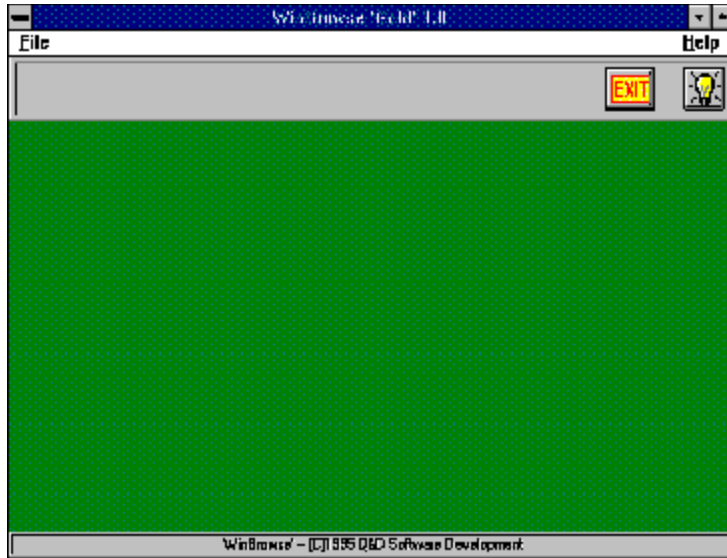# WinBrowse 1.5

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(See below for registration benefits, ordering info, and tech support info)

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Browse Window
Column Selection Window
Data Conversion
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Registration Benefits:

The registered version of WinBrowse, WinBrowse 'Gold', differs from the shareware version, WinBrowse 'Lite' in several ways.   WinBrowse 'Gold' includes such features as data editing capability for all supported database formats, and data conversion among most supported database formats.   WinBrowse 'Gold' users are not subjected to 'nag' screens or any other reminder messages which occur in WinBrowse 'Lite'.

In addition to receiving added features, WinBrowse 'Gold' users are entitled to FREE UPGRADES to this program as they occur.   (Shipping and handling charges may be incurred in some cases.)

Registered users of software products by **Q&D Software Development** have come to expect high quality customer service, whether by telephone or electronically.   We encourage suggestions from our registered users.   If you have any questions or suggestions about any of our products, please do not hesitate to let us know.

Ordering Information:

WinBrowse 'Gold' is available for $22.50, plus $3.95 shipping and handling. (Shipping and handling charges of $4.95 apply for orders outside the U.S.)
There are three acceptable methods of payment:

- To order **WinBrowse 'Gold'** via credit card, call the Public (Software) Library at 1-800-242-4775 (1-800-2424-PSL), or 1-713-524-6394.   **The preceeding phone numbers are for CREDIT CARD ORDERS ONLY.**   We accept VISA, MasterCard, American Express, and Discover.   Specify PsL Product Number 11861.   When ordering by credit card, please be prepared to give your name and billing address as it appears on the card.

- To order **WinBrowse 'Gold'** on-line via CompuServe, GO SWREG and register ID# 4307.

- To order **WinBrowse 'Gold'** by mail, send a check or money order payable to Q&D Software Development to:

> **Q&D Software Development**
> **10-B Sentinel Court**
> **Chatham, NJ 07928**

Tech Support:

For free technical support, users of **WinBrowse 'Gold'** have several options. You may call us at **(201)635-1824**, leave e-mail at **Compuserve ID# 76336,3271**, leave e-mail at Internet address **dversch@intac.com**, visit our forum on **America On Line**, or visit our home page on the Internet's **World Wide Web at http://www.intac.com/~dversch/**.
Users of **WinBrowse 'Lite'** must rely on this help file for support.

File (from Main Menu)

<u>Menu System</u>

<u>Access 2.0</u>
<u>dBase III+</u>
<u>dBase IV</u>
<u>Paradox 3.X</u>
<u>Paradox 4.X</u>
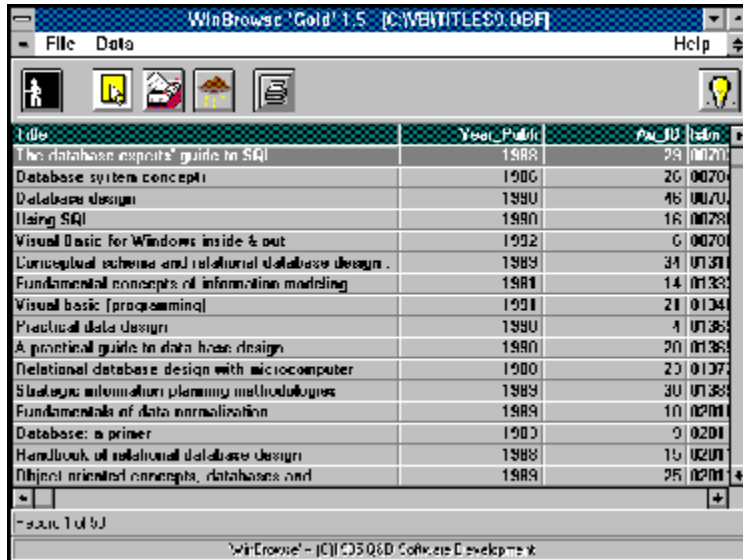<u>FoxPro 2.0</u>
<u>FoxPro 2.5</u>
<u>FoxPro 2.6</u>

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Browse Window

The Browse Window is accessed by clicking File|*(database format)* from the <u>Main Menu</u>.

The Browse Window consists mainly of a grid and a <u>toolbar</u>.   The grid will contain data arranged in rows and columns, each row representing a record in a <u>recordset</u> and each column representing a field.   Data may be edited* by clicking within a particular cell of the grid.   The panel beneath the grid tells you the current row as well as the total number of rows in the current recordset.   For example, the panel might read 'Record 3345 of 6040', meaning that the highlighted record occupies the 3345th row of a recordset   containing 6040 records.

The Browse Window menu allows navigation to several different WinBrowse features. These features include <u>Sorting</u>, <u>Filtering</u>, <u>Printing</u>, and <u>Conversion</u>* of data.

The <u>toolbar</u> allows you to access many of these features with the click of one single button.

*** Note:** Features marked with an asterisk (*) are available only with WinBrowse 'Gold', and not with WinBrowse 'Lite'.

Menu System
<u>File</u>
<u>Data</u>

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Data

Menu System
>Sort...
>Filter...

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Tables List

The Tables List appears whenever you ask to open an Access 2.0 database.

The Tables List contains a list of all tables contained within the specified database. Selecting a table by clicking on it in the list and then clicking the OK button will cause the Browse Window to be opened, displaying a recordset containing all of the records in that table.

Note: The Access 2.0 format provides for multi-table database files, unlike most other PC database formats.   In this way, the Access 2.0 format is similar to larger 'relational' databases.

Sort Order Window

The Sort Order Window is accessed either by clicking Data|Sort... from the <u>Browse Window</u> menu or clicking the Sort button on the <u>Toolbar</u>.
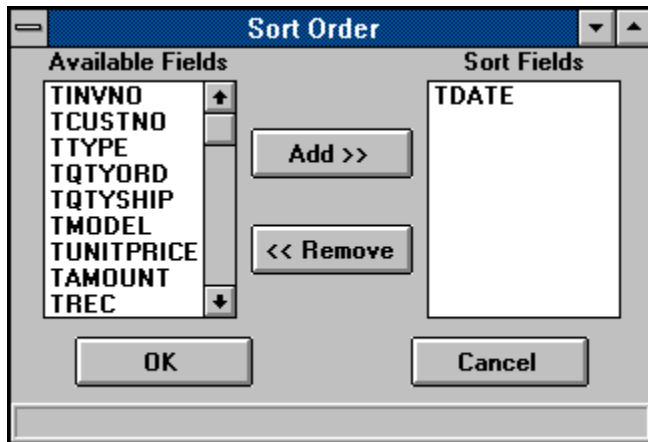
      The Sort Order Window allows you to set the order in which you would like the records in the current <u>recordset</u> to be <u>viewed</u>, <u>printed</u>, or <u>converted</u>.

      To include a field in your <u>sort order</u>, click on that field in the Available Fields listbox, then click the Add button.   This causes the selected field to be moved from the Available Fields listbox to the Sort Fields listbox.   Repeat this process for each field you would like to sort on.   To remove a field from the sort order, click on that field in the Sort Fields listbox and click the Remove button.

      WinBrowse creates a sort order by using the topmost field in the Sort Fields listbox as the primary sort, the second field in the Sort Fields listbox as the secondary sort, etc.

      Clicking the OK button closes the Sort Order Window and refreshes the current recordset in the <u>Browse Window</u> so that it is displayed in the sort order you just set.

      The following examples will help to illustrate the concept of a sort order.   Suppose you have a database (or table) containing information about your company's customers. Let's also suppose that this table has fields called 'Last Name', 'First Name', 'City', 'State', and 'Zip Code'.   If you want to see your customers listed by state, and in alphabetical order within each state, you would set a sort order of 'State' + 'Last Name', or perhaps even 'State' + 'Last Name' + 'First Name'.   Now, if you wanted to take this same data and rearrange it so that it would be displayed in zip code order instead, your sort order would be simply 'Zip Code'.   Perhaps you'd rather arrange the data by state, and by city within each state.   To do this you would set your sort order to 'State' + 'City'.   Remember that WinBrowse reads your sort order by beginning at the top of the Sort Fields listbox and working downward.

Filters Window

The Filters window can be accessed by clicking Data|Filters... from the <u>Browse Window</u> menu or by clicking the Filters button in the <u>Toolbar</u>.
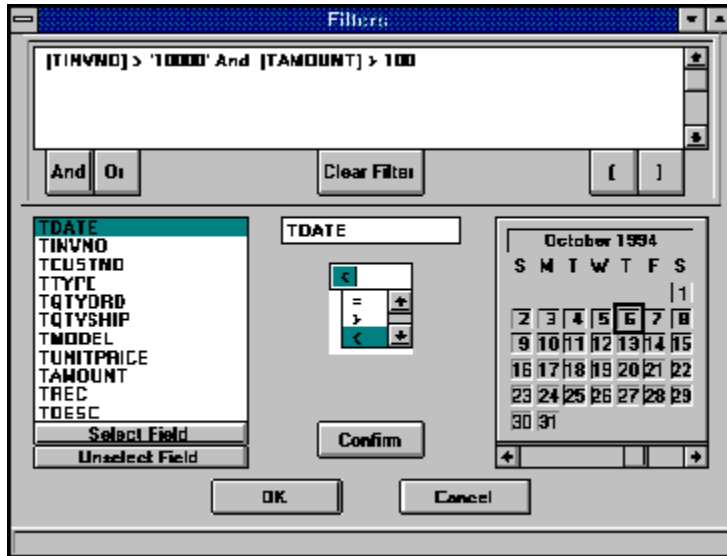
       The Filters window allows you to extract records from the current database (or table) using selection criteria which you define.   The Filters window allows you, in effect, to build an equivalent of the WHERE clause portion of an <u>SQL</u> statement.

       Your can create a <u>filter</u> based on as many fields as you like.   For example, let's say you have a table containing information about cars that your company owns.   Fields in this table might be 'Make', 'Model', 'Year', and 'Color'.   Now, let's suppose you wanted a list of all cars made by Ford.   Your filter in such a case would be "Make = 'Ford'".   Let's take it one step further by adding a qualifier that you only want to see Fords made prior to 1992.   Your filter in that case would be "Make = 'Ford' And Year < 1992".   Now, let's say that for some reason your boss wants a report listing all Fords and Buicks which happen to be of the color blue.   Your filter in this case would be: "(Make = 'Ford' Or Make = 'Buick') And Color = 'Blue'".   Get the picture?   WinBrowse also incorporates the 'Like' operator in the Filters window.   The 'Like' operator allows you to use <u>wildcards</u> in your filters.   Using the preceeding example, let's say your boss wanted to see a list of cars whose colors begin with the letter 'B'.   (I know it's ridiculous, but haven't you had a boss like that?)   Anyway, if you enter the statement 'Color' Like 'B*' that'll do it.

       The actual procedure for creating a filter is simple:

- Click on the field you wish to qualify in the Fields Listbox in the lower left corner of the Filters window.
- Click the Select Field button directly beneath the Fields Listbox.   This causes the name of the field to be displayed in the Selected Field box.
- Click on the operation you desire in the Operations Listbox directly beneath the Selected Field box.
- Enter the qualifying value you wish to set as your filter.   The method used depends on the data type of the selected field.   (This is explained in greater detail below.)

●   Click on the Confirm button.   This causes WinBrowse to build an expression based upon your criteria and display it in the Query Window.

    Utilize the And button, the Or button, and the parenthesis buttons as needed by clicking on them.   You can clear the Query Window and start over by clicking the Clear Filter button.   To unselect a field that you have just selected, prior to clicking the Confirm button, just click the Unselect Field button.

    For those users having SQL experience, you'll be pleased to note that WinBrowse takes the idea of creating a filter one step beyond.   WinBrowse actually determines the data type of the selected field and displays the appropriate mechanism for entering the criteria for that field.   For example, if the field is a text field, once you've entered your valid value into the Value box and clicked the Confirm button, WinBrowse knows to surround this value in quotes before displaying it in the Query Window.   If the selected field is a date field, WinBrowse displays a calendar in which you click on the desired date rather than having to type it manually, thus reducing the likelihood of a typo, and relieving users from having to concern themselves with how best to represent a date value in the Query Window.

    To activate your filter, click the OK button.   WinBrowse will then close the Filters window and refresh the grid in the <u>Browse Window</u> with a <u>recordset </u> containing only those records meeting the criteria you just set.

Report Design Window

The Report Design Window can be accessed by clicking File|Print... from the Browse Window, or by clicking the Print button in the Toolbar.
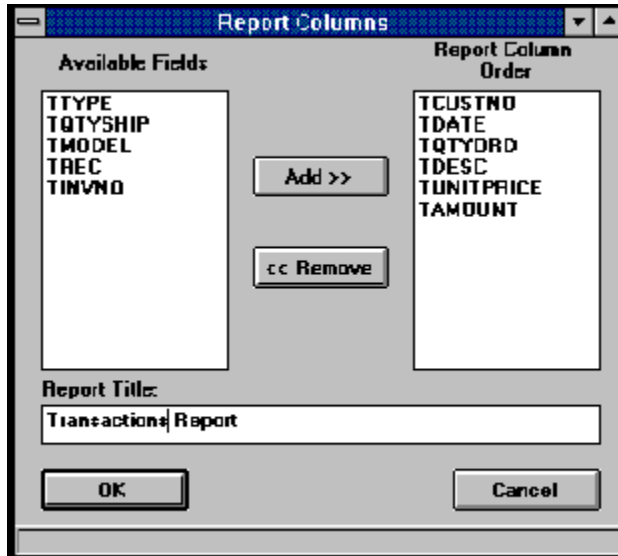
The Report Design Window allows you to specify which columns (or fields) you wish to appear in your report, and it what order.   It also provides a means for adding a title to your report.   (The default title is the name of the current database (or table).)

The left half of the Report Design Window contains the Available Fields listbox, consisting of all of the fields in the current table.   To cause a field to appear in the report, simply click on that field in the Available Fields listbox, and then click the Add button.   The selected field will be added to the Column Order listbox on the right half of the Report Design Window.   Repeat this process until you are satisfied that the Column Order listbox contains all the fields you want in your report.   (WinBrowse will create the report printing the topmost field in the Column Order listbox in the leftmost column, the second field from the top, in the next column to the right, etc.)   To remove a field from the Column Order listbox, click on that field and then click the Remove button.   If a field does not appear in the Column Order listbox, it will not be included as a column in the report.

To create a title which will appear at the top of each page of the report, fill in the title box at the bottom of the Report Design Window.

Once you've finished selecting your fields and entering your report title, click the OK button to run the report.   Clicking the Cancel button causes the printing operation to abort.

Toolbar

The Toolbar contains buttons offering shortcuts to many WinBrowse features.

The 'Close' button closes the Browse Window and returns you to the WinBrowse Main Menu.   It is the same as clicking File|Close from the Browse Window menu.

The 'Column Select' button opens the Column Selection Window.   It is a shortcut for clicking Data|Column Selection... from the Browse Window menu.

The 'Sort' button opens the Sort Order Window.   It is the same as clicking Data|Sort... from the Browse Window menu.

The 'Filter' button opens the Filters Window.   It is the same as clicking Data|Filters... from the Browse Window menu.

The 'Print' button opens the Report Design Window.   It is the same as clicking File|Print... from the Browse Window menu.

The 'Help' button opens the WinBrowse Help System.   It is the same as clicking Help from any menu or pressing the 'F1' key from any location.

File (from Browse Window)

Menu System
Convert To...
Print...

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Data Conversion

WinBrowse makes converting data from one format to another a snap.   To convert data, first open a database (or table*) by clicking File|*(existing database format)* from the Main Menu.   To convert this data from its present format to another format, click File| Convert To...|*(new database format)*   from the Browse Window menu.   WinBrowse creates a new database based on the new database format you choose, then copies the data from the existing recordset into the new database.   During data conversion, the panel beneath the grid in the Browse Window displays a progress bar indicating the percentage of data conversion completed.

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*Note: When reading from (or writing to) an Access 2.0 database, you are asked to select (or create) a table within the selected Access database.

Note: If the current recordset does not contain the entire database (or table), then only the records within the current recordset are copied to the new database.   If a sort order is in effect for the current recordset, the natural order of the new database (or table) will correspond to the sort order of the current recordset.

Note: The Data Conversion feature is available only in WinBrowse 'Gold', and is unaccessible via WinBrowse 'Lite'.

Help on 'Help'

The WinBrowse Help System can be accessed from any location in WinBrowse.

The Winbrowse Help System can be accessed in any of three different ways:

- Clicking Help|Contents from either the <u>Main Menu</u> or the <u>Browse Window</u> menu

- Clicking the <u>Help</u> button on the <u>toolbar</u>

- Pressing the 'F1' key on your keyboard.   This method provides context-sensitive help, automatically displaying the help topic relevant to your current location in the program.

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Column Selection Window

The Column Selection Window can accessed by clicking Data | Column Selection from the <u>Browse Window</u>, or by clicking the Column Selection button on the Browse Window <u>toolbar</u>.
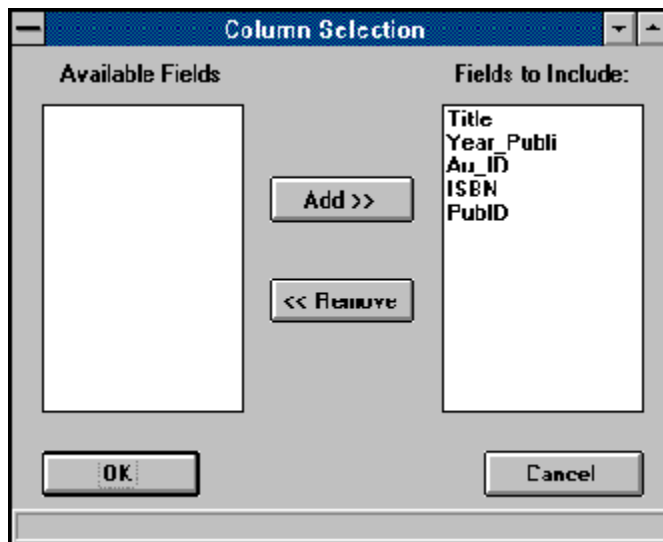
      The Column Selection Window allows you to choose which columns in the current table will appear in the Browse Window.

      The left half of the Column Selection Window contains the Available Fields listbox, consisting of all of the fields in the current table which are not already included in the Browse Window.   To cause a field to appear in the Browse Window, simply click on that field in the Available Fields listbox, and then click the Add button.   The selected field will be added to the Fields Included listbox on the right half of the Column Selection Window. Repeat this process until you are satisfied that the Fields Included listbox contains all the fields you want in your browse.   To remove fields from the Fields Included listbox, highlight the field(s) and click the Remove button.

Release Notes

3/13/95   - Released WinBrowse 1.5

Enhancements:

- Added Column Select Window - allows user to select/deselect columns to appear in current browse window.
- List boxes in Data Conversion Window, Report Design Window, and Sort Window are now multi-select.
- Added 'Like' operator to Filters Window to provide substring and wildcard searches.
- WinBrowse now creates WB.INI on the fly when first installed in order to avoid forcing users to edit WB.INI or move files around.
- Added support for importing and exporting of CSV (comma delimited) text files.
- Added support for exporting to Lotus 1-2-3 and Excel formats.

Fixes:

- Fixed bug in Data Conversion process which if process cancelled, still allowed common dialog box to open for file i/o.
- Fixed calendar in Filters Window to default to the current date rather than 1/5/95 (which was the date I originally created that window - oops!)

Known Bugs:

- If creating a Sort Order or a Filter that includes a field that was previously deselected via the Column Selection Window, the field appears again as the last field in the browse. The workaround is to apply all sorts and filters prior to deselecting fields.

2/21/95 - Released WinBrowse 1.0b

Fixes:

- Fixed bug which causes program crash if 0 records returned when filtering.
- Fixed bug occuring when converting to xBase file formats due to incorrect header information.

2/19/95 - Released WinBrowse 1.0a

Fixes:

- Fixed bug occuring when converting to xBase file formats due to xBase not supporting field names of more than 10 characters in length.

2/14/95 - Released WinBrowse 1.0

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Glossary
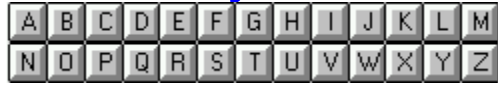
F

filter

R

recordset

S

sort order
SQL

W

wildcards

recordset

A recordset is the set of records returned from a table based upon certain user-defined criteria.   These criteria can be a Sort Order, a Filter, or a combination of the two.

SQL

SQL (Structured Query Language) is a language used to select and order records from a database or table.   It is used primarily, but not exclusively, when dealing with larger 'relational' databases.

filter

A filter is a set of user-defined criteria which limit a recordset to records containing data which meet those criteria.

sort order

The term 'sort order' refers to the order in which records are presented within a recordset, table, or database.

wildcards

A wildcard is a character used as a substitute for another character or set of characters. WinBrowse utilizes the asterisk (*) to denote a wildcard.   WinBrowse allows wildcards to be placed at the beginning, at the end, or in the middle of a filter expression.