This is a context-sensitive Help file that is called from an application.

Ability Draw

Start the Draw application. If Draw is already open, switch to it.

Ability Launcher

Start the Launcher. If Launcher is already open, switch to it.

Launcher allows you to open any Ability file and start, or switch to, any other Ability application.

Ability Spreadsheet

Start the Spreadsheet application. If Spreadsheet is already open, switch to it.

Ability Write

Start the Write application. If Write is already open, switch to it.

Delete Record button

Delete the current record.

You will be warned that deleting the record will permanently remove it from the database - you cannot undo this operation.

Columns button

Add or remove columns (temporarily) from view.

Filter button

Define a new filter for the current record source.

A filter allows you to view only specified records, for example, all red wines from a general list of wines.

Sort Order button

Define a new sort order for the records.

View Table Grid button

Switch to a table grid view of the data where records are displayed in rows and fields in columns,

View Form button

Switch to a form view of the data where each record is displayed in a new screen and fields are displayed down the page.

View Report button R

Switch to a report view of the data, ready for printing. Summary totals will be added automatically.

It is easier to hide the columns you don't want included in the report *before* viewing the report (hint: select the columns, right-click and select the **Hide Columns** command).

Design Mode button

Switch into design mode for a form or report. Design mode allows you to rearrange the form or report layout, and add or delete elements.

Browse Mode button

Switch to browse mode so you can view and edit the data in the form.

Add Record button

Add a record. Type the new record details in the blank record displayed.

Use the Esc key to abdandon the new record.

Use the Add button a second time (or any browse button) to save permanantly.

Delete Record button

Delete the current record.

You will be warned that deleting the record will permanently remove it from the database - you cannot undo this operation.

Spell Check button

Start the spell checker.

If there is no text selected, the entire document will be checked. If there is a selection, only the text within the selection will be checked.

Application Background

This has no functionality.

Table

This a table view of your data. Every row is a record and every column is a field.

Query

This a query view of your data. Every row is a record and every column is a field.

The actual data comprising a query will also be contained in a table.

Queries only show the rows and columns according to the query definition (see the **Query** command from the **Format** menu.)

Relation

A relation draws together two or more tables in a logical join.

Providing the relation is formed by joining a primary key from one table to an indexed field from another, you can edit the data. Otherwise, the data is read-only.

Form Browse Mode

Each screen shows one record of editable data at a time.

Report Design Mode

The report is broken into "bands".

Report Header - prints at the start of the report.
Page Header - prints at the top of every page.
Detail - prints once for each record.
Page Footer - prints at the bottom of every page.
Report Footer - prints on the last page of the report and includes summary totals.

In addition, if the data is sorted into groups, a band will print at the start and end of every change in the group value.

Database Manager

This displays all the database "objects" in a tree structure, including all the tables, relations, queries, forms and reports.

Use Database Manager to add, open and delete these database objects.

Click on [+] to open a branch and [-] to close it again.

Zoom

Select a zoom factor between 25% and 200% to magnify or reduce the current view.

Column View list

Select a column view from the named column view list. Select **Colun View - All** to view all fields.

Use the **Columns** button to define a new column view.

Sort Order List

Select a sort order from the named sort orders list. Select **Sort Order - None** to clear any sort order.

Use the **Sort** button to define a new sort order.

Filter List

Select a filter from the named filters list. Select **Filter - None** to clear a filter.

Use the **Filters** button to define a new filter.

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Align Left button

Aligns the left edges of all selected objects to the left edge of the left-most selected object.

Align Right button

Aligns the right edges of all selected objects to the right edge of the right-most selected object.

Align Top button

Aligns the top edges of all selected objects to the top edge of the top-most selected object.

Align Bottom button

Aligns the bottom edges of all selected objects to the bottom edge of the bottom-most selected object.

Center Horiozontal button

Aligns horizontally the center points of all selected objects with the center point between outer edges of the left-most selected object and the right-most selected object.

Center Vertical button

Aligns vertically the center points of all selected objects around the center point between the outer edges of the highest selected object and the lowest selected object.

Same Width button

All the selected objects are adjusted to have the same width.

Same Height button ⬍

All the selected objects are adjusted to have the same height.

Same Height and Width button ⊕

All the selected objects are adjusted to have the same height and width.

Space Across button

Adjust the space between all the selected objects to be the same horizontally.

Space Down button

Adjust the space between all the selected objects to be the same vertically.

Zoom In button

Step up the magnification of the document.

Select button

Turns the mouse pointer back into the normal, select mode.

Rectangle button

Draws a rectangle.

Rounded Rectangle button

Draws a rectangle with rounded corners.

Ellipse button

Draws an ellipse.

Line button

Draws a single, straight line.

Polyline button

Draws two or more connected lines.

Polygon button

Draws a many sided shape.

Text Box button

Draws a text box - allows entry of one or more lines of static text.

Arc button

Draws an arc, that is a segment of a circle.

View Grid button

Turns the display of grid points on and off.

If there are too many points to display reasonably on screen at the current magnification, only every other grid point will be displayed.
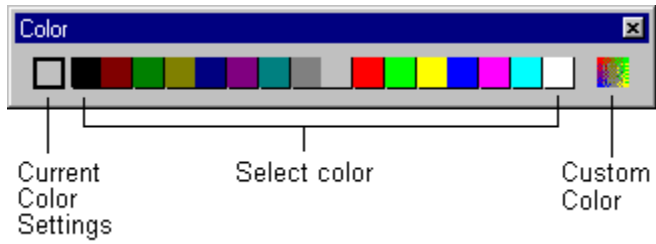
Zoom Out button

Step down the magnification of the document.

Color Palette

Set the background color (the color of the shape fill) by **clicking** on a color button.

Set the foreground color (the color of text and lines) by **right-clicking** on a color button.

Custom Color button

Mix a color to your own specification.

Status Bar

Displays current mouse position in the drawing.

Toolbar Background

Use the **Customize** command from the **Tools** menu to add new buttons to the toolbar.

You can reposition collections of buttons (toolbars) using drag-and-drop.

Mail Merge button

Toggles mail merge mode on and off.

When set to on (depressed), print will step through every record in the attached table. The browse buttons will also be available to view the data.

When set to off (button is up), print will print only the current record. You can still browse the data but you'll need to select a field first (that is, double-click on it).

Confirm button **or Enter key**

Save the current edit so that the result displays in the field.

Cancel button **or Esc key**

Cancels the current edit and returns field contents back to previous state.

Add Record button

Add a record. This button is only active in the Database application.

Delete Record button

Delete the current record. This button is only active in the Database application.

First Record button

Display the first record in the data.

This button is only available if mail merge is turned on (use the **Mail Merge** button) or a field is selected (double-click on it).

Next Record button ▶

Display the next record.

This button is only available if mail merge is turned on (use the **Mail Merge** button) or a field is selected (double-click on it).

Last Record button ▶|

Display the last record in the data.

This button is only available if mail merge is turned on (use the **Mail Merge** button ⬛) or a field is selected (double-click on it).

Previous Record button ◀

Display the previous record.

This button is only available if mail merge is turned on (use the **Mail Merge** button ⊞) or a field is selected (double-click on it).

Insert Function button

Insert a function into the formula. There are over 200 built-in functions - use the help button in the function dialog box to get   information on each function.

Insert Field

Insert the current field into the document.

Sort Order button

Define a new sort order for the records.

Filter button

Define a new filter for the current record source.

A filter allows you to view only specified records, for example, all red wines from a general list of wines.

Insert Field

Inserts the current field into the document.

Filter List

Select a filter from the named filters list. Select **Filter - None** to clear a filter.

Use the **Filters** button to define a new filter.

Sort Order List

Select a sort order from the named sort orders list. Select **Sort Order - None** to clear any sort order.

Use the **Sort** button to define a new sort order.

Field List

Use the **Field List** drop-down to select a field and then use the **Insert Field** button to insert it into the document.

Current Record Number

Display the current record number. You can type in a number to go to that record directly.

This control is only available if mail merge is turned on (use the **Mail Merge** button) or a field is selected (double-click on it).

Formula Entry Bar

Type the text, number or formula you want for the current cell and press Enter.

File New button **or Ctrl-N**

Open a new, blank document.

File Open button or Ctrl-O

Open an existing document.

The Open dialog can also be used for finding, copying, moving and deleting files.

File Save button or Ctrl-S

Save the current document to disk.

File Print button 🖨 or Ctrl-P

Prints the current document.

Using the print button will print directly. If you need to specify printing options (which pages to print), select **Print** from the **File** menu or **Ctrl-P** instead.

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Print Preview button or Alt-F7

Previews the current document.

Cut button **or Ctrl-X**

Cuts the current selection to the clipboard ready for pasting (using **Ctrl-V**) in another location.

Copy button or Ctrl-C

Copies the current selection to the clipboard.

You can subsequently paste it using **Ctrl-V** any number of times, in the current document, or in a document in another application.

Cut button **or Ctrl-X**

Cuts the current selection to the clipboard ready for pasting (using **Ctrl-V**) in another location.

Find button 🔍 **or Ctrl-F**

Search the current document.

Depending on the context, Find can be used to locate text in a document, numbers or formula in a spreadsheet or records in a database.

Paste button or Ctrl-V

Pastes the contents of the clipboard into the current document.

Repeat Format button **or F4**

Applies the last formatting action to the current selection.

Replace button **or Ctrl-R**

Search for, and replace, within the current document. Use this to replace some or all occurrences of the supplied text.

Undo button **or Ctrl-Z**

Reverses the last edit.

Redo button **or F4**

Reverses the last Undo.

First Record button

Display the first record in the data.

Last Record button

Display the last record in the data

Next Record button

Display the next record.

Previous Record button

Display the previous record.

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