

Optimizing Artsystems For Use Outside the United States

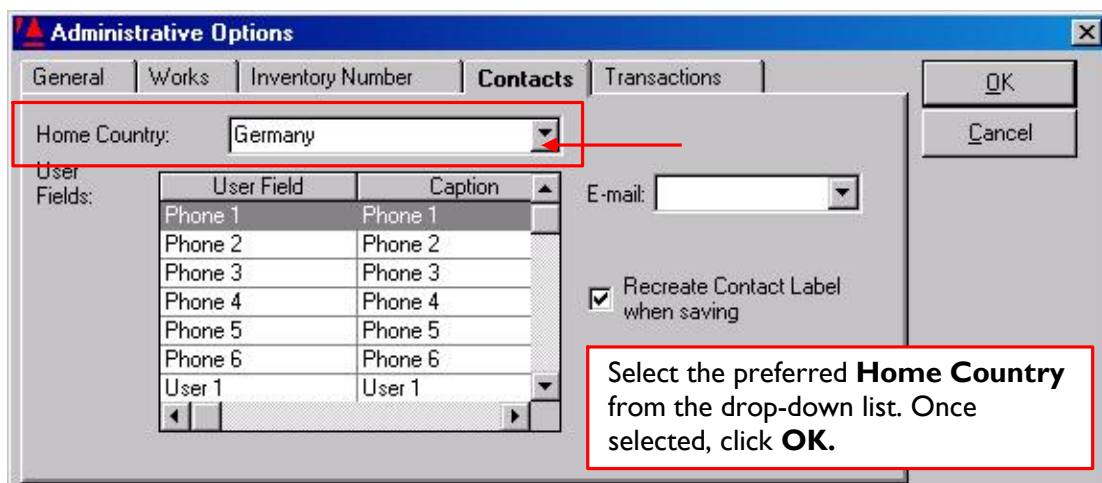
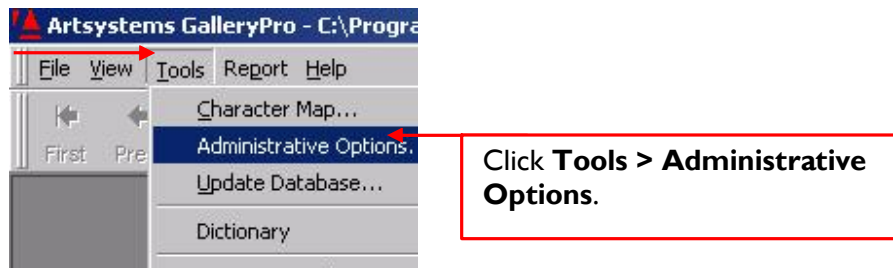
IMPORTANT ADMINISTRATIVE SETTINGS AND OPTIONS

HOME COUNTRY SETTINGS

The selection of **Home Country** will reflect the way Contact Label information appears on various Artsystems software documents. This includes address labels, which are based on the standard postal format for the selected Home Country. By default, Artsystems software sets the United States as Home Country and uses a United States mailing format.

SETTING THE HOME COUNTRY

1. Select **Tools > Administrative Options** from the menu and click once on the Contacts tab.
2. To select the Home Country, click on the drop-down arrow and select the name of the preferred Home Country.
3. Select **OK** to save.



EDITING THE HOME COUNTRY

If the **Home Country** is not in the drop down list, a new home country may be entered and the mail format preferences may be set.

1. Select **Tools > Administrative Options** from the menu and click once on the Contacts tab.
2. To edit or add a new **Home Country**, click once in the home country field to position the cursor and type in the name of the preferred home country.
3. Press the **'Tab'** key on the keyboard.
4. A prompt will appear to enter the **Region** and **Address Type** for the new Home Country.



Place cursor in the **Home Country** field and type in the name of the preferred country, then press the **Tab** key on the keyboard.

5. For the **Region**, select the drop-down arrow and click on the appropriate region. If the region is not in the list, simply type directly into the region field and select yes, when prompted to add it to the list.
6. Select the **Address Type** from the drop-down list. .
7. Enable the **Home Country** checkbox by clicking. A checkmark will appear indicating this is a Home Country selection.
8. Click **Yes** in the Add Country window.
9. Select **OK** in the Administrative Options window to save.



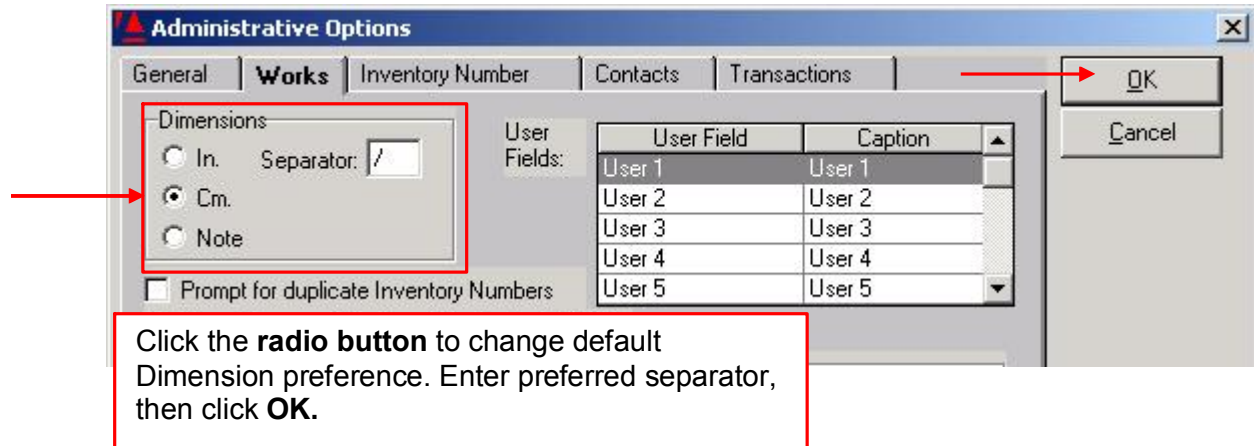
Note: If adding a country to the available contact selection list that is **not** the home country, do not enable home country checkbox.

SETTING DIMENSION PREFERENCES

The **Dimension** option allows selection of dimension preferences that will appear on all records and reports. By default, the program is set at inches with 'x' as the separator. The default setting for dimensions can be set to appear in inches, centimeters, or notes with choice of separator type.

Note: Once set, the **Dimension preferences** will display on all **new** records only.

1. Select **Tools > Administrative Options** from the menu and click once on the Works tab.
2. Under the **Dimensions** group box, there are radio buttons for each preference setting: In (Inches), cm (centimeters), and note.
3. Click once in the radio button to select the desired preference.
4. Click **OK** to save. All new records from this point forward will display the new preference settings.



DOWNLOADING AND INSTALLING A4 REPORTS

In U.S. office applications, paper formats for the International Standard paper size - ISO A4 standard are not widely used, therefore the reports that load with the installation of Artsystems programs are not in the ISO A4 standard. Artsystems programs do support the International Standard paper size - ISO A4 with custom reports, which are available for download along with accompanying instructions on the Artsystems web site at:

Gallery Pro: http://www.artsystems.com/services/g_a4reports.htm

Collections: http://www.artsystems.com/services/c_a4reports.htm

Studio: http://www.artsystems.com/services/s_a4reports.htm

CURRENCY CONVERSIONS

In Artsystems programs, foreign currencies can be entered for **'Net'** costs, **'Base'** costs, and for amounts due to the consignor. The system will convert from the foreign currency into your standard currency once you have entered in the applicable conversion rate. You can have the symbol of your base currency appear on the screen -- if you operate in Pounds, Euros, Swiss Francs, whatever.

The option (based on ownership type) to choose the Net cost, Base cost, and Cost, as well as the rate of currency conversion and selection of currency symbol for the associated amount is offered when creating a new work record.

Example: Consigned Work
(Net not calculated as %)

Using the drop-down, select a **Currency symbol** for each value, then enter **Conversion Rate**.

Add Work

Calculate Net as a Percent

Net: \$ 20,000.00

Conversion Rate: 1.6870

Cost: £ 33,740.00

Received: //

Return by: //

Retail Price: .00

< Previous Cancel Finish

Enter any other additional info and click **Finish**.

KEY CAPS FOR FOREIGN SYMBOLS

Due to the limitation of available keys, some keyboards may not offer all the symbol options needed when entering records. *Artsystems* programs allow for creating 'unique' key-stroke combinations based on existing keys for creating special characters for record input.

Example: ě

TO SET KEY CAPS:

1. On the Menu bar, select **Tools > Character Map**.
2. A Character Map dialog box will appear.
3. Scroll through the list to locate the character (symbol) to add.
4. Once located click the corresponding **Base Key** drop-down. Using the drop-down list, select the keyboard (base) key to use when typing.
5. Next, select one of the available keystroke combinations from the **Key Combinations** drop-down list.

Clicking in the **Base Key** or **Key Combination** field next to the selected character produces a drop-down arrow.

6. To enter this character on a record, hold down the keystroke combination and

Character Map

Character	Base Key	Key Combination
à		
æ		
ç		
è		
é		
ě	E	Ctrl+Alt
ë		
ì		

OK Cancel

type the base key selected.

Tip! - To enter the Euro (€) symbol in a record or report, hold down the **ALT** key and enter **0128** from the number keypad. (On European keyboards use **ALT GR** key).

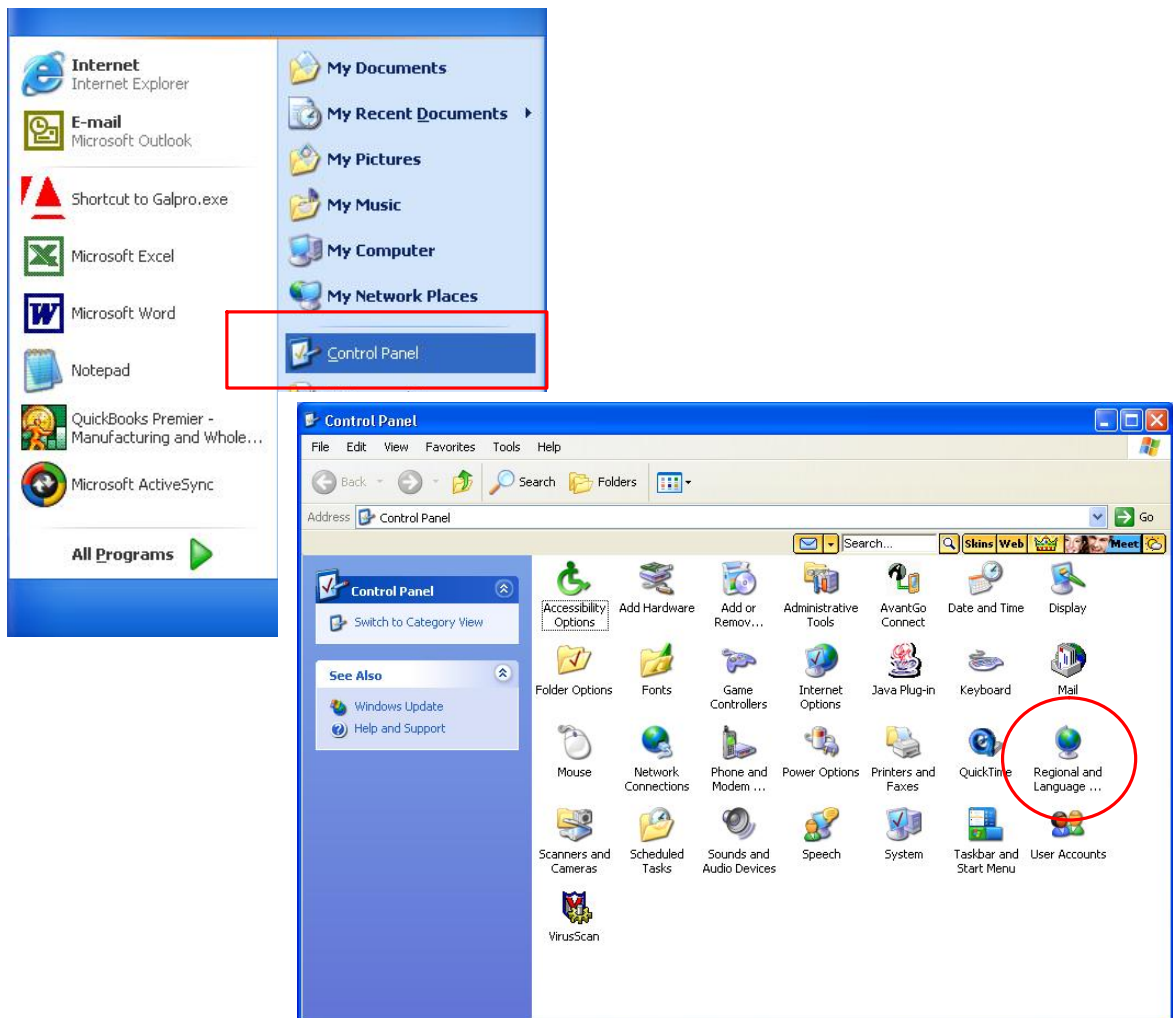
Important Note: The following instructions designate the adjustment of regional and localization settings for Windows 2000 and Windows XP. **All Artsystems software installations for computers set up as non-English or non-United States (US) must make the following changes in order for Artsystems programs to function correctly.** Screenshots are based on a Windows XP operating system; however, the steps are essentially the same on Windows 2000 systems.

REGIONAL AND LANGUAGE OPTIONS

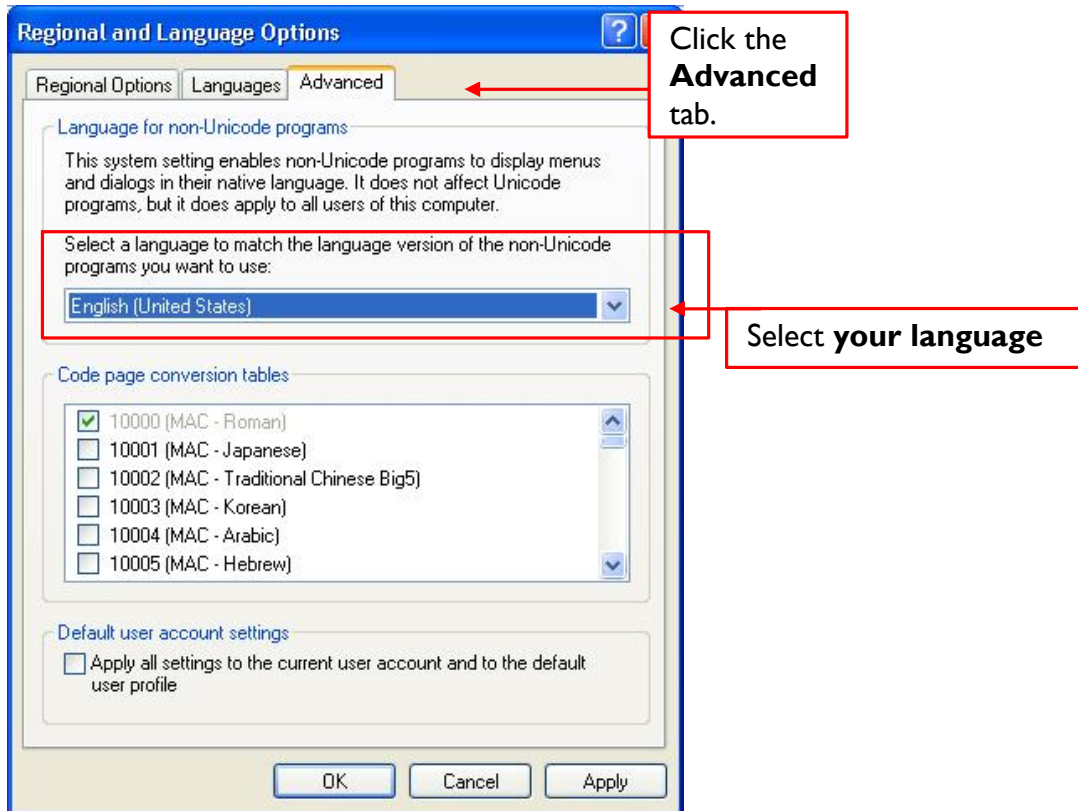
The regional and language options allow the customization of display settings for languages, numbers, times, and dates.

WINDOWS XP

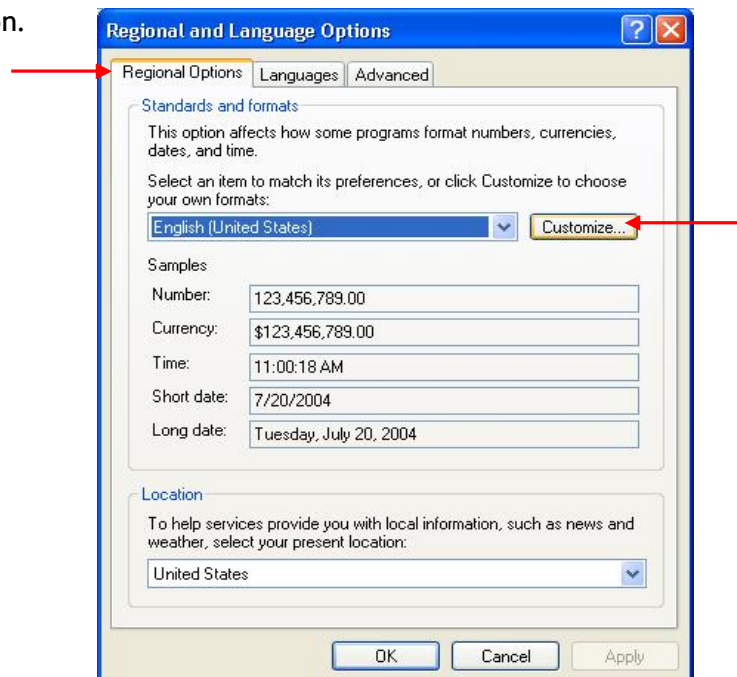
1. From the **Start** menu, select **Control Panel**.
2. Double-click the **Regional and Languages** (Regional Options in Windows 2000) icon in the Control Panel window.



3. Select the **Advanced** tab.
4. Select **your language** as the language to match the language version of the non-Unicode program you want to use.



5. Return to the **Regional Options** tab.
6. Click the **Customize** button.



7. A **Customize Regional Options** window opens.
8. Select the **Numbers** tab, verify the following displays exactly as shown inside the parenthesis (disregard the parenthesis).
 - »Decimal Symbol = (.)
 - »No. of digits after decimal = (2)
 - »Digit grouping symbol = (,)
 - »List separator = (,)
9. Select the **Currency** tab, verify the following displays exactly as shown inside the parenthesis (disregard the parenthesis).
 - »Decimal Symbol = (.)
 - »No. of digits after decimal = (2)
 - »Digit grouping symbol = (,)

Customize Regional Options

Numbers Currency Time Date

Sample
Positive: 123,456,789.00 Negative: -123,456,789.00

Decimal symbol: .

No. of digits after decimal: 2

Digit grouping symbol: ,

Digit grouping: 123,456,789

Negative sign symbol: -

Negative number format: -1.1

Display leading zeros: 0.7

List separator: ,

Measurement system: U.S.

OK Cancel Apply

Customize Regional Options

Numbers Currency Time Date

Sample
Positive: \$123,456,789.00 Negative: { \$123,456,789.00 }

Currency symbol: \$

Positive currency format: \$1.1

Negative currency format: { \$1.1 }

Decimal symbol: .

No. of digits after decimal: 2

Digit grouping symbol: ,

Digit grouping: 123,456,789

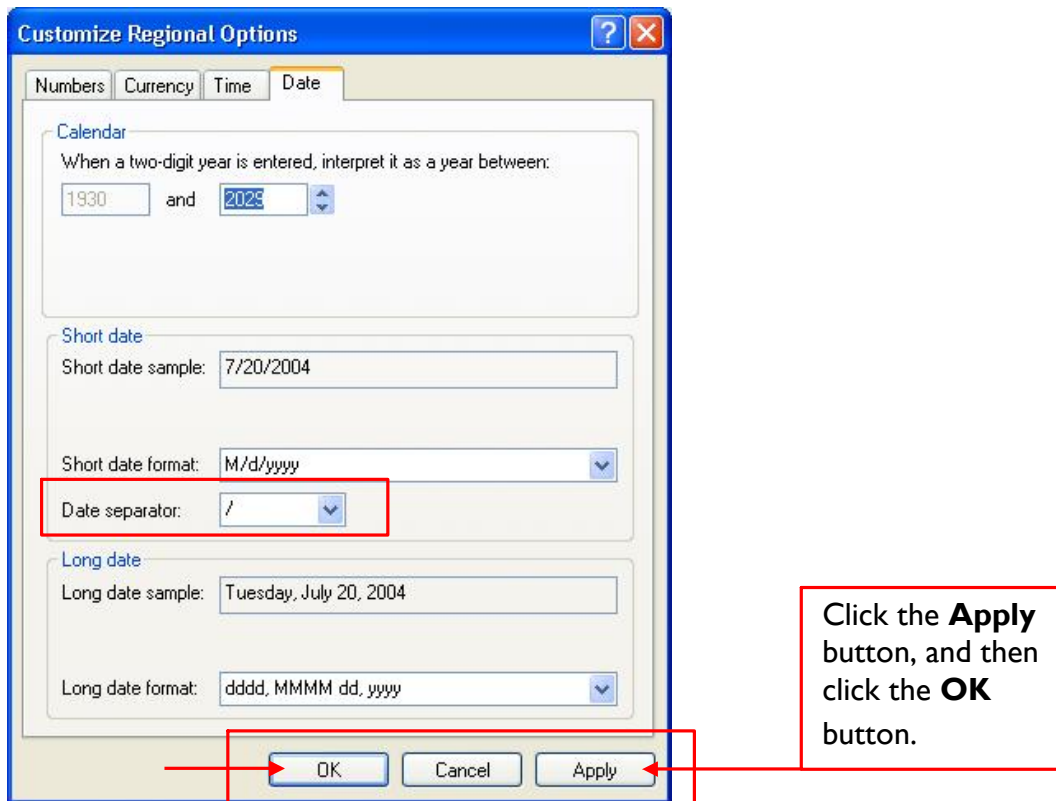
OK Cancel Apply

10. Select the **Date** tab, verify the following displays exactly as shown inside the parenthesis (disregard the parenthesis).

»Date separator = (/)

11. Click the **Apply** button, and then the **OK** button.

Note: The computer may need to be re-booted for the applied changes to take place.



Once the **Regional and Language** settings have been customized for use with the Artsystems program, the program will function correctly.

If further assistance is needed, please contact Artsystems Support.

Artsystems Support 212-620-5500 x 2

<mailto:Support@artsystems.com>