

Arts and Crafts Database (ACD) Help Index

The Help system describes the following topics:

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Using Arts and Crafts Database

Arts and Crafts Database (ACD) uses a form consisting of 10 fields to track your data. Complete the form and press the OK button to create records for the database. ACD provides the capability to display a picture (Windows bitmap format) of your craft or handiwork. Bitmaps can be created through the use of a scanner, or manually through the use of a wide variety of software tools, including Microsoft Paintbrush which comes free with Windows. The bitmap filename field requires a valid filename and path. If you keep all of your bitmaps in the ACD directory, only a filename is required.

Navigation through the database can be performed using the arrow buttons or the combo box labeled Arts and Crafts, located in the top right of the window. Click on the down arrow of the Arts and Crafts combo box to select from a list of all available records or navigate sequentially through the database using the arrow buttons.

Opening a File

Use the Open button to display the File Open dialog box. Select from the list of files with the ACD extension. Press the OK button to open the file. Optionally the Open menu item can be selected from the File menu to display the File Open dialog box.

Saving A File

Use the Save button to save a file to disk. If its an existing file it is immediately stored on disk. If its a new file:

- The File Save dialog box is displayed.
- Type in the name of the desired filename including the ACD file extension.
- Filenames can be no longer than eight characters.
- Press the OK button to save the file.

Optionally the Save menu item can be selected from the File menu to save the file.

Printing a File

Use the Print button to display the Print dialog box. Press OK to print the database. One page is printed for each record in the database. Optionally the Print menu item can be selected from the File menu to display the Print dialog box.

