

**View**

<b>COLLABORATORS</b>
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	<i>TITLE :</i> View		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
WRITTEN BY		October 23, 2024	

<b>REVISION HISTORY</b>
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NUMBER	DATE	DESCRIPTION	NAME

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# Chapter 1

## View

### 1.1 Datastore: View Menu Contents

View Menu Contents

The View menu contains commands for turning On or Off certain parts of the screen display:

Toolbar command  
'Design Tools' command  
'Record Browser' command  
  
'Show Pictures' command

### 1.2 Datastore: Toolbar Command

Toolbar

Choose Toolbar to toggle On or Off the fixed toolbar on the left side of the screen.

The commands available on the toolbar are as follows:

New  
Open  
Save  
  
Cut  
Copy  
Paste  
  
Find  
Go To  
Librarian  
  
Query  
Report  
Sort

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### 1.3 Datastore: 'Design Tools' Command

Design Tools

Choose "Design Tools" to toggle On or Off the floating Design Tools palette.

This command is only available in Change Design mode.

The commands available on the floating palette are, from left to right:

- Pointer
- Field
- Caption
- Box
- Picture

### 1.4 Datastore: 'Record Browser' Command

Record Browser

Choose "Record Browser" to toggle On or Off the floating Record Browser palette. The "Record Browser" is used for moving forward and backward through the records in the database.

This command is only available in Edit Records mode.

The commands available on the floating palette are, from left to right:

- First Record
- Previous Record
- Insert Record
- Next Record
- Last Record

### 1.5 Datastore: 'Show Pictures' Command

Show Pictures

Choose "Show Pictures" to toggle On or Off the display of pictures in picture fields.

This command is only available in Edit Records mode.

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