HanDBase®

for
Windows Desktop
Version 4
Manual

Revision Date12/05/2007

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Using the HanDBase Application
Introduction
What is HanDBase?

HanDBase is a mobile relational database application for the Palm OS powered handhelds, Pocket PC/Window Mobile Classic and Professional (Pocket PC) devices, Symbian S60 Smartphones, Windows Mobile Standard (Smartphone) devices, Symbian UIQ Smartphones, BlackBerry Smartphones, computers running Windows and Macintosh Desktop computers. This application enables you to create databases or convert data from another format into HanDBase so you can bring your existing data with you.

NOTE: This particular manual covers the HanDBase Desktop for Windows application. Separate manuals are available for all handheld/smartphone devices and Macintosh Desktop computers. All Manuals are available on your Start Menu under All Programs in the HanDBase 4 folder under Documentation.

System Requirements
Windows Desktop

> 4 MB of available hard drive space
> 512 MB of RAM is recommended
> Windows 95, 98, 98 SE, ME, NT 4.51, 2000, XP Home or Pro, Vista Home, Home Premium,
> > Business or Ultimate
> Palm Desktop and HotSync Manager version 4.0 or higher (Palm OS users)
> ActiveSync 4.0 or higher (Windows Mobile users)
> Windows Mobile Device Center 6.0 or higher (Windows Vista users with Windows Mobile
> > devices)
> BlackBerry Desktop Manager 4.0 or higher (BlackBerry Users)

Program Specifications

> Maximum Number of Databases: 200 (depending on memory limitations)
> Maximum Number of Categories: 20
> Maximum number of characters in a Database name: 19
> Maximum Number of Fields per database: 100
> Maximum Number of Records per database: 65000
> Maximum size of a Text or DB Popup field: 254
> Minimum number in an Integer field: - (negative) 2147483647
> Maximum number in an Integer field: 2147483647
> Minimum number in a Float field
> (depending on number of decimal places set by user):   - (negative) 2147483647.9999
> Maximum number in a Float field
> (depending on number of decimal places set by user):   2147483647.9999
> Minimum Date possible in a Date field: 1/2/1904
> Maximum Date possible in a Date field: 12/31/2031
> Maximum size of a note field: 2000 characters
> Maximum number of Popup Items per field: 60
> Maximum number of characters in a Popup Item description: 80
> Maximum number of levels deep links can follow: 4 Databases
> Maximum number of DB popups in a group: 10
> Maximum number of Filters: 6

Getting Started

Program Registration

In order to use your registered version of HanDBase you will need to enter your 16 digit License Key.

If you purchased this software directly from DDH Software then this License Key is found by logging into the DDH Software website using the email address you registered with and the password you were provided when you registered.

If you purchased the software online through the DDH Software website or through one of our resellers then you should have received your License Key in your confirmation email. Within one business day of purchasing you'll also receive login information for the DDH Software website where you can get your License Key.

If you purchased this software in a retail outlet then this License Key is printed on the insert to the package for the software. Be sure to use the correct code for your handheld and desktop platforms. You will also want to follow the instructions for registering the software so that you can download future updates and receive Technical Support.

If you are a Windows user you will be prompted to enter your License Key during the installation process. Once entered you will be able to use the Windows Desktop components you are registered for.

All users will be required to enter the License Key in the handheld application, when first ran, in order to be able to use the application there. Below is the screen you will see when prompted to enter your License Key on your handheld. When entering the License Key use the Number Key Pad, do not try entering any spaces or dashes.
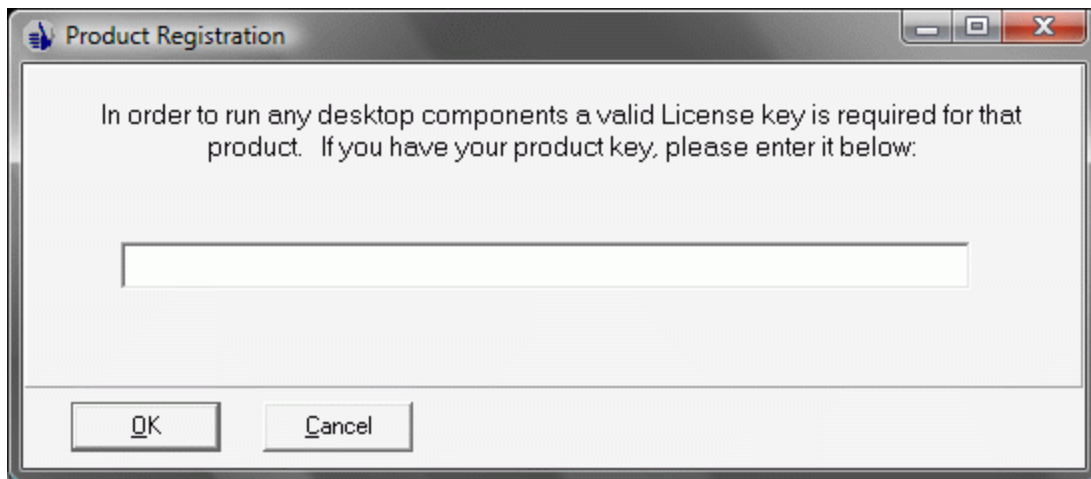
Program Installation

The installation of the HanDBase Data Exchange program is handled by the installation program that you download from the DDH Software website or receive on a CD or Disk via mail. When you run this installation file the program will be installed automatically.

Once installed you will be able to find the application and documentation on your Start Menu under Programs in the Data Exchange sub-folder of the HanDBase 4 folder.
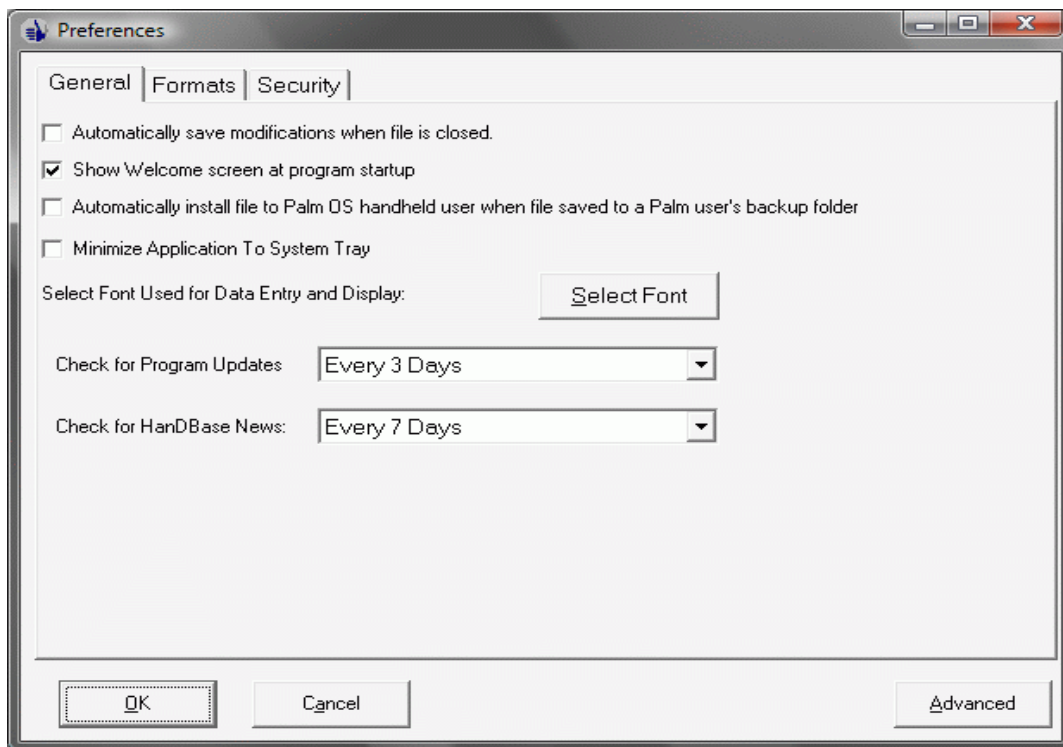
Program Preferences
HanDBase Desktop for Windows

You can access the HanDBase Desktop preferences by clicking the Configure menu at the top of the application and selecting Preferences.

The HanDBase Desktop Preferences has three tabs; General, Formats and Security. It will open up to General. Click the appropriate tab to switch to a different section.

General

Automatically save modifications when file is closed
When checked, the program will automatically save files that have been modified without first prompting to save.

Show Welcome screen at program startup
When checked, when you launch the HanDBase Desktop the Welcome screen will show. It will give let you easily open databases you've previously opened, browse to open other databases or quickly start to create a new database.

**Automatically install file to Palm OS handheld user when file
saved to a Palm user's backup folder**
If this option is checked, then the application will automatically queue for install a file saved to a user's backup folder. If unchecked, the user will be prompted for whom to install each file to when saved.

Minimize Application To System Tray
If this option is checked, the HanDBase Desktop application will not minimize to the task bar at the bottom, but rather as a small icon in the bottom right of your screen. Double clicking the application will bring it back into view.

Select Font Used for Data Entry and Display
You are able to select the Default font that is used for displaying data and for Data Entry. This Font will NOT be reflected when you Print, you will need to set that there as well. See the List View Format Printing section for more info on those settings. This is mainly intended so that users who use NON-English/Roman characters are able to see and enter data that was entered on their handheld.

Check for Program Updates
This option lets you set how often the program checks to see if there are updates to the software you have installed available on our website. The default is 3 days. You can change this to check more or less often or disable it all together by selecting Never. Depending on the number of days set to check the HanDBase Updates Available dialog will be displayed that often when you open the HanDBase Desktop.

Check for HanDBase News
This option lets you set how often the HanDBase Desktop checks to see if there are new News articles available on the DDH Softare website. The default is 7 days. You can change this to check more or less often or disable checking all together, by selecting Never. Depending on the number of days set to check the HanDBase News dialog will be displayed that often when you open the HanDBase Desktop.

Formats
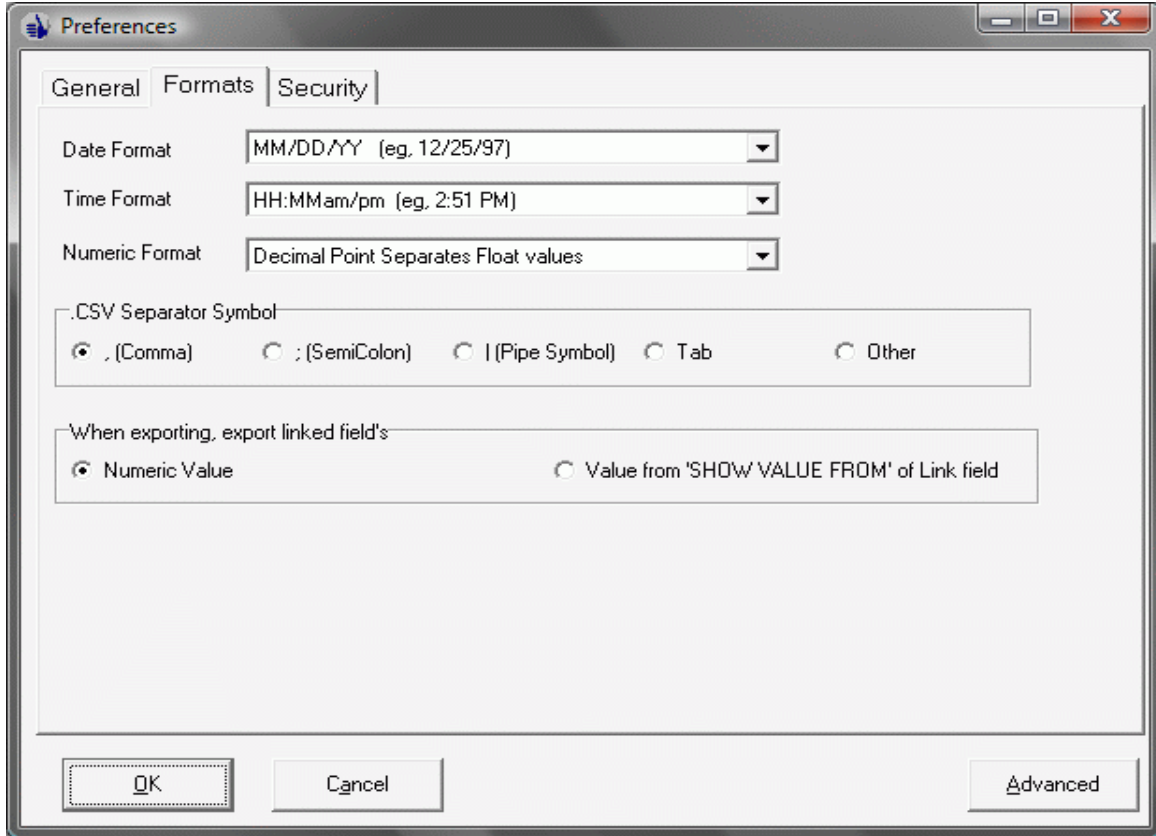
Date Format
Choose the format that the dates are in when converting to and from .CSV files.

Time Format
Choose the format that the times are in when converting to and from .CSV files.

Numeric Format
Select the format of float fields. While most countries use the decimal point, some use a comma to separate the whole and fractional parts of a decimal number.

CSV Separator Symbol
Select the separator used for CSV files. Choosing "Other" allows you to define a separator, if not listed here.

When exporting, export Linked field's
When 'Numeric Value' is selected then the Unique number assigned by HanDBase that maintains the links is put in the exported file.
When 'Value from SHOW VALUE FROM' of Link Field' is selected then the value that is displayed in the Linked field, based upon the Show Value From setting in the Link field, is exported.

Security
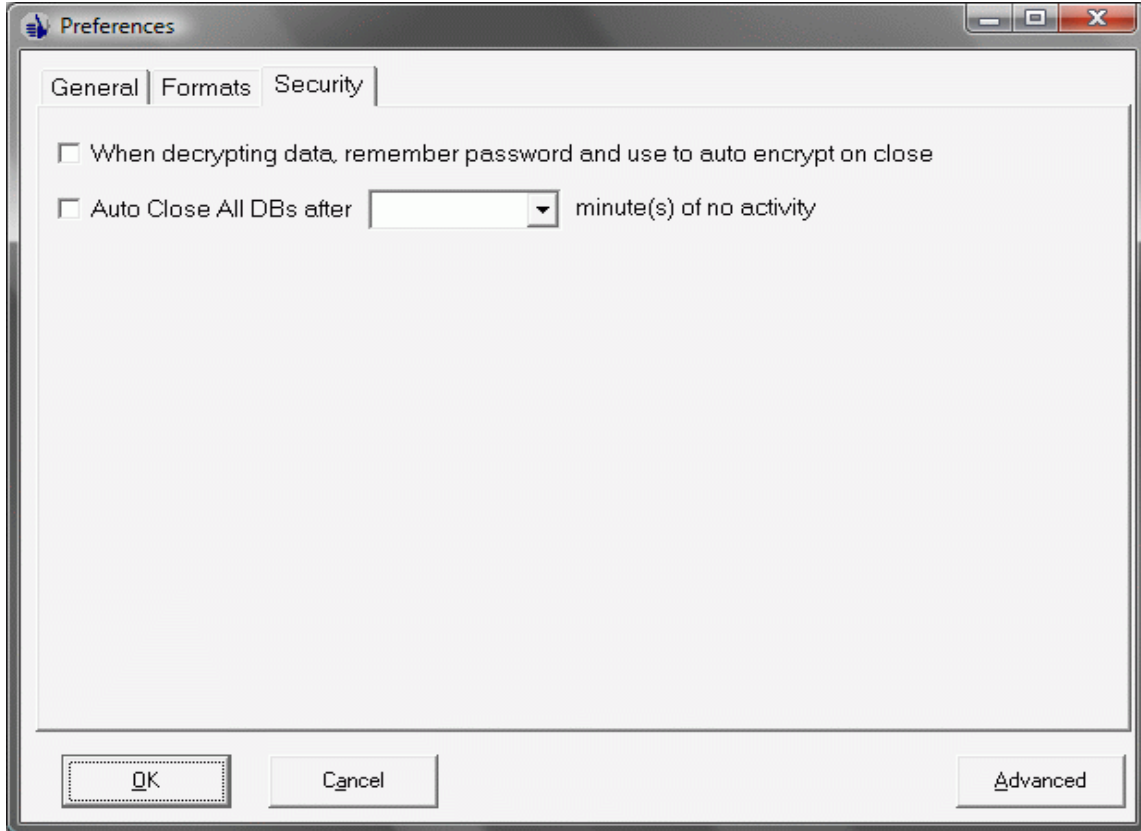
When decrypting data, remember password and use to auto encrypt on close
When checked, if you have databases or records that are Encrypted when you decrypt them using your decryption password the password will be saved in temporary memory so when you close your records or close the database the same password will be re-used to re-encrypt the records.

Auto Close All Dbs after # minute(s) of no activity
When checked, if you have databases open they will be automatically closed after the time period you specify in this Preference.

Advanced HanDBase Desktop for Windows Preferences

Click the [Advanced] button from any of the tabs to access the advanced settings. The Advanced settings let you change or create new plug-in configurations.

Plug-in Configuration
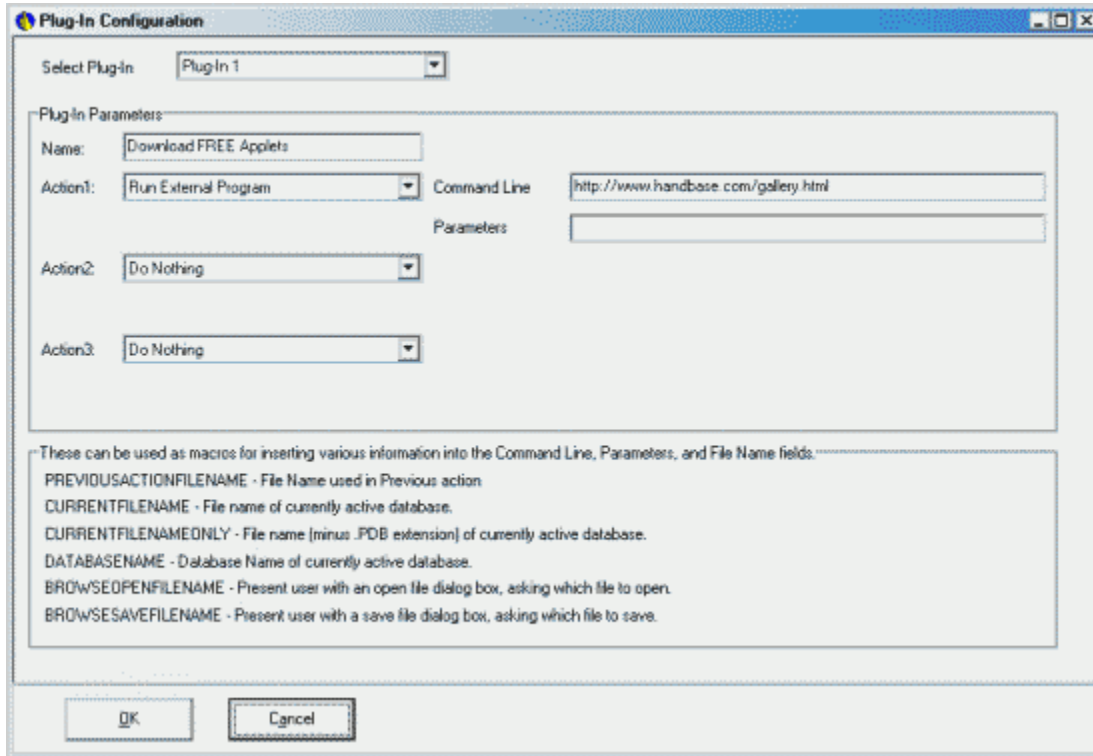
Plug-Ins are used to run commands directly from the File pull down menu. They appear as built-in options in this menu, and can be used to launch commands often performed or third party programs, or a combination thereof. These plug-ins are used by the HanDBase Data Exchange program for easier access to that program and it's tools.

Select Plug-In
Select from the list of available plug-ins.

Plug-In Parameters
Name
Give this Plug-In a name here.

Action 1:, Action 2:, Action 3:
First action to run for this plug-in. Choose which action to take first. Exporting, Importing, Running an external command, Saving the current file, or doing nothing.

The following actions are available. If there are any options or additional parameters for the action they are listed below the appropriate action.

Do Nothing
Skip this step.

Export Records
Export records from the current database to a .CSV file.

Field Names
If checked, the field names will be imported/exported in the first line of the file.

Filtered Only
If checked, use the filtered list of records only.

Physical Order
Choose whether the data is saved in the field order it was created in. If unchecked, it will use the 'Edit Field Order' screen's settings for this.

Quotes
If checked, quotes are/will be placed around each field type.

File Name
Select the file name to export to. Please see below for a list of MACRO options that apply to this field.

Import Records
Import records from a .CSV file.

Field Names
If checked, the field names will be imported in the first line of the file.

Physical Order
Choose whether the data is saved in the field order it was created in. If unchecked, it will use the 'Edit Field Order' screen's settings for this.

Quotes
If checked, quotes are/will be placed around each field type.

Import Options
Choose what to do with the existing records in this file.

Into New Database - Create a new database to import to.
Replacing Records - Replace the existing records in the current database.
Appending Records - Append the new records on to the records already existing in the current database.

File Name

Select the file name to import from. Please see below for a list of MACRO options that apply to this field.

Run External Program
Launch a command line with custom parameters.

Command Line
Select your command line to run. Please see the description below for a list of MACROS relating to this.

Parameters
Select any command line parameters for this action. Please see below for more details.

Save Current File
Save the Current PDB File.

File Name
Select the file name to save to. Please see below for a list of MACRO options that apply to this field.

Load File
Loads a HanDBase database file

File Name
Select the file name to load. Please see below for a list of MACRO options that apply to this field.

Reload Current File
Reloads the currently opened database file. This option is useful if you use another action to work with the records and then need to update the current file to see any changes.

Close Current File
Closes the currently opened database file.

Macros
The following items can be used as macros for inserting various information into the Command Line, Parameters, and File Name fields.

PREVIOUSACTIONFILENAME - File Name used in Previous action

CURRENTFILENAME - File name of currently active database.

CURRENTFILENAMEONLY - File name (minus .PDB extension) of currently active database.

DATABASENAME - Database Name of currently active database.

BROWSEOPENFILENAME - Present user with an open file dialog box, asking which file to open.

BROWSESAVEFILENAME - Present user with a save file dialog box, asking which file to save.

Database Installation

When using the HanDBase Desktop installation of your databases is very simple. When you create new databases or if you edit existing databases and have one of the following "Standard" packages, which do not include a HanDBase Conduit,

> HanDBase for Palm OS
> HanDBase for Windows Mobile Classic/Professional (Pocket PC)
> HanDBase for Windows Mobile Standard (Smartphone)
> HanDBase for Symbian S60
> HanDBase for UIQ

When you save your new database or save changes to your existing database you will be prompted to select the handheld or smartphone user you would like to install this file to. You can even select multiple users if you want to install to more than one. To select multiple users, hold down the Control (CTRL) key on the keyboard while you select the users. When finished selecting users click the [OK] button. You will receive confirmation that the files will be installed the next time you Synchronize. If you are using the "Standard" version of HanDBase, without a Conduit, you will also be prompted to install your database files any time you edit an existing database with the HanDBase Desktop. That way your changes will be re-installed to the handheld, overwriting your existing file there.

If you are using a version of HanDBase that includes a Conduit, HanDBase Plus, Professional or Enterprise, when you make changes to an existing database, which is in the HanDBase Synchronization folder, you will NOT be prompted to install/re-install your database because the conduit enables a 2-way Synchronization between the handheld and desktop files.

NOTE: When you first create a database using the HanDBase Desktop we recommend you save your initial file to a temporary location and NOT to the HanDBase Synchronization Folder, the Palm Backup Folder or the Windows Mobile My Documents folder on your desktop. That way you will avoid conflicts if you are using the HanDBase Conduit. However, when you want to re-open that database you will need to do so by selecting Open from the File menu and choosing from that list. That way you ensure you are opening the one that was Backed-up or Synchronized.

This new version of the HanDBase Desktop also includes a new function for easily installing database files you might get from another user or download from the HanDBase Gallery on our website, http://www.ddhsoftware.com/gallery. If you need to install one of these files open it in the HanDBase Desktop. Then simply select *Install to Handheld/Smartphone* from the File menu. This option is also very useful if you switch from one type of device to another, eg from Palm OS to Windows Mobile Classic/Professional (Pocket PC). You can just open the database files from under your old user and then select this option to easily install them to your new user.

Additional methods for installing database files are documented in the separate documentation for your handheld/smartphone device type.

HanDBase Interface

HanDBase Desktop Welcome Screen
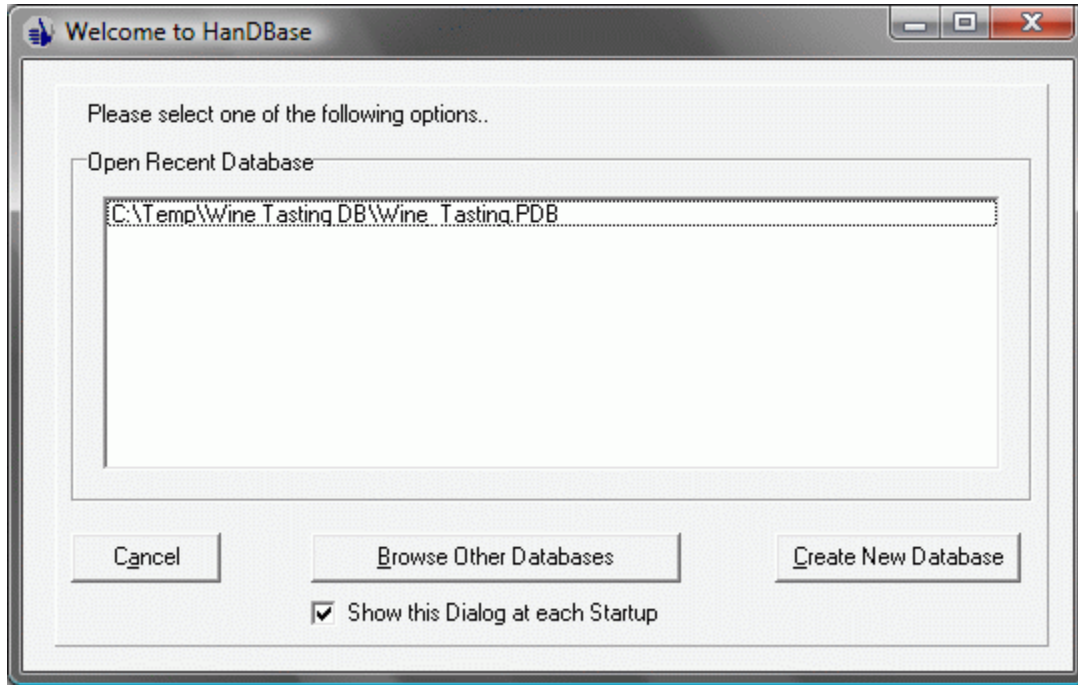
When you open the HanDBase Desktop you will first see the new *Welcome to HanDBase* screen. This screen gives you quick access to opening that last few database files you opened in the HanDBase Desktop, Browsing for other database files or Creating a new database file. Click the appropriate button to perform these actions.

If you don't want to see this screen each time you start the HanDBase Desktop you can uncheck the *Show this dialog at each startup* box.

HanDBase News

By default, when you open the HanDBase Desktop the program will check the RSS news feed on our website to get the five most recent articles and display them. You can then click the [more...] button to launch your web browser to view the News Article. You can change the frequency that the program checks for News or disable checking all together in the Preferences.

Note: You must be connected to the internet for this option to display

HanDBase Updates Available
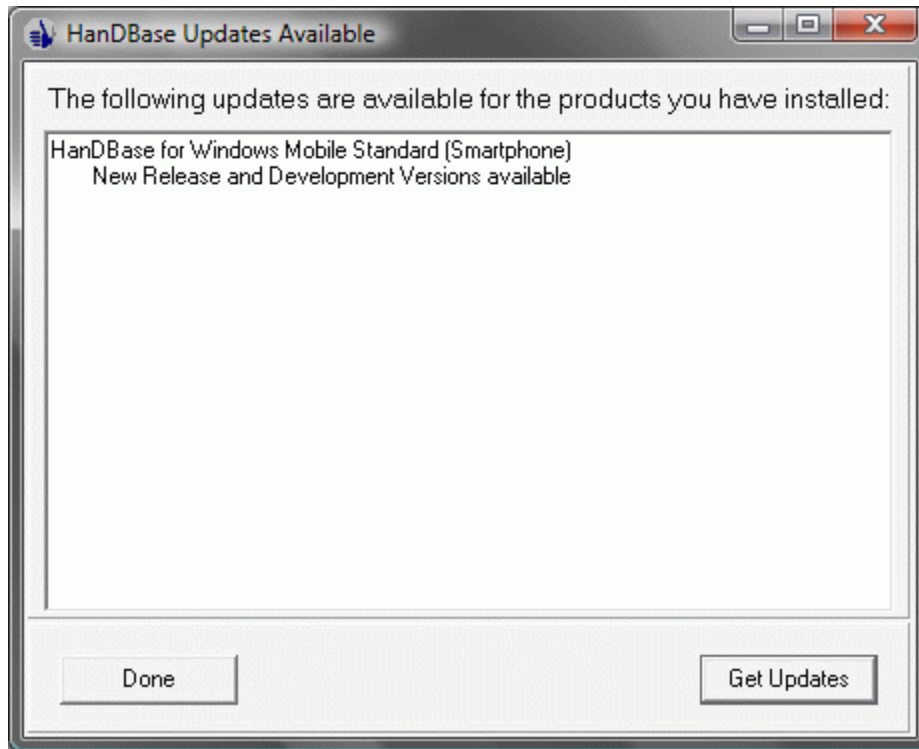
By default, when you open the HanDBase Desktop the program will check our website to see if there are any updates available for the software you currently have installed. You will see the following dialog. It lets you know if there are any updates available. If you click the "Get Updates" button your web browser will be launched taking you to the page on our website where you can log in to get the latest updates available.

Note: You must be connected to the internet for this option to display

HanDBase Desktop Main Screen

When the HanDBase Desktop has fully launched you will see a screen similar to this. On this screen you will see the new DB Browser. The DB Browser has a Drop Down list to select which User's databases you want to see in the list. You can also select from the second drop down to change the Category that the databases are in and only see that set of database.

Also from this screen you can use the Menus or the Toolbar items to create a new database, open an existing database, re-open an existing database, access the program Preferences and many other options, described later in this documentation. You can also access the Help Documentation and the About screen from the *Help* menu.
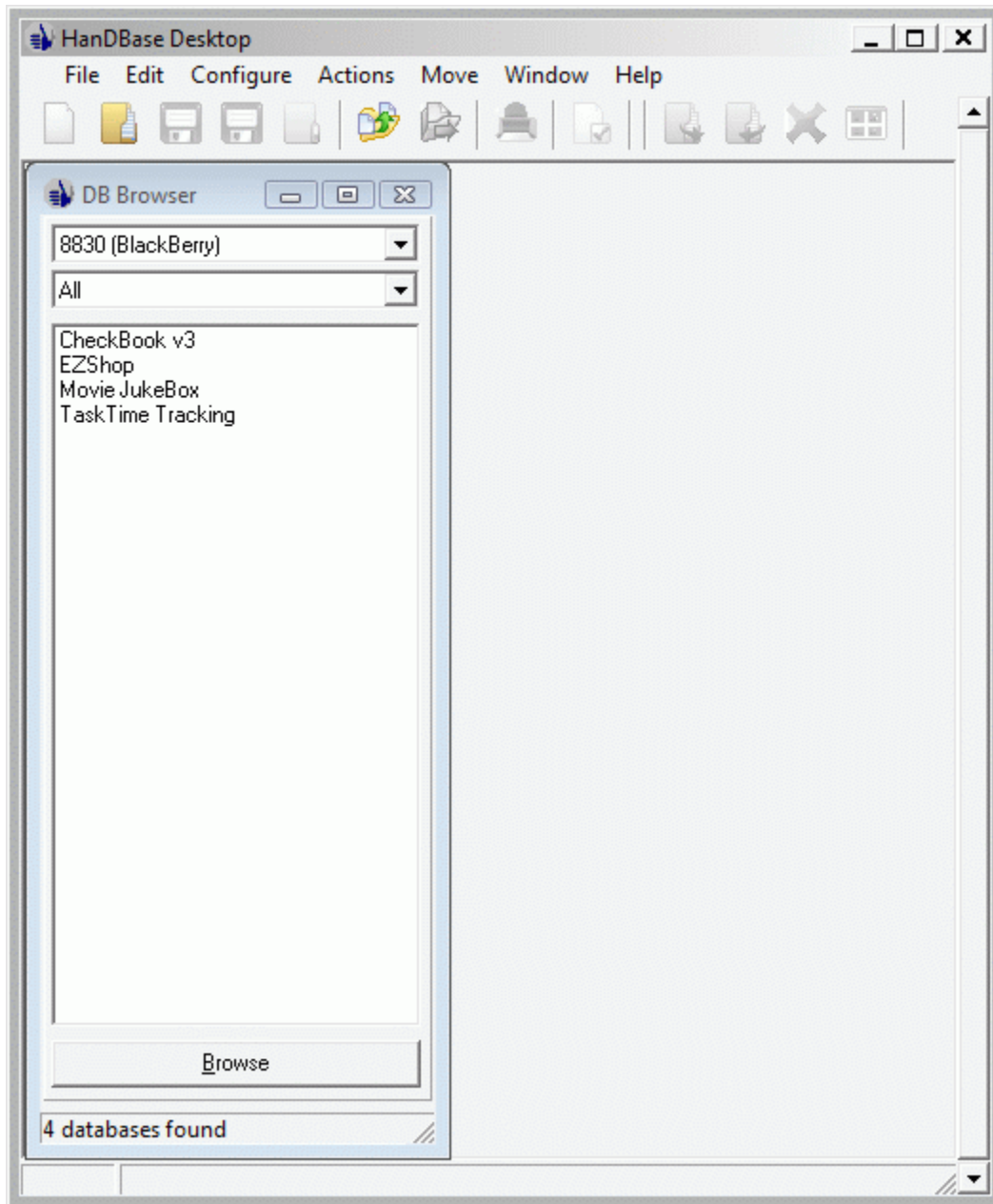
Menu Functions
Please note, some menus may not be available within certain screens.

File

New
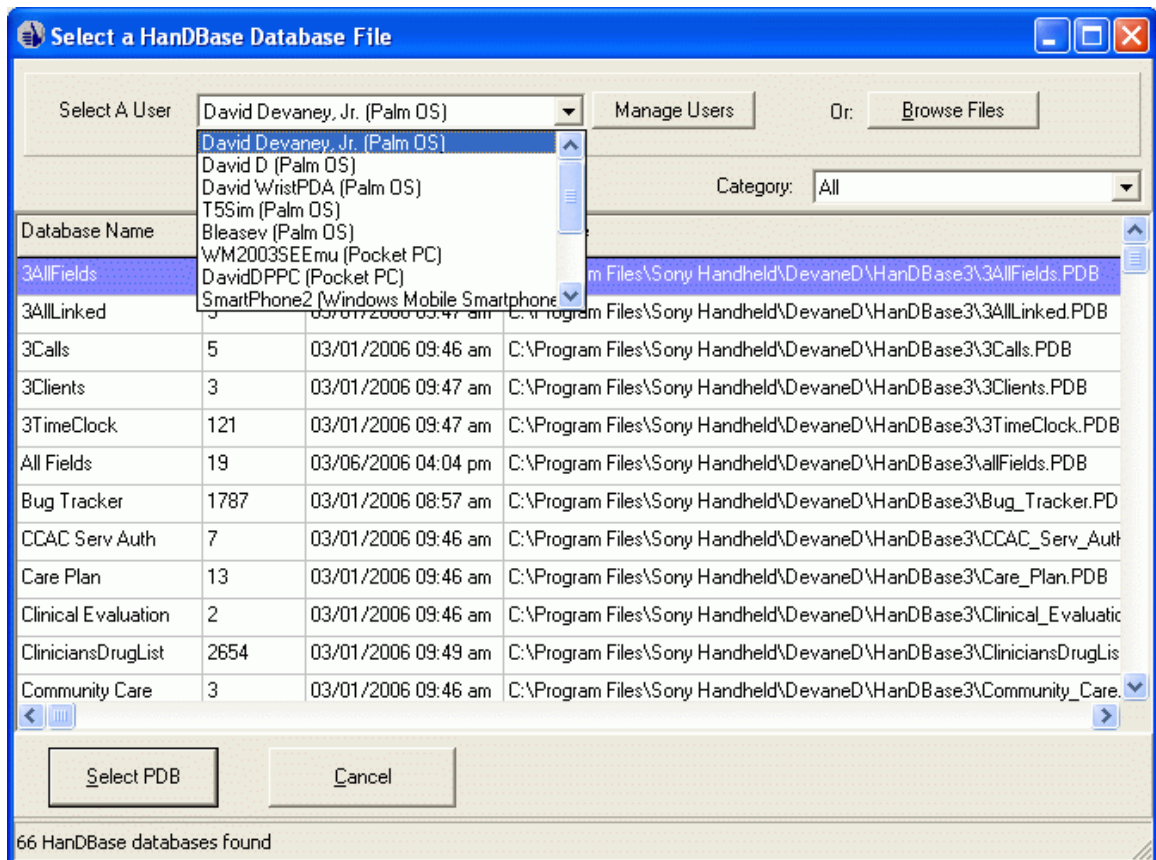Create a new Database file.

Toolbar Icon:

Open
Open an existing HanDBase Database file.

Toolbar Icon:

When you select the *Open* option you will see the following dialog. From here you can select the user whose files you would like to see. You can then select the database file you would like to open.

Selecting a Category
HanDBase has the ability to have up to 20 categories that you can create or customize. There are also two static categories; All and Unfiled. You will see the currently selected category in the Upper Right corner of the Open Database screen. If you tap the selector there you will be able to select a different category to display. If you select All a list of all the currently installed databases will be presented. If you select Unfiled you will see a list of all databases that have not been assigned to a category.

Manage Users
You can now create custom users in addition to the ones created automatically based on the handheld or smartphone devices you synchronize with you desktop computer. This feature gives you the ability to create users who will only use the Desktop computer for editing databases as well as creating Users for devices that cannot synchronize, such as Symbian S60 devices, Symbian UIQ devices or Windows Mobile Standard (Smartphone) devices for users without the HanDBase Conduit. This feature is ideal for setting up a memory card that you connect to your Desktop as a virtual drive. You can point to this card for a Custom User so that you can access the databases from here. This makes it possible to use the card in a device and them simply remove the card and connect it to the computer to enable editing with the HanDBase Desktop. Once you finish editing just put the card back in the device to be able to use the databases there.

Browse Files
You can also click the *Browse Files* button to navigate your hard drive to open database files that are stored in a different location.

Reopen
Reopen a file that was previously open. HanDBase Desktop remembers the last 5 files opened, and will let you choose one of these to reopen.

Save
Save the currently selected database.

Toolbar Icon:

Save As
Save the currently selected database under a different name.

Toolbar Icon:

Close
Close the currently selected database.

Toolbar Icon:

Install to Handheld/Smartphone
Activate the Install Prompt to install the currently open database to your handheld/smartphone device. See the Database Installation section for more details on this option.

Import
Import data from a Comma Separated Value file.

Toolbar Icon:

Export
Export data from the currently selected database to a variety of formats.

Toolbar Icon:

Merge Database
Merge data from an identically structured database into the current database. This function will actually Synchronize the data into the currently opened Database. This enables multiple users to intelligently merge their data, avoiding duplicates. Additionally changes made to individual records will be reflected after the Merge.

Plug-In 1
This menu function can have any name, as given in the 'Advanced Plug-In Configuration' section of the preferences, and will call the functions defined in Plug-In 1 of this section.

Note: By default this first plugin is set to Download Free Applets, which will launch your web browser and take you to the HanDBase Database Gallery on our website.

Plug-In 2
This menu function can have any name, as given in the 'Advanced Plug-In Configuration' section of the preferences, and will call the functions defined in Plug-In 2 of this section.

Plug-In 3
This menu function can have any name, as given in the 'Advanced Plug-In Configuration' section of the preferences, and will call the functions defined in Plug-In 3 of this section.

Plug-In 4
This menu function can have any name, as given in the 'Advanced Plug-In Configuration' section of the preferences, and will call the functions defined in Plug-In 4 of this section.

Print
Print the current database. After selecting this, you are given numerous options for printing your data. Refer to the Printing Records section for printing Options.

Toolbar Icon:

Print Report
The HanDBase Desktop now has a custom reports function. This works similar to the HanDBase Reporter for Palm OS and Windows Mobile Classic/Professional (Pocket PC) where you can design a custom report using HTML for printing your data. See the Custom Reports section for more information on this feature.

DB Properties
Adjust the settings, field types and properties, etc., for the current database.

Toolbar Icon:

Exit
Exit the program. You will be prompted to save any databases that have been changed.

Edit
Undo
Undo the last change made to any text typed within the program.

Cut
Remove the currently selected text and copy it to the clipboard.

Copy
Copy the currently selected text to the clipboard.

Paste
Paste the text currently in the clipboard to the field that has the current focus.

Select All
Select all of the text in the field with the current focus.

Configure
Preferences
Adjust the preferences for this program.

DB Properties
Adjust the settings, field types and properties, etc., for the current database.

Toolbar Icon:

Palm Users
Conduit Options
Select this option to launch the HanDBase Conduit Configuration screen. This is the same screen you would see if you went to change the settings for the Conduit through the HotSync Manager. Read the HanDBase Conduit documentation for more details on how to configure the conduit.

Sync Exchange
Select this option to launch the HanDBase Sync Exchange Configuration screen. This is the same screen you would see when you click the Sync Exchange button from within the HanDBase Conduit Settings. Read the HanDBase Sync Exchange documentation for more details on how to configure Sync Exchange.

Windows Mobile Users
> *Conduit Options*
> Select this option to launch the HanDBase ActiveSync Conduit Options screen. This is the same screen you would see if you open the HanDBase ActiveSync Conduit Options from the Start Menu. Read the HanDBase Conduit documentation for more details on how to configure the conduit.

> *Sync Exchange*
> Select this option to launch the HanDBase Sync Exchange Configuration screen. This is the same screen you would see when you click the Sync Exchange button from within the HanDBase Conduit Settings. Read the HanDBase Sync Exchange documentation for more details on how to configure Sync Exchange.

BlackBerry Users
> Select this option to launch the BlackBerry Conduit screen where you can add new Partnerships, Synchronize your BlackBerry, View the Log or Manage Database Settings. For more details on this look at the HanDBase for BlackBerry documentation.

Other/Custom Users
> Select this option to launch the Manage Users screen. That screen allows you to add custom users to the HanDBase Desktop. See the Manage Users section above for more details on configuring this.

Actions
Move Record(s) To..
If in the Edit Record Screen, move the current record to another database, which has the same structure as this database.   If in the List View, move all records within the current filter range to another database with the same structure as this database.

ToolBar Icon:

Copy Record(s) To..
If in the Edit Record Screen, copy the current record to another database, which has the same structure as this database.   If in the List View, copy all records within the current filter range to another database with the same structure as this database.

ToolBar Icon:

Copy Record To New..
Copy the current record to a new record. This option is only available when you have a specific record open.

Copy Record(s) to Clipboard
If in the Edit Record Screen, copy the current record to the Clipboard so it can be pasted into another application.   If in the List View, copy all records within the current filter range to the Clipboard so they can be pasted to another application.

Export Record(s) To Text

If you are in the Edit Record Screen, selecting this option will save the current record to a text file. If you are in the List View, selecting this option will save all records within the current filter range to a text file. You will be prompted for the file name of the text file to save this to.

ToolBar Icon:

Delete Record(s)
If in the Edit Record Screen, delete the current record. If in the List View, you are prompted to delete either all records within the filter range, outside the filter range, or all records.

ToolBar Icon:

Run Report
Run a report on a field in this database. You will be prompted to choose a field to run the report on.

ToolBar Icon:

Move

To Top
Move to the top of this database.

To Bottom
Move to the bottom of this database.

Window

Tile Vertically
Arrange the windows such that all are visible and arranged in a vertical row.

Tile Horizontally
Arrange the windows such that all are visible and arranged in a horizontal row.

Cascade
Arrange the windows such that all are visible and arranged in a staggered, cascaded view.

Minimize All
Minimize all windows.

Help

Help Topics
Choose from various help topics.

Check for HanDBase Related News
Choose this option to launch the HanDBase News window to see the most recent news from the DDH Software website. See HanDBase News above for more details on this.

Check for Updates

Choose this option to launch the HanDBase Updates Available screen which will show you if there are any updates available for the software packages you currently have installed. See the HanDBase Updates Available section above for more details.

About
Choose this option to see the HanDBase Desktop About screen which shows you which version is currently installed as well as what HanDBase Packages you have installed. You will also find Contact info for DDH Software here.

List View
Common Interfaces

The following screens, or interfaces, are the same among the Palm OS, Pocket PC and HanDBase Desktop for Windows applications. The way the screen looks will vary some but all of the available options are the same.

Edit Records

To edit a record tap somewhere in the row that the record resides and this will open the Edit Record screen.

HanDBase Views

HanDBase Views is a feature that enables you to have different saved ways of viewing your data in the List View and in the Edit Record Screen. This enables you to Show or Hide certain fields from the List View or Edit Record Screen. You also have the ability to set different Sorting or Filtering options on a Per View basis. HanDBase Views are helpful when you need to quickly switch between different filters or sorting. You do not need to set these options manually each time.

For Example: You might want to create an Address Book replacement database. Once you have this database established, you will want to create categories to put the records in, ie Personal, Business, or Family. Using HanDBase Views you can set up different views for each category. At a basic level you could set them each to filter on a Category field so when you select say Family you only see the records for your family. However you can even go so far as to have it show only the Home Address in the records when you select Personal but show the Work Address in the records when you select Business.

Edit Filters Screen

This screen is used to set the filtering parameters for the database. There can be up to six filtered fields. To enable a filter, check the filter's checkbox labeled 'Filter 1 Enabled', 'Filter 2 Enabled', etc. This will enable choices for which field to field and the filter parameters. When you begin to enable the filters you will notice that in the Title Bar area the grouping of the Filters will be shown. This gives you an

easy way of seeing which filters are being used, designated by F1, F2, F3, F4, F5 and F6, as well as how the filters will be evaluated, based on the AND &, OR |, NOT !, and Parenthetic ( ) operators.
 The filter parameters depend on what field type is being filtered. Some fields can't be filtered at all. The following list outlines what the ranges for each field type do:

Text Fields

There is one filter parameter, which is labeled Must Contain. In the field, enter the text that must be present in this Text Field in order to be shown in the List View Screen. You can also press the Must Contain label to access the items in the Text Fields popup.

Integer Fields

There are two filter parameters, the low range and the high range of the field. In each field enter the minimum and maximum value, respectively, for which this field's value must fall in order to be shown in the Main Screen. You can also press the Must Contain label to access the items in the Integer Fields popup.

Float Fields

There are two filter parameters, the low range and the high range of the field. In each field enter the minimum and maximum value, respectively, for which this field's value must fall in order to be shown in the Main Screen. You can also press the Must Contain label to access the items in the Float Fields popup.

Date Fields

There are two filter parameters, the low range and the high range of the field. In each field select the minimum and maximum date, respectively, for which this field's date must fall in order to be shown in the Main Screen.

Time Fields

There are two filter parameters, the low range and the high range of the field. In each field enter the minimum and maximum time, respectively, for which this field's time must fall in order to be shown in the Main Screen.

Popup Fields

There is one filter parameter, the value of the popup. In order to be shown in the List View Screen, a record must have the same value as this popup, in this Popup field.

CheckBox Fields

There is one filter parameter, the value of the checkbox. In order to be shown in the List View Screen, a record must have the same value as this checkbox, in this field.

Note Fields

There is one filter parameter, which is labeled Must Contain. In the field, enter the text that must be present in this Note in order to be shown in the List View Screen. You can also press the Must Contain label to access the items in the Note Fields popup label.

Image Fields

Cannot be filtered.

Calculated Fields

The parameters depend on the Result Format of the calculated field. If the result format is a float, for example, the filter will behave like a Float field's filter would.

Unique Field
There are two filter parameters, the low range and the high range of the field. In each field enter the minimum and maximum value, respectively, for which this field's value must fall in order to be shown in the Main Screen.

Heading Field
Cannot be filtered.

Link Fields
Cannot be filtered.

Linked Fields
There is one filter parameter, which is labeled Must Contain. In the field, enter the text that must be present in this Linked Field in order to be shown in the List View Screen.

DB Popup Fields
There is one filter parameter, which is labeled Must Contain. In the field to the right, enter the text that must be present in this field in order to be shown in the List View Screen.

Relationship Fields
There is one filter parameter, which is labeled Must Contain. In the field, enter the text that must be present in this Relationship Field in order to be shown in the List View Screen.

Conditional Fields
There is one filter parameter, which is labeled Must Contain. In the field, enter the text that must be present in this Conditional Field in order to be shown in the List View Screen.

External Fields
Cannot be filtered.

There are also [NOT] mode buttons along the right side of the screen, one for each filter. Pressing these buttons reverses the appropriate filter. For example, if you are filtering a text field, and have a value of 'Must Contain': HanDBase, then pressing the [NOT] mode button will be interpreted by HanDBase as Must Not Contain: HanDBase. In addition, if the second filter is enabled, two more mode buttons [AND] and [OR], will be visible. Selecting [AND] means that both Filter requirements must pass for a record to be shown. Selecting [OR] means that either requirement must pass for a record to be shown/included in the list view.

Additionally, there are now parenthetic operators, [(] and [)], you can select for each field to evaluate the Filters in different ways. You can use these to evaluate fields together or separate from each other. You can even evaluate multiple groups of filters.

Once your filters are set, press the (OK) button to save your changes. Pressing (Cancel) will ignore the changes, and pressing (Disable) will un-check All the Filter Enabled options, as a quick way to disable all filters, and return to the List View Screen.

Menu Functions

You can right click in the "Value Must Be" box to access the following menu options if the field selected is a Text, Integer, Float, Note or DBPopup field.

Edit

Undo
Undo last text edit function.

Cut
Move selected text to clipboard.

Copy
Copy selected text to clipboard.

Paste
Paste text from clipboard to current field

Select All
Select/Highlight all text in the current field.

Sort Database Screen

This screen is used to set the sorting parameters for the database. There can be a primary, secondary, and tertiary sort field, and each can be sorted in ascending (forward), and descending (reverse) order. Certain

field types are not sortable as they do not contain any sortable data. They are Link Field, Heading Field, Image Field, and the External Field. Once your sorting parameters are set, Tap the (OK) button to save your changes. Tapping (Cancel) will ignore the changes. Both buttons will return to the List View Screen once tapped.

Search Database Screen
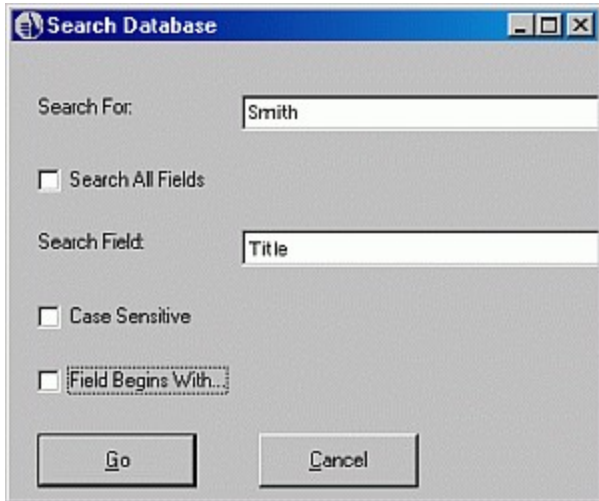
This screen is used for searching for a specific value in the database. You can specify a string to search for, whether to search all or one field, whether the search will be case sensitive or not, and whether the field(s) being searched must start with this value to be matched. Pressing the (Go) button will begin the search, pressing (Cancel) will return to the List View Screen.

Menu Functions
You can right click in the "Search For:" box to access the following menu options.
Edit
> *Undo*
> Undo last text edit function.

> *Cut*
> Move selected text to clipboard.

> *Copy*
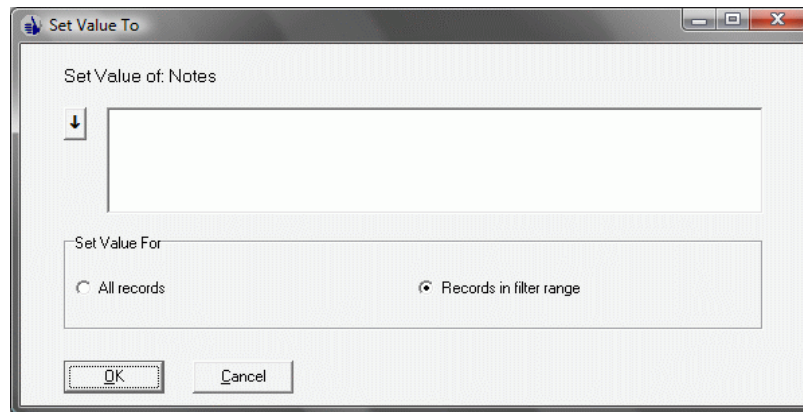> Copy selected text to clipboard.

> *Paste*
> Paste text from clipboard to current field

> *Select All*
> Select/Highlight all text in the current field.

Set Value To Screen

This screen enables you to set the value of a group of fields to a specific value. The option you will have for setting the value will vary depending on the type of field you are trying to set the value for. The

screen above shows the option for a Note field. Below is a list of what you will see for each supported field.

To access this option left click on the Field Name in the List View of the database.

Text
Multi-line Text entry area. The arrow to the left of the field can be clicked to select from this field's popup list.

Integer
Single line data entry area. The arrow to the left of the field can be clicked to select from this field's popup list.

Float
Single line data entry area. The arrow to the left of the field can be clicked to select from this field's popup list.

Pop-up
Popup list selector to choose from items in this popup list.

Check-box
Checkbox that can either be checked or un-checked.

Date
Popup list selector to choose from Today, Tomorrow, One Week, No Date, or Choose Date. If you select Choose Date a calendar will be presented for you to select the date from.

Time
Popup list selector to choose from Current Time, No Time or Choose Time. If you select Choose Time the HanDBase time picker will be presented for you to set the specific time.

Note
Multi-line Text entry area. The arrow to the left of the field can be clicked to select from this field's popup list.

DB Popup
Multi-line Text entry area. The arrow to the left of the field can be clicked to select from the database that this DB Popup field would normally select from.

The following fields do not have the ability to have their values re-set so if the Set Value To.. menu item is selected you will not see any option to enter a value to set to.
Unique
Image
Link
Linked
Heading
Calculated
Relationship

Conditional
External

Menu Functions
You can right click in the field to access the following menu options.
Edit

> *Undo*
> Undo last text edit function.

> *Cut*
> Move selected text to clipboard.

> Copy
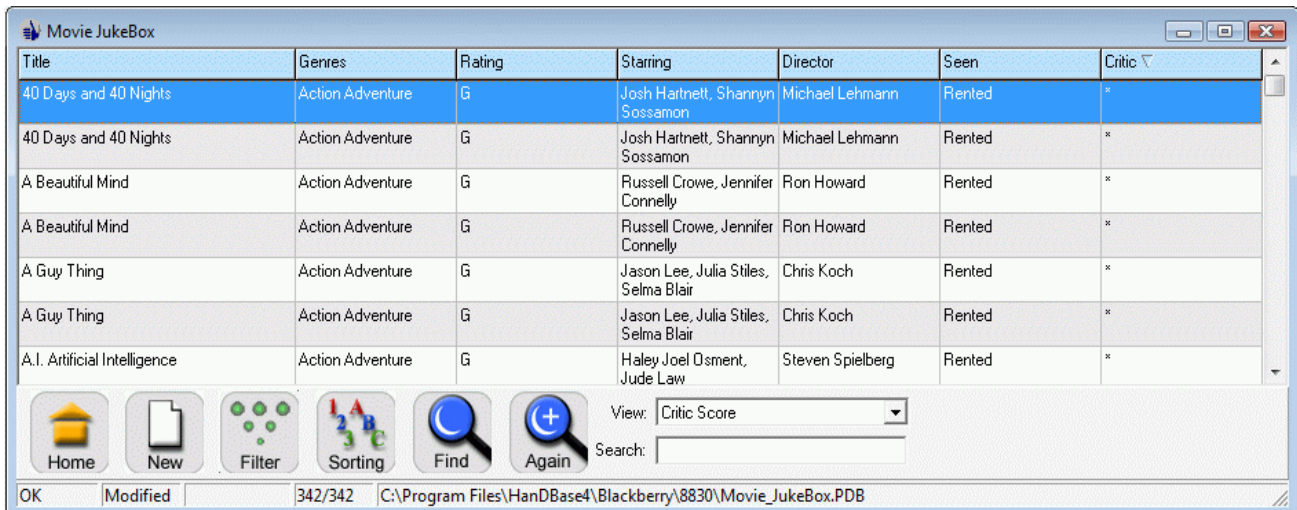> Copy selected text to clipboard.

> *Paste*
> Paste text from clipboard to current field

> *Select All*
> Select/Highlight all text in the current field.

HanDBase Desktop for Windows

Buttons
When you open a database in the HanDBase Desktop you will see buttons and a drop down selector along the bottom of the screen that enable you to perform certain functions.
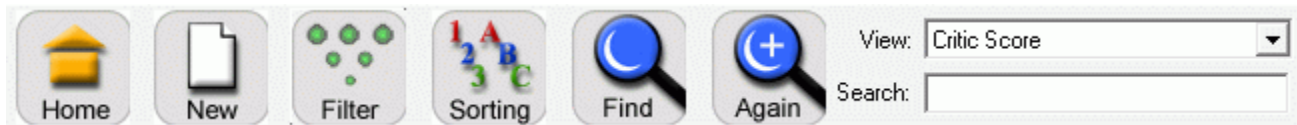
The following list describes what each button or function does.

Home– Click this button to close the currently open database. If you have made changes you will be prompted to save them.

New – Click this record to be taken to the Edit Record screen where you can enter data for a new record.

Filter – Click this button to access the Edit Filters screen.

Sorting – Click this button to access the Edit Sorting Settings screen.
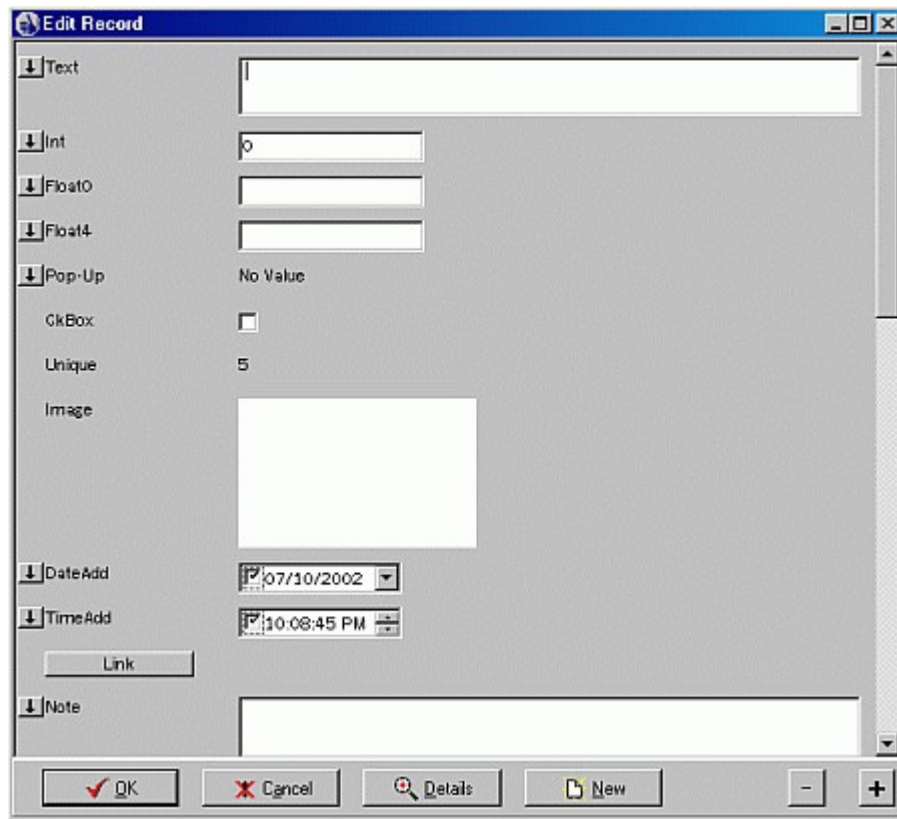
Find – Click this button to open the Search Database screen.

Find Again – Click this button to automatically search for the last value you searched for.

Views – The drop down list to the right of the buttons enables access to the HanDBase Views. Select Edit Views to create new views of your data or edit existing views. See the DB Properties section of this manual for more information on editing views.

Search – This search box is for the Quick Search option. If you've specified a field for Quick Search in the Field settings, typing a value here will search for records that have a matching value in the Quick Search field.

Edit Record View

This is the screen where you actually can fully see and edit the values of each field in a record. The number of fields that can be visible depends on the field types used. The rest of the fields can be viewed by using the Scrollbar. You can also use the up and down arrows on your keyboard or the scroll wheel on your mouse, if equipped.

From this screen you may press the (OK) button to save the current record and return to the List View Screen. Press the (Cancel) button to ignore any changes made, and return to the List View Screen. Press the (Details) button to be taken to the Details Screen where you can view the creator of this record as well as the date and time it was created and last modified or delete the current record. Pressing the (New) button to save this record and add a new record for you to edit. You can use the (-) and (+) buttons to move to the Previous or Next record, respectively. You will see these buttons only if there are any previous or next records. By pressing these buttons, the current record will be saved and the previous or next record will be displayed for you to edit.

Editing Data in Fields

Different field types can be edited in different ways. This section outlines the ways to edit a particular field:

Text Fields
Multi-line text input fields with popups for your most common values. To edit a field, press the portion of the screen to the right of the field name, and begin writing your text. As mentioned in

the setup for Text Fields these can have a maximum of 254 characters depending on what was set in the field properties. You will then be taken into the Edit Popup screen. If in the Text Field Properties you have specified a Default Value, that value will be automatically entered here.

To set the field to a pre-defined value, press the field name to the left. You will be presented with a popup list of your most common values for this field. In addition, if this field has the popups append checkbox set in it's properties, the popup value will append to the end of the current value of the field. To add, edit, or delete items from this list, choose the Edit Popup List option. You will then be taken into the Edit Popup screen. If you have cascading popups then when you select your first item the list of sub-items will be presented. If you have multiple sub-items then you can continue selecting until you get to the lowest level that will allow you to actually select an item. Once selected, that item will show in the Popup field. If when navigating the Popup list you select the wrong sub-item you can tap the Back item to return to the previous list.

Integer Fields
Numeric values with popups for your most common values. This is different from the Text field mainly in the sorting of entries. To edit a field, press the portion of the screen to the right of the field name, and begin writing your number. HanDBase can support whole numbers from - (negative) 2147483647 to +
(positive) 2147483647. Negative numbers are indicated by the - (minus) symbol. Positive numbers have no symbol. If a number larger or smaller than the allowed number is entered you will be notified that it will be set to the greatest or smallest number available. If in the Integer Field Properties you have specified a Default Value, that value will be automatically entered here.

To set the field to a pre-defined value, press the field name to the left. You will be presented with a popup list of your most common values for this field. In addition, if this field has the popups append checkbox set in it's properties, the popup value will append to the end of the current value of the field. To add, edit, or delete items from this list, choose the Edit Popup List option. You will then be taken into the Edit Popup screen. If you have cascading popups then when you select your first item the list of sub-items will be presented. If you have multiple sub-items then you can continue selecting until you get to the lowest level that will allow you to actually select an item. Once selected, that item will show in the Popup field. If when navigating the Popup list you select the wrong sub-item you can tap the Back item to return to the previous list.
NOTE: If you need to enter values larger or smaller than the maximum or minimum allowed for an Integer field you will need to use a Text field. While you will be unable to sort properly you will be able to display and calculate the values properly.

Float Fields
Floating point values with popups for your most common values. This is different from the Integer field in that the numbers can have a decimal point in them. This field is commonly used for monetary amounts. To edit a field, press the portion of the screen to the right of the field name, and begin writing your number value. HanDBase can support decimal numbers from - (negative) 2147483647.9999 to
+ (positive) 2147483647.9999. Negative numbers are indicated by the - (minus) symbol. Positive numbers have no symbol. If a number larger or smaller than the allowed number is entered the user will be notified that it will be set to the greatest or smallest number available. The number of places after the decimal point is determined by the settings for the field in the Float Field

Properties. If in the Float Field Properties you have specified a Default Value, that value will be automatically entered here.

To set the field to a pre-defined value, press the field name to the left. You will be presented with a popup list of your most common values for this field. In addition, if this field has the popups append checkbox set in it's properties, the popup value will append to the end of the current value of the field. To add, edit, or delete items from this list, choose the Edit Popup List option. You will then be taken into the Edit Popup screen. If you have cascading popups then when you select your first item the list of sub-items will be presented. If you have multiple sub-items then you can continue selecting until you get to the lowest level that will allow you to actually select an item. Once selected, that item will show in the Popup field. If when navigating the Popup list you select the wrong sub-item you can tap the Back item to return to the previous list.

Popup Fields
This field type will pop up a list of choices when selected. This differs from the other fields that have popup lists in that the value can only be one of the popup choices. If you have cascading popups then when you select your first item the list of sub-items will be presented. If you have multiple
sub-items then you can continue selecting until you get to the lowest level that will allow you to actually select an item. Once selected, that item will show in the Popup field. If when navigating the Popup list you select the wrong sub-item you can tap the Popup Field Properties you have specified a
Default Value, that value will be automatically selected and displayed here.

CheckBox Fields
Has a checkbox for it value, which can be checked or unchecked. If in the Checkbox Field Properties you have specified a Default Value, this field will be automatically checked, or left unchecked, depending on the Default Value setting.

Unique Fields
Unique fields are automatically filled with a value unique to that record. This field type cannot be edited.
Note: Although you can use a Unique Field to produce an autonumbering field it may not work best in all situations. This would be due to the fact that if you delete a record that Unique Number will NOT be re-used. Additionally if you edit data on the handheld and in the HanDBase Desktop application, for
Windows users, the numbering sequence will be different in order to guarantee the uniqueness of the number. In some situations you may want to consider using a Calculated field to produce your autonumber field.

Image Fields
Capture a pen-drawn image, or handwritten signatures using this field type. When selected, the user is taken into a canvas-type Edit Image screen where they may sketch out their image with the stylus. See the section below on Editing Image fields for more details on how to use this screen.

Date Fields

You can tap or click the drop down selector to the Right of the field value to pop up a calendar for choosing the date.

Pressing the field name will give you a list of common options including 'Today', 'Tomorrow', 'One Week', 'No Date', and 'Choose Date'.

You can also modify the date by clicking in the section of the date you wish to edit and then typing in the value. If the date value is currently set to No Date the checkbox next to the Date value will not be checked. Modifying the Date value will automatically check this box. You can also manually check this box to have the value be set to a specific date rather than 'No Date'. You can also use the Tab key to move between the different sections of the Date and use the Up and Down arrows to modify the values.

Note: The date range in HanDBase is from 1/2/1904 to 12/31/2031. If the date is set to 1/1/1904(the oldest allowed) the value No Date will be displayed.

Time Fields
You can modify the time by tapping or clicking the portion of the Time you wish to modify and then typing in the value desired or using the up and down arrows to the right to increase or decrease the value. You can also use the Tab key to move between the different portions of the time. You can also use the Up and Down keys to increase or decrease the values.

Pressing the field name will give you a list of options including, 'Current Time', 'No Time', and 'Choose Time'. Only Palm OS users will be able to select 'Choose Time' which will also pop up the time picker.

Link fields
This serves as the starting point for linking two databases together. The Link field will display a button with the field name in it. When pressed, the program will switch to the specified database. The database, however, will only show the records that were added through pressing this button, in this current record. When you are finished editing, the child database, press the button at the bottom of the screen, where you will be returned to this record.

Linked fields
This value will show the value of the field specified to carry over in the Link Field Properties, that this is joined to, on the right side of the screen. In addition, pressing the field name will take you to the parent database, where you can see which record this is assigned to, and optionally assign it to a different record.
Note: The value stored in this field is NOT what you see displayed. It is a value, created by HanDBase, to maintain the relationship with the Parent record. Therefore if you display values from fields such as Date or Time, functions like Sorting, Filtering and Calculating may not produce the same results.

Note Fields
Allows for memopad-type notes (up to 2000 characters in length). When selected, the screen will switch to the Edit Note screen where you can enter your data. The first line of data in the note field will be displayed in this Edit Record screen. If in the Note Field Properties you have specified a Default Value,
that value will be automatically entered here.
To set the field to a pre-defined value, press the field name to the left. You will be presented with a popup list of your most common values for this field. In addition, if this field has the popups append checkbox set in it's properties, the popup value will append to the end of the current value of the field. To add, edit, or delete items from this list, choose the Edit Popup List option. You will then be taken into the Edit Popup screen. If you have cascading popups then when you select your first item the list of sub-items will be presented. If you have multiple sub-items then you can continue selecting until you get to the lowest level that will allow you to actually select an item. Once selected, that item will show in the Popup field. If when navigating the Popup list you select the wrong sub-item you can tap the Back item to return to the previous list.

Heading fields
Organize sections of your database with a bold, centered, heading. This field actually doesn't hold any value, but is used for organizational purposes only. This field cannot be edited.

DB Popup fields
Similar to a Text field, except the popup choices come from a field of another database. When you select the Popup list for this field, by pressing the bold-text field name to the left of the field, you will be taken to the database specified in the properties. From there you can choose a record by selecting it. Once selected, the user will be returned to the first database and this field will be filled with the value of the field specified in the Other Field Name property of the DB Popup field parameters from the second database. If this field is part of a DB Popup group, other fields may be filled out automatically as this one is selected. The limit of characters is the same as that of a Text field, 254, and is set by the user in the setup of the Field. If in the Note Field Properties you have specified a Default Value, that value will be automatically entered here.
Note: Although you can bring over values from fields such as Date and Time fields, the DB Popup field will not have the same properties so functions such as Sorting and Calculating will not produce the same results.
Note: If you know that a value, or part of one, exists in the field you will be retrieving data from and you want to find that value quickly you can enter that value, or part of it, in the DB Popup field before tapping the Field Name. Then when you are taken to the other database it will do an immediate search for that value.

Calculated fields
Lets you perform operations on other fields or constant numbers. When you configure the Calculated field in the Calculated Field Properties you can calculate up to 6 operands/fields using simple math as well as more complex mathematic formulas. This field is not editable, but rather is calculated when any dependent field is modified.
Note: The order of fields is VERY important to producing the correct calculated result. You may need to Edit the Field Order to put all the fields that are part of your calculation in an order conducive to calculating.

Relationship fields

This field can function in different ways depending on what relationships you have established. This field may or may not display data from the related database next to the field name. If you have set this up to display a value from the other database then you will see the value from either the first or last related record in the other database, depending on which option you have chosen in the field's properties. This field can also function as the starting point of "Linking" to another database. If you tap the field name you will be taken to the other database, specified in the field's properties and the list of related records in that other database will be displayed. What is actually displayed is dependent on the type of relationship you have established.

Conditional fields
This field is similar to the Calculated field. This field lets you evaluate values in other fields and produce results based on that evaluation. This field is not editable but rather is evaluated and the value you will see displayed in this field will be the result of your conditional statement.
Note: The order of fields is VERY important to producing the correct conditional result. You may need to Edit the Field Order to put all the fields that are part of your conditional statement in an order conducive to evaluating.

External fields
External fields are not directly editable. However depending on how the Plug-in functions you may be able to edit data by tapping the field name to launch the plug-in. This field is also able to display a value returned by the plug-in. Generally you will tap the plug-in field name to access it's features or to launch another application to view related data.

Image Fields
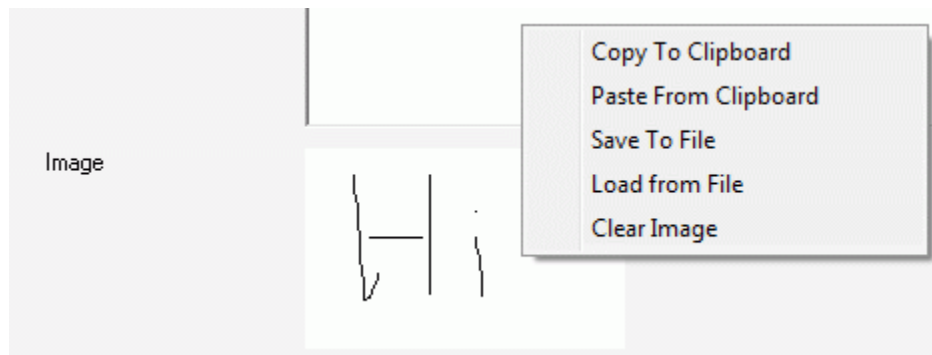
The Edit Image box will be shown in your Edit Record screen if you have an Image field. Images created will be 160 x 160 pixels in Black and White. To create an image use your Mouse to draw in the image area. You can also right click in the image area to see additional options for editing the image

Menu Functions
Copy to Clipboard
Selecting this option copies the current image displayed to the clipboard so you can paste it into another application or into an image field in another record.

Paste from Clipboard

Selecting this option pastes the contents of the clipboard into the current image field. This is mainly useful for pasting images copied from an image field in another record into a new record.

Save to File
Selecting this option saves the current image to a Bitmap file. When selected a dialog will appear allowing you to name the file.

Load from File
Selecting this option allows you to load an existing image into the image field.
NOTE: If the image you select is larger than 160x160 the image will be truncated at these dimensions from the upper left hand corner. If your image is larger you will want to resize it to 160x160 first to have it fit properly. Also, since the image field only supports Black and White, if the image you load is Color or Greyscale it will be converted to Black and White.

Clear Image
Selecting this option clears the current image from the field, allowing you to begin drawing a new image.

Details Screen
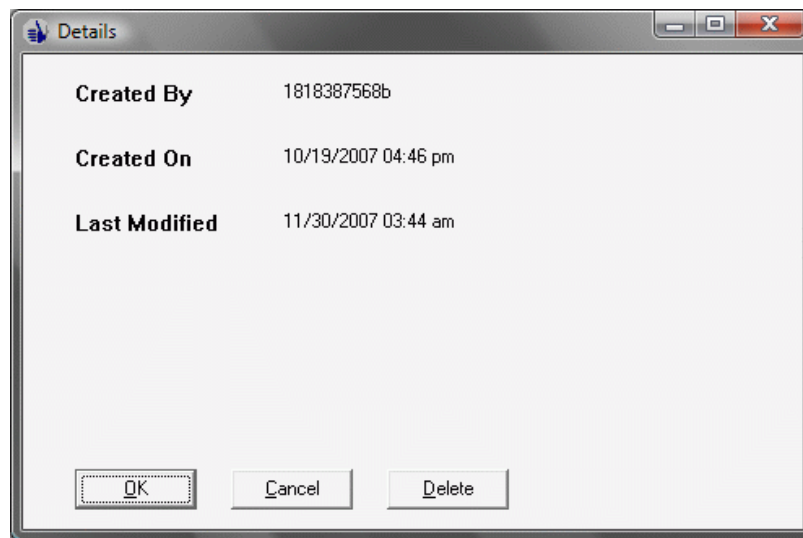
The Details Screen, accessible by tapping the [Details] button from within the Edit Record Screen for that record, will display the screen shown to the Left. On this screen you will see the following items:

Created by
This information indicates what user/device created this record. This is useful when you are synchronizing or sharing data with multiple users.

Created On
This indicates the Date and Time this record was created.

Last Modified
This indicates the Date and Time this record was last modified.

Delete
Tap this button to delete the current record. You will be prompted asking if you are sure.
NOTE: There is no way to reverse this process once you confirm you want to delete the record.

Edit Popup List Screen
The Edit Popups screen comes up whenever the 'Edit Popup List' popup choice or 'Edit Popups' button is chosen from within the program. This screen is used to define the popup choices for a given field. There is currently a limit of 60 popup items with a maximum of 80 characters each for.

Popup items are added by pressing the (New) button along the bottom. You will then be prompted to enter the Popup value, after which you should choose the (OK) button in that prompt to return to this list. To rename an item in the list, select the item with the stylus and press the (Rename) button. To delete an item from the list, select the item, and press the (Delete) button. When you are finished editing the popup values, press the (OK) button to save your changes and return to the previous screen.
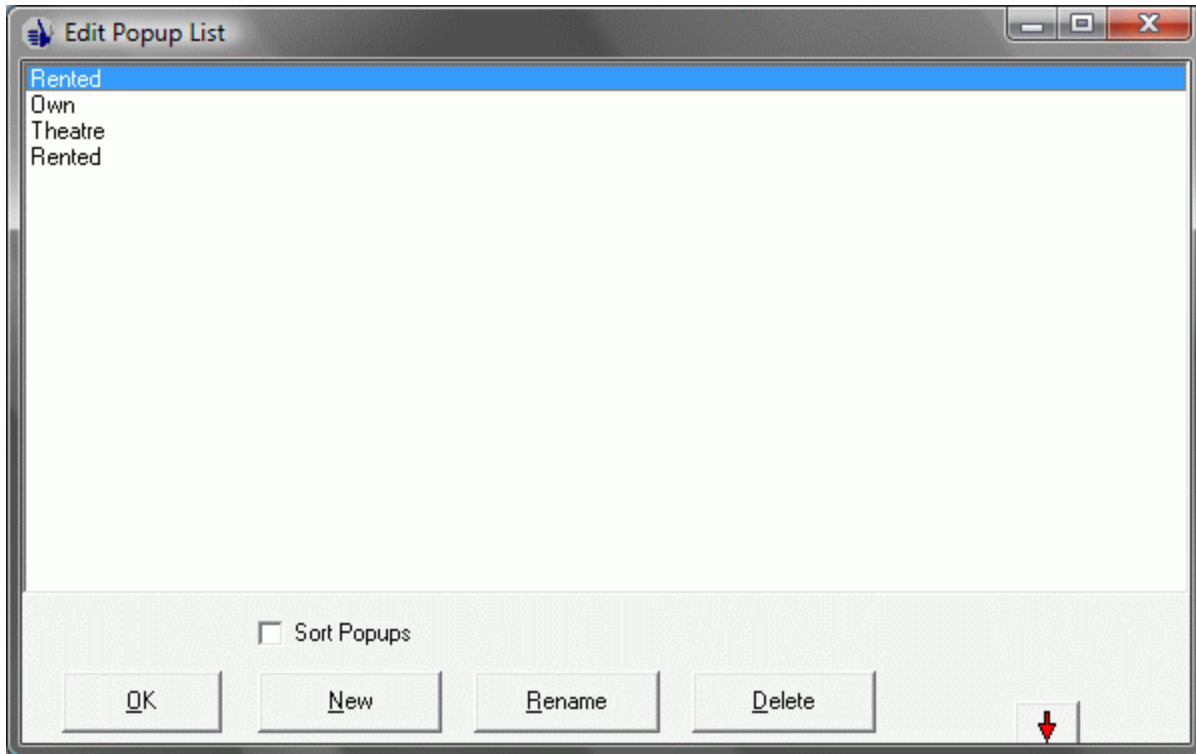
HanDBase now supports Cascading Popups, which make it possible to categorize your popup items into smaller lists. To create cascading popups you create the popup items in the same way you would any other popups. However after creating them you can use the arrows in the lower right hand corner of the Edit Popup List Screen to move those items to the left or right, making the item above the parent of that popup item. You can see an example of this in the image above. These arrows also make it possible to manually re-order your popup lists to get them in an order you desire. You can also use the "Sort Popups" checkbox to sort your popup list manually.

Menu Functions

You can right click in the text box for entering Popup values to access the following menu options.
Edit

Undo
Undo last text edit function.

Cut
Move selected text to clipboard.

Copy
Copy selected text to clipboard.

Paste
Paste text from clipboard to current field

Delete
Delete the current value from the field.

Select All
Select/Highlight all text in the current field.

HanDBase Desktop

Buttons

When you open an existing record or create a new record you will see buttons along the bottom of the screen that enable you to perform certain functions.

The following list describes what each button does.

OK – Click this button to save any changes to the current record and return to the List View.

Cancel – Select this button to discard any changes make to the currently open record and return to the List View.

Details – Select this button to access the Details for this record including who created the record, when it was created, and when it was last modified. You will also be able to set an alarm if Manual Alarms are enabled. You can also Encrypt and Decrypt the record if Manual Encryption is enabled. This screen will also allow you to Delete this record.

New – Select this button to save the currently open record and begin editing a new record.

Previous (-) – Select this button to save the currently open record and move to the Previous record in the database.

Next (+) – Select this button to save the currently open record and move to the next record in the database.

Menu Functions
The Record View menus for the HanDBase Desktop are the same as those described in the Main Screen section of this manual. However there are the following differences.

File Menu
> *Print*
> If you select this option while you have a single record opened then the record will begin the print process immediately, skipping the prompt to select what view you would like to print. When you print an individual record it will automatically print in the Record View Format.

Actions Menu
> On this menu the *Copy Record to New* option will be come available. Additionally the other menu items will change to reflect that when you select them it will only pertain to the currently opened record. This is designated by the fact that they indicate the word "Record" rather than "Records".

Creating Databases
DB Properties
The HanDBase Desktop for Windows application enables you to create databases. Databases created with the HanDBase Desktop can be installed to Palm OS, Windows Mobile Classic/Professional (Pocket PC), Windows Mobile Standard (Smartphone), Symbian UIQ, Symbian S60 and BlackBerry devices.

Palm OS, Windows Mobile Classic/Professional (Pocket PC) and Symbian S60 users can create databases on their devices. For details on this please see the separate documentation for these applications.

Create a New Database
To create a new database, you can either select New from the File Menu or click the New Database icon on the Toolbar.

Edit an Existing Database
To edit the structure of an existing database, you will need to first Open your database. Then select DB Properties from the File menu.

When you create a new database or edit the properties of an existing database you will use the DB Properties screen. The DB Properties screen has the eight different options for modifying the structure of your database. From here, you will be able to select from the 8 options so you can define your database properties. Some options may not be available to you, depending on what HanDBase products you have purchased.

Following is a list of the different sections of the DB Properties. You can tap the appropriate icon to be able to access that section. The following sections, accessible from the below links, describe these sections in more detail.

 General - This section allows you to set the General settings of the Database.

 Fields - This section allows you to set up the fields in your database.

 Forms - Tapping this button will open the HanDBase Forms Designer, if you have purchased this Add-on.

 Views - This section allows you to set up different views of your database.

 Alarms - This section enables you to set the preferences for setting alarms within this database.

 Author - This section allows you to enter information about yourself, the author of the database, as well as comments.

 Extras - This section allows you to set the preferences for extra features.

 Security - This section enables you to set the Security Settings for the database, including Encryption and what access to allow or disallow.

Once finished, press the (OK) button at the bottom of the screen, and your database will be created or modified. From this point on you can start adding records. Because the changes you make are saved when you tap the (OK) button within each section there is no way to cancel changes at this point.

General Settings Screen
General Database Properties
This screen enables you to set up the general database properties.
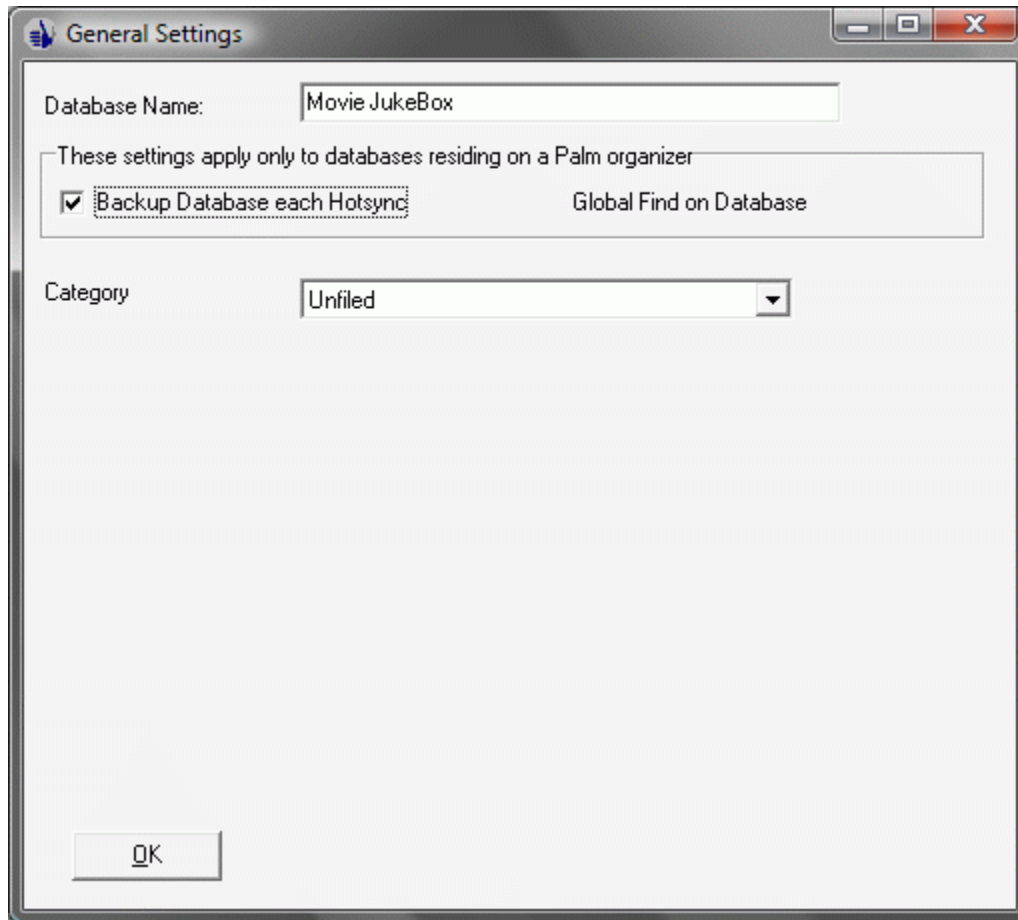
Database Name
Here you can give a name to the database. Make sure not to name your database the same as any other databases you may have, whether in HanDBase, or in any other program on the handheld. The name can be up to 19 characters long.

Backup Database on HotSync
This option selects whether this database should be backed up on every hotsync. If the checkbox is checked, a backup of the entire database will be placed in the Backup folder of your Palm User Name's folder each time you HotSync and there have been changes to the Database.
For example:
If your Palm User Name was David Haupert, and the Palm Desktop was installed in your C:\Palm folder, then your backup folder would be located at:
C:\Palm\Hauperd\Backup
Note: This option only applies to Palm OS handheld users and will only be able to be set on that platform or in the HanDBase Desktop.

Search this DB on Global Finds

This option selects whether this database should be searched by the global find button. This is the button to the bottom right of the Graffiti area on the handheld. If the checkbox is checked, this entire database will be searched for matches when performing a Global find. If you have no plans on searching this via the Global Find, you should uncheck this box, as this will speed up your searches.
Note: This option only applies to Palm OS handheld users and will only be able to be set on that platform or in the HanDBase Desktop for Windows.

Category
Press the popup trigger to choose a category for this database. If you wish to edit or create your categories, press the Edit Categories choice. After choosing a category, this database will reside under that category setting in the Main Screen portion of the program.

Pressing (OK) will save these settings and return to the Database Properties screen.

Menu Functions
Edit
Undo
Undo last text edit function.

Cut
Move selected text to clipboard.
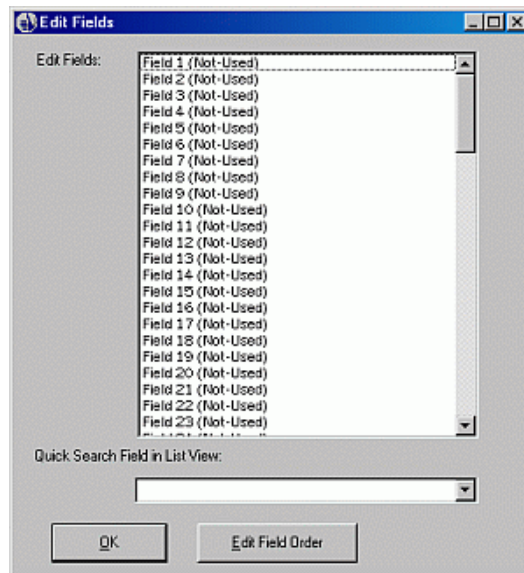
Copy
Copy selected text to clipboard.

Paste
Paste text from clipboard to current field

Select All
Select/Highlight all text in the current field.

Edit Fields Screen

Edit Fields

On this screen you will find a list box containing the 100 fields allowed in a database. Select the field you wish to edit and you will be taken to the Edit Field Screen, where you can edit that field's properties. For more information on editing field properties see the *Edit Field Properties* section below.

Edit Field Order

Pressing [Edit Field Order] button on the Edit Fields screen will take you to this Edit Field Order screen. This is where you can re-arrange the order of the fields you have defined. To change a particular field's position, select that field from the list and use the up and down arrow buttons to the left to move the field up or down. When you are finished, you can press the (OK) button to save your changes, or the (CANCEL) button to exit this screen without saving your changes. This will be the initial field order but can be modified by the different Views you set up. See the Edit Views section for more details. **Note:** You are rearranging the order these fields are shown on both the List View screen and the Edit Record View screen. This does not change the actual structure of the database.

Note: If you have enabled Live updating of the currently selected View then changes made to these settings will affect your current View.
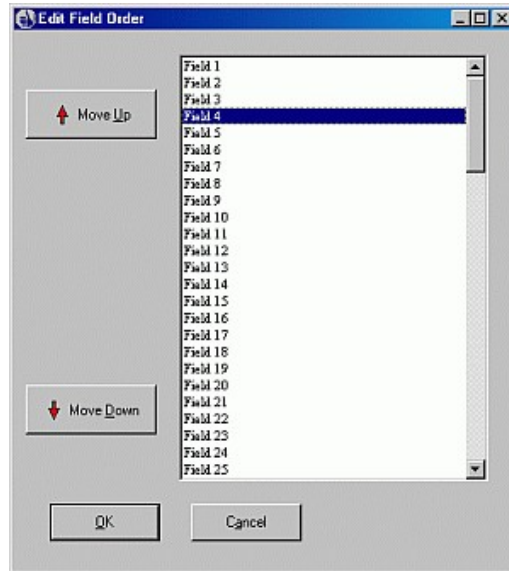
Quick Search
You can tap/click the popup list/dropdown selector to choose which field you would like to enable this Quick Search feature on. Then the field you select will be automatically searched when you are in the List View of the program, if you begin writing or typing data.

Pressing (OK) will save these settings and return you to the Database Properties screen.

HanDBase Forms

When you tap/select the Forms button from the DB Properties the HanDBase Forms application, if licensed and installed, will be launched so that you can create or edit custom Forms for your database.

Note: HanDBase Forms is available separately or as part of some more advanced HanDBase packages, such as HanDBase Professional. This add-on tool will allow you to create custom forms for use within HanDBase. However the HanDBase Forms application is NOT required to ve able to view or use Forms that another person has designed. As long as the Forms file is installed those forms will open as needed.

HanDBase Views

Selecting this option will take you to the Select a View screen where you will be able to create new Views of your database or edit Views you have previously created. HanDBase Views enables you to set up alternate ways to view the data in your database. See the HanDBase Views section for more details on how to use the views.

Below is information on how to set up HanDBase Views. You can access this section by selecting the Views button from the DB Properties screen or by selecting Edit Views from the View menu on the List View Screen. When you first enter the Edit Views screen a Default View, based on the current Field setup, Sorting and Filters will be created. You can keep this view to be able to always revert to your

original view. You can also modify this view to have a specific Default View or you can Delete that View if you do not need it.

Select View
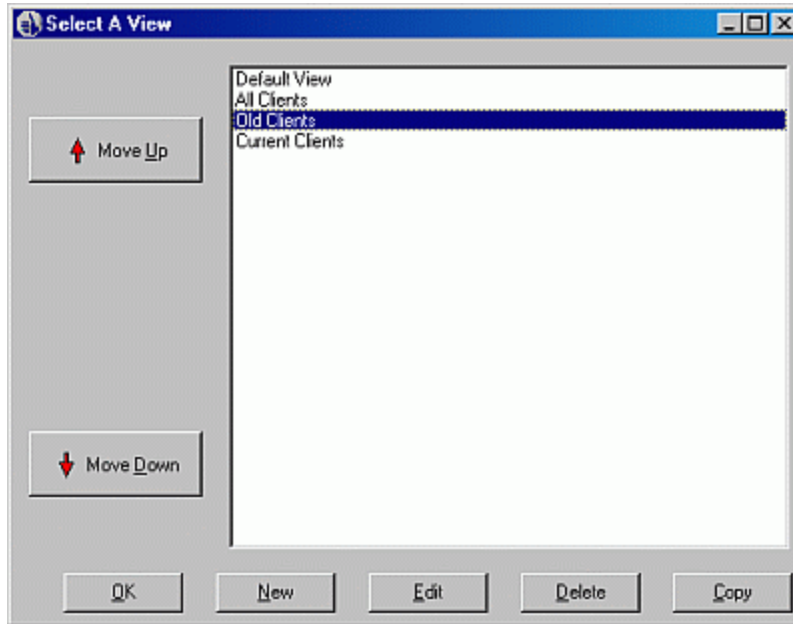
This screen allows you to Select the View you would like to edit, Create a New view, Delete an existing view or make a Copy of an existing view. You will see the following buttons at the bottom of the screen. Select the appropriate one to perform the indicated action.

> *Ok*
> Tapping this button will save all changes and return you to the previous screen you can from.
>
> *New*
> Tapping this button or menu item will create a New View you can edit.
>
> *Edit*
> To Edit an existing view select the view from the list above and then tap the Edit button or menu item.
>
> *Delete*
> To Delete an existing view, select the view from the list above and then tap the Delete button or menu item.
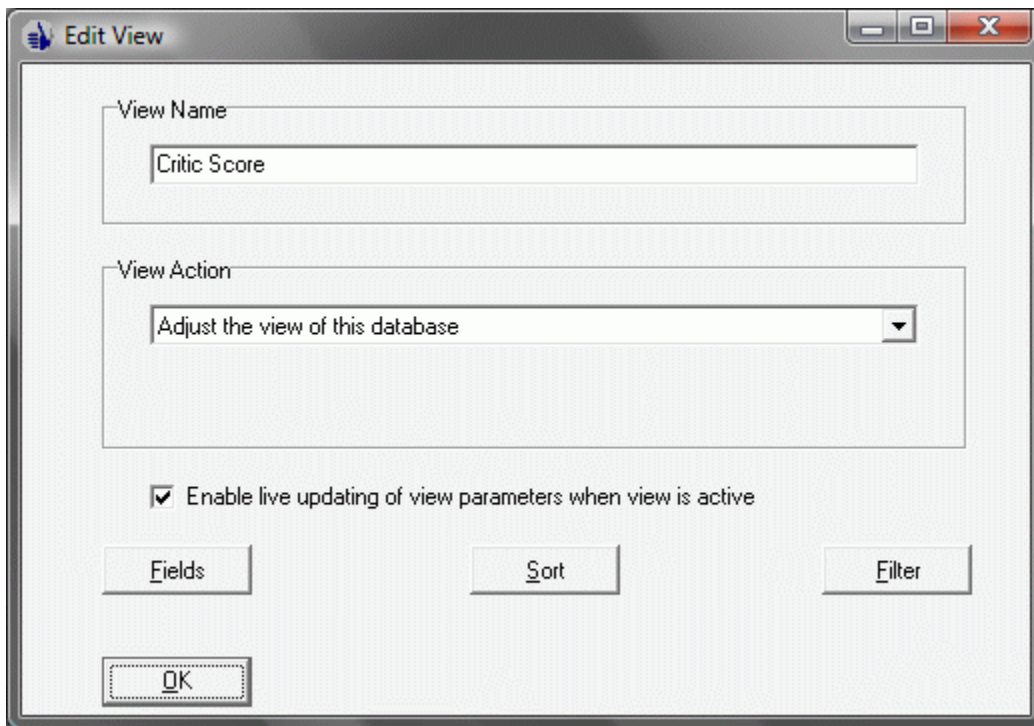>
> *Copy*
> To make a copy of an existing view, select the view from the list above and then tap the Copy button or menu item. This will make an exact duplicate of the View selected so you can modify the specifics of that view.

Edit View
This screen enables you to set the specific options for this View you are creating or editing. There are two different Actions that can be performed when this view is selected from the from the Views menu in the List View Screen, *Adjust view of database* and *Switch to other database*. Following are the different options on this screen and what functions they perform.

Adjust view of Database
If you select this action then when this view is selected the way the database is displayed will change. These changes can be by Filtering, Sorting or even displaying or not displaying certain fields in the List View or Edit Record view.

Name:
Enter the name you would like to give to this View here.

Action:
If you select this Action then when this view is selected the data displayed in the List View Screen will be modified to match the settings in this view.

Live Update settings when active
If you check this option then any changes you make to the Field View Properties, Sorting, or Filtering screens, while you have this view, will be applied back to this view. This can be useful if you need to frequently change filters and want them to stick.

For example, if you wish to change the size of a field's column in the list view by dragging the field separator then this change will stick if you enable this option. This way

while a view is active you can make changes to it using the standard Fields, Filters and Sorting screens and those setting will stick.

Fields
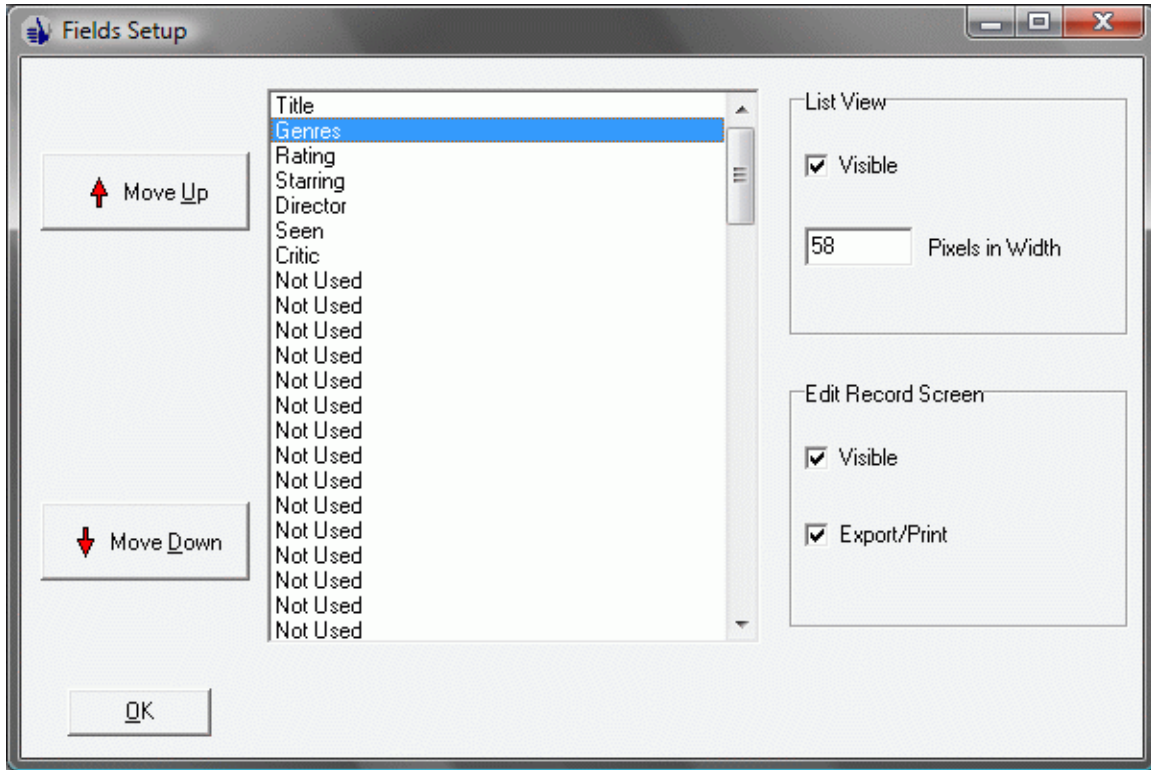
When this button is selected you will see the screen to the left. There are various options you can set or change so this View displays the data the way you want it to. Following is a list of the available options on this screen.

Fields List
This box lists the fields in your database. You will use this list to select the field you would like to modify, using the options to the Right of the list. These additional options are described below.

Move Up
Use this arrow to change the field order of the selected field. This arrow will move the field upward in the list, making it appear closer to the beginning of the database.

Move Down
Use this arrow to change the field order of the selected field. This arrow will move the field downward in the list, making it appear closer to the end of the database.

List View Options
> *Visible*
> Check this box if you want the selected field to be visible in the List View of the
Database.

Pixels Wide
Enter the number of pixels wide you would like the selected field to be in the List View. If you are using this database on a Palm OS handheld the maximum will be 160, if you are using this database on a Pocket PC handheld the maximum will be 240. The HanDBase desktop will be proportional to the value you enter here.

Record View Options
Visible
Check this box if you want the selected field to be visible in the Edit Record screen of this database.
Export/Prnt
Check this box if you want to selected field to be exported or printed, if you perform one of those functions, when this is the selected view.

Sort
When this button is selected you will see the standard HanDBase Sort Screen. For details on setting Sort options go to the Sort Database Screen section.

Filter
When this button is selected you will see the standard HanDBase Filter Screen. For details on setting Filter options go to the Edit Filters Screen.

Switch to other Database
If you select this action then when this view is selected you will be taken to the other database, specified in this view's properties.

Name:
Enter the name you would like to give to this View here.

Action:
If you select this Action then when this view is selected from the Views menu in the List View Screen you will be switched to the database specified in the option below.
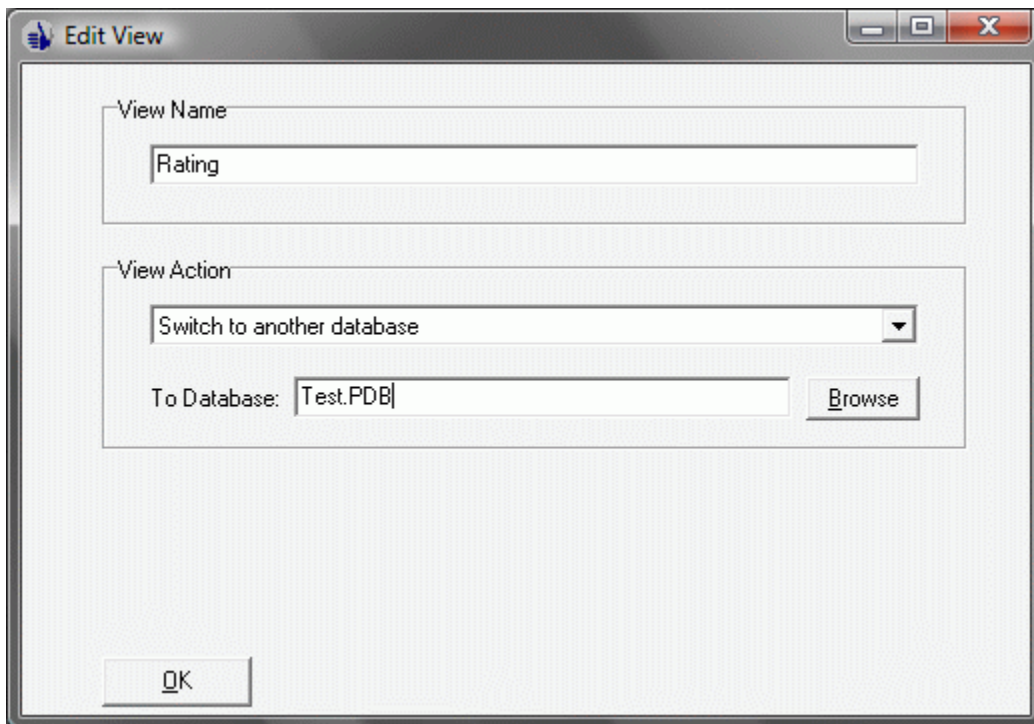
To Database:
Palm OS users can either write or type the name of the other database you would like to switch to or you can use the popup indicator to the right to select the Database, from your list of existing databases. Pocket PC users will need to write or type the Database name of the other database you would like to switch to. HanDBase Desktop for Windows users can either type in the Database Name of the other database you would like to switch to when this view is selected or you can use the Browse button to select a PDB file that resides on your computer.

Alarms Settings Screen

This option makes it possible to enable HanDBase to set an Alarm for records in your database. There are three different options for setting alarms in your Database: Disabled, Automatic and Manual. See the Alarms section below for more details on how to use this feature.

Disabled Alarms

If the "Allow alarms to be set in database" option is un-checked you will not be able to set any alarms from within your database.

Manual Alarms
The default option for Alarms is the Manual setting. This option gives you the ability to set an alarm manually, from within the Details Screen of your record. See the Details Screen section for more details. Following are the options available for Manual Alarms.

Alarms are
This option needs to be set to Manual.

Show which two fields in reminder
When the alarm goes off a reminder screen will appear. Using these options you can specify which two fields you wish to show in that reminder so you know what record this is in reference to.

Snooze Time
When the alarm goes off a reminder screen will appear. On that screen will be a Snooze option. When you tap the Snooze button that alarm will "snooze" for the amount of time you have specified in this option. The default is 1 (one) Minute.

Automatic Alarms
An alternative to setting Alarms manually is to have the set automatically. When you select this option you will need to have enabled a Date and Time field within your database structure. You will then specify the Date and Time fields you wish this Alarm to be based on. Following are the options available for Automatic Alarms:

Alarms are
This option needs to be set to Automatic.

Date
Use this option to select the Date field you have set up in your database that you would like these alarms based on.

Time
Use this option to select the Time field you have set up in your database that you would like these alarms based on.
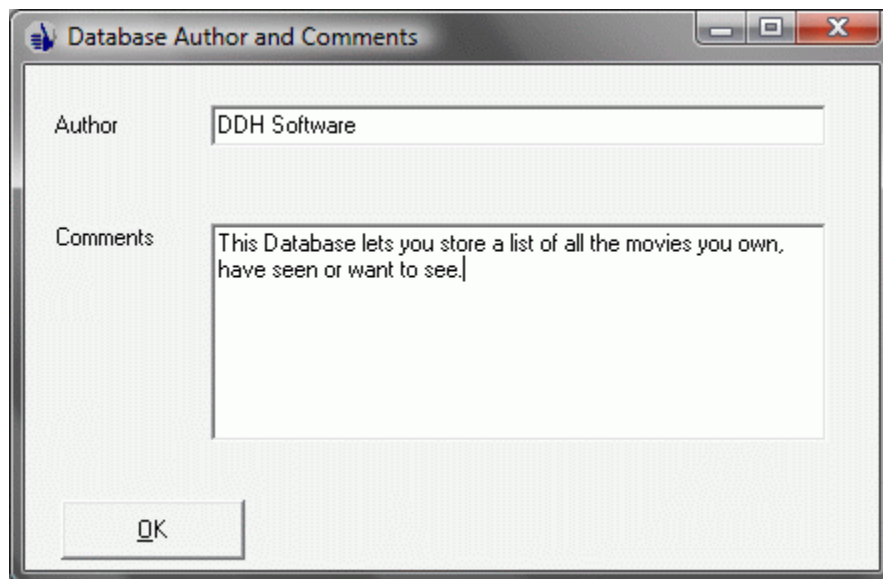
Show which two fields in reminder
When the alarm goes off a reminder screen will appear. Using these options you can specify which two fields you wish to show in that reminder so you know what record this is in reference to.

Snooze Time
When the alarm goes off a reminder screen will appear. On that screen will be a Snooze option. When you tap the Snooze button that alarm will "snooze" for the amount of time you have specified in this option. The default is 1 (one) Minute.

Author Screen

This screen will let you view and specify the author of the database, as well as any comments about the database. You can enter up to 39 characters in the Author field and up to 299 characters in the Comments field. Pressing (OK) will return to the Database Properties screen.

Menu Functions
Edit

Undo
Undo last text edit function.

Cut
Move selected text to clipboard.

Copy
Copy selected text to clipboard.

Paste
Paste text from clipboard to current field

Select All
Select/Highlight all text in the current field.

Keyboard (Palm OS only)
Bring up popup keyboard for typing.

Graffiti Help (Palm OS only)
Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Extras

Currently there are no Extras available. This feature will be used to add additional functionality, to be available on a Database level, in future versions of HanDBase.

Security Screen
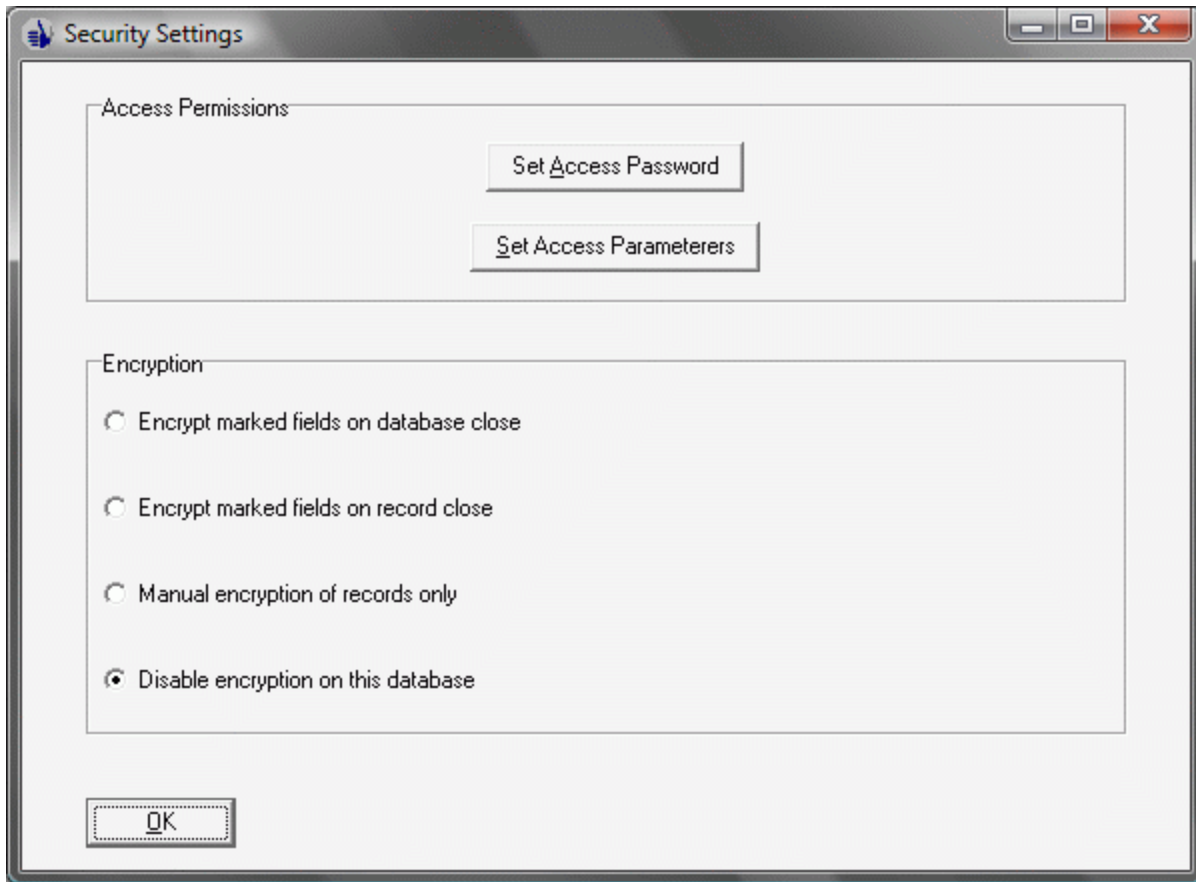
This screen will let you or the database administrator view and specify permissions for various actions performed on this database. This screen also allows the user or administrator to enable or disable Encryption.

You will find the following options on this screen:
> *Set Access Password*
> *Set Access Parameters*
> *Encrypt entire database when closed*
> *Encrypt marked fields on record close*
> *Manual encryption of records only*
> *Disable encryption on this database*

Set Password

This screen enables you to enter the password you wish to use when you select "Password Required" for the options in the Security Access screen. You can either use the Number Pad to enter a numeric or you can write in the Graffiti or Input area, enabling you to enter alphanumeric combinations.

Hide Password

You can check the "Hide Password" checkbox to have the password displayed as asterisks (*). That way on this screen as well as the Get Password screen, when you are prompted to enter a password, the actual password is not displayed.

Note: We recommend that when you are first entering a Password to protect the different levels of access to your database that you do so in a private secure area with the "Hide Password" option unchecked. This way you can ensure that what is actually entered is what you think is entered. With the password hidden it will be difficult to verify that there were no mistakes in entering the password. **Note:** This password will NOT apply to Encryption. You will be prompted to enter a password when the Database or parts of it are encrypted. See the Encryption section below for more details.

Security Access
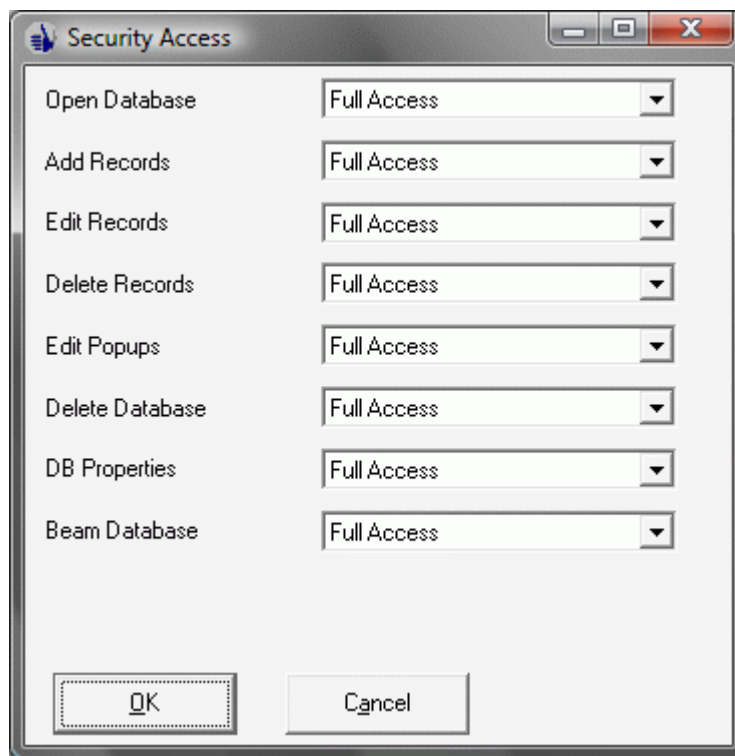
This screen allows you to control each of the following actions:

Open Database
Specify whether a database can be opened, either with or without a password, or not at all.

Add Records
Specify whether a user can add records to this database, either with or without a password, or not at all.

Edit Records

Specify whether a user can edit existing database records, either with or without a password, or not at all. There is also an option ('View Records Only') to allow viewing of the Edit Record screen, but no changes will be saved.

Delete Records
Specify whether a user can delete existing database records, either with or without a password, or not at all.

Edit Popups
Specify whether a user can edit popups for various fields containing popup values, either with or without a password, or not at all.

DB Properties
Specify whether a user can modify the Database properties of this database, including these security settings, either with or without a password, or not at all.
NOTE: If 'No Access' is selected this database can never be modified again, so only set this if you are sure you will never change these properties again! You may consider using the Copy Template option from the List View's menu options, to copy the current database schema to another database name before turning off access to this, just in case you ever feel you need to access these properties again in the future.

Delete Database
Specify whether a user can delete this entire database, either with or without a password, or not at all.

Beam Database
Specify whether a user can beam this database, either with or without a password, or not at all.

Pressing (OK) will save these changes and return to the Edit Database screen.
   Set Encryption

Encryption

These options allow you to enable different levels of Encryption for your database. This section gives a brief overview of setting these options. Encryption is discussed in more detail in the Encrypting Records section below.

Disable encryption of this database
This option is selected by default. When selected no encryption will be enabled on this database.

Encrypt entire database when closed(Pocket PC/Windows Mobile)
Encrypt marked fields on DB Close(Palm OS/Windows Desktop)
When this option is selected you will be prompted to enter a password to encrypt the database when you tap the [Home] button. Additionally, when you open a Database you will be prompted to enter the Password previously entered so the database can be decrypted. This function will encrypted all the fields you have enabled encryption on all at once when you close the database.

NOTE: This option will not encrypt the entire database automatically. You must, as indicated above, mark the fields you wish to encrypt when you close the database in the Field Properties.

NOTE: If you attempt to switch to another application, or to the Application, Home, Menu while in a database with this option enabled you will be prompted for a password to Encrypt this database before being able to Switch to another application.

Encrypt marked fields on record close:
In each field in a database is a checkbox selector of whether to encrypt that field. In this mode, only the fields that have their 'Encrypt' checkbox set will be encrypted, and this will happen on each save of a record. If you attempt to open a record that has encrypted fields, you will be prompted to decrypt the data. Decrypting the data is not required in this mode, as you are permitted to select 'Cancel', in which case you encrypted data will represented with a key icon. At any time, you can tap that key icon and enter your decrypt password and the key will be replaced with the encrypted data. In addition, you are permitted to select Cancel when encrypting the record, which will result in a record fully unencrypted.

This mode is practical in cases where you would like to be able to browse the list view of the other non-encrypted fields without having to decrypt the entire database. An example would be a Hospital Patients database- the patients name and other personal information could be encrypted, but the room number and lab information can be freely viewable from the list view.

Manual encryption of records only:
This method is very similar to the 'Encrypt marked fields on record close' but the encryption/decryption is only performed if the user manually selects it. This is done by opening a record, and selecting the 'Details' button. If the data is currently not encrypted, there will be an option on the bottom of the details screen to encrypt the fields that are marked. If the data is currently encrypted, there will be a button at the bottom of the details screen to decrypt the data.

In most cases this mode and the previous are more practical on a handheld than encrypting the entire database. For example, there is no need to encrypt the entire contents of a password database, when really only the passwords themselves need to be encrypted. Setting the Password field to be encrypted and leaving the others open means faster access, and the ability to search for the existence of a password entry without having to decrypt the entire database, which can be time consuming on a large database running on a slower handheld.

Editing Field Properties

This screen is used for selecting the field type information for each individual field. The Edit Field screen is a dynamic screen where options will come and go as you switch among field types. The following options are always present, however:

> *Field Name* - Select a name for this field. A field name can have a maximum of 20 characters.
> *Field Type* - Selects what type of field this will be. Depending on this setting, the rest of the screen will contain various options, explained along with each field type below.

When finished with choosing the field type values, press (OK) to accept your changes, or (Cancel) to ignore the changes made.

Menu Functions
The following Menu functions are available in all Edit Fields screens, regardless of the field type selected.

Edit

Undo
Undo last text edit function.

Cut
Move selected text to clipboard.

Copy
Copy selected text to clipboard.

Paste
Paste text from clipboard to current field

Select All
Select/Highlight all text in the current field.

Keyboard (Palm OS Only)
Bring up popup keyboard for typing.

Graffiti Help (Palm OS Only)
Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Not Used Fields
Set to Not-Used if you do not wish for any data to be stored in this field. It will not be visible in either the List View Screen, or the Edit Record screen. If you have existing fields that you no longer want to use and don't want the data in those fields retained you can set them to Not-Used. This will delete any existing data in those fields.

Text Fields

Multi-line text input fields with popups for your most common values. This is probably the most common type of field. When selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View screen., respectively.
Uncheck if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like, in the Security Settings, before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Max Characters
Choose the maximum number of characters allowed for this field. The range is from 1 to 254. This will limit the size of the string allocated for this string when editing it in the [Edit Record] screen. NOTE: This can be changed at a later time if you feel you need more room. It only affects the RAM requirements during the editing of a field.

Edit Popups
Here you will be brought to the Edit Popup List screen where you can choose the possible values for this field.

Popups Append
Check this box if you'd like for the values selected from the popup list for this field to append to the end of any existing value.
Uncheck this box if you'd rather the popup value replace the current text value.
Checking this option is useful if you'd like to allow multiple popup values in a text field. An example of this may be a link to a web site, where you could have http://, www., and .com as popup values, and you would be able to add these on, one by one to the existing field.

Default
Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different options.

Integer Fields

Numeral values with popups for your most common values. This is different from the Text field mainly in the sorting of entries, and that it's popups can be numerically sorted. HanDBase can support whole numbers from - (negative) 2147483647 to + (positive) 2147483647. Negative numbers are indicated by the - (minus) symbol. Positive numbers have no symbol. If a number larger or smaller than the allowed number is entered the user will be notified that it will beset to the greatest or smallest number available. When selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.
Uncheck if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like, in the Security Settings, before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Edit Popups
Here you will be brought to the Edit Popup List screen where you can choose the possible values for this field.

Popups Append
Check this box if you'd like for the values selected from the popup list for this field to append to the end of any existing value.
Uncheck this box if you'd rather the popup value replace the current value.

Default

Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different options.

Float Fields

Floating point values with popups for your most common values. This is different from the Integer field in that the numbers can have a decimal point or comma in them. The handheld Operating System preferences are used to determine what decimal indicator is used. Palm OS users will find this under the Numbers setting in the Palm OS system Prefs, under Formats. Pocket PC users will find this on the System tab of Settings by selecting Regional Settings. The HanDBase Desktop has it's own preference for this, in order to properly support the handheld. This option is available by selecting Preferences from the File menu in the HanDBase Desktop application.

This field is commonly used for money amounts. HanDBase can support whole numbers from - (negative) 2147483647.9999 to + (positive) 2147483647.9999. Negative numbers are indicated by the - (minus) symbol. Positive numbers have no symbol. If a number larger or smaller than the allowed number is entered the user will be notified that it will be set to the greatest or smallest number available. The number of spaces after the decimal point or comma is determined by the settings for the field. When selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.
Uncheck if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like, in the Security Settings, before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Places after decimal
Choose the number of places after the decimal point to show. For example, a monetary amount may use 2 places, whereas for a low-level calculation you may want to use all 4 decimal places available.

Edit Popups

Here you will be brought to the Edit Popup List screen where you can choose the possible values for this field.

Popups Append
Check this box if you'd like for the values selected from the popup list for this field to append to the end of any existing value.
Uncheck this box if you'd rather the popup value replace the current value.

Default

Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different options.

Popup Fields

This field type will pop up a list of choices when selected. This differs from the other fields that have popup lists in that the value can only be one of the popup choices (ie, the user cannot write in any value). When selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.
Uncheck if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Default Value
Select the default value for this popup. New records will default this field to the value you select here.

Edit Popups
Here you will be brought to the Edit Popup List screen where you can choose the possible values for this field.

CheckBox Fields

Has a checkbox for it value, which can be checked or unchecked. When selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.
Uncheck if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Default

Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different options.

Unique Fields

Automatically filled with a value unique to that record, on this handheld.

Note: If you are using a database that contains a unique field in a Multi-User environment, with the HanDBase Sync Exchange add-on or in a single user Desktop/Handheld solution this value is not guaranteed to be unique.

When selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen, respectively.
Uncheck if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Image Fields

Capture a pen-drawn image, or handwritten signatures using this field type. When selected, the user is taken into a canvas type Edit Image screen where they may sketch out their image with the stylus. When selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Date Fields

This field type enables you to enter a date. The format of the date on the handheld is dependent on the operating system preferences. Palm OS handheld users will find this under the Prefs tool by selecting Formats. Pocket PC users will find this under the Settings Tools by selecting Regional Settings from the System tab. The format of the date in the HanDBase Desktop for Windows is set in the preferences, to ensure compatibility with the handheld. These settings are accessed by selecting Preferences from the File menu in the HanDBase Desktop.

Date fields in HanDBase can have a Mimimum date of 1/2/1904 and a Maximum date of 12/31/2031. If the date is set to 1/1/1904 a value of No Date will be displayed. When selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen, respectively.
Uncheck if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Date Behavior
Choose whether this field will default to one of the following:

Ask User for Date
This field will default to No Date and require the user to change it to the date desired.

Date Record Added
This field will default the date to be the date when the record was created. Further modifications to the record will not affect the value, unless set manually by the user.

Date Record Modified
This field will set the date to be the date when the record was last modified. Each time the record is modified or saved, the date will adjust accordingly.

Current Date
This field will set the date to be the current date whenever the Edit Record screen is called upon for a particular record.

Time Fields

This field type enables you to enter a time. The format of the time is dependent on the handheld operating system preferences. Palm OS handheld users will find this under the Prefs tool by selecting Formats. Pocket PC users will find this under the Settings Tools by selecting Regional Settings from the System tab. The format of the time in the HanDBase Desktop for Windows is set in the preferences, to ensure compatibility with the handheld. These settings are accessed by selecting Preferences from the File menu in the HanDBase Desktop.

When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when
any of these options are selected: Export Record or Records, Print Record or
Records, from the Edit Record or the List View Screen., respectively. Uncheck
if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field
specifically. You will need to specify what level of Encryption you would like
in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum
of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for
Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the
fields in proportion to the size that is set.

Time Behavior
Choose whether this field will default to one of the following:

Ask User for Time
> This field will default to 'NO TIME', and require the user to change it to the time desired.

> **Time Record Added**
> This field will default the time to be the time when the record was created. Further modifications
> to the record will not affect the value, unless set manually by the user.

> **Time Record Modified**
> This field will set the time to be the time when the record was last modified. Each time the
> record is modified or saved, the time will adjust accordingly.

Link Fields

This serves as the starting point for linking two databases together. The Link field will display a button
with the field name in it. When pressed, the program will switch to the database specified below. The
database, however, will only show the records that were added through the current record in the first
(linking) database. This is useful to add sub-records of a different type to individual records. When you
are finished adding or editing these linked records you can tap the button to return to the previous
database. For example, a doctor may have a database of Patient info, which would include a link field
that linked to a Visits database. When the 'Visits' link button is pressed under a patient record in the
'Patient' database, the Visits database would be switched to, and would only show the visits that Patient
had made. When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.
Uncheck if you don't wish to export or print this field. NOTE: By checking this option for this field type, you are telling HanDBase to follow this link and Print all linked records' data that has the Print option set.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Other Database Name
Write in the name of the database to link to, or select from the current existing databases by pressing the trigger to the right.

Other Field Name/Number

Palm OS handheld and HanDBase Desktop users
Tap the Popup selector to show a list of the Linked Fields that are in the database you entered or selected in the Other Database Name parameter.
NOTE: If you have not yet created the second/child database when you create this Link field you won't be able to select the Linked Field. You will need to create the second database with the Linked field and then come back to finish setting up this field.

Pocket PC handheld users
Enter the field number of the Linked field in your Child database here in order to establish a relationship.
NOTE: If you have not yet created your Child database you can put any number here. Just be sure to remember to assign that field as the Linked field when you do create the other database.

Show Value From
Select a field to show the value from inside the linked field that this relates to. Using the above example, the doctor can bring over the patient's name along with the link info, and this value will show up as part of the linked field for all records belonging to that patient. This makes it easier to remember what link record each linked record belongs to when opening the linked databases up directly.

Linked Fields

This serves as the landing point for linking two databases together. The Linked field is the field in the second database that will link the two databases together. This field is required in a database that is linked by another database via the Link Field. When a Linked Field is pressed in the Edit Record Screen, the record in the Other Database Name that it belongs to will show on the screen highlighted. You can reassign this record to another record by selecting another record, or just return without selecting another by pressing the button. In addition, when the linked field is visible it will now show the field specified in

the other database's link field's Show Value From setting. When this field is selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.
Uncheck if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Other Database Name
Write in the name of the database that this database is Linked from. You can also select from the current existing databases by pressing the trigger to the right.

Other Field Name/Number
Tap the Popup selector to show a list of the Link Fields that are in the database you entered or selected in the Other Database Name parameter.
NOTE: If you have not yet created the first/parent database when you create this Linked field you won't be able to select the Link Field. You will need to create the first database with the Link field and then come back to finish setting up this field.

Note Fields

Allows for memopad-type notes (up to 2000 characters in length) and a Popup to insert common phrases, words, etc. When selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View

Screen., respectively.
Uncheck if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Popups Append
Check this box if you'd like for the values selected from the popup list for this field to append to the end of any existing value. Uncheck this box if you'd rather the popup value replace the current value.

Default

Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different options.

Heading Fields

Organize sections of your database with a bold, centered, heading. This field actually doesn't hold any value, but is used for organizational purposes only, when in the Edit Record screen. When selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

DB Popup fields

Similar to a Text field, except the popup choices come from a field of another database. When you select the Popup list for this field by pressing the field name to the left of the field, you will be taken to the other database, where you can choose a record by selecting it. Once selected, you will return to the first database and this field will be filled with the text value of the field specified below in the second database. When selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of the following options are selected: Export Record or Records-Print Record or Actions-Print Records, from the Edit Record or the List View Screen, respectively. Uncheck if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Max Characters
Choose the maximum number of characters allowed for this field. The range is from 1 to 254. This will limit the size of the string allocated for this string when editing it in the Edit Record screen.
NOTE: This can be changed at a later time if you feel you need more room. It only affects the RAM requirements during the editing of a field.

Other Database Name
Write in the name of the database to jump to when you select the Field Name for this DB Popup field in the Edit Record Screen. You can also select from the current existing databases by pressing the trigger to the right.

Other Field Name
If you tap the popup selector you will be presented with a list of the field names from the other database you specified in Other Database Name. Select the field name you wish to have data filled from in this DB Popup field.

Group (0 = none)
By setting this value to something other than 0 (0 disables this feature), you can assign multiple DB Popups, up to 10, to the same group. Then, whenever any of the DB Popups in a group are selected and a record in the other database is selected, all items in the same group will be filled out automatically with their appropriate field values. An example of this would be to grab a customer's name, company name, and pricing level at the same time for an order taking database. The customer's name, company name, and pricing level would all reside in the same database, and each item in the calling database would have the group value set to the same (non-zero) value, ie 9. Selecting any of the three field names in the calling database will take the user to the other database where they can choose the customer. At that point, all three values would be copied over into their appropriate fields.

Default
Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different options.

Calculated Fields

Lets you perform operations on other fields or constant numbers, Operands, using different mathematical functions, Operators. The operation can be various combinations of [Operand] and [Operator] depending on the Fields you use and the type of operation you would like to perform on that data. The result of the calculation will be put into this field in the format specified by the Result Format option. When selected, the following options appear:

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.
Uncheck if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.
Configure
Select this button to be taken to the Calculated Field Configuration Screen where you can enter and edit formulas for your calculation.

Result Format
Choose the output format of the calculation result. The current choices are:
> **To 4 Decimal Places**
> The output is a floating point value, showing 4 decimal places.
> **Integer**
> The output is a whole number.
> **Time**
> The output is a time in the format HH:MM:SS.
> NOTE: The translation to time is the number of seconds into the day from 12:00:00 am or 00:00:00.
> **Date**
> The output is a time of the format MM/DD/YY.
> NOTE: The translation to date is the number of days since January 1st, 1904.
> **To 3 Decimal Places**
> The output is a floating point value, showing 3 decimal places.

To 2 Decimal Places
The output is a floating point value, showing 2 decimal places.
To 1 Decimal Place
The output is a floating point value, showing 1 decimal place.

Calculated Field Configuration Screen
This screen enables you to build the formula that will be used to perform the calculation for this field. As mentioned above HanDBase uses Operands and Operators to build this formula. You can have up to 6 Operands and 5 Operators in your formula.
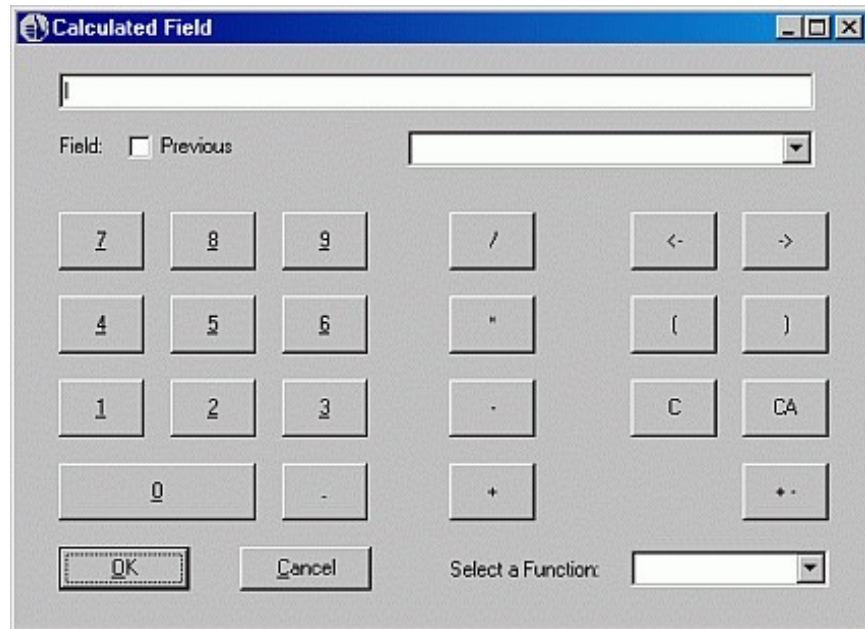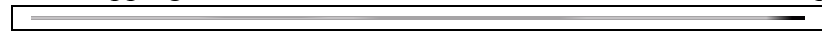
The following standard functions/actions are available when in this configuration screen.:

Tapping this button will move the cursor to the left one Operand or Operator at a time. Tapping this button will move the cursor to the Right one Operand or Operator at a time.

Tapping this button will insert a Left Parentheses, (, where the cursor currently is. You can use this, in combination with the Right Parentheses, to group parts of the formula together.
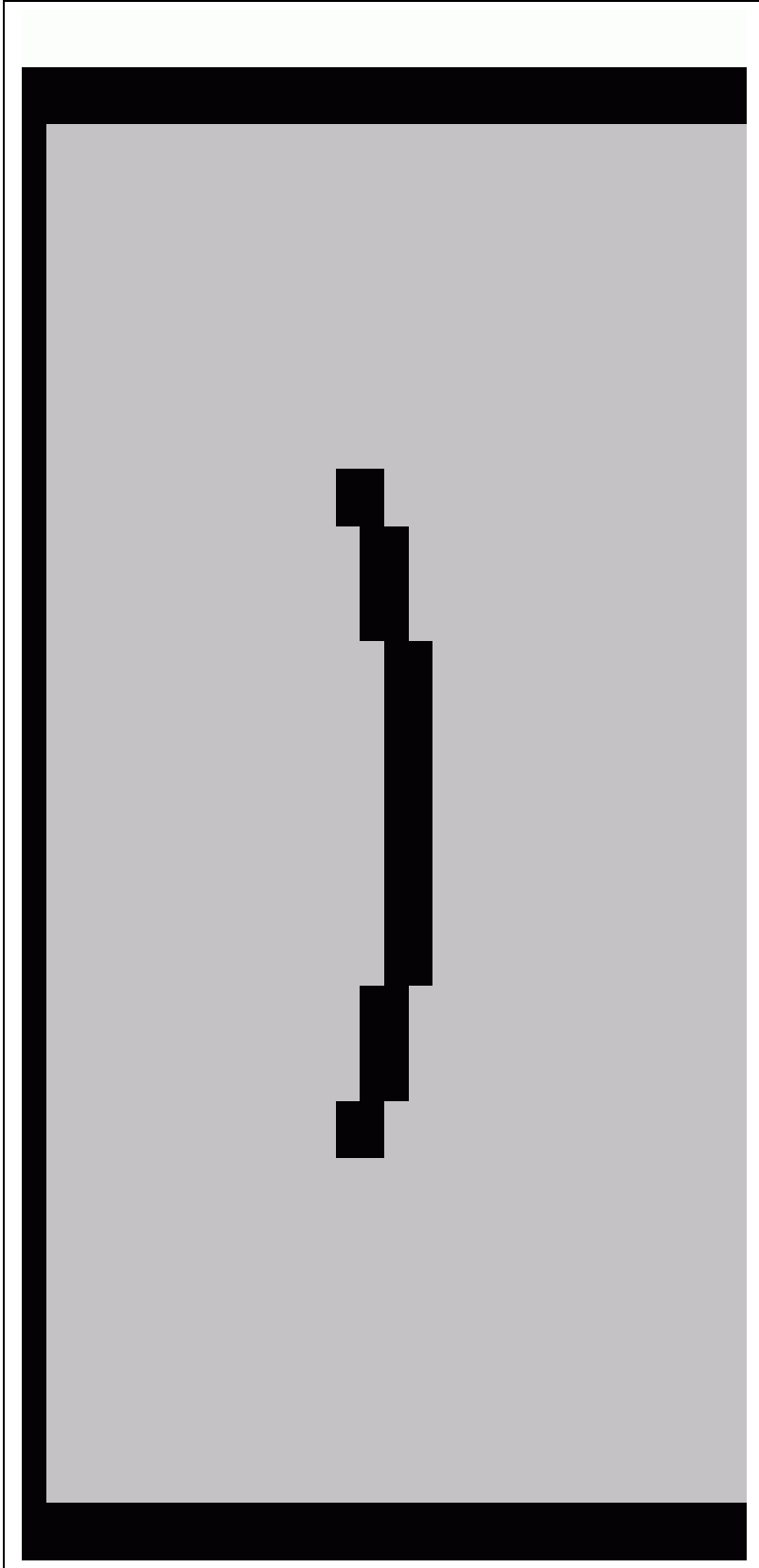
Tapping this button will insert a Right Parentheses,), where the cursor currently is. You can use this, in combination with the Left Parentheses, to group parts of the formula together.

BS Tapping this button will backspace the cursor one space from it's current position erasing the Operand or Operator to the left of the cursor.

Tapping this button will clear all Operands and Operators from the Formula bar.

+- Tapping this button toggle the Numeric Value to the Left of the cursor between a Positive and a Negative number. Negative numbers will be indicated by a - sign, ie -15. This option will have no effect on Field indicators.

HanDBase supports the following values as Operands:

Fields from the Current Record
Fields from the Current Record are indicted by the letter F followed by the actual Field Number, ie F1, F59, F100, etc. These values are entered by tapping the Field Popup indicator and selecting your field from the list presented.

Fields from Previous Records
Fields from the Previous Record are indicated by the letter P followed by the actual Field Number, ie P2, P47, P99, etc. These values are entered by first checking the Previous checkbox and then tapping the Field Popup indicator and selecting your field from the list presented.

Constant Numbers
 Constant numbers are indicated by actual numeric values, integers or floating point (decimal) numbers. These numbers are entered using the Numeric Keypad on this screen. You can make the number entered Negative by tapping the +- button after entering your number.

HanDBase supports the following standard Operators. These are entered using the applicable buttons.

+ *Addition*
Selecting this button will enter an addition, +, sign into the formula. This will make is so that the number(s) or field(s) prior to the sign is/are added to the number(s) or field(s) after the sign.
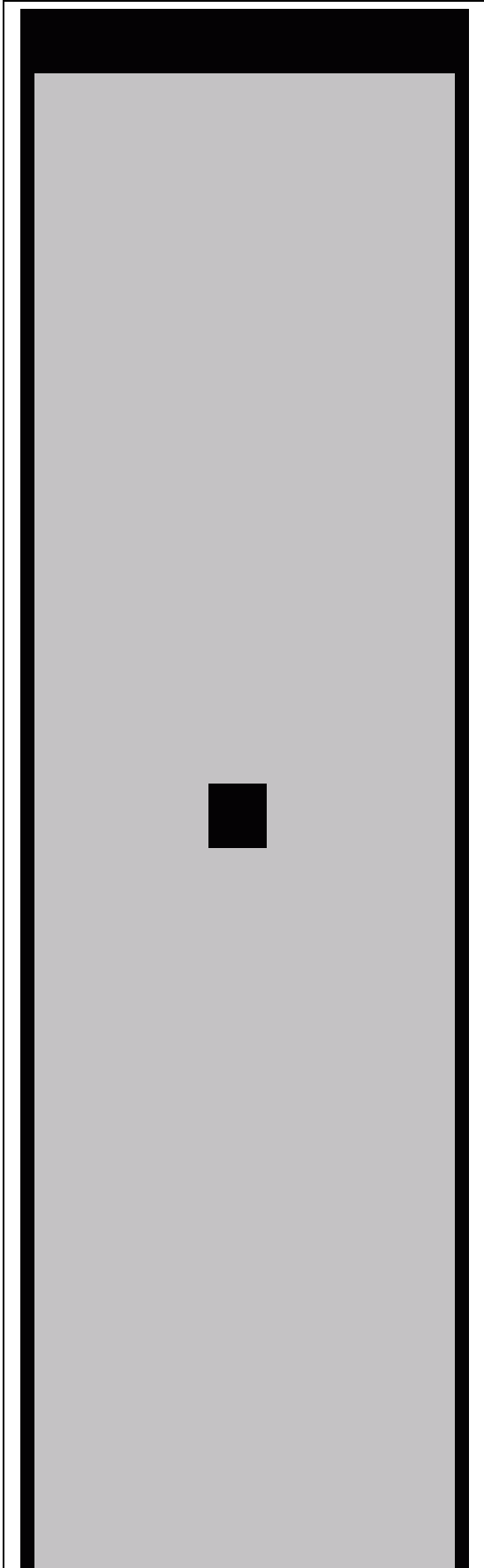
Selecting this button will enter a subtraction, -, sign into the formula. This will make it so that the number(s) or field(s) after the sign is/are subtracted from the number(s) or field(s) prior to the sign.

 Multiplication

Selecting this button will enter a multiplication, *, sign into the formula. This will make it so that the number(s) or field(s) prior to the sign is/are multiplied by the number(s) or field(s) after the sign.

 Division

Selecting this button will enter a division, /, sign into the formula. This will make it so that the number(s) or field(s) prior to this sign is/are divided by the number(s) or field(s) after the sign.

HanDBase also supports the following advanced Operators. These are entered into the formula by selecting the appropriate one from the Fx or Select a Function popup list.

Min

Selecting this Operand will place the Operand Min in the formula. Then the numbers or calculated values surrounding the Min Operand will be calculated by determining which is the smaller of the two values.
 In HanDBase this would be expressed as:
> **x Min y**
> *Example: 5 Min 4 = 4, (9-5) Min (1*2) = 2*

Max

Selecting this Operand will place the Operand Max in the formula. Then the numbers or calculated values surrounding the Max Operand will be calculated by determining which is the smaller of the two values.
In HanDBase this would be expressed as:
> **x Max y**
> *Example: 15 Max 24 = 24, (81/9) Max 56 = 56*

Avg

Selecting this Operand will place the Operand Avg in the formula. Then the numbers or calculated values surrounding the Avg Operand will be calculated by determining which is the average of the two values basically by adding them together and dividing by 2.
In HanDBase this would be expressed as:
> **x Avg y**
> *Example: 5 Avg 9 = 7, (24-6) Avg (10+18) = 23*

Floor

Selecting this Operand will place the Operand Floor in the Formula followed by parentheses, ( ). Any values entered in the parentheses will be calculated by Rounding the number or calculation result to the nearest lower integer.
In HanDBase this would be expressed as:
> **floor(x.x)**
> *Examples: Floor(6.8) = 6, Floor(5.3+2.6) = 7*

Ceil
Selecting this Operand will place the Operand Ceil in the Formula followed by parentheses, ( ).
Any values entered in the parentheses will be calculated by Rounding the number or calculated
result to the nearest higher integer.
In HanDBase this would be expressed as:
   Ceil(x.x)
   Examples: Ceil(6.3) = 7, Ceil(1.6+2.7) = 5

Sqrt (Square Root)
Selecting this Operand will place the Operand Sqrt in the Formula followed by parentheses, ( ).
Any values entered in the parentheses will be calculated by getting the square root of the number
or calculated result.
In HanDBase this would be expressed as:
   Sqrt(x)
   Examples: Sqrt(4) = 2, Sqrt(147-47) = 10

Sin
Selecting this Operand will place the Operand Sin in the Formula followed by parentheses, ( ).
Any values entered in the parentheses will be calculated by getting the sine of the number or
calculated result. HanDBase currently only supports Radian values for this function.
In HanDBase this would be expressed as:
   sin(x)
   Example: sin(0.1920) = 0.1908

Cos
Selecting this Operand will place the Operand Cos in the Formula followed by parentheses, ( ).
Any values entered in the parentheses will be calculated by getting the cosine of the number or
calculated result. HanDBase currently only supports Radian values for this function.
In HanDBase this would be expressed as:
   cos(x)
   Example: cos(0.7505) = 0.7314

Ln (Natural Logarithm)
 Selecting this Operand will place the Operand Ln in the Formula followed by parentheses, ( ).
Any values entered in the parentheses will be calculated by getting the Natural Logarithm of the
number or calculated result. The Natural Logarithm uses a Base of e. Where e is (= 2.71828...).
In HanDBase this would be expressed as:
   Ln(x)
   *Examples: Ln(10) = 2.3026 (approx), Ln(5*10) = 3.9120 (approx)*

Log (Logarithm)
Selecting this Operand will place the Operand Log in the Formula followed by parentheses, ( ).
Any values entered in the parentheses will be calculated as the Logarithm of the number or
calculated result with a base of 10.
In HanDBase this would be expressed as:
   Log(x)
   Examples: Log(20) = 1.3010 (approx), Log(750/5) = 2.1761 (approx)

^ Power
Selecting this Operand will place the Power Operand sign, ^, in the Formula followed by parentheses, ( ). Any values entered in the parentheses will be calculated as X to the Power of Y. In HanDBase this is expressed as:

> **x^y**
> *Example: 2^4 = 16, (3+7)^3 = 1000*

Mod
Selecting this Operand will place the Mod Operand sign in the formula. Any values entered will return the modulus of a division operation, also known as the leftover.
In HanDBase this is expressed as:

> **x Mod y**
> *Example: 10 mod 3 = 1*

< (Less Than)
Selecting this Operand will place the < Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero) If the value to the Left of the Operand is Less than the one on the right then a 1 (one) will be returned.
In HanDBase this is expressed as:

> **x<y**
> *Example: 7<10 = 1; 19<5 = 0*

> (Greater Than)
Selecting this Operand will place the > Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero) If the value to the Left of the Operand is Greater than the one on the right then a 1 (one) will be returned.
In HanDBase this is expressed as:

> **x>y**
> *Example: 10>7 = 1; 5>19 = 0*

<= (Less Than or Equal To)
Selecting this Operand will place the <= Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero) If the value to the Left of the Operand is Less than or Equal to the one on the right then a 1 (one) will be returned.
In HanDBase this is expressed as:

> **x<=y**
> *Example: 7<=10 = 1; 19<=5 = 0; 5<=5 = 1*

>= (Greater Than or Equal To)
Selecting this Operand will place the >= Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero) If the value to the Left of the Operand is Greater than or Equal to the one on the right then a 1 (one) will be returned.
In HanDBase this is expressed as:

x>=y
Example: 17>=12 = 1; 3>=51 = 0; 64>=64 = 1

!= (Not Equal To)
Selecting this Operand will place the != Operand in the formula. The expression will then be
evaluated to determine if it is True or False. True is represented as a 1 (one) and False is
represented as a 0 (zero) If the value to the Left of the Operand is Not Equal to the one on the
right then a 1 (one) will be returned.
In HanDBase this is expressed as:

X!=y
Example: 7!=10 = 1; 5<=5 = 0

== (Equal To)
Selecting this Operand will place the == Operand in the formula. The expression will then be
evaluated to determine if it is True or False. True is represented as a 1 (one) and False is
represented as a 0 (zero) If the value to the Left of the Operand is Equal to the one on the right
then a 1 (one) will be returned.
In HanDBase this is expressed as:

X==y
Example: 10=10 = 1; 13==24 = 0

AND
Selecting this Operand will place the AND Operand in the formula. The expression will then be
evaluated to determine if it is True or False. True is represented as a 1 (one) and False is
represented as a 0 (zero) AND is used to determine if BOTH sides have a value other than 0
(zero). If both sides do then a 1 (one) will be returned.
In HanDBase this is expressed as:

x and y
Example: 4 and 2 = 1;0 and 9 = 0; 0 and 0 = 0

OR
Selecting this Operand will place the OR Operand in the formula. The expression will then be
evaluated to determine if it is True or False. True is represented as a 1 (one) and False is
represented as a 0 (zero) OR is used to determine if EITHER side has a value other than 0
(zero). If either sides does then a 1 (one) will be returned.
In HanDBase this is expressed as:

x or y
Example: 4 OR 2 = 1;0 OR 9 = 1; 0 OR 0 = 0

XOR (Exclusive Or)
Selecting this Operand will place the XOR Operand in the formula. The expression will then be
evaluated to determine if it is True or False. True is represented as a 1 (one) and False is
represented as a 0 (zero) XOR is used to determine if EITHER side has a value other than 0
(zero) but NOT both sides. If either side does have a value other than 0 (zero) and the other side
does have a value of 0 (zero) then a 1 (one) will be returned.
In HanDBase this is expressed as:

x XOR y
Example: 4 XOR 2 = 0;0 XOR 9 = 1;12 XOR 0 = 1; 0 XOR 0 = 0

NOT

Selecting this Operand will place the NOT Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero) NOT is used to INVERT the truth value for the expression
In HanDBase this is expressed as:

> **NOTx**
> *Example: NOT2 = 0; NOT0 = 1; NOT(12) = 0*

Relationship Fields

This field enables you to display data from another database within this field, or to Link to records in a separate database based on a specific value in another field of the database. This value can be anything including text or integers. This field enables much more advanced Linking/Relationships in HanDBase. You can even establish relationships that display multiple fields from another database that are all based on the relationship you establish.

Visible

Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View screen., respectively.
Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Related Field in this DB

Use the selector to choose the Field in this current database that contains the value you would like to base this relationship on.

Other DB Name

Use the selector to choose the Other Database you want to establish a relationship with. You can also use Graffiti or the Keyboard to enter the name of the other database.

Other Field Name

Use the selector to choose the Field from the Other Database that contains the value you are basing this relationship on.

Note: The values that will be in this field must match that of the data in the field selected for 'Related Field in this DB' for there to be a relationship between the two records.

Show From Other DB
Use the selector to choose the field from the Other Database that contains the value you would like to display in this main database once the relationship has been established.

From Which Record
Tap the button to indicate which record value you would like displayed from the field specified in "Show From Other DB" if there are multiple records. You can choose the First Record or the Last Record.

Conditional Fields

This field allows you to evaluate the values in fields using a Conditional statement. This enables a single IF THEN ELSE condition. The result can be a static value or the value from another field.

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View screen., respectively.
Uncheck if you don't wish to export or print this field.

Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

If Field
Use the selector to choose the first field you want to compare in this conditional statement. You can also select No Field to enter a Static Value to compare. If you select No Field a Text line will appear to the right for you to enter a value in.

Is
Choose how you want to compare the two values. Following are the available options.
  Equal To

Not Equal To
Less Than
Less Than or Equal To
Greater Than
Greater Than or Equal To

Field
Use the selector to choose the second field you want to compare in this conditional statement. You can choose "No Field" if you want to compare the first value to a static value. If you select No Field a Text line will appear to the right for you to enter a value in.

Output Is
Use the selector to indicate what the Output for this field will be if the condition evaluates to True. This will be the value actually displayed in the Conditional field in the Edit Record or List View Screen. This value can be the value from another field, which you select. Or, you can choose, "No Field" and specify a static value on the Text Line that will appear to the Right.

Else Output
Use the selector to indicate what the Output for this field will be is the condition evaluates to False. This will be the value actually displayed in the Conditional field in the Edit Record or List View Screen. This value can be the value from another field, that you select. Or, you can choose, "No Field" and specify a static value on the Text Line that will appear to the Right.

External Fields

This field allows you to setup Plug-ins that you have obtained to add more functionality to HanDBase. These can be things like retrieving data from the Palm Address Book and having it fill in fields in your HanDBase Database, reading a GPS location, dialing a phone number, etc.

Visible
Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View screen., respectively.
Uncheck if you don't wish to export or print this field.

Pixels Shown
Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for

Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Application Name
Enter the name of the Plug-in Application in this space. You must enter it exactly as you see it in the Applications Menu, or as specified by the developer of the Plug-in.

Configure
Click this button to configure the Plug-in you specified in the Application Name space. Each plug-in will be different. In this regard, you will need to consult the documentation that came with the Plug-in or contact the developer of the Plug-in for details on configuring this.

Advanced Features

The HanDBase reports give some commonly needed calculations for specific field types. Currently, Integer, Float, Checkbox, Date, Time, and Calculated fields can have a report run on them. The report is run only on the fields that fit within the Filter settings. There are two ways to run a report in HanDBase.

The first is to press the field name at the top of the List View Screen. Choose the option Run Report.

The other way is to press the [Palm Menu] button at the bottom in the Graffiti area of the screen, and select Actions, Run Report. From here you will be prompted to select a field to run the report on.

Then press the <Go> button.

The report output for Float Fields, Integer Fields, and Calculated fields contains the following values:
> Num Entries - Number of entries included in this report.
> Min Value - Minimum value of the entries included in the report.
> Max Value - Maximum value of the entries included in the report.
> Sum - Total of the entries included in the report.
> Min Total - Lowest value of the running Sum in the report.
> Max Total - Highest value fo the running Sum in the report.
> Average - Average value of the entries (Sum/Num Entries)

The report output for Checkbox fields contains the following values:
> Num Entries - Number of entries included in this report.
> Items Checked - Number of entries included in this report that have this value checked.
> Items not-Checked - Number of entries included in this report that do not have this value checked.
> Percentage Checked - Percentage of entries included in this report that have this value checked.
> Percentage not-Checked - Percentage of entries included in this report that do not have this value checked.

The report output for Date fields contains the following values:
> Num Entries - Number of entries included in this report.
> Min Value - Earliest date included in this report.
> Max Value - Latest date included in this report.
> Days Spanned - Number of days spanned in this report.

The report output for Time fields contains the following values: Num Entries -
> Number of entries included in this report.
> Min Value - Earliest time included in this report.
> Max Value - Latest time included in this report.
> Average Time - Average value of the time in this report.
> Total Time - Total sum of the times in this report.

From this screen you may press the (Done) button to return to the List View Screen. The (Export) button will export the report results to the unfiled category of the MemoPad built-in application. The (New Report) button will let you start a new report on a different field.

Encrypting Records

HanDBase v3.0 supports various modes of encryption all using the Safer-SK algorithm. Information on this algorithm can be found at: http://www.rsasecurity.com/rsalabs/faq/3-6-7.html

Encryption is limited to 64 bits for the release version of all HanDBase products, but a 128 bit version can be made available to US corporations that contact DDH Software and can verify their place of business.

It is important to note that this capability is in addition to the Access password protection offered, and that one can quite easily set a password for accessing a database in addition to a password for decrypting the data, though it most likely would not be necessary.

There are four basic modes of encryption. The modes are set in the Security Settings Screen of the Database Properties.

Encrypt entire database when closed:
When this mode is selected, all records in the database will be encrypted automatically whenever the database is closed. When an encrypted database is opened, you will also be prompted to decrypt it before it can be opened.

Encrypt marked fields on record close:
In each field in a database is a checkbox selector of whether to encrypt that field. In this mode, only the fields that have their 'Encrypt' checkbox set will be encrypted, and this will happen on each save of a record. If you attempt to open a record that has encrypted fields, you will be prompted to decrypt the data. Decrypting the data is not required in this mode, as you are permitted to select 'Cancel', in which case you encrypted data will represented with a key icon. At any time, you can tap that key icon and enter your decrypt password and the key will be replaced with the encrypted data. In addition, you are permitted to select Cancel when encrypting the record, which will result in a record fully unencrypted.

This mode is practical in cases where you would like to be able to browse the list view of the other non-encrypted fields without having to decrypt the entire database. An example would be a Hospital Patients database- the patients name and other personal information could be encrypted, but the room number and lab information can be freely viewable from the list view.

Manual encryption of records only:
This method is very similar to the 'Encrypt marked fields on record close' but the encryption/decryption is only performed if the user manually selects it. This is done by opening a record, and selecting the 'Details' button. If the data is currently not encrypted, there will be an option on the bottom of the details screen to encrypt the fields that are marked. If the data is currently encrypted, there will be a button at the bottom of the details screen to decrypt the data.

In most cases this mode and the previous are more practical on a handheld than encrypting the entire database. For example, there is no need to encrypt the entire contents of a password database, when really only the passwords themselves need to be encrypted. Setting the Password field to be encrypted and leaving the others open means faster access, and the ability to search for the existence of a password

entry without having to decrypt the entire database, which can be time consuming on a large database running on a slower handheld.

Disable encryption on this database:
In this mode, there is no encryption available for the database.

Important notes
The nature of encryption is top-notch protection of your private data, and by that nature it would therefore not be secure if there were a backdoor password to override the encryption. Because of this, it's the responsibility of the user to make sure they know the password to decrypt any data that is encrypted as there is no way to get the data back if the password was misplaced. For security reasons we don't store the password around for prying eyes to find, and therefore we cannot prevent you from entering different passwords for different records. We can warn you that the password does not appear to match the previously entered password, by trying it on the previously encrypted record to make sure it decrypts it correctly, and we do so. But the freedom is there to create different passwords for different records in either of the marked fields modes. Beware of the potential dangers of this!

Because the data is encrypted, it cannot be used for the basis of a sort or filter setting. If you have a filter setting set on a field, and a record is encrypted, it will automatically be excluded from the current view.

If the data is encrypted, it is not possible to make changes to fields settings or encryption modes. For this reason before making any changes to field types, encryption settings, etc., you must first decrypt all of your data for this database.
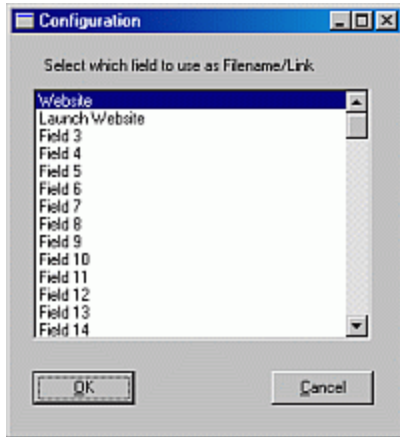
External Fields

External Fields in HanDBase enable you to many different things in terms of entering or collecting data. One example, you can obtain data through a plug-in to another application so the information can be stored in your HanDBase Database. Another example, you can view data in another application that is related to data in your HanDBase Database. A third example, would just be working with the data in the current record of your database.

Get data into HanDBase

To the left is an example of a plug-in that gets data from another application and stores it in your HanDBase Database. This plug-in allows you to specify fields in your Palm Address Book application that you want to pull into your HanDBase Database. In this example the plug-in is hard-coded to retrieve the First Name, Last Name, Email address and Phone (Work) number. You then use the Popup selectors to the Right to specify which fields in your HanDBase that you want to insert this data. Once configured, when you add or edit a record in your database you will now see a field with the name you give this external field. When you tap that field it will allow you to select a record from your Address Book and the data from the specified fields will be inserted into your HanDBase fields.

This option opens up many possibilities. From getting Address Book data, as in this simple example, to retrieving GPS or other scientific data through attached hardware.

Use HanDBase data in another Application

This example, to the left, is an External Plug-in for the HanDBase Desktop for Windows. This demonstrates how you can use data from a field in your HanDBase database to view data in another application. This plug-in will launch a program, open a file or open a webpage when you click the External Field button within the record. This screen shows the configuration where you select which field you want to base the "launch" on. In this example it will open the webpage indicated in the Website Field when you click the Launch Website button in the record.

The option opens up many more possibilities. From Dialing a Phone Number indicated in a HanDBase field on your handheld to opening an image file for viewing or editing.

Work with HanDBase Data
This option gives you the ability to work with the data in your HanDBase record in different ways. At this time there are no example plug-ins but the possibilities are endless. From concatenating data from other HanDBase fields into this one field to performing advanced calculations on data from other HanDBase fields.

If you are a developer who would like to create plug-ins or work with DDH Software, Inc. to create plug-ins please contact us at plugins@ddhsoftware.com. Or visit the Developer section of our website, www.ddhsoftware.com/developers

Printing Records
Basic Record Printing
Printing Individual Records
To print a single record, open that record and select Print from the File menu. It will be printed in the Record View Format Printing.

Printing Multiple Records
When the 'Print' option is selected, the program will either print all records within the current filter range if currently in the 'List View', or print only the current record, if in the 'Edit Record' screen.   If in the 'List View' you are also presented with two print options: Record View Format Printing and List View Format Printing. When you select Print from the File menu you will be presented with the following dialog that will allow you to select which format you wish to print in.
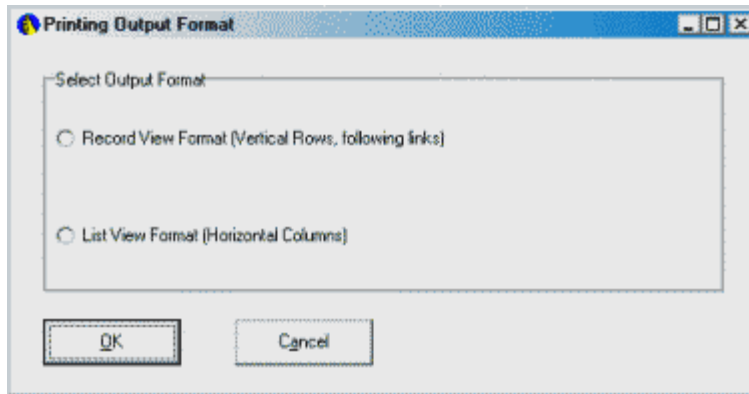
Record View Format

This option will print out the data, record by record, and with one line per field, similar to the 'Edit Record' screen's View. This option matches that of the printout on the handheld, and also has the capability of nesting into Linked databases and printing the related data. Only fields with the 'Print/Export' option checked are printed, and images are also printed in this view.

List View Format

This option will print out the database records in a columnar view, which matches the look of the List View screen. There are many customization options for this view. After you select your Printer and click Print or OK you are presented with a screen that contains the Print Settings options on separate tabs. The section below describes the Print Settings

Print Settings

When you print the List View format you will have the ability to set options for the way you would like the data to be printed. The following sections describe these setting in more detail.

Headers/Footers
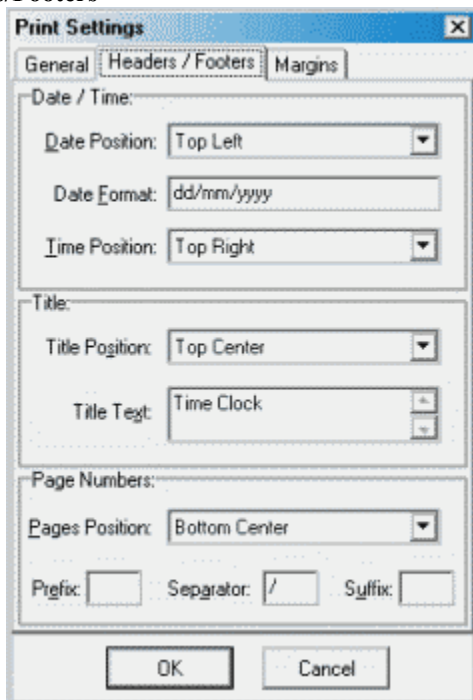
Date/Time
Date Position - Position on each page where Current Date should be printed.

Date Format - Format of the Date printed on each page, as above.

Time Position - Position on each page where the Time should be printed.

Title
Title Position - Position on each page where the title should be printed.

Title Text - Title to be printed on each page, as above.

Page Numbers

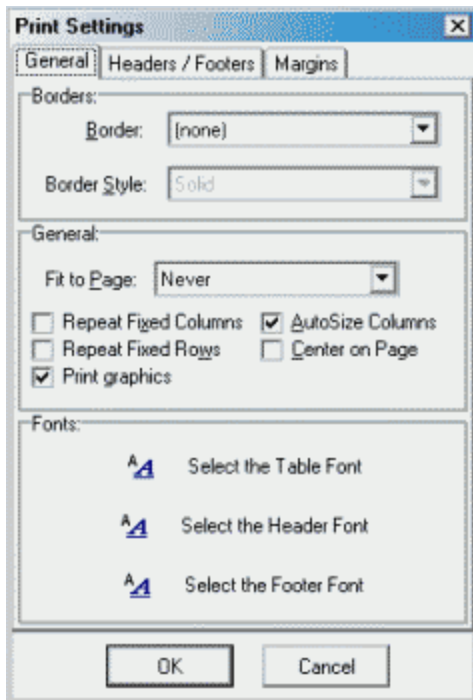**Pages Position** - Position on each page where the Page number should be printed.

Prefix - Prints before the page number.

Separator - To separate the page and total number of pages (eg, 2 / 3 where '/' is the separator).
Suffix - Prints after the total pages column.

General

Borders
Border - Choose a type of border to print surrounding the data on each page in either the horizontal, vertical, or both directions.

Border Style - Choose a look for the actual border that is drawn above.

General
Fit to Page - Let's you choose whether the data will adjust it's width to fit the page. Otherwise, your data may print several pages wide.

Repeat Fixed Columns - If Fit to Page is not selected, you may reprint the first column on each page in width of the database.

AutoSize columns - If selected, the column widths will be adjusted so that the data will not be cut off.

Repeat Fixed Rows - Does not apply to this program.

Center on Page - If selected, the table will be centered on each page.

Print Graphics - If selected, image fields and checkboxes will be printed graphically.

Font
Select the Table font - Select the font style, color, and size used for the data in the database.
Select the Header font - Select the font style, color, and size used for the header on each page.
Select the Footer font - Select the font style, color, and size used for the footer on each page.

Margins

Margins
Top Margin - Select the spacing used before printing the header along the top.

Left Margin - Select the leftmost indentation for each page.

Bottom Margin - Select the spacing left along the bottom after printing the header.

Right Margin - Select the rightmost indentation for each page.

Spacing
Row Spacing - Select the spacing left between each row in the printed table.

Column Spacing - Select the spacing left between each column in the printed table.

Title Margin - Select the space between the title on each page.

Orientation
Page Orientation - Select the orientation of the page. If Landscape is selected the page will be printed sideways, and take advantage of the extra width allowed. Selecting Portrait will print in the standard format.

Print Reports

The HanDBase Desktop now has the ability to print your records on custom reports. This works similar to the HanDBase Reporter application for Palm OS and Windows Mobile Classic/Professional (Pocket PC). You design your Reports using standard HTML tags and then include custom tags to bring your HanDBase data into the report.

Designing a Report
It is strongly suggested that if you don't have any HTML experience, that you find an online tutorial or a short book on the subject. Designing a report is literally creating an HTML document, plus the addition of some data aware tags. Here's a short example of a report template and how it would possibly look like upon printing:

```
<b>Name:</b> <field1><br>
<b>Inventory:</b><br>
<ul>
<follow field3>
<li><i><field5></i></li>
</field3>
</ul>
```

Name: Joe Bloggs
Inventory:
- *Blanket*
- *Bucket*
- *Brushes*
- *Paint*

Output may vary depending on your printer, font types and settings. But it will roughly look like that output above.

Report Header/Footer

Unlike normal HTML documents you will not want to put the following tags in the header or footer of the document.

> *Header Tags*
> <HTML>
> <HEAD>
> <BODY>
>
> *Footer Tags*
> </HEAD>
> </BODY>
> </HTML>

There is one required item in the Header of your Reports though. The first line of the Report should be the Database name that you want to associate this report with to pull the data. This is the Database name that you find in the General section of DB Properties in the HanDBase Desktop, not the file name.

Data Aware Tags

Embedded in the HTML template code, you will enter some tags that will be replaced with data when printing from within HanDBase. These are called data aware tags and look pretty much like regular HTML tags.

> **Field Tags:** Tags identified by name 'field' followed by a number are exchanged for valid record data:
>
> <field1> ... <field100>
> For example:
>
> First Name: <field3>
>
> Last Name: <field4>
>
> **Link Tags:** If a field follows a link, then it can encompass those fields that will be followed on the next database:
>
> <follow field9>
>
> <field1>
>
> <field2>
>
> </field9>
> Once you begin a link tag pair, whatever data aware tags are used, will be filled with the data from the linked database. Link tags may be nested up to a total of 4 databases deep (including the Link/calling database).
>
> **Conditional Tags:** Conditions are specified with and 'if' tag/block, a sole parameter is specified and that's the field to evaluate:
>
> <if field14>
>
> Cost: <field14>
>
> </field14>

Although these tags can be used with Checkboxes, they can also be used with Float or Integer type fields (0 is false, any other is true) and even Note/Text type fields (no text/empty text is false, at least one character in text is true).

Supported HTML Tags
Following is a list of the HTML Tags that are supported by the HanDBase Reports.

HTML	How it Works
<!-->	Comment. All text within the brackets is ignored.
<a>	Hyperlink. The text associated with the link will be printed bold and underlined.
<b>	Bold. The bold font attribute is applied.
<big>	Specifies a big font. The size is set to 18 points.
<block>	Block Quote.
 	Line break. A new line will be started immediately following this tag.
<cite>	Citation. The italic font attribute will be applied.
<code>	Computer code.
<dfn>	Defining instance. The italic font attribute will be applied.
<em>	Emphasis. The bold font attribute will be applied.
<font>	Font Settings
<h1> ... <h6>	Headings.
<hr>	Horizontal rule. A horizontal line is drawn across the page.
<i>	Italic. The italic font attribute is applied.
<img>	Allows you to add an image to your form.
<kbd>	Indicates text to be entered by the user.
	List item.
	Ordered list.
<p>	Paragraph start.
<pre>	Preformatted text.
<s>	Strikethrough text.
<small>	Small text.
<strong>	Strong emphasis. The bold font attribute will be applied.
<sub>	Subscript. Text will be printed smaller and slightly below the other text on the same line.
<sup>	Superscript. Text will be printed smaller and slightly above the other text on the same line.
<table>	Used to indicate the start of a table.
<td>	Table column.

\<DTR\>	Table column header. The text will be bold and centered.
\<th\>	Table Header
\<TR\>	Table row. Used to encapsulate a group of table columns.
\<u\>	Underline: The text will be underlined.
\<ul\>	Unordered List
\<var\>	Variable.

Importing Data

You can use the HanDBase Desktop to import data from a Comma Delimited, CSV, file. This option enables you toe quickly get large amounts of data into your database. You can also import data that is delimited by something other than a comma. If you do you will need to edit the program Preferences to indicate what character is the delimiter. In this screen, you can import data from a comma separated file directly into a HanDBase database.

If you have an existing database open then when you access the Import Records screen the following options are given. Select the appropriate option for how you would like to import your data.

Into New Database:
Create a new database and place the records into it. Each field will be assumed as a text field, or a note field, for fields longer than 255 characters.   You can then use the 'DB Properties' option to change the field types for each field accordingly.

Into Current Database, Replacing current records:
Use the structure of the current database, but replace all existing records with those in the comma-separated file.

Into Current Database, Appending to existing records:
Use the structure and records of the current database, and append the records in the comma-separated file to this database.

If you do not have a database open or once the appropriate option above is chosen, you will be presented with the following dialog where you can enter or select the appropriate options for importing your data.

Input File (.CSV)
Type the Input File name here (the file you wish to convert), or press the Browse button to the right to search your computer for the file name.

Database Name
Enter the name you would like for the Database as viewed under HanDBase. Note: If you are using a Palm OS Powered handheld, be careful not to accidentally choose a name that will overwrite a database or program on your Palm OS Powered handheld!

Options
The following items do not have to be changed or set. Generally you will want to leave these as the default options.

Input (.CSV) File has field names as first line of file
Check this box if the input (.CSV) file has the database field names as it's first line. Uncheck the box if it does not.

Import using Field Order of Fields
Select 'Field Order of fields' to import the data based on the order as specified in the 'Edit Field Order' screen.

Physical Order of Fields
Select 'Physical Order of fields' if the data is in the field order that the fields were created, as in the 'DB Properties' screen.

Import from .CSV File
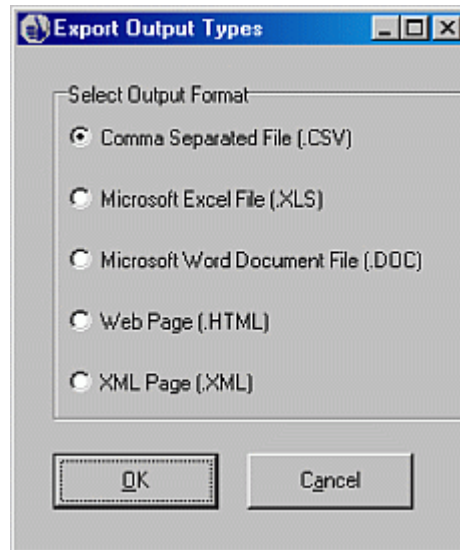Choosing this option will perform the import operation.

How to Import data into Image Fields
It is possible to "Automatically" import images into an existing database that has image fields. You can set up your CSV file so that in the field where the image will be you can put the full path to a bitmap file

and it will import those images for you. This is only possible if you import into the Current Database as importing into a New database will only import text. Your image field must already be set up. Please see the limitations discussed in the Editing Data in Image Fields topic.
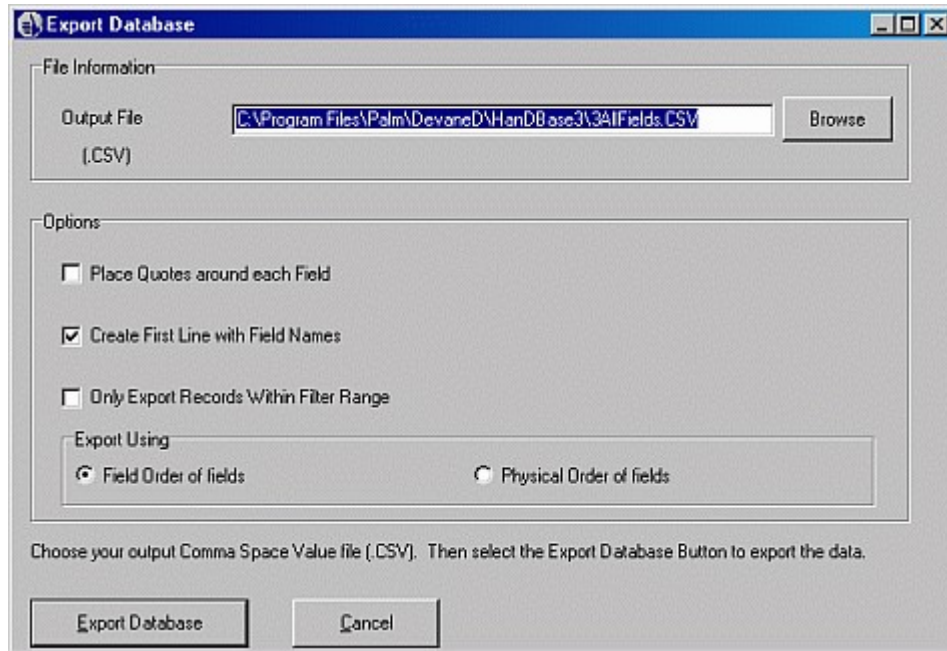
Exporting Data

When you choose to export data from the HanDBase Desktop you will be able to choose which format to export to from the following dialog. CSV or Comma Separate Values is a standard that most other applications, including Excel, Access, Filemaker and Approach, are able to understand and import. Therefore most times you export you will be exporting to a CSV file.

Export to a .CSV file

A CSV file, also known as a comma-separated values file, is a text file containing the field information and records in a format where each value is separated by a comma (or other designator, as specified in the Preferences section). This is the most common format for sharing data with other applications. Nearly every application you would want to import this data into supports the CSV file format.

When you choose to export to a CSV file you will see the following dialog. The information below describes what each of these options means.

Note: If you have a database with a Linked field and you want to Export that there is a preference that can be set which will determine if the Value that is Exported in the Linked field is either the Unique number assigned by HanDBase, which would enable you to re-establish the links in another program, or the value specified in the 'Show Value From' setting in the Link field. You can set this option in the Preferences.

Exporting Image Fields
If you export a database that has image fields to CSV the images will be saved as individual bitmap images and in the space where the image would go in the CSV file will be the path to that bitmap file. The image files will be saved to the same directory where the CSV file is saved. Depending on the number of records you may want to create a separate directory to save this CSV and the associated BMP files to.

When you access this Export to CSV file screen the following options will be available

>   **Output File**
>   Specify the name of the output CSV file to be created. Type the Output File name here (the file you wish to create), or press the Browse button to the right to search your computer for the file name.

Options
The following items do not have to be changed or set. You will generally want to leave them as the default.

>   *Place Quotes around each field*
>   Check this option if you would like each entry in the output .CSV file to have a set of quotes around it ("")
>
>   *Create first line with field names*

Check this option if you would like the first line of the output .CSV file to have a line preceeding the actual data containing the Names of each field.

Only export Records within Filter Range
If Checked, only those records within the current filter range will be exported.

Export Using…
Select the order you wish the fields to export in.

Field Order of fields
If you select 'Field order of fields', than they will be exported based on the current order as set in the 'Edit Field Order' screen.

Physical Order of fields
Setting it to 'Physical order of fields' will use the original order the fields were created in.

Export to a Microsoft Excel file

This option will export your data to a Microsoft Excel File Spreadsheet. MS Excel must be installed in order to convert to this format. The data will be exported in the Field Order of the fields only.

When you select this option a Save dialog box will appear allowing you to enter the name of the Excel, .XLS, file you wish to export this data to. When the Excel file is created the sheet created will have the name of your database.

Note: If you have a linked database and you want to Export that there is a preference that can be set which will determine if the Value that is Exported in the Linked field is either the Unique number assigned by HanDBase, which would enable you to re-establish the links in another program, or the value specified in the 'Show Value From' setting in the Link field. You can set this option in the Preferences.

Please note that only fields with the 'Export/Print' option checked will be exported and if filters are set this will only export the items within the filter.

Export to a Microsoft Word file

This option will export your data to a Microsoft Word file. Please note that MS Word must be installed in order to convert to this format. The resulting output is a table within a Microsoft Word file. Please note that if there are many fields in the database, the resulting table in MS Word will most likely be scaled to fit on a page, and therefore you would need to resize the columns and/or adjust the layout of the page. The data will be exported in the Field Order of the fields.

When you select this option a Save dialog box will appear allowing you to enter the name of the Word, .DOC, file you wish to export this data to.

Note: If you are exporting a database that contains a Linked field then you will want to set the option in the Preferences for *When Exporting, export Linked field's* to *Value from 'SHOW VALUE FROM' of Link field*. This way the data exported in the Linked field will be useable in your exported file.

Please note that only fields with the 'Export/Print' option checked will be exported and if filters are set this will only export the items within the filter.

Export to an .XML file

This option will export your data to an XML, Extensible Markup Language, file. This format is used for posting on the web, importing into an ODBC data source and more. The descriptor is named with the Database name. The data will be exported in the Field Order of the fields.

When you select this option a Save dialog box will appear allowing you to enter the name of the XML, .XML, file you wish to export this data to.

Note: If you are exporting a database that contains a Linked field then you will want to set the option in the Preferences for *When Exporting, export Linked field's* to *Value from 'SHOW VALUE FROM' of Link field*. This way the data exported in the Linked field will be useable in your exported file.

Please note that only fields with the 'Export/Print' option checked will be exported and if filters are set this will only export the items within the filter.
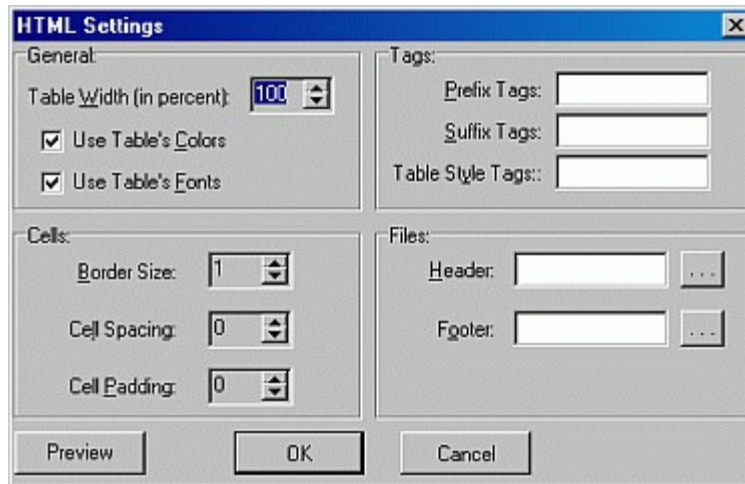
Export to an HTML (web) file

This option will export your data to an HTML, Hyper-text Markup Language, file. This will create a file in a format suitable for posting as a web page. The data will be exported in the Field Order of the fields.

Note: If you are exporting a database that contains a Linked field then you will want to set the option in the Preferences for *When Exporting, export Linked field's* to *Value from 'SHOW VALUE FROM' of Link field*. This way the data exported in the Linked field will be useable in your exported file.

Please note that only fields with the 'Export/Print' option checked will be exported and if filters are set this will only export the items within the filter.

When you choose to export to an HTML file you will see the dialog below that will give you options for how to export the data. These options are described below.

Percentage of Table width
Specifies the width the resulting table will be relative to the size of the HTML page.

Use Table's Colors
Leaving this checked will include the default colors HanDBase uses for the Table/Grid.

Use Table's Fonts
Because it is not possible to change the font of the actual data in HanDBase, un-checking this or leaving it checked will have no effect on the export.

Border Size
Specifies the size of the border in the resulting table. A setting of 0(zero) will have no border.

Cell Spacing
Specifies the Cell Spacing, the white space in between the cells, in the resulting tables

Prefix Tags
Allows you to add small amounts of optional HTML code before the table content.

Suffix Tags
Allows you to add small amounts of optional HTML code after the table content.

Table Style Tags
Allows you to add optional Table style tags such as align or cellpadding manually

Header File
Lets you choose an HTML file to place in front of the outputted table. This, in combination with the footer file, lets you create a fully formatted web page that can immediately accessed, or loaded to a web page. Pressing the '...' button to the right will let you browse for the file.

Footer File
Lets you choose an HTML file to place after the outputted table. This, in combination with the header file, lets you create a fully formatted web page that can immediately accessed, or loaded to a web page. Pressing the '...' button to the right will let you browse for the file.

Preview

Lets you see how the HTML page will be rendered using the data, and the above settings, without actually performing the final conversion. This will open in your default browser.

Command Line Options

The HanDBase Desktop can be called from the command line with various arguments passed to it, making it useful for calling from within a batch or script file. This file could automatically convert a series or .CSV files to .PDB files and automatically set the file to install on the next HotSync. Likewise, you could make a batch file that will convert certain HanDBase files to convert to .CSV files called after each HotSync, and then be able to access them via other programs for editing.

The following information describes how to use the Command Line Options of the HanDBase Desktop. There are also some examples to help you get started.

Here is the format for calling HanDBase Desktop from the command line:

handdbasedesktop argument1 argument2 argument3 ...

Note: Where COMMAND/CONVERT is indicated below you can use either COMMAND or CONVERT, one is required. For Example: COMMAND:TOPDB and CONVERT:TOPDB will both work. Certain Windows platforms may not support the COMMAND option so you will want to use CONVERT.

Convert a CSV file to a HanDBase Database

COMMAND/CONVERT:TOPDB
Do a conversion from .CSV file to .PDB file. The following other arguments relate to this mode:

INFILE:{filename}
where filename is the path and filename of the input .CSV file to convert.. The parameter must be within { and } brackets.

OUTFILE:{filename}
where filename is the path and filename of the output .PDB file to create. The parameter must be within { and } brackets.

DBNAME:{dbname}
where dbname is the name of the database to create. The parameter must be within { and } brackets.

AUTOINSTALL:{username}
where username is the name of the Palm user to automatically install to.
Note: If you do not wish to automatically install this file, then leave this argument out of your command line. If you wish to install the file to all users set up for Palm Hotsync, specify {ALL USERS} as the option, and the program will install it to every user in the Hotsync directory.   The parameter must be within { and } brackets.

USEEXISTING:{filename}
where filename is the path and filename of an existing .PDB file to use the field information from. If this argument is not present, then the fields will all be initialized to be text fields. The parameter must be within { and }brackets.

PDB:APPEND
If you include this argument in conjunction with USEEXISTING the PDB file that is created will include the existing records in the PDB specified by the USEEXISTING argument as well as the records in the CSV file.

HASQUOTES
Include this argument in your command line if the input .CSV file has quotes around each field value.

FIELDNAMES
Include this argument in your command line if the input .CSV file has a first line identifying the field names.

PHYSICALORDER
This parameter is used in conjunction with the USEEXISTING parameter. By default the data in your CSV file will be imported based on the Field Order of the database you specify with USEEXISTING. However, if you include this argument the import will be based on the Physical Order of the database you specify with USEEXISTING.

OVERWRITE
Include this argument if you would like to overwrite the .PDB file if another with the same name and path exists already. If you do not specify this argument, the program will pause and prompt you whether or not to overwrite.

PASSWORD:{password}
This option would be used in conjunction with the USEEXISTING parameter. If the PDB file you have specified with the USEEXISTING option has a password set for Open Database you can include this argument and enter that password in the brackets so that you will not be prompted when converting. This is especially useful if you are using a Batch file for your conversions.

Convert a HanDBase PDB file to a CSV file

COMMAND/CONVERT:TOCSV
Do a conversion from a .PDB file to a .CSV file. The following other arguments relate to this mode:

INFILE:{filename}
where filename is the path and filename of the input .PDB file to convert. The parameter must be within { and } brackets.

OUTFILE:{filename}
where filename is the path and filename of the output .CSV file to overwrite. The parameter must be within { and } brackets.

PLACEQUOTES

Include this argument in your command line if the output .CSV file should have quotes around each field value.

FIELDNAMES
Include this argument in your command line if the output .CSV file should have a first line identifying the field names.

OVERWRITE
Include this argument if you would like to overwrite the .CSV file if another with the same name and path exists already. If you do not specify this argument, the program will pause and prompt you whether or not to overwrite.

PHYSICALORDER
By default the export will export the fields in the Field Order. If you include this argument the exported fields will be in the Physical Order.

SHOWVALUEFROM:{0 or 1}
Include this argument if you wish to specify how you want to export the data in a Linked field. There is a Preference that can be set. By default it will export the Unique number. If you omit this argument it will go by how that Preference is set. If you wish to modify it or make sure you are getting the correct data you can use this argument. If you indicate 0 the export will include the Unique number generated by HanDBase that maintains the links. You can use this to re-establish the links in the another Desktop program. If you set this to 1 it will export the actual value that is displayed in the Linked Database based on the Show Value From setting in the Link field.

PASSWORD:{password}
If the PDB file you are converting from has a password set for Open Database you can include this argument and enter that password in the brackets so that you will not be prompted when converting. This is especially useful if you are using a Batch file for your conversions.

Convert a HanDBase PDB file to a Microsoft Excel file

COMMAND/CONVERT:TOXLS
Do a conversion from a HanDBase file to an Excel file (.XLS) file. The following other arguments relate to this mode:

INFILE:{filename}
where filename is the path and filename of the input .PDB file to convert. The parameter must be within { and } brackets.

OUTFILE:{filename}
where filename is the path and filename of the output .XLS file to overwrite. The parameter must be within { and } brackets.

OVERWRITE
Include this argument if you would like to overwrite the .XLS file if another with the same name and path exists already. If you do not specify this argument, the program will pause and prompt you whether or not to overwrite.

SHOWVALUEFROM:{0 or 1}
Include this argument if you wish to specify how you want to export the data in a Linked field. There is a Preference that can be set. By default it will export the Unique number. If you omit this argument it will go by how that Preference is set. If you wish to modify it or make sure you are getting the correct data you can use this argument. If you indicate 0 the export will include the Unique number generated by HanDBase that maintains the links. You can use this to re-establish the links in the another Desktop program. If you set this to 1 it will export the actual value that is displayed in the Linked Database based on the Show Value From setting in the Link field.

PASSWORD:{password}
If the PDB file you are converting from has a password set for Open Database you can include this argument and enter that password in the brackets so that you will not be prompted when converting. This is especially useful if you are using a Batch file for your conversions.

Convert a HanDBase PDB file to a Microsoft Word file

COMMAND/CONVERT:TODOC
Do a conversion from a HanDBase file to a Microsoft Word file (.DOC) file. The following other arguments relate to this mode:

INFILE:{filename}
where filename is the path and filename of the input .PDB file to convert. The parameter must be within { and } brackets.

OUTFILE:{filename}
where filename is the path and filename of the output .DOC file to overwrite. The parameter must be within { and } brackets.

OVERWRITE
Include this argument if you would like to overwrite the .DOC file if another with the same name and path exists already. If you do not specify this argument, the program will pause and prompt you whether or not to overwrite.

SHOWVALUEFROM:{0 or 1}
Include this argument if you wish to specify how you want to export the data in a Linked field. There is a Preference that can be set. By default it will export the Unique number. If you omit this argument it will go by how that Preference is set. If you wish to modify it or make sure you are getting the correct data you can use this argument. If you indicate 0 the export will include the Unique number generated by HanDBase that maintains the links. You can use this to re-establish the links in the another Desktop program. If you set this to 1 it will export the actual value that is displayed in the Linked Database based on the Show Value From setting in the Link field.

PASSWORD:{password}
If the PDB file you are converting from has a password set for Open Database you can include this argument and enter that password in the brackets so that you will not be prompted when converting. This is especially useful if you are using a Batch file for your conversions.

Convert a HanDBase PDB file to an XML file

COMMAND/CONVERT:TOXML

Do a conversion from a HanDBase file to an XML file (.XML) file. The following other arguments relate to this mode:

INFILE:{filename}

where filename is the path and filename of the input .PDB file to convert. The parameter must be within { and } brackets.

OUTFILE:{filename}

where filename is the path and filename of the output .XML file to overwrite. The parameter must be within { and } brackets.

OVERWRITE

Include this argument if you would like to overwrite the .XML file if another with the same name and path exists already. If you do not specify this argument, the program will pause and prompt you whether or not to overwrite.

SHOWVALUEFROM:{0 or 1}

Include this argument if you wish to specify how you want to export the data in a Linked field. There is a Preference that can be set. By default it will export the Unique number. If you omit this argument it will go by how that Preference is set. If you wish to modify it or make sure you are getting the correct data you can use this argument. If you indicate 0 the export will include the Unique number generated by HanDBase that maintains the links. You can use this to re-establish the links in the another Desktop program. If you set this to 1 it will export the actual value that is displayed in the Linked Database based on the Show Value From setting in the Link field.

PASSWORD:{password}

If the PDB file you are converting from has a password set for Open Database you can include this argument and enter that password in the brackets so that you will not be prompted when converting. This is especially useful if you are using a Batch file for your conversions.

Convert a HanDBase PDB file to an HTML file

COMMAND/CONVERT:TOHTML

Do a conversion from a HanDBase file to an HTML file (.HTML) file. The following other arguments relate to this mode:

INFILE:{filename}

where filename is the path and filename of the input .PDB file to convert. The parameter must be within { and } brackets.

OUTFILE:{filename}

where filename is the path and filename of the output .HTML file to overwrite. The parameter must be within { and } brackets.

OVERWRITE

Include this argument if you would like to overwrite the .HTML file if another with the same name and path exists already. If you do not specify this argument, the program will pause and prompt you whether or not to overwrite.

SHOWVALUEFROM:{0 or 1}
Include this argument if you wish to specify how you want to export the data in a Linked field. There is a Preference that can be set. By default it will export the Unique number. If you omit this argument it will go by how that Preference is set. If you wish to modify it or make sure you are getting the correct data you can use this argument. If you indicate 0 the export will include the Unique number generated by HanDBase that maintains the links. You can use this to re-establish the links in the another Desktop program. If you set this to 1 it will export the actual value that is displayed in the Linked Database based on the Show Value From setting in the Link field.

PASSWORD:{password}
If the PDB file you are converting from has a password set for Open Database you can include this argument and enter that password in the brackets so that you will not be prompted when converting. This is especially useful if you are using a Batch file for your conversions.

Examples of Using Command Line Options

In all of the below examples, the actual command line must be entered on one line if used in a Batch file. Additionally if you wish to call multiple conversions in a single Batch file we recommend using the built in Windows command, START with the Wait parameter. You would use this so that the conversions would not overlap and cause memory errors or other problems. It is used like this: START /w handbasedesktop COMMAND:TOCSV...........

1. Converting a .CSV file to a HanDBase file (.PDB) with all fields as text fields:

> *handbasedesktop COMMAND:TOPDB INFILE:{C:\temp\Databases\customers.csv} OUTFILE:{c:\temp\customers.pdb} DBNAME:{Customers DB}*

The program would assume that there should be no quotes around the input .CSV file's fields, or first line with field names. It also would not auto-install this to any user.

2. Converting a .CSV file to a HanDBase file (.PDB) with all fields as text fields, quotes around field values, and first line with field names:

> *handbasedesktop COMMAND:TOPDB INFILE:{C:\temp\customers.csv} OUTFILE:{c:\temp\customers.pdb} DBNAME:{Customers DB} HASQUOTES FIELDNAMES*

The program would not auto-install this to any user.

3. Converting a .CSV file to a HanDBase file (.PDB) with field information from an existing pdb file, quotes, and first line with field names. Also, automatically install this to the first user in the user name list.

> *handbasedesktop COMMAND:TOPDB INFILE:{C:\temp\Databases\customers.csv} OUTFILE:{c:\temp\customers.pdb} DBNAME:{Customers DB} USEEXISTING:{c:\temp\customers.pdb} HASQUOTES FIELDNAMES AUTOINSTALL:{1}*

4. Converting an existing HanDBase (.PDB) file to a .CSV file:

handbasedesktop COMMAND:TOCSV INFILE:{C:\temp\customers.pdb} OUTFILE:{c:\temp\customers.csv}

The program would assume that there should be no quotes around the output .CSV file's fields, or first line with field names.

5. Converting an existing HanDBase (.PDB) file to a .CSV file with quotes around each field, and first line with field names:

handbasedesktop COMMAND:TOCSV INFILE:{C:\temp\customers.pdb} OUTFILE:{c:\temp\customers.csv} PLACEQUOTES FIELDNAMES

6. Converting an existing HanDBase (.PDB) file to an Excel file, and overwrite if it already exists:

handbasedesktop COMMAND:TOXLS INFILE:{C:\temp\customers.pdb} OUTFILE:{c:\temp\customers.xls} OVERWRITE

This would assume that Microsoft Excel is installed on the system running the conversion.

7. Converting an existing HanDBase (.PDB) file to a Microsoft Word file, and overwrite if it already exists:

handbasedesktop COMMAND:TODOC INFILE:{C:\temp\customers.pdb} OUTFILE:{c:\temp\customers.doc} OVERWRITE

This would assume that Microsoft Word is installed on the system running the conversion.

8. Converting an existing HanDBase (.PDB) file to an XML file, and overwrite if it already exists:

handbasedesktop COMMAND:TOXML INFILE:{C:\temp\customers.pdb} OUTFILE:{c:\temp\customers.xml} OVERWRITE

9. Converting an existing HanDBase (.PDB) file to an HTML file, and overwrite if it already exists:

handbasedesktop COMMAND:TOHTML INFILE:{C:\temp\customers.pdb} OUTFILE:{c:\temp\customers.html} OVERWRITE