# C h a p t e r                    2

*G e t t i n g   s t a r t e d*

It should be noted that the editor works with a collection database, and only one database can exist within a particular directory. However, it can exist in a number of different databases, within different directories. The editor works with one current database, which corresponds the current directory. This database must be the only one opened, but there can exist a number of collections within one database.

## 2.1. Opening a database

When the HM-Card Editor system is entered an Open Database dialog box appears on the screen:

If there is a database file in the current directory, it is opened automatically after selecting "hmcard.dbs" and clicking the OK button. Otherwise, a new database can be created in the current directory (click Create button), or current directory can be changed.

In order to change directories the list box must be used. The options [a:], [b:], [c:], ... represent the disk drives. The option [..] leads to the parent directory of the current subdirectory. Names of subdirectories within the current directory are displayed in normal fashion (for instance, a subdirectory called DATABASE is displayed as [database]).

At each step of the navigation through directories, existing database can be opened (see above) or new database can be created (using the "Create" button). If the "Create" button is pressed when a database exists in the current directory location, the system requires confirmation

whether the old database should be deleted.

In addition to the dialog boxes, the user may operate using the pull down menus in standard Windows fashion. All of the options available in the dialog box may be executed by selecting the corresponding menu commands (DataBase | Open, DataBase | Create). There are also Exit and About HM-Card commands, described previously.

# 2.2. Working on collections

After choosing a database to work with, the Collection dialog box appears which is used to select a -particular collection to edit:

Objects in this dialog box include:

- The main field of the Collection dialog box is the Collection field on the left.

  - At the top of the field, the type of the collection is shown. While working in the Editor system only collections of the type void may be edited.

  - The Preview checkbox is used to turn the preview mode on and off. In the preview mode the graphic image of the collection that is selected is shown in the preview box.

  - The Total box shows the total number of the collections in the current database.

  - Under the preview box, the type of the collection is shown in the form of an icon.

  - At the upper-left corner of the Collection field there is a three-state checkbox that controls the mode of the Collection dialog box. If it is turned to the Collection state, the dialog box is used to specify and open collections in the current database. It can also be used to change the current database and to load icon files.

- The right-hand part of the Collection dialog box is used for the Keyword searching.

  - The Keywords field is the list of the keywords for the whole database. It can be in one of two modes. When the dialog box has

just been opened the list shows the keywords. If one of these is chosen from the list, the Collection list below the Keywords field shows the collections referred to. Choose a collection and press the footsteps button, and the Collection field selects that collection.

- Press the search button, located below the Keywords list, and the Keywords field switches to the input mode, in which keywords can be added to the collections. To save the edited keywords, press the Save button.

- The annotation field at the bottom of the Collection dialog box is intended for work with the annotations, to be attached to the collections in the current database.

  - The Annotation field shows the text of the annotation attached to the selected collection. It can be edited by typing new text into the text box. To save the changes press the Save button. The displayed annotation can be erased by pressing the Delete button.

  - The Search field is intended for the searching by a piece of the annotation text. Type the text into the Search input box and press the Search button. System will look through all the annotations and switch to the first collection containing the specified text. To continue searching press the arrow button.

The Collection dialog box is brought up automatically when the system is started, or when the Collection | Open menu command is used:

# Viewing the attached files and groups

When editing a collection that contains objects requiring external files or groups, names of these files or groups need to be examined. The Editor has a tool for this, activated by the View | Consists of files and groups command. When selected, the following window appears:

The Collections field shows the collection currently open, or the list of all collections (if the All checkbox is active). The other two fields are intended to show the files and groups, associated with the collection selected in the Collections field, or all of the files and groups used by the collections in the database (if their All checkboxes are active).

In order to view graphic images, check the View pictures checkbox.

If the All option for the Files or Groups field is active, the fields display all of the files and groups names. Select a name in the list and the Collection field displays a list of the collections that use the selected file or group. This collection name may be selected, the OK button pressed to switch to the selected collection.

# 2.3. Duplication and backup of collections

All HM-Card objects and their properties are stored in a database file. It is recommended to regularly backup these collections. Physically the database consists of four files: "hmcard.dbs", "hmindx.dbs", "hmmacr.dbs" and "hmuser.dbs". The user may perform normal MS-DOS file operations on these files, and can simply make copies of these four files to a floppy disk or in some other subdirectory of the hard disk. In case of accidental deletion or physical damage of the database, the user can restore the original database files with the backup copies. Such a form of backup is external to HM-Card and is the responsibility of the user to make regular copies. Take into account that such copies of the

database are not updated automatically when the editor works with the original databases. It is important to note that copies cannot be made in the same directory (one database only, in each directory).

HM-Card also provides a facility to unload contents of a database. In this case, HM-Card creates a file with the unique name "~hmcard~.~~~" within the current directory. It contains all the information about collections, objects, links, forms, forms attributes and their values, etc.

The database contents may be unloaded for copying to another database, in some other directory.

In order to unload a database the DataBase item of the pull-down menu should be activated and then the option "Unload base" selected. A Percent box on the screen will display nothing for a short time, while the system scans the database for parameters. When the unload process starts, the box displays the amount of work done in percentages to the whole database.

Previously unloaded collections can be loaded back to any of the databases. Open the database to be added to and choose the DataBase | Load base command. The following dialog box appears:

Search for the required unloaded database, navigating across the directories and disks. When found, press the OK button and the dialog box the shows the amount of the work completed.