# Contents

To learn how to use Help, press F1.

# How Do I...

# Creating a New Screen

To create a new screen follow the steps outlined below.  Click on a step for more information.

Select  "New Screen" from the ScreenBuilder File menu or toolbar
Draw elements on the screen
Change element properties
Reposition and resize screen elements
Delete unwanted elements
Save the screen

# ScreenBuilder Menu and Toolbar

For information about ScreenBuilder's menu or toolbars click on your selection below.

# ScreenBuilder Menu

The ScreenBuilder menu is the "main menu" that lets the user control Extend!. The menu contains the following items and options:

## File

### *New Screen...*
Creates a new screen object.

### *Open Screen...*
Opens an existing screen.

### *Save Screen*
Saves the current screen.

### *Save Screen As...*
Saves the current screen prompting the user for a new screen name.

### *Delete Screen*
Deletes the current screen and tags the screen to be listed in the "Screens to Delete" list in ScreenRouter.

### *Stetup Application Link*
Selects the contact management system to which Extend! will link.

### *Run ScreenRouter...*
Starts the ScreenRouter module.

### *Pack Database...*
Recovers any database space consumed by old deleted screens.

### *Exit*
Terminates the ScreenBuilder program and prompts the user to save any un-saved screens before exiting the program.

## View

### *Menu Toolbar*
Toggles the ScreenBuilder menu toolbar on and off.

### *Design ToolBar*
Toggles the ScreenBuilder design toolbar on and off.

## Help

### *Contents*

Launches on-line help and displays the help contents screen.

### *Search for Help on...*

Launches on-line help and prompts for a keyword which will be used to search Extend!'s on-line help.

### *About...*

Displays registration, copyright and version information pertaining to this program.

# ScreenBuilder MenuToolbar

The ScreenBuilder toolbar contains selection buttons for the following frequently used menu items:

 New Screen.
Creates a new screen object. If you select this menu option while you are currently designing a screen, Extend! will close your current screen in order to open a new one. If you have made changes to your current screen and have not saved it, you will be prompted to save your current screen before it is closed.

 Open Existing Screen.
Opens the screen manager and prompts the user to select a screen for editing. If a screen is currently open and has not been saved you will be prompted to save the current screen before Extend! closes it and loads the selected screen.

 Save.
Saves the current screen. If the current screen has not been saved previously, you will be prompted for a new screen name.

# Open an Existing Screen

Upon starting Extend! The screen manager will appear, listing the available screens. To select a screen, either double-click on the desired screen name, or click once on the desired screen name to highlight it, then click the "Open" button. If you have unchecked the screen manager's "Show at Startup" option then the screen manager will not automatically appear when you start ScreenBuilder. In this event you will have to select "New Screen" from the ScreenBuilder menu or click on the "New Screen" button on the ScreenBuilder toolbar to bring up the screen manager.

***See also:***

Using Screen Manager

# Using the Screen Manager

The screen manager appears when the "Delete Screen..." or "Open Screen" File menu options are selected. The screen manager can also be opened every time you start ScreenBuilder if you check the "Show at Startup" check box on the bottom of the screen manager box. The screen manager allows you to open, or delete existing screens or create a new screen. For more information about the options available click a topic below.

# Editing a Screen

To edit a screen, either a new screen must be created or an existing screen must opened. Once a screen is displayed, follow the steps below to edit it. Click on a step for more information.

Draw new elements on the screen
Reposition and resize screen elements
Change element properties
Delete unwanted elements
Save the screen

***See also:***

Open an existing screen
Creating a New Screen

# Drawing Elements on the Screen

Fields and objects are placed on a screen by drawing them. To draw an element on the screen, select the element's tool from the ScreenBuilder design toolbar, then move the pointer to the screen. Start drawing the field or object by clicking the left mouse button and moving the mouse. A dotted rectangle will appear showing the size and position of the new element. When the location and size are approximately as desired, release the mouse button. The completed field or object will appear on the screen.

***See also:***

Nudging Elements

# Nudging Elements

At times it may be necessary to make minute modifications to the position of an element, and trying to do this with a mouse may be difficult. Nudging makes this easy. By nudging an element, you can move it one unit at a time in any of four directions.

To nudge an element select it and use the cursor keys (up arrow, down arrow, left arrow, right arrow) to reposition it.

# Repositioning and Resizing Screen Elements

After drawing an object on the screen, you may realize that the size or location of the object is not exactly as desired.

- To Reposition an element, select the element to be relocated and drag the it to the desired location, then release the mouse to position the element at the new location.
- To resize an element, select the element to be resized. A box with six square "handles" will appear around the object. When you move the cursor to the corner of the element the mouse pointer will change into a two way arrow. While the cursor is a two way arrow click the left mouse button and drag the corner of the element to enlarge or shrink the two sides of the selected corner. To change one side of the element, click the left mouse button on one of the black "handles" and drag the side to the desired position.

***See also:***

Nudging Elements

# Extend! Elements and their Properties

Click on an element from the list below for more information about that element's properties.



***See also:***

Editing Element Properties

# Screen Object

The screen object is the workspace that you use to design screens. The screen object can be positioned, sized and modified in the same manner as any other window. Scrollbars automatically appear when and object or field is positioned beyond the confines of the screen. This allows you to create a screen of a larger virtual size. The appearance of the screen object in design mode represents how your screen will look when it is attached to your contact manager with the ScreenRunner module.

# Multiple Pages Property

Applies to: Screen Object.

Allows the ScreenRunner user to create multiple pages of the same design. The ScreenRunner user can then attach as many pages to the contact record as needed.

To allow the ScreenRunner user to create multiple pages of your current screen design, click the right mouse button on any blank area of the screen. The screen properites sheet will appear. From the "Pages" section of the "Options" sheet, check the "Allow Multiple Pages" check box. If you allow multiple pages, you must choose a field that will determine the order of the pages. If the field in the "Order Pages By" drop-down list box is not the name you wish to use, click the down arrow to the right of the text box to review all of the text fields on the screen, then select one by clicking on your choice. If you allow multiple pages the screen object will show the page selection tools that will be available to the user.

# Password Protection Property

Applies to: Screen Object.

When this protection is applied the ScreenRunner user will be prompted to provide the correct password before viewing the screen.

***See also:***

Editing Element Properties.

# Editing Element Properties

To change the properties of an element right-click on a selected element, from the properties sheet that appears select the property options desired.

***See also:***

Extend! Elements and their Properties.

# Location Property

Applies to: Screen Object.

Selecting "Remember Location" will cause Extend! ScreenRunner to display the screen in the last position it occupied.  Selecting "Center" will cause will Extend! ScreenRunner to display the screen in a centered position.

***See also:***

Editing Element Properties.

# Floating Property

Applies to: Screen Object.

Checking the "Floating" checkbox in the "Location and Visibility" section of the screen properties sheet will cause the screen to appear above the contact manager's screen when in use by a ScreenRunner module. Using this option will allow the user to change contact records without closing the current screen.

# Scrollbars Property

Applies to: Screen Object.

Scroll bars will automatically appear on any screen that extends beyond the confines of the current window. Scrollbars are used to view parts of the screen that will not fit in the current window.

Scrollbars can be made to appear on a screen regardless of the position of its elements by selecting the "Force Scrollbars" screen property. This will simplify creating larger screens.

***See also:***

Editing Element Properties

# Screen Description and Help Information Property

Applies to: Screen Object.

Specifies the text which will be presented to the user when they click on the question mark button while editing the screen. Use this property to specify help or detailed instructions to the user.

To enter screen level help, right-click on a blank area of the screen object to bring up the screen's property sheet. Click on the "Description" tab. Type a description or help for using the custom screen. Add any information that you think would be useful to the user then click "OK" to close.

# Set Tab Order Property

Applies to: Screen Object

The tab order is the order in which the fields will cycle for editing when the user hits the <Tab> key

To set the tab order, click on the "Set Tab Order" tool. All of the fields and objects that can be accessed via the tab key will change to show their current tab order. To change the order, click on the object or field that should be first, next click on the object or field that should be second, and so on until all of the objects and fields have been set. Click on the "Set Tab Order" tool again to return to the normal design screen.

# Statistics Property

Applies to: Screen Object.

The statistics property of the screen object is not directly editable, but is maintained by the ScreenBuilder system itself. The properties include the creation date and time, date and time last saved and the date and time the screen was last routed.

# Label Object

Label objects allow the screen designer to place text directly on a screen and are used to identify and provide information about other screen elements. The screen designer can manipulate the font, size, style and color of a label to draw attention to a field or screen area. Labels are typically suffixed with a colon ":" and are usually placed above or to the left of the fields they address.

# Caption Property

Applies to: Label Object, Check Box Field.

The caption property specifies the text of labels and check boxes.

***See also:***

Editing Element Properties.

# Appearance Property

Applies to: Label Object, Text Field, Numeric Field, Calculated Field, Notes Field and Check Box Field.

The appearance property is used to determine the font, font size, font style, color and effects used in the text of an object or field. The appearance of an element is usually modified to attract attention to it or to improve the over-all look of the screen.

***See also:***

Editing Element Properties.

# Bring to Front Property

Applies to : Calculated Field, Label Object, Shape Object.

Brings the element to the topmost position when one element overlaps the other.

***See also:***

Editing Element Properties.

# Text Field

The text field can store any one line of alphanumeric characters up to the maximum length designated by its length property.  A text field can include any printable character unless limited by a field property.

Input Masks
Field length Property
Field Name Property
Balloon HelpProperty
Appearance Property

***See also:***

Precautions When Renaming Field Names
Precautions for Creating Popup Pick-Lists
Poupup List Setup

# Input Masks

Applies to: Text Field.

Input masks are used to provide a visual clue regarding the type of data that can be accepted by a field. Masks will also force the user to enter only pre-designated character patterns into a field. Typical uses for input masks are for phone number and social security number fields.

Each character in an input mask represents a position within the field. The characters used in the mask represent the type of character that can be entered in that position. The characters used to create an input mask are listed below along with the type input that character will allow.

| Character | Input Accepted |
|---|---|
| # | Numeric Only (0...9) |
| & | Any Character |
| ? | Alpha Only (A-Z,a-z) |
| U | Uppercase Alpha (A-Z) |
| L | Lowercase Alpha (a-z) |
| H | Hexadecimal (0-9,A-F) |
| \ | Literal Character |
| 0-9 | Reserved for pre-defined masks |

Any character can be used as a literal character. A literal character is a character that represents itself. To use one of the above characters as a literal character insert a \ (backslash) before the character.

To create an input mask, select the text field and click the right mouse button. When the popup menu appears, select "Properties...", not click the "Field: tab. The current mask (if any) will appear in the text box. Change the text in the "Mask" text box to your desired mask. Click the "OK" button.

To edit the included popup pick list of input masks, click the "Select..." button to the right of the "Mask" text box. Click "New" to create a new input mask and continue as above, To remove an input mask from the list, click on the input mask to select it then click the "Delete" button. To edit an input mask, click on the input mask to select it, then edit the mask in the text box. Click the "Close" button when done.

### *See also:*

Precautions when Creating Popup Pick-Lists

# Precautions for Creating Popup Pick-Lists

You should use caution when choosing your popup list options and values. Be careful not to create a situation for your user where there is no way to enter valid data. e.g. If you elect to force a user to pick from a list; but do not provide list values which match a field's requirements, such as a field with an input mask, and you do not give the user sufficent rights to modify the list, or even leave the field blank, you will create a lockout situation where the user can not possibly enter valid data.

# Field Length Property

Applies to: Text Field.

Specifies the maximum number of characters to accept in a text field. The allowable range is from 1 to 255. If you select an input mask, then the field length is automatically determined by the input mask. Be sure that the field length property of a field is at least as long as the longest possible entry availiable on any attached popup pick-list. Entries selected from popup pick-lists that are longer that the field's maximum length will be truncated.

***See also:***

Editing Element Properties.

# Field Name Property

Applies to: Text Field, Numeric Field, Check Box Field, Image Field and Notes Field.

The field name uniquely identifies the field from the others in your screen design. This field name will also be used to name the field in the Access database which will be created to store this screen's data. Field names may be up to 20 characters long and contain numbers, letters and spaces. Some programs that access your database may not be able to read field names that contain spaces, therefore, we do not recommend using spaces in field names. You can use upper and lower case to separate words in a field name e.g.:CustomerName or OrderNumber.

***See also:***

Editing Element Properties.
Precautions when Renaming Fields

# Precautions when Renaming Fields

Once field names are created and your screen is routed they should not be changed. Extend! uses the field name to match fields and preserve existing data on subsequent screen routings. Changing a field name will result in the loss of any data which was previously stored in that field

# Balloon Help Property

Applies to: Text Field, Numeric Field, Calculated Field, Check Box Field, Image Field and the Notes Field.

The balloon help property displays a message when the ScreenRunner user pauses the pointer over the object. This message is usually used to describe the type of information that is expected in a field.

***See also:***

Editing Element Properties.

# Popup List Setup

From the popup list setup screen you can select a popup list to attach to a field and determine the options available to the user, add new list items to a list, edit list items, create a new popup pick-list or delete a list.

# Attaching a Popup Pick-List to a Field

Popup pick-lists provide the user with a pre-defined list of acceptable entries for a field. The use of popup lists promotes uniform data entry and accuracy.

To attach a popup pick-list, select a list from the "Popup List Name" drop-down list box. Check the popup list options that you require and click the "Close" button.

***See also:***

Popup List Setup
Popup List Options

# Popup List Options

A list of options determines what the user will be allowed to do when this popup list is attached to a field.  The click on the following options for description and an explanation of the effect each has on the field that it is attached to.

Force Valid Input
Allow Blank Input
Allow Additions
Allow Deletions
Allow Editing

# Force Valid Input

Selecting this option will require the user to select an entry contained in the popup pick-list. This will prohibit the user from closing a screen until the attached field contains a valule which is in the list. For numeric fields the formatting of the entry is not considered; numeric entries are compared by value only. As long as the numeric value is equal to the value of a valid list selection, the entry will be accepted. i.e. 2 would be accepted by a field where $2.00 is listed in the popup pick-list. Text fields that have input masks need to have selections in the popup pick-list that meet the requirements of the mask.

***See also:***

Precautions for Creating Popup Pick-Lists

# Allow Blank Input

Selecting this option will allow the user to leave this field blank. If this option is selected it will override the "Force Valid Input" option and allow the user to leave this field blank. Numberic values are not considered blank if set to 0. If this option is not selected and the user attempts to close the screen without entering a value in the attached field, they will recieve a warning message indicating that they are required to enter data in the field. They are permitted to override this warning.

# Allow Additions

Selecting this option will allow the user to add entries to the popup pick-list. This will give the user greater flexibility in using the list. However, if the primary reason for using a popup pick-list is to insure the uniformity of data, this advantage will be reduced.

# Allow Deletions

Selecting this option will allow the user to delete entries from the popup pick-list.

# Allow Editing

Selecting this option will allow the user to edit individual list items.

# Creating Popup Pick-Lists

To create a popup pick-list Check the "Enable Popups for this field" check box in the "Field" properties sheet by clicking on the check box. When this check box is checked, click on the "Settings..." button. The popup list setup sheet will appear. Click the down arrow on the drop-down list box to be sure the list you need does not already exist. If not, click the "New" Button. Enter the name of the new popup pick list and click the "OK" button. To add list items click the "Values" button. When your new popup pick-list appears, click the "New" button. Enter a list item in the text box that appears. Click "OK" when done. Repeat adding new values until the list is complete. When done click the "Close" button. From the popup list setup sheet, select the options that determine the options available to the ScreenRunner user. Click "Close" when done.

***See also:***

Creating Code Tables.
Precautions for Creating Popup Pick-Lists
Popup List Setup
Popup List Options

# Creating Code Tables

Example

A code table is a popup pick list that contains both the data to enter into the field and a longer description of the entry.

To create a code table, create a popup pick-list. When creating a popup list items use a <|> (pipe) symbol to separate the entry from the description. Any text to the left of the pipe will be entered into the field, the text to the right of the pipe will be included in the list item as a description of the entry.

***See also:***

Popup List Setup

# Code Table Examples

Code tables contain two parts separated by a < | > (pipe symbol). To the left of the pipe is the code that will be entered into the field. The text to the left of the pipe is a description that helps the user select the correct code.

SAT|Saturn

PHL|Philadelphia, PA

NWR|North West Regional office

# Deleting a Popup Pick-List

Deleting a popup pick-list removes the list from ScreenBuilder's popup list database. To delete a popup pick-list, select the list to be deleted from the "Popup Pick List Name:" drop-down list box in the "Popup Pick-List Setup" screen, then click the "Delete" button.

# Editing Popup Pick-Lists

You can edit the popup pick list's name or any of the items within a list. To edit a popup pick-list's name, select the list name from the drop down list box in the "Pick List Setup" screen then click on the "Edit" button. The list name will appear in a text box, make any changes required then click The "Close" button. To edit a list item, select the list to be edited, click the "Values" button, select the list item to be edited and click the "Edit" button. The item will appear in a text box, make any changes required then click the "Close" button.

# Numeric Field

Numeric fields allow the storage of numeric data. Numeric fields can be used as an element in the expression for calculated fields.

Display Format Property
Field Name Property
Balloon Help Property
Appearance Property

***See also:***
Popup List Setup
Precautions for Creating Popup Pick-Lists

# Display Format Property

Applies to: Numeric Field and Calculated Field.

Determines how the numeric data is displayed. Numeric data can be displayed as currency or as a general number. The currency format will be displayed as per the specifications in your Windows Control Panel. The general number format will allow you to specify from 0-9 decimal positions.

***See also:***

Editing Element Properties.

# Calculated Field

Calculated fields automatically calculate and display the result of a formula created by the screen designer. A formula can include numeric fields, check box fields and numeric constants as part of its expression. Calculated fields can perform all of the most commonly used business math functions such as: calculating interest rates, totaling costs, adding tax amounts etc...

Display Format Property
Expression Property
Balloon Help Property
Appearance Property

# Expression Property

Applies to: Calculated Field.

The expression property of the calculated field contains the expression to be evaluated.

To build an expression for a calculated field, click on the field to be edited, then click the right mouse button. Select "Properties..." from the popup menu. Click on the "Modify..." button in the expression section of the field property sheet. When the calculator style input box appears select any numeric fields, check boxes, operators or numbers (from the keypad) required to create the math expression. Parenthesis can be used to reorder the operations.

### *See also:*

Calculated Field

# Check Box Field

Check Boxes accept the input of Yes/No or True/False data. When used as an element of a calculated field's expression, a checked checkbox has a value of 1 and an unchecked checkbox has a value of 0.

# Shape Object

Shapes are used to divide the screen area, draw attention to other fields and objects or create simple graphics.  Shapes can be circles, rounded or squared rectangles, squares and ovals of varying line thickness and colors.

# Type Property

Applies to: Shape Object.

The Type property specifies the geometric style of the shape.

***See also:***

Editing Element Properties.

# Border Width Property

Applies to: Shape Object.

The border width property specifies the thickness of the shape's border.

***See also:***

Editing Element Properties.

# Border Color Property

Applies to: Shape Object.

The border color property specifies the color of the shape's border.

***See also:***

Editing Element Properties.

# Fill Color Property

Applies to: Shape Object.

The fill color property specifies the color of the interior of the shape.

***See also:***

Editing Element Properties.

# Image Field

Image fields allow the screen designer to store photographs, logos or other graphic images that will be displayed whenever the screen is viewed by the user. An image field can also be used to create a "frame" that will allow the user to store and edit images which relate to the rest of the custom screen. Images can be pasted into the image field from the clipboard or from a file. Images can also be scanned directly into the image field using a TWAIN complient scanner.

Note: The field name property is only available if the screen designer has control of the image. Balloon help is only available if the user has control of the image.

Image Control Property
Field Name Property
Balloon Help Property

# Image Control Property

Applies to: Image Field.

Determines whether the screen designer or the user controls the image field.

***See also:***

Editing Element Properties.

# Notes Field

Notes fields allow the storage of up to 64,000 characters of free form, multi-line text. Typical uses are: notes, comments, directions, product specs., etc. The notes field will scroll to accommodate any text that exceedes the confines of the text box.

Field Name Property
Balloon Help Property
Appearance Property

# Close Button Object

The close button provides an alternate method of closing the screen. All Extend! screens have an icon on the left of the titlebar that will allow users to close the screen. However, since some people are more comfortable with a "Close Button", Extend! provides this option.

NOTE: There are no properties for a close button that can be edited.

# Deleting Unwanted Elements

During the design and editing of screens there will be times when a field or object will need to be removed from the screen.

To delete an element from the screen, select it then either hit the <DELete> Key or click the right mouse button on the object and select "Delete" from the popup menu.

# Saving a Screen

Saving a screen updates the stored information about the screen you are designing. The first time you save a new screen you will be prompted to provide a screen name.

To save a screen select one of the following options:

- Click on the "Save" button on the ScreenBuilder menu toolbar.
- Select the "Save Screen" option from the File menu.
- Select the "Save Screen As..." option from the File menu. This option allows you to save the screen with a new screen name and avoid overwriting a previous version of the current screen.

It is recommended that you save frequently while designing a screen. Frequent saving will help to avoid redesigning a screen that was lost due to a power or other computer failure.

# Deleting an Existing Screen

Selecting the "Delete" button from the screen manager will remove the selected screen(s) from your ScreenBuilder module and tag those screens to be included in ScreenRouter's "Screens to Delete" list.

# Show at Startup

Checking this option causes the screen manager to appear each time you start ScreenBuilder.

# ScreenBuilder Design Toolbar

To select an element's design tool, use the pointer and click on the desired element's button from the ScreenBuilder design toolbar. The tool is selected when the tool's button appears pressed down. The ScreenBuilder design toolbar contains selection buttons for the following tools:

 Pointer...Used to draw, select, resize and move elements.

 Label...Creates a new label object on the current screen.

 Text Field...Creates a new text field on the current screen.

 Numeric Field...Creates a new numeric field on the current screen.

 Calculated Field...Creates a new calculated field on the current screen.

 Notes Field...Creates a new notes field on the current screen.

 Image Field...Creates a new image field on the current screen.

 Check Box Field...Creates a new check box field on the current screen.

 Shape...Creates a new shape object on the current screen.

 Close...Creates a new close button object on the current screen.

 Set Tab Order...Resets tab order of elements.

 Screen Properties...Displays the screen properties sheet.

# Setting Up an Application Link

The application setup allows you to provide Extend! with the information required to link your screens to the individual records within your contact management system.

To link your screens to your contact manager, select "Setup Application Link..." from the Extend! ScreenBuilder "File" menu. When the application link property sheet appears, see if your contact management program is listed in the drop-down box.

- If your contact management system is listed, select the application by clicking on the application name. This will provide Extend! with all of the information required. Click the"OK" button.
- If your contact management system is not listed, you will need to select a custom setting in the drop-down list and then provide the DDE information required. (This may be found in your contact manager's documentation or by contacting the manufacturer.) You will also have to provide Extend! with the application's class name. This can be automatically detected by clicking on the "Auto Detect..." button and following the instructions that appear on the screen.

# Using ScreenRouter

Screens designed in ScreenBuilder may be used by one or many ScreenRunner users. The ScreenRouter provides the means to easily transport the screens to only one or many users. Screens can be sent across a network, E-Mailed or exported to a file which you can distribute any way you wish, such as through the Internet or a bulletin board system.

The ScreenRouter window contains several sections each of which allow the screen designer to select options conserning the screens to be routed. Click on the sections below for more information.

# Screen Selection

The screen selection section of the ScreenRouter window is used to select the screens that will be routed to ScreenRunner users. All available screens will be listed. Check the "Select All" check box to send all screens, or select the screen(s) desired by clicking on the screen name(s). Multiple selections may be name by holding down the <Ctrl> key while clicking on the desired screen names.

***See also:***

Using ScreenRouter

# Screens to Delete

The screens to delete section of the ScreenRouter window contains a list of any screens that were deleted in the ScreenBuilder. If you want the ScreenRunner's copy of these screens deleted, include the deleted screen's name in this section.

NOTE: All existing information stored on a deleted screen will be deleted along with the screen.

***See also:***

Using ScreenRouter

# Screen Destination

The screen destination section of the ScreenRouter window is used to select the destination of the screen update fiel that will be transferred.

Update Local or Network System
Create an Updater Floppy
Send via MS Mail
Export to a File Path
ScreenRouter Options

# Update Local or a Network System

### *To transfer screens to a local ScreenRunner module:*

Click the "Update Local or a Network System" option button. In the textbox just below this option button enter a path to your local or network Extend! directory.

### *To transfer screens to a network system:*

To share your screens with other ScreenRunner users, click the "Update Local or a Network System" option button. To update a network you will need to store the screens in a directory that is accessable to all the ScreenRunner users. Type the path to that network directory in the textbox under the "Update Local or a Network System option button.

NOTE: To update a network directory, all users must be out of Extend!.

### *See also:*

Using ScreenRouter

# Create an Updater Floppy

To create an updater disk, select "Create an Updater Floppy" by clicking on the appropriate option button. Select the drive letter of the destination drive and insert a blank formatted floppy disk into the appropriate disk drive. Click the "Go" button to transfer the screens. The diskette can now be delivered to a ScreenRunner user who can update their screens just by double-clicking the EXTEND.ESD file on the diskette.

***See also:***

Using ScreenRouter

# Send via MS Mail

Screen files may be sent to ScreenRunner users as an attachment to an MS Mail message. The ScreenRunner user receiving the mail can double-click the attachment to update their screen files. To send screen files to ScreenRunner users vis MS Mail, select the "Send via MS Mail" option by clicking the appropriate option button and click the "Go" button. This will start MS Mail; and attach the EXTEND.ESD file to a new mail message.

***See also:***

Using ScreenRouter

# Export to a File Path

You can export your screens to an EXTEND.ESD file which you can then distribute any way you wish. When the ScreenRunner user double-clicks on the file, their system will be automatically updated. To export the screen to another file, select the "Export to File Path" option button and type in the path and filename where you wish your EXTEND.ESD file to be placed. Click the "Go" button and the EXTEND.ESD file will be written to the directory you selected.

***See also:***

Using ScreenRouter

# ScreenRouter Options

The options area of the ScreenRouter screen destination section provides options that allow you to control the effects of screen ScreenRouter updates.

### *Delete Old Data*

Selecting this option will cause ScreenRouter to overwrite any ScreenRunner screens that are being updated. This includes any data that was stored on these screens.

### *Leave Backup*

Selecting this option creates a backup copy of the ScreenRunner's origional screens. This is an optional precaution that would allow you to retrieve data from the backup should you detemine at a later date that you accidentally deleted needed data.

### *Popups*

Checking the "Send Popups" checkbox will cause ScreenRouter to update the popup pick-lists on the ScreenRunner's system.

Select "Ignore" to leave existing popups unaffected by the transfer, select "Append" to send additions to ScreenRunner's existing popup list, select "Overwrite" to overwrite the ScreenRunner user's old lists with the new lists.

NOTE: Selecting to overwrite the ScreenRunner user's popup lists will delete any additions or modifications that they made to their popup lists.

### *See also:*

Using ScreenRouter

# Extend! Overview

The Extend! program consists of two modules:

Extend! ScreenBuilder.

This module is used to design custom data entry screens that will be linked to your contact management system.

ScreenBuilder allows you to design detailed screens by simply choosing the field type that you want and drawing it on the screen. Many powerful field types are available including Text, Numeric, Currency, Notes, Calculated, Images, and Check Boxes. In addition, Extend! allows the screen designer to provide screen level and field level help to the screen user. Popup pick-lists and input masks may be included to help insure fast and accurate data entry. Shape objects can be included in the screen design to draw attention to special fields, divide the screen into concise data entry components, or create simple graphic designs.

The ScreenRouter utility which is a built-in component of the ScreenBuilder module, is used to transfer new and updated screen designs to the ScreenRunner module which will link them to your contact management system. Screens are routed to the same local computer for single user systems. If you will be sending screen designs to other Extend! users, the ScreenRouter simplifies this process by automatically routing your new designs to these users via a network connection, MS-Mail or floppy.

Extend! ScreenRunner

This module runs alongside your contact management system and performs the linking of the screens created in ScreenBuilder.

When the ScreenRunner is running, your contact management system will have a new menu option available from which you may launch your Extend! screens. The Extend! menu option will list all of the available Extend! screens. The screen user then can select the screen desired and begin data entry.

Each screen that you fill-in will automatically be linked to the contact manager's current record. Multiple pages of the same screen can also be linked to the same current contact record. Once a screen has been linked to a contact record it can be viewed or edited from within your contact manager simply by selecting that screen from your Extend! menu while the same contact is the current record.

# Glossary

## C

Calculated Field
Check Box Field
Close Button Object
Create an Application Link
Creating Code Tables

## E

Expression

## I

Image Field

## L

Label Object
Leave Backup

## N

Notes Field
Nudging
Numeric Field

## P

Pointer
Popup Pick Lists

## S

Screen Description and Help Information
Screen Manager
Screen Object
ScreenRouter
Scrollbars
Shape Object

## T

Text Field

# Index

# Popup Pick-Lists

Applies to: Text Field and Numeric Field.

Popup pick-lists provide the user with a pre-defined list of acceptable entries for a field. The use of popup lists promotes uniform data entry and accuracy.

### *See also*

Attaching a Popup Pick-List to a Field
Creating Popup Pick-Lists
Creating Code Tables
Popup List Options
Popup List Setup
Precautions for Creating Popup Pick-Lists

# Please provide the requested information.

Please enter your serial number, (found in the user's manual) your name and company name, if Extend! is being used by a business.

## Calculated Field

The calculated field displays the result of calculations on a screen.

## Check Box Field

The check box field accepts Yes/No or True/False input.

## Close Button Object

The Close Button Object provides an alternate method of closing a screen. Only one Close Button Object can exist on a screen.

## Create an Application Link

Creating an Application allows Extend! to link to your contact manager.

## Creating Code Tables

<Creating Code Tables>

## Expression

A calculated field expression is a mathematical formula, the results of which are stored and displayed in the calculated field.

## Image Field

The image field is used to display graphic images on the screen. Image fields can be either controlled by the screen designer or controlled the screen user.

## Label Object

The label object allows the screen designer to place text directly on a screen. This is usually used to identify other elements on a screen.

### Leave Backup

Selecting this option creates a backup copy of the ScreenRunner's origional screens.

## Notes Field

A notes field allows the screen user to store free form text information in a scrolling textbox.

## Nudging

Allows the screen designer to move an element in small increments by using the cursor keys.

## Numeric Field

The numeric field stores numeric information on a screen

## Pointer

The Pointer is the tool that is used to draw, move or select an object or field.

## Popup Pick Lists

A predefined list from which screen users may select to enter data into a field.

## Screen Description and Help Information

The screen description and help information is screen level help information available to the screen user by clicking on the question mark button.

### Screen Manager
A list box of all available screens that you can select for editing.

## Screen Object

The Screen Object is the workspace used to design or edit a screen.

## ScreenRouter

The ScreenRouter utility transfers the screen design information from the ScreenBuilder module to a local or remote ScreenRunner module.

## Scrollbars

Scrollbars scroll the image of the screen to show areas that extend beyond the viewable area of a window.

## Shape Object

The shape object is used to create a shape on the screen. Shapes are usually used to divide screen areas or to draw attention to other elements.

## Text Field

The text field object is used to store and edit text on the screen.