### Course Contents

#### Inmagic DB/Text – Level 1 (1Day)

**Focus:** Clients that have DB/Text and are new users. Covers the basics of getting started.

**Pre-requisite:** A basic knowledge of Microsoft Windows.

- Introduction to the software
- Searching
- Data capturing
- Editing functions
- Maintain Textbases: Backups & Recovery

#### Inmagic DB/Text – Level 2 (1Day)

**Focus:** Clients that have already completed the Level 1 course and need more skills to manage their databases.

**Pre-requisite:** Completed DB/Text Level 1 and a basic knowledge of Microsoft Windows.

- Create new Textbases
- Validations
- More searching
- Passwords
- Basic Query screen design
- Basic Form design
- Import & Export
- Manage Textbase elements
- Maintain Textbases

#### Inmagic DB/Text Advanced (1 Day)

**Focus:** Clients with DB/TextWorks. Advanced functions of DB/TextWorks.

**Pre-requisite:** DB/Text Level 1 and Level 2 Courses (NOT the Library Module Course) Must have worked on the system for at least 4-6 months.

- Linking of Textbases and design of linked forms
- Report sorting - primary sort, exploded and interfiling
- Advanced Structure design
- Manage Textbases: Copy, Delete, Rename and Recovery of Textbase
- Tools: Options
- Send Report as Mail
- Copy Special
- Linking images and launching files with Inmagic
- Sets: Saving, editing, loading, and displaying
- Write to File and Write Report to HTML
### Inmagic DB/Text Report and Form Designing (1 Day)

**Focus:** Advanced functions of the DB/Text forms designer.  
**Pre-requisite:** DB/Text Level 1 and Level 2 or Library Module Course.

- Design of Forms – report, display and print
- Calculations in forms
- Displaying Linked fields
- Adding images
- Working in Margin and Record Areas
- Anchoring Boxes
- Logo’s and backgrounds
- Sort levels and “exploded” sorting

### DB/Text for SQL Administrator (1 Day)

**Focus:** Clients with Content Server. This course is only for the Systems Administrator or Library Manager.  
**Pre-requisite:** Basic knowledge of Windows and internet.  
**NB!** Compulsory with Installation of Db/Text for SQL

- Working with the CS Administrator Programme
- Backups
- Renaming of Textbases, Unlocking records etc.
- Recovery of Textbases
- Introduction to the Content server: Importing & Exporting
- Testing and trouble shooting

### Library Module (1 Day)

**Focus:** Clients that have the DB/Text Library Module.  
Covers library management functions: ordering, cataloguing, loans, and journal management and inter-library loans.  
**Pre-requisite:** DB/Text Level 1, a basic knowledge of library procedures. Basic Cataloguing knowledge (See separate Cataloguing course)

- Ordering Items like Monographs, Electronic files, Journals etc.
- Cataloguing of Monographs, Electronic files, Journals etc.
- Printing labels and sending notifications of new arrivals
- Loans: Lending and returning catalogued items
- Renewals and reminders
- Borrowers: Adding Borrowers.
- Journal Management
- Statistics
**Journals Management (1 Day)**

**Focus:** In depth course on the Library Module's journal management procedures.

**Pre-requisite:** Library module course.

- Ordering Journals / Receiving Journals
- Checking in Journals / Routing
- Linking Table of Contents Scanned images
- Claiming Missing Issues
- Lending/ Renewals

**GENIE (1 Day)**

**Focus:** Clients with GENIE. Covers library management functions: ordering, cataloguing, loans, and journal management.

**Pre-requisite:** Basic knowledge of windows and internet.

- Orders – Placing Orders.
- Create Item records
- Catalogue – Books /Journals/Articles
  - Print Spine labels
  - Using the info cart/trolley
  - Create Excel files from search results
  - Attach scanned Images / Upload Electronic files and images
  - Catalogue Webpages
- Loans – Issue loans / Return Loans
  - Waitlists / Renewals
- Serials – Check-in / Routing /Route scanned TOC
  - Claim missing issues
- Statistics and Reports

**GENIE LIBRARY Administrator (1 Day)**

**Focus:** Clients with GENIE. This course is only for the library manager or database administrator.

**Pre-requisite** DB/Text Level 1 and GENIE library course.

- Backups / Recovery of textbases
- Working with DB/Text to access Textbases from the desktop application
- Batch modifications / Database Integrity checks / Validation files
- Marc Transformer

**Indexing (1 Day)**

**Focus:** A short course covering the basics of indexing: analyzing the information item, normalizing concepts, assigning index terms, maintenance of the index language and depth of indexing specificity.

**Pre-requisite:** Working knowledge of Microsoft Windows

- Practical assignment:
  - Theoretical concepts about Indexing
  - Indexing Journal Articles
  - Capturing the completed reference in Inmagic DB/TextWorks’ Library Module.
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<th>Course</th>
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| **Cataloguing (1 Day)** | **Focus:** An introductory course to elementary cataloguing and data capturing. DB/Text’s Library Module will be used as application software.  
**Pre-requisite:** Working knowledge of Windows  
**Content:**  
Overview of a basic record / Sources of information  
Elements of the title page / Authors  
Publishing data / Physical description Important numbers  
Non-printed materials / Journals/Serials |
| **Inmagic Power-User (1 Day)** | **Focus:** Tips and tricks.  
**Pre-requisite:** DB/Text Level 1 and Level 2  
Using Inmagic for tasks other than your normal Library functions, like keeping statistics. Looking at using the form designer to print on different formats and barcode printers. |
| **Launching files with Inmagic (1 Day)** | **Focus:** Launching electronic files with Inmagic  
**Pre-requisite:** DB/Text Level 1 and Level 2  
Looking at images and paths  
Launching text files and importing full text |
| **WebPublisher PRO Introduction (1 Day)** | **Focus:** Clients with both DB/TextWorks and WebPublisher.  
**Pre-requisite:** DB/Text Administrator & WebPublisher Courses.  
Create forms for WebPublisher:  
- Tabular Report form  
- Display form with all fields  
- Edit screen for interactive editing  
- Create 2 search screens  
  - Advanced Search screen – allows for editing  
  - Search screen for User interface |
WebPublisher PRO Advanced Designer Course (1 Day)

**Focus:** Clients with both DB/TextWorks and WebPublisher.

**Pre-requisite:** DB/Text Administrator & WebPublisher Courses.

Create forms for WebPublisher:
- Report form
  - Links to files like PDF/word/sound/video clips
  - Links to Web pages
- Display form with images/full text and links to files
- Edit screen for interactive editing with default values
- Create 2 search screens
  - Search screen with password – allows for editing
  - Search screen for User interface
  - URL links on Search screens

Interactive screens on the Web and retrieval of changed records for quality control.
Saved Sets and creating Menu screens.

GENIE Cataloging – (1 Day)

**Focus:** Clients who are responsible for Cataloging using the GENIE.

**Pre-requisite:** GENIE Introduction course.

**Content:**
- Overview of a basic record / Sources of information
- Elements of the title page / Authors
- Publishing data / Physical description Important numbers
- Non-printed materials / Journals/Serials
- Cataloging with GENIE

GENIE: Journal Management (2 Days)

**Focus:** Managing Journals on GENIE.

**Pre-requisite:** GENIE introduction.

**Content:**
- Ordering Journals / Receiving Journals
- Checking in Journals / Routing
- Linking Table of Contents Scanned images
- Claiming Missing Issues
- Lending/ Renewals