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Microsoft Office Compatible
Microsoft Office Compatible

About ListBlox

ListBlox－Dedicated List Manager

ListBlox is a list maker that enables you to capture, sort, filter, share, organize and search list-based information. The type of lists you create depend on your own requirements, and you can create almost any kind of list imaginable－for example, to-do lists, addresses, inventories, Internet sites, itineraries and so on. ListBlox has full OLE (Object Linking and Embedding) functionality so that you can integrate it directly into your Windows 95 environment.

ListBlox has many of the features of a spreadsheet or a database application, but you do not need to navigate through complicated dialogs and menus to get at the functionality. Nor do you need to specify filenames or search through directories to access ListBlox.

You can place a ListBlox directly in a document at the precise location where you need it－this could be a word processor document or a spreadsheet or any document where you need list support. Alternatively, you can place a ListBlox directly on the Windows 95 desktop so that it is readily available at all times.

ListBlox Features
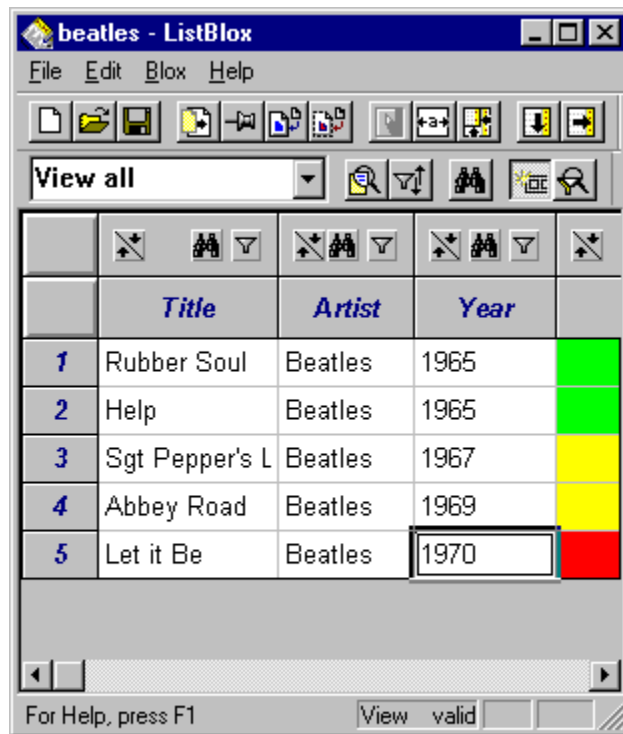
ListBlox Features

As well as being fast and easy to use, ListBlox contains a number of advanced features for data input and management.

- **Templates**: ListBlox is delivered with a set of ready-to-go templates that you can use for specific applications. They include to-do lists, wine lists, music album lists and diaries. You can modify these generic lists to suit your own requirements or you can create your own templates from scratch. Browsing around the supplied templates will give you an idea of the range of applications for ListBlox.
- **Sorting, Filtering and Prioritizing Data**: At a single mouse click you can sort your lists in ascending or descending order; you can filter lists so that they contain only items that answer your filter criteria. Using the traffic light data type, you can color-code the data type in a field and then sort on the colors − typically, associating the colors with different priority levels.
- **Linking and Embedding**: ListBlox lists have full OLE functionality. You can embed or link them into documents or other objects simply by dragging the ListBlox icon from ToolBlox and dropping it in place − you have the choice of displaying the ListBlox as icons or as the displayed list, and of editing embedded ListBlox either in place or in separate windows. You can also place ListBlox directly on the desktop for ease of access. ListBlox can also act as containers for other objects such as spreadsheets, NoteBlox notes, and CalcBlox calculations. Again, simply drag the object from ToolBlox and drop it into place.
- **Display Formatting**: When you embed a ListBlox in a container document, you can display it in its entirety or as an icon. You can also apply different font, style, size and color attributes to ListBlox cells and titles.
- **Data Properties**: You can associate different columns with different data types − for example, text, numerical data, pull-down list, traffic light data and so on.
- **Importing and Exporting Lists**: if you have ODBC installed, you can exchange lists between ListBlox and any ODBC-compliant application (available with ListBlox Professional only).

ListBlox Window

For a description of any component, click on that component in the sample window below (a tool button or menu, for example). Note that you can use the Blox | View command to specify which components of the ListBlox window are displayed at any time.

	Title	Artist	Year	
1	Rubber Soul	Beatles	1965	
2	Help	Beatles	1965	
3	Sgt Pepper's L	Beatles	1967	
4	Abbey Road	Beatles	1969	
5	Let it Be	Beatles	1970	

beatles - ListBlox

File Edit Blox Help

View all

For Help, press F1   View   valid

New

Creates a new ListBlox in the ListBlox window. If you already have a ListBlox open, you are prompted to save it as a file.

Open

Opens a ListBlox that you have previously saved as a file. You specify the filename and the folder where it is located, and the ListBlox is then displayed in the ListBlox window.

Save
Saves a ListBlox to its current filename and folder.

Template

Use to create a ListBlox with a particular template in place. The Template dialog box presents all existing ListBlox templates and you select the one you want by double-clicking on it or by clicking on it and choosing OK.

Always on Top
Click this button if you want ListBlox always to appear on top of other windows on your desktop.

Drag List

To embed the current ListBlox into another application or object, press and hold down this button and drag to the desired location.

Drag-Link

To create a link to the current ListBlox in another application or object, press and hold down this button and drag to the desired location. The button is available only for ListBlox that have been saved as files.

Properties

To view the properties of the currently highlighted column. Column properties include the column caption and data type..

Resize Cells

Resizes the cell width or height to take account of the largest entry in a row or column. This is particularly useful where a cell contains a long entry.

Resize List

Resizes the ListBlox application window to take account of the size of the list, where possible showing all entries in the list.

Insert Column

Inserts a new blank column to the right of the ListBlox. If you select a number of columns before you choose this button, then that number of columns is inserted to the left of the first selected column.

Insert Row

Inserts a new blank row at the bottom of the ListBlox. If you select a number of rows before you choose this button, then that number of rows is inserted above the first selected column.

Apply View

Lists the views you have created on the current ListBlox. You can then select the view you want to apply.

Manage View

Manage views on the current ListBlox－you can add new views, delete old views, and apply views.

Reapply Sort and Filter

Reapplies the previously used sort and filter.

Up/Down Sort

Click on the up or down arrows to sort on this column in ascending or descending order. If you keep SHIFT or CTRL pressed as you click on these, you can define the sort on more than one column.

Show/Hide Action Bar

Click on this button to toggle the display of the action bar on or off.

Show/Hide Filter Display Window

Click on this button to toggle the display of the filter display window－this lists the contents of each column included in the current filter.

Filtering Arrow
Click on this to choose the entries you want to filter.

ListBlox Cells

Enter data in these cells.

Row Numbers

Each row in a ListBlox is numbered. If you prefer, you can replace the numbers with text labels. First make sure that the option Number Rows Sequentially option is turned off (choose Options from the Blox menu). Then double-click on the number and enter the label you want.

Column Labels

The labels identify the content of the column.

Action Bar

The Action Bar contains the sort arrows and filtering buttons for each column.

Find Button

Finds occurrences of a specified text string.

Status Bar

The status bar is displayed at the bottom of the ListBlox window. The left part of the status bar displays a description of the function of menu items and toolbar buttons as you move the mouse pointer over them. The right part of the status bar indicates whether the following keys are currently on or off: CAP (Caps Lock key is on), NUM (Num Lock key is on), SCRL (Scroll Lock key is on).

The Status Bar also indicates if the current view is valid or invalid. A view is considered invalid where changes have been made to the data since the last view was applied. To rectify this, reapply the view.

Caption Bar

This displays the name of the current ListBlox (or List if you have not yet saved it). The Minimize, Maximize, and Close buttons are included at its right-hand side, the control menu button at its left-hand side.

To move the ListBlox window, drag the caption bar.

Scroll Bar

If the ListBlox window is not large enough to display your entire list, use the scroll bar to scroll to the parts not currently displayed. You can scroll by dragging the scroll box, by clicking the scroll arrows, or by pressing the PgUp, PgDn, or Arrow keys on your keyboard.

 About OLE

OLE is a mechanism that allows applications to integrate seamlessly. Documents can contain objects of many different types, created by different applications, and the objects have associated with them not only the data necessary to display them but also the information needed to edit them. The host document is the container; the application that created the object is the server.

Linking and Embedding

Using OLE you can choose to *embed* or *link* an object into a container.

Embedded objects are stored in your document, and can be edited using the tools and controls of their applications. You simply double-click on an object to activate and edit it. When you send an embedded object to other people, they too can view and edit it.

With linked objects, only the display data is included in the container, together with a pointer to the original data. When the original object is updated, so is the linked object. And when you double-click on the linked object, the original document is immediately launched ready for editing.

In-place (or Visual) Editing

You can edit an embedded object either in place or in a separate window. Simply double-click on the object to activate it. With in-place editing, you edit the object without leaving the container document. The necessary menus and tools temporarily replace or supplement those of the container application. Click back on the container and its menus and tools reappear.

Drag-and-Drop

Drag-and-drop is a fast and intuitive method of moving objects within and across applications. Point to the object, press and hold down the left mouse button while dragging the object into place, then release the button. To move data, first select it and then follow the same steps.

Move an object or selected data	Drag-and-drop
Create a copy of the object or data	CTRL+Drag-and-drop
Create an OLE link to the original	CTRL+SHIFT+Drag-and-drop

Icon or Content Display

You can display OLE objects either with their content visible or as icons. To switch modes, right-click on the inactive object; then choose Display Content or Display as Icon from the pop-up menu. When creating an object directly from ToolBlox, you can create it in either mode. Objects displayed as icons are automatically edited in separate windows; objects with content displayed are automatically edited in place.

 About ToolBlox

ToolBlox is your point of access for creating ListBlox. It is a powerful, customizable toolbar that provides fast access to AlphaBlox objects and to other frequently-used applications such as Microsoft Word or Excel. A distinguishing feature is that not only can you use it to launch applications but you can also create objects directly from it with a single action.

▪ To launch ListBlox or any other application included on ToolBlox, simply click on its icon.

▪ To launch ListBlox with a particular template in place, click the Template icon on ToolBlox. Then double-click on the particular template you want to use.

▪ To create an object directly in a container document or on the desktop, drag the object's icon from ToolBlox to the desired position. You can then activate and work with the object by double-clicking on it. You can drag the object as an icon or as an in-place object. The default is set in the ToolBlox preferences, but there are also keyboard shortcuts. To create an in-place object, press CTRL while dragging the object into position; to create an iconized object, press SHIFT instead.

▪ To add an application to ToolBlox, use Explorer to locate the executable file (WINWORD.EXE for example), and drag it into position on ToolBlox. AlphaBlox objects are automatically added to ToolBlox when you install them.

▪ To change ToolBlox preferences, click on the Preferences icon. Then use the Preferences options to change attributes such as the size and layout of icons and whether objects are embedded by default as icons or as in-place objects.

When ToolBlox is the active task, you can switch between its normal size and a captionized version by pressing ESC.

 About AlphaBlox

ListBlox is one of a suite of components from AlphaBlox Corporation which gives you quick and easy access to frequently-used items such as notes, calculations, and lists. Many other components are already available or are under development.

Making full use of OLE functionality, all components integrate seamlessly with each other, with the desktop, and with other OLE-compliant applications－they can be combined in whatever way suits your needs, and are available wherever and whenever required.

All AlphaBlox tools are designed to be simple, quick, easy, adaptable, compact and affordable. A consistent interface style across the components, and the use of common tools for common tasks, contributes to more intuitive interaction with the tools.

▪ Launching ListBlox from ToolBlox

- To launch ListBlox from ToolBlox, click on the ListBlox icon.
- To launch ListBlox with a particular template in place, click the Template icon on ToolBlox, and then double-click on the template you want.
- To embed a ListBlox object directly from ToolBlox, drag the ListBlox icon into position on the desktop or in a container document.

▪ Creating a ListBlox

There are a number of ways in which you can start ListBlox.

▪	Drag ListBlox from ToolBlox onto the Windows 95 Desktop. It is displayed there as a Scrap icon. Double-click on the Scrap icon to activate ListBlox.

▪	You can start a new ListBlox by clicking on ListBlox in the ToolBlox

▪you can subsequently save the ListBlox with a filename.

▪	Embed ListBlox within a container application

▪drag ListBlox from ToolBlox into the container.

▪	Right-click on the Windows 95 Desktop, then choose New from the menu, and choose AlphaBlox ListBlox Document.

Entering ListBlox Data

1	By default, there are 3 rows and 3 columns in a list. To add new columns, click on the Add Column button. (If there is a file called Default Template in the Template folder, this is loaded instead.)

2	For each column, double click on the column heading cell and enter its title.

3	Specify the data type for each column by clicking on its title, and then right-click to view the pop-up menu. Choose Properties from this, and then set the data type.

4	Now that you have set up the list structure, you can begin to enter data into the cells. If you need to add new rows as you progress, click on the Add Rows button.

5	When you have finished creating the ListBlox, click the Close button to close it.

6	You can now double-click on the Scrap icon at any time to read or edit the note.

7	You can give the Scrap icon a more meaningful name simply by clicking on the current name and then typing the new one.

▪ Defining Column Properties

1. Select the column whose properties you want to define.
2. Click on the Properties icon. (Alternatively, choose Data | Properties from the Blox menu.)
3. You are now presented with the <u>Column Properties Dialog Box</u> and you can proceed to define the properties for the column.

▪ Defining Row Properties

The only row property that you can define is the row label.

1   Select the row whose label you want to define.

2   Click on the Properties icon. (Alternatively, choose Data | Properties from the Blox menu.)

3   Enter the label you want to give the row.

▪ Column Properties Dialog Box

Caption	Enter the caption or label you want to appear at the top of the column.
Data Type	Select the <u>data type</u> for the column.
Horizontal Justification	You can align the entry on the left, in the centre or on the right of the cell.
Vertical Justification	You can align the entry on the top, bottom or middle of the cell.
More / Less	Click here to open or close the lower part of the dialog box.
Display 24 hr clock	Time and Data/Time data types only▪ displays the time in 24-hour clock format.
Dynamic Creation	Pulldown data type only▪click on this if you want to be able to add new entries to the pull down list
Show Long Dates	Date data type only▪displays dates in long format.

▪ Data Types

You can specify the kind of data that you want to place in ListBlox cells. Select a column (double-click on the column heading cell), right-click to view the pop-up menu, and then choose Properties.

Number   Column accepts numeric data (whole numbers only).

Yes / No   Column entries default to No. Double-click to change to Yes (or press ENTER when it is the active cell). Double-click again to change back to No.

Traffic Light   Column accepts color-coded data▪red, yellow or green. You could associate different values with the three colors ▪for example, urgent to-do's could be marked red. Default is green. Double-click the cell to cycle through the colors.

Decimal   Column accepts numeric data.

Date   Column accepts only date entries. The format is controlled by the Regional Settings in the Windows 95 Control Panel.

Text   Column accepts any text.

Pull Down   Column accepts data selected from a pull down list. The pull down list contains all unique entries already made for this column. This can save you repetitive typing where you want to enter the same data in many rows.

OLE Item   Column accepts as entries OLE objects that have been dragged and dropped into cells. Objects can be linked or embedded.

Time   Column accepts only time entries. The format is controlled by the Regional Settings in the Windows 95 Control Panel.

Date / Time   Column accepts only date/time entries. The format is controlled by the Regional Settings in the Windows 95 Control Panel.

Note that some data types have particular properties that are accessible by clicking on More▪for example, for Time and Date data types, you can specify that you want to use a 24-hour clock.

▪ Using Templates

A template is a master ListBlox that you can use again and again, changing only the data. A number of templates are supplied with ListBlox, and you can also create your own.

Creating Your Own Templates

Accessing Templates

▪ Creating Your Own Templates

1. Create a new ListBlox, specifying the number of columns you want, their heading labels, and any other features you want to set▪including font information.

2. Choose the File | Save As Template command.

3. In the Save As dialog box, enter a name for the template and choose the Save button. This saves any entries you have made in the ListBlox, and also the ListBlox properties and any font and color attributes, as a template for future ListBlox. (In most cases it is better to save the ListBlox as a template *without* any data in it.)

4. You can now use the Template button on the ToolBlox toolbar to open your template and use it as the basis for a new ListBlox. If you save a template with the name Default Template, it is automatically loaded when you are creating a new ListBlox.

▪ Accessing Templates

There are three ways in which you can access templates▪including the supplied templates and those you have created yourself.

- ▪ Choose the Template button from ToolBlox.
- ▪ Choose the Template button from the ListBlox toolbar.
- ▪ Choose Apply Template from the ListBlox File menu

In each case you are offered a list of templates from which to choose. (If you choose Template from ToolBlox, the list of templates also includes templates developed within other AlphaBlox applications.)

▪ Embedding a ListBlox in a Document

1 Open the document you want to annotate▪for example, this could be a Microsoft Word or an Excel document.

2 From ToolBlox, drag ListBlox into position in the document.

3 Double-click on the ListBlox to activate it.

If the ListBlox is displayed as an icon, it opens in a separate window and you enter your data there. Click the Close button when finished.

If the ListBlox is displayed with its content visible, you edit it in place. For example, when you activate a ListBlox that is included in Microsoft Word, the Word menus and tools are replaced or supplemented with those you need to edit your ListBlox. When you are finished, click back on the Word document and the Word menus and tools reappear.

4 To switch between displaying the ListBlox as an icon or as content, select the ListBlox, and then choose ListBlox Object | Convert from the container application's Edit menu and check the Display as Icon checkbox.

▪ Embedding or Linking an Existing ListBlox

Embedding

To embed an existing ListBlox into a document or object, click on the Drag List button on the ListBlox toolbar and drag to the document or object you want to annotate. You can then double-click on the ListBlox to activate and edit it.

Linking

To create a link in another document or object to an existing ListBlox, click on the Drag-Link List button and drag into place. Note that you must save the ListBlox as a file before you can do this. Whenever the original ListBlox is updated, the linked ListBlox is updated also. And you can edit the original ListBlox by double-clicking on the linked ListBlox.

Embedding and Linking Data from ListBlox Cells

You can also embed or link data from ListBlox cells. To embed, select the cell(s) you want, and drag them into place in the container document (for example, another ListBlox). The cursor changes to the Drag cursor.

To link, hold down CTRL and SHIFT as you drag.

▪ Embedding an Object in a ListBlox

For example, to embed a Microsoft Word document in a ListBlox:

1 Create or open the ListBlox.
2 From ToolBlox, drag Word into the ListBlox. Or use the Insert New Object command on the ListBlox Edit menu. (Note that the data type for the column must be OLE Item.)
3 Double-click on the document to activate it.
4 Enter your data and click on the Close button when finished.

▪ Switching Between Icon and Content Display

You can display OLE objects either as icons or with their content displayed. To switch modes, right-click on the inactive object; then choose Display Content or Display as Icon from the pop-up menu. Alternatively, use the Object | Convert command on the container application's Edit menu.

When creating an object directly from ToolBlox, you can create it in either mode.

Objects displayed as icons are automatically edited in separate windows; objects with content displayed are automatically edited in place.

▪ Tracking ListBlox

If you have a ListBlox embedded in a document or other object, you can create a shortcut to it anywhere on your system and use it for quick access to the ListBlox and its container.

To create a shortcut on the desktop, follow these steps:

1 Right-click on the ListBlox and choose Copy from the pop-up menu.
2 Right-click on the desktop and choose Paste Shortcut from the shortcut menu. A shortcut icon is created with a link to the ListBlox.
3 Close the container document.
4 You can now double-click on the shortcut icon whenever you wish to view the ListBlox again. The container document is immediately opened at the point where the ListBlox is located.

▪ Formatting ListBlox

The Options command on the Blox menu enables you to change certain attributes of your ListBlox, such as the font style and size of cells.

Choosing the command displays the Options dialog box where you specify the settings you want to use.

▪ Printing ListBlox

Use the <u>File | Print command</u> to print the current ListBlox. You can choose to print it to the default printer, to any other printer set up on your system, or to a file. You can also specify which pages to print and the number of copies required.

Use the <u>File | Print Preview command</u> to see how the ListBlox will look when printed.

Use the <u>File | Print Setup</u> command to change certain print options such as paper size and orientation, the printer to use, and the properties of that printer.

▪ Mailing ListBlox

Use the File | Send command to mail a ListBlox to other people via the electronic mail component of Windows 95. The ListBlox and any embedded objects are sent to the specified receivers.

▪ Saving ListBlox as Files

▪   When you create a ListBlox that is not embedded on the Desktop or attached to another document or object, you can save it as a file for future access. Use the <u>File | Save As command</u>.

      When you subsequently edit the file, you can save your changes using the File | Save command or the Save button on the toolbar.

▪   When you want to save an embedded or linked ListBlox to a file, use the File | Save Copy As command. This saves a copy of the ListBlox to a specified file.

▪   To open a ListBlox you have previously saved to file, use the <u>File | Open command</u> or the Open button on the toolbar.

▪ File Menu

New	Creates a new ListBlox in the ListBlox window. You are prompted to save the current ListBlox if you have made changes to it that you have not already saved.
Open	Opens an existing ListBlox file. In the Open dialog, you specify the name of the file and its location. Then click Open to open it.
Save	Saves the current ListBlox to its current filename and folder.
Save As	Saves the current ListBlox under a specified name. In the Save As dialog box, you specify a name for the file and a location. Then click Save to save it.
Apply Template	Creates a new ListBlox with a particular template in place. When the Template dialog box appears, select a template and then click OK to display it in the ListBlox window.
Save As Template	Saves the current ListBlox as a template for future reuse. In the Save As dialog box, enter a name for the template and then click the Save button.
Import List	Imports a list from another application▪this is available only if you have installed ODBC.
Export List	Exports a list to another application▪this is available only if you have installed ODBC. By default the table takes its name from the ListBlox name
Export List As	Exports a list to another application▪this is available only if you have installed ODBC. You are offered the opportunity to save the destination table by any name you want.
Print	Prints the current ListBlox. You can choose to print it to the default printer, to any other printer set up on your system, or to a file. You can also specify which pages to print and the number of copies required.
Print Preview	Displays the ListBlox as it will appear when printed.
Print Setup	Use to change certain print options such as paper size and orientation, the printer to use, and the properties of that printer.*)*
Send	Sends a ListBlox to other people via the electronic mail component of Windows 95.
1, 2, 3, 4	Reopens the most-recently closed ListBlox files.
Exit	Exits ListBlox.

▪ Edit Menu

Insert Row(s)	Inserts new row(s) into the ListBlox.
Insert Column(s)	Inserts new column(s) into the ListBlox.
Undo	Reverses your most recent editing action.
Clear	Clears the contents of the currently highlighted cells.
Cut	Deletes selected data, placing it on the clipboard.
Copy	Copies selected data to the clipboard.
Paste	Inserts the clipboard contents into your ListBlox.
Paste Link	Inserts the clipboard contents into your ListBlox, and creates a link between the data in the ListBlox and the source data.
Find	Finds occurrences of a specified text string. See the <u>Find Dialog Box</u>.
Delete	Deletes selected data, without placing it on the clipboard.
Insert New Object	Inserts a new or existing object into a ListBlox. You can insert the object with its content visible or as an icon. You can also choose either to embed the object or to create a link to an existing file. See the <u>Insert New Object Dialog Box</u>. Note, however, that only columns whose <u>data type</u> has been defined as OLE item can accept OLE objects.
Links	Lists any OLE links included in the current ListBlox and enables you to edit them.
Object	This command becomes available when you click on an object in a ListBlox. The name of the command differs depending on the type of object selected▪for example, Microsoft Excel Worksheet Object, CalcBlox Object, NoteBlox Object.
	Choosing the command displays the Object submenu.
Object | Open	Opens the selected object in a separate window, ready for editing.
Object | Edit	Activates a selected object ready for in-place editing. The menus and tools required are added to the ListBlox menubar and toolbar.
Object | Convert	Enables you to convert a selected object to a different object type (where relevant), and also to switch between displaying the object as an icon or as content.

▪ Blox Menu

View	Displays a submenu from which you can choose which components of the ListBlox window are displayed▪tool bar, dialog bar and caption bar).You can also toggle the filter display window and you can access the Toolbar options.
Options	Allows you to set ListBlox attributes▪see <u>Options Dialog Box</u>.
Data	Gives you access to the Data submenu.
Data | Sort	Displays the Sort dialog box where you can specify sort options.

Data | Sort Ascending	Sorts the selected columns in ascending order.
Data | Sort Descending	Sorts the selected columns in descending order.
Data | Collapse	Collapses, that is, hides the selected row or column.
Data | UnCollapse All	Restores the display of rows or columns you have collapsed.
Data | Delete	Deletes the selected rows or columns.
Data | Properties	Defines data properties for the selected column. See Defining Column Properties
Data | Reapply Last Sort and Filter	Redisplays a list in its correct sort order after you have made some change to it▪for example, after you have added extra rows; it also refilters any data that has been added.
Data | Manage Views	Displays a list of the data views you have previously created. You can create new views, you can apply a particular view or you can delete an old view.
Resize List	Resizes the ListBlox application window to take account of the size of the list, where possible showing all entries in the list.
Resize Cells	Resizes the cell width or height to take account of the largest entry in a row or column. This is particularly useful where a cell contains a long entry.

▪ Help Menu

ListBlox Help Topics	Opens the ListBlox online help window.
About ListBlox	Displays ListBlox version and copyright details.

▪ Template Dialog Box

The Template dialog box lists all available ListBlox templates and enables you to create a new ListBlox with a selected Template in place.

Simply double-click on the template you want, or select it and click OK.

Three buttons are included for changing the way the templates are displayed in the dialog box. The three available views are: Icons, List, and Details. When you choose the Details option, full details of each template are displayed (name, size, type, and date and time last modified).

▪ Save As Template Dialog Box

Use the File | Save As Template command to save a ListBlox as a template for future ListBlox. The Save As Template dialog box presents the following options:

Save In
Identifies the current folder. The templates currently in that folder are listed in the box below.

To view how the current folder fits in the hierarchy of folders on your computer, click the down arrow. To open one of those folders, simply click on it▪its contents are then shown in the list below.

Double-clicking on an existing file name in the list saves the template to that file, overwriting the current contents of the file.

File Name
Use to specify a name for the template you want to save. You can specify a full path for the file if you wish. If you have selected a file in the list above, its name is automatically entered here.

Save as Type
Specifies the type of file you are saving. ListBlox Template (*.ltx) is the default option.

Toolbar
The following tool buttons appear at the top of the dialog box:

Up One Level: Opens the folder one level higher than the current one.

Create New Folder: Creates a new folder in the current one.

List: Lists files and folders with their icons and names only.

Details: Lists files and folders with their icon, name, file size, file type, and date last modified.

Save button
Click to save the template to the specified filename and location. If you specify the name of an existing file, the current contents of that file will be overwritten.

Cancel button
Click to close the dialog box without saving the template.

▪ Options Dialog Box

Use the Blox | Options command to change ListBlox attributes. The Options dialog box presents the following options:

Autosize Cells	Ensures that each cell expands automatically so that its contents are visible.
Autosize List	When ListBlox is displayed in a reduced window, this option causes the window to expand so that as many as possible of the entries are visible.
Show Action Bar	Displays the Action Bar▪sort arrows, filtering and find buttons for each column.
Number Rows Sequentially	Row numbers begin at 1 and increment by 1, even after sorting or filtering.
Auto Wrap Text	Text wraps automatically onto the next line in a cell.
Prompt for Summary Information	When you save a ListBlox, you are prompted to enter summary information on it▪this includes details of its title, author and comments.
Title Font	Choose the font and other text display characteristics you want for column titles.
Cell Font	Choose the font and other text display characteristics you want for cell entries.
Filter Window Font	Choose the font and other text display characteristics you want for the Filter Window.
Set Default	Choose Set Default to set the current range of options as the default.

▪ Control Menu

Restore	Returns the ListBlox window to its size and position before you chose the Maximize or Minimize command.
Move	Enables you to move the ListBlox window using the arrow keys. Choosing the command displays a four-headed arrow, and you simply press the arrow keys on your keyboard to move the window around the screen. Press ENTER when finished.
Size	Enables you to size the ListBlox window using the arrow keys. Choosing the command displays a four-headed arrow. First press the arrow key (up, down, left, or right) that corresponds to the border you want to move; then press the appropriate arrow keys to move that border in the desired direction. Press ENTER when finished.
Maximize	Enlarges the ListBlox window to fill the entire screen.
Minimize	Reduces the ListBlox window to an icon on the taskbar.
Close	Exits ListBlox.

▪ Open Dialog Box

Use the File | Open command to open an existing ListBlox. The Open dialog box presents the following options:

Look In
Identifies the current folder. The contents of that folder are listed in the box below.

To view how the current folder fits in the hierarchy of folders on your computer, click the down arrow. To open one of those folders, simply click on it▪its contents are then shown in the list below.

To open one of the files or folders listed, double-click on it.

File Name
Use to specify the name of the file you want to open▪this can include the full path for the file. You can include * as a wildcard to filter the files displayed in the list above. If you select a file in this list, its name is automatically entered here.

File of Type
Specifies the type of file to be listed in the Open dialog box. ListBlox Document (*.lbx) indicates ListBlox files and is the default option.

Toolbar
The following tool buttons appear at the top of the Open dialog box:

Up One Level: Opens the folder one level higher than the current one.

Create New Folder: Creates a new folder in the current one.

List: Lists files and folders with their icons and names only.

Details: Lists files and folders with their icon, name, file size, file type, and date last modified.

Open button
Click to open the file specified in the File Name box.

Cancel button
Click to close the dialog box without opening a file.

▪ Save As Dialog Box

Use the File | Save As command to save a ListBlox to a specified filename and location. The Save As dialog box presents the following options:

Save In
Identifies the current folder. The contents of that folder are listed in the box below.

To view how the current folder fits in the hierarchy of folders on your computer, click the down arrow. To open one of those folders, simply click on it▪its contents are then shown in the list below.

Double-clicking on an existing file name in the list saves your ListBlox to that file, overwriting the current contents of the file.

File Name
Use to specify a name for the file you want to save. You can specify a full path for the file if you wish. If you have selected a file in the list above, its name is automatically entered here.

Save as Type
Specifies the type of file you are saving. The list includes all file types that ListBlox supports. ListBlox Document (*.lbx) is the default option.

Toolbar
The following tool buttons appear at the top of the dialog box:

Up One Level: Opens the folder one level higher than the current one.

Create New Folder: Creates a new folder in the current one.

List: Lists files and folders with their icons and names only.

Details: Lists files and folders with their icon, name, file size, file type, and date last modified.

Save button
Click to save your ListBlox to the specified filename and location. If you specify the name of an existing file, the current contents of that file will be overwritten.

Cancel button
Click to close the dialog box without saving the file.

▪ Print Dialog Box

Use the File | Print command to print the current ListBlox. The following options allow you to specify how the document should be printed:

Printer
This section provides information about the currently selected printer.:

Name: Identifies the currently selected printer. To use a different printer, click on the down arrow and select a printer from the list displayed.

Properties: Use this to change the options for the currently selected printer. The options available depend on the type of printer it is.

Print to File: Prints the ListBlox to a file instead of to the printer. You are prompted for the filename and location.

Print Range
Use to specify whether you wish to print the entire ListBlox, a particular range of pages only, or the currently selected text only.

Copies
Number of Copies: Specify here the number of copies you want to print.

Collate: If you are printing more than one copy, use this option to specify whether or not you want the copies to be collated.

OK button
Click to print the ListBlox.

Cancel button
Click to abandon the print job.

▪ Print Preview Dialog Box

Use the File | Print Preview command to display the current ListBlox as it would appear when printed. When you choose this command, the main ListBlox window is replaced with a print preview window in which one or two pages are displayed in their printed format. The print preview toolbar offers the following options:

Print	Displays the Print dialog box so that you can send the ListBlox to print.
Next Page	Preview the next page.
Prev Page	Preview the previous page.
One Page/ Two Page	Preview one or two pages at a time.
Zoom In	Zoom in to take a closer look at the page.
Zoom Out	Zoom out to view the entire page(s).
Close	Return from print preview to the main ListBlox window.

▪ Print Setup Dialog Box

Use the File | Print Setup command to change print settings.

Printer
This section provides information about the currently selected printer.

To use a different printer, click the down arrow beside the Name box and select a printer from the list displayed.

To change the properties of the currently selected printer, click the Properties button. The options available depend on the type of printer it is.

Paper
Use to specify the paper size and source.

Orientation
Use to specify the paper orientation: Portrait or Landscape.

OK button
Click to implement any changed settings.

Cancel button
Click to abandon any changes you made.

▪ Insert New Object Dialog Box

Use the Edit | Insert New Object command to insert a new or existing object into a ListBlox. The object can be inserted as an icon or with its content displayed, and can be either linked or embedded. To activate and edit the object, simply double-click on it.

The column where you insert a new object must have its data type *defined as OLE item.*

The Insert Object dialog box presents the following options:

Create New
Embeds a new object of the specified type into the current ListBlox. You specify the object type by selecting the appropriate option in the Object Type list.

Create from File
Embeds or links an existing file into the current ListBlox. You specify the file you want by typing its name in the File box. Alternatively, you can use the Browse button to browse through the files and folders on your computer until you find the file you want▪then double-click on it to enter its name automatically in the File box.

Select the Link option to specify that you want to link the file instead of embedding it. If you link the file, the copy of the file in your ListBlox is linked to the original source file and is updated whenever the source file is updated. If you embed the file, a separate copy is inserted in your ListBlox with no links to the source file.

Display as Icon / Change Icon
Select Display as Icon to display the object in your ListBlox as an icon instead of with its content displayed. When you select this option, the default icon is displayed and also a Change Icon button which allows you to choose a different icon.

Result
Describes the result of using the current settings when you insert an object.

OK button
Click OK to insert the specified object or file into your ListBlox using the currently selected settings.

Cancel button
Click Cancel to close the dialog box without inserting an object.

▪ Convert Dialog Box

Use the Edit | Object | Convert command to convert a selected object to a different file type, to activate it using an application other than its original application, or to switch between displaying the object as an icon or as content. The Convert dialog box presents the following options:

Current Type
Indicates the current file type.

Object Type
Lists the file types to which the object can be converted, or which it can be activated as.

Convert to
Click this to convert the object to the file type selected in the Object Type list.

Activate as
Click this if you want to edit the object using an application other than its original application. Select the required application in the Object Type list▪the selected application must support the particular object type.

Result
Describes the result of implementing the current settings.

Display as Icon / Change Icon
Select Display as Icon to display the object in your ListBlox as an icon instead of with its content displayed. When you select this option, the default icon is displayed and also a Change Icon button which allows you to choose a different icon.

OK button
Click OK to implement your selections.

Cancel button
Click Cancel instead to close the dialog box without implementing your selections.

▪ Links Dialog Box

Use the Edit | Links command to list and edit any OLE links included in your ListBlox. Each link is listed with information on what type of document it is and its update status.

The Links dialog box presents the following options:

Source
The location of the source is given.

Type
The type of the source document▪for example, an Excel worksheet or a Word document.

Update
Use to specify whether you want links to be updated automatically or manually (on request).

Update Now
Click this to update the currently selected link.

Open Source
Click this to open the source file for the currently selected link.

Change Source
Click this to specify a different source file for the currently selected link.

Break Link
Click here to disconnect the currently selected link. This is useful if you no longer want changes in the source file to be reflected in your ListBlox.

▪ Font Dialog Box

Use the Font option in the Options dialog box to change the font attributes of ListBlox text.

Font
Lists all available fonts and indicates the currently selected one. To change to a different font, select the new font from the list.

Font Style and Size
Lists the available font styles and sizes for the currently selected font, and indicates the currently selected options. To change to a different style or size, select the desired options from the relevant list.

Effects
Use to specify whether the text should be struck out and/or underlined, and the color in which it should be displayed.

Sample
Displays sample text using the settings currently selected in the Font dialog box.

Color
Choose the color for the text.

Script
Lists the available language scripts for the currently selected font, and enables you to select the one you want to use.

OK button
Click OK to implement any changes you have made.

Cancel button
Click Cancel instead to close the dialog box without implementing the changes.

▪ Find Dialog Box

Use this dialog box to find a text string or value in ListBlox cells.

Find What   Enter here the text you want to find.

Find First   Click here to find the first occurrence of the search term.

Find Next   Click here to find the next occurrence of the search tern.

Cancel   Click here to cancel the find operation.

More>>   Click here to view the options listed below. This button then changes to <<Less.

Search In   You can search in all records or in selected records only.

Direction   From your current position in the ListBlox, you can search down or up through the cells.

Match Case   Check this checkbox if you want items found to match the case of the search term.

_____

See Also

Finding Text in a Column

▪ Finding Text in a Column

To find text in a column, click on the Find icon above the column. You are then presented with a searchdown box where you can enter the first letter or letters of the text you are looking for.

▪ Sorting Entries

You can perform either a simple sort or a complex sort. A simple sort is one which is based on a single column. A complex sort is one where you can specify levels of sort orders. Typically, a secondary sort order comes into play when items in the primary column are the same.

Simple Sort

1   Select the column on which you want to sort.

2   Choose the Sort up arrow or Sort down arrow to sort in ascending or descending order respectively. Alternatively, choose Data | Sort Ascending or Data | Sort Descending from the Blox menu. The sort order is determined by the data type of the column.

Complex Sort

There are a number of ways in which you can perform a sort on multiple columns.

▪   Choose Data | Sort from the Blox menu, and then specify the full details of the sort in the Sort Dialog Box.

▪   Select the columns, and then choose Data | Sort Ascending or Data | Sort Descending. This takes the leftmost column as the primary column, the second leftmost as the secondary and so on.

▪   Use the arrows on the Action bar

▪keep SHIRT or CTRL depressed while you click on the sort arrows. The first column you select is the primary column, the second is the secondary column and so on.

▪ Sort Dialog Box

Sort By   Choose the column you want to use as the primary sort column, and specify whether you want the sort order to be ascending or descending.

Then By   Choose the column you want to use as the secondary sort column, and specify whether you want the sort order to be ascending or descending.

Then By   Choose the column you want to use as the tertiary sort column, and specify whether you want the sort order to be ascending or descending.

Choose OK to confirm your choice.

▪ Filtering Entries

A filter is a way of displaying certain types of entries in a ListBlox and masking the rest. Each column in a ListBlox has a filter icon in its heading. When you click on this, you see a list of all the unique entries in that column. Choose the entries you want to allow through the filter▪to select more than one entry, hold down Shift as you click.

To clear the filter, click on the Filter icon again, and select [Clear].

You can also set filters that operate across more than one column, and by default the combined filter is an AND filter▪in other words, the conditions set by both filters must apply. You may select only items that have not already been filtered out.

To set an OR filter (That is, one where either filter condition is met), hold down the CTRL key while you click on the Filter icon for the second column.

To clear the filter for a single column, click on the Filter icon again, and select [Clear]. To clear a filter from all columns, right-click on any column heading, and choose Clear Filter from the menu.

<u>Saving a Filter as a View</u>

▪ Saving a Filter as a View

You can save filtered data as a *view*.

1. While the view is displayed, click on the Manage Views icon.
2. Enter the name you want to call the view.
3. Choose Add to add the view to the available list of views.

Managing Views

▪ Managing Views Dialog Box

Click on the Manage Views icon to perform a range of functions relating to views.

The Views dialog box contains a list of previously-created views and offers you a range of options.

Apply   Applies the currently selected view to the ListBlox.

Add   To add a new view, enter its name and choose Add.

Remove   Removes the currently selected view.

Close   Closes the dialog box.

▪ Importing a List

You can import a table from an ODBC-compliant application into ListBlox.

1. Choose Import List from the File menu.
2. You are then shown a list of data sources from which to choose.
3. Once you choose the data source, you are asked to specify the table you want to import.

▪ Exporting a List

You can export a ListBlox to a table in an ODBC-compliant application.

1   Choose Export List from the File menu.
2   You are then shown a list of data sources from which to choose.
3   Once you choose the data source, you are asked to specify the ListBlox you want to export.

▪ Data Sources Dialog Box

You can share data between ListBlox and ODBC-compliant applications.

Importing a List

Select the data source from which you want to import a list and then click on OK. You are then presented with a list of tables from that source▪choose the one you want.

Exporting a List

Select the data source to which you want to export and then click OK▪by default the list has the same name in its new data source.

Exporting a List as

Select the data source to which you want to export and then click OK. You are then given the opportunity to give the data a new name in its new data source.

▪ Resizing Rows and Columns

You can resize rows and columns so that they accommodate your data better.

Rows: as you pass the cursor over the junction between two rows (in the row header column), it changes shape. Hold down the mouse button and drag the cursor down or up to increase or decrease the size of the rows.

Columns: as you pass the cursor over the junction between two columns (at the column heading row), it changes shape. Hold down the mouse button and drag the cursor right or left to increase or decrease the size of the columns.

Resizing All Rows/Columns

To resize all rows and columns to fit their contents, double-click between columns in the title bar.

▪ Select Tables Dialog Box

The Select Tables dialog box lists tables in the data source you have specified at the SQL Data Sources dialog box. Select the table you want.

▪ Inserting Rows and Columns

Inserting Rows

To insert a row at the bottom of the ListBlox, place the mouse pointer at the bottom of the list and drag down.

Inserting Columns

To insert a column to the right of the ListBlox, place the mouse pointer at the right edge of the list, and drag right.

Microsoft Office Compatible

Microsoft Office Compatible

ListBlox is a Microsoft Office compatible product, which means that its toolbars, menus, and accelerator keys are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Word, Microsoft Access and Powerpoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in ListBlox. AlphaBlox and Microsoft hope these similarities will make it easier for you to use our products together and with other Microsoft Office Compatible products.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products, in the United States, call Microsoft Customer Service at 1-800-426-9400. Customers outside the United States should contact their local Microsoft office.

ListBlox and the Office Compatible Features

The skills that you have acquired while using Microsoft Office are applicable to ListBlox. You will find in ListBlox a menu and toolbar arrangement that is very similar to those of Office and the techniques you use for navigating around the application are the same.

For example, to open a ListBlox, click on the Open button on the toolbar, and to save a ListBlox, click on the Save button. Of course, you can also use the Open and Save options on the File menu to achieve the same results. To discover the function of each button on the ListBlox toolbar, just position the mouse pointer over the button and the tooltip for that button is displayed.

OLE Enhancements
The ListBlox toolbar includes two buttons (Drag List and Drag Embed) that offer enhanced OLE functionality.

Use the Drag List button to embed the current ListBlox in a container document.

Use the Drag Link button to link the current ListBlox into a container document.

Toolbar Button Differences
Not all of the Office functions are placed on the toolbar.   The reason for this difference is that ListBlox is a compact product designed to fit into and complement your Office and other applications and so the toolbar has been kept to a minimum size, in order to keep the window width and height to the smallest and most useful dimensions.   The functions are, of course, all available from menus and shortcut keys.

In particular, you can access Cut, Copy and Paste via the Edit menu or by using the standard accelerator keys, these being Control X for Cut, Control C for Copy and Control V for Paste.

Using ListBlox with Microsoft Office

ListBlox incorporates full OLE functionality, and you can integrate it directly with Microsoft Office. For example,you might want to embed a price list into a quotation in a Word document; or you might want to link an action list into a Powerpoint presentation; or you might want to embed a list of suppliers' addresses into an Access invoicing database.

The are a number of ways in which you can integrate Office applications with ListBlox (and indeed other OfficeBlox applications). Some of the tasks that you can perform are described below.

Embedding a ListBlox in a Word Document
You can embed both new and existing ListBlox into a Word document.

- To embed a new ListBlox in a Word document, open the document within which you want to place the ListBlox and from ToolBlox, drag ListBlox into position in the document.
- To embed a previously created ListBlox, open it and then use the Drag List tool to drag it into

position in the document. Once the ListBlox is in position in the document, double-click on it to activate it.

Linking a ListBlox to a Powerpoint Presentation

To link a ListBlox, open it and then use the Drag Link tool to drag it into position in the target document. For example, you could link detailed sales figures from a ListBlox into a Powerpoint presentation.

Note: OLE works only with saved files, so you must save a ListBlox as a file before you can link it to an Office application.

Embedding and Linking Office Documents in a ListBlox

As well as embedding and linking ListBlox in Office documents, you can also embed and link Office documents in a ListBlox. For example, you could have a to-do list which required you to work on a range of Office documents, for example:

Monday	*Review latest sales figures*	[Embedded Excel worksheet]
Tuesday	*Prepare presentation for board meeting*	[Embedded Powerpoint presentation]
Wednesday	*Write to JN*	[Embedded Word document]

In each case, you could embed (or link if you wish), an Office document into a ListBlox cell. Use the option Insert New Object from the Edit menu .

Before you embed OLE objects into ListBlox cells, make sure that the column where you want to place the documents has the property OLE type:

1   Select the column.
2   Right click and then choose Properties.
3   Select OLE Item from the Data Type drop-down list.