Project

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	TITLE : Project		
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Contents

Chapter 1

Project

1.1 Datastore: Project Menu Contents

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            Project Menu Contents
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The Project menu contains commands relating to the Project. For
example, items that provide functions to create or change a
Datastore database file:
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            New command

            Open command

            Save command

            'Save As' command

            'Import Data' command

            'Export Data' command

            Print command

            Close command

            About command

            'Quit Datastore' command
            Other items are also covered here that are not actual menu
commands:


            Templates

            New Database Disk

            Opening Files From a Separate Disk

            Saving Files To a Separate Disk
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          Deleting Database Files
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1.2   Datastore: New command

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          New
```

Choose New to create a new 'untitled' Database window.
Alternatively, press Right Amiga-'N' or use the toolbar.

A new Database will use the current preferences if you select
the 'Blank Record' template from the requester.

Instead of using a blank record and designing your own database
from scratch, you can use a
          pre-designed template
               .

A pre-designed template will open the design of an existing
database, but not the data.

When the 'Blank Record' template is selected, you will be placed
in Change Design mode. Any other template will place you into
Edit Records mode.

Template Descriptions
The description that appears in the box when a template is
selected can be specified from the Database File icon.

This is how you add description text to a file that you have
saved:
  1 From the Workbench screen, select your Database File icon
     and choose Information from the Icons menu.

  2 Type into the Comments text gadget the description you wish
     to give to the file.

  3 Press the Return key and click Save.

The next time you select this file from the Templates requester,
a description about the file will appear below the list.

1.3   Datastore: Templates

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          Templates
```

You can use any previously saved Database file as a template by
choosing the
          New
           command and selecting the template from the
list.

A template is just the design from a normal database file (it
has no data) which opens into Edit Records mode as an 'untitled'
file.

1.4   Datastore: New Database Disk

New Database Disk

To create a separate disk for storing your Database files, you
will need to 'format' a blank disk for use with the Amiga.

Place a blank disk into the internal drive and select the
'DF0:????' icon that appears on the Workbench screen (the 'DF0'
means 'device floppy 0' or internal drive, and the '????' means
that the Amiga does not understand the disk).

Once the disk icon has been selected, choose the "Format Disk"
command from the Workbench Icons menu.

A requester will appear asking you several things-
Workbench 2.0:
OK: Formats the disk for use with the Amiga.

OK Quick: Formats a previously formatted Amiga disk.
                   This option is much quicker if you have
                   already performed a full format.

Cancel: Cancels requester.

Workbench 2.1 and above will have additional items:
Volume Name: This is the name given to the disk (for
example, 'MyFiles')

Put Trashcan: This adds a trashcan icon to the disk.
                   Deselect this checkbox.

Fast File System: This makes Opening and Saving to the disk
                   much quicker. It also gives you 80Kb more
                   space. Select this checkbox.

International Mode: This is for foreign languages where accented
                   characters are used in filenames. Select
                   this checkbox.

Directory Cache: Speeds up disk access by remembering the
                   directory contents. Wastes memory, therefore
                   deselect this checkbox.

Once formatted, the disk can be accessed from any file requester
by typing the name of the disk into the Drawer text gadget
followed by a colon (:). This tells the Amiga to ask for a disk
of the specified name.

For example, typing 'MyFiles:' into the Drawer gadget
will display a requester asking you to 'Insert Volume MyFiles
in any drive'.

1.5   Datastore: Open command

                    Open

Choose Open to display the "Open Database" file requester.
Alternatively, press Right Amiga-'O' or use the toolbar.

From this requester you can select the file you wish to open.

The contents of the default path will be displayed in the File
List.

When a file is opened, you will be placed in Edit Records mode
from which you can:
 Apply a Query
 Browse Through The Records
 Change a Record
 Delete a Record
 Duplicate a Record
 Insert a Record
 Produce a Report
 Sort the Records

See also:

                    New Database Disk

                    Opening Files From a Separate Disk

                    Deleting Database Files

1.6   Datastore: Opening Files From a Separate Disk

Opening Files From a Separate Disk

Open displays a file requester from which you can select both
the Database file name and disk that you wish to open.

To view the contents of a separate disk, type the disk name into
the Drawer text gadget followed by a colon ':'. (The disk name
is displayed under the disk icon on the Workbench screen when
the disk is inserted into a disk drive.)

Press the Return key and you will be prompted to insert this
disk after which its contents will be displayed in the File List.

For example, if you have a disk that was named 'MyFiles' you

would need to type 'MyFiles:' into the Drawer text gadget on the
"Open Database" file requester before pressing the Return key.

1.7 Datastore: Save command

               Save

Choose Save to save the current database design and records (if
any). Alternatively, press Right Amiga-'S' or use the toolbar.

If the database was
               untitled
               , the
               Save Database
                file requester
will appear for you to type a name and destination for the file.

1.8 Datastore: `Save As' command

               Save As

Choose "Save As" to display the "Save Database" file requester.
Alternatively, press Right Amiga-'A'.

From this requester you can type the name with which you wish to
save your file. You can also choose the destination of the file.

The contents of the default path will be displayed in the File
List.

See also:

               New Database Disk

               Saving Files To a Separate Disk

               Deleting Database Files

1.9 Datastore: Saving Files To a Separate Disk

Saving Files To a Separate Disk

Save displays a file requester from which you can select both
the Database file name and location where you wish to save.

To view the contents of a separate disk, type the disk name into
the Drawer text gadget followed by a colon ':'. (The disk name
is displayed under the disk icon on the Workbench screen when
the disk is inserted into a disk drive.)

Press the Return key and you will be prompted to insert this
disk after which its contents will be displayed in the File List.

For example, if you have a disk that was named 'MyFiles' you
would need to type 'MyFiles:' into the Drawer text gadget on the
"Save Database" file requester before pressing the Return key.

1.10   Datastore: Deleting Database Files

                 Deleting Database Files

Documents can be deleted from either the
                 Open
                  or
                 Save As
                 commands (Project menu).

To delete a Database, select the file from the File List in the
file requester and choose the Delete command from the Control
menu.

1.11   Datastore: `Import Data' command

                 Import Data

Choose "Import Data" to display the "Import Data" file requester.

From this requester you can select the file you wish to import
into Datastore.

This command will import ASCII record data from a file and place
it into the current database. The format of the file can be
specified from the File Settings requester ("Change
Settings-File" command, Settings menu).

Datastore can import data from any program that can export
record data as an ASCII file (such as Digita Wordworth, Digita
Mailshot Plus, Superbase and so on).

When importing, Datastore will try and insert the imported data
into the current database, you may therefore lose some data if a
different number of fields are used in the import file.

Datastore, however, will automatically create a record with the
right number and type of fields if the file is Imported into a
blank record when in Change Design mode.

The file should include a 'header record' for this to work. (A
'header record' is a record at the top of the ASCII file that
contains the field names.)

See also:

New Database Disk

Opening Files From a Separate Disk

Deleting Database Files

1.12   Datastore: `Export Data' command

Export Data

Choose "Export Data" to display the "Export Data" requester.
From this requester, you can choose whether to export the
current subset of records as a "Datastore File" or as an "ASCII
Data File".

Only the current records will be exported into a file. For
example, if a Query was performed on the database to display a
selection of records, only the selection of records will be
exported.

If you wish to export all of the records you should select "Show
All Records" from the list on the Query requester (Query command
(Record menu) before continuing.

Exporting ASCII Files
Select the "ASCII Data File" radio button from the "Export Data"
requester and click Export to display the "Export Data File"
file requester.

From this requester you can type the name of the file with which
you wish to export your records. You can also select the
destination of the file.

This command will export record data from the current database
file and place it in an ASCII file. The format of the file can
be specified from the File Settings requester ("Change
Settings-File" command, Settings menu)

Creating New Datastore Files
Select the "Datastore File" radio button from the "Export Data"
requester and click Export to display the "Export Data File"
file requester.

From this requester you type the name of the file you wish to
export. You can also select the destination of the file.

This command will export record data from the current database
file and create a new Datastore database file. The current
subset of records and the record design is saved with the file.

See also:

                    New Database Disk

                    Saving Files To a Separate Disk

                    Deleting Database Files

1.13   Datastore: Print command

                    Print

Choose Print to display the Print requester. Alternatively,
press Right Amiga-'P'.

This command is only available when viewing a Report.

The Print requester will allow you to select the pages you wish
to print and the number of copies.

If you wish to print the report to an ASCII file so that it can
be used in another program, select the "Print To File" checkbox
and type the file name and path into the text gadget.
Alternatively, click Select to display a file requester from
which to select a file name and path.

Stopping A Print
To stop a printout at the next page, press the Escape key.
Alternatively, press Ctrl-'C'.

See also:

                    Workbench Printer Preferences

1.14   Datastore: Close command

Close

This command will close the current database file. Before
closing, Datastore will ask if you wish to save any changes.

However, when viewing a report, the command is called "Close
Report", which closes the current "Report Window" and returns
you back to the database file.

Alternatively, press Right Amiga-'K' or click the window close
gadget (the small white box in the top left hand corner of the
Database window).

1.15   Datastore: About command

```
        Digita Datastore 1.0
©Copyright 1994 Digita International Ltd

By T.Titchmarsh and the Datastore team.

Warning: This computer program is protected by copyright law
and international treaties. Unauthorised reproduction or
distribution of this program, or any portion of it, may result
in severe civil and criminal penalties, and will be prosecuted
to the maximum extent possible under the law.

All trademarks and their owners are acknowledged.

LHA decompression software used in the Datastore
installer is ©Copyright by Stefan Boberg 1991, 92.



NOTE: If memory is low and the About command is chosen, any
cached (stored) pictures or data are flushed out to regain some
memory.
```

1.16   Datastore: Quit Datastore command

```
Quit Datastore

Choose "Quit Datastore" to end a Datastore session and return to
the Workbench screen. Alternatively, press Right Amiga-'Q'.

If you quit without saving changes, Datastore will ask if you
wish to save before exiting.
```

1.17   Datastore: Workbench Printer Preferences

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Workbench Printer Preferences

The Printer preferences control the set up of the printer
connected to your Amiga.

The Workbench Printer Preferences program can be found:
Workbench 2.04 floppy disk users
 In the Prefs drawer on the Workbench2.0 disk.

Workbench 2.1 floppy disk users
 In the Prefs drawer on the Extras2.1 disk.

Workbench 3.0 floppy disk users
 In the Prefs drawer on the Extras3.0 disk.

 Hard Disk users
 In the Prefs drawer in the System or Workbench partition.
```

Before Printing, ensure that the following are set correctly:
 \textdegree{} The paper size (eg. A4, US Letter) with the "Paper Format"
   cycle gadget.

 \textdegree{} The paper type (Continuous or Single Sheet) with the "Paper
   Type" cycle gadget.

 \textdegree{} The number of characters on a line with the "Print Pitch"
   cycle gadget. For example, an A4 page (approx. 8 inches
   wide) would give you about 80 characters on a line with the
   "10 cpi (Pica)" option (8 inches x 10 cpi).

 \textdegree{} The right margin. This value is set from the left edge.
   With an A4 page with 10 cpi pitch, set the right margin to
   about 78.

 \textdegree{} The line spacing with the cycle gadget "Line Spacing", either
   6 or 8 lines per inch (lpi). This is best set to "6 lpi".

 \textdegree{} The number of lines on a page. Multiply the line spacing by
   the height of the page in inches.

 \textdegree{} The printer driver. Choose the appropriate driver for your
   printer, most printers will emulate at least one of the
   listed printers.

   As a guide:
     Most 9 pin printers   use 'EpsonX'
     Most 24 pin printers   use 'EpsonQ'
     Canon bubblejets   use 'CanonBJ10'
     Hewlett Packard DeskJets   use 'HPDeskJet'
     Hewlett Packard LaserJets use 'HPLaserJet'

Click Save to save these settings permanently, or Use to just
use them until you next re-boot your machine.

Refer to your Workbench User Guide for any further information
on printing and Printer preferences.