EXTEND! GUIDED TOUR

In this tour you will be creating a sample screen with ScreenBuilder, use the ScreenRouter utility to route the new screen to your local ScreenRunner module, and use ScreenRunner to link the screen to your contact management system. Finally, we will use your contact management system to access the screen and fill it with data.

Sample Extend Screen

In this tutorial we will be creating a screen which tracks automobiles which your company leases. Each contact in your contact management system may lease one or more cars from your company. The Extend! screen that we will create, will enable your contact management system to store the information it needs for each car leased. Since one contact may lease more than one car, the Extend! screen will enable you to link multiple automobile leases to the same contact record in your contact management system. We will title our screen: "Leased Autos". A bitmap file of the sample screen, "Sample.bmp", is on this disk and can be viewed using Paintbrush. While using this toutorial, you should keep this image available for reference.

CREATING YOUR FIRST SCREEN

Throughout this tour, actions required by you will be italicized. Try to follow along. Start the ScreenBuilder module: Start ScreenBuilder by double-clicking on its icon in the Extend! program group
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Fields and Objects - The Elements of a Screen

Each Extend! screen contains many elements. These elements can be divided into two distinct categories: fields and objects. It is important that you understand the difference and the role that each play in an Extend! screen.

FIELD: A field is an element of an Extend! screen which will contain data. e.g. A text entry box.

OBJECT: An object is an element of an Extend! screen which does not contain data. e.g. A shape. The Extend! screen itself is considered an object because even though the fields on it store data, the screen itself does not.

The Screen Object

The screen object is the workspace that you use to design screens. The screen object can be positioned, resized and modified in the same manner as any other window. Scrollbars automatically appear when an object or field is positioned beyond the confines of the screen. This allows you to create a screen of a larger, virtual size. To aid in the design of screens scrollbars can be forced to allow greater ease in designing larger screens.

CREATE A NEW SCREEN: *Create a new screen object by choosing the New Screen item from the File menu. You should now be viewing a new screen object.*

SIZE THE SCREEN OBJECT: *For our project the screen will need to be about 25% longer than the default size,*

move the mouse pointer to the bottom edge of the screen object. When the pointer changes to a two-way arrow, click and drag the screen object until it is about 25% longer, then release the mouse button.

Note: 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.

Note: While designing your screen with ScreenBuilder, the ScreenRunner toolbar is shown but is not active. It is there to show you the position of these tools as they will appear when using ScreenRunner. These tools do not function in this module.

DRAWING ELMENTS ON THE SCREEN: The first element that we will draw is a label. A Label is an object. Labels usually end with a colon ":", and are typically placed above or to the left of fields to describe the type of information they contain.

DRAW A LABEL: *Select the label object tool from the ScreenBuilder toolbar by clicking on it. The label button on the toolbar should now appear depressed, indicating that it is the currently selected tool. Move the mouse over the new screen object then click and hold down the left mouse button. With the left mouse button still down, drag the pointer to size the object, then release the button to create it. Repeat the above procedure so that now you have two label objects on your screen.*

Note: When drawing an element, a dotted rectangle appears. This rectangle represents the size and location of the of the element you are creating. After creating an element you can move and resize it as we'll explain later.

Note: If the element is placed in a position that causes part of the element to extend beyond the viewable area of the screen, scrollbars will appear to allow you to view the entire screen.

SELECTING SCREEN ELEMENTS:The pointer tool is used to select a screen element. When an element is selected, six black handles surround it. Only one screen element can be selected at a time. New elements are automatically selected after they are created.

SELECT A LABEL: *If the pointer tool is not the active tool, make it active by clicking the pointer tool button on the toolbar. With the pointer tool, click on the label object that you created but is not selected. This action will deselect the old object and select the new one. After an element is selected you can move or resize it and set various properties. We will explore all of these features while creating our sample screen.*

RESIZING ELEMENTS:The pointer tool is also used to resize elements. Properly sized elements will give your screen that professional look.

RESIZE YOUR LABEL: *Select your label object by clicking on it with the pointer tool, then position the pointer over one of the black handles. When over a handle the pointer will change to a two way arrow indicating the possible directions of movement. Hold down the left mouse button and drag the handle in the direction you wish the object to be resized. Release the left mouse button when the object is the desired size.*

MOVING ELEMENTS: The pointer tool is used to move elements. Proper and orderly positioning of your screen elements will provide for an attractive display.

TRY MOVING YOUR LABEL: *If the pointer tool is not the active tool, make it active by clicking the pointer tool button on the toolbar. With the pointer tool, click on the label and while keeping the left mouse button down, drag the label to another position on the screen and release the left mouse button to finish your move operation. Now move the label object to the same position as the "Vehicle ID:" label on our sample. (See Sample.bmp)*

Note: When moving an element, you will notice that you are dragging an outline of the element. When you release the left mouse button the element will be moved to the position of the outline.

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.

TRY NUDGING AN ELEMENT: *Select an object and use the cursor keys (up arrow, down arrow, left arrow, right arrow) to reposition the selected object.*

Note: The screen object can not be nudged.

DELETING ELEMENTS: Deleting an element removes it from the current screen. When designing a screen, you will likely experiment with elements and need to remove unwanted ones. Let's now delete one of the label elements which we have created.

DELETE AN ELEMENT: *Select the label that you did not reposition then either:*
(a) press the delete <Del> key or (b) right-click on the label and select the Delete option from the popup menu.

Element Specific Popup Menus
Right-clicking on an element will display its popup menu. From this popup menu you can access the properties of the element or perform functions on the element itself.

Note: To cancel the right-click popup menu without selecting an option click on any area outside of the popup menu or select the Cancel option.

Changing the Appearance of a Label
Each element has specific properties associated with it. An element's properties describe how it will look and behave. While different element types may have similar properties, they may also have properties which are unique and available only to that element type. Labels have a caption property which describes the text that the label displays on screen. For details regarding specific element properties, search the on-line help.

ACCESS YOUR LABEL'S PROPERTIES SHEET: *Select the label with the pointer and click the right mouse button. A menu will appear with the following options will appear: Properties..., Delete and Cancel. Click the left mouse button on Properties... to view the property sheet for the label object.*

CHANGE THE CAPTION: *Change the caption of the label to "Vehicle ID:" by first highlighting the text in the new caption text box and typing "Vehicle ID:" (without the quotes). Click the OK button when done.In a similar manner create and position the following labels for your screen using the sample as a guide:*
Make: Model: Year: VIN: Driver Name: Driver Phone: Lease Rate (Monthly):
Sales Tax Percentage: Total Payment (Monthly): Vehicle Photo (If Available):
Vehicle Notes or a Detailed Description:

Do not be too concerned with exact placement of the Extend! screen elements at this point. You can adjust the placement of them after all of the elements are drawn.

Note: When drawing an element, do not attempt to draw one element over another. If you click on an existing element while attempting to draw another, the pointer tool is automatically re-selected, and you will need to re-select the tool of the element you wish to draw.

Note: An element's tool must be selected each time you wish to draw the element. As soon as you finish drawing an element the current tool reverts to a pointer.

Saving Your Work
You can save your work and name your screen now even though you are just getting started. Saving your work frequently prevents you from "starting from scratch" in the event of a power outage or other system problem that causes your program to end without allowing you the opportunity to save. The first time you save a screen you will be prompted to provide a screen name. This screen name will identify your screen for all future operations. The screen name will also depict how the screen will appear on your contact management system's menu.

SAVE THE SCREEN: *You can save the current screen by clicking on the save button on the toolbar or by selecting Save Screen or Save Screen As... from the File menu. Save the screen using the name "Leased Autos" (without the quotes). Note that if sample screens were installed*
with Extend!, you will already have a screen titled "Leased Autos - Sample." The screen which we will create will be identical to this screen when complete. Please do not confuse the two throughout this tutorial.

Text Field
The text field can store any one line of alphanumeric characters up to the maximum length designated by its length property. Numbers can also be stored as text characters in a text field however, no calculations can be performed on numbers stored this way. For this reason, we recommend using numeric fields to store numbers when their value may be needed for calculations. The notes field should be used for storing data that may require more than one line of text. Each field on a screen requires a unique name. This element property is called it "field name" and is accessible on the element's property sheet. Extend! automatically supplies default field names when you create an element which requires one. Default names do not adequately describe the field contents and should therefore be renamed. Field names can be up to 20 characters long and may include letters, numbers and spaces.

Note: 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.

CREATE THE "VehicleID" TEXT FIELD: *Select the text box tool and draw it on the form. Using the text inside the box as a guide, size it so that it is approximately the same size as in the sample picture.*

Note: If you create a text field that is smaller than the maximum length allowable, the data entered by the screen user will scroll to accommodate the additional text. Change the field name: Right-click on the text field and open it's property sheet. Type in a new field name. The name should be "VehicleID" (without the quotes). When you are complete click OK. The new field name will show in the text area of the element.

POSITION THE TEXT FIELD: *Click the pointer tool on the new text field and drag it to it's position under the "Vehicle ID:" label.*

Using the sample as a guide create, size, rename and position the following text fields:
Make, Model, Year, VIN, DriverName, and DriverPhone.

EDIT THE MAXIMUM FIELD LENGTH: *The text field for the "VIN" field will need to hold at least 17 characters so select the "VIN" text field, right-click, and select Properties.... Change the field length from the default of 10 to 17. Also change the maximum field length of the following text objects:*

Make (3 characters)
Year (2 characters)
DriverName (40 characters)

Adding Balloon Help
Extend! allows you to provide screen users with instructions or guidance while they are using your custom screen. Balloon help can be provided for all fields. If balloon help is provided for a field by the screen designer the help

text will appear whenever the user positions his mouse pointer over the field. For our purposes let's create a message for the user that explains what to enter in the "VehicleID" field. We want the following to display whenever the user pauses the mouse on the "VehicleID" field: "Enter Vehicle Number from Lease Agreement".

ADD BALLOON HELP: *Select the "VehicleID" text field, right-click the mouse, select Properties..., and then select the Balloon Help tab. In the large text box type "Enter Vehicle Number from Lease Agreement" (without the quotes). When you are complete, click the OK button.*

Note: Balloon help can be added to the following fields: notes, check box, text, numeric, and image fields. Balloon help can only be added to images if their property sheet specifies that the screen user will have control of the image.

Popup Pick-Lists
To simplify data entry and promote uniform data entry, popup pick-lists can be added to most fields. A popup pick-list is a list of pre-defined field entries defined by the screen designer. If the screen designer allows it, the user may also edit the list. When the screen user is editing a field which has a popup list attached, they can select from any item in the list. An additional feature of Extend!'s popup lists, is its ability to create code tables. For example, you may want to define a popup list of valid codes for a particular field. You may also want to provide a description of these codes so that your user understands all of the options and picks the correct one. Extend! provides a means for this by allowing you to create popup lists which contain both the data to enter into the field and a longer description. When creating a popup list item, a <|> (pipe) symbol will separate the value from the description. When the user selects this value from the pick-list, only the value to the left of the pipe symbol will be entered in the field.
In our example, our hypothetical auto leasing company offers the following makes of vehicles:
Chrysler
Chevy
Ford
Mitsubishi
Saturn
Toyota
Lincoln
Dodge

A popup list has already been created for you as a part of the sample screens. We will add two items to this list and attach it to a field.

ATTACH A POPUP PICK-LIST *Select the "Make" text field, click the right mouse button and select Properties.... Click on the Enable Popup for this Field check box, then click the Settings... button. Scroll through the list and select the "Auto Makes" list. Edit a popup list: Click the Values... button. When the list box appears click the New... button. A text box will come up allowing you to enter a new list item. Enter:*

"LIN | Lincoln"
(without the quotes) in the text box, click OK, then Click New... to enter:
"DOD | Dodge"
in the text box, then click OK. Click the Close button. When the popup list setup window reappears, click on the Force Valid Input option, make sure that all of the other options are deselected (Not Checked). Click the Close button, then click the OK button.

Note: Popup list values are always listed in alphanumeric order regardless of the order in which they were entered.

Note: When a popup list has been attached to a field, a button containing an ellipsis will appear on the right side of the field to indicate that a list is attached. This button will allow the user to "popup" the attached list by clicking this button.

Input Masks
Input Masks can be added to any text field. Input masks are used to provide a visual clue to the user 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 in a field. Typical uses for Input Masks are for phone number and social security numbers. Each character in an input mask represents a position within a 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 of input accepted by that character.

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 values (0-9,A-F only)
0-9	Reserved
\	Any character may be used as a literal character. A "literal" is a

character that represents itself. To use one of the above characters (#,&,?,U,L,H, and numbers 0 through 9) insert a \ (backslash) before the character.

For example the typical telephone number Input Mask is designed by using the following characters: (###) ### - ####

The user will enter just the numbers, the parenthesis and the hyphen will be provided by the mask.We will design a mask for the "VehicleID" field that will force the user to enter ID
numbers that follow our specific format. We will limit "Vehicle ID" entries to numbers that start with two uppercase alpha characters, a hyphen and then any four numbers.

CREATE A "VehicleID" INPUT MASK: *Create an input mask for the "VehicleID" field by selecting the "VehicleID" field element, clicking the right mouse button and selecting Properties.... In the Input Mask text box, type: UU-####. Then click on OK to exit the properties box.*

When the user enters a "Vehicle ID" number in this field, the field will only accept characters that follow our pre-defined format.If the user enters "as-1234" the field will force "as" to capitals (AS-1345 would result). If the user tries to enter "4S1234" the computer will beep to warn the user that a number will not be accepted as soon as the user types the 4.

SELECT A "DriversPhone" INPUT MASK: *Select an input mask for the "DriverPhone" field by selecting the "DriverPhone" text field, clicking the right mouse button and selecting Properties.... Click the Select... button next to the Input Mask text box. When the text masks popup list appears, click on (###) ###-####, and then the Select button to assign this mask to the field.   Finally, click on OK to exit the property sheet.*

Note: Clicking on the select button to the right of the Input Mask text box in the text field's property sheet causes a popup list to appear. You can select from the pre-defined masks, or add your own mask(s) to the list.

Note: When setting the options for fields be sure that any restrictions made regarding masks and popup lists do not conflict. For example if you create a mask that requires a numeric entry, requires the use of a popup pick-list that has no numeric entries, and does not allow the user to edit or add to the popup list, it would be impossible for the user to enter valid data into this field. The user in this case the user would not be able to edit or save the screen.

Numeric Field
Numeric fields are designed to hold numeric data. They allow the data stored to be formatted with set decimal positions, and currency symbols. The values stored in numeric fields can also be used in calculations, such as those used in the calculated field. (Information on the calculated field follows this section.) Since the information to be stored in the "Lease" and "SalesTaxPct" fields will be numbers we will create numeric fields for them.

CREATE A NUMERIC FIELD: *Select the numeric field tool and draw the fields on the screen as shown in the sample.Change the default field names of the numeric fields to Lease and SalesTaxPct by right-clicking on the object and selecting Properties.... Type the new field name in the Name text box. Press OK.*

Since the "Lease" field will store numbers representing currency, we will select the currency format for it. The number in the "TaxPct" field will be a decimal number and therefore needs to be formatted as a general number with two decimal places.

SELECT THE FORMAT: *Select the "Lease" numeric field, right click to bring up the property sheet. In the format section of the field properties select Currency Format, then click OK. In the same manner, change number of decimal places for the "SalesTaxPct" field. Enter "2" and click OK.*

Calculated Field
The "TotalPmt" field in our sample screen is a calculated field. The numbers in this field are calculated based on a formula entered as a property. The values contained in existing numeric fields or numeric constants can be used as part of the calculation. For our example we will be multiplying the lease payment by, 1 plus the sales tax percentage to get the total payment. Here's the formula:
TotalPmt = Lease X (1+SalesTaxPct)

CREATE A CALCULATED FIELD: *Create a calculated field by selecting the calculated field tool, drawing and finally positioning the calculated field as shown in our sample.*

ENTER THE EXPRESSION: *Click the right mouse button on the calculated field to activate it's popup menu. Select the Properties...option. Click the Modify... button, and the expression window appears with all of the available numeric fields in the list box. A calculator style input tool appears on the right. Double-click on the "Lease" field, click on the X (Multiply sign), click on the ((Left Parentheses), click on the 1 key, click on the + (plus) key, double-click on the "SalesTaxPct" field, and click on the) (left parenthesis) then click OK. When the property sheet*
reappears, click OK.

Check Box Field
Check boxes are used when it is necessary to retrieve yes/no input from the user.

CREATE THE CHECK BOX FIELD: *Select the check box tool and draw it on the screen. Select the check box field and click the right mouse button to access its popup menu. Select the Properties... option. Change the check box caption by editing the Caption text box. Change the caption to "Warranty Expired" (without the quotes. For the remainder of this tutorial, we will assume that you will always omit the quotes.) Rename the field to "Warranty" and leave all other options at their default settings. Using the sample as a guide create, size, rename, and position the "Original Driver" check box (Use "OriginalDriver" for the field name)*

Shape Object
There is one shape object on our sample screen, the line under the "TaxPct" numeric field. The shape object can create squares and rectangles, circles, ovals and rounded rectangles and rounded squares. A shapes properties determine the type of the shape as well as it's fill color, border color, etc...

CREATE A LINE: *Using the shape object select the shape icon and draw a narrow horizontal rectangle on the screen. Resize the rectangle until the top and bottom lines overlap creating a line.*

Image Field
In our sample, the photo of the automobile is contained in an image field. By placing an image field on your screen you create an empty frame that the user can fill with a graphic image. Images can be pasted from the clipboard, from a file, or scanned directly onto the screen.

CREATE AN IMAGE FIELD: *Select the image tool and draw the field on the screen using the sample screen as a guide. By default, image fields are "Dynamic Images", meaning that the images are inserted and edited by the screen user.*

Notes Field
The notes field can contain free form multiple-line text for such purposes as descriptions, comments, records of telephone conversations, etc...

CREATE A NOTES FIELD: *Select the notes field tool from the toolbar, then place and size it. Rename the field as "Notes".*

Close Button Object
Every screen created with Extend! has a control box on the left side of the title bar that will allow the screen user to close the screen. However some people are more comfortable with command buttons that allow them to close a window. For this reason Extend! includes a close button object which the user can click to close the screen.

CREATE A CLOSE BUTTON: *Select, draw, resize and position the close button object in the same manner as all of the other objects on your screen.*

Note: Only one close button object can be placed on a screen.

Setting the Tab Order
The tab order is the order that the fields will cycle for editing when screen user hits the tab <Tab> key.

SET THE TAB ORDER: *To set the tab order click on the 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.

Allow Multiple Pages
The screen we have designed will store all of the information required on each leased vehicle. In many cases a contact may lease more than one vehicle. In order to store all of the leased auto information you must allow the screen user to create multiple pages of the screen, one page used for each vehicle leased to your contact.

ENABLE MULTIPLE PAGES: *To allow the screen user to create multiple pages, click the screen properties tool or right-click on a blank area of the screen object. When the screen property sheet appears, check the "Allow Multiple Pages" check box. Multiple pages are stored in an order*
designated by the value in one of your text fields. To select the field by which the screens will be ordered, select the "vehicle" field in the combo box. Click OK to close the screen object property sheet.

Screen Help and Description
One of the screen object's properties is the screen description. This property accepts text that will be available to the screen user.

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 other information that you think would be useful to the user and then click OK to close.*

Final Modifications
At this time you may want to review your screen design to make any final positioning adjustments before saving and closing the screen.

Save and Close the Sample Screen
SAVE THE SCREEN: *Click the save button or select Save from the File menu.. If prompted for a screen name, save the screen as "Leased Autos".*

CLOSE THE SCREEN: *Double-click the control box located in the upper-left corner of the screen object.*

Congratulations!
You have finished creating your first screen with Extend! The following two sections will show you how to setup Extend! to work with your contact management system and how to get your screen designs up and running.

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

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 box 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 Auto Detect... and following the instructions that appear on the screen.

Note: The Application setup globally effects all of the screens in Extend!. Screen designs can be linked to only one contact management system.

SCREENROUTER
ScreenRouter provides an easy and flexible way to distribute your screens to users. ScreenRouter allows the screen designer to send screen files to screen users. Screens can be copied to a floppy disk, placed in a network directory, stored in a file, or sent to screen users via MS Mail.ScreenRunner's screens are never automatically updated by changes made in ScreenBuilder. Screen updates must be routed to the user's ScreenRunner module. This is true even for single user systems where the ScreenBuilder and ScreenRunner reside in the same Extend! directory.

Routing Your Screen
We will use the sample screen you created in the ScreenBuilder guided tour to demonstrate the use of the ScreenRouter utility. We will route the screen to your local ScreenRunner module.

START THE SCREEN ROUTER UTILITY: *Start the ScreenBuilder module if it is not already running, then select Run ScreenRouter... from the File menu.*

ROUTE YOUR SCREEN TO THE LOCAL SCREENRUNNER: *To send your sample screen to your local ScreenRunner module, select the screen that you created from the list of screens on the left, select Update Local or Network System by clicking on its option button on the right. If the path to your Extend! directory is not already listed in the text box under the option button, type the path to the destination directory used by ScreenRunner (C: \Extend if you installed to the default directory). Check the Send Popup Tables check box and click on the Go button to transfer the screens. When the screens are transferred successfully a message will appear in the status bar at the bottom left of the ScreenRouter window.*

Once you have routed the sample screen to your local ScreenRunner module you can close the ScreenRouter window and close the ScreenBuilder application. We will continue the tutorial with the ScreenRunner module.

SCREENRUNNER
ScreenRunner does the job of linking your custom screens to your contact management system. It also allows

users to view and edit data in these screens. Any screen created will be automatically linked to the current record of your contact manager. As you change contacts, any screens associated with the new contact automatically become available.

Starting ScreenRunner
ScreenRunner can be started before or after you launch your contact management application. Your custom screens will not be available unless ScreenRunner is running.

START SCREENRUNNER: *If ScreenRunner is not already running, start it by selecting the Extend! ScreenRunner icon from the Extend! program group. From your contact manager select a contact record to which you would like to add a screen. Select the Extend! menu item from your contact manager's main menu.*

SELECT A SCREEN: *From the list that appears click on the "Leased Autos" screen. The sample screen will now appear. Since this is the first time that this screen will be used with this contact,*
the screen will have all of the controls grayed-out. To activate the screen for the first time click on the new page button found on the ScreenRunner toolbar.

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

Try the scrollbars: *To demonstrate the scrollbar feature resize the screen to so that some of the information will not appear within the window. e.g. make the screen appear as a 3" X 3" window. When the scrollbars appear, click on the arrows or within the scrollbars to move the*
viewable area of the screen.

Screen Description and Help
General information and help for the current screen can be found by clicking on the Help button on the ScreenRunner toolbar (the help button is labeled with a question mark icon).

GETTING SCREEN LEVEL HELP: *Click on the help button to view the information provided. You may then also click on the details button to view the status of the screen. Information regarding the creation and modification of the screen and all fields is available here. Click OK when done.*

Balloon Help
If balloon help is available for a field it will appear below a field when the mouse pointer pauses over the field. The messages are usually used to help define the information that should be placed in the field.

VIEWING BALLOON HELP: *Pause the mouse pointer over the "VehicleID" field. The balloon help we created for this field will appear in small yellow box.*

Editing the Image Field

An image field can store a picture. Pictures can be pasted from the clipboard, pasted from a file or scanned directly. The Saturn image which we will paste in our Image field is stored in your Extend! directory.

EDITING AN IMAGE FIELD: *Click the right mouse button while the pointer is over the image field. From the popup menu select Paste, select From File, then use the open file box to locate the image. The image of the auto is in your Extend! directory and is named saturn.gif, highlight the filename and click OK.*
Once an image is in the image field you can use any of the following options to edit the image field.Cut to remove the image and store the removed image into the clipboard. Copy to copy the image to the clipboard. Paste to paste an image into the image field. If you select Paste, a sub-menu will appear prompting you to select: paste from the clipboard or paste from a file. If you have a TWAIN compliant scanner installed on your computer, you will also have the option to paste from a scan. Delete to remove the image from the image field.

Viewing an image in the image field

If an image has been stored in the image field it will be presented on the screen compressed to fit in the space allowed. You can also view the image at its actual size, an enlarged size or reduced size.

ENLARGE THE IMAGE: *Click the right mouse button over the image, then select Actual Size.... The image view window will open and present the image at its actual size. You can enlarge the image by clicking on the Zoom x 2 button. Each time you click this button the image size will double.*

REDUCE THE IMAGE: *In the same manner, click on the Zoom x .5 button. Each time you click this button the image is reduced to 1/2 its current size.*

Note: If the image extends beyond the size of the window, scroll bars will appear allowing the user to scroll through the image. Reducing or enlarging the image in the image view window will not affect how the image will appear on your custom screen.

Editing Text Fields

Text fields can be edited by selecting the field and editing the fields as with any Windows text box by clicking on the field or tabbing to the field then typing the text. When a field is selected it will appear to lift off of the form to indicate it is ready for editing. If a popup pick list has been provided for a field, a small button marked with an ellipsis (...) will appear to the right of the field. In addition, input masks may be associated with each field.

TRY THE POPUP PICK-LIST: *Click on the "Make" field, then on the ellipsis button. The popup pick list containing the available vehicle makes will appear. Click on one of the list items and then the Select button. The popup list will close and the option will appear in the "Make" text field. The text that is entered into the text field is all of the text preceding the "|" (pipe symbol). The text that appears after the pipe is an explanation of the text to help insure accurate entry.*

USING THE IMPUT MASK: *Enter a vehicle ID number, in the "VechileID" field. The input mask will only allow an entry that matches the format designated by our design in ScreenBuilder. (Start with two uppercase letters, a hyphen and any four numbers). Enter a phone number in the "Driver's Phone" field, the mask will also provide a clue as to the format required.*

FILL OUT THE REST OF THE TEXT FIELDS: *Select the other text fields by clicking your mouse on the field you want to edit or hit the <Tab> key to advance to the next text field. Type the information requested by the remaining text fields.*

Editing Numeric Fields
Numeric fields will be designated by the screen designer as either currency or general numeric fields. Currency fields will automatically include dollar signs, commas and decimals as required. If a field is a general numeric field, the number of decimal places will automatically be displayed according to the screen designers designation.

EDIT A NUMERIC FIELD: *Type a cash amount into the "Lease Amount" field and the dollar sign and the decimal point are inserted automatically. Enter a decimal number into the "Sales Tax Percentage" field.*

Editing Notes Fields
Notes fields allow you to store free form notes that relate to your other screen information. For example notes fields allow you to store directions, specifications, descriptions or maintain a separate history of each screen.

EDIT THE NOTES FIELD: *Enter a large amount of text into the notes field. As the text fills the box, the scrollbars become active and allow you to enter more text. You can use the scroll bars to view any text that extends beyond the confines of the notes box.*

Calculated Fields
Calculated fields cannot be edited directly or reached via the <Tab> key. Calculated fields will automatically show the results of calculations based on the numeric fields on your screen.

CHANGE THE VALUE OF THE CALCULATED FIELD: *To demonstrate the calculated fields, edit the numbers in the "Lease Rate" and "Sales Tax Percentage" fields. The calculated field, "Total Payment", will display the result of the formula we created when we designed the screen.*

Note: Calculated fields are updated as you leave numeric fields which are a part of the calculation. You must leave the numeric field for the calculation to take place.

Check Box Fields
Check boxes are used to indicate a True/False or Yes/No response. Clicking on a check box toggles the check

box status. A checked check box indicates a True or Yes condition, while an unchecked check box indicates a False or No condition.

EDIT THE CHECK BOX FIELDS: *Click on the check boxes and see the effect that it has on the condition of the check box.*

Creating Multiple Pages
Since some contacts may lease more than one vehicle, the screen designer has allowed you to create as many pages of this screen, per contact, as required.

CREATE AN ADDITIONAL PAGE: *To store the lease information on a second auto for this contact, click the new page button and a new blank page will appear. The pages that you create will be ordered by the "Vehicle ID" number that you supply.*

Closing a Screen
When you are finished editing or viewing an Extend! screen, you should close the screen. Extend! saves your data automatically as you are editing the screen so there is no need to save. While Extend! screens are open you will not be able to access your contact manager. You must close your Extend! screen if you need to access another function of your contact management system.

CLOSE YOUR CURRENT SCREEN: *Double-click the control box located in the upper-left corner of your custom screen or select the Close button.*

Congratulations!
This concludes the guided tour of Extend!
By completing this tour you have learned everything you need to know to start designing, routing and using screens with Extend!. More specific information about Extend!'s elements and their properties can be found by accessing the Extend! ScreenBuilder's on-line help.

Reminder:
This is a demo version of Extend! and will only be functional for 30 days. If you would like to continue using Extend! beyond the 30 day demo period, you must buy a fully licensed copy. The fully licensed copy includes a printed users manual, technical support, and free maintenace releases. See the EXTEND.WRI file for ordering information.