Corel Paradox Experts

The Paradox Experts automate Corel Paradox tasks by processing the information that you supply. For a brief explanation of a Corel Paradox Expert, select the Expert and read the description that appears.

You can only open one Expert at a time. Experts can be closed at any time by clicking the Cancel button.

In addition to the Experts you see here, Corel Paradox also supplies the following Experts:

- Two HTML Experts that convert tables and reports into HTML files for World Wide Web publishing. To access an HTML Expert, open the table or report that you want to publish and click File, Publish to HTML.
- The Button Expert, Field Expert, and Text Expert open automatically in a Design window when you are using the Button, Field, and Text tools. To stop these Experts (and the Chart Expert) from launching automatically, click Tools, Settings, Preferences to open the Preferences dialog box. Click the Experts tab, and disable the Run Experts When Creating Objects check box.

To use an Expert

- Select the Expert and click Run Expert, or double-click the Expert's icon.

Fields That Fit

Multi-record objects contain a limited number of fields of a certain size. Fields that fit are listed in the box on the right. Fields that don't fit are listed in the box on the left. The fields that don’t fit may be too large, or the multi-record object may be too small to accommodate all fields. You may be able to substitute one or more fields on the left for one or more fields on the right.

To move an excluded field into the multi-record object, choose a field from the list on the right, and click the Single Left Arrow button to move it over to the Won't Fit list. Then use the Single Right Arrow button to move a field from the left column to the right column. Click Done when you have finished adjusting the fields.

If you do not want to change the Fields That Fit list, click Accept.

Password needed

The table is password-protected. You must provide the correct password to use this table.

Paradox Field Catalog

The Paradox Field Catalog lists all the fields that have been pre-defined for use with the Table and Database Application Experts.

To use the Paradox Field Catalog

- Specify whether the field is business or personal.

  Select the category that is most likely to contain the field that you want to add to the table.
- Add a field.

  Choose a table template from the Table Templates list box to view a list of its fields. Choose the fields you want to add from the Available Fields list.

  Right-click a field to see its type, size, and any restrictions (validity checks) placed on it.

  A bracketed field is composed of several fields. Choose a composite field from the Available Fields list and click Show All to display its components. You can add a composite field, or just one of its components.
- Modify previous choices.

  Clicking the Cancel button moves you to the previous step without selecting a field, but does not cancel the active Expert.

Button Expert

The Button Expert allows you to assign a function to a button. Once the functionality is assigned, the button performs the corresponding task each time it’s clicked.

To assign functions, the Button Expert attaches ObjectPAL (the Corel Paradox application language) code to the specified button. If you're familiar with ObjectPAL you can edit the pushButton event method code using the Object Explorer.

In this step

- Choose a category from the Category list to display all of its possible actions.
- Choose the action from the Action list that best describes what you want your button to do.

To cancel the Button Expert

- Click Cancel to close the Button Expert and work on your own.

Specifying the filename

In this step

- Do one of the following to specify a filename:
  - Choose a file from the list.
  - Click Browse to locate a file.
  - Type the path and filename in the text box.

Specifying the field name

In this step

- Choose a table from the Tables list to see what fields it contains.
- Choose the field where you want the pop-up memo editor from the Fields list.

Specifying the button style

Use the Button Expert to determine the style and appearance of the button. The choices you make are displayed in the Expert’s Sample window.

In this step

- Specify the label text.

  Type the text that you want to appear on the button in the Label Text box. You can resize the button in the design window to accommodate lengthy label text.
- Specify a label style.

  Choose a style from the Label Style list box. If you choose Standard, the Win95 style (MS Sans Serif, 8 pt font) is applied to the button. The Style label style uses the font from the form’s style sheet.
- Specify the button's shape.

  Choose a shape from the Button Shape list box. Use the Standard shape for Win 95 buttons. If you choose Square, the button shape is larger.
- Specify an image to be displayed on the button.

  Choose an option from the Button Bitmap list box. If you choose to use a bitmap from a file, click Browse to locate the image in your files.

Chart Expert

The Chart Expert allows you to display your data graphically using a chart.

You can create a chart on forms or reports.

If you launch the Chart Expert by clicking Tools, Experts and you're not already designing a form or report, the Expert creates a new form or report to hold the chart.

In this step

- Enable the appropriate button to place your chart on a new report or a new form.

Specifying a data source

You can create a chart to reflect the data stored in an existing table or in a table that is generated by a query.

In this step

- Enable the button that describes where you want to look for the data.

  Tables And Queries In The Form Or Report's Data Model: If you are creating a chart in an existing form or report, the tables and queries in the data model of that form or report are listed in the box. Choose the table or query containing the data that you want to chart from the Table or Query Name list. If the form or report doesn't have any tables or queries in its data model, this option is not available.

  All Tables And Queries Available To Me: Corel Paradox displays a list of the available tables and queries in your working directory. Choose the table or query that has the data you want to chart from the Table or Query Name list. If the table or query you want to chart resides in a different directory, click Browse to locate the file. Double-click the file to update the Table or Query Name list in the Chart Expert.
- Choose an available table or query from the Table or Query Name list.

Displaying the data on a report

Tell the Expert how you want your data displayed.

In this step

Choose one of the following display options:

- A single chart that displays all my information

  This option creates one chart that reflects all of the data that you want to display from the selected table or query.

- One chart for each page in the report, displaying only the information for that page

  For example, if each page of your report displays data about an individual customer, this option creates a chart on each page that displays only the information for that customer.

- One chart for each group in the report, displaying only the information for that group

  For example, if you have grouped on the State field of a table that contains customer data, this option charts the data for all customers in each state. The Chart Expert creates one chart for each state.

Grouping data in a report

You can make your chart easier to read by grouping data by field.

In this step

- Choose a field by which you want to group your data from the Available Fields list box.

Specifying the chart data type

You can specify how the Expert uses the data that you include by choosing a tabular or summary chart.

In this step

- Enable a button to choose a summary or tabular chart.
  - Tabular: Displays the actual values stored in the fields that you specify. Each table record is represented in the chart. A tabular chart does not summarize data.
  - Summary: Summarizes the values in a field and displays the results on the vertical (y) axis. The summary values are grouped by the field that you specify for the horizontal (x) axis. You can use summary charts to summarize data from one or more fields.

Specifying the number of chart categories

In this step

- Enable the appropriate button to choose a chart with one or two categories.

Specifying the chart type

You can display your data in a two-dimensional or three-dimensional chart in a variety of different chart types. A preview of your selection is displayed in the Expert's Sample window.

In this step

- Enable the appropriate button to choose a 2-Dimensional chart or a 3-Dimensional chart.
- Choose a chart type from the available charts listed in the Chart Type list.
  - Area charts and stacked bar charts: Show the actual value that each series contributes to the total (e.g., how total sales are divided between regions). Area graphs use lines to track values, and display patterns that are created over time.
  - Bar charts: Compare the values of different items in specific categories or at discrete points in time (e.g., to contrast quarterly commissions for each sales representative, by quarter or by representative). A rotated bar chart is a bar chart that has been rotated on its side.
  - Column and pie charts: Compare individual values to other values and to the whole (e.g., how yearly expenses break down into categories).
  - Line charts: Show the progression of values over time (e.g., for tracking sales).
  - Surface charts: Plot rows and columns as intersecting lines on a surface that is suspended in a 3-Dimensional frame.
  - Ribbon charts and step charts: Show a dramatic contrast in the data. Ribbon and step charts are best suited for charts that plot a limited series (e.g., no more than five or six items).

Specifying the x-axis

Data categories are plotted horizontally along the x-axis. The values displayed in the category field are used as labels and are displayed beneath each division of the x-axis.

You can choose any field type, except OLE, binary, graphic, memo, and formatted memo fields. The Chart Expert removes these field types from the Available Fields list.

In this step

- Choose a field from the Available Fields list.

Choosing an additional field

Because you chose to summarize your data by the values in two fields, you must specify a second field. This field displays values representing the chart's legend (the labels that tell the viewer what each series represents).

You can choose any field type, except OLE, binary, graphic, memo, and formatted memo fields. The Chart Expert removes these field types from the Available Fields list.

In this step

- Choose a field from the Available Fields list.

Specifying y-axis values

Values for the y-axis vary according to the chart type that you have specified. If the chart is a tabular chart, the y-axis can display numeric fields only. If the chart is a summary chart the y-axis can display any field type except OLE, binary, graphic, memo, and formatted memo field.

In this step

- Specify the fields that you want to assign to the y-axis.

  Choose a field from the available fields list and click the Single Right Arrow button. To select all of the available fields, click the Double Right Arrow button. To remove a field, click the Single Left Arrow button.

- Specify an operation to perform on a summary chart.

  If the chart is a summary chart, the Summary Operator list displays the available operations. Choose one of the following operations:

Sum	Charts the sum of the field values
Min	Charts the minimum field value
Max	Charts the maximum field value
Average	Charts the average of the field values

  If the summary operators shown do not apply to the specified field, the values in that field are counted, and the Count operator is displayed in the Chosen Fields column.

Specifying chart titles

To create a chart that is simple and easy to use, specify titles and subtitles for the chart and its components.

The chart title appears at the top of the chart and is the main heading.

The chart subtitle is displayed below the chart title. The subtitle provides additional information about the chart (e.g., how the data is broken down.

The x-axis title is displayed horizontally, below the labels on the x-axis. Use this title to identify the data charted on the x-axis.

The y-axis title appears vertically just to the left of the labels on the y-axis. Use this title to identify the data charted on the y-axis.

In this step

- Type a title in each of the text boxes.

Specifying a filename for the new form or report

To save the new form or report which contains your chart, you must specify a filename.

In this step

- Name the file

  Type a name for the new form or report in the File Name box so it can be saved.
- Enable the appropriate button to choose how you want to open the new chart

  You can open the new form or report to view the finished chart, or have the Chart Expert open it in a Design window so you can make changes.

Database Expert

The Database Expert allows you to select a pre-defined database structure that you can fill with your own information. Each database includes a collection of tables, forms, and reports which you can modify once they have been created by the Expert.

If you want detailed information about the tables, reports and forms in the selected template, enable the View Information check box, and click Next.

In this step

- Click the tab most likely to contain the database that you want and choose one of the following templates from the list:

Personal Databases	
Checkbook	An online check register (deposits and withdrawals) for an account.
Address Book	Stores names, addresses, phone numbers, and so on. It includes a field for notes.
Music Collection	Allows you to categorize and monitor your records, tapes and CDs. In addition to text data, you can include cover graphics and sound files for each album.
Home Assets	Allows you to monitor the possessions in your home, when and where you purchased them, warranty dates, and your insurance companies.

Business Databases	
Order Entry and Inventory	Stores information about your customers, their orders, and your inventory.
Contact Management	Allows you to monitor business contacts, to maintain notes on those contacts, and to keep track of delegated tasks.
Job Costing	Manages accounts for those who charge for services or materials, allowing you to create customer estimates and invoices and keep information on employees and their wages. The application shows the profit margin percentage by project.
Video Store Manager	Tracks information for a video rental store. This database catalogs videos and tracks customer and transaction information for each rental.

Modifying the database tables

Once you have selected a database template, you can customize the tables that it contains. The tables in the database template that you chose are shown in the Table list box. When you choose a table from the list, its fields are shown in the Fields In The Table list.

In this step

- Remove unwanted fields.

  Choose the fields you want to remove from the Fields in the Table list and click the Single Right Arrow button. The field is added to the Fields to Remove list. To restore a field, select the field and click the Single Left Arrow button. To restore all fields, click Restore Table. The Restore Table command affects the active table only. Changes you made to other tables' fields are not affected.

- Change a field's name.

  Choose the field that you want to edit from the Fields in the Table list. Type the new field name in the Edit Name text box. Fields enclosed by brackets are required for linking tables These fields cannot be removed or edited.

- Add fields.

  Click the Add Field button to display the Corel Paradox Field Catalog.

  Fields that you add to a table are displayed in the table, but do not automatically appear on forms and reports. You can modify the form or report in a Design window to include your new fields.

Storing and accessing the database

In this step

- Type a name and path for your database. The path that you specify holds all the files that make up this database. If you haven't already created the directory, the Expert creates it for you.

When you finish the Expert, a launcher form opens so you can access the tables, forms and reports in the database.

Field Expert

The Field Expert allows you to create a field objects such as list boxes, toggle buttons and check boxes.

You can also add functional objects to your document, without writing any ObjectPAL code. Simply select a function and the Field Expert attaches the necessary code to the field object.

In this step

- Enable the appropriate button to specify the type of field object you want to create. Choose one of the following options:

Edit field	Displays a field in which values can be edited
List	Displays a list in a list box. If the list extends longer that the list box’s boundaries, scroll arrows appear.
Drop-down list	Displays a one-line field with a Down arrow. Clicking the arrow displays a list of choices. Choosing one puts it in the combo field/box.
Check box	Displays choices within a group that can be used together. A check box can be enabled or disabled. You can enable multiple check boxes in a group.
Radio buttons	Present mutually exclusive choices within a group
Toggle buttons	Provide an on/off option

To cancel the Field Expert

- Click Cancel to close the Field Expert and create the field object manually.

Attaching the field object to a table

You can specify whether the tasks performed by your new field objects affect values in the table.

In this step

- Enable the Do Not Attach Field button if you don't want the tasks performed by your new field object to change field values in the table.
- Enable the Attach Field button if you want your new field object to display data from a field in a table. If you select this option any new data entered in the field object is added to the table when the form runs. Choose the table from the Select A Table list and then choose one of its fields from the Select A Field list.

Specifying the data source

Before it can process and display new list objects, you must tell the Expert where to locate the list object information.

In this step

- Enable the appropriate button to choose where the information will come from.
  - Enter the values manually: Enable this button if you want to type list values without retrieving information from a table.
  - Load from a table now: Enable this button to retrieve initial field values from a table. The table data is not reloaded every time the form is run. Choose this option if the values in the specified field are constant. These values are then saved with the form. Choose a table from the list box to view a list of its fields. Then choose a field from the list.
  - Load each time the form opens: Enable this button to update your list object each time the form is run. Choose this option if the values in the specified field are dynamic. Choose a table from the Select a Table list. Then choose a field from the Select A Field list.

Sorting and filtering

You can sort and filter the data that you provided in the previous step.

In this step

- Specify the sort method.

  If you choose ascending or descending order, you can choose to remove duplicate entries from your list.
- Specify whether you want a filter.

  To filter data, enable the Filter Data On check box and choose a field from the list box. Choose a value from the list. The Expert uses this value to restrict the values being entered into the list.
- Remove duplicates.

  Enable Remove Duplicates to remove duplicate entries. This option is only available if you've sorted data in ascending or descending order.

Manually identifying items

The Field Expert allows you to determine the text that appears in your list box, toggle button field, or beside your radio buttons. Ensure that your list has no duplicate entries.

In this step

- Specify the text.

  Type the text in the text box, and press ENTER. The description appears in the list box.
- Choose a sort order.

  Click the Sort List button to sort the list in ascending order. You can also use the Up and Down arrows to change the order of the items. Select an item and click a Change Order arrow to move the item to the corresponding position in the list.
- Edit your choices.

  Select the item that you want to edit and click the Modify Item button. The item is displayed in the text box for editing.
- Shorten your list.

  Select the item that you want to remove and click the Remove Item button.

Specifying check box values

You can specify the values that you want the check box to have when it's enabled or disabled. For example, a check box can indicate True when enabled, and False when disabled.

In this step

- Type the appropriate text in the Checked and Unchecked boxes.

Specifying label and value

You can make the field easier to identify by specifying a label. You can also specify a default value for the field. Note that if this field is bound to a table, you cannot set a default value because the field is filled with data from the table.

In this step

- Label the field.

  Type a descriptive name in the text box.
- Choose a default value.

  Type or select the value you want the field to start with each time it is accessed.

  If you don't want the field to start with a default value, leave the Value field blank.

Choosing special functionality

You can choose special functions for your field object. The selection available varies according to the type of field object you chose.

In this step

- Choose the special function you want for your object.
  - Lists: The functions available to lists are in the panel on the right. Enable the check box next to the functions you want.
  - Other fields: The available functions are listed on the left. Choose a function from the list to see a description of it.

Field style

The Field Expert offers many field styles to allow you to customize your field object.

In this step

- Choose a style from the list on the right. You can view an example of the selected style in the Sample section of the Expert.

Form Expert

The Form Expert allows you to create a form quickly and easily. You can use pre-defined styles to give your form the look you want.

In this step

- Enable the appropriate button to tell the Expert whether you want to take data from one, two, or more than two tables.

Using data from one table

Before the Expert can create your form, you must specify the table you want to work with, and the data that you want to include in your form.

In this step

- Choose a table from the Table list box to see a list of its fields.
- Choose a field you want to include in your form from the Available Fields list, and click the Single Right Arrow button to add the selected field to your new form. If you want to include all of the fields, click the Double Right Arrow button. To remove a field, choose it and click the Single Left Arrow button.

Choosing a master table

The master table is the primary table for your form. Corel Paradox starts with the master table and then finds matching records from the detail table. The detail table (which you specify in the next step) contains detailed information about the records in the master table.

Most master tables and detail tables have a 1-to-many relationship. For example, a customer (whose name is stored in the Customer table) can place many orders (which are stored in the Orders table). In this example, the Customer table is the master table and the Orders table is the detail table.

In this step

- Select a master table from the list box.

Choosing a detail table

Your second table—the detail table—stores information about each record in the master table.

In this step

- Select a detail table from the list box.

Choosing form fields

Now you can choose which fields you want to use in your new form. The Table list box displays the tables that you chose as the master and detail tables. You must choose at least one field from each table.

In this step

- Choose a table from the Table list box to view a list of its fields.
- Choose a field you want to appear on your new form from the Available Fields list, and click the Single Right Arrow button to add the selected field to your new form. If you want to include all of the fields, click the Double Right Arrow button. To remove a field, choose it and click the Single Left Arrow button.

Choosing data from multiple tables

Before the Expert can create the form, you must tell it where to find the information that you want to use.

In this step

- Choose a data model.

  The Data Models list box displays all of the data models in the working directory. Data model files are designated with a .DM extension.

  When you select a data model, the corresponding tables are listed in the Table list box.
- Choose a table.

  The Tables list box displays all of the tables in the data model that you've selected. The table's fields are listed in the Fields Available box. You can choose fields from multiple tables.
- Specify the fields.

  Choose a field from the Fields Available list. Click the Single Right Arrow button to add the selected field to your new form. To include all of the fields, click the Double Right Arrow button. To remove a field, select it and click the Single Left Arrow button.

Specifying the type of form

You can select what type of form that you want the Expert to create for your data. When you select a form, an example is displayed in the Sample section.

In this step

- Enable the appropriate button to choose the type form that you want to create.

Customizing form appearance

The Form Expert provides a choice of styles to give the form the look you want. When you choose a style from the list, an example of it is shown in the Sample section.

In this step

- Choose a style from the list.

Specifying a filename and location

In this step

- Name the form.

  Type a filename for your form. Corel Paradox will add the .FSL extension. By default, the form will be saved in your working directory. If you want to save the form in a different folder, type a drive and path, or click Browse to search for a new location.
- Specify how you want to display your form.

  Choose to run the form to view and edit data, or open the form in a design window to modify the design.

Text Import Expert

The Text Import Expert allows you to import delimited or fixed-length text into Corel Paradox tables.

In a fixed-length text file, each field starts at a certain position in the file and is of a specific length. Data from mainframe computers is often stored in this format.

In a delimited text file, fields are separated by a special character, such as a comma, and delimited by a special character, such as a quotation mark. If you import a delimited text file, the data must be arranged in a format that is appropriate for a database table. Before you import a text file, ensure that your text file has the same type of data in each field and the same fields in every row. Each line must end with a carriage return + linefeed combination.

The Expert does not recognize a tab as a field separator. If your text file uses tabs to separate fields, you can import by choosing File, Import and clicking the Import button.

If you want to import data that is not delimited by special characters, see if the program the data is in will export to a delimited file. Then you can import that result to a Corel Paradox table.

Import settings

Import settings are a set of instructions that you give to the Expert. If you have used the Text Import Expert to import text before, and have saved your settings, you can use them again (as is, or you can modify them). Your previous settings are available to you, even if you didn't name them.

In this step

- Enable the appropriate Import Settings button. The Expert saves all your settings in a Corel Paradox table. If you haven't used this Expert before, the only option available is Create New Import Settings.
  - Create new import settings: Creates customized text import settings. The Expert guides you through the choices that you must make to complete your text import.
  - Use existing import settings with no changes: Applies existing text import settings without modification. Choose the name of the setting that you want to use from the list box.
  - Modify existing import settings: Uses the settings that you specified for a previous text import task as the framework for your new import settings.

Specifying the text file to import

The first import setting that you need to specify for the Expert is where to find the text that you want to import.

In this step

- Choose a file.

  Click Browse to locate the text file that you want to import, or type its path and filename in the text box.

  If you are using an existing import setting, a default text file name appears in the text box. This filename can be changed.

- Specify the file type.

  Specify if the file was created in a Windows or DOS application. If the file uses the OEM character set, specify DOS; if the file uses the ANSI character set, specify Windows.

Specifying import options

Now that you've selected what text to import, tell the Expert where and how to import the text.

In this step

- Name the table.

  If you're creating new import settings, the Expert will import your text file data into a new table, unless you specify otherwise. A default name for the new table appears in the text box, but you can change it by typing in a new name.

  If you already have a table you want to import to, browse for the name of the table, or type its path and name in the text box.

- Choose how the text will be handled.

  If you click Append, the imported data will be added to the end of your table (if the table is not keyed). If the table is keyed, your data is inserted in the correct order.

  If you click Overwrite, the new data replaces the existing data in the table.

Determining your data’s starting point

If your data doesn't look right, there may be a few lines of header information before the actual data.

In this step

- Click the arrow keys to scroll through the data.

  When you see the first valid data record, select the record. If you do not see a valid record, you are probably trying to import a file that isn't correctly set up for importing to a database table.

Specifying fixed-length or delimited text

The Expert must know whether the data that you want to import is fixed-length or delimited. If you're not sure, look at the examples of fixed-length and delimited data shown in the Expert’s Sample section.

In this step

- Enable the appropriate button to specify a data type.

Specifying starting positions (fixed-length data)

Red markers are already in place where the Expert thinks your fields begin; however, you can use the Double Right and Left Arrow buttons to scroll through your text file and examine the markers for accuracy.

In this step

- Examine the markers to see if they are in the right place. Use the ruler to determine starting positions, rather than manually count characters. If a marker is out of place, do one of the following:
  - Move the marker by positioning the mouse pointer over the first character of a field, and double-clicking to produce a red bar over that character.
  - Remove a red bar by double-clicking it.
  - Allow the Expert to use its best guess by clicking Reset.
  - Clear all the markers from the line by clicking Clear.

Checking field types, names, and sizes

Examine the data to ensure that the field names, types and sizes are correct for the target table

In this step

- Edit a field name.

  You can edit in the Field Name, Type, and Size columns the same way you edit text in the Create Table dialog box. To change the field type, right-click in the Type column to display a list of Corel Paradox field types and choose a type from the list. Some field types are not in the list because you cannot import data into those types (e.g., memo and graphic fields).

- Borrow a field.

  If you know that another table has the field names, types, and sizes that you need for this table, you can borrow that table's structure. Click Borrow and choose a table from the Select File dialog box. If the borrowed table's specifications are not appropriate, your sample data disappears. Click Reset to cancel the borrowed specifications.

- Reset the fields.

  Click Reset to return all of the specifications to their original values.

Specify delimiters and separators

The Expert thinks you are using the delimiter and separator characters shown in the two text boxes in the lower-left corner of this step. If the Expert's specification is not correct, type the correct delimiter and separator.

The Expert does not recognize a tab as a field separator. If your text file uses tabs to separate fields, you can import by choosing File, Import and clicking the Import button.

A text field contains alphanumeric data. A field that is not a text field contains only numeric data.

In this step

- Specify whether all of the fields in your file are delimited, or if only text fields are. When importing, the Expert will ignore fields that are not delimited.
- Type the appropriate delimiter and separator characters in the text boxes.

Saving your settings

In this step

- Save the import settings.

  If you think you'll have future use for the settings you just specified, name them so that you can use them again. For example, if you commonly import changing data from the same place, you can save your settings for future use.

- Specify whether to generate a script.

  You can instruct the Expert to generate a script that automates this import. You don't have to open the Expert to perform the import. You can simply run the script.

  If you enable both check boxes, the name of your script will be the same as the name of your settings. The script filename ends with the extension .SSL. The script is stored in your working directory.

- Specify whether to display the table.

  Enable the appropriate button to display the table with the imported data.

Mailing Label Expert

The Mailing Label Expert allows you to create mailing labels in a variety of standard and custom label formats.

In this step

- Choose a label category.

  Click the arrow to view the available label categories. Choose a category from the list. The labels in the category are displayed in the Label Type list box.
- Specify a label type.

  Choose a label from the Label Type list box. A description of the label appears on the right.
- Create a new label.

  Click the New Label button to add a new label format to the Expert.

Defining a new label

You can base your label on an existing category or type, or you can create a new label. You can click Cancel at any point to go back to the Expert.

In this step

- Define the label.

  Either select a label category from the list, or make up a category of your own and type it in the Label Category text box. Type a name for your label in the Label Description box. The description can be up to 32 characters long.

Specifying label dimensions

In this step

- Specify the type of measurements to use.

  Click a of the button at the bottom of the window to specify inches or millimeters.
- Fine-tune the dimensions.

  Type numbers in the edit boxes or use the Plus and Minus buttons to specify the dimensions of your labels. You can retrieve most of this information from your label order sheet or the label package.

  The illustration on the left changes as you alter your dimensions.

Label Dimensions	Description
#Across	Displays the number of labels across your sheet, from side to side
#Down	Displays the number of labels down your sheet, from top to bottom
Width	Displays the width of one label, from left side to right side
Height	Displays the height of one label, from top to bottom
Horizontal Gap	Displays the space between two labels placed side by side
Vertical Gap	Displays the space between two labels stacked one on top of the other

Page Dimensions	Description
Width	Displays the width of the paper that holds your labels
Height	Displays the height of the paper that holds your labels
Side Margin	Displays the measurement from the left edge of the paper to the left edge of the first label
Top Margin	Displays the measurement from the top edge of the paper to the top edge of the first label
Text Offset	Displays the measurement from the right edge of a label to the left edge of the next label (moving horizontally)

Choosing a table or query

Tell the Expert where to find the data you want to place on your labels.

In this step

- Choose the table or query that contains your data from the Table or Query Name list.
  If the table or query you want is not listed here, click Browse to locate it.

Customizing label font, size, and style

You can customize your labels by giving the text the look that you want. As you make changes the Sample section of the Expert displays your current choices.

In this step

- Choose a font, style and size for your text.

Specifying printing order and label feed

What you see in this step depends on the label type you chose earlier. The Expert needs to know in what order you want the labels printed. For some label types, you must also specify how the label pages feed into the printer. For example, when using a wide-carriage printer, or feeding a narrow label page into a laser printer, you can specify whether you are positioning the labels on the left or right, or in the center.

In this step

- Choose a feed option.
- Specify in what order you want the labels printed.
  - Left-To-Right printing
  - By Columns (top to bottom)

Building your label

The empty box on this screen represents your label. Place your fields in the box in the appropriate order and add commas, spaces, and so on, as necessary. You can add your own text by placing the insertion point and typing as usual.

In this step

- Select a field to insert. Place the insertion point where you want the field to appear, and click Place Field. If you make a mistake, delete the field using the DELETE or BACKSPACE key.

Naming and viewing the labels

Your labels are a Corel Paradox report. Name it so Corel Paradox can save it for future use.

In this step

Type a name for the report in the text box. The report will be stored in your working directory unless you click Browse and specify a new path. Enable the appropriate button to tell the Expert what you want to do next.

- View the labels onscreen: The Expert shows you the labels onscreen but does not print them yet. When you want to print the labels, choose File, Print.
- Print the labels now: The Expert prints your labels onto your label paper. Ensure your label paper is in the printer.
- Modify the labels in a design window: The Expert opens the report in a design window, where you can change the labels to suit your needs.

Launcher Expert

The Launcher Expert creates a small tabbed form that you can use to open or launch selected forms, reports, queries, scripts, and executable files by clicking a button.

In this step

- Enable the appropriate button to create a new launcher or use settings from an existing one.

Including files in your launcher

Tell the Expert which files to include in the launcher.

In this step

- Choose the files.

  Click a tab and select the files that you want to run or access from each page of your launcher form. The list displays the files in your working directory. You can browse for files in other directories.

  You can place text files or executable files (e.g., word processors, WWW browsers, and spreadsheet programs) in the Other category.

  If you browse for a file and then return to an earlier tab, you'll see that the files listed are from the directory in which you were browsing. If this is not the desired directory, you can click Browse again to reset the directory.

- Change the order of fields.

  Select a file and use the Change Order arrows to change its position in the list. This changes the order in which the fields appear in the launcher.

Specifying captions for the launcher buttons

When the launcher is finished, users should be able to recognize the function of each button. You can create captions for the buttons so that they are clearly labeled. For example, the caption beside a button that runs a report of the day's orders might read Day's Orders or Show Today's Orders.

In this step

- Type the instruction or title that you want to appear beside each launcher button in the Prompt column. You may also choose to leave the default captions that the Expert has created for you.

Choosing an image

You can personalize your launcher by choosing one of the images offered by the Launcher Expert. When you choose an image from the list, a preview appears in the window on the left side of the Expert.

In this step

- Choose an image for your launcher.

  Choose an image from the list or click Browse to search for an image of your own. If you use a custom image, it should be centered, and sized to fit the Expert's image window. If you don't want an image displayed on your launcher, enable the No Image check box.

Customizing the launcher

Customize the launcher by choosing what type of window it will appear in and what text will be displayed.

In this step

- Choose a window caption.

  Type a caption to appear on the launcher window.
- Specify tab position.

  You can choose to have tabs at the top of the launcher or at the bottom. Enable the appropriate button.
- Select a window style.

  The Window-Style launcher is a child window, which means it can be covered by other windows, and can't move outside of the Corel Paradox Desktop. It can be selected from the Window menu, and can be maximized and resized.

  The Dialog Box-style launcher can move outside the Corel Paradox desktop, and will stay on top of Corel Paradox child windows, remaining available to the user. It cannot be maximized or resized.
- Specify whether you want a shortcut.

  Enable the Shortcut check box to allow users to choose the launcher from the Windows Start menu (under Programs, Corel Paradox Launchers). You can also choose it from the Project Viewer's forms list.
- Position the launcher automatically.

  Enable the Auto-position check box to open the launcher in the bottom lower-left corner of the screen. Once the launcher is open, it can be repositioned.

Saving launcher settings

To complete your project launcher, tell the Expert how to save and open the launcher.

In this step

- Name the launcher.

  Type a name and location for your launcher.
- Specify whether to save your settings.

  Enable the Save check box and type a name for the settings if you want to use them again. You can use any name up to 255 characters to describe these launcher settings.
- Specify how you want the launcher to open.

  If you choose to edit the launcher form, the Expert will opens a Form Design window after creating the launcher. If you're happy with the choices you've made, choose to run the launcher.

Merge Expert

The Merge Expert helps you merge data from a table into a form letter. This process is commonly known as a mail merge.

A mail merge allows you to mass-produce letters, contracts, memos, and other documents that are identical except for the individualized data you merge into them from the table. Once you specify placement of the fields you want to use, the merge occurs automatically.

Mail merges result in many copies of your form letter with pertinent information from the table inserted in each copy (e.g., you may want the name and address of a customer inserted at the top of the letter, and their most recent order date somewhere in the body of the letter).

After you've completed the steps of the Expert, you will have

- your form letter
- a data file to hold the data you're merging into your form letter. The name of this file repeats the first four letters of your form letter name, followed by _MRG. For a WordPerfect or Paradox merge, the file extension of the data file is .DB. For a Microsoft Word merge, the file extension is .RTF.
- a file that holds the result of the merge (i.e., all of your letters with their individualized data merged in)

Merge settings

Merge settings are a set of instructions you give to the Merge Expert. If you have used the Expert to do this particular mail merge before and saved your settings, you can use them again. The Expert saves your settings in a Paradox table.

If you are creating a new merge setting, you can save it at the end of the Expert.

In this step

- Enable the appropriate button to create a new merge setting or use a saved merge setting.

Creating a form letter

Now you must tell the Expert about the form letter in which it will place your data. You can use a form letter you've already written in Paradox, if you want keep merge fields as they are. If you need to add or change merge fields, create a new form letter in the Expert (to simplify this task, you can import the text of your existing letter by choosing Paste From).

In this step

- Choose the word processor that you want to use for your form letter.

  You can use this Expert with the word processors listed in the list box. If you don't have one of these word processors, you can use Paradox Report.

- Specify a new or existing form letter.

  You can use an existing form letter, or you can write your form letter after completing the Expert.

  If the form letter already exists, specify it now (include the extension, if it has one). If you're going to write it after completing the Expert, you'll give it a name at the end of the Expert.

Specifying the data source

The Expert must know which table contains the data that you want to merge into your form letter.

In this step

- Choose a Corel Paradox or dBASE table from the Table Name list, or click Browse to locate a table.

  To use data from two or more tables, run a query that gathers the necessary data into one table and then choose the resulting table from the Table Name list.

Sorting table data

When you chose a table in the previous step, the Expert selected all the fields in your table. All these fields will be available to you in a list when you work with your form letter.

You can ask the Expert to sort the data using the fields that you specify. For example, you may want to sort on a postal code field for pre-sorted bulk mailings. Or, you can add personal notes to certain letters using a word processor. If the letters are sorted, it's easier to find a specific one.

You can refine your sort by choosing more than one field. Your letters are sorted first on the top field in the Fields to Sort By list, then by the second field, and so on.

In this step

- Specify what fields you want to sort by.

  Choose a field from the Available Fields list box. Some fields cannot be used for sorting, so they are not listed here (e.g., memo and graphic fields). Click the Single Right Arrow button to add the selected field to the Fields to Sort By list. If you want to include all of the fields, click the Double Right Arrow button. To remove a field, select it and click the Single Left Arrow button.

- Change the field order.

  Choose a field and use the Change Order arrows to reposition it in the list. This will change the order in which the Expert will sort the fields.

- Choose a sort direction.

  Click one of the Sort Direction buttons to tell the Expert if you want it to sort by ascending or descending order.

Formatting the data

Sometimes the way you've entered data in a table isn't exactly how you want it to appear in your letter. For example, perhaps you entered all of the last names in an employee information table in capital letters, to make them stand out. When you use the information to address your form letter however, you probably want the last names to use both upper and lowercase letters. Now you can change the format of the data. The Sample section of the Expert changes each time you make a selection to show you how the new format looks.

All the formats in this list have all been designated as permanent formats within Corel Paradox. This means they can be applied to any field with this Expert. If there's a format you want to add to the Expert's list, go to that field, and open the Properties dialog box. From there, simply enable the Permanent check box on the Format page. If you create a custom format, you'll see it in the Expert's list next time you start the Expert.

In this step

- Choose a field from the Field list.

  Beside each record in the Format column is an arrow button. Click the arrow button to see a list of available formats for that field. Choose a format from the Format column list box.

Completing the merge

What you see in this step depends on the choices you've already made in the Expert. You'll have slightly different choices to make if you're using an existing form letter than if you still have to write your letter. Follow the steps that apply to your situation.

In this step

If you have already written your form letter

- Name your mail merge settings.

  Type a name that describes your merge. You may use up to 40 characters. This is not a file name—this is a name the Expert uses in a table where it stores your specifications.

- Enable the appropriate button to edit the form letter or run the merge.

  If you're placing the merge fields for the first time, choose to edit your form letter.

  If you've used the Expert to place the same fields in this form letter before, and you don't need to edit the letter, then you're all set to run the merge. Enable Run the Merge Now and then Finish. A new file will be created in your word processor that includes all your personalized form letters.

If you have not yet written your form letter

- Name your mail merge settings.

  Type a name that describes your merge. You may use up to 40 characters. This is not a filename—this is a name the Expert uses in a table where it stores your specifications.

- Name your new form letter.

  Type the name of the letter you're going to write, so the Expert can link your table data with your form letter.

Merge Expert Form Letter Editor

Compose the body of your form letter, and tell the Expert where you want the data from the table inserted.

In this step

- Type the text of your form letter.
- Insert fields.

  To insert a field in the body of your letter, place the insertion point where you want the field, and then click the Insert Field button. Choose a field from the Field list box.

  You can insert a field more than once.
- Change the text properties.

  Click the Properties button. Choose Properties from the list box to see the Text Properties dialog box, where you can change font, alignment, line spacing, and color. You can either set your properties before typing, or highlight what you want to change and then choose the properties you want.
- Run the mail merge.

  When you click Run Merge your finished form letter will appear as a Paradox report.

Composing a form letter in Microsoft Word

Now you must compose the body of your form letter, and tell the Expert where you want the data from the table inserted.

In this step

- Type the text of your form letter.
- Insert fields.

  To insert a field in the body of your letter, position the cursor where you want the field, and then click the Insert Merge Field button. Choose a field from the Field list box. You can insert a field more than once.
- Use the Mail Merge Helper to finish your task.

  Click Tools, Mail Merge to open the Mail Merge Helper dialog box. Click the Merge the Data With the Document button, and then click Merge. Your form letters are created.

Composing a form letter in WordPerfect

Now you must compose the body of your form letter, and tell the Expert where you want the data from the table inserted.

In this step

- Type the text of your form letter.
- Insert fields.

  To insert a field in the body of your letter, click the Insert Field button. A dialog box appears with a list of fields for you to choose from. Position the cursor where you want the field, and double-click the field in the dialog box list. When you've inserted your last field, close the dialog box.

  You can insert a field more than once.
- Run the merge.

  Click Tools, Merge to open the Merge dialog box. Click Merge to create your form letters.

Running your merged Corel Paradox report

The Expert opens your merged letter in a Report Design window. You can modify the form letter as a whole; however, you cannot make changes to individual letters, as you can in a word processor.

Click View, Run Report to exit the Design window and see the form with the new data added. You can use the arrows on the toolbar to view the different pages in the report.

Report Expert

The Report Expert helps you create a basic report. You can choose from predefined styles to give your report the look you want.

In this step

- Enable the appropriate button to tell the Expert whether you want to take data from one or two tables.

Specifying the data source

Now you can tell the Expert what table you want to work with, and what data from that table you want to include in your report.

In this step

- Choose a table from the Table list box to see a list of its fields, or click Browse to search for another table.
- Select the report's fields.

  Choose a field from the Available Fields list, and click the Single Right Arrow button to add it to your new report. To add all of the fields, click the Double Right Arrow button. To remove a field, click the Single Left Arrow button.

  You can choose as many fields as you want from the table.

Choosing a master table

The master table is the primary table—the one you want Corel Paradox to look at first. Corel The master table is the primary table for your form. Corel Paradox starts with the master table and then finds matching records from the detail table. The detail table (which you specify in the next step) contains detailed information about the records in the master table.

Most master tables and detail tables have a 1-to-many relationship. For example, a customer (whose name is stored in the Customer table) can place many orders (which are stored in the Orders table). In this example, the Customer table is the master table and the Orders table is the detail table.

In this step

- Select a master table from the list box.

Choosing the detail table

Your second table—the detail table—stores information about each record in the master table.

In this step

- Select a detail table from the list box.

Linking tables

The master table and detail table(s) that you specified can be linked by pairing fields.

In this step

- Best links
  The Report Expert analyzes the tables and matches similar fields.
- All links
  The Report Expert displays likely links for all fields in the master table.
- No links
  Enable this option if you do not want to link the tables.

Choosing report fields

Now you can choose which fields you want to use in your new report. The Table list box displays the tables that you chose as the master and detail tables. You must choose at least one field from each table.

In this step

- Choose a table from the Table list box to view a list of its fields.
- Choose a field you want to appear on your new report from the Available Fields list, and click the Single Right Arrow button to add the selected field to your new form. If you want to include all of the fields, click the Double Right Arrow button. To remove a field, choose it and click the Single Left Arrow button.

Grouping report data

Organizing your report's data into groups can make it easier to find certain information.

In this step

- Specify which fields you want to group

  Choose a field from the Available Fields list and click the Single Right Arrow button to add it to the Group Order list. To remove a field, click the Single Left Arrow button. You can have up to four groups on a report.

- Change the field's priority

  The Expert will use the fields in the Group Order list to group the data. This is a prioritized list. The field at the top will be given top priority when the Expert groups your information. To change a field's priority, choose it from the list, and use the Group Priority buttons to move it up or down the list.

Creating summaries

Because you have grouped some of the information in your report, you can now have the Expert summarize that information. All of the groups created are displayed the list box.

In this step

- Specify which fields should be summarized.

  Choose a group from the list box to see its fields in the Fields That Can Be Summarized list. Choose a field from the list and click the Single Right Arrow button to include it in the Summaries For This Group box.

- Specify a summary type.

  Choose a field from the Summaries For This Group list, and choose what type or calculation you want performed from the Summary list box.

Specifying a style

You can select a style to determine the appearance of the objects on your report. When you choose a style the Sample section of the Expert changes to show you how the object looks.

In this step

- Determine the number of records per page.

  Enable the appropriate button to specify one record per page, or multiple records per page.

- Specify a style.

  Choose a style from the list to see a preview in the Sample section of the Expert.

Specifying titles and page numbers

You can add a title to your report, and specify whether you want page numbers, and date or time stamps to appear on each page.

In this step

- Specify a title.

  Enable the Title check box to add a title to your report. Type the title as you want it to appear on your report, and choose a location.

- Choose whether to include page numbers.

  Enable the Page Numbering check box to add page numbers to your report. Choose a location and a style for the numbers.

- Specify whether to include a date or time stamp.

  Enable one or both of the Show check boxes to stamp the date or time (or both) on each page of your report. The stamps appear together on the page, so you need only choose one location even if you decided to show both the date and time.

Finishing the report

Before you finish the Report Expert, name the report and save it. You can also choose to print a copy of your report at this time.

In this step

- Name the report.

  Type a filename for your report. Corel Paradox will add the extension .RSL. The report will be saved in your working directory by default. If you want to save the report in another directory, type a drive and path, or click Browse to choose a new location.

- Specify whether you want to print the report now.

  Enable the Print check box to print a copy of your report as soon as it is created.

Table Expert

The Table Expert allows you to choose fields from various table templates to create a custom table of your own.

The columns in a table are called fields, and they organize your data into categories (e.g., Phone Number and Last Name). The horizontal rows are called records.

If you want to add a field that isn't in one of the table templates, you can do so after your table is created. When you get to the last step of the Expert, click Edit The Table's Structure to move to a screen where you can add fields, edit field length, and change other table structure properties.

In this step

- Specify the fields that you want to include.

  Choose a table template to see its fields listed in the Available Fields list. Select a field and click the Single Right Arrow button to add it to your new table. If you want to include all of the fields, click the Double Right Arrow button. To remove a field, select it and click the Single Left Arrow button.

  As you add fields, they appear at the end of the Fields In My Table list.

  Your table can include fields from more than one template, and you can use a field more than once. Each subsequent selection is numbered, and you can edit the name.

- Edit the field names.

  You can edit a field name in the Edit Name box, but don't change field’s intent. For example, don't change a date field into a Product Description, because the field has been set up to accept only dates. You can right-click on a field name to see if any restrictions have been placed on it.

  If you want to change field type, size, or other restrictions, you can do so after your table is created. When you get to the last step of the Expert, click Edit the Table's Structure.

- Change the field order.

  Choose a field and use the Change Order arrows to change its position in the list. This changes the order in which the fields appear in the new table.

Creating a key

The key field in a table always appears first. Corel Paradox uses the key field to sort the table's records.

After you add data to a record, Corel Paradox looks at the information in the key field, and moves the record into the correct position in the table. For example, your key field can specify whether a list of employees is sorted alphabetically by last names, or in numerical order based on employee IDs.

In this step

- Let the Expert define a key

  The Expert will identify an ID field, and number your records consecutively. This will be their primary sort order. You can choose additional fields to sort on in the next step.

- Define the key yourself

  If you want your records sorted in a certain way, you'll want to create a key yourself.

- Create a table without a key

  If your table is small and not related to other tables, you may not want a key.

Choosing a key

Not all fields can be key fields (e.g., a graphics field can't be a key, because Corel Paradox cannot sort on it.)

Because Corel Paradox sorts your records on the key field or fields, the record will jump to its correct order when you enter data according to what you specified in the key.

You can choose additional fields to on which to sort in the next step.

In this step

- Select the fields that you want to be key fields from the Available Fields list, and use the arrow keys to move them to the Fields as Key list.

Specifying sorting options

For each sort field that you choose, the Expert creates a secondary index. The table's key is the primary index, and all other indexes are secondary. Normally, your records are sorted by the primary index; however, if you use the Filter command you can choose to sort on any of your secondary indexes.

Indexes can also be used to accelerate table-searching operations. In this case, all Corel Paradox looks at is the index (and not all the data in a record) in order to find the records that you've requested.

You also need indexes when you are drawing data from more than one table for a form or report. In this case, you must link the tables. An index gives you a field on which to link.

In this step

- Enable the check box next to the fields that you want as your secondary indexes. The Available Fields list shows the fields on which Corel Paradox can sort.

Naming and viewing the table

You must name your table and specify a location to save it. You can also choose viewing options for your completed table.

In this step

- Type a filename for your table (the Expert will add the .DB extension).
- View the table and add data.

  You can see your table and add data to it. Corel Paradox saves your data as soon as you enter it and move to another record.
- Add your data to the table in a form.

  The Expert creates a data entry form that shows your table’s fields. Type your data in the form, and Corel Paradox stores it in your new table.
- Edit the table's structure.

  Before you see your table, you can add or edit fields, change a field's type or size, change the table's key, and add validity checks or secondary indexes.

Text Expert

The Text Expert allows you to create a custom text object based on a variety of styles and special effects. You can save your text settings for future use.

In this step

- Type your text, or paste a .TXT, .PXT, or .RTF file that contains the text you want.

  To choose a file to paste, click Paste From. Use the Paste From dialog box to find your file, then double-click the file. The contents of the file are pasted into your text object. You can use the arrow to scroll down through your text.

  To clear the Text box of all text, click Reset.
- Click Cancel to close the Text Expert and work on your own.

Choosing text formatting options

Now you can specify appearance options for your text object.

In this step

- Choose the style.

  Choose a font, color, style and size for your text, or choose a predetermined style from the Style list.
- Save the style.

  Click Save Style if you want to use this set of styles again. Give the style a descriptive name, and click OK. Your style name is added to the Style list in the Expert, and you can choose it when you use the Expert again. Note that if you're using this Expert from a read-only directory on a network, you cannot save custom styles.

Specifying special effects

You can also choose special effects to customize your text object. You can preview your choices in the Expert's Sample section.

In this step

- Enable the button next to the effect you want, or choose not to apply any special effects.

Aligning text

Now that you've decided what the text should look like, tell the Expert how you want it to be aligned on your form.

In this step

- Choose a centering style.

  You can choose not to apply a centering style, or to have the text centered vertically or horizontally within its container. Enable the Both button to center your text object both vertically and horizontally.

- Apply auto-centering.

  Enable the Auto-centering check box to have the text object automatically center itself within the confines of its container. The centering occurs the first time you place the object and again each time you run the form. This allows you to move the text object to another container and guarantee that it's centered properly.

Startup Expert

The Startup Expert helps you get started in Corel Paradox. If you have no data and you're new to Corel Paradox, you can open the Sample database from the list box in the last option and use it to follow along with the examples in the Quick Start.

In this step

- Use the Database Expert.

  This Expert allows you to select a ready-to-use database template and helps you customize it to meet your needs.
- Give a name to a database I want to create.

  The Startup Expert asks you to give the name and path for a new database. Next time you start Corel Paradox, you can ;open this database from the Startup Expert.

  Once you've named your database, you can create tables to store data. Corel Paradox prompts you to use the Table Expert to help you create a table.
- Name a database I've already created.

  You can assign a name to an existing database to avoid having to type the full path to the database every time you want to use it.
- Open a database.

  Any databases you have already named (using this Expert or the Alias Manager) are displayed in the list box when this option is enabled.
- Click Cancel to close the Startup Expert and open the Corel Paradox desktop.
- Enable the Don't Show the Startup Expert Again button to prevent the Startup Expert from launching every time Paradox is opened.

Specifying a filename and location

The Expert saves your database using the name you specify. The next time you open the Startup Expert, this name is listed in the Open A Database list.

In this step

- Type a name and path for your database.

Using the Database Expert

The Database Expert allows you to choose from several database templates to create a new database of your own.

The business database templates that come with Corel Paradox are Contact Management, Job Costing, Order Entry and Inventory, and Video Store Manager.

The personal database templates that come with Corel Paradox are Address Book, Checkbook, Home Assets, and Music Collection.

You may also have additional templates to choose from, if an application developer has made them available to you.

Creating your own database

Your database must include at least one table to store your data.

In this step

- Use the Corel Paradox Table Expert.

  If you use the Corel Paradox Table Expert, you can choose from table templates that may meet your needs. You can delete fields that you don't need, and edit the names of other fields.

  You can choose fields from different templates to construct your table, and you can cancel the Table Expert at any time.

- Create a table on your own.

  If you choose to create a table on your own, the Expert will open the Create Table dialog box. Follow the instructions in the bottom panel of the dialog box, or click the Help button for more information.

- Go to the Corel Paradox desktop.

  If you choose to go to the Corel Paradox desktop, the Startup Expert will close.

Finishing the Startup Expert

Now that you've made your choices, you're ready to leave the Startup Expert.

In this step

- Click Finish to exit the Expert.

  You're left at the Corel Paradox desktop, with the Project Viewer open. You can get help using the Project Viewer by pressing F1 or clicking the Help (?) button on its toolbar.

HTML Report Expert

The HTML Report Expert allows you to convert a report to an HTML text file for publication on the World Wide Web. The Expert adds the appropriate HTML tags and parameters automatically. You can modify the finished HTML document in the same way that you modify any other HTML document.

If you have the Corel Web Server or the Corel Web Server ActiveX Control installed on your local computer, you can create dynamic reports that are updated each time a Web browser contacts them. If you chose the Typical installation when you ran the Corel Paradox Setup program, both are already installed. To install the Web servers, run Setup again, choose Custom installation, and then choose Corel Web Servers.

ObjectPAL developers

ObjectPAL developers may want to use the HTML Report Expert to quickly create basic static or dynamic documents that can then be programmed using ObjectPAL. The Corel Paradox HTML Publishing Library provides an interface to both the static and dynamic publishing features in Corel Paradox. To access the library, get the Experts directory (using the ExpertDir( ) procedure) and load the HTMLIB01 library.

In this step

- Name the document.

  Specify a descriptive name for the document. Most Web browsers use this name in their title bar. When a user bookmarks your document, this is the name that appears on the bookmark menu, too, so specify a name that will make sense to the user.

- Choose a text color.

  Click to select the color that you want to use for text. The Sample box displays your choice.

- Choose a background color.

  Click to select the color that you want to use for the background. The Sample box displays your choice.

Creating a hot list

Hot lists allow you to move directly to the data that you want to see without having to scroll through an entire HTML document. If you select this option, the HTML Report Expert produces a bulleted list of hotlinks to different sections of the report. Bullets are displayed in the color that you chose for text. List items are displayed in the standard hotlink color.

In this step

- Choose the groups you want to specify as hot lists on your new document.

  If you choose more than one group, readers of your HTML document can click on an item in a list to display a sub-list until they locate the actual data. For example, if you selected group bands on a Country field, a Region field, and a City field, readers can select a country, then a region in that country, and then a city in that region to view the appropriate data.

Specifying static or dynamic publishing

Your new HTML document is almost complete. If you are creating a static document, the Expert creates and saves the HTML document. The Expert will ask if you want to open your Web browser to view the document. The document's filename will appear in the Custom list in the Project Viewer (when you have the working directory set to the correct location and the filter set to show .HTM files). If you are creating a dynamic document, the Expert stores the HTML document in the Web Server Repository.

In this step

- Choose static or dynamic publishing.

  The data in a static document does not change. When a Web browser retrieves the document, the data is always the same. You can republish the table when you want users to see updated data.

  The data displayed in a dynamically-generated table is continually updated. The Corel Web Server or the Corel Web Server ActiveX Control must be installed and running before you and others can view a dynamically-generated table in a Web browser.

- Name the document.

  The name you use here will be the identifier in the file's URL. For example, if you named the file CONTACTS.HTM, the URL might resemble the following:

  http://www.Corel.com/CONTACTS.HTM

  Both Corel Web Servers are case-sensitive, so take note of the exact filename if you plan to use it in conjunction with a Corel Web Server.

  For static documents, you can specify the path to a directory (or use the Browse button). If you don't specify a path, the HTML file is stored in your working directory.

  Dynamic documents are stored in the Web Server Repository (which is available from the Tools menu).

- Save the document as a template.

  If you save the document as a template, the Expert gives it an .HTT (HyperText template) extension.

  Templates look like HTML documents but they have special tags that are instructions which the HTML Publishing Engine uses to publish HTML files. ObjectPAL developers can use the engine to convert templates to HTML files.

  If a template is all you want, don't click Finish when you return to the Expert; instead, click Cancel. If you click Finish, the Expert will also create an .HTM file.

HTML Table Expert

The HTML Table Expert converts a table to an HTML text file for publication on the World Wide Web. The Expert adds the appropriate HTML tags and parameters automatically.

If you have the Corel Web Server or the Corel Web Server ActiveX Control installed on your ;local computer, you can create dynamic tables that are updated each time a Web browser contacts them. If you chose the Typical installation when you ran the Corel Paradox Setup program, both are already installed. To install the Web servers, run Setup again, select Custom installation, then choose Corel Web Servers.

You can modify the new HTML document created as you would any other HTML document.

When you publish a table, all of the table's records are included in the document, even if you have a filter applied to the table. To publish only a selection of records, first run a query that selects the records you want to publish, and publish the resulting table.

ObjectPAL developers

ObjectPAL developers may want to use the HTML Table Expert to quickly create basic static or dynamic documents that can then be programmed using ObjectPAL. The Corel Paradox HTML Publishing Library provides an interface to both the static and dynamic publishing features in Corel Paradox. To access the library, get the Experts directory (using the ExpertDir( ) procedure) and load the HTMLIB01 library.

In this step

- Specify which fields to include in the table.

  Select a field from the Available Fields list box. Click the Single Right Arrow button to add it to your new table. If you want to include all of the fields, click the Double Right Arrow button. To remove a field, select it and click the Single Left Arrow button.

  The fields that you add are displayed in the Show These Fields box.

- Change the order of fields.

  Choose a field and use the Change Order arrows to change its position in the list. This also changes the order in which the fields appear in the new table.

Customizing your HTML document

You can personalize your new HTML document using a number of appearance options.

In this step

- Name the document.

  Specify a descriptive name for the document. Most Web browsers use this name in their title bar. When a user bookmarks your document, this is also the name that appears on the bookmark menu, so specify a name that will make sense to the user.
- Specify whether you want a border around the table, and if you want it centered.
- Choose a text color.

  Click to select the color that you want to use for text. The sample box displays your choice.
- Choose a background color.

  Click to select the color that you want to use for the background. The sample box displays your choice.

Specifying static or dynamic publishing

Your new HTML document is almost complete. If you are creating a static document, the Expert creates and saves the HTML document. The Expert will ask if you want to open your Web browser to view the document. The document's filename will appear in the Custom list in the Project Viewer (when you have the working directory set to the correct location and the filter set to show .HTM files). If you are creating a dynamic document, the Expert stores the HTML document in the Web Server Repository.

In this step

- Choose static or dynamic publishing.

  The data in a static document does not change. When a Web browser retrieves the document, the data is always the same. You can republish the table when you want users to see updated data.

  The data displayed in a dynamically-generated table is continually updated. The Corel Web Server or the Corel Web Server ActiveX Control must be installed and running before you and others can view a dynamically-generated table in a Web browser.

- Name the document.

  The name you use here will be the identifier in the file's URL. For example, if you named the file CONTACTS.HTM, the URL might resemble the following:

  http://www.Corel.com/CONTACTS.HTM

  Both Corel Web Servers are case-sensitive, so take note of the exact filename if you plan to use it in conjunction with a Corel Web Server.

  For static documents, you can specify the path to a directory (or use the Browse button). If you don't specify a path, the HTML file is stored in your working directory.

  Dynamic documents are stored in the Web Server Repository (which is available from the Tools menu).

- Save the document as a template.

  If you save the document as a template, the Expert gives it an .HTT (HyperText template) extension.

  Templates look like HTML documents but they have special tags that are instructions which the HTML Publishing Engine uses to publish HTML files. ObjectPAL developers can use the engine to convert templates to HTML files.

  If a template is all you want, don't click Finish when you return to the Expert; instead, click Cancel. If you click Finish, the Expert will also create an .HTM file.

HTML Import Expert

The HTML Import Expert allows you to import tables or lists from HTML files into Corel Paradox tables. It allows you to add the data to an existing table or a new one.

In this step

- Browse through the available HTML files to find the one that contains your data. HTML files end with the .HTML or .HTM extensions.

Choosing a table

You've specified the HTML file that you want to access, but some files contain more than one table. Before it can import data, the Expert needs to know which table contains the appropriate information.

In this step

- Specify the table you want to import by choosing a table from the list.
- Enable the Use First Row For Column Headings check box if you want the Expert to use the data in the first row of the table for the new column headings.

Defining the destination for the imported data

You can import the data into new or existing fields.

In this step

- Choose one of the following options:
  - Define fields from scratch: If you choose this option, you can define your fields in the next step.
  - Match to fields from an existing table: If you choose this option, you must choose a target table (a table that contains the fields you want to use). Click the Arrow button to see a list of tables in the Working directory, or click Browse to search for other tables. You can view the table's fields in the window at the bottom of the Expert.

Defining your fields

The HTML Import Expert allows you to customize your new table by changing the characteristics of the fields in the source table (the HTML table that contains the data that you want to import).

In this step

- Browse the fields.

  The Field Name list displays all of the fields in the source table. When you select a field from the list you can view a sample of its data in the Sample section.

- Set field options for each field.

  The Field Options section of the Expert lists information about the selected field. You can use the Field Options section to edit the field’s name, data type, or size.

- Remove unwanted fields.

  If you don't want to import a field, select the field and enable the Do Not Import Field check box.

- Specify a key for the table.

  If you want a primary key for your table, you must choose it now. Corel Paradox will not create one for you. If you choose more than one field, you can create a composite key for your table. If you create a composite key, the key fields must be consecutive.

  Whether you have a single key, or a composite key, they key field(s) must appear first in the table. If the key fields do not appear first, an error occurs and the Expert cannot create your table. Fields appear in the Field name list in the same order as they will appear in the table. Use the Order arrow buttons to ensure that your key fields are at the top of the list.

  To change the primary key field, you have to return to the field that was first designated as the key and disable the Primary Key check box.

- Change the field order.

  Choose a field from the Field Name list and use the Order arrows to reposition it in your selection. This changes the order in which the fields appear in the new table.

- Specify a required field.

  To create a required field in the table, select a field from the Field Name list and enable the Required check box.

- Remove unwanted fields.

  If you don't want to import a field, select the field and enable the Do Not Import Field check box.

Saving your table

You must specify a filename and path to save your new table.

In this step

- Type a name and location for you new table.

  You can also click Browse to search for the appropriate file.
- View the new table.

  Enable this check box to view the table containing your imported data immediately.
- Import more data from the same HTML file.

  This option is only available if there are multiple tables in the HTML file from which you are importing. To import another table from the same HTML file, enable the Go Back and Import Another Table check box. The Expert will import the data you have specified, then remain open so you can get more data from the same HTML file.

Pairing fields

Now that you've specified a source table and a target table, you must indicate how the two tables operate together. Because the fields in the source table might not be the same as those in the target table, you must pair them up for the Expert so that it knows where to display all the information.

In this step

- Browse through the fields.

  The Field Name list displays all of the fields in the source table. When you select a field from the list you can view a sample of its data in the Sample section.

- Specify field options.

  Field Options give you information about the fields in the target table. For each field that you choose from the HTML table, choose a corresponding field from the Target list box to pair it with. If the tables have identical fields, pairing is automatically completed by the Expert.

Displaying the imported data

Before your new table is complete, the Expert must know where to display the data.

In this step

- Specify where the data should go.

  Enable the appropriate button to tell the Expert if you want the imported data added to your target table, if you want to overwrite the data in the target table, or if you want to use the settings you've chosen to create a new table.
- Type a name and location for you new table.

  You can also click Browse to search for the appropriate file.
- View the new table.

  Enable this check box to view the table containing your imported data immediately.
- Import more data from the same HTML file.

  This option is only available if there are multiple tables in the HTML file from which you are importing. To import another table from the same HTML file, enable the Go Back and Import Another Table check box. The Expert will import the data you have specified, then remain open so you can get more data from the same HTML file.

Crosstab Expert

The Crosstab Expert displays your data in a report that resembles a spreadsheet. The spreadsheet format allows you to read, study and compare your data.

You can use the Crosstab Expert to create row and column headers in your crosstab. You can also instruct the Expert to perform calculations on one of the crosstab fields.

A crosstab can draw information from multiple tables that are linked in a single value relationship (one-to-one, or many-to-one).

The Crosstab Expert creates a new form or report to contain your crosstab.

In this step

- Enable the appropriate button to tell the Expert whether you want your crosstab on a new form or a new report.

Specifying the data source

In this step

- Choose a table from the Table list box, or click Browse to search for an existing table.

Choosing fields

The Crosstab Expert must be told what fields to use to create the crosstab. The Fields Available list displays all of the fields in the table you selected.

In this step

- Choose fields from the Fields list. Click the Row button or the Column button, depending on where you want that field to appear. You can preview your choices in the Display box.

  Click the Double Left Arrow button to remove the selections and begin again.

Performing a calculation

You can only perform one calculation in a crosstab. The calculation can use the data from any field in the table except the ones you chose as columns or rows.

In this step

- Specify a field for calculation

  Choose a field from the Fields list. Click the Single Right Arrow button to add it to the Fields To Calculate On list. To remove a field, click the Single Left Arrow button.
- Specify the type of calculation

  Choose Sum, Average, Count, Minimum or Maximum from the Calculate list box.

Previewing your crosstab

Before you save your new crosstab, you can preview its layout and design. The columns and rows are labeled with the fields you've chosen, and calculated fields are marked.

In this step

- Examine the crosstab. Click Back to make any changes.

Saving your Crosstab

In this step

- Name the report

  Type a filename and location for your crosstab. The report will go into your working directory, by default. If you want to put the report in a different folder, type a new path or click Browse to search the folder.

- Specify how to view the crosstab

  Enable the appropriate button to choose Run mode so you can view and edit data, or Design mode so that you can modify the design.

Utilities Expert

This Expert allows you to edit and update tables, forms, and reports in groups, without opening each file individually.

For example, suppose you had a number of tables in your working directory that you wanted to move to a special project directory. You could use this Expert to move all of the tables at once, instead of moving them one-by-one. You could also rename, copy, delete or deliver groups of files.

In this step

- Choose the type of utilities you want to use.

Choosing files

The Expert needs to know what files you want to work with.

In this step

- Choose a file from the Available Files list. Click the Single Right Arrow button to add it to the Selected Fields list. To remove a field, click the Single Left Arrow button. To add or remove all of the files from a list, click the Double Right or Double Left Arrow button.

  The File Type list box displays the type of files that are available to you. Use the Alias/Path list box to look for files in a different directory.

Choosing an operation

The Expert needs to know what function to perform on the tables you selected.

In this step

- Choose the operation that you want to perform on your tables.

  If you move or copy the tables to another directory, choose the destination directory from the Move Or Copy To list box, or click Browse to search for the directory.

Choosing an operation

The Expert needs to know what function to perform on the design objects that you selected in the previous steps. You can move, copy, delete, or deliver an object. When you deliver an object, you create a compiled version of the object with its ObjectPAL source code hidden. That way, other people can use your application, but cannot see or edit the source code.

In this step

- Choose the operation that you want performed on your design object.

  If you choose to move or copy the design objects to another directory, choose the destination directory from the Move Or Copy To list box, or click Browse to search for the directory you want.

  If you choose to deliver the design objects, enable the appropriate button and click Next; otherwise, make your choice and exit the Expert.

Choosing an update operation

The Expert needs to know how you want your tables updated.

In this step

- Rebuild Table Indices

  The Expert will rebuild each index defined for the table, to include any new data.
- Empty/Compact Tables

  Enable the appropriate button to specify whether you want to empty or compact your tables.
- Add/Change/Remove Passwords

  Enable the appropriate button to specify which function you want to perform. If you add or change a table's password, type your password in the New Password box.

Choosing a delivery option

You can tell the Expert to deliver all of the files that you selected, or to deliver only those files that have changed since they were last delivered.

In this step

- Choose a file status.

  Enable the appropriate button to specify whether to deliver all of the files, or only the ones that have changed.
- Choose whether to move the files.

  Enable the appropriate button to specify whether you want to move the delivered or source files to another directory. If you do not move the files, they reside in the source file's original directory. To move either of the files, choose the destination directory from the Move To list box, or click Browse to search for another destination.
- Specify whether you want a compiler information report.

  Enable the Prepare Compiler Information check box if you want the Expert to prepare a list of errors or warnings encountered while the files compile for delivery.

Documentation Expert

The Documentation Expert allows you to document your tables, queries, files, forms and reports, giving you a hard-copy record of the structure of the items in your application. You can also document the ObjectPAL source code that you've written for the objects and forms within the application. For example, you might want to see what ObjectPAL functions are attached to an object on a form, or what validity checks or passwords have been placed on a particular table. This Expert organizes this data so that you can see it all at a glance.

In this step

- Enable the appropriate button to indicate the type of object that you want to document. Choose one of the following options:
  - Tables: Documenting tables provides you with a list of table fields (sorted by name or field) a report of the security passwords in place for the table, or a sorted list of secondary indexes.
  - Queries: Documenting queries provides you with a list of query files (sorted by file type or name).
  - Form and report objects and properties: Documenting form and report objects provides you with sorted lists of the form or report's objects or properties. This documentation can also include an object tree that displays the objects' properties and their positions in the containership hierarchy.
  - Form and report data models: Documenting form and report data models provides you with a data model diagram that list the form or report's properties and field links.
  - ObjectPAL source code: Documenting ObjectPAL source code provides you with a sorted list of the methods used in a file, or with a record of the code that is attached to each object in a file.
  - Files and directories: Documenting files and directories provides you with a list of files sorted by name, type, or size.

Choosing a directory

The Documentation Expert needs to know what directory you want to document and whether to include subdirectories and Table Family files in the documentation. Table Family files hold information used by the table (e.g., indexes and text for extended memo fields).

In this step

- Choose a directory from the Alias/Path list box, or click Browse to search for the directory that you want. Enable the appropriate check boxes to include the directory's sub-directories and Table Family files.

Choosing files to document

The Expert needs to know what files you want to document.

In this step

- Choose a file from the Available Files list. Click the Single Right Arrow button to add the file to the Selected Files list. To remove a file, click the Single Left Arrow button. To add or remove all of the files from a list, click the Double Right or Left Arrow button.

  The File Type list box displays the type of files that are available to you. Use the Alias/Path list box to search for files in a new directory.

Specifying the level of detail

You can instruct the Documentation Expert to search for simple objects and properties, or to return an extensive list of the file's components. The Expert’s primary and extended settings correspond with the ObjectPAL Beginner and Advanced developer levels. Objects and properties that require and advanced knowledge of Paradox and ObjectPAL are displayed in the extended list. Objects and properties that require less expertise to develop or manipulate are displayed in the Primary list.

In this step

- Choose a detail level.

  Enable the appropriate button in the Objects Included and Properties Included sections of the Expert.
- Exclude unnamed objects.

  Enable the Include Named Objects check box to list only those objects that you have named.
- Include only writable properties.

  Enable the Exclude Read-only Properties check box to list only the properties that you can modify.

Choosing a documentation report

The Documentation Expert will list the report types that are available to you according to your previous selections.

In this step

- Choose a report type.

  Enable the appropriate check box to tell the Expert what type of information to include in your report.
- Specify a destination.

  Enable the Screen button view the document on your screen. Enable the Printer button to send it directly to the printer when you exit the Expert.
- Specify a number of copies.

  Type the number of copies that you want to print in the Copies box.
- Personalize your report header and footer.

  Type the text that you want to appear in the documentation report's header and footer in the Report Header and Report Footer boxes.

Search and Replace Expert

The Saerch and Replace Expert allows you to change the underlying source code of several Corel Paradox files simultaneously. You can avoid having to open each file, enter Design mode, and edit each set of code individually.

This Expert should only be used by ObjectPAL programmers. Changing the source code in a file can drastically change the functionality of your Corel Paradox form or report.

In this step

- Type the code you want to find in the Search For box, and the new code in the Replace With box.
- Enable the appropriate button to specify whether you want the search to be case-sensitive, and click next.

Choosing the files

The Expert needs to know where to search for the specified code.

In this step

- Choose a File from the Available Files list. Click the Single Right Arrow button to add the file to the Selected Files list. If you want to include all of the files, click the Double Right Arrow button. To remove a field, select it and click the Single Left Arrow button.

  The File Type list box displays the type of files available to you. Use the Alias/Path list box to look for files in a different directory.

Application Event Expert

The Application Event Expert helps you add events to the application you have created using the Application Framework.

In this step

- Choose the event you want to add from the list.

Selecting event execution and timing

Now you can tell the Expert whether you want the Application Framework to execute the event for all objects on the form or for the form itself. In most cases, the event you selected in the last step logically applies to one or the other. The Application Framework contains built-in functionality. You must specify if you want the Application Framework to execute the event before or after the Application Framework executes its built-in events.

In this step

- Enable the appropriate button for the kind of execution the event should have, that is, to which objects you want the event to apply.
- Enable the appropriate button to specify when you want the Application Framework to execute the event.

Specifying the level at which you want the event to apply

The Application Event Expert allows you to specify the forms to which you want the specified event to apply. You can apply the event to all forms in all applications you create with the Application Framework, to all forms in the current application, or to the form you are currently creating.

In this step

- Enable the appropriate button to specify to which forms you want the specified event to apply. If you enable the Only The Specified Form button, choose the form from the list box below.