DB Master™ One

We do the work to make it easy for you!

What is It? *Computerized filing.*
To help you use a computer to manage the same kind of information that you keep in card files and filing cabinets--such as student records, mailing lists, memberships, research notes, phone numbers, etc.

Who is it for? *Two kinds of people.*
- **new users** ... who want to use computers without having to invest large amounts of money or time.
- **those who need a simple filer** ... even experienced computer users sometimes need a quick, simple, low-cost yet elegant filing system.

Who developed It? *Stoneware.*
Since 1980, a leader in powerful, computerized filing systems.

Vital Statistics

Maximum file size:	320,000 characters
Maximum number of fields:	100
Maximum field size:	3,000 characters
Maximum record size:	3,000 characters

Save report designs; produce reports on screen, printer, or disk (for use with a word processor); print mailing labels; 3 ways to find records; 3 sorts with subtotals per report.

Hardware required:	Atari ST with one disk drive; Black and white or color monitor; Printer recommended.

DB Master™ One

**EASY FILING SYSTEM
FOR THE ATARI ST™**
from

STONEWARE®

⚉ ATARI®

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STONEWARE®

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UNDERSTANDING FILE MANAGEMENT ▐

INTRODUCTION

This chapter is written especially for those of you who are learning for the first time how to manage information using a computer. We believe that the most important concepts of computerized filing are the same as those in paper-based filing systems. The easiest way to learn these concepts is to clarify the basics about managing information the familiar way, on paper.

In this chapter, we'll say that you are the librarian of the Happy Valley School. We will first create a catalog of books. Then, we will describe what you did that is common to both paper and computerized filing systems. Each section ends with a few definitions that apply to all filing systems. These concepts and terms are not limited to DB Master *One*.

A LIBRARY EXAMPLE

A NEW CARD CATALOG

As the new librarian in the Happy Valley School, the superintendent calls you into his office on your first day. He says, "We had a fire in the library last night, but don't worry, none of the books burned."

"That's good," you reply. But soon you discover that what burned was the card catalog that described each of the 2,000 books and told the reader where to find it. Your immediate task is to create quickly a new catalog that contains information to help students find books.

What is that information? For each book, you need: author's name, book title, publisher, date published, number of pages, type of book, subject matter, and a special library index number.

On what will you keep this information? You decide to use small index cards. Carol in the print shop agrees to produce 2,000 of these cards overnight.

How will you store these cards? You have visions of note cards spilling out into the hall where the superintendent will see them. Frank, the woodworking teacher, offers to build a card file with drawers that will accommodate the 2,000 cards.
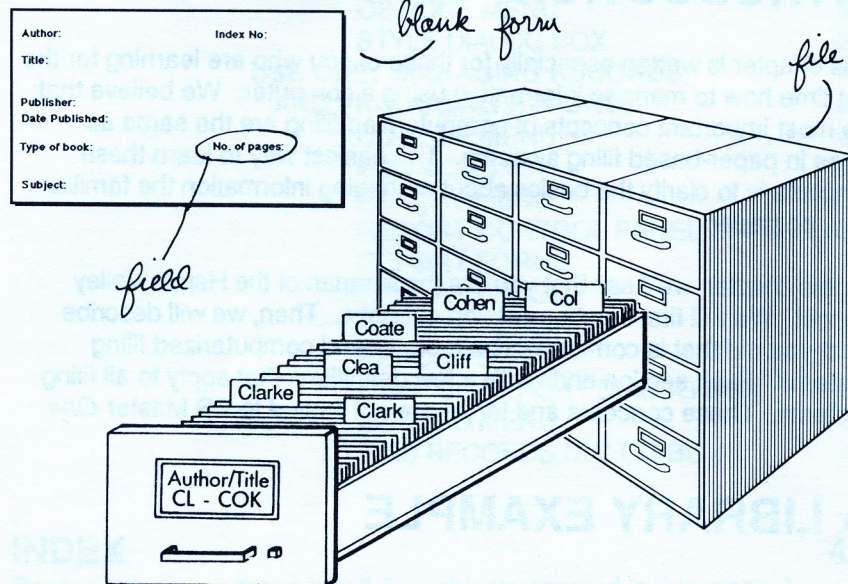
Basics	*What you've done so far is to **make a form and a file.** You decided: what information is needed, what form you would use to store that information, and how you would store the information once the form is filled in.*
Field	Each kind of information.
Form	The paper (or whatever) on which information is placed.
Blank form	A form that has fields placed on it, but does not yet have specific information filled in.

File	A storage device which, at a minimum, has one blank form, a name, and the capacity to hold a number of filled-in forms.
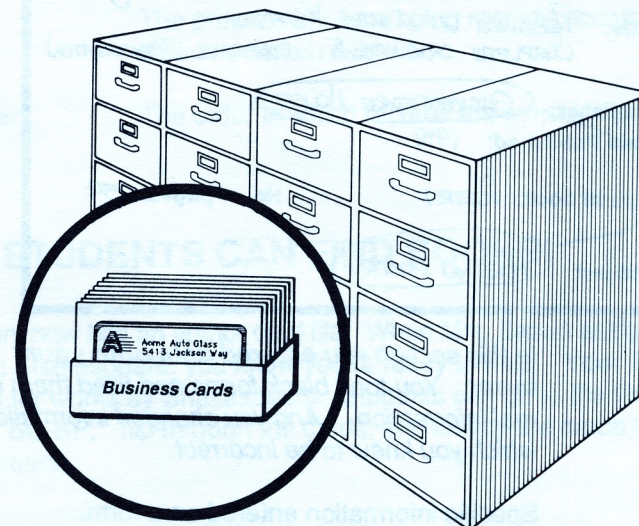
Files can be as small as a card box or as large as a row of filing cabinets.

2,000 CARDS TO FILL IN!

Early the next morning, you meet with Mrs. Brown, who teaches English Literature, and relate your concern about having to fill in 2,000 cards. She offers to lend you her class for a day.

Carol delivers the 2,000 blank forms just as you and your "volunteer" workers arrive at the library. You assign a section of shelves to each student, and they start filling in the information for each book. Later in the day, you notice that a student has written in "The Rutabagas of Omar Khayam." The superintendent would not be amused, so you correct the card.

record

Author: KHAYYAM, OMAR	Index No: 891.5
Title: RUBAIYAT OF OMAR KHAYYAM	
COMPLETE ORIGINAL E. FITZGERALD TRANSLATION	
Publisher: SHAKESPEARE HOUSE	
Date Published: 1951	
Type of book: POETRY	No. of pages: 159
Subject: PERSIAN POETRY	

field
data

Basics In this section you **entered data onto your forms.** You took blank forms and filled them in with real information. And you changed information which you knew to be incorrect.

Data Specific information entered on a form.

Record A filled-in form.

Editing Making changes to the fields of a record.

PUTTING YOUR CARDS IN ORDER

One day later all the cards are filled in. Now you have 2,000 cards, in no particular order. How could anyone find a specific card in that mess?

So you and your volunteers begin sorting the cards into alphabetical order by the author's last name. Boxes are brought in to hold cards for each letter of the alphabet, and the students toss the cards into the appropriate boxes.

The next day, your volunteers first pull out any cards that were put into the wrong box and then sort the cards in each box into alphabetical order. Finally, they move the cards over to the cabinet drawers. Now the filing cabinet is complete!

Basics You **organized the records before storing them in the file.** There has to be an order to a file if people are going to be able to use it.

Sort The process of rearranging records according to the data in a certain field.

File order The order in which records are stored in a file.

NOW STUDENTS CAN FIND BOOKS!

The library now has an author card file! When Mrs. Brown assigns a term paper on Shakespeare, you know you're ready to help. Your library has 45 cards for works by Shakespeare. Students can go to the file drawer marked "SC-SP," flip through the cards, and find all the cards for Shakespeare.
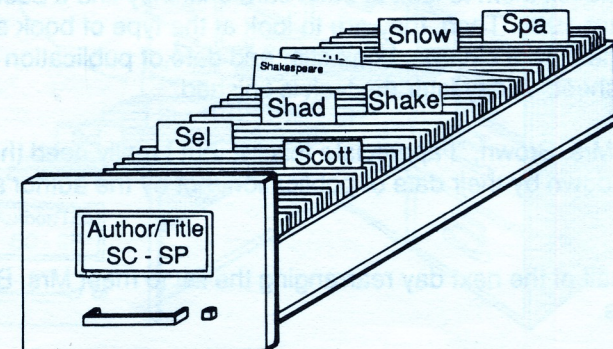
Basics One of the most important reasons to have a file is to be able to **find a particular record or a group of records quickly.**

Finding records The process of searching through a file to find one or more records.

ARE OUR MODERN LITERATURE BOOKS CURRENT?

To show your appreciation to Mrs. Brown, you ask if there is any particular information she needs from the new card catalog.

"Definitely," she says. " I want to show the superintendent that the library needs to update its modern literature collection. So I'd like to show him all books in the library published after 1960, and how many are fiction compared to the other types of books."

As the color drains from your face, you mutter, "Two thousand books on the shelf. Two thousand cards in the file organized by author's last name."

You are going to have to look at every card in the file to get Mrs. Brown's information.

At the top of several sheets of paper, you write the different types of books (fiction, reference, etc.). Then, you divide all the cards among the volunteers and tell them to look at each card until they find a book published after 1960. Then, they are to look at the type of book and write down the author's name, book title, and date of publication on the appropriate sheet. A day later the task is finished.

"Well," says Mrs. Brown, "I appreciate this list, but I really need the book titles written down by their date of publication, not by the author's name."

You spend half of the next day rearranging the list to meet Mrs. Brown's requirements.

Basics   *Sometimes you may need to see information from more than one record at a time. You may need a listing of certain fields from selected records. And you may need to have that information sorted differently than the file order. What you need from the file is **a report**.*

There are four major things to consider when you prepare a report:

Report fields	The fields that are included in the report. (for example: name, title, date of publication, etc.)
Report records	The selected records that are used. (in the example: books published after 1960)
Report sort	The order in which records are printed. (by date of publication)
Report form	The design or layout of a report. (in columns)

finding records

producing reports
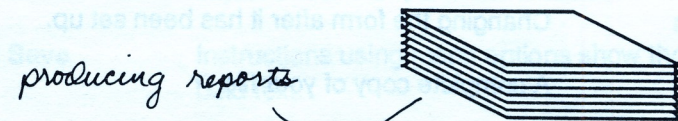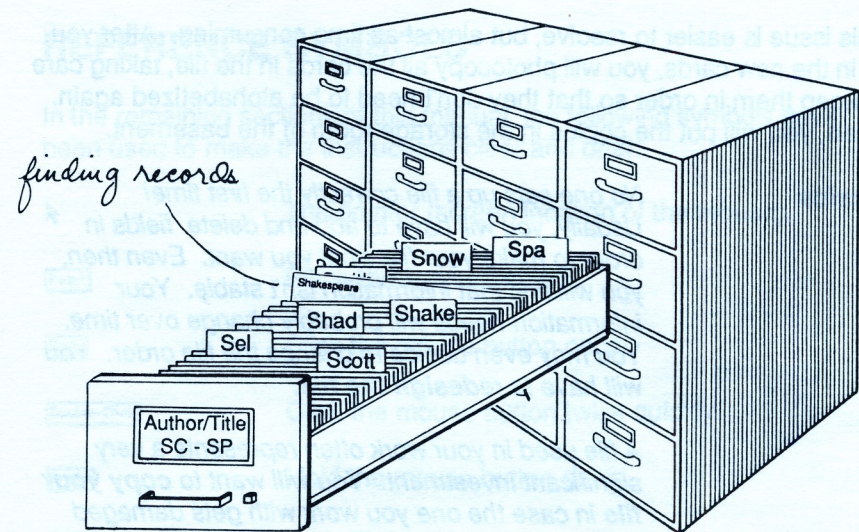
These are two ways to look at the information in your files.

CHANGES AND CAUTION

A memo from the superintendent arrives on your desk.   He tells you that a vital piece of information has been left off of the cards.   He wants the date on which the library acquired the book and how it was acquired (purchased, gift, etc.).

There is no convenient place on your cards to add this new information. You will have to print up new cards and transfer over all the information from the old cards.

The superintendent has a second concern.   He wants to insure that all of your commendable work doesn't turn to ashes in case there is ever another fire.

This issue is easier to resolve, but almost as time consuming. After you fill in the new cards, you will photocopy all the cards in the file, taking care to keep them in order so that they don't need to be alphabetized again. Then, you will put the copies in the storage room of the basement.

Basics	*No one sets up a file correctly the first time! Usually, you will have to add and delete fields in order to make your file what you want. Even then, you will find that information isn't stable. Your information needs will probably change over time. You may even decide to change the file order. You will have to **redesign the file**.*
	*A file used in your work often represents a very significant investment. You will want to **copy your file** in case the one you work with gets damaged and cannot be used.*
Redesign	Changing the form after it has been set up.
Backup	A complete copy of your file.

DB MASTER *ONE* BASICS

INTRODUCTION

This chapter describes a few computer basics you'll use when you start and leave DB Master *One* and how to get on-screen help whenever you need it.

REFERENCE SYMBOLS

In the remaining sections of this manual the following symbols have been used to make the instructions clear and brief:

▸	The pointer (screen location of the mouse).
Point	Place the ▸ on an object.
Click	Click the mouse button once.
Double-Click	Click the mouse button twice quickly.
Press	Hold the mouse button down.
Drag	**Point**, **Press** and move the mouse, pulling the object under the ▸ with the mouse.
Click **Save**	Instructions using menu options show the option in bold text.
◨	An arrow in the margin points to special notes for your attention.

USING THE COMPUTER

We assume that you know the basics about using your computer. Standard operating techniques are covered in the Owner's Manual provided with your computer.

Changing screen resolution
The operating system lets you select different screen resolutions depending upon the type of monitor you are using. Files for DB Master *One* can be created on low, medium, or high resolution. When you create a file in one resolution, you cannot open it using a different resolution setting.

Mouse
Only the left mouse button is used with DB Master *One*.

Keyboard commands
Most of the menu options can be started directly from the keyboard instead of with the mouse. The character ^ on the screen represents the Control Key. Hold down [Control] while pressing the letter shown on the menu. The special function keys are not used with DB Master *One*.

Icons
DB Master *One* uses two types of icons to start different functions in place of keyboard commands.
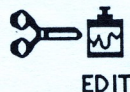
EDIT

Menu Help icons: At the bottom of each menu heading are pictures that represent the functions available from that menu. [Click] the icon to get Help about the functions of that menu. (Help is also available by pressing the [Help] key, as described below.)

PAGE

Report Form icons: Four layouts are available for producing reports. (See Report Forms in the next section.) When you are designing a report, [Click] the report form you want before you tell DB Master *One* what information will go into the report.

GETTING STARTED

Making a working copy
Use the system disk provided with your computer to make a working copy of DB Master *One*. Instructions for copying a disk can be found in the Atari ST Owner's Manual under "Making a System Backup Disk."

As soon as you've made your copy, store the master program disk in a safe place, away from your working area. If the working disk becomes damaged, you'll still have the original from which you can make another working disk.

Starting DB Master One
Because there are two parts to DB Master *One*, there are two ways to start the program:

Making a file: When you are ready to design a new form, insert the DB Master *One* program disk. From the desktop, [Click] MAKEONE.PRG and [Click] **Open** from the File menu. (You can also [Double-Click] the program name to open it.) Follow the same steps when you want to redesign a DB Master *One* file that is already on the disk.

Using a file: To begin adding information to the file, from the desktop, [Click] USEONE.PRG and [Click] **Open** from the File menu (or [Double-Click] the program name). At the next screen (Item Selector Box), [Double-Click] the name of the file you want to use. The file is now open and ready for you to add or change records and produce reports.

Leaving DB Master One
There is only one way to exit DB Master *One* properly, whether you have created a new file or are using an existing one: [Click] **Quit** from the File menu. If you want to save your work, [Click] **Yes** at the screen prompt before you exit.

Help whenever you need it!
Need help or a reminder about how to use part of DB Master *One*? [Press] [Help] on the keyboard at

any time to get a quick refresher. To select a topic, [Click] the one you want. Flip through all the Help screens by clicking the buttons marked [More] or [Back] at the bottom of each screen.

Making more space available for files

After you have created a file, you can remove MAKEONE.PRG from the disk to leave more room for your DB Master *One* files. You will still have the master program disk with the original MAKEONE program to create other files or copy back onto the disk if you want to redesign the file.

INTRODUCTION

There are five major building blocks in file management. This chapter will describe how each of these building blocks are used with DB Master *One*. Most of what you will do with DB Master *One* will be focused on these five parts:

Field	An individual item of information.
Form	The screen display on which your fields have been placed.
File	Information stored on identical forms, which have been saved on the disk and given a name. The file includes any report designs that have been set up.
Record	A form in which data has been entered.
Report	Selected information from the file presented visually in a specified format. Reports can produce information from certain fields of selected records, sorted in a specific order.

With DB Master *One*, these building blocks typically are used in the following order.

First, decide what fields you want, and place them on the screen where you want. By placing fields on your screen, you are, in effect, designing a form. When you save the form, you make a file. Next, open that file and start adding records by typing in the information you want to save. You will also use the file to find specific records and possibly to delete records. After records are stored in your file, you will produce reports.

FIELDS

Desk File Edit Splat Options

Design Form

label box

data box

move box

TRAVEL

NAME 15   Continent 10

Population 15   Capital 18

■ Notes   87

approximate number of characters that will fit   *size box*
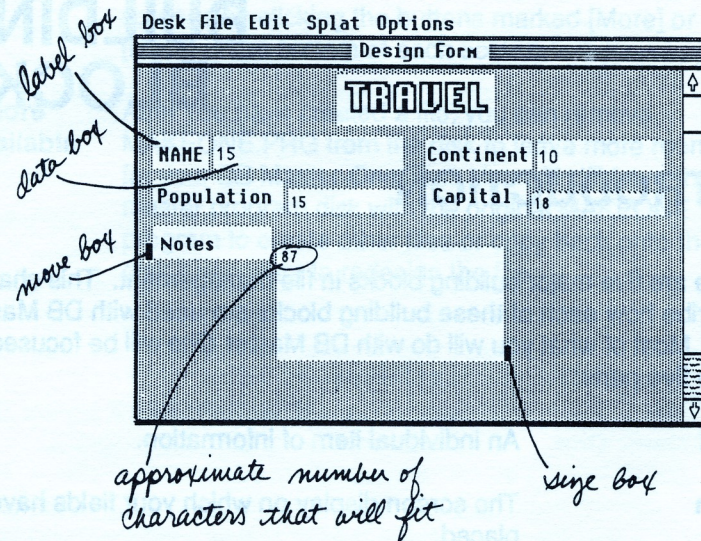
Label box	The first of the two parts of a field, the label identifies the kind of information that will be typed in the data box. A field label may be up to 64 characters.
Data box	The second part of a field, it holds the specific data which is typed into the field. The data may be up to 3,000 characters.
Move box	The black box on the lower left edge of the field, which is used to drag the field to a different place.
Size box	The black box on the lower right edge of the field, which is used to make the data box larger or smaller.
Field style	The color, size, and appearance of the label and the data. Style is set from the Options menu.

There are three questions to answer about fields when designing your form:

1. **What fields?**	Write down all of the fields (items) that you will want.
2. **What order?**	Put the most important field first. The data box in the upper left hand corner of your screen will be used to determine how the information is stored.
3. **Where put?**	Fields may be placed anywhere on the screen. Follow the steps described below.

Fields can contain any kind of information. If fields contain only numeric data, totals will be calculated automatically in certain kinds of reports. (See Report Forms in the next section).

Dates	To sort properly, always enter dates: YY-MM-DD. For example, January 27, 1986 is 86-01-27. You can use any "separator" (such as "-" or "/"), but always use the same one. Or use the Date Splat to create three separate fields. (See the Splat Menu in the next section.)
Time	To sort properly, enter time as HH:MM and use a 24-hour clock. For example, 7:45 PM is 19:45. If you want to sort on hours, make hours and minutes separate fields.

PLACING FIELDS ON THE SCREEN

```
Desk File Edit Splat Options
┌─────────────────────────────────────┐
│            Design Form              │
├─────────────────────────────────────┤
│ 1. ┌───────────────────────────┐  ◊ │
│    └───────────────────────────┘    │
│ 2. │ NAME                      │    │
│    └───────────────────────────┘    │
│ 3. │NAME│ 65                   │    │
│    └───────────────────────────┘    │
│ 4. │NAME│ 25                   │    │
│                                     │
│ 5. │NAME│ 25                   │    │
│                                ███  │
│                                 ◊   │
└─────────────────────────────────────┘
```
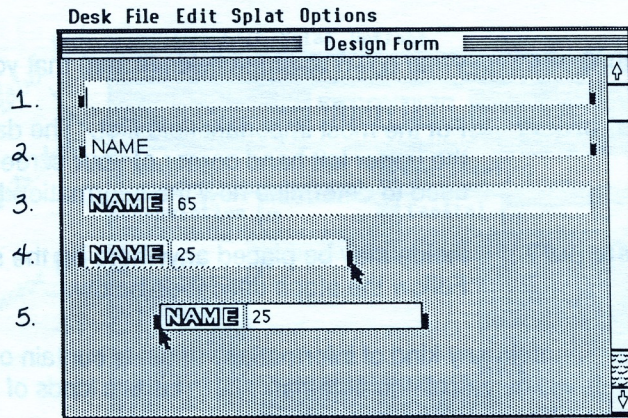
1. [Click] where you want a field to start.
2. Type the field label.
3. [Click] **Options** if you want to change label and data style.
4. [Click] and [Drag] the size box if you want to change the number of characters that will fit into the data box.
5. [Click] and [Drag] the move box if you want to move the field.

⬦ When you [Click] the size or move box, hold the ⬏ on the box until you see that the field has an "outline" around it.

Three types of fields are available with DB Master *One*: fields with label and data, label-only fields, and data-only fields.

Label-only fields	<u>Used for titles.</u> Type in a label. Then [Drag] the size box toward the label until the data box disappears.
Data-only fields	<u>Used for columns of data.</u> [Click] where you want the field to start. [Drag] the size box until the data box is the size you want. Do not type a label.
Cut, Copy and Paste fields	See MAKEONE: Edit menu in the next section.

FORMS

program name   *file name*

```
Desk File Edit Report Record
┌─────────────────────────────────────┐
│═══════ Use One: B:\TRAVEL.ONE ══════│
├─────────────────────────────────────┤
│                                  ◊  │
│           TRAVEL                    │
│                                     │
│  NAME │      │   Continent │     │  │
│                                     │
│ Population│   │   Capital │      │  │
│                                     │
│  Area │      │   TV Sets │       │  │
│                                     │
│                                     │
│  Notes │                     │     │
│                                ███  │
│                                 ◊  │
└─────────────────────────────────────┘
```

drag the scroll bar to see other fields

long field
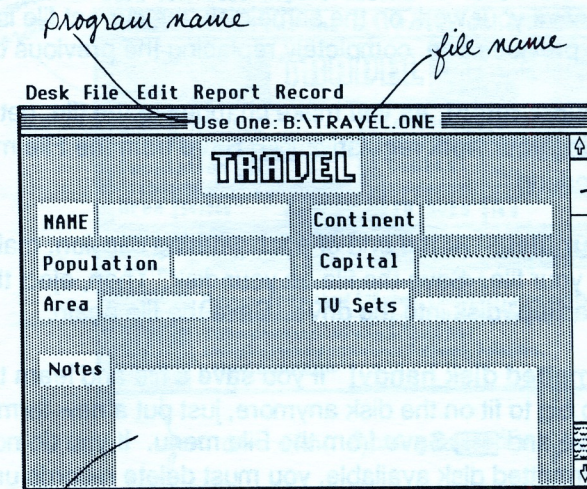
File order	Choosing the information by which your records will be stored is the most important step in designing a useful form. Records are stored in the file based on the first sixteen characters of data closest to the upper left corner of the screen. Records are displayed in file order, including those that match the example you give when you are looking for a particular group. If you print an unsorted report, it will be produced in file order.
Long Forms	A form can be 100 lines long. To move to fields which are below the bottom of the screen, use the scroll bar on the right side of the screen.

FILES

A file is created when you save the form that you have been designing. Every time you save your work on the same disk, the current file is written over the previous one, completely replacing the previous one.

☒ **Save your work often!** As you make changes to the file, get in the habit of saving your work regularly. [Click] **Save** from the File menu and continue working.

☒ **Backup your files!** At the end of each working session, make a backup copy of your file. Save the file on your disk. Then, eject that disk and put your "backup" disk into the drive. Save the file again.

☒ **Keep a formatted disk handy!** If you save a file and learn that it has grown too big to fit on the disk anymore, just put a new formatted disk into the drive and [Click] **Save** from the File menu. If you do not have another formatted disk available, you must delete records until your file fits on the original disk.

RECORDS

first data box determines file order

file name

Desk File Edit Report Record

Use One: B:\TRAVEL.ONE

TRAVEL

NAME (FRANCE)   Continent Europe

Population 53.9   Capital Paris

Area 547000   TU Sets 14.9

Notes Celtic Gaul conquered by Julius Caesar 58-51 B.C.
Romans ruled for about 500 years. Long history of monarchy.
French revolution 1789-93 succeeded by the First Republic.
Suffered tremendous losses in World War I.
Maintains overseas territories in Polynesia, Antarctica,
New Caledonia, etc.

you can store 3,000 characters per record

You add records to a file by typing information in each field. You must open USEONE.PRG before you can add information to the file. As you collect this information, you can find and display all or specific records.

Moving from field to field	When filling in the form, [Press] [Return] to move from field to field across the screen. Or [Click] in any field you want . To go directly to fields not shown on the screen, [Drag] the scroll bar and then [Click] in the field when it appears on the screen.
Adding, Editing, Finding, and Deleting	See the USEONE: Edit menu in the next section. Fields may be left blank. Unfilled spaces in a record are not included in the count of characters stored.

FINDING SOME RECORDS

DB Master *One* provides three ways you can look for particular records. Also, you can indicate three different examples for each search. DB Master *One* then goes through all the records in the file and displays, in file order, those that match the examples you have entered. It ignores whether the characters entered are in upper or lower case.

To look for particular records from the file, first select a field on which you are going to search. Then, specify which type of search you will use. Finally, you enter an example of what you want to find. Repeat these steps a second and third time if you need to make a more specific search through the file. The examples below use the Travel file shown in this manual to find records for specific countries.

Equals

The first part of a field matches the example.

If you say: Country (field) equals (type of search) UN (example),
you will find: *United Kingdom* and *United States*

Between

The data in a field falls in the range between two examples.

If you say: Country is from SL to TA,
you will find: *Switzerland* and *Taiwan*

Contains

The data anywhere in a field includes the match example.

If you say: Notes (field) contains monarchy,
you will find: *Long history of monarchy*
(in the record for France)

More than one match example

If examples are in different fields, records must match ALL examples.

If you say: Continent equals Europe and Population is from 53.9 million to 60 million,
you will find: *France* and *Germany*

If examples are in same field, record must match EITHER example.

If you say: Continent equals North America and Continent equals South America,
you will find: *Brazil, Canada,* and *United States*

REPORTS

record
column
mailing list
page

Jan 18, 1986 4:45 PM POPULATION   Page 1

Country	Population	Area
Australia	14.9	7687
Brazil	124.7	8512
Canada	24.1	9976
Egypt	43.2	1001
France	53.9	547
India	700.0	3288
Italy	57.4	301
Japan	118.0	372
Mexico	72.0	1973
Spain	37.9	505
United Kingdom	55.9	244
United States	226.5	9363
West Germany	61.2	249
	1589.7	44018

Grand Totals for 13 records in this report

Jan 18, 1986 4:18 PM   COUNTRIES   Page 5

Name – France

Continent – Europe

Population – 53.9

Capital – Paris

Area – 547

TV Sets – 14.9

Notes – Celtic Gaul conquered by Julius Caesar 58–51 B.C. Romans ruled for about 500 years. Long history of monarchy. French revolution 1789–93 succeeded by the First Republic. Suffered tremendous losses in World War I. Maintains overseas territories in Polynesia, Antarctica, New Caledonia, etc.

Reports let you look at information from all or selected records at the same time. DB Master *One* allows you to produce reports in any of four forms. Samples of these four forms are shown above. Reports can be displayed on the screen, printed, or saved on the disk.

Form

Produce reports in any of four forms: Column, Page, Record, and Mailing List. (See Report Forms in the next section.)

Fields

Two of the forms (Column and Page) require you to choose which fields are in the report.

Records

Use up to three examples to choose which records to include in your report when you only want to see information from a particular group.

Sort

DB Master *One* can rearrange the order in which the records will be shown in the report.

SORTED REPORTS

When no sort order is specified, records are printed in file order. You can rearrange the order in which records are printed by selecting another field as the first sort field.

In file order, a column report shows records for the Travel file listed alphabetically by country.

```
Jan 18, 1986 4:45 PM  POPULATION        Page 1

Country        Population        Area

Australia          14.9          7687
Brazil            124.7          8512
Canada             24.1          9976
Egypt              43.2          1001
France             53.9           547
India             700            3288
Italy              57.4           301
Japan             118             372
Mexico             72            1973
Spain              37.9           505
United Kingdom     55.9           244
United States     226.5          9363
West Germany       61.2           249
                  =======        =======
                  1589.7         44018

Grand Totals for 13 records in this report.
```

```
Jan 18, 1986 4:45 PM    AREA          Page 1

Country        Population        Area

Canada             24.1          9976
United States     226.5          9363
Brazil            124.7          8512
Australia          14.9          7687
India             700            3288
Mexico             72            1973
Egypt              43.2          1001
France             53.9           547
Spain              37.9           505
Japan             118             372
Italy              57.4           301
West Germany       61.2           249
United Kingdom     55.9           244
                  =======        =========
                  1589.7         44018.00

Grand Totals for 13 records in this report.
```

You can, change the sort field to area, for example, and print a report listing the countries from the smallest to the largest in land area.

You can even sort your report records first by the continent and then from the highest population to the lowest. In this case you would get a subtotal when all the countries of each continent were listed. By adding these "extras," you can have a report that looks like this:

```
Jan 18, 1986 4:45 PM   BY CONTINENT     Page 1

Country        Population        Area

West Germany       61.2           249
Italy              57.4           301
United Kingdom     55.9           244
France             53.9           547
Spain              37.9           505
                  -------        -------
                  266.3          1846.00

Subtotals for 5 records in CONTINENT of 'EUROPE'

United States     226.5          9363
Mexico             72            1973
Canada             24.1          9976
                  -------        -------
                  322.6          21312.00

Subtotals for 3 records in CONTINENT of 'NO.AMER'

                  =========      =========
                  588.9          23158.00

Grand Totals for 8 records in this report.
```

INTRODUCTION

This section goes screen-by-screen through the two parts of DB Master One. For easy reference, the page topics are shown in boldface in the left margin.

Menus

MAKEONE.PRG
The same menu bar is used throughout the process of creating a new form or changing the design of an existing form.

```
Desk File Edit Splat Options
╔══════════════════════════════╗
║        Design Form           ║
╚══════════════════════════════╝
```

USEONE.PRG
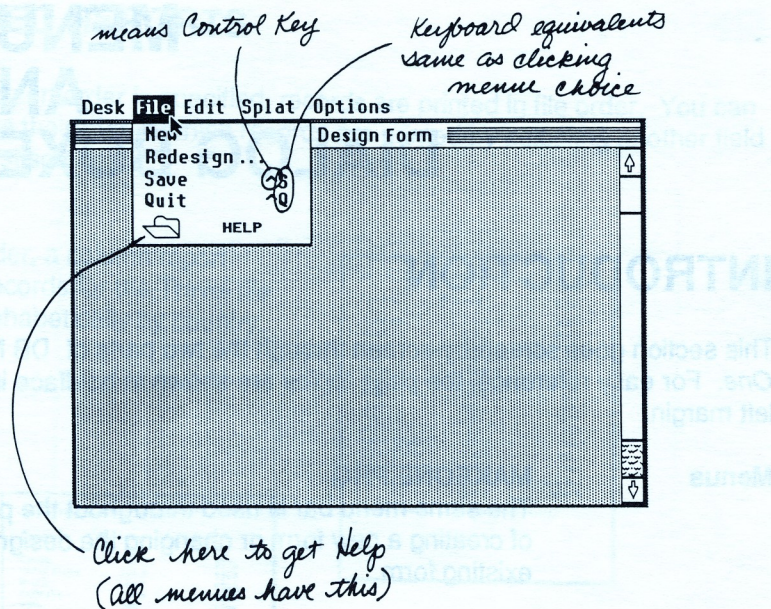These menu headings are displayed when you use the file to manage records and produce reports.

```
Desk File Edit Report Record
╔══════════════════════════════╗
║     Use ONE: B\TRAVEL.ONE     ║
╚══════════════════════════════╝
```

Dialog boxes and alert messages

Dialog boxes function as described in the Atari ST Owner's Manual. A dialog box appears when DB Master One needs more information from you and when you save or choose a file or a report design.
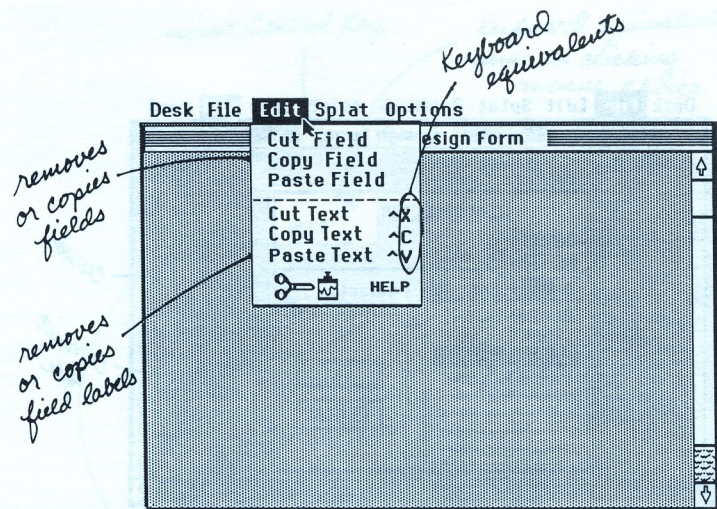
Desk **File** Edit Splat Options

New
Redesign ..
Save
Quit

HELP

Design Form

Click here to get Help
(all menus have this)

Desk **File** Edit Splat Options

Design Form

shows only these files

ITEM SELECTOR

Directory:
B:*.ONE

✽   *.ONE   Selection:
                     TRAVEL .ONE

ACCOUNTS. ONE
STOCKS   .ONE
TRAVEL   .ONE
PHONES   .ONE

OK

Cancel

cursor

current file

lists DB Master One files on the disk

MAKE FILE MENU

|	
New	Click **New** on the File menu to clear the entire screen so that you can start over.
Redesign	Click **Redesign** to change an existing file. Then, make changes exactly as you would change a new form. If fields are deleted, any report designs using those fields will also be deleted. If the data boxes of any fields are shortened, you may lose data from those fields.
Save	**Save** stores your work on disk (thereby making a file) and lets you continue. If the disk is full, or if you want to save the form on a different disk, insert a new formatted disk, and follow the screen instructions.
Quit	Use **Quit** to return to the desktop.
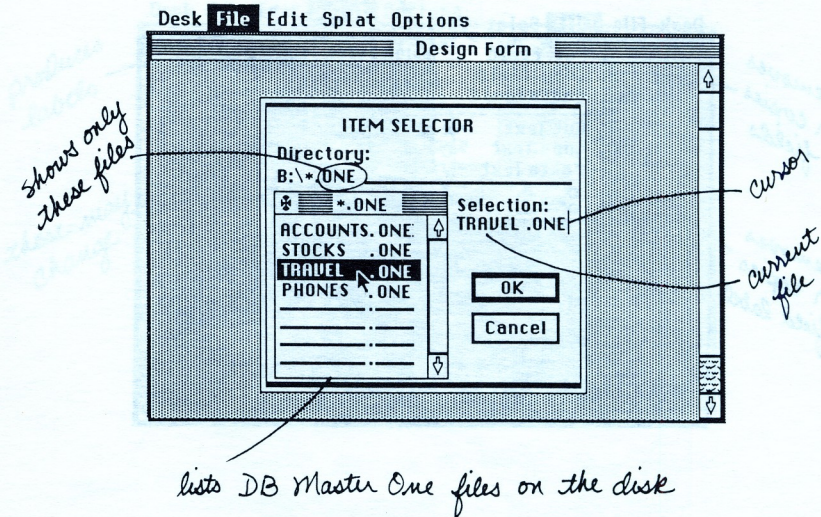
ITEM SELECTOR BOX

Item Selector Box	This box appears whenever you name or save a file. Since it is produced by the operating system, not by DB Master *One*, it is possible that this box could change.
How do you get this box?	From the MAKEONE File menu, Click **Save** or **Redesign.** From the USEONE File menu, Click **Switch Files** or **Save.** This box also appears when you open USEONE.PRG from the desktop.
File name	Up to 11 characters may be used to name a file, 8 before the "." and 3 after. If you give a form the same name as another one already on the disk, DB Master *One* will replace the original file with the current design.
File selection	To choose a file for redesign or use, Click its name from the listing of files in the Item Selector Box, and Click **OK.** Or you can Double-Click the file name.

Desk File **Edit** Splat Options

Cut Field
Copy Field
Paste Field

Cut Text ⌘X
Copy Text ⌘C
Paste Text ⌘V

✂━⚷ HELP

removes or copies fields

removes or copies field labels

esign Form

Desk File Edit **Splat** Options

•Mailing List
|Checkbook
|Collection
|Date
\Warthogs

⌘200¦ HELP

produces labels

these may change

rm

EDIT MENU

Cut Field	Cut removes a selected field from the form.
Copy Field	Use this before **Paste** to copy a field.
Paste Field	The most recent cut or copied field can be pasted anywhere on the form. ⟦Click⟧ where you want the field to start, then ⟦Click⟧ **Paste.** You can paste the same field as many times as you want.
Cut Text	⟦Drag⟧ the mouse across the characters in a label you want to delete and ⟦Click⟧ **Cut Text.**
Copy Text	⟦Drag⟧ the mouse across the characters in a label you want to copy and ⟦Click⟧ **Copy Text.** Use this before **Paste Text** to copy text.
Paste Text	⟦Click⟧ in any field label. Then ⟦Click⟧ **Paste Text** to put the most recently cut or copied text in the label.
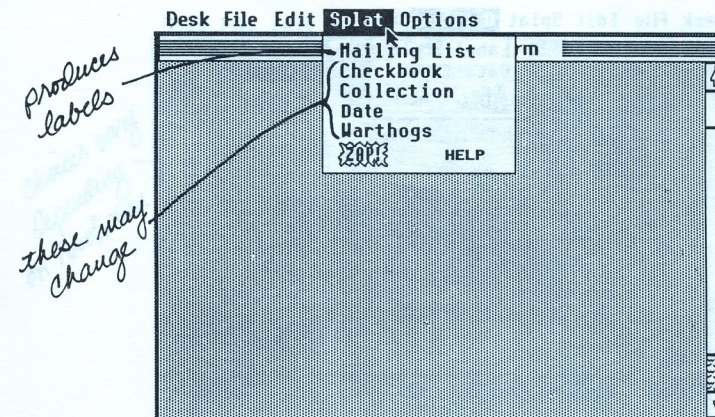
SPLAT MENU

Splat	These are ready-to-use fields you can add anywhere in your forms or use as instant forms. ⟦Click⟧ where you want the Splat fields to begin and then ⟦Click⟧ the Splat name. Splat field labels, sizes, styles, and placement can be changed.
Mailing List	These fields are set up to print a mailing list. You can edit them for other kinds of labels. Moving these fields or changing their size will not affect the form of the mailing label. If you delete any part of this Splat, you will not be able to print mailing labels.
Date	Three fields for files with dates that you want to sort by year, month or day.
Warthogs	This very useful Splat form is for all the itinerant warthog collectors in the world.
Other Splats	Several other Splats have been provided for your use. These may change.

Desk File Edit Splat **Options**
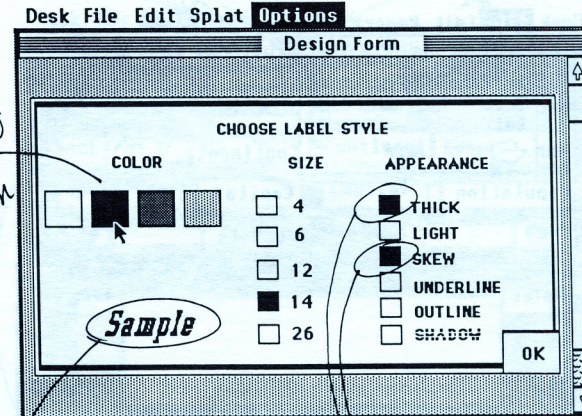
Label Style
Data Style
ABCD   HELP
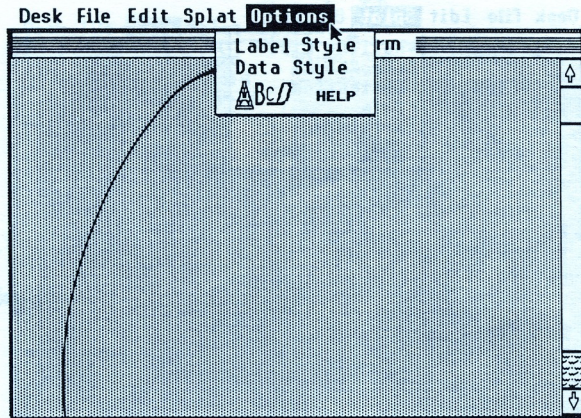
use these to change the
appearance of the label and the data

OPTIONS MENU

Options

Field labels and data can be set in different sizes, colors and text appearance. The field label style can be different from the data style.

Styles are set from the dialog box shown on the next page. When you set a style for the field label or data, the next fields you add will use those settings. Fields already placed will not change.

Desk File Edit Splat **Options**

Design Form

CHOOSE LABEL STYLE

COLOR	SIZE	APPEARANCE
	☐ 4	■ THICK
	☐ 6	☐ LIGHT
	☐ 12	■ SKEW
Sample	■ 14	☐ UNDERLINE
	☐ 26	☐ OUTLINE
		☐ SHADOW

OK

choices vary
depending
on resolution

shows an example
of current settings

any type styles
can be combined

STYLE DIALOG BOX

Style Dialog Box

This dialog box is used to set the color, size, and appearance of the label or the data of a field.

How do you get this box?

From the MAKEONE Options menu, [Click] **Label Style** or **Data Style**.

Color

For color monitors, you may choose the color of the label and the data.

Size

Select the size of the label and the data. If you choose a size that does not fit the space available, a message will appear to tell you that it will not fit.

Appearance

Text appearance can be mixed in any combination. Text will be plain unless modified by another setting. To undo a text appearance setting, [Click] again in the same box.
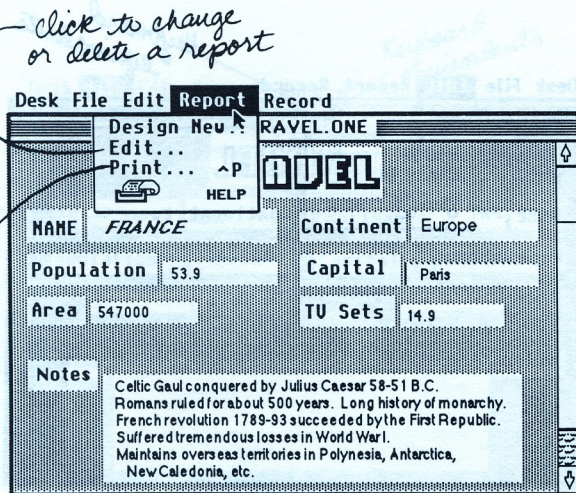
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Keyboard equivalents

Desk **File** Edit Report Record

310 records, 22% full
Switch Files...
Save
Quit

~S
~Q

Save your file often as you work

NAM~~E~~   HELP   Continent

Population   Capital

Area   TV Sets

Notes
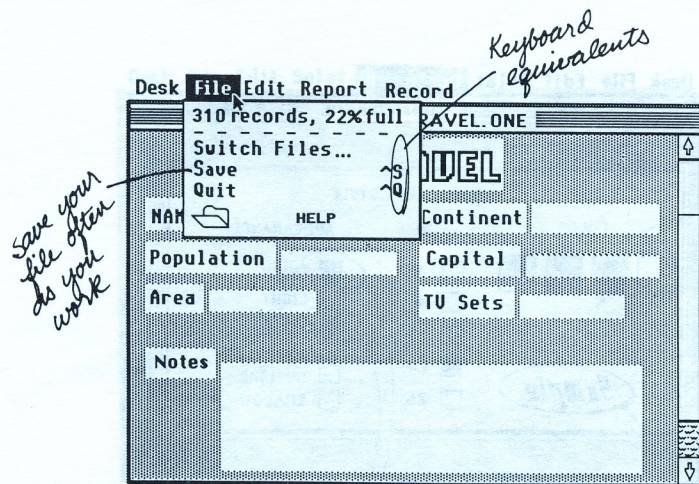
USE FILE MENU

Record Count % full — These numbers change as you add records to or delete records from the file.

Switch Files — [Click] **Switch Files** to open a different file than the one currently in use. [Click] the file you want from the Item Selector box (described earlier). If the screen is not set at the same resolution you used to create the file, you will not be able to open it.

Save — **Save** stores your work on the disk and lets you continue using your file. If the disk is full, or if you want to save records on a different disk, insert a new formatted disk and save.

Quit — Use **Quit** to return to the desktop.

Keyboard equivalents

Desk File **Edit** Report Record

Cut   ~X   RAVEL.ONE
Copy ~C
Paste ~V
Clear Field

HELP

NAME *FR*   Continent Europe

Population   Capital

Area   TV Sets

Notes

removes or moves the data in your fields
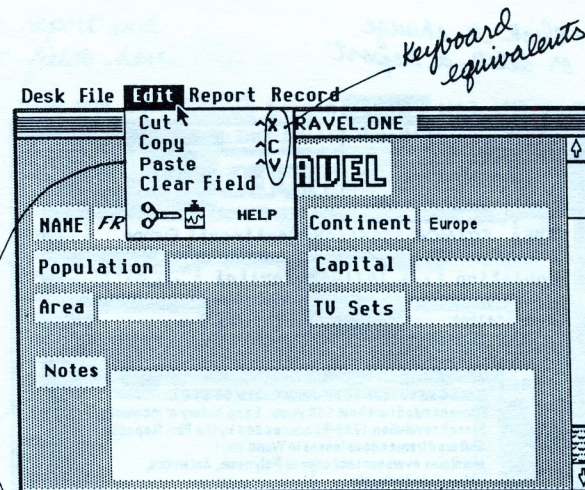
EDIT MENU

Cut — To remove data from a field, [Drag] the mouse across the characters you want to delete and [Click] **Cut**. Note: You can also delete selected data with the [Backspace].

Copy — Use this with **Paste**. [Drag] the mouse across the characters you want to copy and [Click] this option.

Paste — [Click] where you want to place the most recent cut or copied text. You can paste the same text as many times as you want, and you can paste text into other fields and other records.

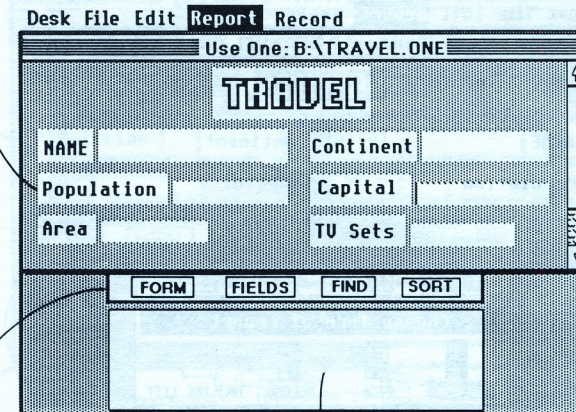**Clear Field** — Choose a field and [Click] this option to erase all the data in a field.

Desk File Edit **Report** Record

Design New ∴ RAVEL.ONE
Edit...
Print... ^P
HELP

┌ΠVEL

NAME *FRANCE*   Continent Europe

Population 53.9   Capital Paris

Area 547000   TV Sets 14.9

Notes Celtic Gaul conquered by Julius Caesar 58-51 B.C.
Romans ruled for about 500 years. Long history of monarchy.
French revolution 1789-93 succeeded by the First Republic.
Suffered tremendous losses in World War I.
Maintains overseas territories in Polynesia, Antarctica,
New Caledonia, etc.

produces reports on
screen, printer, or disk

REPORT MENU

Design New	Up to ten different report designs may be saved for later use. This option is more fully described on the following pages.
Edit	You can change or delete existing reports. You may replace the original design or save both the original and the edited version. Choose the part of the report you want to change and follow the same procedures as used when designing a new report.
Print	A report can be printed, displayed on the screen, or saved on the disk as a text file to be used with a word processing program.

choose report and
sort fields here

Desk File Edit **Report** Record

Use One: B:\TRAVEL.ONE

TRAVEL

NAME   Continent

Population   Capital

Area   TV Sets

| FORM | FIELDS | FIND | SORT |

four parts of
a report

This area changes for each of
the four parts of a report

REPORT CONTROL PANEL

Report Control Panel	Reports contain four parts: Form, Fields, Find and Sort. After you specify these parts, you give the report a number.
Form	What does the report look like? How will the information be presented?
Fields	Which fields will be printed in the report and in what order?
Find	Which records will be included in the report?
Sort	In what order will the records appear in the report?
Saving the report design	After the report parts are specified, Click whatever you want to do next. A dialog box will appear asking you to name the report. The report name is printed as the report title and may be up to 23 characters.

Desk File Edit Report Record

Use One: B:\TRAVEL.ONE

TRAVEL

NAME _____ Continent _____
Population _____ Capital _____
Area _____ TV Sets _____

FORM | FIELDS | FIND | SORT

Choose form of report

COLUMN | PAGE | RECORD | MAILING LIST

choose what your reports will look like

available only with Mailing List Splat

Desk File Edit Report Record

Use One: B:\TRAVEL.ONE

TRAVEL

NAME _____ Continent _____
Population _____ Capital _____
Area _____ TV Sets _____

FORM | FIELDS | FIND | SORT

Choose fields

Page Form fields

NAME
Capital
Population
Area

Choose fields

NAME	Population	Area
15xxxxxxxxxxxxx	10xxxxxxx	10xxxxxxx
15xxxxxxxxxxxxx	10xxxxxxx	10xxxxxxx
	Total this Field	Total this Field

Shows print width of field

Column Form fields

REPORT FORM

Column	The field labels are printed across the top of the page as column titles. Fields are printed in columns with one row per record so that data from a number of records can be presented on one page. A field may be shortened to fit. Totals are automatically calculated for numeric fields with 9 digits or less.
Page	Field labels are on the left margin of the page, and the data for each field is printed next to its label. All of the data in each field is printed. Each record printed starts on a new page.
Record	This produces a copy of records which looks like the form you use on your screen. This is the slowest report to print. This form will not calculate totals. You cannot print this form to the screen or store it on the disk.
Mailing List	This form is only available when the Mailing List Splat is included in the file. It is designed to print standard one-across, six-line, pin-feed labels. Fields left blank are not printed. This form will not calculate any totals.

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REPORT FIELDS

Report fields	If you choose Record Form or Mailing List, the fields are automatically set and you do not need to specify them. If you choose either Column or Page Form, you need to select which fields go into the report. [Click] the fields in the order you want them to print. [Click] a field again to remove it from the report design. You cannot add label-only fields to report designs.
Column fields	As you [Click] the fields for the report, a diagram at the bottom of the screen shows the width that each field will be printed. If you choose more fields than can fit on one line, the last characters of each field are cut off to make more room. Fields can be shortened in this manner down to 5 characters.
Page fields	As you [Click] fields for the report, labels for those fields will be displayed sideways in the order you choose.

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Use One: B:\TRAVEL.ONE

TRAVEL

NAME [____]   Continent [____]

Population [____]   Capital [____]

Area [____]   TV Sets [____]

[FORM] [FIELDS] [FIND] [SORT]

Fill in the Blanks   [1] [2] [3]

Continent equals:

[ERASE]

[EQUALS] [BETWEEN] [CONTAINS]   [FIND]

3 types of search   *erases the current example*

works the same way for finding records

REPORT RECORDS

Report records

DB Master *One* prints all records in the file unless you tell it to find a specific group. [Click] **Find** only if you want your report to include a particular group of records.

Particular records are selected for reports in the same way as they are selected for viewing on the screen. (See Find Records Dialog Box.) Three methods of finding records are available: equals, between, or contains. Three examples may be given per report.

Click here to choose sort fields

Use One: B:\TRAVEL.ONE

TRAVEL

NAME [____]   Continent [____]

Population [____]   Capital [____]

Area [____]   TV Sets [____]

[FORM] [FIELDS] [FIND] [SORT]

Choose options   [1] [2] [3]   [0◊9, A◊Z]

When Population changes   [Z◊A, 9◊0]

Print Subtotals   [YES] [NO]

Start New Page   [YES] [NO]   [ERASE]

Sort direction

Sort number   *erases the current sort*

REPORT SORT

Sort field

Reports may be sorted by up to three fields. Sort fields do not need to be included as print fields in the report. [Click] the sort field on the form.

Sort direction

Sorts are normally from low to high numbers and from letters A to Z based on the contents of the sort fields chosen. You can reverse the order and sort from Z to A and highest number to lowest.

Subtotals

[Click] **Yes** if you want to print subtotals. When the data in the sort field changes, all fields that hold numbers with 9 digits or less will be subtotaled.

New page

Choose this option if you want to start a new page when the data in the sort field changes.

Sort number

When you finish with one sort, [Click] the next number if you want a sort within that sort. You can review or change other sorts by clicking the number you want to find.

Left page (38)

from Print Report

from Edit Report

Desk File Edit **Report** Record

Use One: B:\TRAVEL.ONE

Choose Report	Send to:	To:
All countries	SCREEN	EDIT
Countries by area	PRINT	DELETE
My first report	DISK	
TYs per country		
	CANCEL	CANCEL

NAME

Popul

Area

Notes

Reports are listed alphabetically
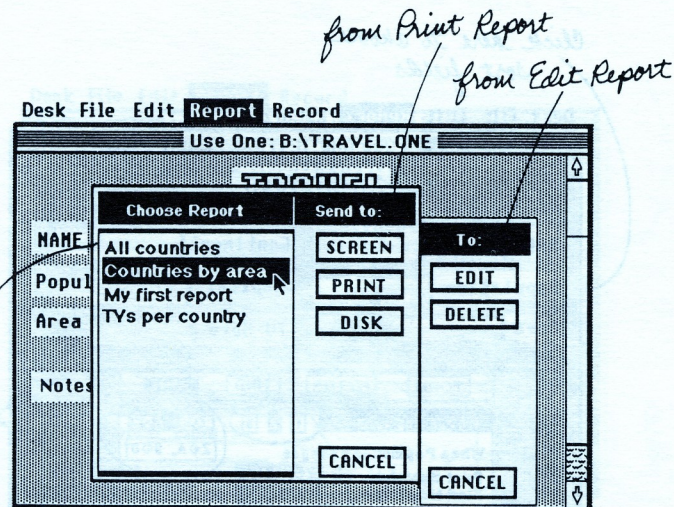
CHOOSE REPORT DIALOG BOX

Choose Report Dialog Box	This box appears whenever you select an existing report design to edit or print. Ten report designs may be stored.
How do I get this box?	From the USEONE Report menu: [Click] **Edit** or **Print.**
Screen	Display the report on the screen. [Press] the [Space Bar] to pause a report and [Press] [Return] to stop it.
Print	Send the report to a printer. [Press] the [SpaceBar] to pause a report and [Press] [Return] to stop it.
Disk	Store the report on the disk for use as a text file.
Edit	Choose the report you want to work with. [Click] **Edit** to modify an existing report design.
Delete	[Click] **Delete** to remove a report design from the file.

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Right page (39)

Finds the first record in the file

Keyboard equivalents

Desk File Edit Report **Record**

Add	^A
Find All	
Find Some...	^F
Next	^N
Previous	^B
Delete...	^D
	HELP

NAME

Population

Area

Notes

TV Sets

shows records one at a time
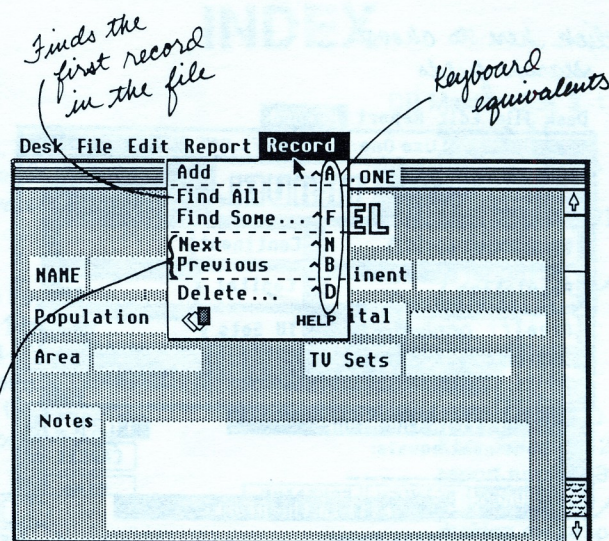
RECORD MENU

Add	Any time a blank form is displayed on the screen, you can fill it in and add a record to the file. [Click] **Add** to put a blank form on the screen. [Click] in the field where you want to add data. [Press] [Return] to move to the next field.
Find All	This allows you to look at all records, one at a time.
Find Some	[Click] **Find Some** when you're looking for one record or a particular group of records.
Next	[Click] **Next** to see the next matching record in the file, and repeat this step to see each subsequent record.
Previous	If you want to look again at records you have found, [Click] **Previous** to back up.
Delete	To remove a record permanently from the file, find the record and [Click] **Delete.**

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click here to choose search fields

Type in match example

3 match examples per search
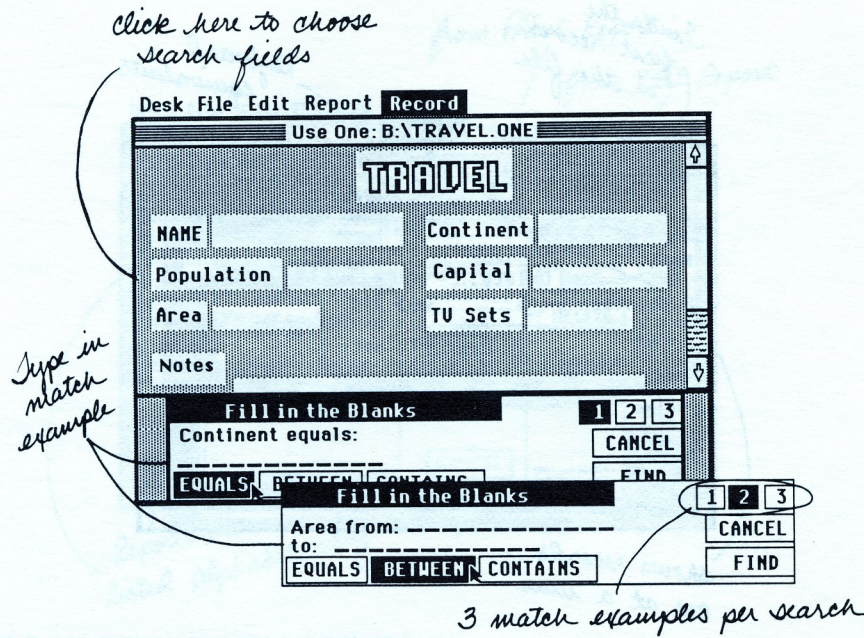
FIND RECORDS DIALOG BOX

How do I get this box?	This box appears when you [Click] **Find Some** from the Record menu.
Choose fields	You find particular records by typing in an example of what you are looking for. [Click] the first field that has data you want to find. [Click] the kind of match (Equals, Between, or Contains). Type in the characters you want to match. Repeat these steps if you have a second and third example. To change an entry, [Click] the number button and go through the same steps. [Click] **Erase** to delete an example. [Click] **Find** when you are ready to see the first record in the group.
Equals	The example matches the beginning data of a field.
Between	The data falls within a range given in your example.
Contains	The example appears anywhere in the field.