

intuidex

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COLLABORATORS

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Chapter 1

intuidex

1.1 IntuiDex On Line Help Copyright 1994 Jeffery C. May

IntuiDex On-Line Help

Introduction

FUNCTIONS OF INTUIDEX

Entering Data How data gets into IntuiDex

Editing Data When you need to change stuff

Deleting Entries Housekeeping stuff...

Finding Entries Quick! Find that member!

Sorting Data Arrange that data!

Printing Printing reports and mailing labels

Updating Data Marking expired people...

Disk Files Load and Save that data now!!

What is 'Next' Moving through the list

Dialing Let Intuidex dial the phone...

FEATURES OF INTUIDEX

Keyboard Shortcuts Using the keyboard to access common features

Configuring IntuiDex Customizing IntuiDex for different clubs

OTHER TOPICS

Things Left To Do The Future of IntuiDex

Known IntuiDex Bugs Problems to be fixed in IntuiDex

About AAi

Acknowledgements Credits, etc...

1.2 About Amiga Atlanta, Inc.

About AAi

Amiga Atlanta, Inc. (AAi) was created on January 22, 1986 solely as a

not for profit user group for all users of the Amiga computer family.

Anyone may join whether or not they own an Amiga. Some of the benefits available are:

- * A monthly newsletter (The AAi Workbench)
- * Discounted copying privileges of the AAi Public Domain Collection
- * Discount prices for AAi Promotional items and Public Domain software
- * Full access to the [AAi Bulletin Board System](#)
- * Monthly general meetings of the user group
- * Monthly meetings of Special Interest Groups (SIGs)
- * Discounts on computers, programs, supplies, etc. at local Amiga dealers (discount availability will vary as offers are at dealer discretion)
- * Option to subscribe by mail to AAi's monthly PD [Disk Of The Month](#)
- * Eligibility to participate in AAi [giveaways](#) and win door prizes

Standard Membership dues are \$24 (U.S.) per year. We also offer a Membership which includes a one year mail subscription to our monthly distribution of Public Domain programs, the AAi "Disk Of The Month". The [Disk subscription](#) is an additional \$42/year, making the total \$66 for a full year membership plus subscription. You may pay AAi's Treasurer (using cash, check, or money order) at a general AAi meeting, or mail a check or money order to our P.O. Box. Foreign memberships will be slightly higher to cover higher mailing rates.

Amiga Atlanta, Inc. is a not for profit organization. All officers and managers of AAi are volunteers and receive no payment for their time. All contributions of surplus hardware, software and cash are greatly appreciated, but we are not qualified under the IRS codes as a charitable organization and such donations to AAi are not tax deductible.

Our General Meeting is held at the [Dunwoody Public Library](#) from 1PM to 5PM on the second Saturday of each month. Our General Meetings are open to the public, and everyone is invited to attend. The facilities include a partitionable room that can hold over 100 people, and a video projection system so that everyone can see the Amiga displays during demonstrations. For more information, or directions concerning the General Meeting location or scheduled events, contact Jeff May at 964-8427.

Our Address is:

Amiga Atlanta, Inc.

P.O. Box 49103

Atlanta, GA 30359-1103

Phone Contact:

Jeff May (President)

(404) 964-8427

Board of Directors

President Jeff May

Vice President Bob Castro

Secretary/Treasurer Bob Castro

Newsletter Editor Mike Ellenberg

PD Editor Joe Torre

BBS Sysop Doug Warner

Managers

Co-Publicity Managers Tim and Joni Collins

Property Master Aaron Ruscetta

Advertising Manager Thorin Hanson

Founders

Michael Donnellan Andre Frech

Ron Heimbigner Tom Sibert

1.3 About The AAI Vortex BBS

AMIGA ATLANTA VORTEX BBS

Amiga Atlanta runs a two-line BBS system called the AAI Vortex. The Vortex currently runs on an Amiga 2000/030 using TelePro's DLG software.

Our Dedicated sysop is Doug Warner.

The AAI Vortex BBS is linked by UUCP to several other BBSs throughout Georgia and several Amiga-related Usenet newsgroups.

The Fish CD is also available offline- we have to share Doug's personal CD-ROM drive!

The public line is open (obviously!) to everyone! Give us a call at (404) 962-8789. The public line supports connections at baud rates of 300 to 14,400 bps. (Remeber to set your computer rate to at least 38,400 to allow data compression to increase the throughput of the link!)

GET THE TOTAL PERSPECTIVE:

*** **

*** **

*** **

*** **

*** **

*** **

*** **

1.4 About AAi Disks Of The Month

DISKS OF THE MONTH

The AAi Disk of the Month is a collection of the very best and latest in shareware and public domain software for the Amiga. Sometimes the included materials can be a little obscure or off the wall, but we think that the DOM represents a great value for your money.

For members of Amiga Atlanta that are not able to attend meetings to purchase Disks of the Month, a **DOM subscription program** is available for \$66 annually. This ammount covers both the annual membership dues, as well as the purchase cost of the disks.

The DOMs are assembled every month by our dedicated PD Librarian, Joe Torre. Joe is one of the founding members of Amiga Atlanta, and has been involved with the club in some capacity since 1986. Joe has served in every office that Amiga Atlanta has, and also was very instrumental in producing the AAi Video.

1.5 About AAi Games and Giveaways

PICK-IT AND GIVEAWAYS

At general meetings, **Amiga Atlanta** often times has prizes to give away, donated by the local dealers or by members of the club. When prizes are available, members are given numbers for the drawing printed on regular mailing labels. Using a special program concocted in CanDo! called Pick-It, the drawing is held.

Usually these numbers are written out by hand by the much overworked Secretary/Treasurer. To automate this process, IntuiDex provides a utility that prints the labels automatically. The name of the game, as well as the design of the labels, is configurable from the **configuration window**.

1.6 About AAi Disk Of The Month Subscriptions

DISK SUBSCRIPTIONS

Many of **Amiga Atlanta's** members are unable to attend meetings regularly, and to accomodate them, the DOM subscription was created. Each month, the freshly prepared **Disk of The Month** is sent right to their door thanks to the US Postal Service.

To track which members have disk subscriptions, a field is included in IntuiDex. This Subscription field may be used for anything that requires a yes/no record. The name of this field may be changed using the **configuration window** inside IntuiDex.

1.7 Directions to AAi General Meetings

DIRECTIONS TO THE DUNWOODY PUBLIC LIBRARY

From I-285, take the Chamblee-Dunwoody exit. Turn north on Chamblee-Dunwoody road. In about a mile, you will come to North Shallowford Road. At this point, Chamblee-Dunwoody actually turns left. TURN LEFT and continue on Chamblee-Dunwoody Road about two miles. You will see the library on the right, just past the second traffic light. Park in the lot directly south of the library, and come inside.

Meetings are generally held on the SECOND SATURDAY of the month, depending on library scheduling. Meetings run from 1PM to 5PM.

1.8 Introduction to IntuiDex

WELCOME TO INTUIDEX!

IntuiDex represents my efforts to streamline the way **Amiga Atlanta** handled its membership list. By providing an interface that could be learned without effort, I hoped to provide a system that would allow more people to feel that they could participate in Amiga Atlanta as an officer. Amiga Atlanta uses **SuperBase** to track its membership. While SB has worked quite well, Amiga Atlanta has only owned one copy. This meant that newsletter editor relied on the secretary/treasurer to provide mailing labels each month. With IntuiDex, which is freely distributable, each officer has access to the membership database as they require.

In order to be as flexible as possible, IntuiDex has three complete methods of operation: window gadgets, pull-down menus, and keyboard **shortcuts**. This way, any Amiga user will feel at home with IntuiDex.

IntuiDex was written in Amiga E version 2.1b by Jeff May.

IntuiDex source code was composed using the AZ text editor, version 1.54. IntuiDex represents over 3,000 lines of code, and more than three months of work.

IntuiDex was developed on an Amiga 2000 with a 33 MHz Progressive Peripherals Zeus 040 accelerator and 52 MB hard disk.

If you have any questions or comments, please contact Jeff May at:

180 Malone Circle gt1567b@prism.gatech.edu

Fairburn, GA 30213

USA

1.9 Entering New Data Into IntuiDex

ENTERING NEW DATA INTO INTUIDEX

It's really pretty simple. Like most all functions of IntuiDex, there is three ways to get at the **data entry requester**:

- 1) Press the 'ADD' gadget at the bottom of the window
- 2) Press the 'a' key on the keyboard
- 3) Select the 'Add New Entry' item in the Actions Menu.

Once you have done one of these three things, you will be confronted with a large window with a lot of string gadgets. You will also notice that IntuiDex automatically finds the lowest available member number to assign, and also calculates the expiration date of the newly entered member based on a one year membership.

Enter the data, making as many changes as you wish. When you're satisfied that the entry is correct, click on the 'OK!' gadget, or press [F1]. [F10] will cancel the action, as will clicking on the 'Cancel' gadget.

NOTE: the **keyboard shortcut** only works if NO STRING GADGET IS ACTIVE. That's it. You've just entered a new member into the database!

1.10 Editing Data Already In IntuiDex

EDITING EXISTING DATA IN INTUIDEX

It's really very similar to entering new data. Using the proportional gadget on the right side of the window, or the up and down arrow keys on the keyboard, find the entry that you would like to edit (NOTE: you may also use the **'Find'** feature to make this job easier).

Once you have found the entry to edit, do one of three things:

- 1) Click on the 'Edit' gadget at the bottom of the window
- 2) Press the 'e' key on the keyboard
- 3) Select the 'Edit Entry' item in the Actions Menu.

When you do one of these three things, the large **data requester** window will open. Unlike when you entered the data, however, it's not empty. The current data is displayed in the gadgets. Make changes to your heart's content, and then either Click the 'OK!' gadget, or press the [F1] key on the keyboard. [F10] will cancel the action, as will clicking the 'Cancel' gadget.

NOTE: the **keyboard shortcut** only works if NO STRING GADGET IS ACTIVE.

That's it. you've just edited an existing member in the database!

1.11 Keyboard Shortcuts Used By IntuiDex

INTUIDEX KEYBOARD SHORTCUTS

IntuiDex supplies keyboard shortcuts for all actions for those people who find that it is distracting to have to remove their hands from the keyboard. The shortcuts are:

KEY FUNCTION

=====

a **ADD** a new entry into the database

d **DELETE** an entry from the database

e **EDIT** an entry already in the database

f **FIND** an entry in the database

L (shift-l) **LOAD** a database from disk

n jump to the **NEXT** entry that matches the last search criteria

p **PRINT** reports and mailing labels

Q (shift-q) **QUIT** IntuiDex

s **SORT** the database

S (shift-s) **SAVE** the database to disk

u **UPDATE** the database: mark expired entries as such

HELP Brings up this on-line help system

[F1] Same as clicking 'OK!' gadget in **data entry requester**.
and **configuration window**

[F10] Same as clicking 'Cancel' gadget in data entry requester.
and configuration window

1.12 Saving And Loading Files in IntuiDex

LOADING FILES IN INTUIDEX

IF you want to load an index file from disk, you start at the main window by doing one of three things:

- 1) Click on the "Load" gadget at the bottom of the window
- 2) Press the "L" key (SHIFT-l)
- 3) Select the 'Load...' item under the Project menu

When you do one of these three things, a requester will open up, and from there you can select the file you want to load. All IntuiDex data files should end in ".dex" so that they can be found easily.

SAVING FILES IN INTUIDEX

To save data to disk, you start from the main window by doing one of three things:

- 1) Click on the "Save" gadget at the bottom of the window
- 2) Press the "S" key (SHIFT-s)
- 3) Select the 'Save...' item under the Project menu

When you do one of these three things, a requester will open up, and from there you can select, or type in, the file you want to save. All IntuiDex data files should end in ".dex" so that they can be found easily.

1.13 About The IntuiDex Data Entry Requester

THE INTUIDEX DATA ENTRY REQUESTER

The IntuiDex Data Entry Requester has been designed for ease of use and makes the entry or change of data simple and quick:

- 1) Automatic gadget activation on all string gadgets: As you fill in each field and press [RETURN], the next field is activated. This means that your hands never have to leave the keyboard when entering data
- 2) The data entry fields are arranged in a logical manner that resembles filling out an application. This means that purpose of each field is very intuitive.
- 3) IntuiDex was designed to automatically find the first lowest membership number available. This means that IntuiDex tries to fill in holes in the membership database when people move or resign their membership. IntuiDex also automatically sets the expiration data of new members to be one year from the date of entry. Of course, both of these fields can be easily changed if desired.
- 4) The 'Ok!' and 'Cancel' gadgets at the bottom of the screen have **keyboard shortcuts** ([F1]= "OK!" and [F10]= "CANCEL!") so that your hands never have to leave the keyboard while using the data entry requester.

DATA REQUESTER FIELDS

The data entry requester is made up of sixteen string fields, a cycle field (entry status), and a boolean field ('Check here for...'). The string fields should be self explanatory. The other two may need a little discussion.

The 'Check here for...' field exists because **Amiga Atlanta** offers **Disk of the Month** subscriptions to its members that do not often attend club meetings. This field is checked if that member paid for a disk subscription, otherwise it is not used.

The **status field** is used to differentiate between different types of entries in the same list. The two most commonly used status types, 'Member' and 'Expired' are used to differentiate among current and expired members.

1.14 About The Status Field

THE STATUS FIELD

Several different types of entries can be used in the same database file. These types are differentiated by their status. There are seven different types of status, and these are listed below:

TYPE DISCRPTION

=====

Pending Used to mark people who are interested in membership, but have not joined the club. These contacts are retained so that they can be informed of upcoming events. People who are Pending are hoped to (soon) become Members.

Member The standard code for any paid member of the club.

Expired The code used to mark members who have let their memberships lapse. This code is generated by use of the **Update** function.

Dealer This code is used to specify local retailers that the club is affiliated with or has special relationships with.

Exchange Used to mark entries that are other clubs. Amiga Atlanta has newsletter exchange programs with several other clubs.

Manuf'er Is any entry for a company that produces Amiga products.

Officer Is a subset of Member; Officer status indicates that this entry is a current club office holder.

1.15 Deleting Data From IntuiDex Databases

DELETING EXISTING MEMBERS FROM THE DATABASE

If you would like to remove a member from the database, it's very easy:

Using the proportional gadget on the right side of the window, or the up and down arrow keys on the keyboard, find the entry that you would like to edit (NOTE: you can also use the **'Find'** feature to make this job easier).

When you have found the entry that is to be deleted, you can do one of three things:

- 1) Click the 'Delete' gadget at the bottom of the window
- 2) Press the 'd' key on the keyboard
- 3) Select the 'Delete Entry' item from the Actions Menu.

When you have done one of these three things, you will be confronted with a small requester window, asking if you're sure you want to delete the entry, having the choices of 'NO!!,' which obviously cancels the action, and 'Flush 'Em!!' which REALLY DOES erase the data.

CAUTION: ONCE DATA IS DELETED, IT CAN'T BE RECOVERED! BEWARE!

1.16 Finding Data in IntuiDex

FINDING AN ENTRY IN INTUIDEX

Finding data in an IntuiDex database is accomplished through the **data entry requester**. Start by doing one of three things from the main window:

- 1) Click the 'Find' gadget at the bottom of the window
- 2) Press the 'f' key on the keyboard
- 3) Select the 'Find Entry' item in the Actions menu

When one of these actions are taken, the IntuiDex data requester window opens. Search criteria is then entered. When the criteria for the search is entered, press the 'OK!' gadget at the bottom of the window.

If any entries that match the search criteria, the first one that does is displayed in the main window. If more than one entry matches, they can be cycled through by using the **Next Found** function.

If no matches were found, a small requester opens telling you that no entries match the criteria.

1.17 Sorting Data in IntuiDex

SORTING INTUIDEX DATABASES

IntuiDex provides several different ways that the membership database can be sorted. These options allow for **printed** reports to be made for many different uses.

Sorting Options Description

=====

Member # Sorts the list by the Member number field in the database.

First Name Sort by the First Name field

Last Name Sort by the Last Name field. Useful when printing reports where people can verify their membership information.

City Sorts by City. Useful demographic data?

ZIP code Sorts by ZIP. Useful for mailing purposes. Mail is delivered more quickly if sorted by ZIP code, according to the US Postal Service

Expiration Sorts the list by the Expiration field. This is Useful for creating lists of people who have expired, or will expire soon.

1.18 IntuiDex Printer Support

USING INTUIDEX TO PRINT REPORTS AND MAILING LABELS

IntuiDex currently supports four basic types of printed output:

- 1) Mailing labels
- 2) Full entry lists (useful for address & phone verification)
- 3) 'Pick-It' game number stickers (printed on mailing labels)
- 4) Phone listings

Another option also exists inside the printing menu:

- 5) Merge Files

MAILING LABELS

Mailing labels are used for just that- mailing. They can be printed in either a single column (pinfeed) or two columns (laser). Once the number of columns is selected, the operator is asked to if the whole list is to be printed. If not, IntuiDex then asks if it should print the selected entries (those that match the search criteria used by **Find**), the current entries (Those that do not have the 'Expired' **status**), or by status. If a particular status is desired, a requester is displayed that allows its choice.

FULL ENTRY LISTS

The full entry option prints reports that include all the fields of IntuiDex databases. Five entries are printed per page, each separated by a line of asterisks (*).

Although IntuiDex uses the Preferences printer, it assumes 80 columns per line, and 66 lines per page (US Letter Size) when printing full database entry lists. An couple of example entries is shown below:

Member # 183 Expires:12/95 Officer

Jeff May

180 Malone Circle

Fairburn, GA 30213-1225

Day Phone:

Eve Phone:964-8427

Computer Equipment:

Amiga 2000, 14.4kbps modem

HP DJ500

Notes:1994 President, AAi, DTP SIG leader

Member # Expires: Manuf'er

Commodore Business Machines

1200 Wilson Drive

West Chester, PA 19380

Day Phone:

Eve Phone:

Computer Equipment:

Notes: Makes them great Amigas!

'PICK-IT' GAME NUMBER STICKERS

Amiga Atlanta often has door prizes to give away at general meetings.

To facilitate this, a CanDo program was developed that generated random numbers, and displayed them in large letters for everyone to see.

This program was called Pick-It, and IntuiDex provides a way to produce numbered labels, which members receive at the start of the general meeting, for Pick-It use. Pick-It labels are designed to be printed on mailing labels to help keep costs down.

PHONE LISTINGS

The phone list report is for those times when many or all of the club members need to be called. The phone list report consists of five columns across the page, like this:

Mem# Name Day Phone Eve Phone Status

=====

1 Buster Rev 555-1342 (602) 555-6542 Member

35 Denise P. Agnus (111) 555-1242 (111) 555-1994 Expired

24 Chip Extractor 555-9645 555-6432 Officer

Computers Be Us 555-COMP 555-FAXS (fax) Dealer

As you can see, this list contains each entry's member number, name, both phone numbers (if they exist) and the entry's status.

The listing is printed in the order that the database is currently sorted.

MERGE FILES

Merge files (as in MAIL MREGE) are used in conjunction with word processors to allow for personalized FORM LETTERS. Merge files are not actually printed, but are saved to disk for later use.

Here is a list of the currently supported Amiga word processors, along with the manual pages that deal with mail merge features. Please refer to the word processor manuals regarding the use of mail merge features.

Word Processor Manual Pages

=====

Amiga Word Perfect 432 to 445

Excellence! *

Final Copy *

The fields that are exported by Intuindex are:

| THESE ARE THE NAMES OF THE FIELDS IN THE MERGE DATA

Field Name | WordPerfect | Excellence! | Final Copy

-----+-----+-----+-----

|||

First Name | ^F1^ | FName | FName

Last Name | ^F2^ | LName | LName

+ Address #1 | ^F3^ | Addr1 | Addr1

+ Address #2 | ^F4^ | Addr2 | Addr2

City | ^F5^ | City | City

State | ^F6^ | State | State

ZIP Code | ^F7^ | ZIP | ZIP

Expiration | ^F8^ | Expires | Expires

1.19 Updating Entries Based On Expiration Dates

UPDATING THE DATABASE: MARKING EXPIRED MEMBERS

It is often necessary to find who in the club has expired memberships, and the Update function was designed to make that job easy. By

- 1) Clicking on the 'Update' gadget at the bottom of the window,
- 2) Pressing the 'u' key on the keyboard,

or

- 3) Selecting 'Update List' from the Actions menu

all entries in the current database that have expiration dates in the past are automatically marked with the 'Expired' **status**. When marked as 'Expired,' special **reports** can be printed.

1.20 What The 'Next Found' Button Does

THE NEXT FOUND FUNCTION: EASY ACCESS

The Next function is normally used in conjunction with the **Find** function. After using Find to select entries based on some search criteria, Next is used to display them in the order that they were found.

If Find was not used, Next Found simply displays the subsequent entry in the database.

An important feature of Next Found is that it wraps around to the first item in the list after it reaches the bottom.

If you simply want to step up and down through the database, you may either use the mouse and adjust the proportional gadget along the right side of the window, or use the up and down arrow keys on the keyboard to step through the database one entry at a time.

1.21 Let Intuidex Dial the Phone

DIALING USING INTUIDEX

Intuidex supports the use of a Hayes compatible modem to dial the phone for you. Only the currently shown entry may be dialed. To dial a group of people, you may use the **find function** to select the ones you want to dial, and then use the Dial and **Next Found** functions dial each entry in the list. To use the Dial function, first find in the list the person whom you wish to call. Then select the "Dial Phone" button. A requester will pop up, asking if you want to dial the evening or daytime phone number. After you select which number you want, Intuidex will dial the modem, and present another requester asking you to pick up your phone. Once you have picked up your phone, click on either button in the requester.

A small window will open in the upper left corner of the Workbench screen, allowing you to see the progress of the attempted dial.

1.22 Configuring IntuiDex

CONFIGURING AND CUSTOMIZING INTUIDEX

Many features of IntuiDex can be customized to suit the needs of many different types of clubs or mailing lists. Many of the database field names, as well as the default directory and startup database can be specified using the configuration screen.

To open the configuration screen, select the 'Configure IntuiDex' item in the Project menu. A large window will open, which is broken into three main regions. At the top of the window is a large rectangular region that represents a **game sticker** used for club-sponsored giveaways or raffles.

Below this box is an area labeled 'Field Name Preferences,' in which may be specified the names that certain fields in the database are called.

Finally, there is a smaller box at the bottom, called 'Disk Preferences.'

GAME STICKER DESIGN AREA

These stickers are printed on regular mailing labels for convenience.

The leftmost 25 letters of each line are reserved for a character-based logo or other design. In the window there are six string gadgets, like the ones below but without borders, in which the design is drawn. To the right of this design is printed the name of the game at the top of the sticker. The game name is specified below, in the 'Field Name Preferences' box.

Using the keyboard, any design can be drawn, with the restriction that

the maximum size of the design is six lines of 25 letters.

FIELD NAME PREFERENCES

Since a gardening club would have no use for 'computer equipment', and a car club would not use a **disk subscription**, several database fields have names that can be specified by the user. These fields can be changed to anything desired, as long as they fit in the boxes. Field names are limited in length to ensure that they print properly on labels or in other places.

DISK PREFERENCES

Since different users might desire to store their data in different places, and may call their data by different names, the disk preferences area allow the specification of the default path used to save data to, as well as the name of the data file that is loaded when IntuiDex first starts up.

1.23 Features To Be Added In Future Releases

FEATURES TO BE ADDED TO INTUIDEX

- Make certain parameters editable, and place them in the ".info" file for IntuiDex
- More printing options: new reports, more control over printer
- More sorting options
- More search options: search by status, etc...
- system font and screen size independant
- Rework database system to use doubly-linked lists to improve sorting speed

1.24 Things Yet To Fix

PROBLEMS TO RESOLVE THAT STILL EXSIT IN THIS RELEASE OF INTUIDEX

- Single-field searches work fine, but multi-field searches do not work properly.

Example: If you entered 'Township' into the city field, and 'Amiga 2000' into the computer equipment field, instead of finding people who live in Township and own 2000's, IntuiDex will produce a list of people who either live in Township OR own 2000's.

- Although not really a bug in Intuidex, the way the this on-line help system works, it is only context sensitive if the AmigaGuide program itself is installed. Intuidex can use Multiview to display this help file, but the context sensitive links only work when using AmigaGuide itself. This is really a limitation of Multiview.
-

1.25 Copyright Notices, Etc...

ACKNOWLEDGEMENTS AND CREDITS

IntuiDex and its associated files are Copyright 1994, Jeffery C. May

SuperBase is a trademark of Oxxi, Inc.

Amiga E was written by Wouter van Oortmerssen

AZ is written by JM Forgeas and is copyright 1990

DLG is a trademark of TelePro Technologies

CanDo is a trademark of Innovatronics, Inc.

Amiga, etc.. are trademarks of Commodore-Amiga, Inc.

1.26 The Slider Gadget

Many **Amiga** programs use what is called a 'proportional' or 'slider' gadget. IntuiDex uses a proportional gadget to make access to individual records in the database easy. Found on the right edge of the IntuiDex window, the slider gadget looks like a tall skinny box with a black block inside it.

The black block is the control, and shows the relative position in the list of the currently displayed entry. The further towards the bottom it is, the further towards the bottom of the list the displayed entry is.

The slider gadget is used in either of two ways:

- 1) Using the left mouse button, click on the black control block. This allows you to quickly move from one entry to another by 'dragging' the block up and down. As you move the block, note that the entry displayed in the window changes.
- 2) Using the left mouse button, click inside the outline rectangle, but not on the control block. This allows you to step through the list one entry at a time.

If you need more information concerning this kind of gadget, please refer to your **Workbench** manual.

1.27 IntuiDex On-Line Help Index

This is the index
