IBExpert Edit Menu

The IBExpert Edit menu offers typical manipulation options found in the majority of windows applications. It includes:

- Load and save to file
- Cut, Copy and Paste
- Find, Search Again and Replace
- Incremental Search
- Go to...
- Print Preview, Print and Page Setup

Load from File / Save to File

These first two items in the IBExpert Edit menu can also be called using the SQL Editor right-click menu (available in the SQL and object editors) or the key combinations [Ctrl + L] or [Ctrl + S] respectively. These items can also be found in the Edit toolbar. They allow SQL scripts etc. to be loaded or saved to file.

Cut / Copy / Paste / Select All

These three items can be found in the IBExpert Edit menu and SQL Editor right-click menu (available in the SQL and object editors). They can also be executed using the key combinations:

- *Cut* [Ctrl + X]
- *Copy* [Ctrl + C]
- *Paste* [Ctrl + V]

These items can also be found in the Edit toolbar. They allow selected (i.e. marked) text to be cut or copied into the clipboard, and then pasted - either directly in IBExpert or in other applications, such as Windows Editor, Word etc.

The menu item *Select All* [Ctrl + A] selects a complete text (e.g. SQL script).

Find / Search Again / Replace

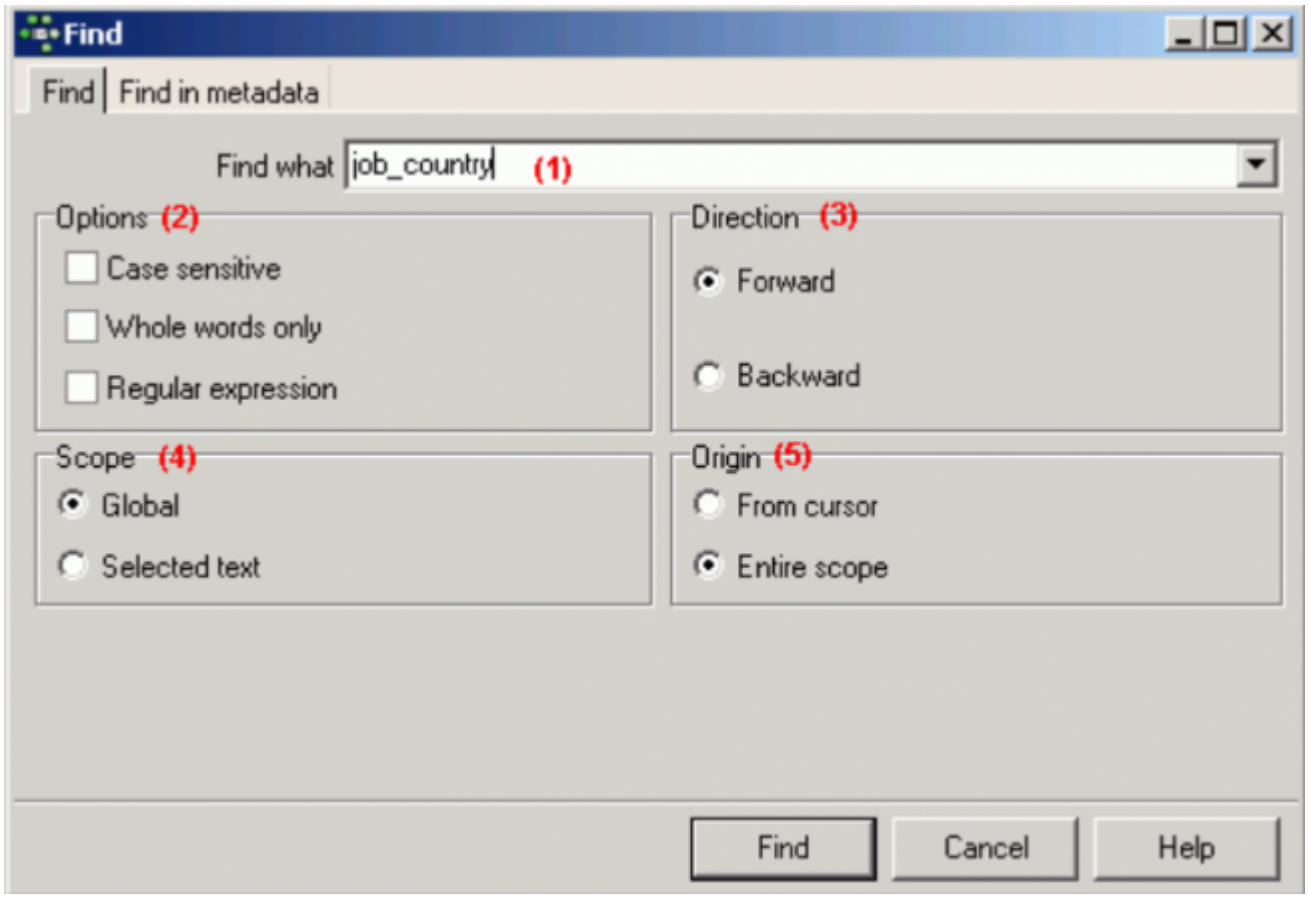
These three items can be found in the IBExpert Edit menu and SQL Editor right-click menu (available in the SQL and object editors, and in the IBExpert Script Executive). They can be executed using the key combinations:

- *Find* [Ctrl + F]
- *Search Again* [F3]

- *Replace* [Ctrl + R]

or the respective icons in the Edit toolbar.

They are useful for finding individual words/digits or word/digit strings in longer texts or metadata. The Find dialog offers a number of options:



Find page:

(1) **Find What:** the Find dialog automatically offers the word, where the cursor is currently standing, or a selected text. This can be altered as wished. *Previous Find* criteria can be selected using the pull-down list.

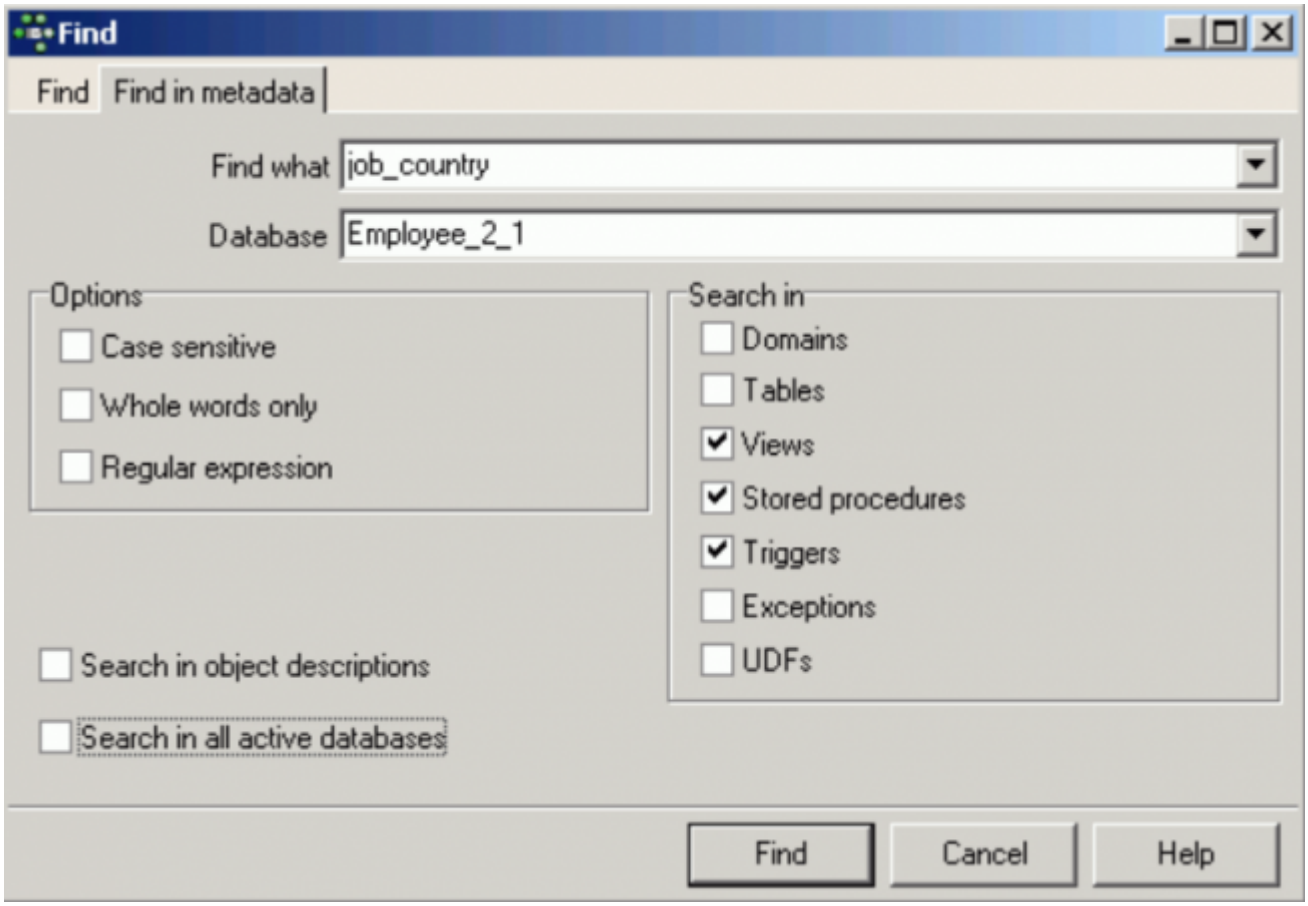
(2) **Options:** This includes Case Sensitive, **Whole Words Only** and *Regular Expressions* (e.g. *,?).

(3) **Direction:** i.e. forwards or backwards.

(4) **Scope:** i.e. global or just the selected text.

(5) **Origin:** From cursor (searches from the cursor position onwards), or entire scope (complete text).

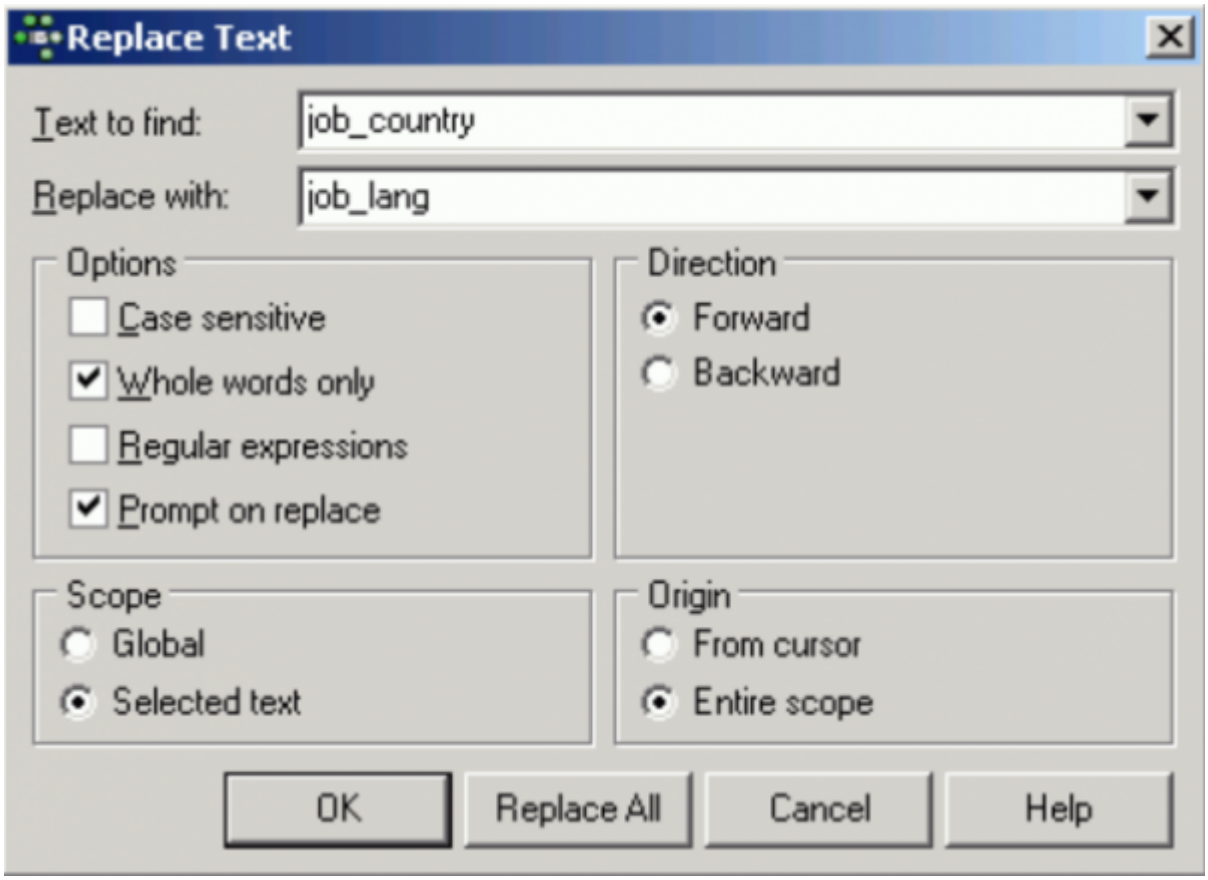
The *Find in Metadata* page offers alternative options:



These include database selection (or even a *Search in all active databases* option using the checkbox at the bottom of the dialog) and, in addition to the options offered on the *Find* page, a check list of the database object categories to be searched.

Replace:

The *Replace* dialog is similar to the Find page:



with the following additions:

Replace with:

Enter the word(s)/number(s) that are to replace the searched for text. Previous *Replace* entries can be selected using the pull-down list.

The *Options* check list contains the additional check *Prompt* on *Replace* (default), allowing the user to check that the found word/number string is correctly replaced.

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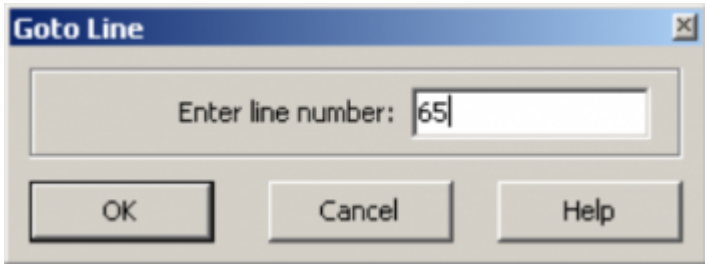
Incremental Search

The *Incremental Search* [Ctrl + F] allows a simple search for individual entries by simply marking the desired column header, clicking the right mouse button menu item, *Incremental Search*, and then typing the relevant digits/letters, until the required dataset(s) is/are found. Alternatively, the [Ctrl + Enter] keys can be used to search for the next occurrence of a substring.

This menu item can also be found in the context-sensitive menus in the Table Editor / Data page and in all editors containing an SQL Editor window and right-click SQL Editor Menu.

Go to...

Particularly useful with long blocks of code, use the IBExpert Edit menu item, *Go to*, found in the IBExpert Edit menu, text editor right-click menu, or [Ctrl + G], to jump to a specified line number in your code.

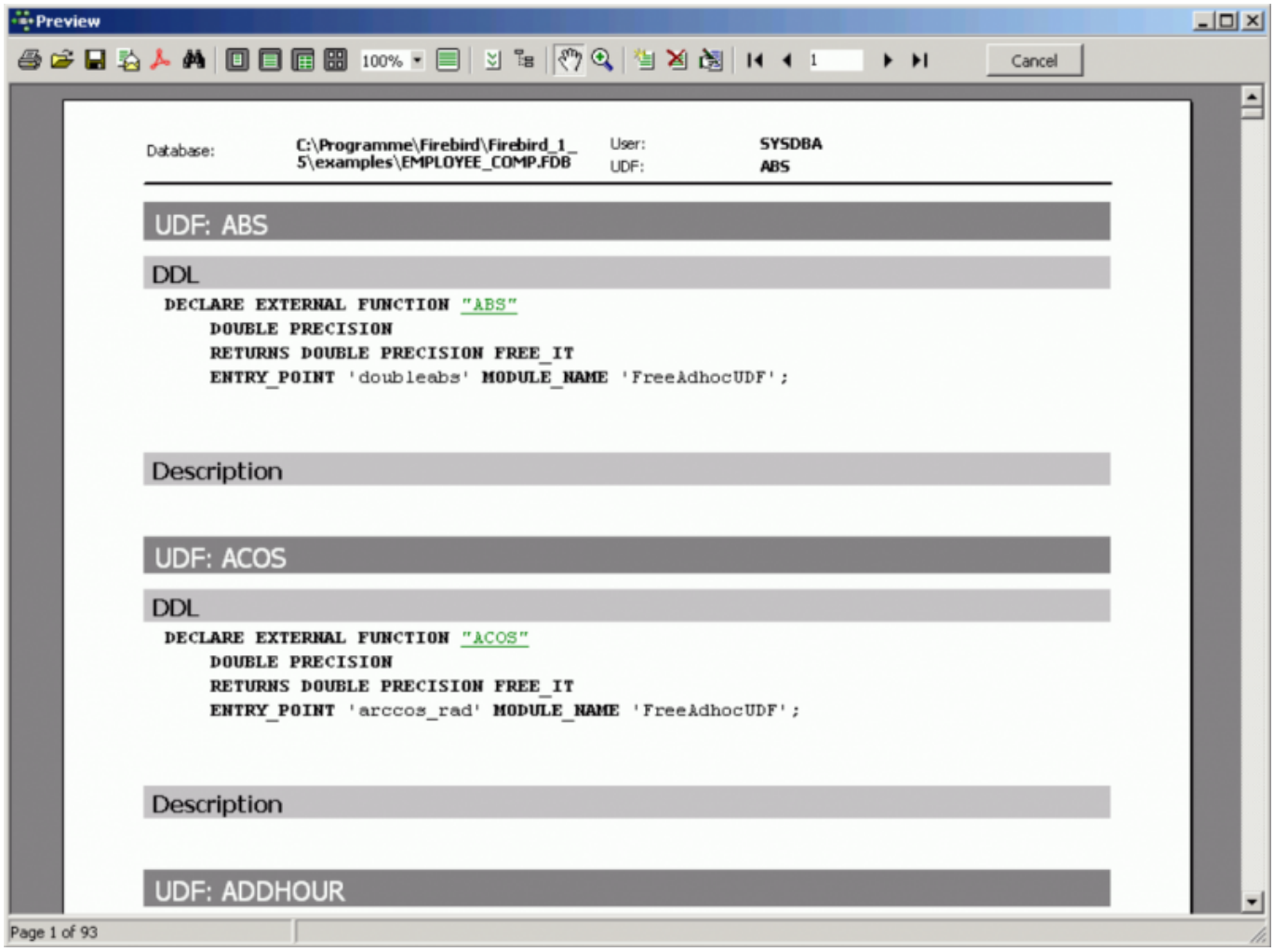


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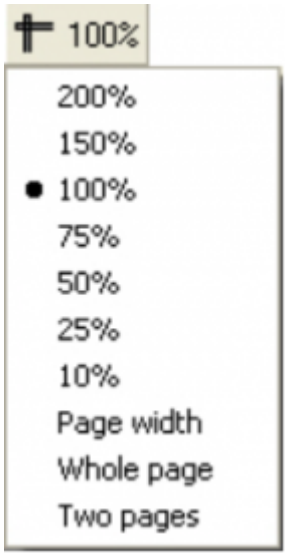
Print Preview

This item can be found in the IBExpert Edit menu and in the Script Executive and SQL Editor right-click menus (available in the SQL and Object Editors).

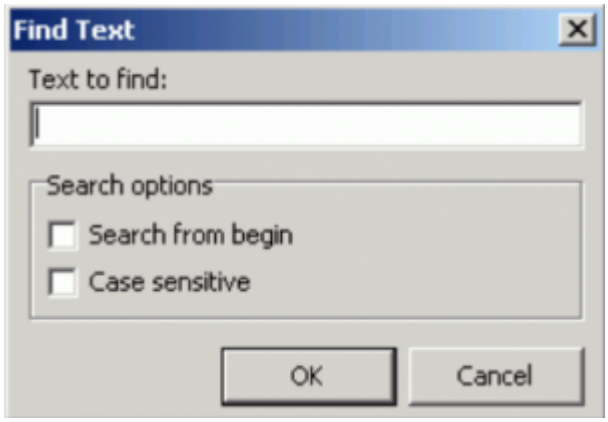
The *Print Preview* dialog is part of the Fast Report Manager and, when opened, displays the current script/report. It offers a number of options:



It is possible to specify the view scale, using the respective icon or the right-click menu:



Further options include opening a report/script, saving it, printing the report/script previewed, and even searching for text within the script:



The last icon in the *Print Preview* toolbar allows the *Print Preview* window to be closed.

The right-click menu, in addition to scale specification, also offers options to add a page (for example, for a front cover or introduction) or delete one, and also to edit the page previewed, by opening the *Report Designer*.

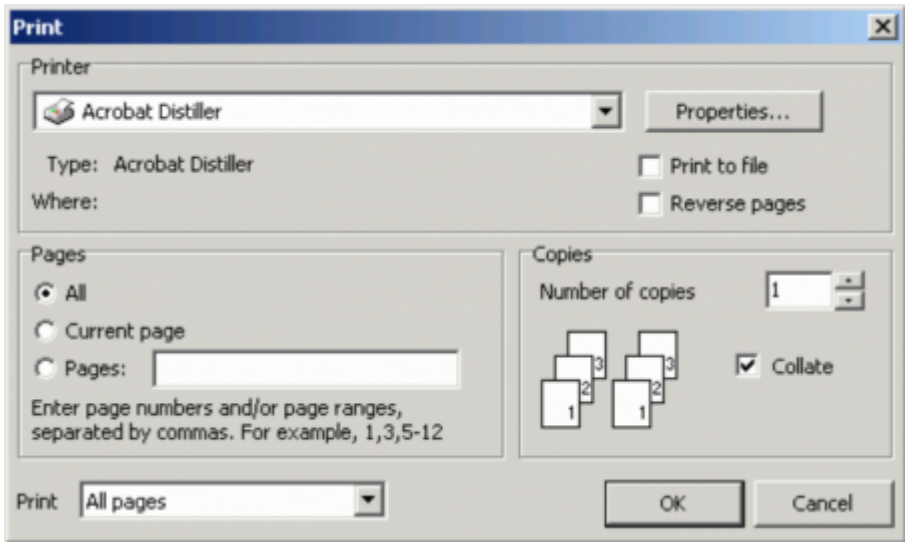
The *Report Designer* (part of the Report Manager) can also be automatically opened by double-clicking on the report, enabling the user to make alterations to the layout as wished.

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Print

This item can be found in the IBExpert Edit menu and SQL Editor right-click menu (available in the SQL and Object Editors), and as an icon on the relevant toolbars, for printing scripts, reports or database object metadata.

It opens a standard Windows Print dialog:



including the usual options such as printer specification (and properties), page range and number of copies.

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Page Setup

This item can be found in the IBExpert Edit menu and SQL Editor right-click menu (available in the SQL and Object Editors).

It opens a standard *Windows Page Setup* dialog, where the following options can be specified:

- Paper size
- Source (i.e. printer tray specification)
- Portrait or landscape
- Margins

as well as a *Printer* button to specify the printer.

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Convert Identifiers/Keywords

The menu item, *Convert Identifiers/Keywords*, can be found in the IBExpert Edit menu or in the right-click text editor/code editor menu. It offers the following options to alter the appearance of the SQL characters:



1. **Convert keywords:** allows all keywords (i.e. statements, commands etc.) in the current SQL script to be converted completely to lower or upper case.
2. **Convert identifiers:** allows all identifiers (i.e. object names, field names etc.) in the current SQL script to be converted completely to lower or upper case.

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