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[Dialog Boxes](#) describes how to use the Data Dictionary dialog boxes.



## Technical Details

**Note:** The files described here are hidden from the end user.

### The RS\_DD.INI File

Each time you create a data dictionary, the RS\_DD.INI file is either created, or updated in the Windows directory. It contains information including:

- Data dictionary name.
- How to establish a connection to the data dictionary.
- Parameter table name.
- .DLL information.
- Entries that determine how ReportSmith will use data dictionaries and views based on the current connection.

### Data Dictionary Files

To find the location of these files, use the Data Dictionary Location dialog box to determine the database type that stores your data dictionary, and the location of the dictionary files on that server. If the database is a local database, you will enter the path name for the data dictionary files.

Each data dictionary consists the following set of tables:

**Note:** The 'dd' represents a two character numeric value. The first data dictionary created will be PARAM01, SOURC01, and so on.

Table	Description
PARAMdd	Parameter table. Contains parameters and table names for the data dictionary.
SOURCdd	Data source table. Contains the information required to re-establish connections for data sources.
DVIEWdd	View table. Contains information associated with data dictionary views. One entry exists for each view created in the dictionary.
VSRELdd	View/data source relation table. Maintains relationships between views and data sources.
DITEMdd	Dictionary item table. Each table or field that is specifically included or excluded, or has aliasing or formatting definitions, has a record in this table.
GCODEdd	Group code table. Each group created has an entry in this table.
GROUPdd	Group code table. Each table added to a group has an entry in this table.
FIELDdd	Derived field table.
LINK0dd	Table link table.

- **Tasks**

[Creating and Using a Data Dictionary](#) describes how to create a data dictionary for the end-user.

[Understanding a Data Dictionary](#) details the basic elements of a data dictionary.

[Creating Views](#) describes how to add a view to a dictionary.

[Adding Tables and Fields](#) details how to place tables and fields into a dictionary.

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## Creating and Using a Data Dictionary

### [See Also](#)

A data dictionary allows you to present end users with a simplified view of data. You can filter your data by defining subsets of databases, connection information, table and field aliases, headings, and groups of functionally related tables. You can control how access to your database occurs and under what conditions.

For example, an end user might typically use data from several SQL Server and dBASE databases in one working session. You can create a dictionary that stores connection information, tables and fields, aliases, defined groups, and headings for these databases.

To create a data dictionary:

- Open the ReportSmith Data Dictionary and choose File | New. Enter a name, connection type, and location for your dictionary.
- Create a view, and associate a view parent.
- Choose tables and fields to include in the view.
- Group related tables in the view.
- Create aliases for tables and fields.
- Create headings that appear on the report surface.
- Close the Data Dictionary, and open ReportSmith. Choose Tools | Data Dictionaries and establish a dictionary.

**Tip:** For a detailed description of each of the above steps, see the [Tasks index](#).

**See Also**

[Adding Tables and Fields](#)

[Assigning Aliases](#)

[Creating Groups](#)

[Creating Headings](#)

[Creating Views](#)

[Using a Data Dictionary from ReportSmith](#)

## Understanding a Data Dictionary

### [See Also](#)

A data dictionary is a data structure that holds information about the contents of a database. Typically, it holds a unique identifier for each accessible item, it describes the format of data, indicates relationships between data items, and defines access rights. A data dictionary, then, becomes the main vehicle by which a system administrator controls and coordinates access to the database.

A ReportSmith data dictionary allows you to create a unique view of information for a department based on its reporting needs. For example, the Purchasing, Marketing, and Accounting departments all view data based on the activity of selling. Each department has its own needs and requires a different view of the same data. The Purchasing department needs to see items that need to be restocked, the Marketing department needs customer information, and the Accounting department needs invoice information.

A data dictionary allows you to:

- Rename tables and fields with easily recognizable names.
- Present users with a subset of the total set of tables and fields within a database to simplify their interactions.
- Present users with defined groups, so they can access related tables to quickly create reports.

**Note:** A data dictionary can contain information about any supported data sources. However, the data dictionary information must be stored in one of five data sources: ORACLE, SQL Server, dBASE, SQLBase, or InterBase.

**See Also**

[Adding Tables and Fields](#)

[Assigning Aliases](#)

[Creating and Using a Data Dictionary](#)

[Creating Headings](#)

[Creating Views](#)

[Creating Groups](#)



## Creating Views

### [See Also](#)

A view controls what the end user sees. For example, the SALES dictionary can contain two views, East Coast and West Coast, each containing regional data. A dictionary can contain numerous views, and you can grant access to more than one view per department or group.

When creating a view, use the Views dialog box to perform these tasks:

- Enter a view name.
- Choose a view parent.

When creating a view, you must choose a view parent. You have two options:

- **None:** If you do not want to display available tables in the Tables dialog box, choose this option. With this option, the end user must explicitly choose tables and fields to display in ReportSmith. This option requires a knowledge of the location of tables, and is less efficient in terms of space usage than the Source Databases option described below.
- **Source Databases:** This option will display by default all tables and fields that are part of a connection. Entries are not made in the data dictionary for each table or field displayed, so this option is more efficient in terms of space usage than the None as view parent option. All tables and fields become visible in ReportSmith, including new tables and fields added later. Records enter the data dictionary only when tables or fields are excluded or aliased, or when field headings are defined.

To create a view:

- In the Views dialog box, enter a name for your view into the View Name box.
- Choose a view parent: None, or Source Databases.
- Press Add. Repeat these steps for each view you want to add.
- Press the Tables button to add tables and fields.

**See Also**

[Copy View Dialog Box](#)

[Views Dialog Box](#)

[Adding Tables and Fields](#)

## Adding Tables and Fields

[See Also](#)

To add tables and fields to a view:

- Choose the Tables button and select tables and fields to include or exclude from the data dictionary. To enable the Tables button, you must first select a view.

**Tip:** Dialog boxes contain extended selection list boxes: drag the mouse to select more than one item in a list. Ctrl+click to select separate items in a list. When scrolling through a list, associated list boxes scroll in tandem with you.

- If you've chosen the Source Database option in the Views dialog box, establish a connection in the normal manner, and press the Add Source Database to View button. A dialog box appears requesting a name for the data source.

- If you've chosen the None option as view parent, select a connection in the Tables dialog box, and press Add All Tables to View.

- Enter a name for the source database. You can add multiple data sources to a view. Each data source you add appears in the Data Sources combo box.

**Tip:** Right mouse button menus are generally available over the list boxes, and are a convenient alternative to the push buttons.

**See Also**

[Tables Dialog Box](#)

[Creating Views](#)

## Creating Groups

### [See Also](#)

After you add tables to a view, choose Groups to further define related tables. Grouping tables within a view provides an additional means of categorizing data.

For example, tables within a view can be grouped to differentiate those holding vendor data for the Purchasing department, from tables holding product data. For instance, tables in a PURCHASING view of the SALES dictionary might be grouped under the names VENDOR and PRODUCT.

When the VENDOR file group is selected on the ReportSmith side, only tables included in that group will be listed in the Files list. ReportSmith always offers the user the option of displaying <All Files> within a view.

To group tables:

- Press the Groups button to open the Groups dialog box, and enter a name for the group into the Group box. Press Add.

**Note:** A group must exist in the data dictionary before you can add tables to it.

- Use the Include and Exclude buttons on the right of the dialog to add or remove tables from a group as needed.
- After defining groups, press Done, or, add aliases and headings using the buttons at the top of the dialog.

**See Also**

[Groups Dialog Box](#)

[Assigning Aliases](#)

[Creating Headings](#)

## Assigning Aliases

[See Also](#)

You can change the field or table name to display a name that pertains to a specific view. An alias is another name for a field or table, usually one that is easily recognizable by the department using the view. For example, the Purchasing Department might use the Vendors table aliased Sellers, while the Production Department might use the same table with the alias Suppliers.

To assign aliases:

- Choose the Aliasing button to open the Aliasing dialog box.
- Select a table or field from the list boxes and enter an alias for it into the corresponding alias boxes. Press Enter to assign an alias and to select the next item in the list.

**Tip:** If you have a long list of tables or fields, when you get towards the bottom of the list, the list boxes scroll together.

- After defining aliases, press Done, or, add headings using the button at the top of the dialog

**See Also**

[Aliasing Dialog Box](#)

[Creating Headings](#)



## Creating Headings

[See Also](#)

A heading consists of text that appears on the report as the field label. If you have aliases or field names, you can replace them by creating headings.

To create headings:

- Choose the Headings button to open the Headings dialog box.

**Tip:** Headings may include spaces. For example, for a field, `CSTMR_ID`, that you would have aliased as `Customer_ID`. Since you may not wish to use underlines in reports, you can assign the heading "Customer ID" to this column.

- Select a table from the Tables list to populate the Fields list with associated fields. Choose a field and enter a heading into the Assign Heading box. Press Assign Heading, or Enter. Repeat these steps to create each alias.
- To remove a heading, select it from the Fields list and choose Remove Heading.
- After you create groups, press Done to exit the dialog box.

**See Also**

[Headings Dialog Box](#)

## Using a Data Dictionary from ReportSmith

### [See Also](#)

To use a data dictionary in ReportSmith you must first define the contents of the RS\_DD.INI file that resides in your Windows directory. Follow these steps:

- Add an entry in the RS\_DD.INI file for each dictionary you want to enable. This is done automatically by the administrative tool when you create a dictionary. Or, choose Tools | Data Dictionaries and press Add in the dialog box. The Add Data Dictionaries dialog box appears.
- Press the Set View button and set the view for that dictionary. This puts an entry in the RS\_DD.INI file for that dictionary.
- Associate a dictionary with a connection. This puts entries in the Connections section of the RS\_DD.INI file. To do this, press Associate in the Tools | Data Dictionaries dialog box. Each time a user chooses the connection in ReportSmith, the data dictionary and view specified here are used automatically.
- To set up additional users, you must distribute the RS\_DD.INI file to each user. Or, for each end user, use the Tools | Data Dictionaries command from ReportSmith.

**See Also**

[Technical Details](#)

## Creating a Sample Data Dictionary

This tutorial shows you how to create a data dictionary using the sample dBASE tables in the VIDEO directory. It then shows you how to use that data dictionary in ReportSmith.

**Note:** Make sure you have installed the sample tables. You may have placed them elsewhere during installation. If so, navigate to that directory and use the sample files.

To create a sample data dictionary:

1. Double-click the ReportSmith Data Dictionary icon to open the Data Dictionary. In the Startup dialog, choose I want to make a new data dictionary and press OK. Or, choose [File | New Dictionary](#).
2. Type SALES into the Create Data Dictionary dialog box and press OK. This is the name of your data dictionary.
3. In the [Data Dictionary Location dialog box](#), choose the database type and navigate to the location in which you want to place the data dictionary. This defines the location of the data dictionary tables. Choose OK.
4. In the [Views dialog box](#), type Purchasing in the text entry box. This is the name of your view. While you are still in the Views dialog box, choose the Source Databases option. Press Add to place the view name into the Defined Views list box.
5. In the [Tables dialog box](#), choose Add Source Database to View, and type a name for the data source into the Database Source Name box. This is a connection that you have declared to be a part of the data dictionary. The name can reflect the connection and directory which the data source points to. Type dBASE - VIDEO into the text entry box, and press OK to return to the Tables dialog box.
6. Select the Tables or Fields option in the lower right portion of the dialog. Choose tables and fields to display in your view by selecting tables or fields.

**Tip:** Select tables or fields, right-click and choose an option from the menu, or press Include.

7. In the [Groups dialog box](#), type a name that pertains to your group into the text entry box, Purchasing, and press Add. Choose one or more tables from the Tables list box to include in the group, as shown above, and choose Include Tables.
8. In the [Aliasing dialog box](#), select a table or field and type an alias (without spaces) into the text entry box, and press Enter or Assign Alias. It appears in ReportSmith in place of the field or table name. If you do not enter an alias, the table or field name appears.
9. Use the [Headings dialog box](#) to create headings that appear on the report surface. To assign a heading, select a table to populate the fields list with associated fields. Choose a field, type a heading into the Assign Alias text box and press Enter. Type a name for the next field and choose Enter again. Repeat these steps for each heading.

**Tip:** You may use spaces in heading names.

10. After you have created the data dictionary, press Done to exit the dialog box. To open dictionary, choose [File | Open Dictionary](#), and select it from the list.

To use a data dictionary from ReportSmith:

1. Exit the Data Dictionary application, and open ReportSmith.

**Tip:** You can not open ReportSmith and a Data Dictionary at the same time.

2. In ReportSmith, choose Tools | Data Dictionaries to open the Data Dictionaries dialog box. Select the Data Dictionary, and press the Associate button. Associating a data dictionary means that whenever the end user uses a certain connection, such as dBASE, ReportSmith uses the information specified in the Data Dictionary.
3. Select a connection to which you want to associate the Data Dictionary. For example, select the dBASE (ODBC) connection named SALES. It points to the \RPTSMITH\VIDEO directory.
4. After you choose a connection, press OK.

You are now set up to use the SALES dictionary each time you choose the SALES connection in

ReportSmith.

## File | Connections

Use File | Connections to create or edit a named connection for a database table. When you choose this command, the Connection dialog box appears.

Use this dialog box to set up a named connection for tables you use frequently. Using this dialog box lets you store specified connection information, it does not connect you to a database. You can also use named connections to set up connections for users ahead of time so that they don't need to remember connection information.

### Dialog Box Options

Option	Description
Connection Name	Enter the name of a connection. This name should be that of an existing named connection.
Data File Path	Enter the data path for your connection.
Type	Select a connection type first, before entering information about the new connection. Click on the arrow to the right of the Type box to see the list of available types. You can scroll through the list, then click on the connection type you want.
Connections	Lists all established connections. When you create a new connection, its name appears in the Connections box the next time you use the Connections command. Select a connection from the list to modify any of the required information about the connection, for instance, the server name, or user ID.
New	Starts the set up for a new connection. Click on the New button before entering information about the new connection.
Delete	Deletes a connection highlighted in the Connections box.
Save	Saves the information for a new connection.

## File | Disconnect

Use the File | Disconnect to disconnect from database servers. When you use this command, the Disconnect dialog box appears.

To disconnect from a data source, select it from the Open Connections list and press the Disconnect button. Connections to data sources exist until you exit ReportSmith or until you sever connections via the Disconnect dialog box. Use Disconnect to free up connections to databases when you're done using them. You cannot disconnect from a data source if you have a report open which uses that connection.

### Dialog Box Options

Option	Description
Open Connections	To disconnect from a data source, select it from the Open Connections list and press the Disconnect button.
Disconnect	Connections to data sources exist until you select the Exit command or until you sever connections via the Disconnect dialog box.



## **File | New Dictionary**

Choose File | New Dictionary to create a new dictionary. When you choose this command, the Create Data Dictionary dialog box appears, displaying existing dictionaries. Enter the name for the new dictionary in the Dictionary text entry box and press OK.

The Data Dictionary Location dialog box appears. Use this dialog box to navigate to the directory in which you want to place your dictionary.

## **File | Open Dictionary**

Choose File | Open Dictionary to open an existing dictionary. When you choose this command, the Open Data Dictionary dialog box appears. Use the list box to select and open dictionaries that you have already created.

## **File | Delete Dictionary**

Choose File | Delete Dictionary to remove a dictionary from use. When you choose this command the Delete Dictionary dialog box appears. Select the dictionary you want to delete from the Dictionaries list and press Delete.

## **File | Close**

Choose File | Close to close an active dictionary.

**File | Close All**

Choose File | Close All to close all open dictionaries.

## **File | Exit**

Choose File | Exit to close all open dictionaries and exit the Data Dictionary. If any unsaved dictionaries are open, you'll be prompted to save them before exiting.

## **Index**

Choose [Help](#) | [Index](#) to view online help for the ReportSmith Data Dictionary. Click on a topic to see information about it, or press [Search](#) to locate a specific topic.

## About

Choose Help | About to see registration and version information about the product.



## **View | Status Bar**

Select View | Status bar to display or hide the status bar at the bottom of the data dictionary window.

## **View | Dictionary Info**

Select View | Dictionary Info for configuration information about a data dictionary. This command offers a convenient way to find out the version number of the Data Dictionary application you are running , as well as the connection type, data source, data source directory, and the location of the data dictionary tables for the open dictionary. When you use this command the Dictionary Connection and Tables dialog box appears displaying the information for the open dictionary.

## **View | Toolbar**

Select View | Toolbar to display or hide the toolbar at the top of the data dictionary window.

## View | Small Dialog

Select View | Small Dialog to view the smallest size of the Data Dictionary dialog boxes. If the size of the dialog boxes is too small for your screen, you can choose the Medium Dialog or Large Dialog.

**Note:** The appearance of a dialog on your screen depends on your Windows fonts and the screen resolution you are using.

## **View | Medium Dialog**

Select View | Medium Dialog to view medium-sized dialog boxes in the Data Dictionary. If this size dialog box is too small, or you need to scroll in order to see the entire dialog box, choose Large Dialog or Small Dialog instead.

## **View | Large Dialog**

Select View | Large Dialog to view large dialog boxes in the Data Dictionary. If you cant see the entire dialog box on your screen, try selecting either Small Dialog or Medium Dialog.

## **Window | Cascade**

Choose Window | Cascade to arrange open dictionaries so you can view their title bars. To bring a dictionary to the surface, click in its title bar.

## **Window | Arrange Icons**

Choose Window | Arrange Icons to automatically arrange iconified dictionaries on your screen. To iconify a dictionary, choose Minimize.



## **Window | Dictionary Name**

Choose Window | Dictionary Name to switch between open dictionaries. This list of open dictionaries appears beneath the Arrange Icons. The currently open dictionary has a check mark beside it. You can switch to an open dictionary by selecting its name from this list.

## ■ **Data Dictionary Dialog Boxes**

Use the Data Dictionary dialog boxes to construct a view of your data, to add tables and fields to a view, and to assign aliases, groups and headings.

Query buttons appear at the top of the Data Dictionary dialog boxes, allowing you to navigate easily through the following dialog boxes:.

[Views Dialog Box](#)

[Tables Dialog Box](#)

[Groups Dialog Box](#)

[Aliasing Dialog Box](#)

[Headings Dialog Box](#)

[Data Dictionary Location dialog box](#)

[Copy View dialog box](#)

[Enter Database Source Name dialog box](#)

**Tip:** The Data Dictionary dialog boxes contain extended selection list boxes you can drag to select more than one item in a list, or Ctrl+click to select separate items in a list. When scrolling through a list, associated list boxes scroll in tandem with you. For example, as you scroll through the Fields list box, the Alias list box beside it scrolls in tandem with you, displaying aliases beside their associated fields.

## Views Dialog Box

[See Also](#)

When you create a new data dictionary, or open an existing dictionary, the Views dialog box appears. After adding a view to the data dictionary, choose Tables to add tables and fields to the view.

### Dialog Box Options

Option	Description
Defined Data Dictionary Views	This list box displays any views that are associated with the currently dictionary.
Data Dictionary View Name	Enter a name into this text entry box when creating a new view, or adding a view to the Defined Data Dictionary Views list. Then choose Add to add it to the list. Choose a name that clearly describes the view youre creating for the dictionary--for example, if youre creating specific views for your worldwide sales force, you might name them International, West Coast, and East Coast.
View Parent	Use this list box to choose either None or Source Databases as the view parent. If you select None, all tables are excluded by default from the view until specifically added to it. If you select Source Databases as the view parent, all tables are included in the view until you exclude them.
Add	To add a view to the Defined Data Dictionary Views list, enter its name into the text entry box, select the proper View parent and choose Add.
Copy	Choose Copy to export the properties of a view to another view. When you choose this button the Copy View dialog box appears.
Remove	To remove a view from the Defined Data Dictionary Views list, select it and choose Remove.

**See Also**

[Creating Views](#)

## Tables Dialog Box

[See Also](#)

After you create a view, choose Tables to open the Tables dialog box. Depending on the type of view parent you chose for the view, options in the Tables dialog vary slightly.

**Note:** A list of table owners associated with a server connection appears when such a connection exists. A list of databases also appears for that connection.

### Dialog Box Options

Option	Description
Source Database	Source databases you have added to this view appear in the drop-down list according to names you specified.
Delete Source	Delete source removes all table and field formatting and aliases for a view associated with a source database. This command is all-encompassing, a prompt appears asking if you're certain you want to delete the source.
Add Source Database to View	Until you specifically add a source database to a view it will not appear in ReportSmith. Choose this option to add a database connection to the current view. You can add more than one source database to a view. When you press this button the Enter Database Source Name Dialog Box appears. This option is available only when Source Databases is selected as the view parent in the Views dialog box.
Add Selected Tables To View	This causes the selected tables in the Tables (or Files) list box to be added to the view. The fields for each of the selected tables will also be added to the view. This option is available only when None is selected as the view parent in the Views dialog box. The included tables are displayed in solid black.
Add All Tables to View	This causes all the tables in the Tables (or Files) list box to be added to the view. The fields for each of the tables will also be added to the view. They are now displayed in solid black.
Server Connect	Remote connections require that you click on server connect after selecting the Type. Press Server Connect to establish a remote server connection with a source database. If the source database is a local connection, this option is inactive.
Files/Tables	List of tables or fields from which you can choose. The contents of this list varies depending on the option selected: Tables or Fields.
Directories/Table Owners	Directory location of table. Use this list box to navigate to the directory where your tables are located.
Type	Type of database driver. If you select a remote database type, the Server Connect option is activated.
Drives/Servers	Use this list box to navigate to the drive or server where your tables are located.
Connections	If you have a named connection to a database, select it in the Connections list box.
Fields	This list box is populated according to the table or tables you select in the Files/Tables list box, and displays all fields associated with the selected tables. It is only visible when the Fields radio button is selected.
Include Fields	Select one or more tables or fields and choose Include Fields to include it in the view.
Exclude Fields/Tables	Select one or more tables or fields and choose Exclude Fields to exclude from the view. This option puts an entry into the data dictionary.
Include All Fields/Tables	Select one or more tables or fields and choose Include Fields (Include Tables) to

include it in the view. Including a table does not automatically include its associated fields.

Exclude All Fields/Tables

Choose this option to include all available fields or tables.

Default Fields/Tables

Press this button to set the state of the selected tables as they were when the source database was added to the view. This option removes the entry from the dictionary.

Default All Fields/Tables

Press this button to set the state of all listed tables as they were when the data source was added to the view.

**See Also**

[Adding Tables and Fields](#)

[Enter Database Source Name dialog box](#)

## Groups Dialog Box

[See Also](#)

Choose the Groups button to view the Groups dialog box and organize tables in a view under logical group names. You may define groups, which on the ReportSmith side, will filter the list of tables that appear in the Select Table to Be Added dialog box. Any aliases that have been assigned to tables in the group will appear in ReportSmith in the Tables list box.

### Dialog Box Options

Option	Description
Group	Type in the name of a new group, or edit an existing group. To select a group for editing type its name in the Group box or double-click its name in the list.
Groups List	This box lists existing groups in the open dictionary.
Add	Press this button to add a new group to a dictionary.
Remove	Press this button to remove tables from a dictionary.
Tables in Group	This list displays the tables currently included in a selected group.
Include Tables	Press this button to include the currently selected tables from the list.
Exclude Tables	Press this button to exclude the currently selected tables from the list.
Include All Tables	Press this button to include all the available tables in a group.
Exclude All Tables	Press this button to exclude all the available tables in a group.



**See Also**

[Creating Groups](#)

## Aliasing Dialog Box

[See Also](#)

Choose the Aliasing button when you want to assign table or field aliases in a dictionary. You can assign easily recognizable table and field aliases that make sense for end-users. When you select this button the Aliasing dialog box appears.

### Dialog Box Options

Option	Description
Tables	This list of tables is the same list that appears in the Tables dialog box. If the table you wish to alias does not appear here, check the Tables dialog box for the table entry, and make sure it is included for this view.
Table Aliases	Aliases appear beside the corresponding table in the Table Aliases list. Use the Assign Alias entry box to apply an alias to a table selected in the Tables list.
Remove Aliases	Use the remove aliases options to delete aliases for the currently selected tables or fields.
Assign Aliases	Use the assign aliases options to add aliases for the currently selected tables or fields.
Disable List box	Use this checkbox to disable field aliases for a given view.

**See Also**

[Assigning Aliases](#)

## Headings Dialog Box

[See Also](#)

Choose the Headings button to display the Headings dialog box. You can assign a column heading to more than one field by selecting multiple fields before you assign the heading. Enter the heading into the text entry box, and choose Assign Heading. Headings you assign appear in the Headings list box.

### Dialog Box Options

Option	Description
Tables	Select the table fields you want to which you want to assign headings. This list of tables is the same list that appears in the Tables dialog box. If the table you want to use doesnt appear here, check the Tables dialog box for the table entry, and make sure its included for this view.
Fields	All fields from within the table or tables currently selected in the Tables list appear in the Fields list box. Select one or more fields to which you want to apply a heading and type a heading into the Assign Heading text entry box.
Headings	Headings you create appear in this list box beside their associated fields.
Assign Heading	To create a heading, select a table, one or more fields, and type a name into the text entry box. Press Assign Heading to place it into the Headings list box.
Remove Heading	Select one or more headings and choose Remove Heading to remove the headings from the Headings list box.

**See Also**

[Creating Headings](#)

## Data Dictionary Location Dialog Box

When you enter a new dictionary name into the Create Data Dictionary dialog box and press OK, the Data Dictionary Location dialog box appears. Use this dialog box to determine where your data dictionary files will be located. In general, these files should be located with the tables that will make up the defined dictionary. However, you can choose to place them in another location.

You can select an existing connection or establish a new connection to local or remote database tables. For a remote connection choose the database type you will be using, for example SQLBase, from the Type list. Press the Server Connect button to use the Get Connection Data dialog box. Enter the database name, user ID and the password.

**Tip:** You can also choose a named connection from the Connection list, if you have already established connections.

## Copy View Dialog Box

The data dictionary supports the ability to copy a view in the Copy View dialog box. The Copy button copies the currently selected view to another view. A new name is prompted for when the command is executed. You can then modify the new view at will, without changing the original view.

**Note:** If the view you are copying is large, copying a view might take some time.

To copy a view:

- Select a view in the Views dialog box and choose Copy.
- Enter a name for the new view into the Copy View dialog and choose OK. The copied view appears in the list box containing the view names.

## **Enter Database Source Name Dialog Box**

The Enter Database Source Name dialog box appears when you choose Add Source Database to View in the Tables dialog box while using Source Databases as the view parent, or, when you choose Add All Tables to View while using None as the view parent.

In either case, the Data Dictionary requires a source database. Enter the name for the database source and press OK to return to the Tables dialog box.



