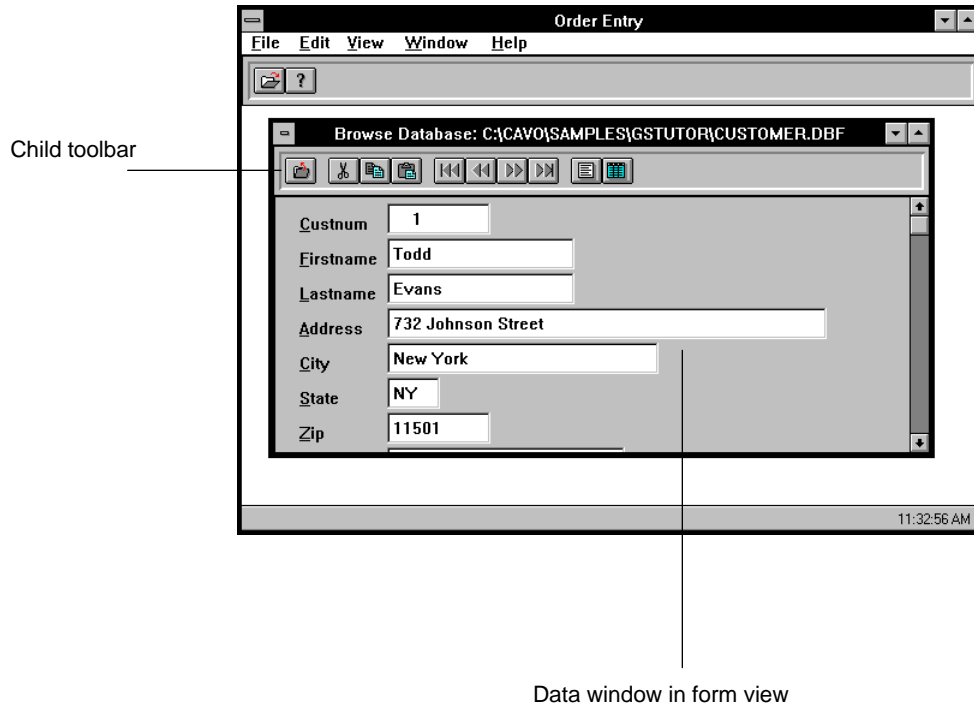


The selected database file is then opened in a data window:



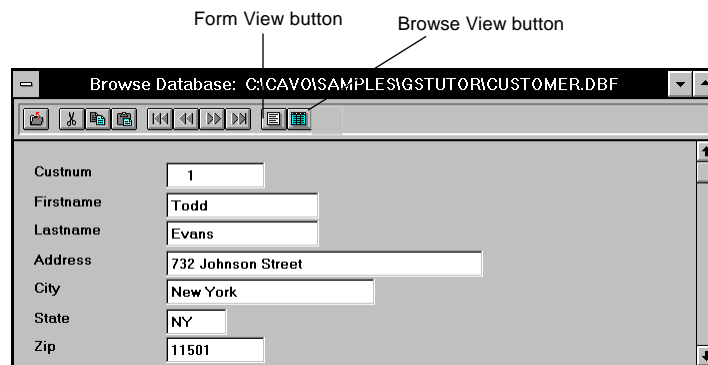
This data window allows you to view and modify the data stored in the selected database file. You can see what database file a window is associated with by the text displayed in the title bar.

Important! The Standard Program does not have an option for opening index files. Therefore, if you are using it to open database files with associated index files, do not edit data or add or delete records. Otherwise, the index files will be out of date the next time you attempt to use them.

Switching Between Form and Browse View

Data windows can display the information they get from their associated data servers in two ways: in *form* view or in *browse* view. Form view displays all the fields in a record as individual edit controls (a single record at a time). Browse view, on the other hand, displays many records at once using a spreadsheet-like data browser; in this view, each field in the data server represents a column in the browser and each record a row.

Using the Form View and Browse View toolbar buttons, you can switch between these two views:



For example, click on the Browse View button in the current data window—the program redisplay the window, showing many records in browse view:

The screenshot shows the same data window in Browse View. The toolbar now has the "Browse View button" (grid icon) highlighted. The data is displayed in a table with 10 records.

CUSTNUM	FIRSTNAME	LASTNAME	ADDRESS	CITY	STATE
1	Todd	Evans	732 Johnson Street	New York	NY
2	Maria	Byrne	8752 Lake View Place	Madison	WI
4	Joseph	Duffy	9473 104th North Street	Portland	WA
3	Elizabeth	Cooper	12 Peachtree Lane	San Francisco	CA
5	Janet	Dougherty	974 Main St., Apt. 203	San Diego	CA
6	James	Baker	897 Arapahoe Ave.	Denver	CO
7	Susan	Radcliff	285 Johnson Ave.	Chicago	IL
8	Paul	Moore	846 E. Eisenhower Blvd.	Dallas	TX
9	Carl	Martin	9374 Embarcadero Place	San Francisco	CA
10	Joan	Wicks	246 South Madison Street	Atlanta	GA

Dynamic Scroll Bars

You will notice, if you compare these two views, that the data window in browse view has both a horizontal and a vertical scroll bar because all the data will not fit into the window, while the form view has only a vertical scroll bar.

Furthermore, if you now switch back to form view by clicking on the Form View button, and then click on the maximize button (every data window, as a child of the owner MDI shell window, has its own independent controls, such as minimize and maximize buttons and a system menu), the vertical scroll bar disappears.

Custnum	1
Firstname	Todd
Lastname	Evans
Address	732 Johnson Street
City	New York
State	NY
Zip	11501
Phone	(212)764-1246
Fax	(212)764-1877

The scroll bars in child windows dynamically come and go, based on the current size of the window and how much data needs to be displayed. This, along with the minimize and maximize buttons and the system menu, is a built-in feature of all child windows that requires no programming on your part.

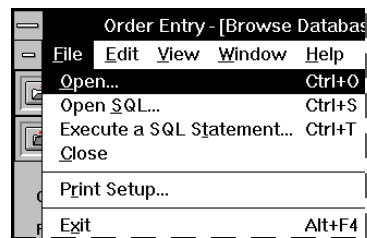
Note that in both the browse and form view, you can edit the displayed data by simply typing over the contents of the field that is currently selected. Pressing Tab “commits” the changes and moves to the next field.

The Standard Shell Window

As discussed, when you opened a child window in the shell window, the menu previously displayed in the empty shell window was automatically replaced with the menu associated with that child window.

The Menus

Let's take a look at some of the features of the new menu. First, open the File menu:



You will notice right away that this File menu has a Close command that was not present in the empty shell window's File menu. This command closes the currently selected data window.

If you continue to explore by opening the Edit menu, you will see commands to navigate among the records in the current data window (such as Next and Previous), as well Delete Record and Insert Record commands, whose purposes are self-explanatory.

Finally, the View menu contains commands to switch between form and browse view, and the Window menu provides standard Tile and Cascade commands, the ability to choose between all open child windows, and a Close All command to close all open data windows.

The Toolbar

You will also notice that, while the menu in the shell window has been replaced with that of the child, each window still has its own toolbar (which you have already used to switch between browse and form view).