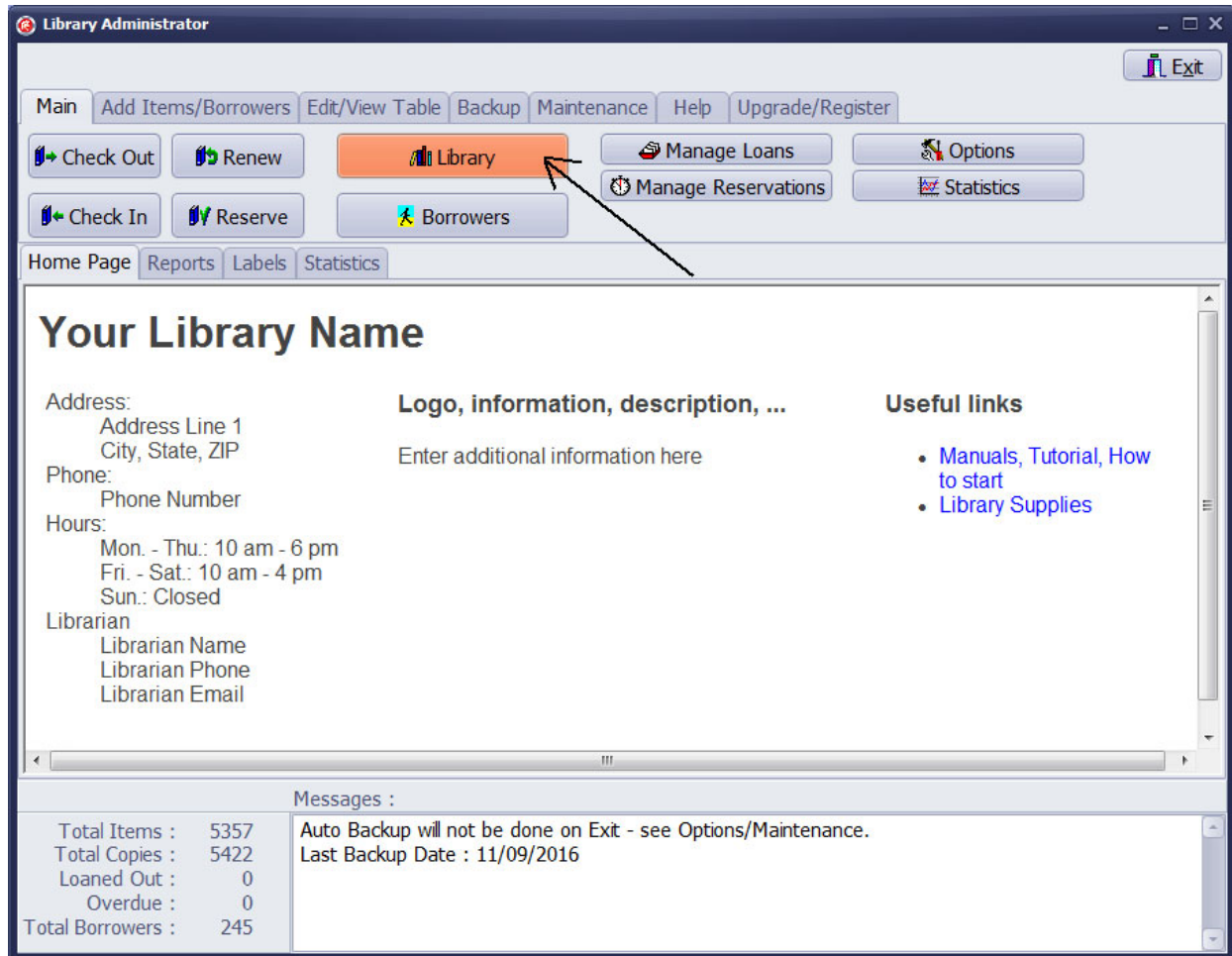


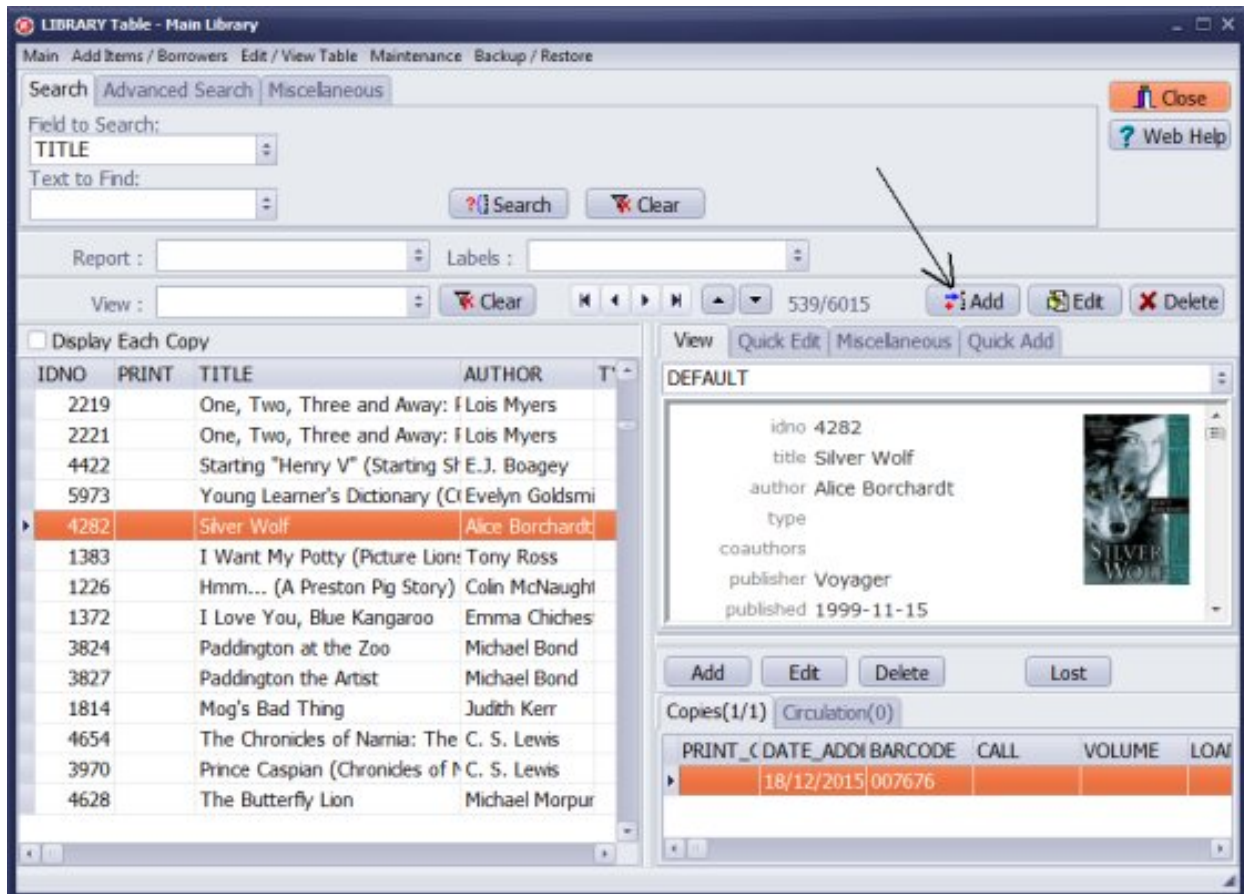
Learn how to add a book data using ISBN number?

Step 1: Open Handy Library Manager



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

Step 2: Open the Add Item form



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

Step 3: Auto-catalogue data from the web using ISBN number

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

- ISBN :** 0375508260 (labeled 1)
- Search Site :** Library of Congress (labeled 2)
- Web Search** button (labeled 3)
- Search Results:**
 - TITLE:** Paris 1919 : six months that changed the world
 - AUTHOR:** MacMillan, Margaret
 - COAUTHORS:** Margaret MacMillan. (labeled 4)
 - TYPE:** Book
 - PUBLISHER:** Random House
 - PLACE:** New York
 - EDITION:** 1st U.S. ed.
- Buttons (labeled 5):** Save & Close, Close, Save & Next, Clear Form
- Image:** Book cover for 'Paris 1919' by Margaret MacMillan.
- Image Buttons:** Select Picture, Clear Picture, Select File

- Enter or scan **ISBN** number **(1)** (only numbers).
- Select **Search Site** **(2)**.
- Click **Web Search** **(3)**.
- Review result **(4)**.
- If you want to enter more information, you can do it now or later (call number, price, location, condition, ...)
- Click **Save & Close** or **Save & Next** **(5)**.

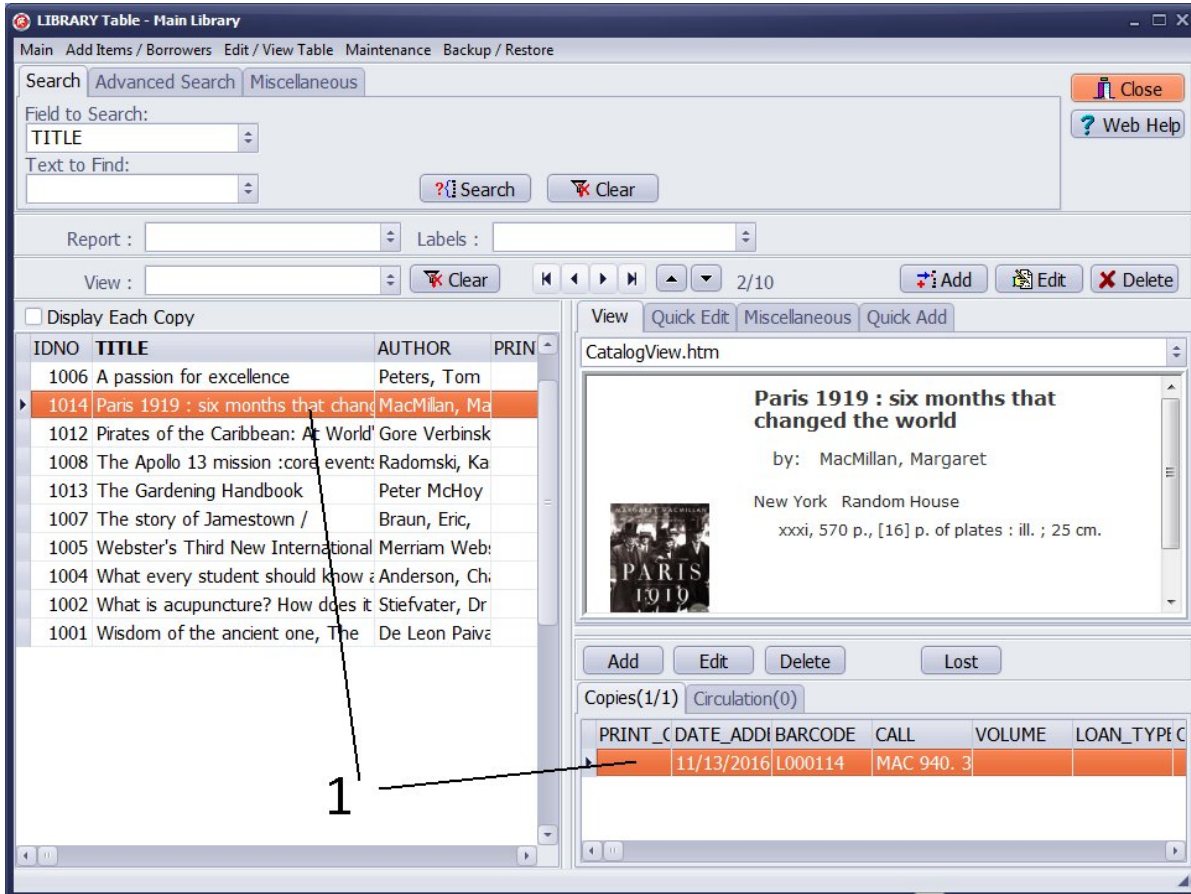
Step 4: barcode number?

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

- ISBN : 0375508260
- Search Site : Library of Congress
- Web Search button
- Buttons: Save & Close, Close, Save & Next, Clear Form (checked)
- Tabs: Main, Details, Subjects, Notes, Custom, Copy Info-Main (selected), Copy Info-1, Copy Info-2
- Fields:
 - ID
 - IDNO
 - BARCODE (empty, labeled 2)
 - CALL: MAC 940. 3/141 (labeled 1)
 - VOLUME
 - LOAN_TYPE
 - COPY_NOTES
 - LOCATION
 - CONDITION
- Image: Book cover for 'PARIS 1919' by Margaret Macmillan
- Buttons: Select Picture, Clear Picture, Select File

- Click on the **Copy Info-Main** (1) tab.
- If you leave the **BARCODE** (2) field empty the program will create a unique barcode value.
- If your book already has a barcode label, enter or scan it into the **BARCODE** field.

Step 5: New item is listed in the Main Library



- The Library Main table lists the new item (1).
- The new item has one copy (1).

If you have your library data in a spreadsheet file or MARC file, you can contact us, and we will import your library collection into our program.

If you have library materials without ISBN numbers, please review the lesson: how to enter information manually.