

# Contents

<b>COLLABORATORS</b>
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	<i>TITLE :</i> Contents	
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>
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NUMBER	DATE	DESCRIPTION	NAME

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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 1.1

Getting Technical Support  
Troubleshooting

Digita Datastore 1.1 is Copyright © 1994  
Digita International Limited

### 1.2 Datastore Help: Copyright Notices

Copyright Notices

Digita®, the Digita® logo, Wordworth® and the Wordworth® logo are registered trademarks, and Datastore, HIP, Human Interface Protocol, DigiSense and Auto-Date are trademarks of Digita Holdings Ltd.

Amiga® is a registered trademark, and Amigados, Kickstart, Intuition and Workbench are trademarks of ESCOM AG.

All other trademarks and their owners are acknowledged.

LHX decompression software is ©Copyright 1991,92 by Stefan

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Boberg.

## 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

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Exmouth  
Devon EX8 1JL

Email: support@digita.demon.co.uk

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 1.1?

What's New In 1.1?

Version 1.1

1. Some slight modifications made.
2. New import and export options for integration between  
Datastore and Turbocalc.

If you have any ideas or suggestions of new features or  
improvements that you would like to see in the next version then

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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

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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

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Help menu  
How Do I...?  
How To Use Help  
Contents  
Shortcuts  
What's New In 1.1  
Index  
Troubleshooting

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