



Getting Started

When Approach is initially opened the following Message screen



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1. Click the **Create a New File Using a SmartMaster** tab. If Approvals 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 contains custom formatting and database queries that provide a consistent result for database queries.

1. Click the **Create a New File Using a SmartMaster** tab. If **Approach** is already chosen, select **New Database** from the **File** menu, or click the **New Database**  button.
2. Select **Template** from the **SmartMaster** type's 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.

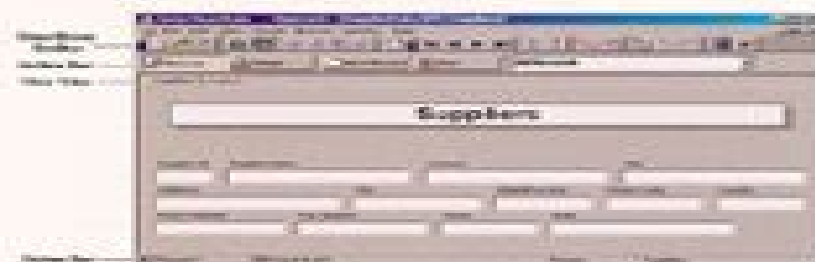
Note: Any changes made to records in the database will be saved automatically after the change is made. Only changes made in the database browser will require manual saving.

Keywords: *Personality, Ethical behavior, Social desirability*

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

1. Select **Name As** from the **File** menu.
2. Select **SaveAsMaster** from the **Save as type** pull-down menu.
3. Specify a name and location for the file.
4. Select **MP3** from the **Format** at the bottom of the window.
5. Click the **Save** button.

Navigating Approach



- **SmartIcons 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

J Elliott



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