

Table Of Contents

TABLE OF CONTENTS	1
TUTORIAL	3
Using the tutorial	3
Lesson 1: Getting started	3
What you will learn in lesson 1	3
Closing the open database	3
Opening the sample database	4
Working with views	5
Marking records and using the subset	6
Selecting a field from a field list	7
Lesson 2: Data entry	9
What you will learn in lesson 2	9
Creating a new database	9
Adding a new book (chapters)	10
Adding the chapters (contents information)	11
Transferring data between databases	12
Adding a new book (short stories)	13
Adding the short stories (contents information)	13
A closer look at the Publisher lookup table	14
Lesson 3: Viewing information	16
What you will learn in lesson 3	16
Working with list layouts	16
Working with sort orders	19
Working with filters	21
Working with grouping definitions	24
Using the statistics module	27
Lesson 4: Searching and querying	30
What you will learn in lesson 4	30
Using the Find function	30
Using the simple search (show all)	32
Using the simple search (subset)	33
Lesson 5: Working with reports	34
What you will learn in lesson 5	34
Printing the browse list	34
Choosing a report from the Report menu	36
Modifying a pre-defined report	38
Creating a lookup report	40
Creating a group based report	43

Modifying the contents of the Report menu.....	46
Lesson 6: Other tasks	50
What you will learn in lesson 6	50
Modifying field definitions.....	50
Generating a HTML document	51
Backing up your database and restoring the backup	53