

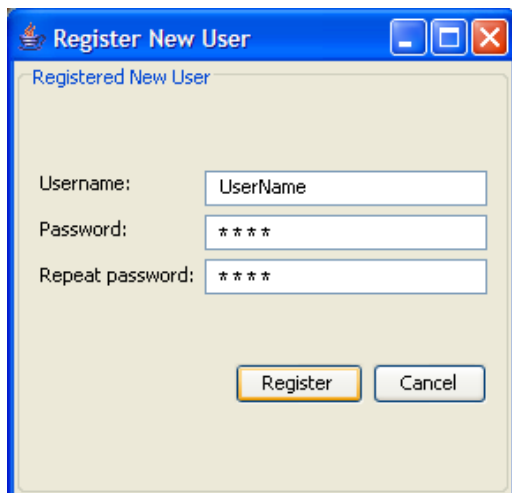
TeddySoft Media Library Tutorial

Welcome to the TeddySoft Media Library Tutorial. I am Dexter the Indexer, and will be your guide for this tutorial.

First lets start off by opening up TeddySoft Media Library, you should be greeted with the following screen:



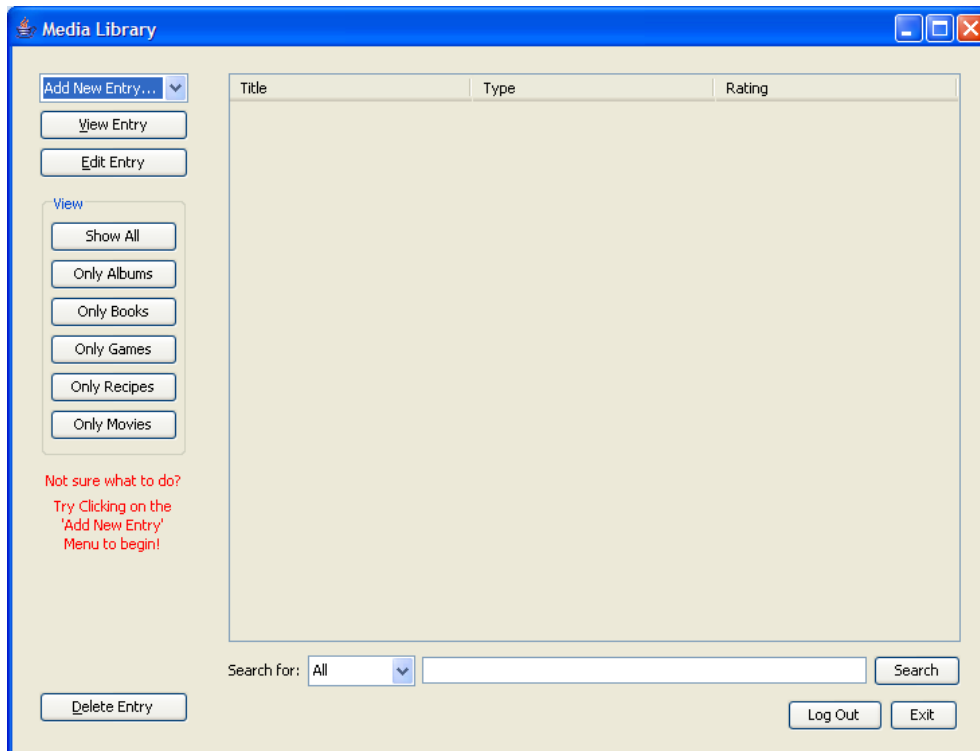
From here, simply click on the "Register new user" button to create a profile for yourself.



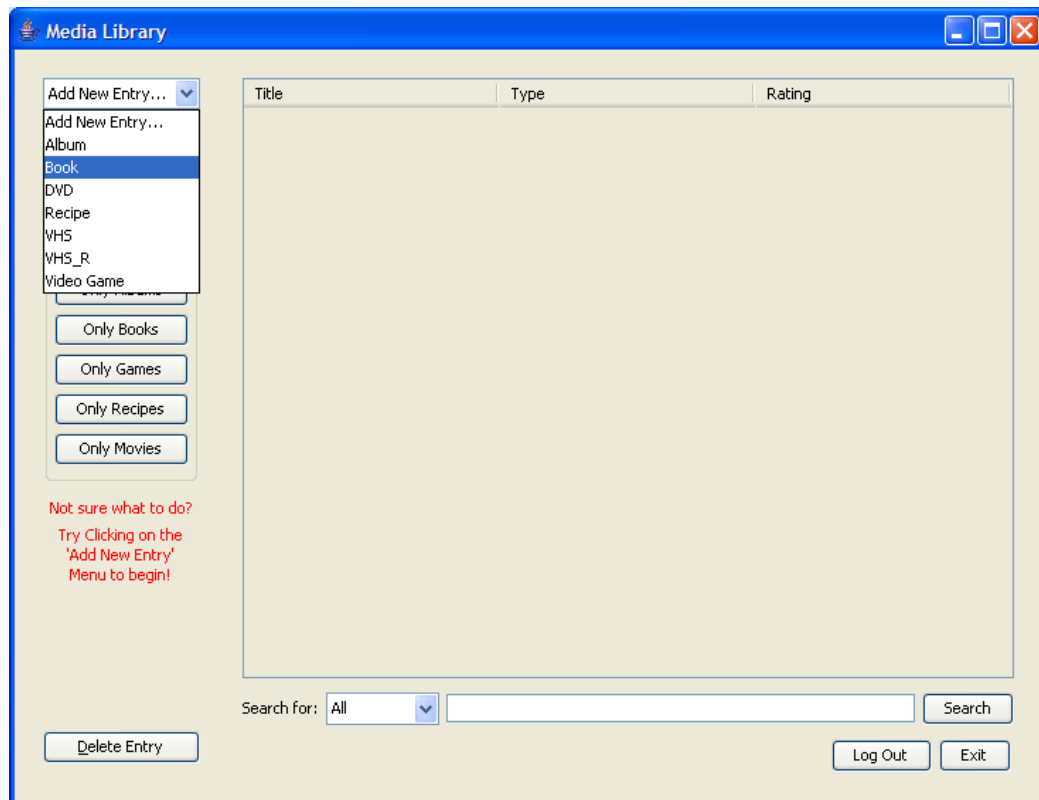
Now simply enter a username, and a password. Repeat the password just in case of spelling errors. Select register to register your new user profile.



Now you can log into the system by simply typing your new username and password, and pressing the "Sign in" button.



From here, you can click on the dropdown window “Add New Entry...” and select which type of entry to add to your own personal media library. For my research paper, I need to cite the Hitchhikers Guide to the Galaxy, by Douglas Adams. So let’s select “Book”.



And the following window will appear.

The screenshot shows the 'Add Book' application window. It has two main sections: 'Book Information' and 'Rating'. The 'Book Information' section contains fields for Title (filled with 'Hitchhikers Guide To The Galaxy'), Genre (dropdown set to 'Science Fiction'), Author (filled with 'Douglas Adams'), Edition, Publisher (filled with 'Apple Books'), Publishing year (filled with '1979'), Publishing place (filled with 'Edmonton'), and ISBN number. A note below the Author field says: 'For multiple authors, separate authors with a semicolon (;). (Eg. Stephen A. Smith; John B. Jones)'. The 'Rating' section has radio buttons for 1 Star, 2 Stars, 3 Stars, 4 Stars, and 5 Stars (selected). Below these is a 'Description' text area filled with 'Searching for the answer to life, the universe, and everything.' and a 'Review' text area filled with 'Funny book. Must read again.'. At the bottom are buttons for 'Add', 'Add another', and 'Close'.

In this example, I’ve already filled out all necessary information. If you want to add another book, simply click “Add another”. If you want to add this book, and return to the menu, just click “Add”. We’ll just click “Add”.

As you can see, our book has been added to the table. We can select it and click on the View Entry to view it, or we can edit it for any mistakes. Let's view the entry.

The Media Library window displays a table with the following data:

Title	Type	Rating
Hitchhikers Guide To The Galaxy	Book	5

Buttons on the left: Add New Entry..., View Entry, Edit Entry. View filters: Show All, Only Albums, Only Books, Only Games, Only Recipes, Only Movies. Search bar at the bottom with a dropdown set to 'All'. Buttons: Delete Entry, Log Out, Exit.

If you'll notice, at the bottom, there is an extra bar for citations. We can simply copy and paste this into our reference list, if we want to use it in a paper.

The View Book window displays the following information:

Book Information

Title: **Hitchhikers Guide To The Galaxy**
Genre: **Science Fiction**
Author: **Douglas Adams**
Edition: **N/A**
Publisher: **Apple Books**
Publishing date: **1979**
Publishing place: **Edmonton**
ISBN number: **N/A**

Rating

☐ 1 Star
☐ 2 Stars
☐ 3 Stars
☐ 4 Stars
☒ 5 Stars

Description

Searching for the answer to life, the universe, and everything.

Review

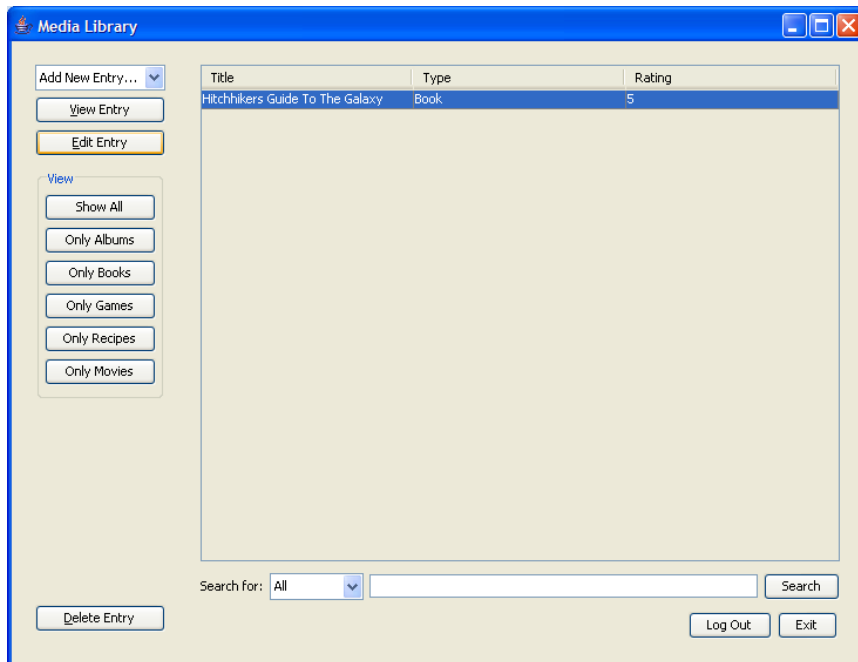
Funny book. Must read again.

Citation

Adams, D. (1979). Hitchhikers Guide To The Galaxy. Edmonton: Apple Books.

Close

Let's close this window, and return back to our main window.

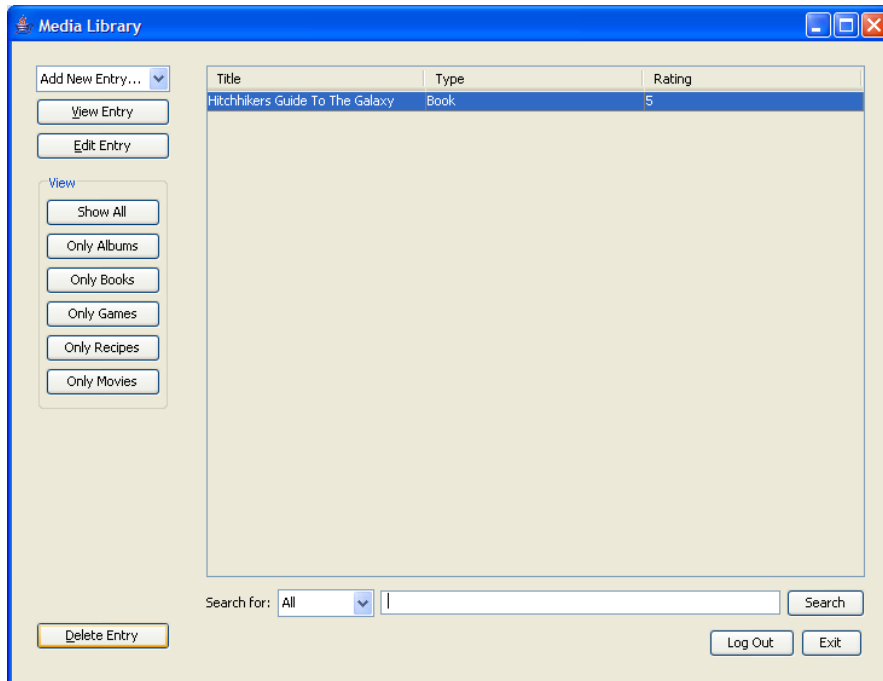


I believe I made a mistake with the publisher, let's select the Edit button, just below view and change this so that our citation will be correct.

The screenshot shows a window titled "Edit Book". It is divided into several sections. The "Book Information" section contains fields for Title (Hitchhikers Guide To The Galaxy), Genre (Science Fiction), Author (Douglas Adams), Edition, Publisher (Penguins Limited), Publishing year (1979), Publishing place (Edmonton), and ISBN number. The "Rating" section has radio buttons for 1 Star, 2 Stars, 3 Stars, 4 Stars, and 5 Stars (which is selected). The "Description" section contains a text area with the text "Searching for the answer to life, the universe, and everything." The "Review" section contains a text area with the text "Funny book. Must read again." At the bottom right, there are "Save" and "Cancel" buttons.

You can edit any information here, to assure that it is correct.

Now, I don't believe I even used this reference in my research paper, so you can just delete the entry by selecting "Delete entry".



And Voila, the Item is removed. That concludes this tutorial. If you want to switch users, you can select the "Log Out", or you can exit the program via the "Exit" button, or the [X] on the top right.

