Regional Lithic Sourcing Database Guide

To Open Database Table:

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1. Make sure you're in the SOURCING directory.
    1. From the desktop, choose File|Working Directory. The Set Working Directory dialogue box appears.
    2. Type **c:\sourcing\database.**
    3. Choose OK.

2. Click the Open Table Speedbar button or from the desktop, choose File|Open|Table. The Open Table Dialogue box appears.
    1. Open *Sourcing* by double-clicking its name in the File list. Paradox opens a Table window containing the *Sourcing* table.
    2. To move through the table, use the arrow keys.

To Add/Delete/Change Information to the Database:

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1. Make sure your in the *Sourcing* table.
    1. See above section To Open Database Table.

2. To enter/exit Edit mode,
    1. Click the Edit Data Speedbar button or push the function key F9 or choose Table|Edit Data. Paradox indicates the mode change in the lower status bar.
    2. Click the Edit Data Speedbar button or push the function key F9, or choose Table|Edit|Data to exit Edit mode.

3. To add a record to a table,
    1. Make sure you're viewing the *Sourcing* table.
    2. Enter Edit mode.
    3. Click the Last Record Speedbar button to move to the end of the table or scroll to the end with the arrow keys.
    4. Press the down arrow key to insert a blank record at the end of the table.
    5. Select the field with the mouse or scroll to fields with the arrow keys or use the enter key.
    6. Type and fill in the field with the correct information.
    7. To find out what options are available for each lookup table field,
        a) Press CTR+SPACEBAR for a list.
        b) Scroll through list selecting correct entry by highlighting your choice with the mouse, then click OK.

c) If you know the correct spelling or entry you can just type it in at the keyboard without going into CTR+SPACEBAR mode.
(This controls for data entry error. The fields restricted include the following: ID1, ID2, LUS, DIAPH, TEXT, CONT, STRUC, INCLU, CLEAV, BFORM, SFORM, SIZE, HEAT, COR1, COR2, KIND).

8. To enter data in a memo field,
    a) Press SHFT+F2 or double click with the mouse in the memo field.
    b) The Memo View screen appears.
    c) Type as you would on a word processor to enter the data in this field.
    d) To exit Memo View, press SHFT+F2.
    e) Use arrow keys or enter key to move to the next field.
9. Enter data at the keyboard for each field, scrolling through the fields using the arrow keys or the enter key.
10. Exit Edit mode to save the work you've entered.

4. To delete a record from a table,
    1. Open the table in the Table window.
    2. Enter edit mode.
    3. Select any field of the record you want to delete.
    4. Choose Record|Delete or press CTR+DEL.
    5. Exit Edit mode to save your change.

5. To change information in a field from a table,
    1. Open the table in the Table window.
    2. Enter edit mode.
    3. Select the field of the record you want to change.
    4. Either completely replace entry by typing in new entry or press the Field View Speedbar button or press CTRL+F or double click with the mouse in the field you want to change.
    5. Type in your new entry or any changes.
    6. Exit Edit mode to save your change.

To Add Look-up Table Information (Do not delete or change any information in the Look-up tables -- if you change or delete any information -- the lookup table will no longer be compatible with the *Sourcing* master table):

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1. Make sure your in the SOURCING directory.
2. Open the table you want to add to.

    ID1 and ID2: *ID.DB*
    LUS: *LUSTER.DB*
    DIAPH: *DIAPHENI.DB*
    TEXT: *TEXTURE.DB*
    CONT: *CONTEXT.DB*
    STRUC: *STRUCTURE.DB*
    INCLU: *INCLUSIO.DB*
    CLEAV: *CLEAVAGE.DB*
    BFORM: *BFORM1.DB*
    SFORM: *SFORM2.DB*
    SIZE: *SIZE.DB*
    HEAT: *HEAT.DB*
    COR1 and COR2: *CORTEX12.DB*
    KIND: *SAMPKIND.DB*

3. Once the table is open, use the down arrow key to get to the bottom of the table and then use the down arrow key to insert a blank record at the end of the table.
4. Type and fill in the field with the new information.
5. Exit Edit mode to save the work you've entered.

To Query Database:

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1. From the desktop, choose File|New|Query. This opens a Query window and displays the Select File dialogue box.
2. Choose *Sourcing*, then choose OK. A grid representing the fields in *Sourcing* appears in the Query window.
3. Point to the box with ID1, then press and hold the left mouse button. This displays a checkmark menu.
4. Select the first checkmark, then release the mouse button. Paradox places a checkmark in the box. When the query is run, the checkmark tells Paradox to find and display every unique value in the ID1 field.
5. Point and left-click in the ID1 field --
6. Type in what Identification name you want to look up (i.e., **Chert**). You can type an entry in as many fields as you want to narrow down the query. But in this case it might be better to do an identification and a color (all color words begin with a capital letter, Reddish Black).
(This entry must match one of the possible entries found in the *ID.DB* look-up table).
7. Point and add a checkmark in all the fields you want to display in your query.

8. If you want all the fields to display double left-click the first field (SOURCING.DB) of the database. Eventually (a couple seconds) all the fields will have a checkmark in them.
9. Click the Run Query Speedbar button (lightening bolt) or choose Query|Run. When you run a query, Paradox places the results in a temporary table called *ANSWER* in a Table window.
10. If nothing comes up, make sure your spelling is correct or try Chert in ID2.
11. Other options for query operators:

LIKE - Use when you want a value that is close enough to a condition to make a match (i.e., type **like antelope prairie chert** in the field COMMON1. All records containing Antelope Prairie Chert in the COMMON1 field with capitals will appear in the *Answer* table).

NOT - Use when you want all the records that don't contain a particular value (i.e., type **not MT** in the field STATE. All records that do not contain the state MT in the field STATE will appear in the *Answer* table).

BLANK - Use when you want all the records that don't contain any value (i.e., type **blank** in the field LUSTER. All records in the field LUSTER that lack a value will appear in the *Answer* table).

NOT BLANK - Use when you want all the records from a field that contain any value (i.e., type **not blank** in the field DIAPH. All records in the field DIAPH that are not blank will appear in the *Answer* table).

@ - Use when you want to match any single unknown character (i.e., type **M@** in the field STATE. All records in the field STATE that are two letters long and start with M (MT, MN) will appear in the *Answer* table)

.. - Use when you want any series of any number of characters, including blank spaces (i.e., type **..Prairie..** in the field COMMON1. All records in the field COMMON1 that have the word Prairie in it will appear in the *Answer* table).

To Copy Query *Answer* table to another filename:
(It is best to do this in Paradox versus in DOS or Windows because one Tables is usually made of several other smaller peripheral tables that all need to be copied).

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1. Make sure you're in the SOURCING working directory.
2. With the mouse left click FILE|UTILITIES|COPY. The Copy dialogue box appears.
3. Place the cursor in the From: box with the mouse, scroll through the file name list and highlight the table :PRIV:*ANSWER.DB* (the table you want to copy), double left-click with the mouse. This places :PRIV:*ANSWER.DB* in the From: box.
4. Place the cursor i the To: box, type the new name of your table *QUERY1.DB.*
5. Left-click the OK button.
6. Paradox will copy all the tables that go with *ANSWER.DB* to *QUERY1.DB.*

To Print Results of Query:

1. From within *ANSWER.DB* or FILE|OPEN|TABLE (open *QUERY1.DB).*
(This all depends on if you saved your answer table to another name -- you don't need to save your queries to print them).
2. From the desktop, choose TABLE|QUICK REPORT or the Quick Report Speedbar button. The Report window will appear.
3. Paradox creates a default report for you.
4. Use the Report window's scroll bars to move around on the displayed page.
5. From the desktop, choose PAGE|GO TO and choose, first, last, next or previous page to move through the report.
6. From the desktop, choose REPORT|PRINT.

If you want to print current page:

1. Choose Current Page.... Print file menu appears.
2. Choose O.K.

If you want to print entire report:

1. Choose Report.... Print file menu appears.
2. Choose O.K.

If you want to Customize a Default Report:

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1. From the desktop, choose Table|Quick Report.
2. From the desktop, choose Report|Design.
3. From the desktop, choose Design|Design Layout. The Design Layout dialogue box appears.
4. In the Style box, choose Single-Record.
5. Choose Page Layout... The Page Layout box appears.
6. Select Landscape Orientation (if you so choose).
7. Select Design For: Printer (versus the screen).
8. Choose O.K. in the Page Layout dialogue box.
9. Choose O.K. in the Design Layout dialogue box.
10. A warning message appears: Your entire design will be replaced. Select Yes.
(From here you can move the mouse to select and move the field headings and entry boxes to where ever you want them to appear on the page).

If you want to change number formats (i.e., 1.00 to 1):

1. To change NO field to integer format -- left click inner box of NO: field.
2. Right-click. A menu appears.
3. Left-click Format, left-click Number Format, left-click Integer. The number format has changed and will appear in the REPORT|PREVIEW.
4. Do the same for the field LAB (if you so choose).

11. From the desktop. Choose REPORT|PREVIEW.
12. From the desktop. Choose REPORT|PRINT.

If you want to print current page:

1. Choose Current Page.... Print file menu appears.
2. Choose O.K.

If you want to print entire report:

1. Choose Report.... Print file menu appears.
2. Choose O.K.

To close Report:

1. Double left-click the upper left hand corner of the Report and save it if you would like to.