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INTRODUCTION

WindBase is an application that was designed to help simplify data collection, storage and retrieval.   With the help of **WindBase**, you can design custom data entry forms and at the same time create the database to match it.   **WindBase** will also allow you to index and reindex your data by a single field or multiple fields.   This enables you to organize and retrieve your data much more easily and faster as well.   **WindBase** also allows you to create, store and view multiple database files all at the same time.   Then when you are ready to print your data, **WindBase** will print it in the same custom layout or let you reorganize the data to best fit your needs.

REGISTRATION

WindBase is not public domain, nor is it free software.   You are granted a limited license to use this product on a trial basis.   You are also granted a license to copy **WindBase**, along with the documentation, for the trial use by other users.   If you wish to continue using the product, **you must send $25 to:**

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Renton, Wa.   98058   USA

We encourage you to copy **WindBase** and share it with anyone who might be interested in an easier way to gather, store and retrieve information.

GETTING STARTED

REQUIREMENTS -
Microsoft Windows 3.0 or higher
IBM compatible PC 286, 386 or 486

Before proceeding, make sure that you have Microsoft Windows correctly installed. Next create a directory called **WINDBASE** and copy the WindBase software **(WINDBASE.EXE)** into this directory.   **WindBase** is ready to be started.   Simply start **WindBase** from the **RUN...** menu selection of the Windows Program Manager or add it to a Program Manager group by following the directions for creating a group item in the Windows 3.0 User's Guide.

WHAT IS A DATABASE

A database is a collection of similar data records stored in a common file or collection of files.   A database management system such as **WindBase** provides a means by which a user can easily store and retrieve this data.

CREATING A NEW DATABASE

To create a **WindBase** database first select **NEW** from the **FILE** pulldown menu. **WindBase** will create a blank database definition window and ungray the following menu selections:

FILE Menu:
> **SAVE DEFINITION** - Create or save a database definition and data files.

DEFINE Menu:
> **TEXT** - This option creates a static text field in the current database definition window.
> **EDIT** - This option creates an entry/edit field in the current database definition window.
> **CHECKBOX** - This option creates a checkbox in the current database definition window.
> **STYLES** - This option displays a popup window that allows the user to modify the attributes of the currently selected **TEXT**, **EDIT** or **CHECKBOX** field.
> **DELETE** - This option deletes the currently selected **TEXT**, **EDIT** or **CHECKBOX** field.
> **TITLE** - This option modifies the database title that appears in the database window.

Layout the database by selecting database fields from the **DEFINE** pulldown menu as described in the CREATING A DATABASE FIELD section.   Each of the newly created fields can be resized and placed in the database definition window where desired.

After all of the database fields have been created and defined, the database layout can be save and the database files created.   To do this, simply select **SAVE DEFINITION** from the **FILE** pulldown menu.   A **SAVE FILE** popup window will appear prompting the user to enter a path and file name where the database files and associated layout files will be stored.   The user only needs to enter the primary part of the file name (file name without the extension).   **WindBase** will add the extension of **.WB** for the database layout file, **.DB** for the database file and **.IDX** for the index file.   Once the file name has been entered and the user has selected the **SAVE** pushbutton, the database definition and field layout files will be created.   If the database files already exist in the specified path, **Windbase** will notify the user that the database already exists and the path or file name must to be changed.   Once a database definition has been saved and the database created, **WindBase** will only allow the database fields to be resized or repositioned.   No new database fields can be created.

CREATING A DATABASE FIELD

By selecting the **TEXT**, **EDIT** or **CHECKBOX** options from the **DEFINE** pulldown menu, the corresponding field will be created in the currently selected database definition window.   The new field will be created in the upper left hand corner of the database definition window.   A style popup window will be displayed prompting the user to enter a name to identify the newly created field and modify any of the field attributes if desired. After the database field has been created, it can be moved and resized as explained in the MOVE AND RESIZING A DATABASE FIELD section.

SETTING ATTRIBUTES OF A DATABASE FIELD

Each **TEXT**, **EDIT** and **CHECKBOX** field defaults to a specific set of attributes.   These attributes may be modified through the **STYLES** option in the **DEFINE** pulldown menu. When the **STYLES** option is selected a popup window is presented that corresponds to the selected database field.   The **EDIT** and **CHECKBOX** fields require a field name that is later used in the creation of the database.   All other attributes in the styles popup windows are optional.

MOVING AND RESIZING A DATABASE FIELD

Once a database field has been created, it can be moved or resized to the desired position and size by <u>dragging and dropping</u> with the mouse pointer or grabbing the field border and stretching it.

To move the field, simply place the mouse pointer over the top of it and click the mouse button once.   A dotted line will appear around the field to indicate that it is now the currently selected field.   The mouse pointer will also change to a four direction pointer to indicate that the field may be moved.   With the four direction pointer over the top of the selected field, press and hold the left mouse button down and while hold down the button, move the mouse pointer to the desired position.   A database field may also be moved by using the arrow keys on the keyboard.   To do this first select the database field with the mouse as described above.   Then use the arrow keys to move the database field in the desired direction.

To resize a database field, select the field as described above, then move the mouse pointer over the top of the border of the selected field.   As this is done, the mouse pointer will change from a four direction pointer to a two direction horizontal, vertical or diagonal pointer depending on the direction in which the field may be resized.   Then simply hold the left mouse button down and move the mouse in the direction indicated by the two direction pointer until the field is resized to the desired size.

DELETING A DATABASE FIELD

Once a **TEXT**, **EDIT** and **CHECKBOX** field has been created, it may be deleted. To delete a field, simply select it by placing the mouse pointer over it and pressing the left mouse button. Once the field has been selected, a dotted line border will appear around it. Then select **DELETE** from the **DEFINE** pulldown menu. A confirmation popup window will appear asking that the user to confirm the operation. Selecting the **YES** pushbutton, will delete the field.

CHANGING THE DATABASE TITLE

To change the title that appears in the database window title bar, select the **TITLE** option from the **DEFINE** pulldown menu.   After making this selection a popup window will be displayed allowing the user to enter a database title.   After entering the database title, select the **OK** pushbutton and the database window title will change.

OPENING A DATABASE

To open an existing database the user must select **OPEN** from the **FILE** pulldown menu.   An open file popup window will be displayed.   This popup window allows the user to change directories and select database files.   There are four types of files that **WindBase** creates.   The primary name of each of the four files of a database is the name specified by the user when the database was originally created.   The extensions for each of these files are as follows:

.WB - WindBase database layout file.
.DB - Database file.
.IDX - Database index file.
.PRN - WindBase page layout file.

When opening a database, any one of these files can be selected.   Once the database has been selected, a database window will appear with the current database layout.

The open file popup window also allows the user to open a database definition window for modification.   This is done by checking   the **DATABASE DEFINITION** checkbox before clicking on the **OPEN** pushbutton.   A database definition that has been opened for modification can not have new database fields created.   The only modifications that are allowed are resizing and repositioning of existing database fields.   Once all of the modifications have been completed, select **SAVE DEFINITION** from the **FILE** pulldown menu.

DELETING A DATABASE

To delete a database the user must open the database as described in the OPENING A DATABASE section.   Once the database has been opened and selected, pull down the **FILE** menu and select **DELETE**.   A confirmation popup window will appear allowing the user to confirm the action.   If the **OK** pushbutton is selected, the database along with its associated files will be deleted.

ENTERING AND EDITING DATA

To enter and edit a record within a database the user must first open the database as described in the OPENING A DATABASE section.   Data can be entered into any of the **EDIT** fields or **CHECKBOX**es.   Once the desired data has been entered, select **ADD** from the **RECORD** pulldown menu.   This will add the record to the database.

Modifying a record can be done in the same manner.   After the data has been completely modified, select **MODIFY** from the **RECORD** pulldown menu.

MOVING AROUND A DATABASE

Searching and browsing through the records of a database can be done by selecting **SEARCH**, **PREVIOUS** and **NEXT** from the **RECORD** pulldown menu. To search for a specific record, simply enter in the data or part of the data into the field by which the database has been indexed. Then select **SEARCH** from the **RECORD** pulldown menu. **WindBase** will search the database for the first record that exactly matches or is the closest match the data entered. By selecting the **NEXT** or **PREVIOUS** options from the **RECORD** pulldown menu, the user will be able to step through each record one by one forward or backward.

DELETING A RECORD FROM THE DATABASE

To delete a record from the database, simply select the record in the same manor as described in the <u>MOVING AROUND A DATABASE</u> section.   Once the desired record has been selected pull down the **RECORD** menu and click on the **DELETE** option.   A confirmation popup window will appear allowing the user to confirm or reject the action.   If the user clicks on the **YES** pushbutton, the record will be deleted from the databases.

DEFINING AN INDEX

One of the selections under the **FILE** pulldown menu is the option to define or set a new default **INDEX** for a database.   After selecting this option, a popup window will appear that contains two list boxes.   The first list box on the left contains a list of the currently defined indexes for the selected database.   By highlighting one of the index names in the list box, the name will appear in the entry field at the top right-hand side of the popup window.   The second list box will display a list of the fields currently defined in the selected database with the selected index definition fields highlighted.

A new index can be created by first entering in a new index name into the **INDEX NAME** entry field above the **INDEX DEFINITION** list box.   Then by dragging and placing the database field names within the **INDEX DEFINITION** list box into the desired order and highlighting them by click on them with the mouse, the user is able to define a new index definition.   After the new index has been defined, click on the **DEFINE** pushbutton beneath the **INDEX DEFINITION** list box and the index will be created and added to the current database index list.   Once an index has been defined, it can not be modified or deleted. The only way to remove index definitions is by selecting the **REINDEX** option from the **FILE/INDEX** cascade menu.   This option will remove all of the defined indexes and recreate the **PHYSICAL** and **PRIMARY** indexes.

REINDEXING A DATABASE

To reindex a database, first open the database as described in the <u>OPENING A DATABASE</u> section.   Once the database has been opened and the database window selected, pulldown the **FILE** menu and select **REINDEX** from the **INDEX** cascade menu. This will remove all of the currently defined indexes for the selected database and restore the base **PHYSICAL** and **PRIMARY** indexes.

LAYING OUT A PRINTER PAGE

WindBase allows the user to print a database record in a different format than what was originally laid out.   Creating a printer page layout is similar to creating a laying out a database.   Select **PAGE SETUP** from the **FILE** pulldown menu.   A database window will appear with the current page layout.   When the page layout window is created, the working area is adjusted to reflect the current size of a physical printer page according to the printer definition.   The working area can be scrolled within the page layout window by using the scroll bars along the sides of the window.   If the printer page layout has not already been created, it will default to the current database layout.   The database fields can be moved and resized as described in the <u>MOVING AND RESIZING A DATABASE FIELD</u> section.   While in the printer page layout mode the user will not be able to create new **EDIT** or **CHECKBOX** fields, but the user may create new **TEXT** fields.   The user is also allowed to change the text of a **CHECKBOX** or any previously exiting **TEXT** field.   Once the printer page has been laid out as desired, select **SAVE DEFINITION** from the **FILE** pulldown menu.   The printer page layout will be saved and used whenever a record is printed from the corresponding database.

PRINTING A RECORD

To print a record, first select the desired record as described in the <u>MOVING AROUND THE DATABASE</u> section.   After the desired record has be selected, pulldown the **FILE** menu and select **PRINT**.   The current record will be printed using the previously defined printer page layout.   (The printer page layout must have been previously defined as described in the <u>LAYING OUT A PRINTER PAGE</u> section.).

VIEWING / MANIPULATING MULTIPLE DATABASES

Because **WindBase** was implemented as a multiple document interface application, it allows the user to open, maintain and view more the one database at a time. As each database file is opened, **WindBase** creates a new database window and lays out the database on the working area. Switching from one database to another is as simple as placing the mouse cursor over the desired window and clicking the left mouse button. This will select that database and window as the current database. All of the **WindBase** menu options will then apply to that database. Each of the database windows can also be minimized to avoid cluttering up the desktop with too many windows. Then, as desired, each database window can be restored or minimized as the user moves from one database file to another.

MENU OPTIONS

FILE MENU
> **NEW** - Create an empty database layout window.
> **OPEN** - Open an existing database for user or modification.
> **SAVE DEFINITION** - Save the currently selected database layout or printer page layout.
> **DELETE** - Delete the currently selected database and the associated files.
> **INDEX**
>> **DEFINE/SET DEFAULT** - Define and set the default indexes for the currently selected database.
>> **REINDEX** - Reindex the currently selected database.
>
> **PAGE SETUP** - Create or modify the printer page layout for the currently selected database.
> **PRINT** - Print the active record from the currently selected database.
> **PRINTER SETUP** - Change the printer attributes
> **EXIT** - Close all open databases and exit WindBase.

EDIT MENU
> **UNDO** - Undo the last entry field action.
> **CUT** - Cut the currently selected entry field text to the clipboard.
> **COPY** - Copy the currently selected entry field text to the clipboard.
> **PASTE** - Page the clipboard contents to the currently selected entry field.
> **CLEAR** - Clear the currently selected entry field text.
> **SELECT ALL** - Select all of the text in the currently selected entry field.

RECORD MENU
> **ADD** - Add a record to the currently selected database.
> **MODIFY** - Modify a record in the currently selected database.
> **DELETE** - Delete a record from the currently selected database.
> **CLEAR** - Clear all fields in the currently selected database window.
> **SEARCH** - Search for a record in the currently selected database based on the selected index.
> **NEXT** - Display the next record in the currently selected database based on the selected index.
> **PREVIOUS** - Display the previous record in the currently selected database based on the selected index.
> **FIRST** - Display the first record in the currently selected database based on the selected index.
> **LAST** - Display the last record in the currently selected database based on the selected index.

DEFINE MENU
> **TEXT** - Create a Text field in the currently selected database window.
> **EDIT** - Create an edit field in the currently selected database window.
> **CHECKBOX** - Create a checkbox field in the currently selected database window.
> **STYLES** - Modify the attributes of the selected field in the currently selected database window.
> **DELETE** - Delete the selected field in the currently selected database window.
> **TITLE** - Modify the title of the currently selected database window.

WINDOW MENU
> **TILE** - Tile all open database windows within the WindBase main window.
> **CASCADE** - Cascade all open database windows within the WindBase main window.
> **ARRANGE ICONS** - Arrange all database window icons within the WindBase main window.
> **CLOSE ALL** - Close all open database windows.

HELP MENU
> **INDEX** - Display the WindBase help file.

ABOUT - Display the WindBase About Box.

SPECIAL FEATURES

DRAG AND DROP - Whenever an item such as a database field is being repositioned within a database definition window , the item may be dragged and dropped. This means that an item can be selected with the mouse pointer, and while holding the mouse button down, move the pointer to a new position. When the mouse button is released the selected item will be placed at the mouse pointer position.

CLIPBOARD - The clipboard is a convenient way of transferring data between **WindBase** and other Windows applications or between different **WindBase** databases or records. To use the clipboard functions simply highlight any text that is displayed in an entry field, pull down the **EDIT** menu and choose **COPY** or **CUT**. The **COPY** function will place a copy of the highlighted text in the Windows clipboard. The **CUT** function also places the highlighted text in the clipboard but also removes it from the entry field. To retrieve text from the clipboard, place the cursor at the position inside an entry field where the clipboard text should be inserted or appended. Then pull down the **EDIT** menu and choose **PASTE**. The clipboard text will be placed in the entry field at the cursor position.

EXITING

When you have finished using **WindBase**, you should exit via the **EXIT** selection from the main window's **FILE** menu.   If you forget and turn your computer off before exiting, **WindBase** can not guarantee that your database files have been saved completely.   It is very important that you always exit **WindBase** via this selection.

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