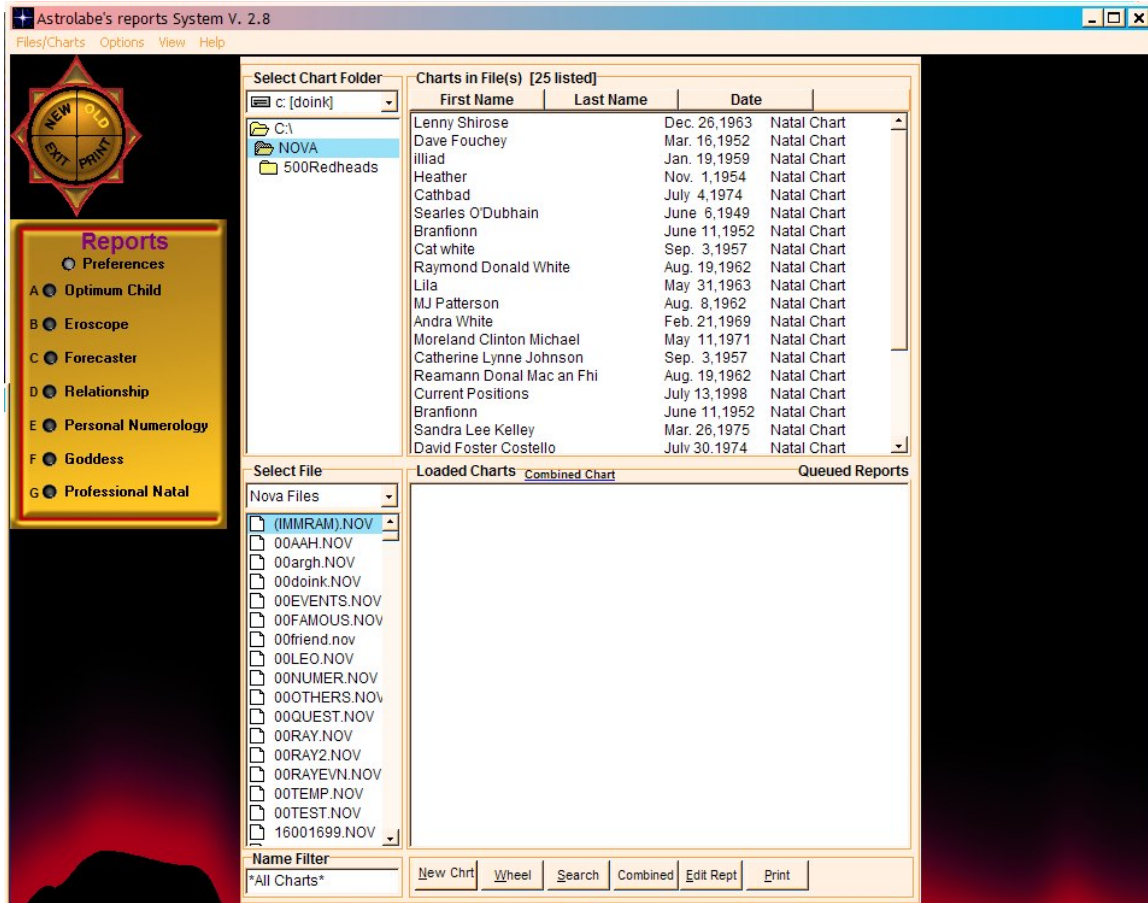# Astrolabe Report System EZ Start Guide!☺

When you click on your blue icon with the white star in the middle, you open to the main page of the Astrolabe Report System.

This is what you will see, depending on how many programs you have purchased.

Orient yourself first!

Note in the above picture: the Rosette at the top left, the golden grid with the program(s) you purchased listed at the left, the file names at the top: "Files/Charts, Options, View, & Help".

Also note the large white file window that is divided into four (4) sections. Each of these are titled, **Select Chart Folder, Charts in Files, Select File, & Loaded Charts.**

If you don't see any of these items on your screen click on 'view' on the main menu on the top and you can turn each one of them on or off by checking or unchecking them.

Going lower to the bottom of your screen, you should be able to see six (6) buttons.
These are: New Chart, Wheel, Search, Combined, Edit Report, & Print.

[*All these button commands can also be found in the Files/Charts menu at the top left, with some also being on the Rosette]

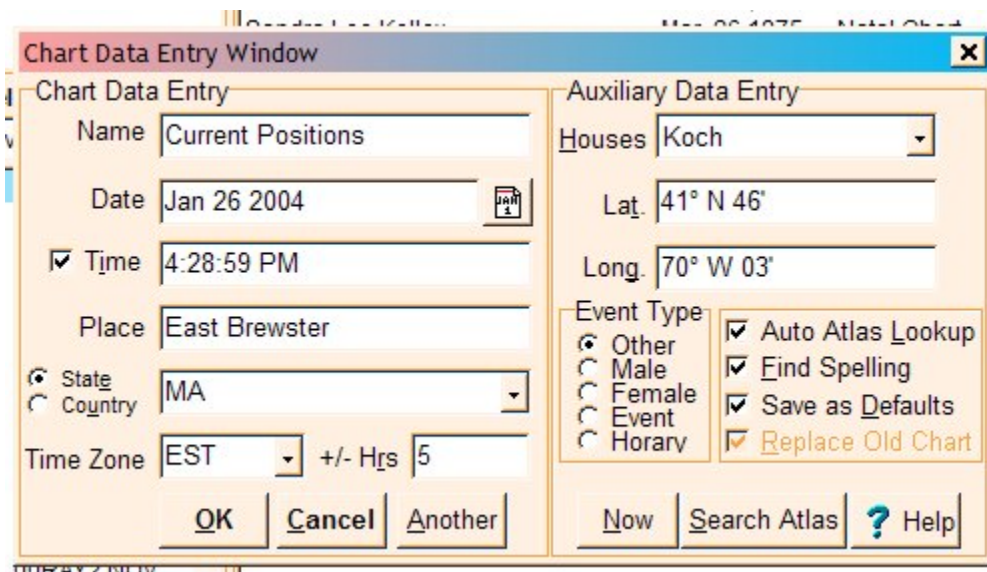*This is how your opening page should look.*

Getting Started

To begin working with one of your programs, you must first SELECT it in the golden grid on the left, where it is listed by name. To do this, you would click the gray button so it becomes RED. Should you decide to use another report program, de-select the red button to gray, and choose another.

To Create A Natal Chart

Click on "New" in the Rosette at the upper left hand corner (or you can go to "Files/Charts" at the top and choose "New Chart Data Entry", or you can click the "New Chart" button at the bottom of your screen)

You now see this:

Enter name, date, time and place. [For Canadian places always type "CAN" or "Canada" not the Province. You will be given a list of Provinces to choose from. For England, Ireland, Wales, Scotland always type "UK".]

Use your Tab button on your keyboard to progress from space to space. Select Place of Birth if a list comes up, if not that means there is just the one choice to make. Then Click OK.

This Natal Chart you have just created is then seen under **Loaded Charts** in the lower half of the white screen. To View the Natal Report, click the Edit Report button at the bottom of your screen.

(You can also click "Files/Charts>Edit Reports" at the top, or RIGHT click on the person's name and then click "Edit Report").

This opens the report in your word processor.

To **Print** out the report click the Print button at the bottom of your screen. [You must have a Windows Compatible printer installed and selected for the report to print out properly. Lexmark/Kodak printers tend to be problematic.]

If you have Solar Fire:

Under the top left white window, titled **Select Chart Folder**, it should be listed with a yellow folder C:\; under that another yellow folder SOLFIRE; and under that yellow folder USERDATA.

Then look to the lower half of the white window now to **Select File**.
SolarFire 3/4/5 File should be written there. If it is not, choose it by clicking the little drop down arrow on the right of that line.

At this point, your chart files in Solar Fire will appear in the lower left window, files that end in .CHT.

If you click on one of these .CHT files, it will then be displayed in the upper large right hand window, with the heading **Charts in File(s)**. To retrieve a chart from your .CHT file you have chosen, double click on a person's name. You will then see the person's chart displayed in the lower large white window, under the heading **Loaded Charts**.

At this point you can Edit Report (to View or Edit) or Print.

*Special note to Solar Fire Users: You can only Create new charts *files* from WITHIN Solar Fire. This means that new charts you create in Astrolabe Report System CAN be saved to existing Solar Fire files, but newly named chart files must be created within the Solar Fire program.

If you do not have Solar Fire:
Under the top left white window, titled **Select Chart Folder**, it should be listed with a yellow folder C:\; then yellow folder ALABE; then yellow folder REPORTS.

Look to the lower half of the white window now to **Select File.**
NOVA Files should be written there. If it is not, choose it by clicking the little drop down arrow on the right of that line.

To create a new file to the NOVA files, first create a natal chart so it appears under **Loaded Charts**. Then RIGHT click on the person's name. Click on "Save to New Chart File" near the bottom of that menu. A new window comes up - please type in a brief file

name and click OK. Your new file now appears under your list of .NOV chart files on the lower left, under **Select File**.

If you click on one of these .NOV files, it will then be displayed in the upper large right hand window under the heading **Charts in File(s)**. To retrieve a chart from your .NOV file you have selected, <u>double click on a person's name</u>. You will then see the person's chart displayed in the lower large white window with the heading **Loaded Charts.**

At this point you can Edit Report (to View or Edit) or Print.

(*If you own the Forecaster Report read this.)
PROFESSIONAL FORECASTER
When you have selected the Forecaster and click Edit Report or Print, you will generate this window below:

This is where you can make various choices in the report you wish to generate. Look over the window carefully to see the various options.

There is: **Events to Calculate** (all other settings in this window are based on what you select here), **Charts Printed, Date Range** (the little box with the "15" on it gives you an

easy access calendar), **Natal Points** (Natal points or planets of the birth chart), **Listing Sort, Transiting Points** (Warning! When choosing Sun/Moon/Mercury transits, these planets are faster moving, thus increasing the reports size *significantly*. It is recommended that reports involving the Moon should not be over a month long, and involving the Sun/Mercury/Venus be not over 6 months long.), **Progressed Points, Directed Points, Interps Sort, Progression Type, & Time Zone for Report.**

To further refine your choices, if you will RIGHT click on the RED button in front of the Forecaster, you will see a little window.
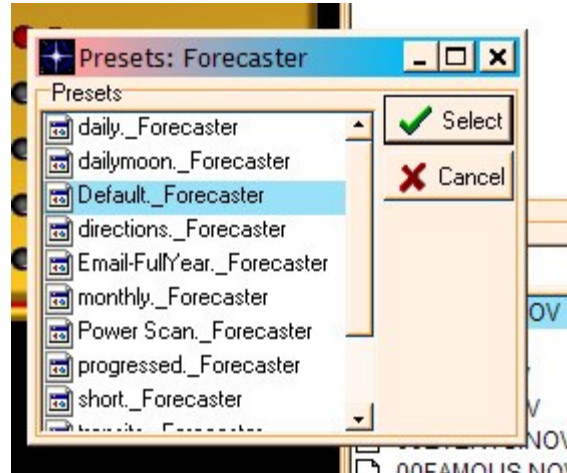
These are called **Presets**, and allow you to choose various possibilities. These Presets can be edited or changed in Options>Preferences. This procedure will be explained under the Options heading.

(*If you own the Relationship Report, read this.)
THE PROFESSIONAL RELATIONSHIP REPORT

To use this program you must first create two natal charts. Once that is done, you would then highlight both charts by holding the Control key down on your keyboard.

Then click on Combined. You can do this using the button at the bottom of the window, or click on the "Combined Chart" that is underlined in blue, right next to the title **Loaded Charts**.

This brings up a new window called "Relationship Chart".

Here you can type in the *Location of the Relationship*, using your Tab button on your keyboard to go from space to space, and hitting OK when done.

<u>Note</u>: Should you not know the location of the Relationship or it is between 2 places of equal importance, you can:

1) choose the location where you first met the person, or…
2) select the <u>Composite: Midpt Asc</u> option in the Relationship window.
You will still need to enter in a location, but it will not be taken into consideration/calculations.

When done click OK. You are now taken back to the main page, and will see under **Loaded Charts**, a new chart, which is your Relationship Chart. At this point, you can Edit Chart to View or Print.

To further refine your choices, if you will RIGHT click on the RED button in front of the Relationship Report (golden grid), you will see a little window.
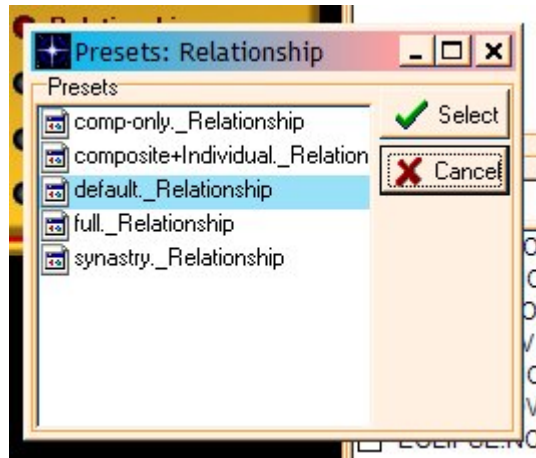
These are called **Presets**, and allow you to choose various possibilities (only a Synastry report or only a Composite). These Presets can be edited or changed in Options>Preferences. This procedure will be explained under the Options heading.