

INTERNATIONAL SETTINGS FOR GALLERYPRO

GALLERYPRO VERSION 2.8.2J

GalleryPro software version 2.8.2J is used worldwide. It is designed for use with US numeric settings, in which numbers use a "," (comma) thousandths separator and a "." (period) decimal separator (i.e.: \$10,000.00). Most languages will work upon installation but it may be necessary to adjust the computer workstation's regional options for optimum use with GalleryPro. If your language is cited below on List 1, please see Adjusting Regional Settings, below, for information on changing the regional settings on your computer workstation. Also, for additional information on GalleryPro settings for users outside of the US see 'Additional Information for Users Outside the U.S.', on page 7 of this document.

LIST 1

Alsatian (France)	French- Luxembourg	Norwegian- Nynorsk	Sami, Southern Norway
Azeri- Cyrillic	French- Monaco	Polish	Sami, Southern Sweden
Azeri- Latin	Hungarian	Russian	Slovak
Belarusian	Kazakh	Sami, Inari Finland	Swedish
Czech	Kyrgyz Cyrillic	Sami, Lule Norway	Swedish- Finland
Estonian	Latvian	Sami, Lule Sweden	Tatar
Finnish	Luxembourgish Luxembourg	Sami Northern Finland	Ukrainian
French- Canada	Mongolian Cyrillic	Sami, Northern Sweden	Uzbek Cyrillic
French- France	Norwegian- Bokmal	Sami, Skolt Finland	Uzbek Latin

GALLERYPRO VERSION 2.8.2K

To accommodate languages with non-US numeric settings, Artsystems has created a new version: GalleryPro 2.8.2k. GalleryPro 2.8.2k is intended for locations with the regional settings cited below on List 2. For updating to version 2.8.2k, please go to: <http://www.artsystems.com/update>

LIST 2

Albanian	Faeroese	Malay-Brunei Darussalam	Spanish-Bolivia
Basque	French-Belgium	Mapudungun-Chile	Spanish-Bolivarian Venezuela
Bosnian-Cyrillic	Frisian-Netherlands	Portuguese-Brazil	Spanish-Chile
Bosnian-Latin	Galician	Portuguese-Portugal	Spanish-Colombia
Catalan	German-Luxembourg	Quechua-Bolivia	Spanish-Costa Rica
Croatian	German-Switzerland	Quechua-Ecuador	Spanish-Ecuador
Croatian-Bosnia	Greek	Romanian	Spanish-Paraguay
Danish	Icelandic	Serbian Cyrillic-Bosnia	Spanish-Spain
Dutch-Belgium	Indonesian	Serbian Latin-Bosnia	Spanish-Uruguay
Dutch-Netherlands	Italian-Italy	Slovenian	Turkish
	Lithuanian	Spanish-Argentina	

Adjusting Regional Settings

IMPORTANT ADMINISTRATIVE SETTINGS AND OPTIONS

IMPORTANT NOTE ON INSTALLATION: The following instructions designate the adjustment of regional and localization settings for *Windows 7*, *Windows Vista*, and *Windows XP* operating systems in the following regions:

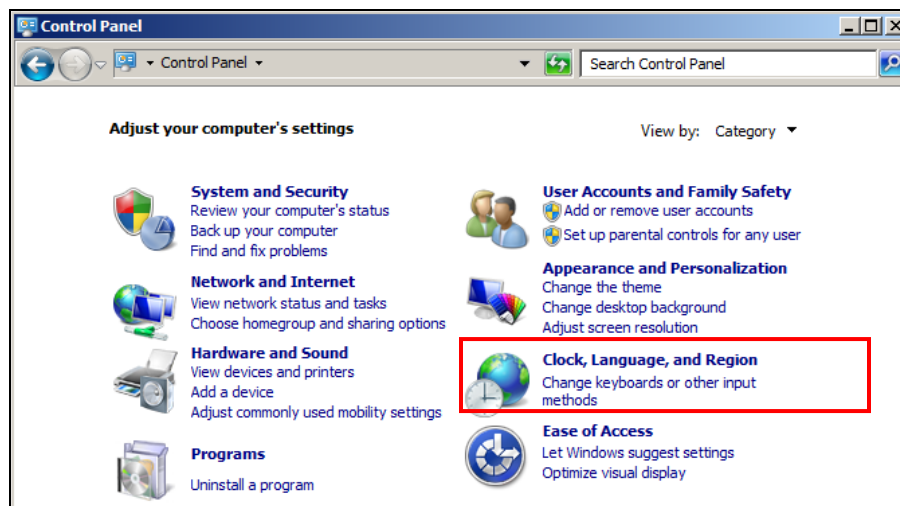
Alsatian (France)	French- Luxembourg	Norwegian- Nynorsk	Sami, Southern Norway
Azeri- Cyrillic	French- Monaco	Polish	Sami, Southern Sweden
Azeri- Latin	Hungarian	Russian	Slovak
Belarusian	Kazakh	Sami, Inari Finland	Swedish
Czech	Kyrgyz Cyrillic	Sami, Lule Norway	Swedish- Finland
Estonian	Latvian	Sami, Lule Sweden	Tatar
Finnish	Luxembourgish	Sami Northern Finland	Ukrainian
French- Canada	Mongolian Cyrillic	Sami, Northern Sweden	Uzbek Cyrillic
French- France	Norwegian- Bokmal	Sami, Skolt Finland	Uzbek Latin

Note: all examples show *Windows 7* screens. *GalleryPro* installers who have difficulty with the following process should call *Artsystems Technical Support* at +1 212 620 5500, x 2

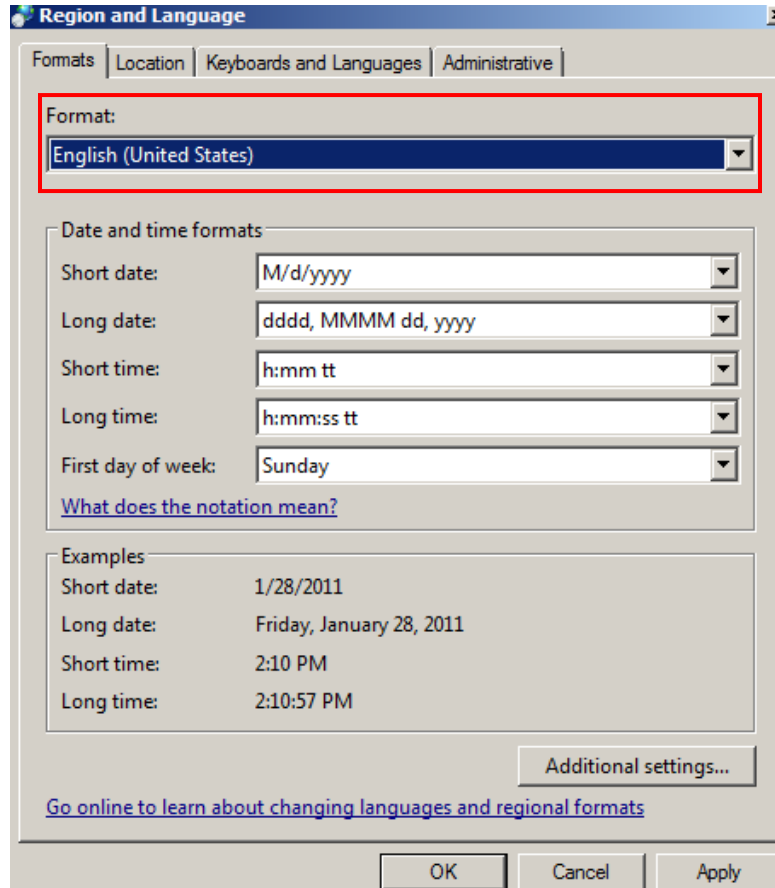
REGIONAL AND LANGUAGE OPTIONS

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

1. From the **Start** menu, select **Control Panel**.
2. Select **Clock, Language, and Region**.



3. The **Clock, Language, and Region** window opens.
4. Select **Regional and Language**.
5. A **Region and Language** window opens.
6. On the **Formats** tab, set the **Current Format** to **your language** using the dropdown arrow



7. Click the **Additional Settings** button.

8. A **Customize Format** window opens. On 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 = (,)

The screenshot shows the 'Customize Format' dialog box with the 'Numbers' tab selected. The 'Example' section shows 'Positive: 123,456,789.00' and 'Negative: -123,456,789.00'. The settings are as follows:

Setting	Value
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.
Standard digits:	0123456789
Use native digits:	Never

At the bottom, there are buttons for 'OK', 'Cancel', 'Apply', and 'Reset'. A note states: 'Click Reset to restore the system default settings for numbers, currency, time, and date.'

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 = (,)

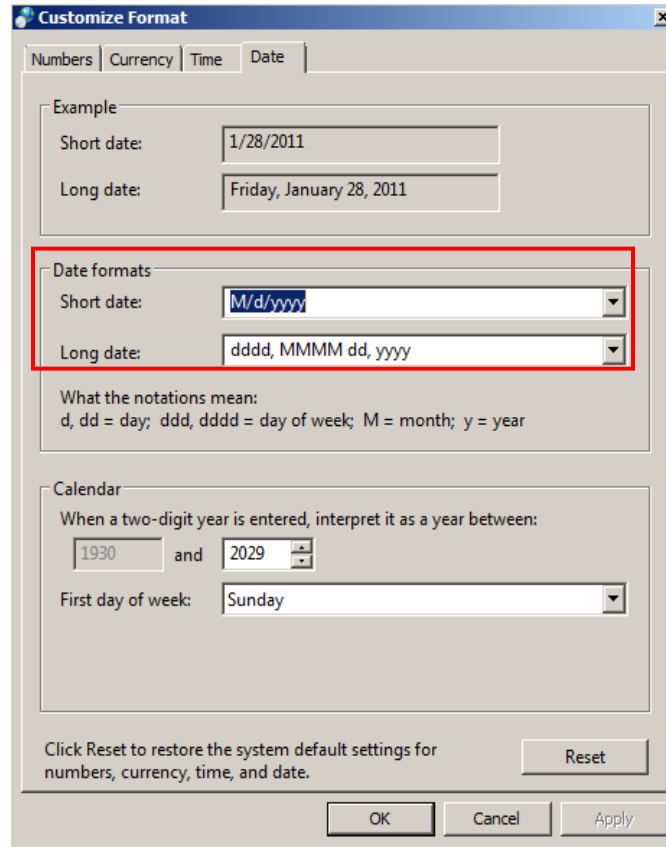
The screenshot shows the 'Customize Format' dialog box with the 'Currency' tab selected. The 'Example' section displays 'Positive: \$123,456,789.00' and 'Negative: (\$123,456,789.00)'. A red box highlights the following settings:

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

At the bottom, there is a 'Reset' button and a note: 'Click Reset to restore the system default settings for numbers, currency, time, and date.' The 'OK', 'Cancel', and 'Apply' buttons are also visible at the bottom.

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

- Short 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 Options** settings have been customized for use with the *Artsystems* program, the program will function correctly.

ADDITIONAL INFORMATION FOR USERS OUTSIDE THE US

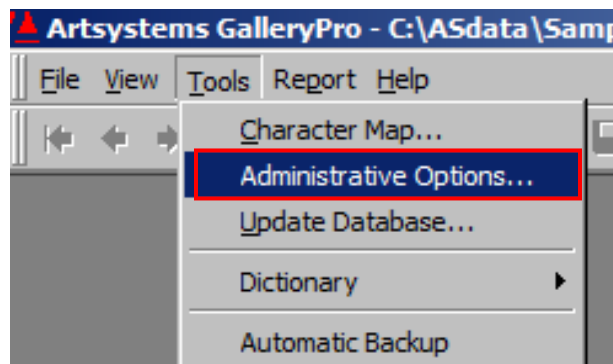
GALLERYPRO SETTINGS

HOME COUNTRY SETTINGS

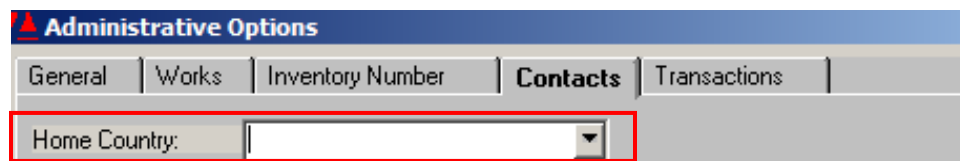
The selection of **Home Country** will reflect the way Contact Label information appears on various *Artsystems* software documents. This includes address labels, which are based on the standard postal format for the selected Home Country. By default, *Artsystems* software sets the United States as Home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

SETTING THE HOME COUNTRY

1. Select *Tools > Administrative Options* from the menu.



2. Click on the **Contacts** tab



3. To select the **Home Country**, click on the drop-down arrow and select the name of the preferred Home Country.

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 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.

Add Country

Denmark is not in the Country List. Would you like to add it? (Don't forget to set the Address Type, or the address will not be formatted correctly on labels.)

Region: Europe

Address Type:

Home Country: United States, Europe, Canada, Japan, Asia, United Kingdom

Yes, No, Cancel

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. Click OK in the Administrative Options window to save.

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. Click once in the radio button to select the desired preference.
3. Click OK to save. All new records from this point forward will display the new preference settings.

Administrative Options

General | **Works** | Inventory Number | Contacts | Transactions

Dimensions:

In. Separator: x

Cm.

Note

Prompt for duplicate Inventory Numbers

User Fields:

User Field	Caption
User 1	User 1
User 2	User 2
User 3	User 3
User 4	User 4
User 5	User 5

OK, Cancel

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:

GalleryPro: http://www.artsystems.com/a4/g_a4reports.asp

Collections: http://www.artsystems.com/a4/c_a4reports.asp

Studio: http://www.artsystems.com/a4/s_a4reports.asp

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, etc.

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 %)

1. Using the drop-down list, select a **Currency symbol** of the **Net** value
2. Enter the **Net** value
3. Enter a **Conversion Rate**
4. in the **Cost Currency** window, select the home currency (if you want that currency symbol to show in the form view)
5. Enter the **Date Received** and **Retail Price**
6. Click **Finish**

Add Work

Calculate Net as a Percent

Net: \$ 20.000

Conversion Rate: .75

Cost: € 15.000

Received: \$
£
¥
€ 12/01/2011

Return by: //

Retail Price: 30.000

< Previous Cancel Finish