@pps4Me AÇANA BOOKS Açana Meine Büche

MY

BOOKS

rechei

ook

azon AS

Help Book Release 5.4.2 Last change: February 2025

TABLE OF CONTENTS

Table Of Contents	2
What Is «Açana My Books» ?	5
Start Application	10
Alternative View	11
Operation Of «Açana My Books»	12
Touch Bar	13
Add Book	14
Duplicate Book	15
Move Book To Trash	16
Restore Book From Trash	17
Empty Trash	18
Delete Book	19
Share Book	20
Save Book Details As PDF File	21
Save Book Details As DOCX File	22
Search Book	23
Fast Search	24
Show Duplicates	25
Mark Books With Colors	26

ISBN/Amazon ASIN Code	27
Add, Copy, Save Or Delete A Picture	28
Add Additional Pictures	33
Manage Attachments	34
Add Pictures, Sketches And Attachments Via iOS Device	35
Manage Notes	37
Show Book Details	
Manage	
Manage Authors	40
Manage Co-Authors	43
Manage Speaker	46
Manage Genres	48
Manage Media	50
Show All Books With All Details	52
Customize Lists	53
Print	56
Charts	60
Save Charts To A File	62
Save Charts As XLSX File	63
Data Exchange Via Clipboard	64

Export All Data As CSV File	66
Export All Data As Excel XLSX File	67
Import Data From CSV File	68
Import Data From Excel XLSX File	71
Backup All Data	76
Restore All data	77
Preferences	78
Help Menu	85
More Apps From @pps4Me	86
Contact Us	87
Copyright & General Terms And Conditions	88

WHAT IS «AÇANA MY BOOKS» ?

«Açana My Books» manages your books, audio books, audio cassettes, comic collections and journals. Each entry systems and a note can be added.

Features:

- Enter all data
 - Details
 - Title
 - Subtitle
 - Author (Last name, first name)
 - Co-Author (Last name, first name)
 - Favorite
 - Speakers
 - Translater
 - Price
 - List price
 - Date of purchase
 - Length in days, hours, minutes
 - TAGs (Field for keywords)
 - Rating
 - Mark as read

© 2015-2025 CIMSoft, @pps4Me

MY BOOKS

Table Of Contents

WHATS IS Açana My Books?

- Date of read
- 0-5 stars (also half stars)
- Borrowed
 - Mark as "borrowed to"
 - Borrowed to person
 - Borrowed to date
 - Mark as "borrowed from"
 - Borrowed from person
 - Borrowed from date
- Location
 - Building
 - Room
 - Shelf
 - Digital file location
- Published
 - Year of publication / month
 - Publisher
 - Edition
 - Number of copies
- URL

© 2015-2024 CIMSoft, @pps4Me

MY

BOOKS

- Extras
 - Genre
 - ISBN® / Amazon® ASIN® Code
 - Graphical display ISBN® Code
- Search for book title
- Search for data, links and picture with book title, author or ISBN®/ ASIN® Code
- Manage
 - Authors
 - Name, first name
 - Gender
 - Display all book from the author
 - Speaker
 - First name, name
 - Gender
 - Display all book from the speakers
- Media
- A title image can be assigned to each entry
- Any number of additional images can be added to each entry
- Any number of attachments can be added to each entry
- Import image, sketch or PDF document from iOS device (iPhone or iPad) to the following formats:



- PDF
- PNG
- JPEG
- Import via iOS device can be used for the following:
 - As a book cover image
 - As an additional image
 - As an attachment
 - As ISBN barcode
- Graphical charts of
 - Price per book
 - Sales per genre
 - Number of books per genre
 - Sales per author
 - Number of books per author
 - Sales per medium
 - Number of books per medium
 - Number of books per speaker
 - Export of the evaluations as an Excel® XLSX file
- Easy data exchange of all tables via clipboard to all office applications (Excel®, LibreOffice®, Numbers® etc.)
- Export as CSV file



© 2015-2024 CIMSoft, @pps4Me

- Export as Excel XLSX file
- The details of a book (incl. cover picture and barcode) can be saved as a Word® DOCX file
- Import data from CSV file
- Import data from XLSX file
- Easy backup and restore of all data (without using TimeMachine®)
- Share a book with all available sharing services (E-mail, Messages, Facebook, Twitter etc.)
- Configurable list of all books
- The list of all books can be displayed with a zoom factor of 50% to 400%
- Print list of all books
- Print books with all details
- Support macOS Dark Mode
- Support Touch Bar
- Support Retina Display



START APPLICATION



After the start of «Açana My Books» can start immediately with the collection of your books.

Add E	Duplicate Trash Delete	All boo	ks	Details Attachments	Açana My	A Books A B	
	All books	31	Q~ S	earch Book		Fast search: Title	Ⅲ ₫
0	Favorites	3	Nr.	Autor Name	Autor Vorname	Titel	Untertitel
	Rating	13		Aaronovitch	Ben	Die Flüsse von London 3	Peter Grant
~				Aaronovitch	Ben	Die Flüsse von London 3	Peter Grant
	Authors	31		Aaronovitch	Ben	Rivers Of London	Peter Grant
	Co-Authors	18		Aaronovitch	Ben	Die Flüsse von London 3	Peter Grant
	•			Bühling	Daniel	Das 11. Gebot - Du sollst nicht darüber sprechen	Dunkle Wahrheite
	Speakers	24		Bühling	Daniel	DAS BUCH	
> -	Status	4		Falk	Rita	Babylons Vermächtnis	Konstantin Nikolai
				Falk	Rita	Babylons Vermächtnis	
>	Genres	23		Falk	Walter	Schweinskopf im Weltall	Ein Provinzkrimi
M	Media	21		Feuerbach	Sam	In the beginning it was just a book	
		-		Feuerbach	Sam	In the beginning it was just a book KOPIE	
-0	TAGS	/	0	Feuerbach	Sam	In the beginning it was just a book KOPIE	
>	Colors	21		Fitzek	Sebastian	Abgeschnitten	
0	Lagation	6		Fitzek	Sebastian	Seelenbrecher	Mysterythriller
2	Location	0		Fitzek	Sebastian	Seelenbrecher	
>	Digital location	8		Fitzek	Sebastian	Seelenbrecher COPY	
	Duplicates	13		Fitzek	Sebastian	Seelenbrecher	Mysterythriller
-	Supiloutoo	10		Khoury	Raymond	Scriptum	Alles Gutel
	Trash	3		Murakami	Haruki	Der Meister der Elixiere	
				Murakami	Haruki	1Q84 (Buch 1&2)	
				Napier	Bill	77. Grad	Mysterythriller
				Özmen	Elif	Was ist Liberalismus?	
				Simoni	Marcello	Abtei der hundert Sünden	
				Simoni	Marcello	Abtei der hundert Sünden	
				Specht	Artur	Schwindelfrei ist nur der Tod: Alpenkrimi	
				and a second			31 Books



© 2015-2024 CIMSoft, @pps4Me

Table Of Contents

ALTERNATIVE View

ALTERNATIVE VIEW

In the list view of the books you can switch to the alternative view. To do this, click on the icon of the representation (see yellow marking).

			Açar	a My Books	
Add Duplicate Trash Delete	All books	Details Attachmen	ts Notes	Manage Show List Charts Print	
All books	31	Q~ Search Book		Fast search: Title	<u> </u>
Favorites	3 N	Ir. Autor Name	Autor Vorname	Titel	Untertitel
Rating	13	Aaronovitch	Ben	Die Flüsse von London 3	Peter Grant
		Aaronovitch	Ben	Die Flüsse von London 3	Peter Grant
Authors	31	Aaronovitch	Ben	Rivers Of London	Peter Grant

To return to the normal view, click on the icon of the representation (see yellow marking).



The alternative view can be used to view the details of a different book than in the standard view.



© 2015-2024 CIMSoft, @pps4Me Table Of Contents

OPERATION OF Açana My Books

OPERATION OF «AÇANA MY BOOKS»

In the main window «Açana My Book» the categories are on the left side. On the right side you can see the list of books, the details of the selected book, the attachments, the notes, manage authors, manage speaker, genre and manage media. On the left bottom you get some information from the application. On the right bottom you can see the count of currently visible books.

- 1. Toolbar menu
- 2. Search for book title
- 3. Fast search
- 4. Change view (default, alternative)
- 5. Categories

Table Of Contents

- 6. List of books
- 7. Information line with messages
- 8. Count of currently visible books





TOUCH BAR

TOUCH BAR

If your mac has a touch bar, these features are available on your touch bar:

Main window		List of all books	Charts			
Add	•	Reload	$\mathbf{\hat{c}}$	Save as		
Duplicate	++	Export XLSX	XLSX	Export as XLSX file	XLSX	
Trash		Selected as XLSX	XLSX	Price per book	E	
Delete	\mathbf{x}	All als CSV	CSV	Revenue genre	€	
All books	E	Selected as CSV	CSV	Count genre	17	
Details		Copy all		Revenue author		
Attachments	ts Copy selected Co		Count per author			
Notes	Ξ	Select all		Umsatz pro Medium	N€	
Manage		Unselect all		Anzahl pro Medium	M	
Show list	@pps4Me			Anzahl pro Sprecher		
Charts				Show options	i!ii	
		Manage				
Authors	<u> </u>	Add author	9	Delete speaker	C	
Co-Authors	<u>0</u> 2	Delete author	Se	Add genre	H	
Speaker	C O	Add co-author		Delete genre		
Genre		Delete co-author		Add media	N	
Medium	M	Add speaker	C	Delete media		



© 2015-2024 CIMSoft, @pps4Me

ADD BOOK

ADD BOOK

To add a new book, select "Menu" => File => Add book".

	File	Edit	Extras	View	Window	Help
1	🕀 Ac	ld bool	٢		жN	
	🔁 Du	uplicate	e book	~	ЖD	
	😣 De	elete bo	ook		Ж ⊠	

Or select "Add book" from the context menu.

No.	Author name,	first name	Title			Subitle
1	Aaronovit	Add book			n London	Peter Grant 1
2	Aaronovitc	🕂 Duplicate book	•			
3	Aaronovitc	😣 Delete book			ondon	
4	Bühling, Da	Сору		>		3. Untertitel
5	Falk, Rita	Import from iPhone	or iPad	>	al dente: Ein Provinzkrimi (dtv F	Alles Gute
6	Feuerbach,	Sam	Der Meiste	er de	er Elixiere - Die Alchemisten Saga 1	
7	Fitzek, Seba	stian	Abgeschn	itter	1	
8	Fitzek, Seba	stian	Seelenbre	che	r	Unter
9	Khoury, Rayı	mond	Scriptum			Alles Gutel
10	Napier, Aaro	n	In the beg	inniı	ng it was just a book	
11	Özmen, Elif		Özmen's E	Book	ς	

A new entry with the title «New Book» is created and the details will be shown. Now you can fill out the fields.



DUPLICATE Book

DUPLICATE BOOK

To duplicate a book, select one from the list of books and select "Menu" => File => Duplicate book".

File	Edit	Extras	View	Window	Help
🕂 Ac	ld bool	ĸ		жN	
🕀 Dı	uplicate	e book		жD	
😢 De	elete bo	ook		Ж ⊠	

Or select "Duplicate book" from the context menu.

No.	Author name, first name	Title			Subitle
1	Aaronovitch, Ben				Peter Grant 1
2	Aaronovitch, Ben	Duplicate book			
3	Aaronovitch, Ben	S Delete book			
4	Bühling, Daniel	Сору	>		3. Untertitel
5	Falk, Rita	Import from iPhone or iPad	``	in Provinzkrimi (dtv F	Alles Gute
6	Feuerbach, Sam			Die Alchemisten Saga 1	
7	Fitzek, Sebastian	Abgeschnitten			

The currently selected book will be duplicated and the title receives the extension «Copy». The details will be shown and you can fill out or change the fields.

General	
Title	
Rivers Of London COPY	
Subitle	
Peter Grant	



© 2015-2024 CIMSoft, @pps4Me Table Of Contents

MOVE BOOK To Trash

MOVE BOOK TO TRASH

To move a book or several books to the trash bin, select a book or several books in the list of books and choose "Menu => File => Move to trash".



Or use the context menu "Move to trash".

No.	Author name, first name	Title			
1	Aaronovitch, Ben	Die Flüsse von London			
2	Aaronovitch, Ben	The rivers of London			
3	Bühling, Daniel	11. Gebot	Duplicate book		
4	Bühling, Daniel	DAS BUCH			
5	Falk, Rita	Schweinskopf al dente	Moved to trash	A	tzungsnummer 20)
6	Feuerbach, Sam	Der Meister der Elixier		>	
7	Fitzek, Sebastian	Seelenbrecher	0000		
8	Khoury, Raymond	Scriptum			
5 6 7 8	Falk, Rita Feuerbach, Sam Fitzek, Sebastian Khoury, Raymond	Schweinskopf al dente Der Meister der Elixier Seelenbrecher Scriptum	 Moved to trash Delete book Copy 	>	tzungsnumm





Restore Book From Trash

RESTORE BOOK FROM TRASH

To restore a book or books from the trash, first select "Trash" on the left and then select a book or books in the list of books. Select "Restore from trash" from the context menu.

No. Author name, first name	Title	Subitle Co-Author name, first name	Speaker
1 Widerkay, Thomas	01 Neues Buch	 Restore from trash Delete book Empty trash Copy 	



© 2015-2025 CIMSoft, @pps4Me

EMPTY TRASH

EMPTY TRASH

To empty the trash, first select "Trash" from the on the left and "Empty trash" from the context menu.

No. Author name, first name	Title	Subitle	Co-Author name,	first name	Speaker
1 Widerkay, Thomas	01 Neues Buch	💼 Re	estore from trash		
		😢 De	elete book		
		💼 En	npty trash 📐		
		Сору	~0	>	

This will delete all entries that are in the recycle bin. The following items assigned to the entries will also be deleted:

- Cover picture
- additional pictures
- all attachments
- File for the note



This command cannot be undone!

DELETE BOOK

DELETE BOOK

To delete a book, select one from the list of books and select "Menu" => File => Delete book".

Acana My Books	File	Edit	Extras	View	Window	Help
	🛟 Ac	dd bool	ĸ		жN	
	🔁 Di	uplicate		ЖD		
	🗴 De	elete bo	ook 🕨		ж ⊵	

Or select "Delete book" from the context menu.

No.	Author name, first name	Title			Subitle
1	Aaronovitch, Ben	Add book			Peter Grant 1
2	Aaronovitch, Ben	🕀 Duplicate book			
3	Aaronovitch, Ben	🗴 Delete book			
4	Bühling, Daniel	Сору	>		3. Untertitel
5	Falk, Rita	Import from iPhone or iPad	>	in Provinzkrimi (dtv F	Alles Gute
6	Feuerbach, Sam	Der Meister der Elix	kiere	- Die Alchemisten Saga 1	



Es werden auch das Titelbild, die zusätzlichen Bilder, die Anlagen und die Datei für die Notiz gelöscht!

This command cannot be undone!

MY BOOKS

© 2015-2025 CIMSoft, @pps4Me

SHARE BOOK

SHARE BOOK

To share a book with the system sharing services, click on the sharing icon on the right side under the picture.









© 2015-2025 CIMSoft, @pps4Me Table Of Contents

SAVE BOOK Details As Pdf File

SAVE BOOK DETAILS AS PDF FILE

The details (incl. cover picture and barcode) of a book can be saved as a Adobe® PDF file. To do this, select "File => Save details as PDF file" or select "Save details as PDF file" from the menu in the details.





© 2015-2025 CIMSoft, @pps4Me

SAVE BOOK Details As Docx File

SAVE BOOK DETAILS AS DOCX FILE

The details (incl. cover picture and barcode) of a book can be saved as a Word® DOCX file. To do this, select "File => Save details as DOCX file" or select "Save details as DOCX file" from the menu in the details.

File	Edit	Extras	View	Window
🕂 Ad	ld book			жN
😳 Du	plicate	book		жD
前 Mo	oved to	trash		ЖT
😣 De	elete bo	ok		${\mathbb H}\boxtimes$
Sa	ve grap	phics as		>
🛃 Ex	port da	ita		>
🛃 Im	port da	ita		>
🚃 Sa	ve deta	ails as PDF	file	
Sa	ve deta	ails as DO(CX file	•
🏯 Pri	int			>
🚹 Ba	ckup a	ll data		
\rm 🕗 Re	store a	ll data		

Help





© 2015-2025 CIMSoft, @pps4Me

SEARCH BOOK

SEARCH BOOK

To search for a book, enter the book title or part of it in the search field. The search starts automatically when you enter the search term. The default search is always "Begins with". If you want to search for a book that contains a specific text, use the % sign at the beginning of the search term.

Example search term: Ab

Q~ /	Ab	S Fast search: Author name	
No.	Author name, first name	Title	Subitle
	1 Fitzek, Sebastian	Abgeschnitten	
2	2 Simoni, Marcello	Abtei der hundert Sünden	
Exan	nple search term: %book		
Q~ %	book	S Fast search: Author name	
No.	Author name, first name	Title	Subitle





© 2015-2025 CIMSoft, @pps4Me

FAST SEARCH

FAST SEARCH

To Using the fast search, you can search in a large list by the first letter of the following fields:

- Author Name
- Title
- Subtitle
- C-Author Name
- Speaker
- Genre

Table Of Contents

The fields to be searched can be defined in the <u>preferences</u>. Simply enter the first letter or select from the list.

Q~ s	earch Book	Fast search: Author nan	ne 🔽
No.	Author name, first name	Title	Subitle
1	Aaronovitch, Ben	Die Flüsse von London	Peter Gra
2	Aaronovitch, Ben	DAS BUCH	ut

Simply enter the first letter or select from the list.

Q~ S	earch Book		Fast search: Author name	R
No.	Author name, first name	Title	A B	э
1	Aaronovitch, Ben	Die Flüsse v	F	Grant 1
2	Aaronovitch, Ben	DAS BUCH	K M	
3	Bühling, Daniel	11. Gebot	N	tertitel
4	Falk, Rita	Schweinsko	S	Gute
5	Fitzek, Sebastian	Abgeschnitt	V	
6	Fitzek, Sebastian	Seelenbrech	Ä	
7	Khoury, Raymond	Scriptum	Ö	Gutel
8	Napier, Aaron	In the begin	Ü	



© 2015-2025 CIMSoft, @pps4Me

Show Duplicates



To display duplicates, select the "Duplicate" category in the tree structure.

	•					Açana	My Books				
Add	Duplicate Trash	Delete	All book	s [Details Attachmen	ts Notes	Manage Show List	Charts Print	1	• •	
	All books		32	Q~ Se	arch Book		Fast	search: Title			Ⅲ ₫
C	Favorites		3	Nr.	Autor Name	Autor Vorname	Titel			Un	tertitel
	Rating		13		Fitzek	Sebastian	Abgeschnitt	en			
0					Widerkay	Thomas	Abgeschnitt	en			
	Authors		32		Simoni	Marcello	Abtei der hu	ındert Sünden			
	Co-Authors		19		Simoni	Marcello	Abtei der hu	ındert Sünden			
0			05		Aaronovitch	Ben	Die Flüsse v	on London 3		Pe	eter Grant
	Speakers		25		Aaronovitch	Ben	Die Flüsse v	on London 3		Pe	eter Grant
>	Status		4		Aaronovitch	Ben	Die Flüsse v	on London 3		Pe	eter Grant
	Conros		22		Vermes	Timur	Er ist wieder	r da			
	Genres		25		Vermes	Timur	Er ist wieder	r da			
)[N	Media		22		Feuerbach	Sam	In the begin	ning it was just a k	book KOPIE		
	TAGS		7		Feuerbach	Sam	In the begin	ning it was just a k	book KOPIE		
					Fitzek	Sebastian	Seelenbrech	ner		M	ysterythriller
<u>}</u>	Colors		7		Fitzek	Sebastian	Seelenbrech	ner		M	ysterythriller
9	Location		6								
>	Digital location		8								
Į	Duplicates		13								
	Trash		3								
											13 Books

The criteria for searching for duplicates can be defined in the preferences.



© 2015-2024 CIMSoft, @pps4Me

Table Of Contents

MARK BOOKS With Colors

MARK BOOKS WITH COLORS

For quicker identification, the books in the list can be marked with a color. Select one or more books in the list and use the "Assign color" context menu.

The colors red, orange, yellow, green, blue, violet and grey can be assigned. The color marking can be removed again via "Clear color assignment".

No.	Author name, first name	Title			Subitle	
1	Aaronovitch, Ben	Die Fl	üsse von London	Peter Grant		
2	Aaronovitch, Ben	River	Accient color		Ded	
3	Bühling, Daniel	Das 1	Add book	,		per das Priestersemina
4	Falk, Rita	Baby	Duplicate book		 Yellow 	1
5	Falk, Walter	Schw			Green	
6	Feuerbach, Sam	In the	Moved to trash		Blue	
7	Fitzek, Sebastian	Abge	Copy		Purple	
8	Fitzek, Sebastian	Seele		_	Gray	
9	Khoury, Raymond	Scrip	Import from iPhone or iPad		Clear color assignment	
10	Murakami, Haruki	Der N	eister der Elixiere			

In the <u>preferences</u>, you can specify whether the color coding should be displayed as a bar or a circle.

No		Author name, first name	Title				
	1	Aaronovitch, Ben	Die Flüsse von London				
	2	Aaronovitch, Ben	Rivers Of London				
	3	Black, Joe	Babylons Vermächtnis				
	4	Bühling, Daniel	Das 11. Gebot - Du sollst nicht darüber				
	5	Falk, Rita	Schweinskopf Al Dente				
(14)	6	Feuerbach, Sam	In the beginning it was just a book				
No		Author name, first name	Title				
•	1	Aaronovitch, Ben	Die Flüsse von London				
	2	Aaronovitch, Ben	Rivers Of London				
	3	Black, Joe	Babylons Vermächtnis				
•	4	Bühling, Daniel	Das 11. Gebot - Du sollst nicht darüber :				
•	5	Falk, Rita	Schweinskopf Al Dente				
•	6	Feuerbach, Sam	In the beginning it was just a book				



ISBN / AMAZON Asin Code

ISBN/AMAZON ASIN CODE

You can add a ISBN or Amazon ASIN code to each entry. If the field " ISBN / Amazon ASIN Code" has a value, you can open the current entry on <u>amazon.com</u>, with a double click on the Amazon logo. If the field " ISBN / Amazon ASIN Code" is empty, the search string use title, author first name, author name.

If an Amazon ASIN code is in the field, you see an error message. If an ISBN code is in the field, you can see a barcode.

ISBN / Amazon ASIN Code	
9080BN	a
Error 281: Invalid SBN check digi expecting '3'	t '0',



You can drag an "ISBN / Amazon ASIN Code" picture into the Finde to save it as a image file in various formats (see chapter "Preferences") or drag it to any other application.





© 2015-2025 CIMSoft, @pps4Me Table Of Contents

ADD COPY, Save Or Delete A Picture



ADD, COPY, SAVE OR DELETE A PICTURE

To add a picture to an entry, drag and drop any picture file from the finder into the area "Drop Picture here"



If you don't have a picture for this book, »Açana My Book" can search the Internet for a picture on Google®.



Table Of Contents



Or search for a picture or book on Amazon[®].

You can also paste a picture from the clipboard.





© 2015-2025 CIMSoft, @pps4Me Table Of Contents



You can copy an existing picture to the clipboard.

An existing picture can be removed whit the context menu.





© 2015-2025 CIMSoft, @pps4Me Table Of Contents



You can drag the title picture into the Finder to save it in various formats (see more in section "<u>Preferences</u>") or drag it into any application.

• • •	Açana M	Books	
Add Duplicate Trash Delete All books Deta	ails Attachments Notes Mana	ge Show List Charts	
General			Pictures BookID: 323
Title			A Bestselling Rivers of London Novel
Rivers Of London			BEN
Subitle			
		Restselling Rivers of Long	dan Novel
Author name, first name	Co-Author name first name	B F BI	RVERS
Aaronovitch, Ben	Überflieger, Alex	BEN	TONDA
Sneakers	TAGe	DLI	
Kobna Holdbrook-Smith		ARNNIN	
Translated by	A	AILUNUN	
Peter Wildenstein		Cortin	S state of Smith
Price List price Date	e of purchase Length (D:)HH:MM	RIJFR	
24.00 29.00 🧭	7/ 9/2019 🚍 2	3 77640	
		TOUL	
Rating Borrowed		UNDO	
🗸 Read 🔽 3/21/2023 🚍	Person		Genre
Rating		De la Carte de la	Roman
Borrowe	d from		Media
Published	Location	Contraction Trist	789 MB
Year of publication Month	Building	A DE CARGE AND A DE CARGONIA	Constant and
2018 💟 July 🤤	Se main	Road by Kohne Heldbro	alt-Smith a
Publisher	Room	A Stanl	
JUMBO Neue Medien & Verlag GmbH			
Edition Number of copies	Shelf		
1. 100,000			
Upen URL https://www.amazon.do/Dia_Elüsse_von_Lo	Digital file location		9 780000 980762
Info			Book 2 of 16



An existing picture can be saved as JPG or PNG graphics file.

You can get a bigger preview with QuickLook® from an existing picture. Click on the picture. Now you can see there is a light blue box around the picture. This shows you that the picture has the focus. Press the space button on your keyboard to get a preview of your picture.

Press space bar twice of quit the preview.



© 2015-2025 CIMSoft, @pps4Me

ADD Additional Pictures

ADD ADDITIONAL PICTURES

Unlimited count of additional pictures can be added to each book. Select a book from the list by double-clicking on it. Then click on the "Multi-Picture" icon.

In the following window you can add or delete additional pictures.





You can also drag and drop additional pictures from any application or the Finder. To do so, drag the picture to the list of additional images on the left.

© 2015-2025 CIMSoft, @pps4Me

IJ

MANAGE Attachments

MANAGE ATTACHMENTS

You can add unlimited attachments to a book. Select a book from the list with a double click. Then switch to attachments.

No.	Attachment		+
		The second secon	
		Preise.pdf	

You can "Drag and Drop" any file from finder into the attachment list. You can also "Drag and Drop" a picture form Safari.

You can also add an attachment over with a Finder selection window. To do that, click on the "+" sign.

To rename an attachment, click on the "Edit" sign.

To delete an attachment, click on the "-" sign.



You can also delete an attachment with your keyboard. Select an attachment from the list and press "← Backspace" or "⊠ Del" key on your keyboard.



© 2015-2025 CIMSoft, @pps4Me

Table Of Contents

ADD PICTURES AND AND Attachments Via IOS Device



ADD PICTURES, SKETCHES AND ATTACHMENTS VIA IOS DEVICE

The following can be imported for each book via an iOS device (iPhone or iPad):

- Image
- Sketch
- Document

The following formats are possible:

- PDF
- PNG
- JPEG

Import via iOS device can be used for the following:

- Book cover image
- ISBN barcode
- Import Icon in den Details



Table Of Contents



Import Picture

Should the imported picture be used as item picture, additional picture, EAN barcode or as an attachment?

Item image

Additional picture

ISBN Barcode

Attachment

Cancel



ADD PICTURES AND And Attachments Via IOS Device



The import can be started via the context menu of the "Book cover image" or the "ISBN barcode".



© 2015-2025 CIMSoft, @pps4Me

Table Of Contents
MANAGE NOTES

MANAGE NOTES

You can add a note to each book. Select a book with a double click from the list of books in the main window. Now click on "Notes".





Now click on the add notes button with the "+" sign. A new note with default instruction will be created and opened in TextEdit[®].Read the instruction information and delete it. Enter your notes with text, links, graphics, tables or any other file attachment. Save your changes and quit TextEdit. To refresh the notes preview, click on the recycle icon. Now the preview are refreshed and shows your changes. To delete a note, click on the delete icon. The note will be deleted. You cannot undo or restore a deleted note. If you have TimeMachine[®], you can restore a deleted note. Or use the feature <u>"Backup all data"</u> und <u>"Restore all data"</u>.

Açana My Books

SHOW BOOK Details



SHOW BOOK DETAILS

With a double click on an entry in the list of books, you get the details view.

• •					Açan	a My Bool	ks							
	8			0		-		ılı	PRINT		∎			
Duplicate Trash	Delete A	ll books	Details	Attachments	Notes	Manage	Show List	Charts	Print			10 10 SA		
General										Pictures			Rook	22
													BOOK	10. 52
Title Rivers Of London										A Bestsell	DEN	ondon Nove	el	
									_		DEIN			
Subitle Poter Grant										AAN	UNU	116	Π	
Peter Grant										R	IVE	RS		
uthor name, first name	2		Co-Au	thor name, fir	st name			Envorite		9	OF	5		
Aaronovitch, Ben			UDe	erflieger, Ale	(Tavonte	-		UND	ON		
Speakers					TAGs					hel	de la			
Kobna Holdbrook-	Smith			Ľ	very cra.	Zy				and the second		V		
Translated by											123		1	
Peter Wildenstein										Readiby	Kobna Holdb	rook-Smi	th 2	
Price	List price	Da	te of purcl	hase	Length (D:)HH	H:MM	Seconds			📃 🖵 冲 🕻		<u>ि</u> (D	ù
24.00		29.00	7/9/	2019 🗔		21:34		7	7640					_
-										Save details a	s		•	
Rating		Borrowed		Person			Date			Extras				-
🗹 Read 🛛 🗹 3/21	/2023 🗖	Borrow	ed to						-	Genre				
Rating				Person			Date			Roman				0
		Borrow	ed from							Media				
										Download				0
ublished			L	ocation						Size / Pages				
fear of publication	Month		E	Building						7	39 MB			
2018	July			Haus in L.A	•					ISBN / Amazon A	SIN Code			2
Publisher			F	Room						978-3423213	117		_ <	
JUMBO Neue Med	ien & Verlag (GmbH 🕑		Living Roor	n					110111				
Edition	Number	of copies	S	Shelf										
1.	100,00	0		Left side										
Open URL			C	Digital file loca	tion									
https://www.amazo	n.de/dp/B00N	TQBC9U?		/home/Bool	(S					9 783	423 2	1341	7"	

At the bottom of the window, you can easy scroll through the list of book, without to close the details view.



© 2015-2025 CIMSoft, @pps4Me

MANAGE

MANAGE

The administration comprises the following areas:

- Authors
- Co-Authors
- Speaker
- Genre
- Media

The administration can be accessed via the "Manage" icon in the toolbar menu or via the menu "Extras => Manage".





© 2015-2025 CIMSoft, @pps4Me

MANAGE Authors

MANAGE AUTHORS

To manage authors, click on "Authors" in the manage window.

General representation

On the left side you see the list of authors. On the right side you can see the details and at the bottom there is a list of books from the selected author.

d De	elete Authors	Co-Authors Speakers	Genre	Media		
utho	rs				20	First Name
No.	Name	First Name				Ben
1	Aalonger	Quick			0	Name
2	Aaronovitch	Ben			2	Aaronovitch
3	Berndinger	Ernst			0	Female
4	Black	Joe			0	O Male
5	Bühling	Daniel			1	
6	Falk	Peter			0	2
7	Falk	Rita			1	
8	Falk	Walter			1	
9	Feuerbach	Sam			1	
10	Fitzek	Sebastian			2	
11	Fleiner	Peter			0	
uthor	of following books					
No.	Title					
1	Die Flüsse von Lon	don				
2	Rivers Of London					



© 2015-2025 CIMSoft, @pps4Me

MANAGE Authors

Add a new author

If you add a new book with a new author, the list of authors are constantly extended. But you can add a new author directly in the section "Manage Authors". and then select the author, if you add a new book. To add a new author click on the "Add" icon.

A new author with the name "New author" and the first name "Author first name" will be created. In the middle of the window you see the details. Now you can change the fields. All changes are automatically saved after you have changed a value.

Author motiful	e	
Name		
New author		
🔵 Female		
O Male		

Change author

To change an author, select one from the list of authors. Now you can change the fields. All changes are automatically saved after you have changed a value.



© 2015-2025 CIMSoft, @pps4Me

MY

BOOKS

MANAGE Authors

Delete author

To delete an author, select one from the list of authors and click on the "Delete" icon. You can only delete an author, if this author has no related books.





© 2015-2024 CIMSoft, @pps4Me

MANAGE CO-Authors

MANAGE CO-AUTHORS

To manage co-authors, click on "Co-Authors" in the manage window.

General representation

On the left side you see the list of co-authors. On the right side you can see the details and at the bottom there is a list of books from the selected co-author.

								0	
o-Au	thor							22	First Name
No. Name			First Nam	e		Felicia			
1	Newmann				Ester C				Name
2	Blech				Hans 1			1	Eligmann
3 Eligmann				Felicia			1	O Female	
4	Joost				Peter			0	Male
5	Kuhnert				Alfred			1	•
6	Kuhnert				Werner			0	
7	Maier				Hans			0	
8	Özmen				Elif			1	
9	Rakneviece				Peter 1				
10	Überflieger				Alex			1	
11	Unsorg				Werner			0	
12	Walther				Peter			0	
o-Autl	hor of following	books							
NO.	Title								
1	Das 11. Geb	ot - Du s	solist nicht	daruber s	prechen				



MANAGE CO-Authors

Add a new co-author

If you add a new book with a new co-author, the list of co-authors are constantly extended. But you can add a new co-author directly in the section "Manage Co-Authors". and then select the co-author, if you add a new book. To add a new co-author click on the "Add" icon.

Author first name	500000
Name	
New author	
Female	
O Male	

A new co-author with the name "New author" and the first name "Author first name" will be created. In the middle of the window you see the details. Now you can change the fields. All changes are automatically saved after you have changed a value.

Change co-author

Name		
Frey		
O Female		
Male		

To change a co-author, select one from the list of co-authors. Now you can change the fields. All changes are automatically saved after you have changed a value.



© 2015-2025 CIMSoft, @pps4Me Tal

MANAGE CO-Authors

Delete co-author

To delete a co-author, select one from the list of co-authors and click on the "Delete" icon. You can only delete a co-author, if this author has no related books.





© 2015-2025 CIMSoft, @pps4Me

MANAGE Speaker

MANAGE SPEAKER

To manage speakers, click on "Speakers" in the manage window.

General representation

On the left side you see the list of speakers. On the right side there is a list of books from the selected speaker.

•	•						Manage		
9	Q	02	50	50		Μ			Q~ Search
dd I	Delete	Authors	Co-Authors	Speakers	Genre	Media			
Spea	kers							50	Name
No.	Name								Kobna Holdbrook-Smith
	1 00 Neu							0	
2	2 Barbara	Schöneber	ger					2	
3	3 Christiar	n Tramitz						1	
4	4 Christop	h Maria He	rbst					1	
Ę	5 David Na	athan						2	
6	6 Dietmar	Wunder						3	
7	7 Hans-We	erner Steck	1					0	
8	B Heikko D	Duetschmar	าท					1	
Ş	9 Heinz M	Heinz Müller						0	
10) Kobna H	loldbrook-	Smith					1	
1	1 Marc Sc	humann						0	
								0	
Speak	er in followir	ng books							
NO.	1 Divers O	flandan							
	I Rivers O	London							



© 2015-2025 CIMSoft, @pps4Me

MANAGE Speaker

Add new speaker

If you add a new book with a new speaker, the list of speakers are constantly extended. But you can add a new speaker directly in the section "Manage Speakers". and then select the speaker if you add a new book. To add a new speaker click on the "Add" icon. A new speaker with the name "New speaker" will be created. In the middle of the window you see the details. Now you can change the fields. All changes are automatically saved after you have changed a value.

Change speaker

To change a speaker, select one from the list of speakers. Now you can change the fields. All changes are automatically saved after you have changed a value.

Delete speaker

Table Of Contents

To delete a speaker, select one from the list of speakers and click on the "Delete" icon. You can only delete a speaker, if this speaker has no related books.





© 2015-2025 CIMSoft, @pps4Me

The speaker «Peter Ustinov» is assigned to 2 books The speaker can not be deleted

OK

© 2015-2025 CIMSoft, @pps4Me

MANAGE Genres

MANAGE GENRES

To manage genres, click on "Genres" in the manage window.

General representation

On the left side you see the list of genres. On the right side there is a list of books from the selected genre. In the middle you see a list of icons. You can assign an icon to a selected genre. These icons a visible on the main window to the assigned genre.

••	Manage	e
d D	Delete Authors Co-Authors Speakers Genre Media	Q~ Search
Genre		Genre
No.	Genre	Historical novel
1	Biographie	0
2	Comix	0
3	Historical novel	3
4	Kinderbücher	2
5	Krimi	0
6	My Onw Genre	0
7	Lehrbücher	1
8	Roman	6
9	Sachbuch	1
10	Zombies	0
		*
3 Book	s in genre «Historischer Roman»	
No.	Title	
1	Abgeschnitten	
2	Abtei der hundert Sunden	
3	Scriptum	



MANAGE Genres

Add a new genre

If you add a new book with a new genre, the list of genres are constantly extended. But you can add a new genre directly in the section "Manage Genres". and then select the genre, if you add a new book. To add a new genre click on the "Add" icon.

A new genre with the name "New genre" will be created. In the middle of the window you see the details. Now you can change the name. All changes are automatically saved after you have changed a value.

Change genre

To change a genre, select one from the list of genres. Now you can change the name and change the assigned icon. All changes are automatically saved after you have changed a value.

Delete Genre

To delete a genre, select one from the list of genres and click on the "Delete" icon. You can only delete a genre, if this genre has no related books.





Genre «Roman» is assigned to 2 books Genre can not be deleted

ОК

MANAGE MEDIA

MANAGE MEDIA

To manage media, click on "Media" in the manage window.

General representation

On the left side you see the list of media. On the right side you can see the details and at the bottom there is a list of books from the selected media.

le le Manage	
M M 😥 😥 😥 🔳 M	Q~ Search
Add Delete Authors Co-Authors Speakers Genre Media	
Media	Media
No. Genre	Audiobook
1 Audiobook	6
2 Blu-Ray	0
3 Buch	1
4 CD	0
5 Download	1
6 DVD	0
7 Hörbuch	1
8 Kindl	1
9 Medium	0
10 Steaming	0
6 Rooks with media «Audiobook»	•
No. Title	
1 Das 11. Gebot - Du sollst nicht darüber sprechen	
2 Abtei der hundert Sünden	
3 Schweinskopf Al Dente	
4 Die Flüsse von London	
5 Scriptum	
6 Babylons Vermächtnis	



MANAGE MEDIA

Add a new media

If you add a new book with a new media, the list of media are constantly extended. But you can add a new media directly in the section "Manage Media". and then select the media, if you add a new book. To add a new media click on the "Add" icon.

A new media with the name "New media" will be created. In the middle of the window you see the details. Now you can change the name and assign an icon. All changes are automatically saved after you have changed a value.

Change media

To change a media, select one from the list of media. Now you can change the name and change the assigned icon. All changes are automatically saved after you have changed a value.

Delete media

To delete a media, select one from the list of media and click on the "Delete" icon. You can only delete a media, if this media has no related books.



MY BOOKS

Media «Audiobook» is assigned to 2 books The media can not be deleted



© 2015-2024 CIMSoft, @pps4Me

SHOW ALL BOOKS WITH All Details

SHOW ALL BOOKS WITH ALL DETAILS

You can get a complete overview of all books with all details. Click on the icon "Show List" in the toolbar menu or select from the "Menu" => Extras => Show List".



Here you can export all or selected entries as an Excel® XLSX file, a CSV file or copy the data into the clipboard.

•	•		All books with	all details		
Reloa	xLsx d Export XLSX	CSV Export CSV Copy	Select all Unselect all			
No.	Author name	Author first name	Title	Subitle	Co-author name	Co-author first name
1	Aaronovitch	Ben	Die Flüsse von London	Peter Grant		
2	Aaronovitch	Ben	Rivers Of London	Peter Grant	Überflieger	Alex
3	Black	Joe	Babylons Vermächtnis	Konstantin Nikolaidis 1		
4	Bühling	Daniel	Das 11. Gebot - Du sollst nicht darüber sprechen	Dunkle Wahrheiten über das Priesterseminar	Englmann	Felicia
5	Falk	Rita	Schweinskopf Al Dente	Ein Provinzkrimi		
6	Feuerbach	Sam	In the beginning it was just a book			
7	Fitzek	Sebastian	Abgeschnitten		Rakneviece	Peter
8	Fitzek	Sebastian	Seelenbrecher	Mysterythriller	Xaverix	Bill
9	Khoury	Raymond	Scriptum	Alles Gutel		
10	Murakami	Haruki	Der Meister der Elixiere			
11	Murakami	Haruki	1Q84 (Buch 1&2)			
12	Napier	Bill	77. Grad	Mysterythriller	Xaverix	Bill
13	Özmen	Elif	Was ist Liberalismus?		Özmen	Elif
14	Simoni	Marcello	Abtei der hundert Sünden		Blech	Hans
15	Specht	Artur	Schwindelfrei ist nur der Tod: Alpenkrimi		Kuhnert	Alfred
16	Vermes	Timur	Er ist wieder da			



© 2015-2025 CIMSoft, @pps4Me

CUSTOMIZE Lists

CUSTOMIZE LISTS

The lists of books can be customized as desired.

- Show and hide columns
- Column width adjustable
- Arrangement of columns

Show and hide columns

No.	Author name	Author first name	Title		
1	Aaronovitch	Ben	Die Flüsse von London 3		
2	Aaronovitch	Ben	Die Flüsse von London 3		
3	Aaronovitch	Ben	Rivers Of London		
4	Aaronovitch	Ben	Die Flüsse von London 3		
5	Aaronovitch	Ben	Assign color	>	
6	Bühling	Daniel	Add book		über sprechen
7	Bühling	Daniel	V With Headline		
8	Falk	Rita	Copy cell to clipboard		
9	Falk	Rita	Copy row to clipboard		
10	Falk	Walter	Copy column to clipboard		
11	Feuerbach	Sam	Copy all data to clipboard		
12	Feuerbach	Sam	📋 Hide column "Author first name"		KOPIE
13	Feuerbach	Sam	Hide or unhide columns		KOPIE
14	Fitzek	Sebastian	• Reset column widths		
15	Fitzek	Sebastian	🖾 Zoom	>	
16	Fitzek	Sebastian	Import from iPhone or iPad	>	
17	Fitzek	Sebastian	Seelenbrecher COPY		

The application saves which columns have been hidden and restores this status even after a restart of the program.



CUSTOMIZE Lists

Several columns can be conveniently shown or hidden using an additional window. To do this, select "Show or hide columns" in the context menu or click on the "Columns" icon in the toolbar menu.

	4	Aaronovitch	Ben	Die Flüsse von London 3		
	5	Aaronovitch	Ben	O Assign color	>	
	6	Bühling	Daniel	Add book		larüber sprechen
	7	Bühling	Daniel 💙	With Headline		
	8	Falk	Rita	 Copy cell to clipboard 		
	9	Falk	Rita	Copy row to clipboard		
I	10	Falk	Walter	Copy column to clipboard		
	11	Feuerbach	Sam	Copy all data to clipboard		ok
Ĩ	12	Feuerbach	Sam	📋 Hide column "Author first name"		ok KOPIE
	13	Feuerbach	Sam	THide or unhide columns		ok KOPIE
Γ	14	Fitzek	Sebasti	•∐• Reset column widths		
	15	Fitzek	Sebasti	Zoom	>	
	16	Fitzek	Sebasti	Import from iPhone or iPad	>	
	17	Fitzek	Sebastian	Seelenbrecher COPY		





Açana My Books

CUSTOMIZE Lists

Adjust column width

The column width can be easily adjusted with the mouse in the list header.

	•				A	All books with all details
\mathbf{O}	XLSX C	SV PRINT				0 ppc-title
Reload	Export XLSX Expor	rt CSV Print	Copy S	elect all	Unselect all	Columns
No.	Author name	Author first name	∯Title			
1	Murakami	Haruki	1Q84 (Bu	uch 1&2	2)	
2	Xaverix	Bill	77. Grad			
3	Napier	Bill	77. Grad			
4	Fitzek	Sebastian	Abgesch	nitten		

The application saves all column widths and restores this status even after a restart of the program.

Arrangement of the columns

The columns can be arranged in any order. Simply drag a column in the header to the new position.

		All books with all details
\mathbf{O}	XLSX CSV PRINT	
Reload	Export XLSX Export CSV Print	Copy Select all Unselect all Columns
No.	Author name	Title
1	Murakamilaruki	1Q84 (Buch 1&2)
2	Xaverix Bill	77. Grad
3	Napier Bill	77. Grad
4	Fitzek Sebastian	Abgeschnitten

The application saves the arrangement of the columns and restores this status even after a restart of the application.



Açana My Books



PRINT

To print the books, click on the "Print" symbol or select "File => Print" in the menu.

			Açan	a My Books			
Add Duplicate Trash Delete	All book	s Details Attachments	Notes	Manage Show I	List Charts		
All books	32	Q- Search Book	Author first		Fast search:	Print all books with details	
Favorites	3	No. Author name	name	Title			Subitle
		-	All books	with all details			
XISX CSV	PRINT					Q~ Search	
Reload Export XLSX Export CSV	Print	Copy Select all Unsele	ct all Columns				
File Edit Extras View	Window	Help					
Add book	ЖN						
🔂 Duplicate book	ЖD						
m Moved to trash	жт						
😢 Delete book	₩⊗						
Save graphics as	>						
🛃 Export data	>						
🛃 Import data	>						
Save details as PDF file							
Print	>	Print configurable list					
Backup all data		Print all books with deta	ils				
U Restore all data							



All or the selected books can be printed.

- Freely configurable list
- One page per book with all details

© 2015-2025 CIMSoft, @pps4Me

PRINT

Print configurable list

Various preferences for the layout can be adjusted in the print preview. Individual columns can also be shown or hidden.

	Preview				
2 Header	Author name	Author first name	Title	Subitle	Co-author name
Header on every page	Aaronovitch	Ben	Die Flüsse von London 3	Peter Grant	Überfliege
Ciza rowa to fit toxt	Aaronovitch	Ben	Die Flüsse von London 3	Peter Grant	Überfliege
Size rows to fit text	Aaronovitch	Ben	Rivers Of London	Peter Grant	Überflieg
Add page numbers	Aaronovitch	Ben	Die Flüsse von London 3	Peter Grant	Überflieg
	Aaronovitch	Ben	Rivers Of London COPY	Peter Grant	Überflieg
Uncheck all	Bühling	Daniel	sprechen	Priesterseminar	Eligmann
	Buhling	Daniel	DAS BUCH		Xaverix
Columns	Falk	Rita	Babylons Vermachtnis	Konstantin Nikolaidis 1	
	Falk	Walter	Schweinskonf im Weltell	Fin Drovinzkrimi	
Author name	Feuerbach	Sam	In the beginning it was just a book	EIII PIOVINZKIIIII	
🗹 Author first name	Feuerbach	Sam	In the beginning it was just a book		
✓ Title	Feuerbach	Sam	In the beginning it was just a book KOPIE		
	Fitzek	Sebastian	Abgeschnitten		Raknevie
Subilie	Fitzek	Sebastian	Seelenbrecher	Mysterythriller	Xaverix
🗹 Co-author name	Fitzek	Sebastian	Seelenbrecher		Xaverix
Co-author first name	Fitzek	Sebastian	Seelenbrecher COPY		Xaverix
Speaker	Fitzek	Sebastian	Seelenbrecher	Mysterythriller	Xaverix
	Khoury	Raymond	Scriptum	Alles Gutel	
Iranslated by	Murakami	Haruki	Der Meister der Elixiere		
Genre	Murakami	Haruki	1Q84 (Buch 1&2)		· ·
Length (D:)HH:MM	Napier	BIII	//. Grad	Mysterythriller	Xaverix Özmon
Price	Simoni	Marcello	Abtei der hundert Sünden		Blech
	Simoni	Marcello	Abtei der hundert Sünden		Blech
List price	Specht	Artur	Schwindelfrei ist nur der Tod: Alpenkrimi		Kuhnert
Date of purchase	Vermes	Timur	Er ist wieder da		
Read	5/7/24		Açana My Books • © 2015-2024 CIMSoft,	@pps4Me · www.pps4me.com	Pag



The application saves these preferences and restores the status even after the program is restarted.

Açana My Books



One page per book with all the details



Fit Page

Table Of Contents

© 2015-2024 CIMSoft, @pps4Me

MY

BOOKS

PRINT

The following functions are available in the print preview:



- Go to first page
- Back one page
- One page forward
- Go to last page
- Update data
- Save as PDF
- Save as HTML
- Print
- Print options

Update data

If a different category is selected in the main window or a search for specific books is carried out, this function can be used to update the print preview with the new data without reopening the window.



Options



© 2015-2024 CIMSoft, @pps4Me

Table Of Contents

i!i

Options

Açana My Books

MY BOOKS



CHARTS

To open the charts window, click on the icon "Charts" in the toolbar menu or select "Menu" => Extras => Charts".



These feature are available in the charts window:

	•						Charts	
	XLSX	.	1		Μ	*		İ İİ
Save	Export XLSX	Author	Price per book	Genre	Media	Count speake		Options

- Save
 - Pixel format
 - BMP, GIF, JPG, JP2, PNG, TGA, TIF, WebP
 - Vektor Format
 - PDF, SVG
- Export as XLSX file
- Author
- Revenue per author

© 2015-2024 CIMSoft, @pps4Me Table Of Contents

© 2015-2025 CIMSoft, @pps4Me

Açana My Books

CHARTS

- Count per author
- Price per book
- Genre
 - Revenue per genre
 - Count per genre
- Media
 - Revenue per media
 - Count per media
- Count per speaker
- Show options

Touch Bar Icons:





© 2015-2024 CIMSoft, @pps4Me 👘 🗄

SAVE CHARTS To A File

SAVE CHARTS TO A FILE

You can save the charts to a file (pixel- or vector-format). Open the charts window and select in Toolbar-Menu "Save => Pixel format" or => "Vector format".



This feature is also available via the menu "File => Save graphic as"





© 2015-2024 CIMSoft, @pps4Me

SAVE CHARTS As Xlsx File



You can save the charts as a Excel® XLSX file. Click on the "Export XLSX" icon in toolbar menu.





ili

Options

DATA EX-Change Via Clipboard

DATA EXCHANGE VIA CLIPBOARD

An easy data exchange via clipboard is available in the context menu of all tables.

		•			All books	with	all details		
	Reload	XLSX d Export XLSX	CSV Export CSV Copy	Select all U	nselect all				
٢	lo.	Author name	Author first name	Title			Subitle	Co-author name	Co-author first name
•	1	Aaronovitch	Ben	Die Flüsse	von London		Peter Grant		
	2	Aaronovitch	Ben	Rivers Of Lo	ondon		Peter Grant	Überflieger	Alex
	3	Black	Joe	Babylons V	ermächtnis		Konstantin Nikolaidis 1		
•	4	Bühling	Daniel	Das 11. Ge	- With Handling	Ì	Dunkle Wahrheiten über das Priestersem	Englmann	Felicia
•	5	Falk	Rita	Schweinsk	with Headline		Ein Provinzkrimi		
•	6	Feuerbach	Sam	In the beg	Copy cell to clipboard				
	7	Fitzek	Sebastian	Abgeschn	Copy row to clipboard			Rakneviece	Peter
•	8	Fitzek	Sebastian	Seelenbre	Column copied to clipboard		Mysterythriller	Xaverix	Bill
•	9	Khoury	Raymond	Scriptum	Copy all data to clipboard		Alles Gutel		
•	10	Murakami	Haruki	Der Meiste	Import from iPhone or iPad	>			
•	11	Murakami	Haruki	1Q84 (Bucr	ין און אין אין אין אין אין אין אין אין אין אי				
	12	Napier	Bill	77. Grad			Mysterythriller	Xaverix	Bill
•	13	Özmen	Elif	Was ist Libe	eralismus?			Özmen	Elif
•	14	Simoni	Marcello	Abtei der h	undert Sünden			Blech	Hans
•	15	Specht	Artur	Schwindelf	rei ist nur der Tod: Alpenkrimi			Kuhnert	Alfred
•	16	Vermes	Timur	Er ist wiede	er da				

With the clipboard you can paste your data into Excel®, LibreOffice®, Numbers® etc. document.



DATA EX-Change Via Clipboard



e [● ● □ ~ stellung	125 % ~ Ø Ø Zoomen Stil kopieren Stil einsetzen	F	Açana	Meine Bücher - D T ramm Text For	atenaustausch	- Beart
+	-	Blatt 1					
0	A	В	С	D	E	F	
			Tabelle	1]
1	Nr.	Titel	Autor Name	Autor Vorname	Sprecher	Genre	ĺ.
2	1	An einem Tag im November	Hammesfahr	Petra	Regina Lemnitz	Krimi]
3	2	Das wird Lustig	Lieffer	Peter	Hans Wachnov	Krimi	
4	3	Die Flüsse von London	Aaronovitch	Ben	Dietmar Wunder	Gedichte	
5	4	Jim Knopf und Lukas der Lokomotivführer	Knopf	Jim	Anita Benrentz	Kinderbuch	
6	5	Neues Buch					

Example: LibreOffice®

•													📄 Unbena	innt 1.ods
Ħ	- 1	5 · 8 8	87	a C	X	0	- 1	1	5.	¢ •	<u>Q</u> <u>A</u>	+	王 [1]	₩ [↓] ↑ ² ↓
Li	berat	ion Sans 🖂	10	B	I	U	F# -		• =	\$ 3	5	I 1	÷ + ⊥	\$ % 0
B24		v	f× X	Σ =										
	A			В					С		D		E	F
1	Nr.	Titel					A	utor I	Name	Autor V	/orname	Sprec	her	Genre
2	1	An einem Tag	im No	vembe	r		Н	amm	esfahr	Petra		Regin	a Lemnitz	Krimi
3	2	Das wird Lust	tig				Li	ieffer		Peter		Hans	Wachnov	Krimi
4	3	Die Flüsse vo	n Lond	lon			A	arono	ovitch	Ben		Dietm	ar Wunde	Gedichte
5	4	Jim Knopf un	d Lukas	s der L	komo	tivführe	r K	nopf		Jim		Anita I	Benrentz	Kinderbuch
6	5	Neues Buch												
7														



© 2015-2025 CIMSoft, @pps4Me

EXPORT ALL Data As Csv File

EXPORT ALL DATA AS CSV FILE

In the main window you can export the list of books as a CSV file. Select "Menu => File => Export as CSV file".

File	Edit	Extras	View	Window	Help	Available Fields	Export Fields
•	Add book			жN		Author name	
•	Duplicate	book		жD		Author first name	
Ê I	Noved to	trash		ж т		Author female	
	Delete bo	ok		₩ 🖂		Title	
						Subitle	
	Save grap	hics as		>		Co-author name	
t.	- xport dat	ta		>	Export as CSV file S#E	Co-author first name	
	mport dat	ta		>	Export as XLSX file	Co-Author female	
DOCK	Save deta	ils as DO	CX file			Export all fields ->	<- Remove all fields
0	Backup al	l data				Export Parameter	
ŏ	Restore al	ll data				Field Separator	
		autu				; 😒	
						Text Recognition Sign	
							🗹 With Headline
						Cancel	Export as CSV

In the CSV export window you can drag and drop the fields from the available fields list to the list of export fields. If you don't want to export one ore more fields, drag it back to the list of available fields. Or choose "Export all fields", this will move all available fields to the export fields. You can change the order of the export field with drag and drop.

If necessary change the export parameters and click on "Export as CSV". Select a destination folder and enter a name for the export file.



© 2015-2024 CIMSoft, @pps4Me

EXPORT ALL Data As Excel Xlsx File

EXPORT ALL DATA AS EXCEL XLSX FILE

In the main window you can export the list of all books as an Excel® XLSX file. Select "Menu => File => Export as XLSX file".

File Edit Extras View	Window	Help	
Add book	жN		
🕀 Duplicate book	ЖD		
Moved to trash	ж т		
😣 Delete book	¥⊠		
Save graphics as	>		
击 Export data	>	Export as CSV file	жE
🛃 Import data	>	Export as XLSX file	×жх
Save details as DOCX file			1
😃 Backup all data			
\rm Restore all data			



© 2015-2024 CIMSoft, @pps4Me

IMPORT DATA From CSV File

IMPORT DATA FROM CSV FILE

You can import data from a CSV file. To do this, select "Menu" => File => Import from CSV file".

File Edit Extras	View Window	Help
Add book	жN	
🕀 Duplicate book	ж D	
m Moved to trash	ж Т	
😣 Delete book	¥ ≥	
Save graphics as	>	
击 Export data	>	
🛃 Import data	>	🔜 Import from CSV file 📡 🗘 🛱 ।
Save details as DC	OCX file	Import from XLSX file て合業X
🕒 Backup all data		
Restore all data		

Import from CSV file

Before you import any data, you should make a backup of your data

Continue importing

Backup all data

Cancel



IMPORT DATA From CSV File

"Drag and Drop" a CSV file from the Finder into the "CSV" icon on the left side, or double click this icon and select a CSV file. Set the parameters for "Field Separator", "Text Recognition Sign", "With Headline" and "Text Encoding" and then click on "Import CSV".

	ile Ir	nport Parameter			
		ield Separator		Text Encoding	
		;	0	None 😌	
		out Decembrian C	New		
CC	V	"	With Headline		
/Users/mcjeh	e/Desktop/Temp	o/Açana Meine Bü	icher.csv		
Autor Name	Autor Vorname	Autor weiblich	Titel		Unter
Aaronovitch	Ben	Nein	Die Flüsse von London		Peter
Bühling	Daniel	Nein	11. Gebot		3. Ur
Fally	Rita	~	Schweinskopf al dente: Ein Provinzkrin	ni (dtv Fortsetzungsnummer 20)	Alles
гак	Sebastian	Nein	Abgeschnitten		
Faik Fitzek			Seelenbracher		Unte
Fitzek Fitzek Fitzek	Sebastian	Nein	Seciendrecher		
Fitzek Fitzek Fitzek Khoury	Sebastian Raymond	Nein Nein	Scriptum		Alles
Fitzek Fitzek Khoury Napier	Sebastian Raymond Aaron	Nein Nein Nein	Scriptum Am Anfang war es nur ein Buch		Alles
Faik Fitzek Fitzek Khoury Napier Simoni	Sebastian Raymond Aaron Marcello	Nein Nein Nein Nein	Scriptum Am Anfang war es nur ein Buch Abtei der hundert Sünden		Alles
Faik Fitzek Fitzek Khoury Napier Simoni	Sebastian Raymond Aaron Marcello	Nein Nein Nein Nein	Scriptum Am Anfang war es nur ein Buch Abtei der hundert Sünden		Alles

Now you can assign the available field to the import fields by "Drag and Drop", or assign all fields 1:1. You can remove an assigned field by selecting it and drop it back to the list of available fields.



Assign all fields 1:1 ->		<- Remove all assigned fields
38 Fields		31
Vaufaraia	Drice	
Länge (T:)HH:MM	Length (D:)HH:MM	
Übersetzung	Genre	Genre
Co-Autor weiblich	Speaker	Sprecher
Co-Autor Vorname	Author first name	Autor Vorname
Co-Autor Name	Author name	Autor Name
Untertitel	Title	Titel
Available Fields	Import Fields	Assigned Fields

MPORT DATA From Csv File

0

If you have all fields assigned, click on "Preview CSV Import".

Preview CSV Import			
Title	Author name	A	
Die Flüsse von London	Aaronovitch	В	
11. Gebot	Bühling	D	
Schweinskopf al dente: Ein Provinzkrimi (dtv Fortsetzungsnummer 20)	Falk	R	
Abgeschnitten	Fitzek	S	
Seelenbrecher	Fitzek	S	
Scriptum	Khoury	R	
Am Anfang war es nur ein Buch	Napier	А	
Abtei der hundert Sünden	Simoni	Ν	
Schwindelfrei ist nur der Tod: Alpenkrimi	Specht	A	
Er ist wieder da	Vermes	Т	
77. Grad	Xaverix	В	
Özmen's Buch	Özmen	F	
Cancel	Import into database		

If everything looks good, click on "Import into database".





IMPORT DATA From Excel Xlsx File

IMPORT DATA FROM EXCEL XLSX FILE

You can import data from a Excel® XLSX file. To do this, select "Menu" => File => Import from XLSX file".

File	e Edit	Extras	View	Window	Help		
Add book				жN			
Ð	🕂 Duplicate book			ЖD			
	Moved to	trash		ж Т			
8	😣 Delete book			₩ 🗵			
di	Save graphics as			>			
t	Export da	ita		>			
Ł	Import da	ita		>	Import from CSV	file	승 쁐 ㅣ
DOCX	Save deta	ails as DO	CX file		Import from XLS	X file	τώ#Χ
0	Backup a	ll data					
0	Restore a	ll data					



Import from XLSX file

Before importing an XLSX file, please make a backup of your data.

Continue importing

Backup all data

Cancel



Açana My Books

IMPORT DATA From Excel Xlsx File



Here you can now assign the "Import fields" to the "Existing fields".




IMPORT DATA From Excel Xlsx File

If the "Import Fields" and the "Existing Fields" are in the same order and the number of fields matches, then you can use "Assign all fields ->" to make a 1:1 assignment. With "<- Delete all assignments" you can delete all allocations at once. You can assign single fields pre "Drag and Drop". Drag a field from the "Import Fields" area to a field in the "Existing Fields" area. If you accidentally misassigned a field, you can simply drag it back to the "Existing fields" area.

37 Fields Autor Name Autor Vorname Autor weiblich Titel
Autor Name Autor Vorname Autor weiblich Titel
Autor Name ame Autor Vorname e Autor weiblich Titel
ame Autor Vorname e Autor weiblich Titel
e Autor weiblich Titel
Titel
Untertitel
me Co-Autor Name
st name Co-Autor Vorname
male Co-Autor weiblich
Sprecher
Genre
H:MM Länge (T:)HH:MM
all assignments

When you have assigned all fields, click on "Continue".



© 2015-2024 CIMSoft, @pps4Me

Table Of Contents

IMPORT DATA From Excel Xlsx File



© 2015-2024 CIMSoft, @pps4Me

Here you can see a preview of the import data again. If everything is ok, click on "Import data". If you want to change something about the data you want to import, you can go back to the last import window by clicking "Back".

0	•		XLSX Import Pr	review
	Lines read:	12	Columns read	l: 37
	Author name	Author first name	Author female	Title
	Aaronovitch	Ben		Die Flüsse von London
	Bühling	Daniel		11. Gebot
	Falk	Rita	Ja	Schweinskopf al dente: Ein Provinzkrir
	Fitzek	Sebastian		Abgeschnitten
	Fitzek	Sebastian		Seelenbrecher
	Khoury	Raymond		Scriptum
	Napier	Aaron		Am Anfang war es nur ein Buch
	Simoni	Marcello		Abtei der hundert Sünden
	Specht	Artur		Schwindelfrei ist nur der Tod: Alpenkri
	Vermes	Timur		Er ist wieder da
	Cancel			Back Import data
		MY BOOKS		

No

Table Of Contents

Should 12 new entries

be imported?

Yes



IMPORT DATA From Excel Xlsx File

After the import you will still get an overview of the imported data.



24 new entries were imported Authors 19 Co-Authors 14 Speakers 8 Genre 6 Media 4

OK



© 2015-2024 CIMSoft, @pps4Me

BACKUP ALL Data

BACKUP ALL DATA

If you have TimeMachine® activated, there is nothing to do. If not, so take a backup of the folder <\$HOME/Library/Containers/de.pps4me.AcanaMyBooks/Data/Library/Application Support/ AcanaMyBooks>.

Or use the backup feature. This will make a backup from the database, all attachments and all



notes of «Açana My Books». Select "Menu => File=> Backup all data".

Select a destination folder on your local disk, a USB stick or a SD card. On the selected destination a new folder with the name «AcanaMyBooks» will be created. This folder contains the database, all attachments and all notes of «Açana My Books».





Table Of Contents

RESTORE ALL Data

Books». Select "Menu => File => Restore all data". File Edit Extras View Window Help Add book X N 1 Duplicate book #D m Moved to trash ЖT 🔀 Delete book ₩ 🗵 Save graphics as > t. Export data > Import data > Save details as DOCX file 🚺 Backup all data 1 Restore all data

Select the backup folder where you have previously used for the backup. Now all data would be restored (database, all attachments and all notes). If you have selected a wrong folder, you see this message (left side). If restore was successfully, you see this message (right side).

RESTORE ALL DATA

With the restore feature you can restore the database, all attachments and all notes of «Açana My





Restore all data

ATTENTION ! Restoring all data from a backup overwrites all current data with the data from the backup. "This action cannot be undone".

Cancel

Restore data



PREFERENCES

The following can be defined in the preferences.

- Tree view
- Display
- Toolbar
- Lists
- Duplicates
- Export
- Charts
- JPG
- JPEG 2000
- WebP
- Print





PREFERENCES

Tree view



Display

- The lists in the main window can be sorted as follows:
 - Author
 - Title
 - Subtitle
 - Co-Author
 - Speaker
 - Gerne
- Show number of books in the dock
- Display color assignment as a dot





Toolbar

The appearance of all toolbar menus can be defined here.



Lists

- Automatic column width (main window and "All books" window)
- Zoom factor from 50% to 400% (main window and "All books" window)
- Set text color for the "Yes/No" and "Rating" columns







Duplicates



Export



- Open export file after saving
 - Output formats are
 - BPM
 - GIF

© 2015-2024 CIMSoft, @pps4Me

MY BOOKS

- JPG
- JPEG2000
- PNG
- TGA
- TIFF
- WebP
- Set default export folder

Charts



- Select background color
- Bar chart type
 - Flat
- 3D
- Show values
- Open pixel/vector file after saving



JPG

- JPEG Qualität
 - Standard
 - Minimum
 - Gering
 - Medium
 - Hoch
 - Maximum

• • •	Preferenc	es	
£xport	JPEG Quality		
Charts	Default	0	
JPG JPG			
JPEG 2000			
WebP			

JPEG 2000

• JPEG2000 Qualität





© 2015-2024 CIMSoft, @pps4Me Table Of Contents

WebP

- Verlustfreie Kompression
- Verlustbehaftete Kompression
- WebP Qualität



Print

- Page size
- Left margin, right margin, bottom margin
- Print logo
- Print footer
- Use standard logo





© 2015-2024 CIMSoft, @pps4Me Table Of Contents

HELP MENU

HELP MENU

With the menu "Help" you get this features:





© 2015-2024 CIMSoft, @pps4Me

MORE APPS From @pps4Me

MORE APPS FROM @PPS4ME

Click <u>here</u> for more apps from @pps4Me.



© 2015-2024 CIMSoft, @pps4Me

CONTACT US

CONTACT US

If you still have unanswered questions, please send us an e-mail at <u>Contact@Support</u>. Or visit our <u>Homepage</u>.



© 2015-2024 CIMSoft, @pps4Me

Copyright & General Terms And Conditions



COPYRIGHT & GENERAL TERMS AND CONDITIONS

General Terms and conditions for the use of this help book.

I. Right-holders, copying, Copyright

1. The copyright of this help book is by CIMSoft, pps4Me, Horst Jehle, Bahnhofstraße 21, 71063 Sindelfingen, Germany (hereinafter referred to as "author"). The Copyright refers to the graphics, the text as well as the electronic source text to graphics and all texts as a whole.

2. In the source text of the template (template) is the copyright of the author. This Copyright notice © in the source text of the manual must not be removed. Already the removal of copyright constitutes copyright infringement and may be punishable by law.

Add your own copyright notice is <u>not permitted</u>.

3. The provision of this manual with download option on their own or third party websites, the reproduction and copying to CD's/DVD's or other data carriers for the purpose of disclosure to third parties both paid and free of charge (except for personal use) as well as a direct link to the download files is prohibited.

4. With the download of this manual, the user acknowledges the terms and conditions of use.

II. Free private use

- **1.** This help book is free to personal, private, non-commercial purposes.
- **2.** With the download of this manual, the user receives the right to use the manual for the purposes of this Terms of use. The property rights in the content fully remain with the author.

III. Commercial pay use

1. Commercial and thus pay use for the purposes of this Terms of use is when to book a private or third acquisition business regardless of the size advertised in any way, pay services under a single URL provided.

Copyright & General Terms And Conditions

IV. Scope of the commercial use

1. The use of this help book is only permitted for a company. The right of use expires with the use at another company or a subsidiary or parent company. The right of use is each registered Company to acquire new or pending business.

2. With every purchase of the manual is the internet address (URL) under the manual goes online

3. For any use in accordance with Section IV of the terms of use is a one-time fee for usage numbers. The amount of the remuneration of utilisation can be requested via <u>E-Mail</u>.

4. Upon payment of the one-time usage fee, the user merely acquires the right of use within the meaning of these Terms of Use. Ownership of the manual remains with the author without restriction.

5. With one-time payment of the remuneration of utilisation of the user acquires only the right of use for the purposes of this Terms of use. The ownership of the manual fully remains with the author.

6. Any commercial user will receive a VAT invoice.

V. Copyright Infringement

1. Any copyright infringement will be prosecuted. The author, a lawyer will always help. Be asserted in the context of provisional legal protection - if necessary - injunctive-, information- and claims for damages.

2. A copyright infringement is if the manual with criminal content by the users or by third parties. The author is displayed next to the assertion of civil claims immediately after having regard to criminal report.

3. Responsible in the sense of the UrhG and these terms and conditions, in addition to the owner of the company or the industry for non-existing persons identity of the creator of the website using this book is offered for download or in any other manner.

4. Information about the legality of a planned use of the book given by the author. The contact data the author can bee seen in the <u>imprint</u> on the web page.



© 2015-2024 CIMSoft, @pps4Me

Copyright & General Terms And Conditions

VI. Liability

The author assumes no liability whatsoever, regardless of the legal grounds, arising out of the use and/or the use of the book or in any other way in connection with the acquisition, exploitation and use of the book could be deducible, except in cases of intent or gross negligence.

The brand names used in this manual are registered trademarks of their respective owners.



© 2015-2024 CIMSoft, @pps4Me