

HandBase

HandBase for Windows Mobile Smartphone User Guide



Revision Date 12/20/2005

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Introduction

What is HanDBase?

HanDBase is a mobile relational database application for handheld PDAs and Smartphones. The functionality of the application differs depending on the platform, but on all platforms it enables you to view and edit databases on your mobile device while you are on the go. You can also use the desktop components to convert data from another format into HanDBase so you can bring your existing data with you.

HanDBase databases are often called applets, as they are more than just simple documents. In combination with the HanDBase application, many database designs create or replace fully functional programs.

How Do I Contact DDH Software?

If you need to contact DDH Software, here's how:

Web Page:

<http://www.ddhsoftware.com/>

Email:

Sales: sales@ddhsoftware.com

Support: support@ddhsoftware.com

Mailing Address:

DDH Software, Inc
PO Box 970971
Boca Raton, FL 33497-0971 USA

Phone:

Our staff is available to help you via phone Monday through Friday, 9am until 5pm Eastern Standard Time.

Sales:

1-877-DDH-4608 (Toll Free in US)

or +1 (561)459-4659

Support:

+1 (561) 459-4659 option 5

System Requirements

Mobile Phone

Windows Mobile Smartphone 2002 or higher.

300 KB of available memory for the HanDBase application

Windows Desktop

4 MB of available hard drive space

64 MB of RAM is recommended

Windows 95, 98, 98 SE, ME, NT 4.51, 2000, XP, or XP Media Center Edition

Program Specifications

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

Getting Started

Mobile Phone

First, make sure you have the appropriate space available on your mobile device. The space required for the program itself is approximately 300KB. The databases you install or create will take up additional space as well. If you do not have at least the appropriate amount free, you will either have to choose to delete apps, or choose to not install this program until you have that amount of free memory.

If your Mobile Phone has a memory card it is also possible to install the application to your memory card, as well as store your databases on the memory card.

Windows

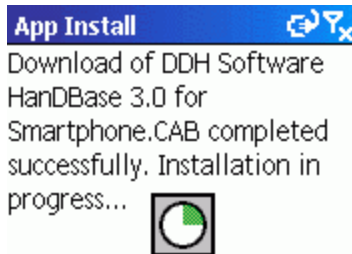
The HanDBase application will be automatically installed when you run the desktop installation program that you download from the DDH Software website or that you have been provided on a CD.

Installation

When running the Windows installer, you're prompted to install the desktop application to your desktop PC, and then to install the mobile application to your smart phone.

You must have ActiveSync installed in order to install the application to your Smartphone. During the installation process you will be prompted to select the Partnership name of the Smartphone you wish to install too. If you have multiple Smartphones or if you have a Smartphone and a Pocket PC device make sure you select the correct partnership name.

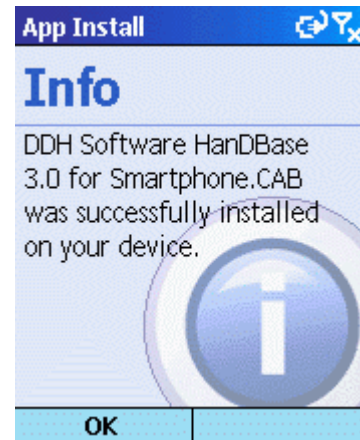
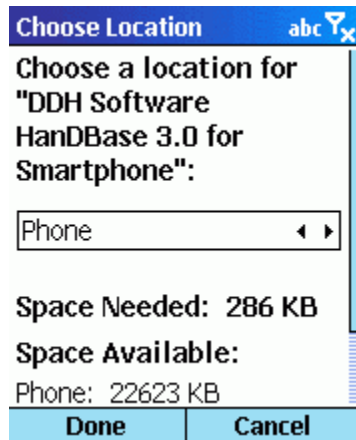
Once the install file has been copied to the Smartphone you will see a screen like this.



If you are re-installing HanDBase, including installing an upgrade to a new version you may be prompted to remove the older version before you can continue. Select OK. This will not remove any of your databases only the program itself. NOTE: If you did not exit HanDBase before running the new installation you may receive an error saying HanDBase is open. If you do go back into HanDBase and from the Menu select Exit. Then re-run the installation.



You can choose whether to install this to your phone's internal memory or the memory card based on your own preference. When the program installs correctly you will be notified. Click OK.



If you have a problem with the installation you can attempt to re-install just the phone application from your desktop by selecting the "Re-install HanDBase to Windows Mobile Smartphone" option from the HanDBase 3.0 folder on your Start Menu under Programs/All Programs.

Finding Databases to Install on your Handheld.

There are hundreds of thousands of HanDBase users who have been creating databases for use with the program since 1998 when it was first introduced. Most have designed databases for their own personal or business use, but many have made their creations available online. DDH Software keeps a repository of database applet designs on their website, divided by category, with thousands of useful databases uploaded by users like yourself. This section is called the HanDBase Gallery and is available to browse and download at:

<http://www.ddhsoftware.com/gallery>

Designing Databases using your Desktop PC

You can create your own databases using the HanDBase Desktop companion program. These databases can make use of many different field types and combine multiple database tables for powerful relational features. For instructions on doing this, please consult the section below 'Where do I find out more?'

Installing Databases for Use on Your Smart Phone

There are several ways to get databases into your phone for use with HanDBase:

1. Download databases on the internet directly via the web browser into your phone.
2. Download the databases from the internet to your desktop and transfer them to your phone using Microsoft's ActiveSync program. Follow the steps below to copy databases using Activesync. *NOTE: You will want to have launched the HanDBase program on your Smartphone at least once before you to this so the proper folders have been created.*
 - a. Connect your Smartphone to your laptop or desktop computer through Activesync.
 - b. Click the "View Files" button in the Activesync window.
 - c. Double Click the My Smartphone icon.
 - d. Double Click the IPSM folder icon on a Smartphone 2002 device or the Storage folder icon on a Smartphone 2003 or later device.
 - e. Double Click the My Documents folder icon.
 - f. Double Click the HanDBase3 folder icon.
 - g. Drag and drop the PDB database file(s) from the folder you downloaded them to on your laptop or desktop into this folder.
 - h. Launch HanDBase on your Smartphone to access the databases.
NOTE: Due to the functionality of the Smartphone if you had HanDBase open and did not Exit the program using the menu item HanDBase may still be open in the background. Therefore re-launching it may not refresh the database list. If you do not see the databases you install select the Menu button and choose Refresh.
3. Through an external memory card. You can copy them to the memory card via your PC and then open them directly on the phone. If you place them in the folder

My Documents\HanDBase3 on the memory card, HanDBase will let you open them directly from the memory card on your phone. Or you can copy them to the phone's memory to the "**Root\Smartphone Device\IPSM\My Documents\HanDBase3**" folder on a Smartphone 2002 device or "**Root\Smartphone Device\Storage\My Documents\HanDBase3**" on a Smartphone 2003 or later device.

4. Create the databases yourself using the HanDBase Desktop program and transfer them to your phone using the same methods as #2 above.

For more information on any of these transfer methods, please consult the manual of your phone and/or computer.

Starting the HanDBase program

In order to use your registered version of HanDBase you will need your 16-digit License Key. If you purchased this software online or directly from DDH Software then this License Key is found by logging into the DDH Software website using the email address you registered with and the password you were provided when you registered. If you are not sure of your password to log in to our site, you can have the password sent to you through email from a link at:

<http://www.ddhsoftware.com/lostpass.html>

If you purchased this software in a retail outlet then this License Key is printed on the insert to the package for the software.

Be sure to use the correct code for your mobile device and desktop platforms. You will also want to follow the instructions for registering the software so that you can download future updates and receive Technical Support. If you are a Windows user you will also be prompted to enter your License Key during the installation process. Once entered you will be able to use the Windows Desktop components you are registered for.

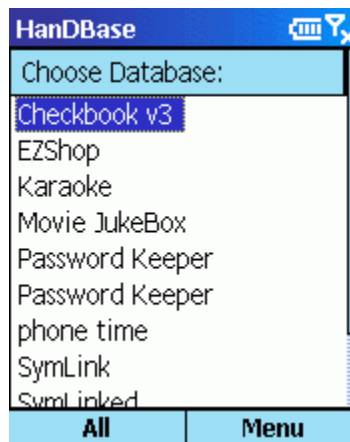
To start the HanDBase application on your mobile phone, select Programs or Start and scroll through the list of applications on your phone until you see/highlight the HanDBase icon, generally on the second screen/page of applications. Once highlighted, use the phone's navigator to select it by pressing the OK button.



When you first run the program you will be prompted to enter the 16 digit License Key. When entering the License Key, use the phone's dial pad and do not try entering any spaces or dashes.

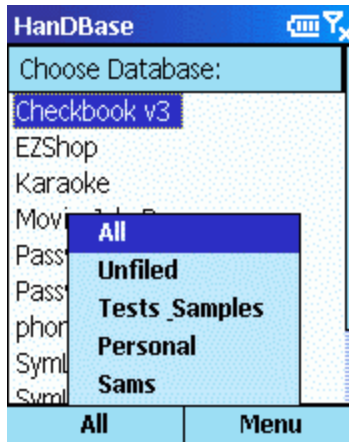


Choosing a Database



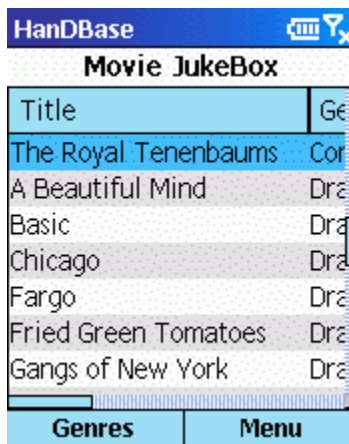
To open an existing database, simply select it from the list using your phone's navigator buttons and select with the center [OK] button. HanDBase will remember where you left off when last viewing or editing the database, and your sorting and filtering settings will be restored. If you don't see the database you want in the current list, it may reside under a different category.

You can change the category by selecting the (Left), which shows the current category name, and selecting one of the other categories from the list.



The categories are defined when creating the database, and your phone will automatically build a list of categories based on the databases installed to your phone. Simply select the category that best defines the database you are looking for, or choose the All option to show all databases in every category.

Navigating the List of Records



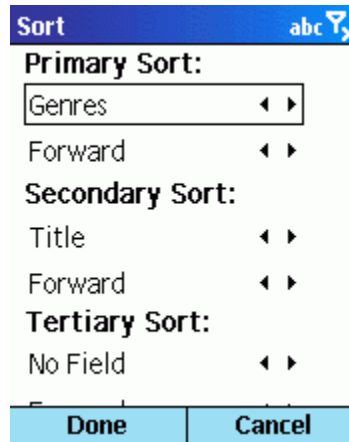
The List View Screen contains a scrollable list view of all of the records for the current database. You can use the directional buttons on your phone to scroll in any of the four directions as applicable. Scrolling right and left will show the various fields for each record and scrolling up and down will go through the various records in the database. The (Left) button shows the view currently selected.

Adjusting the scope of records shown in the List View

It's often much more useful to only see a subset of the information in the table or to see it sorted a certain way. You can control the records shown in this list view by using one or more of the following options:

Sorting

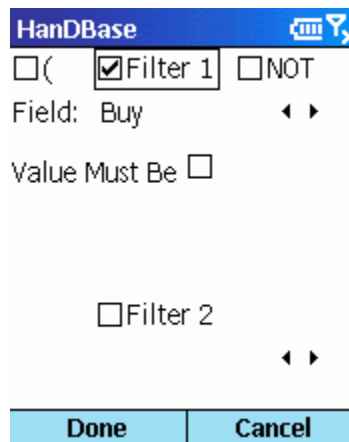
To Sort the records in your database press the (Menu) button. From the menu select *Tools* and then select *Sort*. You will see the screen pictured below.



The Sorting lets you choose up to three fields to sort on. There can be a primary, secondary, and tertiary sort field, and each can be sorted in ascending, forward, and descending, reverse, order. Certain field types are not sortable as they do not contain any sortable data: The Link Field, Heading Field, Image Field, and the External Field types cannot be sorted. To change the field you wish to sort on, use the up and down directional buttons and highlight the first item under the sort option. Then use the left and right directional buttons to scroll through your list of fields. To change the “direction” of the sort, use the up and down directional buttons to highlight the second item under the appropriate sort option. Then use the left and right directional buttons to select either **Forward** or **Reverse**. Once your sorting parameters are set, press the (Done) button to save your changes. Press (Cancel) to ignore the changes. Both buttons will return you to the List View Screen once pressed.

Filtering

To Filter the records in your database press the (Options) button. From the menu select *Tools* and then select *Filter*. You will see the screen pictured below.



This screen is used to set the filtering parameters for the database. There can be up to six filtered fields. To enable a filter, highlight the filter number you wish to enable then press the [OK] button. This will enable choices for **Field** and the filter parameters. The filter parameters depend on what field type is being filtered. Some fields can't be filtered at all. The following list outlines what the ranges for each field type do:

Text, Note, DB Popups, Conditional, Relationship, and Linked fields

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

Integer, Float, Date, Time, and Calculated fields

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

Popup Fields

There is one filter parameter: the value of the popup. In order to be shown in the List View Screen, a record must have the value you select in the filter in that particular Popup field.

CheckBox Fields

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

Image, Heading, Link, and External Fields

Cannot be filtered.

Filter Mode

There is also a mode choice for each filter. This lets you select 'Normal' or 'Not/Negate'. If you select 'Not/Negate' as the filter mode, this means that the filter will look for records that do not meet that criteria.

Example:

If you want to find all records that do *not* have "Dr." in a text field called "Name", you would create a filter for the field "Name", with "Dr." for 'Contains' and with 'Not/Negate' selected for Mode. This will show all records that do not have "Dr." in that field.

Two or more Filters

If additional filters are enabled, an operation choice will show and you can select AND or OR option. Select AND to indicate that a record must meet both Filter requirements for it to be shown. Select the OR option to indicate that a record must meet one filter or the other in order to be shown/included in the list view.

Examples:

You have a database with a Date field (called "date") and a Time field (called "time"). You have 10 records in the database. 5 of the records have a date of June 1, 2005 and 5 of the records have a date of June 8, 2005 in the "date" field. The times in the "time" field are all different.

If you want to see all records that have a value of June 1, 2005 in the "date" field, use this filter:

Filter 1: enabled
Mode: Normal
Field: date
Low: 06/01/2005
High: 06/01/2005

If you want to see all records that have a value of June 1, 2005 in the “date” field, but only those that have a time in the “time” field between 12:00:00 am and 12:59:59 am, use this filter:

Filter 1: enabled
Mode: Normal
Field: date
Low: 06/01/2005
High: 06/01/2005

AND

Filter 2: enabled
Mode: Normal
Field: time
Low: 12:00:00 am
High: 12:59:59 am

If you want to see all records that have a value of June 1, 2005 in the “date” field OR a time in the “time” field between 12:00:00 am and 12:59:59 am, use this filter:

Filter 1: enabled
Mode: Normal
Field: date
Low: 06/01/2005
High: 06/01/2005

OR

Filter 2: enabled
Mode: Normal
Field: time
Low: 12:00:00 am
High: 12:59:59 am

Grouping Filters with Parentheses

You can also use parentheses, [(] and [)], to group your filters . You can use these to evaluate fields together or separate from each other. You can even evaluate multiple groups of filters.

Example:

You have a database with a Text field called “text”, a Date field called “date” and a Checkbox field called “checkbox”.

If you want to show all records that have the words “Show me” in the “text” field or that have both June 1, 2005 in the “date” field and have the field “checkbox” field checked, you would use this filter:

(
Filter 1: enabled
Mode: Normal
Field: date
Low: 06/01/2005
High: 06/01/2005

AND

Filter 2: enabled
Mode: Normal
Field: checkbox
Must be: checked
)

OR

Filter 3: enabled
Mode: Normal
Field: text
Must contain: Show me

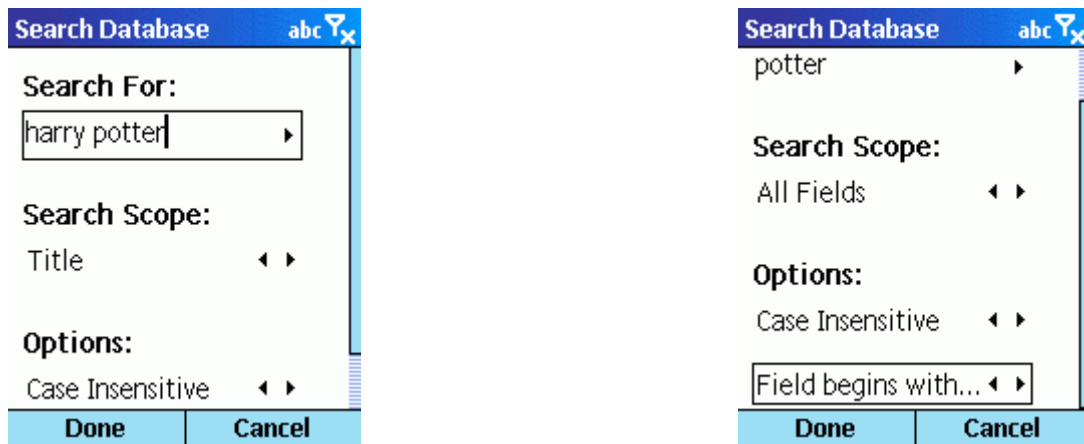
This filter will look for all records that have "Show me" in the "text" field. Those records will be included in the list view when the filter is active. Then, in the rest of the records (the records that do not have "Show me" in the "text" field), the filter will look for records that have June 1, 2005 in "date" and that have the field "checkbox" checked.

Saving and Disabling Filters

Once your filters are set, press the (Done) button to save your changes. Press (Cancel) to ignore the changes.

Find

To Search for records in your database press the (Menu) button. From the menu select *Tools* and then select *Find*. You will see the screen pictured below.



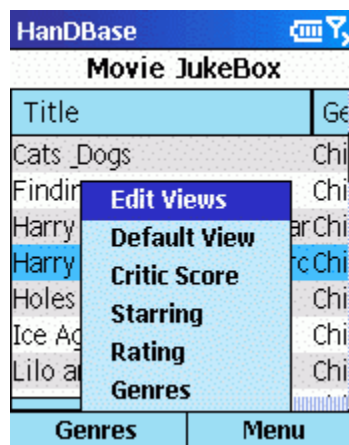
This screen is used for searching for a specific value in the database. You can specify a string to search for, whether to search all or one field, whether the search will be case sensitive or case insensitive, and whether the field(s) being searched must start with this value or can contain the value anywhere in the field to be matched. Press the (Done) button to begin the search, press (Cancel) to return to the List View Screen.

If you want to search for the same value again press the (Options) button. From the menu select *Tools* and the select *Find Again*.

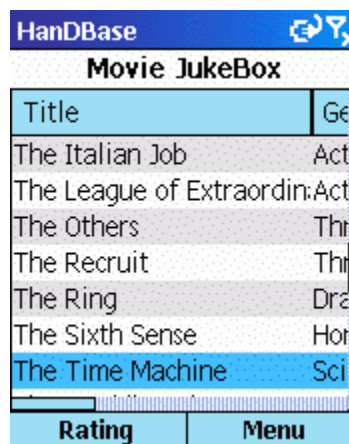
Views

HandBase Views allow you to set up pre-defined Sorting, Filtering and Field Display options in the List View and Record View of your database. These views can be named and called up easily by selecting the active view from the List View.

- **Selecting a View**
To select a predefined View of your database press the (Left) button. This button label will be the name of the current view. If you have not defined any views yet this label will be (Views). You will see a screen similar to the one pictured below. Select the View you wish to enable.



Once you have selected a View the List View of your database will automatically be adjusted to display the records as you have defined.



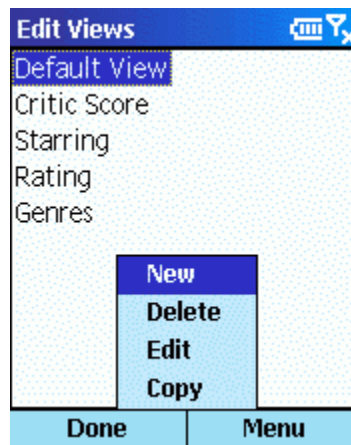
- **Editing Views**

To Create a new pre-defined View of your database press the (Left) button. From the menu select *Edit Views* and press the [OK] button. Press the (Menu) button and from this menu select *New*.

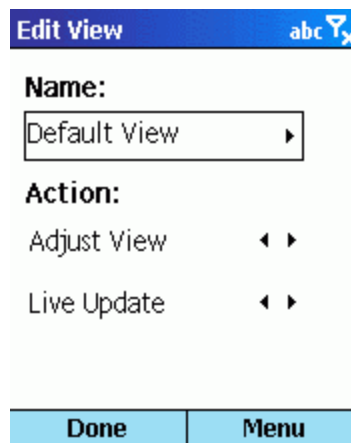
To Edit an existing pre-defined View of your database press the (Left) button. From the menu select *Edit Views* and press the [OK] button. Use the directional pad on your mobile phone to select the View you wish to edit. Press the (Menu) button and from this menu select *Edit*.

To Delete an existing pre-defined View of your database press the (Left) button. From the menu select *Edit Views* and press the [OK] button. Use the directional pad on your mobile phone to select the View you wish to delete. Press the (Menu) button and from this menu select *Delete*.

To Copy an existing pre-defined View of your database, so you can use the existing settings as a basis for a new view, press the (Left) button. From the menu select *Edit Views* and press the [OK] button. Use the directional pad on your mobile phone to select the View you wish to copy. Press the (Menu) button again and from this menu select *Copy*.



When you select New, Edit or Copy you will see a screen similar to the one pictured below.



This screen enables you to set the specific options for this View you are creating or editing. There are two different Actions that can be performed when this view

is selected from the from the Views menu in the List View Screen, *Adjust view of database* and *Switch to other database*. Following are the different options on this screen and what functions they perform.

Name:

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

Action:

Adjust view of Database

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

Switch to other Database

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

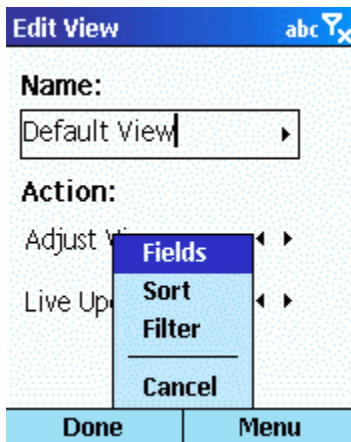
To Database:

Select this field to choose from a list of your databases the one you would like to switch to when this View is selected.

Live Update settings when active

If you select **Live Update** then any changes you make to the Field View Properties, Sorting, or Filtering screens, while you have this view, will be applied back to this view. This can be useful if you need to frequently change filters and want them to stick. If you don't want changes you make to the Fields, Sorting and Filtering to stick when you edit them while a view is enabled then select **No Live Update**.

Once you have set these basic options you can begin setting up the actual view. To do this press the (Menu) button. From the menu select one of the options: *Fields*, *Sort* or *Filter*. You can also select *Cancel* if you do not want to edit these options at this time.



Fields

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

Fields

This screen lets you change the settings for each of the fields in your database.

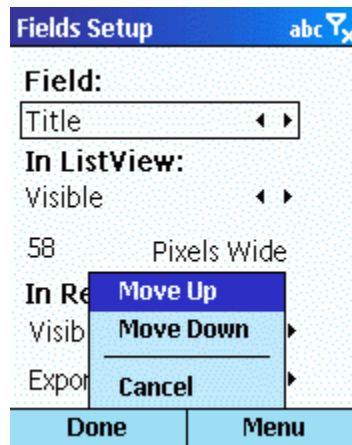
Field Order

Move Up

To move the field up in the list, making it appear closer to the beginning of the database in the views, use the Right and Left directional buttons to select the field you want to make changes to and then press the (Menu) button. From the menu select *Move Up*.

Move Down

To move the field down in the list, making it appear closer to the end of the database in the views, use the Right and Left directional buttons to select the field you want to make changes to and then press the (Menu) button. From the menu select *Move Down*.



Field Options

To edit specific field options, use the Right and Left directional buttons to select the field you want to make changes to. Then use the up and down directional buttons to navigate to the option you wish to change.



List Visibility

Select the option under **In List View** and choose Select **Visible** if you want the selected field to be visible in the List View of the database or

select **Not Visible** if you do not want this field visible in the List View when this View is enabled.

Width

If you have selected **Visible** for the In **List View** option you will be able to enter the number of pixels wide you would like the selected field to be in the List View. Scroll to the **Pixels Wide** option and enter the number of pixels you want for this field using the keypad.

Record View Visibility

Select the option under **In Record View** and choose Select **Visible** if you want the selected field to be visible in the List View of the database or select **Not Visible** if you do not want this field visible in the List View when this View is enabled.

Export/Print

Select the last option under and choose Select **Export/Print** if you want the selected field to be exported or printed when you export or print this data from the HanDBase Desktop and have this view enabled. Select Do Not Export if you do not want the selected field to be exported or printed when you export or print this data from the HanDBase Desktop and have this view enabled.

Sort

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

Filter

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

Editing a Record

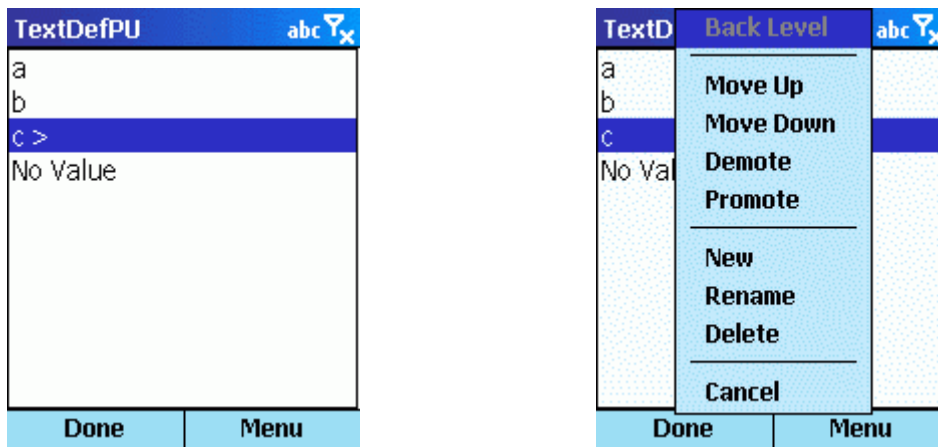


To edit a record, simply select it from the List View by scrolling to it and selecting the center of your phone's navigator buttons. You will be shown the Edit Record screen where each field's value can be seen and edited. Using the up and down directional buttons scrolls through the fields in that record. All fields can be edited directly in this screen. However Text, Integer, Float, Note and DB Popup fields also have an Expandable Edit screen to allow for easier entry of larger amounts of data. To access this screen highlight the appropriate field and the press the [OK]

button or press the [Right] directional button. Depending on the field type different behavior can be expected.

Fields like Text, Note, Float, Integer allow text entry via the keypad, but they also support popup lists which you can select from, add to, and edit. Most field types are self-explanatory in nature- checkboxes have checkboxes you can select to change the value of, date and time fields have date and time pickers.

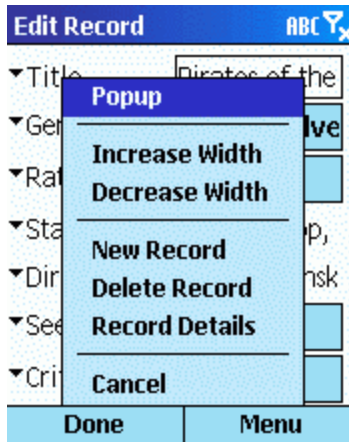
If you have added a Popup list to a Text, Note, Float or Integer field you can access this on the Smart phone by either highlighting the field you wish to edit and then selecting (Menu) and then selecting *Popup* or by pressing OK after highlighting the field you wish to edit to go to the Expandable Edit screen and then selecting (Menu) and then selecting *Popup*. For Popup fields highlighting the field and pressing OK will do the same. This will bring up a screen displaying your Popup list. Selecting any value in the list will populate your field with that value. You can also select (Menu) to be able to Add, Rename or Delete Popups or change the order or level of your Popups. If you have followed a Popup item down levels select the Back Level option to return. If you want to make a popup a child of another popup item, move that popup under the one you wish to make the parent, leave the "child" highlighted and then select (Menu). From the menu select *Promote*.



If you use a Float field HandDBase has been designed so that it defaults to numeric entry. Unfortunately this does not provide for a decimal character so we have made it so that if you press the asterisk (*) key a decimal will be entered.

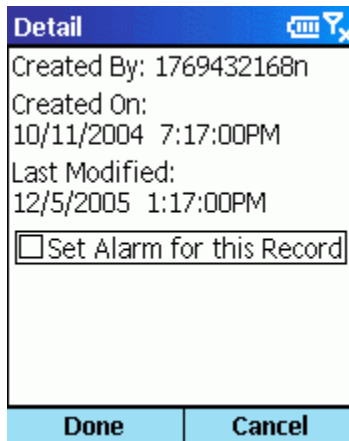
Image/signature fields are limited to viewing only on the Windows Mobile Smartphones due to the lack of touch screens on the devices.

Some fields like Link, Linked, DB Popups, and Relationship fields are tied to other databases. When you select the Link, Linked and Relationship fields, you're taken to the other database for selecting a record or adding related records. With DB Popup fields you must highlight the DB Popup field and select the (Menu) button and then select *Popup* or access the Expandable Edit control, described above, and then press the (Menu) button and then select *Popup*. More info can be found on these complex relational fields in the comprehensive manual.



The (Menu) button gives you options to bring up the Popup list, Increase or Decrease the width of the fields in the record view, create a New Record, Delete a Record, access the Record Details, or cancel the current editing and abort the changes to this record.

The Details screen shows you information about the record like the Date and Time created, modified, and gives you the ability to set an alarm for the current record (if manual alarms are enabled).



Advanced Options

Encryption

HanDBase supports field level encryption. This unique and incredibly useful type of encryption lets you encrypt only the fields that you want to be private. In this manner, you save time by viewing the non-private data without decrypting the private data, and only decrypting what is necessary. This feature is implemented in three very flexible ways selected by the database designer:

Automatic Encryption of Database:

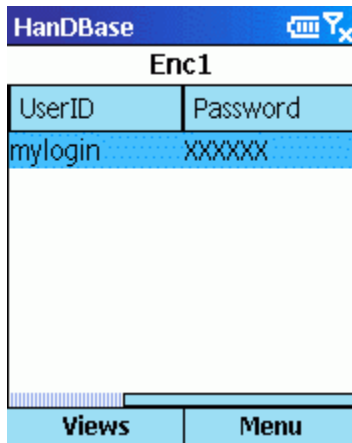
In this mode, when you open an encrypted database, you are prompted for the decryption password.



Once you enter the password and select (OK) all fields marked for encryption are decrypted automatically, and you can view and edit the database as normal. When you close/save the database, you're then prompted to enter the encryption password, and while saving the marked fields will be encrypted on all records in the database.

Automatic Encryption on Record Close:

In this mode, an encrypted database is opened immediately without prompting for a password. If records are encrypted, the list view will show those fields with x's in place of the scrambled data.



When an encrypted record is opened, you will be prompted for the password to decrypt the record. Once decrypted the values can be edited as normal, and on record close/save you're prompted to re-encrypt the record.

Manual Record Encryption:

The Manual encryption mode does not ever prompt you when opening a database or record that is encrypted. However, you can choose when you want to encrypt a record and do so manually.

Edit Record abc ▾ x

▼Account ddh software

▼UserID mylogin

▼Password mypassword

Done | **Menu**

From the details screen, select (Menu) and choose (Encrypt). You're then prompted for the password to encrypt the record:

HanDBase abc ▾ x

Enter Encryption Password

OK | **Cancel**

Once encrypted, HanDBase returns to the Edit Record screen and the encrypted fields are xxx'ed out. Returning to the List view shows a similar result.

Edit Record abc ▾ x

▼Account Ddhsoftware

▼UserID Mylogin

Password *****

Done | **Menu**

HanDBase abc ▾ x

Enc1

UserID	Password
mylogin	XXXXXX

Views | **Menu**

To decrypt that record, from the Edit Record screen, simply select one of the encrypted fields, and you'll be prompted for the decryption password.

Alarms

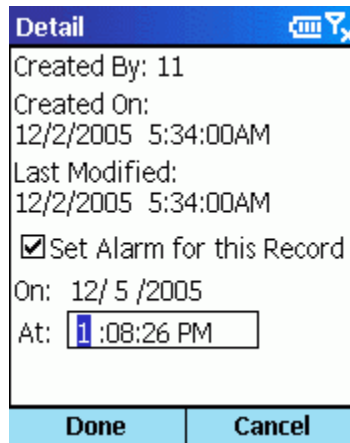
HanDBase lets you set a reminder to revisit a record at some point in the future. There are two modes for alarms, as chosen by the database designer:

- Automatic Alarms

The database designer selects date and time format fields within the database and based on the value of those fields, an alarm is set to remind you to look at that record information. The value from two fields is shown in the alarm dialog, chosen by the designer to be useful in identifying the record.

- Manual Alarms

Manual alarms are set from within the Details screen. To set an alarm to remind you about a record, go from the Edit Record screen to the Details screen by selecting (Menu) and then (Details). Scroll to the Alarm option and select 'Yes' as a value. You will see two choices "On" which lets you choose a date for the alarm and "At" which lets you select a time. When you exit the details screen and save your record, the alarm is set.



Detail

Created By: 11
Created On: 12/2/2005 5:34:00AM
Last Modified: 12/2/2005 5:34:00AM
 Set Alarm for this Record
On: 12/ 5 /2005
At: :08:26 PM

Done Cancel

Where Do I Find Out More?

The HanDBase Comprehensive Manual is available online at:

<http://www.ddhsoftware.com/knowledgebase.html?read=95>

This manual is in PDF (Adobe Reader) format and contains instructions for many of the components available in the HanDBase product catalog. This includes the desktop application and the other handheld (Palm OS and Pocket PC) applications. By consulting this, it's easy to learn the in's and out's of the various field types, as well as see the information in this user guide discussed in more detail.

In addition, the DDH Software support site contains different tutorials: step-by-step instructions guiding you to create some simple, yet useful databases. You will also find tips and tricks and answers to frequently asked questions (FAQs) on the web site:

<http://www.ddhsoftware.com/support>