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Welcome to Infodex For Windows!

Welcome

Infodex For Windows is a powerful, dynamic database manager.

Typical Applications for Infodex
- Names and Addresses
- Equipment
- Computer Software
- Books
- Passwords
- Recipes
- Stamp Collection
- Coin Collection
- Customer List
- Inventory
- Much More!

Features
- Infodex supports many field types, including String, Number, Currency, Date, Time, Combination Date/Time, Check Box, Memo, Picture, and Static Text fields.
- Drag & drop layout.   Use "grab handles" and an alignment palette to size & position fields accurately.
- Add, delete, or resize fields, even after you've added records to your database!
- Import & export delimited files
- Sort database by string, number, currency, date, time, and combination date/time fields
- Quick Search... for instant lookup of data in the current sort field
- Thorough Text Search... to find text in any location of any database field
- Enter data into individual fields or a table
- Print data in table format or match the screen layout
- Print preview
- Custom Report Designer
- Custom tab order for field view
- Custom column order for table view
- Record tagging
- View only tagged records, search results records, or all records
- Ditto option to make a copy of the last record when adding a new record

Please feel free to give us your feedback on Infodex.   We encourage your comments, suggestions, and enhancement requests.   We can be reached at the following locations:

Internet: support@stsi.com
CompuServe: 76300,3066
FAX: 218-924-2050
BBS: 218-924-2060

See Also:
Registration

Requirements

In order to run Infodex For Windows, you will need the following:

- Windows/Windows For Workgroups v3.1 or higher, Windows 95, or Windows NT
- Mouse

Disclaimer / License Agreement

What is shareware?

Shareware distribution gives users a chance to try software before buying it.   If you try a Shareware program and continue using it, you are expected to register.   Individual programs differ on details - some request registration while others require it, some specify a maximum trial period.   With registration, you get anything from the simple right to continue using the software to an updated program with printed manual.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below.   Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality.   (In both cases, there are good programs and bad ones!)   The main difference is in the method of distribution.   The author specifically grants the right to copy and distribute the software, either to all or to a specific group.   For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software.   You should find software that suits your needs and pocketbook, whether it's commercial or Shareware.   The Shareware system makes fitting your needs easier, because you can try before you buy.   And because the overhead is low, prices are low also.   Shareware has the ultimate money-back guarantee - if you don't use the product, you don't pay for it.

Disclaimer - Agreement

By using Infodex and/or any of its components, users indicate their acceptance of the following terms:

> "Infodex is supplied as is.   The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose.   Neither STSI, The STSI BBS, or any STSI employees will be held responsible for any damages, direct or consequential, which may result from the use of Infodex and/or any of its components."

> "Information in this documentation is subject to change without notice and does not represent a commitment on the part of STSI.   STSI may make improvements and/or changes in this documentation or in the products and/or programs described in this documentation at any time."

Infodex is a "shareware program" and is provided at no charge to the user for evaluation.   Feel free to share it with your friends, but please do not give it away altered or as part of another system.   The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products.   If you find this program useful and find that you are using Infodex and continue to use Infodex after a reasonable trial period, you must make a registration payment of $34.95 (+S&H) to Stevenson Technical Services, Inc. (STSI).   This registration fee will license one copy for use on any one computer at any one time.   You must treat this software just like a book.   An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another.   Just as a book cannot be read by two different persons at the same time, Infodex should not be used on two different computers at the same time.

Commercial users of Infodex must register and pay for their copies of Infodex within 30 days of first use or their license is withdrawn.   Site- License arrangements may be made by contacting STSI at support@stsi.com.

Anyone distributing Infodex for any kind of remuneration must first contact STSI for authorization.   This

authorization will be automatically granted to distributors recognized by the (ASP) as adhering to its guidelines for shareware distributors, and such distributors may begin offering Infodex immediately. (However STSI must still be advised so that the distributor can be kept up-to-date with the latest version of Infodex.)

You are encouraged to pass a copy of Infodex along to your friends for evaluation.   Please encourage them to register their copy if they find that they can use it.   All registered users will receive a copy of the latest version of the Infodex, along with a printed manual.

Registration

Infodex For Windows is distributed under the shareware concept.   You may try Infodex for a period of two weeks.   After this period, you must either discontinue using it, or register it.   A single-user license is only $49.95 (+$5.00 Shipping & Handling in the U.S., or $10.00 Shipping & Handling on Foreign Orders). (For site-license pricing, see the file REGISTER.DOC.)   This price includes a printed manual, a 3 1/2" diskette containing the latest version, removal of nag screens and the 50-record database limit, along with a Registration Name and Number allowing you to register your copy of Infodex.

An e-mail registration option is available for users who do not need a manual and disk sent to them.   A single-user e-mail registration costs $39.95 (no shipping & handling fees apply).   Simply send PRIVATE CompuServe mail to 76300,3066 (or use internet mail at your own risk: support@stsi.com.   Tell us that you want to register Infodex For Windows and give us your name, address, telephone number, credit card number, and expiration date.   As soon as we process your credit card information, we'll send you a registration code good for all version 2.x releases of Infodex For Windows.

Once registered, you will no longer see the nag screens, reminding you to register Infodex.   For further registration information and pricing, please read the REGISTER.DOC file included with Infodex.

Upgrade Policy

If you are a registered user of Infodex For Windows v1.xx or Infodex For DOS v1.xx, you can upgrade to Infodex For Windows version 2.xx for a small fee.   A single-user upgrade is only $30.00 (disk & manual included) or $20.00 for an e-mail upgrade (see above for an explanation of registering via e-mail).

If you purchased Infodex For Windows v1.xx on or after October 1, 1997, you are entitled to a free e-mail upgrade.   Simply send email to STSI at support@stsi.com, requesting your new registration code. Please supply us with the registration name and number from your Infodex version 1.x registration.

How To Order

We accept Visa, MasterCard, American Express, and Discover credit cards.
Place orders 24-hours a day, 7-days a week, using any one of the following:

Internet Orders
Go to STSI's website and order online.   Simply go to http://www.stsi.com/ordernow.htm, fill out the registration form, and select the "Place Order" button on the bottom of the page.   STSI will be notified of your order, and will send you a registration code as soon as your order is processed.

BBS Orders
Call The STSI BBS at 218-924-2060 and order online.   This method of ordering is secure.

FAX Orders
FAX your order to 218-924-2050.   Simply fill out the registration form provided with the program (REGISTER.DOC), include your credit card information on the bottom of the form, and sign it.   (Most FAX transmissions will be automatically routed to the FAX machine.   If you are using an older FAX machine and have problems connecting, wait until after the first ring, press 11, and then begin transmitting.)

CompuServe SWREG
Order via SWReg on CompuServe.   Infodex is Registration ID #14453.   Since CompuServe charges us a fee for this service, the registration price when using SWREG is $59.95 (+S&H).

CompuServe E-Mail
Send PRIVATE CompuServe mail to 76300,3066, stating that you would like to register this program. Please include your name, address, telephone number, credit card number, and credit card expiration date.   Also include the name you want the program registered to, such as your company's name, etc.   If you want to receive a temporary registration code that can be used until you receive your order in the mail, simply request this, as well.   (Comments and questions are also welcome when you place your order.)

Snail Mail
Order the old fashioned way... Mail the registration form along with your payment to:

Stevenson Technical Services, Inc. (STSI)
104 2nd Avenue NW, PO Box 297
Bertha MN 56437-0297 USA.

Payments received by mail must be a check or money order in US Dollars.

Technical Support

Technical support is available through the following means:

Internet:
Access STSI's internet home page at http://www.stsi.com.   Check the bulletins for information on the latest versions of our software.   Software updates can be downloaded through our web site or via anonymous ftp to stevetech.com (files are located in the \pub directory).

Internet Mail:
STSI will respond to messages sent via the Internet.   Send any tech support related questions, comments, or suggestions to support@stsi.com.

The STSI BBS:
New versions of this program will be posted here as soon as they are available.   The STSI BBS uses a U.S. Robotics V.Everything modem, which is capable of V.FAST, V.32bis, V.32, and 2400 baud connect speeds.   The access number for The STSI BBS is 218-924-2060.   Technical support questions posted on the bulletin board system should be addressed to Craig Stevenson.

STSI FAX:
STSI has a FAX machine on-line 24 hours-a-day to accept FAX transmissions.   Technical support questions / problems may be faxed to 218-924-2050.   Most FAX transmissions will be automatically routed to the FAX machine.   If you have problems reaching our FAX machine, wait until after the first ring, press 11, and then begin transmitting.

Please read the following **before** requesting technical support:

1.   Read the documentation files (and the help screens, if available).   Most questions can be answered by simply reading the docs.

2.   If you have a modem, call The STSI BBS and download the latest version.   (Read Bulletin #1 on our BBS to find out the latest version and release date of this program.   When downloading a file, keep in mind that STSI's programs are always posted in area 27.)   After you download the latest version, try it and see if you are still experiencing the same problem.   We attempt to fix problems as soon as we become aware of them, and post the updated versions on the bulletin board system.   (Check the .REV revision file for information on feature enhancements and bug-fixes.)

3.   If you still cannot find an answer, contact us through one of the means outlined above.   We will do our best to assist you and answer any questions you may have.   We attempt to answer all questions within 24 hours, whether they are received via   internet mail, CompuServe mail, our BBS, or FAX.   We are sorry, but we cannot accept technical support questions by phone.

4.   When contacting us, please be prepared to answer the following questions: What version of this program are you using?   What problem(s) are you having, if any?   What type of computer CPU do you have (486DX2-66, etc.)?   What version of DOS are you using?   Please be as specific as possible.   The more specific you are, the faster we will be able to assist you.

5.   When corresponding with any of our employees, please be considerate.   Explain your problem as carefully as possible.

6.   If one of our employees is able to help you, and you continue to use this program, register it!   We cannot continue to produce quality programs without the continuing support of our users.

Installation

The installation procedure for Infodex is quite simple.   The package includes a program, "SETUP.EXE", which automates the entire process.   You will need about 1 megabyte of available disk space on the hard drive on which you plan to install Infodex.

The exact steps you need to take will depend on how you received Infodex.

Installing From Diskettes

To install from diskette(s), you need to perform the following steps.

1. Place Infodex distribution diskette "Disk 1" in the appropriate diskette drive.

2. From Program Manager, select Run. Execute the "SETUP.EXE" program on the distribution diskette. For example, if the distribution diskette is on drive A:, type the command, "a:setup".

3. Follow the instructions presented by the setup program. You will have a chance to approve installation before any changes are actually made to the contents of your hard drive. The program will ask you for a destination directory, and will copy the Infodex files to that directory.

Installing From A Hard Drive

If you downloaded Infodex from a BBS (or received it in the form of archive files from some other source), you will need to perform the following steps.

1. Extract the contents of the archive file(s) in a temporary directory on your hard drive.   The procedure for doing this varies, depending on the form in which you received the package. In all likelihood, the fact that you are reading this text means that you already have the necessary tools and knowledge to perform this step.   If not, you should be able to obtain directions for this from the same source from which you received the package.

2. From Program Manager, select Run.   Execute the "SETUP.EXE" program which you have extracted. For example, if the temporary directory into which you have extracted the files is C:\TEMPDIR, you would type the command, "c:\tempdir\setup".

3. Follow the instructions presented by the installation program. You will have a chance to approve installation before any changes are actually made to the contents of your hard drive.   The installation program will ask you for a destination directory, and will copy the program files to that directory.

When you're satisfied that the installation was successful, you should delete the temporary directory FROM which you installed the program, (C:\TEMPDIR, in the above discussion), including all its contents.

Note :   If you are upgrading from a previous version, Infodex will issue a warning before overwriting the file INFODEXW.INI.   If you have already set up your registration information and user preferences in Infodex, answer "N" (No) to instruct the setup program not to overwrite this file.   When the installation is complete, a message box will be displayed, and when you select Ok the setup program will terminate.

If you are upgrading from Infodex For DOS, you will want to install Infodex For Windows into a NEW directory, and copy your existing database files into the new directory.   Databases cannot be shared between the DOS and Windows versions of Infodex.   Once you open a database with Infodex For Windows, it can no longer be used by Infodex For DOS.

Limitations

Non-Registered Version:
The non-registered version of Infodex imposes a limit of 50 records per database.   This record limit is sufficient to allow our users to see if Infodex will meet their needs.

Registered   Version:
One of the most common questions we receive is **"How many records can be stored in a database when I order the registered version?"**.

The limit on the number of records in an Infodex database depends on the total size of your database record, and the number of records that will fit within a 2 gigabyte file.   Memos and pictures are stored in a file separate from the main database (such as filename.blb), so each of the files have a 2 gigabyte file capacity.

Creating A New Database

To create a new database, select the New speed button or click on New on the File menu.   A dialog box will pop up allowing you to enter a name and description for the new database you will create.   Next, you should select the type of database template you want to use.   To make database creation as easy as possible, Infodex provides several pre-defined templates for you to use.   You can choose from Business Lite, Business Standard, Business Comprehensive, Equipment, Library, Passwords, and Software.   If you want to create a database without using any of the predefined templates, select Custom.

If you chose one of the predefined templates, Infodex will create the new database and allow you to start adding records.   If you chose to create a Custom template, Infodex will display the layout screen.   This is where you will create your database, and place your database fields where you want them.

For information on adding fields to your database, see Adding Fields.   For information on editing existing database fields, see Editing Fields.   Once the database is created, Infodex creates several Database Files, and allows you to start adding records to the database.   Infodex will display the main editing screen, where you add, edit, and delete information from the database, browse through records, and search for data in specific fields.

Database Files

When you create a database with Infodex, it creates four key files.   Assuming the database is named "TEST", the files that Infodex would create are as follows:

TEST.FFD
This file contains the data for all fields in the database, except for memos and pictures.   The indexes (or searching information) for the database are also contained in this file.

TEST.BLB
Memo field text and pictures are stored in the .BLB (blob) file.   (Blob stands for Binary Large Object.)

TEST.FFL
This is the layout, and it contains information about the fields in your database.

TEST.INI
This file contains additional information about the database, such as the database description, the sort field, most recent report settings, and other database configuration information.

Adding Fields

To add a field to your database, you need to select the type of field you want to add by clicking on one of the field type buttons on the layout toolbar.   The field types include String, Number, Currency, Date, Time, Combination Date/Time, Check Box, Memo, Picture, and Static Text.   Once you select the type of a field you want to add, the button will be depressed.   Then, all you need to do is click on an empty area on the layout screen.   The field you selected will be created on the screen, and the Properties dialog box will be displayed, allowing you to configure special characteristics belonging to the field.   Once you are done editing the properties of the new field, you can select Ok.   Infodex will save the new field settings, and automatically select the mouse cursor on the layout toolbar.

Use Mouse Cursor
The Mouse Cursor is used when you want to reposition, resize, or edit existing fields.   This button will be depressed most of the time that you are modifying the database layout.

Add String Field
A string field can consist of alphanumeric characters and hold up to 255 characters.

Add Number Field
A number field can hold either positive or negative numbers.   Numbers are formatted according to the numeric format as found in your Windows Control Panel settings.   (Windows 95 users can select Start, Settings, Control Panel, Regional Settings, and go to the Number tab to change the settings for all Windows number fields.)

Add Currency Field
A currency field will hold either positive or negative monetary amounts, depending on the currency preferences set up in your Windows Control Panel settings.   (Windows 95 users can select Start, Settings, Control Panel, Regional Settings, and go to the Currency tab to change the settings for all Windows currency fields.)

Add Date Field
A date field will hold any valid date from 1/1/0001 and forward.   The date field format depends on the preferences set up in your Windows Control Panel settings.   (Windows 95 users can select Start, Settings, Control Panel, Regional Settings, and go to the Date tab to change the settings for all Windows date fields.   Infodex will use the setting entered in the Short Date Style edit field.)   If you are concerned about managing dates that occur after January 1, 2000, make sure you have selected a date mask with a four-digit year in your Windows Control Panel settings.

Add Time Field
A time field will hold any valid time.   The time field format depends on the preferences set up in your Windows Control Panel settings.   (Windows 95 users can select Start, Settings, Control Panel, Regional Settings, and go to the Time tab to change the settings for all Windows time fields.)

Add Combination Date/Time Field
A combination date/time field combines the values of a date and time field into one database field, making

sorting of a specific date/time extremely easy.   The date and time formats depend on the preferences set up in your Windows Control Panel settings.   Read the instructions under Add Date Field and Add Time Field if you need instructions about how to change the format Infodex uses to display dates and times.

Add Check Box
A check box field allows you to display a Yes/No, True/False, On/Off field.   In the case of a password database, you may want to add a check box called "Case Sensitive", to indicate whether or not a password must be entered in the exact case shown in another database field.

Add Memo Field
A memo field can consist of alphanumeric characters and hold up to 32,768 characters.   Memo fields are not indexed, meaning that you cannot sort your database based on a memo field.   So if the text you need to enter will fit in a string field (up to 255 characters), you may want to use that instead, because you can sort the database based on the field contents.

Add Picture Field
A picture field can hold a picture contained in a Windows Bitmap (.BMP) format.   (Other picture formats are not supported.)

Add Static Text Field
A static text field is not a database field.   It is used simply for displaying text on the screen.   For example, you can use a static text field for display instructions to other users who will be entering data in your Infodex database.

Edit Field Properties
When you select the Edit button to edit the properties of an existing database field, Infodex will display a dialog box allowing you to select the field you want to edit.   You can select a field from this dialog box by clicking once on the field name and selecting Ok, or by double-clicking on the field name.   See the section on Editing Fields

Delete Field
When you select the Delete button to delete an existing database field, Infodex will display a dialog box allowing you to select the field you want to delete.   You can select a field from this dialog box by clicking once on the field name and selecting Ok, or by double-clicking on the field name.   Infodex will prompt you to confirm your selection, making sure that you really want to delete the selected field.

When you delete a field from an existing database, Infodex will need to restructure the database to physically remove the field.   This process normally occurs relatively quickly, but on a database with one thousand records in it, you could notice a delay of approximately 5 seconds, depending on the speed of your computer system.

Done
After you have modified your database to add, delete, or change any existing fields, select the Done button on the layout toolbar.   Infodex will reopen your database and redisplay the database toolbar.

Editing Fields

To Edit an existing field, you can select the Edit Field button on the layout toolbar, and then select the name of the field from the Select Field dialog box.   If you prefer to use the mouse, you can position your mouse cursor over a field, press the right mouse button, and select the Properties option from the popup menu.   Once you select a field, you can edit the properties of the database field.

Field Name
Applies To: All Fields
The Field Name contains the name of the field that you want to add.   This text will appear beside the field you are creating.   If you don't want the text to appear beside the new field, deselect the Show Caption field.   Use this field for descriptive information about what is contained in the actual field, such as Name, Address, City, etc.

Character Case
Applies To: String Fields
For String fields, use this field to select whether you want the contents of the field to be displayed in upper case, lower case, or normal case (as entered).

Alignment
Applies To: String, Number, Currency, Date, Time, and Date/Time Fields
This setting controls whether the text in a field is left-justified, right-justified, or centered.   For Number and Currency fields, the default is right-justified.   For all other fields, the default is left-justified.

Field Length
Applies To: String and Memo Fields
This field should contain the maximum length of any text that will be entered.   If you create a Name field, and only specify a field length of 20 characters, you will not be able to enter names longer than 20 characters. (If you need to lengthen a field after the database has been created, Infodex will allow you to do this.   So if you aren't sure about the field length, take your best guess, and change it later if you need to.)   For string fields, you can enter a maximum field length of 255 characters.   For memo fields, you can enter a maximum field length of 32,768 characters.   A typical size for memo fields is 1,000 - 2,000 characters.   Memo fields are helpful for entering information that does not fit very well in any other field.

Column Width
Applies To: All Fields
This field should contain the width (in characters) of the column when it is displayed in the browser.   If your field length is 20, you will probably want the column width set to 20, also.   You can change this value later by resizing the columns directly from the browser.

Decimal Places
Applies To: Number Fields
If you are creating a number field, you can change the number of decimal places that should be displayed.   The default is zero.   For a currency field, the formatting is controlled by the values in your Windows Control Panel setup.

Show Caption

Applies To: String, Number, Currency, Date, Time, Date/Time, Memo, and Picture Fields
If you want the field caption to be displayed on the database screen, this option should be checked.   To prevent Infodex from displaying the field caption on the database screen, deselect this check box.

Show Column
Applies To: All Fields
Use this check box to indicate whether or not you want the column for this field to be visible within the browser.

Calculated Field
Applies To: Number and Currency Fields
Turn this option on if you want the current field to be a calculated field.   If you turn this option on, you MUST enter a valid formula in the Formula field, explained below.

Formula
Applies To: Number and Currency Fields
Enter a valid formula in the Formula field when the Calculated Field check box is turned on.   See the special section on writing [Formulas](#).

Field Top
Applies To: All Fields
Enter the location, in pixels, where the top of the field should be placed on the database screen.

Field Left
Applies To: All Fields
Enter the location, in pixels, where the left side of the field should be placed on the database screen.

Field Width
Applies To: All Fields
Enter the display width of the field, in pixels, on the database screen.

Field Height
Applies To: All Fields
Enter the display height of the field, in pixels, on the database screen.   All fields should have a default value of 20, except for memo fields, which you may want to be taller than a normal field.

Caption Top
Applies To: All Fields
Enter the location, in pixels, where the top of the caption should be placed on the database screen.

Caption Left
Applies To: All Fields
Enter the location, in pixels, where the left side of the caption should be placed on the database screen.

Caption Width
Applies To: All Fields

Enter the display width of the caption, in pixels, on the database screen.

Caption Height
Applies To: All Fields
Enter the display height of the caption, in pixels, on the database screen.

Formulas

A calculated field allows you to create a field that does not get saved in the underlying database, but simply displays a value based on a formula of other fields in the record. For example, if you are maintaining a product database with Infodex, you could have fields titled "Onhand Quantity" and "Unit Price". In this situation, you would probably want to create a third field titled "Onhand Value". In this case, you would create a currency field, place a check mark in the Calculated Field check box, and enter the formula as follows:

"Onhand Quantity" * "Unit Price"

Then, each time Infodex needed to display the Onhand Value field, it would multiply the Onhand Quantity field by the Unit Price field.

Rules For Entering Formulas

1. The field names used in the formula field must match the actual field names in the database. This includes the fact that the field names will be *case sensitive*. You must match the case of the original field name.

2. Spaces are allowed between +, -, *, and / characters, but they are not necessary.

3. Field names that contain a space must be surrounded by quote characters! To be safe, you can surround all field names with quotes, but it is only necessary when a field name consists of more than one word. For example, if the fields above had been named Quantity and Price, either of these two formulas would be valid:

Quantity * Price
"Quantity" * "Price"

However, if the field names were Quantity and Unit Price, either of the following formulas would be valid:

Quantity * "Unit Price"
"Quantity" * "Unit Price"

The following is *NOT* a valid formula

Onhand Quantity * Unit Price

Legal Operators

The following is a list of legal operators and their precedence. Operators are evaluated according to precedence. Higher precedence operators are evaluated before operators of lower precedence.

Operator	Precedence	
^	3	Exponential
*	2	Multiplication
/	2	Division
!	2	Factorial
+	1	Addition
-	1	Subtraction

Example:

1+2*3^2

In the above example 3^2 is evaluated first since the ^ operator has the highest precedence.   The result is 9.   The expression is then simplified to 1+2*9.   2*9 is evaluated next, again, in order of higher precedence.   The result 18 is then substituted in the expression to obtain 1+18.   Finally, 1+18 is evaluated to 19 which is the result of the evaluation.   Note that you can change the order of evaluation by using parentheses.

For example:

(1+2)*3^2 would be evaluated as:

1+2 = 3
3*3^2
3*9   = 27

Subexpressions contained in parentheses may be nested to any level.
Example   - (((1+2)^2)+3+8-6).   In this expression, 1+2 is evaluated first, then substituted for the (1+2) resulting in ((3^2)+3+8-6), next 3^2 is evaluated and finally 9+3+8-6.

Note: *Always* enclose a factorial in parentheses.   For example, use (5!)*3, but do NOT use 5!*3.

Aligning Fields

In layout mode, you can select multiple fields at the same time and align them precisely.   When you select one field, the red grab handles will appear on the field or caption.   To select additional fields without deselecting the first field, hold down the shift key while you click on the next field.   Then, both fields will be selected.   Using this method, you can select as many fields and captions as you want, and each time, the red grab handles will appear on the newly selected field.   When two or more fields are selected, you can use the various alignment options as follows:

Align Left Sides
If the left sides of the selected fields are not aligned, you can select "Align Left Sides", and all selected controls will automatically adjust their placement so their left sides are aligned in relation to the first field that was selected.

Align Right Sides
If the right sides of the selected fields are not aligned, you can select "Align Right Sides", and all selected controls will automatically adjust their placement so their right sides are aligned in relation to the first field that was selected.

Align Tops
If the tops of the selected fields are not aligned, you can select "Align Tops", and all selected controls will automatically adjust their placement so their top sides are aligned in relation to the first field that was selected.

Align Bottoms
If the bottoms of the selected fields are not aligned, you can select "Align Bottoms", and all selected controls will automatically adjust their placement so their bottom sides are aligned in relation to the first field that was selected.

Align Vertical Centers
To align multiple fields vertically on the screen, you can select "Align Vertical Centers", and all selected fields will automatically adjust their placement so that the center of each selected field is aligned vertically in relation to the other selected fields.

Align Horizontal Centers
To align multiple fields horizontally on the screen, you can select "Align Horizontal Centers", and all selected fields will automatically adjust their placement so that the center of each selected field is aligned horizontally in relation to the other selected fields.

Space Equally, Horizontally
With this command, you can select multiple fields (3 or more) and space them horizontally, to make sure that the same amount of space is between each of them.   In other words, if you select three fields on the screen, Infodex will make sure that the second (middle) field is exactly halfway between the first and third

fields, horizontally.

 Space Equally, Vertically

With this command, you can select multiple fields (3 or more) and space them vertically, to make sure that the same amount of space is between each of them.   In other words, if you select three fields on the screen, Infodex will make sure that the second (middle) field is exactly halfway between the first and third fields, vertically.

Modifying The Layout

Selecting A Field
To select a field, use your mouse to click on it once.   When you do, red grab handles will appear on the field or caption.

Resizing A Field
Use your mouse to click on a field and select it.   When the red grab handles appear, move your mouse until it is directly over one of the red square handles.   Then, click & drag the handle to a new location.   Once you have size the field the way you want it, release the mouse button.   For example, clicking on the square handle on the right side of the field and dragging it will allow you increase or decrease the width of the field.   Likewise, clicking on the square handle on the bottom of the field and dragging it will allow you to increase or decrease the height of a field.   This is especially useful for long string fields or memo fields, so you can view as much of the field text as possible.

Moving A Field
Use your mouse to click on a field and select it.   When the red grab handles appear, click anywhere within the field and drag it to a new location.   Once the field is in the new location, release the mouse button.

Deleting Fields

The Delete Field button should be used when you want to remove a field from the database.   When you select Delete Field, a dialog box will be displayed showing you a list of all of the fields in the database. Highlight the field you want to delete, and click Ok.   If you prefer to use a mouse, simply right-click on the field you want to delete and select the Delete Field option from the popup menu.   After confirming your decision, Infodex will remove the field from the database and the screen.

Be careful with this option.   Once you delete a field from the database, there is no way to recover it.   All of the data in the deleted field is permanently removed.

File Menu

New Database
   Select this option to create a new database with Infodex.   Infodex will prompt you for the name and description of the database to create.   You can also select whether or not you want to use a predefined template.   If you choose Custom, which is the default, you will be allowed to design the database layout for yourself.

Open Database
   Select this option to open a database previously created with Infodex For Windows.   Infodex will display a file dialog box to prompt you for the name of the database to open.   Once you select a file, Infodex will check whether the database was created with Infodex For DOS or Infodex For Windows v1.x, or Infodex For Windows v2.x.   If it was created with Infodex For DOS or Infodex For Windows v1.x, it will be converted to the new format automatically.

Close Database
   This command will close a database that is open on the desktop.   If more than 1 database is open, the focus will move to the next open database.   Otherwise, Infodex will simply clear the desktop area and display the Infodex Databases screen.

Close All Databases
   This command will close all open databases and redisplay the Infodex Databases screen.

Utilities

   Clear History List
      The history list is shown on the bottom of the File menu and contains the names of the last 5 open databases.   This is a quick way to find the last database you were working on.

   Delete Database
      This command will give you the option of deleting a database from your hard drive.   Use this option with caution.   Once a database is deleted, it is gone!

   Rename Database
      Use this option to rename an Infodex For Windows v2.xx database.   (Do not use this option for Infodex For DOS or Infodex For Windows v1.xx databases.)   When you select Ok to rename the selected database, Infodex will display the renamed files in the status window.

   Repair Database
      Sometimes a database can become damaged as a result of a computer hang or turning the computer off during a critical operation.   This function will attempt to repair any damage that may exist in an Infodex database.   It is recommended that you back up your data files before attempting to repair a damaged database.

Exit Infodex

Use this command to exit out of Infodex and close all open databases.   Any open databases are automatically closed down when you exit.

Records Menu

First Record
Previous Record
Next Record
Last Record

Browsing For Records
Sorting Records
Searching For Text

Printing Records

Importing Records
Exporting Records

Database Options

Navigating Records

◀◀ First Record
Pushing the First button will cause the first record in the database to be displayed.

◀ Previous Record
Pushing the Previous button will cause the record previous to the current record to be displayed.

▶ Next Record
Pushing the Next button will cause the record subsequent to the current record to be displayed.

▶▶ Last Record
Pushing the Last button will cause the last record in the database to be displayed.

Data Entry

Add Record

There are several different ways to add a new record to the database.   If you are viewing records on the field editing screen, you can click on the Add button or press Alt-A.   If you are viewing records from within the database table, you can press Insert to insert a blank row where you can enter the new data.   If you are in the last line of the database table, you can press the down arrow key to add a blank row where you can enter the new data.

Edit Record

If you are viewing records on the database editing screen, you can click on the Edit button or press Alt-E to edit an existing record.   If your cursor is located on a database field, you can simply start typing to change the existing field contents.   Infodex will detect that you want to make changes to an existing record.   If you are viewing records from within the database table and you want to edit the contents of a field, you should press F2 to edit the record first.   Otherwise, if you start typing into the field, the text you enter will overwrite the existing contents of the field.

Delete Record

To delete a record from the database, you can select the Delete button or press Alt-D.   If you are viewing records from within the database table, you can also press Ctrl-Delete.   Infodex will always prompt you to confirm your action before it deletes a record from the database.

Save Record

When the Save button is selected, Infodex will save the current record into the database.   This button is only enabled when adding or editing a database record.

Cancel

When the Cancel button is selected, Infodex will Cancel the editing process, exit from edit mode, and redisplay the current record.   This button is only enabled when adding or editing a database record.

Browsing Records

Browsing for records can be a quick way to view the record data, giving you a general idea of what is contained in the record.   When this option is selected, Infodex displays a table that contains all of the records in the database.   To scroll through the browser, use the Up Arrow, Down Arrow, PgUp, and PgDn keys, or the mouse to scroll through all of the messages.   The first column in the browser indicates whether or not the record is tagged.

Changing the Column Order
To change the order of the columns displayed in the browser, simply click on the cell in the upper left corner of the table, one cell to the left of the "Tag" column header.   Keyboard users can select the Column Order option available from the Layout menu.   Infodex will display a dialog box allowing you to change the column order of the fields.   In this dialog box, you can highlight a field and either click the Up and Down buttons to move it up or down in the list, or click and drag it to a new location in the list.   When you are finished, Infodex will rearrange the column order, preserving the original column width of each column.

Sorting the Table
The current sort field in the database will be denoted by a highlighted header of the corresponding column in the table.   For example, if your database is sorted by City, the column entitled "City" will be displayed with a yellowish background color.   To quickly change the sort field of the database, simply click on the header of a different column.   To sort by a field called "Name", just click on the header of that column in the table.   Infodex will change the sort order immediately, and make sure that you are still positioned on the same record that you were viewing prior to changing the sort order.   You cannot sort the database based on memo or picture fields.   If you attempt the click on the header of one of these types of fields, Infodex will not change the sort field at all.

Sorting Records

An Infodex database can be sorted by any field in the database, except memo and picture fields.   To change the current sort field, click on the Sort drop-down list at the bottom of the database screen. Infodex will show you all of the available sort fields, and you can select one to resort the database. Alternately, you can sort the database by clicking on one of the headers in the Browser.

Searching For Text

When the Search option is selected, Infodex will search the entire database for up to 9 text strings and 3 excluded text strings.   You can use this option to create a combination of And/Or/Not requirements. These requirements will allow you filter out which records should appear in your search results.   The text strings you enter can be located at ANY location within the record.   They do not have to be at the start of an indexed (sortable) field.

There are 4 groups of text fields, and each group contains a check box allowing you to make the search either case-sensitive or case-insensitive, with case-insensitive being the default.   If Infodex locates the text anywhere within the record, it is included in the search results.   The only exception to this rule occurs when text entered in the last group is found in the record, since these strings are excluded from the search results.   When Infodex searches the database and a record is found that contains the search string, it is marked and placed in a search results group.   After the search has been completed, Infodex automatically changes the View setting on the bottom of the database screen to View Search Results. That way, only the records that matched the search criteria are displayed.   To reset the display back to all records, change the View setting to View All Records.

Quick Search

Incremental searching can be performed on a database by typing text directly into the Quick Search field at the bottom of the database screen.   The text you enter must be located at the beginning of the current sort field.   As you type additional characters, the records that are displayed are narrowed down, filtering out the records that do not match.   For example, if your database is sorted by a field called "Company Name", and you type the letter "M", the browser will display only the records whose company name starts with the letter "M".   Then, if you press the letter "I", the browser will display only the records whose text starts with the letters "MI".   Similarly, you can continue to type "MICROSOFT" and find an exact company name.

This type of search can be performed when either the table or the database fields are displayed.   However, it is much easier to see the actual filtering process occur when the table is displayed.

Another item to consider when using the Quick Search is whether the View setting is set to all records, tagged records, or search results records.   When the View setting is on all records, the Quick Search feature will search through all records in the database.   However, if the View setting is set to Tagged Records, the Quick Search feature will only search for the incremental search string in tagged database records.   Likewise, when the View setting is set to Search Results, the Quick Search feature will only search for the incremental search string in database records that were selected as a result of the last search operation.

View Range

The View setting on the bottom of the database screen controls which records should be displayed in the browser and database fields, and which records should be filtered out of the display.

When the View range is set to All Records, Infodex will display all records in the database without filtering out any of them.   However, if the View range is set to Tagged Records, only the records in the database that have been tagged will be displayed.   Likewise, when the View range is set to Search Results, Infodex will only display the records that were selected as a result of the last search operation.

Printing Records

Report Title
This field contains the title that will appear on the top of one of the default reports set up by Infodex.   If you entered a database description when you created your database, Infodex will automatically display the database description as the title of your report.   When you select Match Screen or Match Browser as the Layout you want to use for your report, Infodex will display the report title on the top left corner of the report.

Range
With Infodex, you can select whether you want to print only the current record, only the tagged records, only the search results records (records selected as the results of the last search), or all records in the database.

Layout
When printing records, you can choose one of two predefined layouts, or you can design your own cus tom layout using the Infodex Custom Report Designer.   If you select Match Screen, Infodex will prepare a default report that causes the field sizes and positions to match the layout you have set up on the database screen.   If you select Match Browser, Infodex will prepare a default report using a table format that matches the column ordering and widths used in the Browser.   If you want to create your own report, without any pre-defined fields set up for you, set this option to Custom, and then select the Layout button on the right side of the screen.

Orientation
Select whether you want the page printed in portrait mode (8 1/2 inches wide by 11 inches high) or in landscape mode (11 inches wide by 8 1/2 inches high).   For most applications, you will probably want the page to be printed in portrait mode.   However, if you are printing records to match the browser, the extra width provided by landscape mode will allow you to display extra columns.

Use Existing Report Format
Place a check mark in this check box when you want to use a report layout that you created previously with the Infodex Custom Report Designer.   Then, fill in the Report Format field with the filename of the report that you want to use.

Report Format
Enter the filename of the report layout that you want to use when printing the current range of records. This should be the name of a report format previously created with the Infodex Custom Report Designer.

Print Page Header
Place a check mark in this check box if you want Infodex to print the page header on the report.   If this check box is select, Infodex will print a page header which includes the Report Title, Report Date & Time, and a separator line.   If you uncheck this check box, Infodex will remove the page header, including the Report Title, Report Date & Time, and separator line.

Print Page Footer
Place a check mark in this check box if you want Infodex to print the page footer on the report.   If this check box is select, Infodex will print a page footer which includes the Page Number of the report and a

separator line.   If you uncheck this check box, Infodex will remove the page footer, including the Page Number and separator line.

Print Line Between Records
Place a check mark in this check box to instruct Infodex to print a separator line after each printed record.

Setup Button
Use the Setup button to change the default printer and paper size that Infodex should use when printing a report.

Preview Button
Use the Preview button to see a quick on-screen view of what the final printed report should look like on your printer.

Layout Button
Clicking on the Layout button will allow you to access the Infodex Custom Report Designer.   You can use this feature when the default report options supplied by Infodex are not sufficient to meet your needs, or if you want to modify the print layout slightly.   One important item to note is that the settings mentioned above will be used when Infodex sets up the report format for you.   For example, if you do not want any fields to be automatically created for you, you should select "Custom" in the Layout drop-down field.   If you select Match Screen in the Layout field, Infodex will automatically create the all of the fields and place them on the report for you, giving you a starting point.   Likewise, if you select Match Browser in the Layout field, Infodex will automatically create all of the fields in a table format and place them on the report for you.   The settings of the Print Header, Print Footer, and Print Line Between Records fields also affect how Infodex sets up the initial report for you.   Keep this point in mind, because Infodex can save you some time by automatically creating many of the fields and initial setup for you.

Importing Records

If you have used another database program for any length of time and have stored important data in it, you will want a way to convert that data into an Infodex For Windows database.   Since each database program has its own format, you will need a way for your old database program to export records into a format that Infodex can read... an ascii delimited text file.

Ascii Delimited Files
In delimited files, each record is on one line, and the commas and quotes are used to indicate where a field starts and ends.   A delimited text file is typically stored in a format like this:

"Doe","John","Somewhere","TN","blah blah blah"
"Doe","Jane","Somewhere","TN","blah blah blah"
"Doe","Baby","Somewhere","TN","blah blah blah"
etc.

When you select the Import button, Infodex displays a dialog box allowing you to modify the text and field delimiters for the ascii file, and specify what the name of the output file should be.   Infodex will then "fetch" the first set of fields from the delimited ascii file.   You can then match up the fields in the import file with its target field in the database.   When you are ready to start importing data, click on the Start button. If the target field is a date, time, or number field, Infodex will attempt to convert the value in the ascii field to a valid date, time, or number, respectively.

Field Separator
Typically, a field separator will be a single ASCII character (usually a comma), but this field will accept a string of characters, including control characters (#nnn).

```
Field Separator Examples        Enter This Text

Simple Comma Separator          ,
Multi-Character Separator        ~/~
Tab Separator                    #9
```


Field Delimiter
A field delimiter is limited to a single ASCII character (usually a quote).   This character appears on each side of the field data being imported.

Fields To Import
This list box contains the first line of data from the ascii import file that you selected.   Each field is contained on a separate line, allowing you to match up the field from the import file with its target database field, contained in the Field In Database list box.

Fields In Database
This list box contains the names of all of the available fields in your Infodex database.   While the order of the lines in the Fields To Import list box cannot be rearranged, the order of the lines in the Fields In Database list box can.   This allows you to match up which database field receives the values in each field of the import file.   To move a line in the Fields In Database list box, highlight the line by clicking on it with your mouse, or press the space bar when this list box has the focus.   Once the line is highlighted, you can either drag & drop it into a new location in the list box, or else select the Up and Down buttons to move it up or down in the list box.   Once you have arranged the order of your database fields to

correspond to the fields in the import file, select Next to go to the next page, and click the Start button.

Exporting Records

Infodex allows you to export all records in the database into a delimited text file.   When you select the Export button, Infodex displays a dialog box allowing you to modify the text and field delimiters for the file, and specify what the name of the output file should be.   You can also specify whether a text delimiter is added to numeric fields, or whether it is eliminated altogether.

Ascii Delimited Files
In delimited files, each record is on one line, and the commas and quotes are used to indicate where a field starts and ends.   A delimited text file is typically stored in a format like this:

"Doe","John","Somewhere","TN","blah blah blah"
"Doe","Jane","Somewhere","TN","blah blah blah"
"Doe","Baby","Somewhere","TN","blah blah blah"
etc.

Export Filename
This field should contain the name of the file that will contain the exported records.   Infodex does not append to an existing file.   If the file already exists, Infodex will warn you first, and then overwrite the file.

Field Delimiter
A field delimiter is limited to a single ASCII character (usually a quote).   This character appears on each side of the field data being exported.

Field Separator
Typically, a field separator will be a single ASCII character (usually a comma), but this field will accept a string of characters, including control characters (#nnn).

```
Field Separator Examples        Enter This Text

Simple Comma Separator          ,
Multi-Character Separator       ~/~
Tab Separator                   #9
Carriage Return/Line Feed       #13#10
```

Record Separator
Leaving this property as the default (#13#10) will cause the exported ASCII records to be separated by carriage return/line feed (CR/LF) characters (Ascii #13 and #10), which is the most common format.   You may enter one or more alternative characters, but you must be sure that the chosen characters will never appear in field data. You may enter non-standard Ascii characters using the # indicator ... for example, enter #12 for a "form feed" record separator.

Records To Export
Specify the maximum number of records to be exported, irrespective of how many records are in the database.   This is helpful for testing when you are working with large databases.   Set this field to 0 (zero) to export all records in the database.

Add Field Delimiter on Non-String Fields

If this check box is checked, then all fields will be delimited by the specified field delimiter, including numbers, currency, date/time fields, etc. If this check box is not checked, the field delimiter character(s) will only appear on string fields.

Export Memo Fields
If this check box is checked, Infodex will export text located in memo fields. Any carriage return/line feed combinations are automatically replaced with a space.

Export Field Names As First Record
If this check box is checked, the first row in the exported file will contain the name of each field being exported. (The row of field names will still contain Field Delimiters and Field Separators, just like the rest of the data.) As a result, the second row of the export file will contain the first data record.

Example export file when Export Field Names is checked:

```
"Name","City","State","Age"
"John Doe","Rochester","NY",29
"Jane Doe","Rochester","NY",26
"John Smith","San Francisco","CA",42
"Mary Smith","San Francisco","CA",38
```

Database Options

Database Description
The Database Description is used several places within Infodex.   When you open a database, the Database Description is displayed on the title bar, and when Infodex displays the list of open databases on the Infodex Databases screen, the Database Description is used as the text on the database buttons. The Database Description is also used as the default report title on printed reports.   To change the database description, simply enter the new description and select Ok to save it.

Fixed Columns
Enter the number of fixed columns that Infodex should use when diplaying data in the browser.   The default is 1 column, indicating that the Tag column should be the only database column that is stationary.

Ditto

The Ditto function is evident when adding multiple consecutive records of similar data.   For example, in a database that has fields called "Last Name", "First Name", "City", you might add records like this:

Doe   John   New York
Doe   Jane   New York
Doe   Baby   New York

When you add a new record, the Ditto function takes the data from the currently selected record, and automatically pastes it into the fields for the new record.

In the above example, you would enter the first record for John Doe.   When you selected Add again, it would insert "Doe, John, New York" as the data for the new record, so you would only have to change the first name from John to Jane.   You wouldn't have to retype the rest of the fields.

There is an important concept to understand here.   Ditto does **not** necessarily take the data from the last record you added, but instead, takes the data from the currently selected record.   So if you add a record to the database, and then view a different record in the database, Infodex will make a duplicate copy of the record you are viewing, not the record you just added to the database.

Tagged Menu

Delete Tagged:
The Delete Tagged feature allows you remove all tagged records from the current database.   While Infodex deletes the records, the progress bar on the bottom of the screen will indicate the completion percentage.

Tag All:
The Tag All feature can be used in an attempt to tag all records in the database.   There is no limit on the number of records that Infodex can tag at one time.

Untag All:
When the Untag All option is selected, Infodex will remove the tag from all tagged records in the current database.

Layout Menu

Tab Order
To change the tab order of the field on the database screen, click on the Tab Order button.   A dialog box will appear, allowing you to rearrange the database fields, indicating the proper tabbing order.   In this dialog box, you can highlight a field and either click the Up and Down buttons to move it up or down in the list, or click and drag the field to a new location in the list.

Column Order
To change the order of the columns displayed in the browser, you can either select the Column Order option from the Layout menu or click on the cell in the upper left corner of the table, one cell to the left of the "Tag" column header.   Infodex will display a dialog box allowing you to change the column order of the fields.   In this dialog box, you can highlight a field and either click the Up and Down buttons to move it up or down in the list, or click and drag the field to a new location in the list.   When you are finished, Infodex will rearrange the column order, preserving the original column width of each column.

Modify Layout
Whenever you need to modify the database layout, you can select this option menu option or click on the Layout button on the database toolbar.   Once you start to modify a database layout, you can add, edit, or delete database fields.   See the special sections: Adding Fields, Editing Fields, and Deleting Fields.   For information on selecting, resizing, and moving fields, see the special section: Modifying The Layout.   For information on aligning the database fields using the tool palette, see the section: Aligning Fields.

Save Layout
When you are done modifying the database layout, you can either click on the Done button or select the Save Layout option from the Layout menu.   (The Done button appears as soon as you start modifying the database layout.   When this option is selected, Infodex re-opens the main database to allow you to starting adding and editing records again.

Preferences

Description
The options on this screen determine the default behavior of Infodex on your computer system.   Highlight an option in the Option list box on the left side of the screen to view its setting on the right side of the screen.   The Description field on the bottom of the screen will provide hints about each setting.

Balloon Help
Select whether or not Balloon Help should be displayed when the mouse is positioned over a button on any of the toolbars.

Button Format
Select whether the buttons on the toolbars should be displayed with "Text And Picture" or "Picture Only". The Text And Picture format is useful if you are not familiar with the purpose of all of the buttons on the toolbars.   The Picture Only format is more useful once you become used to all of the features that Infodex offers, and you would like to increase the amount of screen space available for database fields.

Confirm Before Deleting Record
Although this feature can be extremely dangerous, it was requested by one of our users.   By default, Infodex prompts you to confirm the deletion of a record before it actually removes the record from the database.   If you prefer not to be prompted for a confirmation before deleting a record, disable this option.   Be very careful with this!   Deleted records cannot be undeleted!

Confirm Before Exiting Infodex
When this option is enabled, Infodex will prompt users for confirmation before they exit the application.   When it is disabled, Infodex will exit without displaying a confirmation dialog box. Advanced users may prefer to circumvent the confirmation, since it allows much faster exiting from the program.

Database Description On Buttons
When enabled, Infodex will display the full database description on the database buttons of the Infodex Databases screen, instead of the database filename.   Since the database description is generally much more descriptive of what the database contains ("Company Equipment List" vs. "Equip"), you will probably want this option turned on.   However, this can consume extra time when Infodex is searching for databases and retrieving the database descriptions to display on the buttons.   For faster performance, turn this option off.

Database Paths
Normally, Infodex only searches through its own directory for the names of databases when it is creating buttons on the "Infodex Databases" screen.   In some cases, you may want to create special databases in a separate directory.   Enter the paths of additional directories, one on each line, that you want Infodex to search for the names of databases to display on the Infodex Databases screen.   If you want help in searching for these additional directories, use the Browse button, displayed immediately below the memo field.   Each database directory you select will be added to the list.   To remove a directory from the list, highlight the entire line and press the Delete key.   You do not need to enter the Infodex directory in this field, since Infodex automatically knows that it should search its own directory for databases.

Export Path
Enter the default path where exported files should be located on your computer system.   If you export a large number of files, you may want to configure this field to contain the directory of the most used export location.   The directory where you installed Infodex is the default export path.

Export Path For Pictures
Enter the default path where exported pictures should be located on your computer system.   If you export a large number of pictures, you may want to configure this field to contain the directory of the most used picture location.   The directory where you installed Infodex is the default export path for pictures. Note: Pictures are always exported in Windows Bitmap (.BMP) format.

Import Path
Enter the default path where import files can be found on your computer system.   If you import many files, you may want to configure this field to contain the directory of the most used import location. Otherwise, the Infodex directory will be used.

Import Path For Pictures
Enter the default path where imported pictures should be located on your computer system.   If you import a large number of pictures, you may want to configure this field to contain the directory of the most used picture location.   The directory where you installed Infodex is the default import path for pictures. Note: Infodex can only import pictures in Windows Bitmap (.BMP) format.

Startup Database
If a valid filename is entered in this field, Infodex will attempt to load the specified database each time it is executed.   The only exception to this rule is if a different filename is entered on the command line when Infodex is executed.   If Infodex detects that a filename has been entered as a parameter on the command line, it will open that filename instead of the one specified in the Startup Database field.

Startup Tips:
By default, the Startup Tips screen is displayed each time Infodex is executed.   Users can browse through the available tips using the Next and Previous buttons.   Some users may prefer not to see these tips when Infodex is executed.   To turn off the Tips, disable this option.

Register Infodex

Description
Once you register Infodex and pay the requested fee to STSI for registering, you will receive a registration name and number.   Enter your name and number in the fields shown on this screen, and Infodex will be registered to you.   You will no longer see "nag screens" or "reminders" pressuring you to register, and you will be able to bypass the 50-record limit imposed on non-registered users.   If your name and number are entered accurately, Infodex will display a thank-you message.   Otherwise, Infodex will warn you that the registration number you entered was not valid.

Registration Name
The Registration Name field allows you to enter your personal name or the name of their company or organization.

Registration Number
The Registration Number text field allows you to enter the registration number you received from STSI upon registering Infodex.   For information on how to register, please see the "Registration" section of the documentation.

Register Online Now!
If you are using Windows 95 or Windows NT and have an internet browser installed on your computer system, you can click on the Register Online Now button to access the order form on STSI's web site for ordering Infodex.

Window Menu

Cascade
The cascade command allows you to display all open database windows using a cascaded appearance. This allows you to see the header of all open database windows, and click on the one you want to view.

Tile
The tile command allows you to display all open database windows using a tiled appearance.   This way, each window is visible within the desktop.

Arrange Icons
When more than one database is open in Infodex, you can minimize each window, and display it as an icon within the desktop area.   When more than one window is minimized, the arrange icons command will arrange the minimized icons within the desktop area.

Minimize All
If database windows are open within the desktop area, selecting Minimize All will cause all of the open databases to appear as icons within the Infodex desktop.

Database Names
The bottom of the Window menu always contains a list of the open databases in Infodex.   The first option on the bottom of this menu will say "Infodex Databases".   When you select this option, Infodex displays the Infodex Databases window on top of the others, allowing you to click on a database button to open a database.   Any other menu items listed below this item will show the names of all open databases.   Selecting that menu item will display the open database, bringing it in front of the other windows.

Customer Praise About Infodex

"Hurray, finally a manageable database that is not predefined. I can't accept "PIM" applications that limit input to Phone1, Phone2, ext1, ext2, NO room for cellular number, pager number, data line number, BBS numbers, ..."
[Fort Myers, Florida]

"The application looks great and I feel sure it will work well for us. Incidently, we are using it to keep all details of computerised nonlinear video editing machines which we import from Germany and distribute throughout South East Asia.... Thanks again for the great service and for such a friendly and powerful application."
[Australia]

"It has all of the features of the best commercial programs..."
[Boston Globe, May 29, 1997]

"Bless your heart for your prompt reply... Again, thank you both for your help and for making this program available.   Its the best one I've tried..."
[Kingston, NY]

Customer Praise About Our Tech Support

"Just a quick note to thank you for your effort and speed...   It is nice to meet someone who cares about the product and the customer as much as you appear to do."
[United Kingdom]

"In today's software world, assistance such as you have given us is rare, if not non-existent. You are an exception and a breath of fresh air.   Thanks for caring and being so attentive - it is sincerely appreciated."
[Treasure Island, Florida]

Your tech support is the best I've ever encountered.
[San Francisco, CA]

Troubleshooting / Common Questions

Question
Numbers aren't sorted correctly.   The number 10 comes before the number 5 in one of my database fields.   What's wrong?

Answer
It sounds like the field is set up as a string instead of a number.   Only number fields will sort in numeric order.   String fields will sort in alphabetical order.   This is also a common problem for date fields.   Make sure that your field is set up as an actual date field on the Layout screen, instead of a string field.

Known Problems

- The check box that is used on a printout when Match Screen or Match Browser is selected is not currently available when designing your own layout.   We hope to add this feature in a future release.

- European Users... Please note that there is currently a problem when attempting to create fields with accentuated characters in their captions.   We are looking into this problem and hope to have a solution in the future.   In the meantime, please refrain from using field names with accentuated characters!

- The print preview option does not work properly when attempting to view databases with pictures in them if multiple records will be printed on one page.   The first record on each page will be displayed, but the others will not.   This is only an issue with print preview, and does not affect the actual printout.

Cautions

As with any program that maintains large amounts of data, there is the possibility for data loss. Infodex contains special precautions, such as having the ability to repair a damaged database in certain situations, in the event that it should become corrupt. However, regular data backups are strongly recommended. Hard drives can fail, files can become corrupt, and data loss can occur. Your best protection is a regular (verified) backup!

Products By STSI

BOOT'R - DOS Multiple Configuration Manager
BOOT'R allows the management of multiple configurations on a single machine. BOOT'R can modify the CONFIG.SYS, AUTOEXEC.BAT, and more. Modify up to 5 files for each configuration. Useful for changing files such as NET.CFG too! Ideal for creating custom configurations for memory-hungry games. Easy to use push-button interface w/mouse support!   Online reference tools!
Registration Fee: $34.95

CompuSlave For Windows - Master Your Messages!
CompuSlave imports CompuServe forum messages from a capture file into a database.   Search the entire database for key words or phrases.   Create your own stand-alone, customized technical support resource using the combined knowledge of the CompuServe forum members.   Ideal tool for tech support personnel, programmers, network administrators, or any user who routinely searches the CompuServe forum messages for information.   Easy to use Windows interface!   Sample import file is included. Documentation contains helpful hints on how to create a CompuServe forum message capture file.
Registration Fee: $49.95

Replicator For DOS - The Diskette Database / Duplicator!
Replicator is a disk image utility designed to create images of diskettes and catalog them in a database. Use optional compression to reduce the image size.   Recreate disks as needed.   Store up to 10 lines of descriptive text for each disk image in the database.   Database entries can be modified at any time. Easy push button interface!   (286 or higher)
Registration Fee: $49.95

Replicator For Windows - The Diskette Database / Duplicator!
Replicator is a disk image utility designed to create images of diskettes and catalog them in a database. Optionally compress image files and scan disks for viruses.   Recreate disks as needed.   Store up to 10 lines of descriptive text for each disk image in the database.   Database entries can be modified at any time.   Network support included.   Easy to use Windows interface!
Registration Fee: $49.95

ZIP'R Pro For DOS - Compression Utility For DOS!
ZIP'R Pro stores programs in compressed form when they are not being used. Use ZIP'R Pro to automatically decompress a program, execute it, and recompress it again. Uses ARJ, LHA, PKZIP, or built-in compression.   Integrate with a menu system, or use ZIP'R Pro's button menu. Works with networks & multitaskers. Easy to use push-button interface with mouse support!
Registration Fee: $49.95

ZIP'R Pro For Windows - Compression Utility For Windows!
ZIP'R Pro stores programs in compressed form when they are not being used. Use ZIP'R Pro to automatically decompress a program, execute it, and recompress it again. Uses ARJ, LHA, PKZIP, or built-in compression.   Integrate with a Windows icon, or use ZIP'R Pro's desktop to launch the program of your choice. Network/Multi-user support is included.
Registration Fee: $49.95