

# PrimaSoft help contents

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# PrimaSoft PC!

PrimaSoft PC, Inc., a Canadian software company, specializes in developing utility software for PC users. To date, the company has developed a number of DOS and Windows - based utility packages, such as text editors, organizers, catalogues which are currently distributed as shareware all over the world.

Over the past three years, PrimaSoft PC has designed and implemented about 30 Windows programs that are distributed as PrimaSoft Windows Collection. All programs use a book-like user interface that seems to be well received by most users, especially computer novices.

Beginning with Internet Organizer, PrimaSoft introduces a new product line based on greatly improved user interface and powerful DBase database engine (industry standard). New products should appeal to both beginners as well as sophisticated users and corporations (the software can be used in multiuser environments).

[Contact information](#)

# How to?

This section explains simple tasks that make the program work. The information is divided into the following parts: data functions, search/sort/filter functions, special functions, and popup menus.

[Data functions](#)

[Search/sort/filter functions](#)

[Special functions](#)

[Popup Menus](#)

# How to: data functions

'Data you need!'

Data functions help maintain your data.

As the main purpose of this application is to store and maintain your data, and then have it available at your fingertips, read more about these functions here:

[Adding a new record](#)

[Modifying an existing record](#)

[Deleting an existing record](#)

[Deleting a range of records](#)

# How to: search, sort and filter functions

'Data you need in the format you like!'

Search, sort and filter functions help you locate and extract data from your file quickly and efficiently.

[Searching for data](#)

[Sorting records](#)

[Filtering: selecting records that meet your criteria](#)

# How to: special functions

'Data you need in the format you like and ... more!'

This section describes important functions that help maintaining your application, exchange information with other applications, and set your personal preferences.

[Print functions](#)

[Import data](#)

[Export data](#)

[Password set/modify](#)

[Maintenance functions](#)

[User preferences/options](#)

[Summary and Graphs](#)

# Popup Menu

Popup Menu give the user a fast way to access many different functions.

Many controls: [Header](#), [Record Button](#), [Sort Bar](#) have their own Popup Menu with functions specific for given control.

**Use Right Mouse Button to display Popup Menu.**

# Add (create) new records

There are 3 ways of entering the data in this application: manual entry, copy and paste method, and importing data from other sources.

[Adding new records by manual data entry](#)

[Copy and Paste](#)







[Import data from other sources](#)



# Copy and Paste

Using the 'Copy and Paste' utility will help you create new records by duplicating existing records.

To duplicate the selected record:

-  position yourself in the Table of Contents
-  use the right mouse button to invoke the pop-up menu
-  from the pop-up menu, select 'Copy Record'
-  click on an empty record in the Table of Contents
-  use the right-click on that empty record to invoke the pop-up menu again
-  select 'Paste Record' from the pop-up menu

Result:

An identical copy of the original record was created, and appended to the database.

# Manual data entry

To create a new data record manually:


- Press the 'New' button on the 'Standard' section of the speed bar (positioned below the Table of Contents or below the Details Page), or select File/New Record from the application menu. A new record will be prepared for data entry, you will be positioned in the Details Page.
- Simply enter your data in the fields on the Details Page.


Note: some fields in the record may be 'required'. This means that they can NOT be left blank - you must put some data there. These required fields are of a different color.

[Data entry elements](#)

# Modify records

To make changes to a record in the Table of Contents:

 Locate the record and click on it. If the book model is 2-level, you will be transferred to the Details Page.

 In the Details Page, simply make changes you like to any fields in this record.

[Undo changes to the record](#)

[Multi-user applications](#)

# Undo changes

This feature lets you undo the most recent changes to a record. Use the 'Undo' button located at the bottom of the Details Page or select the Undo item from the Details Page Popup Menu.

# Multi-user applications

Only user who has userID of "Supervisor" can modify user accounts. Every user has his own private directory where his private databases are stored. Nobody else can access the user's private data. The Supervisor's private directory serves at the same time as a public directory. All [users](#) can access [public directory](#) (unless the Supervisor revokes their access privilege).

Make sure that you have read/write access to the record you wish to make changes to. Only one user is allowed to make changes to a given record at the same time.

[Options](#)

# Delete records

Records of data can be permanently removed from the data file using the 'Delete' function. This function can be accessed from the Speed Bar at the bottom of the Details Page, from the Details Page Popup Menu, and from the Record Button Popup Menu.

## How to delete a record:

- Select the record you would like to delete.
- Press the 'Delete' button, or select the 'Delete' item from the Popup Menu.
- Type in 'Yes' in the confirmation dialog box. Pressing 'Cancel' will abort the deletion.

Note: **the deletion process can not be undone!**

Pressing 'Cancel' aborts the deletion process.

If you do not want the confirmation dialog box to be displayed before the deletion you can change set the Immediate Delete Option (see Options).

[Delete selected records](#)

[Multi-user applications](#)

# Options (preferences)

## What does it do?

This application can be customized to suite your needs and preferences.

## How to find preferences?

User preferences can be accessed through the 'Options' function on the main menu at the top of the screen.

## How to set preferences?

Use pages in the 'Options' dialog box to customize the application, and set important system functions.

[User interface](#)

[Modem](#)

[Data](#)

[Colors](#)

[Security](#)

[Users](#)

# Search

## What is search?





The 'Search' function helps you to locate the record(s) that contain the piece of data you are looking for. With this application, you are able to locate a piece of text in any field in the data file, with the capability of moving to the next record(s) filling you search criteria.

## Where is the search?

The 'Search' function can be accessed from the 'Search|Find' option on the main menu, and in the speed bar (Standard Section - 'Find' button).

## How to search?

When in the 'Search' dialog:

-  select the field to be searched (notice the 'All fields' option!)
-  select the 'Start from' (beginning or end)
-  input the text to search for (note the previous entries)
-  press the 'Find' button to activate search

## What is the result of search?

The 'Search' function positions you in the first record that matches your search criteria. Use the 'Find next' button to go to next records that contain the text searched for.

## What is the result of search when the "Non-Stop Search Mode" option is marked ?

The program goes through entire database looking for records that match search criteria. When the search is finished ONLY those records are displayed that contain the text. In order to return to All-Records-Display set the Filter Scope option to All Records (in the Filter dialog box), or select All Records in The Filter Button Popup Menu.



# Sort

## What is sort?

To sort records means to change the order the records are displayed in. The underlying data structure of the file remain the same: only the way data is being displayed changes.

## Two kinds of sort

This application uses one-level and two-level sort, depending on the number of fields specified in the 'Sort by' option.

## One-level sort

One-level sort is sorting records by one field only.

For example: Sort by 'Date' arranges records in ascending or descending order by the 'Date' field.

## Two-level sort

Two-level sort is sorting data records by two fields at the same time. One field becomes the primary sort field, with another becoming the secondary sort field. The result is records ordered by the primary sort field, and within that order by the secondary field.

For example: 'Last name' primary sort field, 'First name' secondary sort field  
All the records will be arranged alphabetically by the 'Last name'. Within that, all the records with the same 'Last names' will be further arranged by the 'First name'.

## Where is sort?

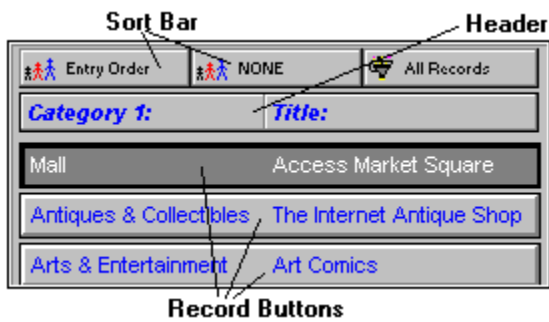
The 'Sort' function can be accessed from the 'Advanced/Sort' option on the main menu, and from the speed bar (advanced section), at the bottom of the screen. However, the fastest access to sort options is from the Sort Bar displayed at the top of the Table Of Contents (above Record Buttons).

## What is the result of sort?

Sort results in data records alphabetically arranged in user selected order.

Note: Primary and secondary sort fields are also being displayed as buttons above the Table of Contents. Pressing on these buttons also activates the 'Sort' function.

[Sort Bar Controls](#)



## Sort Bar

Sort Bar consists of the following 3 buttons:

- ■
■
■
 Primary Sort Field: displays the name of the data field used as a Primary Sort Field; if a Text Field is selected as a Primary Sort Field the Letter Bar is enabled and the records are automatically separated according to the first letter of the Primary Sort Field;
  - ■
■
■
 Secondary Sort Field: displays the name of the data field used as a Secondary Sort Field; if the Primary Sort Field is ENTRY ORDER the Secondary Sort Field is disabled;
- if both Primary and Secondary Sort Fields are text fields they both must have the same Sort Direction (Ascending or Descending);
- ■
■
■
 Filter Button: displays the current Filter Status:
    - All Records: filter is not active and all records are displayed;
    - Normal Filter: filter is active and records that satisfy the filter are displayed;
    - Reversed Filter: filter is active and records that do not satisfy the filter are displayed;

Clicking on Primary or Secondary Sort Field with the left-mouse button displays the Sort Dialog Box where the user can change the sort options. A faster way to change the sort options is to use Popup Menus of Sort Buttons.

Clicking on Filter Button displays the Filter dialog box where the user can create or modify a filter. The Filter Button Popup Menu contains the following functions:

- All Records: deactivates the current filter (all records are displayed);
- Normal Filter: activates the Normal Filter option (see above);
- Reversed Filter: activates the Reversed Filter option (see above);
- Load From Template: allows the user to quickly load a previously Saved filter;
- Save As Template: allows the user to save the current filter in a template for future use;
- Delete Template: removes the selected template from the list of filter templates.

[Sort](#)  
[Filter](#)  
[Popup Menus](#)

# Controls

Controls contain shortcuts to application functions and options.  
The five controls used in this application are :

[Main menu](#)

[Speed bar](#)

[Letter bar](#)

[Sort Bar](#)

[Header](#)

[Record Buttons](#)

# Filter

## What is filtering?

Filtering is a method of limiting the number of record displayed to a certain range. A filter specifies the criteria for the process.

A filtering example: list me all the records with the value of the 'Date' field greater than '01/01/1992'.

## Kinds of filters.


A filter can specify criteria for one or more fields in the record. The more criteria for the filter you specify, the better chance of obtaining the range of records that interest you.


## How to access the 'Filter' function?

The 'Filter' function can be located in the 'Filter' option on the 'Advanced| Filter' option on the main menu, and in the speed bar (advanced section), at the bottom of the screen. However, the fastest access to filter options is from the Sort Bar displayed at the top of the Table Of Contents (above Record Buttons).


## How to filter?

When in the 'Set filter' form:


 Select fields to be used in the filter (the box on the right) from the fields list on the left.

 Value for each field used in the filter can be specified using the 'Edit' button below.

See: [Set filter on a field](#)

 Use the 'Scope' selection to specify the filter kind:

- All records: display all records (clear the filter results)
- Normal filter: use the filter as is
- Reversed filter: reverse the action of the filter

 Press the 'Apply' button to see the effects of your filter settings.

## The result

Filtering results in a range of records that meet your criteria specified in the filter dialog box.

## Load filter

Retrieve a previously saved filter from a [filter template file](#).

## Save filter

Save current filter in a filter template file.

[Sort Bar](#)

# Edit filter for a field

## What does it mean?



This function will allow you to edit filter settings that will apply to a field.

## How to get there?

Find this function on the [Filter](#) dialog box.

## How to use it?

When in the 'Filter for:' dialog box:

-  Select your criteria from the 'Is' list
-  Type in a value corresponding to your criteria selection

# Print report functions

You can design report by selecting, defining, testing the following options:

[Report fields](#)

[Report options](#)

[Report fonts](#)

[Report page](#)

[Report title](#)

[Print this report](#)

[Preview this report](#)

[Load saved report](#)

[Save this report](#)

Once your report has been designed you can save it as a Report Template (Save button). Later you can quickly reuse your saved Report Template by clicking on the Load button.

Before you print your report you should click on the Preview button to make sure that the report will be printed correctly. When you are sure that all settings are correct load the sheets into your printer and click on the Print button.

When you are done printing click on the Close button.

# Report fields

Use green arrow buttons to include fields in the report.  
Use red arrow buttons to remove fields from the report.  
Two buttons below the 'Included fields' list box change included fields' position in the report.

# Report options

Select whether to print field names.  
Specify record layout.  
Table grid print option.  
Total options.



# Report fonts

Select a font to be used later when printing the report.

# Report page

Set report page parameters (margins, page size, and page orientation).

# Report title

Enter a title for your report, and set title options.

# Print this report

This function prints the currently selected report on the default printer.

# Preview this report

This functions lets you preview the currently selected report on the screen before printing.

The Preview Window allows viewing different report pages, zooming the displayed report, and printing it on your printer.

[Print functions](#)

# Load report

What does it do?

This function will help you select and retrieve a previously saved report.

[Print functions](#)

# Save this report

Your report parameters can be permanently saved to disk, and retrieved later.

# Import From Text File

## What is importing data?

Importing data is another option of adding records to this application. You can import data from text files that have the following characteristics:

- fields have to be separated from each other by: tabs, commas or another user defined character
- fields have to be delimited by: commas, quotes or another user defined character

## How to find Import?

The 'Import' function can be accessed in two ways:

- from the 'Advanced' section on the speed bar: the 'Import' button
- from the 'Advanced' section on the main menu: the 'Import' option

Then select Import From Text File radio button (it is a default option) and click on OK.

## How to use Import?

When in the 'Import Options' screen:

- select the 'Fields separated by' option and 'Fields delimited by' option

Below:

the left list box contains all the fields that build the application's data file  
the list box on the right side contains fields that make a structure of the data file that is the import source (from which the data will be imported into the application)

- select field(s) from the right list box, and use the button with one green arrow to add selected field(s) to the import source
- use the button with green arrows to add all the fields to the import source
- select field(s) from the import source, and use the button with one red arrow to remove selected field(s) from the import source
- use the button with red arrows to remove all the fields from the import source
- when the structure of the source data file is complete, press 'OK' to continue the data import ('Cancel' will abort the import process)
- select the import source file in the 'Enter/Select Import File Name' dialog box and press 'OK' to continue ('Cancel' will abort the import process)

## The result

The import process completes: the result is application data file created by importing data that existed in the import file. You can use the new data in this application.



# Export To A Text File

## What is exporting data?

Exporting data is another option of adding records to this application.

You can export data to text files; data fields will be:

- separated from each other by: tabs, commas or another user defined character

- delimited by: commas, quotes or another user defined character

## How to find Export?

The 'Export' function can be accessed in two ways:

- from the 'Advanced' section on the speed bar: the 'Export' button

- from the 'Advanced' section on the main menu: the 'Export' option

Then select Export To Text File radio button (it is a default option) and click on OK.

## How to use Export?

When in the 'Export Options' screen:

- select the 'Fields separated by' option and 'Fields delimited by' option

Below,

the left list box contains all the fields that build the application's data file

the list box on the right side contains fields that make a structure of the data

file that is the export destination (to which the data will be exported from the application)

- select field(s) from the 'All fields' list box, and use the button with one green arrow to add selected field(s) to fields included in export

- use the button with green arrows to include all the fields to export

- select field(s) from the 'Fields included', and use the button with one red arrow to exclude selected field(s) from export

- use the button with red arrows to exclude all the fields from export

- when the structure of the destination data file is complete, press 'OK' to continue the data export ('Cancel' will abort the export process)

- select the export destination file in the 'Enter/Select Export File Name' dialog box and press 'OK' to continue ('Cancel' will abort the export process)

## The result

A data file containing fields selected in the 'Export Options' screen.

# Password

## Why set password?





Setting a password on this application is a measure of security. When you protect your application with a password, only those who know the password will be able to access your data.

## Where to find password functions?

The 'Password' function can be found in the 'Advanced|Password' option on the main menu, as well as in the advanced section of the speed bar at the bottom of the screen.

## How to set/modify password?

When in the 'Password Dialog':

-  enter your old password into the field provided, press 'OK' to continue  
This serves to verify that you are authorized to change the password.
-  enter the new password in the second dialog box, press 'OK' to continue
-  verify the new password by typing it in again, press 'OK' to complete the 'Set/modify password' process
-  pressing 'Cancel' at any time aborts the process

## The result

The new password is effective immediately after you have set or changed it. Use your new password next time you start this application.

Important

In order to activate the Password system select Password Required in Options/Security. In a multi-user system only the Supervisor can access Options/Security settings.

[Options](#)  
[Multi-user System](#)

# Maintenance

Maintenance encompasses various data file utilities. Their purpose is to repair damaged files, backup and restore data, erase all data and edit lists of choices in user-defined fields.

[Reindex database](#)

[Delete database indexes](#)

[Pack database](#)

[Delete all records](#)

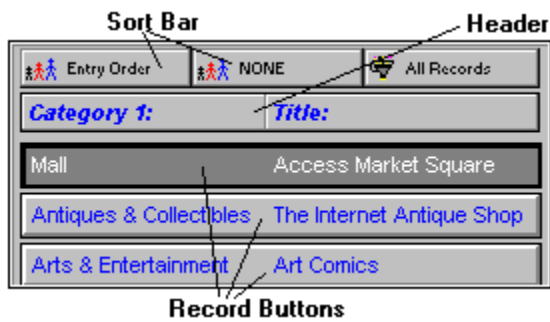
[Delete selected records](#)

[Repair data file](#)

[Backup data](#)

[Restore data](#)






[Edit lists](#)



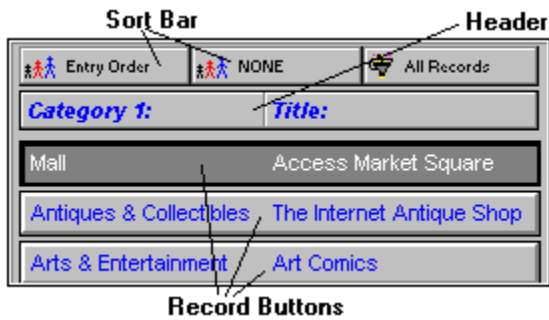
# Header

Header displays the Names of the data fields that are displayed underneath on Record Buttons. Header controls which fields are displayed and in what order as well as the width of each field. The user can change the order by dragging and dropping the field names on the Header. The widths can be changed by dragging the dividing lines on the Header.

The Header Popup Menu contains the following functions:

-  Insert Field: inserts a data field into the Header (and Record Buttons);
-  Remove Field: removes a data field from the Header (and Record Buttons);
-  Load From Template: allows the user to quickly load a Header layout previously Saved;
-  Save As Template: allows the user to save the current Header layout in a template for future use;
-  Delete Template: removes the selected template from the list of header templates.

[Popup Menus](#)  
[Record Buttons](#)



## Record Button

Record Buttons are displayed in the Table Of Contents. In essence, record buttons give you a quick view of a certain number of records at once. In 1-Level Book Model you can see 12 record buttons while in 2-Level Book Model you can see 24 record buttons.

Record Buttons are controlled by the Header which determines which data fields are displayed, in which order, and how wide each field is. Multi-line edit fields and graphic fields cannot be displayed on record buttons.

Clicking on a Record Button results in the selection of the record. Details Page for the selected record is displayed.

Record buttons have the following Popup Menu functions:

[Go To Web Page](#)  
[Capture Web Page](#)  
[Quick View](#)  
[View Copy Buffer](#)  
[Paste Record](#)  
[Copy Record](#)  
[Delete Record](#)  
[Print Record](#)

[Header](#)  
[Popup Menus](#)

# Go to PrimaSoft Web page

## What does it do?






Sets your Web browser to activate the PrimaSoft World Wide Web Home Page  
- <http://www.primasoft.com>

 **Stay tuned for future releases of our products. Any new versions will be announced on our Web Home Page.**

 **On this site you can also find links to other places that are relevant to this program (graphical images resources, data resources, .....**

Note: this function requires your Web page browser be turned on.

Organizer currently supports the following Web Browsers:

-  Netscape Navigator 3.0 and all older versions;
-  Microsoft Internet Explorer 3.0 and all older versions;
-  NCSA Mosaic 2.0;
-  Spry Mosaic - Compuserve Edition;
-  America Online Web Browser.

# Quick View

## What is it?

Quick View gives you a fast view of the selected record directly from the Record Button without having to actually make the record active.

[Record Button](#)

# View copy buffer

## What is it?

Copy buffer is temporary storage to which a record is being copied when using the Copy Record function. Later you can Paste the record from the copy buffer.

This function will display data in the Copy Buffer.



# Paste record

## What does it do?

Paste data from the Copy Buffer into the current record. You have to use Copy Record function before you can use Paste Record.

# Copy record

## What does it do?

Copy data from the selected record into the Copy Buffer. Later on, the data can be pasted into a new record.

# Print record

## What does it do?

This function will print current record's data to the default printer.

# Frequently asked questions

[What happens after I register?](#)

[How can I register your software?](#)

[What is shareware?](#)

[Can I safely enter my data into the shareware version\(s\) of your program\(s\)?](#)

[What are the differences between the shareware and registered versions of your software?](#)

[Is there a printed manual included with your registered version?](#)

[Can I register using my credit card?](#)

[Where can I find the shareware versions of all your programs?](#)

[How can I learn about new versions of your software?](#)

[How to use backup and restore functions?](#)

[Why are my DBF, DBT and MDX files so big?](#)

[I switched to multi-user system and I can not return to single-user system.](#)

[What should I do?](#)

# What happens after I register?

After you register PrimaSoft software you will receive diskettes with the registered version of the program. The registered version is functionally identical to the shareware version but the Registration Reminder screen is no longer displayed and the program is not time-limited. We will always send you the latest version of the program. If you register on-line on the Internet through one of our on-line stores you will be able to download the registered version of the program - in this case we will not send you diskettes by mail.

# Registering with PrimaSoft PC

Choose the most convenient way to register/order the program.

**Program price: 33 US\$ (43 CDN\$)**

## 1) Money Order, Check, or Cash

Please send your money order, check (drawn on Canadian or American Bank), or cash with a registration form to the following address.

**PrimaSoft PC, Inc.  
P.O. Box 456  
Surrey, BC V3T 5B7  
CANADA**

## 2) Credit Card Orders

We accept Visa Card orders. Please send us a registration form with the card number, the cardholder name and the expiration date. You may send all this information to the address mentioned above or by:

**Phone: 1-604-951-1085**  
**Fax: 1-604-951-1085**  
**CompuServe: 74643,2635**  
**Internet: abrzezin@direct.ca**  
**AOL: MKosznik**  
**MSN: Primasoft**

IMPORTANT: For those who want to send us an order form as an e-mail with the attached encrypted file (order.enc). Do it in the following way:

- Open the Order Form dialog box and fill the form.
- In order to encrypt the form click on the Save push button (the order.txt, order.enc files will be created)
- You may check the order.txt file with a Notepad or a Text editor (the same encrypted info is in order.enc file)
- Create and send an e-mail with the attached file (order.enc)
  - From INTERNET - then send to our INTERNET address.
  - From COMPUSERVE - then send to our COMPUSERVE address.
  - From America OnLine - then send to our America OnLine address.
  - From Microsoft Network - then send to our Microsoft network address.

Files Attached to e-mail messages are not preserved when the source and the destination are not on the same on-line system.

## 3) INTERNET Registration Through PrimaSoft's Home Page (all major credit cards accepted)

You need a World-Wide Web browser.  
You may visit our HOME PAGE, use address:  
**<http://www.primasoft.com>**

## 4) INTERNET Registration Through First Virtual (all major credit card accepted)

You need a World-Wide Web browser.  
You may visit our HOME PAGE at First Virtual directly, use address:

[http://www.infohaus.com/access/by-seller/PrimaSoft\\_Inc](http://www.infohaus.com/access/by-seller/PrimaSoft_Inc)

- 1) Locate the following Internet Site: <http://www.fv.com>
- 2) Find the information on how to open a buyer's account at First Virtual (it's easy and you only do it once; your credit card information approved through phone line)
- 3) After you have opened a buyer's account enter the First Virtual Infohouse (on-line shopping mall)
- 4) Browse the catalog by seller and select PrimaSoft PC, Inc.
- 5) Select the program you want and download it (just click on the icon)

## 5) CompuServe Registration

CompuServe provides a convenient on-line registration system. Just GO SWREG and place an order. The payment will be billed to your CompuServe Statement. You will be asked for the Product Number, keep it handy.

GO SWREG

Product Number: **13134**

**Important:** Programs are distributed in two versions. There is separate Windows 3.1 (16-bit version, Windows 95 compatible). There is separate Windows 95 (NT) version (32-bit version, this version does not run on Windows 3.1 systems). Please send a note which version you would like to receive.

[Click here to see help on the Order Form](#)

# What is shareware?

Shareware is a marketing method of computer software in which the user has a chance to try the software before buying it (Try-Before-You-Buy). The user can freely copy the shareware version of the program and install it on his/her computer. After the evaluation period (typically about 4 weeks), if the user decides that he/she likes the program and wants to use it, he/she should register the program by sending the registration fee to the program author.



# Can I safely enter my data into the shareware version(s) of your program(s)?

Yes, absolutely. To be on the safe side, however, you should backup your data every once in a while.

[How to use backup and restore functions?](#)

# **What are the differences between the shareware and registered versions of your software?**

Assuming you have the latest shareware version of our software there are no functional differences between the Shareware and Registered versions. The Registered version will not display the Registration Reminder screens and is not time-limited. Registered users are entitled to unlimited number of free upgrades.





# **Is there a printed manual included with your registered version?**

No, we don't include any printed documentation. You will only receive a short letter with Installation instructions. If you have problems using our software try reading help messages. Once you learn how to use one of our programs you should have no trouble using all our other programs.

# Can I register using my credit card?

You can register over the phone, through on-line systems (Compuserve, AOL, Internet, MSN), or regular mail using your VISA Card.

**IMPORTANT: For those who want to send us an order form as an e-mail with the attached encrypted file (order form file). Do it in the following way:**

-  From INTERNET - then send to our INTERNET address.
-  From COMPUSERVE - then send to our COMPUSERVE address.
-  From America OnLine - then send to our America OnLine address.
-  From Microsoft Network - then send to our Microsoft network address.

Files Attached to e-mail messages are not preserved when the source and the destination are not on the same on-line system.

# Sources of PrimaSoft PC programs

## 1) Internet

To find our products on the Internet:

Connect with our Home Page :

**<http://www.primasoft.com>**

Connect with our Home Page at First Virtual :

[http://www.infohaus.com/access/by-seller/PrimaSoft\\_Inc](http://www.infohaus.com/access/by-seller/PrimaSoft_Inc)

## 2) Compuserve

To find our products on Compuserve:

Go WINPROD and do search by contributor id:74643,2635

Go WINSHARE and do search by contributor id:74643,2635

Go WUGNET and do search by contributor id:74643,2635

## 3) America Online

To find our products on AOL:

Use the KEYWORD function (under GO TO menu item).

Enter the keyword "**PrimaSoft**", which will take you to the main menu of the PrimaSoft's Forum.

## 4) Microsoft Network

On the Microsoft Network do:

Select Edit/Go To/Other Location menu function. Then type in Primasoft and click on the OK button.

## 5) From authors

[Contact us.](#)

# How can I learn about new versions of your software?

You should visit one of our Web Pages on regular basis. Our Web Pages are the first palce where new releases of our software are be announced.

[Location of PrimaSoft home pages on WWW](#)

# Why are my DBF, DBT and MDX files so big?

MDX files store your database indexes and can grow substantially overtime if you have used many different orderings and filters. You can trim the MDX file by using Delete Indexes function in Maintenance.

DBF files contain the main portion of your data. After a long-time usage many deleted records can accumulate. The deleted records are not displayed but they occupy your disk space. You can remove those deleted records by using Pack Database function in Maintenance.

DBT files store both Multi-line text and graphics and they can take a lot of space (especially graphics). DBT files should be much smaller if you use 16 color graphic images as opposed to 256 or more. Still when you think your DBT file is too large you can try Repair Data File function in Maintenance (or Backup followed by Restore). DBT files can become corrupted in some rare situations, and you should use Repair Data File function in such circumstances.

# **I switched to multi-user system and I can not return to single-user system. What should I do?**

Enter "Supervisor" as UserID in the Login screen and leave Password field blank. Then change the Options to Single-User system.



# Order form

To serve you better, we request that you fill this form and mail it to us with your payment.

Choose the most convenient way to register/order the program.

When you give us information about yourself ( your name and how to contact you), we will send you upcoming program updates, and notify about exciting new products that we develop.

## Name

Enter the name of the person or company you wish the software to be licensed to.

## Address1-Address5 (number, street name, city, state/prvince, postal code, country)

Enter the mailing address here.

## Telephone number

Enter the phone number with the applicable area code.

## E-Mail address

Enter your Internet email address.

## Source

We are interested about the place you have received our software from. Select one of the values in the list, or write your own source.

## Comments and Suggestions

In the never-ending quest for perfection, we keep on constantly revising and updating our software. Send us your comments, and help us achieve our goals!

## Payment form

Select a method of payment from the drop-down list.

## VISA card number and expiration date

This part applies only if you have selected option "VISA" above.

## Program version

Program version will depend on your operating system. This application requires Microsoft Windows (TM).

- use 16-bit version if you have Windows 3.x, but not Windows 95 or Windows NT (16-bit version will work under Windows 95 or NT, but we do not recommend that)

- use 32-bit version if you have Windows 95 or Windows NT only (32-bit version will not run under Windows 3.x)

## License type

Select a license that applies to your use:

- single user: if you plan to use this application by yourself

- multi-user: if there will be more than one person using this program


- unlimited: no limit on the number of users for this application

 Number of users


Enter the number of users that will be using this software.

 Price

This price depends on the program version, license type and number of users you entered above.

 Shipping and handling

This nominal fee covers our material and mailing costs.

 Total price (US Dollars/Canadian Dollars)

This is the total price for this product. Select the currency that applies, depending on the country you live.

# Contact information






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CANADA

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America Online: MKosznik  
Microsoft Network: Primasoft  
America Online Forum: Keyword: PrimaSoft

Internet home page: <http://www.primasoft.com>

# Purpose of **PrimaSoft Software Organizer**

-  **PrimaSoft Software Organizer** is an information manager that lets you easily keep track of all sorts of information about your software (application name, producer, category, version number, registration numbers, contact information, storage place,.....).
-  Application data is stored in a file on a hard disk, and can be accessed by one or many users simultaneously.
-  The program organizes the data efficiently, so that the information is readily accessible in a variety of ways.
-  Implementation of powerful search, sort and filter algorithms allows to present the data you need in the format you want.
-  Flexible import/export functions allow the exchange of data between many applications.

# Program description

Primasoft Software Organizer is presented in the form of a notebook which has two flavours: 1-Level and 2-Level format.

1-Level format has a more traditional layout where the left side of the window (Table Of Contents) lists several records and the right side displays the detailed information about a selected record. This format is suitable for more experienced users.

At first, users are more likely to choose a 2-Level format with Table Of Contents and Detail Window being two separate windows. This format more closely resembles a real book.

Program structure consists of two views:






-  Table of Contents
-  Details Page

Table of Contents:

Can be configured to display any number of any data fields in any order.

Details Page:

Each Detail Window page corresponds to one record. You can fill in as much information as you want. Some fields contain labels with predefined meaning. They can be modified to meet your requirements. There are custom fields that can be used in the way you like. Optionally you can include a graphical image corresponding to the record.

-  Entries in the organizer can be easily arranged alphabetically by any of data fields to eliminate 'information overflow'
-  Every entry in the organizer is readily accessible
-  Upon selection expands into the full record (Details Page)
-  Data in the fields can be readily modified by entering values in the selected record.

Use of a broad range of controls, such as tab pages, combo boxes, calendars, and calculators makes this application not only fun to use, but also increases your productivity and reduces time spent maintaining data.

## **Categories**

define filters to display only selected categories

## **Search**

very flexible search algorithms make your searching easy; non stop search displays only those records that satisfy search criteria

## **Reports**

define and print a variety of reports directly from the program

## **Labels**

define and print labels directly from the program (all Avery formats are predefined)

## **Sort**

sort records by different fields (by category, name,...), primary and secondary sort fields can be defined

 **Export/Import data**

export/import data to/from Ascii file


 **Graphic images**


capture graphic images from other programs or Internet.

 **Network**


the program is network aware and can be used on multi-user systems

# New features and services

 New product.

 We have opened PrimaSoft WWW Home Page. Stay tuned for future releases of our products. Any new versions will be announced on our Web Home Page. On this site you can also find links to other places that are relevant to this program (graphical images resources, data resources, .....)

Update your bookmarks! - <http://www.primasoft.com>

 Great news for America Online users. We have opened PrimaSoft Forum at America Online system. Use the KEYWORD function (under GO TO menu item). Enter the keyword "PRIMASOFT FORUM" or "**PRIMASOFT**", which will take you to the main menu of our Forum.

# Edit box

Edit boxes are controls that accept text. Characters typed in can be alphanumeric (letters of alphabet and numbers); they also accept 'special characters' like: quotes, exclamation marks, percent signs, asterisks, etc.



# List box

List boxes display a scrollable list of items that you can select but cannot directly modify.

# Combo box

A combo box is a control that combines an edit box with a list, much like that of a list box. Users can either type text in the edit box or select an item from the list. The lists in the Combo Boxes can be edited in [Maintenance|Edit Lists](#) function.

# Date field

Date field is a variation of an edit box that displays and accepts date values in different formats. Enter a date using numeric keys on the keyboard. Clicking on the '...' button of the date field, displays a small calendar, from which you can select a date. The date will be automatically entered as a text in the date field.

Date format for the application can be set from the 'Options' function on the main menu.

[Options function on the Main menu](#)








# Numeric field

Numeric fields are variations of edit boxes, and accept numerical data only. Use numerical keys on the keyboard to manually enter data into the numeric field. Pressing on the '...' button of the numeric field displays a small keypad. Use keypad buttons to enter value in the field. Press the 'Checkmark' button to accept the entry, the 'Cancel' button aborts the data entry and closes the keypad.

# Graphic field









This data field stores graphical images. The Graphic Field allows storing any size images. It also has a Speed Bar with the function buttons at the bottom.

The Graphic Field have a Popup Menu with the following functions:

-  Clear: clears the image;
-  Load: loads the image from a disk file (BMP format only);
-  Save: saves the image to a disk file (in a BMP format);
-  Zoom: zooms in and out the image for better viewing (available only in Large Fields);
-  Screen Capture: allows capturing a selected screen area into the field;
-  Copy: copies the image to the Windows Clipboard;
-  Paste: pastes the image from the Windows Clipboard into the field.

# Multi-line edit field

This field allows entering multiple lines of text up to about 64KB in size. The field's Popup Menu has the following functions:

-  Undo: undoes the last edit operation;
-  Cut: cuts the selected block of text to the Windows Clipboard;
-  Copy: copies text from the field to the Windows Clipboard;
-  Paste: pastes text from the Windows Clipboard to the edit field (text is inserted at the current cursor position);
-  Delete: deletes the selected block of text;
-  Select All: selects entire text in the field;
-  Load: loads text from a disk file into the field;
-  Save: saves the contents of the field in a disk file.

# Phone Edit Box

This is a special type of Edit Box. When you click on the '...' button the Dial dialog box will be displayed. If your computer is equipped with a modem you can dial the number that is contained in the Phone Edit Box (or any other number). In order for the Dial function to work your modem COM Port must be selected in Options/Modem.




[Modem](#)

# Modem

## What is a modem?

A modem will enable your computer to access various services through a regular telephone line.

Some examples of services:

-  Internet
-  CompuServe/America Online/Prodigy, etc.
-  Dialing telephone numbers for you...

## Modem setup

A modem will use a communication (COM) port in your computer. Select a COM port your modem is using.



# User interface

## What is it?

User interface is the application means through which you interact with computer.

Select your user interface preferences.

Interface elements that you may display/hide/move:

[Book Models](#)

[Main Menu](#)

[Speed Bar](#)

[Letter Bar](#)

# Book models: different views of your data

## What is a book model used for?

Book models represent two different ways you are able to view your data. Use one book model if you want to view just the Table of Contents, only the Detail Page, and another model to view both of them at once. Therefore, we have 1-level and 2-level Book Models.

## 1-level Book Model

This book model displays both Table of Contents and Details Page at once. Table of Contents is displayed to the left, and the Details Page on the right. The advantage of this model is simultaneous access to record details while browsing through the Table of Contents. Every time you select a record in the Table of Contents, the Details Page displays the full record.

## 2-level Book Model

This model displays either Table of Contents or Details Page, with any of them taking the full application display at any given time. The advantage of this model is access to more records at once, whether in general view (Table of Contents) or detail view (Details Page).

# Main menu

The Main menu allows for quick access to important functions.

Click on any of the following functions for more information:

[File](#)

[Search](#)

[Options](#)

[Move](#)

[Advanced](#)

# Main menu: File

This Main menu item displays a sub-menu of the following choices:

[New record](#)

[Load database](#)

[Print](#)

[Table of Contents](#)

[Exit](#)

# Load database

## What does it do?

This function loads a new database to be used by this application.  
A database is a collection of data files permanently stored on a hard disk.

Your data can be spread across separate databases. For example, Internet links with similar topics can be stored in one database, using one database for topic. You assign name and description for your databases, so that later on you can select the one you want by using the 'Load database' function.

## How to get there?

From the Main menu at the top of the screen: select File, then Load database.

Additional topics:

[New database](#)

[Edit database](#)

# New database

## What does it do?

This function will create a new, empty database.

Enter a name for the new database, and a short description. A file name that appears below will be the data file in which the database will be stored on disk.

## How to get there?

Use the [File|Load database](#) function to load the database. Then, select New to use this function.

# Edit database

## What does it do?

This function will edit information about the currently selected database. Modify database name and description.

## How to get there?

Use the [File|Load database](#) function to load the database. Then, select Edit to use this function.

# Table of Contents

## What is it?

Table of Contents' purpose is to display a record list in a notebook format, making it a general purpose viewing tool. From here, you can browse through records, sort them, filter the records you like or don't like arranging them the way you like.

## How to get there?

Most of the time, the Table of Contents is clearly visible on the application screen.

However, if you select the 2-level Book model, and you are in the Details Page, use the Main menu|File|Table of Contents option to return to the Table of Contents.

[Book models](#)



# Exit

## What does it do?

This function closes the application. All the data will automatically be saved.



# Letter bar

## What is it?

The Letter bar is a shortcut to filtering records alphabetically. The records are filtered into separate letters according to the first letters of Primary Sort Field data. Letter Bar is displayed in the middle of the application window (you can also have it displayed at the right window edge - see Options). The Letter Bar contains letter buttons (A-Z). The letters that are displayed in Red (default) color signal the presence of records. Black (default) color on the other hand marks 'empty letters'. The Yellow (default) color letter (also pushed down) marks the currently selected letter for which records are displayed. You can change the Letter Bar colors in Options/Colors. You can also disable Letter Bar in Options. When the Primary Sort Field is not a text field (e.g. ENTRY ORDER or Date Field) the Letter Bar becomes inactive automatically.

## How to use it?

Press on a letter in the bar to see all the records which primary sort field starts with that letter of the alphabet.

[Sort](#)  
[Options](#)


# Colors


## What does it do?

This function sets colors for your application.  
Select an element from the elements list, and pick a color.

## Color templates

Your favorite color settings can be saved in templates. These templates can be later retrieved and activated.

 Save template:  
Saves your current color settings





 Load template:  
Loads a previously saved color template

# Security

## What does it mean?

This function specifies password use, file access rights, and application data root directory.

## How to use it?

-  Change the options to Multi-User System (only if your Single-User option is selected).
-  Select whether you wish to password protect this application
-  Set public file access rights
-  Select data root directory




# Users

## What does it do?

This options specify whether the application will be used by one person, or many users at a time.

## How to use it?

For multi-user access specify user accounts:

-  Add/edit/delete application users
-  Modify user status
-  Grant and deny public files access rights depending on user function

[Multi-user](#)  
[User Accounts](#)

# User Accounts

This information applies only to [Multi-user Systems](#).  
Only the Supervisor can add, delete and modify [user accounts](#).

# Edit User Account

This information applies only to [Multi-user Systems](#).

Only the Supervisor can add, delete and modify user accounts.  
Every user has:

Name - used only for reference;

User ID - used during the Login process; cannot be changed by the user;

Password - used during the Login process; can be changed by the user.

The Supervisor can control every user's Access Rights to the Public Databases. The user can also be temporarily locked out of the system by the Supervisor (Current Status = Not Active).

# Application screen

The main application screen contains two basic elements: the Table of Contents and the Details page. Both of these elements contain your data, but each of them presents it in a different way.

[Table of Contents](#)

[Details Page](#)

[Book models: different views of data](#)



# Backup

**It is important to back up your data!**

By backing up, you preserve an extra copy of your data, that can be always restored in case of a major mishap or a system crash.

# Data Root Directory

**You should avoid changing the Data Root Directory unless you really have to do it!**

Typically, you might need to change the Data Root Directory on a network. It is the user's responsibility to move all data directories to the new location. As a default, the Data Root Directory is set to the Program home directory. If you change the Data Root Directory all directories (with their contents) underneath the Data Root Directory must be moved to the new location. Typically, the directories that need to be moved will have names: DATA, DATA0001, DATA0002, etc.

[Multi-user system](#)

# Speed bar

## What is it?

The Speed Bar is a shortcut to application functions. Its panel is divided into two sections: Basic Command Section and Advanced Command Section.

## How to find it?

Speed Bar is displayed at the bottom (or top) part of the program window.

## How to use it?




Press buttons on the Speed Bar panel to execute functions.

[Special Functions](#)

# Data

## What does this do?

This function sets some options related to your data:

-  Initial Data File - which database is loaded on start-up;
-  Date Format - how date is displayed in Date Fields and printed on reports;
-  Labels - names used for data fields; by changing the labels you can change the meaning of data fields; you can also define the meaning of User Fields.

## How to get there?

From the Options form, select the 'Data' tab.

# Data entry/edit elements

Data entry elements are your interface with the data. Their role is twofold: their not only display the data, but allow you to enter/modify it.

Press any of these items for more information:

[Edit box](#)

[List box](#)

[Combo box](#)

[Date field](#)

[Numeric field](#)

[Graphics field](#)

[Multi-line edit field](#)

[Phone edit box](#)

[Attachment edit box](#)

# Delete all records

## What does it mean?

This function will delete all the records from your database, and therefore empty it completely!

# Delete indexes

## What does it mean?

This function deletes indexes in your database.

It is mainly used when troubleshooting your application, in case your index files become corrupt.

# Details Page

## What is it?

Details Page displays all the data in the record selected from the Table of Contents. Data is displayed in fields, and can be modified by changing the information in them.

This page is arranged in four parts. Each part displays one or more fields in the same data record. Use tabs at the bottom of the Details Page to access any of its parts.

Details Page have the following functions (listed in the Details Page Speed Bar section or in the Details Page Popup Menu section):

[View Copy Buffer](#)

[Paste Record](#)

[Copy Record](#)

[Undo Changes](#)

[Delete Record](#)

[Print Record](#)

[Synchronize](#)



# Synchronize Table of Contents

## What does it do?


Synchronize the Table of Contents with the current record in the Details Page.

# Edit lists

## What does it mean?

Lists are stored choices you can pick from [combo-box data entry elements](#) in the application.

By using this function, you can modify contents of these lists:

 select a list

 add/edit/delete items in the list

By clicking on Update Lists button you can update all lists from the current database. This can be a time-consuming process and it is only necessary after you Import data from an external source (Import function).

# Shortcut keys

## What does it do?

Shortcut key sequences provide fast function access through combinations of keystrokes.

## Shortcut key list:

1) 1-Level Book Model:

Ctrl+Alt+'A'..'Z' - Letter Tab

Ctrl+Home - First

Ctrl+PgUp - Page Up

Ctrl+End - Last

Ctrl+PgDn - Page Down

Alt+'1'..'4' - Part 1..4

Alt+'Y' - Synchronize

Alt+'C' - Copy Record

Alt+'P' - Paste Record

Alt+'R' - Print Record

Alt+'U' - Undo Changes To Record

Alt+'Delete' - Delete record

Alt+'PgUp' - Previous Page

Alt+'PgDn' - Next Page

F2 - Options Menu

F3 - Table Of Contents Record Button Menu

F4 - Detail Page Menu

F5 - Header Menu

F6 - Primary Sort Menu

F7 - Secondary Sort Menu

F8 - Filter Menu

Ctrl+'G' - Go To PrimaSoft Home Page

2) 2-Level Model - Table Of Contents:

Shor-cut keys:

Ctrl+Alt+'A'..'Z' - Letter Tab

Ctrl+Home - First

Ctrl+PgUp - Page Up

Ctrl+End - Last

Ctrl+PgDn - Page Down

Ctrl+'G' - Go To PrimaSoft Home Page

F2 - Options Menu

F3 - Table Of Contents Record Button Menu

F5 - Header Menu

F6 - Primary Sort Menu

F7 - Secondary Sort Menu

F8 - Filter Menu

3) 2-Level Model - Details Pages:

Ctrl+Alt+'A'..'Z' - Letter Tab

Ctrl+Home - First

Ctrl+PgUp - Page Up

Ctrl+End - Last

Ctrl+PgDn - Page Down

Ctrl+'1'..'4' - Part 1..4 (Left Page)

Ctrl+'R' - Print Left Record

Ctrl+'U' - Undo Changes To Left Record

Ctrl+'O' - Copy Left Record To Copy Buffer

Ctrl+'P' - Paste From Copy Buffer To Left Record

Ctrl+'Delete' - Delete Left Record

Alt+'1'..'4' - Part 1..4 (Right Page)

Alt+'R' - Print Right Record

Alt+'U' - Undo Changes To Right Record

Alt+'O' - Copy Right Record To Copy Buffer

Alt+'P' - Paste From Copy Buffer To Right Record

Alt+'Delete' - Delete Right Record

F2 - Detail Page Menu (Left Page)

F3 - Detail Page Menu (Right Page)

# Load Colors Template

## What does it do?

This function will help you select and retrieve a previously saved [colors](#) template.

# Load Filter Template

## What does it do?

This function will help you select and retrieve a previously saved [Filter Template](#).

# New record

## What does it do?

This function inserts a new data record into the active database.

## How to get there?

From the Main menu at the top of the screen, select File, then New record.

# Pack database

## What does it mean?

When deleting records from your data files, they are not physically erased. Use the 'Pack database' function periodically to reclaim disk space after deleting records.



# Reindex database

## What does that mean?

This option repairs indexes on your database.

It is mainly used when troubleshooting your application, in case your data files become corrupt.

# Repair data file

## What does it mean?

This function will repair a damaged data file.

Sometimes your memo fields (those containing images or binary data) get corrupt, which results in impropotional file size increase.

Use this function to correct this problem.

# Restoring data from backup

## What does that mean?

If you have backed up your data, it can be restored from the backup directory into your data directory.

**Note that the restoring process will overwrite all your existing data in the data directory!**

# Moving functions

## What are they for?

These functions will help you navigate through your data:

### **First**

Moves to the first record.

### **Page Up**

Moves one set of records (page) up.

### **Page Down**

Moves one set of records (page) down.

### **Last**

Moves to the last record.

# PrimaSoft product line

## **Internet Book for Windows**

- organize your Internet resources in one place (simpler version of PrimaSoft Internet Organizer)

## **Password Book for Windows**

- keep track of your passwords, userIDs, etc.

## **Universal Phone Book for Windows**

- a flexible phone book for home and business

## **Phone Book for Windows**

- neatly organize your personal or business phone book

## **Daily Notes for Windows**

- keep small notes organized in one place

## **Music Catalog for Windows**

- organize your records, CDs, or cassettes

## **Movie Catalog for Windows**

- organize your video tape collection

## **Car Book Plus for Windows**

- keep a log of your car expenses and mileage

## **Contact Book Plus for Windows**

- organize your personal and business contacts

## **Bank Book for Windows**

- keep track of your bank accounts

## **Book Catalog for Windows**

- organize your books or magazines

## **Calendar/Reminder for Windows**

- keep track of important events and appointments

## **Home Inventory Book for Windows**

- keep track of your home or office inventory

## **Software Book for Windows**

- keep track of your computer software

## **Sport Card Catalog for Windows**

- organize your sport card collection

## **Coin Catalog for Windows**

- organize your coin collection

## **Hardware Catalog for Windows**

- keep track of your computer hardware

**Stamp Catalog for Windows**

- organize your stamp collection

**Student Organizer for Windows**

- keep track of your courses and school related info

**Wine Cellar Book for Windows**

- organize your wine collection

**Collectibles Catalog for Windows**

- keep track of your collectibles

**Plastic Book for Windows**

- keep track of your "plastic" cards (e.g. credit cards etc.)

**Who Is Who Book for Windows**

- keep track of employees and organization members

# Details Page Pop-up Menu

This pop-up menu is invoked by a right mouse button click on the empty space around data entry elements of the Details Page.

Options on the menu:

[View Copy Buffer](#)

[Paste Record](#)

[Copy Record](#)

[Undo Changes](#)

[Delete Record](#)

[Print Record](#)

[Synchronize](#)


# Options Pop-up Menu

This pop-up menu is invoked by a right mouse button click on the empty space around the Table of Contents or SpeedBar.

Options on the menu:

 Book Models

See: [Book models](#)

 [Menus](#) and [SpeedBars](#)

Select menu and speedbar views and positions.

 [Letter Tabs](#)

Select letter tab view and positions.

 Hint Messages

Choose whether to display yellow hint messages when the mouse cursor enters an area on the application screen.

 Record Delete Mode

Select if you would like a confirmation before you try to delete a record.



# Saving changes

Any changes to a record will be automatically saved when moving to another record, or performing a function (filter, sort, etc.).

# Main menu: Advanced

This Main menu item displays a sub-menu of the following choices:

[Export](#)

[Import](#)

[Password](#)

[Maintenance](#)

[Filter](#)

[Sort](#)

[Summary](#)






# How to use backup and restore functions?

It is always good to backup your data on regular basis e.g. once a week or once a month. You should especially do a backup after entering many new records. When you do a Backup the following data files are copied to DATA\BACKUP directory: DATA.DBF and DATA.DBT (this is assuming that you have Loaded DATA.DBF file). DATA directory is located underneath your main program directory. Once you do a backup to your DATA\BACKUP directory you should compress the above files (e.g. using PKZip program and copy the compressed file to some backup media e.g. diskette or backup tape). You can also use backup software to do it.

# Delete Selected Records

A group of records can be permanently removed from the database using the 'Delete Selected Records' function. This function can be accessed from the Maintenance window.

## How to Delete Selected Records:

-  Select the records you would like to delete by [Defining and Applying a Filter](#).
-  Make sure only records you want to delete are displayed.
-  Click on [Maintenance](#) button on the Advanced Speed Bar (or select it from Advanced Menu).
-  Click on Delete Selected Records button.
-  Type in 'Yes' in the confirmation dialog box. Pressing 'Cancel' will abort the deletion.

Note: the deletion process can not be undone!  
Pressing 'Cancel' aborts the deletion process.

# Summary and Graphs

A summary of records in the database can give you some insight into distribution of your data. For example, a summary by a Category will tell you how many records there are in each Category. Displaying a Graph can make it easier to grasp the overall picture and uncover trends in your data.

## How to display a Summary:

- Click on Summary button on the Advanced Speed Bar (or select it from Advanced Menu).
- Now select the data field (from a drop down box) that you want the summary by.
- It may take some time before the summary is displayed.
- You can Sort your summary by Name or Value.
- You can display a summary by another field at any time.
- After a summary is displayed you can click on the Graph button to display a Graph Window.
- You may want to [Define and Apply a Filter](#) before using the Summary function in order to select a subset of records.

## Graph Window:

You can display 3 types of Graphs (by clicking on Chart radio buttons):

- Bar Chart
- Pie Chart
- Line Chart

You can control some aspects of the graphs by selecting 3D, X Axis Labels, and Items Per Page options. When you are satisfied with the graph you can print it by clicking on Print button.

# Export

You can export records (all or only those selected by a [filter](#)) to:

 [Text File](#)

 [DBF File](#)

The only Export function that preserves all information is Export To DBF File.

# Import

You can import records from:

 [Text File](#)



 [DBF File](#)

# Import From DBF File

You can import records from a DBF file previously created by an Export To DBF File function. You can only select a file for import from a EXPIMP directory under the current user data directory. For example, if your data directory is C:\PROGRAM\_DIRECTORY\DATA then your import directory is C:\PROGRAM\_DIRECTORY\DATA\EXPIMP. This directory is automatically created by [Export To DBF File](#) function. This makes it easier to locate your import/export files, especially on a [multi-user system](#). It also restricts access of one user to DBF files owned by other users.

## How to find Import?

The 'Import' function can be accessed in two ways:

-  from the 'Advanced' section on the speed bar: the 'Import' button
  -  from the 'Advanced' section on the main menu: the 'Import' option
- Then select Import From DBF File radio button and click on OK. You will then be asked for the import source file name. You should not try to import from DBF files that were not created by this program.





# Export To DBF File

You can export all or a subset of records from a current database to a DBF file. This is useful when you want to transfer records to another database file. The data is always exported to a file in the EXPIMP directory under the current user data directory. For example, if your data directory is C:\PROGRAM\_DIRECTORY\DATA then your export directory is C:\PROGRAM\_DIRECTORY\DATA\EXPIMP. This directory is automatically created if it does not exist. This makes it easier to locate your import/export files, especially on a [multi-user system](#). It also restricts access of one user to DBF files owned by other users. After you export data to a DBF file you can then import it (most likely after Loading another database) back using the [Import From DBF File](#) function.

## How to find Export?

The 'Export' function can be accessed in two ways:

-  from the 'Advanced' section on the speed bar: the 'Export' button
  -  from the 'Advanced' section on the main menu: the 'Export' option
- Then select Export To DBF File radio button and click on OK. You will then be asked for the export target file name.

You may want to set a [filter](#) before using the Export function (if you want to export only some records).

# Print labels functions

You can design labels by selecting various options on each of the following Pages/Tabs:

[Fields](#), [Labels](#), [Body](#), [Header/Footer](#), [Logo](#)

Once your label has been designed you can save it as a Label Template (Save button). Later you can quickly reuse your saved Label Template by clicking on the Load button.

Before you print your labels you should click on the Preview button to make sure that the labels will be printed correctly. When you are sure that all settings are correct load the label sheets into your printer and click on the Print button.

When you are done printing click on the Close button.

# Labels fields

Use green arrow buttons to include fields in the label report.

Use red arrow buttons to remove fields from the label report.

Two buttons below the 'Included fields' list box change included fields' position in the label report.

# Label type

On this page you select the label type. You can either select an Avery label type or custom label type. If you select an Avery label type you should choose the exact label that you want from the drop-down box. When you select an Avery label the label parameters (e.g. label dimensions) are set automatically. When you select a Custom label you have to enter various label parameters yourself.

If you have an incomplete label sheet (with some missing labels at the top) you may want to specify the label # to print from (counted left to right, top to bottom).

# Label body

Here you can specify the Left and Top Margins for the label body as well as the font type and font size.

# Label header/footer

Here you can specify the text to be printed in each label header or footer, the Top and Left Margins as well as the font.

# Label logo

You can print a logo on your labels by selecting a BMP file (Select button) and specifying the logo position.

# Print Reports/Labels Functions

[Print Report Functions](#)

[Print Labels Functions](#)



# Attachment Edit Box

This edit box allows you to attach an external file to the record (Audio file, Video file, Word Processor file, Graphical file, Text file, ... ). Later you can start application (Wordprocessor, Notepad, Movie Viewer, Sound Player,...) with a corresponding file. The Attachment edit box is disabled. You can not enter the name of the file manually. The attached file and the corresponding application has to be selected in the [Attachment dialog box](#). Pressing on the '...' button of the edit box displays the dialog box.

# Attachment/Start Application

## What is 'attachment' ?

The attachment is the file on your hard disk that you want to link with your record. You may attach any type of file with you record (sound files, movie files, text files, word processor files, graphical files...).

## What is 'start application' ?

The attached file cannot be opened directly within our program. The attached files can be opened by other applications that are on your computer. Clicking on the start push button launches the program listed in the Application edit box. The program takes as a parameter the content of the Attachment File edit box. The program knows how to handle the associated file.

## How to attach a file ?

Click on the Select push button in the Attachment dialog box. The Standard File dialog box is opened. Using this dialog box you can find and select the file. The selected file will be listed in the Attached File edit box.

## How to select the application for the attached file ?

Click on the Add push button in the Attachment dialog box. The Standard File dialog box is opened. Using this dialog box you can find and select the application name. The selected application will be listed in the Application edit box. Example: for text files select notepad.exe (Notepad); for graphical files select pbrush.exe (Paint Brush); for movie clips files select mplayer.exe (Multimedia Player). Those files are usually listed in the Windows or Win95 directory.

# Send E-Mail Dialog Box

## How to select an e-mail program ?

Click on the Add push button. The Standard File dialog box is opened. Using this dialog box you can find and select your e-mail program. The selected executable file of your e-mail application will be listed in the 'E-Mail Application' edit box. (Examples of e-mail programs: Pegasus Mail, Microsoft Explorer, Microsoft Exchange, Netscape Navigator, Eudora)

## How to set e-mail parameters/options ?

Some e-mail applications accept command parameters (check the program manual or help system). You can define parameters that will be passed to the e-mail program at startup. You can enter parameters in the 'E-Mail Application' edit box after the program name.

Example: How to open 'Create New E-Mail' dialog box at startup with a selected e-mail address.

1) Pegasus Mail program. Parameter is: -T  
The 'E-Mail Application' edit box should contain: c:\dir\  
winpmail.exe -T  
Check the option 'Pass Address on Command Line' .

2) Microsoft Explorer program. Parameter is: mailto:  
The 'E-Mail Application' edit box should contain: c:\dir\  
iexplore.exe mailto:  
Check the option 'Pass Address on Command Line' .

## How to start an e-mail program?

Click on the Run push button.

# E-Mail Edit Box

This edit box allows you to enter e-mail address. Later you can start e-mail application (Eudora, Pegasus Mail, Microsoft Explorer,...) with a contents of this field send as a parameter. The e-mail application has to be selected in the [Send E-Mail dialog box](#). Pressing on the '...' button of the edit box displays the dialog box.

