

EXPORT STYLE SHEETS

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EXPORT STYLE SHEETS

EXPORT STYLE SHEETS

How Export Style Sheets Work

An Export Style Sheet is the tool that shows CatBase exactly what information you want to publish, how you want your data formatted, how it should be sorted, whether you want to index any data item (e.g., product names), and so on. You can set up as many Export Style Sheets as you need: each one will be designed to publish your data in a certain way.

Through the Export Style Sheet you tell CatBase:

- What the default publishing destination for that style sheet is (e.g., QuarkXPress, PageMaker, HTML documents, etc.)
- How you want the data organised into paragraphs
- Which Style Sheet to apply to each paragraph
- What comprises each Paragraph
- Different text formatting within the Paragraph, if appropriate
- How to handle blank paragraphs
- How to sort the records

Once you have designed an Export Style Sheet, the steps for producing your publication are:

1. Find the records you want to include in the publication
2. Tell CatBase which Export Style Sheet to use
3. Choose a publishing destination
4. Export the data. This creates a text file that contains the data plus the formatting information.

Then ...

If your publishing destination is a page layout program:

1. Open up your publication template in your page layout program
2. Import the text file you just created from CatBase
3. Proof, add graphics if necessary, and print!

If your publishing destination is HTML documents:

1. View the HTML documents in a browser

If your publishing destination is a text file:

1. Open up the text file using a word processor, spreadsheet, or other suitable program.

This chapter is intended as a reference to the Export Style Sheets. You should work through the Demo first to get an overview of how they work, and then refer to this section when you need more detailed information.

CatBase can create Export Style Sheets for publishing data in the following formats:

- QuarkXPress
- PageMaker
- Multi-Ad Creator2
- HTML
- RTF (Rich Text Format)

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Delimited Text Files

The RTF format is very useful as it is supported by many page layout and word processing programs, such as Microsoft Word, PageMaker, Page Plus, and numerous others.

Style Sheets

If you have worked with a word processing or page layout program, you will probably have used style sheets. You specify formatting information such as the font, style, and size to be applied to the text in a paragraph, give the style sheet a name, and then specify which paragraphs in the document should have that style sheet applied to them.

You set up paragraph style sheets (not to be confused with Export Style Sheets) in CatBase, and you will specify one style sheet to be applied to each paragraph that you set up in an Export Style Sheet. You will also be able to specify different formatting for elements within a paragraph.

Creating a Style Sheet

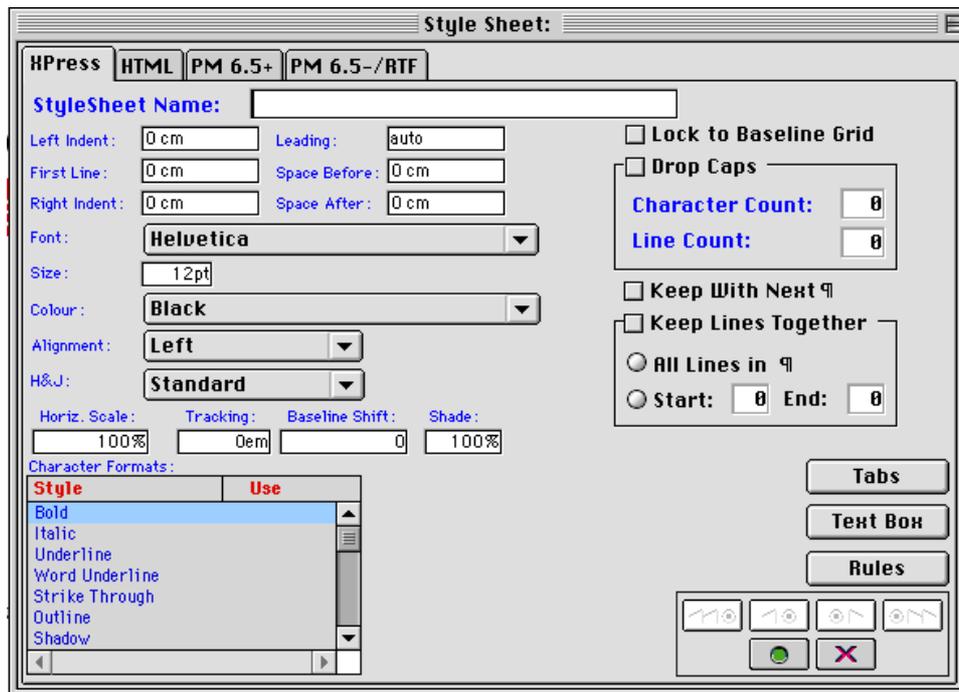
When the data is exported to a page layout program, each paragraph has the designated style sheet applied to it. You may then, if necessary, make global formatting changes after the data has been placed in the document.

To create a Style Sheet:

- > At the main CatBase screen, choose **Style Sheets** from the **Data** menu, or click on the **Exporting** button on the **Options** palette, and then on the **Export Styles** button.
- > Click on **New Record** at the **Search** dialogue.

A new Style Sheet record opens up:

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Different publishing destinations support different style sheet options, so there are four pages on the Style Sheet screen for the various formats. A style sheet can be used for more than one publishing destination, so you might use more than one of these pages. For example, perhaps you want to create a price list for publication in print using QuarkXPress, and also for publication as an HTML document to go on your web site. In that case you would create a style sheet named Price List (for example), and set up both the XPress and the HTML pages.

XPress

Set up this page if your publication destination is QuarkXPress.

HTML

Set up this page to publish your data as an HTML document or documents.

PM 6.5+

Use this page to set up for publication using PageMaker version 6.5 or later. Note: You can also use the RTF format with all versions of PageMaker.

PM 6.5-/RTF

Use this page to set up for publication with versions of PageMaker prior to 6.5 or as RTF files.

Delimited Text Files

You may have noticed that there is no option for delimited text files on the Style Sheet screen. That's because text files are simply plain, unformatted text,

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and they do not use style sheets.

Unit of Measurement

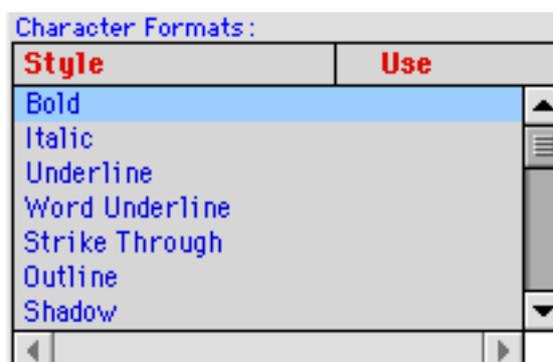
The unit of measurement used in your style sheets depends upon what is selected in the Setup screen (please refer to Chapter Two, Setting up your Database, if you need more information). In the examples shown here, we are using centimetres.

- Click on the appropriate tab for the intended page layout destination
- ⇒ Type a name for the style sheet. NOTE that style sheet names cannot contain any spaces. They may be up to 20 characters in length.

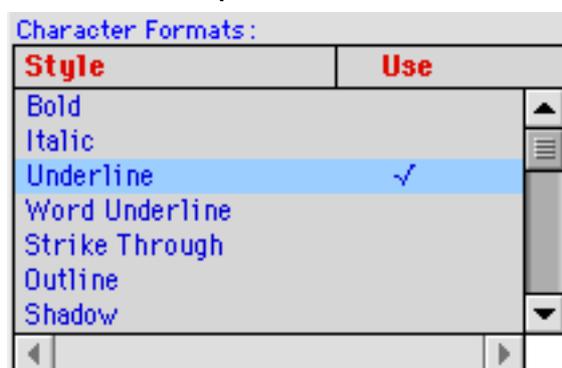
Some options (Character Formats, Tabs, and Rules) are common to most of the publishing destinations, so they are described together here. The other formatting options (font, size, indents, etc.) work as they do in your page layout program.

Character Formats

The Character Formats area shows a list of character formatting options:



To select one or more formats, double-click on its line. A tick will appear in the Use column for that item. For example, to underline the text:



To un-select a line, double-click on that line again.

Note: For best results in your publication, we recommend that instead of using the Bold or Italic styles, you select a Bold or Italic version of the font.

You can select any number of character formats.

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Tabs

To set up Tab stops, click on the **Tabs** button. A floating palette will appear:



To add a Tab, click on the **Add a tab** button. A line is added to the list of tabs:

Location	Align	On	Leader
0.00	Left		

- Click in the Location cell and type in the location for this tab.
- Choose a different alignment from the pop-up menu in the Align column if necessary.
- The "On" column is for use only with QuarkXPress. You can type a character for the text to be aligned on into this cell (please see your XPress documentation for details on how this works).
- If you want to fill the tab with a leader (for example, dots or dashes), click in the Leader column and type in the character you want to use.

For example, the following tab has been set to 5 cm, aligned right, with a dot for the fill character:

Location	Align	On	Leader
5.00	Right		.

You can add any number of Tabs. They will be sorted by Location.

When you have finished setting up your Tabs, close the Tabs window by clicking its close box.

When one or more Tabs have been set up for a Style Sheet, the Tabs button will display a plus sign.

Deleting Tabs

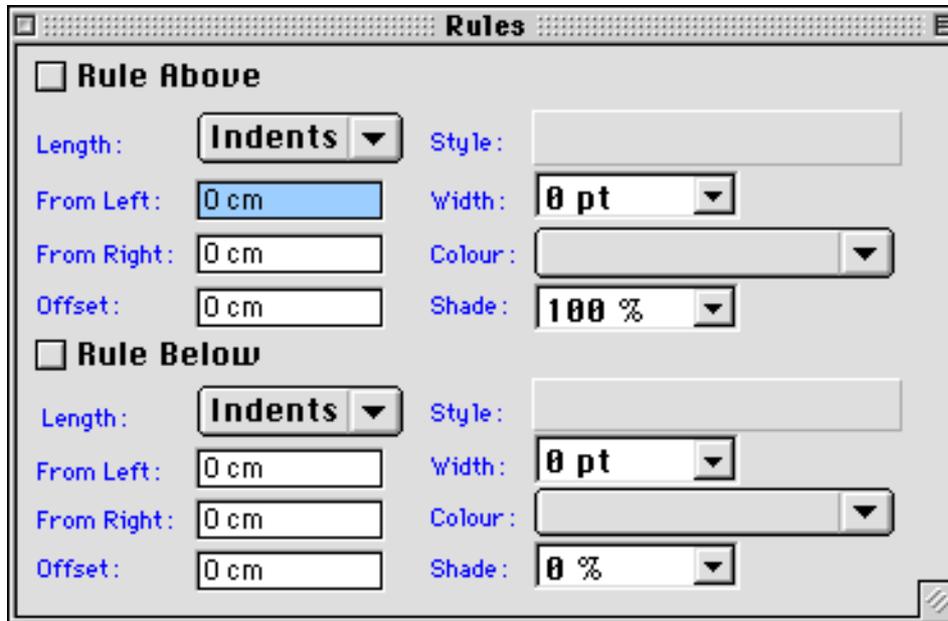
To delete a tab stop, click on its line in the Tabs window and then click on the **Delete Tab** button.

Rules

Click on the **Rules** button to create rules above or below the paragraph. A

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floating window will appear:



You can have a rule above or below the paragraph, or both.

To set a rule above the paragraph, click on the **Rule Above** check box.

The *Length* pop-up menu offers two choices: **Indents** and **Text**. If you choose **Indents**, the rule will be drawn the same width as the paragraph, allowing for the left and right indents that are set up in the **Style Sheet** screen. If you choose **Text**, the rule will be drawn the same length as the first line of text in the paragraph.

From Left determines the distance between the left end of a rule and the left indent or the left end of a line of text, depending upon the selection made in the *Length* pop-up menu. The figure that you enter in the *From Left* or *From Right* fields is displayed in the selected unit of measurement.

From Right determines the distance between the right end of a rule and the right indent or the right end of a line of text, depending upon the selection made in the *Length* pop-up menu.

Positive values make a rule shorter. You can enter negative values to make a rule longer.

Offset is used to specify the vertical distance between a paragraph and the rule above it (or below, for **Rule Below**). You can enter an absolute value or a percent value. Absolute values are measured from the baseline of the first line of text in a paragraph to the bottom of the rule above. You can enter a positive value up to 15" or a negative value up to half the width of the rule. You can position a rule to .001 unit of any measurement system. A rule placed with an absolute offset can be positioned so that it overlaps one or more lines of text in a paragraph. You can create reversed type that flows with text by specifying a dark rule in combination with light text.

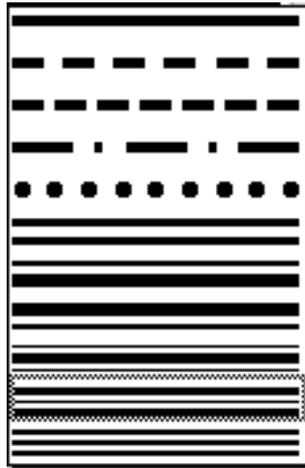
Percent values are based on the vertical distance between the ascent of the first line of text in a paragraph and the descent of the preceding paragraph. The

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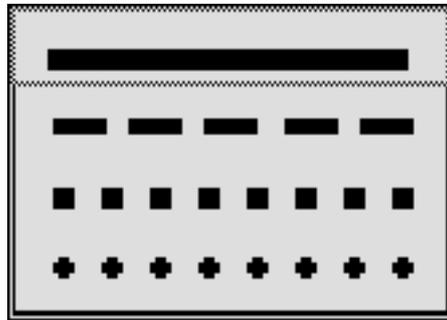
total distance between paragraphs is 100%. A 30% offset value, for example, places a rule with 30% of the total interparagraph space below the centre of the rule and 70% of the interparagraph space above the centre of the rule. You can enter offset values from 0% to 100% in .1% increments.

Rule Styles

When you click on the Style area, a picture menu pops up. For QuarkXPress you have the following options:



For PageMaker the options are:



➤ Select the style of your choice.

Rule Width

The *Width* field lets you specify how wide (or thick) the rule will be in points. You can enter any width. To create a hairline rule, enter .25. It will be printed as .25 pt on a high-resolution printer, such as a phototypesetter, and as .5 pt on a laser printer.

Rule Colour

Choose a colour for the rule by clicking on the pop-up Colour menu. The colours available are the ones you have set up in the Colours design screen (under the Data menu).

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If a Rule has been specified for a Style sheet, the **Rules** button displays a plus sign.

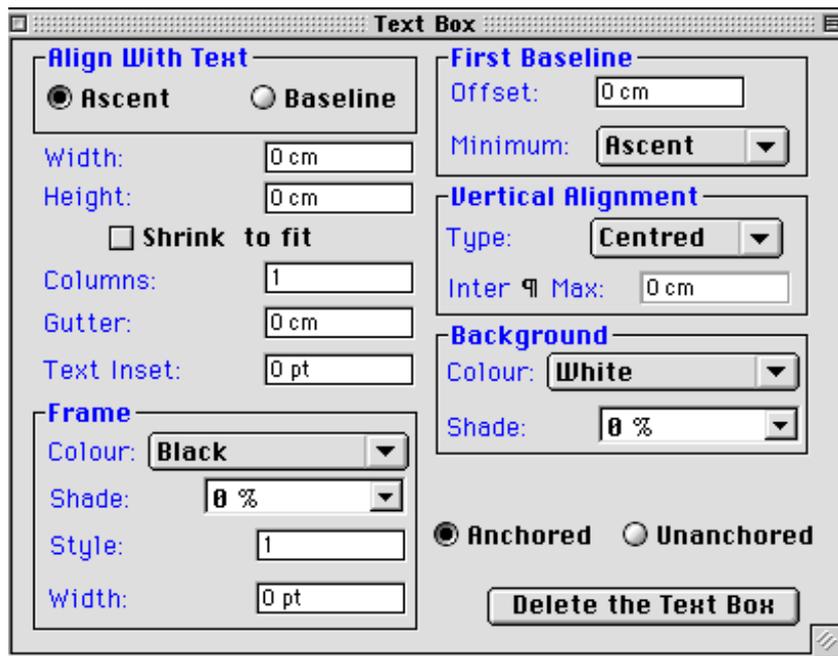
Text Box

If your page layout program is QuarkXPress, you can create anchored or unanchored text boxes into which you can put whatever information you want from your database. The text box can have a border, so this can be a handy way to create semi-display advertisements and that sort of thing.

When you create a text box for an XPress style sheet, any text formatted with that style sheet will be placed within the text box. There are a couple of requirements:

1. You need to have a copy of the Xtags Xtension installed in your Quark Xtension folder.
2. For anchored text boxes, the box must be no wider than the width of the column into which it will flow.

To create a text box, click on the **Text Box** button. You will then see a dialogue box like this:



Most of the options within this dialogue box work in the same way as in XPress – see your XPress manual for a detailed description. However there is one additional (and very useful) option:

Shrink to Fit

If you select this check box, when the text is flowed into your Quark layout the text box will, initially, be drawn at the height indicated in the **Height** setting. But once all the text has been flowed into the box, the height of the box will automatically shrink so that it is just the right height for the text. You should set the Height to the maximum size that you think will be needed.

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Warning! If it is an Anchored text box, don't make the text box height greater than the height of the column into which it will go, or you will have problems when you try to import it into the XPress layout (you'll soon know that you have a problem ...).

Anchored/Unanchored Text Boxes

An anchored text box is anchored to the text which surrounds it, so that if the layout changes, the box flows along with the text and always stays in the same relative position. An unanchored text box is placed on the page within the text flow when the text is imported into the XPress layout, but it is not anchored to the surrounding text. If the layout changes, the text box will not move; it remains stuck on the layout in the place where it originally landed unless you move it manually.

An anchored box must fit within the column; in fact it must be slightly narrower and shorter than the column, whereas an unanchored box can be any size that will fit on the page.

An anchored box cannot contain other text or picture boxes, whereas an unanchored box can.

Note: When you click on the Text Box button, a text box specification is created if one does not already exist for that Style Sheet.

To delete a text box, click on the Delete the Text Box button.

Exporting and Importing Style Sheets

You might want to copy a Style Sheet that you have designed in one data file for use in another. To facilitate this, you can export and import Style Sheets. To do this:

- Find the Style Sheet or Sheets you want to transfer out of the data file.
- Choose **Export ...** from the **File** menu.
- Enter a name for the file that will be created and click on **Save**.

The Style Sheet information is exported.

- Switch to the data file into which you want to import the Style Sheets.
- Choose **Style Sheets ...** from the **Data** menu.
- Click on the **Import** button in the Search Dialogue.
- Locate the file you just exported and double-click on it.

The Style Sheets are imported. If there is already a Style Sheet in the database having the same name as one you are importing, the name of the imported Style Sheet will have a number appended to it.

Note: Style Sheets can only be transferred between databases that have been used with the same version of CatBase. If you need to transfer one from an older version (for example, perhaps you want to copy one from the Demo Data file), you should follow the following procedure:

1. If you want to still be able to use the data file with an older version of CatBase, make a copy of the data file and use the copy.

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2. Open up the data file using the current version of CatBase. It will be updated to the current version.
3. Export the Style sheets and import them into the other data file as described above.

Important Note: You cannot transfer style sheets from a data file that has not been updated to Version 4. Please contact CatBase Software if you need to do this.

If you just want to make copies of a Style Sheet within a data file, use the Duplicate selection under the Modify menu.

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Export Style Sheets

Export Style Sheets are the heart of the CatBase system. They are the tool you use to specify what will comprise your publication, and how it will be formatted.

Before you begin, you must carefully and thoughtfully spec out your publication. This will make the process of designing the Export Style Sheets much easier. You need to know:

- From which table or tables you want to export data
- What data you want to publish from each record
- How you want that data organised into paragraphs
- What formatting you want to apply to each paragraph
- How you want the data sorted

Which tables you can export data from

You can export data from the following tables:

- Companies
- Products
- Company Contacts
- Product Details
- Categories

(Some of these tables may have different names in your database.)

Each Export Style Sheet is based on either Companies, Products, or Categories. In addition to exporting data from the base table, you will also be able to include data from related tables. For example, if your Export Style Sheet is based on Companies, you will be able to include the related Product, Contact, and Category information that belongs to each Company.

In the Demo database you will find an example Export Style Sheet named Four-Table Example. This export illustrates how data can be exported from four related tables. It is based on the Companies table, and data is looked up from the Products, Contacts and Categories tables. It produces text like this:

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Apple Computer UK	CatBase Software Ltd.	Dell Computers
Products: Apple 20" Colorsync Display; £1215.00 Apple Multiple Scan 720 Display (17"); £528.00 Apple Powerbook; £1645.00 LaserWriter 8500; £1316.00 Macintosh Server G3; £2080.00 Power Macintosh G3 Desktop; £1185.00	Products: CatBase; £895.00 Contacts: Ms. Pat Bensky, Managing Director Mr. James Andrews, Programmer Max Bensky, Security Officer Ms. Kate Robbins, Accounts Manager Categories: Databases 320 Publishing Packages 310	Products: Dimension XPSR Series; £2199.00 Inspiron 3000; £2199.00 Contacts: Paul Robinson, Sales Manager Joann Smith, Managing Director Categories: Computer Systems 50
Contacts: Fred Smith, Sales Manager Ms. Jane Robbins, Managing Director Kate Marshall, PR Manager	Connectix Products: QuickCam; £89.95 SpeedDoubler; £124.99 Surf Express; £59.95 VirtualPC; £124.99 Categories: Digital Cameras 220 Utilities 520	Extensis Products: Intelligence; £99.00 Mask Pro; £249.00 PhotoFrame; £99.00 Categories: Photoshop Plug-ins 450
Categories: Authoring 480 Computer Systems 50 Keyboards 160 Mice 150 Monitors 190 Operating Systems 350 Printers 80 Scanners 17777 Utilities 520		Filemaker Products:

The Companies are sorted alphabetically, and for each Company, CatBase has found all of its Products, Contacts, and Categories and listed them.

The following illustration shows all possible relationships between the tables:

Base table	1st. Relation	2nd. Relation	3rd. Relation
Companies	Products Contacts Company Categories	Product Details Product Categories	
Products	Companies Product Details Product Categories	Company Categories Contacts	
Contacts	Companies	Company Categories Products	Product Details Product Categories

As you can see, there are three levels for relating data. In the Four-Table Example shown above, the three "1st. Relation" tables that are related to the Companies table are used. If the Export Style Sheet was based on Contacts, you would be able to include information from the following tables:

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1. Companies: for example, you could include the company's address and phone number.
2. Company Categories: include a list of all Categories that the Company has been placed in.
3. Products: You could then include a list of the Company's products.
4. Product details: For each of the Company's products, you could list any Product Detail records that belonged to it.
4. Product Categories: For each of the Company's products, you could include a list of the Categories they have been placed in.

Of course, it's quite likely that you will export information from only one table (e.g., Companies or Products).

If the Export Style Sheet is based on Categories, it is effectively based on either the Products or the Companies file. The difference is that the records will be grouped by Category.

How Export Style Sheets are Designed

Creating an Export Style Sheet consists of the following steps:

1. Create a new Export Style Sheet and select the table on which it will be based (Companies, Products, Contacts or Categories).
2. Create one or more Paragraphs. Each Paragraph will be used once for each record.
3. Add one or more Elements to each Paragraph. Elements are the building blocks that you use to tell CatBase exactly what information you want to publish. There are seven Element types, and they are described next.

Element Types

- Field: The contents of a field from the selected table
- Text: Some text that you specify (e.g., the word "Tel: ", or a heading).
- Formula: Lets you tell CatBase how to choose what data to include, and/or how to format it.
- Punctuation: e.g., a Tab character
- Calculation: e.g., markup or discount a price
- Picture: Include a picture
- Relation: Gather data from a related table

The element types are described in detail later on in this chapter.

Creating an Export Style Sheet

Please note: If you are unsure about any aspect of setting up your Export Style Sheets, please get in touch with us – we will be happy to help you. You can send an email to support@catbase.com, telephone us on 0700 CATBASE or send us a fax.

To set up an Export Style sheet:

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- Choose **Export Style Sheets ...** from the **Data** menu at the main **CatBase** screen.
 - Click on the **New Record** button at the **Search Dialogue**.
- The following dialogue box appears:



An Export Style Sheet must be based on either the **Companies**, **Contacts**, or the **Products** table. The **Categories** radio button options base their Export Style Sheets on the **Products** or **Companies** file, but the records are organised according to the **Category** hierarchy that you set up. Your choice here will depend upon the type of information you want to export and how you want it sorted.

If you want to export mainly **Company** information, and you want to sort the information by company name (or by any other field in the **Companies** file except **Category**) choose the **Companies** radio button. Keep in mind that you will be able to include information on **Contacts**, **Categories**, and **Products** related to each company by use of the **Relation Element** type. If you want to export mainly **Company** information but you want to sort the records by **Category**, choose the **Companies Categories** radio button.

If you want to export **Product** information, and perhaps include some data from the **Companies** file, choose the **Products** radio button. However, if you want to sort the product information by category, use the **Product Categories** option.

If you want to export information on **Company Contacts**, choose the **Contacts** radio button. You will be able to sort the records by any field in the **Contacts** table (such as **Last Name** or **Title**), and you will be able to include information from each contact's **Company** (such as their phone or fax number) by using a **Relation** to the **Companies** file.

When you base an Export Style Sheet on either **Product** or **Company Categories**, **CatBase** will automatically insert the appropriate category headings for you as the data is exported. All you need to tell **CatBase** is which **Paragraph Style Sheet** to apply to each **Category** level. You **DO NOT** need to include an **Element** for the **Category** name in your Export Style Sheet.

If you are unsure on which file your Export Style Sheet should be based, think about how you want the data sorted. You'll base the Export Style Sheet on the table that contains the sort field. Here are some examples:

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To sort by

Company Name

Product Name

Company data, sorted by category
name or number

Product data, sorted by category
name or number

Contact name

Contact title

Base the Export Style Sheet on

Companies

Products

Company Categories

Product Categories

Contacts

Contacts

We will use the Product Categories option as an example.

➤ Click on the Product Categories radio button and then on OK.

A new Export Style Sheet appears:

The screenshot shows the 'Export Style Sheet' dialog box with the following details:

- Export Style Sheet Name:** [Empty text box]
- Base Table:** Products Categories
- Creation Date:** 01/04/99
- By:** Administrator
- Description:** [Empty text box]
- Paragraphs Table:**

Order	Name	Stylesheet Name
-------	------	-----------------
- Buttons:** Add a Paragraph, Delete Selected Paragraph, Move this Export Style Sheet to a different base table
- Default Export format:** XPRESS 3.x
- Navigation:** Home, Back, Forward, Refresh icons, and a green checkmark button.

Each part of the screen is described below.

Export Style Sheet Name

You must name each Export Style Sheet. Each name must be unique, and can consist of up to 35 alphanumeric characters.

Base Table

This is the table on which the Export Style Sheet is based. You cannot change this; however, you can move the Export Style Sheet to another base table by

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clicking on the big button at the bottom of the screen.

Creation Date

The date on which this Export Style Sheet was created. Not modifiable.

By:

The user name of the person who created this Export Style Sheet. Not modifiable.

Description

You can type a brief description here.

Paragraphs

This area will show a list of the Paragraphs you create.

Add a Paragraph

You click on this button to add a new Paragraph.

Delete Selected Paragraph

You click on this button to delete a Paragraph.

Default Export Format for this Export Style Sheet

When you create a new Export Style Sheet, your default Export Format (as specified in the Setup screen) is selected. However, you can choose a different Export Format for any Export Style Sheet. Perhaps your default format is QuarkXPress, but you want to set up a special Export Style Sheet to create HTML documents. You would choose HTML from the pop-up menu.

Move this Export Style Sheet to a different Base Table

Once an Export Style Sheet has been created for a certain base table, it can be moved to certain other base tables if necessary. The following chart shows you which moves are possible:

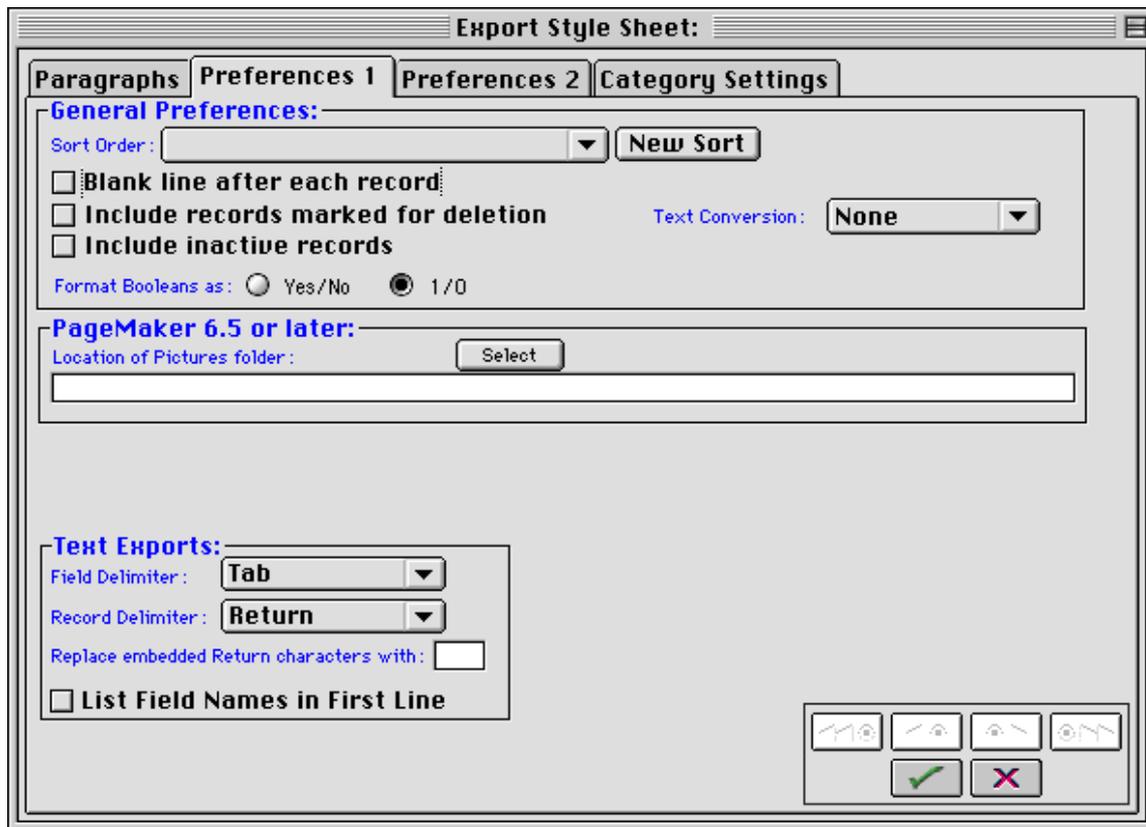
<u>Original Base Table</u>	<u>Can be moved to</u>
Companies	Company Categories
Company Categories	Companies
Products	Product Categories
Product Categories	Products

Click on the big button to move to a different base table.

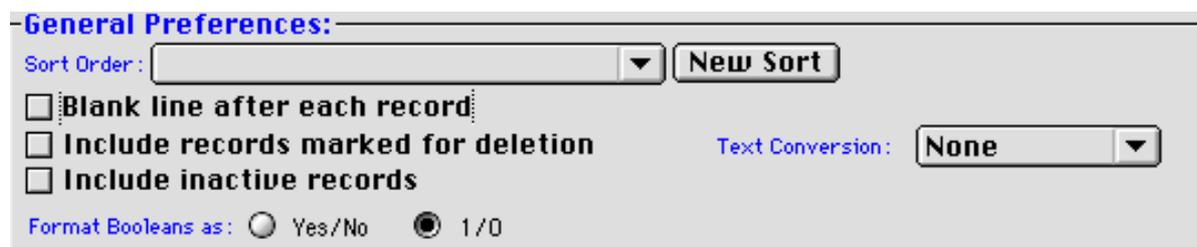
Preferences 1

Click on the Preferences 1 tab to go to the first of two Preferences pages:

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General Preferences



Sort Order

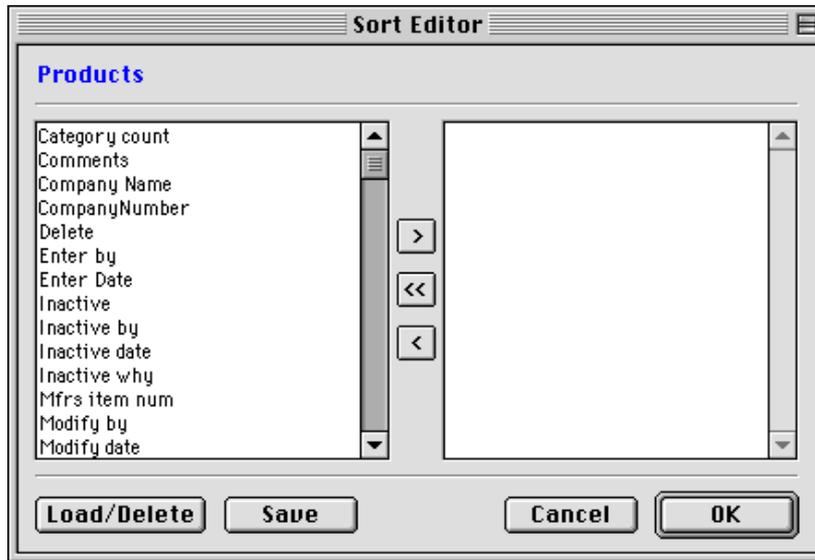
CatBase needs to know how you want your information sorted. You can create Sorts and save them so that they can be used again.

Note: If your Export Style Sheet is based on Categories (as this example is), the Sort Order that you specify here will be used to sort the Company or Product records within their Categories.

If you have already created some Sorts, choose one from the pop-up menu. Otherwise:

- Click on the **New Sort** button. The Sort Editor window appears:

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The Sort Editor is described in detail in Chapter 4. Create a Sort and save it by clicking on the Save button; then click on OK. The Sort you just created will be selected in the pop-up menu.

Blank line after each record

If you want CatBase to insert a blank line after each record is exported, check this box.

Include records marked for deletion

Normally, CatBase will skip over any records that have been marked for deletion when it is exporting data. If you want such records included, check this box.

Include inactive records

Normally, CatBase will skip over any records that have been marked as Inactive when it is exporting data. If you want such records included, check this box.

Text Conversion

CatBase is a cross-platform application; it runs on both Windows and Macintosh systems. Most of the time this makes little or no difference to the way you use the program. However, there are some differences in the way the two operating systems handle special text characters and if you are going to be transferring data between platforms, you should be aware of this. For example, if you are working on a Windows PC and you are going to export data that will be used in a page layout program by one of your associates working on a Macintosh, the text should be converted to the Macintosh format when it is exported. If it isn't converted, some special characters may appear as something completely different on the Mac. In that event you should select PC to Mac from the Text Conversion pop-up. Conversely, if you are exporting data on a Mac to be used on a Windows PC, you should choose Windows to Mac from the Text

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Conversion pop-up.

Note that you only need to be concerned with text conversion when you are importing or exporting data to or from the database. If you are using CatBase Multi-User on a mixed network, the text conversion is handled automatically by the server engine, so that special characters are always displayed correctly on different workstations.

Format Booleans as Yes/N or 1/0

Boolean fields are always in one of two states: True or False, or On or Off, however you choose to look at it. This option lets you choose how to format Boolean data when it is exported.

If you want more control over the formatting of Boolean data, you can use a Formula to do this. Formulas are described a little later in this chapter.

PageMaker 6.5 or Later



Location of Pictures folder

PageMaker V. 6.5 or later can handle the automatic placement of pictures. In order for this work, you must tell CatBase where the folder containing the pictures is located. You can type the precise location of the folder into this field, or (easier!) click on the **Select** button to choose it.

The picture folder location must be a complete pathname to the folder. For example:



In this example, the Pictures folder is within a folder called CatBase V4, which is in a folder called CatBase Development, which is on the hard disk called PBHD. The Pictures folder doesn't have to be called Pictures; call it whatever you like. If the correct pathname is not specified, you'll get an error message when you import the file into your PageMaker layout.

Text Exports



EXPORT STYLE SHEETS

In this area you will find options for setting up an export for exporting to a delimited text file. A delimited text file is a file containing plain, unformatted text, in which each record is delimited with a standard character (usually a Return character), and each field is delimited with a certain character (usually, either a Tab or a comma) -- unless it is fixed-length, in which case the fields are not delimited but they are all padded with spaces (or zeros for numeric fields) so that every record is exactly the same length.

This type of file can be very useful if you want to transfer data from CatBase to another application, such as a spreadsheet, or in a format that can be used in a mailmerge.

Field Delimiter

The choices for Field Delimiter are:

Delimiter	Description
Tab	Each field is separated by a Tab (ASCII 9) character.
Comma	Each field is separated by a three-character string: ","
Fixed-Length	Each field is exactly the same length in every record. If the contents of the field do not fill it, it is padded with spaces or zeros to make it the correct length.

Replace embedded Return characters with:

If you are exporting text from Large Text fields, and if your Record Delimiter is a Return character, you'll have a problem when you import the file into another application because wherever a Return character appears within a Text field, the program will think that's the end of the record. To combat this problem, you can either choose a different record delimiter (as described above), or you can tell CatBase to replace each occurrence of a Return character within a Large Text field with some other character. Choose a character that isn't going to appear within your text! For example, you could use a tilde (~) character. Then, once the data has been imported into the other application, you could replace all the tildes with a Return. This is a less efficient option than changing the record delimiter and is really only recommended if the other application does not let you select an alternative record delimiter.

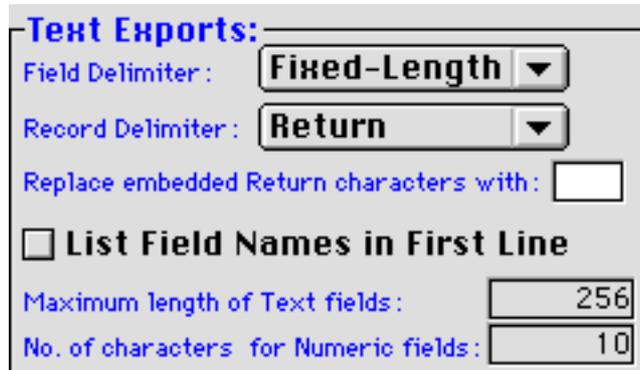
List Field Names in First Line

In some instances it will be useful to have a list of the field names at the beginning of the export file (for example, if you are going to import it into a spreadsheet). Click in the List Field Names in First Line check box to make this happen. The first "record" in the export file will be a list of the field names, delimited in the same way as the rest of the file.

Fixed-Length Text Export

If you choose Fixed-Length, the Text Exports area changes:

EXPORT STYLE SHEETS



Text Exports:
Field Delimiter: Fixed-Length
Record Delimiter: Return
Replace embedded Return characters with:
 List Field Names in First Line
Maximum length of Text fields: 256
No. of characters for Numeric fields: 10

Maximum length of Text fields

A Text field (such as the Notes or Description fields) can contain up to 32,000 characters, so if you include a Large Text field in a Fixed-Length export you could end up with an enormous export file because, since each occurrence of a field must be the same length in a fixed-length export, each record would contain 32,000 characters for each text field. To control this, you can specify the maximum length. The default is 256 characters; you will probably have an idea of what the maximum amount of text in any Text fields you are going to include will be.

No. of characters for Numeric Fields

Numeric fields must be padded with zeros to make them all a uniform length. The default length is 10 characters, but if you know that your data includes some particularly big numbers, you should increase the size of this field accordingly.

Record Delimiter

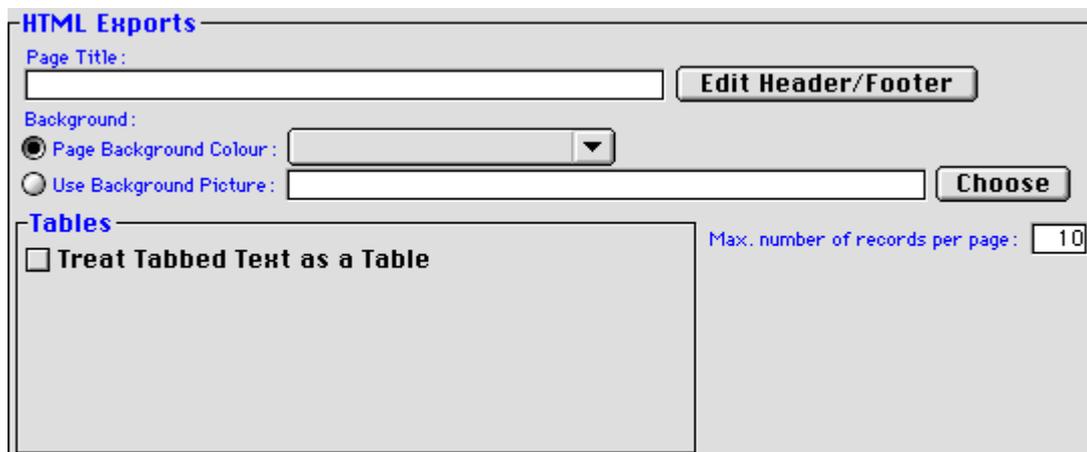
The choices for Record Delimiter are:

Delimiter	Description
Return	Each record is delimited by a Return character. This is the usual record delimiter.
Tab	Each record is separated by a Tab (ASCII 9) character. Make sure that you don't also select Tab as the field delimiter! Also make sure that the application into which you are going to import the file can handle a Tab as the record delimiter.
Line Feed	Each record is delimited by a Line Feed character. Make sure that the application into which you are going to import the data can handle a Line Feed as the record delimiter. This option can be useful if you are exporting data which contains Large Text fields, as this type of field can contain Return characters. (See the note re. embedded Return characters, below).

EXPORT STYLE SHEETS

Preferences 2

HTML Exports



The screenshot shows a dialog box titled "HTML Exports". It contains the following elements:

- Page Title:** A text input field followed by an "Edit Header/Footer" button.
- Background:** Two radio buttons: "Page Background Colour:" (selected) and "Use Background Picture:". The "Page Background Colour:" option is followed by a color selection dropdown. The "Use Background Picture:" option is followed by a text input field and a "Choose" button.
- Tables:** A section with a check box labeled "Treat Tabbed Text as a Table".
- Max. number of records per page:** A numeric input field with the value "10".

In this area you will find options for setting up an export to HTML documents.

Page Title

Type in the title that you want to appear in the window's title bar when the document is opened up.

Edit Header/Footer

You can type in some text to appear at the top and/or bottom of each HTML page. To do this, click on the **Edit Header/Footer** button. An editing screen will appear, with two areas – one for the Header and one for the Footer.

You can include HTML tags in the text areas. We have included a basic list of HTML tags in Appendix F, with some examples and ideas for including graphics in your headers and footers, formatting text, and adding links. For more detailed information about HTML, there are many reference books available.

Page Background Colour

You can select either a plain colour or a picture for the background to your HTML documents. The choice of colours depends upon the colours you have created (please refer to Chapter 2, Setting up your Database, for information on how to define colours).

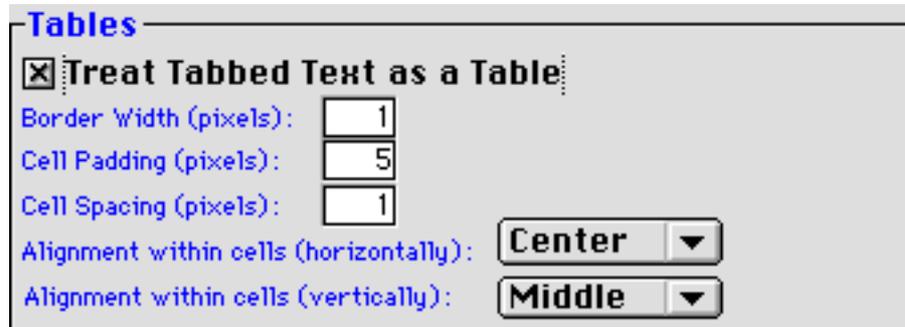
Use Background Picture

Select this radio button if you want your HTML documents to have a picture background instead of a plain colour. Then click on the **Choose** button to select the picture you want to use. Note that the picture must be within a folder which, in turn, must be within the same folder as the HTML documents.

Tables

If you want your data to appear as a table in your HTML documents, select the **Treat Tabbed Text as Table** check box. The **Tables** area changes:

EXPORT STYLE SHEETS



In order for data to be formatted as a table, it is essential that you have AT LEAST one Element that is a Tab in the Export Style Sheet (Element types are described below). CatBase will count the number of Tabs in the Export Style Sheet and create a table with that number of columns.

Border Width (pixels)

This is the width of the border that will draw around the table. You can specify 0 if you don't want a border.

Cell Padding (pixels)

This is the amount of space around the edges of the information in the cells

Cell Spacing (pixels)

The amount of space between table borders and table cells.

Alignment within cells (horizontally)

This determines the way that the text is aligned within the cells. The choices are Left, Center, Right, Justify, Char. The Char selection lets you specify a character to align the text on – for example, you would select a dot to align numeric data on the decimal point. If you choose Char, the display changes a little:



Type the alignment character into the *On character* field. The default is the dot.

Note: If the alignment character is a dot, this will be applied only to cells containing numeric data; all other cells will be aligned left.

Alignment within cells (vertically)

This option lets you choose how the text should be vertically aligned within the cells. The choices are: Top, Middle, Bottom, and Baseline.

Max. Number of records per page

This figure determines how many records will appear on each HTML page. When the records are exported, CatBase will create as many documents as are needed to contain all the records, and it will add links to the bottom of the page (please see the example which follows).

As an example of an HTML export, consider the following settings:

EXPORT STYLE SHEETS

HTML Exports

Page Title: **Edit Header/Footer**

Background:

Page Background Colour:

Use Background Picture: **Choose**

Tables

Treat Tabbed Text as a Table

Border Width (pixels):

Cell Padding (pixels):

Cell Spacing (pixels):

Alignment within cells (horizontally):

Alignment within cells (vertically):

Max. number of records per page:

The Header and Footer have been set up like this:

Edit Text

Page Header:

```
<H4>We currently hold information on the following products:
```

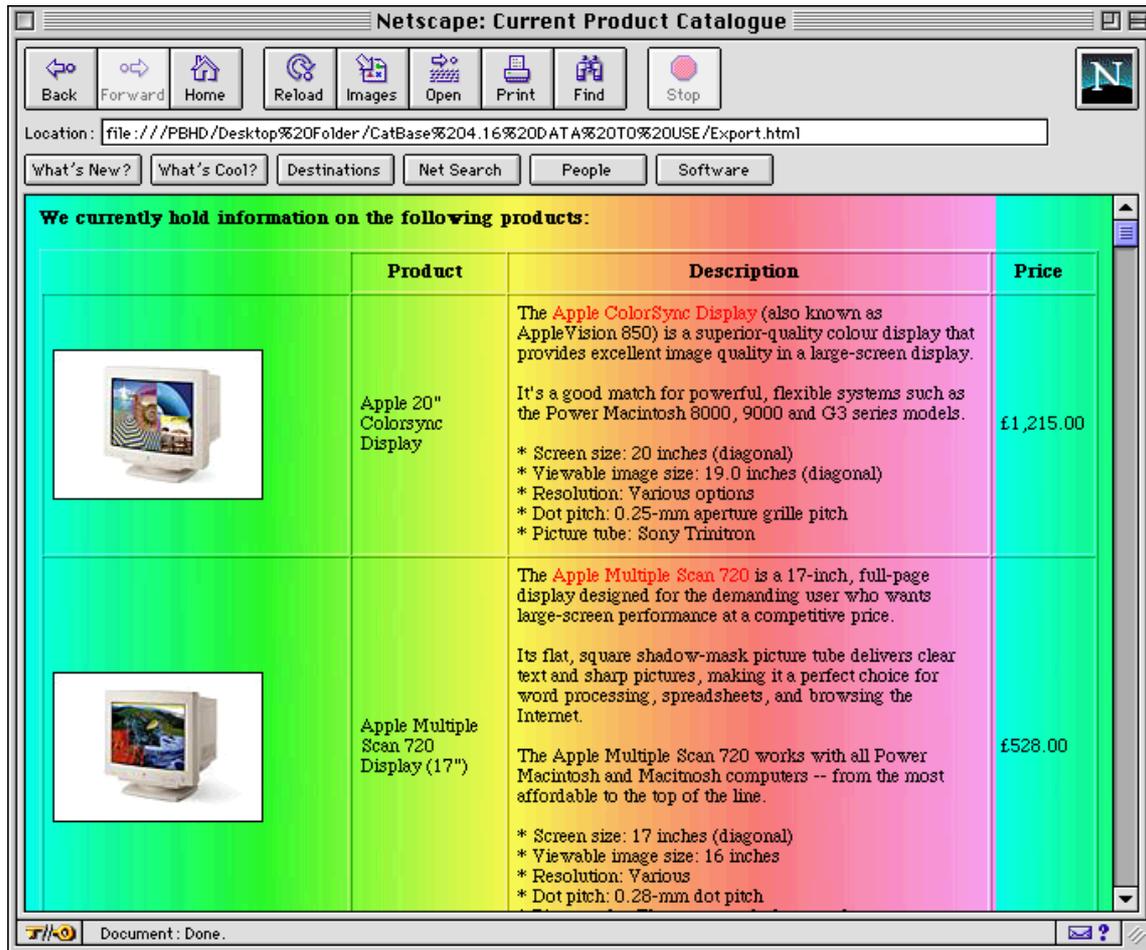
Page Footer:

```
<H5>These pages were built by <A HREF="http://www.catbase.com">CatBase</A>
```

OK **Cancel**

This is what you get when the data is exported to HTML using this Export Style Sheet:

EXPORT STYLE SHEETS



The Page Title is Current Product Catalogue:

Netscape: Current Product Catalogue

The Header appears at the top of each page:

We currently hold information on the following products:

The incredible background colours are courtesy of the picture, SampleBGPicture.jpeg.

There are four columns in the table.

The bottom of the page looks like this:

These pages were built by [CatBase](#)

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)

The footer ("These pages were built by CatBase") appears below the last product on the page.

EXPORT STYLE SHEETS

Since the Export Style sheet specifies that there should be no more than five records per page, and we exported 33 records, the export has been split up into seven HTML documents (pages), and links to these documents have been added to the bottom of the page.

If you would like to see how this Export Style Sheet is set up, it's the *Product Catalogue for Web2* example in the Demo Database.

Category Settings

The final tab on the Export Style Sheet screen is the Category Settings (note: this tab is visible only if the Export Style Sheet is based on Company or Product Categories):

Export Style Sheet: Companies by cat + contacts

Paragraphs Preferences 1 Preferences 2 Category Settings

Sort Categories by: Number Name

Main category only All categories

Group all subcategory entries under main category heading

Include categories that have no entries listed under them

Category Headings

Print Category Names Use Pictures Don't Print Headings

Table of Contents Entry Index Entry

New Stylesheet

Style Sheet to apply to Level 1 Category Names: CategoryOne

Include Level 2 Categories
Style Sheet to apply to Category Names: CategoryTwo

Include Level 3 Categories
Style Sheet to apply to Category Names: CategoryThree

Navigation buttons: << < > >> [check] [X]

Sort Categories by:

The default sort order for Category exports is by Category Name.

Click on the **Number** radio button if you would rather have them sorted numerically.

Main Category only/All Categories

When you assign Categories to Company or Product records, you can specify a Main Category for each record (in fact, the first Category that you add for each Company or Product record is always the Main Category, and you MUST have

EXPORT STYLE SHEETS

one Category specified as the Main Category). When CatBase is exporting records by Category, it will search for either:

- ALL Company or Product records that have been assigned to the Category being exported, or
- Company or Product records for which the current Category has been assigned as the Main Category,

depending upon which of these radio buttons is selected:

Main category only All categories

Here is an example of how this might be used.

You publish one general catalogue each year, in which every product is listed, and a number of specialty catalogues such as Spring, Winter, Christmas, etc. Each product is assigned to one general category, and additionally may be assigned to any number of specialty categories. You would make the general category the Main Category, and add as many additional Categories as you need for each product. When you create the Export Style Sheet for your general catalogue, you would choose the **Main category only** radio button. However, when you create the Export Style Sheets for the specialty catalogues, you would choose the **All categories** radio button and then export the appropriate category.

Group all Subcategory entries under one main category heading

You may want to have a list of all records that are under each main (Level One) Category heading, even if they are assigned to Level Two or Level Three categories. Select this check box and CatBase will do this for you. For example, in our Demo database we have two Level One categories: Hardware and Software. By selecting this check box, we could easily create a list of all hardware products and all software products, regardless of their sub-categories.

Include categories that have no entries listed under them

Is it possible that there will be categories in your data file to which no Company or Product records have been assigned? If this is so, you can choose whether you want CatBase to include the names of those Categories when it is exporting data.

If this check box is left unchecked, CatBase will ignore any categories to which no records have been assigned. If the box is checked, every category name will be included even if there are no records belonging to it. However, if there are no records belonging to a Level One category but there ARE records belonging to that category's Level Two or Level Threes, the Level One category name will be exported regardless of whether the box is checked or not.

EXPORT STYLE SHEETS

Category Headings

Category Headings

Print Category Names **Use Pictures** **Don't Print Headings**

Table of Contents Entry **Index Entry**

New Stylesheet

Style Sheet to apply to Level 1 Category Names: **CategoryOne**

Include Level 2 Categories
Style Sheet to apply to Category Names: []

Include Level 3 Categories
Style Sheet to apply to Category Names: []

There are three choices for printing the Category headings:

- Print the name of each Category, styled according to the selected style sheet for each level.
- Use a picture for each category heading
- Don't print the headings at all.

Print Category Names

This is the default setting. You must choose a style sheet for each Category level. When the records are exported, the category name will appear at the beginning of each group of records under that category, formatted as specified in the selected style sheet.

Style Sheets for Category Headings

You need to tell CatBase how to format the category names.

- Click on the pop-up Style Sheet menu to select a Style Sheet for each of the Category levels.

You can create a new Style Sheet by clicking on the **New Stylesheet** button.

You can create interesting Category headings by setting up Style Sheets that have text boxes associated with them (QuarkXPress users only; requires the XTags Xtension).

Use Pictures

If this option is selected, the display changes:

EXPORT STYLE SHEETS

Category Headings

Print Category Names Use Pictures Don't Print Headings

Table of Contents Entry Index Entry

Picture Setup: Level 1 Categories

Include Level 2 Categories Include Level 3 Categories

Picture Setup: Level 2 Categories Picture Setup: Level 3 Categories

Instead of selecting a style sheet for each Category level, you must specify the formatting of the picture box. To do this, click on the appropriate **Picture Setup** button. The Picture Setup screen is described in detail later in this chapter. When the records are exported, the appropriate picture for each Category heading will be selected (as specified in the Category screen – see Chapter Two for details).

Don't Print Headings

If you select this option, the display changes:

Category Headings

Print Category Names Use Pictures Don't Print Headings

If this option is selected, the Category headings will not be printed at all when the data is exported.

Table of Contents Entry

If you want to have each Category heading marked for building a Table of Contents, check this box. This option works only with exports to RTF documents. All Category headings at all three levels will be marked for inclusion in the TOC.

Index Entry

If you want to have each Category heading marked for inclusion in an index, check this box.

Note: This option requires the use of the Indextension Quark Xtension if you are using QuarkXPress.

All Category headings at all three levels will be marked for inclusion in the index.

Click on the Paragraphs tab to return to the first page and set up the paragraphs for your Export Style Sheet.

EXPORT STYLE SHEETS

Setting up Paragraphs

Each Export Style Sheet consists of one or more Paragraphs. Each Paragraph consists of one or more Elements.

What goes into a Paragraph?

A Paragraph might consist of data from one field in the database (such as the company or product name), or it might contain a number of different elements. Consider the following paragraph of information from the Companies table:

Tel: 01920 871866 Fax: 01920 877917 Web: www.catbase.com

The paragraph includes data from three fields (phone, fax, and web site), but it is made up of eight elements:

1. The text, "Tel: "
2. The phone number from the database
3. A Tab character
4. The text, "Fax: "
5. The fax number from the database
6. A Tab character
7. The text, "Web: "
8. The web site address from the database

Three different Element types are used:

Fields
Text
Punctuation (Tabs)

You build up Paragraphs by adding Elements like building blocks.

Creating Paragraphs

To create a new Paragraph, click on the **Add Paragraph** button on the Paragraphs page of the Export Style Sheet. A new Paragraph screen appears:

EXPORT STYLE SHEETS

Paragraph 1 for style: Example

Export Sheet Name: Example Paragraph Name:

Style Sheet Name: Normal Paragraph No.: 1

Elements:

Order	Element Type	Contents
-------	--------------	----------

Paragraph Name

- Type a name for the paragraph. This is for reference only, so just give it a descriptive name such as “Company name” or “Phone/Fax etc.”. Each Paragraph **MUST** have a name.

Style Sheet Name

Choose a Style Sheet from the Style Sheet Name pop-up menu. This pop-up menu lists all the Paragraph Style Sheets you created. If you discover that you need a new style sheet at this point, you can create one without leaving the Export Style Sheet by clicking on the **New Stylesheet** button.

You will be able to apply different formatting to the Elements that comprise the paragraph; however, each Paragraph must have a basic Style Sheet specified.

If you don't choose a Style Sheet, the default (Normal) will be used.

Paragraph No.

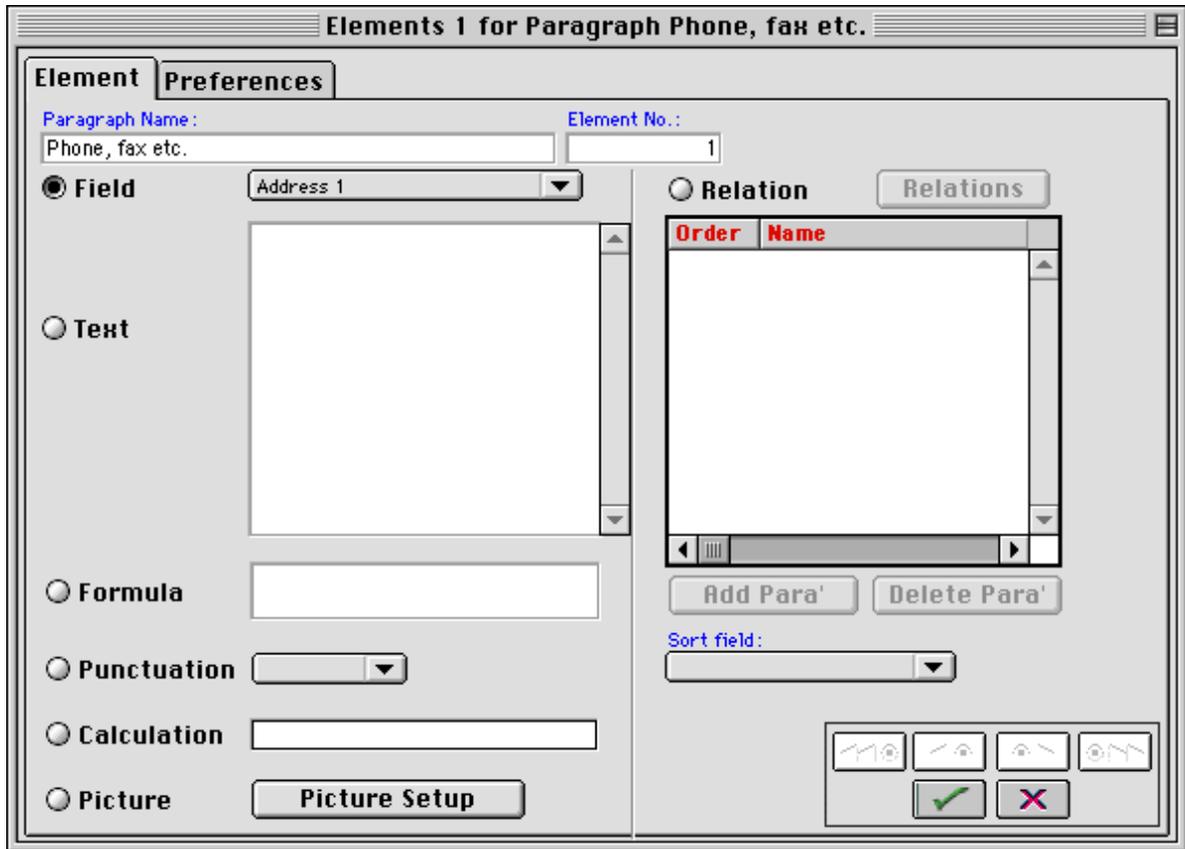
CatBase assigns the paragraph number; you can't change it here. This is what determines the order in which the Paragraphs will be exported. If you want to change the order of the Paragraphs, you can do so by moving a Paragraph up or down within the list of Paragraphs on the main Export Style Sheet screen.

Elements

Each Paragraph must have at least one Element (if it doesn't, nothing will be exported!). To create a new Element, click the **Add an Element** button. A new

EXPORT STYLE SHEETS

Element screen will open up:



The seven Element types are described next.

Field Element

When you create a new Element, the Field radio button is selected and the first field in the current table is selected. (The current table is the table on which the export is based, or a related table – see the explanation of Relation, below).

If you want to use the first field of the current file, you can save the Element without making any changes to the screen.

To use a different field, select the one you want from the pop-up list of fields.

Text Element

When you click the Text radio button, the cursor is placed in the Text area and you can type the text you want to publish.

You can enter text of any amount (up to about 32,000 characters) into the Text field. This is useful for including labels, descriptions, comments, and other text data in your export. Here are some examples:

- Insert the word “Phone:” in front of a telephone number
- Create record-specific messages such as “We cannot ship Chocolate-Covered Cherries during the summer months.” To accomplish this, you

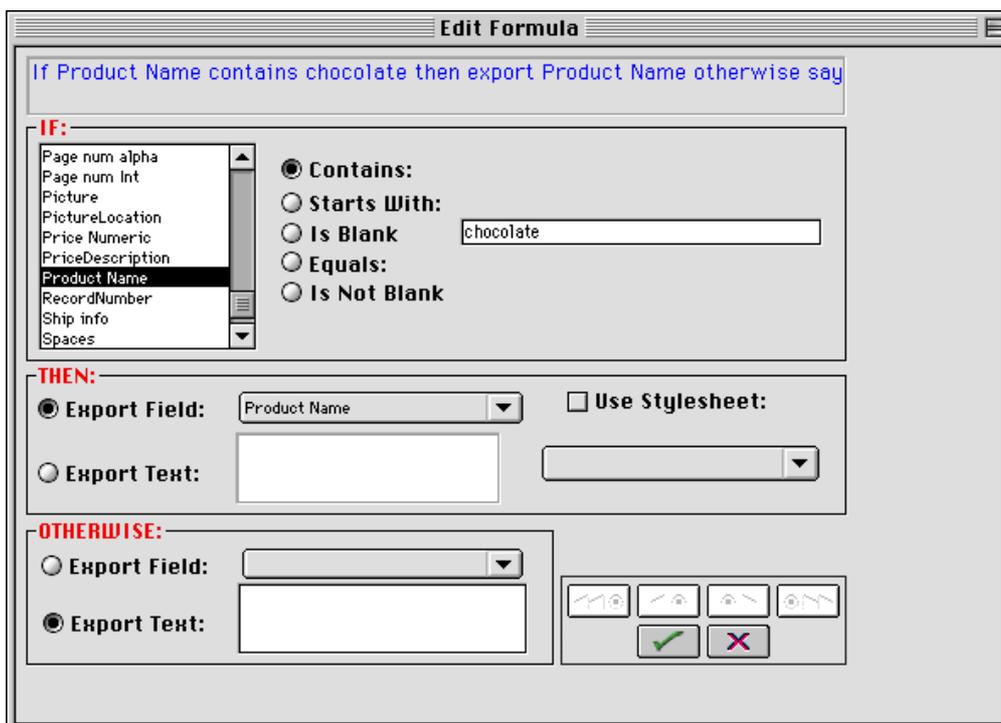
EXPORT STYLE SHEETS

would create a Paragraph consisting of three elements. The first Element would be a Text element like this:



You can't see it in this illustration, but there is a space after the word "ship."

The second element is a Formula like this:

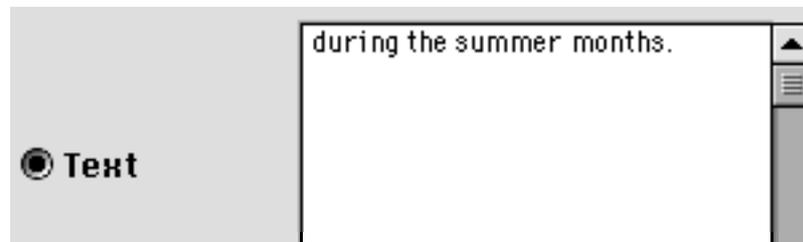


- Notice that there is no entry in the second **Export Text** field. This Formula will export the product name if the word "chocolate" is found in the product name; otherwise, it will export nothing.
- In the Preferences page of the Element screen for this Element, check the Omit Paragraph check box:

EXPORT STYLE SHEETS

Omit Paragraph if this Element is blank:

- ➔ The third Element is another Text element:



- ➔ Notice the space in front of the word "during."

When you export the data, for every chocolate product the shipping advisory will be included. For non-chocolate products, the paragraph will be left out completely.

Formula Element

Formulas let you tell CatBase how to make intelligent decisions about what to do with certain data according to the actual data in any record. All Formulas are based on the construction:

IF <some test> IS TRUE, THEN <export the contents of a field or some text> OTHERWISE <export the contents of a field or some text>.

To create a Formula, click on the Formula button in a new Element screen. A new Formula screen opens up:

EXPORT STYLE SHEETS

Edit Formula

If Address 1 Contains then export otherwise export

IF:

- Address 1
- Address 2
- Category count
- City M
- Co 1
- Co 10
- Co 11
- Co 12
- Co 13
- Co 15

Contains:

Starts With:

Is Blank

Equals:

Is Not Blank

THEN:

Export Field:

Export Text:

Use Stylesheet:

OTHERWISE:

Export Field:

Export Text:

There are four general areas on this screen.

Formula Summary

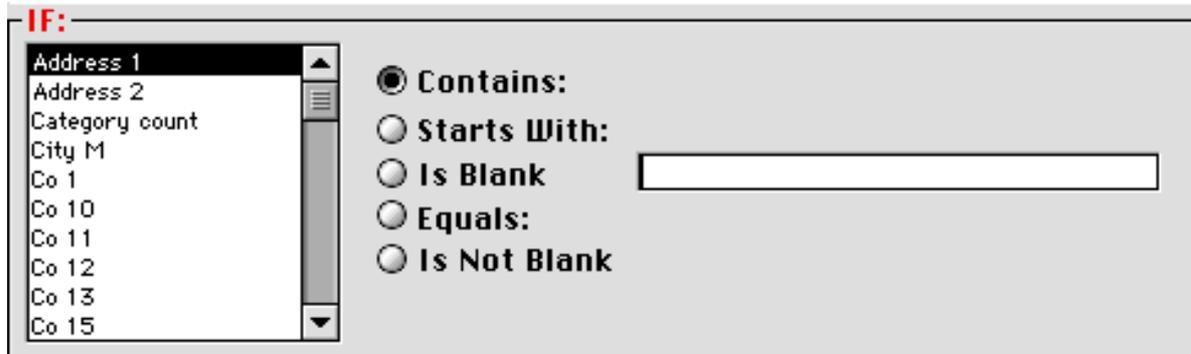
At the top of the screen is the Formula Summary box. This box displays a sentence summarising how the Formula will work. The Formula Summary for a completed Formula might look something like this:

If Category count equals 0 then say No Categories! otherwise say

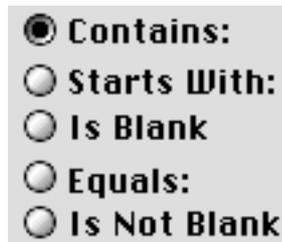
It's always a good idea to check the Formula Summary before saving a new Formula.

EXPORT STYLE SHEETS

The "IF" area



This area lists the fields from the current table, and the set of radio buttons next to the field list shows the various operators that are available:



The text of the radio buttons changes according to the type of the field selected.

Text

If the field type is text, the buttons are labelled as shown above. The result of each option is:

Contains

With Contains selected, you must enter some text into the Comparison area to the right of the Operator buttons. When CatBase is exporting the data and this Formula is reached, it will export the specified field or text IF the record being exported contains the text you entered into the Comparison area. For an example, see the Chocolate example above.

Starts with

Starts With works much like Contains, except that the field data must begin with the text specified in the Comparison area for the IF portion of the formula to be evaluated as TRUE.

Is Blank

If the Is Blank radio button is selected, the IF portion of the formula will evaluate as TRUE if there is no data at all in the selected field. NOTE that a space does count as a character! A field containing a space is NOT blank.

EXPORT STYLE SHEETS

Equals

For an Equals formula to evaluate as TRUE, the data in the selected field must EXACTLY match the text that was entered into the Comparison area, except that upper and lower case are not significant. Here are some examples of how an Equals formula will evaluate text:

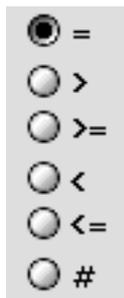
Comparison text	Field contents	Result
nuts and bolts	Nuts and bolts	TRUE
nuts and bolts	NUTS AND BOLTS	TRUE
nuts and bolts	Nuts	FALSE
nuts and bolts	More nuts and bolts	FALSE
nuts and bolts	Nuts & bolts	FALSE

Is Not Blank

If there is any text at all (even just one space) in the selected field, the Is Not Blank Formula will evaluate as TRUE.

Numeric field type

If the field type is numeric, the radio buttons are labelled like this:



Equals =

If the number in the selected field is exactly equal to the value that is specified in the Comparison area, the Formula will evaluate as TRUE.

Greater Than >

If the number in the selected field is greater than the value that is specified in the Comparison area, the Formula will evaluate as TRUE.

Greater Than or Equal To >=

If the number in the selected field is greater than or equal to the value that is specified in the Comparison area, the Formula will evaluate as TRUE.

Less than <

If the number in the selected field is less than the value that is specified in the Comparison area, the Formula will evaluate as TRUE.

Less than or Equal To <=

If the number in the selected field is less than or equal to the value that is

EXPORT STYLE SHEETS

specified in the Comparison area, the Formula will evaluate as TRUE.

Not Equal to #

If the number in the selected field is not equal to the value that is specified in the Comparison area, the Formula will evaluate as TRUE.

Logical

If the field type is logical (Boolean), the operator radio buttons are labelled like this:



True

If the field is TRUE, then the formula evaluates as TRUE. An example of a boolean field is the Inactive field in the Company and Product files. If a record has been made Inactive, the Inactive check box on the data entry screen is checked and the Inactive field is TRUE.

False

If the field is FALSE, the formula evaluates as TRUE.

Date

If the field type is Date, the operator radio buttons look and function the same as for a numeric field.

The THEN Area

A screenshot of a form titled 'THEN:'. It contains two radio buttons: 'Export Field:' (unselected) and 'Export Text:' (selected). The 'Export Field:' option has a dropdown menu. The 'Export Text:' option has a text input field. To the right, there is a checkbox labeled 'Use Stylesheet:' (unselected) and another dropdown menu.

This area determines what will happen if the IF area evaluates to True. You can either export the data from a field, or some specific text.

Use Stylesheet

You can tell CatBase to use a stylesheet other than the default style sheet that has been specified for the paragraph if a condition is True. Click in the Use stylesheet: check box to select it, and then pick the style sheet you want to use from the pop-up list of style sheet names. For example:

Some companies have paid extra to have their product names listed in bold. You have set up a default style sheet for the Product Name paragraph which uses a plain font. You have kept track of which products should be in bold by making the P3 field (a Boolean field) TRUE for such fields; for these, you want to use a style sheet named NameBold. You would set up a Formula like this:

EXPORT STYLE SHEETS

The screenshot shows the 'Edit Formula' dialog box. At the top, the formula bar contains the text: "If P3 True then export Product Name otherwise export Product Name". Below this, there are three main sections: "IF:", "THEN:", and "OTHERWISE:".

- IF:** A list of paragraphs is shown on the left, with "P 3" selected. To the right of the list are two radio buttons: "True" (selected) and "False".
- THEN:** This section contains two rows of options. The first row has "Export Field:" with a dropdown menu set to "Product Name", and "Use Stylesheet:" with a checked checkbox. The second row has "Export Text:" with an empty text box, and a dropdown menu set to "BoldName".
- OTHERWISE:** This section also contains two rows of options. The first row has "Export Field:" with a dropdown menu set to "Product Name". The second row has "Export Text:" with an empty text box. To the right of these options are four small navigation icons and two larger buttons: a green checkmark and a red X.

Don't forget that the Formula determines exactly **what** is exported as well as how it is formatted, so you must select the Product Name field in both the THEN and the OTHERWISE areas.

Note: the selected Style sheet will be applied to the entire paragraph, not just this Element.

OTHERWISE Area

The OTHERWISE area determines what will happen if the IF area evaluates to False:

It's OK to leave this area unchanged. The effect will be "do nothing" if the Formula evaluates to False.

When you have set up a Formula, the Formula Summary is displayed on the Element screen

Punctuation Element Type

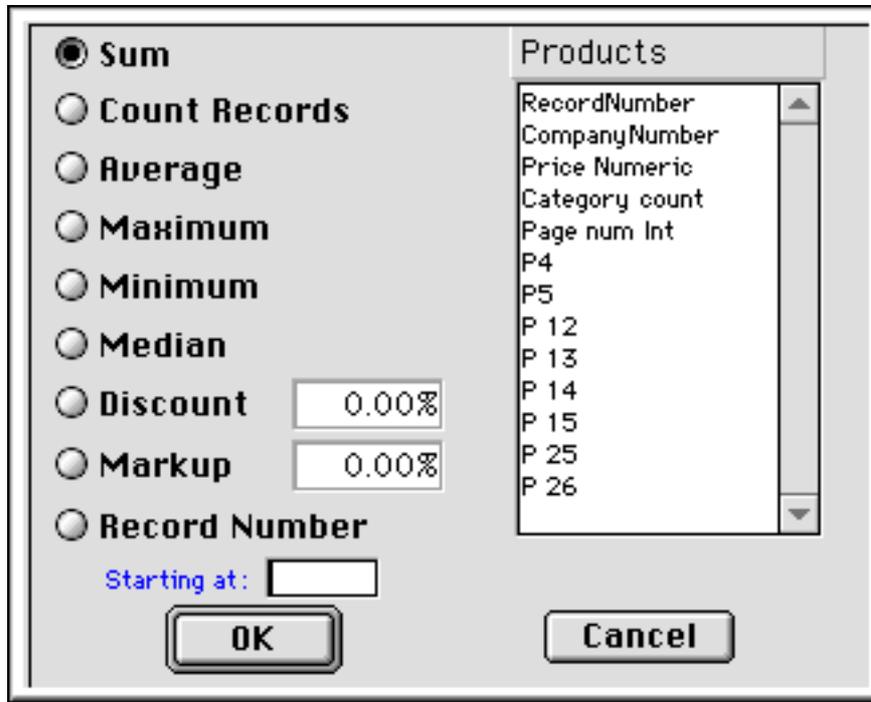
If you want to include a Tab, Return, Line Feed or Form Feed in an Export Style Sheet, this is where you do it. If you are using XPress, you also have the Indent Tabs option. The Form Feed character can be especially useful when you want to start each new record on a new page or jump to the next linked text box (QuarkXPress only).

Calculation Element type

You can perform various calculations on numeric data as it is being exported,

EXPORT STYLE SHEETS

and get a running count of the number of records:



Only the numeric fields from the current file are listed in the field list.

There are six summary calculations: Sum, Count Records, Average, Maximum, Minimum, and Median. If you choose one of the summary calculations, the result will be exported only with the FIRST record in the export. The calculations are performed on all the records being exported except if the records are being exported by Category, in which case the calculation will be on all the records in the Category.

Sum

Sum adds up the values in the selected field for all the records being exported.

Count Records

Counts the number of records being exported.

Average

Averages the values in the selected field.

Maximum

Finds the highest value for the selected field.

Minimum

Finds the lowest value for the selected field.

Median

Finds the median value for the selected field.

Discount

Discount can be useful if you want to discount all prices by a certain percentage, for example, to produce a special sale catalogue. When you export the data,

EXPORT STYLE SHEETS

the value in the selected field will be discounted by the percentage you specified.

Markup

Markup works just like Discount, except that the value in the field is increased by the specified percentage instead of being decreased.

Record Number

You can get a running record number by selecting the Record Number radio button. When the records are being exported from CatBase, if you have a Record Number calculation set up, CatBase will include each record's order **in the current export**. This number has nothing to do with the record's product number or any data that is stored in the record; it depends entirely upon how the records are sorted *at the time they are exported*. You can change the starting number to any integer. This will be useful if you are building your publication in sections, for example, if you are doing each category separately. You would export the records for the first category, look at the file to find out what the last number was, and enter that number plus one as the starting number for the next category.

Number Format

You can choose the format of the resulting calculation by clicking on the **Number Format** button on the Preferences page for the Element.

After you have completed a Calculation, a description of it is displayed on the Element screen:



Picture Element

This option works only with QuarkXPress, HTML, and PageMaker V. 6.5 or later. For use with QuarkXPress, the XTags Xtension is required. If you set up a Picture Element and then use the Export Style Sheet for exporting to a destination that does not support pictures, the element will just be ignored.

For information about what is required to export pictures to the various supported destinations, please see the detailed discussion at the beginning of Chapter Three, Data Entry.

Setting up placement of pictures requires two steps in CatBase:

1. In the Company or Product record to which the picture belongs, you must enter the picture's name and location.
2. In the Export Style Sheet, you must set up a Picture Element.

Picture Specs

You can set up an individual picture box specification for each record, or globally for all pictures in an export. You set up a Picture Specification for an individual record by clicking on the **Picture Specs** button on either the Company or Product record's picture screen, and you set up a global picture specification in the Element screen.

If you have both individual and global picture specifications, you need to

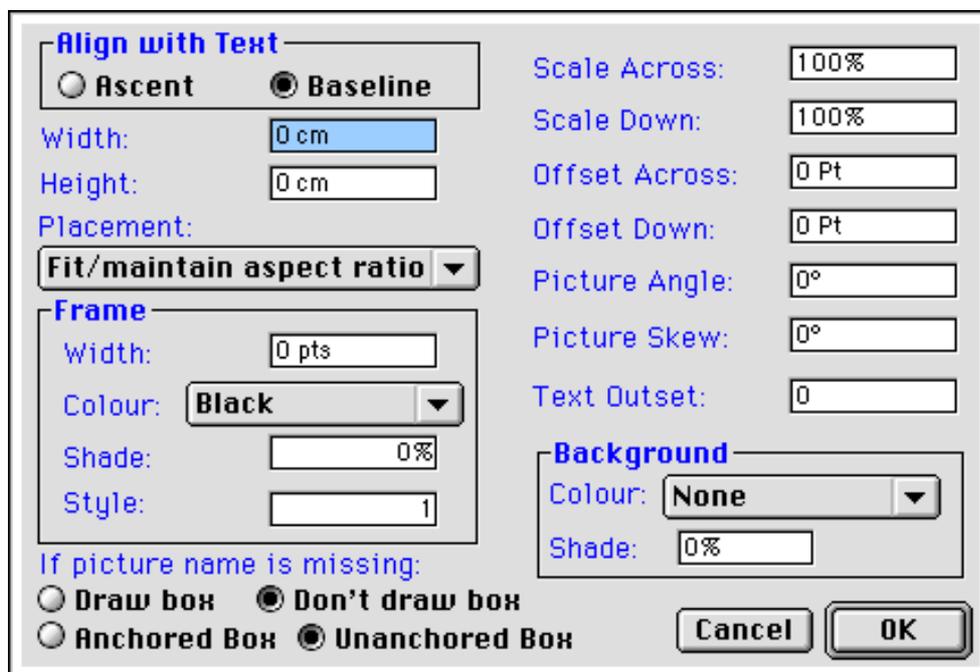
EXPORT STYLE SHEETS

make sure CatBase knows which specification should have priority. This is done on the Setup page:



If the **Export Style Sheet** radio button is selected, CatBase will ignore the picture specification that was set up in the record and use the global specification. If the **Record** radio button is selected, CatBase will use each record's individual picture specification if one has been set up, otherwise it will use the global specification that was set up in the Picture Element. To change this setting, choose **Setup** from the **Admin** menu.

When you click on the **Picture Specs** button or the **Picture** radio button in the **Element** screen, this dialogue box appears:



HTML: If you are exporting data to an HTML document, most of these specifications will be ignored as the size and location of the pictures depend upon your web browser.

Quark XPress: The choices available in this dialogue are all explained in your XPress manuals, except for the two sets of radio buttons at the bottom:

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If Picture Name is Missing

Perhaps only some of your records have associated pictures. In that case, you don't want to have an empty picture box drawn in your XPress document. Leave the **Don't draw box** radio button selected.

On the other hand, perhaps there is supposed to be a picture for each record. In that case, you would probably want to have the picture box drawn if the picture name was missing. This would make sure that the space was allocated in the publication for the picture. A quick scan of the layout would quickly tell you if any pictures were missing from their boxes. If there is supposed to be a picture for every record, select the **Draw box** radio button.

Anchored/Unanchored Picture Box

Note: this option applies only if you are using QuarkXPress. For PageMaker Version 6.5 or later, all pictures are anchored (in-line).

Like text boxes, picture boxes can either be anchored or unanchored. An anchored picture box will always "stick" with its text, so that if the layout changes and the text re-flows, the pictures will remain in the correct relative position. An unanchored picture box, on the other hand, will stay on the page where it landed when the data was imported into the layout, unless you move it manually.

A few pointers for successful picture placement:

1. Make sure that you get the pathnames exactly right
2. If using QuarkXPress, make sure that your document has been saved before you try to import a CatBase export file that contains picture specifications. If you create a new XPress document and try to import a file without first saving the document, the pictures might not be found.
3. Anchored (in-line) pictures must be **NO WIDER** than the column into which they are going! We recommend that they are slightly narrower than the column.

Relation Element

Relations make it possible for you to peek into tables related to the table on which the Export Style Sheet is based, and grab data from them for inclusion in your export.

For example, you may wish to list information about a particular company, show all of each company's products and then provide detailed information about each product. CatBase allows you to link all of that information in a very straightforward manner.

All relations work in this manner: There are two types of tables — a "one" table and a "many" table. The "one" table is the table to which one or more records in the "many" table are related. For example, you might have only one "Smith Company" in the Companies table but you could have many products

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from the Smith Company in the Products table. Thus, the Companies table is the One table and the Products table is the Many table. If you prefer, you can think of the relationship as a parent-child relationship: the "one" table is the parent, and it can have any number of "child" records related to it.

The possible Relations in CatBase are:

<u>"One" table</u>	<u>"Many" table</u>
Companies	Products
Companies	Contacts
Products	Product Details
Companies	Categories
Products	Categories

When you open a new Element screen, the Relation area looks like this:



- To create a Relation, click on the **Relation** radio button.
- Click on the Relations button to choose the relation you want:

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Relation Types:

"One"	"Many"
<input checked="" type="radio"/> Companies	Products
<input type="radio"/> Companies	Contacts
<input type="radio"/> Companies	Categories
<input type="radio"/> Products	Product Details
<input type="radio"/> Products	Categories

The choices of Relation Types depend upon the table on which the Export Style Sheet is based. In the example shown here, the Export Style Sheet is based on Companies, and so there are three Relation Types from which to choose.

- Click on the radio button appropriate to the relation you want to use, and then click on the Element tab at the top of the screen to go back to the main screen for the Element.
- Click on the Element tab to go back to the first Element page.

Sort Field

Notice that a field has been selected in the Sort Field: pop-up list. If you want to sort the related records on a different field, click on the pop-up list and choose the field you want. For example, if you create a relation from the Companies table to the Company Contacts table, the default Sort Field is Last Name. But you might want to sort the Contacts by Title or Sort Order.

When you create a Relation, you effectively create a new level of Export Style Sheet specification. You'll set up a second-level hierarchy of Paragraphs and Elements, with the current table now being the table to which the relation was made. This relation tells CatBase where to look for the additional information you have specified.

The hierarchy could be represented like this:

Export Style Sheet, based on the Companies table
 Paragraph One
 Element One: Field: Company Name
 Paragraph Two
 Element One: Relation to the Products table
 Paragraph One
 Element One: Product Name
 Element Two: Tab character
 Element Three: Price
 Paragraph Two
 Element One: Description

Suppose you were designing an Export Style Sheet to produce a product cat-

EXPORT STYLE SHEETS

ologue, and you wanted to include telephone and address information for the company supplying each product. This is what you would do:

- Create a new Paragraph.
- Create a new Element.
- Click on the **Relation** radio button.
- Click on the **Relations** button to choose the relation you need.
- Click the **Add Para'** button to add a new Paragraph.

A new Paragraph screen opens up:

The screenshot shows a dialog box titled "Paragraphs 2 for test". It has the following components:

- Export Sheet Name:** A text field containing "test".
- Paragraph Name:** An empty text field.
- Order:** A text field containing "1".
- Style Sheet Name:** A dropdown menu currently showing "Normal".
- New Stylesheet:** A button next to the dropdown.
- Elements:** A table with three columns: "Order", "Element Type", and "Contents". The table is currently empty.
- Add an Element:** A button at the bottom left.
- Delete Selected Element:** A button at the bottom center.
- Navigation icons:** A set of icons at the bottom right, including a green checkmark and a red X.

This, as you can see, is very similar to the Paragraph screens that you have already seen, and it works in exactly the same way.

When you have set up a few Paragraphs for a Relation, the Relation area might look like this:

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Order	Name
1	Company name
2	Phone and fax
3	Address

Changing the order of Paragraphs

To change the order of the paragraphs, simply click on the line you want to move, drag it up or down in the list, and drop it on top of the line that you want it to go ahead of.

To delete a paragraph:

- Click once on the paragraph you want to delete.
- Click on the **Delete Para`** button.

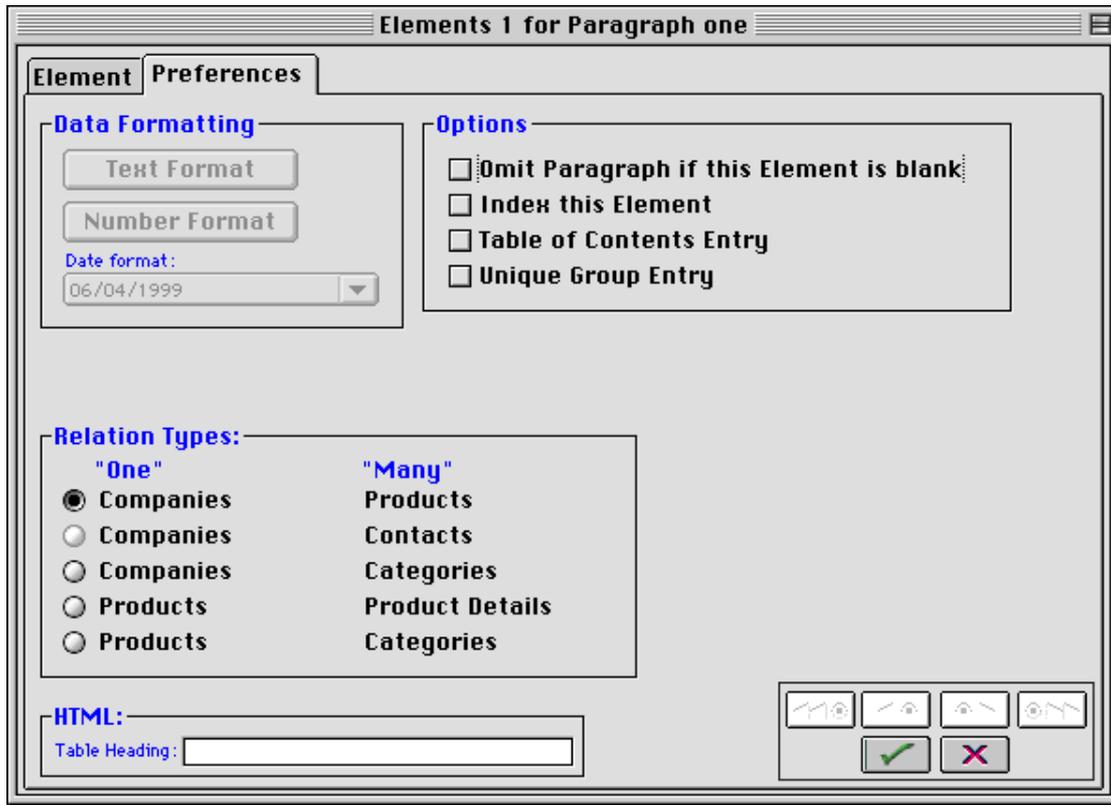
CatBase will ask you to confirm that you want to delete the selected paragraph, and will go ahead and delete it if you confirm that you do want to.

An excellent example of the use of Relations is the Four-Table Example in the Demo database.

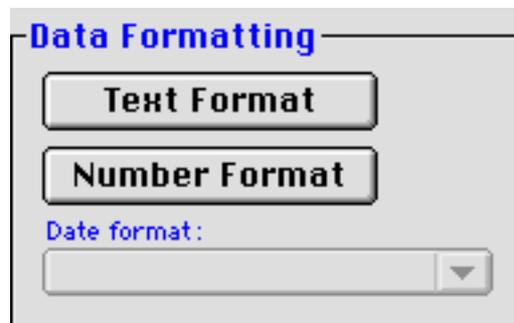
Element Preferences

Click on the Preferences tab on the Element screen to go to the Preferences page:

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Data Formatting

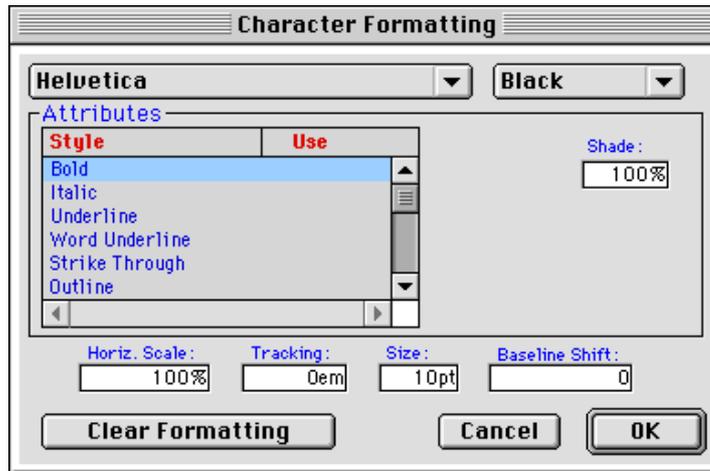


Text Format

This option is not available if the Element is a Relation.

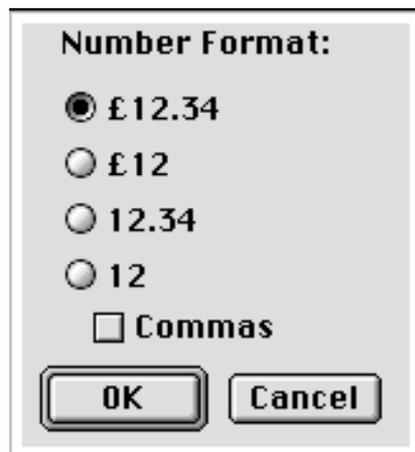
As you know, you must select a Style Sheet for each Paragraph; this contains the formatting instructions such as the font, size, style, etc. for the entire paragraph. However, you might want to format one Element within the paragraph differently; you may want to print a discount price in red, or in italics, or whatever. You can achieve this by clicking on the **Text Format** button, in which case you'll see the following screen:

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The options on this screen are similar to those found on the Style Sheet screen, and are described in more detail earlier in this chapter. If you want to remove a text format, click on the **Clear Formatting** button. Click on the **OK** button to save your format.

Number Format

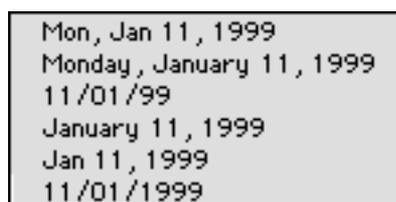


Click on the **Number Format** button to specify the formatting of numeric fields.

Note that we have used a £ sign for the currency symbol; you can change it to a \$ sign or whatever in the Setup screen.

Date Format

Click on the Date Format pop-up menu to select a format for a date field:



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Options

Options

Omit Paragraph if this Element is blank

Index this Element

Table of Contents Entry

Unique Group Entry

Omit Paragraph if this Element is blank

If this option is selected, the *entire paragraph* that contains this Element will be left out of the export if this particular Element is blank. As an example of how useful this can be, consider this common dilemma:

You are exporting data which includes company address information. You want to have the phone number on one line, the fax number on the next line, and the company's email address on the next line. But if a company doesn't have a fax number, you don't want a blank line appearing. To handle this, you would select the Omit Paragraph option for the Element that contained the Fax field. Consequently, if a company's fax number field was filled you would get something like this:

Tel: 01920 871866
Fax: 01920 877917
Email: info@catbase.com

and if a company had no fax number, you'd get:

Tel: 01920 871866
Email: info@catbase.com

Index this Element

Select this option to index the data from this Element. This option works only with QuarkXPress, RTF, PageMaker, and HTML.

You should select only ONE index for each Export Style Sheet.

See Chapter Nine, Exporting Data, for more information about building indexes.

Table of Contents Entry

This option works only with RTF documents. It inserts TOC tags into the text. To create the Table of Contents, you choose a menu selection after importing the data into the application (please check your application's documentation for more details). If you have selected this option, and you export to a publishing destination that does not support TOCs, it will be ignored when the data is exported.

Unique Group Entry

This option tells CatBase to include repeated information only once. If this

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option is selected, then whatever is in the field that the Element belongs to will only be exported once for each occurrence. This lets you do things like sort entries by country and have the country name appear once at the beginning of each group of entries.

In order for this to work properly, there are a couple of rules that must be followed:

1. You can only have one Unique Group Entry for each Export Style Sheet.
2. The export MUST be sorted FIRST on the Unique Group field, and then on whatever other field you want to sort on. For example, to sort Company records by country, with the country name appearing once at the beginning of each group of records in that country, and then having each country's companies sorted alphabetically, you would sort on Country and Company Name.

For an example of how this works, please see the *Company Info by Country* example in the Demo database.

Creating Export Style Sheets: An Example

To illustrate how Export Style Sheets are created, we will work through the process step-by-step. If you want to follow along with this example, we suggest that you use the Demo Database to practice and experiment on.

The Project:

We want to produce a simple list showing each Company in the database, sorted alphabetically, and under each Company name we want to show their phone and fax numbers followed by a list of their products. It will look something like this:

```
Company Name
Tel: 01234 567 8900 Fax: 01234 999 9999
  Product A   £50.00
  Product B   £123.78
  etc.
```

There are basically three paragraphs of information:

1. The Company name
2. The company telephone and fax numbers
3. The list of products

The third paragraph – list of products – might actually consist of any number of lines, but from the Export Style Sheet's point of view, it is just the same paragraph repeated over and over.

Each Paragraph can further be broken down into one or more Elements, as follows:

1. Company Name
 - 1.1 The field: Company Name

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2. Phone and Fax numbers:
 - 2.1 The text: "Tel: "
 - 2.2 The field: phone number
 - 2.3 Punctuation: a Tab character
 - 2.4 The text: "Fax: "
 - 2.5 The field: Fax number
3. Product Name list
 - 3.1 A Relation to the Products table
 - 3.1.1 Paragraph: Product info
 - 3.1.1.1 The field: Product name
 - 3.1.1.2 Punctuation: a Tab character
 - 3.1.1.3 The field: Price

There is one potential trap here: What if a company doesn't have a Fax number? You don't want to end up with a paragraph that looks like this:

Tel: 01234 123 4567 Fax:

To handle this eventuality, we will change the fourth Element in the Phone and Fax Numbers paragraph from a Text Element to a Formula Element. Instead of simply putting in the word "Fax:", we will ask CatBase to make an intelligent decision about whether to include that text or not, depending upon whether there is an entry in the Fax field for each Company.

OK, let's do it ...

- At the main CatBase screen, choose **Export Style Sheets** from the **Data** menu and click on **New Record** when the Search Dialogue Window appears.

You will then see the following window:

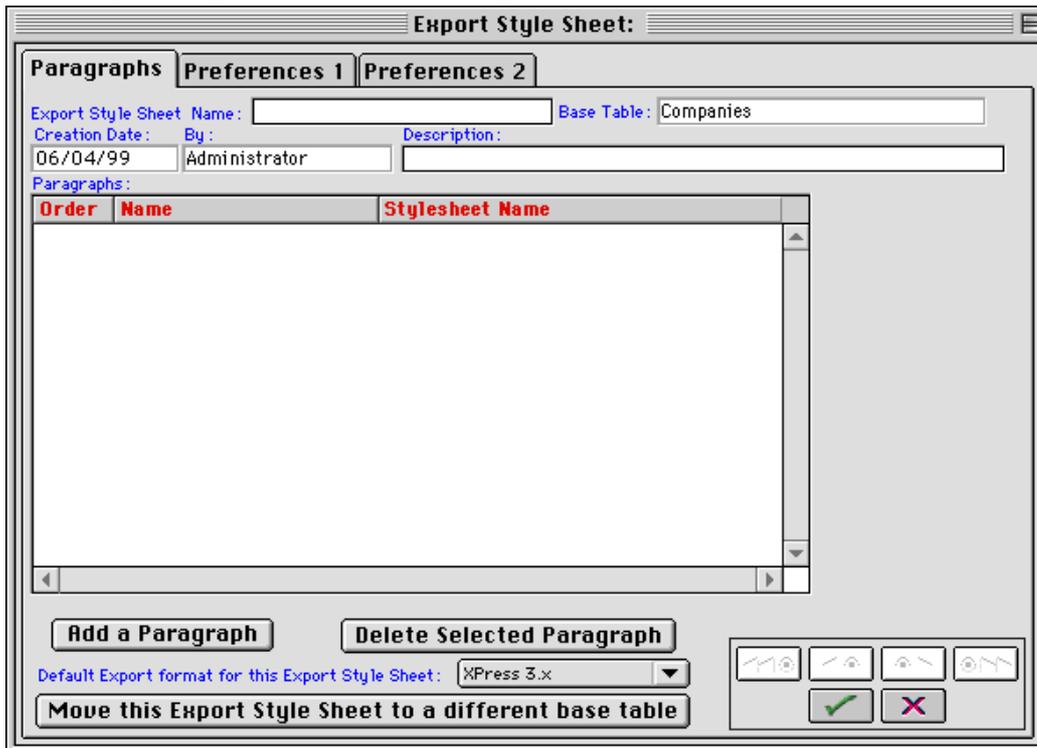


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CatBase needs to know which table to base the Export Style Sheet on, so that it can display the correct selection of fields. Our project is going to be sorted primarily by Company Name, which obviously comes from the Companies table. The appropriate radio button is already selected.

➤ Click on **OK**.

A new Export Style Sheet window opens.



- Type "Example Export" into the Export Style Sheet Name field and press the tab key on your keyboard.
- If you like, type a comment into the Description field.
- Press the Tab key again.

Near the bottom of the window there's a pop-up list of the various publishing destinations. If you are using the Demo database, XPress 3.x is selected.

- If you are not using QuarkXPress, select an appropriate option from the pop-up.
- Click on the Preferences 1 tab at the top of the window.

For now, we are only concerned about the Sort Order on this page:



We want to sort the records primarily by Company Name.

- Click on the Sort Order Pop-up and select Co Name (if you are using the Demo Database), or click on the New Sort button and create a new Sort, sorting by Company Name (creating Sorts is described in Chapter Four).
- If you have selected HTML as your publishing destination for this Export

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Style Sheet, click on the Preferences 2 tab and set up the HTML Preferences (described in detail earlier in this chapter).

- Click on the Paragraphs tab to go back to the first page.
- Now we are ready to add some Paragraphs.
- Click on the **Add a Paragraph** button. A new Paragraph window appears:

Paragraph 1 for style: Example Export

Export Sheet Name: Example Export Paragraph Name:

Style Sheet Name: Normal Paragraph No.: 1

Elements:

Order	Element Type	Contents
-------	--------------	----------

— Type "Company name" into the *Paragraph Name* field.

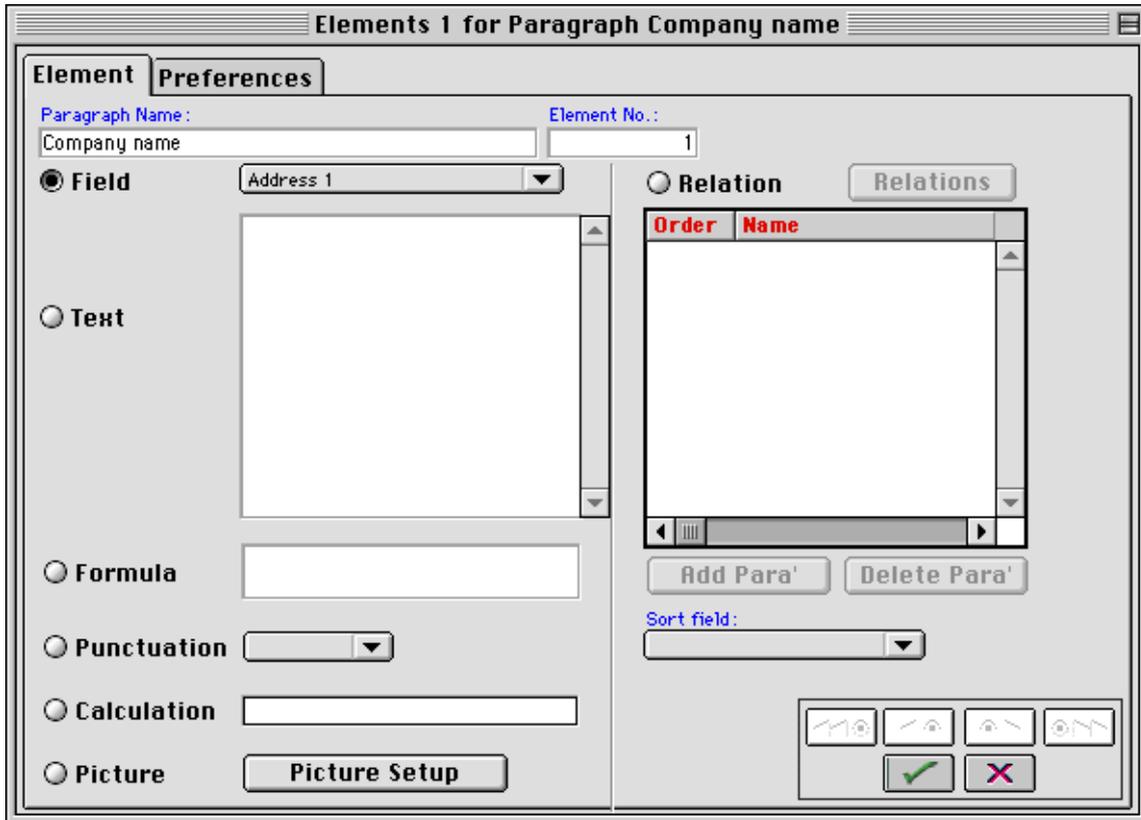
How do you want the Company Names formatted?

- Click on the Style Sheet Name pop-up and select a style sheet (for example, CompanyName in the Demo database). If you don;t see a style sheet you want to use, you can create a new one by clicking on the **New Stylesheet** button (style sheets are described in detail at the beginning of this chapter).

Now we need to tell CatBase what goes into this Paragraph.

- Click on the **Add an Element** button. A new Element window appears:

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We want to publish each company's name, and that is stored in the Company Name field.

- Click on the pop-up field list next to the Field radio button, and select the field Company Name.

The Field area should look like this:



Note: If you are not using the Demo database, your list of field names might be different. Select the appropriate field name.

- Click on the Save button () to close the Element.

The Paragraph window now shows that you have added one Element to this Paragraph:

Elements:		
Order	Element Type	Contents
1	Field	Company Name

- Click on the Save button again to go back to the Export Style Sheet window, which should now show that you have added a Paragraph:

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Paragraphs:		
Order	Name	Stylesheet Name
1	Company name	CompanyName

- Click on the **Add a Paragraph** button to add a second Paragraph.
 - Name this paragraph “Phone and Fax”.
 - Select a suitable Style Sheet for this paragraph (in the Demo database, choose “Details”).
 - Click on the **Add an Element** button.
- Remember that we want this paragraph to contain the following information:

Tel: nnn nnnnn Fax: nnnn nnnnnn

The first element is the text, “Tel:”

- Select the **Text** radio button.
- Type “Tel: ” into the field next to the Text radio button, not forgetting to include a space after the colon. The Text area should look like this:



The image shows a form with a radio button labeled "Text" which is selected. To the right of the radio button is a text input field containing the text "Tel:". The input field has a vertical scrollbar on its right side.

- Click on the Save button.
- Add another Element.
- Select the field, Phone, and save the Element.
- Add another Element.
- Select the **Punctuation** radio button. Tab is selected by default, and that's what we want, so Save the Element.
- Add another Element.

This is where we want to put the word “Fax:”, but not if there isn't a fax number. So instead of making this another Text Element, we'll create a Formula.

- Select the **Formula** radio button.

The Formula window opens:

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Edit Formula

If Address 1 Contains then export otherwise export

IF:

Address 1
Address 2
Category count
City M
Co 1
Co 10
Co 11
Co 12
Co 13
Co 15

Contains:
 Starts With:
 Is Blank
 Equals:
 Is Not Blank

THEN:

Export Field:
 Export Text:

Use Stylesheet:

OTHERWISE:

Export Field:
 Export Text:

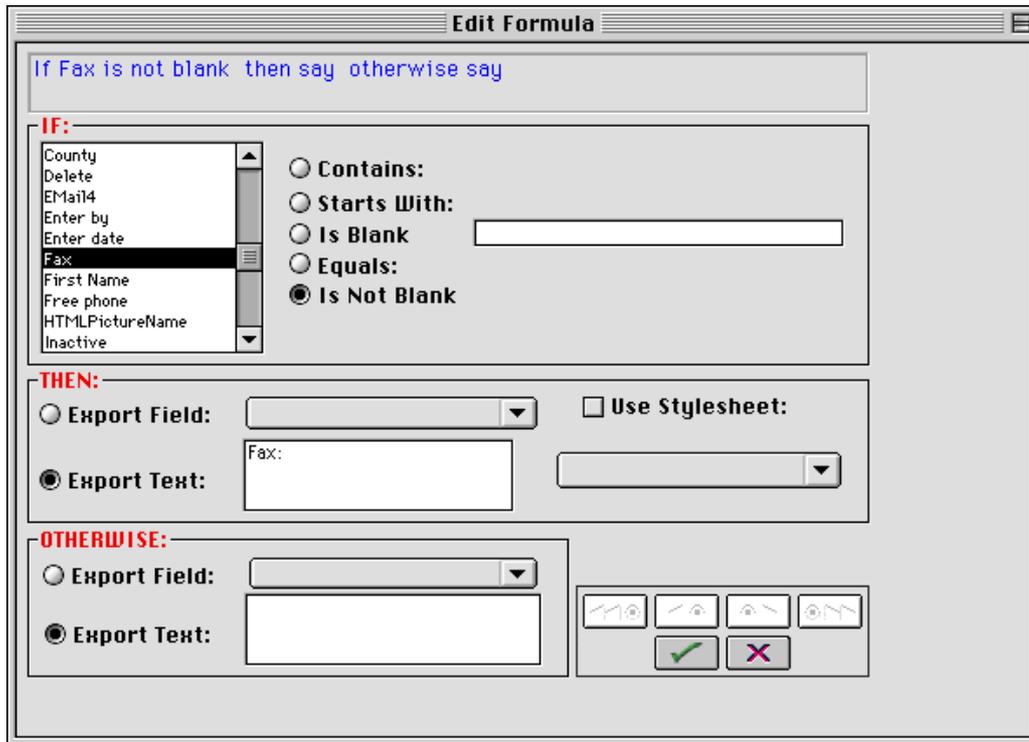
What we want to tell CatBase is:

If there's a fax number, then print the word "Fax:", otherwise, don't print it.

- Scroll down in the list of fields and select Fax.
- Select the **Is Not Blank** radio button.
- In the **THEN** area, type "Fax: " into the field next to Export Text: (not forgetting the space after the colon).

The Formula should now look like this:

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- Save the Formula.
- Save the Element.
- Add another Element.
- Select the field, Fax.
- Save the Element.

The Paragraph window should now show a list of the five Elements that comprise this Paragraph:

Elements:		
Order	Element Type	Contents
1	Text	"Tel: "
2	Field	Phone
3	Punctuation	Tab
4	Formula	If Fax is not blank then say Fax: otherwise say
5	Field	Fax

- Save the Paragraph.

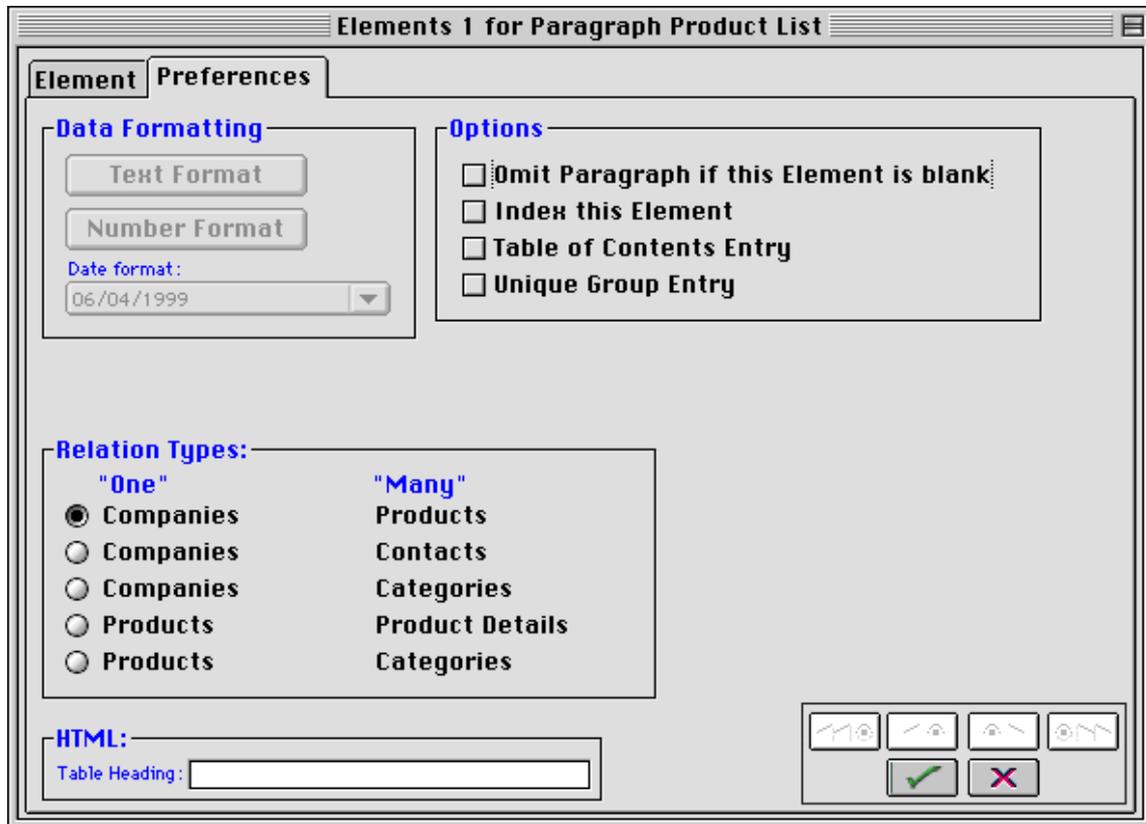
There should now be two Paragraphs in the list: *Company Name* and *Fax and Phone*.

- Add a new Paragraph.
- Name the new paragraph Product List.
- Add an Element.

So far we have used fields from the Companies table, but now we want to make a list of each Company's products, and that information is stored in a different table: the Products table. We need to tell CatBase that we want to grab the data from another table.

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- Select the **Relation** radio button.
 - Click on the **Relations** button or on the **Preferences** tab.
- You'll see the Preferences page:



In the Relation Types area there is a list of all possible relations. The relation we want is between Companies and Products, and that is what has been selected by default, so we don't need to change anything this time.

- Click on the **Element** tab to go back to the first page.

Now we need to tell CatBase what information we want to get from the Products table, and how to sort it.

- Make sure that Product Name is selected in the Sort Field popup:



- Click on the Add Para' button in the Relation area.

The now-familiar Paragraphs window opens. The window title reads **Paragraphs 2 for Example Export** to remind you that you have gone into a deeper level of Paragraphs.

- Name this Paragraph Name & Price.
- Select an appropriate style sheet for this Paragraph e.g., in the Demo database, you could choose Details.
- Click on the **Add an Element** button.
- Choose the field Product Name from the pop-up field list.

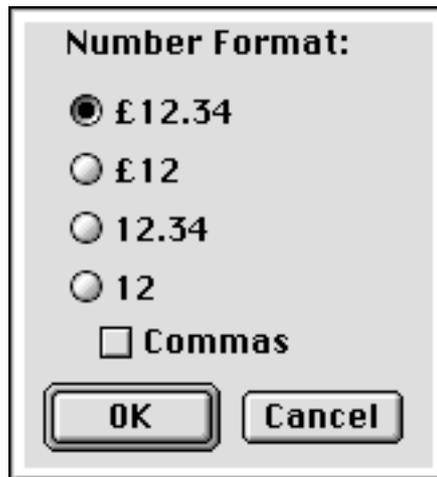
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- Save the Element.
- Add another Element.
- Select the **Punctuation** radio button.
- Save the Element.
- Add another Element.
- Select the field, Price Numeric.

We want to make sure that the prices are formatted correctly.

- Click on the **Preferences** tab.
- Click on the **Number Format** button.

The Number Format window opens:



The appropriate format is selected by default, so that's OK.

- Click on OK.
- Save the Element.

The Paragraph should now contain three Elements:

Elements:		
Order	Element Type	Contents
1	Field	Product Name
2	Punctuation	Tab
3	Field	Price Numeric

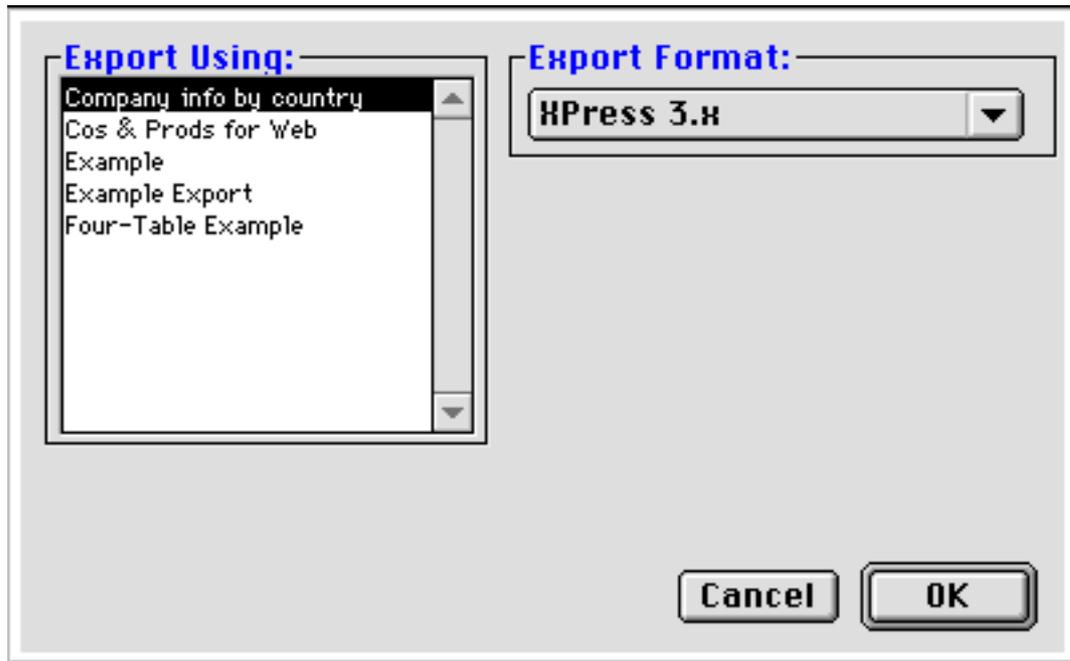
- Save the Paragraph.
- Save the Relation Element.
- Save the Product List paragraph.
- Save the Export Style Sheet.

Now let's try it out ...

- Choose **Companies** ... from the Data menu and click on **All Records**, or create a list of some Company records.
- Choose **Export** ... from the **File** menu.

The Export Dialogue appears:

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This dialogue shows a list of all Export Style Sheets that have been set up based on the Companies table. Our new one, Example Export, is there.

- Select Example Export.
- Click on OK.

CatBase asks you what to name the export file, and where to save it. Change the name from the default, if you wish, and make sure it is going to be saved into a suitable place (e.g., your CatBase folder).

- Click on **Save**.

CatBase creates a file that contains the data plus all the formatting instructions. When it has finished exporting the data, open up the file using the appropriate publishing program (please refer to Chapter Nine for detailed information about working with various publishing destinations).

For example, here is the result in a QuarkXPress document:

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Apple Computer UK

Tel: 0181 569 1199	
Apple 20" Colorsync Display	£1215.00
Apple Multiple Scan 720 Display (17")	£528.00
Apple Powerbook	£1645.00
LaserWriter 8500	£1316.00
Macintosh Server G3	£2080.00
Power Macintosh G3 Desktop	£1185.00

CatBase Software Ltd.

Tel: 0700 CATBASE	Fax: +44 (0) 1920 877917
CatBase	£895.00

Connectix

Tel: 31-20-5814385	Fax: +31-20-5814380
QuickCam	£89.95
SpeedDoubler	£124.99
Surf Express	£59.95
VirtualPC	£124.99

Now you know how to create Export Style Sheets!

If you are still not sure how to achieve a particular result, please contact us – we will be only too pleased to help. Ideally, send us an example of how you want your publication to look. You can send an email to support@catbase.com or contact us by fax or telephone.

EXPORT STYLE SHEETS

Duplicating Export Style Sheets

It can sometimes be useful to make one or more exact duplicates of an Export Style Sheet — for example, you might need to create an Export Style Sheet that is a variation on one that already exists. It will probably be easier to duplicate the existing one and make the necessary changes in the duplicate than to create a new one from scratch.

- Choose **Export Style Sheets ...** from the **Data** menu and find the one or ones you want to duplicate.
- In the list of Export Style Sheets, press **Command-A** to select all, or select just the ones you want to duplicate.
- Choose **Duplicate** from the **Modify** menu.
- = Enter the number of duplicates you want (maximum of 99)
- Click on **OK**.

The Export Style Sheets are duplicated.

Export Style Sheet Reference

You can print out a reference to your Export Style Sheets. This shows detailed information such as the Paragraphs and Elements that comprise the Export Style Sheet and their formatting.

- Choose **Export Style Sheets ...** from the **Data** menu and find the one or ones for which you want to print out a reference.
- In the list of Export Style Sheets, press **Command-A** to select all, or select just the ones you want to print out.
- Choose **Print Reference** from the **File** menu.

Click on **OK** at the print dialogue box to print the references.

When you have created an Export Style Sheet, you should test it by exporting some data and placing it into your page layout program. This procedure is explained in Chapter 8, **Exporting Data**.

A good way to get some ideas on creating Export Style Sheets is to look at some that have been set up in the **Demo Data File**.

Exporting and Importing Export Style Sheets

If you have more than one CatBase data file, you might want to transfer an Export Style Sheet from one data file to another. You can easily do this by exporting the Export Style Sheet from the data file in which it has been designed, and then importing it into another data file. Here's how to do it:

- At the main CatBase screen, choose **Export Style Sheets ...** from the **Data** menu and find the Export Style Sheet or Sheets you want to transfer.
- With the list displayed on your screen, choose **Export ...** from the **File** menu.
- = Enter a name for the text file that CatBase will create.
- Click on the **Save** button.

CatBase creates a text file containing the Export Style Sheet setup information. When it is finished:

- Click on the **Done** button to return to the main screen.

EXPORT STYLE SHEETS

Quit and open the other data file.

- Choose **Export Style Sheets ...** from the **Data** menu.
- At the **Search Dialogue**, click on the **Import** button.
- Locate the text file you just created from the original data file and double-click on it.

The **Export Style Sheet** or **Sheets** are imported into the data file.