

TurboFiles v2.1

Using TurboFiles

"I don't have time to design a database ..."
I just want to store some information ..."

How many times have you made this statement ?

----- Well, here's a solution -----

Welcome to TurboFiles

TurboFiles uses a loose leaf ring binder as a metaphor for viewing freeform and fill-in-the-blank information within databases. Tabs along the left provide for multiple Topics within each database.

Within each topic a list of record titles is maintained to provide easy access to information within the database. This list of titles is displayed on the left hand page of the ring binder. By clicking on a title you instruct TurboFiles to display that record's information on the right hand page of the ring binder.

Each record contains a general notes section, a collection of user definable fields for fill-in-the-blank information and a special area where you can build a list of information that is appropriate for each record. Each item in this list also has two user definable fields.

Text searches help you locate your information within the database. The entire database is searched for your specified text and all records containing the text are returned for your access.

You can work with many databases, each of which can be tailored to your specific information needs. By working with the user definable fields, you can set up the desired fill-in-the-blank areas for your information.

Starter-Set database files are provided for Videos, Music, Home Inventory, Projects, etc.

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· If you are ready to start using "TurboFiles" without any additional reading ...
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· * Close this help document,
· * Create a new database (fashioned after one of the supplied
· profiles OR use Default),
· * Define your Topics,
· * Start entering your records.
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Now for the rest of the story ...

You can have many databases ...

"TurboFiles" helps you quickly create new databases. Want to store office inventory information? Create a new database and fashion it after the supplied database profile for home inventory. Once the new database is created, you can tailor the fields to best suit your needs for office inventory. Labels on the screen for the record title list, the general notes and user definable fields can be edited.

Now that you have tailored the fields, you can start defining Topics within the database and start entering your information.

You can have many Topics ...

You can have many Topics within each database and tabs on the left side of the ring binder will appear as you define your topics. If you define more than three (3) Topics the tabs will have to be scrolled up and down to be seen. The top/bottom most tab will have its left, outside corner turned down to indicate that additional tabs exist. You simply click on the turned down corner to scroll the tabs and reveal the other Topics. Once positioned on these tabs, you can also use your cursor arrow keys to navigate your Topics.

Clicking a Topic tab is like choosing a section in a book thus revealing a list of records within that section. Clicking a record title on the list provides instant access to that record's information.

Working with records ...

Each record consists of a general notes section, a collection of user definable fields and a special list box that contains desired details. Let's review the design intentions for each of these areas.

General Notes: This is a section that allows you to type in whatever you want. Paragraph after paragraph can be entered so that you can store as much information as you need.

User Definable Fields: Four fill-in-the-blank fields are available for predefined information. You can label these fields to represent what ever you want.

Special List Box: The use of this list depends on the nature of the database. For example, in storing information on Videos this was used to list the Stars of the video, in storing information on Music this was used to list the individual Songs. You can use this list anyway you wish. Also, note that for each item in this list, you can maintain two fill-in-the-blank fields. Let's review, in the Music database, each item on the list related to an individual song on the album and for each song on the list, the two fields indicated the track number and the length of the song respectively.

"TurboFiles" thus provides for extensive information storage for each record within the database. And remember that all of this information can be searched for text values to help you locate the information you need. So if you want to find all your videos in which a particular person starred, just search for the name and "TurboFiles" will locate all appropriate records within that database.

TurboFiles provides menus for full access to its functions ...

Opening and Creating Files,

Performing Text Searches,
Working with Topics within a database,
Working with records within each Topic, and
Working with the Special List area within each Record.

TurboFiles also supports right mouse clicks to access the menus for Topics, Record Titles and Special List Items.

Searching for specific text strings ...

"TurboFiles" provides a 'Text Search' feature to help you isolate the records that contain the text in which you are interested. Simply choose the Text Search option under the File Menu and you will be supplied with a panel within which you can specify your search criteria. Your search can also be specified as 'Case Sensitive'.

The records that satisfy the search are presented to you as a 'subset' of your existing records. Only the Topics containing search results will be used to create 'tabs' along the left of the ring binder. As a Topic is selected, only the records that satisfied the search will be made available for review and/or editing.

To return to your full set of records simply choose the Restore option under the File Menu.

