

## Record Database Help Index

This Help File contains information regarding the operation of the RecBase program. Index items are not arranged in any particular sequence and may be viewed in any order. You may use the scroll bar to view any entries that are not currently visible in the Help Window.

For information on how to use the Windows Help Facility, press *F1* or choose *How To Use Help* from the Help Menu.

Highlighting a pulldown menu item (use the direction keys) and pressing *F1* will display the help information for that menu item.

## Control Menu

<u>Open Database</u>	Open Database File for Use
<u>Query Database</u>	Display/Edit Open Database
<u>Export Database</u>	Export Open Database
<u>Import Database</u>	<i>Append</i> To Open Database
<u>Close Database</u>	Close Database After Use
<u>Blast Database</u>	Blast Database (Fix Errors)
<u>Create Database</u>	Create New <i>Empty</i> Database
<u>Print Database</u>	Print Database Entries
<u>Exit</u>	Exit RecBase
<u>Register</u>	Register RecBase

## Options

<u>Index By Artist</u>	Display in <i>Artist</i> name Order
<u>Index By Album</u>	Display in Album Title Order

**RecBase** © Sea Change Corporation 1993

A specialized database program designed to help collectors of record albums, tapes, and compact disks keep track of their collections. Information is maintained regarding artist, album title, release date, media, musical style and label.

## Open Database

Open an existing **RecBase Database** file for processing or review. A Database file must be opened before a user can begin to use the enclosed data. Only one Database may be open at any given time. When a Database file has been opened, it's name will be displayed in the Windows Banner.

A standard "open" dialog box allows the user to select a Database file. As part of the open procedure, **RecBase** will indicate how many record album entries are currently in the selected Database via an information box.

Once open, **RecBase** enters a stasis state waiting for an additional Database command to indicate what the next function will be. Generally, the next Database command will be to *Query, Export, Import, Print* or *Close* the opened Database.

All **RecBase** Database filenames have the extension \*.REL.

## **Database**

A *Database* is a collection of related information that includes specific application data fields and a set of associated indices to assist in the rapid location and display of requested data. **RecBase** has a total of 9 data fields and two indices. Data records are always displayed in alphanumeric order, based on the current index selected. **RecBase** allows the user to change the selected index via the *Options* menu.

## Query Database

An open **RecBase Database** file results in **RecBase** entering a stasis state waiting for further RecBase commands to direct the next functions.

Generally, the next **RecBase** command will be to *Query, Export, Import, Print* or *Close* the open Database.

If the *Query* function is selected, a new dialog box will appear that displays the fields associated with the **RecBase Database**. Initially each file is blank or in it's default state. Two groups are presented screen right that indicate what type of musical style and physical medium is represented by any displayed record entry.

If no entries are displayed - this is a new Database and records can be added at this time or Imported via the Import command.

### Suspend

This button will place the RecBase application in the stasis mode that the application was in after the Database was opened. Form this state other system functions can be selected such as *Export, Import, Blast* and *Print*.

### Delete

The currently displayed record will be deleted from the Database. A final prompt will be made to make sure that this record is to be deleted. Once deleted, the record can no longer be displayed or modified by **RecBase**. The current record pointer will be made to point at the record previous to the deleted one, unless the deleted record was the first record in which case the current record pointer will point at the new first record.

### Update

Any changes made to the current record will update the Database. The old contents of the record will be replaced with the requested updates. The old record values will be gone. The current record pointer remains the same.

### Add

The changes made to the current record will be used to create a new entry in the Database. The entry used as the template any not typed over will be kept intact, without any modification. The Database record pointer will be adjusted to reflect the position of the added record with regard to the contents of the Database.

### Find

This button initiates the display of a dialog very similar to the current record display dialog. The user can enter as much or as little information into the selection dialog and when told to *find* will search the database for a match, returning to the standard display dialog but only displaying those records that meet the selection criteria. To clear a selection, *find* anything (enter **no** entries in the search dialog). In this way, *every record will be selected which is the initial startup mode*. Currently, the search is case sensitive. This is an area that might justify enhancement in future ReBase releases.

## Export Database

**RecBase** uses an existing Open Database and copies the contents of the Database to a standard sequential ASCII file that includes record delimiters thereby retaining special information required to rebuild a **RecBase** Database. The original Database is left in it's initial state and can be continued to be used for *queries*, *printing* and any other function available to an open Database. The Database remains open after the *export* has completed.

## Import Database

A special ASCII exported file can be imported back into the **RecBase Database** format by using the *import* command. Import can import the ASCII file into an empty Database structure or can merge the entries with the entries associated with the open Database.

The export/import functions can be used to speed up database searching by ensuring that the index entries are made contiguous with extraneous pointers eliminated.

Because the import function *rebuilds* the Database indices, the input data must conform with the internal format expected by **RecBase** as created using the export command.

Building Database indices can take several minutes, especially as the size of the Database increases. This causes the indexing processing to become more complex and the internal structure of the Database must be updated and modified to ensure the fastest reasonable *search* response.

## Close Database

Closing a **RecBase Database** file makes it unavailable for processing or review. A Database file must be reopened before a user can begin to use the enclosed data. Only one Database may be open at any given time. When a Database file has been opened, it's name will be displayed in the Windows Banner.



## Create Database

Creating a **RecBase Database** file prepares it for processing and review. A newly created Database file will contain the internal Database structure, but will not contain any user data. A newly created Database can have records added following the standard procedure for entering records.

A more practical method of populating a newly created Database is to import data from a previously exported database. This effectively moves data from one Database to another.

All RecBase collections will begin with an empty Database and the user will enter record information using the add function until all of the collection has been captured in the Database.

## Exit

Exit will terminate the **RecBase Database** application and ensure that all open Databases and files are closed properly as it terminates.

**Register**

To register **RecBase Database** for personal use, contact Sea Change Corporation at the address below:

**Sea Change Corporation  
Millcreek Business Centre  
6695 Millcreek Drive, Unit 8  
Mississauga, Ontario  
Canada L5N 5R8**

**Tel: (416) 542-9484 - (800) 661-7274**

**Fax: (416) 542-9479**

**e-mail: [info@seachg.com](mailto:info@seachg.com)**

**Visa, Money Orders and Cheques are accepted.**

## About

Provides information about the ownership and developers of **RecBase**. Some extra information about the release levels of the application software and the status of the operating environment is also provided as a convenience to the user.

## **Print Database**


This function provides a method to print hard copy information from the **RecBase Database**. Only the Album Title, Album Artist and Album Label fields are printed. Multiple page listings can be generated and hooks are inserted to allow for the cancellation of a print request, prior to completion. The Index field is used to sort the listing as would be expected.

## **Blast Database**

This special function is used when a Database is giving internal errors, such as too many users, or too many locked records... Blast will reset the internal structures of the Database without destroying the data contents of the Database. If this command must be used often, contact ***Sea Change Corporation*** to discuss the problem in more detail. This might be an indication a larger and more damaging problem.

## Stasis

A state whereby **RecBase** is in between major functions. After a *Database* has been opened, the application displays the start up dialogue box with the **Open Database** item grayed and the **Query Database** item enabled. The user selects which function to execute next - in most cases it is the **Query Database** function.

During the processing of other application states, the users can retreat to the *Stasis* mode. While displaying **Database** entries, the user can select the  button which will take **RecBase** back to the *Stasis* mode.

## Index By Artist

A mode setting whereby all *future* Database records will be displayed in a sorted order as defined by the *full* artist's name. For example: "**The Beatles**" will be displayed the under the "**T**"s and not under the "**B**"s.



## **Index By Album**

A mode setting whereby all *future* Database records will be displayed in a sorted order as defined by the *full* album name.



**RecBase**

RecBase is a specialized database designed to assist in the filing and handling of large collections of musical record albums of various media and styles.

This topic is also tagged with the keyword "clipboard," for use with the WinHelp Search option.



## **Windows Keys**

The keyboard topics below come from Help for Windows. You can create similar keyboard topics for your application's Help. Choose from the following list to review the keys used in Windows:

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

[Text Selection Keys](#)

[Window Keys](#)

## Cursor Movement Keys

<b>Key(s)</b>	<b>Function</b>
DIRECTION key	Moves the cursor left, right, up, or down in a field.
End or Ctrl+Right Arrow	Moves to the end of a field.
Home or CTRL+Left Arrow	Moves to the beginning of a field.
PAGE UP or PAGE DOWN	Moves up or down in a field, one screen at a time.

## Dialog Box Keys


<b>Key(s)</b>	<b>Function</b>
TAB	Moves from field to field (left to right and top to bottom).
SHIFT+TAB	Moves from field to field in reverse order.
ALT+letter	Moves to the option or group whose underlined letter matches the one you type.
DIRECTION key	Moves from option to option within a group of options.
ENTER	Executes a command button. Or, chooses the selected item in a list box and executes the command.
ESC	Closes a dialog box without completing the command. (Same as Cancel)
ALT+DOWN ARROW	Opens a drop-down list box.
ALT+UP or DOWN ARROW	Selects item in a drop-down list box.
SPACEBAR	Cancels a selection in a list box. Selects or clears a check box.
CTRL+SLASH	Selects all the items in a list box.
CTRL+BACKSLASH	Cancels all selections except the current selection.
SHIFT+ DIRECTION key	Extends selection in a text box.
SHIFT+ HOME	Extends selection to first character in a text box.
SHIFT+ END	Extends selection to last character in a text box

## Editing Keys

<b>Key(s)</b>	<b>Function</b>
Backspace	Deletes the character to the left of the cursor. Or, deletes selected text.
Delete	Deletes the character to the right of the cursor. Or, deletes selected text.



## Help Keys

<b>Key(s)</b>	<b>Function</b>
F1	<p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the "Using Windows Help" topics.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
SHIFT+F1	<p>Changes the pointer to  so you can get Help on a specific command, screen region, or key. You can then choose a command, click the screen region, or press a key or key combination you want to know more about.</p> <p>(This feature is not available in all Windows applications.)</p>

## Menu Keys

<b>Key(s)</b>	<b>Function</b>
Alt	Selects the first menu on the menu bar.
Letter key	Chooses the menu, or menu item, whose underlined letter matches the one you type.
Alt+letter key	Pulls down the menu whose underlined letter matches the one you type.
LEFT or RIGHT ARROW	Moves among menus.
UP or DOWN ARROW	Moves among menu items.
Enter	Chooses the selected menu item.

## System Keys

The following keys can be used from any window, regardless of the application you are using.

<b>Key(s)</b>	<b>Function</b>
Ctrl+Esc	Switches to the Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+PrtSc	Copies the entire screen to Clipboard.
Ctrl+F4	Closes the active window.
F1	Gets Help and displays the Help Index for the application. (See <a href="#">Help Keys</a> )

## Text Selection Keys

<b>Key(s)</b>	<b>Function</b>
SHIFT+LEFT or RIGHT ARROW	Selects text one character at a time to the left or right.
SHIFT+DOWN or UP	Selects one line of text up or down.
SHIFT+END	Selects text to the end of the line.
SHIFT+HOME	Selects text to the beginning of the line.
SHIFT+PAGE DOWN	Selects text down one window. Or, cancels the selection if the next window is already selected.
SHIFT+PAGE UP	Selects text up one window. Or, cancels the selection if the previous window is already selected.
CTRL+SHIFT+LEFT or RIGHT ARROW	Selects text to the next or previous word.
CTRL+SHIFT+UP or DOWN ARROW	Selects text to the beginning (UP ARROW) or end (DOWN ARROW) of the paragraph.
CTRL+SHIFT+END	Selects text to the end of the document.
CTRL+SHIFT+HOME	Selects text to the beginning of the document.

## Window Keys

<b>Key(s)</b>	<b>Function</b>
ALT+SPACEBAR	Opens the Control menu for an application window.
ALT+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+TAB	Switches to the next application window, restoring applications that are running as icons.
Alt+ENTER	Switches a non-Windows application between running in a window and running full screen.
DIRECTION key	Moves a window when you have chosen Move from the Control menu. Or, changes the size of a window when you have chosen Size from the Control menu.

