

**Design**

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# Chapter 1

## Design

### 1.1 Datastore: Design Menu Contents

#### Design Menu Contents

The Design menu is only available in Change Design mode as all of the commands are only used in the creation or amendment of a record layout:

- 'Create Field' command
- 'Create Other'-Caption command
- 'Create Other'-Box command
- 'Create Other'-Picture command
- Information command

- 'Move Forward' command
- 'Move Backward' command
- 'Bring To Front' command
- 'Send To Back' command

- Lock command
- Unlock command

- 'Record Dimensions' command

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

- Deleting Record Items
- Moving Record Items
- Resizing Record Items
- Selecting Record Items

### 1.2 Datastore: 'Create Field' Command

#### Create Field

Choose "Create Field" to change the mouse pointer into a cross-hair so that a field can be created on the record.

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Alternatively, press Right Amiga-`1`.

Once the pointer has changed to a cross-hair, click on the record and drag out (keeping the mouse selection button down) an outline that covers the size needed for the field.

If a field is created which is too small or, in cross-hair mode, the record was clicked (without a drag), a field will be created using default sizes at the position of the mouse.

When a field has been created, an Information requester will appear where certain attributes of the field can be changed, such as format or justification.

After a field has been created, it can later be:

- Altered
- Deleted
- Moved
- Resized

### 1.3 Datastore: `Create Other'-Caption Command

Create Caption

Choose "Create Other - Caption" to change the mouse pointer into a cross-hair so that a caption (or text frame) can be created on the record. Alternatively, press Right Amiga-`2`.

Once the pointer has changed to a cross-hair, click on the record and drag out (keeping the mouse selection button down) an outline that covers the size needed for the caption.

If a caption is created too small or, when in cross-hair mode, the record was clicked (without a drag), a caption will be created in the default size at the position of the mouse.

When a caption has been created, an Information requester will be displayed where the text for the caption can be specified.

After a caption has been created, it can later be:

- Altered
- Deleted
- Moved
- Resized

### 1.4 Datastore: `Create Other'-Box Command

Create Box

Choose "Create Other - Box" to change the mouse pointer into a cross-hair so that a box can be created on the record. Alternatively, press Right Amiga-`3`.

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Once the pointer has changed to a cross-hair, click on the record and drag out (keeping the mouse selection button down) an outline that covers the size needed for the box.

If a box is created too small or, when in cross-hair mode, the record was clicked (without a drag), a box will be created in the default size at the position of the mouse.

When a box has been created, an Information requester will be displayed where certain attributes of the field can be changed; such as the colour, or border of the box.

After a box has been created, it can later be:

- Altered
- Deleted
- Moved
- Resized

## 1.5 Datastore: 'Create Other'-Picture Command

Create Picture

Choose "Create Other - Picture" to change the mouse pointer into a cross-hair so that a picture frame can be created on the record. Alternatively, press Right Amiga-`4`.

Once the pointer has changed to a cross-hair, click on the record and drag out (keeping the mouse selection button down) an outline that covers the size needed for the picture.

If a picture frame is created too small or, when in cross-hair mode, the record was clicked (without a drag), a picture frame will be created in the default size at the position of the mouse.

When a picture frame has been created, an Information requester will be displayed where you can specify the picture to be displayed in the frame.

After a picture frame has been created, it can later be:

- Altered
- Deleted
- Moved
- Resized

Important

Datastore uses Workbench 3.0 Datatypes for picture handling.

This means that new datatypes can be installed onto either the Datastore disk or your hard disk so that other graphic formats such as TIF, GIF, JPEG can be used.

There are several formats available in public domain libraries that can be easily installed and used.

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Consult your Workbench User Guide or the documentation that came with the Datatype for information on how to install it onto your system.

Workbench 2 Users (including 2.1) do not have Datatypes and therefore only IFF pictures can be used in Datastore.

## 1.6 Datastore: Information Command

### Information

Choose Information to display the Information requester of the selected record item. Alternatively, press Right Amiga-`I`.

If no item is selected, this command is unavailable.

The Field Information requester displays many options that can be changed for the formatting of the selected field.

The Caption Information requester displays options that can be changed for the formatting and content of the selected caption.

The Box Information requester displays many options that can be changed for the formatting of the selected box.

The Picture Information requester displays options that can be changed for the formatting and content of the selected picture frame.

## 1.7 Datastore: `Field Information` requester

### Field Information Requester

The `Field Information` requester displays many options that can be changed for the formatting of the selected field.

#### Position

From Left: Distance between field and left edge of page

From Top: Distance between field and top edge of page

Width: Width of field and field title

Height: Height of field

#### Field Settings

Name: The name of the field used by Datastore for sorting or search criteria. It is also the title of the field, displayed to the left if the `Show~Name` checkbox is selected.

It is advisable to use an original field name that relates to the contents of the field.

Type: This popup gadget specifies the type of data that will be entered into the field :-

- Text - Any character
- Number - Only numbers
- Date - Only dates
- Time - Only times
- True/False - Booleans (Yes/No, Male/Female etc)
- Picture - Any picture
- Preset List - List of entries from which to select

Condition: This will display the Condition requester from which validation criteria can be constructed to allow specific entries into the field.

Type Options: Click this button to display a field type Options requester :-

- Text Options
- Number Options
- Date Options
- Time Options
- True/False Options
- Picture Options
- Preset List Options

Show Name: Select this checkbox to display the contents of the Name text gadget as a field title. The title will be displayed to the left of the field data entry area.

Show Box: Select this checkbox to display a box outline around the field data entry area.

Mandatory: Select this checkbox to enforce data entry into the field. When entering record data, this field cannot be left blank.

#### Buttons

OK Confirms requester entries and closes requester.

Apply Applies requester entries and leaves requester displayed.

Cancel Cancels all changes made to the requester and closes requester. If Apply has been clicked, Cancel will just close requester.

## 1.8 Datastore: 'Field Condition' requester

Field Condition Requester



The 'Field Condition' requester is used to define validation criteria for the data entered into the field.

For example, you may only wish to allow data that matches the criteria: greater than 10 AND less than 50.

#### First Condition

1st Popup: Shows current field name.

2nd Popup: The Comparison popup gadget displays all of the conditions that can be used for the current field.

Text, Boolean, Picture or Preset List fields only:-

Contains If contents of current field contains any of the text in the following text gadget. Case Sensitive.

Contains As above but case insensitive.

Like For example, the text gadget contents do not have to match exactly (upper and lower case).

Begins With If contents of current field begins with the contents of following text gadget.

Begins With As above but case insensitive.

Like

#### All types of field:-

Is Equal To If the contents of the current field is the same as the text in the text gadget.

Does Not Equal If the contents of the field specified in Field popup is not the same as the text in the text gadget.

Less Than If the contents of the current field is less than the text in the text gadget.

Greater Than If the contents of the current field is greater than the text in the text gadget.

Less Than or Equals If the contents of the current field is less than or equal to the text in the text gadget.

Greater Than or Equals If the contents of the current field is greater than or equal to the text in the text gadget.

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Text gadget: Type the text to compare with the current field.

#### Operator

The 'First Condition' and the 'Second Condition' can be combined together to create a more complex condition by using And or Or in this popup.

And: This will AND the two conditions together. For example, AGE 'is greater than' 10 And AGE is less than 50 - will allow any number from 11 to 49.

Or: This will OR the two conditions together. For example, AGE 'is less than' 10 Or AGE is greater than 50 - will allow numbers 0 - 9 or numbers 51 onwards.

#### Second Condition

This group is only available if the And or Or Operator is selected.

1st popup: As 'First Condition'

2nd popup: As 'First Condition'

Text gadget: As 'First Condition'

## 1.9 Datastore: 'Text Options' requester

#### Text Options Requester

From this requester, you specify the format of the text typed into the field.

#### Type

As Entered: The text typed into the field will be left unformatted.

Convert to Lower Case: The text that is typed into the field will be converted to lower case (a..z).

Convert to Upper Case: The text that is typed into the field will be converted to upper case (A..Z).

#### Justify

The text will be justified (aligned) to the Left side, Centred or to the Right side of the field data entry area.

#### Default

The text that is typed into this gadget will appear in the field, as a default, on every record. The default text can be overridden when typing data.

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## 1.10 Datastore: 'Number Options' requester

### Number Options Requester

From this requester, you specify the format of the numbers typed into the field.

#### Type

As Entered: The numbers that are typed into the field will be left unformatted.

Whole Numbers: Numbers will be formatted to only show whole numbers or integers (1234).

One Decimal Place: Numbers will be formatted to one decimal place (1234.0).

Two Decimal Places: Numbers will be formatted to two decimal places (1234.00).

Currency, Whole Numbers: Numbers will be formatted to show whole numbers and will appear as a currency value (£12,345).

Currency, Two Decimals: Numbers will be formatted to two decimal places and will appear as a currency value (£12,345.00).

Percentage, Whole Numbers: Numbers will be formatted to show whole numbers and will appear as a percentage value (123%).

Percentage, Two Decimals: Numbers will be formatted to two decimal places and will appear as a percentage value (123.00%).

#### Currency

This gadget specifies how a currency value type will be formatted:

\textdegree{} English will be formatted into Pounds (£) with large units being separated by commas. A full-point separates decimals.

\textdegree{} American will be formatted into Dollars (\$) with large units being separated by commas. A full-point separates decimals.

\textdegree{} German will be formatted into Marks (DM) with large units being separated by full-points. A comma separates decimals.

#### Justify

The number will be justified (aligned) to either the Left side, Centred or to the Right side of the field data entry area.

#### Compute

Type a formula to compute a value for the field. For example, '(SubTotal + 17.5)/100' will place the result of this computation into the current field. Formula in parenthesis are evaluated first.

## 1.11 Datastore: 'Date Options' requester

### Date Options Requester

From this requester, you specify the format of the date typed into the field.

#### Type

As Entered:                      The date typed into the field will be left unformatted.

The other 'Type Options' in the list are examples of the date format style.

#### Justify

The date will be justified (aligned) to either the Left side, Centred or to the Right side of the field data entry area.

#### Default

The date typed into this gadget will appear in the field, as a default, on every record. The default text can be overridden when typing data.

The 'Current Date' option on the popup gadget will insert the current date as a default on each record.

## 1.12 Datastore: 'Time Options' requester

### Time Options Requester

From this requester, you specify the format of the time typed into the field.

#### Type

As Entered:                      The time typed into the field will be left unformatted.

The other 'Type Options' in the list are examples of the time format style.

#### Justify

The time will be justified (aligned) to either the Left side, Centred or to the Right side of the field data entry area.

#### Default

The time typed into this gadget will appear in the field, as a default, on every record. The default text can be overridden when typing data.

The 'Current Time' option on the popup gadget will insert the

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current time as a default on each record.

## 1.13 Datastore: 'True/False Options' requester

### True/False Options Requester

A boolean is a value that only has two states. For example, True and False; 1 and 0; Male and Female.

When moving into a boolean field and inserting record data, a "Booleans" requester appears showing the two boolean values defined from the Type list gadget.

#### Type

Y or N	Only show Y (yes) or N (no) options
Yes or No	Only show Yes or No options
T or F	Only show T (true) or F (false) options
True or False	Only show True or False options
M or F	Only show M (male) or F (female) options
Male or Female	Only show Male or Female options
On or Off	Only show On or Off options
1 or 0	Only show 1 or 0 options

#### Justify

The boolean value will be justified (aligned) to either the Left side, Centred or to the Right side of the field data entry area.

#### Default

The popup lets you select the default boolean value.

## 1.14 Datastore: 'Picture Options' requester

### Picture Options Requester

The "Picture Options" requester specifies the picture that appears in the field by default on each record.

The default picture can be selected from a file requester by clicking the Select button. Alternatively, just type the picture filename and path into the "Default Picture" text gadget.

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## 1.15 Datastore: 'List Options' requester

### List Options Requester

The "List Options" requester is used to define the items available in the Preset List.

When moving into a preset list field and inserting record data, a requester appears showing the items defined in the "List Options" requester.

#### Inserting, Amending and Deleting List Items

Click New to insert an item. Type the item into the text gadget and press the Return key to insert it into the list.

To amend an item, select it and change the contents of the text gadget. Press the Return key to update the list.

Select an item and click Del to delete it.

#### Justify

The preset list item will be justified (aligned) to the Left side, Centred or to the Right side of the field data entry area.

## 1.16 Datastore: 'Caption Information' requester

### Caption Information Requester

The 'Caption Information' requester displays options for the formatting and content of the selected caption.

#### Position

From Left: Distance between caption and left edge of page

From Top: Distance between caption and top edge of page

#### Style

Font: Displays the font, size and style selected from the font requester.

Select: Displays the font requester from which a font, size and style can be chosen.

Colour: Select the text colour from the popup gadget.

The type the text you wish to appear in the "Caption Text" gadget.

#### Buttons

OK Confirms requester entries and closes requester.

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Apply	Applies requester entries and leaves requester displayed.
Cancel	Cancels all changes made to the requester and closes requester. If Apply has been clicked, Cancel will just close requester.

## 1.17 Datastore: 'Box Information' requester

### Box Information Requester

The 'Box Information' requester displays many options for formatting a selected box.

#### Position

From Left:	Distance between box and left edge of page.
From Top:	Distance between box and top edge of page.
Width:	Width of box.
Height:	Height of box.

#### Style

Fill Colour:	Select the fill colour from this popup
Border Colour:	Select the border colour from this popup (providing the Thickness is not set to None).
Thickness:	To give the box a border, select Hairline. Select None to turn off the border.

#### Buttons

OK	Confirms requester entries and closes requester.
Apply	Applies requester entries and leaves requester displayed.
Cancel	Cancels all changes made to the requester and closes requester. If Apply has been clicked, Cancel will just close requester.

## 1.18 Datastore: 'Picture Information' requester

### Picture Information Requester

The 'Picture Information' requester displays options for the formatting and content of the selected picture frame.

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The picture within this picture frame will appear on every record. If you wish each record to have a different picture, then define a Picture Field.

#### Position

From Left: Distance between picture and left edge of page.

From Top: Distance between picture and top edge of page.

Width: Width of picture frame.

Height: Height of picture frame.

#### Picture

Picture: Type the picture filename and path into this text gadget.

Select: Select the picture from the file requester.

#### Buttons

OK Confirms requester entries and closes requester.

Apply Applies requester entries and leaves requester displayed.

Cancel Cancels all changes made to the requester and closes requester. If Apply has been clicked, Cancel will just close requester.

## 1.19 Datastore: 'Move Forward' command

### Move Forward

Every item drawn onto the record design is drawn onto a 'layer'. This layer can be moved forward or backward so that it is on top of, or beneath other 'layers'.

Use the "Move Forward" command to move the selected item(s) forward a layer.

See also:

- 'Move Backward' command
- 'Bring To Front' command
- 'Send To Back' command

## 1.20 Datastore: 'Move Backward' command

### Move Backward

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Every item drawn onto the record design is drawn onto a 'layer'. This layer can be moved forward or backward so that it is on top of, or beneath other 'layers'.

Use the "Move Backward" command to move the selected item(s) backward a layer.

See also:

- 'Move Forward' command
- 'Bring To Front' command
- 'Send To Back' command

## 1.21 Datastore: 'Bring To Front' command

Bring To Front

Every item drawn onto the record design is drawn onto a 'layer'. This layer can be moved forward or backward so that it is on top of, or beneath other 'layers'.

Use the "Bring To Front" command to move the selected item(s) to the very top layer, and therefore in front of all other items.

See also:

- 'Move Forward' command
- 'Move Backward' command
- 'Send To Back' command

## 1.22 Datastore: 'Send To Back' command

Send To Back

Every item drawn onto the record design is drawn onto a 'layer'. This layer can be moved forward or backward so that it is on top of, or beneath other 'layers'.

Use the "Send To Back" command to move the selected item(s) to the very back layer and therefore behind all other items.

See also:

- 'Move Forward' command
- 'Move Backward' command
- 'Bring To Front' command

## 1.23 Datastore: Lock command

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## Lock

Choose the Lock command to lock the selected item(s) to the record so it cannot be moved or altered. Alternatively, press Right Amiga-`L`.

See also:

Unlock command

## 1.24 Datastore: Unlock command

### Unlock

Choose the Unlock command to unlock any previously `locked` items from the record so that they can be moved and altered. Alternatively, press Right Amiga-`U`.

See also:

Lock command

## 1.25 Datastore: `Record Dimensions` command

### Record Dimensions

Choose "Record Dimensions" to change the size of the `Working Record Area`.

Values can be typed in the following formats:

in    for inches  
cm    for centimetres

## 1.26 Datastore: Deleting Record Items

### Deleting Record Items

To delete a record item(s) select it and then choose "Erase" (Edit menu), or press the `Del` key.

NOTE: If a field is deleted, any data typed into the field may be lost.

## 1.27 Datastore: Moving Record Items

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### Moving Record Items

Any item on the record, a field, box, caption or picture, can be moved around in two different ways:

- \textdegree{} Through an Information requester.
- \textdegree{} Using the mouse.

### Using The Mouse

Select the item with the Arrow pointer and, with the Selection button (left mouse button) still held down, drag the outline of the item to the desired position. When the Selection button is released, the item will be moved.

### Layering Record Items

An item on the record layout can be layered so that it is in front of some items, yet behind others. This 'layering' can be performed using four commands from the Design menu:

- 'Move Forward' command
- 'Move Backward' command
- 'Bring To Front' command
- 'Send To Back' command

### Locking Record Items

Items can be locked into position so that they cannot be moved or altered:

- Lock command
- Unlock command

## 1.28 Datastore: Resizing Record Items

### Resizing Record Items

To resize a record item, first select it and then move the Arrow Pointer over one of the eight handles that appear around the item.

When the Arrow Pointer is moved over a handle, it changes into a double-ended pointer. This shows that the item is ready to be re-sized.

Click on the handle with the Selection button (left mouse button) and, with the button still held down, drag the pointer to change the size. As you are sizing, an outline of the item is displayed giving an indication of the new size.

Release the Selection button to resize the item.

The four corner handles will allow sizing in any direction.

The handles half way down each vertical edge will only size the item horizontally.

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The handles half way along each horizontal edge will only size the item vertically.

## 1.29 Datastore: Selecting Record Items

### Selecting Record Items

To select an item on the record design, move the Arrow Pointer over the item and press the Selection button (left mouse button).

Once selected, eight small boxes or handles appear along the edges of the item. These are used for resizing.

Several items can be selected by holding down the Shift key whilst selecting each one.

Selected items can then be:

- Deleted
- Moved
- Resized