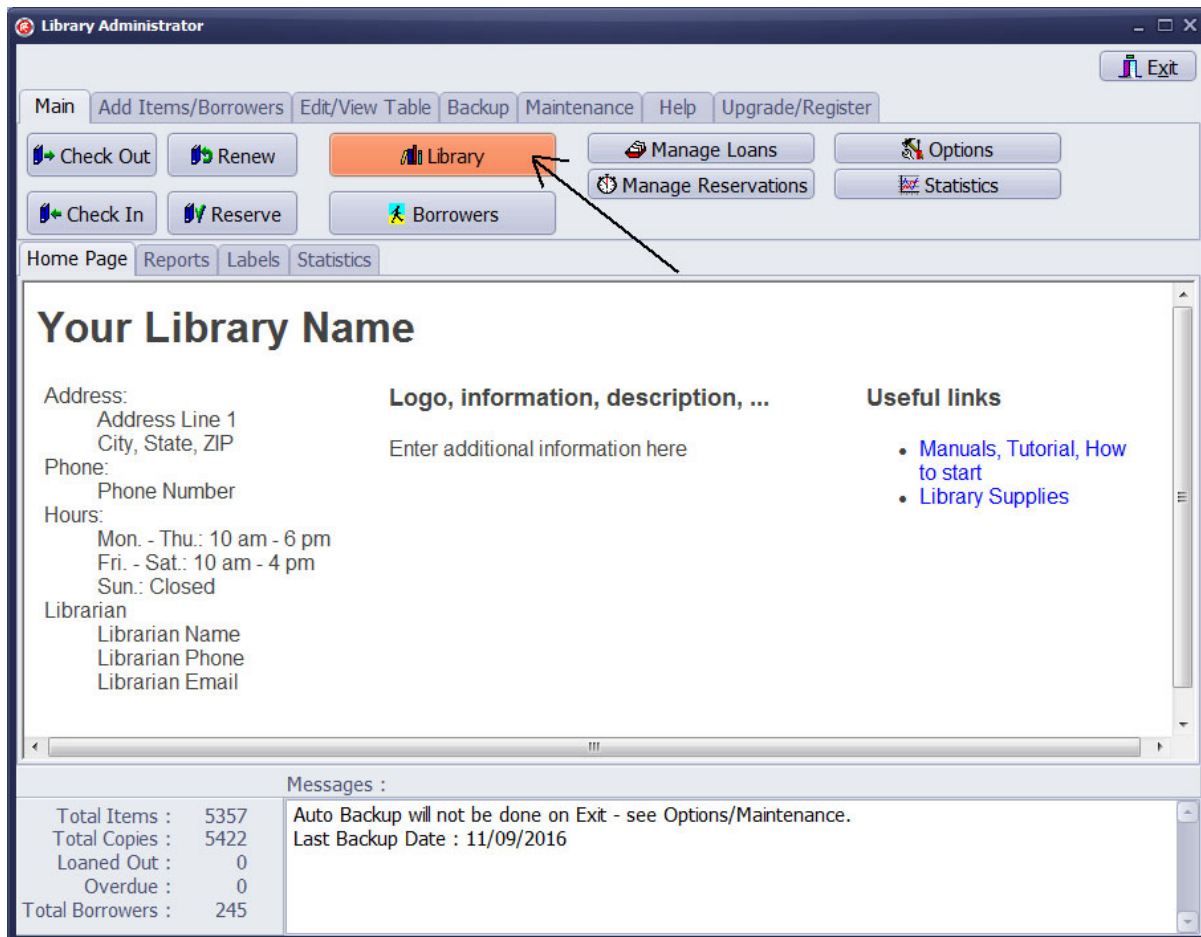


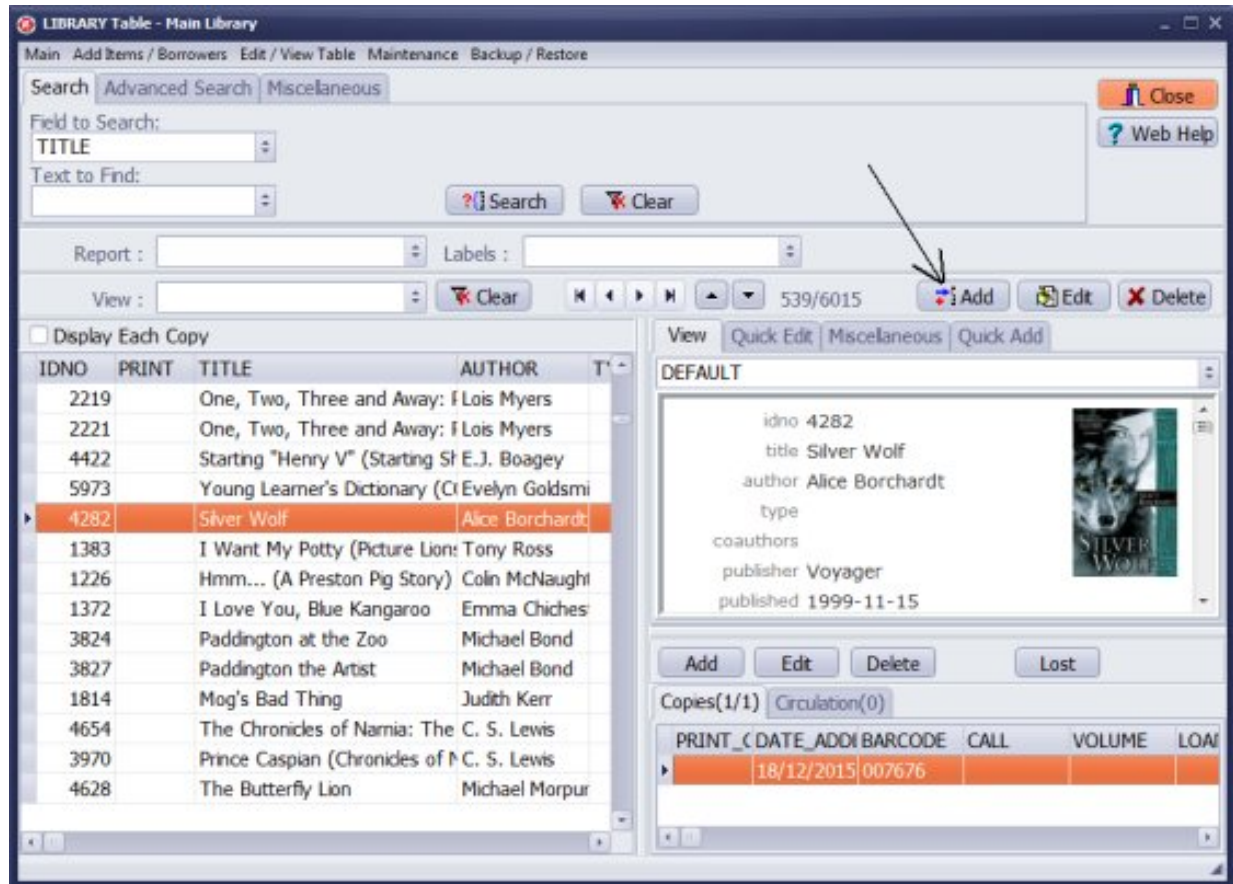
How to enter a new item manually into your library?

Step 1: Start Handy Library Manager, open Library main table



- Start **Handy Library Manager**.
- Click **Library** to open the main library database.

Step 2: Open the Add New form



- Click **Add** in the main Library window.

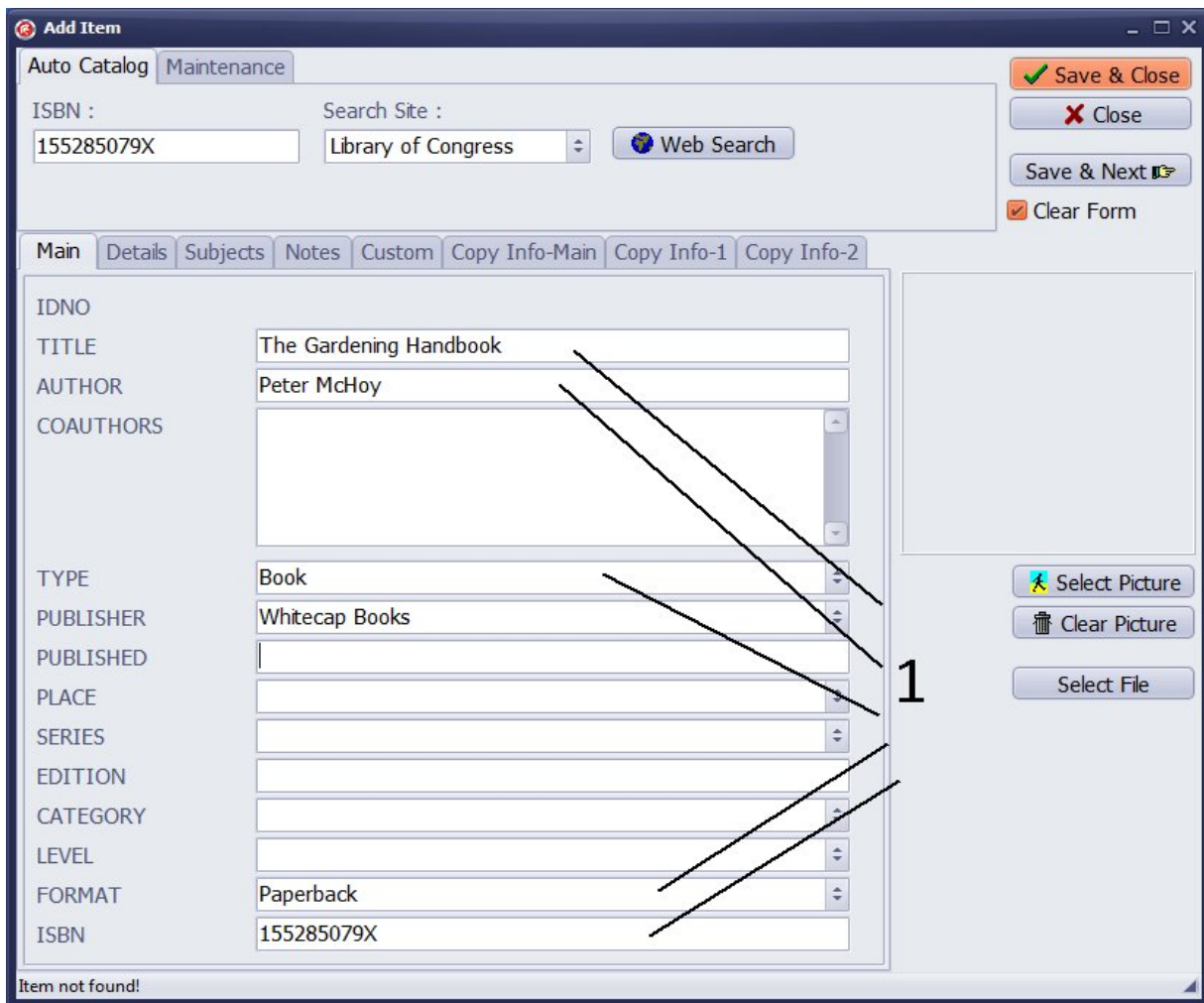
Step 3: Try web search, check search status

The screenshot shows the 'Add Item' window with the following elements:

- ISBN : 155285079X (labeled 1)
- Search Site : Library of Congress (labeled 2)
- Web Search button (labeled 3)
- Search results area (labeled 4) showing 'Item not found!'

- Enter or scan **ISBN** number **(1)** (example: 155285079X).
- Select **Search Site** **(2)**.
- Click **Web Search** **(3)**.
- Review search status message **(4)**.
- You can select a new **Search Site** **(2)**, or you can enter your record manually.

Step 4: Type in data



The screenshot shows the 'Add Item' window with the following data entered:

Field	Value
ISBN	155285079X
Search Site	Library of Congress
Title	The Gardening Handbook
Author	Peter McHoy
Publisher	Whitecap Books
Type	Book
Format	Paperback
ISBN	155285079X

A large number '1' is placed next to the form fields, with lines pointing to the Title, Author, Publisher, and ISBN fields, indicating where to enter item information.

- Enter item information (1).
- Enter basic data (title, author, publisher, ISBN, type, ...), as well as detailed data (notes, price, pages, format, ...)

Things to know:

- **TITLE** is the only data field you have to enter to save (add) a record.
- If you don't enter **BARCODE**, the program creates this value for you.
- **BARCODE**: All our predefined barcode labels use this field.
- **CALL**: We suggest that you enter the call value into this field. You can find this field in the copy section. All our predefined spine labels include the **CALL** field.
- **TYPE**: you can use the field in the circulation rules.
- With the new item, the program creates one copy. Later you can add more copies.
- Review or change barcode settings in the Barcode window (Options / Check In-Out / Barcode).