

**Q. - How can I print multiple records on one page? Each time I print my form, I get one form per page.**

A. - Switch to Design and from the Create Menu select Create Report. Choose either Standard Report or Columnar report. Then select the fields you want printed on the report. Approach will now print multiple records per page.

**Q - How can I set or change the default directory for Approach data files?**

A - To change the directory Approach defaults to for data files:

1. Enter the Windows Program Manager.
2. Select the Approach Icon.
3. Choose Properties in the File Menu.
4. Set the Working Directory line to the desired default directory.

When you restart Approach it will default to the new working directory.

**Q - Is there a quick way to enter dates in Approach?**

A - Yes. You can speed up data entry by using Approach's quick method of entering a date for the current month and year. Just type the number representing the day of the month and Approach uses the computer's system date to automatically enter the current month and year.

Example: Typing a 10 in a date field returns 2/10/93 when the current month is February and the current year is 1993.

**Q. Can I create a menu that my data entry operators can select choices from and then automatically have Approach switch them to the desired views (i.e., forms or reports)?**

A. You can easily make full-screen menu systems by using forms, buttons and macros. To do this, create a blank form to serve as the menu page. Using this blank form you can add pushbuttons and macros that will, for example, switch to a data entry form, perform a designated report, print mailing labels, etc. Just label the macro buttons with the appropriate text that identifies the result of clicking the macro button --- "Switch to Data Entry Form". In this example you might place a macro button on the Data Entry Form that when clicked switches back to the Main Menu form. With this technique, you can quickly create a menu system in Approach.

Prior to saving your Approach file, switch to this Main Menu form and save the Approach file. By doing the save while this form is active, you will make Approach automatically start with this menu every time the Approach file is opened.

**Q - Can I tell Approach to use the Enter key instead of the Tab key to accept data entry in a field and move to the next field in the tab order?**

A - Yes. From the Tools menu, choose Preferences. Click the General tab of the Preferences dialog box and choose the first option. This will cause Approach to use the Enter key to move or tab between fields in Browse.