

## LAN

<b>Syntax</b>	mailbox(LAN)
<b>Description</b>	mailbox = LAN mailbox
<b>Example</b>	SKing (LAN)

**MAPI**

<b>Syntax</b>	username(MAPI)
<b>Description</b>	username = MAPI name
<b>Examples</b>	Simon King (MAPI) sking (MAPI)

## MHS

<b>Syntax</b>	user@workgroup(MHS)
<b>Description</b>	user = MHS username workgroup = MHS workgroup
<b>Example</b>	JHaas@Tech (MHS)

## **MHS to MCI Via Gateway**

<b>Syntax</b>	user@mcimail(MHS)
<b>Description</b>	user = MHS username mcimail = Object Exchange name for MCI gateway on MHS
<b>Example</b>	JHaas@mcimail (MHS)

## MCI

<b>Syntax</b>	name / MCI ID: number(MCI)
<b>Description</b>	name = MCI username number = MCI account number
<b>Example</b>	Aphra Behn / MCI ID: 123-4567 (MCI)

## NGM

<b>Syntax</b>	user@workgroup(MHS)
<b>Description</b>	user = NGM username workgroup = NGM workgroup hierarchy
<b>Example</b>	JHaas@Tech.Admin.Holt (MHS)

**cc:Mail**

<b>Syntax</b>	name(ccmail)
<b>Description</b>	name = cc:Mail user name
<b>Example</b>	foxglove(ccmail)

## Multiline Addresses

To enter multiline addresses, separate each line of the address with a vertical bar character (|). For example, to send mail from MCI Mail to MHS:

```
JDixon | ems:fortune | Jdixon.obex@fortune(mci)
```

When sending mail to MHS from any messaging service via a gateway, add .obex to the mailbox name for proper mail delivery, as shown in the example above.





## Workgroup Desktop Help Contents

Click an underlined title or icon to get information about a topic. Read **Essentials** if you are new to Workgroup Desktop. You can use the Search button at any time to find topics quickly.



Essentials for getting up to speed with Workgroup Desktop.



Tasks for step-by-step instructions on all features of Workgroup Desktop.



SpeedBar Buttons for information on all workgroup SpeedBar buttons and related dialog boxes.



## New Publication Dialog Box

Lets you define and establish new publications.

The New Publication dialog box offers these options:

Description	Lets you enter a <u>description</u> for the new publication.
Contents	Lets you select the contents of the new publication (Table Data, Query Result, or File Set). You can either enter the path and file name of the object you want to publish, or use the Browser to select it.
Subscribers	Lists the first address in the publication's subscriber list. To build the subscriber list, choose Name to display the <u>Select Names</u> dialog box.
Version Depth	Sets the <u>version depth</u> of the new publication.
Notes	Lets you enter notes on the publication that subscribers can read when they receive it.

### See Also

What Publishing Does

Establishing a Publication

Versions and Version Depth



## Issue New Version Dialog Box

Lets you issue new versions of current publications. If you want to change the subscriber list before issuing a new version, first choose Manage in the Publications dialog box to display the [Select Names](#) dialog box.

The Issue New Version dialog box offers these options:

Description	The <a href="#">description</a> you gave the original publication. (You can't change the description.)
Subscribers	The current subscriber list.
Last Update	The date and time the Object Exchange sent the last version of the publication.
Contents	The file name of the publication, or the list of files in the publication (without the extension).
Type	The publication's type (Table Data, Query Result, or File Set).
Notes	Displays the notes you entered for the last version. You can edit the notes, or leave them as is.

### See Also

[Issuing New Versions of a Publication](#)

[Changing a Publication's Subscriber List](#)

[Versions and Version Depth](#)



## Select Names Dialog Box

Lets you build or change a publication's subscriber list. The Alias box lists all of the addresses (by alias), and Groups lists all of the address groups, in the current address book.

The Select Names dialog box offers these options:

Groups	Lets you select a group contained in the selected address book. Select the All Names group to publish to all subscribers listed in the address book.
Add Group	Adds the addresses of all members of the selected group to the subscriber list.
Alias	Lists the aliases of all the addresses contained in the selected address book.
Add Name	Adds the address associated with the selected alias to the subscriber list.
Names List	The current subscriber list.
Remove Name	Removes the selected address from the current subscriber list.
Remove All	Removes all of the addresses from the subscriber list.
Additional Address	Lets you enter an address not contained in the current address book. You must enter a complete address in this edit field (not an alias). See <u>Addressing Guidelines</u> for information on how to enter complete addresses.
Add	Adds the address entered in the Additional Address text box to the subscriber list.

If you're adding names to the subscriber list of a current publication, the Select Names dialog box lets you publish the last version you issued to the new subscribers only. To do so, select "Distribute last issued version to new subscribers."

### See Also

[Changing a Publication's Subscriber List](#)

[Issuing New Versions of a Publication](#)



## Save File Set As Dialog Box

Lets you specify a name and location to which to save the selected file set.

The Save File Set As dialog box offers these options:

New Directory Name	By default, Paradox saves the file set as a subdirectory of the working directory, with a default directory name consisting of WG_ and the first five characters of the original directory's prefix. For example, Paradox saves a published file set named MOVIES as WG_MOVIE. You can accept the default directory name, or type any valid directory name of your choice. If you want to save the publication in a directory other than the working directory, precede the directory name with the location (the full path), or choose Browse to select a directory from the Browser.
Description	The publisher's description of the selected file set.
New Alias	Lets you type a new alias for the file set. For information about directory aliases, see <a href="#">Aliases</a>

### See Also

[Subscribing to Published Objects](#)



## Save Table As Dialog Box

Lets you specify a name and location to which to save the selected object.

The Save Table As dialog box offers these options:

New Table Name	By default, Paradox saves the selected publication to the working directory, with a default file name consisting of WG_, the first five characters of the original file's prefix, and the file's extension. You can accept the default file name, or type any valid file name of your choice. If you want to save the publication in a directory other than the working directory, precede the file name with the location (the full path), or choose Browse.
Description	The publisher's description of the selected publication.
Save With Workgroup Form	Lets you tell Paradox to create a standard form with which to view the saved table or query result. You must use the workgroup form to update the current version of published table data. The standard workgroup form shows the publication's data, and provides information on the publication. (See <a href="#">Using Workgroup Forms</a> for more information).
Automatic Update	Lets you specify that you want your saved copy of published data to be automatically updated when new versions are published. If you don't choose automatic updating, you can manually update your table data from the workgroup form whenever you want.

### See Also

[Subscribing to Published Objects](#)



## Manage People Dialog Box

Lets you enter and change records in the All Names group of the currently selected address book. (You must enter records in the All Names group before adding them to other groups.) Each address book record consists of an alias and a complete address. See Addressing Guidelines for information on how to enter complete addresses.

The Manage People dialog box offers these options:

Alias	The <u>alias</u> associated with the current address.
Address	A complete address of a Workgroup Desktop user.
New	Creates a new, blank record after the last record.
Delete	Deletes the current record.
Revert	Cancels edits to the current record, and restores original data.
Next	Displays the next record.
Previous	Displays the previous record.
Locate	Displays the <u>Locate Value Dialog Box</u> , which lets you move to a particular value in a field, in this case, to a particular alias or address in the address book.
Close	Closes the Manage People dialog box, and accepts the last change you made.

### See Also

Entering and Editing Records in Address Books

Changing Address Groups



## Create Book Dialog Box

Lets you create new address books in the location you specify.

The Create Book dialog box offers this option:

Address Book

Directory

The location and name of the new address book. If you want to create the address book in a directory other than the working directory, type the location (the full path), or choose Browse. The name must be a valid DOS file name with up to eight characters..

### See Also

[Creating New Address Books](#)





## Manage Group Dialog Box

Lets you change the membership of groups in the currently selected address book. The Alias box lists all of the addresses (by alias), and the Groups list all of the address groups, in the current address book.

The Manage Group dialog box offers these options:

Groups	Lets you select a group contained in the selected address book.
Add Group	Adds the addresses of all members of the selected group to the group you're managing.
Alias	Lists the aliases of all the addresses contained in the selected address book.
Add Name	Adds the address associated with the selected alias to the group you're managing.
Members	The membership of the group you're managing.
Remove	Removes the selected address from the Members list.
Remove All	Removes all of the addresses from the Members list.
Alias	Lets you add an address to the Members list by typing its alias. You must add addresses to the currently selected address book with the <u>Manage People</u> dialog box before you can add them to address groups.
Add	Adds the address associated with the alias entered in the Alias text box to the Members list.
Clear	Deletes the group you're managing.

### See Also

[Entering and Editing Records in Address Books](#)

[Creating Address Groups](#)

[Changing Address Groups](#)



## New Group Dialog Box

Lets you create new groups in the currently selected address book, and add members to them.

The New Group dialog box offers these options:

Groups	Lets you select a group contained in the selected address book.
Add Group	Adds the addresses of all members of the selected group to the new group.
Alias	Lists the aliases of all the addresses contained in the selected address book.
Add Name	Adds the address associated with the selected alias to the new group.
Members	Lists the membership of the new group.
Remove	Removes the selected address from the Members list.
Remove All	Removes all of the addresses from the Members list.
Alias	Lets you add an address to the Members list by typing its alias. You must add addresses to the currently selected address book with the <u>Manage People</u> dialog box before you can add them to address groups.
Add	Adds the address associated with the alias entered in the Alias text box to the Members list.

### See Also

[Creating Address Groups](#)

[Changing Address Groups](#)



## Save Group As Dialog Box

Saves new address groups in the currently selected address book.

The Save Group As dialog box offers these options:

Existing Groups	Lists the names of all the groups the selected address book contains.
New Group Name	The name of the new group. You can use up to eight characters. The name must be a valid DOS file name.

**account name**

A unique name you give an Object Exchange account when you create it. The account name appears in the accounts list on the left side of the Object Exchange window.

### **accounts list**

List of all messaging accounts you have created for the Object Exchange, along with icons that indicate the current status of each account. The accounts list appears on the left side of the Object Exchange window.

## **address**

The unique electronic mail or communication system address that you use when you publish objects to other Workgroup Desktop users.

## **address book**

A Paradox table where you (or an administrator) enter and store the addresses of workgroup members.

## **address group**

A user-defined group of addresses, which you can use as a distribution list when publishing.



## **alias**

A user "nickname" that you can use in place of a complete address.

### **automatic updating**

A way of updating in which a new version of a published table or query result automatically refreshes the previous version in a subscriber's object store.

**description**

An explanatory title that you give to objects when you mail or publish them. Recipients see available objects (tables, query results, and file sets) listed by their descriptions.

## DOS file name

Valid DOS file names contain a maximum of eight characters, and may not contain spaces, commas, backslashes, or periods. They may contain the letters A to Z, the numbers 0 through 9, and the following special characters:

\_ ^ \$ ~ ! # % & - { } ( ) @ ' `

## **manual updating**

A new version of a publication refreshes a previous version in a subscriber's object store only when the subscriber explicitly requests an update.

### **messaging account**

An Object Exchange account that lets you communicate with an existing messaging service account. Messaging services include mail systems such as MCI and MHS, as well as Windows for Workgroups and a variety of LANs.

### **messaging service**

An electronic communication service such as MCI Mail, Netware MHS, cc:Mail, and Microsoft Windows for Workgroups.

## **modem**

A device that transmits and receives data through telephone lines. Modems modulate digital computer signals into analog signals that telephone lines can carry, and demodulate analog signals received through telephone lines back into digital signals before passing them to a computer.



## **object**

A unit of information that you can distribute to or receive from other Workgroup Desktop users. The Paradox Workgroup Desktop lets you distribute the following objects: Paradox, dBASE, and SQL table data; query results; and file sets.

## **object store**

A private Object Exchange directory where published objects are stored locally, allowing Workgroup Desktop users to access them at any time without being logged on to their communications service.

## **polling**

The process of sending and receiving publications. The Object Exchange polls, or contacts, an account to transmit outgoing publications and pick up incoming ones. You can set an automatic polling frequency for each account, or set the Object Exchange to poll only when you request.

### **primary account**

When you create more than one messaging account for a messaging service, you can designate one of those accounts as primary. When you poll a messaging service from Workgroup Desktop (using the workgroup SpeedBar Poll button), the Object Exchange automatically polls the primary account for the selected service.

## **publishing**

The process of electronically distributing information to remote Workgroup Desktop users. When you publish Paradox objects, you establish ongoing information-distribution relationships with subscribers. Once you've established a publication, you can issue new versions of it to keep subscribers continuously up-to-date.

## **subscriber list**

Electronic addresses of people to whom you want to publish table data, query results, or a file set. You build a subscriber list with the Select Names dialog box.

## **subscribing**

Receiving objects published to you by other Paradox Workgroup Desktop users. When you are put on a publisher's subscriber list, you automatically become a subscriber. You can stop subscribing to a publication by deleting your copy of the publication from your object store.

## updating

The process by which published tables to which you subscribe are kept up-to-date with the latest versions. Updating can be either automatic or manual.



## **version**

After you publish table data, query results, or a file set, you can issue a new version at any time. When you issue a new version, you can change the contents, subscriber list, and accompanying note.

### **version depth**

The number of versions of a publication available to a subscriber at any one time. The version depth is set by the publisher, to a maximum of 99 versions.

## **workgroup**

A group of two or more people who need to collaborate or exchange information for a period of time.



## Glossary

### -A-

account name  
accounts list  
address  
address book  
address group  
alias  
automatic updating

### -D-

description

### -M-

manual updating  
messaging account  
messaging service  
modem

### -O-

object  
object store

### -P-

polling  
primary account  
publishing

### -S-

subscriber list  
subscribing

### -U-

updating

### -V-

version  
version depth

### -W-

workgroup



## Essentials

Before using Workgroup Desktop, read the following topics in this Help system or in your printed manual.

[What Workgroup Desktop Does](#)

[Publishing and Subscribing](#)

[Versions and Version Depth](#)

[Updating Publications](#)

[The Object Exchange](#)



## Tasks

Click a topic for information on using the Paradox for Windows Workgroup Desktop.

[Setting Up](#)

[Publishing Paradox Objects](#)

[Using and Managing Publications](#)

[Polling](#)

[Viewing Object Exchange Status](#)

[ObjectPAL Workgroup Methods](#)



## Setting up

To use Workgroup Desktop for automatic distribution of information, you need to do two things: create and configure your Object Exchange [messaging accounts](#) and create an address book. After that, you can perform all Workgroup Desktop tasks from within Paradox, with the Object Exchange running in the background or minimized on your desktop.

Click a topic for more information:

[Starting Workgroup Desktop](#)

[Creating and Configuring Messaging Accounts](#)

[Working with Address Books](#)

[Selecting Address Books](#)

[Creating New Address Books](#)

[Entering and Editing Records in Address Books](#)

[Creating Address Groups](#)

[Changing Address Groups](#)

[Addressing Guidelines](#)



## **Publishing Paradox Objects**

Once you've created the Object Exchange [messaging accounts](#) you need, you're ready to begin [publishing](#). Start Workgroup Desktop (see [Starting Workgroup Desktop](#)), and click the Publish button on the workgroup SpeedBar to display the Publications dialog box.

Click a topic for more information:

[What Publishing Does](#)

[Establishing a Publication](#)

[Issuing New Versions of a Publication](#)

[Changing a Publication's Subscriber List](#)

[Deleting Publications](#)





## Using and Managing Publications

When other Paradox for Windows users publish or issue versions to you, the publication is received by your Object Exchange when it polls your messaging accounts. The Object Exchange holds your copies of published tables, query results, and file sets in your object store, which behaves like a database of objects sent to you. These objects are continuously available to you, whether or not you're currently connected to your messaging services. Published objects remain in the Object Exchange until you delete them.

Click a topic for more information:

[Subscribing to Published Objects](#)

[Using Workgroup Forms](#)

[Updating Published Objects](#)

[Deleting Published Objects and Stopping Subscription](#)



## Polling

When you publish or issue versions, Workgroup Desktop submits the published objects to the Object Exchange, which holds them in its outgoing queues. When the Object Exchange polls an account, it transmits all the objectstable data query results, or file setsyou've sent through that account, and picks up all the objects you've received through that account, since the Object Exchange last polled it. The Object Exchange holds incoming objects in your object store, ready for you to use.

Click a topic for more information:

[Setting an Account's Polling Mode](#)

[Polling from Workgroup Desktop](#)

[Polling from the Object Exchange](#)

[Canceling Polling](#)



## Viewing Object Exchange Status

You can get information on objects held in the Object Exchange's outgoing queue, as well as a list of alerts (error messages) that your Object Exchange may have encountered when trying to poll or queue objects to your messaging accounts.

Click a topic for more information:

[Viewing the Outgoing Queue](#)

[Viewing Object Exchange Messages](#)



## ObjectPAL Workgroup Methods

The custom code used by the Workgroup Desktop resides in a delivered ObjectPAL library named WGPAL.LDL. You can use these workgroup methods to add workgroup capabilities to your own applications.

To use these methods, you should be thoroughly familiar with using the Paradox ObjectPAL programming language. For information on using ObjectPAL, refer to the Paradox ObjectPAL documentation and online [ObjectPAL Reference](#). You should also understand the capabilities of the Workgroup Desktop.

You can use the workgroup methods together with methods and procedures in the ObjectPAL run-time library to create forms that do anything the Workgroup Desktop does, and more. For example, you can create forms that publish and subscribe to objects, manage subscriber addresses, and display alerts, then combine these forms into a complete workgroup application. You can also publish applications as file sets.

Click a topic for more information:

[Using Workgroup Methods](#)

[Declaring Workgroup Methods](#)

[Declaring Custom Data Types](#)

[Opening the PAL Library](#)

[Calling a Workgroup Method](#)

[Alphabetic List of ObjectPAL Workgroup Methods](#)



## Workgroup SpeedBar

The workgroup SpeedBar gives you access to all Workgroup Desktop options. To display the workgroup SpeedBar, choose File | Open | Workgroup Desktop.

The workgroup SpeedBar buttons open the following dialog boxes:



Publications Dialog Box



Use Objects Dialog Box



Address Book Dialog Box



Poll Accounts Dialog Box



Alerts Dialog Box



## What Is Workgroup Desktop?

Workgroup Desktop automates the communication, exchange of information, and workflow among workgroup members, so that the latest database information is always available to workgroup members no matter where they are located.

A workgroup is any group of individuals who need to collaborate or share information for a period of time. Workgroup membership is usually fluid, changing as the aims and structure of the organization change, forming as new tasks are identified, and dissolving as those tasks are completed. Workgroup Desktop is flexible enough to support workgroups of all types and to keep pace with the changes within them.

Workgroup Desktop lets you

- Distribute information to other Paradox Workgroup Edition and Quattro Pro Workgroup Edition users through multiple communications services simultaneously, including MCI Mail, Novell networks, Windows for Workgroups, LANs, and many popular electronic mail systems such as cc:Mail, daVinci Mail, and Microsoft Mail. You can also receive information distributed to you by other Paradox Workgroup Desktop users.
- Enjoy the advantages of information exchange without changing your environment, applications, or working methods.
- Continuously access distributed information without being continuously connected to a communications network.
- Define and change the membership of workgroups easily from your own computer, to keep pace with your changing workload or organizational structure.
- Distribute any object that you can put in a directory: Paradox tables with their associated indexes, OLE or multimedia objects, forms, reports, queries, non-Paradox files, even entire applications.
- Distribute, store, and use multiple versions of Paradox for Windows objects.
- Decide what distributed information you want to use, and when.
- Bring all the power of Workgroup Desktop to your own custom applications using ObjectPAL workgroup methods.
- Get started easily and quickly. You don't need to be a system administrator to install and use Workgroup Desktop.



## Publishing and Subscribing

At the heart of Workgroup Desktop is a process called publishing and subscribing. Publishing and subscribing establishes ongoing data-sharing relationships between you and other workgroup members. When you publish Paradox information using the Paradox Workgroup Desktop, users can subscribe to it in the Workgroup Editions of both Paradox and Quattro Pro. Workgroup Desktop is ideal when you need to distribute data - reports, results of analyses, stock price and availability information, and so on - to many users in different locations, and then keep those users up to date.

Workgroup Desktop's capabilities are fundamentally different from those offered by the Paradox Multiuser commands. Multiuser commands let multiple users access the same table simultaneously in a LAN environment. With Workgroup Desktop, on the other hand, the data finds you: Publishers distribute Paradox data over any supported local-area, wide-area, or global network or communications service. Recipients work with local replicas of the original data, and so have continuous access to the shared data even if they or the publisher are no longer on line. While record locking ensures data integrity in the multiuser environment, publisher control of data distribution ensures data integrity in the Workgroup Desktop environment. Either the subscriber or the publisher can stop the data-sharing relationship at any time.

Workgroup Desktop lets you publish table data, query results, and file sets to other workgroup members. When you publish a table or query result, subscribers receive exact local replicas of the data they contain. When you publish query results, Workgroup Desktop automatically runs a saved query and distributes the Answer table to subscribers. This lets you distribute a particular set of data - possibly drawn from many local and remote sources - without requiring you to keep the Answer table on your own computer.

When you publish a file set, you select files from any directory or subdirectory and publish them as a set. You can publish a table and all of its family members (its indexes, BLOBs, referential integrity definitions, table view settings, and so on); a set of different Paradox files, such as forms, reports, tables, queries, scripts, and entire Paradox applications; even files from other products, such as word-processing documents, slide shows from business graphics applications, and program executable files.

### See Also

[Publishing Paradox Objects](#)

[Establishing a Publication](#)

[Issuing New Versions of a Publication](#)

[Changing a Publication's Subscriber List](#)

[Deleting Publications](#)

[Subscribing to Shared Objects](#)

[Deleting Shared Objects and Stopping Subscription](#)



## **Versions and Version Depth**

As publisher, you can set a version depth for each publication. The version depth determines how many versions of a publication will be available to subscribers at any given time. For example, if you want subscribers to have access to a year's worth of tables containing monthly sales data, you set the version depth to 12, which makes the current version and the 11 previous versions of the table available. You can set a maximum version depth of 99 versions.

Subscribers can use any available version of an object. There is no limit to the number of available versions that subscribers can use at any one time.

### **See Also**

[Subscribing to Shared Objects](#)





## Updating Publications

When you save tables or query results with the standard workgroup form, you can use the form to choose how you want them updated. If you use automatic updating, new versions automatically overwrite previous versions when the publisher issues them and your Object Exchange receives them. Otherwise, new versions overwrite previous versions only when you request an update.

### See Also

[Updating Shared Objects](#)

[Using Workgroup Forms](#)



## The Object Exchange

The software engine that drives Workgroup Desktop is the Object Exchange (or OBEX). The Object Exchange lets you share information (objects) between different applications and different users of the same application. In Paradox for Windows, you can share table data, query results, and file sets. The Object Exchange isn't an application in itself, but a middle link between applications and the outside world. In other words, it interacts with the operating system and messaging services to provide workgroup and communication services to applications.

The Object Exchange gives you unprecedented freedom and flexibility in creating, maintaining, and managing workgroup computing relationships. It maintains a local store of shared objects on your computer, which makes shared data continuously available to you without requiring you to be continuously connected to a communications network. This object store lets you use shared pages and notebooks even if the local area network is inaccessible.

The Object Exchange also frees you from dependence on a single communications network by letting you connect seamlessly and simultaneously to a wide range of messaging services. The Object Exchange lets you use:

- MCI Mail, a global electronic mail service. To use MCI, you need an MCI account, a modem, and access to a telephone system.
- Novell's NetWare Message Handling Service (MHS), version 1.5, or its upgrade, NetWare Global Messaging (NGM), mail systems for local area networks.
- Windows for Workgroups, as well as with other MAPI-compliant messaging services such as Microsoft Mail. (MAPI is Microsoft's Mail Application Programming Interface.)



Local area networks such as Novell NetWare, Banyan 5.0, Microsoft LAN Manager 2.1, AT&T StarGroup 3.5.1, IBM LAN Server 2.0, and 3Com Share and 3Com Open without requiring you to purchase and install a separate mail system.



cc:Mail 1.1 and above, as well as with other VIM-compliant messaging services. (VIM is Vendor Independent Messaging, a messaging standard supported by many major software vendors.)

The Object Exchange makes shared data continuously available to you by storing shared objects in an object store on your computer. The object store acts like a local database of shared objects, allowing you to work with shared data even if you or the publisher are currently offline.

Once you've configured the Object Exchange with the information it needs to access your messaging accounts, it works in the background, automatically and invisibly, to manage your connections and interactions with other Workgroup Desktop users. A workgroup SpeedBar gives you access to the full range of workgroup features from within Paradox for Windows. You need return to the Object Exchange only to change your account access information.

### See Also

[Creating and Configuring Messaging Accounts](#)

[Object Exchange Help](#)



## Starting Workgroup Desktop

To start Workgroup Desktop, choose File | Open | Workgroup Desktop.

Starting Workgroup Desktop displays the workgroup SpeedBar and launches the Object Exchange in the background, if it's not already running. The Object Exchange remains open even after you close Paradox, so that you can poll your messaging accounts at any time.

The first time you run Workgroup Desktop, the Object Exchange prompts you to create at least one messaging account. For information, see Creating and Configuring Messaging Accounts.

The workgroup SpeedBar gives you all the tools you need to use Workgroup Desktop. For details on all workgroup SpeedBar buttons, see Workgroup SpeedBar.



## Creating and Configuring Messaging Accounts

Before you can use Workgroup Desktop, you must create and configure Object Exchange messaging accounts that interact with LAN, MHS, MCI, MAPI, or VIM messaging services. Each Object Exchange account must correspond to a messaging service account or LAN mailbox. You can create as many Object Exchange accounts as you need for each messaging service. When you configure Object Exchange accounts, you supply them with the information they need to connect with your messaging service accounts or mailboxes. You can configure accounts any time except when the Object Exchange is polling.

The Object Exchange polls, or contacts, messaging services to transmit outgoing objects and to pick up incoming objects. You can set an automatic polling frequency for each messaging account, and tell it how often and between what hours to poll.

When you create and configure accounts, the Object Exchange checks to make sure that you've supplied all the necessary information for that account. If you've left something out, the Object Exchange alerts you and asks you to provide it. In some cases, the Object Exchange also checks the accuracy of the information you've entered. For example, it checks to make sure you've entered a valid post office path for LAN accounts, or a valid user name or workgroup name for MHS or NGM accounts.

For details on how to create and configure Object Exchange accounts, see Object Exchange Help, or Chapter 2 of the *Workgroup Desktop Guide*.



## Working with Address Books

Address books are Paradox for Windows tables that store addresses of Workgroup Desktop users. Although you don't have to use an address book to publish, address books greatly simplify the process of building subscriber lists.

Address books can reside either on a file server or shared computer for use by all workgroup members who have access to it, or on any user's local computer. If your workgroup uses a shared address book created and maintained by a system administrator (or by a user acting as an administrator), you need only select that address book to gain access to all of the addresses contained in it. Even if you use a shared address book, you can create your own local or private address books organized in a way that's convenient for you. You can create as many address books as you want, and select them one at a time.

Each address book record consists of two things: a full address; and an alias a unique user name you can use in place of a full address. If a user has more than one address for instance, both an MHS and a LAN address each address must be stored in a separate record in the address book, and each must have its own unique alias.

Every address book contains one default group, named All Names, which includes every address entered into that address book. You can create additional address groups composed of addresses from the All Names group. These groups can function as distribution lists for addressing publications to many Workgroup Desktop users at once. An address book might contain one address group per company, department, or project. Address groups can share addresses with other groups, and you can modify group membership at any time.

### See Also

[Selecting Address Books](#)

[Creating New Address Books](#)

[Editing Records in Address Books](#)

[Creating Address Groups](#)

[Changing Address Groups](#)

[Addressing Guidelines](#)



## Selecting Address Books

To use an existing address book, you select it. You can change the selected address book at any time.

To select an address book,

1. Click the workgroup SpeedBar Address button. The Address Book dialog box appears, and the path of the address book you last selected appear in the Selected Book text box.
2. To select a different address book, select Select Book, then choose OK. The Browser appears.
3. Select the directory that contains the table that you want to use as an address book, then choose OK. The location (the full path) of the new address book directory appears in the Selected Book text box, and you can use the addresses contained in that address book to build subscriber lists for publications.

### See Also

[Establishing a Publication](#)

[Changing a Publication's Subscriber List](#)



## Creating New Address Books

You can create as many address books as you like. If you want other workgroup members to have access to an address book you create, make sure that you create it in a shared area of a file server or on a shared computer. Once you've created a new address book, you can enter address records and create groups in it. If you're an administrator responsible for maintaining a shared address book, you might want to ensure its integrity by giving users read-only access to the directory in which that address book is stored.

To create a new address book,

1. Click the workgroup SpeedBar Address button. The Address Book dialog box appears.
2. Select Create New Book, then choose OK. The Create Book dialog box appears, showing the path for the address book you last selected, and followed by the highlighted word ADDRBOOK prompting you for a directory name.
3. If you want to create your new address book in the location shown, type a directory name in place of the highlighted name. The name must be a valid DOS directory name.

If you want to create an address book in a different directory, type the location (the full path) of the directory in which you want to create the new address book, or choose Browse. When the Browser appears, select a directory, then choose OK. The directory you selected appears in the Address Book Directory text box. Then, type a directory name for your new address book at the end of the path name.

4. Choose OK.

Paradox creates a new, empty address book and connects you to it. The new address book consists of a directory with two Paradox files: ADDRESS.DB and ADDRESS.PX. You're now ready to enter addresses and groups in the new address book. See [Entering and Editing Records in Address Books](#) for information on how to enter addresses into the new address book.

### See Also

[Creating Address Groups](#)



## Entering and Editing Records in Address Books

You must select an address book before entering or editing records in it. You can enter as many records in a book as you want. (See [Addressing Guidelines](#) for information on how to construct valid addresses.)

To add names and addresses or edit records in an address book,

1. Click the workgroup SpeedBar Address button. The Address Book dialog box appears.
2. Select Manage People, then choose OK. The Manage People dialog box appears.

The first record in the address book appears in the Alias and Address text boxes. Use the buttons to display records to edit, and to create new records:



**New** creates a new, blank record. Type an alias in the Alias text box and a complete address in the Address text box, then choose New, Next, Previous, or Close to add the new record to the address book.



**Delete** erases the current record.



**Revert** cancels edits to the current record, and restores original data.



**Next** displays the next record.



**Previous** displays the previous record.



**Locate** displays the Locate Value dialog box, which lets you move to a particular value in a field, in this case, to a particular alias or address in the address book. For information on how to use the Locate Value dialog box, see the User's Guide.

3. To edit a record, display the record, then type changes in the Alias or Address text boxes. To save the changes, choose New, Next, Previous, or Close.
4. When you're finished, choose Close.





## Creating Address Groups

You can create groups for a selected Paradox address book at any time. You can create as many groups as you want in an address book.

To create a new group in an address book,

1. Click the workgroup SpeedBar Address button. The Address Book dialog box appears.
2. Select Create New Group, then choose OK. The New Group dialog box appears.

First you'll populate your new group, then you'll name it. The Aliases box lists all the addresses (by alias), and Groups lists all of the groups, in the current address book. Complete addresses appear in the Members list when you choose Add.



To add an address to the group, select an alias from the Aliases box, or type an alias in the Alias text box, and choose Add.



To add all members of an existing group to the new group, select the group from the Groups drop-down list, and choose Add Group.



To remove addresses from the group, select the address you want to remove in the Members box, and choose Remove. Remove All removes all addresses from the group.

3. To save the new group, choose OK. The Save Group As dialog box appears.
4. Type a name of up to eight characters in the New Group Name text box. Use valid DOS file name characters.
5. Choose OK.

### See Also

[Changing Address Groups](#)



## Changing Address Groups

You can add or remove members from address groups contained in the address book you're currently connected to at any time. You can also delete groups at any time.

To change groups in an address book,

1. Click the workgroup SpeedBar Address button. The Address Book dialog box appears.
2. Select Manage Group, select the group you want to change from the list, and choose OK. The group management dialog box for the selected group appears.
3. To delete the group from the address book, choose Clear.
4. To change the membership of the group, use the dialog box options. The Aliases box lists all of the addresses (by alias), and the Groups list all of the groups, in the current address book. Complete addresses appear in the Names List when you add them.



To add an address to the group, select an alias and click Add.



To add all members of an existing group to the new group, select the group from the Groups list, and click Add Group.



To add an address that does not appear in the Aliases box, enter the complete addresses in the Alias text box and click Add. For example, type pking(LAN), where pking is the subscriber's LAN mailbox name. (See [Addressing Guidelines](#) for complete information.)



To remove addresses from the group, select the address you want to remove in the Group members box and click Remove. Remove All removes all addresses from the group.

When you're done, choose OK.



## Addressing Guidelines

Read the following information before entering addresses in an address book or an address list dialog box:



Addresses are not case-sensitive: You can type uppercase or lowercase characters.



You must follow addresses with the messaging service name, enclosed in parentheses. You can leave a space before the service name.



With LAN, you can only send objects to and receive objects from other Workgroup Desktop users who have mailboxes in the same post office.



When sending mail to MHS from any messaging service via a gateway, add .obex to the mailbox name for proper mail delivery, as shown in the Multiline Address example.

Click a topic to see examples of how to construct valid Object Exchange addresses.

<u>LAN</u>	<u>MAPI</u>
<u>MHS</u>	<u>MHS to MCI Via Gateway</u>
<u>MCI</u>	<u>NGM</u>
<u>cc:Mail</u>	<u>Multiline Addresses</u>



## Setting an Account's Polling Mode

You can set the Object Exchange to poll an account automatically (at regular intervals) or manually (only when you tell it to). Manual polling lets you queue up multiple objects in the Object Exchange, then transmit them all at once later. You can also deactivate an account to prevent the Object Exchange from polling and queuing messages to it. You might deactivate MCI if your modem is broken, or LAN if you're not connected to your network server.

To set the polling mode, open the Object Exchange window, select the messaging account from the accounts list, then use the polling mode slider to select one of these options:



**Automatic** sets automatic polling. When you select Automatic, a curved arrow appears next to the account name, and the Object Exchange begins the polling cycle for that account.



**Manual** sets manual polling.



**Deactivate** deactivates polling.

### See Also

[Creating and Configuring Messaging Accounts](#)

[Polling from Workgroup Desktop](#)

[Polling from the Object Exchange](#)

[Cancelling Polling](#)



## Polling from Workgroup Desktop

When you poll from Workgroup Desktop, the Object Exchange polls the account in the background. If you have more than one messaging account for the selected messaging service, the Object Exchange polls the primary account for that service. If the primary account is deactivated, you must either activate it or make another (active) account primary before you can poll.

To poll an account from Workgroup Desktop,

1. Click the workgroup SpeedBar Poll button. A list of your primary accounts appears.
2. Select the account or accounts you want to poll.
3. Choose Poll.

The Object Exchange polls the selected primary accounts. The name of the account currently being polled appears in the Account box in the workgroup SpeedBar.

### See Also

[Creating and Configuring Messaging Accounts](#)

[Setting an Account's Polling Mode](#)

[Polling from the Object Exchange](#)

[Cancelling Polling](#)



## **Polling from the Object Exchange**

You can make the Object Exchange start polling a messaging account whenever it's not already polling. You can also stop polling in progress.

To start polling an account from the Object Exchange, select the account from the accounts list, and click Poll Now.

If you click Poll Now when the Object Exchange is polling another account, it polls the selected account when it's finished.

### **See Also**

[Creating and Configuring Messaging Accounts](#)

[Setting an Account's Polling Mode](#)

[Polling from Workgroup Desktop](#)

[Cancelling Polling](#)



## Cancelling Polling

You can only cancel polling from the Object Exchange. To stop polling in progress, select the messaging account currently being polled from the accounts list, and click Cancel Poll.

### See Also

[Creating and Configuring Messaging Accounts](#)

[Setting an Account's Polling Mode](#)

[Polling from Workgroup Desktop](#)

[Polling from the Object Exchange](#)



## What Publishing Does

The first time you publish an object, you establish the publication by making that object available to one or more workgroup members. You can establish publish-and-subscribe relationships with both Paradox for Windows users and Quattro Pro for Windows users who have installed the Workgroup Desktop.

Workgroup Desktop lets you publish



### Table data

You can publish any Paradox table (.DB file), dBASE table (.DBF file), or SQL table. (Both dBASE and SQL tables appear to subscribers as Paradox tables.) Subscribers receive the table data, and can use that data both in Paradox and in Quattro Pro notebook pages. You can publish tables with indexes, BLOB files, and OLE objects by including them in a file set.



### Query results

To publish query results, you select a saved query. Workgroup Desktop automatically runs the query, then distributes the answer table to subscribers. Whenever you issue a new version, Workgroup Desktop reruns the query and distributes the updated answer table to subscribers. Publishing query results lets you distribute a particular set of data possibly drawn from many local and remote sources without requiring you to keep the answer table on your own computer. As with tables, subscribers can receive query results both in their own Paradox tables and in Quattro Pro notebook pages.



### File sets

You can publish files of any type residing in a single directory. These files can include Paradox files, such as tables, forms, reports, and queries. Tables contained in the file set retain their object properties, such as color, font, and grid properties; their associated indexes; and any binary large object files (BLOB files), graphics, and OLE objects that they contain (OLE stands for object linking and embedding). You can also publish files objects created in other applications, such as WordPerfect files; and even entire applications. Quattro Pro Workgroup Edition subscribers receive a list of all the files in the set, including each file's name, size, type, and the date and time it was received by the Object Exchange.

After establishing a publication, you can change the data or the subscriber list of the original published object and issue new versions of it whenever you like. Subscribers to tables and queries in turn can decide to have those changes appear automatically in their copies of the object, or to appear only when they request an update.

When you establish a publication, you set its version depth. The version depth determines how many versions of an object will be available to subscribers at any given time. For example, if you want subscribers to have access to the last 12 versions of a table containing monthly sales results, set the version depth to 12. This gives subscribers access to the most recent version, as well as to the 11 previous versions. You can set the version depth to a maximum of 99 versions.

### See Also

[Establishing a Publication](#)

[Issuing New Versions of a Publication](#)

[Changing a Publication's Subscriber List](#)

[Deleting Publications](#)





## Establishing a Publication

The first time you publish table data, a query result, or a file set, you establish the publication by sending a copy of that object to one or more workgroup members. You can issue new versions of it whenever you like. You can also change the subscriber list at any time.

To establish a publication,

1. Click the workgroup SpeedBar Publish button to display the Publications dialog box. Descriptions of your current publications appear in the list box. The bottom part of the dialog box provides information on the selected publication.
2. Choose New to display the New Publication dialog box.
3. Type a one-line description for the publication in the Description text box. Subscribers see available publications listed by description, so be sure to make the description meaningful.
4. Select the type of object you want to publish (Table Data, Query Result, or File Set) in the Contents group. Type the name of the object and its full path in the text box, or choose Browse to select it with the Browser. If you're publishing a file set, the Browser lets you multi-select files in a directory by *Shift*+clicking their file names.
5. Choose Names to create a subscriber list with the Select Names dialog box (see [Select Names](#)).
6. To set the version depth, enter a number in the Version Depth text box, or use the up and down arrows.
7. If you want, type a note of any length in the Notes edit field.
8. Choose OK.

The Object Exchange holds your publication in its outgoing queue until the next time it polls your messaging services.

### See Also

[Versions and Version Depth](#)

[Polling](#)

[Issuing a New Version of a Publication](#)

[Deleting Publications](#)



## Issuing New Versions of a Publication

After you've established a publication, you can issue new versions of it at any time. When you issue a new version of a stored query, Paradox automatically reruns the query and sends the updated data to subscribers.

To issue a new version of a publication,

1. Click the workgroup SpeedBar Publish button to display the Publications dialog box.
2. Select the publication you want to issue a new version of, and choose Issue to display the Issue New Version dialog box.
3. If you want, change the publication's notes by entering or editing text of any length in the Notes text box.
4. When you're ready, choose OK.

The Object Exchange holds your publication in its outgoing queue until the next time it polls your messaging services.

### See Also

[Polling](#)

[Establishing a Publication](#)

[Changing a Publication's Subscriber List](#)

[Deleting Publications](#)



## Changing a Publication's Subscriber List

Once you've established a publication, you can change its subscriber list whenever you want. You can also issue the current version of the publication immediately to all new subscribers.

To change a publication's subscriber list,

1. Click the workgroup SpeedBar Publish button to display the Publications dialog box.
2. Select the publication you want to change the subscriber list for, and choose Manage to display the Select Names dialog box.
3. Change the subscriber list with the Select Names dialog box (see [Select Names](#)).
4. To distribute the current version of the publication to all new subscribers, select "Distribute last issued version to new subscribers."
5. Choose OK.

The next time you issue a new version of the publication, all subscribers in the Names list will receive it.

### See Also

[Establishing a Publication](#)

[Issuing a New Version of a Publication](#)



## Deleting Publications

You can delete any current publication from the Object Exchange at any time. When you delete the publication, the original object (table, saved query, or file set) remains on your disk. Published objects that Paradox for Windows or Quattro Pro subscribers have already saved remain on disk until the subscribers delete them.

To clear a publication,

1. Click the workgroup SpeedBar Publish button to display the Publications dialog box.
2. Select the description of the publication you want to delete.
3. Choose Delete.

### See Also

[Establishing a Publication](#)

[Issuing a New Version of a Publication](#)



## Subscribing to Published Objects

When you save published tables, query results, and file sets, you become a subscriber. Subscribing establishes remote, dynamic links with the publisher. You can subscribe to published objects whenever, wherever, and as many times as you want. When you subscribe to published tables and query results, you receive all the data from those objects in local Paradox Workgroup Edition tables.

To keep you up to date, publishers can issue new versions of published tables when the data in them changes. The standard workgroup form lets you update (refresh) the current version of published tables. You can set automatic updating, which automatically refreshes a published table with new versions of the data whenever your Object Exchange receives them. You can turn off automatic updating to preserve the current version of a published table until you're ready to refresh it with a new version.

The publisher can give you access to previous versions of a publication by setting a version depth for that publication. The version depth determines how many versions of a published object your Object Exchange stores at any one time. If the publisher sets the version depth to 12, for example, your object store holds the current version and the 11 most recent back versions. If you want to view or use the data contained in a back version of a publication, you can save it to disk. Although you can use any version of a publication at any time, you can only update the current versions of published table data.

Once you've subscribed to a published object, you can use it as you would any Paradox object. If you want to change the current version of published table data, however, you might want to make a copy of it first, because a new version will overwrite any modifications you've made to the object the next time you update it.

To subscribe to published objects,

1. Click the workgroup SpeedBar Use Objects button to display the Use Objects dialog box. The Use Objects dialog box lists the description of all published objects—tables, query results, and file sets—currently stored in your Object Exchange. As you scroll through the list, the bottom part of the dialog box changes to show information on the selected object:



**Distributed By** is the address of the user who published the selected object. If the selected object is one of your own publications, Obex (for Object Exchange) appears here.



**Last Distributed** is the date and time the selected object or last version of it was published.



**Contents** is the file or directory name of the selected object (without the extension).



**Type** shows the selected object's type (Table Data, Query Result, or File Set).

2. Select the publication you want to subscribe to.
3. Select a version to save. Select Latest to save the most recent version. To insert a back version, select Back, then use the spin control to select the version. 1 represents the first back version (second most recent), 2 the second back version, and so on.
4. If you want to view the publisher's notes on this publication, choose Notes. Paradox displays the publisher's notes. When you're finished viewing the notes, choose Close.
5. Choose Save As.



If the publication is a table or query result, the Save Table As dialog box appears.



If the publication is a file set, the Save File Set As dialog box appears.

6. Choose OK.

Paradox saves the object in the location and with the file or directory name of your choice. If you save a table or query result, Paradox opens it after saving it. If you choose to have Paradox create a standard workgroup form, Paradox opens the form.

### **See Also**

[Polling](#)

[Using Workgroup Forms](#)

[Updating Published Objects](#)



## Using Workgroup Forms

Paradox creates a standard form for each published table and query result you subscribe to if you select Save With Workgroup Form in the Save Table As dialog box. (You cannot create workgroup forms for published file sets.) The standard workgroup form shows the publisher's address, the date and time the last version of the object was received, the object itself, and its accompanying note. If you plan to update the current version of a table or query results, you'll need this form. When you save the current version of published table data, you can select Update Automatically to specify automatic updating, or you can use the form to update the data manually. (If you saved a table or query result without the workgroup form, and decide later that you want the form, you must save the table or query result again. See [Subscribing to Published Objects](#).)

By default, Paradox for Windows saves the form in the current working directory, with a file name composed of the name you gave to the table or query result and the extension .FSL. For example, Paradox for Windows saves the workgroup form for the published table WG\_MOVIE.DB as WG\_MOVIE.FSL.

You can use the standard workgroup form as you would any Paradox for Windows form. Using the Form Design window, you can customize the standard workgroup form to display the publication's data the way you want to see it. For detailed information on using the Form Design window, see [Modifying a Form's Design](#)

You can also use ObjectPAL, Paradox for Windows' integrated programming language, to add new features to the standard workgroup form, such as buttons that perform frequently repeated actions, or dialog boxes that help you find the record you're looking for when something more sophisticated than a standard search is required. Paradox for Windows also offers a number of workgroup methods that let you give workgroup forms all the power of the Workgroup Desktop. See [ObjectPAL Workgroup Methods](#).

### See Also

[Updating Published Objects](#)



## Updating Published Objects

To update the current version of a table or query result that you subscribe to with new versions when the publisher issues them, you must save the table or query result with the workgroup form. If you saved a published table or query result without the workgroup form, and want to update it, you must save it again with the workgroup form (see [Using Workgroup Forms](#)).

You can't create workgroup forms for or update published file sets or back versions of tables and query results. If a publisher issues more than one version of these objects, you must save each version separately (see [Subscribing to Published Objects](#)).

To update the current version of a published table or query result,

1. Open the publication's workgroup form.
2. To set automatic updating, select Update Automatically. Automatic updating automatically refreshes the table's data whenever your Object Exchange receives a new version from the publisher.
3. To update manually, choose Update Now. Update Now is available whenever your Object Exchange receives a new version of the table's data, and you don't have automatic updating set. When you choose Update Now, Paradox refreshes the table's data with the new version.

### See Also

[Polling](#)





## **Deleting Published Objects and Stopping Subscription**

You can delete saved objects from the Object Exchange at any time. Deleting a published object is equivalent to stopping subscription: the next time you poll, your address is automatically removed from the publisher's subscriber list, and you stop receiving new versions. Deleting a published object from the Object Exchange does not delete versions of it that you've already saved.

To delete a published object from the Object Exchange,

1. Click the workgroup SpeedBar Use Objects button.
2. Select the description of the publication that you want to delete.
3. Choose Delete.



## Viewing the Outgoing Queue

The Outgoing box on the workgroup SpeedBar keeps track of the number of objects waiting to be sent out through all messaging services. As the Object Exchange sends out queued objects, the number in the Outgoing box decreases. When all queued objects have been sent, the Outgoing box displays a zero. You can also see a list of all outgoing objects waiting to be sent by the Object Exchange.

To view the outgoing queue, open the Object Exchange window and click Show Details. The bottom of the Object Exchange window extends. The bottom box show the status of the Object Exchange's outgoing queue, and provides details about each object waiting to be sent out, including the sender's user name and the messaging service that the object is being sent through.

The top box shows details about the last object you received.

To view the last polling alert, select Alert from the drop-down list.

To close the details area, click Hide Details. The Object Exchange window shrinks to its original size.



## Viewing Object Exchange Alerts

When the Object Exchange encounters problems polling or queing objects, it generates error messages, or alerts, that tell you what's going on. To view the most recent alert for each of your messaging accounts, choose Accounts | Errors. To copy the alerts to the Clipboard, click Copy. To close the dialog box, click Close.



## Publications Dialog Box

Lets you establish new publications, issue new versions of publications, manage subscriber lists of existing publications, and delete publications from the Object Exchange.

The Publications dialog box offers these options:

Description	Lists <u>descriptions</u> of current publications.
Delete	Deletes the selected object from the Object Exchange.
Subscribers	Lists the addresses contained in the subscriber list of the current version of the selected publication.
Last Distributed	The date and time the Object Exchange sent the last version of the selected object.
Contents	The file or directory name of the selected object (without the extension).
Type	The selected object's type (Table Data, Query Result, or File Set).
New	Displays the <u>New Publication</u> dialog box, which lets you establish new publications.
Issue	Displays the <u>Issue New Version</u> dialog box, which lets you issue new versions of the selected publication.
Manage	Displays the <u>Select Names</u> dialog box, which lets you change the subscriber list of the selected publication.

### See Also

[Publishing and Subscribing](#)

[Establishing a Publication](#)

[Issuing New Versions of a Publication](#)

[Changing a Publication's Subscriber List](#)

[Deleting Publications](#)



## Use Objects Dialog Box

Lets you get information on available published objects, save selected versions of published objects to disk, view publisher's notes for each published object, and delete published objects from the Object Exchange.

The Use Objects dialog box offers these options:

Description	Lists <u>descriptions</u> of available publications.
Delete	Deletes the selected object from the Object Exchange, which stops subscribing.
Distributed By	The publisher's address.
Last Distributed	The date and time the publisher's Object Exchange sent the last version of the selected object.
Contents	The file or directory name of the selected object (without the extension).
Type	The selected object's type (Table Data, Query Result, or File Set).
Version	Lets you choose a version of the selected object to use. Latest is the most recent version, Back 1 the second most recent, Back 2 the third most recent, and so on.
Notes	Lets you view the publisher's notes on the selected object.
Save As	If the selected object is Table Data or a Query Result, displays the <u>Save Table As</u> dialog box. If the selected object is a File Set, displays the <u>Save File Set As</u> dialog box.

### See Also

Publishing and Subscribing

Subscribing to Published Objects

Deleting Published Objects and Stopping Subscription



## Address Book Dialog Box

Lets you see the path to the selected address book. Lets you select and create address books; create and manage groups within the selected address book; and manage addresses in the All Names group of the selected address book.

The Address dialog box offers these options:

Selected Book	The path to the selected address book.
Select Book	Displays a Browser that lets you change the selected address book directory.
Manage People	Displays the <u>Manage People</u> dialog box, which lets you manage addresses in the selected address book's All Names group.
Create New Group	Displays the <u>New Group</u> dialog box, which lets you create new groups in the selected address book.
Manage Group	Displays the <u>Manage Group</u> dialog box, which lets you change the membership of and delete groups contained in the selected address book.
Create New Book	Displays the <u>Create New Address Book</u> dialog box, which lets you create new address books.

### See Also

[Selecting Address Books](#)

[Creating New Address Books](#)

[Editing Records in Address Books](#)

[Creating Address Groups](#)

[Changing Address Groups](#)

[Addressing Guidelines](#)



## **Poll Accounts Dialog Box**

Lets you poll one or more of your primary accounts.

The Poll dialog box offers these options:

Primary Accounts      Lets you select for polling the primary account for each messaging service you use.

Poll                      Polls the selected primary accounts.

### **See Also**

[Polling from Workgroup Desktop](#)

[Canceling Polling](#)



## Alerts Dialog Box

Lets you view and clear Object Exchange alerts (error messages) for each of your primary messaging accounts.

The Alerts dialog box offers these options:

Alerts Present	The number of alerts currently stored in the Object Exchange.
Alert Message	The text of the alert message.
Previous and Next	Moves chronologically forward and backward through the set of alerts currently stored in the Object Exchange.
Delete	Deletes the currently displayed alert.
Clear	Deletes all alerts currently stored in the Object Exchange.

### See Also

[Viewing Object Exchange Status](#)



