

EMS DBISAM MANAGER

USER'S GUIDE

Table of Contents

	Table of Contents	2
	Using the EMS DBISAM Manager User's Guide.....	4
CHAPTER 1	GENERAL INFO	6
	What is DBISAM Manager?.....	6
	What do you need to start working with DBISAM Manager.....	7
	How to purchase and register DBISAM Manager	7
	Other EMS HiTech Software	8
	EMS DBISAM Manager FAQ.....	9
CHAPTER 2	DATABASE MANAGEMENT	11
	Adding Database	11
	Registering Database	11
	Connecting to the Database	13
	Register Host Wizard	13
	Database Explorer	14
	New Object / Duplicate Object	16
CHAPTER 3	DATABASE TABLES	17
	Creating Table	17
	Table Editor	19
	Table Data Management	20
CHAPTER 4	DATA MANIPULATION	23
	Export Data Dialog	23
	Export Data as INSERT Dialog.....	26
	Import Data Wizard	27
CHAPTER 5	DATABASE TOOLS.....	32
	SQL Editor	32
	Visual Query Builder.....	34
	SQL Script Editor	36
	Extract Metadata Expert	37
	Print Metadata	38
	User Manager	39

CHAPTER 6	DATABASE SERVICES.....	40
	Verify Tables	40
	Repair Tables	41
	Optimize Tables	41
	Start / Stop Server	42
CHAPTER 7	DBISAM MANAGER OPTIONS.....	43
	Environment Options	43
	Editor Options.....	46
	Visual Options.....	47
	External Tools	48
	Keyboard Templates	48
	Save Settings Wizard	49

Using the EMS DBISAM Manager User's Guide

The **EMS DBISAM Manager User's Guide** will help you to master **EMS DBISAM Manager** – the best tool for DBISAM administration and development. You can read this guide either as a whole, from the beginning to the end, or only the selected chapters.

If you have no experience in working with our product, this guide will thoroughly explain you, how to perform basic DBISAM operations in DBISAM Manager: adding and registering databases, creating and editing tables, building queries and so on. You will learn how to work with such DBISAM Manager tools as **SQL Editor**, **Visual Query Builder**, **User Manager**, **SQL Script** and others; how to export and import data, print and extract metadata and many more. **EMS DBISAM Manager User's Guide** also gives explanation of all the DBISAM Manager options, which allow you to customize your work with the program.

If you have already worked with the DBISAM Manager and you just want to make some questions clear, you can easily find what you want, using the table of contents and the following chapter descriptions.

Chapter 1 – General Info contains information about general features of DBISAM Manager, and tells you what the DBISAM Server is and how to download it. Section *How to purchase and register EMS DBISAM Manager* describes the process of registering DBISAM Manager. If your interests lie beyond the bounds of DBISAM, you should certainly read section *Other EMS HiTech Software* to learn about other useful programs and components, developed by *EMS HiTech*. The *FAQ* section contains answers to most of the questions users usually ask about DBISAM Manager.

Chapter 2 - Database Management describes how to perform general database operations in DBISAM Manager: add database and register database in the program; connect to database and create new database object, etc. You will undoubtedly need this chapter to learn how to work with the *Database Explorer* – the basic DBISAM Manager tool for database navigation and management.

Chapter 3 - Database Tables fully describes such processes as creating a new table, creating and editing fields and indices for table, managing table data (including BLOBs), and many more operations that can be performed within the powerful tool for table management – DBISAM Manager *Table Editor*.

DBISAM Manager provides very effective tools to make data import and export simple and fast. If you want to import your data from MS Excel, DBF or TXT files, or export them to Excel, HTML, RTF or some other format, you will not do without *Import Data Wizard* and *Export Data Dialog*, and **Chapter 4 - Data Manipulation** will thoroughly explain you how to use them. Also this chapter describes *Export Data as INSERT Dialog*, which allows you to export data to SQL script.

Chapter 5 - Database Tools is one of the most important chapters of the book, as it guides you through creating and executing database queries, using such powerful tools, as *SQL Editor* and *Visual Query Builder*. The last one allows you to build and execute queries, even if you don't know SQL syntax at all! Using DBISAM Manager Database Tools you can also execute SQL scripts, extract and print metadata, administrate users and their privileges for databases. This chapter will tell you in detail how to use these tools.

DBISAM Server provides a lot of services to keep your table data safe and correct: verify tables, repair tables and others. In DBISAM Manager you can perform these operations visually for all database tables at once, or for the selected tables only, with all options, available in DBISAM. Even

if you new to DBISAM, **Chapter 6 - Database Services** will give you the detailed explanation on each service and option.

DBISAM Manager is a very customizable product. You can customize almost everything: how program windows look and behave; various details of what database tools do; data grid formats; program language; SQL text attributes; and many, many more. To grasp the meaning of all these options read **Chapter 7 - DBISAM Manager Options**, each section of which corresponds to the proper **Options** menu item.

CHAPTER 1

GENERAL INFO

What is DBISAM Manager?



EMS DBISAM Manager provides you powerful and effective tools for DBISAM Server administration and object management. Its Graphical User Interface (GUI) allows you to create/edit all DBISAM database objects in a most easy and simple way, run SQL scripts, manage users and administrate user privileges, visually build SQL queries, extract or print metadata, export/import data, view/edit BLOBs and many more services that will make your work with the DBISAM server as easy as it can be...

DBISAM Manager features:

Easy management of all MySQL objects

- Adding/Deleting databases
- Creating/Dropping/Altering tables
- Support of all field types
- Viewing/Editing data in tables
- Creating/Dropping indices

Rapid database management and navigation

- Multiple database connections
- Registering/Unregistering databases for working with the required databases only
- Grouping/Ungrouping registered databases by host name
- Project Mode for working with the required database tables only

SQL processing and watching tools

- Visual Query Builder
- Multiple SQL Editors
- Script Executing (SQL Script Editor)
- Powerful Print Metadata Module for creating customizable metadata reports
- Extracting metadata into text files or SQL Script editor
- Powerful User Manager for administering users and privileges

Powerful data manipulation tools

- Powerful BLOB Viewer/Editor with several types of viewing BLOB data
- Export data to 14 popular formats (Excel, Access, Word, HTML, PDF, etc.)

- Import Data from Excel, Access, DBF, TXT and CSV
- Export Data to SQL script as INSERT statement

Fully customizable program interface

- Program options: windows, fonts, grid colors, etc
- Editors: custom colors, fonts etc.
- Toolbars for all program windows
- Powerful Visual Options Module
- Possibility of saving all the program settings
- Localizable program interface

And other useful features

- Keyboard templates
- To-Do List for each database
- External Tools

What do you need to start working with DBISAM Manager

EMS DBISAM Manager is developed for working with the DBISAM Server, so first of all you must have a possibility to connect to some local or remote DBISAM Server to work with DBISAM Manager. Besides you need your computer to meet the minimal system requirements. Pentium 166 and 32 MB RAM recommended.

What is DBISAM?

DBISAM is a small, embedded database engine for use by developers within their applications. DBISAM is currently available for the Borland Delphi and C++Builder development environments as well as for any development environment that can use ODBC for data access.

You can download a trial version of DBISAM from <http://www.elevatesoft.com/download.htm> (Download is free).

How to purchase and register DBISAM Manager

For your convenience, we have contracted with RegSoft and ShareIt Companies to process orders you wish to make with your Visa, MasterCard, American Express and Discover. After registering you will receive the registered version within 48 hours by e-mail. Please make sure to include a valid e-mail address with your order.

ShareIt (<http://www.shareit.com>) accepts payments in US Dollars, Euro, Pound Sterlings, Japanese Yens, Australian Dollars, Canadian Dollars or Swiss Franks by Credit Card (Visa, MasterCard/Eurocard, American Express, Diners Club), Bank/Wire Transfer, Check or Cash.

RegSoft (<http://www.regsoft.com>) accepts payments in US Dollars by Credit Card (Visa,

MasterCard/Eurocard, American Express, Discover), FAX, Postal Mail, TOLL-Free Phone or Purchase Order.



Product Description	Price	Share It!	RegSoft.com
EMS DBISAM Manager Professional (single license)	\$95	Register Now!	Register Now!
EMS DBISAM Manager Professional (site license)	\$695	Register Now!	Register Now!

Other EMS HiTech Software



EMS IB Manager (<http://www.ems-hitech.com/ibmanager/>) provides you with effective and powerful tools for InterBase/FireBird administration. It helps you to edit all database objects, search in metadata, extract metadata, print metadata, import data and export it into as many as 12 most popular formats. **IB Manager** also includes Database Designer, SP Debugger, SQL Editor, Visual Query Builder, Grant and User Managers, BLOB Viewer/Editor, SQL Script processor, Third-Party plugins support and many more other features.



EMS MySQL Manager (<http://www.ems-hitech.com/mymanager/>) provides powerful tools for MySQL Server administration and object management. Its Graphical User Interface (GUI) allows you to create/edit all MySQL database objects in a simple and direct way, design databases visually, run SQL scripts, manage users and administer user privileges, visually build SQL queries, extract and print metadata, create database structure reports in HTML format, export/import data, view/edit BLOBs, and supplies many more services that will make your work with the MySQL server as easy as it can be...



EMS PostgreSQL Manager (<http://www.ems-hitech.com/pgmanager/>) is a powerful graphical tool for PostgreSQL administration and development. It makes creating and editing PostgreSQL database objects easy and fast, and allows you to run SQL scripts, manage users and their privileges, build SQL queries visually, extract, print and search metadata, export data to 14 available formats and import them from most popular formats, view and edit BLOB fields, and many more...



EMS MySQL Utils (<http://www.ems-hitech.com/mysqlutils/>) are powerful data management utilities for MySQL Server, which make your work with the server much easier and faster. Currently MySQL Utils include **MySQL DataPump** - a wizard application for converting ADO-compatible databases to MySQL, **MySQL Export** - a powerful tool for MySQL data export, and **MySQL Import** - an utility for quick importing data to MySQL tables.



EMS PostgreSQL Utils (<http://www.ems-hitech.com/pgsqlutils/>) are powerful data management utilities for PostgreSQL Server, which make your work with the server much easier and faster. Currently PostgreSQL Utils include **PostgreSQL DataPump** - a wizard application for converting ADO-compatible databases to PostgreSQL, **PostgreSQL Export** - a powerful tool for PostgreSQL data export, and **PostgreSQL Import** - an utility for quick importing data to PostgreSQL tables.



EMS QuickExport Component Suite (<http://www.ems-hitech.com/quickexport/>) is a set of native Delphi/C++Builder components for exporting your data to 12 most popular formats (MS Excel, MS Word (RTF), HTML, XML, TXT, CSV, SYLK, DIF, LaTeX, SQL and Windows Clipboard) for the future viewing, modification, printing or web publication. There will be no need to spend your time for a tiresome data conversion - **EMS QuickExport** will do this task quickly and it will give the result in the desired format.



EMS QueryBuilder (<http://www.ems-hitech.com/querybuilder/>) is a powerful component intended for visual building SQL statement for the SELECT clause. It enables you to use visual query building or representing the existing statements in your project on Delphi. The component can work with different databases (not only through BDE). It simplifies writing a large and complicated statement and allows making up SQL statement without knowledge of the SQL syntax.



EMS QuickImport Component Suite (<http://www.ems-hitech.com/quickimport/>) allows you to import your data to the database from files in the most popular data formats. There will be no need to spend your time for a tiresome data conversion - **EMS QuickImport** will do this task quickly, irrespective of the source data format.



EMS QuickLocalizer (<http://www.ems-hitech.com/quicklocal/>) is an indispensable component suite for adding the ability of multilingual support to your Delphi applications. Using powerful component editors of this suite you can easily and quickly localize the properties of your project components within each form, generate the template of language file containing current values of component properties, manage the localization files, specify the components and properties to be localized and choose other localization options.



EMS ExcelReport (<http://www.ems-hitech.com/excelreport/>) component is a powerful band-oriented generator of template-based reports in MS Excel. Easy-to-use component property editors allow you to create powerful reports in MS Excel quickly, easily and intuitively understandable. Now you can easily create reports, which can be edited, saved to file and viewed almost on any computer. ExcelReport supports Borland Delphi 5, 6, 7, and MS Office 97 SR-1, 2000, 2002 (XP).

EMS DBISAM Manager FAQ

Please read this page attentively if you have questions about EMS DBISAM Manager.

Q: What is EMS DBISAM Manager?

A: EMS DBISAM Manager provides you with powerful and effective tools for DBISAM Server administration and objects management. It allows you to create and edit all DBISAM database objects easily, run SQL scripts, manage users and administrate users' privileges, visually build SQL queries, extract or print metadata, export/import data, view/edit BLOBs and includes many more services to make your work with DBISAM server as easy as you want...

Q: How can I register EMS DBISAM Manager?

A: All the information about purchasing EMS DBISAM Manager can be found at <http://www.ems-hitech.com/dbimanager/purchase.phtml>.

Q: Where can I download a trial version of EMS DBISAM Manager?

A: You can always download the latest version of EMS DBISAM Manager at <http://www.ems-hitech.com/dbimanager/download.phtml>.

Q: How does the trial version of EMS DBISAM Manager differ from the registered version?

A: The trial version of EMS DBISAM Manager is fully functional. You can use it for evaluation purposes for a period of 30 days following the initial installation.

Q: What benefits shall I acquire if I register EMS DBISAM Manager?

A: As a registered user you will have a right to obtain a technical support, to receive information about all the product updates and to have free in-line upgrades and full version upgrades for half a price. Also your suggestions will be taken into consideration in developing the new versions of DBISAM Manager. And at last we will thank you very much for your help in developing the product.

Q: What is the difference between single and site licenses of DBISAM Manager?

A: If you buy a single license of DBISAM Manager you will get only one registered copy of the product without a right of giving it to anyone else. If you buy a site license then you will be able to make copies and give them to as many people as you want, but within the only one organization. Buying a site license is reasonable if you need to supply with our software all your company stuff or some company department stuff. In such case you can buy a site license instead of buying single licenses for each person and save a bunch of money.

Q: What discounts can I get buying EMS DBISAM Manager?

A: You can get significant discounts if you simultaneously purchase several copies of DBISAM Manager. Each additional copy will be cheaper than the previous.

If you are a representative of some academic institution and you want to use DBISAM Manager for educational purposes then you can buy an Academic License that is much cheaper than the standard license. See our **License page** (<http://www.ems-hitech.com/license-pol.phtml>) for details or send us a written request at dbimanager@ems-hitech.com.

Q: What do I need to start working with EMS DBISAM Manager?

A: First of all you must have a possibility to connect to some local or remote DBISAM Server to work with DBISAM Manager. You can download a trial version of DBISAM Server from <http://www.elevatesoft.com/download.htm> (download is free).

Besides you need your computer to satisfy the system requirements of DBISAM Manager. DBISAM Manager runs on Windows 95/98/Me/NT4/2000/XP and Pentium 166, 32 Mb RAM is recommended.

Q: I need to work with several servers, located on different computers, is single license OK?

A: If you work with these servers from one single computer, then a single license is OK. But if you have several clients installed on different computers, you have to buy a license for each client or buy a site license.

Q: Is registered copy of EMS DBISAM Manager locked to the definite computer?


A: No, we do not lock registered copies of our products to user's hardware ID, so if you change your hardware it will not cause any problems with using your registered copy of DBISAM Manager.

If you still have any questions, write us to dbimanager@ems-hitech.com.

CHAPTER 2

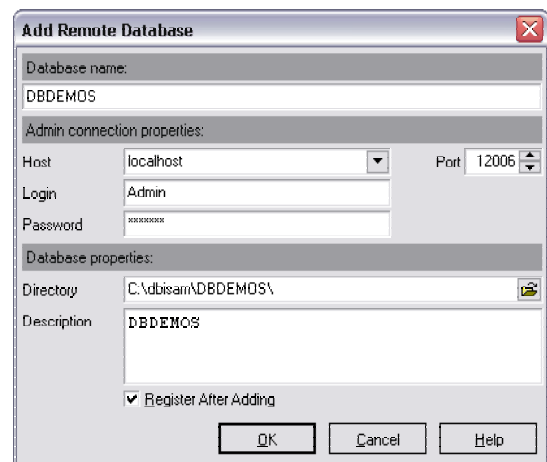
DATABASE MANAGEMENT

Adding Database

If you have no database on local or remote server, you can add a new database right from the DBISAM Manager. To do this click button **Create Database**  on the control panel or choose the menu item **Database | Add Database**.

Set the name of the new database, and then set the following database properties:


- ✓ **Host** - the server, where your database will be situated (default 'localhost' means that the server is situated on your machine);
- ✓ **Port** – the TCP/IP port for connecting to the server;
- ✓ **Login** – the name, by which you are registered on server;
- ✓ **Password** - your password for connecting to the server.
- ✓ **Directory** - a directory to define it as a database on server.
- ✓ **Description** – an optional text, describing the database.



The **Register After Adding** option indicates, that the **Register Database Dialog** for the new database will appear right after adding the database (you need to register the database to start working with it in DBISAM Manager). If you want to register your database later, uncheck this option.

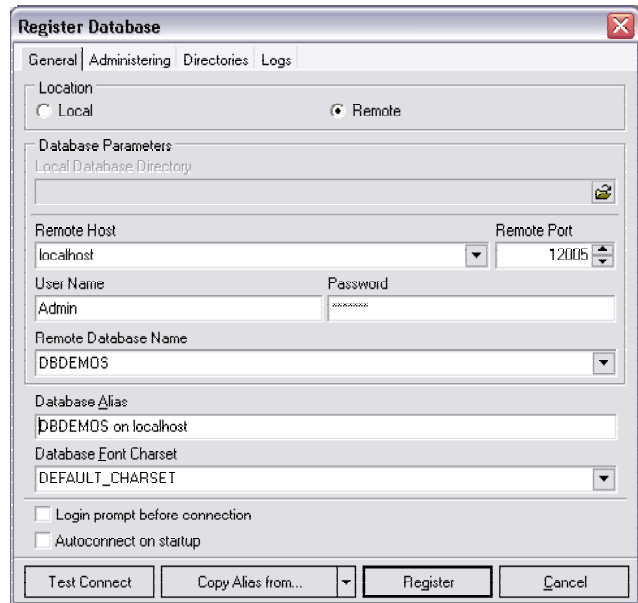
When you are done, click 'Ok' to finish.

Registering Database

To make the database you added or an already existing database available for working in DBISAM Manager, you should register it. If you added this database in DBISAM Manager, and **Register After Adding** was checked, then the **Register Database Dialog** is displayed automatically, otherwise you should click button **Register Database**  on the control panel or choose the menu item **Database | Register Database**.

This is the 'General' tab of the **Register Database** window.

- ✓ **Location** - the database location - **Local** or **Remote**. You can work with the local databases even the server is stopped.
- ✓ **Local Database Directory** - this option is available only if the **Location** is switched to **Local**. Defines the directory where the local database is located.
- ✓ **Remote Host** - a host name where the database is situated or the IP address of the server.
- ✓ **Remote Port** - TCP/IP port for connecting to the database server.
- ✓ **User Name** - user name for connecting to the database server.
- ✓ **Password** - password for connecting to the server.



Select the database name from the 'Remote Database Name' drop-down list of all the databases available on the server and set the database alias in the 'Database Alias' edit field (choose any alias that suits you; the default alias is '<database_name> on <host>'). Set the character set to use in the data grids in the 'Database Font Charset' edit field. If you choose 'NONE' (default), then the default Windows charset will be used.

The following options are also available:

- ✓ **Login Prompt Before Connection** - if this option is checked, DBISAM Manager will ask you to enter your login and password on each connection to the database.
- ✓ **Autoconnect on startup** - enables automatic connection to the database when DBISAM Manager is starting up.

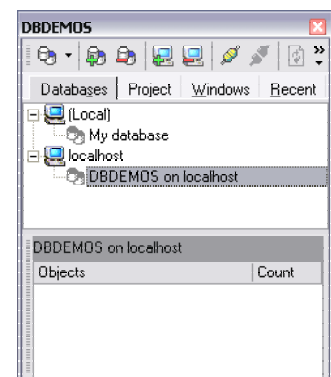
On the 'Administering' tab you can the connection parameters for server administering. You can use main account for user administering or define special user name and password to administer the server.

On the 'Directories' tab you can set the default directories for extracting database metadata, exporting data from the table or query result, and importing Excel, DBF or text files to the table.

On the 'Logs' tab you can enable logging changes in the database metadata ('Enable log of metadata changes' option) and enable logging queries executed in the **SQL Editor** or **Visual Query Builder**. After checking these options you should set filenames for storing this information in the 'Metadata log file' and the 'SQL Editor log file' edit fields.


Click button 'Test Connect' to check the connection with the database server. Button 'Copy Alias from' allows you to copy the registration parameters from one of the already registered databases and apply them to the current database.

When you are done, click 'Register'. If everything was correct, your database will be registered, and its icon and alias will appear in the **DB Explorer** window, on the 'Databases' tab.




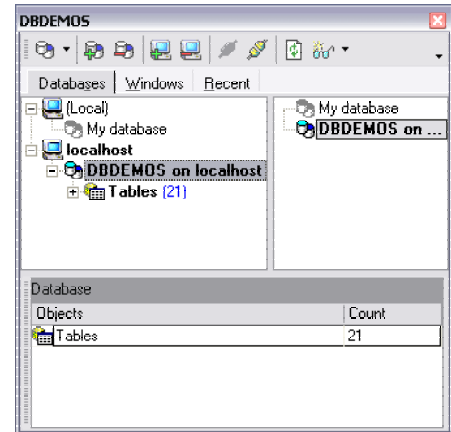
To unregister database, click button **Unregister Database**  on the control panel or choose the menu item **Database | Unregister Database**.

Connecting to the Database

To start working with the registered database, you should connect to it. Just double-click the database alias in the **DB Explorer** or click button **Connect to Database**  on the control panel to start connecting.

If connection is successful, the database alias changes its appearance, and the 'Tables' branch become available. This branch contain list of database tables. After connecting to the database you can create new objects or edit the existing through the popup menu of **DB Explorer**.

To disconnect from the database, click button **Disconnect from Database**  on the control panel.



Register Host Wizard

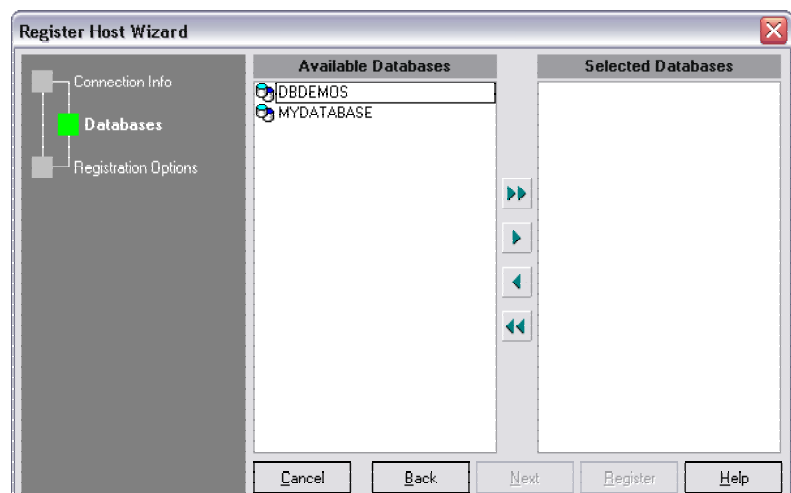
If you need to register several databases on one server, you can register all them at once, not registering them one by one. To do that you should use the **Register Host Wizard**. This wizard allows you to register “packs” of databases on one server.

To activate the wizard, click button **Register Host**  on the toolbar or choose the menu item **Database | Register Host**.

On the first step the wizard - 'Connection Info' - you should set the server connection properties, which are common for all the databases you register:

- ✓ **Host** - server, where your databases are situated;
- ✓ **Port** - TCP/IP port for connecting to the server;
- ✓ **Login** - name, by which you are registered on server;
- ✓ **Password** - your password for connecting to the server.

On the 'Databases' step select the databases to register from those available on the server by moving them from the 'Available Databases'



list to the 'Selected Databases'.

To move all the databases from one list to another use buttons >>, <<; to move the selected databases, use buttons >, < or drag the databases; to move one database, just double-click it.

The last step of the wizard is 'Registration Options'. Select databases in the list and set the following registration options for each of them. These properties are the same as in the **Register Database Dialog** (see above).

Click 'Register' when you are done to register all the databases on the host.

To unregister host, click button **Unregister Host**  on the control panel or choose the menu item **Database | Unregister Host**.

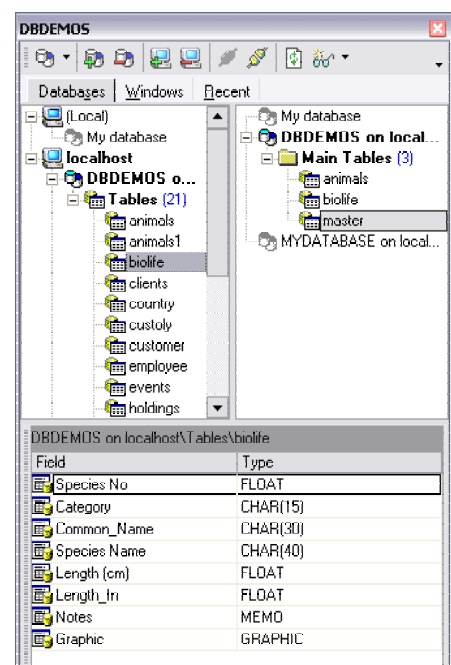
Database Explorer

DB Explorer is the basic DBISAM Manager navigation tool for working with databases and database objects.


Its control panel and popup menu allow you to perform various metadata and data operations, such as: registering and connecting to the database, creating, editing and dropping tables, exporting and importing data and so on.



DB Explorer tabs allow you to access all the registered databases and database objects ('Databases' tab), create your own projects to work only with the selected objects ('Projects' tab), access any of the DBISAM Manager active windows ('Windows' tab) and recently edited objects ('Recent' tab). For easier navigation between the objects each tab has its own object tree.



The **SQL Assistant** area gives you short information for each database or database objects, e.g. object description or list of its subobjects.




Control Panel


Quick Jump To Database  – clicking this button activates the drop-down list of all registered databases. Choose the required database from the list to select it in the tree.


Register Database  / **Unregister Database**  - these two buttons allow you to register new database or to unregister the selected database.


Register Host  / **Unregister Host**  - these buttons allow you to register several databases on the host or to unregister the current host.


Connect to Database  / **Disconnect from Database**  - use this buttons to connect to the selected database or to disconnect from one.

Refresh  - this button refreshes the object tree.

View Mode  - using the drop-down menu of this button you can adjust the **DB Explorer** appearance. The following items are available in the menu:

Show Table Subobjects  - if this button is dropped, then the table fields and indices are available in the database tree of **DB Explorer**.

Page Mode  - this button enables the **DB Explorer** page mode, i.e. splitting the **DB Explorer** window in two and displaying the 'Projects' tab in the right area. This mode allows you to drag objects from the 'Databases' area to the 'Projects' one.

Show Hosts  - if this button is dropped, the database hosts are visible in the **DB Explorer** tree.

Tables' Details - this submenu allows you to switch the **SQL Assistant** mode for displaying table fields, indices or table status (table properties set on creating).

Popup menu

New Table - this item allows you to create a new table.

Edit Table - this item allows you to edit the current table in the Table Editor.

Drop Table - this item allows you to drop the current table.

Rename Table - this item allows you to edit the alias of the current table.

Duplicate Object - this item allows you to create a new object with the same properties as the selected object has. E.g. if you duplicate a table, the new table will have the same fields, indices, data and other properties. They will only differ in names (you'll be asked for a new table name when duplicating).

Data Manipulation - this submenu is available only if a table is selected. Its items allow you to export data, export data as INSERT statements, import data.

Table Properties - this item allows you to edit the table properties, set on its creation.

Find Item - this item allows you to find an object in the object tree by the first symbols of its name.

Refresh - this item refreshes the object tree.

Connect to Database / Disconnect from Database - these items allow you to connect/disconnect to/from the current database.

Register Database / Unregister Database - these items allow you to register new database or to unregister the selected one.

Database Registration Info - this item activates the **Database Registration** window, which allows you to view and edit the database registration parameters.

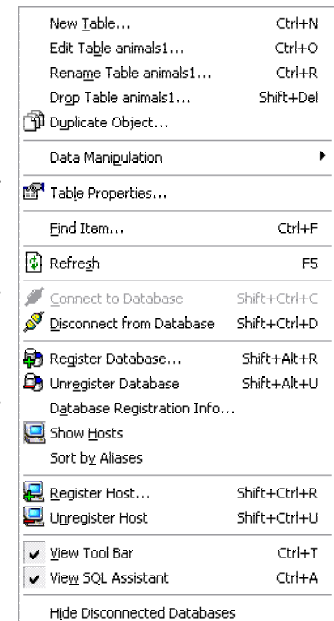
Sort by Aliases - this item sorts objects in alphabetical order by their aliases.

Register Host / Unregister Host - these items allow you to register several databases on the host or to unregister the current host.

View Toolbar - if this option is checked, **DB Explorer** control panel is visible.



View SQL Assistant - if this option is checked, **SQL Assistant** area is visible.

Hide Disconnected Databases - if this option checked, databases not connected to server, are not displayed in the object tree.



Projects

This page is provided for working with the selected database objects. You can place tables from the database object tree and queries from **SQL Editor** here.

To move the objects from the tree, switch the **DB Explorer** view mode, using button **Page Mode**  of the **View Mode**  menu on the toolbar. Now the 'Projects' area is always displayed at the right of the window, and you can drag here objects from the 'Databases' area. To add query from the **SQL Editor**, select the text in the editor window and drag it to the folder, created in

advance. To create a folder or a subfolder, right-click the object name and choose New Folder or New Subfolder in accordance.

If you need to find the **Project** tree object in the **Databases** tree, right-click the object and choose item 'Find Object in Database Tree'. **Databases** tab will be displayed, and the object you need will be selected.

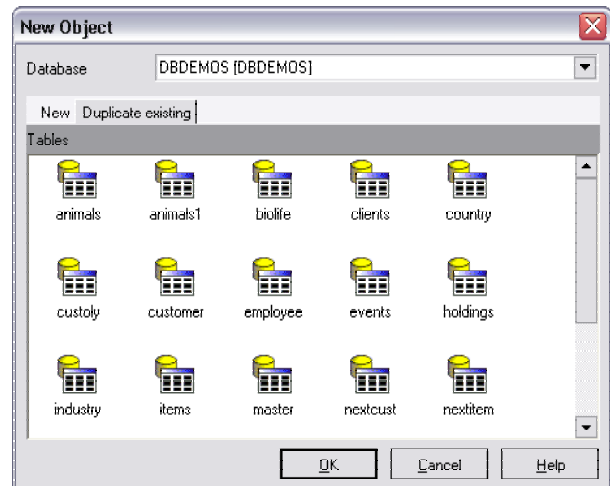
New Object / Duplicate Object

This window provides an alternative way of creating databases objects. To activate this window choose the menu item **Database | New Object** or **Database | Duplicate Object**.

First select a database, where a new object should be created, from the 'Database' drop-down list.

On the 'New' tab select the object type and click 'OK' to activate the **Create Table Dialog** for setting the properties of the new object.

To create a new object with the same parameters as one of the existing database objects has, use the 'Duplicate existing' tab. Select an object type, using toolbar at the right of the window, then select an object to duplicate and click 'OK'. Set the name of the new object in the dialog window and the new object will be created.

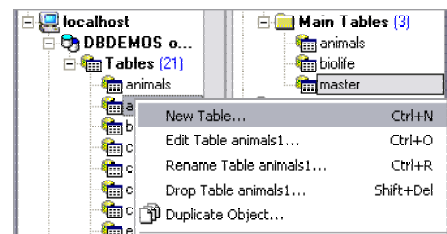


CHAPTER 3

DATABASE TABLES

Creating Table

To create a table, select the 'Tables' branch in the database tree on the 'Databases' tab of the **DB Explorer**, right-click and choose item 'New object' from the popup menu.



On the first step of the **Create Table Dialog** you should set various table parameters.

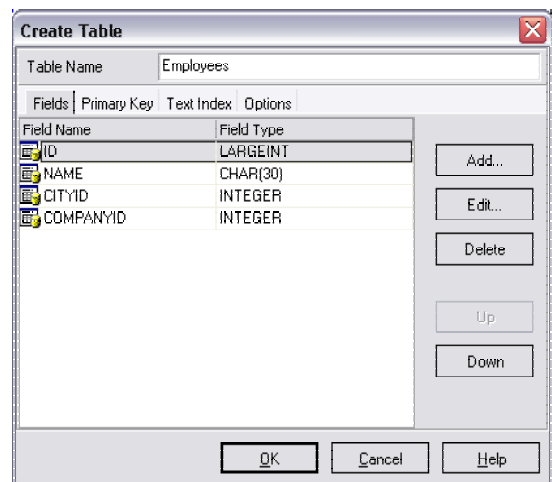
Set the table name in the 'Table' edit field.

Fields

The **Fields** tab allows you to add the table fields directly on its creation. At least one field must be added here.

To add a new field, click the **Add...** button. The **Field Editor** window will appear to set all the field parameters. To edit the field, select it in the list and click the **Edit...** button. To delete the field, select it and click the **Delete...** button.

Use the **Up** and **Down** buttons to change the fields order.

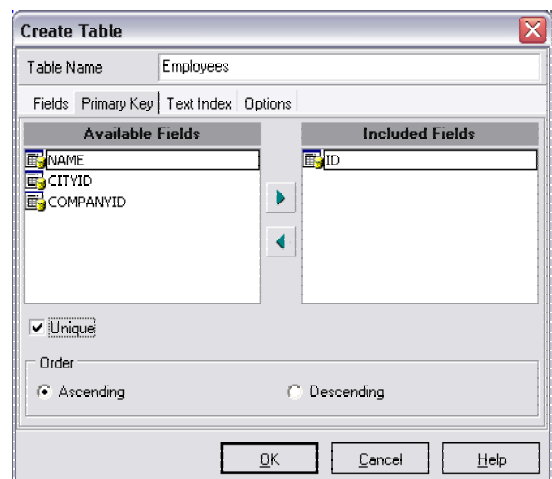


Primary Key

The **Primary Key** tab allows you to create a primary key for the table.

To add fields to the primary key, move the fields from the **Available Fields** list to the **Included Fields** list by double-clicking or dragging them. To remove the fields from the key, move them back in the same way.

Check the **Unique** option to make the key unique.



Select the fields order (**Ascending** or **Descending**) with the **Order** switch.

Text Index

The **Text Index** tab allows you to use a full text indexing for table fields.

To add fields to the full text index, move the fields from the **Available Fields** list to the **Included Fields** by double-clicking or dragging them. To remove the fields from the key, move them back in the same way.

Stop Words is a list of words to be excluded from the full text index. There are some words are already added to this list by default. You can delete them or add your own.

The **Space Characters** specify which characters in the ANSI character set are to be used for word separator characters.

The **Include Characters** specify which characters in the ANSI character set are to be included in the words that are finally used for the full text index.

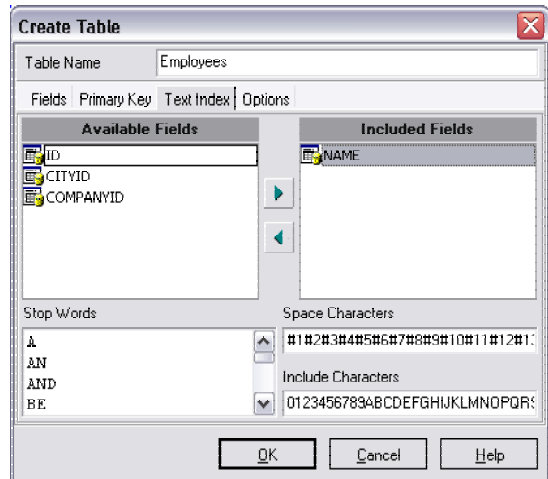
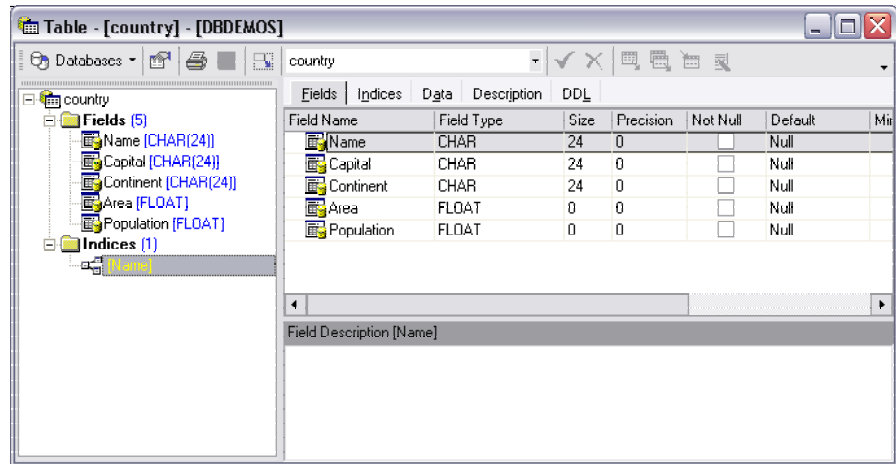


Table Editor

Table Editor is a powerful tool, allowing you to create, edit and drop table fields and indices, manage table data and set other table properties. From the **Table Editor** you can activate various DBISAM Manager tools for working with the database table: **Print Metadata Dialog**, **BLOB Viewer/Editor** and more.



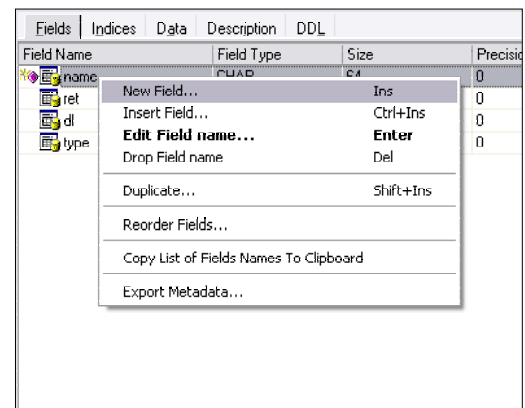
In the left part of the window there is a tree of table's subobjects: fields and indices. It allows you to access the required object quickly. Using the **Databases** drop-down button on the editor toolbar you can switch between the active databases. The drop-down list of all the database tables on the toolbar allows you to change the edited database.

To manage the table fields use the 'Fields' tab of the **Table Editor**.

This tab displays all the table fields and their basic properties (type, size, precision, etc.). To create a new field right-click and choose item 'New Field' or 'Insert Field' (this item inserts new field after the selected field).

To edit the field, double-click the field in the list, or select the field and choose item 'Edit Field <Field_Name>' in the popup menu.

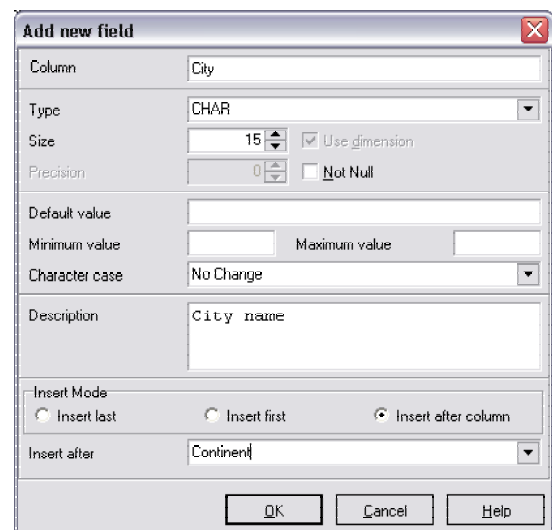
To drop the selected field, choose item 'Drop Field <Field_Name>' in the popup menu.



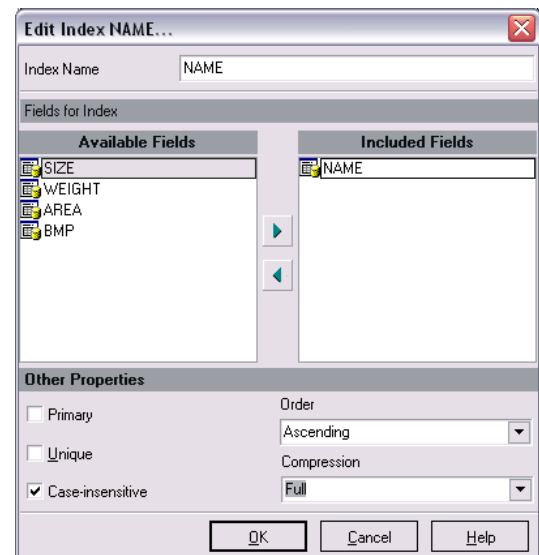
To create a new field with the same properties as the selected field has, choose item 'Duplicate'. You will be asked for a new field name, and the field will be created. To change the field order, choose item 'Reorder Fields' and set the new field order in the dialog window. Item 'Copy List of Field Names to Clipboard' allows you to copy all the table field names to Windows Clipboard.

The properties of the field are set and edited in the **Field Editor**.

When you are done, click 'OK' to create a new field for the table or to change its properties.



The 'Indices' tab of the **Table Editor** works in the same way as the 'Fields' one. To create a new index for the table, open this tab, right-click in the main area and choose item 'New Index' from the popup menu. The **Index Editor** will appear. Set the index name in the 'Index Name' edit field and select the fields for the index by moving the fields from the 'Available Fields' list to the 'Included Fields'. To move the fields use buttons between the lists, drag the selected fields, or double-click one of the fields. Choose the index order ('Ascending' or 'Not ordered'), set other index properties and click 'OK'.



The 'Description' tab displays a simple edit area, where you can set optional text, describing the current table.

The 'DDL' tab displays the SQL text for creating the current table with all the parameters you set: fields, keys, table type, etc. This text can't be edited, but it can be copied to the clipboard.

The control panel of the **Table Editor** provides the following functions:

Databases - use this drop-down menu to switch between the databases. If you switch to the database, which is not currently active, you'll be offered to connect to it. After you switch to the new database, the first table of this database becomes active in the **Table Editor**. To switch between the tables, use the drop-down list of the current database tables in the middle of the panel.

Save Description - this button saves the table description, set on the 'Description' tab.

Print Table Metadata - this button allows you to print the table metadata: fields, indices, description and DDL. The dialog window that appears after clicking this button also allows you to preview the report before printing or design it, using the **FastReport** report designer.

Default Size - this button brings the window to its default size (restricted by the main window and the **DB Explorer**).

Table Properties - this button allows you to edit the table properties, set on its creation: table type, attributes, etc.

Start Transaction - this button allows you to start a transaction manually. Transaction starts automatically only on editing table data to prevent unnecessary table locking.

Commit Transaction / **Rollback Transaction** - use these buttons to commit or rollback the current transaction.

Table Data Management

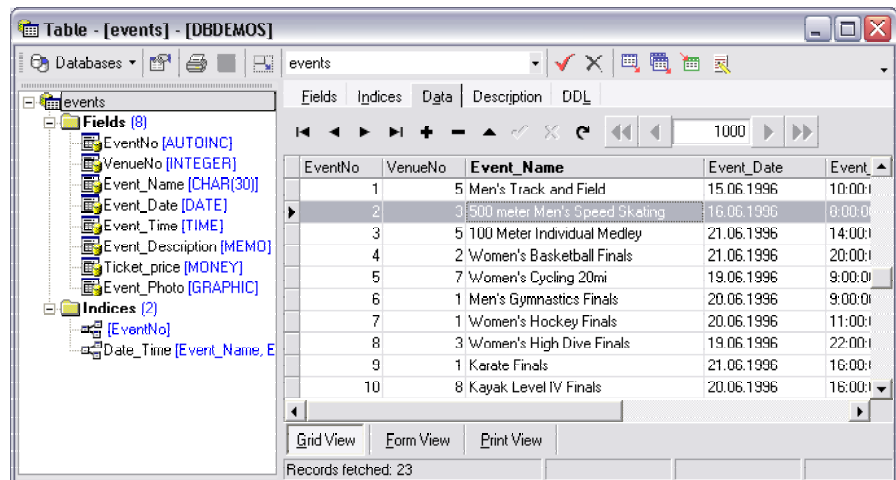
Table data are managed on the 'Data' tab of the **Table Editor**. Data can be displayed in three modes:

- ✓ **Grid View** - view data as a grid. The columns correspond to the fields, rows - to the records. To navigate through the table data use navigation buttons at the top of the area. Button + inserts a

record at a current position, button – deletes the record. To edit the record, click it in the grid and enter the new value. To confirm the changes you made, click button ✓, to cancel them click ✕. Clicking the field title allows you to switch the mode of sorting records by this field (ascending or descending). You can multi-select the fields by click the row captions with the buttons *Shift* or *Ctrl* down. It allows you to delete several records at once.



✓ **Form View** - view data


as a form. On the form a current record is displayed: field name and its value. This view mode also has a control panel, which allows you to switch the records. If these data are available for editing, you can do it on this form. Each field has a Null switch, which allows you to clear the field value quickly; near each number field a calculator button is placed (calculator field automatically fills the current field); near each date field calendar button is placed (date, selected in the calendar, automatically fills the current field); near each BLOB field the button for calling the **BLOB Editor** (see below) is placed.




✓ **Print Data** - data are displayed in the way they will be printed, in WYSIWYG mode. You can change the view scope, save a report to file and set page parameters.

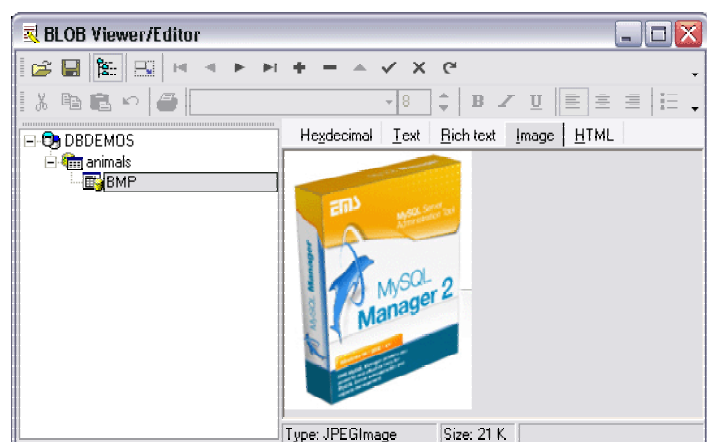
To switch these modes use buttons at the bottom of the main area.

Button **Export Data**  on the toolbar allows you to export table data to file (14 formats are supported: MS Excel, HTML, TXT, DBF, RTF and more). Button **Export Data as INSERT Statements**  allows you to export data to the SQL script as SQL statement INSERT.



Using button **Import Data**  you can import data from MS Excel, MS Access, DBF, TXT or CSV file.

If there are BLOB fields in the table, you can edit them, using the **BLOB Viewer/Editor**. The editor is called by clicking button **BLOB Editor**  on the control panel.

The window of the editor is divided into two areas: object tree area and data view/edit area. In the object tree you can view the current database and the database table, edited field belongs to, and in the data area you can view BLOB data in different formats by choosing the proper tab ('Hexadecimal', 'Text', 'Rich Text', 'Image' and 'HTML').



Data, performed as **Image** or **HTML** are not available for editing. **Image** tab supports the following image formats: bitmaps, WMF, icons, JPEG and GIF.

The toolbars of the editor allows you to load and save files (buttons **Load from File**  and **Save to File** ) , navigate through records (the navigation panel is the same as on the ‘Data’ tab of the **Table Editor**) and provide various tools for editing text.

When you are done editing BLOB, just confirm the changes you made and close the editor.


BLOB Viewer/Editor is available only in the Professional Edition of DBISAM Manager.


CHAPTER 4

DATA MANIPULATION

Export Data Dialog

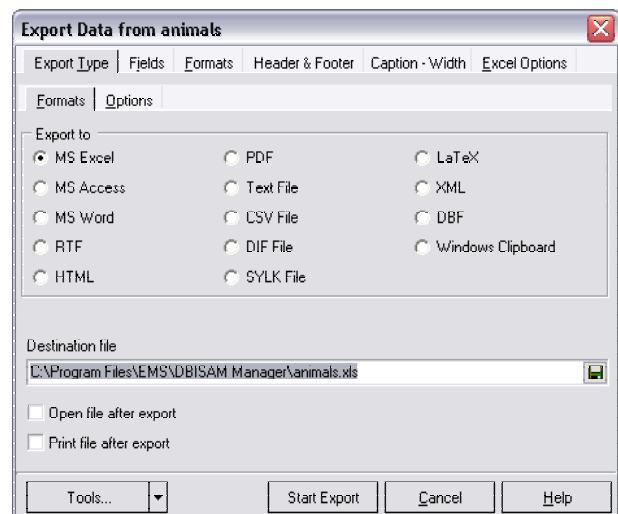
You can export data from table or query result to any of 14 available formats (MS Excel, MS Access, MS Word, RTF, HTML, PDF, TXT and more). **Export Data Dialog** is a very powerful tool, allowing you to export data easily and quickly, and set various export options. It is based on **EMS QuickExport Component Suite** (check <http://www.ems-hitech.com/quickexport/> for details).

To call the **Export Data Dialog**, select the table in the **DB Explorer**, right-click and choose item 'Export Data' from the 'Data Manipulation' submenu or open the 'Data' ('Results') tab of the **Table Editor (SQL Editor or Query Builder)**, click button 'Export Data'  on the toolbar or right-click and choose item 'Export Data'.

On the 'Export Type' tab choose the file type to export data to and set the filename in the 'Destination file' edit field (use button  to browse for files). Check 'Open file after export' to open the result file in the appropriate program right after export.

If you don't want all the fields to be exported, select the fields to export on the 'Fields' tab. Note, that if your table contains BLOB fields, they will be not exported default.

To choose the fields for export, move them from the 'Available Fields' list to the 'Included Fields' one. To move the field from one list to another double-click it or select it (use *Ctrl* or *Shift* to select multiple fields) and click button > or <. To move all the fields click button >> or <<.



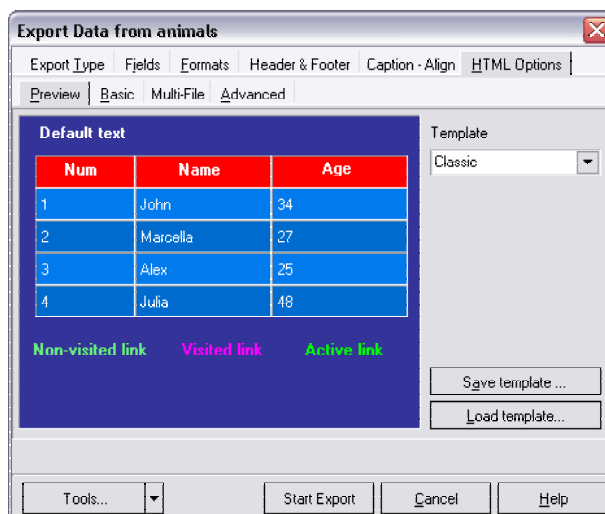
On the 'Formats' tab you can change the formats of the exported fields, if necessary. You can also define your own formats for numeric and Date/Time fields, using the 'User' tab. These fields (if there are any in your table) are available in the list. Choose the format of the field from the drop-down list of the 'Formats' column and edit it if necessary. You can see the example of the result value if the 'Sample' column.

The default column captions in the result table correspond to the field names of the source table, but you can edit these captions on the 'Captions' tab of the dialog, if necessary. This tab is unavailable for DBF export type.

The last tab of the dialog contains specific options for the selected export type. The following options are available:

HTML Options

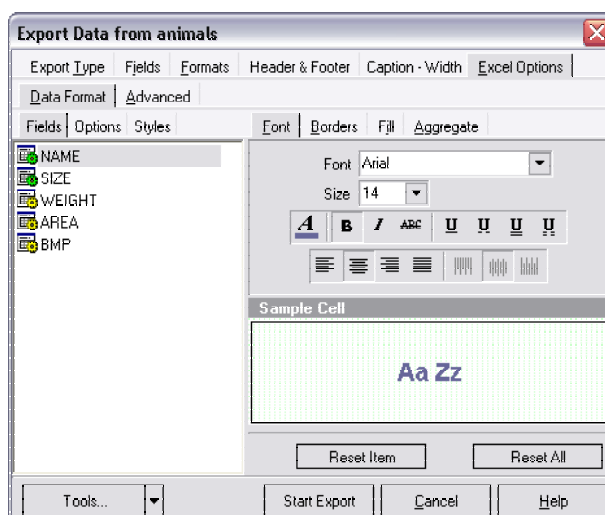
Preview. This tab allows you to define the colors of various elements of the result HTML document, such as: default font color, header font color, table font color, background colors and link colors. To change the color of some element, just click this element and set the color you need. You can also use various HTML templates to make the result document look in the way you need. Select a template from the **Template** drop-down list or click 'Load template' to browse for templates. If you have changed some HTML elements manually and you like the result, you can save it as a template for future using by clicking 'Save as template' button.







- ✓ **Basic.** This tab allows you to define the title of the result document and set the mode of the CSS (Cascade Style Sheets) using. The default CSS using is internal, but you can set to external and define your own CSS file in the **CSS file name** edit field.
- ✓ **Advanced.** On the **Body options** panel you can set the default font name of the result document and set the document background. In the **Advanced attributes** edit field you can define any attribute values for the HTML tag <BODY>.
 - The **Table options** panel allows you to define such attributed as **Cell padding**, **Cell Spacing** and **Border**. In the **Advanced attributes** edit field you can define any attribute values for the HTML tag <TABLE>.
 - The **Multi-file export** panel allows you to export your data not to a single HTML document, but to a number of documents. Check option **Use multi-file export** to enable this mode and define the maximum number of records in each result file in the appropriate edit field.

Excel Options

The **Data Format** tab allows you to define a specific format for each data column, header, footer, column captions and aggregate functions. Select the field from the **Fields** list or select an element of the result Excel sheet (captions, footer, etc.) from the **Options** list and set its font, borders and fill. All the changes you make are displayed in the sample cell. For data columns you can also define aggregate functions ('Aggregate' tab): AVG (average value), MAX (maximum value), SUM (sum of the values), and MIN (minimum value). The aggregate function is added to the cell under the column. Click 'Reset item' to reset all format setting for the current item, click 'Reset all' to reset format settings for all items.



You can also define repeating styles for data columns or rows on the **Styles** tab. Click button  to add a style and set its format. After you define all the styles, set the strip style to 'Col' or 'Row' (on this depends if these styles will be applied to columns or rows). To delete a style, use button . To

load and save styles use buttons  and .

The **Advanced** tab allows you to define headers and footers of the result document pages (the default page footer is page number) and the sheet title.

Access Options

This tab allows you to set the MS Access export options. There you can set the **Table Name** in appropriate field, and check the **Create table if it does not exist in database** option to enable creating new table, if it does not exists.

RTF Options

This tab is available only if the chosen export type is MS Word or RTF. It allows you to define properties of the default document font and row header font.

PDF Options

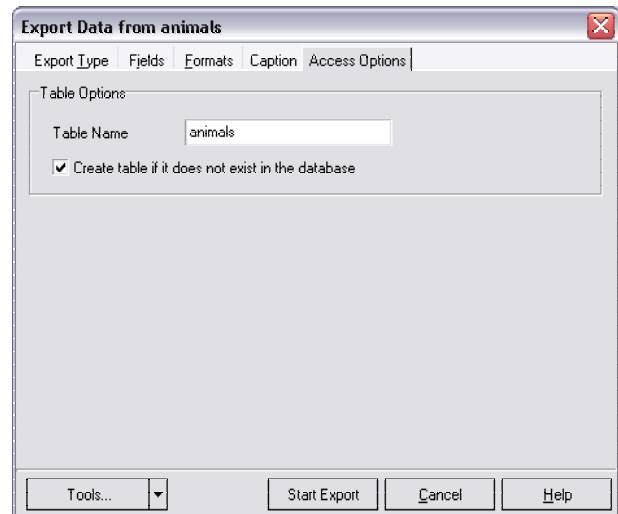
This tab allows you to select the document font in the list at the left (Header Font, Caption Font, Data Font, Footer Font) and set its properties at the right - font name, encoding, size and color. The **Sample** box shows how the selected element will look like in the result PDF document. Set options for displaying the table in the result PDF document in the **Grid Options**.

XML Options

This tab allows you to set the encoding of the result XML document and define if the result document will be standalone by checking/unchecking the 'Standalone' option.


When you are done click 'Start Export' to start export. If 'Open file after export' was checked, the result file will be opened in the appropriate program.


Export Data Dialog is available only in the Professional Edition of DBISAM Manager.

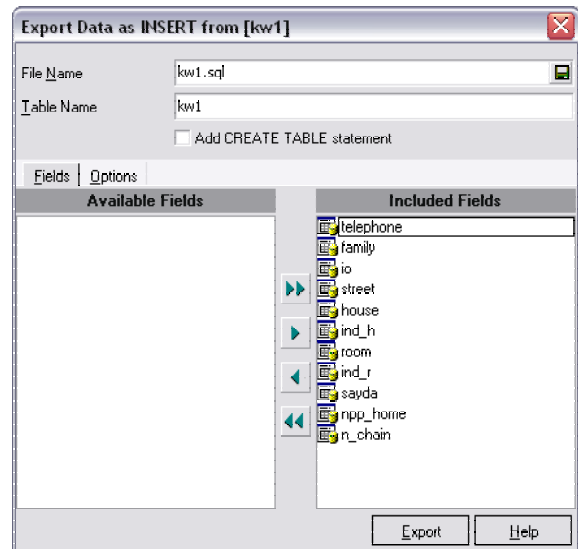


Export Data as INSERT Dialog

You can export data from table or query result as SQL statement INSERT to the SQL script. After that you'll be able to execute this script and load all the exported data to another table. This can be useful for data transfer, e.g. from one database to another.

To call the **Export Data as INSERT Dialog**, select the table in the **DB Explorer**, right-click and choose item 'Export Data as INSERT' from the 'Data Manipulation' submenu or open the 'Data' ('Results') tab of the **Table Editor (SQL Editor or Query Builder)**, click button 'Export Data as INSERT Statements'  on the toolbar or right-click and choose item 'Export As INSERT'.

First of all you should set the filename for the result script in the 'File Name' edit field (use button  to browse for files). The default file name corresponds to the source table name and has the extension 'sql'. The field 'Table Name' contains the name of the table to use in the result INSERT statement (e.g. INSERT into 'countries'). This name does not result the source table, it changes only the result SQL statement.



The 'Add CREATE TABLE statement' option inserts the SQL statement CREATE TABLE <table_name> to the result script before the INSERT statement. The name of the created name is defined in the 'Table Name' edit field. After checking this option the 'Create Table' tab becomes visible and active, where you can edit the statement.

On the 'Fields' tab the list of fields for export is set. All the table fields are included to the 'Included Fields' list default; if you don't want some fields to be exported, move them back to the 'Available Fields' list. To move the field from one list to another double-click it or select it (use *Ctrl* or *Shift* to select multiple fields) and click button > or <. To move all the fields click button >> or <<.

The 'Options' tab allows you to define the following export options:

- ✓ **Replace non-print characters in strings with spaces** - if this option is checked, all the non-print symbols will be replaced with spaces in the created file.
- ✓ **Insert 'COMMIT' after each ... records** - this option allows you to define the number of records, after exporting which the COMMIT statement will be automatically inserted to the created file.
- ✓ **Load script into Script Editor after export** - if this option is checked, the created file will be opened in the **Script Editor** after export.


When you are done, click 'Export' to start export. If 'Load script into Script Editor after export' was checked, the result SQL file will be opened in the **SQL Script Editor**.

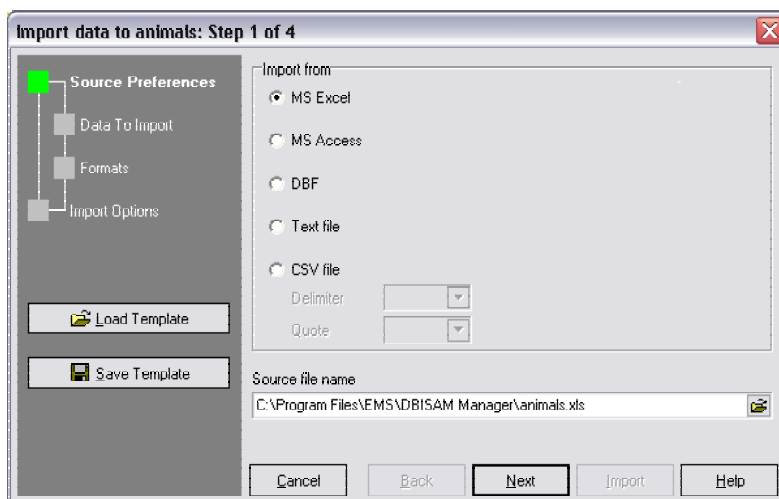
Export Data as INSERT Dialog is available only in the Professional Edition of DBISAM Manager.

Import Data Wizard

You can import data to the table from MS Excel, MS Access, DBF, TXT or CSV file, using the **Import Data Wizard**. This wizard is a very powerful tool, allowing you to import data easily and quickly, and set various import options. It is based on the **EMS QuickImport Component Suite** (check <http://www.ems-hitech.com/quickimport/> for details).

To activate the **Import Data Wizard**, select the table in the **DB Explorer**, right-click and choose item 'Import Data' from the 'Data Manipulation' submenu or open the 'Data' tab of the **Table Editor**, click button **Import Data** on the toolbar or right-click in the grid and choose item 'Import Data' in the popup menu.

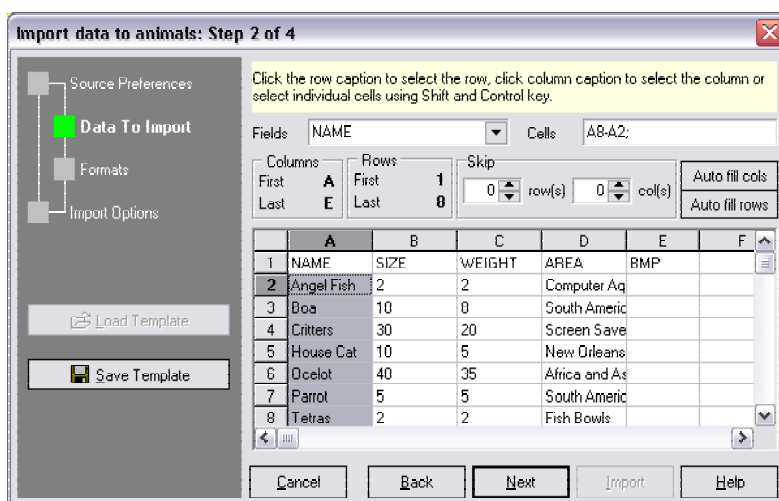
On the first step of the wizard you should choose the file type and set the filename of the source file (use button  to browse for files). If you choose 'Import from CSV' then you should also select the character, delimiting columns in the source table. Click 'Next' to proceed to the next step.



Step 2 allows you to set the correspondence between the source table columns and the database table fields. It varies for each import type.

Import from Excel

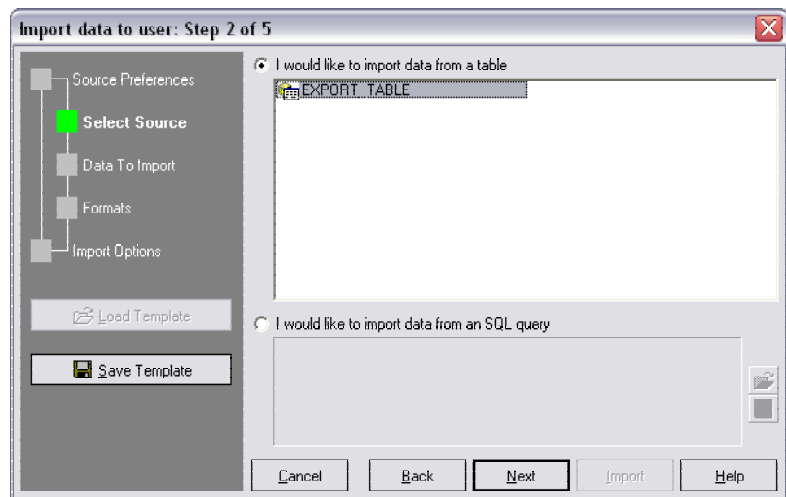
Select the database table field from the 'Fields' drop down-list and select the cells to import to this field in the grid. To select column or row in the grid, just click its caption. You can also set this value manually in the 'Cells' edit field. Then select the next field and set the cells for this field. If the source table columns (or rows) and the database table fields are ordered in the same way, you can set the correspondence automatically by clicking button 'Auto fill cols' (or 'Auto fill rows'). The first table field will correspond to the first source table column (or row); second field to the second column (row), etc. If the first rows (or columns) of the source table contains data, not intended for import, you can skip them by setting the appropriate value in the 'Skip ... row(s)' (or 'Skip ... col(s)') edit field.





Import from Access

When you choose import from the MS Access file, the **Select Source** tab becomes available.

First select the data source for import - MS Access table or SQL query. If you choose import from a table, then you should select a table name from the list, if you choose to import from a query, you should set the query SQL text in the lower area, e.g.:



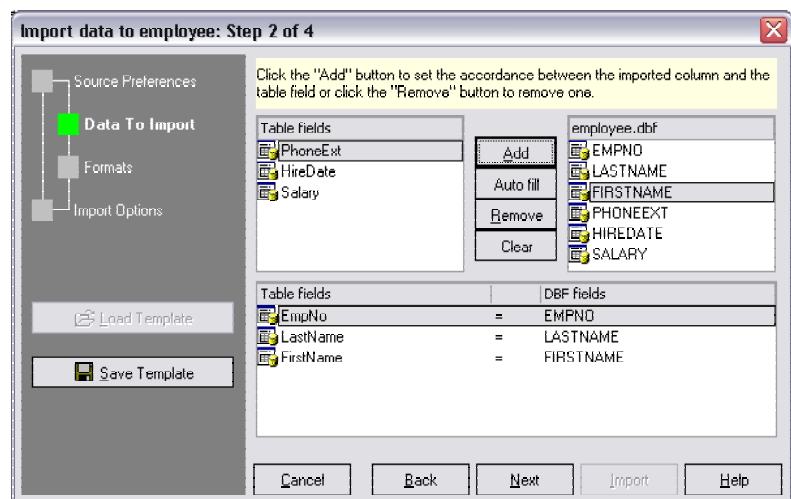
```
SELECT Name, Capital FROM COUNTRY WHERE CONTINENT='South America'
```

This text can be saved or loaded to/from SQL file, using the **Save**  and **Load**  buttons at the right respectively.

Import from DBF

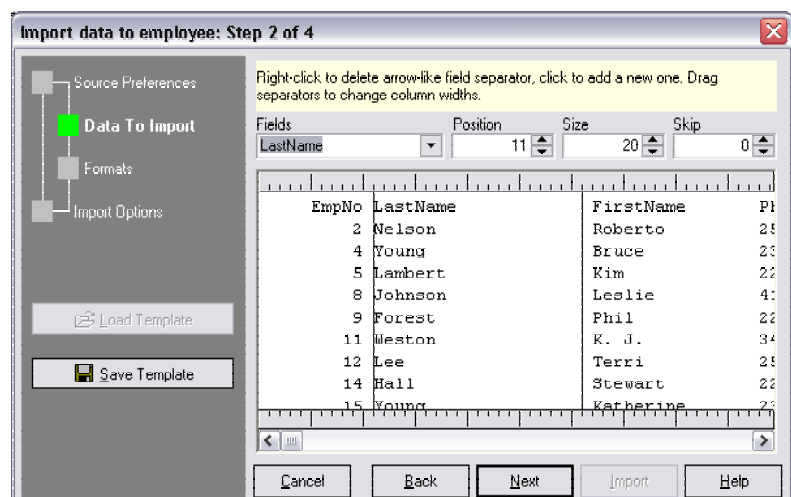
First select the database field from the 'Table fields' list. Then select the corresponding field in the '<table_name>.dbf' list.

Click button 'Add' to link these fields. These fields will be added to the list at the bottom of the window. Repeat these operations for each database table field. If you want to remove the accordance you set, select the linked fields in the bottom list and click button 'Remove'. If the source table fields and the database table fields are ordered in the same way, you can set the correspondence automatically by clicking button 'Auto fill'. First field of the source table will correspond to the first field of the database table, second field to the second field, etc.



Import from TXT

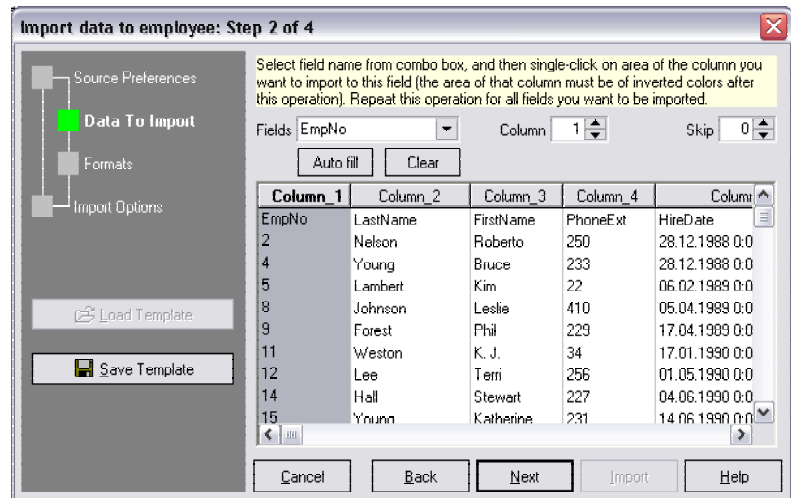
First select the database table field from the 'Fields' drop-down list. Then set two separator lines to delimit the source table column. Click to add a separator, double-click to delete one. Drag separators to change the column width. You can also set the column starting position and the column width manually in the edit fields 'Pos' and 'Size'. When you set the separators correctly, proceed to another field



and repeat these operations for each database table field. If you don't want some first rows of the source table to be imported set the number of such rows in the 'Skip ... first line(s)' edit field.

Import from CSV

If the delimiter you have defined on the first step was found in the source table, then you will find the table columns already separated and delimited. Select the database table field from the 'Fields' drop-down list. Then click the corresponding source table column or set the 'Col' value manually. Repeat these operations for each database table field. If the source table fields and the database table fields are ordered in the same way, you can set the correspondence automatically by clicking button 'Auto fill'. First field of the source table will correspond to the first field of the database table, second field to the second field, etc. If you don't want some first rows of the source table to be imported set the number of such rows in the 'Skip ... first line(s)' edit field.



When you are done, click 'Next' to proceed to the next step.

On the step 3 of the wizard you can edit the formats of the imported fields.

On the 'Base Formats' tab the following format options are available:

Decimal separator - set a character, which delimits the decimal parts of the imported numbers.

Thousand separator - set a character, which separates the digit groups in the imported numbers.

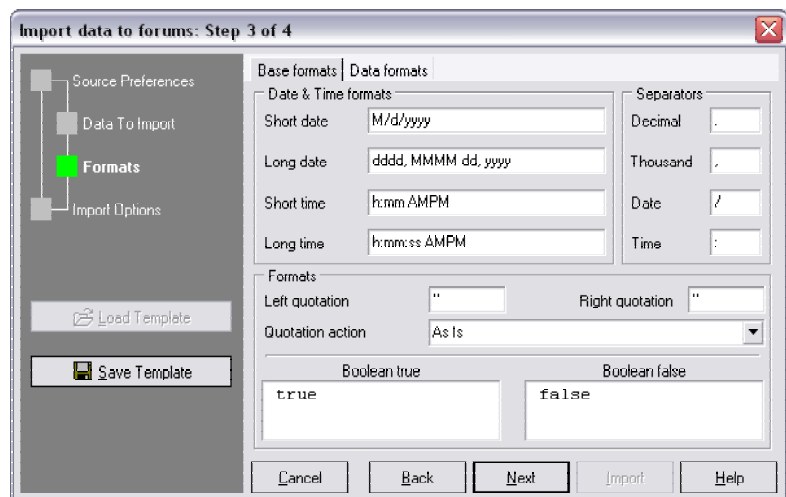
✓ **Short date format, Long date format, Short time format, Long time format** - use these edit fields to set the date and time formats.

✓ **Left quotation** - set a character or a number of characters, which denote quoting in the imported strings.

✓ **Right quotation** - set a character or a number of characters, which denote unquoting in the imported strings.

✓ **Quotation action** - you can select 'Add' to add quotation marks to each imported string or 'Remove' to remove all the quotation marks from the imported strings. 'As is' saves the original quotation marks.

✓ **Boolean true** - set some variants of TRUE value representation in the imported table, e.g. 'Yes' or '+'. Use new line for each new variant.



- ✓ **Boolean false** - set some variants of FALSE value representation in the imported table, e.g. 'No' or '-'. Use new line for each new variant.

On the 'Data Formats' tab you can customize the format of each imported field in case when additional formatting is required. Select the field in the 'Field Name' list and set its format in the proper edit fields.

Generator

- ✓ **Value** - use this edit field to set the initial value of the autoincrement field.
- ✓ **Step** - set the step of the autoincrement field. If it is 0 then the value of the generator will be ignored.

Constant

Value - use this edit field to set the constant value of the field.

Default

- ✓ **Null** - set the value, which will be understood as NULL to set the default value.
- ✓ **Default** - set the default value of the NULL field.

Quotation

- ✓ **Left quotation** - set a character or a number of characters, which denote quoting in the imported string.
- ✓ **Right quotation** - set a character or a number of characters, which denote unquoting in the imported string.
- ✓ **Quotation action** - you can select 'Add' to add quotation marks to the imported string, 'Remove' to remove all the quotation marks from the imported string or 'As is' to save the original quotation marks.

String conversion

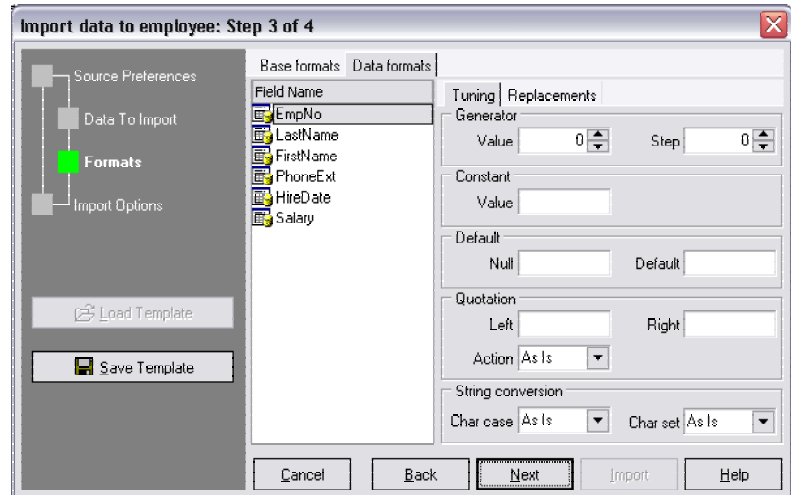
Char case - set the case of the imported string. 'As is' saves the original string case, 'Upper' sets the whole string to upper case, 'Lower' sets the whole string to lower case, 'UpperFirst' sets the first letter of the string to upper case, 'UpperFirstWord' sets the first letter of each word to upper case.

Char set - set the char set of the imported string to ANSI or OEM. 'As is' saves the original string char set.

Click 'Next' to proceed to the next step.

On the last step of the wizard the following import options are set:

- ✓ **Commit after done** - check this option to commit the transaction after import is finished.
- ✓ **Commit after ... records** - set a number of records, after importing which the transaction shall be committed.
- ✓ **Import all records** - check this option to import all records from the source table.
- ✓ **Import only ... first record(s)** - if you don't want all the records to be imported, set a number of records to import them from the source file. In this case only this number of records (beginning from the first one) will be imported.



Note, that on each step of the wizard you can use buttons 'Load Template' and 'Save Template' on the left panel, which allow you to save/restore all the import settings (file type and name, field correspondence, format options, etc.) to/from the template file. This is very useful, if you often use the same import configuration: you don't have to choose fields or edit field formats on each import session – you can simply load a previously saved template and skip all the unneeded steps.

When you are done, click 'Finish' to start import.

Import Data Wizard is available only in the Professional Edition of DBISAM Manager.

CHAPTER 5

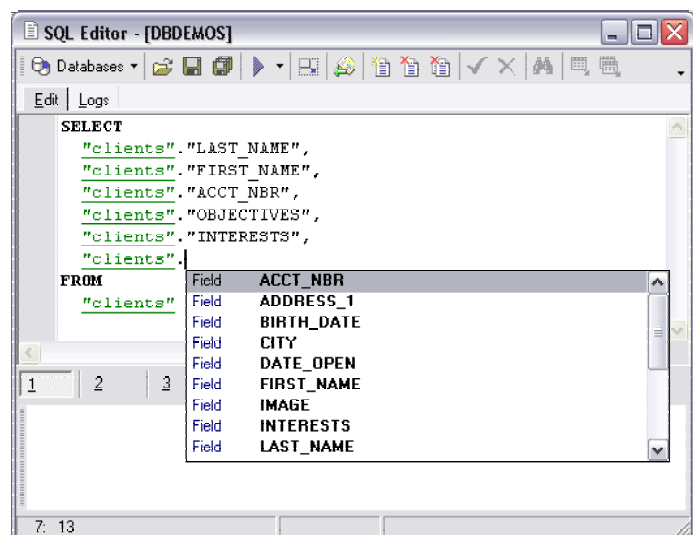
DATABASE TOOLS

SQL Editor

SQL Editor is the basic DBISAM Manager tool for creating and executing database queries. It allows you to create and edit SQL text for the query, prepare and execute queries and view the results of execution. **SQL Editor** supports Quick Code and Syntax Highlight systems, which make your work much easier.

The main area of the editor is situated on the 'Edit' tab. This area is provided for working with the text of the query. For your convenience the Quick Code system is enabled, i.e. when you type first word symbols in the SQL text editor you are offered some variants for the word completion in a popup list (analogue of the **Code Insight** in **Delphi IDE**).

You can activate these popup lists yourself by pressing the following key combinations:
Ctrl+Space - All SQL keywords and database tables;
Ctrl+Alt+S - SQL glossary;
Ctrl+Alt+T - Table list;



You can change the sorting mode of the Code Completion list items by right-clicking in the popup list and switching to the sorting mode you need: sort alphabetically by item names or sort by the scope categories (SQL keywords, tables).

Database objects are highlighted in the text. You can open the proper object editor by clicking the object name in the text, holding button *Ctrl* pressed on the keyboard.

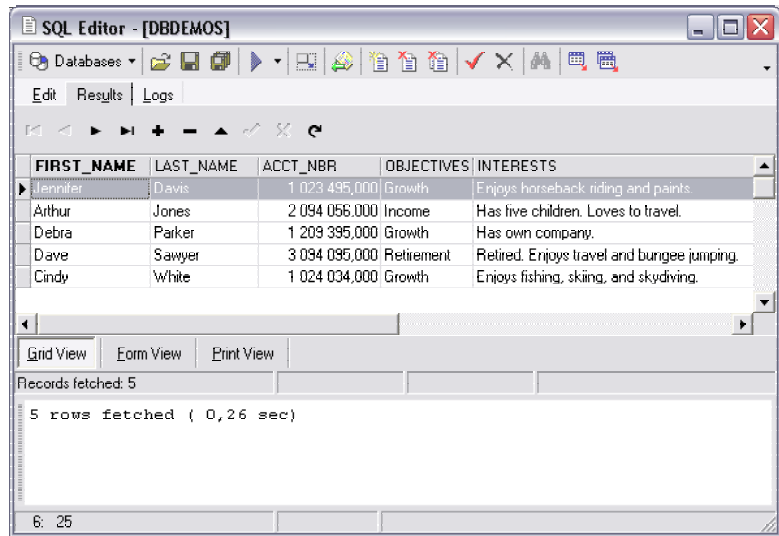
The popup menu of the edit area contains standard functions for working with text (Cut, Copy, Paste, Find, Replace, Toggle Bookmarks, etc) and also functions for processing the whole query, which allow you to execute/prepare query, save/load query to/from file, and preview/print query.



When the query text is ready, click button **Execute** on the toolbar or press F9 to check the query text for errors. If there are any errors in the query text, these errors will be displayed in the bottom area of the editor window, and the text line, containing the first error, will be indicated with a purple line.

If the text is correct the query is executed and the 'Results' area becomes active.

This area displays the result data returned by the query. They can be viewed in three modes (chosen by clicking the according button at the bottom of the window):


- ✓ **Grid View** - view data as a grid;
- ✓ **Form View** - view data as a form: there is only one record displayed at the time, to view another record use the navigation buttons.
- ✓ **Print Data** - view data in WYSIWYG mode, ready for printing. The acquired query can be saved to file and/or printed.






These data can't be edited, but can be exported ('Export Data' item in the popup menu or button  on the toolbar) or exported as INSERT statement to the SQL Script ('Export as Insert' item in the popup menu or button  on the toolbar).

The status bar displays the number of records, acquired while executing the query. The comment bar also displays time of execution.


On the 'Logs' page information of all the executed statements, including queries and carried out transactions, is displayed.



To select the database for the query, click button **Databases**  on the toolbar and select the required database from the drop-down list of the available databases. The alias of the selected database will be displayed in the window caption.

You can load a query from file by clicking button **Load**  on the toolbar. To save the query to file, click button **Save** ; to save all the opened queries to one file, click **Save All Queries To File** .

To create new query, click button **New Query**  on the toolbar. The clear query will be available on the 'Edit' page (note, that the old query will not be deleted; you can activate it using button with the query number at the bottom of the edit area).

To delete the current query, click button **Delete Current Query**  on the toolbar; to delete all the queries, click button **Clear All History** .

Start Transaction  button allows you to start a transaction manually. Transaction starts automatically only on editing query data.

To commit or rollback the current transaction, click button **Commit Transaction**  or **Rollback Transaction**  in accordance.

If you need to close the **Results** page after a query is executed, click the **Close Result**  button.

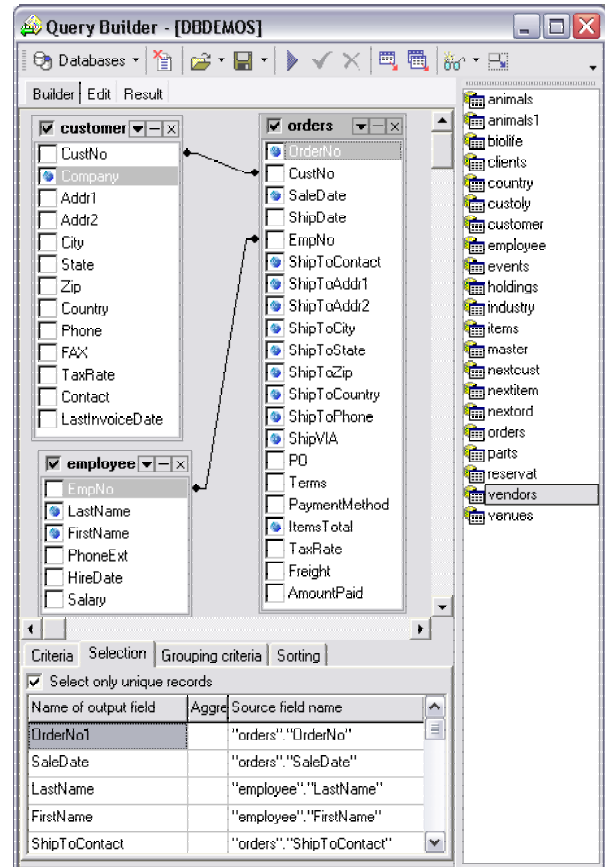
Visual Query Builder

Visual Query Builder is a powerful tool, provided for visual building database queries. Using **Query Builder** you can select tables and fields, join tables, set conditions for the selection and perform many more query operations without knowledge of SQL. **Visual Query Builder** is based on the **EMS QueryBuilder Component** (check <http://www.ems-hitech.com/querybuilder/> for details).

The main area of the **Query Builder** is the **Builder** area. Here you can build your query by placing the database tables on the area, selecting the required data and setting links between objects.

To add a table to the query, choose it in the table list at the right, then double-click it or drag it to the **Builder** area. The selected table will appear on the **Builder** area with the list of its fields. To include the table field to the query, click at the left of the field name in the list or double-click it to set the blue icon next to the field name. To include all the fields, set a flag at the left of the table alias. To remove the fields from the query, uncheck the fields; to remove the table, close it by clicking the button 'x' next to the table alias. To edit the table alias, double-click it.

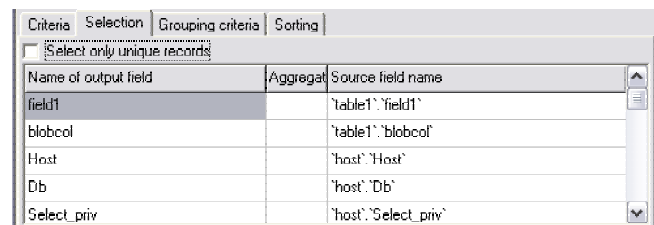
To associate tables by two fields, just drag one field from the table field list to another. This will set a link between these tables by the selected fields. When you drop a field, a line will appear between the linked fields. You can view and edit the properties of object association. To view the properties, just aim cursor to the link line and a hint, containing the association condition, will appear. To edit the properties, double click the line or right-click and choose 'Properties' item from the popup menu. A dialog window will appear, where you can change the association condition by choosing it from the list ($=$, $>$, $<$, $>=$, $<=$, $<>$). Also you can check or uncheck 'Include all from <table_name>' option for each object, included into the association. Click 'OK' to confirm the changes you made. To drop a link between the tables, right-click on the link line and choose 'Delete Link' item from the popup menu. To delete all the links of the table, click button '-' next to the table alias. To insert a point to the link line, right-click on the line and choose 'Insert Point' item from the popup menu. A new point will appear, using which you can move the link line. It doesn't cause any changes in the query but makes the diagram performing more obvious and the visual building handler.



In the 'Criteria' area you can set the selection conditions. To add a condition, click button at the left and select 'Add condition' in the popup menu. Edit the condition by clicking its parts and setting their values. Clicking the button at the left of the condition string activates the popup menu, which allows you to add a new condition of the same enclosure level, add a new enclosure level,

delete the current condition, open or close the condition, if it is composite. A simple condition string contains three fields: an argument, a condition and a second argument (if required for the condition). Clicking each field allows you to set its value. Clicking the argument field allows editing it as a text field. You can set a table name or a definite value in this field. Right-clicking the field in the edit mode activates the popup menu, which contains the 'Insert Field' function (also called by Shift+Enter). This function allows you to choose a field from the list of all the table fields, available in the query. Clicking the condition field activates the popup menu, where you choose the condition you need. The way of processing the condition is set in the upper string of the area (All, Any, None, or Not all of the following are met). Click the underlined word to change it.

The 'Selection' area displays the output fields of the query. It allows you to edit the names of the query output fields, set their displaying order and set the aggregate functions (SUM, MIN, MAX, AVG, COUNT) for each field. To remove the field from the list, right-click the field row and choose 'Delete current row' from the popup menu. To change the input query field, double click it and then type the field name on the keyboard or choose it from the drop-down list.

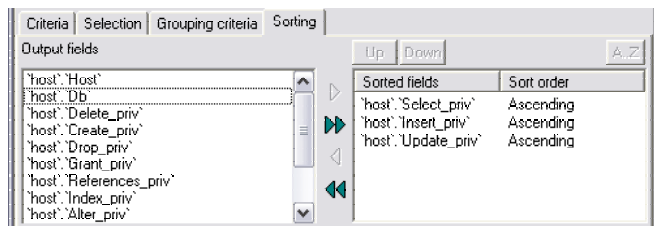


To change the output query field name, double click it and type the field name on the keyboard.

To set the aggregate function for the field, double click the field row in the 'Aggregate' column and then type the function name on the keyboard or choose it from the drop-down list.

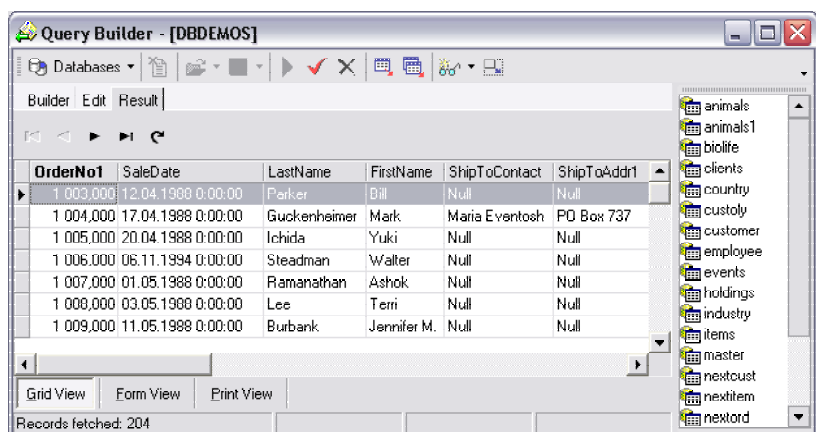
If you check option 'Include only unique records' then the repeated records will not be included into the query result.

In the 'Grouping Criteria' area you can set the conditions for grouping the query records. They are set in the same way as the selection conditions (see above). These conditions will be included into the HAVING statement of the current query.





Set the way of sorting the query records in the 'Sorting' area. The field list at the left represents all the output query fields; the list at the right contains fields, by which the query records will be sorted. To move the field from one list to another, drag the selected field or use buttons 'Add' and 'Remove'. To change the sorting order, select a field in the right list and move it using buttons 'Up' and 'Down'. To change the sorting direction, select a field in the right list and switch the direction (Ascending, Descending) using button 'A..Z'/'Z..A'.

When the query is ready, click button **Prepare Query** on the toolbar or press Ctrl+F9 to check the query for errors. If there were any errors in building the query text, you will get the appropriate message, describing the error. If everything is correct, you can execute the query by clicking button **Execute** on the toolbar. This will display the 'Results' area.




This area displays the result data returned by the query. They can be viewed in three modes (chosen by clicking the according button at the bottom of the window):

- ✓ **Grid View** - view data as a grid;
- ✓ **Form View** - view data as a form: there is only one record displayed at the time, to view another record use the navigation buttons.
- ✓ **Print Data** - view data in WYSIWYG mode, ready for printing. The acquired query can be saved to file and/or printed.


These data can't be edited, but can be exported ('Export Data' item in the popup menu or button  on the toolbar) or exported as INSERT statement to the SQL Script ('Export as Insert' item in the popup menu or button  on the toolbar).



The status bar displays the number of records, acquired while executing the query.

In the 'Edit' area the query text is automatically generated while you build query. You can edit this text according to the rules of SQL, and all the changes will be displayed on the other pages of the **Query Builder**.

To select the database for the query, click button **Databases**  on the toolbar and select the required database from the drop-down list of the available databases. The alias of the selected database will be displayed in the window caption.


You can load a query from file by clicking button **Load Query**  on the toolbar. To save the query to file, click button **Save Query** .

Start Transaction  button allows you to start a transaction manually. Transaction starts automatically only on editing query data.

To commit or rollback the current transaction, click button **Commit Transaction**  or **Rollback Transaction**  in accordance.

If you need to close the **Results** page after a query is executed, click the **Close Result**  button.

To clear the current query, click button **Clear Current Query**  on the toolbar.

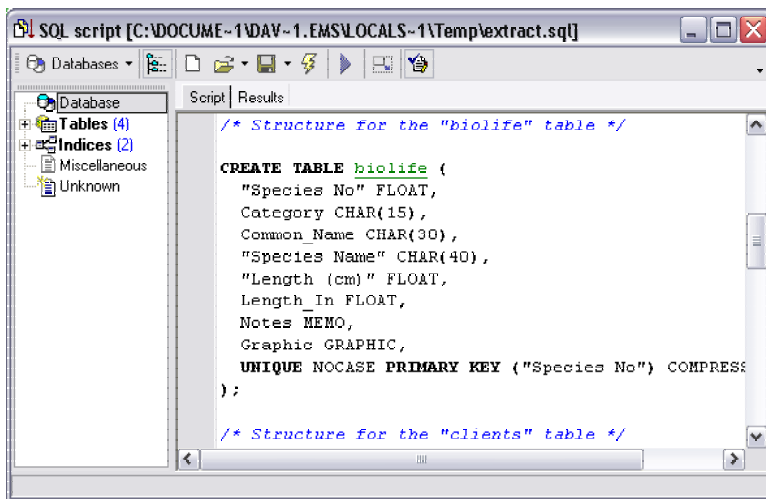
To hide the table list at the right of the window, click button **View**  on the toolbar and uncheck the appropriate item in the drop-down menu.

Visual Query Builder is available only in the Professional Edition of DBISAM Manager.

SQL Script Editor

Using this editor, you can view, edit and execute SQL scripts.

In the **Script** area you can view and edit the SQL script text. You can use quick code to fasten this process: when you type the first word symbols in the edit area, you are offered some variants for the word completion in a popup list (analogue of the **Code Insight** in **Delphi IDE**).









The popup menu of the edit area contains standard functions for working with text (Cut, Copy, Paste, Find, Replace, Toggle Bookmarks, etc) and also functions for processing the script, which allow you to save/load script to/from file, and preview/print script.

The **Object Explorer** at the left of the window displays the tree of objects, used in the current script and allows you to get to the needed script fragment quickly by clicking the object in the tree.

object in the tree.

To change the database for the script, use the drop-down menu on the toolbar.

To load the script from the *.sql file, click button **Open Script File**  on the toolbar; to save script, click **Save Script** .

To create the new script, click button  on the toolbar. To execute the script, click button **Execute** . You can also execute script right from the file without opening it by clicking button **Execute Script from File** . To stop executing script, click button **Stop Script** .

The results of executing the script are displayed on the **Results** page. This text can't be edited, but can be copied to the clipboard.

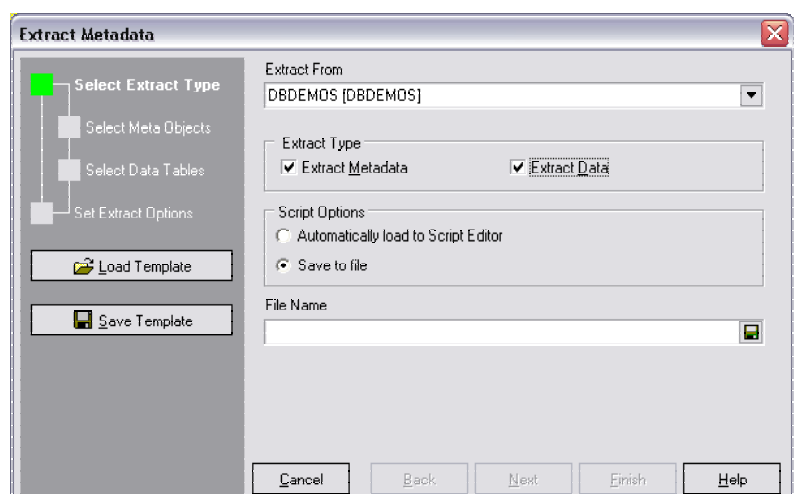
The errors in executing the script are displayed in the bottom area of the window. The popup menu of this area allows you to copy the selected error message or to copy all the error messages.

If you want the script to be aborted on errors, check option 'Abort Script on Error' in the **Environment Options** window on **Tools: SQL Script** page. In the case of successful executing the script you will receive message, informing you about the execution time.

Extract Metadata Expert

Using the **Extract Metadata Expert** you can extract the database metadata and table data to SQL script.

Select Extract Type. On this step you choose the database, from which data will be extracted, and the extracted data type (metadata or table data). Also you have to choose, if the extract results should be loaded into the **Script Editor** automatically or they should be saved into the file (in this case you should set the file name).





Select Meta Objects. This page will be available only if you choose **Extract Metadata**. Here you should choose metadata to be extracted. To choose the objects you need select them and move from one list to another, using buttons, by double-clicking or dragging them. The **Extract All** option allows you to extract all the metadata from the database.

Select Data Objects. This page will be available only if you choose **Extract Data**. Here you should choose the tables, which data should be extracted. To choose a table move it from one list to another, using buttons, by double-clicking or dragging it.

Set Extract Options. On this step you can set the following extract options:

- ✓ **Generate Drop statements** - if this option is checked, the 'Drop' statements will be added to the generated SQL script.
- ✓ **Data Options** – use option 'Commit after each block' and counter 'Records in a block' to define number of records, after extracting which the COMMIT statement should be inserted in the result script.
- ✓ **Load script into Script Editor** - if this option is checked, the created SQL script will be opened in the **Script Editor** after extract.

You can save the extract configuration (extract type, meta and data objects, extract options) for future use as a template. Just click button **Save Template**  on the left panel and set the template name. Next time you will be able to configure your extract quickly by clicking the button **Load Template**  and choosing the appropriate previously saved template.

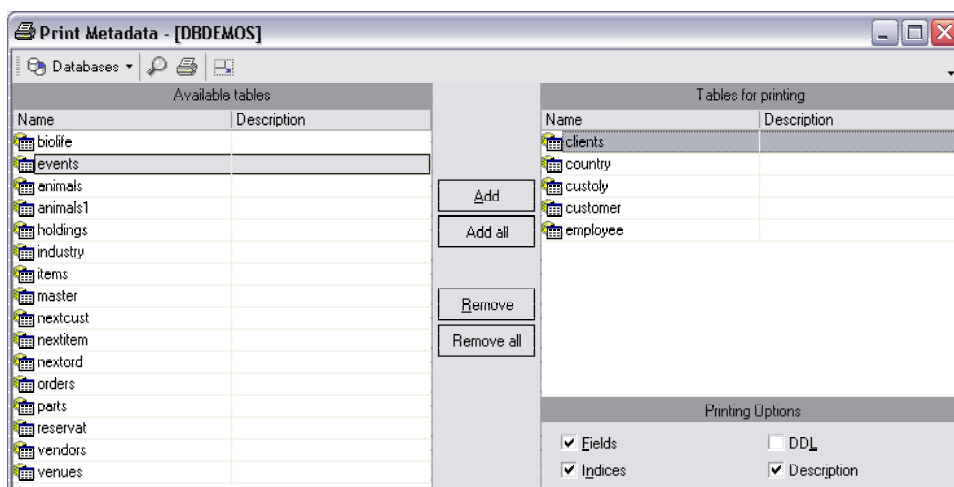
When you are done, click 'Extract'.

Print Metadata

The powerful module **Print Metadata** allows you to print all the database metadata: table fields, indices and description. The created report can be previewed before printing and saved to file.

Select tables for printing, using buttons on the toolbar. Move the objects from the list **Available...** to the list **...for Print**, using buttons 'Add', 'Add all', 'Remove' and 'Remove all', by double-clicking or dragging them (multiple objects can be selected using buttons *Ctrl* and *Shift*).

Button **Print**  on the control panel prints the selected metadata; button **Preview**  enables the metadata preview mode.



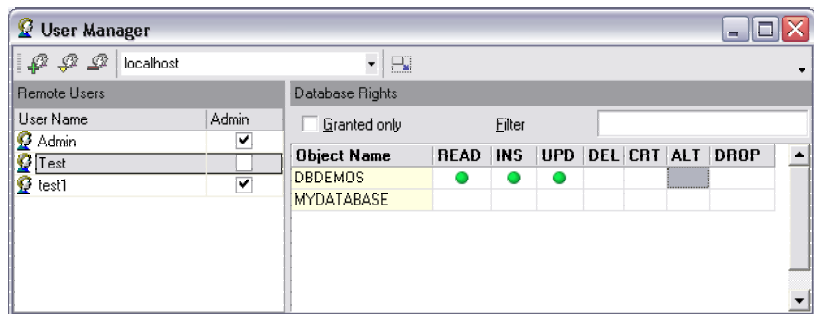
Print Metadata is available only in the Professional Edition of DBISAM Manager.


User Manager

User Manager is provided for administering users and their global privileges.


To open the **User Manager** select the **Tools | User Manager** menu item.

Selects the server for administering users on in **Servers** list.



To add new user, click **Add**  button. Set user privileges in **User Editor** window and click 'Ok'.

To edit an existing user in **User Editor**, click **Edit**  button.

To delete an existing user, click **Delete**  button.

The users list is displayed at the left side of the window. At the right is displayed the grid with databases and the global privileges for them.

To modify the user's access grants, select the user from the list, select the database, right-click in grid to change the access grants for statements Read, Insert, Update, Delete, Create, Alter and Drop. Select the **Grant** item from the popup menu to permit an action, or the **Revoke** item to forbid.

CHAPTER 6

DATABASE SERVICES

Verify Tables

The **Verify Tables Wizard** allows you to verify the database tables on errors.

To activate the **Verify Tables Wizard** use the menu item **Services | Verify Tables**.

Step 1 - Location

Host - select the host, where the database to verify its tables is situated, from the drop-down list.

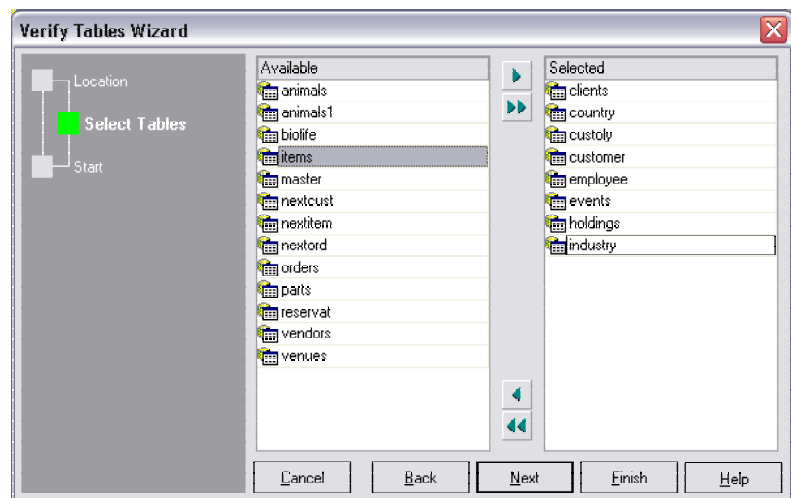
Database - select the database from the drop-down list to verify its tables.

Step 2 - Select Tables

Available Tables - a list of tables, available for verifying. It is the list of all the tables, included into the database you set on the 'Location' step.

Selected Tables - a list of tables to verify.

To move the table from one list to another, double-click it or select it (use *Ctrl* or *Shift* to select multiple tables) and click button > or <. To move all the tables click button >> or <<.



Step 3 - Start

This page is activated automatically on clicking button 'Finish'. It displays the verifying process (**Operation log**) and its results (**Results**).

Repair Tables

The **Repair Tables Wizard** allows you to repair the database tables that may be corrupted.

To activate the **Repair Tables Wizard** use the menu item **Services | Repair Tables**.

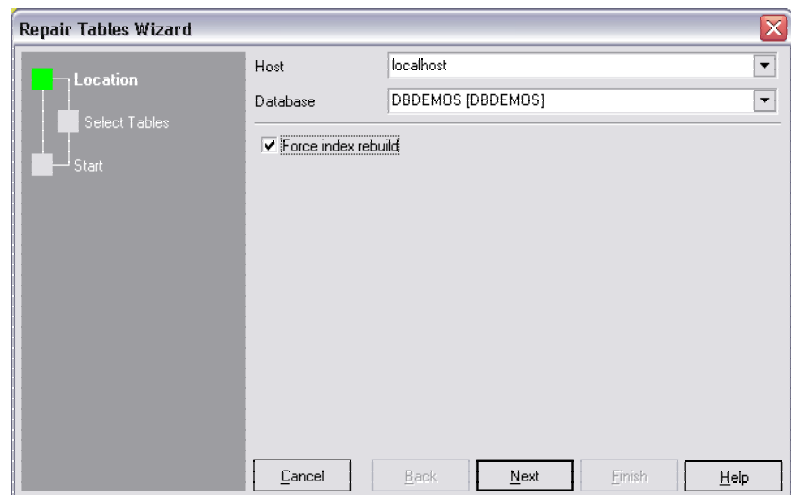
Step 1 - Location

Host - select the host, where the database to repair its tables is situated, from the drop-down list.

Database - select the database from the drop-down list to repair its tables.

Repair Options

- ✓ **Force Index Rebuild** - check this option to enable forced index rebuilding during the repair process.



Step 2 - Select Tables

Available Tables - a list of tables, available for repair. It is the list of all the tables, included into the database you set on the 'Location' step.

Selected Tables - a list of tables to repair.

To move the table from one list to another, double-click it or select it (use *Ctrl* or *Shift* to select multiple tables) and click button > or <. To move all the tables click button >> or <<.

Step 3 - Repair Tables

This page is activated automatically on clicking button 'Repair'. It displays the repair process (**Operation log**) and its results (**Results**).

Optimize Tables

The **Optimize Table Wizard** should be used if you have deleted a large part of a table or if you have made many changes to a table with variable-length rows (tables that have VARCHAR, BLOB, or MEMO columns). Deleted records are maintained in a linked list and subsequent INSERT operations reuse old record positions. You can use optimization to reclaim the unused space and to defragment the data file.

OPTIMIZE TABLE works the following way:

- ✓ if the table has deleted or split rows, repair the table;
- ✓ if the index pages are not sorted, sort them;
- ✓ if the statistics are not up to date (and the repair couldn't be done by sorting the index), update them.

To activate the **Optimize Tables Wizard** use the menu item **Services | Optimize Tables**.

Step 1 - Location

Host - select the host, where the database to optimize its tables is situated, from the drop-down list.

Database - select the database from the drop-down list to optimize its tables.

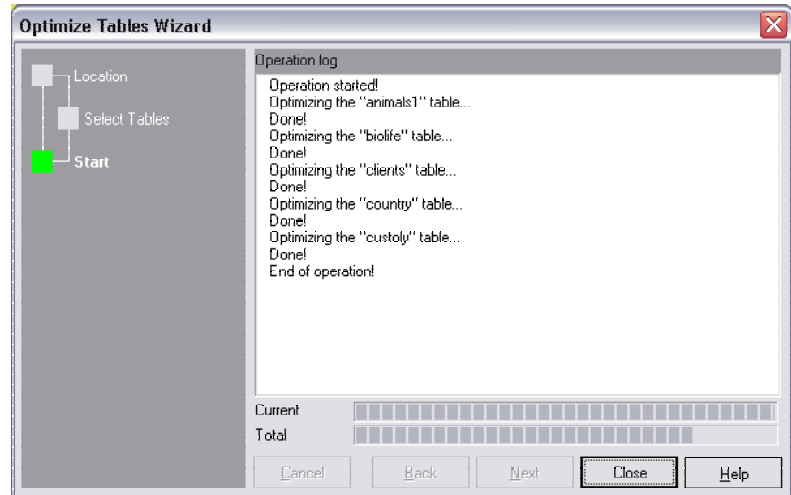
✓ **Suppress backups** – check this option to suppress backups.

Step 2 - Select Tables

Available Tables - a list of tables, available for optimization. It is the list of all the tables, included into the database you set on the 'Location' step.

Selected Tables - a list of tables to optimize.

To move the table from one list to another double-click it or select it (use *Ctrl* or *Shift* to select multiple tables) and click button > or <. To move all the tables click button >> or <<.



Step 3 - Optimize Tables


This page is activated automatically on clicking button 'Optimize'. It displays the optimization process (**Operation log**) and its results (**Results**).

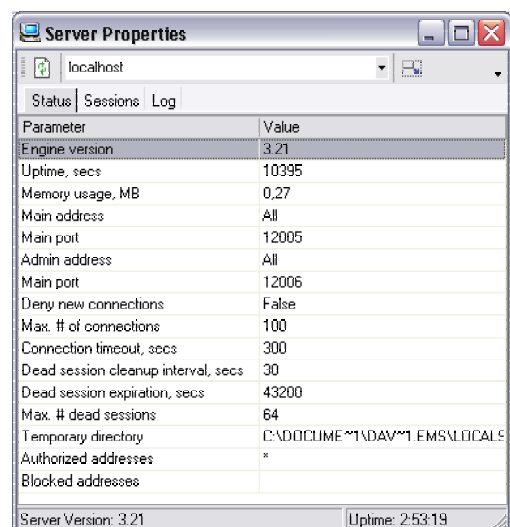
Server Properties

Use **Server Properties** to view the properties of the selected server. This window is activated via **Services | Server Properties** menu item.

Use drop-down list on the toolbar to select the server.

On the 'Status' tab you can view a list of all server parameters and their values. These values can't be edited. The 'Sessions' tab displays a list of all the sessions, opened on the server, and additional session information: ID, User, Address, etc.

Button **Refresh**  on the toolbar or in the popup menu refreshes these lists. In the 'Session' area item 'Disconnect' is also available in the popup menu.



Start / Stop Server

Use the menu item **Services | Start Server** to start or stop the DBISAM server.

CHAPTER 7

DBISAM MANAGER

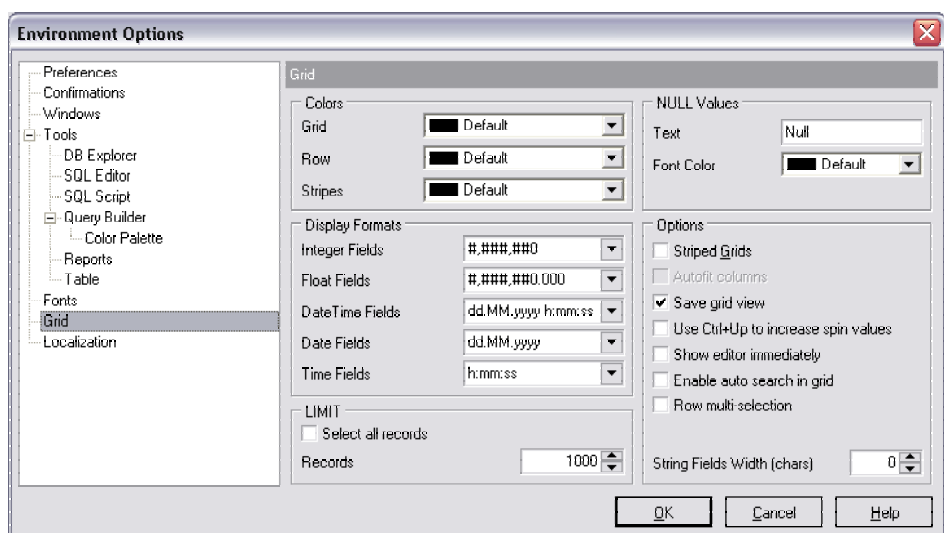
OPTIONS

Environment Options

The **Environment Options** window allows you to set the general DBISAM Manager options.

Preferences

- ✓ **Show splash screen on startup** – if this option is checked, the splash screen is shown on each DBISAM Manager startup.
- ✓ **Save desktop on disconnect** – if this option is checked, all object editors, active on disconnecting from the database, will be opened on next connection.
- ✓ **Disable multiple instances** – this option prohibits running multiple instances of DBISAM Manager.
- ✓ **Encrypted passwords** – if this option is checked, passwords for connecting to databases are encrypted while storing in the Windows registry.



Confirmations

- ✓ **Confirm saving of object** - if this option is checked, the program requires confirmation each time you want to save changes in database object.
- ✓ **Confirm dropping object** - if this option is checked, the program requires confirmation for dropping database object.
- ✓ **Confirm exit from DBISAM Manager** - if this option is checked, the program requires confirmation when you want to exit DBISAM Manager.

Windows

- ✓ **Environment style** – this option allows you to set the environment style: MDI Environment (like Microsoft Office applications) or Floating-windows Environment (like Borland Delphi IDE).
- ✓ **Windows Restrictions** - this option allows you to set the number of table editors that can be opened at a time.
- ✓ **Zoom options** - this option allows you to set the window maximization size: full screen, restricted by main form, restricted by main form and **DB Explorer**.

Tools

- ✓ **Control Toolbar Buttons Action** - this option allows you to choose the reaction on clicking buttons on the control panel. If you choose 'Create New Object', then the new database objects will be created on clicking these buttons, if you choose 'Show Last Object', then the last viewed database objects will be opened for editing.
- ✓ **Disable Transaction Confirmation** - if this option is checked, no transaction confirmation will be required on closing **Visual Query Builder** and **SQL Editor**. Specify the default action ('Commit' or 'Rollback') and this action will be performed automatically each time when you exit **Query Builder** or **SQL Editor**.
- ✓ **Show only connected databases in drop-down menu** – this option allows you to enable showing only connected databases in drop-down menu
 - **DB Explorer**
 - ✓ **Show hosts in Database Explorer** – if this option is checked, database hosts are visible in the **DB Explorer** database tree.
 - ✓ **Show table subobjects** – if this option is checked, table subobjects (fields and indices) are visible in the **DB Explorer** database tree.
 - ✓ **Recent Object Count** – this option defines number of database objects on the 'Recent' tab of the **DB Explorer**.
 - ✓ **Tables' Details in SQL Assistant** – this panel allows you to switch the **SQL Assistant** mode for displaying table fields, indices or table status (table properties set on creating).
 - **SQL Editor**
 - ✓ **Fetch All** - if this option is checked, all the records according to the query will be extracted from the table, if unchecked - only those displayed on **Results** tab in the **SQL Editor** window.
 - ✓ **Explain Query** - if this option is checked, query plan is displayed at the bottom of the **SQL-Editor** window.
 - ✓ **Show result for each query** – if this option is checked, the 'Results' tab is activated after executing each query.
 - **SQL Script**
 - ✓ **Abort Script on Error** - if this option is checked, script execution aborts when an error occurs.
 - ✓ **Rollback on Abort** - this option is available only if **Abort Script on Error** is checked. This option evokes automatic rollback on script execution abort.
 - **Visual Query Builder**
 - ✓ **Select condition row** - displays the selected condition in different row on the **Criteria** and **Grouping Criteria** tabs of the **Query Builder**.
 - ✓ **Drag field name** - displays the dragged field name in the **Builder** area.
 - ✓ **Hide selection when inactive** - hides the selection when **Query Builder** is inactive.
 - ✓ **Show field types in hints** - displays the field type next to the field in the table box.

- ✓ **Color Palette** - these options define colors of different **Query Builder** objects: condition row, active caption, table client area, etc. Click an item to select a color for the appropriate **Query Builder** object.
- ✓ **Visible Tabs** - these options specify which **Query Builder** tabs are available and which are not. Check boxes to make the appropriate tabs visible.
- ✓ **Script Format** - these options specify the case formatting of keywords and functions in query text on the **Edit** tab. **As is** saves the original case, **Uppercase** sets all the keywords/functions to upper case, **Lowercase** sets all the keywords/functions to lower case, and **First upper** sets the first letters of all keywords/functions to upper case.
- ✓ **Style** - these options specify how different **Query Builder** objects look like - 3D, flat, etc.

Fonts

On this tab you can set the font parameters, used by DBISAM Manager.


Grid

Here you can set the table data display properties: cell colors, data display format, string length, Null value representation, font color and others.


Localization

This tab allows you to translate the DBISAM Manager string resources in your native language.

The list of the available languages is displayed in the 'Available Languages' panel.

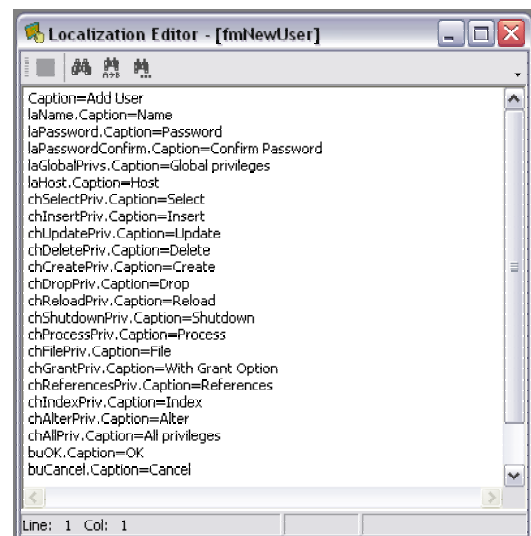
To add a language, click the button 'Add', then in the 'Add Language' dialog form choose the proper language file (*.lng file containing the translated string resources, e.g. french.lng or dutch.lng), using the button  and set the language name in the proper edit field. Click 'OK' when done. After you add a language, it appears in the 'Choose program language' drop-down list. Choose it and click 'OK' to set this language as a program language.

You can edit the language names and the related files by choosing any language in the 'Available Languages' list and clicking 'Edit'. To remove the language from the list, select the language and click 'Delete'.

Default directory - the default directory to store the *.lng files (files where the translated string resources are stored) is \$(DBISAM Manager)\Languages. You can change this directory if necessary using button .



You can edit any language file using the **Localization Editor** window. Just press Shift+Ctrl+L on any form to edit the string resources of this form. You can also create your own *.lng file based on any of the existing ones (see \$(DBISAM Manager)\Languages folder to find them).

The **Localization Editor** window allows you to edit the captions and hints of any DBISAM Manager window, if the selected program language is other than default.



All the window text consists of the element names and the corresponding strings, divided by the '=' character. These strings are what you see in the program as menu items, window captions, button

hints, etc. Edit them to change the program appearance. Don't edit anything that stands before the '=' character - this will not take any effect.

For your convenience we have provided the **Find**  and **Replace**  buttons on the toolbar, which call the **Find Text Dialog** or the **Replace Text Dialog** respectively. The **Search Again** button enables repeated search of the text last searched.

When you are done editing click the **Save**  button on the toolbar to apply the changes you made.

Editor Options

This window allows you to set the parameters of database object editors.

General

- ✓ **Auto Indent** - if this option is checked, each new indentation will be the same as previous when editing SQL text.
 - ✓ **Insert Mode** - if this option is checked, insert symbols mode is default on.
 - ✓ **Use Syntax Highlight** - this option enables syntax highlight in the object editor window.
 - ✓ **Find Text at Cursor** - if this option is checked, **Text to Find** field in the **Find Text Dialog** window is automatically filled with the text, cursor set on.
 - ✓ **Always Show Hyperlinks** - if this option is checked, hyperlinks are displayed in the editor window. To open link click with button Ctrl pressed.
 - ✓ **Show number of lines** – check this option to enable displaying number of lines in editor window
 - ✓ **Tab Stops** - this option allows you to define the tab length, used when editing text.
- Undo Limit** - this option defines maximum number of changes, you will be able to undo.

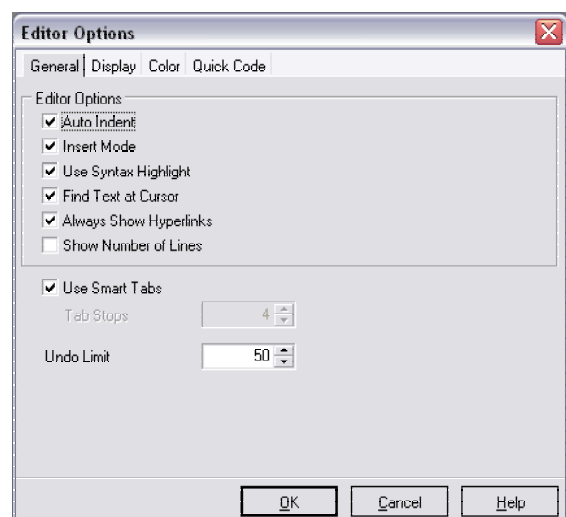
Display

- ✓ **Visible Right Margin** - this option makes the right text margin visible.
- ✓ **Visible Gutter** - this option makes the gutter visible in the editor window.
- ✓ **Right Margin** - this option defines the position of the right text margin in the editor window.
- ✓ **Gutter Width** - this option defines the gutter width in the editor window.
- ✓ **Editor Font, Size** - using these options you can choose editor font and its size.

Color

On this tab you can set font and background colors and attributes of the text, editor uses to mark out different text fragments: default, comments, strings, SQL keywords, numbers, links, wrong symbols, identifiers, symbols, and selected text.

Quick Code



- ✓ **Code Completion** - if this option is checked, then when you type first word symbols in the SQL text editor you are offered some variants for the word completion in a popup list (analogue of the **Code Insight** in **Delphi IDE**). The popup list will appear at a time, defined by the 'Delay' option. You can activate popup lists yourself by pressing the following key combinations:
 - Ctrl+Space - all SQL keywords and database objects;
 - Ctrl+Alt+S - SQL glossary;
 - Ctrl+Alt+T - table list;
- ✓ **Code Parameters** - if this option is checked, DBISAM Manager automatically offers you procedure parameter list after the procedure name and left bracket.
- ✓ **Delay** - using this option you can change the time, at which the popup list will appear.
- ✓ **Code Case** - this option allows you to change the case of the automatically inserted words.
- ✓ **Use Keyboard Templates** - this option allows you to use keyboard templates for faster typing regularly met expressions.
- ✓ **Emulate Typewriting** - this option defines the delay of the symbols displaying.
- ✓ **Color Scope Categories** - if this option is checked, the scope categories (SQL keywords, tables, functions) are colored in the Code Completion list.
- ✓ **Sort By Scope / Sort By Name** - this switch allows you to change the sorting mode of the Code Completion list items: alphabetically by name, or by the scope categories.

Visual Options

This window allows you to customize the application interface style to your liking.

Scheme - select the interface scheme you like: Classic Windows or Windows XP style.

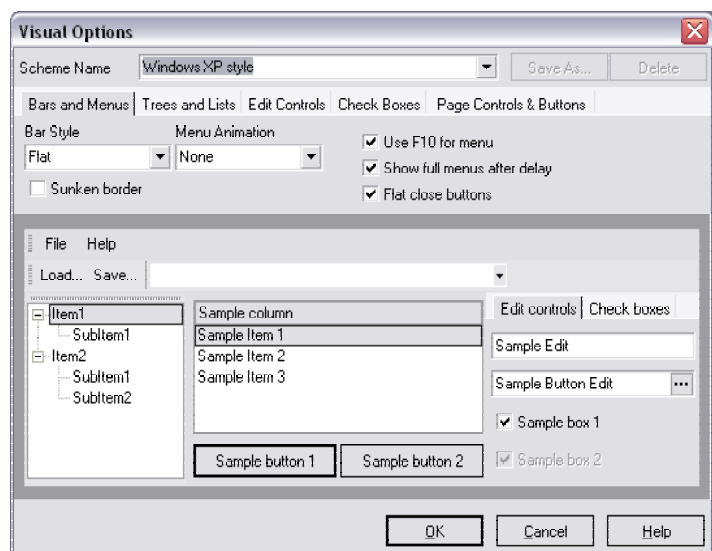
You can create your own interface schemes by customizing any visual options you like on the appropriate tabs ('Bars and Menus', 'Trees and Lists', 'Edit Controls', 'Check Boxes' and 'Page Controls') and clicking the button 'Save'. You can also delete your own scheme by clicking 'Delete'. 'Classic Style' and 'Windows XP' schemes can't be deleted.

All the customizing you make is displayed on the 'Sample' panel.

Bars and Menus

- ✓ **Bar Style** - choose the style of displaying the application toolbars. Check the 'Sunken border' option to change the panel display style.
- ✓ **Menu Animation** - choose the style of animating the menu items. Use options at the right to customize the application menus.

Trees and Lists



- ✓ **Look and Feel** - choose the style of flattening the application trees and lists.
 - ✓ **Tree Lines Style** - choose the style of displaying the application tree lines.
 - ✓ **Border Style** - choose to display or not the borders of the application trees and lists.
- Use options at the right to customize the object selection in the application trees and lists.

Edit Controls

- ✓ **Border Style** - choose the style of displaying the borders of the application controls.
 - ✓ **Button Style** - choose the style of displaying the application buttons.
 - ✓ **Button Transparence** - choose the style of displaying the transparent buttons.
 - ✓ **Edges** - check the edges to display in the application controls.
- Use also 'Hot Track' and 'Shadow' options to customize the application control view in accordance.


Check Boxes

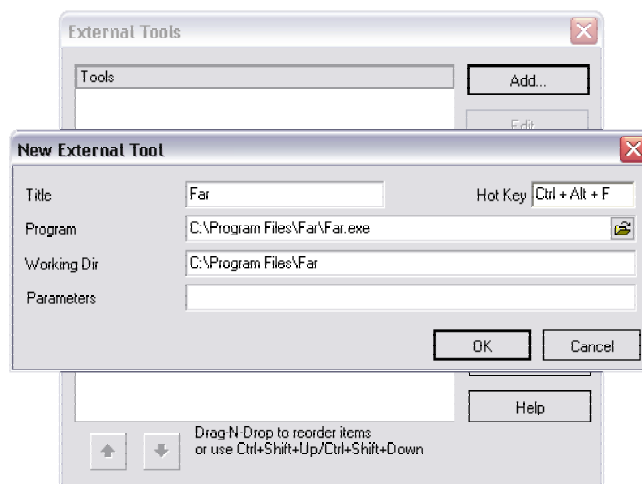
- ✓ **Border Style** - choose the style of displaying the borders of the application check boxes.
 - ✓ **Button Style** - choose the style of displaying the check box buttons.
 - ✓ **Button Transparence** - choose the style of displaying the transparent check box buttons.
 - ✓ **Edges** - check the edges to display in the application check boxes.
- Use also 'Hot Track' and 'Shadow' options to customize the application check box view in accordance.

Page Control

- ✓ **Tab style** - choose the style of displaying the application tabs.
- Use also 'Multiline pages' and 'Hot track' options to customize the application tab view in accordance.

External Tools

This window allows you to define new tools for working with the DBISAM Manager. To add a new tool click 'Add', set the tool name and the path to the application (you can use the button ). You can define a hot key to access the tool quickly, its working directory and the program executing parameters, if necessary. You can edit or delete the existing tools using buttons 'Edit' and 'Delete' and also you can change the order of the created tools using buttons and the bottom of the window, by dragging or by pressing Shift+Ctrl+Up, Shift+Ctrl+Down. The created tools become available in the **Tools** menu.

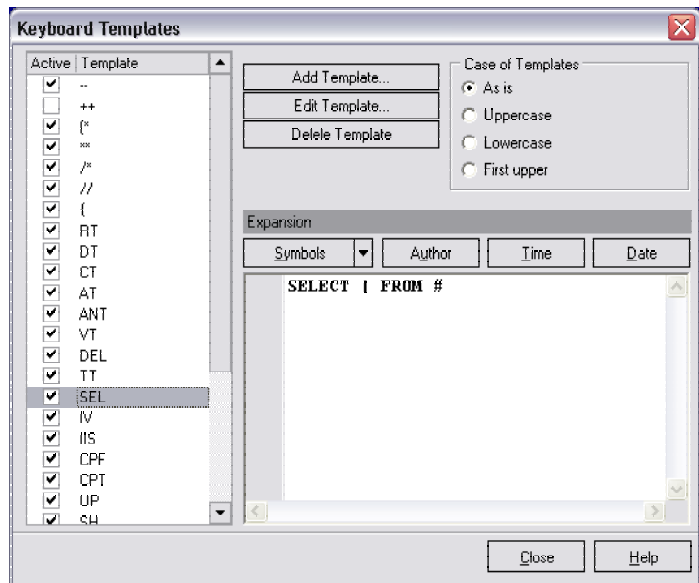


Keyboard Templates

This window allows you to create new keyboard templates for quicker typing regular met expressions and to edit the existing ones.

You can deactivate the existing template by choosing it from the list at the left of the window and removing flag from its name. Also you can edit template name, using button 'Edit', delete a template, using button 'Delete' and edit template expression in the right part of the window. For faster editing you can use the 'Symbols' menu and buttons 'Author', 'Time', 'Date'.

To add a new template, click 'Add', set the template name and define the template expression. In the upper left corner of the window you can choose the case of the template expression.



Save Settings Wizard

Save Settings Wizard allows you to export all or partial DBISAM Manager settings to single *.reg file, which you can apply to DBISAM Manager installed on another machine or use to backup previous settings.

Step 1 - Destination & Options

Filename to export - specify a *.reg file, to save DBISAM Manager setting to.
Set the following options:

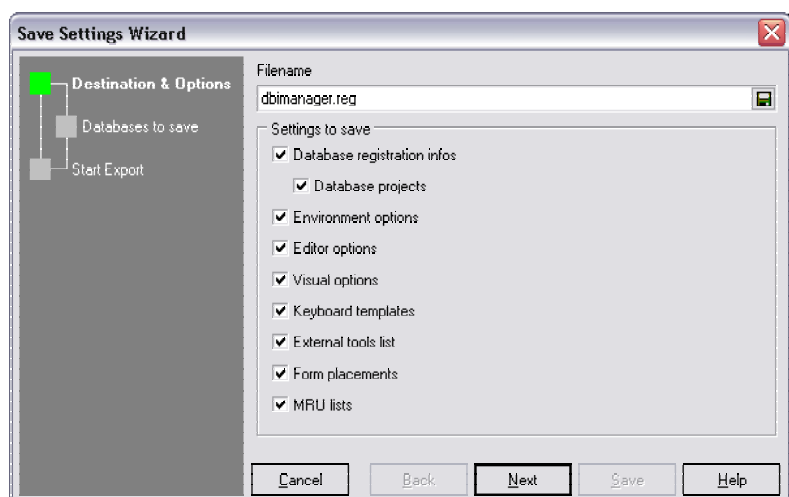
Database registration infos - if this option is checked, then all the information about the registered databases will be included in the result file.

Database projects - if this option is checked then all the projects you created in the **DB Explorer - Project** will be included in the result file.

Environment options - if this option is checked then all the **Environment Options** will be included in the result file.

Editor options - if this option is checked then all the **Editor Options** will be included in the result file.

✓ **Visual options** - if this option is checked then all the **Visual Options** will be included in the result file.



✓ **Form placements** - if this option is checked then current positions of all the DBISAM Manager forms will be included in the result file.

MRU lists - if this option is checked then all the lists of most recently used hosts will be included in the result file.

Step 2 - Databases to save

Available - a list of databases, settings of which are available for export.

Selected - a list of databases to export their settings.

To move the database from one list to another double-click it or select it (use *Ctrl* or *Shift* to select multiple databases) and click button > or <. To move all the databases click button >> or <<.

Step 3 - Start Export

This page is activated automatically on clicking button 'Save'. It displays the exporting process (**Exporting log**).