



CATBASE

academy

CatBase Academy: Learn how to use CatBase!

We've created lots of Tutorials - many with videos included - to show you how to use CatBase and explain the program's features.

GETTING STARTED

- [What is Database Publishing?](#)
- [Database 101](#): A basic introduction to databases. Learn the basics about how databases work, or brush up on your knowledge.
- Getting to know [the CatBase interface](#)
- [Starting a new database project](#): a step-by-step guide to setting your project up from scratch.
 - [Table Structure](#): How to decide on the tables you'll need
 - [Field Properties](#): Adding or modifying the fields in your tables and choosing their behaviours
 - The [Form Design Wizard](#): Designing your data entry forms
 - Setting up [Categories](#)
- [Sorting your data](#)
- Setting up an [automated backup schedule](#)
- [Adding data manually](#)
- [Importing Data](#)
 - [From an Excel spreadsheet](#)
 - Setting up a [Database Connection](#)
 - [Updating data](#) using an update file

WORKING WITH YOUR DATA

- [Finding and Editing data](#)
- [Create Sets](#) to define and maintain groups of data
- Entering and publishing [related data](#)
- Creating [Quick Reports](#)
- Send [emails](#) to contacts in your database, and receive emails sent to a designated email address.
- Use the [Event Scheduler](#) to perform tasks at specified time intervals
- Run [scripts](#) to perform special processing on your data when records are imported, modified, or saved.
- Create [Memos](#) to set reminders for yourself
- Maintain an [audit trail](#) - a log of all changes that are made to your data.

PUBLISHING YOUR DATA

- [An overview of the publishing process](#)
- [How CatBase and your page layout program work together](#)
- [Publishing Projects](#): Tell CatBase which set of data to publish and which Publishing Style Sheet to use, then just press a button to publish your data!
- [Creating Publishing Style Sheets](#): these are what tell CatBase what data to publish and how to sort and format it
 - [Creating Rules](#) to tell CatBase how to make decisions about what to publish and/or how to format it
 - [Conditional Formatting](#): How to get CatBase to make text styling decisions
 - Automatically creating [hyperlinks and cross-references](#) in your InDesign documents
 - Publishing your data as [InDesign tables](#). With CatBase and InDesign you can create all kinds of simple and sophisticated tables.
 - [Exporting data to a delimited text file](#) (csv, tab-delimited, etc.)
 - [Creating an Excel Spreadsheet](#) from your database
 - [Publishing Unique data](#): How to publish duplicated data uniquely
 - [Managing Line Lengths](#): Tips on how to manage line breaks in your published data.
 - Adding [Indexes](#) to your publications
- [Updating data such as prices in an InDesign or QuarkXPress document](#)
- [Updating your Website with CatBase data](#)

TIPS AND TRICKS

- **For CatBase**
 - [Publishing Unique data](#): How to publish duplicated data uniquely
 - [Managing Line Lengths](#): Tips on how to manage line breaks in your published data.
- **For InDesign**
- InDesign is a terrific page layout program that integrates perfectly with CatBase. We've put together a collection of tips to help you make your publications the best they can be. [Go to the InDesign Tips & Tricks Page](#)

"HOW-TOs"

- [How to produce a catalogue with InDesign](#): An overview of the steps required to create a catalog with CatBase and Adobe InDesign.

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