

Edit

COLLABORATORS

	<i>TITLE :</i> Edit		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
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REVISION HISTORY

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Chapter 1

Edit

1.1 Datastore: Edit Menu Contents

Edit Menu Contents

The Edit menu contains commands relating to the editing of database file contents:

Cut command

Copy command

Paste command

Erase command

Find command

'Find Again' command

'Go To' command

Librarian command

'Edit Records' command

'Change Design' command

1.2 Datastore: Cut Command

Cut

The Cut command can be used in either of the two Datastore 'modes':

Edit Records Mode

If the cursor is within a field, choose Cut to delete the field contents and store it on the clipboard. Alternatively, press Right Amiga-`X`.

If the cursor is not within a field, choose Cut to delete the record and store it on the clipboard.

Change Design Mode

This command will only be available if an item on the record is selected.

Choose Cut to delete the selected item from the record and store it on the clipboard. Alternatively, press Right Amiga-`X`.

Multiple items can be cut from the record by selecting each item while holding the Shift key and then choosing Cut.

Unfortunately, pictures cannot be copied from the record data or record design.

NOTE: Datastore uses the Workbench Clipboard, and therefore text and pictures can be freely copied between Datastore and other supporting applications.

1.3 Datastore: Copy Command

Copy

The Copy command can be used in either of the two Datastore `modes`:

Edit Records Mode

If the cursor is within a field, choose Copy to copy the field contents and store it on the clipboard. Alternatively, press Right Amiga-`C`.

If the cursor is not within any field, choose Copy to copy the record and store it on the clipboard.

Change Design Mode

This command will only be available if an item on the record is selected.

Choose Copy to copy the selected item from the record and store it on the clipboard. Alternatively, press Right Amiga-`C`.

Multiple items can be Copied from the record by selecting each item while holding the Shift key and then choosing Copy.

Unfortunately, pictures cannot be copied from the record data or record design.

NOTE: Datastore uses the Workbench Clipboard, and therefore text and pictures can be freely copied between Datastore and other supporting applications.

1.4 Datastore: Paste Command

Paste

If there is nothing in the clipboard, this command will be disabled (dimmed).

The Paste command can be used in either of the two Datastore 'modes':

Edit Records Mode

If the cursor is within a field, choose Paste to copy the contents of the clipboard into the field. Alternatively, press Right Amiga-`'V'`.

If a record has been copied onto the clipboard, Paste will copy the record data into the database.

Change Design Mode

Choose Paste to copy the contents of the clipboard onto the record design. Alternatively, press Right Amiga-`'V'`.

NOTE: Datastore uses the Workbench Clipboard, and therefore text and pictures can be freely copied between Datastore and other supporting applications.

1.5 Datastore: Erase Command

Erase

Edit Records Mode

If the cursor is within a field, choose Erase to delete the contents of the field. Alternatively, press the Del key.

If the cursor is not within any field, choose Erase to delete the record from the database.

Change Design Mode

This command will only be available if an item on the record is selected.

Choose Erase to delete the item from the record design. Alternatively, press the Del key.

Multiple items can be Erased from the record by selecting each item while holding the Shift key and then choosing Erase.

1.6 Datastore: Find Command

Finding And Replacing Text

Choose Find to display the Find requester where you can search for and, if required, replaced it with different text. Alternatively, press Right Amiga-`F` or use the toolbar.

This command will only be available in
Edit Records
mode.

To the left of the Find and "Replace With" text gadgets, there are popup buttons (a button with a triangle in it) which display all the previous entries. The item you select from the popup list will be placed into the text gadget for editing.

The 'In' popup gadget contains a list of all the fields in the record. Using this gadget, you can specify whether you wish to just search for text in one field or in 'All Fields'. (Searching is much quicker when confined to one field.)

Special Features

Datastore can use wildcards to find and replace similar text within the database:

? Matches any character

c* Matches zero or more occurrences of the character c

c+ Matches one or more occurrences of the character c

For example, Find Ho??e will find both Horse and House.

To search for the above characters as text and not as a command, place a slash before the character, as follows:

\? Searches for a question mark

* Searches for an asterisk

\+ Searches for a plus sign

NOTE: Find only works on the first occurrence of the text within a field.

1.7 Datastore: 'Find Again' Command

Find Again

Choose "Find Again" to find the next occurrence of the text that you specified using the Find command. Alternatively, press Right Amiga-`G`.

This command will only be available when in
Edit Records
mode.

1.8 Datastore: 'Go To' Command

Go To

Choose "Go To" to display the "Go To Record" requester. Alternatively, press Right Amiga-`J` or use the toolbar.

From this requester you can specify the record that you wish to edit.

This command is only available when in
Edit Records
mode.

1.9 Datastore: Librarian Command

Librarian

Choose Librarian, or use the toolbar icon, to save common phrases and then quickly insert them into any fields.

This command will only be available when in
Edit Records
mode.

To insert a Librarian entry, select the text from the list and click Insert to place the text into the current field and close the requester.

Alternatively, double-click the list entry to insert the text and leave the requester on the screen.

The Librarian is a modeless requester, which means it can be left on the screen whilst editing records. Just click the requester zoom gadget to shrink the requester to its title bar and carry on editing the database.

Creating A Librarian Entry

Click New and type the text that you wish to add to the

Librarian in the Text text gadget. Then press the Return key to add the entry to the list.

You can also use these special codes within Librarian:

¶ Insert a new line (to type the character ¶, press Right Alt-`P`)

\ Insert the character ` `

Deleting A Librarian Entry

Select the entry to be deleted from the list and click Del. This will permanently delete the entry from Librarian when the requester is closed (unless you click Cancel).

Amending A Librarian Entry

Select the entry to be amended from the list and change the text in the text gadget. Then press the Return key to update the entry in the list.

1.10 Datastore: `Edit Records` Command

Edit Records

Choose "Edit Records" to change to `Edit Records` mode.

This mode is only for creating and altering record data. The record layout can be altered only in

Change Design
mode.

The record data can be manipulated in one of several ways:

- Applying A Query
- Browsing Through The Records
- Changing A Record
- Deleting A Record
- Duplicating A Record
- Inserting A Record
- Manoeuvring Around A Record
- Producing A Report
- Sorting the Records

NOTE: This menu command will change to `Change Design` after the command has been chosen.

1.11 Datastore: `Change Design` Command

Change Design

Choose "Change Design" to change to `Change Design` mode.

This mode is only for creating and altering the design and layout of the records. Record data can only be altered in

 Edit~Records
 mode.

The record layout can be manipulated in several ways:

- Changing A Field or Items Attributes
- Changing The Record Dimensions
- Deleting Existing Fields or Items
- Inserting A New Field
- Inserting A New Caption
- Inserting A New Box
- Inserting A New Picture
- Moving Fields or Items
- Resizing Fields or Items

NOTE: This menu command will change to 'Edit Records' after the command has been chosen.
