


## Tip: November 2016

### “F3” Function key : Browse Choices or Editing Choices Browser

#### Introduction

DB/TextWorks® or DB/TextWorks for SQL users often do not realise that they can use **F3** or use the **Browse Choices** icon  to browse through the contents of the fields in your textbases in the query screen or to check the values of a validation list when editing or adding records. The **F3** or ‘**Browse Choices**’ icon displays a list of items that you may want to type or paste in a box. The content of the list depends on context.

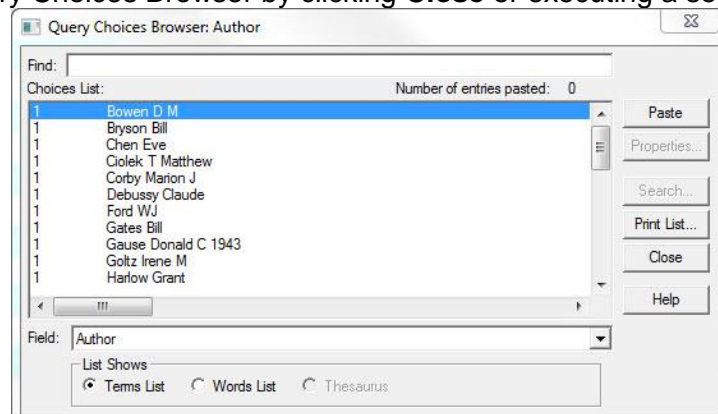
#### Browse Choices in a Query (Search) Screen

In the Query window, the **Query Choices Browser** displays information that you can paste as search criteria such as a list of terms, words, thesaurus terms, and/or saved sets. Pasting is often quicker and more accurate than typing.

When you choose the Browse Choices option (icon or ‘F3’ key) with your cursor in a box in a Query Screen, a list of indexed words or terms will be displayed. The *Choices List* shows you the index entries for the field whose name is displayed in the *Field* drop-down list. The number at the beginning of each index entry indicates the number of records in the textbase that contain the entry.

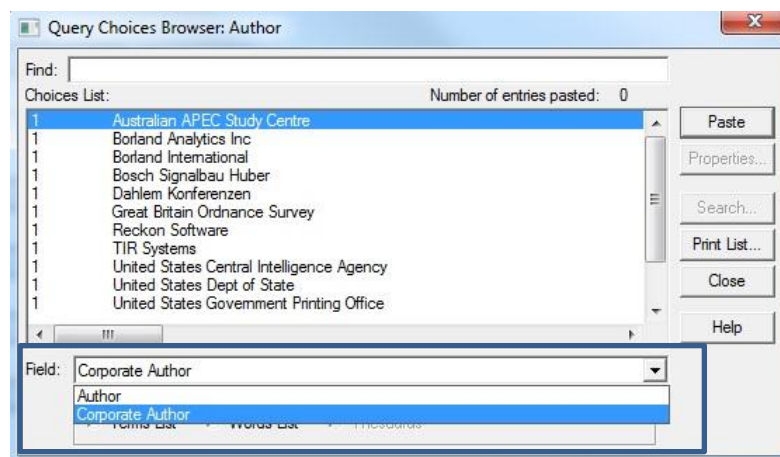
For example, in a library catalogue, you can browse to find an author’s name/s.

1. To quickly find a specific item of the index (useful in long lists), type one or more letter(s) in the *Find* box to navigate to a section of the index.
2. To paste a term or word into the Query box, double-click on an item in the *Choices List*, or select an item and press **Enter**, or highlight an item and click **Paste**. Pasted *Terms* will be preceded by an equal sign (=). If you paste multiple terms or words into the Query box, they will be separated by a forward slash (/); the Boolean OR.
3. Clear the Query Choices Browser by clicking **Close** or executing a search.



If there are both Term and Word indexes for the selected field, the Term index appears first. *List Shows* indicates whether you are viewing a *Terms List* or *Words List*.

If more than one field is searchable in the query box, you will only be browsing the index for Field displayed. In this example, there are two fields – AUTHOR and CORPORATE AUTHOR. To look at the indexes for the staff field, use the arrow on the drop-down *Field* list to select CORPORATE AUTHOR.

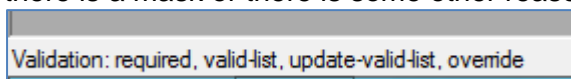


### Editing Choices Browser (F3)

In the Edit window, the **Editing Choices Browser** dialogue box shows any validation that has been defined for the chosen field such as a validation list, substitution list, links (terms from the associated field in the secondary textbase), and/or a thesaurus. This provides a convenient way of adding entries to new or existing records, and of seeing what entries are allowed in a field.

When you choose the Browse Choices option (icon or 'F3' key) with your cursor in a box for a field with validation in an **Edit** form, the *Editing Choices Browser* dialogue box will appear. As with a Browse Choices dialogue when searching, you can browse the list and paste entries from it using the *Editing Choices Browser*. This saves keystrokes and ensures accuracy.

**Note:** With your cursor in a box for a field with a validation list, the "Status" bar at the bottom of the screen shows the validation settings for that field. This information may be helpful if there is a mask or there is some other reason that the record is not saving. For example:



## Summary to accessing the Choices Browser

To:	Press F3:
Browse Term and Word indexes or a thesaurus	In a query box when searching
Browse saved search sets	In a sets box when searching
Construct Command queries and browse Term and Word indexes or thesauri	In the Command Query window when searching
Browse a validation list, or a substitution list, or links, or a thesaurus	When adding or editing a record

For more information about using *Browse Choices* and/or *Editing Choices Browser*, refer to DB/TextWorks help.

### Notes:

If the icon does not appear on the toolbar, you can add this and other icons using the **Customise Toolbar** option. See Tip '**How to Customise Toolbars**'  
<http://web.maxus.net.au/tips/tip199809.htm>

You might like to consider using a simple script to provide them with "Browse Choices" buttons that function in a similar way to the "Browse Choices" button in *Web Publisher Pro*. See Tip '**Creating "Browse Options" buttons in query screens**'  
<http://web.maxus.net.au/tips/tip200210.htm>

The *Editing Choices Browser* option is also available when using the *Batch Modify Records* feature in TextWorks. You can display and paste entries from any of the available lists: Validation, Substitution, Thesaurus, or Links (terms from the associated field in the secondary textbase).

Other useful Maxus tips for working with validation lists are:

- [Creating a Validation List from entries in a textbase](#)
- [Editing validation lists and updating entries in records \(Version 12.0+\)](#)