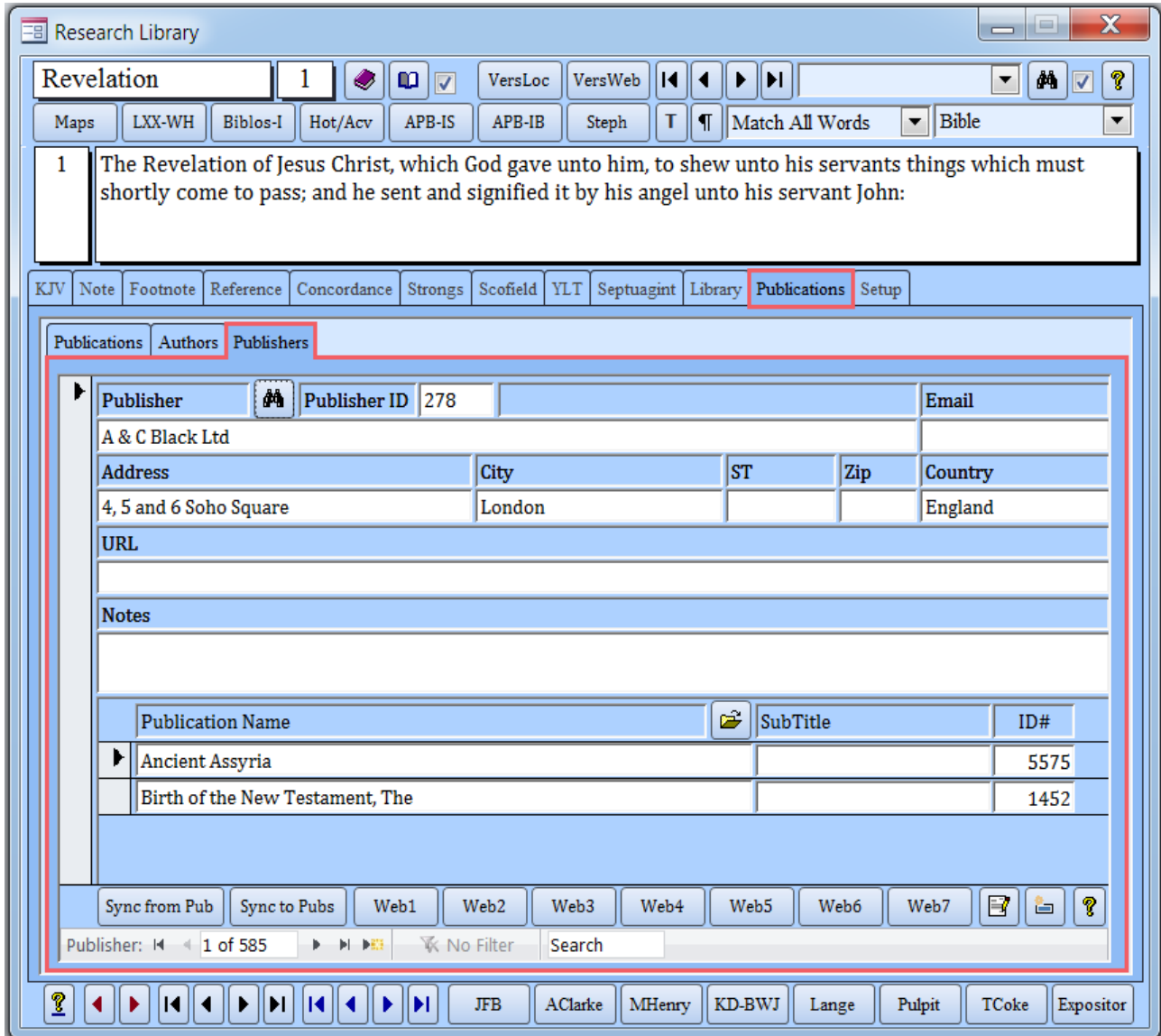


# Research Library Publishers Form Help

Click the Publications Tab to display a set of tabs for Publications, Authors and Publishers. Click the Publishers Tab on this set to display the Publishers Form:



## Form Sections

**Publisher:** Publisher Name, ID, Address, etc.

**URL:** URL of Publisher website, if available.

**Notes:** Additional information about the publisher

**Publications:** Publications for this Publisher

**Command Buttons:** Search Button (binocular button), Open File, Sync from/to Publication, Web Buttons (7), Publisher Note Editor, and New Record

### Sync From Pub Button

The Sync From Pub Button is used to synchronize the Publisher of the selected publication on the Publications Form to this form for editing, evaluation, etc..

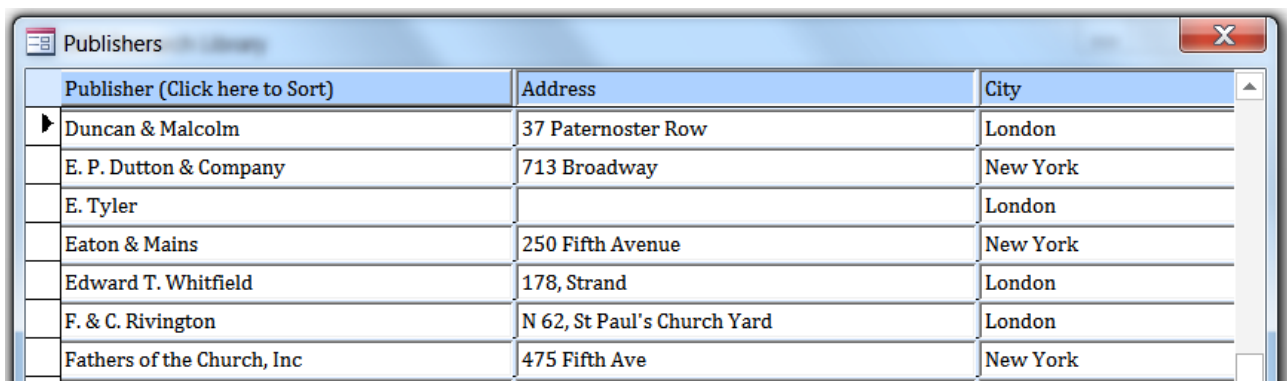
### Sync To Pub Button

The Sync To Pub Button is used to synchronize the currently selected publication with the Publications Form.

### Adding a Publisher

In this example, the publisher listed in the new publication for Burton Scott Easton, which was added in the [Authors Form](#) Help File, will be added to the publishers file.

The Publisher's name is noted as Edwin S. Gorham, of New York. Click the **Search Button** (the binoculars beside the Publisher label) to open the Publisher Lookup Table to see if Gorham already exists:



Publisher (Click here to Sort)	Address	City
Duncan & Malcolm	37 Paternoster Row	London
E. P. Dutton & Company	713 Broadway	New York
E. Tyler		London
Eaton & Mains	250 Fifth Avenue	New York
Edward T. Whitfield	178, Strand	London
F. & C. Rivington	N 62, St Paul's Church Yard	London
Fathers of the Church, Inc	475 Fifth Ave	New York

This excerpt of the alphabetically-sorted lookup table reveals that Edwin S. Gorham is not listed. Therefore close this form and click the New Record Button located at the lower right portion of the Publishers Form. The New Record Button has the blue rectangle with starburst icon.

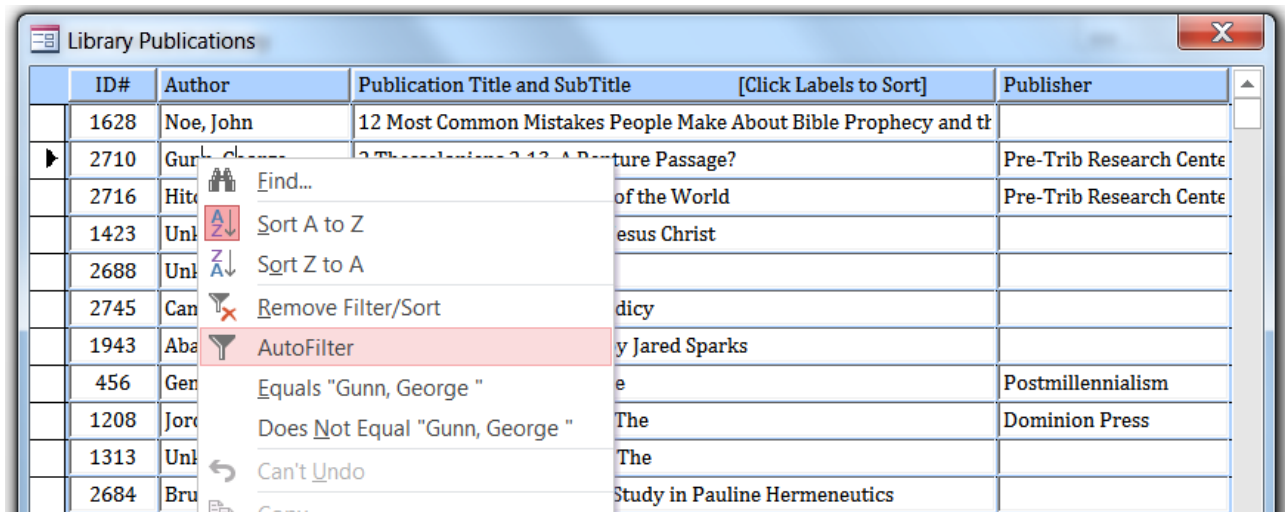
Add Gorham's information to the New Record. The completed form will look like this:

<b>Publisher</b>	<b>Publisher ID</b> 224	<b>Email</b>		
Edwin S. Gorham				
<b>Address</b>	<b>City</b>	<b>ST</b>	<b>Zip</b>	<b>Country</b>
11 West 45th Street	New York	NY		USA
<b>URL</b>				
<b>Notes</b>				
<b>Publication Name</b>		<b>SubTitle</b>	<b>ID#</b>	

### Adding Publisher to Publication

To add the new publisher to Easton's new publication, click the Publications Tab and then the Library Button on the Publications Form to bring up the [Publications Lookup Table](#).

Right-click in the Author's field and highlight "AutoFilter":



Click "AutoFilter", highlight "Text Filter," and then highlight "Contains":

ID#	Author	Publication Title and SubTitle [Click Labels to Sort]	Publisher
1628	Noe, John	12 Most Common Mistakes People Make About Bible Prophecy and th	
2710	Gunn, George	2 Thessalonians 2:13, A Rapture Passage?	Pre-Trib Research Cente
2716		e and the End of the World	Pre-Trib Research Cente
1423		es Fulfilled in Jesus Christ	
2688		aniel, The	
2745		roach to Theodicv	
1943			
456			
1208	Jordan, James D	Abomination	Postmillennialism
1313	Unknown, Author	Abomination	Dominion Press
2684	Bruce, F F	Abraham Had	meneutics
664	Demar, Gary	Abrahamic Co	ne - Part 1 American Vision (americ
2676	Whiston, William	Accomplishm	
642	Cowles, Henry	Acts of the Ap	D. Appleton & Company
1348	Alexander, Joseph A	Acts of the Ap	Charles Scribner & Co.
1349	Alexander, Joseph A	Acts of the Aposues explained vol II, The	Charles Scribner & Co.
338	Tools,	Acts Timeline 2 - Timeline	Unknown Publisher
1450	Hunter, P Hay	After the Exile Pt 1 - The Close of the Exile to the Coming of Ezra	Oliphant, Anderson & Fe

Click "Contains" to pop up the Custom Filter Form (shown below):

Abomination of Desolation, The

Author contains

OK Cancel

Acts of the Apostles Explained Vol I, The

Acts of the Apostles Explained Vol II, The

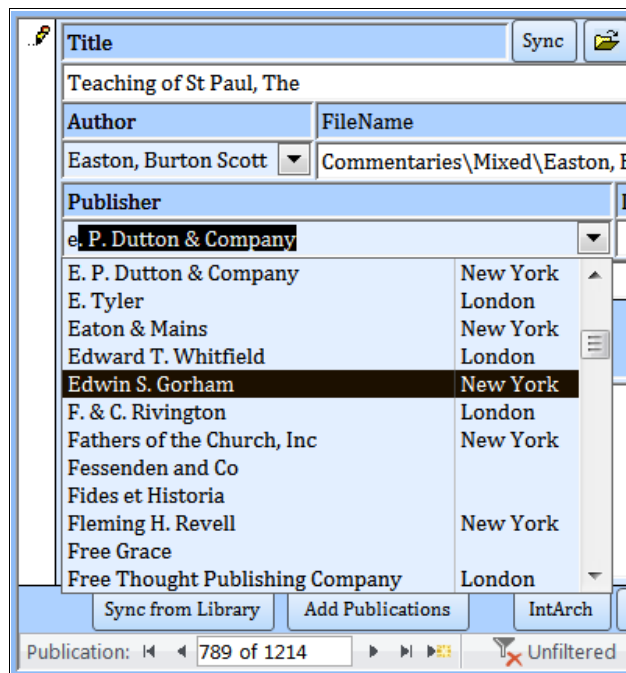
Type in "Easton", as shown, and click the **OK** Button. The lookup table will be filtered to appear as follows:

ID#	Author	Publication Title and SubTitle [Click Labels to Sort]	Publisher
2815	Easton, Burton Scot	Apostolic Tradition of Hippolytus, The	Unknown Publisher
2819	Easton, Burton Scot	Teaching of St Paul, The	

Double-click the title, Teaching of St Paul, The, to edit that publication in the Publications table:

Title	SubTitle	ID#	Start Pg
Teaching of St Paul, The		1200	1
Author	FilePath	FileName or URL	Type
Easton, Burton Scott	Commentaries\	Easton, Burton Scott - The Teaching of St Paul - 1919.	Commentary
Publisher	ISBN/LCCN	Edition	Published
			1919
U R L			
N			

Select the Publisher, "Edwin S. Gorham" from the Publisher Selection List by first clicking the small down-arrow in the right side of the Publisher Selection Box, and then scrolling down to find Gorham. To expedite the selection search, type "e" or "E" in the selection box to find the E's, then click "Edwin S. Gorham":



The completed Publication, minus any future notes or URLs, will appear as follows:

Title		Sync			SubTitle	ID#	Start Pg
Teaching of St Paul, The						1200	1
Author	FilePath	FileName or URL			Type		
Easton, Burton Scott	Commentaries\	Easton, Burton Scott - The Teaching of St Paul - 1919.			Commentary		
Publisher		ISBN/LCCN	Edition	Published	References		
Edwin S. Gorham				1919			
U							
R							
L							
N							
						Footnotes	

Now, locate the second Easton publication, “Apostolic Tradition of Hippolytus, The”, and attach this publisher to it. Finally, click the **Publisher Form** and click the **Sync from Pub Button**. The Scott Easton publications are now attached to this publisher, as shown below:

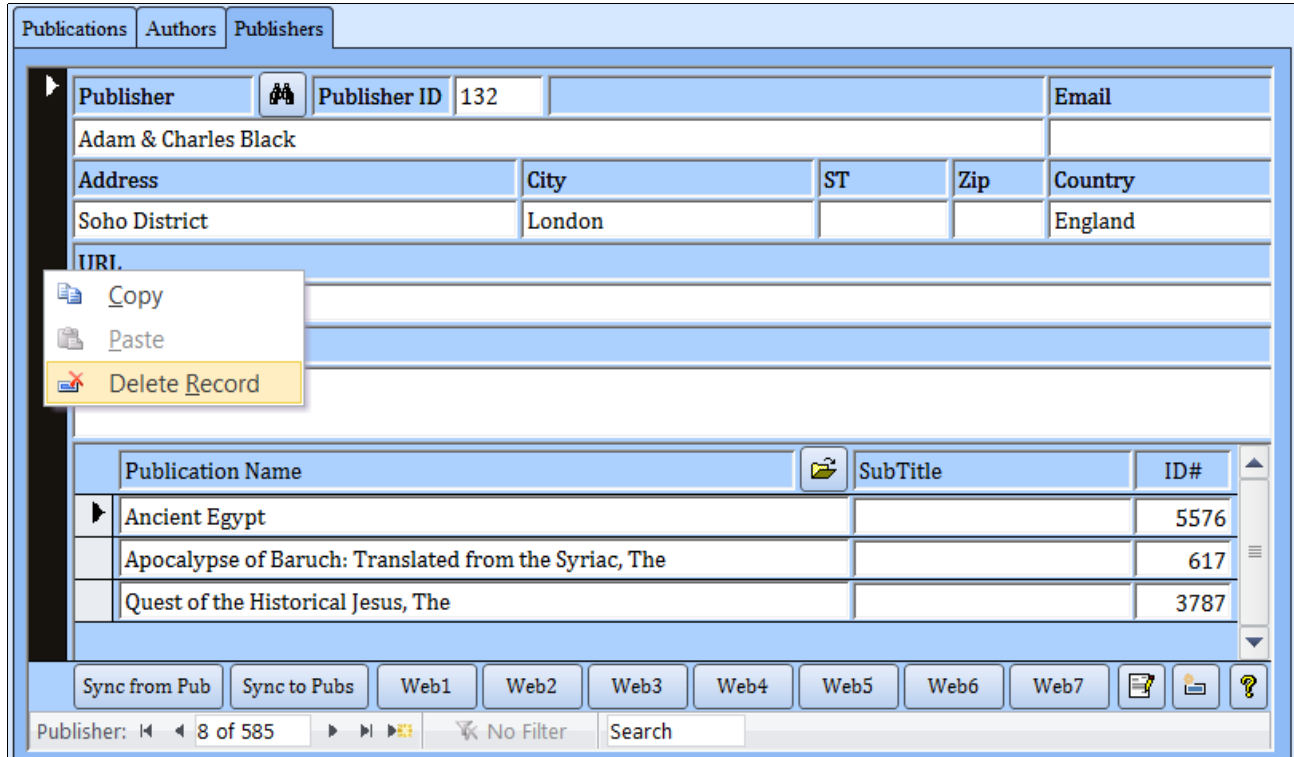
Publisher		Publisher ID	224	Email	
Edwin S. Gorham					
Address		City	ST	Zip	Country
11 West 45th Street		New York	NY		USA
URL					
Notes					
Publication Name			SubTitle	ID#	
▶ Apostolic Tradition of Hippolytus, The				1196	
Teaching of St Paul, The				1200	

The publications can be opened for viewing by selecting one of them, followed by clicking the **Open Folder Button** located to the right of the **Publication Name** label.

Publication Name			SubTitle	ID#
▶ Apostolic Tradition of Hippolytus, The				1196
Teaching of St Paul, The				1200

## Deleting a Publisher

To delete a publisher, right-click the Record Selector, as shown below, and click “Delete Record”:



The screenshot shows the 'Publishers' form in a database application. The form is divided into two main sections. The top section is for the publisher details, and the bottom section is for the publisher's publications. A right-click context menu is open over the 'Publisher ID' field, with the 'Delete Record' option highlighted.

Publisher	Publisher ID	Email
Adam & Charles Black	132	

Address	City	ST	Zip	Country
Soho District	London			England

URI:

- Copy
- Paste
- Delete Record**

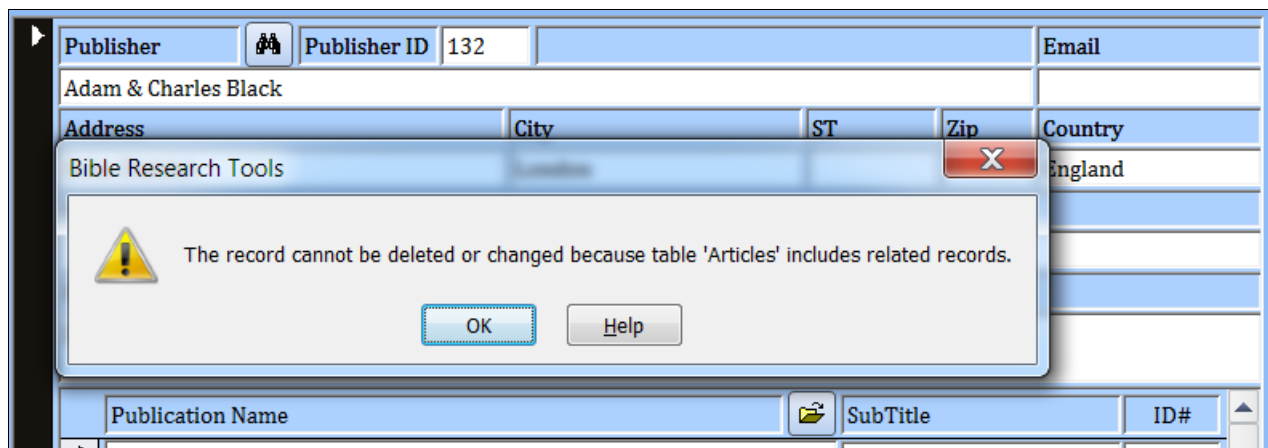
  

Publication Name	SubTitle	ID#
Ancient Egypt		5576
Apocalypse of Baruch: Translated from the Syriac, The		617
Quest of the Historical Jesus, The		3787

Buttons: Sync from Pub, Sync to Pubs, Web1, Web2, Web3, Web4, Web5, Web6, Web7, [Print], [Home], [Help]

Footer: Publisher: 8 of 585, No Filter, Search

If a publisher is linked to any publication, the Research Library will not allow the record to be deleted:



The screenshot shows the same 'Publishers' form as above, but with a warning dialog box overlaid. The dialog box contains a yellow warning icon and the text: 'The record cannot be deleted or changed because table 'Articles' includes related records.' There are 'OK' and 'Help' buttons at the bottom of the dialog box.


Publisher	Publisher ID	Email
Adam & Charles Black	132	

Address	City	ST	Zip	Country
Bible Research Tools				England

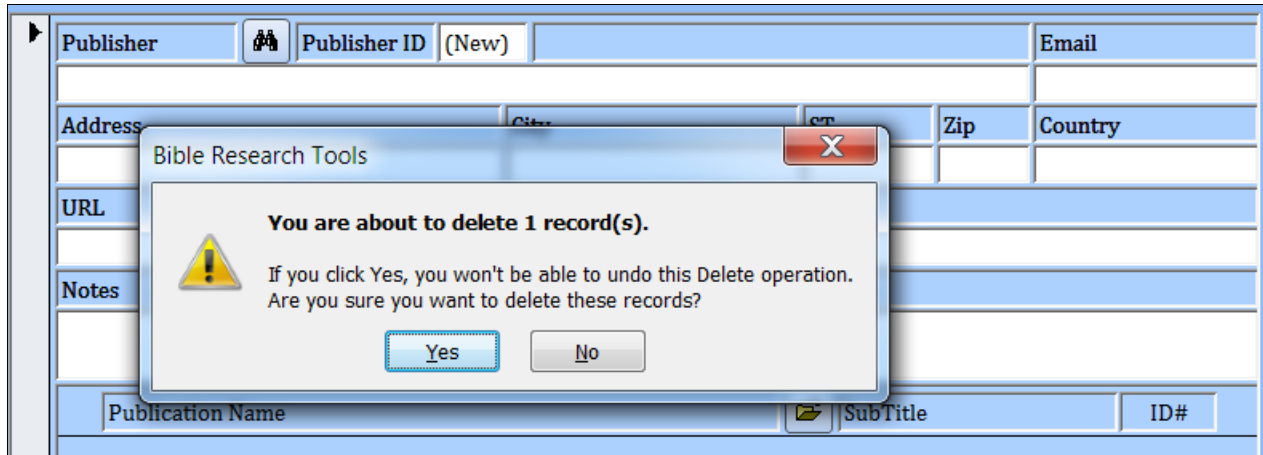
Warning Dialog Box:

 The record cannot be deleted or changed because table 'Articles' includes related records.

Buttons: OK, Help

[Note: the table “Articles” is one of the underlying tables used by the Publications Form.]

If there are no linked publications, the delete operation will proceed with this confirmation message:



Click “Yes” to confirm the deletion. Click “No” to cancel the deletion and restore the publisher record.

--- End of Publishers Form Help---