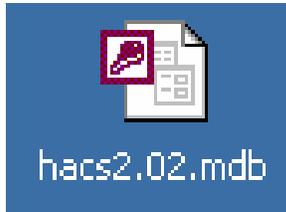


Instructions for opening a new catalog in HACS:

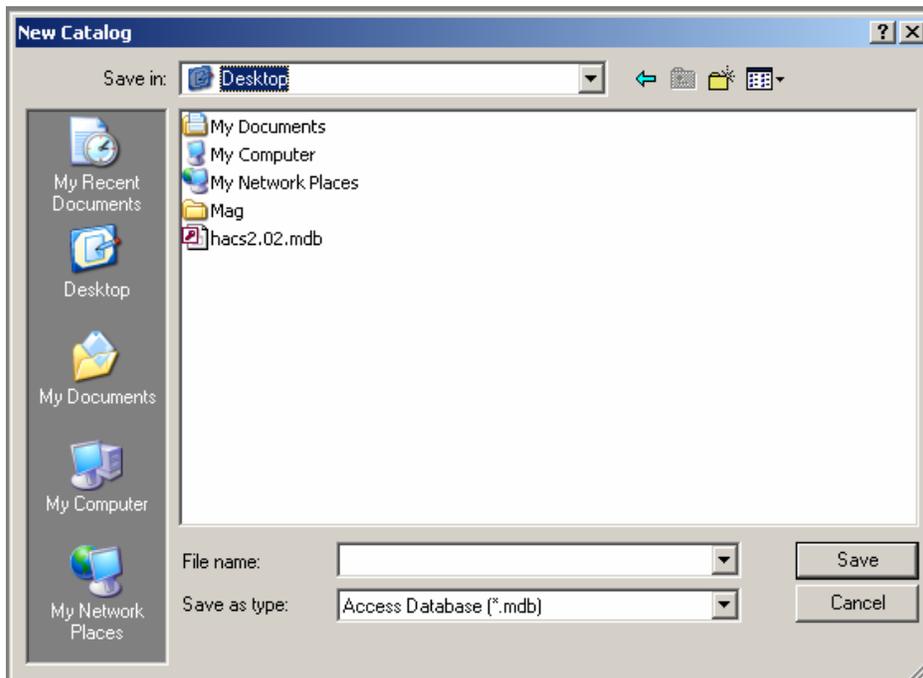
Double click on the icon for **HACS2.02.mdb**:



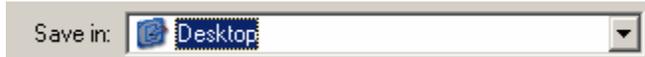
MS Access will open and the following screen will come up:



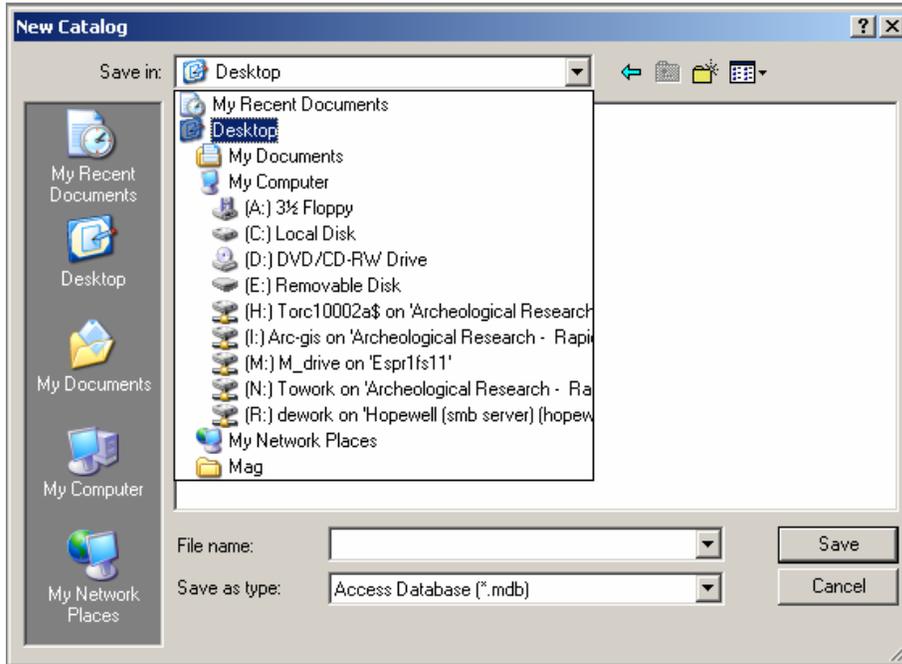
Click on **New Catalog**. The following screen will come up:



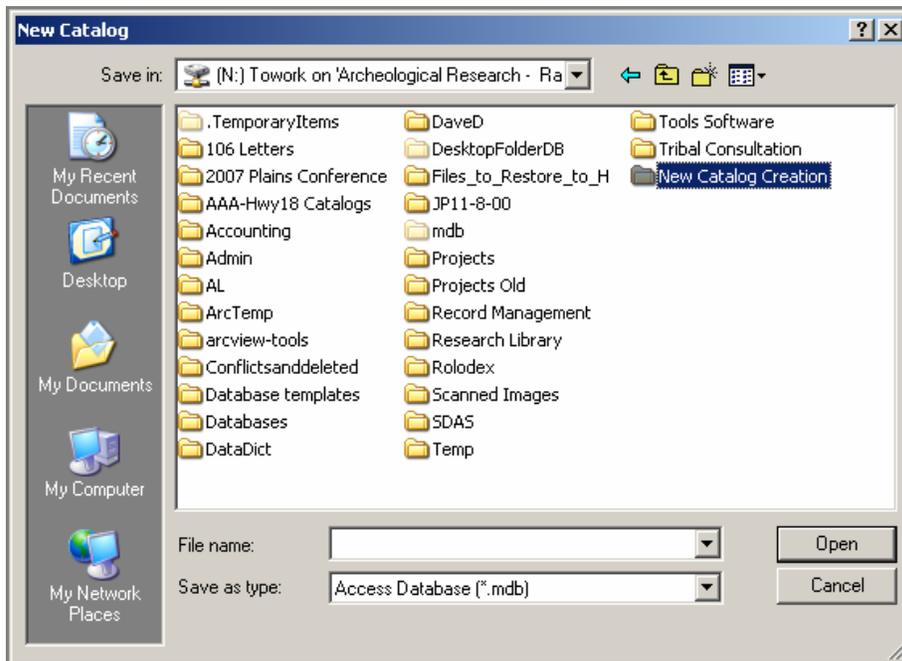
The location in the 'Save in' box will vary:



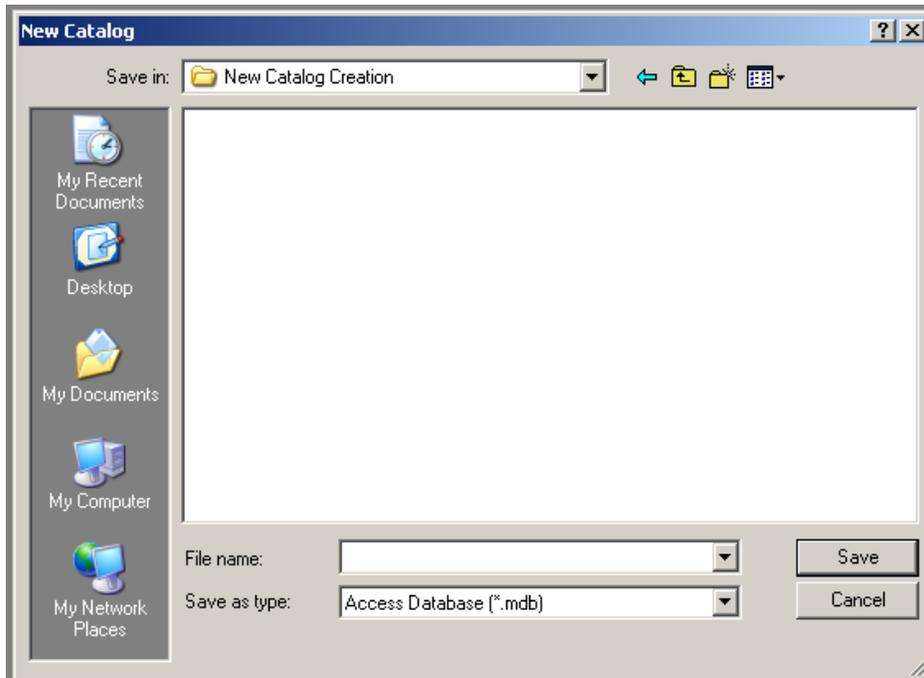
Click on the down arrow, then choose the N: drive from the list:



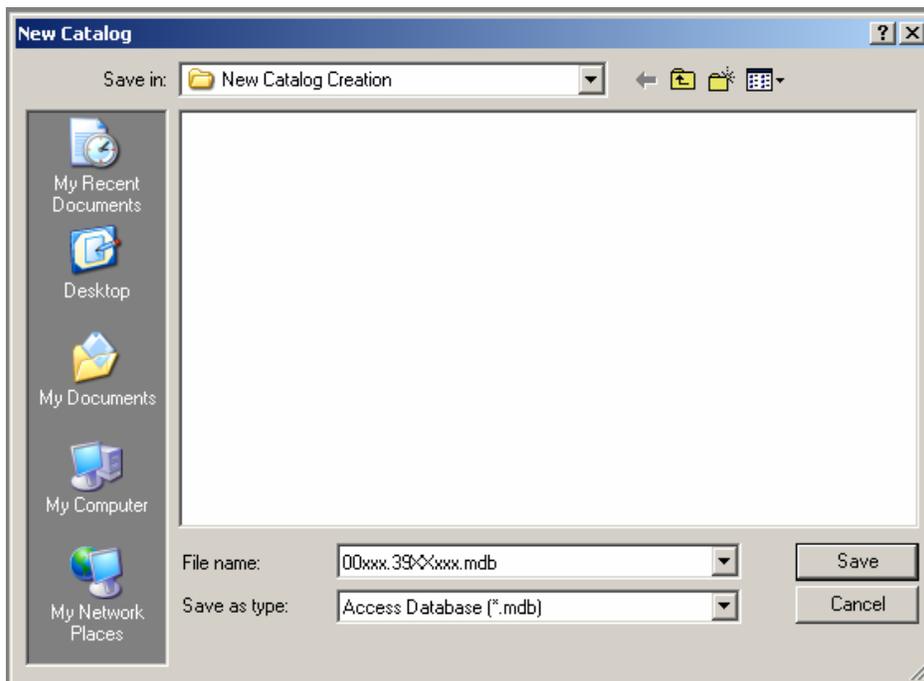
On the list of folders for the N: drive, click on New Catalog Creation:



Next, click in the **File name** box and type in the name you want for the new catalog. The catalog name should include the accession number and site number. For example, the file name for site number 39XXxxx with accession number 00-xxxx should be 00xxx.39XXxxxx.mdb (If you are using a file name with a . in it you **MUST** put .mdb at the end). After you have entered the desired file name, then click 'Save'.



After you have entered the desired file name, then click **Save**:



A new catalog will open, as seen below. Data entry may begin.

The screenshot shows the ARMS Artifact Catalog utility interface. At the top, there is a title bar "ARMS: Artifact Catalog" and a header area with the logo "ARMS Catalog Utility" and the text "© SDSHS Archaeological Research Center v. 2.02 (01/17/2008)". Below the header are two buttons: "Close Catalog" and "Print".

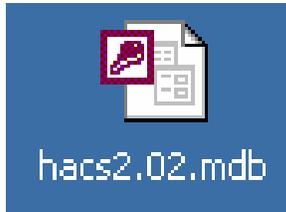
The main form area contains several input fields and controls:

- Accession**: A text input field.
- Catalog**: A text input field.
- Class**: A dropdown menu.
- HACS**: A button.
- Class no**: A text input field.
- Material**: A text input field.
- Count**: A text input field.
- Unit**: A text input field.
- Complete**: A checkbox.
- Level**: A text input field.
- Disp quality**: A checkbox.
- Feature**: A text input field.
- Prov**: A text input field.
- Date collected**: A text input field.
- Comment**: A large text area.
- Photo**: A large empty box for a photo.
- Loan no**: A text input field.
- Conserv no**: A text input field.
- Storage no**: A text input field.
- Cataloged by**: A text input field.
- Date cataloged**: A text input field.

At the bottom, there is a record navigation bar with the text "Record: 1 of 1" and several navigation icons (back, forward, search, etc.).

Instructions for an existing catalog in HACS:

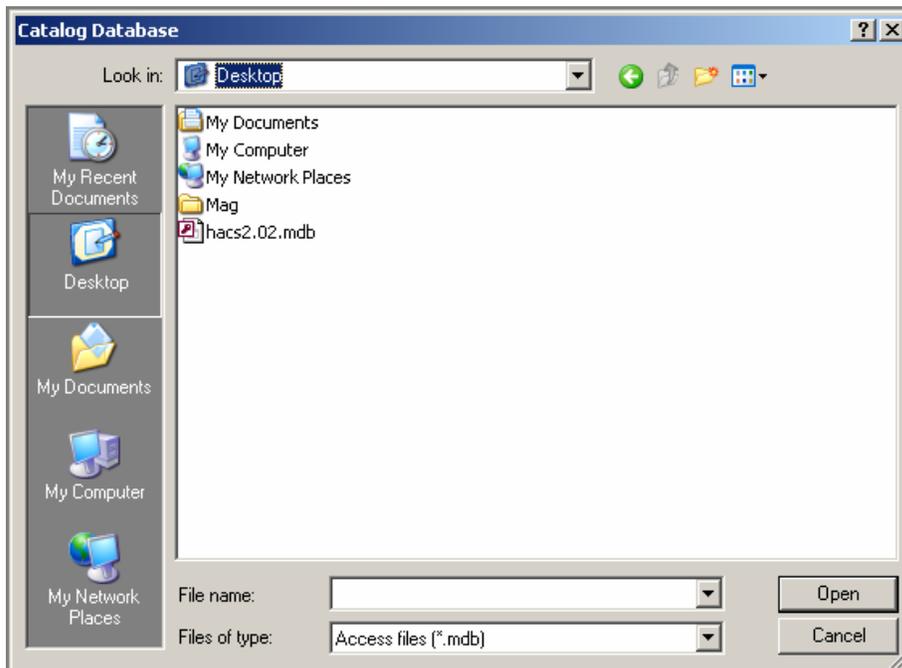
Double click on the icon for **HACS2.02.mdb**:



MS Access will open and the following screen will come up:



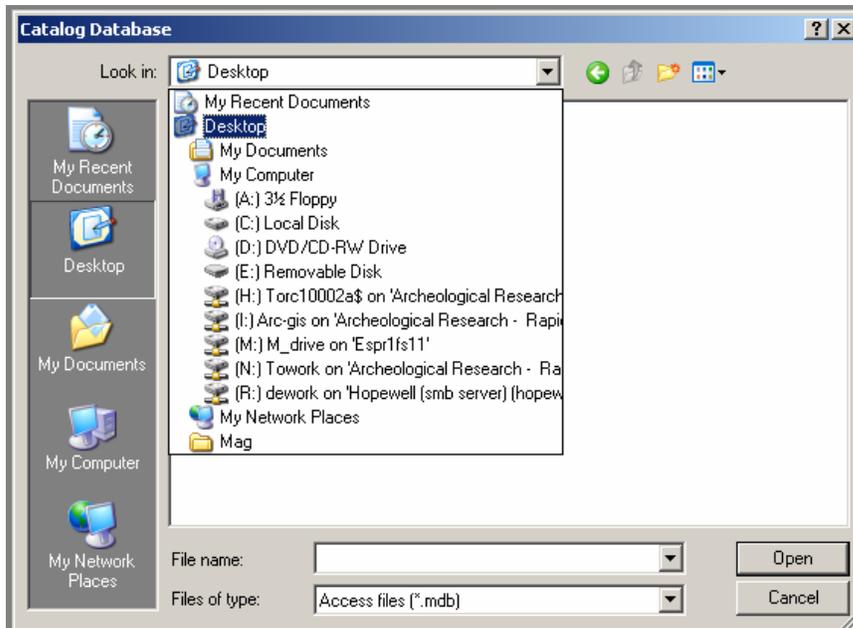
Click on **Open Catalog**. The following screen will come up:



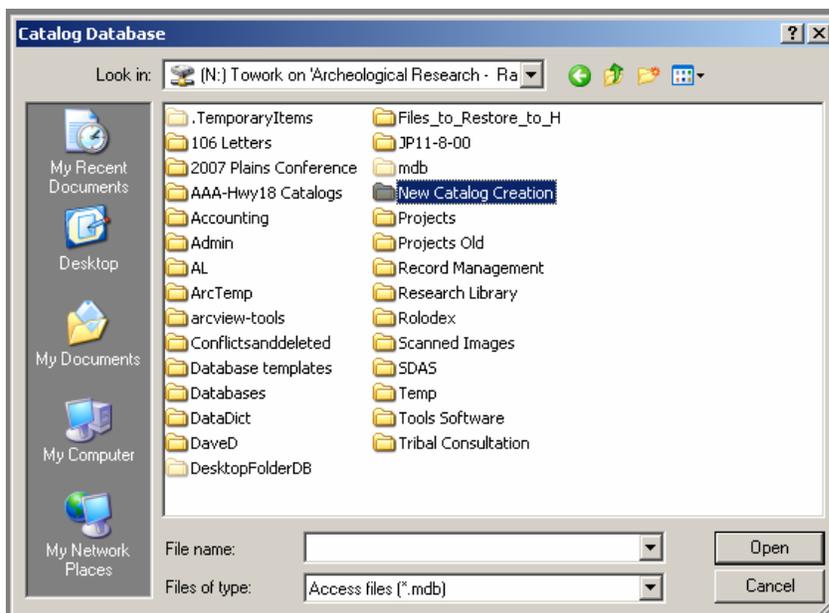
The location in the **Look In** box will vary:



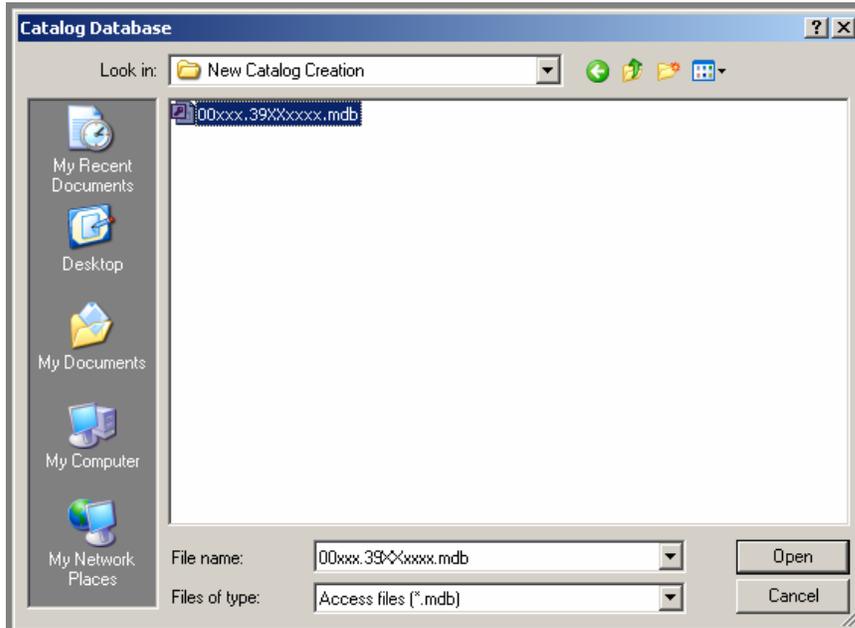
Click on the down arrow, then choose the appropriate drive letter. If the catalog was created in the 'New Catalog Creation' on N: then choose N:. If the catalog exists on another drive, choose that drive letter.



On the appropriate drive letter, click on the desired folder. If the file was created in N:\New Catalog Creation, then click on that.



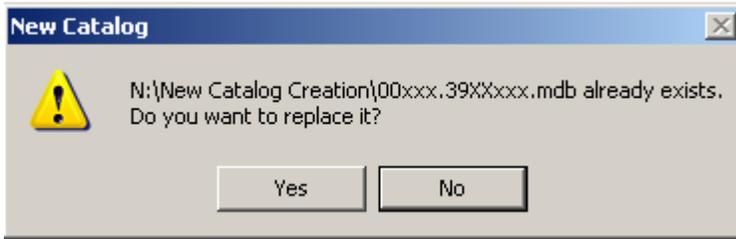
Within the selected folder there should be at least one (if not more) previously created catalog files. Find the appropriate file and click on that.



The following screen (probably with data in the fields) will appear. Continue entering data into the catalog.

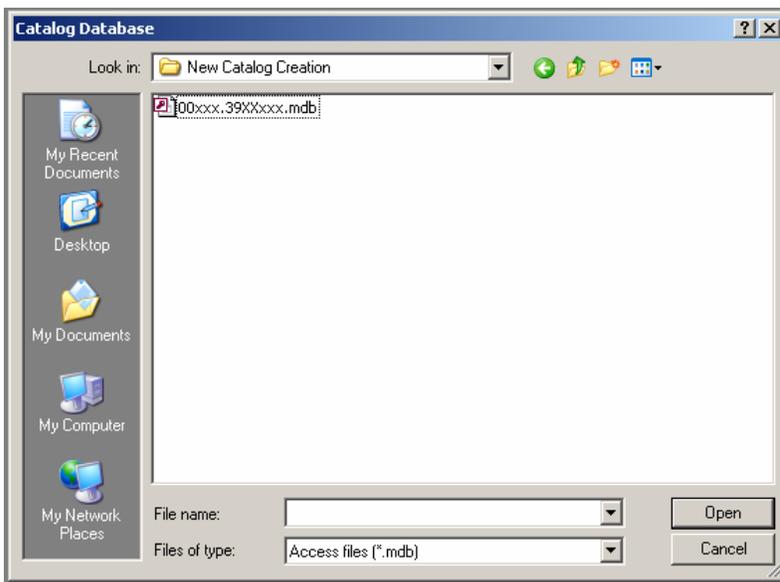
A screenshot of the "ARMS: Artifact Catalog" utility interface. The title bar reads "ARMS: Artifact Catalog". Below the title bar is a logo for "ARMS Catalog Utility" and copyright information: "© SDSHS Archaeological Research Center v. 2.02 (01/17/2008)". There are "Close Catalog" and "Print" buttons. The main area contains several input fields and checkboxes: "Accession" and "Catalog" (text boxes), "Class" (dropdown), "HACS" (checkbox), "Class no" (text box), "Material" (text box), "Unit" (text box), "Level" (text box), "Feature" (text box), "Prov" (text box), "Comment" (text area), "Count" (text box), "Complete" (checkbox), "Disp quality" (checkbox), "Photo" (text box), "Date collected" (text box), "Loan no" (text box), "Conserv no" (text box), "Storage no" (text box), "Cataloged by" (text box), and "Date cataloged" (text box). At the bottom, it shows "Record: 1 of 1" with navigation arrows.

On the menu screen, if you want to open an existing file but click on **New Catalog** instead of **Open Catalog**, you will get the following error message:



If you click on **Yes** the file will be zeroed out and all the data you entered will be lost. **DO NOT DO THIS.**

Instead, click on **No**, then on the next screen click on **Cancel** (in the lower right corner).



The menu screen will come up again. This time choose **Open Catalog**.

