

ddbbase_guide

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Chapter 1

ddbase_guide

1.1 DDBASE Documentation

DDBASE Version 3.0

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©MADCAP-SOFTWARE

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@{ "What You Need	" link Chapter_1 }
@{ "Getting Started	" link Chapter_2 }
@{ "Introduction	" link Chapter_3 }
@{ "Main Gadgets	" link Chapter_4 }
@{ "Print Section	" link Chapter_5 }
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@{ "UseAge	" link use }
@{ "Disclaimer	" link disclaim }

1.2 What you need

A 1MB Amiga running OS2.04 or higher

The Program DDBASE

The File ddbase.hlp in the same directory as DDBASE

LIBRARIES you will need:

Reqtools.library

ILBM.library

If you haven't got either of these libraries already in your Libs Directory then copy them from the DDBASE disk (or the Directory).

You will also need the AmigaGuide.library to view the DDBASE.GUIDE. For those with WorkBench 2.1 or higher this will be on your workbench disks.

As AmigaGuide is Copyright to Commodore I am unable to release it with this program.

Actually I got AmigaGuide and AmigaGuide.library from a Magazine Coverdisk so those with OS 2.04 keep your eyes peeled.

If you wish for the complete ILBM/Reqtools release then contact your local PD Library for the most recent release.

1.3 Getting Started

Use a program like SID or OPUS etc to copy the Reqtools.library and the ILBM.library to your libs directory. You will find them on the DDBASE disk.

OR:- Use the supplied program to copy Reqtools.library, ILBM.library and DDBASE to your Hard Disk or Floppy disk.

Just boot using your Workbench disk {copy} and open a cli or shell. Insert the disk that has DDBASE on in df0: or df1: type - cd df0:ddbase and press return. To make sure you are in the correct directory type dir.

Next - type copyddbase and press return, please DO NOT RUN copyddbase.

You will be asked if you wish to copy Reqtools.library to your libs Directory, if you haven't already got Reqtools.library then type 'y' and press return. Do the same with the ILBM.library.

Next you will be asked to enter the destination where you want ddbase to be copied. Just type the destination ie df0:database or dh0:database/.

Copyddbase will now copy

```
DDBASE
DDBASE.info
ddbase.hlp
ddbase.guide
All the example databases
```

To your destination. Next you will be asked if you want to create a Prefs file. If you do press 'y' and press return. This will write a small prefs file called 'ddbase.prefs' in the ram:env/sys drawer.

It is Imperitive {most important} that Ram:env/sys, and Prefs/Env-Archive exists. If they don't look in your workbench manual to see how to create them.

This is only temporary so test DDBase by running it from its new home, then select Prefs and if your happy with the settings select Save.

If you had a problem and did not create the ddbase.prefs then just run DDBASE from its new home. You will see a requester stating that DDBASE could not find then Help file. Select either options. Next you will be in DDBASE main display, select Prefs and then select Path gadget. Enter the path press return then select Save+Use. You will not have any more problems. If you do take 2 Aspirins and lay down in a dark room for two hours with a damp cool towel over your head singing 'Nee Neeee'.

WARNING:- Some possible problems!!

~~~~~

{1} Memory

If you run DDBASE several times you may get a problem{ A GURU } This is because DDBASE takes about 500K of ram: to store all the data etc. When you exit DDBASE this ram: is passed back to the system. The problem is that programs like DDBASE need contiguous memory {all in one block} but after a program has passed the ram: back the memory gets fragmented and so even when you see displayed enough ram: to run DDBASE there may not be enough contiguous memory. If you are ever unsure then just reset your Amiga .I would like to say that this is not my fault but its just the way the Amiga handles memory Allocation.

{2} The Waiting Game

DDBASE does not like waiting for anyone and this one IS my fault. If you try to Multi-Task things get mighty slow.

ANSWER- If you want to load any other program first select About gadget this produces a Reqtools Requester which puts DDBASE to sleep, or you could select the Snap Gadget etc.

{3} The- Dating Game

If you import data be careful with any Date Fields. If you import a file from Superbase it may be a good ideah to use a string field if you find any problems.

If you have already created and entered data and then you edit a field to a Date Field this may trash any existing data you have entered.

If you find that it does trash the data then you can either add a new field as a date field and then Update each existing record. Or you can export the data and then edit the field to a Date Field after which select New and Delete Data. This will leave you with just the fields so you can import the data back into the database.

{4} The Import Game

Always make sure when you wish to import data ascii or Superbase that you have selected the same amount of fields that was exported. DDBASE is not very forgiving and may produce a error requester that will mean early retirement from DDBASE. A most infuriating thing.

In future releases this may not be such a problem.

## 1.4 Introduction

One of the features of DDBASE is the on line help , so if you get stuck just press the Help key and then click on the gadget you need the help with.

Overall I think DDBASE is quite simple to use, while being quite

---

powerful in its operations. I know that is easy for me to say as I wrote the program. So if you like the program but get a bit stuck on things, give me a call.

DDBASE uses the ReqTools Library ©Nico Francios and uses emulated GadTools Gadgets. Uses Gadtools BevelBoxes and FlippedBevelBoxes. Also used is the ILBM Library to display IFF Pictures.

If you use GFABasic ©Data Media (UK) Ltd, and would like to know how you can use Gadtools BevelBoxes and Reqtools or ILBM Libraries send me 2 disks with a stamped addressed envelope and I will send you the code. One disk you will get back and the other one I will keep as payment for my electricity and time etc.

#### FEATURES

~~~~~

- On Line Help - Just press the Help Key and click a Gadget.

 - ASCII field - Display any ASCII file. The External field is displayed as a Gadget.

 - IFF Field - Display any non HAM/AGA ILBM IFF. When I get an A1200 this will change.

 - Position Fields - Position any field anywhere you like on screen you can always reposition them at any time.

 - Field Types -
 - STRING Enter any type of data.
 - DATE Date format -DD/MM/YY
 - NUMERIC Be able to sort properly
 - BBOX TEXT in a BevelBox
 - FBOX TEXT in a FlipBox
 - TEXT TEXT.
 - ASCII ASCII File. (See above)
 - IFF Display ILBM IFF Graphic.

 - Edit Fields Move, Edit, Add, or Delete fields.

 - Export/Import Export to ASCII or SuperBase ©Precision Software, format. Import ASCII or Superbase format.

 - Fast Sort Uses a Shell Metzner Sort

 - Snap Saves current record in T:snap[n].ddb

 - Reqtools Uses ReqTools ©Nico Francois Requesters

 - GadTools Uses Gadtools Bevel/Flip Boxes

 - Draw Box Draw BevelBoxes, FlipBoxes, RBoxes, and Circles Upto 10 allowed.

 - LOOKS Totally WB2 look. All functions accessed by Gadgets and keyboard shortcuts. Press 'h' to see current shortcut.
-

Capacity Upto 1500 Records (Keep an eye on the memory displayed on the Window Title Bar).
 Upto 20 Fields.
 Draw upto 10 boxes.

1.5 Main Display Gadgets

```
@{ "Create"                " link create }
@{ "Field Definitions"     " link field  }
@{ "Delete"               " link delete }
@{ "Sort"                 " link sort   }
@{ "Load"                 " link load   }
@{ "Add"                   " link add    }
@{ "Edit"                  " link edit   }
@{ "Search"                " link search }
@{ "Quick Search"         " link quick  }
@{ "Cursor Keys"          " link cursor }
@{ "GoTo"                  " link space  }
@{ "About"                 " link about  }
@{ "Print"                 " link print  }
@{ "Save As"               " link ssave  }
@{ "Snap"                  " link snap   }
@{ "New"                   " link new    }
@{ "Save"                  " link save   }
@{ "Organise"              " link organ  }
@{ "Prefs"                 " link prefs  }
@{ "UpDate"                " link update }
@{ "Add Notes"             " link notes  }
```

1.6 Create

Create

Synopsis: Creates a database.

ShortCut- c (LowerCase)

Enter How many fields you wish to have. Next enter the field name, see Field Types, next enter the length. You will then be asked for the 'Field Type'.

SELECT: STRING | DATE | INTEGER | BBOX | FBOX | TEXT

Field Types.

~~~~~

```
STRING   Input Data any Format
DATE     Input data as Date DD/MM/YY
INTEGER  Input Data as Numeric.
BBOX     Displays as text in a BevelBox
FBOX     Displays as text in a Flipped Box
```

---

TEXT        Displays as text.  
 ASCII      Will display ASCII file in field definition.  
 IFF        Will display IFF Picture

After you have defined your fields you now have to position them on the screen using the Mouse. When the field is in the desired position press the left mouse button. After you have positioned all of your fields you will then be able to add data as you wish. However If you have made a mistake this can be easily rectified by using the functions found in Organise.

EXTERNAL - Any external field will be displayed as a Gadget.To access the file just click the gadget.To display the contents of the field select Snap.You can edit the field as usual.A ASCII Field Gadget has a broken blue border whereas a IFF Field Gadget has a solid blue border.

Iff

Synopsis: Displays ILBM IFF Pictures

ShortCut p

Similar to External but displays a IFF File instead.To print the file select 'Searching' from the 'Print' requester.

See ASCII

Add Field  
 Edit Field  
 Move Field

## 1.7 Field Definitions

Field Definitions:

-----  
 String

Synopsis: Field Definition- String Field

ShortCut s (LowerCase)

Defines the current field to input strings {Alpha/Numeric}

Date

Synopsis: Field Definition- Date Field

ShortCut d {LowerCase}

Date Type 1 DD/MM/YY

Date Type 2 DD MMM YYYY IE. 12 Nov 1993

---

Defines the current field for a Date input.

NOTE: It is very important that you specify a date field BEFORE you enter any data.

If you have already created a database and have entered some data you will be alright if you Add a Date field.

On the other hand if you wish to change a current field to a Date field you will first have to Export the database, select New 'delete data' , then change the field type and Import the data back in.

Alternatively you could add another field and use the UpDate function to enter the correct dates.

UpDate

Integer

Synopsis: Field Definition- Numeric Data Input

ShortCut i {LowerCase}

Input Numeric data.

BBox

Synopsis: Field Definition- Display Field

ShortCut b {LowerCase}

Displays field title only. The field title is embodied in a BevelBox .NOTE You need only set the field length to 1.

Text

Synopsis: Field Definition- Display Field

ShortCut t {LowerCase}

Displays field title only.  
NOTE You need only set the field length to 1.

FBox

Synopsis: Field Definition- Display Field

ShortCut f {LowerCase}

Displays field title embodied in a flipped bevel box.  
NOTE You need only set the field length to 1.

---

## ASCII

Synopsis: A Field Gadget that when depressed will display a ASCII file whose path and name is stored in the field.

Shortcut Non

```
*****
*ASCII Gadget*
*
*
*      *
*   Synopsis: To display a ASCII Field
*
*
*   Shortcut Non
*
*
*   A gadget that when pressed will display a ASCII file that has the
*   Path and Name stored in the Field.To see the Name and Path of a
*   External field select Snap.A External field Gadget can be identified
*   by a blue broken border.
*
*
*           See External, Snap.
*
*
*
*
*
*Iff Gadget
*
*
*   Synopsis: To Display a IFF Picture
*
*
*   ShortCut Non
*
*
*   A gadget when pressed will display a IFF Picture that has the name
*   and path stored in the field.A IFF Gadget can be identified by a
*   blue Border.Just to see the contents of the field select Snap.
*
*
*           See IFF, Snap
*
*
*****
IFF
```

Synopsis:A Field Gadget that when depressed will display a IFF file whose path and name is stored in the field.

Shortcut Non

## 1.8 Delete

### Delete

Synopsis: Deletes current record

ShortCut- D (UpperCase)

Selecting this will result in LOSS OF DATA make sure that you have backed up your data before using this function.

## 1.9 Sort

Sort

Synopsis: Sorts Records

ShortCut- S (UpperCase)

This function allows you to sort your data by any field. You can also sort numerically as well by string. After you select this function the select field requester appears. The sort routine is very fast and is case insensitive. In case you were wondering DDBASE uses a type of Shell Metzner sort routine.

## 1.10 Load

Load

Synopsis: Loads a previously saved file.

ShortCut- l (LowerCase)

This function does what it says- loads data from disk. The file requester has a pattern matching to '.ddb', this is added to all files saved with DDBASE. This makes finding and loading a lot easier. (Nico Francois is worth his weight in gold)

## 1.11 Add

Add

Synopsis: Adds a record to the database

ShortCut- Cr (CarriageReturn)

To add data just press the return key and then just type in your data and then select Accept or Cancel. Easy isn't it.

Also if you have any external fields you can choose the ASCII/IFF file from a File Requester (Reqtools of course), so if you have more than one external field it might make sense to keep all your external files in the same directory.

## 1.12 Edit

Edit

Synopsis: Edits current record

ShortCut- e (Lowercase)

## 1.13 Search

### Search

Synopsis: Search Database (Case Insensitive)

Shortcut =

With this function you can search the database using any of the fields. Any field that you do not want to use just leave blank. You can use '^' '=' '|' (thats shift + \).

Using '^' {In String} You would use this :- ^fred -: this would search that field for any occurrences of 'fred' in the field.

Using '|' {Left String} You would use this :- |fred -: this would search that field for the left part of the field that equals 'fred'.

Using '=' {Exact Match} You would use this :- =fred -: this would search that field for an exact match.

Using '\*' {Range} You would use this :- \*Peter|Oscar -: This would display all the records from Peter to Oscar. If you want to do a range with a date or the field length isn't sufficient to enter your range the just enter '\*' and after to have entered all your other search criterea you will be able to enter your range using a string requester.

Quick Search

## 1.14 Quick Search

### Quick Search

Synopsis: Quick Search (Case Insensitive)

Shortcut ?

This function will search all fields for any occurrence of the search word. Example :- If you entered 'fred' it would try to find any occurrence of fred in any of the fields. This is case insensitive.

## 1.15 Cursor Keys

### |« Cursor Down

Synopsis: Move to start of Database

Shortcut Cursor Down

When a database has been open it moves to the start.

«« Cursor Left

Synopsis: Moves to the previous record

Shortcut Cursor Left

Displays the previous record.

»» Cursor Right

Synopsis: Displays the next record

Shortcut Cursor Right

Displays the next record.

»| Cursor Up

Synopsis: Moves to Last record

Shortcut Cursor Up

Moves to the last record.

## 1.16 Goto-

° Space - GoTo

Synopsis: Goto Line No

Shortcut Space

Allows you to Jump to any Line No.

## 1.17 About

About

Synopsis: Tells you all about me!

Shortcut A (Uppercase)

What can I say!!!!

## 1.18 Print

Print

Synopsis: Allows user to print using various output.

ShortCut- p (LowerCase)

See Help in Print Section.

## 1.19 Save As

Save As

Synopsis: Saves DataBase

ShortCut s (LowerCase)

Produces a ReqTools File Requester so you can choose what name to save the database with.

## 1.20 Snap

Snap

Synopsis: Takes a snapshot of current record

ShortCut P (UpperCase)

Those of you who have not heard of the utility 'SNAP' © Mikael Karlsson, may find this quite strange. When selected the program will save the current record to T: as snap{nn}.ddb. NN is updated for each record you Snap so after for instance you Snap 2 Records the directory T: would look something like this:

```
1.Ram Disk:> dir t:
snap1.ddb
snap2.ddb
1.Ram Disk:>
```

The reason why the current record is displayed in a Requester is quite simple SNAP © by Mikael Karlsson does not work due to the BevelBoxes.

## 1.21 Add Notes

Synopsis: Create or Append ASCII Files

Shortcut N

---



You can create small ASCII files to use with the External ASCII Field.

## 1.22 UpDate Database

Synopsis: Edit Selected fields only.

Shortcut u

Enables the user to Update a file using the selected fields. If for instance you add any extra fields after you have created a new file you would select the new fields and just update these.

See Select Fields  
Select Fields

## 1.23 New

New

Synopsis: Deletes the whole database or data

ShortCut n (LowerCase)

You have the option Kill! | Data | Cancel. Selecting Kill! will delete the data and the data structure (fields etc). Whereas Delete Data will only clear the data leaving the data structure intact.

## 1.24 Save

Save

Synopsis: Save data direct without the option of a File Requester.

ShortCut v (LowerCase)

Save will only work if there is a database that has either been loaded or has previously been saved. In other words if the file path and name is null ("" ) it will not work

## 1.25 Organise

Organise

Synopsis: To alter fields and Import and Export Data

---

ShortCut o (LowerCase)

I believe that these functions make DDBASE stand out from other Database programs. To be able to alter the fields and their position to Add fields or delete them with ease.

## 1.26 Preferences

Prefs

Synopsis: Allows the user to alter some operations of DDBASE

Shortcut f (LowerCase)

LOAD Set On/Off. When On DDBASE will attempt to load the file Defined in the FileName Gadget

FILENAME Select the 'R' Gadget (short for Requester) and then select a file from the File Requester.

PRINT This option sets the page Length for output to a printer. SEE the Print section.

SEPERATOR This allows you to enter the field seperator.This is useful when you are exporting or importing data from SuperBase.  
{SuperBase ©Precision Software}

CALCULATE Calculate when searching [=].Will open a window and display all the selected fields.{See Calculations}

PATH Set the Path for DDBASE.Keep all your files here.

GUIDE Use Amigaguide for Help. AmigaGuide needs to be in the C directory and ddbase.guide in the Path directory.

DATE Use DD/MM/YY or DD MMM YYYY (12/06/93 or 12 Jun 1993)

SAVE This saves the preference settings.

USE This saves the preference settings to Ram:env/sys/.

USE+SAVE Take a guess at this one... Thats correct it saves the Preference Settings to the current prefs (env:sys/) and to prefs/Env-Archive/sys/.

## 1.27 Print Section

```
@{ "Print While Searching " link sea }
@{ "Print Envelope          " link env  }
@{ "Print All Records       " link all  }
@{ "Print Current Record   " link curr }
```

```
@{ "Table View"          " link table }
@{ "Record View"         " link record }
@{ "Form View"           " link form }
```

## 1.28 Print While Searching

### Searching

Synopsis: Will send data to printer when you use the search function.

ShortCut- p (LowerCase)

You have the option to Output To Printer or a File.  
If you elect to output to a file you can select the Path and Filename with a requester. The data will Output to the screen and the file.

Selecting this function any data output from the next search will be output to the screen and to the printer in the format you have selected, Table View or Record View.

## 1.29 Print Envelope

### Envelope

Synopsis: Will output the selected fields to a Label or Envelope.

ShortCut- e (LowerCase)

You will be asked for the tab position and then it will print the current record (Selected Fields)

## 1.30 Print All Records

### All Records

Synopsis: Prints all the records.

ShortCut- a (LowerCase)

This function will print all the records in the format that you have selected.

## 1.31 Print Current Record

---

#### Current Record

Synopsis: Prints Current Record

ShortCut- c (LowerCase)

Prints Current Record in the format you have chosen

### 1.32 Table View

#### Table View

Synopsis: Print Format

ShortCut t (LowerCase)

Prints selected fields horizontally accross the Paper. After reaching 65 lines you will be asked to insert a new sheet of paper. If you use tractor feed then set your printer to the top of the next page.

### 1.33 Record View

#### Record View

Synopsis: Print Format

ShortCut r (LowerCase)

Prints Selected fields vertically down the paper.

### 1.34 form

#### Form View

Synopsis: Print Format

Shortcut f (LowerCase)

Prints all fields as they appear on the screen. Saying that it will not display Bevel Boxes etc just the field Text and Data.

### 1.35 Organise

---

```

@{ "Calculations      " link set }
@{ "Select Fields    " link select }
@{ "Export Data      " link export }
@{ "Import Data      " link import }
@{ "Edit Field       " link editf }
@{ "Move Fields      " link move }
@{ "Add Field        " link addf }
@{ "Statistics       " link stats }
@{ "Draw Box         " link draw }

```

## 1.36 Set Calculations

### Calculations

Synopsis: Select fields you wish to Calculate the Sum of.

Shortcut Non (At the Moment)

Choose Select|Cancel. To select fields click on select and enter how many fields you wish to use. Then with the Mouse select the fields from the requester.

## 1.37 Select Fields

### Select Fields

Synopsis: Select the fields you wish to print

ShortCut s (LowerCase)

You have the option to select All | Select | Cancel. By selecting All this will enable you to print all the fields. With Select you can choose the fields that you want printed and their length. Enter how many fields you wish to use. The field requester will appear on the right and a list of chosen fields on the left.

## 1.38 Export Data

### Export DATA

Synopsis: Exports data with out the field information.  
ASCII or SuperBase Format

ShortCut x (LowerCase)

ASCII

The selected fields will be output to a file. This will be useful to transfer data from one database to another or for a mail merge

file for use with a word processor.

#### SuperBase

The data will be output in a format that SuperBase can Import. Also you will find a second file with a '.hlp' suffix, this file contains the field name and length of the records. To use the data in SuperBase you will first need to create a database that has the same amount of fields and the correct length. To find out how to do this look in the SuperBase manual.

## 1.39 Import Data

### Import DATA

Synopsis: Merges Data ASCII or SuperBase Format

Shortcut i (LowerCase)

Merges data to database. Their must be the same amount for fields in the file to be imported otherwise all sorts of problems will occur. However the actual length of the fields on the file to be imported is not important, BE WARNED if the fields are longer than the current database then they will be trimmed to the size of the current field lengths.

### Import SuperBase

Will import data that has been previously exported from Superbase  
Enter the field separator ie ',' or '\*' whatever you set in Superbase  
SuperBase ©Precision Software.

## 1.40 Edit Field

### Edit Field

Synopsis: Allows you to edit any field. Also change the length.  
Delete Field.

Shortcut e (LowerCase)

Displays the Select Field requester. After selecting the field you can change or alter the field name. After pressing return you can change the field length. Also you can change the Field Type.

### Delete Field

After selecting Edit and Selected the Field you choose to delete.  
It must be noted that deleting a field not only deletes the specified field but also the corresponding data in the database.

---

See Create

## 1.41 Move Field

Move Field

Synopsis: Allows you to move any field to a new position.

ShortCut m (LowerCase)

You have the option to change all the fields or select field. Change all fields is the same procedure you went through with Create after defining your fields.

However if you choose to select the field that you wish to move, choose Select. After selecting the field from the Field Requester, all the existing fields will be displayed. All you have to do is to move your new field to the correct position and press the left mouse button.

## 1.42 Add Field

Add Field

Synopsis: Add field

ShortCut a (LowerCase)

Allows you to Add another field. A string requester appears for you to enter the name of the new field. Then you enter the length. You then have to select the Field Type. After this you position the new field using the mouse, when it is in the desired position press the left mouse button.

## 1.43 Statistics

Statistics

Synopsis: Displays Information about your Database

Shortcut = S (UpperCase)

Will display a requester displaying how many records, fields and displaying all the fields with their length and Field Types. You can also print the information.

---

## 1.44 Draw Box

Draw Box

Synopsis: Draw Flip / Bevel Boxes

Shortcut = b (LowerCase)

Select BEVEL|FLIP|RBOX|CIRCLE|DELETE|CANCEL

BEVEL Draws a bevelbox {GADTOOL}

FLIP Draws a flipbox {GADTOOL} (DDBASE will not run on OS1.3)

RBOX Draws a rounded box.(Best on Square Boxes or small ones)

CIRCLE Draws a circle.

DELETE Deletes Last Box Drawn

CANCEL Exits from the routine.

Position pointer to the top left corner of the box that you wish to draw, then press the left mouse button.

Move the pointer to the bottom right corner, you will notice the rubber banding effect. When the box is to your desired size press the left mouse button.

If you are drawing a circle start from the centre and work to the Right.

NOTE: You can only go from Left to Right and not Right to Left.

## 1.45 Epilogue

If you like DDBASE and use it you might like to consider a small donation to the author of this breathtaking database. Or some blank disks or PD software, or a postcard but you are not obliged to do so although I would like any bug reports or any suggestions (Please No rude ones).

I can be contacted by Telephone - Hastings(0424) 854608

Or by Mail

Peter Hughes  
168 Wishingtree Road  
St Leonards on Sea  
East Sussex  
TN38 9LB

This is Version 3.0

If you want a copy of the latest version (if there is one) send 2 Blank disks and a stamped addressed envelope.

DDBASE ©MADCAP-SOFTWARE 26 November 1993  
ReqTools ©Nico Francois

---



```
GFABASIC  ©GFA Data Media (UK) Ltd
SuperBase ©Precision Software (Or at least my version is!)
Gadtools  ©Commodore
SNAP      ©Mikael Karlsson
ILBM      ©Jeff Glat
```

```
@{ "UseAge          " link use }
@{ "Disclaimer      " link disclaim }
```

## 1.46 Disclaimer

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