



# **User's Manual**

## Thanks

Thank you for your purchase of the **eBook Tracker**. It will help you avoid the common problem that most ebook purchasers face - never knowing exactly what ebooks they have, what they contain, how much has been spent etc.

This guide will help you get the most from your **eBook Tracker** program.

## Pre-Installation

You should have downloaded a zipped (compressed) file called **ebook setup.zip**. You will need an unzip utility to uncompress it so it can be installed. If you don't already have an unzip program, a few suggestions are given below.

**WinZip** is very popular but is a shareware product meaning you agree to pay for it if you continue to use it. An evaluation copy can be downloaded for free from <http://www.winzip.com>

**ZipCentral** is a popular free zip/unzip utility. You can get your copy at <http://zipcentral.iscool.net/>

Follow the download instructions for whichever program you decide to use.

When the zip/unzip program is installed, it should automatically start when you double click on any 'xxx.zip' file. Since each program operates slightly differently, you will need to read the help instructions if you have problems.

For ZipCentral, double clicking on any zipped file should display the ZipCentral window showing the name of the file that can be extracted (uncompressed). To proceed, just click on the Extract icon at the top, click on Browse and select the location where you want the uncompressed file to be stored, then click OK.

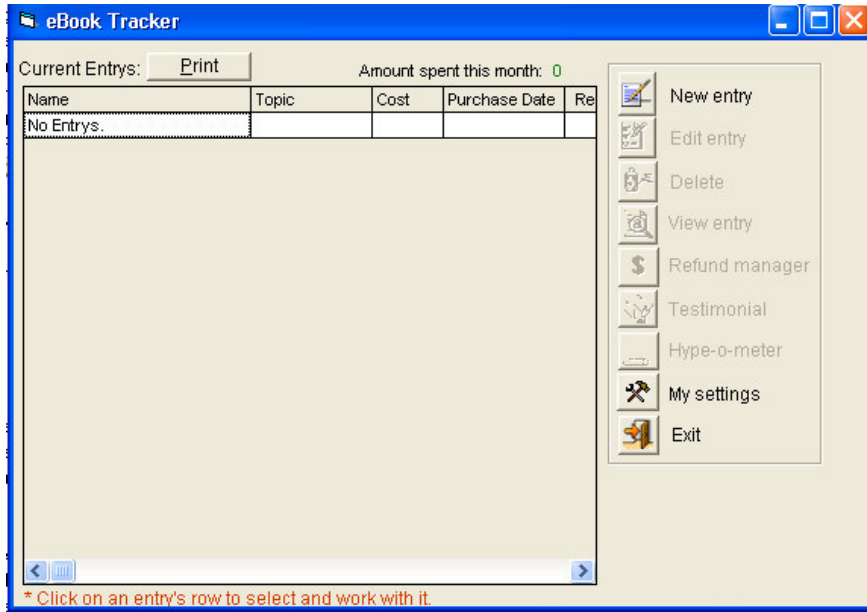
Regardless which unzip program you use, select a convenient location to place the uncompressed files. Any location is fine; the application will automatically be placed in the proper location during the installation step below.

## Installation

Go to the location where the uncompressed files were placed and double-click on the **setup.exe** icon. The installation setup application should start. Follow the on-screen instructions to complete the installation.

# Application Startup

To start your **eBook Tracker** application, click on *eBook Tracker* in your program files. You should see the **eBook Tracker** screen display like the one shown below.



# Establishing Your Settings

It is not mandatory, but now is a good time to decide what monthly budget level you want to establish for your ebook purchases, so that the **eBook Tracker** will inform you if you have exceeded that level. To do that, click on *My Settings*, enter the monthly budget amount of your choice, click *Save* and *OK*. If you don't want to use this feature, just enter 0 and the alert feature will be turned off.

## Entering an Ebook

You are now ready to enter information about your first ebook. To do so, just click the *New Entry* icon. The Create/Edit Entry screen will appear as shown below.

Enter the ebook name. Choose one of the existing ebook topics or enter your own. Enter as much of the other information as you choose, but remember, the more you enter, the more **eBook Tracker** will help you later on, when you have forgotten important details about your ebook. For example, the Refund Manager will not be available until you insert a refund email address, and the Hype-o-meter will be useful only if you have entered the sales page URL.

If you don't know enough to give the ebook a rating yet, you can come back to it later after you have formed a better opinion of the value of that ebook. (A default rating of three will be applied if you don't change it.)

When you are finished, click *Save*, then *OK*. The main screen will now display the information you have entered for the ebook.

Repeat this step for other ebooks you have.

## Editing or Deleting an Entry

To edit an entry, click anywhere on that line to highlight it in yellow. Click *Edit Entry* to open the Create/Edit Entry screen shown above. Make necessary changes and save as described above. Any highlighted entry can be deleted by clicking on *Delete*.

## Viewing an Entry

To view or print an entry, click on the line of the entry to highlight it, then *click View Entry*. A new window with all the entered information about that entry will be displayed. Click *Print* to print the window, or *Close* to close it.

## Requesting a Refund

If you want to request a refund for an ebook, click on the entry line to highlight it and click *Refund Manager*. If you have entered a refund email address, the Refund Manager window will be displayed. Click on *Submit refund for this ebook* to open an email to the refund address, automatically containing the proper information about that ebook. You may modify or add to the email before you send it.

## Submitting a Testimonial

If you want to submit a testimonial about an ebook, highlight the line and click *Testimonial*. An email will be opened with basic information entered. Insert the proper address and modify the email contents as necessary before sending.

## Hype-o-meter

The hype-o-meter allows you to easily compare the claims for an ebook against its actual contents. To do so, you must have entered the ebook sales page URL. Highlight the ebook line and click *Hype-o-meter*. The sales page will be displayed on the left with a notes window on the right. Enter your notes indicating how well the ebook met its sales page promises and click *Save*. These notes will be saved along with the rest of the ebook information.

## Message Icon

The message icon appears if your ebook expenditures have exceeded your budget or if the refund period is about to expire for one of your ebooks. Click the icon to display the message or messages.

## Printing the Ebook List

You may print a list of all your ebook entries at any time. To do so, just click the *Print* button at the upper left-hand corner of the main screen.

## Closing the Application

You can close the **eBook Tracker** application by clicking on the *Exit* icon at the bottom of the icon list. All saved information will be available the next time you open **eBook Tracker**.