

Project

COLLABORATORS

	<i>TITLE :</i> Project		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
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Chapter 1

Project

1.1 Datastore: Project Menu Contents

Project Menu Contents

The Project menu contains commands relating to the Project. For example, items that provide functions to create or change a Datastore database file:

New command

Open command

Save command

'Save As' command

'Import Data' command

'Export Data' command

Print command

Close command

About command

'Quit Datastore' command

Other items are also covered here that are not actual menu commands:

Templates

New Database Disk

Opening Files From a Separate Disk

Saving Files To a Separate Disk

Deleting Database Files

1.2 Datastore: New command

New

Choose New to create a new 'untitled' Database window. Alternatively, press Right Amiga-'N' or use the toolbar.

A new Database will use the current preferences if you select the 'Blank Record' template from the requester.

Instead of using a blank record and designing your own database from scratch, you can use a pre-designed template.

A pre-designed template will open the design of an existing database, but not the data.

When the 'Blank Record' template is selected, you will be placed in Change Design mode. Any other template will place you into Edit Records mode.

Template Descriptions

The description that appears in the box when a template is selected can be specified from the Database File icon.

This is how you add description text to a file that you have saved:

- 1 From the Workbench screen, select your Database File icon and choose Information from the Icons menu.
- 2 Type into the Comments text gadget the description you wish to give to the file.
- 3 Press the Return key and click Save.

The next time you select this file from the Templates requester, a description about the file will appear below the list.

1.3 Datastore: Templates

Templates

You can use any previously saved Database file as a template by choosing the New command and selecting the template from the list.

A template is just the design from a normal database file (it has no data) which opens into Edit Records mode as an 'untitled' file.

1.4 Datastore: New Database Disk

New Database Disk

To create a separate disk for storing your Database files, you will need to 'format' a blank disk for use with the Amiga.

Place a blank disk into the internal drive and select the 'DF0:????' icon that appears on the Workbench screen (the 'DF0' means 'device floppy 0' or internal drive, and the '????' means that the Amiga does not understand the disk).

Once the disk icon has been selected, choose the "Format Disk" command from the Workbench Icons menu.

A requester will appear asking you several things-
Workbench 2.0:

OK: Formats the disk for use with the Amiga.

OK Quick: Formats a previously formatted Amiga disk.
This option is much quicker if you have
already performed a full format.

Cancel: Cancels requester.

Workbench 2.1 and above will have additional items:

Volume Name: This is the name given to the disk (for
example, 'MyFiles')

Put Trashcan: This adds a trashcan icon to the disk.
Deselect this checkbox.

Fast File System: This makes Opening and Saving to the disk
much quicker. It also gives you 80Kb more
space. Select this checkbox.

International Mode: This is for foreign languages where accented
characters are used in filenames. Select
this checkbox.

Directory Cache: Speeds up disk access by remembering the
directory contents. Wastes memory, therefore
deselect this checkbox.

Once formatted, the disk can be accessed from any file requester by typing the name of the disk into the Drawer text gadget followed by a colon (:). This tells the Amiga to ask for a disk of the specified name.

For example, typing 'MyFiles:' into the Drawer gadget will display a requester asking you to 'Insert Volume MyFiles in any drive'.

1.5 Datastore: Open command

Open

Choose Open to display the "Open Database" file requester. Alternatively, press Right Amiga-`O` or use the toolbar.

From this requester you can select the file you wish to open.

The contents of the default path will be displayed in the File List.

When a file is opened, you will be placed in Edit Records mode from which you can:

- Apply a Query
- Browse Through The Records
- Change a Record
- Delete a Record
- Duplicate a Record
- Insert a Record
- Produce a Report
- Sort the Records

See also:

- New Database Disk
- Opening Files From a Separate Disk
- Deleting Database Files

1.6 Datastore: Opening Files From a Separate Disk

Opening Files From a Separate Disk

Open displays a file requester from which you can select both the Database file name and disk that you wish to open.

To view the contents of a separate disk, type the disk name into the Drawer text gadget followed by a colon `:`. (The disk name is displayed under the disk icon on the Workbench screen when the disk is inserted into a disk drive.)

Press the Return key and you will be prompted to insert this disk after which its contents will be displayed in the File List.

For example, if you have a disk that was named 'MyFiles' you would need to type 'MyFiles:' into the Drawer text gadget on the "Open Database" file requester before pressing the Return key.

1.7 Datastore: Save command

Save

Choose Save to save the current database design and records (if any). Alternatively, press Right Amiga-`S` or use the toolbar.

If the database was untitled, the Save Database file requester will appear for you to type a name and destination for the file.

1.8 Datastore: `Save As` command

Save As

Choose "Save As" to display the "Save Database" file requester. Alternatively, press Right Amiga-`A`.

From this requester you can type the name with which you wish to save your file. You can also choose the destination of the file.

The contents of the default path will be displayed in the File List.

See also:

- New Database Disk

- Saving Files To a Separate Disk

- Deleting Database Files

1.9 Datastore: Saving Files To a Separate Disk

Saving Files To a Separate Disk

Save displays a file requester from which you can select both the Database file name and location where you wish to save.

To view the contents of a separate disk, type the disk name into the Drawer text gadget followed by a colon `:`. (The disk name is displayed under the disk icon on the Workbench screen when the disk is inserted into a disk drive.)

Press the Return key and you will be prompted to insert this disk after which its contents will be displayed in the File List.

For example, if you have a disk that was named `MyFiles` you would need to type `MyFiles:` into the Drawer text gadget on the "Save Database" file requester before pressing the Return key.

1.10 Datastore: Deleting Database Files

Deleting Database Files

Documents can be deleted from either the Open or Save As commands (Project menu).

To delete a Database, select the file from the File List in the file requester and choose the Delete command from the Control menu.

1.11 Datastore: 'Import Data' command

Import Data

Choose "Import Data" to display the "Import Data" file requester.

From this requester you can select the file you wish to import into Datastore.

This command will import ASCII record data from a file and place it into the current database. The format of the file can be specified from the File Settings requester ("Change Settings-File" command, Settings menu).

Datastore can import data from any program that can export record data as an ASCII file (such as Digita Wordworth, Digita Mailshot Plus, Superbase and so on).

When importing, Datastore will try and insert the imported data into the current database, you may therefore lose some data if a different number of fields are used in the import file.

Datastore, however, will automatically create a record with the right number and type of fields if the file is Imported into a blank record when in Change Design mode.

The file should include a 'header record' for this to work. (A 'header record' is a record at the top of the ASCII file that contains the field names.)

See also:

- New Database Disk
- Opening Files From a Separate Disk
- Deleting Database Files

1.12 Datastore: 'Export Data' command

Export Data

Choose "Export Data" to display the "Export Data" requester. From this requester, you can choose whether to export the

current subset of records as a "Datastore File" or as an "ASCII Data File".

Only the current records will be exported into a file. For example, if a Query was performed on the database to display a selection of records, only the selection of records will be exported.

If you wish to export all of the records you should select "Show All Records" from the list on the Query requester (Query command (Record menu) before continuing.

Exporting ASCII Files

Select the "ASCII Data File" radio button from the "Export Data" requester and click Export to display the "Export Data File" file requester.

From this requester you can type the name of the file with which you wish to export your records. You can also select the destination of the file.

This command will export record data from the current database file and place it in an ASCII file. The format of the file can be specified from the File Settings requester ("Change Settings-File" command, Settings menu)

Creating New Datastore Files

Select the "Datastore File" radio button from the "Export Data" requester and click Export to display the "Export Data File" file requester.

From this requester you type the name of the file you wish to export. You can also select the destination of the file.

This command will export record data from the current database file and create a new Datastore database file. The current subset of records and the record design is saved with the file.

See also:

- New Database Disk
- Saving Files To a Separate Disk
- Deleting Database Files

1.13 Datastore: Print command

Print

Choose Print to display the Print requester. Alternatively, press Right Amiga-`P`.

This command is only available when viewing a Report.

The Print requester will allow you to select the pages you wish to print and the number of copies.

If you wish to print the report to an ASCII file so that it can be used in another program, select the "Print To File" checkbox and type the file name and path into the text gadget. Alternatively, click Select to display a file requester from which to select a file name and path.

Stopping A Print

To stop a printout at the next page, press the Escape key. Alternatively, press Ctrl-`C`.

See also:

Workbench Printer Preferences

1.14 Datastore: Close command

Close

This command will close the current database file. Before closing, Datastore will ask if you wish to save any changes.

However, when viewing a report, the command is called "Close Report", which closes the current "Report Window" and returns you back to the database file.

Alternatively, press Right Amiga-`K` or click the window close gadget (the small white box in the top left hand corner of the Database window).

1.15 Datastore: About command

Digita Datastore 1.0

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By T.Titchmarsh and the Datastore team.

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NOTE: If memory is low and the About command is chosen, any cached (stored) pictures or data are flushed out to regain some memory.

1.16 Datastore: Quit Datastore command

Quit Datastore

Choose "Quit Datastore" to end a Datastore session and return to the Workbench screen. Alternatively, press Right Amiga-`Q`.

If you quit without saving changes, Datastore will ask if you wish to save before exiting.

1.17 Datastore: Workbench Printer Preferences

Workbench Printer Preferences

The Printer preferences control the set up of the printer connected to your Amiga.

The Workbench Printer Preferences program can be found:

Workbench 2.04 floppy disk users

In the Prefs drawer on the Workbench2.0 disk.

Workbench 2.1 floppy disk users

In the Prefs drawer on the Extras2.1 disk.

Workbench 3.0 floppy disk users

In the Prefs drawer on the Extras3.0 disk.

Hard Disk users

In the Prefs drawer in the System or Workbench partition.

Before Printing, ensure that the following are set correctly:

\textdegree{} The paper size (eg. A4, US Letter) with the "Paper Format" cycle gadget.

\textdegree{} The paper type (Continuous or Single Sheet) with the "Paper Type" cycle gadget.

\textdegree{} The number of characters on a line with the "Print Pitch" cycle gadget. For example, an A4 page (approx. 8 inches wide) would give you about 80 characters on a line with the "10 cpi (Pica)" option (8 inches x 10 cpi).

\textdegree{} The right margin. This value is set from the left edge. With an A4 page with 10 cpi pitch, set the right margin to about 78.

\textdegree{} The line spacing with the cycle gadget "Line Spacing", either

6 or 8 lines per inch (lpi). This is best set to "6 lpi".

\textdegree{} The number of lines on a page. Multiply the line spacing by the height of the page in inches.

\textdegree{} The printer driver. Choose the appropriate driver for your printer, most printers will emulate at least one of the listed printers.

As a guide:

Most 9 pin printers	use 'EpsonX'
Most 24 pin printers	use 'EpsonQ'
Canon bubblejets	use 'CanonBJ10'
Hewlett Packard DeskJets	use 'HPDeskJet'
Hewlett Packard LaserJets	use 'HPLaserJet'

Click Save to save these settings permanently, or Use to just use them until you next re-boot your machine.

Refer to your Workbench User Guide for any further information on printing and Printer preferences.
