

DAtabase DA Demo

This is the documentation for the demonstration version of the Desk Accessory DAtabase™ by Preferred Publishers. This version of the DA has all the features and capabilities of the commercial version with the sole limitation that only ten (10) records may be accessed in any given file.

The DAtabase™ Demo is only the Desk Accessory portion of the package. Therefore, you will not be able to create new files or modify the format of existing files. Included with this documentation is the sample file "Address Book". This is the file referred to in the follow examples.

The commercial DAtabase package includes the following:

- DAtabase Desk Accessory -- Used to enter, read, sort, search, print, etc. data in DAtabase files.
- DAtabase Builder -- Used to create and modify the structure of DAtabase files.
- DAtabase Converter -- Used to import data from other types of files.
- FKey to Xtra -- Converts FKeys into DAtabase Xtra features.
- Tutorial Files -- Used in the DAtabase Quick Start tutorial.
- Xtra Features -- Added functions for special needs such as phone dialing, a paint grabber, etc.
- Sample Files -- 800k of Sample files. Many full of useful data including a complete rating of all products reviewed in MacUsers Mini-Finders.

The following excerpt from the manual demonstrates many of DAtabases features:

The DAtabase Desk Accessory

This section guides you through the process of entering and manipulating your database information. The topics we will cover are:

- Opening a DAtabase file using the DAtabase MiniFinder.
- Creating new records and entering information.
- Sorting and Viewing information stored in a database.
- Searching and Deleting information stored in a database.
- Printing database records for future reference.

Opening the DAtabase DA

For this example we will use an Address Book sample file. You can open the DAtabase DA from within any application program. After installing DAtabase DA into your System file choose DAtabase™ from the Apple menu. You will be presented with the DAtabase MiniFinder window. The DAtabase MiniFinder is used to keep track of DAtabase files and to open them quickly. To add our Address Book to the MiniFinder window, click on the Add button and select the file from the displayed Standard File dialog box and click OK. The Standard file dialog will reappear to allow you to continue adding entries to the MiniFinder window. Since we only need this one file for the demonstration click Cancel when it reappears. Once installed, double-click the DAtabase file icon of the Address Book and the file will Open.

Now that we have Opened the Address Book DAtabase file we will enter some sample records and learn how to work with the information.

Entering Records

Let's create the following record for the Address Book database:

Robert Stevens
4355 Madison Ave.
Chicago, IL 60660
Manager - Sales Lead
(312) 683-5358

Place the cursor into the field next to the label "First Name", and click. Type "Robert" into the Text Field and press the Tab key to move to the next Text Field which is next to the label Last Name. Type "Stevens" into the Last Name field and press the Tab key to advance to the next field. Continue entering information for Street, City, State, Zip Code and Phone Number.

Place the cursor on the Popup List Field next to the label Position, hold the mouse button down while you drag through the available menu entries and select "Manager".

Click on the Checkbox Field "Sales Lead".

We now want to place a telephone call to Mr. Stevens. Place the cursor into the Rate field and type the numbers "\$0.35", which is the phone rate per minute. Place the cursor on top of the button named "Dial Phone" and click once. DAtabase will display a dialog box for you to set several phone dialing options. Type your area code in the text box labeled Local area code. Click on the Macintosh Speaker button and click OK to confirm the settings. DAtabase will automatically find the telephone number and dial the phone while displaying a progress dialog box. Click OK and pick up your telephone when the call is placed. When you finish your phone call, place the cursor into the Time field and type the number 10 to represent the number of minutes the call lasted, and press the Tab or Enter key. Notice that DAtabase automatically calculates the billing time for you and enters it into the Billing Calculated Field.

Click on the New Record icon or select New Record from the Item menu command to create a new record.

Using the previous instructions, enter the remaining seven records into our database.

Berl Richards
3244 Poplar Ave.
Kansas City, MO 47287
President - Customer
(816) 258-6507

George Mills
2558 Warren St.
Cleveland, OH 45834
Salesman - Sales Lead
(216) 884-9831

Pearl Shelley
66 Gray Castle Rd.
Green Bay, WI 56879
Secretary - Customer
(414) 752-0601

Jim Sanders
4356 Birdland Ave.
Lexington, KY 54387
CEO- Business Contact
(502) 772-9808

Janet Taylor
1918 Madison Ave.
San Diego, CA 10083
Buyer - Customer
(619) 561-7845

Frank Johnson
820 S. Yates Rd.
Memphis, TN 39134
Vice President - Supplier
(901) 761-3979

Ashley Hall
99 Harding Pl.
Boston, MA 02453
Buyer - Customer
(617) 228-9146

Sorting Records

Now that the Address Book database contains several records, we are ready to work with this information. To begin Sorting the records, place the cursor on the Sort icon or select "Sort Records" from the DAtabase™ menu to display the Sort dialog box. In this example, we will Sort alphabetically by City. Place the cursor on top of the popup menu labeled Sort by Field and hold the mouse button down while you scroll through the available fields. Select "City" and click the Sort button or the Return key. After a dialog is displayed indicating that the Sort is being performed, you will return to the database window.

Viewing Records

Let's look at the records to verify their new order. Click on the First Record icon or select "First Record" from the DAtabase™ menu. Your first record should be Ashley Hall from Boston. To view the remaining entries, click on the Next Record icon or select "Next Record" from the DAtabase™ menu. Notice the current record number and the total number of records located on the left side of the window below the tool palette. Beneath the record number is the time and date the record was last changed.

Searching Records

Although we can look through the records one at a time, it is faster to Search for a particular entry. Click on the Search icon or select "Search" from the DAtabase™ menu to display the Search dialog box. We will Search the City field for "Lexington". Place the cursor on top of the popup menu that contains "Any Field" and hold the mouse button down while you drag through the available fields. Select the menu entry "City". Place the cursor on the popup menu "Contains" and hold the mouse button down while you drag through the available Search rules. Select the menu entry "Is". Type the word "Lexington" into the text box and click the Search button or press the Return key to begin the Search. The record for Jim Sanders is displayed.

Deleting Records

After locating the record for Jim Sanders, let's Delete the entry. Click the Delete Record icon or select Delete Record from the DAtabase™ menu. DAtabase will ask if you want to delete the record. Click the Yes button to Delete it permanently.

Printing Records

The final step in the Tutorial is Printing records. Click the Print icon or select Print Records from the DAtabase™ menu to display the Print dialog box. Click the button labeled "From", and type the number "2" into the first text box and the number "5" into the next text box to indicate the range of records to Print. Click the Print button and when the Print dialog box is displayed, click OK to begin Printing.

To close your Address Book, click the close box or select Close from the File menu.

Congratulations! You have now entered and manipulated data using the Address Book created using the DAtabase Builder. There are many features that were not covered in this Tutorial. If you are interested in a more complete demonstration of DAtabase, a demonstration disk with full function DAtabase Builder, Converter, and FKey to Xtra programs as well as this demonstration version of the DA and many sample files is available from:

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Tips & Tactics For DAtabase™ MiniFinder

Overriding the MiniFinder

If you want to Open a DAtabase file that is not installed in the MiniFinder, you can override the MiniFinder by pressing the Option key when you first Open DAtabase or when you click the Disk icon from the DAtabase DA tool palette. A Standard File dialog box will be displayed for you to choose a new file to Open.

Moving the MiniFinder Window

You can Move the MiniFinder window anywhere on the screen by placing the cursor near the DAtabase logo. When the cursor changes to a cross arrow, you can drag the window to its new location. DAtabase will remember the new MiniFinder location.

Changing a Page Name

You can rename any Page in the MiniFinder by pressing the Option key while selecting the page from the popup menu.

Displaying a File's Location

You can display the path of an Installed DAtabase file by pressing the Option key when you click once on its icon. The path will tell you the disk and folder in which file is located. If you change the file's location or rename it, the MiniFinder will not accurately reflect the file's new location.

Deleting DAtabase Icons

If you want to Delete a single DAtabase file from the MiniFinder, click once on its icon and press the Delete button. To Delete all the icons on a MiniFinder Page, select any icon and hold down the Option key while pressing the Delete button. Remember that when you Delete an icon, you are NOT Deleting the actual file from the disk. You are simply erasing its entry in the MiniFinder

Tips & Tactics For DAtabase™ DA

Moving The DA Window

You can move the DAtabase DA window around the screen to work with oversized DAtabase files designed for larger screens. When you press the Option and Command keys, the cursor changes into a cross arrow. You can then Drag the window anywhere on the screen. You can set an option in the Preferences to remember this new location.

Creating a DAtabase Template

Although you can create a DAtabase template using the Save as command in the Builder, you can also create a template in the DAtabase DA by Deleting every record, including the first record.

Auto Copying Records

You can Auto Copy an entire record in a DAtabase file by pressing the Option key when you choose Copy from the Edit menu.

Inserting Records

You can insert a New Record before the current one by pressing the Option key and clicking on the New Record icon on the DAtabase DA tool palette.

Cloning Records

You can Clone a record by pressing the Shift key while clicking on the New Record icon on the DAtabase DA tool palette. This will place the data of the current record into the newly created record at the end of the database.

Advancing to the Last Record

You can go to the last record in your database by pressing the Shift key while clicking the Next Record icon on the DAtabase DA tool palette.

Auto Browsing Records

You can view your database records sequentially in either direction by pressing the Option key while clicking on the Previous Record or Next Record icon on the DAtabase DA tool palette.

UnMarking Records

You can remove the Mark from every record in your database by pressing the Option key when you click on the Erase Marked Record icon on the DAtabase DA tool palette.

Deleting All Marked Records

You can Delete all Marked records in your database by pressing the Option key when you click on the Delete Record icon on the DA tool palette.

Repeating Searches

After performing an initial Search, you can use the same Search rules again by pressing the Option key while you click on the Search icon on the DAtabase DA tool palette.

Selecting All Text

You can select all the text in a Text Field by pressing the Option key while clicking once in the Text Field.

Converting Text to Pictures

You can Convert any text that is on the Clipboard into a picture by Pasting it into a Picture Field.