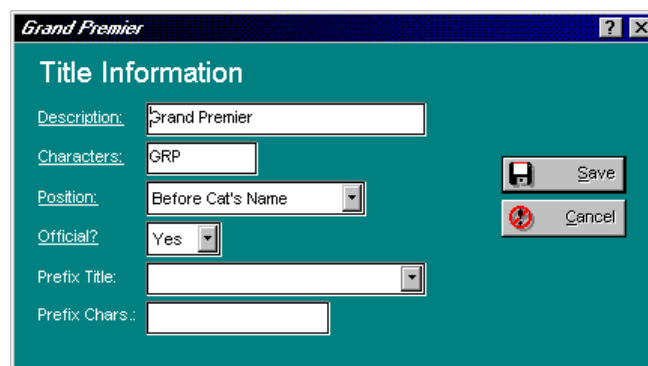
Figure: Add/Change Title window.

You have the following fields to work with:

Description: This is the description for this title.

Characters: This is the characters which make up this title in full on a pedigree or other similar document.

Position Field: Where to place the title. Choose Before or after the Cat's name.

Official?: is this an official Title? Choose "Yes" if it is, "No" if it is not. Only official titles are added to a cat's name when it is printed on a show entry form (see "Show Entries" on page 77).

Prefix Title: Certain titles are prefix titles. This means that the title will prefix another title if that title is already on the Cat. For example, If you have American Champion and Canadian Champion, without prefixing you will get "*Am. Ch. Can. Ch. CatName*" With prefixing, you add the title of Champion to the list, and you get *"Am. Can. Ch. CatName."* Choose the title which you will use to indicate the prefix is present.

Prefix Chars: What to use as the title characters if the prefix title is present. For "Am. Ch." This would be "Am."

Click the "Save" button to close this window and save your changes. Click the "Cancel" button to close this window but to discard your changes.

Work with Registries

The Cattery's Standard™ enables you to store an infinite number of Cat registries, both for the purpose of Cat registration, and for Medical or other identifying purposes. You can add a registry here and then use it in the Cat window to add registration/identifying numbers for the Cat (see "Registries and Titles" on page 40). Work with Registries is accessed from the Utility menu, Registries option.

Work with Registries looks like this:

Figure: Work with Registries window.

You have the following fields to work with:

Sort List By: Choose to put the list in order by Description or by short name.

Position Field: Type in characters of the field you have the list sorted by. Uppercase or lowercase does not matter. As you type each character, The Cattery's Standard™ will move the data grid to the first record where the name or number starts with the typed information.

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new record.

Change: This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

If you click one time on a record, and then click the *right* mouse button on the data grid, you'll receive a pop-up menu with the same Add, Change and Delete options as on the buttons, with identical effect.

Add/Change Registries

When you choose to add or change registries from the Work with Registries window, you get the Add/Change registry window.

The Add/Change Registry window looks like this:

Figure: Add/Change Registry window

You have the following fields to work with:

Description: This is the description for this registry.

Characters: This is the short name or common acronym for this registry.

Type: What type of registry this is. Choose from Domestic Cattery Club, Foreign Cattery Club, Medical Certification or Non-Medical Certification.

Click the "Save" button to close this window and save your changes. Click the "Cancel" button to close this window but to discard your changes.

Work with Breeds

The Cattery's Standard™ enables you to store any number of breeds in one cattery, and it achieves this through the use of a breed database. When you receive it, The Cattery's Standard™ has over 170 breeds listed in the database. You can add to, change, or delete from that list using Work with Breeds. The Work with Breeds window is accessible from the Utility menu, Breeds Option.

Work with Breeds looks like this:

Figure: Work with Breeds window.

You have the following fields to work with:

Sort List By: Choose to put the list in order by Description, Variety Group, or group number.

Position Field: Type in characters of the field you have the list sorted by. Uppercase or lowercase does not matter. As you type each character, The Cattery's Standard™ will move the data grid to the first record where the name or number starts with the typed information.

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new record.

Change: This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

If you click one time on a record, and then click the *right* mouse button on the data grid, you'll receive a pop-up menu with the same Add, Change and Delete options as on the buttons, with identical effect.

Add/Change Breeds

When you choose to add or change a breed using Work with Breeds, the Add/Change breeds window is shown.

The Add/Change Breeds window looks like this:
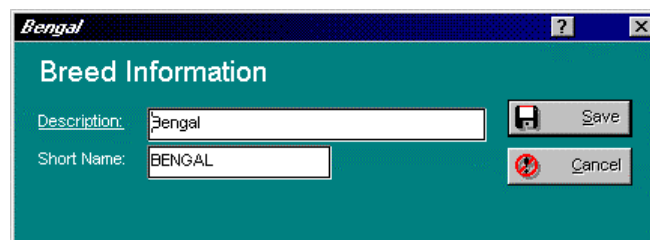
Figure: Add/Change Breeds Window.

You have the following fields to work with:

Description: This is the description for this Breed.

Short Name: This is a short or quick name for this Breed.

Click the "Save" button to close this window and save your changes. Click the "Cancel" button to close this window but to discard your changes.

Work with Contact Types

The Cattery's Standard™ enables you to group contact records by type (see "Contact Information" on page 59). You are enabled to define any number of contact types you wish. You may do this by typing in a new contact type name in Add/Change contacts, or by accessing Work with Contact Types using the Contact Types option on the Utility menu.

Work with Contact Types looks like this:
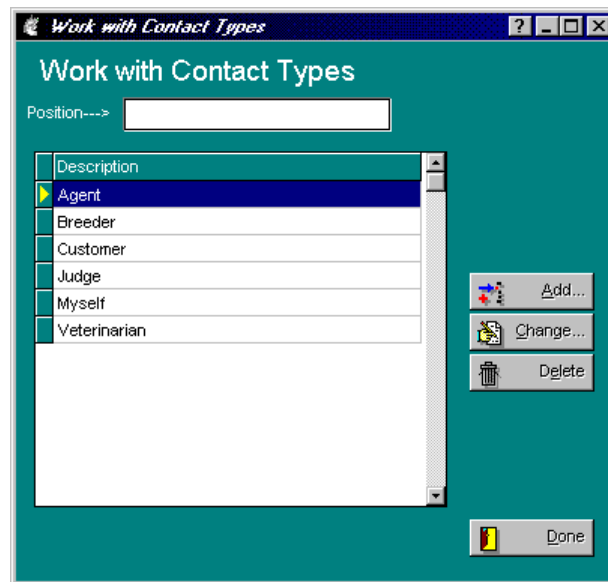
Figure: Work with Contact Types window.

You have the following fields to work with:

Position Field: Type in characters of the description. As you type each character, The Cattery's Standard™ will move the data grid to the first record where the name or number starts with the typed information.

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new record.

Change: This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

If you click one time on a record, and then click the *right* mouse button on the data grid, you'll receive a pop-up menu with the same Add, Change and Delete options as on the buttons, with identical effect.

Add/Change Contact Types

When you choose to add a contact type from Work with Contact Types or from Add/Change Contacts, you will receive the Add/Change Contact Types window.
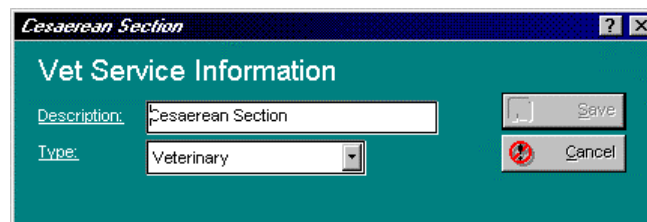
The Add/Change Contact types window looks like this:

Figure: Add/Change Contact Type window.

You have the following fields to work with:

Description: This is the description for this contact type.

Click the "Save" button to close this window and save your changes. Click the "Cancel" button to close this window but to discard your changes.

Work with Vet Services

The Cattery's Standard™ enables you to store medical records and assign vet services to them for the sake of grouping them and analyzing your medical usage. You can add new Vet Services form the Add/Change Medical window or from here. You can get to this window from the Utility menu, Vet Services option.

Work with Vet Services looks like this:
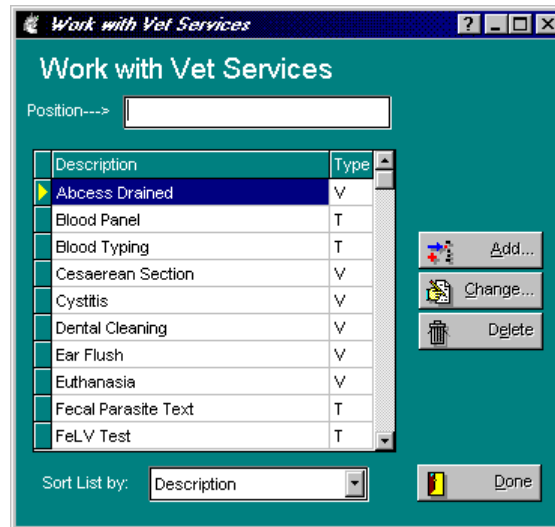
Figure: Work with Vet Services window.

You have the following fields to work with:

Sort List By: Choose to put the list in order by Description, or Type.

Position Field: Type in characters of the field you have the list sorted by. Uppercase or lowercase does not matter. As you type each character, The Cattery's Standard™ will move the data grid to the first record where the name or number starts with the typed information.

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new record.

Change: This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

If you click one time on a record, and then click the *right* mouse button on the data grid, you'll receive a pop-up menu with the same Add, Change and Delete options as on the buttons, with identical effect.

Add/Change Vet Services

When you choose to add or change a vet service from Add/Change Medical or Work with Vet Services, you will get the Add/Change Vet Services window.

Add/Change Vet Services looks like this:

Figure: Add/Change Vet Services window.

You have the following fields to work with:

Description: This is the description for this service.

Type: What type this service is. Choose from Veterinary, Dental, Grooming, Testing or Other.

Click the "Save" button to close this window and save your changes. Click the "Cancel" button to close this window but to discard your changes.

Work with Transaction Types

The Cattery's Standard™ enables you to group transactions by type. These transaction types govern the way that certain reports (like Cat

ownership) work, and they can be added directly from Add/Change Transaction. You can also add and change them here. Work with Transaction Types is located on the Utility Menu, Transaction Types option.
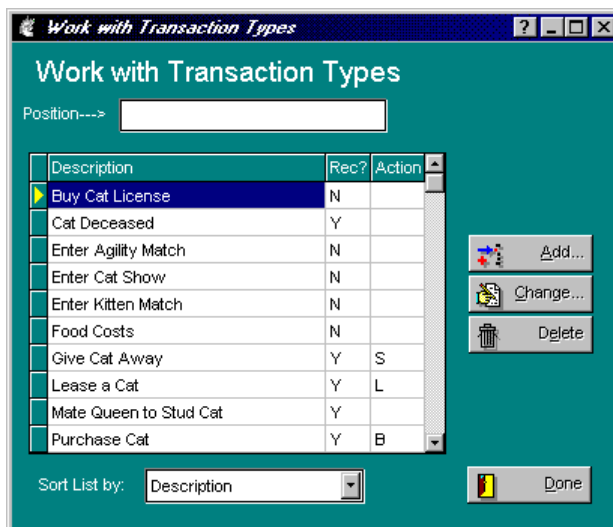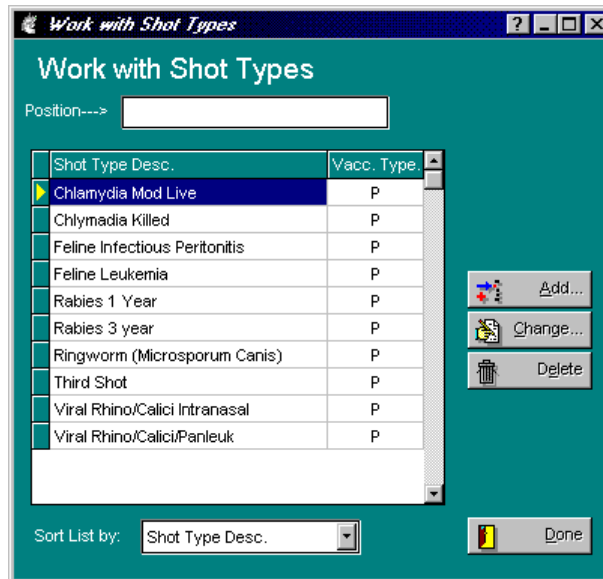
Work with Transaction Types looks like this:

Figure: Work with Transaction Types window.

You have the following fields to work with:

Sort List By: Choose to put the list in order by Description, or Action.

Position Field: Type in characters of the field you have the list sorted by. Uppercase or lowercase does not matter. As you type each character, The Cattery's Standard™ will move the data grid to the first record where the name or number starts with the typed information.

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new record.

Change: This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

If you click one time on a record, and then click the *right* mouse button on the data grid, you'll receive a pop-up menu with the same Add, Change and Delete options as on the buttons, with identical effect.

Add/Change Transaction Types

When you type in a new name in Add/Change Transaction, or you choose to add or change a type in Work with Transaction types, you will get the Add/Change Transaction Types window.

Add/Change Transaction Types looks like this:
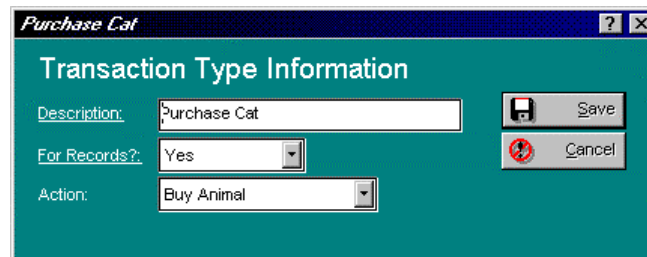
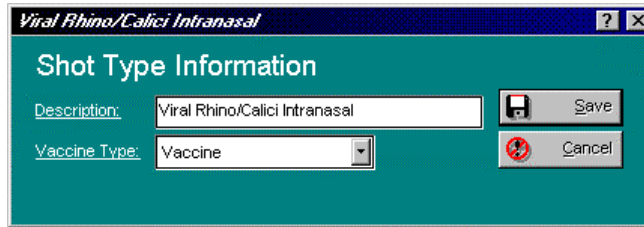*Figure: Add/Change Transaction Type window.*

You have the following fields to work with:

Description: This is the description for this type.

CFA?: Choose Yes if this transaction affects CFA recordkeeping, "No" if it does not. With previous versions of The Cattery's Standard™ this was an active field, but in this version it is a comment.

Action: What if any action this field has on recordkeeping. If the transaction type is an equivalent to buying a Cat, choose "Buy Animal." This would include receiving as a gift, etc. Same with Selling, choose "Sell animal" for giveaways, trades, etc. "Leasing" is for lease-related transaction types.

Click the "Save" button to close this window and save your changes. Click the "Cancel" button to close this window but to discard your changes.

Work with Shot Types

The Cattery's Standard™ enables you to keep a distinct record of all vaccinations given to a Cat. These vaccinations are categorized by shot types. Using Add/Change Shots or this window, you can add or change the shot types. Work with Shot types is on the Utility menu under Shot Types.
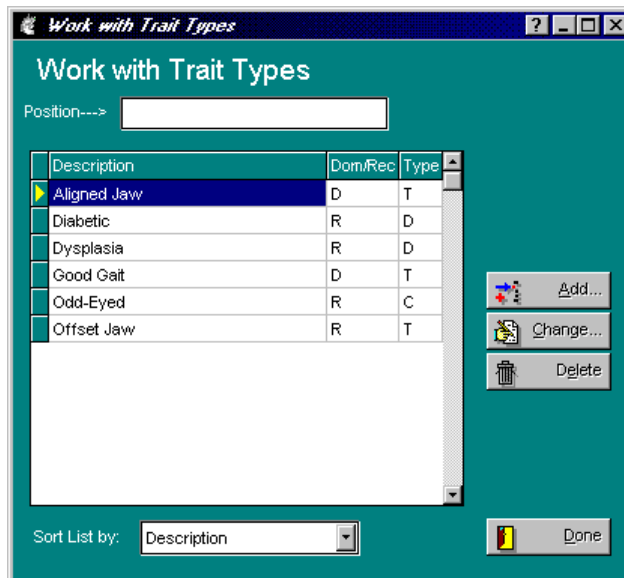
Work with Shot Types looks like this:

Figure: Work with Shot Types window.

You have the following fields to work with:

Sort List By: Choose to put the list in order by Shot Type description or vaccine type.

Position Field: Type in characters of the field you have the list sorted by. Uppercase or lowercase does not matter. As you type each character, The Cattery's Standard™ will move the data grid to the first record where the name or number starts with the typed information.

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new record.

Change: This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

If you click one time on a record, and then click the *right* mouse button on the data grid, you'll receive a pop-up menu with the same Add, Change and Delete options as on the buttons, with identical effect.

Add/Change Shot Types

When you choose to add a shot type from Add/Change Shot or from Work with Shot Types, you will get the Add/Change Shot Type window.
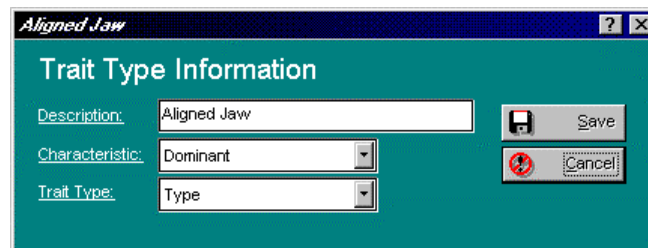
The Add/Change Shot Type window looks like this:

Figure: Add/Change Shot Type window.

You have the following fields to work with:

Description: This is the description for this shot.

Vaccine Type: What type this shot is. Choose from Vaccine, booster, Kitten Rabies, Antibiotic or other.

Click the "Save" button to close this window and save your changes. Click the "Cancel" button to close this window but to discard your changes.

Work with Trait Types

The Cattery's Standard™ uses Trait types to keep track of traits for Cats. These traits can be printed and also used in the Crystal Ball Genetics Engine. You can add trait types from Add/Change Cat Traits or from Work with Trait Types. Work with Trait Types is accessed from the Utility Menu, Trait Types Option.

Work with Trait Types looks like this:

Figure: Work with Trait Types window.

You have the following fields to work with:

Sort List By: Choose to put the list in order by Description, Dominant/Recessive or trait type.

Position Field: Type in characters of the field you have the list sorted by. Uppercase or lowercase does not matter. As you type each character, The Cattery's Standard™ will move the data grid to the first record where the name or number starts with the typed information.

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new record.

Change: This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

If you click one time on a record, and then click the *right* mouse button on the data grid, you'll receive a pop-up menu with the same Add, Change and Delete options as on the buttons, with identical effect.

Add/Change Trait Types

When you choose to add a trait type from Add/Change Traits or from Work with Trait Types, the Add/Change Trait Types window is displayed.

Add/Change Trait Types looks like this:

Figure: Add/Change Trait Type window.

You have the following fields to work with:

Description: This is the description for this shot.

Characteristic: Choose from Dominant, Recessive, Polygenetic or Unknown.

Trait Type: Choose from Behavioral, Coloration, Diseases or Type.

Click the "Save" button to close this window and save your changes. Click the "Cancel" button to close this window but to discard your changes.

Work with Users

If you have activated password security in The Cattery's Standard™ (see "Program Preferences" on page 15 and also "Password Security -- Signing On" on page 18), you will need to assign User ID information in Work with Users. Work with Users is located in the Utility Menu, under Users.
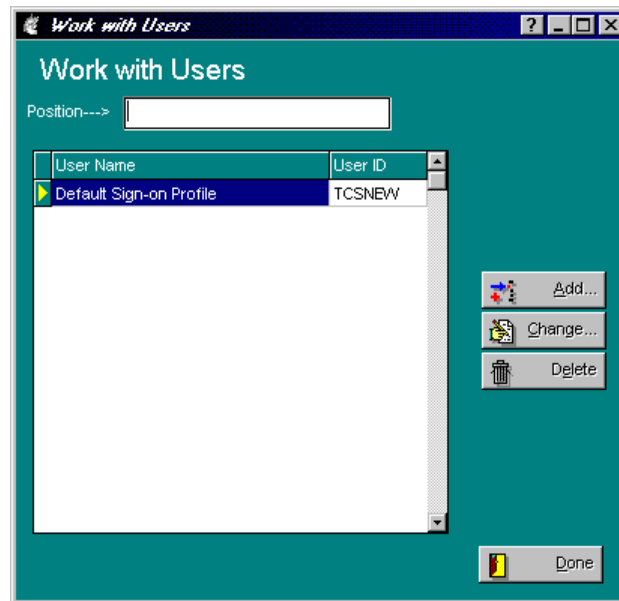
Work with Users looks like this:

Figure: Work with Users window.

You have the following fields to work with:

Position Field: Type in characters of the user name. Uppercase or lowercase does not matter. As you type each character, The Cattery's Standard™ will move the data grid to the first record where the name or number starts with the typed information.

You have the following buttons:

Add: This will cause The Cattery's Standard™ to add a new record.

Change: This will open the change window for the selected record. Double-clicking the left mouse button will also do the same.

Delete: This will delete the highlighted record from the database, if it is not in use. Otherwise a message is displayed.

If you click one time on a record, and then click the *right* mouse button on the data grid, you'll receive a pop-up menu with the same Add, Change and Delete options as on the buttons, with identical effect.

Add/Change Users

When you choose to add or change a User ID in Work with Users, you will get the Add/Change User window.

The Add/Change User window looks like this:
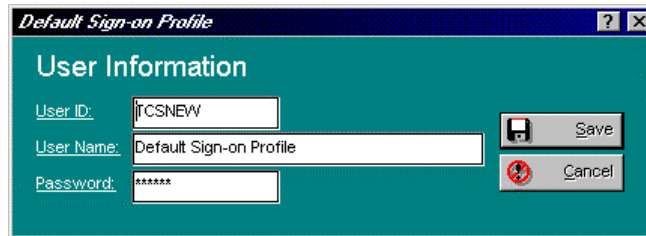
Figure: Add/Change User window.

You have the following fields to work with:

User ID: This is the ID that this user will use to sign on to The Cattery's Standard™ (see "Password Security -- Signing On" on page 18),

User Name: This is the user's Full Name, for easy location in Work with Users, and for documentation.

Password: Enter a password from 4 to 10 characters. What you type in will be replaced by asterisks (*).

Click the "Save" button to close this window and save your changes. Click the "Cancel" button to close this window but to discard your changes.

MegaPed Classic™

MegaPed Classic Overview

MegaPed™ is designed to be straightforward in its use. There is only one screen for the whole function, and it is set up like a notebook, with various settings on pages you can select.

This section explains all of the options and controls in MegaPed™. It is a guided tour of the program's features and abilities.

Choosing a Cat

MegaPed(tm) is designed to work with one Cat at a time. There fore, you can simply type that Cat's registration number into the field and press **t** . If the number is found on the data base, the Cat's name (with all titles) will be displayed below the field. Otherwise, you'll get an error message telling you that the Cat's record could not be found.

The Look Up Window

MegaPed(tm) is designed to work with one Cat at a time. There fore, if you select MegaPed from the individual Cat report window, MegaPed will be located on that Cat. If you clicked on MegaPed from anywhere else, or you want to change from the current Cat to a different Cat, you can click the "Look Up" button. Choosing this button will bring up a pop-up window with a list of Cats in it. You can control the way that this window looks, and can choose from the following fields to search on:

Registration Number

Registered Name

Call Name

In this manner, the pop-up window is similar to the Work with Cats window in The Cattery's Standard™. However, this win dow works on an entirely different principle. For example, it comes up rapidly, no matter how many Cats are in your data base. However, as you type in individual characters into the window to look up a Cat's name, for example, the computer is slightly slower, because MegaPed™ is looking at the database while you type. In the end, this way is faster.
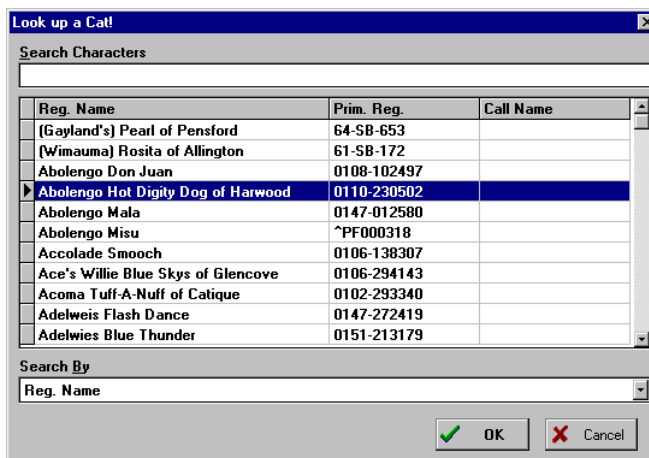
The Pop-Up window looks like this:

Figure: MegaPed Cat look-up Window

You have a few options. They are:

Search Characters: Type in all or part of what you are looking for. For example, if you have the "Search By " field set to Registered name, typing a character posi tions the list to the first Cat whose registered name be gins with that character. Each additional character you type is added on to the end of the search characters you have already typed. Backspacing all the characters away will position you to the beginning of the list.

Search By: Choose how you want the list organized. You can choose Registration Number, Registered Name or Call Name.

Use your mouse or the Up and Down arrow keys to move about in the list. Click OK or press Enter to choose the highlighted Cat and place its name and number into MegaPed™.

MegaPed™ Classic Selection pages

Page Setup

This page lets you choose the things which will determine what the finished pedigree looks like — what size paper, how many generations, and what things print on the pedigree. You also can, via the setup button, choose which printer the pedigree will print on, if you have more than one on your computer. Un like The Cattery's Standard™, changing a printer selection in MegaPed(tm) does not make that printer the default for every thing else on your computer.
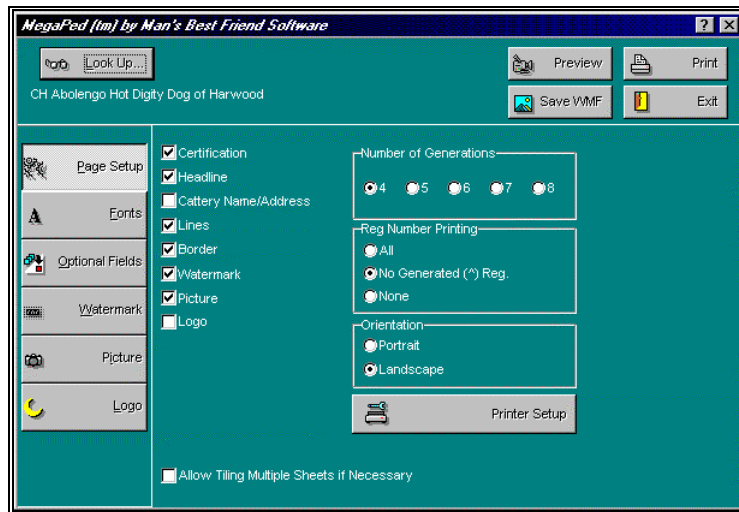
Page Setup looks like this:

Figure: MegaPed, Page Setup page.

You have several things which are controlled from this window. They are:

Number of Generations: Choose a number of genera tions which will appear in the Pedigree. Any number from 4 to 8 can be chosen. NOTE: The more genera tions you choose, the more likely you will have to accept reduced font size. Alternatively, you can tile the print out pages of the pedigree.

Registration Number Printing: This tells MegaPed(tm) which, if any, registration numbers are to be printed on pedigrees. You have three options: *All* will print every registration number for every animal without any fur ther evaluation. *No Generated* will not print any regis tration numbers which begin with the old PedFast(tm) char acteristic "^" prefix, but will print other registration numbers. *None* will not print registration numbers for any animal in the pedigree.

Printable Elements: There are several optional elements which you can choose to print. Placing a check into one will cause that element to appear on the Pedigree, and may enable other things within the program. Here is the list:

Certification: The bottom left text which contains a statement certifying the accuracy of a pedigree, and providing a signature line and a place to write a date.

Headline: The text at the top which reads "Pedigree For [Name of Animal with titles]"

Cattery Name/Address: Taken from the "Cattery Information" and user registration fields in The Cattery's Standard™ The name will appear as UNREGISTERED USER if you are using MegaPed™ during the 14-day evaluation period.

Lines: The line which extends from an animal to its Sire or Dam. It is MegaPed(tm)'s way of showing the re lationship that exists.

Border: This controls whether MegaPed™ will draw a border around the pedigree at the outside edge of the paper.

Watermark: This controls whether MegaPed™ will place a printed watermark behind the pedigree.

Picture: This controls whether MegaPed™ will print the animal's picture, as set in The Cattery's Standard™, on the pedigree.

Logo: This controls whether MegaPed(tm) will print the logo you have selected to the left of the Cattery Name and Address (or below the headline if Name and ad dress are not selected).

Orientation: This tells MegaPed™ to print the pedigree in portrait (narrow side of paper up) or landscape (wide side of paper up). format.

Printer Setup Button: This is where you click to choose which printer you wish to work with, and to make ad justments to that printer's settings. The printer you choose here is the one MegaPed™ will print to every time you choose to print until you restart the program, or change it here.

Tiling Check Box: This tells MegaPed™ whether or not to tile the printed pedigree. This only has an effect if the pedigree will not fit on one sheet of paper. You can control how large your pedigree is with effective use of font sizes.

Fonts & Colors

This page is where you tell MegaPed™ what fonts to use for text, and what colors to use for text and for lines (both ancestor lines and the border). If you have something turned off, you cannot select a font or color for it. Go back to the Page Setup page and activate the feature to select font or color for it.
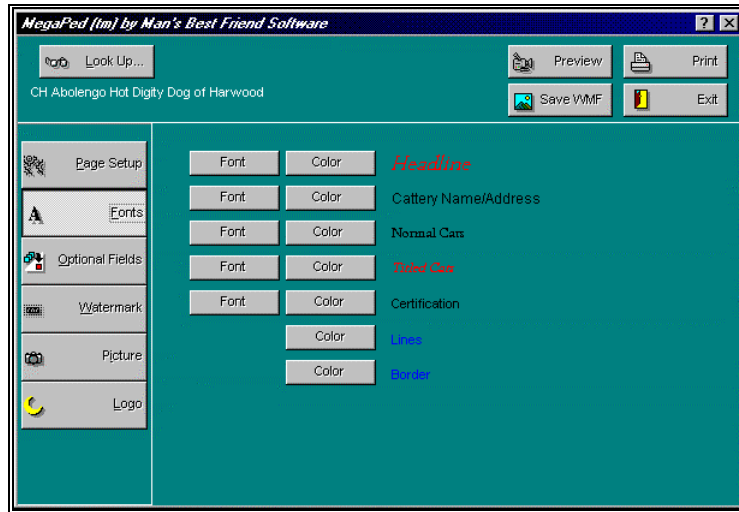
The Fonts & Colors page looks like this:

Figure: MegaPed, Fonts & Colors Page

The item is displayed in the selected font and color. *NOTE: Se lecting a color for an item and then printing it on a black and white printer may cause "dithering," where Windows tries to make a gray close to that color with a bunch of dots. On smaller fonts, this may not look nice. To fix this, just make the color black.*

Click on the Font button to change a font. This will bring up a standard Font change screen.

In Windows 95, that screen looks like this:
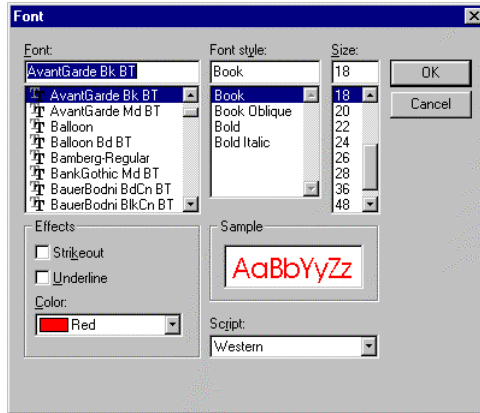
You can choose any font, its style (bold, italic, and so on) and its size in points (a point is 1/72nd of an inch). Your choice is used by MegaPed™ to output that feature's text.

Color selection is also provided for everything in your pedigree. You are permitted to select any color in the spectrum for any feature which is

enabled. Clicking the color button brings up a standard color selection window.

In Windows 95, that window looks like this:
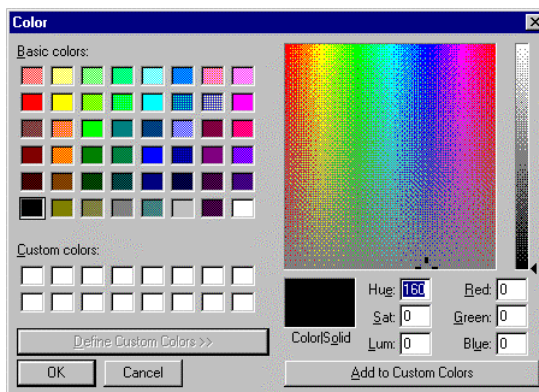
You can choose from the pre-defined palette colors or from an entirely custom color. Make sure that the color you choose will be visible on paper.

Optional Fields

This page will allow you to make choices regarding the optional fields you will show for each animal. You have up to three choices, and all the fields are defined in The Cattery's Stan dard™ on the Add/Change Cat window.

The Optional fields page looks like this:
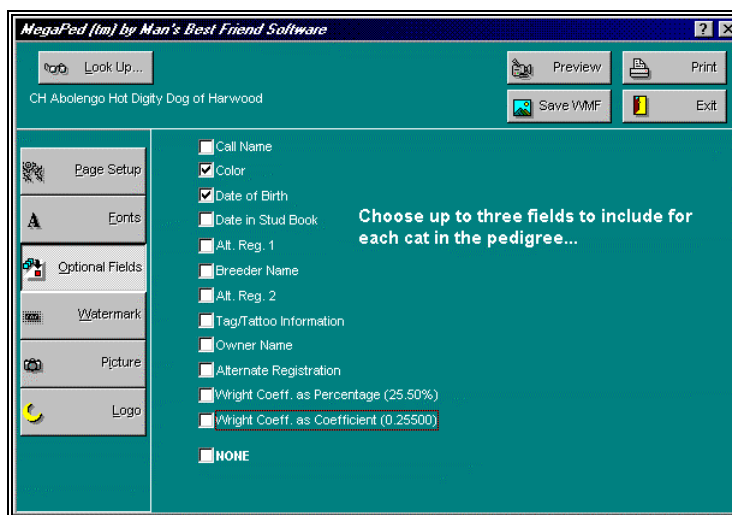
Figure: MegaPed, Optional Fields Page

Clicking the NONE check box will un-select and disable every other choice. Unclicking NONE will let you choose up to three fields. Upon clicking the third one, everything else will be dis abled until you unclick one to make room for another choice.

Watermark

MegaPed(tm) will print a Watermark if you select to using the in formation on this page. A Watermark is faint gray text placed behind the pedigree in a large font. It looks best with a stylish font, as opposed to a common font like Arial.

Here is an example print preview in which a Watermark bear ing the word "FancyFeat" is visible:
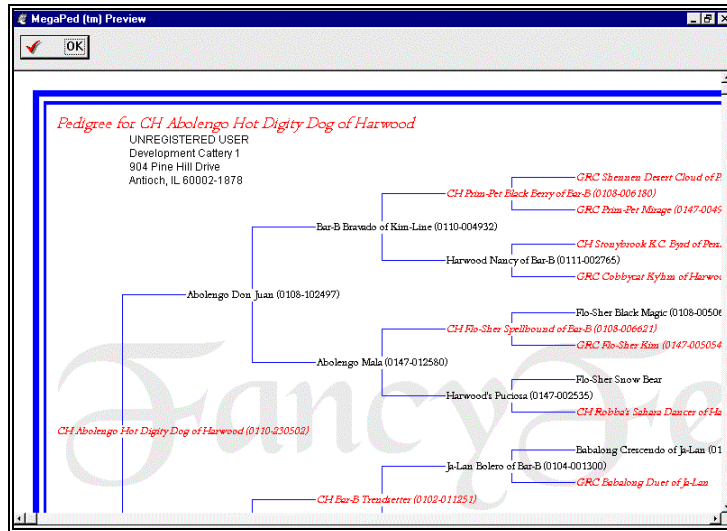
Figure:MegaPed Classic Print Preview

Watermarks are not supported on some black-and-white print ers which cannot render a faint gray as a bunch of dots (a proc ess called "halftoning"). If you try to use a watermark with one of these, the text prints out in black and obscures the pedigree. Some other printer drivers also fail to render the watermark, and this is a driver problem; we are powerless to avert it.

Setting up a watermark is easy. You have a space on the Wa termark page to type in as many as 15 characters (including spaces and punctuation). You then click on the Font button to change the font face to what you like (note that the type size choice is ignored. MegaPed™ will print the watermark in a size large enough to fit across the entire Pedigree).
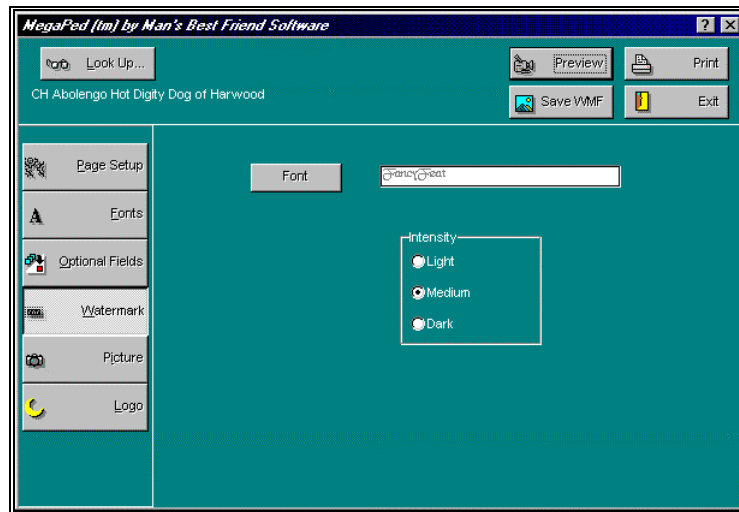
The MegaPed™ Watermark page looks like this:

Figure: MegaPed, Watermark page.

You have just a couple of controls and buttons to deal with on this page. They are:

Font Button: Click here and receive a standard Windows Font selection window. Pick the font face you need. Remember that the size of the font is not used here.

Intensity: Choose how dark the gray which the Water mark is printed in will be. You have three choices: Light, Medium or Dark.

Watermark Entry Window: Type in the text of the wa termark to 15 characters, including spaces and punc tuation. The text shows in the chosen font face.

Picture

The Picture page in MegaPed™ supports changing of the printed size and position of the picture attached to the animal. If no picture is attached to the animal, nothing you do here will have any effect on the pedigree which comes out. You can tell if a picture is attached to an animal quite easily. If there is one, it will appear on this page. Otherwise, the space to the right of the controls will be blank.

The Picture page looks like this:
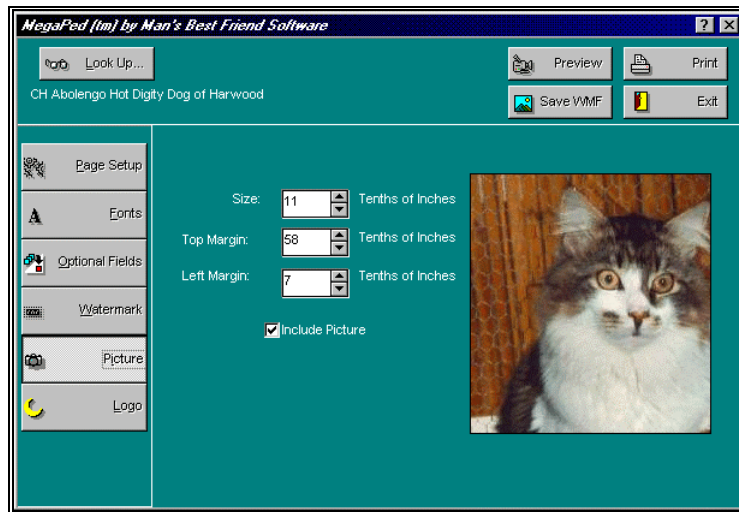
Figure: MegaPed, Picture Page.

The controls on this window are these:

Size Spinner: Choose a size in tenths of an inch. You can choose nothing smaller than 10 tenths (one inch) tall. MegaPed uses this to adjust the height of the picture, and sets the width so that the picture is neither stretched or squeezed.

Top Margin Spinner: Choose the distance from the top edge of the paper (do *not* include unprintable margins in your figuring) in tenths of inches. This is how far MegaPed™ will place the picture from the top of the paper.

Left Margin Spinner: Choose the distance from the left edge of the paper (do *not* include unprintable margins in your figuring) in tenths of inches. This is how far MegaPed™ will place the picture from the left edge of the paper.

Include Picture Check Box: This is the same as the Pic ture check box on the Page Setup page. If this is un checked, the picture will not print in the pedigree.

Logo

You use this page to tell MegaPed(tm) what, if any, logo you want for your cattery to be printed on the pedigree. You can also choose whether or not to print the logo on this page. If a logo is selected, it is displayed to the right of the controls on this win dow. If not, the area is blank.

The MegaPed™ logo page looks like this:
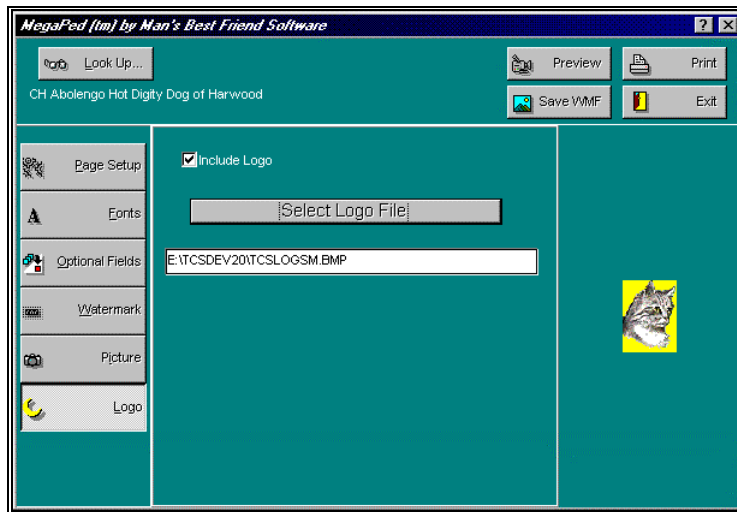
Figure: MegaPed, Logo Page.

You have a couple of options here. They are:

Include Logo Check Box: You use this to tell MegaPed™ that the logo (if any) should be included on the pedigree. It is the same as the Logo check box on the Page Setup page.

Select Logo File Button: You use this to bring up a standard Windows File Open window, which you can use to choose the BMP or WMF file which will serve as your logo file.

Logo File Name Window: This is the name of the file where MegaPed™ was instructed to find your logo. The file in this box is copied into the Pictures directory for The Cattery's Standard as ~LOGO.BMP.

The logo is printed to the left of the cattery name and address. It is sized to be the same height as the entire address block. If you are not printing the Cattery name and address, MegaPed™ determines an appropriate size for the logo and puts it in the upper left hand corner of the pedigree.

Alternate Heading

MegaPed™ Classic supports two heading formats for a pedigree. The first is the MegaPed Classic, Regular format.

The MegaPed™ Classic Regular Format pedigree looks like this:
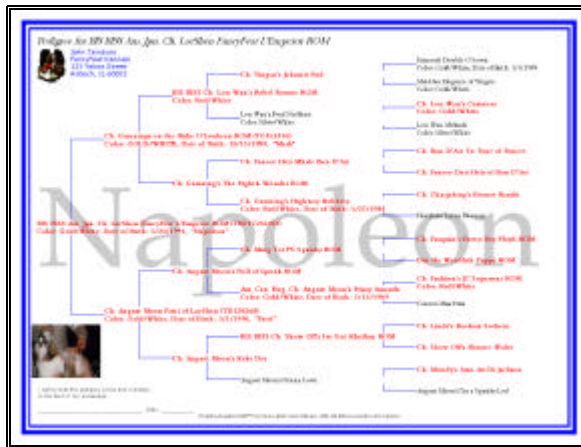
Figure: MegaPed™ Classic Classic Pedigree Example.

The other style is the MegaPed™ Classic Alternate Heading Pedigree.
This Pedigree has a distinctive heading, containing the animal's
information in the heading.

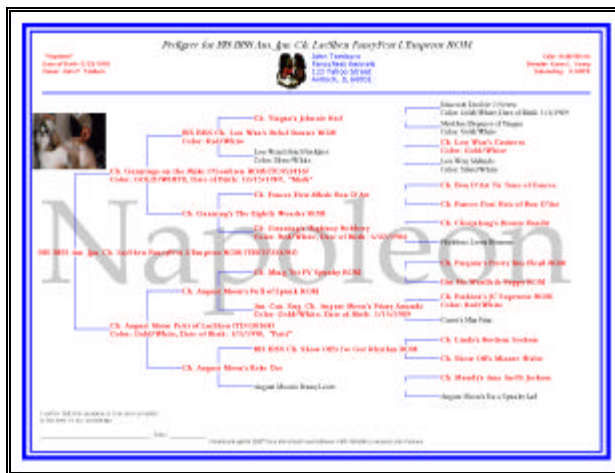The MegaPed 2003 Alternate Heading Pedigree looks like this:

Figure: MegaPed™ Classic Alternate Heading Pedigree

You have the option of choosing up to eight fields to appear in the
Alternate Heading pedigree, and to control the appearance of the stable
name and address. You do this from the Alternate Heading page in
MegaPed™ Classic.

The MegaPed™ Classic Alternate Heading page looks like this:
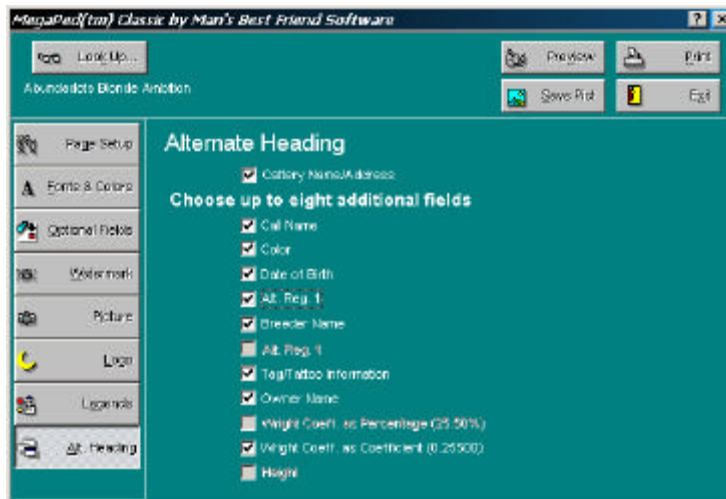
Figure: MegaPed™ Classic Alternate Heading Page.

Choose whether or not you want kennel name and address to appear, and then choose up to eight additional fields from the list to appear in the heading. The limit is eight fields.

MegaPed™ Buttons

MegaPed™ has only five buttons. They are easy to use.

The first is the Look Up button, which is explained elsewhere (See "**Error! Reference source not found.**" on page **Error! Bookmark not defined.**) and will not be re-explained here.

The next is the Preview button. Clicking this button will dis play a Preview of the Pedigree with all of the options you have selected on the pages below. You must have a valid Cat chosen to use this button. If no Cat is chosen, the button is disabled.

The next is the Save WMF button. Clicking this button will save the Pedigree with all of the options you have selected on the pages below, as a graphical file in Microsoft Windows Metafile (WMF) format. This is a fully scaleable format (this means that you do not lose resolution when you enlarge or shrink the picture), and is supported by most Windows graphics programs.. You must have a valid Cat chosen to use this button. If no Cat is chosen, the button is disabled.

The Print button will print the pedigree for the currently-se lected Cat, using all of the options you have chosen in the pages below.

The exit button will Close the MegaPed™ window.

Previewing a Pedigree in MegaPed™ Classic

Clicking the Preview button will bring up the Pedigree preview window. Everything you have chosen in the pages will show up in the preview, in the same color and roughly the same place. The preview is *not* an exact rendition of what will print, be cause of the nature of printers versus display screens. Resolu tions differ as do the ratios of horizontal dots to vertical dots. But it is very close.

Here is an example Pedigree preview:
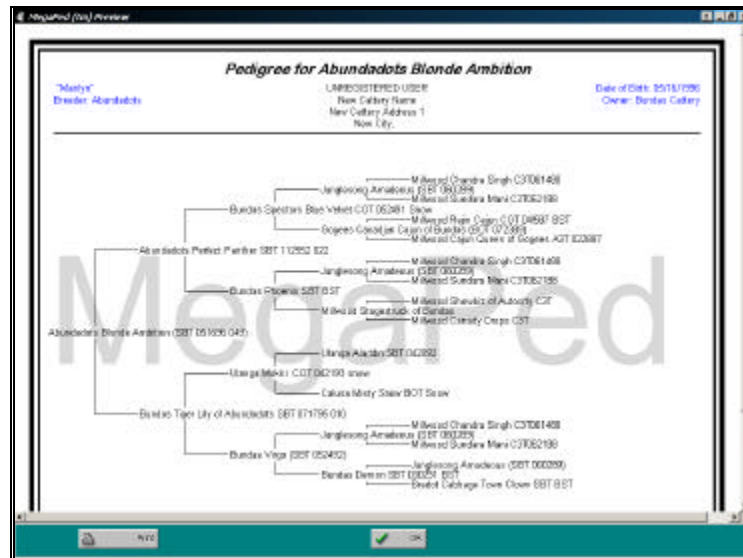
You can make changes to the pages and redisplay the preview until you like what you see. Then, print it to make sure that you still like everything, and you will have perfected your pedi gree.

Printing a Pedigree in MegaPed™ Classic

Selecting the Printer

Use the Printer Setup button on the Page Setup page to set the printer settings the way you like them. That button will bring up a window like this:
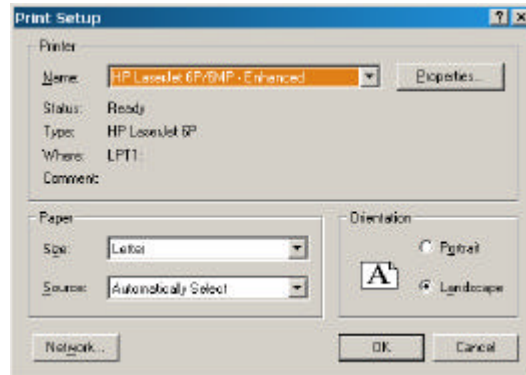
While you will be able to set the paper, orientation and feed op tions from here, click the "Options button to make any other changes.

Printing the Pedigree

Once you have completed setting up the printer, click the print button. The printer will print what you have chosen, in the way you have chosen to print. Enjoy!

MegaPed™ 2003

Introduction to MegaPed™ 2003

MegaPed™ 2003 is the latest evolution of our superior printed pedigree capability.   In this incarnation, you have many powerful features designed to make your pedigrees both stunning to view and easy to make. These features include:

Saved Layouts: Choose the kind of pedigree, the options, the colors and font styles. Then save that layout for future use. You can save an unlimited number of pedigree layouts and choose between any of them, quickly and easily.

Multiple formats: MegaPed 2003 ships with seven layouts, including box pedigrees and a picture pedigree that shows the picture for *every animal* in the pedigree!

Drag and Drop Configuration: From a list of over 20 fields, plus all registries in TCS 2003, you can drag and drop them onto any one of three lines for that animal. This means that you can custom-design the information shown in the pedigree for each animal, including typing in the headings you want, where you want them.

Multiple Graphical Watermarks with Built-In fading! This highly-demanded feature has been implemented with imagination and style! You can choose to save up to 65,535 different watermark graphics to be displayed behind the pedigree and choose which one to use. You can choose the size of the watermark. Finally, you can use our built-in fade button to lighten the stored graphic so it will display properly, *without* having to buy an expensive outside graphics program to accomplish this task. The Watermark engine will import graphics from JPG, GIF, BMP, PCX, PNG, TIF and WMF/EMF files. You will amaze yourself with the incredible beauty of your pedigrees.

Save to Popular Graphics Formats: Save your pedigree in GIF, BMP, PCX, TIF, JPG and WMF/EMF formats.

Multiple Logo Graphics: You can store up to 65,535 different logo graphics and choose which one to put on your pedigree.

Choosing a Cat

If you click on the MegaPed button on the Speed Bar or on the Reports window, and choose MegaPed™ 2003 on the popup menu, you will receive the Look up window automatically. This window shows all cats in the database, regardless of the settings for Work with Cats shown in KittySleuth™.
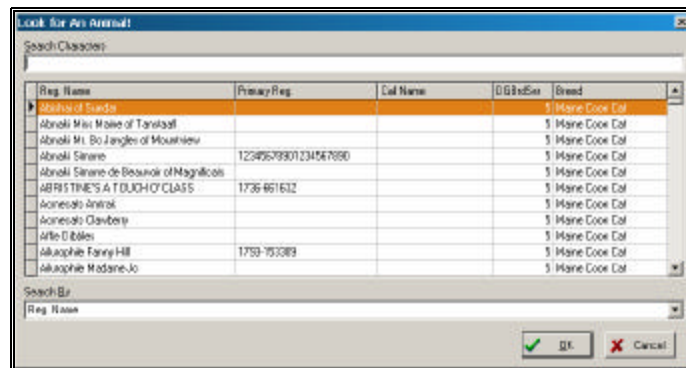
The Lookup window looks like this:

Figure: MegaPed™ 2003 Lookup window.

Use the Search Characters window (identical to the Position field seen elsewhere in TCS 2003) to search the list, and then double click on the animal. This will activate MegaPed™ 2003 with the animal selected.

If you right-click on an animal in the Work with Cats or Work with Relatives window, or if you click the MegaPed button on a cat's window, you will not see this lookup window but rather will end up inside MegaPed™ 2003 with the requested cat shown.

MegaPed™ 2003 Selection Pages

Once you have selected a cat, by whatever means, MegaPed™ 2003 will show you the cat in its main page. From this page, you can select what to do and how to do it.

Setup Page

MegaPed™ 2003's "home" page is the Setup page. You can control the pedigree creation process from here. The Setup page controls all important elements of the pedigree.

MegaPed™ 2003's Setup Page looks like this:
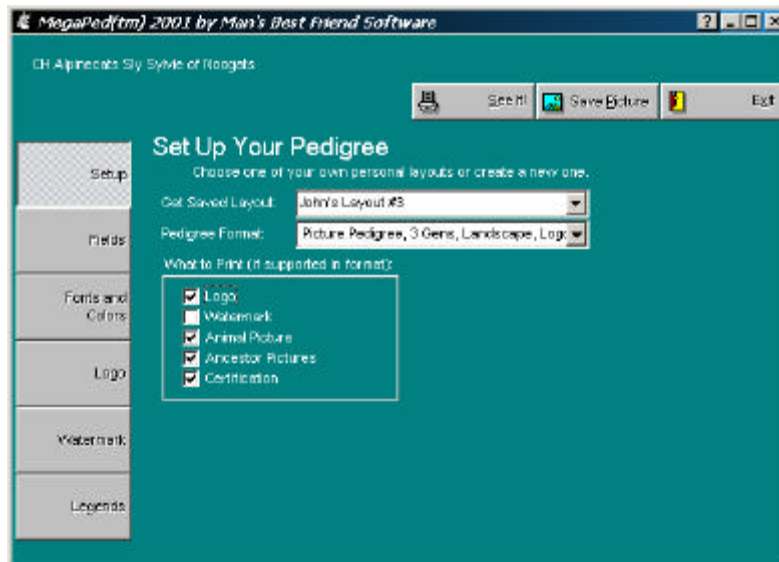
Figure: MegaPed™2003 Setup Page

You have the following fields to work with:

Get Saved Layout: Use this lookup control to picked a saved pedigree layout from your saved layouts. This will change all of the setup options to match what you saved.

Pedigree Format: MegaPed™ 2003 comes with seven preinstalled Pedigree formats.

What to Print Check Boxes: Choose which elements will appear on your pedigree. If a check is in the box, **and** the format supports the element, it will appear on the pedigree. The elements are Logo, Watermark, Animal picture, Ancestor pictures and Certification.

The elements in the What to print check boxes:

Logo will put the logo chosen on the Logo page on the Pedigree, in the position and size specified in the Pedigree format.

Watermark will put the text or graphical watermark on the pedigree in the manner specified on the watermark page.

Animal picture will, if specified in the pedigree layout, place the animal's picture where and at the size specified in the pedigree layout.

Ancestor pictures will, if the format provides for it, show the pictures of all appropriate ancestors. In one format, this will show pictures for every animal in a three-generation pedigree.

Certification will, if the format provides for it, include the certification text shown on the Legends page on the pedigree.

Fields Page

MegaPed™ 2003 really shines when it comes to setting up the fields you display for each animal on the pedigree. You can choose any number of fields across three lines.

Please remember that not all animals in the pedigree are set up to show three lines. They reduce to two and then one line as the generations go back, for space reasons.

MegaPed™ 2003's fields page is a drag-and-drop page. You choose the fields you want and drag them to where you want them.
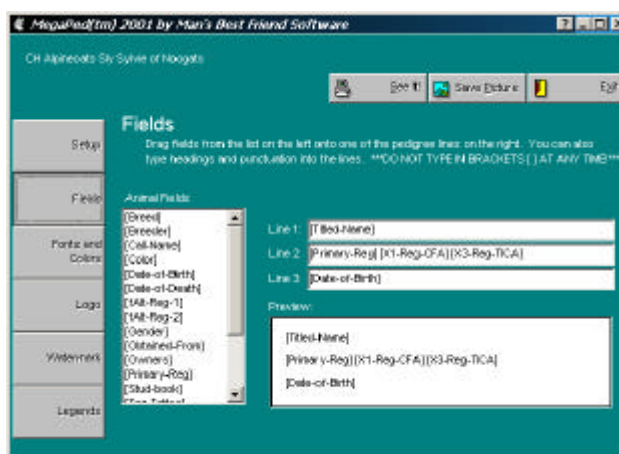
The fields page looks like this:

Figure: MegaPed™ 2003 Fields Page

Drag the field from Animal Fields to the Line 1, Line 2, or line 3 fields. You then type in your own headings and legends, except for Registries (more about that later).

Important: You cannot use the bracket [ ] characters anywhere in the lines. They are reserved for the fields and tell MegaPed™ 2003 that a field definition is coming up.

Registries

Registries are denoted by a X in the field name folowed by the number. For example, X1-Reg-CFA. When a registry is placed into the animal name, the Registry short name is placed, followed by a colon and a space and then the registration number. So if a cat has a number of 0173-115256 in the CFA section of Registries and Titles, you will see CFA: 0173-115256 on the Pedigree.

Fonts and Colors Page

MegaPed™ 2003 empowers you to choose the font face, style and color. **Remember that MegaPed™ 2003 calculates all font sizes as needed to render the pedigree correctly, on an item by item basis. If an item**

will not fit in the designated space, MegaPed™ 2003 will reduce the item size until it fits, up to 40%.

The Fonts and Colors page looks like this:

Figure: MegaPed™ 2003 Fonts and Colors Page

The item is displayed in the selected font and color. *NOTE: Se lecting a color for an item and then printing it on a black and white printer may cause "dithering," where Windows tries to make a gray close to that color with a bunch of dots. On smaller fonts, this may not look nice. To fix this, just make the color black.*

Click on the Font button to change a font. This will bring up a standard Font change screen.

In Windows 95, that screen looks like this:
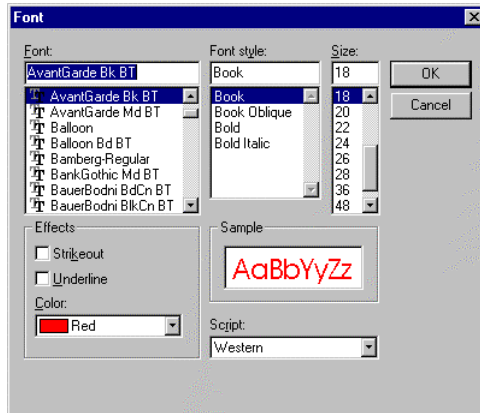
You can choose any font, and its style (bold, italic, and so on). Your choice is used by MegaPed™ 2003 to output that feature's text. Whatever size you input, the text renders on screen as 12 points. Again this is because these fonts are sized by MegaPed 2003 as needed.

Color selection is also provided for everything in your pedigree. You are permitted to select any color in the spectrum for any feature which is enabled. Clicking the color button brings up a standard color selection window.

In Windows 95, that window looks like this:
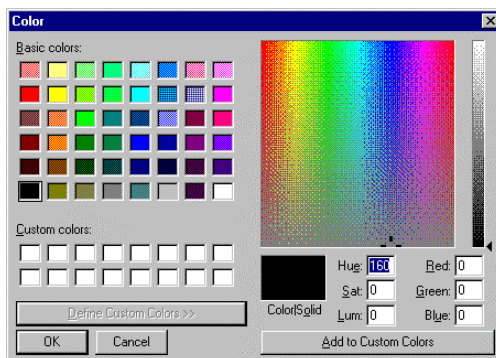
Figure: Color Chooser.

You can choose from the pre-defined palette colors or from an entirely custom color. Make sure that the color you choose will be visible on paper.

Logo Page

MegaPed™ 2003 supports numerous logo graphics, and you can choose which one will print on the pedigree, provided that the format you choose supports logos.

Your Logo choice page looks like this:
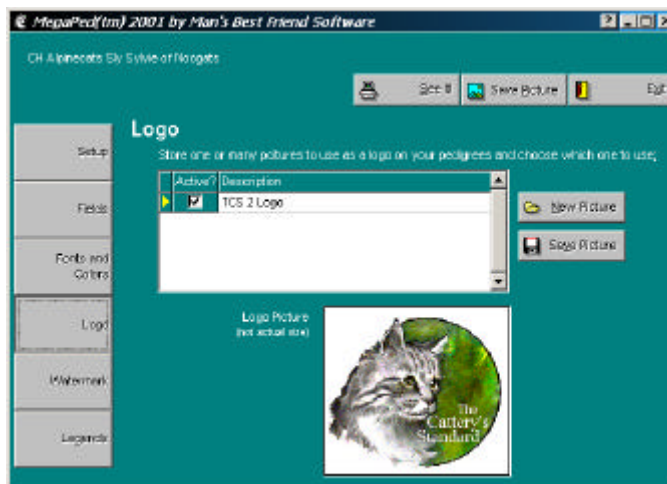
Figure: MegaPed™ 2003 Logo Page

To add a logo, click on the "New Picture" button and select the picture in the open window that follows. Save the picture and the description you can type into the grid by clicking on Save Picture.

To choose a Logo, double click a check mark into the Active? Box. If more than one box has an active flag set, then the last one selected will be used.

Watermark Page

MegaPed™ 2003 supports text or graphical watermarks. You use the Watermark Page to specify the information for these watermarks.

The MegaPed™ 2003 Watermarks page looks like this:
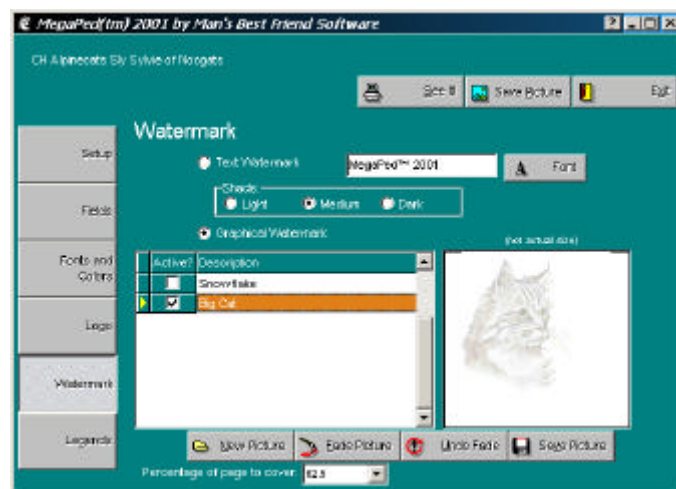
Figure: MegaPed™ 2003 Watermarks Page

Choose the Text or graphical watermark with the radio buttons provided. If Watermark is specified on the Setup page, MegaPed™ 2003 will use the watermark you specify here.

Text Watermarks

You have just a couple of controls and buttons to deal with on this page. They are:

Font Button: Click here and receive a standard Windows Font selection window. Pick the font face you need. Remember that the size of the font is not used here.

Intensity: Choose how dark the gray which the Water mark is printed in will be. You have three choices: Light, Medium or Dark.

Watermark Entry Window: Type in the text of the wa termark to 15 characters, including spaces and punc tuation. The text shows in the chosen font face.

Graphical Watermarks

To add a graphical watermark, click on the "New Picture" button and select the picture in the open window that follows. Save the picture and the description you can type into the grid by clicking on Save Picture.

Fade Picture: Once a picture is loaded and saved, you can fade it by pressing the Fade Picture one or more times to "wash out" the picture and make it more suitable for use as a watermark. If you fade it too much, click on Undo Fade **before** the save and all fades since the last save will be discarded. If you click Save, the faded picture will be saved, and Undo Fade will not bring it back to where it was before.

Percentage of Page to cover: This will size the watermark according to the actual picture size to cover that percentage of the animal area of the pedigree. You have five choices ranging from 37.5% to 87.5% of the area. Applies to Graphical watermarks only.

Note: Please remember that, if your picture file has all of the "hot information" off-center, then the watermark will appear off-center. Also, MegaPed will shrink the photo if there is a lot of "white space" around the picture. We suggest you crop off as much white space as possible using a graphics program like Paint Shop Pro, **prior** to using the graphic as a watermark.

Legends Page

There are a few fields where you need to type things in to be displayed on the Pedigree. This is done on the Legends page. This gives you the ability to customize a pedigree with, for example, a foreign language.

The MegaPed™ 2003 legends page looks like this:

Figure: MegaPed™ 2003 Legends Page

Type in the Title Text to change the Title information. For example, if the text is "Pedigree For", your pedigree will be titled "Pedigree for Jolly Rancher's Kitty Kat." If that's the cat's name.

The Certification lines allow you to type three lines of certification to personalize this. Line 3 is usually reserved for signature and date lines, but you can change this as you see fit.

Finally you have the email address. Type in your email address on this line if you want it to show on the Pedigree.

MegaPed 2003™ Buttons

The first button is the "See It" button. Clicking this button will dis play a Preview of the Pedigree with all of the options you have selected on the pages.

The Save Pict button will save the pedigree as a picture in a file you choose. You can select BMP, PCX, GIF, TIF, WMF or JPG picture formats.

The exit button will Close the MegaPed 2003™ window.

Viewing and Printing in MegaPed 2003

MegaPed™ 2003 differs from MegaPed™ classic in the way you work. You always get a preview of the pedigree. Then, if you like it, you can print it.

The MegaPed™ 2003 Preview window looks like this:

Figure: MegaPed™ 2003 Preview window

There are several buttons on this window. They are:

■ Show Entire Page inside of preview window

▤ Resize to 100% of the page size

▦ Resize to fit the page width inside the window.

◄ ◄ ► ►► Unused.

🖶 Choose the printer you wish to use to print with the print button.

🖨 Print the pedigree on the chosen printer.

Close Close the preview window.

How Do I...

Introduction to "How Do I…"

This section is designed to provide step-by-step instructions to do may common tasks for both The Cattery's Standard™ and MegaPed. This is designed to be a "memory jogger" or a "quick start" approach to using several key features of the program.

"How Do I" for The Cattery's Standard™ 2003

Assign Titles to a Cat

From the Work with Cats list, locate the Cat.

Double-click on the Cat, or click the change button to open that Cat's notebook.

Click on the "Reg./Titles" button to go to the Registries and titles page.

If the title you need is on the Quick titles checkbox, then simply click a check into the appropriate title instead of clicking the Reg. Titles page button.

Click Save to save the changes into the database.

Attach a report to an E-Mail Message

This requires a MAPI-compliant E-Mail engine, such as Microsoft Mail, Microsoft Exchange, Microsoft Outlook (not Outlook Express) or other MAPI-compliant E-Mail service.

America Online subscribers, contact AOL customer support to find out if there is an Outlook, Exchange or Microsoft Mail add-on for using AOL.

Use the Reports window you need (see "Where to Find the Report you Need" on page 71) to locate the relevant report that you want to export.

Preview the report by clicking on the report in the list and then on "Preview..."

Click on the "paper clip and envelope" button at the bottom of the window and choose the format of the attachment.

Choose the E-Mail address of the recipient.

Click OK.

Create a Bill of Sale

Choose the Cat you want and click on it.

Click on "Change" to open its window.

Click on "Transactions" to bring up the Transactions page.

Fill in the transaction information and click Save. Make sure that you have specified the Bill of Sale date.

Click the Bill of Sale button to see the preview window with the document in it.

Click the Printer button to print it, the Briefcase button to export it to another format, or the paper clip and envelope button to attach it to an E-Mail.

Create a Contract

Choose the Cat you want and click on it.

Click on "Change" to open its window.

Click on "Transactions" to bring up the Transactions page.

Fill in the transaction information and click Save. Make sure that you have specified both contract date and Contract type.

Click the Contracts button to see the preview window with the contract in it.

Click the Printer button to print it, the Briefcase button to export it to another format, or the paper clip and envelope button to attach it to an E-Mail.

To change the text of the contract, go to Program Preferences (see "Program Preferences" on page 15).

Export reports to another format

This enables you to save reports, including Contract, Bill of Sale, Crystal Ball™ and all other reports which can be previewed into formats for Microsoft Excel, Microsoft Word, Comma and tab delimited ASCII and many others.

Use the Reports window you need (see "Where to Find the Report you Need" on page 71) to locate the relevant report that you want to export.

Preview the report by clicking on the report in the list and then on "Preview..."

Click the briefcase button at the bottom of the preview window.

Choose the format you want to export your data to.

Choose a file name when asked to.

Click OK.

Print Reports for an Individual Contact

Use the Contacts button on the Cattery window to bring up the Contacts page.

Locate and click on the desired contact.

Click on the Change button to open the contact's window.

Click on the Reports button to see the reports available for an individual contact (see "Where to Find the Report you Need" on page 71).

Print Reports for an Individual Cat

Use the Cats button on the Cattery window to bring up the Cats page.

Locate and click the desired Cat.

Click on the change button to open the Cat's window.

Click on the Reports button to see the reports available for an individual Cat (see "Where to Find the Report you Need" on page 71).

Print Reports for an Individual Litter

Use the Litters button on the Cattery window to bring up the Litters Page.

Click on the litter you want to print the report for.

Click on the "change" button to open its window.

Click on "Reports" button to see the reports you can print for an individual litter (see "Where to Find the Report you Need" on page 71).

Print Reports for the Whole Cattery

Click on the reports button on the Cattery window.

Click on the report you want and on Print or Preview, as appropriate.

"How Do I" for MegaPed™ Classic

Activate the Border

Select the Page Setup page in MegaPed™.

Place a check in the Border check box.

Activate MegaPed™ Classic

From any window where there is a Reports button, click it.

Click on the MegaPed™ button. If you are on reports for an individual Cat, MegaPed will activate for that Cat. Otherwise use the Look Up button in MegaPed™ to choose the Cat you want to print the pedigree for.

When you click on the button, you will receive a opo-up menu to choose MegaPed Classic or MegaPed 2003. Click on the module you wish to use.

Activate the Picture

Select the Picture page in MegaPed™.

Place a check in the "Include Picture" check box.

Make sure that the animal's picture appears in the right part of the window.

Set the size, left margin and top margin.

Add a Logo

Create the logo in Microsoft BMP or WMF format.

Save the file.

Select the Logo Tab in MegaPed.

Make sure that the "Enable Logo" check box is checked.

Click "Select Logo File" and choose the file you just saved. Click OK.

Add a Watermark (MegaPed Classic)

Select the Page Setup page in MegaPed™.

Make sure that the 'Watermark' box is checked.

Select the Watermark page.

Type in up to 15 characters of text, including spaces and punctuation. *Do not end your typing with a space for best results!*

Click the Font button.

Choose the font you want to use.

Back Up my data

From the Work with Cats page, click on the Program menu and select "Backup/Restore Wizard" or click on the icon of the hard drive with the finger pointing towards it.

Click on the Backup button and click the "Next" button.

Select which drive you would like to save the data to, using the pull-down menu and then hit the "Next" button.

Click the "Finish" button and your data will be saved to your selected drive.

Choose Fonts and Colors

Select the Fonts and Colors page in MegaPed™.

Click the Font button to choose the face and size for the element you are looking to change.

Click the Color button to choose the color you want for the element.

Look at the Fonts and Colors page to make sure all is to your liking. The fonts and colors chosen are shown.

Choose the Number of Generations

Select the Page Setup page in MegaPed™.

Choose the number of generations by clicking on the dot to the left of that number. You can choose 4 to 8 generations.

Choose Optional Fields

Select the Optional Fields page in MegaPed™.

To select optional fields, make sure that the NONE check box has no check in it.

To choose an optional field, place a check into the box. You can choose up to three.

If three are already chosen, you must uncheck one bef ore trying to choose another.

To get rid of all optional fields, place a check in the NONE box.

Choose What to Print

Select the Page Setup page in MegaPed™.

For that which you want to print, make sure a check is in that item's box.

For that which you do not want to print, make sure that no check mark appears in that item's box.

Control Registration Number Printing

Select the Page Setup page in MegaPed™.

Choose which option you want in the Reg Number Printing box. You can choose to print all numbers, only non-PedFast™ numbers, or no numbers at all.

Export my data to a BXF file

From the Work with Cats page, click on the icon of the disk with the arrow pointing away from it or click on the Cattery menu and select "Export".

You will be asked to select either one breed or to check the "Export all breeds" box. You can also select not to export contact information for the breed(s) selected.

Next click on the "Choose" button to select where you would like the BXF file that is to be saved. You can also rename the file from this screen. Click on "Save" when you are finished.

Click on the "Go" button to complete the creation of the BXF file.

Import a BXF file

From the Work with Cats page, click on the icon of the disk with the arrow pointing toward it or click on the Cattery menu and select "Import".

Click on the "Choose" button to select where the BXF file is located that you want to import and then click the open button.

Click on the "Go" button to import the file. Note: if any new breeds are being imported that are not already in your database, it will ask you to confirm the addition.

Preview a Pedigree

Choose an animal using the registration number or the look up buttons.

Select the options you want from the pages in MegaPed™.

Click the Preview Button.

MegaPed-- How to Print a Pedigree

Choose an animal using the registration number or the look up buttons.

Select the options you want from the pages in MegaPed™.

Use Printer Setup to select page orientation, printer, paper and any other settings you choose to modify.

Click the Print Button.

Print to Multiple Pages

Select the Page Setup page in MegaPed™.

Place a Check in the "Allow Tiling Multiple Sheets" check box.

Print. Please note that you may not get a multi-page printout unless you need to because of fonts chosen.

Restore my data from a backup

From the Work with Cats page, click on the Programs menu and select the "Backup/Restore Wizard" option or click on the hard drive icon with the finger pointing towards it.

Click on the "Restore" button and then click on the "Next" button.

Select the drive that contains the backup information and then click on the "Next" button.

Click on the "Finish" button to complete the data restoration.

Trouble-Shooting Guide

Introduction to Troubleshooting

Every program will give someone a headache from time to time. The larger the company providing the program the more quickly a response can be obtained.

This is business software for those in the business of breeding Cats. We pride ourselves on having set up one of the more innovative and responsive support mechanisms in this industry.

Figuring Things Out when There's a Problem

What to Check

Shut down and restart the computer whenever you get a goofy error or an access violation. **But First**, write everything down so you have it handy if you need to contact us for support.

Information to have ready for Technical Support

When you call or post a message to Man's Best Friend Software, please have the following information immediately available:

Your Control number, from the invoice or the inside front cover of this manual.

The number (if any) **and the full text** of any message you've received;

Exactly what you did to receive this message;

What happened if you followed the steps outlined in the manual (if there were steps) to correct the problem.

This will greatly help us to quickly identify and resolve your problems.

Warranty Procedure

The Cattery's Standard™ program disks are warranted for thirty days from the date you receive the program to be free from material defects. **This is NOT a money-back guarantee. All sales are final (see** "Copyright and License" **on page 2).** If you cannot make your

installation diskette work, follow the procedure above for telephone support and call 888-820-0691.

If we determine that your diskette has failed, we will send you a new diskette. If we need the old one back, we'll instruct you on how to ship it back to us, and give you an authorization number for the return. **DO NOT RETURN ANYTHING WITHOUT A VALID RMA NUMBER! ALL UNAUTHORIZED RETURNS ARE REFUSED!**

Contacting Us for Support

Internet

Man's Best Friend Software has one of the largest animal-related sites on the Internet. On this site, we have product news, demos, patches, free utilities and support information. For Product Support, our World Wide Web address is:

http://support.mbfs.com

This web site is also available from the Help menu in TCS 2003 from this option:

This web site is an ideal first-look support resource. It includes an online searchable database full of frequently-encountered issues, as well as a tool to analyze your configuration for our staff so we can be of further assistance to you.

If you need additional assistance, please send Email to:

support@mbfs.com

...which will get you technical aid, usually within one business day.

FAX

Our FAX is on line all the time at **815-806-2134**. When FAXing, please send complete details, including all message number, texts, etc., so we can assist you. **FAXes must have a return FAX number or an Internet Email address to which we can respond. You will not receive a voice call-back for a FAXed-in support issue. No exceptions.**

Telephone Product Support *

Man's Best Friend offers product support via voice telephone. This is a costly service for us to offer, and we ask and expect you to utilize this manual, the Internet site and other resources prior to tying up a person with a telephone support request. This is important, since we will be unable to keep this service free if it is not responsibly used.

Please do not call until you have all of the information that we need already in hand (see "Information to have ready for Technical Support" on page 135). This will make it possible for our support representative to give you assistance.

The USA number for product support is:

888-820-0691

The support number outside the USA is:

906-346-5009

Support hours are **Eastern** Time, 9:00AM-5PM, Monday through Friday. If you get voice mail, please leave a detailed message. You will receive a call back as soon as possible.

Please be courteous and polite. You may be frustrated, but the support representative is not responsible for that. Our representatives are instructed to decline support in the presence of boorish conduct, threats and the like.

* **NOTE: We reserve the right to charge a fee for product support or to terminate it altogether. The sale of any product does not include any product support, which is offered solely as an accommodation. No sale is contingent upon <u>any</u> level of product support. The license agreement contains a complete description of our agreement with you regarding Product Support (see "Copyright and License" on page 2).**

Program Messages

The Cattery's Standard™ provides detailed online help for all messages it issues.

A message Window in TCS 2003 looks like this:
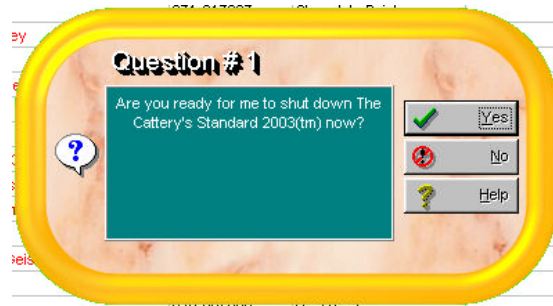
Figure: Message Window, Question format

To make use of the message window's help facility, simply click on the message window's Help button, That will bring up a detailed description of the message, as well as possible courses of action to take on the message.

Glossary of Terms

CFA

The Cat Fanciers' Association, a cat registry. See their web site at http://www.cfainc.org.

Coefficient of Inbreeding

Dr. Sewall Wright, the most renowned geneticist of the century, defined an inbreeding coefficient. This is a number which expresses the homozygosity (inbred like characteristics) of any animal as a mathematical equation. This equation is now known as the "F" Coefficient, "COI" or "Inbreeding Coefficient," and is recognized as the standard in objectively measuring the amount of inbreeding in an animal.

The following is from "Animal Breeding" by Laurence M. Winters, University of Minnesota. Winters stated that the formula for COI was developed by Dr. Wright, and published in 1922 in *The American Naturalist.*

"The effects of inbreeding are the fixation of characters and increased prepotency; these are in direct proportion to the percentage of homozygosis; the percentage of homozygosis is in direct proportion to the degree of inbreeding."

"The sire and dam of the inbred individual have a common ancestor or ancestors. The summation of the coefficients for every line by which the parents are connected gives the coefficient of inbreeding of the individual in question."

"Each line is traced back from the sire to a common ancestor and then forward to the dam. It passes through no individual more than once, but the same ancestors may occur in more than one line."

The formula for obtaining the coefficient of inbreeding is

$$Fx \ ? \ ? \ ((0.5^{(N \ ? \ N \ !? \ 1)})(1 \ ? \ Fa))$$

in which Fx and Fa are the coefficients for the individual and the common ancestor, respectively, and N and N! are the number of

generations between the common ancestor and the sire and dam, respectively.

The Cattery's Standard™ calculates the COI through ten generations of ancestors.

Data Grid

A Data Grid is a window where data records are listed, and you can resize and rearrange the individual columns (fields) in the grid any way you want. Every "Work With" window in The Cattery's Standard™ is a data grid.

Field

A "Field" is any particular item of information kept in a database. The Cattery's Standard™ is a database program. Databases are different from the files kept by, let's say a Word processor, because there are fixed individual records, each with one or more fields. These records can be accessed by a "key", a field which identifies the record (for example, the registration number of a Cat). So while databases are restricted and need fields to work properly, the database also allows speedy and reliable access to information.

Lookup Control

A Lookup Control is a field where you can type in the name of some thing (a Cat, a contact, a breed, etc.), and the database will be positioned to the correct record as you type each letter. In many lookup controls, typing in something new will cause the record to be quick-added to the database, or cause the appropriate add window to be displayed for you to fill in the details. All lookup controls in The Cattery's Standard™ do not care whether you type in uppercase or lowercase letters.

MAPI

Microsoft's Electronic mail format. Microsoft Mail, Microsoft Exchange, and many other E-Mail products adhere to this format. The Cattery's Standard™ will attach its reports to MAPI messages in any of a number of formats, which means that you can E-Mail your reports to others, including the Contract and Bill of Sale reports.

MegaPed™

MegaPed™ is an extra cost add-in program which offers you tremendous additional flexibility and function in printing pedigrees. This includes color choices, more layout and font control, color and picture control, border, watermark, logo, and export of pedigrees to graphics files. Every copy of The Cattery's Standard™ has a 14-day evaluation of MegaPed™ built-in. If you like it, you can order it from us by calling and paying for

it, and we'll activate it with a registration code number so you can use it immediately.

Page Button

These are the buttons along the left hand size of the window which have pictures in them. The buttons in the top group will show part of the data for the cattery to the right of the buttons. The bottom group will pop up a window of reports or will exit the program. The page button which is active will have a bright blue background.

Position Field

A position field is not for entering data. Instead, it is used in conjunction with a data grid to move the grid along as you type each character. For example, in Work with Cats, you can type in the position field individual characters, and the list will be moved to the first cat name starting with those characters.

Print Preview

A Print Preview is a window where The Cattery's Standard™ shows you a report, pedigree, form or Graph on the screen, so you can get an idea what it will look like before it is printed. Both The Cattery's Standard™ and MegaPed support print Preview for nearly all reports.

Quick Titles

In the Cat Information window, there are check boxes on the information page, and buttons on the titles page, which can assign titles to a Cat quickly, with one touch. On the Cattery Information page, you can choose what titles appear for these buttons and boxes.

Quick-Add

When you have certain fields in a lookup control, typing in a name gives you the opportunity to do a quick-add. If you choose to do this, the name is added to the database, without having to open another window or leave what you are doing to make it happen.

Registry

A Registry, for The Cattery's Standard™, is any organization which registers Cats, such as the CFA, CFF, TICA, ACFA and others. In addition, a registry is any organization which may issue a certifying or identifying number to a Cat, for example Tattoo-a-Pet. The Cattery's Standard™ supports an unlimited number of registries, and every Cat may have an identifying number to any or all of them.

Save Button

The Save Button reads the information you have typed into the screen, and adds or changes the database information on the hard disk, as appropriate. If you use the Cancel button before using the save button, the changes you typed in are discarded, and the record is read back from the hard disk and displayed again.

SHARE

SHARE is a program which comes with MS-DOS which lets multiple programs share the same files. The Cattery's Standard™ needs SHARE to run correctly, and will issue an error message if it is not present. NOTE: SHARE IS BUILT INTO WINDOWS 95 AND WINDOWS NT AND ADDITIONAL INSTALLATION EFFORT IS NOT NEEDED. SETUP WILL NOT TRY TO INSTALL IT INTO WINDOWS 95 OR WINDOWS NT.

TICA

The International Cat Association. See their web site at http://www.tica.org.

Tool Tip

A Tool Tip is a pop-up description which appears over a button or field when you place the cursor over it but do not click on it. The tool tip gives you a brief description of the button or field, and goes away when the mouse is moved off of the item.

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