

# Say It With Charts Complete Toolkit

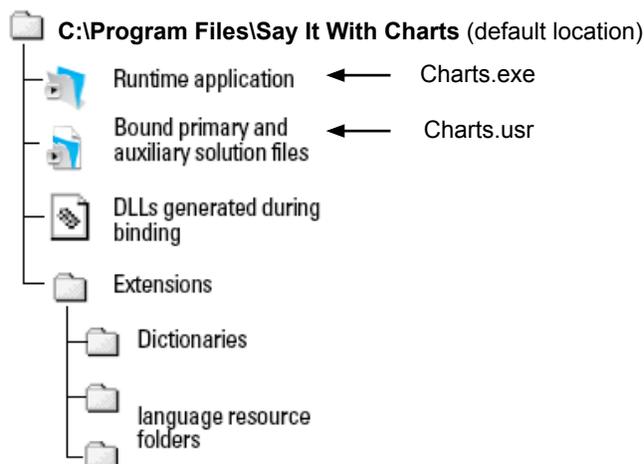
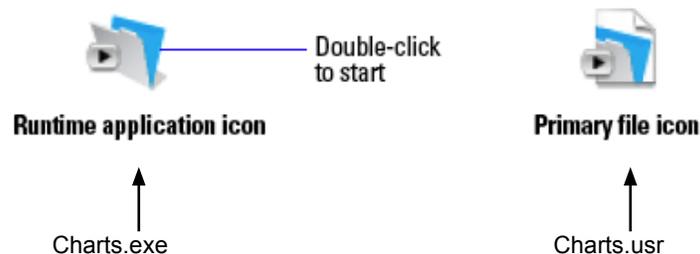
This document provides late-breaking information about Say It With Charts. For additional information, please see Say It With Charts Help, consult the documentation included with your software.

## How to install and launch the application

1. Insert the “Say It With Charts Complete Toolkit” CD-ROM.
2. If the installer does not launch automatically, open the CD-ROM in Windows Explorer and double-click on the “Say It With Charts.msi” icon to launch the installer.
3. Follow the on-screen instructions to install this application in the default installation location:  
C:\Program Files\Say It With Charts\.
4. You can launch the application by double-clicking on the shortcut created on your Desktop or by selecting the shortcut from Start menu > All Programs > Say It With Charts > Charts.exe.
5. You will be prompted to enter your first and last name the first time the application is launched, as a requirement of using this software. The application will terminate if this information is not entered or if you choose to cancel.
6. You will be presented with the McGraw-Hill Companies End User License Agreement (EULA) the first time this application is launched. You must agree to the terms of the EULA or the application will terminate.

**Important:** If you choose to navigate to the application directory and launch the application manually, double-click the runtime application icon, not the primary file icon. If your system preferences are set to hide extensions, you can determine the application from the primary file by the icon. The icon for the application is an open folder with an arrow button and the icon for the primary file is a document with a graphic of an open folder and arrow button.

**Caution:** Do not rename the primary or auxiliary solution files. If you do, relationships and external scripts may not work properly.



## How to use “Find Matching Records” to perform a “quick find.”

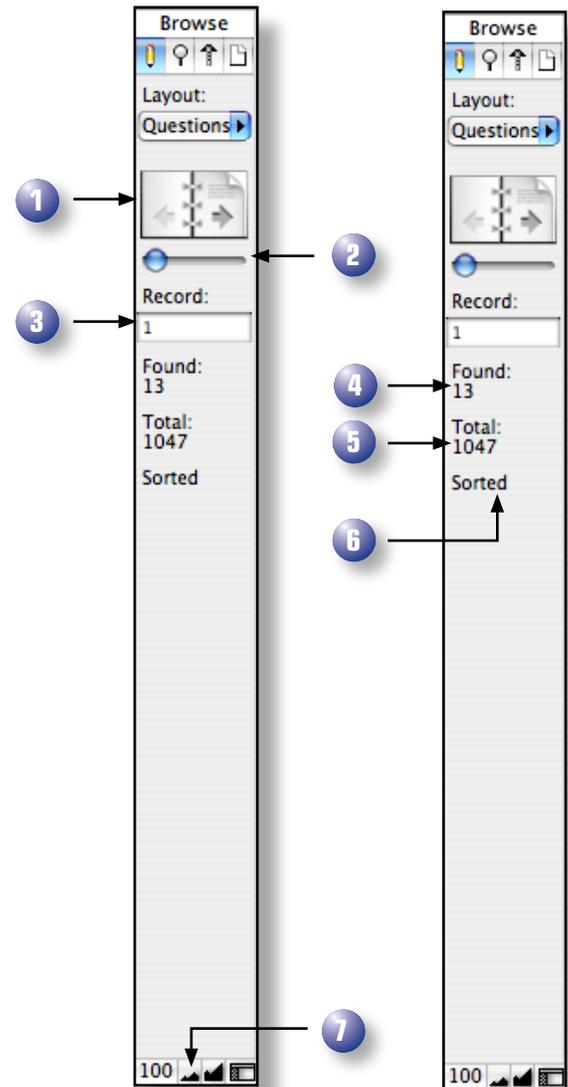
Click in a field containing the information you want to match or select just the words or characters that you want to find in the field.

Right-click (Windows) and then select Find Matching Records. Choose Extend Found Set to find more records, or choose Constrain Found Set to narrow down the records—all without typing.

## Instructions for using the status area to navigate through the application.

The status area (the interface elements to the left of the content area) contains buttons and controls for navigating through the records (Graphics) as well as through the screens of the application.

1. Click on the book icon to navigate through records (the same functions are available by clicking on the “Previous” and “Next” buttons).
2. Click and drag the slider control below the binder to navigate to records that are multiple places from the current record.
3. The current record number is displayed in the edit box labeled “Record:” below the slider.
4. If the current records are a subset of the total number of records, known as a “Found Set,” you will also see the number of records in the Found Set under the label “Found:” If the Found Set contains zero records, you will not be able to navigate to previous/next records and will receive an error alert if you attempt to enter text in a field. If you receive the error: “No records are present...”, you may choose “Show all records” from the “Records” menu or use the shortcut, Ctrl + J.
5. The total number of records for the current table is displayed under the label “Total:”
6. The sort status of the records in the current table is displayed below the total number of records as “Sorted” or “Unsorted.”
7. The buttons at the bottom of the Status Area that resemble small mountains and larger mountains, allow you to zoom-out and zoom-in.



The Status Area is not available on all screens.

## Instructions for creating backups of your data.

To create a backup of your data, select “Backup” from the “File” menu.

You will be prompted to choose a location and a filename for the backup.

Consider developing a standard routine and naming convention for your backups, such as creating a backup nightly, before leaving for the day. A typical naming convention would include appending the date to the name of the backup, for instance “Charts\_05162006”.

## **Instructions for exporting data from Say It With Charts for backup and upgrades to future versions.**

Select “Export” from the “File” menu and choose a location to save the exported file.

## **Instructions for recovering data from a corrupt file.**

Power failures, hardware problems, or other factors can damage a FileMaker database file. If your database solution becomes damaged, you will need to recover the damaged file. When the runtime application discovers a damaged file, a dialog box appears, telling the user to contact the developer. Even if the dialog box does not appear, files can become corrupted and exhibit erratic behavior.

### **To recover a damaged file:**

\* On Windows machines, press Ctrl+Shift while double-clicking the runtime application icon. Hold the keys down until you see the Open Damaged File dialog box.

\* Recovering a damaged file should be used as a last resort and not as file maintenance.

### **During the recovery process, the runtime application:**

\* creates a new file

\* renames any damaged file by adding Old to the end of the filenames (for example, Charts is renamed to Charts Old)

\* gives the repaired file the original name

If you experience unusual behavior in the recovered files, you should revert to a backup copy that was made before the file became corrupt, or contact tech support.

### **After a file has been recovered:**

- 1.** Recover the damaged solution file using the method described above.
- 2.** Open the recovered solution file.
- 3.** Choose File menu > Save a Copy As.
- 4.** In the dialog box, choose compacted copy (smaller) from the Save as drop-down list, name the file, and click Save.  
Give the compacted file the same filename as the original file.
- 5.** Make a copy of the original database and import the data from the recovered file into it.

## **A link to McGraw-Hill’s technical support.**

<http://books.mcgraw-hill.com/techsupport/>

## **Exclude the Say It With Charts directory from antivirus scans to prevent file corruption.**

### **ISSUE:**

Antivirus software may cause file corruption.

### **RESOLUTION:**

Please set the antivirus software so that it does not scan the Questions application folder.

The antivirus software should instead scan the backup folder, if scanning of the files is necessary. Please schedule the antivirus software so that it does not scan during the time you are working in or backing up your database files. It is preferable to scan the database files after the files have been backed up completely.

### **EXPLANATION:**

An antivirus program could lock bytes within a file while it is scanning the file for viruses. Such a lock could cause the operating system to return an error when the Questions application tries to write data to the file, resulting in the file being closed as damaged.

Please contact your antivirus software provider or refer to your user manual for instructions on excluding files and folders from scanning.

## **Instructions for performing Advanced Searches.**

The Find mode can be accessed in multiple ways:

- 1.** Select Find from the Mode Pop-menu at the bottom of the Status Area.
- 2.** Choose View > Find Mode.
- 3.** Click the Find Mode button (magnifying glass) at the top of the Status Area.
- 4.** Press Ctrl+F.

Find Mode displays as an empty record, you will enter the information you wish to find in the empty fields to create a Request/search criteria.

After your search criteria has been entered, click on the rectangular “Find” button in the Status Area, not the Find button in the content area which includes a magnifying glass. The latter find button is used as a simple search which limits the fields you may search.

You will be presented with an alert message if no records are found matching your search criteria. Click on the Modify Find button to make changes to your Request and try again or click on Cancel to exit the Request.

## **Windows minimum system requirements.**

- Pentium III 500MHz or higher
- 256MB of RAM
- CD or DVD drive and hard disk drive
- SVGA (800 x 600) or higher resolution video adapter and display
- Windows 2000 (Service Pack 4), Windows XP (Service Pack 2)

## **Instructions for finding information about your computer.**

Information, such as OS version, processor and speed, as well as the amount of installed RAM, can be determined by referring to the “General” tab of the “System” control panel.

Please consult the documentation provided with your system for OS specific instructions.