Contents

Click an icon or a title to find information.

How Do I   Step-by-step instructions for common tasks

Search   Index of help topics and features

Additional Help   Glossary, Tips and Tricks, Common Questions, and other information

Using Help   Hints on learning Help

Using Help

The following information explains basic features of a Help topic (this screen is a Help topic).

Pop-up definitions are dot-underlined, coloured words and phrases that you click to see a "pop-up" window that displays information.   The pop-ups below explain the buttons on the top of this Help screen, and are examples of the pop-ups found in Help.   Click once to read them, then click again to close them.

    Contents   Search   Back   History   Print   Close

Jump terms are underlined, coloured words and phrases that move you to another Help topic.   To read the topic about context-sensitive Help, click this jump term: context-sensitive Help, then click the Back button to return to this Help topic.

The light bulb is an icon containing a hint.   Click the light bulb to read the hint.

Text following a route icon shows the menus and buttons you choose to access a feature.

Text following an exclamation point is important information.

Text following a reference icon directs you to the printed documentation.   Many Help topics contain graphics you can click to display a pop-up definition.   However, when a graphic appears in front of the title, it is not a pop-up.

See Also
  Quick tour Main Menu
  Watch quick tour of Using Help
 Using InfoCentral: Getting Help

alphanumeric
Composed of letters or numerals or both.

DELETED TOPIC
The HDI.doc uses this page.

Keystrokes

Purpose
Use the following keystrokes to access InfoCentral features.

To Use This Feature	Press
Add new Object	Ctrl+A
Clear to End	Ctrl+E
Clear View	Ctrl+W
Clear Line	Ctrl+L
Collapse All	Alt+-
Collapse Connections	Minus (-)
Connect Object	Ctrl+K
Copy	Ctrl+C
Create new iBase	Ctrl+N
Cut	Ctrl+X
Delete Object	Ctrl+D
Edit Information	Alt+Enter
Exit InfoCentral	Alt+F4
Expand Connections	Plus (+)
Expand by Type	Alt++
FastFind	Ctrl+F
Find-By-Connection	Alt+F2
Find-By-Example	Shift+F2
Go To Beginning of Screen	Home
Go To Beginning of List	Ctrl+Home
Go To End of Screen	End
Go To End of List	Ctrl+End
Go To Next Item on Line	Right Arrow
Go To Next Line	Down Arrow
Go To Next Object	Ctrl+Right
Go To Next Screen	PgDn
Go To Previous Item on Line	Left Arrow
Go To Previous Line	Up Arrow
Go To Previous Object	Ctrl+Left
Go To Previous Screen	PgUp
Hoist Object	Ctrl+H
Open iBase	Ctrl+O
Move Object to Beginning	Shift+Home
Move to End of List	Shift+End
Move Object to Next Line	Shift+Down
Move Object to Previous Line	Shift+Up
Paste	Ctrl+V
Print	Ctrl-P
Relate a File	Ctrl+R

Save iBase	Ctrl+S
Save As	F3
Scroll Down	Ctrl+Down
Scroll Up	Ctrl+Up
Telephone	Ctrl+T
Toggle View	Enter
Undo	Ctrl+Z
View Information	Ctrl+I
View Calendar	Alt+C
View Previous Tab	Ctrl+Tab
View Address Book	Ctrl+B

See Also

Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Go To
Load Menu System
Move Object To

Glossary

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

A

alphanumeric
ASCII

B

Back button

C

J

jump term

K

No entries

L

list

M

memo
menu
menu bar
mouse pointer

N

No entries

O

object
object category
object information
one-way connection
outline view

P

paste
pop-up definition
private information
promote
properties

Q

No entries

R

radio button
record

Context-Sensitive Help

Purpose
Use F1 to get context-sensitive Help in a <u>dialog box</u> or <u>menu</u>.

Steps

1 Press F1 while a menu item is highlighted or when a dialog box or window is open.
or
Choose the Help button in a dialog box.

See Also
<u>Write Contextual Help</u>
<u>Write Contextual Hint</u>

Outline View Menu Commands

Purpose
The <u>Outline View</u> menu bar includes several InfoCentral <u>menu bar items</u>.

Choose from the following options for more information:
<u>File</u>
<u>Edit</u>
<u>Object</u>
<u>Find</u>
<u>View</u>
<u>List</u>
<u>Tools</u>
<u>Help</u>

See Also
<u>Customise Menu</u>
<u>Customise Menu Bar</u>
<u>Customise Menu Hot Key</u>
<u>Customizing My Menus: The Big Picture</u>
<u>Load Menu System</u>
<u>Using Calendar: The Big Picture</u>
<u>Watch quick tour of Using Calendar</u>

About InfoCentral

Purpose

Use About InfoCentral to view the name and organisation of the user, copyright information, and the version of InfoCentral you are using.

Steps

1 Choose About InfoCentral from the Help menu.

2 Read the information, then choose OK.

See Also

WordPerfect Main Street Products
System Status
Watch quick tour of InfoCentral Basics

Help Menu

Purpose

Use the options on the Help menu to get online Help.   Some Help items are available only on the Outline View Help menu.

Choose from the following options for more information.
Contents
Search for Help on
How Do I
Quick Tour
Coaches
About InfoCentral

See Also

Menu Commands
Using Help
Watch quick tour of Using Help

Additional Help

Close

What is InfoCentral   Product and feature information

What's New   New features and enhancements

Common Questions   Answers to basic questions about InfoCentral

Tips and Tricks   Hints and shortcuts to accomplish common tasks

Keystrokes   Keyboard navigation

Glossary   Terms and definitions

Print Help Topics   Print multiple Help topics

Available Products   Additional Novell Main Street applications

What's New

In addition to the new look and feel of the Toolbar, InfoCentral 1.1 has been improved with the following new features.

Choose from the following topics:

Add Connected Object
Alarm Status
Import/Export iBase
GroupWise Calendar Synchronization
Recurring Events
Today's Tasks

Common Questions

Purpose
Get answers about InfoCentral by clicking any of the following frequently asked questions.

- ◆ General Questions
What is an iBase?
What is an Object?
What is a Category?
What is a Connection?
What is a Connection Description?
What is the Outline View?
How Do I Start a New iBase?

- ◆ Common Questions About Objects and Connections
How Do I Add an Object?
How Do I Create a New Object Category?
How Do I Delete an Object?
How Do I Undelete an Object?
How Do I Clear an Object?
How Do I Find an Object?
How Do I Use Search Criteria?
How Do I Objects by Connection?

- ◆ Common Questions About Preferences
How Do I Change the Toolbar?
How Do I Change the Colour of an Object?
How Do I Turn Off the Mr. and Ms. Prefix?
How Do I Set an Alarm Sound?
How Do I Set Up My Modem?
How Do I Set Up Autodialing Scenarios?

- ◆ Common Questions About Using the Outline View
What is a Tab?
How Do I Create or Edit a Tab?
How Do I Move a Tab?
What is the InfoPad For?
How Do I Look Up Addresses?
How Do I Look Up Objects Alphabetically?
How Do I Sort Objects Alphabetically?

B   Common Questions About Using InfoCentral to Communicate
How Do I Send E-mail from InfoCentral?
How Do I Autodial a Phone Number?
How Do I Schedule a Phone Call Event?
How Do I Log a Phone Call?

B   Common Questions About the Calendar
What is the Calendar View?
How Do I Schedule an Event?
How Do I Schedule a Recurring Event?

How Do I Set Up a Task?
How Do I Follow-Up with People?
How Do I Follow-Up With Organisations?
How Do I Follow-Up on Tasks?
How Do I View My Schedule in Outline View?
How Do I Coordinate with GroupWise?

     Common Questions About Advanced Features
How Do I Attach a Document to an Object?
How is a Related File Created?
How Do I Type Text Automatically?
How Do I Relocate of My Related Files?
What is a Field?
How Do I Add, Change, or Move a Field?
How Do I Import My Data into InfoCentral?
How Do I Import Letter Addresses?
How Do I Export and Update an iBase?

Tips and Tricks

Purpose
Learn about ways to save time or optimize InfoCentral by clicking a tip or trick listed below.

B   General Tips and Tricks
Make InfoCentral Run Faster
Start a Timer
Set Passwords for iBases

B   Calendar Tips and Tricks
List Today's Schedule in Outline View
Enter Dates Quickly into Fields
Change How an Alarm Sounds

B   Outline View Tips and Tricks
Look at Objects with New Perspective
Find Objects with Little Information

B   Related File Tips and Tricks
Attach a Document to an Object
Extract Information from iBase and Put in Document
Include Information of Connected Objects in Document
Type Text Automatically in Document

Start Up Options

Purpose

Use startup options to make InfoCentral run differently.   You can include startup options on the command line in the Properties dialog box for InfoCentral.

Steps

1 Highlight the InfoCentral program icon in Windows Program manager.

2 Choose Properties from the Windows File menu.

3 Type a space after "WPIC.EXE" on the command line, type one of the following startup options, then choose OK:

 /AUTHOR
Display the Publisher Info dialog box when exporting an iBase.   Also displays InfoCentral Help ID numbers on all dialog boxes.

 /I
Starts InfoCentral with the iBase that you specify.   For example, **/ipersonal** launches the Personal iBase when you start InfoCentral.   Note that you do not need to include a space between the startup option and the name of the iBase.

 /LARGEPRINT
Displays the text in the Outline View in a larger font.

 /PENOFF
Turns off the comb edit field when running under the Pen Windows operating system.

Follow-Up with People and Organisations

☞   <u>Object or Connection Information</u>, Follow Up

Purpose
Use the Follow-Up Date field to enter a date on which you need to follow up with, respond to, or make contact with a person or organisation.   Follow-Ups are displayed in Today's Schedule for the current day.   For example, if today were Dec. 1, 1994, and several weeks ago you entered this date in the Follow-Up field for Marc Sabatini, he would be displayed under Follow-Ups for today when you displayed Today's Schedule in the <u>Outline View</u>.

Steps

1 Right-click a person or organisation object, then choose Information.

2 Specify a date in the Follow-Up field by typing it or using the Calendar Tool. **B**

3 Choose OK.

4 Choose FastFind from the Find menu.

5 Type the date that you specified in step 2 in the Find text box, then choose OK to display Today's Schedule for that day.

6 Double-click Follow-Ups for Today.
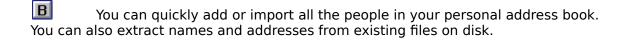
See Also
<u>Calendar Tool</u>
<u>Create or Edit Date Field</u>
<u>Date Differences</u>
<u>Date Not Understood</u>
<u>Follow-Up on Tasks</u>
<u>Today's Schedule</u>

What is InfoCentral

InfoCentral is a personal information manager (PIM), plus a lot more.   Patent pending iConnect technology lets you create intelligent connections between people, places, and things, looking at the relationships in a whole new way.   Randomly scattered data becomes organised and accessible.   Your world of information will never be the same.

When you start InfoCentral, you will find an easy-to-use set of tools to handle your immediate needs and serve as a long-term solution in your business, home, and school.   For example,

B   You can quickly add or import all the people in your personal address book. You can also extract names and addresses from existing files on disk.

B   You can keep track of important information on all your business contacts. Things like companies, meetings, agendas, memos, and letters are all logically connected.

B   You can keep track of events like appointments, birthdays, anniversaries, meetings, and so on.

B   You can move seamlessly in and out of your word processor, spreadsheet, graphics, and other applications, creating files and connecting them to objects in your information base (iBase).

B   Keep track of anything that interests you.   Use InfoCentral to organise your notes from school or your home video collection.   Your imagination is the only limit.

The stand alone version of InfoCentral includes four iBases already filled with content, and a number of iBase templates to give you a head start.   Use the templates to track your own information or to get ideas about how you can use InfoCentral.

See Also
   Adding an Object
   Connecting Objects
   Creating a Related File
   iBases versus Databases
   Glossary
   What's New in Version 1.1
B Using InfoCentral

InfoPad

The InfoPad tab is like any other tab.   It is set up for you like a scratch pad, where you can work with data in a freeform way.   It is wise to keep this tab free of lists and save lists to other tabs.   For tips on using, see <u>Using InfoPad</u>.

Follow-Up on Tasks

☞   <u>Task Object</u>, Next Follow-Up On

Purpose

Use Next Follow-Up On, located on any Task object, to specify a due date for a task.   For example, suppose that you wish to remind yourself to take out the garbage by Friday the 10th.   Using Next Follow-Up On, you can specify this date and the task will show as being due on that date when you use Today's Tasks, Today's Schedule, or the Calendar View for that date.

Steps

1 Right-click a Task object, then choose Information.

2 Specify a date in the Next Follow-Up On field by typing it or using the Calendar Tool. [B]

3 Choose OK.

4 Choose FastFind from the Find menu.

5 Type the date that you specified in step 2 in the Find text box, then choose OK to display Today's Schedule.

6 Double-click Tasks at the end of the Today's Schedule listing.

See Also

<u>Calendar Tool</u>
<u>Create or Edit Date Field</u>
<u>Date Differences</u>
<u>Date Not Understood</u>
<u>Follow-Up with People or Organisations</u>
<u>Today's Schedule</u>

XDATE$

Purpose
Returns a date string in the form MM/DD/YYYY based on an argument containing the number of days past 01/01/1800.

Syntax
XDATE$(Nbr_of_days)

Examples
XDATE$(69460)
Returns 02/05/1990 where 69460 is a numeric constant.

XDATE$(Nbr_of_days)
Returns 02/15/1991 where Nbr_of_days is a numeric variable set to the value 69835.

See Also
XDAYS

XSECS

Purpose
Returns the number of seconds that the time contained in its argument is past midnight. The parametre (for example "This_time$") must in the 24-hour format HH:MM.

Syntax
XSECS(This_time$)

Examples
XSECS("01:00")
Returns 3600 where "01:00" is a string constant.

XSECS(Meeting_time$)
Returns 46800 where Meeting_time$ is a string variable set to the value "13:00".

See Also
XTIME$

XTIME$

Purpose
Returns a time string in the form "HH:MM" based on a numeric   argument representing the number of seconds past midnight.   The string returned is in the 24hour format HH:MM.

Syntax
XTIME$(Nbr_of_secs)

Examples
XTIME$(3720)
Returns 01:02 where 3720 is a numeric constant.

XTIME$(Sleep_until)
Returns 12:00 where Sleep_until is a numeric variable set to the value 43200.

See Also
XSECS

CHR$

Purpose
A string function that returns the character represented by the decimal ASCII character code value of its numeric argument.   Char_number represents the desired ASCII character code and has a value from zero to 255.   For example, the escape key is CHR$(27), the space key is CHR$(32), and upper case A is CHR$(65).

Syntax
CHR$(Char_number)

Examples
CHR$(67)
"C" where 67 is a numeric constant.

CHR$(Nbr)
"a" Nbr is a numeric variable set to the value 97.

See Also
ASC

DEL$

Purpose

A string function that returns the string contained in its string argument but with the characters deleted from the string starting at the character position specified in its first numeric argument for the length specified in its second numeric argument.   Spaces count as characters in computing the position and length.

Syntax

DEL$(Text$,Position,Length)

Examples

DEL$("It is very hot today.",7,5)
Returns "It is hot today." where "It is very hot today." is a string constant and 7 and 5 are numeric constants.

DEL$(Sentence$,Adj_location,Adj_length)
Returns "I watered the tree." where Sentence is a string variable set to the value "I watered the tallest tree", Adj_location and Adj_length are numeric variables set to the values 15 and 8 respectively.

FORMAT$

Purpose
Returns the string contained in its first string argument, with formatting based upon the format mask contained in its second string argument.

Syntax
FORMAT$(Text$,Mask$)
FORMAT$(Number,Mask$)

Parameters
Text$
The text string.

Mask$
Controls the formatting of Text$.

Number
A number.

Examples
FORMAT$("123456.789","$*,***,**#.##")
Returns "$123,456.78 "   the trailing space for a positive number.

FORMAT$("123456.789","$#,###,###.##")
Returns "$ 123,456.78"

FORMAT$("123.45","*,**#.##;(*,**#.##)")
Returns "(123.45)" When a specific mask is given for negative values, then the minus sign is not automatically inserted and the mask must provide for showing that the value is negative.

FORMAT$("78.90","### %")
Returns " 78 %"

INS$

Purpose

Returns the string contained in its first string argument but with the string contained in its second string argument inserted at the character position specified in its numeric argument.   Spaces count as characters in computing the insert position.

Syntax

INS$(Text$,Position,Insert$)

Examples

INS$("It is hot today.",7,"darned ")
Returns "It is darned hot today." where "It is hot today." and "darned " are both string constants.

INS$(Sentence$,Location,Adjective$)
Returns "I have a fast computer." where Sentence$ is a string variable set to the value "I have a computer.", Location is a numeric variable set to the value 10, and Adjective$ is a string variable set to the value "fast".

LCASE$

Purpose
Returns the string named in the parentheses in lowercase.

Syntax
LCASE$(Mixed_text$)

Examples
LCASE$("aBcDeFgHiJkLmNoPqRsTuVwXyZ")
Returns "abcdefghijklmnopqrstuvwxyz" where "aBcDeFgHiJkLmNoPqRsTuVwXyZ" is a
string constant.

LCASE$(Last_name$)
Returns "morris" where Last_name$ is a string variable set to the value "Morris".

See Also
UCASE$

LEFT$

Purpose
Returns the left-most portion of its string argument.   The length of this portion is specified by its numeric argument.

Syntax
LEFT$(Text$,Length)

Parameters
Text$
The string argument.

Length
The number of characters (including the leftmost character) of Text$ to be returned.   If Length exceeds the number of characters contained in the string argument Text$, then the entire string is returned.   Spaces are counted as characters

Examples
LEFT$("Jetson Industries, Inc.",6)
Returns "Jetson" where "Jetson Industries, Inc." is a string constant and 6 is a numeric constant.

LEFT$(Greeting$,Length)
Returns "Hello" where Greeting$ is a string variable set to the value "Hello there!" and Length is a numeric variable set to the value 5.

LEFT$(City$,99)
Returns "San Francisco" where City$ is a string variable set to the value "San Francisco" and 99 is a numeric constant.   Since the length argument, 99, is a value greater than the length of the string argument, then the unchanged value of the string argument is simply returned.

See Also
MID$
RIGHT$

LJUST$

Purpose
Returns a string that is of the length specified by its second argument, composed of the string in its first argument, and suffixed or padded at the right with a series of repeated pad characters as specified by its third argument.

Syntax
LJUST$(Text$,Length,Pad_character$)

Examples
LJUST$("Good morning",15,"!XYZ")
Returns "Good morning!!!" where Good morning is a string constant, 15 is a numeric constant, and !XYZ is another string constant.   Only the first character of the pad character argument is used to pad out the result.   In this example it is the "!" of the "!XYZ" that is repeated to provide the necessary pad characters.

LJUST$(Country$,Length,Pad_char$)
Returns "Panama...." where Country$ is a string variable set to the value "Panama", Length is a numeric variable set to the value 10, and Pad_char$ is a string variable set to the value ".".

See Also
RJUST$

XDAYS

Purpose
Returns the number of days that its date argument is past   the date 01/01/1800.
This_date$ may be in one of two forms, MM/DD/YYYY or MM/DD/YY.   When the two-digit
year form is used, the year is assumed to be the right-most two digits of the four-digit
year in the range of years from 1911 through 2010.

Syntax
XDAYS(This_date$)

Examples
XDAYS("02/01/1990")
Returns 69456 where 69456 is a numeric constant.

XDAYS(This_date$)
Returns 69821 where This_date$ is a string variable set to the value "02/01/1991".

See Also
XDATE$

MID$

Purpose
Returns the middle portion of its string argument.   The starting character position of the desired portion is specified by its first numeric argument and the length of the portion is specified by its second numeric argument.

Syntax
MID$(Text$,Start,Length)
MID$(Text$,Start)

Parameters
Start
A numeric value that specifies the starting character position of the string contained in Text$.

Length
A numeric value that specifies the number of characters from the specified starting position within Text$ that are to be returned.   Length is an optional argument.   When not given, the entire right portion of the string contained in Text$ starting at Start is returned. If the value of Length exceeds the number of characters contained in the string argument Text$, then the entire string is returned.   Spaces are counted as characters in computing the starting position and length.

Examples
MID$("Gary Lee Davis",6,3)
Returns "Lee" where "Gary Lee Davis" is a string constant and 6 and 3 are numeric constants.

MID$(Greeting$,Start,Length)
Returns "morning" where Greeting$ is a string variable set to the value "Good morning to all", and Start and Length are numeric variables set to the values 6 and 7 respectively.

MID$(City$,5)
Returns "Francisco" where City$ is a string variable set to the value "San Francisco" and 5 is a numeric constant.   Since the length argument is not specified, then all of the string contained in City$ starting at character position 5 is returned.

See Also
LEFT$
RIGHT$

REP$

Purpose
A string function that has two string arguments and two numeric arguments.   REP$ returns the string contained in its first string argument with the characters beginning at the position specified by its first numeric argument replaced by a number of characters contained in its second string argument, the number of which is specified in its second numeric argument.   Length may be a numeric constant or numeric variable.   If the argument is zero, it returns a null value; if it is less than zero it causes a runtime error; if it is greater than 255 it is truncated to 255.

Syntax
EP$(Text$,Length,Substitute_text$,Sub_length)

Parameters
Text$
The text argument.

Length
The length of Text$.

Substitute_text$
The substitute text argument.

Sub_length
The length of Substitute_text$.

Examples
REP$("Get noodles",5,"up and down",2)
Returns "Get up" where "Get noodles" is the string constant whose first 4 characters are extracted, 5 is a numeric constant specifying where the characters from the second string are to be inserted, "up and down" is the string constant whose first 2 characters are inserted, and 2 is a numeric constant specifying how many characters of the string "up and down" to insert.

REP$(First_names$,First_length,Last_names$,Len2)
Returns "Brian Levantine" where First_names$ is a string variable that is set to the value "Brian John Harry" and whose first 5 characters are extracted, First_length is a numeric variable set to the value 6 which specifies where the characters from the second string are to be inserted, Last_names$ is a string variable set to the value "Levantine Smith Jones" and whose first 9 characters are to be inserted, and Len2 is a numeric variable set to the value 9 which specifies how many characters to insert from the string contained in Last_names$.

RIGHT$

Purpose
Returns the right-most portion of its string argument.   The length of this portion is specified by its numeric argument.

Syntax
RIGHT$(Text$,Length)

Parameters
Text$
The string argument.

Length
The number of characters including the right-most character to return. If Length exceeds the number of characters contained in the string argument Text$ then the entire string will be returned.   Spaces are counted as characters.

Examples
RIGHT$("My name is Marc Sabatini",13)
Returns "Marc Sabatini" where "My name is Marc Sabatini" is a string constant and 13 is a numeric constant.

RIGHT$(Address$,Length)
Returns "Ave" where Address$ is a string variable set to the value "1317 Grant Ave" and Length is a numeric variable set to the value 3.

RIGHT$(Address$,100)
Returns "1317 Grant Ave"   where Address$ is a string variable set to the value "1230 Grant Ave" and 100 is a numeric constant.   Since the length argument is a value greater than the length of the string argument, then the entire value of the string is returned.

See Also
LEFT$
MID$

RJUST$

Purpose
Returns a string the length specified by its second argument, composed of the string in its first argument, and prefixed, or padded in the front, with a series of repeated pad characters as specified by its third argument.

Syntax
JUST$(Text$,Length,Pad_character$)

Examples
RJUST$("This is a test!",20,"*ABC")
Returns "*****This is a test!" where This is a test! is a string constant, 20 is a numeric constant, and *ABC is another string constant.   Only the first character of the pad character argument is used to pad out the result.   In this example it is the "*" of the "*ABC" that is repeated to provide the necessary pad characters.

RJUST$(Greeting$,Length,Pad_char$)
Returns "   Hello" where Greeting$ is a string variable set to the value "Hello", Length is a numeric variable set to the value 10, and Pad_char$ is a string variable set to the value " "

See Also
LJUST$

Add Connected Object

 <u>Object</u>, Add Connected

Purpose
Use Add Connected to connect a newly added object to the object that is highlighted or selected in the Outline View.

Steps

1 Highlight the object in the Outline View that you wish to connect a new object to.

2 Choose Add Connected from the Object menu.

3 Select a category, then choose OK.

4 Type the name of the new object, then choose OK.

5 Type information about the new object, then choose OK.

6 Select a connection description, then choose OK.

7 If you wish to connect the object you just added, choose Yes, then follow the prompts.

See Also
<u>Add New Object</u>

Today's Tasks

 <u>View</u>, Today's Tasks

Purpose

Use Today's Tasks to display the tasks that are currently due in the <u>Outline View</u>.

Steps

1 Choose Today's Tasks from the View menu.

See Also

<u>Today's Schedule</u>

💡 Hint

You can drag an object from the <u>Outline View</u> to the Calendar tab to create an event related to that object.   You can specify the date, time, alarm options, and connection description. The event is displayed under the object in the Outline View as well as the Calendar View.

For example, suppose Marc Sabatini is an object listed in the Outline View.   You wish to schedule a meeting and include Marc as a participant.   Drag Marc to the Calendar tab. Select Meeting from the list box, then choose OK.   Type a description for the meeting and any other information you wish, then choose OK.   Select the Participant description, choose OK, type connection information, then choose OK.

💡 Hint

You can specify a date in any date field that is a certain number of days before or after the current date by using the following abbreviations:

d a days ago
    d   days in the future
m a months ago
m months in the future
y a years ago
    y   years in the future
yes yesterday's date
   t today
to tomorrow

For example, if you type **65 d a** in a date field, InfoCentral inserts a date 65 days before the current date.   **5 m** would display a date five months from the current date. **-2 d** would display the day two days ago.   You must type lowercase letters.

Autodialing a Normal Phone Line

Purpose

If you simply wish to dial out on a normal phone line, make the following settings in Telephone Preferences.

Steps

1 Choose Preferences from the Edit menu, then choose Telephone.
or

Choose Telephone on the Toolbar, choose Preferences, then choose Telephone.

2 Make sure the Country and Area/City Code text boxes are correct for your dialing area.
or
If you are taking InfoCentral on a notebook computer on a trip to another area code, change the Area/City code when you get there.

3 Choose OK.

See Also

Autodialing Office Extensions/Outside Lines
Autodialing Long Distance with a Calling Card
Autodialing Long Distance from Office with Card
Autodialing Long Distance with Access Code
Autodialing In-Area Toll Calls

Autodialing Internal Office Extensions and Outside Lines

Purpose
If you are at work and use a PBX or Centrix type phone system that allows you to dial internal numbers by extension, but requires a numeric sequence to get an outside line, make the following settings in Telephone Preferences.

Steps

1 Choose Preferences from the Edit menu, then choose Telephone.
  or

Choose Telephone on the Toolbar, choose Preferences, then choose Telephone.

2 Make sure the Country and Area/City Code text boxes are correct.

3 Select the Enabled check box in the To Access an Outside Line group box.

4 Type the numeric sequence required to get the outside line in the First Dial text box.

Many PBX systems require you to dial a 9 to get the outside line.   For example, type 9, (the number 9 plus a comma) in the First Dial text box. Commas are interpreted as pauses, which often makes the interface between modem and PBX work better.

5 Type the prefix number in the Internal PBX Prefix of text box and the number of digits you wish dialled in the Dial Last Digit text box.

For example, suppose all phone numbers in your PBX are identified by a prefix (for example, "222"), but to other employees your extension is 25000.   Type 222 in the Internal PBX Prefix of text box and 5 in the Dial Last Digit text box.   When you dial other employees, the 22 will not be used.   When you dial any other number in your iBase that does not begin with 222, the First Dial sequence (9) will be attached before the phone number, even if it is long distance.

See Also
Autodialing Normal Phone Line
Autodialing Long Distance with a Calling Card
Autodialing Long Distance from Office with Card
Autodialing Long Distance with Access Code
Autodialing In-Area Toll Calls

💡 Hint

You do not have to type the entire beginning or ending time.   For example, type 10a for 10:00 am or 7p for 7:00 pm.

connection information
The information stored on a connection, such as an employee's starting date at a company.

💡 Hint

If you live in an area that does not have daylight saving time, you can specify the same date in Start and Stop Date text boxes.   If you type a space, the daylight saving time for your area will be used.

B **Hint**

If you wish to assign the Hot Key to another function key, you must type the name of the key enclosed in braces, for example {F12}.   If you wish to assign the Hot Key to a nonfunction key, you can press that key.   Use the plus sign to use the Shift or Control keys.   For example, {Ctrl+F12} or {Shift+F12}.   Shift will only work with valid ASCII characters such as * or #.

Outline View

The main InfoCentral screen in which you add, connect, list, and work with objects.   When you click a new tab, a new Outline View displays.   Compare with <u>Calendar View</u>. **B**

Example

Suppose you've defined a person's connection to an organisation as "Employee" who will start at the organisation sometime in the future.   Because the person is not an employee of the company yet, InfoCentral adds "Future" to this particular connection description ("Future Employee").

Example

Suppose the <u>connection</u> between Marc Sabatini and Atlantic Metals is "Employee."   In the <u>Connection Information</u> dialog box, 1/1/91 is Marc's starting date, and 6/26/94 is his ending (or termination) date.   Today's date is 7/9/94.   When you <u>expand</u> Marc's connections in the <u>Outline View</u>, the <u>connection description</u> with Atlantic Metals is "Former Employee" because Marc has since left the company.

Now suppose you wish to know what Marc's connection to Atlantic Metals was on 6/1/94, about five weeks ago.   Simply <u>collapse</u> Marc's connections, change the Viewing Date to 6/1/94, then re-expand.   Note that on this date the connection was "Employee."

Autodialing Long Distance with Access Code or Account Number

Purpose

If you are at work and use a PBX or Centrix type phone system that allows you to dial internal numbers by extension, but long distance numbers require an access code or accounting number, make the following settings in Telephone Preferences.

Steps

1 Choose Preferences from the Edit menu, then choose Telephone.
or

Choose Telephone **B** on the Toolbar, choose Preferences, then choose Telephone.

2 Make sure the Country and Area/City Code text boxes are correct.

3 Select the Enabled check box in the To Access an Outside Line group box.

4 Type the numeric sequence required to get the outside line in the First Dial text box.

Many PBX systems require you to dial a 9 to get the outside line.   For example, type 9, (the number 9 plus a comma) in the First Dial text box. Commas are interpreted as pauses, which often makes the interface between modem and PBX work better.

5 Type the prefix number in the Internal PBX Prefix of text box and the number of digits you wish dialled in the Dial Last Digit text box.

For example, suppose all phone numbers in your PBX are identified by a prefix (for example, "222"), but to other employees your extension is 25000.   Type 222 in the Internal PBX Prefix of text box and 5 in the Dial Last Digit text box.   When you dial other employees, the 22 will not be used.   When you dial any other number in your iBase that does not begin with 222, the First Dial sequence (9) will be attached before the phone number, even if it is long distance.

6 Type the accounting number into the Account # text box.

7 To make use of a long distance access code, select the Enabled check box in the For Long Distance or Calling Card Calls group box.

8 Type your access number in the Access number field, but do not include the 1 or an area code.   The Country Code and Area codes are dialled automatically.

9 Choose OK.

See Also

Autodialing Normal Phone Lines
Autodialing Office Extensions/Outside Lines
Autodialing Long Distance with a Calling Card
Autodialing Long Distance from Office with Card
Autodialing In-Area Toll Calls

one-way connection
A connection that can be described in only one way.   For example, a person's connection to a company is described as "Employee."   One-way descriptions are used for all person/organisation, person/thing, and person/event connections.

Reschedule an Event

Purpose

You can easily reschedule an event, such as a meeting, appointment, or telephone call. For example, suppose that Marc Sabatini calls and says he cannot make it for lunch today, but he will be available on Friday at 1:00.   Using the steps below, you can reschedule the date and time for such an event.

Steps

1 Right-click the event in the Outline View, then choose Information.
or
Right-click the event in the Calendar View.

2 Specify a new date and time in the Date and Time fields, then choose OK.

If you are in the Calendar Day View, you can also drag the event and drop it on a different day of the month.

See Also

Add a New Event
Follow-Up on Tasks

Example
Type **C:*.***, then choose Find All to list all file and directory objects on that drive.

B **Hint**

You can abbreviate the objects you wish to find.

Type **joh sm** to find John Smith.
Type **info** to find InfoCentral.
Type **1/1/95** to list the <u>Today's Schedule</u> for New Year's day 1995.

Example

If you type John in text box 1, select And, then type Mary in text box 2, InfoCentral searches for files that contain the words "John" and "Mary." If you select **Or** with the same text, files are found that contain "John" or "Mary."

field
A place in a dialog box where you can add information such as names, addresses, telephone numbers, and so on.   You can customise fields in the <u>Object Information</u> or <u>Connection Information</u> dialog boxes.

B **Hint**

Try starting LazyKeys and moving it to an unused corner of the screen.   When you need to insert special characters, it will be right at your fingertips.

B **Hint**

The first record is the template that all records follow during the import.   If you click [▶]
and find that other records require a change, then make the change and that record
becomes the template.   Only one template is used to import all records.

Examples

Suppose you are setting up a meeting in which you wish several people to participate.   Click Participants on the Meeting Object Information dialog box, then add the people you wish to invite to the meeting using the In Connection With dialog box.

Suppose you wish to delegate a task to someone.   Click Delegated To on the Task Object Information dialog box, then use In Connection With to find the person you wish to do the task.

pop-up definition
A graphic or dot-underlined, coloured word that you can click to display a definition or explanation.

Contents button

A Help button you can use to return to the main Contents screen which helps you quickly navigate through specific areas of Help.

Search button
A Help button you can use to search for Help topics by typing keywords.

Back button
A Help button you can use to return to the last topic you opened.

History button
A Help button you can use to display the last 40 Help topics you opened, with the most recent at the top of the list.   To reopen a topic, double-click it.

Print button
A Help button you can use to print the current Help topic.

B **Hint**

You can reduce the size of the Help window and move it to keep it on-screen while you follow the steps.

Choose Always on Top from the Help menu to display the Help window "on top" of other applications, even when it is minimized.   Or, size both the Help and the application windows so they do not overlap.

Close button
A Help button you can use to close the Help window.

B route

The path that indicates where a feature is found.   The hand icon points to the steps you take to access the feature.

jump term
A graphic or underlined, coloured word or phrase you can choose to go to a related Help topic.

dialog box

Dialog boxes let you communicate with an application.   They display warnings and messages, and they let you select and implement options by choosing appropriate command buttons.   Dialog boxes have a title bar and a control menu, but they do not have a <u>menu bar</u>.   You can drag the title bar of the dialog box different locations on the screen. Most dialog boxes must be closed before you can work in the <u>Outline View</u> or <u>Calendar View</u>.

When a dialog box option is unavailable and cannot be used, it will appear dim.   If subsequent actions make the item available, it will change to a normal appearance.

Select Object

Purpose

Use the mouse or arrow keys to select (highlight) objects.   You can then expand an object's connections, or get object or connection information.

Steps

1 Move the mouse pointer on an object, then click once to select it.
or
Use the up or down arrow keys to select the object you wish in the list.

2 Double-click to expand an object's connections.
or
Press Enter.

See Also

Edit Connection Description
Edit Object or Connection Information
Go To
Move Object To
Watch quick tour of Organizing Objects

Write Contextual Hint

B   Object Information or Connection Information, Right-Click Field, Field Properties, OK, Contextual Hint

Purpose
Use Contextual Hint to write a brief helpful statement.   Field contextual hints appear at the bottom of the Object Information dialog box when the insertion point is in a field. Menu item contextual hints appear as prompts at the top of the screen when a menu item is highlighted. Example

Steps

   1 Right-click an object, then choose Information.

   2 Right-click a field, choose Field Properties, then choose OK.

   3 Type a brief message in the Contextual Hint text box, then choose OK.

See Also
Write Contextual Help
Customizing Fields: The Big Picture

Write Contextual Help

B   <u>Object Information</u> or <u>Connection Information</u>, <u>Right-Click Field</u>, <u>Field Properties</u>, OK, Contextual Help

Purpose

Use Contextual Help to write explanatory text or examples about a <u>field</u>.   Later, when filling in this field, you can press Shift+F1 to display the information.

Steps

1 Right-click an object, then choose Information.

2 Right-click a field, choose Field Properties, then choose OK.

3 Type explanatory text in the Contextual Help text box, pressing Enter to start new paragraphs.

4 Choose OK.

Note that the text you type automatically wraps in the text box so that it can be resized later as needed.

See Also

<u>Write Contextual Hint</u>
<u>Customizing Fields: The Big Picture</u>

File Menu

Purpose

Use the options on the File menu to open, save, import, export, clean up and optimize your iBase, manage files, and print.

Choose from the following options for more information.
Name New iBase
Open iBase
Save
Save As
File Properties
Passwords
iBase Information
Housekeeping
Remote
Import
Export
Print
Exit

See Also

Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Customizing My Menus: The Big Picture
Exporting iBase Information: The Big Picture
Importing Data into iBase: The Big Picture
Load Menu System
Printing iBase Information: The Big Picture
Setting Preferences: The Big Picture
Using Remote iBases: The Big Picture
Working with File Objects: The Big Picture

two-way connection

A connection that can be described in two ways.   For example, Father/Son, Husband/Wife, Accounting Firm/Client, Division/Headquarters.   Two-way connection descriptions occur between person/person, organisation/organisation, thing/thing, organisation/thing, organisation/event, and event/event connections.

Edit Menu

Purpose

Use the options on the Edit menu to undo previous actions, cut, copy, paste, use OLE functions, edit object information, edit categories and connections, and go to specific objects in your iBase.

Choose from the following options for more information.
Undo
Cut
Copy
Paste
Paste Special
Preferences
Information
Categories
Connections
Go To

See Also

Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Customizing My Menu: The Big Picture
Editing Information: The Big Picture
Load Menu System

Object Menu

Purpose

Use the options on the Object menu to add, delete, and connect objects, edit object information, and attach related files and memos to objects.

Choose from the following options for more information.
Add
Information
Delete
Connect
Connect Multiple
Create Related File
Attach Memo
Trash Can

See Also

Adding Objects: The Big Picture
Adding and Managing Tasks: The Big Picture
Connecting Objects: The Big Picture
Creating Related Files: The Big Picture
Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Customizing My Menu: The Big Picture
Load Menu System
Watch quick tour of Adding and Connecting

Find Menu

Purpose

Use the options on the Find menu to find objects in your iBase, or find files on your hard drive or network.

Choose from the following options for more information.
FastFind
FastFind Files
Find-By-Example
Find-By-Connection
Search External Files

See Also

Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Finding Objects: The Big Picture
Load Menu System
Watch quick tour of Finding Objects

View Menu

List Menu

Purpose
Use the options on the List menu to modify a list of <u>objects</u>.

Choose from the following options for more information.
<u>Hoist</u>
<u>Expand</u>
<u>Collapse</u>
<u>Expand by Type</u>
<u>Collapse All</u>
<u>Clear Line</u>
<u>Clear to End</u>
<u>Clear View</u>
<u>Flatten Outline</u>
<u>Promote to Left</u>
<u>Sort Alphabetically</u>
<u>Move Item To</u>

See Also
<u>Customise Menu Bar</u>
<u>Customise Menu Hot Key</u>
<u>Customise Menu</u>
<u>Customizing My Menus: The Big Picture</u>
<u>Load Menu System</u>
<u>Modifying Lists of Objects: The Big Picture</u>
<u>Organizing with Tabs: The Big Picture</u>
<u>Watch quick tour of Organizing Objects</u>

Tools Menu

Purpose

Use the options on the Tools menu to dial a phone number, take notes, calculate, get an alphabetical or address book index, lookup area codes, states and countries, and use the timer.

Choose from the following options for more information.
Telephone
LazyKeys
Send
Alphabetic Index
Address Book
Lookup Area Codes
Lookup States
Lookup Countries
Elapsed Timer

See Also

Customise Menu Bar
Customise Menu Hot Key
Customise Menu
Customizing My Menus: The Big Picture
Load Menu System
Communicating with InfoCentral: The Big Picture

Calendar View Menu Commands

Purpose
The Calendar View menu bar includes several InfoCentral menu bar items.

Choose from the following options for more information.
File
Edit
View
Object
Tools
Help

See Also
Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Customizing My Menus: The Big Picture
Load Menu System
Using Calendar: The Big Picture
Watch quick tour of Using Calendar

Menu Commands

Purpose

InfoCentral has two kinds of menus: an Outline View menu and a Calendar View menu.

Choose from the following options for more information.
Outline View Menu Commands
Calendar View Menu Commands

See Also

Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Load Menu System

menu item
An item that appears after you have opened a menu from the <u>menu bar</u>.   For example, Save As is a menu item on the File menu.   You can customise both menu and menu bar items using the <u>Customise Menu</u> and <u>Customise Menu Bar</u> features.

Abandon Remote iBase

B   File, Remote, Abandon Remote

Purpose
   When you check out a remote iBase, the remote and host iBases are each given a special
   label that is used to remind you that an iBase has been checked out.   Use Abandon
   Remote to remove these labels.   You can abandon an iBase from either the remote edition
   or the host edition.

Steps

   1 Choose Remote from the File menu, then choose Abandon Remote.

   2 Choose Abandon.

See Also
   Check In Remote iBase
   Check Out Remote iBase
   Reconcile Differences
   Using Remote iBases: The Big Picture

Assign Accelerator Key

[B]   Menu Item, Customise Menu Hot Key (F12), Properties of this Menu Selection, List

Purpose
Use Accelerator Key Assignments to select the accelerator key you wish to assign to the menu item you are customizing.   You can assign 2 accelerator keys to a menu item.

Steps

1 Highlight a menu or menu bar item.

2 Press the Customise Menu Hot Key (F12).

3 Choose Properties of this Menu Selection, then choose the List button for Accelerator Key or Additional Key.

4 Use the scroll bar to move through the list until you find the keystroke you wish.

The list shows you which keys have already been assigned.   You cannot assign the same accelerator key to two different menu items.

5 Select the keystroke you wish, then choose OK.

See Also
Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Customizing My Menus: The Big Picture
Load Menu System

Add New Object

B   Add

Purpose

Use Add New Object to categorize an object, then name it. **B**

Steps

1 Click Add **⊞** on the Toolbar.

2 Select a category from the list box, then choose OK.
or
Type a new category in the Select Category of New Object text box, then choose New Category.
or
Select a category, then choose Setup Category to edit the category.

3 Type a name for the object, then choose OK.

For last names with more than one name, such as Roberto De La Madrid, use quotes. For example, type **Roberto "De La Madrid"** in the Name text box.

4 Type information about the object, such as an address, phone number, birthday, then choose OK.

5 If you wish to connect the new object to another object, choose Yes, then double-click the ⚌ icon on another object, specify a connection description, then choose OK.
or
Choose No to not connect the new object at this time.

See Also

Add New Object (Name then Categorize)
Add Preferences
Adding Objects: The Big Picture
Create or Edit Category
Create or Edit Connection Description
Edit Object or Connection Information
Watch quick tour of Adding and Connecting

Add New Object (Name then Categorize)

B   Add

Purpose

Use Add New Object to name an object, then categorize it. **B**

Steps

1 Click Add ⊞ on the Toolbar.

2 Type the name of the object in the New Object Name text box.

3 Choose Person, Organisation, Place/Thing, or Event.

4 If the category you wish (for a non-person object) doesn't exist in the list box, type the new category, then choose New Category.
or
Select a category, then choose Setup Category to edit it.
or
Choose OK to use the category.

See Also

Add New Object (Categorize then Name)
Add Preferences
Adding Objects: The Big Picture
Create or Edit Category
Create or Edit Connection Description
Edit Object or Connection Information
Select Type of Organisation, Place/Thing, Event
Watch quick tour of Adding and Connecting

menu bar

The area at the top of a window containing headings for pull-down menu operations.   For example, File is a menu bar item.   It contains menu items such as Save As and Housekeeping.   You can customise menu and menu bar items using the Customise Menu and Customise Menu Bar features.

Name of New Object

B   <u>Add</u>, OK

Purpose
Use Add a New Object to name the object you are adding.

Steps

1 Click Add [+] on the Toolbar.

2 Choose a category, then choose OK.
or
Type a new category and choose New Category.
or
Choose a category, then choose Setup Category.

3 Type the object's name, then choose OK.

See Also
<u>Add New Object</u>
<u>Add Preferences</u>
<u>Adding Objects: The Big Picture</u>
<u>Create or Edit Category</u>
<u>Create or Edit Connection Description</u>
<u>Edit Object or Connection Information</u>
<u>Watch quick tour of Adding and Connecting</u>
<u>Watch quick tour of InfoCentral Basics</u>

Add Preferences

B   <u>Add</u>, Preferences

Purpose

Use Add Preferences to check for identical objects in categories, capitalize initial letters, make predictions about gender and names of new people, assign default titles for new people, and choose whether you first categorize or name a new object.

Steps

1 Click Add ⊞ on the Toolbar, then choose Preferences.

2 Select or <u>deselect</u> the following options:

B   **Check for Duplicates**
Displays a <u>Duplicate Record</u> message if duplicate information is detected while you're adding an object.

B   **Capitalize First Letters**
Capitalizes the first letter of each word in an object's name when you add an object.

B   **Predict Gender**
Predicts whether a person object is male or female, and makes the appropriate selection in the Gender field.

B   **Predict Formal Name**
Suggests an equivalent formal name (for names such as Bob, Mike, and Joe) and inserts it in the First Name field.

B   **Predict Informal Name**
Suggests a common nickname for names such as Robert, Michael, and Joseph and inserts it in the Dear field.

B   **Generate Default Titles**
Predicts the appropriate title (such as Mr. or Ms.) for person type objects.   You can change the default titles.

B   **Select Category, then Enter Info**
Lets you select a category for an object, then name it.

B   **Enter Info, then Select Category**
Lets you name an object, then select a category for it.

See Also
<u>Add New Object</u>
<u>Add New Object (Name then Categorize)</u>
<u>Adding Objects: The Big Picture</u>

Create or Edit Category
Create or Edit Connection Description
Connection Preferences
Import Preferences

Scheduling Events: The Big Picture

Purpose
You can add several kinds of event objects to your calendar, including appointments, meetings, telephone calls, or a new event type that you create.

Choose from the following options for more information.

B   **Add an Appointment, Meeting, or Phone Call**
How to add a pre-categorized event object, or create and add your own kind of event.

B   **Include Participants**
How to connect participants to the meetings and other events you set up.

B   **Connect Event to Location**
How to connect a event to a location or place object in your iBase, such as a room or building.

B   **Set an Alarm**
How to set alarms to remind you of the events you schedule.

B   **Delete Event Object**
How to delete event objects from the Calendar View.

B   **Undelete Event Object**
How to restore a deleted scheduled object and other objects.

B   **List Today's Schedule**
How to list your day's schedule in the Outline View.

See Also
Watch quick tour of Using Calendar

Adding Objects: The Big Picture

Purpose
You can add nearly any kind of object to an iBase, including persons, places, things, organisations, events, and tasks.

The following tasks illustrate the process of adding an object.

Add New Object

↓

Create or Edit Category

↓

Edit Object Information

↓

Connect Object with Another

↓

Edit Connection Information

See Also
Watch quick tour on Adding and Connecting
Watch quick tour on InfoCentral Basics

Address Book

[B]　　Tools, Address Book

Purpose

Use Address Book to look up addresses and phone numbers of people or organisations. You can then add such objects one at a time to the object list.

Steps

1 Choose Address Book from the Tools menu.

2 Select People to list addresses and phone numbers of people.
or
Select Organisation to list the numbers of companies and organisations.

3 Type the name of the person or organisation you wish to look up in the Last Name, First text box.
or
Choose one of the vertical alphabetic letters to go directly to the entries beginning with that letter.

4 Choose Add to View to add the selected object to the Outline View.

5 Select Show Connected Addresses and Phone Numbers to display the addresses and phone numbers of objects connected to the objects you list.

6 Choose from the following options:
Telephone
Object Info

See Also

Alphabetic Index
FastFind
Find-By-Connection
Find-By-Example
Print Address Book
Watch quick tour of Finding Objects

Calendar View
The view on a tab which displays the Calendar.   Only one tab in each iBase may be set to display a calendar view.   Compare with Outline View. B

LazyKeys

B   <u>Tools</u>, LazyKeys

Purpose

Use LazyKeys to insert special characters into   <u>fields</u>.   You can run LazyKeys from InfoCentral or from Windows Program Manager. **B**

Steps

1 Choose LazyKeys from the Tools menu.

2 Choose from the following options, then press Alt+F4 to close LazyKeys.

B   **Size**
Increase or decrease the size of the LazyKeys dialog box.

B   **Title**
Turn the title bar on or off.

B   **Style**
Choose from several character styles.

B   **Reg**
Display the US character set.

B   **Ext**
Display the extended character set.

B   **Cap**
Toggle between uppercase and lowercase character set.

B   **BS**
Backspace.

B   **CR**
Perform a carriage return.

B   **Tb**
Insert a tab.

B   **Sh**
Shift between lowercase and uppercase characters.

Print Address Book (Options)

B   File, Print, Address Book, Options

Purpose
Use Print Address Book Options to customise the appearance of the printed Address Book.

Steps

1 Choose Print from the File menu, then choose Address Book.

2 Choose Options.

3 Choose from the following options:

B   **Large**
Print on large page.

B   **Medium**
Print on medium page.

B   **Small**
Print on small page.

B   **Cover Page**
Print a cover page for the address book. **B**

B   **Page Header**
Print headers at the top of each page.

B   **Addresses**
Include addresses of people and organisations.

B   **Odd Pages Only**
Print odd pages only for double-sided printing.

B   **Even Pages Only**
Print even pages only for double-sided printing.

B   **Both Odd & Even**
Print all pages.

B   **Print Each Category on Separate Page**
Print a new page for each category.

B   **Do not Split Objects Across Pages**
Keep objects and their addresses together on one page.

B   **Print only Those With Phone Numbers**
Omit people and organisations that dont have phone numbers.

B   **Alternate Left/Right Margins**
Leave space for hole punching on double-sided pages.

See Also
Print Address Book
Print Margins (Options)
Setup Printer
Restore Default Print Options

Alarm Notification Preferences

B   <u>File</u>, <u>Preferences</u>, Alarm

Purpose
Use Alarm Notification Preferences to choose the sound you will hear when you are notified by an alarm.   You can also set how long the alarm will play and how many minutes between renotification.

Steps

1 Choose Preferences from the Edit menu, then choose Alarms.

2 Select a tune from the Tune list box.

3 Choose Play Tune to hear the tune you select.

4 Select the duration you wish the alarm to play.

5 Specify the number of minutes you wish between notification in the Default "Remind Again" Time text box, then choose OK.

See Also
<u>Create or Edit Check Box Field</u>

Calendar File Menu

Purpose

Use the options on the Calendar File menu to save your iBase, view iBase information, and exit InfoCentral.

Choose from the following options for more information.
Save
iBase Information
Exit

See Also

Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Load Menu System

B **Hint**

If you have WordPerfect 6.0 for Windows or Ami Pro 2.0 for Windows, you can use the following keystrokes in the Keystrokes to Send to the Application text box.   Note that the keystrokes are different if you are using a prototype file.

WordPerfect 6.0 for Windows
{Pause:.5}{Alt+F}N{Ctrl+V}{PgUp}{Alt+F}A{Enter}
{Pause:.1}@@FullFileName@@{Enter}{Ctrl+V}

WordPerfect 6.0 for Windows (with prototype file)
{Pause:.5}{Alt+F}O@@FullFileName@@{Enter}
{Pause:.1}{Page Down}{Ctrl+V}{PgUp}

Ami Pro 2.0 for Windows
{Alt+F}N{Enter}{Ctrl+V}{Ctrl+Home}{Alt+F}
A@@FullFileName@@{Enter}

Ami Pro 2.0 for Windows (with prototype file)
{Alt+F}O@@FullFileName@@{Enter}{Ctrl+End}
{Ctrl+V}{Ctrl+Home}

All Categories

B   <u>View</u>, All Categories

Purpose

Use All Categories to list all categories available for objects in your <u>iBase</u>.   The list of categories appears at the bottom of your list if objects are already displayed.

Steps

1 Choose All Categories from the View menu.

2 Click ▣ to display objects for a specific category.

See Also

<u>All Drives</u>
<u>FastFind</u>
<u>Find-By-Connection</u>
<u>Find-By-Example</u>
<u>Finding Objects: The Big Picture</u>
<u>Watch quick tour of Finding Objects</u>
<u>Watch quick tour of Organizing Objects</u>

All Drives

[B]   <u>View</u>, All Drives

Purpose

Use All Drives to list the drives available on your computer, and work with them in much the same way you work with any other objects.

Steps

1 Choose All Drives from the View menu.

2 Click [■] to view the subdirectories on a drive.

3 Click [□] until the subheading Files appears.

4 Highlight a file, click [□], then choose OK.
or
Type wildcard characters to view the specific files you wish.

See Also

<u>All Categories</u>
<u>FastFind</u>
<u>Find-By-Connection</u>
<u>Find-By-Example</u>
<u>Finding Objects: The Big Picture</u>
<u>Watch quick tour of Finding Objects</u>
<u>Watch quick tour of Organizing Objects</u>

Create or Edit Alpha/Numeric Field

B   Object Information, Setup Field, Add New Field, Alpha/Numeric, OK

B   Object Information, Alpha or Numeric Field, Setup Field, Field Properties, Alpha/Numeric, OK

Purpose

Use Alpha/Numeric Field Setup to create or edit the fields in the Object or Connection Information dialog box that use numbers and letters.   Alpha/Numeric fields are ideal for displaying titles, names, address information, numbers, or other text.   Note the wide range of options (listed below) that you can use to change the way text looks or behaves when in an Alpha/Numeric field.

Steps

1 Right-click any object in the Outline or Calendar View.

2 Right-click the field above the location where you wish to add an Alpha/Numeric field, then choose Add New Field.

3 Choose Alpha/Numeric, type a name for the field, then choose OK.

4 Choose from the following options:
Write Contextual Help
Write Contextual Hint
Field Case
Field Entry Options
Field Initial Value Calculation
Field Template Format
Field Valid Range

Alphabetic Index

B   Tools, Alphabetic Index

Purpose
Use Alphabetic Index to select a category and list the objects in that category.   After the objects are listed, you can add objects one at a time to the Outline View.

Steps

1 Choose Alphabetic Index from the Tools menu.

2 Select the category whose objects you wish to list.

3 Select the letter from the vertical list of alphabet letters.
or
Type the object's name (last name first) in the Item text box.

4 Select the desired object from the Item list box, then choose Add to View.

5 Select Close when you are finished adding objects.
or
Choose one of the following options for more information:
Create or Edit Category
Edit Object Information

See Also
Address Book
FastFind
Find-By-Connection
Find-By-Example
Finding Objects: The Big Picture
Watch quick tour of Finding Objects

Autodialing Long Distance with a Calling Card

Purpose

If you wish to always use a calling card to dial long distance numbers, make the following settings in Telephone Preferences.

B   Note that InfoCentral currently only supports calling cards that call an Access number.   For those that begin with 0 and drop the Country Code, InfoCentral does not automatically do that for you.

Steps

1 Choose Preferences from the Edit menu, then choose Telephone.
or

Choose Telephone **B** on the Toolbar, choose Preferences, then choose Telephone.

2 Make sure the Country and Area/City Code text boxes are correct for your dialing area.
or
If you are taking InfoCentral on a notebook computer on a trip to another area code, change the Area/City code when you get there.

3 Skip the text boxes in the To Access an Outside Line area unless they also apply.

4 Select the Enabled check box in the For Long Distance or Calling Card Calls area.

5 Type your calling card's access number or the 800 number you use with your credit card in the Access number field, then choose OK.

If the card number is always entered after the phone number is dialled, then type it in the Card # text box.   If the card number is typed before the phone number is dialled, then include it as part of the Access #.   When dialing long distance numbers, InfoCentral dials the Access number first, the phone number, and then the Card number.

See Also

iBases versus Databases

If you are familiar with database applications, you will find that WordPerfect InfoCentral follows a different paradigm, or model, for storing and retrieving information.   In a traditional database, the data is subordinate to the design, and you must view the data from the perspective set up by that design.   In InfoCentral, the design is subordinate to the data, and you view the data from its own perspective.   In other words, the data's relationship to other objects determines the view.

A database must be designed before data can be entered.   Database design requires anticipating all the information the user might need and allocating fields in a record form for all of that information.   A decision to track additional information after a database has been in use can require redesigning the database.

InfoCentral, on the other hand, uses an object-oriented paradigm. There are no "records" in the sense of a traditional database.   Data are entered as objects and then connected to each other.   Objects can be connected to an almost unlimited number of other objects with an almost unlimited number of connection descriptions.

The "design" of the iBase is completely dependent on the objects you add and the connections you describe.

Database applications let you generate reports to look at the data in different ways.   With InfoCentral, however, you simply use the options on the Find menu to get the view of data that you wish, and then print it.

See Also
Exporting iBase Information: The Big Picture
Importing Data into iBase: The Big Picture
Using Content iBases
Using InfoPad
Using Tabs to Organise: The Big Picture
Using Template iBases
Watch quick tour of InfoCentral Basics
Watch quick tour of Finding Objects
Watch quick tour of Using Content iBases

B Using InfoCentral: Getting Started

Attach Memo

B   <u>Right-Click Object</u>, Attach Memo

Purpose

Use Attach Memo to attach notes to <u>objects</u> and edit notes.   When an object has a memo attached to it, a memo icon ⬝ appears next to it.   You can attach memos to filename, drivename, and directory objects as well.

Memos are handy if, for example, you need to remind yourself of the contents of a particular file, or what to talk about when you call a person.

Steps

1 Right-click an object, then choose Attach Memo.

2 Type the memo, then choose OK.

See Also
<u>Creating Related Files: The Big Picture</u>
<u>Watch quick tour of Creating Related Files</u>

B **Hint**

If the description you wish does not appear in the list, select {New Description}, then choose OK, type the new description, then choose OK again.

Create or Edit Calculation Field

B   Object Information, Setup Field, Add New Field, Calculation, OK

B   Object Information, Calculation Field, Setup Field, Field Properties, Calculation, OK

Purpose

Use a Calculation field to create a formula that is then calculated in a field.   The formula that you create can include field names (for example, Billing_Time) and system variables (for example, Sys_Date4$) and cannot exceed 128 characters.   Example

Steps

1 Right-click any object in the Outline or Calendar View.

2 Right-click the field above the location where you wish to add a calculation field, then choose Add New Field.

3 Choose Calculation, type a name for the field, then choose OK.

4 Type the formula you wish calculated in the field when you add an object with this field.
or
If you wish the calculated results carried forward the next time you add an object with this field, Select Calculate Once When Object is Added, Then Carry Forward Fixed Value.
B

5 Choose OK.

See Also

System Date and Time Variables

Calendar Cut, Copy, Paste

[B]   Calendar Notes, Edit, Cut, Copy, or Paste

Purpose
Use Cut with Paste to move selected text or object, or use Copy with Paste to copy the selected object.   You can cut and paste text in fields.   You can cut and paste objects in the Outline View.

Steps
To cut or copy text or an object,
1 Select the text you wish to cut or copy.

2 Choose Cut or Copy from the Edit menu.

To paste text,
1 Position the cursor in the text or list of objects where you wish to insert the text or object.
or
Choose Notepad from the Tools menu, then position the cursor in the Notepad where you wish to insert the text.

2 Choose Paste from the Edit menu.

See Also
Move Object To
Watch quick tour of Using Calendar

Calendar Date Differences

 [B]   <u>Calendar</u>, <u>Tools</u>, Date Differences

Purpose
Use Date Differences to quickly calculate the number of days between two dates.   This is useful for calculating the amount of time between current and future events and appointments.

Steps

1 In the Calendar View, choose Date Differences from the Tools menu.

2 Type the Beginning Date and the Ending Date, then press the Tab key.
or
Enter a Beginning Date or an Ending Date, type a number in the Days Difference text box, then press the Tab key. <u>Example</u>

See Also
<u>Change Current Viewing Date</u>
<u>Watch quick tour of Using Calendar</u>

Create Import File

Purpose

Before you import a file, you need to create it.   InfoCentral accepts comma and tab delimited ASCII import files only.   B

Steps

1 Create an import file using a text editor, such as Windows Notepad.
or
Generate an import file from your database. Example

See Also

Begin Import
Check Import Summary
Check Import Completion
Create or Select Import Scenario
Import Categories
Importing Data into iBase: The Big Picture
Select Import File

Calendar Go To Features

[B]   Edit, Go To

Purpose
Use the Calendar Go To features to move to specific dates in the Calendar View.

Steps

1 Choose Go To from the Edit menu.

2 Choose from the following options:

[B]   **Today**
Go to the current day.

[B]   **Date**
Go to a specific day.

[B]   **Next**
Go to the next day, week, month, year, calendar item or page.

[B]   **Previous**
Go to the previous day, week, month, year, calendar item or page.

[B]   **Scroll**
Scroll the schedule up or down.

[B]   **First Time**
Go to the first time in the schedule.

[B]   **Last Time**
Go to the last time in the schedule.

See Also
Calendar Go To Today
Go To
Go To Date
Watch quick tour of Using Calendar

Calendar Go To Today

   <u>Edit</u>, <u>Go To</u>, Today

Purpose
Use Go To Today to quickly return to the current day in the Calendar View.

Steps

1 Click Today on the Toolbar.

See Also
<u>Calendar Go To Features</u>
<u>Go To Date</u>
<u>Watch quick tour of Using Calendar</u>

Calendar Notes for Day

B   <u>View</u>, Notes for Day

Purpose

Use Notes for the Day to move the insertion point to the Notepad while you are in the
Calendar Day View or Week View.

Steps

1 Choose Notes for the Day from the View menu.
or
Select Notes on the Scheduler.

See Also

<u>Watch quick tour of Using Calendar</u>

Calendar Preferences

[B]   <u>Calendar</u>, <u>File</u>, <u>Preferences</u>, Calendar

Purpose
Use Calendar Preferences to change the time range and interval for the Calendar Day and Week Views, and for Today's Schedule when you display it in <u>Outline View</u>.

Steps

1 Choose Preferences from the Edit menu, then choose Calendar.

2 Specify a Beginning Time, Ending Time, and an Interval of 15, 30, or 60 minutes. [B]

3 Choose OK.

See Also
<u>Calendar Date Differences</u>
<u>Calendar Views</u>
<u>Elapsed Timer</u>
<u>Today's Schedule</u>

Connect Objects to Objects on Other Tabs

Purpose
You can connect an object on one tab with an object on another tab.   For example, suppose that Marc Sabatini was listed on your InfoPad.   You can connect him with the Atlantic Metals company on the Calls to Make tab.

Steps

1 Select an object, then click Connect ⬛ on the Toolbar.

Note that the mouse pointer appears with the Connect icon **B**.

2 Click another tab, find the object you wish to connect to, then double-click the object.

See Also
FastFind

Previous Calendar View

B   <u>Calendar</u>, <u>View</u>, Previous View

Purpose
Use Previous View to see the last <u>Calendar View</u> that you had displayed.

Steps

1 Choose Previous View from the View menu.

See Also
<u>Calendar Views</u>
<u>Previous Tab</u>
<u>Today's Schedule</u>

Select Import File

B   File, Import, Data, Type Scenario Name, New Scenario, Add

Purpose
Use Import: Input File to select the file that contains the data you wish to import into an InfoCentral iBase.

Steps

1 Choose Import from the File menu, then choose Data.

2 Type a scenario name, choose New Scenario, then choose Add.

3 Select the drive, pathname, and directory that contains the import file you wish to use.

You can click the List Files of Type drop-down list to quickly list all files in the current directory that are comma-separated ASCII (.CSV) or tab-separated ASCII (.TAB) files.

See Also
Begin Import
Check Import Summary
Check Import Completion
Create Import File
Create or Select Import Scenario
Exporting iBase Information: The Big Picture
Import Categories
Import Preferences
Importing Data into iBase: The Big Picture
Match Import Fields
Select First Import Receiving Category
Select Second Import Receiving Category

ASCII

American Standard Code for Information Interchange.   One of the standard formats for representing characters on a computer.

Calendar Tool

[B]   Calendar View, Add, Event, OK, Calendar Tool

[B]   Object Information, Calendar Tool

[B]   Connection Information, Calendar Tool

Purpose
Use Calendar Tool to specify the date you wish to insert into the date field in the Object Information dialog box.

Steps

1 From the Object Information or Connection Information dialog box, click [▣].

2 Click the date you wish to insert into the date field, then choose OK.
or
Choose from the following options:

[B]   **Today**
Enter the current date.

[B]   **<< >>**
Move to a different month, then click a date.

[B]   **Go To**
Type the date you wish to go to.

See Also
Change Current Viewing Date
LazyKeys
Using Calendar: The Big Picture

Example

If you enter 1/5/94 as a Beginning Date and 500 in the Days Difference text box, then press the Tab key, 05/20/95 appears in the Ending Date text box.

Calendar Views

   <u>Calendar</u>, <u>View</u>, Day, Week, or Year View

Purpose
Use the Calendar Day, Week, and Year Views to look at your schedule from different viewpoints.

Steps

1 From the Calendar View, click Day to see today's schedule.
   or

   Click to see the schedule for the week.
or

Click to see a view of the entire year.

See Also
<u>Previous Calendar View</u>
<u>Today's Schedule</u>

Using Calendar: The Big Picture

Purpose

Use the Calendar to organise your time, schedule events, your tasks, and to keep track of your life.

Choose from the following options for more information.

B   **Change Calendar View**

How to switch to the three different calendar views, including Day View, Week View, and Year View.

B   **Go To Today**

How to display the calendar view for today if you are at a different date.

B   **Go To Specific Date**

How to go to exactly the date you wish in the calendar.

B   **Add an Event Object**

How to schedule an event, such as a meeting or appointment.

B   **Add Task Object**

How to note and prioritize tasks.

B   **Connect Events to Participants and Locations**

How to include participants in meetings, and connect events with locations.

B   **Delegate Tasks by Connecting**

How to assign tasks to others.

B   **Calculate Date Differences**

How to calculate the difference between two dates.

B   **Set Calendar Preferences**

How to change the time interval that is displayed in the calendar view.

B   **Set Alarm Notify Preferences**

How to change the type of alarm sound, duration, and repeat options.

B   **Print Calendar**

How to print the information in your Calendar.

See Also

Watch quick tour of Using Calendar

Adding and Managing Tasks: The Big Picture

Purpose
You can prioritize the tasks you add to your calendar.   Uncompleted tasks are carried to the next day.

Choose from the following options for more information.

B   **Add Task Object**
How to add a task object.

B   **Prioritize Tasks**
How to prioritize your tasks.   You can select from the six pre-defined priority levels, or create more levels.

B   **Delegate Tasks**
How to connect a task to a person.

B   **Delete Tasks**
How to delete tasks and other objects.

B   **Undelete Tasks**
How to select from the last several objects that have been deleted.

See Also
Watch quick tour of Using Calendar

Create or Edit Category

B   <u>Add</u>, Setup Category or New Category

B   <u>Edit</u>, <u>Categories</u>, Setup Category or New Category

Purpose

Use Setup Category to create, edit, or delete a category.   You can also restrict category access.

B   You cannot change the category type for an existing category.   If you delete a category, any <u>objects</u> within the category are also deleted.

Steps

1 Type the new category name in the Category Name text box.

2 Select from the following category classes, then choose OK.

B   **Person**
People are people no matter what their relationship is to you or to other objects.   Do not categorize a person as a "Father" or "Brother-in-Law."   Such labeling belongs on the <u>connection description</u> between people.

B   **Organisation**
Use for a business, an institution, a religious organisation, an association, a league, a society, or a corporation.

B   **Place/Thing**
Use for possessions, property, projects, locales, monuments, material, elements, matter, substances, cloth, dry goods, fabric, textiles, data, facts, figures, and so on.

B   **Event**
Use for any event, usually with a beginning and ending time.   For example, appointments, meetings, classes, lectures, sermons, concerts, natural events (such as an eclipse), and so on.

B   **Task**
Also known as a "To Do" item, use for any assignment, duty, chore, job, errand, commission, mission, trust, or responsibility that you need to accomplish by a certain date.

B   **Not Specified**
Use this class when you cannot decide how to categorize at this time.

B   **Private Category**
If you wish to restrict access to the category, select Private Category.   **B**

B **Display Colour**

Choose a display colour from the Display Colour list box, then choose OK. **B**

See Also
Add New Object
Connect Object
Create or Edit Connection Description

Move Field

 Object Information or Connection Information, Setup Field, Move

Purpose
Use Move Field to move a field in the Object Information dialog box.

Steps

1 Select a field in the Object Information or Connection Information dialog box.

2 Right-click the field, then choose Move.
or
Choose Setup Field, then choose Move.

3 Use the Up and Down Arrow keys to select another location for the field.

4 Press Enter.

See Also
Select Different Field

Change Current Viewing Date

B   <u>Edit</u>, <u>Preferences</u>, Viewing Date

Purpose

Use Change Current Viewing Date to specify the date that is used when displaying <u>connection descriptions</u>.   After changing the Viewing Date, you will need to <u>collapse</u> and <u>re-expand</u> the connections of an object to see the effects of the new Viewing Date.
<u>Example</u>

Steps

1 Choose Preferences from the Edit menu, then choose Viewing Date.

2 Type the new date.
or
Choose Today to set Viewing Date to the current date.

3 Choose OK.

check box

A small box next to an option in a dialog box.   Clicking an empty check box selects the option; clicking a marked check box <u>deselects</u> the option.

Check In Remote iBase

[B]   File, Remote, Check In

Purpose
Use Check In to check in the remote edition of an iBase.   You can have only one remote copy of an iBase.

Steps

1 Choose Open from the File menu, then select the host edition of the iBase you are checking in.

2 Choose Remote from the File menu, then choose Check In.

3 Choose OK.

See Also
Abandon Remote iBase
Check Out Remote iBase
Reconcile Differences
Using Remote iBases: The Big Picture

Check In Remote iBase: Reconcile Differences

B   <u>File</u>, <u>Remote</u>, Check In

Purpose

As you check in a <u>remote</u> iBase to the <u>host</u> iBase, there may be differences in <u>one-way</u> or <u>two-way</u> <u>connection descriptions</u> or <u>information</u>, or differences in <u>object information</u>.   Use Difference in Objects or Connections Detected to reconcile these differences.

Steps

1 Choose Remote from the File menu, then choose Check In.

2 Specify the directory and filename of the remote iBase, then choose OK.

3 Choose from the following options:

B   **Cancel Check-In**
Quit the check in process.

B   **Accept Host**
Use the information as specified in the host edition.

B   **Accept Remote**
Use the information as specified in the remote edition.

B   **Info**
Edit the host or remote edition information for the object or connection.

See Also
<u>Abandon Remote iBase</u>
<u>Check In Remote iBase</u>
<u>Check Out Remote iBase</u>
<u>Using Remote iBases: The Big Picture</u>

Check Out Remote iBase

[B]   <u>File</u>, <u>Remote</u>, Check Out

Purpose
Use Check Out to create a <u>remote edition</u> of an <u>iBase</u>.   You can check out only one remote edition.   When you are finished with a remote edition, you can check it back in to the <u>host edition</u> and blend the changes.

Steps

1 Choose Remote from the File menu, then choose Check Out.

2 Type your name, then type the complete path and name for the remote iBase.

3 Choose OK.

See Also
<u>Abandon Remote iBase</u>
<u>Check In Remote iBase</u>
<u>Reconcile Differences</u>
<u>Using Remote iBases: The Big Picture</u>

Create or Edit Check Box Field

B   Object Information, Setup Field, Add New Field, Check Boxes, OK

B   Object Information, Check Box Field, Setup Field, Field Properties, Check Boxes, OK

Purpose

Use Check Box fields to set up selectable options in the Object or Connection Information dialog boxes.   For example, suppose you wish to note the favorite ice cream of all the people in your iBase.   You could set up a check box for each popular flavor, then select those flavors that apply to a given person.

Steps

1 Right-click any object in the Outline or Calendar View.

2 Right-click the field above the location where you wish to add a Check Box field, then choose Add New Field.

3 Choose Check Box, type a name for the field, then choose OK.

4 Type a description in the Description text box for each Check Box.

5 If you wish a Check Box to be selected as the default, select Default for that Check Box.

6 Choose from the following options:
Write Contextual Help
Write Contextual Hint

See Also

Create or Edit Alarm Notification Check Boxes
Customizing Fields: The Big Picture

Using Remote iBases: The Big Picture

Purpose

Remote makes it possible for two people to work in the same <u>iBase</u> at the same time, then blend their changes.

The following tasks illustrate the process of using a remote iBase.

<u>Check Out Remote iBase</u>

B

<u>Check In Remote iBase</u>

B

<u>Reconcile Differences</u>

B

<u>Abandon Remote iBase</u>

Calendar Edit Menu

Purpose

Use the options on the Calendar Edit menu to undo the most recent action; cut, copy, and paste text; go to specific dates; and set preferences.

Choose from the following options for more information.
Undo
Cut
Copy
Paste
Alarm Notification Preferences
Calendar Preferences
Go To

See Also

Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Load Menu System

Clear Line, Clear View, Clear to End

B   Select Object, Clr Line

B   Clr View

B   Select Object, List, Clear to End

Purpose
Use Clear Line, Clear View, and Clear to End to clear a single object and its immediate connections, clear all objects from the entire Outline View, or clear the currently selected object plus all objects below it. **B**

Steps
To clear a single object and its displayed connections,
1 Right-click the object, then choose Clear Line.
   or

Select the object, then click Clr Line ⊞ on the Toolbar.

To clear all objects from the Outline View,

1 Click Clr View ⊞ on the Toolbar.

To clear the selected object and all objects below it in the list,
1 Choose Clear to End from the List menu.

See Also
Collapse Connections
Expand Connections
Watch quick tour of Organizing Objects

Autodialing Long Distance with Calling Card at the Office

Purpose
If you always use a calling card to dial long distance numbers from a PBX type system, make the following settings in Telephone Preferences.

Steps

1 Choose Preferences from the Edit menu, then choose Telephone.
or

Choose Telephone **B** on the Toolbar, choose Preferences, then choose Telephone.

2 Make sure the Country and Area/City Code text boxes are correct.
or
If you are taking InfoCentral on a notebook computer on a trip to another area code, change the Area/City code when you get there.

3 Skip the text boxes in the To Access an Outside Line area unless they also apply.

4 Select the Enabled check box in the To Access an Outside Line group box.

5 Type the numeric sequence required to get the outside line in the First Dial text box.

Many PBX systems require you to dial a 9 to get the outside line.   For example, type 9, (the number 9 plus a comma) in the First Dial text box. Commas are interpreted as pauses, which often makes the interface between modem and PBX work better.

6 Type the prefix number in the Internal PBX Prefix of text box and the number of digits you wish dialled in the Dial Last Digit text box.

For example, suppose all phone numbers in your PBX are identified by a prefix (for example, "222"), but to other employees your extension is 25000.   Type 222 in the Internal PBX Prefix of text box and 5 in the Dial Last Digit text box.   When you dial other employees, the 22 will not be used.   When you dial any other number in your iBase that does not begin with 222, the First Dial sequence (9) will be attached before the phone number, even if it is long distance.

7 Type your calling card's access number or the 800 number you use with your credit card in the Access number field, then choose OK.

If the card number is always entered after the phone number is dialled, then type it in the Card # text box.   If the card number is typed before the phone number is dialled, then include it as part of the Access #.   As a general rule, using the calling card is enough for accounting and an additional accounting code is not necessary.   Telephone options are used in the following order when dialing a long distance number:

First Dial
Access #
Country Code
Area/City Code

The Phone Number (from Object Information)
Card #
Account #

Outline View Buttons

Expand connections.   For example, click this button to display connected objects.

Collapse connections.   For example, click this button to remove connected objects from the view.

No further connections exist.

Open an OLE object.   For example, a graphic that you have created in Windows Paintbrush.

collapse

Collapsing an object removes other objects connected to it from the displayed list.   The ⊟ button indicates that an object can be collapsed.

Collapse Connections

B   <u>List</u>, Collapse or Collapse All

Purpose

Use Collapse to remove from the Outline View all connected <u>objects</u> and files displayed beneath an object.   Use Collapse All to collapse all subordinate objects.

Steps

1 Select the object you wish to collapse.

2 Click ⊟ next to the object.
or
Press the minus (-) key.
or
Choose Collapse or Collapse All from the List menu.

See Also
<u>Expand Connections</u>
<u>Watch quick tour of Organizing Objects</u>

Connect Multiple Objects

B   <u>Select Object</u>, <u>Object</u>, <u>Connect Multiple</u>, Double-click Other Objects

Purpose

Use Connect Multiple Objects to relate and describe the assocation between multiple <u>objects</u>.   You can connect objects located on different tabs.

Steps

1 Select an object on the Display List.

2 Choose Connect Multiple from the Object menu.

3 Double-click the object you wish to connect to the object you selected in step 1.

4 Select the desired connection description, then choose OK.
or
If the description you wish is not displayed, choose New Description, type the new description, then choose OK.

You may be asked to enter starting and ending dates.   Choose OK to finish connecting the object.

5 Choose Yes to continue connecting objects.
or

Choose No return to the Outline View. **B**

See Also

<u>Create or Edit Connection Description</u>
<u>Watch quick tour of Adding and Connecting</u>

Connect Objects

B   <u>Right-Click Object</u>, <u>Connect</u>, Double-click Other Object

B   <u>Drag and Drop Object on Another Object</u>

Purpose
Use Connect Objects to relate and describe the association between two <u>objects</u>.   You can connect objects located on different tabs.

Steps

1 Select an object on the Outline View.

2 Click Connect **B** on the Toolbar.

   Note that when Connect mode is on, the mouse pointer has the Connect icon **B** next to it.   You can click
B again to turn it off.

3 Double-click the object you wish to connect to the object you selected in step 1. **B**

4 Select a connection description, then choose OK.
   or
   Choose New Description, type the new description, then choose OK.

5 Specify starting and ending dates (if necessary).

See Also
<u>Add New Objects</u>
<u>Connect Multiple Objects</u>
<u>Watch quick tour of Adding and Connecting</u>

Clipboard
An area of memory where text and graphics are stored after being cut or copied, to await further action.   The item remains on the Clipboard until you cut or copy another item or until you exit the operating system or turn off your computer.

constant
A value that does not change.

Connecting Objects: The Big Picture

Purpose
You can connect two objects, connect multiple objects, or connect objects between tabs. When you connect objects, you can select or create a connection description and add information to the connection.

Choose from the following options for more information.

B　　**Connect Objects**
How to connect two objects in the Outline View or Calendar View.

B　　**Add Information to Connection**
How to place information on a connection.

B　　**Edit Connection Information**
How to edit the information you have added to a connection.

B　　**Edit Connection Description**
How to select a connection description for an object, or create your own.

B　　**Connect Multiple Objects**
How to connect one object with several other objects.

B　　**Connect Objects to Objects on Other Tabs**
How to connect an object that is displayed on one tab with an object listed on another tab.

See Also
Watch quick tour of Adding and Connecting

connection

A relationship between objects.   Connections describe the relationship and store information pertinent to the relationship.

View Menu in Calendar

Purpose

Use the options on the Calendar View menu to change the Calendar view, get notes for the day, see a tab index, go to the previous view or tab, and see the contents of the trash can.

Choose from the following options for more information.
Day View
Week View
Year View
Notes for Day
Tab Index
Previous View
Previous Tab
Trash Can

See Also

Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Load Menu System
Using Calendar: The Big Picture

Calendar Object Menu

Purpose

Use the options on the Calendar Object menu to add and delete calendar <u>objects</u>, get information about them, and attach memos to them.

Choose from the following options for more information.
<u>Add</u>
<u>Information</u>
<u>Delete</u>
<u>Attach Memo</u>

See Also

<u>Customise Menu</u>
<u>Customise Menu Bar</u>
<u>Customise Menu Hot Key</u>
<u>Load Menu System</u>
<u>Using Calendar: The Big Picture</u>

Create or Edit Connection Description

B   Right-Click Object, Connect, Double-Click Another Object, New Description

Purpose

Use Setup Connection Description to edit or create new one-way or two-way connection descriptions.

Steps

1 Right-click an object, choose Connect, then double-click another object.
or
Choose Connections from the Edit menu, then select the categories between which you wish to create or edit connections.

2 Select a connection description from the list box, then choose Setup Description.
or
Choose New Description.

3 Type a one-way or two-way description.

4 If this is a family relationship, select the Family relation check box.

5 If available, choose from the following options:

B   **Add to View**
Add all objects to the Outline View that use the selected connection description.

B   **Count**
Count the number of connections that use the selected connection.

B   **Delete**
Remove a connection description from the iBase.

See Also
Create or Edit Category
Create or Edit Tab

Calendar Tools Menu

Purpose
Use the options on the Calendar Tools menu to dial phone numbers, calculate differences in dates, use the notepad and LazyKeys, lookup area codes, states, and countries, and use the elapsed timer.

Choose from the following options for more information.
Telephone
Date Differences
Lazykeys
Lookup Area Codes
Lookup States
Lookup Countries
Elapsed Timer

See Also
Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Load Menu System
Using Calendar: The Big Picture

Field Case

[B]   <u>Object Information</u>, <u>Setup Field</u>, <u>Select Field Type</u>, OK

Purpose
Use Case to specify the case of the text that is entered into a <u>field</u>.

Steps

1 Choose from the following options:

[B]   **As Entered**
Leave letters in the case they are entered in.

[B]   **Capitalized**
Capitalize the first letter of a word.

[B]   **UPPER**
Capitalize all letters in the word.

[B]   **lower**
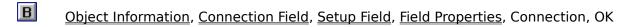Make all letters in the word lowercase.

B Hint

When entering a new piece of information, do you think "I wish to enter a person named Marc Sabatini" or "I wish to enter Marc Sabatini, who is a person"?   The default Add New Object setting lets you categorize, then name.   However, if you prefer to name and then categorize new information, select **Enter Info, then Select Category** in Add Preferences.

Create or Edit Connection Field

| B | Object Information, Setup Field, Add New Field, Connection, OK |

| B | Object Information, Connection Field, Setup Field, Field Properties, Connection, OK |

Purpose

Use Connection Field Setup to create or edit a Connection field.   For example, you can connect a field to a category and list those categories that are related to the object.

Steps

1 Right-click any object in the Outline or Calendar View.

2 Right-click the field above the location where you wish to add a Connection field, then choose Add New Field.

3 Choose Connection, type a name for the field, then choose OK.

4 Select a category in the Connect To Category list box.

5 Select a category in the right list box (the category that is related to the object).

6 Specify a maximum height for the field in the Maximum Height of Connection Field text box.

7 Select Indexed List (Using Alpha/Numeric Buttons) if you wish to list the items in the field alphabetically.

See Also

Customizing Fields: The Big Picture
Define the Relationship

Connection Preferences

B　　Edit, Preferences, Connections

Purpose

Use Connection Preferences if you wish to be prompted to type connection information after connecting objects and if you wish to be prompted to make connections after adding an object.   You can also group connections by class when you expand them.

Steps

1 Choose Preferences from the Edit menu, then choose Connections.

2 Select the check boxes for those objects that you wish to be prompted for.

3 Select the last two options if you wish to be prompted to connect a new object to existing objects and if you wish to group connections by Person, Organisation, Place/Thing, or Event.

4 Choose OK.

See Also

Display Preferences

Select Categories to Edit Connections

B   <u>Edit</u>, Connections

Purpose

Use Setup Connection to select the two category types between which you wish to create or edit a <u>connection description</u>, to delete a connection description, or to view the setup of an existing connection description.

Steps

1 Choose Connections from the Edit menu.

2 Choose the two category types that you wish to create or edit a connection description for.
or
Choose the two category types that you wish to view the connection descriptions for.

3 Choose OK.

See Also

<u>Create or Edit Connection Description</u>
<u>Describe Connection</u>

Connections Exist

B Connect Already Connected Objects

Purpose
This dialog box appears as a reminder that you have already connected the objects you are trying to connect.

Steps

1 Connect two objects that already have one or more connections between them.

2 Choose New Connection.

3 Choose Connection Info to see information about the current connection.

See Also
Create or Edit Connection Description

Undelete

  Object, Trash Can

Purpose
Use the Trash Can to retrieve items you have deleted and empty the Trash Can.   You can undelete any of the last several objects you have deleted.

Steps
To restore a deleted item,
1 Choose Trash Can from the View menu.

2 Select the item you wish to restore to the object list, then choose Undelete.

To empty the trash can,
1 Choose Trash Can from the View menu, then choose Empty Trash.

2 Choose Proceed to empty the trash can.
   or
   Choose Cancel to empty the trash can at a later time.

See Also
Housekeeping

Copy File

 Right-Click File Object, Object Information, Copy

Purpose
Use Copy File to copy a file object to another directory or drive.

Steps

1 Select a file object.

2 Choose File Properties from the File menu, then choose Copy.

3 Specify the pathname and directory where you wish to copy the file.

4 Choose OK.

See Also
Delete File
Edit File Properties

Copy To Clipboard

 Select Object, Edit, Copy

Purpose

Use Copy to Clipboard to copy an object to the Windows Clipboard and specify an object related to that object.   You can then paste the object(s) elsewhere.

Steps

1 Select an object.

2 Click on the Toolbar.

3 Select a related object from the list box, then choose OK.

4 Go to another location (such as another tab), then choose Paste from the Edit menu.

See Also
Paste

Create Directory

B   File, File Properties, Create Directory

Purpose
Use Create Directory to create a new directory.

Steps

1 Choose File Properties from the File menu, then choose Create Directory.

2 Type the name of the new directory in the text box, then choose OK.

See Also
Delete Directory
File Display Settings
Rename Directory

Describe Related File

B <u>Right-Click Object</u>, <u>Create Related File</u>, <u>Select a Related File Type</u>, OK, <u>Select Organisation</u> or <u>Person</u>, OK

Purpose
Use Create Related File if you wish a description to appear next to a related file object in addition to the file's regular information.   For example, if the file type is Letter, you could describe it as "Letter to Mom and Dad."

Steps

1 Type a description in the Description text box, then choose OK.

See Also
<u>Edit File Properties</u>
<u>File Display Settings</u>

Create Related File: Advanced Options

 Right-click Object, Create Related File, New Type or Setup Type, Advanced

Purpose

Use Advanced Setup Options to customise the way a related file is created when your application starts.

 If you specify a prototype (or template) filename, you will need to alter the keystrokes you send to the application.   Click on the Hint icons below for more information.

Steps

1 Right-click an object, then choose Create Related File.

2 Select a related file type, then choose Setup Type.
or
Type a new related file type, then choose New Type.

3 Select an application (and location) for the file type.

4 Choose Advanced, then choose from the following options:

 Command Line
Specify the location of the application that you will use to create the related file.   The command line contains a drive, directory name, and program name.   For example, C:\ WPWIN60\WPWIN60.EXE or C:\WINDOWS\PBRUSH.EXE.   Use the Browse button to search your disk for a program.

 Prototype Filename
Specify a template file that you wish to use every time you create this related file type.

 Working Directory
Specify a working default DOS directory for the application that is set before the application is launched.   When this is not filled in then the directory where the program is launched from is used.   Many programs require that the working directory be set to the directory where the program is launched from.   When in doubt, leave this text box empty.

 Data File Directory
Specify a directory where you wish to store related files of this type.   For example, if you have a related file type called "Memos," then you could specify C:\DOCUMENTS\ MEMOS as the location.

 Data File Extension
Specify an extension for the related file.

B   **Instance Filename**
Quickly switch to the application instead of restarting it if it is already running.   You can use this option only if an application supports multiple instances.   Smaller applications, such as Notepad and Windows Write, do.   Larger applications do not.

B   **Send Default Text Via**
Specify how the default text specified in the Default Text is sent to the application. Send text via the Windows Clipboard, and <u>ASCII</u> text file, or choose not to send text. When text is sent via the Windows Clipboard, it is pasted into the application by the paste/Clipboard accelerator key for that application.   This pasting is specified in the Keystrokes to Send to the Application option.   When the default text is sent via a plain ASCII text file, the name of the file is usually passed to the application on the application launch command line.

B   **Always Launch New Instance**
If an application is already running, this setting will not switch to it, but start a new instance of the application, thus letting you work with several smaller applications, such as Windows Notepad or Paint Brush, simultaneously.   Larger applications do not support multiple instances and will report an error if you try to launch additional instances of them once they're already running.

B   **Pass Filename on Command Line**
Specify whether or not the text file created when the Send Default Text Via option is set to Text File, is passed on the command line when the application is launched.

B   **Keystrokes to Send to the Application**
Specify the keystrokes unique to your application that you wish to invoke when the application starts.   **B**

See Also
<u>Create or Edit Related File Type</u>
<u>Creating Related Files: The Big Picture</u>
<u>Extracting Field Information to Insert in Related File</u>
<u>How a Related File is Created</u>
<u>Select a Related File Type</u>
<u>Specify Default Text and Variables</u>
<u>Watch quick tour of Creating Related Files</u>

Create Related File: Create or Edit File Type

B   <u>Create a Related File</u>, New Type or Setup Type

Purpose

A Related File Type is the set of instructions that is sent to an application when it starts to create a related file. Use Setup File Type to create, edit, or delete a related file type. For example, you can name or rename the file type (for example, Letter, Spreadsheet, or Graphic), specify or re-specify an application, and set up a <u>connection description</u> that will describe the file and the object you connect it to.

Steps

1 From the Create a Related File dialog box, select a file type then choose Setup Type.
or
Type a new file type name, then choose New Type.

2 Verify or re-specify the type of the file in the File Type text box.
or
If you wish to delete the file type, choose Delete.

3 Select an application from the Windows Application drop-down list.
or
If the application does not appear in the list, scroll to the top of the list and select {Custom Setup}.

When you choose OK, you will be asked to provide information about the application.

4 Select Prompt for Related Person/Organisation if you wish to be prompted to include the information from related people or organisations during the creation of a related file.

5 Select a connection description from the Connection Description drop-down list. **B**

6 If you wish to delete a related file type, highlight the name of the type, then choose Delete.

7 Choose from the following advanced Related File options, or choose OK:
<u>Change Location of Related Files</u>
<u>Send Text and Variables to Application</u>
<u>Extract Field Information for Related File</u>
<u>Turn On Features When Application Starts</u>
<u>Open a Template When Application Starts</u>
<u>Include Related Person or Organisation</u>

See Also

<u>Creating Related Files: The Big Picture</u>
<u>Edit File Properties</u>
<u>How a Related File is Created</u>
<u>Watch quick tour of Creating Related Files</u>

Create Related File: Create or Edit Default Text

B   Right-click Object, Create Related File, New Type or Setup Type, Default Text

Purpose
Use Setup Default Text to create or edit the text that will be placed into each new related file that you create.   To quickly insert pre-defined text and variables, use the Description, Address Block, or Standard Letter buttons.   You can type the text you wish typed automatically in every new related file.   You can also specify variables that represent the field information you wish extracted and placed in every new related file.

Steps
To quickly insert pre-defined related file text,
1 Right-click the object you wish to create a related file for.

2 Highlight the Related File type that you wish to use, choose Setup Type, then choose Default Text.
or
Choose New Type, type a description, choose OK, then choose Default Text.

3 Choose from the following options, then choose OK:

B   **Description**
Insert the file description into the file.   For example, if you type "Memo to all employees" as the description of a related file, choosing Description inserts the @@FileDesc@@ variable, which will insert this description into the related file.

B   **Address Block**
Inserts field variables that will extract a person's name, his title at a company, the company name, and address information.   InfoCentral places this information in the resultant related file.

B   **Standard Letter**
Inserts the standard letter format, including today's date, the standard address block, a RE: notation, "Dear" and "Sincerely," your name, your initials and your assistant's initials ("wpi" for WordPerfect InfoCentral), and the name of the file so you can locate it later.

To customise related file text and variables,
1 Follow steps 1 and 2 above.

2 Change the text after you have used one of the three options used in step 3 above.

For example, type "RE:" before the @@FileDesc@@ Description variable so that something such as "RE: Memo to all employees" appears in the related file.   Or, cut ##Address_Block## to the Clipboard (Ctrl+X), then paste it (Ctrl+V) below the $$Object_Desc$$ to produce a different result.   You can rearrange the text and variables any way you wish.

3 Choose from the following for more information about customizing related file text and variables, then choose OK:

Extract Field Information for Related File
Learn About Proper Text and Variable Notation
Insert Standard Related File Variables
Insert System Date and Time Variables

See Also

Creating Related Files: The Big Picture
How a Related File is Created
Select Field Object
Watch quick tour of Creating Related Files

Create Related File: Select Related Person or Organisation

[B]   Setup File Type (Prompt for Related), Create a Related File, OK

Purpose
If you are attaching a document to an **organisation**, use Create Related File: Select Person to select a related person that has information (such as an address or phone number) that you wish to extract and insert into a related file.   If you are attaching a document to a **person**, use Create Related File: Select Organisation to select a related organisation that has information that you wish to use in the related file.

[B]   To extract information from related persons or organisations into a related file, the Prompt for Related Person/Organisation setting, found on the Setup File Type dialog box, must be turned on.

Steps
To include a related organisation,

1 Highlight the person to whom you wish to connect a related file, then choose [icon] from the Toolbar.

2 Highlight the related file type that you wish to use to create the related file, then choose Setup Type.
or
Choose New Type to setup a new related file type.

3 Select Prompt for Related Person/Organisation and make any other settings you wish for the related file type, then choose OK.

4 Choose OK on the Create Related File dialog box.

5 Select an organisation from the Select an Organisation list box.
or
Choose Select a Different Organisation, then double-click an organisation listed in the Outline View.
or
Select No Related Organisation, then choose OK.

6 Type a description for the related file, then choose OK.

To include a related person,
1 Follow steps 1 through 4 above, except highlight an organisation.

2 Select a person from the Select a Person list box, then choose OK.
or
Choose select No Related Person, then choose OK.
or
Choose Home Address to use the person's address rather than the address of the organisation.

3 Type a description for the related file, then choose OK.

See Also
Create or Edit Connection Description
Create or Edit Related File Type
Select a Related File Type
Select Related Organisation
Watch quick tour of Creating Related Files

Creating Related Files: The Big Picture

Purpose
Use Create Related Files to easily create the documents, graphics, or spreadsheets that you wish to connect to objects.   You personalise (or select) the applications you wish to use to create related files the first time you use this feature.

Select one of the following options for more information about creating related files:

B   How a Related File is Created
What happens when a related file is created and how the related file is named automatically for you.   Also learn why proper file extensions and names are essential.

B   Personalise Your Applications
How to set up your applications the first time you use the Create Related File feature so they are started automatically later.

B   Locate Applications
How to tell InfoCentral where the applications that you plan to use for creating related files are located.

B   Select Related File Type
How to select one of the default related file types (such as Document, Letter, or Graphic), which include pre-defined settings that enable you to create related files quickly.

B   Describe Related File
How to give the related file a description that will appear in the Outline View when it is connected to an object.

B   Expand to See Related File
How to expand an object's connections so you can see the related file you just connected to it.

B   Create or Edit Related File Type
Learn what a "related file type" is and how to create a new one or customise an existing one; for example, name or rename the file type, specify a new application, change an application, describe the connection between the related file and the object you connect it to, prompt for related people or organisations, or delete a file type.

B   Related File Advanced Options
How to change the location of where related files are stored, turn on certain features automatically when your application starts, change related file extensions, and control how your application starts and runs.

B   Setup Default Text
How to type text automatically when your related file application starts; how to use system and field variables that insert the current date and time or extract information

from fields.

 Include a Related Person or Organisation

How to extract information from the people or organisations that are connected to the people or organisations to which you are connecting a related file.

See Also

Watch quick tour of Creating Related Files

Customise Menu Hot Key

[B]   Edit, Preferences, Menu, Customise Hot Key

Purpose

Use Customise Menu Hot Key to assign the Hot Key function to a key.   The default Hot Key is F12.

[B]   Do not map the Hot Key function to a key that has already been assigned a shortcut key function.   Check the settings in the Assign Accelerator Key feature.

Steps

1 Choose Preferences from the Edit menu, choose Menu, then Customise Hot Key.

2 Type the key. [B]

3 Choose OK.

See Also

Customise Menu
Customise Menu Bar
Load Menu System

Customizing Fields: The Big Picture

Purpose
You can create, edit, or delete the information <u>fields</u> in the Object Information or Connection Information dialog boxes.   Many fields let you add special options, such calculates values in fields automatically.

Choose from the following options for more information.

B   **Object or Connection Information**
How to display the information fields that you can customise.

B   **Select Different Field**
How to select a field so you can move, rename, delete, or edit it.

B   **Delete Field**
How to remove the field you select.

B   **Undelete Field**
How to record any of the last several fields you have deleted.

B   **Add New Field**
How to add any of 10 different field types, including check boxes, radio buttons, telephone, memo, and titles for a group of fields.

B   **Edit Field**
How to rename a field, change a field's special options, and write helps and hints for the field.

B   **Move Field**
How to move a field to another location on the dialog box.

B   **Zoom or Unzoom Field**
How to change the viewing size of the Object Information or Connection Information dialog boxes.

Customizing My Menus: The Big Picture

Purpose

You can customise the InfoCentral menu bar and menu items.   Menu settings are stored in the WPICMENU.MNW file.   Before you customise a menu, you should copy this file to a different directory for safe keeping.

Choose from the following for more information.

B   **Customise Menu Hot Key**
How to change the key that activates the Customise Menu and Menu Bar features.

B   **Customise Menu**
How to create or edit menu items on a menu (such as Clear Line on the List menu).

B   **Customise Menu Bar**
How to create or edit menu bar items (such as the File menu).

B   **Assign Accelerator Keys**
How to personalise shortcut keys to features on menus.

B   **Perform Built-In Commands**
How to execute InfoCentral's many pre-defined commands.

B   **Launch Programs from Menus**
How to execute other applications from the menu items you create or edit.

B   **Sprout New Menu**
How to create new menus or cascading menus.

B   **Load Menu System**
How to choose the file that contains the menu structure that you have customised.

Cut

[B]   <u>Edit</u>, Cut

Purpose

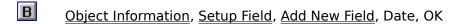Use Cut to remove text or <u>objects</u>.   You can use Paste to retrieve cut text or objects.

Steps

1 Select the object or text you wish to cut.

2 Click [✂].

See Also

<u>Copy to Clipboard</u>
<u>Paste</u>

Create or Edit Date Field

   Object Information, Setup Field, Add New Field, Date, OK

   Object Information, Date Field, Setup Field, Field Properties, Date, OK

Purpose
Use Date fields to display dates.   You can choose to display a date in several different formats using system date variables.

Steps

1 Right-click any object in the Outline or Calendar View.

2 Right-click the field above the location where you wish to add a Date field, then choose Add New Field.

3 Choose Date, type a name for the field, then choose OK.

4 Choose from the following options:
Write Contextual Help
Write Contextual Hint
Field Entry Options
Field Initial Value Calculation
Field Range

2 Choose from the following options unique to Date fields:

   Expanded Date
Display the expanded, spelled out version of the date (for example, "Saturday, April 9th, 1993").

   Elapsed Timespan
Display the elapsed time between today and the date (for example, "3 years 9 months 12 days ago").

See Also
Customizing Fields: The Big Picture

Date Not Understood

 Object Information, Date Field, Invalid Date, OK

Purpose

This dialog box appears if the date you have specified is not in a format that InfoCentral recognizes.

Steps

1 Choose OK and respecify the date.

See Also
Calendar Tool

Daylight Saving Time Preferences

B   Edit, Preferences, Daylight Saving Time

Purpose
Use Daylight Saving Time to specify the beginning and ending dates for Daylight Saving Time.

Steps

1 Choose Preferences from the Edit menu, then choose Daylight Saving Time.

2 Specify the Start and Stop date for the time changes. **B**

3 Choose OK.

See Also
Calendar Preferences

Delete Menu Line

B   <u>Menu with Line</u>, <u>Customise Menu Hot Key (F12)</u>, Delete the Adjacent Ruled Separator

Purpose
Use Delete Adjacent Ruled Separator to remove the lines that appear above or below a <u>menu item</u> (for example, the lines on the View menu above or below the Sort the List menu item).

Steps

1 Highlight a menu item that has a line above or below (or both above and below).

2 Press the Customise Menu Hot Key (F12).

3 Choose Delete the Adjacent Ruled Separator.

4 If the menu item has a line above or below it, select Previous Line or Next line, then choose OK.

See Also
<u>Customise Menu</u>
<u>Customise Menu Bar</u>
<u>Customise Menu Hot Key</u>
<u>Load Menu System</u>

copy
To duplicate text and place it on the Clipboard.

Delete Connection

B   <u>Right-Click Connection Description</u>, Delete

Purpose

Use Delete Connection to delete the currently selected <u>connection description</u> in the <u>Outline View</u>.   Deleting a connection only unconnects two objects; it does not delete the connection description.

Steps

1 Select a connection description between two objects.

2 Click on the Toolbar.

3 Choose Delete.

See Also
<u>Delete File</u>
<u>Delete Directory</u>
<u>Delete Object</u>

Delete Directory

     Right-Click Directory Object, Delete

Purpose
Use Delete Directory to delete the currently selected directory.

Steps

1 Select a directory object from the Outline View.

Directory objects have a icon next to them.

2 Right-click, then choose Delete.

3 Make sure you wish to delete the directory, then choose Delete.

See Also
Delete File
Delete Object
Delete Connection

Delete Field

 <u>Object Information or Connection Information</u>, <u>Setup Field</u>, Delete

Purpose

Use Delete Field to remove a <u>field</u> from the <u>Object Information</u> or <u>Connection Information</u> dialog box.

Steps

1 Select a field in the Object Information or Connection Information dialog box.

2 Right-click, then choose Delete.

See Also

<u>Field Trash Can</u>
<u>Move Field</u>
<u>Select Different Field</u>

Delete File

B   <u>Right-Click Filename Object</u>, Delete

Purpose

Use Delete File to delete the currently selected file <u>object</u>.

Steps

1 Select a file object in the Outline View.

File objects have a **B** icon next them.

2 Right-click and choose Delete.

3 Choose Delete or <u>Shred</u>.

See Also

<u>Delete Connection</u>
<u>Delete Directory</u>
<u>Delete Object</u>

cut
To remove text and place it on the Clipboard.

Delete Object

B   Right-Click Object, Delete

B   Select Object, Delete

Purpose
Use Delete Object to move an object from the Outline View to the Trash Can.   Only objects can be placed in the Trash Can.   When you wish to undelete an object, you can restore it from the Trash Can.

Steps

1 Right-click an object, then choose Delete.
or

Select an object, then click Delete on the Toolbar.

See Also
Undelete
Undo

Example

If you knew that an object used the connection "Employee," but you couldn't remember the name of the object, you could use Find-By-Example to find the object.

Describe Connection

B   <u>Right-Click Object</u>, <u>Connect</u>, Double-Click Another Object

B   <u>Drag and Drop Object on Another Object</u>

Purpose
Use Describe Connection to select, create, edit, or delete a <u>one-way</u> or <u>two-way</u> <u>connection</u> description.

B   If you delete a category, all objects in that category are also deleted.

Steps

1 Select a one-way or two-way connection description from the list box, then choose OK.
or
Select a description, then choose Setup Description to edit it.
or
Choose New Description to create a new description.

2 If available, choose Delete to delete the category.

3 If available, choose Add to View to display all objects with the selected category.

See Also
<u>Connections Exist</u>
<u>Create or Edit Connection Description</u>
<u>Watch quick tour of Adding and Connecting</u>

Field Entry Options

Purpose

Use Field Entry Options to customise how information is entered into <u>fields</u>.

Steps

1 Choose from the following options:

B   **Compulsory**

Keep the field from being left empty.

B   **Carry Forward**

Fill in a field with the value that was entered the last time an object or connection of the same type was added.   For Carry Forward to work properly, you must turn on the option, close the Object Information dialog box, re-open it, then type the text that you wish to carry forward to the next object of the same type.   A Carry Forward value is entered into a field only when you close an object.   <u>Example</u>

B   **Address Field**

Designate the field for addresses only.

B   **Numbers Only**

Ensure that only numbers can be entered in the field. <u>Example</u>

B   **Display Only**

Designate the field for viewing purposes only.

See Also

<u>Field Initial Value Calculation</u>
<u>Select Field Type to Create or Edit</u>

Field Initial Value Calculation

[B]   Object Information, Setup Field, Field Setup: Select Field Type, OK

Purpose

Use Initial Value Calculation to calculate a value in a field when you click a field or when you press Tab to exit the field.   You can use initial value calculations in all fields except Connection and Group Title types.   Example

[B]   Make sure that the Initial Value Calculation does not conflict with the other field properties, such as Template Format, Field Ranges, and Field Entry Options.   For example, do not use the Carry Forward Field Entry Option and Initial Value Calculation at the same time.

Steps

1 Choose from the following options:
Date and Time Functions
Extract Information from Other Fields
Mathsematical Operators
Miscellaneous System Variables
String Functions
System Date and Time Variables
Text in Initial Value Fields
Variable Functions

Autodialing In-Area Toll Calls

Purpose
If you have taken a laptop to a different area code, and tried to autodial a phone number, you may have had to change some settings in your autodialing application.   Beginning in 1995, when all callers in North America will be able to dial the full phone number (country code, area code, and local number) no matter where they are in North America, you can use Telephone Preferences to take advantage of this change.   Use Telephone Preferences to set up InfoCentral if you wish to use this dialing scenario.

Steps

1 Choose Preferences from the Edit menu, then choose Telephone.
or

Choose Telephone **B** on the Toolbar, choose Preferences, then choose Telephone.

2 Check the Enabled check box in the In-Area Toll Calling group box.

3 Type the local prefixes (three digits) in the Non-Toll Prefixes text box, separating each number with a comma (not a comma and a space), then choose OK.

For example, Provo-Orem InfoCentral users would type the following:

221,222,224,225,226,227,228,300,342,345,369,371,373,374,375,376,377,378,379,423,
429,465,470,489,754,756,763,768,785,789

See Also
Autodialing Normal Phone Lines
Autodialing Office Extensions/Outside Lines
Autodialing Long Distance with a Calling Card
Autodialing Long Distance from Office with Card
Autodialing Long Distance with Access Code

Using Quick Tour

Purpose

The quick tour provides eight easy-to-understand presentations that explain InfoCentral basics.   You can start the quick tour from the Help menu, or you can run quick tour segments from many Help topics like this one.

B   To run the quick tour, the following files must be located in the same directory: WPIC.EXE, WPIC11UK.HLP, WPICQT.EXE, CCBUTTON.VBX, and VBRUN300.DLL.   The quick tour working directory must be the same location as these files.

Steps

1 Choose Quick Tour from the Help menu to display the quick tour menu.
or
Click a quick tour jump from a Help topic, such as the ones listed under See Also.

While the quick tour is running, you can type **p** to pause it.   Type **p** again to resume the quick tour.

See Also

iBases versus Databases
Using the Coach
Quick tour Main Menu
Watch quick tour of InfoCentral Basics
Watch quick tour of Adding and Connecting
Watch quick tour of Finding Objects
Watch quick tour of Using Calendar
Watch quick tour of Creating Related Files
Watch quick tour of Organizing Objects
Watch quick tour of Using Content iBases
Watch quick tour of Getting Help

Using the Coaches

Purpose
The Coach feature is an interactive tutorial that can guide you through a task.   For example, suppose you wish to import information into an iBase.   Unlike a regular tutorial, the Import Coach actually helps you import a real import file as you use the Coach.

Steps

1 Choose Coaches from the Help menu, then choose Quick Start, FastFind, or Import.

2 Follow the prompts carefully and type the required information.

3 Choose Quit Coach, then Yes at any time to exit the Coach.

See Also
Finding Objects: The Big Picture
Importing Data into iBase: The Big Picture
Using the Quick Tour

Using Text in Initial Value Fields

Purpose

You can have a field automatically filled in with text every time an object is added as long as you enclose the text in quotes in the Initial Value Calculation text box.   For example, if you type "San Francisco" in the Initial Value Calculation text box, the field will contain San Francisco.

Steps

1 In the Object Information or Connection Information dialog box, click the field in which you wish to set an initial text value.

2 Right-click the field, then choose Field Properties.
   or
   Right-click the field, then choose Add New Field to add a new field below the one you selected in step 1.

3 Type a name for the field, if necessary.

4 Select a field type, then choose OK.

5 Type the text (enclosed in quotes) in the Initial Value Calculation text box that you wish to appear in the field every time an object is created, then choose OK.

See Also

Field Initial Value Calculation
Specify Text for Related File

Using Information from Other Fields

Purpose
You can use the information from other fields in an initial value calculation by using the field name as a variable name.   You can also combine information from more than one field to determine what automatically appears in a Calculation or Initial Value Calculation field. Example 1   Example 2

Steps

1 In the Object Information or Connection Information dialog box, click the field in which you wish to set an initial text value.

2 Right-click the field, then choose Field Properties.
or
Right-click the field, then choose Add New Field to add a new field below the one you selected in step 1.

3 Type a name for the field, if necessary.

4 Select a field type, then choose OK.

5 Type the information from other fields that you wish to include in the field you're working on, then choose OK.

See Also
Field Initial Value Calculation

Edit Directory Information

B   Right-Click Directory Object, Information

Purpose
Use Directory Properties to type a description for a directory, add a memo to the directory, and delete or rename the directory.

Steps

1 Right-click a directory object, then choose Information.

2 Type a description for the directory.

3 Type a new name for the directory.

4 Choose from the following options:
Attach a Memo
Delete Directory
See Also
Edit Object Information

Display Case

B   File, File Properties, Display Case

Purpose
Use Display Case to change directory and file names to all uppercase or lowercase letters, or to capitalize the first letter.

Steps

1 Choose File Properties from the file menu, then choose Display Case.

2 Select the case option you wish for files and directories.

3 Choose OK.

See Also
File Display Settings

Display Preferences

B   <u>Edit</u>, <u>Preferences</u>, Display

B   <u>View</u>, Display

Purpose
Use Display Preferences to choose options for the Toolbar, Outline buttons, and Zoom feature.   You can also choose display colours for <u>objects</u> and non-objects, such as <u>connection descriptions</u>.

Steps

1 Choose Display from the View menu.
or
Right-click the space between buttons on the Toolbar, then choose Display.

2 Choose from the following options:

B   **Toolbar Appearance**
Choose the way the Toolbar displays.   Select Hide to turn off the Toolbar.

B   **Desktop View**
Choose whether to show or hide the Outline buttons, turn the Tab bar on or off, and select the default colours for all objects and non-objects (connection descriptions).   To change the colour of individual categories, use <u>Create or Edit Category</u>.

B   **Keep Zoom Settings**
Set the Zoom setting (<u>Zoom</u> or <u>Unzoom</u>) for the Object Information and Connection Information dialog boxes.

See Also
<u>Create or Edit Category</u>
<u>Create or Edit Tab</u>

Duplicate Record

B   Add New Object, Select Category, Name of Existing Object

Purpose
You are trying to add an object that already exists.   You can turn this message off using Add Preferences.

Steps

1 Choose Add Anyway to add the object.
or
Choose Cancel.

See Also
Add New Object (Categorize then Name)
Add Preferences

Elapsed Timer

[B]   <u>Tools</u>, Elapsed Timer

Purpose

Use Elapsed Timer to time phone calls or keep track of how long you work on a project.
The timer is located in the lower right corner of the window. `2/14/94  3:51P  03m14s`

Steps

1 Choose Elapsed Timer from the Tools menu, then choose Start/Stop to start the timer.
or
Choose Start/Stop when you wish to stop the timer.
or
Choose Clear to reset the timer to 00m00s. [B]

Note that the timer changes colours when it is running, stopped, or reset.   The "m" stands for minutes; the "s" for seconds.

ComputerCentral
This iBase contains information on hundreds of companies in the computer industry.
Products, support telephone numbers, and key people for each company are included.

event
A meeting, flight, hotel stay, or anything you wish to schedule on your <u>Calendar</u>.   Like any other object, an event object can be displayed in the <u>Outline View</u> as well. **B**

deselect
To remove the X from a check box, or to remove a check mark from a menu item.

Exit

B   <u>File</u>, Exit

Purpose

Use Exit to quit InfoCentral.   You can save any changes you have made in the current iBase and return to Program Manager.   If you have not made any changes, InfoCentral returns you to Program Manager.

Steps

1 Choose Exit from the File menu.
or
Press Alt-F4.

Expand

Expanding an object displays other objects connected to it, along with connection descriptions.   The button indicates that object can be expanded.

Expand Connections

[B]　　　Right-Click Object, Expand

[B]　　　Select Object, List, Expand by Type

Purpose
Use Expand to display an object's subordinate objects and related files.   Use Expand by Type to expand a main level heading according to the People, Organisations, Places/Things, Events, and File categories.

Steps
To expand the outline of an object,
1 Select the object.

2 Click [B] next to the object.
or
Press the plus key (+).
or
Choose Expand or Expand by Type from the List menu.

See Also
Collapse Connections

Example

Suppose that you need to write to all your friends to verify their phone numbers.   To do this, you could choose the Person category, then select Main_Telephone on the Select Field Object dialog box.   When you choose OK, the Main_Telephone variable is inserted into the **Default Text to Place into Each New File** window at the cursor position.   This variable represents the Main Telephone field in the Object Information dialog box for a person.   To save some time when you create your letters, you could also type the following line before this variable: "I am checking everyone's phone number.   Please let me know if the following number I have for you is incorrect:"   Now when you create a Related File with this Related File type, any information that is contained in the Main Telephone field for the object that you are creating a related file for will be "pulled" into the letter along with the text that you have typed.

Create or Select Export Scenario

B   <u>File</u>, Export

Purpose
Use Export to select an existing export scenario (pattern) or to create a new export scenario.

Steps

1 Choose Export from the File menu.

2 Select an Export Scenario from the Export Scenario list box, then choose OK.
   or
   Choose New Scenario, type the name of the new scenario, choose OK, then choose Add.

See Also
<u>Begin Export</u>
<u>Check Export Summary</u>
<u>Check Export Completion</u>
<u>Exporting iBase Information: The Big Picture</u>
<u>Importing Data into iBase: The Big Picture</u>
<u>Select Export Category</u>
<u>Select Export Connected Category</u>
<u>Select Export Fields</u>
<u>Select Export File</u>

Check Export Completion

B   <u>Begin Export</u>, Export Completed

Purpose
Use Export Completed to make sure the export happened the way you wished it to.

Steps

1 Read the information on the dialog box, then choose OK.

See Also
<u>Begin Export</u>
<u>Check Export Summary</u>
<u>Create or Select Export Scenario</u>
<u>Exporting iBase Information: The Big Picture</u>
<u>Importing Data into iBase: The Big Picture</u>
<u>Select Export Category</u>
<u>Select Export Connected Category</u>
<u>Select Export Fields</u>
<u>Select Export File</u>

Begin Export

[B]   Check Export Summary, Begin Export

Purpose

Use Begin Export after you have examined the information on the Export: Summary dialog box and you are ready to perform the export.

Steps

1 Choose Begin Export on the Export: Summary dialog box.

If you wish to cancel the export process, choose Cancel.

See Also

Check Export Summary
Check Export Completion
Create or Select Export Scenario
Exporting iBase Information: The Big Picture
Importing Data into iBase: The Big Picture
Select Export Category
Select Export Connected Category
Select Export Fields
Select Export File

ConsumerCentral

This iBase contains addresses and consumer service telephone numbers for hundreds of companies.   Tabs are set up for you to find manufacturers and dealers for things like major appliances, audio equipment, and sporting goods.

Select Export Connected Category

B   File, Export, New Scenario, Select Export Category, Include Connected Category, OK

Purpose

Use Export: Connected Category to specify the related category of objects that you wish to export. **B**

Steps

1 Choose the related category of objects that you wish to export.

2 Choose from the following options, then choose OK.

B   **Backup**

Return to the Export: Category dialog box.

B   **Former/Future**

Export connections that have a Starting Date field in the future or an Ending Date field in the past.

See Also

Begin Export
Check Export Summary
Check Export Completion
Create or Select Export Scenario
Exporting iBase Information: The Big Picture
Importing Data into iBase: The Big Picture
Select Export Category
Select Export Fields
Select Export File

Check Export Summary

[B]   Select Export Fields, OK

Purpose

Use Export: Summary to view or change information about the export scenario you have selected.

Steps

1 Read the information about the export summary, then choose Begin Export.
or
Choose from the following options:

[B]   **Export Scenario**
Rename the export scenario.

[B]   **Delete Scenario**
Delete the export scenario.   Choosing this option returns you to the Export dialog box where you can create or select another scenario.

[B]   **Setup**
Select different categories and output file for the export scenario.

See Also

Begin Export
Check Export Completion
Create or Select Export Scenario
Exporting iBase Information: The Big Picture
Importing Data into iBase: The Big Picture
Select Export Category
Select Export Connected Category
Select Export Fields
Select Export File

B **Hint**

This dialog box appears only if you selected Include a Connected Category in the Export: Category dialog box.

Select Export Category

B   <u>File</u>, <u>Export</u>, <u>New Scenario</u>, OK

Purpose

Use Export: Category Name to specify the <u>object category</u> that you wish to export.

Steps

1 Select the Category that contains the objects you wish to export.

2 Choose from the following options, then choose OK:

B   **Include Connected Category**

Export this category plus others that are connected to objects in this category.

B   **Export Objects**

Restrict the export to objects that match the export criteria and appear in the current display <u>list</u>.

See Also

<u>Begin Export</u>
<u>Check Export Summary</u>
<u>Check Export Completion</u>
<u>Create or Select Export Scenario</u>
<u>Exporting iBase Information: The Big Picture</u>
<u>Importing Data into iBase: The Big Picture</u>
<u>Select Export Connected Category</u>
<u>Select Export Fields</u>
<u>Select Export File</u>

Field Template Format

B   <u>Object Information</u>, <u>Setup Field</u>, <u>Field Properties</u>, <u>Field Type</u>, OK

Purpose
Use Template Format to define how characters entered in a <u>field</u> are to be automatically reformatted.   Leave this text box empty if you wish the format of characters to remain as they are entered.

Steps

1 Type the template format in the Template Format text box.

2 Choose from the following for examples of template formats:
<u>Alpha or Numeric Field Example</u>
<u>Currency Field Example</u>
<u>Number Field Example</u>
See Also
<u>Field Initial Value Calculation</u>

Select Export Fields

  New Scenario, Select Export Category, Select Export Connected Category, Select Export File, OK

Purpose
Use Export: Select Fields to specify which fields from the selected categories you wish to export.

Steps

1 Drag category items and field information from the iBase Fields list box (the items you wish to export) and drop them in the Fields to be Exported list box. Example
or
Choose All Fields to export all the fields in the list.

2 Choose from the following options:

Return to the first export category in your iBase or in the current Outline View.

Browse through each export category that you have set up.

  Reset/Revert
Redisplay the lists as they were before you started dragging and dropping items.

  Backup
Go back to the previous dialog box (to change or remind yourself of the settings you made).

  iBase Info
Get information about the current iBase.

See Also
Begin Export
Check Export Summary
Check Export Completion
Create or Select Export Scenario
Exporting iBase Information: The Big Picture
Importing Data into iBase: The Big Picture
Select Export Category
Select Export Connected Category
Select Export File

Exporting iBase Information: The Big Picture

Purpose

Use Export to export <u>objects</u>, <u>object information</u>, and <u>connection descriptions</u> from the current iBase to another iBase, database, or spreadsheet.   You can export to either a tab or comma/space delimited export file.   You can export to comma/space or tab delimited export files only.

The following tasks illustrate the process of a first time export.

<u>Create or Select Export Scenario</u>

<u>Select Export Category</u>

<u>Select Export Connected Category</u>

<u>Select Default Connection</u>

<u>Specify Output File</u>

<u>Select Export Fields</u>

<u>Check Export Summary</u>

<u>Begin Export</u>

<u>Check Export Completion</u>

FastFind

B   FastFind

Purpose

Use FastFind when you have a rough idea of what information you wish to find.   FastFind searches for <u>objects</u> of a particular class or <u>category</u>.   You can also search for a particular date and list <u>Today's Schedule</u> for that date.

Steps

1 Click FastFind **⬚** on the Toolbar.

2 Type the name of the object in the Find text box. **B**

3 Choose Find All to find all objects in your iBase that match the name you typed in step 2.
   or
   Choose Find People, Organisations, Places/Things, or Find Events to narrow the search to a particular class of objects.

See Also

<u>FastFind Files</u>
<u>FastFind Preferences</u>
<u>Find By Category</u>
<u>Finding Objects: The Big Picture</u>
<u>Today's Schedule</u>
<u>Watch quick tour of Finding Objects</u>

FastFind Preferences

   FastFind, Preferences

Purpose
Use FastFind Preferences to specify how you are notified of the results of a FastFind search.

Steps

1 Click FastFind on the Toolbar, then choose Preferences.

2 Select how you wish to be notified when FastFind does not find a match.

3 Select from the following options, then choose OK.

    Confirmation Sounds
Sounds a tune when a FastFind is successful.

    Default Push Button
Records the object title and other query options you used for the last FastFind.

See Also
FastFind
FastFind Files
Finding Objects: The Big Picture
Watch quick tour of Finding Objects

Create or Edit Field

B   Object Information, Setup Field

Purpose

Use Setup Field in Object Information to add, edit, move, delete, and select a different field.   You can also undelete fields that you have deleted.

Steps

1 Right-click a field in the Object Information dialog box.
or
Tab to a field, then choose Setup Field.

2 Choose from the following options:
Field Properties
Add New Field
Delete Field
Undelete Field
Move Field
Select Different Field

See Also

Customizing Fields: The Big Picture
Edit Object or Connection Information

Select Field Type to Create or Edit

B   Right-click Object, Information, Setup Field, Add New Field or Field Properties

Purpose
Use Field Properties to select a field type that you can use to either create or edit a field.

Steps
To edit an existing field,
1 Right-click a field in the Object Information or Connection Information dialog box, then choose Field Properties.
or
Tab to a field, choose Setup Field, choose Field Properties, then choose OK.

To create a new field,
1 Right-click the field below which you wish to add a new field, then choose Add New Field.
or
Tab to a field below which you wish to add a new field, then choose Add New Field.

2 Type a new name in the Field Name text box, then choose OK
or
Select a field from the Field Type list box, then choose OK.

3 Choose from the following options:
Create or Edit Alarm Notification Field
Create or Edit Alpha/Numeric Field
Create or Edit Calculation Field
Create or Edit Check Box Field
Create or Edit Connection Field
Create or Edit Date Field
Create or Edit Group Title Field
Create or Edit Memo Field
Create or Edit Number or Currency Field
Create or Edit Radio Button Field
Create or Edit Task Priority Radio Button
Create or Edit Telephone, Modem, or Fax Line Field
Create or Edit Time Field

See Also
Customizing Fields: The Big Picture

Field Trash Can

B   Object Information, Setup Field, Field Trash Can

Purpose

Use Field Trash Can to restore a deleted field.   The field is restored after the currently active field.   If the Trash Can is empty, it is not available.

Steps

1 In Object Information, tab to the field that precedes the location of where you wish to restore a deleted field.

2 Choose Setup Field, then choose Field Trash Can.

3 Select the field you wish to restore.

4 Choose Undelete.

See Also

Customizing Fields: The Big Picture
Edit Object Information
Undelete

File Display Settings

B   File, File Properties, Display Format

Purpose
Use File Display Settings to specify the way files are displayed and sorted in the Outline View.

Steps

1 Choose File Properties from the File menu, then choose Display Format.

2 Select Clear to remove the current order.

3 Select the check boxes in the order that you wish file information displayed and sorted.

See Also
Display Case
Sort the List

Edit File Properties

B   <u>Right-Click File Object</u>, Information

Purpose
When files are displayed in the <u>Outline View</u>, use File Properties to get information about that file.   You can also open, copy, delete, move, rename, type a description for, attach a memo to, and set attributes for the file.

Steps

1 Right-click a file object, then choose Information.

2 Change the file name, location, and attributes for the file.

3 Choose from the following options:
<u>Attach Memo</u>
<u>Copy File</u>
<u>Delete File</u>
<u>Open File</u>

See Also
<u>Edit Object or Connection Information</u>
<u>Edit Directory Information</u>
<u>Edit Object Information</u>

Find by Category

B   <u>FastFind</u>, By Category

Purpose

Use Find by Category to find <u>objects</u> of a particular <u>category</u>.   For example, you can find all objects in the "Hotel Chain" category, or just those in the same category that start with the letter "m."

Steps

1 Click FastFind [icon] on the Toolbar, then choose By Category.
or
Type the text in the Find text box that you wish to include in the search, then choose By Category.

2 Select a category from the Select Category list box.

3 Choose Find All to find all objects in the category you selected.
or
If you specified text in step 1, choose Find to find all objects that match the category and contain the text as the first letter.

See Also

<u>FastFind</u>
<u>Find-By-Example</u>
<u>Find-By-Connection</u>
<u>Finding Objects: The Big Picture</u>
<u>Watch quick tour of Finding Objects</u>

Find-By-Connection

B   <u>Find</u>, Find-By-Connection

Purpose
Use Find-By-Connection to find objects according to the connections between them.
<u>Example</u>

Steps

1 Choose Find-By-Connection from the Find menu.

2 Select the object categories that define the <u>one-way</u> or <u>two-way connections</u> you wish to find.

3 Choose the following option:
<u>Describe Connection</u>

See Also
<u>FastFind</u>
<u>Find by Category</u>
<u>Find-By-Example</u>
<u>Finding Objects: The Big Picture</u>
<u>Watch quick tour of Finding Objects</u>

Describe Connection(s) to Find

B   Find, Find-By-Connection, People and Organisations, Place/Things, or Events

Purpose

Use Describe Connection to specify the one-way or two-way connection description you wish to find.

Steps

1 Select the connection description from the list box.

2 Choose Add to View to list those connections that are used with objects in your iBase.

See Also

FastFind
Find-By-Connection
Find-By-Example
Finding Objects: The Big Picture
Watch quick tour of Finding Objects

Field Range

 Object Information, Setup Field, Field Properties, OK

Purpose

Use Valid Range to enter the maximum or minimum value, number of digits or characters, or earliest and latest time that a field is allowed to contain.

Steps

1 Type the maximum value, number of digits or characters, or earliest and latest time that you wish allowed in the field.

See Also

Field Entry Options
Field Initial Value Calculation

Find-By-Example

[B]   <u>Find</u>, Find-By-Example

Purpose

Use Find-By-Example to search for objects that share similar information in a specific Object Information <u>field</u>.   Those objects that match the search criteria you specify are appended to the <u>Outline View</u>.

[B]   You cannot search for information contained in Group Title fields.   For example, the bar labelled "Home Address" above the address fields is not searchable.

Steps

1 Choose Find-By-Example from the Find menu.

2 Select a category, then choose OK.

3 Type the word(s) contained in the objects that you wish to search for, then choose OK.
or
Choose Last Query to repeat the search you performed last time.
or
Choose from the following topics, which explain how to perform more complex searches using logical operators, relation operators, and wildcards:

[B]   **<u>Searching Text Fields</u>**
How to search for objects that contain specific information in Alpha/Numeric, Calculation, Connection, and Memo fields.

[B]   **<u>Searching Numeric Fields</u>**
How to search for objects that contain specific information in Currency, Date, Fax Line, Modem Line, Telephone, and Time fields.

[B]   **<u>Searching Selectable Fields</u>**
How to search for objects that have certain check boxes or radio buttons selected.

See Also
<u>Watch quick tour of Finding Objects</u>

Find-By-Example: Searching Text Fields

Purpose

Text fields include Alpha/Numeric, Calculation, Connection, and Memo fields.   You can search these fields using logical operators, numeric operators, the asterisk (*) wildcard, or combinations (for example, an asterisk and a logical operator).   If you are searching an Alpha/Numeric field that has the Numeric Only option turned on, still consider it a Text field.

You can type letters, numbers, spaces, extended characters, and punctuation as long as they match the full text contained in the field.   The search is not case sensitive unless you are using extended characters.   For example, if you type **FRANK** as the search string in the Last Name field of a person object, InfoCentral finds Anne Frank and Jeff Frank but not Henry Franks, Joseph Franklin, Howard Frankenhoff, or Dr. Frankenstein.

B   You cannot use Parentheses to group parts of the search string.

Steps

1 Choose Find-By-Example from the Find menu.

2 Select a category, then choose OK.

3 Choose from the following options, then choose OK:
Logical Operators
Relational Operators
Asterisk Wildcard Character

Finding Objects: The Big Picture

Purpose

You can find the information in your iBase in a variety of ways.

Choose from the following options for more information.

B   **Use FastFind**

How to find information when you have a rough idea of what you wish to find.

B   **Find-By-Example**

How to to find objects using search criteria such as relational operators, logical operators, and wildcards.

B   **Find-By-Connection**

How to find objects according to the connections between them.

B   **Find All Categories**

How to list all categories available for objects in your iBase.

B   **Use Alphabetic Index**

How to select a category and list the objects in the category.

B   **Use Address Book**

How to look up addresses and phone numbers of people or organisations.

See Also

Watch quick tour of Finding Objects

flatten
To move all objects to the left side of the screen and remove connection descriptions.

Flatten Outline

B   <u>List</u>, Flatten Outline

Purpose
Use Flatten Outline to view all objects as main level objects, without connection descriptions.   Flatten Outline moves all objects to the left side of the screen and removes <u>connection descriptions</u> from the display.

Objects are displayed with coloured text.   Connection descriptions are displayed with regular text.

Steps
To view all objects in main level format,
1 Choose Flatten Outline from the List menu.

You can click **B** next to an object to display connections.

To return to the view before flattening the outline,
1 Choose Undo Flatten from the Edit menu before performing any other actions.

See Also
<u>Collapse Connections</u>
<u>Expand Connections</u>
<u>Promote to Left</u>
<u>Undo</u>
<u>Watch quick tour of Organizing Objects</u>

DELETED TOPIC

Go To

B   <u>Edit</u>, Go To

Purpose

Use Go To to quickly select a different object in the list of objects.

Steps

1 Choose Go To from the Edit menu.
2 Choose from the following options:

B   **Parent**
Move to the parent, or first, object in a group of expanded objects.

B   **Next**
Move to the next item on the line, the next line, the next object, or the next screen.

B   **Previous**
Move to the previous item on the line, the previous line, the previous object, or the previous screen.

B   **Begin of**
Move to the beginning of the list, node, or screen.

B   **End of**
Move to the end of the list, node, or screen.

B   **Scroll**
Scroll to the previous line or the next line.

See Also
<u>Keystrokes</u>

Go To Date

　　Calendar Views, Edit, Go To, Date

　　Calendar Views, Go To

Purpose
Use Go To Date to quickly move to a particular date in the Calendar View.

Steps

1 Click Go To .

2 Specify a date in the Date text box.

See Also
Calendar Go To Features

Create or Edit Group Title Field

[B]   Object Information, Setup Field, Add New Field, Group Title, OK

[B]   Object Information, Group Title Field, Setup Field, Field Properties, Group Title, OK

Purpose
Use Group Title fields to divide and organise the Object or Connection Information dialog boxes with a group title pad, which can contain lines and text.   For example, above all of your address fields, you could create a group title pad such as "Home Address."

Steps

1 Right-click any object in the Outline or Calendar View.

2 Right-click the field above the location where you wish to add a Group Title field, then choose Add New Field.

3 Choose Group Title, type a name for the field, then choose OK.

4 Type a group title in the Group Title text box.

5 Select Left, Right, or Centre to justify the title in the Object Information dialog box.

6 Select Full Width, Right Column, or Left Column to specify the position and length of the group title pad.

7 Select Spaces, Single Line, or Double Line to specify the appearance of the group field pad, then choose OK.

See Also
Customizing Fields: The Big Picture
Select Field Type to Create or Edit

Hoist

[B]   Right-Click Object, Hoist

[B]   Select Object, Hoist

Purpose
Use Hoist to focus on one specific object by moving it to the top of a list and clearing all other objects from the Outline View.   Example

Steps

1 Select the object you wish to hoist.

2 Click Hoist [↑] on the Toolbar.

You can choose Undo Hoist from the Edit menu to list objects as they were before you hoisted.

See Also
Collapse Connections
Expand Connections
Toggle View
Undo
Watch quick tour of Organizing Objects

hoist

To move the selected object to the top of the screen, and expand it once.   All other objects are cleared from the list.

Housekeeping

B   <u>File</u>, Housekeeping

Purpose
Use Housekeeping to perform maintenance on the current <u>iBase</u>.   Doing so can make InfoCentral run faster.

Steps

1 Choose Housekeeping from the File menu.

2 Choose one or more of the following options, choose OK, then choose Proceed. **B**

    B   **Verify iBase Integrity**
Check the integrity of the iBase.   If problems are detected, InfoCentral makes the necessary corrections.

    B   **Empty the Object Trash Can**
Purge all the objects.   You cannot undelete objects after they have been deleted from the trash can.

    B   **Empty the Field Trash Can**
Purge all the fields in the field trash can.   You cannot undelete fields after they have been deleted from the trash can.

    B   **Empty Completed Tasks**
Purge all the Task items that you have marked completed in the Calendar.

    B   **Empty Old Calendar Events**
Purge any event in the Calendar that occurred prior to the date you specify in this option.

    B   **Shred Private Information**
Purge any information in the current iBase that is marked private.

    B   **Remove Connections**
Purge the connections to external files that InfoCentral can no longer find.

iBase

Short for information base.   A collection of all objects and connections stored on disk under a single name.

iBase Password Required

B   During Startup

Purpose
You must type a password before you can open this iBase.

Steps

1 Type your password, then choose OK.

See Also
iBase Passwords

iBase Passwords

B   <u>File</u>, Passwords

Purpose
Passwords provide you with a way to limit access to iBases.   There are four different types
of access rights that can be assigned using passwords.   When you try to open an iBase
with a password, you will be prompted to type the password.

B   Remember the password you assign to an iBase.   InfoCentral cannot open the
iBase if you forget its password.

Steps
To create, change, or remove a password,
1 Choose Passwords from the File menu.

2 Type the password(s) you wish to assign for any or all of the following access rights,
choose OK, re-type the highest level password that you assigned, then choose OK again:

B   **Read-Only Access**
View iBase without making changes.

B   **Read and Write Access**
View iBase and make changes to it. **B**

B   **Private Objects**
View iBase, make changes to it, and view and make changes to any private objects.

B   **All of the Above**
View iBase, make changes to it (including private objects), and change setup options
such as passwords.

See Also
<u>iBase Password Required</u>

Create or Select Import Scenario

[B]   File, Import, Data

Purpose

Use Import to select an existing import scenario (pattern) or to create a new import scenario.

Steps

1 Choose Import from the File menu, then choose Data.

2 Choose one of the import scenarios from the Import Scenario list box, then choose OK.
  or
  Type a new scenario name in the Import Scenario text box, then choose New Scenario.

See Also

Begin Import
Check Import Summary
Check Import Completion
Create Import File
Create or Select Import Scenario
Exporting iBase Information: The Big Picture
Import Categories
Import Preferences
Importing Data into iBase: The Big Picture
Match Import Fields
Select Import File
Select First Import Receiving Category
Select Second Import Receiving Category

Check Import Completion

Purpose
Use Import Completed to make sure the import happened the way you wished it to.

Steps

1 Read the information on the dialog box, then choose OK.

See Also

Begin Import

[B]　　Check Import Summary, Begin Import

Purpose

Use Begin Import to start the import process and evaluate how the process is going.   You can cancel the import process any time during the import.

Steps

1 Choose Begin Import on the Import: Summary dialog box.
　or
　Choose Cancel if you wish to terminate the import process.

See Also

Check Import Summary
Check Import Completion
Create Import File
Create or Select Import Scenario
Exporting iBase Information: The Big Picture
Import Preferences
Importing Data into iBase: The Big Picture
Match Import Fields
Select Import File
Select First Import Receiving Category
Select Second Import Receiving Category

Example
Suppose you have an import record with five fields:

Marc Sabatini, Atlantic Metals Inc., President, 4545 Main Street, 123-456-7890

If you have properly created your input file, the Field/Field Value list box should display the record above like this:

#1   Marc Sabatini
#2   Atlantic Metals Inc.
#3   President
#4   4545 Main Street
#5   1234567890

Drag Marc Sabatini to the Receiving Field and drop him in the Full Name person field location.   Drag Atlantic Metals Inc. and drop it on the Organisation Name location.   Drag President and drop it on Job Title.   This record then becomes the template for all other records.

Match Import Fields

   New Import Scenario, Select Import File, Select Receiving Categor(ies), Select Default Connection, Import Preferences, OK

Purpose

Use Import: Match Fields to translate input record data into objects, connections, and field information.

Steps

1 Drag field items from the Field/Field Value list box (the items from your input file) and drop them in the appropriate locations in the Receiving list box. Example

2 Choose from the following options:

Return to the first input record you set up in the Receiving Field.

Browse through each input receiving field that you have set up.

   Reset/Revert
Redisplay the lists as they were before you started dragging and dropping items.

   Backup
Go back to the previous dialog box (to change or remind yourself of the settings you made).

   iBase Info
Get information about the current iBase.

See Also

Begin Import
Check Import Summary
Check Import Completion
Create Import File
Create or Select Import Scenario
Exporting iBase Information: The Big Picture
Import Preferences
Importing Data into iBase: The Big Picture
Select Import File
Select First Import Receiving Category
Select Second Import Receiving Category

Import Categories

B   File, Import, Structure

Purpose
Use Import Structure to import categories and their information fields from another iBase. You cannot import categories that already exist in the current iBase.

B   Only object information fields are imported.   No information (data) is imported.

Steps

1 Choose Import from the File menu, then choose Structure.

2 Type the name of the category you wish to import in the Category Name text box.

Type ALL in the Category Name text box if you wish to import all the categories in the specified iBase.

3 Type the name of the iBase you wish to import the categories from in the From iBase text box.

4 Choose Import.

If the categories already exist in the current iBase, InfoCentral will ask you if you wish to skip the category.

See Also
Create or Select Import Scenario
Edit Object or Connection Information
Exporting iBase Information: The Big Picture
Importing Data into iBase: The Big Picture

B **Hint**

If you wish to stop making connections, or turn the **B** icon back to the regular mouse pointer, click Connect
B on the Toolbar.

Check Import Summary

B   File, Import, Data, Import Scenario, Input File, Split Input Record, Match Import Fields,
OK

Purpose

Use Import: Summary to view or change information about the import scenario you have selected.

Steps

1 Read the information about the import summary, then choose Begin Import.
or
Choose from the following options:

B   **Import Scenario**
Rename the import scenario.

B   **From Record**
Select a record to begin the import from.

B   **Delete Scenario**
Delete the import scenario.   Choosing this option returns you to the Import dialog box where you can create or select another scenario.

B   **Setup**
Select another import file and different options for the scenario.

See Also

Begin Import
Check Import Completion
Create Import File
Create or Select Import Scenario
Exporting iBase Information: The Big Picture
Import Categories
Import Preferences
Importing Data into iBase: The Big Picture
Match Import Fields
Select Import File
Select First Import Receiving Category
Select Second Import Receiving Category

Import Preferences

B   <u>File</u>, <u>Import</u>, <u>Data</u>, <u>Input File</u>, <u>Split Input Record</u>, OK

Purpose
Use Import: Add Preferences to specify several import options.

Steps

1 Specify your preferences, then choose OK.

B   **Consolidate Duplicates**
If duplicate information is detected during the import, this option combines the object information fields and creates one object.

B   **Capitalize First Letters**
Capitalizes the first letter of each word in an object's name when you add or import an object.

B   **Predict Gender**
Predicts whether the object (of person type) is male or female in the person field.

B   **Predict Formal Name**
Suggests an equivalent formal name (for names such as Bob, Mike, and Joe) and inserts it in First Name field.

B   **Predict Informal Name**
Suggests a common nickname for names such as Robert, Michael, and Joseph and inserts it in the Dear field.

B   **Generate Default Titles**
Predicts the appropriate title (such as Mr., Mrs., and Miss) for person type objects.   You can change the default titles.

See Also
<u>Add New Object</u>
<u>Add Preferences</u>
<u>Begin Import</u>
<u>Check Import Summary</u>
<u>Check Import Completion</u>
<u>Create Import File</u>
<u>Create or Select Import Scenario</u>
<u>Edit Object or Connection Information</u>
<u>Exporting iBase Information: The Big Picture</u>
<u>Import Categories</u>
<u>Importing Data into iBase: The Big Picture</u>
<u>Match Import Fields</u>
<u>Name New Object</u>
<u>Select Import File</u>

Select First Import Receiving Category
Select Second Import Receiving Category

Select Default Import or Export Connection

B   New Import Scenario or New Export Scenario, Split Input Record or Include Connected Category, OK

Purpose

Use Export or Import: Default Connection to specify the one-way or two-way connection description that connects the two categories that you are importing or exporting. **B**

Steps

1 Select the connection that describes the relationship between the objects you are importing or exporting. **B**
or
Select All Connections to import or export objects in the two categories that are connected by any connection description.

If you make a mistake, or change your mind, choose Backup to return to the Import: Receiving Category or Export: Category dialog boxes.

2 Choose OK.

See Also

Create or Select Export Scenario
Create or Select Import Scenario
Exporting iBase Information: The Big Picture
Import Categories
Importing Data into iBase: The Big Picture
Select Export Category
Select Export Connected Category
Select Export Fields
Select First Import Receiving Category
Select Second Import Receiving Category

Select First Import Receiving Category

B   File, Import, Data, Input File, OK

Purpose

Use Import: Receiving Category to select the categories into which you will import the record data from your import file.

Steps

1 Select the category you wish field data to be converted to during the import, then choose OK.
or
If you wish one piece of field data to be connected to another piece of data (for example, a person and a company), select Split Each Input Record, then choose OK.
Example

See Also

Begin Import
Check Import Summary
Check Import Completion
Create Import File
Create or Select Import Scenario
Exporting iBase Information: The Big Picture
Import Categories
Import Preferences
Importing Data into iBase: The Big Picture
Match Import Fields
Select Import File
Select Second Import Receiving Category

Select Second Import Receiving Category

[B]   New Import Scenario, Input File, Select First Import Receiving Category, Split Input Record, OK

Purpose

Use Import: Second Receiving Category to select a category for import record data that you plan to connect to the category that you selected on the Import: Receiving Category dialog box.

Steps

1 Select the category you wish the second object imported into from the Second Category to Receive Data list box, then choose OK.

See Also

Begin Import
Check Import Summary
Check Import Completion
Create Import File
Create or Select Import Scenario
Exporting iBase Information: The Big Picture
Import Preferences
Importing Data into iBase: The Big Picture
Match Import Fields
Select Import File

B

Check your database or spreadsheet documentation for information about exporting records in the required format.

Importing Data into iBase: The Big Picture

Purpose

Use Import Data to import data from an exported database or spreadsheet file.   You can import data from many popular database and spreadsheet applications.   The data you import is translated into <u>objects</u> and <u>connections</u>.

The following tasks illustrate the process of a first time import.

Create Import File

[B]

Create Import Scenario

[B]

Select Import File

[B]

Select First Category

[B]

Select Second Category

[B]

Select Default Connection

[B]

Set Import Preferences

[B]

Match Import Fields

[B]

Check Import Summary

[B]

Begin Import

[B]

Check Import Completion

Connect Events and Tasks

🅱   <u>Object Information</u>, Connection Field

🅱   <u>Select Object</u>, <u>Object</u>, <u>Information</u>, Connection Field

Purpose
Use In Connection With to connect events and tasks from your Calendar to other objects in your iBase.   <u>Example</u>

Steps

1 Right-click an event or task object, then choose Information. 🅱

2 Click 🅱 for Participants, Location, or Delegated To.

3 Choose a letter to list objects of the specified type beginning with that letter.
or
Choose All to list all objects of the specified type.

You can select the Last, First <u>check box</u> to list people according to last name first.

4 Select the object you wish to connect, then click 🅱 to move it to the list box on the left.

You can select an object in the left list box, then click 🅱 to move it back.

5 Describe how the objects you are including as participants, delegating to, or using a location are connected to the event or task.

6 Add Connection Information as necessary.

7 Choose from the following options:

🅱   **Connection Info**
View connection information for the selected object.

🅱   **New Object**
Add a new object if the object you wish is not listed.

🅱   **Object Info**
Change Object Information for the selected object.

See Also
<u>Today's Schedule</u>
<u>Alphabetic Index</u>

Create Related File: Personalise Applications

B   Right-Click Object, Create Related File

Purpose
　　Use InfoCentral Personaliser to select the applications that you wish to use to create related files (that is, files that you can connect to objects).　You can choose word processor, spreadsheet, and graphics applications the first time you use Create Related Files.　Should you change applications later, use Create or Edit Related File Type to re-select your applications.

Steps

　1 Select an object, click Related **B** on the Toolbar, then choose OK.

　2 Select the word processor, spreadsheet, and graphics programs you plan to use while creating related files.

See Also
　　Creating Related Files: The Big Picture
　　Watch quick tour of Creating Related Files

Using InfoScan

B   <u>File</u>, <u>Import</u>, InfoScan

Purpose
Use InfoScan to convert the address block information in your documents into <u>object</u> and <u>connection information</u> in the currently opened iBase.   For example, if you have many letters on your hard drive that contain names, organisations, addresses, and phone numbers, you can transfer this information into InfoCentral without re-entering it.

B   For InfoScan to work properly, you must verify that the address blocks that you intend to convert are in the proper format, which is explained below.

Steps
To check proper address block format,
1 Make sure that the address blocks in each document you intend to scan are among the first 100 lines of text in that document.

2 Each line of your address blocks must be one of the following 7 types:

Name
Organisation
Address type #1 (Street Address)
Address type #2 (City and/or State)
Phone number
Postcode
Nonaddress (for example, "Apartment #25")

3 The address block must have no fewer than three lines and no more than six lines. Each line must be separated by a single hard return.

4 The first line of the address block must be one of the types listed in step 2 above except the non-address type.
or
A hard return must immediately precede the first line of the address block.

5 A line type can only be used once in an address block. For example, you cannot have two organisation lines or two phone number lines.

The following compares those address blocks that InfoScan recognizes, and those it doesn't.

B   **Not Recognized**
Marc Sabatini
Sales Division
Atlantic Metals, Inc.
5678 State Street
Mail Stop 222
Icecube, Alaska 87412

B   **Recognized**

Marc Sabatini
Atlantic Metals, Inc.
(907) 555-1000
5678 State Street
Icecube, Alaska 87412

B   **Not Recognized**

Cindy Rafael
CEO
ACME Heaters
(907) 555-2000
1234 Main Street
Icecube,
Alaska 87214

B   **Recognized**

Cindy Rafael
ACME Heaters
1234 Main Street
Icecube, Alaska 87214

Steps

To use InfoScan,

1 Choose Import from the File menu, then choose InfoScan.

2 Type the location of the documents you wish to scan.

3 Select the filename extensions of those files that you wish to exclude from scanning, then choose OK.

InfoScan scans your documents and places address block information in the INFOSCAN.CSV file.   Commas are used to separate each line, and a hard return is placed at the end of the address block.   If no address blocks are recognized, then the INFOSCAN.CSV file is deleted.

See Also

Exporting iBase Information: The Big Picture
Import Categories
Importing Data into iBase: The Big Picture

Launch a Program

B   Menu or Menu Bar Item, Customise Menu Hot Key (F12), Properties of This Menu Selection, Launch a Program

Purpose

Use Launch a Program to specify an application you would like to start from a menu or menu bar item.

Steps

1 Highlight a menu or menu bar item.

2 Press the Customise Menu Hot Key (F12).

3 Choose Properties of This Menu Selection.

4 Select Launch a Program, then choose OK.

5 In the Command Line text box, type the full pathname of the command you wish to launch, then choose OK.

See Also

Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Load Menu System

list
All objects displayed on a view.

Example

If you specified "Atlantic Metals" on the Add New Object dialog and chose Organisation, you can use this dialog box to categorize the object as a Company, Account, or Corporation.

Listing Objects: The Big Picture

Purpose
The InfoCentral Find features can also be used to list objects the Outline View.

Choose from the following options for more information.

B   **List with FastFind**
How to quickly and easily create a list of existing objects with similar characteristics.

B   **List by Example**
How to create a list when you wish to list objects within the same category and with similar properties.

B   **List by Connection**
How to find all objects with a similar connection, such as all client/accounting firm connections.

B   **List All Categories**
How to create a list of most or all of the objects in your iBase or in a certain category. You can then expand the categories to list objects.

B   **List All Drives**
How to list all drives on your computer.   This list can be expanded to display subdirectories and files.

B   **List with Alphabetic Index**
How to list objects alphabetically of a particular category.

B   **List Today's Schedule**
How to list the Calendar View schedule in the Outline View.

See Also
Watch quick tour of Organizing Objects

Lookup Area Codes

B   Tools, Lookup, Area Codes

Purpose
Use Lookup Area Codes to find area codes for locations around the world.   If multiple area codes are used within a country or state, area codes for specific regions and cities are also listed.

Steps

1 Choose Lookup from the Tools menu, then choose Area Codes.

2 Type the country code, then the area code you wish to find.   The code for North America is 1.
or
Scroll to the desired area code.

If your modem is set up correctly, you can choose Dial Directory Information to dial directory assistance for the highlighted area code.

3 Choose OK.

See Also
Lookup Countries
Lookup States
Modem Preferences
Telephone People and Organisations

Lookup Countries

B   <u>Tools</u>, Lookup, Countries

Purpose
Use Lookup Countries to find area codes and time zone information for nations around the world.   If multiple area codes are used within a country, area codes for regions and cities are also listed.

Steps

1 Choose Lookup from the Tools menu, then choose Countries.

2 Type the name of the country you wish to find.
or
Scroll to the desired country, region, or city.

3 Choose OK.

See Also
<u>Address Book</u>
<u>Lookup States</u>
<u>Lookup Area Codes</u>
<u>Telephone People and Organisations</u>

Lookup States

B   <u>Tools</u>, Lookup, States

Purpose

Use Lookup States to find area codes and time zones for the 50 states.   Canadian provinces and U.S. territories are not included.   If multiple area codes are used within a state, area codes for specific cities are also listed.

Steps

1 Choose Lookup from the Tools menu, then choose States.

2 Type the abbreviation for the state you wish to find.
or
Scroll to the desired state or city.

If your modem is set up correctly, you can choose Dial Directory Information to dial directory assistance for the highlighted state.

3 Choose OK.

See Also

<u>Modem Preferences</u>
<u>Telephone People and Organisations</u>

memo
Text attached to an object (not to be confused with a <u>related file</u>).

Create or Edit Memo Field

B   Object Information, Setup Field, Add New Field, Memo, OK

B   Object Information, Memo Field, Setup Field, Field Properties, Memo, OK

Purpose
Use Memo Field fields when you need to type a lot of notes about an object.   For example, you can set up a "Directions" Memo field under an address field that explains how to find a particular address.

Steps

1 Right-click any object in the Outline or Calendar View.

2 Right-click the field above the location where you wish to add a Memo field, then choose Add New Field.

3 Choose Memo, type a name for the field, then choose OK.

4 Specify a size for the memo editing window.

5 Choose from the following options:
Write Contextual Help
Write Contextual Hint
Field Initial Value Calculation
Field Template Format

See Also
Attach Memo
Customizing Fields: The Big Picture

Customise Menu Bar

[B]   Menu Bar Item, Customise Menu Hot Key (F12), Properties of this Menu Selection

Purpose

Use Menu Selection Properties to add, edit, move, or delete a menu bar item.

[B]   Before you customise your menu, you should copy all files in your local InfoCentral directory with a .MNW extension to another directory for safe keeping.   This will let you restore the default menu settings.

Steps

1 Highlight a menu bar item by pressing the Alt key, then using the arrow keys to move along the menu bar.

2 Press the Customise Menu Hot Key (F12).

3 If you wish to rename the menu item, type a name in the Selection text box.

4 Choose from the following options:
Write Contextual Hint
Perform a Built-in Command
Sprout New Menu
Launch a Program

5 Choose from the following options:

[B]   **Move Selection**
Move the menu you highlighted to the Right or Left on the menu bar.

[B]   **Add New Selection**
Add a new menu bar item to the right or left of the currently highlighted menu bar item.

[B]   **Delete Menu Selection**
Delete menu bar item you highlighted.

[B]   **Paste Selection**
Undelete the last menu bar item you deleted.

[B]   **Properties**
Edit the currently highlighted menu bar item.

See Also
Customise Menu Hot Key
Customise Menu
Load Menu System

Customise Menu

B   Menu Item, Customise Menu Hot Key (F12), Properties of this Menu Selection

Purpose

Use Menu Selection Properties to customise a menu item (for example, Clear View is a menu item on the List menu).

B   Before you customise your menu, you should copy all files in your local InfoCentral directory with a .MNW extension to another directory for save keeping.   This will let you restore the default menu settings.

Steps

1 Highlight a menu item.

2 Press the Customise Menu Hot Key (F12).

3 Choose from the following options:

B   **Properties**
Edit the currently highlighted menu item.

B   **Add New Selection**
Add a new menu item above or below the currently highlighted menu item.

B   **Move Selection**
Move the menu you highlighted up or down on the menu.

B   **Delete Selection**
Delete menu item you highlighted.

B   **Paste Selection**
Undelete the last menu bar item you deleted.

B   **Delete Ruled Separator**
Remove the lines that appear above or below a menu item.

4 If you wish to rename the menu item, type a name in the Selection text box.

5 Choose from the following options:
Assign Accelerator Key
Write Contextual Hint
Perform a Built-in Command
Sprout New Menu
Launch a Program

See Also
Customise Menu Bar

Customise Menu Hot Key
Delete Adjacent Ruled Separator
Load Menu System

Searching Numeric Fields

Purpose

Numeric fields include Currency, Date, Fax Line, Modem Line, Telephone, and Time fields. You can use relational and logical operators to search for objects with specific information in such fields.

[B]   You cannot use Parentheses to group parts of the search string.   You also cannot use the asterisk wildcard character for Numeric field searches.

Steps

1 Choose Find-By-Example from the Find menu.

2 Select a category, then choose OK.

3 Choose from the following options, then choose OK:
Date Range Search Examples
Using Logical Operators
Using Logical and Relational Operators
Using Relational Operators

Modem Preferences

B	<u>Edit</u>, <u>Preferences</u>, Modem
B	<u>Telephone</u>, <u>Preferences</u>, Modem Preferences

Purpose

Use Modem Preferences to choose the modem type, port, baud rate, dialing method, and dialing speed for your modem.

Steps

1 Choose Preferences from the Edit menu, then choose Modem.

2 Specify the settings you wish for your modem.

3 Choose OK.

See Also

<u>Telephone People and Organisations</u>
<u>Create or Edit Telephone or Modem or Fax Line Field</u>
<u>Edit Object Information</u>

Modifying Lists of Objects: The Big Picture

Purpose

You can display a list of objects in many different ways.

Choose from the following options for more information.

[B]   **Expand Connections**
How to display an object's subordinate objects and related files.

[B]   **Collapse Connections**
How to close an object's lowest subordinate objects or related files.

[B]   **Clear Objects**
How to clear one line of objects, all objects, or from a particular object to the end of the list.

[B]   **Hoist an Object**
How to focus on one specific object by moving it to the top of a list and clearing all other objects from the Outline View.

[B]   **Delete an Object**
How to delete an object from your iBase (as opposed to clear it from the view).

[B]   **Undelete an Object**
How to select from the last several objects you have deleted, then restore them.

[B]   **Promote an Object**
How to move an object at a lower level in the object list to the next available slot at the highest level.

[B]   **Flatten Object Outline**
How to view all objects as main level objects, without connection descriptions.

[B]   **Move Objects in List**
How to move the selected object to another location in the list.

[B]   **Save List to Tab**
How to save a displayed list of objects to a tab (other than the InfoPad tab).

See Also
Watch quick tour of Organizing Objects

Move Object To

[B]   List, Move Item To

Purpose

Use Move Item To to move the selected object to another location in the list.

[B]   File, Drive, File Mask, and Date objects cannot be moved.

Steps

1 Select an object in the current iBase.

2 Choose Move Item To from the List menu, then choose from the following options:

[B]   **Beginning**
Move objects to the top of the list.

[B]   **End of List**
Move objects to the bottom of the list.

[B]   **Next Line**
Move objects to the next available first level line in the list.

[B]   **Previous Line**
Move objects to the previous first level line in the list.

See Also
Go To
Keystrokes
Watch quick tour of Organizing Objects

TravelCentral

This iBase contains information on hotels, airlines, convention centres, restaurants, car rental agencies, and more for cities around the world.   The information is focused on business travel, rather than tourist information.

Non-Compatible Modem Preferences

[B]   Edit, Preferences, Modem Preferences, Non-Compatible, OK

[B]   Telephone, Preferences, Modem Preferences, Non-Compatible, OK

Purpose
If you do not have a Hayes-compatible modem, use Non-Compatible Modem Preferences to customise InfoCentral so it will work with your modem.

Even though you may have a Hayes-compatible modem, you can use Non-Compatible Modem Preferences to gain more control over your modem, or to meet special requirements.

Steps

1 Choose Preferences from the Edit menu, then choose Modem.

2 Select Non-Compatible, then choose OK.

3 Make the settings for your modem, then choose OK.

See Also
Modem Preferences

[B] Your Modem Documentation

Create or Edit Number or Currency Field

B   Object Information, Setup Field, Add New Field, Number or Currency, OK

B   Object Information, Time Field, Setup Field, Field Properties, Number or Currency, OK

Purpose
Use Number or Currency fields to include numeric values or currencies in an Object or Connection Information dialog box.   For example, suppose you wish to note your employees' annual salaries.   You could set up a "Salary" field that displayed a value with the currency symbol.   You can set the format of numbers, and use several types of currency symbols.

B   Changes you make to the currency symbol and format in the Windows International Control Panel are not included in a Currency field's Template Format.   Such changes must be made directly in the Currency field itself.

Steps

1 Right-click any object in the Outline or Calendar View.

2 Right-click the field above the location where you wish to add a Number or Currency field, then choose Add New Field.

3 Choose Number or Currency, type a name for the field, then choose OK.

4 Choose from the following options:
Write Contextual Help
Write Contextual Hint
Field Entry Options
Field Initial Value Calculation
Field Template Format
Field Range

See Also
Customizing Fields: The Big Picture

object

A piece of information that has a name and can be related to other things.   Specific people, organisations, events, tasks, and places can all be objects.

Edit Object or Connection Information

[B]   Right-Click Object, Information

[B]   Right-Click Connection, Information

Purpose

Use Object Information or Connection Information to add information about an object or connection.   You can also create, edit, or delete information fields, print field information, and change categories.   Later, when you wish to find information, you can search for information in specific fields using the Find By Example options.

[B]   Exercise caution while creating, editing, or deleting fields or changing categories.   Changes made to one object will affect all other objects in the same category.   Before you change a field, consider the other objects that may use the field.

Steps

1 Highlight an object or connection description, then click [i] on the Toolbar.

2 Type information you wish in the fields. [B]

Use the scroll bar on the right of the dialog box (if available) to view more information fields.

3 Choose from the following options, then choose OK:
Attach Memo
Calendar Tool
Find-By-Example
In Connection With
Print Object Information
Select Category
Create or Edit Field
Zoom or Unzoom

Searching Selectable Fields

Purpose
Because selectable fields include check box and radio button fields, no variables or operators are used.   Instead, you simply select the check box or radio buttons and InfoCentral finds all objects with those that are selected.

Choose from the following from the following for more information.

B   **Radio Button Searches**
If you wish to search for all your priority 2 tasks, you would select priority 2 in the Find-By-Example: Enter Criteria dialog box.   If you wish to find all task objects regardless of priority, select the ALL radio button.

B   **Check box Searches**
Suppose you wish to search for all appointments that have alarms set.   Simply select the alarm check box of those appointment objects you wish to search for in the Find-By-Example: Enter Criteria dialog box.

See Also
Searching Numeric Fields
Searching Text Fields

Logical Operators

Purpose
The following logical operators can be used in either Text or Numeric type fields.   You can use three kinds of logical operators.   Note that you can use logical operators with the asterisk wildcard character:

B   **AND**

Used if both sides of the statement is true.   For example, the statement "J* AND *n" in a First Name field would find all persons with the first name John, Joan, Johann, JoAnn, Jason, Jordan, and so on.

B   **OR**

Used if either side of the statement is true.   For example, the statement "J* OR K*" in a Last Name field would find all persons with last names that begin with either J (Jameson, Johnson, Jones, or Jerzinski) or K (Keith, Kray, Kirk, Knudsen, or Kwong).

B   **NOT**

Used if only one side of the statement is true.   For example, the statement "J* NOT *n" in a First Name field would find all persons with first names that begin with J and do not end with N (Jake, Jack, Jose, Janet, Jesse, Jessica, and Jane, but not John, Joan, JoAnn, or Jordan).

See Also
Date Range Search Examples
Searching Numeric Fields
Searching Selectable Fields
Searching Text Fields
Using Logical Operators
Using Logical and Relational Operators
Using Relational Operators

Paste Special

B   Select Object, Edit, Paste Special

Purpose
Use Paste Special to describe the OLE 2.0 compatible object that you wish to connect to an object in your iBase.   You can embed the object, or you can create a paste link.

Steps

1 Minimize InfoCentral and start an OLE 2.0 compatible application.

2 Create the document, graphic, or other file as you normally would.

3 Copy the file to the Windows Clipboard, then exit the application.

4 Maximize InfoCentral, select an object, then choose Paste Special from the Edit menu.

5 Type a description in the Description text box.

6 Select Paste (Embed) or Paste (Link), then choose OK.

   Note that OLE objects have a **B** icon next to them.

See Also
Connect Multiple Object
Connect Object
Create Related File

Open File

[B]   <u>File</u>, <u>File Properties</u>, Open

Purpose

Use Open File to open a file object listed in the <u>Outline View</u>.   If you open a data file, the Windows application it is associated with will open and retrieve the file.   If the file is an executable (for example, .EXE, .COM, .BAT), the file will execute.

Steps

1 Right-click a file object.

2 Choose Open.

Paste

B   <u>Edit</u>, Paste

Purpose

Use Paste to retrieve the contents of the Windows Clipboard.   For example, you can cut an object in one tab, select another tab, and paste the object.

Steps

1 Place the insertion point where you wish to paste the information.

2 Click [icon] on the Toolbar.

See Also

<u>Copy to Clipboard</u>
<u>Cut</u>
<u>Paste Special</u>

Perform a Built-In Command

B   Menu or Menu Bar Item, Customise Menu Hot Key (F12), Properties of this Menu Selection, Perform Built-in Command

Purpose
Use Perform a Built-in Command to link a menu or menu bar item with one of InfoCentral's many internal commands.

Steps

1 Highlight a menu or menu bar item, then press the Customise Menu Hot Key (F12).

2 Choose Properties of this Menu Selection.
or
Choose Add New Selection Above or Below.

3 Select Perform a Built-in Command, then choose OK.

4 Type the first few letters of the command.
or
Select a command from the list box, then choose OK.

Note that descriptions for the commands appear at the bottom of the dialog box as you scroll through the list.

See Also
Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Sprout New Menu
Launch a Program
Load Menu System

Relational Operators

Purpose

Use relational operators for general searches.   While the best use of relational operators is for Numeric fields like Currency, Date, and Time, you can also use them for some Text field searches.   The following is a list of all the relational operators with examples of each.

B   Relational operators should be followed by a variable or string that is surrounded by quotes, for example ="7/9/95".   You cannot combine relational operators with the asterisk (*) wildcard.

B   **=**
Finds all objects with field information equal to the string or variable.   For example, ="7/9/95" in a date search field finds objects with 7/9/95 in that date field; ="" finds all objects that do not contain information in the field.   This operator is also ideal for finding Fax, Modem, or Telephone fields that contain no number.

B   **>**
Finds all objects with field information greater than the string or variable.   For example, >"7/9/95" finds all objects with dates after but not including 7/9/95 in that date field; >1 in any text box finds any object that contains any information in that field.   This operator is ideal if you wish to find Fax, Modem, or Telephone fields that contain a number.

B   **<**
Finds all objects with field information that is less than the string or variable.   For example, <"7/9/95" finds all objects with dates before but not including 7/9/95 in that date field.

B   **<=**
Finds all objects with field information that is less than or equal to the string or variable. For example, <="7/9/95" finds all objects with dates before and including 7/9/95 in that date field.

B   **>=**
Finds all objects with field information that is greater than or equal to the string or variable.   For example, >="7/9/95" finds all objects with dates after and including 7/9/95 in that date field.

B   **><**
Finds all objects with fields not equal to the string or variable.   For example, ><"smith" in a name search field finds all people not of the name "Smith"; ><"" in a search field finds all objects that contain something in that field.   This operator is also ideal for finding Fax, Modem, or Telephone fields.

See Also
Logical Operators
Logical with Relational Operators

Previous Tab

B　　　<u>View</u>, Previous Tab

Purpose
Use Previous Tab to go to the last tab that was displayed.

Steps

1 Choose Previous Tab from the View menu.

See Also
<u>Previous View</u>
<u>Tab Index</u>

Print Address Book

B   File, Print, Address Book

Purpose
InfoCentral keeps track of all the addresses you enter when you add objects.   Use Print Address Book to print out a list of these addresses.   You can specify which information you wish to print from the address book.

Steps

1 Choose Print from the File menu, then choose Address Book.

2 Type the number of copies you wish in the Copies text box.

3 Choose from the following options, then choose Print:

B   **Print**
List people alphabetically.

B   **Organisations**
List organisations alphabetically.

B   **Persons & Organisations**
Include both people and organisations in the alphabetical list.

B   **Connected Persons**
Print a list of connected people beneath each person or organisation in the list.

B   **Connected Organisations**
Print a list of connected organisations beneath each person or organisation in the list.

B   **Former/Future Connections**
Show connections that are no longer or not yet valid.

B   **Entire iBase**
Include all objects in the iBase in the printed address book.

B   **Current Tab (As Listed)**
Print only those people or organisations listed on the current tab, in the order shown.

B   **Current Tab (Sorted)**
Print only those people or organisations listed on the current tab, in alphabetical order.

B   **Those Telephoned in Last X Months**
Print only those people or organisations who have a telephone call event connected to them that falls within the specified time.

B   **Those with Field X**

Print only those people or organisations whose information dialog boxes contain a specific field name.

B   **Set to X**

Print only those people or organisations whose information dialog boxes contain this text in the specific field named above.

See Also

Print Address Book (Options)

Print Margins (Options)

Setup Printer

Restore Default Print Options

Right-Click Method

Purpose
Use the right-click method throughout InfoCentral to access QuickMenus, and to edit
objects, categories, connections, fields, and tabs.

Steps

1 Move the mouse pointer to an object, field, or connection.

2 Click the right mouse button.
or
If you have set up your mouse for left-handed use, click the left mouse button.

See Also
Select Object

Print Current Tab

[B]   <u>File</u>, <u>Print</u>, Current Tab

Purpose
Use Print Current Tab to print objects displayed on the current tab.

Steps

1 Click [icon] on the Toolbar.

2 Type the number of copies you wish in the Copies text box.

3 Choose Print.

See Also
<u>Print Current Tab (Options)</u>
<u>Print Margins (Options)</u>
<u>Setup Printer</u>
<u>Restore Default Print Options</u>

WineCentral

This iBase contains information on fine wines of the world.   Organised by growing region, the information includes vineyards, wineries, labels, price ranges, classifications, and festivals.

Example
You can type hints such as "Include the Territory Code" or "Enter Driver's Licence Nbr if no SS Nbr".   For a menu item Help prompt, type something such as "Starts My Favorite Windows Application".

Example
Suppose you are going to add objects that have the same values in a field (for example, a group of objects that have the same state or country information).   When you begin to add a group of such objects, change the value on the first new object and it will be reused for each subsequent new object until you change the value again.

Print Mailing Labels (Options)

B   File, Print, Mailing Labels, Options

Purpose
Use Options from the Print Mailing Labels dialog box to customise how labels print and which object addresses are used.

Steps

1 Choose Print from the File menu, then choose Mailing Labels.

2 Choose Options.

3 Choose from the following options:

B   **Restart From Currently Selected Item**
Start printing labels beginning with the currently selected object.

B   **Skip Labels on First Sheet**
Skip the designated number of labels on the first sheet printed.

B   **Prompt when more than one address is known**
Select an address if more than one address is listed for an object.

B   **Always use home address when available**
Use the address entered in the home address field of an object.   If there is no address in this field, the organisation address or any other available address is used.

B   **Always use organisation address when available**
Use the address entered in the organisation address field of an object.   If there is no address in this field, the home address or any other available address is used.

See Also
Print Mailing Labels
Printing iBase Information: The Big Picture
Setup Printer

Print Mailing Labels

B   <u>File</u>, <u>Print</u>, Mailing Labels

Purpose

Use Print Mailing Labels to print labels for all <u>objects</u> with <u>expanded connections</u> in the current <u>Outline View</u>.   Unexpanded objects are not printed.

Steps

1 Choose Print from the File menu, then choose Mailing Labels.

2 Select the type of label you are using from the Type of Label list box.

3 Choose Test Print if you wish to see where the labels will print on the page. **B**

4 Choose Print All Pages to print an address label for each object on the current tab.

   If an object doesn't have an address, a label is printed with only the name of the object.

See Also

<u>Edit Object Information</u>
<u>Print Address Book</u>
<u>Print Calendar</u>
<u>Print Current Tab</u>
<u>Print Mailing Labels (Options)</u>
<u>Print Object Information</u>
<u>Printing iBase Information: The Big Picture</u>
<u>Setup Printer</u>

Print Object Information

B   <u>File</u>, <u>Print</u>, Object Info

B   <u>Object Information</u>, Print

Purpose
Use Print Object Information to print the information for a selected <u>object</u>, for all objects in the <u>Outline View</u>, or for all objects in the <u>iBase</u>.

Steps

1 Choose Print from the File menu, then choose Object Info.

2 If you wish more than one copy, type the number of copies you wish in the Copies text box.

3 Choose from the following options, then choose Print:

B   **Current Item**
Print the Object Information dialog box for the selected item.

B   **Current Tab (As Listed)**
Print the Object Information dialog box for each object listed on the current tab.

B   **Current Tab (Sorted)**
Print the Object Information dialog box for each object listed on the current tab, in alphabetical order.

B   **Entire iBase**
Print the Object Information dialog box for each object in the current iBase.

B   **Those with Field Set To**
Print only those Object Information dialog boxes with specific information. <u>Example</u>

See Also
<u>Edit Object Information</u>
<u>Print Address Book</u>
<u>Print Calendar</u>
<u>Print Current Tab</u>
<u>Print Mailing Labels</u>
<u>Print Margins (Options)</u>
<u>Print Object Information (Options)</u>
<u>Printing iBase Information: The Big Picture</u>
<u>Restore Default Print Options</u>

Print Object Information (Options)

[B]   File, Print, Object Info, Options

[B]   Object Information, Print, Options

Purpose
You can change object information printing options to customise the way the printed property forms appear.

Steps

1 Choose Print from the File menu, then choose Object Information.

2 Choose Options.

3 Choose from the following options:

[B]   **Layout Size**
Specify the size of the printout.   The sizes indicate the relative size of the printout, not the paper size.

[B]   **Include**
Specify whether to include a cover page, fields that are empty, and any memos attached to the property dialog box.

[B]   **Print Odd/Even**

Print only odd, only even, or both odd and even pages. [B]

[B]   **Options**
Specify whether to print each Object Information dialog on a new page and whether to alternate headings on left and right margins.

See Also
Edit Object Information
Print Object Information
Print Margins (Options)
Printing iBase Information: The Big Picture
Restore Default Print Options
Setup Printer

Restore Default Print Options

B　　<u>File</u>, <u>Print</u>, <u>Address Book</u>; <u>Calendar</u>; <u>Current Tab</u>; or <u>Object Info</u>, Restore

Purpose
Use the Restore option to return to InfoCentral default printing options after making changes.

Steps

1 Choose Print from the File menu, then choose Address Book, Calendar, Current Tab, or Object Information.

2 Choose Restore, then choose OK.

See Also
<u>Print Address Book</u>
<u>Print Address Book (Options)</u>
<u>Print Calendar</u>
<u>Print Calendar (Options)</u>
<u>Print Current Tab</u>
<u>Print Current Tab (Options)</u>
<u>Print Mailing Labels</u>
<u>Print Mailing Labels (Options)</u>
<u>Print Margins (Options)</u>
<u>Print Object Information</u>
<u>Print Object Information (Options)</u>
<u>Printing iBase Information: The Big Picture</u>
<u>Setup Printer</u>

Setup Printer

[B]   <u>File</u>, <u>Print</u>, <u>Address Book</u>; <u>Calendar</u>; <u>Current Tab</u>; <u>Mailing Labels</u>; or <u>Object Info</u>, Select
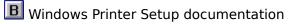
Purpose
Use Print Setup to specify a printer and set printer options.

Steps

1 Choose Select from the Address Book, Calendar, Current Tab, Mailing Labels, or Object Information Print dialog boxes.

2 Choose the options to set up your printer, then choose OK.

See Also
[B] Windows Printer Setup documentation

Printing iBase Information: The Big Picture

Purpose
You can print the information in your iBase in a variety of ways.

Choose from the following options for more information:

B   **Print Address Book**
How to print the names, addresses, and phone numbers of persons, organisations, and their connections.

B   **Print Calendar**
How to specify a range of dates to print; set margins, layout size, and odd and even printing.

B   **Print Current Tab**
How to print the currently displayed tab as it appears and control margins, layout size, and odd and even printing.

B   **Print Mailing Labels**
How to print address blocks from the objects in the current Outline View.   You can choose the type of label you wish to print on (Avery, 3M, and so on) and set other options.

B   **Print Object Information**
How to print the information for a selected object, for all objects in the Outline View, or for all objects in the iBase.

B   **Setup Printer**
How to set up your local or network printer.

Promote to Left

B   Right-Click Object, Promote to Left

Purpose
Use Promote to Left to move an item at a lower level in the object list to the next available slot at the highest level.

Steps

1 Select the object you wish to promote, then choose Promote to Left from the List menu.

See Also
Flatten Outline
Move Object To
Watch quick tour of Organizing Objects

Print Margins (Options)

   File, Print, Address Book; Calendar; Current Tab; Mailing Labels; or Object Info, Margins

Purpose

Use the Print Margins option to set different margins for printed pages.

Steps

1 Choose Print from the File menu, then choose Current Tab, Address Book, or Object Information.

2 Choose Margins.

3 Specify the desired margins in the Left, Right, Top, and Bottom text boxes, then choose OK.

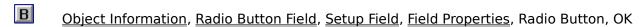Note that margins are set according to the Layout Size.

See Also

Print Address Book (Options)
Print Calendar (Options)
Print Current Tab (Options)
Print Mailing Labels (Options)
Print Object Information (Options)
Restore Default Print Options

radio button

One of a set of buttons found next to options in a dialog box.   Only one radio button in a set can be selected at a time.

Create or Edit Radio Button Field

[B]   Object Information, Setup Field, Add New Field, Radio Button, OK

[B]   Object Information, Radio Button Field, Setup Field, Field Properties, Radio Button, OK

Purpose

Use Radio Button fields to set up a range of choices.   For example, suppose you wish to note how expensive a restaurant is.   You could set up radio buttons for "Expensive," "Moderate," and "Inexpensive."   Only one radio button choice can be selected at a time.

Steps

1 Right-click any object in the Outline or Calendar View.

2 Right-click the field above the location where you wish to add a Radio Button field, then choose Add New Field.

3 Choose Radio Button, type a name for the field, then choose OK.

4 Type descriptions in the Description text boxes for each Choice.

5 If you wish a Choice to be selected as the default, select Default for that radio button.

6 Choose from the following options:
   Write Contextual Help
   Write Contextual Hint
   Field Initial Value Calculation

See Also

Create or Edit Task Priority Radio Button Field
Customizing Fields: The Big Picture

related file

A file, such as a document, letter, graphic, or worksheet, that is connected to one or more objects in an iBase.   Related files are created with applications other than InfoCentral.

Reminder of Remote iBase

[B]   During Startup of Host or Remote iBase

Purpose
Use Reminder to remind you that a copy of the iBase exists and that this is either the host or remote edition.

Steps

1 Read the information, then choose OK.

See Also
Abandon Remote iBase
Check In Remote iBase
Check Out Remote iBase

Example
This is useful when a field is to contain a string of numbers for non-mathsematical purposes. For example, a US Social Security Number (for example, ###-##-####).   If you wish a mathsematical value in the field, you'd need a decimal point and the hyphen would be used to indicate a negative value.

Save iBase

B   <u>File</u>, Save

Purpose
Use Save to save the current <u>iBase</u>.   You should make frequent backups of your iBase.

Steps

1 Click [icon] on the Toolbar.

See Also
<u>Selecting Files and Directories: The Big Picture</u>

Example

For example, suppose you set up an initial value that automatically inserts today's date into the date field of a Meeting object.   The date will remain in the field the next time you view the field.

Find-By-Example: Using the Asterisk Wildcard Character

Purpose

Use the asterisk (*) wildcard to find objects that contain words or word strings that begin or end with specific letters.   For example, if you type **f*** in the First Name field of a person object, InfoCentral would find all people with the first name that begins with F, that is, Frank, Francis, Fergus, Fanny, and so on.

Here are some more examples of wildcard uses:

B   **Finding Words That Begin with Specific Text**

An asterisk at the end of a text string finds all words or word strings that begin with the text string.   For example, **wat*** could find all people named Watson, all organisations named Watts Electronics, or all place/thing object named Water Bill for July, etc.).

B   **Finding Words That End with Specific Text**

An asterisk at the beginning of a text string finds all words or word strings that end with the text.   For example, ***inc** could find all organisations that end in "Inc." such as Inc. and Jordan River Inc., but not Inc. Magazine.

B   **Finding Whole Words**

Asterisks on both sides of a text string find whole words or words that begin with the specified text string.   This is especially useful for Memo fields, where you may be looking for a word within many words.   For example, ***ships*** finds "we were two ships passing in the night" but not "relationship."   Typing ***g*** finds Guy Smily, Greta Sacchi, J. Paul Getty, and Alfred Von Guttenberg, but not Jorge.

See Also

Logical Operators
Relational Operators

Date and Time Functions

Purpose

Use Date and Time Functions to automatically fill in fields with date and time information.
Example 1 Example 2 Example 3

Choose from the following functions for more information:
XDAYS
XDATE$
XSECS
XTIME$

See Also

Create Related File: Standard System Variables
Date and Time Functions
Field Initial Value Calculation
Logical Operators
Logical Operators with Relational Operators
Mathsematical Operators
Miscellaneous System Variables
Relational Operators
String Functions
System Date and Time Variables
Variable Functions

Using Format Template Functions

Purpose
Use a Format Template function to include the Field Format Template as part of the string.
Example

Steps

1 Type the format template function you wish in the Initial Value Calculation text box, then choose OK.

See Also
Field Initial Value Calculation
Field Template Format

drag

To move or connect an object by positioning the pointer on the item you wish, pressing the mouse button, moving the mouse, then releasing the mouse button.

Search External Files (Specify Criteria)

B   <u>Find</u>, Search External Files

Purpose
Use Search External Files or Search Criteria to specify the criteria that will be used to search your hard drive or network for files.

Steps

1 Choose Search External Files from the Find menu.

2 Type the path, filename, and extension parametres in the Show Files Matching text box.
or
Choose Browse to find the files you wish.

3 Choose from the following options, then choose OK.
or
Choose Make Default to make the current settings the default for all subsequent searches, until you change them again.

B   **Text to Search for**
Search for text in files with conditional search parametres. <u>Example</u>

B   **Ignore Case**
List files containing the text of the string in upper case, lower case, and mixed case.

B   **Whole Words Only**
Search for separate words, not text strings that are part of other words.

B   **Last Update Date**
Limit the search to specific dates.

B   **Last Update Time**
Limit the search to specific times.

B   **File Size**
Limits the search to specific file sizes.

B   **Set**
Search for files that have the Read-Only, Archive, System, Hidden attribute.

B   **Not Set**
Search for files that do not have the Read-Only, Archive, System, Hidden attribute.

B   **Either**
Ignore Read-Only, Archive, System, Hidden attributes.

B   **Files to Skip**
Define up to 40 file extensions to skip during the search.

B   **Make Default**
Makes the current settings the default for all searches.

See Also
FastFind
FastFind Files
Find-By-Example
Find By Category
Find-By-Connection
Watch quick tour of Finding Objects

Securing and Cleaning Up My iBase: The Big Picture

Purpose

InfoCentral offers several options to help you secure the data in your iBase, maintain its integrity, and keep informed of overall changes.

Choose from the following options for more information.

B   **Set iBase Passwords**
How to secure your iBase with four different levels of passwords.

B   **Do Housekeeping on iBase**
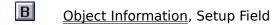How to clean up, optimize, and verify the integrity of your iBase.

B   **View iBase Information**
How to get information about the current iBase.

B   **View System Status**
How to get information about the system status of InfoCentral.

Select Different Field

B   Object Information, Setup Field

B   Connection Information, Setup Field

Purpose
Use Select Different Field to select a field in the Object Information or Connection Information dialog box.

Steps

1 Right-click a field in the Object Information or Connection Information dialog box.
or
Choose Setup Field.

2 Choose Select Different Field.

3 Move the arrow keys to a different field, then press Enter.

See Also
Edit Object Information

Example

You may have a Total Nights field with an initial calculation of:

XDAYS(Leave_Date)XDAYS(Arrive_Date)

As new objects are added, this formula gives the difference, in days, between the two dates.

Select Category

B   <u>Edit</u>, Categories

Purpose
Use Select Category to select the <u>category</u> you wish to edit.   You can also create a new category.

Steps

1 Choose Categories from the Edit menu.

2 Select a category, then choose Setup Category to edit it.
or
Type a new category name in the Select Category text box, then choose New Category.

3 Choose Close.

See Also
<u>Create or Edit Category</u>

Selecting Files and Directories: The Big Picture

Purpose

Use the select file and directory features to browse files and directories, and select files of a particular type.

Choose from the following options for more information.

| B | **Name New iBase** |

How to specify the name a new iBase.

| B | **Open iBase** |

How to open an iBase that has already been created.

| B | **Select Import File** |

How to specify the file you wish to import into your iBase.

| B | **Select Export File** |

How to specify the file to which you wish to export iBase information.

| B | **Browse Files and Directories** |

How to look through your hard drive or network to find the files you need.

Create Related File: Select Field Object

B   Right-click Object, Create Related File, New Type or Setup Type, Setup Related File, Default Text, Field from an Object

Purpose
Use Select Field Object to specify the category and field that you wish to extract information from during the process of creating a related file.   Example

Steps

1 Right-click an object, then choose Create Related File.

2 Choose New Type or Setup Type, then choose Default Text.

3 Choose Field Object.

4 Select a category, select a category field, then choose OK.

See Also
Create Related File: Create or Edit Default Text
Watch quick tour of Creating Related Files

Create Related File: How a File is Created

When you create a related file, InfoCentral switches to the application if it's already running, or launches it if it's not running.   If you have specified any special keystrokes or default text for the related file type, they are sent to the application just as if you were typing them.

InfoCentral creates a name for the new file based on the first two characters of the first two words of the object you are creating a related file for.   For example, if you highlighted Kate Robinson, InfoCentral would start the filename with "KARO."   If you had already created a related file for Karen Robertson, whose files would also start with "KARO," then InfoCentral would use "K2RO" for Kate so her files would start differently than Karen's.   Rather than use random names or sequential numbers for the new files you create, InfoCentral uses this mnemonic scheme to embed a little bit of meaning in the filenames it creates for those times when you're searching subdirectories of DOS outside of InfoCentral.

The four character mnemonic ("KARO" or "K2RO" in the above example) is referred to as the "File Tracking ID" for an object and is stored in the object in a field named File Tracking ID at the bottom of the Object Information dialog box.   If you change the characters in this field for an object, InfoCentral will use these new characters as the first characters of new files created for this object.   Changing this field only changes the mnemonic used for future related files, and does not effect or disturb the names of related files you have already created and connected to an object.

The next four characters of a related file filename are assigned by InfoCentral based upon the date on which the file is created.   If the date is May 20th, 1994, it would add "4520" ("4" for 1994, "5" for the 5th month of the year, and "20" for May 20th) to create a filename like "KARO4520" or "K2RO4520."   The 4 in "4520" stands for 1994, the 5 for May, and the 20 for the 20th of May.   What about the months of October, November, and December?   They're represented as A, B, and C.   For example, November 3rd, 1994 would be "4B03."   Such naming conventions will help you locate files more easily later.

Finally, InfoCentral adds a filename extension to the new filename it's creating based on the settings you have made in the Advanced Options dialog box.   If you're creating a document in WordPerfect 6.1 for Windows, ".WPD" is added, while ".XLS" might be added if you're creating a spreadsheet with Microsoft Excel, or ".SHW" if you're creating a slide show presentation in WordPerfect Presentations.

If you wish to change the default extension that InfoCentral assigns to related files, note that the filename extension used in naming a new file is associated with one particular Windows application.   This is because when files are launched in Windows (and InfoCentral), the application that is called upon to launch the file is determined by this extension.   When you double-click a file named "KARO4415.DOC," Windows launches the file by looking up the file's extension ".DOC" in the [Extensions] section of the WIN.INI Windows control file, which is usually located in your Windows directory.   If the extension ".DOC" is associated there with WordPerfect for Windows, then the file is launched in WordPerfect for Windows. Likewise, if the extension ".DOC" is associated in the WIN.INI file with Word for Windows, then the file is launched in Word for Windows.   Windows allows only one application to be associated with each filename extension in the WIN.INI control file.   In other words, you should keep your filename extensions unique to each Windows application you use.

Select Type of Object

B   Add (Name Then Categorize), Specify Person; Organisation; Place/Thing; or Event

Purpose
Use Select Type of Organisation, Thing, or Event to categorize an object. Example

Steps

1 Click Add **B** on the Toolbar.

2 Choose Person, Organisation, Place/Thing, or Event.

3 Select a category from the list box.
or
Type a new category in the Select text box, then choose New Category to create a new category.
or
Select a category, then choose Setup Category to edit the category.

4 Choose OK.

See Also
Create or Edit Category

Set an Alarm

[B]   <u>Right-Click Event Object</u>, Alarm Status

Purpose
If you have created a meeting or event object, you can set an alarm to remind you of the event or task.

Steps

1 Right-click an event object, such as a meeting.

2 Select the Alarm Notification check boxes for the advanced warning times you wish. You can select more than one advanced warning time.

3 Choose OK.

See Also
<u>Add an Event Object</u>
<u>Add Task Object</u>
<u>Create or Edit Alarm Notification Check Boxes</u>

Setting Preferences: The Big Picture

Purpose

InfoCentral lets you customise just about everything from the way alarms sound to how your menus are structured.

Choose from the following options for more information:

B   **Add Preferences**
How to set options for the way objects are added, including duplication checks, gender prediction, and default titles.

B   **Alarm Preferences**
How to choose the way the alarm sounds.

B   **Calendar Preferences**
How to change the time interval for the Day, Week, and Outline Views.

B   **Connections Preferences**
How to set the way connections are handled as you add objects.

B   **Daylight Saving Time**
How to set Daylight Saving Time, or turn it off.

B   **Display Preferences**
How to change the appearance of the Toolbar, choose the colour for objects and non-objects, turn tabs on or off, and set Zoom settings.

B   **Customise Menu Hot Key**
How to choose the key you wish to use for customizing menus.

B   **FastFind Preferences**
How to set messages and sounds that will help you find objects.

B   **Load Menu System**
How to specify a file that contains your own customised menu structure.

B   **Modem Preferences**
How to make settings for your modem, even if it is not Hayes-compatible.

B   **Name Preferences**
How to set the way names are handled while you add them.

B   **Telephone Preferences**
How to specify settings such as country codes, area codes, prefixes, suffixes, and internal PBX numbers.

B   <u>**Viewing Date Preferences**</u>

How to view your iBase as if you were looking at it in the past or future.

Edit File Mask Properties

[B]   <u>FastFind Files</u>, Drive Letter *.*, Find Files, Object, Information

Purpose
When you display drive letters (for example, O:*.*) in the <u>Outline View</u> you may not know what the drive contains.   To make drive letters more meaningful, use File Mask Properties to attach a description to the drive file mask.   For example, if a drive contains all of your company's reports, and it is mapped to W:*.*, type **Company Reports** in the Edit File Mask Properties dialog box.   Descriptions appear with the drive letter in the Outline View.

Steps

1 Right-click a drive letter that has the *.* wildcard characters.

2 Choose Information.

3 Type a short description for the drive letter, then choose OK.

See Also
<u>Describe Related File</u>
<u>Edit File Information</u>
<u>Edit Object Information</u>
<u>FastFind</u>

Add an Event Object

 Calendar, Add, Event or Meeting, OK

Purpose
Use Add to schedule or add an event type object (for example, a meeting) to your Calendar View or to Today's Schedule.

Steps
To add an event to the Calendar View,

1 Choose View Calendar from the View menu, then click Day or Week .

2 Double-click the time you wish to schedule an event.

3 Select the event category you wish, then choose OK.

4 Specify information about the event, then choose OK.

To add an event to Today's Schedule,
1 Double-click the time you wish to schedule an event.

2 Select the event category you wish.

3 Specify information about the event, then choose OK.

See Also
Add Task Object
Connect Events and Tasks
Create or Edit Alarm Nofification Check Boxes
Create or Edit Category
Set an Alarm
Today's Schedule

WordPerfect Main Street Products

Purpose

WordPerfect Main Street products offer exciting ways to help you be more productive at home, school, and at the office.

Choose from the following options for more information.

WordPerfect Works
LetterPerfect
ExpressFax
Grammatik
Kap'n Karaoke
Random House Webster's School and Office Dictionary
WordPerfect Clip Art Premium Collection
WordPerfect Clip Art for the Office
WordPerfect Clip Art for Home
WordPerfect Clip Art for Kids
Wallobee Jack

WordPerfect Works

The easiest way to write, budget, file, draw, and paint: A complete small office suite, WordPerfect Works includes word processor, spreadsheet, database, communications, and graphics applications.   Available for Macintosh, Windows, and DOS.

LetterPerfect

Big WordPerfect features in a small package: A slimmed and simplified word processor application, LetterPerfect is just right for students, people with limited space on their hard disk, and those with light document creation needs.   Available for Macintosh and DOS.

ExpressFax

The easiest way to send and receive fax and data: A complete communications application, ExpressFax+ lets you access online services as well as turning your computer into a fax machine.   The correct modem hardware is, of course, required. Available for Macintosh and Windows.

Grammatik
The easiest way to improve your writing: A sophisticated grammar checker, Grammatik can be adapted to give you specific advice for different writing styles like business letters, memos, and so on.   Available for Macintosh, Windows, and DOS.

Random House Webster's School and Office Dictionary
Quick and easy definitions: A complete online version of the dictionary, this product also lets you look up words by their definition.   It even helps you with spelling.   Available for Macintosh and Windows.

WordPerfect Clip Art Premium Collection
The easiest way to draw attention: The Premium Collection has over 4,000 brilliant images on CDROM.   The pictures can be used with any application that accepts graphics.   Available on CDROM for Macintosh and Windows.

WordPerfect Clip Art for the Office
The best way to improve your business image: This package has hundreds of images for business use.   The pictures can be used with any application that accepts graphics. Available for Macintosh and Windows.

WordPerfect Clip Art for Home
Add pizazz to birthday cards, invitations, and more: This package has hundreds of images for home use.   The pictures can be used with any application that accepts graphics. Available for Macintosh and Windows.

WordPerfect Clip Art for Kids
Big help for the small artist: This package has hundreds of delightful images designed for children.   The pictures can be used with any application that accepts graphics.   Available for Macintosh and Windows.

Wallobee Jack
Interactive cartoon adventures: A world of adventure for the whole family on a CDROM. Wallobee Jack titles like "The Bingi Burra Stone" and "The Thai Sun Adventure" are a great way to introduce children to a computer.   Available on CDROM for Macintosh and Windows.

Kap'n Karaoke

Sing along to your favorite tunes: An easy interface and exciting sound effects make this product exciting fun for all ages.   Plays all general MIDI files.   Available for Macintosh and Windows.

Add Task Object

[B]   Calendar, Add, Task, OK

Purpose
Use Add to note and prioritize a task in your Calendar View.

Steps

1 Choose View Calendar from the View menu, then open the Calendar Day View.

2 Select Tasks on the day view scheduler.

3 Double-click in the Task Display list (located under the Task radio button).

4 Select the type of task, then choose OK.

5 Name the task (for example, "Buy Groceries"), then choose OK.

6 Specify information about the task, such as a follow-up date, and a priority.

You can also type notes about the task in the Notes text box.

7 Choose OK.

See Also
Add an Event Object
Connect Events and Tasks
Create or Edit Task Priority Radio Button Field
Create or Edit Category
Follow Up on Tasks
Set an Alarm

B **Hint**

You can change the template iBases to suit your needs.   You can rename the sample objects and edit the information on them to reflect real objects, or you can delete the sample objects from the iBase. You can also export the structure of the templates and import that structure into another iBase.

Prioritize Tasks

B Right-Click Task Object, Priority Field

Purpose

Use the task priority field to prioritize the tasks in your Calendar.   The Task Display list tasks according to the priority you select.

Steps

1 Right-click a task object.

2 Select the priority level you wish to assign to this task.

3 Choose OK.

See Also

Add an Event Object
Add Task Object
Connect Events and Tasks
Create or Edit Task Priority Radio Button Field
Create or Edit Category
Set an Alarm

Delete Notes

Purpose
You can delete the notes in the Notes for the Day display area in the Calendar Day or Week View.

Steps

1 Highlight the notes you wish to delete.

2 Press Delete.

See Also
Undelete
Undo

Logical Operators with Relational Operators

Purpose
The following examples show you how to combine logical operators with relational operators, which can be a useful method for pinpointing a certain range of information.

B   **Example 1**

Suppose you wish to find all the people in your iBase that live in certain postal code areas.   To do so, you could type >"84056" AND <"84059" in the Postal Code date search field.

B   **Example 2**

Let's say you need to list all the appointments that fall within August 1, 1994 and August 5, 1994.   To do so, type >"8/1/94" AND <"8/5/94" in a Date search field.

B   **Example 3**

Suppose that you wish to find all your meetings for the week of March 2027.   Type one of the following in a Date search fields:

>="3/20/94" AND <="3/27/94"
>"3/19/94" AND <"3/28/94"

B   **Example 4**

Suppose you wish to list your schedule of appointments for a two week period except the three day July 4th weekend.   Type the following in the appointment's date search field:

>"6/26/94" AND < "7/2/94" OR > "7/4/94" AND < "7/9/94"

See Also
Relational Operators

Log a Phone Call

Purpose

You can keep track of your phone calls by adding a telephone call event <u>object</u>.

Steps

1 Select a person or organisation object.

2 Click Telephone B on the Toolbar.

3 Choose Log Call.

4 Specify information about the phone call, such as a description (for example, "Chat with My Broker"), the date of the call, and a reminder of when you need to call back.

5 Choose OK.

See Also
<u>Elapsed Timer</u>

Save Lists to Tabs

Purpose

Once you have displayed a list of objects using the <u>Modify List</u> features, you can save the list on a tab for future reference.

[B]   Do not save lists to the <u>InfoPad</u>. This is a good place to view object lists, or use it like a "scratch pad."

Steps

1 Select the tab to which you wish to save the list (not the InfoPad).
or
Right-click an empty tab, choose Tab Properties, and create a new tab.

2 Use the features on the Find or Tools menus (such as FastFind, Find-By-Example, or Alphabetic Index) to list the objects you wish to display.

3 Use the features on the List menu (such as Hoist, Expand, and Collapse) until the list of objects is displayed the way you wish.

4 Right-click the tab on which the list is displayed, then choose Tab Properties.

5 Choose Save View.

You can also select Always Save on the Tab Properties dialog box, which saves lists automatically when you change tabs.

See Also

<u>Clear Line, Clear View, Clear to End</u>
<u>Collapse Connections</u>
<u>Create or Edit Tab</u>
<u>Expand Connections</u>
<u>FastFind</u>
<u>Find-By-Connection</u>
<u>Find-By-Example</u>
<u>Flatten Outline</u>
<u>Hoist</u>
<u>Move Item To</u>
<u>Move Tabs</u>
<u>Promote to Left</u>
<u>Search External Files</u>
<u>Tab Index</u>
<u>Watch quick tour of Organizing Objects</u>

Find-By-Example: Date Range Search Examples

Purpose
A great use for the Find-By-Example feature is to find objects that fall within a particular date range.   The following examples illustrate how use the feature in this way.

B   **Example 1**
Let's say that you wished to find all your meetings for the week of March 2027.   Type one of the following in the Meeting Date search field:

>="3/20/94" and <="3/27/94"
>"3/19/94" and <"3/28/94"

B   **Example 2**
Suppose that the only thing you can remember about a person in your iBase is that she was born on 5/5/55.   To find that person, type ="5/5/55" in the person's Birthday field.

B   **Example 3**
Suppose you wish to list your schedule of appointments for a two week period except the three day July 4th weekend.   Click in the appointment's date field and type the following:

>"6/26/94" AND < "7/2/94" OR > "7/4/94" AND < "7/9/94"

B   **Example 4**
Let's say you need to find all people that have birthdays in the month of March.   Type **3*** in the Birthday search field.   To find all people born in 1960, type ***60**.   Typing **6/24*** finds all those born on June 24th.   Note that typing ***24*** does not find all people born on the 24th of a month.   You also cannot use wildcards with operators for date range searches.

See Also
Using Logical Operators
Using Logical and Relational Operators
Using Relational Operators
Using the Asterisk Wildcard

Move Tabs

Purpose
You can move tabs from one location to another in the <u>Outline View</u>.

Steps

1 Drag a tab and drop it on another location in the Outline View.

See Also
<u>Create or Edit Tab</u>
<u>Save Lists to Tabs</u>
<u>Tab Index</u>

Mathsematical Operators

Purpose

Use Mathsematical Operators to add, subtract, multiply, and divide values. You can get such values from other fields, but they must either be numeric fields or produce a string interpreted as a value. <u>Example</u>

The following table lists the mathsematical operators you can use.

Operator What it Does

+ A+B returns A plus B.
  -A-B returns A minus B.
* A*B returns the product of A and B.
\ A\B returns integer(A) divided by integer(B).
^ A^B returns A raised to the power B.
MOD   A MOD B returns the modula, or remainder, of A\B

See Also

<u>Field Initial Value Calculation</u>

Sort Alphabetically

B   <u>List</u>, Sort Alphabetically

Purpose

Use Sort Alphabetically to arrange main level objects in a displayed <u>list</u> alphabetically.   All connections and subordinate objects remain with the main level object they are connected to.   People are sorted by last name.

Steps

1 Choose Sort Alphabetically from the List menu.

If you wish to display the list as it was before the sort, choose Undo Sort from the Edit menu.

See Also

<u>Alphabetic Index</u>
<u>Watch quick tour of Organizing Objects</u>

Default Text Field and System Variable Notations

Purpose
The following variable notations can be used in the Setup Default Text feature to specify different fields from which you can extract information when creating a related file, such as a letter.   For example, the "@@" notation is used to enclose a system date variable, which, when passed to a related file that you create, will insert the current date.

@@

Used for a system variable such as the current date, time, filename or file description. For example, @@Relationship_Desc@@.

$$

Used for the field name of a person object.   For example, $$Object_Desc$$.

%%

Used for the field name of a non-person object (an object that's not a person).   For example, %%Object_Desc%%.

##

Used for the field name of a non-person object if you identify one, otherwise a field name from a person object.   For example, ##Address_Line_1##.

^^

Used for the field name of a field on a connection description dialog box.   For example ^^Direct_Line^^.

<

Used to suppress a line if there is no information in a field to extract.   For example, ##Country##< inserts any information contained in an object's "Country" field.   If there is no information in the Country field, then InfoCentral removes the line so you do not have a blank line in your resultant document.

Sprout New Menu

[B]   Menu or Menu Bar Item, Customise Menu Hot Key (F12), Properties of this Menu
Selection

Purpose
Use Sprout New Menu to create a new menu bar menu or a new cascading menu from a
menu item.

Steps

1 Highlight a menu or menu bar item.

2 Press the Customise Menu Hot Key (F12).

3 Choose Properties of this Menu Selection.
or
If you are creating a new menu bar menu, choose Add New Menu to Left or Right, then
name the menu bar item.

4 Select Sprout a Menu.
or
Select Sprout a Cascading Menu.

5 Choose OK.

You can now highlight the new menu or cascading menu, press the Customise Menu Hot
Key (F12) again, and add new menu items.

See Also
Customise Menu
Customise Menu Bar
Customise Menu Hot Key
Load Menu System
Perform a Built-In Command

Create Related File: Insert Standard System Variables

Purpose

The following standard related file system variables explain what is inserted into a related file when your application starts.   You can type these variables directly in the Setup Default Text box.   For more information about inserting variables that extract information from specific fields found in Object or Connection Information dialog boxes, see Select Field Object.

B   **@@FileName@@**

The DOS filename of the file being created.   For example, BRKN4815.WRI.

B   **@@FullFileName@@**

The DOS filename, including its full path and drive, of the file being created.   For example, C:\LETTERS\BRKN4815.WRI.

B   **@@FileDesc@@**

The description you enter for the file when it's created.   This is ideal for inserting after the "RE:" notation in a letter (for example, RE: Memo To All Employees), which is the description you type before the Windows application starts to create the related file.

B   **@@Relationship_Desc@@**

Inserts the description of the relationship between two objects, if you are including the information of a related object.   For example, if you have set up a related file type to prompt for a related person or organisation, this variable will extract the description of a connection between two objects (such as a person's title at a company).

B   **$$Object_Desc$$**

Inserts the full name of the person for whom you are creating a related file.

B   **%%Object_Desc%%**

Inserts the description of the non-person object as it appears in the Outline View.   For example, the name of a company, restaurant, project, or possession.

B   **##Address_Block##**

This variable first searches for non-person address information.   If it cannot find non-person address information, then person address information is used.   For example, if you selected Prompt for Related Person/Organisation on the Setup Related File Type dialog box, and you are creating a letter for a person who is connected to a company, and that company has address information, then this variable will extract that address information.   If no address information is specified, then the person's address information is extracted.

B   **##Country##**

Inserts the country information from the non-person object identified, or the person object if no non-person object has been identified.

B   **$$Dear$$**

Inserts the contents of the "Dear" field in a person object. For example, if you are creating a related file for Robert Jones, this variable extracts "Bob".

iBase Information

B   <u>File</u>, iBase Information

Purpose

Use iBase Information to view key information about the current iBase, such as its size, the total number of objects it contains, and the date the iBase was last updated.

Steps

1 Choose iBase Information from the File menu.

2 Choose OK.

See Also

<u>About InfoCentral</u>
<u>Housekeeping</u>

System Status

Purpose

Use System Status to get information about the version of InfoCentral you are using, its release date, the version of DOS you are using, and from which directory you are running InfoCentral.   You can also get information about your Windows configuration.

Steps

1 Choose About InfoCentral from the Help menu.

2 Choose Status.

See Also
About InfoCentral
iBase Information

tab
Coloured dividers at the bottom of the screen, used for saving views of different lists of objects.

Tab Index

B　　Right-Click Tab Scroll Bar

B　　View, Tab Index

Purpose

Use Tab Index to view a list of all existing tabs.　You can switch to a tab and view its properties from Tab Index.

Steps

1 Choose Tab Index from the View menu.

2 Select the tab name you wish from the Tab Name list box.

3 Choose OK to display that tab.
or
Choose Properties to display that tab and view the Tab Properties dialog box.

See Also
Create or Edit Tabs

Example

You may have a Completion Time field with the initial value calculation of:

XTIME$(XSECS(Sys_Time2$)+3600)

The number of seconds past midnight that the current time falls is incremented by one hour (3600 seconds) and then converted to system time format 2 (hh:mm:ss).

Print Current Tab (Options)

B   File, Print, Current Tab, Options

Purpose

Use Print Current Tab Options to customise how objects on the current tab appear on the printed page.

Steps

1 Choose Print from the File menu, then choose Current Tab.

2 Choose Options.

3 Choose from the following options:

B   **Layout Size**

Specify the size of the printout.

B   **Print Odd/Even**

Print only odd, only even, or both odd and even pages. **B**

B   **Outline Style**

Specify the style of the printed outline.   You can choose to separate objects by spaces, bullets, or lines.

B   **Options**

Specify whether to include a cover page or header with the iBase and tab names on each page, and whether to alternate headings on left and right margins.

See Also

Print Current Tab
Print Margins (Options)
Restore Default Print Options
Setup Printer

Create or Edit Tab

B   <u>Right-Click Tab</u>, Tab Properties

B   <u>View</u>, Tab Properties

Purpose

Use Tab Properties to create a new tab or edit an existing tab.   Tabs let you save <u>lists</u> of objects and organise your iBase by <u>categories</u>.

Steps

1 Right-click a tab, then choose Tab Properties.

2 Type the tab name in the Tab Name text box.

3 Select a tab colour from the Colour group box.

4 Choose Save View to save the current list of objects regardless of the Save options you select.
or
Choose Delete to delete the current tab.
or
Choose from the following options:

B   **Outline View**
Use the tab to display object lists.

B   **Calendar View**
Use the tab as a Calendar View in which Calendar objects are available.

B   **Always Save**
Save the list every time you make a change.

B   **Save with Confirmation**
Save the list as you are leaving the tab, with your confirmation.

B   **Never Save**
Preserve the original list.   Any changes made after selecting this option are saved in the iBase but not in the display list.

See Also

<u>Calendar Views</u>
<u>Previous Tab</u>
<u>Tab Index</u>

Communicating with InfoCentral: The Big Picture

Purpose

InfoCentral offers a variety of features to help you communicate with people and organisations.

Choose from the following topics for more information.

B   **Dial a Phone Number**
How to dial phones numbers for those person or organisation objects for which you have included phone numbers.

B   **Dial from Address Book**
How to conveniently dial phone numbers from the Address Book.

B   **Log a Phone Call**
How to create an telephone event object should you wish to record a telephone call for future reference.

B   **Lookup Area Codes**
How to find an area code for a particular city, state, or country.

B   **Use Elapsed Timer**
How to use the Elapsed Timer to time events, such as the length of time you are on the phone with a client.

B   **Mail a File**
How to attach a file to a mail item, and type subject and message information for the mail item.

B   **Set Telephone Preferences**
How to add or edit country, area, and city codes, as well as telephone number prefixes and suffixes.

B   **Set Daylight Saving Time**
How to set up Daylight Saving Time so the time will change in your iBase automatically.

B   **Set Modem Preferences**
How to set up your Hayes- or non-Hayes compatible modem.

Telephone People and Organisations

B <u>Right-Click Person or Organisation Object</u>, Telephone

B <u>Select Person or Organisation Object</u>, Telephone

Purpose

Use Telephone to look up phone numbers for an <u>object</u>.   You can also select a phone number and dial through a connected modem.   Use <u>Telephone Preferences</u> to set up dialing options.

B   The Telephone feature is only an autodialer.   It cannot be used to fax or connect your computer with another modem.   Use <u>Modem Preferences</u> to correctly set up your computer's connection with your modem.   Also, to properly dial international numbers you must provide square brackets around country codes (for example, [33] 12 123 4567).

Steps

1 Right-click a Person or Organisation object.

2 Click Telephone **B** on the Toolbar.

3 Scroll to the desired phone number.

4 Choose Dial to dial the number.

See Also

<u>Daylight Saving Time Preferences</u>
<u>Modem Preferences</u>
<u>Communicating Using InfoCentral: The Big Picture</u>
<u>Telephone People and Organisations</u>
<u>Telephone Preferences</u>

Telephone Preferences

[B]   Telephone, Preferences

[B]   Address Book, List by People or Organisation, Telephone, Preferences

Purpose
Use Telephone Preferences to add or edit country, area, and city codes, as well as telephone number prefixes and suffixes.   You can auto-dial any in-house, local, in-state, or long-distance telephone number.

Steps

1 Choose Preferences from the Edit menu, then choose Telephone.
or

Choose Telephone [B] on the Toolbar, choose Preferences, then choose Telephone.

2 Choose from the following topics to learn how to set up specific dialing scenarios:
Autodialing Normal Phone Lines
Autodialing Office Extensions/Outside Lines
Autodialing Long Distance with a Calling Card
Autodialing Long Distance from Office with Card
Autodialing Long Distance with Access Code
Autodialing In-Area Toll Calls

See Also
Communicating Using InfoCentral: The Big Picture
Telephone People and Organisations
Create or Edit Telephone, Modem, or Fax Line Field

Create or Edit Telephone, Modem, or Fax Line Field

 Object Information, Setup Field, Add New Field, Telephone, Modem, or Fax Line, OK

Purpose

Use Telephone, Modem, or Fax Line fields to display phone numbers, modem numbers, or fax lines in the Object or Connection Information dialog boxes.   For example, suppose you wish to note people's pager numbers.   You could create a Telephone field that recorded such a number.

Steps

1 Right-click any object in the Outline or Calendar View.

2 Right-click the field above the location where you wish to add a Telephone, Modem, or Fax Line field, then choose Add New Field.

3 Choose Telephone, Modem, or Fax Line, type a name for the field, then choose OK.

4 Choose from the following options:
Write Contextual Help
Write Contextual Hint
Entry Options
Initial Value Calculation
Valid Range

5 Choose from the following Display options unique to this dialog box:

     Local Time
Display the local time of the telephone, modem, or fax line you specify.

     Region Description
Display a description of the region of the number specified.

See Also
Customizing Fields: The Big Picture
Telecommunicating: The Big Picture
Telephone People and Organisations
Telephone Preferences

template
The term "template" can refer to several kinds of pre-defined structures.   Templates provide a framework and make data easier to work with.

For example, InfoCentral comes with template iBases that contain several objects related to the template type.   You can use this kind of template to build upon.   See Using Template iBases for more information.

A template might also be a particular type of file, such as a prototype file used in the Create Related File (Advanced Options) feature.

A template can be the fields that you set up in the Match Import Fields or Select Export Fields features.   The way you set up the fields the first time is used for the other records you are importing or exporting.

Files to Skip

 <u>Find</u>, <u>Search External Files</u>, Files to Skip

Purpose
Use Files to Skip to define up to 40 file extensions to skip during a search of external files.
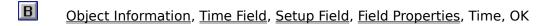
Steps

1 Choose Search External Files from the Find menu.

2 Choose Files to Skip.

3 Specify the file extensions you wish to skip.   You can use the * and ? wildcard characters.

4 Choose OK.

See Also
<u>FastFind Files</u>
<u>Finding Objects: The Big Picture</u>
<u>Search External Files</u>

Create or Edit Time Field

[B]   Object Information, Setup Field, Add New Field, Time, OK

[B]   Object Information, Time Field, Setup Field, Field Properties, Time, OK

Purpose

Use Time fields to set up a place where you can note a time in the Object or Connection Information dialog boxes.   You can choose from a wide range of time formats using system time variables.   For example, you could use a Time field to record the start time of an event.

Steps

1 Right-click any object in the Outline or Calendar View.

2 Right-click the field above the location where you wish to add a Time field, then choose Add New Field.

3 Choose Time, type a name for the field, then choose OK.

4 Choose from the following options:
Write Contextual Help
Write Contextual Hint
Field Entry Options
Field Initial Value Calculation
Field Range

See Also

Customizing Fields: The Big Picture

drop-down list
A list of options that appears when a list button is selected.

FastFind Files

B   <u>Find</u>, FastFind Files

Purpose
Use FastFind Files to quickly locate files on your hard drive and display them in the Outline View.

Steps

1 Choose FastFind Files from the Find menu.

2 Using the * and ? wildcard characters, type the files, directories, and drives in the Find text box that you wish to list.

See Also
<u>FastFind</u>
<u>FastFind Preferences</u>
<u>Find-By-Connection</u>
<u>Find-By-Example</u>

Today's Schedule

B   <u>View</u>, Today's Schedule

Purpose
Use Today's Schedule to list the current day's schedule, follow-ups, unscheduled events, and tasks on the current tab.   If you have scheduled meetings, appointments, or events for today, they are conveniently displayed in a time outline that lets you work with them like any other object.   If you have specified today as the <u>Follow-Up</u> date for a particular person or organisation, that person or organisation is listed as well.   Your tasks are displayed by priority.

Steps

1 Choose Today's Schedule from the View menu.
or

Choose FastFind **B** on the Toolbar, enter the date or type today in the Find text box, then choose Find All.

If you have a list displayed on your screen, the day's schedule is added to the bottom of the list.

2 Work with the event objects just like any other object, such as connecting them to people.

3 Highlight the day (for example, Thursday, August 18, 1994) and press Left Arrow or Right Arrow to go back a day or forward a day.

4 While the day is highlighted, right click to display the Calendar View for that day.

See Also
<u>Add an Event Object</u>
<u>Add Task Object</u>
<u>Clear Line, Clear View, Clear to End</u>
<u>Connect Objects</u>
<u>Follow Up on People and Organisations</u>
<u>Follow Up on Tasks</u>
<u>Using Calendar: The Big Picture</u>
<u>Watch quick tour of Using Calendar</u>

Toggle View

[B]   <u>View</u>, Toggle View

Purpose
Use Toggle View to display <u>connections</u> to the selected object or to conceal connections to the current object.

Steps
To display connections,
1 Select the object you wish to display connections for, then choose Toggle View from the View menu.
or
press the Enter key.

The connections one level below the selected object are displayed.

To conceal connections,
1 Select the object for which you wish to turn off the connections display, then choose Toggle View from the View menu.
or
press the Enter key.

Undelete

B   <u>File</u>, <u>File Properties</u>, Undelete

Purpose

Use Undelete File to undelete a file that you have recently deleted.   You cannot delete a file that you have <u>shredded</u>.

Steps

1 Choose File Properties from the File menu, then choose Undelete.

See Also

<u>Delete a File</u>
<u>Delete Object</u>

Example

You could have an Action Date field used the day after you've created a certain type of object or connection.   It might have the calculation of:

XDATE$(XDAYS(Sys_Date2$)+1,2)

which inserts today's date incremented by one in the system date format 2 (mm/dd/yyyy).

Undo

B   <u>Edit</u>, Undo

Purpose
Use Undo to reverse your last command.   You can reverse many InfoCentral commands including Cut, Delete, Find, Flatten, Hoist, Promote, Sort, Clear Line, Clear View, and other features.

Steps

1 Click Undo [↩] on the Toolbar.

See Also
<u>Calendar Cut, Copy, Paste</u>
<u>Clear Line, Clear View, Clear to End</u>
<u>Cut</u>
<u>Copy to Clipboard</u>
<u>Delete File</u>
<u>Delete Object</u>
<u>FastFind</u>
<u>Flatten Outline</u>
<u>Hoist</u>
<u>Promote to Left</u>
<u>Sort the List</u>

Unknown Gender

B   <u>Object Information</u>, Gender Field

Purpose
Use Unknown Gender to specify the gender of the person you just added.

Steps

1 Choose Male, Female, or Unknown.

See Also
<u>Add Preferences</u>

Using Content iBases

Purpose

InfoCentral comes with four iBases that are already loaded with information for you to use: ComputerCentral, ConsumerCentral, TravelCentral, and WineCentral.   You can edit the information in these iBases and add information.

B   The information in these iBases is as correct and complete as possible at the time they were created.   The information is, of course, subject to change.

Steps

1 Choose Open from the File menu.

2 Double-click the ibases directory icon.

3 Select an iBase from the list box (computer.ica, consumer.ica, travel.ica, or wines.ica), then choose Open.

See Also

Add New Object
Edit Object Information
Using Template iBases
Watch quick tour of Using Content iBases

B Using InfoCentral: iBases and Templates

Using Template iBases

Purpose

Templates are empty iBases that contain specialised object categories, connection descriptions, and tab names.   There are a few sample objects added to these iBases to help you see how the templates can be used.   The templates give you a place to start. **B**

Steps

1 Choose Open from the File menu.

2 Double-click the iBases directory icon, then double-click the template directory icon.

There are nine templates: automobile records, CD collection, contact manager, gardening, home and family records, party/wedding planner, real estate, stamp collection, and video collection.

3 Select a template iBase from the list box (auto.ica, cd.ica, contact.ica, gardning.ica, home.ica, party.ica, real_est.ica, stamp.ica, or video.ica).

4 Choose Open.

See Also

Exporting iBase Information: The Big Picture
Using Content iBases
Watch quick tour of Using Content iBases
B Using InfoCentral: iBases and Templates

Using InfoPad

Purpose

Use the InfoPad tab like a scratch pad, where you work with data in a free-form way.

[B] You should not save or plan to save a list on the InfoPad unless you plan to rename the InfoPad tab.   We recommend creating other tabs to save lists to.

Steps

1 Click the InfoPad tab.

See Also

Calendar Views
Create and Edit Tab
Save Lists to Tabs
Watch quick tour of Organizing Objects
Watch quick tour of Using Calendar

Using Other iBases: The Big Picture

Purpose

You do not have to use just one iBase, you can use several.   If you wish to move information from one iBase to another, use the Export and Import features.

Choose from the following for more information.

B   **Name New iBase**
How to create a new iBase.

B   **Open Another iBase**
How to open an iBase that already exists.

B   **Save iBase to Another iBase**
How to save an iBase with an iBase name that already exists.   This option replaces the latter iBase.

B   **Rename iBase**
How to rename an iBase.

B   **Delete iBase**
How to delete the currently opened iBase.

Organizing with Tabs: The Big Picture

Purpose

Use Tabs to divide an iBase into different lists of objects for quick and easy access.   Tabs are like windows for your information.   They do not change the information, but give you a different view of it. You can connect and move objects between tabs.

Choose from the following for more information.

B   **Create or Edit Tabs**
How to create a new tab or edit an existing tab.

B   **Connect Objects to Objects on Other Tabs**
How to connect an object that is displayed on one tab with an object listed on another tab.

B   **Save Lists to Tabs**
How to save object lists to tabs for future reference.

B   **Move Tabs**
How to move a tab to another location in the Outline View.

B   **Use Tab Index**
How to view a list of all existing tabs, and the properties of the tab you select.

See Also
Watch quick tour of Organizing Objects

View Calendar

B   <u>View</u>, View Calendar

Purpose

Use View Calendar to display the <u>Calendar View</u>.   This feature performs the same action as clicking the Calendar tab.

Steps

1 Choose View Calendar from the View menu.
   or
   Click the Calendar tab.

See Also

<u>Calendar Views</u>
<u>Using Calendar: The Big Picture</u>
<u>Watch quick tour of Using Calendar</u>

Edit Volume Properties

 <u>Right-Click Volume Object</u>, Information

Purpose

Use Volume Properties to create or edit the name and description of a <u>volume</u>.   You can also attach memos to volumes.

Steps

1 Right-click a volume (such as H: or R:), then choose Information.

2 Type a description in the Volume Description text box.

3 If you wish to rename the volume, type a new name in the Volume Name text box.

4 Choose Memo to attach a memo to the volume.

5 Choose OK.

See Also

<u>Edit File Information</u>
<u>Edit Directory Information</u>

List Directory

B   View, All Drives, Directory Object, Files Connection

Purpose
   Use List Directory to list all the files in the currently selected directory object.

Steps

   1 Double-click a directory object, then double-click the file you wish to open.

   2 Use wildcard characters to specify the files you wish to list, then choose OK.
      or
      Choose Show All to list all files.

See Also
   Display Case
   File Display Settings
   Working with File Objects: The Big Picture

Working with File Objects: The Big Picture

Purpose
Files, directories, and volumes can be displayed in the Outline View just like any other object.

Choose from the following for more information.

[B]   **Search External Files**
How to use a wide variety of search criteria and parametres to find exactly the file you wish.

[B]   **View All Drives**
How to display all drives as objects in the Outline View.

[B]   **Open a File**
How to launch or execute a file from InfoCentral.

[B]   **Copy a File**
How to copy a file.

[B]   **Delete a File**
How to delete or shred a file.

[B]   **Undelete a File**
How to restore a deleted file.

[B]   **Mail a File**
How to attach a file to a mail message and type subject and message information.

[B]   **Attach Memos to File or Directory**
How to remind yourself of the contents of a particular drive or directory.

[B]   **Rename or Move File**
How to rename or move a file.

[B]   **Create a Directory**
How to create directories.

B   **Rename a Directory**

How to rename a directory.

B   **Delete Directory Object**

How to delete a directory.

B   **Change Display Case**

How to change directory and filenames to uppercase, lowercase, or a combination.

B   **Change File Display Settings**

How to change the way file information is displayed in the Outline view.

Writing Notes and Memos: The Big Picture

Purpose
You can keep daily notes in your calendar and attach memos to event and task objects.

Choose from the following options for more information:

[B]   **Keep Daily Notes**
How to keep daily notes.   Notes are day-specific, meaning that they are not carried from day to day.

[B]   **Delete Notes**
How to delete the notes you do not wish anymore.

[B]   **Cut, Copy, and Paste Notes**
How to put notes somewhere else, like in another day's note pad on the Clipboard.

[B]   **Attach Memos to Objects**
How to attach memos to event or task objects.

Zoom or Unzoom

B   <u>Object Information</u>, Zoom or Unzoom

Purpose
Use Zoom to display only those fields that contain information.   Use Unzoom to dispaly all fields, whether or not they have information.   For example, if one of your Object Information dialog boxes has 20 fields, but only 5 of those fields contain information, you could click Zoom to reduce the dialog box size to include only those 5 fields.

Steps

1 In the Object Information or Connection Information dialog box, choose Zoom or Unzoom.

Note that the larger, unzoomed view contains a scroll bar on the right side of the dialog box, which you can use to view more information.

Delete Tab

[B]   Right-Click Tab, Delete

Purpose
Use Delete Tab to delete the current tab.   You cannot undelete a tab.

Steps

1 Right-click a tab.

2 Choose Delete.

See Also
Delete Object

Editing Information: The Big Picture

Purpose

You can edit objects, connections, connection descriptions, categories, tabs, and memos.

Choose from the following options for more information.

[B]   **Edit Object Information**
How to edit the information for an object, such as addresses, phone numbers, and names.

[B]   **Edit Connection Information**
How to edit the information on a connection, such as a person's starting or ending dates at a company.

[B]   **Edit Connection Description**
How to edit the way a connection is described, such changing "Employee" to "Staff Member."

[B]   **Edit Categories**
How to edit the way objects are classified.

[B]   **Edit Memos**
How to attach memos to objects and edit them.

[B]   **Edit Tabs**
How to use the pre-defined tabs, edit them, or create your own.

connection description

A label that describes the relationship between two connected objects.   For example, a connection description called Staff Member would describe the relationship between a person and the organisation the person is connected to.   If this person has since left the organisation, InfoCentral would describe the person as a Former Staff Member depending on the current Viewing Date setting.

B **Hint**

This dialog box appears if you selected the Split Each Input Record into Two Connected Objects option in the Import: Receiving Category dialog box or the Include a Connected Category option in the Export: Category dialog box.

Select Export File

[B]   File, Export, Type Scenario Name, New Scenario, Add, Select Export Categor(ies), Select Default Connection, Select Export Output File

Purpose

Use Export Output File to select the file you wish to export iBase information to.

Steps

1 Select the drive, path, directory, and filename to which you wish to export information.

Use List Files of Type to quickly locate comma/space or tab delimited export files that you have defined previously.

See Also

Begin Export
Check Export Summary
Check Export Completion
Create or Select Export Scenario
Exporting iBase Information: The Big Picture
Importing Data into iBase: The Big Picture
Select Export Category
Select Export Connected Category
Select Export Fields

Example

Suppose you wish to export only name, address, and telephone information.   Drag these fields from the iBase Fields list box to the Fields to be Exported list box.   The order you drag them over is the order the information will be in the export records.

Example
If you had expanded several levels of objects before you found the object you wished to view, you could use Hoist to clear the other objects and connections and move the selected object to the top of the screen.

Example

You can specify a <u>field</u> name from the Object Information dialog box, such as Country Name or Postcode, then specify which objects you wish included in the address book using letters or <u>wildcard characters</u>.

Example

Specify a <u>field</u> name from Object Information, such as Country Name or Postcode.   Then use letters or <u>wildcard characters</u> to specify the contents of the field each object property must have in order to be printed (such as all objects with the country field set to Italy).

B **Hint**

Any time an object in the selected category appears in the object list, the object will display in the colour you select here.

B **Hint**

If you mark a category private, you will need to type a password when you start InfoCentral to access the category options.

B **Hint**

Depending on the size of the selected iBase, InfoCentral can take several minutes to do a housekeeping.   You may wish to use the Housekeeping feature at night or at a time when you will not be using your computer.

Example
If you have a record that contains both a company name and an employee name, you could select this option to create two objects, the company and the employee, that are connected. If you do not select this option, the information would be imported as one object, (such as the company would be the object and the employee name would only appear as an information field for the company object.)

B **Hint**

You cannot create a connection description from these dialog boxes.   You must select a connection description that has already been defined.

B **Hint**

When you empty the trash, InfoCentral performs housekeeping on the iBase.   A warning dialog box will appear and display the approximate amount of time it will take to complete the housekeeping.

B **Hint**

If you clear objects by mistake, you can choose Undo Clear from the Edit menu.   This will replace any items that have been removed.

B Hint

If you assign passwords for Read-Only Access and Read and Write Access, Read and Write access would be the highest level password.

B **Hint**

Page refers to the printed page.   Because the <u>Outline View</u> does not indicate where a page begins or ends, pages break at the same place regardless of the Layout Size.

B **Hint**

The Test Print option prints Xs to show where lines of text appear.   It is a good idea to do a test print on a regular sheet of paper if you are not sure what type of label to select.   You can compare the test print to your labels to see if text lines are in the correct position for your labels.

B **Hint**

You can also start and stop the timer by clicking the timer display.   Double-click the timer display to reset it.

System Date and Time Variables

Purpose

Use system date and time variables to fill in fields with the current date and time in the format that you specify.   For example, if today were the first day of January, 1995, then specifying the **sys_date4$** in the Initial Value Calculation text box for a date field would display Sun., January 1, 1995 in that field when you tabbed out of the field.

You can also insert a system date or time variable into the Create Related File: Setup Default Text feature so that the current date or time is inserted into a related file when you create it.   To do this, you need to drop the dollar sign "$" from the system date or time variable and enclose it with the double at symbols "@@."   For example, if you wish to insert Sun., January 1, 1995 into a letter, you would specify **@@sys_date4@@** in the <u>Setup Default Text</u> feature.

The following lists the available system time and variables:

SYS_DATE1$
Current date in MM/DD/YY form (for example, 1/2/94).

SYS_DATE2$
Current date in MM/DD/YYYY form (for example, 1/2/1994).

SYS_DATE3$
Current date in January 2, 1994 form.

SYS_DATE4$
Current date in Tue., January 2, 1994 form.

SYS_DATE5$
Current date in Tuesday, January 2, 1994 form.

SYS_DATE6$
Current date in short form selected in the Windows Control Panel.

SYS_DATE7$
Current date in long form selected in the Windows Control Panel.

SYS_DATE8$
Current date in the Windows Control Panel short form; displays with a two digit year and leading zero.

SYS_DATE9$
Current date in the Windows Control Panel short form; forces four digit year and leading zero.

SYS_TIME1$
Current time in 5:38 pm form.

B   **SYS_TIME2$**
Current time in 5:38:33 pm form.

B   **SYS_TIME3$**
Current time in 17:38 form.

B   **SYS_TIME4$**
Current time in 17:38:33 form.

B   **SYS_TIME5$**
Current time in form selected in the Windows Control Panel with seconds.

B   **SYS_TIME6$**
Current time in form selected in the Windows Control Panel with no seconds.

See Also
Field Initial Value Calculation
Specify Default Text for Related File

Example

Below is an example a comma and space delimited import file.   Note that the first two fields contain <u>objects</u>, the third contains a <u>connection description</u>, and the last contains <u>object information</u>.

Marc Sabatini, Atlantic Metals, President, 4545 Main Street

Load Menu System

B   Edit, Preferences, Menu, Load Menu System

Purpose

Use Load Menu System to select the file that contains the customised menu structure you wish to use with InfoCentral.   You can choose from the pre-defined menu structures, or create your own.

Steps

1 Choose Preferences from the Edit menu, choose Menu, then Load Menu System.

2 Select a menu file.

WPICMENU.MNW is the normal menu structure.   WPICQUIK.MNW offers quicker keyboard access to features.

3 Choose Load.

See Also

Customise Menu
Customise Menu Bar
Customise Menu Hot Key

Example
You could have a Freight Amount <u>field</u> with an initial calculation of **Weight_In_KG*130.00**. As new objects are added, the weight of the object in kilograms is multiplied by the amount 130.00 to give the Freight Amount for the object.   Since this field is a Currency field instead of a Calculation field, you can type over the computed value if necessary.

Define the Relationship

  <u>Select Type of Field</u>, <u>Connection</u>, OK, Multiple Relations

Purpose

If you are setting up a connection <u>field</u> in Object Information, and several <u>two-way connections</u> exist, use Define the Relationship to choose a reverse relation.

Steps

1 Select a connection description, then choose OK.

Example
The following formula uses the value from a Cost $ field (not a Currency Type field), converts the value to Yen, then displays the value using the currently specified Format Template characters.

FORMAT$((Cost_$*1.37),"*,***,***.##")

Example

A Social Security Number <u>field</u> might have a format template of "###-##-####" so that the numbers you type in the field are arranged into the correct format.   Pound signs are replaced with the characters or digits that you type in the field while other characters (such as hyphens) are placed between the numbers.

Example

A Fastener Cost <u>field</u> might need four digits of precision to the right of the decimal point if such objects are usually very inexpensive, so a formatting template of "$#.####" might be appropriate.   Pound signs "#" are replaced with the digits you type in the field while other characters (such as $ and .) insert the dollar sign and decimal point.

Example

A Thread Tolerance field might need three digits of precision to the right of the decimal point, so a formatting template of "####.###" might be appropriate.

Example

A Time Charge field on a Phone Call object could have a calculation of:

FORMAT$(INT(XSECS(End_Time)XSECS(Start_Time)*60)*(Rate_Per_Hour/60),"$#,###.##")

The number of seconds past midnight that the call started is subtracted from the number of seconds past midnight that the call ended.   These elapsed seconds are then multiplied by 60, giving the elapsed time of the call in minutes.   Any partial minutes are dropped and the number of minutes is multiplied by the billing rate per hour, divided by 60 (the billing rate per minute).   The final amount is formatted with a leading dollar sign, a decimal point, and two digits to the right of the decimal.

B **Hint**

If you are setting up a telephone field, we recommend leaving the minimum text box at zero to allow someone to advance through the field without entering a telephone number.

B **Hint**

This is useful for automatically capturing things such as the time an object or connection is created, where the value of the field should not be disturbed when subsequent changes are made.

Browse Files and Directories

B   Find, Search External Files, Browse

Purpose

Use Browse to look through your hard drive and network drives for files and directories. The Browse feature is available from the Search External Files dialog box and many other dialog boxes.

Steps

1 Choose Search External Files from the Find menu.

2 Choose Browse.

3 Use the Browse options to find or select the file or directory that you wish.

4 Double-click the file or directory to insert it into the text box.

See Also

Selecting Files and Directories: The Big Picture

field type
Specifies what type of information can be entered into a <u>field</u>.   Anything can be typed into an Alpha or Numeric field, only telephone numbers can be typed into a Telephone field, and so on.

group title pad
A graphic element that divides a dialog box into groups of <u>fields</u> and controls.   The pad is composed of lines or spaces, and the text of the group title.

host edition
The master copy of an iBase when a remote copy is checked out.   Compare with remote edition.

housekeeping

The process of cleaning an iBase.   Housekeeping can remove deleted items from the trash can, old events and tasks from the calendar, and private information from the iBase.   See also shred.

insertion point

A symbol (usually blinking horizontal or vertical bar) that designates the position on the screen where text will be inserted or deleted.   Compare with mouse pointer.

Recurring Event

B   <u>Tools</u>, Recurring Event

Purpose

Use Recurring Event to schedule events that repeat over time (for example, a standing lunch appointment every week on the same day, or an annual check up appointment with your doctor).

Steps

1 Choose Recurring Event from the Tools menu.

2 Choose Appointment, Event, or Meeting.

3 Type the number of recurring events, then choose OK.

4 Type a description of the event, for example "Lunch with Mom."

5 Type the date of the first recurring event in MM/DD/YY format.

For example, if the date of the first recurring event is March 1, 1995, then you would type 3/1/95.

6 Choose how often the event will take place using the options listed below, then choose OK.

7 Type the recurring event's starting time in HH:MM format, then choose OK.

Be sure to add a "p" for "PM" or an "a" for "AM."   If you do not type anything, InfoCentral will assume you mean AM.

8 Type the recurring event's ending time in HH:MM format, then choose OK.

B   **Specified Number of Days**
Repeats the event every day for the number of times that you specified earlier.

B   **Week**
Adds an event once a week on the day and for number of times that you specified earlier.

B   **Specified Number of Weeks**
Adds an event on the same day of the week every number of weeks you indicate.   For example, use this setting if the appointment you are scheduling occurs every 2 weeks.

B   **Month (same Weekday)**
If you specify August 2, 1994, a Tuesday, as the first recurring appointment, the next event would be scheduled on September 6, 1994, which is also a Tuesday.

B   **Month (same Day)**

If you schedule the first recurring event on the 10th of the month, the next one will be scheduled on the 10th of the next month, regardless of the day.

B　　**Year**
Adds the event every year on the day you specify.

Hoist and Promote

B <u>List</u>, Hoist and Promote

Purpose
Use Hoist and Promote to gather the current object's most pertinent connections. Compared to <u>Hoist</u>, which brings the highlighted object to the top of the list, and shows a connection description heading of other connected objects, Hoist and Promote brings the highlighted object to the top, and lists the next most pertinent object underneath.

Steps

1 Highlight or select the object that you wish to hoist.

2 Choose Hoist and Promote from the List menu.

Note that not only is the object that you selected in step 1 brought to the top of the Outline View, but the next most prominent object is listed as well.

See Also
<u>Hoist</u>

mouse pointer
A symbol that indicates a position on screen as you move the mouse on your desk.   The mouse pointer may change in appearance while performing certain functions.   Compare with insertion point.

object category

A classification of similar objects.   For example, "Company" is a category for business organisations.

object information
Information stored on an object, such as a person's home address and telephone number.

paste
To copy the contents of the Clipboard at the insertion point.

private information
Information in an iBase protected by a password.   If the password is not entered when opening the iBase, private information will not be visible.

promote
To move an object all the way to the left and to the bottom in a list.

properties

The information, or parametres, that define an item and specify how it will function.   For example, name, colour, display options, and save options are the properties of a tab.

record

In a traditional database, a group of <u>fields</u> that contain related information.   For example, all object and connection information about a person in a database would be one record.

remote edition
The checked out copy of an iBase.   Compare with host edition.

scroll bar

The bars on the right side and bottom of a window or dialog box that let you move vertically and horizontally.   To scroll, click on the scroll arrows or drag the scroll box.

shred
To permanently remove all private information from an iBase.   A shredded object cannot be undeleted.

sort
To rearrange a list in a particular order.   For example, you can sort a list alphabetically.

Miscellaneous System Variables

Purpose
Besides the standard system date and time system variables, you can also use the following system variables.

B   **Category$**
Category of current object. For example, "CATEGORY Category$" clears all the fields for the designated object category.   Strings are set to null and numerics are set to zero. This is useful when preparing to assign values to these fields and then inserting a new object in the IBase with an <u>INSERT</u>.   Category$ specifies the category whose fields you wish to clear.

B   **Sys_Cat_Count**
Returns the number of available categories, subject to your access rights.

B   **Sys_choice**
Loaded with the choice selected after a MENU command.

B   **Sys_clip_board$**
Insert contents of the Windows Clipboard.

B   **Sys_Cur_Dir**
The current directory.ErrReturns the last system error.

B   **Sys_field_count**
Number of fields the last read object has on its Information dialog box.

B   **Sys_iBase$**
Contains the name of the currently active iBase including the full path to the iBase.

B   **Sys_Info_ID**
Object ID of object if Object Information dialog box is displayed.

B   **Sys_object_ID**
Object number of current object.

B   **Sys_object_type$**
Object type of current object, such as Person, Place, Thing.

B   **Sys_Prog_Dir**
The directory the program was loaded from.   In Windows, this is the same as Sys_Work_Dir.

B   **Sys_Work_Dir**
The current directory at startup.

B   **Sys_Zoom_State**

Returns 1 if the Information dialog box is zoomed, or returns 0 if the dialog box is not zoomed.

See Also

Create Related File: Standard System Variables
Date and Time Functions
Field Initial Value Calculation
Logical Operators
Logical Operators with Relational Operators
Mathsematical Operators
Relational Operators
String Functions
System Date and Time Variables
Variable Functions

toggle
To turn a feature on and off with the same command.

trash can
An area of memory where deleted information is stored to await possible recovery. Housekeeping can permanently delete information from the trash can.

undo
Reverses the last change you made.

unzoom
To increase the size of a dialog box by displaying all <u>fields</u> whether they have information in them or not.   See also <u>Zoom</u>.

valid range
The maximum or minimum value, number of digits or characters, or earliest and latest time that the field is allowed to contain.

volume

The name assigned to a disk or disk partition.   Often associated with a drive or device.   For example, C: is a volume.

wildcard

Character used to replace one character (?) or any number of characters (*).   Usually used in searching and finding operations.

zoom
To decrease the size of a dialog box by displaying only the <u>fields</u> that have information in them.   See also <u>unzoom</u>.

Name New iBase

B   <u>File</u>, New

Purpose

Use Name New iBase to begin a new iBase file.

Steps

1 Click ▯ on the Toolbar.

2 Type the name of the new iBase, then choose Create.

See Also

<u>Add New Object</u>
<u>Edit Object or Connection Information</u>
<u>Open iBase</u>
<u>Selecting Files and Directories: The Big Picture</u>

Open iBase

B   File, Open

Purpose
Use Open to open an existing iBase.

Steps

1 Click on the Toolbar.

2 Select the iBase you wish to open, then choose Open.

See Also
Name New iBase

Save As

B   <u>File</u>, Save As

Purpose
Use Save As to save an iBase with a different name.

Steps

1 Choose Save As from the File menu.

2 Type a new name for the iBase, then choose Save.

See Also
<u>Name New iBase</u>

Combining iBases or Parts of iBases: The Big Picture

Purpose

Use Import/Export iBase to combine the objects and connections in one iBase with those of another.   This is particularly useful if you wish to transfer information to another iBase, then update it periodically.   Objects and connections are exported to an ".OMG" file, which you then import into a receiving iBase.

Choose from the following for more information.

B   **Export iBase: Select Range**
How to specify the part of the iBase you wish to export to another iBase.

B   **Publish an iBase**
How to include information with an exporting iBase for publishing purposes.

B   **Import iBase: Match Fields**
How to match the fields of the receiving iBase with those of the source iBase.

B   **Import iBase: Reconcile Object and Connection Differences**
How to reconcile the differences that may exist in the objects and connections that your are importing into an iBase.

B   **Import iBase: Select Alternate Category**
How to select a different category if one does not exist in a receiving iBase.

B   **Import iBase: Create New Category**
How to create a new category if one does not exist in a receiving iBase.

Example

For example, suppose that you are planning a business trip that will last several weeks. During this time, you have scheduled several appointments and tasks, which involve collecting more business contacts.   As such, you have elected to take InfoCentral on the road with you to compile this information.   The problem is, you have recorded all of your business appointments and tasks in your GroupWise calendar.   Fortunately, you do not have to reenter all these appointments into InfoCentral; you can use GroupWise Calendar Import/Export to "mirror" the appointments and tasks in your InfoCentral Calendar.   In short, you have a "remote" copy of your GroupWise calendar, with all the contact management power of InfoCentral.

Delete iBase

B   <u>Fil</u>e, Delete iBase

Purpose

Use Delete iBase to delete the entire iBase.

B   Delete an iBase with caution.   Once an iBase is deleted, you will not be able to recover it.

Steps

1 Select the iBase you wish to delete, then choose OK.

2 Verify that you wish to delete the iBase, then choose Delete.

Create Related File: Application Location

B　　Right-click Object, Create Related File, OK, Personalise Applications

B　　Right-click Object, Create Related File, Setup Type, Locate Application

Purpose
Use Application Location to search for the application you have chosen for the related file you wish to create.

Steps

1 Follow one of the routes above, then select Fixed Drives, Network Drives, or Fixed and Network Drives.

2 Choose Scan Drives to search the type of drive you selected.
or
Choose Specify Location to type the exact location and filename for the application.

See Also
Watch quick tour of Creating Related Files

Name Preferences

[B]   <u>Edit</u>, <u>Preferences</u>, Names

Purpose

Use Name Preferences to customise the way first, middle, last, and maiden names appear. You can also change the appearance of postfixes and titles.

Steps

1 Choose Preferences from the Edit menu, then choose Names.

2 Select the combination of options that you wish, then choose OK.

If you do not wish a particular name to appear at all, <u>deselect</u> the check box.   Select or deselect the <u>radio buttons</u> to vary the options for the names.

See Also
<u>Setting Preferences: The Big Picture</u>

Print Calendar

B File, Print, Calendar

Purpose
Use Print Calendar to print the information you have placed in your Calendar, including event objects, tasks, and reminders.

Steps

1 Choose Print from the File menu, then choose Calendar.

2 Select Today to print today's calendar.
or
Select Next X Days and specify the days to print.
or
Select All Dates From and specify a range of dates.

3 Choose Print.

See Also
Print Address Book
Print Current Tab
Print Mailing Labels
Print Margins (Options)
Print Object Information
Printing iBase Information: The Big Picture
Restore Default Print Options

Print Calendar (Options)

[B] <u>File</u>, <u>Print</u>, <u>Calendar</u>, Options

Purpose
Use Print Calendar Options to customise the appearance of the printed Calendar.

Steps

1 Choose Print from the File menu, then choose Calendar.

2 Choose Options.

3 Choose from the following options:

[B] **Layout Size**
Specify the size of the printout.

[B] **Print Tasks for**
Print tasks for the first day, all days, or not print task information.

[B] **Print Reminders for**
Print reminders for those objects which contain a date in the Follow-Up Date field.   You can print the first day only, for all days, or not print reminders.

[B] **Print Odd/Even**

Print only odd, only even, or both even and odd pages. [B]

[B] **Options**
Specify whether to include a cover page, print days on separate pages, skip events without times, list objects that are connected to calendar objects, print alternate left and right margin headings for duplex printing, and print in address book format those individuals who are connected to calendar objects.

See Also
<u>Print Address Book</u>
<u>Print Calendar</u>
<u>Print Current Tab</u>
<u>Print Mailing Labels</u>
<u>Print Margins (Options)</u>
<u>Print Object Information</u>
<u>Printing iBase Information: The Big Picture</u>
<u>Restore Default Print Options</u>

Example

Suppose a field named Home Telephone has (801) 222-5000 in it.   If a Calculation field named Home is created with Home_Telephone in the Calculation text box, then the Home field will automatically have (801) 222-5000 placed in it when you use Tab to select it.

Rename iBase

B   File, File Properties, iBase Rename

Purpose
Use Rename iBase to rename an iBase with a different name.

Steps

1 Choose File Properties from the File menu, then choose iBase Rename.

2 Select the iBase you wish to rename.

3 Specify a new name, then choose OK.

See Also
Delete iBase
Save As
Save iBase
Working with File Objects: The Big Picture

Example
Suppose you have an iBase with geographical information and there is a "Population" field and an "Area in Sq.Miles" field.   You can create a "Population Density"   field that automatically calculates the density.   When creating the numeric Population Density field, enter Population/Area_in_Sq.Miles in the Initial Value Calculation field.   These calculations work especially well in the Numeric and Calculation fields, but can be used in other field types as well.

Send E-mail

Purpose

Use Send to attach a file to a mail item, and type subject and message information for the mail item.   InfoCentral works with WP Office 3.x and 4.x as well as GroupWise 4.1 and any VIM, MAPI, CMC, or Digital Team Link compatible e-mail application.

Steps

1 Select a file in the Outline View.

2 Choose Send from the Tools menu.

3 Type the mail item's subject in the Subject text box.

4 Type a message in the Message text box, then choose OK.

See Also

GroupWise Update
Paste Special
Select Related File Type

Create Related File: Select File Type

B   <u>Right-Click Object</u>, <u>Create Related File</u>, Select a Related File Type

Purpose
Use Create a Related File to select a file type (for example, letters, graphics, and spreadsheets) you wish to relate to an <u>object</u>.   If the file type that you wish does not appear, you can create or edit one.

Steps

1 Select a file type from the File Type list box, then choose OK.
or
Choose New Type to create a new file type.
or
Select a file type, then choose Setup Type to edit an existing file type.

See Also
<u>Create or Edit Related File Type</u>
<u>Creating Related Files: The Big Picture</u>
<u>Watch quick tour of Creating Related Files</u>

Print Topics

Purpose
You can print one or several Help topics.

Steps
To print a single Help topic,
1 Display the topic.

2 Choose the Print button at the top of the Help window.
or
Choose Print Topic from the File menu.

To print several topics,
1 Choose Print Topics from the File menu.

2 Choose from the following sequences of topics:

Creating a Related File
Exporting/Importing iBases
Exporting Data
Importing Data
Find or Query By Example
Printing iBase Information
Using the Calendar
Adding and Scheduling Events
Adding and Managing Tasks
Autodialing and E-mailing
Listing Objects in the Outline View
Arranging and Organizing a List of Objects
Organizing Views with Tabs
Customizing Object and Connection Fields
Customizing Menus and Menu Bars
Setting Preferences

3 Select the topics you wish to print.

4 Choose Print.

Each topic is printed one at a time.

DELETED TOPIC

DELETED TOPIC

DELETED TOPIC

DELETED TOPIC

Edit Alarm Notification Check Boxes

B   Right-click Event Object, Alarm Notification Field, Field Properties, OK, Alarm
Notification (Check Boxes)

Purpose

Use Alarm Notification Check Box Field Setup to create or edit Alarm Notification Check
Box fields.   For example, the pre-defined alarms are set to notify you when the event is
due and 3, 5, 10, and 30 minutes before that.   You could change these advanced warning
times to 2, 6, 10, and 45 minutes.

Steps

1 Right-click an event object (such as a meeting).

2 Right-click the Alarm Notification field, choose Field Properties, then choose OK.

3 Type advanced warning time descriptions (such as "20 minutes") in the Description text
boxes next the check boxes of your choice.

Make sure that that the Alarm/Notification check box in the Special Features group box
is selected; otherwise, alarms will not signal.

4 Choose from the following options:
Write Contextual Help
Write Contextual Hint

See Also
Alarm Notification Preferences

Create or Edit Task Priority Radio Button Fields

[B]   <u>Right-click Task Object</u>, <u>Priority Field</u>, <u>Field Properties</u>, OK, Priority (Radio Button)

Purpose
A Priority Radio Button field is a special kind of radio button that is used for task objects only.   Use them to set up task priorities.   The pre-defined priority format is "1, 2, 3, 4" and so on, but you could change the priorities to something that makes more sense to you.

Steps

1 Right-click a task object in the Task display area of the Calendar Day View.

2 Right-click the Priority field, choose Field Properties, then choose OK.

3 Type descriptions in the Description text boxes (for example, "1" or "Urgent") for the Choice radio buttons you select.

4 Choose from the following options:
    <u>Write Contextual Help</u>
    <u>Write Contextual Hint</u>
    <u>Field Initial Value Calculation</u>

See Also
<u>Add Task Object</u>
<u>Create or Edit Field</u>
<u>Customizing Fields: The Big Picture</u>

Alarm Status

[B]   Tools, Alarm Status

Purpose
Use Alarm Status to see the appointments and meetings for which you have alarms pending.

Steps

1 Choose Alarm Status from the Calendar Tools menu.

2 View the appointments that have alarms set.

3 Choose OK.

See Also
Alarm Notification Preferences

STR$

Purpose
Returns a leading sign (or leading space if the number is positive) and the string value of its numeric argument.

Syntax
STR$(Number)

Examples
STR$(123)
Returns the string value "123" where 123 is a numeric constant.

STR$(Qrts_in_gal)
Returns the string value " 4" where Qrts_in_gal is a numeric variable set to the value 4.   A leading space is returned in lieu of a plus sign for positive numbers.

MID$(STR$(500),2)
Returns the string value "500" where 500 is a numeric constant.   The leading space that STR$ returns for positive values is removed using the MID$ function.

Export iBase: Select Range

     File, Export, iBase

Purpose
Use Export iBase: Select Range to specify the objects and connections in an iBase that you wish to export.   Why Use This Feature?

Steps

1 Choose Export from the File menu, then choose Object.

2 Choose from the following options, then choose OK:

      Entire iBase
Export all objects and connections in the iBase.

      Objects and Connections Created or Changed on or after
Export only those objects and connections created or changed on or after the date you specify in the text box.

      Objects and Connections on Current Tab
Export only the objects and connections exactly as they are displayed on the current Tab.

      Objects and First-Level Connections on Current Tab
Export the objects on the Tab plus any first-level connections.

See Also
Creating Categories while Importing
Matching Fields during Import
Reconciling Differences between iBases

Import iBase: Field Type Error

The Import Field Type Error message appears if you tried to drag a field of one kind on a field of another kind.   Click OK, then drag the field to another field of the same name, or drop it on <Add Field> to create a new field in the receiving iBase.

Variable Functions

Purpose

The following is a list of the variable functions you can use with InfoCentral Initial Value Calculation Fields.

ABS
ASC
INSTR
INT
LEN
RND
SGN
VAL

See Also

Create Related File: Standard System Variables
Date and Time Functions
Logical Operators
Logical Operators with Relational Operators
Mathsematical Operators
Miscellaneous System Variables
Relational Operators
String Functions
System Date and Time Variables

Import iBase: Verify Information

B　　File, Import, iBase

Purpose

Use Import iBase to read information about the .OMG file that contains the objects and connections that you wish to import into a receiving iBase. After verifying the information, you can begin the import. If the information is wrong, you can re-select the proper .OMG file or open a different receiving iBase.

Steps

1 Choose Import from the File menu, then choose iBase.

2 Read the information about the import .OMG file and the receiving iBase to verify that you are importing from and to the correct source and destination.

3 If the .OMG file is incorrect, choose Go Back to select another file.
or
Choose OK to begin the object import.

See Also

Combine iBases or Parts of iBases: The Big Picture
Creating a New Category When Importing iBase
Matching or Adding Fields
Reconciling Differences in Objects and Connections
Select Differenct Category When Importing iBase

Example

Suppose that you have been keeping track of your CD collection in your personal iBase.   A friend asks if she could have the CD information that you've been collecting.   Because you wish to give her only the CD information and not all of your personal information, you could list the CDs on a tab, expand connections as necessary, then select the **Objects and Connections on Current Tab** option to export only the CD information.

Import iBase: Create New Category

B   File, Import, iBase

Purpose
Use Import iBase: Create New Category if a category you are importing does not exist in the receiving iBase.   For example, suppose you have a thing category called "Sail Boat" that you are exporting from one iBase to another.   However, the Sail Boat thing category does not exist in your receiving iBase.   Use Create New Category to quickly create it.

Steps

1 Choose Import from the File menu, then choose iBase.

2 Select the .OMG import file that represents the iBase you wish to import, then choose OK.

3 If necessary, match the fields with the incoming iBase with those of the receiving iBase, then choose OK.

4 If you chose the wrong .OMG import file earlier, or mismatched fields, choose Go Back to amend your selections.

5 Choose New Category, confirm the spelling of the new category, then choose OK.

See Also
Combine iBases or Parts of iBases: The Big Picture
Matching or Adding Fields
Reconciling Differences in Objects and Connections
Select Differenct Category When Importing iBase

Import iBase: Reconcile Differences

B   File, Import, iBase

Purpose

Use Difference in Objects or Connections to reconcile Object or Connection Information differences between a receiving iBase and the iBase that you are importing.   The asterisks represent the information that is different.   You can accept the local, or receiving iBase version of the information, or the imported version of the information.

Steps

1 Choose Import from the File menu, then choose iBase.

2 Select the .OMG import file that represents the iBase you wish to import, then choose OK.

3 If necessary, match the fields with the incoming iBase with those of the receiving iBase, then choose OK.

4 If a category doesn't exist in the receiving iBase, select a category from the list box, then choose OK.
   or
   Choose New Category and create a new category, then choose OK.

5 Choose Accept Local Version to accept the version of the information as it is in the receiving iBase.
   or
   Choose Accept Imported Version to accept the version of the information as it is in the imported version.

See Also

Combine iBases or Parts of iBases: The Big Picture
Creating a New Category When Importing iBase
Matching or Adding Fields
Select Different Category When Importing iBase

String Functions

Purpose
Click any of the following string functions for more information.
CHR$
DEL$
FORMAT$
INS$
LCASE$
LEFT$
LJUST$
MID$
REP$
RIGHT$
RJUST$
STR$
STRING$
TRIM$
TRIML$
TRIMR$
UCASE$

See Also

DELETED TOPIC

STRING$

Purpose
Returns a string composed of specified character repeated for a specified length.   Length may be a numeric constant or numeric variable. If the argument is zero, it returns a null value.   If it is less than zero it causes a runtime error.   If it is greater than 255 it is truncated to 255.   This function takes two arguments.   The first is a numeric argument that defines the length of string desired.   The second argument defines the character that is to be repeated.   The second argument may be either a numeric or a string.   If the second argument is numeric then the STRING$ function takes the number it represents as the decimal ASCII character code that should compose the output string.   If the second argument is a string then the STRING$ function uses the first character of the string to compose the output string.

Syntax
STRING$(Length,ASCII_value)
STRING$(Length,Character$)

Examples
STRING$(7,65)
Returns "AAAAAAA" where 7 and 65 are both numeric constants.   The 7 represents the desired length of the string while the 65 represents the desired ASCII character number that should be repeated in the string.   The ASCII character number for the upper case letter "A" is 65.

STRING$(Length,Middle_initial$)
Returns "CCCCCCCCCCCCCCC" where Length is a numeric variable set to the value 15 while Middle_initial$ is a string variable set to the value "C".

Import iBase: Select Alternate Category

B   <u>File</u>, <u>Import</u>, <u>iBase</u>, Select Alternate Category

Purpose

If you are importing an object of a particular category, and that category does not exist in the receiving iBase, you can use Import iBase: Select Alternate Category to select or create a category.

Steps

1 Choose Import from the File menu, then choose iBase.

2 Select the .OMG import file that represents the iBase you wish to import, then choose OK.

3 If necessary, match the fields with the incoming iBase with those of the receiving iBase, then choose OK.

4 If you chose the wrong .OMG import file earlier, or mismatched fields, choose Go Back to amend your selections.

5 Select a category from the list box.
or
Choose New Category and create a new category.

6 Choose OK.

See Also

<u>Combine iBases or Parts of iBases: The Big Picture</u>
<u>Creating a New Category When Importing iBase</u>
<u>Matching or Adding Fields</u>
<u>Reconciling Differences in Objects and Connections</u>

Import iBase: Match Fields

B   File, Import, iBase

Purpose

Use Import iBase: Unmatched Fields if there are fields in the imported iBase that do not match those in the target or receiving iBase.   You can either match the incoming fields with those that already exist (if they are of the same type), or create a new field in the receiving iBase.   For example, if you are importing objects that have a "Billing Time" field, but the objects in the receiving iBase do not have this field, you can either match it with an existing Time field, or create a new field.

Steps

1 Choose Import from the File menu, then choose iBase.

2 Select the .OMG import file that represents the iBase you wish to import, then choose OK.

3 If you chose the wrong .OMG import file, choose Go Back to select a different one, then choose OK.

4 Drag a field in the Input Field list box and drop it on the matching field in the Receiving Field list box.

If you try to match fields of two different types, such as a Date field and a Telephone field, you will get an error message.   The fields you match must be of the same type.

5 If a field in the Input Field list box does not match a field in the Receiving Field list box, drag the field on <Add Field> to add it to the receiving iBase.

6 Choose OK.

See Also

Combine iBases or Parts of iBases: The Big Picture
Creating a New Category When Importing iBase
Reconciling Differences in Objects and Connections
Select Different Category When Importing iBase

Publisher Info

 File, Export, iBase, Specify Range, Select Export File

Purpose
If you are using the Export iBase feature for publishing purposes, you can use Publisher Info to specify the name, source ID field, iBase version, and release date of the iBase you are publishing.   This dialog box appears only if you have started InfoCentral with the /AUTHOR startup option.

Steps

1 Type the information that you wish to appear as a person imports the iBase you are publishing.

2 Choose OK.

GroupWise Update

[B]   Calendar, File, GroupWise

Purpose

Use GroupWise Update to exchange appointments and tasks between the WordPerfect GroupWise 4.1 and InfoCentral calendars.   Example

[B]   Because the GroupWise Update feature exports from and imports to certain fields in the event and task objects (such as the Meeting Date, Description, and Priority fields), you should not delete or change any of the pre-defined fields of these object types.   If you do, the GroupWise Update feature will not function properly.

Steps

1 If you are not already in the InfoCentral Calendar, click the Calendar tab.

2 Choose GroupWise Update from the File menu.

3 Choose from the following options, then choose OK.

[B]   **Import**
Get appointments and tasks from your copy of GroupWise and add them as new event and task objects to your InfoCentral Calendar.

[B]   **Export**
Transfer event and task objects from the InfoCentral Calendar into your GroupWise Calendar.

[B]   **Time Period**
Specify the range of days that include the events and tasks that you wish to import or export.   The From: and To: notes indicate the range you have specified.

[B] Note that GroupWise task priorities that include letters (for example, A1, C5, and Z2) are converted to numbered priorites (for example, 1, 5, and 2).   GroupWise priorities that contain only a letter are converted to priority 1 in InfoCentral.

See Also
Send E-mail

ABS

Purpose
Returns the absolute value of its numeric argument.   The absolute value of a negative number is the number converted to positive.   The absolute value of a positive number is the same number.

Syntax
ABS(Number)

Examples
ABS(12)
Returns 12 where 12 is a numeric constant.

ABS(Nbr)
Returns 550 where Nbr is a numeric variable set to the value 550.

ABS(Positive_Nbr)
Returns 700 where Positive_Nbr is a numeric variable set to the value 700.

See Also
SGN

ASC

Purpose
Returns the decimal ASCII character code of its string argument.   The ASCII character code that is returned has a value from zero to 255.   If Character$ contains a string longer than one character, the ASCII code value of the first character is returned.

Syntax
ASC(Character$)

Examples
ASC("A")
Returns 65 where "A" is a string constant.

ASC(Initials)
Returns 66 where Initials is a string variable set to the value BLT.

See Also
CHR$

INSTR

Purpose
Returns the character position of the first character position where its second string argument occurs in its first string argument.   Token$ must occur in the same case in Text$ to be detected.   That is, "Alpha" is not the same as "alpha."

Syntax
INSTR(Text$,Token$)

Examples
INSTR("See Spot run fast.","Spot")
Returns 5 where "See Spot run fast" and "Spot" are both string constants.

INSTR(Sentence$,Verb$)
Returns 10 where Sentence$ is a string variable set to the value "See Spot run fast" and Verb$ is a string variable set to the value "run".

INSTR("My name is Jerry","jerry")
Returns 0 where "My name is Jerry" and "jerry" are both string constants.   Since the cases dont match in "jerry" and "Jerry" then no occurrence is found and INSTR returns zero.

INT

Purpose
Returns the largest integer less than or equal to the value of its numeric argument.
Number may be positive, negative, or zero.

Syntax
INT(Number)

Examples
INT(89.2468)
Returns 89 where 89.2468 is a numeric constant.

INT(Nbr)
Returns 500 where Nbr is a numeric variable set to the value 500.01 Nbr

INT(Nbr)
Returns .34 where Nbr is a numeric variable set to the value 12.34.   The fractional
component of a number may be determined by subtracting its integer component from
itself.

LEN

Purpose

Returns the length, or number of characters contained in its string argument.   The number of characters includes spaces.

Syntax

LEN(Text$)

Examples

LEN("How long is this text?")
Returns 22 where "How long is this text?" is a string constant.

LEN(My_name)
Returns 13 where My_name is a string variable set to the value "Marc Sabatini."

RND

Purpose
Returns a random number with a value from .0000001 and .9999999.   The random number generator that is used by the RND function is reseeded by its numeric argument. Reseeding a random number generator causes it to generate a different series of numbers.   Using a component of the system time, or the seconds past midnight, as a seed value is a common practice to assure that the series of random numbers varies with each session of use of the random number generator.

Syntax
RND(Seed_value)

Examples
RND(5)
Returns a random number with a value from .000001 and .999999 where 5 is a numeric constant and used by the RND function to seed the random number generator.

SGN

Purpose
Returns the sign of its numeric argument.   If Number is positive, SGN returns the value 1.
If it is negative, SGN returns the value 1.   If it is zero, SGN returns the value 0.

Syntax
SGN(Number)

Examples
SGN(23)
Returns 1 where 23 is a numeric constant.

SGN(Nbr)
Returns 1 where Nbr is a numeric variable set to the value 450.

See Also
ABS

TRIM$

Purpose
Returns a copy of its string argument with any leading and trailing spaces removed.

Syntax
TRIM$(Text$)

Examples
TRIM$("   Hi there   ")
Returns "Hi there" where "   Hi there   " is a string constant.   Both leading and trailing spaces are removed by the TRIM$ function.

TRIM$(Full_name$)
Returns "Marc Sabatini" where Full_name$ is a string variable set to the value "   Marc Sabatini   "

See Also
TRIML$
TRIMR$

TRIML$

Purpose
  Returns a copy of its string argument with any leading spaces removed.

Syntax
  TRIML$(Text$)

Examples
  TRIML$("   This is it   ")
  Returns "This is it   " where "   This is it   " is a string constant.

  TRIML$(Last_name$)
  Returns "Johnson   " where Last_name$ is a string variable set to the value "   Johnson   "

See Also
  TRIM$
  TRIMR$

TRIMR$

Purpose
Returns a copy of its string argument with any trailing spaces removed.

Syntax
TRIMR$(Text$)

Examples
TRIMR$("   Big test   ")
Returns "   Big test" where "   Big test   " is a string constant.

TRIMR$(Type_of_car$)
Returns "   Jaguar" where Type_of_car$ is a string variable set to the value "   Jaguar   "

See Also
TRIM$
TRIML$

UCASE$

Purpose
Returns a string that is its string argument with any lowercase letters converted to uppercase.

Syntax
UCASE$(Mixed_text$)

Examples
UCASE$("Converts this")
Returns "CONVERTS THIS" where "Converts this" is a string constant.

UCASE$(Last_name$)
Returns "DA SILVA" where Last_name$ is a string variable set to the value "da Silva".

See Also
LCASE$

VAL

Purpose
Returns the numeric value of its string argument.

Syntax
VAL(String_value$)

Examples
VAL("123.45")
Returns 123.45 where "123.45" is a string constant.

VAL(Retail)
Returns 41.50 where Retail is a string variable set to the value "41.50".

See Also
STR$

INSERT

Purpose
Inserts a new object into the iBase.   Category$ is a mandatory argument.

Syntax
INSERT Category$ ERRORTO=Label

Parameters
$Category$
Specifies the category for the inserted object.

Label
The statement label where macro execution resumes if an exception occurs during the INSERT.

Examples
CLEAR CATEGORY "Person"
INSERTPerson
NewApptObj=Sys_object_ID
READ REWIND
READ NewApptObj
EXTRACT NewApptObj
SETVALUE First_Name$, Glen
SETVALUE Last_Name$,Morris
UPDATE
DISPLAYObject+Str$(Sys_object_ID)+insertedWAITFORKEY

Clears all fields associated with the object category Person.   Two fields   first names and last names   are assigned values.   A new Person object is inserted and its assigned object ID is placed into the Sys_object_ID system variable.   READ REWIND gives the instruction to go to the beginning of iBase, and READ NewApptObj instructs Find new object by its ID. The EXTRACT string ensures that a new object will be extracted from iBase, while the SETVALUE strings set new object information.   Finally, the iBase is updated with the changed object.

Cleanup iBase

B   File, Housekeeping, Shred Private Information, OK

Purpose

Use Cleanup iBase to select the information in your iBase marked as private that you wish to shred.

B   Use this option with caution.   You will not be able to restore the information that you shred.

Steps

1 Choose Housekeeping from the File menu.

2 Select Shred Private Information, then choose OK.

3 Choose from the following options.

B   **Shred all Attached Memos**
Purge all memos that you have attached to the objects that you have marked as private.

B   **Shred the Contents of all Memo Fields**
Purge the contents of all memo fields for those objects that you have specified as Private.

B   **Shred all Connection Descriptions that are not in use**
Purge all connection descriptions that you have not used to connect objects.

B   **Shred all File Titles**
Purge the titles of the files you have connected to objects (not the files themselves).

See Also
Housekeeping

How Do I

Open Books   Close Books   [Close]

Learn InfoCentral Basics

Manage My Schedule and Tasks

Create Views of My iBase Information

Create and Attach Letters, Spreadsheets, Graphics

Get Information In and Out of iBase

Customize Menus, Fields, and Settings

How Do I

📖 Open Books   📕 Close Books | Close |

📖   **Learn InfoCentral Basics**

📑   Add Objects

      The Big Picture

      Add New Object

      Create or Edit Categories

      Edit Object Information

      Connect Object with Another

      Edit Connection Information

📑   Connect Objects

      The Big Picture

      Connect Objects

      Add Information to Connection

      Edit Connection Information

      Edit Connection Description

      Connect Multiple Objects

      Connect to Objects on Other Tabs

📑   Find Objects

      The Big Picture

      Use FastFind

      Find-By-Example

      Find-By-Connection

      Find All Categories

      Use Alphabetic Index

      Use Address Book

B   Edit Information

        The Big Picture

        Edit Object Information

        Edit Connection Information

        Edit Connection Description

        Edit Categories

        Edit Memos

        Edit Tabs

        Edit Related (or Attached) File

        Zoom or Unzoom Fields

B   Print iBase Information

        The Big Picture

        Print Address Book

        Print Calendar

        Print Current Tab

        Print Mailing Labels

        Print Object Information

        Setup Printer

B   Use Multiple iBases

        Name New iBase

        Open Another iBase

        Save iBase with Different Name

        Rename iBase

        Delete iBase

B   **Manage My Schedule and Tasks**

B   Use Calendar

        The Big Picture

B Schedule an Event

B   **Create Views of My iBase Information**

B   List Objects

The Big Picture

List Objects Alphabetically

List with FastFind

List by Example

List by Connection

List All Categories

List All Drives

List with Alphabetic Index

List Today's Schedule

B   Rearrange a List of Objects

The Big Picture

Expand Connections

Collapse Connections

Clear Objects

Delete an Object

Left Justify an Object

Undelete an Object

Put Object at Top of List

Put Object at Top with Connections

Flatten Object Outline

Move Objects in List

Sort List Alphabetically

B   Organize with Tabs

The Big Picture

Create or Edit Tabs

FastFind Files

View All Drives

Mail a File

Open a File

Copy a File

Delete a File

Undelete a File

Attach Memos to File or Directory

Rename or Move File

Create a Directory

Rename a Directory

Delete Directory Object

Change Display Case

Change File Display Settings

B   **Get Information In and Out of iBase**

B   Import Data into iBase

The Big Picture

Create Import File

Create Import Scenario

Select Import File

Select First Category

Select Second Category

Select Default Connection

Set Import Preferences

Match Fields

Check Import Summary

Begin Import

B Combine iBases or Parts of iBases

The Big Picture

Specify the Objects to Export

Name Export File

Select Import File

Examine Import Information

Match Fields with Existing Fields

Select Alternate Category

Create New Category

Reconcile Differences

B **Customize Menus, Fields, and Settings**

B Learn Menu Basics

The Big Picture

Add New Menu Item

Delete Menu Item

Change Menu Bar

B Customize Menus and Menu Bar

Customize Menu

Customize Menu Bar

Assign Accelerator Keys

Perform Built-In Commands

Launch Programs from Menus

Sprout New Menu

Load Menu System

B Learn Field Basics

The Big Picture

Select Different Field

Delete Field

Undelete Field

Add New Field

Edit Field

Move Field

Edit Object or Connection Information

[B]   Select a Field Type to Customize

Alarm Notification

Alpha/Numeric Fields

Calculation

Check Boxes

Connection

Currency

Date

Fax Line

Group Title

Memo

Modem

Number

Radio Button

Task Priority

Telephone

Time

[B]   Set Up Field Properties

Calculate Formulas in Fields

Carry Values Forward to New Objects

Format Text

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Open Books   Close Books   Close

B   **Learn InfoCentral Basics**

    Add Objects

    Connect Objects

    Find Objects

B   Edit Information

B   Print iBase Information

B   Use Multiple iBases

B   **Manage My Schedule and Tasks**

B   **Create Views of My iBase Information**

B   **Create and Attach Letters, Spreadsheets, Graphics**

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

How Do I

Open Books   Close Books   Close

Learn InfoCentral Basics

Manage My Schedule and Tasks

Use Calendar

Schedule an Event

Add and Manage Tasks

Write Notes and Memos

Use InfoCentral to Communicate

Create Views of My iBase Information

Create and Attach Letters, Spreadsheets, Graphics

Get Information In and Out of iBase

Customize Menus, Fields, and Settings

How Do I

Open Books   Close Books   Close

B   **Learn InfoCentral Basics**

B   **Manage My Schedule and Tasks**

B   **Create Views of My iBase Information**

B   List Objects

B   Rearrange a List of Objects

B   Organize with Tabs

B   **Create and Attach Letters, Spreadsheets, Graphics**

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

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Open Books   Close Books   Close

B   **Learn InfoCentral Basics**

B   **Manage My Schedule and Tasks**

B   **Create Views of My iBase Information**

B   **Create and Attach Letters, Spreadsheets, Graphics**

B   Overview of Related Files

B   Launch an Application and Attach File

B   Customize a Related File Type

B   Work with Files and Directories

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

How Do I

📖 Open Books   📕 Close Books | Close |

🅱 **Learn InfoCentral Basics**

🅱 **Manage My Schedule and Tasks**

🅱 **Create Views of My iBase Information**

🅱 **Create and Attach Letters, Spreadsheets, Graphics**

🅱 **Get Information In and Out of iBase**

🅱 Import Data into iBase

🅱 Export iBase Data

🅱 Scan My Files for Information

🅱 Import Categories from Other iBase

🅱 Take An iBase On the Road

🅱 Combine iBases or Parts of iBases

🅱 **Customize Menus, Fields, and Settings**

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B

B   **Learn InfoCentral Basics**

B   **Manage My Schedule and Tasks**

B   **Create Views of My iBase Information**

B   **Create and Attach Letters, Spreadsheets, Graphics**

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

B   Learn Menu Basics

B   Customize Menus and Menu Bar

B   Learn Field Basics

B   Select a Field Type to Customize

B   Set Up Field Properties

B   Set Preferences

B   Secure and Clean Up My iBase

How Do I

B

B **Learn InfoCentral Basics**

B Add Objects

The Big Picture

Add New Object

Create or Edit Categories

Edit Object Information

Connect Object with Another

Edit Connection Information

B Connect Objects

B Find Objects

B Edit Information

B Print iBase Information

B Use Multiple iBases

B **Manage My Schedule and Tasks**

B **Create Views of My iBase Information**

B **Create and Attach Letters, Spreadsheets, Graphics**

B **Get Information In and Out of iBase**

B **Customize Menus, Fields, and Settings**

How Do I

B

B   **Learn InfoCentral Basics**

B   Add Objects

B   Connect Objects

The Big Picture

Connect Objects

Add Information to Connection

Edit Connection Information

Edit Connection Description

Connect Multiple Objects

Connect to Objects on Other Tabs

B   Find Objects

B   Edit Information

B   Print iBase Information

B   Use Multiple iBases

B   **Manage My Schedule and Tasks**

B   **Create Views of My iBase Information**

B   **Create and Attach Letters, Spreadsheets, Graphics**

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

How Do I

B

B   **Learn InfoCentral Basics**

B   Add Objects

B   Connect Objects

B   Find Objects

The Big Picture

Use FastFind

Find-By-Example

Find-By-Connection

Find All Categories

Use Alphabetic Index

Use Address Book

B   Edit Information

B   Print iBase Information

B   Use Multiple iBases

B   **Manage My Schedule and Tasks**

B   **Create Views of My iBase Information**

B   **Create and Attach Letters, Spreadsheets, Graphics**

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

How Do I

▣

▣ **Learn InfoCentral Basics**

▣ Add Objects

▣ Connect Objects

▣ Find Objects

▣ Edit Information

The Big Picture

Edit Object Information

Edit Connection Information

Edit Connection Description

Edit Categories

Edit Memos

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Edit Related (or Attached) File

Zoom or Unzoom Fields

▣ Print iBase Information

▣ Use Multiple iBases

▣ **Manage My Schedule and Tasks**

▣ **Create Views of My iBase Information**

▣ **Create and Attach Letters, Spreadsheets, Graphics**

▣ **Get Information In and Out of iBase**

▣ **Customize Menus, Fields, and Settings**

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B

B **Learn InfoCentral Basics**

B Add Objects

B Connect Objects

B Find Objects

B Edit Information

B Print iBase Information

The Big Picture

Print Address Book

Print Calendar

Print Current Tab

Print Mailing Labels

Print Object Information

Setup Printer

B Use Multiple iBases

B **Manage My Schedule and Tasks**

B **Create Views of My iBase Information**

B **Create and Attach Letters, Spreadsheets, Graphics**

B **Get Information In and Out of iBase**

B **Customize Menus, Fields, and Settings**

How Do I

🅱

🅱   **Learn InfoCentral Basics**

🅱   Add Objects

🅱   Connect Objects

🅱   Find Objects

🅱   Edit Information

🅱   Print iBase Information

🅱   Use Multiple iBases

Name New iBase

Open Another iBase

Save iBase with Different Name

Rename iBase

Delete iBase

🅱   **Manage My Schedule and Tasks**

🅱   **Create Views of My iBase Information**

🅱   **Create and Attach Letters, Spreadsheets, Graphics**

🅱   **Get Information In and Out of iBase**

🅱   **Customize Menus, Fields, and Settings**

How Do I

B

B **Learn InfoCentral Basics**

B **Manage My Schedule and Tasks**

B Use Calendar

The Big Picture

Change Calendar View

Go To Today

Go To Specific Date

Add an Event

Add a Task

Connect Events to Objects

Delegate Tasks

Calculate Date Differences

Sychronize with GroupWise

Set Calendar Preferences

Set Alarm Notify Preferences

Print Calendar

List Today's Schedule in Outline View

B Schedule an Event

B Add and Manage Tasks

B Write Notes and Memos

B Use InfoCentral to Communicate

B **Create Views of My iBase Information**

B **Create and Attach Letters, Spreadsheets, Graphics**

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

How Do I

[B]

[B]   **Learn InfoCentral Basics**

[B]   **Manage My Schedule and Tasks**

[B]   Use Calendar

[B]   Schedule an Event

 The Big Picture

 Schedule Appointment

 Schedule a Meeting

 Schedule a Telephone Call

 Include Participants

 Connect Event to Location

 Set an Alarm

 Change Alarm Notification

 Check Alarm Status

 Delete Scheduled Event

 Undelete Scheduled Event

 List Today's Schedule in Outline View

 Schedule Recurring Events

 Follow Up with People and Organizations

[B]   Add and Manage Tasks

[B]   Write Notes and Memos

[B]   Use InfoCentral to Communicate

[B]   **Create Views of My iBase Information**

[B]   **Create and Attach Letters, Spreadsheets, Graphics**

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

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Learn InfoCentral Basics

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Use Calendar

Schedule an Event

Add and Manage Tasks

The Big Picture

Add a Task

Prioritize Tasks

Delegate Tasks

Delete Tasks

Undelete Tasks

Follow Up on Tasks

List Today's Schedule in Outline View

Write Notes and Memos

Use InfoCentral to Communicate

Create Views of My iBase Information

Create and Attach Letters, Spreadsheets, Graphics

Get Information In and Out of iBase

Customize Menus, Fields, and Settings

How Do I

[B]

[B]   **Learn InfoCentral Basics**

[B]   **Manage My Schedule and Tasks**

[B]   Use Calendar

[B]   Schedule an Event

[B]   Add and Manage Tasks

[B]   Write Notes and Memos

        The Big Picture

        Keep Daily Notes

        Delete Notes

        Cut, Copy, and Paste Notes

        Attach Memos

[B]   Use InfoCentral to Communicate

[B]   **Create Views of My iBase Information**

[B]   **Create and Attach Letters, Spreadsheets, Graphics**

[B]   **Get Information In and Out of iBase**

[B]   **Customize Menus, Fields, and Settings**

How Do I
[B]

[B]　　　**Learn InfoCentral Basics**

[B]　　　**Manage My Schedule and Tasks**

[B]　　　Use Calendar

[B]　　　Schedule an Event

[B]　　　Add and Manage Tasks

[B]　　　Write Notes and Memos

[B]　　　Use InfoCentral to Communicate

　　　The Big Picture

　　　Dial a Phone Number

　　　Dial from Address Book

　　　Log a Phone Call

　　　Lookup Calling Information

　　　Use Elapsed Timer

　　　Mail a File

　　　Set Telephone Preferences

　　　Set Daylight Saving Time

　　　Set Modem Preferences

[B]　　　**Create Views of My iBase Information**

[B]　　　**Create and Attach Letters, Spreadsheets, Graphics**

[B]　　　**Get Information In and Out of iBase**

[B]　　　**Customize Menus, Fields, and Settings**

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[B]

[B]   **Learn InfoCentral Basics**

[B]   **Manage My Schedule and Tasks**

[B]   **Create Views of My iBase Information**

[B]   List Objects

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   List Objects Alphabetically

   List with FastFind

   List by Example

   List by Connection

   List All Categories

   List All Drives

   List with Alphabetic Index

   List Today's Schedule

[B]   Rearrange a List of Objects

[B]   Organize with Tabs

[B]   **Create and Attach Letters, Spreadsheets, Graphics**

[B]   **Get Information In and Out of iBase**

[B]   **Customize Menus, Fields, and Settings**

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[B]

[B]   **Learn InfoCentral Basics**

[B]   **Manage My Schedule and Tasks**

[B]   **Create Views of My iBase Information**

[B]   List Objects

[B]   Rearrange a List of Objects

The Big Picture

Expand Connections

Collapse Connections

Clear Objects

Delete an Object

Left Justify an Object

Undelete an Object

Put Object at Top of List

Put Object at Top with Connections

Flatten Object Outline

Move Objects in List

Sort List Alphabetically

[B]   Organize with Tabs

[B]   **Create and Attach Letters, Spreadsheets, Graphics**

[B]   **Get Information In and Out of iBase**

[B]   **Customize Menus, Fields, and Settings**

How Do I

B

B   **Learn InfoCentral Basics**

B   **Manage My Schedule and Tasks**

B   **Create Views of My iBase Information**

B   List Objects

B   Rearrange a List of Objects

B   Organize with Tabs

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Create or Edit Tabs

Connect Objects to Other Tabs

Save Lists to Tabs

Move Tabs

Use Tab Index

B   **Create and Attach Letters, Spreadsheets, Graphics**

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

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Create and Attach Letters, Spreadsheets, Graphics

Overview of Related Files

The Big Picture

How a Related File is Created

Personalize My Applications

Locate My Applications

Launch an Application and Attach File

Customize a Related File Type

Work with Files and Directories

Get Information In and Out of iBase

Customize Menus, Fields, and Settings

How Do I

B

B   **Learn InfoCentral Basics**

B   **Manage My Schedule and Tasks**

B   **Create Views of My iBase Information**

B   **Create and Attach Letters, Spreadsheets, Graphics**

B   Overview of Related Files

B   Launch an Application and Attach File

Select Related File Type

Describe Related File

Expand Connections to See Related File

B   Customize a Related File Type

B   Work with Files and Directories

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

How Do I

B

B   **Learn InfoCentral Basics**

B   **Manage My Schedule and Tasks**

B   **Create Views of My iBase Information**

B   **Create and Attach Letters, Spreadsheets, Graphics**

B   Overview of Related Files

B   Launch an Application and Attach File

B   Customize a Related File Type

    Create or Edit Related File Type

    Include Related Person/Organization

    Send Keystrokes to Application

    Start Features Application

    Send Pre-Defined Text to Application

    Send Standard Variables to Application

    Send System Date and Time Variables

    Extract Field Information

B   Work with Files and Directories

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

How Do I

B

B   **Learn InfoCentral Basics**

B   **Manage My Schedule and Tasks**

B   **Create Views of My iBase Information**

B   **Create and Attach Letters, Spreadsheets, Graphics**

B   Overview of Related Files

B   Launch an Application and Attach File

B   Customize a Related File Type

B   Work with Files and Directories

The Big Picture

Search External Files

FastFind Files

View All Drives

Mail a File

Open a File

Copy a File

Delete a File

Undelete a File

Attach Memos to File or Directory

Rename or Move File

Create a Directory

Rename a Directory

Delete Directory Object

Change Display Case

[Change File Display Settings](#)

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

How Do I

[B]

[B]   **Learn InfoCentral Basics**

[B]   **Manage My Schedule and Tasks**

[B]   **Create Views of My iBase Information**

[B]   **Create and Attach Letters, Spreadsheets, Graphics**

[B]   **Get Information In and Out of iBase**

[B]   Import Data into iBase

        The Big Picture

        Create Import File

        Create Import Scenario

        Select Import File

        Select First Category

        Select Second Category

        Select Default Connection

        Set Import Preferences

        Match Fields

        Check Import Summary

        Begin Import

        Check Import Completion

[B]   Export iBase Data

[B]   Scan My Files for Information

[B]   Import Categories from Other iBase

[B]   Take An iBase On the Road

B   Combine iBases or Parts of iBases

B   **Customize Menus, Fields, and Settings**

How Do I

Learn InfoCentral Basics

Manage My Schedule and Tasks

Create Views of My iBase Information

Create and Attach Letters, Spreadsheets, Graphics

Get Information In and Out of iBase

Import Data into iBase

Export iBase Data

The Big Picture

Create or Select Export Scenario

Select Export Category

Select Export Connected Category

Select Default Connection

Specify Output File

Select Export Fields

Check Export Summary

Begin Export

Check Export Completion

Scan My Files for Information

Import Categories from Other iBase

Take An iBase On the Road

Combine iBases or Parts of iBases

Customize Menus, Fields, and Settings

How Do I

[B]

[B]   **Learn InfoCentral Basics**

[B]   **Manage My Schedule and Tasks**

[B]   **Create Views of My iBase Information**

[B]   **Create and Attach Letters, Spreadsheets, Graphics**

[B]   **Get Information In and Out of iBase**

[B]   Import Data into iBase

[B]   Export iBase Data

[B]   Scan My Files for Information

        Use InfoScan

        Check InfoScan Import Summary

        Begin Import

        Check Import Completion

[B]   Import Categories from Other iBase

[B]   Take An iBase On the Road

[B]   Combine iBases or Parts of iBases

[B]   **Customize Menus, Fields, and Settings**

How Do I

Learn InfoCentral Basics

Manage My Schedule and Tasks

Create Views of My iBase Information

Create and Attach Letters, Spreadsheets, Graphics

Get Information In and Out of iBase

Import Data into iBase

Export iBase Data

Scan My Files for Information

Import Categories from Other iBase

List All Categories

Create or Edit Categories

Import Categories

Take An iBase On the Road

Combine iBases or Parts of iBases

Customize Menus, Fields, and Settings

How Do I

[B]

[B]   **Learn InfoCentral Basics**

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[B]   Import Data into iBase

[B]   Export iBase Data

[B]   Scan My Files for Information

[B]   Import Categories from Other iBase

[B]   Take An iBase On the Road

          The Big Picture

          Check Out Remote iBase

          Check In Remote iBase

          Reconcile Differences

          Abandon Remote iBase

[B]   Combine iBases or Parts of iBases

[B]   **Customize Menus, Fields, and Settings**

How Do I

B

B **Learn InfoCentral Basics**

B **Manage My Schedule and Tasks**

B **Create Views of My iBase Information**

B **Create and Attach Letters, Spreadsheets, Graphics**

B **Get Information In and Out of iBase**

B Import Data into iBase

B Export iBase Data

B Scan My Files for Information

B Import Categories from Other iBase

B Take An iBase On the Road

B Combine iBases or Parts of iBases

The Big Picture

Specify the Objects to Export

Name Export File

Select Import File

Examine Import Information

Match Fields with Existing Fields

Select Alternate Category

Create New Category

Reconcile Differences

B **Customize Menus, Fields, and Settings**

How Do I

Learn InfoCentral Basics

Manage My Schedule and Tasks

Create Views of My iBase Information

Create and Attach Letters, Spreadsheets, Graphics

Get Information In and Out of iBase

Customize Menus, Fields, and Settings

Learn Menu Basics

The Big Picture

Add New Menu Item

Delete Menu Item

Change Menu Bar

Customize Menus and Menu Bar

Learn Field Basics

Select a Field Type to Customize

Set Up Field Properties

Set Preferences

Secure and Clean Up My iBase

How Do I

B

B   **Learn InfoCentral Basics**

B   **Manage My Schedule and Tasks**

B   **Create Views of My iBase Information**

B   **Create and Attach Letters, Spreadsheets, Graphics**

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

B   Learn Menu Basics

B   Customize Menus and Menu Bar

         Customize Menu

         Customize Menu Bar

         Assign Accelerator Keys

         Perform Built-In Commands

         Launch Programs from Menus

         Sprout New Menu

         Load Menu System

B   Learn Field Basics

B   Select a Field Type to Customize

B   Set Up Field Properties

B   Set Preferences

B   Secure and Clean Up My iBase

How Do I

[B]

[B]   **Learn InfoCentral Basics**

[B]   **Manage My Schedule and Tasks**

[B]   **Create Views of My iBase Information**

[B]   **Create and Attach Letters, Spreadsheets, Graphics**

[B]   **Get Information In and Out of iBase**

[B]   **Customize Menus, Fields, and Settings**

[B]   Learn Menu Basics

[B]   Customize Menus and Menu Bar

[B]   Learn Field Basics

    The Big Picture

    Select Different Field

    Delete Field

    Undelete Field

    Add New Field

    Edit Field

    Move Field

    Edit Object or Connection Information

[B]   Select a Field Type to Customize

[B]   Set Up Field Properties

[B]   Set Preferences

[B]   Secure and Clean Up My iBase

How Do I

[B]

[B]   **Learn InfoCentral Basics**

[B]   **Manage My Schedule and Tasks**

[B]   **Create Views of My iBase Information**

[B]   **Create and Attach Letters, Spreadsheets, Graphics**

[B]   **Get Information In and Out of iBase**

[B]   **Customize Menus, Fields, and Settings**

[B]   Learn Menu Basics

[B]   Customize Menus and Menu Bar

[B]   Learn Field Basics

[B]   Select a Field Type to Customize

Alarm Notification

Alpha/Numeric Fields

Calculation

Check Boxes

Connection

Currency

Date

Fax Line

Group Title

Memo

Modem

Number

Radio Button

B   Set Up Field Properties

B   Set Preferences

B   Secure and Clean Up My iBase

How Do I

B

B   **Learn InfoCentral Basics**

B   **Manage My Schedule and Tasks**

B   **Create Views of My iBase Information**

B   **Create and Attach Letters, Spreadsheets, Graphics**

B   **Get Information In and Out of iBase**

B   **Customize Menus, Fields, and Settings**

B   Learn Menu Basics

B   Customize Menus and Menu Bar

B   Learn Field Basics

B   Select a Field Type to Customize

B   Set Up Field Properties

        Calculate Formulas in Fields

        Carry Values Forward to New Objects

        Format Text

        Change the Text Case

        Make Text Entry Mandatory

B   Set Preferences

B   Secure and Clean Up My iBase

How Do I

Learn InfoCentral Basics

Manage My Schedule and Tasks

Create Views of My iBase Information

Create and Attach Letters, Spreadsheets, Graphics

Get Information In and Out of iBase

Customize Menus, Fields, and Settings

Learn Menu Basics

Customize Menus and Menu Bar

Learn Field Basics

Select a Field Type to Customize

Set Up Field Properties

Set Preferences

The Big Picture

Add Preferences

Alarm Preferences

Calendar Preferences

Connections Preferences

Daylight Saving Time

Display Preferences

Customize Menu Hot Key

FastFind Preferences

Load Menu System

B   Secure and Clean Up My iBase

How Do I

▣

▣ **Learn InfoCentral Basics**

▣ **Manage My Schedule and Tasks**

▣ **Create Views of My iBase Information**

▣ **Create and Attach Letters, Spreadsheets, Graphics**

▣ **Get Information In and Out of iBase**

▣ **Customize Menus, Fields, and Settings**

▣ Learn Menu Basics

▣ Customize Menus and Menu Bar

▣ Learn Field Basics

▣ Select a Field Type to Customize

▣ Set Up Field Properties

▣ Set Preferences

▣ Secure and Clean Up My iBase

The Big Picture

Set iBase Passwords

Do Housekeeping on iBase

View iBase Information

DELETED TOPIC
This is the page used by HDI.

DELETED TOPIC

ODMA Support

Purpose
ODMA (Open Document Management API) lets you use other ODMA-supporting document management systems you have installed instead of WordPerfect's file management dialog.

Steps
To use a WordPerfect file management dialog,
1 Request a WordPerfect file management dialog box from the current document managment system.

To return to your document management system,
1 Open a WordPerfect file managment dialog box.

2 Choose the appropriate button.

See Also
Managing Files

Open a Copy of a File

Purpose
Use Open As Copy to open a document as a read-only copy. You can read the document and make changes to it, but you must save it with a different filename.

Steps

1 Choose Open from the File menu, then select Open As Copy.

2 Specify the filename you wish, then choose Open.

3 Read the file or make changes to it.

4 Choose Save As from the File menu, type a new name for the file, then choose Save.

See Also
Opening Files

B **Hint**

Find allows you to use multiple wildcard characters (* and ?) in your search string.

Select Directory

Purpose

Use the <u>folder icon</u> to select the directory you wish. It appears next to text boxes where you need to specify a directory name. When you choose OK, the directory you selected appears in the text box.

Steps

1 Click the folder icon.

2 Select the drive and directory you wish to list the files in.

Choose a QuickList entry.

3 Choose OK.

Filename

Purpose
Use the Filename text box to specify the file you wish. You can type in the full pathname of a file, or select it from the list of files in the current directory. You can also use the History list to access a list of previously opened files or selected directories.

Steps
To select a particular filename,
1 In a <u>directory dialog box</u>, select the drive and directory you wish to list the files in. Choose a QuickList entry.
 2 Specify the name of the file you wish to open, select or save.

 3 Choose OK.
Right-click on the files list, then choose the option you wish.
To select a previously selected filename or directory,
1 In a <u>directory dialog box</u>, click the arrow to the right of the Filename text box.

2 Select the name of the file you wish to open, or the directory you wish to use.

3 Choose OK.

See Also
<u>Directories List</u>
<u>Drives</u>
<u>List files</u>
<u>File Options</u>
<u>QuickList</u>

List Files of Type

Purpose

Use the List Files of Type drop-down list to choose the type of files you wish to display. For example, choosing Text Files (*.txt) displays all the files in the current directory with a .TXT extension. **B**

Steps

1 In a directory dialog box, choose the file type you wish to display in the list files.

See Also

Directories List
Drives
List files
QuickList
Save File As Type

Drives

Purpose
Use the Drives drop-down list to choose the drive in which you wish to list directories and files.

Steps

1 In a directory dialog box, choose the drive you wish.

See Also
Directories List
List files
QuickList

List files

Purpose

Use the list files box to view the files in the currently selected drive and directory, and to select the files you wish to use.

Steps

1 In a <u>directory dialog box</u>, select the type of files you wish to list.

2 Select the drive and directory whose files you wish to list.
Select a QuickList item.

3 Select the file(s) you wish.

4 Choose OK.
Right-click on the files list, then select the option you wish.

See Also

<u>Directories List</u>
<u>Drives</u>
<u>List files Display</u>
<u>File Options</u>
<u>List Files of Type</u>
<u>QuickList</u>
<u>Save File As Type</u>

QuickList

Purpose
Use the QuickList to access directories or files without entering the full path every time. Use the QuickList options to change the default directory display in your directory dialog boxes and to edit your QuickList.

Steps
To display the QuickList,
1 Enter any directory dialog box, then choose QuickList.

2 Choose Show QuickList, Show Directories, or Show Both.

To use the QuickList,
1 Select the QuickList item you wish.

2 Select the file(s) you wish.

3 Choose OK.
Right-click on the files list, then select the option you wish.

See Also

Add or Edit QuickList Item
Delete QuickList Item
Print Lists
Open/Save As Setup

Viewer

Purpose
Use the Viewer to display, print, or play files without retrieving them into the document window.

Steps

1 Enter any directory dialog box or QuickFinder search results list, then select a file from the list files.

2 Choose View.

3 Right-click on the Viewer window, then select an option from the QuickMenu to use Viewer features.

4 Choose Close from the Control menu to exit the Viewer.

See Also
Additional Information about Viewer
Viewer Info
Viewing Files

File Options

Purpose

Use the File Options pop-up list to choose options you wish to perform on the selected file(s) or directory.

Steps

1 In a <u>directory dialog box</u>, select the file(s) you wish to affect. <u>B</u>

2 Choose File Options, then choose from the following options:
<u>Copy</u>
<u>Move</u>
<u>Rename</u>
<u>Delete</u>
<u>Change Attributes</u>
<u>Print</u>
<u>Print List files</u>
<u>Create Directory</u>
<u>Remove Directory</u>
<u>Rename Directory</u>

Directories List

Purpose
Use the Directories list box to view a list of directories and subdirectories in a selected drive and to select the directory you wish to use.

Steps

1 In a directory dialog box, select a drive from the Drives drop-down list, then double-click directory names to list their subdirectories.

2 Double-click a directory name to select that directory and display the names of the files in it.

3 Right-click on the Directories list, then choose Create Directory to create a subdirectory within a selected directory.

Choose Remove Directory to remove the selected directory.

See Also
Create Directory
Drives
File Options
Print Lists
QuickList
Remove Directory

Sorting Files

 Open/Save As Setup, Sort By and Sort Order

Purpose

Use Sort By to sort filenames in the files list box by filename, extension, size, date/time, descriptive name, or descriptive type. Use Sort Order to specify an ascending or descending order.

Steps

1 Enter any directory dialog box, then choose Setup.

2 Select a Sort By option.

3 Select a Sort Order.

4 Choose OK.

See Also

Create Speedup Files
List files Display
Open/Save As Setup

List files Display

B   Open/Save As Setup, List files Display

Purpose

Use List files Display to specify which elements of a file's description will display in the list files box.

Steps

1 Enter any directory dialog box, then choose Setup.

2 Select a Show option. **B**

3 Select Show Column Labels if you wish to display headings for Custom Columns. **B**

4 Select Show Hidden/System Files if you wish to display hidden and system files.

5 Select Change Default Directory to change the default directory every time you move to a new directory.

6 Choose OK.

See Also

Create Speedup Files
Open/Save As Setup
Sorting Files

Create Speedup Files

B   <u>Open/Save As Setup</u>, Create Speedup Files

Purpose
Use Create Speedup Files to make files display faster when you are displaying Document Summary information (descriptive name and type) in the list files.

Steps

1 Enter any directory dialog box, then choose Setup.

2 Select Custom Columns or Descriptive Name, Filename.

3 Select Create Speedup Files.

4 Specify a directory to store the speedup files.

5 If the directory specified does not exist, choose Yes to create the directory.

See Also
<u>List files Display</u>
<u>Open/Save As Setup</u>
<u>Sorting Files</u>

Save File As Type

Purpose
Use the Save File As Type drop-down list to choose the format of the file you wish to save.

Steps

1 In a <u>directory dialog box</u>, select the drive and directory where you wish to save your file.

2 Specify the name of the file you wish to save. B

3 Choose the format you wish.

4 Choose OK to save the file in the selected format.

See Also
<u>Directories List</u>
<u>Drives</u>
<u>Filename</u>
<u>List files</u>
<u>QuickList</u>
<u>Save Format</u>

Viewing Files

B   <u>Viewer</u>, select a file

Purpose

Use the Viewer to display, print, or play the contents of text, graphics, audio-visual, sound, cursor, icon, and fax files. The Viewer may not show all formatting exactly as it appears in the file.

Steps

1 Enter any <u>directory dialog box</u> or QuickFinder search results list, then select a file from the list files.

2 Choose View.

Use the controls in the Viewer to play, stop, reset, fast forward, rewind, or move to the beginning or end of audio-visual or sound file.

3 To use features supported by the Viewer, right-click inside the Viewer window, then select an option from the <u>QuickMenu</u>. The QuickMenu will change, depending on what type of file you are viewing.
<u>Copy to Clipboard</u>
<u>Document Summary</u>
<u>Document Text</u>
<u>Find</u>
<u>Find Next</u>
<u>Find Previous</u>
<u>Font</u>
<u>Go To Page</u>
<u>Graphic Conversion</u>
<u>Hex Display</u>
<u>Invert</u>
<u>Next Page</u>
<u>Previous Page</u>
<u>Print</u>
<u>Remove Highlights</u>
<u>Rotate</u>
<u>Viewer Info</u>
<u>Word Wrap</u>
<u>Zoom</u>

4 Choose Close from the Viewer <u>Control menu</u> to exit the Viewer.

See Also

<u>Printing from the Viewer</u>
<u>Viewer Info</u>

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folder icon

A small file folder icon next to a text box. The folder icon appears on dialog boxes and is used to access another dialog box to select files or change directories. Sometimes called a list button.

directory dialog box
Dialog boxes that allow you to open, save, name, find, view, copy, move, rename, delete, and print files. They also let you create and remove directories. Directory dialog boxes appear when you use any feature that retrieves or saves a file, such as Open, Save As, Insert File, and so on.

dialog box

Dialog boxes let you communicate with an application. They display warnings and messages, and they let you select and implement options by choosing appropriate command buttons. Dialog boxes have a title bar and a control menu, but they do not have a menu bar. They can be moved to different locations on the screen. Most dialog boxes must be closed before you can work in the document window, but a few will allow you to move between the window and the dialog box.

When a dialog box option is unavailable and cannot be used, it will appear dim. If subsequent actions make the item available, it will change to a normal appearance.

Viewer Info
Lets you display default settings by viewer or file type.

Find Next

Lets you find the next occurrence of the current Viewer search text. (Find Next appears only if you have used Find in a text file.)

Find Previous

Lets you find the previous occurrence of the current Viewer search text. (Find Previous appears only if you have used Find in a text file.)

Add or Edit QuickList Item

🅱   <u>QuickList</u>, Add Item

Purpose

Use Add QuickList Item to add items to the list of directories and files you use frequently.
Use Edit QuickList Item to edit your list of frequently used directories and files.

Steps

To add a QuickList item,

1 Enter any <u>directory dialog box</u>.

2 Right-click on the QuickList, then choose Add Item.

3 Specify the directory or filename you wish to add to the QuickList. 🅱

4 Type a descriptive name.

5 Choose OK.

To edit a QuickList item,

1 Enter any directory dialog box.

2 Select the item you wish to edit.

3 Right-click on the QuickList, then choose Edit Item.

4 Make the changes you wish.

5 Choose OK.

See Also

<u>Delete QuickList Item</u>
<u>QuickList</u>

Change File Attributes

Purpose

Use Change Attributes to change the Archive, Read-Only, Hidden, and System attributes of one or more files.

Steps

1 In a <u>directory dialog box</u>, select the file(s) you wish to change. Make sure the selected files are not already open.

2 Right-click on the files list, then choose Change Attributes.

3 Choose from the following options:
<u>Archive</u>
<u>Read-Only</u>
<u>Hidden</u>
<u>System</u>

4 Choose OK.

See Also
<u>File Options</u>

B **Hint**

To open a file without choosing OK, double-click a filename in the list files box of a directory dialog box that lets you open files.

Remove Highlights

Removes any highlights placed in the Viewer file by Find.

Drag and Drop Capabilities

Purpose
Use the drag-and-drop capabilities built into <u>directory dialog boxes</u> to launch applications, open files, package files as OLE objects, and create Windows Program Manager icons for applications.

Steps
To launch an application,

1 In a directory dialog box, drag a filename from the list box onto the .EXE file for the application you wish to launch.

This launches the application and opens the selected file within it.

To open a file in an open application,

1 Open the application you wish to work in.

2 Open a directory dialog box in another application.

3 Drag the filename of the file you wish from the files list onto the title bar of the application.

To package a file as an OLE object,

1 Open a directory dialog box.

2 Drag the filename of the file you wish from the files list into an open document window in a different application.

To create an application icon,

1 Open a directory dialog box.

2 Drag an .EXE file into a Program Group in Windows Program Manager.

See Also
<u>Managing Files</u>
<u>Opening Files</u>

B Hint

Filenames can be a maximum of eight characters, followed by a period and a three-character extension. When you name a document, do not use the following characters: * + = [ ] : ;   < > ? / \ |. A period can be used only to separate the first part of the filename from the filename extension. For example, if you specify the filename GIRAFFE.ABCD, WordPerfect applications will read and record the name as GIRAFFE.ABC.

If you do not specify an extension, WordPerfect applications save the file with the extension that identifies the format selected. Specify a filename that ends with the period if you do not wish to add the default extension.

B **Hint**

You will not be able to recover the files or subdirectories after you delete them.

If you do not select a different directory before choosing Remove Directory, the application will remove the current directory.

Rename Directories

Purpose
Use Rename Directory to give directories new names.

Steps

1 In a <u>directory dialog box</u>, right-click on the Directories list, then choose Rename Directory.

2 Specify the new location or name for the selected directory, then choose Rename.

See Also
<u>Create Directory</u>
<u>Remove Directory</u>

Archive

Archives or backs up the file(s) the next time you run a third-party backup program.

Copy Files

Purpose
Use Copy to copy one file or multiple files into other drives or directories.

Steps

1 In a <u>directory dialog box</u>, select the file(s) you wish to copy. <u>B</u>

2 Right-click on the files list, then choose Copy.

3 Specify the <u>path</u> or <u>filename</u> for the file(s).

4 Select Do not replace files with the same size, date, and time to avoid copying files that are identical to the files they would replace.

5 Choose Copy.

You can also copy files by selecting a filename from the list box and dragging it to another drive or directory in the Directories list box or the QuickList.

See Also
<u>Move Files</u>
<u>Rename Files</u>

Create Directory

Purpose
Use Create Directory to create a new directory or subdirectory in the current drive.

Steps

1 In a directory dialog box, select the drive or directory you wish to add a directory to.

2 Right-click on the Directory list, then choose Create Directory.

3 Type a name for the directory.

4 Choose Create.

See Also
File Options
Remove Directory
Rename Directory

Read-Only
Protects the file(s) from being modified or deleted.

Custom Columns

If you also select Show Column Labels, Custom Columns lets you select from a list of column types to display in a list files.

Delete Files

Purpose

Use Delete to delete one or more files.

Steps

1 In a <u>directory dialog box</u>, select the file(s) you wish to delete. **B**

2 Right-click on the files list, then choose Delete.

3 Choose Delete.

See Also

<u>Copy Files</u>
<u>File Options</u>
<u>Move Files</u>

Hidden

Hides the file(s) in directory dialog box list filess and QuickFinder Search Results lists, and makes it a hidden file for DOS.

B **Hint**

To select a column label, click a blank space between column labels with the right mouse button, then choose an option. You may need to scroll right to find a blank space.

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Network

Purpose

Use the Network options list to view and edit network settings. The number and type of options will vary depending on your network software. Network only appears if your computer is connected to a network.

Steps

1 Enter any <u>directory dialog box</u>, then choose Network.

Depending on the network driver and version you are using, the options that appear will vary. Choose the Help buttons on the Network dialog boxes for more information.

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System
Identifies the file(s) to DOS as part of your computer's operating system. The file(s) are not displayed in directory dialog box list filess or QuickFinder Search Results lists.

Move Files

Purpose
Use Move to move one or more files to a different drive or directory.

Steps

1 In a <u>directory dialog box</u>, select the file(s) you wish to move. `B`

2 Right-click on the files list, then choose Move.

3 Type the path or filename you wish the file(s) moved to.

Click the <u>list button</u>, select the directory you wish the files moved to, then choose OK.

4 Choose Move.

You can also move files by selecting a filename from the list box and pressing Alt or Shift while dragging it to another drive or directory in the Directories list box or the QuickList.

See Also
<u>Copy Files</u>
<u>File Options</u>

Managing Files

Purpose

In WordPerfect applications, file management capabilities are provided in directory dialog boxes. For example, you can use this dialog box to select directories, choose macros, locate specific files, open documents, and save documents as new or renamed files. You can find and select directories and files using the drive, directory, and list filess. You can also change network connection or document management options if you are connected to a network or have alternate document management programs.

To find a more specific Help topic about your task, use the Search button above to look up the title of a specific dialog box or option.

B   The options that appear on this dialog box will change depending on its title and the application in which it appears.

Choose from the following options for more information:
Filename
List files
Save File As Type
Directories List
QuickList
Drives
List Files of Type

See Also

Drag and Drop Capabilities
File Options
Network
ODMA Support
Opening Files
Saving Files

Open/Save As Setup

Purpose
Use Open/Save As Setup to specify how you wish to display the list files and to set the Speedup Files options for <u>directory dialog boxes</u>.

Steps

1 Enter any <u>directory dialog box</u>, then choose Setup.

2 Make the changes you wish, then choose OK.

Choose from the following options for more information:
<u>Create Speedup Files</u>
<u>List files Display</u>
<u>Sorting Files</u>

See Also
<u>Managing Files</u>

Print Files

Purpose

Use Print to print one or more files without opening them into the current document window.

Steps

1 In a <u>directory dialog box</u>, select the file(s) you wish to print.

2 Right-click on the files list, then choose Print.

3 Choose Print.

See Also

<u>File Options</u>
<u>Print Lists</u>

Print Lists

Purpose
Use Print List to print a list of selected files or all files displayed in the list files box, the Directory List, or the QuickList.

Steps
To print a list files,

1 In a <u>directory dialog box</u>, choose Setup, then select the List files Display options you wish. The information displayed on a printed list files is identical to the information displayed in the list files box.

2 Select the files in the list files that you wish to include on the printed list. Skip this step if you wish to print the entire list files.

3 Right-click on the files list, then select Print List files.

4 Choose the type of list you wish to print.

5 Select Include Subdirectories to print subdirectories in addition to the list.

6 Choose Setup, select a printer, orientation, and paper size and source, then choose OK.

7 Choose Change, select a font, style, and size, then choose OK.

8 Choose Print.

To print a directory list,

1 Enter any directory dialog box, then right-click on the Directories List.

2 Choose Print Directory List.

3 Select the printing option you wish.

4 Choose Setup, select a printer, orientation, and paper size and source, then choose OK.

5 Choose Change, select a font, style, and size, then choose OK.

6 Choose Print.

To print a QuickList,

1 Enter any directory dialog box, then choose QuickList.

2 Choose Print QuickList.

3 Select the printing option you wish.

4 Choose Setup, select a printer, orientation, and paper size and source, then choose OK.

5 Choose Change, select a font, style, and size, then choose OK.

6 Choose Print.

See Also
File Options
Print Files

Remove Directory

Purpose

Use Remove Directory to remove a directory and to delete any subdirectories and files contained in the directory you wish to remove. If you do not select a different directory, the application will delete the current directory.

Steps

1 In a <u>directory dialog box</u>, select the directory you wish to remove.

2 Right-click on the Directories list, then choose Remove Directory.

3 Choose Yes to delete the selected directory, including all files and subdirectories in it.

See Also

<u>Create Directory</u>
<u>Delete Files</u>
<u>File Options</u>
<u>Rename Directory</u>

Rename Files

Purpose

Use Rename to give one or more files new names and locations.

Steps

1 In a <u>directory dialog box</u>, select the file(s) you wish to rename. `B`

2 Right-click on the files list, then choose Rename.

3 Specify the new path or filename for the selected file(s), then choose OK.

4 Choose Rename.

See Also

<u>File Options</u>
<u>Move Files</u>
<u>Select Directory</u>

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Viewer Find

Purpose
Use Viewer Find to highlight all occurrences of the search words or phrases in the file.

Steps

1 Enter any <u>directory dialog box</u> or QuickFinder search results list, then select a text file from the list files.

2 Choose View.

3 Right-click inside the Viewer window, then choose Find from the <u>QuickMenu</u>.

4 Type the text you wish to find. If you wish to find a phrase, enclose it in quotation marks.

5 Select Match Whole Word Only if you do not wish to find the search text within other words, like "cat" in "vacation."

6 Select Case Sensitive if you wish to search for capital letters just as you have typed them.

7 Press Enter.

8 Choose Find Next or Find Previous to locate other instances of the search text.

9 Choose Close.

See Also
<u>Viewer</u>
<u>Viewing Files</u>

Viewer Font

Purpose

Use Viewer Font to select the font (size and typeface) you wish to display in the Viewer.

Steps

1 Enter any <u>directory dialog box</u> or QuickFinder search results list, then select a text file from the list files.

2 Choose View.

3 Right-click inside the Viewer window, then choose Font from the <u>QuickMenu</u>.

4 Select a font and point size.

5 Select Bold or Italic if you wish the entire Viewer text in bold or italic.

6 Choose OK.

See Also
<u>Printing from the Viewer</u>
<u>Viewer</u>
<u>Viewing Files</u>

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application

Software designed to carry out a certain kind of action or activity, such as word processing, electronic mail, or spreadsheet entries. Sometimes called a program.

Control menu
The menu containing commands that will open, close, maximize, minimize, or restore a window or dialog box. You can display a Control menu by clicking the Control-menu box or by pressing Alt+Spacebar.

double-click
To press and release the mouse button twice in rapid succession.

filename

The name given to a data file used by applications to perform open and save operations. In DOS and Windows applications, filenames can have as many as eight characters with an optional extension of as many as three characters. The filename and extension are separated with a period.

Saving Files

[B]   File, Save or Save As

Purpose
You can save hundreds of files on a hard disk, which works like a filing cabinet with directories and subdirectories as file drawers and folders that group similar files. You can save files with new names, save them in different directories, or save them in different formats. If you do not specify a directory or format, WordPerfect applications save files in the current directory and default format.

You should use Save periodically to avoid losing your work if a power or system failure occurs. You can also use the Backup features to avoid losing your work.

Steps

1 Choose Save or Save As from the File menu.

2 Select the directory where you wish to save the file from the Directories list box or the QuickList.

Type the full path for the file before the filename.

3 Type a filename for the file. [B]

Select the file you wish to replace with the saved file.

4 Choose the format you wish. [B]

5 Choose Save to save the file in the selected format.

See Also
Opening Files
Save File As Type
Save Format

list button

In dialog boxes, a way to get to another dialog box to select files or change directories. It appears as a small file-folder button next to a text box.

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path
The address that tells a computer where to locate a directory or file on a disk or network. A path includes the drive, the root directory, and any subdirectory names that branch from the root directory.

QuickMenu
A pop-up menu that lists a specific set of items that apply to a particular feature. You can open a QuickMenu by placing the mouse pointer over the object and pressing the right mouse button. You select the option you wish by clicking it with the left mouse button.

root directory
The fundamental directory of a disk, created when the disk is formatted.

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B **Hint**

Choose an option from the Save File As Type list to save a file in a format other than the default for the current application. WordPerfect applications save the file with a default extension that identifies the selected file type and format. You can type a period at the end of the filename to save the file without an extension, or type your own extension.

Some extensions have special meaning in WordPerfect applications, DOS, or Windows. These include .ALL, .BAT, .BIF, .COM, .DLL, .EXE, .INI, .PRS, .SET, .WCM, .WPT, and .WWK. Do not use these extensions when saving documents unless you have a specific reason for doing so.

B **Hint**

Click and drag to select a continuous range of items. You can also click an item at one end of the range, then hold down the Shift key and click the item at the other end of the range.

Press Ctrl while clicking each item you wish to select noncontinuous items. Press Ctrl+/ to select all items.

Click inside the list files, then type the first letters or numbers of the filename to move to a specific file in a list files sorted by filename, size, or date/time. When the list files is sorted by extension, descriptive name, or descriptive type, those items are used in searching.

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Document Text

Lets you view the body of a document (instead of the Document Summary).

Save Format

Purpose

The Save Format <u>dialog box</u> appears when you attempt to save a document which was converted from another format when you opened the document.

Save Format allows you to save the file in the current default format, the original format, or in another format.

Steps

1 Open a document that was saved in a format other than your current default format, make any changes you wish, then choose Save from the File menu.

2 Choose the default format or the original format.

Choose Other, choose OK, then choose the format you wish.

3 Choose OK.

See Also

<u>Managing Files</u>
<u>Open/Save As Setup</u>
<u>Save File as Type</u>
<u>Saving Files</u>

Hex Display
Lets you display a file in hexadecimal mode. You can print any kind of file as a hexidecimal document.

Copy to Clipboard

Lets you copy selected text from the Viewer to the Clipboard.

Document Summary

Lets you view the Document Summary of a file (instead of the body of the document).

Word Wrap

Lets you wrap document text in the Viewer window so all text shows regardless of the window size.

Opening Files

B   File, Open

Purpose

Use Open to open as many as nine documents or windows in the same <u>application</u>. Open works with documents you have previously saved as files on a hard disk or floppy disk. When you wish to edit a document that is saved on disk, you need to open a copy of the file into a window. The file then becomes active in your computer's memory so that you can edit it. The changes you make are not recorded on disk until you save the file again.

Steps

1 Choose Open from the File menu.

2 Select the drive and directory you wish to list the files in.

3 Select the file you wish. **B**

Type the full <u>path</u>, separated by commas, of as many as nine files at one time to open multiple files.

4 Choose OK.

See Also
<u>Managing Files</u>
<u>Open a Copy of a File</u>
<u>Saving Files</u>

Find

Lets you find words or phrases in the document displayed in the Viewer.

Font
Lets you change the font that will show in the Viewer.

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Viewer Go To Page

B   Viewer, right-click, Go To Page

Purpose
Use Viewer Go To Page to view multiple-page fax files.

Steps

1 Enter any directory dialog box or QuickFinder search results list, then select a text file from the list files.

2 Choose View.

3 Right-click inside the Viewer window, then choose Go to Page from the QuickMenu.

4 Specify the page number you wish to view.

5 Choose OK.

See Also
Viewer

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Invert

Lets you change the display of fax files from black on white to white on black and vice versa.

Rotate

Lets you rotate the current page of a fax file 180 degrees.

Zoom

Lets you change your view of a fax, cursor, or icon file. You can enlarge faxes up to 200% or reduce them down to 50%. You can enlarge cursor and icon files up to 800%.

Zoom does not actually size the image, it only changes your view.

Print

Lets you print all or part of a text or hex file, select printers, change fonts, and specify margins.

Printing from the Viewer

[B]   Viewer, right-click, Print

Purpose
Use Print to print all or part of a text or hex file, select printers, change fonts, and specify margins.

Steps

1 Enter any directory dialog box or QuickFinder search results list, then select a text file from the list files.

2 Choose View.

3 Right-click inside the Viewer window, then choose Print from the QuickMenu.

4 Specify the pages you wish to print.

5 Choose Setup to select a printer or change printer options, then choose OK.

6 Select display Font to print using the current display font.

   Select Specific Font, choose Change, select a font and a point size for printing, then choose OK.

7 Select Inches or Centimetres, then specify the margins for printing.

8 Choose Print.

See Also
Viewing Files

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B **Hint**

You can use wildcard characters to include specific types of files. For example, typing c:\ october*.shw will include all files in the OCTOBER subdirectory of the C: drive with the extension .SHW; typing c:\october*.* includes all files in the OCTOBER subdirectory.

Viewer Info

 Viewer, right click, Viewer Info

Purpose
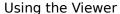Use Viewer Info to display viewer capabilities by viewer and file type.

Steps

1 Right-click inside the Viewer, then choose Viewer Info.

2 Select Viewer to display available viewers.

Select File Type to display available file types.

3 Select the viewer you wish to display the file types it can view.

Select the file type you wish to display the compatible viewers.

4 Choose OK.

See Also
Viewing Files

Additional Information about Viewer

Using the Viewer
  The Viewer has been designed to:

B   Help you find a specific file quickly, especially when you know something about the content of the file.

B   Help you create documents by copying parts of the document you are viewing into another document.

B   Provide viewing capabilities for files located by a QuickFinder search. The Viewer highlights the word or phrase searched for and displays the document at the first occurrence of the search text.

B   Let you assign viewers to specific types of files.

B   Let you look at or hear a file before you use it in a document.

B   Let you print all or part of a file without retrieving it into a document.

If a Viewer window is displayed, you can select a filename in any list box to view the contents of that file.

How the Viewer Works
The Viewer provides a quick display of the contents of a file. The Viewer can display text, graphics, codes, and faxes. It also plays audiovisual and sound files.

To enhance its speed, the Viewer has been designed to display document contents, but not all of the formatting. Thus, the Viewer does not provide full WYSIWYG viewing of file contents. Files display both text and graphics in the Viewer window. If a file you are viewing contains only graphics, you can view them if they are in a supported graphics format.

Types of Files the Viewer Displays

B   WordPerfect documents (4.2, 5.x, and 6.0 formats)

B   WordPerfect graphics files (.WPG)

B   Sound files (Waveform, MIDI)

B   Various non-WordPerfect document and spreadsheet files (including documents created in Word for Windows, AmiPro, and Lotus 123 spreadsheets)

B   Various graphics file formats

B   Fax files (DCX and some TIFF formats)

 List of files contained in a ZIP file

 Cursor and icon files

See Also
Viewer
Viewing Files

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B Hint

If you try to open a file that was created in a format other than the format the current application uses, the Convert File Format message box appears. Choose OK to convert the file.

If a WordPerfect application cannot convert the file, an error message will inform you that the file format is unknown. If this occurs, you may wish to use the original program to save the file in DCA/RTF or RTF format. If neither of these formats is available, you can save the file as an ASCII (DOS) text file. However, some formatting features in your file may be lost when you open it into the current application.

Graphic Conversion

Lets you convert graphics for viewing. If you choose Disable Graphics Conversion from the QuickMenu, you can use the conversion button in the Viewer to convert individual graphics files for viewing.

Exclude Files

Ignores all specified file types. All files with .EXE, .COM, and .DLL extensions are excluded by default.

Expand Browse Dialog
Lets you specify how the Create and Edit Index dialog boxes appear. If you select Expand Browse Dialog, the Filename, Drives, and Directories display each time the dialog box is opened. (Applies to all indexes.)

Extended Characters in Non-WP Documents
Lets you specify how extended characters in documents other than WordPerfect formats are treated in the index. If you are indexing a document created in Windows, choose Interpret as ANSI; if you are indexing a document created in DOS, choose Interpret as ASCII. If you have both or are unsure, select Exclude.

Include Numbers in Index
Indexes numbers as well as letters.

Index Contains
Lets you specify how much of a document to index.

Index Level

Lets you specify an area to search for word patterns (for example, on the same line, or in the same paragraph).

Index WordPerfect Documents Only
Indexes only WordPerfect 5.1/5.2 and 6.0 documents (but not WordPerfect 4.0 documents).

Location for Index Files
Lets you specify the default location for index files. (Applies to all indexes.)

Delete QuickList Item

[B]   <u>QuickList</u>, Delete Item

Purpose
Use Delete Item to remove an item from a QuickList.

Steps

1 Enter any <u>directory dialog box</u>.

2 Select the item you wish to delete.

3 Right-click on the QuickList, then choose Delete Item.

4 Choose Yes.

See Also
<u>Add or Edit QuickList Item</u>
<u>QuickList</u>

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Go to Page

Lets you specify the page number you wish to view.

Next Page
Lets you move to the next page of the fax file.

Previous Page
Lets you move to the previous page in the fax file.

UNC Drive Mappings

Purpose

When your computer is part of a network, use Universal Naming Convention (UNC) drive mapping formats anywhere you specify a filename.

Steps

1 Enter any <u>directory dialog box</u> or QuickFinder search results list.

2 Specify the filename of the file, using the following syntax for drive mapping conventions:
UNC Format = \\Server\Volume\Dir\Dir etc...
Acceptable = //Server/Volume/Dir/Dir etc...

Novell Format = Server/Volume:Dir\Dir etc...
Acceptable = Server\Volume:Dir/Dir etc...

3 Choose OK.

See Also

<u>Managing Files</u>