



## Getting Started

When Approach is initially opened the following Welcome screen appears:



### Creating a Database

1. Click the **Create a New File Using a SmartMaster** tab. (If Approach is already open, select **New Database** from the **File** menu, or click the **New Database** button.)
2. Double-click **Blank Database** in the list box.
3. Select a location and enter a file name for the new database. Then click the **Create** button.
4. Define the names, data types, and sizes of fields for the database. Then click **OK**.

### Using SmartMaster Templates

SmartMaster Templates contain custom formatting and database design that provide a working model for database creation.

1. Click the **Create a New File Using a SmartMaster** tab. (If Approach is already open, select **New Database** from the **File** menu, or click the **New Database** button.)
2. Select **Templates** from the **SmartMaster** type drop-down box in the window.
3. Select a template from the list box. A summary of the template will appear on the right.
4. Click the **OK** button.
5. Enter a file name and destination directory for the new database.
6. Click the **Create** button.

### Opening an Existing Database

1. Click the **Open an Existing Approach File** tab. (If Approach is already open, select **Open** from the **File** menu, press **Ctrl + O** or click the **Open** button.)
2. Enter the file name of the database you are opening or browse through the files to locate the database.
3. Click the **Open** button.

### Saving a Database the First Time

1. Select **New Approach File** from the **File** menu or press **Ctrl + N**.
2. Specify a name and location for the file.
3. Enter a description of the file (this is optional).
4. Click the **Save** button.

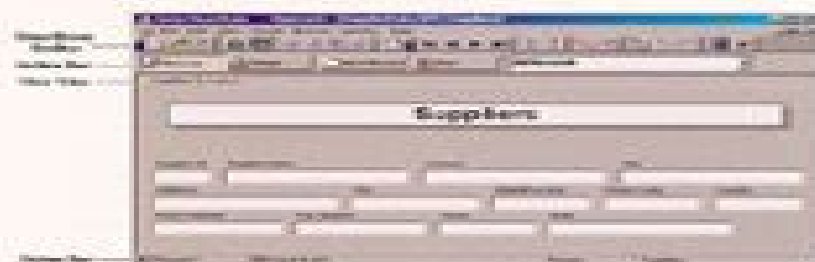
*Note:* Any changes made to records in the database will be saved automatically after the change is made. Only changes made to the database design will require manual saving.

### Saving Formatted Databases as SmartMasters

You can save an Approach file as a custom SmartMaster application (SMAP). You can then use the SmartMaster application as the basis for new Approach files.

1. Select **Save As** from the **File** menu.
2. Select **SmartMaster** from the **Save as type** pull-down menu.
3. Specify a name and location for the file.
4. Select **SMAP only** button at the bottom of the window.
5. Click the **Save** button.

## Navigating Approach



- **SmartMaster Toolbar** – Provides shortcuts for common tasks.
- **Action Bar** – Contains buttons that let you switch environments, create new records and create and execute a Find request.
- **View Tabs** – Shows view names. Click a tab to go to the view.
- **Status Bar** – Contains buttons for switching views, switching environments, and displaying information about the current view.

# Lotus Word Pro Millennium Edition 90 Quick Source Guide

**Ying-Ying Zheng**



## **Lotus Word Pro Millennium Edition 90 Quick Source Guide:**

## Reviewing **Lotus Word Pro Millennium Edition 90 Quick Source Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Lotus Word Pro Millennium Edition 90 Quick Source Guide**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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