	C:\DOS\SHARE.EXE /L:500 *Note: sometimes the share.exe program is not found within the DOS subdirectory, as the line above assumes. If it is not within the DOS subdirectory, consult your computer expert to find the file. Go to C* *B. The SHARE.EXE command must be followed by a space, then a /, and finally an L:500* *C. It is not necessary to press ENTER after the entry, but if you do, no harm is done. Select SAVE from the FILE pull-down list WITHIN the window that appeared with the index cards.* *Exit this window by selecting EXIT from the FILE pull-down list.* *Exit Windows and turn your computer off. You may now restart Windows.*
MDB is not access database or database is corrupt	*See Corrupt Databases above*
Only prints boxes without text or text missing	*See INVALID PROPERTY VALUE below.*
Invalid Property Value	*This message occurs when fonts have not been installed. Select FONTS from within the CONTROL PANEL group. Windows 3.1 will display installed fonts. Press the ADD button. Windows 95 users should select INSTALL NEW FONT from the FILE pull-down list. Within the lower window, double click on the SYSTEM subdirectory. Numerous fonts should appear. Press the SELECT ALL button, then click on OK. A message may appear for each font already installed. Simply press OK until the INSTALLED FONTS viewer re-appears. Exit this section and retry your program.*

TROUBLESHOOTING GUIDE

Problem	Solution
DDEML.DLL can not be copied.	*This message sometimes appears when installing the program. Press IGNORE or OK. If the program installs completely, there is nothing more to do. If the installation terminates before completion, you must turn off all programs running within Windows, such as screen savers etc., then re-install the new program.*
Keeps asking me for my registration code.	*When installing the program, you are asked to enter your telephone number as it appears in the back of your manual. Notice that the number is not preceded by a "1". If the number was entered incorrectly, you must re-install your software.* *If the phone number was added correctly, the registration must be entered in CAPS. To edit this entry, select RUN from the FILE pull-down list (Windows 3.1) or RUN from the START button (Windows 95). Enter SYSEDIT and press OK.* *A window will appear with several index cards. The top card is entitled AUTOEXEC.BAT. The first line should read:* *SET <name>=XXXXXXXXX* *where <name> is the appropriate program name (and seldom requires altering) and XXXXXXXXX is the registration code in CAPs. If the line appears correct, look for subsequent lines that begin with SET <name> and remove them by placing the cursor in front of the line and pressing the DELETE key. Do not remove any other lines except lines beginning with SET<name>. Note that there may be a line starting with SET TEMP. Do not remove this line.* *Once the line is entered correctly, select SAVE from the FILE pull-down list WITHIN the window that appeared with the index cards.* *Exit this window by selecting EXIT from the FILE pull-down list.* *Exit Windows and turn your computer off. You may now restart Windows.*
SHARE.EXE not installed or locks exceeded.	*If you are using Windows for Workgroups or Windows 95, you should not see this message. Other Windows users need to install the program SHARE.EXE.* *To install this program, select RUN from the FILE pull-down list. Enter SYSEDIT and press OK.* *A window will appear with several index cards. The top card is entitled AUTOEXEC.BAT. Select SEARCH from the options at the top of the window. Enter the word SHARE and press ENTER. If the word is not found proceed with A below otherwise proceed with B.* *A. Place the cursor on any line before the line that contains the command WIN. If no line contains the command WIN, place the cursor anywhere . Be sure the cursor is at the beginning of the line you are on. Press ENTER, an empty line should appear. Place the cursor at the beginning of that line and type*

A two-window screen will appear. Select the subdirectory on the left where you found the database files.

9. The file name(s) with the last three letters NEW should appear on the right. Be sure the files exist before proceeding. Right click and DELETE the original file(s) with the MDB ending. Right click on the file ending with NEW and select RENAME. (If no file extensions appear, go to VIEW / FILE OPTIONS and uncheck any selections that hide file names.)

10. Keeping the part of the file name before the dot the same, change the letters NEW to MDB (retain the dot) and press ENTER.

11. You may now exit the Windows Explorer and restart your program.

STEPS TO COMPACTING A DATABASE

1. First perform Repair Database (see above)

2.

   ### For Windows 3.1

   Go to Data Manager (usually found within DESK MANAGER SERIES group. If not found within this group, use the File Manager to locate the Datamgr.exe file and double click on it)

   ### For Windows 95 and higher

   Go to START / PROGRAMS / DESK MANAGER SERIES and select Data Manager (If not found within this group, use the Windows Explorer to locate the Datamgr.exe file and double click on it)

3. The screen will blank, except for a menu bar displaying FILE WINDOW etc. Select COMPACT DATABASE

4. A two-window panel with the title:

   ### DATABASE TO COMPACT FROM

   Above the right window, the current location is listed (i.e. C:\aflpro). If this is not the correct location for the file you are attempting to compact, use the list in the right window to select the correct location.

5. With the correct location listed on the right, the left window will fill with MDB files (files that end with the letters MDB). Select the correct file to compact and press OK.

6. The two-window panel will now reappear with the title:

   ### DATABASE TO COMPACT TO

   In the left window select the file you are compacting again. Its name will appear in the box above labeled File Name. Change the last three letters from MDB to NEW making sure that you leave the dot preceding the MDB. Then press OK

7. Close Data Manager.

8.

   ### For Windows 3.1

   Go to File Manager (usually found within MAIN group)

   ### For Windows 95 and higher

   Go to START / PROGRAMS and select Windows Explorer

3. A two-window panel with the title DATABASE TO REPAIR appears. Above the right window, the current location is listed (i.e. C:\aflpro). If this is not the correct location for the file you are attempting to repair (refer to chart below), use the list in the right window to select the correct location. Double click on the open folder C:\ icon to show all subdirectories.

Default subdirectories and MDB files for CAVU products

CAVU Program	*Default Subdirectory*	*Filename(s)*
Form 337	*C:\FORM337*	*Form337.mdb*
Form 8110-3	*C:\Form8110*	*Form8110.mdb*
Form 8130-3	*C:\Form8130*	*Form8130.mdb*
Form 8710-1	*C:\Form8710*	*Form8710.mdb* *8710.mdb*
Form 8060-4	*C:\Form8060*	*Form8060.mdb* *Setuptac.mdb*
Weight & Balance (fix)	*C:\WBW*	*wb.mdb*
Logbook Labeler	*C:\Loglabel*	*Logbook.mdb*
MTR Pro	*C:\mtrpro*	*mtr.mdb*
AFL Pro	*C:\aflpro*	*afl.mdb* *afl2.mdb*
Weight & Balance (heli)	*C:\WBWHeli*	*wbheli.mdb*

4. With the correct location listed on the right directly under the word FOLDERS, the left window will fill with MDB files (files that end with the letters MDB). Select the file to repair and press OK. Repeat these steps for each MDB file.
5. You may now exit the Windows Explorer and restart your program or proceed to COMPACT the database per the instructions below.

CORRUPTED DATABASES

GENERAL

From time to time, it may be necessary to repair (and occasionally compact as well) the database containing your information. If the program fails to save a form or an error message appears stating that the database is not a Microsoft Access database follow the directions in order below.

STEPS TO REPAIR A DATABASE

1.

For Windows 3.1

Go to Data Manager (usually found within DESK MANAGER SERIES group. If not found within this group, use the File Manager to locate the Datamgr.exe file and double click on it)

For Windows 95 and higher

Go to START / PROGRAMS / DESK MANAGER SERIES and select Data Manager (If not found within this group, use the Windows Explorer to locate the Datamgr.exe file and double click on it)

2. The screen will blank, except for a menu bar displaying FILE WINDOW etc. Select REPAIR DATABASE
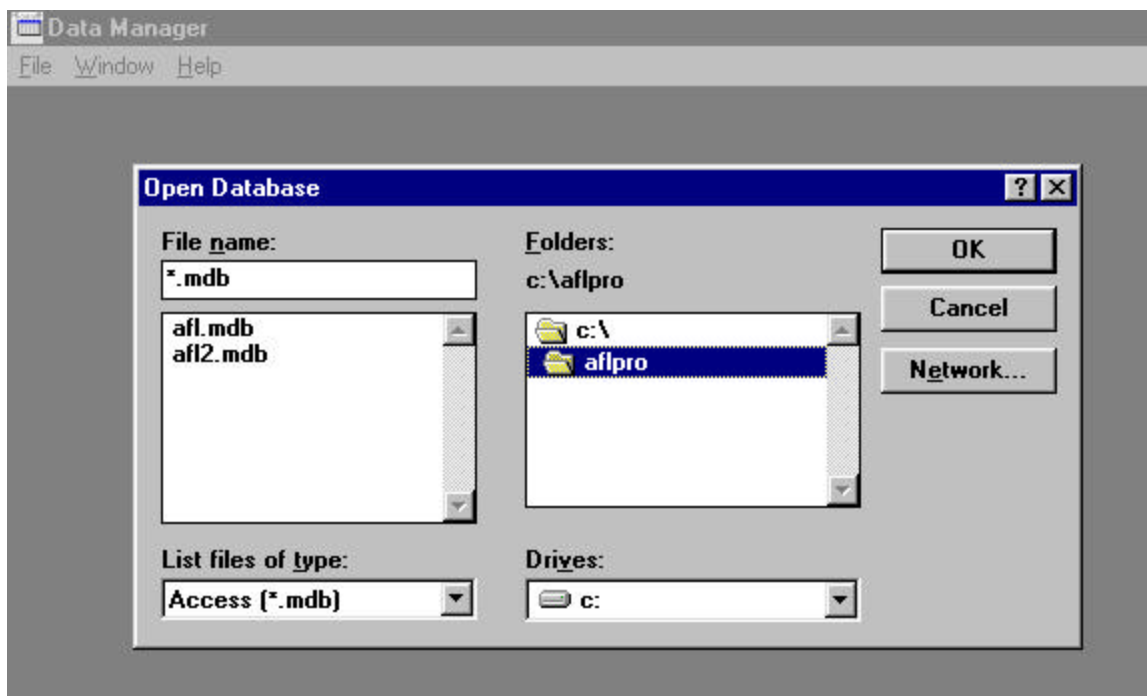
WEIGHING HELICOPTER

Weight and Balance for Windows allows the weighing of a helicopter. The newly calculated weight is inserted on the main worksheet.

To weigh a helicopter, the tail number field must contain the helicopter's registration number. Click the SPECS button. Note that new entries preload jack/scale locations as LEFT, RIGHT and AFT and the additions/deletions are DELETE PLUMP BOB, DELETE TRAPPED FUEL, DELETE USEABLE OIL, ADD UNUSEABLE FUEL and ADD NOSE BALAST. To overwrite these location names, click on the cell using your mouse and enter new location names. Ten locations (10l) can be entered for both Scales and Additions/Deletions combined.

JACKS/SCALES

Enter the tare weight of each jack. These weights are subtracted from the scale reading weight. Enter the distance from the datum under the Long. Arm and Lat. Arm columns and the scale reading under the WEIGHT column. The new moment is calculated and the new CG is inserted on the main worksheet.

DELETIONS/ADDITIONS

Enter the distance of the entry's CG to the datum reference point under the ARM columns and the weight of the item under the WEIGHT column.

The moment of the item is calculated and subtracted from the helicopter moment if the weight is entered as a negative.

EQUIPMENT LIST

Enter equipment descriptions, serial numbers, arms and weights of equipment to include on the supplemental equipment list. These entries *do not* affect the helicopter weight and balance calculations. One hundred (100) entries can be made. When a new helicopter weight and balance change is started, the last equipment list for the same helicopter is loaded into the equipment list grid.

PRINTING EQUIPMENT LIST

Click the print button (3-part form) *which appears on the specifications panel* to print the new weight and balance and equipment list. This form prints on an 8.5 x 11 inch page.

SAVING EQUIPMENT LIST

Exit the specifications screen by clicking the SPECS button. To save the entries, click the SAVE button.

SAVE FORM

To save changes made on a form click the SAVE button. To begin a new form, press NEW.

PRINTING FORM

To print the form, click either the "logbook" icon, for an 8"x 4" printout or the "3-part-form" button for an 8"x 11" form. The form will be printed as designed within the SET-UP section. To print multiple copies of the form, press the button again. Note: You do not have to wait for the printer to finish before printing another form or exiting the program.

SEARCHING / SCROLLING

To find saved forms, click on the left arrow button (previous form) or the right arrow button (subsequent forms). The search format is determined by the entries made in the top two rows (TAIL #, etc.). The scroll function will only display forms that match entries made in these two rows. To attempt a new search, first click on the NEW button, enter the search criteria (i.e. MODEL), then view the first form meeting the criteria by clicking the left arrow button. Notice that the date field is set to today's date. If the date is left, only forms with matching (i.e. today's) dates will appear. To scroll through all forms, first delete the date by highlighting it, then pressing the DELETE key on your keyboard. You may edit any form that appears on the screen, but must press SAVE to keep the changes.

hold the left mouse button down, move the mouse to the right to highlight the name), then typing a new name. The same procedure can be used within the CERT # box. The default entries can be kept by pressing ENTER or TAB.

WORK ORDER NUMBER

A work order number may be added to each form.

DATE

The date box is automatically filled with today's date. It may be changed as above. Be sure to enter an appropriate date in the MM/DD/YY format.

ADD/REMOVE ITEMS

Begin entering descriptions of items removed or installed on the line below "Previous A/C Empty". Use the ENTER or RIGHT ARROW key or mouse to move to subsequent cells within the grid. A thirteen (13) character serial number can be entered for each item.

Enter weights as positive numbers only within this section.

Enter the weight and both lateral and longitudinal arms for each item. The moment field does not appear on the screen and is not editable. It is, however, being calculated as the product of the arm and weight and will appear on the printed form. The running total will not update until the user identifies the item as either INSTALLED or REMOVED by typing an X or Y under the appropriate label.

There are thirty (30) lines available on the grid.

DELETE FORM

To delete a form, enter zero (0) in the tail number field and press SAVE.

DELETE EQUIPMENT

To delete equipment on the form, enter zero (0) in the weight and arm columns for that particular item and press SAVE.

SPECS

The button labeled SPECS is available only when a tail number has been entered. This location is for weighing the helicopter on jacks and listing the equipment within the helicopter. See weighing Helicopter below. The user may also enter gear extended, landing and empty helicopter center of gravity ranges. This entry can be set to print out on the form. See SET-UP. To save and exit the SPECS section, click on the SPECS button again.

NOTES

Notes or memos may be added to each WBW form. Click the NOTES button and the panel appears. To save and exit the NOTE section, click on the NOTES button again. This entry can be set to print out on the form. See SET-UP.

EXITING SETUP

When all settings have been entered or modified, press the SETUP button again. The panel will disappear and the settings are saved.

If you are using Windows 95 and the task bar hides the buttons described above, press START and select SETTINGS. Select TASK BAR and check AUTO HIDE. The task bar will reappear whenever you drag the mouse cursor off the bottom of the screen and re-hide when you lift the mouse cursor up into the screen.

FORM INSTRUCTIONS

TAIL NUMBER

When first entering the Weight & Balance screen, a new form is anticipated and you do not need to press NEW. The cursor begins in the upper left hand box labeled TAIL #. Enter the tail number of the helicopter and press ENTER (or TAB) to proceed to the next box. Follow this procedure to complete the top row of information.

TACH

The TACH label can be changed to HOBBS by clicking on it.

EMPTY WEIGHT

Enter the empty weight of the helicopter (before modifications), under the EMPTY label, in pounds to the nearest 1/10 of a pound. See Weighing Helicopter below.

EMPTY LONG/LAT CG

Enter the CG of the empty helicopter, under the Long.CG and Lat CG labels, in inches to the nearest 1/10 of an inch. See Weighing Helicopter below.

EMPTY MOMENT ARM

The longitudinal and lateral moments of the empty helicopter are calculated but do not appear on the first line of the screen form. They do however print on the printed form. The top line of the grid is filled with values as entered above. The running total of weights, arms and moments are calculated at the bottom of the grid. See Weighing Helicopter below.

MAX GROSS WEIGHT

Enter the maximum gross take-off weight of the helicopter, under the MGT WT label, in pounds to the nearest 1/10 of a pound. This value is used to determine the new useful load of the helicopter.

MECHANIC INFO

Proceed to the next row of information containing the mechanics name and certificate number. The default values are set within SET-UP and can be over typed by first highlighting the name in the box (Place the cursor at the beginning of the name, press and

C:\DOS\SHARE.EXE /L:500

Rebooting of your computer is required after modifying. See the Troubleshooting section for more information.

COMPANY INFO & DEFAULTS

Before Weight and Balance forms can be generated, the user must fill in default and company information.

Using your mouse, click on the button labeled SETUP. The Set-up panel appears. When entering the program for the first time or if company information is left blank, this panel will appear automatically. Enter company name, address, and phone numbers in the spaces provided.

The default title for the form is "Weight and Balance Change". This title can be changed by entering a new title in the box.

Enter the default mechanic name and certificate number that will appear on each new form. This entry can be overwritten on individual forms or left blank.

Verify the option settings are as you desire. Using your mouse, click on the box adjacent to the description to "toggle" the feature on and off. For example, if you do not want notes to appear on the print out, remove the X from the box by clicking on it. See Exiting Setup below.

FONTS

To change the font style and size, click the FONT button. Using the pull down lists, select the desired font name, style and size.

A representation of the style selected is displayed. Click the OK button to save. This entry is saved within WBW.

PRINTER SET-UP

To change the default printer, click on the button with a picture of a computer and printer (within the SET-UP panel). The Printer Set-Up panel appears.

Select the default printer to print WBW forms. This changes the default printer within Windows also.

To save your changes and exit, you must press OK. Pressing CANCEL will exit, but not save the changes.

Set-up

1. From the Program Manager, select the FILE menu from the menu bar (from Windows 3.x) or START button (from Windows 95) then RUN from the pull down list.

2. At the prompt, enter A:SETUP. Note A: refers to the drive where the diskette is placed. If your drive is designated B: then substitute B: in place of A:. Note: you must enter the correct drive.

3. The installation allows the placement of WBW within any subdirectory. The default subdirectory is C:\WBW. Follow the screen prompts to complete the installation.

4. The WBW installation is now complete. The installation should have created a new grouping within Window's Program Manager (windows 3.x) or Programs (Windows 95) entitled Desk Manager Series. Within the Desk Manager group are Weight & Balance and Data Manager icons.

5. ***Important: You must have in your possession the registration code supplied with your software before proceeding.*** Double click on the WBW icon to proceed.

6. Enter your company's telephone number as it appears on the registration card. You may use separators i.e. (- or / to separate numbers. Enter the complete number including area code but do not precede the number with a "1" and ***do not*** leave blank. For example:

   1-714-555-1212   WRONG   (714)   555-1212   CORRECT

7. Enter the registration code accompanying this system, in CAPS. ***The program will load; however, to re-enter the program, the user must first reboot his computer in order to register his registration code.*** If you have questions with this aspect of the installation, call CAVU Companies for support or check the following note.

Note: the following line must appear, only once, within AUTOEXEC.BAT before the line which contains WIN.

                    SET WBW=xxxxxxxxxxxx

where xxxxxxxxxx represents the registration code issued to your account. This entry is made automatically by the program; however, in some instances (multiple attempts at loading the program), the line may appear after WIN or an incorrect registration number appears AFTER the correct registration number. If this occurs, use the EDIT command to edit AUTOEXEC.BAT and retype this line exactly as it appears correctly, to a position above the line containing WIN. Call CAVU if assistance is required. Rebooting of your computer is required after modifying.

SHARE.EXE

Windows (not Windows for Workgroups nor Windows 95) requires SHARE.EXE to be loaded into memory. If the line below does not already appear in the AUTOEXEC.BAT file, use the SYSEDIT (from windows) or EDIT (from DOS) command to edit AUTOEXEC.BAT and retype this line exactly as it appears before the line containing WIN.

Overview

Weight and Balance for Windows (WBW) is a Microsoft Windows based program designed to reduce the work load associated with 1) creating weight and balance change documentation after removing and/or installing equipment, 2) weighing helicopter on scales/jacks, and 3) maintaining an equipment list.

The user has several "toggle" options to choose from, which alter the appearance and layout of the form.

The end user must have Microsoft Windows version 3.1, Windows for Workgroups or Windows 95 installed on the computer. The following is the required equipment list.

?? Microsoft DOS compatible computer

?? VGA monitor (color recommended)

?? 386 processor or higher

?? Inkjet, Bubblejet or laser printer. Many dot matrix printers are also supported by windows. It is the user's responsibility to provide proper installation and drivers.

?? Windows compatible mouse

?? 4 MB of RAM memory

?? 5 MB of free hard disk space

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Technical Support

CAVU products come with 30 days of free telephone technical support from the date of the invoice. To contact technical support, call CAVU Companies between 9AM and 5PM Eastern time at :

1-800-464-3375

Please Note: In order to provide continuing and quality support to all of its customers, CAVU follows a strict adherence to this policy. Telephone support will be provided **only** to those currently covered by the support program appropriate for the product requiring support. CAVU maintains an internet homepage at:

www.cavucompanies.com

which contains many of the common questions or problems customers encounter. Access to the CAVU website is free.

Annual support is obtained through CAVU at a nominal charge. Updates to existing product versions will be sent automatically to customers currently on support.

A Message To Our Customers

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