



Advanced Revelation©
Common Keystrokes

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Prepared by: Chris Leenhouts

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AREV Keystrokes

Quick Reference

Window Level Commands	
F6	Show list of customized function keys (softkeys)
F8	Refresh window contents (undo all changes)
F9	Save the current window contents
Esc	Exit the window
Alt-D	Delete current record
Alt-C	Copy the entire record previously shown
Page Down	Move to next page on multi-page screen
Page Up	Move to previous page on multi-page screen
Alt-T	Move forward one tagged prompt
Alt-Y	Move backward one tagged prompt
Alt-P	Print the current screen
Ctrl-F3	Copy the current value to the buffer
Ctrl-F4	Paste the current buffer into the current field
Ctrl-F7	Re-size the current window using arrow keys
Ctrl-F8	Move the current window using arrow keys

File Query/Browse Commands	
Ctrl-F10	Create a browse list via record selection
"\" Enter (first prompt)	Create a browse list using query mode
Alt-F	Browse next record (forward)
Alt-B	Browse previous record (backward)
Alt-I	View/edit browse list keys
Alt-P	Print all records in the current browse list

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Field Level Commands	
↑	Return to <u>previous field</u>
↓ or Enter	Advance to <u>next field</u>
F1	Show <u>help</u> for current field
F2	<u>Select</u> field value(s) from a popup list
F3	Open the <u>zoom</u> window for the current field
F4	Turn the <u>editor</u> on or off. Also <u>undo</u> current field changes and <u>switch</u> between <u>replace</u> and <u>insert modes</u>
Home	Go to the <u>first position</u> of this field
End	Go to the <u>last position</u> of this field
Alt-O	<u>Copy</u> a single <u>field</u> value from the previous record shown
Ctrl-X	<u>Delete</u> all characters in the current field
Ctrl-K	<u>Delete</u> all characters <u>from</u> the <u>start</u> of the current field to the cursor position
Ctrl-L	<u>Delete</u> all characters from the cursor <u>to</u> the <u>end</u> of the current field
Tab	Move right to the next tab stop within the current field
Ctrl→	Move right one word
Ctrl←	Move left one word

Multi-Line Table Commands	
↑	Return to <u>previous line</u>
↓	Advance to <u>next line</u>
Ctrl-N	<u>Insert</u> a blank <u>line</u> and move the current line down
Ctrl-D	<u>Delete</u> the current <u>line</u> and move the next line up

Text Field Commands	
Ctrl-N	<u>Insert</u> a blank <u>line</u> and move the current line down
Ctrl-C	<u>Cut</u> the current text line into lines at the current position
Ctrl-J	<u>Join</u> the next text line to the current one
Ctrl-Z	<u>Reformat</u> the text to fit within the visible field width
Ctrl-D	<u>Delete</u> the current <u>line</u> and move the next line up
Ctrl-B	Mark the beginning or end of a text <u>block</u>
Ctrl-U	<u>Un-mark</u> the current block
Ctrl-F3	<u>Cut</u> the current line or block to the buffer
Ctrl-F4	<u>Paste</u> the current buffer into the current field

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Browsing with Query

Use Revelation's Query or Select functions in any screen to search, access and/or update existing records.

To activate Query, enter the “\” character in the key (first) field on the screen e.g. **Name : ** then press F9.

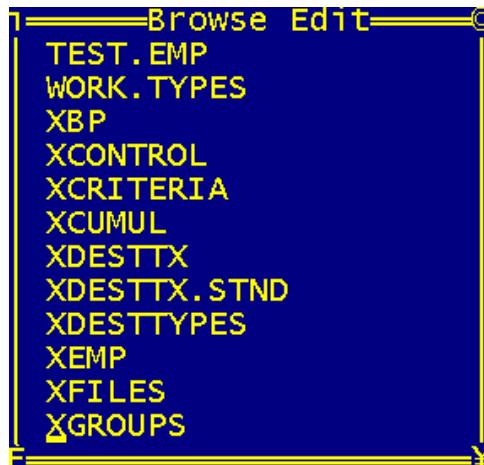
A simple Query would be to enter the literal “BY” in the field you wish to sort by e.g.: **Name : BY** then press F9 to execute the Query. You can use any number of sort fields (using “BY1”, “BY2”...) to sub-sequence records.

You can also search for specific values, e.g. **Group: BENEFITS** will select only records that contain the value “Benefits” in the Group field (Note: **search values are case-sensitive**).

A browse list is active when the keyword “Browse” appears in a status line at the bottom of the screen;

Window	Enter	Key	Options	Browse		DRIVERS	ACUNAJ
Ed Off	FILTER		Mfexp	Chris			Level 3

Press Alt-I to view a list of the current Browse Keys (Press F9 to close the Window):



To view successive records from the Browse list, enter the following control keys while the list is active;

Alt-F = display the next record (Forward)

Alt-B = display the previous record (Back)

To clear the screen while a record is being displayed, press F8.

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For complete information on Query, press F1 after activating Query (using "\ in the Name). This text has been re-printed in the next section of this guide

For more information on Browsing, press Ctrl-F9 from any data entry screen.

Query Commands

Using Advanced Revelation's Query facility, you can easily look up records in a data file using the same windows you use for data entry. With Query any data entry window becomes a form that you simply fill out with the search and sort criteria you wish to use.

Query takes information you enter into a data entry window and constructs an R/LIST SELECT command. When you press [F9], the SELECT command is executed. Any records found by the query are returned as a browse list into the data entry window. If no records are returned, Query returns to the original data entry window with no browse list. Any browse list you might have had active before you began your query will be cleared.

Query supports most R/LIST selection features. You can specify selection criteria, including all operators such as "equals," "less than," "greater than," "starting with," "ending with," "containing" and "matching." Query also supports multiple selection criteria linked with AND and OR, as well as multiple sort criteria.

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Quick Reference Chart of Query Syntax

Entering and Exiting Query	\ \\ [F9] [Esc]	Enter Query Recall last query Execute query Abandon Query
Moving between prompts	[Alt-A] [UpArrow] [DnArrow] [Enter]	Move to selected Prompt Move to next/previous prompt Move to next prompt
Editing in Prompts	[F3] [Alt-O]	Expand prompt edit area (zoom) Copy prompt value from previous query
Selection Operators	= or null > < >= <= # ...] [... [...] ... % ; & \	Equals Greater than Less than Greater than or equal to Less than or equal to Not (e.g. not equal to) Starting with Ending with Containing From..to Matching OR AND Use Cross Reference index for searching, if applicable
Sort Criteria	BY BYn	Sort BY this field Sort BY this field, priority "n" (e.g., BY2 = secondary sort field)
Softkeys	[Shift-F1] [Shift-F2]	Query Select Window (edit Search command) Save Query as Filter

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Operating the window in Query (Q)

In Query the window becomes a form that allows you to enter selection and sort criteria at the displayed prompts.

Once Query is initiated, move the cursor to the appropriate prompt(s) and enter the data used for the query. You can use the cursor arrow keys, the [Enter] key, or the [Alt-A] prompt popup to move from prompt to prompt. These are the same keys that are active in a normal data entry window.

If your window can normally use prompt or page tabs, you can use these in Query as well. For example, if you can use [Alt-T] (tab) and [Alt-Y] (backtab) or [PgUp] or [PgDn] in your window, these keys will also be active in Query.

You can move into symbolic prompts as well as normal prompts, but you cannot search on prompts that are defined in the window as joined fields. This is because joined fields do not read data from the primary file associated with the application window. Query is used to look up data in the primary file, rather than a joined file.

Entering Query Data

For most prompts, Query will accept input at the prompt entry line. When the cursor moves to that prompt, Query will display a special character mask that is as long as the prompt entry line defined in the window.

Hidden prompts or prompts for which the label has been deleted will prompt for input in the bottom border of the window. In place of a prompt label, Query will use the dictionary name associated with that prompt.

If you need more space to enter selection and sort criteria, use the [F3] (Zoom) key to display the prompt in a separate window. This gives you more room to enter information. After you have entered selection and sort criteria, use [F9] to save your changes and exit the Zoom window. You will be returned to the Query window.

Press [Esc] at any prompt to quit Query and return to the original data entry window.

Entering Selection Criteria

For most searches, simply enter the data at the prompt. To specify an operator other than "equal," enter the operators in front of the search data.

For substring searches (starting with, ending with, or containing), or for range searches (from..to), embed the operators for these searches directly into the search data.

The full set of operators available is:

Operation	Method	Operator	Example
Comparison	Equal	=	=50
	Greater than	>	>99

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	Less than	<	<100
	Greater than or equal	>=	>=100
	Less than or equal	<=	<=1000
Substring	Beginning with	...]	ACM]
	Ending with	[...]	[ING]
	Containing	[...]	[TON]
Range	From-To	...	25...50
Pattern Match	Matching	%	%3N'-'4N
Logical	Not	#	#>1000 (not greater than 1000)

For example, to enter criteria into the prompt COMPANY, you might enter one of the following:

Entry	Meaning
ACME	Company = ACME
ACM]	Company Starting With ACM
>=ACME	Company greater than or equal to ACME
%5A	Company matching 5 alpha characters
# [INC]	Company not containing INC
ACME...DIAMOND	Company from ACME to DIAMOND

You should enter information into the prompt exactly as it appears in the database. For instance, if you have entered names into your database using upper and lowercase (for example, Smith), your search should be constructed the same way. Conversely, if data in the file is all uppercase (for example, SMITH), the information in the Query window should be entered in upper case.

The data need not be in quotes; if quotes are embedded in a search value, they will be included as a part of the search. Beginning and ending spaces are trimmed from the data, but embedded spaces are considered a part of the search data.

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Multiple Criteria for a Single Prompt

You can enter more than one selection value for a single prompt by separating the values with a semicolon (;) or an ampersand (&).

Separating search values with ; (semicolon) will cause the values to be linked with a logical OR in the search. Separating the values at a prompt with & (ampersand) will cause those values to be combined with a logical AND.

For example, you might construct searches like the following:

Prompt	Entry	Meaning
Company	ACME ; MILLER	Company = ACME or company = MILLER
Contact	[SMITH] & [JACK]	Contact containing SMITH and Contact containing JACK

The first example will search the file for all records in which the company name is ACME or MILLER; either would be acceptable.

The second example will search the file for those records in which the contact name contains both the name SMITH and the name JACK. In other words, the search will find records in which the contact name is JACK SMITH.

The second example also illustrates that you can use operators (for example, [], <<, etc.) when linking data. Simply include the operator normally, placing it directly in front of or embedded in the data. For example:

Prompt	Entry	Meaning
Zip	<10000 ; 80000...90000	Zip less than 10000 or Zip from 80000 to 90000

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Using AND and OR between Prompts

If you enter selection criteria for more than one prompt, Query links these prompts with AND. For example, in the following entry:

Prompt	Entry	Meaning
Company	ACME	
Zip	50000	Company "ACME" and with Zip = 50000

Query will create a search in which the company name is ACME and in which the ZIP code is 50000. Both criteria must be met for a record to be selected.

If you wish to link selection criteria for different prompts with an OR, use a semicolon (;) as the first character in that prompt. For example:

Prompt	Entry	Meaning
Company	ACME	
Zip	; >50000	Company = ACME or Zip greater than 50000

This query will find records in which the company name is ACME or the ZIP code is greater than or equal to 50000. If either criterion is met, the record will be selected.

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Entering Sort Criteria

In addition to creating selection criteria, Query can include specifications for sorting. To indicate that a prompt is to be used in sorting, use the keyword BY. This BY phrase can be included anywhere in the data entered for a prompt. For example:

Prompt	Entry
Zip	BY

Entering the word BY in this way will cause Query to create a search in which the records will be sorted according to ZIP code.

If you wish to sort by multiple criteria, all BY keywords should be followed immediately by a number for the sort priority. Thus, to indicate that a prompt is to be the primary sort prompt, the phrase should read BY1. Indicate additional sort levels by including the phrases BY2, BY3, etc. at different prompts. For example:

Prompt	Entry
Zip	BY1
Status	BY2

In this query, the records will be sorted first by ZIP code, and then within like ZIP code values, by STATUS.

To create a sort in descending (reverse) order, use the keyword BY-DSND instead of BY. For example:

Prompt	Entry
Order Date	BY-DSND

This query produces a report in which the records appear in descending order of order date -- in other words, with the most recent order date first.

If more than one descending sort is required, you can indicate a sort priority. The convention is the same as for BY. For instance, to indicate that the second-level sort is to be descending, enter the keyword BY-DSND2 at a prompt.

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Editing the Select Command [Shift-F1]

Press [Shift-F1] while in Query to display the Query Select window. This window contains the R/LIST command that Query has constructed using the search and sort criteria you entered.

You can use the Query Select window to edit the command. For example, you might wish to change the sort order of prompts. Rather than entering and changing the appropriate prompts in the Query window, you could do this in the Query Select window. You might also wish to change the parentheses that Query builds in the R/LIST command.

Returning to Query

If you press [Esc] at the Query Select window, you will be returned to the Query entry window, and can continue to enter selection and sort criteria. If you have made changes while in the Query Select window, these changes will not be saved.

Saving Edits in the Query Select Window

To save any changes you have made in the Query Select window, press [F9]. This will both save the changes as well as execute the query.

Note: If you change the R/LIST command while in the Query Select window, you cannot return to Query in the data entry window. When you save the command, you will be given an opportunity to save your query as a filter. See "Saving the Query as a Filter" below for details about this function.

Saving the Query as a Filter [Shift-F2]

At any point while you are creating a search in Query you can save the current query as a Filter. To do so, press [Shift-F2]. A window will appear prompting you for the name of the filter in which you wish to save the query.

Enter a filter name without any spaces. The R/LIST SELECT command that Query has created out of your search criteria will be saved in the FILTERS file using the name you specify.

To access the filter at another time, use the standard Advanced Revelation filter access methods.

Redisplaying the Last Query

Query remembers the last query you constructed and executed. You can recall this last query if it was created in the same window, and if you have not logged off or changed accounts since you created it.

To recall the entire last query (except for changes you made in the Query Select window), press [Alt-C]. Query will display all the selection and sort criteria you last used.

To recall the selection or sort criteria for a single prompt, press [Alt-O] at that prompt. Query will fill in the criteria you last used for that one

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prompt.

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Changes to Prompts in Query

Because you are not truly entering records when in Query some prompt specifications and window processes for the window are not active. The following changes are made to prompts and other processes in a window in Query:

- * Multivalued and text prompts are treated as single-valued, one-line prompts.
- * Output patterns and output masks are ignored.
- * Pattern matches are disabled.
- * Maximum length specifications are ignored.
- * All prompts accept lower case input.
- * Individual detail help messages or processes are replaced with global Query help.
- * Window-specific softkeys are replaced with softkeys for the Query process.
- * The Relations key is disabled.
- * Pre-prompt and post-prompt processes are disabled.
- * Pre-processes, post-processes, and replace-processes are disabled.

Accessing Indexes in Query

If you have created indexes for your data file, you might be able to take advantage of them in your query. If so, the query will run faster.

Query (and R/LIST) will automatically make use of Btree indexes whenever practical. You do not need to make any special provisions or add any commands in order for Advanced Revelation to use a Btree index.

In contrast to Btree indexes, Cross Reference indexes are not automatically used when you create a query. However, if you think that a particular field has been indexed using Cross Reference indexing, you can specify that the query use the index.

To specify that you wish the query to use a Cross Reference index, put a backslash (\) in front of the search data.

For example, entering this at the company name prompt:

Prompt	Entry
Company	\ACME

will cause the query to look for the word ACME in the Cross Reference index. Under most circumstances, this will be considerably faster than looking through each record in the data file.

If you use a backslash (\) in front of search data, Query will check whether the field has been indexed using Cross Reference indexing. If it has not, Query will simply ignore your request to use the index. Since this is the case, you can use a backslash anytime you suspect that you might be able to take advantage of Cross Reference indexing, even if you are not sure.

Note: To determine whether data has been indexed in a Cross Reference index, use the Tools-Files-Indexing-Listindex option from the Advanced

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Revelation Main menu, or the LISTINDEX command at TCL.

Notes about using Cross Reference Indexing in Queries

When you use a Cross Reference index in a query, you should be aware of the stop list used in that index. A stop list is a list of words that are considered too common to index when the Cross Reference index is created. A stop list typically includes words such as "THE," "INC," "AND," etc.

If you inadvertently use a Cross Reference index for a query involving a word on a stop list, the query will not find the word, since it will not be in the index.

Running Query from TCL

If you initiated Query from TCL using the QUERY verb, when you press [F9] to save the query and execute it, you will be returned to TCL. The select list generated by the query will be returned to TCL as an active select list, rather than being returned as a browse list into the data entry window. The active select list can then be used in a subsequent process, such as a LIST command, an R/BASIC program, etc.

If your query produced no results, there will be no select list active when you return to TCL.