Commands

[File | New](#)
[File | Open](#)
[File | Resume](#)
[File | Save](#)
[File | Save As](#)
[File | Print Form](#)
[File | Print All](#)
[File | Print Link](#)
[File | Printer Setup](#)
[File | Exit](#)
[Edit | Undo](#)
[Edit | Cut](#)
[Edit | Copy](#)
[Edit | Paste](#)
[Edit | Clear All](#)
[Form | Select](#)
[Form | Clear](#)
[Field | Find](#)
[Field | Calculate](#)
[Field | Show Tree](#)
[View | Screen](#)
[View | Printer](#)
[Help | About](#)

File|New

Clears the current application from the ObjectVision window.

Use File | New to start developing a new ObjectVision application.

You are prompted to save any changes you have made to the current application.

When you start ObjectVision, File | New is dimmed because a new file has been opened for you automatically.

File|Open

Loads an existing ObjectVision application from disk and displays the top form in the application stack.

Use File | Open to load a previously created application or one you have partially completed.

When you choose File | Open, a dialog box appears where you can select the directory and file name of the ObjectVision application. The default file extension is .OVD.

Because only one ObjectVision application can be open at a time, File | Open first clears any current application.

Passwords

If an application has been password protected, you must type the correct password in the Password box in order to modify that application. As you type, ObjectVision echoes only asterisks onscreen.

Additional information

File | Save As

File|Resume

Resumes guided completion to complete the initial Goal form.

Use File | Resume to restore the initial form and field sequence and to make ObjectVision prompt for any additional information needed to complete the Goal form.

File | Resume does not clear any information you have already entered.

File|Save

Saves the current ObjectVision application, including any changes, to disk for later use.

Use File | Save to save your changed application periodically.

You are **not** prompted for a file name unless the application is still untitled.

The application is written to the file you most recently specified using <u>File | Open</u> or <u>File | Save As</u>.

File|Save As

Saves the current ObjectVision application, including any changes, to disk for later use.

Use File | Save As to save your changed application into a new file without changing the original application.

A dialog box appears where you can select the directory and type the file name under which the application is to be saved. The default file extension is .OVD.

File|Print Form

Prints the currently <u>active form</u>.

Use File | Print Form to print only the top <u>form</u>.

If you print a form containing a <u>table object</u> connected to a database table, the form will be printed multiple times until every value in the table object has been printed.

You can also use <u>File | Print Link</u> to print all the values in the <u>link.</u> This might be limited by a <u>restricted range.</u> Note that links to table objects do not appear in the Print Link dialog box.

The form is printed on the printer currently selected for use with Windows. To change printers, use <u>File | Printer Setup.</u>

File|Print All

Prints all <u>forms</u> in the current ObjectVision application.

Use File | Print All to print all forms with their current contents.

If you print any form containing a <u>table object</u> connected to a database table, that form will be printed multiple times until every value in the table object has been printed.

You can also use <u>File | Print Link</u> to print all the values in the <u>link.</u> This might be limited by a <u>restricted range.</u> Note that links to table objects do not appear in the Print Link dialog box.

The forms are printed on the printer currently selected for use with Windows. To change printers, use <u>File | Printer Setup.</u>

File|Print Link

Use File | Print Link to print the active form until all values in the active <u>link</u> are printed.

File | Print Link opens the Link Print Iteration dialog box. From the list of links, choose the link you want to print. ObjectVision prints all values available through the link you chose.

- If the link is connected to an ObjectVision field, the active form prints once for every record in the link.
- If the link uses a Locate with the Restricted Range option, the active form prints only the records in that range.

To see an example of printing a link,

1. Open the Order sample application (ORDER.OVD).

2. Choose File | Print Link and select the orders link from the list.

ObjectVision prints all records in the orders link.

The forms are printed on the printer currently selected for use with Windows. To change printers, use File | Printer Setup.

Additional information

File | Printer Setup

File|Printer Setup

Choose File | Printer Setup to see your printer type. ObjectVision opens its Printer Setup dialog box.

To change your printer setup, click Setup. The standard Windows Printer Setup dialog box opens, where you can change your printer options or add a printer just the way you do in Windows. See your Windows documentation or click Help in this dialog box for more information.

File|Exit

Exits ObjectVision and returns to Windows.

Use File | Exit when you're completely finished with the current ObjectVision session.

You are prompted to save any changes you have made to the current application.

Edit|Undo

Reverses the effect of the most recent edit.

- Edit | Undo restores the previous <u>field</u> to its prior <u>value</u>.
- If that field was on another form, that form is now the <u>active form</u>.

Shortcut: Alt+Backspace

Use Edit | Undo to change your answer or to undo the most recent edit command.

Edit|Cut

Deletes and copies the selected information to the Clipboard. The selected text is removed and placed on the Clipboard.

Shortcut: Shift+Del

Use Edit | Cut to move information to the Clipboard for subsequent use with Edit | Paste.

To cut selected text without affecting the Clipboard contents, press Del.

Edit|Copy

Copies the selected information to the Clipboard without deleting it. A copy of the selected text is placed on the Clipboard.

Shortcut: Ctrl+Ins

Use Edit | Copy to copy information to the Clipboard for subsequent use with Edit | Paste.

Edit|Paste

Inserts information from the Clipboard into the selected field. A copy of the text on the Clipboard is inserted at the selected position in the current field.

Shortcut: Shift+Ins

Use Edit | Paste to insert information previously put on the Clipboard with Edit | Cut or Edit | Copy.

Edit|Clear All

Clears the user input from all <u>forms</u> in the current ObjectVision application.

Use this command to remove all user-supplied information before saving an application or entering data for a new situation.

Edit | Clear All clears all the values in a form **except**

- <u>DDE</u>-linked values
- fields with <u>trees</u> containing constant values like @TODAY

Edit | Clear All also clears any user <u>override</u> values and restores any calculated values.

Form|Select

Lets you display a new <u>active form</u> in the current ObjectVision application.

- Selects and displays the new active form for completion.
- The active form moves to the top of the <u>stack</u> of other <u>forms</u> in the application.

Use Form | Select to get a different form to examine, modify, or print.

A dialog box appears where you can select the form name from a list of all forms in the application. The order of the forms in this list corresponds to their position in the application stack.

Form|Clear

Clears user input from the <u>active form</u>.

Use Form | Clear to remove all user-supplied information from the top <u>form</u>.

Form | Clear also clears any user <u>override</u> values. If a <u>value tree</u> uses constant values, Form | Clear restores any calculated values.

All other forms retain their current values.

Use Edit | Clear All to clear <u>Scratchpad</u> fields.

Field|Find

Finds and displays the <u>form</u> in the current ObjectVision application that contains the <u>field</u> you specify.

Use Field | Find to find a specific field to examine or modify.

A dialog box appears where you can select the field name from an alphabetized list.

Field | Find is the only way to select fields contained on <u>Scratchpad forms</u>.

Field|Calculate

Determines the calculated value for the selected field.

Use Field | Calculate to have ObjectVision calculate the value of a specific field.

Field | Calculate is only applicable to calculated fields. It removes a user override value, if one is present.

Field|Show Tree

Displays the value tree or event tree, if any, used to calculate the value for the selected field.

Use Field | Show Tree to inspect the decision logic of an ObjectVision field.

Field | Show Tree does not display trees of calculated fields that have been protected.

View|Screen

Displays <u>forms</u> at a reduced size using a smaller fill-in font.

Use View | Screen to see more of each form and reduce or eliminate the need for scrolling.

Some fonts may look slightly different when printed.

View|Printer

Displays forms as they will appear when printed.

Use View | Printer to see small fonts and get a better rendering of how forms will look when printed.

Some fonts may look slightly different when printed.

Help|About

Displays information about ObjectVision, including version number and copyright.

Lists information about the application currently open: the number of forms, fields, and tree nodes and the memory used.

Glossary of terms

active form

the form currently being completed. It appears on top of all other forms in the application.

calculated field

a field that uses decision logic to determine its value. When selected, a calculated field is indicated by a solid outline with an inner dotted line.

Clipboard

a temporary holding place for objects or forms. When you cut or copy something in ObjectVision, it is placed in the Clipboard. You can paste the contents of the Clipboard into any ObjectVision application. When you cut or copy something else, it replaces the contents of the Clipboard.

DDE (Dynamic Data Exchange)

a Windows protocol for exchanging information between Windows applications. ObjectVision can create DDE links between two ObjectVision applications, or between ObjectVision and another DDE-supported application.

decision logic

a process defined as a series of small steps, or nodes. Decision logic is graphically represented for each field's tree.

event tree

a graphic representation of the logic and instructions used to recognize an event and initiate an action.

field

a uniquely named object that contains a value either entered by a user, calculated, or delivered by a link. A field that is not put on any form automatically appears on the Scratchpad form.

field sequence

the order of user movement through fields on a form. Field sequence is determined by the physical ordering of the fields from left to right and top to bottom.

font

a typestyle used for a field label, field value, or text object.

form

a uniquely named object that contains a collection of fields, analogous to a paper form. A form is the primary interface between ObjectVision applications and users.

form completion

when a user fills in an ObjectVision application's field values. After a form is completed, the status indicator in the title bar reads **(Complete)**.

Goal form

the top form in the application's stack of forms. It appears when a user first opens the ObjectVision application. When another form is selected by the user (interrupting guided completion), it becomes the Goal form.

guided completion

When a user presses Enter, the next field requiring user input is selected. If a user interrupts this method of selection by selecting some other field, guided completion can be restarted with File | Resume.

links

the part of an ObjectVision application used to read from and write to ASCII, Paradox, dBASE-compatible, and Btrieve data files. Additionally, read and write links can be created for Dynamic Data Exchange (DDE) files. Links are created with the Tools | Links dialog box or by using @functions.

nesting level

in a tree, the number of positions from the root node. Branches that are the same distance from the root node are at the same nesting level.

node

an individual segment or step of calculation logic used to evaluate a field value. A node can be an empty node, a simple or complex branch node, a root node, or a conclusion node.

override

Unprotected calculated fields let a user enter a new value, thus overriding the calculated value. After a user overrides a calculated value, the field displays a dot pattern. Field | Calculate restores the calculated value.

protection

a field property you assign with Properties | Protection to keep users from changing a calculated field value or viewing a tree.

restricted range

a link option that specifies that only those records exactly matching an entered value are delivered to the form.

root node

the first (leftmost) segment of calculation logic in a value tree or event tree. The root node is the only node that doesn't have a condition.

Scratchpad form

the form ObjectVision automatically creates to display any field not on a form, when the user is required to enter a value in that field.

selected field

A selected field is outlined by a heavier line. Everything a user types appears in this area on the form.

stack

the order of forms in an ObjectVision application, displayed in the Stack Tool. The Goal

form is at the top of the stack.

table object

an ObjectVision form object that displays sets of one or more database records at a time.

tree

a graphic display of calculations or actions. Trees are like flow charts because they evaluate a condition, then on the basis of the result perform the next branch or conclusion.

values

the data contained in fields. A user can type values, select them from a list, or check them; an ObjectVision application can calculate values or read them from an external data file.

value tree

a graphic representation of the logic and instructions used to evaluate a value and calculate a value.

Using Help

To get help about a specific ObjectVision menu command, highlight the command using the Alt-key combination, arrow keys, or mouse, then press F1.

For help on moving, scrolling, or sizing windows, press F1 from any ObjectVision Help window to get the Microsoft Windows Index to Using Help. When you're through, click the Index button to return to ObjectVision Help.

Additional information

Keyboard
Mouse

Mouse

[Menu commands](#)
[Control menu](#)
[Help](#)
[Fields](#)

Menu commands

Click a menu name to open it. Then click a command name to choose it.

As a shortcut, position the pointer on a menu name you want and drag to highlight the command. When you release the mouse button, the command is carried out.

Control menu

Double click the Control-menu box to close the application window. Windows prompts you for confirmation if your current work is unsaved.

Click any visible portion of another window on the desktop to switch to that window. If no other windows are visible, resize the front window first.

Click the Maximize button to make the window fill the screen. The Maximize button changes to a Restore button.

Click the Restore button to return the window to its previous size.

Click the Minimize button to shrink the window to an icon.

Double click an icon to restore the application window to the size it was before you shrank it.

Help

Click a word underlined with a solid line to see more information about that topic.

Words with a dotted underline have glossary definitions. To see the definition, hold down the mouse button.

Fields

In a <u>field</u> entry (in <u>Form Completion</u> Mode) or in the Text Value dialog box (in the Form Tool) you have two ways to highlight text:

- Double-click any letter in a word to highlight the entire word.

- Drag to highlight any amount of text in a field. Highlighted text is replaced by the next characters you type.

Keyboard

[Menu commands](#)
[Applications](#)
[Control menu](#)
[Help](#)
[Dialog boxes](#)
[Forms](#)
[Fields](#)
[Trees](#)

Menu commands

Alt   Selects the menu bar. By default, the first menu name is selected.

Arrow keys Select menu items.

Enter or
Down Arrow Opens the selected menu.

Each menu name has an underlined letter. As a shortcut to open a menu, press **Alt** plus the underlined letter. For example,

   Alt+**F** Opens the <u>F</u>ile menu.
   Alt+**M** Opens the For<u>m</u> menu.

To choose a command from a menu, select it with the arrow keys and press **Enter**. Or press the underlined letter in the command name. For example, when the File menu is open, press **O** to <u>o</u>pen a file, **S** to <u>s</u>ave a file, or **X** to e<u>x</u>it ObjectVision and unload it from memory.

Esc   Exits from a menu without choosing a command.

Applications

Alt+**Spacebar** Opens the ObjectVision Control menu.To move the ObjectVision window, choose **Move**; then press the arrow keys to reposition the window, and press **Enter** when you finish.

Alt+**Hyphen** Opens the current form's Control menu.

Esc Closes a Control menu, but leaves the Control menu button selected. Press **Esc** a second time to deselect the Control menu button.

Alt+**Esc** Moves to another application on the Windows desktop, activating it if it is loaded in memory.

Alt+**Tab** Restores a minimized application. Hold down **Alt** and press **Tab** repeatedly until the icon you want is selected, then release **Alt** only.

Control menu

Alt+**F4**   Closes the application window. Windows prompts you for confirmation if your current work is unsaved.

Ctrl+**Esc**   Switches to another application without removing the previous application from memory.

Help

Alt+**H, Enter** Opens the Help menu at the index topic.

F1 Displays help for a selected command. In <u>form completion</u> mode, F1 displays help about selected <u>fields</u> if the application developer has provided field-specific help.

Alt+**F4** Closes the Help window.

Tab Moves to the next underlined help topic. Press **Enter** to jump to that topic. Press **Enter** and hold it down to read a glossary definition.

Shift+**Tab** Moves to the previous underlined help topic. Press **Enter** to jump to that topic. Press **Enter** and hold it down to read a glossary definition.

DownArrow Scrolls down one line.

UpArrow Scrolls up one line.

PgUp, **PgDn** Scroll the help window.

Alt+**I** Displays the ObjectVision help index.

Alt+**B** Takes you back to the last help screen you viewed.

Alt+**R** Lets you browse backward through the current sequence of help screens.

Alt+**O** Lets you browse forward through the current sequence of help screens.

Alt+**S** Lets you search for a particular term in the help system.

Dialog boxes

Esc   Closes a dialog box, leaving the settings unchanged.

Spacebar   Toggles a selected check box between checked and unchecked.

Enter   Activates a selected command button.

Tab   Moves to the next named option or group of options. Or press **Alt** plus an underlined letter in the option name to choose that option directly.

Shift+**Tab**   Moves to the previous named option or group of options.

Ctrl+**Enter**   Moves to a new line in a text box.

DownArrow and **UpArrow**   Select a radio button.

DownArrow and **UpArrow**   Highlight a selection list item. Or press the first letter of the item name to select the first item in the list beginning with that letter.

Forms

Alt+**Hyphen** Opens the current form's Control menu.

Esc   Closes the Control menu, but leaves the Control menu button selected. Press **Esc** a second time to deselect the Control menu button.

Ctrl+**F4**   Closes a <u>form</u>. Or choose **Close** from the Control menu.

Ctrl+**F7**   Lets you move a form with the arrow keys. Or choose **Move** from the Control menu; then press the arrow keys to reposition the window, and press **Enter** when you finish. You can move forms only in a full-screen window.

Ctrl+**F8**   Lets you resize a <u>Scratchpad form</u>. Or choose **Size** from the Control menu; then press the arrow keys to resize the form's border, and press **Enter** when you finish.

PgUp   Scrolls a form vertically.

PgDn   Scrolls a form vertically.

Ctrl+**PgUp** Scrolls a form horizontally.

Ctrl+**PgDn** Scrolls a form horizontally.

Fields

To move between fields:

Enter   Enters a typed <u>value</u> in the <u>field</u> and moves to the next field requiring user input, as defined by <u>guided completion.</u>

Tab   Enters a typed value in the field and moves to the next field, going from left to right and from top to bottom.

Shift+**Tab**   Moves to the previous field, going from bottom to top and from right to left.

Alt+**Backspace**   Backs up to the previous field and restores the previous value (only if pressed immediately after pressing **Enter** or **Tab** to enter a typed value).

To select field value options:

Spacebar   Activates a selected button.

Enter or **Tab**   Checks a selected check box. First select a check box field, then press **DownArrow** or **UpArrow** to select a check box or press the first letter of the response you want. If a check box is already checked, **Enter** or **Tab** moves the check to another selected field.

Enter or **Tab**   Also chooses a highlighted list item. Highlight the item you want by pressing the first letter of the item you want, or press **DownArrow** and **UpArrow**.

Spacebar   Toggles a true/false field between checked and unchecked.

To edit text in fields:

Shift+**RightArrow** Highlights text. Highlighted text is replaced by the next characters you type.

Shift+**LeftArrow** Highlights text. Highlighted text is replaced by the next characters you type.

Esc   Restores the previous field value (only if you are still in the field and haven't pressed **Enter** to enter the new value).

Home   Moves to the left of the first character in the field.

End   Moves to the right of the last character in the field.

Del   Erases the character immediately to the right of the pointer. Or erases any highlighted text.

Backspace   Erases the character immediately to the left of the pointer. Or erases any highlighted text.

Trees

Home　　　　Moves to the <u>root node</u> of the <u>tree.</u>

UpArrow　　　Moves to the previous <u>node</u>, if any, at the same <u>nesting level</u> in the trees.

DownArrow　Moves to the next node, if any, at the same nesting level in the trees.

LeftArrow　　Moves to the node, if any, at the preceding nesting level in the trees.

RightArrow　Moves to the first node, if any, at the subsequent nesting level in the trees.

PgUp　　　　Scrolls a tree vertically.

PgDn　　　　Scrolls a tree vertically.

Ctrl+**PgUp**　Scrolls a tree horizontally.

Ctrl+**PgDn**　Scrolls a tree horizontally.

Ctrl+**Home**　Enlarges the display of a trees.

Ctrl+**End**　Shrinks the display of a trees.

Index to ObjectVision Help

Commands
Procedures
Glossary

Using Help

active form

the form currently being completed. It appears on top of all other forms in the application.

calculated field

a field that uses decision logic to determine its value. When selected, a calculated field is indicated by a solid outline with an inner dotted line.

Clipboard

a temporary holding place for objects or forms. When you cut or copy something in ObjectVision, it is placed in the Clipboard. You can paste the contents of the Clipboard into any ObjectVision application. When you cut or copy something else, it replaces the contents of the Clipboard.

DDE (Dynamic Data Exchange)

a Windows protocol for exchanging information between Windows applications.
ObjectVision can create DDE links between two ObjectVision applications, or between
ObjectVision and another DDE-supported application.

decision logic

a process defined as a series of small steps, or nodes. Decision logic is graphically represented for each field's tree.

event tree

a graphic representation of the logic and instructions used to recognize an event and initiate an action.

field

a uniquely named object that contains a value either entered by a user, calculated, or delivered by a link. A field that is not put on any form automatically appears on the Scratchpad form.

field sequence

the order of user movement through fields on a form. Field sequence is determined by the physical ordering of the fields from left to right and top to bottom.

font

 a typestyle used for a field label, field value, or text object.

form

a uniquely named object that contains a collection of fields, analogous to a paper form.
A form is the primary interface between ObjectVision applications and users.

form completion

when a user fills in an ObjectVision application's field values. After a form is completed, the status indicator in the title bar reads **(Complete)**.

Goal form

the top form in the application's stack of forms. It appears when a user first opens the ObjectVision application. When another form is selected by the user (interrupting guided completion), it becomes the Goal form.

guided completion

When a user presses Enter, the next field requiring user input is selected. If a user interrupts this method of selection by selecting some other field, guided completion can be restarted with File | Resume.

links

the part of an ObjectVision application used to read from and write to ASCII, Paradox, dBASE-compatible, and Btrieve data files. Additionally, read and write links can be created for Dynamic Data Exchange (DDE) files. Links are created with the Tools | Links dialog box or by using @functions.

nesting level

in a tree, the number of positions from the root node. Branches that are the same distance from the root node are at the same nesting level.

node

    an individual segment or step of calculation logic used to evaluate a field value. A node can be an empty node, a simple or complex branch node, a root node, or a conclusion node.

override

Unprotected calculated fields let a user enter a new value, thus overriding the calculated value. After a user overrides a calculated value, the field displays a dot pattern. Field | Calculate restores the calculated value.

protection

a field property you assign with Properties | Protection to keep users from changing a calculated field value or viewing a tree.

restricted range

a link option that specifies that only those records exactly matching an entered value are delivered to the form.

root node

> the first (leftmost) segment of calculation logic in a value tree or event tree. The root node is the only node that doesn't have a condition.

Scratchpad form

the form ObjectVision automatically creates to display any field not on a form, when the user is required to enter a value in that field.

selected field

A selected field is outlined by a heavier line. Everything a user types appears in this area on the form.

stack

the order of forms in an ObjectVision application, displayed in the Stack Tool. The Goal form is at the top of the stack.

table object

>   an ObjectVision form object that displays sets of one or more database records at a time.

tree

a graphic display of calculations or actions. Trees are like flow charts because they evaluate a condition, then on the basis of the result perform the next branch or conclusion.

values

the data contained in fields. A user can type values, select them from a list, or check them; an ObjectVision application can calculate values or read them from an external data file.

value tree

a graphic representation of the logic and instructions used to evaluate a value and calculate a value.

Procedures

Changing screen colors
Exiting ObjectVision
Moving forms
Opening an application
Overriding values
Printing forms
Saving completed forms
Selecting forms
Using the Windows Clipboard
Viewing trees

Changing screen colors

ObjectVision uses the same screen colors as other applications running under Windows.

You can change window colors with the Windows Control Panel.

Exiting ObjectVision

You can leave ObjectVision in various ways:

Exiting ObjectVision

- Use <u>File | Exit</u> to end the current session and release any system resources being used by ObjectVision.

- Alternatively, choose Close from the Control Menu of the ObjectVision window.

- You are prompted to save any changes you have made to the current ObjectVision application.

Suspending ObjectVision

- Choose Minimize from the Control Menu of the ObjectVision window to pass control to another application under Windows.

- Alternatively, click the minimize icon on the ObjectVision window.

- To reactivate ObjectVision, click its icon and choose Restore or Maximize.

Closing windows

- Choose Close from the Control Menu of the Windows Program Manager.

- You   are prompted to save any changes you have made to the current ObjectVision application.

Moving forms

ObjectVision initially places each <u>form</u> at the center of the ObjectVision window. You can move forms from that position using either the keyboard or the mouse.

Mouse

- Hold down the left mouse button while the mouse pointer is over the form's title bar.

- Drag the form to its new position, then release the mouse button.

Keyboard

- Press Alt+Hyphen (-) to access the Control Menu of the <u>active form</u>.

- Choose Move from the Control Menu.

- Reposition the form using the arrow keys.

- Press Enter to confirm the new position.

Opening an application

You can select and open any ObjectVision application.

-        Use <u>File | Open</u> to select and open an application.

-        The file dialog box displays all ObjectVision applications in the current directory.

-        To see applications in another directory, type the path name of the directory instead of selecting a file name.

Overriding values

ObjectVision lets you change calculated <u>values</u>. The application developer, however, can restrict users from overriding a field's value.

Setting an Override

- Select a <u>calculated field</u>.

- Type or select a different value and press Enter, Tab, or Shift+Tab.

- The new value does not change unless you supply a new override value or remove the override by using Field | Calculate.

Removing an Override

- Select a calculated field that has been overridden.

- Use <u>Field | Calculate</u> to restore the calculated value.

Printing forms

Forms are printed on the printer currently selected for Windows. To select a different printer, choose File | Printer Setup.

Individual forms

- Select a form as the active form.

- Use File | Print Form to print the form.

All forms

- Use File | Print All to print all forms in an application.

- Each form is printed on a separate page.

Linked values

- Use File | Print Link to print the active form once for each value in the current link.

Saving completed forms

You can save completed or partially completed <u>forms</u> for future use with ObjectVision.

- Use <u>File | Save</u> to save the current application with all its forms using the application's current file name.

- Use <u>File | Save As</u> to save the current application with all its forms under a new or different file name.

However, saving a form this way with a single set of values uses a lot of disk space. That's why ObjectVision forms are usually saved separately from the values they display.

- The values are stored in database tables (Paradox, dBASE, or Btrieve) or ASCII files.
- Values can be in a file created by a <u>DDE</u>-supported Windows application.
- Values from these sources are delivered to ObjectVision by links.

Selecting forms

ObjectVision initially selects the top <u>form</u> in the application <u>stack</u> as the <u>active form</u>. Other forms are automatically selected when information on them is needed.

You can also direct ObjectVision to open and display a specific form.

-    Use <u>Form | Select</u> to select a form.

-    Select the form name from the list of available forms.

-    The order of the forms in this list corresponds to their position in the application stack.

-    Once you select a form, it remains open until you close it.

Mouse only

-    Click any portion of a visible form to make that form active.

Using the Windows Clipboard

You can transfer information between form <u>fields</u> in ObjectVision and other applications using the Windows <u>Clipboard</u>.

The Clipboard can be used to hold any field <u>value</u>.

- Use <u>Edit | Cut</u> or <u>Edit | Copy</u> to place information on the Clipboard.

- Use <u>Edit | Paste</u> to insert information from the Clipboard.

- Information stays on the Clipboard until replaced by another Edit | Cut or Edit | Copy.

- <u>Edit | Undo</u> does not affect the Clipboard contents.

Viewing trees

You can view <u>value trees</u> or <u>event trees</u> to determine the <u>decision logic</u> used in an ObjectVision application. However,viewing trees from form completion mode might be restricted for individual <u>fields</u> by the application developer.

To view value trees in form completion mode,

- Use the Tab key or <u>Field | Find</u> to select a <u>calculated field</u>.

- Use <u>Field | Show Tree</u> to display the tree associated with the field.

- Browse through the tree using arrow keys, scroll bars, and Expand and Reduce commands.

- Choose Close from the Tree window's Control Menu to return to <u>form completion</u> mode.

- **Mouse only:** Double click a calculated field.

To view a value or event tree in the Form Tool, right-click an object and choose Value Tree or Event Tree from the property inspector.