Right Fielder

User's Guide

MELISSA DATA

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WELCOME TO RIGHT FIELDER

Introduction

Welcome to Right Fielder for Windows™. We hope you find it useful and it saves you time, money, and hassle. Call us! We welcome your questions and feedback.

Problem

Suppose it's your job to do personalized mailings from a "label format" file like the one below. Some records have names, others don't. Some have three fields of data, others four, some as many as eight! Many have two address lines. Someone put "Attn: Sally" as the last field - now where's the ZIP Code?

John Doe	Morris Realty	Drexel Div
123 Main St	Madison & 32nd	% Joe Felty
Hingham MA 02043	PO Box 1480-C	AR Dept
	NY	Hennepin Inc
	NY	Clark Plaza
	10016	1220 West Hwy
	Attn: Sally	Braham, MN

You probably have routines for this kind of job - but every file is different, so it's extra work, extra hassle, extra delay. The processing is slow. They're still chuckling about the letter to "Joe's Auto Body" which started out "Dear Mr. Body".

Solution

The ideal solution would be fast, flexible, and natural to use. It could reorganize many different record layouts into your preferred field structure. You could run it interactively or unattended from a batch file. You could control how it marks errors and it would run fast.

Name:	John Doe	Attn: Sally	% Joe Felty
Title/Dept:			AR Dept
Company 1:		Morris Realty	Drexel Div
Company 2:			Hennepin Inc
Address 1:	123 Main St	PO Box 1480-C	1220 West Hwy

Address 2:		Madison & 32nd	Clark Plaza
City:	Hingham	NY	Braham
State:	MA	NY	MN
Zip:	02043	10016	

Concept behind Right Fielder

Right Fielder is relatively easy to use once you understand the concept behind the program. The best way to explain the concept is by giving you a little history.

Right Fielder was originally created to make .DBFs from ASCII top justified label files. The problem was that if you had records of varying lengths, you ended up with different data being moved into inconsistent fields. Look at the following two records:

Bart Simpson
123 Main St.
Springfield, MA 01101

Bart Simpson
Simpson Corp.
234 Walnut St.
Suite 22
Springfield, MA 01101

When these two records are imported into a .DBF, the street address information will be in the second field for record 1, and in the third and fourth fields for record 2. The city, state and zip information will be in the third field for record 1 and in the fifth field for record 2. In other words, even after importing the data into a .DBF format, only half of the work is done.

Right Fielder now has to take the imported data and put it into fields that accurately reflect their contents. That way your Zip +4 program, for example, knows where to find the city and state information it needs.

Not all information will have to be reorganized. In the example above, names consistently appear in the first field, so there's no need to process that field. However, the other fields do need to be reorganized. You should now think of these fields as input fields. For the example above, you will need six output fields: **company, address1, address2, city, state, ZIP**. The data from the input fields will be examined and copied to the correct output field.

Here is a very simple example. Say you have imported a print image file, and this is the resultant database:

	Record 1	Record 2	Record 3
Field_1	Bart Simpson		Marge Simpson
Field_2	123 Main St.	Simpson Corp.	Springfield Tech., Inc.
Field_3	Springfield, MA 01101	234 Walnut St.	345 Oak Street
Field_4		Suite 22	Springfield, MA 01101
Field_5		Springfield, MA 01101	

There are five fields, but you don't need to re-field the first field because it either contains a name, or it is empty. Since **Field_1** consistently contains the same type of data, don't include it in the input section of the setup.

Now look at the remaining data. You have no more than one company or one City/State/ZIP per record, and you have no more than two address lines per record. So, you will need a minimum of four output fields, one for: **Company, Address_1, Address_2,** and **CityStateZip**. You can also elect to split the city, state and ZIP into three fields, in which case you will need a total of six fields.

For the output fields, you can select (if they already exist in your database) or create these fields:

Company

Addr_1

Addr_2

City

State

Zip

When Right Fielder processes the file, it will take data out of the input fields, and copy it into the output fields. For example, when Right Fielder comes to "Simpson Corp." in **Field_2**, it will copy that data and put it in **Company** and so on with the other data.

Note that even though there are more output fields than input fields, there aren't *too many* output fields. Many people believe that they need an equal number of input and output fields, but this is rarely the case. Aside from the city, state and ZIP splitting, you may have files with two address lines in some records, and only one in the others. You still need output fields for both address lines, even if the majority of the records have one address line.

Here are some basic rules to follow when creating a setup:

1. If a field is consistently filled with the same type of data - don't process that field. For example, if the third field is always a company, there is no need to Right Field it. Just skip it. You can use **Tools | Modify Structure** to rename the field to a more descriptive name.
2. It is important not to list a field as both an output and an input field (and Right Fielder won't let you anyway).
3. Don't create more output fields than you need, but don't create too few either. We created the Profile Database to help users find the right balance.
4. Remember that Right Fielder *copies* the data from the input to the output fields, so if you make a mistake in your setup, it isn't a problem to make changes and run the file again. Your original data will be intact.

System Requirements

Right Fielder for Windows requires:

- Microsoft Windows 2000, XP or Vista.
- Intel Pentium III or better.
- 64 MB of RAM (128 recommend).
- 10 MB of available hard disk space.

File Requirements

Right Fielder processes files in .DBF format (dBASE III+/IV, FoxPro). ASCII fixed field, delimited, and flat formats can be imported. Print image files (which look like labels) can also be imported. (See **Tools | ASCII Conversion | ASCII to DBF**).

Right Fielder can process databases containing memo fields. However, it cannot actually process memo fields. Additionally, you should never try to modify the structure of a database containing memo fields. Also, don't use Right Fielder's utilities to sort, copy, append from or pack records in databases containing memo fields.

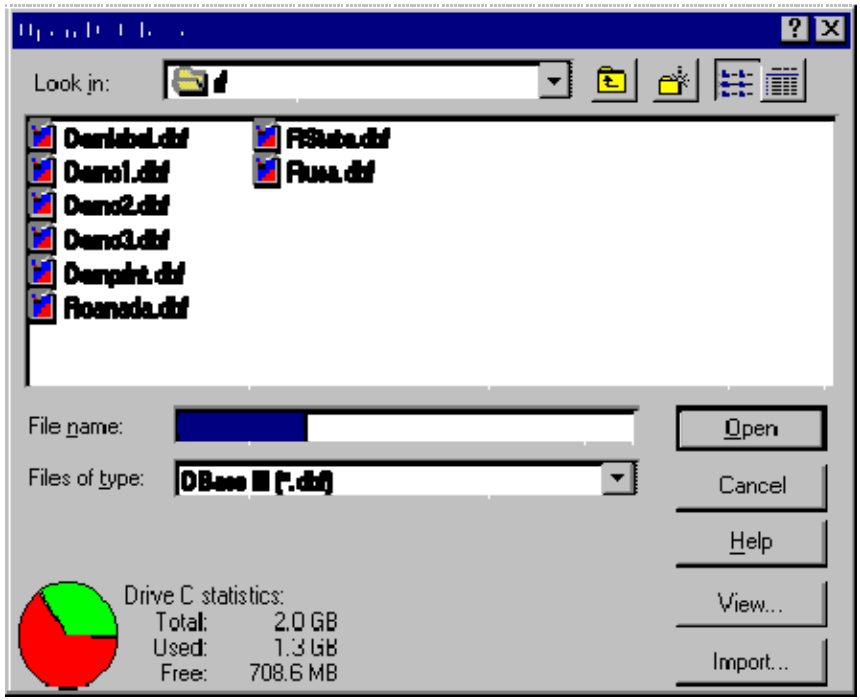
Visual FoxPro databases can be processed directly by Right Fielder. However, do not modify the structure of a Visual FoxPro database. The additional header information (structure indexes, catalogs, etc.) will be stripped.

Installation

1. Download the installer from MelissaData.com to your desktop.
2. Double-click the installer.
3. Follow the on-screen instructions.

FILE MENU

File | Open Database



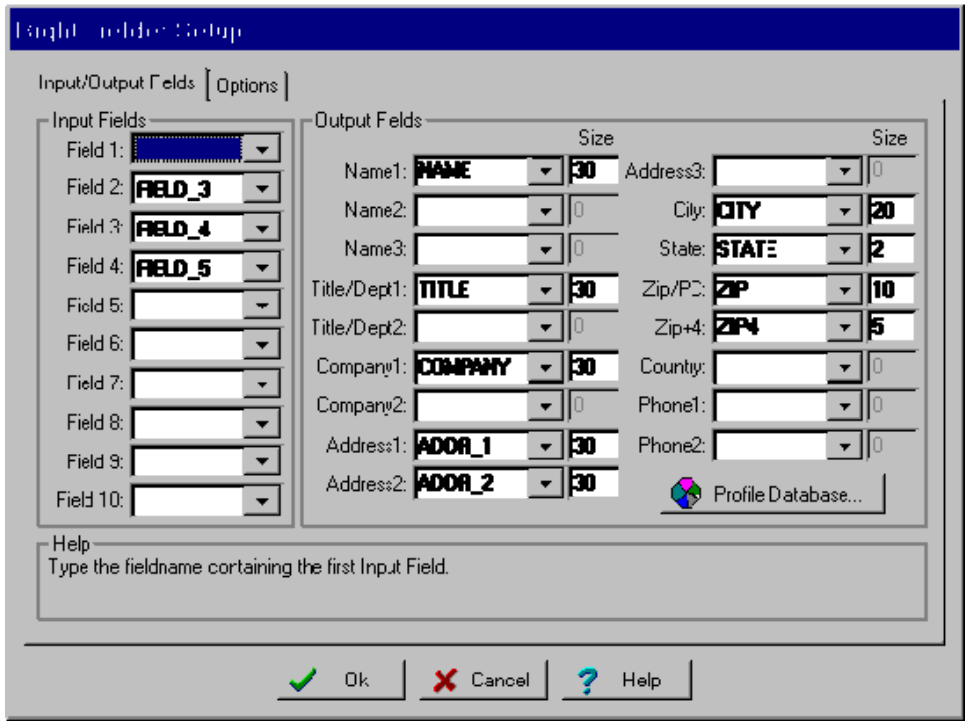
Opens the database file you want to work on. First, select the drive that the file is stored on from the **Drives:** list. Next, select the subdirectory that contains the file from the **Folders:** list. Next, select the file from the **File name:** list. Finally, click the **OK** button to choose the file.

View Preview the currently highlighted file (see File Viewer).

Import (**Pro Series** only) Import the currently highlighted file (see ASCII Importer).

Once you open a database, you can either create or open an existing setup.

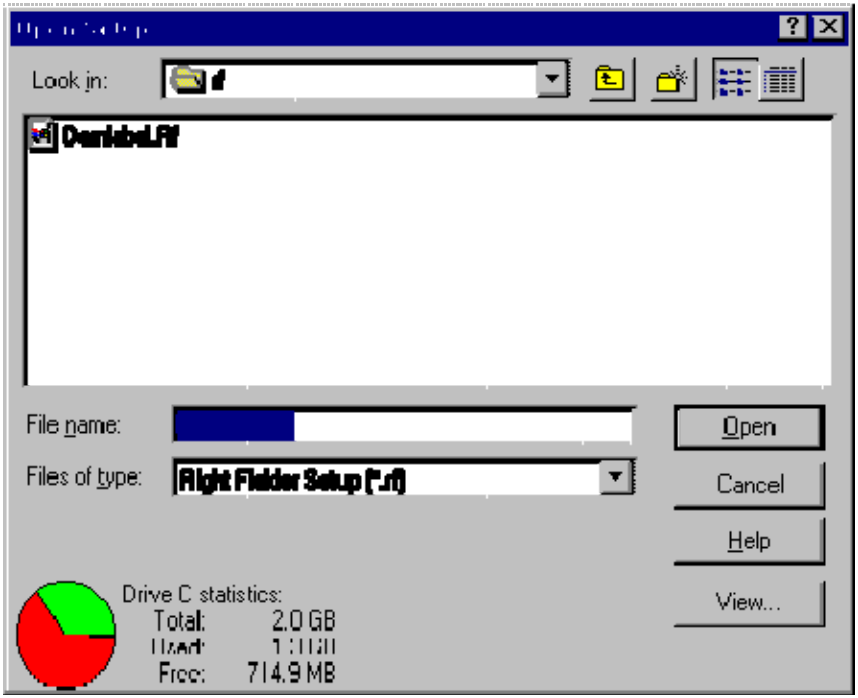
File | New Setup



Allows you to create a new setup for the currently selected database (see Setup | Edit).

See the section entitled Concept behind Right Fielder.

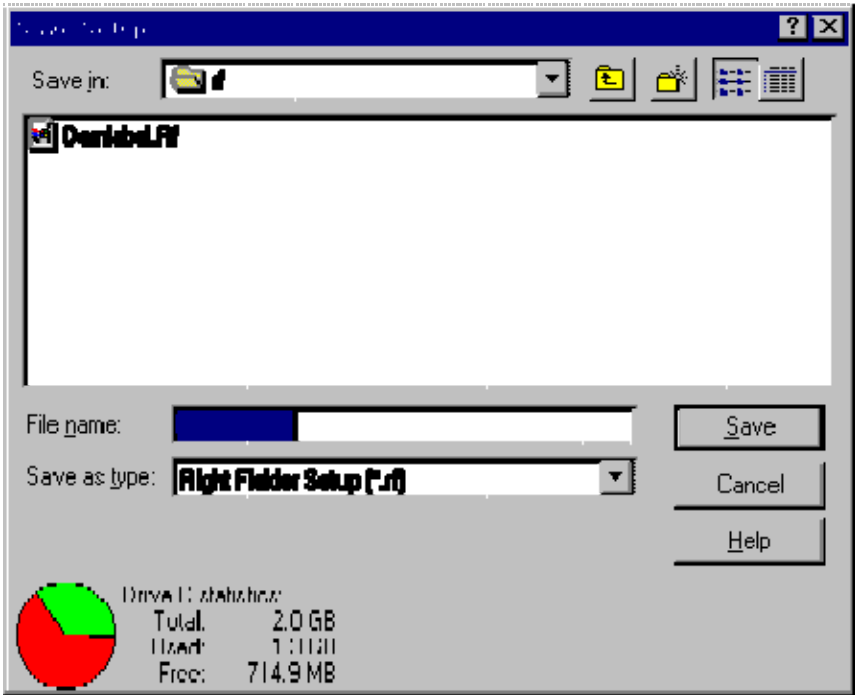
File | Open Setup



Opens the setup file you want to work with. First, select the drive that the file is stored on from the **Drives:** list. Next, select the subdirectory that contains the file from the **Folders:** list. Then select the file from the **File name:** list. Finally, click the **OK** button to choose the file.

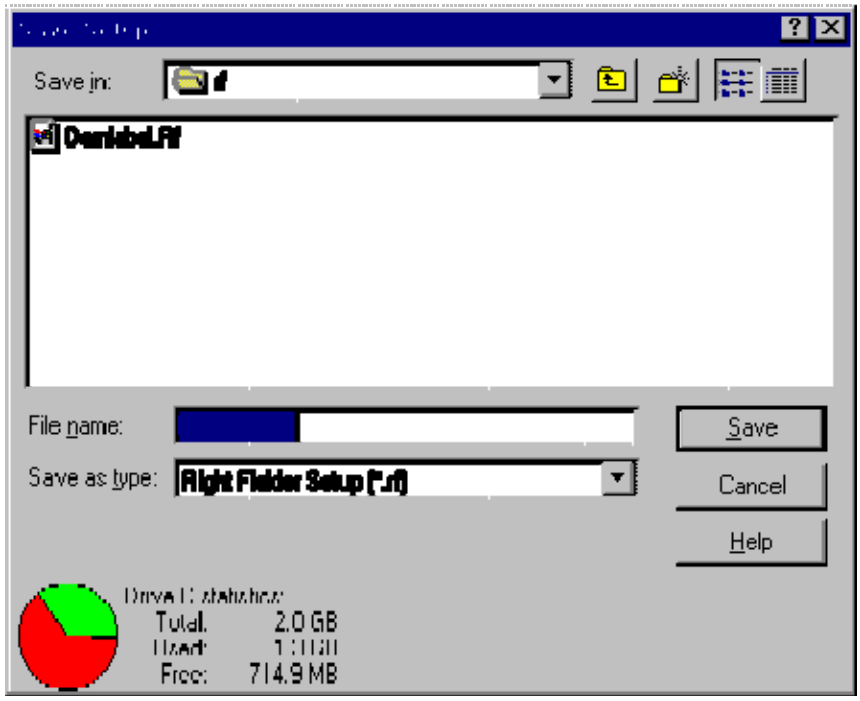
Once you open a setup, you can either edit that setup or process the currently opened database. (see Setup | Edit).

File | Save Setup



Allows you to save the setup that you have just created or changed. If you have never saved this setup before, you will be prompted for a name for this setup. You can give a setup a new name by using Save Setup as (see **File | Save Setup as**). The settings you save are available for future reuse by selecting **File | Open Setup**.

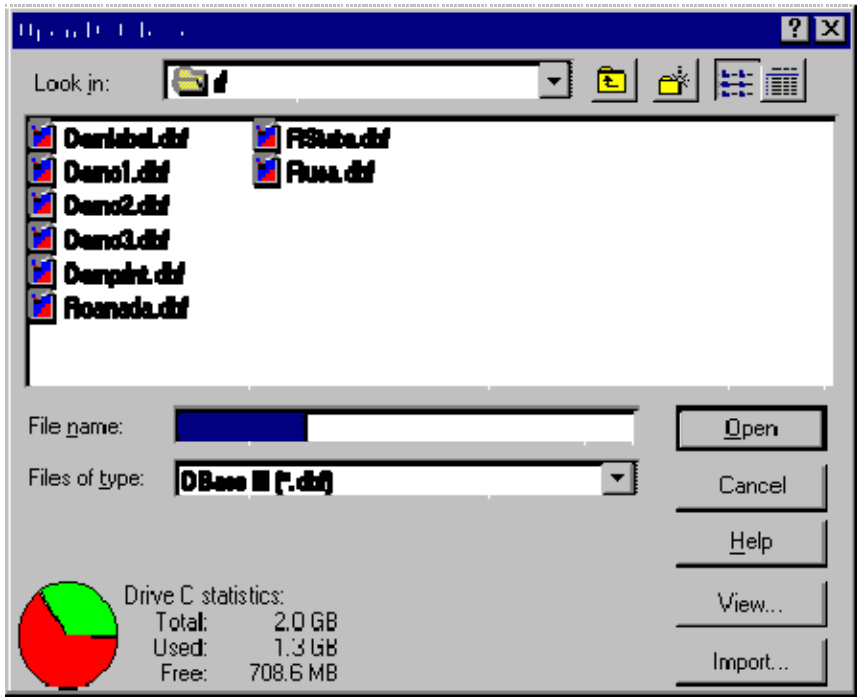
File | Save Setup as



Saves the currently open setup to a new filename. This allows you to slightly modify an existing setup without losing the old setup and without having to completely re-enter a new setup.

SETUP MENU

Setup | Change Database



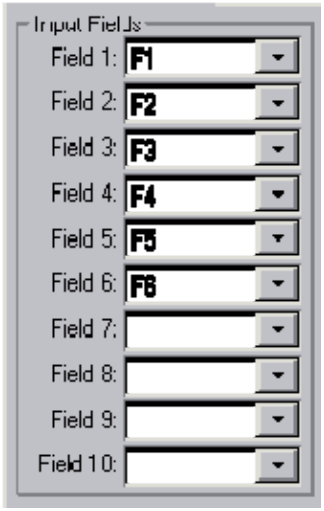
Allows you to use the currently selected setup on a different database. You must make sure that the new database has a similar structure to the database it is replacing.

First, select the drive that the file is stored on from the **Drives:** list. Next, select the subdirectory that contains the file from the **Folders:** list. Next, select the file from the **File name:** list. Finally, click the **OK** button to choose the file.

View Preview the currently highlighted file (see File Viewer) .

Import Import the currently highlighted file (see ASCII Importer).

Setup | Edit | Input/Output Fields: Input Fields



Enter the field names of your file's input fields, which are the fields to be "right fielded".

A maximum of 10 input fields can be entered. If your file has only 6 fields that you need to re-field, just leave the last four blank.

Some files contain fields with data you don't want touched. Typically, these fields contain codes, and they are usually located at the top or bottom of the record.

For example:

Field_1: **020STARB***6175457300

Field_2: Brad Stark

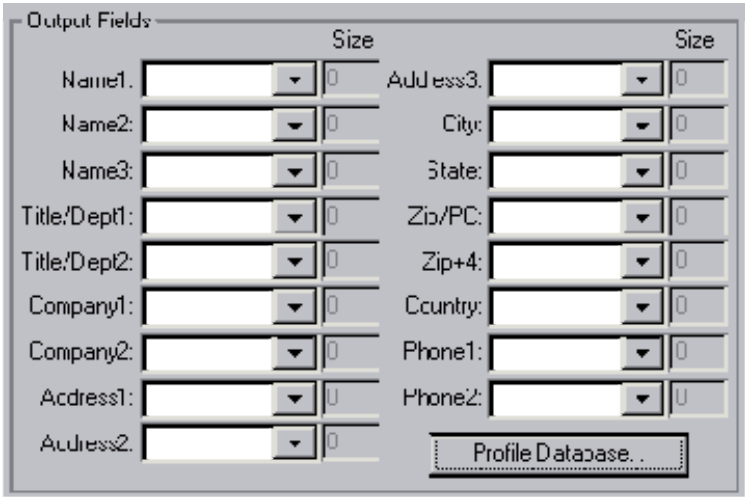
Field_3: 50 Cole Parkway #34

Field_4: Scituate Harbor, MA 02066-1337

If you DON'T want a certain field analyzed (and possibly repositioned), *don't* list it among the input fields (or the output fields). In the example above, the first line is a code, so enter only **Field_2**, **Field_3** and **Field_4** as input fields.

Profile Database Once you list your input fields, you can click this button to get an analysis of what type of data your database contains (See Profile Database for details). Profile Database only analyzes data in the specified input fields.

Setup | Edit | Input/Output Fields: Output Fields



Profile Database Once you list your input fields, you can press Profile Database to get a preview of what type of output fields you will need. This process only examines the data in the selected input fields.

Enter the output field names. These are the fields that your data will be copied into once the data has been identified as a name, company, address, etc. You can use existing fields, or create new fields. When creating a new field, enter the size of the new field in the Size box.

You don't have to use all the output fields. Many will not be appropriate for your data.

Output Fields & Types

IMPORTANT Keep the number of output fields to a minimum. The tendency is to be safe and have an extra field for everything. However, an excessive number of fields can confuse processing and jeopardize precision. So, only use as many fields as you need to properly place all of your data. If you arent sure how many fields you need, use the Profile Database function to help you.

IMPORTANT Right Fielder has no way to know when "run over" fields have been entered. For example:

Line_1 Asthma and Allergy Foundation

Line_2 of America

Line_3 3006 32nd Street, NW

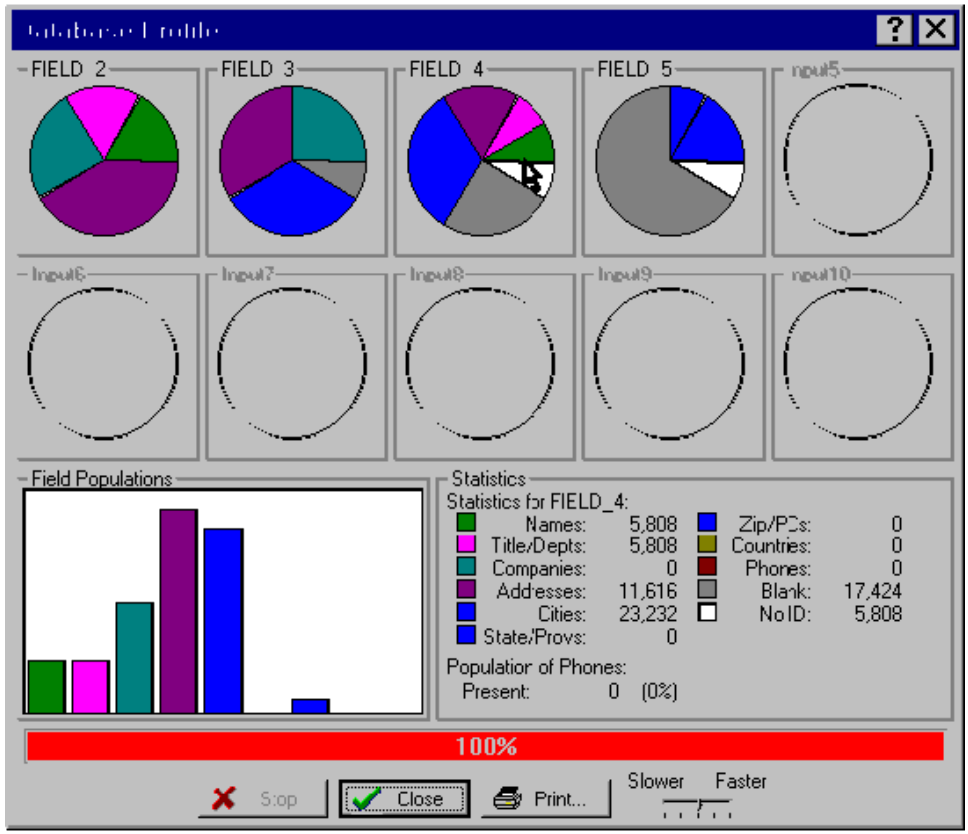
Line_4 Washington, DC 20036

Right Fielder will seen **Line_1** and **Line_2** as two separate, unrelated fields. Depending on each line's content, Right Fielder may stack them correctly, move the parts away from each other, or reverse their order.

Right Fielder allows a maximum of 17 output fields:

Chars	Field	Description
3	**NAME**	Right Fielder allows you to enter up to three name fields. All parts of a name must appear in the same field. In other words, Right Fielder cannot recognize Johnson as a name or part of a name, **even if the data in the preceding field is the first name**. However, it can recognize Mr. Johnson or Frank Johnson as names. Right Fielder recognizes first names and prefixes as part of a name. If a field doesnt contain a first name or a prefix, Right Fielder has no way of recognizing the data as a name.
2	**DEPT**	Department and title fields.
2	**COMPANY**	Company, organization, group fields.
3	**ADDR**	Right Fielder allows you to organize your output address fields in several different ways. These options are explained under Setup | Edit | Options.
1	**CITY**	City field.
1	**STATE**	(or Province in Canada) Right Fielder converts state/province names into their two character abbreviations.
1	**ZIP**	(or Postal Code in Canada)
1	**ZIP + 4**	Right Fielder is designed to locate city, state, ZIP Code (or postal code), and ZIP + 4 whether they are all in one field, in two, three, or in four separate fields. The City-St-Zip portion of a record is the only place where Right Fielder can concatenate fields (string fields together). If you have City, State, Zip and ZIP + 4 in different fields, but want them in one field, simply give them all the same output field name.
1	**COUNTRY**	Right Fielder can accept a "Country" field among the Output Fields and detect international records. See the following section on international Records for more information.
1	**PHONE**	Right Fielder recognizes telephone number patterns and will place the data in this field. This field can also be used to collect data such as social security numbers, internal customer codes, etc. See Numeric Pattern Identification.

Setup | Edit | Input/Output Fields: Profile Database



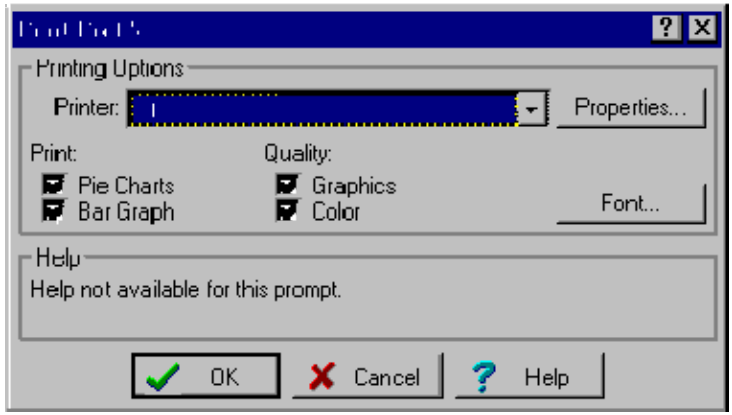
Examines the data in the selected input fields.

The ten pie graphs at the top of the screen show the data population for each of your input fields. Each type of field is a different color. When you place the cursor over any one of the pie charts, statistical information about that input field is displayed in the bottom right corner of the screen under the heading "Statistics for <fieldname>".

The bar graph gives you an overview of your entire database (as opposed to information about a specific field). When you place the cursor over a column in the bar graph, the population of the type of data is displayed below the statistic information in the bottom right corner of the screen under the heading "Population of <fieldname>".

Ultimately, what this information does is help you to decide how many and what kind of output fields you are going to need for processing. Additionally, this information can indicate the quality of the data in your database.

Print



Printer Which Windows printer to print to. Consult your Windows documentation on how to add and remove printers.

Properties Displays the currently selected printer's Setup Dialog box. From this dialog box, you can usually change settings such as Paper Orientation, Paper Size, and Print Quality. This dialog is printer-dependent, so your mileage may vary.

Pie Charts Print the pie charts.

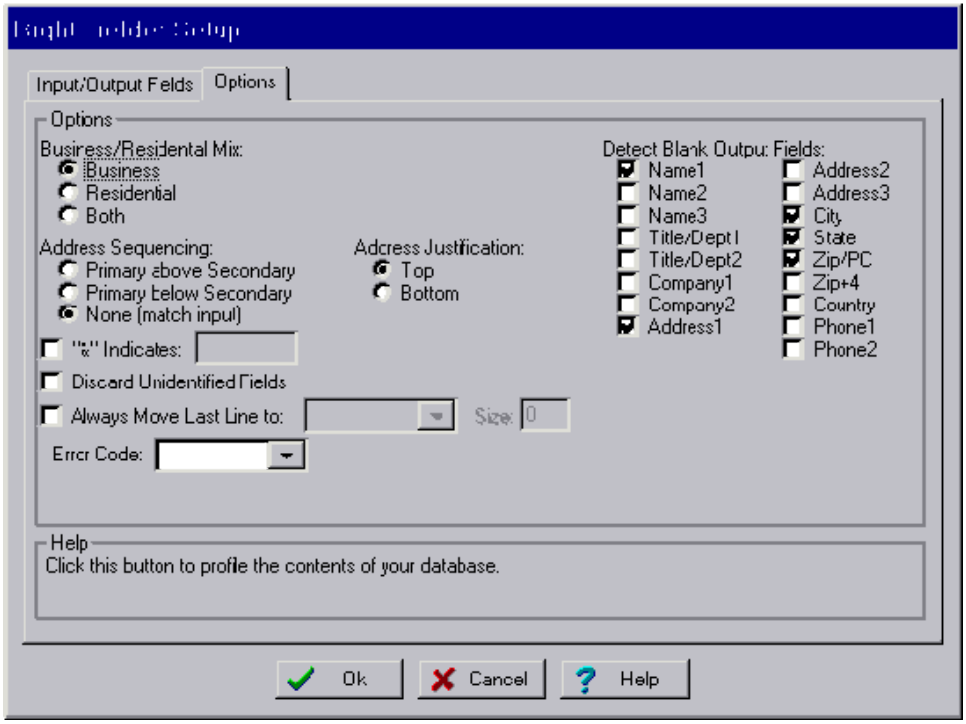
Bar Graph Print the bar graph.

Graphics Print borders and other graphics.

Color Print the charts and graph in color.

If you have problems printing the profile results, try clearing the Color check box. HP Deskjet printers are known to have problems printing from certain programs. In addition to printing without color (or instead of), be sure to obtain the latest printer drivers from the printer manufacture.

Setup | Edit | Options



Residential / Business / Mix?

Does your list contain mostly…

- **Residential** (there may be some business records).
- **Business** (there may be some residential records).
- **Both** (choose this if you don't know or if you have a mix of the two).

Address Sequencing

- **Primary above Secondary** If "Suite 300" is followed by "123 Main St" on a separate line below, these two lines will be swapped so the primary address will appear above the secondary.
- **Primary below Secondary** (USPS standard) If "123 Main St" is followed by "Suite 300" on a separate line below, these two lines will be swapped so the primary address will appear below the secondary.
- **None (match input)** Right Fielder will keep the address lines in the same order it appears in the input fields.

Address Justification

- **Top Justified** Address lines are pushed up if necessary, so that the top-most address field is always filled.
- **Bottom Justified** Address lines are pushed down if necessary, so that the bottom-most address field is always filled.

Ampersand (&) Processing

The "&" character can be a helpful field-type indicator. In a file of lawyers it indicates a Company, while in a banking file it indicates a Name. Enter the most likely ID(s) for "&" here: "N" for name, "C" for company, or "D" for department/title.

If the "&" might indicate either a Name or a Company but not a Department, enter "NC". If it's *more likely* to be a Name, enter "NNC".

Discard Unidentified Fields If you check this and Right Fielder cannot figure out what a particular field contains, it won't copy the data to any output field. Right Fielder doesn't do any processing in place, so you can't overwrite or lose data.

Always Move Last Line to: This is for certain files where the last line of each record (that is, the last line containing data) needs special treatment. This is regardless of whether the last line is in field 4 or field 5 or field 6. For example, the last line could be a special code, an email address, or anything else that you don't want Right Fielder to get confused about.

If you check this option the data will be placed in a field you specify.

Error Code

If you specify an error field, the following errors will be marked. After processing, you can choose which types of errors you want to view.

If you provide Right Fielder with an error field, the following errors will be marked. After processing, you can choose which types of errors you want to view.

- **Blank Data** For each type of output field, you can elect to mark a record with an error if this field is left blank after processing. For example, if youre doing personalized mailings to a file, you will probably want to mark all records where the name field is empty. Generally, you will also want to mark records lacking essential fields like primary address, city, state, or ZIP.
- **Questionable** Right Fielder is smart, but not as smart as you, so it marks records which confuse it. In many cases changing your lookup tables will improve the situation.
- **Lost Data** If Right Fielder has more input than output fields, it may not be able to find an output field for every piece of data. The lost data will still exist in the input fields.
- **Foreign** Mark records that Right Fielder sees as foreign.
- **Truncation** Marks records in which a truncation has taken place. This will never happen if you make all your Output Fields the same length as your longest Input Field.

Watch field lengths when splitting City-State-Zip fields. If a truncation is about to occur in a combined City/St/Zip field, Right Fielder will truncate the City, leaving the State and ZIP intact.

PROCESSING MENU

Processing Screen

What you see when processing begins depends on whether you chose Maximum Speed Processing or Scroll Processing.

Processing Options: Display Mode

Display Mode How do you want your data displayed during processing?

- **Maximum Speed** Processes the file as fast as possible.
- **Scroll** Displays each record as it is processed.

Processing Options: Operations

End in ASCII (**Pro Series** only) Check this option if you want to end in ASCII after processing (available only if you started in ASCII).

Backup Check this option if you want to backup your database before processing.

Processing Options: Record Range

Record Range You may choose to process all or part of the file. You can also choose to set a filter condition.

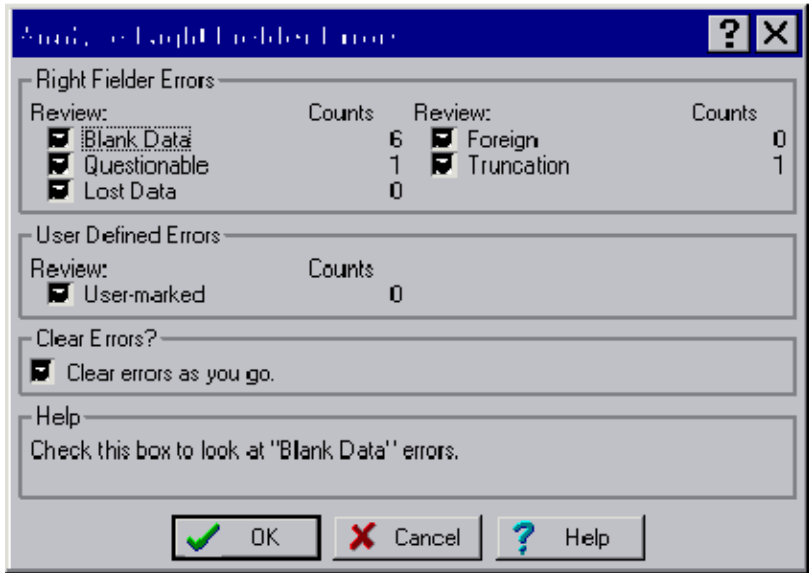
All Process all records.

Part of File Process only certain records:

- **Record Range** Only process the records that are between the "from" and "to" range. To process from a specific record all the way to the end of a file, specify "0" as the "to" record.
- **Filter** The filter condition restricts processing to certain records. In effect, the filter prevents Right Fielder from "seeing" records which don't meet the condition. Using a filter does slow processing slightly, and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.

ANALYZE MENU

Analyze | Edit



Available only if you have included an error field and have processed the file. Check the type of error you want to examine:

Blank Field Show records that have specific field(s) left blank. See **SetUp | Edit | Options**.

Lost Data Show records that had more input lines of data than output lines of data. The "lost" data will still exist in the input fields.

Truncation Show records with truncations.

Questionable Show records that confused Right Fielder. If you sense that Right Fielder could be incorrectly identifying data, sharpen your **Setup | Edit | Options** and **Lookup Tables** to best match your data and its key words. See Maximizing Your Results.

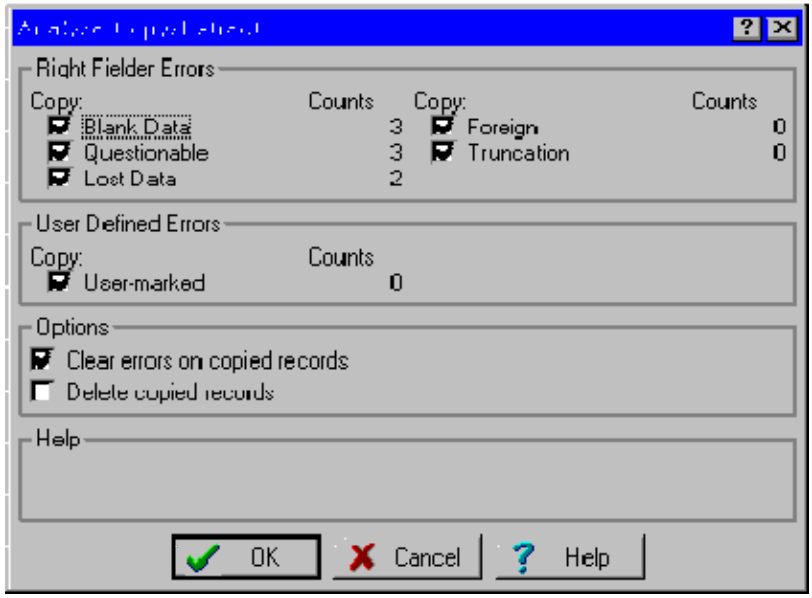
Foreign Show foreign records.

User Marked Show records that were previously marked by you.

Clear errors as you go Check this box to automatically clear all error codes (of the errors you checked) as you review each record.

NOTE: Errors are not cleared if you use **Next** instead of **Resume**.

Analyze | Copy/Extract



Copy/Extract lets you copy (and optionally delete marked records to a new file. First, you are prompted for an output path and filename. Next, choose the errors you want to copy/extract:

Blank Field Copy records that have specific field(s) left blank. See **SetUp | Edit | Options**.

Lost Data Copy records that had more input lines of data than output lines of data. The "lost" data will still exist in the input fields.

Truncation Copy records with truncations.

Questionable Copy records that confused Right Fielder. If you sense that Right Fielder could be incorrectly identifying data, sharpen your **Setup | Edit | Options** and **Lookup Tables** to best match your data and its key words. See Maximizing Your Results.

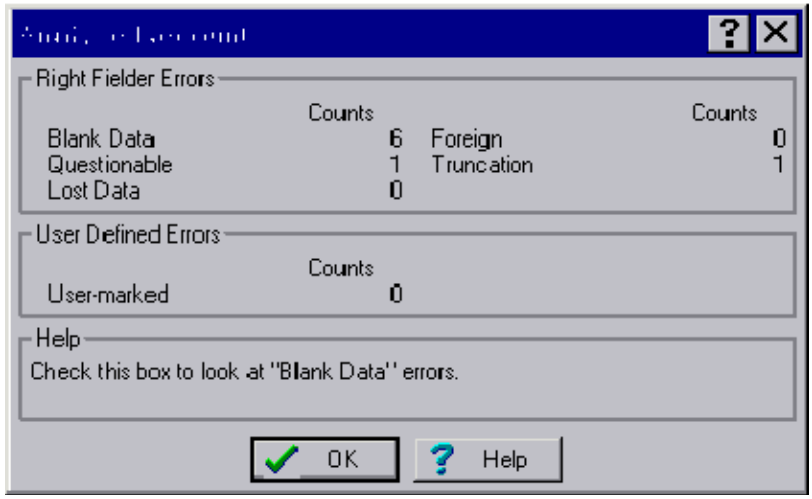
Foreign Copy foreign records.

User Marked Copy records that were previously marked by you.

Clear error marks on copied records Check this box to automatically clear the error codes of each copied record.

Delete copied records Check this box to mark for deletion (from the current database) each record that is copied.

Analyze | Recount Errors



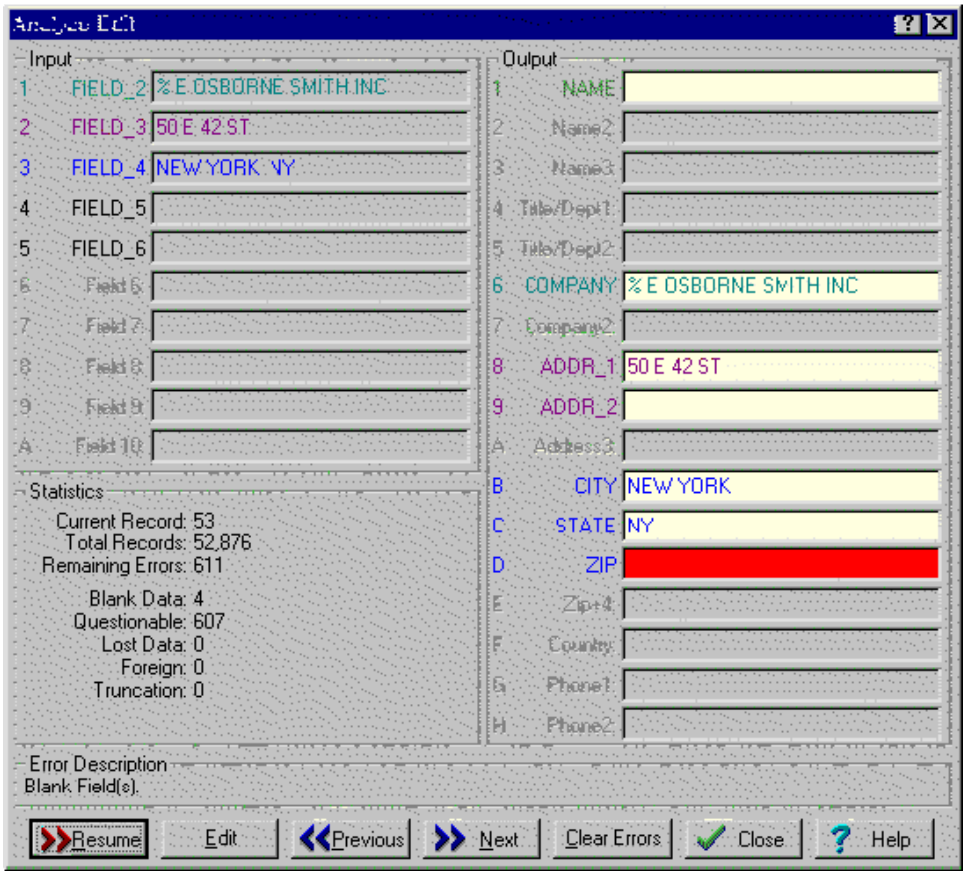
Why would you ever do this?

If you've made changes to your file (with File Control or outside Right Fielder) that modified some record's error codes (or deleted some records).

Since error counts are stored in the setup (.rf) file, you can load one database, and get the counts for an entirely different database. If an error count seems suspicious, this option can straighten things out.

User Marked This statistic tells you how many records were marked by you.

Analyze | Edit Screen



This dialog box displays records marked with an error (showing only errors selected in the previous dialog box).

Input The input fields you entered in setup are displayed on the left. The color coding assists your eye in making instant field type identifications:

Green	Name
Magenta	Department, Title
Turquoise	Company, Organization
Purple	Street Address
Blue	City, State, Zip, Country
Red	Telephone, Fax

Output The output fields from setup are displayed on the right. Only those field names entered in setup are displayed. In other words, while Right Fielder's setup has room for three name type fields, if you entered only one such field in the setup, Output lines 2 and 3 will be grayed out.

Resume Proceed to the next record with an error. If you chose to "Clear errors as you go" in the previous dialog box, then the error will be cleared for this current record.

Previous Proceed to the previous record in the database (it may or may not have an error).

Next Proceed to the next record in the database (it may or may not have an error).

Clear Errors Clear the error code from this record, regardless of whether or not you chose to "Clear errors as you go" in the previous dialog box.

NOTE: Whether or not you chose to "Clear errors as you go" in the previous dialog box, errors ***will not*** be cleared for this current record when you use **Next**. To clear errors, you must use **Resume** or **Clear Errors**.

Shortcut Keys:

Shortcut Keys use the number or letter to the left of the field you are looking at:

##	Swaps positions of two output fields. Because there are more than 10 output fields, letters are also used.
Shift##	Copies the data from the input field # to the output field #.
#Del	Blanks the # output field (empties its contents).
Del	Marks the current record as deleted.
#+#	Concatenates two different fields. **Note:** In this case you must press one number and then the other (instead of both keys at the same time.
CTRL+U	User-mark this record.
CTRL+T, CTRL+DELETE	Mark this record for deletion.
CTRL+R, KEYPAD /, R	Same as "Resume" above.
CTRL+C, KEYPAD *	Same as "Clear Errors" above.
CTRL+Z	Return to the last error.
PAGEUP, P PAGEDOWN, N	Move to the next/previous record (may or may not contain an error).
CTRL+PAGEUP, CTRL+PAGEDOWN	Move to the first/last record of the database.

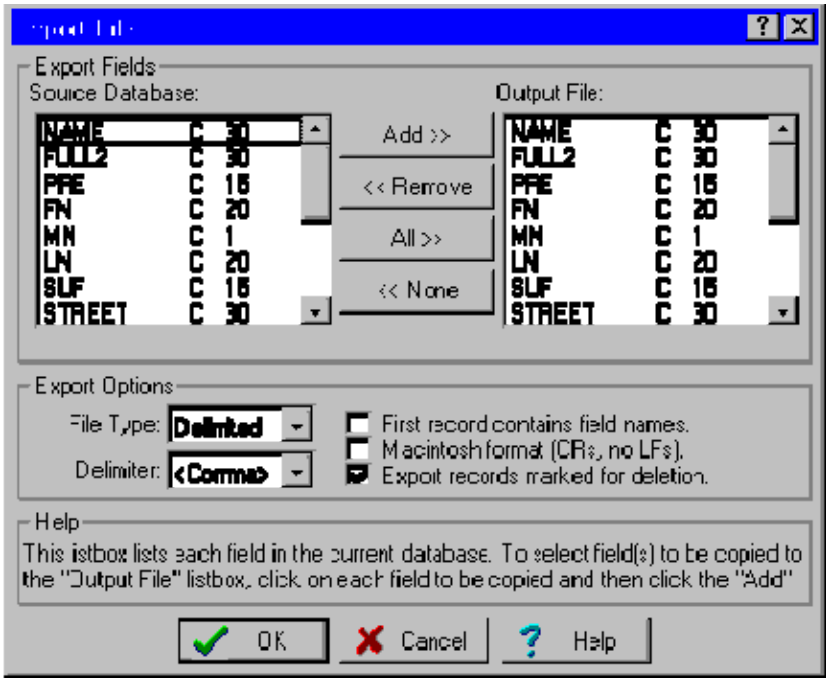
Shortcuts using the Mouse:

Click+Drag	Move data.
CTRL+Click Drag	Copy data.

ALT+Click Drag	Move and append to the beginning of existing data.
CTRL+ALT+Click Drag	Copy and append to the beginning of existing data.
SHIFT+Click Drag	Move and append to the end of existing data.
CTRL+SHIFT+Click Drag	Copy and append to the end of existing data.

TOOLS MENU

Tools | ASCII Conversion | DBF to ASCII



Source Database This lists each field in the database. By default all fields will be exported. If you wish to export just a few fields, first click **None**, then click on each field you want exported and click **Add**.

Output File This lists each field to be exported. To remove field(s) from this list, simply click on each field to be removed and then click **Remove**. Note that the field sequence of the **Output File** list always follows the same sequence as the **Source Database** list. The only way to change the **Output File** sequence is to physically modify the source database's structure.

Add Click to add selected fields in the **Source Database** list to the **Output File** list. Fields already appearing in the **Output File** list will not be added again.

Remove Click to remove selected fields from the **Output File** list.

All Click to export all of the fields in the **Source Database** list.

None Click to remove all of the fields from the **Output File** list.

File Type:

- **SDF** These are often called fixed field and are used with dBASE and many other database systems. Fields are of fixed length (padded with spaces) and each record is delimited with a carriage return and a line feed.

- **Flat File** A common mainframe format. Fields are of fixed length, just like SDF, but there are no record delimiters of any kind.
- **Delimited** A common dBASE format. Fields are of varied length and delimited with a single character, often a comma or a tab. Sometimes (particularly with character fields), fields are surrounded with double quotes.

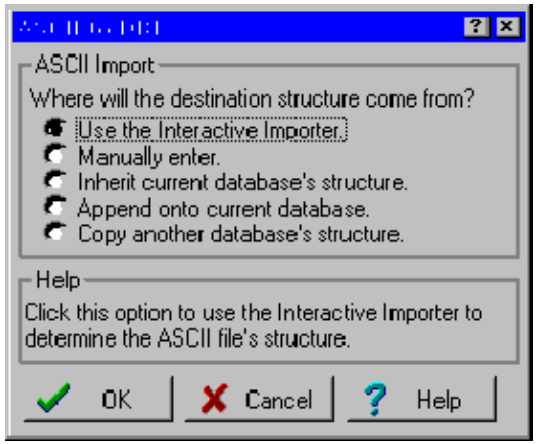
Delimiter (Delimited File only) The field delimiter. Everybody's favorite, <Comma> and <Tab> are listed first.

First record contains field names Check this box to create a first record that contains field names (so your export file will have one extra record).

Macintosh format (CRs, no LFs) (SDF and Delimited files only) Check this box to delimit each record with a carriage return only.

Export records marked for deletion This allows you to export records that are marked for deletion to an ASCII file.

Tools | ASCII Conversion | ASCII to DBF



Right Fielder does its processing on files in dBASE format, so any file which starts in ASCII must be converted before processing.

When you perform an ASCII import, you are first prompted for the location and name of the ASCII file to import.

ASCII to DBF is for converting ASCII files in fixed field, delimited and flat file formats. If your incoming file is a label format or print image, see **Print Image Import**.

Then, your choices are:

Use the Interactive Importer Use the interactive importer to determine the structure of the ASCII file.

Manually enter Manually enter the ASCII file's structure using a dialog much like Modify Structure.

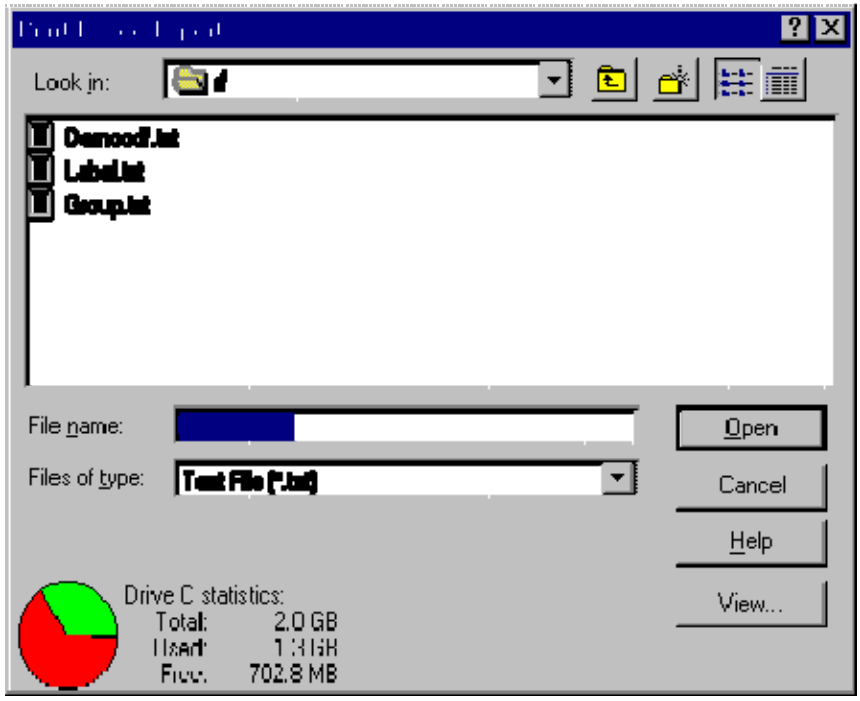
Inherit current database's structure Use the current database's structure as a starting point for the ASCII file's structure.

Append onto current database Append this ASCII file onto the end of the current database.

Copy another database's structure Use another database (that you will select) as a starting point for the ASCII file's structure.

Once you specify the ASCII file's structure (however you did that), you are prompted for an output database name (except when Appending). The file is then imported and you are given the option of selecting the newly imported database as the current database.

Tools | ASCII Conversion | Print Image to DBF



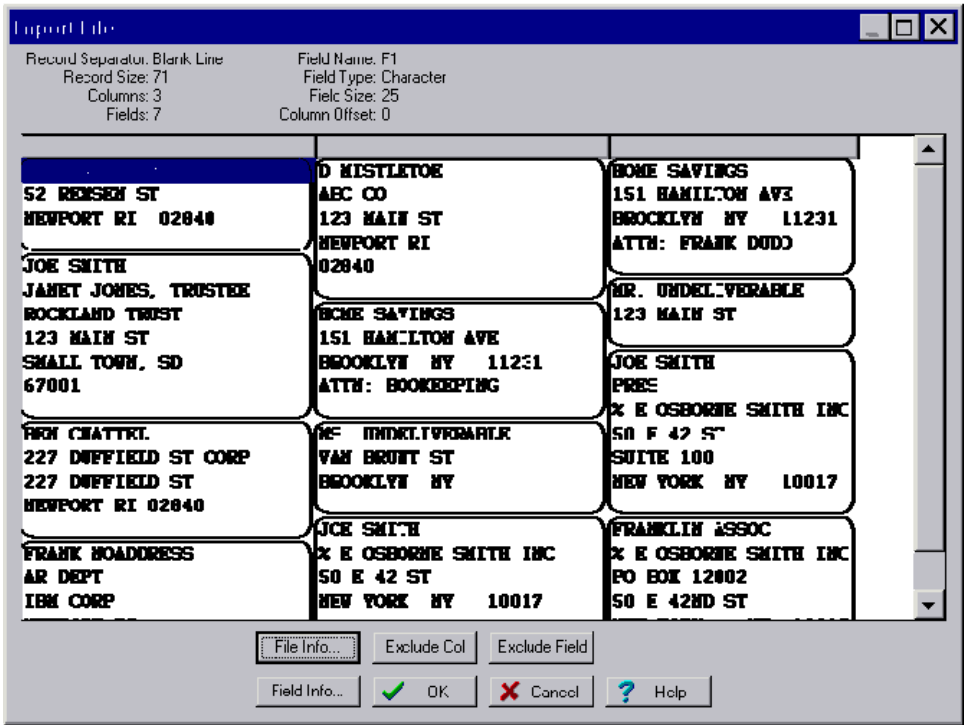
When you perform an ASCII print image import, you are first prompted for the location and name of the file to import.

Open Allows you to Import File.

View Takes you to the File Viewer.

Tools | ASCII Conversion | Print Image to DBF: Import File

Right Fielder automatically determines the structure of the incoming print image file. You can manually override its decision if you need to.



At the top of the Import File screen, Right Fielder gives you the following information:

Record Separator What separates each record: a blank line, a form feed or are the records a fixed size.

Record Size The total of all the field lengths for each record.

Columns The number of columns in the print image file.

Fields The number of fields you will need to import the data.

Field Name The name of the currently highlighted field. You can change this in **Field Info**.

Field Type The type (i.e. character, numeric, logic) of the currently highlighted field. You can change this in **Field Info**.

Field Size The size of the currently highlighted field. You can change this in **Field Info**.

Column Offset The offset of the currently highlighted column. In other words, it is the starting position for the currently selected column.

The buttons at the bottom of the screen allow you to change the import setup:

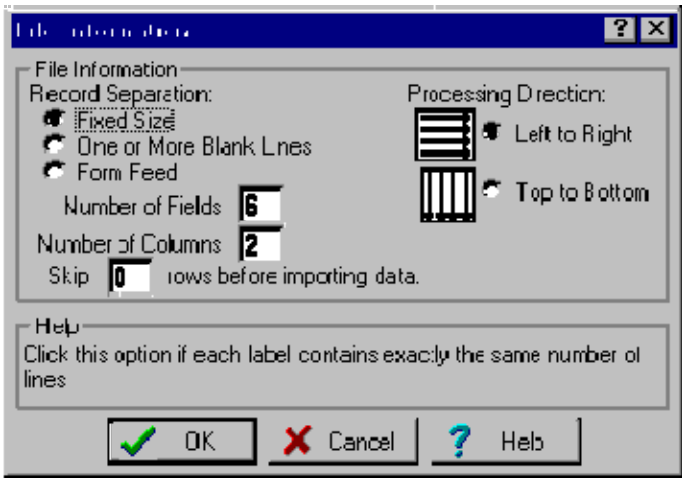
File Info Click to change the ASCII file's type. Occasionally, the program will incorrectly guess the file's type and/or record size. Changing an ASCII file's type will cause the importer to reassign fields, so any changes you have made to field names, positions, etc., will be lost.

Field Info Click this button or double-click on the field's heading to change the information about the highlighted field. You can change the field's name, type, size and decimal places.

Exclude Column Excludes a column of data during importing. Of course, this column won't be removed from the original ASCII file, just the imported database. Excluded columns are shown in gray.

Exclude Field Excludes a field during importing. As above, this field won't be removed from the original ASCII file, just the imported database. Excluded fields are shown in gray.

Tools | ASCII Conversion | Print Image to DBF: File Info



Record Separation: The type of ASCII file being imported:

- **Fixed Size** All the records are evenly spaced. In other words, a records first field is always a fixed number of lines before the next record. You can have one column or many.
- **One or More Blank Lines** Each record is separated by at least one extra carriage return. The data may *look* like a fixed field file at first glance, but the record may not be evenly spaced throughout the file (records may have different number of fields). You can have one column or many.
- **Form Feed** Records are separated by a Form Feed (ASCII 12) character like the print image of a bank statement run where you wish to extract the name/address from each page.

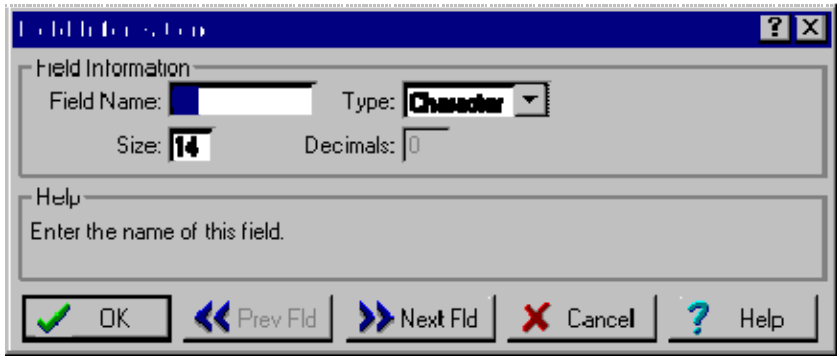
Number of Fields: The number of fields you need to contain all of the data from the current file.

Number of Columns: The number of columns of data.

Skip # rows before importing data: Some files come in with a header of information or several blank lines at the top of the file. Right Fielder needs to know how many of those lines to skip before it gets to the data you want to import.

Processing Direction: (Multi-column only) Do you want Right Fielder to import the files going across first (**left to right**) or down (**top to bottom**)?

Tools | ASCII Conversion | Print Image to DBF: Field Info



Name Like all dBASE field names, the name must be between 1 and 10 characters. The first character must be alphabetic, but the others may be letters, numbers, or the underscore (_). Embedded spaces are not allowed.

Type There are four options: Character, Date, Logical, and Numeric. The program will automatically change the size of Date fields to 8 and Logical fields to 1.

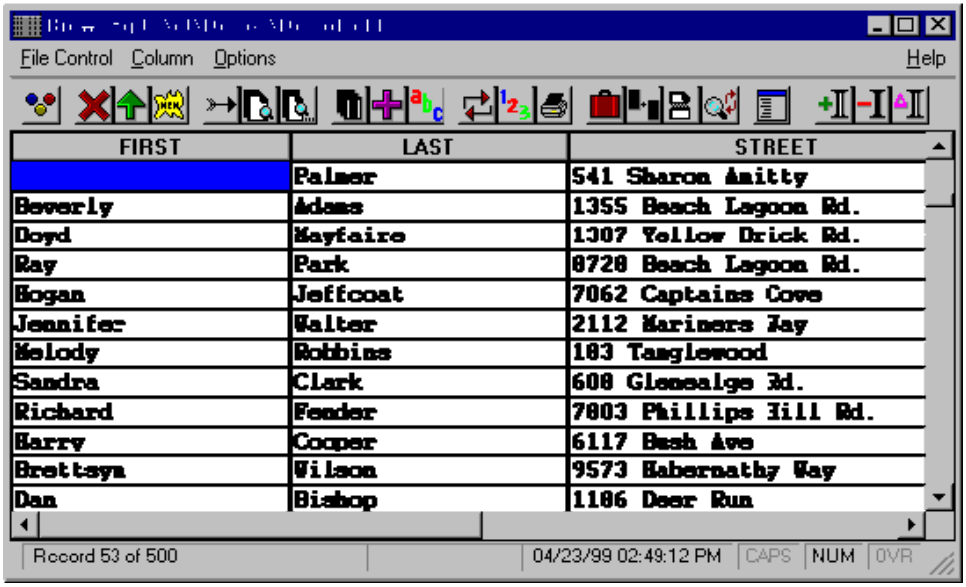
Size Logical and Date fields have fixed sizes, so you cannot edit these sizes. Character field sizes must be between 1 and 254. Numeric field sizes must be between 1 and 20. Size adjustments can be also accomplished by CTRL+clicking and dragging a field's edge.

Decimals (Numeric fields only) Decimal places must be between 0 and the field's size minus 2 (i.e., a numeric field of size 10 can have between 0 and 8 decimal places).

Prev Fld Edit the previous import field.

Next Fld Edit the next import field.

Tools | Browse



The Browse tool allows you to view and modify the main database's contents. Each row of the table represents one record.

Browse Keys:

LEFT, RIGHT	Move highlight left/right one field.
CTRL+LEFT, CTRL+RIGHT	Pan window left/right one field.
HOME, END	Move highlight to the first/last field.
UP, DOWN	Move up/down one record.
CTRL+UP, CTRL+DOWN	Pan window up/down one record.
CTRL+HOME, CTRL+END	Go to the first/last record of the database.
PAGEUP, PAGEDOWN	Move up/down several records.
CTRL+PAGEUP, CTRL+PAGEDOWN	Pan window up/down several records.

Editing

Editing a record's contents is quite simple, either double-click on the desired field with your left mouse button or simply start typing when the desired field is highlighted. Hit ENTER or the Arrow Keys to save changes, ESCAPE to cancel. Note that hitting ENTER will keep you in a continuous editing state, with the highlight moving either one field right or one record down (see **Tools | Browse | Options** to set this behavior).

Resizing a column

Move the pointer until it becomes a  , then drag the column's edge to the desired size.

Moving a column

Click the column's gray heading area, then drag it to a new location.

Changing a column's display

You can change what data is displayed in a column by double-clicking its gray heading area. You will then have the option to display a specific field or the result of a dBASE expression (see **Tools | Browse | Column | Change Column**). Note that the same field can appear as many times as you like.

Adding new records

Select **File Control | New Record** or hit CTRL+N. You don't have to be at the bottom of the database to add records. The record *will always* be added to the end.

Deleting records

To mark (or unmark) a record for deletion, either select File Control | Toggle Delete or hit CTRL+T. Records marked for deletion can be permanently removed by Packing.

Menu Commands

- **File Control** Perform file-wide operations on a database.
- **Column** Add, remove, or change columns.
- **Options** Customize your browse tool to your liking.

Tools | Browse | Column

Show Column Show a new column in the browse window.

Hide Column Hide a column from the browse window.

Change Column Display Changes what data is displayed in this column.

Tools | Browse | Column | Change Column Display

The column at the currently highlighted position will be modified to display what you specify in the above dialog box.

Field Click this option if you want to display a specific field in this column.

Expression Click this option if you want to display the result of a dBASE expression in this column. Instead of typing in a dBASE expression, you can use the Expression Builder.

Tools | Browse | Column | Show Column

A column will be added to the browse window at the highlighted column position. Its contents will be what you specify in the above dialog box.

Field Click this option if you want to display a specific field in this column.

Expression Click this option if you want to display the result of a dBASE expression in this column. Instead of typing in a dBASE expression, you can use the Expression Builder.

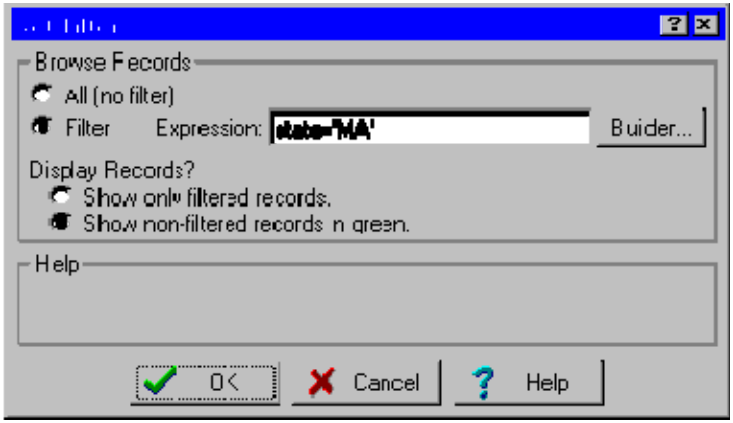
Tools | Browse | Column | Hide Column

The column at the currently highlighted position will be removed from the browse window.

Tools | Browse | File Control

Set Filter Allows you to view records that meet certain criteria.
Delete Records Mark records meeting a specified criteria for deletion.
Recall Records Remove deletion marks from the records meeting a specified criteria.
New Record Add a new empty record at the end of the database.
Go to Record Proceed to a particular record number.
Locate Record Locate a record fitting a specified search criteria.
Locate Again Locate the next record fitting the previously specified search criteria.
Copy Records Copy records fitting a specified criteria to a new file.
Append Records Add records from another database to your current database.
Sort Records Sort the database by a specified sort expression.
Replace... With Replace the contents of a field with a specified expression.
Count Records Count the number of records meeting a specified criteria.
Print Records Print the records meeting a specified criteria.
Pack Database Physically and permanently remove deleted records.
Concatenate Fields Join up to twelve fields together.
Split File Split file in a variety of ways.
Search and Replace Search & replace any text in any field.
Vertical Display Displays all the fields of the currently highlighted record in a vertical window.
Exit. .Quit Browsing.

Tools | Browse | File Control | Set Filter



Allows you to view records that meet certain criteria. A filter works just like a For condition except that it remains active until you either change or remove the filter. So if you Copy, Sort, etc. once a filter has been set, the program will perform those actions only on the records that meet your filter

criteria. You'll notice that subsequent File Control options will have the current filter condition listed in the "For" condition box. Also, when a filter is set, the Set Filter tool will have a green background:

All Removes the current filter.

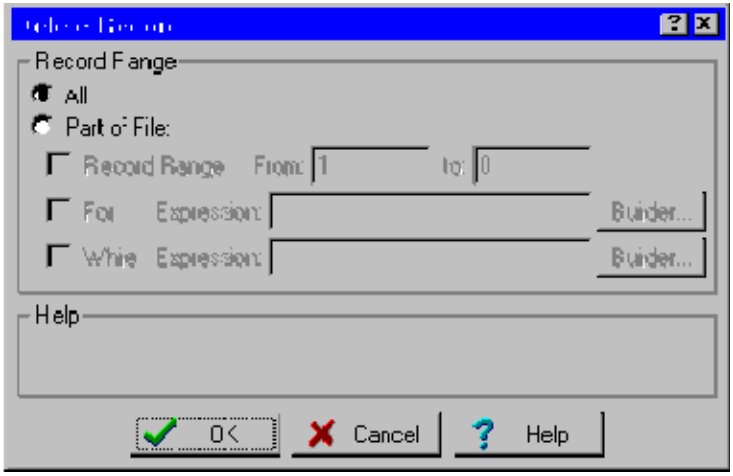
Filter Sets the filter to the expression specified to the right.

Expression The desired filter expression in dBASE syntax or you can use the Expression Builder.

Show only filtered records When browsing, only filtered records will be displayed. This can cause the browser to become a bit sluggish, especially if your filter expression doesn't encompass many records.

Show non-filtered records When browsing, all records will be displayed, but records not matching the filter expression will be displayed in green. Unlike the "Show only filtered records" option above, this option does not get sluggish.

Tools | Browse | File Control | Delete Records



Marks the records meeting a specified criteria for deletion. Records marked for deletion can be permanently removed by Packing.

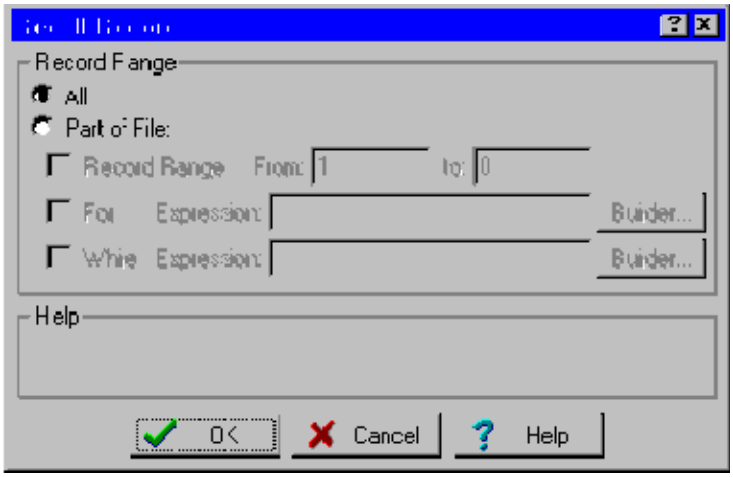
All Mark for deletion all of the records in the database.

Part of File Delete only certain records:

- **Record Range** Delete only the records between the "from" and "to" range given. To delete from a specific record to the end of a file, specify "0" as the "to" record.
- **For** Setting a "For" condition restricts processing to just those records which meet the condition. In effect, the filter prevents Right Fielder from "seeing" records which don't meet the condition. Using a For condition does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.

- **While** Records are deleted until the "While" expression is no longer true. Using a While expression does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.

Tools | Browse | File Control | Recall Records



Removes deletion marks from records meeting a specified criteria.

All Remove deletion marks from all of the records in the database.

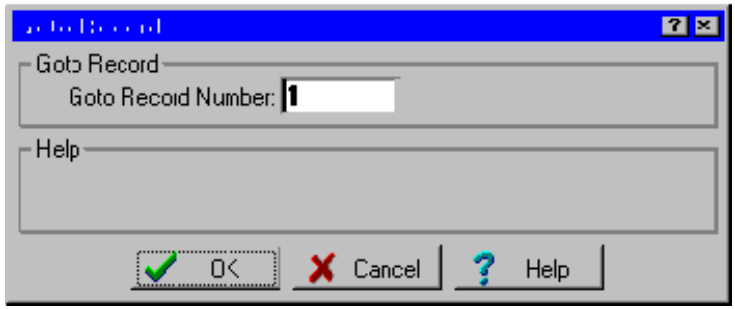
Part of File Recall only certain records:

- **Record Range** Recall only the records between the "from" and "to" range given. To recall from a specific record to the end of a file, specify "0" as the "to" record.
- **For** Setting a "For" condition restricts processing to just those records which meet the condition. In effect, the filter prevents Right Fielder from "seeing" records which don't meet the condition. Using a For condition does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.
- **While** Records are recalled until the "While" expression is no longer true. Using a While expression does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.

Tools | Browse | File Control | New Record

Adds a new empty record at the end of the database. You can also use the shortcut CTRL+N to perform this task.

Tools | Browse | File Control | Goto Record



Proceed to a particular record number.

Go to Record Number Enter the number of the record you want to go to.

Tools | Browse | File Control | Locate Record

Locate a record fitting a specified search criteria.

Any Field Search all fields for the desired search string.

Selected Field(s) Search only selected fields for the desired search string. To select a field, click on it. You can click as many fields as you desire.

Search for Enter the string to search for. If you haven't checked "Ignore Case", then be sure to case this entry properly.

Ignore Case Ignore the upper/lower casing while searching.

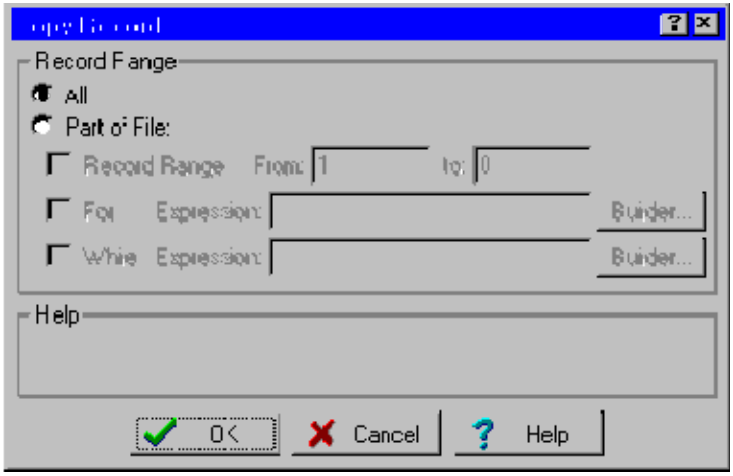
from Start Start the search from the beginning of the database.

from Here Start the search from the current record.

Tools | Browse | File Control | Locate Again

Locate a record fitting a previously specified search criteria.

Tools | Browse | File Control | Copy Records



Copy records fitting a specified criteria to a new file.

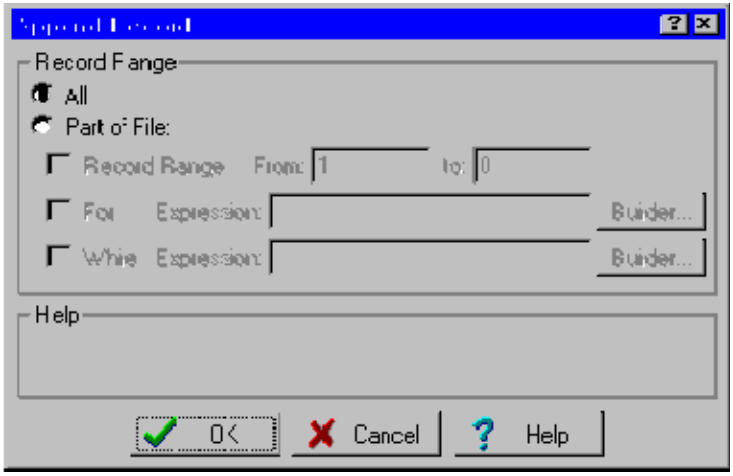
When choosing this option, you are prompted for an output directory and file name. You are then prompted with the dialog box shown above.

All Copy all of the records in the database.

Part of File Copy only certain records:

- **Record Range** Copies only the records between the "from" and "to" range given. To copy from a specific record to the end of a file, specify "0" as the "to" record.
- **For** Setting a "For" condition restricts processing to just those records which meet the condition. In effect, the filter prevents Right Fielder from "seeing" records which don't meet the condition. Using a For condition does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.
- **While** Records are copied until the "While" expression is no longer true. Using a While expression does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.

Tools | Browse | File Control | Append Records



Add records from another database to the end of the current database.

When choosing this option, you are prompted for an input directory and file name. You are then prompted with the dialog box shown above. Note that unlike any of the other file control tools, the Record Range settings apply to the *input file*, not the current database.

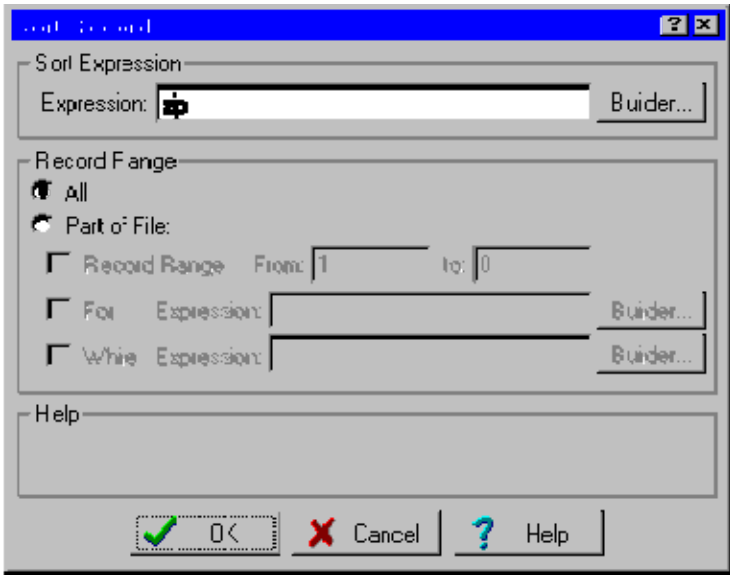
Important Field names and field lengths must match between the two files.

All Append all of the records in the input database to the current database.

Part of File Append only certain records:

- **Record Range** Append only the records between the "from" and "to" range given. To append from a specific record to the end of a file, specify "0" as the "to" record.
- **For** Setting a "For" condition restricts processing to just those records which meet the condition. In effect, the filter prevents Right Fielder from "seeing" records which don't meet the condition. Using a For condition does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.
- **While** Records are appended until the "While" expression is no longer true. Using a While expression does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.

Tools | Browse | File Control | Sort Records



Sort the database by a specified sort expression.

Important Note that you may specify to sort only part of the file. The rest of the file *will be effectively removed* (i.e., as if you deleted the rest of the records and then packed).

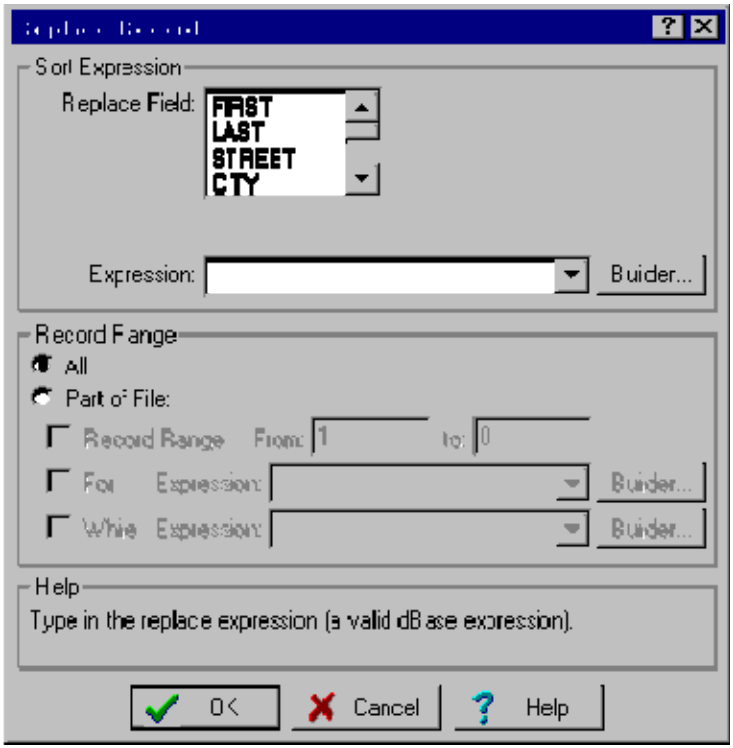
Expression The dBASE expression to use to sort the current database. This must result in a character expression. Instead of typing a dBASE expression, you can use the Expression Builder to assist you.

All Sort all of the records in the database.

Part of File Sort only certain records:

- **Record Range** Sort only the records between the "from" and "to" range given. To sort from a specific record to the end of a file, specify "0" as the "to" record.
- **For** Setting a "For" condition restricts processing to just those records which meet the condition. In effect, the filter prevents Right Fielder from "seeing" records which don't meet the condition. Using a For condition does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.
- **While** Records are sorted until the "While" expression is no longer true. Using a While expression does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.

Tools | Browse | File Control | Replace...With



Replace the contents of a field with a specified expression.

Replace Field The field you want to replace with different data.

Expression The dBASE expression that will determine the new contents of the "Replace Field". The contents must be the same type of data as the "Replace Field". For example, if the "Replace Field" is a Numeric field, then this expression must result in a number. Instead of typing a dBASE expression, you can use the Expression Builder to assist you.

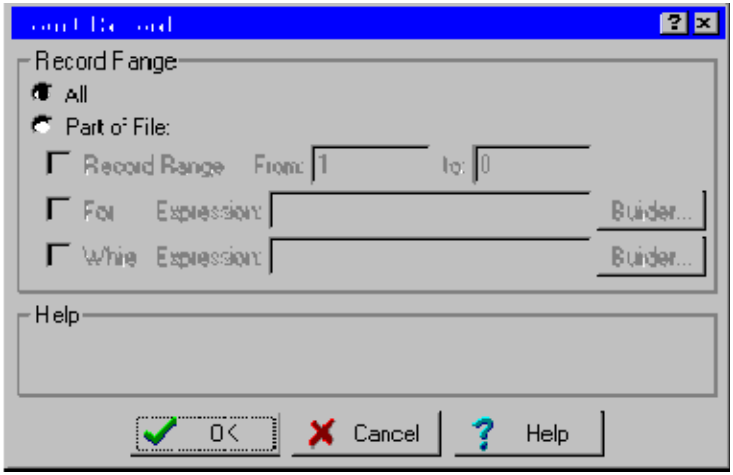
All Replace all of the records in the database.

Part of File Replace only certain records:

- **Record Range** Replace only the records between the "from" and "to" range given. To replace from a specific record to the end of a file, specify "0" as the "to" record.
- **For** Setting a "For" condition restricts processing to just those records which meet the condition. In effect, the filter prevents Right Fielder from "seeing" records which don't meet the condition. Using a For condition does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.
- **While** Records are replaced until the "While" expression is no longer true. Using a While expression does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.

When you press **OK**, you will go to the Processing Mode screen.

Tools | Browse | File Control | Count Records



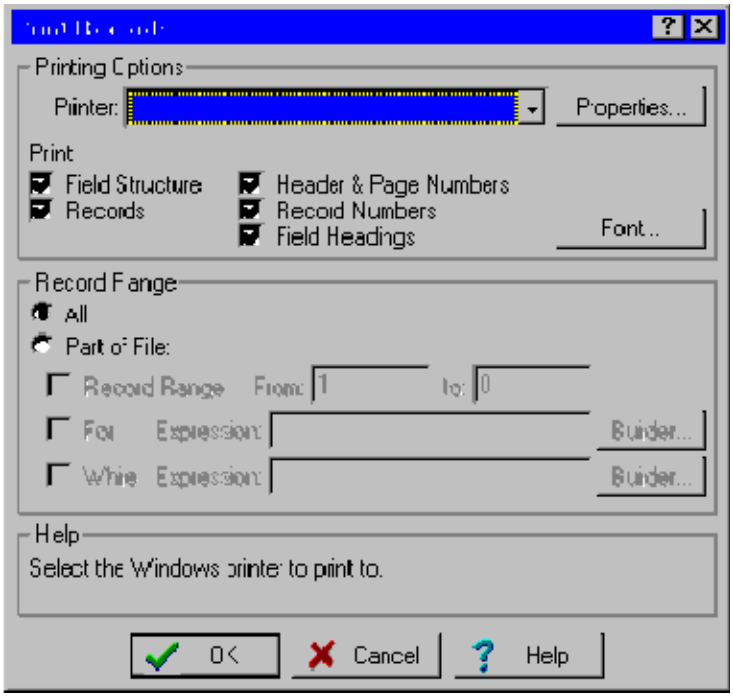
Count the number of records meeting a specified criteria.

All Count all of the records in the database. Not usually a very useful option when counting.

Part of File Count only certain records:

- **Record Range** Count only the records between the "from" and "to" range given. To count from a specific record to the end of a file, specify "0" as the "to" record.
- **For** Setting a "For" condition restricts processing to just those records which meet the condition. In effect, the filter prevents Right Fielder from "seeing" records which don't meet the condition. Using a For condition does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.
- **While** Records are counted until the "While" expression is no longer true. Using a While expression does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.

Tools | Browse | File Control | Print Records



Prints records meeting a specified criteria. The printed output will match the current browse state - column contents, positions, and sizes will be identical.

HINT As you may have noticed, Windows is really great at printing pretty fonts and graphics, but at a cost of speed. When it comes to printing the contents of a database, speed is often more important than appearance. Luckily, there is a solution: simply add the "Generic / Text Only" printer to your list of Windows printers (see your Windows documentation on how to do this) and use it when speed is a concern. It is perfectly okay to have two (or more) Windows printers working with the same physical printer, so there's no reason to remove the "pretty" printer from the list.

Printer Which Windows printer to print to. Consult your Windows documentation on how to add and remove printers.

Properties Displays the currently selected Printer Setup dialog box. From this dialog box, you can usually change settings such as Paper Orientation, Paper Size, and Print Quality. This dialog is printer-dependent, so your mileage may vary.

Field Structure Print the databases structure.

Records Print the databases contents.

Header and Page Numbers Print each page with a title indicating the name of the database, along with a page number.

Record Numbers Precede each record printed with its record number.

Field Headings Print field names at the top of each page.

Font Click to change the font used to print the records. The default printing font is the same font used as the Browse display font.

All Prints all of the records in the database.

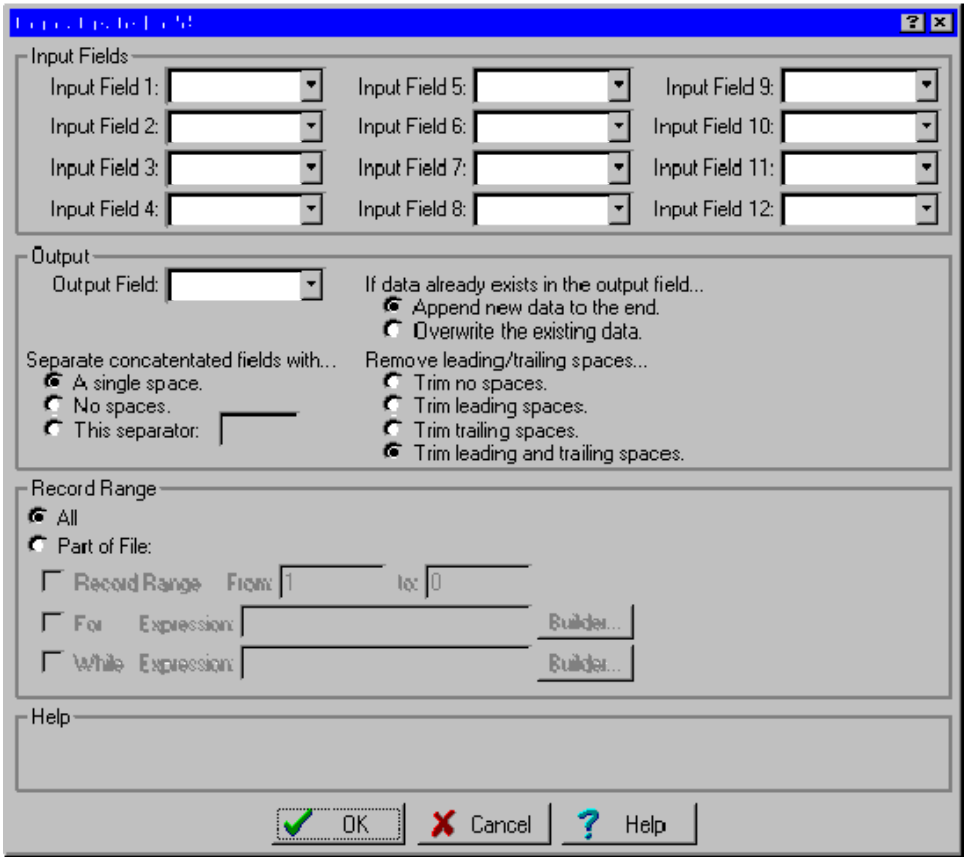
Part of File Print only certain records:

- **Record Range** Print only the records between the "from" and "to" range given. To print from a specific record to the end of a file, specify "0" as the "to" record.
- **For** Setting a "For" condition restricts processing to just those records which meet the condition. In effect, the filter prevents Right Fielder from "seeing" records which don't meet the condition. Using a For condition does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.
- **While** Records are printed until the "While" expression is no longer true. Using a While expression does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.

Tools | Browse | File Control | Pack Database

Physically and permanently remove records marked for deletion. In other words, there is no going back after completing this option. If you have many records marked for deletion, it may be a good idea to make a backup first. Before packing, you are asked for confirmation.

Tools | Browse | File Control | Concatenate Fields



Join up to twelve fields together.

Input Field 1-12 Enter the fields you want joined in the order you want them joined.

Output Field The field where the joined result should be deposited.

If data already exists in the output field…

- **Append new data to the end** New data will be added to the end of any existing data in the output field.
- **Overwrite the existing data** New data will replace any existing data in the output field.

Separate concatenated fields with…

- **A single space** Example: "John" and "Smith" become "John Smith".
- **No spaces** Example: "John" and "Smith" become "JohnSmith".
- **This separator** Example: "John" and "Smith" become "John<your string>Smith".

Remove leading/trailing spaces...

- **Trim no spaces** Don't remove any spaces at the beginning or end of fields.
- **Trim leading spaces** Remove any spaces at the beginning of fields.
- **Trim trailing spaces** Remove any spaces at the end of fields.
- **Trim leading and trailing spaces** Remove any spaces at the beginning and end of fields. This is usually the preferred option.

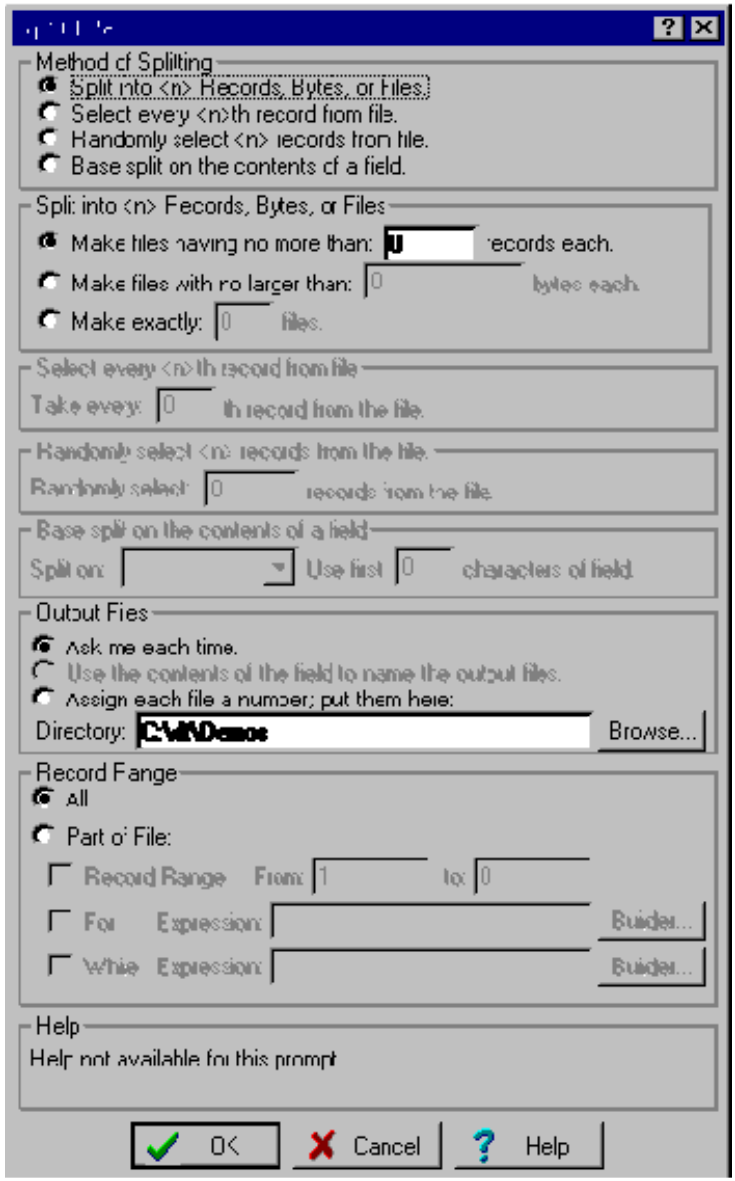
All Process all of the records in the database.

Part of File Process only certain records:

- **Record Range** Process only the records between the "from" and "to" range given. To process from a specific record to the end of a file, specify "0" as the "to" record.
- **For** Setting a "For" condition restricts processing to just those records which meet the condition. In effect, the filter prevents Right Fielder from "seeing" records which don't meet the condition. Using a For condition does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.
- **While** Records are processed until the "While" expression is no longer true. Using a While expression does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.

When you press **OK**, you will go to the Processing Mode screen.

Tools | Browse | File Control | Split File



Splits a file into one or more sub-files.

Method of Splitting

- **Split into <n> Records, Bytes, or Files** Split the file so that the resultant files are no larger than the specified size.
- **Select every <n>th record from file** Split the file so that every nth record is taken (often known as an "nth select").
- **Randomly select <n> records from file** Randomly select a specified number of records from the file.
- **Base split on the contents of a field** Use a source field to determine to which resultant file a record should be deposited. Commonly used for undoing a Merge/Purge or dividing a file up by ZIP Code or SCF.

Split into <n> Records, Bytes, or Files

- **Make files having no more than <n> records each** Each output file will have the specified number of records.
- **Make files with no large than <n> bytes each** Each output file will be no more than the specified number of bytes.
- **Make exactly <n> files** Records will be evenly divided into the specified number of files.

Select every <n>th record from file

Take every <n>th record from the file Specify the gap between each record selection. For example, 4 will select every fourth record, or 25% of the file.

Randomly select <n> records from the file Specify how many records to be selected.

Base split on the contents of a field

Split on <field> Specify the field whose contents will determine to which file a record should be stored.

Use first <n> characters of field How many characters of the specified field should be used to determine the split (ie, to split on full ZIP, 5, for an SCF, 3).

Output Files

- **Ask me each time** Each time a file name is needed, you will be prompted.
- **Use the contents of the field to name the output files** The file name will be derived from the contents of the split field.
- **Assign each file a number; put them here…** Each file will get a sequential number, and they will all be deposited in the specified directory.

Record Range

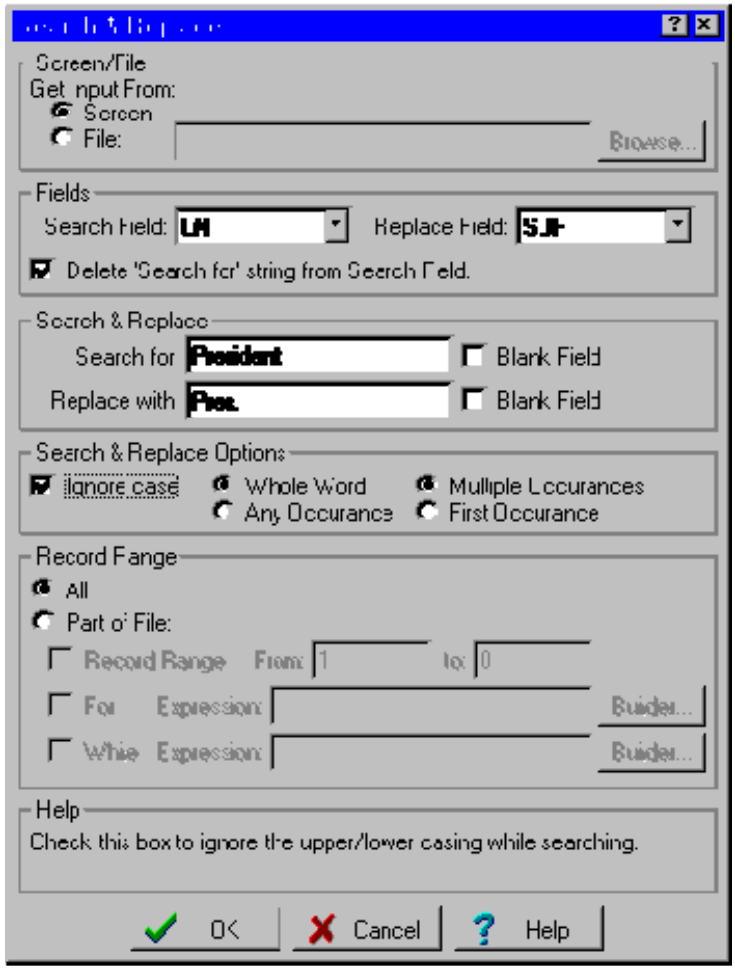
All Process all of the records in the database.

Part of File Process only certain records:

- **Record Range** Process only the records between the "from" and "to" range given. To process from a specific record to the end of a file, specify "0" as the "to" record.

- **For** Setting a "For" condition restricts processing to just those records which meet the condition. In effect, the filter prevents MatchUp from "seeing" records which don't meet the condition. Using a For condition does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, or if you're unfamiliar with dBASE syntax, can use the Expression Builder.
- **While** Records are processed until the "While" expression is no longer true. Using a While expression does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, or if you're unfamiliar with dBASE syntax, you can use the Expression Builder.

Tools | Browse | File Control | Search & Replace



Search for a specific string and replace it with another.

Get Input From:

- **Screen** Get the search and replace strings from the screen.
- **File** Get the search and replace strings from a specified file. You can click the "Browse" button to select that file. A search and replace file must be a dBASE database with two character fields. The first field will be used as the search string, the second as the replace string.

Search Field The field to search.

Replace Field The field to replace into. The default is to use the "Search Field", which is usually what you want.

Delete 'Search for' string from Search Field If you chose to Replace into a field other than the Search Field, you can remove the "Search for" string from the original field or leave it as is.

Search for The string to search for. If you don't choose to ignore case then be sure to enter the data exactly as desired.

Blank Field Search for a blank field in the Search Field.

Ignore Case Ignore the upper/lower casing while searching.

Whole Word/Any Occurrence When "Whole Word" is selected, "IT" will not be found in "SMITH", "SMIT" or "ITH". In order to be considered a whole word, the search string must (a) have a space on each side, (b) be at the beginning of the field and followed by a space, or (c) be at the end of the field preceded by a space. When "Any Occurrence" is selected, the string may appear anywhere in the field.

Multiple Occurrences/First Occurrence When "Multiple Occurrences" is selected, each and every occurrence of the "Search for" string in a field is replaced with the "Replace with" string. With "First Occurrence", only the first occurrence is replaced.

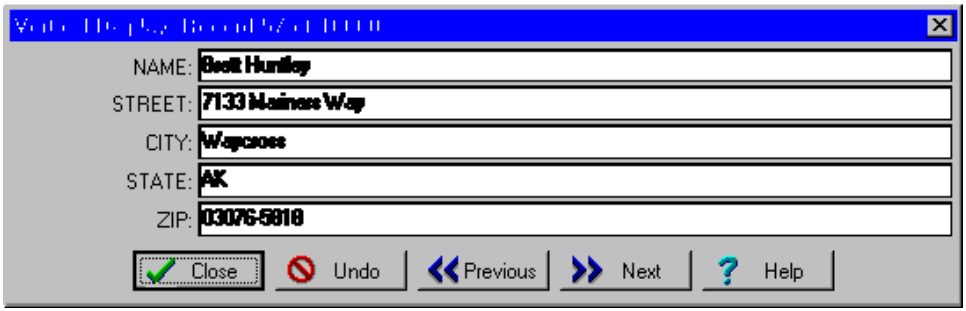
All Process all of the records in the database.

Part of File Process only certain records:

- **Record Range** Process only the records between the "from" and "to" range given. To process from a specific record to the end of a file, specify "0" as the "to" record.
- **For** Setting a "For" condition restricts processing to just those records which meet the condition. In effect, the filter prevents Right Fielder from "seeing" records which don't meet the condition. Using a For condition does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.
- **While** Records are processed until the "While" expression is no longer true. Using a While expression does slow processing and it must be entered in dBASE syntax. Instead of typing in a dBASE expression, you can use the Expression Builder.

When you press **OK**, you will go to the Processing Mode screen.

Tools | Browse | File Control | Vertical Display



Display all fields of the currently highlighted record in a vertical screen.

Close Save changes and end vertical display mode.

Undo Undo any changes made to the current record.

Previous Save changes and go back to the previous record.

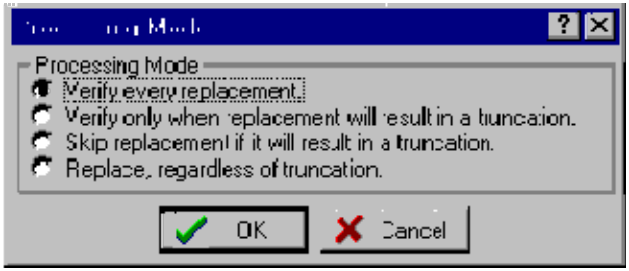
Next Save changes and advance to the next record.

Vertical Display Keys:

PAGEUP, PAGEDOWN	Move to previous/next record.
CTRL+PAGEUP, CTRL+PAGEDOWN	Move to first/last record of the database.

Tools | Browse | File Control | Processing Mode

For use with Search and Replace, Replace With and Concatenate.



Verify every replacement. The screen will display the current contents of the field and what it will look like after replacement. Right Fielder will ask if you want to process the record every time.

Verify only when replacement will result in a truncation. The field is displayed before and after replacement only when processing will result in a truncation. If the replacement string is longer than the search string (so a truncation would result), Right Fielder will pause to "verify" whether or not to proceed with the replacement.

Skip replacement if it will result in a truncation. In all cases the search string is automatically replaced with the replacement string *unless* the replacement will cause a truncation. No replacements are displayed to the screen.

Replace, regardless of truncation. In all cases, the field is automatically replaced with the replacement string - - no exceptions. These replacements are not displayed to the screen.

When you use Verify every replacement or Verify only when replacement will result in a truncation you have the option to:

Yes Do the replace.

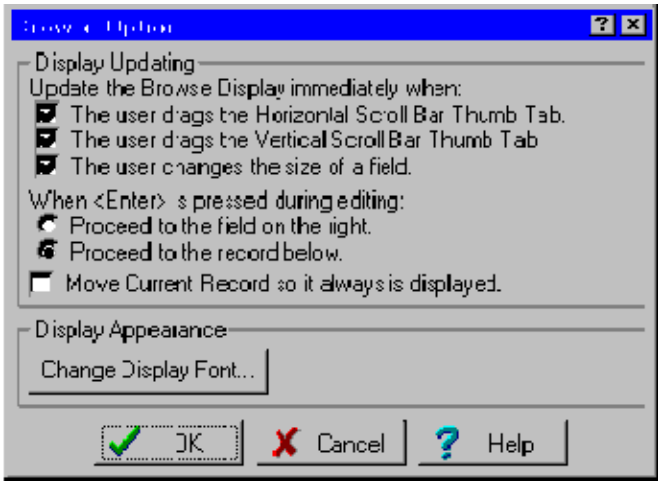
No Don't do the replace.

Cancel Stop processing.

Processing Mode You can elect a different processing mode for the remaining records.

When the operation you selected is complete, you will return to the Browse screen.

Tools | Browse | Options



Update the Browse Display immediately when:

- **The user drags the Horizontal Scroll Bar Thumb Tab** Check this box if you want the browse display to update while you are dragging the scroll bar thumb tab.
- **The user drags the Vertical Scroll Bar Thumb Tab** Check this box if you want the browse display to update while you are dragging the scroll bar thumb tab.
- **The user changes the size of a field** Check this box if you want the browse display to update while you are resizing a field. Slower computers will exhibit a fascinating "zebra" effect with this option on.

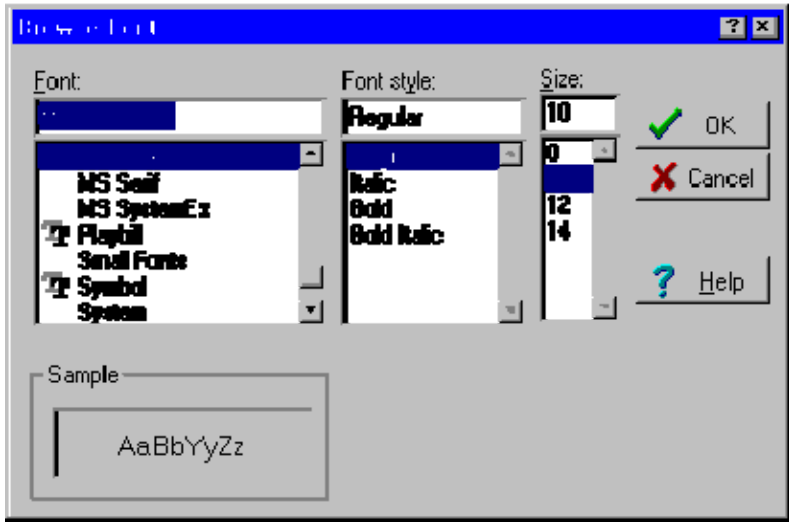
When <Enter> is pressed during editing:

- **Proceed to the field on the right** ENTER will save the current field's changes and then proceed to the field on the right.
- **Proceed to the record below** ENTER will save the current field's changes and then proceed to the field below.

Move Current Record so it always is displayed If checked, whenever you use the vertical scroll bars to move through the database, the highlighted record will move so that the highlighted record is always displayed.

Change Display Font Click this button to change the browser font.

Tools | Browse | Options | Display Font



Changes the browse display font. First, select the font from the "Font:" list. Next, select the font's style from the "Font style:" list. Then select a size from the "Size:" list. Finally, click the "OK" button to choose the font.

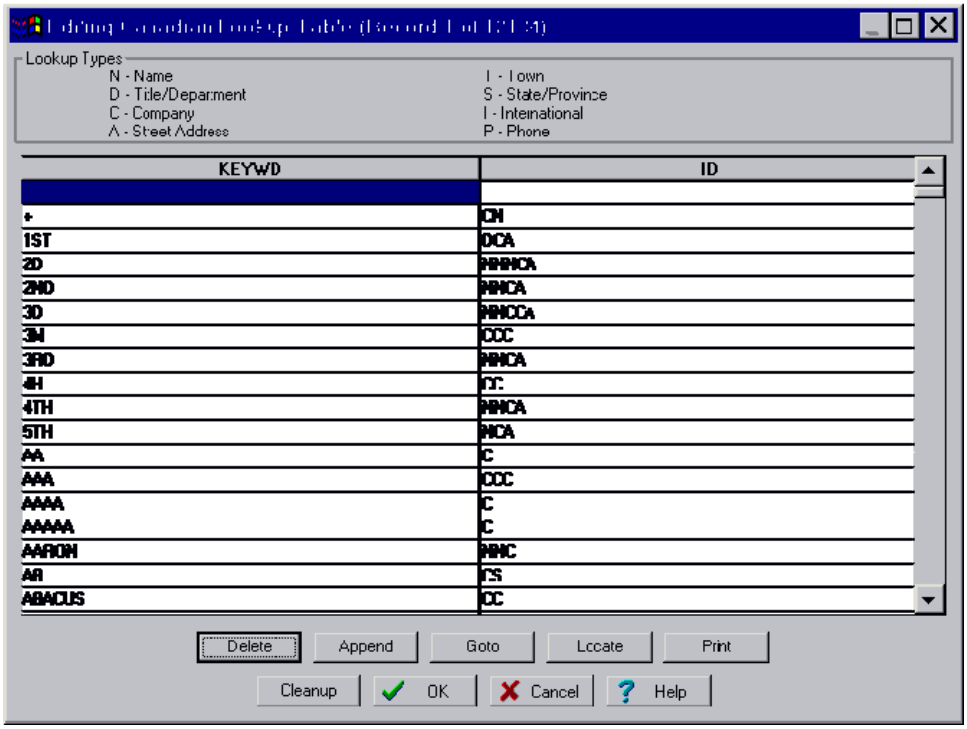
Tools | Lookup Tables

WARNING! If you plan to modify the Lookup Tables, read these sections carefully.

This utility allows you to explore, edit, append new records, delete records, etc. in Right Fielder's Lookup Tables. The good news is it's easy, and you can mold Right Fielder's action just as you want it. The bad news is if you don't read and understand this section, the program's accuracy will decline.

These Lookup Tables are databases sorted on the first lookup field. The data in the lookup tables is stored in all uppercase, and when Right Fielder looks up a word from your data in the Lookup Table, it temporarily converts your word to upper case. Therefore, it doesn't matter whether your source data is in upper or upper/lower case.

Tools | Lookup Tables | Canadian Table



This utility allows you to explore, edit, append new records, and delete records in Right Fielder's Canadian table. It has two fields: Keywd and ID.

Keywd contains the word being looked up (in all caps).

ID is the type indicator for a word. For example, "INC" is a Keywd and its ID is "C" which lets Right Fielder know that this word often indicates a company. A given Keywd may indicate several types of data. For example. "CO" can indicate either "Company" or "Colorado", so its ID is "CS".

ID types:

N Name

D Department or Title

C Company/organization

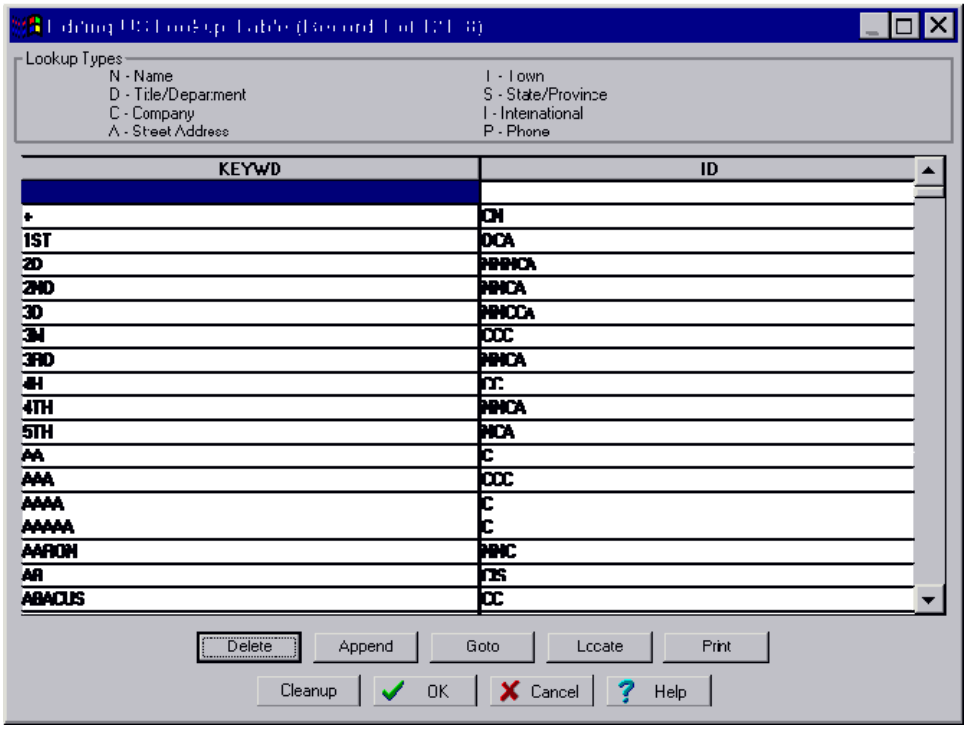
A Street Address

S State

T Town or City (we couldn't use "C" since that stands for company)

I International

Tools | Lookup Tables | US Table



This utility allows you to explore, edit, append new records, and delete records in Right Fielder's United States table. It has two fields: Keywd and ID.

Keywd contains the word being looked up (in all caps).

ID is the type indicator for a word. For example, "INC" is a Keywd and its ID is "C" which lets Right Fielder know that this word often indicates a company. A given Keywd may indicate several types of data. For example. "CO" can indicate either "Company" or "Colorado", so its ID is "CS".

ID types:

N Name

D Department or Title

C Company/organization

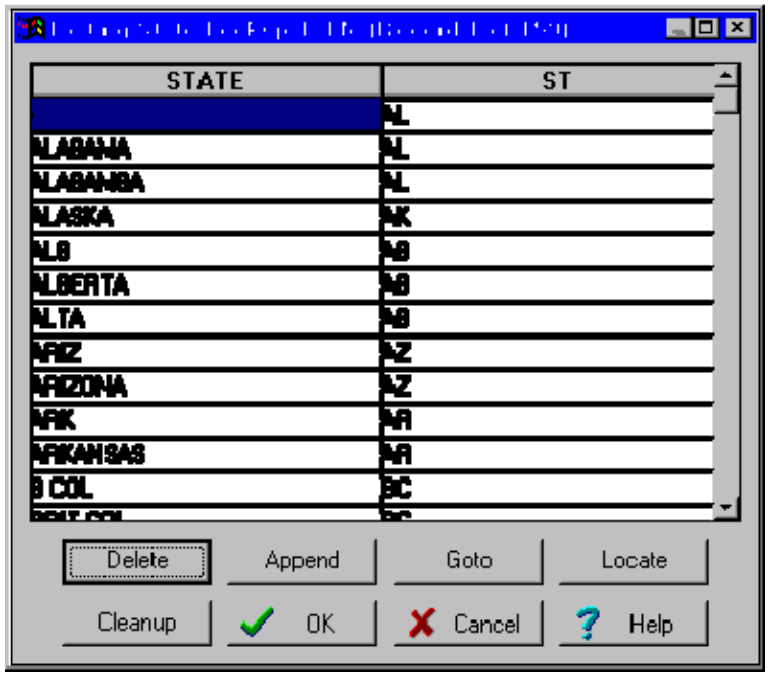
A Street Address

S State

T Town or City (we couldn't use "C" since that stands for company)

I International

Tools | Lookup Tables | State Table



This utility allows you to explore, edit, append new records, and delete records in Right Fielder's State table. The State table is primarily used to locate and extract states while splitting city/state/zip fields.

Delete Mark the highlighted record for deletion. Records marked for deletion can be unmarked by clicking on this button a second time. To physically remove marked records, choose "Cleanup."

Append Add a new lookup table entry. It is extremely important to note how the other records are formatted so that the ones you add are done correctly (i.e., try to "follow suit" at all times). Because Right Fielder ignores punctuation when doing lookups, you should not punctuate lookup fields.

Go to Go to a physical record number in the table.

Locate Locate a record by its contents.

Print Print the records in the table and/or table structure.

Cleanup Completely reorganizes the lookup table. This option (1) removes all records marked for deletion, (2) sorts the table alphabetically, and (3) recreates the table's index.

Editing:

Editing a record's contents is quite simple, either double-click the desired field with your left mouse button or simply start typing when the desired field is highlighted. Hit ENTER or the Arrow Keys to save changes, ESCAPE to cancel. Note that hitting ENTER will keep you in a continuous editing state, with the highlight moving either one field right or one record down.

The STATE Field:

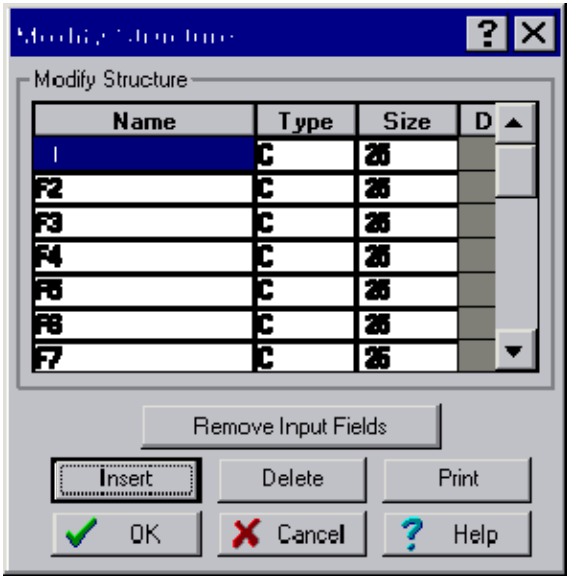
The state (or part of a state) to look up. The entry should be all upper case, and punctuation omitted. Note that multi-word states must be "built up" backwards. For example, "Prince Edward Island" consists of the entries "Island" (with no ST entry), "Edward Island" (also with no ST entry), and finally "Prince Edward Island" (with a ST entry of PE).

Do the same thing with countries except that you must use "**" in the St field instead of actual abbreviations. For example, United Kingdom consists of the entries "Kingdom" (with no St entry), and "United Kingdom" (with a St entry of **).

The ST Field:

How the state entry should be abbreviated. If this entry is left blank, then the entry is assumed to be part of a larger entry and not a state on its own.

Tools | Modify Structure



Modify Structure allows you to change the structure of the current database: to add new fields, delete fields, move fields, resize fields, and rename fields.

With the exception of renaming fields, all structure changes require enough disk space to make a copy of the current database.

Remove Input Field Right Fielder will automatically remove the fields listed in the currently active setup file as input fields *whether you have processed the file or not*. The input fields are physically removed, so it is a permanent change.

Insert You can add a new field at the highlight's position by clicking this button. Alternately, you can press CTRL+N. A size 10 Character field called "NEW_FIELD" will be inserted, which then can be modified as you wish.

Delete You can delete an existing field at the highlight's position by clicking this button. Alternately, you can press CTRL+U.

Print Print the structure of this file.

Change Field Name To change a field's name, double-click on the field name to be changed. Field names must be between 1 and 10 characters. The first character must be alphabetic, but the others may be letters, numbers, or the underscore (_). Embedded spaces are not allowed.

Change Field Type To change a field's type, double-click on the field type to be changed. There are four options: C - Character, D - Date, L - Logical, and N - Numeric. Date fields are automatically sized to 8 and Logical fields to 1.

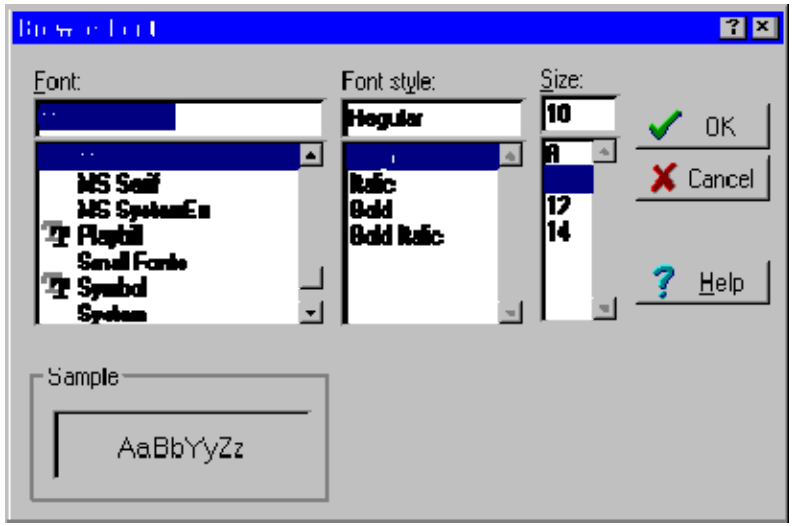
Change Field Size To change a field's size, double-click on the field size to be changed. Logical and Date fields have fixed sizes, so you cannot edit these sizes. Character field sizes must be between 1 and 254. Numeric field sizes must be between 1 and 20. Remember that if you shorten a field, you will lose any data that exceeds the new field width.

Change Field Decimals (Numeric fields only) To change a field's decimal places, double-click on the decimal place to be changed. Decimal places must be between 0 and the field's size minus 2 (i.e., a numeric field of size 10 can have between 0 and 8 decimal places).

Move Field To move a field click anywhere on that field and drag it to its new location. Alternately, you can press CTRL+UP or CTRL+DOWN to accomplish this.

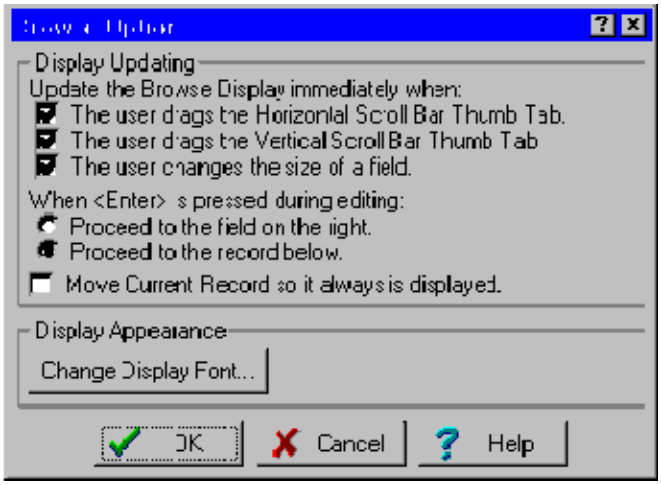
Tools | User Settings

Tools | User Settings | Browse Options: Display Font



Changes the browse display font. First, select the font from the "Font:" list. Next, select the font's style from the "Font style:" list. Then select a size from the "Size:" list. Finally, click the "OK" button to choose the font.

Tools | User Settings: Browse Options



Update the Browse Display immediately when:

- **The user drags the Horizontal Scroll Bar Thumb Tab** Check this box if you want the browse display to update while you are dragging the scroll bar thumb tab.
- **The user drags the Vertical Scroll Bar Thumb Tab** Check this box if you want the browse display to update while you are dragging the scroll bar thumb tab.
- **The user changes the size of a field** Check this box if you want the browse display to update while you are resizing a field. Slower computers will exhibit a fascinating "zebra" effect with this option on.

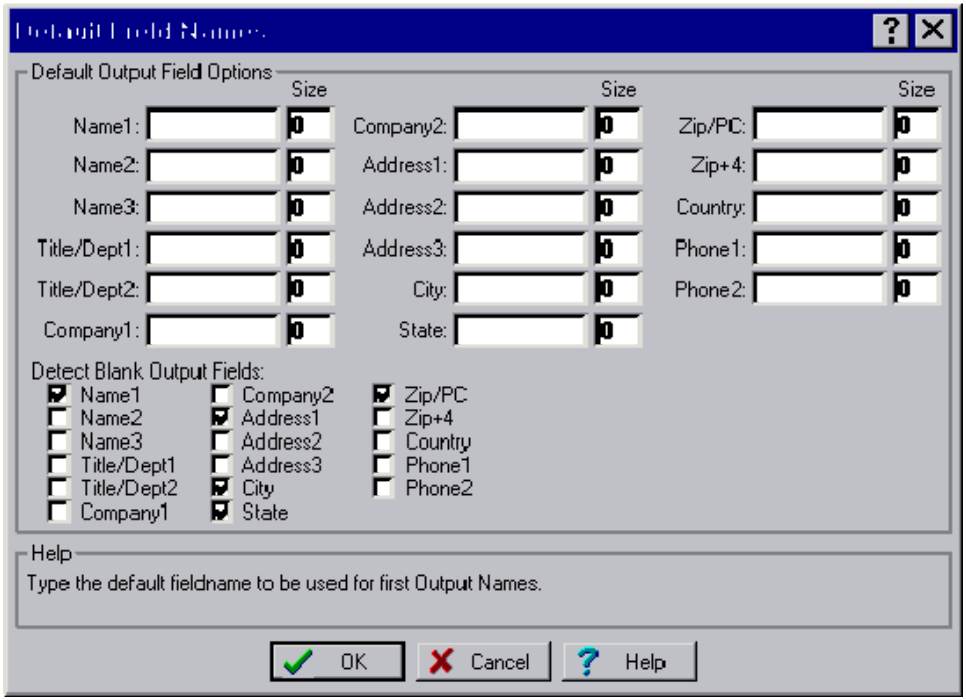
When <Enter> is pressed during editing:

- **Proceed to the field on the right** ENTER will save the current field's changes and then proceed to the field on the right.
- **Proceed to the record below** ENTER will save the current field's changes and then proceed to the field below.

Move Current Record so it always is displayed If checked, whenever you use the vertical scroll bars to move through the database, the highlighted record will move so that the highlighted record is always displayed.

Change Display Font Click this button to change the browser font.

Tools | User Settings: Default Field Options



Default field names are automatically inserted into a new setup. Leaving an option blank here will cause it to be left blank in any new setups. If you have developed a standard set of output names and sizes, this option can make your job a lot easier when creating setups.

Default Output Field Options:

Name1, 2, 3 The default field name and size used for Output Names.

Title/Dept1, 2 The default field name and size used for Output Titles or Departments.

Company1, 2 The default field name and size used for Output Companies.

Address1, 2, 3 The default field name and size used for Output Addresses.

City The default field name and size used for Output Cities.

State The default field name and size used for Output States.

Zip Code The default field name and size used for Output ZIP/Postal Codes.

Zip+4 The default field name and size used for Output ZIP + 4 Codes.

Country The default field name and size used for Output Countries.

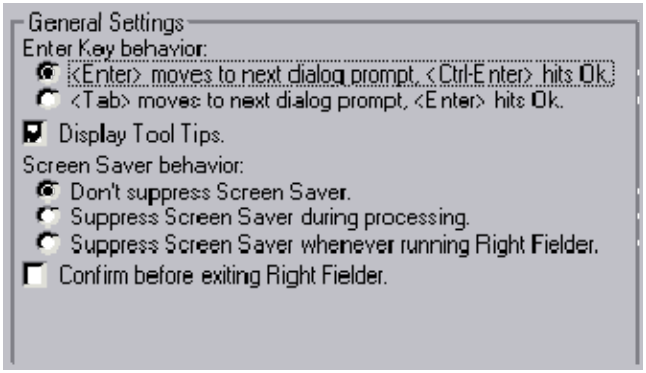
Phone1, 2 The default field name and size used for Output Phone Numbers.

Default Output Field Lengths

Right Fielder allows you to specify both field name and field length. However, you don't have to do both. In other words, you can specify only field names, but not field lengths and vice versa.

Detect Blank Output Fields: Sets which fields will cause its record to be marked with an error if it contains no data after processing. Generally, you will want to mark records lacking essential fields like primary address, city, state, or ZIP.

Tools | User Settings: General Settings



Enter Key behavior:

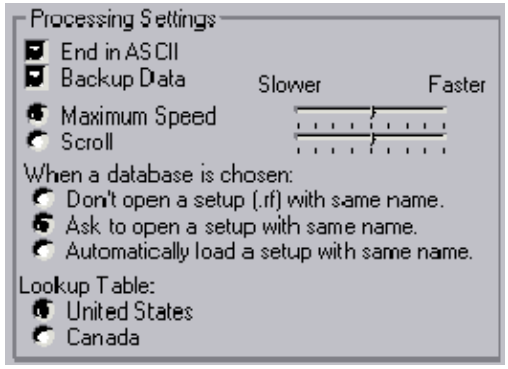
- **<Enter> moves to next dialog prompt, <Ctrl-Enter> hits OK** While traversing Right Fielder's dialog boxes, hitting the ENTER key will proceed to the next prompt. Technically, the ENTER key is supposed to hit the "OK" button (always!) in Windows, but so many people find this such an unnatural behavior that we give you a more conventional interpretation.
- **<Tab> moves to next dialog prompt, <Enter> hits OK** While traversing Right Fielder's dialog boxes, hitting the ENTER key will immediately hit the "OK" button. This is traditional Windows behavior.

Screen Saver behavior:

- **Don't suppress Screen Saver** Right Fielder will not interfere with any of Window's screen saver operations.
- **Suppress Screen Saver during processing** If Right Fielder is processing a database, the screen saver will be temporarily disabled. This option ensures that no processing cycles will be stolen by the screen saver.
- **Suppress Screen Saver whenever running Right Fielder** If Right Fielder is running, the screen saver will not.

Confirm before exiting Right Fielder Check this box if you want Right Fielder to ask you if you really want to exit whenever you select the Exit command.

Tools | User Settings: Processing Settings



Note that the following settings apply to *new* setups. Already existing setups will not be changed to these settings.

End in ASCII Check this box to set the default "End in ASCII" option. This applies only to files which begin in ASCII.

Backup Data Check this box to set the default "Backup Data" option.

Maximum Speed Click this option to make "Maximum Speed" the default Processing Mode. Adjust the slider to the right to set the default Maximum Speed Mode speed.

Scroll Click this option to make "Scroll" the default Processing Mode. Adjust the slider to the right to set the default Scroll Mode delay.

When a database is chosen:

- **Don't open a setup (.rf) with same name** Click this option if you don't want Right Fielder to automatically open a setup file with the same name when opening a database.
- **Ask to open a setup with same name** Click this option if you would like Right Fielder to ask to open a setup file with the same name when opening a database.
- **Automatically open a setup with same name** Click this option if you want Right Fielder to automatically open a setup file with the same name when opening a database (no asking).

Lookup Table:

- **United States** Right Fielder will see ZIP codes and states like NY as domestic.
- **Canada** Right Fielder will see postal codes and provinces like ON as domestic.

REFERENCE

Command Line Options

Several of Right Fielder's options are available only from the command line. Most of these options are used in "hands off" processing (what we call batch processing), while others can save you the time of selecting the same files every time you run Right Fielder. The syntax for Right Fielder's command line is:

```
rf32 [setupfile] [databasefile] [options]
```

[setupfile] The name of the setup file to use in processing. If the setup file is not in the working directory, you must specify the file's path.

[databasefile] The name of the database file to be processed. If the database file is not in the working directory, you must specify the file's path.

[options] Processing options:

- **/P[printer]** Print results to a printer when processing is complete. When [printer] is omitted, the Windows default printer is used. Alternately, [printer] can be numeric, which specifies the nth (For example, /p2 would be the 2nd printer appearing on the Windows list of printers). Finally, [printer] can specify the beginning of a printer name (i.e., /pHP), which would select the first printer starting with an "HP" (such as "HP Laserjet 3"). This third technique works up to the first space in a printer's name.
- **/L[file]** Write the results to a log file when processing is complete. If [file] is omitted, results are written to Rf.Log in the working directory.
- **/S** Used in Batch Processing to set up a batch run.
- **/T** Used in Batch Processing to test a batch run.
- **/R** Used in Batch Processing to execute a batch run.

Note that with no options, specifying [setupfile] and [databasefile] will only open these files, but will not begin processing until you choose to.

The switches are not case-sensitive and can occur in any order. "-" can be used instead of "/". Each switch must be separated by a space, however.

Using the Command Line in Windows

In Windows 2000, XP or Vista, you can specify command line options in one of two ways:

1. Creating a new shortcut: Right click on the Desktop, select New | Shortcut. For the **command line**, enter the desired command line. It is usually a good idea to specify the full path of the Right Fielder executable, as well as the database and setup paths. For example,

```
c:\rf\rf32.exe c:\job285\fallmail.rf
c:\job285\fallmail.dbf /P
```

would make Right Fielder automatically open the fallmail.rf setup file and fallmail.dbf database. Plus, results would print to the default Windows printer.

2. Running Right Fielder from a DOS session. From the Start Menu, select command line. At the DOS prompt, change to the desired working directory and simply type the desired command line. Right Fielder will be opened in a new window.

Batch Processing

You can run Right Fielder completely uninterrupted from a shortcut or DOS command line (Windows 95/NT). To let Right Fielder know that you want this special capability, add one of these switches onto the end of the command line:

/s To create the .rf setup file.

/t To test that the setup file will run when the time comes.

/r To run the setup file.

As outlined in the command line section, there are one or two ways to use these switches. If you are using Windows 95 or Windows NT, you can exploit the DOS session method even further by using a batch file (just like in DOS). The only caveat to this method is that you should check the "Always Suspend" option in the shortcut's property dialog box. Why? Take the following sample batch:

```
c:\rf\rf32 c:\work\file.dbf c:\work\file.rf /r
c:\sl\sl c:\work\file.dbf c:\work\file.sl /r
```

With "Always Suspend" checked, the second line will not be executed until the first line is complete. With "Always Suspend" not checked the second line executes moments after the first line is *started*. Not a desirable situation when the input of the second line depends entirely on the successful completion of the first line!

Dynamic Data Exchange (DDE)

Right Fielder provides a mechanism for external applications to communicate with and use its functions. This mechanism is through Windows' Dynamic Data Exchange (DDE). Most Windows Applications provide some interface to DDE.

Warning: DDE is an advanced topic - we can't provide much technical support for this topic, as it always involves an outside program is beyond the scope of this manaul.

Interacting with the Right Fielder DDE server is performed by the following steps. The examples given are in Microsoft Visual FoxPro:

1. Launch Right Fielder if it is not already running.
2. A connection is established, giving a channel number that is used in all further communications:

   ```
   hDDE=DDEInitiate("RF","RF")
   ```

3. The initialization function is executed:

   ```
   =DDEExecute(hDDE,'[InitFielder("N D C AAATSZ4 P ")]')
   ```

   Exact details on the syntax of this call will be described below. The initialization should only be performed once per DDE connection.

4. The desired action is executed:

   ```
   =DDEExecute(hDDE,'[Field("John Smith","ABC Company","123 Main
   St","Scituate, MA 02066")]')
   ```

   Details on the syntax of this call will be described below.

5. The results of step 4 are retrieved:
   ```
   name1=DDERequest(hDDE,"Name1")
   dept1=DDERequest(hDDE,"Dept1")
   ```
   Actually, there are actually several requests that can be made, which are listed later.
6. Steps 4 and 5 can be repeated as many times as needed.
7. When completed, the connection can be terminated:
   ```
   =DDETerminate(hDDE)
   ```

Note that the enclosing square brackets ([ ]) surrounding the commands are required. The double quotes (") surrounding parameters are optional, but are necessary if the parameter contains embedded commas. Function names and request strings are not case-sensitive.

Some of the initialization commands can take a little time (5-10 seconds). If you see the "Loading Lookup Table…" meter, but the execute command indicates a failure, it is most likely because your DDE acknowledgment timeout is too short (in FoxPro, you can increase it with the DDESetOption("TIMEOUT",20000) function).

Initialization:

```
[InitFielder(<output fields>,<mix>,<addr seq>,<addr just>,<&
ind>,<disc noid>)]
```

<output fields>

Contains a string indicating which output fields you would like to obtain. Because Right Fielder can perform differently if you have two output name fields compared to one, you need to tell Right Fielder which output fields you need to expect. The string is formatted in this way:

NNNDDCCAAATSZ4IPP

The first three N's are Names 1, 2, and 3. The next two D's are Title/Departments 1 and 2. The next two C's are Companies 1 and 2. The next three A's are Addresses 1, 2, and 3. The T is for City. The S is for State. The Z is for Zip/Postal Code. The 4 is for the +4 extension. The I is for Country. The P is for Phones 1 and 2.

If you desire a particular output, put the corresponding letter (or the letter X) at that location. If you do not, put a space at that location. For example, the default is:

N D C AAATSZ4 P

Which indicates that we desire: Name1, Title/Dept1, Company1, Address1, Address2, Address3, City, State, Zip, +4, and Phone1. Note that the filler spaces are very important, as it is the letter's *position*, and not the letter itself, that indicates your specification.

<mix>

0 - Business

1 - Residential

2 - Both (default)

<addr seq>

0 - Primary above Secondary

1 - Primary below Secondary

2 - None (match input) (default)

<addr just>

0 - Top (default)

1 - Bottom

<& ind>

Contains a string of IDs indicating what the "&" should indicate. See Setup | Edit | Options for more information. The default is an empty string; that "&" indicates nothing special.

<disc noid>

0 - Don't discard unidentified fields (default)

1 - Discard unidentified fields

Right Fielding:

```
[Field(<field1>,<field2>,<field3>,<field4>,<field5>,<field6>,<field7>,
<field8>,<field9>,<field10>)]
```

Acquiring Results:

Results of the most recent name split can be acquired by querying with the following strings:

Name1	Comp2	Zip5
Name2	Add1	Zip4
Name3	Add2	Country
Dept1	Add3	Phone1
Dept2	City	Phone2
Comp1	State	

Visual FoxPro Example:

```
USE DemoRF
hDDE=DDEInitiate("RF","RF")
=DDEExecute(hDDE,'[InitFielder("N D C AA TSZ ")]')
SCAN
Cmd='[Field("'+AllTrim(f1)+'","'+AllTrim(f2)+'","'+AllTrim(f3)+ ;
'","'+AllTrim(f4)+'","'+AllTrim(f5)+AllTrim(f6)+'")]'
=DDEExecute(hDDE,Cmd)
REPLACE name WITH DDERequest(hDDE,"Name1"), ;
dept WITH DDERequest(hDDE,"Dept1"), ;
```

```
comp WITH DDERequest(hDDE,"Comp1"), ;
add1 WITH DDERequest(hDDE,"Add1"), ;
add2 WITH DDERequest(hDDE,"Add2"), ;
city WITH DDERequest(hDDE,"City"), ;
state WITH DDERequest(hDDE,"State"), ;
zip WITH DDERequest(hDDE,"Zip5")
ENDSCAN
=DDETerminate(hDDE)
```

Right Fielder's Files

Windows and runtime support files are not listed here.

Rf.chm	Right Fielder Help
Rf.ini	Setup Information
PS.fon	Special Melissa Data font for displaying the entire ASCII character set.
Rcanada.dbf	Canadian Lookup Table
RUSA.dbf	United States Lookup Table
Rstate.dbf	State Lookup Table
Rf32.exe	32-bit Executable
RfRes32.dll	32-bit Resources
PSortNt.dll	Postman's Sort Library

Demo Files:

DemoRf.dbf	Demo Database
DemoRf.rf	Demo Setup
DemPrint.txt	Demo Print Image File
DemPrint.rf	Demo Print Image Setup

Technical Support

1. Please check the manual and/or help file first. Over half of our calls relate to information already covered here.
2. Next, check the list of Right Fielder Errors. It may solve your problem immediately.
3. If you're still stuck:

Sales:	800-MELISSA
Tech Support:	800-MELISSA
Fax:	949-589-5211
E-mail:	tech@melissadata.com
World Wide Web:	www.melissadata.com
Mail:	Melissa Data 22382 Avenida Empresa Rancho Santa Margarita, CA 92688-2112

Right Fielder Errors

General File Errors:

General file errors are situations that may occur while attempting to access a database, setup, or ASCII file.

- **No such file or directory:** The specified file/directory does not exist.
- **Too many open files** There aren't enough file handles to run Right Fielder. Check to ensure that the *files*= setting is set to at least 40 in your *config.sys* file.
- **Permission denied:** You don't have permission to open the file. On a network, this usually indicates that you don't have adequate access rights to this file (i.e., read, write, append, or create). On a non-networked computer, this usually indicates that the file has been marked as read-only.
- **File already exists** The specified file already exists.
- **Could not create file** The specified file could not be created. On a network, this usually indicates that you don't have adequate access rights to this file (i.e., read, write, append, or create). On a non-networked computer, this usually indicates that the file has been marked as read-only. Alternately, this may indicate that you don't have enough disk space to create a file.

Setup File Errors:

Setup file errors can occur while attempting to open a setup file.

- **Not a setup file** The specified file is not a Right Fielder setup file. You will get this same message if you try to reuse a setup file from a DOS version of Right Fielder - it isn't compatible.

- **Setup file is corrupt** The specified file looks like a Right Fielder setup file, but has been corrupted somehow. The only solution to this error is to re-create the setup file.

Database File Errors:

Database file errors occur while attempting to access a dBASE file.

- **Database is corrupt:** The specified file *looks* like a dBASE database, but has been corrupted somehow. This is usually an indication of a previous 'incident' involving this database (such as turning the computer off while the database is open). There are some database repair programs available (such as *Filefix* in Norton Utilities) which may be able to save the database.
- **Read error:** An unexpected error occurred while reading the specified file. Try the operation again. If the situation still persists, call Melissa Data Technical Support.
- **Write error:** An unexpected error occurred while writing to the specified file. Try the operation again. If the situation still persists, call Melissa Data Technical Support.
- **Limit error:** An unexpected error occurred while accessing the specified file. Try the operation again. If the situation still persists, call Melissa Data Technical Support.
- **Unable to load lookup tables:** Ensure that all of the lookup tables exist (see Right Fielder Files for a list). If the condition still persists, try deleting Right Fielder from your computer and re-installing

dBASE Expression Errors:

dBASE errors occur when you are entering a dBASE expression as a While, For, Filter or Sort expression.

- **Syntax error:** The expression is syntactically incorrect. A syntax error may be caused by a misspelled function or field name.
- **Mismatched parenthesis:** The expression is missing a right or left parenthesis. Remember that you should have a matching number of left and right parenthesis in an expression.
- **Mismatched delimiters:** A literal character string was specified with non-matching (or missing) delimiters.
- **Does not evaluate to a … expression:** The expression does not result in the specified data type. For example, "LTrim(First)" (a character expression) is not an appropriate expression for a Filter condition, which requires a logical expression.
- **Field does not exist:** The specified field does not exist in the database. This is usually the result of a misspelling.
- **Function does not exist:** The specified function is not valid. This is usually the result of a misspelling.
- **Empty expression:** No expression was specified, although one is required.
- **Invalid number of arguments:** Too many or too few parameters were given for the specified function. This is usually the result of a misplaced parenthesis, missing comma, or misspelling.

- **Type error:** One of the parameters given for the specified function is of the wrong type. For example, "SubStr(RecNo(),12,3)" will result in a Type Error because SubStr's first parameter, RecNo() is a Numeric expression, but SubStr requires a Character expression as its first parameter.

Other Errors:

These errors may occur anytime while running Right Fielder and may indicate a bug in the program.

- **Unknown error:** An unknown error has occurred in Right Fielder. Make a note of what you were doing when the error occurred (as precisely as possible) and call Melissa Data Technical Support.
- **Exception Error:** An unexpected error has occurred in Right Fielder. Make a note of what you were doing when the error occurred (as precisely as possible) and call Melissa Data Technical Support.
- **GPF:** An unexpected error has occurred in Right Fielder. Try the operation again. If the situation persists, call Melissa Data Technical Support.

Right Fielder Error Codes

Right Fielder uses a 2-byte binary system to track error codes when processing. Such a system is the most efficient way of storing a variety of information in the least amount of space. Unfortunately, it's somewhat difficult to understand.

If there's no error, the Error Code field will contain two null characters (ASCII character 0's). If any other error(s) occur, a different sequence of ASCII characters will be deposited into the field.

Basically, each bit of the error code represents a different error condition. So we have 2 characters * 8 bits per character = 16 possible error conditions. Reading from the rightmost bit to the leftmost bit, we encoded the bits as follows:

Bit #	Dec Value	Hex Value	Error
1	1	01	Blank Field
2	2	02	Truncated Data
3	4	04	Lost Data
4	8	08	Questionable Record
5	16	10	Foreign Record
6	32	20	User Tagged Record
7	64	40	Reserved for future use
8	128	80	Reserved for future use

In programming parlance, the two-byte error code is referred to as a short integer. In dBASE programs, you can get at a particular error code using the expression:

```
<num>=Asc(<error>)+256*Asc(Subs(<error>,2))
```

Un-Installing Right Fielder

If at any time you need to remove Personator from your system, follow this procedure:

1. Click the Windows Start button and select Control Panel.
2. Click Add or Remove Programs. If you are using the classic view in the Control Panel, you may have to double-click this item.
3. Locate Personator 4 on the list of installed programs.
4. Click Remove.

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