

# Wyndfields for Windows

Version 1.3

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WYNDWARE  
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System requirements:           IBM compatible computer  
  Microsoft Windows 3.0  
  1.5 MB RAM

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# Getting Started

## Introduction

Wyndfields for Windows is a powerful relational Database program, useful for keeping track of any type of structured information.

With Wyndfields you can:

- Scan your data quickly in a Table, or work with each Record individually using a Form.

- View your data in several different orders by setting up Indexes which will be updated for you as you add Records to your Database.

- Control the way your information is stored and displayed by taking advantage of the various Field Types and Formats available.

- Find exactly the information you require by using several powerful Searching features.

- Display or print quick Summary information on selected Records.

- Create and print Labels and Reports without ever leaving the program.

- Link Databases together in order to pull together related information from several Databases at once.

For experienced Database users, Wyndfields for Windows also offers advanced abilities such as:

- Using Formulas (and numerous calculation Functions) to create Calculated Fields and to do detailed Searches.

Tracking Time and Date values ranging from seconds to centuries.

Updating or deleting multiple Records based on Search Conditions.

Redesigning the appearance of Database Tables and Forms.

Creating data Files for several popular Word Processors in order to perform a mail merge.

Renaming, deleting, and copying Database, Index, Label and Report Files.

Transferring data between different Databases or between the Wyndfields format and other common File formats.

## Diskette Contents

The following program Files are included with Wyndfields:

<b>SETUP.EXE</b>	Program used for installing Wyndfields into Windows
<b>WFW.EXE</b>	Wyndfields program File
<b>WFW.HLP</b>	Help system for Wyndfields

Some of these sample data Files are also included:

<b>BE*.*</b>	music	Simple relational Database of Beatles
<b>MA*.*</b>		Mailing List Database
<b>ST*.*</b>		Star Trek Database
<b>YES*.*</b>	music	Advanced relational Database of Yes

The sample Files contain examples of the various features available in Wyndfields. You are encouraged to experiment freely with them, or modify them for your own use.

## Installing Wyndfields

To install Wyndfields:

From DOS:

- 1 Place the Wyndfields diskette in drive A.
- 2 At the DOS prompt type **A:** and press <Return>.
- 3 At the A> type **INSTALL** and press <Return>.
- 4 Windows is loaded and the Setup program is run.

From Windows:

- 1 Place the Wyndfields diskette in drive A.
- 2 In Windows Program Manager, select the **File ~ Run** command.
- 3 Enter **A:SETUP** as the command to run, then select the OK Button.
- 4 The Setup program is run.

The Setup program copies the Files from the distribution diskette onto your hard disk, then creates a program Icon for Wyndfields in Windows. To run Wyndfields, double-click the Left Mouse Button on this Icon.

## Files =

A Wyndfields Database may consist of several Files: a Design File, Data Files, and Index Files. Wyndfields allows you to have up to 20 different Databases and 255 different Files open at once. The number of Files which may be open at once is limited, however, by the "Files =" line in your CONFIG.SYS File in the Root directory of the disk from which you boot your computer.

If you are unable to open as many Files in Wyndfields as you need to, use a Text Editor (such as the Windows Notepad program) to increase the number after the words "Files =" in your CONFIG.SYS File.

## Converting from Wyndfields for DOS

If you have used the DOS version of Wyndfields, Wyndfields for Windows will be able to read any Database Files which you have created in the DOS version. The following should be kept in mind, however:

If you make any changes to the **Design** of a Database or its Indexes, Table, or Form, Wyndfields for DOS will no longer be able to read the Database Files.

Calculated Fields created in Wyndfields for DOS will become normal Fields in Wyndfields for Windows. You must run the **Mode ~ Design ~ Form** command to create new Calculated Fields.

Wyndfields for Windows cannot use any Label or Report definition Files created in Wyndfields for DOS.

If you intend to use Files created in Wyndfields for DOS in Wyndfields for Windows, it is strongly recommended that you make **copies** of your Database Files, so that you can still safely use the originals in Wyndfields for DOS.

## Where to Go from Here

The following Quick Guide provides very basic instructions on using the features of Wyndfields, designed to get you up and running quickly.

For in-depth step by step instructions on using Wyndfields, browse through the Overview Help Topics in the Wyndfields on-line Help system.

The Reference Section in this manual (as well as its counterpart in the on-line Help system) gives a detailed description of the Menu commands and Dialog Boxes which are used in Wyndfields.

## Quick Guide

The Quick Guide Section outlines how to use the program, beginning with its most basic features.

### 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*

A **Database** is a unified collection of related information, made up of any number of **Records** (containing data on an individual person or item), each of which consists of a set group of **Fields**.

Each Field defines a specific type of data (such as a date or a city name) which is included in each Record.

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.

A Database may be displayed as a **Table**. The columns of the Table represent each Field, and each row shows the data contained in one Record.



Data may also be displayed using a **Form**, showing one Record at a time, with its Fields organized on the screen in a specified way.

### *Using Menus & Dialog Boxes*

To select a Menu command:

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

**Keyboard:** Press <F10> to activate the Menus, then use the Direction Keys to highlight a Menu item and press <Return> OR hold down the <Alt> key and type the underlined letter of a 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>.

To move between options in a Dialog Box:

**Mouse:** Point to an 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 an option or group of options. Use the Direction Keys to move within a group.

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>.

### *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>.

To exit Help:

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

### *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>.

## **Viewing Data**

### *Opening a Database*

To open an existing Database for use:

- 1** Select the **File ~ Open Database** command.
- 2** Double-click on a Filename listed in the **Open File Dialog Box**.

### *Viewing a Table*

To scroll the Table with a mouse:

Click on the Vertical Scroll Bar to scroll Table rows.  
Click on the Horizontal Scroll Bar to scroll columns.  
Click on any Record to highlight that Record.

Use the Direction Keys to scroll the Table:

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

**Ctrl-Home/End** To top left/bottom right corner of Table

### *Viewing a Form*

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.

To scroll the Form with a mouse:

Click on the Vertical Scroll Bar to scroll the Form up or down.  
Click on the Horizontal Scroll Bar to scroll the Form left or right.  
Click on any Record to highlight that Record.

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

Click on the following Buttons to change the current Record:

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

Use the Direction Keys to change the current Record:

**Ctrl-Up/Down** To previous/next Record

**Ctrl-Home/End** To first/last Record in Database

### *Opening Several Databases*

To open several Databases:

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

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 a Database from the Wyndows Menu OR click the Left Mouse Button in a 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>.

To close all open Databases:

Select the **Wyndows ~ Close All** command.

## **Editing Data**

### *Edit Mode*

To switch to Edit Mode:

Select the **Mode ~ Edit** command OR press <F3>.

In Edit Mode:

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

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

Use the following keys:

<b>Tab/Return</b>	To save a field and move to the next
<b>Shift-Tab</b>	To save a field and move to the previous
<b>Left/Right Arrow</b>	To move one character left/right in the Edit Box
<b>Ctrl-Left/Right</b>	To move one word left/right in the Edit Box
<b>Home/End</b>	To move to the beginning/end of the Edit Box

### *Adding Records*

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

Select the **Edit ~ Insert Record** command OR press <F5>.

### *Deleting Records*

To delete the current Record in Edit Mode:

- 1 Select the **Edit ~ Delete Record** command OR press <F6>.
- 2 Select the Yes Button to confirm the deletion.

### *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>.

## Database Design

### *Creating a New Database*

To create a new Database:

- 1 Select the **File ~ Open Database** command.
- 2 Type in a new name in the **Open File Dialog Box**, then select the OK Button.
- 3 Enter Attributes for each Field for the Database in the **Database Design Dialog Box**, then select the OK Button.

For each Field you wish to add in the **Database Design Dialog Box**:

- 1 Click on the number in the Field # List Box of the first unused Field.
- 2 In the Field Name Edit Box, enter a unique name for the Field.
- 3 Click on a Field Type in the Type List Box.
- 4 Click on a Field Format in the Format List Box.
- 5 If the Field Type is Numeric and the Field Format is **not** General, enter the number of decimal places in the Decimals Edit Box.
- 6 Enter the Field Width in the Width Edit Box.

### *Inserting, Deleting & Moving 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:

- 1 Select the **Mode ~ Design ~ Database** command.
- 2 Make changes in the **Database Design Dialog Box**, then select the OK Button.
- 3 If significant changes have been made to the Design, a warning will be displayed asking if you are sure you wish to continue. Select the Yes Button to continue.
- 4 Wyndfields will ask if you wish to keep the previous Table and Form Design. Select the Yes Button to maintain the previous designs, or select the No Button to reset the designs to the defaults.
- 5 The Database is redesigned.
- 6 The Database is Reindexed.

## **Indexing**

### *Designing an Index*

To create or modify an Index for the active Database:

- 1 Select the **Mode ~ Design ~ Index** command.
- 2 In the **Select Index Dialog Box**, double-click on an existing Index, or select the New Button, type in a new name for the Index, then select the OK Button.
- 3 Enter specifications for each Key Field for the Index in the **Index Design Dialog Box**, then select the OK Button.

For each Key Field you wish to modify in the **Index Design Dialog Box**:

- 1 Click on the number in the Key Fields List Box of the Key you wish to add or modify.
- 2 Click on a Field Name in the Field List Box.
- 3 Click on the sorting order in the Order List Box.

### *Changing the Current Index*

To change the current Index:

- 1 Select the **File ~ Select Index** command.
- 2 Double-click on an Index in the **Select Index Dialog Box**.

### *Reindexing a Database*

To Reindex the active Database:

- 1 Select the **File ~ Reindex** command.
- 2 Select the Yes Button to confirm the command.
- 3 The Database is Reindexed.

## **Finding Data**

### *Performing a Quick Search*

To perform a Quick Search in the active Database:

- 1 Select the **Locate ~ Quick Search** command OR press <Ctrl-Q>.
- 2 Enter a Search value for the Key Fields of the current Index in the **Quick Search Dialog Box**, then select the OK Button.

### *Using Markers*

To Mark a Record in the active Database:

- 1 Highlight a 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 Record. The Marked Record will be displayed and highlighted for you.

### *Performing a Conditional Search*

To perform a Conditional Search in the active Database:

- 1 Select the **Locate ~ Conditional Search** command OR press <Ctrl-C>.
- 2 Enter the Search Conditions in the **Conditions Dialog Box**, then select the OK Button.

For each Condition you wish to add in the **Conditions Dialog Box**:

- 1 Click on the number in the Conditions List Box of the Condition you wish to add or modify.
- 2 If not at Condition 1, click on a word in the Link List Box to indicate how this Condition will relate to the previous Condition.
- 3 Click on the Field Name in the Field List Box of the Field for which you wish to set the Condition.
- 4 Click on an Operator in the Op List Box to indicate how the Field will be compared to the entered Value.
- 5 Enter a Value or a Formula in the Value Edit Box which will be compared to the contents of the selected Field.

To save a set of Conditions to a File:

- 1 Select the Save Button.
- 2 Type in a new name in the **Open File Dialog Box**, then select the OK Button.

To load a set of saved Conditions:

- 1 Select the Load Button.
- 2 Double-click on a Filename listed in the **Open File Dialog Box**.

### *Finding Next & Previous Records*

To find the next Record which matches the Search Conditions:

Select the **Locate ~ Next** command OR press <Ctrl-N>.

To find the previous Record which matches the Search Conditions:

Select the **Locate ~ Previous** command OR press <Ctrl-P>.

### *Using a Filter*

To set a Filter for the active Database:

- 1** Select the **Locate ~ Set Filter** command OR press <Ctrl-S>.
- 2** Enter the Filter Conditions in the **Conditions Dialog Box**, then select the OK Button.

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*

To choose the active Printer:

- 1 Select the **File ~ Printer Setup** command.
- 2 Double-click on a Printer in the **Select Printer Dialog Box**.

#### *Printing a Design or Form*

To Print the Design of the active Database:

- 1 Select the **File ~ Print ~ Design** command.
- 2 Set the Printing options in the **Printing Dialog Box**, then select the OK Button.

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

- 1 Select the **File ~ Print ~ Form** command.
- 2 Set the Printing options in the **Printing Dialog Box**, then select the OK Button.

#### *Printing a Table*

To Print the Table of the active Database:

- 1 Select the **File ~ Print ~ Table** command.
- 2 Set the Printing options in the **Printing Dialog Box**, then select the OK Button.
- 3 If the Set Print Conditions option is enabled then enter Conditions in the **Conditions Dialog Box** for which Records to Print, then select the OK Button.

## Summarizing Data

### *Summary Mode*

To View a Summary of the active Database:

- 1 Select the **Mode ~ Summary** command.
- 2 Select the Yes Button to recalculate the Summary.

To end Summary Mode and return to View Mode:

Select the **View Mode** command OR press <F2>.

### *Summary Conditions*

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

- 1 Select the Set Conditions command.
- 2 Enter Conditions for the Summary in the **Conditions Dialog Box**, then select the OK Button.

### *Printing a Summary*

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

- 1 Select the **File ~ Print ~ Summary** command.
- 2 Select the Yes Button to recalculate the Summary.
- 3 Set the Printing options in the **Printing Dialog Box**, then select the OK Button.

To Print a Summary while in Summary Mode:

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

## Labels

### *Designing Labels*

To create or modify a Label definition:

- 1 Select the **Mode ~ Design ~ Labels** command.

- 2 Double-click on a Filename listed in the **Open File Dialog Box**, or type in a new name, then select the OK Button.
- 3 Enter text and insert Fields on the Label.
- 4 Select the **Save** command OR press <F2>.

To insert a Field on a Label in Label Design Mode:

- 1 Select the **Field ~ Insert** command OR press <F7>.
- 2 Double-click on a Field.
- 3 Enter Attributes for the Field in the **Field Attributes Dialog Box**, then select the OK Button.

### *Label Options*

To change the Label size and margins while in Label Design Mode:

- 1 Select the **Design ~ Options** command.
- 2 Enter options in the **Label Options Dialog Box**, then select the OK Button.

### *Printing Labels*

To Print Labels from the active Database:

- 1 In View Mode: Select the **File ~ Print ~ Labels** command, then double-click on a Label definition File in the **Open File Dialog Box**. In Label Design Mode: select the **Print** command.
- 2 Set 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.

## **Reports**

### *Designing Reports*

To create or modify a Report definition:

- 1 Select the **Mode ~ Design ~ Report** command.

- 2 Double-click on a Filename listed in the **Open File Dialog Box**, or type in a new name, then select the OK Button.
- 3 Enter text and insert Fields on the Report.
- 4 Select the **Save** command OR press <F2>.

To insert a new line in a Report:

- 1 Select the **Design ~ Insert Line** command OR press <F5>.
- 2 Double-click on a line type to indicate when the line will be printed.

To alter when a line will be printed in a Report:

- 1 Select the **Design ~ Change Line** command.
- 2 Double-click on a new line type.

### *Report Options*

To change the Report size and margins, or to set up Group Fields, while in Report Label Design Mode:

- 1 Select the **Design ~ Options** command.
- 2 Enter options in the **Report Options Dialog Box**.
- 3 To set up a Group Field, click on the number of a Group in the Group Fields List Box, then click on a Field in the Fields List Box to assign that Field to the Group.
- 4 Select the OK Button.

### *Printing Reports*

To Print a Report from the active Database:

- 1 In View Mode: Select the **File ~ Print ~ Report** command, then double-click on a Report definition File in the **Open File Dialog Box**. In Report Design Mode: select the **Print** command.
- 2 Set 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.

## 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*

To change program options:

- 1 Select the **File ~ Wyndfields Setup** command.
- 2 Set the program options In the **Wyndfields Setup Dialog Box**, then select the OK Button.

#### *Table Design*

To modify the Table for the active Database:

Select the **Mode ~ Design ~ Table** command.

In Table Design Mode:

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

To remove a column, select the **Delete** command OR press <F8>.

To place a removed column back in the Table, select the **Insert** command OR press <F7>, then double-click on a Field.

To move a column, delete it from its present location, then insert it at the new location.

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

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

To save the Table Design and return to View Mode:

Select the **Save** command OR press <F2>.

## *Form Design*

To modify the Form for the active Database:  
Select the **Mode ~ Design ~ Form** command.

In Form Design Mode:

To place text on the Form, type it in.

To place a Field on the Form, select the **Field ~ Insert** command OR press <F7>, then double-click on a Field.

To remove a Field from the Form, select the **Field ~ Delete** command OR press <F8>.

To move a Field, delete it from its present location, then insert it at the new location.

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

To save the Form Design and return to View Mode:  
Select the **Save** command OR press <F2>.

## **Advanced Editing**

### *Using the Clipboard*

Select the following commands from the Edit ~ Clipboard Menu:

**Undo** or <Alt-Backspace> - to undo the latest change made in the current Field.

**Cut** or <Shift-Delete> - to copy the selected text from the current Field into the Clipboard, deleting it from the Field.

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

**Paste** or <Shift-Insert> - to copy the contents of the Clipboard into the current Field.

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



### *Filling a Field with Data*

Select the following commands from the Edit ~ Fill Field Menu:

- Copy Record** or <Ctrl-R> - to copy all of the data from the Record you were last in into the current Record.
- Copy Field** or <Ctrl-F> - to copy the data from the Record you were last in into the current Record, but only the data from the current Field.
- Insert Date** or <Ctrl-D> - to insert the current computer date into the current Field.
- Insert Time** or <Ctrl-T> - to insert the current computer time into the current Field.
- Restore** or <Escape> - to restore the current Field to its state the last time it was saved.

### *Editing Extended Fields*

To Edit an Extended Field:

- 1** Select the **Edit ~ Extended Edit** command OR press <Ctrl-E>.
- 2** Edit the text freely in the **Extended Edit Dialog Box**.
- 3** Select Buttons at the bottom of the Dialog Box to insert specific data into the Field.
- 4** Select the OK Button to save the Field.

### *Updating Multiple Records*

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.

### *Deleting Multiple Records*

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.

To delete all Records from the active Database:

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

## Working with Files

### *Renaming, Deleting & Copying Files*

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

- 1 Highlight a 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 a 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.

### *Transferring Data*

To copy data to or from the active Database:

- 1** Select the **Edit ~ Transfer Data** command.
- 2** In the **Transfer Data Dialog Box**, click on a Transfer Type.
- 3** If Importing or Exporting, click on a Transfer Format.
- 4** If Exporting or Copying Out, indicate whether or not you wish to Set Transfer Conditions.
- 5** Select the OK Button.
- 6** Double-click on a Filename listed in the **Open File Dialog Box**, or type in a new name, then select the OK Button.
- 7** 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** and select the OK Button.

## Linking Databases

### *Designing Links between Databases*

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

- 1** Select the **Mode ~ Design ~ Links** command.
- 2** Enter specifications for each Link in the **Link Design Dialog Box**, then select the OK Button.

For each Link you wish to create in the **Link Design Dialog Box**:

- 1** Click on the number in the Link List Box of the first unused Link.
- 2** 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.
- 3** Click on the Database you wish to Link to in the Database List Box.
- 4** 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.

- 5 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.

### *Editing Linked Databases*

To perform a Lookup when editing a Field which Links two Databases:

- 1 Select the **Edit ~ Fill Field ~ Lookup** command OR press <Ctrl-L>.
- 2 Highlight a Record in the Linked Database.
- 3 Select the **Select** command OR press <F2> to insert the data from the Linked Field into the Field being Edited.

## Reference

The Reference Section gives information about the Menu commands and Dialog Boxes used in Wyndfields.

### Interface

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

#### 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:

<b>First</b>	To first Record in Database
<b>Previous</b>	To previous Record
<b>Next</b>	To next Record
<b>Last</b>	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:

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

### *Forms*

To scroll the Form:

<b>Up/Down Arrow</b>	Up/down one line
<b>PgUp/PgDn</b>	Up/down one page
<b>Ctrl-PgUp/PgDn</b>	To top/bottom of Form
<b>Left/Right Arrow</b>	Left/right one character
<b>Ctrl-Left/Right</b>	Left/right one page
<b>Home/End</b>	To left/right edge of Form

To change the current Record in the Form:

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

### *Editing*

To switch to Edit Mode:  
Press <F3>.

In Edit Mode:

<b>Tab/Return</b>	Save Field and move to next
<b>Shift-Tab</b>	Save Field and move to previous
<b>Escape</b>	Restore Field to its original state
<b>Backspace</b>	Delete character before Insertion Point
<b>Delete</b>	Delete character at Insertion Point
<b>Left/Right Arrow</b>	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

### Edit ~ Fill Field ~ Restore

#### *Function Keys*

**F1**

**Help**

**F2**

**Mode ~ View**

**F3**

**Mode ~ Edit**

**F4**

Toggles between **Mode ~ Table**

and **Mode ~ Form**

**F5**

**Edit ~ Insert Record** (or **Design**

**~ Insert Line** in Design Mode)

**F6**

**Edit ~ Delete Record** (or **Design**

**~ Delete Line** in Design Mode)

**F7**

**Field ~ Insert** in Design Mode

**F8**

**Field ~ Delete** in Design Mode

**F10**

Menus

#### *Alt Key Combinations*

**Alt-Backspace**

**Edit ~ Clipboard ~ Undo**

**Alt-F2**

**Edit ~ Abort**

**Alt-F4**

**File ~ Exit Wyndfields**

#### *Shift Key Combinations*

<b>Shift-Delete</b>	<b>Edit ~ Clipboard ~ Cut</b>
<b>Shift-Insert</b>	<b>Edit ~ Clipboard ~ Paste</b>
<b>Shift-F4</b>	<b>Wyndows ~ Cascade</b>
<b>Shift-F5</b>	<b>Wyndows ~ Tile</b>

*Control Key Combinations*

<b>Ctrl-Delete</b>	<b>Edit ~ Clipboard ~ Clear</b>
<b>Ctrl-Insert</b>	<b>Edit ~ Clipboard ~ Copy</b>
<b>Ctrl-F4</b>	<b>File ~ Close Database</b>
<b>Ctrl-C</b>	<b>Locate ~ Conditional Search</b>
<b>Ctrl-D</b>	<b>Edit ~ Fill Field ~ Insert Date</b>
<b>Ctrl-E</b>	<b>Edit ~ Extended Edit</b>
<b>Ctrl-F</b>	<b>Edit ~ Fill Field ~ Copy Field</b>
<b>Ctrl-G</b>	<b>Locate ~ Go to Marker</b>
<b>Ctrl-L</b>	<b>Edit ~ Fill Field ~ Lookup</b>
<b>Ctrl-M</b>	<b>Locate ~ Mark Record</b>
<b>Ctrl-N</b>	<b>Locate ~ Next</b>
<b>Ctrl-P</b>	<b>Locate ~ Previous</b>
<b>Ctrl-R</b>	<b>Edit ~ Fill Field ~ Copy Record</b>
<b>Ctrl-Q</b>	<b>Locate ~ Quick Search</b>
<b>Ctrl-S</b>	<b>Locate ~ Set Filter</b>
<b>Ctrl-T</b>	<b>Edit ~ Fill Field ~ Insert Time</b>
<b>Ctrl-U</b>	<b>Locate ~ Unset Filter</b>

## Fields, Formulas & Functions

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

<b>Name</b>	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.
<b>Type</b>	The category of data which is allowed to be entered in the Field.
<b>Format</b>	The style in which the data in the Field is saved and displayed.
<b>Decimals</b>	How many decimal places are included (only in Numeric Fields).
<b>Width</b>	How many characters are allowed in the Field.

## Field Types

The following Field Types are recognized by Wyndfields:

<b>Character</b>	Any characters (letters, numbers, or symbols) are allowed. The Width of a Character Field may be from 1 to 76.
<b>Numeric</b>	Only numbers are allowed. Depending on the Field Format chosen, a Numeric Field may have a Width of 1 to 26.
<b>Date</b>	Contains a valid date (from the year A.D. 0 to A.D. 9999). The Width is always 10.
<b>Time</b>	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.
<b>Extended</b>	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

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

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

### 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 Window.

## **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**

### *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**

### *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**

### *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 Window.

## **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:

Calculated Field	Prints a value determined by a Formula.
<b>Date</b>	Prints the current computer date.
<b>Time</b>	Prints the current computer time.
<b>Page #</b>	Prints the page number.
<b>New Page</b>	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.
<b>Date</b>	Prints the current computer date.
<b>Time</b>	Prints the current computer time.
<b>Page #</b>	Prints the page number.
<b>New Page</b>	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:

<b>Count</b>	Shows the number of non-blank values in the specified Field
<b>Minimum</b>	Shows the lowest non-blank value in the Field
<b>Average</b>	Shows the average non-blank value for the Field
<b>Maximum</b>	Shows the highest non-blank value in the Field
<b>Sum</b>	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:

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

#### *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**

### *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**

#### *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.

<b>Export</b>	Selected Records are copied from the active Database to a non-Wyndfields File.
<b>Add In</b>	All the Records from another Wyndfields Database are copied into the active Database.
<b>Copy Out</b>	Selected Records are copied from the active Database to another Wyndfields Database.
<b>Move</b>	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**

### *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 as 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**

#### *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

#### *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 the Help system.

**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:

```

and          Condition 1
            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:

```

and          Condition 1
            Condition 2
            Condition 3
or

```

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 the Help system.

**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 the Help system.

### *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 the Help system.

### *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 the Help system.

**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 the Help system.

### *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 the Help system.

**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 the Help system.

**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 the Help system.

## *Notes*

Print destinations include:

- |                |  |
|----------------|--|
| <b>Printer</b> | The Print job will be sent to the active Windows Printer.  |
| <b>File</b>    | 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.) |
| <b>Screen</b>  | 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 the Help system.

### *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 the Help system.

**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 the Help system.

**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 the Help system.

**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 the Help system.

### *Notes*

Transfer types include:

- |               |   |
|---------------|---|
| <b>Import</b> | All the data from a non-Wyndfields File is copied into the active Database.           |
| <b>Export</b> | Selected Records are copied from the active Database to a non-Wyndfields File.        |
| <b>Add In</b> | 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 Field 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.

**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 the Help system.

**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 the Help system.

### *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:

<b>Help Level</b>	If the password you enter does not match <b>any</b> 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.
<b>View Level</b>	At this level you may open Databases for Viewing, Searching, and Printing, but you may not make any changes to the data.
<b>Edit Level</b>	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.
<b>Design Level</b>	At this level, every feature of the program is available to you <b>except</b> that you may not alter any of the passwords in the <b>Wyndfields Setup Dialog Box</b> .
<b>Security Level</b>	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**

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 is 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:

Select the **File ~ Rewrite Database** command.

### *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:

<b>CFG</b>	Configuration File containing program options
<b>CND</b>	Conditions File containing saved Search Conditions
<b>DBF</b>	A dBASE III or dBASE IV data File, used when Importing or Exporting
<b>DSN</b>	Design File containing the definition of the Database Fields, Indexes, Table and Form layouts, and Links
<b>DTA</b>	Data File containing the actual information in a Database
<b>EXT</b>	Extended Field File containing the text entered in the Extended Fields of a Database
<b>HLP</b>	Help File containing the text for the Help screens
<b>LBL</b>	Label definition File
<b>NDX</b>	Index File for a Database
<b>RPT</b>	Report definition File

## Extremes

The following are the program limitations of Wyndfields for Windows:

Maximum Records per Database:	2 billion
Maximum Fields per Record:	200
Maximum Field Width:	76 characters
Minimum Record size:	14 characters
Maximum Record size:	15,200 characters
Extended Field size:	1,260 characters
Maximum Indexes per Database:	10
Maximum Key Fields per Index:	10
Maximum Key expression length:	64 characters
Maximum Key Field width:	26 characters
Maximum Databases open at once:	20
Maximum Links 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 Form width:	90 characters
Maximum Form length:	200 lines
Maximum Label/Report width:	255 characters
Maximum Label/Report length:	200 lines
Maximum Fields per Label/Report:	255

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## Toolbar

The row of icons below the Menu Bar is known as the Toolbar. Click the Left Mouse Button on an active icon on the Toolbar as a shortcut for certain Menu items. The icons (listed in order from left to right) duplicate the following commands:

### *Icons*

<b>1</b>	<b>File ~ Open Database</b>
<b>2</b>	<b>File ~ Select Index</b>
<b>3</b>	<b>Mode ~ View</b>
<b>4</b>	<b>Mode ~ Edit</b>
<b>5</b>	<b>Edit ~ Insert Record</b>
<b>6</b>	<b>Edit ~ Delete Record</b>
<b>7</b>	<b>Edit ~ Clipboard ~ Cut</b>
<b>8</b>	<b>Edit ~ Clipboard ~ Copy</b>
<b>9</b>	<b>Edit ~ Clipboard ~ Paste</b>
<b>10</b>	<b>Edit ~ Fill Field ~ Copy Record</b>
<b>11</b>	<b>Edit ~ Fill Field ~ Copy Field</b>
<b>12</b>	<b>Edit ~ Fill Field ~ Insert Date</b>
<b>13</b>	<b>Edit ~ Fill Field ~ Insert Time</b>
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<b>16</b>	<b>Locate ~ Conditional Search</b>
<b>17</b>	<b>Locate ~ Next</b>
<b>18</b>	<b>Locate ~ Previous</b>
<b>19</b>	<b>Makes next Wyndow active</b>
<b>20</b>	<b>Help</b>

### *Turning the Toolbar On and Off*

To turn the Toolbar on or off, select the **File ~ Wyndfields Setup** command, then check the **Toolbar** box in the **Wyndfields Setup Dialog Box**.

## **Other Wyndware Products**

Wyndfields for DOS is a flat-file (non-relational) version of Wyndfields which runs in DOS rather than in Windows.

Wyndshell is a non-memory-resident Hard Disk Menu program which allows you to run the programs on your computer from easily definable menus. Built into Wyndshell is another program: Wynd-DOS, a utility program which performs such functions as formatting disks, copying and deleting files, and creating subdirectories - all from a friendly environment - without having to type commands at a DOS prompt. Wyndshell and Wynd-DOS support the use of a mouse. A stand-alone version of Wynd-DOS is available at a reduced price.

Flags is an educational program which displays representations of over 600 different flags of the world. (Requires a color monitor.)

## **Why Register?**

This software is a fully operational program with complete documentation. You are encouraged to use, copy, and distribute it as freely as you wish. But if you do find it useful, we ask that you please register your copy. There are several reasons why it is to your advantage to do this:

1. This is the only way in which this software is supported. WYNDWARE depends on your registration fee for our continued existence. If we do not receive your registration, we will be unable to continue offering programs like this to you.
2. By registering, you are assured of receiving the most up-to-date and full-featured product possible. We are continually upgrading our products, making them more powerful and easier to use. When you register, you will receive a copy of the most current version of the program, and will be placed on our list to receive notices of new revisions when they become available.
3. The initial registration reminder dialog box which appears at the beginning of the program is removed when you install your registered copy.
4. While the documentation in the on-disk manual is complete, you will receive a printed manual when you register the program.
5. Additional sample data files are also included with the registered version, including the up-to-date STAR TREK database, and a complex relational database of YES music.
6. As an added incentive for registering at this time, we will also include with your order at NO additional cost a copy of STARFIELD, a one- or two-player game for Windows.
7. Registered users will also receive the WYNDFIELDS IMPORTER, a utility program which converts dBASE data directly into the Wyndfields format, with no need for you to design a Wyndfields database first!

To become a registered owner of WYNDFIELDS FOR WINDOWS, or to order other

WYNDWARE products, use the convenient order form which follows, or call 1-800-475-1628 for credit card orders.

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Comments \_\_\_\_\_