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ViewStore

Price	Make	Model	Type & Doors
10,231	Ford	Capri 2.8i Special	L 2
10,245	BMW	320i	S 2
10,248	Vauxhall	Cavalier 1800i CD Auto	S 4
10,259	Toyota	Camry 2.0 GLi Auto	S 4
10,263	Volkswagen	Passat GL5 Auto	H 4
10,263	Volkswagen	Passat GL5 Auto	S 4
10,271	Ford	Granada 2.5 L Diesel	H 4
10,313	Ford	Sierra 1800 Ghia Auto	H 4
10,315	Peugeot	505 GR 2.0 Auto	E 4
10,325	Ford	Sierra 2000i Ghia	H 4
10,328	Nissan	Bluebird 2.0 SGX A	S 4

ViewStore

for the British Broadcasting Corporation Microcomputer

User Guide

ACORNSOFT
The choice of experience
in software.

This user guide was written by Information Transfer Limited using the VIEW word processor.

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British Broadcasting Corporation has been abbreviated to BBC in this publication.

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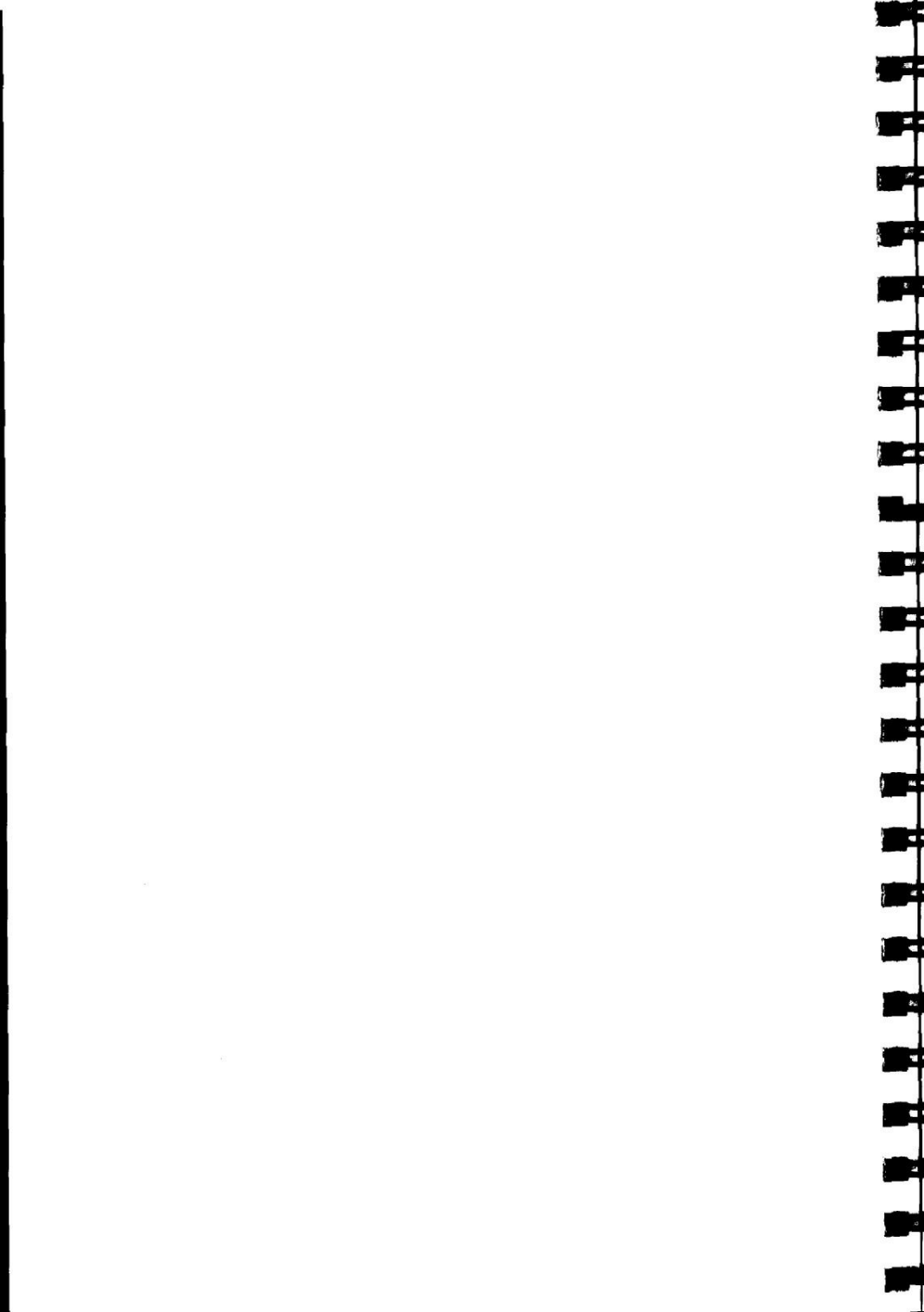
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Introduction

ViewStore is a sophisticated database manager which enables a large quantity of data, far larger than can be accommodated in the computer's memory, to be stored in a single file. This information can be displayed in virtually any order, and the system can search rapidly for an individual item. The information can be selected, sorted and summarised in reports designed by the user and it can be printed out as labels. Information can be passed to the VIEW word processor, and summaries of numerical information can be passed to the ViewSheet spreadsheet program.

ViewStore can be used for invoice registers, mailing lists, fixed asset registers, personnel records, appointment diaries; in fact, for any application where large amounts of data need to be stored simply and accessed rapidly.

Using this manual

This manual has nine chapters.

Getting started deals with the installation of ViewStore, and the things you should do first before starting to use it.

Using ViewStore introduces you to the ways in which a database can be displayed, manipulated and added to. It refers to an example database, called Cars, which is provided with the system.

Extracting information from a database explains the facilities that ViewStore provides for extracting and reporting on the information in a database, including passing information to VIEW or ViewSheet.

The next two chapters are intended for those who want to use ViewStore to build databases of their own.

Creating a database takes you through the steps involved in building a database of your own from scratch.

Altering a database shows you how your database can be adapted after it has been built.

Error messages lists the ViewStore error messages and gives a brief explanation of each, suggesting remedial action.

Specification provides details of the internal format of ViewStore files.

Each chapter contains many suggestions for things to try out, often using the

example database. We strongly suggest that you read this manual whilst sitting at the keyboard of your microcomputer, and that you try each of the suggestions as you come to them.

Your filing system

ViewStore can be used with a computer that is connected to a floppy disc drive, a Winchester disc drive or the Econet; it cannot be used with cassettes.

The storage and retrieval of information is controlled by a program known as the filing system which forms part of your computer's operating system.

Filenames, including the directories and drives to which files belong, are very important in ViewStore. ViewStore keeps different types of file in different directories as follows:

- Databases are in directory D.
- Format files are in directory F.
- Indexes are in directory I.
- Utilities are in directory U.
- Sort files are in directory S.
- Report files are in directory R.

If you are unsure about directories you might find it helpful to spend some time reading about them in your filing system user guide before reading further in this manual. When you start to build databases of your own, this knowledge will be essential.

Some definitions

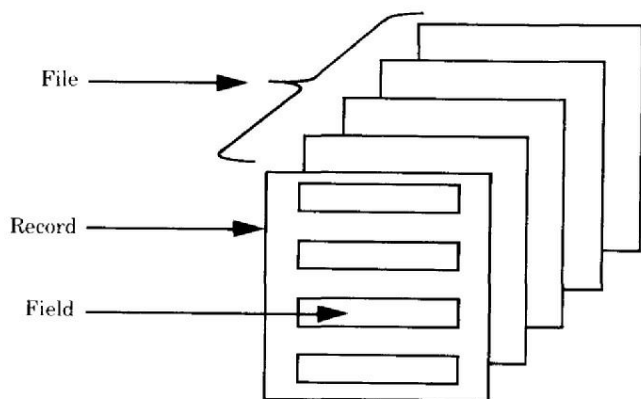
The rest of this introduction explains some of the special terms used in connection with a database. Those familiar with using databases can go straight on to chapter 1.

In a ViewStore database, the space that the computer makes available for each item of information is described as a *field*. Each field holds a particular type of information; this can be an address, a telephone number, a date of birth, a quantity, a value, or anything else which can be thought of as a single unit of information.

Within the database, a group of different fields will be related in some way; for example because they each contain information about the same person, or the same piece of equipment, or the same invoice. A group of related fields is described as a *record*. A record can be thought of as a blank form containing areas (that is, fields) where information can be written.

A collection of similar records is described as a *file*. Each record in a file must have the same fields. However, it is not necessary for every field of every record to contain information.

It can be helpful to envisage a database like this:



1 Getting started

Installing the ROM

If you are using a ROM version of ViewStore it should first be installed correctly in your computer. See the leaflet accompanying the ROM for details of how this is done.

Copying the ViewStore utilities

Before starting to use ViewStore, you will need to take at least one copy of the ViewStore utility and example programs and then to put the original in a very safe place. Use a copy in all subsequent operations. Then if any of the files are inadvertently deleted or corrupted you can retrieve them from the original.

The way in which you copy your ViewStore utilities will depend upon how they are supplied, and your filing system configuration. Follow the instructions with the utilities.

Using the reference card

Once familiar with ViewStore you will find almost all the information that you need on the reference card.

Conventions used in this manual

In this manual, the commands shown on the function key card are referred to simply by their names; for example, **DELETE RECORD**. Consult the card to see which key or keys must be pressed to invoke this command.

Commands which you type yourself are shown in computer typeface, for example

PREFIX

Text which you type yourself or which you see on the screen is also shown in computer typeface, for example

PREFIX U :1. RETURN

In the example above **RETURN** is shown in bold type to indicate that you should press the key marked **RETURN**. **DELETE** would mean that you should press the key marked **DELETE**, and so on.

CTRL → means that you should press the key marked **CTRL** whilst, at the same time, pressing and releasing the right arrow key.

If you see a word in computer typeface italics the word is not to be typed literally; type what the word represents. In the example below

SF *filename* **RETURN**

you would not type the word filename but the name of your file.

You are now ready to start using ViewStore.

2 Using ViewStore

Using ViewStore from ROM

According to how it is installed you may be in ViewStore immediately you switch on the computer or, more likely, you may have to give the command

***STORE RETURN**

Using ViewStore from disc

If you are using ViewStore from disc, insert the disc into the drive and type:

***STORE RETURN**

You should now see something like this:



ViewStore

Bytes free 24064

Editing No File

Screen mode 7

=>_

The message at the top left-hand corner of the screen confirms that you are in ViewStore and shows you which screen mode you are currently using.

Editing No File means that there is no data in the computer's memory; Bytes free tells you how much space there is available in the memory. The arrowhead => below the message is the prompt which tells you that ViewStore is waiting for you to give it a command.

You might like to investigate the effect of each of the different screen modes, 0 to 7, on the memory space available for data. To change screen mode type **MODE number RETURN**, for example **MODE 3 RETURN**. On a computer with shadow memory available you are recommended to use it by typing:

***SHADOW RETURN**

before changing mode. Without shadow memory you will see that the smallest space is provided by screen modes 0, 1 and 2. Nevertheless screen mode 0 is recommended for using ViewStore because the efficient way in which ViewStore makes use of memory means that, even in screen mode 0, memory constraints are not usually a problem.

If you are using ViewStore with a television rather than a monitor you may find screen mode 0 rather hard to read. In this case try screen mode 4.

Loading a database file

The rest of this chapter shows the facilities that ViewStore provides for examining a database, using as an example the database called Cars provided with the ViewStore examples.

To load the database type:

LOAD CARS RETURN

Most ViewStore commands can be abbreviated; for example, this command could alternatively have been typed as **L CARS RETURN**. The valid abbreviation for each command is shown on your reference card. Commands can be typed in either upper case or lower case or a combination of the two.

Almost immediately, the message in the top left-hand corner of the screen changes, to something like this:

ViewStore

Bytes free 3614
Editing D.CARS
Format F.CARS
Screen mode 0

=>_

The message shows you that you are now editing the file D.CARS. Editing here includes examining; you can look at the file, and make changes to it if you wish.

Note that ViewStore has loaded the file D.CARS, although you only gave it the name CARS. ViewStore assumes that all database files are in directory D.

There is an additional line in the message: `Format F.CARS`. The format file contains details of how the data is to be displayed on the screen, and a format file must always be loaded with each database file. Unless you tell it otherwise, ViewStore assumes that:

- The format file has the same name as the database file.
- The format file is always in directory F.

Finally, you may have noticed that the `Bytes free` figure is now smaller. This is because some of the computer's memory is taken up by the format file.

Examining a database file

You are currently in ViewStore's command screen where you give commands such as `LOAD` after the prompt `=>`. To examine the database you must switch to the data screen.

ESCAPE is used to switch between the command screen and the data screen. When working in either screen, **ESCAPE** can be used to end whatever you are currently doing. **ESCAPE** will always return you eventually to the command screen.

When you enter the data screen you first see the titles that have been set up for the database, and then the message `Reading` as ViewStore reads the first screenful of records. Each dot after the message represents a record which has been read.

When a screenful of records has been read in, ViewStore displays it; you should see something like this:

L Space 20 Indexed by entry

Manufacturer

New cars: Specification and price

Manufact.	Model	Typ.	Drs.	Extras	Cap.	Boot	Sp.	Acc.	Mpg.	St.	Tank.	Price
Austin R	Mini City E	S	2		998	5	82	17.2	40	12	7.5	3298
Austin R	Mini Mayfair	S	2	R	998	5	82	17.2	40	12	7.5	3883
Austin R	Metro City	H	3		998	7/46	86	18.7	39	12	7.8	3659
Austin R	Metro City X	H	3		998	7/46	88	16.5	39	12	7.8	4041
Austin R	Metro 1.0L	H	3	FR	998	7/46	88	16.5	39	12	7.8	4429
Austin R	Metro 1.0HLE	H	3	FR	998	7/46	85	18.6	39	12	7.8	4699
Austin R	Metro 1.3L	H	3	FR	1275	7/46	97	13.0	36	12	7.8	4669
Austin R	Metro 1.3Auto	H	3	FR	1275	7/46	91	16.1	33	12	7.8	5429
Austin R	Maestro 1.3	H	5	R	1275	10/21	97	12.0		12	11.9	4899
Austin R	Maestro 1.3L	H	5	FR	1275	10/21	96	12.5		12	11.9	5419
Austin R	Maestro 1.3HLE	H	5	FR	1275	10/21	95	13.5	40	12	11.9	5794
Austin R	Maestro 1.6L	H	5	FR	1598	10/21	104	10.5		12	11.9	5698
Austin R	Maestro 1.6HLS	H	5	FR	1598	10/21	100	12.8	31	12	11.9	6049
Austin R	Maestro 1.6Aut	H	5	FR	1598	10/21	96	13.6		12	11.9	6498
Austin R	Maestro 1.6VP	H	5	LSEFCR	1598	10/21	103	11.9	31	12	11.9	6995
Austin R	Montego 1.3	S	4	R	1275	18/27	96	13.0		12	11.7	5469
Austin R	Montego 1.6	S	4	R	1598	18/27	106	11.1	30	12	11.7	5864
Austin R	Montego 1.6L	S	4	CR	1598	18/27	106	11.1	30	12	11.7	6394
Austin R	Montego 1.6HL	S	4	FCR	1598	18/27	106	11.1	30	12	11.7	7119
Austin R	Montego 2.0HL	S	4	FCR	1994	18/27	108	9.8		12	11.7	7465
Austin R	Montego 2.0HLS	S	4	LEFCR	1994	18/27	108	9.8		12	11.7	7885
Austin R	Montego Vanden	S	4	LSEFCR	1994	18/27	108	9.8		12	11.7	8569
Ford	Fiesta 950 Pop	H	3		957	7/35	85	17.0		6	7.5	3847
Ford	Fiesta 950 Pop	H	3		957	7/35	85	17.0		6	7.5	4268
Ford	Fiesta 950L	H	3	FR	957	7/35	85	17.0		6	7.5	4868
Ford	Fiesta 1.1 Pop	H	3		1117	7/35	88	14.9		6	7.5	4490
Ford	Fiesta 1.1L	H	3	FR	1117	7/35	88	14.9		6	7.5	4890

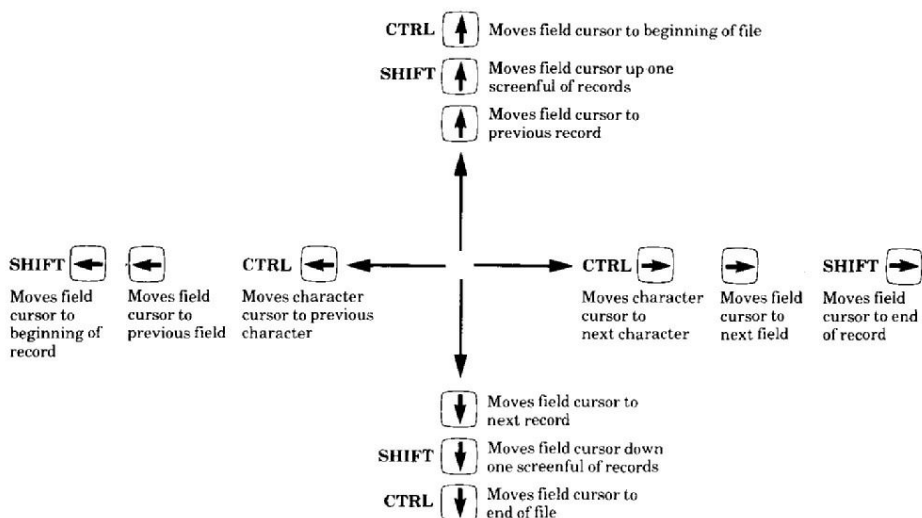
If you have experience of a spreadsheet program (such as ViewSheet) this display will be familiar to you; for this reason it is referred to as the spreadsheet display. You can think of the screen as a window looking on to the database which you can move around to examine different parts. Each line on the screen displays a single record in the database; each box represents a single field within a record. The titles above the data are the field names.

Field name	Manufacturer	Model	Type	Dr.	Extras	Cap	Boot	Sp.	Acc.	Mpg	St	Tank	Price
	Austin	Mini City E	S	2		968	5	82	17.2	40	12	7.5	3298
	Austin R	Mini Mayor	S	2	R	968	5	82	17.2	40	12	7.5	3883
	Austin R	Metrol City	H	3		968	7/46	68	18.7	39	12	7.8	3659
	Austin R	Metrol City X	H	3		968	7/46	68	16.5	39	12	7.8	4041
	Austin R	Metrol 1.0L	H	3	FR	968	7/46	68	18.5	39	12	7.8	4429
	Austin R	Metrol 1.0HLE	H	3	FR	968	7/46	68	18.6	39	12	7.8	4699
	Austin R	Metrol 1.3L	H	3	FR	1275	7/46	97	13.0	36	12	7.8	4669
	Austin R	Metrol 1.3Auto	H	3	FR	1275	7/46	91	16.1	33	12	7.8	5429
	Austin R	Maestro 1.3	H	5	R	1275	10/21	97	12.0		12	11.9	4899
	Austin R	Maestro 1.3L	H	5	FR	1275	10/21	96	12.5		12	11.9	5419
	Austin R	Maestro 1.3HLE	H	5	FR	1275	10/21	95	13.5	40	12	11.9	5794
	Austin R	Maestro 1.6L	H	5	FR	1568	10/21	104	10.5		12	11.9	5698
	Austin R	Maestro 1.6HLS	H	5	FR	1568	10/21	100	12.8	31	12	11.9	6049
	Austin R	Maestro 1.6Aut	H	5	FR	1568	10/21	98	13.6		12	11.9	6495
	Austin R	Maestro 1.6VP	H	5	LSEFCR	1568	10/21	103	11.9	31	12	11.9	6986
	Austin R	Montego 1.3	S	4	R	1275	18/27	96	13.0		12	11.7	5469
	Austin R	Montego 1.6	S	4	R	1568	18/27	106	11.1	30	12	11.7	5864
	Austin R	Montego 1.6L	S	4	CR	1568	18/27	106	11.1	30	12	11.7	6394
	Austin R	Montego 1.6HL	S	4	PCR	1568	18/27	106	11.1	30	12	11.7	7119
	Austin R	Montego 2.0HL	S	4	PCR	1994	18/27	108	9.8		12	11.7	7465
	Austin R	Montego 2.0HLS	S	4	LSEFCR	1994	18/27	108	9.8		12	11.7	7885
	Austin R	Montego Vanden	S	4	LSEFCR	1994	18/27	108	9.8		12	11.7	8569
	Ford	Fiesta 950 Pop	H	3		957	7/35	85	17.0		6	7.5	3847
	Ford	Fiesta 950 Pop	H	3		957	7/35	85	17.0		6	7.5	4258
	Ford	Fiesta 950GL	H	3		957	7/35	85	17.0		6	7.5	4668
	Ford	Fiesta 1.1 Pop	H	3		1117	7/35	88	14.9		6	7.5	4490
	Ford	Fiesta 1.1L	H	3	FR	1117	7/35	88	14.9		6	7.5	4646

In the spreadsheet display there are two types of cursor:

The field cursor

This is shown as a block of reverse video and when you first switch to the spreadsheet display, it will be in the top left-hand corner of the database. You move the field cursor using the arrow keys as shown in the diagram below. Practise moving the field cursor around the database. Notice that if you hold the arrow keys down the field cursor keeps moving until you release the key. This is a facility known as auto-repeat which applies to most of the keys on the keyboard.



The character cursor

This is shown as a flashing underline character and shows you where the next character you type on the keyboard will appear on the screen. It can be moved left or right by pressing **CTRL** ← or **CTRL** →. The function key commands DELETE END OF FIELD, BEGINNING OF FIELD, END OF FIELD, INSERT CHARACTER and DELETE CHARACTER are also used to move the character cursor.

Here are some points that you should particularly notice:

1. Certain fields appear to contain abbreviations. For example, the top left-hand field in which the field cursor is originally placed reads `Austin R.` Move the character cursor to the right by pressing **CTRL** →. You will see that, when the character cursor reaches the end of the field, the text scrolls to the left to reveal that the full field entry is `Austin Rover`. As you see, ViewStore does not restrict the size of an entry in a field to the number of characters that can be shown on the screen. A quicker way to display the remainder of an entry that is wider than the field can be to press **END OF FIELD**.
2. **RETURN** moves the field cursor to the next field. There may be a short pause whilst ViewStore accesses the database file.
3. When you move the field cursor a message appears on the third line of the screen. This is either information about the field or the field name if no information has been given.
4. If you press **RETURN** or → when the field cursor is in the field at the right-hand side of the screen, the screen moves across the database to the right to display the next field. Eventually you will see that the fields no longer have names but numbers; these are spare fields for you to extend the database if you wish. Pressing **RETURN** with the field cursor in the last field of a record moves the field cursor to the first field of the next record.
5. When you press ↑ or ↓, the field cursor moves vertically up and down the screen. In most cases this will be what you want, particularly when examining data. However, there may be occasions when you want the field cursor to move to the first field of the next or previous record, for example when entering data. In this case, press **CURSOR LOCK**. If you want to change back to locked movement press **CURSOR LOCK** again. Note that the letter **L** is shown at the top left-hand corner of the screen when the field cursor is locked to movement in the same field, and **U** when it is unlocked.
6. Pressing **SHIFT** ↓ makes the field cursor move down the database by a screenful of records. **SHIFT** ↑ moves up the database in a similar way. There is a short wait whilst ViewStore reads in the next screenful of records; the `Reading` message and the dots confirm that this is happening.
7. Pressing **CTRL** ↓ takes you to the last record in the database. ViewStore displays a single record which is the last record in the database. The field cursor is positioned on a blank line after the last record to enable you to enter another record if you wish. You can move back to earlier records using ↑ and **SHIFT** ↑ in the normal way. However if you press ↓ whilst on the final blank line (or ↑ whilst at the beginning of the file) ViewStore will display the `End` message.

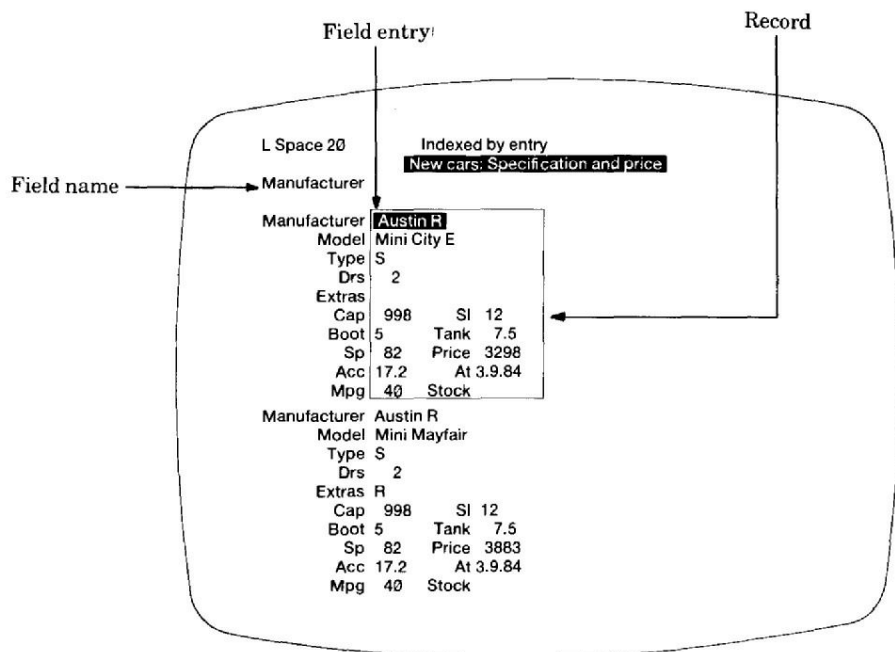
Another way of looking at data

The spreadsheet display that you have been looking at so far enables the maximum number of records to be displayed on the screen at one time. However, depending on the size of each record, it may not be possible to see all the fields at the same time, and the field names may not fit into the space provided for the fields.

To overcome these problems ViewStore provides an alternative to the spreadsheet display in which each record appears as if its information had been written out on a reference card. To switch to the card display, press **CHANGE DISPLAY**. Your screen should look like this:

```
L Space 20      Indexed by entry
                  New cars: Specification and price
Manufacturer
Manufacturer Austin R
  Model Mini City E
  Type S
  Drs 2
  Extras
    Cap 998      SI 12
    Boot 5       Tank 7.5
    Sp 82        Price 3298
    Acc 17.2     At 3.9.84
    Mpg 40       Stock
Manufacturer Austin R
  Model Mini Mayfair
  Type S
  Drs 2
  Extras R
    Cap 998      SI 12
    Boot 5       Tank 7.5
    Sp 82        Price 3883
    Acc 17.2     At 3.9.84
    Mpg 40       Stock
```

In the card display every field of a record is displayed on the screen with its full name; see for example **Manufacturer** which was shown as **Manufact** in the spreadsheet display. The space allowed for the field entry itself is the same as in the spreadsheet display. ViewStore fits as many complete records on to the screen as it can.



You move the cursors in the card display using exactly the same keys as for the spreadsheet display. As you will see later, you can also edit and enter data in exactly the same way.

Note that **RETURN** and **→** move to the next field in the order shown in the spreadsheet display. Depending on how the card display has been organised this may mean that the field cursor jumps between fields in an apparently illogical manner. Pressing **RETURN** in the last field of a record in the card display moves you to the first field of the next record.

The arrow keys work in the same way in the card and spreadsheet displays. However, because the records and fields are displayed differently the field cursor does not follow the direction of the arrows. So **→** and **RETURN** move to the next field which may not be to the right. **↓** moves to the next record which may be several lines or a whole screen down.

Sharp-eyed readers may have noticed that an extra field name **S t o c k** appears in the card display, but that it is not possible to move the field cursor into this field. This is explained later.

To switch back to the spreadsheet display, just press **CHANGE DISPLAY** again.

Examining the record format

The next step is to examine the contents of the format file, the file that determines the way in which the data you have just been looking at is displayed.

The format file contains three types of information:

- Record format. This describes the structure of each record in the database.
- Database header. This information relates to the database as a whole.
- Card layout. This describes the layout used in the card display.

To examine the record format, press **RECORD FORMAT**. Your screen should look something like this:

L Space 1009

Record format

Field name

Field name.....	Wid. T. S. D. Low limit..	High limit.. I. Key.	Index name.....	Prom
Manufacturer	8 a y	R 2	MANUF	
Model	14 a y	R 5	MODEL	
Type	3			S=Sa
Drs	3 n 0			Numb
Extras	6			B=Re
Cap	4 n 500	4000		Engi
Boot	5 A			Boot
Sp	3 n 0	y 3	SPEED	Top
Acc	4 n 1			Acce
Mpg	3 n 0	Y 3	Mpg	Fuel
Sl	3 n 0			Serv
Tank	5 n 1			Fuel
Price	5 n 0	Y 5	Price	List
At	8 d			Date
Stock	0 n 0			Quan

This information is presented in the spreadsheet display. Each line of the record format contains the information for one field of the main database. You can move around the record format using the arrow keys in the normal way.

Briefly, this is the meaning of each of the items of information held for each field. A fuller description is given in chapter 4 Creating a database.

Field name

The name to be displayed at the top of the field.

Wid(th)

The number of characters of the field entry to be displayed.

T(ype)

The type of data to be entered in the field

N Numbers, for example the field *Drs*.

D English-style dates in the form Day Month Year, for example 31/12/85.

M American-style dates in the form Month Day Year, for example 12/31/85.

A Alphanumerics: letters, numbers and punctuation characters.

T Text: letters, numbers and punctuation characters.

T is used for words and sentences; **A** is used for names.

S(croll)

Contains **Y** if the field entry is allowed to scroll across its column; this means that the entry can be longer than the display width. **N** specifies that the field entry does not scroll. The default settings (those which ViewStore gives you if you make no entry) are **Y** for alphanumeric, textual and date entries and **N** for numbers.

D(ecimal places)

The number of decimal places to which numbers are displayed in this field; only applies if the field type is **N**.

Low limit

The lowest value that can be accepted as an entry in this field (eg in the field *Capacity*, capacities below 500cc are not allowed).

High limit

The highest value that can be accepted as an entry in this field (in *Capacity*, capacities above 4000cc are not allowed).

I(ndex)

Contains **Y** or **R** if there will be an index for this field. An index enables the database to be displayed in the order of the entries in this field; **Y** and **R** refer to different types of index, as explained later.

Key (width)

The number of characters to be used to distinguish between field entries either in the index file or for sorting; this is also explained later.

Index name

If there is an index for this field (see `Index` above), contains the name to be given to the index file.

Prompt

The message displayed on line 3 of the screen when the field cursor enters this field; if left blank, the field name is displayed.

Value list

A list of the valid entries in the field.

Note that, in some cases, the prompt shown on line 3 in the record format includes a list of the valid entries in the column; for example, `N,Y,R` for `Index`. In each of these cases the first item in the list is the default. Thus if `Index` is left blank ViewStore will assume that entries in that field are not to be indexed. This convention applies to the prompts in the database header and the record format.

The record format information helps to explain the mysterious appearance of `Stock` in the card display. As you can see, the field `Stock` has been given a field width of zero. It can still contain data, but in the card display the field name alone appears, and in the spreadsheet display nothing at all is shown. Setting field width to zero is a good way of hiding data. This is useful if you want to present two or more displays of the same data using different format files.

To investigate the effect of the record format on the database, alter some information (particularly in `Field name`, `Width` or `Prompt`) and then return to the database by pressing `DATA` to see how the display has changed. To alter record format information, position the field cursor in the appropriate field and then:

- Use `CTRL ←` and `CTRL →` to position the character cursor at the character to be changed.
- Overtyping the old entry by typing on the keyboard in the normal way: each character you type replaces the one underlined by the character cursor.
- Use `INSERT CHARACTER` to make space for an additional character before the one underlined by the character cursor.
- Use `DELETE CHARACTER` to delete the character underlined by the character cursor.

- Use the **DELETE** key to delete the character to the left of the character cursor.
- Use **DELETE END OF FIELD** to delete all the characters from the character cursor to the end of the field.

When you are satisfied with the record format, press **DATA** to return to the data screen to see the effect of your changes.

Note that if you leave the display width for a field blank, that field will be shown 18 characters wide in the spreadsheet display, but in the card display it will not be shown at all.

Examining the database header

The second part of the format file to be looked at here is the header information relating to the database as a whole. To examine this information, press **DATABASE HEADER**. Your screen should look like this:

The screenshot shows a terminal window with a title bar "L Space 1007". Inside the window, the text "Database header" is centered at the top. Below it, the word "Title" is displayed. Further down, the text "Title New cars: Specification an" is shown, with "New cars: Specification an" highlighted in a black box. Below this, the text "Display s" is shown. Then, "Record size" is displayed. Below that, "Capacity 30" is shown. Then, "Index field" is displayed. Finally, "Screen mode 0" is shown at the bottom.

```
L Space 1007
Database header
Title
Title New cars: Specification an
Display s
Record size
Capacity 30
Index field
Screen mode 0
```

This information is presented in the card display. It also has just a single record.

Briefly, this is the meaning of each item of information:

Title

The title displayed at the top of the database.

Display

Contains **S** if the database is to be shown in the spreadsheet display when it is first loaded; **C** if it is to be displayed in the card display.

Record size

This determines the space that is made available for each record as it is entered. It is described in detail in Chapter 4 Creating a database.

Capacity

This determines the largest number of records that ViewStore will try to fit into memory. It can be used to speed up movement around the database and to recover from the **Record too big** error message. This item is described in more detail in Chapter 4 Creating a database.

Index field

If a field name is entered here, the database is indexed on this field when it is first loaded. If left blank the records are shown in the order in which they were typed in.

Screen mode

The screen mode in which the database is displayed. If there is an entry in this field, ViewStore will change screen mode when switching to the data display if the screen mode you have specified is not the same as the current screen mode.

Experiment by changing the database description and screen mode, and then returning to the data screen (press **DATA**) to see the effect of your changes.

Alternative formats

As you saw earlier, when you load a database file, ViewStore looks for and then loads a format file with the same name. However, it is possible to have more than one format file which refers to the same database. Different formats enable the same data to be displayed rapidly in different ways for different purposes.

As an example of this, switch to the command screen and type:

LF stock RETURN

LF stands for load format. As you can see, it changes the format file being used with the database to **F . s t o c k**. Now if you switch to the data screen you will see something like this:

L Space 20 Indexed by entry

New cars: Stock levels			
Manufacturer	Model	Price	Stock
Austin Rover	Mini City E	3298	2
Austin Rover	Mini Mayfair	3883	
Austin Rover	Metro City	3659	3
Austin Rover	Metro City X	4041	1
Austin Rover	Metro 1.0L	4429	
Austin Rover	Metro 1.0HLE	4699	2
Austin Rover	Metro 1.3L	4669	
Austin Rover	Metro 1.3Auto	5429	1
Austin Rover	Maestro 1.3	4899	5
Austin Rover	Maestro 1.3L	5419	2
Austin Rover	Maestro 1.3HLE	5794	
Austin Rover	Maestro 1.6L	5698	
Austin Rover	Maestro 1.6HLS	6049	3
Austin Rover	Maestro 1.6Auto	6498	1
Austin Rover	Maestro 1.6VP	6995	2
Austin Rover	Montego 1.3	5469	6
Austin Rover	Montego 1.6	5864	
Austin Rover	Montego 1.6L	6394	2
Austin Rover	Montego 1.6HL	7119	1
Austin Rover	Montego 2.0HL	7465	3
Austin Rover	Montego 2.0HLS	7885	2
Austin Rover	Montego Vanden Plas	8569	4
Ford	Fiesta 950 Popular	3847	1
Ford	Fiesta 950 Pop Plus	4268	
Ford	Fiesta 950L	4668	3
Ford	Fiesta 1.1 Pop Plus	4490	2
Ford	Fiesta 1.1L	4890	2

This presents the Cars database in the form that might be required by a car dealer, as opposed to the customer's requirement for full details which is met by the original Cars format. If you switch to the record format (press **RECORD FORMAT**), you will see that the effect has been achieved by setting the field width of all fields except **Manufacturer**, **Model**, **Price** and **Stock** to zero.

If you want to return to the original format, type:

LF cars RETURN

You can also load a format file with a different name at the same time as you load the database, by typing:

```
LOAD databasefilename formatfilename RETURN
```

For example:

```
LOAD cars stock RETURN
```

Changing the index

Whilst you are displaying data (either in the spreadsheet display or the card display) you may have noticed the message **Indexed by entry** at the top of the screen. This means that records are displayed in the order in which they were originally typed in.

This section explains how you can instruct ViewStore to display records in a different order.

Firstly, look at the record format (press **RECORD FORMAT**). Notice that three of the fields have a Y under I showing that an index file is being maintained for each of them. Index name contains the name of the appropriate file.

An index file is a special file which contains just the first few characters of each entry in the corresponding field; the number of characters is shown under **Key width**. ViewStore uses the index file to arrange records in the order of the entries in that field.

If you go back to the command screen and catalogue the filing system you should see files in directory I. These are the index files for the fields. Notice that they have the same names as shown in the **Index name** column of the record format.

You can tell ViewStore to display the Cars database in the order of the entries in any of the three fields for which it has an index file. Go to the data screen and press **INDEX FIELD**. On the third line of the screen ViewStore displays the names of the fields for which it has an index. Type the name of the field you want ViewStore to use, and press **RETURN**.

Notice that you must give the field name, not the name of the index file. In most cases the names will be the same. To save typing the full field name you can use the * wildcard character.

Wildcards

Wildcards are characters which have a special meaning when specifying field names or the values of field entries.

The characters are:

? which matches any single character.

* which matches any number of any characters (including none).

For example

?i l l matches any four letter word ending in ill.

i l l * matches any word beginning with ill, including ill.

Wildcards are most used when specifying field names and when locating data entries. For example `ma*` will match the field name `manufacturer` in the `Cars` database because no other field name begins with `ma`.

Now, try displaying the data in the order of each indexed field.

As when the file is first loaded, you see the message `Reading` and dots as the records are read from the file. But now when the data is displayed it will be in the order of the field you have selected, and the message at the top of the screen should read `Indexed by field name`. Note that records which have a blank entry in the index field are displayed at the beginning of the database.

If you get an error message refer to Chapter 7 Error messages.

If you want to go back to `Indexed by entry`, press `INDEX FIELD` and then press **RETURN**.

If you find when you index your data that it does not fully follow alphabetical or numerical order, the probable reason is that the index file does not contain sufficient characters to enable ViewStore to distinguish between them. For example suppose an index file for the field `Manufacturer` held just four characters for each entry. Then ViewStore could not distinguish between `Austin Rover` and the `Australian Motor Company`. It would display all manufacturers beginning `Aust` together, but in the order in which they were entered.

Choosing the number of characters to be held by an index file is an important decision, which is described in Chapter 4 Creating a database.

Locating a record in a database file

ViewStore enables you to locate a particular entry in a particular field. However, before you can do that you must display the data in the order of that field. (If you do not have an index file for a field you cannot index on that field, and so you cannot locate an entry in that field. You may find a record using the `SELECT` utility; see Chapter 3 Extracting information from a database.)

Suppose you are only interested in cars which have a top speed of at least 95 mph. First, index the data on the Speed field as described above. Then press LOCATE, and in response to the Value? prompt type in 95 and press RETURN.

ViewStore then redisplay the data, with the first record in which Speed is 95 shown at the top of the screen. If there is no record for which the field entry exactly matches your value, ViewStore displays the next one.

Note that ViewStore uses the index file for the field when locating records. If you enter a value which has more characters than are held in the index file, ViewStore will ignore the extra characters.

Again, take the case where the index file for Manufacturer contains the first four characters of each entry. If you enter Austin Rover as your value, ViewStore will just look for Aust, and it might come up with the Australian Motor Corporation.

Editing data

You can edit the data held by ViewStore at any time. Firstly, display the data in the normal way; you can use either the spreadsheet or the card display.

Then position the field cursor in the field and record you want to change. You can make changes in three main ways.

1. You can just type in the new entry. Each character you type replaces (or overtypes) the character underlined by the character cursor. If the new field entry is shorter than the old one, a convenient way to get rid of the left over characters is to press DELETE END OF FIELD; this deletes all characters from the character cursor to the end of the field. If you do not need to replace the whole of the old entry, move the character cursor (using CTRL ← or →) to underneath the first character to be changed before starting to type.

2. You can add an extra character. Place the character cursor beneath the character before which you want the new character. Then press INSERT CHARACTER; ViewStore makes a space in which you can type the new character you want. For example, suppose you want to add an s to:

Autin Rover

Position the character cursor under the t:

Autin Rover

press INSERT CHARACTER:

Au tin Rover

and type the s:

Austin Rover

3. You can also delete surplus characters. Position the character cursor underneath the character to be deleted and press **DELETE CHARACTER**. ViewStore moves all the characters to the right of the character cursor one position to the left. You can also use the **DELETE** key to get rid of unwanted characters, but note that this deletes the character to the left of the character cursor. **DELETE** is particularly useful when you are typing in an entry and notice that you have made a mistake in the last character typed.

Notice that it is possible for the character cursor to move into the gap which separates a field from the next field to the right. Both **INSERT CHARACTER** and **DELETE CHARACTER** can work in this position; they operate on the character (if any) which is hidden behind the gap. Also, if an entry has scrolled to the left and the character cursor has returned to the beginning of the field, the **DELETE** key operates on the character hidden behind the gap to the left of the field.

Two other keys which can be useful for moving the character cursor quickly to the required position are **BEGINNING OF FIELD** and **END OF FIELD**.

To see how editing works, index the Cars data by entry (see Changing the index) and then try making these changes to the first record:

- Abbreviate Austin Rover to Aust Rov.
- Change Mini City E to Mini City 1.0E.
- Change the price to £3449.
- Change the At date to 31.12.84.

In the top left-hand corner of the screen you may have noticed the message **Space**, followed by a number. This is the number of bytes of space remaining for this record. Each character (including a space) takes up one byte of space. If you enter an extra character the number goes down by one; if you delete a character the number increases by one.

If **Space** is reduced to zero, ViewStore will not allow you to enter any extra characters in the record you are currently editing; it will beep to warn you that you are out of space. If the extra characters are essential you must make space by deleting characters from one of the other fields in the record.

If lack of space is a recurrent problem (perhaps because you have decided to add an extra field to each record) you can increase the space available for each record. This is described in Chapter 5 Altering a database.

Adding new data

Before adding additional records to a database it is advisable first to index it by entry (see Changing the index). Then use **CTRL ↓** to position the cursor on the blank line after the last record of the file.

If you are using the Cars file the space available for this new record should be very large; in fact, the full unused memory capacity of your computer.

You enter the information for the new record by typing it in the normal way. If you make mistakes you can edit them as you go along, using **INSERT CHARACTER**, **DELETE CHARACTER** and the **DELETE** key.

Practise entering information for a new car model; you can make up the details. If you are using a floppy disc system, the disc will probably whirr as you type, and the cursor will temporarily disappear from the screen. This is caused by ViewStore creating space for the new record on the disc. You can just carry on typing, and ViewStore will catch up with you when it has finished with the disc.

As you type each character the space available decreases by one byte, in the same way as when you were adding extra characters during editing. You may also notice that the space decreases when you first type a character in a new field.

When you have entered all the information you want for the new model, check the space available and remember it. Then move the cursor down to the next blank record, type a few characters and move back up again to the record you have just created. Check the space now available for this record. It should be greatly reduced, to about twenty bytes.

Remember that it is better not to begin typing a new record before you have completed the previous one; when you come back to complete the previous record you will find that you have very little space left for the additional information. If you need more than this, you must delete information from elsewhere in the record.

The rule is: enter all the information in a record before starting a new record.

Making more space available

When adding new data you may receive the **Disc full or Can't extend** message. In this case refer to the View Family Filing System guide.

Finishing a ViewStore session

As you have seen, ViewStore continually writes information to the filing system as you enter or edit it. When you have made all the additions or changes you want to your data, just return to the command screen. Then you can switch off your computer, or change to another program such as **VIEW** or **ViewSheet** or to a language such as **BASIC**. All your data will be safely stored in the file.

If you are familiar with **VIEW** or **ViewSheet** you will notice that this is a major difference. In ViewStore, unlike these other two programs, you do not have to

tell the computer to save your information; ViewStore does this for you automatically.

The only precaution that you must take is to return to the command screen before leaving ViewStore. Pressing **ESCAPE** once or twice will always take you back to the command screen.

If you switch off or press **CTRL BREAK** whilst in the data screen your files may be irretrievably damaged. As in all work with a computer, you are strongly urged to take backup copies of your files at regular intervals to ensure that, if damage occurs to the files on which you are currently working, you do not lose everything.

3 Extracting information from a database

This chapter describes the ways in which information can be extracted from a database for different purposes. These purposes are:

- To provide macro parameters for use with the VIEW word processor.
- To pass numerical information to the ViewSheet spreadsheet program.
- To print labels containing information from the database.
- To print reports combining other text with information from the database.

Each of these functions is carried out using a ViewStore utility. Utilities are special programs provided with the system; they are supplied in directory U.

In addition to these functions it is possible to pass text from your database for use with the VIEW word processor.

Several of the utilities allow you to print out information and so you should set up your printer. The following section describes how to do this. If you are confident about setting up your printer or you do not want to print anything move on to the section Using utilities on page 30.

Preparing for printing

In order to print you must do three things:

- Connect your printer to your computer using the appropriate leads.
- Load the appropriate printer driver (if necessary).
- Give the relevant printing and baud rate codes.

The connecting leads for your printer should be supplied by your dealer.

A printer driver is a program which controls printing. In particular, it translates any highlight codes which you have included in a report specification into signals which are understood by the printer and which instruct it, for example, to start or end bold or underlined printing.

ViewStore contains a printer driver which operates by default if no other is loaded. The default printer driver enables most printers to be used, but without any highlighting. If your printer is capable of highlighting and you want to make use of it, you must obtain or create the appropriate printer driver program. Consult your Acornsoft dealer. (Printer drivers used with VIEW or ViewSheet will work with ViewStore, and vice versa.)

To load a printer driver, type:

PRINTER *name* RETURN

where *name* is the name of the printer driver; usually the name of the printer itself. For example:

PRINTER RICOH RETURN

The **PRINTER** command without a name resets the printer driver to the default.

If a printer driver has been loaded, the **Printer** message is shown in the command screen followed by the name of the current printer driver. If no **Printer** message is shown, the default printer driver is in use.

Before printing you should set up your printer in the usual way, from the **ViewStore** command mode screen.

For details on how to do this, consult the computer's User Guide.

Using utilities

All utilities except **SETUP** operate on an existing database, and you must load the appropriate database in the normal way before starting the utility.

ViewStore uses the convention that all utilities are stored in directory **U**.

When using a utility you will usually need to use the names of fields in the database. It is advisable to type:

LIST RETURN

to list the field names and numbers before starting the utility.

To use a utility you type:

UTILITY *utilityname* RETURN

ViewStore then loads the specified utility from directory **U**. If it finds the file, **ViewStore** starts the utility.

If it does not find the file, the system prompts you to **Insert utility disc** and hit a key. When you have done this it loads the utility into its memory, and then prompts you to **Insert data disc** and hit a key.

This is to enable floppy-disc users to keep the utility files on a different disc from the database and other files, which can be useful if you have a number of different databases on different discs.

If you type the utility name incorrectly ViewStore will not, of course, be able to find a file with that name. It will assume that the file is on another disc and will give you the Insert utility disc and hit a key prompt. If you get this prompt unexpectedly check the name of the file that ViewStore cannot find; if you have made a typing mistake, press **ESCAPE** and start again.

Each utility (except **SELECT** and **SETUP**) starts with the question:

Use select file (N,Y)?

A select file is a database created using the **SELECT** utility (explained below) consisting of some or all of the records in your database which may have been sorted into a different order.

If you want the utility to operate on the full current database, type **N** and press **RETURN**. Note that you can just press **RETURN** to select **N** as it is the default value. Wherever ViewStore suggests a choice of values, the first value is the default value and can be specified by pressing **RETURN**.

If you type **Y** and press **RETURN**, ViewStore looks for a file called *S.database*, where *database* is the name of the currently loaded database and *S.database* is a select file. ViewStore then examines this file to find out on which records, and in which order, the utility should operate. If it cannot find *S.database* ViewStore displays an error message and ends the utility.

If you choose **LABEL**, **REPORT** or **SELECT**, ViewStore asks you whether output produced by the utility should be displayed on the screen or sent to the printer. Type **S** or **P** as appropriate, and press **RETURN**. Remember that the first value given, **S**, is the default value which can be chosen by pressing just **RETURN**.

Selecting and sorting records

ViewStore's utilities can be used with a whole database, or with a subset of the records in a database which have been selected and perhaps sorted in a particular way.

Selection of records is useful if you are only interested in certain categories of record; for example, only those cars manufactured by Austin Rover. The criteria you specify can be very complex. You could, for example, select all cars manufactured by Austin Rover which have a top speed over 100 mph, and Ford cars which are not hatchbacks, and Vauxhall cars fitted with a radio which cost less than £4000.

Sorting is useful if, for example, you want to print addresses on labels and you want the addresses to be in alphabetical order of county. The sorting utility is

more powerful than the indexing that you have met so far because it can take account of more than one field at a time. For example, your labels could be printed in alphabetical order of county; but those with the same county could be printed in order of town; and those with the same town could be printed in order of street.

Selected and sorted records are usually written to a special file. Then, when you run a utility, you can instruct ViewStore to use this select file. The utility will only examine the selected records, in the sorted order.

If you wish you can select certain records but not sort them; in this case they will be considered by the utility in the order in which they were originally entered. Or you can operate the utility on the whole database but sorted in the way you want. Utilities can also be used with the whole database in the order that it was entered, without either selecting or sorting the records.

This section explains how to carry out the selection and sorting procedure.

When specifying the selection and sorting conditions it is helpful to know the names of the fields in the database. If you are not completely sure what they are, after loading the database give the command:

LIST RETURN

to list the field names and field numbers.

If your computer does not have shadow memory, it may also be advisable to switch to screen mode 6 or 7 before starting the selection and sorting procedure so as to make available the maximum amount of computer memory.

Selection: an example

Before reading about the selection utility you may find it helpful to see it working. The file `e.ex1` supplied with the ViewStore examples contains the instructions to select and list on the screen all cars manufactured by Austin Rover or Ford which have a petrol consumption of at least 40 mpg. To execute the file, type:

***EXEC e.ex1 RETURN**

Starting selection

As the example shows, the utility gives you the opportunity to list the selected records instead of sending them to a file. They can be listed either on your screen or on your printer; if you will want to print the records, first set up your printer.

To use the selection utility, load the database. Then in the command screen type:

UTILITY SELECT RETURN

ViewStore replies with the following prompts:

List or create select file (L,F)?

Enter L or F and press **RETURN**. L lists the records on the screen, F creates a select file containing the records. When specifying complex selection criteria it can often be a good idea to list the selected records first to ensure that the selection works as you expect. Then you can repeat the utility to create the select file. Note, however, that if the selected records are listed they cannot be sorted.

If you type L, you will see the following prompt:

Screen or Printer (S,P)?

Answer S or P and press **RETURN**.

If you type P, you will be asked:

Printer width (80)?

If you are listing the records on a printer ViewStore asks you for the printer width. If you just press **RETURN** it will assume the default width of 80 characters.

Select criteria?

If you do not want to carry out any selection (ie you want utilities to operate on every record in the current database), just press **RETURN** in response to the first Select criteria? prompt.

You must specify the records you want to select by giving the criteria that records must satisfy. A criterion takes the form:

field operator value

For example:

Mpg >= 40

means "select all records for which the entry in the field Mpg has a value greater than or equal to 40".

Field must be the name of one of the fields in the database. It can be entered using any case for the characters; in the example above the name could have been typed mpg or MPG or mPg. Note that you can use the wildcard

characters either to abbreviate the field name or to specify several fields for which the criterion may be satisfied. You can also use the field number; for example, 10 in place of mpg.

For example if you specify

```
address* = Weymouth
```

ViewStore will search all the fields, which have a field name beginning with address, for Weymouth. If the field found is a text field, ViewStore searches for the word Weymouth anywhere in the field. If the field is an alphanumeric field, ViewStore expects the whole field to equal Weymouth. If any of the fields searched match these criteria, the record is selected.

Operator can be:

= meaning equal to

<> not equal to

> greater than

< less than

>= greater than or equal to

<= less than or equal to

Value can be anything which might match the contents of the field: for example the value 1000 will match 1000 in a numeric field, a text field and an alphanumeric field. Note that:

- The wildcards ? and * can be used in the value to match any characters.
- When comparing letters in a value ViewStore ignores their case, ie it assumes that A is the same as a.

Combining selection conditions

You can enter as many conditions as you want, using AND and OR to show how the conditions should be combined. In the file e.ex1, for example, the conditions are:

```
Select criteria? manufacturer="Austin Rover"
```

```
Select criteria? OR
```

```
Select criteria? manufacturer=Ford
```

```
Select criteria? AND
```

```
Select criteria? mpg>=40
```

This instructs ViewStore to select all records for which manufacturer is Austin Rover or Ford, and for which mpg is greater than or equal to 40.

Note that the words Austin Rover are enclosed in double inverted commas. These are delimiters which specify to ViewStore where the value

begins and ends. The first character after the delimiter is taken as the first character of the value and the last character of the value is the character immediately before the next occurrence of the same delimiter.

Delimiters can also be used with field names. They should always be used when the field name or value contains characters which are neither letters or numbers. Most punctuation characters can be used but " and ' are recommended to avoid confusion with characters special to ViewStore.

For example, if you have a field called `£` you will need to enclose `£` within delimiters: `'£' > 4000` for example.

Each time you press **RETURN** ViewStore repeats the `Select criteria?` prompt. The conditions can be split on to as many lines as you like. For example, the conditions shown above could also have been entered:

```
Select criteria? manufacturer="Austin Rover" OR RETURN
Select criteria? manufacturer=Ford AND mpg>40 RETURN
```

However, an individual comparison (for example, `manufacturer=Ford`) cannot be split over two lines.

When examining a record to see if it meets the criteria, ViewStore considers each comparison in turn, starting from the left. However, if the criteria contain both an **OR** and an **AND** operator it can often be difficult to work out exactly how the criteria will be applied, and ViewStore may not select records in the way you intended.

In this case it is advisable to use brackets to make your intentions absolutely clear. ViewStore carries out comparisons within brackets first.

For example:

```
(manufacturer=Ford AND sp>100) OR (price<6000 AND mpg>40)
```

would select Ford cars with a top speed over 100 mph as well as cars costing less than £6000 with an mpg greater than 40. Alternatively:

```
manufacturer=Ford AND (sp>100 OR price<6000) AND mpg>40
```

would select Ford cars with an mpg greater than 40 which have either a top speed over 100 mph or cost less than £6000.

Brackets can also be nested. For example:

```
(manufacturer=Ford AND (sp>100 OR price<6000)) OR mpg>40
```

would select any cars with an mpg greater than 40 or Ford cars which have either a top speed over 100 mph or cost less than £6000.

If you are uncertain about how your selection criteria will be applied, it is advisable to list the selected records on your screen or printer before creating the select file.

Comparing selection values

The way in which ViewStore compares the value that you specify for an alphanumeric field with the entries in that field depends on the type of the field (see Examining the record format).

If the field is alphanumeric, the value is compared with the whole entry in the field.

If the field is textual, the value is compared with each word in each entry. (ViewStore regards a word as being text which is preceded and/or followed by a space). For example:

```
Select criteria? manufacturer=austin  
and
```

```
Select? manufacturer=rover
```

would both select all records for which manufacturer is Austin Rover (provided manufacturer is a T type field). Similarly:

```
Select? title=the
```

would select books called *Winnie the Pooh* and *The Guns of Navarone*; but not *Winnie-the-Pooh*.

If you use the less than (<) or greater than (>) operators with alphanumeric fields or textual fields, ViewStore compares items in the order in which they would appear in a dictionary; those that would appear earlier are smaller and those that would appear later are larger. For example:

```
Select? manufacturer > for
```

would include Ford and Vauxhall but exclude Fiat.

```
Select? manufacturer < f
```

would exclude Fiat, Ford and Vauxhall. Notice that, if manufacturer is a textual field for which the comparison is made with each word in an entry, both these selections would include Austin Rover; Rover is greater than For, and Austin is less than F.

Carrying out the selection

A single selection criteria line can be up to 255 characters long. You can have as many lines as you want, subject only to the available computer memory.

When you have entered all the conditions you want, press **RETURN** in response to the `Select criteria?` prompt.

Then, if you asked ViewStore to list the selected records, it displays or prints those that meet your criteria in the order in which they were entered. Records are shown as they appear in the spreadsheet display, but truncated to the screen or printer width.

Sorting

When you have finished entering your selection conditions, if you are not listing the records, ViewStore will prompt you to enter the sorting conditions by displaying the message:

`Sort field?`

Remember that if you asked for the selected records to be listed they cannot be sorted, and so this prompt does not appear.

To enter a sorting condition, type the field to be sorted, followed if you wish by a comma and a number. For example:

`Sort field? Mpg`

or:

`Sort field? Manufacturer,8`

The field must be the name of one of the fields in the database. You can either specify it in full, use wildcards or use the field number; for example, 1 instead of manufacturer. Either upper or lower case can be used; in the example above the name could have been typed `mpg` or `MPG` or `mPg`.

The number tells ViewStore how many characters to take into account when comparing entries in the field; if no number is given ViewStore uses the key width of the field as specified in the format file, if any; ViewStore always uses a width of 3 for date fields (because dates are stored using just three characters) and the display width for other fields. To give maximum speed of sorting and minimum use of file space, the number of characters should be as small as is required to distinguish adequately between entries.

Any number of sorting conditions can be given, provided the total number of characters being used in the comparisons is not greater than 250.

Where there is more than one condition ViewStore considers them in the order in which they were given.

For example, if you entered:

```
Sort field? Sp RETURN
Sort field? Manufacturer,5 RETURN
Sort field? Model RETURN
Sort field? RETURN
```

ViewStore would sort the records first in order of speed. Records for which the speed entry was the same would then be sorted in order of the first five characters of Manufacturer. Records for which both speed and manufacturer were the same would be finally sorted in order of Model.

When you have entered all the conditions you want, press **RETURN** in response to the `Sort field?` prompt.

Finally, tell ViewStore whether the sorts are to be carried out in ascending or descending order.

If you do not want to carry out any sorting (ie you want utilities to operate on records in the same order as in the current database), just press **RETURN** in response to the first `Sort field?` prompt.

Extracting the records

When you have entered all the selection and sorting conditions you want, ViewStore starts to examine each record in the database in turn to see whether it meets the selection conditions.

As ViewStore examines each record a dot appears on the screen to give you an indication of its progress. When it has examined all the records ViewStore displays a message showing the number that met the selection conditions and the total number of records.

The program then sorts the selected records as you have requested, again printing out dots so that you can monitor its progress. (You may see the `Memory full` message at this stage, showing that there is insufficient memory available to carry out the sort. In this case change to a screen mode that takes less memory and repeat the utility, or switch shadow memory on.)

When both processes are complete the selected, sorted records are written to a file called `S.database` where `database` is the name of the original database file from which the records have been taken; for example, `S.cars`.

If you decide at a later date to select and sort the records from the same database in a different way, these records will also be written to `S.database` and the file containing your original selection will be deleted. If you want to retain your original selection, rename the file before carrying out the new select and sort.

S.database is not a complete database and you cannot load it. To edit the records it contains you must first create a new database (using **CONVERT**) which incorporates the selected and sorted records.

Depending on the amount of sorting that is required, ViewStore may have to create a working file called **S.SRTINT** during the sorting process. Once the process is completed this file is no longer required and is deleted.

VIEW macro parameters

One of the most powerful features of the **VIEW** word processor is its ability to use macros.

A macro is a block of text, such as a letter, which contains gaps. You provide the information to go in these gaps as a set of parameters; when the document is printed **VIEW** automatically inserts the correct information in each gap. By providing many sets of parameters you can use a single macro to print many copies of the document, with the information in the gaps being different in each one. (For a full explanation of the use of macros, see the **VIEW** documentation.)

ViewStore's **MACRO** utility enables you to extract information from your database and to convert it into parameters which can be used in conjunction with a **VIEW** macro. The entries in one record are used to create one set of parameters.

First, load the database from which you want to prepare the macro parameters. Type:

UTILITY MACRO RETURN

You will see the following prompts:

Use select file (N,Y)?

Tell the system whether you want the utility to be applied to the full database or only to the records in the select file.

Field 1?

Enter the name of the field from which the first parameter in the macro call should be taken.

ViewStore then prompts you for the other field names which are to form the parameters. You can enter up to ten field names. If you require fewer than ten, just press **RETURN** in response to a prompt. For example:

Field 1? Model **RETURN**

Field 2? Manufacturer **RETURN**

Field 3? Price **RETURN**

Field 4? At **RETURN**

Field 5? **RETURN**

Two letter macro?

Enter the two letter name of the macro to be used with these parameters; for example, AB or MA. The name must not be the same as a VIEW stored command; see the VIEW documentation.

Output filename?

Enter the name of the file which is to contain the parameters. It should be different from any existing file. ViewStore creates the new file in the current directory, unless you specify otherwise.

ViewStore then creates the file containing the parameters you have requested. If a field entry contains commas (for example, in an address) the corresponding macro parameter is surrounded by angle brackets to ensure that the macro works correctly. If a single parameter set would be more than 132 characters long, ViewStore will notify you that it is splitting the call on to two lines. In this case you will need to abbreviate the macro in VIEW to make it fit on one line.

Using the fields in the example above, ViewStore might create macro parameters like this:

AB Mini City E,Austin Rover,3298,3.9.84

AB Mini Mayfair,Austin Rover,3883,3.9.84

AB Metro City,Austin Rover,3659,3.9.84

AB Metro City X,Austin Rover,4041,3.9.84

ViewSheet linking files

Unlike most spreadsheet programs, ViewSheet can be used with linking files of numerical information. ViewSheet provides commands enabling these files to be created within a spreadsheet using data from the spreadsheet, and also enabling the data to be read back into a spreadsheet. Linking files allow numerical information to be transferred from one spreadsheet to another without laborious retyping. Full details of linking files and their use are given in the ViewSheet documentation.

ViewStore's LINK utility enables you to create linking files containing numerical information extracted from your database, in a format that can be accepted by ViewSheet. This information can then be read into a spreadsheet in the normal way, allowing transfer of data from ViewStore to ViewSheet. Each record from your database forms one row of the linking file; each field that is selected forms one column of the file.

To create a ViewSheet linking file, first load the database from which you want to extract the information. Type:

UTILITY LINK RETURN

You will see the following prompts:

Use select file (N,Y)?

Tell the system whether you want the utility to be applied to the full database or only to the records in the select file. Note that the maximum number of records from which information can be included in a linking file is 255.

Field 1?

Enter the field name for which the first entry in each row of the linking file should be taken.

Remember that the linking file can only contain numerical information. If you enter the name of a field which is not numeric ViewStore will print an error message and repeat the prompt.

ViewStore then prompts you for the names of the other fields from which information is to be extracted. When you have entered all the fields you require, just press **RETURN** in response to a prompt. For example:

Field 1? Sp **RETURN**

Field 2? Mpg **RETURN**

Field 3? Tank **RETURN**

Field 4? Price **RETURN**

Field 5? **RETURN**

The maximum number of fields that can be included in the linking file is given by the formula $(10710/\text{number of records})$. This means that if your file will contain the maximum number of 255 records you can use up to 42 fields.

Output filename?

Enter the name of the linking file to contain the information, which should be different from any existing file.

Note that ViewSheet requires linking files to have names of the form $V.VSn$, where n is a number from 1 to 255. You do not have to use a name of this type, but if you do not you will have to rename the file before it can be read by ViewSheet.

ViewStore finally creates the file containing the information you have requested and tells you the size (in rows and columns) of the file. If you want to

switch to ViewSheet, remember that you must give the command:

***SHEET RETURN**

ViewSheet linking files containing totals and subtotals of numerical data can also be created using the REPORT utility which is described later in this chapter.

Note that a linking file created using either ViewStore or ViewSheet cannot be used as a ViewStore database.

Labels

The LABEL utility enables you to extract information from your database for printing on to labels. One label is printed per record.

First, load the database from which you want to print the labels and then prepare the computer for printing unless you will just want to list the labels on the screen. Type:

UTILITY LABEL RETURN

You will see the following prompts:

Use select file (N,Y)?

Tell the system whether you want the utility to be applied to the whole database or only the records in the select file.

Screen or Printer (S,P)?

Instead of printing the labels, you can if you wish display them on the screen; this can be helpful if you want to check that they contain the correct information before printing them. In this case answer S in response to the Screen or Printer prompt. If you want to print the labels type P and press **RETURN**.

Label height (lines)?

Enter the number of printed lines on each label.

Lines between each label?

Enter the number of blank lines between the last printed line on a label and the first printed line on the label below it.

Width of label?

Enter the maximum number of characters on each printed line. If a particular line is longer than this number, ViewStore will truncate it.

Characters between each label?

Enter the number of blank character spaces between the end of a printed line on one label and the first character of the line on the label next to it (only relevant where there is more than one label per row).

Number of labels across the page?

Enter the number of labels on each row.

Line 1?

Enter the field name (or names) from which information is to be extracted for printing on the first line of each label.

If there is more than one field on a line the field names must be separated by commas. The entries from the fields are printed with one space between them.

ViewStore then prompts you for the names of the fields to be printed on the other lines of each label. When you have entered details of all the lines you want, just press **RETURN** in response to a prompt.

If ViewStore does not recognise a field name it prints an error message and repeats the prompt.

Alignment print (N,Y)?

Specify whether ViewStore should pause after printing (or displaying) two rows of labels. This enables you to check and, if necessary, to alter the positioning of the labels on your printer.

Reprint first labels again (N,Y)?

Enter **N** if you have altered the positioning of the labels on your printer. It will not print the remaining labels until you tell it that the first two rows have been printed correctly (ie do not need reprinting). If you realise after printing the first two rows that the layout of the labels is incorrect you can press **ESCAPE** to abandon the print.

If the field (or fields) on a line is (or are) empty for a particular record, ViewStore closes up the other lines on the label.

If ViewStore finds that the information on a particular line would be wider than the label width it will truncate it (ie print only the first label width characters of the information). At the end ViewStore tells you how many labels it has printed and how many fields were blank.

For example, you could enter:

Label height (lines)?5

Lines between each label?3

Width of label?20

Characters between each label?5
Number of labels across the page?2
Line 1? Model,Drs,Type
Line 2? Manufacturer
Line 3? Sp,Acc,Mpg
Line 4? Price,At
Line 5?

pressing **RETURN** after each entry.

These instructions applied to the Cars database might produce labels like this:

Mini City E 2 S	Mini Mayfair 2 S
Austin Rover	Austin Rover
82 17.2 40	82 17.2 40
3298 3.9.84	3883 3.9.84

Metro City 3 H	Metro City X 3 H
Austin Rover	Austin Rover
88 18.7 39	88 16.5 39
3659 3.9.84	4041 3.9.84

Metro 1.0L 3 H	Metro 1.0HLE 3 H
Austin Rover	Austin Rover
88 16.5 39	85 18.6 39
4429 3.9.84	4699 3.9.84

Reports

The ViewStore **REPORT** utility is particularly useful for printing tables containing information extracted from your database. A report can incorporate text which you specify, and it can include totals and subtotals which are automatically calculated by the system and printed in the appropriate positions. Totals and subtotals can also be passed to linking files for use with ViewSheet.

Listing data

The simplest form of report that can be produced is a straightforward listing of the information in your database. You can select and/or sort the records to be included in the report using the **SELECT** utility. The listing can be produced on your screen or be sent to your printer.

First, load the database from which you want a report. If you want a printed report, prepare the computer for printing. Type:

UTILITY REPORT **RETURN**

Note that producing a report requires a substantial amount of memory. If ViewStore gives you the **Memory full** message when it tries to load the utility, change to a screen mode that makes more memory available, or switch shadow memory on, and start again.

You will see the following prompts:

Use select file (N,Y)?

Tell ViewStore whether you want the report to include the full database or only the records in the select file.

Screen or Printer (S,P)?

Tell ViewStore whether you want your report listed on the screen or the printer.

Use report format file (N,Y)?

Enter **N** (or just press **RETURN**) if you want to produce a simple listing of your database. If you enter **Y** ViewStore will ask you for the name of the report definition file which gives details of the structure of the report; see the next section on More complicated reports.

If the report is being displayed on the screen ViewStore skips the remaining questions and lists the records immediately.

Printer width (80)?

Enter the number of characters that your printer can fit on one line. If you just press **RETURN** ViewStore will assume a width of 80 characters.

Page length (66)?

Enter the number of lines that your printer can fit on one sheet of paper. If you just press **RETURN** ViewStore will assume a length of 66 lines.

Single sheets (N,Y)?

Enter **Y** if you want ViewStore to stop printing after each page of information. This enables you to put a new sheet of paper in the printer for each page of the report. If you are using continuous stationery or know that the report will fit on a single sheet, enter **N** or just press **RETURN**.

If you enter **Y** against Single sheets ViewStore displays the Page... prompt. Make sure that the paper is positioned correctly in the printer

and then press any key to start printing. Otherwise, printing starts immediately. If you press **M** ViewStore will miss out that page. Pressing **ESCAPE** will abandon the printing.

ViewStore lists the information using the same field widths as for the spreadsheet screen display.

One line is produced per record as this is a simple listing. ViewStore lists as many whole fields as it can fit within printer width or the screen width; it does not list part fields.

On printed reports, field names are printed at the top of each new page. ViewStore prints a blank line after the field names and two blank lines at the bottom of the page; so if your page length is 70, 66 record lines will be printed on a page.

If you entered **Y** against **Single sheets** ViewStore pauses after printing a page and redisplay the **Page..** prompt. It does not continue printing until you press a key, enabling you to insert the next sheet of paper. Otherwise, printing continues until all records (or all selected records) have been printed.

More complicated reports: an example

If you want to produce reports which are more sophisticated than a simple print-out you must first create a report format definition file or report file for short. This file is in the form of a specialised database which gives details of the layout of the report and of the fields to be printed in it.

As an example of the type of report that can be produced in this way, try executing the file **e.ex2** which is supplied with the examples. This first uses the **SELECT** utility to select all models from the **Cars** database for which stock is greater than 0, and then uses the **REPORT** utility to list on the screen details of these models and of the stock value. To produce the report, execute the file by typing:

```
*EXEC e.ex2 RETURN
```

Notice that the file switches to screen mode 6 before starting the **REPORT** utility. This is to ensure that on a computer without shadow memory there is sufficient space available.

You may have noticed that the **REPORT** utility used a report file called **example**. The following sections explain how to create report files.

Setting up a report file

Report files are created using the SETUP utility. Type:

UTILITY SETUP RETURN

You will see the following prompts:

Set up database or report (D,R)?

Enter R to tell ViewStore that you want to set up a report file.

Name of report?

Enter the name to be given to the file. ViewStore creates a blank file with this name in directory R.

Structure of a report file

Having set up a report file you can enter the information which defines the corresponding report. You do this by typing in the information as if the file were a normal database.

First, load the file by typing:

LOAD R.filename REPORT RETURN

where *filename* is the name of your report file and F.REPORT is a special format file provided with the system. Try loading the example report file provided with the system by typing:

LOAD R.example REPORT RETURN

When you switch to the data screen you will see the database that you use to define the layout of a report. Each record in this database defines one or more lines in the report, and each record has four fields. Move the cursor into each of these fields in turn.

Type is a single character code which tells ViewStore how to interpret the information in this record. The valid codes are shown at the top of the screen and will be explained later.

Half1 and Half2 are used for details of the text to be printed in the report. The reason for splitting the text into two fields is to enable you to align your reports on the screen.

Field List is used for details of the database fields from which information will be extracted for printing in the report.

Defining a text line

Each text line consists of:

- Characters which are printed on the report exactly as they appear on the text line and/or
- Formats, which are replaced with information when ViewStore prints the report. Usually, the information is taken from a field in your database.

A format is indicated by the special at character (@). The @ character always has this special meaning in the report definition file.

You show ViewStore the size of each format by the number of @ characters that you enter. Then when it is replacing a format, ViewStore truncates the information (if necessary) to the size of the format; or if the information is shorter than the format, ViewStore adds blanks. For example, if you had a text line like this:

Model: @@@@@@@@@@ Price at @@@@@@@@@@ is £@@@@.@@ (exc VAT)

it might look like this when it was printed:

Model: Metro 1.0L Price at 15th Jan is £ 3851.30 (exc VAT)

A format which is to be replaced by a number can include a decimal point. You do not have to include the decimal point in a number format, but if you do the numbers filled in that format will always be printed with that number of decimal places.

If a number has more decimal places than the format it will be rounded. If it is too large to fit in the format it will be shown in exponential (E) notation with the required number of decimal places. If it cannot be fitted in the format even in exponential notation, ViewStore prints a single % character. For example, this is how certain numbers would appear when printed in different formats:

Number	Printed in @@@.@@	Printed in @@.@	Printed in @@@@@
0	0.00	0.0	0
1	1.00	1.0	1
1.565	1.57	1.6	2
65.2	65.20	65.2	65
12345.67	1.23E4	%	12346

As you see in the example report file, a number format can also use the character b after the initial @. Then if the number to replace that format is

zero, ViewStore will print blanks instead of zeros. This can improve the appearance of a report. For example, if a text line was like this:

Acceleration (0-60 in secs): @@.@ Top speed (mph): @bb Mpg: @b.b

and each format was to be replaced by zeros, the line would be printed like this:

Acceleration (0-60 in secs): 00.0 Top speed (mph): Mpg:

The field list

As explained already, when it prints a report ViewStore replaces each format by an item of information. To find the information that it is to use for each format, ViewStore consults the field list; that is, the fourth field in the record of the special report file database.

The field list can contain five types of entry:

- Field names.
- Arithmetic expressions.
- Register operations (see the next section).
- Page ejects.
- Comments.

A field name must be the name of a field in the database to which the report applies. For each line of the report, ViewStore prints the entry in this field of the record on which it is currently reporting. It may be followed by \n which indicates that printing should start at the nth character of the field.

Arithmetic expressions can include:

- Numbers.
- The names of numeric fields.
- The following operators (which are shown in their order of precedence):

()	brackets
*	multiply)
/	divide)
+	add)
-	subtract)

Arithmetic expressions can also include registers (see the next section).

ViewStore evaluates expressions using, in place of the field names, the value of the entry in that field of the record on which it is currently reporting. For example, valid expressions taken from the Cars database could be:

mpg*tank (to calculate average distance between fill-ups)

454.6/(mpg*1.609) (to calculate fuel consumption in litres/100km)

Page ejects are indicated by the hat character ^ followed by P. You can put this in a total or subtotal line.

Comments are indicated by the hat character ^ followed by C followed by a number from 1 to 9. Comments are explained in detail on page 54.

To show ViewStore which information it should use in place of a particular format, enter the appropriate field name, arithmetic expression or hat value (or register) in the `Field List` column on the same line as the format.

Field names can be enclosed within delimiters according to the usual rules and wildcards may also be used within the delimiters.

There must be a field list entry, separated from the other entries by commas, corresponding to each format on a line. ViewStore replaces the first format on the line with information from the first field list entry, and so on. If a format contains bs or a decimal point (ie it is a numeric format), the corresponding entry must be the name of a numeric field or an arithmetic expression.

See for example the R type line of the example report file. For each record in the database, the first format is replaced by the entry in the field `Model`, the second format by the entry in the field `Stock` and the fourth format by the value of the expression `stock*price*100/115`. Note that, although this text line only has four formats, there are six items in the field list. The last two items are register operations; they are described in the following sections.

Registers

Registers are similar to numeric variables in BBC BASIC. They are used to calculate values during the production of a report.

Each register has a single letter name from A to Z; ViewStore treats upper and lower case letters as referring to the same register.

Page and record registers

Two registers have special functions. These are P (the page register) and R (the record register). The values of these registers are reset to one at the beginning of a report. Then the value of R increases by one after each record for which information is printed. The value of P increases by one after each page of the report.

The current values of the registers can be printed at any point in a report. To print the value of a register in a report, you must include it at the appropriate position in a field list as follows:

- | P to print the current value of the page register
- | R to print the current value of the record register

See for example line 1 of the example report file, which prints the page number at the head of each new page of the report.

Using other registers

All the other registers can be used by the person creating the report file to calculate any values that are required.

Each register (except P and R) in fact holds two values: a total value and a subtotal value. Both values of these registers are set to zero at the beginning of a report (unlike P and R, which are set to one). The subtotal values of all registers are set to zero after a set of subtotal lines has been printed.

To tell ViewStore to add a value to a register, you must include in the field list a register operation of the form:

r:arithmetic expression

where *r* is the single letter name of the register, and the arithmetic expression can include anything which can be included in a field list expression (see above). The operation instructs ViewStore to add the value of the expression to the current value of the register.

For example:

A:1

adds 1 to register A, and:

V:stock*price*100/115

adds the stock value of the model in the current record (with VAT deducted) to register V.

Register operations do not cause anything to be printed and do not need a corresponding format in the text line. Operations should be separated from other entries and from each other by commas.

For example, each time line 6 of the example report file is printed, the value of Stock is added to register A and the value of `Stock*Price*100/115` is added to register V.

Note that each value is added to both parts of the appropriate register, ie both total and subtotal. Even if a value is rounded for printing, the exact value (to 9 significant figures) is added to the register.

Printing register values

To print the value of a register in a report, you must include it at the

appropriate position in a field list as follows:

| S *n* to print the subtotal value of register *n* (eg | SA)

| T *n* to print the total value of register *n* (eg | TV)

The value of a register can be included in an arithmetic expression, either to specify a number to be printed or to increase the value of another register.

As examples of the ways in which register values can be used, look at these lines of the example report file:

- Line 8, where the subtotal values of registers A and V are printed.
- Line 10, where the total values of registers A and V are printed.
- Line 11, which calculates and prints the average stock value per model by dividing the total value of register V by the value of register R (that is, the number of records processed by the report).

Line types

The remaining entry that is required on each line of the report file is the line type, which is indicated by a single character code in the `Type` column.

There are four types of printed line:

R	record line
H	header line
S	subtotal line
T	total line

Record lines are printed once for each record in the database to which the report applies. Each set of record lines has the same layout. ViewStore replaces the formats on each line with the information shown in the field list using, where a field name is given, the entry in that field of the record. There can be as many record lines as you want. All the lines are printed for the first record that is processed; then all the lines are printed for the second record, and so on.

Header lines are printed at the top of each page of the report. There can be as many header lines as you wish, and they are printed in the order in which they appear.

Subtotal lines are printed whenever the value of the entry in a particular field changes. You specify the relevant field (or fields) when you initiate the report. (As you may have noticed, the file `e.ex2` specifies `Manufacturer` as the subtotal field. As a result the three subtotal lines in the example report file are printed whenever `Manufacturer` changes; for example, from `Austin Rover` to `Ford` or from `Ford` to `Vauxhall`.)

You can specify more than one subtotal line; all the lines will be printed at each change of the value of a selected field, in the order in which they appear in the report file. (Note that the example includes blank subtotal lines to improve the readability of the report.) You cannot specify different subtotal lines for different fields. Note that the printing of a subtotal line resets to zero the subtotal values of all subtotal registers.

Total lines are printed at the end of the report, ie after the last record in the database has been processed. There can be as many total lines as you wish, and they are printed in the order in which they appear.

In addition to the printed lines there are three line types which are not printed. The codes for these lines are:

P	page length
M	margin
C	comment

P and M are followed, not by the usual text line and field list, but by just a number in `Half 1`. C is followed by text in `Half 1` which will be a prompt for a comment.

Page length gives the number of lines on the page. If more than one page length line is included, ViewStore ignores all except the first. If no page length line is specified, ViewStore uses a length of 66 lines.

Margin gives the number of lines normally left blank at the bottom of each page. These lines are left blank unless the next line to be printed is a subtotal or total line; in this case these lines are printed in the margin, up to the end of the page. Margin should always be at least as large as the number of subtotal and total lines to prevent totals being printed on their own at the top of a new page. If more than one margin is included, ViewStore ignores all except the first. If no margin is specified, ViewStore uses a margin of 4 lines.

A *comment* is an entry in a report which has a field format in the report definition file but text is supplied by the user when printing out the report rather than coming from the fields specified in the field list. Therefore the comment can be different each time the report is printed.

At the beginning of a report, before anything is printed, REPORT will step through each report line with a `Type` of C, output the text specified in `Half 1` and wait for a comment to be typed in. As it prints the report, when the utility reaches `^C1` in the field list, the response to the first prompt will be printed. When it reaches `^C2`, a response to the second prompt will be printed, and so on.

In the example file the date of the stock summary is entered as a comment. Note the C line with the prompt `Date?` and `^C1` where the date is to be printed.

Highlight characters

Your printer may be capable of highlighting text in various ways; for example, underlining or enboldening. To make use of these facilities in a ViewStore report you must include highlight codes in the field list which show where the highlighting is to start and end.

A highlight code is a number from 1 to 9 preceded by the hat `^` character. For example, `^1` represents highlight 1. Highlight codes must be separated from other items in the field list by commas. For example, suppose that in the example report file you wanted to print the stock value for the model highlighted in the way specified by highlight 2. Then the field list would look like this:

```
model,stock,price,^2,stock*price*100/115,^2,A:stock,V:stock*price*100/115
```

In this example the first occurrence of a highlight code turns that highlighting on; the next occurrence turns it off.

Note that, for the printer to understand what each highlight code represents, you must load a printer driver.

Requesting the report

When you are satisfied with the layout of the report as specified in the report file, return to the command screen.

Load the database from which you want to print a report.

If your report includes subtotal lines, it is advisable to sort the database in order of the field (or fields) for which changes in value will cause subtotals to be printed. (This is the field entered in response to the `Subtotal?` prompt; see below.) Otherwise the values in the field are likely to be jumbled up, so that subtotals will be printed after almost every record and will be meaningless.

Production of a report can take up a considerable amount of memory, and it is advisable to switch to a screen mode which makes available the maximum amount of memory or switch shadow memory on before starting the utility. If you see the `Memory full` message during production of a report you will have to change screen mode and start again.

If the report is to be printed, prepare the computer for printing. Then type:

```
UTILITY REPORT
```

You will see the following prompts:

Use select file (N,Y)?

Tell the system whether you want the utility to be applied to the whole database or only to the records in the select file.

Screen or Printer (S,P)?

Tell ViewStore whether you want the report to be printed or displayed on the screen.

Use report format file (N,Y)?

Enter Y. If you enter N (or just press **RETURN**) you will get a simple print-out of your data; see the earlier section on Listing your data.

Report filename?

Enter the name of the report definition file that you want ViewStore to use. This is the file you created using **SETUP** and then edited. The file must be in directory R.

Send totals to linking file?

Enter Y if you want ViewStore to write total and subtotal values calculated in the report to a ViewSheet linking file. If you enter N or just press **RETURN** this will not happen. If you enter Y, ViewStore then asks you:

How many totals across?

Enter the largest number of values printed on a total or subtotal line in your report.

Linking filename?

Enter the name you want to be given to the linking file.

Subtotal field?

If you want subtotal lines to be printed, enter the name of the field for which changes in the value will cause printing of the lines. The field must be in the database to which the report refers, but it need not be a field which is being printed in the report. After you enter a field name ViewStore repeats the prompt. If more than one field is to cause printing of subtotals, enter the name of the next field. If no more fields are required, just press **RETURN**. For example:

Subtotal field? Manufacturer **RETURN**

Subtotal field? **RETURN**

If you do not want subtotal lines printed, press **RETURN** in response to the

first Subtotal field? prompt. In this case any subtotal lines in your report definition will be ignored, but the subtotal values of any registers will still be calculated and can be used elsewhere in the report.

Single sheets (N,Y)?

If you enter **Y** ViewStore stops printing after each page of the report; if you enter **N** or just press **RETURN** it produces the report continuously.

Prompt?

ViewStore prompts you for text for any comment entries. The prompts come from C lines in the report definition file and the responses are printed where specified by the ^Cn entries. Enter the appropriate response.

If you entered **Y** in response to the Single sheets ? prompt ViewStore displays the Page 1.. prompt. If the report is to be printed make sure that the paper is positioned correctly in the printer. Then press any key to start the report. ViewStore will stop at the end of each page to enable you to insert a new sheet of paper in your printer; to restart printing hit any key. If you press **M** ViewStore will miss out the page. Pressing **ESCAPE** abandons the print. If you entered **N** the report will be printed continuously; your printer should be supplied with continuous stationery.

If you asked for a ViewSheet linking file to be created, ViewStore will write the amounts printed on each total or subtotal line of the report to a separate line of the linking file, in the order in which the amounts appear on the report line. The total line of the report forms the first line of the linking file; the subtotal lines form the subsequent lines of the file, in the order in which they appear in the report.

For example, the example report file might produce a report looking something like this:

Model	Stock	Selling price	Value (exc VAT)	
Continental Co	1	78108	67920	
Bentley Eight	2	49497	86082	
Turbo	1	61743	53690	
Mulsanne		55240		
Vehicles:	4	Value:	207691	Subtotal line
Silver Spirit		55240		
Silver Spur	1	62778	54590	
Continental Co	1	76108	66181	
Camargue	1	83122	72280	

Vehicles: 3 Value: 193050 Subtotal line

Total vehicles:	7	Total value:	400742	}	Total lines
Average value/model:	50093				
Average value/vehicle:	57249				

Then if a linking file had been requested for this report it would contain these entries:

7	400742	39105	7153	Total line	
4	207691			}	Subtotal lines
3	193050				

IMPORT

IMPORT is designed to enable data from other databases to be converted into ViewStore format files.

IMPORT will not read files in any format other than the normal filing system format. If the data is from another disc filing system such as CP/M, then the data must first be transferred to your computer's filing system. There are conversion programs available to do this and you should consult your dealer if you require one.

Starting IMPORT

Unlike the other utilities IMPORT is written in BBC BASIC so you should switch to BASIC by typing:

***BASIC RETURN**

and then type:

CHAIN"IMPORT" RETURN

Using IMPORT

IMPORT will only handle data stored in ASCII format; it has no facilities to handle floating point numbers or other data formats. Data can often be output from a database system in a "transfer" format which is generally ASCII. If so, this is the format to use when transferring your data to ViewStore. It will sometimes be possible to operate on the database files directly, as it is for Acornsoft's Database, but detailed information is required about the file format in order to do this.

If information about the format of a particular database's files is unavailable, it is often possible to use an operating system facility to send all screen output to a

file – equivalent to the computer's ***SP00L** facility. If so, set this operating system facility in operation, and then issue a command to the database to list all fields of all records on the screen. This will generally create a large file full of data and spaces which can then be read by **IMPORT**.

IMPORT does not create a format file for the ViewStore database. The format file must be created using ViewStore's **SETUP** utility. Use ViewStore to set up the details of the information in the database once the data has been converted.

The set of questions that **IMPORT** then asks you will vary depending upon the answers that you give; certain questions will not be asked after particular answers. If there is a record separator, for example, **IMPORT** will not ask you for the length of the last field.

The questions

Source file

Give the name of the file on the current filing system in which resides the data to be converted.

Destination file

Give the name of the file into which you wish the converted data to go. If the file exists, you will be asked if you want to delete it first.

Position in file where data starts

Give the number of bytes between the start of the file and the start of the actual data. This allows any header information at the beginning of the database file to be bypassed. Replying with **RETURN** gives a zero offset.

Record separator

Give the sequence of bytes which the database uses to separate each record. If the database has fixed length records, there may be no record separator, in which case you should reply with **RETURN**. Each byte in the sequence is specified either as a decimal number giving the character's value, or as an ASCII character enclosed in inverted commas `" "`, or as a hex number prefixed with an ampersand. Each byte is separated by a comma. A question mark `?` may be used as a wildcard to allow any byte to occur in that position.

`0,?, "+"`

for example, specifies a string of 3 bytes, starting with a null or zero byte, then a byte containing anything, and then the plus character. Note that more than one consecutive comma will not be treated as a sequence of null bytes as in

some versions of BASIC; a sequence of consecutive commas is equivalent to one single comma.

Appears before first record (Y,N)?

This question will only be asked if you have given a record separator. Databases may have the record separator either before a record, or at the end of a record. It is also possible for a database to store an extra record separator at the beginning of the database. Answer **Y** if there is a record separator before the first record. There is no default answer for this question.

Appears after last record (Y,N)?

This question will only be asked if you have given a record separator. Answer **Y** if there is a record separator after the last record in the database. There is no default answer for this question.

Field separator

Give the sequence of bytes used to separate each field. The database may not use field separators, in which case you should reply by pressing **RETURN**. You will then be asked for the number of fields in the record, and then the length of each individual field. The byte sequence is specified in the same way as for Record separator above.

Appears before first field (Y,N)?

This question will only be asked if you have given a field separator. Answer **Y** if there is a field separator before the first field. There is no default answer for this question.

Appears after last field (Y,N)?

This question will only be asked if you have given a field separator. Answer **Y** if there is a field separator after the last field.

End of file marker

If there is a marker which delimits the end of the data within the file (rather than the end of the file itself being the end of the data), then enter the byte sequence here as for the separators. Answer **RETURN** if there is no end of file marker.

Number of fields

This question will only be asked if **IMPORT** cannot work out how many fields there are in the record from the format of the data: if there are both record and field separators, then this question is superfluous. Reply with the number of fields in each record. This must be a whole number greater than 0.

Length of field n

This series of questions will only be asked if **IMPORT** cannot work out the size of each field from the format of the data: if there are no field separators, then **IMPORT** must know the length of each field to work out where each field ends. If there is a record separator then **IMPORT** will never ask for the length of the last field since this information is implicit in the data structure.

Is the data reversed (N,Y)?

Data which has come from BBC BASIC may well have the bytes within the fields stored in reverse order. Answer **Y** if the data is reversed. The default answer is **N**.

Leading character to skip

Data from another database may have leading spaces or another character in the field. These are undesirable in ViewStore databases since they waste a lot of space. You may enter up to one character here using the conventions described above for separators. Press **RETURN** if you do not wish to skip a leading character.

Trailing character to skip

Data from another database may have trailing spaces or another character in each field to pad the field out to the field length. This is especially likely if an ASCII intermediate file has been created. You may enter up to one character here using the conventions described above for separators. Press **RETURN** if you do not want to skip a trailing character.

ViewStore record size

Reply to this question with the number giving the size that you wish the ViewStore record to be created. You can reply with a number prefixed with **+**, as in ViewStore, which will reserve the current record size plus so many bytes. This will be the most frequently used option. The default is **+20**.

Once all the questions have been answered, **IMPORT** will switch to **MODE 7** and start converting, giving a field and record count at the top of the screen. This process can be time-consuming.

Deleted records

IMPORT contains no facilities for ignoring deleted records. These must either be removed by using the database's "remove deleted records" function, if there is one, or transferred and then deleted from the final database with ViewStore. If the deleted records are removed completely by the database, then there is of course no problem, or if the deleted records are completely overwritten with a

deleted record character (as is done by ViewStore), then these will be ignored, or blank records will be created.

Specific examples

Here are example replies for two databases that are likely to be encountered, Acornsoft's Database, and Ashton-Tate's dBASE II.

Database

The conversion can be performed directly on the Database file without intermediate conversion.

Position in file where data starts

Type 817. Database files have a data header of 817 bytes.

Record separator

Press RETURN. There are no record separators.

Field separator

Type 0,?. Database field separators are a null followed by a byte giving the field length.

Appears before first field (Y,N)?

Type Y. Database fields have the separator before, rather than after, them.

Appears after last field (Y,N)?

Type N.

End of file marker

Press RETURN. Database has no end of file marker.

Number of fields

Enter the number of fields in each Database record.

Is the data reversed (N,Y)?

Type Y. Since Database is written in BBC BASIC, the field contents are stored in reverse order.

Leading character to skip

Press RETURN. Database fields are left aligned.

Trailing character to skip

Type **&20**. Database pads fields with trailing spaces. These are not desirable in a ViewStore database since they waste a lot of space.

ViewStore record size

Enter the number of bytes that you wish to reserve for each record. This is a trade off between flexibility and disc space. **+50** is recommended.

dBASE II

Firstly, you must produce an intermediate ASCII file using the **COPY** command:

```
.USE <filename1>.DBF
```

```
.COPY TO <filename2>.TXT SDF DELIMITED WITH ,
```

Filename1 is the filename of the database you are converting. *Filename2* is the filename of the intermediate file. Once the intermediate file has been created, you must transfer it from CP/M (or other) format to your computer's format. Then you can use **IMPORT**, answering the questions as follows:

Position in file where data starts

Press **RETURN**. The data starts at the beginning.

Record separator

Type **&D,&A**. This specifies a carriage return linefeed which is what dBASE II has output.

Appears before first record (Y,N)?

Type **N**.

Appears after last record (Y,N)?

Type **Y**.

Field separator

Type **","**. dBASE II has output commas to separate the fields.

Appears before first field (Y,N)?

Type **N**.

Appears after last field (Y,N)?

Type **N**.

End of file marker

Press **RETURN**. There is no end of file marker.

Is the data reversed (N,Y)?

Press **RETURN**. The data is not reversed.

Leading character to skip

Press **RETURN**.

Trailing character to skip

Press **RETURN**. dBASE II has already stripped spaces.

ViewStore record size

Enter the number of bytes that you wish to reserve for each record. This is a trade off between flexibility and disc space. +50 is recommended.

Using *SPOOL with utilities

The ***SPOOL** command enables you to send the output from a utility to a file which can then be used with the **VIEW** word processor. This is particularly useful with the **REPORT** and **LABEL** utilities. It enables you to print the same output a number of times without having to repeat the utility commands on each occasion. It allows you to edit the output before it is printed and it enables you to incorporate the output in another document.

First, type:

***SPOOL filename RETURN**

where *filename* is the name of the file which is to contain the output; for example:

***SPOOL text RETURN**

Then give the utility commands in the normal way, sending the output to the screen.

As the utility output appears on the screen it is also written to the named file. At the end of the output type:

***SPOOL RETURN**

to close the file.

The file can then be read into **VIEW** using the command:

READ filename RETURN

and can be amended and printed in the normal way. The file will contain the

commands you gave to request the utility in addition to the actual output, but this unnecessary information can be easily deleted.

Full details of the ***SP00L** command are given in your filing system user guide.

Passing text to VIEW

Any ViewStore database file can be read in to VIEW and can then be edited or amended using the normal VIEW commands. VIEW files cannot be edited in ViewStore even if they were originally created using ViewStore. However VIEW files can be converted to ViewStore format using **IMPORT**.

From VIEW type:

```
READ filename RETURN
```

where *filename* is the full name of the ViewStore file; for example, to read in the Cars file you would type:

```
READ D.cars RETURN
```

VIEW reads in the full entry in each field. Fields are shown across the screen, as in the ViewStore spreadsheet display, with a tab character separating field entries. Entries in the same field can be lined up or given more space by adjusting the tab stops (ie the asterisks) in the VIEW ruler.

Each record is shown on a separate line, which may well be longer than the ruler. Note that text lines in VIEW are limited to 132 characters.

If you wish to save the information you can use the normal VIEW **SAVE** command. However, it is important that you give the saved VIEW file a different name to the original ViewStore file (even if it is only placed in a different directory), since the VIEW file cannot be read back in to ViewStore without using **IMPORT**.

For further details of the VIEW commands, see the VIEW documentation.

Using exec files with utilities

As you have seen, most ViewStore utilities require you to enter answers to a number of questions. You may find yourself frequently using the same utility in the same way (for example, to produce a similar report or to sort your database in a particular way), and hence having to enter the same set of answers.

You can speed up this process by typing the command to start the utility and the answers it requires in to an 'exec file'. Then when you execute the file your

computer will read in the answers as if you were typing them at the keyboard, and will carry out the utility automatically.

Full details of exec files are given in your filing system user guide. Briefly, you can create the file using the command:

***BUILD filename RETURN**

where *filename* is the name you want to give to the exec file. On each line of the file you type a separate command or answer. Then to execute the file you give the command:

***EXEC filename RETURN**

If you have VIEW you can also use it to create exec files and, more importantly, to edit them. For example, you could create a file which displayed a report on your screen using the REPORT utility. You would use the exec file to run and re-run the report until it was as you wanted it; then you would change the answer to the Screen or Printer prompt from S to P, and execute the file again to produce a printed report.

As an example of how this works, the lines of the exec file e.ex2 are shown below, with the question being answered by each line alongside. The questions do not, of course, form part of the exec file. Remember that this file selects all records in the Cars database for which Stock is greater than zero, sorts them in order of manufacturer, and then produces a screen report using the report definition file R.example.

L CARS	Loads the Cars database
UTILITY SELECT	Starts the select utility
	Screen or Printer (S,P)? -blank response
F	List or create select file (L,F)?
Stock > 0	Select criteria?
	Select criteria? -blank response ends entries
Manufacturer	Sort field?
	Sort field? -blank response ends entries
A	Ascend or Descend (A,D)?
MODE 6	Ensures sufficient memory for the report
UTILITY REPORT	Starts the report utility

S	Screen or Printer (S,P)?
Y	Use select file (N,Y)?
Y	Use report format file (N,Y)?
example	Report filename?
N	Send totals to linking file (N,Y)?
Manufacturer	Subtotal field?
	Subtotal field? - blank response ends entries
N	Single sheets (N,Y)?
1 Jan 1985	Date?

Note that if you exclude the last line from the file ViewStore will stop at the **Date?** prompt, enabling you to enter a different date each time you execute the file.

To produce the report by executing this file, type:

***EXEC e.ex2 RETURN**

To simplify repeated production of the report even further you could program a function key to give the ***EXEC** command; for example:

***key0 *EXEC e.ex2IM**

You can also program function keys to carry out utilities. For example, the **SELECT** part of the exec file shown above could be carried out by function key 1 which had been programmed by typing, in the command screen,

***key1 L CARS:MUTILITY SELECT:IM:MFIMStock>0:MIManufacturer:IM:IM**

and pressing **RETURN**.

Note that, unlike in an exec file, the **RETURNS** must be specified using the code **IM**. Blank responses are given by repeating the **IM**. The main disadvantage of function keys compared with exec files is that they cannot be edited.

Programming function keys in this way has no effect on the function key commands.

4 Creating a database

Planning your database

Building a new database can be a time-consuming business; though the effort involved is repaid many times over by the speed and simplicity with which you can access the information once the database is built.

As you will see in the next chapter, ViewStore enables you to alter the structure of a database after it has been built, but changes to structure are best avoided if possible.

For these reasons, time spent planning your database before you start to create it is well worthwhile. This section describes the points you should consider and the decisions you should take in order to build a database which most effectively and efficiently meets your requirements.

What data ?

Clearly, the first step is to decide what data you are going to include in your database. Specifically, you must decide what types of information you are going to store.

You may find it helpful to decide first of all what your database is for; that is, the ways in which you will use it. Then write down all the types of information that might be relevant to these functions, in any order.

The temptation when creating a database is to include everything that might possibly be of use. However, entering large amounts of marginally useful information is wasteful of time, computer memory and storage space. Your next step should therefore be to go through your list, ruthlessly crossing out all the categories which are not of real relevance. Should you build a second database to accommodate these other categories?

Finally, think about the way in which the information types will relate to the fields in your database. In general, you will probably use one field for each type. However, if you will want to index a list of people by surname you will need to split the information type Name into two fields: Surname and First names. Similarly, you could have a single field for addresses; but if you will want to index the data by town you will need separate fields for Street, Town, County and so on.

How is the data to be recorded?

An item of information can be recorded in two basic ways; in full, or as a code. Where information is very variable it must be recorded in full: for example, names, addresses or telephone numbers. However, where each item must be selected from a fixed list it can save time and space to use a code: for example, Y for yes and N for no or, as in the Type field of the Cars database, S, E, H or C for saloon, estate, hatchback or coupe respectively.

Where a code is the best way to record one of your types of information, decide what the permitted entries are to be and the code to be used for each.

What limits are to be placed on entries ?

ViewStore enables you to place limits on the entries that it will accept in each field of your database. It is advisable to specify limits wherever relevant. They help to ensure consistency, and to prevent the user from inadvertently entering incorrect data, or data in the wrong field.

The limits can take two forms.

Firstly, you can restrict entries to those on a specific list; in the case of the Type field in the Cars database, the list consists of S, E, H and C only.

Secondly, you can specify the minimum and/or maximum value of an entry. In the Cars database, engine capacity must be between a minimum value of 500cc and a maximum value of 4000cc. However, you can also specify minimum and maximum values for alphabetic entries; for example, that the first letter of an entry must be between D and G inclusive.

In what order are fields to be displayed on the screen ?

In the spreadsheet display, it is usually most convenient to have the information which is the principal identifier of each record in the first or left-hand field; for example, the name of the person or company, or the invoice number, and so on. Then arrange fields in the order which will simplify entry of data. If data will be copied from existing forms, for example, display fields in the same order as on the form.

As you will see, the order in which fields are shown in the card display does not have to be the same as in the spreadsheet display, and can be easily changed. However, whatever the arrangement of fields, data is stored in the same order as in the spreadsheet display.

What is to be the width of each field ?

Remember that ViewStore allows each entry to be as long as you wish. Field width therefore refers to the number of characters of each entry that can be

seen on the screen. Where an entry is longer than the field width the remaining characters can be seen by scrolling the entry across the column. It can simplify the use of the database if all the fields can be seen on the screen at the same time. This means that, in screen modes 0 and 3, the total column width must be 80 characters or less, and in screen modes 1, 4, 6 and 7 it must be 40 characters or less. (In calculating total column width, remember that ViewStore requires an extra blank character between each pair of fields and does not print in the last column of the screen.) However, there is no point in having all the fields on the screen at the same time if they are so small that the contents cannot be easily read; so some compromise must be made. In some fields, such as a name, date or telephone number, it is important to be able to see the whole entry; for other fields such as addresses a window on to the entry five or six characters wide may be perfectly adequate.

Another point which you should bear in mind is that the visible field title can be no longer than the column width. For fields where the entry will never be more than a single character code it may be worth using a column width of three or four characters to enable a meaningful title to be displayed. Remember that the full field name is given on the prompt line if no prompt is supplied.

Finally, you should decide whether the entries in a field are to be restricted to the width of the displayed column. Entries in this field do not then scroll. It is often advisable to specify this for fields containing dates.

What name is to be given to each field ?

It is generally a good idea to choose a name for each field since this makes them easier to remember. However ViewStore automatically numbers unnamed fields and you can always refer to your fields by number.

Each field name used in the same database must be different. A name can be longer than the field width, but in the spreadsheet display the name is truncated to the field width. In some cases an abbreviation that fits into the field may be easier to understand than the truncated full name; for example Extn rather than Exte for Extension. In the card display the full field name is shown.

A field name cannot be more than 15 characters long.

For which fields are indexes to be kept?

Any field for which an index is kept can be used to order the records in your database. For example if you want to see your records in order of price, you must create and maintain an index for the price field.

Indexes can be of two types, updateable and read-only. Updateable indexes are amended as records are entered and are always correct. Read-only files are

created after records have been entered and if records are added or amended the index will no longer be correct.

ViewStore can keep read-only indexes for any number of fields. It can keep updateable indexes for up to 9 fields depending on the filing system in use. Note that the fewer updateable indexes you have, the faster you can move around the database.

Each index is kept in a file in directory I.

For each index you must decide two things:

1. The filename. If the field name is a valid filename and does not contain punctuation characters, the file can have the same name as the field; this is usually the best solution. Otherwise you must think of a different name for the file; usually, an abbreviation of the field name.
2. The key width for alphanumeric or textual fields. You should choose a key width which is just long enough to distinguish between entries. For example, a key width of 4 characters would not distinguish between Austin Rover and the Australian Motor Company; a key width of 5 would. The longer the key width, the slower the operation of the system and the bigger the index file. Key widths can be up to 100 characters, but should not usually need to be more than 10.

How much space will be reserved for each record in the database?

You can tell ViewStore to reserve space on the filing system for each record in two ways.

Firstly, you can tell it to reserve the amount of space needed for the record when it is first entered, plus a fixed amount of extra space. This extra space might be required if an entry (such as an address) has to be replaced by one which is substantially longer (for example, if 3 New Rd is replaced by 459A Northumberland Avenue); or if you decide to add an extra field to every record.

The amount of extra space you request will depend on the extent of the changes you expect to have to make; a typical figure is 20-30 characters. You can specify zero extra characters, which would be a very efficient use of file space but which would mean that, if additional characters needed to be added subsequently, other characters would have to be deleted from elsewhere in the record. The maximum extra space you can reserve is 512 bytes.

The second method is to tell ViewStore to reserve the same fixed amount of space for each record. This method is a less efficient use of file space, except where all records have very similar lengths; for example, in databases consisting almost entirely of numbers. However, it prevents problems which

can occur with long records where there may be little available computer memory. It is recommended if records are longer than 512 bytes.

ViewStore gives you twenty extra characters for each record by default.

How will files be organised on your filing system?

As you have seen, ViewStore makes use of a number of different types of file. ViewStore expects all files of the same type to be in the same directory; for example, all database files to be in directory D.

What is the database's title?

You can if you wish choose a title for the database which will be shown at the top of the screen when you are examining the data. This title can include any characters, but for obvious reasons it should not be longer than the width in the screen mode you will be using (ie 80 characters in modes 0 and 3; 40 characters in modes 1, 4, 6 and 7).

ViewStore will work perfectly if you decide not to choose a title.

What is the database's filename?

You must choose a filename for your database. The name must be different from any other file on your filing system, and it must follow the normal rules for filenames.

Defining a new database

Setting up prefixes

This section explains how to tell ViewStore about the way in which your files are arranged on your filing system; that is, where they are to be found.

In the command screen, type:

PREFIX RETURN

You should see a message like this:

D)ata
F)ormat
I)ndex
S)ort
U)tility

This lists the five principal types of file used by ViewStore and shows you that no prefix is currently applied to them. In other words, if ViewStore is looking for a database file called `cat` it just looks for `D.cat`; if it is looking for a format file it looks for `F.cat`, and so on.

You can specify a prefix string to be added to the filename of each type of file with the **PREFIX** command. Its format is

PREFIX *letter string* **RETURN**

where letter is **D**, **F**, **I**, **S** or **U**, depending on the type of files to which the prefix is to apply, and string is the actual prefix. As you see, when you change a prefix ViewStore shows you all the current prefixes which it applies when looking for a file. Note that the appropriate prefixes are also applied when ViewStore creates files.

To reset a prefix to blank type:

PREFIX *letter* **RETURN**

Creating the files

Having planned your database you are ready to start creating the required files using the **SETUP** utility.

Start ViewStore in the normal way and in the command screen, type:

UTILITY SETUP RETURN

You will see the following prompts:

Set up database or report (**D**,**R**)?

Enter **D** to show that you are setting up a database. **R** is used to create a report definition file; see the Reports section of Chapter 3.

Filename of database?

Enter the name to be given to your new database file. ViewStore automatically creates the file in directory **D**.

Format filename (database filename)?

Enter the format filename. If this is the same as your database filename just press **RETURN**.

How many bytes to reserve?

Enter the amount of space that you want to be reserved on disc for your database, in bytes. Note that the larger the database file the longer it takes to load. If your database is the final file on your disc or if you are using the ADFS there should be no Can't extend problems; in this case enter zero. Otherwise you can estimate the space required using the formula:

Average characters per record \times Expected no. of records \times 1.1

Your database can take up more space than this if it proves necessary, but this

may cause Can't extend problems. It is therefore advisable to overestimate rather than underestimate; but remember that this will leave you with unused space on your disc and the database will take longer to load.

Number of indexes?

Enter the number of updateable index files that you will want to use with the database. The maximum is up to 9, depending on the filing system; if you also want to create read-only indexes the maximum number of updateable indexes is reduced by 1. The number of indexes may be zero. If so, the following three prompts are not displayed.

Enter the number of records that you expect to have in your database. ViewStore uses this number in reserving disc space for index files. As with space for the database, you can exceed this number, but this may cause problems. Therefore, overestimate rather than underestimate. If you are not using the DFS enter 0.

Index:n

Filename?

Enter the filename of each updateable index. As discussed earlier, an index filename will often be the same as the name of the field for which the index is being maintained. Enter the filename. ViewStore automatically creates each file in directory I.

Keysize?

Enter the keysize to be used in each index, that is, the number of characters from each entry to be stored in the file. If the field is to contain dates, the keysize should be 3. If the field is to contain numbers, the keysize should be the same as the field width. If the field is to contain alphanumeric entries, the keysize should be the minimum needed to distinguish sufficiently between entries.

When you have entered all the information it requires, ViewStore creates the appropriate files. If you catalogue your filing system you should find:

- A file in directory D with the name you gave to the database (ie the database file).
- A file in directory F with the name you gave to the database (ie the format file).
- Files in directory I with the names you gave for the index files, if you created any indexes.

All these files will be initially empty.

Entering field formats

Firstly, load your new (empty) database by typing (in the command screen):

```
LOAD filename RETURN
```

where *filename* is the name you chose for your database.

As when experimenting with the Cars database, the command screen message should change to something like this:

```
Bytes free n
Editing D.filename
Format F.filename
Screen mode 0
```

Now press **ESCAPE** to switch to the spreadsheet display. All fields are 18 characters wide, numbers are shown in place of field names and there is no data; but you can move the cursor from field to field in the normal way.

Before entering any data it is advisable to enter the field details. Press **RECORD FORMAT** to display the blank field details for the database, and then enter the details. Remember that there is one record in the record format for each field of your database. You should enter details in the order in which you want fields to be shown in the spreadsheet display.

The valid entries are summarised below.

Valid record format entries

Field name

Enter the name to be used for this field. The name must not be more than 15 characters long.

Width

Enter the column width, ie the number of characters of each entry in this field to be displayed on the screen. The default value is eighteen. Width can be zero, enabling data to be hidden. Fields wider than the screen are truncated in the spreadsheet display and wrap around in the card display.

Type

Enter:

- **A** if entries in this field are to be alphanumeric; ViewStore allows any characters to be entered.
- **T** if entries in this field are to be textual; this is like alphanumeric data except that words and phrases can be searched for more easily.
- **N** if entries in this field are to be numeric; ViewStore only allows numbers to

be entered, including negative and decimal numbers. Numbers cannot be entered in exponential format, although ViewStore will display them in this format in reports if necessary.

– **D** if entries in this field are to be European dates; ViewStore only allows entries in the form D.M.Y, eg 10.4.85 = 10th April 1985, or 1.12.85 = 1st December 1985.

– **M** if entries in this field are to be American dates; ViewStore only allows entries in the form M.D.Y, eg 4.10.85 = April 10th 1985 or 12.1.85 = December 1st 1985.

If **Type** is left blank, ViewStore expects entries to be alphanumeric.

Scroll

Enter **Y** if entries in this field can scroll. Each entry in this field can then be up to 239 characters long. If **Scroll** is left blank, entries cannot scroll; ie they can be no longer than the column width. This should always be the case for numeric fields. Dates, alphanumeric and textual data scroll by default, numbers do not.

Decimal places

If **Type** is **N** (ie entries in this field are numeric), enter the number of digits to be displayed after the decimal point. ViewStore will then accept entries in the field with fewer digits, but not more, eg if **Decimal places** is 2, ViewStore will accept 34.56 and 98237 but not 6.451. If left blank, ViewStore assumes zero decimal places.

Low limit

If you wish, enter the lowest value or the earliest date to be accepted in this field. An alphabetic value can be given, eg if the value is **AN**, ViewStore will accept **Antarctica** but not **America**. Case is ignored in comparing alphabetic values. If an entry contains more than one word, each word is compared with the limit; the entry will be accepted if any word is lower. If left blank, no lower limit is placed on entries.

High limit

If you wish, enter the highest value or latest date to be accepted in this field. When looking at alphabetic values, ViewStore compares them as if they were arranged in a dictionary. Those that would come later in the dictionary are considered to be of higher value. For example, if **High Limit** is **ZAN**, ViewStore will accept **Zambia** but not **Zanzibar**. If **High Limit** is **ZA**, ViewStore will not accept either of these. Case is ignored in comparing alphabetic values. If an entry contains more than one word, each word is

compared with the limit; the entry will be accepted if any word is higher. If left blank, no upper limit is placed on entries.

Index

Enter **Y** if an updateable index is to be maintained for this field; **R** if a read-only index can be created for this field. If **Index** is left blank, no index can be used with this field.

Key width

If **Index** is **Y** or **R**, enter the number of characters of each entry in this field to be stored in the index or the number of characters to be used as the default when sorting.

Index name

If **Index** is **Y** or **R**, enter the name of the file to be used to hold the index for this field. If **Index** is **Y**, the filename should be the same as that given when using the **SETUP** utility.

Prompt

If you wish, enter a message which will be displayed on the third line of the data screen when the cursor is moved into this field. The message might give an expanded title or description of the field, or details of limits on entries, or a list of valid entries. The message can be up to 79 characters long, but in 40 column screen modes only the first 39 will be shown. If no message is entered, the field name will be displayed when the cursor is moved into the field.

Value list

If you wish, enter a list of the entries to be allowed in this field. If you give a list, only these entries (and no other entry) will be allowed. The entries in the list should be separated by commas. The wildcards **?** (for a single character) and ***** (for any number of characters) can be used.

When you have entered all the necessary details for each field, return to the spreadsheet display to check that it is as you want. Move the cursor through each field to check the prompt messages. If you find anything that needs changing, return to the field details and edit them in the normal way.

Entering the database header details

When you are satisfied with the field details, press **DATABASE HEADER** to display the blank database header. To move from line to line press the arrow keys or the **RETURN** key.

Enter the details you require in the normal way. Details of each entry are given below.

When you have completed the details, return to the spreadsheet display to check that the database description is as you want. If it is not, return to the database header and edit the description.

Valid database header entries

Title

If you wish, enter a title or description to appear at the head of the data screen. Note that the number of characters shown is limited by the screen width.

Display

Enter **C** if the database should be presented in the card display when it is first loaded. If you enter **S** or leave the entry blank the database will be presented in the spreadsheet display.

Record size

This entry determines how much space ViewStore makes available for each record. If you enter $+n$ (eg $+30$), ViewStore makes available the space required for the record when it is first entered with n extra bytes (in the example, 30 extra bytes). n cannot be more than 512. If you enter just n (eg 600), ViewStore makes available n bytes for each record (in the example, 600 bytes). If **Record size** is left blank, ViewStore makes available 20 extra bytes for each record (ie this is equivalent to an entry of $+20$). Remember that each character takes up one byte, but that extra bytes are required for each new field.

Capacity

If you wish, enter the largest number of records that ViewStore will load in to memory. If ViewStore tries to load more records than will fit in to memory, the computer will bleep and display the **Record too big** error message. This problem can be solved by reducing the number in the **Capacity** field after which you should reload the database before returning to the data display. Alternatively, you can switch to a screen mode which gives you more memory or switch on shadow memory if available. Note that reducing the capacity increases the number of disc operations but makes each one faster. The default setting is 50 records which is also the largest setting.

Index field

If you wish, enter the name of the field which should be used to index the

display when the database is first loaded. If left blank, the data will be displayed in the order in which it was originally entered.

Screen mode

If you wish, enter the number of the screen mode that you want to use for your data display. If left blank, the current screen mode will be used.

Entering data

You are now ready to start building your database by entering records. For suggestions on how to speed up the entering of similar data, see Faster data entry in Chapter 8 Notes.

Note that updateable index files are created automatically as you enter data, but that read-only index files are not; you must give ViewStore the command to create them after the data has been entered (see Creating a new index file in the next chapter).

The creation of an updateable index involves ViewStore writing to the filing system after each entry in the corresponding field. This can substantially slow down the entry of data. If you are entering a large number of records and/or have a large number of updateable indexes, you may find it quicker to switch the indexes off (by setting `Index` to `N`) whilst you are entering the data. When data entry is complete switch the indexes back on again (by setting `Index` to `Y`) and then build the index files from scratch using the `INDEX` utility as described in the next chapter.

Preserving your data

As explained previously, ViewStore saves most of the data on to your filing system automatically as it is entered and updates the file completely when you press **ESCAPE** to return to the command screen. You do not have to tell it to save the data.

However, you are strongly advised to make backup copies of your database, format and index files so that you can retrieve the information if your original files should for any reason be deleted or corrupted.

5 Altering a database

This chapter explains the ways in which a database can be altered once it has been created. The methods available to edit data, including the record format and database header, have been described earlier in this manual.

Changing the card layout

When you first switch to the card display for a new database, ViewStore lays out the fields in the order in which they were specified in the record format. In all probability this layout will not be very tidy or convenient, and this section shows you how you can change it.

To change the layout of the card display, press CARD LAYOUT.

Card layout

Manufacturer	_____	
Model	_____	
Type	__	
Drs	__	
Extras	_____	
Cap	__	SI __
Boot	__	Tank _____
Sp	__	Price _____
Acc	__	At _____
Mpg	__	Stock _____

ViewStore shows you a single record in its current card display layout, but with the area where each entry would normally be shown indicated by underline characters (or dashes in mode 7); the number of underline characters being equal to the field width. As in normal card display, field names are shown in full. If a field has zero width its name is shown without underlines. If a field has been given a width but no name, just the underlines are shown. Unused fields with no name or width are not shown.

To change the display you must first tell ViewStore which field you want to move. Using the arrow keys, move the cursor to a character within the field, which can be part of the field name or one of the associated underlines. Note that the cursor wraps around; that is, if you move it to the right when it is at the right-hand side of the screen it appears at the left-hand side; if it is moved to the left of the screen it appears at the right-hand side. If you move the cursor to the bottom of the screen it will reappear at the top and vice versa.

When the cursor is positioned in the field you want to move, press **COPY**. The first character of the field name changes to an asterisk to show that the field is marked.

Then move the cursor to the new position where you want the field, and press **COPY** again to move the field. ViewStore moves the field to this new position, with the first character of the field name at the cursor position.

When a field is moved it must not overlap any existing field; there must be at least one blank space between it and the previous and next fields. Otherwise, ViewStore does not put the field where you have requested, but instead moves the field to the right and, if necessary, to the following lines until it finds a position where the field will fit; this may have to be at the very end of the display. Check that there is space for the field before moving it, and remember that the cursor position indicates the start of the field name. (The field can overlap its own existing position, enabling it to move just a few characters along the same line.)

When you are satisfied with the layout, press **DATA** to return to the card display to see what it looks like with data. Remember that, in card display, ViewStore fits as many whole records on to the screen as it can. If your new layout takes up more lines than before, there may be fewer records on the screen.

In some circumstances, it may be helpful to include an end of record marker in your card layout. This can be done by switching to the record format and adding, after all the other fields, an extra field with the name #, for example, and zero width. Then switch to the card layout, where the character will appear on its own, and move it to the required position.

Pressing **RETURN** when the cursor is in the last field of a record in the card display moves the cursor to the first field of the next record.

You should note that, if you set up your card layout in an 80 character wide screen mode but then switch to the card display whilst in a 40 character wide screen mode, ViewStore will carry out its own reorganisation of the card display layout in order to get all the information on the screen. Your layout will be lost and is not recovered when you return to the 80 character wide screen mode. To prevent this happening accidentally, make sure that you have specified the screen mode in which your data is to be displayed in the database header.

Using different formats

You will remember that, in ViewStore, data never has to be explicitly saved. Any additions and changes to the data are automatically saved.

The same is true of the database format; that is, the record format, database header and card display layout. Any changes that are made are automatically saved to the format file shown in the command screen message.

In some cases, however, you may want to make changes to the format (such as adjusting column widths or the card layout), whilst not losing the current format. In this case, before you make the changes, tell ViewStore to save the current format.

To do this, return to the command screen and give the SF (for Save Format) command. Type:

```
SF filename RETURN
```

where *filename* is the name you want to give to the file which will contain the current format; for example:

```
SF FORMAT1 RETURN
```

The filename must be different to that of the current format file.

ViewStore saves all the current format details, including record format, database header and card layout, into this file. The file is saved in directory F using, where appropriate, the prefix for format files.

The new file that you have just created is an exact copy of the current format file. However, when you now alter the format of the database, ViewStore will change the format file correspondingly, whilst your new file contains an unchanged snapshot of the format that you want to preserve.

In this way you can build up many different formats applying to the same database, each of which has a different function. For example, you might prefer

to edit your data using very wide columns in which you can see the whole entry, whilst for normal scanning of the database you use narrow columns which enable all the fields to be on the screen at the same time. Another format might include a widely spaced card layout which allows only a couple of records on the screen at the same time but is easy to understand; another might use zero column widths to hide sensitive data. As you have seen already, the Cars database is provided with one format (also called Cars) for use by those interested in the details of the various models, and another format (Stock) for use by dealers.

To apply one of these different formats to your current database, return to the command screen and give the `LF` (for Load Format) command. Type:

```
LF filename RETURN
```

where *filename* is the name of the format file that you want to use. ViewStore looks for the file in directory `F` using, where appropriate, the prefix for format files.

Note that, as the command screen message shows, this file has now become your current format file. If you make any changes to the format it is this file that will be automatically altered.

As you have seen, when you initially load a database file ViewStore automatically loads the format file with the same name. If you want to use a different format file, include it in the `LOAD` command like this:

```
LOAD databasefilename formatfilename RETURN
```

For example:

```
LOAD cars stock RETURN
```

Note that ViewStore will allow you to use a format file created for one database with a completely different database. This can lead to very curious results. If you are using more than one database, it can be helpful to include in the name of the format file an indication of the database to which it belongs.

Rebuilding a database

ViewStore enables you to rebuild a database using the `CONVERT` utility. This in fact creates a new database from the information in the existing database. In creating the new database you can:

- Select and/or re-order the fields to be used in the new database.
- Select and/or sort the records to be included in the new database.
- Make available more (or less) file space for each record.
- Make available the file space used by deleted records.

Firstly, load the existing database from which the new database is to be created.

If you want to select and/or sort the records to be included in the new database, do this next (see Chapter 3).

Then in the command screen, type:

UTILITY CONVERT RETURN

You will see the following prompts:

Use select file (N,Y)?

Tell ViewStore if you want it to use a select file of records.

Field n?

Type in the names of the fields that you want to include in the new database, in the order in which you want them to be shown.

When you have entered the names of all the fields you want, press **RETURN** in response to the Field n? prompt.

CONVERT will accept a wildcard specification to the Field n? prompt. For example, if you reply to the Field 1? prompt with * **RETURN** and to the Field 2? prompt with **RETURN**, then **CONVERT** will convert all the fields.

Then tell ViewStore the size of the space to be reserved for each record of the new database. You do this in the same way as when entering the database details. If you enter a number preceded by a + character it reserves the space needed for each record plus that number of bytes. If you enter a number on its own, ViewStore reserves exactly that number of bytes for each record; however, if a record requires more than that number of bytes it will be saved in full, but with no extra space.

Finally, enter the name you want to be given to the new database. It should be different from the current database or any other database. Unless you specify otherwise, the new database will be created in directory D using, where appropriate, the prefix for database files.

ViewStore then builds the new database in the way that you have requested, and saves it in a file with the name you specified. This can be a lengthy process, particularly for a large database. At the end it tells you how many records it has processed and the length of the longest record.

ViewStore does not create a format file for the new database. You can load the database using the format for the old database, but if the fields are not identical

you will then need to edit the format file accordingly. In particular if you have changed the order of the fields you must reorder the fields in the format file.

Creating a new index file

In most cases, you tell ViewStore which indexes you require when you are first setting up your database (see p.70), and the updateable index files are then created automatically by the system as you enter the data. However, read-only index files must be created after the data has been entered.

You may also want to build or rebuild an updateable index after the data has been entered. This may be because you realise that you want to be able to index the data using a different field; or because the number of characters of each entry stored in the existing index does not distinguish sufficiently between them; or because you want to select the records to be included in the index; or because you want an index for a new expanded database (see the previous section); or because an existing index has become incorrect for some reason (see for example the section on Preserving your data).

Whatever the reason, the INDEX utility enables you to create a new index. The index can be either updateable or read-only.

First, load the database for which you want the index.

If you want to select the records to be included in the index, do this next (see Chapter 3). Only the selected records will be displayed when you CHANGE INDEX using the new index. It is inadvisable to build an index on a sorted field. If you wish to build an index on a field which has been sorted, sort the records on a different field.

Then in the command screen, type:

UTILITY INDEX RETURN

You will see the following prompts:

Use Select File (N,Y)?

Enter **N**. This will select all the records in the database. If you enter **Y** you will be asked for the name of the select file.

Field name?

Enter the name of the field for which you want the index. The **Index** column of the report format for the field must contain **Y** or **R**, and the **Index** **name** column must contain a filename.

INDEX will accept a wildcard specification to the **Field name?** prompt. For example, if you reply to **Field name?** with *** RETURN**, then INDEX will

build indexes for all the fields with Y or R in the `Index` column.

ViewStore then builds the new index as you have specified and saves it in a file with the name in `Index name`. The file will be created in directory I using, where appropriate, the prefix for index files. A dot is displayed as each record is processed, enabling you to monitor progress. Building a large index can be very time-consuming.

If the new index is updateable (ie `Index` in the record format is set to Y), any further records that you add to the database subsequently will be included in the new index. If the index is read-only new records will not be added to the index; to include them you must rebuild the index as described above.

Note that it is possible to switch off an index temporarily by setting `Index` to N or R, and then to switch it on again by returning `Index` to Y. Any records entered whilst the index was switched off will not be displayed if the data is then displayed in the order of the index. If any records are deleted whilst the index is switched off, problems may occur when the index is used subsequently to order data.

6 Error messages

This chapter contains details of ViewStore error messages, or error messages which have a special meaning in ViewStore. If an error message is displayed which is not described here, consult your computer's user guide or the user guide for your filing system.

Bad date

This is a date field, but the entry you have just made is not a valid date or is not of the correct type, eg you have entered an American date in a European date field or the wrong number of days for a month.

Bad directory

The directory you have specified in the filename is not allowed for this type of file; for example, you have tried to give a name for an index file using a directory other than I, or for a format file using a directory other than F. Check the settings of your prefixes.

Bad drive

ViewStore has tried to look for a file using an invalid drive number; for the DFS this must be in the range 0 to 3; for the ADFS it must be 0/A, 1/B, 4/E or 5/F. The reason for this could be that you have included an invalid drive number in the filename (eg :6.D.CARS), or that you have specified an invalid drive number in a prefix (eg :6.), or that the prefix you have specified is incomplete (eg :2, causing ViewStore to look for :2D.CARS).

Bad expression

Your report definition file contains an invalid expression. Make sure your field names are valid and that you have delimiters around any ambiguous filenames.

Bad field

The currently loaded database has no field with this name. Have you specified the field name correctly?

Bad file

The file you are trying to load is of the wrong type. It may be a BASIC program, or a file created by another program such as VIEW or ViewSheet, or you may be trying to load a format file as data, or the file may be corrupted.

Bad FS

ViewStore cannot be used with cassettes.

Bad macro

You have entered an invalid macro name; it must consist of two letters.

Bad mode

You must enter a positive number or zero as a parameter to `MODE`.

Bad name

There is something wrong with the filename you have specified; for example, it has too many characters or is blank. Check the prefixes are what you intend. Remember you need a dot at the end of a prefix.

Bad pointer

The index or select file that you are trying to use has either become corrupted or refers to a different database. Rebuild the file, using `INDEX` for an index or `SELECT` for a select file.

Bad prefix

The letter you have used in a `PREFIX` command is not valid or has been omitted. The valid letters are D, F, I, S, and U.

Bad record size

Record size must be a number, optionally preceded by +.

Bad register

Your report definition file contains an invalid register, ie one that is not a single letter.

Bad selection

Your response to a `Select?` prompt is incorrect. It must be in the form:

fieldname operator value

for example

`manufacturer=Austin Rover`

Bad string

You have tried to index your database using a particular field, but the `Index name` column of the record format contains no filename (or an invalid name) for that field.

Brackets

An expression in your report definition file has an unequal number of right and left brackets.

Can't extend

See Chapter 6 Filing systems

Channel

The filing system has detected an error. Return to the command screen, type **NEW** and reload the database.

Data screen only

You have tried a function key command which only works in the spreadsheet or card display.

Disc full

See Chapter 6 Filing systems

Divide by 0

In printing a report ViewStore has attempted to divide by zero.

Editing no file

You have tried to switch to the data screen but you have no database loaded in the computer's memory.

End

You are at either the beginning or end of your database and cannot move any further.

Escape

You have ended an operation by pressing **ESCAPE**.

Field is not numeric

ViewSheet linking files can only be created using fields containing numeric data.

Field not found

ViewStore cannot find a field with the name you have given in the current database. This may also occur when you press **ESCAPE** after loading the database if the database header information is incorrect.

File exists

You have tried to create a file with the same name as an existing file. Either choose a different name for the new file, or delete the existing file (both the data and the format files).

File more than 10710 slots

You have tried to create a ViewSheet linking file which would have more than 10710 entries.

File not wide enough

Your ViewSheet linking file does not have enough columns to contain all the totals or subtotals on a single line.

Filename not found

ViewStore cannot find the file called *filename*. The problem may be that the file is not on the drive or in the directory indicated by the prefix for that file type. Use the **PREFIX** command to check which drive or directory this is. (If the file is in directory U ViewStore assumes that the file is a utility which you are keeping on a separate disc. It prompts you to insert the other disc. If you do not want to do this, press **ESCAPE**.) Note that ViewStore needs to access more files than the ones you have explicitly specified. For example, if you get the *Filename not found* message when loading a database file this may be because ViewStore cannot find the corresponding format file.

File not open

An error occurred when trying to open the file and it is now not open. Try pressing **ESCAPE** twice. If this does not work try reloading the database.

File open

The file you are trying to load was left open when you were last editing it, perhaps because you switched off or pressed **BREAK** whilst the data display was on the screen. Give the **NEW** command to close the file and then reload the database. This can also happen if you try to use **REPORT** whilst the report definition file is still loaded. Load the database on which the report will be based and repeat **REPORT**.

Fixed format

You cannot edit the format files supplied with ViewStore for creating report definition files.

Index: Bad filename

You have tried to order your data using a field for which the name in

the *Index name* column of the record format is invalid, perhaps because it is too long. Check your prefixes.

Index fieldname: File not open

You have tried to order your data using a field for which the index has not yet been created; or for which the name in the *Index name* column of the record format is invalid, perhaps because it is too long.

Index filename: Can't extend

This means that no more records can be included in the index file named because it is bumping up against the next file on your disc. This message is usually only obtained if you are using ViewStore with the DFS.

The record you have just entered will not be included in the index. To include this record (and any additional records) you must move the index file so that it is the last file on your disc.

See the View Family Filing System guide.

Index: Filename not found

The index is switched on for this field (ie in the field format details for this field there is a Y against *Index*), but ViewStore cannot find a corresponding index file (ie a file in directory I with the same name as the field or, if given, with the name entered against *Index name* in the field format details for the field).

Key too long

The total sort key you have specified is more than 250 characters.

Keysize should be ≥ 1 and ≤ 105

The number of characters of each entry that you have asked ViewStore to use in creating an index for a field is greater than 105 or less than 1.

Limit error

The data you have just tried to enter is greater than the *High limit* value or less than the *Low limit* value specified for this field in the record format, as shown on the third line of the screen.

Maximum is 4/9 indexes

You have tried to set up more indexes than are allowed with your filing system.

Memory full

The computer does not have enough memory for the operation you are trying to

carry out. You may be able to make more memory available by switching to a different screen mode (eg 6 or 7) using the **MODE** command or by switching on shadow memory, if available. Then after carrying out the operation you can switch back to your required screen mode.

Mistake

ViewStore does not recognise the command that you have just typed. Have you typed it correctly? Is it a ViewStore command?

No data

Something has destroyed the data in the computer's memory (for example, copying or compacting a disc). Reload the database.

No database loaded

You have attempted to use a utility when no database is loaded.

No end marker

The file you are trying to load does not include an end marker. It may be a file of an incorrect type (see **Bad file**), or something may have gone wrong when the file was last being edited. You may be able to recover the file using **IMPORT**.

No fields

You have tried to change to the card display or to card layout display when, if you did, no fields would be displayed on the screen. This is because neither a name nor a width has been given to any field in the database; edit the record format accordingly and try again.

No fields found

The printer width you have specified in **REPORT** is less than the width of the first field, so that no fields will be printed. Give a larger printer width, or make the field widths smaller.

No index

You have tried to create an index for, or order your database using, a field for which **Index** in the record format is not **Y** or **R**.

No index field

You have pressed **CHANGE INDEX** and there is no index field.

No records found

No records have been found which match the criteria you have entered.

Not enough fields

There are more formats than fields in the field list in the REPORT utility.

Not numeric

This is a numeric field, and you have tried to enter non-numeric data (eg text or a date).

Overflow

The number you have just entered (or that has been calculated when evaluating an expression) is outside the range that ViewStore can handle.

Read error

ViewStore cannot read the file you have named. You will need to use your backup copy of the file.

Record too big

The next record in the file is too big to fit into the computer's remaining memory. Either switch to a screen mode or to shadow memory which gives you more room or reduce the number of records in the `Capacity` field in the database header. After doing this, you should reload the database before switching to the data screen.

Sheet display

You have tried to edit the card layout when the spreadsheet display is currently selected. Switch to the card display before pressing CARD LAYOUT.

Stack overflow

The expression currently being evaluated is too complicated for ViewStore to handle and must be simplified. This can also occur with a syntax error in a REPORT expression, or if you try to build an index on a large sorted field.

Too long

Either the total number of characters you have asked ViewStore to use in an operation is greater than 250 or the filename is more than 12 characters.

Too many files

You have exceeded the number of updateable index files which can be in operation at one time, and must switch one (or more) off by setting `Index` in the field format to `N` or `R`. The number of indexes depends on the filing system.

Too many places

You have tried to enter a number with more decimal places than are specified in the `Decimal places` column of the record format.

Type mismatch

In the report utility you have attempted to perform a numeric operation on a non-numeric field.

Value not in list

The data you have just tried to enter does not match any of the values in the `Value list` specified for this field in the record format, as shown on the third line of the screen.

7 Notes

This chapter describes some of the facilities of your computer and shows how to use them with ViewStore. For further information read the User Guide for your computer.

Screen colours

If you use a colour monitor or television set you may wish to take advantage of alternative screen colours.

Both text and background colours can be changed in screen modes 0 to 6. The colours available are:

- 0 - black
- 1 - red
- 2 - green
- 3 - yellow
- 4 - blue
- 5 - magenta
- 6 - cyan
- 7 - white

These may be used as follows in the command screen.

For green text:

Hold down **CTRL** and press **S**

Press: 7 2 0 0 0

For white text on a blue background:

Hold down **CTRL** and press **S**

Press 0 4 0 0 0

For black text on a white background:

Hold down **CTRL** and press **S**

Press 0 7 0 0 0

Hold down **CTRL** and press **S**

Press 7 0 0 0 0

The first digit indicates whether it is text or background colour that is to be changed. 0 means background and 7 means text. The second digit indicates the colour, as in the table above.

To return to the standard white text on a black background hold down **CTRL** and press **T**.

Faster data entry

If you frequently make the same entry in ViewStore, such as **Austin Rover** in the **Manufacturer** field, there is a way of entering the same data without having to type it over and over again.

First, program a function key with the text that you want to enter frequently. To do this return to the command screen and type, for example:

```
*KEY0 Austin Rover RETURN
```

which will program key **f0** with the text **Austin Rover**. Then, still in the command screen, type:

```
*FX228,1 RETURN
```

Now return to the data screen and move the cursor to the **Manufacturer** field of a new record. Hold down **CTRL** and **SHIFT** together. Whilst holding down **CTRL** and **SHIFT** press and release **f0**. **Austin Rover** will appear on the screen at the cursor position.

When programming function keys you can include the characters **IM**. This pair of characters is equivalent to pressing the **RETURN** key, which in the ViewStore data screen moves the cursor to the next field. So a key programmed like this:

```
*KEY0 Austin RoverIM RETURN
```

will enter **Austin Rover** and then move the cursor to the next field. A key programmed like this:

```
*KEY0 Austin RoverIMMiniMSIM2IMIM5IM RETURN
```

will make entries in a series of fields, including two blank entries, like this:

L Space 926 Indexed by entry

Top speed in mph		New cars: Specification and price										
Manufact.	Model	Typ.	Drs.	Extras	Cap.	Boot...	Sp...	Acc.	Mpg...	Sl...	Tank.	Price.
Talbot	Alpine GL 1.8	H	5	R	1592	10/49	100	12.8	29	5	12.8	6795
Talbot	Alpine GLS 1.6	H	5	LCR	1592	10/49	100	12.8	29	5	12.8	7745
Talbot	Solara 2.3LE	S	4		1592	10/49	85	13.8	31	5	12.8	5245
Talbot	Solara 1.6LE	S	4	R	1592	10	99	12.0	30	5	12.8	5545
Talbot	Solara 1.6LS	S	4	R	1592	10	99	12.0	30	5	12.8	5995
Talbot	Solara 1.6GL	S	4	R	1592	10	99	12.0	30	5	12.8	6645
Talbot	Solara 1.6GLS	S	4	LCR	1592	10	99	12.0	27	5	12.8	7595
Talbot	Matra Rancho	S	4	R	1442	35/77	89	14.5	29	5	13.2	7245
Morgan	4/4 1600 TC	O	2		1584	4	108	10.6	26	5	8	8766
Morgan	4/4 1600 4 Str	O	2		1584	4	105	10.8	26	5	10	9628
Morgan	4/4 1600	O	2		1599	4	107	10.5	26	5	8	8569
Morgan	4/4 1600 4 Str	O	2		1599	4	102	10.8	26	5	10	9431
Morgan	Plus 8	O	2		3523	5	125	6.8	22	5	14	11651
Rolls Ro	Silver Spirit	S	4	LEBCR	6750	19	119	9.6	14	6	23.5	55240
Rolls Ro	Silver Spur	S	4	LEBCR	6750	19	119	9.6	14	6	23.5	62778
Rolls Ro	Continental Co	O	2	LEBCR	6750	15	119	10.9	15	6	23.5	76108
Rolls Ro	Camargue	S	4	LEBCR	6750	19	119	10.9	15	6	23.5	83122
Bentley	Bentley Eight	S	4	EBCR	6750	19	119	9.6	14	6	23.5	49497
Bentley	Mulsanne	S	4	LEBCR	6750	19	119	9.6	14	6	23.5	55240
Bentley	Turbo	S	4	LEBCR	6750	19	135	7.7	11	6	23.5	61743
Bentley	Continental Co	O	2	LEBCR	6750	18	113	10.9	15	6	23.5	78108
Aston Ma	V8 Volante	O	2	LECR	5340	9	130	7.0	14	5	25	55000
Aston Ma	V8 Saloon	C	2	LECR	5340	9	145	6.6	12	5	25	44999
Aston Ma	Vantage Coupe	C	2	LECR	5340	9	168	5.9	12	5	25	49999
Aston Ma	Lagonda	S	4	LEBCR	5340	13	135	8.3	12	5	28	65999
AC Cars	3000ME	C	2	SR	2983	12	120	8.4	20	6	14	12658
Austin R	Mini	S	2			5						

Exec files

When entering ViewStore you may find that you always use the same commands to initialise the system before editing your database. Exec files allow you to enter the commands automatically.

An exec file is simply a file of commands stored on disc which can be called from the command screen at any time. The commands are then read from disc and entered as if you were typing them in.

To create an exec file you can either use the VIEW word processor or the *BUILD command on the DFS. In the command screen type *BUILD !BOOT RETURN and enter your standard sequence of commands in response to the numbers supplied. An example exec file might be

```
1 *STORE          enter ViewStore
2 MODE 3          change to screen mode 3
```

3 PREFIX D : 0.	data on drive 0
4 PREFIX I : 2.	indexes on drive 2
5 PREFIX U : 1.	utility disc on drive 1
6 PREFIX S : 2.	select files on drive 2
7 PREFIX F : 2.	format files on drive 2

Pressing **ESCAPE** closes the file and saves it on to your disc with the name **!BOOT**. You can run the exec file by entering ***EXEC !BOOT** in the command screen.

The **!BOOT** file is a special file on the DFS. When pressing **SHIFT BREAK** (ie an auto-boot) you can make the filing system automatically select the **!BOOT** file. This is done as follows:

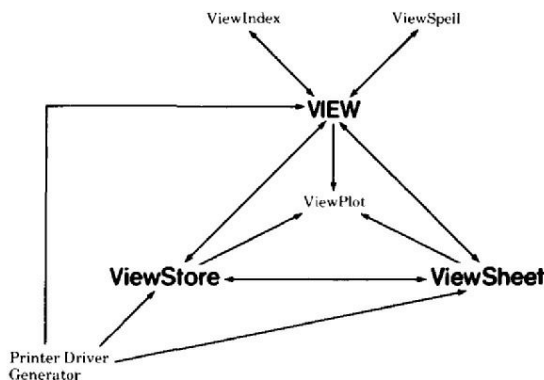
- Put the disc containing the **!BOOT** file into the disc drive and type ***OPT 4,3 RETURN**. This tells the disc that the **!BOOT** file is an exec file.

- When you want to run the exec file put the disc in the drive, hold down **SHIFT** and, while holding down **SHIFT**, press and release **BREAK**.

This will enable you to print standard reports by simply pressing a function key.

The View range

ViewStore is one of the View range of products. The whole View range has been designed for use with a range of filing systems. More importantly, the range is integrated; data can be passed from one program to the others, as shown in the diagram below.



Other products in the range include:

The VIEW word processor

Facilities include on-screen formatting, adjustable margins, centred headers and footers, automatic page numbers, operation in any screen mode and automatic mail-merge.

The ViewSheet spreadsheet program

Facilities include windows allowing flexible displays and print-outs, column and row headings, automatic bar-charts, operation in any screen mode, trigonometric functions, protection, insert/delete rows and columns and the linking together of spreadsheets.

The ViewSpell spelling checker

Facilities include fast checking of text files, a large standard master dictionary, user dictionaries, and flexible searching of all dictionaries. Essential for crossword and Scrabble addicts!

The ViewPlot graph generator

Facilities include the generation of bar charts, pie charts and line graphs from spreadsheets, databases and keyboard, multi-coloured charts and multiple charts on screen.

The ViewIndex index generator

Enables generation of automatic indexes for books and long reports.

The Printer Driver Generator

Printer drivers enable the use of printer specific facilities such as underlining, bold characters and alternative fonts. The Printer Driver Generator asks for information about your printer and then generates a driver which you can store on cassette or disc for permanent use.

8 Specification

Summary

ViewStore is a general purpose database program. Records and fields are of variable size and records can contain a varying number of fields. The file size is limited only by the size of the disc used with the microcomputer. The record size is limited only by the memory available.

ViewStore can access one database file at a time with up to nine indexes. Extensive data entry checks and display formats are provided. Subsets of records can be created by using complex criteria when selecting.

A range of utilities allows comprehensive reports or labels to be produced as well as data exchange with the VIEW word processor and the ViewSheet spreadsheet. The sorting facilities enable small and large files to be sorted efficiently on many fields.

ViewStore operates in any screen mode.

Specification

Maximum file size

4,294,967,296 bytes (4,096 megabytes)

In practice file size is limited by disc size as follows:

40 track DFS disc - 100K

80 track DFS disc - 200K

Double sided ADFS disc - 720K

Winchester disc - 10 megabytes

Winchester disc - 30 megabytes and upwards

Fixed file size?

No. File size is variable.

Maximum record size

60,706 bytes

In practice the record size is limited by the memory available as follows:

With the BBC Microcomputer Model B:

Mode 0 – 5k

Mode 3 – 9k

Mode 7 – 25k

Other microcomputers may have different memory capacities.

Maximum number of fields

254

Maximum field size

239

Maximum decimal places

9

Maximum significant figures

10

Maximum key length (index)

105

Maximum key length (sort)

250

Number of sort fields

Unlimited

Data types

These are as follows:

- Alphanumeric
- Text
- Date (D/M/Y)
- American date (M/D/Y)
- Numeric

Maximum number of indexes

9

In practice the maximum number of indexes is limited by the filing system in use as follows:

DFS - 4

ADFS - 9

NFS - 4

Number of indexes updated

Up to 9

Link to ASCII files?

Yes

Record structure

Variable structure; variable or fixed size records; variable size fields. Utility to re-order fields and expand space available for records.

Number of database files

1

Data validation

Low and high limits; list of permissible values including wildcards.

Wildcards

Wildcards for specifying field names and for selecting field values.

Display

80 or 40 column. Standard spreadsheet-like display or user-definable card display.

Selection

AND and OR operators; wildcards and operators =, <>, >, <, >=, <=. Complex expressions using brackets. Wildcards on both sides of a comparison.

Selected records can either be listed on the screen or stored in a file for later use.

Labels

Variable label format.

Report

Simple and user-defined reports. Subtotalling and totalling; pages; headers; calculations in the report. Comments entered at report printing time.

Word processor link

Integration with the VIEW word processor. Can produce macros for standard letters; report output can be transferred; or database files read directly by VIEW.

Spreadsheet link

Integration with the ViewSheet spreadsheet. Can transfer numerical data directly, or subtotals and totals from reports can be transferred.

Tailoring

User-defined screen formats and data checks. User-defined soft keys. Exec files for extended utility operations.

ViewStore file format

The ViewStore file format has been designed to be as simple as possible to minimise structural problems caused by the operating environment of microcomputers and to enable data to be transferred easily both to and from ViewStore.

Database files

The database file contains records; the ends of the records are delimited by an end-of-data marker. The total size of the data can be less than the size of the whole file; from the end-of-data marker to the end of the file is filled with pad characters.

The records contain fields; each record is delimited with an end-of-record marker. Each record can contain expansion space. This is indicated by a collection of spacer characters; the spacer characters come immediately before the end-of-record marker and after all the other characters in the record, specifically after the last end-of-field marker.

The fields contain data; each field is delimited with an end-of-field marker. The data is represented with ASCII characters in the range &20 - &7F.

Deleted records are represented by a block of deleted markers followed by an end-of-record marker.

Format files

Format files follow the same rules as database files. Each record contains the information relating to a field in the corresponding database file.

Report files

Report files follow the same rules as database files. Each record contains one line of information for the REPORT utility.

ViewStore file format

Field	D	A	T	A	09		
Field							09
Field						09	
Space	03	03	03	03	03	05	
End-of-record	00						
	00						
	00						
End-of-data	01						
	0						
End-of-file	0						

Record

Data

File

Markers

The value of the marker characters is as follows:

End-of-data - &01

End-of-record - &0D

End-of-field - &09

Spacer character - &03

Deleted character - &02

Pad character - &00

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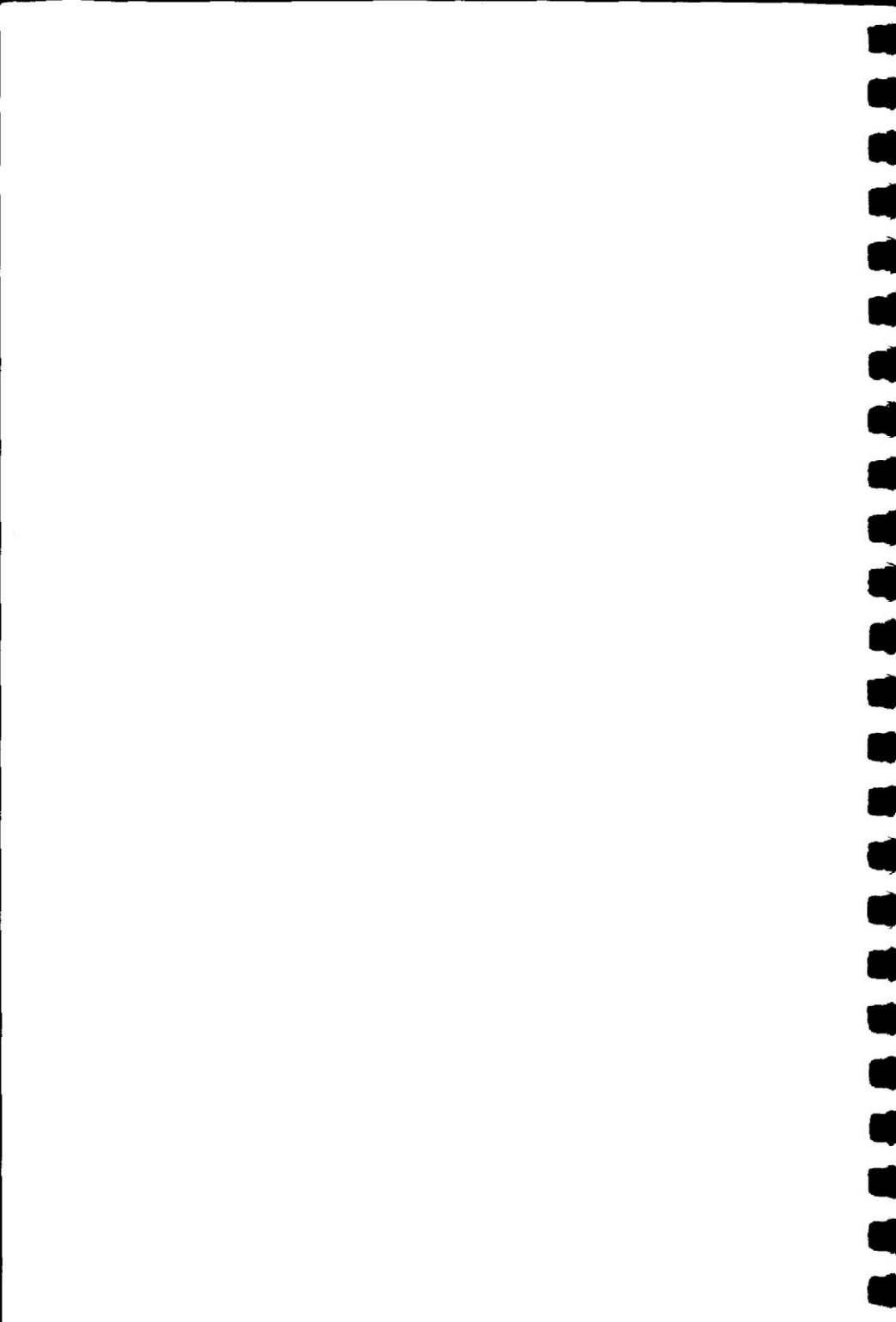
→ 14,16

← 14

↑ 14

↓ 14,16

=> 7,8





VIEWSTORE

for the BBC Microcomputer Models B and B+

Disc configuration

40 track disc drive



If you have a 40 track disc drive, you can use the ViewStore disc as it is. However you are strongly recommended to take a backup copy of the disc and use this copy, keeping the original in a safe place. To copy the disc type

***ENABLE RETURN**

***BACKUP 00 RETURN**

You will see the message

Insert source disk and hit a key

Put the ViewStore disc into the disc drive and press the Space Bar. You will then see the message

Insert destination disk and hit a key

Put a blank formatted disc into the disc drive and press the Space Bar. Repeat this sequence until the backup is complete.

80 track disc drive



Before the ViewStore disc can be used with an 80 track disc drive it must be reconfigured on to a blank formatted 80 track disc. This is done by using a configuration program which is included on the ViewStore disc.

Put the ViewStore disc into your disc drive and type

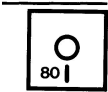
***CONFIG RETURN**

You will see the message

Insert 80 track disc <SPACE>

Place a blank formatted 80 track disc into the disc drive and press the Space Bar. You will see the message





VIEWSTORE

Insert ViewStore disc <SPACE>

Put the ViewStore disc into the disc drive and press the Space Bar. Repeat this sequence until the message `Reconfiguration complete` appears. This message means that your 80 track disc is now an 80 track version of the ViewStore disc. Label it and keep the original ViewStore disc in a safe place.

ADFS

If you have the Acorn ADFS you will need to copy the ViewStore disc on to an ADFS disc. Refer to your ADFS documentation for details of how to do this. Remember that the original ViewStore disc is 40 track and it has files in several different directories.

ACORNSOFT

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ACORN **SOFT**

SHIFT ►	CARD LAYOUT	DATABASE HEADER	CURSOR LOCK							DELETE RECORD
ViewStore	DATA	RECORD FORMAT	CHANGE DISPLAY	DELETE END OF FIELD	BEGINNING OF FIELD	END OF FIELD	INDEX FIELD	LOCATE	INSERT CHARACTER	DELETE CHARACTER