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COLLABORATORS

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REVISION HISTORY

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Chapter 1

Contents

1.1 Datastore Help: Main Contents

Copyright Notices

How Do I...? How To Use Help

Datastore Basics

Project Menu Design Menu
Edit Menu Record Menu
View Menu Settings Menu

What's New In 1.0

Getting Technical Support
Troubleshooting

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1.2 Datastore Help: Copyright Notices

Copyright Notices

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LHX decompression software is ©Copyright 1991,92 by Stefan

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1.3 Datastore Help: How To Use Help

How To Use Help

You can receive help in several ways:

- \textdegree{} Help key - Press the Help key to see the Help contents.
- \textdegree{} Help menu - Choose one of the topics from the Help menu.
- \textdegree{} Menu Help - To receive Help with a menu or menu command, hold down the Right Mouse key over the menu or menu command and press the Help key.

Help Commands

Choose the Contents command from the Help menu to display the Table of Contents.

Choose "How Do I...?" command to display a list of explanatory functions (for example, Create a new document, Change the colour of text).

Choose Index command to display all Datastore menu commands.

1.4 Datastore Help: Getting Technical Support

Getting Technical Support

Before contacting the Digita Technical Support, please read the Troubleshooting section.

To contact Digita Technical Support in the UK:

Call: 0891 616 944 weekdays from 11am to 5pm.
Calls are charged at 36p per minute cheap rate and 48p per minutes at all other times. Be sure to ask the permission of the telephone owner before calling.

Fax: 01 395 268 893.

Write: Datastore Technical Support Department
Digita International Limited
Black Horse House

Exmouth
Devon EX8 1JL

CIX: digita@cix
 Conferences - 'digita' for general chat
 - 'digita.tech' for technical
 support. Mail 'digita@cix'
 for access to this closed
 conference.

CIS: 100031,3032 (or 100031.3032@compuserve.com)

If you are outside the UK, contact your local
Digita representative.

When phoning, please have ready the following

- 1 Datastore version number (Refer About command,
Project menu)
- 2 Description of your computer system
- 3 Detailed description of your problem

When writing, please provide the following

- 1 A stamped addressed padded envelope when
enclosing disks for replacing or testing.
- 2 Datastore version number (Refer About command,
Project menu)
- 3 Description of your computer system
- 4 Detailed description of your problem, with
example files and/or printouts.

IMPORTANT
Unfortunately, under no circumstances can Digita
provide either telephone or written support to
unregistered users.

1.5 Datastore Help: What's New In 1.0?

What's New In 1.0?

As this is version 1.0 of Datastore, there is nothing new.

However, if you have any ideas or suggestions of new features or
improvements that you would like to see in the next version then
please let us know at the Digita technical support address.

1.6 Datastore Help: How Do I...?

How Do I...?

A

Add a field
Add a record

B

Browse through records

C

Change the attributes of a field
Change the attributes of the text
Change the attributes of a box
Change the attributes of a picture
Change the fonts used in requesters
Change the screen mode
Change the visual size of a record
Create a database
Create a field
Create some text
Close a database file
Create a report
Create a subset of records

D

Delete a box
Delete a picture
Delete a field
Delete a record
Delete text
Design a database
Draw a box

E

Erase a record
Erase text
Erase a field
Export data for use in other applications

F

Find a particular record

G

Get technical support on Datastore
Go to a record

H

Hide all of the pictures in the database

I

Import data from Superbase or other applications
Insert a box onto the design of a record
Insert a field onto the design of a record
Insert a picture onto the design of a record
Insert a record
Insert text onto the design of a record

J

Jump to a record

O

Open a database file
Open a Superbase file
Open a Digita Mailshot file

P

Password protect my files
Print a report
Purge memory

Q

Quit the program

R

Regain memory, when it is running low

S

Save a database file
Save a file under a different name
Save data for use with a different application
See the design tools
See the Video style record controls
Set up my printer
Solve a problem myself
Sort records

T

Turn the toolbar off

U

Use a template
Use data from a different application
Use Datastore requesters
Use help
Use the gadgets in a requester

1.7 Datastore Help: Keyboard Shortcuts

Keyboard Shortcuts

Keyboard shortcuts are used to speed up your productivity with Datastore by providing keyboard alternatives to using the mouse.

Key	Does	Which Mode
Right Amiga A	Save As	Either
Right Amiga C	Copy	Either
Right Amiga D	Duplicate	Edit Records
Right Amiga F	Find	Edit Records
Right Amiga G	Find Again	Edit Records
Right Amiga I	Information	Change Design
Right Amiga J	Go To	Edit Records
Right Amiga K	Close database/report	Either
Right Amiga L	Lock	Change Design

Right Amiga N	New database	Either
Right Amiga O	Open database	Either
Right Amiga P	Print	Viewing Report
Right Amiga Q	Quit Wordworth	Either
Right Amiga R	Insert Record	Edit Records
Right Amiga S	Save database	Either
Right Amiga T	Report	Edit Records
Right Amiga U	Unlock	Change Design
Right Amiga V	Paste	Either
Right Amiga X	Cut	Either
Right Amiga Y	Query	Edit Records
Right Amiga 1	Create Field	Change Design
Right Amiga 2	Create Caption	Change Design
Right Amiga 3	Create Box	Change Design
Right Amiga 4	Create Picture	Change Design
Right Amiga ?	About	Either
Right Amiga ,	Previous record	Edit Records
Right Amiga .	Next record	Edit Records
Right Amiga <	First record	Edit Records
Right Amiga >	Last record	Edit Records

Cursor Movement In "Edit Records" Mode

KEY	DOES
Tab	Move to next field
Shift-Tab	Move to previous field
Up Arrow	Move up a line
Down Arrow	Move down a line
Left Arrow	Move left one character
Right Arrow	Move right one character
Del	Delete character to right
Backspace	Delete character to left

1.8 Datastore Help: Index

Index

Project menu

New
 Open
 Save
 Save As
 Import Data
 Export Data
 Print
 Close
 About
 Quit

Edit menu

Cut
 Copy
 Paste

Erase
Find
Find Again
Go To
Librarian
Edit Records
Change Design

View menu
Toolbar
Design Tools
Record Browser
Show Pictures

Design menu
Create Field
Create Other-Caption
Create Other-Box
Create Other-Picture
Information
Move Forward
Move Backward
Bring To Front
Send To Back
Lock
Unlock
Record Dimensions

Record menu
Insert Record
Delete
Duplicate
Previous
Next
First
Last
Query
Report
Sort

Settings menu
Snap To Grid?
Create Icons?
Workbench-Open/Close
Change Settings-File
Change Settings-Screen
Load Settings
Save Settings
Save Settings As

Help menu
How Do I...?
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Troubleshooting