

**organise\_guide**

COLLABORATORS
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## Chapter 1

# organise\_guide

### 1.1 Organise Guide DDBASE Version 7.67 ©MADCAP-SOFTWARE

(Now selectable using right mouse key)

- Select Fields
- Export Data
- Import Data
- Edit Field
- Move Fields
- Add Field
- Statistics
- Draw Box
- Search and Replace
- Delete Range
- Create Mail List

### 1.2 Create Mail List

Synopsis: Create a mailing list for a Word Processor.

First you will have to enter the field that you wish to select the records for your mailing list.

Next select the output: ASCII DATA, Final Copy, Protex, Wordsworth, Prowrite or Labels.

If you selected anything other than Labels then you will have to enter a filename from the File Requester. Then you will be asked if you want to print labels as well.

Then using a List Field Requester select all the records you wish to use. If you select the wrong one then just re-selecting it will cancel that selection. When you have finished select 'Done' or close the window.

And that's all there is to it. Use and enjoy!

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## 1.3 Delete Range

Synopsis: Delete a range of records

First enter the beginning of the range. Next enter the last record in the range to be deleted. dBase will delete this range.

NOTE:

Once you have deleted a range you can always restore the database by re-loading it from the source. BEWARE once you have saved the database, unless you made a backup, you can not restore it after you have deleted a range.

## 1.4 Search and Replace

Synopsis: Replace one word with another. (Globally)

Enter the word to be replaced. Now enter the word that is going to replace it.

(Ok/Ask/Cancel)

OK: This will carry out the operation without any prompts

ASK: This will give you a prompt if you want to replace.

(All/Select)

ALL: This will operate on all the fields

SELECT: Gives you the option of selecting the field to operate on.

NOTE: Search and Replace is case sensitive.

## 1.5 Select Fields

Select Fields

Synopsis: Select the fields you wish to print

ShortCut s (LowerCase)

You have the option to select All | Select | Cancel.

ALL:

This will select all fields as default, also the field lengths.

SELECT:

A window will open on the left of the display. From the field requester select a field.

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Enter the length. From the Field requester. Either select another field or the close gadget to finish.

## 1.6 Export Data

### Export DATA

Synopsis: Exports data with out the field information.  
ASCII or SuperBase,bBaseII,Final-Copy,Protex  
Mail Merge Format, AmigaGuide.

ShortCut x (LowerCase)

#### ASCII

The selected fields will be output to a file. This will be useful to transfer data from one database to another or for a mail merge file for use with a word processor.

#### SuperBase

The data will be output in a format that SuperBase can Import. Also you will find a second file with a '.hlp' suffix, this file contains the field name and length of the records.To use the data in SuperBase you will first need to create a database that has the same amount of fields and the correct length.To find out how to do this look in the SuperBase manual.

#### bBaseII

This will create a bBaseII database from the current dBase database using any String,Integer or Date field.

#### Final Copy (FC)

This will create a mail merge file for Final Copy. You will have to select the fields that you wish to use first.

#### Protex

This will create a mail merge file for use with Protex. First though you will have to select the fields that you wish to use.

dBase will create a file called <filename>.mrg. This file contains the format to setup the Mail Merge file for Protex. Just Load/Merge from within Protex.

#### ASCII MERGE

This will create a ASCII mail merge for use in Word Processors other than Final Copy or Protex. First though you will have to select the fields that you wish to use. After selecting this option you will be asked whether you want the fields encompassed in quotes '"'. Next

enter the record separator, a ',' is the default. Select the file name and there you go!

#### PRODATA

Although there isn't a function dedicated to Prodata ©Arnor, if you use ASCII MERGE this may well work ok!

#### AMIGAGUIDE

To create a AmigaGuide database from a dBase database.

##### NOTE:-

GADGET FIELD - It is most important that you do not have any curly braces '{}' in the Gadget Field. If you do then the gadgets become quite confused. This is not my fault.

- 1: Load a database file
- 2: Sort the Field for use as the Gadget/Button
- 3: Select the Fields you wish to use
- 4: If you select a External Field then ensure you have the correct tool  
IE. If you use the internal ILBM viewer then select an external  
ILBM viewer ( Viewtek-PPshow etc) by pressing F4.
- 5: Press F9
- 6: Select/Enter a filename or select Cancel not to continue.
- 7: Select the Field for the Button/Gadget.
- 8: Enter the Title for the AmigaGuide Database.
- 9: Enter the Left Margin.(Tab)

If all has gone well dBase will create the AmigaGuide database.

##### NOTE:

dBase will write the field title and contents from :-

- A) Integer Field
- B) Date Field
- C) String Field
- D) Memo Field
- E) External Field

If you have selected a External Field then dBase will determine what type of file it is and add the appropriate tool.

##### NOTE:

If however the external file is held on a different device/disk then a system requester will ask you to insert the appropriate device/disk. You can though select Cancel quite safely.

If you know of any other formats I would be grateful if you would let me know about them.

Export FinalData:

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Will create a file that can be imported into FinalData\* Version 1  
I cannot say whether this will work using any version of FinalData.

To import it select from FinalData Open and it should all work  
okay.

Export Twist Database:

Will create a file that can be imported into Twist.

\* FinalData Copyright SoftWood

## 1.7 Import Data

Import DATA

Synopsis: Merges Data ASCII bBaseII or SuperBase Format

Shortcut i (LowerCase)

Merges data to database. Their must be the same amount for fields in the file to be imported otherwise all sorts of problems will occur. However the actual length of the fields on the file to be imported is not important, BE WARNED if the fields are longer than the current database then they will be trimmed to the size of the current field lengths.

Import SuperBase

Will import data that has been previously exported from Superbase  
Enter the field separator ie ',' or '\*' whatever you set in Superbase SuperBase ©Precision Software.

Import bBaseII

Will import a bBaseII database. First though you will have to have the correct amount of fields selected.

Import FinalData

You will first have to save the data as ASCII (do not use headers) and make sure the separator (I/O preference) is set to use a comma.

You will have to make sure you have the correct amount of fields selected first.

Import Twist Database

Enables you to import data exported from Twist.

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## 1.8 Edit Field

### Edit Field

Synopsis: Allows you to edit any field. Also change the length.  
Delete Field.

Shortcut `e` (LowerCase)

Displays the Select Field requester. After selecting the field you can change or alter the field name. After pressing return you can change the field length. Also you can change the Field Type.

### Delete Field

After selecting Edit and Selected the Field you choose to delete. It must be noted that deleting a field not only deletes the specified field but also the corresponding data in the database.

## 1.9 Move Field

### Move Field

Synopsis: Allows you to move any field to a new position.

ShortCut `m` (LowerCase)

You have the option to change all the fields or select field. Change all fields is the same procedure you went through with Create after defining your fields.

However if you choose to select the field that you wish to move, choose Select. After selecting the field from the Field Requester, all the existing fields will be displayed. All you have to do is to move your new field to the correct position and press the left mouse button.

## 1.10 Add Field

### Add Field

Synopsis: Add field

ShortCut `a` (LowerCase)

Allows you to Add another field. A string requester appears for you to enter the name of the new field. Then you enter the length. You then have to select the Field Type. After this you position the new field using the mouse, when it is in the desired position press the

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left mouse button.

## 1.11 Statistics

### Statistics

Synopsis: Displays Information about your Database

Shortcut = S (UpperCase)

Will display a requester displaying how many records, fields and displaying all the fields with their length and Field Types. You can also print the information.

### STATUS

This will display system memory, database memory the size of the current database, how many records and a very approximate of the maximum amount of records that you can achieve, it is only a approximation. If you have previously loaded a database prior to the current file it may not be very accurate.

## 1.12 Draw Box

### Draw Box

Synopsis: Draw Flip / Bevel Boxes

Shortcut = b (LowerCase)

Select BEVEL|FLIP|RBOX|BBOX|DELETE|CANCEL

BEVEL Draws a bevelbox {GADTOOL}  
FLIP Draws a flipbox {GADTOOL} (DDBASE will not run on OS1.3)  
BOX Draws a box.  
BBOX Draws a Double Bevel Box.  
DELETE Deletes Selected Box.  
MOVE Move selected box.

Position pointer to the top left corner of the box that you wish to draw, then press the left mouse button. Move the pointer to the bottom right corner, you will notice the rubber banding effect. When the box is to your desired size press the left mouse button.

NOTE: You can only go from Left to Right and not Right to Left.

### DELETE BOX

After selecting this option from the Draw Box requester just click in the top left corner of the box you wish to delete.

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#### MOVE BOX

Just click the left mouse key at the top left of the box you wish to move. After a small pause you will be able to reposition the box using the mouse.

## 1.13 Index

Add Field  
Draw Box  
Edit Field  
Export Data  
Import Data  
Move Fields  
Select Fields  
selected fields  
Statistics