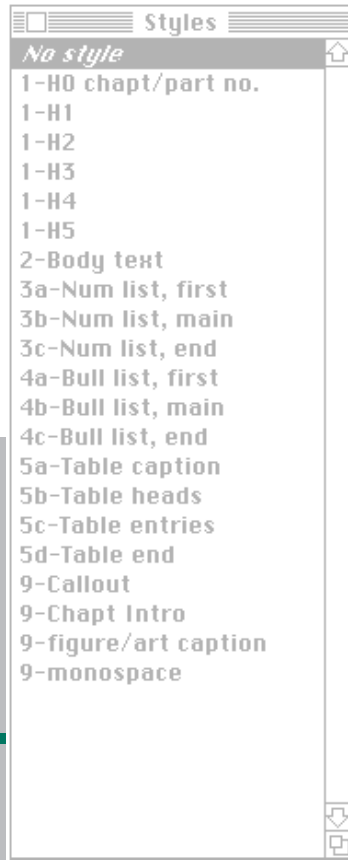


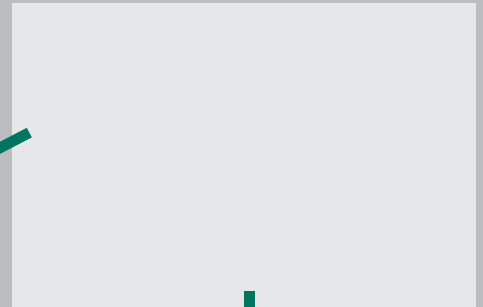
CHAPTER 4

IMAGE FORMAT AS OF  
JULY 2, 1991

*This could be a caption for the illustration, if there is one, and if it had any real significance to the chapter.*

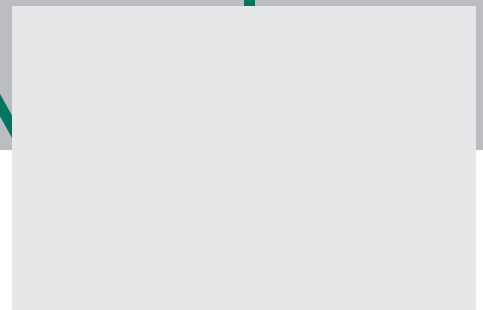


Browse



**F2**

Edit



# IMAGE FORMAT TESTS

# 4

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Liz: this a way we could handle procedures, if you so desire:

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## What page 7 would look like before the screen is added

This procedure is the same if both the Edit and Browse screens.

*Figure 4-x screen dump of CC with Records menu (this is a figure caption to denote the placement of art)*

1. Open the **Records** menu.  
Press **Alt + R**.
2. Add new records. Press **R**. The cursor goes to the end of the current file and is positioned at the first field of a blank record.
3. Type the data for each field, pressing **Return** after completing each entry. When you type the full number of spaces accepted in a field, the **Shift** cursor automatically moves to the next field.

---

## Changing How Data Is Displayed in the Browse Screen

You can change how data is displayed in the Browse screen. The next two sections describe how to do so.

### Keeping Important Fields in View

Often, a Browse work surface cannot fit all the fields in a record across a single screen. If you scroll to the right, the first few fields go off the screen to the left. However, these fields are often the ones that help you identify records. To lock fields on the screen:

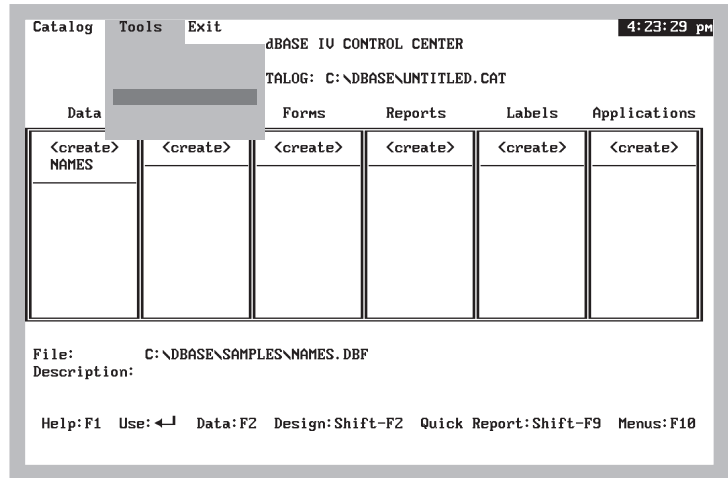
1. Press **Alt + F** to reach the Fields menu.
2. Press **L** to select the **Lock fields on left** option.
3. Type the number of fields to remain stationary on the screen and press **Return**.

**NOTE:** The use of the word lock here is different from the way lock is used in the **Lock record** option. The **Lock fields on left** option keeps certain columns on the screen. The **Lock record** option prevents data from being edited by other users in a multi-user environment.

## What page 6 would look like after the screen and alt fonts are added

This procedure is the same in both the Edit and Browse screens.

1. Open the **Records** menu. Press **Alt + R**.
2. Add new records. Press **R**. The cursor goes to the end of the current file and is positioned at the first field of a blank record.
3. Type the data for each field, pressing **Return** after completing each entry. When you type the full number of spaces accepted in a field, the **Shift** cursor automatically moves to the next field.




## Changing How Data Is Displayed in the Browse Screen

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 **NOTE:** The use of the word lock here is different from the way lock is used in the **Lock record** option. The **Lock fields on left** option keeps certain columns on the screen. The **Lock record** option prevents data from being edited by other users in a multi-user environment.


## About the Browse and Edit screens

The Browse and Edit screens provide two ways of looking at the same information from a database file. You can display, enter, edit, and delete data in both screens.

### The Edit screen

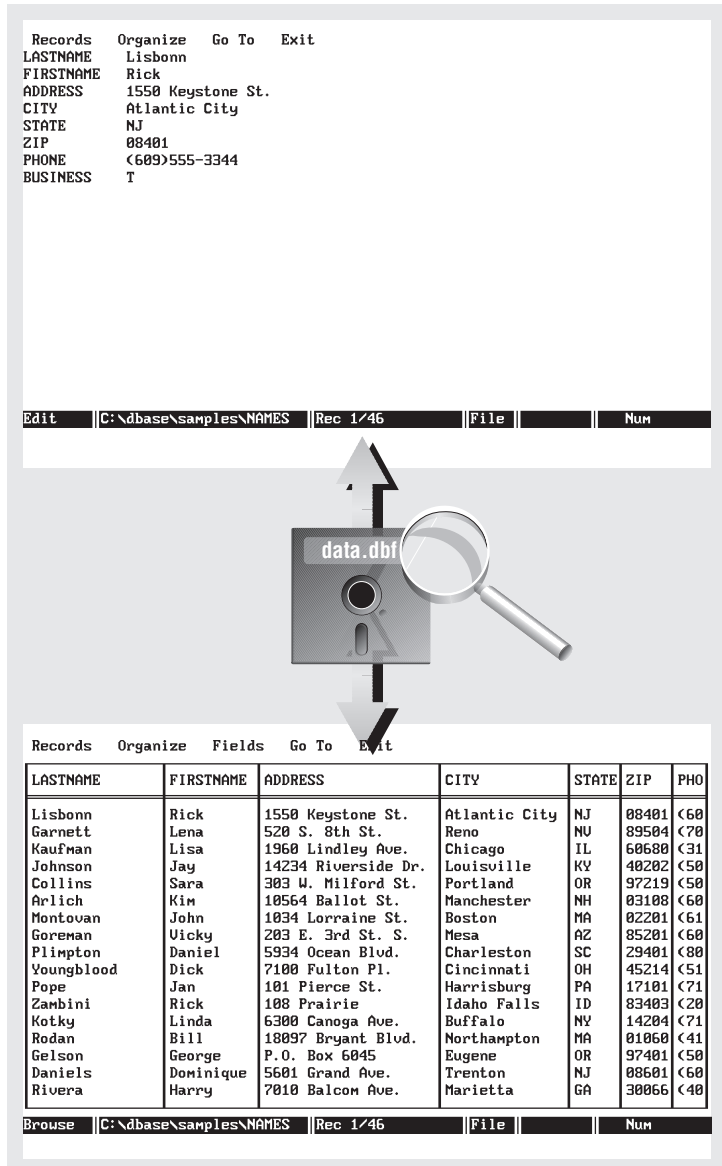
shows one record at a time and can extend to more than one screen. It is useful for finding or entering data in particular records.

You can create a customized Edit screen, known as a form, to serve your special needs. Forms can contain boxes, lines, and other graphic characteristics that make the screen more attractive and easier to use.

 See Chapter 9, “Designing and Using Forms,” for more information about forms.

### The Browse screen

shows multiple records. Each row shows one record. The Browse screen is useful for moving quickly through a number of records.



Records Organize Go To Exit

LASTNAME Lisbonn  
FIRSTNAME Rick  
ADDRESS 1550 Keystone St.  
CITY Atlantic City  
STATE NJ  
ZIP 08401  
PHONE (609)555-3344  
BUSINESS T

Edit C:\dbase\samples\NAMES Rec 1/46 File Num

data.dbf

Records Organize Fields Go To Exit

LASTNAME	FIRSTNAME	ADDRESS	CITY	STATE	ZIP	PHO
Lisbonn	Rick	1550 Keystone St.	Atlantic City	NJ	08401	<60
Garnett	Lena	520 S. 8th St.	Reno	NU	89504	<70
Kaufman	Lisa	1960 Lindley Ave.	Chicago	IL	60680	<31
Johnson	Jay	14234 Riverside Dr.	Louisville	KY	40282	<50
Collins	Sara	303 W. Milford St.	Portland	OR	97219	<50
Arlich	Kim	10564 Ballot St.	Manchester	NH	03108	<60
Montovan	John	1034 Lorraine St.	Boston	MA	02201	<61
Goreman	Vicky	203 E. 3rd St. S.	Mesa	AZ	85201	<60
Plimpton	Daniel	5934 Ocean Blvd.	Charleston	SC	29401	<80
Youngblood	Dick	7100 Fulton Pl.	Cincinnati	OH	45214	<51
Pope	Jan	101 Pierce St.	Harrisburg	PA	17101	<71
Zambini	Rick	108 Prairie	Idaho Falls	ID	83403	<20
Kotky	Linda	6300 Canoga Ave.	Buffalo	NY	14204	<71
Rodan	Bill	18097 Bryant Blvd.	Northampton	MA	01060	<41
Gelson	George	P. O. Box 6045	Eugene	OR	97401	<50
Daniels	Dominique	5601 Grand Ave.	Trenton	NJ	08601	<60
Rivera	Harry	7010 Balcon Ave.	Marietta	GA	30066	<40

Browse C:\dbase\samples\NAMES Rec 1/46 File Num

Because each catalog may contain more than one database file, you must choose the one you want before you can begin adding, viewing, or modifying information.

To select a database file:

1. Be sure you are in the catalog containing the file you want to modify.
2. Move to the **Data** panel, and highlight the file you want. Navigation keys in the control panel are shown in Fig. 2a.
3. Press **F2 Data**. This takes you directly to either the Browse or Edit screen, whichever you used last.

A message at the bottom left of the status bar tells if you are on the Edit screen or the Browse screen. Press **F2** to toggle between the two.

✓ If **INSTRUCT** is ON (the default), you can also reach the Browse or Edit screen by moving the cursor to the name of a database file, query, form, report, or label and then pressing **Return**. Choose **Display data** from the prompt box on your screen.

If you are working on the database design screen, pressing **F2 Data** shows the data, if any, in the current database file.

The screenshot shows the dBASE IV CONTROL CENTER interface. At the top, there is a menu bar with 'Catalog', 'Tools', and 'Exit'. Below it, the title bar reads 'dBASE IV CONTROL CENTER' and the status bar shows 'CATALOG: C:\DBASE\UNTITLED.CAT'. The main window is divided into several panels: 'Data', 'Queries', 'Forms', 'Reports', 'Labels', and 'Applications'. The 'Data' panel is active and displays a table with the following content:

<create> NAMES	<create>	<create>	<create>	<create>	<create>
2.					

Below the table, the status bar displays: 'File: C:\DBASE\SAMPLES\NAMES.DBF', 'Description:', and 'Help:F1 Use:← Data:F2 Design:Shift-F2 Quick Report:Shift-F9 Menu:F10'. A green box labeled 'F2' is positioned over the 'Data' panel, with a line pointing to a second screenshot. This second screenshot shows a 'Browse' screen with a list of names: 'Gelson', 'Daniels', and 'Rivera'. Below the list are 'Browse' and 'Edit' buttons, both with 'C:\dbase' next to them. A third screenshot, labeled '2a.', shows a navigation keypad with arrows and the text 'Shft + Tab or ← → or Tab'.