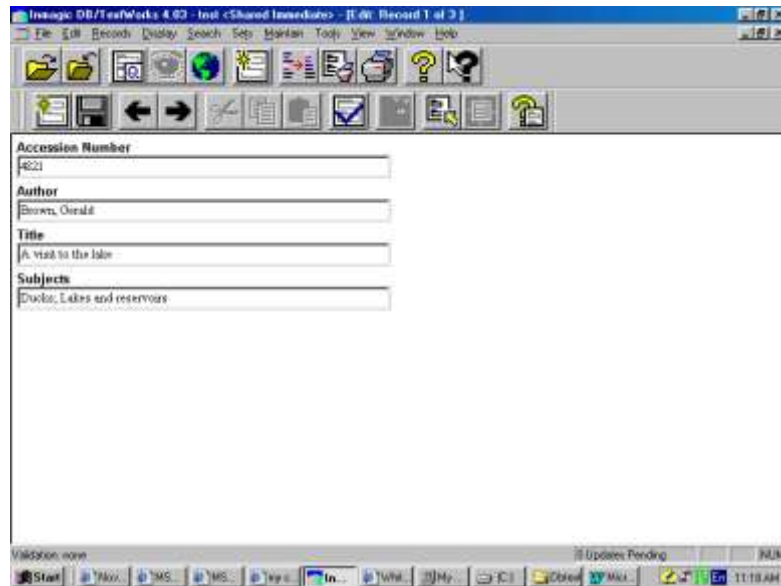


## Reformatting multiple entries in a field

If records have been imported from another type of database or spreadsheet, multiple entries in a field will probably be on one line separated by punctuation instead of on separate lines.



The screenshot shows the Inmagic DB/TextWorks 4.03 interface. The main window displays a record form with the following fields and values:

- Accession Number:** 4521
- Author:** Brown, Gerald
- Title:** A visit to the lake
- Subjects:** Ducks, Lakes and reservoirs

The Subjects field contains a single line of text with a comma separating the two entries. The status bar at the bottom indicates "Updates Pending" and "NUM".

To rectify this situation create a report form with the Accession Number and the field with entries to be realigned eg. Subjects on one line.

In the Form designer select Accession Number box

Go to Tools

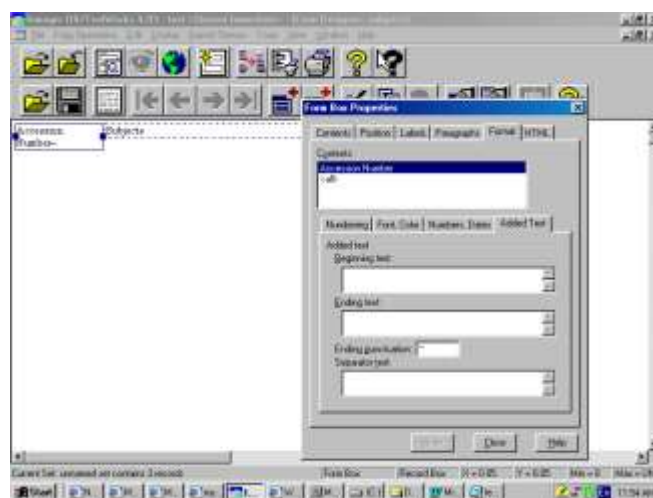
Box Properties

Format

Added Text

Place ~ in Ending Punctuation box

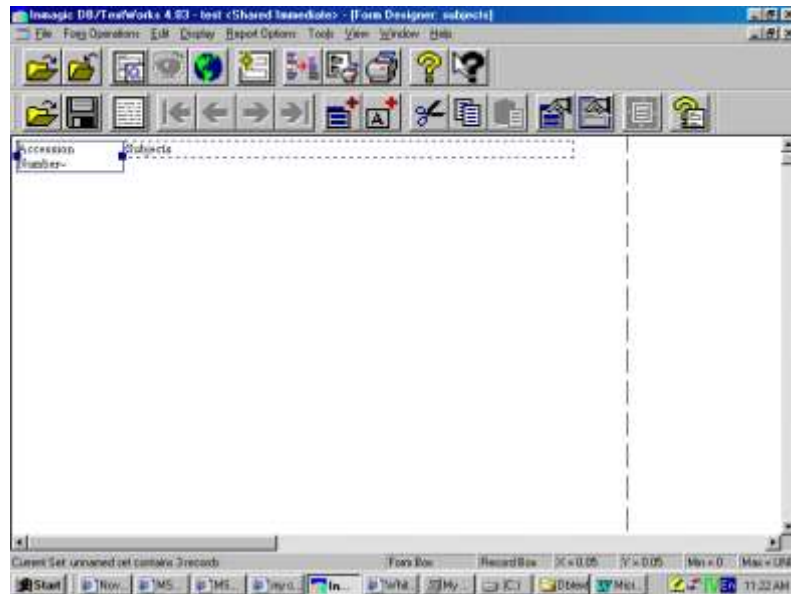
Close



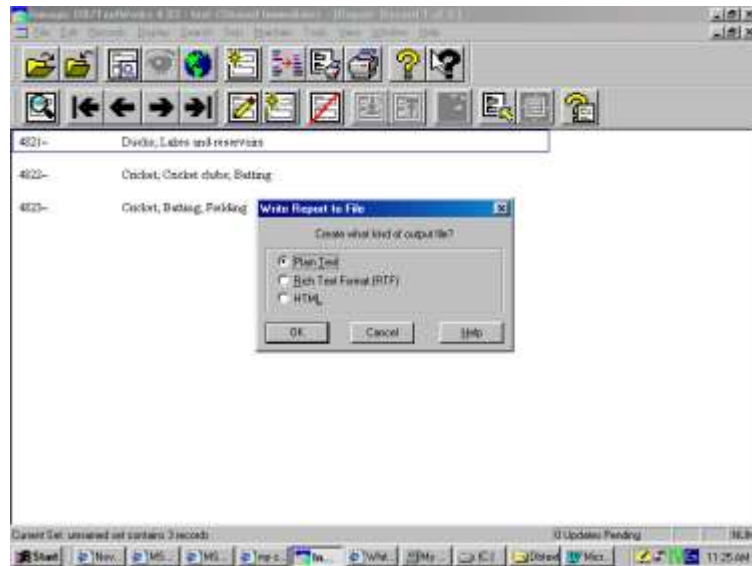
The screenshot shows the Inmagic DB/TextWorks 4.03 interface with the 'New Box Properties' dialog box open. The dialog box has the following sections:

- Contents:** Accession Number
- Formatting:** Font, Size, Number, Date, Added Text
- Added text:** Beginning text, Ending text
- Ending punctuation:** Separator text

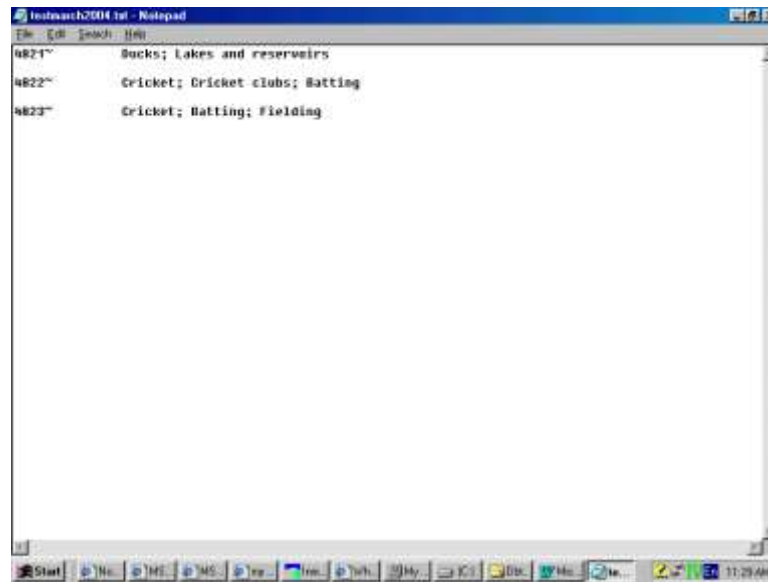
The 'Ending punctuation' section is currently empty. The dialog box has 'OK', 'Cancel', and 'Help' buttons at the bottom.



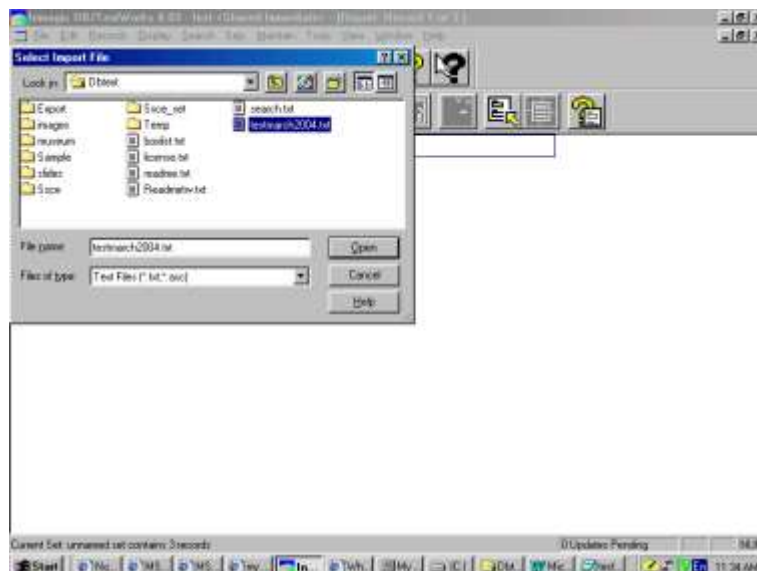
Go to the File menu  
Choose Write report to File  
Choose Plain Text  
OK



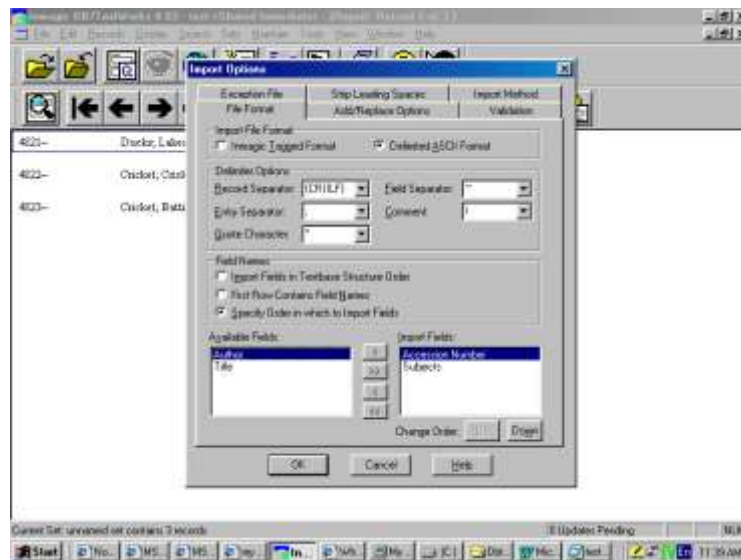
Open the new text file in Notepad



Return to DB/TextWorks to import the file  
 Go to File menu  
 Choose Import  
 In Files of Type box select Text Files or All Files  
 Open



Import File Format choose Delimited ASCII Format  
 Change the Field Separator to ~ instead of , (comma) as entries to import may contain commas  
 In Field Names box select Specify order in which to import fields  
 In Import Field select fields to be exported eg. Accession Number and Subjects



Select Add/Replace Options tag  
 Check for Matching Records  
 Select Replace Fields  
 In Incoming Records Must Match select Accession Number  
 OK

A box checking the options selected appears – select Yes if correct

