

# Investors Toolkit Tips & Tricks

## Libraries

Investors Toolkit Pro has a fine feature for managing libraries. It is perhaps the least used function of the program yet there are advantages to making use of it.

When you first install the program the default library is TK.mdb and it is loaded with several companies that you can play and learn with. Most folks just leave it at that and add their companies of interest for themselves, their club, and perhaps stocks that are under study or watch.

Let me suggest an alternative.

1. Keep the TK.mdb default library for the sample companies provided with the program.
2. Create a new library for stocks that you own, have interest in, your club's stocks, and any watch items. You could name this library with your last name or simply main.mdb.
3. So as not to contaminate your main library with companies under current study by you or your club, create a new one named for your current activity, e.g., SearchPharmaceuticals.mdb or Search,HealthCare.mdb. This file could be emailed to fellow club members to study or use for themselves. Once your or your club has made a decision to buy a stock within your search, it could be exported as a ".itk" file for import into your main library. {See Past Toolkit Tip #44, Exporting Data for directions.} Next Import the ".itk" file into your main library.

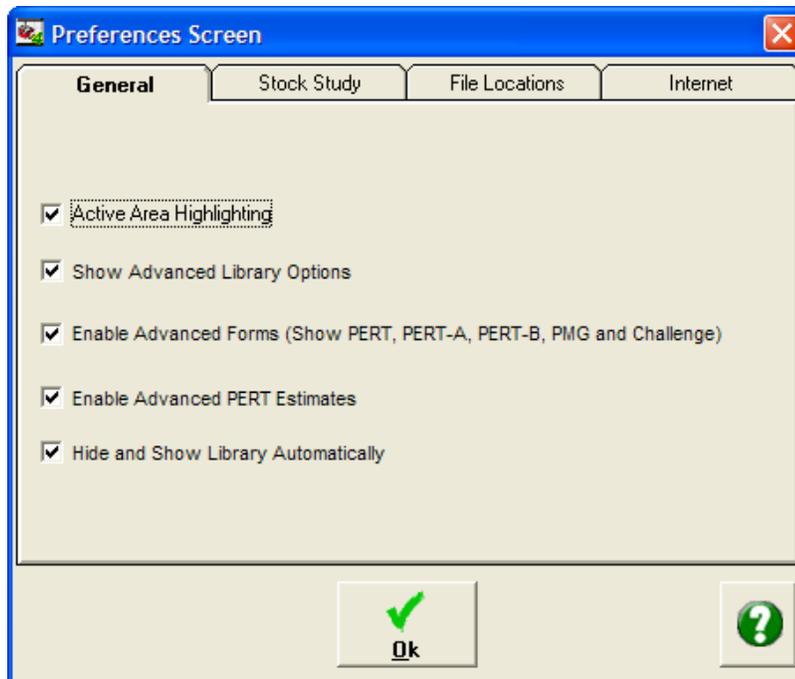
Reminder: When downloading updates or prices, they are only applied to the library that is in use. It is recommended that you update prices and file data on opening a library that has been previously created

Now let us look at managing libraries within Investors Toolkit.

In order to use the library function within Toolkit, the Library Manager task must be enabled.

1. Either click on the Preferences icon or click File>Preferences.
2. The "Preferences Screen" will open.
3. Click on the General tab.
4. Ensure that the second selection for "Show Advanced Library Options" is checked.
5. Click "OK" to close the window.

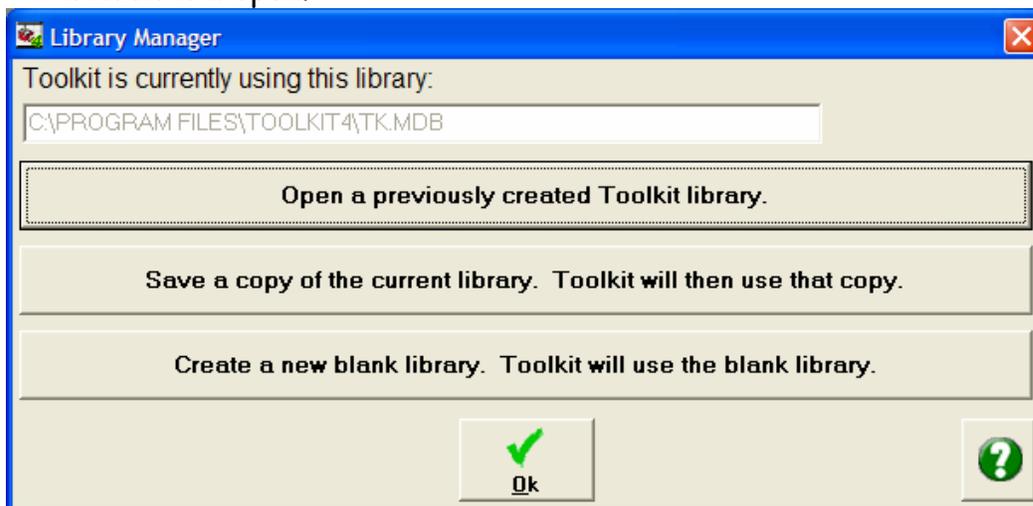
## Libraries (continued)



Now let us assume that you still have the default library in use. You can verify this for the very top of Toolkit in the blue area will read, "Investor's Toolkit - C:\PROGRAM FILES\TOOLKIT4\TK.MDB."

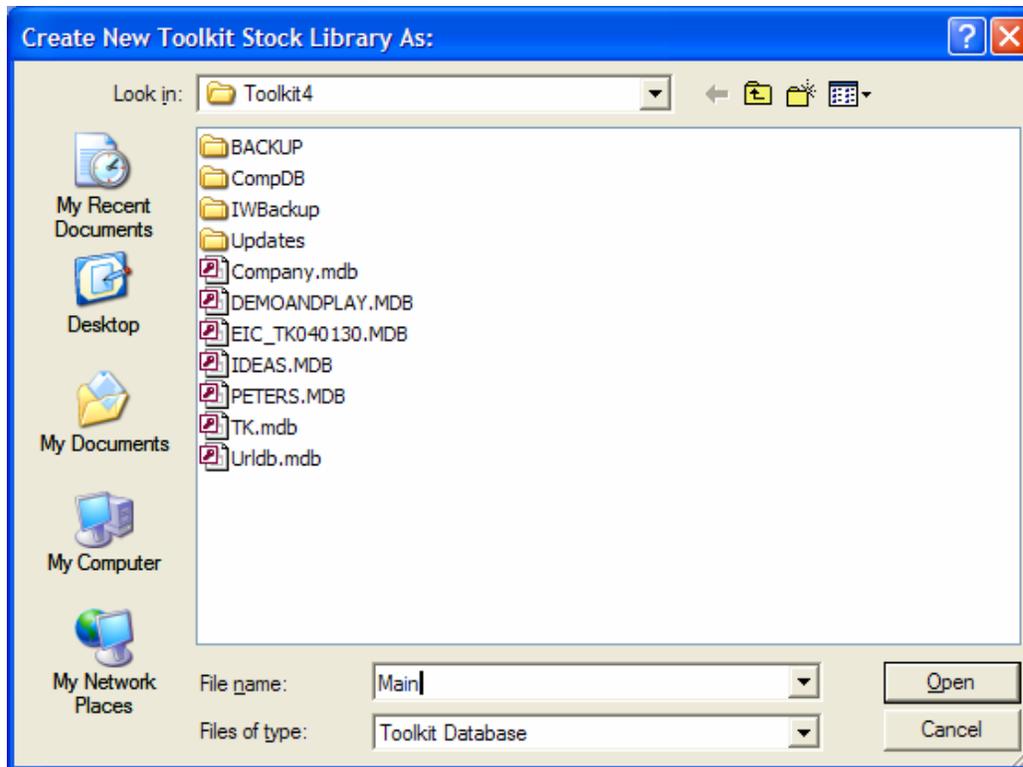
You now want to create a new library for your stocks (owned or interested) and for those of you club. For this tome we'll name it "Main.mdb."

1. Click File>Library>Library Manager. The below Library Manager window will open.



2. Click on the third selection, "Create a new blank library. Toolkit will use the blank library."

## Libraries (continued)



3. In the newly opened. "Create New Toolkit Stock Library As:" window, overwrite the default "File name:" with "Main" or your choice.
4. Click, "Open" to be returned to the Library Manager window. Note your newly named library in the window.
5. Click, "OK" to return to Toolkit with your new library.

You can see from the above window that I have created several libraries:

1. DEMOAND PLAY.MDB is really for demonstration and playing around that I use in training.
2. IDEAS.MDB is just another for study.

Now if you are a longtime user of Toolkit and are comfortable with TK.mdb for all of your stock, by all means, stay with it.

Now let us say that your club has decided to search for a stock from a particular industry or sector, the you just might want to create a library to "pile up" selection from all members into a library for this study. Fellow club members can email you their ".itk" files for you to import into your study library. Whenever you want you could email them the ".mdb" file. Just remember that it will be larger than a simple ".itk" file, so you don't want to overload the dialup folks from your broadband connection.

The ".mdb" files are located in the c:\program\toolkit directory.