

# First Class 2

## INSTRUCTION MANUAL

### Important Notes

Please read this section — it's short, but it will help to clear up any confusion you might have about the difference between the program and the database.

**First Class** is a *computer program* for displaying and searching African violet names, descriptions, and photos (among other things). Those names, descriptions, and photos are contained in the **First Class database**. *The program and database are two separate things.*

You should update your *database* at least every two months so that you have the most recent names, descriptions, and photos. (See **Updating the Database** on page 9.) Included with your purchase of this program is a free 6-month subscription to the database updates. After that, optional one-year subscriptions are available for purchase.

Occasionally new features are added to the *program*, and you can download the upgraded version for free. (See **Upgrading First Class** on page 10.) While it is not necessary to upgrade, you might want to take advantage of the new features.

You can find information on the version number and the date of the database by opening **First Class** and looking under the picture of the stamp. For complete information on **First Class**, go to <http://firstclass2.com>.



### Copyright Information

Photos contained in the **First Class** database are for *personal use only*. Commercial use is prohibited. What constitutes personal use, as opposed to commercial use? Here are some examples of personal use:

- Making labels for plants in your personal collection
- Making labels to sell leaves or starter plants at a club show
- A personal web site, where the photos are not being used to sell leaves or plants

Here are some examples of commercial use, where you may *not* use the photos from the First Class database — doing so would be considered a copyright violation:

- Making labels for plants being sold as part of a commercial business\*
- Listings on eBay or other auction sites
- Commercial catalogs
- Commercial web sites where leaves or plants are being sold
- Merchandise such as mugs, plates, jewelry, etc. with photos (for sale commercially)

The contributors of the photos have done so with the understanding that the users will abide by these guidelines, and we don't want to discourage further contributions.

\*You may use First Class to make labels without photos, even for commercial purposes. Also, if you add your own photos to the database (using Edit | Add Photo...), you may use those photos to make labels for commercial purposes.

## Quick Start

- Install **First Class** by putting the CD in your CD-ROM drive. The setup program should start automatically. For most installations you can accept the default settings by simply clicking the Next button 5 times, then the Finish button at the end. Open the program by double-clicking on the desktop icon. You will see five tabs across the top: AVML, Search, Print, User Database, and Update Database.
- The AVML tab has a list of all of the cultivars in the database. Start typing the name of the plant that you wish to find. The list will scroll as you type. Click on the name, or (if the name is at the top position) press the **[↓]** key on your keyboard. All of the information about the plant will be displayed.
- The Search tab will help you in searching the database. Enter words in one or more of the fields, then click the Search button. A list will be returned with the names of all of the plants that meet the search criteria.
- The Print tab allows you to print names and descriptions of selected plants on plain paper or labels, or you can copy them to the Clipboard or save them to a text file. You add the names to a “print list” by selecting the name (on the AVML or Search tab) and clicking the Add to Print List button (or using the **[Ctrl] + A** key combination). You may also save the print list for later use.
- The User Database tab allows you to add names and descriptions that are not found in the **First Class** database. Those names will be merged with the list on the AVML tab, and the user database will be included in any search that you perform.
- The Update Database tab makes it easy to keep your database up to date with the latest names, descriptions, and photos. Click the Change... button to enter your password (which was provided in the package with your CD). Make sure you have an established Internet connection. Then click the Check for Updates button. If there are any updates available, you will be given the option to download them.
- Read the rest of this instruction manual. It contains valuable information about many features not mentioned above, as well as useful tips to help you get the most out of the program.

## Program Requirements

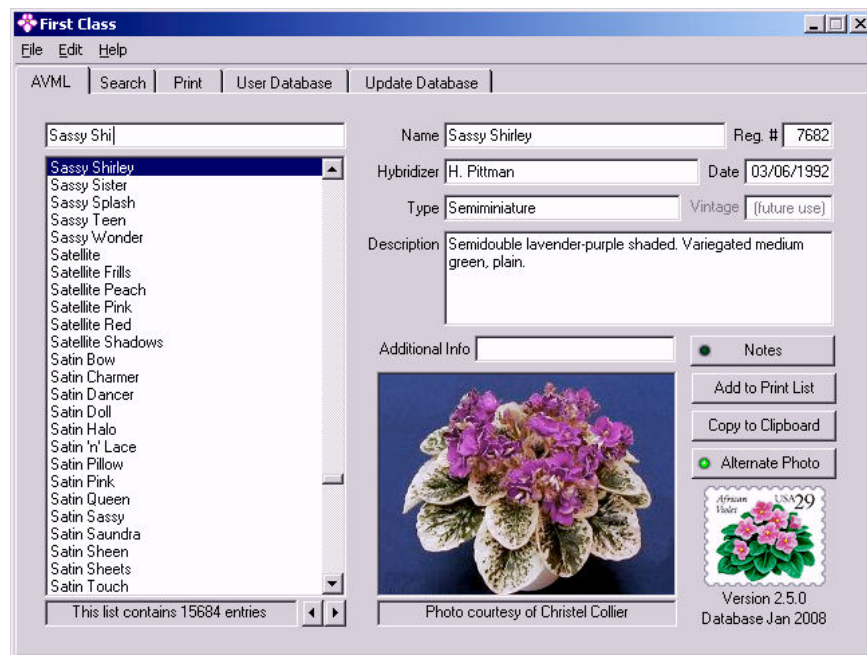
A minimum configuration is a 90 MHz Pentium processor running Windows 95, with 16 MB of RAM. For more acceptable performance, however, it is recommended that you have at least a 233 MHz Pentium II processor running Windows 98, Windows Me, or Windows XP, with at least 64 MB of RAM. Because graphic files are large, you will need enough available hard drive space. As more photos are added to the database, the program and database could use as much as 60 MB of space.

## Installing First Class

Put the **First Class** CD in your CD-ROM drive. The setup program should start automatically. If it doesn't, click Start | Run... Click the Browse... button and navigate to the CD-ROM drive. Then double-click setup.exe. The setup program will guide you through the installation. A shortcut to the program will be put on your desktop. If you don't want it there, click on it and press the **[Delete]** key on your keyboard. You can still access the program through the Start menu.


## Starting the Program





Once the installation is complete, start the **First Class** program by double-clicking on its icon. (For Windows Vista users, the first time you run the program you will need to right-click the icon, choose Properties, then Compatibility, then click Run as Administrator.) When the program starts you will notice that there are four tabs across the top — AVML, Search, Print, and User Database. Clicking on a tab will switch to that feature.



## AVML Tab

The list on the AVML tab contains the names of all of the entries in AVSA's *African Violet Master List of Species and Cultivars* and its supplements, arranged alphabetically. If you click on one of the list entries, information on the cultivar and its photo (if available) will be displayed on the right.

Sometimes when a photo is displayed, the little green “light” on the Alternate Photo button is turned “on.” That means there is an alternate photo available, which might be a close-up of the blossom, or it might show a difference due to different growing conditions. Just click on the button to display the alternate photo. (As an alternative, you can press the  key.)

Instead of scrolling through the list to find a name, begin typing the name of the cultivar you wish to find in the text box above the list. (Note that you do not need to use the  key, as the characters will be displayed in the proper case.) As you type, the list will scroll automatically to the area where the name can be found. For example, if you are searching for ‘Teen Rainbow’, as soon as you type the “T” the list will scroll to the first name beginning with T. When you type the “e” the list will scroll to the first name beginning with Te, etc. By the time you type the second “e” you will probably see the name Teen Rainbow near the middle of the list. Use the mouse to click on the name, or you can repeatedly press the  key on your keyboard until the name is highlighted. All current information about the cultivar will be displayed at the right of the screen. You can use the  and  keys to move up and down through the list.

As you are typing a name, you may hear a quick series of high-pitched tones (sort of a “bleep”) coming from your computer’s speakers. This means that the letters you have typed match *one and only one* entry in the list. This can save you time, or at least eliminate the need to continually scan the list. (Try looking for ‘Definitely Darryl ’ to see how this works.) You may also hear a lower-pitched tone (more of a buzz), which indicates that there is *no* name beginning with the letters you have typed. At this time the program will not accept any more input unless you backspace. Be careful— if you type the name incorrectly you will probably be buzzed. Be aware of punctuation marks and spaces. For example, if you don’t enter the hyphen in ‘Snow-kissed Rose’, you might think it’s not on the list.

There is a shortcut method of entering some names. Here’s an example of how you would use it to search for ‘Optimara Little Navajo’. After typing “Opt” you will notice that the top entry on the list starts with “Optimara.” Now press the **Tab** key, and the word “Optimara ” will be finished, including a space character following it. Now type “Lit” followed by the **Tab** key. The text box will read “Optimara Little ” at this point. Now type the letter “N,” and you should see Optimara Little Navajo at the top of the list. Basically, the **Tab** key will complete the word at the top of the list.

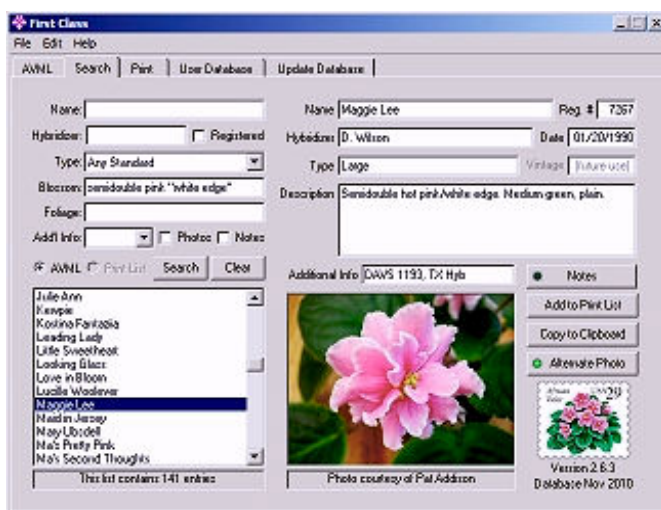
Once the description is displayed, clicking the Add to Print List button (or using the **Ctrl** + A key combination) will add the name to a list, which you can use to print descriptions. For details see **Print Tab**. If you click the Copy to Clipboard button (or use the **Ctrl** + C key combination), the description will be copied to the Windows Clipboard, allowing you to paste it into another Windows program, such as an e-mail message. (If you want to copy several descriptions to the Clipboard, add them to a print list and copy them from the Print tab.)

If you want to search for another name, and the name in the text box is highlighted, just begin typing the new name. If the name in the text box is *not* highlighted, first press the **Delete** key and then begin typing.

You may notice two little arrows below the list (one pointing to the right, the other to the left). These buttons will allow you to scroll backward and forward between the last three names and descriptions that you have displayed. That way, you won’t have to re-type the names if you want to compare the descriptions or photos of two or three plants.

## Search Tab

With this part of the program you can search for cultivars matching certain criteria. The



most common search will involve the Name. Occasionally you won’t find the name on the AVML tab list. This could be due to the fact that the variety is too new (or too old) to be included on the list, or it could be due to a wrong or incomplete cultivar name. This is where the name search can be used. Let’s say you have a large African violet with ruffled double pink blossoms and dark green foliage. The name on the plant label is ‘Pink Crystal’. So you go to the AVML tab and after typing “Pink Cry” you hear the little “buzz” — it’s not on the list. Time for a name search. Click on the Search tab .

Type “pink crystal” (capitalization doesn’t matter) in the Name text box and click the Search button (or press **Enter**). [**Shortcut:** While you are on the AVML tab, press the **F2** key. It will automatically switch to the Search tab, and whatever was in the AVML tab text box will be used for a name search.] The search will take just a second or two. When the search is complete, a list of every cultivar that has “pink crystal” in its name will be displayed. You will notice that the only name on this list is ‘Lyon’s Pink Crystal’, and the description fits. You can type any word or words or parts of words. If you search for “ink cr” you will also find ‘Lyon’s Pink Crystal’, along with a few others. As long as the search phrase is in the name, it will be listed.

Searching on the Hybridizer field will produce a list of every cultivar hybridized by a particular hybridizer. The name you type is important. For example, a search on “Lyon” would produce a list of all cultivars that have “Lyon” in the name of the hybridizer, including “L. Lyon” and “Lyon/Sorano,” but if “L. Lyon” is used as a search name, those cultivars hybridized by “Lyon/Sorano” will not be listed. (Likewise, if “Lyon/Sorano” is used as a search name, those cultivars hybridized by “L. Lyon” will not be listed.) As with all searches, capitalization doesn’t matter, so Lyon is the same as lyon or LYON, or even LyOn.

If you want to show only AVSA-registered cultivars in you search results, check the Registered check box. This is helpful when looking for plants for an AVSA collection.

If you want to narrow your choice down to a particular type, then choose the type from the Type drop-down list. In addition to the usual types, also listed is Any standard (which would include Standard, Small standard, and Large), Miniature or Semiminiature, and Any trailer (which would include Trailer, Standard trailer, Semiminiature trailer, and Miniature trailer).

Searches in the Blossom and Foliage fields will accept up to four search terms. A search term is either a single word or two or more words enclosed in quotes. Do not separate the search terms with commas or other delimiters (other than quotation marks as noted above).

A Blossom search on [ semidouble pink "white edge" ] will find all cultivars with the words “semidouble,” “pink,” and “white edge,” not necessarily in that order. Note that if you didn’t enclose “white edge” in quotes, you could find a description such as “Single to semidouble pink and white star/raspberry edge.” But another point is that by enclosing them in quotes you might *miss* a description such as “Semidouble pink/white ruffled edge,” because the words “white” and “edge” do not occur together. Choose your search terms carefully. You might try repeating the search with slightly different search terms. Note that you should normally use all lower-case letters for the search terms. If you do capitalize a word, the search will return only descriptions with that word capitalized. This can be helpful for searching for something like double blossoms. A search on “double” would return all cultivars with “semidouble” in the description (including “Single-semidouble”), since “semidouble” contains the word “double.” However, a search on “Double” will return only descriptions with double blossoms. If you want to also find semidouble to double blossoms, do another search using “-double” (a hyphen in front of the “double”).

If you want to find cultivars that have an alternate registration, use the Add'l Info. combo box. You may select one of the items from the list or type your own search term. Choosing User will return only names of cultivars from your user database.

If you check the Photos check box, the search will return only names of cultivars that have photo(s) associated with them. If you check the Notes check box, the search will return only names of cultivars for which you have written notes.

Normally the search will be performed on the list on the AVML tab (which includes your user database entries). However, if you have any items on your print list (see **Print Tab**), you may limit your search to that list by choosing the Print List option. Note that this option is disabled (grayed-out) if you don't have any names on your print list.

You may enter information in any *one or more* fields for your search. For example, if the Photos check box is the only item chosen, the search will return every cultivar that has a photo associated with it. On the other hand, you could search for all miniatures and semiminiatures with “Teen” in the name, hybridized by H. Pittman, with “pink” in the blossom description and “variegated” in the foliage description, registered with Dixie AVS.

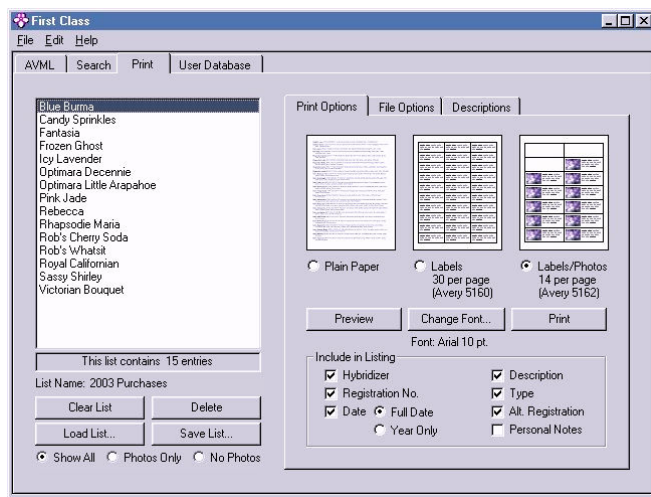
Once the search is completed, you will see a list of the names of all cultivars that matched the search criteria. You might want to add one or more names to a print list. Just as with the AVML tab, you can select a name and click the Add to Print List button (or use the **Ctrl** + A key combination) to add that name to a list. If you want to add more than one name, however, you may use the Windows extended selection feature. If the names are contiguous, then click on the first name you want to add to the list, scroll to the last name you want to add to the list, hold down the **Shift** key, and click on the last name; those names and all the names in between will be highlighted. If the names are not contiguous, hold down the **Ctrl** key as you click on the names. After you have made your selection, click the Add to Print List button (or use the **Ctrl** + A key combination) to add all the names to a list.

If you want to search for a particular AVSA registration number, enter the # sign followed by the number into the Name field. Any other search criteria will be ignored.

**One note of caution:** *Please do not use this search feature to give a name to one of your unnamed African violets!* Usually the best you can do is to narrow it down to a few choices that might possibly be your plant. But then what do you do? — draw a name out of a hat? Even if you were to come up with only one description that truly matches your plant, it's always possible that your plant is not even listed in the AVML. We already have too many plants out there that are misnamed, and we don't want to add to it. Enjoy your unnamed plant — it's just as beautiful without a name. If you want to share leaves or plants with friends, share them without a name.

## Print Tab

With **First Class** you have the ability to print descriptions of designated cultivars, or you



can save them to a text file that you can open with a word processing, spreadsheet, or database program. The first thing you will need to do is compile a list of the cultivars whose descriptions you want to print (or save). To do that, first find the cultivar, either on the AVML tab or the Search tab. Select the name so that its description is displayed on the right side. [Note: If you are planning to print labels with photos and there is an alternate photo available, select the photo you want to use for the printing.] Then click the Add to Print List button (or use the **Ctrl** + A key combination). Do this for each cultivar you

want to add to the list. After you have compiled the list, click on the Print tab. All the names you selected will be on the list. If you want to delete a name, select it and click the Delete button. Or if you want to start over with a new list, click the Clear List button.

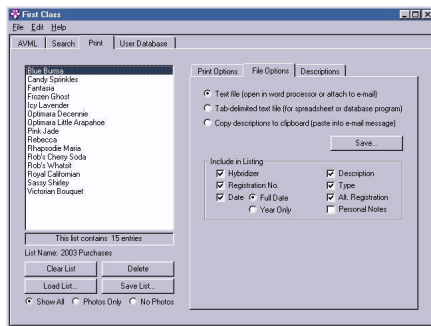
Sometimes you might want to print more than one label for a particular cultivar. For example, maybe you are selling leaves at your club's show, and you want duplicate labels for your duplicate leaves. In that case, when you are adding the name to the print list, click the Add to Print List button (or use the **Ctrl** + A key combination) as many times as you want labels. That cultivar's name will appear on the list as many times as you added it.

Once you have compiled your list, you might want to save it for future use. (If you *don't* save it, the list will be lost when you close the program.) Click the Save List... button. Give the file a unique name (such as "My Minis") and click the Save button. If you want to recall the list at a later date, click the Load List... button, select the list that you want to recall, and click the Open button. If you want to merge two lists, load the first list, then (without clearing the first list), load the second one.

If you have compiled a print list that contains entries both with and without photos, you might want to print the ones with photos on larger labels, and the ones without photos on smaller labels. There are option buttons below the print list that allow you to selectively display entries on the list. After compiling or loading the list, click on the desired option.

Now you're ready to print. The default font is Arial 10 point. If you want to change it, click the Change Font... button. From the Print Options, select Plain Paper, Labels, or Labels w/Photo. To print return address labels (great for affixing to plastic plant labels) or single labels (on a label writer, such as Dymo), click the Other Labels... button. Return address labels will contain only the plant name and (optionally) the type (e.g. Semiminiature), and the font cannot be changed. If you are printing to a partially-used sheet of labels, click on the label where you want the printing to start. [Note: You cannot re-use a sheet of labels with some laser printers.] If you want to change the information that is printed, check or uncheck the appropriate check boxes. (For example, you might want to print a listing with just the names and hybridizers listed.) Now click the Print button. The descriptions will be printed to the default printer. If you want to change the printer, select File | Printer Setup... from the menu and choose the printer. If you are printing labels, and the printing is not aligned properly, select File | Printer Setup... from the menu, click the Margins tab, and adjust the margins accordingly.

If you want to preview the document, click the Preview button. Click the button with the icon of a printer to print a portion of the document or the whole document. You can also choose to create an Adobe Acrobat PDF file by clicking the Create PDF button. When you are done, click the 'X' button at the right to return to the Print tab.



If you would like to work with the descriptions in a word processor, spreadsheet, or database program, you can save the descriptions to a text file. Click the File Options tab.

Select Text file or Tab-delimited text file, select the information to include in the listing, click the Save... button, and give the file a unique name. By default it will be saved to your First Class folder, and it will be given a .txt extension. As an alternative you can copy the descriptions to the Windows Clipboard and then paste them into a document,

such as an e-mail message. When you choose the Copy descriptions to clipboard option, the Save... button caption changes to Copy — click it to copy the descriptions to the Windows Clipboard.

### **Adding Personal Notes**

You have the ability to add a note to the records of one or more plants in your collection. For example, you might want to note as to when and where you purchased it, or you might want to list awards that the plant has won in shows. The note is limited to 251 characters (letters, numbers, and spaces). To add a note, first select the name from the list on the AVML tab or the Search tab. Then click the Notes button. Type your note and click the Close button. You can edit the note in a similar fashion. When you are viewing the description of a cultivar that has a note attached, the little green “light” on the Notes button will be “on.”

### **User Database Tab**

With this part of the program you can add names and descriptions of cultivars that are not on the main AVML list. Fill in the Name, etc. on the right and click the <---Add button. The name will be added to the list on the left, as well as the main AVML list.

Once you add a name to the user database it will be available on the AVML list for searches, and you can add the name to a print list. The only difference you will notice is that the words ‘User Database’ appear in the Additional Info field. If you want to make changes, select the name of the cultivar you want to change and click the Edit--> button. After making the changes, don’t forget to add it back to the list. If you want to delete an entry, select the name on the list and click the Delete button.

You can export your user database to a file that you can share with other users of First Class. If you have added photos of cultivars in your user database, you can export them as well. Click the Export button. Likewise, you can import someone else's user database (and photos). Save the file(s) in your First Class folder and click the Import button. The imported database will be *added* to your user database; it will not *replace* your user database. After importing a database, you might want to delete any duplicate cultivar entries.

### **Adding Your Own Photos**

**First Class** has many photos included in the database, and more are added with each update, but it’s impossible to have a photo for every cultivar. If one of the cultivars in your collection doesn’t have a photo, or if you have a photo that’s better than the one in the database, you have the ability to add your own photo to the database.

Photos in the **First Class** database are 220 pixels wide and 165 pixels high. If you reduce the photo to this size, it will take up less space on your hard drive. However, you don’t need to reduce it in order to use it. The main thing to keep in mind is that the width to height ratio should be 4:3. In other words, the height should be  $\frac{3}{4}$  of the width. For example, a photo that is 640 x 480 pixels would work well. If you get too far away from this ratio, the photo will look distorted when displayed in **First Class**.

To add a photo, first select the cultivar name from the list on the AVML tab or the Search tab. Then select Edit | Add Photo... from the menu. A window will pop up with four thumbnail-size boxes across the top, labeled A, B, C, and D. If there is a photo available in the **First Class** database, it will be shown in the B position. If there is an alternate photo available, it will be shown in the C position.

Click the Get Photo button. Navigate to the folder where you have the photo stored and click on the file name, then click on the Open button. If you want your photo to be the primary photo (the one that first shows up when you display the description), select the A option button. Otherwise select the D option button. Now click the Save Photo button, followed by the Close button.

To delete a photo, first select the cultivar name from the list on the AVML tab or the Search tab. Then select Edit | Delete Photo... from the menu. Select the photo you want to delete, click the Delete Photo button, followed by the Close button. Note that you cannot delete photos from the **First Class** database (B or C positions).

### Updating the Database

The database that is included on the **First Class** CD is usually current within two months of the date which you purchased it. (The date of your database is displayed in the lower right corner of the AVML tab and the Search tab, under the picture of the stamp.) However, new cultivars descriptions and photos are added to the database every two months. Eventually you will probably want to update your database to reflect those changes and additions. There are two ways to do this. The first is to purchase a new database from the AVSA office. New database CDs are available every January. The price as of this printing is \$10.00, which includes shipping. Check with the AVSA office for the current price.

If you have Internet access, however, an easier way to update is to use the on-line update procedure. When you purchased **First Class** you were given a password, which is valid for 6 months from the date of purchase. Database updates are posted on the first of January, March, May, July, September, and November. To update, you will first need to establish an Internet connection. Open **First Class** and click on the Update Database tab. If you don't see your password in the Password box, click the Change... button. Then click on the Check for Updates button. Before updating the database, **First Class** will check to see if there is a newer version of the program available. (See **Upgrading First Class** below.) Then you will be informed as to available database updates. If you choose to update, from then on everything is automatic. If you are presented with an error message, check the support page at <http://firstclass2.com> for solutions.

The progress indicator will inform you of the progress of the download, the names of the plants (with descriptions or photos being added or changed) will be listed, and the photos will be displayed as they are being downloaded.

You don't need to worry about missing an update — the program will always bring your database up to date, no matter how many you missed. When your database subscription is about to expire, you will be prompted to renew it as you perform the last download of your subscription. You can extend your subscription to the on-line database updates for another year for \$10.00. Upon renewal you will get a new password that will be valid for one year.

To order a database CD or an on-line update subscription, contact the AVSA office at 2375 North Street; Beaumont, TX 77702 or call (409) 839-4725 or send an e-mail message to [avsa@earthlink.net](mailto:avsa@earthlink.net).

If your database becomes corrupted for one reason or another, you can repair the database by selecting File | Repair Database from the menu. In order to use this function, you need to (1) be connected to the Internet, and (2) have your database up to date. If your database is not current, go to the Update Database tab and click the Check for Updates button.

## Upgrading First Class

Occasionally changes are made to the **First Class** program itself, either to add a feature or to correct a bug. (This is different from the database updates, which are made every two months.) Each time you update your database, **First Class** will check for a new version and, if one is available, give you the choice of upgrading. (Your version number is in the lower right corner of the AVML tab or the Search tab, under the picture of the stamp.) If you choose **Yes**, the new version will be downloaded, **First Class** will close, the new version will be installed, and **First Class** will automatically start up again, at which time the database update will continue. Alternately, you can select File | Upgrade Version from the menu.

## Troubleshooting

If you are having problems with **First Class** version 2, please read these instructions thoroughly to see if you can find your answer. If not, go to [www.firstclass2.com/support.htm](http://www.firstclass2.com/support.htm) to see if a remedy can be found, or if a newer version is available that might correct the problem. Otherwise, contact the program author, Joe Bruns, at 1220 Stratford Lane, Hanover Park IL 60133, phone (630) 837-1298, or e-mail [support@firstclass2.com](mailto:support@firstclass2.com). Do *not* contact the AVSA office, except for ordering the program or database updates.

## About the Photos

If you want to see the photos at their best, your computer display should be set to True Color. To change your setting, right-click on the desktop and choose Properties from the pop-up menu (at the bottom). Click on the Settings tab at the right. At the lower left, choose True Color. If your computer runs too slowly at this setting, then choose at least the High Color setting. You might need to restart the computer for the setting to take effect.

The photos contained in the First Class database were taken by a number of different photographers, with a variety of cameras, under a variety of lighting conditions, and the plants were grown under a variety of conditions as well. Keeping that in mind, be aware that some of the photos might not accurately represent the typical specimen of that cultivar. In fact, some of them might even be mislabeled. **For those reasons, the photos in First Class should not be used as the determining factor when classifying African violets at a show.** The printed description and the judgment of the classification committee will take precedence.

If you can supply a photo of a cultivar, especially one for which we currently do not have a photo, we would welcome its addition to the **First Class** database. Digital photos can be submitted via e-mail as an attachment. If you have a web site with photos, you can just send the URL (web site address), and we will get the photos from the web site. In either case, send to [photos@firstclass2.com](mailto:photos@firstclass2.com) along with a statement that you give your permission for the African Violet Society of America to use the photos, and the name of the person or organization to which credit should be given. (This is generally the photographer, not the grower of the plant.) Another option is to send the photos on a diskette, zip disk, or CD. Send them to Joe Bruns at 1220 Stratford Lane, Hanover Park IL 60133, along with permission and photo credit information.