

# Quick-Start Guide

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1. Insert the **Showcase** installation CD  
*If the Setup program does not start automatically, click on START, then RUN, then enter the command D:SETUP (If your CD drive is not drive 'D:', substitute the appropriate letter)*
2. Choose the default answers to each of the installation questions
3. Start **Showcase** by clicking the Showcase icon on the Windows desktop. When prompted, enter ADMIN for both the username & password  
*If the Setup program could not place an icon on the desktop, click START, then RUN, then enter the command C:\Showcase\Scase20*
4. Follow the demonstration guide on the reverse side to explore **Showcase's** exciting features!

**Questions or a problem?**

**Just call us at 888-633-7444**

# Demonstration Guide

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To run the demonstration program, double-click the **Showcase** icon on your Window's desktop. *If the Setup program could not place an icon on the desktop, click START, then RUN, then enter the command C:\Showcase\Scase20.* **When prompted for a Username and Password, enter ADMIN for both.**

## **REMEMBER THAT ICE SHAVER?**

Let's start by looking at an ice shaver that was donated some time ago. An individual just called to inquire whether you had one in your collection. From the **Showcase** menu, click on OBJECTS in the left column.

When the object screen is displayed, click on the name field in the upper-left corner of the screen. Type ICE and then click the FIND button. If you had a number of objects in the database with names beginning 'ice', it might be easier to locate the shaver by entering more of its name. However, since there is only one, we can just enter a few letters of the name.

**Showcase** now displays the ice shaver's basic information. To scroll objects, click the PREV and NEXT buttons. Notice the quantity of information & picture to assist in identifying the correct object. (You may also retrieve objects utilizing their object number). From the Location field on the screen, we see that the ice shaver is on exhibit in the Barn!

Click the EDIT button so that you can view (or edit) the ice shaver's information. In addition to the identifying information on the blue DESCRIPTION tab, click the yellow SOURCE & NOTES tab to display the donor, various notes, and up to 3 lines of information which can be automatically printed on exhibit display cards! Click the green PHOTOGRAPHS tab to display more photos. Up to 6 photos of an object can be stored in **Showcase!** Since the caller indicated they'd like a photo of the ice shaver, we'll print the available photos. From the green tab, double-click one of the photos, then click PRINT PHOTO-MEDIUM. Click RETURN to view the photo page again. When you're finished with the object, click QUIT in the upper-right corner of the screen.

## **TRY ONE OF YOUR OWN!**

Try adding one of your own objects. On the OBJECTS screen, click NEW and enter the object's name and assign it a number. All of the remaining information is optional, so you can enter as much or as little as you like. Since we don't have a photo of your object, we'll attach one of the photos in the demonstration database, just so you can see how easy it is. Click the green PHOTOGRAPHS tab, then click any of the BROWSE buttons. When the dialog box is displayed, double-click the PICTURES folder, then double-click one of the displayed photos. The photo should now appear on the green tab. When you are finished, click SAVE at the top of the screen.

## **EXPLORE YOUR VISION!**

We created **Showcase** to bring extraordinary value to your organization. We invite you to enter more objects, edit the existing objects, & run the various reports. In addition to enhancing your operation & ability to serve the public, imagine how delighted your patrons will be with your professional management of their treasured gifts!

**Need more information? Call us 888-633-7444 or visit us at [www.softwareinventors.com](http://www.softwareinventors.com)**