

Table of Contents

Chapter 1:

What WINSERT is all about..... 2

Chapter 2:

What you get..... 3

Chapter 3:

Step 1: Making a Backup..... 4

Chapter 4:

Step 2: Installing WINSERT..... 5

Chapter 5:

Step 3: Getting WINSERT up and Running..... 7

Chapter 6:

Using WINSERT to Find Information.....10

Chapter 7:

Using WINSERT to Import Information in an Application.....14

Appendix:

Index:.....17

What WINSERT is all about

WINSERT is a program enabling you to search various database files while your PC is under control of WINDOWS 3.0. You can be running a WINDOWS 3.0 application, such as EXCEL, Word for Windows, Ami' Professional, etc. and access standard MS-DOS database files such as dBase III/IV, Paradox, Lotus Symphony, etc. without leaving your foreground application.

The access is accomplished by pressing a user defineable hotkey while in the foreground application. This pops up the WINSERT window, asking you to enter the string you wish to search for. WINSERT then begins to search the database file.

All matches are shown on the screen. You can toggle between a full display of all fields of one match, or one field of all matches.

In addition to a search for a string, you may also transfer records from a database via a macro directly into your foreground application. This permits you to define any number of masks, which define the format of your import. An address mask could be used to import records from say dBase IV into WinWord. A data mask might be used to copy stock prices from Q&A into EXCEL.

WINSERT currently is capable of searching the following file formats:

- Ashton&Tate dBase III and dBase IV
- Borland Paradox
- Open Access II
- Symantec Q&A
- Super DB2
- Lotus Symphony
- DIF
- ASCII SDF
- SYLK
- Comma delimited

What you get

Check that you received this manual along with two diskettes - one 5.25" and one 3.5". Insert the appropriate diskette into your drive and take a look at the directory. You should see the following files:

WINSERT.EXE	the actual program
WINSERT.MCR	
US.DLL	English language dynamic link library
READ.ME	Last notice changes to the program
DBASEXE "dBase III / IV"\$.DBD	Driver for Ashton&Tate dBase file
DELI.XE "DELI"\$.DBD	Driver for comma delimitedXE "Comma delimited"\$. files
DIFXE "DIF"\$.DBD	Driver for Data Interchange Format files
Q&AXE "Q&A"\$.DBD	Driver for Symantec Q&A files
OA.DBD	Driver for SPIs Open Access IIXE "Open Access II"\$. files
PARADOXXE "Paradox"\$.DBD	Driver for Borland Paradox files
SDB.DBD	Driver for SuperDB2XE "SuperDB2"\$. files
SDFXE "SDF"\$.DBD	Driver for SDF files
SYMPHONY.DBD	Driver for Lotus Symphony XE "Symphony "\$.files
SYLKXE "SYLK"\$.DBD	Driver for SYLK files
DBASE.DBF	Sample dBase file
DELI.TXT	Sample comma delimited file
Q&A.DTF	Sample Q&A file
PARADOX.DB	Sample Paradox file

In case one of these files is missing or additional files appear in the directory, take a quick glance into the file

READ.ME

It contains last minute updates. All changes should be noted in this file. Since it's a standard text file, you can either use the standard WINDOWS 3.0 editor NOTEPAD or the word processor WRITE or any other word processor or editor you might have at hand.

WINSERT

What you get

In addition to the manual and the diskette, you should have received various registration and information cards. Please read these cards, fill them out and return them to the address printed on them. They assure you that you will receive timely information as to enhancements and alterations to WINSERT.

Step 1: Making a Backup

You most likely have become accustomed to diskettes which do not contain copy protection mechanisms and most rightfully so. WINSERT diskettes are not physically copy protected. You are certainly encouraged to make as many backup copies of these two diskettes as you deem necessary. But please do only use them as backups, in case your original diskettes are damaged.

The programs contained on the diskettes are copyrighted.

Since you can deal with the files on the diskette as normal MS-DOS files, you may use any backup mechanism you have grown familiar with

- BACKUP/RESTORE
- XCOPY to A:
- simple COPY to A:
- or any other procedure.

WINSERT

Step 2: Installing WINSERT

Step 2: Installing WINSERT

Installing WINSERT actually does not deserve the name installation. All you have to do is to copy the contents of the diskette onto your harddisk. It usually makes sense to create a special sub directory, although this is technically not necessary.

You can do this by either entering the appropriate DOS commands, if your at the DOS level

```
C:\                (assuming you want to install on drive C:)  
MD WINSERT  
CD WINSERT  
COPY A:*. * C:
```

If you on running your PC under the control of WINDOWS 3.0, simply activate the File ManagerXE "File Manager"§ and click on the menu option

File

Then click on

Create Directory...

and follow the instructions. Then copy the contents of the diskette in the newly created sub directory via the command

Copy...

Once you have copied everything onto your harddisk, it's time to install WINSERT in your applications folder. Access the appropriate window in the Program ManagerXE "Program Manager"§. Then pull down the

File

option. Click on

New...

and press the

WINSERT

Step 2: Installing WINSERT

Program Item

radio button. You will then be asked to enter a description. It most likely makes sense to enter the program name WINSERT. Then click on

Browse

and leaf through your file system until you find

WINSERT.EXE

Click on it and it will be installed in the program manager "program manager".

Step 3: Getting WINSERT up and Running

Once you have the WINSERT icon installed in your, program managerXE "program manager"§ getting it set up for you to use it is really simple...

Click on the WINSERT icon once!!! You will see the following window:

WINSERT icon

Click on the option

HotkeyXE "Hotkey"§

You will be offered the following screen

Figure 1: Hotkey selection windows

All you have to do is to define the two keys you wish to use to activate WINSERT.

There are three conditions which must be kept in selecting the key combination:

- 1). The first key must either be Shift or Control.
- 2). The second key must be one of the rest.
- 3). A maximum of two keys may be selected.

You should take care in avoiding any conflicts with key combinations already used by your foregroundXE "foreground"§ application.

To get WINSERT prepared to assist you, locate the WINSERT icon and double click on it. You will see the following screen

Figure 2: Initial WINSERT mask

WINSERT

Step 3: Getting WINSERT up and Running

You are expected to click on a database format in the topmost window. This will subsequently display the corresponding files in the lower window. Navigate through your file system until you have located the desired file. In case you just want to play around, click on one of the demonstration files included in this package.

For the sake of the explanation, let us assume that you have concluded to use the default combination

SHIFT + INSERT

Start your standard word processor. Press the WINSERT hotkey combination and should see WINSERT pop into foregroundXE "foreground"§

Figure 3: WINSERT on top of Word for WINDOWS

Click on the

CANCEL
button to leave WINSERT again.

Using WINSERT to Find Information

Now that you know how to get WINSERT up and running, let's see what we can do with it...

Where ever you are, as long as WINDOWS 3.0 is controlling the PC, press the selected hotkey combination and let WINSERT pop into foregroundXE "foreground"§.

Figure 4: Standard WINSERT mask with linked database file DEMO.DBF

Let us assume that you would like to search for a company called ACME Inc. In the scroll list on the bottom left hand side of WINSERT you will recognize the field nameXE "field name"§s in the database. Since you want WINSERT to search for the stringXE "string search"§ ACME in the *company* field, place the cursor on that field and click on it. Now place the cursor in the row above this window and enter the string to be searched:

Figure 5: ACME string entered

To the right of this row you will see the

START

button. Once you click this one, WINSERT will start by opening the file DEMO.DBF and performing a search on the field *company* for the contents *ACME*. When the search is complete, the contents of the field *company* will be displayed in the window provided it begins with *ACME*.

Figure 6: One match in field *company*

If you now desire to see the remaining fields, just click on

STRUCTUREXE "STRUCTURE Button"§

You will see this

Figure 7: Contents of all fields of matching record

Now let's assume that you would like to search for a different string XE "string search"§. Well, all you do is place the cursor in the row now containing ACME and replace it with the desired string, say all companies starting with

B

Figure 8: Record starting with B in company field

Obviously, if you want to see the other fields, just click on

STRUCTUREXE "STRUCTURE Button"§

Let us now attempt to perform a search in a different database...

Click on the button labeled

DATABASEXE "DATABASE Button"§

You will be offered a window containing two list boxes. The top list box expects the specification of a database file format. Click on the appropriate format. This will subsequently act as a filter. The file system will be displayed in the lower list box, but only those files having the selected format will be displayed. Navigate in the usual way, until you have located the file you wish to query.

Figure 9: Linking another database

Double click on the file and it will be loaded. The field name XE "field name"§s contained in the database will be displayed and you may proceed as detailed above.

Notice: When using WINSERT to search files other people might want to use at the same time, you might prefer to make a copy of the file, instead of using the original version. Accessing files with various programs might result in access violationXE "access violation"§s.

Sometimes it might occur that you will want to search for a stringXE "string search"§ contained within a field, which doesn't begin with the string. The queries described so far always perform a right truncated searchXE "truncated search"§. Upon entering the letter *A* in the company field, WINSERT searched for all companies beginning with the letter *A*. If you entered *AB*, WINSERT would search for all companies beginning with *AB*. If you wanted to find all company names which include the sequence *AB* simply enter

**AB*

All records containing the sequence *AB*, whether the name begins with the sequence or merely contains it, will be found.

Using WINSERT to Import Information in an Application

Now it's time to discuss the importing facility of WINSERT...

You wish to retrieve data stored in a database and import it directly into your foreground XE "foreground" application without having to key it in again. Activate WINSERT by pressing the defined hotkeys and enter the desired string XE "string search". Once you have located the record you wish to import, click on the button labeled

EDIT XE "EDIT Button"

Figure 10: Macro definition

What you can now do is define an import mask. First attach a name to the mask by clicking on the leftmost row. Let's call our first macro XE "macro"

Address

Figure 11: Naming a macro

Now place the cursor (I-beam) into the window immediately beneath the macro XE "macro" name. Since we would like the data from the database to be imported in the manner of an address in a letterhead, we should make the macro look somewhat like this:

COMPANY
FIRSTNAME SURNAME
STREET
CITY ZIP

If we want to include a greeting, all we have to do is include the string in quotes:

"Dear " FIRSTNAME SURNAME

Typing this into the macro editor would look this way:

Figure 12: Entering an import mask

Entering the field nameXE "field name"§s into the editor is much easier than typing away. In the middle of the screen you can see a row containing the first field nameXE "field name"§ of the associated database file. Click on the arrow and a list of field names in the file will be displayed. Start out by clicking on the field

COMPANY

After you have inserted the first field name, the cursor will be behind the field. How do you get the cursor down one row? Normally you would expect the system to accept an ENTER. Well, for reasons that will explained shortly, you must enter a

CTRL+ENTERXE "CTRL+ENTER keys"§

simultaneously to move the cursor down one row. Now continue to enter the field nameXE "field name"§s by clicking on the list

When you have finished defining the macroXE "macro"§, click on the

OKXE "OK Button"§

button and the macro will be stored under the name you gave it. Control will be returned to the main WINSERT windows.

Since you have located the record you wish to import, merely click on the button

INSERTXE "INSERT Button"§

and watch the data be imported directly into the foregroundXE "foreground"§ application.

You may define as many macroXE "macro"§s as you wish.

Certain circumstances might make it necessary to include special characters in the macro. For an example, if you want to import data automatically into EXCEL, the data would be stored into one cell, unless the fields were separated by tabs. The standard MS-Windows definition for the Tab-keyXE "Tab-key"§ is jumping between buttons. If you were to press the Tab-key during the process of entering data into the macro editor, the cursor would be moved from one button to the next. Therefore it was necessary to redefine the key.

If you want to enter a tabulator into the macroXE "macro"§, you must press the

CTRL-TABXE "CTRL-TAB"§

keys simultaneously. If you now retrieve data in a database and wish to import it into EXCEL each field value will be copied into its own cell in EXCEL.

Appendix

Index

µA

access violation, 13

C

Comma delimited, 2,3
copy protection, 4
CTRL+ENTER keys, 15
CTRL-TAB, 16

D

DATABASE Button, 12
dBase III / IV, 2,3
DELI, 3
DIF, 2,3

E

EDIT Button, 14

F

field name, 10,13,15
File Manager, 5
foreground, 2,8,10,14,16

H

Hotkey, 7

I

INSERT Button, 16

M

macro, 14,15,16

O

OK Button, 16
Open Access II, 2,3

P

Paradox, 2,3
Program Manager, 5
program manager, 6,7

Q

Q&A, 2,3

S

SDF, 2,3
string search, 2,10,12,13,14
STRUCTURE Button, 11,12
Super DB2, 2
SuperDB2, 3
SYLK, 3
Symphony, 2,3

T

Tab-key, 16

truncated search, 13

WINSERT

A Program to Search
and Import Data

Copyright 1990
IBD GmbH
Ziegelhüttenweg 33-35
D-6000 Frankfurt am Main 70