

Calculated Field

A Field which contains data computed from the values contained in other Fields.

Database

A unified collection of related information whose structure is defined by a specific set of Fields.

Export

The process of converting Wyndfields data to a different File format for use by other programs.

Field

A unit of information in a Database having a specific type of format.

File

A collection of information in any format stored on a computer disk.

Filter

A set of Conditions used to select a subset of Records in a Database.

Form

A screen layout used to display the information from one Record at a time in a Wyndow.

Formula

An expression made up of Fields, Functions, Operators, and Constant Values which produces a single value in a Calculated Field or Search Condition.

Function

A code inserted into a Formula which calculates a value based on a set of Parameters included with the Function.

Import

The process of converting data from a non-Wyndfields File into Records in a Wyndfields Database.

Index

A list of the Records in a Database kept in a designated order based on specified Key Fields.

Key Field

A Field specified in an Index whose values are used to order the Records in a Database.

Label

A Design used to Print information from a Database one Record at a time, often used for producing mailing labels.

Link

A defined relationship between two Databases which share common information in a specified Field.

Marker

A number which can be assigned to a specific Record in order to find that Record quickly.

Master Database

The currently active Database when working with Linked Databases, which controls the current location in the other Linked (Slave) Database.

Mode

The active state of Wyndfields, which determines the way in which data is displayed on the screen and the Menu commands which are currently available.

Operator

A symbol used in a Formula or in Conditions which indicates how two values are to be related.

Parameter

A value placed in parentheses after a Function name, supplying the Function with the information needed for its calculation.

Record

A single set of the Fields of a Database which contains information on an individual person or item.

Reindex

The process of rebuilding existing Index Files which may have become altered or damaged.

Report

A Design used to Print information from a Database in tabular form, showing data from individual Records and/or summarized information.

Search

The process of finding Records which match specified Conditions, or of finding a Record at a specific location in an Index.

Slave Database

A Linked Database which is not currently active, controlled by the other Linked (Master) Database.

Summary

An encapsulation of the values of the Fields in a Database covering either the entire Database or calculated from a group of Records which meet specified Conditions.

Summary Field

A Field in a Report which is calculated based on all the values in a designated Field, either from the entire Database or from a specified group of Records.

Table

A screen layout in which a Database is displayed in columns (each representing one Field) and rows (each representing one Record).

Help Index

[Accelerator Keys](#)

[Error Messages](#)

[Functions List](#)

[Glossary](#)

[How to...](#)

[Overview](#)

[Advanced Wyndfields](#)

[Printing](#)

[Using Wyndfields](#)

[Reference](#)

[Dialog Boxes](#)

[Errors, Extensions & Extremes](#)

[Fields, Formulas & Functions](#)

[Interface](#)

[Menu Commands](#)

Functions List

Abs
Add
Adddays
Addmonths
Addyears
Ascii
Atan
Chain
Char
Cos
Day
Dayname
Div
Frac
Hours
Int
Join
Lcase
Length
Minutes
Month
Monthname
Mult
Now
Pi
Powered
Proper
Rand
Round
Seconds
Sin
Sqr
Sqrt
String
Substr
Subt
Today
Ucase
Value
Where
Year

Glossary

Calculated Field
Database
Export
Filter
Form
Formula
Function
Import
Index
Key Field
Label
Link
Marker
Master Database
Mode
Operator
Parameter
Record
Reindex
Report
Search
Slave Database
Summary
Summary Field
Table

How to...

[Add a Record](#)
[Change the Current Index](#)
[Close Databases](#)
[Copy a File](#)
[Copy Data between Databases](#)
[Create a New Database](#)
[Delete a File](#)
[Delete a Record](#)
[Delete Multiple Records](#)
[Design a Form](#)
[Design a Table](#)
[Design an Index](#)
[Design Labels](#)
[Design Reports](#)
[Edit Data](#)
[Exit Wyndfields](#)
[Export Data out of Wyndfields](#)
[Find Data Quickly](#)
[Find Specific Data](#)
[Get Help](#)
[Import Data into Wyndfields](#)
[Link Databases](#)
[Modify a Database Design](#)
[Open a Database](#)
[Open Several Databases](#)
[Print Form Letters](#)
[Print Labels](#)
[Print Reports](#)
[Recover Damaged Data](#)
[Rename a File](#)
[Reindex a Database](#)
[Search for Data](#)
[Setup a Printer](#)
[Setup Program Options](#)
[Summarize Data](#)
[Update Multiple Records](#)
[Use a Mouse](#)
[Use Formulas](#)
[Use Functions](#)
[Use Markers](#)
[Use the Keyboard](#)
[Use the Menus](#)
[Use Wyndows](#)
[View a Form](#)
[View a Table](#)

Overview

The Overview Help topics follow a logical progression, each building on what was covered in the previous topic. By browsing them from start to finish, it is possible to learn to use the program, beginning with its most basic features.

Using Wyndfields

[Introducing Wyndfields](#)

[Viewing Data](#)

[Editing Data](#)

[Database Design](#)

[Indexing](#)

[Finding Data Quickly](#)

[Finding Specific Data](#)

Printing

[Printing Basics](#)

[Summarizing Data](#)

[Labels](#)

[Reports](#)

Advanced Wyndfields

[Customizing Wyndfields](#)

[Advanced Editing](#)

[Working with Files](#)

[Linking Databases](#)

Using Wyndfields

These topics cover the basic concepts and procedures involved in maintaining a Database in Wyndfields: Using the program, getting Help, creating Databases and Indexes, adding and changing data, and finding specific data.

Introducing Wyndfields

- [Database Concepts](#)
- [Working with Wyndows](#)
- [Using the Menus](#)
- [Getting Help](#)
- [Exiting Wyndfields](#)

Viewing Data

- [Opening a Database](#)
- [Viewing a Table](#)
- [Viewing a Form](#)
- [Opening Several Databases](#)
- [Closing Databases](#)

Editing Data

- [Edit Mode](#)
- [Adding Records](#)
- [Deleting Records](#)
- [Ending Edit Mode](#)

Database Design

- [Creating a New Database](#)
- [Entering Field Attributes](#)
- [Inserting, Deleting & Moving Fields](#)
- [Modifying a Database Design](#)

Indexing

- [Designing an Index](#)
- [Changing the Current Index](#)
- [Reindexing a Database](#)

Finding Data Quickly

- [Ways to Locate Data](#)
- [Performing a Quick Search](#)
- [Using Markers](#)

Finding Specific Data

- [Performing a Conditional Search](#)
- [Building Conditions](#)
- [Finding Next & Previous Records](#)
- [Using a Filter](#)

Introducing Wyndfields

Wyndfields is a general purpose Database program, useful for keeping track of any type of structured information. Wyndfields runs in the Microsoft Windows environment. The following topics give basic information on how to run Wyndfields for Windows. For further information on using Windows, consult the Microsoft Windows documentation.

Database Concepts

Working with Wyndows

Using Menus & Dialog Boxes

Getting Help

Exiting Wyndfields

Database Concepts

A Database is a unified collection of related information, made up of any number of Records, each of which consists of a set group of Fields. In Wyndfields, each Database is contained in a set of Files on a computer disk. When a Database is opened, its data is displayed in a new Wyndow within the main Wyndfields Wyndow.

Each Field in a Database defines a specific type of data (such as a date or city name) which is included in each Record. Each Field must be of a specific Type (Character, Numeric, Date, Time, or Extended), which determines what sort of information can be entered into that Field.

Each Record contains the data for each Field as it relates to an individual person or item (such as one person on an address list).

When a Database Wyndow is first opened, its information is displayed in a Table. The columns of the Table represent each Field which is defined for that Database, and each row shows the data contained in one Record.

Database information may also be displayed using a Form. The Form shows one Record at a time, with its Fields organized on the screen in a specified way.

An Index is a list of the Records in a Database kept in a designated order based on specified Key Fields. When an Index is in use, the Records of the Database appear in the order indicated by the Index. Several Indexes may be Designed for a Database, each of which will be automatically maintained by Wyndfields.

Working with Wyndows

When a Database is opened, its data is displayed in a new Wyndow within the main Wyndfields Wyndow. Each Wyndow has several parts:

Control-Menu Box - A Box in the upper left-hand corner of the Wyndow, containing a dash. When you click the Left Mouse Button on this Box (or press <Ctrl-Dash>), options for moving, resizing, and closing the Wyndow are displayed. You may also close the Wyndow by double-clicking the Left Mouse Button on this Box.

Title Bar - The bar across the top of the Wyndow, showing the name of the Database displayed in the Wyndow.

Maximize Button - A Button in the upper right-hand corner of the Wyndow, containing a triangle pointing up. When you click on this Button the Database Wyndow is enlarged to fill the entire Wyndfields Workspace. When a Wyndow is maximized, this Button changes to contain triangles pointing both up and down. You may then click on this Button to restore the Wyndow to its normal size.

Minimize Button - A Button in the upper right-hand corner of the Wyndow, next to the Maximize Button, containing a triangle pointing down. When you click on this Button the Wyndow is reduced to an Icon in the Wyndfields Workspace. To restore an Iconized Wyndow to normal size, double-click on the Icon.

Scroll Bars - Bars across the bottom and right borders of the Wyndow. If a Horizontal Scroll Bar appears at the bottom of the Wyndow, a Mouse may be used to scroll the Wyndow's contents left or right. A Vertical Scroll Bar at the right edge of the Wyndow permits you to scroll the Wyndow's contents up or down.

Border - A narrow band completely surrounding the Wyndow. By clicking on the Border and holding the Mouse Button down, you may resize a Wyndow within the main Wyndfields Wyndow.

Workspace - The main area of the Wyndow in which Database information is displayed.

The main Wyndfields Wyndow also consists of these same parts (but with no Scroll Bars), plus the following additions:

Control-Menu Box - The Wyndfields Control-Menu may be accessed by typing <Ctrl-Spacebar>. This Menu also includes a command for switching between applications. You may double-click on the Wyndfields Control-Menu Box to close the main Wyndow, ending the program.

Menu Bar - A bar directly beneath the main Title Bar, containing the available Menu commands. The options listed may vary depending on the current Mode of the program.

Status Bar - A bar across the bottom of the main Wyndfields Wyndow, displaying information about the active Database or about highlighted Menu commands.

Using Menus & Dialog Boxes

To select a Menu command:

Mouse: Point to the desired Menu item and click the Left Mouse Button.

Keyboard:

1 Press <F10> to activate the Menus.

2 Use the Direction Keys to highlight the desired Menu item.

3 Press <Return>.

or

Hold down the <Alt> key and type the underlined letter of the desired Menu item.

or

Press the Accelerator Key listed after a Menu item.

To cancel a displayed Menu:

Mouse: Click away from the Menu.

Keyboard: Press <Escape>.

Many Menu commands lead to a Dialog Box in which information may be entered. To move between options in a Dialog Box:

Mouse: Point to the desired option and click the Left Mouse Button.

Keyboard: Press <Tab> or <Shift-Tab> or hold down the <Alt> key and type the underlined letter of the desired option or group of options. Use the Direction Keys to move within a group.

To select a command Button in a Dialog Box:

Mouse: Point to the desired Button and click the Left Mouse Button.

Keyboard:

1 Press <Tab> or <Shift-Tab> or hold down the <Alt> key and type the underlined letter of the desired Button.

2 Press <Return>.

To complete a Dialog Box, saving and acting on the entered values:

Mouse: Click on the OK Button.

Keyboard: Press <Return>.

To exit from a Dialog Box without saving its values:

Mouse: Click on the Cancel Button.

Keyboard: Press <Escape>.

For further information, consult the Microsoft Windows documentation.

Getting Help

To access on-line Help in Wyndfields:

Select a command from the Help Menu.

or

Select the Help Button in a Dialog Box.

or

Press <F1>.

If you press <F1> when a Menu command is highlighted, Help on the highlighted command will be displayed.

The Help topics in Wyndfields are divided into two basic categories:

Overview - Instructional topics arranged in a logical progression, each building on what was covered in the previous topic. By browsing them from start to finish, it is possible to learn to use the program, beginning with its most basic features.

Reference - Topics arranged by Menu commands and Dialog Boxes.

The main Help Index gives access to all these topics, with additional alphabetical lists of selected topics.

To exit Help:

Close the Help Wyndow by double-clicking on its Control-Menu Box.

For further information, consult the Using Help screens.

Exiting Wyndfields

To exit Wyndfields:

Select the File ~ Exit Wyndfields command.

or

Select the **Close** command from the Control-Menu Box.

or

Double-click on the Wyndfields Control-Menu Box.

or

Press <Alt-F4>.

Unless the Keep File Status When Exiting option in the Wyndfields Setup Dialog Box has been disabled, any Database Files open when you exit the program will be re-opened the next time Wyndfields is run.

Viewing Data

The most basic activity which can be performed in Wyndfields is Viewing the Records in a Database. The following topics discuss how to open a Database and View its data.

Opening a Database

Viewing a Table

Viewing a Form

Opening Several Databases

Closing Databases

Opening a Database

To open an existing Database for use:

Select the File ~ Open Database command.

This command displays the Open File Dialog Box. Select a File from the current directory or any other directory on any disk. All Database Files have a DSN extension (short for Design), and only these Files are able to be opened. The easiest way to select a File is to double-click on the Filename listed in the Files Box.

If the selected Database is Linked to other Databases, all other Linked Databases will also be opened at the same time as the selected Database.

When a Database is opened, a Table of its Records is displayed in a new Wyndow which fills the main Wyndfields Workspace, and Wyndfields is set to the View Mode.

Viewing a Table

The Table is one of two displays in Wyndfields for Viewing the Records of a Database. The Table displays a list of the Records, one Record on each row, with each Field represented as a different column. The Record which is currently selected is highlighted in reverse video.

The Vertical Scroll Bar at the right edge of the Wyndow allows you to scroll from Record to Record. If the Record listed at the top of the Wyndow is the first Record in the Database, the Thumb of the Scroll Bar is positioned at the top of the Bar. If the bottom Record in the Wyndow is the last Record in the Database, the Thumb is positioned at the bottom of the Bar. Otherwise the Thumb is positioned in the middle of the Bar.

If the columns of the Table are too wide to fit completely in the Wyndow, a Horizontal Scroll Bar appears at the bottom of the Wyndow, allowing you to scroll the Table from left to right.

To scroll the Table:

Vertical Scroll Bar:

- Click the Up or Down Arrow to scroll up or down one Record.
- Click on the Bar above or below the Thumb to scroll up or down one page of Records.
- (Hold the Mouse Button down in any of these positions to continuously scroll the display.)
- Drag the Thumb to the top or bottom of the bar to move to the first or last Record of the Database.

Horizontal Scroll Bar:

- Click the Left or Right Arrow to scroll left or right one character.
- Click on the Bar to the left or right of the Thumb to scroll left or right one page.
- (Hold the Mouse Button down in any of these positions to continuously scroll the display.)
- Drag the Thumb to any location on the Bar to display the section of the Table at that relative position.

Mouse: Click on any Record to highlight that Record.

Keyboard: Use the Direction Keys to scroll the Table:

- | | |
|-----------------------|----------------------------------|
| Up/Down Arrow | Up/down one Record |
| PgUp/PgDn | Up/down one page |
| Ctrl-Up/Down | To top/bottom of Wyndow |
| Ctrl-PgUp/PgDn | To first/last Record of Database |

- | | |
|-------------------------|--|
| Left/Right Arrow | Left/right one character |
| Ctrl-Left/Right | Left/right one page |
| Home/End | To leftmost/rightmost column of Table |
| Ctrl-Home/End | To top left/bottom right corner of Table |

For further information on Scroll Bars, consult the Microsoft Windows documentation.

Viewing a Form

The Form is one of two displays in Wyndfields for Viewing the Records of a Database. The Form displays one Record at a time in the Database Wyndow.

To switch from the Table to the Form:

Select the Mode ~ Form command.

or

Press <F4>.

or

Double-click on the highlighted Record.

To switch from the Form to the Table:

Select the Mode ~ Table command.

or

Press <F4>.

or

Double-click anywhere in the Database Wyndow.

If the Form does not fit completely in the Wyndow, a Horizontal and/or Vertical Scroll Bar appears in the Wyndow, allowing you to scroll the Form.

To scroll the Form:

Scroll Bars:

Click the Up or Down Arrow to scroll up or down one line.

Click the Left or Right Arrow to scroll left or right one character.

Click on the Bar above, below, to the left or right of the Thumb to scroll up, down, left or right one page.

(Hold the Mouse Button down in any of these positions to continuously scroll the display.)

Drag the Thumb to any location on the Bar to display the section of the Form at that relative position.

Keyboard: Use the Direction Keys to scroll the Form:

Up/Down Arrow Up/down one line

PgUp/PgDn Up/down one page

Ctrl-PgUp/PgDn To top/bottom of Form

Left/Right Arrow Left/right one character

Ctrl-Left/Right Left/right one page

Home/End To left/right edge of Form

For further information on Scroll Bars, consult the Microsoft Windows documentation.

When the Form is displayed, four Buttons appear on the Wyndfields Status Bar. These Buttons may be used to move from Record to Record in the Form.

To change the current Record in the Form:

Mouse: Click on the following Buttons:

First	To first Record in Database
Previous	To previous Record
Next	To next Record
Last	To last Record in Database

Keyboard: Use the Direction Keys:

Ctrl-Up/Down	To previous/next Record
Ctrl-Home/End	To first/last Record in Database

Opening Several Databases

Up to twenty different Databases may be open in Wyndfields at one time, each in its own Wyndow. To open several Databases:

Select the File ~ Open Database command for each Database to be opened.

If you select a Database in the Open File Dialog Box which is already open, a new Wyndow is **not** created. Instead, the Wyndow for this Database is made active.

When a Database is first opened, its Wyndow fills the main Wyndfields Workspace. To display all open Wyndows at once:

Select the Wyndows ~ Cascade command (or press <Shift-F4>) to display the Wyndows in an overlapping pattern.

Select the Wyndows ~ Tile command (or press <Shift-F5>) to display each Wyndow separately.

To change the active Database Wyndow:

Select the name of the desired Database from the Wyndows Menu.

or

Click the Left Mouse Button in the desired Wyndow.

or

Select the **Next** command from the active Wyndow's Control-Menu Box.

or

Press <F6>.

Closing Databases

To close the active Database:

Select the File ~ Close Database command.

or

Select the **Close** command from the active Wyndow's Control-Menu Box.

or

Double-click on the active Wyndow's Control-Menu Box.

or

Press <Ctrl-F6>.

If the active Database is Linked to other Databases, all other Linked Databases will also be closed at the same time as the active Database.

To close all open Databases:

Select the Wyndows ~ Close All command.

Editing Data

The following topics introduce the basic methods for making changes to the data in a Database.

Edit Mode

Adding Records

Deleting Records

Ending Edit Mode

Edit Mode

In order to make any changes to the data in a Database, you must switch from View Mode to Edit Mode. To switch to Edit Mode:

Select the Mode ~ Edit command.

or

Press <F3>.

Once in Edit Mode, the Edit Menu commands are enabled and an Edit Box appears for the current Field in the current Record. If the Database contains no Records when you enter Edit Mode, a new blank Record is added.

The Mouse and Keyboard are used in the same way in Edit Mode as in View Mode with the following additions and exceptions:

Mouse:

Click on the desired Field to move the Edit Box to that Field.

Click within the Edit Box to move the Insertion Point to the desired location.

Keyboard: Use the following keys:

Tab/Return	Save Field and move to next
Shift-Tab	Save Field and move to previous
Escape	Restore Field to its original state
Backspace	Delete character before Insertion Point
Delete	Delete character at Insertion Point
Left/Right Arrow	Move one character left/right in Edit Box
Ctrl-Left/Right	Move one word left/right in Edit Box
Home/End	Move to beginning/end of Edit Box

Adding Records

To add a new Record to a Database in Edit Mode:

Select the Edit ~ Insert Record command.

or

Press <F5>.

A new blank Record is added to the Database and the Edit Box moves to the first Field in the new Record.

Deleting Records

To delete the current Record in Edit Mode:

Select the Edit ~ Delete Record command.

or

Press <F6>.

After selecting this command, you must confirm the deletion by selecting the Yes Button in the Message Box which appears.

Once a Record is deleted, it is permanently removed from the Database File and cannot be restored.

Ending Edit Mode

To end Edit Mode and return to View Mode, saving changes made to the current Record:

Select the Mode ~ View command.

or

Select the Edit ~ Save command.

or

Press <F2>.

To end Edit Mode without saving changes made to the current Record:

Select the Edit ~ Abort command.

or

Press <Alt-F2>.

Wyndfields saves data one Record at a time. Whenever a different Record becomes the current Record, any changes made to the previous Record are automatically saved to the disk. Aborting Edit Mode therefore cancels changes made **only** to the current Record.

Wyndfields will **not** save a blank Record. If the current Record is blank when Edit Mode is ended, the Record will be deleted automatically.

Database Design

Each Database that you work with in Wyndfields has a certain set structure. To create a new Database, or to change the Design of an existing Database, you must define the Fields which make up this structure. The following topics outline the procedures required to Design a Database.

Creating a New Database

Entering Field Attributes

Inserting, Deleting & Moving Fields

Modifying a Database Design

Creating a New Database

To create a new Database:

Select the File ~ Open Database command.

This command displays the Open File Dialog Box. Instead of selecting an existing File to open, type in a new name for the new Database.

After selecting the OK Button (or pressing <Return>), the Database Design Dialog Box appears. Here you will enter the information required for each Field in the Database, as discussed in the next topic: Entering Field Attributes.

The **Database Design Dialog Box** is one of several "point and build" Dialog Boxes in Wyndfields. The Field # List Box on the left side of the Dialog Box is used to select which Field you wish to add or modify, while the Edit Boxes and List Boxes at the bottom are used to build the Field Attributes for each Field. As you add Fields, the Attributes for each will be displayed next to the Field # List Box on the same line as the corresponding Field Number.

For each Field you wish to add to the Database:

Click on the number in the Field # List Box of the first unused Field.

In the Field Name Edit Box, enter a unique name for the Field.

Click on the desired Field Type in the Type List Box.

Click on the desired Field Format in the Format List Box.

If the Field Type is Numeric and the Field Format is **not** General, enter the desired number of decimal places in the Decimals Edit Box.

Enter the desired Field Width in the Width Edit Box.

Use the following guidelines when creating a Database:

Make each Field the smallest unit of information you will use. For instance, create separate Fields for First Name and Last Name rather than creating one Name Field.

Keep each Field as narrow as possible. Don't make a Field 50 characters wide if the longest entry you will make in the Field will be 10 characters. (It is also better to make a narrow Field wider in the future than to make a wider Field narrower, since you may unknowingly lose data in the process of narrowing a Field.)

Use Numeric Fields only for values which actually express a numeric value which may be used in a calculations. For instance, even though United States Zip Codes contain only numbers, they are **not** numeric values and work better as Character Fields.

Don't worry too much about "getting it right" the first time. It is not difficult to make changes to the Design of a Database if you need to.

Entering Field Attributes

When creating or modifying a Database Design using the Database Design Dialog Box, you must enter Attributes for each Field. The Field # List Box on the left side of the Dialog Box is used to select which Field you wish to add or modify, while the Edit Boxes and List Boxes at the bottom are used to build the Field Attributes.

The following Attributes must be entered for each Field:

Field Name: Each Field must have a unique Field Name which may be up to ten characters long. You may use any characters in a Field Name (including spaces), except for curly braces, { and }, and the tilde: ~. Capitalization is ignored, so "City" and "CITY" would be considered the same Field Name.

Field Type: Wyndfields recognizes five different Field Types, each of which has its own limitations of what type of information may be entered into the Field, and how wide the Field may be:

Character	Any characters (letters, numbers, or symbols) are allowed. The Width may be from 1 to 76.
Numeric	Only numbers are allowed. Depending on the Field's Format, a Numeric Field may have a Width of 1 to 26.
Date	Valid dates from January 1, 0 A.D. to December 31, 9999 A.D. are allowed. The Width is always 10.
Time	A Time Field must contain a valid time expression, divided into days, hours, minutes, and/or seconds. The Width may be from 4 to 14, depending on the Format. Time Fields may be used to express either a specific time of day, or a duration of time.
Extended	This is a special text Field containing up to 1260 characters, but with a Width of 4.

Field Format: Field Formats define how the data in each Field will be saved and displayed on the Screen. Each Field Type has its own set of Formats available:

Character	The Format may be either General or Capitalized. The Capitalized Format converts all letters to upper case.
Numeric	Numeric Formats define how many decimal places will be included in the number and whether commas, dollar signs, or pound signs will be inserted.
Date	Dates are always entered using the same Format, as set in the <u>Wyndfields Setup Dialog Box</u> , but are displayed using one of the six Date Formats.
Time	Time Formats determine whether days, hours, minutes, or seconds will be included in the Field.
Extended	All Extended Fields have the same Format.

Decimals: Numeric Fields which are **not** in the General Format require you to enter the number of decimal places which will be included in the Field.

Field Width: The **Database Design Dialog Box** displays (in the bottom right-hand corner of the Box) the range of valid Widths available for the current Field, depending on the Type, Format, and Decimals already specified.

Inserting, Deleting & Moving Fields

The order of the Fields in a Database Design does not affect the data in those Fields, but it is usually convenient to place them in a logical order. It is possible to modify the order of the Fields in the Database Design Dialog Box.

To insert a new Field between two existing Fields:

- 1** In the Field # List Box, click on the number of the Field **before** which you wish to insert the new Field.
- 2** Select the Insert Button.
- 3** Enter the Attributes for the new Field.

To delete an existing Field:

- 1** In the Field # List Box, click on the number of the Field you wish to delete.
- 2** Select the Delete Button.

To move an existing Field to a new location:

- 1** In the Field # List Box, click on the number of the Field **before** which you wish to move the Field.
- 2** Select the Insert Button.
- 3** In the Field Name Edit Box, enter the name of the existing Field you wish to move to this new location.
- 4** Press the <Tab> key to exit the Field Name Edit Box. Wyndfields will move the Field to this new location. Any existing data in the Field will be saved in the new location when you select the OK Button to complete the Dialog Box.

Modifying a Database Design

To modify the Design of an existing Database:

Select the Mode ~ Design ~ Database command.

The Database Design Dialog Box appears, displaying the current Design of the Database. Make the desired changes to the Design, then select the OK Button to save the changes. If significant changes have been made to the Design:

- 1** - A warning will be displayed asking if you are sure you wish to continue. Select the Yes Button to continue.
- 2** - Wyndfields will ask if you wish to keep the previous Table and Form Design. If you have spent time modifying the default Table or Form you may wish to select the Yes Button, then manually make whatever changes are needed to the Table and Form yourself. If you would rather have Wyndfields reset the Table and Form to their default Designs (as determined by the new Database Design), then select the No Button.
- 3** - The redesigning process will begin. If you select the Cancel Button during this process, the Database will be restored to its previous state with **no** modifications saved.
- 4** - The Database will be Reindexed. This is essential if changes have been made to any Key Fields of the existing Indexes.

When saving a modified Design, Wyndfields will do its best to maintain the integrity of your data and to convert data to any altered Field Types and Field Formats. If you have valuable data which you are worried about losing, you may wish to make a copy of the original Database **before** you enter Database Design, just in case your data is altered in a way in which you do not expect. See Renaming, Deleting & Copy Files for instructions on doing this. (Be sure to indicate that **all** data should be copied.)

If you accidentally delete a wanted Field from an existing Database, do **not** simply re-enter that Field in the Dialog Box or you will lose any existing data in the Field when you save the Design. Instead, cancel the Dialog Box, then reselect the **Mode ~ Design ~ Database** command.

Indexing

Wyndfields utilizes Indexes to display the Records in a Database in a logical order. The following topics discuss how to create and modify Indexes, how to select an Index for use, and how to rebuild damaged Indexes.

Designing an Index

Changing the Current Index

Reindexing a Database

Designing an Index

As you add Records to a Database, they are appended to the end of the Database File. To allow you to see your data in a more logical order, Wyndfields utilizes Index Files. An Index is a list of the Records in the Database kept in a specific order based on selected Key Fields. When an Index is in use, the Records of the Database appear in the order indicated by the Index.

Each Wyndfields Database may have up to ten different Indexes associated with it. Each Index is maintained automatically as you add, modify, or delete data in the Database. Each Index may have up to ten Key Fields, each of which may be designated to be in Ascending (0 to 9, A to Z) or Descending (9 to 0, Z to A) order.

To create or modify an Index for the active Database:

Select the Mode ~ Design ~ Index command.

This command displays the Select Index Dialog Box. To modify an existing Index, double-click on the desired Index. To create a new Index, select the New Button and type in a new name for the Index.

After selecting the desired Index, the Index Design Dialog Box appears. This is one of several "point and build" Dialog Boxes in Wyndfields. The Key Fields List Box on the left side of the Dialog Box is used to select which Key in the Index you wish to add or modify, while the List Boxes at the bottom are used to build the Index specifications for each Key. As you add Key Fields, the specifications for each will be displayed next to the Key Fields List Box on the same line as the corresponding Key Number.

By default, a new Index will have one Key Field, the first Field in the Database, which will be set to Ascending Order.

For each Key Field you wish to include in the Index:

Click on the number in the Key Fields List Box of the Key you wish to add or modify.

Click on the desired Field Name in the Field List Box.

Click on the desired sorting order in the Order List Box.

To insert a new Key Field between two existing Keys:

- 1 In the Key Fields List Box, click on the number of the Key **before** which you wish to insert the new Key.
- 2 Select the Insert Button.
- 3 Enter the specifications for the new Key Field.

To delete an existing Key Field:

- 1 In the Key Fields List Box, click on the number of the Key you wish to delete.
- 2 Select the Delete Button.

To clear all Key Fields: Select the Clear Button.

When finished entering all Key Fields, select the OK Button to complete the Dialog. Wyndfields will build the new Index (or rebuild an existing Index) based on the new Key Fields. If no Key Fields have been designated, the order of the Index will be determined by the actual order of Records in the Database data File. Otherwise, the Index will be ordered by the first Key Field. If there are duplicates in the first Key Field, those Records

will be ordered by the second Key Field, and so on.

Index Files in Wyndfields are **not** case-sensitive, so capitalization of the data in a Database will **not** affect the order of Records in an Index.

Changing the Current Index

When a Database is first opened, its first Index is made active. The name of this current Index is displayed on the Status Bar at the bottom of the main Wyndfields Wyndow.

To change the current Index:

Select the File ~ Select Index command.

This command displays the Select Index Dialog Box. Double-click on the Index you wish to use.

The Records of the active Database appear in the order designated by the selected Index, and the name of the Index is displayed on the Status Bar.

Reindexing a Database

In some situations (particularly if your computer loses power while you are running Wyndfields), Index Files may become corrupted. If a Database appears to have no Records, or fewer Records than you remember, it may be necessary to Reindex the Database. The process of Reindexing rebuilds each of the Indexes of the Database, Record by Record.

To Reindex the active Database:

Select the File ~ Reindex command.

When this command is selected, a Message Box appears, asking if you wish to Reindex the Database. Select the Yes Button to begin the Reindexing process.

If you select the Cancel Button during this process, the Index Files will not be properly rebuilt, and your Database will not display the correct Records until you reselect the **File ~ Reindex** command.

Finding Data Quickly

Wyndfields provides a number of methods to Search a Database for information. The following topics discuss these methods and give instructions on how to use some of the faster of these methods.

Ways to Locate Data

Performing a Quick Search

Using Markers

Ways to Locate Data

The Locate Menu in Wyndfields provides several commands for finding information in a Database. These commands fall into four groups:

Searching by Index: The Quick Search command utilizes the current Index to find a Record almost instantaneously. Quick Searches are discussed in the next topic: Performing a Quick Search.

Searching by Conditions: The Conditional Search command allows you to enter Conditions to find the first Record in the Database which meets specific requirements. Once this first Record is found you can find more Records which meet the same requirements using the Next and Previous commands.

Viewing by Conditions: The Set Filter command permits you to View a subset of the Records in a Database based on specified Conditions. After using this command, the Unset Filter command restores the display to show all the Records in the Database again.

Moving by Markers: Up to ten different Markers may be assigned to different Database Records using the Mark Record command. Once assigned, you can return instantly to one of these Marked Records using the Go to Marker command.

All of these commands are introduced in the next few topics.

Performing a Quick Search

The fastest and easiest way to find information in a Database is to perform a Quick Search. The Quick Search is fast because it checks the Key Fields of the current Index rather than looking through the entire Database itself.

To perform a Quick Search in the active Database:

Select the Locate ~ Quick Search command.

or

Press <Ctrl-Q>.

This command displays the Quick Search Dialog Box. One Edit Box for each Key Field in the current Index is displayed. Enter the desired data for each Key Field, then select the OK Button. Wyndfields will take you immediately to the first Record in the active Database which has a value equal to or greater than those entered for the Key Fields.

Quick Searches are **not** case sensitive, so it does not matter whether or not you capitalize your entries in the **Quick Search Dialog Box**.

Remember that the Index is built based primarily on the first Key Field. Only if there are duplicates in the first Key Field would you need to enter information for the second Key Field.

You do not need to completely fill a Key Field to find a match. For example, if using a list of names which are Indexed alphabetically, entering the letter "S" in the Quick Search will take you to the first name on the list which begins with the letter "S".

Using Markers

Sometimes you may be working with a specific Record in a Database, then need to View a different Record and then return again to the original Record. Wyndfields allows you to assign a numeric Marker to up to ten different Records. You may then at any time return instantaneously to a Record which has been Marked.

To Mark a Record in the active Database:

- 1** Highlight the desired Record.
- 2** Select the Locate ~ Mark Record command (or press <Ctrl-M>).
- 3** Select the Button of the Marker (numbered 0 to 9) you wish to use for this Record.

To move to a Marked Record in the active Database:

- 2** Select the Locate ~ Go to Marker command (or press <Ctrl-G>).
- 3** Select the Button of the Marker which corresponds to the desired Record. The Marked Record will be displayed and highlighted for you.

Records remain Marked as long as the active Database is in use (or until you re-assign a Marker to a different Record). If you close the Database, then re-open it, all Markers will be cleared. However, if you exit Wyndfields itself with the Database still open (and the Keep File Status When Exiting option is enabled in the Wyndfields Setup Dialog Box), all Markers will still be assigned when you re-enter Wyndfields the next time.

Finding Specific Data

The methods for finding data which were discussed in the previous topics are very fast, but they are also limited. The following topics show you how to Search a Database for Records which meet very specific Conditions.

Performing a Conditional Search

Building Conditions

Finding Next & Previous Records

Using a Filter

Performing a Conditional Search

A Conditional Search allows you to enter Conditions in order to find the first Record in a Database which meets specific requirements.

To perform a Conditional Search in the active Database:

Select the Locate ~ Conditional Search command.

or

Press <Ctrl-C>.

This command displays the Conditions Dialog Box. This same Dialog Box is used often in Wyndfields, such as to indicate which Records will be Printed in a Report. Its most common use is for performing a Conditional Search.

The **Conditions Dialog Box** is one of several "point and build" Dialog Boxes in Wyndfields. The Conditions List Box on the left side of the Dialog Box is used to select which Condition you wish to add or modify, while the Edit Boxes and List Boxes at the bottom are used to build the actual Conditions. As you add Conditions, the specifications for each will be displayed next to the Conditions List Box on the same line as the corresponding Condition Number.

For each Condition in the Search:

Click on the number in the Conditions List Box of the Condition you wish to add or modify.

If not at Condition 1, click on the desired word in the Link List Box to indicate how this Condition will relate to the previous Condition.

Click on the desired Field Name in the Field List Box of the Field for which you wish to set the Condition.

Click on the desired Operator in the Op List Box to indicate how the Field will be compared to the entered Value.

Enter a Value or a Formula in the Value Edit Box which will be compared to the contents of the selected Field.

You may select the Insert Button to insert a new Condition between two other Conditions. Select the Delete Button to delete the highlighted Condition. Select the Clear Button to erase all existing Conditions.

You may save a set of Conditions to a File by selecting the Save Button and then giving the Conditions a name. (All Conditions Files use the extension CND.) You may load a previously saved set of Conditions by selecting the Load Button and then selecting the desired Conditions File.

When finished entering the Conditions for the Search, select the OK Button. Wyndfields will Search the active Database for the first Record which matches the Conditions entered. (You may interrupt the Search at any time by pressing <Escape>.)

Building Conditions

When building Conditions in the Conditions Dialog Box:

Links - If more than one Condition is entered, you must link the Conditions using either "And" or "Or". Two Conditions linked by "And" must **both** be true in order for a Record to meet the Conditions. Only one of two Conditions linked by "Or" need to be true in order for a Record to meet the Conditions.

Conditions linked by "And" are evaluated together before Conditions linked by "Or". In the following example:

```
        Condition 1
and     Condition 2
or      Condition 3
```

Either Condition 3 must be true OR **both** Condition 1 **and** Condition 2 must be true for a Record to meet the Conditions.

To force Wyndfields to evaluate two Conditions linked by "Or" before Conditions linked by "And", place the "And" link on a separate line by itself. In the following example:

```
        Condition 1
and
        Condition 2
or      Condition 3
```

Condition 1 **must** be true, PLUS **either** Condition 2 **or** Condition 3 **must** also be true for a Record to meet the Conditions.

Operators - The following Operators may be used when setting Conditions:

```
= equals
< is less than
> is greater than
<> does not equal
<= is less than or equal to
>= is greater than or equal to
.. contains (the Value entered is a sequence of characters which occurs in the
   Field)
!! does not contain
```

Value - The Value entered must be valid for the Field Type and Field Format of the Field selected for the Condition. Instead of entering an actual Value, however, you may insert a Field Name or a Function in the Value Edit Box.

To insert a Field Name:

Double-click on the desired Field in the Fieldname List Box

or

Highlight the desired Field in the Fieldname List Box and press <Ctrl-Return>.

Only one Field Name may be inserted, and that Field Name must constitute the entire Value, unless a Function is inserted. If a Function is inserted then a Field Name may be inserted for any of the Parameters of the Function.

To insert a Function:

Double-click on the desired Function in the Function List Box

or

Highlight the desired Function in the Function List Box and press <Ctrl-Return>.

Only one Function may be inserted, and that Function must constitute the entire

Value. Place the Parameters for the Function in parentheses immediately after the Function name in the Value Edit Box. For further information on using Functions, see the Reference topic: [Functions](#).

No mathematical Operators are allowed in the Value Edit Box. Instead, Functions have been included for each Operator. For example, to add two numbers, use the @ADD Function.

The BEATLES sample Databases supplied with Wyndfields includes Conditions Files illustrating how to build Conditions.

Finding Next & Previous Records

Once the first Record is found which matches the Conditions entered for a Conditional Search, it is easy to locate other Records which also match these Conditions.

To find the next Record which matches the Search Conditions:

Select the Locate ~ Next command.

or

Press <Ctrl-N>.

Continuing to select the **Locate ~ Next** command will allow you to find every matching Record.

To find the previous Record which matches the Search Conditions:

Select the Locate ~ Previous command.

or

Press <Ctrl-P>.

Using a Filter

It is often useful to be able not only to find Records which match specific Conditions, but also to work with just those Records as a group. To do this, Wyndfields allows you to set a Filter for a Database.

To set a Filter for the active Database:

Select the Locate ~ Set Filter command.

or

Press <Ctrl-S>.

This command displays the Conditions Dialog Box. Enter Conditions in this Dialog Box just as you would when Performing a Conditional Search, then select the OK Button to apply the Filter.

When the Filter is set, only those Records which match the Conditions are visible. As long as the Filter is set, Wyndfields will work as though only these Records are present in the Database. You will only be able to Edit Filtered Records, and only Filtered Records may be Printed.

To indicate that the Database is Filtered, the word "Filtered" appears on the Wyndfields Status Bar in place of the number of Records in the Database.

Although you may Edit Records while a Filter is set, it is recommended that you remove a Filter before entering Edit Mode, since the Filter will significantly slow down the Editing process.

To remove a Filter from the active Database:

Select the Locate ~ Unset Filter command.

or

Press <Ctrl-U>.

Printing

These topics show you how to Print quick summaries of your Databases, as well as how to Design and Print detailed Reports and Labels in Wyndfields.

Printing Basics

Printer Setup

Printing a Design or Form

Printing a Table

Summarizing Data

Summary Mode

Summary Conditions

Printing a Summary

Labels

Designing Labels

Label Field Attributes

Label Options

Printing Labels & Form Letters

Reports

Designing Reports

Report Field Attributes

Report Options

Printing Reports

Printing Basics

Wyndfields offers a variety of ways of Printing out the information in a Database, ranging from simple lists and summaries of the Records to detailed Reports which you can Design to look exactly the way you want. The following topics deal with the fundamentals of Printing in Wyndfields.

Printer Setup

Printing a Design or Form

Printing a Table

Printer Setup

Printing in Wyndfields is handled mostly by the Windows environment itself. The Printers which are available to Wyndfields are those which have been installed in the Windows Control Panel. In Wyndfields you can select which of these Printers you wish to Print to, and how you want that Printer configured.

To choose the active Printer:

Select the File ~ Printer Setup command.

This command displays the Select Printer Dialog Box. Double-click on the desired Printer to select it for use.

To access the Setup options for a Printer, highlight that Printer in the **Select Printer Dialog Box** and select the Setup Button. The Dialog Box which appears will depend on the specific Printer which was highlighted. Choose the desired options for the Printer and select the OK Button.

The Printer which is selected in Wyndfields will become the active Printer in Windows, even after you exit Wyndfields.

For further information, consult the Microsoft Windows documentation.

Printing a Design or Form

The simplest items which you can Print in Wyndfields are the Database Design and the screen Form for the current Record.

To Print the Design of the active Database:

Select the File ~ Print ~ Design command.

This command (along with all other Print commands) displays the Printing Dialog Box. This Dialog Box allows you to set the following options just before you Print:

Print Destination - You may choose to Print to:

- | | |
|----------------|---|
| Printer | The Print job will be sent to the active Windows Printer. |
| File | The Print job will be sent to a <u>File</u> formatted for Printing to the active Printer. (If you want an unformatted text File, select "Generic / Text Only" as the active Windows Printer.) |
| Screen | The Print job will be sent to the screen. You must press a key at the end of each screenful to View the whole Print job. |

of Copies - When Printing to the Printer you may specify that up to 255 copies of the Print job will be Printed.

Print Conditions - If no Filter is set, and if you are Printing Labels, a Report, or the Database Table, then you may choose here to enter Conditions using the Conditions Dialog Box for which Records will be Printed.

After setting the Print options and selecting the OK Button, the Print job is sent to the designated Destination.

When Printing the Design of a Database, each Field is listed along with its Attributes. Next, each Index is listed with each of its Key Fields. Finally, if the Database is Linked to other Databases, each of the Links is listed.

To Print the screen Form for the current Record of the active Database:

Select the File ~ Print ~ Form command.

After the Print options are set, a facsimile of the screen Form is Printed.

Printing a Table

To Print the Table of the active Database:

Select the File ~ Print ~ Table command.

After the Print options are set in the Printing Dialog Box, a facsimile of the Table is Printed.

If the Database is Filtered, then only those Records which are included in the Filter will be Printed. If instead you select to Set Print Conditions in the **Printing Dialog Box**, then the Conditions Dialog Box will appear, allowing you to enter Conditions for which Records will be included.

If the Table is too wide to fit on one page, then several widths will be Printed out, each showing successive columns of the Table, so that if you laid them side by side you could see the entire Table.

Summarizing Data

Wyndfields includes a special feature for displaying a tabular Summary of the Records in a Database. The following topics discuss how to View and Print a Summary either of an entire Database or of selected Records.

Summary Mode

Summary Conditions

Printing a Summary

Summary Mode

To View a Summary of the active Database:

Select the Mode ~ Summary command.

In the Message Box which appears, select the Yes Button (unless you have just Viewed the Summary and nothing has changed in the Database).

After the Summary is recalculated, it is displayed on the screen. The Wyndfields Menu changes and the word "Summary" appears on the Wyndfields Status Bar. You are now in Summary Mode.

For each Field in the Database, Wyndfields displays a count of all non-blank values. For Numeric, Date, and Time Fields additional Summary information is also displayed, based **only** on non-blank values. If there are more Fields in the Database than will fit in one screenful, a Vertical Scroll Bar appears on the right edge of the Wyndfields Wyndow so that you may scroll the display.

To end Summary Mode and return to View Mode:

Select the View Mode command.

or

Press <F2>.

Summary Conditions

When you first enter Summary Mode, the Summary is calculated for the entire Database, unless you have set a Filter, in which case the Summary is calculated for only those Records which meet the Conditions of the Filter.

To set new Conditions for the Summary when in Summary Mode:

Select the **Set Conditions** command.

This command displays the Conditions Dialog Box. Enter Conditions in this Dialog Box just as you would when Performing a Conditional Search, then select the OK Button to recalculate the Summary. After recalculating, a Summary of the matching Records is displayed.

If a Filter was set before entering Summary Mode, then that Filter is removed when new Conditions are entered for the Summary.

Printing a Summary

To Print a Summary of the active Database while in View Mode:

- 1** Select the File ~ Print ~ Summary command.
- 2** If you have not just Viewed the Summary, then select the Yes Button in the Message Box which appears.
- 3** Set the desired Print options in the Printing Dialog Box and select the OK Button.

To Print a Summary while in Summary Mode:

- 1** Select the **Print** command.
- 2** Set the desired Print options in the Printing Dialog Box and select the OK Button.

Labels

One of the most common uses for a Database is to Print out Mailing Labels. The following topics explain how to Design and Print Labels, plus how to use the Wyndfields Label Designer to create Form Letters, or any other kind of free-form Report.

Designing Labels

Label Field Attributes

Label Options

Printing Labels & Form Letters

Designing Labels

To create or modify a Label definition:

Select the Mode ~ Design ~ Labels command.

This command displays the Open File Dialog Box. To modify an existing Label definition, select the desired File in the Files List Box. To create a new definition, type in a new name in the Filename Edit Box. (All Label Files have an LBL extension.) Then select the OK Button to complete the Dialog.

You are now in Label Design Mode. A facsimile of the Label is outlined in the main Wyndow, the Menus are changed, and the words "Label Design" appear on the Wyndfields Status Bar.

To enter text on the Label, simply type it in at the desired position.

To place a Field on the Label, select the **Field ~ Insert** command or press <F7>. A list of available Fields will be displayed. Double-click on the desired Field. At this point the Field Attributes Dialog Box appears. Enter the desired Attributes for the Field as described in the next topic: Label Field Attributes. Then select the OK Button.

In addition to a regular Field from the active Database (or from any Linked Databases), several special Fields may be placed on a Label:

<u>Calculated Field</u>	Prints a value determined by a <u>Formula</u> .
Date	Prints the current computer date.
Time	Prints the current computer time.
Page #	Prints the page number.
New Page	Forces a page break. All other text and Fields on the same line with this Field are ignored when Printing.

To delete a Field from the Label, click on the unwanted Field so that the Insertion Point is in the Field, then select the **Field ~ Delete** command or press <F8>.

To insert a line on a Label, click on the line **before** which you wish to insert the new line, then select the **Design ~ Insert Line** command or press <F5>. This command does **not** alter the size of the Label itself. To alter the Label's size, see the topic: Label Options.

To delete a line from a Label, click on the unwanted line, then select the **Design ~ Delete Line** command or press <F6>.

To end Label Design Mode and return to View Mode, saving changes made to the Label definition:

Select the **Save** command.

or

Press <F2>.

To end Label Design Mode without saving changes made to the Label definition:

Select the **Abort** command.

or
Press <Alt-F2>.

Label Field Attributes

In Label Design Mode, it is possible to specify certain characteristics for each Field placed on the Label. Whenever you add a Field to the Label using the **Field ~ Insert** command, or when you modify a Field using the **Field ~ Attributes** command, the Field Attributes Dialog Box is displayed.

For most Fields, the following Attributes are set using this Dialog Box:

<u>Field Format</u>	A Field on a Label may be Printed using a different Format than the one assigned in the <u>Database Design Dialog Box</u> . For instance, a Character Field may normally have a General Format, but may be Printed on the Label in Capitalized Format.
Field Decimals	The number of decimal places of a Numeric Field can be set.
Field Width	The Width of a Field on a Label may be set to any value from 1 up to the Width of the entire Label (unless limited by other Fields which have been placed on the same line).
Trim Field	If the Trim Field option is checked, then all blank spaces at the end of the Field will be eliminated, and any Fields which follow on the same line will be moved over next to this Field. Text which follows a Trimmed Field will not be shifted over. If you have text which must be placed after a Trimmed Field (such as a comma after a city in an address), enter that text in a <u>Calculated Field</u> placed after the Trimmed Field.
Absolute Location	If the Print at Absolute Location option is checked, then this Field and all others which follow it on the same line will not be shifted over if there is a Trimmed Field prior to this one. (Checking this option when there is no prior Trimmed Field has no effect.)

For a Calculated Field, these additional Attributes must also be set:

<u>Field Type</u>	A Calculated Field may be of any Field Type other than Extended.
Value	Enter the actual <u>Formula</u> for the Calculated Field in the Value of Calculated Field Edit Box.

Unlike the limited Formulas used in the Conditions Dialog Box, Calculated Field Formulas may include any number of Field Names and Functions, as well as the mathematical Operators: +, -, *, /, and ^ (for addition, subtraction, multiplication, division, and exponentiation respectively).

When entering a Formula:

To insert a Field Name:

Double-click on the desired Field in the Fieldname List Box

or

Highlight the desired Field in the Fieldname List Box and press <Ctrl-Return>.

To insert a Function:

Double-click on the desired Function in the Function List Box

or

Highlight the desired Function in the Function List Box and press <Ctrl-Return>.
Place the Parameters for the Function in parentheses immediately after the Function name in the Value Edit Box. For further information on using Functions, see the Reference topic: Functions.

Label Options

When a new Label definition is created, the Label size and margins are set to the default values as designated in the Wyndfields Setup Dialog Box.

To change Label options while in Label Design Mode:

Select the **Design ~ Options** command.

This command displays the Label Options Dialog Box. In each Edit Box, enter the desired value for that option, then select the OK Button to save the new options and return to Label Design.

In the **Label Options Dialog Box**:

The following options affect Printing **across** the page:

Left Margin	The number of spaces skipped before the first Label.
Labels Across	The number of Labels which will be Printed next to each other.
Label Width	The number of characters which may be Printed on each line of one Label.
Spaces After	The number of spaces in between each Label across the page.

The following options affect Printing **down** the page:

Top Margin	The number of lines skipped before the first Label on each page.
Lines per Page	The total number of lines which will be Printed on each page (after the Top Margin), including all empty lines between Labels.
Label Height	The number of lines which may be Printed for each Label.
Lines After	The number of lines in between each Label down the page.

If the **Skip Lines with Blank Fields** option is checked, then any line in a Label which contains **only** Fields which are blank (and no text) will not be Printed. The following lines will be moved up to take the place of the blank line, and the blank line will be Printed at the bottom of the Label instead. (This feature is used primarily for Mailing Labels where there may be an empty Company Name or Address Field.)

Printing Labels & Form Letters

To Print Labels from the active Database while in View Mode:

- 1 Select the File ~ Print ~ Labels command.
- 2 Double-click on the desired Label definition File in the Open File Dialog Box.
- 3 Set the desired Print options in the Printing Dialog Box and select the OK Button.
- 4 If the Set Print Conditions option was checked, enter Conditions in the Conditions Dialog Box for which Records will be Printed, then select the OK Button.

To Print Labels while in Label Design Mode:

- 1 Select the **Print** command.
- 2 Set the desired Print options in the Printing Dialog Box and select the OK Button.
- 3 If the Set Print Conditions option was checked, enter Conditions in the Conditions Dialog Box for which Records will be Printed, then select the OK Button.

The **Print** command in Label Design Mode is particularly useful for testing your Label Design before you save it so that you are sure you "got it right". Typically you will want to Print such tests to the screen.

The Label Design capabilities of Wyndfields are flexible enough to allow you to use them for much more than just mailing labels. Any type of free-form Report may be created as a Label definition.

One other use for Label Design is to create form letters. By defining a very large Label (even several pages long), you can write your letter by simply placing text on the screen. Where you need a personalized reference, insert a Field from the Database. On the bottom line of the Label, place the **New Page** Field. (A sample Database, named MAILIST, is supplied with Wyndfields which includes both a sample mailing label definition: MAILING.LBL, and a sample form letter definition: MAMERGE.LBL.)

If you prefer to use a true Word Processor to create a form letter, you can still use the data from Wyndfields. The topic: Importing & Exporting Data describes how to generate data Files from Wyndfields which can be used for a mail merge in Microsoft Word, WordPerfect, or Wordstar.

Reports

Printing a tabular Report is the most flexible and powerful way to Print data from a Wyndfields Database. The following topics explain how to Design and Print Reports.

Designing Reports

Report Field Attributes

Report Options

Printing Reports

Designing Reports

To create or modify a Report definition:

Select the Mode ~ Design ~ Report command.

This command displays the Open File Dialog Box. To modify an existing Report definition, select the desired File in the Files List Box. To create a new definition, type in a new name in the Filename Edit Box. (All Report Files have an RPT extension.) Then select the OK Button to complete the Dialog.

You are now in Report Design Mode. A facsimile of the Report is outlined in the main Wyndow, the Menus are changed, and the words "Report Design" appear on the Wyndfields Status Bar.

To enter text on the Report, simply type it in at the desired position.

To place a Field on the Report, select the **Field ~ Insert** command or press <F7>. A list of available Fields will be displayed. Double-click on the desired Field. At this point the Field Attributes Dialog Box appears. Enter the desired Attributes for the Field as described in the next topic: Report Field Attributes. Then select the OK Button.

In addition to the Fields available when Designing Labels, several Summary Fields may be placed on a Report: Count, Minimum, Average, Maximum, and Sum.

To delete a Field from the Report, click on the unwanted Field so that the Insertion Point is in the Field, then select the **Field ~ Delete** command or press <F8>.

To insert a new line in a Report:

Click on the line **before** which you wish to insert the new line, then select the **Design ~ Insert Line** command or press <F5>. Unlike when Designing Labels, this command **does** add a new line to the size of the Report.

Each line in a Report is of a specific type, indicating when that line will be Printed:

Report Head	Prints once at the beginning of the Report.
Page Head	Prints at the top of each page of the Report.
Group Head	Prints when the Group Field changes. Up to four different Groups may be defined, as discussed in the topic: <u>Report Options</u> .
Record	Prints once for each <u>Record</u> in the active Database.
Subrecord	Prints once for each Record in the designated Database which is <u>Linked</u> to the active Database.
Group Foot	Prints just before the Group Field changes.
Page Foot	Prints at the bottom of each page of the Report.
Report Foot	Prints once at the end of the Report.

To create a Summary Report only, do not include any Record or Subrecord lines in the Report.

To delete a line from a Report, click on the unwanted line, then select the **Design ~ Delete Line** command or press <F6>.

To alter when a line will be Printed, click on the desired line, select the **Design ~ Change Line** command, then double-click on the desired line type.

To end Report Design Mode and return to View Mode, saving changes made to the Report definition:

Select the **Save** command.

or

Press <F2>.

To end Report Design Mode without saving changes made to the Report definition:

Select the **Abort** command.

or

Press <Alt-F2>.

Report Field Attributes

In Report Design Mode, it is possible to specify certain characteristics for each Field placed on the Report. Whenever you add a Field to the Report using the **Field ~ Insert** command, or when you modify a Field using the **Field ~ Attributes** command, the Field Attributes Dialog Box is displayed.

All the options available when setting Label Field Attributes are also available in Report Design, along with the following additions:

- Print when Changed** You may check the Print Only when Changed option for regular Fields placed in a Record or Subrecord line. If this option is checked, the Field will **not** be Printed each time the line is Printed, but only when the value of the Field changes, or at the beginning of a new page or Group.
- Summarize Field** If the Field is a Summary Field, then click on the Database Field which you wish to summarize. If you select a Calculated Field then enter the Formula in the Value of Calculated Field Edit Box.
- Cumulative** If the Field is a Summary Field, then check the Cumulative Summary Box if you want the Summary to keep a running total, adding the previous value of the Summary Field to the new value each time it is Printed.

Summary Fields should be placed in Group Foot or Report Foot lines in order to Print subtotals and totals for the Report.

The BEATLES sample Databases supplied with Wyndfields includes a Report File illustrating Calculated Fields and Summary Fields.

Report Options

When a new Report definition is created, the Report size and margins are set to the default values as designated in the Wyndfields Setup Dialog Box.

To change Report options while in Report Design Mode:

Select the **Design ~ Options** command.

This command displays the Report Options Dialog Box. After setting the desired options, select the OK Button to save the new options and return to Report Design.

In the **Report Options Dialog Box**:

The following options affect Printing margins:

Left Margin	The number of spaces skipped before Printing each line of the Report.
Top Margin	The number of lines skipped before the first line of each page is Printed.
Report Width	The number of characters which may be Printed on each line of the Report.
Lines per Page	The total number of lines which will be Printed on each page (after the Top Margin).

To set up Group Fields:

- 1** Click on the number of the desired Group in the Group Fields List Box.
- 2** Click on the desired Field in the Fields List Box to assign that Field to the Group.

Use the Insert, Delete, and Clear Buttons to change the order of the Group Fields.

Printing Reports

To Print a Report from the active Database while in View Mode:

- 1** Select the File ~ Print ~ Report command.
- 2** Double-click on the desired Report definition File in the Open File Dialog Box.
- 3** Set the desired Print options in the Printing Dialog Box and select the OK Button.
- 4** If the Set Print Conditions option was checked, enter Conditions in the Conditions Dialog Box for which Records will be Printed, then select the OK Button.

To Print a Report while in Report Design Mode:

- 1** Select the **Print** command.
- 2** Set the desired Print options in the Printing Dialog Box and select the OK Button.
- 3** If the Set Print Conditions option was checked, enter Conditions in the Conditions Dialog Box for which Records will be Printed, then select the OK Button.

If the Group Fields set in the Report Options Dialog Box do not correspond exactly to the Key Fields of the current Index (the first Group Field being the first Key Field, etc.), then Wyndfields gives you a warning and asks if you still wish to Print the Report. If the Records of the Database are not in the correct order, then Groups in the Report may be meaningless, often changing after each Record. If the current Index is not correct for the Report, then select the No Button and change to the correct Index (by selecting the File ~ Select Index) before Printing the Report.

The **Print** command in Report Design Mode is particularly useful for testing your Report Design before you save it so that you are sure you "got it right". Typically you will want to Print such tests to the screen.

Advanced Wyndfields

These topics deal with the more advanced features of Wyndfields such as [Table](#) and [Form](#) design, [File](#) management, and utilizing the relational capabilities of Wyndfields.

Customizing Wyndfields

[Wyndfields Setup](#)

[Table Design](#)

[Form Design](#)

Advanced Editing

[Using the Clipboard](#)

[Filling a Field with Data](#)

[Editing Extended Fields](#)

[Updating Multiple Records](#)

[Deleting Multiple Records](#)

Working with Files

[Renaming, Deleting & Copying Files](#)

[Copying Records between Databases](#)

[Importing & Exporting Data](#)

Linking Databases

[Designing Links between Databases](#)

[Viewing & Editing Linked Databases](#)

[Searching & Printing Linked Databases](#)

Customizing Wyndfields

The following topics explain how you can customize the way in which Wyndfields works, and the way in which data in specific Databases is displayed on the screen.

Wyndfields Setup

Table Design

Form Design

Wyndfields Setup

Certain program options in Wyndfields are able to be customized. To change program options:

Select the File ~ Wyndfields Setup command.

This command displays the Wyndfields Setup Dialog Box. In this Box, the following program options may be set:

Date Format - If you do not live in the United States, you may wish to use the International Date Format. Click on the desired format to select it.

Keep File Status - If you check the Keep File Status when Exiting Box, then whenever you exit Wyndfields, the status of any open Database Files will be remembered. The next time you run Wyndfields, each Database will be reopened in the same sized Wyndow, and with the same current Record. In addition, any Search Conditions and Record Markers will also be remembered.

Follow Links - If you check the Follow Links Box, then as you move in a Database, Wyndfields will automatically move to the first corresponding Record in any Databases Linked to the active Database. This is often very useful, but it can slow down the program.

Label Defaults - If you select the Label Defaults Button, the Label Options Dialog Box will be displayed. The values you enter here will be used by default whenever you create a new Label Design.

Report Defaults - If you select the Report Defaults Button, the Report Options Dialog Box will be displayed. The values you enter here will be used by default whenever you create a new Report Design. The values entered here will also be used whenever you Print a Database Design, a Summary, a Table, or a Form.

Security Codes - Select the Security Codes Button if you wish to enter passwords for various Wyndfields features. When you press this Button, additional Edit Boxes appear in which you may enter passwords for the various security levels.

Enter as many passwords as you wish for each level. Each password may be up to ten characters long. Separate passwords with commas. No passwords take effect unless there is a password entered for the Security Level.

If passwords are entered, then each time you enter Wyndfields you will be asked for your password. If the password you enter matches any of the passwords at a given level you will enter Wyndfields at that level. (Capitalization does not matter when entering passwords.)

Security Levels include:

- | | |
|-------------------|--|
| Help Level | If the password you enter does not match any of the set up passwords, you will enter Wyndfields at the Help Level. You will be able to access the Help Screens and exit the program, but do nothing else. |
| View Level | At this level you may open Databases for Viewing, Searching, and Printing, but you may not make any changes to the data. |
| Edit Level | At this level, in addition to the activities available at the View Level, you may also Edit Databases, but you may not alter the Design of any Files or copy Files. |

Design Level

At this level, every feature of the program is available to you **except** that you may not alter any of the passwords in the **Wyndfields Setup Dialog Box**.

Security Level

At this level, every feature of the program is available.

Table Design

When you Design a Database, Wyndfields automatically creates the layout of the Fields for the Table display and for the Form display. The default Table display has one column for each of the Database Fields in order, with the width of each column equal to the Field Width for that Field.

To modify the Table for the active Database:

Select the Mode ~ Design ~ Table command.

When this command is selected, you are placed in Table Design Mode. The Menus change and the words "Table Design" appear on the Wyndfields Status Bar. The current column of the Table is highlighted in reverse video.

To move from column to column, press <Tab> or <Shift-Tab>, or click the Left Mouse Button on the desired column.

To remove a column from the Table, highlight the unwanted column, then select the **Delete** command or press <F8>. Removing columns from the Table does **not** affect the Database Design itself.

To place a removed column back in the Table, highlight the column **before** which you wish to insert the column, then select the **Insert** command or press <F7>. Double-click on the Field you wish to re-insert in the Table.

To move a column to a different location in the Table, delete it from its present location, then insert it at the new location. (Each Field may only appear at one point in the Table.)

To change the width of a column, highlight the desired column, then select the **Width** command. Type in the new column width and select the OK Button.

To reset the Table to the default layout, select the **Reset** command.

To end Table Design Mode and return to View Mode, saving changes made to the Table:

Select the **Save** command.

or

Press <F2>.

To end Table Design Mode without saving changes made to the Table:

Select the **Abort** command.

or

Press <Alt-F2>.

Form Design

When you Design a Database, the default Form display lists each Database Field on its own line down the left side of the Wyndow, with the Field Name preceding the Field.

To modify the Form for the active Database:

Select the Mode ~ Design ~ Form command.

When this command is selected, you are placed in Form Design Mode. The Menus change and the words "Form Design" appear on the Wyndfields Status Bar.

To enter text on the Form, simply type it in at the desired position.

To place a Field on the Label, select the **Field ~ Insert** command or press <F7>. A list of available Fields will be displayed. Double-click on the desired Field. If you select the Calculated Field, then the Field Attributes Dialog Box appears. Enter the desired Attributes for the Calculated Field as discussed in the topic: Label Field Attributes. Then select the OK Button.

Each regular Field may appear only once on the Form. If you wish to display a Field in more than one location, or if you wish to display a Field without allowing it to be Edited, or if you wish to place a Field from a Linked Database on the Form, place a Calculated Field, then insert the appropriate Field Name as the Formula for the Calculated Field. For additional information on using Formulas, see the topic: Using Formulas.

To change the Attributes of a Calculated Field, click on the Field, then select the **Field ~ Attributes** command to access the **Field Attributes Dialog Box**.

To delete a Field from the Form, click on the unwanted Field so that the Insertion Point is in the Field, then select the **Field ~ Delete** command or press <F8>.

To insert a line on the Form, click on the line **before** which you wish to insert the new line, then select the **Design ~ Insert Line** command or press <F5>.

To delete a line from the Form, click on the unwanted line, then select the **Design ~ Delete Line** command or press <F6>.

To reset the Form to the default layout, select the **Design ~ Reset** command.

To end Form Design Mode and return to View Mode, saving changes made to the Form:

Select the **Save** command.

or

Press <F2>.

To end Form Design Mode without saving changes made to the Form:

Select the **Abort** command.

or

Press <Alt-F2>.

Advanced Editing

Wyndfields offers a number of features for increasing your efficiency when Editing data. The following topics describe how to use these features.

Using the Clipboard

Filling a Field with Data

Editing Extended Fields

Updating Multiple Records

Deleting Multiple Records

Using the Clipboard

The Windows Clipboard provides a place to temporarily hold data. This data can then be copied to a new location, even in a different Windows application. The Edit ~ Clipboard Menu in Wyndfields contains the standard Windows Editing commands, most of which utilize the Clipboard.

These commands are:

Undo or <Alt-Backspace> - This command undoes the latest change made in the current Field.

Cut or <Shift-Delete> - This command copies the selected text from the current Field into the Clipboard and deletes it from the Field.

Copy or <Ctrl-Insert> - This command copies the selected text from the current Field into the Clipboard **without** deleting it from the Field.

Paste or <Shift-Insert> - This command copies the contents of the Clipboard into the current Field, replacing any selected text in the Field.

Clear or <Ctrl-Delete> - This command deletes the selected text from the current Field **without** copying it to the Clipboard.

In Wyndfields, when you are adding Records to a Database, if there are a number of Records which will all require the same data to be placed in a certain Field (such as a City Field), the Clipboard provides a convenient way of inserting this information into more than one place without having to retype it each time. To use the Clipboard in this way, type in the information in the first Record, then copy the Field into the Clipboard. As you add Records, insert the Clipboard's data into that same Field for each Record.

Filling a Field with Data

Wyndfields provides several commands for inserting specific types of data into a Field when Editing. These commands are contained on the Edit ~ Fill Field Menu.

These commands include:

Copy Record or <Ctrl-R> - This command copies all of the data from the Record you were last in into the current Record. This command is useful if you are adding Records which are very similar to each other. In that case it may be easier to copy over the entire Record, then make whatever changes are necessary.

Copy Field or <Ctrl-F> - This command copies the data from the Record you were last in into the current Record, but only the data from the current Field. This command can be very useful when adding Records which repeat common data in the same Field.

Insert Date or <Ctrl-D> - This command inserts the current computer date into the current Field.

Insert Time or <Ctrl-T> - This command inserts the current computer time into the current Field.

Restore or <Escape> - This command restores the current Field to its state the last time it was saved.

When any of these commands are selected, the inserted data will completely replace the contents of the current Field, unless you are inserting the date or time in an Extended Field, in which case the inserted data will replace only the selected text in the Field.

Editing Extended Fields

The Extended Field is a special Field Type in Wyndfields which can hold up to 1260 characters. You can Edit an Extended Field in the same way you Edit any other Field, but Wyndfields also offers a way to View and Edit the entire Field.

To Edit an Extended Field:

Select the Edit ~ Extended Edit command.

or

Press <Ctrl-E>.

This command displays the Extended Edit Dialog Box. In this Box you may Edit the text freely.

If you wish to create a new line in an Extended Field, press <Ctrl-Return>.

Select the following Buttons (which correspond to the commands on the Edit ~ Fill Field Menu) to insert data into the Field:

Field - Copies the data from the same Field in the last Record you were in into this Field.

Date - Copies the current computer date into this Field.

Time - Copies the current computer time into this Field.

Restore - Restores this Field to its state the last time it was saved.

When finished Editing, select the OK Button to save the Field and return to normal Edit Mode.

Updating Multiple Records

Sometimes it is necessary to make similar changes to many Records in a Database at the same time. To go through each Record one by one to make the changes would be too much work, so Wyndfields allows you to make the same to change to many Records at once.

To update multiple Records in the active Database:

- 1** Select the Edit ~ Global Update command.
- 2** Enter Conditions in the Conditions Dialog Box for which Records will be updated, then select the OK Button.
- 3** Enter the new values for the Fields to be updated in the Update Values Dialog Box, then select the OK Button.

All the Records which match the entered Conditions will be updated with the new values.

The **Update Values Dialog Box** is one of several "point and build" Dialog Boxes in Wyndfields. The Updates List Box on the left side of the Dialog Box is used to select which update you wish to add or modify, while the Edit Boxes and List Boxes at the bottom are used to build the values for each update you wish to make. As you build updates, the specifications for each will be displayed next to the Updates List Box on the same line as the corresponding update number.

For each update you wish to make:

Click on the number in the Updates List Box of the first unused line.

Click on the desired Field to be updated in the Field List Box.

Enter a Value or a Formula in the Value Edit Box to indicate the desired new Value for the Field.

Formulas may include any number of Field Names and Functions, as well as the mathematical Operators: +, -, *, /, and ^ (for addition, subtraction, multiplication, division, and exponentiation respectively).

When entering a Formula:

To insert a Field Name:

Double-click on the desired Field in the Fieldname List Box

or

Highlight the desired Field in the Fieldname List Box and press <Ctrl-Return>.

To insert a Function:

Double-click on the desired Function in the Function List Box

or

Highlight the desired Function in the Function List Box and press <Ctrl-Return>.

Place the Parameters for the Function in parentheses immediately after the Function name in the Value Edit Box. For further information on using Functions, see the Reference topic: Functions.

Deleting Multiple Records

Sometimes you may wish to delete many Records from a Database at the same time (such as dated Records which are now out of date).

To delete multiple Records from the active Database:

- 1** Select the Edit ~ Global Update command.
- 2** Enter Conditions in the Conditions Dialog Box for which Records will be deleted, then select the OK Button.
- 3** Instead of entering update values in the Update Values Dialog Box, select the Remove Button.
- 4** Select the Yes Button to confirm the deletion.

All the Records which match the entered Conditions will be deleted from the Database.

To delete **all** Records from the active Database:

- 1** Select the Edit ~ Void Database command.
- 2** Select the Yes Button to confirm the deletion.

All Records will be deleted from the Database and you will be returned to View Mode.

Working with Files

Wyndfields offers a number of features for copying information between different Files, and for renaming and deleting Files. The following topics deal with the ways in which you can manipulate different Files from within Wyndfields.

Renaming, Deleting & Copying Files

Copying Records between Databases

Importing & Exporting Data

Renaming, Deleting & Copying Files

Whenever you are in the process of opening a File using the Open File or Select Index Dialog Box, Wyndfields allows you to rename, delete, or copy Files of the specific type listed.

To rename a File while in the **Open File** or **Select Index Dialog Box**:

- 1 Highlight the desired File in the Files List Box (or in the Indexes List Box).
- 2 Select the Rename Button.
- 3 Type in the new name for the File.
- 4 Select the OK Button.

To delete a File while in the **Open File** or **Select Index Dialog Box**:

- 1 Highlight the unwanted File in the Files List Box (or in the Indexes List Box).
- 2 Select the Delete Button.
- 3 Select the Yes Button to confirm the deletion.

To copy a File while in the **Open File Dialog Box**:

- 1 Highlight the desired File in the Files List Box.
- 2 Select the Copy Button.
- 3 Type in a name for the new File.
- 4 If copying a Database File, indicate whether you wish to copy only the Design of the Database to a new empty File, or whether you wish to copy all the data in the Database's Records as well.
- 5 Select the OK Button.

You may not rename, delete, or copy an open File. You may not rename or delete a Database which is Linked to another Database, nor may you rename or delete an Index File associated with a Linked Database..

When renaming or copying a File, the new name must not be the same as any other File of the same type, or if naming a Database or Index File, the new name must not be the same as any other Database or Index in the same directory (unless the new Index name is the same as the Database it is associated with).

If you delete a Database, all data and associated Index Files are also erased. Each Database must have at least one Index, so you may not delete a Database's only Index File.

When copying a Database File, all Fields will be duplicated, as well as the Table and Form Design, but only the first Index will be copied. This Index File will be given the same name as the new Database. Links between Databases will not be copied.

You **may** copy Files from one directory to another. If you enter the name of a directory ending with a backslash (\), a File with the same name as the original will be created in the new directory. Otherwise, a File with the name at the end of the path will be created. If no directory is included in the path, the File is created in the current directory.

Never rename a Wyndfields DSN, DTA, EXT, or NDX File from DOS. The Files which collectively make up a Wyndfields Database are closely associated, with references to each other's Filenames within them. If you rename one from DOS, the others will not know how to find it. Always rename such Files from within Wyndfields.

Copying Records between Databases

Wyndfields allows you to copy Records from one Database to another using the Edit ~ Transfer Data command. Three types of transfer are possible between Wyndfields Databases:

Add In - All the Records from another Database are copied into the active Database.

Copy Out - Selected Records are copied from the active Database to another Database.

Move - Selected Records are copied from the active Database to another Database, then deleted from the active Database.

To copy Records to or from the active Database:

Select the **Edit ~ Transfer Data** command.

This command displays the Transfer Data Dialog Box. In this Box:

- 1 Click on the desired Transfer Type.
- 2 If Copying Out, indicate whether or not you wish to Set Transfer Conditions. (If you are Adding In from another Database you may **not** enter Conditions for the transfer. If you are Moving Records, you **must** enter Conditions.)
- 3 Select the OK Button.

At this point, the Open File Dialog Box appears. You may select an existing Database or (if Copying Out or Moving) enter a new File name. If an existing Database is chosen, it may be one which is open or closed. If a new Filename is entered, then a new Database will be created with the same Design as the active Database. After choosing the Database to copy to or from, select the OK Button.

If the Set Transfer Conditions option was checked in the **Transfer Data Dialog Box**, then enter Conditions for the transfer in the Conditions Dialog Box.

After selecting the OK Button, the transfer is processed, and the Records are copied to the appropriate Database. If the two Databases do not have the same structure, Wyndfields will do its best to convert the source data into the proper form in the target Database.

Importing & Exporting Data

Data from other programs may be converted by Wyndfields into its own format. Such a conversion is known as Importing data. Data from Wyndfields may also be converted for use by other programs. This conversion is known as Exporting data.

When Importing data into the active Database, the non-Wyndfields File must have one of the following formats:

- | | |
|--------------------------|--|
| Fixed Length | Each <u>Field</u> has a set length, with no extra characters between Fields or <u>Records</u> . |
| Fixed with Return | Each Field has a set length, with no extra characters between Fields, but with a Carriage Return and a Line Feed at the end of each Record. |
| Comma Delimited | Fields are separated by commas and may be of any length. Quotation marks may surround a Field. A Carriage Return and a Line Feed is at the end of each Record. |
| dBASE | A dBASE III or dBASE IV File. |

When Exporting Records, the non-Wyndfields File must have one of the above formats, or either of the following:

- | | |
|--------------------------|---|
| MS Word Merge | A Microsoft Word mail merge data File, comma delimited, but the first Record lists the Field Names. |
| WordPerfect Merge | A WordPerfect secondary mail merge data File. |

To Import data into the active Database or Export data out of the active Database:

Select the Edit ~ Transfer Data command.

This command displays the Transfer Data Dialog Box. In this Box:

- 1 Click on the desired Transfer Type (Import or Export).
- 2 Click on the desired Transfer Format.
- 3 If Exporting, indicate whether or not you wish to Set Transfer Conditions.
- 4 Select the OK Button.

At this point, the Open File Dialog Box appears. You may select an existing File or (if Exporting) enter a new Filename. If the Transfer Format is dBASE then the File must have a DBF extension. Otherwise the File may have any extension. After choosing the File to transfer to or from, select the OK Button.

If the Set Transfer Conditions option was checked in the **Transfer Data Dialog Box**, then enter Conditions for the transfer in the Conditions Dialog Box.

After selecting the OK Button, the transfer is processed, and the data is copied. Wyndfields will do its best to convert the source data into the proper format in the target File.

Wyndfields Exporting capabilities are especially useful if you wish to create form letters in a Word Processor, then perform a "mail merge" with data from Wyndfields. After generating the data File in Wyndfields, follow the procedures in your Word Processor's documentation to Print the mail merge. (In addition to Microsoft Word and Word Perfect, you may also generate a data File for Wordstar, since Wordstar uses a comma delimited File for its mail merges.)

Linking Databases

Wyndfields for Windows is a "relational" Database program. It allows you to set up Links between Databases which contain related information. The following topics discuss how to Link Databases together and how to work with Databases which have been Linked.

Designing Links between Databases

Viewing & Editing Linked Databases

Searching & Printing Linked Databases

Designing Links between Databases

Two Databases may be Linked together in Wyndfields if they have a common Field which contains the same information in both Databases. It is not necessary for this Field to have the same name in both Databases (although this does help to make the relationship clearer), but it does need to be of the same Field Type and have the same Field Width in both Databases.

When you establish a Link between two Databases, you must designate one as the Master Database and one as the Slave Database. Whenever the Master Database is active and you move in the Database, Wyndfields will automatically move to the first corresponding Record in the Slave Database. For Wyndfields to know which Record corresponds, the common Field between the two Databases **must** be the primary Key Field for one of the Indexes in the Slave Database.

Typically, you will want to set up **two** Links between any two Databases, the Master in one Link being the Slave in the other, and the Slave being the Master. This way, no matter which Database is active, the corresponding Records in the other Database will be shown. To do this, the common Field must be the primary Key Field for Indexes in **both** Databases.

Once all of these conditions have been met, and if both Databases are opened in their own Wyndows, you may then create the Links between the Databases.

To Design a Link between the active Database and another open Database:

Select the Mode ~ Design ~ Links command.

This command displays the Link Design Dialog Box. This is one of several "point and build" Dialog Boxes in Wyndfields. The Links List Box on the left side of the Dialog Box is used to select which Link you wish to add or modify, while the List Boxes at the bottom are used to build the specifications for each Link. As you add Links, the specifications for each will be displayed next to the Link List Box on the same line as the corresponding Link Number.

For each Link you wish to create:

Click on the number in the Link List Box of the first unused Link.

Click on the word "Master" in the Type List Box if you want the **non-active** Database to be the Master of the active Database, or click on the word "Slave" if you want it to be its Slave.

Click on the Database you wish to Link to in the Database List Box.

In the Slave Index ~ Field List Box, click on the Index File in the **Slave** Database whose primary Key Field is the common Field between the two Databases. To help you out, the listing in this Box shows the names of the Indexes in the Slave Database followed by the primary Key Field of each Index.

In the Master Field List Box, click on the Field in the **Master** Database which corresponds to the primary Key Field in the Slave Index which you just selected. Only those Fields which have the same Field Type and Field Width as the Slave Field will appear in this List Box. If no appropriate Fields exist in the Master Database, you will be unable to create a Link using the selected Slave Index.

When finished adding Links, select the OK Button to save the Links. The Links will be

established and added to the Design of each of the Databases involved.

You do **not** need to access the **Link Design Dialog Box** from the other Database. If you do select the other Database as the active Database, then select the **Mode ~ Design ~ Links** command, you will see the Links already listed in the Dialog Box.

The BEATLES and BEATALBS sample Databases supplied with Wyndfields provide an example of Linked Databases.

Viewing & Editing Linked Databases

Whenever you open a Database which is Linked to other Databases, all other Linked Databases will also be opened at the same time as the selected Database.

When you close a Linked Database, all Databases Linked to it will also be closed at the same time.

If the Follow Links option is enabled in the Wyndfields Setup Dialog Box, then as you move in a Database, Wyndfields will automatically move to the first corresponding Record in any Slave Databases Linked to the active Database.

When Editing, you may perform a "Lookup" to insert data from a Linked Database into the active Database. To perform a Lookup, you must be currently Editing the Field which is common between the two Databases.

To perform a Lookup:

Select the Edit ~ Fill Field ~ Lookup command.

or

Press <Ctrl-L>.

When this command is selected, you are placed in the Linked Database, but with restricted options available on the Menu. You may change the current Index or perform Searches. You may also switch to Form Mode by double-clicking on a Record or by pressing <F4>, but you may do nothing else until you end the Lookup.

To end the Lookup and return to Editing the active Database:

Select the **Select** command or press <F2> to insert the data from the common Field in the highlighted Record in the Lookup Database into the common Field in the active Database.

or

Select the **Abort** command or press <Alt-F2> to abandon the Lookup without copying any data to the active Database.

Searching & Printing Linked Databases

When Performing a Conditional Search in a Linked Database, you may base Conditions not only on Fields in the active Database, but also on Fields from any Linked Databases as well. In the Conditions Dialog Box, the Field List Box will first list all Fields from the active Database, then the Fields from the other Linked Databases. Fields from other Databases will be designated by the name of the Database, then a tilde: ~, then the name of the Field itself.

If a Condition is built for a Field from a Linked Database, the Record Searched for is still a Record from the active Database, but that Record must be Linked to a Record in the other Database for which the Condition is true. When the Record is found, the Record highlighted in the non-active Database may **not** be the Record which matches the Conditions, however, since Wyndfields always displays the **first** Record in a Slave Database which corresponds to the Record in the Master Database.

When Designing a Report, you may use Fields from Linked Databases within Formulas, and place them directly on the Report. You may also insert "Subrecord" lines on the Report for any of the Linked Databases. Such lines are designated by the name of the Linked Database and will Print once for each Record in the Slave Database which corresponds to the Record in the Master Database which has just been Printed.

The sample BEATALBS Report, which should be Printed from the BEATALBS Database, illustrates such a Report. Each song (from the BEATLES Database) is Printed after the corresponding Album from the BEATALBS Database.

Reference

The Reference Help topics give information about the Menu commands and Dialog Boxes used in Wyndfields.

Interface

[Using a Mouse](#)
[Using the Keyboard](#)
[Accelerator Keys](#)

Fields, Formulas & Functions

[Field Types](#)
[Field Formats](#)
[Using Formulas](#)
[Functions](#)

Menu Commands

[File Menu](#)
[Mode Menu](#)
[Edit Menu](#)
[Locate Menu](#)
[Wyndows Menu](#)

Dialog Boxes

[Conditions Dialog Box](#)
[Database Design Dialog Box](#)
[Extended Edit Dialog Box](#)
[Field Attributes Dialog Box](#)
[Index Design Dialog Box](#)
[Label Options Dialog Box](#)
[Link Design Dialog Box](#)
[Open File Dialog Box](#)
[Printing Dialog Box](#)
[Quick Search Dialog Box](#)
[Report Options Dialog Box](#)
[Select Index Dialog Box](#)
[Select Printer Dialog Box](#)
[Transfer Data Dialog Box](#)
[Update Values Dialog Box](#)
[Wyndfields Setup Dialog Box](#)

Errors, Extensions & Extremes

[Error Messages](#)
[Recovering Damaged Data](#)
[File Extensions](#)
[Extremes](#)

Interface

The following topics describe the various ways of using a Mouse or the Keyboard within Wyndfields for Windows.

Using a Mouse

Using the Keyboard

Accelerator Keys

Using a Mouse

Menus

- To select a Menu command:
Point to the desired Menu item and click the Left Mouse Button.
- To cancel a displayed Menu:
Click away from the Menu.

Dialog Boxes

- To move between options:
Point to the desired option and click the Left Mouse Button.
- To select a command Button:
Point to the desired Button and click the Left Mouse Button.
- To complete a Dialog Box, saving and acting on the entered values:
Click on the OK Button.
- To exit from a Dialog Box without saving its values:
Click on the Cancel Button.

Tables

- To scroll the Table using the Vertical Scroll Bar:
Click the Up or Down Arrow to scroll up or down one Record.
Click on the Bar above or below the Thumb to scroll up or down one page of Records.
(Hold the Mouse Button down in any of these positions to continuously scroll the display.)
Drag the Thumb to the top or bottom of the bar to move to the first or last Record of the Database.
- To scroll the Table using the Horizontal Scroll Bar:
Click the Left or Right Arrow to scroll left or right one character.
Click on the Bar to the left or right of the Thumb to scroll left or right one page.
(Hold the Mouse Button down in any of these positions to continuously scroll the display.)
Drag the Thumb to any location on the Bar to display the section of the Table at that relative position.
- To highlight a Record:
Click on the Record.

Forms

- To switch from the Table to the Form:
Double-click on the highlighted Record.
- To switch from the Form to the Table:
Double-click anywhere in the Database Wyndow.
- To scroll the Form using the Scroll Bars:
Click the Up or Down Arrow to scroll up or down one line.
Click the Left or Right Arrow to scroll left or right one character.
Click on the Bar above, below, to the left or right of the Thumb to scroll up, down, left or right one page.

(Hold the Mouse Button down in any of these positions to continuously scroll the display.)

Drag the Thumb to any location on the Bar to display the section of the Form at that relative position.

To change the current Record, click on the following Buttons:

First	To first Record in Database
Previous	To previous Record
Next	To next Record
Last	To last Record in Database

Editing

Click on the desired Field to move the Edit Box to that Field.

Click within the Edit Box to move the Insertion Point to the desired location.

Using the Keyboard

Menus

To select a Menu command:

- 1 Press <F10> to activate the Menus.
- 2 Use the Direction Keys to highlight the desired Menu item.
- 3 Press <Return>.

or

Hold down the <Alt> key and type the underlined letter of the desired Menu item.

or

Press the Accelerator Key listed after a Menu item.

To cancel a displayed Menu:

Press <Escape>.

Dialog Boxes

To move between options:

Press <Tab> or <Shift-Tab> or hold down the <Alt> key and type the underlined letter of the desired option or group of options. Use the Direction Keys to move within a group.

To select a command Button:

- 1 Press <Tab> or <Shift-Tab> or hold down the <Alt> key and type the underlined letter of the desired Button.
- 2 Press <Return>.

To complete a Dialog Box, saving and acting on the entered values:

Press <Return>.

To exit from a Dialog Box without saving its values:

Press <Escape>.

Tables

To scroll the Table:

Up/Down Arrow	Up/down one <u>Record</u>
PgUp/PgDn	Up/down one page
Ctrl-Up/Down	To top/bottom of Wyndow
Ctrl-PgUp/PgDn	To first/last Record of <u>Database</u>
Left/Right Arrow	Left/right one character
Ctrl-Left/Right	Left/right one page
Home/End	To leftmost/rightmost column of Table
Ctrl-Home/End	To top left/bottom right corner of Table

To switch from the Table to the Form:

Press <F4>.

or

Double-click on the highlighted Record.

To switch from the Form to the Table:

Press <F4>.

or
Double-click anywhere in the Database Window.

Forms

To scroll the Form:

Up/Down Arrow	Up/down one line
PgUp/PgDn	Up/down one page
Ctrl-PgUp/PgDn	To top/bottom of Form

Left/Right Arrow	Left/right one character
Ctrl-Left/Right	Left/right one page
Home/End	To left/right edge of Form

To change the current Record in the Form:

Ctrl-Up/Down	To previous/next Record
Ctrl-Home/End	To first/last Record in Database

Editing

To switch to Edit Mode:
Press <F3>.

In Edit Mode:

Tab/Return	Save <u>Field</u> and move to next
Shift-Tab	Save Field and move to previous
Escape	Restore Field to its original state
Backspace	Delete character before Insertion Point
Delete	Delete character at Insertion Point
Left/Right Arrow	Move one character left/right in Edit Box
Ctrl-Left/Right	Move one word left/right in Edit Box
Home/End	Move to beginning/end of Edit Box

To end Edit Mode:
Press <F2>.

Accelerator Keys

Keys which may be used in place of specific Menu commands are known as Accelerator Keys. In Wyndfields you may use the following keys:

Escape	<u>Edit ~ Fill Field ~ Restore</u>
<i>Function Keys</i>	
F1	Help
F2	<u>Mode ~ View</u>
F3	<u>Mode ~ Edit</u>
F4	Toggles between <u>Mode ~ Table</u> and <u>Mode ~ Form</u>
F5	<u>Edit ~ Insert Record</u> (or Design ~ Insert Line in Design Mode)
F6	<u>Edit ~ Delete Record</u> (or Design ~ Delete Line in Design Mode)
F7	Field ~ Insert in Design Mode
F8	Field ~ Delete in Design Mode
F10	Menus
<i>Alt Key Combinations</i>	
Alt-Backspace	<u>Edit ~ Clipboard ~ Undo</u>
Alt-F2	<u>Edit ~ Abort</u>
Alt-F4	<u>File ~ Exit Wyndfields</u>
<i>Shift Key Combinations</i>	
Shift-Delete	<u>Edit ~ Clipboard ~ Cut</u>
Shift-Insert	<u>Edit ~ Clipboard ~ Paste</u>
Shift-F4	<u>Wyndows ~ Cascade</u>
Shift-F5	<u>Wyndows ~ Tile</u>
<i>Control Key Combinations</i>	
Ctrl-Delete	<u>Edit ~ Clipboard ~ Clear</u>
Ctrl-Insert	<u>Edit ~ Clipboard ~ Copy</u>
Ctrl-F4	<u>File ~ Close Database</u>
Ctrl-C	<u>Locate ~ Conditional Search</u>
Ctrl-D	<u>Edit ~ Fill Field ~ Insert Date</u>
Ctrl-E	<u>Edit ~ Extended Edit</u>
Ctrl-F	<u>Edit ~ Fill Field ~ Copy Field</u>
Ctrl-G	<u>Locate ~ Go to Marker</u>
Ctrl-L	<u>Edit ~ Fill Field ~ Lookup</u>
Ctrl-M	<u>Locate ~ Mark Record</u>
Ctrl-N	<u>Locate ~ Next</u>
Ctrl-P	<u>Locate ~ Previous</u>
Ctrl-R	<u>Edit ~ Fill Field ~ Copy Record</u>
Ctrl-Q	<u>Locate ~ Quick Search</u>
Ctrl-S	<u>Locate ~ Set Filter</u>
Ctrl-T	<u>Edit ~ Fill Field ~ Insert Time</u>
Ctrl-U	<u>Locate ~ Unset Filter</u>

Fields, Formulas & Functions

The following topics describe the different types of Fields used in Wyndfields, and how to use Formulas and Functions.

Field Types

Field Formats

Using Formulas

Functions

Character Functions

Numeric Functions

Date Functions

Time Functions

Field Types

Data in Wyndfields is kept in Database Files. A Database File is a unified collection of related information, made up of any number of Records, each of which consists of a set group of Fields. Each Field in a Database contains a specific type of data which is included in each Record.

Field Attributes

Each Field which is defined for a specific Database has the following set of Attributes:

Name	A unique set of up to ten characters (except curly braces: { and }, and the tilde: ~), which are assigned to the Field. Capitalization is ignored in Field Names.
Type	The category of data which is allowed to be entered in the Field.
Format	The style in which the data in the Field is saved and displayed.
Decimals	How many decimal places are included (only in Numeric Fields).
Width	How many characters are allowed in the Field.

Field Types

The following Field Types are recognized by Wyndfields:

Character	Any characters (letters, numbers, or symbols) are allowed. The Width of a Character Field may be from 1 to 76.
Numeric	Only numbers are allowed. Depending on the <u>Field Format</u> chosen, a Numeric Field may have a Width of 1 to 26.
Date	Contains a valid date (from the year A.D. 0 to A.D. 9999). The Width is always 10.
Time	Contains a valid time expression, divided into days, hours, minutes, and/or seconds. The Width may be from 4 to 14, depending on the Format. Time Fields may be used to express either a specific time of day, or a duration of time.
Extended	This is a special text Field containing 1260 characters, but with a Field Width of 4.

Notes

When entering a Date, you need not include zeros in front of single-digit months or days. Nor do you need to enter the century if the Date is in the 20th century. For example, If you enter 1-1-80, Wyndfields will convert it to 01-01-1980. If you wish to enter a Date from the first century A.D., however, you must place a zero in front of the year. (Enter 1-1-080 for January 1, A.D. 80.)

You may enter Question Marks in a Date Field if you do not know an exact date (e.g. 10-??-1944). When used in calculations, Question Marks are considered to be zeros.

Although Date and Time Fields are displayed and saved as character strings, they are considered to be Julian Date numbers in all calculations. Midnight, January 1, 1980 is Julian Date 2444239.5. One day (24 hours) has a Julian value of 1, so Midnight,

January 2, 1980 is Julian Date 2444240.5).

Data entered into Extended Fields is kept in a separate data File from the rest of the Database. Extended Fields have the following limitations:

The first Field of a Database may not be an Extended Field.

An Extended Field may not be used as a Key Field in an Index.

An Extended Field may not be updated using the Edit ~ Global Update command.

Only the first 255 characters of an Extended Field may be Printed on a Label or a Report.

Field Formats

The following Field Formats are recognized by Wyndfields:

CHARACTER

General	All characters are saved as entered
Capitalized	All alphabetic characters are converted to upper case

NUMERIC

General	Any number of decimals allowed
Fixed	The number of decimal places (0 to 18) must be specified
Commas	The same as Fixed, but commas are added in the number
\$Monetary	The same as Commas, but with a dollar sign preceding the number
£Monetary	The same as Commas, but with a pound sign preceding the number

DATE

A - Mo-Da-Year	e.g. 07-20-2001 (USA format) or 20.07.2001 (International format)
B - Mo-Year	e.g. 07-2001 (USA format) or 07.2001 (International format)
C - Da Mon Year	e.g. 20 Jul 2001
D - Mon Year	e.g. Jul 2001
E - Month Da, Year	e.g. July 20, 2001
F - Month, Year	e.g. July, 2001

TIME

A - Hr:Mn:Sc	Displays hours, minutes, and seconds
B - Hr:Mn	Displays hours and minutes
C - Mn:Sc	Displays minutes and seconds
D - Da:Hr	Displays days and hours
E - Da:Hr:Mn	Displays days, hours, and minutes
F - Da:Hr:Mn:Sc	Displays days, hours, minutes, and seconds

EXTENDED

Extended	All Extended Fields have the same Format
-----------------	--

Notes

Data for all Field Types except Date Fields is entered and saved using the selected

Format. Data is entered and saved in Date Fields using the first Format: "Mo-Da-Year" (if using the USA date format) or "Da.Mo.Year" (if using the International date format). Dates are displayed on the screen using the selected Format, however.

The Field Width for a Time Field may be designated to include anywhere from 1 to 5 digits for the left-most segment of the Field.

Using Formulas

Formulas

A Formula is an expression made up of Fields, Constant Values, Operators, and Functions which produces a single value in a Calculated Field or Search Condition.

A Database Field is designated in a Formula by enclosing its Field Name in curly braces: { and }. If a Field is from a Linked Database rather than the active Database, the Database name plus a tilde: ~ must precede the Field Name within the braces. Capitalization of Field Names is ignored in Formulas.

Constants are set values (of a specific Field Type) which are included in a Formula, such as the number 7 or the phrase: Hey Jude.

Operators

Operators are symbols which define the relationships between other Formula elements.

The following Operator may be used with character strings:

+ Joins two strings together: the + n = then

The following Operators may be used with numeric values:

^ Exponentiation: $4^2 = 16$

* Multiplication: $4 * 2 = 8$

/ Division: $4 / 2 = 2$

% Remainder: $4 \% 2 = 0$

+ Addition: $4 + 2 = 6$

- Subtraction: $4 - 2 = 2$

These mathematical Operators are listed in order of precedence, so that the Formula: $2+3*4$ would equal 14 (the multiplication being done first). Values inside parentheses are evaluated first, however, so the Formula: $(2+3)*4$ would equal 20.

Calculated Fields

Formulas may be used to create Calculated Fields in the following commands:

Mode ~ Design ~ Labels

Mode ~ Design ~ Report

Mode ~ Design ~ Form

Edit ~ Global Update

Calculated Fields in the **Global Update** command are used to replace the values in Fields which are being updated. In the other commands, the Calculated Fields are values which will be displayed on the screen or Printed on a Report.

Conditional Formulas

A more restricted type of Formula may be used in the Conditions Dialog Box to calculate a value to be compared to the contents of a specific Field.

Only one Field Name may be inserted in a Conditional Formula, and that Field Name must constitute the entire Formula, unless a Function is inserted. If a Function is inserted then a Field Name may be inserted for any of the Parameters of the Function.

Only one Function may be inserted, and that Function must constitute the entire Formula.

No Operators are allowed in a Conditional Formula. Instead, Functions have been included for each Operator. For example, to add two numbers, use the @ADD Function. To join two strings together, use the @JOIN Function.

Functions

A Function is a special procedure built into Wyndfields which performs specific calculations and returns a value. A Function is designated by the character "@" followed by the name of the Function. Parentheses must immediately follow the Function name. Within the parentheses are placed the Function's Parameters, separated by commas.

Parameters are values of specific types required by each Function. Parameters may be any expression made up of Fields, Constant Values, or other Functions.

The following topics describe each of the Functions available in Wyndfields, grouped by the Field Type which each Function returns.

Character Functions

Numeric Functions

Date Functions

Time Functions

Character Functions

These Functions each return a character value.

In this list, the following letters are used to stand for the type of expression indicated:

- C** One character
- D** A date (a Julian value)
- N** A number
- S** A string of characters

CHAIN

Usage: @Chain(N,C)
Description: Returns a string of C's N characters long
Example: @Chain(5,A) = AAAAA

CHAR

Usage: @Char(N)
Description: Returns the character with the ASCII value N
Example: @Char(65) = A

DAYNAME

Usage: @Dayname(D)
Description: Returns the name of the day of the week of D
Example: @Dayname(10-25-1944) = Wednesday

JOIN

Usage: @Join(S1,S2)
Description: Returns a string made up of S1 followed by S2
Example: @Join(the,n) = then

LCASE

Usage: @Lcase(S)
Description: Converts S to all lower case characters
Example: @Lcase(Hey Jude) = hey jude

MONTHNAME

Usage: @Monthname(D)
Description: Returns the name of the month of D
Example: @Monthname(10-25-1944) = October

PROPER

Usage: @Proper(S)
Description: Converts S so that the first letter of each word is capitalized, and all others are lower case
Example: @Proper(and you and I) = And You And I

STRING

Usage: @String(N1,N2,N3)
Description: Converts N1 to a string N2 characters long, with N3 decimal places
Example: @String(75,4,1) = 75.0

SUBSTR

Usage: @Substr(S,N1,N2)
Description: Returns a string which is a portion of S, beginning at character number N1, which is N2 characters long
Example: @Substr(Wakeman,3,4) = kema

UCASE

Usage: @Ucase(S)
Description: Converts S to all upper case characters
Example: @Ucase(The Final Frontier) = THE FINAL FRONTIER

Numeric Functions

These Functions each return a numeric value.

In this list, the following letters are used to stand for the type of expression indicated:

- C** One character
- D** A date (a Julian value)
- N** A number
- S** A string of characters

ABS

Usage: @Abs(N)
Description: Returns the absolute value of N
Example: @Abs(-15) = 15

ADD

Usage: @Add(N1,N2)
Description: Returns the value of N1 plus N2
Example: @Add(25,5) = 30

ASCII

Usage: @Ascii(C)
Description: Returns the ASCII value of the character C
Example: @Ascii(A) = 65

ATAN

Usage: @Atan(N)
Description: Returns the arctangent of N in radians
Example: @Atan(5) = 1.37340076695

COS

Usage: @Cos(N)
Description: Returns the cosine of N in radians
Example: @Cos(5) = 0.28366218546

DAY

Usage: @Day(D)
Description: Returns the number of the day of the month of D
Example: @Day(10-25-1944) = 25

DIV

Usage: @Div(N1,N2)
Description: Returns the value of N1 divided by N2
Example: @Div(40,8) = 5

FRAC

Usage: @Frac(N)
Description: Returns the fractional part of N
Example: @Frac(1.29) = 0.29

INT

Usage: @Int(N)
Description: Returns the integer part of N
Example: @Int(1.29) = 1

LENGTH

Usage: @Length(S)
Description: Returns the number of characters in S
Example: @Length(Anderson) = 8

MONTH

Usage: @Month(D)
Description: Returns the number of the month of D
Example: @Month(10-25-1944) = 10

MULT

Usage: @Mult(N1,N2)
Description: Returns the value of N1 times N2
Example: @Mult(6,7) = 42

PI

Usage: @Pi()
Description: Returns the value of Pi
Example: @Pi() = 3.1415926535897932385

POWERED

Usage: @Powered(N1,N2)
Description: Returns the value of N1 raised to the power of N2
Example: @Powered(2,3) = 8

RAND

Usage: @Rand(N1,N2)
Description: Returns a random number \geq N1 and \leq N2
Example: @Rand(100,200) = 154

ROUND

Usage: @Round(N1,N2)
Description: Rounds N1 to N2 decimal places
Example: @Round(28934,-3) = 29000

SIN

Usage: @Sin(N)
Description: Returns the sine of N in radians
Example: @Sin(5) = -0.95892427466

SQR

Usage: @Sqr(N)
Description: Returns N squared
Example: @Sqr(7) = 49

SQRT

Usage: @Sqrt(N)
Description: Returns the square root of N
Example: @Sqrt(25) = 5

SUBT

Usage: @Subt(N1,N2)
Description: Returns the value of N1 minus N2
Example: @Subt(10,7) = 3

VALUE

Usage: @Value(S)
Description: Converts S to its numerical value
Example: @Value(127 Crimson Court) = 127

WHERE

Usage: @Where(S1,S2)
Description: Returns the starting position of S1 within S2 (if S1 is not within S2, it returns 0)
Example: @Where(ace,Space) = 3

YEAR

Usage:

@Year(D)

Description:

Returns the number of the year of D

Example:

@Year(10-25-1944) = 1944

Date Functions

These Functions each return a date value.

In this list, the following letters are used to stand for the type of expression indicated:

D A date (a Julian value)

N A number

The examples for Date Functions assume that there is a Date Field named "Exdate" which contains the date 10-25-1944 (Julian value 2431388.5).

ADDDAYS

Usage: @Adddays(D,N)

Description: Adds N days to D

Example: @Adddays({Exdate},15) = 11-09-1944 (Julian value 2431403.5)

ADDMONTHS

Usage: @Addmonths(D,N)

Description: Adds N months to D

Example: @Addmonths({Exdate},6) = 04-25-1945 (Julian value 2431570.5)

ADDYEARS

Usage: @Addyears(D,N)

Description: Adds N years to D

Example: @Addyears({Exdate},57) = 10-25-2001 (Julian value 2452207.5)

TODAY

Usage: @Today()

Description: Returns the current computer date

Example: @Today() = 04-01-1992 (Julian value 2448713.5)

The @TODAY Function may also be used as a character expression, in which case the date is displayed as string in the format: Mo-Da-Year (USA format) or Da.Mo.Year (International format).

Time Functions

These Functions each return a time value.

In this list, the following letter is used to stand for the type of expression indicated:

N A number

The results in the examples are displayed in the "Hr:Mn:Sc" format.

HOURS

Usage: @Hours(N)
Description: Converts N hours to a Julian value
Example: @Hours(6) = 06:00:00 (Julian value 0.25)

MINUTES

Usage: @Minutes(N)
Description: Converts N minutes to a Julian value
Example: @Minutes(36) = 00:36:00 (Julian value 0.025)

NOW

Usage: @Now()
Description: Returns the current computer time
Example: @Now() = 12:00:00 (Julian value 0.5)

SECONDS

Usage: @Seconds(N)
Description: Converts N seconds to a Julian value
Example: @Seconds(5400) = 01:30:00 (Julian value 0.0625)

The @NOW Function may also be used as a character expression, in which case the time is displayed as string in the format: Hr:Mn:Sc.

Menu Commands

The following topics describe each of the Menu commands available in Wyndfields.

File Menu

File ~ Open Database
File ~ Close Database
File ~ Select Index
File ~ Reindex
File ~ Print
File ~ Printer Setup
File ~ Wyndfields Setup
File ~ Exit Wyndfields

Mode Menu

Mode ~ View
Mode ~ Edit
Mode ~ Summary
Mode ~ Design
Mode ~ Table
Mode ~ Form

Edit Menu

Edit ~ Save
Edit ~ Abort
Edit ~ Insert Record
Edit ~ Delete Record
Edit ~ Clipboard
Edit ~ Fill Field
Edit ~ Extended Edit
Edit ~ Global Update
Edit ~ Transfer Data
Edit ~ Void Database

Locate Menu

Locate ~ Quick Search
Locate ~ Conditional Search
Locate ~ Next
Locate ~ Previous
Locate ~ Set Filter
Locate ~ Unset Filter
Locate ~ Mark Record
Locate ~ Go to Marker

Wyndows Menu

Wyndows ~ Cascade
Wyndows ~ Tile
Wyndows ~ Arrange Icons
Wyndows ~ Close All

File Menu

The File Menu contains commands for opening and closing Databases, using Indexes, Printing, and setting program options.

File ~ Open Database

File ~ Close Database

File ~ Select Index

File ~ Reindex

File ~ Print

File ~ Print ~ Design

File ~ Print ~ Summary

File ~ Print ~ Labels

File ~ Print ~ Report

File ~ Print ~ Table

File ~ Print ~ Form

File ~ Printer Setup

File ~ Wyndfields Setup

File ~ Exit Wyndfields

File ~ Open Database

Purpose

Allows you to select a Database for use, or to create a new Database.

Procedures

The Open File Dialog Box is displayed.

To create a new Database, type in a new name in the Filename Edit Box, then select the OK Button. The Database Design Dialog Box is displayed. Enter the Attributes for each Field, then select the OK Button.

To open an existing Database, Select a File in the Files List Box from the current directory or any other directory on any disk, then select the OK Button.

Notes

If the selected Database is already open, the Wyndow for this Database is made active, otherwise a new Wyndow is opened, displaying the Table of the Database.

All Database Files have a DSN extension (short for Design), and only these Files are able to be opened.

If the selected Database is Linked to other Databases, all other Linked Databases will also be opened at the same time as the selected Database.

File ~ Close Database

Purpose

Closes the active Database.

Notes

If the active Database is Linked to other Databases, all other Linked Databases will also be closed at the same time as the active Database.

File ~ Select Index

Purpose

Allows you to change the current Index for the active Database.

Procedures

The Select Index Dialog Box is displayed.

Select an Index in the Indexes List Box, then select the OK Button.

Notes

The Records of the active Database appear in the order designated by the selected Index, and the name of the Index is displayed on the Status Bar at the bottom of the main Wyndfields Wyndow.

File ~ Reindex

Purpose

Rebuilds the Index Files for the active Database.

Procedures

To begin the Reindexing process, select the Yes Button in the Message Box which appears.

Notes

If you select the Cancel Button during the Reindexing process, the Index Files will not be properly rebuilt, and your Database will not display the correct Records until you reselect the **File ~ Reindex** command.

File ~ Print

The File ~ Print Menu contains commands for Printing data from the active Database.

File ~ Print ~ Design

File ~ Print ~ Summary

File ~ Print ~ Labels

File ~ Print ~ Report

File ~ Print ~ Table

File ~ Print ~ Form

File ~ Print ~ Design

Purpose

Prints the Design structure of the active Database.

Procedures

The Printing Dialog Box is displayed.

Select the Print destination and the number of copies to Print, then select the OK Button.

Notes

The Database Design is Printed to the designated destination.

Each Field is listed along with its Attributes. Next, each Index is listed with each of its Key Fields. Finally, if the Database is Linked to other Databases, each of the Links is listed.

File ~ Print ~ Summary

Purpose

Prints a Summary of the Records in the active Database.

Procedures

If you have not just Viewed the Summary using the Mode ~ Summary command, recalculate the Summary by selecting the Yes Button in the Message Box which appears.

After recalculating the Summary, the Printing Dialog Box is displayed.

Select the Print destination, and the number of copies to Print, then select the OK Button.

Notes

The Summary is Printed to the designated destination.

When the Summary is recalculated, then If the Database is Filtered, then only those Records which are included in the Filter are Summarized. Otherwise, the entire Database is Summarized.

If the Summary is **not** recalculated before Printing, then the last Summary calculated in Summary Mode is Printed.

File ~ Print ~ Labels

Purpose

Prints Labels, which have been Designed using the Mode ~ Design ~ Labels command, for the active Database.

Procedures

The Open File Dialog Box is displayed.

Select a Label definition File in the Files List Box from the current directory or any other directory on any disk, then select the OK Button.

The Printing Dialog Box is displayed.

Select the Print destination, the number of copies to Print, and whether or not you wish to set Print Conditions, then select the OK Button.

If you selected to Set Print Conditions, then the Conditions Dialog Box is displayed. Enter Conditions for which Records to Print, then select the OK Button.

Notes

Labels based on the selected Label definition File are Printed to the designated destination.

All Label definition Files have an LBL extension, and only these Files are able to be Printed using this command.

If the Database is Filtered, then only those Records which are included in the Filter are Printed, or if you entered Print Conditions, then only those Records which meet the Conditions are Printed.

File ~ Print ~ Report

Purpose

Prints a Report, which has been Designed using the Mode ~ Design ~ Report command, for the active Database.

Procedures

The Open File Dialog Box is displayed.

Select a Report definition File in the Files List Box from the current directory or any other directory on any disk, then select the OK Button.

The Printing Dialog Box is displayed.

Select the Print destination, the number of copies to Print, and whether or not you wish to set Print Conditions, then select the OK Button.

If you selected to Set Print Conditions, then the Conditions Dialog Box is displayed. Enter Conditions for which Records to Print, then select the OK Button.

If the Group Fields, set in the Report Options Dialog Box when Designing the Report, do not correspond exactly to the Key Fields of the current Index (the first Group Field being the first Key Field, etc.), then Wyndfields gives you a warning and asks if you still wish to Print the Report. If the Records of the Database are not in the correct order, then Groups in the Report may be meaningless, often changing after each Record. If the current Index is not correct for the Report, then select the No Button and change to the correct Index (by selecting the File ~ Select Index) before Printing the Report.

Notes

The Report based on the selected Label definition File is Printed to the designated destination.

All Report definition Files have an RPT extension, and only these Files are able to be Printed using this command.

If the Database is Filtered, then only those Records which are included in the Filter are Printed, or if you entered Print Conditions, then only those Records which meet the Conditions are Printed.

File ~ Print ~ Table

Purpose

Prints the Table of the active Database.

Procedures

The Printing Dialog Box is displayed.

Select the Print destination, the number of copies to Print, and whether or not you wish to set Print Conditions, then select the OK Button.

If you selected to Set Print Conditions, then the Conditions Dialog Box is displayed. Enter Conditions for which Records to Print, then select the OK Button.

Notes

A facsimile of the Table is Printed to the designated destination.

If the Database is Filtered, then only those Records which are included in the Filter are Printed, or if you entered Print Conditions, then only those Records which meet the Conditions are Printed.

If the Table is too wide to fit on one page, then several widths are be Printed out, each showing successive columns of the Table, so that if you laid them side by side you could see the entire Table.

File ~ Print ~ Form

Purpose

Prints the screen Form for the current Record in the active Database.

Procedures

The Printing Dialog Box is displayed.

Select the Print destination and the number of copies to Print, then select the OK Button.

Notes

A facsimile of the screen Form is Printed to the designated destination.

File ~ Printer Setup

Purpose

Allows you to choose the active Windows Printer, and set options for Printers.

Procedures

The Select Printer Dialog Box is displayed.

Select a Printer, then select the OK Button.

Notes

The Printer which is selected in Wyndfields will become the active Printer in Windows, even after you exit Wyndfields.

File ~ Wyndfields Setup

Purpose

Allows you to set certain program options.

Procedures

The Wyndfields Setup Dialog Box is displayed.

Select the desired options, then select the OK Button.

Notes

Most options take effect as soon as the Dialog Box is completed. Security Codes take effect the next time you enter Wyndfields.

File ~ Exit Wyndfields

Purpose

Closes the main program Wyndow, ending the current Wyndfields session.

Notes

Unless the Keep File Status When Exiting option in the Wyndfields Setup Dialog Box has been disabled, any Database Files open when you exit the program will be re-opened the next time Wyndfields is run.

Mode Menu

The Mode Menu contains commands for changing the active state of Wyndfields and of the active Database Wyndow.

Mode ~ View

Mode ~ Edit

Mode ~ Summary

Mode ~ Design

Mode ~ Design ~ Database

Mode ~ Design ~ Index

Mode ~ Design ~ Labels

Mode ~ Design ~ Report

Mode ~ Design ~ Table

Mode ~ Design ~ Form

Mode ~ Design ~ Links

Mode ~ Table

Mode ~ Form

Mode ~ View

Purpose

Places the active Database in View Mode, in which the Records of the Database may be Viewed, Searched, and Printed, but no changes to the data may be made.

Notes

Any changes made in Edit Mode or Design Mode are saved when this command is selected.

Mode ~ Edit

Purpose

Places the active Database in Edit Mode, in which the Records of the Database may be Viewed, Searched, Printed, and modified.

Notes

The commands on the Edit Menu are enabled when this command is selected.

Mode ~ Summary

Purpose

Places the active Database in Summary Mode.

Procedures

In the Message Box which appears, select the Yes Button (unless you have just Viewed the Summary and nothing has changed in the Database).

After the Summary is recalculated, it is displayed on the screen. The Wyndfields Menu changes and the word "Summary" appears on the Wyndfields Status Bar.

For each Field in the Database, Wyndfields displays a count of all non-blank values. For Numeric, Date, and Time Fields additional Summary information is also displayed, based **only** on non-blank values. If there are more Fields in the Database than will fit in one screenful, a Vertical Scroll Bar appears on the right edge of the Wyndfields Window so that you may scroll the display.

Available Commands

View Mode - Ends Summary Mode and returns to View Mode.

Set Conditions - Allows you to set new Conditions for the Summary. This command displays the Conditions Dialog Box. Enter Conditions for the Summary, then select the OK Button. After recalculating, a Summary of the matching Records is displayed.

Print - Allows you Print the Summary by running the File ~ Print ~ Summary command.

Notes

When you first enter Summary Mode, the Summary is calculated for the entire Database, unless you have set a Filter, in which case the Summary is calculated for only those Records which meet the Conditions of the Filter.

If a Filter was set before entering Summary Mode, then that Filter is removed when new Conditions are entered for the Summary with the **Set Conditions** command.

Wyndfields draws a distinction between blank Fields and Fields with a value of zero. Blank Fields are **not** included when calculating the Summary.

Mode ~ Design

The Mode ~ Design Menu contains commands for creating and modifying the File Designs used in Wyndfields.

Mode ~ Design ~ Database

Mode ~ Design ~ Index

Mode ~ Design ~ Labels

Mode ~ Design ~ Report

Mode ~ Design ~ Table

Mode ~ Design ~ Form

Mode ~ Design ~ Links

Mode ~ Design ~ Database

Purpose

Allows you to modify the Design of the active Database.

Procedures

The Database Design Dialog Box is displayed.

Enter the modifications to the Design, then select the OK Button.

If significant changes have been made to the Design:

- 1** A warning is displayed asking if you are sure you wish to continue. Select the Yes Button to continue.
- 2** Wyndfields asks if you wish to keep the previous Table and Form Design. If you have spent time modifying the default Table or Form you may wish to select the Yes Button, then manually make whatever changes are needed to the Table and Form yourself. If you would rather have Wyndfields reset the Table and Form to their default Designs (as determined by the new Database Design), then select the No Button.
- 3** The redesigning process will begin. If you select the Cancel Button during this process, the Database will be restored to its previous state with **no** modifications saved.
- 4** The Database will be Reindexed. This is essential if changes have been made to any Key Fields of the existing Indexes.

Notes

When saving a modified Design, Wyndfields will do its best to maintain the integrity of your data and to convert data to any altered Field Types and Field Formats. If you have valuable data which you are worried about losing, you may wish to make a copy of the original Database **before** you enter Database Design, just in case your data is altered in a way in which you do not expect.

To create a new Database, select the File ~ Open Database command.

Mode ~ Design ~ Index

Purpose

Allows you to create or modify Index Files for the active Database.

Procedures

The Select Index Dialog Box is displayed.

To create a new Index, select the New Button, type in a new name for the Index in the Input Box which appears, then select the OK Button.

To modify an existing Index, select an Index in the Indexes List Box, then select the OK Button.

The Index Design Dialog Box is displayed.

Enter the specifications for the Key Fields of the Index, then select the OK Button.

Notes

The selected Index is rebuilt. If you select the Cancel Button during the rebuilding process, the Index File will not be properly rebuilt, and your Database will not display the correct Records until you reselect the File ~ Reindex command.

The Records of the active Database appear in the order designated by the selected Index, and the name of the Index is displayed on the Status Bar at the bottom of the main Wyndfields Wyndow.

Mode ~ Design ~ Labels

Purpose

Allows you to create or modify a Label definition File.

Procedures

The Open File Dialog Box is displayed.

To create a new Label, type in a new name for the Label in the Filename Edit Box, then select the OK Button.

To modify an existing Label, select a File in the Files List Box from the current directory or any other directory on any disk, then select the OK Button.

You are placed in Label Design Mode. A facsimile of the Label is outlined in the main Wyndow, the Menus change, and the words "Label Design" appear on the Wyndfields Status Bar.

To enter text on the Label, simply type it in at the desired location.

Available Commands

Save - Ends Label Design Mode, saving all changes made to the Label, and returns to View Mode.

Abort - Ends Label Design Mode, without saving any changes, and returns to View Mode.

Field ~ Insert - Inserts a Field at the Insertion Point. Select the Field to insert from the Fields List Box which appears, then select the OK Button. The Field Attributes Dialog Box appears. Enter Attributes for the Field, then select the OK Button.

Field ~ Delete - Deletes the Field at the Insertion Point.

Field ~ Attributes - Allows you to change the Attributes of the Field at the Insertion Point by displaying the **Field Attributes Dialog Box**. Enter Attributes for the Field, then select the OK Button.

Design ~ Insert Line - Inserts a line **before** the line containing the Insertion Point.

Design ~ Delete Line - Deletes the line containing the Insertion Point.

Design ~ Options - Allows you to change the Label's margins and other options by displaying the Label Options Dialog Box. Enter the options, then select the OK Button.

Print - Allows you Print the Labels by running the File ~ Print ~ Labels command.

Label Fields

In addition to a regular Field from the active Database (or from any Linked Databases), several special Fields may be placed on a Label:

<u>Calculated Field</u>	Prints a value determined by a <u>Formula</u> .
Date	Prints the current computer date.
Time	Prints the current computer time.
Page #	Prints the page number.
New Page	Forces a page break. All other text and Fields on the same

line with this Field are ignored when Printing.

Notes

All Label definition Files have an LBL extension, and only these Files are able to be Designed using this command.

Label definitions are not attached to a specific Database, so you can use the same Label layout for different Databases. If the Fields of the different Databases do not correspond to each other, however, some Fields on the Label may be lost or altered.

The Label Design capabilities of Wyndfields are flexible enough to allow you to use them for much more than just mailing labels. Any type of free-form Report may be created as a Label definition, such as a multi-column Report.

One other use for Label Design is to create form letters. By defining a very large Label (even several pages long), you can write your letter by simply placing text on the screen. Where you need a personalized reference, insert a Field from the Database. On the bottom line of the Label, place the **New Page** Field.

Mode ~ Design ~ Report

Purpose

Allows you to create or modify a Report definition File.

Procedures

The Open File Dialog Box is displayed.

To create a new Report, type in a new name for the Report in the Filename Edit Box, then select the OK Button.

To modify an existing Report, select a File in the Files List Box from the current directory or any other directory on any disk, then select the OK Button.

You are placed in Report Design Mode. A facsimile of the Report is outlined in the main Wyndow, the Menus change, and the words "Report Design" appear on the Wyndfields Status Bar.

To enter text on the Report, simply type it in at the desired location.

Available Commands

Save - Ends Report Design Mode, saving all changes made to the Report, and returns to View Mode.

Abort - Ends Report Design Mode, without saving any changes, and returns to View Mode.

Field ~ Insert - Inserts a Field at the Insertion Point. Select the Field to insert from the Fields List Box which appears, then select the OK Button. The Field Attributes Dialog Box appears. Enter Attributes for the Field, then select the OK Button.

Field ~ Delete - Deletes the Field at the Insertion Point.

Field ~ Attributes - Allows you to change the Attributes of the Field at the Insertion Point by displaying the **Field Attributes Dialog Box**. Enter Attributes for the Field, then select the OK Button.

Design ~ Insert Line - Inserts a line **before** the line containing the Insertion Point (unless you specify to insert the line at the end of the Report). Select the Line Type to insert from the Line Types List Box which appears, then select the OK Button..

Design ~ Delete Line - Deletes the line containing the Insertion Point.

Design ~ Change Line - Allows you to change the Line Type of the line containing the Insertion Point. Select the new Line Type from the Line Types List Box which appears, then select the OK Button..

Design ~ Options - Allows you to change the Report's margins and Group Fields by displaying the Report Options Dialog Box. Enter the options, then select the OK Button.

Print - Allows you Print the Report by running the File ~ Print ~ Report command.

Report Fields

In addition to a regular Field from the active Database (or from any Linked Databases), several special Fields may be placed on a Report:

Calculated Field Prints a value determined by a Formula.

Date	Prints the current computer date.
Time	Prints the current computer time.
Page #	Prints the page number.
New Page	Forces a page break. All other text and Fields on the same line with this Field are ignored when Printing.

The following Summary Fields may also be placed on a Report. Each Field Prints a value which summarizes another Field:

Count	Shows the number of non-blank values in the specified Field
Minimum	Shows the lowest non-blank value in the Field
Average	Shows the average non-blank value for the Field
Maximum	Shows the highest non-blank value in the Field
Sum	Shows the total of all non-blank values in the Field

Report Line Types

Each line in a Report is of a specific type, indicating when that line will be Printed:

Report Head	Prints once at the beginning of the Report.
Page Head	Prints at the top of each page of the Report.
Group Head	Prints when the Group Field changes. Up to four different Groups may be defined.
Record	Prints once for each <u>Record</u> in the active Database.
Subrecord	Prints once for each Record in the designated Database which is Linked to the active Database.
Group Foot	Prints just before the Group Field changes.
Page Foot	Prints at the bottom of each page of the Report.
Report Foot	Prints once at the end of the Report.

Notes

All Report definition Files have an RPT extension, and only these Files are able to be Designed using this command.

To create a Summary Report only, do not include any Record or Subrecord lines in the Report.

Summary Fields should be placed in Group Foot or Report Foot lines in order to Print subtotals and totals for the Report.

"Subrecord" lines are designated by the name of the relevant Database and will Print once for each Record in that Slave Database which corresponds to the Record in the Master Database which has just been Printed.

Report definitions are not attached to a specific Database, so you can use the same Report with different Databases. If the Fields of the different Databases do not correspond to each other, however, some Fields on the Report may be lost or altered.

Mode ~ Design ~ Table

Purpose

Allows you to change the Table Design of the active Database by placing you in Table Design Mode.

Procedures

The Menus change and the words "Table Design" appear on the Wyndfields Status Bar. The current column of the Table is highlighted in reverse video.

To move from column to column, press <Tab> or <Shift-Tab>, or click the Left Mouse Button on the desired column.

Available Commands

Save - Ends Table Design Mode, saving all changes made to the Table, and returns to View Mode.

Abort - Ends Table Design Mode, without saving any changes, and returns to View Mode.

Insert - Inserts a column **before** the highlighted column (unless you specify to insert the column at the end of the Table). Select the column to insert from the Fields List Box which appears, then select the OK Button.

Delete - Removes the highlighted column from the Table. Removing columns from the Table does **not** affect the Database Design itself.

Width - Allows you to change the width of the highlighted column. Type in the new column width in the Input Box which appears, then select the OK Button.

Reset - Resets the Table to the default layout: one column for each Field of the Database displayed in order, with the width of each column equal to the Field Width for that Field.

Notes

To move a column to a different location in the Table, delete it from its present location, then insert it at the new location. (Each Field may only appear at one point in the Table.)

Mode ~ Design ~ Form

Purpose

Allows you to change the Form Design of the active Database by placing you in Form Design Mode.

Procedures

The Menus change and the words "Form Design" appear on the Wyndfields Status Bar.

To enter text on the Form, simply type it in at the desired location.

Available Commands

Save - Ends Form Design Mode, saving all changes made to the Form, and returns to View Mode.

Abort - Ends Form Design Mode, without saving any changes, and returns to View Mode.

Field ~ Insert - Inserts a Field at the Insertion Point. Select the Field to insert from the Fields List Box which appears, then select the OK Button. If you select the Calculated Field, then the Field Attributes Dialog Box appears. Enter Attributes for the Calculated Field, then select the OK Button.

Field ~ Delete - Deletes the Field at the Insertion Point.

Field ~ Attributes - Allows you to change the Attributes of the Calculated Field at the Insertion Point by displaying the **Field Attributes Dialog Box**. Enter Attributes for the Calculated Field, then select the OK Button.

Design ~ Insert Line - Inserts a line **before** the line containing the Insertion Point.

Design ~ Delete Line - Deletes the line containing the Insertion Point.

Design ~ Reset - Resets the Table to the default layout: each Field of the Database on its own line down the left side of the Wyndow, with the Field Name preceding the Field.

Notes

Each regular Field may appear only once on the Form. If you wish to display a Field in more than one location, or if you wish to display a Field without allowing it to be Edited, or if you wish to place a Field from a Linked Database on the Form, place a Calculated Field, then insert the appropriate Field Name as the Formula for the Calculated Field.

Mode ~ Design ~ Links

Purpose

Allows you to create or modify Links between the active Database and other open Databases.

Procedures

The Link Design Dialog Box is displayed.

Enter the specifications for the Links, then select the OK Button.

Notes

The Links are established and added to the Design of each of the Databases involved.

You do **not** need to access the **Link Design Dialog Box** from the other Databases.

If you do select the another Database as the active Database, then select the **Mode ~ Design ~ Links** command, you will see the Links already listed in the Dialog Box.

Mode ~ Table

Purpose

Places the active Database in Table Mode, in which the Records of the Database are displayed in rows and the Fields in columns.

Mode ~ Form

Purpose

Places the active Database in Form Mode, in which one Record from the Database is displayed at a time.

Edit Menu

The Edit Menu contains commands for adding, deleting, and changing data in the active Database.

Edit ~ Save

Edit ~ Abort

Edit ~ Insert Record

Edit ~ Delete Record

Edit ~ Clipboard

Edit ~ Clipboard ~ Undo

Edit ~ Clipboard ~ Cut

Edit ~ Clipboard ~ Copy

Edit ~ Clipboard ~ Paste

Edit ~ Clipboard ~ Clear

Edit ~ Fill Field

Edit ~ Fill Field ~ Copy Record

Edit ~ Fill Field ~ Copy Field

Edit ~ Fill Field ~ Insert Date

Edit ~ Fill Field ~ Insert Time

Edit ~ Fill Field ~ Lookup

Edit ~ Fill Field ~ Restore

Edit ~ Extended Edit

Edit ~ Global Update

Edit ~ Transfer Data

Edit ~ Void Database

Edit ~ Save

Purpose

Ends Edit Mode, saving all changes made to the current Record, and returns to View Mode.

Notes

Wyndfields will **not** save a blank Record. If the current Record is blank when Edit Mode is ended, the Record will be deleted automatically.

Edit ~ Abort

Purpose

Ends Edit Mode, without saving changes made to the current Record, and returns to View Mode.

Notes

Wyndfields saves data one Record at a time. Whenever a different Record becomes the current Record, any changes made to the previous Record are automatically saved to the disk. Aborting Edit Mode therefore cancels changes made **only** to the current Record.

Edit ~ Insert Record

Purpose

Adds a new blank Record to the active Database and moves the Edit Box to the first Field in the new Record.

Edit ~ Delete Record

Purpose

Delete the current Record from the active Database.

Procedures

Confirm the deletion by selecting the Yes Button in the Message Box which appears.

Notes

Once a Record is deleted, it is permanently removed from the Database File and cannot be restored.

Edit ~ Clipboard

The Edit ~ Clipboard Menu contains the standard Windows Editing commands.

Edit ~ Clipboard ~ Undo

Edit ~ Clipboard ~ Cut

Edit ~ Clipboard ~ Copy

Edit ~ Clipboard ~ Paste

Edit ~ Clipboard ~ Clear

Edit ~ Clipboard ~ Undo

Purpose

Undoes the latest change made in the current Field.

Edit ~ Clipboard ~ Cut

Purpose

Copies the selected text from the current Field into the Windows Clipboard and deletes it from the Field.

Edit ~ Clipboard ~ Copy

Purpose

Copies the selected text from the current Field into the Windows Clipboard **without** deleting it from the Field.

Edit ~ Clipboard ~ Paste

Purpose

Copies the contents of the Windows Clipboard into the current Field, replacing any selected text in the Field.

Edit ~ Clipboard ~ Clear

Purpose

Deletes the selected text from the current Field **without** copying it to the Windows Clipboard.

Edit ~ Fill Field

The Edit ~ Fill Field Menu contains commands for inserting specific types of data into a Field when Editing.

Edit ~ Fill Field ~ Copy Record

Edit ~ Fill Field ~ Copy Field

Edit ~ Fill Field ~ Insert Date

Edit ~ Fill Field ~ Insert Time

Edit ~ Fill Field ~ Lookup

Edit ~ Fill Field ~ Restore

Edit ~ Fill Field ~ Copy Record

Purpose

Copies all of the data from the Record you were last in into the current Record.

Edit ~ Fill Field ~ Copy Field

Purpose

Copies the data from the current Field in the Record you were last in into the current Field in the current Record.

Notes

The inserted data completely replaces the contents of the current Field.

Edit ~ Fill Field ~ Insert Date

Purpose

Inserts the current computer date into the current Field.

Notes

The inserted data completely replaces the contents of the current Field, unless the current Field is an Extended Field, in which case the inserted data will replace only the selected text in the Field.

Edit ~ Fill Field ~ Insert Time

Purpose

Inserts the current computer time into the current Field.

Notes

The inserted data completely replaces the contents of the current Field, unless the current Field is an Extended Field, in which case the inserted data will replace only the selected text in the Field.

Edit ~ Fill Field ~ Lookup

Purpose

Allows you to copy data from a Linked Database into the current Field in the active Database.

Procedures

The Table of the Linked Database is displayed, the Menus change, and the word "Lookup" appear on the Wyndfields Status Bar.

You may toggle between Table Mode and Form Mode by double-clicking in the Wyndow or by pressing <F4>.

Available Commands

Select - Ends the Lookup, copies the contents of the Field in the highlighted Record which is Linked to the active Database into the current Field in the active Database, and returns to Edit Mode in the active Database.

Abort - Ends the Lookup without copying any data, and returns to View Mode.

Index - Allows you to change the Index of the Lookup Database by running the File ~ Select Index command.

Locate - Allows you to Search the Lookup Database using many of the commands from the Locate Menu.

Edit ~ Fill Field ~ Restore

Purpose

Restores the current Field to its state the last time it was saved.

Edit ~ Extended Edit

Purpose

Allows you to Edit the current Extended Field while Viewing the entire Field.

Procedures

The Extended Edit Dialog Box is displayed.

Edit the contents of the Field, then select the OK Button.

Notes

In most cases, Wyndfields saves data one Record at a time. When Editing an Extended Field, however, changes made to the Field are saved to the disk as soon as you move out of the Field or select the OK Button in the **Extended Edit Dialog Box**.

Edit ~ Global Update

Purpose

Allows you to modify or delete multiple Records in the active Database.

Procedures

The Conditions Dialog Box is displayed.

Enter Conditions for which Records to modify or delete, then select the OK Button.

The Update Values Dialog Box is displayed.

To modify the Records, enter the new values for the Fields to be updated, then select the OK Button.

To delete the Records, select the Remove Button, then to confirm the deletion, select the Yes Button in the Message Box which appears.

Notes

All the Records which match the entered Conditions will be updated with the new values, or deleted.

Records which are deleted are permanently removed from the Database File and cannot be restored.

Edit ~ Transfer Data

Purpose

Allows you to copy data to or from the active Database from or to other Files.

Procedures

The Transfer Data Dialog Box is displayed.

Enter specifications for the transfer, then select the OK Button.

The Open File Dialog Box is displayed.

If transferring data **from** the active Database, you may create a new File to copy the Records to. Type in a new name for the File in the Filename Edit Box, then select the OK Button. Otherwise select a File in the Files List Box from the current directory or any other directory on any disk, then select the OK Button.

If the Set Transfer Conditions option was checked in the **Transfer Data Dialog Box**, then the Conditions Dialog Box appears. Enter Conditions for the transfer, then select the OK Button.

Transfer Types

Five types of transfer are possible:

Import	All the data from a non-Wyndfields File is copied into the active Database.
Export	Selected Records are copied from the active Database to a non-Wyndfields File.
Add In	All the Records from another Wyndfields Database are copied into the active Database.
Copy Out	Selected Records are copied from the active Database to another Wyndfields Database.
Move	Selected Records are copied from the active Database to another Wyndfields Database, then deleted from the active Database.

Notes

The transfer is processed, and the data is copied to the appropriate File. Wyndfields will do its best to convert the source data into the proper format in the target File.

If Importing or Adding In, you may **not** enter Conditions for the transfer. If Moving Records, you **must** enter Conditions. If Exporting or Copying out, you **may** enter Conditions for the transfer.

If transferring to or from an existing Wyndfields Database, the non-active Database involved may be open or closed. If a new Filename is entered when Copying Out or Moving, then a new Database will be created with the same Design as the active Database.

When Importing or Exporting, If the Transfer Format is dBASE then the File must have a DBF extension. Otherwise the File may have any extension.

To Export a data File for a "mail merge" using an external Word Processor, use the following Transfer Formats for the following Word Processors:

Comma Delimited Wordstar

MS Word Merge Microsoft Word or Word for Windows

WordPerfect Merge WordPerfect or WordPerfect for Windows

Edit ~ Void Database

Purpose

Removes **all** Records from the active Database.

Procedures

Confirm the deletion by selecting the Yes Button in the Message Box which appears.

Notes

All Records are permanently removed from the Database File and cannot be restored, and the program returns to View Mode.

Locate Menu

The Locate Menu contains commands for finding information in the active Database.

Locate ~ Quick Search

Locate ~ Conditional Search

Locate ~ Next

Locate ~ Previous

Locate ~ Set Filter

Locate ~ Unset Filter

Locate ~ Mark Record

Locate ~ Go to Marker

Locate ~ Quick Search

Purpose

Searches the current Index of the active Database for a specified value.

Procedures

The Quick Search Dialog Box is displayed.

Enter specifications for the Search, then select the OK Button.

Notes

The first Record which has a value equal to or greater than the values entered is displayed.

Quick Searches are **not** case sensitive, so it does not matter whether or not you capitalize your entries in the **Quick Search Dialog Box**.

Each Index is built based primarily on its first Key Field. Only if there are duplicates in the first Key Field do you need to enter information for the second Key Field.

You do not need to completely fill a Key Field to find a match. For example, if using a list of names which are Indexed alphabetically, entering the letter "S" in the Quick Search will take you to the first name on the list which begins with the letter "S".

Locate ~ Conditional Search

Purpose

Allows you to enter Conditions in order to find the first Record in the active Database which meets specific requirements.

Procedures

The Conditions Dialog Box is displayed.

Enter specifications for the Search, then select the OK Button.

Notes

Wyndfields Searches for the first Record which matches the Search Conditions, then displays it when found.

You may interrupt the Search at any time by pressing <Escape>.

Locate ~ Next

Purpose

Searches for and displays the next Record in the active Database which meets the Conditions most recently entered in the Conditions Dialog Box.

Notes

You may interrupt the Search at any time by pressing <Escape>.

Locate ~ Previous

Purpose

Searches for and displays the previous Record in the active Database which meets the Conditions most recently entered in the Conditions Dialog Box.

Notes

You may interrupt the Search at any time by pressing <Escape>.

Locate ~ Set Filter

Purpose

Allows you to View and work with only those Records in the active Database which meets specific requirements.

Procedures

The Conditions Dialog Box is displayed.

Enter specifications for the Filter, then select the OK Button.

Notes

When the Filter is set, only those Records which match the Conditions are visible. As long as the Filter is set, Wyndfields will work as though only these Records are present in the Database. You will only be able to Edit Filtered Records, and only Filtered Records may be Printed.

To indicate that the Database is Filtered, the word "Filtered" appears on the Wyndfields Status Bar in place of the number of Records in the Database.

Although you may Edit Records while a Filter is set, it is recommended that you remove a Filter before entering Edit Mode, since the Filter will significantly slow down the Editing process.

Locate ~ Unset Filter

Purpose

Removes a Filter from the active Database so that all Database Records are displayed.

Locate ~ Mark Record

Purpose

Allows you to assign a numeric Marker to the current Record in the active Database so that you may return to it quickly at a later time.

Procedures

In the Dialog Box which appears, select the Button of the Marker (numbered 0 to 9) you wish to assign to the current Record.

Notes

Records remain Marked as long as the active Database is in use (or until you re-assign a Marker to a different Record). If you close the Database, then re-open it, all Markers will be cleared. However, if you exit Wyndfields itself with the Database still open (and the Keep File Status When Exiting option is enabled in the Wyndfields Setup Dialog Box), all Markers will still be assigned when you re-enter Wyndfields the next time.

Locate ~ Go to Marker

Purpose

Displays a Record in the active Database which has previously been Marked.

Procedures

In the Dialog Box which appears, select the Button of the Marker (numbered 0 to 9) which corresponds to the Record.

Wyndows Menu

The Wyndows Menu contains commands for rearranging, closing, and activating Database Wyndows.

Wyndows ~ Cascade

Wyndows ~ Tile

Wyndows ~ Arrange Icons

Wyndows ~ Close All

Wyndows ~ Cascade

Purpose

Rearranges all open Databases Wyndows in an overlapping pattern.

Wyndows ~ Tile

Purpose

Rearranges all open Databases Wyndows so that each Wyndow is displayed separately.

Wyndows ~ Arrange Icons

Purpose

Rearranges all open Databases Wyndows which have been reduced to Icons in rows at the bottom of the main Wyndfields Wyndow.

Notes

A Database Wyndow may be reduced to an Icon by clicking on its Minimize Button, a Button in the upper right-hand corner of the Wyndow containing a triangle pointing down.

To restore an Iconized Wyndow to normal size, double-click on the Icon.

Wyndows ~ Close All

Purpose

Closes all open Databases Wyndows.

Dialog Boxes

The following topics describe the various Dialog Boxes used in Wyndfields.

Conditions Dialog Box

Database Design Dialog Box

Extended Edit Dialog Box

Field Attributes Dialog Box

Index Design Dialog Box

Label Options Dialog Box

Link Design Dialog Box

Open File Dialog Box

Printing Dialog Box

Quick Search Dialog Box

Report Options Dialog Box

Select Index Dialog Box

Select Printer Dialog Box

Transfer Data Dialog Box

Update Values Dialog Box

Wyndfields Setup Dialog Box

Conditions Dialog Box

Purpose

Allows you to enter Conditions for Searching, updating, or Printing.

Controls

Conditions List Box - One Condition may be entered for each number in the Box. The specifications for each Condition are displayed on the line next to each number in this Box. To change the current line, highlight the desired number.

Link List Box - Highlight the desired word in this Box to indicate how the current Condition will relate to the previous Condition. There is no effect if Condition 1 is current or if the previous Condition contains only the word "And".

Field List Box - Highlight the desired Field in this Box for which the current Condition is being set. The Field may be from the active Database or a Linked Database.

Op List Box - Highlight the desired Operator in this Box to indicate how the Field will be compared to the entered Value for the current Condition.

Value Edit Box - Enter a Value or a Formula (see Using Formulas) in this Box which will be compared to the contents of the selected Field for the current Condition.

Fieldname List Box - When entering a Formula in the Value Edit Box, double-click on a Field Name in this Box (or highlight it and press <Ctrl-Return>) to insert it into the Formula.

Function List Box - When entering a Formula in the Value Edit Box, double-click on a Function Name in this Box (or highlight it and press <Ctrl-Return>) to insert it into the Formula.

OK Button - Accepts the Conditions and exits from the Dialog Box. The entered Conditions are acted on.

Cancel Button - Ignores the Conditions and exits from the Dialog Box. The entered Conditions are **not** acted on.

Help Button - Accesses this Help topic.

Insert Button - Inserts a new blank Condition on the current line and moves all following Conditions down one line.

Delete Button - Deletes the current Condition and moves all following Conditions up one line.

Clear Button - Deletes all existing Conditions.

Save Button - Allows you to save the current set of Conditions to a File by displaying the Open File Dialog Box. Type in the name of a new File in the Filename Edit Box or select an existing File from the Files List Box to replace that File with a new one, then select the OK Button.

Load Button - Allows you to load a previously saved set of Conditions by displaying the **Open File Dialog Box**. Select a File in the Files List Box from the current directory or any other directory on any disk, then select the OK Button.

Notes

If more than one Condition is entered, you must link the Conditions using either "And" or "Or". Two Conditions linked by "And" must **both** be true in order for a Record to

meet the Conditions. Only one of two Conditions linked by "Or" need to be true in order for a Record to meet the Conditions.

Conditions linked by "And" are evaluated together before Conditions linked by "Or". In the following example:

```
        Condition 1
and     Condition 2
or      Condition 3
```

Either Condition 3 must be true **OR both** Condition 1 **and** Condition 2 must be true for a Record to meet the Conditions.

To force Wyndfields to evaluate two Conditions linked by "Or" before Conditions linked by "And", place the "And" link on a separate line by itself. In the following example:

```
        Condition 1
and
        Condition 2
or      Condition 3
```

Condition 1 **must** be true, PLUS **either** Condition 2 **or** Condition 3 **must** also be true for a Record to meet the Conditions.

The following Operators may be used when setting Conditions:

```
=      equals
<      is less than
>      is greater than
<>    does not equal
<=    is less than or equal to
>=    is greater than or equal to
..     contains (the Value entered is a sequence of characters which occurs in
        the Field)
!!     does not contain
```

All Conditions Files have a CND extension, and only these Files are able to be saved or loaded in this Dialog Box.

Database Design Dialog Box

Purpose

Allows you to modify the Design of the active Database.

Controls

Field # List Box - One Field may be defined for each number in the Box. The Attributes for each Field are displayed on the line next to each number in this Box. To change the current line, highlight the desired number.

Field Name Edit Box - Enter a unique name in this Box for the current Field.

Type List Box - Highlight the desired Field Type in this Box for the current Field.

Format List Box - Highlight the desired Field Format in this Box for the current Field.

Decimals Edit Box - If the current Field Type is Numeric and the Format is **not** General, then enter the desired number of decimal places in this Box for the current Field.

Width Edit Box - Enter the desired Field Width in this Box for the current Field. The range of valid Widths available for the current Field is displayed in the bottom right-hand corner of the Dialog Box.

OK Button - Saves the Design and exits from the Dialog Box.

Cancel Button - Exits from the Dialog Box without saving the Design.

Help Button - Accesses this Help topic.

Insert Button - Inserts a new blank Field on the current line and moves all following Fields down one line.

Delete Button - Deletes the current Field and moves all following Fields up one line.

Notes

Field Names may be up to ten characters long. You may use any characters in a Field Name (including spaces), except for curly braces, { and }, and the tilde: ~. Capitalization is ignored, so "City" and "CITY" would be considered the same Field Name.

To move an existing Field to a new location:

- 1** In the Field # List Box, click on the number of the Field **before** which you wish to move the Field.
- 2** Select the Insert Button.
- 3** In the Field Name Edit Box, enter the name of the existing Field you wish to move to this new location.
- 4** Press the <Tab> key to exit the Field Name Edit Box. Wyndfields will move the Field to this new location. Any existing data in the Field will be saved in the new location when you select the OK Button to complete the Dialog Box.

If you accidentally delete a wanted Field from an existing Database, do **not** simply re-enter that Field in the Dialog Box or you will lose any existing data in the Field when you save the Design. Instead, cancel the Dialog Box, then reselect the **Mode ~ Design ~ Database** command.

Extended Edit Dialog Box

Purpose

Allows you to Edit an Extended Field while Viewing the entire Field.

Controls

Main Edit Box - In this Box you may Edit the text freely.

Field Button - Copies the data from the same Field in the last Record you were in into this Field.

Date Button - Copies the current computer date into this Field.

Time Button - Copies the current computer time into this Field.

Restore Button - Restores this Field to its state the last time it was saved.

OK Button - Saves the Field and exits from the Dialog Box.

Cancel Button - Exits from the Dialog Box without saving the Field.

Help Button - Accesses this Help topic.

Notes

In most cases, Wyndfields saves data one Record at a time. When Editing an Extended Field, however, changes made to the Field are saved to the disk as soon as you select the OK Button.

To create a new line while Editing the Field, press <Ctrl-Return>.

Field Attributes Dialog Box

Purpose

Allows you to modify the Attributes of a Field when Designing a Label, Report, or Form.

Controls

Field Type List Box - Highlight the desired Field Type in this Box for the Field.

Format List Box - Highlight the desired Field Format in this Box for the Field.

Decimals Edit Box - If the current Field Type is Numeric and the Format is **not** General, then enter the desired number of decimal places in this Box for the Field.

Width Edit Box - Enter the desired Field Width in this Box for the Field. The range of valid Widths available for the current Field is displayed beneath this Box.

Trim Field Check Box - If this Box is checked, then all blank spaces at the **end** of the Field will be eliminated, and any Fields which follow on the same line will be moved over next to this Field.

Print at Absolute Location Check Box - If this Box is checked, then this Field and all others which follow it on the same line will **not** be shifted over if there is a Trimmed Field prior to this one. (Checking this Box when there is no prior Trimmed Field has no effect.)

Print Only when Changed Check Box - If this Box is checked, the Field will **not** be Printed each time the line it is on in a Report is Printed, but only when the value of the Field changes, or at the beginning of a new page or Group.

Summarize Field List Box - Highlight the Field you wish to summarize with the current Summary Field.

Cumulative Summary Check Box - If this Box is checked, then the current Summary Field will keep a running total, adding the previous value of the Summary Field to the new value each time it is Printed.

Value of Calculated Field Edit Box - Enter a Value or a Formula (see Using Formulas) in this Box for the Calculated Field which will be displayed on the Label, Report, or Form, or which will be calculated for the current Summary Field each time a Database Record is Printed.

Fieldname List Box - When entering a Formula in the Value Edit Box, double-click on a Field Name in this Box (or highlight it and press <Ctrl-Return>) to insert it into the Formula.

Function List Box - When entering a Formula in the Value Edit Box, double-click on a Function Name in this Box (or highlight it and press <Ctrl-Return>) to insert it into the Formula.

OK Button - Saves the Field Attributes and exits from the Dialog Box.

Cancel Button - Exits from the Dialog Box without saving the Field Attributes.

Help Button - Accesses this Help topic.

Notes

The options in the Dialog Box will **never** all be available at the same time. Which options are available depend on the type of Field being modified.

Text which follows a Trimmed Field will **not** be shifted over. If you have text which must be placed after a Trimmed Field (such as a comma after a city in an address), enter that text in a Calculated Field placed after the Trimmed Field.

Summary Fields should be placed in Group Foot or Report Foot lines of a Report in order to Print subtotals and totals for the Report.

Index Design Dialog Box

Purpose

Allows you to modify the Design of an Index for the active Database.

Controls

Key Fields List Box - One Key Field may be defined for each number in the Box. The specifications for each Key are displayed on the line next to each number in this Box. To change the current line, highlight the desired number.

Field List Box - Highlight the desired Field in this Box for the current Key.

Order List Box - Highlight the desired sorting order in this Box for the current Key.

OK Button - Saves the Design and exits from the Dialog Box.

Cancel Button - Exits from the Dialog Box without saving the Design.

Help Button - Accesses this Help topic.

Insert Button - Inserts a new blank Key on the current line and moves all following Keys down one line.

Delete Button - Deletes the current Key and moves all following Keys up one line.

Clear Button - Deletes all existing Key Fields.

Notes

Each Key Field may be in Ascending (0 to 9, A to Z) or Descending (9 to 0, Z to A) order.

If no Key Fields have been designated, the order of the Index will be determined by the actual order of Records in the Database data File. Otherwise, the Index will be ordered by the first Key Field. If there are duplicates in the first Key Field, those Records will be ordered by the second Key Field, and so on.

Index Files in Wyndfields are **not** case-sensitive, so capitalization of the data in a Database will **not** affect the order of Records in an Index.

Label Options Dialog Box

Purpose

Allows you to modify the size and margins of a Label definition.

Controls

Left Margin Edit Box - Enter in this Box the number of spaces skipped before the first Label.

Top Margin Edit Box - Enter in this Box the number of lines skipped before the first Label on each page.

Labels Across Page Edit Box - Enter in this Box the number of Labels which will be Printed next to each other.

Lines Printed per Page Edit Box - Enter in this Box the total number of lines which will be Printed on each page (after the Top Margin), including all empty lines between Labels.

Label Width Edit Box - Enter in this Box the number of characters which may be Printed on each line of one Label.

Spaces After Each Label Edit Box - Enter in this Box the number of spaces in between each Label across the page.

Label Height Edit Box - Enter in this Box the number of lines which may be Printed for each Label.

Lines After Each Label Edit Box - Enter in this Box the number of lines in between each Label down the page.

Skip Lines with Blank Fields Check Box - If this Box is checked, then any line in a Label which contains **only** Fields which are blank (and no text) will not be Printed. The following lines will be moved up to take the place of the blank line, and the blank line will be Printed at the bottom of the Label instead. (This feature is used primarily for Mailing Labels where there may be an empty Company Name or Address Field.)

OK Button - Saves the options and exits from the Dialog Box.

Cancel Button - Exits from the Dialog Box without saving the options.

Help Button - Accesses this Help topic.

Notes

When a new Label definition is created, the Label size and margins are set to the default values as designated in the Wyndfields Setup Dialog Box.

Link Design Dialog Box

Purpose

Allows you to modify Links between the active Database and other open Databases.

Controls

Links List Box - One Link may be built for each number in the Box. The specifications for each Link are displayed on the line next to each number in this Box. To change the current line, highlight the desired number.

Type List Box - Highlight the desired type of Link in this Box for the current Link. Select "Master" if you want the **non-active** Database to be the Master of the active Database. Select "Slave" if you want it to be its Slave.

Database List Box - Highlight the Database in this Box which you want to Link to the active Database in the current Link.

Slave Index ~ Field List Box - Highlight the desired Index from the **Slave** Database in this Box whose primary Key Field will be Linked to a Field in the Master Database for the current Link. (The primary Key Field of each Index is listed after the Index name.)

Master Field List Box - Highlight the desired Field from the **Master** Database in this Box which corresponds to the primary Key Field in the Slave Index for the current Link.

OK Button - Saves the Links and exits from the Dialog Box.

Cancel Button - Exits from the Dialog Box without saving the Links.

Help Button - Accesses this Help topic.

Insert Button - Inserts a new blank Link on the current line and moves all following Links down one line.

Delete Button - Deletes the current Link and moves all following Links up one line.

Clear Button - Deletes all existing Links.

Notes

The Master Field and the primary Key Field of the Slave Index must have the same Field Type and the same Field Width. They do not need to have the same name (although this does help to make the relationship clearer).

After saving the Links, whenever the Master Database is active and you move in the Database, Wyndfields will automatically move to the first corresponding Record in the Slave Database.

Typically, you will want to set up **two** Links between any two Databases, the Master in one Link being the Slave in the other, and the Slave being the Master. This way, no matter which Database is active, the corresponding Records in the other Database will be shown.

Only those Fields which have the same Field Type and Field Width as the primary Key Field of the Slave Index will appear in the Master Field List Box. If no appropriate Fields exist in the Master Database, you will be unable to create a Link using the selected Slave Index.

You do **not** need to access the **Link Design Dialog Box** from both Databases being

Linked. If you do select a Linked Database as the active Database, then select the **Mode ~ Design ~ Links** command, you will see the Links already listed in the Dialog Box.

Open File Dialog Box

Purpose

Allows you to open various types of Files for use, or to rename, delete, or copy Files.

Controls

Filename Edit Box - Enter in this Box the name of the File you wish to open.

Files List Box - Instead of entering a Filename, highlight a File in this Box. If you double-click on a File in this Box, you will exit from the Dialog Box and the File will be opened.

Directories List Box - Highlight the desired directory in this Box. The Files listed in the Files List Box are those which exist in the currently selected directory.

OK Button - Opens the designated File and exits from the Dialog Box.

Cancel Button - Exits from the Dialog Box without opening a File.

Help Button - Accesses this Help topic.

Rename Button - Allows you to rename the File which is highlighted in the Files List Box. Type in the new name for the File in the Input Box which appears, then select the OK Button.

Delete Button - Allows you to delete the File which is highlighted in the Files List Box.. To confirm the deletion, select the Yes Button in the Message Box which appears.

Copy Button - Allows you to copy the File which is highlighted in the Files List Box to a new File. Type in the new name for the File in the Input Box which appears. If copying a Database File, also indicate whether you wish to copy only the Design of the Database to a new empty File, or whether you wish to copy all the data in the Database's Records as well. Select the OK Button.

Notes

When entering a Filename, be sure to follow the DOS rules: A Filename may be up to 8 characters long. Capitalization does not matter. **Never** use a space in a Filename.

If opening a File with one of the File Extensions which Wyndfields recognizes, the File **must** have that Extension. You need not type in the Extension, only the actual Filename.

You may not rename, delete, or copy an open File. You may not rename or delete a Database which is Linked to another Database.

When renaming or copying a File, the new name must not be the same as any other File of the same type, or if naming a Database File, the new name must not be the same as any other Database or Index in the same directory.

If you delete a Database, all data and associated Index Files are also erased.

When copying a Database File, all Fields will be duplicated, as well as the Table and Form Design, but only the first Index will be copied. This Index File will be given the same name as the new Database. Links between Databases will not be copied.

You **may** copy Files from one directory to another. If you enter the name of a directory ending with a backslash (\), a File with the same name as the original will be

created in the new directory. Otherwise, a File with the name at the end of the path will be created. If no directory is included in the path, the File is created in the current directory.

Never rename a Wyndfields DSN, DTA, EXT, or NDX File from DOS. The Files which collectively make up a Wyndfields Database are closely associated, with references to each other's Filenames within them. If you rename one from DOS, the others will not know how to find it. Always rename such Files from within Wyndfields.

Printing Dialog Box

Purpose

Allows you to set Printing options just before you Print.

Controls

Destination Box - Check the destination to which you wish to Print: Printer, File, or Screen.

of Copies Edit Box - If Printing to the Printer, enter the number of copies of the Print job you wish to Print.

Set Print Conditions Check Box - If this Box is checked, then after exiting this Dialog Box you may enter Conditions using the Conditions Dialog Box for which Records will be Printed.

OK Button - Exits from the Dialog Box and continues with the Print job.

Cancel Button - Exits from the Dialog Box without Printing.

Help Button - Accesses this Help topic.

Notes

Print destinations include:

Printer	The Print job will be sent to the active Windows Printer.
File	The Print job will be sent to a File formatted for Printing to the active Printer. (If you want an unformatted text File, select "Generic / Text Only" as the active Windows Printer.)
Screen	The Print job will be sent to the screen. You must press a key at the end of each screenful to View the whole Print job.

Quick Search Dialog Box

Purpose

Allows you to Search the current Index of the active Database for a specified value.

Controls

Key Field Edit Boxes - One Edit Box for each Key Field in the current Index is displayed. Enter the desired data for each Key Field

OK Button - Exits from the Dialog Box and performs the Search.

Cancel Button - Exits from the Dialog Box without Searching.

Help Button - Accesses this Help topic.

Notes

Quick Searches are **not** case sensitive, so it does not matter whether or not you capitalize your entries.

Each Index is built based primarily on its first Key Field. Only if there are duplicates in the first Key Field do you need to enter information for the second Key Field.

You do not need to completely fill a Key Field to find a match. For example, if using a list of names which are Indexed alphabetically, entering the letter "S" in the Quick Search will take you to the first name on the list which begins with the letter "S".

Report Options Dialog Box

Purpose

Allows you to modify the margins and Group Fields of a Report definition.

Controls

Left Margin Edit Box - Enter in this Box the number of spaces skipped before Printing each line of the Report.

Top Margin Edit Box - Enter in this Box the number of lines skipped before the first line of each page is Printed.

Report Width Edit Box - Enter in this Box the number of characters which may be Printed on each line of the Report.

Lines Printed per Page Edit Box - Enter in this Box the total number of lines which will be Printed on each page (after the Top Margin).

Group Fields List Box - One Group Field may be designated for each number in the Box. The name of the Group Field is displayed on the line next to each number in this Box. To change the current line, highlight the desired number.

Fields List Box - Highlight the desired Field in this Box to be the current Group Field.

OK Button - Saves the options and exits from the Dialog Box.

Cancel Button - Exits from the Dialog Box without saving the options.

Help Button - Accesses this Help topic.

Insert Button - Inserts a new blank Group Field on the current line and moves all following Groups down one line.

Delete Button - Deletes the current Group Field and moves all following Groups up one line.

Clear Button - Deletes all existing Group Fields.

Notes

When a new Report definition is created, the Report size and margins are set to the default values as designated in the Wyndfields Setup Dialog Box.

Select Index Dialog Box

Purpose

Allows you to select an Index for use or to modify.

Controls

Indexes List Box - Highlight an Index File in this Box. If you double-click on an Index in this Box, you will exit from the Dialog Box and the Index will be selected.

OK Button - Selects the designated Index and exits from the Dialog Box.

Cancel Button - Exits from the Dialog Box without selecting an Index.

Help Button - Accesses this Help topic.

New Button - Allows you to create a new Index File for the active Database. Type in the new name for the Index in the Input Box which appears, then select the OK Button. The new Index is selected and you exit from the Dialog Box.

Rename Button - Allows you to rename the Index which is highlighted in the Indexes List Box. Type in the new name for the Index in the Input Box which appears, then select the OK Button.

Delete Button - Allows you to delete the Index which is highlighted in the Indexes List Box.. To confirm the deletion, select the Yes Button in the Message Box which appears.

Notes

You may not rename or delete an Index associated with a Linked Database..

When renaming or copying a Index, the new name must not be the same as any other Database or Index in the same directory (unless the new Index name is the same as the Database it is associated with).

Each Database must have at least one Index, so you may not delete a Database's only Index File.

Select Printer Dialog Box

Purpose

Allows you to select which Printer you wish to Print to, and how you want that Printer configured.

Controls

Printers List Box - Highlight the Printer in this Box to which you wish to Print. The Printers listed are those which have been installed in the Windows Control Panel.

OK Button - Selects the designated Printer and exits from the Dialog Box.

Cancel Button - Exits from the Dialog Box without selecting a Printer.

Help Button - Accesses this Help topic.

Setup Button - Allows you to access the Setup options for the Printer highlighted in the Printers List Box. The Dialog Box which appears will depend on the specific Printer which was highlighted. Choose the desired options for the Printer, then select the OK Button.

Notes

You may not rename or delete an Index associated with a Linked Database..

The Printer which is selected in Wyndfields will become the active Printer in Windows, even after you exit Wyndfields.

Transfer Data Dialog Box

Purpose

Allows you to set options for a transfer of data to or from the active Database.

Controls

Transfer Type - Check the type of transfer you wish to make.

Transfer Format - If Importing or Exporting, check the format for the non-Wyndfields File involved in the transfer.

Set Transfer Conditions Check Box - If this Box is checked, then after exiting this Dialog Box you may enter Conditions using the Conditions Dialog Box for which Records will be transferred.

OK Button - Exits from the Dialog Box and continues with the transfer.

Cancel Button - Exits from the Dialog Box without transferring data.

Help Button - Accesses this Help topic.

Notes

Transfer types include:

Import	All the data from a non-Wyndfields File is copied into the active Database.
Export	Selected Records are copied from the active Database to a non-Wyndfields File.
Add In	All the Records from another Wyndfields Database are copied into the active Database.
Copy Out	Selected Records are copied from the active Database to another Wyndfields Database.
Move	Selected Records are copied from the active Database to another Wyndfields Database, then deleted from the active Database.

When Importing data into the active Database, the non-Wyndfields File must have one of the following formats:

Fixed Length	Each <u>Field</u> has a set length, with no extra characters between Fields or Records.
Fixed with Return	Each Field has a set length, with no extra characters between Fields, but with a Carriage Return and a Line Feed at the end of each Record.
Comma Delimited	Fields are separated by commas and may be of any length. Quotation marks may surround a Field. A Carriage Return and a Line Feed is at the end of each Record.
dBASE	A dBASE III or dBASE IV File.

When Exporting Records, the non-Wyndfields File must have one of the above formats, or either of the following:

MS Word Merge	A Microsoft Word mail merge data File, comma delimited, but the first Record lists the Field Names.
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WordPerfect Merge A WordPerfect secondary mail merge data File.

Update Values Dialog Box

Purpose

Allows you to make changes to several Fields in multiple Records in the active Database.

Controls

Updates List Box - One Update may be built for each number in the Box. The specifications for each Update are displayed on the line next to each number in this Box. To change the current line, highlight the desired number.

Field List Box - Highlight the desired Field to be updated in this Box for the current Update.

Value Edit Box - Enter a Value or a Formula (see Using Formulas) in this Box to indicate the desired new Value for the Field in the current Update.

Fieldname List Box - When entering a Formula in the Value Edit Box, double-click on a Field Name in this Box (or highlight it and press <Ctrl-Return>) to insert it into the Formula.

Function List Box - When entering a Formula in the Value Edit Box, double-click on a Function Name in this Box (or highlight it and press <Ctrl-Return>) to insert it into the Formula.

OK Button - Accepts the Updates and exits from the Dialog Box. The Records which match the Conditions entered previously are updated.

Cancel Button - Ignores the Updates and exits from the Dialog Box. No Records are updated.

Help Button - Accesses this Help topic.

Insert Button - Inserts a new blank Update on the current line and moves all following Updates down one line.

Delete Button - Deletes the current Update and moves all following Updates up one line.

Clear Button - Deletes all existing Updates.

Remove Button - Exits from the Dialog Box, but instead of updating, **deletes** from the active Database all Records which match the Conditions entered previously.

Wyndfields Setup Dialog Box

Purpose

Allows you to set program options.

Controls

Date Format Box - Check the Date Format you wish to use in Wyndfields. All Dates throughout the program must be entered in selected Format.

Keep file status when exiting Check Box - If this Box is checked, then whenever you exit Wyndfields, the status of any open Database Files will be remembered. The next time you run Wyndfields, each Database will be reopened in the same sized Wyndow, and with the same current Record. In addition, any Search Conditions and Record Markers will also be remembered.

Follow links Check Box - If this Box is checked, then as you move in a Database, Wyndfields will automatically move to the first corresponding Record in any Databases Linked to the active Database.

Label Defaults Button - Allows you to set the default Label size and margins, by displaying the Label Options Dialog Box. Enter the values which will be used initially whenever you create a new Label definition, then select the OK Button.

Report Defaults Button - Allows you to set the default Report margins, by displaying the Report Options Dialog Box. Enter the values which will be used initially whenever you create a new Report definition, then select the OK Button.

Security Codes Button - Allows you to enter passwords for the various security levels in Wyndfields by revealing the Security Codes Edit Boxes.

View Edit Box - Enter in this Box the password(s) you wish to assign to the View Level.

Edit Edit Box - Enter in this Box the password(s) you wish to assign to the Edit Level.

Design Edit Box - Enter in this Box the password(s) you wish to assign to the Design Level.

Security Edit Box - Enter in this Box the password(s) you wish to assign to the Security Level.

OK Button - Saves the options and exits from the Dialog Box.

Cancel Button - Exits from the Dialog Box without saving the options.

Help Button - Accesses this Help topic.

Notes

The values entered in the **Report Options Dialog Box** after selecting the Report Defaults Button will be used whenever you Print a Database Design, a Summary, a Table, or a Form.

When entering security codes, you may enter as many passwords as you wish for each level. Each password may be up to ten characters long. Separate passwords with commas. No passwords take effect unless there is a password entered for the Security Level.

If passwords are entered, then each time you enter Wyndfields you will be asked for your password. If the password you enter matches any of the passwords at a given

level you will enter Wyndfields at that level. (Capitalization does not matter when entering passwords.)

Security Levels include:

- | | |
|-----------------------|--|
| Help Level | If the password you enter does not match any of the set up passwords, you will enter Wyndfields at the Help Level. You will be able to access the Help Screens and exit the program, but do nothing else. |
| View Level | At this level you may open Databases for Viewing, Searching, and Printing, but you may not make any changes to the data. |
| Edit Level | At this level, in addition to the activities available at the View Level, you may also Edit Databases, but you may not alter the Design of any Files or copy Files. |
| Design Level | At this level, every feature of the program is available to you except that you may not alter any of the passwords in the Wyndfields Setup Dialog Box . |
| Security Level | At this level, every feature of the program is available. |

Errors, Extensions & Extremes

The following topics describe messages which may be displayed while using Wyndfields, plus the various Wyndfields File specifications.

Error Messages

Recovering Damaged Data

File Extensions

Extremes

Error Messages

The following messages may occur when using Wyndfields:

Field Widths must total at least 14.

When Designing a Database, the Widths of all the Fields must add up to at least 14 characters. Add more Fields to the Database Design or increase the Widths of the existing Fields.

Insufficient memory for this Task.

There is not enough memory to carry out the selected task. Exit from Wyndfields, then close one or more other applications before re-entering Wyndfields. It may be necessary to exit Windows entirely, then restart Windows and Wyndfields.

Insufficient memory to continue!

There is not enough memory to continue running Wyndfields, and the program will be aborted. Close one or more other applications before re-entering Wyndfields. It may be necessary to exit Windows entirely, then restart Windows and Wyndfields.

Invalid Printer selected. Check Printer Setup.

Windows is unable to Print to the selected Printer. Consult your Windows documentation on installing a Printer.

No Linkable Fields in Master Database.

There is no Field in the Master Database which has the same Field Type and Field Width as the Key Field of the Slave Index selected when Designing Links between Databases. Select a different Slave Index or create a new Index whose primary Key Field corresponds to a Field in the other Database.

No Printers installed in Windows Control Panel.

You cannot select a Printer or Print if you have not installed any Printers in Windows. Consult your Windows documentation on installing a Printer.

No room for this Field here.

When Designing a Form, you have attempted to place a Field in an area where there is insufficient space for the full Width of the Field being placed. Place the Field in a different location.

Reindexing unsuccessful. Indexes will not be accurate.

A disk error occurred during the Reindexing process. Check the amount of disk space available to be sure your disk is not full.

Such a Link already exists.

When Designing Links between Databases, only one Link of each type (Master or Slave) may exist between any two Databases. Delete the existing Link of the type you are trying to create, or create a different type of Link.

This Extension is reserved by Wyndfields.

The File Extension you have specified for a File in a data transfer is one of the Extensions used by Wyndfields for a specific type of File and may not be used for another purpose. Re-enter a different Filename.

Unable to copy from this non-existent File.

The source File specified for a data transfer does not exist. Re-enter a different Filename.

Unable to copy this File.

A disk error occurred while attempting to copy a File. Check the amount of disk

space available to be sure your disk is not full.

Unable to copy to the same File.

The target File specified for a data transfer is the same as the source File. Re-enter a different Filename.

Unable to create this File.

Wyndfields is unable to create the target File specified for a data transfer. You may have entered an invalid Filename, or you may have too many Files open already. Check you DOS documentation on proper Filenames, or check the "Files=" line in your CONFIG.SYS File.

Unable to create this Index.

Wyndfields is unable to build the specified Index. You may have entered an invalid Filename, or you may have too many Files open already. Check you DOS documentation on proper Filenames, or check the "Files=" line in your CONFIG.SYS File.

Unable to delete this File.

An attempt to delete a File has failed. The File may be marked "Read Only", or it may be in use by someone else. Check the attributes of the File you wish to delete.

Unable to delete this linked Database.

Linked Databases may not be deleted. Clear all Links to the Database, then try again to delete it.

Unable to delete this open Database.

Open Databases may not be deleted. Close the Database, then try again to delete it.

Unable to link Databases in different Directories.

When Designing Links between Databases, the Databases being Linked must be in the same directory. Copy the Files you wish to Link into the same directory.

Unable to open this Database.

Wyndfields is unable to access the Design File for the selected Database, or you may have too many Files open already. The Design File may be corrupted, or a non-Wyndfields File, or you may need to check the "Files=" line in your CONFIG.SYS File.

Unable to open this File.

Wyndfields is unable to access a File. You may have too many Files open already. Check the "Files=" line in your CONFIG.SYS File.

Unable to read this File.

Wyndfields is unable to read a File properly when attempting to import data from it. The File may not be in the correct format.

Unable to rename this File.

An attempt to rename a File has failed. You may have entered an invalid Filename or the name of a File which already exists. Check you DOS documentation on proper Filenames.

Unable to rename this Index.

An attempt to rename an Index File has failed. You may have entered an invalid Filename or the name of a File which already exists, or the name of an existing Database. Check you DOS documentation on proper Filenames.

Unable to rename this linked Database.

Linked Databases may not be renamed. Clear all Links to the Database, then try

again to rename it.

Unable to rename this open Database.

Open Databases may not be renamed. Close the Database, then try again to rename it.

Unable to save this Design.

A disk error occurred during the process of saving a Database, Label, or Report File. Check the amount of disk space available to be sure your disk is not full.

Unable to set up Printer.

Windows is unable to access the Printer driver for the selected Printer. Consult your Windows documentation on installing a Printer.

Wyndfields is already running!

Only one copy of Wyndfields is able to be run at once. Switch to the currently running copy of Wyndfields.

The following messages may occur when entering a Formula:

Invalid Field Name

Text which is enclosed in curly braces: { and }, in your Formula does not correspond to a correct Field Name. It is best to insert Field Names into Formulas by selecting them from the Fieldname List Box.

Invalid Function Name

Text entered in the Formula between the "@" sign and a left parenthesis does not correspond exactly to a correct Function name. It is best to insert Function names into Formulas by selecting them from the Function List Box.

No Parentheses after Function

All Functions in Formulas require that they be followed by parentheses, even if no Parameters are required by the Function. Add parentheses after every Function.

Unbalanced Braces

There must be an equal number of left and right curly braces in any Formula. Check your Formula to find out where you have left one out, or added an extra one.

Unbalanced Parentheses

There must be an equal number of left and right parentheses in any Formula. Check your Formula to find out where you have left one out, or added an extra one.

Wrong Number of Parameters

Each Wyndfields Functions requires that a specific number of Parameters follow the Function name, placed in parentheses and separated by commas. Check to see if you have included the correct number of Parameters for a Function, or if you have included too few or too many commas between them.

Recovering Damaged Data

Damaged Indexes

In some situations (particularly if your computer loses power while you are running Wyndfields), Index Files may become corrupted. If a Database appears to have no Records, or fewer Records than you remember, it may be necessary to Reindex the Database. The process of Reindexing rebuilds each of the Indexes of the Database, Record by Record.

To Reindex the active Database:

Select the File ~ Reindex command.

Damaged Data Files

If your data still does not behave the way it should, it is possible that the data File itself has become damaged.

To restore a damaged data File:

- 1** Copy the Design of the damaged Database to a new File in the Open File Dialog Box, but be sure to specify that you want to copy the Design **only**.
- 2** Open the new File.
- 3** Select the Mode ~ Edit command to activate the Edit Menu.
- 4** Select the Edit ~ Transfer command. Select **Add In** as the Transfer Type. Select the OK Button.

After the transfer process, the new File will contain the undamaged data from the original Database. You may then wish to Void the original Database and copy the Records back in, or delete the original Database and work with the new File.

Damaged Configuration File

In some cases where a damaged Database was open when you exited Wyndfields, you may not be able to re-enter Wyndfields without an "Unrecoverable Application Error" occurring.

If you receive such an error when entering Wyndfields, first try exiting completely from Windows, then re-entering Windows and re-entering Wyndfields.

If the error persists, you must delete the WFW.CFG File from the Wyndfields directory, then rerun the File ~ Wyndfields Setup command in order to reconfigure the program as desired.

File Extensions

Wyndfields recognizes and uses the following File Extensions:

CFG	Configuration File containing program options
CND	Conditions File containing saved <u>Search</u> Conditions
DBF	A dBASE III or dBASE IV data File, used when <u>Importing</u> or <u>Exporting</u>
DSN	Design File containing the definition of the <u>Database Fields</u> , <u>Indexes</u> , <u>Table</u> and <u>Form</u> layouts, and <u>Links</u>
DTA	Data File containing the actual information in a Database
EXT	Extended Field File containing the text entered in the Extended Fields of a Database
HLP	Help File containing the text for the Help screens
LBL	<u>Label</u> definition File
NDX	Index File for a Database
RPT	<u>Report</u> definition File

Extremes

The following are the program limitations of Wyndfields for Windows:

Maximum <u>Records</u> per <u>Database</u> :	2 billion
Maximum <u>Fields</u> per Record:	120
Maximum Field Width:	76 characters
Minimum Record size:	14 characters
Maximum Record size:	9120 characters
Extended Field size:	1260 characters
Maximum <u>Indexes</u> per Database:	10
Maximum <u>Key Fields</u> per Index:	10
Maximum Key expression length:	64 characters
Maximum Key Field width:	26 characters
Maximum Databases open at once:	20
Maximum <u>Links</u> to one Database:	12
Numeric Accuracy:	19 digits
Earliest Date allowed:	1 January A.D. 0
Latest Date allowed:	31 December A.D. 9999
Maximum <u>Form</u> width:	90 characters
Maximum <u>Form</u> length:	200 lines
Maximum <u>Label/Report</u> width:	255 characters
Maximum <u>Label/Report</u> length:	200 lines
Maximum Fields per Label/Report:	255

