

# 5

## VISUAL FOXPRO - MENU SYSTEM

### 5.1 INTRODUCTION

The Visual FoxPro is a menu driven Relational Database Management System. It is easier to communicate with the Visual FoxPro menu system without programming. The in-built menu system of the Visual FoxPro helps the user to work without actually remembering the command. Visual FoxPro is suitable for multi user environment. It provides the facility for locking of Records when many users are simultaneously working on same database.

### 5.2 OBJECTIVES

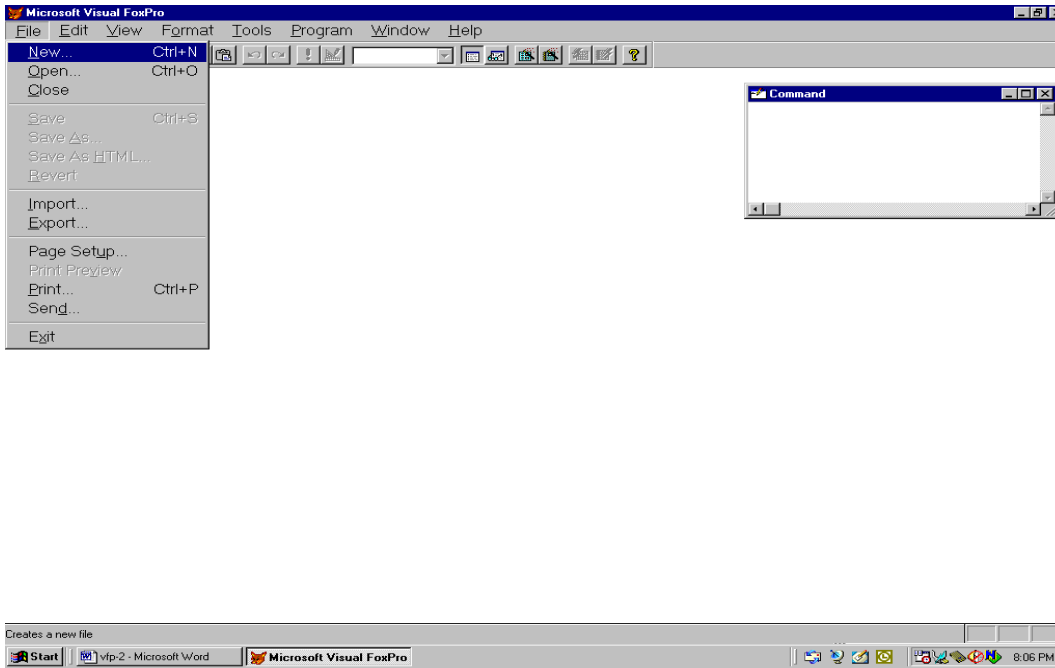
After going through this lesson you would be in a position to

- explain the Visual FoxPro Menu System
- work with the various Menu Items of the Visual FoxPro
- explain the functionality of various options of the Toolbar

### 5.3 FILE MENU

The **File** menu contains options that permit you to create and save new files, open and close the existing files, settings for printing information on the paper, print files, enter printer information and to exit Visual FoxPro, as shown in Fig. 5.1

---



**Fig. 5.1: File Menu**

There are various options available in the **File** Menu option. The description of each option is given below:

<b>Option</b>	<b>Description</b>
<b>New...</b>	Allows you to create any type of File (Table/DBF, Program, Index, Report, Label, Form, Menu, Query Projects, Text File.)
<b>Open...</b>	Allows you to open any type of existing files.
<b>Close</b>	Closes the current window. If the window's contents have changed, you will be asked to save the changes.
<b>Save</b>	Allows you to store any changes you have made to the current text, program, label, report, screen, query, menu or project file without closing the file.
<b>Save As...</b>	Allows you to name and save a newly created file, or save a copy of a current file with a new name.

<b>Save As Class...</b>	Allows you to save a form, or selected controls on a form, as a class definition. This option is available when you run the Form Designer.
<b>Save as View...</b>	Allows you to save a query into a database (DBC) file. This option is available when you run the Query Designer.
<b>Revert</b>	Allows you to return to last saved version of file. Note that the <b>Revert</b> option is only enabled when you have made changes to a text file, program file, label file, form file, report file, query file, menu file, project file or memo field since the file was last saved.
<b>Import...</b>	Allows you to use file from other application
<b>Export...</b>	Allows you to use Visual FoxPro file in other applications.
<b>Print Setup...</b>	Allows you to select the printer you want to use and other several Options about the printer.
<b>Print...</b>	Allows you to print only the sources listed below: <ul style="list-style-type: none"><li>- The contents of the Command window.</li><li>- The contents of a file that is not currently open.</li><li>- The contents of ASCII file or clipboard.</li><li>- The contents of any open editing window.</li></ul>
<b>Page Setup...</b>	Allows you to give settings for the page.
<b>Page Preview</b>	Allows you to display, the printed image of the page on the screen.
<b>Exit</b>	Allows you to leave Visual FoxPro and returns you to the windows desktop. <b>Exit</b> option of File menu is same as typing <b>Quit</b> in the Command Window or pressing <Alt+F4> key.

---

## 5.4 EDIT MENU

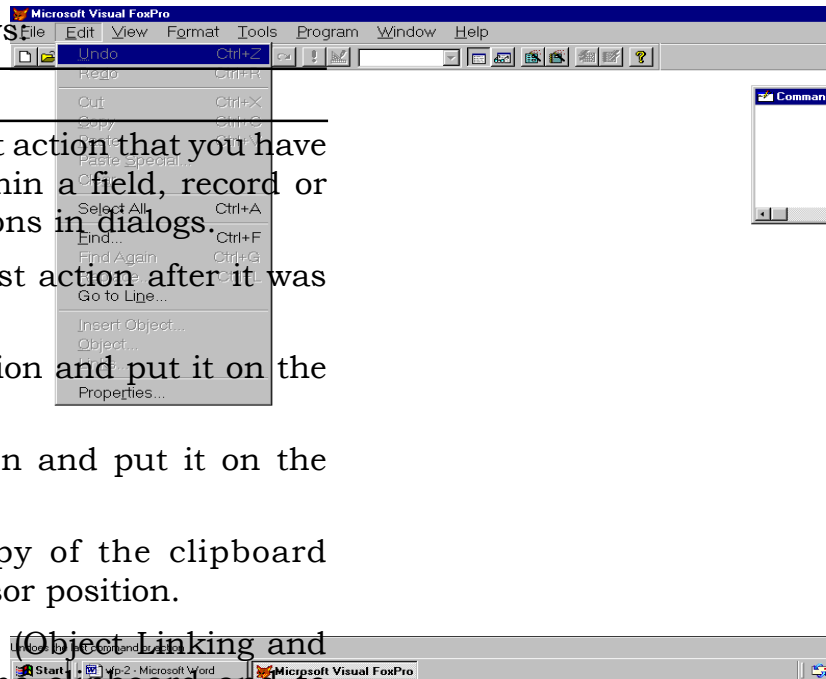
The **Edit** menu contains options that allow you to edit text in editing windows as shown in Fig. 5.2. You can also manipulate **Object Linking and Embedding (OLE)** objects in Visual FoxPro files.

---

**Fig. 5.2: Edit Menu**

The **Edit** menu options are described as follows:

Option	Description
<b>Undo</b>	Allows you to reverse the last action that you have performed on any text within a field, record or file, and in text editing regions in dialogs.
<b>Redo</b>	Allows you to restore the last action after it was undo.
<b>Cut</b>	Allows you to remove selection and put it on the clipboard.
<b>Copy</b>	Allows you to copy selection and put it on the clipboard.
<b>Paste</b>	Allows you to place a copy of the clipboard contents at the current cursor position.
<b>Paste Special...</b>	Allows you to place an OLE (Object Linking and Embedding) object from the clipboard and to establish a link to its source.
<b>Clear</b>	Allows you to remove the selected text, data, or object without placing it on the clipboard.

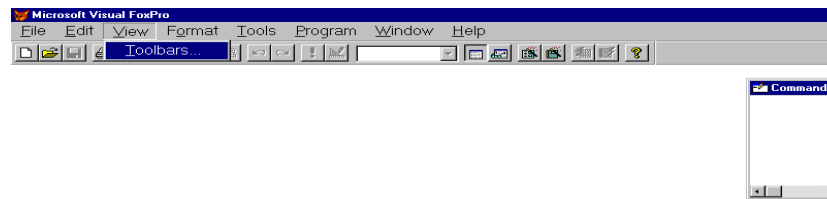


<b>Select All</b>	Allows you to select all objects or all lines of text, or all fields in current window.
<b>Find...</b>	Allows you to search for specified text.
<b>Replace...</b>	Allows you to find and replace specified text.
<b>Goto Line...</b>	Allows you to move the cursor to a designated line in a text, Program or memo editing window, or in the Command window.
<b>Insert Object...</b>	Allows you to place an OLE object on the clipboard and to establish a link to its source.
<b>Object...</b>	Allows you to activate OLE object, to edit the object or listen to it if it is a sound.
<b>Links...</b>	Allows you to edit the link from a source application to an OLE object in a file.

---

## 5.5 VIEW MENU

The **View** menu displays Reports, Label, and Form designers and toolbars and allows you to customize the way you work in a table.



**Fig. 5.3: View Menu**

The **View** menu options are described as follows:

---

<b>Option</b>	<b>Description</b>
<b>Toolbars...</b>	Allows you to create, edit, hide and customize toolbars.
<b>Properties...</b>	Allows you to display the Properties window so you can set or change the properties of forms and controls. This option is available when you open the Form or Class Designer.
<b>Browse &lt;table&gt;...</b>	Allows you to display the contents of the current table horizontally in a Browse window. This option is available when you use a table.
<b>Edit...</b>	Allows you to display the contents of the selected table vertically. This option is available when you use a table.
<b>Append Mode...</b>	Allows you to add new records automatically to the end of the current table. This option is available when you use a table.
<b>Database Designer...</b>	Allows you to display the Database Designer. The option is available when you use a table that is associated with a database.
<b>Table Designer...</b>	Allows you to display the <b>Table Designer</b> for modifying a table's structure. This option is available when you use a table that is associated with a database.
<b>Grid Lines</b>	Allows you to remove or add lines in various windows. This option is available when you use a table or open the Label, Report, or Form or Class Designer.
<b>Design...</b>	Allows you to put a new or existing label, report, or form in design mode. This option is available when you open the Label, Report, or Form or Class Designer.
<b>Tab Order...</b>	Allows you to set the tab order for objects on a form. This option is available when you run the Form or Class Designer.
<b>Code...</b>	Allows you to display the code window to write, edit and display event code. This Option is

---

	available when you open the Form or Class Designer.
<b>Form Controls</b>	Allows you to display the Form Controls toolbar, which you
<b>Toolbar...</b>	use to create controls on a form. This option is only available when you open the Form or Class Designer.
<b>Layout Toolbar...</b>	Allows you to display the Layout toolbar, which you use to align, size, and position controls. This option is available when you open a Label, Report, or Form or Class Designer.
<b>Color Palette Toolbar...</b>	Allows you to display the Color Palette toolbar, which you use to specify foreground and background colors for a control. This option is available when you open the Label, Report, or Form or Class Designer.
<b>Show Position...</b>	Show in the status bar the position, height, and width of the selected object in a form, report, or label. This option is available when you open the Label, Report, Form or class Designer.
<b>Preview...</b>	Allows you to display a report or label in a print preview. This option is available when you open the Label or Report Designer.
<b>Report Controls Toolbar...</b>	Allows you to display the Report Controls toolbar which you use to create controls on a report. This option is available when you Open the Label or report Designer.
<b>General Options...</b>	Allows you to specify code for an entire menu system. This option is available when you open the Menu Designer.
<b>Menu Options...</b>	Allows you to specify code for a specific menu. The option is available when you open the Menu Designer.
<b>Maximize Top Pane...</b>	To enlarge the top pane of the Query and View Designers. This option is available when you

---

open the Query Designer or View Designer.

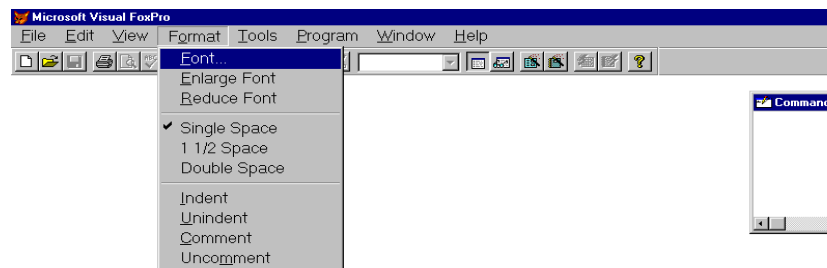
**Minimize Top Pane...**

To reduce the top pane of the Query and View Designers. This option is available when you open the Query Designer or View Designer.

**Data Environment...** Allows you to display the Data Environment Designer. This option is available when you open the Form Designer, Report Designer, or Label Designer.

## 5.6 FORMAT MENU

The **Format** Menu contains option for fonts, spacing, alignment, and object positioning, as shown in figure 5.4.



**Fig. 5.4: Format Menu**

The **Format** menu options are described as follows:

Option	Description
<b>Text Alignment...</b>	Allows you to adjust alignment and spacing of text within a field or label control. This option is available when you work with a report or label.



<b>Fill...</b>	Allows you to fill selected control with a pattern. This option is available when you work with a report or label.
<b>Pen...</b>	Allows you to set point size and the design pattern of lines and outlines for rectangles and rounded rectangles on your label or report. This option is available when you work with a report or label.
<b>Mode</b>	Determines whether the selected control is opaque or transparent. This option is available when you work with a report or label.
<b>Font...</b>	Allows you to select the font type, style and size. This option is available when you work with a text file, field or label control in a report or label, or the Command Window.
<b>Enlarge Font</b>	Allows you to increase the font size by the next-larger size available. This option is available when you work with a text or program file or the command window.
<b>Reduce Font</b>	Allows you to decrease the font size by the next-smaller size available. This option is available when you work with a text or program file.
<b>Single Space</b>	Allows you to display the text with no blank lines between lines of text. This option is available when you work with a text or program file.
<b>1 ½ Space</b>	Allows you to display the text with one-and-a-half blank lines between lines of text. This option is available when you work with a text or program file.
<b>Double Space</b>	Allows you to display the text with two blank lines between lines of text. This option is available when you work with a text or program file.
<b>Indent</b>	Allows you to indent the selected line or lines by one tab. This option is available when you work with a text or program file.

---

<b>Remove Indent</b>	Allows you to remove previously inserted indents one at a time. This option is available when you work with a text or program file.
<b>Align</b>	Aligns controls on a form or in a report, label or class. This option is available when you work with a report, label, form, or class.
<b>Size</b>	Allows you to change control size. This option is available when you work with a report, label, form, or class, and create and select a control.
<b>Horizontal Spacing</b>	Allows you to set the horizontal spacing of selected objects. This option is available when you work with a report, label, form, or class.
<b>Vertical Spacing</b>	Allows you to set the vertical spacing between selected controls. This option is available when you work with a report, label, form, or class.
<b>Bring To Front</b>	Allows you to send selected controls to the back layer so that any overlapping controls show up on top of them. This option is available when you work with a report, label, form, or class, add an object or objects, and select one or more of them.
<b>Send To Back</b>	Allows you to send selected controls to the back layer so that any overlapping controls show up on top of them. This option is available when you work with a report, label, form, or class, add an object or objects, and select one or more of them.
<b>Group</b>	Allows you to join selected controls so that they can be manipulated as a single control. It is equivalent to dragging the mouse to select all controls at once. This option is available when you work with a report or label and select more than one control.
<b>Ungroup</b>	Allows you to separate previously grouped controls so that they can be manipulated individually. This option is available when

---

you work with a report, or label, and have grouped controls.

### **Snap to Grid**

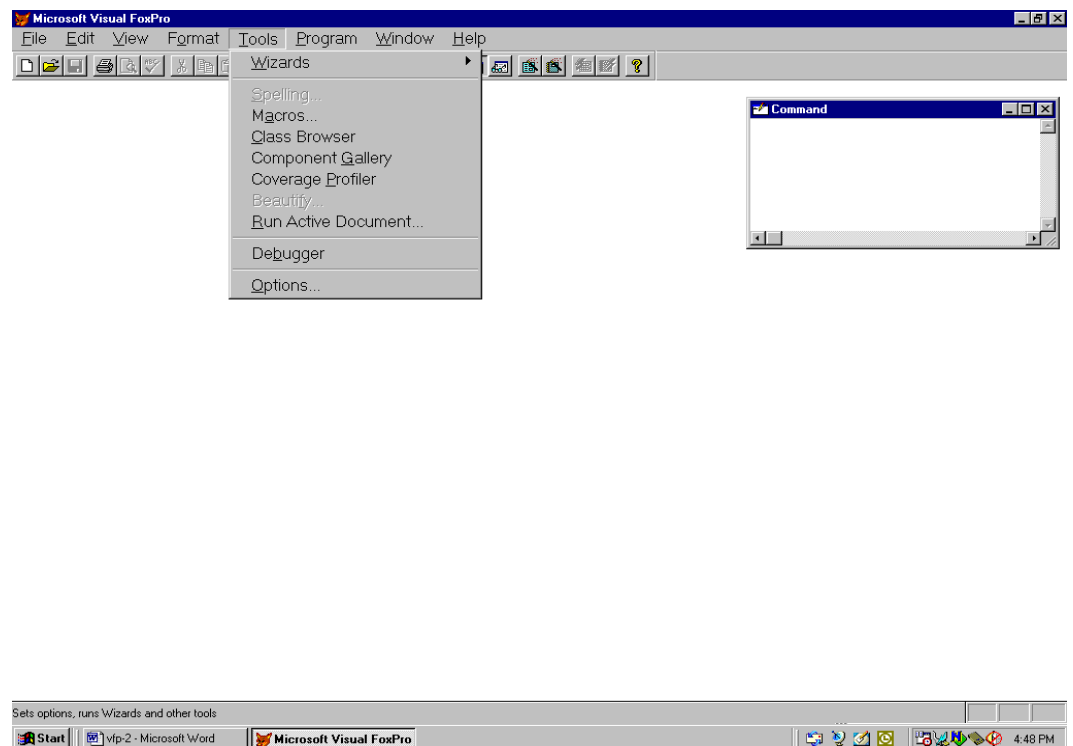
Allows you to move controls in grid increments when you select and drag them. The option is available when you work with a report, label, form, or class, add an object or objects, and select one or more of them.

### **Set Grid Scale**

Allows you to define horizontal and vertical increments of the grid in pixels, and specifies whether the ruler displays inches or pixels. This option is available when you work with a report, label, form, or class.

## **5.7 TOOLS MENU**

The **Tools** menu contains options that set system options, run wizards, create macros, and trace and debug source code, as shown in Fig. 5.5.



**Fig. 5.5: Tools Menu**

The **Tools** menu options are described as follows:

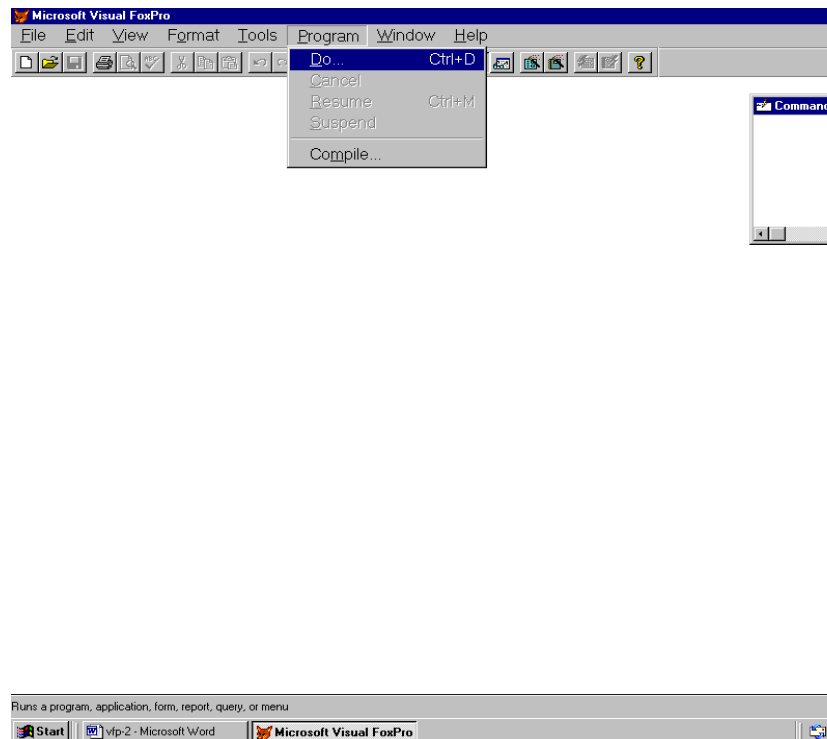
---

<b>Option</b>	<b>Description</b>
<b>Wizards</b>	Allows you to display a submenu of Visual FoxPro wizards.
<b>Spelling</b>	Allows you to run the spell checker.
<b>Macros..</b>	Allows you to define Key combinations to perform a series of keystrokes.
<b>Trace Window</b>	Allows you to open the Trace Window to watch program execution.
<b>Debug Window</b>	Allows you to open the Debug Window to monitor the values in programs.
<b>Options...</b>	Allows you to set many categories of system options.

---

## 5.8 PROGRAM MENU

The **Program** menu contains options that are used while programming in Visual FoxPro, as shown in Figure 5.6



**Fig. 5.6: Program Menu**

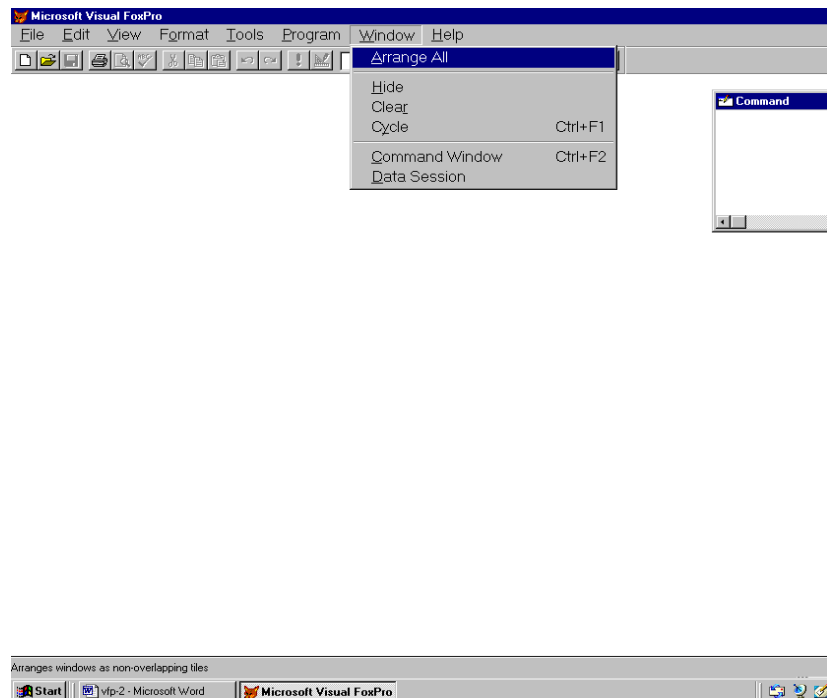
---

The **Program** menu options are described as follows:

<b>Option</b>	<b>Description</b>
<b>Do...</b>	Allows you to execute a specified program file.
<b>Cancel</b>	Allows you to stop a currently running program.
<b>Resume</b>	Allows you to restart execution of a suspended (not cancelled) program at the line where execution paused when you choose <b>Trace</b> option.
<b>Suspend</b>	Allows, you to stop running the program, but keeps it open to resume program execution. This option is available when you run a program.
<b>Compile...</b>	Allows you to compile the specified program.

## 5.9 WINDOW MENU

The **Window** menu contains options that allow you to control windows, as shown in Fig. 5.7.



**Fig. 5.7: Window Menu**

The **Window** menu options are described below:-

<b>Option</b>	<b>Description</b>
<b>Arrange All</b>	Allows you to display all open windows in an arranged fashion so that they don't overlap.
<b>Hide</b>	Allows you to remove the current window from view, but does not close it.
<b>Hide All</b>	Allows you to remove all windows from your view, but keep them open. This command is available when you hold down <Shift> Key while choosing the Window menu.
<b>Show All</b>	Allows you to display all open windows. This option is available When you hold down <Shift> Key choosing the window menu.
<b>Clear</b>	Allows you to remove the current output window. The command equivalent for the <b>Clear</b> option is to type <b>clear</b> in the command window.
<b>Cycle</b>	Allows you to rearrange open windows to bring successive ones to the front. The front most window moves to the back and the Next window becomes the front most window.
<b>Command Window</b>	Allows you to display the command window.
<b>View Window</b>	Allows you to open table files, establish relation and set work area properties.
<b>1,2,3,...9</b>	Displays the names of all open windows and allows you to choose from them.
<b>More Windows</b>	Allows you to display the More Window dialog box, in which you select a window to activate. This option is available when you have more than nine (9) windows open.

---

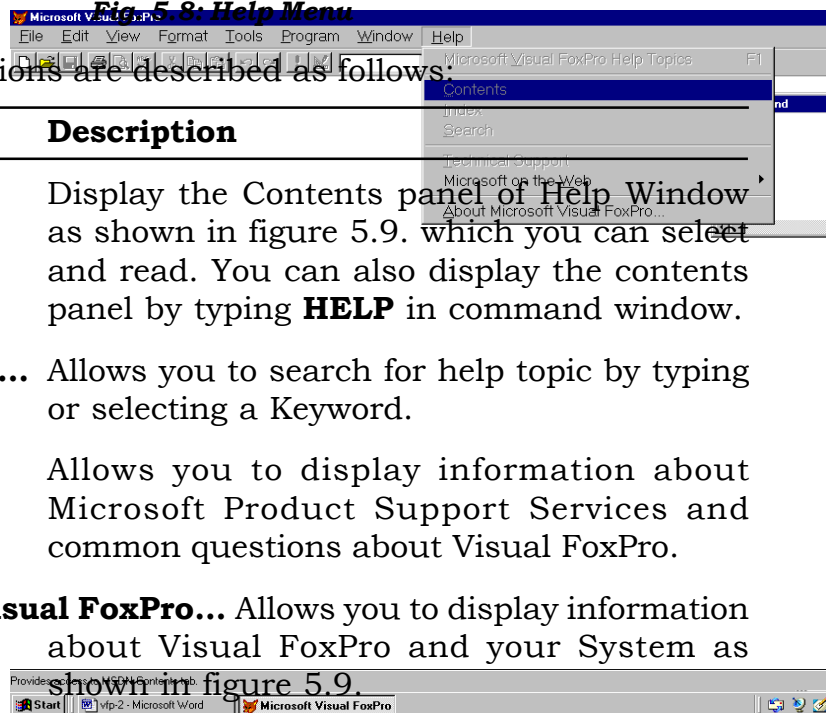
## 5.10 HELP MENU

The **Help** menu contains options that open Visual FoxPro online Help, direct you to technical assistance, and display information about your computer's configuration, as shown in figure 5.8.

---

**Fig. 5.8: Help Menu**

The **Help** menu options are described as follows:



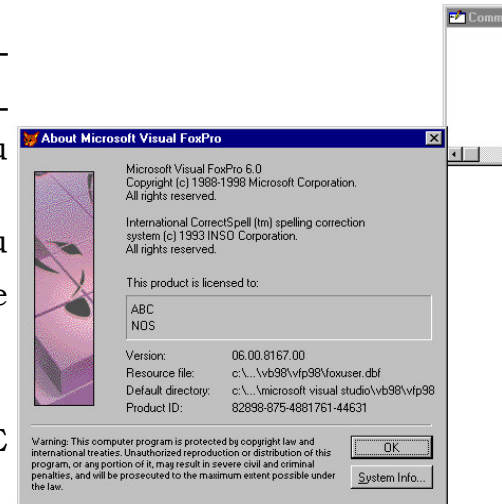
<b>Option</b>	<b>Description</b>
<b>Contents</b>	Display the Contents panel of Help Window as shown in figure 5.9, which you can select and read. You can also display the contents panel by typing <b>HELP</b> in command window.
<b>Search for Help on...</b>	Allows you to search for help topic by typing or selecting a Keyword.
<b>Technical Support</b>	Allows you to display information about Microsoft Product Support Services and common questions about Visual FoxPro.
<b>About Microsoft Visual FoxPro...</b>	Allows you to display information about Visual FoxPro and your System as shown in figure 5.9.



**Fig. 5.9: About Visual FoxPro**

## INTEXT QUESTIONS

1. In order to open an existing table, which menu option will you choose?
  - (a) Edit Menu (b) File Menu (c) Tools Menu (d) Help Menu
2. Which command physically removes the records from a table marked for deletion
  - (a) Delete (b) Append (c) Pack (d) Erase
3. Which option of the Edit Menu allows you to insert an OLE object?
  - (a) Paste (b) Copy (c) Link (d) Insert object



## 5.11 DATABASE MENU

The Database menu is added when you open an existing database or when you create a database schema to define persistent



relationships among the tables of a relational database (as shown in figure 5.10). The database schema contains the logically related tables, forms, reports, query etc.

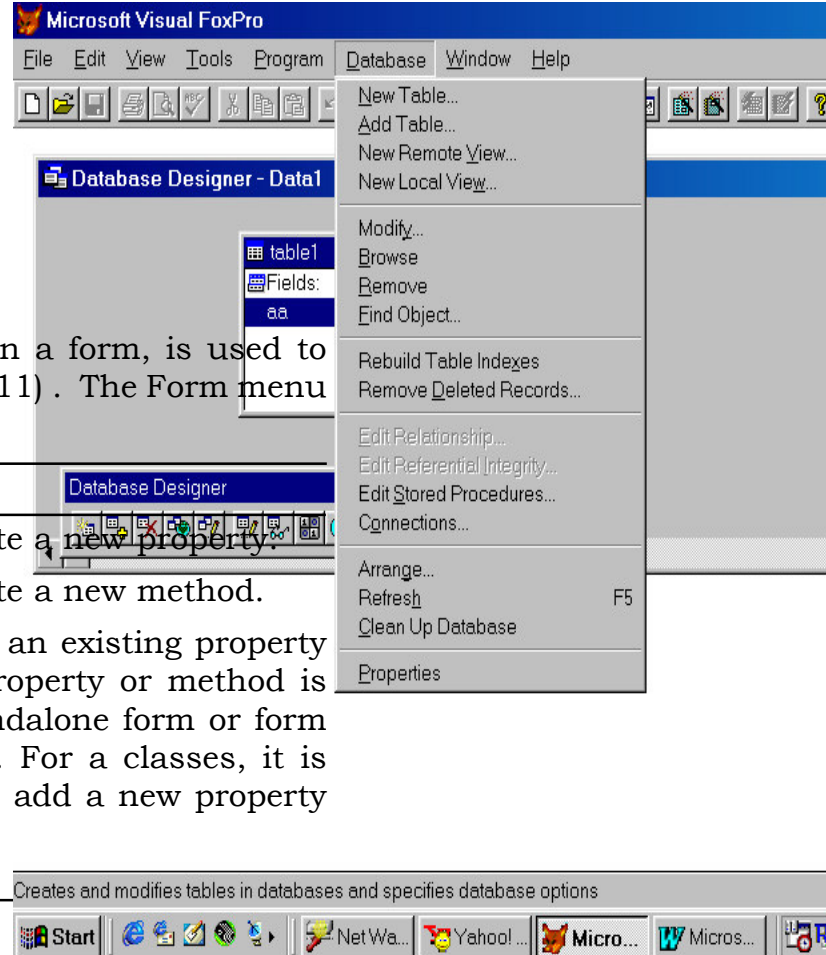
The Database menu option are described as follows.

---

<b>Option</b>	<b>Description</b>
<b>New Table</b>	Allows you to create a new table using a wizard or a designer
<b>Add Table</b>	Allows you to add an existing table to a database
<b>New Remote View</b>	Allows you to create a new remote view using a wizard or a designer
<b>New Local View</b>	Allows you to create a new local view using a wizard or a designer
<b>Remove</b>	Allows you to remove the selected table from the database or delete it from the disk.
<b>Modify</b>	Allows you to open the selected table in the table designer.
<b>Browse</b>	Allows you to display the selected table in the Browse window for editing
<b>Rebuild Table Indexes</b>	Allows you to generate keys and rebuild indexes for the selected table.
<b>Remove Deleted Records</b>	Permanently removes all records from the active table that are marked for deletion.
<b>Edit Relationship</b>	Allows you to modify the relationship between tables.
<b>Referential Integrity</b>	Allows you to display the Referential Integrity Builder, in which you set up rules to control how records are inserted, updated or deleted in related tables.
<b>Editing stored Procedures</b>	Allows you to display a Visual FoxPro procedure in an editing window.
<b>Clean Up Database</b>	Allows you to run the PACK command to decrease the size of the database by removing rows that have been marked for deletion. The PACK command physically removes the record from the table marked for deletion.

---

**Fig. 5.10: Database Menu**

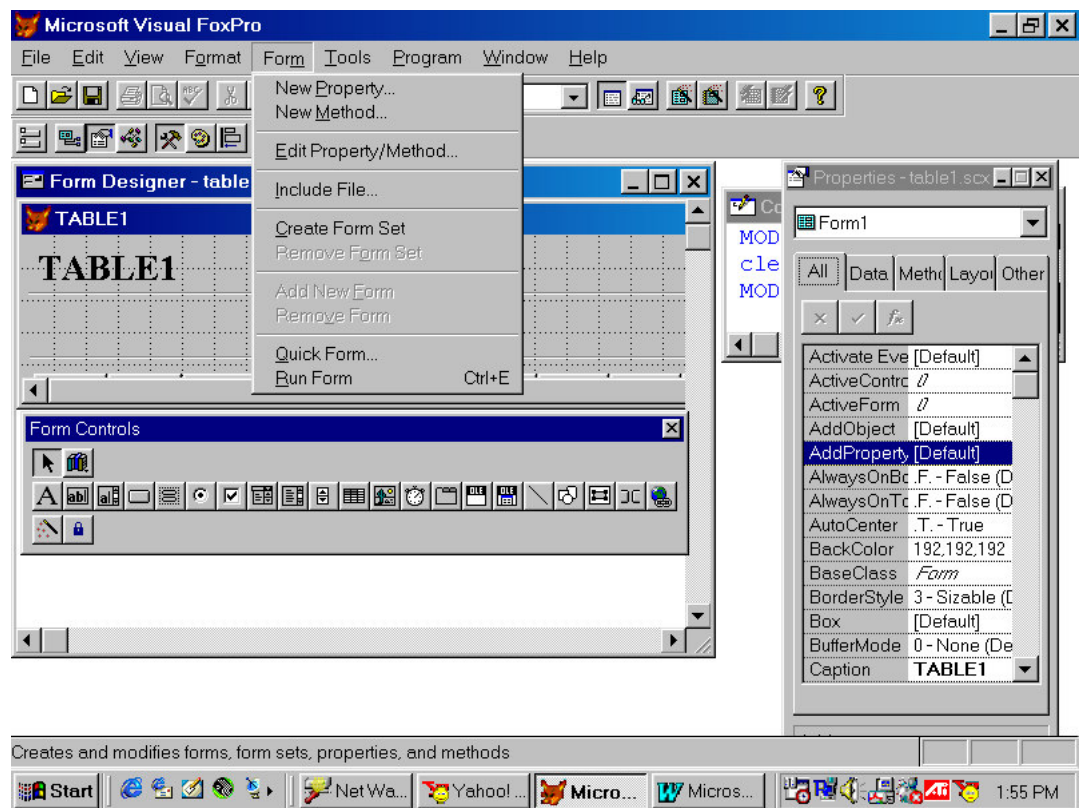


**5.12 FORM MENU**

The Form menu that is added when you open a form, is used to create and modify forms ( as shown in figure 5.11) . The Form menu options are described as follows:

Option	Description
<b>New Property</b>	Allows you to create a new property.
<b>New Method</b>	Allows you to create a new method.
<b>Edit Property / Method</b>	Allows you to edit an existing property or method. The property or method is scoped to the standalone form or form set, as applicable. For a classes, it is enabled when you add a new property or method.

<b>Include File</b>	Allow you to specify a reader file of predefined compile-time constants for a user-defined class, form, or form set.
<b>Quick Form</b>	Allows you to display the Form Builder dialog box, which helps you to create a simple form that you can customize by adding your own controls.
<b>Create Form</b>	Allows you to display a new form set, which is a parent container for one or more forms.
<b>Remove Form Set</b>	Allows you to remove an existing form set. This is applicable only if you have created a form set.
<b>Run Form</b>	Allows you to run a form after you have designed and saved it.



**Fig. 5.11: Form Menu**

### 5.13 QUERY MENU

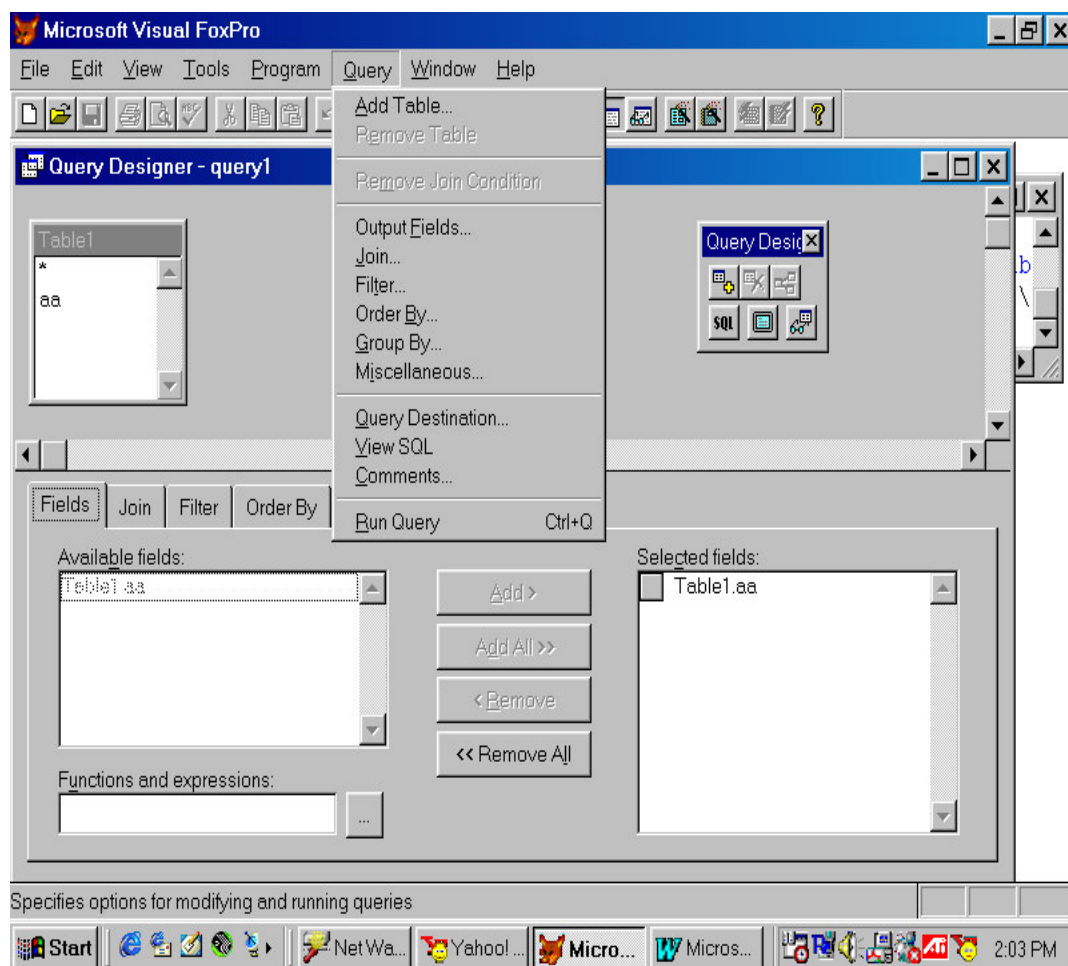
The Query menu is added when you work with query. The Query menu is used to display selected records and fields of a table in the desired order. A Query provides you to retrieves selected records based on the selection criteria out of a table in a form which is convenient to use. The Query menu contains options that allow you to create, modify, and run queries ( as shown in figure 5.12).

The Query menu contains options are described as follows:

<b>Option</b>	<b>Description</b>
<b>Add Table</b>	Allows you to display the Add Table or view dialog box to add a table or view to the designer window.
<b>Remove Table</b>	Allows you to removes the selected table from the top pane of the designer window.
<b>Remove Join</b>	Allows you to remove the selected join line from between tables.
<b>Condition</b>	
<b>Selection Criteria</b>	Allows you to specify the Selection Criteria tab on top in the Query or View Designer window.
<b>Output Fields</b>	Allows you to specify the Fields tab on top in the Query or View Designer window.
<b>Order By</b>	Allows you to specify the Order By tab on top in the Query or view Designer window.
<b>Group By</b>	Allows you to put the Group By tab on the top in the Query or View Designer window.
<b>Update Criteria</b>	Allows you to put the Update Criteria tab on top in the View Designer window.
<b>Query Destination</b>	Allows you to display the Query Destination dialog box. The dialog box allows you to send the results of your query to eight different outputs.
<b>View SQL</b>	Allows you to display the SQL statement your query is building

---

- Advanced Options** Allows you to display the Advanced options dialog box, in which you can fine-tune how records are retrieved in a view or how updates are made to the server or source tables.
- View Parameters** Allows you to set up views that prompt for a value entry to complete the query.
- Comments** Allows you to display notes or comments that you have written to identify the query or view its purpose.
- Run Query** To execute the SQL select statement you built, and send the results to the output destination you specified.



**Fig. 5.12: Query Menu**

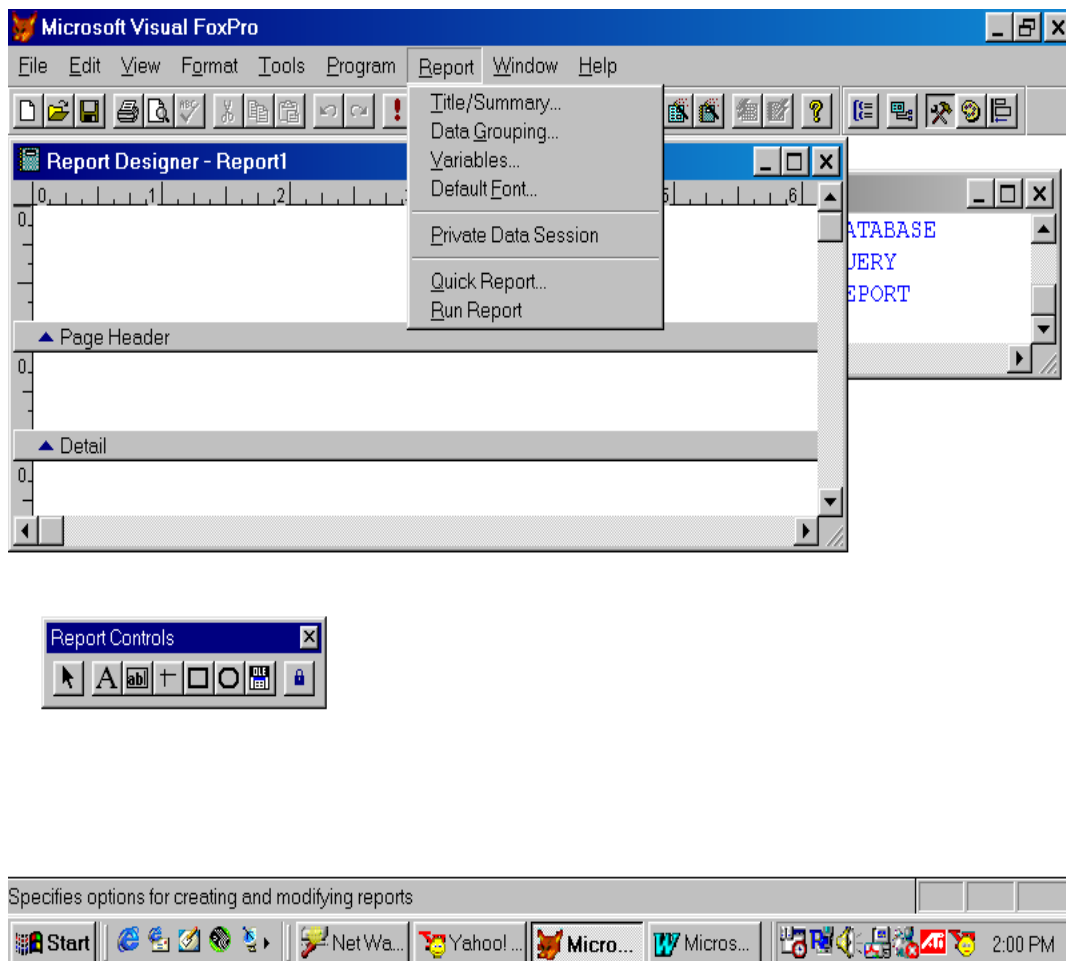
## 5.14 REPORT MENU

The **Report** menu is added when you are working with the designing of a printed report. This option is used to create, modify and customise reports ( as shown in figure 5.13).

The Report Menu contains options are described as follows:

<b>Option</b>	<b>Description</b>
<b>Title/Summary</b>	Allows you to display the Title/Summary dialog box, in which you specify the Title and/or Summary for the report.
<b>Data Grouping</b>	Allows you to display the Data Grouping dialog box to create data groups and Specify their properties
<b>Variables</b>	Allows you to create memory variables within a report.
<b>Default Font</b>	Allows you to specify the persistent fonts. Font styles, and font sizes for report, Label and field controls.
<b>Private Data Session</b>	Allows you to set the report to have a data session that does not change if you Open or use tables in other designers.
<b>Quick Report</b>	Allows you to place selected fields automatically in an empty Report Designer Window
<b>Run Report</b>	Allows you to display the Print dialog box, to send the report to a printer.

---



**Fig. 5.13: Report Menu**

### 5.15 TABLE MENU

The **Table** menu is added when you open a table and is used for working with data. The **Table** Menu contains options for examining and editing the active (selected) table.

The **Table** menu contains options are described as follows:

<b>Option</b>	<b>Description</b>
<b>Properties</b>	Allows you to open the Work Area Properties dialog box, in which you can modify the structure of a table, select index files and field, and define data filters.
<b>Font</b>	Allows you to open the Font dialog box, in which you can specify the font, font style, and font size that controls the type in a table or view in the Browse or Edit window.
<b>Go To Record</b>	Allows you to positions the record pointer on the record you specify.
<b>Append New Records</b>	Allows you to add record to the end of the current table.
<b>Toggle Deletion Mark</b>	Allows you to place or remove a deletion mark at the beginning of a selected record to mark or unmark it for deletion.
<b>Append Records</b>	Allows you to open the Append From dialog box, to add records to the active table from the another table.
<b>Delete Records</b>	Allows you to open the Delete dialog box, in which you mark records for deletion.
<b>Recall Records</b>	Allows you to open the Recall dialog box, in which you unmark records that are marked for deletion.
<b>Remove Deleted Records</b>	Allows you to permanently remove records that are marked for deletion.
<b>Replace Field</b>	Allows you to change field information in one record or in a range of records.
<b>Size Field</b>	Allows you to change the width of the selected field using the Keyboard.
<b>Move Field</b>	Allows you to move the selected field using the Keyboard.
<b>Resize Partitions</b>	To activate the window splitter so that you can partition the window or change the size of the existing partitions using the keyboard.
<b>Link Partitions</b>	When the Browse window is split, the two partitions are linked and they scroll vertically together as you move to different records and fields. To scroll each partition independently,

---



choose the **Link Partitions** from the **Table** menu to remove the check mark(P) to the left of the option. This option is enabled only when Browse window is split.

**Change Partitions** Allows you to move from one partition to another. This **Change Partitions** option is enabled only when the Browse window is split.

**Rebuild Indexes** Allows you to rebuild any open index files associated with the active table so that they accurately reflect the current status of the table.

---

## 5.16 STANDARD TOOLBAR

The **Standard toolbar** contains buttons for performing the most common actions in Visual FoxPro. This toolbar is displayed by default as shown in figure 4.5.

The Standard toolbar contains buttons are described as follows:

---

<b>Button</b>	<b>Description</b>
<b>New</b>	Allows you to create new files using designers and wizards.
<b>Open</b>	Allows you to open an existing file or create a new file.
<b>Save</b>	Allows you to save changes to the active file.
<b>Print</b>	Allows you to save changes to the active file.
<b>Print Preview</b>	Allows you to show you the results of your work without printing it in WYSIWYG format.
<b>Spelling</b>	Allows you to check spelling. Available when editing text or memo field.
<b>Cut</b>	Allows you to remove selected text, controls, or anything else that is selectable, to the clipboard.
<b>Copy</b>	Allows you to duplicate selected text, controls, or anything else that is selectable.
<b>Paste</b>	Allows you to place cut or copied text, controls, or anything else that is selectable at the insertion point position.

---

<b>Undo</b>	Allows you to reverse the most recent action.
<b>Redo</b>	Allows you to reverse the most recent Undo command.
<b>Run</b>	Allows you to run a query, form, or report after you have designed and saved it.
<b>Database</b>	Allows you to specify the current database.
<b>Command Window</b>	Allows you to show commands as they are executed, and provides space for typing commands.
<b>View Window</b>	Allows you to provide an easy way to open tables, establish relations, and set work area properties.
<b>Form Wizard</b>	Allows you to run a Visual FoxPro form wizard.
<b>Report Wizard</b>	Allows you to run a Visual FoxPro report wizard.
<b>AutoForm Wizard</b>	Allows you to create a form without using a wizard.
<b>AutoReport Wizard</b>	Allows you to create a report without using a wizard.
<b>Help</b>	Allows you to display online Help.

---

## 5.17 WHAT HAVE YOU LEARNT

In this lesson you have learned about the various options of the Visual FoxPro Menu Systems. Now you are in a position to the functioning of additional Menu System such as Database Menu, Form Menu, Query Menu, Report Menu and Table Menu.

---

## 5.18 TERMINAL QUESTIONS

---

1. Explain the concept of OLE.
  2. Define Database Schema.
  3. What is a Query ?
  4. Explain Query Menu.
- 

## 5.19 KEY TO INTEXT QUESTIONS

---

1. (b)
  2. (c)
  3. (d)
-