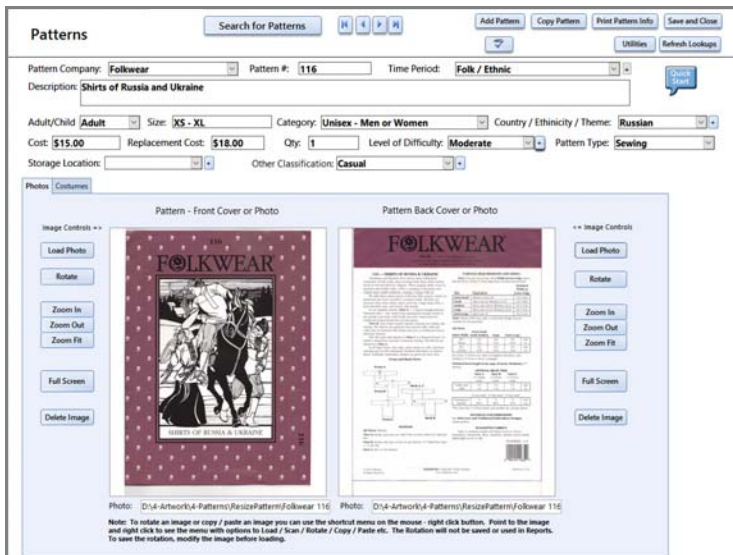


Quick Start Guide for...

Pattern Inventory Database

Features of the Pattern Inventory Database:



Folkwear pattern image courtesy of Folkwear®. Used by permission.

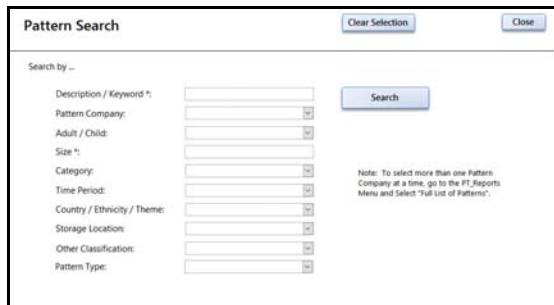
- ▶ Create a record for each pattern, enter a description, and a photo or scanned image of the front and back of the pattern envelope.
- ▶ Search for pattern by pattern company, category, time period or description, etc. View results as a list or photo gallery.
- ▶ Print reports of patterns - by pattern company, by category, time period, etc.
- ▶ Export pattern reports to pdf or Excel - which can be emailed and viewed on a phone or tablet.
- ▶ The Pattern database can be a stand-alone database or a module in the Theatre Inventory

How to get started with the database

1. Download the Free Trial from the website. Install on your PC. MS Access required.
2. Open the database - The first time the database is opened, you will see the Software Registration screen. Just press OK and you will continue to the Company Setup screen and then enter in the name of your company or school. Press Save and Close. The next screen is the Startup Menu. Look it over to get familiar with the menu options.
3. Utilities - Review the tables and add data as necessary. These are the tables are used for the lookup/drop down boxes on the main screens - pattern company, category, time period, classification, etc.
4. Patterns - Add a pattern record. You may select the Pattern Company, Category, Time Period, Theme, Storage Location, your own Classification (and more) from drop down boxes. You can enter the Pattern #, Size, Description, Cost, Quantity, and any comments. You can load a scan of the front and back of the envelope or a photo of a completed costume (see more info on next page).
5. Reports - To print a list of patterns - go to the Reports Menu and select the desired options and print. You may select one or more pattern companies or all companies. Reports can be printed to a printer or a pdf file. See the Acrobat/Print Preview tab at the top of the screen to create a pdf from the report. The pdf report can then be emailed.

Other Features of the Pattern Inventory Database

1. **View Pattern / Full Screen.** The image can be viewed on the Pattern Screen or enlarged to Full Screen. On both screens you can Zoom In / Out and use the cursor to move the image within the frame.
2. **'Other' Classification.** You may name your own *Classification* to identify your patterns - such as "Source", "Garment Use" (Military, Holiday, etc), etc. The field is called "Other Classification" until you rename it. See the Utilities Menu and look for *Enter 'Other Classification' Name*.



3. **Search Screen.** Patterns may be searched for by Pattern Company, Time Period (Roman, Victorian, etc.), Category (mens, women, etc.), or by a word from the description (pants, corset, etc). The results can be viewed as a list or photo gallery or printed (with or without the pattern images).
4. **Reports Screen.** There are over 12 reports to choose from - with and without photos.

Notes on scanning a pattern envelope

Pattern envelopes can be scanned with any scanner and saved as a *.jpg file. Many copiers have the ability to scan pictures and turn them to pdf or *.jpg files.

To Scan from a scanner connected to your computer

1. Remove the contents of the pattern envelope. Smooth the envelope flat.
2. Place the pattern face down on the scanner leaving a little space around the edges. Put the top down to apply pressure if you are not feeding the pattern through the scanner.
3. Start the scanning process. Be sure the scanner will save the scan to a *.jpg file
4. Wait for the scan to complete. Follow the directions of the scanner software. It is a good idea to name the scanned images the same as the pattern number (i.e. 1234F (Front) and 1234B (Back)).
5. Repeat process for the back of the pattern envelope.

To Scan to a PDF file - with a copier that scans to pdf

1. Remove the contents of the pattern envelope. Place the pattern face down on the scanner leaving a little space around the edges. Start the scan process.
2. You may be able to scan multiple pattern fronts and backs to a single pdf that you save on a USB. Once you transfer the files to your computer you can extract each image to a .jpg file from the pdf using Adobe Acrobat Standard or another pdf software

To convert a PDF file to .jpg

1. This process requires a pdf editing software like Adobe Acrobat (the full, paid version not the free reader) or "Free PDF Converter". Check the web for options.
2. Open the pdf file. If you have scanned multiple patterns to a single file, go to the Documents menu and select Extract. You can save each pattern image to a separate file. It is a good idea to name it the same as the pattern number (i.e. 1234F (front) and 1234B (Back)).
3. With the individual file image open, Click on File / Save As. Select the "Save as Type" and select JPEG (.jpg). Be sure to see the folder where the images are going. Note: If the jpg file is larger than 1MB you will need to resize the photo to around 500 kb. (You can use larger images but the Photo Gallery might not be able to load a lot of very large photos). See our Resource Guide on Resizing Photos.

Decided that you like the Pattern Inventory Database and want to use it? The software registration key can be purchased from the store on the website www.costumeinventorystore.com or by calling 1-855-468-8247. The license is good for one organization to be run on a single Windows PC or on a Local Area Network.

Why Choose Costume & Theatre Inventory Resources?

- ★ Great inventory database products - used by 400 organizations in 12 countries
- ★ Dedicated Customer Service and Support. See the website for FAQ's, User Guides & more



Sample Pattern Report