



THE JOY OF SETS

Can you remember which records you want to publish in a particular publication? Is it all the records in one table? Just the companies in North America? Only the products on special offer? Only the ones that are in the "Over 50s" category? A selection that you chose manually? Use the Set Manager to create and maintain any number of sets of data!

There are two types of Set:

- **Dynamic Sets:** You tell the Set Manager which table to draw data from and how to determine which records to include in the Set. The set is dynamically maintained by CatBase.
- **Ad-Hoc Sets:** You choose some specific records and create an ad-hoc set. The selection of records included in the set does not change unless you manually add to or delete records from it.

Using the Set Manager (Dynamic Sets)

With the Set Manager, you tell CatBase which criteria to use to maintain the set.

1. Select the table that you want to create a set for.
2. Expand the **Sets** topic in the left-hand menu
3. Click on **New Set**

A new Set looks like this:

Set Name

Enter a name for your Set. Set names must be unique within a Database Project.

Table

Name of the table that the Set will draw its data from.

Create the set using

There are two choices here:

- **All records in the table:** All records in the table will be included in the set.
- **Query the table:** You tell CatBase how to decide which records to include in the set
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Include records marked for Deletion

By default, records marked for deletion are NOT included in dynamic sets. Select this option if you want to include them.

Include records marked as inactive

By default, records marked as inactive are NOT included in dynamic sets. Select this option if you want to include them.

As an example, let's create a set containing all people listed in our database who live in New York. In the Telephone Directory project in our Demo Database, we have a table called White Pages which this data will be drawn from.

1. Select the **White Pages** table.
2. Expand the **Sets** topic and click on **New Set**.
3. Enter a name for the set, for example "Everybody in New York".
4. Select the **Query the table option** from the **Create the set using:** popup menu. The view changes:

Fred	INGLENOOK	New York
Fred	Ockney	New York
Fred		New York
Fred		New York
Fred		New York
Kathry		an Bernardino
Michael	Orange	

CatBase will ask you for a name for your new set, and then the set will be created.

Adding records to an ad-hoc set

1. Select one or more records that are not in the ad-hoc set
2. Right-click on one of the selected records
3. From the popup menu, choose **Sets->Add to ad-hoc set->(your set name)**

Displaying a Set

To view the contents of a set:

1. Select the table that the set belongs to
2. Expand the **Sets** topic in the left-hand menu
3. Select the name of the set you want to view
4. The records belonging to the selected Set will be displayed

You can also right-click on the data list and choose **Sets->Display the set->** from the popup menu.

Editing a Set

To edit a dynamic set's criteria:

1. Select the table that the set belongs to
2. Expand the **Sets** topic in the left-hand menu
3. Right-click / Ctrl-click on the name of the Set you want to edit
4. Choose **Edit** from the pop-up menu

Deleting a Set

To delete a Set:

1. Select the table that the set belongs to
2. Expand the **Sets** topic in the left-hand menu
3. Right-click / Ctrl-click on the name of the Set you want to edit
4. Choose **Delete** from the pop-up menu

Duplicating a Set

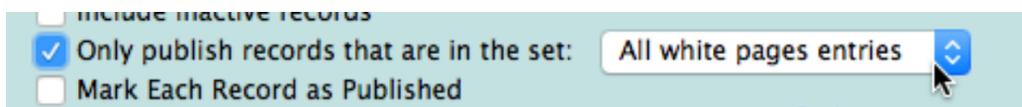
To duplicate a Set:

1. Select the table that the set belongs to
2. Expand the **Sets** topic in the left-hand menu
3. Right-click / Ctrl-click on the name of the Set you want to edit
4. Choose **Duplicate** from the pop-up menu
5. The Set will be duplicated,, with "Copy" appended to the name of the duplicate

Using a Set in a Publishing Stylesheet

You can select a Set to be used in a Publishing Stylesheet. This is useful when you want to only include certain data when you are publishing with a particular Publishing Stylesheet.

- Go to the **Preferences** tab on the Publishing Stylesheet.
- Select the checkbox labelled **Only publish records that are in the set:**
- Choose the appropriate Set from the choice list:



Using a Set in a Related Table in a Publishing Stylesheet

As well as specifying a Set for the base table in a Publishing Stylesheet, you can also specify one for any related table. Let's say for example that you have a Companies table and a related Personnel table. Maybe you only want to include the Personnel who are Directors when you publish the directory. This is how you would do it:

1. Create a Set in the Personnel table to find the records you want to publish from that table (in this example, you'd find the ones whose Job Title contains the word "director").
2. In the Relation to the Personnel table in your Publishing Stylesheet, go to the **Preferences** tab.
3. There you will see a checkbox labelled **Publish records only if they are in the set:** and a popup list of Sets from the related table.
4. Select the checkbox and choose the Set you want to use.

Using a Set in a Publishing Project

Sets are very useful when setting up Publishing Projects (in fact, they are a requirement!). Please see the [Publishing Projects Tutorial](#) for details.

What's Next?

Learn more about [Publishing Projects](#)
 Learn more about [Publishing Stylesheets](#)
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