



Elements Of A View

Future Path Development Group

Elements of a view

Views are lists of documents in a Notes database. Views let you select, sort, or categorize documents. Views can also show information about the documents listed in them, such as the name of an author or the date of creation. A view may show all documents in a database, or only a selection of documents.

A view pane shows:

- Rows for each category or document record

- Columns for each type of information about a document, such as the name of the author, the date created, and the size

View icons

If displayed, the selection margin of the view pane can contain icons that show which documents are:

- Selected (check marks)

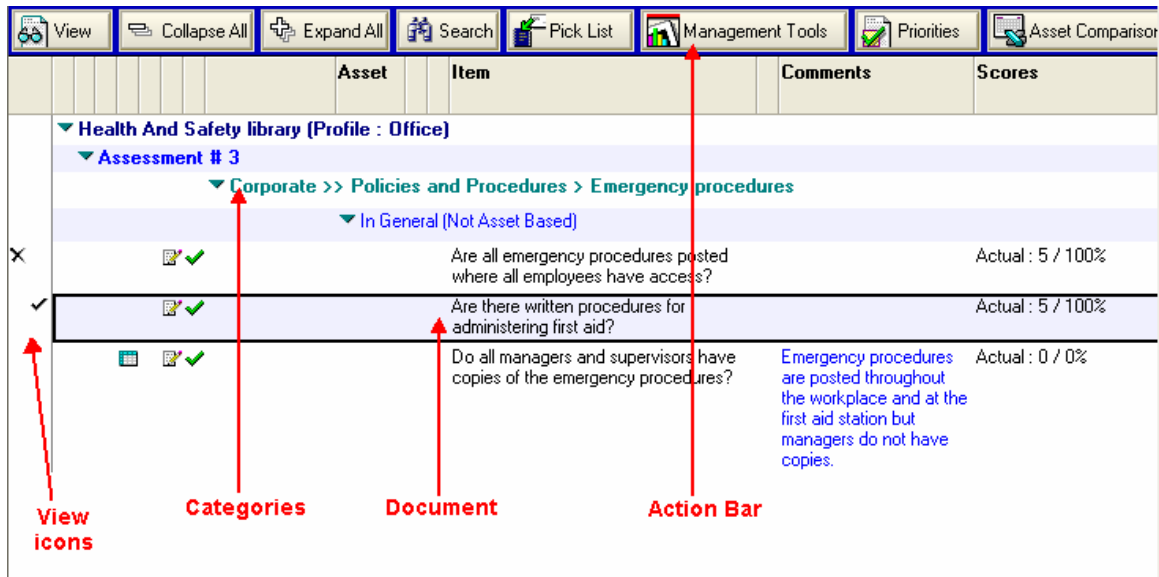
- Unread or marked unread (stars)

- Marked for deletion (Xs)

- Results of replication conflicts that should be resolved (diamonds)

Action bar

The views in a database may include an action bar, which contains a row of buttons that you can click to perform common tasks in the database. If there is an action bar, it appears above the column headers and the Search bar (if is displayed).



Categories

Categories are groupings of similar documents that can be collapsed or expanded by clicking the colored arrow preceding the category name.

Using "Starts with" search in a view

When looking at a view, you can quickly find and highlight a particular document or category. Just type the text, or the first part of the text, that the document is sorted by. The "Starts with" dialog box opens automatically when you start typing. To do a "Starts with" search:

1. Click anywhere inside the view (to make sure the view contains the "focus").
2. Type the text you want to search for.

For instance, in a view sorted by "last, first name", you might type "boggs, an" to find the first document about Angela Boggs ("B" also works if you don't mind having to page down through the Badenovs, Bancrofts, and Bogarts).

Case does not need to match, and you need not type whole words. However, you must exactly match spaces and punctuation, and you must start from the beginning of the document record you want to find. In the example, you cannot find Angela Boggs by typing "Angela" since the view is sorted by "last, first name". To find the document record by typing "Angela", you would either need to search a view sorted by first name, or you could use full-text search, which finds a word wherever it appears in a document.

