

**organise\_guide**

**COLLABORATORS**

	<i>TITLE :</i> organise_guide		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
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**REVISION HISTORY**

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# Chapter 1

## organise\_guide

### 1.1 Organise Guide

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```

### 1.2 Set Calculations

Calculations

Synopsis: Select fields you wish to Calculate the Sum of.

Shortcut Non c

Choose Select|GROUP|Cancel.

Select

To select fields click on select and enter how many fields you wish to use. Then with the Mouse select the fields from the requester.

Group

Select Set to choose the field to group. Next providing you have set Caculate from the Preferences, the program will display the Search screen. Enter the search criteria and then the program will group your database accordingly.

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## 1.3 Select Fields

### Select Fields

Synopsis: Select the fields you wish to print

ShortCut s (LowerCase)

You have the option to select All | Select | Cancel. By selecting All this will enable you to print all the fields. With Select you can choose the fields that you want printed and their length. Enter how many fields you wish to use. The field requester will appear on the right and a list of chosen fields on the left.

## 1.4 Export Data

### Export DATA

Synopsis: Exports data with out the field information.  
ASCI or SuperBase Format

ShortCut x (LowerCase)

#### ASCI

The selected fields will be output to a file. This will be useful to transfer data from one database to another or for a mail merge file for use with a word processor.

#### SuperBase

The data will be output in a format that SuperBase can Import. Also you will find a second file with a '.hlp' suffix, this file contains the field name and length of the records. To use the data in SuperBase you will first need to create a database that has the same amount of fields and the correct length. To find out how to do this look in the SuperBase manual.

## 1.5 Import Data

### Import DATA

Synopsis: Merges Data ASCII or SuperBase Format

Shortcut i (LowerCase)

Merges data to database. Their must be the same amount for fields in the file to be imported otherwise all sorts of problems will occur. However the actual length of the fields on the file to be imported is not important, BE WARNED if the fields are longer than the current database then they will be trimmed to the size of the current field lengths.

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Import SuperBase

Will import data that has been previously exported from Superbase  
Enter the field separator ie ',' or '\*' whatever you set in  
Superbase SuperBase ©Precision Software.

## 1.6 Edit Field

Edit Field

Synopsis: Allows you to edit any field. Also change the length.  
Delete Field.

Shortcut e (LowerCase)

Displays the Select Field requester. After selecting the field you  
can change or alter the field name. After pressing return you can  
change the field length. Also you can change the Field Type.

Delete Field

After selecting Edit and Selected the Field you choose to delete.  
It must be noted that deleting a field not only deletes the  
specified field but also the corresponding data in the  
database.

## 1.7 Move Field

Move Field

Synopsis: Allows you to move any field to a new position.

ShortCut m (LowerCase)

You have the option to change all the fields or select field.  
Change all fields is the same procedure you went through  
with Create after defining your fields.

However if you choose to select the field that you wish to  
move, choose Select. After selecting the field from the Field  
Requester, all the existing fields will be displayed. All you have  
to do is to move your new field to the correct position and press  
the left mouse button.

## 1.8 Add Field

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## Add Field

Synopsis: Add field

ShortCut a (LowerCase)

Allows you to Add another field. A string requester appears for you to enter the name of the new field. Then you enter the length. You then have to select the Field Type. After this you position the new field using the mouse, when it is in the desired position press the left mouse button.

## 1.9 Statistics

### Statistics

Synopsis: Displays Information about your Database

Shortcut = S (UpperCase)

Will display a requester displaying how many records, fields and displaying all the fields with their length and Field Types. You can also print the information.

### STATUS

This will display system memory, database memory the size of the current database, how many records and a very approximate of the maximum amount of records that you can achieve, it is only a approximation. If you have previously loaded a database prior to the current file it may not be very accurate.

## 1.10 Draw Box

### Draw Box

Synopsis: Draw Flip / Bevel Boxes

Shortcut = b (LowerCase)

Select BEVEL|FLIP|RBOX|BBOX|DELETE|CANCEL

BEVEL Draws a bevelbox {GADTOOL}

FLIP Draws a flipbox {GADTOOL} (DDBASE will not run on OS1.3)

BOX Draws a box.

BBOX Draws a box using Beveled Lines. (Best to Experiment a bit)

DELETE Deletes Selected Box

CANCEL Exits from the routine.

Position pointer to the top left corner of the box that you wish to draw, then press the left mouse button. Move the pointer to

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the bottom right corner, you will notice the rubber banding effect. When the box is to your desired size press the left mouse button.

NOTE: You can only go from Left to Right and not Right to Left.

#### DELETE BOX

After selecting this option from the Draw Box requester just click in the top left corner of the box you wish to delete.

#### MOVE BOX

Just click the left mouse key at the top left of the box you wish to move. After a small pause you will be able to reposition the box using the mouse.

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