



# Conditional Formatting

## How to publish data in different styles according to criteria that you specify.

When you are publishing a catalogue, directory, price list, or other data-based publication, you may have a need to format some data differently depending upon some criteria or other. This is called *conditional formatting*. For example, in a directory perhaps you offer free listings in a plain style or for people to pay extra for an enhanced entry - bold, with a logo, with additional information, etc. Or maybe in your catalogue you want to style an item's information differently if it's a new product, or on special offer, for example.

With CatBase it's easy to achieve this! There are just a couple of steps to follow:

1. What's going to determine the style?
2. How do you set up CatBase to handle the conditional formatting?

### Step One: What determines the style?

How will CatBase decide how to format the data? There are a number of ways:

- A Choice List
- A check box (Boolean choice)
- Content
- The record's position within the current selection
- Whether it's an odd- or even-numbered record in the current selection
- The length of the Paragraph
- The Category Name or Number
- Whether it's the Main Category for a record

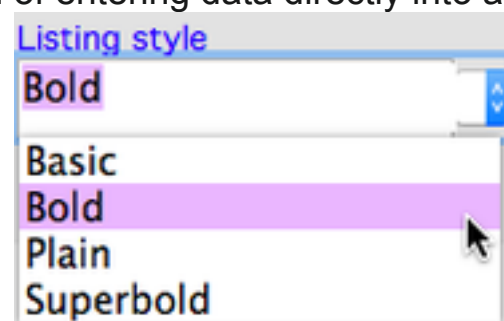
Let's look at each method ...

### Choice Lists

A Choice List field (also known as a Pick List) is a field that has a specific list of options attached to it. For example, a list of styling options might contain choices like:

- Plain
- Bold
- Logo
- Extended

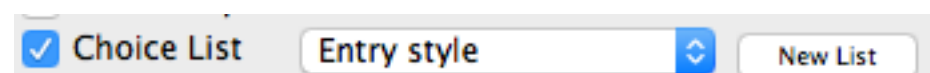
Instead of entering data directly into a Choice List field, you click on the field and make a selection from a pop-up list - for example:



To create a Choice List field:

1. Go to **Admin->Database Setup**.
2. Select the table that you want to add the field to.
3. Either add a new field by clicking on the **New Field** button, or open an existing field by double-clicking on it. Note that only String type fields can be designated as Choice List fields.
4. In the **Field Properties** dialogue box, select the **Choice List** check box
5. Either select an existing Choice List or create a new one by clicking on the **New List** button. If you choose to create a new Choice List, enter a descriptive name for it (this is for your reference - it will show the field name on the data entry form).

For example:



Save the Field Properties.

To modify the options on a Choice List, go to **Admin->Lists**.

### Check Boxes

A check box is a representation of a Boolean field type: it is True or False (or Yes or No). If the checkbox is checked, it's True; if it isn't, it's False. Check boxes have their uses but keep in mind that they are limited to just two choices - **Yes** and **No**! An example of using this option would be a "New product" option - either it's a new product or it isn't.

### Field Content

You can also tell CatBase to consider the contents of a field to decide how to format data, and how to make decisions about what to include or omit. Here are some examples:

- If the Product Name contains "chocolate", set it in a dark brown style instead of the default style.
- If the price is less than 10.00, set it in the "Bargain Basement" style instead of the default style.
- If the country is not "USA", set it in a bold red style.
- If the Enter Date (the date on which the product was added to the database) is greater than (after) 01/01/2016, then set the product name in the "new product" style.

The possibilities are endless!

## Step Two: How do you set up CatBase to handle the conditional formatting?

That's what **Rules** are for!

Rules are one of the types of Element that are the building blocks of Paragraphs in your [Publishing Style Sheets](#). To create a Rule:

1. Open your Publishing Style Sheet (or create a new one)

2. Open a Paragraph (or create a new one)
3. Add a new Element
4. Select the Element Type: **Rule**.
5. Click the **Edit Rule** button.

The Rule window looks like this:

**Rules** enable you to set up rules that follow this pattern:

**IF** (some condition is met) **THEN** (do something) **OTHERWISE** (do something different) **AND ALSO** (optionally do something else as well).

Rules are described in detail in the [Rules Reference](#). We will look at a couple of examples relevant to conditional formatting of text in this Tutorial.

## Example: Conditional Formatting by Selecting the Paragraph Style depending on the options in a Choice List

A typical use for this sort of thing is in a telephone directory. Every company is entitled to a free listing, but they can pay extra to have an enhanced entry. Suppose we have a choice list called Entry Style, which offers the following options:

- Basic
- Bold
- Superbold

A **Basic** listing is the free option; their basic contact details are published, set in a plain font using a stylesheet called *plain listing*.

A **Bold** listing is a paid upgrade; they get their basic contact details set in bold using a stylesheet called *listing bold*.

A **Superbold** listing is another paid enhancement; they get their contact details set in bold, using the *listing bold* stylesheet, plus a brief description of the product or service they offer.

The first line of detail for each listing contains the company name, set in the appropriate style (*plain listing* or *listing bold*). So, to publish the Company Name, appropriately styled:

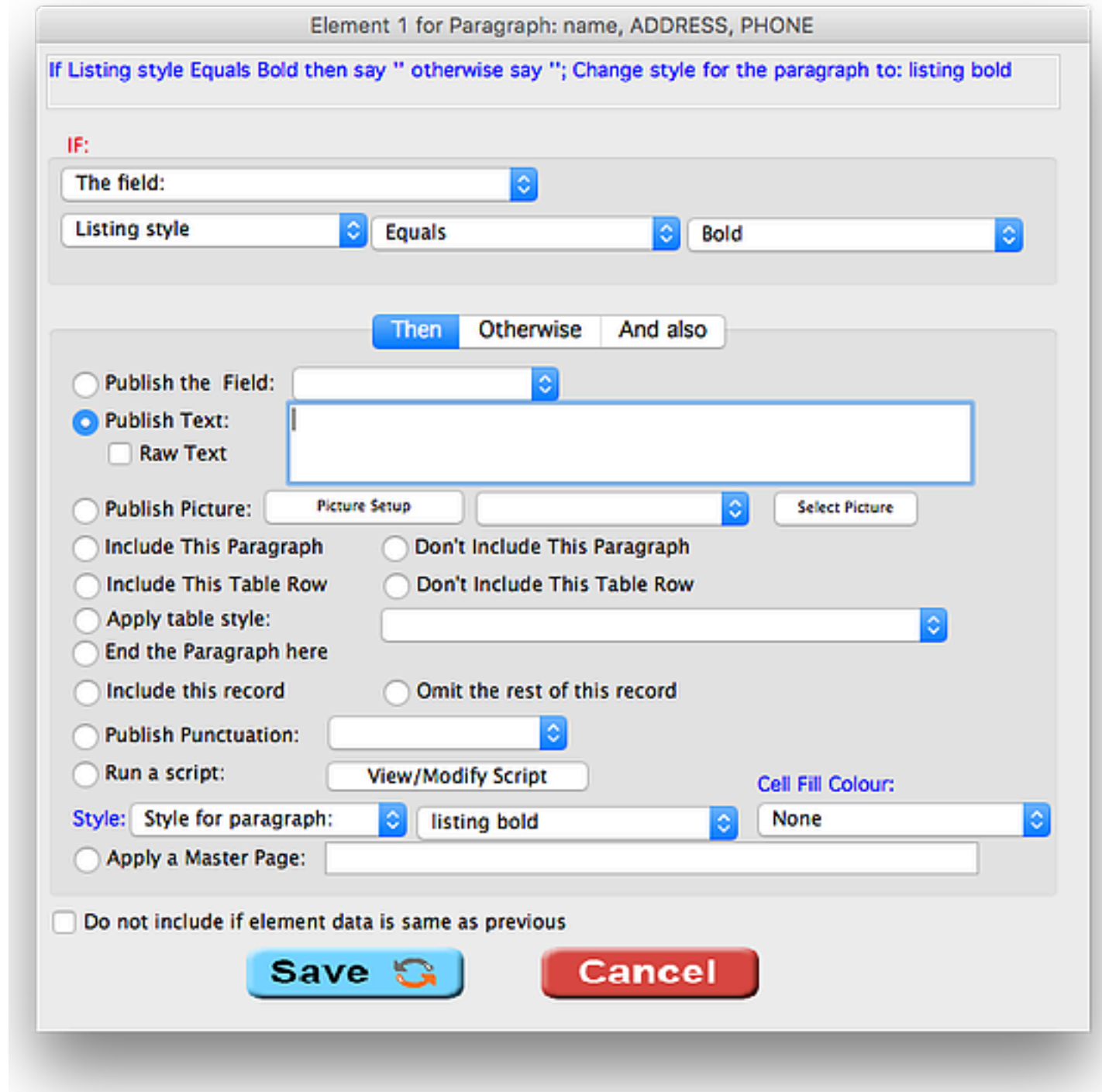
1. Create a Paragraph and select the *plain listing* stylesheet for that Paragraph
2. Add an Element and select the **Rule** Element Type.
3. Click the **Edit Rule** button.

The decision that we want CatBase to make is this:

"**IF** the Listing Level is not Basic, **THEN** publish the company name using the listing bold stylesheet; **OTHERWISE** publish the company name using the default style for the Paragraph (*plain listing*)"

So our Rule will look like this:

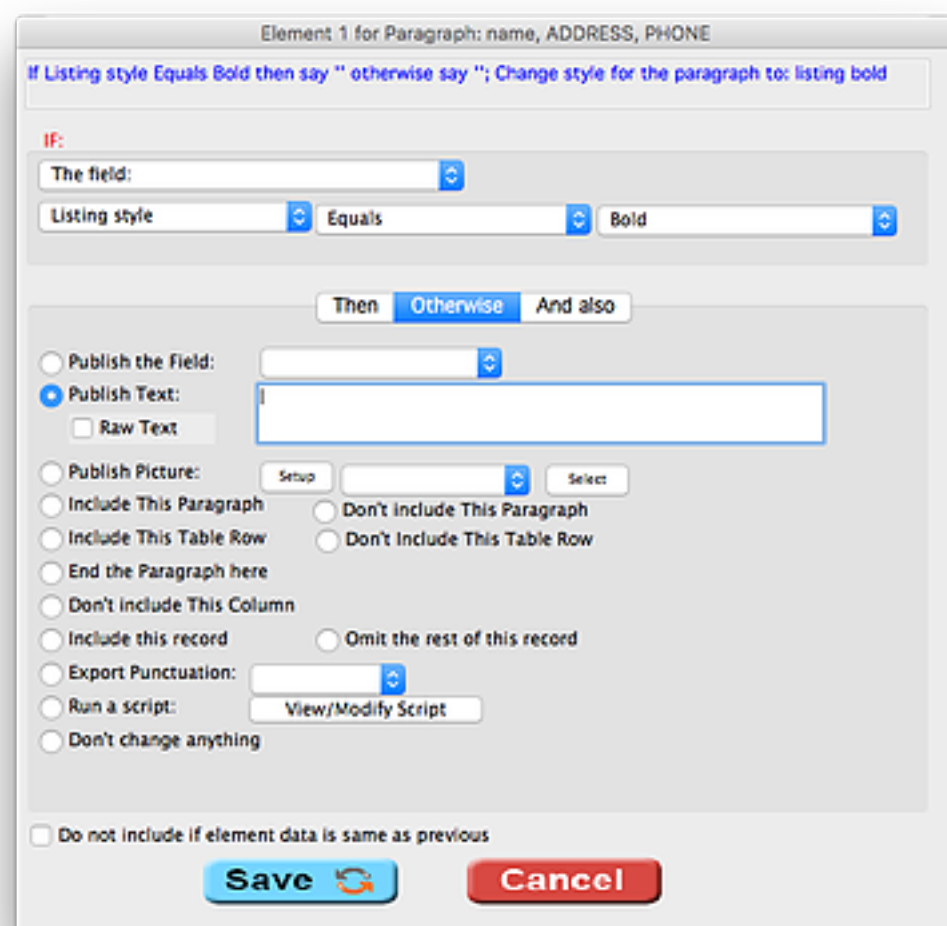




Note the change of style!



Note also that the **Publish Text** radio button is selected, but nothing is entered into the text area. Effectively this means "publish nothing". The **Otherwise** tab looks like this:



In other words:

**OTHERWISE** do nothing

This is a simple example that shows how to choose between two styles; you can set up more complex decisions by creating multiple Paragraphs with different stylesheets selected, and then using the **Include this Paragraph** option.

**Learn more about Rules on the [Rules Reference](#) page.**

