

Sonar3 Help System

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Sonar3 Help

Welcome to Sonar3®

Sonar 3®, created by Spacejock Software®, is designed to help users manage their writing submissions. This software allows users to add work, submission, and market information while providing a central location for all of the information to be viewed at once. This allows users to keep track of all of their important submission information at one time with minimal effort.

Note: This program was designed for use on Windows XP, Windows Vista, and beyond.

Getting Started

Install Sonar3®


Installing Sonar3® requires little time and even less thought. The **Sonar3 installer** and **Sonar3® Setup Wizard** do almost all of the work for you. Also, you can install Sonar3® as many times as you want for free.

To install Sonar3®


1. Open a web browser, and go to http://www.spacejock.com/Sonar3_Download.html.
2. Click **Sonar3 installer (666 kb)** from either the primary or secondary site.
3. Click downloaded file.
4. Click **Run**.
5. Click **Yes**.
6. In **Sonar3® Setup Wizard**, follow the installation instructions until you reach **Ready to Install** screen.
7. Click **Finish**.

To install Sonar3® via Sonar3® Zipped Install (450 kb)

Sonar3 Help System

1. Open a web browser, and go to http://www.spacejock.com/Sonar3_Download.html.
2. Click **Sonar3® Zipped Install (450 kb)**.
3. Click downloaded file.
4. In the file manager window, click **Sonar3** folder.
5. Click **bin** folder.
6. Click **Sonar3** application button  **Sonar3** .
7. Click **Extract all**.
8. Click **Browse**.
9. Navigate to where you want to extract the files.
10. Click **OK**.
11. Click **Extract**.

To open zip file Sonar3®

1. In the file manager window, click **Sonar3** folder.
2. Click **bin** folder.
3. Click **Sonar3** button  **Sonar3** .
4. Click **Run**.

Create a new database

Creating a new database allows you to group your submissions, works, and markets under a specific database heading. Doing this helps prevent you from having too many things in one database, hindering your ability to keep track of your submissions. Any works, submissions, and markets you create within this database will only be available in this database.

To create a new database

1. On the **File** menu, click **New**.
2. In the save dialog box, navigate to the location where you wish to save the database.

3. In the **File** name box, type the desired name.
4. Click **Save**.

Note: Any works, submissions, and markets you create within this database will only be available in this database.

Managing Works

Add a work

Sonar3® allows you to add information about your current works (pieces you are planning to submit or have submitted) as well as files for those works. This allows you to not only keep track of what you plan to submit but also what you have submitted and have a central location for work files. Note that you only are required to enter a title in order to create a work, but the more information you include, the more Sonar3® can help you manage your submissions.

To add a work

1. On the **Works** menu, click **Add**.
2. In the **Work Details** dialog box, click the **Details** tab.
3. In the **Title** box, type the title of your work.
4. In the **Words** box, type the word count of your work.
5. In the **Genre/Category** box, type the genre or category of your work.
6. Click **Save**.
7. Click **Exit**.

Note: Works can be further customized, but only typing a title is required for a work to be created. For more information, see **Related Topics**.

Add work descriptions

Adding descriptions to your works helps you distinguish between your works, especially if you are managing a lot of works all at once. This becomes even more important if you are submitting multiple works similar in nature or title.

To add description to a work

1. On the **Works** menu, click **Lists**.
2. Double-click your work title.
3. In the **Work Details** dialog box, click **Description & Comments**.
4. In the **Description** box, type your description of your work.
5. In the **Comments** box, type your comments on your work.
6. Click the **File** tab.
7. Click **Save**.
8. Click **Exit**.

Add files to works

When creating or editing your work, you might like to add your work's file to the work. This would allow you to always have a copy of your work, something that might become useful not only as a reference tool as you manage your works but also as a back-up in case you lose your work file elsewhere.

To add a file to a work

1. On the **Works** menu, click **Lists**.
2. Double-click your work title.
3. In the **Work Details** box, click **File**.
4. In the **Optional** box, type the path to your file.

Note: You must type the exact path in order for the file to be added.

5. Click **Open**.
6. Click **Save**.
7. Click **Exit**.

Delete a work

At times, you might like to delete a work. This could be especially helpful when managing your works, deleting those you no longer want or need. However, once a work is deleted, it cannot be recovered.

To delete a work

1. On the **Works** menu, click **Delete a work**.
2. In the select an item to delete dialog box, click the title of your work.
3. Click **OK**.
4. In the deletion warning message box, click **OK**.
5. In the work delete message box, click **OK**.

Note: All work deletions are permanent.

Managing Markets

Add a market

Sonar 3® allows you to add target markets to your database. This lets you add information about where you want to submit your works, including not only information on editors but also submission guidelines. This helps you keep track of all of your target markets with ease. Note that only the market's name is needed in order to add a market.

To add a market

1. On the **Markets** menu, click **Add**.
2. In the **Market Details** dialog box, in the **Title** box, type the market's name .
3. Click **Save**.
4. Click **Exit**.

Note: Markets can be further customized, but only a title needs to be included for a market to be created. For more information, see **Related Topics**.

Add market contact information

To further help you keep track of vital market information, Sonar3® allows you to input information about your target market, including editor email address, website address, etc. While this information is optional, the more information you include, the easier it will be to keep track of your markets.

To add a market's contact information

1. On the **Markets** menu, click **List**.
2. Double-click your target market.
3. Click the **Contact** tab.
4. In the **Editor** box, type the name of the market's editor.
5. In the **Email** box, type the editor's email address.
6. In the **Phone** box, type the editor's phone number.
7. In the **Fax** box, type the editor's fax number.
8. In the **URL** box, type the market's website URL.
9. Click **Save**.
10. Click **Exit**.

Add a market address

Adding your target market's address would help you more easily submit your works, especially for those markets which prefer print submissions via the mail.

To add a market address

1. On the **Markets** menu, click **List**.
2. Double-click your target market.
3. Click **Address** tab.
4. In the top blank boxes, type your target market address.

123 Somewhere Avenue
Somewhere, AK

5. In the **Comment** box, type in any comments you might have.
6. Click **Save**.
7. Click **Exit**.

Add market submission guidelines

Adding market submission guidelines to your target market will further allow you to keep track of important market information. This information is especially useful as you will likely use it more than once if you plan to submit more than one work.

To add a market's submission guidelines

1. On the **Markets** menu, click **List**.
2. Double-click your target market.
3. Click **Guidelines** tab.
4. Either type or copy and paste your target market's submission guidelines.
5. Click **Save**.
6. Click **Exit**.

Email a market editor

If you want to email your target market's editor, Sonar3® allows you to directly email the editor via whichever desktop email you have installed on your computer.

To email a market's editor

1. On the **Markets** menu, click **List**.
2. Double-click your target market.
3. Click **Contact** tab.
4. Next to **Email**, click **Open**.

Note: This will pull up a pre-addressed new email in whatever version of Microsoft Outlook® you have installed on your computer.

5. Type your email.
6. Press **Send**.

Visit a market editor website

Want to visit your target market's editor's website but do not want to go the long way? Sonar3® allows you to directly access the website through the **Markets Contact** tab.

To visit an editor's website

1. On the **Markets** menu, click **List**.
2. Double-click your target market.
3. Click **Contact** tab.
4. Next to **URL**, click **Open**.

Note: The website will pull up in whatever you set as your primary browser.

Delete a market

At times, you might want to delete a market. This will get rid of not only the market, but also all submissions to the market. This feature will allow you to easily delete everything related to that market rather than force you to do it individually. Note that once you delete a market, it cannot be retrieved.

To delete a market

1. On the **Markets** menu, click **Delete a market**.
2. Select the market you want to delete.
3. Click **OK**.
4. Click **Yes**.

Note: Deleting a market will also [delete all submissions](#) made to that market. Once deleted, they cannot be recovered.

Managing Submissions

Add a submission

Sonar3® allows you to add submission information for your works. This helps you keep track of where you submitted your works, when you submitted them, if and when your market responded, and how the market responded. You can either do this through the submissions menu or the works menu.

To add a submission through the Submissions menu

1. On the **Submissions** menu, click **Add**.
2. In the **Submission Details** dialog box, in the **Title** box, select your work.

Note: You can also click **Add New** to [add a new work](#).

3. In the **Sent To** box, select your market.

Note: You can also click **Add New** to [add a new market](#).

4. In the **Date Sent** box, type in the date you submitted your work.
5. In the **Comments and/or feedback** box, type any comments or feedback you wish.

To add a submission through the Work menu

1. On the **Works** menu, click **List**.
2. Double-click the title of your work.
3. Click **Add Submission**.
4. In the **Submission Details** dialog box, in the **Title** box, select your work.

Note: You can also click **Add New** to [add a new work](#).

5. In the **Sent To** box, select your market.

Note: You can also click **Add New** to [add a new market](#).

6. In the **Date Sent** box, type in the date you submitted your work.
7. In the **Comments and/or feedback** box, type any comments or feedback you wish.

Add submission responses

As you begin to receive responses to your submissions from your markets, you will want to go back to include information about those responses. This will help you keep track of how your markets received your work.

To add a submission response

1. On the **Submissions** menu, click **List All**.
2. Double-click your submission title.
3. Click **Response** check box.
4. In the **Date** box, type market response date.
5. If the market bought the submission, click **Sold** check box.
6. If the market published the submission, click **Published** check box.
7. In the **Payment** box, type what the market paid you.
8. Click **Save**.
9. Click **Exit**.

Delete submissions

Deleting submissions allows you to delete the submission history of a work without deleting the work itself. This is especially useful if you change your mind about submitting a work somewhere but do not want to accidentally delete either the work or the market.

To delete a submission

1. On the **Submissions** menu, click **Delete a submission**.
2. In the top drop down menu, select your market.
3. In the submission list, click the submission you wish to delete.
4. Click **Delete Sub**.


5. Click **OK**.
6. Click **Exit**.

Note: Deleting a submission does not [delete a work](#) or a [market](#).

Uninstall Sonar3®

At times, you might want uninstall Sonar3®. Uninstalling Sonar3® does not delete your databases. Also, you can easily reinstall at any time and continue to use your previous databases.

To uninstall Sonar3®

1. Click **Start** button , in the **Search programs and files** box, type **uninstall**.
2. Click **Uninstall a program**.
3. In the program list, double-click **Sonar3**.
4. Click **Yes**.
5. Click **OK**.

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