Contents

Search and Select

1. If you are not already in the Search window, choose Search from the File menu.. The Lite Search window is displayed.

2. To change the database/table, choose Change Database from the File menu.   The Database Selection window is displayed.   Specify the following:

    - Database type
    - Drive
    - Directory (double-click)
    - Database
    - Table (only for MS- Access databases)

    Choose OK.   You are returned to the Search window.

3. You can choose two search fields and two search operators.   These can be defaulted (please read below).   In the third box (with the blinking insertion point), type in the search criteria.   From the list box on your right, select all the fields that you want listed in the search report. Drag the cursor over the selected fields, or click on the selected fields while holding down the Ctrl key.   Make sure that the City, State and Zip fields are included.   If you do not specify any fields, then the system will include all.

    To specify the sorting order, select the sort fields from the 'Sort By' list.

    If necessary change the Boolean value (And, Or) for the second search field.

    The search specifications can be saved as defaults.   To save the specifications, choose Save Setting from the Setup menu.

4. Click on the Query button (green spot) or press Function Key 8, or choose Run Query from the File menu.   The search is executed and the matched items are   listed in the report below.

5. To **remove** (un-list) one or several contiguous records, select the records (by dragging the mouse over the fields while holding down the left mouse button) and choose Unlist Selected Items from the File menu, or press Shift+Delete.

    To **insert** blank rows, choose Insert Blank Rows from the File menu. This option is useful if you want to print on a partially used label form.

6.	To clear the Filter fields, click on the Clear button (cross-out), or choose Clear from the File menu.

7.	To print the labels, choose <u>Print Labels</u> from the File menu.

Example:

You want to search the database for the name 'Smith' in the Name Field and for a date in 1996 in the Date Field.

In the first Search Field, choose the Name field.
In the first Search Operator, choose STARTS WITH if the surname is at the beginning, otherwise choose INCLUDES).
In the Filter box, type Smith (or smith)

In the second Search Field, choose the Date field.
In the second Search Operator, choose IS BETWEEN.
In the Filter box, type 1/1/96,12/31/96 (note the comma between the two values)

If you wanted to search for Smith, but not for names starting with Smith, like Smithson, use the Search Operator IS EXACTLY, instead of STARTS WITH.

If you wanted to search for all persons with names of Madison, Bauer and Mock, you would use the Search Operator IS IN.   In the Filter you would type the three names, separated by a comma.

Date values can be entered in most common formats, such as 11/15/95, Jan 15,1996, etc.

Wildcards

Wildcards are a versatile tool to filter out records.   The following wildcard characters are supported:

*	stands for one, several or zero character (number, letter or space).
#	stands for a single number.
?	stands for a single character (letter, space or number).

When using the Search Operator STARTING WITH, the system always adds the * wildcard at the end of the search string.

When using the Search Operator INCLUDES, the system always adds the * wildcard in front   and at the end of the search string.

When using wildcards, you must use the STARTING WITH or the INCLUDES Search Operator.

Example of a wildcard search:

#####-#### will search for a string that consists of 5 numbers followed by a dash, followed by four numbers.

Print Reports and Labels
Print Reports

1. Run a query.   See <u>Search and Select</u>.

2. If you want the report printed in landscape, select 'landscape'   from the Printing Options in the File menu.

3. From the File menu, choose Print Report.   The 'Standard' option will print the report coulumnar format; the 'Vertical' option will print the data vertically.

4. In the dialog box, enter the title of the report.   The title is defaulted to the table name.

5. Choose OK.

Print Labels

1. Select the customer name, address and other label fields with a query. The query can also sort your records.   See <u>Search and Select</u>.

2. From the File menu of the Search window, select Print Labels.   The Labels window opens.

3. In the Labels window, choose a standard label format from the Labelsize menu, or choose a private format from the File menu.

   Create customized formats (private formats)

   To customize a new format, specify the parameters as follows:

   Select the measurement standard (centimeter or inch) and select the appropriate word-wrap, and blank-line-compaction modes.

   In the fields provided, type the margins, width and height of the label stock, and specify the number of columns and rows.   The margin must be a at least 1/4 inch.   The width represents the distance from the left edge of the label to the left edge of the next label.   The height represents the distance from the top edge of the label to the top edge of the next label. Postnet bar codes require a minimum of 1/8 inch left margin and a minimum of 1/25 inch top margin.

Optionally, from the File menu, chose Save As and save the new format.   This new format will be listed as a 'Private Format' in the Labelsize menu.

If you save the label specifications under the name 'Label.lbl', the system will use these specifications as a default.

4.   In the Merge Fields box, you can change the layout of the label.   Each number displayed in the box is a placeholder for the text of the numbered column in the Search Report.   The   number values are also shown in the pull-down list.   You can re- sequence and re-align the fields, delete fields, add spacing, add punctuation signs, add literal characters, etc.   If the Line Compression is checked, the blank lines are deleted.   To force a blank line, type [CR] on the blank line.

5.   To convert a text to a bar code (Code39), type BARCODE immediately after the field flag,   To convert a text o a POSTNET bar code, type the word POSTNET immediately after the field flag.

Examples:

[5]POSTNET
[5][6]POSTNET
[5]BARCODE

6.   From the Font menu, choose Font Selection.   Select the font name and font attributes, such as style, size, bold, etc.   Choose OK.

7.   Load your printer with the correct label paper.

If you want to print on a partially used label form, insert some blank rows at the top of the address listing in the Search wndow.   See <u>Search and Select</u>.

8.   Choose the View/Print button, or choose Print Labels from the File menu.   A sample label of the active record is displayed.

9.   Review the sample display.   To continue, press OK.   In the Printer dialog, select the number of copies.   Choose OK.

10.   To save the print specifications, select Save As from the File menu. Specify the directory and file name, then press the OK button.

11.   Press the Close button, or choose Exit from the File menu.