

Table of Contents

Introduction

| | |
|---|-----|
| Alpha Five - version 10.5 update | ix |
| What's in Alpha Five Made Easy? ix | |
| A message to the small business community ix | |
| Acknowledgments x | |
| Getting Started..... | x |
| Using Alpha Five with a remote database..... | xii |
| Making the transition from Alpha Four to Alpha Five | xii |
| Installing the ALPHA FIVE MADE EASY lesson files..... | xii |
| Database files xiii | |
| Naming convention xiii | |
| Remember the Bonus Pages! xiii | |
| Support | xiv |

1 Databases and Tables

| | |
|---|----|
| Creating a new database | 3 |
| Understanding Tables and Fields | 4 |
| Creating a new table 6 | |
| Closing the database 9 | |
| Opening multiple databases 9 | |
| Understanding the Alpha Five Control Panel..... | 9 |
| Taking a tour 10 | |
| Tables/Sets tab 10 | |
| Layouts tabs 11 | |
| Operations tab 11 | |
| Changing the table structure..... | 11 |
| Warning message 12 | |
| Planning table design 12 | |
| Naming your database and its objects | 12 |
| Using long names 12 | |
| Avoiding spaces 13 | |
| Reserved words 13 | |
| Selecting names 13 | |
| Using a naming convention 13 | |
| Opening an existing database..... | 14 |
| File in list 14 | |
| File not in list 14 | |
| Edit list 14 | |
| Sample Databases 14 | |

2 Field Rules and Data Entry

| | |
|---------------------------------------|----|
| Understanding Field Rules | 19 |
| Table level 19 | |
| Form layout level 19 | |
| Creating table level field rules..... | 19 |
| Understanding the menus 20 | |
| Viewing the field list 21 | |
| Finding fields in a large table 21 | |
| Defining Field Rules | 21 |
| Understanding Field Rules settings 21 | |
| Understanding the Field Types tab 22 | |

TABLE OF CONTENTS

| | |
|--|----|
| Extended field types | 22 |
| Default descriptive name | 23 |
| Field description | 23 |
| Defining Auto Increment fields | 23 |
| Setting a Default Value | 23 |
| Setting a Skip expression | 24 |
| Logical statements | 24 |
| Changing the case of fields | 24 |
| Understanding Masks | 25 |
| Conditional templates and masks | 25 |
| Mask formatting symbols | 26 |
| Pre-formatted masks | 26 |
| Custom masks | 27 |
| Defining a default value | 27 |
| Enter Date Field | 28 |
| Creating a calculation | 28 |
| Understanding Functions and Expressions | 28 |
| Memo fields | 29 |
| Time fields | 29 |
| Image and Image File Reference fields | 29 |
| Saving and closing Field Rules | 29 |
| Error messages | 29 |
| Field Rules errors utility | 30 |
| Testing with the default browse | 30 |
| Moving between Restructure Table and Field Rules | 31 |
| Defining a Lookup Table | 31 |
| Understanding Source and Fill | 33 |
| Display | 33 |
| Width | 33 |
| Condition | 33 |
| Choosing the type of lookup box | 34 |
| Separate window | 34 |
| Drop Down List Box | 34 |
| Creating a separate window lookup | 35 |
| Adding and editing records | 35 |
| Choosing the lookup form or browse | 35 |
| Temporary browse | 35 |
| Custom browse | 35 |
| Defining the pop-up behavior | 35 |
| Position | 35 |
| Creating a drop down list box lookup | 36 |
| Entering, changing and deleting data | 37 |
| Opening the default browse | 37 |
| Tables/Sets tab | 37 |
| Using the separate window lookup | 37 |
| Entering dates | 38 |
| Entering numbers | 39 |
| Entering character fields | 39 |
| Entering a date for the current year | 39 |
| Using the drop down list box lookup | 39 |
| Resize drop down list box | 39 |
| Add new entry | 39 |
| Change existing entry | 40 |
| Using spell check | 40 |

- Current record 40
- Edit user dictionary 40
- Using spell check in memo fields 41
- Speed up your entries with Speed Typing 41
 - All character and memo fields in table 41
 - Specific fields in table 42
- Canceling an entry 42
- Deleting records 42
 - One record 42
 - Multiple records 42
- Saving records in a database 43
- Changing data in a record 43
- Renewing Field Rules 43
 - Calculated fields 43
 - Other fields 43
- Restoring prior versions 43

3 Sets and Mapped Tables

| | |
|---|----|
| Understanding Sets..... | 47 |
| Connecting the tables 47 | |
| Understanding One-to-One links 47 | |
| Understanding One-to-Many links 47 | |
| Relating table design and set design 47 | |
| Creating a Set | 49 |
| Understanding links 49 | |
| columns 49 | |
| Error messages 49 | |
| Creating a One-to-One Link 50 | |
| Link characteristics 51 | |
| Understanding Referential Integrity 52 | |
| Cascade changes/deletes 52 | |
| Prevent changes 53 | |
| Child records 53 | |
| When to use Referential Integrity 53 | |
| Set editor display 53 | |
| Creating a One-to-Many Link 53 | |
| Completing the set 54 | |
| Editing sets 55 | |
| Creating calculated fields at the set level 55 | |
| Creating Variables at the set level 56 | |
| Linking on multiple fields 56 | |
| Using the same table more than once in a set 57 | |
| Aliases 58 | |
| Seeing Referential Integrity in action 58 | |
| Using Field Rules with sets 59 | |
| Understanding Mapped Tables..... | 59 |
| Field Rules 60 | |
| Exporting 60 | |
| Advanced users 60 | |
| Creating a Mapped Table 60 | |
| Tables tab 60 | |
| Records to include 61 | |
| Fields tab 61 | |
| Understanding field properties 62 | |
| Making fields updateable 62 | |

| | |
|--|----|
| One at a time | 63 |
| By default | 63 |
| Global updates | 63 |
| Update status | 64 |
| Viewing the mapped table | 64 |
| Changing the display | 64 |
| Reposition column | 64 |
| Combine multiple fields into a single column | 64 |
| Viewing the Xbasic | 65 |
| Editing an existing Mapped Table | 66 |
| Adding a computed column | 67 |
| Exporting to Excel | 67 |

4 Forms and Browses

| | |
|---|----|
| Overview | 70 |
| Understanding form design | 71 |
| Creating a default form | 71 |
| Stylesheet Gallery | 72 |
| Creating a Custom Form | 73 |
| View Xbasic code | 74 |
| The design Tools | 74 |
| Understanding the Top Menu | 75 |
| Roll- Ups | 77 |
| Understanding the forms toolbar | 79 |
| Design decision | 81 |
| Working with floating toolbars | 81 |
| Anchors | 83 |
| Stretch field height | 85 |
| Docking and undocking the floating toolbars | 85 |
| Using Dynamic Guidelines | 86 |
| Using the Right Click Menu | 86 |
| Properties | 86 |
| No spell check | 87 |
| Events | 87 |
| Using the Rulers Menu | 87 |
| Vertical alignment and width of fields | 87 |
| Horizontal alignment and height of fields | 88 |
| Move group of fields | 88 |
| Understanding the Task Panes | 88 |
| Using the views | 89 |
| More quick launch tricks | 90 |
| Form controls to Super Controls—and back | 91 |
| Restore default layout | 91 |
| Using the Toolbox | 91 |
| Views | 91 |
| Using the tools | 92 |
| Text | 94 |
| Text styles | 94 |
| Frame | 95 |
| Lines | 95 |
| Using the DragDrop List | 95 |
| Drop Fields genie | 96 |
| Controls across | 96 |
| Controls down | 96 |
| Group / Ungroup objects | 96 |

| | |
|---|-----|
| Right Click Menu | 96 |
| Finding fields on the form | 97 |
| Finding fields in the DragDrop list | 98 |
| Sort order | 98 |
| Collapsing tables | 98 |
| Using Browse Controls | 98 |
| Open Form | 98 |
| Print/Preview Layout | 99 |
| Run an Operation | 99 |
| Generic action | 99 |
| Image | 99 |
| Text | 99 |
| Using the Interactive Window | 99 |
| Testing with the custom form | 99 |
| Test spell check | 100 |
| Restoring to a prior version | 100 |
| Understanding the Properties Pane & Object Properties dialog..... | 101 |
| Using the Properties Pane | 102 |
| Selecting the object | 102 |
| Object properties | 103 |
| Builder button | 103 |
| No spell check | 103 |
| Dynamic properties | 103 |
| Form properties | 104 |
| Using the Object Properties dialog | 104 |
| Creating a tabbed form | 105 |
| Set up | 105 |
| Change background | 105 |
| Graphic backdrop | 106 |
| Resizing the form | 106 |
| Form width and height | 106 |
| Snap to Grid | 107 |
| Placing a title on the form | 107 |
| Creating a text object | 107 |
| Sizing the text object | 108 |
| Changing the object properties | 108 |
| Renaming an object | 108 |
| Rotating the text | 109 |
| Viewing the finished text object | 109 |
| Creating a Tabbed Object | 109 |
| Changing the appearance of a Tabbed Object | 110 |
| Changing the page colors and names | 110 |
| Transparent background | 110 |
| Adding a new tab page | 110 |
| Deleting a tab page | 111 |
| Selected tab label | 111 |
| Resizing a tabbed object | 111 |
| Changing the order of tabbed pages | 112 |
| Understanding Browses..... | 113 |
| Creating an Embedded Browse | 113 |
| Understanding Embedded Browse properties | 115 |
| Browse object | 115 |
| Column properties | 116 |
| Customizing the browse properties | 116 |

TABLE OF CONTENTS

| | |
|---|-----|
| Property Pane views | 116 |
| Sizing the browse | 117 |
| Adjusting the columns | 118 |
| Resizing columns | 118 |
| Adding columns | 118 |
| Removing columns | 118 |
| Column order | 119 |
| Ordering the form's records | 119 |
| Smart Fields | 120 |
| Making a browse read-only | 121 |
| Changing colors | 121 |
| Selected records | 121 |
| Splitter color | 121 |
| Sorting by column title | 121 |
| Testing the changes | 122 |
| Restrictions | 122 |
| Browse splitter | 122 |
| Column title sort | 122 |
| Scroll bar navigator | 123 |
| Selected color | 123 |
| Changing the column titles | 123 |
| Using the Undo and Redo commands | 123 |
| Testing the Undo command | 123 |
| Placing One-to-One fields on the form | 124 |
| Moving objects | 124 |
| Dynamic guidelines | 124 |
| Snap to grid | 124 |
| Micro moves | 125 |
| Objects on tab pane | 125 |
| Set position | 125 |
| Placing fields and their titles on the form | 125 |
| Aligning objects | 126 |
| Equalizing vertical spacing | 126 |
| Adjusting field sizes | 126 |
| Moving objects in small increments | 127 |
| Equalizing horizontal spacing | 127 |
| Adding more fields with titles | 127 |
| Changing label names | 127 |
| Ungrouping objects | 128 |
| Copying attributes | 128 |
| Save, Save, Save! | 128 |
| Copy all to selected | 129 |
| Copy all to same type | 129 |
| Copy some to some | 129 |
| Viewing the form edits | 130 |
| Adding a record navigator | 131 |
| Moving all objects on a tab pane | 131 |
| Bubble Help | 131 |
| Tick style | 132 |
| Logical record number | 132 |
| Editing the navigator control | 132 |
| Placing One-to-Many fields on a form | 133 |
| Reviewing the set structure | 133 |
| Adding another embedded browse | 133 |

| | |
|---|-----|
| Position and resize 133 | |
| Adding dynamic references..... | 134 |
| Creating a dynamic header 134 | |
| Using fields as dynamic references 136 | |
| Making the fields read only 136 | |
| Linking field 136 | |
| Tweaking the layout 137 | |
| How everything works so far 137 | |
| Dynamic header 137 | |
| Dynamic fields 137 | |
| Read Only fields 137 | |
| Entering data into the browse 137 | |
| Saving form changes 138 | |
| Viewing more reference objects 138 | |
| Creating form level field rules..... | 138 |
| Understanding the difference between rules and properties 139 | |
| Field Rules 139 | |
| Field properties 139 | |
| Crossover 139 | |
| Choosing the right option 139 | |
| Table level rules 139 | |
| Properties Pane & Field Properties 139 | |
| Form level rules 139 | |
| Case conversion 140 | |
| Decimals & Width 140 | |
| Locating the rules and properties options 140 | |
| Creating form level rules 142 | |
| Understanding the form rules editor 142 | |
| Menus 142 | |
| Edits 142 | |
| The table rules! 142 | |
| Single shot 142 | |
| Creating a form level lookup 143 | |
| Display order 143 | |
| Formatting with Field Properties 144 | |
| Understanding the Expression Builder..... | 145 |
| Taking a tour 146 | |
| The elements 146 | |
| Select fields 147 | |
| Select values 147 | |
| Function Finder 148 | |
| Calculated fields 148 | |
| Variables 148 | |
| System fields 148 | |
| Object properties 149 | |
| Library 149 | |
| Finding the right function 149 | |
| Reference 149 | |
| Function Finder 150 | |
| Search 150 | |
| Category 150 | |
| Invalid or incomplete 151 | |
| Getting A5 Help 151 | |
| Using the library 151 | |

TABLE OF CONTENTS

| | |
|---|-----|
| Current or global | 151 |
| Description | 152 |
| Sample text | 152 |
| Add to library | 152 |
| Delete or rename | 152 |
| Sort | 152 |
| New entry | 152 |
| Small edits | 152 |
| Templates | 153 |
| Using the EB keyboard | 153 |
| Show / no show | 153 |
| Arithmetic operators | 153 |
| Logical operators | 154 |
| True & False | 154 |
| Comparison operators | 154 |
| Using the toolbar | 154 |
| Entering expressions | 155 |
| Functions | 155 |
| Quotes around text | 155 |
| Creating calculated fields | 156 |
| Creating a character expression | 156 |
| Using the ALLTRIM function | 156 |
| Result | 157 |
| Spaces | 157 |
| Add elements | 157 |
| Saving the expression | 157 |
| Invalid expression | 158 |
| Using a calculated field | 158 |
| Modifying calculated field objects | 158 |
| Transparent background | 158 |
| Creating a simple mathematical calculation | 159 |
| Shortcut | 159 |
| Field names | 160 |
| Column names | 160 |
| Combining field types in an expression | 160 |
| Match field types | 160 |
| Convert date | 160 |
| Syntax | 161 |
| Adjust field | 161 |
| Editing calculated fields | 161 |
| Refining the form | 162 |
| Using Rich Text objects | 163 |
| Text vs. Rich Text | 163 |
| Field vs. object | 163 |
| Adjustments | 164 |
| Copying and pasting objects from another form | 164 |
| Group objects | 165 |
| Copy objects | 165 |
| Position group | 165 |
| Changing the tab order | 165 |
| Naming the form | 166 |
| Creating Smart Fields | 167 |
| Calendar, Clock | 167 |
| Calculator, E-mail and URL Fields | 167 |

| | |
|---|-----|
| Adding a header and a footer | 169 |
| Note about screen resolution | 169 |
| Header | 169 |
| Footer | 169 |
| Shorten form | 169 |
| Keep form size | 169 |
| Using a Web form on the desktop | 170 |
| Feature Pack | 170 |
| Understanding Stand-Alone Browses | 171 |
| Opening the Alpha Sports database | 171 |
| Alpha Sports control panel | 171 |
| Copying a browse | 172 |
| Modifying the appearance of a browse | 172 |
| Stylesheets | 172 |
| Alternate row colors | 172 |
| Modifying the appearance of a column | 173 |
| No properties pane | 173 |
| Creating conditional color | 173 |
| Default color | 174 |
| Conditional color | 174 |
| Equation order | 174 |
| Row colors | 174 |
| Changing the vertical slider bubble help | 175 |
| Order records | 175 |
| Key value | 175 |
| Column sort | 175 |
| Reviewing browse properties. | 176 |
| Putting a button, a smart field and an ellipsis in a browse | 176 |
| Putting a button into a browse cell | 176 |
| Button or hyperlink | 177 |
| Expression | 177 |
| Adding a smart field to your browse | 178 |
| Email smart button | 178 |
| URL smart button | 179 |
| Showing longer field contents | 179 |
| Ellipses | 179 |
| Using the Ad Hoc browse | 180 |
| Filter expression | 180 |

5 Reports, Letters and Labels

| | |
|----------------------------------|-----|
| Overview | 184 |
| Learning Report basics | 185 |
| Powerful editor | 185 |
| Creating a Quick Report | 185 |
| Trouble shooting | 189 |
| Fields | 189 |
| Change field order | 189 |
| Move field | 189 |
| Remove field | 189 |
| Groups | 189 |
| Order | 189 |
| Summary | 189 |
| Options | 190 |
| Properties Pane | 190 |
| Testing the design of the report | 190 |

TABLE OF CONTENTS

| | |
|--|-----|
| Understanding the preview tabs | 191 |
| Navigation | 191 |
| Unsaved edits | 191 |
| Save edits | 191 |
| Understanding the preview toolbar | 191 |
| Pages | 191 |
| Print | 191 |
| View | 191 |
| Saving reports as PDF, HTML, Rich & Plain Text and Excel files | 192 |
| Save as formats | 192 |
| 193 | |
| Save first! | 193 |
| Send email attachment | 193 |
| Color it! | 194 |
| Post it! | 194 |
| Excel note | 194 |
| Using the panes | 195 |
| Navigation | 195 |
| Properties | 195 |
| Toolbox | 195 |
| DragDrop List | 195 |
| Using the toolbar | 195 |
| Understanding the top menu | 195 |
| View | 195 |
| Report | 195 |
| Examining the report editor sections..... | 196 |
| Active section | 197 |
| Understanding the Report section | 197 |
| Header | 197 |
| Footers | 197 |
| Understanding Group Section(s) | 198 |
| Header | 198 |
| Size to fit | 198 |
| Footer | 198 |
| Recap | 199 |
| Understanding the Detail Section | 199 |
| Viewing report sections | 200 |
| Adding and removing sections | 200 |
| Groups | 201 |
| Restoring to a prior version | 201 |
| Aligning and moving objects | 201 |
| Understanding the basics | 201 |
| Settings | 202 |
| Align 2 objects | 202 |
| Size 2 objects | 202 |
| Aligning a group of objects | 202 |
| Moving a group of objects | 203 |
| Moving columns and rows | 203 |
| Undoing a move | 203 |
| Hiding a section | 203 |
| Closing up the space | 204 |
| Customizing reports | 204 |
| Password | 205 |
| Modifying the Report Header..... | 205 |

| | |
|--|-----|
| Creating a cover page | 205 |
| Enlarge section | 205 |
| Remove lines | 206 |
| Insert page break | 206 |
| Analyzing a calculated field | 206 |
| Type conversion | 207 |
| Save for later | 207 |
| Using the DMY function | 207 |
| Finishing the cover page | 207 |
| Change header color | 207 |
| Align & center objects | 207 |
| Move all objects | 208 |
| Add characters | 208 |
| Modifying the Group Header | 208 |
| Understanding the IF function | 209 |
| If statement | 209 |
| Workspace Hints | 210 |
| Date functions | 210 |
| Library entry | 210 |
| Putting a border around a field | 211 |
| Changing font for several objects at once | 211 |
| Viewing the report so far | 211 |
| Modifying the Detail Section | 212 |
| Resizing the fields | 212 |
| Move fields | 212 |
| Move labels | 213 |
| Move line rule | 213 |
| Replacing an existing field with a new field | 213 |
| Create field | 213 |
| Swap fields | 213 |
| Add characters | 214 |
| Creating simple numeric calculations | 214 |
| Amt due | 214 |
| Using a calculated field in an expression | 214 |
| Balance due | 214 |
| Make labels | 215 |
| Removing blank pages and overflow | 215 |
| Refining height and position of objects | 215 |
| Labels | 216 |
| Formatting field objects | 216 |
| Alignment | 216 |
| Word wrap | 216 |
| Width | 216 |
| Decimals | 216 |
| Number display | 217 |
| Coloring alternate rows | 217 |
| RECNO() | 217 |
| MRECNO() | 217 |
| MOD | 217 |
| Draw frame | 218 |
| Frame genie | 218 |
| 2-color band | 218 |
| 1-color band | 218 |
| Modifying the Group Footer | 219 |

TABLE OF CONTENTS

| | |
|---|-----|
| Understanding summary fields | 219 |
| Group properties | 219 |
| Label | 220 |
| Examining a group summary field | 220 |
| Writing a group summary expression | 220 |
| Result | 221 |
| Using the Drop Fields genie to create a summary | 221 |
| Format numbers | 222 |
| Editing a group summary label expression | 222 |
| ALLTRIM | 222 |
| Creating a new group summary label expression | 222 |
| Make new field & label | 223 |
| Fine tune | 223 |
| Putting a box around a field with a certain value | 223 |
| Write style expression | 223 |
| Modifying the Report Footer..... | 224 |
| Understanding grand total summary fields | 225 |
| Using the Calculated Fields dialog | 225 |
| Reorder | 225 |
| Quick design | 226 |
| Name convention | 226 |
| Caution | 226 |
| Not valid | 226 |
| Valid | 226 |
| Drag Drop List | 227 |
| Change fields | 227 |
| Finish section | 227 |
| Modifying the page footer..... | 227 |
| Copying objects from one report to another | 227 |
| System fields | 228 |
| Copy section | 228 |
| Transfer note | 228 |
| Pasting the objects | 228 |
| Delete objects | 228 |
| Paste section | 228 |
| Refining your report | 228 |
| Enhancing reports..... | 229 |
| Creating a sub-report | 229 |
| Size | 230 |
| Filter | 230 |
| Edit design | 230 |
| Edit settings | 230 |
| Save | 230 |
| Placement | 231 |
| Improving PDF, HTML & Rich Text report formats | 231 |
| Save settings | 231 |
| Adobe Acrobat PDF File | 231 |
| Dynamic HTML File | 232 |
| Rich Text file | 232 |
| Plain text file | 232 |
| Excel | 232 |
| Watermarking a PDF report | 233 |
| Viewing reports on forms | 233 |
| Add toolbar | 234 |

| | |
|--|-----|
| Design mode view | 235 |
| Sizing | 235 |
| Edit report | 235 |
| Filter | 235 |
| Print | 235 |
| Edit supercontrol | 235 |
| Adding TOC, Bookmarks and Index | 236 |
| Using Active Link tables in reports | 236 |
| Important things to know about reports | 236 |
| Creating a Custom Report | 237 |
| Blank report | 237 |
| Understanding properties in reports | 237 |
| Understanding regions | 238 |
| Shrink band | 239 |
| Understanding how data fits on the page | 239 |
| Overflow | 239 |
| Group display | 239 |
| Adding columns | 239 |
| Troubleshooting | 239 |
| Adding or removing the detail section | 240 |
| Adding headers & footers | 240 |
| Adding and ordering groups | 241 |
| Filtering and Ordering reports | 242 |
| Filter | 242 |
| Order | 243 |
| Printing records | 243 |
| Current record | 243 |
| Importing a layout | 244 |
| Forms | 244 |
| Browses | 244 |
| Creating Letters | 245 |
| Genie | 245 |
| Important things to know about letters | 247 |
| Filter | 247 |
| More on filtering records for layouts | 248 |
| Creating Labels and Envelopes | 249 |

6 Operations

| | |
|---|-----|
| Understanding Operations..... | 255 |
| Examining the types of Operations | 255 |
| Acts on records: | 255 |
| Changes fields and/or text | 256 |
| Creates a new table | 256 |
| Understanding the Operations Toolbar | 256 |
| Understanding the Top Menu | 257 |
| Importing overview | 258 |
| Ascii file | 258 |
| Spreadsheet | 258 |
| Remote (SQL) data | 258 |
| Importing Excel files with AlphaDAO. | 259 |
| Understanding the AlphaDAO Import Genie | 259 |
| Selected vs. all | 260 |
| Understanding table overwrite | 260 |
| Viewing the Excel file. | 260 |
| Choosing the import method | 260 |

| | |
|--|-----|
| Establishing the connection | 261 |
| Version type | 261 |
| Defining the selected object properties | 262 |
| Choosing the columns to import | 262 |
| Defining the default settings for all objects | 262 |
| Running the import | 263 |
| Viewing the table | 263 |
| Running a saved operation | 263 |
| Importing multiple Excel pages | 263 |
| Importing an ASCII text file | 264 |
| Automatic overwrite | 266 |
| Marking records | 267 |
| Using the CONTAINS function | 268 |
| Marking and unmarking records manually | 269 |
| Creating an Update operation..... | 269 |
| Defining a character string | 269 |
| Searching for and replacing a character string | 271 |
| Removing the filter in the browse | 272 |
| Adding records to a table..... | 272 |
| troubleshooting | 274 |
| Deleting records from the table | 275 |
| Excluding records from the Append | 276 |
| Using Logical operators | 276 |
| Marking duplicate records..... | 277 |
| Using the Quick Sort | 279 |
| Copying an operation | 279 |
| Deleting duplicate records | 279 |
| Deleted records | 280 |
| Putting the operations on a button | 280 |
| | |
| What's ahead in this chapter | 285 |
| Printing a report..... | 285 |
| Using Action Scripting | 286 |
| Testing a button | 287 |
| Enhancing the appearance of a button | 287 |
| Bitmap / Text options | 287 |
| Quick pick | 288 |
| Bubble Help | 288 |
| Adjusting button placement on the form | 288 |
| Customizing a fly-over effect | 289 |
| Understanding button events | 289 |
| Setting multiple actions for a button | 291 |
| Reorder | 293 |
| Sound | 294 |
| Editing the script | 294 |
| Completing the operations | 294 |
| Commenting | 295 |
| Temporarily stopping an action | 295 |
| Adding custom graphics for your buttons | 296 |
| Embedded vs. reference | 296 |
| Putting the graphic on a button | 297 |
| Password protecting a button | 297 |
| Remove button password | 298 |
| Creating A-Z buttons for a directory | 298 |

7 Buttons, Hyperlinks and Bubbles

| | |
|---|-----|
| How it works 298 | |
| Button views 299 | |
| Hyperlinks 299 | |
| Understanding the dialog 299 | |
| Alphabet buttons 299 | |
| Button appearance 300 | |
| Button, Hover, Active, Disabled 300 | |
| Defining a horizontal button bar with all letters 300 | |
| Stylesheet 300 | |
| Creating a vertical bar that uses a range 301 | |
| Show more 302 | |
| Creating a hyperlink on a form..... | 302 |
| Event 303 | |
| Using the button genie to get hyperlink code 303 | |
| Converting Action Script code to Xbasic 303 | |
| Copying a hyperlink 304 | |
| Creating a hyperlink on a report..... | 305 |
| Setting up the links 305 | |
| Design homework 305 | |
| Making the field look like a hyperlink 305 | |
| Choosing the linking layout 306 | |
| Matching criteria 306 | |
| Using the hyperlink 307 | |
| Viewing your changes in the report 307 | |
| Single page report 307 | |
| Multi-page report 307 | |
| Showing more with bubble help..... | 308 |
| Text only 308 | |
| Text, fields & images 308 | |
| Photos 308 | |
| Open file 308 | |
| Creating user instructions 308 | |
| Unformatted text 308 | |
| Formatted text 308 | |
| Giving the user extra information 309 | |
| Text and fields 309 | |
| Time delay 309 | |
| Fields and Images 309 | |
| Enlarging a photograph 310 | |
| Linking to another file 310 | |
| Hyperlink opens file 310 | |
| Viewing the Bubble Help 311 | |
| Time lag 311 | |
| Photos 311 | |
| Data entry 311 | |

8 Finding, Sorting and Filtering Records

| | |
|--|-----|
| Overview | 314 |
| Tools for finding, sorting and filtering records | 315 |
| Sorting and filtering with sets 315 | |
| Cross-level queries 315 | |
| Testing the results 315 | |
| Finding records..... | 316 |
| Browses 316 | |
| Forms 316 | |

TABLE OF CONTENTS

| | |
|-----------------------------|-----|
| Find by Key | 316 |
| Basics | 316 |
| Sets | 317 |
| Record selector | 317 |
| Find By Key toolbar | 317 |
| Roll-Ups | 318 |
| Preferences | 318 |
| Quick close | 318 |
| Find text | 318 |
| Basics | 318 |
| Sets | 318 |
| Find by Form | 319 |
| Basics | 319 |
| Sets | 319 |
| Drop Down Browse search | 319 |
| Sets | 320 |
| Basics | 320 |
| Navigation behavior | 321 |
| Unique | 321 |
| Filter | 321 |
| Columns | 322 |
| Lookup | 322 |
| Quick Filter | 323 |
| Cascading DD Browse | 323 |
| Edit DD Browse | 324 |
| Browse tips | 324 |
| Sorting records | 324 |
| Sort by column title | 325 |
| Sets | 325 |
| Sort by Key | 325 |
| Sets | 325 |
| Multi-field Sort | 325 |
| Sets | 325 |
| Browses & forms | 326 |
| Understanding Indexes | 326 |
| Trouble shooting | 326 |
| Increasing performance | 326 |
| Creating indexes | 326 |
| Opening indexes | 327 |
| Sorting in reverse order | 327 |
| Find by Key | 327 |
| Reports | 327 |
| Genies | 327 |
| Filtering records | 327 |
| Quick Filter | 328 |
| Sets | 328 |
| Multi-field Quick Filter | 329 |
| Sets | 329 |
| Multi-Select Filter | 329 |
| Sets | 330 |
| Query Genie | 330 |
| Sets | 330 |
| Filtering with “and” & “or” | 331 |
| Status Bar | 332 |

| | |
|---|-----|
| Viewing the expression | 333 |
| Editing the expression | 333 |
| Saving the query | 334 |
| Editing the saved query | 334 |
| Query operations toolbar | 334 |
| Attaching a layout to the query | 334 |
| Query by Form | 335 |
| Sets | 335 |
| Forms toolbar | 335 |
| Toolbar | 336 |
| More buttons | 336 |
| Using the QBF Helper | 336 |
| Editing existing data | 337 |
| Add or replace | 337 |
| Quick entry | 337 |
| Viewing the expression | 337 |
| Setting the order criteria | 338 |
| Change order | 338 |
| Record number | 338 |
| Saving a search | 338 |
| Browse view | 338 |
| Beginning a new search | 339 |
| Opening saved QBF queries | 339 |
| Select Index / Query | 339 |
| Using sorts, indexes, filters and queries | 340 |
| Active | 340 |
| Saved | 340 |
| Using the primary index or query dialog | 340 |
| Indexes/Query lists | 340 |
| Saved queries | 340 |
| Fields | 341 |
| Finding and editing saved queries | 341 |
| Using saved queries to filter reports | 341 |
| Putting the saved query on a button | 341 |
| Query by Expression | 342 |
| Sets | 342 |
| Understanding Arguments..... | 342 |
| Logic | 342 |
| Databases | 342 |
| Using an Argument to filter a report | 343 |
| Dialog box | 343 |
| Help window | 343 |
| Report defined | 343 |
| Creating the arguments | 343 |
| Argument properties | 344 |
| Pick lists | 345 |
| Creating the filter expression | 346 |
| Understanding arguments in expressions | 347 |
| Argument function | 347 |
| Viewing the completed expressions | 348 |
| Case | 349 |
| Adding the full date | 349 |
| Finishing the report design | 349 |
| Viewing the report | 350 |

9 Data entry made easy

| | |
|--|-----|
| Overview | 352 |
| Understanding data entry options..... | 353 |
| Form or browse 353 | |
| Field rules 353 | |
| Data controls 354 | |
| Capitalization 354 | |
| Using Field Rules to create pick lists | 354 |
| Drop down table lookups 354 | |
| Creating a Simple List 354 | |
| Field values 355 | |
| Columns 355 | |
| Display 355 | |
| Exceptions 355 | |
| Reorder list 355 | |
| Other field rules modifications 355 | |
| Creating a Cascading List 356 | |
| List 356 | |
| Form view 356 | |
| Understanding Data Controls | 356 |
| You gotta know about Choices! 357 | |
| Learning how they work 357 | |
| Answering “yes” or “no” 357 | |
| Check box & Two-state button 357 | |
| Using short list controls 358 | |
| Radio & Multi-state buttons, List box 358 | |
| Abbreviated entries 358 | |
| Using a spin control 358 | |
| List box 358 | |
| Using longer list controls 358 | |
| Combo box & List box 358 | |
| Using controls for lists with sub-categories 359 | |
| Tree and Drop Down Tree controls 359 | |
| Using table records in controls 359 | |
| Columns 359 | |
| Using the advanced controls 360 | |
| Creating Data Controls..... | 360 |
| Part 1: Creating the data control object on a form 361 | |
| From within the field properties box 361 | |
| From the toolbox 361 | |
| Part 2: Entering choices for each type 361 | |
| Creating “Yes” and “No” responses 361 | |
| Control types 361 | |
| Labels 362 | |
| Setting up lists 362 | |
| Control types 362 | |
| Enter values 362 | |
| Alphabetizing 363 | |
| Setting up lists with sub-categories 363 | |
| Control type 363 | |
| Showing table records 363 | |
| Control types 363 | |
| Record List controls 363 | |
| Combo and list boxes 364 | |
| Data entry made faster 364 | |

10 Graphics in the database

| | |
|---|-----|
| Graphics bring your database to life..... | 366 |
| Tomorrow is here with Alpha Five | 367 |
| Understanding the terms 367 | |
| Images 367 | |
| Icons 367 | |
| Understanding field and file types 367 | |
| Field types 367 | |
| File types 367 | |
| Using the graphic design features 368 | |
| Basic controls 368 | |
| Advanced controls 368 | |
| Static and dynamic control types 369 | |
| Static 369 | |
| Dynamic 369 | |
| Understanding the HTML Editor 369 | |
| HTML Memo fields 369 | |
| Full HTML Editor 369 | |
| WYSIWYG & Source & Xbasic 370 | |
| Using image fields in forms and browses | 370 |
| Sizing the file: JPG, BMP, etc. 370 | |
| Image fields 370 | |
| HTML editors 370 | |
| Pixels 370 | |
| Adding an image field to a form 371 | |
| Appearance 371 | |
| Enter / Change Record 371 | |
| JPEG vs. JPG 371 | |
| Using an HTML Memo field 372 | |
| Open a file 373 | |
| Table & URL 373 | |
| Creating an HTML window on a form..... | 373 |
| Editing the HTML 375 | |
| WYSIWYG or Source 376 | |
| Sizing the form 376 | |
| Adding Icons to browses | 377 |
| Adding the graphics to the database 377 | |
| Creating the Icon column 378 | |
| Expression column 378 | |
| Unbound file type 379 | |
| Adding a condition manually 380 | |
| Editing images and/or conditions 381 | |
| Show code 381 | |
| Conditions 381 | |
| Changing the <default> (genie) entries 381 | |
| Conditions & images 382 | |
| Changing manual entries 382 | |
| Change condition 382 | |
| Change images 382 | |
| Getting more information from the Internet..... | 383 |
| Understanding the pre-defined templates 383 | |
| Using the Yahoo Maps template 383 | |
| Type and mapping 383 | |
| Preview web page 384 | |
| Connecting the forms 384 | |

| | |
|---|-----|
| Using Google Search | 385 |
| Using Google Image Search | 386 |
| Linking to a URL | 386 |
| Creating a new template | 386 |
| Adding a clock and a calendar | 387 |
| Entering and changing dates with the calendar & clock | 387 |
| Date Field | 387 |
| Short Time Field | 387 |
| Time Field | 388 |
| Entering and changing dates by typing | 388 |
| Using the Calendar and Clock Supercontrols | 388 |
| Change date/time with supercontrol | 389 |
| 11 SQL and Alpha Five | |
| SQL Filter Builders | 392 |
| What is SQL? | 393 |
| Using SQL databases with Alpha Five..... | 393 |
| Understanding Active- and Passive-Link Tables | 393 |
| Active-Link | 394 |
| Passive-Link | 394 |
| SQL to DBF | 394 |
| Using the built-in drivers | 394 |
| Supported drivers | 394 |
| Creating a new database | 395 |
| Adding an Active-Link table to the database | 395 |
| Single table | 395 |
| Multiple tables | 395 |
| Understanding the Connection String | 395 |
| Named | 395 |
| Ad Hoc | 396 |
| Creating a new Named Connection String | 396 |
| Passwords | 396 |
| Multiple saved connections | 397 |
| Adding a single active-link table | 397 |
| Columns | 398 |
| Custom SQL statement | 398 |
| Where Clause | 398 |
| Arguments | 398 |
| Changing field definitions | 398 |
| More options | 399 |
| Adding multiple tables | 400 |
| Views & tables | 400 |
| Editing table definitions | 401 |
| Update View tables | 401 |
| Primary Key | 401 |
| Additional options | 402 |
| Editing Field Rules | 402 |
| Refreshing the table definitions | 402 |
| Converting connection strings | 402 |
| Moving from SQL to DBF | 403 |
| Using Active-Link tables..... | 403 |
| Understanding queries | 403 |
| Client-side | 403 |
| Server-side | 404 |
| Automatic | 404 |

| | |
|--|--|
| Who chooses? 404 | |
| Using the client-side query genie 405 | |
| Saved queries 405 | |
| Using the server-side query genie 405 | |
| Builders & Buttons 406 | |
| Filter Builders 406 | |
| Order tab 407 | |
| Preview tab 408 | |
| Run saved query 408 | |
| Delete, rename, duplicate 408 | |
| Setting query preferences when adding/editing table 408 | |
| User privilege 408 | |
| Understanding record locking 409 | |
| Abandon changes 409 | |
| Examine conflicts 409 | |
| Refreshing the view of the record updates 410 | |
| Using Passive-Link tables 411 | |
| Named Data Source 411 | |
| Edit structure 412 | |
| Queries 412 | |
| Reviewing the DataSource definition 412 | |
| Editing the DataSource definition 413 | |
| Refreshing the data 413 | |
| Editing Field Rules 414 | |
| Moving from SQL to DBF 414 | |
| More help references 414 | |
| | |
| Giving and receiving 419 | |
| Action Scripting 419 | |
| Custom menus and toolbars 419 | |
| Wait Dialogs 419 | |
| Xbasic 419 | |
| Xdialog 419 | |
| Zoom, zoom with Action Scripting 419 | |
| Editing an event 421 | |
| Enhancing your forms 422 | |
| Copying an Action Script 422 | |
| Creating custom menus and toolbars..... 423 | |
| Changing the right click menu for a form 423 | |
| Set context 424 | |
| Hot key 425 | |
| Form settings 425 | |
| Field menus 426 | |
| Trouble shooting 426 | |
| Print preview 426 | |
| Creating a custom toolbar 426 | |
| More options 427 | |
| Print preview 427 | |
| Creating a dialog box that shows script progress 428 | |
| Showing percentage of completion 430 | |
| Enhancing the directory..... 431 | |
| Form elements 431 | |
| The basic elements 432 | |
| Browse object properties 432 | |

12 Action Scripting, Xdialog, Custom Menus and Toolbars

| | |
|--|-----|
| Object names | 432 |
| Column properties | 432 |
| Introducing Variables | 433 |
| Naming convention | 433 |
| Events | 434 |
| Placing the objects on the form | 434 |
| Frame | 434 |
| Combo Box | 434 |
| Embedded Browse | 435 |
| Browse column | 435 |
| Alphabet bar | 435 |
| Adding the code | 436 |
| Combo box On Change Event | 436 |
| Form On Change event | 436 |
| Testing the form | 437 |
| Troubleshooting | 437 |
| Object Names | 437 |
| Variable | 437 |
| Code | 437 |
| Creating a filtered dialog | 437 |
| List types | 438 |
| Creating and storing scripts | 438 |
| Creating the client list | 439 |
| Script genie | 439 |
| List view genie | 440 |
| Preview | 441 |
| Creating the registrations section | 443 |
| Linking field | 443 |
| Arguments | 443 |
| Filter / Where Clause | 444 |
| Adding a search box | 445 |
| Argument | 445 |
| Filter/Where Clause | 446 |
| Trouble shooting | 446 |
| Running the script at the Code tab | 447 |
| Applying the script to a form | 447 |
| Using a grid component as a desktop form | 448 |
| Web Projects Control Panel | 448 |
| Setting up the Grid Component with Xdialog | 449 |
| Styles | 451 |
| Custom backgrounds | 451 |
| Preview | 451 |
| 13 Handy Things to Know | |
| Overview | 455 |
| Compatibility with Windows Vista & Windows 7 | 455 |
| Database maintenance | 455 |
| Updating Indexes | 455 |
| Alpha Five software updates | 456 |
| Backing up the database | 456 |
| Creating backup settings | 456 |
| Using One Step Backup | 457 |
| Create backup schedule | 458 |
| Restoring the database | 458 |
| Compacting the database | 458 |

| | |
|---|-----|
| E-mailing a database | 459 |
| Getting rid of the\$\$\$\$\$\$\$\$\$ | 459 |
| Deleting temporary files | 459 |
| Packing Tables | 459 |
| Resetting Auto Increment values | 460 |
| Alpha Five file types | 460 |
| Database | 460 |
| Script Library | 460 |
| Tables | 460 |
| Data Dictionary | 461 |
| Sets | 461 |
| Data dictionary | 461 |
| Customizing your Alpha Five startup | 461 |
| Creating a desktop icon | 461 |
| Naming the title and start bars | 461 |
| Creating a startup form | 462 |
| Hiding the Control Panel | 463 |
| Showing the Control Panel | 463 |
| What to do if you're locked out | 463 |
| Database operations..... | 464 |
| Defining data entry mode | 464 |
| System default | 464 |
| Individual form or browse | 464 |
| Defining date entry defaults | 465 |
| Date Years | 465 |
| Month/Year | 465 |
| Importing and Exporting files | 465 |
| Import | 465 |
| Export | 465 |
| Transfer data to Excel or Word | 465 |
| Microsoft Excel | 465 |
| Microsoft Word | 466 |
| Return to A5 | 466 |
| Naming conventions | 466 |
| ODBC connection | 466 |
| Opening Alpha Five | 466 |
| Turning the welcome screen on and off | 467 |
| Editing the Recent Database List | 467 |
| Setting up security | 468 |
| Passwords | 468 |
| Encryption | 468 |
| Object Level Security | 468 |
| Turning XP Themes on or off | 468 |
| Understanding Aliases | 469 |
| Image Files on multiple computers | 469 |
| Tables | 470 |
| Sharing Tables | 470 |
| Adding a Table | 470 |
| Deleting a table | 470 |
| Effect on sets | 470 |
| Dropping a table | 471 |
| Moving or Copying a table | 471 |
| Emptying the table | 471 |
| Reusing a favorite table | 471 |

TABLE OF CONTENTS

| | |
|---|-----|
| Creating a Template | 471 |
| Records | 472 |
| Deleting and undeleting records from a table | 472 |
| Deleting a single record | 472 |
| Deleting multiple records | 472 |
| Undeleting records | 472 |
| Deleting duplicate records | 473 |
| Copying records from one table to another | 473 |
| Removing certain records from a table | 474 |
| Fields | 474 |
| Field widths | 474 |
| Table structure | 475 |
| Layouts | 475 |
| Changing decimals | 475 |
| Trouble shooting | 475 |
| Memo Fields | 475 |
| Field Rules..... | 475 |
| Apply changes | 475 |
| Restore prior | 475 |
| Layouts — Browses, Forms, Reports, Letters | 476 |
| Restoring and managing layout and field rules backups | 476 |
| Restore prior version | 476 |
| File structure | 476 |
| Clean single layout | 476 |
| Clean multiple files | 476 |
| Recent edits | 476 |
| Sending and receiving layouts | 477 |
| Sending | 477 |
| Receiving | 477 |
| Print and/or send records with current layout | 477 |
| Print button | 477 |
| Quick print a browse | 478 |
| Viewing structure information | 478 |
| Ungrouping the DragDrop list | 478 |
| Copying a layout | 478 |
| Deleting a layout | 480 |
| Changing the form window style | 480 |
| Customizing the form title bar | 481 |
| System menu | 481 |
| Setting up a menu | 481 |
| Finding the source of the layout | 482 |
| Understanding the Trace Window | 482 |
| Warning message | 482 |
| Trace events | 482 |
| Understanding Unbound fields | 483 |
| Functions and Expressions | 483 |
| Help with Functions | 483 |
| Expression Builder | 483 |
| Genies | 483 |
| Books | 484 |
| Entering text in expressions | 484 |
| Error messages | 484 |
| IF statements | 484 |
| Character | 485 |

| | |
|--|-----|
| Numeric | 485 |
| Mixed field types | 485 |
| Conditional color and attributes | 485 |
| Nested IF statements | 485 |
| ISBLANK AND ISNOTBLANK | 485 |
| LOOKUP Function | 486 |
| Understanding Xbasic terminology | 486 |
| Scripts | 486 |
| Code | 486 |
| Code Editor | 486 |
| Code tab on the Control Panel | 486 |
| Interactive window | 486 |
| Script Recorder | 486 |
| Background Xbasic | 487 |
| Action Scripting | 487 |
| Events | 487 |
| Genies | 487 |
| Xdialog | 487 |
| Assuring successful script writing | 487 |
| Commenting | 487 |
| Exploring the Alpha Five reference library | 487 |
| Learning Functions and Expressions | 487 |
| Learning Xbasic | 488 |
| Learning Action Scripting | 488 |
| Learning Xdialog | 488 |
| Learning to write web applications | 489 |
| Help! | 489 |
| Alpha Software Website | 489 |
| The Alpha Community | 489 |
| Message Board | 490 |
| Add-Ins | 490 |
| Books | 490 |
| Videos | 490 |
| Documentation and technical articles | 491 |
| Technical Support | 491 |
| Pro services | 491 |
| Blog | 491 |
| Software updates | 491 |
| Alpha Software, Inc. | 491 |
| Tips and Tricks | 491 |
| Frances Peake | 491 |
| Full Index | 493 |

Bonus Pages!

14 Color and Style

| | |
|--|-----|
| Locating color and pattern options | 511 |
| Using object properties to select color and patterns | 511 |
| Choosing colors | 512 |
| System colors tab | 512 |
| More colors | 513 |

| | |
|---|-----|
| Custom palette | 513 |
| Custom colors tab | 514 |
| Recent colors tab | 514 |
| Selecting a fill style | 514 |
| Solid & Transparent & Translucent | 514 |
| Gradient Horizontal & Vertical | 515 |
| Gradient Radial | 515 |
| Pattern & Percent | 515 |
| Adding borders and shadows | 516 |
| Using the properties pane to select color and pattern | 516 |
| Percentages | 516 |
| Transparent button | 517 |
| Conditional color | 517 |
| Understanding Styles and Stylesheets | 517 |
| Forms | 517 |
| Browses | 517 |
| Reports | 518 |
| Creating and applying stylesheets | 518 |
| Background | 519 |
| Field object | 519 |
| Text object | 519 |
| Button object | 519 |
| Saving the form and creating the stylesheet | 519 |
| Applying a stylesheet to an existing form | 520 |
| Trouble shooting | 520 |
| Updating stylesheets | 520 |
| Deleting stylesheets | 521 |
| Setting the default stylesheet | 521 |
| Understanding Styles..... | 521 |
| Using an object to create a new style | 521 |
| Updating an existing style | 522 |
| Choosing an existing style | 523 |
| Managing styles | 523 |
| Embedded Browse | 524 |
| Type In field | 525 |
| New styles | 525 |
| Deleting styles | 526 |
| Communicating with Alpha Five | 528 |
| Templates | 528 |
| E-mail clients | 528 |
| E-mail Database | 528 |
| Mass e-mails | 528 |
| Fax | 528 |
| Creating an E-mail Template | 528 |
| Choosing the e-mail client | 529 |
| Mail Merge | 529 |
| Creating the message | 530 |
| Insert command (Conditional) | 530 |
| Spell check | 531 |
| Preview message | 532 |
| Using an e-mail template | 532 |
| Button runs template | 532 |
| Personal note | 534 |

15 E-mail and Fax with Alpha Five

| | |
|--|-----|
| Editing a saved template | 534 |
| Using a Smart Field to run a template | 535 |
| Understanding the E-mail client options..... | 535 |
| Alpha Five e-mail client | 536 |
| Default e-mail client | 536 |
| Entering the settings | 536 |
| Find your e-mail account settings | 536 |
| Profiles | 537 |
| Gmail | 538 |
| Error messages | 538 |
| Testing send e-mail for both clients | 538 |
| Single profile | 538 |
| Multiple profiles | 538 |
| Reading e-mail with the A5 e-mail client | 539 |
| Receive test | 539 |
| Download messages | 539 |
| Understanding folders | 539 |
| Creating a new folder | 540 |
| Move a single message | 540 |
| Move a group of similar messages | 540 |
| Read e-mail button | 541 |
| Creating a smart button for e-mail fields. | 541 |
| Default e-mail client | 542 |
| Alpha Five e-mail client | 542 |
| Sending mass e-mails with AlphaMailer..... | 543 |
| Requirements | 543 |
| Understanding how AlphaMailer works | 544 |
| Tables | 544 |
| List maintenance | 544 |
| Opening an account | 544 |
| Instruction downloads | 545 |
| Reviewing the Alpha Five Mailer tabs | 545 |
| Understanding the passwords | 547 |
| Alpha Mailer account User Name & Password | 547 |
| Local Password | 547 |
| Finding your AlphaMailer account password | 547 |
| Changing your AlphaMailer account password | 548 |
| Setting up your account on another computer | 548 |
| Setting up the tables | 549 |
| Creating a list | 549 |
| Exporting the data to AlphaMailer | 551 |
| Profiles | 554 |
| Composing a new message | 556 |
| From e-mail address | 556 |
| From display name | 557 |
| Personalizing the subject and/or message | 557 |
| Green Box | 557 |
| Syntax | 557 |
| Writing the e-mail | 557 |
| Subject line | 557 |
| Text or Html | 557 |
| Inserting hyperlinks | 558 |
| Inserting an image | 559 |
| Inserting an “unsubscribe” link | 561 |

| | |
|--------------------------------------|-----|
| Enlarging the window | 561 |
| Saving your composition | 561 |
| Plain text message | 562 |
| Click tracking | 562 |
| Open tracking | 563 |
| Embed images | 563 |
| Do not send duplicates | 563 |
| Other options | 563 |
| Spam check | 563 |
| Render | 563 |
| Delivery test | 564 |
| Sending the mass mailing | 564 |
| Hyperlink | 565 |
| Administrator e-mail | 565 |
| Viewing the reports | 565 |
| Stored data | 566 |
| Understanding bounces | 567 |
| Mailing bounces | 567 |
| All bounces | 567 |
| Editing an existing message | 567 |
| Saved as file | 567 |
| Adding a logo and company info | 567 |
| Upload Image | 567 |
| Updating Lists | 568 |
| Looking at more features | 568 |
| Automated messages | 568 |
| Website tracking | 569 |
| Viewing the fee schedule | 569 |
| Contacting Support | 569 |
| Sending a Fax | 569 |
| Windows Fax Service | 569 |
| Personal configuration info | 570 |
| Fax configuration info | 570 |
| Cover Pages | 570 |
| Sending a Windows fax | 571 |
| Faxing an Alpha Five Report | 571 |
| More about cover pages | 571 |
| Busy line | 572 |
| Changing a fax status | 572 |
| Completed fax | 572 |
| Frances M. Peake | 577 |
| Overview | 577 |
| Windows databases | 577 |
| Standard elements | 578 |
| Alpha Five terminology..... | 578 |
| Opening an existing database | 579 |
| File in list | 580 |
| File not in list | 580 |
| A quick tour around Alpha Five..... | 581 |
| Viewing the Alpha Five Control Panel | 581 |
| The Tables/Sets tab | 582 |
| Table and Set icons | 583 |
| The Layouts tabs | 584 |

16 Alpha Four to Alpha Five: The Transition

| | |
|---|-----|
| The Operations tab | 585 |
| Alpha Five file types | 585 |
| Database file types | 586 |
| The Database | 586 |
| The Script Library | 586 |
| Table file types | 586 |
| Data Dictionary | 586 |
| Set file types | 586 |
| Data Dictionary | 586 |
| Naming Alpha Five database objects | 586 |
| Using long names | 586 |
| Avoiding spaces | 586 |
| Reserved words | 587 |
| Selecting names | 587 |
| Creating an Alpha Five database and pulling your Alpha Four data into it..... | 587 |
| Creating a new Alpha Five database | 588 |
| New folder | 589 |
| Copying your Alpha Four files | 589 |
| Adding tables to your Alpha Five database | 591 |
| Using the Conversion Tools..... | 592 |
| Shortcuts for moving calculations and expressions into Alpha Five | 594 |
| The 3- Step Plan | 597 |
| Strategies for developing, testing and making the final data conversion | 597 |
| Emptying the Alpha Five table | 597 |
| Appending current Alpha Four records | 598 |
| Indexes and their new role in Alpha Five..... | 600 |
| Required indexes are created automatically | 600 |
| Sort and Find by Key | 601 |

TABLE OF CONTENTS

Notes: