

## Quick Introduction to the Program

This is an introductory exercise to familiarize you with certain aspects of the program. If you have a CD, begin by copying the entire subdirectory “Species” from “\DatabasePackage\Species” to the installation directory on your computer, typically “C:\Program Files\ATBIPProject\Data\”. If you don’t have a CD, you can download those [Sample Data Files](#) as part of Data.zip from the DLIA web site and place it in “C:\Program Files\ATBIPProject\” before extracting.

Start the program and go to the Queries Menu on the main screen. This menu lists a number of pre-designed queries that extract data from the database file (ATBI\_data.mdb) and display them in tabular format. Pick the query “Species with Picture” from the submenu under “Species Lists”. This query will produce a spreadsheet-like table on screen listing all species records that have associated picture files.

Select a record by clicking within the gray area at the left margin next to the record, so that the entire row is highlighted. Then press <Ctrl>+A. (This shortcut is equivalent to “Browse/Edit Species Record” on the Taxa Menu.) This action opens the highlighted species record in form view.

On the form, double-click on the filename in the box titled “Associated Images and Documents”. This shows the image on the “Document/Image” tab. Click inside the picture to make it fit the form if needed.

Using <PageUp> and <PageDown>, you can navigate to other species on the list and see their pictures. <Esc> causes the form to close and control to return to the tabular view on the main screen.

To see the highlighted species displayed in the taxonomic hierarchy represented as a tree structure, use the shortcut <Ctrl>+T. (This is equivalent to “Show Tree for ...” on the Taxa Menu.) You may display other species in the tree using the search function available using the same shortcut <Ctrl>+T. This opens a search dialog that allows you to search either by scientific or common name. Type the scientific name or a common name in the box provided, or double-click on a name presented on the common names pick-list. To return from the tree view to the species list, you have to pick “Species with Picture” from the Query Menu again. It will highlight the species that was selected in the tree view (in case it is on the list).

The operation works similarly for other species lists, such as “Species from Literature” or “Species with Specimens”. The chart below gives several examples of tables and queries for which shortcut keys toggle between tabular view and form view. Save this chart for future reference.

<i>Type of Data</i>	<i>Menu</i>	<i>Tabular View</i>	<i>Shortcut to Form View</i>
Species	Tables	ATBI Species	<Ctrl>+A
	Queries	Species with Picture	same
		Species from Literature	
		Species with Specimens	
Collections	Tables	ATBI Collections	<Ctrl>+Z
	Queries	Collections by PI	same
Specimens	Tables	ATBI Data	<Ctrl>+S
	Queries	Subset Query	same
		Specimens for PI	
		Specimens (after entering records)	Newly entered records
References	Tables	References	<Ctrl>+L

