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1. MY COLLECTIONS

Welcome to My Collections!

With the My Collections desktop software you can create and manage your favorite collections sets. These collection sets may be anything ranging from your favorite coin or stamp collection or even your car or motorbike collection. With the My Collections software you can tailor the type of information you wish to store about each of your collections to suite your own personal needs.

Every collection set within the My Collections software may consist of multiple collection item types, with each type having its own sets of properties, notes, and links. Within each specific Collection set the collections items may also be grouped into folders and sub-folders for ease of searching and finding.

Within the My Collections software all the forms, form field labels and tool tips are fully customizable so you may make the application look and feel exactly the way you wish it to be.

1.1. STEPS IN CREATING A NEW COLLECTION SET

It is assumed you can log into the My Collections application with a valid user name and password and have a valid application license.

When creating a collection set use the following steps:

1. Create a new Collection Set using the [Create New Collection](#) functionality.
2. Open the newly create Collection Set using the [Open Existing Collection](#) set functionality or check the Open Collection Navigator on Creation checkbox on the [Create New collection](#) screen. The newly created Collection Set will be opened in the [Collection Navigator](#) and will be empty except for the root folder which is named after the Collection Set.
3. Go to the [Configurations Tab](#) and select the [Add Collection Item Type](#) button. This will open the Add Collection Item Type screen where you can start creating

Collection Item Types for the current Collection Set. You can also make any of these Collection Set Item Types public by selecting the Public Collection Item Type checkbox at the bottom of the screen before saving the item.

4. Once you have saved the basic information for the collection item type you can then add the Property, Notes and Links item elements as desired.

Note: You can make as many different Collection Item Types as you like for any one Collection set.

5. Once you have complete making your Collection Item Types you can then start adding your collection items. With the [Collection Navigator](#) open you can then start building up the collection set and structure.
6. Using the [Collection Navigator](#) you can create folders and subfolder to divide up your collection into groups and subgroups.
7. With a Folder item selected you can now add a new Collection Item. When you select the Add Collection Item from the Collection Navigator Toolbar then the Add Collection Item screen will appear. In this screen you can enter the name and description of your new Collection Item and optionally select if the Collection item will be based on a specific Collection item Type. Note that you can check the Include Public Collection Types checkbox so all the public Collect Types, shown in red, are available and not just those for this Collect Set.
8. If you select a specific Collection Item Type to base your new Collection Item on and then when you press the Next button the Collection Item Properties screen will appear. This screen will be pre-configured from the selected Collection Item type. If you select <None> for the Collection Item Type in the Add Collection Item screen then the Collection Items Properties screen will be empty except for the Collection Item Name and Description, which will appear as read only fields.
9. Continue to build up your collection set using the add collection item functionality through the [Collection Navigator](#) toolbar.

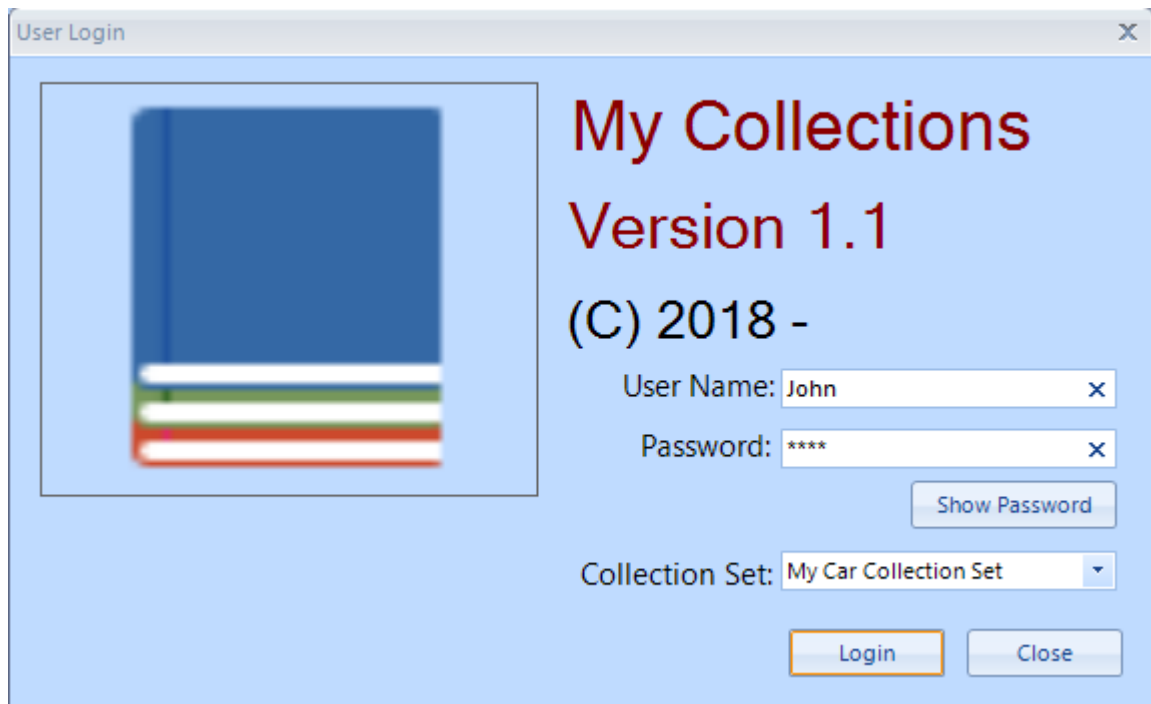
10. You May also add one or more Information pages to any of your Collection Set Items through the [Collection Navigator](#).
11. Select the Collection item you wish to add the information page to and then select the add information page button from the Collection Navigator Toolbar. You will be prompted to enter the Name and Description for the Information Page and then you will get a full screen editor into which you may enter text, images and links. Use the custom editor functionality bar across the top of the page to edit and create page information.

1.2. USER LOGIN

The User Login form allows you to log into the My Collections application. Multiple users can be given access to the software application, each with their own unique user name and password.

The following screen illustrates the My Collections User Login form. To use this form follow these steps:

1. Enter a valid User Name
2. Enter a matching Password for the User Name
3. Optionally use the Show Password button to toggle between seeing the Password in plain text or as being masked using the asterisk (*) character.
4. Select an initial Collection Set to open when the application starts. Selecting the <None> option will mean that no Collection Set will be opened when the application starts.



User Login

My Collections
Version 1.1
(C) 2018 -

User Name: John X

Password: **** X

Show Password

Collection Set: My Car Collection Set ▼

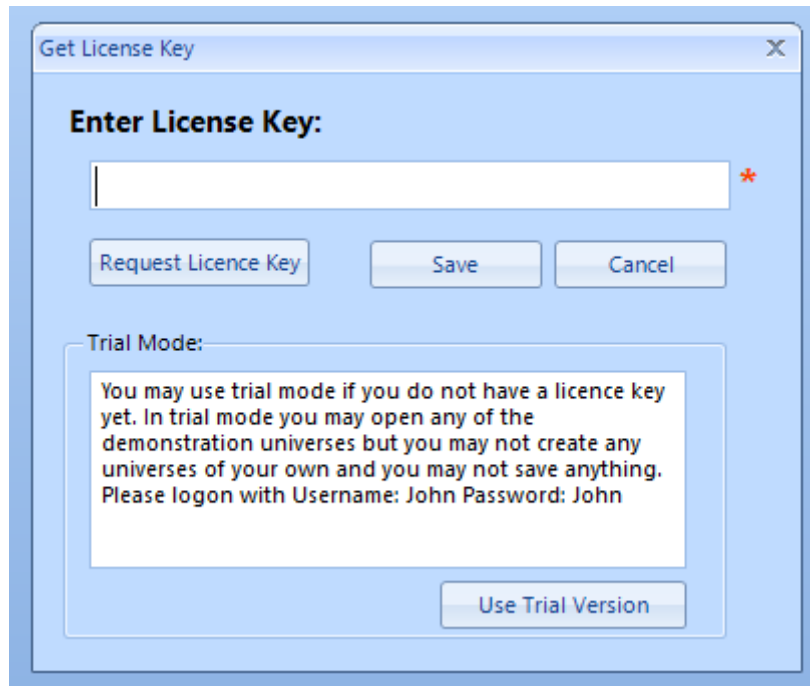
Login Close

If you enter an invalid User Name and / or Password, or if the Password entered is incorrect for this User Name then an error message will be displayed and you will not be able to gain access to the application.

Select the Close button will close the entire My Collections Application.

1.3. GET LICENSE KEY

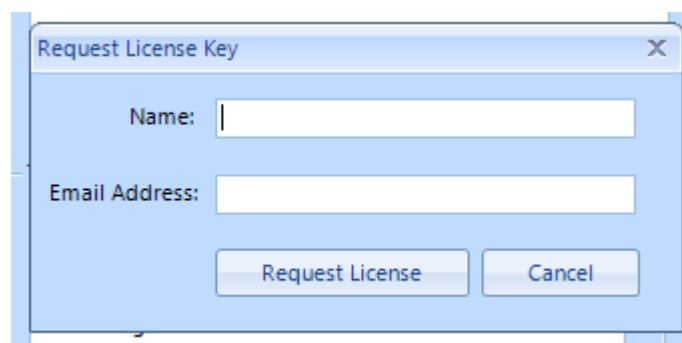
If this is the first time you have run the My Collections application then the application will ask you to enter your application license key.



The 'Get License Key' dialog box has a title bar with a close button (X). It contains a section titled 'Enter License Key:' with a text input field and a red asterisk to its right. Below this are three buttons: 'Request Licence Key', 'Save', and 'Cancel'. A 'Trial Mode:' section is located below the buttons, containing a text box with the following text: 'You may use trial mode if you do not have a licence key yet. In trial mode you may open any of the demonstration universes but you may not create any universes of your own and you may not save anything. Please logon with Username: John Password: John'. At the bottom right of the trial mode section is a button labeled 'Use Trial Version'.

If you do not have a license key you can request one using the Request License Key button. When the Request License button is pressed the following screen is displayed. Please enter your name and email address into this screen and press the Submit button.

This will then send an email to MORC Creations containing your information and requesting for you to be sent a license key. When you receive this key enter it into the License key field and press the save button. The license key will be validated and if valid saved in the system. You will then have full access to the My Collections application.



The 'Request License Key' dialog box has a title bar with a close button (X). It contains two text input fields: 'Name:' and 'Email Address:'. Below these fields are two buttons: 'Request License' and 'Cancel'.

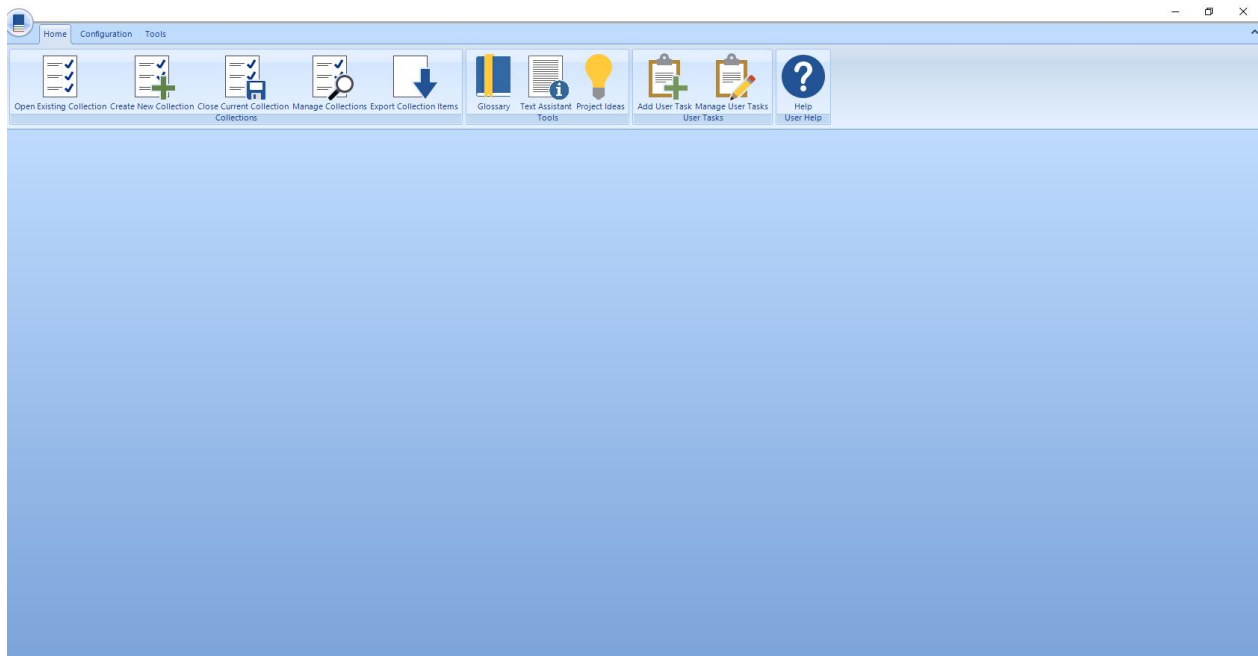
Alternatively, while you are waiting for your license key to be sent to you you may run the application in trial mode by pressing the User Trial Version button. This allows you to access many of the functions within the application but disables the ability to save items.

1.4. MY COLLECTIONS MAIN SCREEN

From the My Collections Main application screen you can access all the functionality contained within this program. The main screen is divided into 3 main tabs, these being:

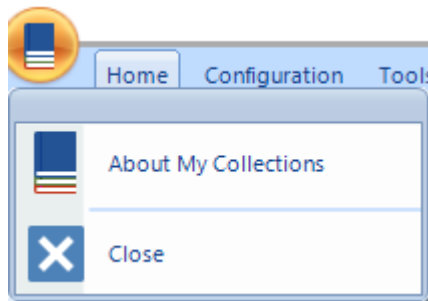
- **Home:** The Home tab provides you with access to all the functionality you will most often use when working with your collection sets. See the [Home Tab](#) help section for more details.
- **Configure:** The Configuration tab provides you with functionality which allows you to setup and configure your collections sets and their properties, along with form titles, form field labels and tooltips. See the [Configuration Tab](#) help section for more details.
- **Tools:** The Tools tab allows you to open the Windows Notepad and Calculator tools and to configure your own tools to be displayed within the Tools tab of the My Collections application. See the [Tools Tab](#) help section for more details.

In addition to these tabs the My Collections main application window also contains an applications menu which may be accessed via the Application Menu button in the top left hand corner of the screen. For more information about the functionality contained within this menu see the [Applications Menu](#) help section.

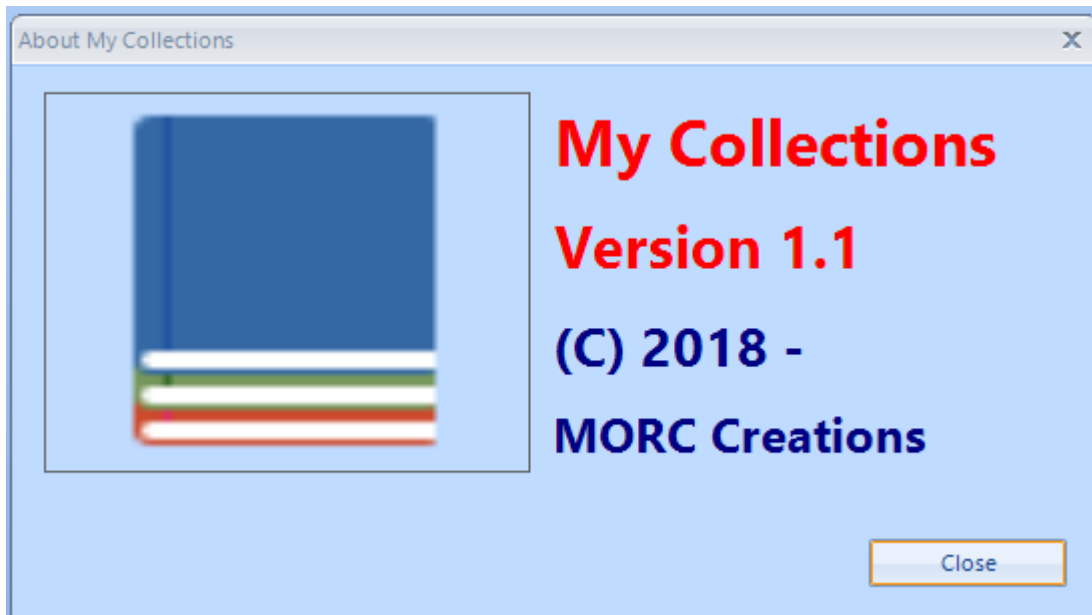


1.4.1. APPLICATION MENU

The Applications Menu, as illustrated in the image below, contains 2 options; About My Collections and Close.



When the About My Collections menu option is selected the following screen is displayed. This screen displays the version, year and copyright information for the application. Pressing the Close button will close this form and return you to the My Collections main application screen.



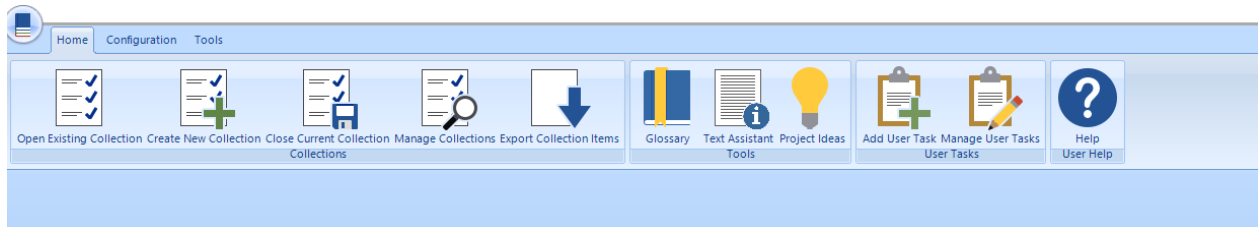
Selecting the Close button on the Application Menu will close the My Collections application and return you to the Windows environment.

1.4.2. HOME TAB

From the My Collections Home tab you can perform most of the tasks you need when using the My Collections applications on an everyday basis. The Home tab is illustrated below and contains the following button groupings:

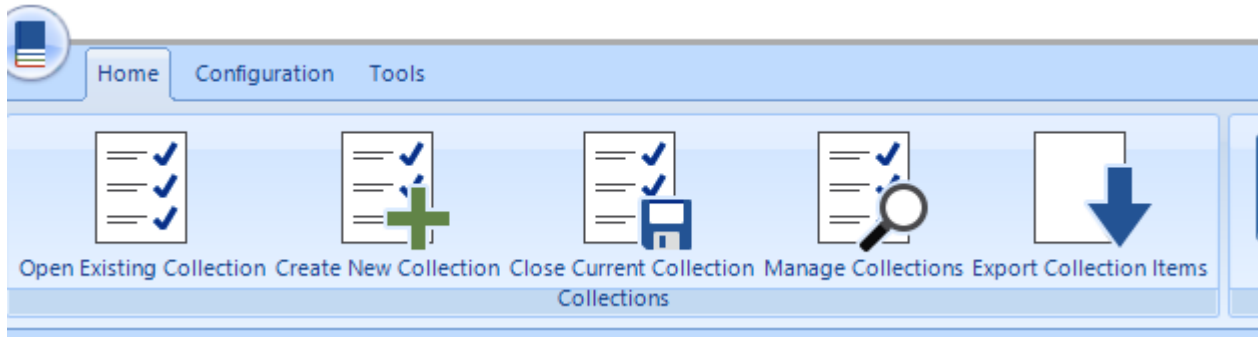
- **Collections:** The Collections button group provides access to all the functionality required to create and manage your Collection sets. This includes the following functionality; [Open Existing Collection](#), [Create New Collection](#), [Close Current Collection](#), [Manage Collections](#), [Export Collection Items](#). For more information about the Collections button group see the [Collections](#) help section.
- **Tools:** The Tools button group provides access to the inbuilt tools available within the My Collections application. This includes the [Glossary](#), [Text Assistant](#) and [Project Ideas](#) functionality. For more information about the Tools button group see the [Tools](#) help section.

- **User Tasks:** The User Tasks button group provides access to the User tasks functionality. This includes [Add User Task](#) and [Manage User Tasks](#) functions. For more information about the User Tasks button group see the [User Tasks](#) help section.
- **User Help:** The User Help button provides access to the user help functionality. For mre details on the User Help functionality see the [User Help](#) help section.



1.4.2.1. COLLECTIONS BUTTON GROUP

The Collections Button Group provides access to all the Collections functionality and is illustrated below.



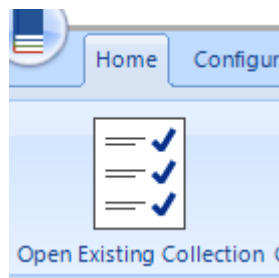
This button group contains the following five buttons:

- **Open Existing Collection:** The Open Existing Collection button allows you to open an existing Collection set into the Collection Navigator. For further details see the [Open Existing Collection](#) help section.
- **Create New Collection:** The Create New Collection button allows you to create a new collection set. For further details see the [Create New Collection](#) help section.

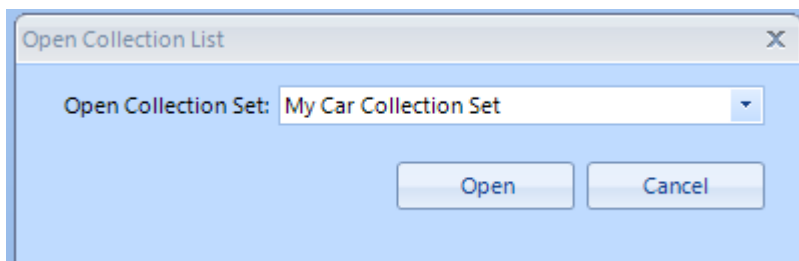
- **Close Current Collection:** The Close Current Collection button closes the currently open Collection Set. For further details see the [Close Current Collection](#) help section.
- **Manage Collections:** The Manage Collections button opens the Manage Collections screen which allows you to manage existing collection sets. For further details see the [Manage Collections](#) help section.
- **Export Collection Items:** The Export Collection Items button opens the Export Collection Items screen. This screen allows you to selectively export collection set items in XML or Text format. For further details see the [Export Collection Items](#) help section.

1.4.2.1.1. OPEN EXISTING COLLECTION

Select the Open Existing Collection button from the Collections Button Group.



Pressing the Open Existing Collection button will open the Open Collections List screen as shown below. From this screen select the Collection Set you wish to open from the drop down list and then press the Open button. This will open the selected Collection Set and display it in the [Collection Navigator](#) screen.



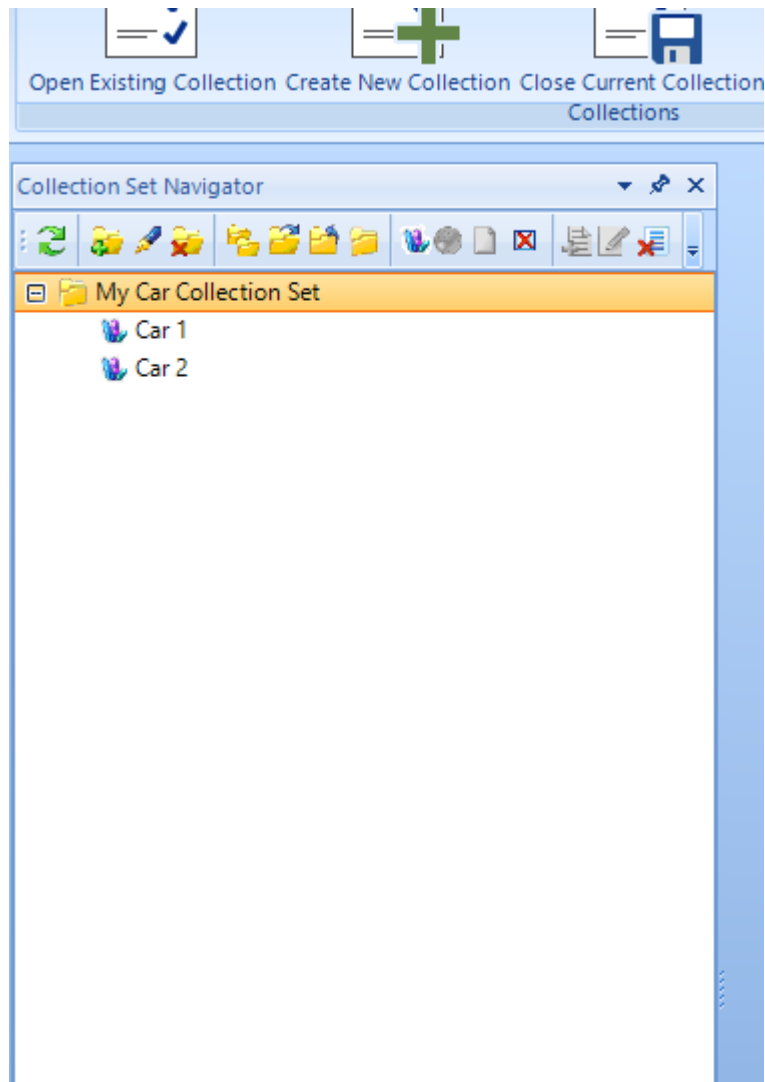
Select the Cancel button to cancel the opening of an existing Collection Set and close this form.

1.4.2.1.2. COLLECTION NAVIGATOR

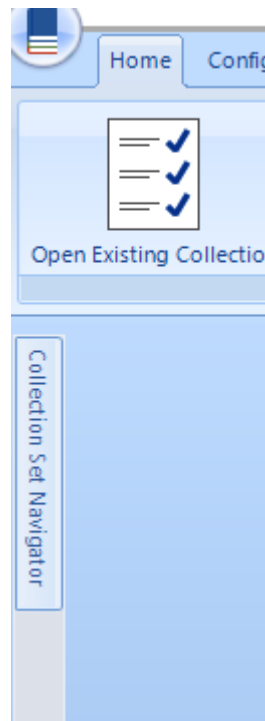
The Collection Navigator allows you to Create, Navigate and Manage your collections. The Collections Navigator may be opened when a [New Collection Set](#) is created or when an existing collection is opened using the [Open Existing Collection](#) functionality.

The following image displays the My Car Collection Set open within the Collection Navigator. The Collection Navigator is a dockable form within the My Collections application meaning it can be docked to any side of the My Collections application screen or even be able to float on top of the application or fill the entire My Collections application screen.

You can move the Collections Navigator screen around by holding down the left mouse button with the mouse cursor over the screen title bar. The Collection Navigator may be docked to multiple points around the My Collection Sets screen as indicated by the arrows shown while dragging the screen to various locations around the main application screen.

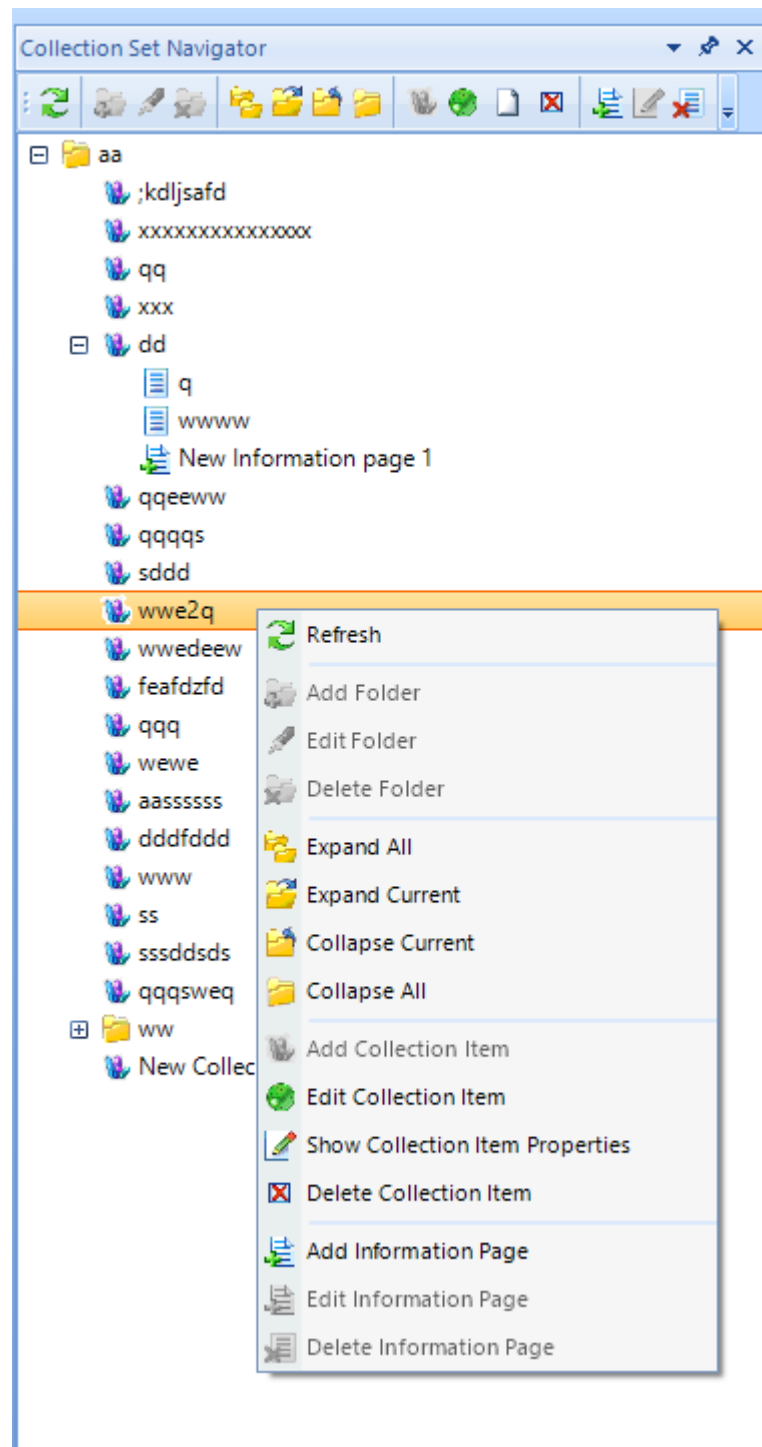


By clicking on the pin icon on the top right of the Collections Navigator screen while being docked then the Collections Navigator may also be made to automatically hide from view. When this occurs a tab is shown at the docking point where the screen is hidden. By Hovering your mouse over this label then Collections Navigator will automatically slide out and be redisplayed. This is illustrated in the picture below.



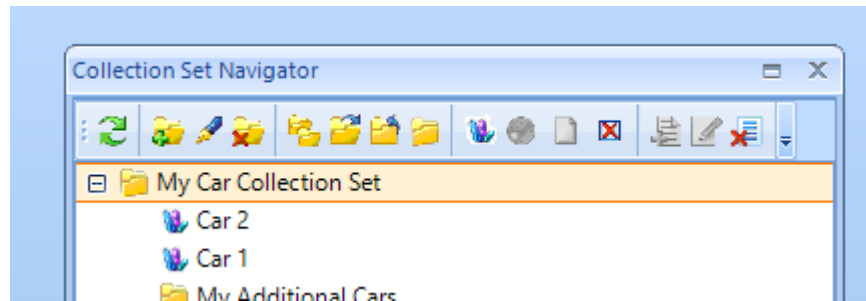
The Collections Navigator is made up of two main areas:

- **Collection Navigator Toolbar:** The Collection Navigation Toolbar contains all the required functionality to create and manage the Collection Item tree structure, folders, Collection Items and Collection Item Information Pages. For more information on this area see the [Collection Navigation Toolbar](#) help section.
- **Collection Navigator Navigation Tree:** The Collection Navigator Collection Tree provides access to the existing Collection Set structures including the folders Collection Items and Collection Item Information Pages. Note that by right clicking on various nodes within the Collection Navigator Navigation Tree a pop-up context menu will be displayed providing you with menu options to quickly access functionality directly from the tree structure. Only menu options applicable to the selected navigator tree node will be enabled, while all other menu options will be disabled.



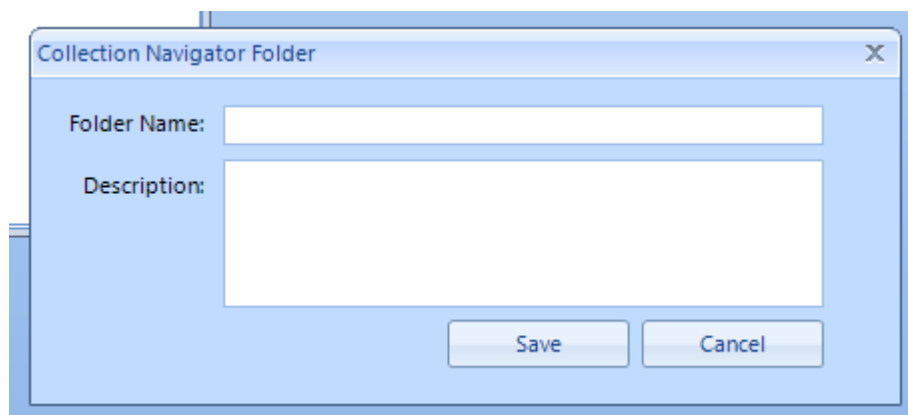
1.4.2.1.2.1. COLLECTION NAVIGATOR TOOLBAR

The Collection Navigator toolbar provides access to much of the functionality used to create, manage and navigator your Collection Set. The following image illustrates the Collection Navigator toolbar at the top of the Collection Navigator screen.

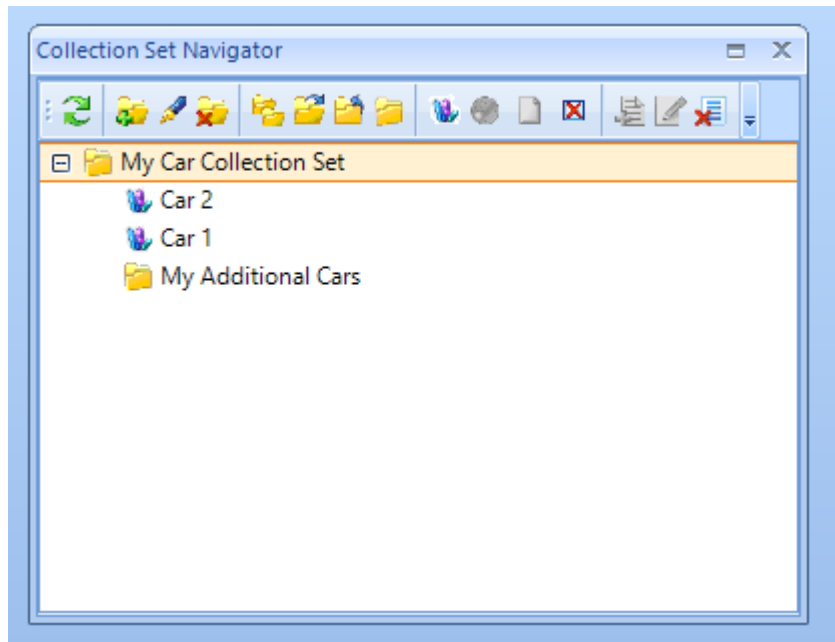


There are 15 buttons along the Collection Navigator toolbar. In order from left to right these buttons are:

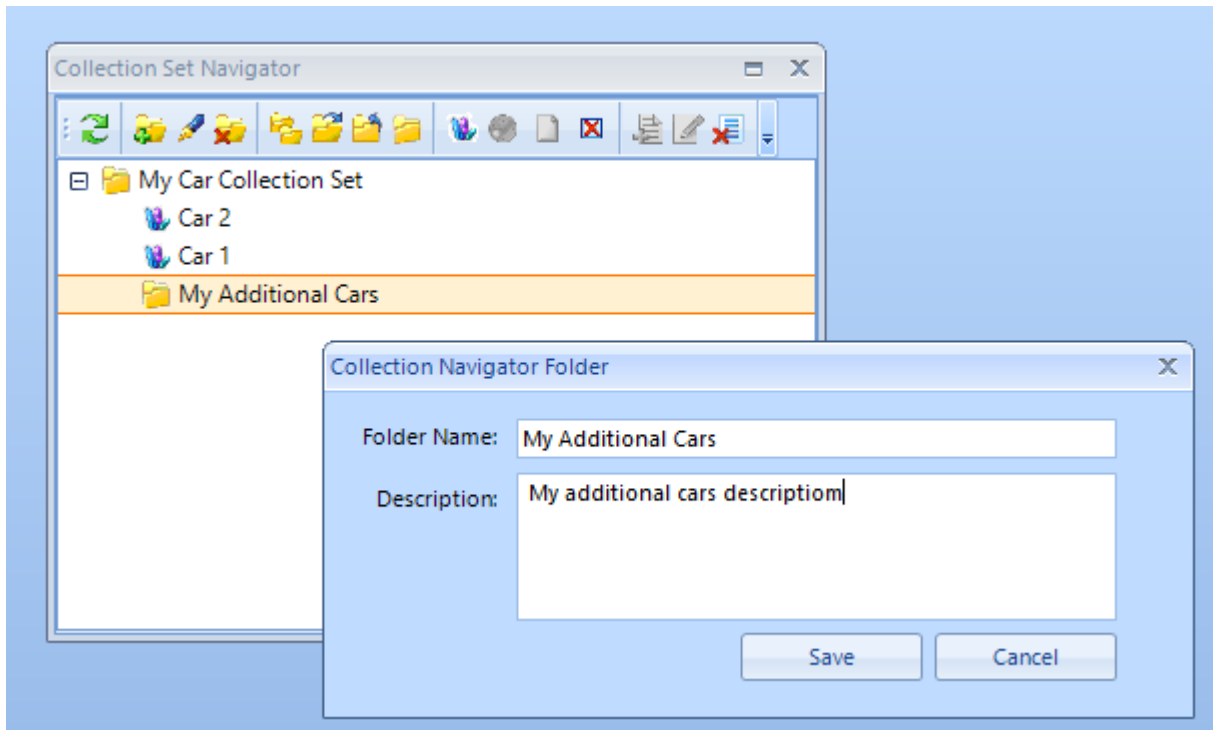
- **Refresh:** The Refresh button reloads the Collection Set tree into the Collection Navigator.
- **Add New Folder:** The Add New Folder button allows for the create on a new folder. This button may only be used when either a folder or the tree root folder is selected. When this button is pressed the following screen is displayed.



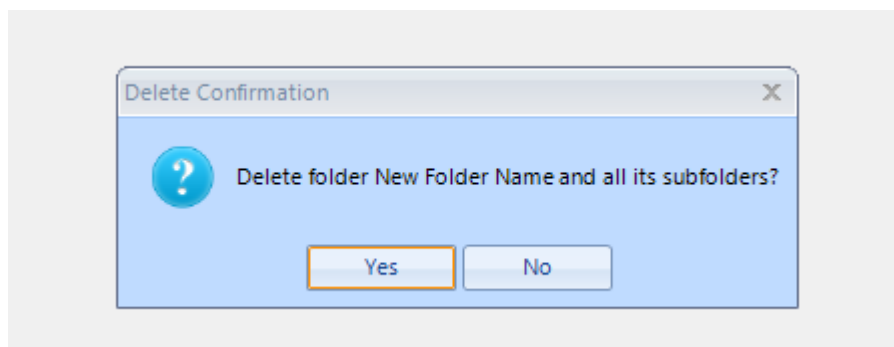
Enter the mandatory Folder Name and optionally the Folder Description. Pressing the Save button saves the folder under the currently selected Collection Set tree folder, while pressing the Cancel button aborts the entering of the Folder name and returns you to the Collection Navigator Tree screen.



- **Edit Folder Name and Description:** The Edit Folder Name and Description button allows you to edit the current Folder Name and Description. When this button is pressed the Collection Navigator Folder Name screen is displayed containing the Name and Description of the selected Collection Navigator Tree folder, as illustrated below. Edit the Folder Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.

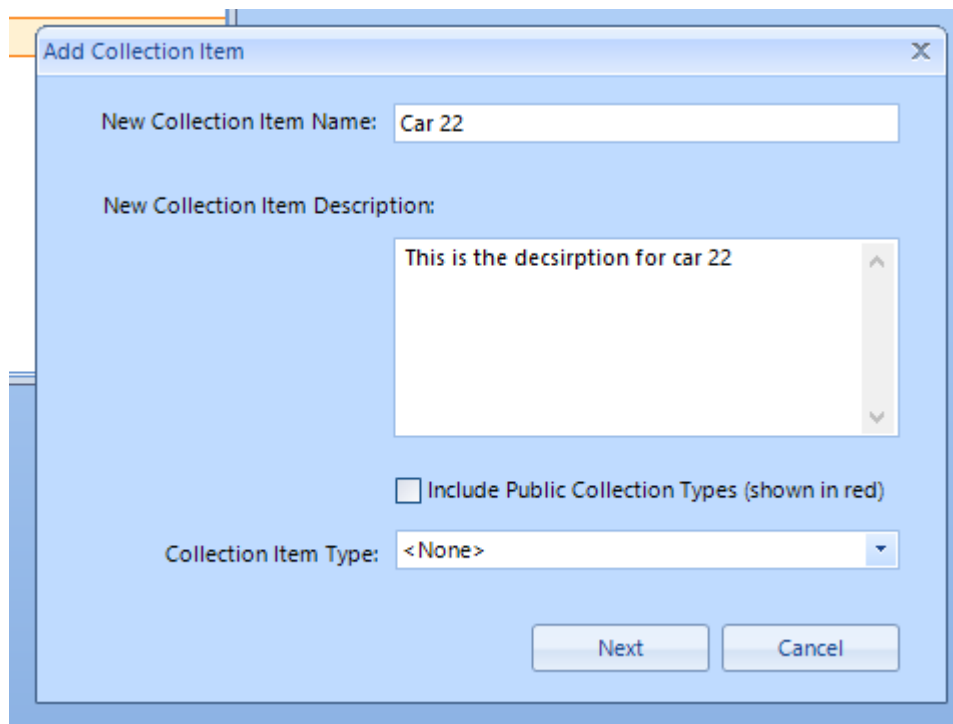


- **Delete Folder:** The Delete Folder button allows you to delete the selected folder and all the sub-folders and items contained beneath this folder. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this folder, as shown below. If you press the Yes button then the folder and all sub-items will be permanently deleted. If you selected the No button then the delete process will be canceled.



- **Expand All Folders:** The Expand All Folders button, when pressed, expands all the folders and sub-folders within the Collection Navigator Tree structure.
- **Expand Current Folder:** The Expand Current Folder button, when pressed, expands the currently selected folder within the Collection Navigator Tree structure.

- **Collapse All Folders:** The Collapse All Folders button, when pressed, collapses all the folders and sub-folders within the Collection Navigator Tree structure.
- **Collapse Current Folder:** The Collapse Current Folder button, when pressed, collapses the currently selected folder within the Collection Navigator Tree structure.
- **Add New Collection Item:** The Add Collection Item button, when pressed, allow for the addition of a new Collection Item. This button is only available when either a folder or the Collection Navigator Root folder is selected. This button opens a blank Add Collection Item screen as shown below. This screen allows you to enter the new Collection Item Name and optionally a Collection Item Description.



The screenshot shows a dialog box titled "Add Collection Item". It contains the following fields and controls:

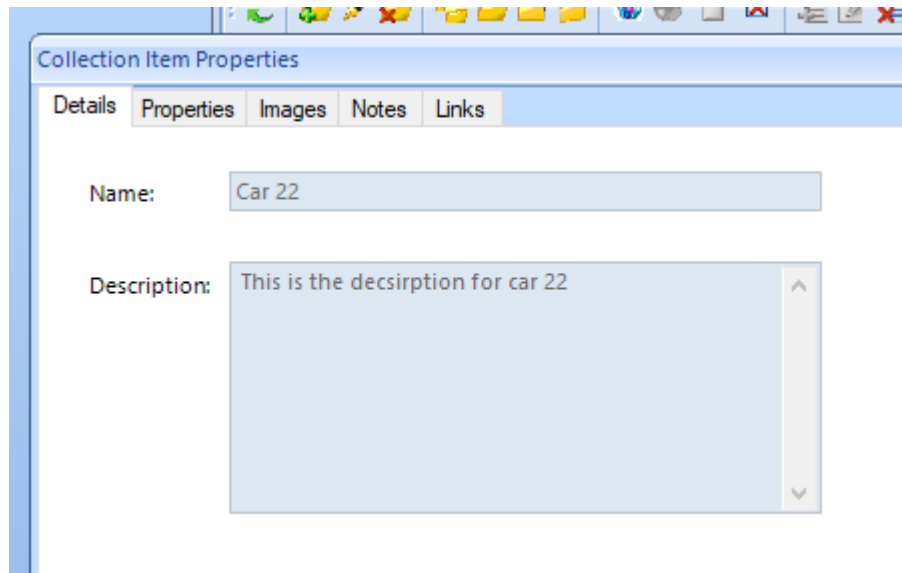
- New Collection Item Name:** A text input field containing "Car 22".
- New Collection Item Description:** A text area containing "This is the decsription for car 22".
- Include Public Collection Types (shown in red):** An unchecked checkbox.
- Collection Item Type:** A dropdown menu showing "<None>".
- Buttons:** "Next" and "Cancel" buttons at the bottom right.

Pressing the Save button saves the new Collection Item to the Collection Navigator Tree structure and then progress on to display the Collection Item Properties screen. Pressing the Cancel button aborts the creation of the new Collection Item and closes the Add Collection Item screen.

Note that you can also select a pre-defined Collection Item Type for this Collection Item and the new Collection Item will be automatically pre-filled with the Properties, Images, Notes and Links information existing in the selected Collection Item Type.

The Collection Item Properties screen allows for the entry of a range of different elements which are attached to a single Collection Item. The tabs available on this screen are:

- **Details Tab:** The Details Tab displays the read only fields for the Collection Item Name and Description, as shown below.



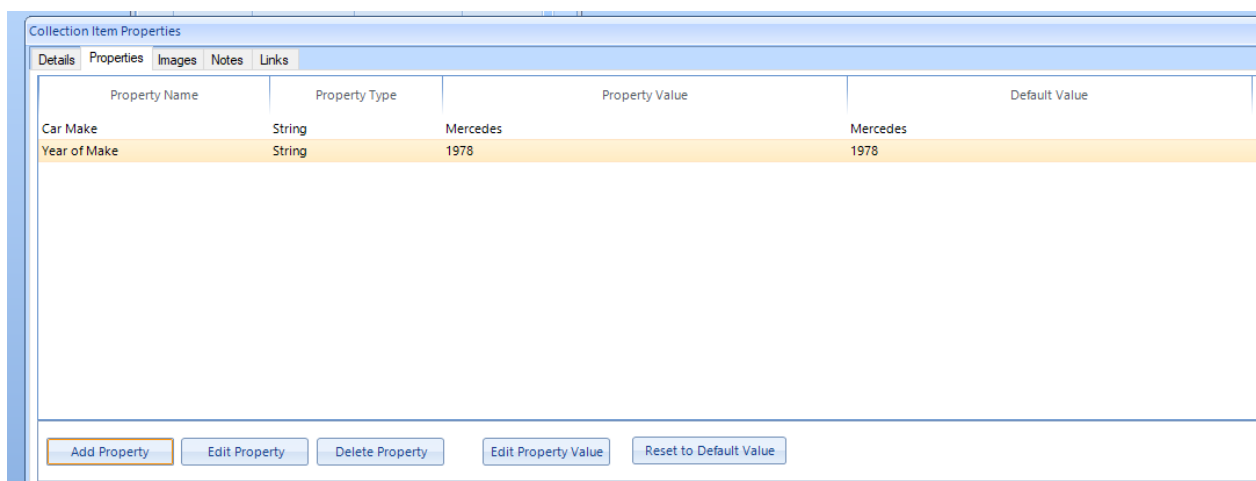
Collection Item Properties

Details Properties Images Notes Links

Name: Car 22

Description: This is the decsription for car 22

- **Properties Tab:** The Properties tab allows for the addition of properties and property values for this specific Collection Item. If a Collection Item Type with pr-defined Property values was nominated for this Collection Item then those values will be automatically placed in the Properties tab.



Collection Item Properties

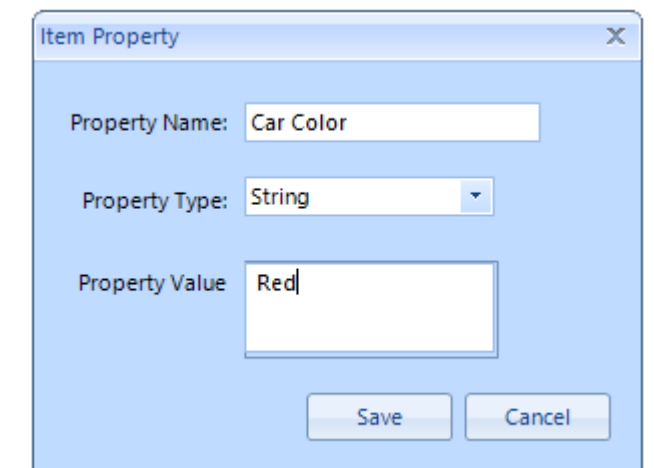
Details Properties Images Notes Links

Property Name	Property Type	Property Value	Default Value
Car Make	String	Mercedes	Mercedes
Year of Make	String	1978	1978

Add Property Edit Property Delete Property Edit Property Value Reset to Default Value

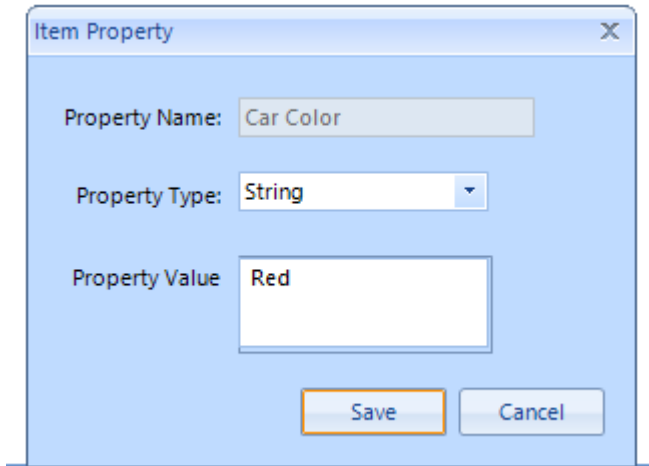
The Properties tab consists of 5 buttons located at the bottom of the tab control, these being:

- **Add Property:** The Add property button allow new property items to be add to this specific Collection Item. When this button is pressed the Item Property screen is displayed. This screen allows you to enter the property Name, Select the property type, such as string, date or integer, and enter the desired property value. When the Save button is pressed the new property is add to the Collection Item Property table. Pressing the Cancel button aborts teh entry of this property item.



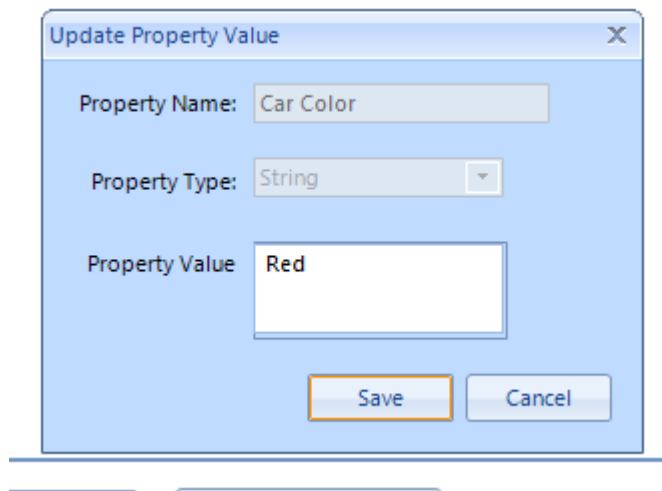
The screenshot shows a light blue dialog box titled "Item Property". Inside the dialog, there are three labeled input fields: "Property Name" containing the text "Car Color", "Property Type" which is a dropdown menu currently showing "String", and "Property Value" containing the text "Red". At the bottom right of the dialog are two buttons, "Save" and "Cancel".

- **Edit Property:** After an existing Property item is selected you may press the Edit button to edit this property value. When editing a selected property value you cannot change the Property name, only the Property Type and Value. Pressing the Save buttons saves the updated property information while pressing the Cancel button discards any changes you may have made to this property item and closes the Item Property screen.

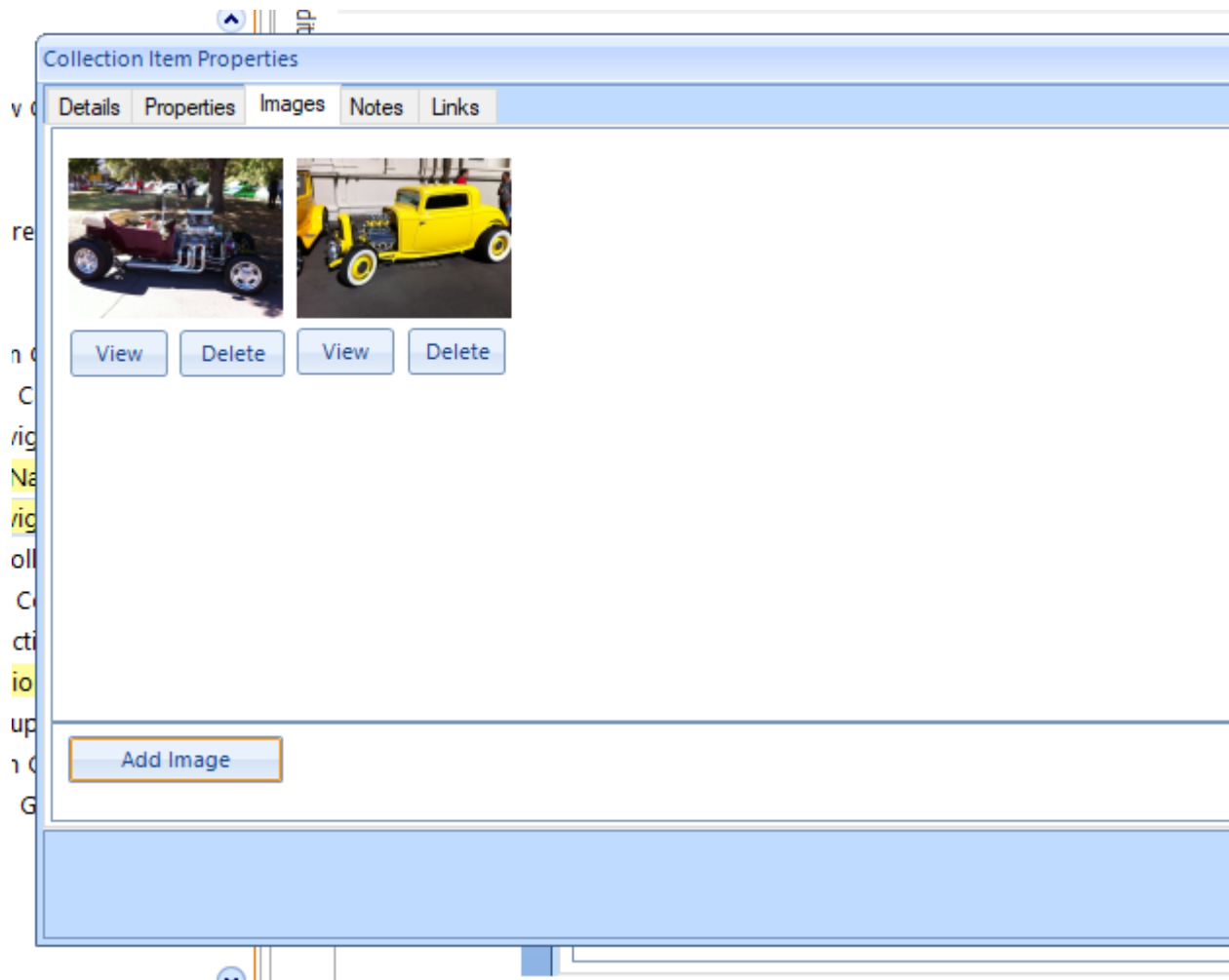


The screenshot shows a dialog box titled "Item Property". It has a light blue background and a title bar with a close button (X). The dialog contains three input fields: "Property Name" with the text "Car Color", "Property Type" with a dropdown menu showing "String", and "Property Value" with the text "Red". At the bottom right, there are two buttons: "Save" and "Cancel".

- **Delete Property:** Pressing the Delete Property button allows you to delete selected Collection Item Properties. Prior to deletion you will be prompted to confirm the deletion through a Delete Confirmation dialog. If you select the Yes button then the Property will be deleted, while selecting the No button will mean that the property will be retained.
- **Edit Property Value:** The Edit Property Value button allows you to edit only the value of the selected Collection Item Property. When this button is pressed the Update Property Value screen is displayed with all property fields being displayed but with only the Property Value field being editable. Update the Property Value as required and press the Save button to save these changes. Pressing the Cancel button will discard any change you have made and close this screen.



- **Reset to Default Value** The reset to Default Value button allows you to reset the selected Collection Item Property to the predefined default value.
- **Images Tab:** The Images tab allows you to store up to 20 images against a single Collection Item. Each image is displayed as a small image thumbnails on the image tab.



The image Tab contains an Add Image button. When the Add Image button is pressed an Open File dialog is displayed. Use this dialog to locate and select the image you wish to add to this Collection Item. Once you have located and selected the image press the Open button to add the image to the current Collection Item.

Each image has two buttons associated with it, these being:

- View: The View button, when pressed displays the image in a large image display window.
- Delete: The Delete button allows you to delete the selected image and will then move up all the other images to fill in the space left by the deleted image. When the Delete button is pressed you will first be shown a Delete Confirmation screen. Selecting the Yes button on the Delete

Confirmation screen will delete the selected image, while selecting the No button will retain the image.

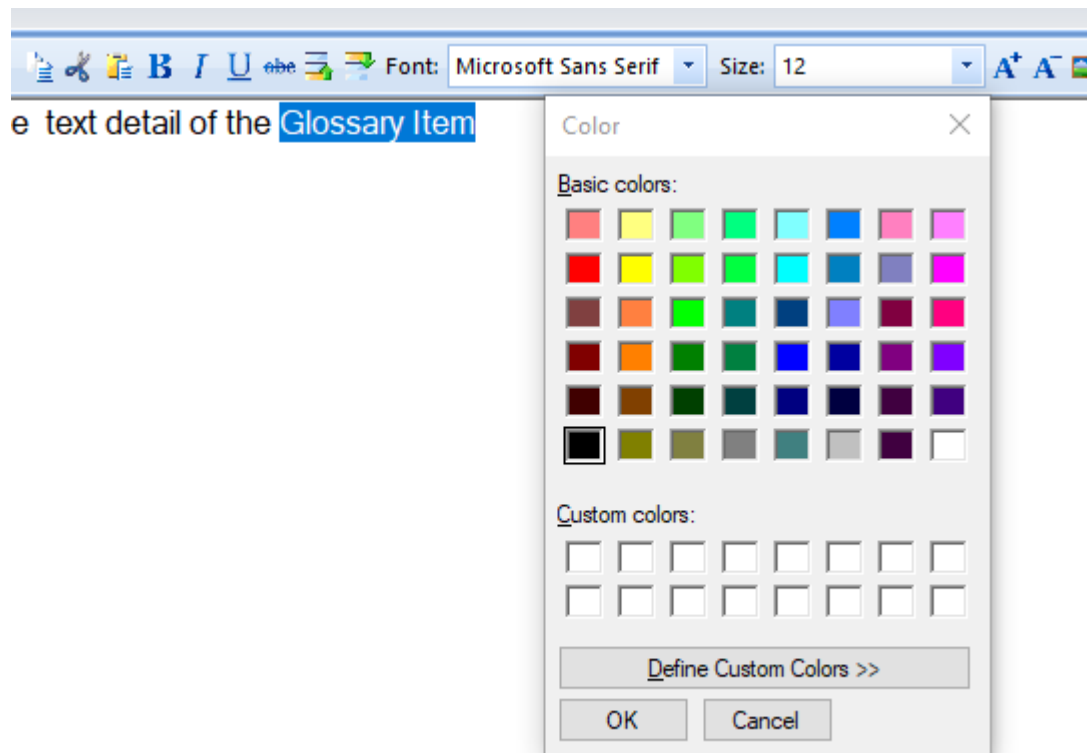
➤ **Notes Tab:** The Notes tab allows you to enter Notes about the current Collection item. The Save button at the bottom of the Collection Item Notes tab saves the current note item.

The Notes toolbar contains 29 different controls, including buttons, toggle buttons and drop down lists. These items are described in order from left to right below.

- **Undo:** The Undo button undoes actions previously performed in reverse chronological order.
- **Redo:** The Redo button redoes actions previously undone in chronological order.
- **Copy:** The Copy button makes a copy of selected text and / or images within the Collection Items note.
- **Cut:** The Cut button makes a copy of selected text and / or images within the Collection Items note and then removes them from the editor.
- **Paste:** The Paste button pastes items previously copied to the clipboard to the current location within the Collection Items note.
- **Bold:** The Bold toggle button makes the text within the Collection Items note bold.
- **Italic:** The Italic toggle button makes the selected text within the Collection Items note italic.
- **Underline:** The Underline toggle button makes the selected text within the Collection Items note underlined.

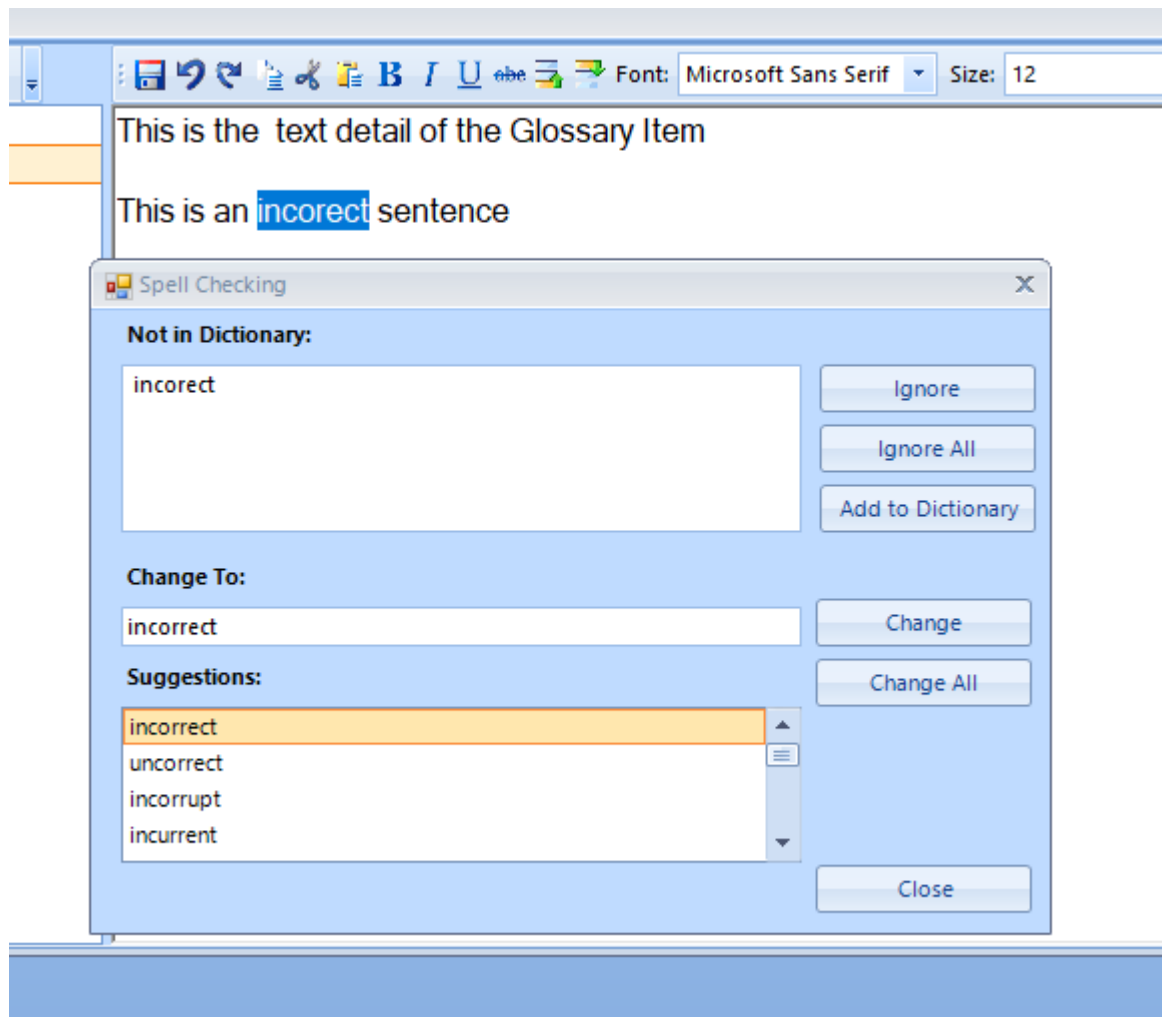
- **Strikeout:** The Strikeout toggle button makes the selected text within the Collection Items note strikeout.
- **Superscript:** The Superscript button makes the selected text within the Collection Items note superscript.
- **Subscript:** The Subscript button makes the selected text within the Collection Items note subscript.
- **Font:** The Font drop down list changes the currently selected text to the selected font style.
- **Font Size:** The Font Size drop down list changes the currently selected text to the selected font size.
- **Increase Font Size:** The Increase Font Size button increases the current font size one size increment each time it is pressed.
- **Decrease Font Size:** The Decrease Font Size button decreases the current font size one size increment each time it is pressed.
- **Image:** The Image button allows for the insertion of images into the Collection Items note . When this button is pressed the Choose File To Import screen is displayed and allows you to find and select the image you wish to place into the Collection Items note.
- **Centre:** The Centre button allows the selected item or items to be centered into the Collection Items note .
- **Align Left:** The Align Left button allows the selected item or items to be left aligned into the Collection Items note.
- **Align Right:** The Align Right button allows the selected item or items to be right aligned into the Collection Items note.
- **Bullet List:** The Bullet List button allows a bullet list to be created out of the selected Collection Items note items.

- **Numbered List:** The Numbered List button allows a numbered list to be created out of the selected Collection Items note items.
- **Font Colour:** The Font Colour button allows the colour of the selected text to be changed. When the Font Colour button is pressed the font color dialog is displayed, as illustrated below. After selecting the required font colour and pressing the OK button then the selected text colour will be changed according to the selected colour. Pressing the Cancel button will cancel this color selection dialog without changing the selected text colour.

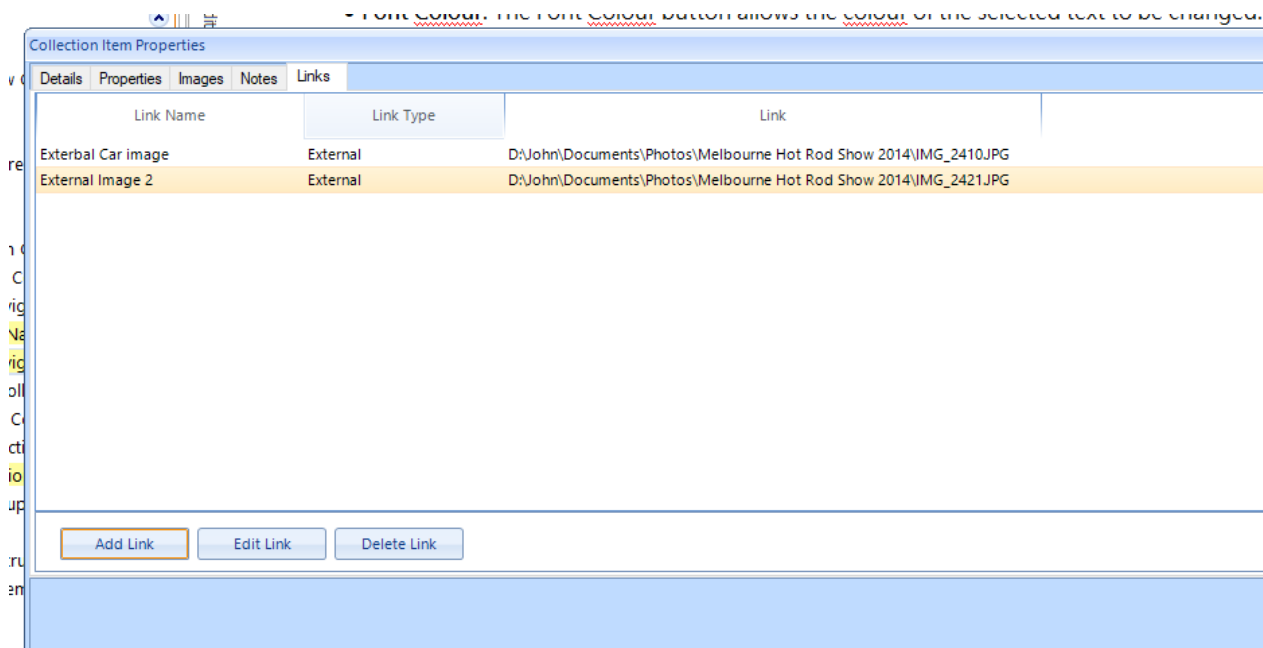


- **Font Background Colour:** The Font Background Colour button allows the background colour of the selected text to be changed. Like the Font Colour button this button also brings up a Color dialog from which you can select a colour for the background of the selected text.
- **Speech:** The Speech button allows the text within the Collection Items note to be spoken by the computer.

- **Pause Speech:** The Pause Speech button allows you to pause the computer during the speaking of the Collection Items note.
- **Stop Speech:** The Stop Speech button allows you to stop the computer during the speaking of the Collection Items note.
- **Resume Speech:** The Resume Speech button allows you to resume speaking after the computer has been paused during the speaking of the Collection Items note.
- **Spell Checker:** When the Spell Check button is pressed the computer checks all the spelling within the current Collection Items note and prompts you to correct any spelling which it finds to be incorrect.

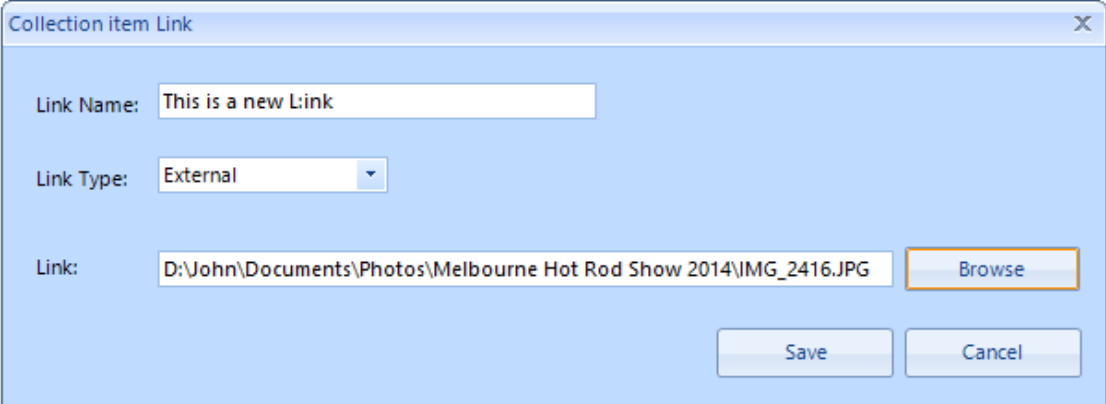


- **Links Tab:** The Links tab allows for the addition of links for this specific Collection Item. If a Collection Item Type with pre-defined Links was nominated for this Collection Item then those link values will be automatically placed in the Links tab.



The links tab contains three main buttons, these being:

- **Add Link:** The Add Link button allows for the addition of new link items. When the Add Link button is pressed the Collection Item Link screen is displayed, as shown below. This screen allows for the entry of a Link Name, Link Type, and the Link itself. Use the Browse button to browse the directories and select a path and file to save as the link item. Pressing the Save button will save the selected link, while pressing the Cancel button will discard the current link information and close this screen.



Collection item Link

Link Name: This is a new Link

Link Type: External

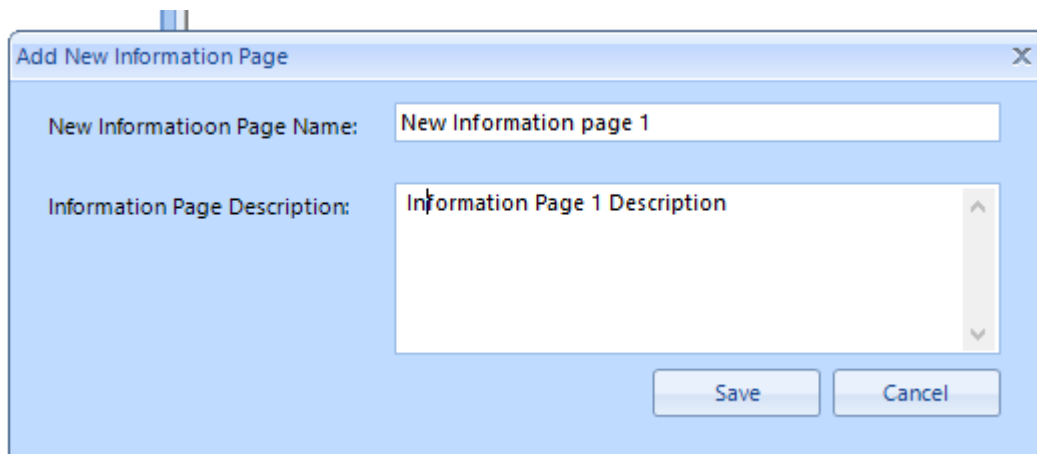
Link: D:\John\Documents\Photos\Melbourne Hot Rod Show 2014\IMG_2416.JPG Browse

Save Cancel

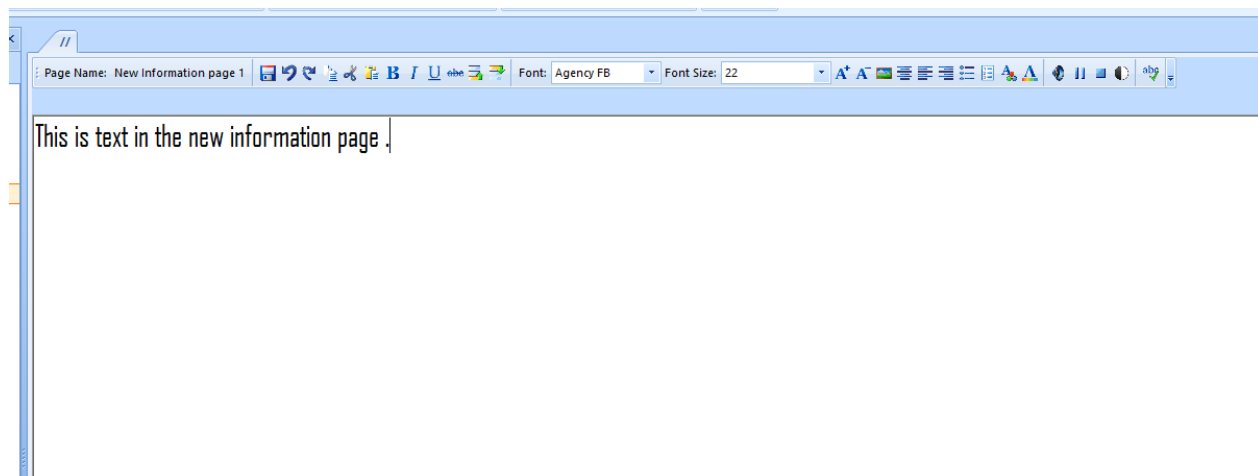
- **Edit Link:** Use the Edit Link button and functionality to edit an existing link item. Pressing the Edit Link button opens the Collection Item Link screen with the selected item already loaded. Edit the item as required and then use the Save or Cancel buttons to save or discard the changes made to the link item respectively.
- **Delete Link:** The Delete Link button is used to delete selected links from the Collection Item. When the Delete Link button is pressed you are first asked to confirm the deletion of the Collection Item Link and then, if you select the Yes button then the link item is deleted, otherwise if you select the No button the link item is retained.
- **Edit Selected Collection Item:** The Edit Selected Collection Item button, when pressed, allows for the editing of the selected Collection Item Name and Description.
- **Edit Selected Collection Item Properties:** The Edit Selected Collection Item Properties button, when pressed, allows for the editing of the selected Collection Item details, including the Properties, Images, Notes and links.
- **Delete Selected Collection Item:** The Delete Selected Collection Item button, when pressed, deletes the selected Collection item and all its components. When this button is pressed a Delete Confirmation screen is first displayed asking you to confirming the deletion of the selected Collection Item. If you select the Yes button on the Delete Confirmation screen then the selected Collection Item and all its

components are deleted. If you select the No button on the Delete Confirmation screen then the Collection item will be retained.

- **Add New Information Page:** The Add New Information Page button allows one or more information pages to be added to a selected Collection Item. When this button is pressed the Add New Information Page Screen is displayed, as shown below. This screen allows you to enter both the New Information Page Name and the Information Page Description. Select the Save button to save the new information page and move on to opening the information page itself. Select the Cancel button to abort the creation of the New Information Page and close this screen.



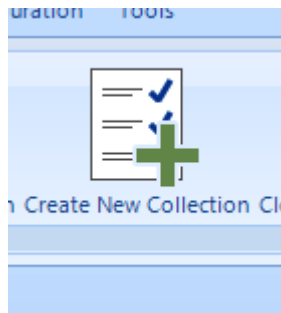
After selecting the Save button in the Add New Information page screen you then progress on to building the information page itself using the Information Page Editor, as shown below. Note this is a full screen editor which uses the standardised My Collection editor toolbar, as shown across the top of the screen in the image below. The functionality contained in the toolbar is described in the Collection Item Notes tab section above.



- **Edit Selected Information Page:** The Edit Selected Information Page button, when pressed, opens the Information Page editor and loads in the existing text and information for the selected Information Page ready for editing.
- **Delete Selected Information Page:** The Delete Selected Information Page button, when pressed, deletes the selected Information Page. When pressed this button first displays the Delete Confirmation screen prompting you as to whether or not you wish to delete the selected information Page. If you select the Yes button then the information Page will be deleted, while if you select the No button then the information page will be retained.

1.4.2.1.3. CREATE NEW COLLECTION

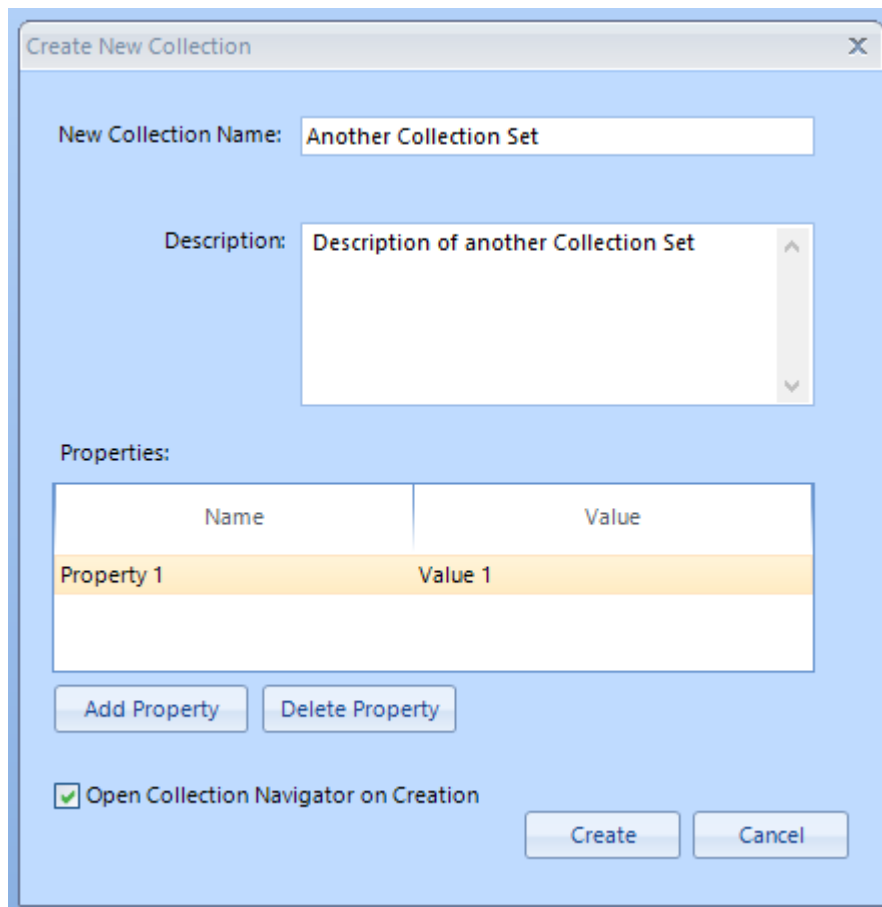
When the Create New Collection button is pressed the Create New Collections screen appears and allows you to create a new collection set.



When you create a new collection set the only mandatory field is the name of the New Collection set. each collection set within the My Collections application must have a unique collection set name otherwise an error will be given.

You may optionally enter a Collection Set Description and one or more Collection Set properties.

The Create New Collections form is illustrated below.

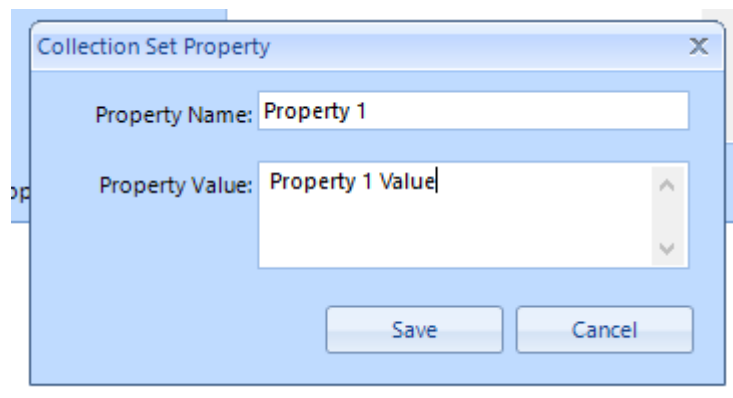


The "Create New Collection" dialog box is shown. It has a title bar with a close button (X). The main area is light blue. It contains the following fields and controls:

- New Collection Name:** A text box containing "Another Collection Set".
- Description:** A text area containing "Description of another Collection Set".
- Properties:** A table with two columns: "Name" and "Value".

Name	Value
Property 1	Value 1
- Add Property** and **Delete Property** buttons below the table.
- ☒ **Open Collection Navigator on Creation** checkbox.
- Create** and **Cancel** buttons at the bottom right.

When the Add Property button is pressed the Collection Set Property screen is displayed. This screen allows you to nominate a unique property name for this collection set along with a value for this property.

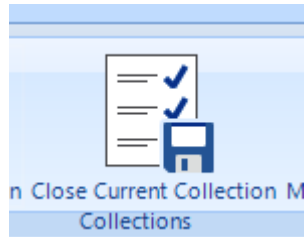


The "Collection Set Property" dialog box is shown. It has a title bar with a close button (X). The main area is light blue. It contains the following fields and controls:

- Property Name:** A text box containing "Property 1".
- Property Value:** A text area containing "Property 1 Value".
- Save** and **Cancel** buttons at the bottom right.

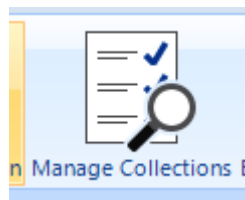
1.4.2.1.4. CLOSE CURRENT COLLECTION

The Close Current Collection button, when pressed, closes the currently open Collection Set.

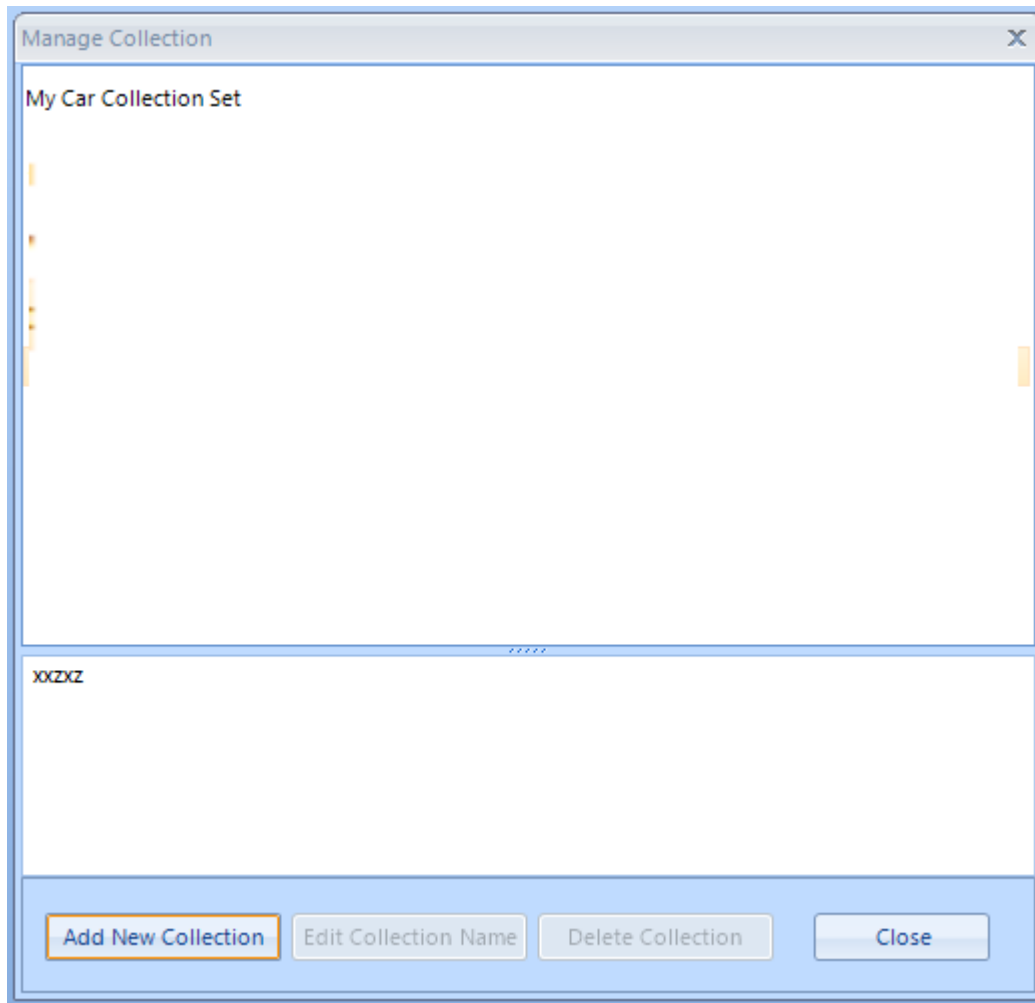


1.4.2.1.5. MANAGE COLLECTIONS

The Manage Collections functionality allows you to manage your existing Collections Sets.



When the Manage Collections Sets button is pressed the Manage Collections screen is displayed.



The Manage Collections screen lists all currently available collection sets and allows you to:

- **Add New Collection:** The Add New Collection button opens the [Create New Collection](#) form to allow for the create of a new collection set.
- **Edit Collection Name:** The Edit Collection Name button allows you to edit the Collection Name, Description and Properties of the selected collection. The Edit Collection Details form is illustrated below. You may update the name and description for the Collection Set and add and / or delete Property elements.

Edit Collection Details

New Collection Name:

Description:

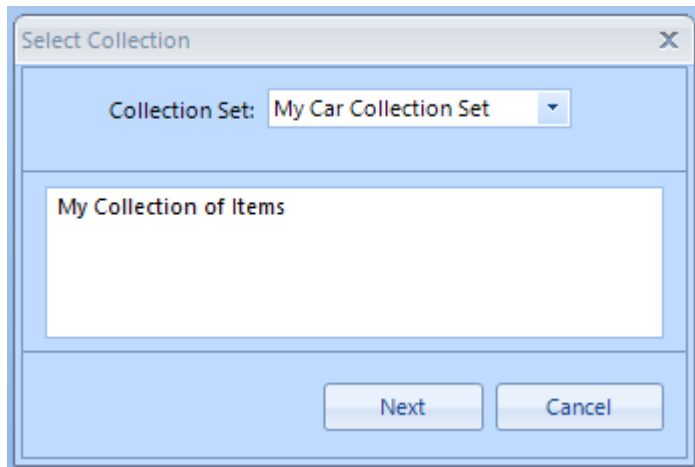
Properties:

Name	Value
Car Owner	Car Owner
Property 2	Value 2

- **Delete Collection:** The Delete Collection button allows for the selected Collection Set to be deleted. You will first be prompted if you really want to delete this collection set and if you click Yes then the collection set and all its elements will be deleted.

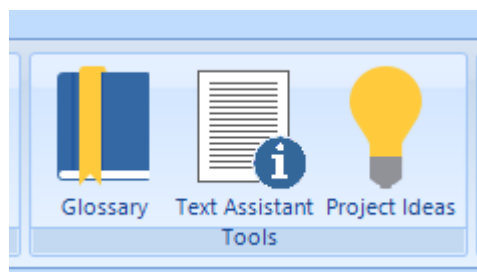
1.4.2.1.6. EXPORT COLLECTION ITEMS

Enter topic text here.



1.4.2.2. TOOLS BUTTON GROUP

The Tools Button Group provides access to all the built in My Collections Tool functionality and is illustrated below.

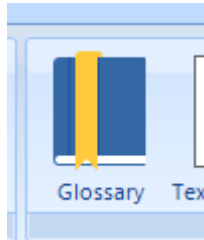


The Tools button group contains the following three buttons:

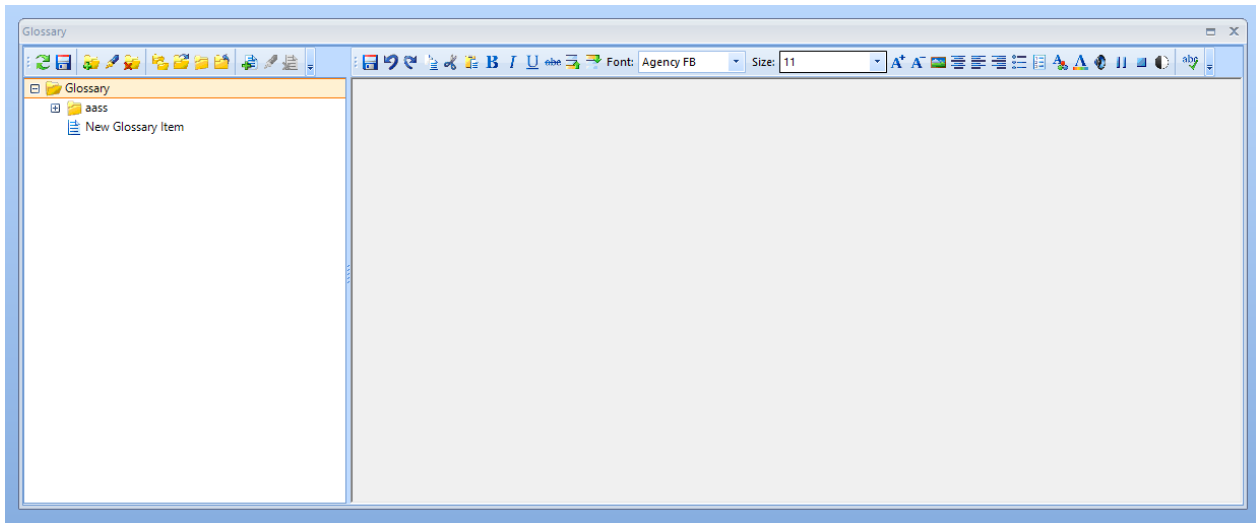
- **Glossary:** The Glossary button allows you to open The My Collection Glossary screen. Through this screen you may create a Glossary of definitions that relate to your collection set. For further details see the [Glossary](#) help section.
- **Text Assistant:** The Text Assistant button allows you to create a a set of text items which may be copied and pasted into any where within the My Collections application. For further details see the [Text Assistant](#) help section.
- **Project Ideas:** The Project Ideas button allows you to open a create and store different project Ideas which you have and which you my like to implement at a latter time. For further details see the [Project Ideas](#) help section.

1.4.2.2.1. GLOSSARY

The Glossary button can be found within the Tools Button Group, and is illustrated below.



When the Glossary button is pressed the Glossary screen opens, as shown below. Depending on the [Form Options](#) settings the Glossary screen may be docked or floating within the My Collections application. The details of the Glossary screen are outlined below.



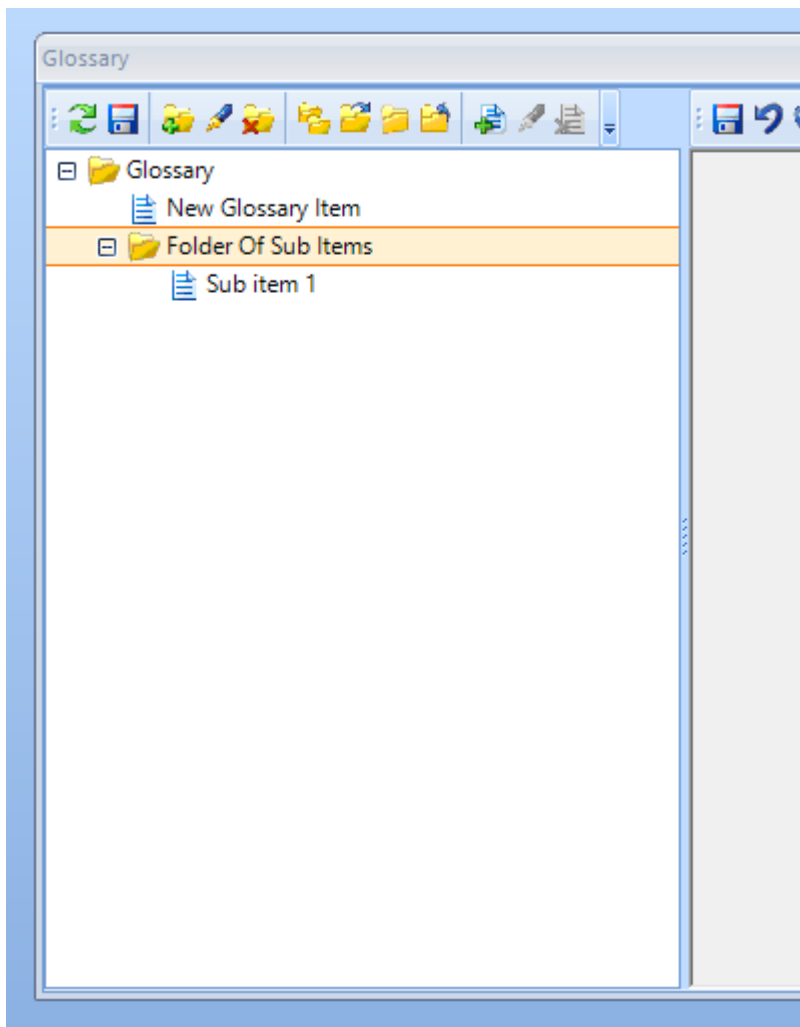
The Glossary screen contains two main parts:

- **Glossary Structure Tree:** The Glossary Structure Tree sits on the left hand side of the Glossary screen and allow you to create, manage and access the Glossary Tree structure. For further details refer to the [Glossary Structure Tree](#) help section.
- **Glossary Item:** The Glossary Item section sits on the right hand side of the Glossary screen and provides the ability to view, create and edit Glossary item details.

This section is only enabled when a Glossary item is selected within the Glossary tree. For further details refer to the [Glossary Item](#) help section.

1.4.2.2.1.1. GLOSSARY STRUCTURE TREE

The Glossary Tree Structure is located on the left hand side of the Glossary screen and is illustrated below.

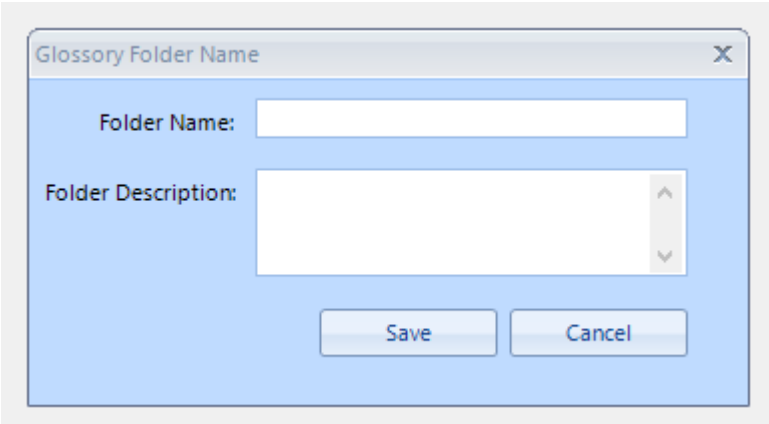


The Glossary Tree consists of a toolbar at the top of the screen and a structure tree beneath this.

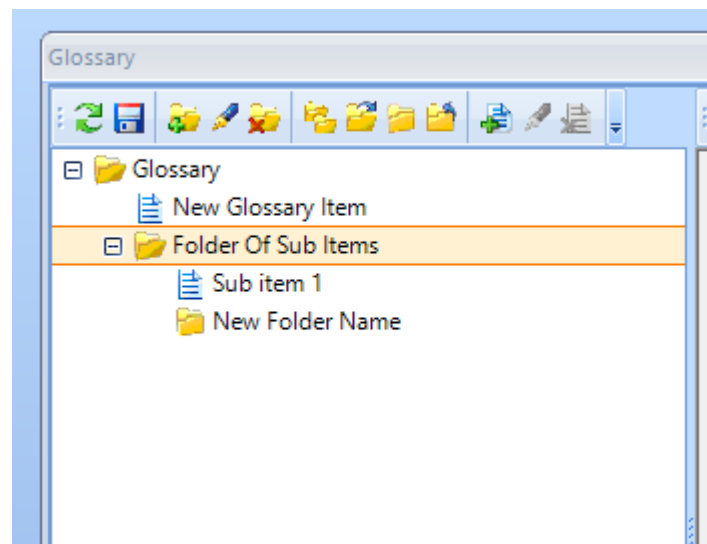
The Glossary Tree Structure Toolbar consist of the following items:

- **Refresh:** The Refresh button refreshes the structure tree from the database.

- **Save:** The Save button saves the current Glossary tree structure.
- **Add New Folder:** The Add New Folder button allows for the create on a new folder. This button may only be used when either a folder or the tree root folder is selected. When this button is pressed the following screen is displayed.

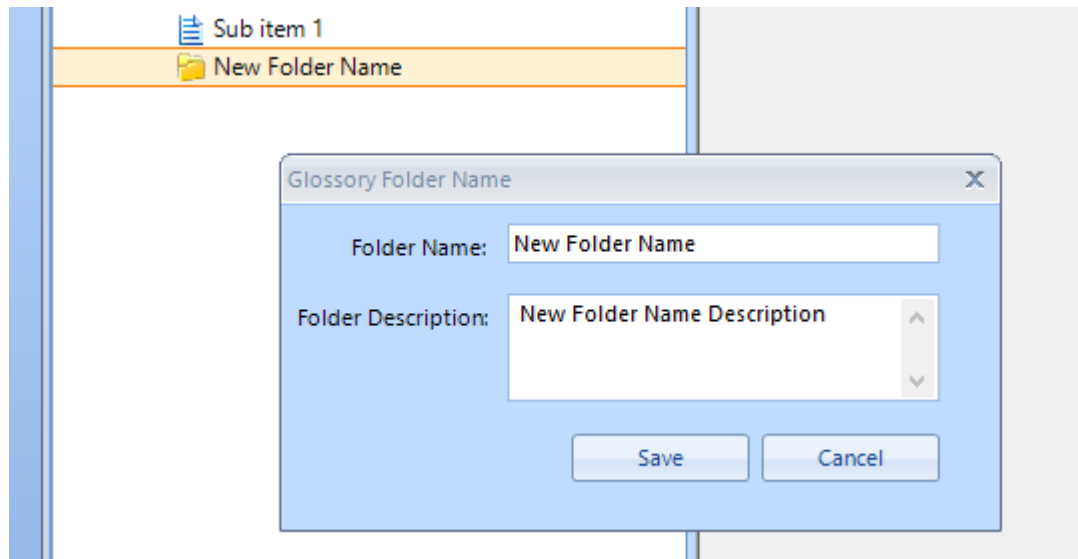
A screenshot of a dialog box titled "Glossary Folder Name". It has a light blue background and a standard Windows-style title bar with a close button (X). Inside the dialog, there are two input fields: "Folder Name:" with a single-line text box, and "Folder Description:" with a multi-line text box. At the bottom right, there are two buttons: "Save" and "Cancel".

Enter the mandatory Folder Name and optionally the Folder Description. Pressing the Save button saves the folder under the currently selected tree folder, while pressing the Cancel button aborts the entering of the Folder name and returns you to the Glossary Tree screen.

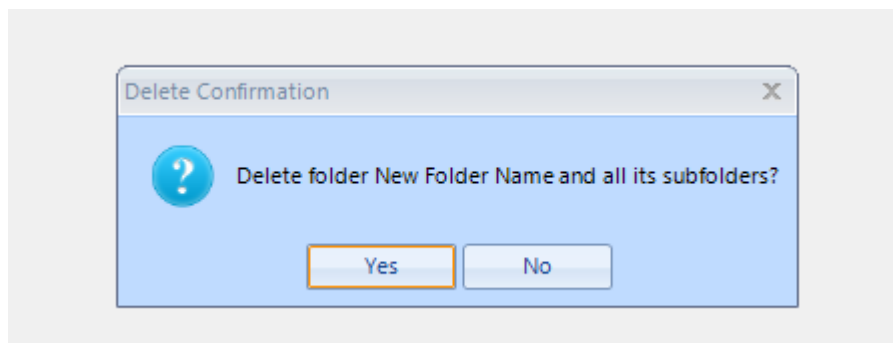


- **Edit Folder Name and Description:** The Edit Folder Name and Description button allows you to edit the current Folder Name and Description. When this button is pressed the Glossary Folder Name screen is displayed containing the Name and

Description of the selected Glossary Tree folder, as illustrated below. Edit the Folder Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.

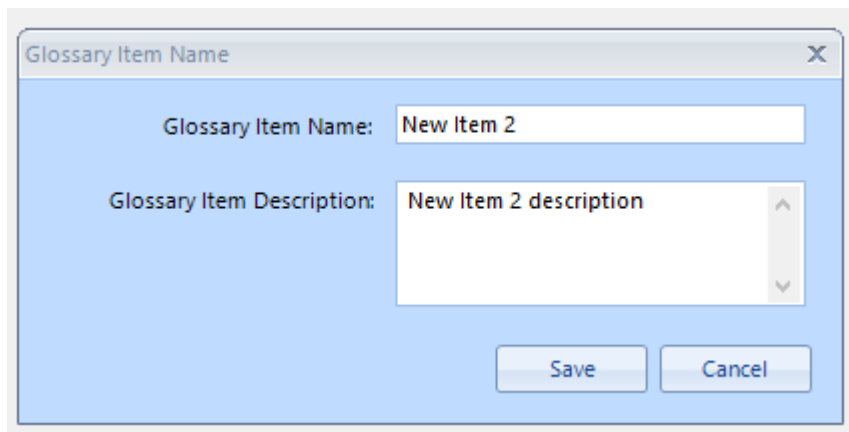


- **Delete Folder:** The Delete Folder button allows you to delete the selected folder and all the sub-folders and items contained beneath this folder. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this folder, as shown below. If you press the Yes button then the folder and all sub-items will be permanently deleted. If you selected the No button then the delete process will be canceled.



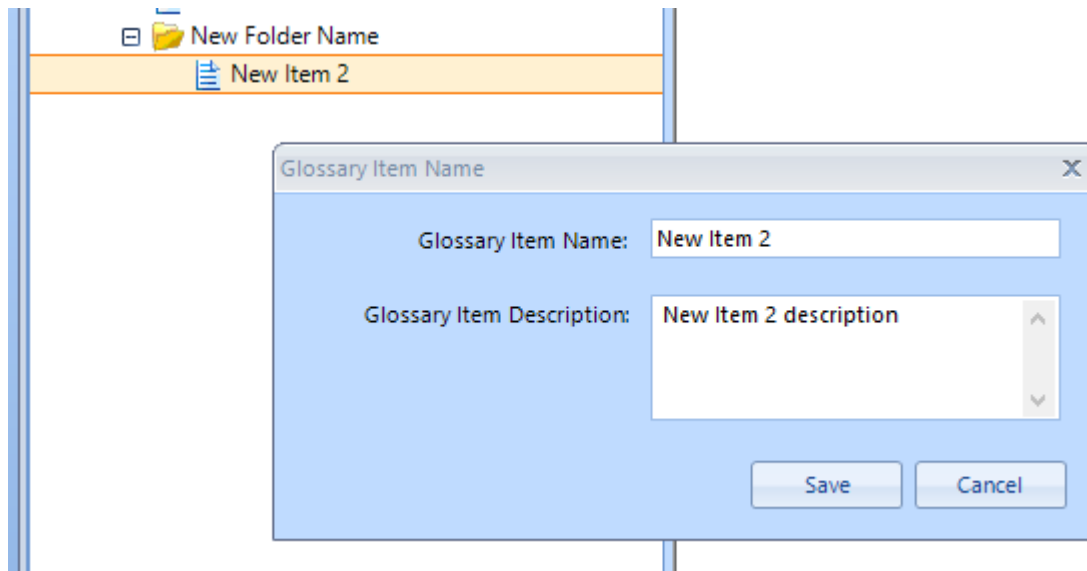
- **Expand All Folders:** The Expand All Folders button, when pressed, expands all the folders and sub-folders within the Glossary Tree structure.

- **Expand Current Folder:** The Expand Current Folder button, when pressed, expands the currently selected folder within the Glossary Tree structure.
- **Collapse All Folders:** The Collapse All Folders button, when pressed, collapses all the folders and sub-folders within the Glossary Tree structure.
- **Collapse Current Folder:** The Collapse Current Folder button, when pressed, collapses the currently selected folder within the Glossary Tree structure.
- **Add New Glossary Item:** The Add New Glossary Item button, when pressed, allow for the addition of a new glossary item,. This button is only available when either a folder or the the Glossary Structure Root folder is selected. This button opens a blank Glossary Item name screen,. This screen allows you to enter the new Glossary Item Name and optionally a Glossary Item Description. Pressing the Save button saves the new item top the Tree structure while pressing the Cancel button cancels the entry of the new Glossary item and closes the form.

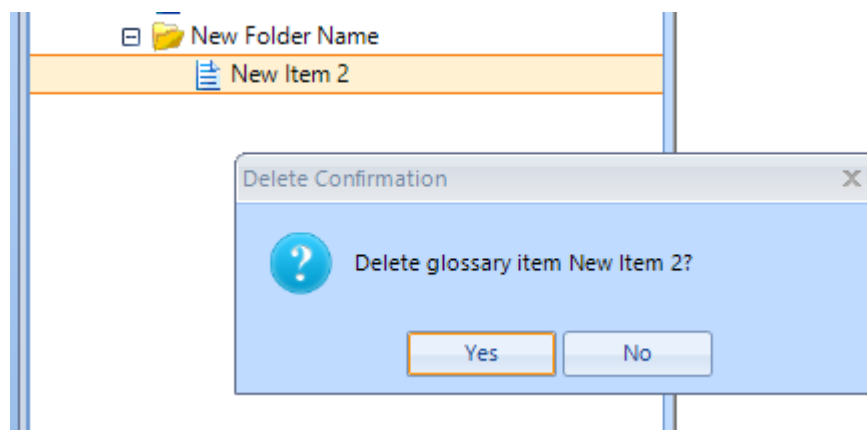


The screenshot shows a dialog box titled "Glossary Item Name". It has a light blue background and a white title bar with a close button (X). Inside the dialog, there are two labels: "Glossary Item Name:" and "Glossary Item Description:". The "Glossary Item Name:" label is followed by a text input field containing the text "New Item 2". The "Glossary Item Description:" label is followed by a text area containing the text "New Item 2 description". At the bottom right of the dialog, there are two buttons: "Save" and "Cancel".

- **Edit Glossary Item Name and Description:** The Edit Glossary Item Name and Description button allows you to edit the current Glossary Name and Description. When this button is pressed the Glossary Item Name screen is displayed containing the Name and Description of the selected Glossary Item, as illustrated below. Edit the Glossary Item Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.

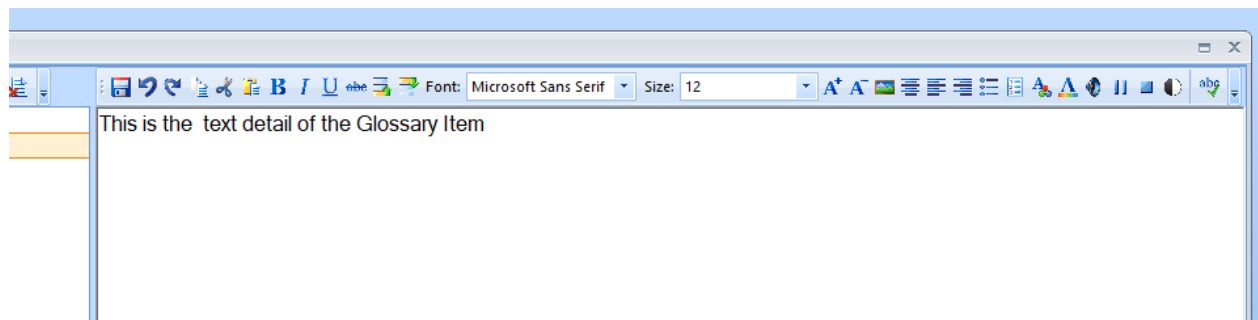


- **Delete Glossary Item:** The Delete Glossary Item button allows you to delete the selected glossary item. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this Glossary Item, as shown below. If you press the Yes button then the Glossary Item will be permanently deleted. If you selected the No button then the delete process will be canceled.



1.4.2.2.1.2. GLOSSARY ITEM

The Glossary Item details section is located on the right hand side of the Glossary screen and is illustrated below.



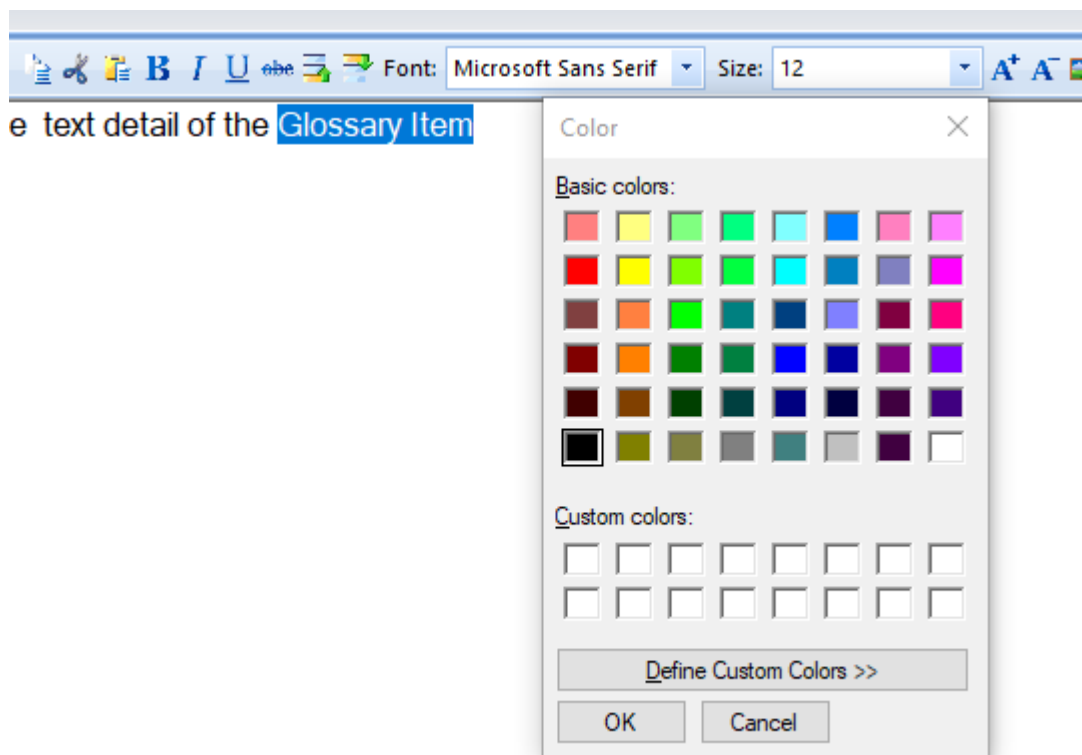
The Glossary Item details section contains a toolbar across the top containing all the editing functions available to you along with a large text and image entry area beneath it.

The toolbar contains 29 different controls, including buttons, toggle buttons and drop down lists. These items are described in order from left to right below.

- **Save:** The Save button saves the current Glossary item.
- **Undo:** The Undo button undoes actions previously performed in reverse chronological order.
- **Redo:** The Redo button redoes actions previously undone in chronological order.
- **Copy:** The Copy button makes a copy of selected text and / or images within the Glossary items details area.
- **Cut:** The Cut button makes a copy of selected text and / or images within the Glossary items details area and then removes them from the editor.
- **Paste:** The Paste button pastes items previously copied to the clipboard to the current location within the Glossary Item details editor.
- **Bold:** The Bold toggle button makes the text within the Glossary Items detail editor bold.
- **Italic:** The Italic toggle button makes the selected text within the Glossary Items detail editor italic.
- **Underline:** The Underline toggle button makes the selected text within the Glossary Items detail editor underlined.

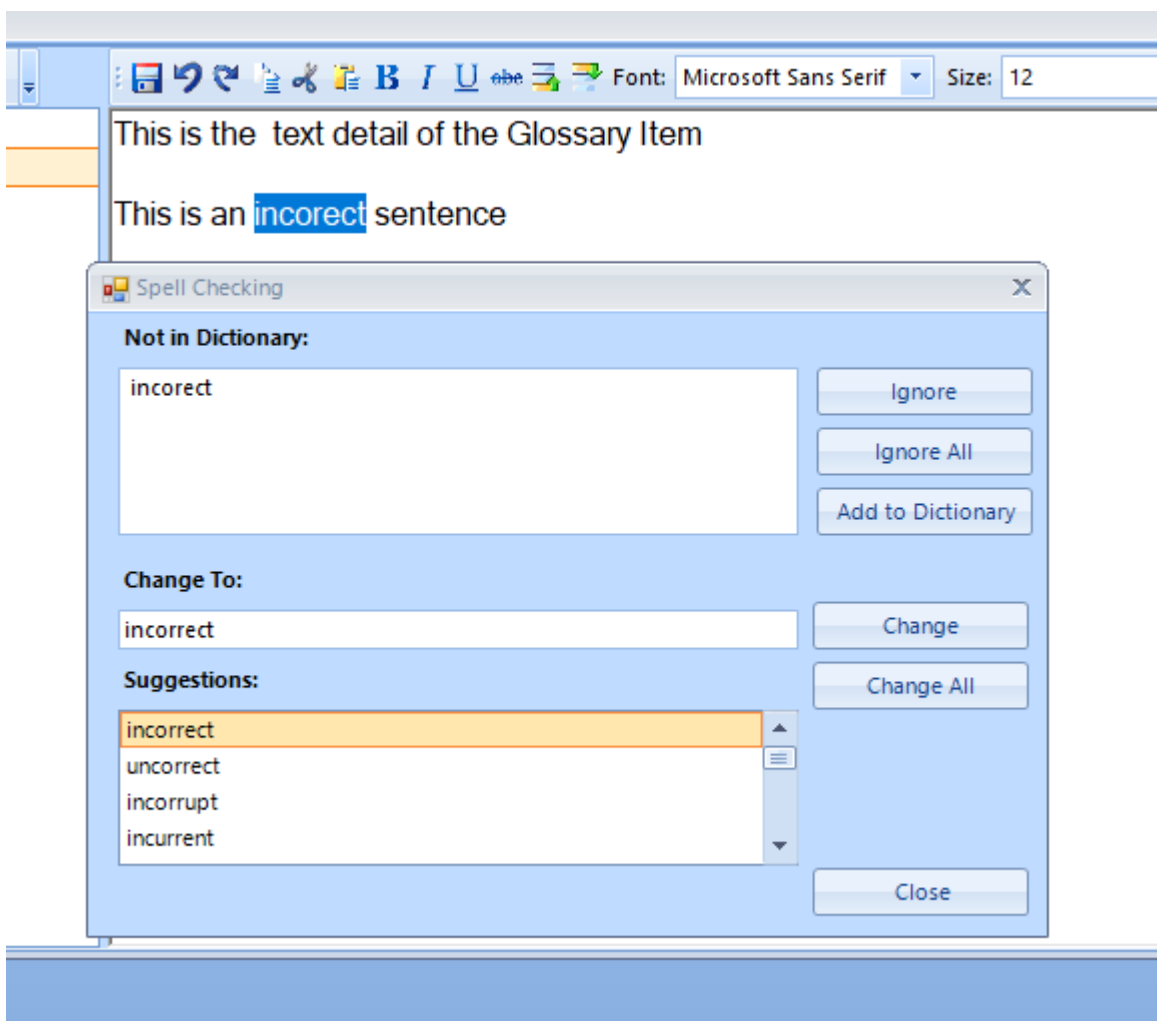
- **Strikeout:** The Strikeout toggle button makes the selected text within the Glossary Items detail editor strikeout.
- **Superscript:** The Superscript button makes the selected text within the Glossary Items detail editor superscript.
- **Subscript:** The Subscript button makes the selected text within the Glossary Items detail editor subscript.
- **Font:** The Font drop down list changes the currently selected text to the selected font style.
- **Font Size:** The Font Size drop down list changes the currently selected text to the selected font size.
- **Increase Font Size:** The Increase Font Size button increases the current font size one size increment each time it is pressed.
- **Decrease Font Size:** The Decrease Font Size button decreases the current font size one size increment each time it is pressed.
- **Image:** The Image button allows for the insertion of images into the Glossary Item details editor. When this button is pressed the Choose File To Import screen is displayed and allows you to find and select the image you wish to place into the Glossary Item.
- **Centre:** The Centre button allows the selected item or items to be centered into the Glossary Item editor.
- **Align Left:** The Align Left button allows the selected item or items to be left aligned into the Glossary Item editor.
- **Align Right:** The Align Right button allows the selected item or items to be right aligned into the Glossary Item editor.
- **Bullet List:** The Bullet List button allows a bullet list to be created out of the selected Glossary Item editor items.

- **Numbered List:** The Numbered List button allows a numbered list to be created out of the selected Glossary Item editor items.
- **Font Colour:** The Font Colour button allows the colour of the selected text to be changed. When the Font Colour button is pressed the font color dialog is displayed, as illustrated below. After selecting the required font colour and pressing the OK button then the selected text colour will be changed according to the selected colour. Pressing the Cancel button will cancel this color selection dialog without changing the selected text colour.

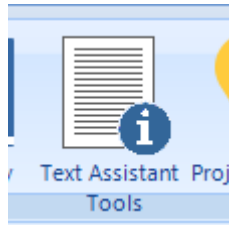


- **Font Background Colour:** The Font Background Colour button allows the background colour of the selected text to be changed. Like the Font Colour button this button also brings up a Color dialog from which you can select a colour for the background of the selected text.
- **Speech:** The Speech button allows the text within the Glossary Item details to be spoken by the computer.

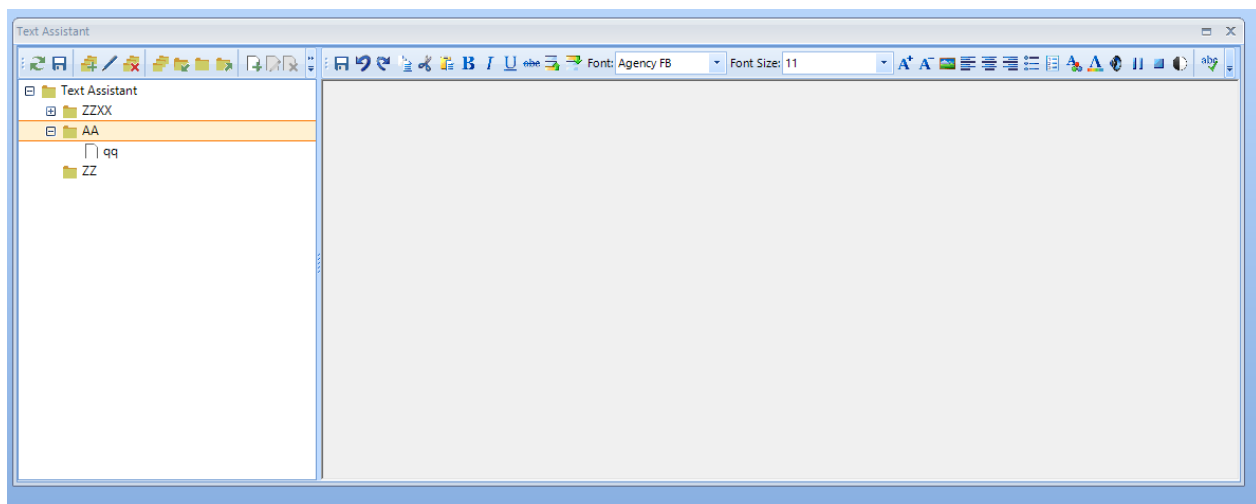
- **Pause Speech:** The Pause Speech button allows you to pause the computer during the speaking of the Glossary item text.
- **Stop Speech:** The Stop Speech button allows you to stop the computer during the speaking of the Glossary item text.
- **Resume Speech:** The Resume Speech button allows you to resume speaking after the computer has been paused during the speaking of the Glossary item text.
- **Spell Checker:** When the Spell Check button is pressed the computer checks all the spelling within the current Glossary Item details item and prompts you to correct any spelling which it finds to be incorrect.



The Text Assistant button can be found within the Tools Button Group and is illustrated below.



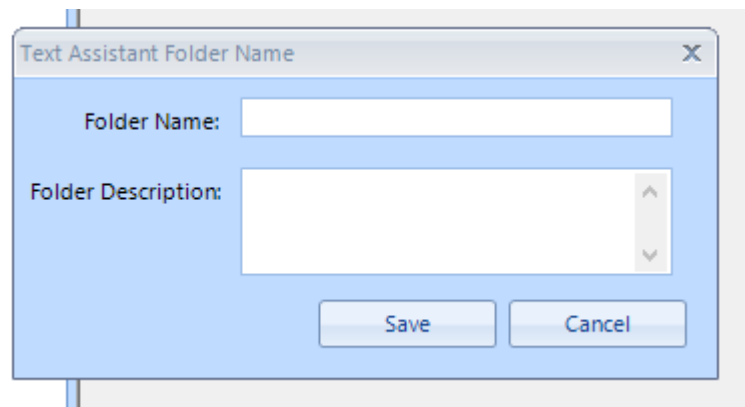
When the Text Assistant button is pressed the Text Assistant screen opens, as shown below. Depending on the [Form Options](#) settings the Text Assistant screen may be docked or floating within the My Collections application. The details of the Text Assistant screen are outlined below.



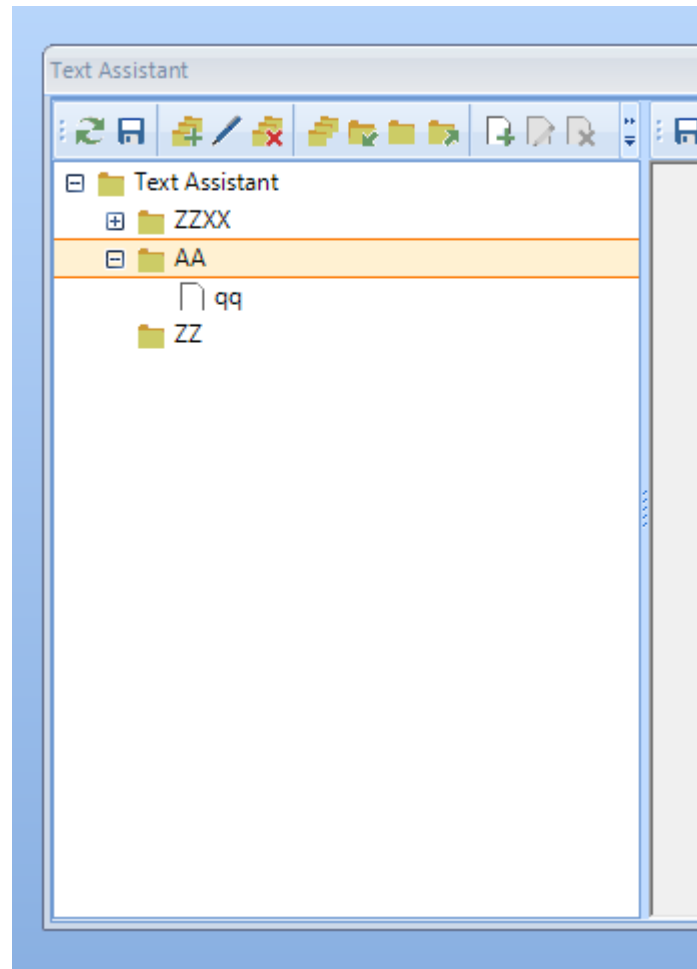
The Text Assistant screen contains two main parts:

- **Text Assistant Structure Tree:** The Text Assistant Structure Tree sits on the left hand side of the Text Assistant screen and allow you to create, manage and access the Text Assistant Tree structure. For further details refer to the [Text Assistant Tree Structure](#) help section.
- **Text Assistant Item:** The Text Assistant Item section sits on the right hand side of the Text Assistant screen and provides the ability to view, create and edit Text As-

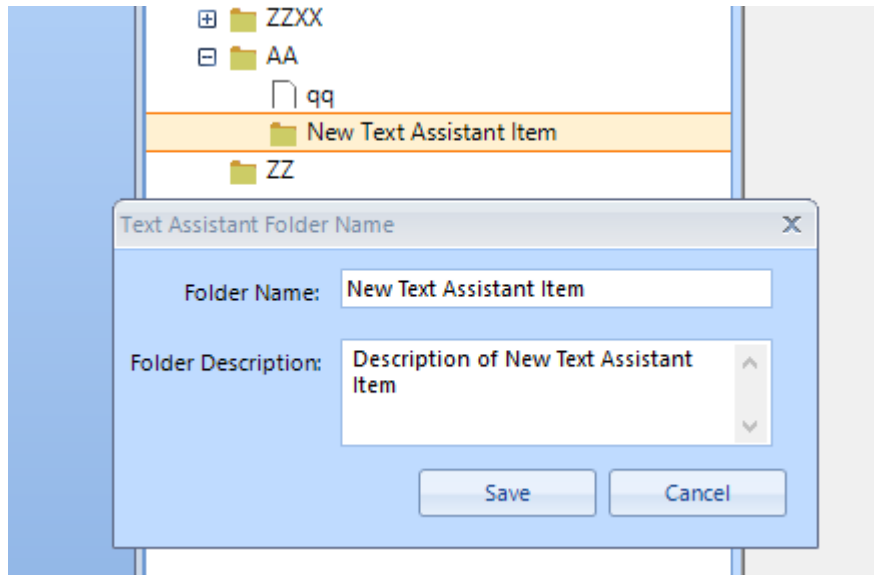
- **Refresh:** The Refresh button refreshes the structure tree from the database.
- **Save:** The Save button saves the current Text Assistant tree structure.
- **Add New Folder:** The Add New Folder button allows for the create on a new folder. This button may only be used when either a folder or the tree root folder is selected. When this button is pressed the following screen is displayed.

A screenshot of a software dialog box titled "Text Assistant Folder Name". The dialog box has a light blue background and a white border. It contains two input fields: "Folder Name:" with a single-line text box, and "Folder Description:" with a multi-line text box. Below the text boxes are two buttons: "Save" and "Cancel". The dialog box is shown over a blurred background of the main application window.

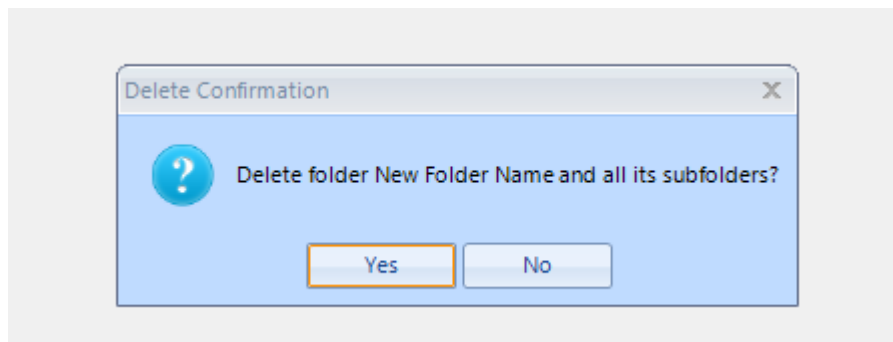
Enter the mandatory Folder Name and optionally the Folder Description. Pressing the Save button saves the folder under the currently selected tree folder, while pressing the Cancel button aborts the entering of the Folder name and returns you to the Text Assistant Tree screen.



- **Edit Folder Name and Description:** The Edit Folder Name and Description button allows you to edit the current Folder Name and Description. When this button is pressed the Text Assistant Folder Name screen is displayed containing the Name and Description of the selected Text Assistant Tree folder, as illustrated below. Edit the Folder Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.

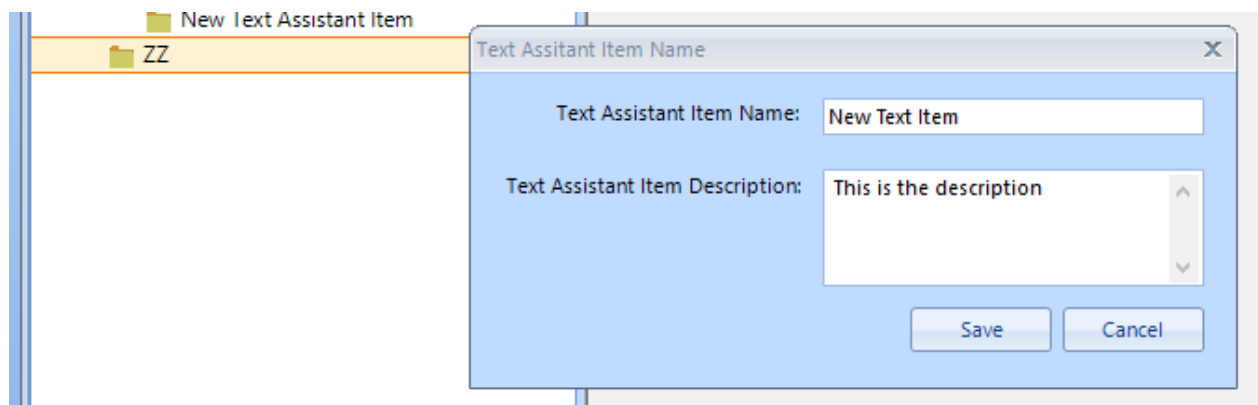


- **Delete Folder:** The Delete Folder button allows you to delete the selected folder and all the sub-folders and items contained beneath this folder. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this folder, as shown below. If you press the Yes button then the folder and all sub-items will be permanently deleted. If you selected the No button then the delete process will be canceled.

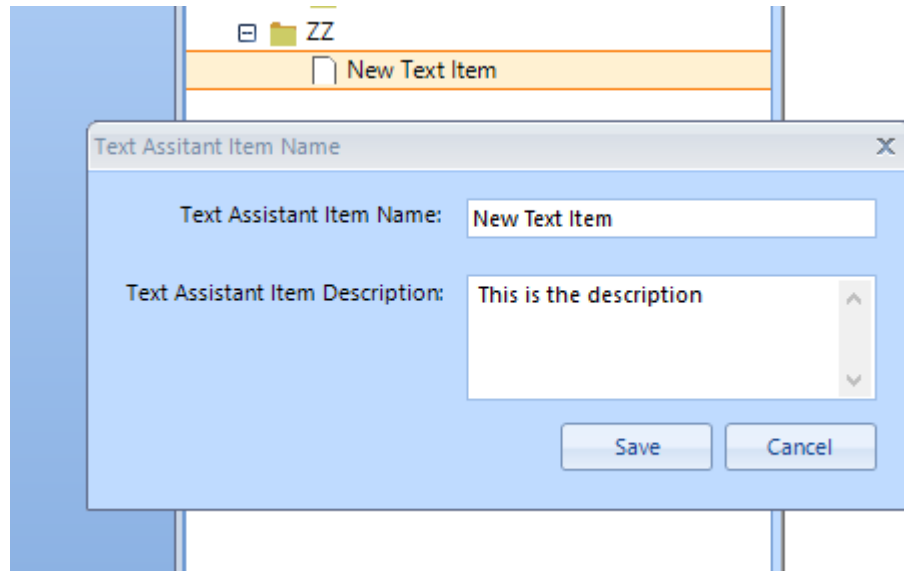


- **Expand All Folders:** The Expand All Folders button, when pressed, expands all the folders and sub-folders within the Text Assistant Tree structure.
- **Expand Current Folder:** The Expand Current Folder button, when pressed, expands the currently selected folder within the Text Assistant Tree structure.
- **Collapse All Folders:** The Collapse All Folders button, when pressed, collapses all the folders and sub-folders within the Text Assistant structure.

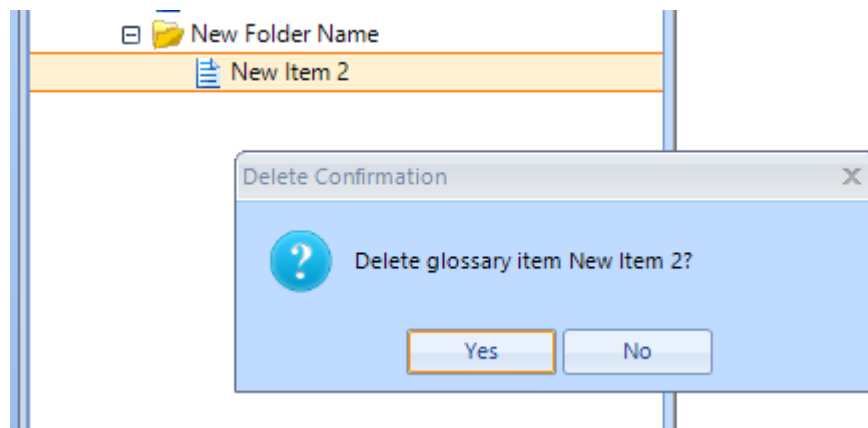
- **Collapse Current Folder:** The Collapse Current Folder button, when pressed, collapses the currently selected folder within the Text Assistant structure.
- **Add New Text Assistant Item:** The Add New Text Assistant Item button, when pressed, allow for the addition of a new Text Assistant item,. This button is only available when either a folder or the Text Assistant Root folder is selected. This button opens a blank Text Assistant Item name screen. This screen allows you to enter the new Text Assistant Item Name and optionally a Text Assistant Item Description. Pressing the Save button saves the new item to the Tree structure while pressing the Cancel button cancels the entry of the new Text Assistant item and closes the form.



- **Edit Text Assistant Item Name and Description:** The Edit Text Assistant Item Name and Description button allows you to edit the current Text Assistant Name and Description. When this button is pressed the Text Assistant Item Name screen is displayed containing the Name and Description of the selected Text Assistant Item, as illustrated below. Edit the Text Assistant Item Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.

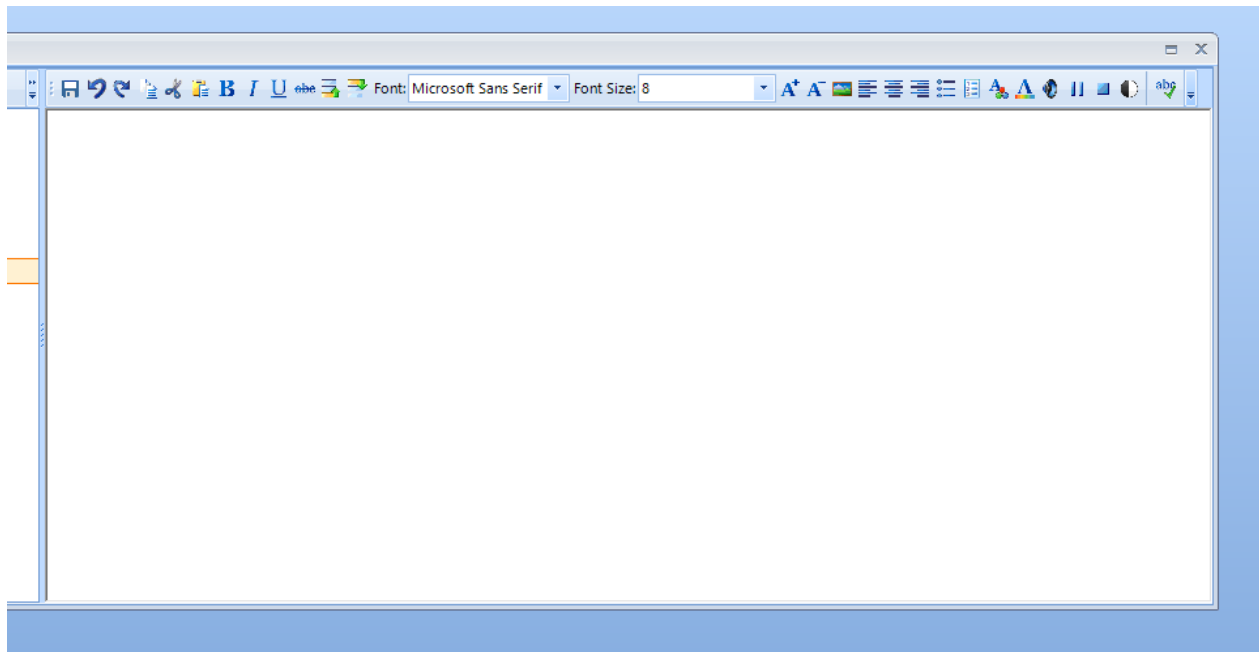


- **Delete Text Assistant Item:** The Delete Text Assistant Item button allows you to delete the selected Text Assistant item. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this Text Assistant Item, as shown below. If you press the Yes button then the Text Assistant Item will be permanently deleted. If you selected the No button then the delete process will be canceled.



1.4.2.2.2.2. TEXT ASSISTANT ITEM

The Text Assistant Item details section is located on the right hand side of the Text Assistant screen and is illustrated below.



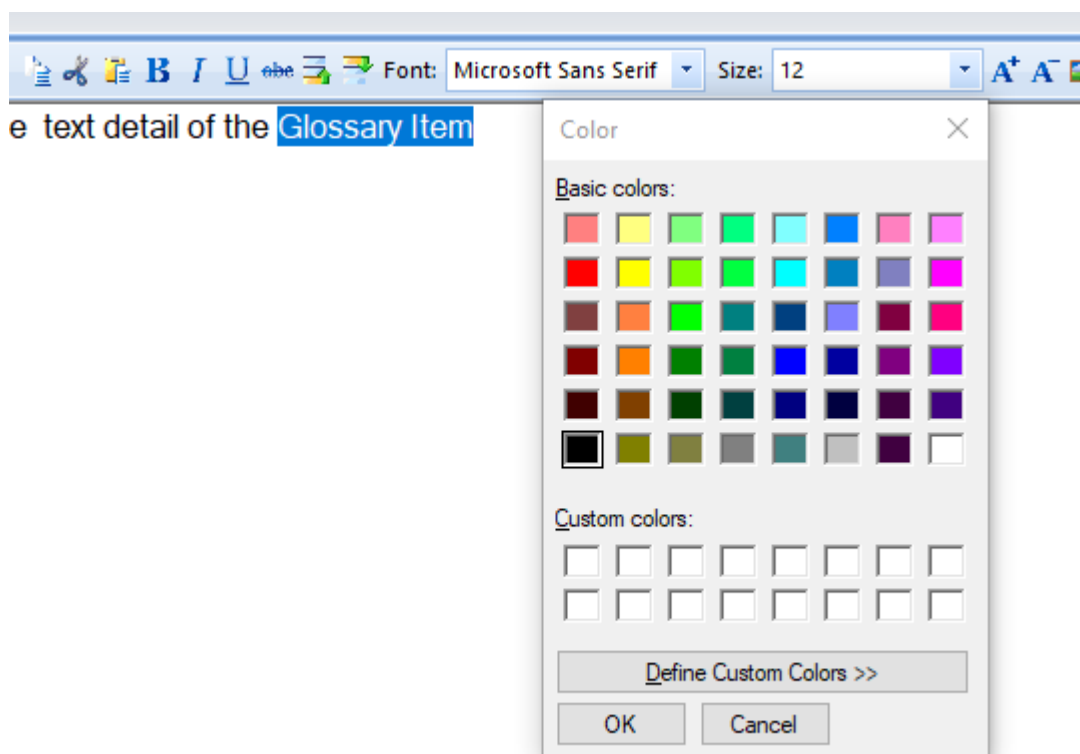
The Text Assistant Item details section contains a toolbar across the top containing all the editing functions available to you along with a large text and image entry area beneath it.

The toolbar contains 29 different controls, including buttons, toggle buttons and drop down lists. These items are described in order from left to right below.

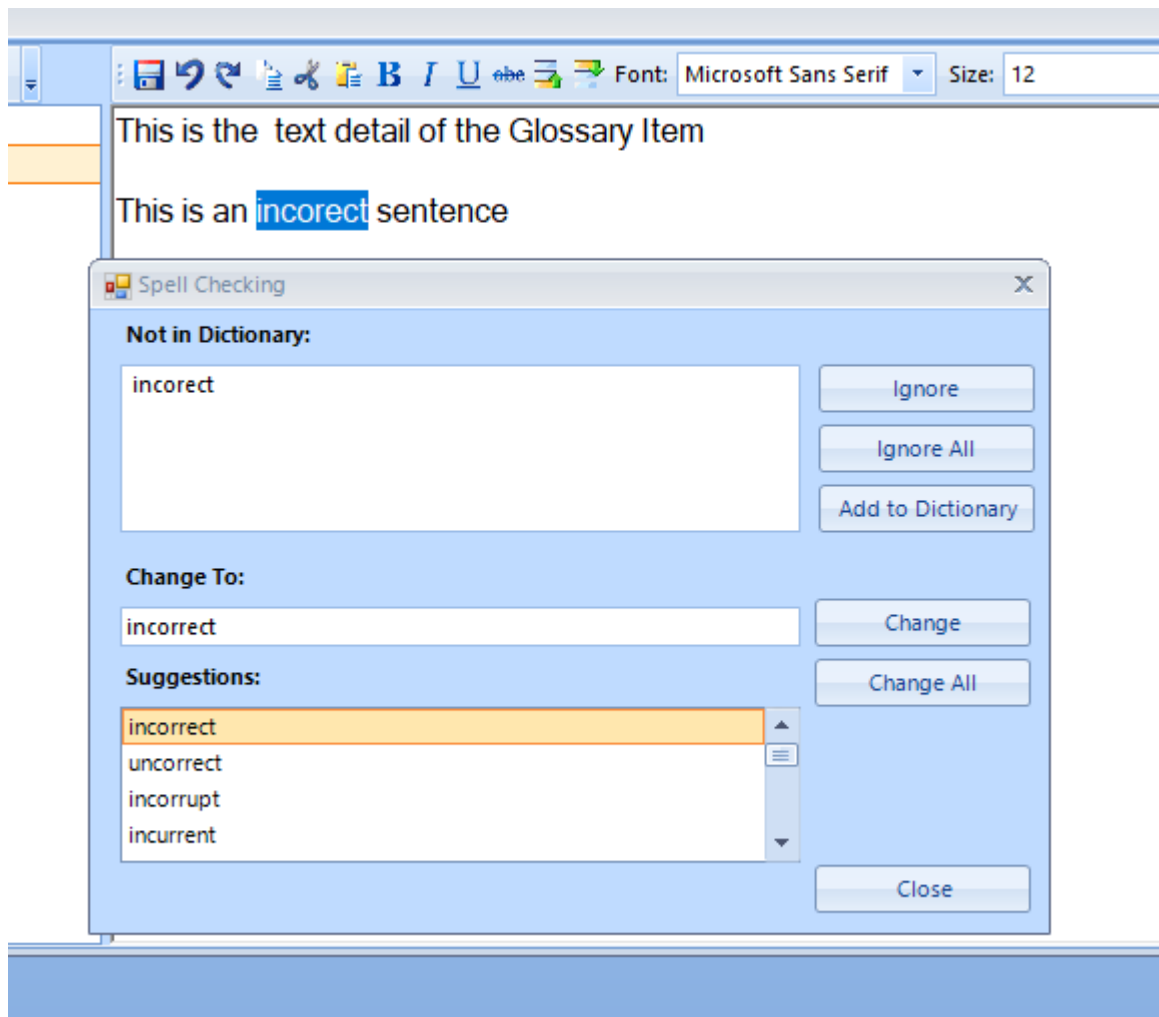
- **Save:** The Save button saves the current Text Assistant item.
- **Undo:** The Undo button undoes actions previously performed in reverse chronological order.
- **Redo:** The Redo button redoes actions previously undone in chronological order.
- **Copy:** The Copy button makes a copy of selected text and / or images within the Text Assistant items details area.
- **Cut:** The Cut button makes a copy of selected text and / or images within the Text Assistant items details area and then removes them from the editor.
- **Paste:** The Paste button pastes items previously copied to the clipboard to the current location within the Text Assistant Item details editor.

- **Bold:** The Bold toggle button makes the text within the Text Assistant Items detail editor bold.
- **Italic:** The Italic toggle button makes the selected text within the Text Assistant Items detail editor italic.
- **Underline:** The Underline toggle button makes the selected text within the Text Assistant Items detail editor underlined.
- **Strikeout:** The Strikeout toggle button makes the selected text within the Text Assistant Items detail editor strikeout.
- **Superscript:** The Superscript button makes the selected text within the Text Assistant Items detail editor superscript.
- **Subscript:** The Subscript button makes the selected text within the Text Assistant Items detail editor subscript.
- **Font:** The Font drop down list changes the currently selected text to the selected font style.
- **Font Size:** The Font Size drop down list changes the currently selected text to the selected font size.
- **Increase Font Size:** The Increase Font Size button increases the current font size one size increment each time it is pressed.
- **Decrease Font Size:** The Decrease Font Size button decreases the current font size one size increment each time it is pressed.
- **Image:** The Image button allows for the insertion of images into the Text Assistant Item details editor. When this button is pressed the Choose File To Import screen is displayed and allows you to find and select the image you wish to place into the Text Assistant Item.
- **Centre:** The Centre button allows the selected item or items to be centered into the Text Assistant Item editor.

- **Align Left:** The Align Left button allows the selected item or items to be left aligned into the Text Assistant Item editor.
- **Align Right:** The Align Right button allows the selected item or items to be right aligned into the Text Assistant Item editor.
- **Bullet List:** The Bullet List button allows a bullet list to be created out of the selected Text Assistant Item editor items.
- **Numbered List:** The Numbered List button allows a numbered list to be created out of the selected Text Assistant Item editor items.
- **Font Colour:** The Font Colour button allows the colour of the selected text to be changed. When the Font Colour button is pressed the font color dialog is displayed, as illustrated below. After selecting the required font colour and pressing the OK button then the selected text colour will be changed according to the selected colour. Pressing the Cancel button will cancel this color selection dialog without changing the selected text colour.

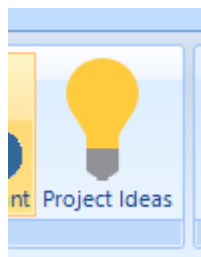


- **Font Background Colour:** The Font Background Colour button allows the background colour of the selected text to be changed. Like the Font Colour button this button also brings up a Color dialog from which you can select a colour for the background of the selected text.
- **Speech:** The Speech button allows the text within the Text Assistant Item details to be spoken by the computer.
- **Pause Speech:** The Pause Speech button allows you to pause the computer during the speaking of the Text Assistant item text.
- **Stop Speech:** The Stop Speech button allows you to stop the computer during the speaking of the Text Assistant item text.
- **Resume Speech:** The Resume Speech button allows you to resume speaking after the computer has been paused during the speaking of the Text Assistant item text.
- **Spell Checker:** When the Spell Check button is pressed the computer checks all the spelling within the current Text Assistant Item details item and prompts you to correct any spelling which it finds to be incorrect.

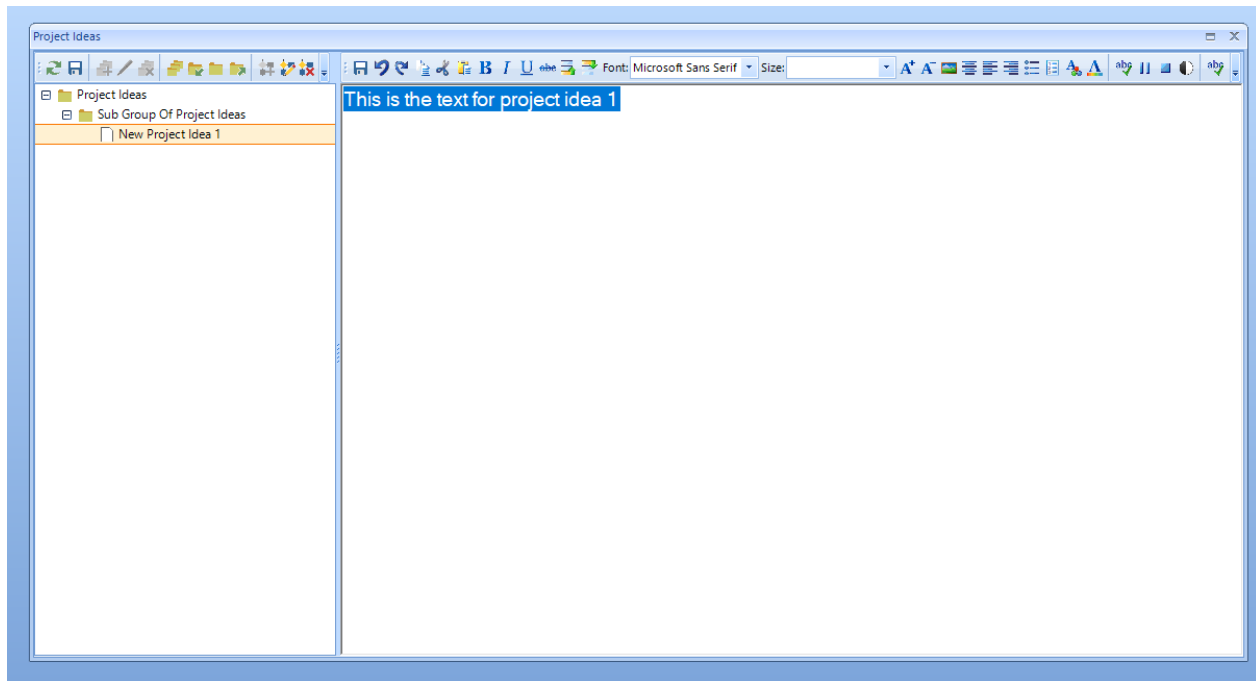


1.4.2.2.3. PROJECT IDEAS

The Project Ideas button can be found within the Tools Button Group and is illustrated below.



When the Project Ideas button is pressed the Project Ideas screen opens, as shown below. Depending on the [Form Options](#) settings the Project Ideas screen may be docked or floating within the My Collections application. The details of the Project Ideas screen are outlined below.

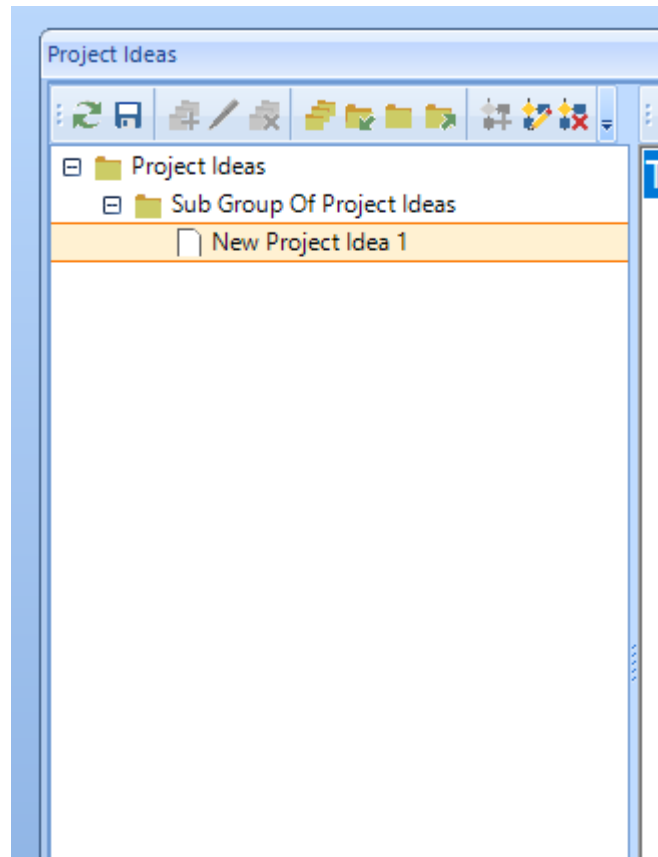


The Project Ideas screen contains two main parts:

- **Project Ideas Structure Tree:** The Project Ideas Structure Tree sits on the left hand side of the Project Ideas screen and allow you to create, manage and access the Project Ideas tree structure. For further details refer to the [Project Ideas Tree Structure](#) help section.
- **Project Ideas Item:** The Project Ideas Item section sits on the right hand side of the Project Ideas screen and provides the ability to view, create and edit Project Idea item details. This section is only enabled when a Project Idea item is selected within the Project Ideas tree. For further details refer to the [Project Ideas Item](#) help section.

1.4.2.2.3.1. PROJECT IDEAS TREE STRUCTURE

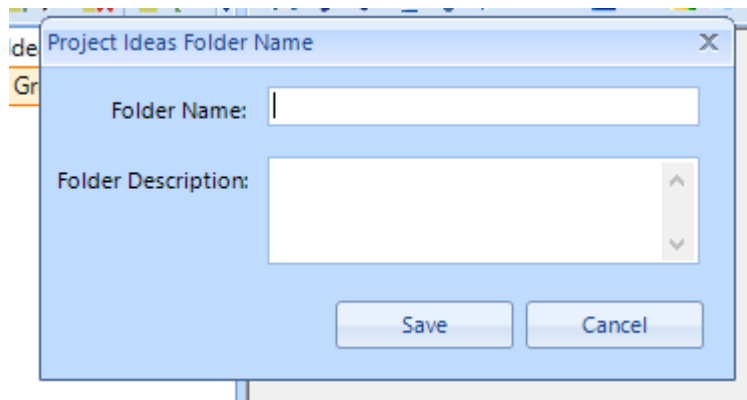
The Project Ideas Tree Structure is located on the left hand side of the Project Ideas screen, as illustrated below.



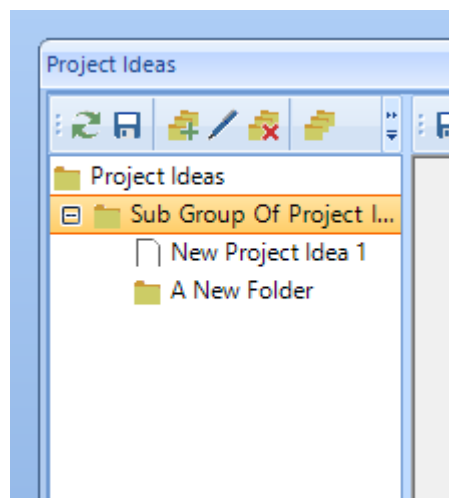
The Project Ideas Tree consists of a toolbar at the top of the screen and a structure tree beneath this.

The Project Ideas Tree Structure Toolbar consist of the following items:

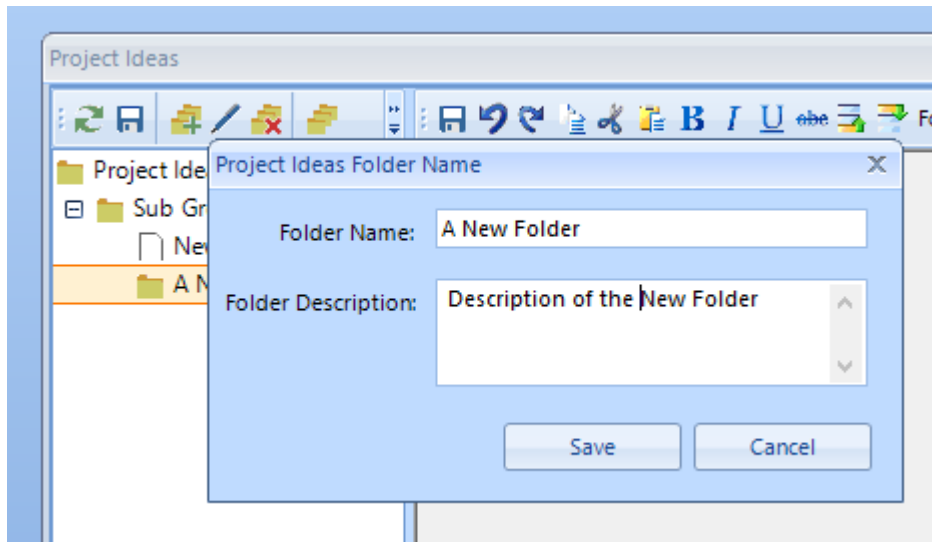
- **Refresh:** The Refresh button refreshes the structure tree from the database.
- **Save:** The Save button saves the current Project Ideas tree structure.
- **Add New Folder:** The Add New Folder button allows for the create on a new folder. This button may only be used when either a folder or the tree root folder is selected. When this button is pressed the following screen is displayed.



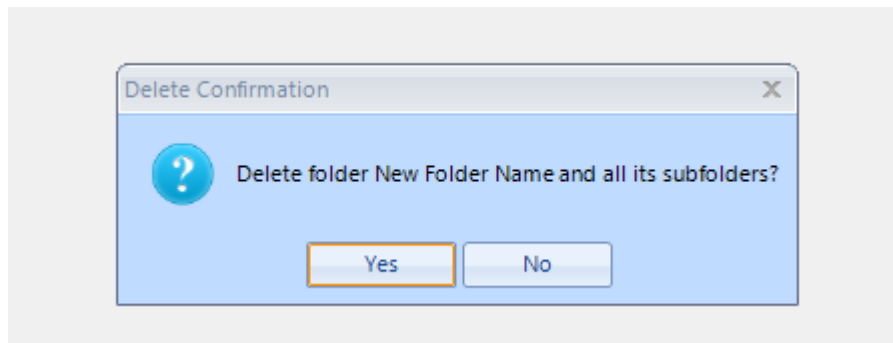
Enter the mandatory Folder Name and optionally the Folder Description. Pressing the Save button saves the folder under the currently selected tree folder, while pressing the Cancel button aborts the entering of the Folder name and returns you to the Project Ideas Tree screen.



- **Edit Folder Name and Description:** The Edit Folder Name and Description button allows you to edit the current Folder Name and Description. When this button is pressed the Project Idea Folder Name screen is displayed containing the Name and Description of the selected Project Idea Tree folder, as illustrated below. Edit the Folder Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.

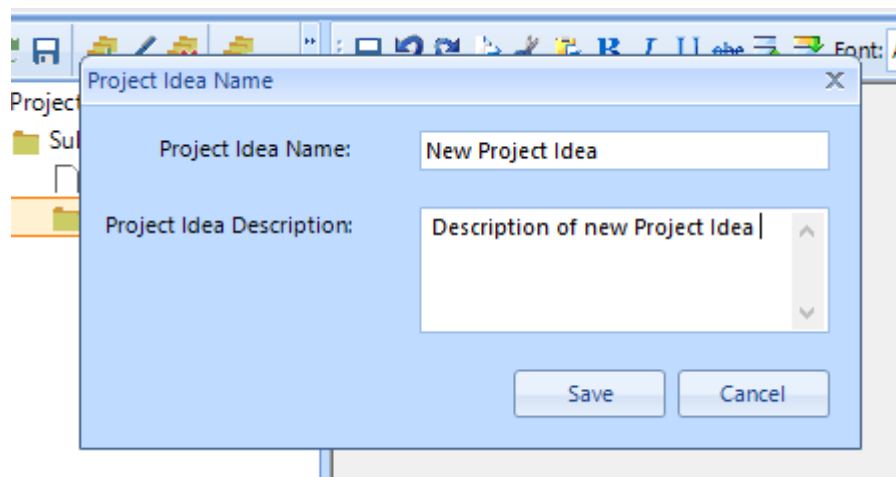


- **Delete Folder:** The Delete Folder button allows you to delete the selected folder and all the sub-folders and items contained beneath this folder. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this folder, as shown below. If you press the Yes button then the folder and all sub-items will be permanently deleted. If you selected the No button then the delete process will be canceled.

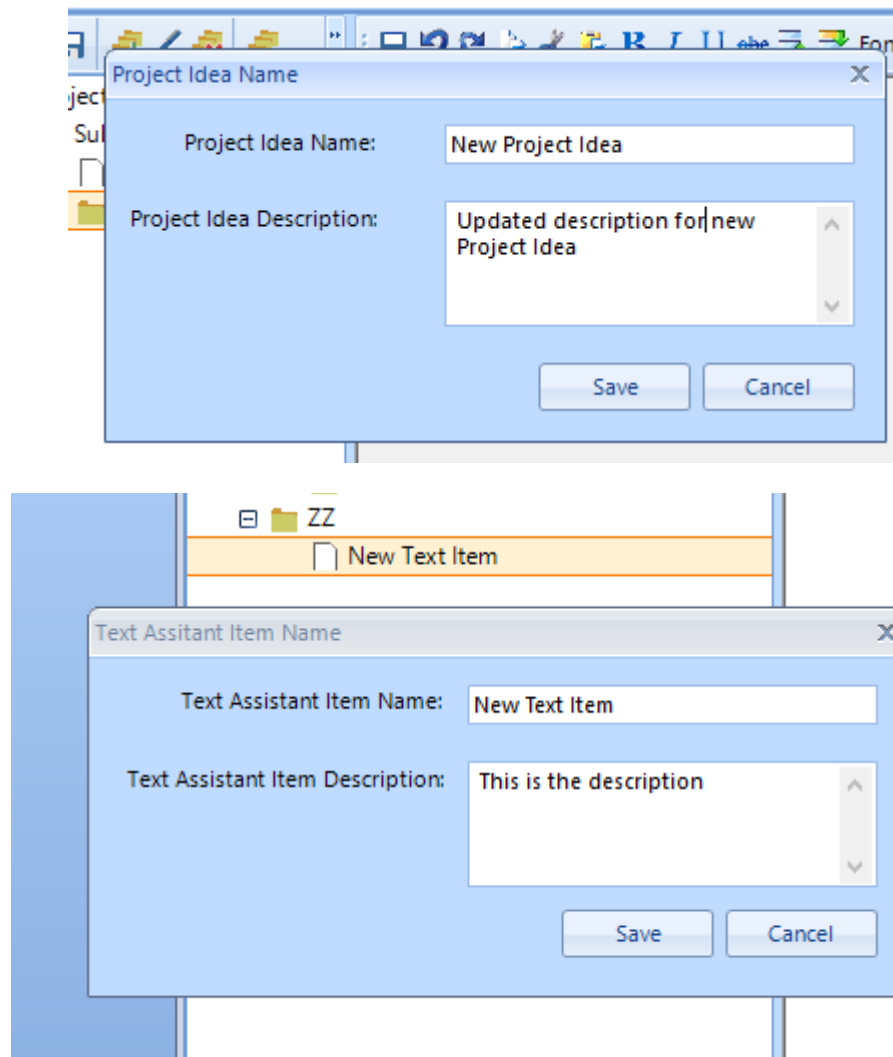


- **Expand All Folders:** The Expand All Folders button, when pressed, expands all the folders and sub-folders within the Project Ideas tree structure.
- **Expand Current Folder:** The Expand Current Folder button, when pressed, expands the currently selected folder within the Project Ideas tree structure.
- **Collapse All Folders:** The Collapse All Folders button, when pressed, collapses all the folders and sub-folders within the Project Ideas tree structure.

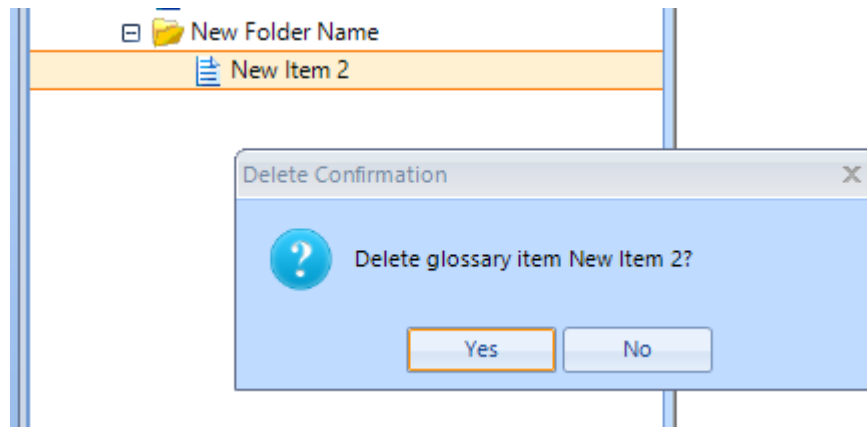
- **Collapse Current Folder:** The Collapse Current Folder button, when pressed, collapses the currently selected folder within the Project Ideas tree structure.
- **Add New Project Idea Item:** The Add New Project Idea Item button, when pressed, allow for the addition of a new Project Idea item. This button is only available when either a folder or the Project Ideas Root folder is selected. This button opens a blank new Project Idea Item screen. This screen allows you to enter the new Project Idea Item Name and optionally an item Description. Pressing the Save button saves the new item to the Project Idea tree structure while pressing the Cancel button cancels the entry of the new Project Idea Item and closes the form.



- **Edit Project Idea Item Name and Description:** The Edit Project Idea Item Name and Description button allows you to edit the current Project Idea Name and Description. When this button is pressed the Project Idea Name screen is displayed containing the Name and Description of the selected Project Idea Item, as illustrated below. Edit the Name and / or Description as required and press the Save button to save your changes. Press the Cancel button to close this screen without saving any of the changes you have made.

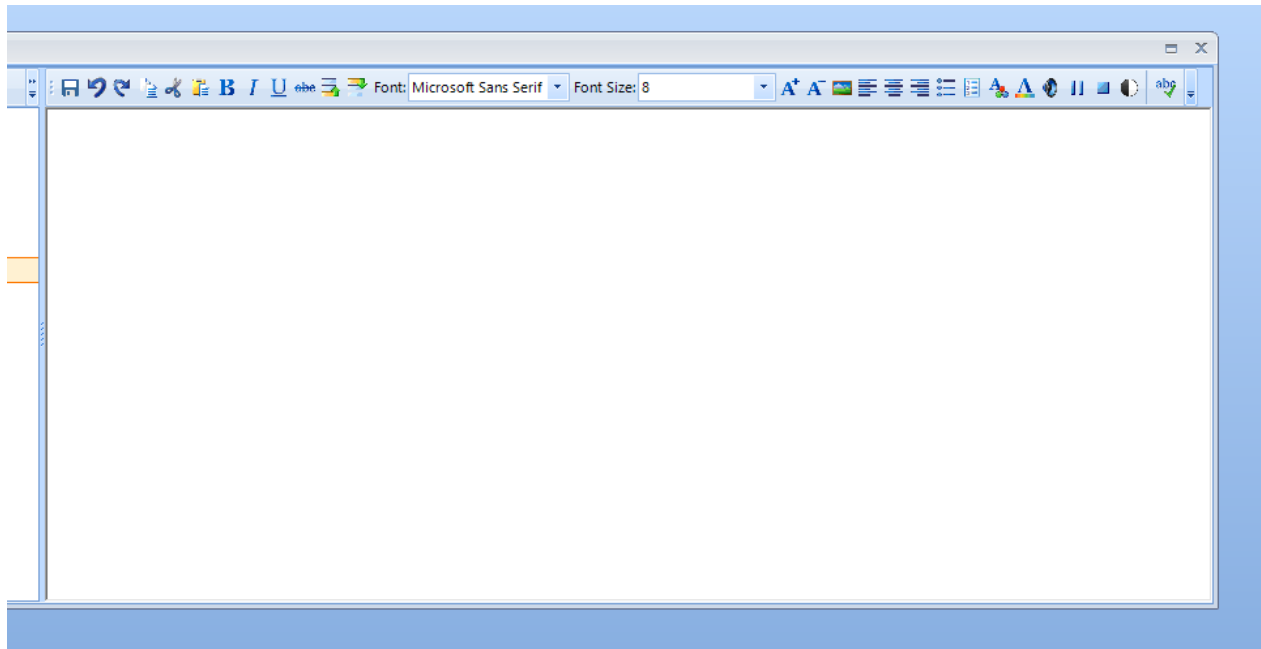


- **Delete Project Idea Item:** The Delete Project Idea Item button allows you to delete the selected Project Idea item. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this Item, as shown below. If you press the Yes button then the Project Idea Item will be permanently deleted. If you selected the No button then the delete process will be canceled.



1.4.2.2.3.2. PROJECT IDEAS ITEM

The Project Ideas Item details section is located on the right hand side of the Project Ideas screen and is illustrated below.



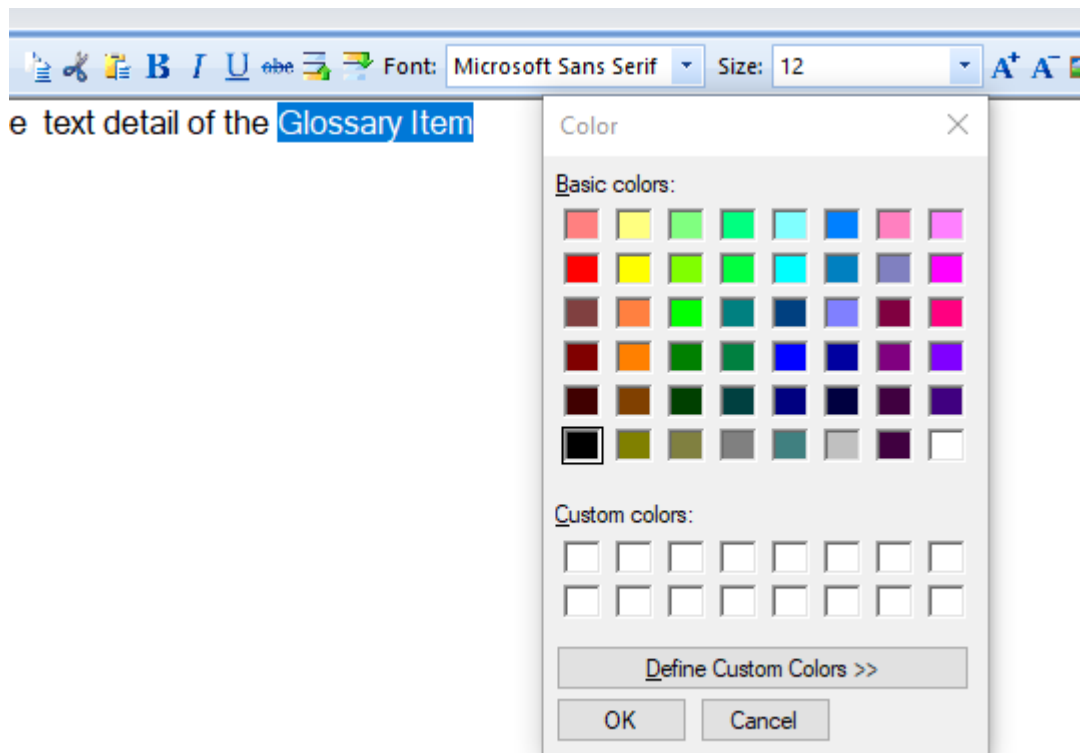
The Project Ideas Item details section contains a toolbar across the top containing all the editing functions available to you along with a large text and image entry area beneath it.

The toolbar contains 29 different controls, including buttons, toggle buttons and drop down lists. These items are described in order from left to right below.

- **Save:** The Save button saves the current Project Ideas item.

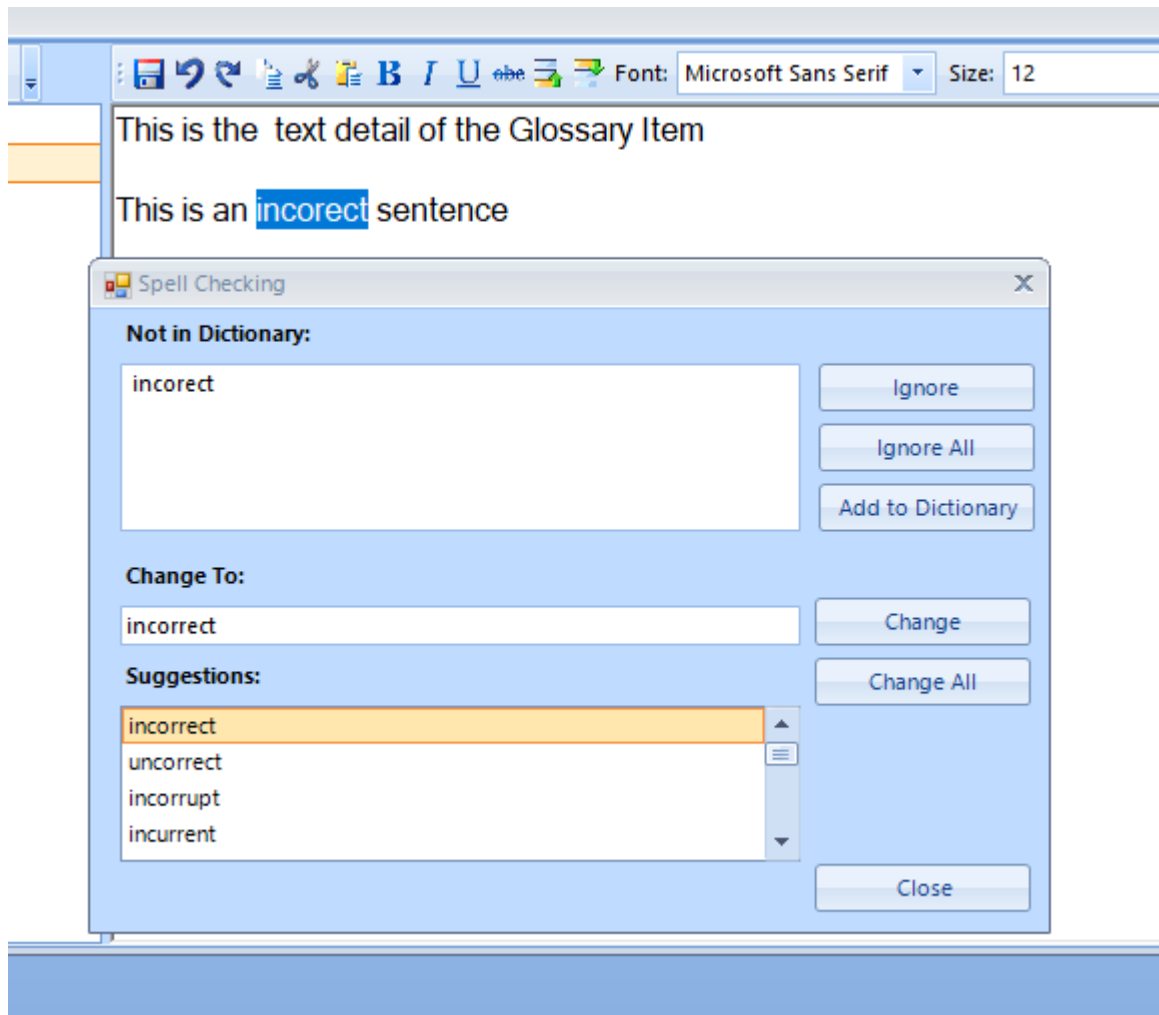
- **Undo:** The Undo button undoes actions previously performed in reverse chronological order.
- **Redo:** The Redo button redoes actions previously undone in chronological order.
- **Copy:** The Copy button makes a copy of selected text and / or images within the Project Idea items details area.
- **Cut:** The Cut button makes a copy of selected text and / or images within the Project Idea items details area and then removes them from the editor.
- **Paste:** The Paste button pastes items previously copied to the clipboard to the current location within the Project Idea Item details editor.
- **Bold:** The Bold toggle button makes the text within the Project Idea Items detail editor bold.
- **Italic:** The Italic toggle button makes the selected text within the Project Idea Items detail editor italic.
- **Underline:** The Underline toggle button makes the selected text within the Project Idea Items detail editor underlined.
- **Strikeout:** The Strikeout toggle button makes the selected text within the Project Idea Items detail editor strikeout.
- **Superscript:** The Superscript button makes the selected text within the Project Idea Items detail editor superscript.
- **Subscript:** The Subscript button makes the selected text within the Project Idea Items detail editor subscript.
- **Font:** The Font drop down list changes the currently selected text to the selected font style.
- **Font Size:** The Font Size drop down list changes the currently selected text to the selected font size.

- **Increase Font Size:** The Increase Font Size button increases the current font size one size increment each time it is pressed.
- **Decrease Font Size:** The Decrease Font Size button decreases the current font size one size increment each time it is pressed.
- **Image:** The Image button allows for the insertion of images into the Project Idea Item details editor. When this button is pressed the Choose File To Import screen is displayed and allows you to find and select the image you wish to place into the Project Idea Item.
- **Centre:** The Centre button allows the selected item or items to be centered into the Project Idea Item editor.
- **Align Left:** The Align Left button allows the selected item or items to be left aligned into the Project Idea Item editor.
- **Align Right:** The Align Right button allows the selected item or items to be right aligned into the Project Idea Item editor.
- **Bullet List:** The Bullet List button allows a bullet list to be created out of the selected Project Idea Item editor items.
- **Numbered List:** The Numbered List button allows a numbered list to be created out of the selected Project Idea Item editor items.
- **Font Colour:** The Font Colour button allows the colour of the selected text to be changed. When the Font Colour button is pressed the font color dialog is displayed, as illustrated below. After selecting the required font colour and pressing the OK button then the selected text colour will be changed according to the selected colour. Pressing the Cancel button will cancel this color selection dialog without changing the selected text colour.



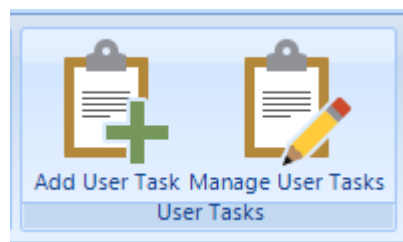
- **Font Background Colour:** The Font Background Colour button allows the background colour of the selected text to be changed. Like the Font Colour button this button also brings up a Color dialog from which you can select a colour for the background of the selected text.
- **Speech:** The Speech button allows the text within the Project Idea Item details to be spoken by the computer.
- **Pause Speech:** The Pause Speech button allows you to pause the computer during the speaking of the Project Idea item text.
- **Stop Speech:** The Stop Speech button allows you to stop the computer during the speaking of the Project Idea item text.
- **Resume Speech:** The Resume Speech button allows you to resume speaking after the computer has been paused during the speaking of the Project Idea item text.

- **Spell Checker:** When the Spell Check button is pressed the computer checks all the spelling within the current Project Idea Item details item and prompts you to correct any spelling which it finds to be incorrect.



1.4.2.3. USER TASKS BUTTON GROUP

The User Task button group provides access go the User Task functionality.



This button group contains the following two buttons:

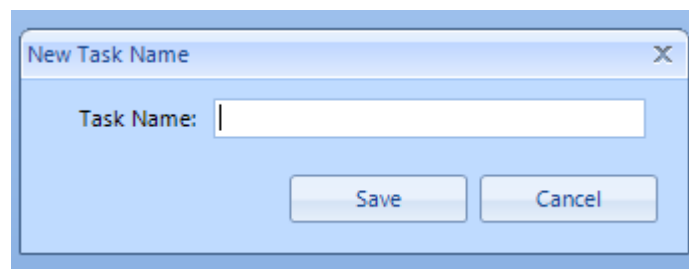
- **Add User Task:** The Add User Task button allows for the addition of New User Tasks. For further details see the [Add User Task](#) help section
- **Manage User Tasks:** The Manage User tasks button opens the dockable Manage Tasks form. By default this form docks at the bottom of the screen but this may be changed through the [Form Options](#) screen which can be found under the [Configurations Tab](#) of the My Collections application. For further details see the [Manage User Tasks](#) help section.

1.4.2.3.1. ADD USER TASK

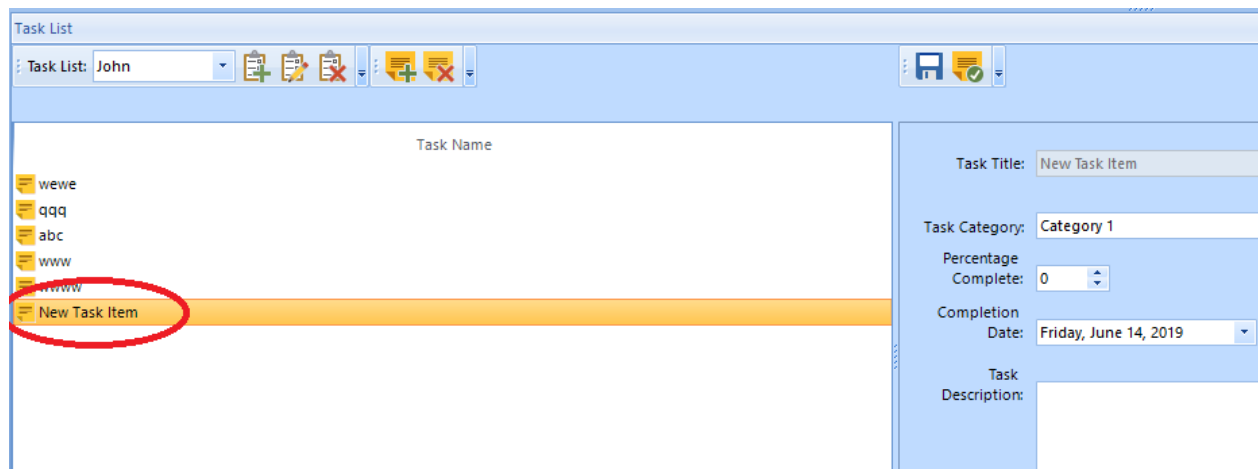
The Add User task button, when pressed, both opens the [Manage Users Tasks](#) screen and initiates the creation of a New Task item.



The Add New Task Screen is shown below. Simply enter a new unique task name and select the Save button to create the task.

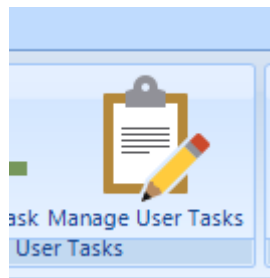
A small, light blue dialog box with a title bar that says "New Task Name" and a close button (X) in the top right corner. Inside the dialog, there is a label "Task Name:" followed by a white text input field. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

Once saved the new Task Item will appear in the current task list and you can then enter any additional details about the task.

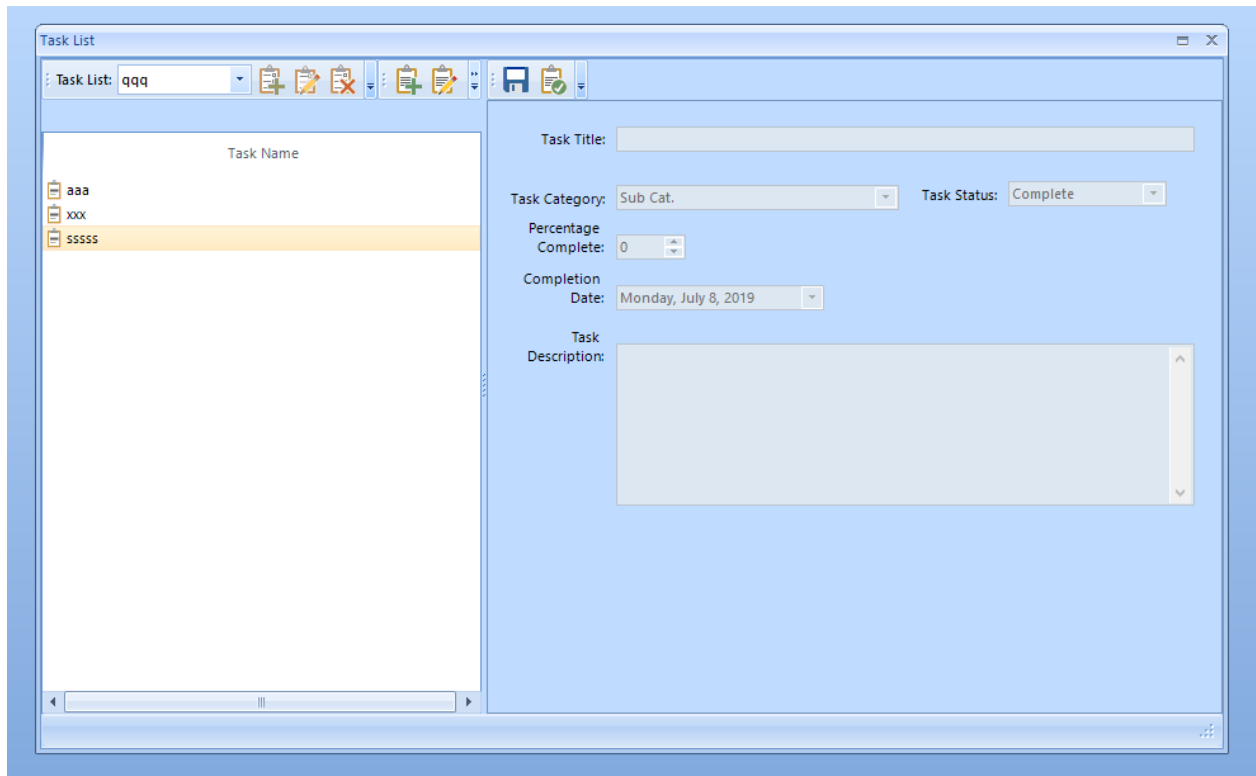


1.4.2.3.2. MANAGE USER TASKS

The Manage User Tasks button can be found within the [User Tasks Button Group](#), and is illustrated below.



When the Manage User Tasks button is pressed then the Task List screen is displayed, as illustrated below.

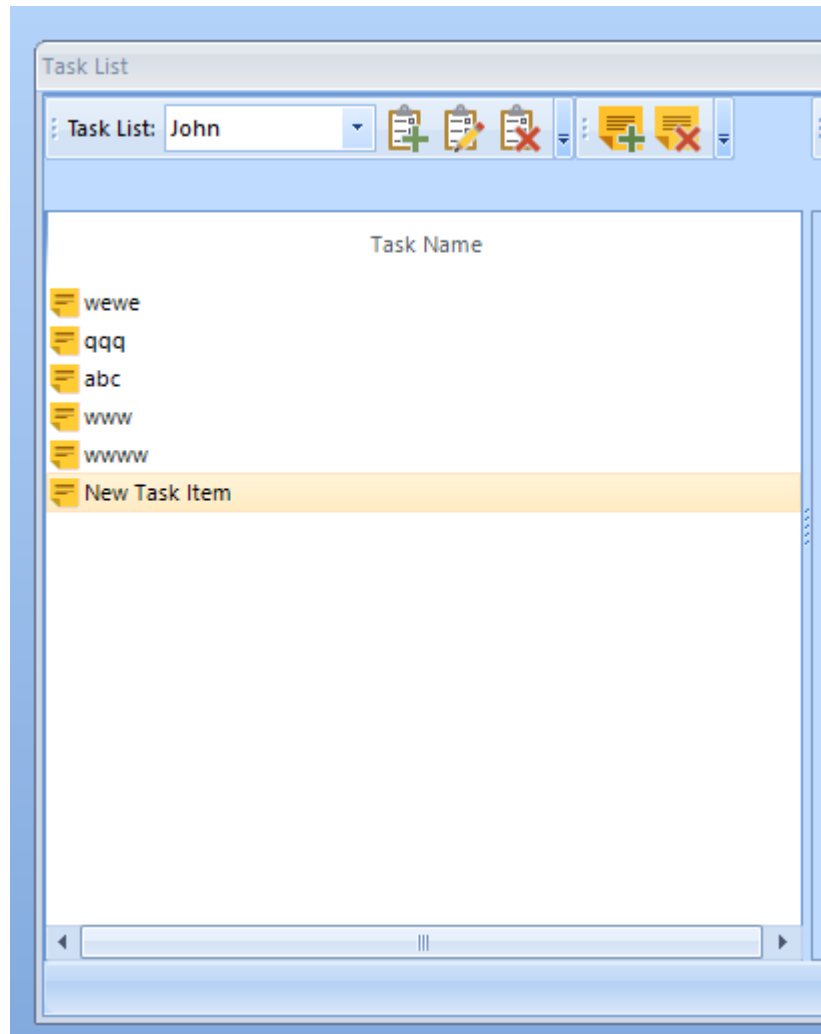


The Task List screen is divided into two main sections:

- **Task List Structure Tree:** The Task List Structure Tree sits on the left hand side of the Task List screen and allows you to create, manage and access the Task list Tree structure. For further details refer to the [Task List Tree Structure](#) help section.
- **Task List Item:** The Task List Item section sits on the right hand side of the Task List screen and provides the ability to view, create and edit Task item details. This section is only enabled when a Task item is selected within the Task List tree. For further details refer to the [Task List Item](#) help section.

1.4.2.3.2.1. TASK LIST TREE STRUCTURE

The Task List Tree Structure is located on the left hand side of the Task List screen and is illustrated below.

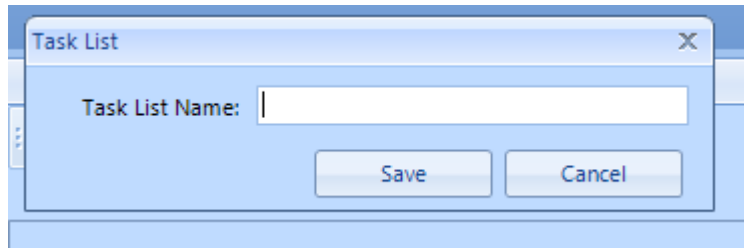


The Task List Tree consists of a toolbar at the top of the screen and a structure tree beneath this.

The Task List Tree Structure Toolbar consist of the following items:

- **Task Lists** : The Task Lists drop down lists allows you to select different tasks list sets.
- **Add New Task list**: The Add New Task List button allows for the create of new Task Lists. When this button is press the Task List name screen is displayed, as shown below. This screen allows for the entry of the new Task List Name. Pressing Save button will create a new task list based on the entered name and the name

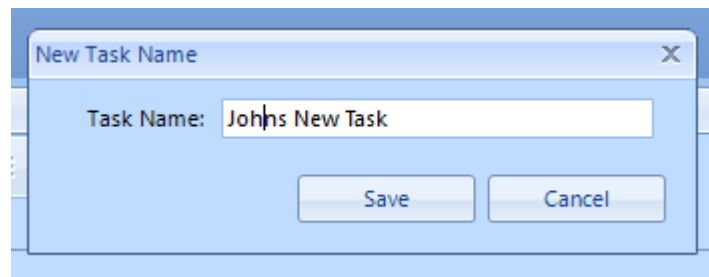
will appear in the Task Lists drop down list. Pressing the Cancel button will close this screen without saving the Task List Name.



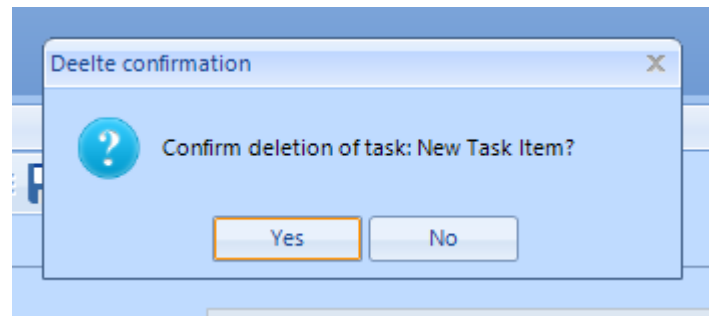
- **Edit Task List Details:** The Edit task List Details button allows for the the editing of the Task list Name.
- **Delete Task List:** The Delete Task List name allows for the deletion of the selected task list, including all task items stored within that particular list. When the Delete Task List button is pressed a Delete Confirmation screen will be displayed, as shown below. Pressing Yes will delete the selected task list and all tasks therein, while selection the No button will retain the selected Task List.



- **Add New Task:** The Add New Task button allows for the create of new tasks items within the selected task list. When the Add New task button is pressed the New Task Name screen is displayed. Enter the New Task Name and press the Save button to create the task item, or press the Cancel button to cancel the creation of the new task item and close this screen.

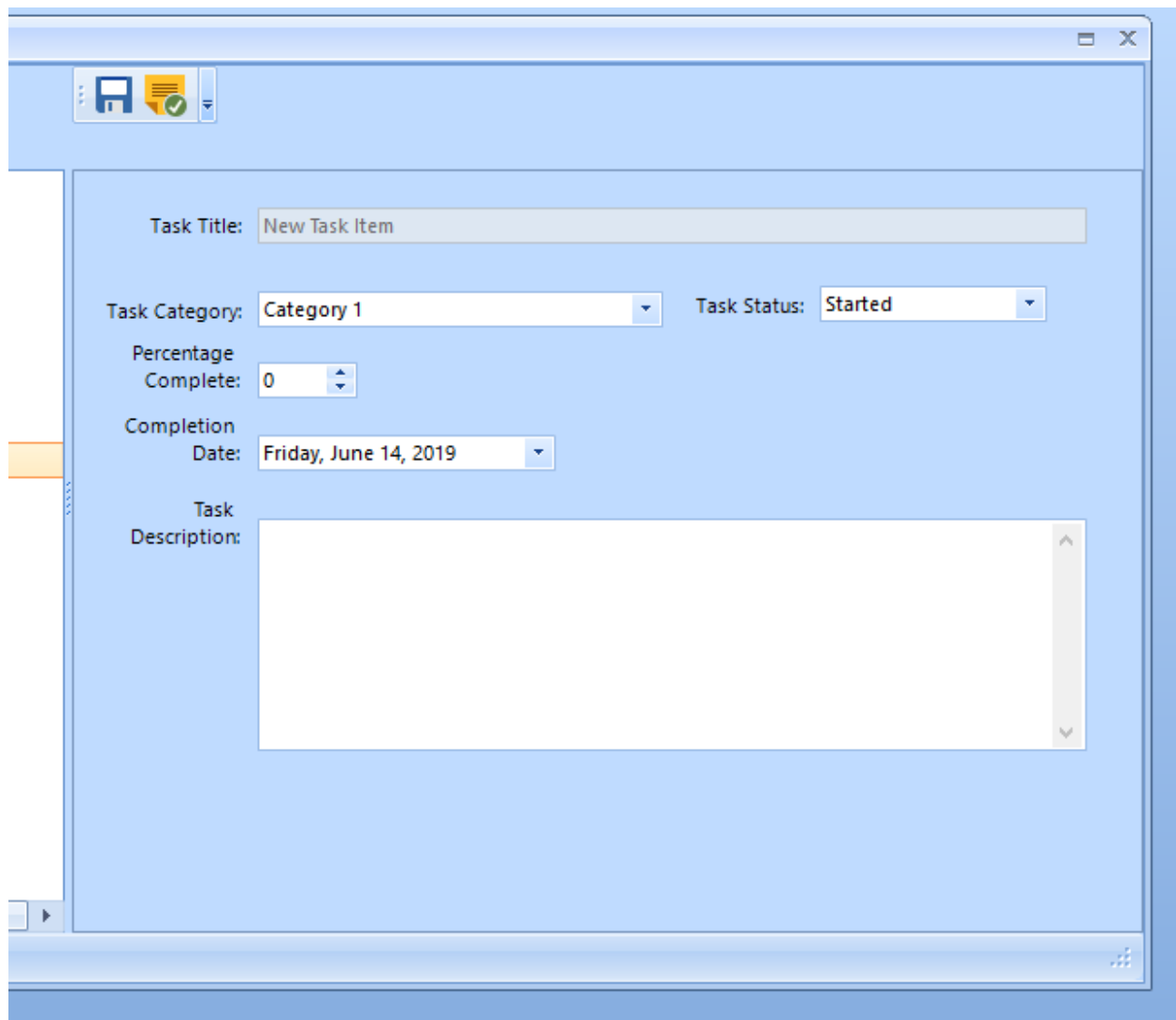


- **Delete Task:** The Delete Task button allows for the deletion of the selected Task Item. When this button is pressed you are first prompted to confirm the deletion of this item, as shown in the Delete Confirmation screen below. Pressing the Yes button deletes the selected Task Item, while pressing the No button retains the Task Item.



1.4.2.3.2.2. TASK LIST ITEM

The Task List Item section is located on the right hand side of the Task List screen as illustrated below.



The screenshot shows a software window titled "Task Item Details". At the top, there is a toolbar with two icons: a floppy disk (Save) and a document with a checkmark (Set Complete). Below the toolbar, the form contains the following fields:

- Task Title:** A text input field containing "New Task Item".
- Task Category:** A dropdown menu currently showing "Category 1".
- Task Status:** A dropdown menu currently showing "Started".
- Percentage Complete:** A numeric input field with a spinner, currently set to "0".
- Completion Date:** A date picker dropdown menu showing "Friday, June 14, 2019".
- Task Description:** A large, empty text area with a vertical scrollbar on the right side.

The Task List screen is divided into two main areas; the toolbar at the top of the screen and the Task Item details section in the centre of the screen.

The Task List Item toolbar consists of only two buttons, these being:

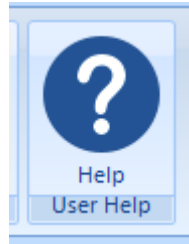
- **Save Task Item:** The Save Task Item button saves the details of the current Task Item.
- **Set Task Item Complete:** The Set Task Item Complete button sets the current Task Item percentage complete to 100%.

The Task Item Details section consists of the following Task Item fields:

- **Task Title:** The Task Title is a read only field which displays the title of the selected Task Item.
- **Task Category:** The Task Category is a drop down list showing the available Task Categories for Task Items. These category items are controlled through the My Collections configuration section with additional Task Categories being able to be added as required.
- **Task Status:** The Task Status is a drop down list showing the available Task Statuses for Task Items. These status items are controlled through the My Collections configuration section with additional Task Statuses being able to be added as required.
- **Percentage Complete:** The Percentage Complete spin box allows you to set how much of the Task Item is currently complete. The values in this spin box can range from 0, not started, all the way up to 100%, meaning that the task is complete.
- **Completion Date:** This allows you to select the date you wish to have the Task Item completed by.
- **Task Description:** The Task Description field allows you to put in a full and complete description for the current Task Item.

1.4.2.4. USER HELP BUTTON GROUP

The User Help Button Group contains only one button, the Help Button. When this button is pressed the help file is displayed. Note also that each screen in the My Collections application has the F1 key attached the appropriate page of the help file so that when the F1 Help button is pressed the help section for that screen will be displayed.



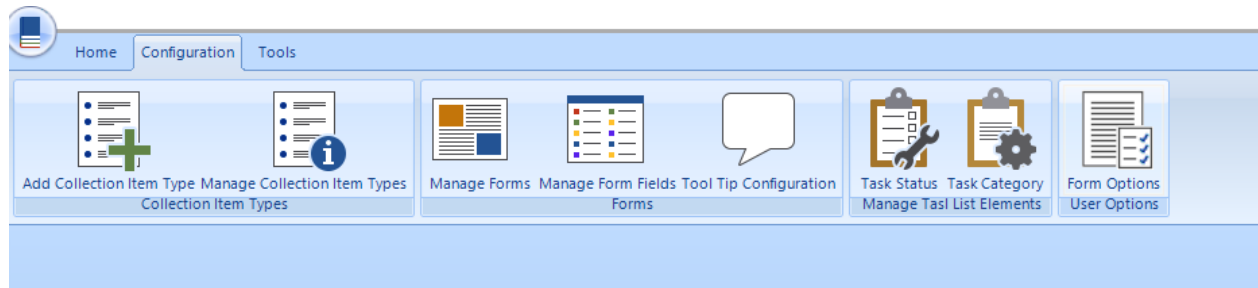
1.4.3. CONFIGURATION TAB

From the My Collections Configurations tab you can configure many parts of the My Collections applications. The Configuration tab is illustrated below and contains the following button groupings:

- **Collection Item Types:** The Collection Item Type button group provides access to all the functionality required to create and manage Collection Item Types. These represent the types of items you can create in each of your collection sets. This includes the following functionality; [Add Collection Item Type](#), [Manage Collection Item Types](#). For more information about the Collections Item Type button group see the [Collection Item Type](#) help section.
- **Forms:** The Forms button group provides access to the functionality which allows you to manage all the form elements. This includes managing the form titles, labels and tool tips. The button contained within this button group include [Manage Forms](#), [Manage Form Fields](#) and [Tool Tip Configuration](#). For more information about the Forms button group see the [Forms](#) help section.
- **Collections:** The Collections button group provides access to all the functionality required to create and manage your Collection sets. This includes the following functionality; [Open Existing Collection](#), [Create New Collection](#), [Close Current Collection](#), [Manage Collections](#), [Export Collection Items](#). For more information about the Collections button group see the [Collections](#) help section.
- **Manage Task List Elements:** The Manage Task List Elements button group allow you to manage the Task Categories and Task Status' associated with individual Task Items. This button group includes the buttons; [Task Status](#) and [Task Category](#). For more information about the Manage Task List Element button group see

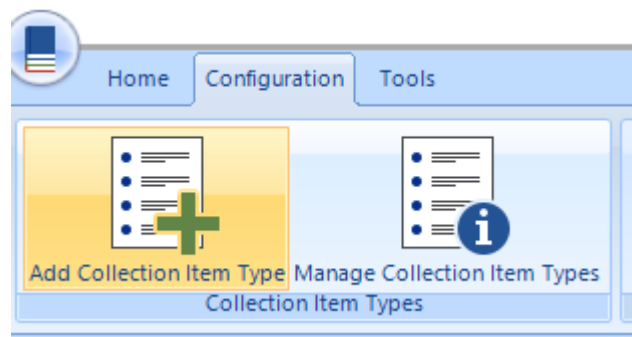
the [Manage Task List Elements](#) help section.

- **User Options:** The User Options button group contains only one button, the [Form Options](#) button. The



1.4.3.1. COLLECTION ITEM TYPES BUTTON GROUP

The Collection Item Type button group provides access to all the functionality required to create and manage Collection Item Types. These represent the types of items you can create in each of your collection sets.



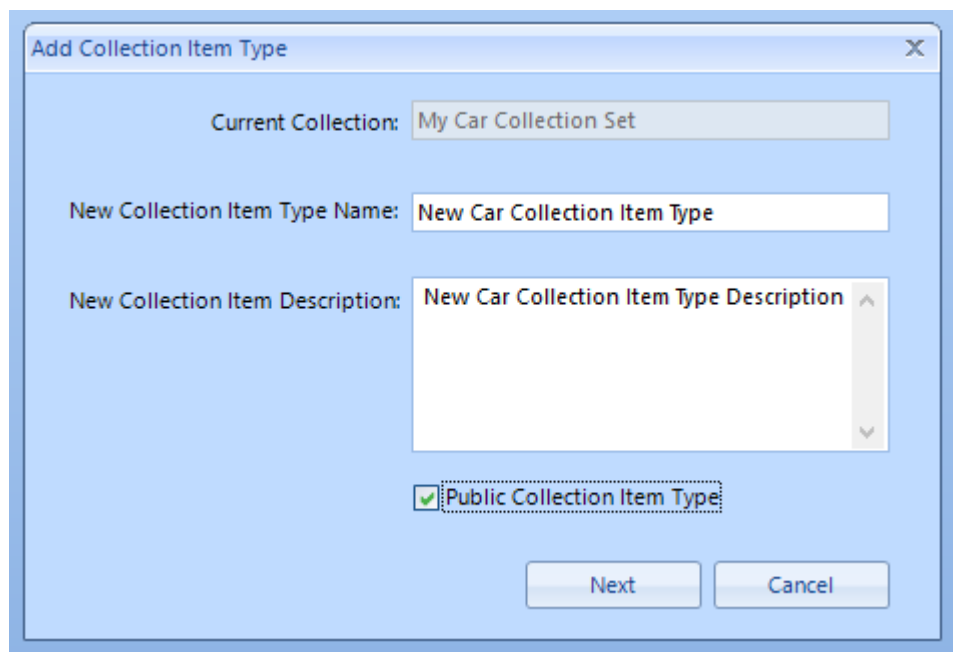
This button group contains the following five buttons:

- **Add Existing Collection Item Type:** The Add Existing Collection Item Types functionality allows you to add new Collection item types to the My Collections application. If there is currently a Collection Set open then you have the option of creating either a Collection Item Type specifically for that Collection Set or a Public Collections Item Type, otherwise if there is no Collection Set open then you may only create a Public Collection Item Type. For further details see the [Add Collection Item Type](#) help section.

- **Manage Collection Item Types:** The Manage Collection Item Types functionality allows you to manage the Existing Collection Item Types, including editing their profiles and deleting those that are no longer required. For further details see the [Manage Collection Item Types](#) help section.

1.4.3.1.1. ADD COLLECTION ITEM TYPES

When the Add New Collection Item Types button is pressed the Add Collection Item Type screen appears. This screen allows for the creation of a new Collection Item Type.



The screenshot shows a dialog box titled "Add Collection Item Type" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Current Collection:** A text field containing "My Car Collection Set".
- New Collection Item Type Name:** A text field containing "New Car Collection Item Type".
- New Collection Item Description:** A text area containing "New Car Collection Item Type Description".
- Public Collection Item Type:** A checkbox that is checked, with the text "Public Collection Item Type" next to it.
- Next** and **Cancel** buttons at the bottom right.

If there is currently a Collection Set open then the Current Collection field will contain the name of the Collection Set, otherwise this field will be left blank and the Public Collection Item Type checkbox will be checked and disabled.

Enter the name of the New Collection Type along with an option description. If you wish this Collection Item Type to be Public, meaning it will be available to all Collection Sets available within the My Collection application then check the Public Collection Item Type checkbox, otherwise leave it unchecked and this Collection Item Type will only be available to the current Collection Set. Click the Save button to

save the new Collection Item Type and display the Collection Item Type Details screen or the Cancel button to abort the entry of this item and close this screen.

Collection Item Type Details

Collection Name: My Car Collection Set

Collection Item Type Name: New Car Collection Item Type 2

Collection Item Type Description: New Car Collection Item Type 2 Description

☐ Public Collection Type Item

Properties | Notes | Links

Property Name	Property Type	Default Value
---------------	---------------	---------------

Add Property Edit Property Delete Property

Cancel

The Collection Item Type Details screen displays the details of the new Collection Item Type as read-only fields at the top of the screen. This screen also contains 3 tabs, these being; Properties, Notes, and Links.

These tabs are described in detail below.

- **Properties Tab:** The Properties tab allows for the addition of properties and property values for the Collection Item Type, as illustrated below.

Collection Item Type Details

Collection Name: My Car Collection Set ☐ Public Collection Type Item

Collection Item Type Name: New Car Collection Item Type 2

Collection Item Type Description: New Car Collection Item Type 2 Description

Properties Notes Links

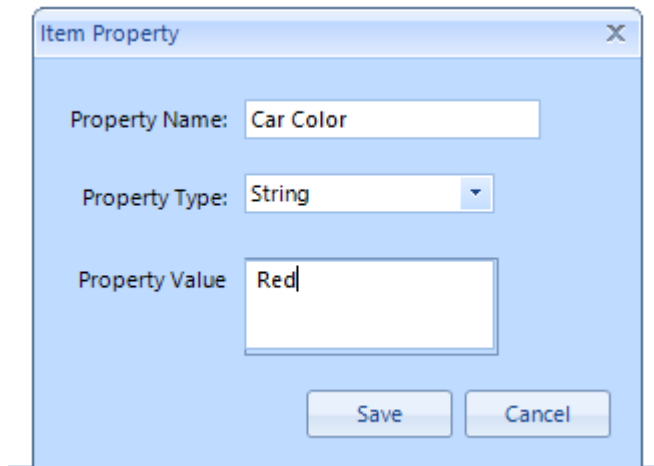
Property Name	Property Type	Default Value
---------------	---------------	---------------

Add Property Edit Property Delete Property

Cancel

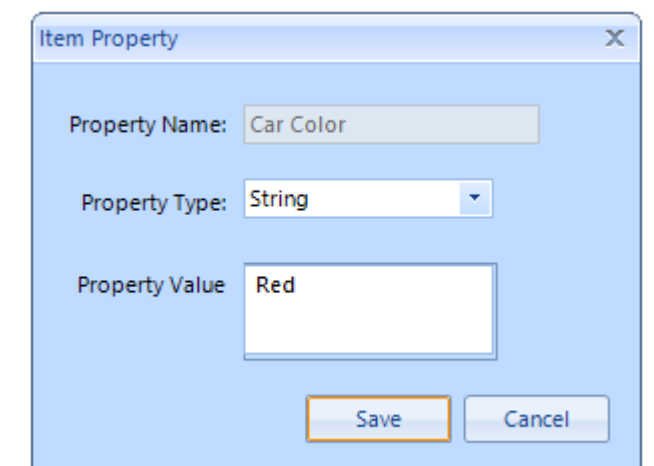
The Properties tab consists of 3 buttons located at the bottom of the tab control, these being:

- **Add Property:** The Add property button allow new property items to be added to the Collection Item Type. When this button is pressed the Item Property screen is displayed. This screen allows you to enter the property Name, Select the Property Type, such as string, date or integer, and enter the desired Property Value. When the Save button is pressed the new property is add to the Collection Item Type Property table. Pressing the Cancel button aborts the entry of this property item.



The 'Item Property' dialog box is shown with a light blue background and a title bar with a close button (X). It contains three input fields: 'Property Name' with the text 'Car Color', 'Property Type' with a dropdown menu showing 'String', and 'Property Value' with the text 'Red'. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

- **Edit Property:** After an existing Property item is selected you may press the Edit button to edit this property value. When editing a selected property value you cannot change the Property name, only the Property Type and Value. Pressing the Save buttons saves the updated property information while pressing the Cancel button discards any changes you may have made to this property item and closes the Item Property screen.

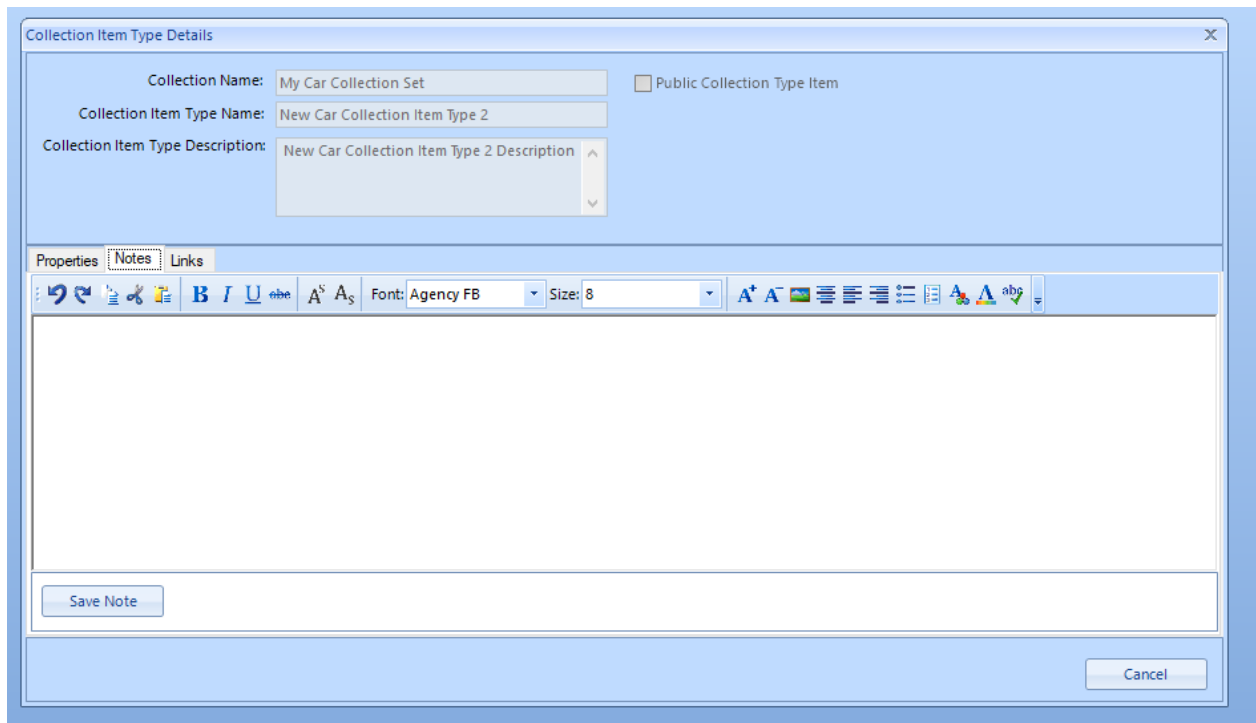


The 'Item Property' dialog box is shown with the same fields as the previous screenshot. The 'Save' button at the bottom right is highlighted with a yellow border, indicating it is the active button.

- **Delete Property:** Pressing the Delete Property button allows you to delete selected Collection Item Properties, Prior to deletion you will be prompted to confirm the deletion through a Delete Confirmation dialog. If you select the Yes button then the Property will be deleted,

while selecting the No button will mean that the property will be retained.

➤ **Notes Tab:** The Notes tab allows you to enter Notes about the current Collection item. The Save button at the bottom of the Collection Item Notes tab saves the current note item.

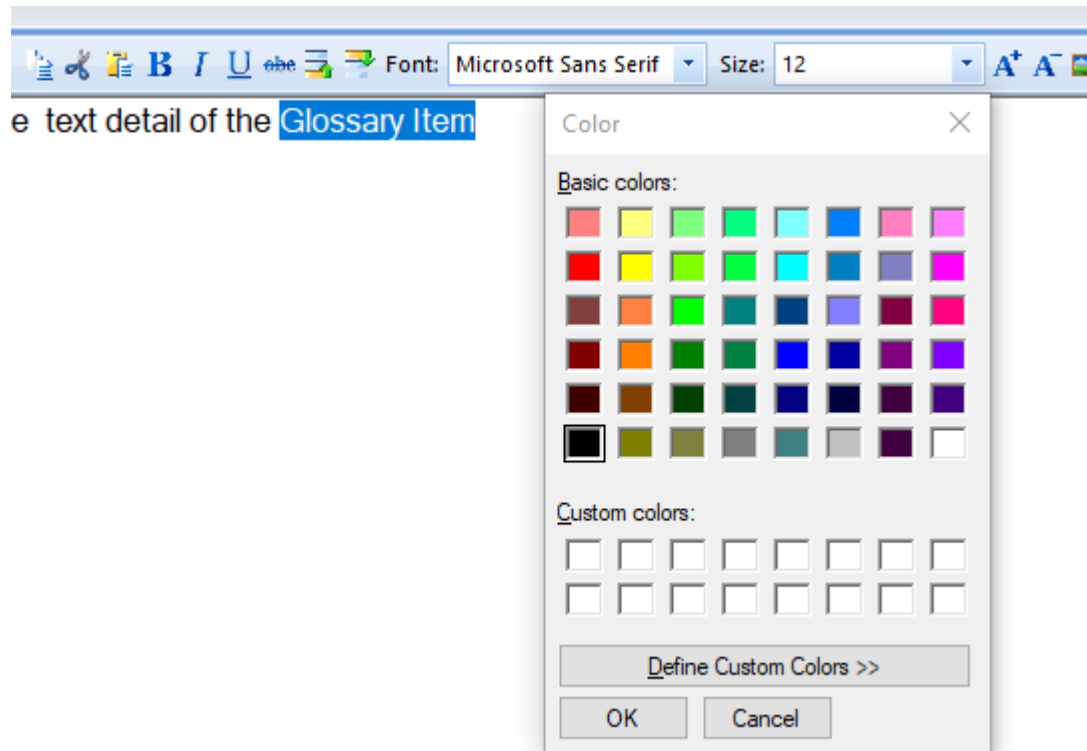


The Notes toolbar contains 29 different controls, including buttons, toggle buttons and drop down lists. These items are described in order from left to right below.

- **Undo:** The Undo button undoes actions previously performed in reverse chronological order.
- **Redo:** The Redo button redoes actions previously undone in chronological order.
- **Copy:** The Copy button makes a copy of selected text and / or images within the Collection Item Types note.

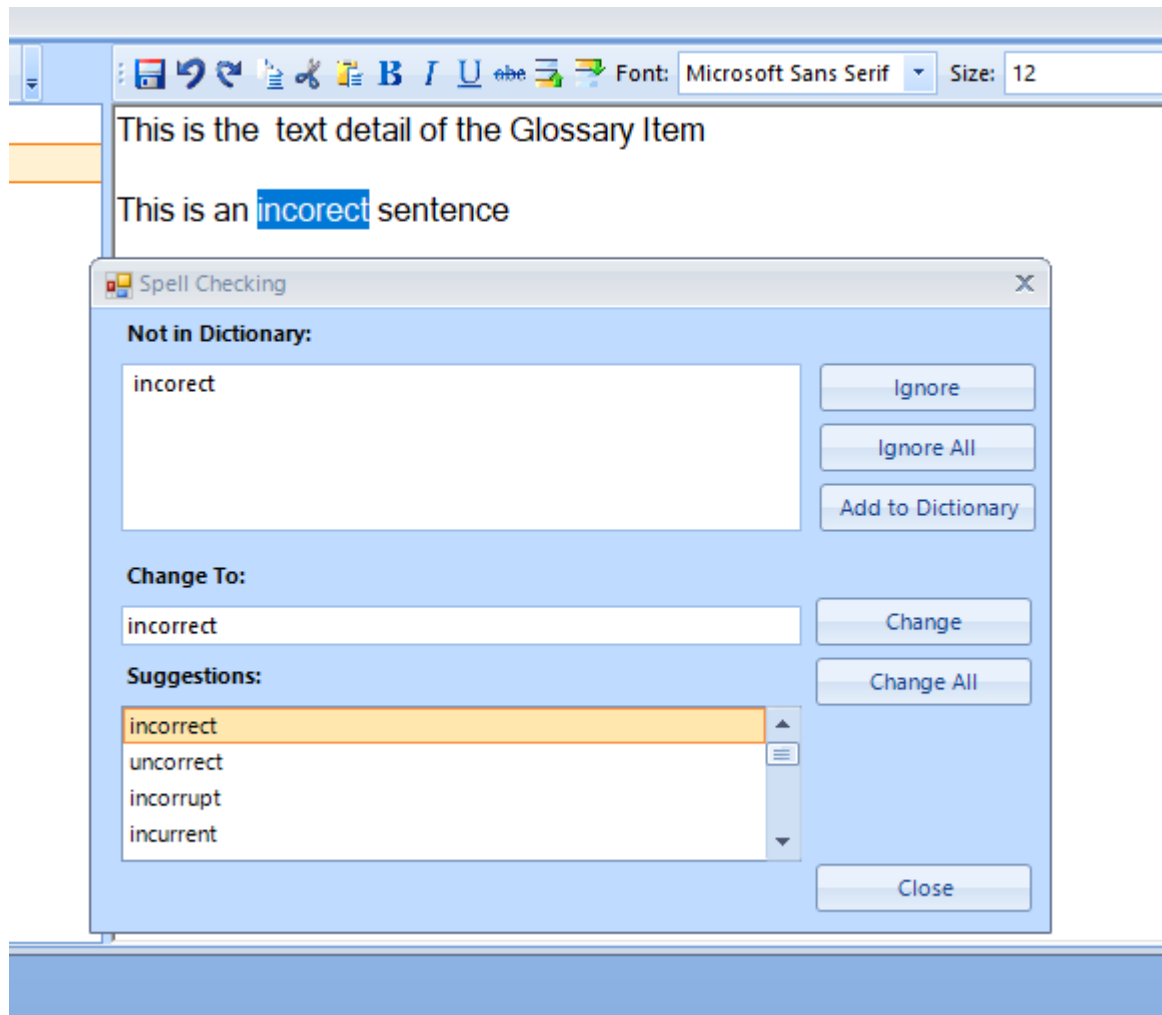
- **Cut:** The Cut button makes a copy of selected text and / or images within the Collection Item Types note and then removes them from the editor.
- **Paste:** The Paste button pastes items previously copied to the clipboard to the current location within the Collection Item Types note.
- **Bold:** The Bold toggle button makes the text within the Collection Item Types note bold.
- **Italic:** The Italic toggle button makes the selected text within the Collection Item Types note italic.
- **Underline:** The Underline toggle button makes the selected text within the Collection Item Types note underlined.
- **Strikeout:** The Strikeout toggle button makes the selected text within the Collection Item Types note strikeout.
- **Superscript:** The Superscript button makes the selected text within the Collection Item Types note superscript.
- **Subscript:** The Subscript button makes the selected text within the Collection Item Types note subscript.
- **Font:** The Font drop down list changes the currently selected text to the selected font style.
- **Font Size:** The Font Size drop down list changes the currently selected text to the selected font size.
- **Increase Font Size:** The Increase Font Size button increases the current font size one size increment each time it is pressed.
- **Decrease Font Size:** The Decrease Font Size button decreases the current font size one size increment each time it is pressed.

- **Image:** The Image button allows for the insertion of images into the Collection Item Types note . When this button is pressed the Choose File To Import screen is displayed and allows you to find and select the image you wish to place into the Collection Item Types note.
- **Centre:** The Centre button allows the selected item or items to be centered into the Collection Item Types note .
- **Align Left:** The Align Left button allows the selected item or items to be left aligned into the Collection Item Types note.
- **Align Right:** The Align Right button allows the selected item or items to be right aligned into the Collection Item Types note.
- **Bullet List:** The Bullet List button allows a bullet list to be created out of the selected Collection Item Types note items.
- **Numbered List:** The Numbered List button allows a numbered list to be created out of the selected Collection Item Types note items.
- **Font Colour:** The Font Colour button allows the colour of the selected text to be changed. When the Font Colour button is pressed the font color dialog is displayed, as illustrated below. After selecting the required font colour and pressing the OK button then the selected text colour will be changed according to the selected colour. Pressing the Cancel button will cancel this color selection dialog without changing the selected text colour.

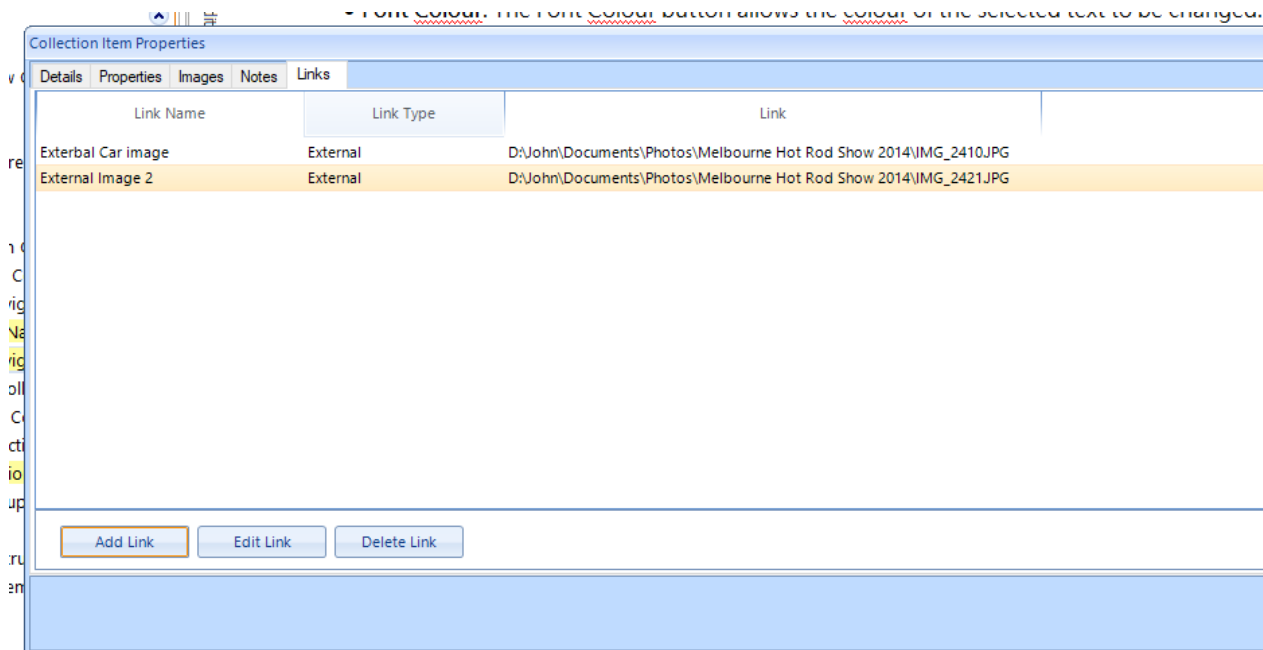


- **Font Background Colour:** The Font Background Colour button allows the background colour of the selected text to be changed. Like the Font Colour button this button also brings up a Color dialog from which you can select a colour for the background of the selected text.
- **Speech:** The Speech button allows the text within the Collection Item Types note to be spoken by the computer.
- **Pause Speech:** The Pause Speech button allows you to pause the computer during the speaking of the Collection Item Types note.
- **Stop Speech:** The Stop Speech button allows you to stop the computer during the speaking of the Collection Item Types note.
- **Resume Speech:** The Resume Speech button allows you to resume speaking after the computer has been paused during the speaking of the Collection Item Types note.

- **Spell Checker:** When the Spell Check button is pressed the computer checks all the spelling within the current Collection Item Types note and prompts you to correct any spelling which it finds to be incorrect.

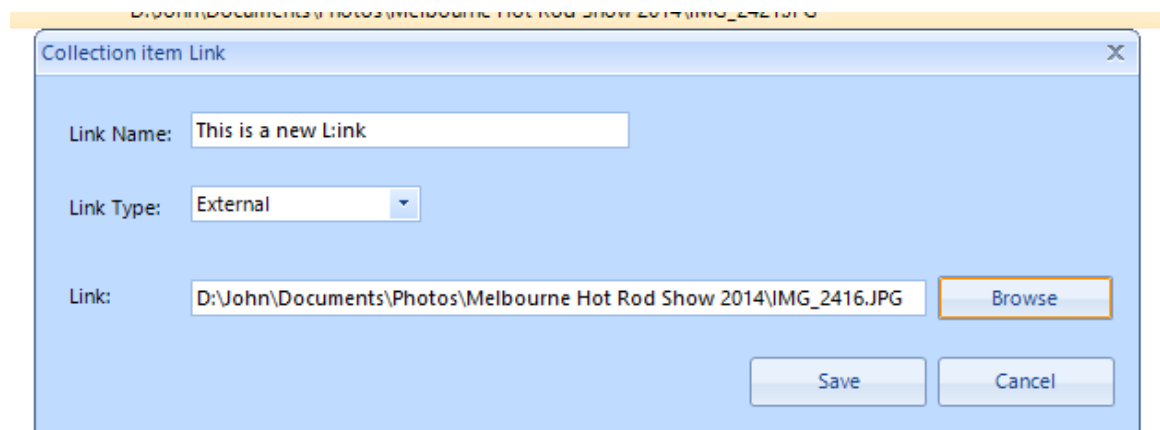


- **Links Tab:** The Links tab allows for the addition of links for this specific Collection Item Types.



The links tab contains three main buttons, these being:

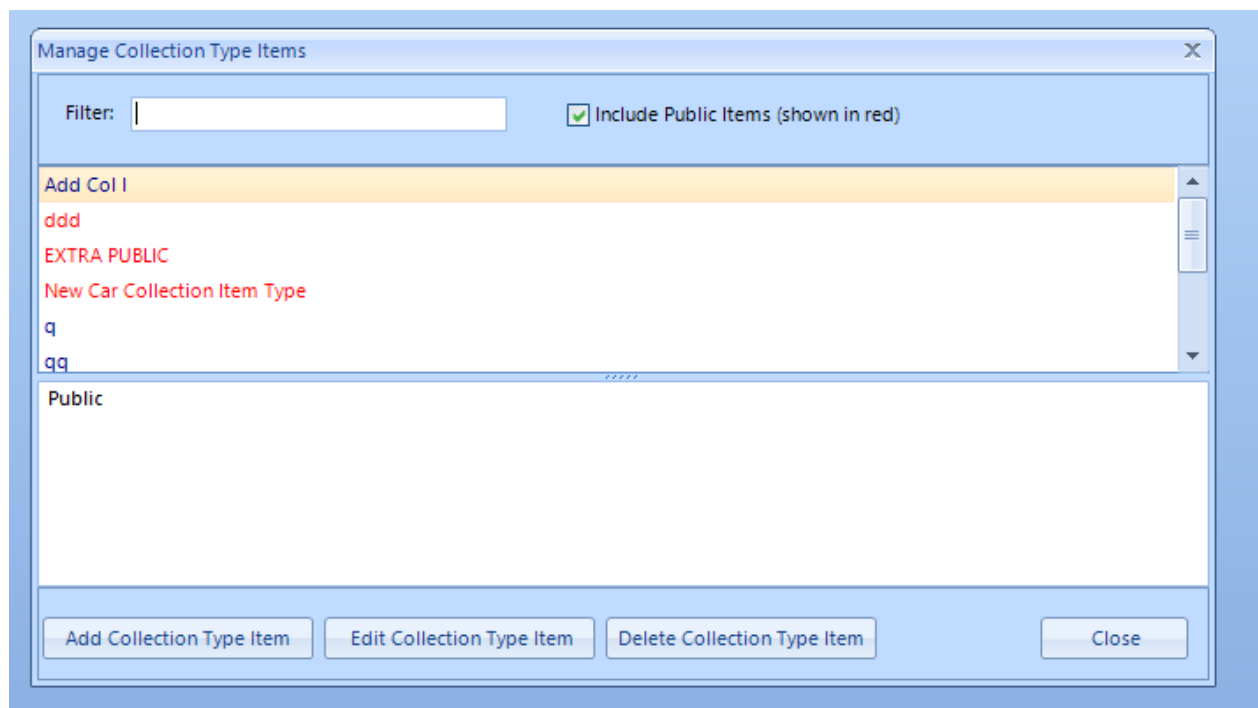
- **Add Link:** The Add Link button allows for the addition of new link items. When the Add Link button is pressed the Collection Item Link screen is displayed, as shown below. This screen allows for the entry of a Link Name, Link Type, and the Link itself. Use the Browse button to browse the directories and select a path and file to save as the link item. Pressing the Save button will save the selected link, while pressing the Cancel button will discard the current link information and close this screen.



- **Edit Link:** Use the Edit Link button and functionality to edit an existing link item. Pressing the Edit Link button opens the Collection Item Link screen with the selected item already loaded. Edit the item as required and then use the Save or Cancel buttons to save or discard the changes made to the link item respectively.
- **Delete Link:** The Delete Link button is used to delete selected links from the Collection Item. When the Delete Link button is pressed you are first asked to confirm the deletion of the Collection

1.4.3.1.2. MANAGE COLLECTION ITEM TYPES

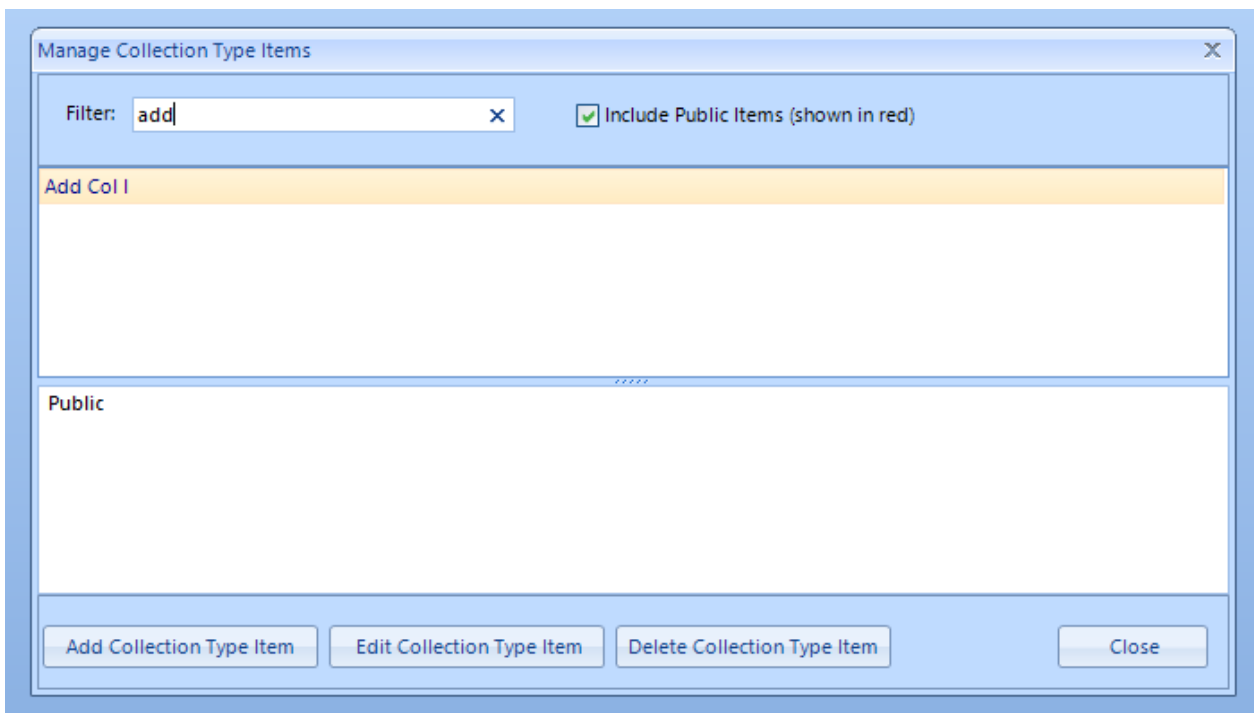
When the Manage Collection Item Types button is pressed the Manage Collection Item Type Details screen is displayed. This screen allows for the management of existing Collection Item Types.



If there is currently a Collection Set open then the Manage Collection Type Items screen will display only those Collection Item Types associated with the open Collection Set. If there is no Collection Set open then this screen will only display the available public Collection Item Types.

The Include Public Items (shown in red) checkbox can be used to display public items along with the Type Items associated with the currently open Collection Set. If there is no currently open Collection set then this checkbox will be checked and disabled and only the public Collection Type Items will be available.

If the number of available Collection Type Items is long or you wish to quickly find a specific item in the list then you may sue use the Filter textbox at the top of the screen. Simply start typing in the name of the Collection Type Item you are looking for and the list will automatically start filtering down to match the text you have entered.

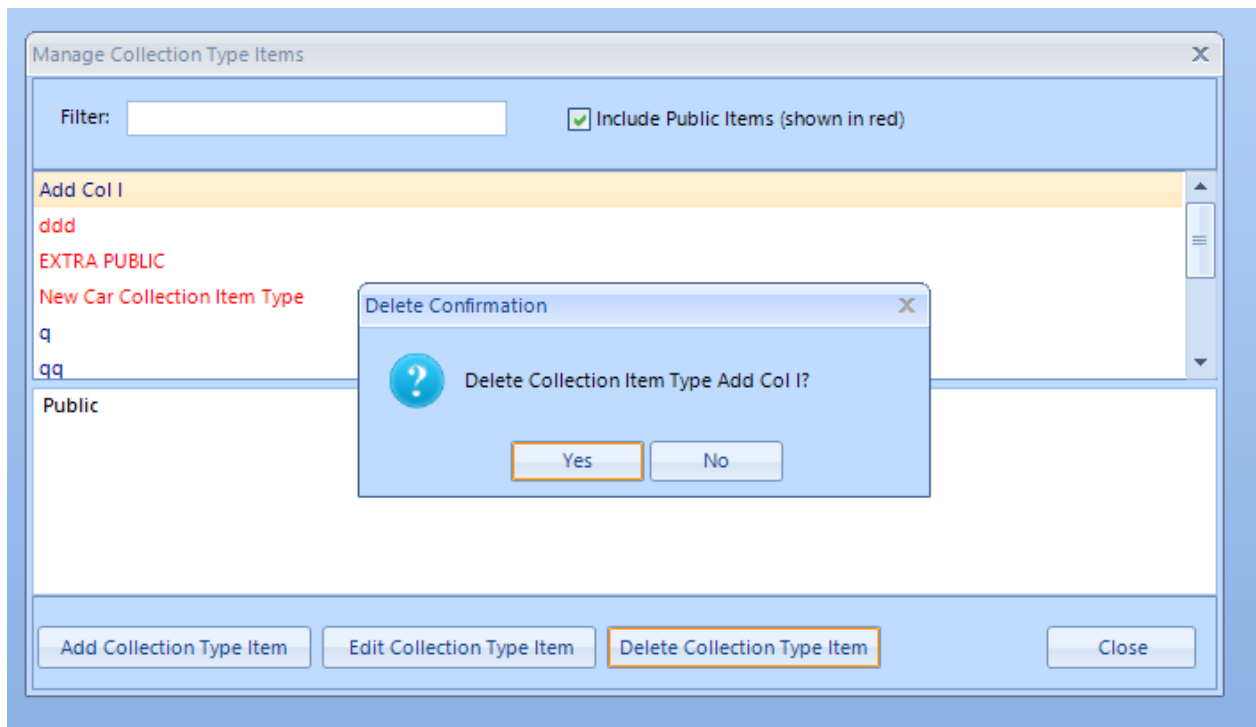


At the bottom of the Manage Collection Type Items screen there are four buttons, these being:

- **Add Collection Type Item:** The Add Collection Type Item button allows for the creation of new Collection Type items. See the [Add Collection Item Types](#) help section for more details.
- **Edit Collection Type Item:** The Edit Collection Type Item button allows for the editing of the currently selected Collection Type Item. The editing functionality

works in the same manner as the add functionality except that the fields are pre-filled when the screens are opened. See the [Add Collection Item Types](#) help section for more details.

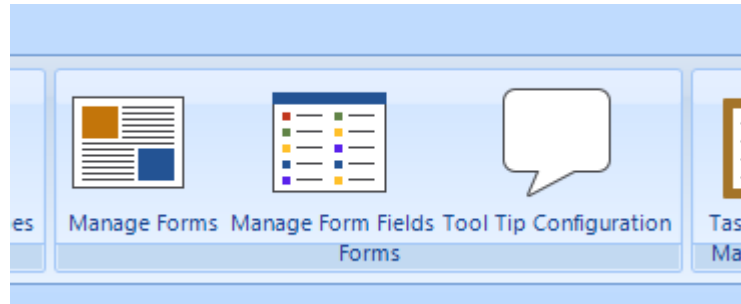
- **Delete Collection Type Item:** The Delete Collection Type Item button allows you to delete the selected Collection Type item. When this button is pressed a Delete Confirmation screen is first displayed to confirm that you actually wish to delete this Item, as shown below. If you press the Yes button then the Collection Type Item will be permanently deleted. If you selected the No button then the delete process will be canceled.



- **Close:** The Close button, when pressed, will close this form.

1.4.3.2. FORMS BUTTON GROUP

The Forms button group provides access to all the functionality required to manage the Form Titles, Field Labels and Tooltips. The Forms button group is shown below.

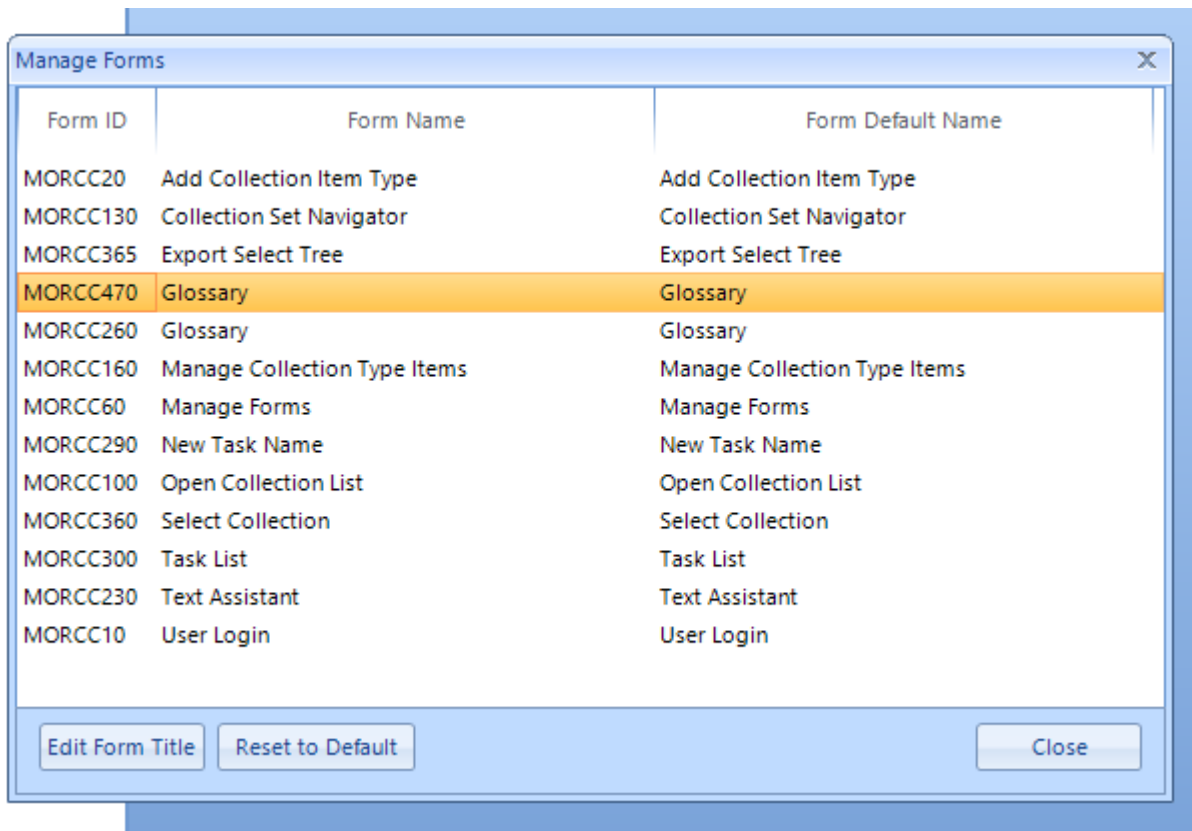


The Forms button group consists of three buttons:

- **Manage Forms:** The Manage Forms functionality allows you to customise all the form names contained within the My Collections application. See the [Manage Forms](#) help section for further information.
- **Manage Form Fields:** The Manage Form Fields functionality allows you to customise all the form field labels contained within the My Collections application. See the [Manage Form Fields](#) help section for further information.
- **Tool Tip Configuration:** The Tool Tip Configuration functionality allows you to customise all the tool tips contained within the My Collections application. See the [Tool Tip Configuration](#) help section for further information.

1.4.3.2.1. MANAGE FORMS

The Manage Forms functionality allows you to customise all the Form Names within the My Collections application. The Manage Forms screen is accessed from the Forms button group and is illustrated below.

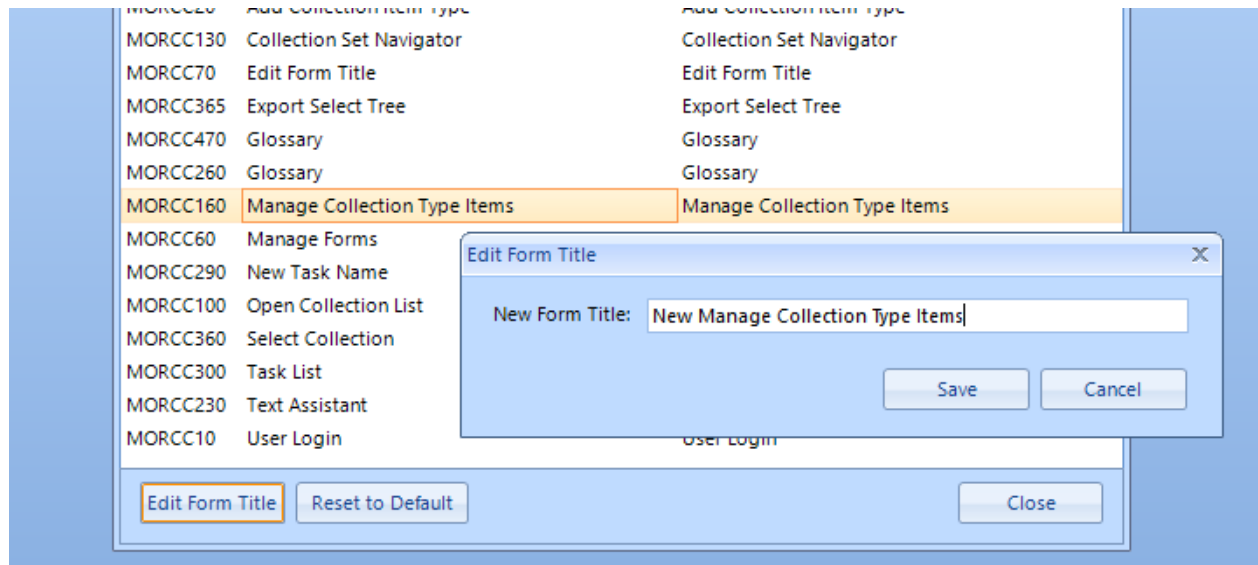


Form ID	Form Name	Form Default Name
MORCC20	Add Collection Item Type	Add Collection Item Type
MORCC130	Collection Set Navigator	Collection Set Navigator
MORCC365	Export Select Tree	Export Select Tree
MORCC470	Glossary	Glossary
MORCC260	Glossary	Glossary
MORCC160	Manage Collection Type Items	Manage Collection Type Items
MORCC60	Manage Forms	Manage Forms
MORCC290	New Task Name	New Task Name
MORCC100	Open Collection List	Open Collection List
MORCC360	Select Collection	Select Collection
MORCC300	Task List	Task List
MORCC230	Text Assistant	Text Assistant
MORCC10	User Login	User Login

Edit Form Title Reset to Default Close

The Manage Forms screen contains a list of all the available system screens and has three buttons along the bottom of the screen, these being;

- **Edit Form Title:** The Edit Form Title button, when pressed, opens the Edit Form Title screen. This screen allows you to edit the form title. Pressing the Save button will save the new form title to the database, while pressing the Cancel button will discard any changes made and close the Edit Form Title screen.



- **Reset To Default:** The Reset To Default button, when pressed, resets the name of the selected Form to the default form name, as shown in the last column of the table.
- **Close:** The Close button, when pressed, closes the Manage Forms screen.

1.4.3.2.2. MANAGE FORM FIELDS

The Manage Form Fields functionality allows you to customise all the Form Field Label within the My Collections application. The Manage Form Fields screen is accessed from the Forms button group and is illustrated below.

Field Name	Current Value	Default Value
Cancel Button	Cancel	Cancel
Current Collection Label	Current Collection:	Current Collection:
New Collection Item Description Label	New Collection Item Description:	New Collection Item Description:
New Collection Item Type Name Label	New Collection Item Type Name:	New Collection Item Type Name:
Next Button	Next	Next
Public Collection Item Type Label	Public Collection Item Type	Public Collection Item Type

The Manage Forms screen contains a drop down list of available Form names at the top of the screen, a list of all the available field names for the selected Form Name in the centre of the screen and three buttons along the bottom of the screen.

By first selecting the form name at the top of the screen then all available form fields for that specific form are displayed in the form fields list in the centre of the screen. The form field list includes columns for the Field Name, Current Field Label Value and the Default Field Label Value.

Additional form functionality can be obtained using the three buttons available at the bottom of the form:

- **Edit Label:** The Edit Label button, when pressed, opens the Edit Form Label screen. This screen allows you to edit the selected form label. Pressing the Save button will save the updated form label to the database, while pressing the Cancel button will discard any changes made and close the Edit Form Label screen.

Form Name: Add Collection Item Type

Forms Fields

Field Name	Current Value	
Cancel Button	Cancel	Cancel
Current Collection Label	Current Collection:	Current
New Collection		New Co
New Collection		New Co
Next Button		Next
Public Collection		Public C

Edit Form Label

New Form Title: Cancel

Save Cancel

Edit Label Reset Default Value

- **Reset Default Value:** The Reset To Default Value button, when pressed, resets the name of the selected Form Form Field to the default Form Field Name, as shown in the last column of the table.
- **Close:** The Close button, when pressed, closes the Manage Forms screen.

1.4.3.2.3. TOOL TIP CONFIGURATION

The Tool Tips Configuration functionality allows you to customise all the Form Field Tool Tips within the My Collections application. The Configure Form Field Tool Tips screen is accessed from the Forms button group and is illustrated below.

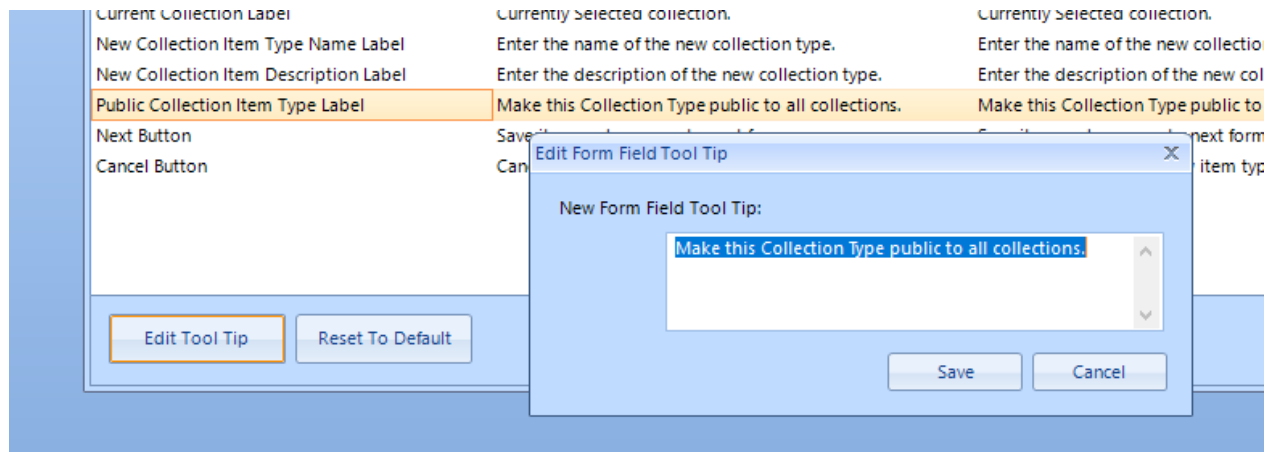
Field Name	Current Tool Tip Value	Default Tool Tip Value
Current Collection Label	Currently Selected collection.	Currently Selected collection.
New Collection Item Type Name Label	Enter the name of the new collection type.	Enter the name of the new collection type.
New Collection Item Description Label	Enter the description of the new collection type.	Enter the description of the new collection type.
Public Collection Item Type Label	Make this Collection Type public to all collections.	Make this Collection Type public to all collections.
Next Button	Save item and move onto next form	Save item and move onto next form
Cancel Button	Cancel the entry of the new item type and close the form	Cancel the entry of the new item type and close the form

The Configure Form Field Tool Tips screen contains a drop down list of available Form Names at the top of the screen, a list of all the available field names for the selected Form Name in the centre of the screen along with the current and default tool tips for each field and three buttons along the bottom of the screen.

By first selecting the form name at the top of the screen then all available form fields for that specific form are displayed in the Tool Tips list in the centre of the screen. The list includes columns for the Field Name, Current Tool Tip Value and the Default Tool Tip Value.

Additional form functionality can be obtained using the three buttons available at the bottom of the form:

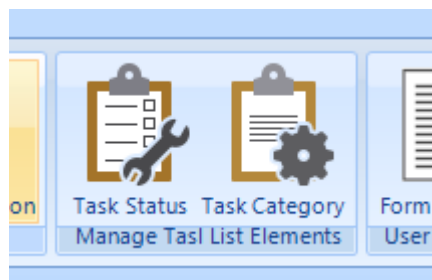
- **Edit Tool Tip:** The Edit Tool Tip button, when pressed, opens the Edit Form Field Tool Tip screen. This screen allows you to edit the selected form field tool tip. Pressing the Save button will save the updated tool tip to the database, while pressing the Cancel button will discard any changes made and close the Edit Form Field Tool Tip screen.



- **Reset To Default:** The Reset To Default Value button, when pressed, resets the Tool Tip of the selected Form Form Field to the default Tool Tip, as shown in the last column of the table.
- **Close:** The Close button, when pressed, closes the Configure Form Field Tool Tips screen.

1.4.3.3. MANAGE TASK LIST ELEMENTS BUTTON GROUP

The Manage Task List Elements button group provides access to the functionality required to manage the Task List Status and Category lists. The Manage Task List Elements button group is shown below.



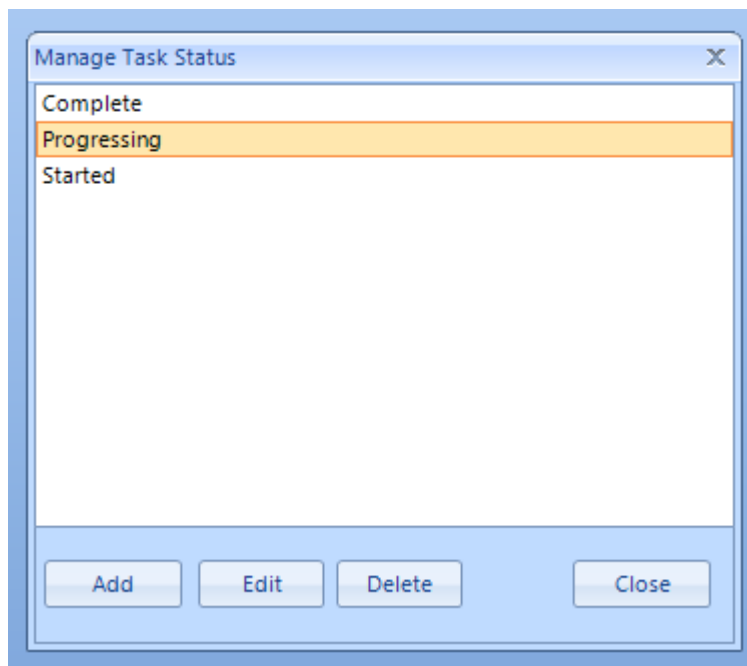
The Manage Task List Elements button group consists of two buttons:

- **Task Status:** The Task Status functionality allows you to customise the available Task Status values for use in the [User Task List](#) items. See the [Task Status](#) help section for further information.

- **Task Category:** The Task Category functionality allows you to customise the available Task Category values for use in the [User Task List](#) items. See the [Task Category](#) help section for further information.

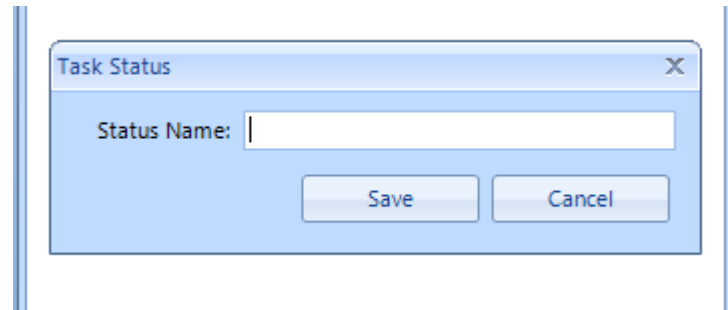
1.4.3.3.1. TASK STATUS

The Manage Task Status functionality allows you to customise the Tasks Status values which are available to the Task List Items within the My Collections application. The Manage Task Status screen is accessed from the Task List Elements button group and is illustrated below.

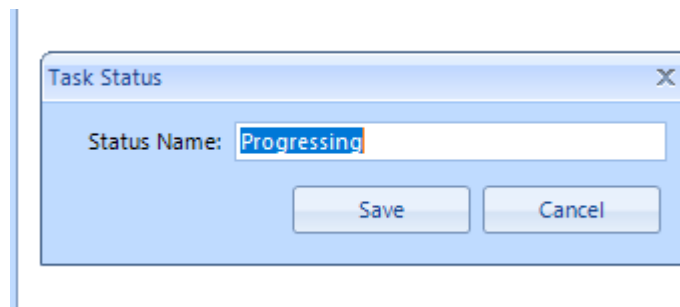


The Manage Task Status screen contains a list of all the currently available Task Statuses and has four buttons along the bottom of the screen, these being;

- **Add:** The Add button allows for the addition of new Task Status items. When this button is pressed the Task Status screen is displayed and a new Task Status may be entered. Press the Save button to save the Task Status or the Cancel button to cancel the entry of the Task Status item and return to the Manage Task Status screen.



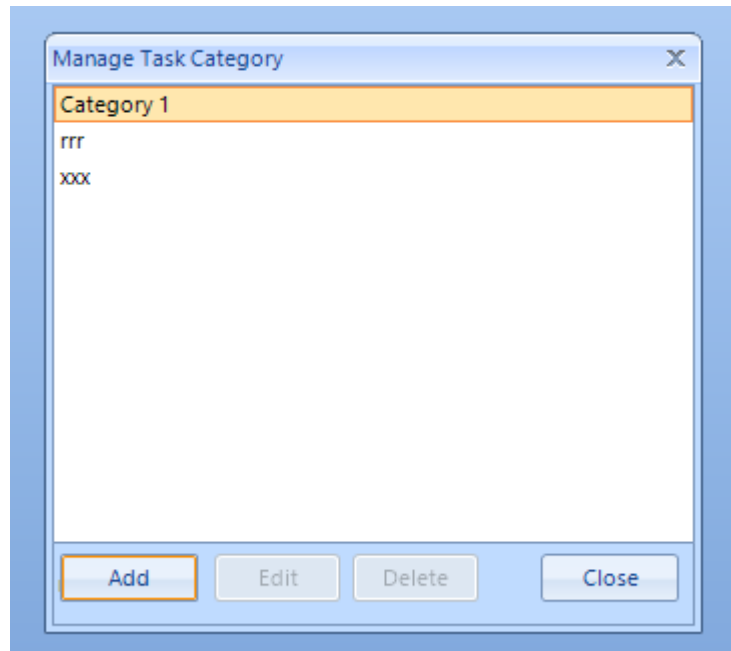
- **Edit:** The Edit button allows for the editing of existing Task Status items. When this button is pressed the Task Status screen is displayed with the selected Task Status value being displayed in the Status Name Field. You can edit the Task Status name as desired. Press the Save button to save the Task Status or the Cancel button to cancel the entry of the Task Status item and return to the Manage Task Status screen.



- **Delete:** The Delete button allows for the deletion of the selected Task Status. When this button is pressed you are first prompted to delete the the selected Task Status item. If you confirm Yes to the Delete Confirmation screen then the selected Task Status item will be deleted, otherwise if you select No then the selected item will be retained and you will be returned to the Manage Task Status screen.
- **Close:** The Close button, when pressed, closes the Manage Task Status screen.

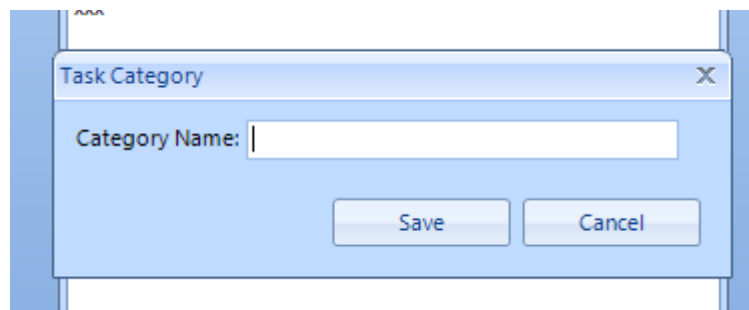
1.4.3.3.2. TASK CATEGORY

The Manage Task Category functionality allows you to customise the Tasks Category values which are available to the Task List Items within the My Collections application. The Manage Task Category screen is accessed from the Task List Elements button group and is illustrated below.



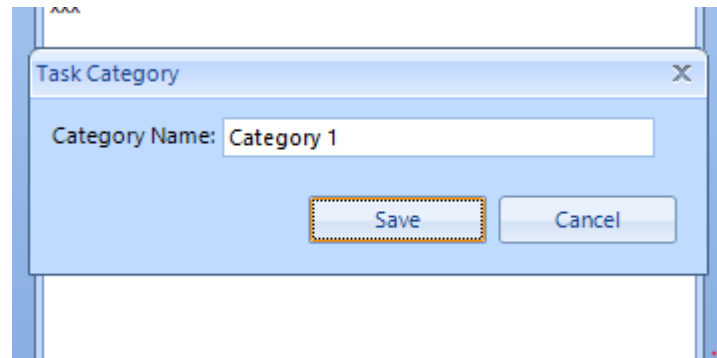
The Manage Task Category screen contains a list of all the currently available Task Categories and has four buttons along the bottom of the screen, these being;

- **Add:** The Add button allows for the addition of new Task Category items. When this button is pressed the Task Category screen is displayed and a new Task Category may be entered. Press the Save button to save the Task Category or the Cancel button to cancel the entry of the Task Category item and return to the Manage Task Category screen.



- **Edit:** The Edit button allows for the editing of existing Task Category items. When this button is pressed the Task Category screen is displayed with the selected Task Category value being displayed in the Category Name Field. You can edit the Task Category name as desired. Press the Save button to save the Task Category or the Cancel button to cancel the entry of the Task Category item and return to the

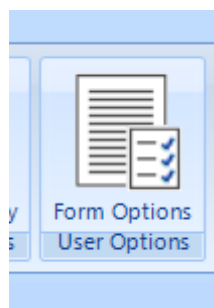
Manage Task Category screen.



- **Delete:** The Delete button allows for the deletion of the selected Task Category. When this button is pressed you are first prompted to delete the the selected Task Category item. If you confirm Yes to the Delete Confirmation screen then the selected Task Category item will be deleted, otherwise if you select No then the selected item will be retained and you will be returned to the Manage Task Category screen.
- **Close:** The Close button, when pressed, closes the Manage Task Category screen.

1.4.3.4. USER OPTIONS BUTTON GROUP

The User Options button group provides access to the Form Options functionality within the My Collections application, as shown below.

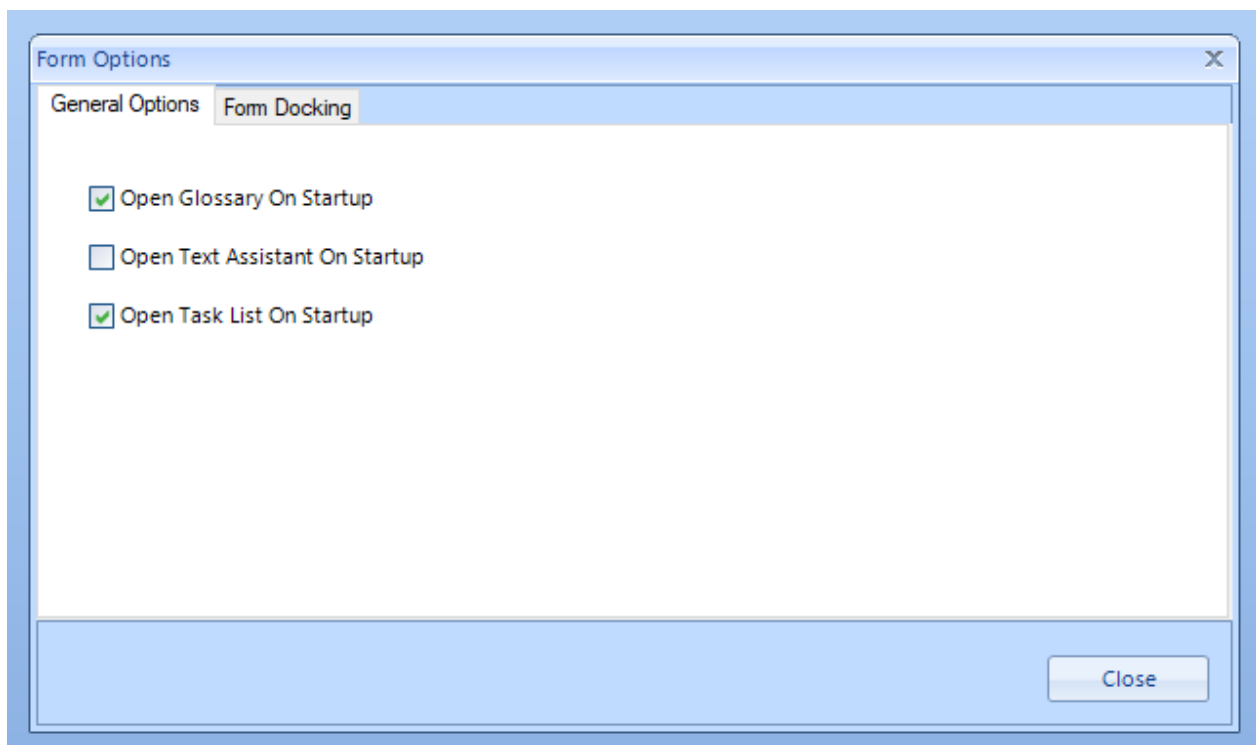


This button group contains only one button:

- **Form Options:** The Form Options button provides access to allow you to nominate which forms should be automatically opened when the My Collections application starts and where the My Collections dockable forms should be docked when they are first opened. For further details see the [Form Options](#) help section.

1.4.3.4.1. FORM OPTIONS

When the Form Options button is pressed the Form Options screen is displayed. This screen allows for the nomination of which forms open when the My Collections application is first started and where the My Collections dockable forms dock when they are first opened. The Form Options screen is illustrated below.



The Form Options screen consists of two tabs:

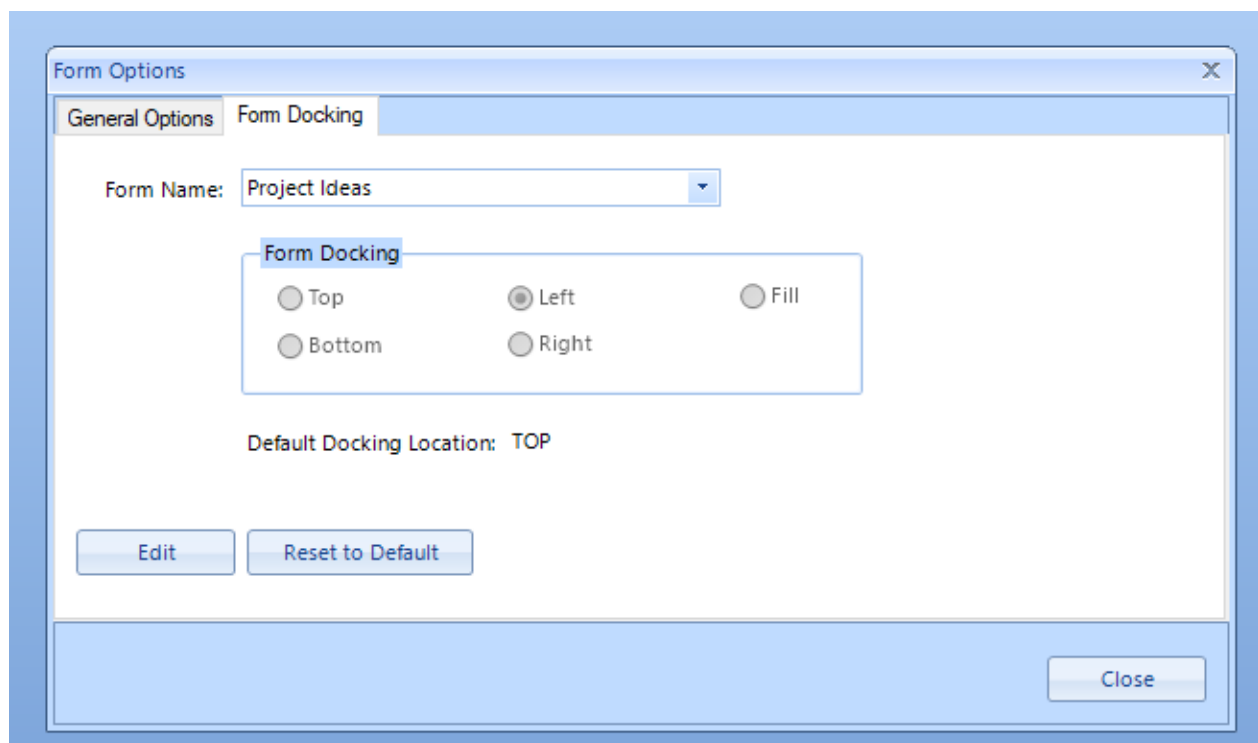
- **General Option:** The General Options tab, as shown in the illustration above allows for the nomination of which screens to automatically open at start up. The available screens are:

Glossary

Text Assistant

Task List

- **Form Docking:** The Form Docking screen allows you to select where the My Collections dockable forms dock when they are first opened. Select the name of form from the Form Name drop down list and the current docking position will be displayed in the Form Docking group box. To change this position press the Edit button and from the edit docking position screen select the new docking position for the currently selected form. To reset the dock position to its original location press the Reset to Default button.

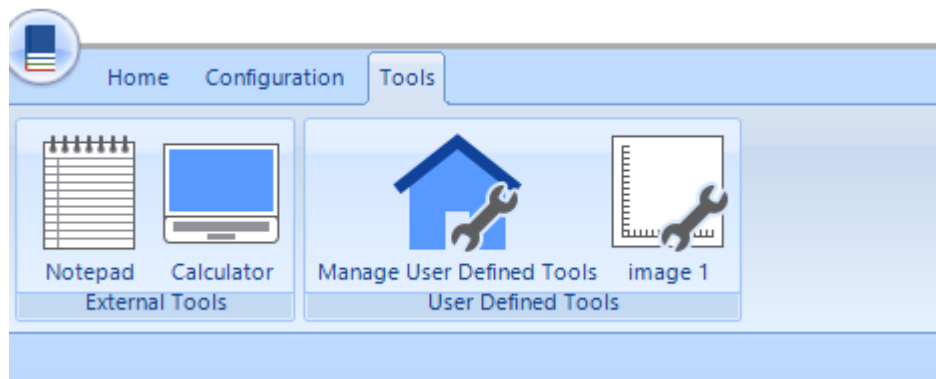


1.4.4. TOOLS TAB

From the My Collections Tools tab you can not only access the default external tool set consisting of the Windows Calculator and Notepad but you can also add in and access your own custom tool set. The Tools tab is shown below.

The Tools tab is illustrated below and contains the following button groupings:

- **External Tools:** The External Tools button group provides access to two default external tools; the Windows Notepad and the Window Calculator. By clicking on one of these two buttons then the respective external application is launched.
- **User Defined Tools:** This functionality allows you to not only create and manage your own custom external tools but also provides you with direct access to these tools allowing you to access them directly from the User Defined Tools button group. The main button contained within this button group is the Manage User Defined Tools button, while additional buttons are also displayed next to this for each of the tools you define through the Manage User Defined Tool screen. For more information about Manage User Defined Tools button see the [Manage User Defined Tools](#) help section.

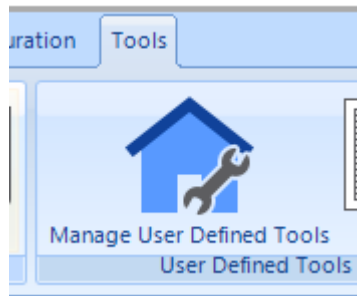


1.4.4.1. USER DEFINED TOOLS BUTTON GROUP

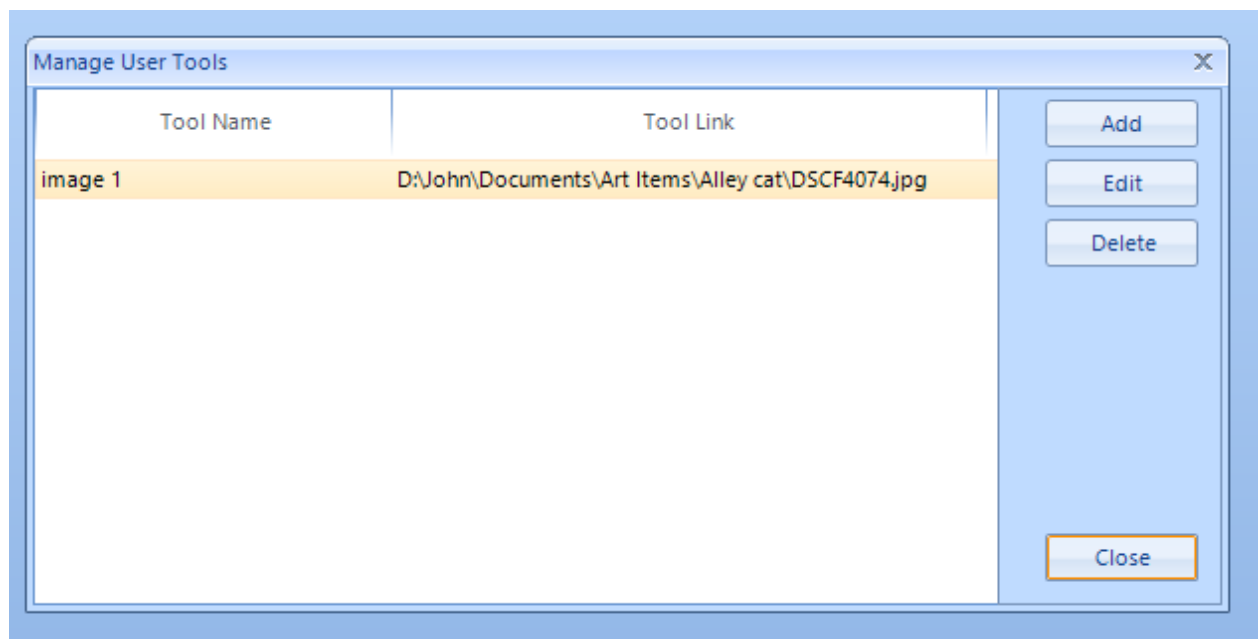
The User Defined Tools Button Group allows you to not only create and manage your own custom external tools but also provides you with direct access to these tools allowing you to access them directly from the User Defined Tools button group. The main button contained within this button group is the Manage User Defined Tools button, while additional buttons are also displayed next to this for each of the tools you define through the Manage User Defined Tool screen. For more information about Manage User Defined Tools button see the [Manage User Defined Tools](#) help section.

1.4.4.1.1. MANAGE USER DEFINED TOOLS

The Manage User Defined Tools button allows you to add and edit your own custom tools.



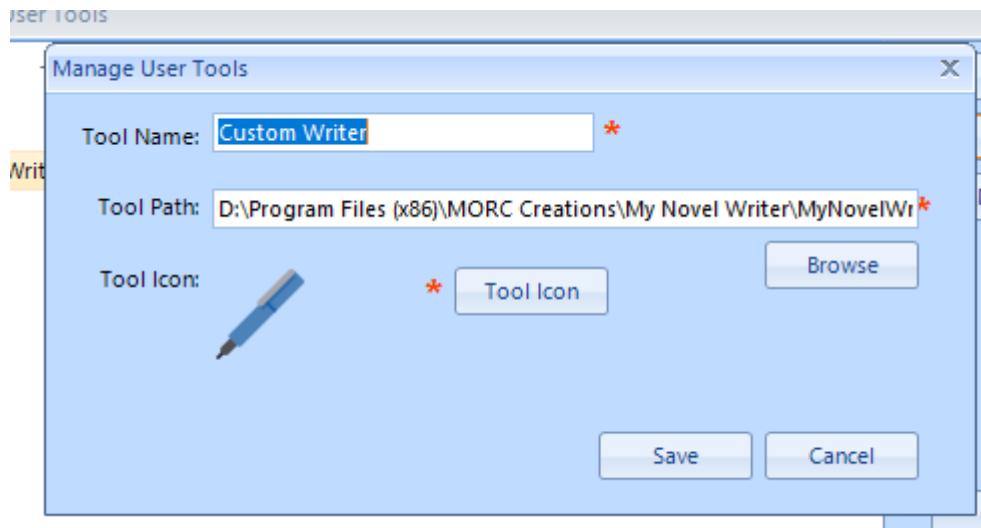
When pressed this button opens the Manage User Tools screen, as illustrated below.



This screen contains a list of the currently available custom external tools on the left and a list of four buttons on the right. The buttons available on this screen include:

- **Add:** The Add button allows for the addition of a new user defined tool. When this button is pressed the Manage User Tools screen is displayed. This screen allows for the entry of the following information:
 - Tool Name; which may be directly typed in but which must be unique for each tool

- Tool Path; this path may be typed directly into the textbox or the file may be selected through the use of the Browse button.
- Selection of the Tool Icon; using the Tool Icon button which opens an icon selection dialog.



When the new user tool is saved it automatically appears in the User Defined Tools Section.

- **Edit:** The Edit button allows for the editing of the selected tool item. When this button is pressed the Manage User Tool screen is displayed with the selected tool information being displayed. ready for editing. See the Add section above for the entry of User Tool field information.
- **Delete:** The Delete button allows for the deletion of the selected custom user tool. You are first prompted with a Delete Confirmation screen prior to the tool being deleted. If you select Yes in the Delete Confirmation screen then the tool is removed from the application, while selecting No retains the tools within the application.
- **Close:** The Close button closes the Manage User Tools screen and returns you to the main My Collections application screen.

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