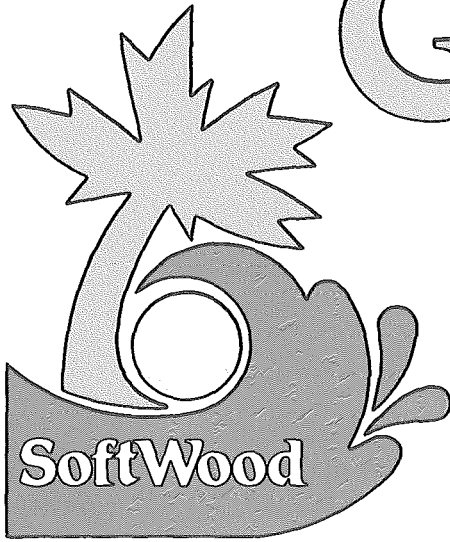# SoftWood
GSFile

The
Database
Manager

SoftWood

a professional-quality,
full-featured database management
system for the Apple IIGS™

Requires 512K

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Appendix A

Chapter 1.1

Welcome to SoftWood GS File - the database management system
designed for use in both home and small business. Although easy to learn
and operate, the system offers sophisticated and powerful data
management features.

About SoftWood GS File

SoftWood GS File is a tool used to manage information. You define the
nature of information that SoftWood GS File is to manage by setting up
columns. Each column relates to a particular element of data called a field,
e.g., name or address. Rows are used to store complete instances of
related data. For example, a person's name, address, city, state, and zip
code would all be stored in a row. Together, the rows and columns com-
prise a database. SoftWood GS File is a database management system.

System Requirements

SoftWood GS File operates on the Apple IIGS™ computer with at least
256K of add on memory. A SoftWood GS File database is contained
entirely within the computer's memory. The maximum size (number of
rows and columns) of a database depends upon the amount of memory
available at the time SoftWood GS File is started. There may be multiple
databases, although only one may be used at a time. Using just 512K,
you will have sufficent system resources for most needs. To increase the
amount of information maintained, additional memory, floppy drive, and
hard disk can be used.

Who Can Use SoftWood GS File

Due to the versatility of SoftWood GS File, there are numerous uses for
it. Home makers can create budgets for home use. Lists of friends and
relatives addresses can be viewed at a glance. Students can sort their

reading material for courses in terms of priority for specific due dates. Business people can create mailing lists from their files of customers who need certain reorder items.

With SoftWood GS File, you will continually find new applications for your everyday needs.

What Comes with SoftWood GS File

Contained in the SoftWood GS File package are: 1) Program disk, 2) User manual, and 3) Warranty/Registration card. If any of these are missing, please contact your dealer or SoftWood Company.

Warranty / Registration Card

Support of a technical nature is available if you fill out and send the enclosed Warranty/Registration Card to SoftWood Company. For a nominal cost, as a registered owner, you will have the opportunity to upgrade your version as new major versions of SoftWood GS File become available.

How To Use This Manual

The SoftWood GS File user manual consists of three sections: 1) System Overview, 2) Tutorial, and 3) Reference Guide. Illustrations are provided throughout the manual.

Section one, "**System Overview**", provides you with a look at the SoftWood GS File system as a whole. It should be read before going on to other areas of the manual. Section one is organized into two chapters. This chapter introduces the system and manual. The next chapter, "Mini-Session", contains a brief SoftWood GS File session using a demonstration database provided on the program disk.

Section two, "**Tutorial**", provides detailed, step-by-step instructions on how to use the system. It is intended for first time users and assumes you know nothing about the details of operating SoftWood GS File. This section is organized into six chapters. The purpose of the tutorial is to provide you with details on how to install and effectively use SoftWood GS File. Even if you already know database management principles, you should read and follow the examples in this section. It provides the fastest way to learn how to operate SoftWood GS File.

Section three, "**Reference**", is designed to provide quick access to information on specific SoftWood GS File functions. It is most effectively used if you already have a working knowledge of the program. "Operating Environment" explains the elements of the SoftWood GS File user interface including the SoftWood GS File window. "Menu Items" discusses the use and availability of each of the system's menus.

Notes:

Chapter 1.2

This chapter contains a very short SoftWood GS File session. In this session you will learn how to start the program, open a database, sort a database, search for specific information, and finally quit the program.

Starting SoftWood GS File

SoftWood GS File comes on a standard Apple IIGS™ program disk. Once the disk is inserted and accepted by the system, you will see the program launcher menu containing the SoftWood GS File program name. Double click on the name **GSFILE**. Within a few seconds SoftWood GS File will load itself into memory and display the following screen.
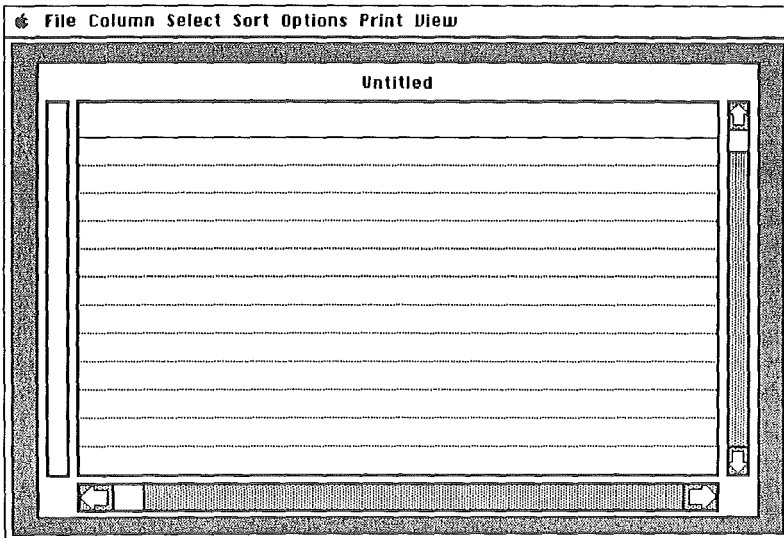
Opening a Database

You now have the choice of either beginning a new database or accessing one that has already been created. You will be accessing a demonstration database provided on the SoftWood GS File program disk. Select "Open" from the "File" menu. SoftWood GS File will display a list of all databases in the directory and drive from which the program was started.
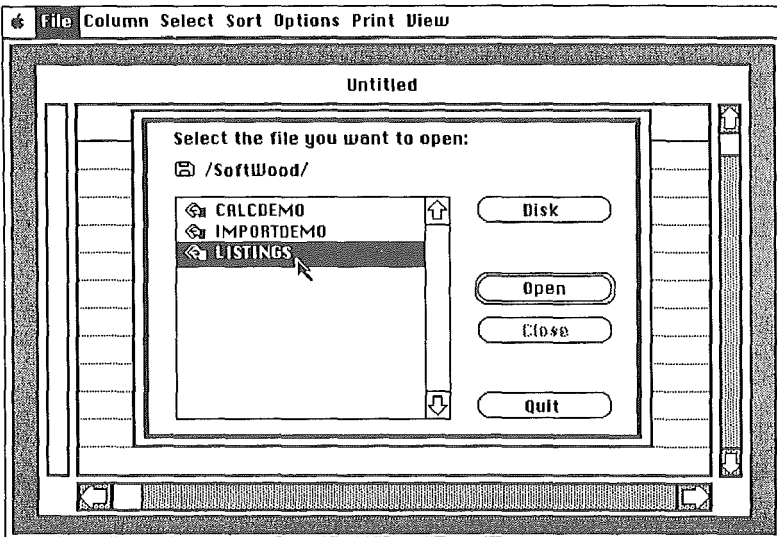
Position the mouse pointer on the line containing "Listings" and double click the mouse button. SoftWood GS File responds by reading the disk file named "Listings" into memory so that it may be processed. Once the file is read, the program displays as much of the file's information that will fit on the screen. Once this has been done the file may be used.

Southwest Real Estate For Sale

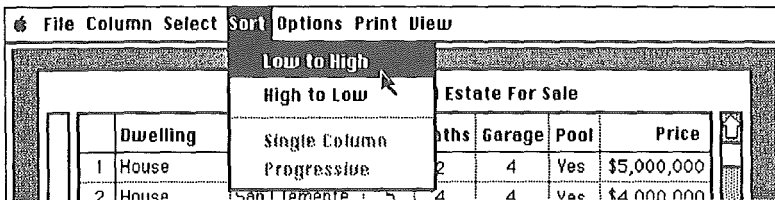|	Dwelling	Location	Beds	Baths	Garage	Pool	Price
1	House	San Francisco	5	4	4	Yes	$5,000,000
2	House	San Clemente	5	4	4	Yes	$4,000,000
3	House	Malibu	4	3	3	Yes	$1,400,000
4	Penthouse	Century City	3	3	Y	Yes	$1,250,000
5	Beach House	Malibu	3	3	2	No	$1,000,000
6	House	Tucson	3	2	2	No	$900,000
7	Beach House	Santa Barbara	2	2	N	No	$750,000
8	Beach House	Santa Barbara	3	3	2	No	$600,000
9	House	Santa Barbara	5	3	3	Yes	$500,000
10	House	San Francisco	3	2	Y	No	$450,000
11	Duplex	Encino	4/4	3/3	2/2	Yes	$450,000
12	House	San Francisco	4	3	2	No	$400,000

Sorting a Database

Click the mouse on the name "Location" that appears as the heading of one
of the columns on the list in front of you. Notice how the word's letters
change from black on white to white on black when you click on it. When
the letters are highlighted in this way, the column is selected for some
action. Next, choose "Low to High" from the "Sort" menu.

 File Column Select **Sort** Options Print View

Low to High

High to Low   Estate For Sale

	Dwelling	Single Column	ths	Garage	Pool	Price
		Progressive				
1	House		2	4	Yes	$5,000,000
2	House	San Clemente	4	4	Yes	$4,000,000

SoftWood GS File responds by arranging the rows in order by data in the
"Location" column.

Searching for Specific Information

Click the mouse on the column heading name "Price". Next, choose "By Range" from the "Select" menu. SoftWood GS File responds by displaying a window on top of the list. This window is used to specify range values for a search.

Type in **200000** in the area labeled "Is From". Next, press the tab key. Once the tab key is pressed the program advances to the area labeled "Through". Type in **300000** in the area labeled "Through".
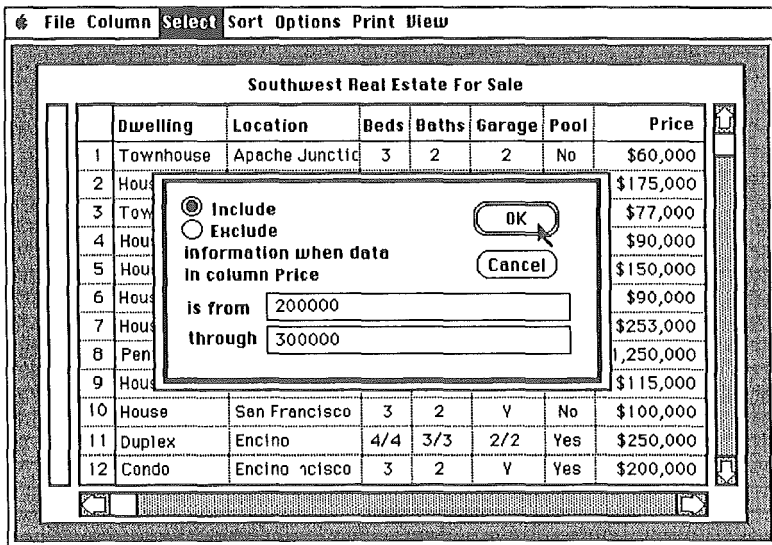
Finally, click the mouse on the OK button. SoftWood GS File responds by searching for all rows in the "Listings" database containing "Price" data between $200,000 and $300,000. Once this information is located, SoftWood GS File will display only these rows on the screen.

Quitting SoftWood GS File

Select "Quit" from the "File" menu. Because you sorted your database above, SoftWood GS File asks you if you wish to save the changed database. Click the mouse on the "No" button. The program then returns to the standard program launcher.
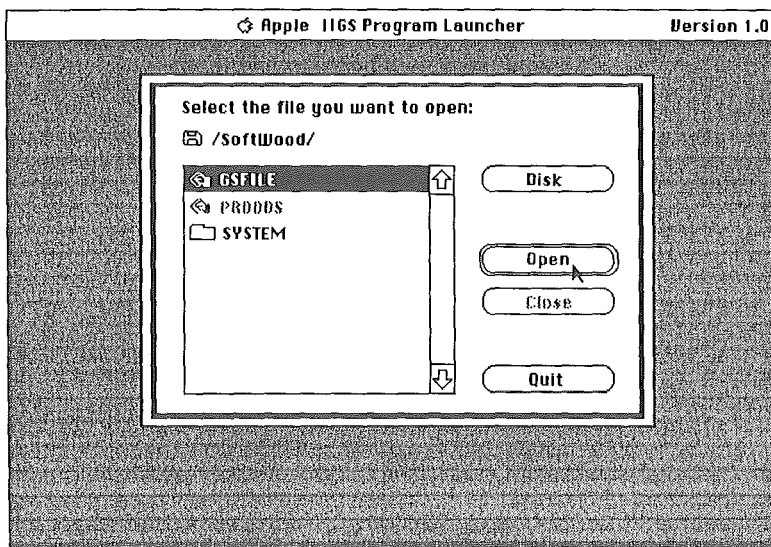
Notes...

Chapter 2.1

This is a tutorial on how to use SoftWood GS File. It contains detailed "how to" instructions covering the system's processing. Even if you are experienced in database management programs, you should follow the examples in this tutorial since they provide the fastest way to become familiar with SoftWood GS File. This chapter explains how to define a database.

Start SoftWood GS File

Start the SoftWood GS File program by "double clicking" the mouse on the "GSFILE" name seen on the program launcher menu.

```
            ⌘ Apple IIGS Program Launcher          Version 1.0

              Select the file you want to open:
              📇 /SoftWood/

              🗄 GSFILE                 ⇧      (    Disk    )
              🗄 PRODOS
              ☐ SYSTEM
                                              (   Open      )

                                              (   Close     )

                                        ⇩     (    Quit     )
```
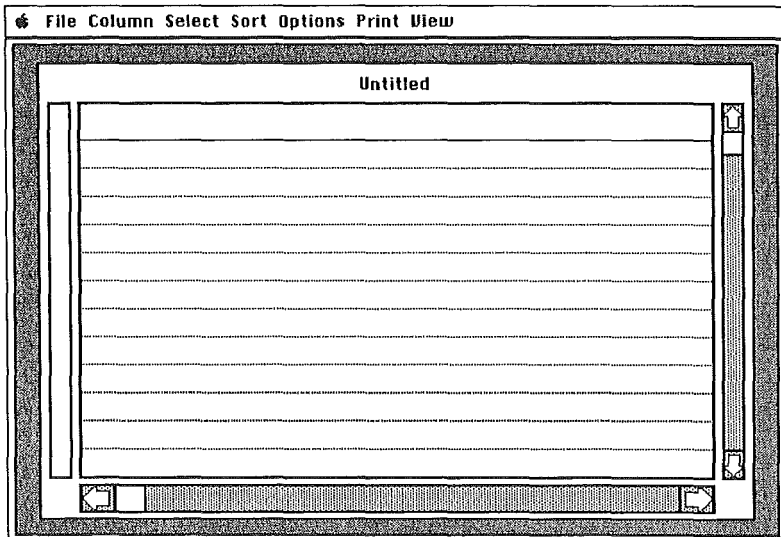
Designing a Database

A SoftWood GS File database definition consists of one or more column definitions that describe a set of related items. For example, a name and

address database might consist of the columns: name, address, city, state, zip code, and phone number.

The first step in designing a database is to decide what type of information you wish to store in the database. The number and type of columns defined can have a big effect on the usefulness of your database. For example, in a name and address database, your first thought might be to use one column for a person's name. Upon further analysis, however, you realize that you will at some time want to arrange people's names in your database by their last name. If only one name column is used, you must enter names with the last name first and first name last in order to be able to later arrange them by last name. This method will allow desired arrangement by last name, however, when you print labels, the person's name will also be printed on the label with their last name first - which may not be acceptable. So instead of using one name column, you might decide to use two columns; one for first name and one for the last.

Defining Data Columns

Prior to entering data, you must define columns to hold the data. In this tutorial, you will be working with asmall Time Sheet database. This database will be defined with 6 columns titled: "Name", "Project", "Date", "Hours", "Rate", and "Bill".

Begin to define the "Name" column by selecting"Define Data" from the "Column" menu. The program responds by displaying a dialogue window that allows you to define a new column. Enter Name in the area labeled "Column Name". Next, click the mouse on the "TEXT" button. Now, click the mouse on the OK button at the lower left corner of the window.
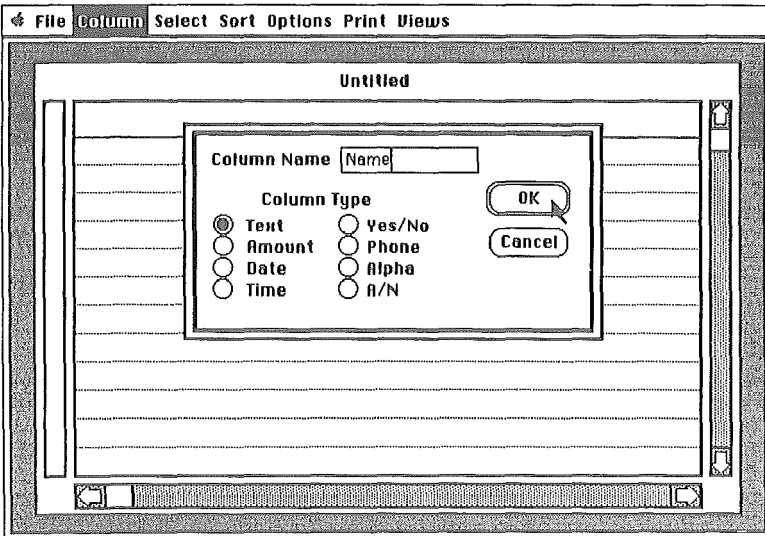
SoftWood GS File responds by redrawing the list screen with a new column labeled "Name". This is how columns are defined.

Once again, select "Define Data" from the "Column" menu. When the
new column dialogue window is displayed, observe the buttons labeled
Text, Amount, Date, etc. These buttons allow you to specify the type of
column being defined.
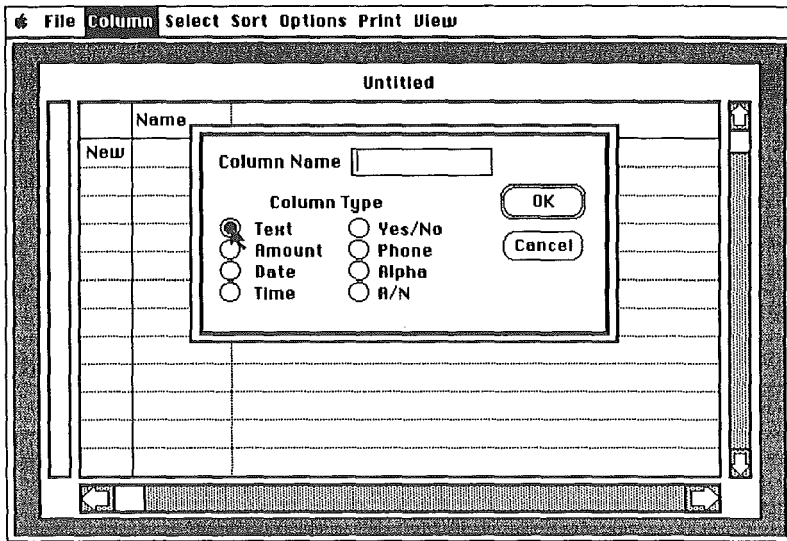
Notice that the "Text" button contains a black circle. This indicates that
"Text" is the default column type. This means that if you do not click the
mouse on a type button, the column will be defined as a "Text" column.

SoftWood GS File uses a column's type definition to verify that the data
you enter is valid for the column's type. For example, "Hello there"
entered as data for a column defined as a "Time" type column is invalid
and therefore will not be acceptable. This is one of the ways the program
assists you in managing your data.

Next, notice the two buttons labeled "OK" and "Cancel". These buttons
are referred to as exit buttons - they allow you to exit from a dialogue
window. In the new column dialogue window, the "OK" button

has an extra border around it. This indicates that "OK" is the default exit button. This means that you may simply press the RETURN key to select "OK" when it is more convenient to do so than clicking the mouse in the "OK" button.

At this time, enter "Project" for the column name, and press the RETURN key. Your list will be redrawn with two columns labeled "Name" and "Project".

Next select "Define Data" once again and define the third column and title it "Date". Specify that it is a Date type column by clicking the mouse in the column type button labeled "Date". Date type columns are used to enter month, day, and year data. SoftWood GS File verifies each date entered as being a valid date. For example, 2/30/87 (February 30, 1987) is not a valid date. Click OK to complete the column's definition.

Next use "Define Data" to define the "Hours" column. Specify that this field is an amount by clicking the mouse in the "AMOUNT" column type button. The program will only allow valid amount data to be entered into "AMOUNT" columns, e.g., 123, -400.23, etc.

Finally, use "Define Data" to define the "Rate" amount column. Be sure to specify that this column is of "AMOUNT" type.

Now five of the six columns have been defined.

Defining Calc Columns

The last column to be defined is the "Bill" column. The purpose of this column is to show the amount to be billed for the time reported. Choose "Define Calc" from the "Column" menu. The program responds by displaying a dialogue window that allows you to define a calculation.

```
 File Column Select Sort Options Print Uiews
                         Untitled
        Name  Project   Date   Hours   Rate
   Neu
        Column Name:    Bill              (  OK  )
        Calculation:                      (Cancel)
        HOURS * RATE
```
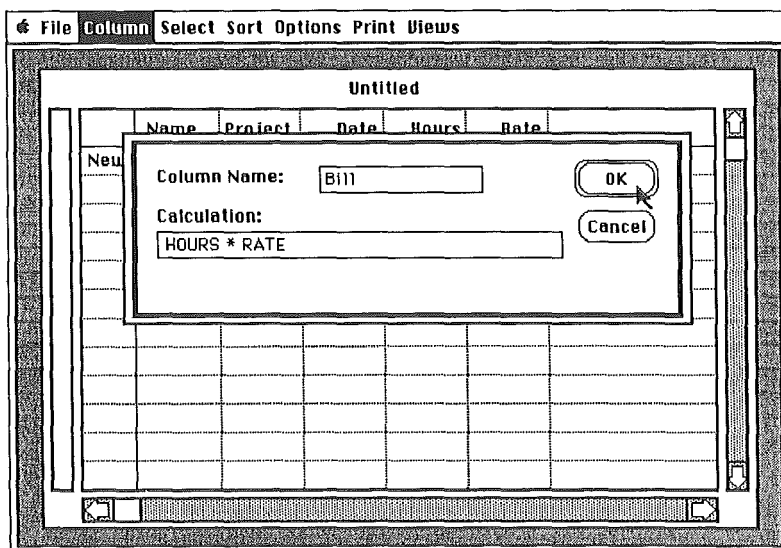
Enter the column's name as **Bill**. Next, enter **HOURS*RATE** in the
calculation area. The asterisk "*" entered is the multiplication sign.
Finally, click the mouse in the OK button to accept the new column's
definition. The program responds as usual by displaying the new column
title on the list. You have now defined a calculation column whose data
will be supplied by the program by multiplying "Hours" times "Rate".

Moving Columns

Observing the columns in your list, you will see that each column was
placed to the right of the column defined before it. SoftWood GS File
allows you to easily change the order in which columns appear on the list.
Let's say you really would rather have the "Name" column appear after the
"Project" column. Move the mouse so that the mouse's arrow is over the
word "Name" at the top of the "Name" column. Press the left mouse
button down and continue to hold it.
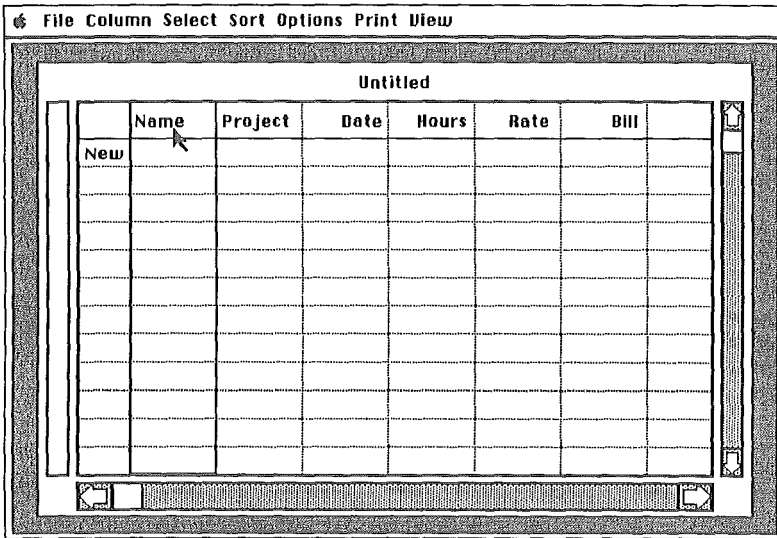
Notice that a faint outline is drawn around the entire column. While continuing to hold the mouse button down, move the mouse to the right. This process is referred to as "dragging the mouse". Continue to drag the mouse to the right until the left boundary of the outline moves just past the left boundary of the "Project" column. When you have done this, release the mouse button. If you did this procedure properly, the "Name" column should now be seen after the "Project" column. This is how you move a column. Columns may be moved at any time - even when they contain data.

Changing Column Widths

Notice that all columns in your list have the same width. This is a default width set by the program when the column was defined. In looking at the "Name" column, you decide to make the column's width larger so that more of a person's name may be seen in it. Move the mouse so that the mouse's arrow approaches the right boundary of the "Name" column. Once the mouse is almost over the boundary, the mouse arrow changes to

a vertical bar joining a left and right arrow. This new mouse pointer appears to alert you that you are over the boundary of a column and may move that boundary either to the left or to the right. As soon as you see this mouse pointer, press the left mouse button down and continue to hold it down. Notice the faint outline drawn around the column's right boundary.
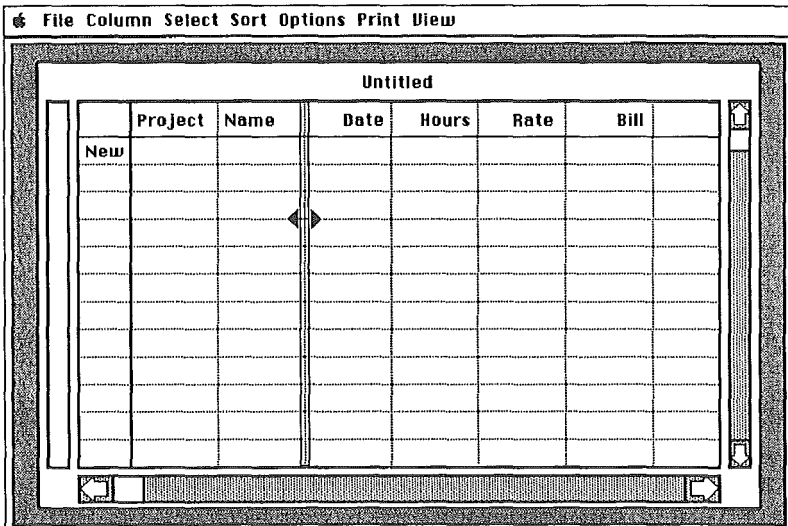
While continuing to hold the button down, drag the mouse to the right for about an inch. After dragging the mouse an inch, release its button. If you have done this procedure correctly, the width of the "Name" column should now be wider than the other columns. This is how you increase a column's width. To decrease a column's width you drag the mouse to the left instead of the right. Column widths may be changed at any time - even when they contain data.

Changing a Column's Name

Sometimes you may decide to change the name of a column. Usually this is to more accurately reflect the type of data you are entering into the column. Move the mouse so that the mouse's arrow is over the word "Date" at the top of the "Date" column. Press the left mouse button down and then release it. Observe that now the word "Date" is drawn in light letters on a dark background. This process is referred to as "selecting a column" and will be done many times while working with your database. When a column is selected it is ready for some futher action.

When the "Date" column is selected, choose "Define Data" from the "Column" menu. The program responds by drawing the dialogue for defining columns. This time, however, the dialogue is already filled in with the definition of the "Date" column. Change the word "Date" to "The Date". Next click the mouse in the OK button. The program responds by redrawing the list with the new name for the date column. This is how you can change a column's name. You may change a column's name at any time.

Changing a Column's Type

As long as no data has been entered into a database, you may change any column's type. Select the "Name" column as you did in the previous section. Choose "Define Data" from the "Column" menu. Click the mouse on the "A/N" column type button. Next, click the mouse on the OK button. You have just instructed SoftWood GS File to only accept alpha-numeric characters in the "Name" column.

Formatting Amounts

Amount columns (types AMOUNT and CALC) may be displayed in a variety of formats. The initial format of an amount column depends upon how the default display format is set. Each column may also be individually formatted. A column's format definition affects the way the column's data is shown on the list and on reports.

The "Hours", "Rate", and "Bill" columns in your database are amounts that have already been defined with a default display format. Click the mouse on the "Hours" column title. Now choose "Display Format" from the "Column" menu. The program responds by displaying a dialogue window that allows you to specify the display format of "Hours".
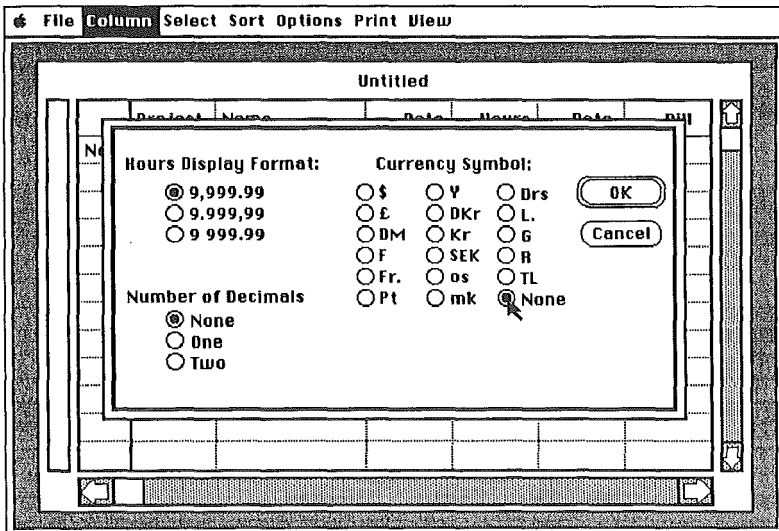

The three buttons at the upper left side of the window are for defining the way commas and decimals are to appear. The three buttons at the lower left side of the window are for defining the number of decimals that are to appear. The 3 columns of buttons at the upper right half of the window are for defining the currency symbol (if any) that is to appear..

You will be defining the format of the "Hours" column to show only one decimal and not to have a currency symbol. Click the mouse on the "One" under "Number of Decimals". Next click the mouse on the currency symbol titled "None". Finally, click the mouse on the OK button. Now, whenever "Hours" is shown in a column or on a report, it will be formatted with only one decimal and with no currency symbol. You may change this format at any time - even after you have entered data.

Formatting Dates

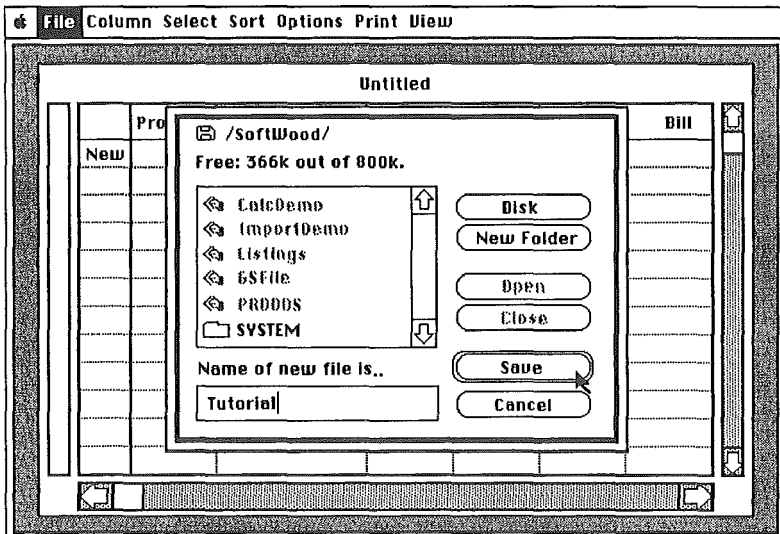Date columns may be displayed in a variety of formats. The initial format depends upon the default display format of Date type columns. Each Date column may also be individually formatted.

Click the mouse on the "The Date" column title. Now choose "Display Format" from the "Column" menu. The program responds by displaying a dialogue window that allows you to specify the display format of "Date".
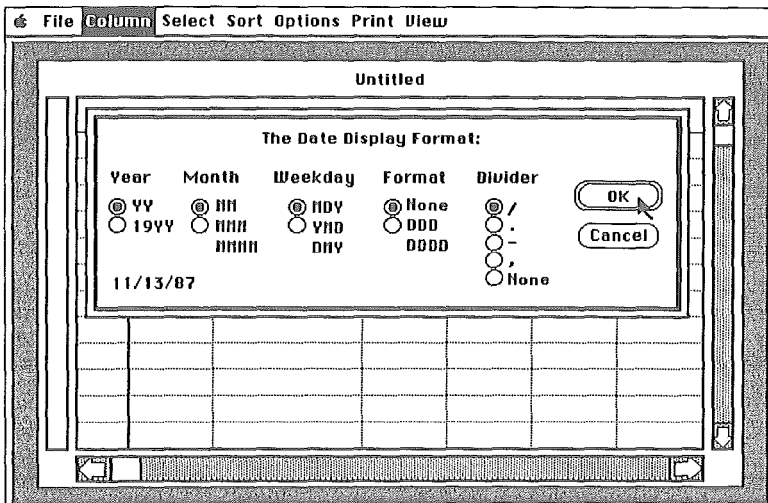
Saving A Database

Presently, the database you have defined resides entirely in the computer's memory. If you turned the computer's power off, you would lose the database and have to redefine it. In order to make your database permanent, you must instruct SoftWood GS File to write it to disk. To do this, select "Save" from the "File" menu. The program responds by displaying a dialogue window prompting you to enter the name of your new database. Name your database **"Tutorial"**.

```
 🍎 File Column Select Sort Options Print View
┌──────────────────────────────────────────────┐
│                     Untitled                   │
│  ┌──┬──┬─Pro┬──────────────────────┬───Bill─┐ │
│  │  │New│   │ 🖹 /SoftWood/         │        │ │
│  │  │   │   │ Free: 366k out of 800k.│       │ │
│  │  │   │   │                       │        │ │
│  │  │   │   │  📎 CalcDemo   ⬆  (  Disk  )   │ │
│  │  │   │   │  📎 ImportDemo   (New Folder)  │ │
│  │  │   │   │  📎 Listings                   │ │
│  │  │   │   │  📎 GSFile      (  Open  )     │ │
│  │  │   │   │  📎 PRODOS      (  Close )     │ │
│  │  │   │   │  📁 SYSTEM   ⬇                 │ │
│  │  │   │   │  Name of new file is..         │ │
│  │  │   │   │  ┌──────────┐  (  Save  )      │ │
│  │  │   │   │  │Tutorial│   (  Cancel )      │ │
│  └──┴──┴───┴────────────────────────────────┘ │
└──────────────────────────────────────────────┘
```

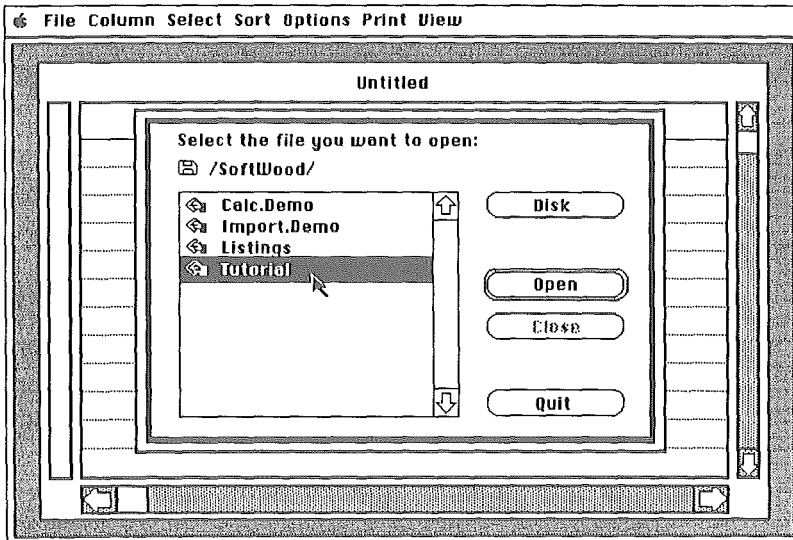Finally, click the mouse in the dialogue window's "Save" exit button.

Summary

You now know how to define a new database. In the next chapter you will learn about the database "Form". If you would like, you can quit SoftWood GS File now and continue with the next chapter later. Since your database is saved to disk, it can be opened and accessed any time.

Chapter 2.2

In this chapter of the tutorial you will learn about the SoftWood GS File database "Form". At this time, start the SoftWood GS File program, if it is not already started.

Opening an Existing Database

In this chapter you will be using the database created and saved to disk in Lesson One. To open a saved database, choose "Open" from the "File" menu. When you do this the program displays a dialogue window allowing you to specify which database you wish to open. Shortly, you will see a list of names in the dialogue window. The name that you are interested in here is titled "Tutorial".

To open the "Tutorial" database, move the mouse pointer over the line containing the name "Tutorial" and double click the mouse. The program responds by removing the dialogue window from the

display, opening the "Tutorial" database, reading in its information, and displaying its columns on the screen. The database is now open and ready for processing.

Accessing the Database Form

All data entered into a database is done so via the database form. In addition to entering new data, the form is also used to remove and modify existing information. At this time, select "Form" from the "Options" menu. The program responds by displaying the form it created for the "Tutorial" database.

Observe the contents of the form. Along the left side of the form you will see six rectangles stacked vertically with names the same as the columns you defined. These boxes are referred to as data entry boxes. This form was automatically created when you defined your first column, and automatically updated each time you defined an additional column. You may use the form "as is", or change its arrangement to suit your needs.

Changing a Form's Layout

The ideal form layout is one in which all information for a record (related set of columns) may be seen on the screen at the same time, each data entry box is large enough to show all data contained in it, and all data entry boxes are placed in a logical and easy to view manner. Sometimes you will want certain data entry boxes at special locations. For example, in a name and address database, you will probably want the first 5 lines of the form to resemble a mailing label. Later when you print from the form, the information will be printed as a mailing label. This will be discussed in a future lesson. The important thing to understand at this time is that you may want to give some thought to the ultimate arrangement of the data entry boxes on a form. This arrangement is referred to as a form's layout.

There are many layouts or arrangements possible for a form. You can change a form's layout at any time - even after you have entered data into your database. A form is arranged by placing and sizing data entry boxes on lines within the form. The height of a line is the height of a data entry box. The width of a line is the same as the form area seen on the screen. Each form line is capable of holding as many as 8 different data entry boxes aligned horizontally.
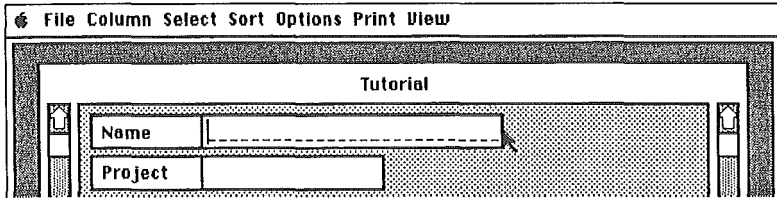
Changing the Width of a Data Entry Area

Move the mouse pointer over the right boundary of the data entry box labeled "Name". Press the left mouse button and continue to hold it.
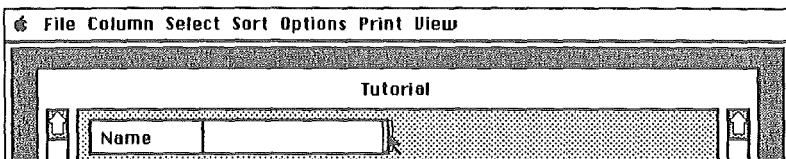
Notice the outline that appears around the right boundary area. While holding the mouse button down, drag the mouse to the right. After you have moved the mouse about an inch, release the mouse button.
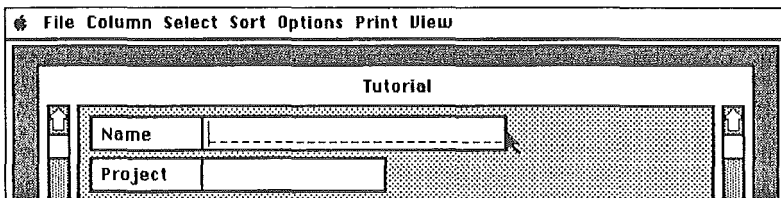
Modifying the Form

```
  File Column Select Sort Options Print View
                          Tutorial
      Name    |_____|
      Project |                    |
```
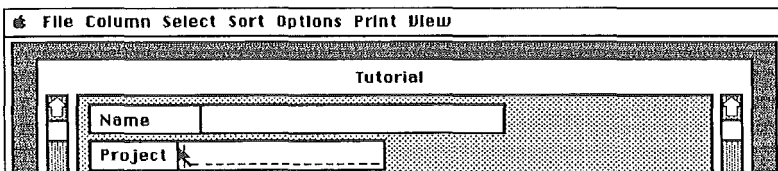
The program responds by redrawing the "Name" data entry box. This is
how you expand the width of a data entry box. If you had moved the
mouse to the left, you would have contracted the data entry box's width.

Changing the Width of a Data Entry Prompt Area

Move the mouse pointer over the vertical line that appears after the word
"Project" in the second data entry box. This line separates the data entry
area of a box to the right from the prompt area on the left. Next, press the
left mouse button and continue to hold it down. Notice the outline that
appears around the vertical line.

```
  File Column Select Sort Options Print View
                          Tutorial
      Name    |_____|
      Project |                    |
```
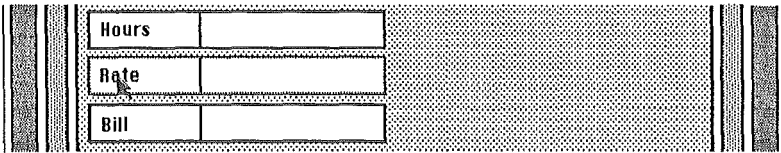
While holding the mouse button down, drag the mouse to the left. After
you move the mouse a quarter of an inch or so, release the mouse button.
The program responds by redrawing the "Project" data entry box.

```
  File Column Select Sort Options Print View
                          Tutorial
      Name    |                    |
      Project |_____|
```
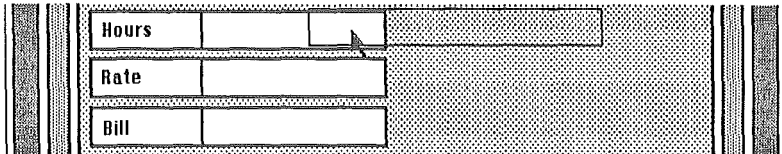
Moving a Data Entry Box to a New Line.

Move the mouse pointer over the word "Rate" on the next to last data entry box. Now, press the left mouse button and continue to hold it down. Notice the blue outline that appears around the entire data entry box.
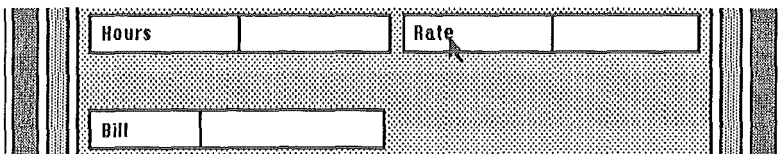
While holding the mouse button down, drag the mouse upward on your desk so that the outline moves to the previous line on the form. While still holding down the mouse button, drag the mouse a little distance to the right.

Now release the mouse button. SoftWood GS File responds by removing the "Rate" data entry box from the last line and inserting it on the same line as the "Hours" data entry box. This is how to move a data entry box.

Saving a Form Layout

Just as you saved your column definitions in Lesson One, you will now save the Form layout here. To do this, select "Save" from the "File" menu. Since the database you are saving has already been saved once, SoftWood GS File will not prompt you for a new database name. Instead, it simply replaces the previously saved version of the database with the current one. Now whenever you open your database and access the form, it will appear as it did when you saved it.

Exiting the Form

Return to the column or list format by choosing "List" from the "Options" menu. The program responds by displaying the database's columns.

Summary

You now know about the database form, how to access it, modify it, and return to the list screen. In the next lesson you will learn how to enter data into your database. Since you saved your database in the "Saving a Form Layout" section, you may quit the program and start the next lesson at a later time. The next time you open your database, it will be in the same state as it is now.

Chapter 2.3

In this lesson, you will learn how to enter data into a SoftWood GS File database. Start the SoftWood GS File program (if not already started), and open the "Tutorial" database (if not already opened).

The Field, the Record, and the File

"**Field**" is a term that refers to an element of data. For example, a Name, address, or salary amount. Earlier you defined fields when you defined columns. "**Record**" refers to a group of related fields. For example, a name and address record might consist of the fields: Name, Address, City, State, Zip Code, and Phone. A data record exists when actual data has been entered into a record, i.e., Loey, 404 W. Elm, Santa Barbara, CA, 993-3443. A "**File**" is a collection of related records. For example, the names in a Holiday Mailing List might be a different file than names in a Client Roster. In SoftWood GS File, column refers to field, row refers to record, and database refers to file.

Quick Access to Form

In the previous lesson you learned how to access the database form by selecting "Form" from the "Options" menu. At this time, position the mouse pointer over the word "New" on the left side of the screen.

File Column Select Sort Options Print View

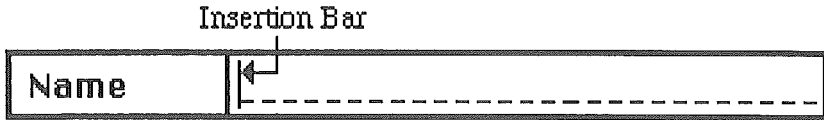|	Project	Name		The Date	Hours	Rate	Bill
New							
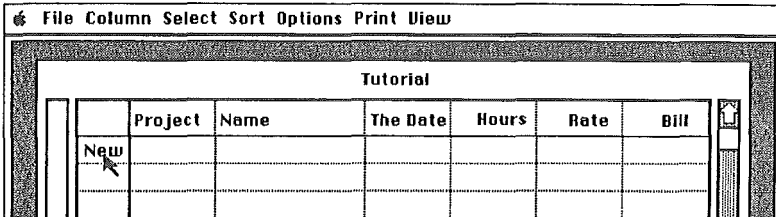
Click the left mouse button once.The program responds by displaying the database form. This is how you can quickly switch to the form in order to enter a new record. When data records are showing on the list, and you

wish to access a particular data record from the form, simply click the mouse on any part of the data as it appears on the list.

The Insertion Bar

On the form, look at the 1st data entry box that is labeled "Name". Notice the light vertical line that appears to the right of the darker vertical line that separates the prompt area from the data area.

Insertion Bar

Name	

This lighter vertical line is where the program will insert characters when you press a key on the keyboard. Refer to this line as the "insertion bar".
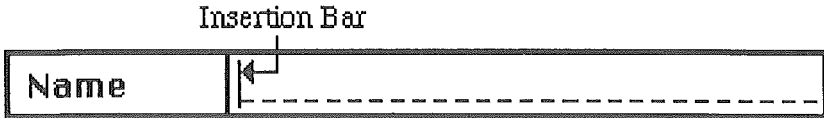
Entering New Data

In this lesson you will enter the following data into the "Tutorial" database.

Name	Project	Date	Hours	Rate
Bob	Martin	1/4/87	3.5	55.00
Mary	Martin	1/4/87	4.8	50.00
Carol	Freeman	1/4/87	6.0	55.00
Bob	Freeman	1/5/87	5.2	55.00
Mary	Hadley	1/5/87	4.7	50.00
Carol	Martin	1/5/87	7.3	55.00
Bob	Freeman	1/6/87	4.6	55.00
Bob	Martin	1/6/87	3.2	55.00
Mary	Freeman	1/6/87	6.5	50.00
Carol	Martin	1/6/87	4.6	50.00
Bob	Freeman	1/6/87	3.5	50.00
Carol	Martin	1/6/87	4.6	50.00

wish to access a particular data record from the form, simply click the mouse on any part of the data as it appears on the list.

The Insertion Bar

On the form, look at the 1st data entry box that is labeled "Name". Notice the light vertical line that appears to the right of the darker vertical line that separates the prompt area from the data area.

Insertion Bar

| Name | |← - |

This lighter vertical line is where the program will insert characters when you press a key on the keyboard. Refer to this line as the "insertion bar".

Entering New Data

In this lesson you will enter the following data into the "Tutorial" database.

Name	Project	Date	Hours	Rate
Bob	Martin	1/4/87	3.5	55.00
Mary	Martin	1/4/87	4.8	50.00
Carol	Freeman	1/4/87	6.0	55.00
Bob	Freeman	1/5/87	5.2	55.00
Mary	Hadley	1/5/87	4.7	50.00
Carol	Martin	1/5/87	7.3	55.00
Bob	Freeman	1/6/87	4.6	55.00
Bob	Martin	1/6/87	3.2	55.00
Mary	Freeman	1/6/87	6.5	50.00
Carol	Martin	1/6/87	4.6	50.00
Bob	Freeman	1/6/87	3.5	50.00
Carol	Martin	1/6/87	4.6	50.00

Looking at the form, notice that the insertion bar is in the data entry box for "Name". Type in the name **Bob** and press the keyboard character labeled TAB. The TAB key is used to advance from one data entry box to the next. After TAB is pressed, the program moves the insertion bar into the "Project" data entry box.
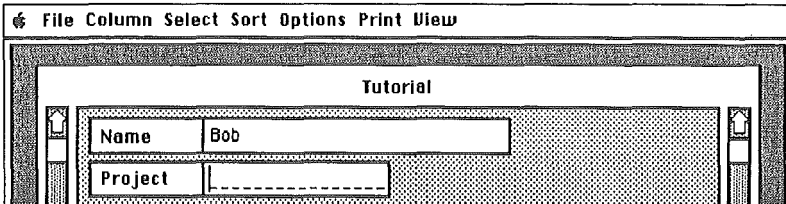
Next, enter **Martin**, press TAB, enter **1/4/87**, press TAB, enter **3.5**, press TAB, enter **55.00** and press TAB. If you make a mistake and enter an incorrect character, use the BACKSPACE key to remove the unwanted character and retype it correctly. You should now have the complete first record (line) of data entered and visible in your form. The next step is to instruct the program to accept this data. Click the mouse in the button labeled "Accept" that appears at the lower left corner of the form.
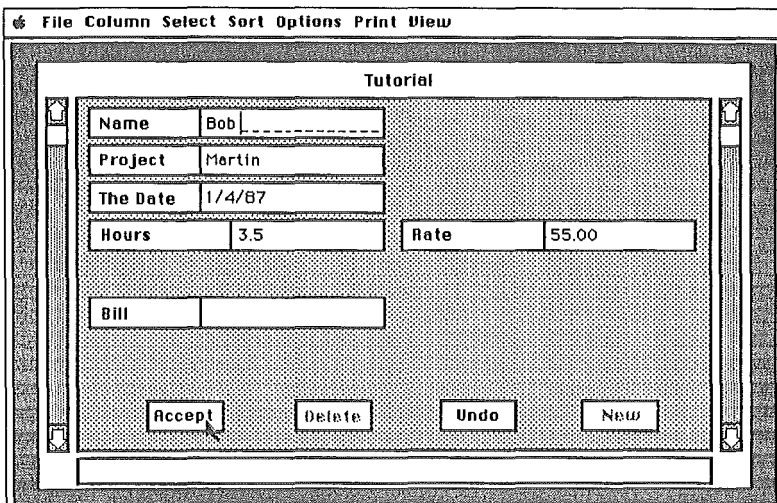
The program responds by accepting the form's information into the database, clearing the form, and positioning the insertion bar at the first data entry box on the form. The form is now ready for you to enter another record.

Repeating Previous Data

To begin to enter the second line of data, enter **Mary** and press TAB.

You should now see the insertion bar in the "Project" data entry box. If you refer back to the list of data to be entered, you will see that "Martin" is used as the "Project" for both the first and second line of information. Instead of entering "Martin" again, simply press the RETURN key. The program responds by entering "Martin" for you. Whenever you press the RETURN key in an empty data entry box, and you have previously instructed the program to accept a record, SoftWoodGS File will duplicate the data previously entered in that box into the current form. This feature is referred to as "Repeat Data Entry". It comes in handy when entering records with similar data.

Now the insertion bar should be in the "The Date" data entry box. Since the date to be entered is the same as the date you entered in the previous record, simply press the RETURN key instead of entering the date. Notice that the program enters and formats the date for you.

Next, enter the remaining data from the second row of the data, but stop before you press TAB after the "Hours" data. Instead of pressing TAB after hours, press the RETURN key. The program responds by accepting the record. This is a shortcut way to accept data. You may use it instead of clicking the mouse on the "Accept" button. When entering records, it is faster to press the RETURN key to accept a record than to remove your hand from the keyboard, grab the mouse, move the mouse pointer into the "Accept" button, and click the mouse button. In order to accept a record

with the RETURN key, however, the insertion bar must be in the last data entry box on the form.

NOTE. Although "Bill" is the last box on the form, it is for a calculation and not used for data entry. Therefore, "Rate" is the last data entry box.

## Automatic Capitalization of First Character

Now, you can enter the third row of data from the list shown earlier. Before you begin to enter the name Carol, enter a lower case "c" instead of "C". Observe that the program automatically converts "c" into "C". This feature is for your convenience and may be disabled, if not wanted. The feature is initially "ON" by default, and when on, SoftWood GS File will optionally capitalize the first character of each word.

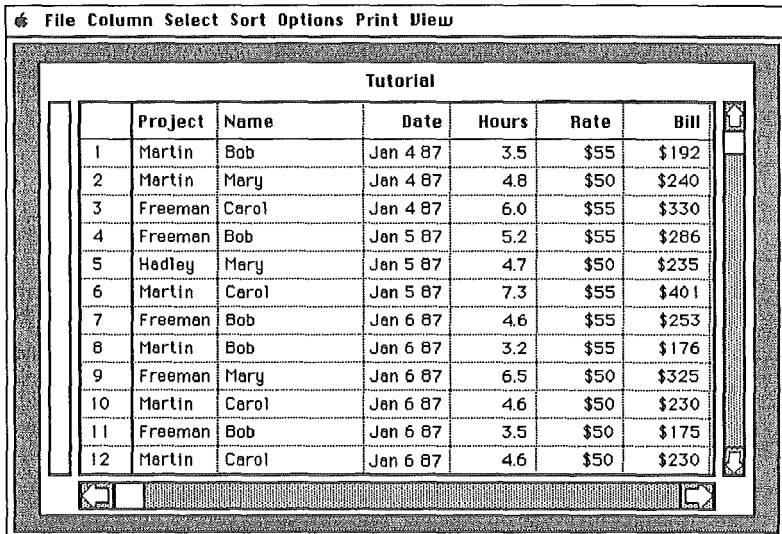At this time, enter the remaining information in the third row and instruct the program to accept the information.

Next, enter the remaining rows of information from the list shown earlier.

Quick Access of List

In a previous lesson you learned how to go from the form to the list by choosing "List" from the "Options" menu. There is an alternate and more convenient way to do this. Position the mouse pointer so that it is in the vicinity of (not within) the buttons (Accept, Delete, etc.) at the bottom of the form.

Entering Data
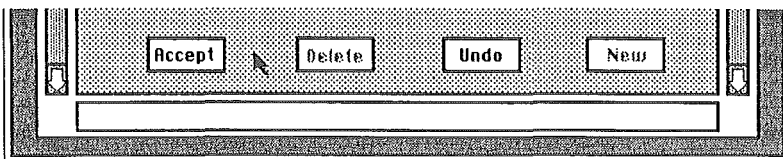
Click the left mouse button. The program responds by displaying the database in column format just as if you had selected "List" from the "Options" menu. Next, click the left mouse button once in the up arrow portion of the right scroll bar. Now you should see all of the data you have entered as in the screen below.

	Project	Name	Date	Hours	Rate	Bill
1	Martin	Bob	Jan 4 87	3.5	$55	$192
2	Martin	Mary	Jan 4 87	4.8	$50	$240
3	Freeman	Carol	Jan 4 87	6.0	$55	$330
4	Freeman	Bob	Jan 5 87	5.2	$55	$286
5	Hadley	Mary	Jan 5 87	4.7	$50	$235
6	Martin	Carol	Jan 5 87	7.3	$55	$401
7	Freeman	Bob	Jan 6 87	4.6	$55	$253
8	Martin	Bob	Jan 6 87	3.2	$55	$176
9	Freeman	Mary	Jan 6 87	6.5	$50	$325
10	Martin	Carol	Jan 6 87	4.6	$50	$230
11	Freeman	Bob	Jan 6 87	3.5	$50	$175
12	Martin	Carol	Jan 6 87	4.6	$50	$230

(Window title: Tutorial. Menu bar: File Column Select Sort Options Print View)

## Modifying Existing Records

Up until now you have entered new information into your database. Often you will want to modify information that you have already entered. Your computer screen should now be displaying your database in the list format. Lets say that the record in line #11 of the list is incorrect because the name "Bob" should be "Mary". Position the mouse pointer over the word "Bob" and click the left mouse button. The program responds by displaying the form complete with the information from line 11. Notice that the insertion bar is after "b" in "Bob". Use the BACKSPACE key to remove the three characters "Bob". Next type in Mary.

Also, lets say that the hours (3.50) should instead be 3.7. Since the insertion bar is not at the hours data entry box, you must advance it so that it is. Press the TAB key. The program advances the insertion bar to the next box. Continue pressing TAB until the insertion bar is in the "Hours" box. Use the BACKSPACE key to remove the 50 from 3.50 and enter a 7. The hours should now read 3.7.

In order to save the modified record, you must once again instruct the program to accept the data. Do this by clicking the mouse in the "Accept" button. The program responds by replacing the previous version of the record with the new version. Now, return to the list format by clicking the mouse in the vicinity of the buttons at the bottom of the form. The program should respond by displaying the database in the list format.

Deleting Existing Records

Sometimes you will want to remove a record that you have already entered. To learn how to do this, you will delete record # 12 from your database. Position the mouse pointer so that it is over the number 12 and click the left mouse button. The program responds by displaying the database form along with the record at line 12. Click the mouse in the button labeled "Delete".
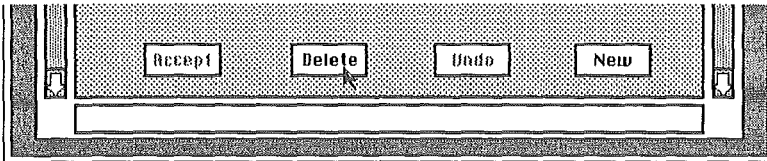
The program responds by deleting the record from the database. If you would have clicked the mouse in the "Cancel" button, the record would not have been deleted.

Now save the changes that you made to your database by choosing "Save" from the "File" menu. Also, instruct the program to return to the list format as you have on other occasions.
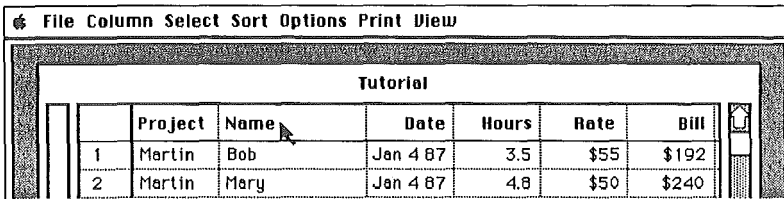
Summary

Now you have a database that contains 11 records of information. You know how to enter information into your database, modify existing information, and delete existing information. In the next chapter you will learn how to manipulate the data in the database by searching for specific information and arranging it in desired orders. Since you saved the database in the previous section titled "Deleting Existing Records", you may quit the program and start the next lesson at a later time.

Chapter 2.4

In this lesson, you will learn how to manipulate data in a SoftWood GS
File database by arranging your data in desired sequences and selecting
records that meet specific search criteria. At this time start the SoftWood
GS File program (if not already started), and open the "Tutorial" database
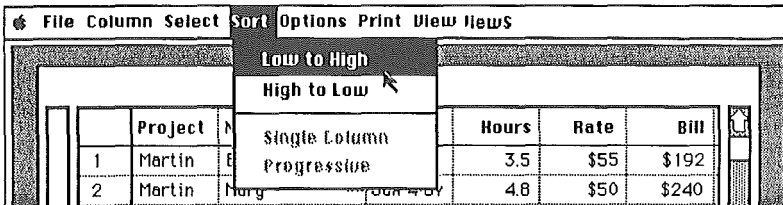(if not already opened).

Sorting Columns

Records, or rows of a database may be arranged in a variety of sequences.
Select the "Name" column by moving the mouse pointer over the column
title "Name" and clicking the left mouse button.

		Project	Name	Date	Hours	Rate	Bill
	1	Martin	Bob	Jan 4 87	3.5	$55	$192
	2	Martin	Mary	Jan 4 87	4.8	$50	$240

Now, choose "Low to High" from the "Sort" menu.

SoftWood GS File responds by sorting and then redisplaying all records
in your list. The records with names beginning with letters towards the
beginning of the alphabet will appear first.

Sometimes you may want to sort on more than one column. In the above example, all names are sorted together. What may be more meaningful is to separate names first by date. To do this, first click the mouse on the "The Date" column title. Next, select "Low to High" from the "Sort" menu. The program responds by sorting all records by date and displaying them in that order. Next, select "Progressive" from the "Sort" menu. This tells SoftWood GS File that it is to remember the last sort when performing the next sort. Next, click the mouse on the "Name" column title and choose "Low to High" from the "Sort" menu. When the program redisplays the database this time, the records will be separated and in order first by "The Date" and then "Name".

In the above example, you arranged information in what is referred to as ascending order. In ascending order, data starting with numbers are sorted first, followed by data starting with letters from "A" to "Z". The reverse of this order is referred to as descending order. In descending order, data starting with letters from "Z" to "A" appear first followed by numbers that are arranged from largest to smallest value.

Your list is now sorted in a multi-column or progressive sort. Access the "Sort" menu and observe the check mark that is beside the word "Progressive". Whenever the check mark is beside "Progressive", a new sort specification will always remember the previous sort(s). At this time, choose "Single Column" from the "Sort" menu. Once again access the "Sort" menu and observe that now the check mark is beside the words "Single Column". When the check mark is next to "Single Column", you are able to begin a new sort rather than build upon a previous one.

Save your database by choosing "Save" from the "File" menu. The next time you open the database, it will still be sorted as it is now.

Searching For Data

Now we will produce a list of all time reported for the Martin project. To do this, first click the mouse on the "Project" column title.

Next select "By Example" from the "Select" menu.

SoftWood GS File will display a dialogue that asks for criteria to be used in selecting records by their "Project" data. Eenter **Martin** (use either upper or lower case) in the area provided for data entry.

Click the mouse on the OK Button. The list that appears will be only time reported for the Martin project.

Now click the mouse on the "Hours" column title. Next, select "By Range" from the "Select" menu. The program then displays a dialogue used to specify range selection criteria. Enter **4.0** in the data entry area labeled "Is From". Next, enter **999999** in the area labeled "Through". Click the mouse in the OK dialogue window's OK button. SoftWood GS File now narrows the list of time reported on the Martin project to only those entries with hours greater than or equal to 4.

Switching Between Selected and Full List

You may switch back and forth between a selected list of records and the complete database by either choosing "Selected Items" or "All Items" from the "Select" menu. At this time access the "Select" menu and observe the check mark next to "Selected Items". This check mark indicates that your list is currently showing only a portion of your database. Now choose " All Items" from the "Select" menu. The program responds by drawing the full database. Once again, access the "Select" menu and observe that now the check mark is next to "All Items".

SoftWood GS File will retain the last selected list of information so that you can switch back and forth from selected records to the full database as desired. When a database is opened, however, any selected list that existed prior to the database being saved must be reselected.

Summary

Now you know how to arrange and search through your database. In the next chapter you will learn how to change the justification of columns, print the list report, and print the label report.

Chapter 2.5

In this lesson, you will learn how to set up columns for reports, print reports, and print labels. At this time start the SoftWood GS File program (if not already started), and open the "Tutorial" database (if not already opened).

Justifying Columns

Data within columns may be shown as left, right, or center justified. SoftWood GS File sets up the justification for columns by default depending upon the type of column. For example, when amounts and dates are defined they are set to be displayed right justified.

Name		Name		Name
Carolyn		Carolyn		Carolyn

   Left Justified   Center Justified   Right Justified

Click the mouse on the "Rate" column title. Next select "Center" from the "Column" menu. The program responds by displaying the column with "Rate" data centered between its column boundaries.
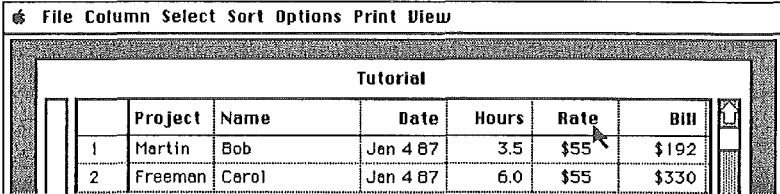
In order for the "Rate" column to be centered the next time you open your database, choose "Save" from the "File" menu. The program responds by updating your database on disk.

Showing and Hiding Columns

At times you will not want information in one or more of your columns to appear. This is usually when you are defining a report. It can also occur when you are showing information to someone else and wish to hide certain information. For example, a price listing shown to a customer
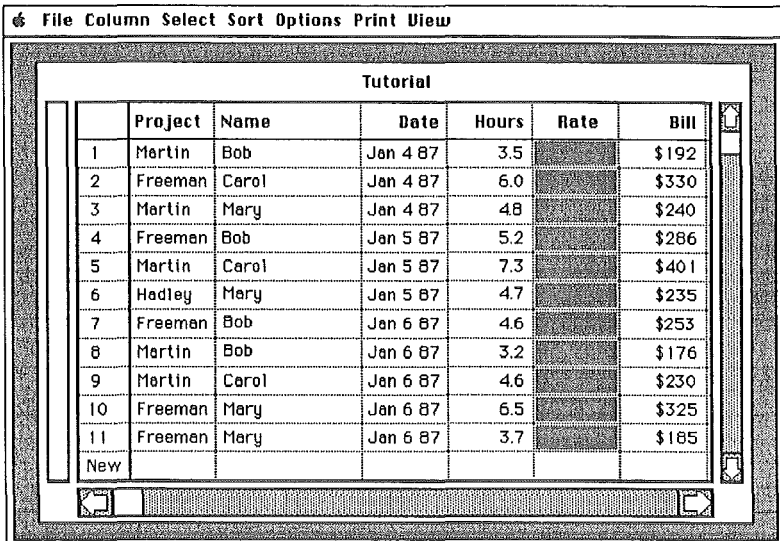
should not include your cost of the item. SoftWood GS File allows you
to determine which columns are to be shown via the "Show", "Hide",
"Show All", and "Hide All" commands in the "Column" menu.

		Project	Name	Date	Hours	Rate	Bill	
	1	Martin	Bob	Jan 4 87	3.5	$55	$192	
	2	Freeman	Carol	Jan 4 87	6.0	$55	$330	

⚹ File Column Select Sort Options Print View

Tutorial

Click the mouse on the "Rate" column title. Next choose "Hide" from the
"Column" menu. Notice how the program replaces the rates with a gray
color.

⚹ File Column Select Sort Options Print View

Tutorial

	Project	Name	Date	Hours	Rate	Bill	
1	Martin	Bob	Jan 4 87	3.5		$192	
2	Freeman	Carol	Jan 4 87	6.0		$330	
3	Martin	Mary	Jan 4 87	4.8		$240	
4	Freeman	Bob	Jan 5 87	5.2		$286	
5	Martin	Carol	Jan 5 87	7.3		$401	
6	Hadley	Mary	Jan 5 87	4.7		$235	
7	Freeman	Bob	Jan 6 87	4.6		$253	
8	Martin	Bob	Jan 6 87	3.2		$176	
9	Martin	Carol	Jan 6 87	4.6		$230	
10	Freeman	Mary	Jan 6 87	6.5		$325	
11	Freeman	Mary	Jan 6 87	3.7		$185	
New							

If you printed a report now, the "Rate" column would be excluded from
the report. On the list screen, however, the column is just "grayed" - this
allows you to continue to manipulate the column.

Once again click the mouse on the "Rate" column title. Now choose "Show" from the "Column" menu. The program responds by once again displaying the rates.

Next, choose "Hide All" from the "Column" menu. Observe that all columns now are shown in gray. Now click on the "Name" column title, and choose "Show" from the "Column" menu. Notice that only the "Name" column is shown with data. Now click on the "Rate" column title, and choose "Show" from the "Column" menu. Notice that now both the "Name" and "Rate" columns show data. If you printed a report at this time, only these two columns would appear - all other columns would be excluded completely.

Finally, choose "Show All" from the "Column" menu. The program responds by displaying the date in all of the columns.

Reports

There are two types of reports available in SoftWood GS File: the columnar or list report, and the label report. The list report is available whenever the list screen and columns appear on the screen. The label report is available whenever the form is displayed. The definition of each report depends upon the definition of the list or form.

The List Report

Reports printed when the list is displayed show records in a similar fashion to what is on the list screen. The main difference is that the column boundary lines and other grid lines do not appear. SoftWood GS File also displays a report heading at the top of each list report page. The report heading consists of the title of the list, and a page number. If any amount columns are in the list, they are automatically totaled at the bottom

of the report. The width, order, format, and justification of columns are the same as seen on the list screen. Any columns hidden with the "Hide" or "Hide All" feature are completely excluded from the printed report.

At this time, make sure your printer is online and ready for printing. Choose "To Printer" from the "Print" menu. The program responds by printing your database in the list format. It may take a few seconds for printing to begin.

The Label Report

Reports printed when the form is displayed show records in a similar fashion to what is on the form screen. The main difference is that only the data is shown - not the complete data entry box. Also, fields on the same line are compacted together separated only by a space. This allows you to print labels neatly.

Choose "To Printer" from the "Print" menu. The program responds by printing your database in the label format.

Summary

You now know how to justify columns, show and hide columns, and print reports. In the next chapter you will learn about "Views". "Views" allow you to save report definitions and much more.

If you exit SoftWood GS File now, the program will ask if you wish to save changes made to the database. If this occurs, respond "No". The reason "No" is appropriate is that the only changes you made to your database were by using the show and hide commands. Since you did not make any changes that should be saved, there is no reason to resave the database.

Chapter 2.6

In this lesson, you will learn how to define and access "Views". At this time start the SoftWood GS File program (if not already started), and open the "Tutorial" database (if not already opened).

Views

A SoftWood GS File "View" is a definition of a way to look at a database. A "View" definition includes column order, column width, column justification, report page definitions, form definitions, and sort sequences for a SoftWood GS File database. A single SoftWood GS File database may have many different "Views". No data is saved in a "View", only display definitions.

The purpose of Views is to allow you to save and later recall different display definitions of your database. For example, if you print more than one type of report from your database, you could save each report definition in a separate View. Then when you wanted to print a report, you would access the View that contained that report's definition. This frees you from redefining each report every time you want to print it. Another use of a View is to save different sort sequences. If you normally arrange your columns in different sort orders, you could create a View for each order. Then instead of specifying the sort order, you would simply access the View that contained the sort definition. There are many other uses of Views that you will discover as you begin to use your data.

Creating Views

It is simple to create a View - all you do is save the current database display definition. The thing to be aware of is whether you are currently working within a View or not when you save the View.

Choose "New" from the "View" menu. This will ensure that you are creating a new View. Although nothing seems to happen when you

choose "New", the program now knows that whenever you choose "Save" from the "View" menu, you are creating a new View rather than modifying an existing one that may currently be open.

To see some of the usefullness of the "View" feature you will now modify your database definition and save this definition as a View. You will, however, not save the database - only a view of the database.

Move the "Project" column so that it appears before the "Bill" column. Next, sort the "Bill" column High to Low. Now hide the "Rate" column. Finally, change the justification of the "Project" column so that its data is right-justified. You have now modified the display definition of your database from what it currently is saved as.

Choose "Save" from the "View" menu. The program responds by displaying a dialogue window that allows you to give your View a name. Enter MYVIEW as the name of your View. Now click the mouse on the OK button. The program responds by saving the current display definition to the disk.

Choose "Abandon" from the "File" menu. The program responds by warning you that all changes are about to be lost. Since all you wanted to do was to create a View and not modify the actual database definition, click the mouse on the OK button. The program responds by clearing your database from the screen.

Accessing a View

When you have Views defined, you can open a View instead of opening your database. When you do this the program will automatically open the database that the View is defined for. Choose "Open" from the "View" menu. The program responds by displaying a file selector dialogue window containing a list of all Views on your disk.

The View you are interested in now is the one saved above titled "MyView".

Click the mouse on its name in the dialogue window's list. The program responds by opening your database, sorting the records in descending order by their "Bill" amount, and displaying the records on the screen. Notice that the column definitions are just as they were when you saved the View.

Modifying a View

At times you may wish to modify the definition of a View. Currently, you are accessing the View titled "MyView". Let's say that you would rather the sort sequence be by the "Name" column rather than by "Bill".

Sort the list by "Name" in "Low to High" order. Now choose "Save" from the "View" menu. The program responds by asking if the existing View definition is to be replaced. Click the mouse in the YES button. The program will then replace the old View definition with the new one. The next time you access this view, the database will be sorted by "Name".

An important thing to keep in mind at this point is that if you opened your database via the "File" menu, the sequence of records and display definition would be different than what you see now.

Summary

This lesson is the end of the tutorial. You may quit the program now or continue to experiment. You now know enough about SoftWood GS File to manage your data. There are additional features in the program than what was covered in the tutorial. To learn about these features, read about them in the "Menu" section of the "Reference" section.

Notes...

Chapter 3.1

The environment in which SoftWood GS File operates is shown in the screen below. Not shown, but also part of the operating environment are dialogue windows that prompt for and collect additional information when necessary, and menu items that allow access to the program's functions.

The List

The area within the window drawn with vertical and horizontal lines is the window's list area. The list area is comprised of rows and columns. Each row contains information for a related set of items. Within a row, each column contains a specific instance of data.

⌘ File Column Select Sort Options Print View

Southwest Real Estate For Sale

	Dwelling	Location	Beds	Baths	Garage	Pool	Price
1	House	San Francisco	5	4	4	Yes	$5,000,000
2	House	San Clemente	5	4	4	Yes	$4,000,000
3	House	Malibu	4	3	3	Yes	$1,400,000
4	Penthouse	Century City	3	3	Y	Yes	$1,250,000
5	Beach House	Malibu	3	3	2	No	$1,000,000
6	House	Tucson	3	2	2	No	$900,000
7	Beach House	Santa Barbara	2	2	N	No	$750,000
8	Beach House	Santa Barbara	3	3	2	No	$600,000
9	House	Santa Barbara	5	3	3	Yes	$500,000
10	House	San Francisco	3	2	Y	No	$450,000
11	Duplex	Encino	4/4	3/3	2/2	Yes	$450,000
12	House	San Francisco	4	3	2	No	$400,000
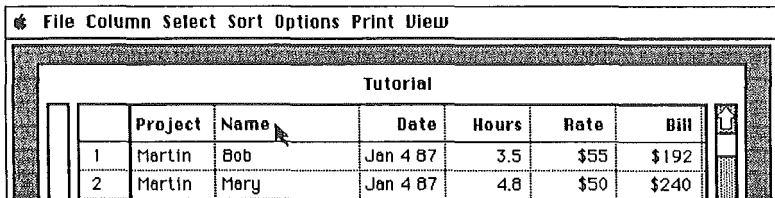
Each instance of data (or cell) in the column titled "Location" in the above screen tells where the dwelling described on that row is located.

Column Boundaries

The vertical lines dividing columns are referred to as column boundaries. In addition to visually separating columns on the screen, column boundaries are also used for changing column widths.

Column Selectors

The enclosed area above each column that contains the name of the column is a Column Selector. When the left mouse button is pressed within a column selector, that column is referred to as being "selected".


	Project	Name	Date	Hours	Rate	Bill
1	Martin	Bob	Jan 4 87	3.5	$55	$192
2	Martin	Mary	Jan 4 87	4.8	$50	$240

File Column Select Sort Options Print View

Tutorial

Scroll Bars

Along the right side of the window's list area is an area containing at its top an arrow pointing upward; and at its bottom, an arrow pointing downward. This entire area is a scroll bar. A scroll bar allows you to access things not currently on the screen. Each scroll bar has its own purpose. The scroll bar on the right side of the list area allows you to access rows of database information that are off the screen. The scroll bar on the bottom of the list area allows you to access columns of database information that are off the screen. On the form screen, the left scroll bar allows you to access form lines.

There are four areas of a scroll bar: up arrow, down arrow, thumb, and shaft. Each area is activated by either clicking or pressing and holding the mouse down in the area. The arrows scroll information a small increment

at a time. For example, the right scroll bar arrows show one row at a time. The shaft separates the two arrows. It allows you to scroll information in large increments. The right scroll bar shows 12 lines at a time. The thumb is the white box inside the shaft. By pressing the left mouse button down in the thumb, and dragging the thumb to a different area within the shaft, you are able to position the list as desired. For example, if you drag the thumb to the bottom of the right arrow's shaft, you will position the list to show the last row of database information.

Arrows

Thumb   Shaft
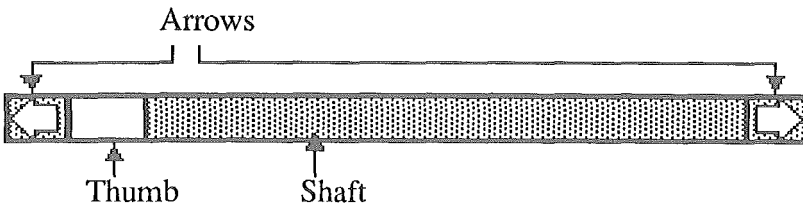
The Form

The Form is used to enter new information into a database. It is also used to modify existing information, and to delete existing information.
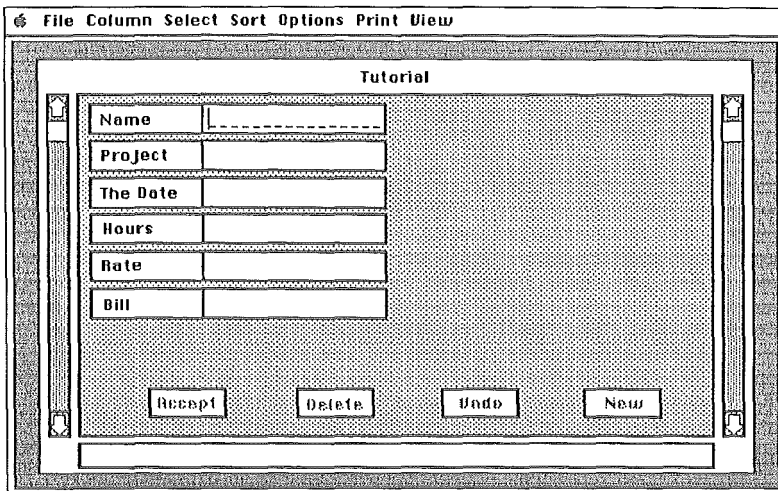
The rectangular areas within a form are referred to as data entry boxes. Data entry boxes may be moved and resized as needed. Up to eight boxes may be placed on a single line. You may have as many as 32 lines on a form.

The Menu Bar

At the top of the screen is a menu bar which allows access to many of SoftWood GS File's features. To view the items within a menu title, press the mouse button down on top of a menu's title. All of the items belonging to that menu will then appear. You can choose a desired item by dragging the mouse down and releasing its button when the item is drawn as "By Example" is below.
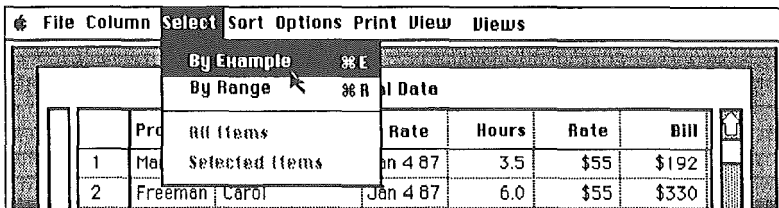
As a shortcut, some menu items may be selected by pressing the "Open Apple" key and a letter key simultaneously. The letter seen to the right of these menu items is the letter to be used. For example, Open Apple-E will select the "By Example" function from the "Select" menu.

Dialogue Windows

Occasionally, you will need to supply the computer with more complex information in order for it to initiate or complete a particular task. This will be done from a SoftWood GS File dialogue window. Each dialogue window requires some type of response from you before you can

continue. For example, if you want to define a new column, a dialogue window is used to allow you to specify the name of the new column and its type.
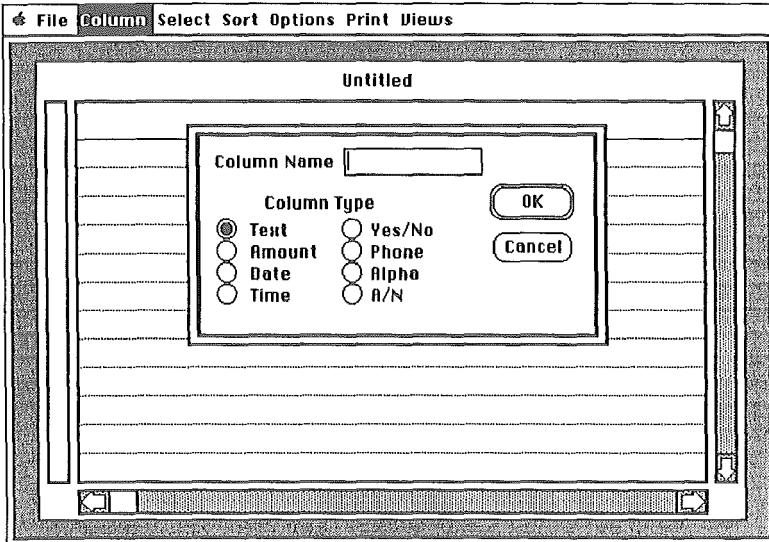
When a dialogue window contains a button labeled "Cancel", you have the ability to cancel any action that will occur as a result of using the dialogue window. Dialogue windows that merely show information do not allow you to cancel them.

Summary

This chapter described the components of the SoftWood GS File operating environment. The next chapter discusses one of these components, menus, in more detail by describing the purpose and use of each menu and its items.

Operating Environment

Notes...

Chapter 3.2

Menu items provide access to most of SoftWood GS File's functions. This chapter describes each menu item and the function it performs. The menus are: Desk, File, Column, Select, Sort, Options, Print, and Views.

System

⚫ File Column Select Sort Options Print View
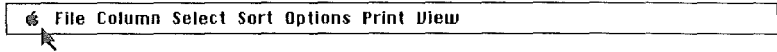
File / System Status   provides information about an open database and its memory and disk storage requirements.

Memory Usage   provides information about the use of computer memory. The RAM file space refers to the amount of the computer's memory which is reserved for a SoftWood GS File database.

Default Numeric Format   allows you to specify the default display format of "Amount" and "Calc" type columns. The default definition is used by SoftWood GS File when you define new columns.

Default Date Format   allows you to specify the default display format of "Date" type columns. The default definition is used when you define new columns.

About SoftWood GS File   contains SoftWood GS File copyright and release version information.

File
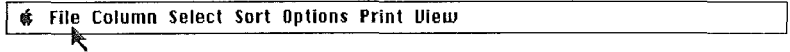
Open   allows access (i.e., reads and makes available) to
                     an existing database. It is available when no
                     changes have been made to a database since it was
                     last saved. When you select "Open" the system
                     displays a list of SoftWood GS File databases from
                     which you may choose from.

New   makes a new untitled database available for use.
                     This menu item is available when no changes have
                     been made to a database since last saved or
                     initialized. The result of this action is the same as
                     when SoftWood GS File is first started.

Save   writes to disk a database that is currently open.
                     Use this command when you have made changes to
                     the database since it was last saved or initialized.
                     During data entry it is important to save
                     periodically. Remember that changes to a database
                     are not permanent until saved to the disk.

                     When a new database is saved for the first time the
                     program will ask you to name the database. If the
                     name you enter is already in use, the program will
                     warn you and ask if you wish to replace it with the
                     one being saved.

                     When an existing database is saved, the program
                     will replace the version currently on disk with the
                     new version.

Save As	writes to disk a duplicate copy of the database that is currently open. Use this command when you want to make a copy of your database. When you select "Save As" the program ask you for a name it can use when it saves the copy to disk. When it asks for the name, the program provides a default name. You should modify this name as desired. If you want the database to show up on the "Open" directory.
Abandon	cancels all changes made to a database since it was last saved or initialized (New). It also automatically closes an open database. This menu item is available when changes have been made to a database since it was last saved or initialized. Once "Abandon" is performed, the system returns to the same state as when it was first started.
Open Ascii	converts an ascii disk file into a SoftWood GS File database. In order for this item to be available, you must have defined the columns that are to receive the data. The columns must agree in number and type to the data in the ascii file to be converted.
Open AppleWorks Def.	defines a SoftWood GS File database from an Appleworks database (Step 1).
Open AppleWorks Data	reads data from an Appleworks database into a SoftWood GS File database (Step 2).
Save Mail / Merge	converts a SoftWood GS File database into an ascii disk file. The format of the created file is that each field of data is separated by a comma, data with embedded commas enclosed by quotes, and

Menus

each record is terminated by a linefeed (0Ah) code. This file may then be merged by a word processor that accepts files of this type for mail/merging.

Rename   Renames an opened SoftWood GS File database to a new name.

Delete   removes an opened SoftWood GS File database from the disk.

Title List   is used to specify the title seen above the list and form screens. This name is also used in the heading of reports.

Quit   allows you to exit SoftWood GS File. If changes have been made, you are asked if changes are to be saved. If you respond "Yes", and the database has not been saved, the program will ask for a name.

Column   `  File Column Select Sort Options Print View`
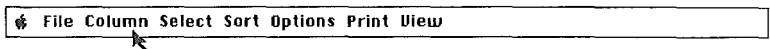
Show   displays data in a column that has been hidden with the "Hide" or "Hide All" feature (explained below). It is available whenever a "hidden" column is selected.

Hide   conceals data in a column. It is available whenever a column that is not already "hidden" is selected.

Show All   displays the data in all columns on the list.

Hide All   conceals the data in all columns on the list.

Left	aligns data in a column so that the first character of data will be next to the left column boundary. This item is available whenever a column is selected. If the column is already left justified, a check mark will appear beside the menu item.
Center	aligns data in a column so that the characters are centered between the left and right boundaries of the column.
Right	aligns data in a column so that the last character of data will be next to the right column boundary.
Display Format	allows you to change the way an "Amount", "Calc", or "Date" type column is displayed on the list and printed reports. The menu item is enabled whenever a column of one of the above three types is selected. Use this feature if you wish to override the default display format used when a column is defined for the first time.
Define Data	allows you to insert a new data entry field into your database. When you define a field, the program adds a new column to your list and a new data entry box to your form.
Define Calc	allows you to insert a new calculation field into your database. When you define a calculation, the program asks for a formula.
Delete	is used to permanently remove a field (Data or Calc) from your database. When a field is deleted, its column is removed from the list and its data

entry box is removed from the form. When field is
deleted, all data entered into the field is also
deleted.

Select

By Example   displays a dialogue window that allows you to
specify example search criteria. From this criteria
the program creates a selected list of records (rows)
and displays them on the list.

By Range   displays a dialogue window that allows you to
specify range search criteria. From this criteria the
program creates a selected list of records and
displays them on the list.

All Items   instructs the system to include all database records
in the list.

Selected Items   instructs the system to include only database
records contained in the previous search created by
example or range.

Sort

Low to High   arranges in ascending sequence (A comes before B)
information in a list. The arrangement is based
upon data in either a single column or multiple
columns depending upon the sort mode (Single or
Progressive).

High to Low   arranges in descending sequence (B comes before
A) information in a list. The arrangement is based
upon data in either a single column or multiple

columns depending upon the sort mode (Single or Progressive).
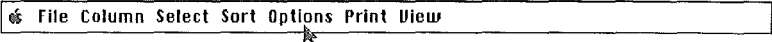
Single Column   indicates that a sort is to be performed on a single column only.

Progressive   indicates that the program is to perform sorts that remember previous (sorts). All progressive sorts should begin with a "single column" sort.

Options | File Column Select Sort Options Print View |

Form   accesses a database's form when at the list. At least one data column must be defined before the form may be accessed.

List   accesses a database's list when at the form.

Auto Capitalize   automatically converts a lower case letter entered as the first letter in a word to upper case. For example, "charles" typed from the keyboard would result in "Charles". This feature is optional and may be disabled. A check mark next to the "Auto-Capitalize" menu item indicates the feature is on. Disable it by selecting it when it is checked.
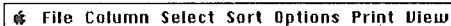
Grid On/Off   controls whether or not the lines separating rows and columns on the list are to be drawn on the screen. This does not affect printed reports. A check mark next to "Grid On/Off" indicates the grid is on. Disable it by selecting it when it is checked.

Repeat Data Entry   allows you to conveniently repeat data entered in a previous record while doing data entry. This feature is optional and may be disabled. A check mark next to the "Repeat Data Entry" indicates the feature is on. Disable it by selecting it when it is checked.

Field Info   gives information about a field being entered. This feature is only available during data entry while the form screen is on display.

Print   ┌───┐
           │ ♠ File Column Select Sort Options Print View │
           └───┘

To Printer   prints a list or label report to the printer. Labels get printed when this item is chosen when the form is in view.

To Ascii File   creates a list or label report and saves it in a disk file. You will be asked to provide a name for the disk file when you select this feature. An Ascii print file is a formatted report that may be printed later or read into a word processor. Be careful not to print large database reports to disk when your disk may not have enough free space for the disk file. This feature is mostly intended to transfer a very small list or group of labels into a word processing document.

Page Setup   allows you to specify print environment options. The options that may be specified depend whether or not this menu item is chosen when at the list or at the form.

Views

Open   allows you to access a saved View. When this item
                    is selected the program displays a directory of
                    Views on the disk. When a View is "Opened" the
                    program automatically "Opens" the database for
                    which the View was defined.

New   allows you to indicate that a new View definition is
                    to occur. When this item is selected, although
                    nothing seems to happen on the screen, the
                    program sets certain internal conditions. The
                    purpose of this command is to allow you to define
                    a new View without affecting another that may be
                    currently open.

Save   writes to disk a View definition. If the View is
                    new, the program asks you for a name. If the
                    View already exists, the program asks you if you
                    wish to replace the existing View with the current
                    definition.

Save As   makes a duplicate copy of a View definition.

Rename   allows you to change the name of the view as seen
                    in the View Open directory.

Delete   permanently removes a View definition from the
                    disk. When this item is selected, the program asks
                    you if you are sure you want to delete the View.

Notes...

Appendix A

Access Form

A fast way to get to the form from the list is to position the mouse pointer on a row in the list and pressing the left mouse button. If the row contained data, that data will appear in the form when it is displayed.
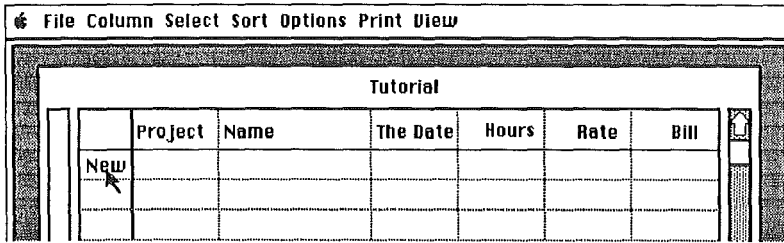
Access List

A fast way to get to the list from the form is to position the mouse pointer in the vicinity (not inside) of the buttons at the bottom of the form and clicking the left mouse button. If the form contains data when the mouse is clicked, the list will begin with the row that contains that data.
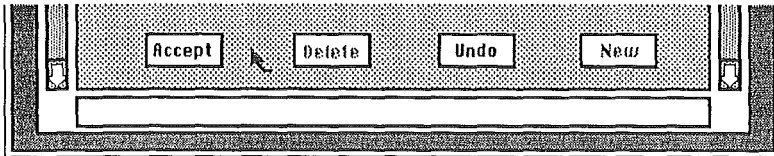
Menu Keyboard Keys

A fast way to choose some menu items is to press the combination of the "Open Apple" key (left side of space bar) and a letter. The following available menu keyboard keys:

File Menu

Open Apple O   Open
Open Apple S   Save
Open Apple Q   Quit

Column Menu

Open Apple D   Define Data
Open Apple C   Define Calc

Select Menu

Open Apple E   By Example
Open Apple R   By Range

Options Menu

Open Apple F   Form
Open Apple L   List
Open Apple U   Auto-Capitalize (On/Off)
Open Apple G   Grid On/Off
Open Apple H   Field Info

Print Menu

Open Apple P   To Printer

Views Menu

Open Apple V   Open

GSFile

■ copyright

Program Developed by:
Woody Williams
Mike Barnick
Terrance Wright

Manual Written by
Woody Williams.

Package Designed by
Patrick Sweeney.

SoftWood