



# StarOffice™ 7 Setting Up Database Connections Guide

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# Preface

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The *StarOffice™ 7 Setting Up Database Connections Guide* describes how to set up a data source in StarOffice. A data source is a connection to a database that allows you to insert fields from the database into a StarOffice document. Depending on the database that you connect to, you can also manipulate the data in the database within StarOffice.

---

## Who Should Use This Book

This book is intended for StarOffice users who want to include data from a database in StarOffice documents.

---

## How This Book Is Organized

This book is organized as described in the following paragraphs.

[Chapter 1](#) describes how to create and how to connect to an Adabas database.

[Chapter 2](#) describes how to connect to a database through the Java™ Database Connectivity (JDBC) API.

[Chapter 3](#) describes how to connect to a database through an Open Database Connectivity (ODBC) interface.

[Chapter 4](#) describes how to connect to a database through an ActiveX Data Objects (ADO) interface.

Chapter 5 describes how to connect to a dBase database.

Chapter 6 describes how to connect to a Text database.

Chapter 7 describes how to use a Calc spreadsheet as a data source.

Chapter 8 describes how to use an address book as a data source.

Chapter 9 describes how to use the **Data Sources** view in StarOffice to edit an existing data source.

Chapter 10 describes how to use data sources in conjunction with the **Mail Merge** tool in StarOffice.

Chapter 11 describes how to create a table in a database that is used as a data source in StarOffice.

Chapter 12 describes how to create a database query for a StarOffice data source.

Chapter 13 describes how to create a database form in StarOffice.

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## Typographic Conventions

The following table describes the typographic changes that are used in this book.

**TABLE P-1** Typographic Conventions

Typeface or Symbol	Meaning	Example
AaBbCc123	The names of commands, files, and directories, and onscreen computer output	Edit your <code>.login</code> file. Use <code>ls -a</code> to list all files. <code>machine_name%</code> you have mail.
<b>AaBbCc123</b>	What you type, contrasted with onscreen computer output	<code>machine_name%</code> <b>su</b> Password:
<i>AaBbCc123</i>	Command-line placeholder: replace with a real name or value	The command to remove a file is <code>rm filename</code> .
<i>AaBbCc123</i>	Book titles, new terms, and terms to be emphasized	Read Chapter 6 in the <i>User's Guide</i> . Perform a <i>patch analysis</i> . Do <i>not</i> save the file. [Note that some emphasized items appear bold online.]

---

## Shell Prompts in Command Examples

The following table shows the default system prompt and superuser prompt for the C shell, Bourne shell, and Korn shell.

**TABLE P-2** Shell Prompts

Shell	Prompt
C shell prompt	<code>machine_name%</code>
C shell superuser prompt	<code>machine_name#</code>
Bourne shell and Korn shell prompt	<code>\$</code>

**TABLE P-2** Shell Prompts (Continued)

Shell	Prompt
Bourne shell and Korn shell superuser prompt	#



# Adabas

---

This chapter describes how to create and how to connect to an Adabas database in StarOffice.

---

## Installing Adabas

In general, you can install the Adabas database when you install StarOffice. However, if you perform a network installation of StarOffice, you must install Adabas separately.

The Adabas database that is included on the StarOffice CD has the following limitations:

- Maximum of five concurrent users
- Maximum database size of 100 MB

## System Requirements

The Solaris™ Operating System requires a specific set of kernel parameters to run the Adabas database.

### ▼ To Prepare the Solaris OS For the Adabas Database

**Steps** 1. Log in as root and add the following kernel parameters to the `etc/system` file:

```
set msgsys:msginfo_msgmni = 10
set shmsys:shminfo_shmmax = 300000000
set shmsys:shminfo_shmmni = 100
```

```
set shmsys:shminfo_shmseg = 100
set semsys:seminfo_semni = 100
set semsys:seminfo_semms = 100
set semsys:seminfo_semmap = 100
```

2. To activate the parameters, reboot the machine.

## Installing Adabas on Linux and Solaris Platforms

The Linux and Solaris OS setup applications for the Adabas database are located in the `linux/adabas` or the `solaris/adabas` directories, respectively, on the StarOffice installation CD.

### ▼ To Install Adabas On Linux OS and Solaris OS

---

**Note** – This procedure describes how to install an Adabas database that is shared on a network for all StarOffice users on a network. To install a database for a single user, you must first logon as that user before you start the installation.

---

- Steps**
1. Log in as root.
  2. Change to the Adabas installation directory.
    - On the Linux platform, change to the `/linux/adabas` directory.
    - On the Solaris platform, change to the `/solaris/adabas` directory.
  3. Type `./adabas` and follow the instructions.
  4. After the installation is complete, close all terminals, and log out.
  5. Log in as the same user.
  6. Open a terminal and type `echo $DBVAR`.
  7. Ensure that the database environment variables refer to the following directories:

```
DBROOT          <Adabas_install_dir>
DBWORK          <Adabas_install_dir>/sql
DBCONFIG        <Adabas_install_dir>/sql
LD_LIBRARY_PATH <Adabas_install_dir>/lib
PATH            <Adabas_install_dir>/bin:<Adabas_install_dir>/pgm
```

8. If the database environment variables are not properly set, you need to add the following lines to the `.profile` file. This file is located in the home directory of each user that accesses the database.

```
# by Sun Microsystems setup
set DBROOT=/export/adabas
set DBWORK=$DBROOT/adabas/sql
set DBCONFIG=$DBROOT/adabas/sql
set PATH=$DBROOT/bin:$DBROOT/pgm:$PATH
set LD_LIBRARY_PATH=$DBROOT/lib:$LD_LIBRARY_PATH
export DBROOT DBWORK DBCONFIG PATH LD_LIBRARY_PATH
```

## Installing Adabas on Microsoft Windows

To ensure the best performance, install Adabas on the same machine as your StarOffice installation.

### ▼ To Install Adabas On Windows

- Steps**
1. On the StarOffice CD, change to the `windows/adabas` directory.
  2. Run the `adabas.exe` application and follow the instructions.



---

**Caution** – Do not use a blank space or special characters in the path for the Adabas installation. For example, use `c:\db\adabas` instead of `c:\program file\adabas`.

---

3. Reboot the machine.
4. Open a DOS prompt.
  - a. Type `echo %DBROOT` and ensure that the `DBROOT` variable points to the Adabas installation directory.
  - b. Type `echo %DBWORK` and ensure that the `DBWORK` variable points to the Adabas installation directory.
  - c. Type `echo %DBCONFIG` and ensure that the `DBCONFIG` variable points to the Adabas installation directory.
5. If the database environment variables are not properly set, do one of the following:

- In Windows 9x, add the following entry to the `autoexec.bat` file in the `c:\db\Adabas` directory:

```
set DBROOT=C:\db\Adabas
set DBWORK=%DBROOT%\sql
set DBCONFIG=%DBROOT%\sql
set path=%path%;%DBROOT%\bin;%DBROOT%\pgm
```

- In Windows NT, 2000, or XP, use the Control Panel to add the variables as environment variables.

Consult the Windows online for details on how to add an environment variable.

---

## Creating an Adabas Database in StarOffice

You can use the **Data Sources** command in StarOffice to create an Adabas database.

### ▼ To Create an Adabas Database in StarOffice

- Steps**
1. Start StarOffice Writer.

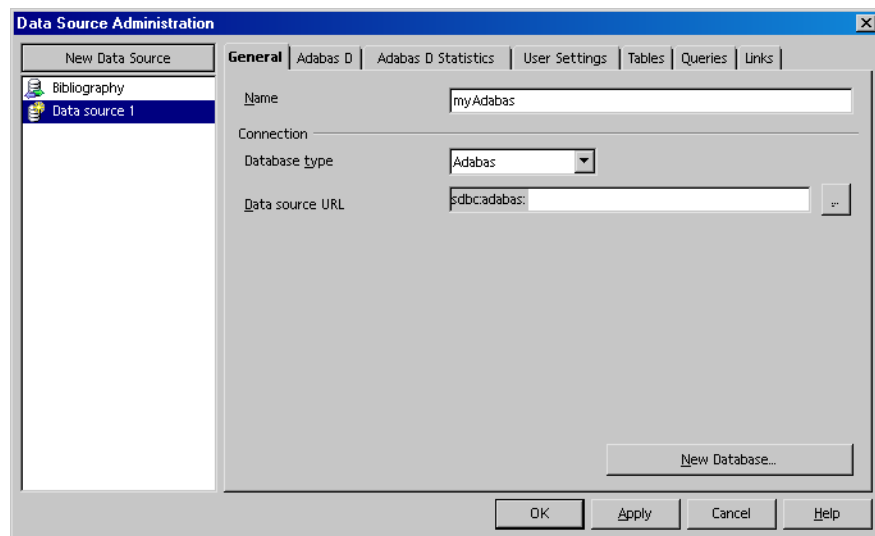
---

**Note** – On the Solaris and Linux platforms, start Writer in a terminal window with the command `soffice -writer`. When you create the database, progress messages as well as possible error messages are displayed in the terminal window.

---

2. Choose Tools - Data Sources.

The **Data Source Administration** dialog box opens.



**FIGURE 1-1** Data Source Administration dialog in StarOffice

3. Click the New Data Source button.
4. In the Database type list, select “Adabas”.
5. In the Name box, type a name for the data source connection.
6. Click the New Database button.  
The Create New Adabas Database dialog box opens.

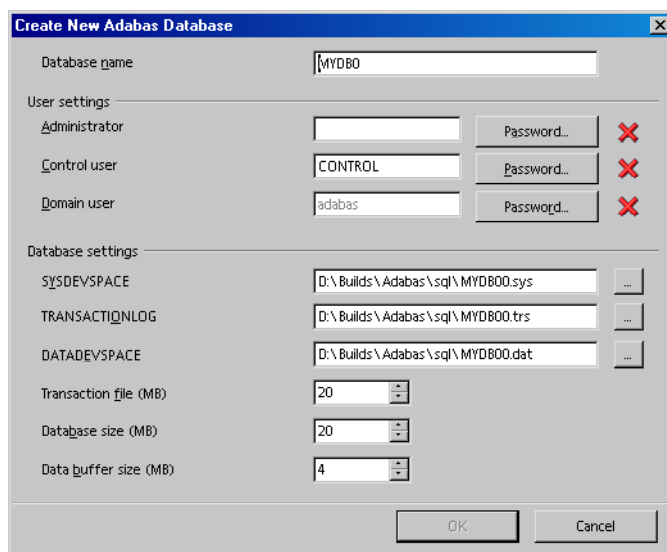


FIGURE 1-2 Create New Adabas Database dialog.

7. In the Database name box, type a name for the database.




---

**Caution** – Do not use special characters or spaces in the database name. The name can contain a maximum of eight characters.

---

8. In the User settings area, type a name in the Administrator box.
9. Click the Password button beside to the Administrator box.
  - a. In the Password box, type a password.

---

**Note** – By default, the Control user and the Domain user have the same password as the Administrator. The Control user has the right to modify some of the parameters of the database. The Domain user is used internally by Adabas.

---

- b. In the Confirm box, retype the password.
  - c. Click OK.
10. (Optional) Specify the system parameters in the Database settings area.  
You can modify the following settings:

SYSDEVSPACE

Link table between the logical data pages of the databases and the physical location of the databases on a disk. The size of this file ranges from 800 K to 2 MB.



---

**Caution** – If the SYSDEVSPACE file is corrupted, the data in the database is lost.

---

TRANSACTIONLOG

Contains the transaction log for the database.

DATADEVSPACE

Contains the database records.



---

**Caution** – The path to the Adabas database, including the database file name, can only contain a maximum of 30 characters. The path cannot contain spaces or special characters.

---

**Transaction file (MB)**

Specifies the size of the transaction log file. Ensure that the size that you enter here matches the value that you enter in the **Database size (MB)** box.

**Database size**

Specifies the size of the Adabas database.

---

**Note** – The Adabas installation that is included on the StarOffice CD has a size limit of 100 MB.

---

**Data buffer size**

Specifies the size of the data buffer for the database. Use the default value of 4 MB for this setting.

---

**Note** – The SYSDEVSPACE, TRANSACTIONLOG, and DATADEVSPACE files require at least two and a half times the disk space that is entered in the **Database size** box.

---

#### 11. Click OK.

The database is created.

---

**Note** – Solaris and Linux users can disregard the following error message:

No param file </export/adabas/sql/config/FIRST> clear not executed!

---

12. In the Data Source Administration dialog box, click the Apply button.

The data source connection to the new database is created.

**See Also** For more information on how to set up an Adabas database, go to the Adabas web site at: <http://www.softwareag.com/adabasd>

## ▼ To Hide Internal System Database Tables From Users

Adabas uses several internal database tables that users do not need to access.

- Steps**
1. In StarOffice Writer, choose Tools - Data Sources.
  2. In the list of data sources, select the Adabas data source that you want to modify.
  3. Click the Tables tab
  4. Click the plus sign in front of All tables and views.
  5. Clear the check boxes in front of ADMINISTRATOR and DOMAIN.

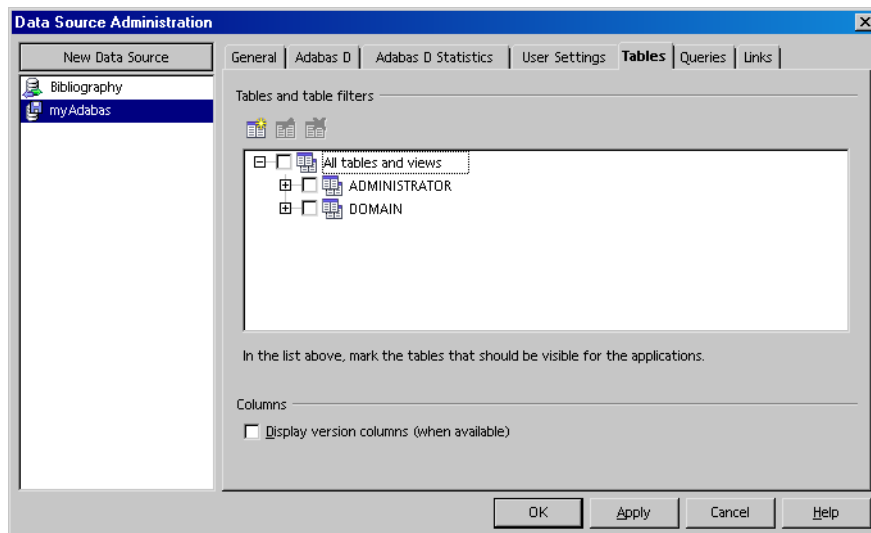


FIGURE 1-3 Hiding the system database tables.

6. Click the Apply button.



## ▼ To Create a User Account for an Adabas Database

Before you can use an Adabas data source in StarOffice, you need to create a regular user account for the database.

- Steps**
1. In StarOffice Writer, choose **Tools Data Sources**.
  2. In the list of data sources, select the Adabas database that you want to create the user account for.
  3. Click the **User Settings** tab.
  4. Click the **Add User** button.
  5. If required, enter the administrator password for the database when prompted.
  6. Click the **Add User** button.
  7. In the **User** box, type a name.
  8. In the **Password** box, type a password for the user.
  9. In the **Confirm** box, retype the password.
  10. Click the **OK** button.
  11. In the **Data Source Administration** dialog box, click the **OK** button.

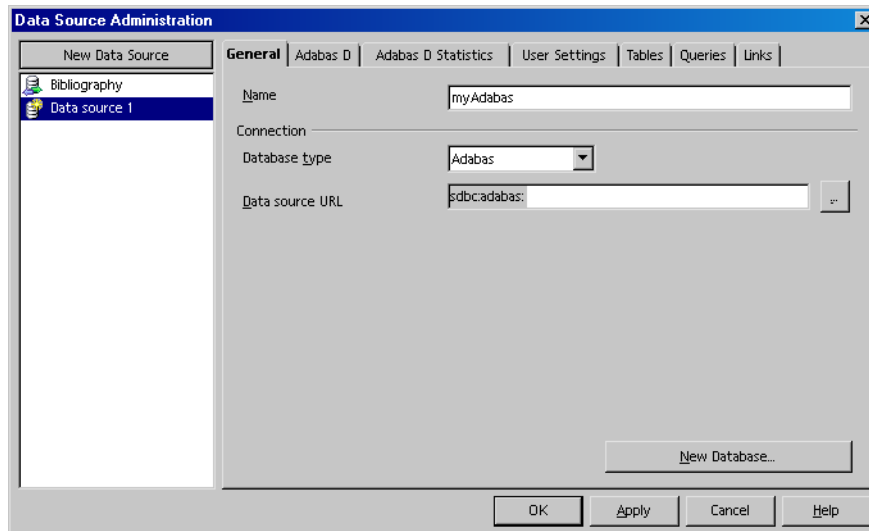
---

## Creating an Adabas Database Connection

This procedure describes how to register an existing Adabas database as a data source in StarOffice.

## ▼ To Create a Connection to an Existing Adabas Database

- Steps**
1. In StarOffice Writer, choose **Tools - Data Sources**.  
The **Data Source Administration** dialog box opens.



**FIGURE 1-4** Data Source Administration dialog in StarOffice

2. Click the **New Data Source** button.
3. In the **Database type** list, select “Adabas”.
4. In the **Name** box, type a name for the data source connection.

---

**Note** – This name is only used by StarOffice to refer to the database. The actual name of the database is not changed.

---

5. Click the **...** button beside the **Data source URL** box.

---

**Note** – To connect to an Adabas database that is on an external server, type the path to the database in the **Data source URL** box. Use the syntax, <hostname of the server>:<name of the database>, when you type the path.

---

6. In the local data sources dialog box, select the Adabas database that you want to use.
7. Click the **OK** button.
8. In the **Data Source Administration** dialog box, click the **OK** button.

---

# Troubleshooting

**Problem:** The environment variables for Adabas are empty (Linux and Solaris)

**Solution:** Do one of the following:

- Log off and log back in to the desktop after you install Adabas
- Ensure that the `.profile` file of the user includes the environment variables that are described in [“Installing Adabas on Linux and Solaris Platforms”](#) on page 18. If you these variables are already declared in `.profile`, then replace the `set` commands with `export`, so that the variable declaration corresponds to the following:

```
# by Sun Microsystems setup
export DBROOT=/export/adabas
export DBWORK=$DBROOT/adabas/sql
export DBCONFIG=$DBROOT/adabas/sql
export PATH=$DBROOT/bin:$DBROOT/pgm:$PATH
export LD_LIBRARY_PATH=$DBROOT/lib:$LD_LIBRARY_PATH
```

Log off and log back in to the desktop.

**Problem:** You see the following error message that indicates that the Adabas database was not created successfully:

```
Client unable to establish connection;-813 SERVERDB MUST BE RESTARTED
```

**Solution:** Open a terminal or DOS prompt and type: `x_start <Name of the database>`. Examine the screen output for an indication of the problem. The output is also saved to the `Adabas_installation>/sql/wrk/FIRST/knldiag` file.

**Solution:** Ensure that the following variables are correct:

- The `DBROOT`, `DBWORK`, and `DBCONFIG` environment variables are correct.
- The `LD_LIBRARY_PATH` variable points to the `lib` directory of the Adabas database.
- The kernel parameters are correctly set for the Solaris OS. See [“To Prepare the Solaris OS For the Adabas Database”](#) on page 17 for details.
- The path to the Adabas directory is no longer than 40 characters (including the Adabas subdirectories).
- The length of the Adabas database name does not exceed eight characters.
- Sufficient disk space is available (a default database requires a minimum of 50 MB).

**Problem:** The Adabas tools to create a database do not work.

**Solution:** Use the Adabas XCONTROL tool to change the *MAXUSERTASKS* kernel parameter to 3. You can use this configuration tool to set up, to maintain, and to monitor Adabas databases. For information on the XCONTROL tool, go to the Adabas web site at: <http://www.softwareag.com/adabasd>

## JDBC™

---

This chapter describes how to connect to a database from StarOffice through the Java™ Database Connectivity (JDBC) API.

---

### Using JDBC Driver Classes With StarOffice

StarOffice can connect to SQL-based databases that use driver classes that support the JDBC API.

#### Oracle Driver Class

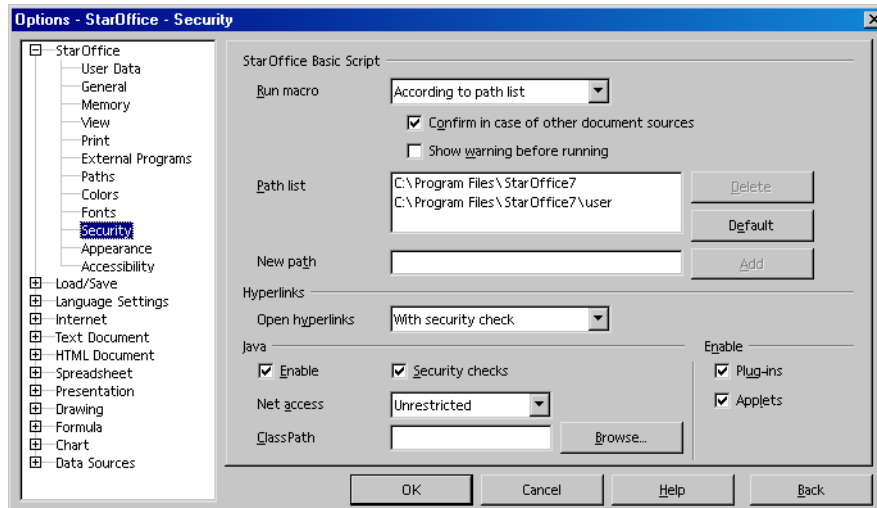
To use an Oracle database as a data source in StarOffice, the Oracle client must be installed with JDBC support. You can download the latest JDBC driver class for Oracle at: [http://otn.oracle.com/tech/java/sqlj\\_jdbc/index.html](http://otn.oracle.com/tech/java/sqlj_jdbc/index.html)

#### MySQL Driver Class

To use an MySQL database as a data source in StarOffice, you need the `mysql-connector-java-3.0.14-production-bin.jar` driver class for the MySQL database. You can download this jar archive from the MySQL web site at: <http://www.mysql.org/downloads/api-jdbc.html>. You also need to add the location of the archive to the Java CLASSPATH on the machine or in StarOffice.

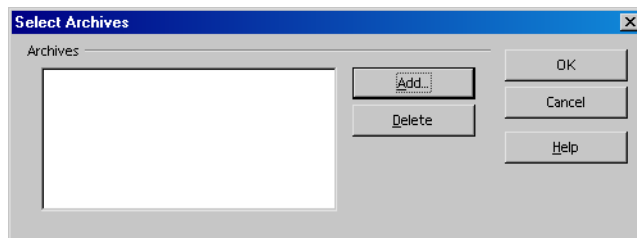
## ▼ To Add a JDBC Driver Class to the Java CLASSPATH in StarOffice

- Steps** 1. In Writer, choose Tools - Options - StarOffice - Security.



**FIGURE 2-1** Options - StarOffice — Security dialog box to add an additional driver to StarOffice.

2. Click the **Browse** button next to the **ClassPath** text box.  
The **Select Archives** dialog box opens.



**FIGURE 2-2** Browse to the JDBC driver file.

3. In the **Select Archives** dialog box, click the **Add** button.  
4. Locate the **JAR** archive of the JDBC driver class and then click the **OK** button.  
5. **Restart StarOffice.**

---

# Creating a JDBC Database Connection

You can use a database that has a JDBC driver class as a data source in StarOffice.

## ▼ To Create a JDBC Connection

- Steps**
1. **Choose Tools - Data Sources.**  
The **Data Source Administration** dialog box opens.
  2. **Click the New Data Source button.**

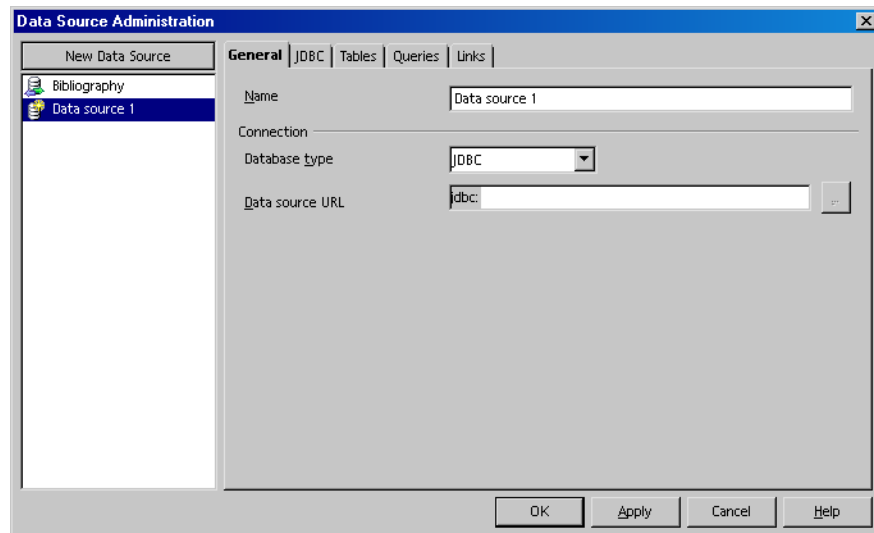


FIGURE 2-3 Data Source Administration dialog box.

3. **In the Database type box, select "JDBC".**
4. **In the Data source URL text box, enter the location of your data source.**  
The syntax of this URL depends on the type of database that you want to use as a data source. See the driver documentation for your database for details.

The **Data source URL** syntax for an Oracle database is  
`oracle:thin:@hostname:port:database_name`

`hostname`                      Name or IP address of the machine that contains the Oracle database.

port Port through which StarOffice can connect to the Oracle database. Ask your database administrator for the correct port number.

database\_name Name of the Oracle database.

5. In the Name text box, type a name for the data source connection.
6. Click the JDBC tab.

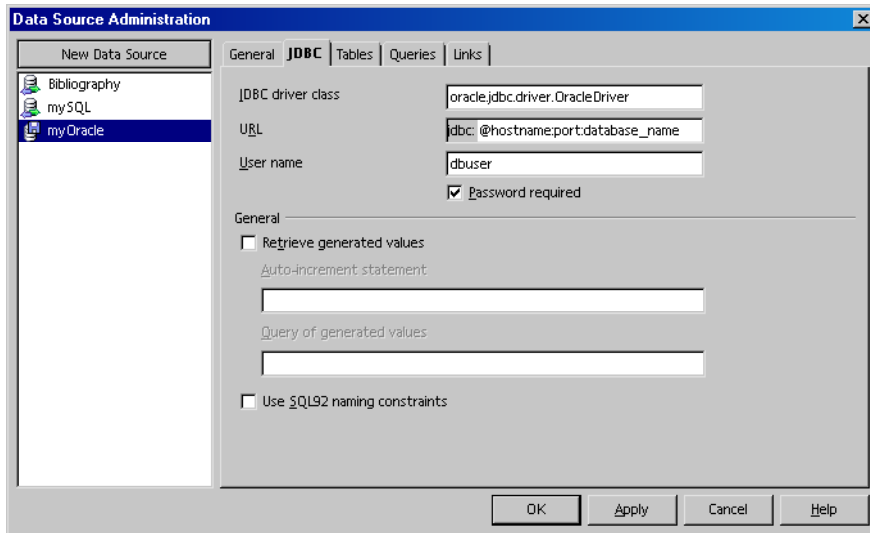


FIGURE 2-4 JDBC tab page of the Data Source Administration dialog box .

7. In the JDBC drive class text box, enter the name of the JDBC driver for the database.  
See the documentation that came with the JDBC driver to determine the name of the driver. For example, the class name of the Oracle 8.x driver is `oracle.jdbc.driver.OracleDriver`.
8. In the URL text box, enter the location of the database.  
See step 4 for details.
9. In the User name text box, type the name of a user that can access the database.
10. If needed, select the Password required check box.  
StarOffice prompts you for this password when you want to insert data from the database.
11. Click the Apply button.



---

**Note** – To verify the connection, click the **Tables** tab. If you see a list of database tables on this tab page, the JDBC connection was successfully created.

---

## ▼ To Create a MySQL Connection

### Before You Begin

- Download and unpack the MySQL driver class.  
See “MySQL Driver Class” on page 29 for details.
- Add the MySQL driver class to the Java CLASSPATH in StarOffice.  
See “To Add a JDBC Driver Class to the Java CLASSPATH in StarOffice” on page 30 for details.

### Steps

1. **Choose Tools - Data Sources.**  
The **Data Source Administration** dialog box opens.
2. **Click the New Data Source button.**

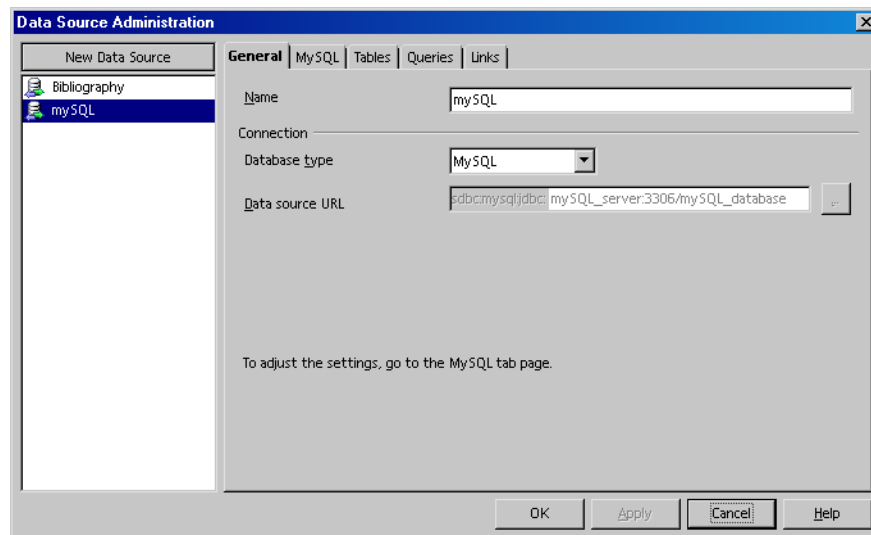
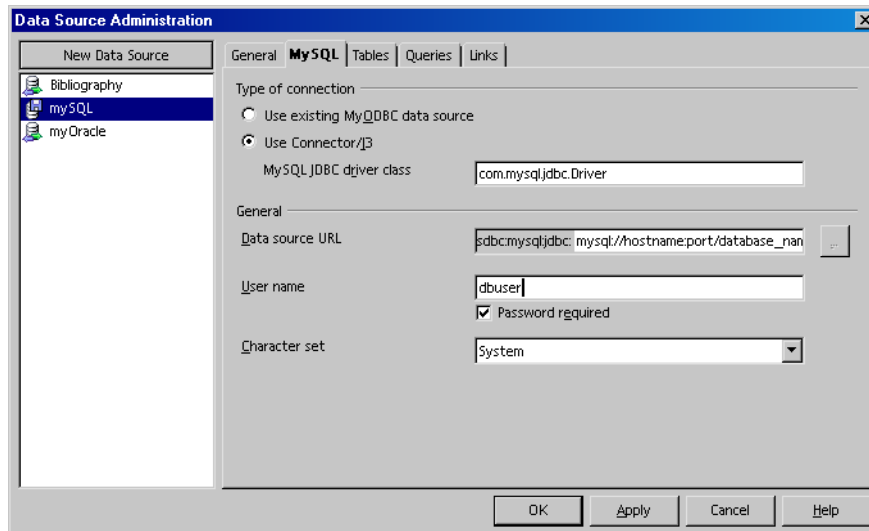


FIGURE 2-5 Data Source Administration dialog box.

3. **In the Database type box, select “MySQL”.**
4. **In the Name text box, type a name for the data source connection.**
5. **Click the MySQL tab.**



**FIGURE 2-6** MySQL tab page of the **Data Source Administration** dialog box .

6. In the **Type of connection** area, select **“Use Connector/J3”**.
7. In the **Data source URL** text box, enter the location of your data source.

The **Data source URL** syntax for a MySQL database is

mysql://hostname:port/database\_name

hostname            Name or IP address of the machine that contains the MySQL database.

port                 Port through which StarOffice can connect to the MySQL database (default: 3306).

database\_name      Name of the MySQL database.

8. In the **User name** text box, type the name of a user that can access the database.
9. If needed, select the **Password required** check box.

StarOffice prompts you for this password when you want to insert data from the database.

10. Click the **Apply** button.

---

**Note** – To verify the connection, click the **Tables** tab. If you see a list of database tables on this tab page, the MySQL connection was successfully created.

---

---

# Troubleshooting

No connection could be established for the URL: jdbc.....

**Solution:** Ensure that the following items are correct:

- Database server is on
- Host name is correct and reachable  
If the host is unreachable, try to ping the IP address of the host.
- Port number in **Data source URL** is correct
- User name and password are correct
- Specified database is on the database server

The connection to the database source "... " could not be established The specified driver could not be loaded

**Cause:** The JDBC driver was not be loaded by StarOffice.

**Solution:** Check the following:

- JDBC driver class is part of the system or StarOfficeJava CLASSPATH.  
See [“To Add a JDBC Driver Class to the Java CLASSPATH in StarOffice” on page 30](#) for details.
- Name of JDBC driver is correct. You can find the correct name in the documentation that came with the JDBC driver.

Error reading data from the database. Oracle-DLL could not be loaded! Please check your installation.

**Solution:** Install the latest version of the JDBC driver class for Oracle. You can download the driver from the Oracle web site at:

[http://otn.oracle.com/tech/java/sqlj\\_jdbc/content.html](http://otn.oracle.com/tech/java/sqlj_jdbc/content.html)



## ODBC

---

This chapter describes how to connect to a database through an Open Database Connectivity (ODBC) interface from StarOffice.

---

**Note** – For best results, only use ODBC under Windows. For Linux and Solaris, use JDBC. See [Chapter 2](#) for details.

---

By default, an ODBC driver is included in most Microsoft Windows installations. You can download the latest version of the driver as part of the Microsoft Data Access Components (MDAC) package from the Microsoft web site at:  
[http://www.microsoft.com/data/mdac21info/manifest\\_intro.htm](http://www.microsoft.com/data/mdac21info/manifest_intro.htm)

---

**Note** – If you want to connect to a Microsoft Access database, see [Chapter 4](#).

---

---

## Prerequisites for Using ODBC With an Oracle 8i Database

The ODBC driver requires access to the client software for the Oracle database. This software is available as part of the Oracle database installation. After you install the Oracle Database Client, use the Oracle Net8 Assistant to create a service name. The service name stores the information that is required by the ODBC driver to connect to an Oracle database. For details on how to configure your Oracle client, contact your database administrator.

---

# Creating an ODBC Database Connection

Before you can create a connection to an ODBC database in StarOffice, you need to add the database as a data source in Windows.

## ▼ To Add an ODBC Database as a Data Source in Windows

**Steps** 1. In Writer, choose Tools - Data Sources.

The **Data Source Administration** dialog box opens.

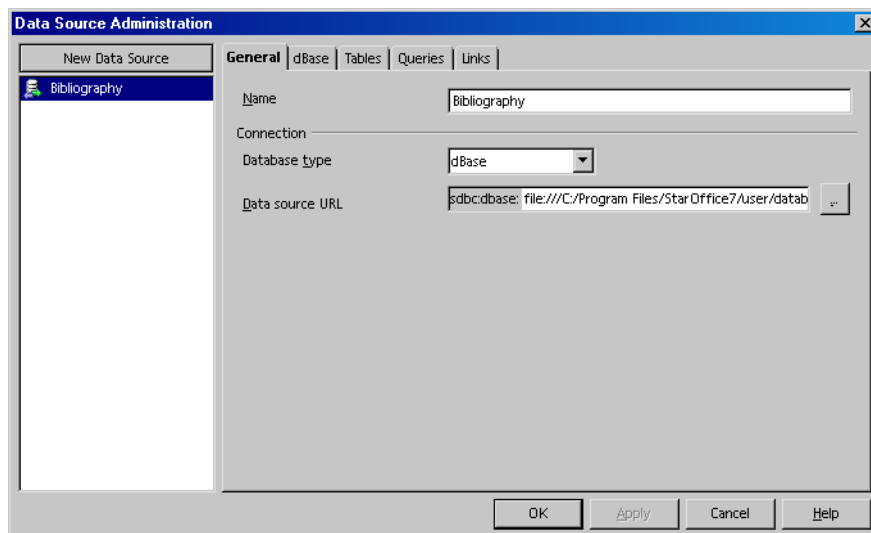


FIGURE 3-1 Data Source Administration dialog box.

2. Click the New Data Source button.

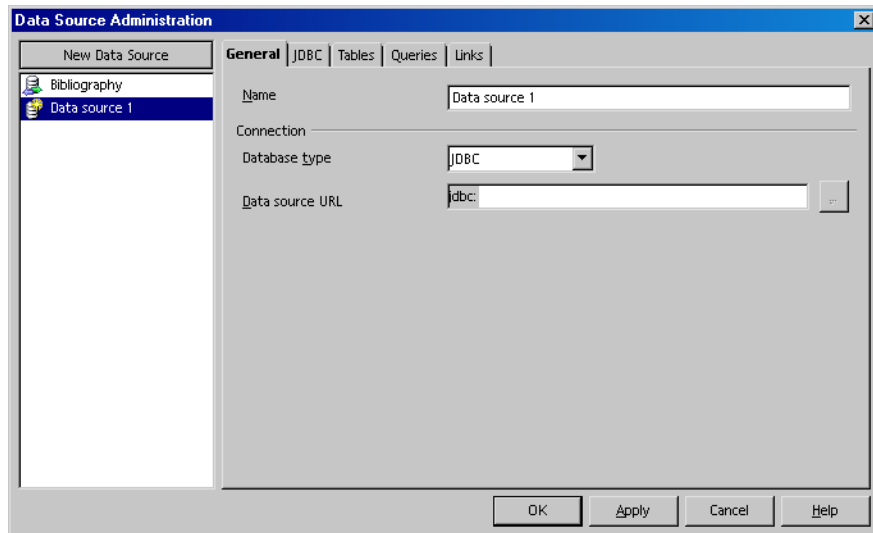


FIGURE 3-2 Adding a new data source with the **Data Source Administration** dialog box.

3. In the Database type list, select “ODBC”.

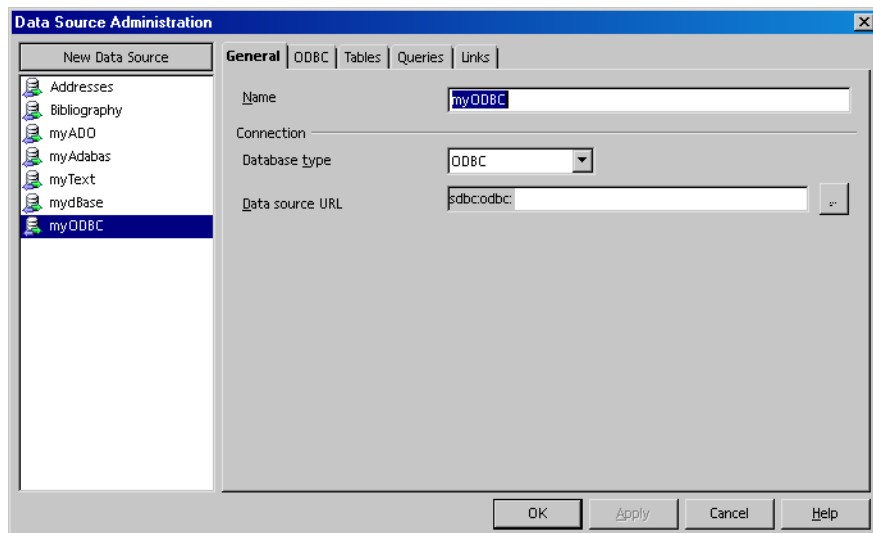
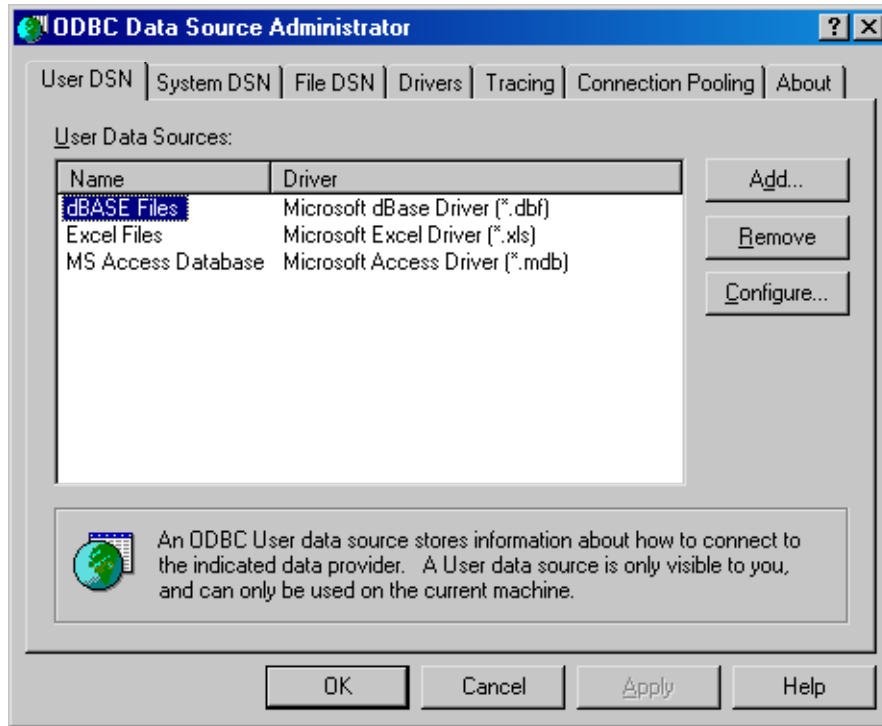


FIGURE 3-3 Creating a data source connection to an ODBC database with the **Data Source Administration** dialog box.

4. In the Name text box, type a name for the database connection.
5. Click the ... button next to the Data source URL box.

- In the Data Source dialog box, click the **Organize** button.  
The **ODBC Data Source Administrator** dialog box opens.



**FIGURE 3-4** ODBC Data Source Administrator dialog box in Windows.

- In the ODBC Data Source Administrator dialog box, click the **Add** button.  
The **Create New Data Source** dialog box opens.



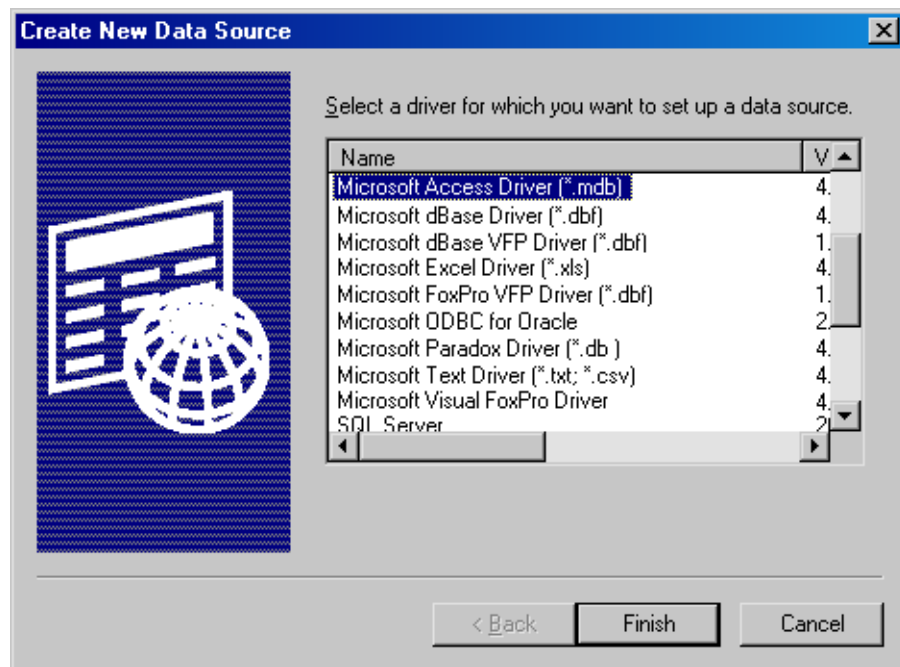


FIGURE 3-5 Creating a data source connection to an ODBC database.

8. In the list of drivers, select the ODBC driver for the data source that you want to add, for example, **Microsoft Access Driver [\*.mdb]**.
9. Click the **Finish** button.  
The setup dialog for the selected ODBC driver opens.

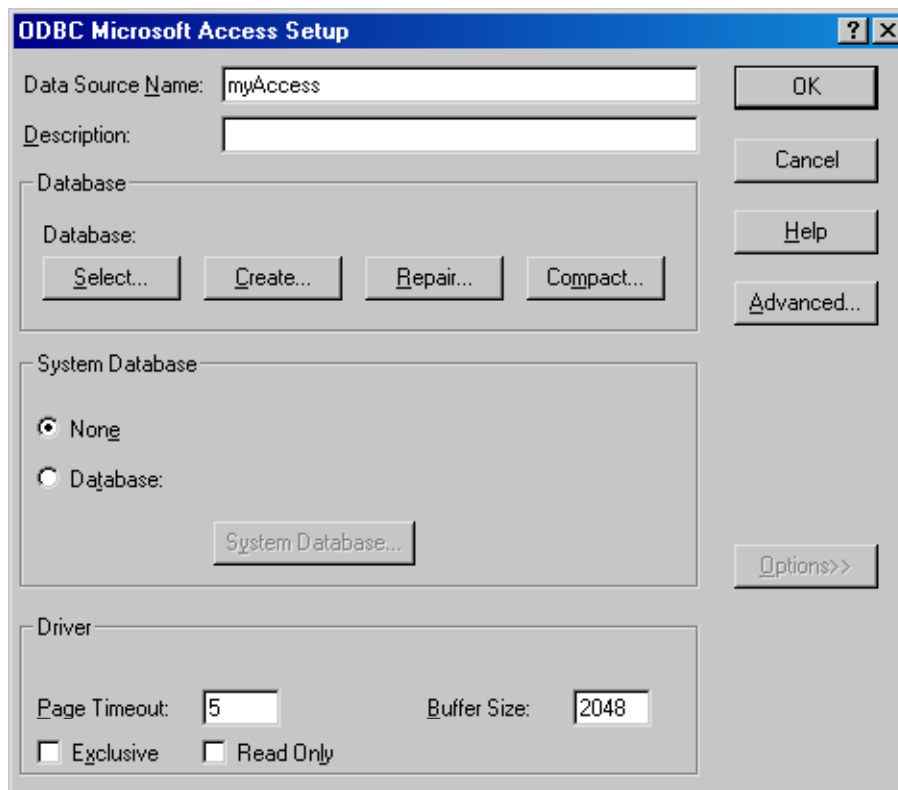


FIGURE 3-6 ODBC Microsoft Access Setup dialog box.

10. Enter the relevant information and then click the OK button.

---

**Note** – For an Oracle data source, use the Oracle Net8 Assistant to determine the service name. For a user id, contact the database administrator.

---

11. In the Data Source dialog box, click the OK button.

## ▼ To Create a Data Source Connection to an ODBC Database in StarOffice

- Steps**
1. In Writer, choose Tools - Data Sources.  
The **Data Source Administration** dialog box opens.

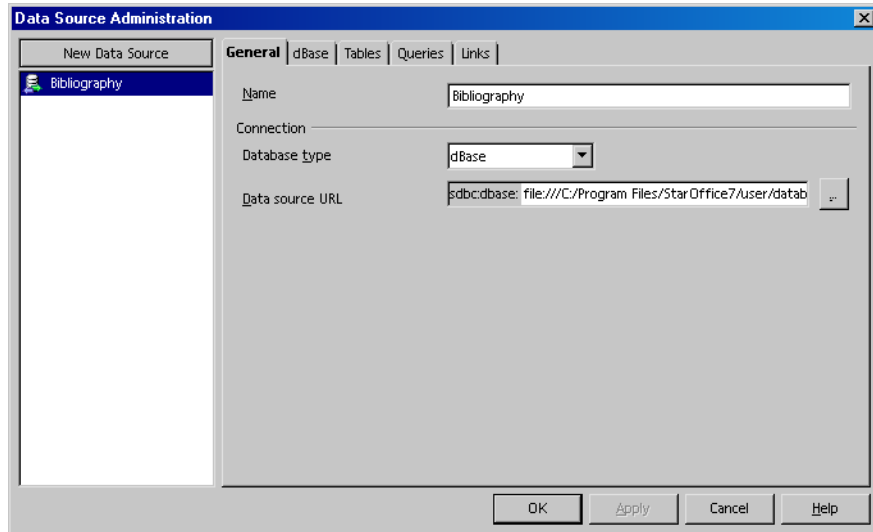


FIGURE 3-7 Data Source Administration dialog box.

2. Click the New Data Source button.

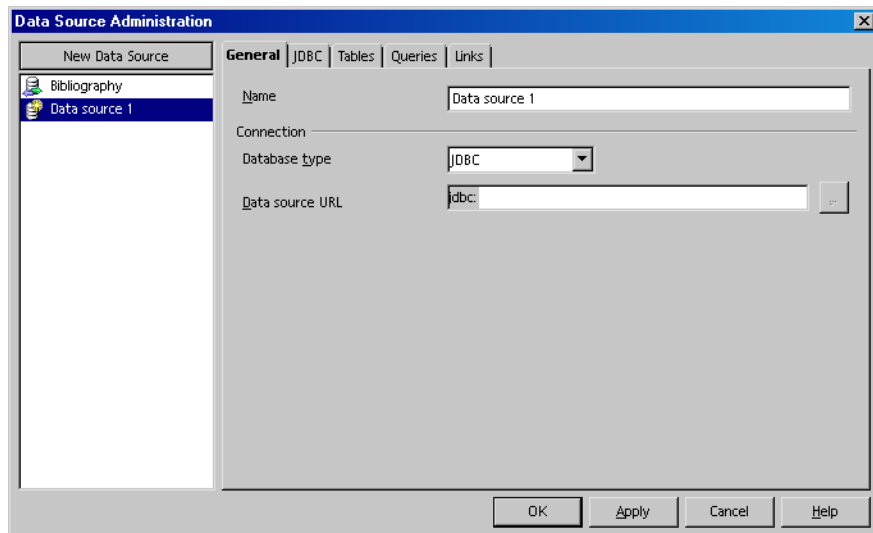
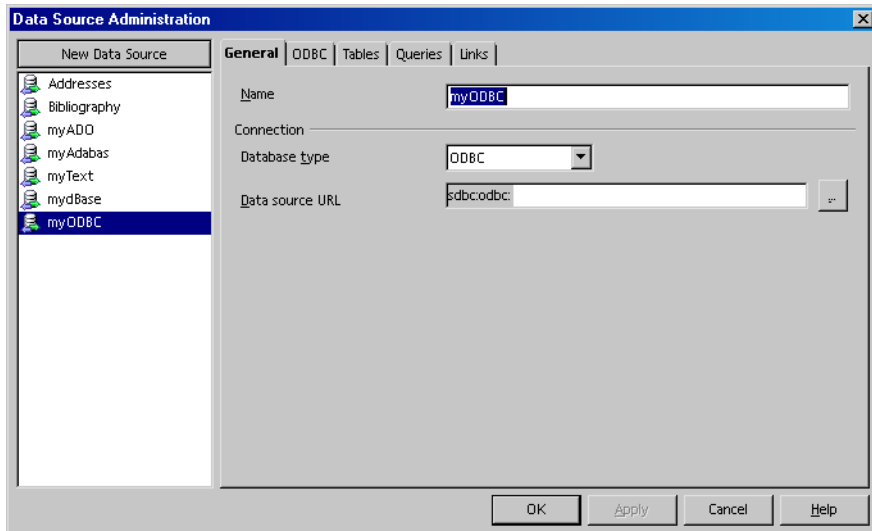


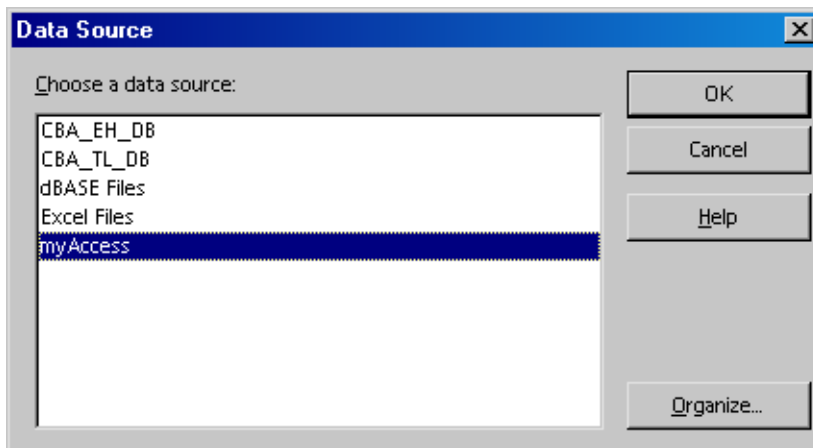
FIGURE 3-8 Adding a new data source with the Data Source Administration dialog box.

3. In the Database type list, select "ODBC".



**FIGURE 3-9** Creating a data source connection to an ODBC database with the **Data Source Administration** dialog box.

4. In the Name text box, type a name for the database connection.
5. Click the ... button beside the Data source URL box.  
The Data Source dialog box opens.



**FIGURE 3-10** ODBC Data Source Administrator dialog box in Windows.

6. In the Data Source dialog box, select the database that you want to use and click the OK button.

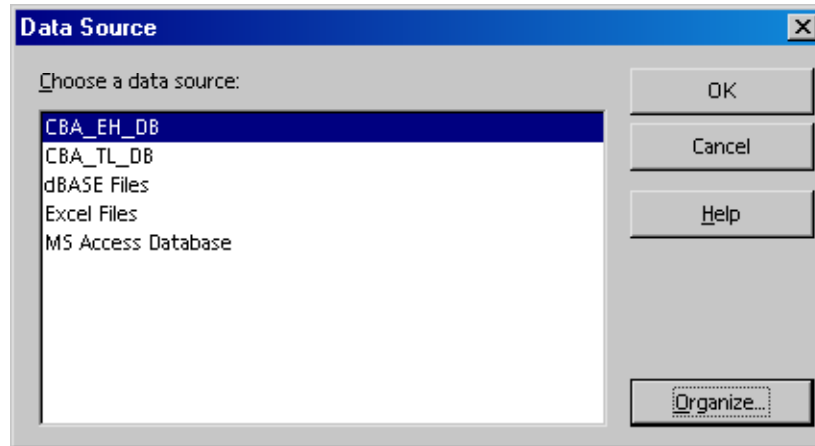


FIGURE 3-11 Available ODBC data sources.

7. Click the ODBC tab.

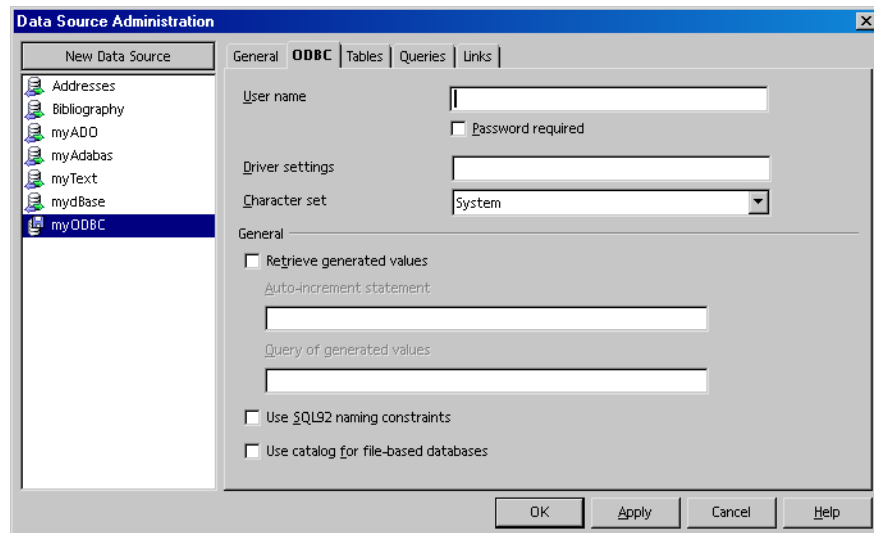


FIGURE 3-12 The ODBC tab page of the Data Source Administration dialog box.

8. In the User name text box, type the name of a user that has permission to access the database.

---

**Note** – If the user requires a password to access the database, select the **Password required** check box. StarOffice prompts you for this password during runtime.

---

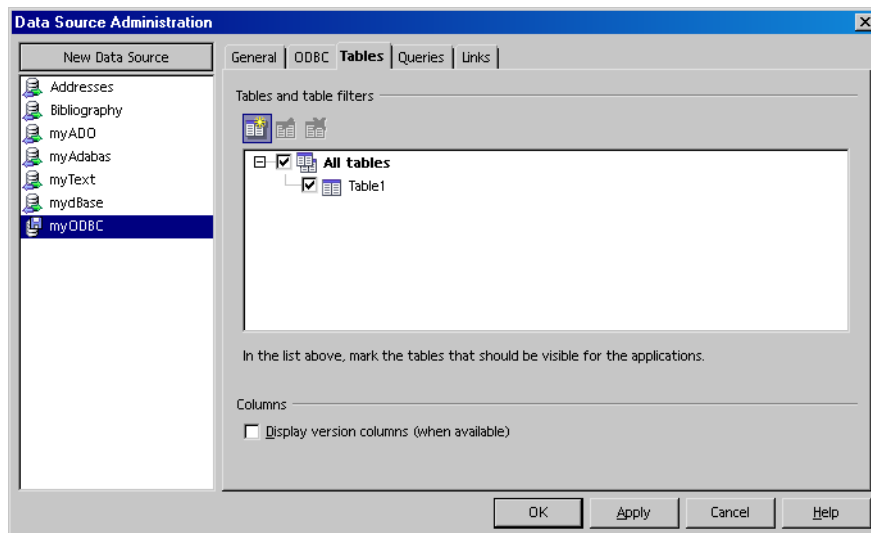
**9. Click the Apply button.**

To verify the connection, click the **Tables** tab. If you see a list of database tables, the ODBC connection was created successfully.

---

**Note** – You can also use the **Tables** tab page to hide the system database tables that are used internally by a database. The following system database tables are used by Oracle:

- CTXSYS
  - MDSYS
  - ORDSYS
  - OUTLN
  - SCOTT
- 



**FIGURE 3–13** List of database tables in the selected ODBC database.

**10. Click the OK button.**

---

# Troubleshooting

The connection to the data source "... " could not be established.  
[Oracle] [ODBC] [Ora]ORA-12154:TNS:Could not resolve the service name.

**Cause:** The Oracle database client cannot communicate with the Oracle database.

**Solution:** Do one of the following:

- Open the Oracle ODBC Driver Setup dialog and ensure that the **Service Name** matches the name that was used in the Net8 Assistant. If you did not use the Net8 Assistant, ensure that the name matches the `Service Name` that is listed in the `TNSNAMES.ORA` file.
- Use the Net8 Assistant to test the database connection.
- Ensure that the `TNSNAMES.ORA` file is in the correct directory. See the Oracle manual for your operating system for details.
- Check the contents of the `TNSNAMES.ORA` file for syntax errors, mismatched parentheses, or stray characters.

The connection to the data source "... " could not be established.  
Please check the current settings, e.g. user name and password.

**Cause:** The Oracle database server does not recognize the user name or password.

**Solution:** Open the **Data Source Administration** dialog box (Figure 3–12) in StarOffice and check the User Name. If the user requires a password, ensure that the **Password required** check box is selected.

---

**Note** – Ask your Oracle database administrator for the correct user name and password.

---





## ADO (Windows Only)

---

This chapter describes how to connect to a database through an ActiveX Data Objects (ADO) interface from StarOffice.

ADO is a Microsoft Windows programming interface to connect to databases. This proprietary container implements an interface to data providers. A data provider enables the ADO interface to interact with a database. For a list of available data providers, go to the following web site:

[http://www.able-consulting.com/ADO\\_Conn.htm](http://www.able-consulting.com/ADO_Conn.htm).

---

## Using ADO to Create a Database Connection

StarOffice requires Microsoft Data Access Components (MDAC) to use the ADO interface. By default, Microsoft Windows 2000 and XP include MDAC. For older versions of Windows, you can download MDAC from:

[http://www.microsoft.com/data/mdac21info/manifest\\_intro.htm](http://www.microsoft.com/data/mdac21info/manifest_intro.htm)

### ▼ To Create an ADO Database Connection

- Steps**
1. In Writer, choose **Tools - Data Sources**.  
The **Data Source Administration** dialog box opens.

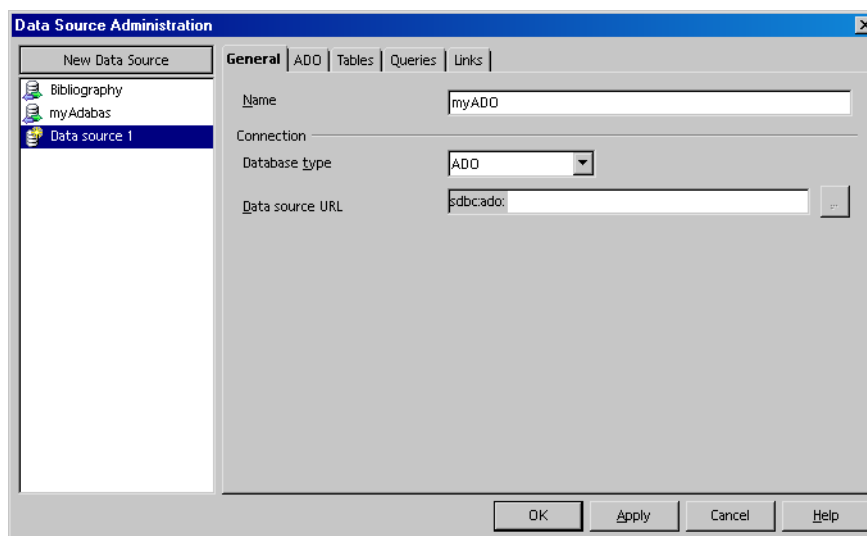


FIGURE 4-1 Data Source Administration dialog box.

2. Click the New Data Source button.
3. In the Database type list, select “ADO”.
4. In the Name text box, type a name for the database connection.
5. In the Data source URL text, type the connection string to the ADO database that you want to use.

The connection string for a Microsoft Access database is  
 PROVIDER=Microsoft.Jet.OLEDB.4.0;DATA SOURCE=MDB-File

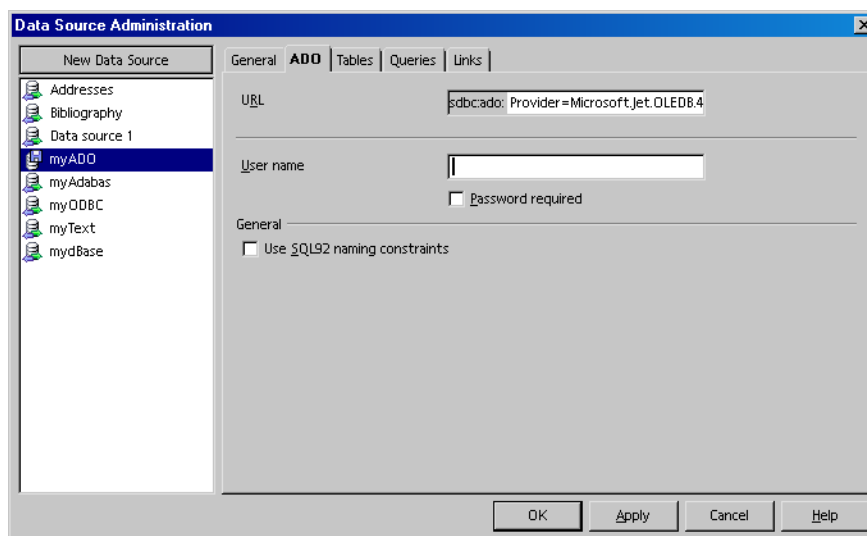
MDB-File Path to the Microsoft Access database file, for example,  
 address.mdb.

The connection string for a Microsoft SQL Server is PROVIDER=sqloledb;DATA  
 SOURCE=Servername;INITIAL CATALOG=Catalog name

Servername Host name of the machine that contains the Microsoft SQL  
 server.

Catalog name Name of the initial catalog of the SQL database, for example,  
 INITIAL CATALOG=First.

6. In the Data Source Administration, click the ADO tab.



**FIGURE 4-2** ADO tab page of the Data Source Administration dialog box.

7. In the User name text box, type the name of a user that can access the database.

---

**Note** – If the database does not require a user name, as is the case for some Microsoft Access databases, leave this text box empty.

---

8. If the user requires a password to access the database, select the Password required check box.

---

**Note** – StarOffice prompts the user for the password during runtime.

---

9. Click the Apply button.

## ▼ To Hide Internal System Database Tables From Users in an ADO Data Source

Microsoft Access and the Microsoft SQL database both use internal database tables that users do not need to access.

- Steps**
1. In StarOffice Writer, choose Tools - Data Sources.

2. In the list of data sources, select the ADO data source that you want to modify.
3. Click the Tables tab.
4. Click the plus sign in front of All tables and views.
5. Clear the check boxes in front of the internal database tables that you want to hide.  
The names of the internal database tables start with `msys` in Access and `sys` in a SQL database.
6. Click the Apply button.

---

## Troubleshooting

No connection could be established for the URL: `sdbc:ado.....` for Microsoft Access databases.

**Solution:** Check the following:

- Ensure that the database file name as well as the connection string are correct.
- If you are trying to connect to an Access database, check if the Access database requires a user name and password.
- Install the latest version of MDAC. See for [“Using ADO to Create a Database Connection” on page 49](#) details.

No connection could be established for the URL: `sdbc:ado.....` for Microsoft SQL-Server databases.

**Solution:** Do one of the following:

- Ensure that the connection string is correct.
- Open a DOS prompt, and try to ping the host name of the database server.
- Ensure that the SQL server is running.
- Install the latest version of MDAC. See for [“Using ADO to Create a Database Connection” on page 49](#) for details.

## dBase

---

This chapter describes how to connect to a dBase database from StarOffice.

A dBase database is directory that contains a collection of files with the .dbf file extension. Each file corresponds to a table in the database.

---

### Creating a dBase Database Connection

Although you can easily create and maintain a dBase database, the performance of the database is slow. Do not use a dBase database if you have more than a 1000 data records.

#### ▼ To Create a Connection to a dBase Database

- Steps**
1. In Writer, choose **Tools - Data Sources**.  
The **Data Source Administration** dialog box opens.

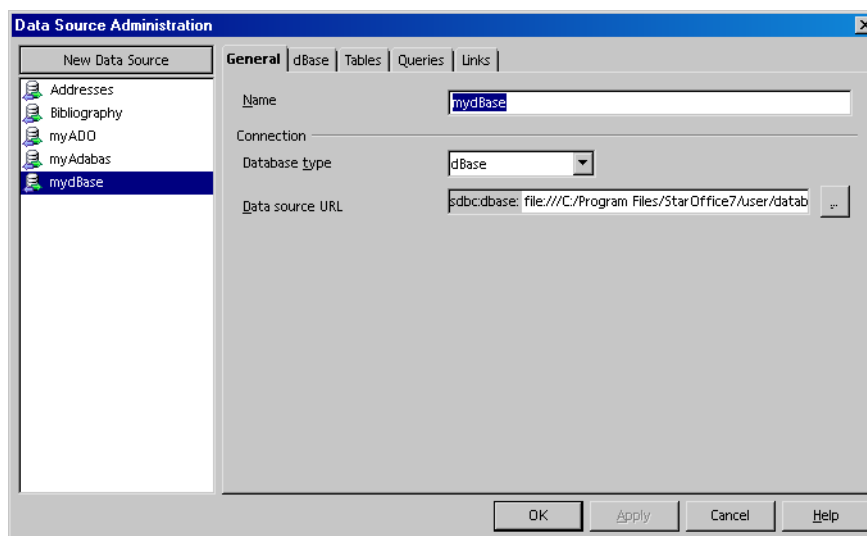
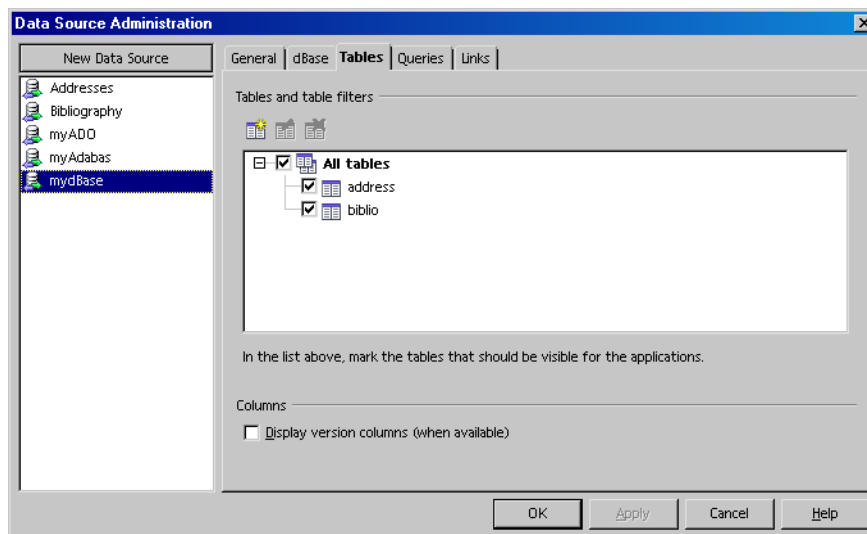


FIGURE 5-1 Data Source Administration dialog box.

2. Click the New Data Source button.
3. In the Database type list, select “dBase”.
4. In the Name text box, type a name for the database connection.
5. Click the ... button beside the Data source URL text box.
6. Locate the directory that contains the .dbf files that form the database.
7. Click the OK button.
8. In the Data Source Administration dialog box, click the Apply button.

## ▼ To Specify the Database Tables to Include in a dBase Data Source

- Steps**
1. In Writer, choose Tools - Data Sources.
  2. In the list of data sources, select the dBase data source that you want to modify.
  3. Click the Tables tab.



**FIGURE 5-2** Tables tab page of the **Data Source Administration** for a dBase data source.

---

**Note** – The tables in a dBase database are the \*.dbf files that are in the dBase data source directory.

---

4. Click the plus sign in front of **All tables**.
5. Clear the check boxes in front of the database tables that you want to hide.
6. Click the **Apply** button.

---

## Troubleshooting

Error while connecting to the data source [StarOffice Base dbase]  
 The file 'file:/...' is an invalid or unrecognized dbase file

**Cause:** The indicated \*.dbf file is not a valid dBase file.

**Solution:** Ensure that the file supports dBase version 3 and higher.





## Text

---

This chapter describes how to connect to a Text database from StarOffice.

A Text database is directory that contains a collection of structured text files. Each file corresponds to a table in the database.

---

## Creating Text Database Connection

You can only use plain text files in a Text database. The data fields in the text files must be delimited separators, such as a semicolon (;), for example  
"one" ; "two" ; 1.0 ; 1,000 ; 10000.

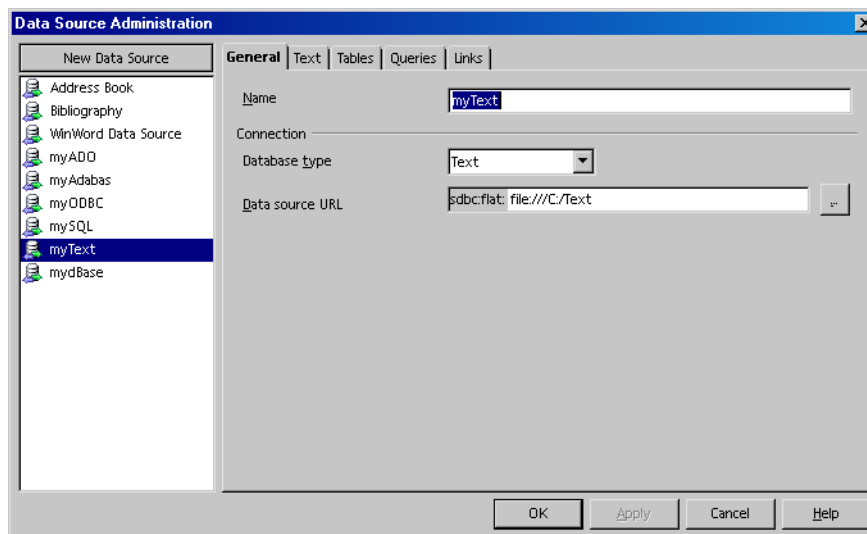
---

**Note** – You cannot edit the data in the Text database files in the **Data Sources** browser in StarOffice. If you want to have this capability, use Adabas or dBase instead. See [Chapter 1](#) or [Chapter 5](#) for details.

---

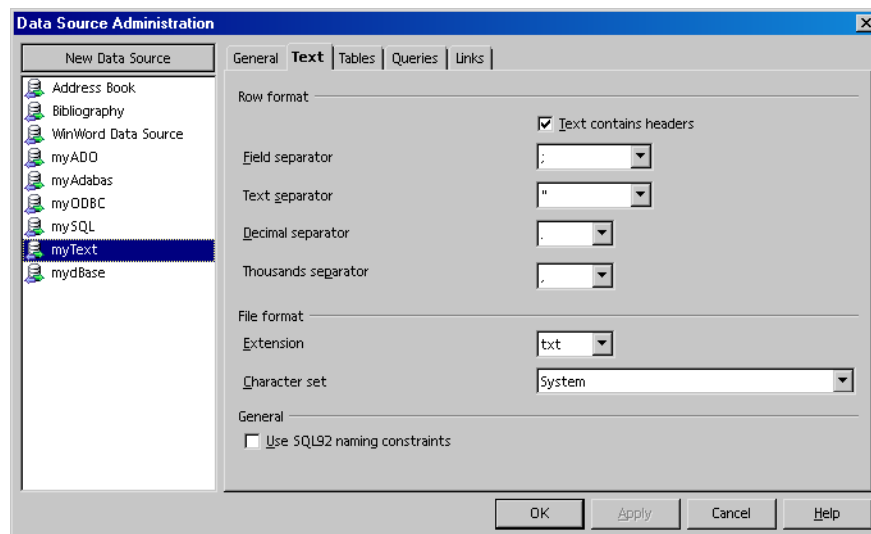
### ▼ To Add Text Files as a Data Source

- Steps**
1. In Writer, choose **Tools - Data Sources**.  
The **Data Source Administration** dialog box opens.



**FIGURE 6-1** Data Source Administration dialog box.

2. Click the New Data Source button.
3. In the Database type box, select “Text”.
4. In the Name text box, type a name for the database connection.
5. Click the ... button next to the Data source URL text box.
6. Locate the directory that contains the text files that you want to use as a data source.
7. Click the OK button.
8. Click the Text tab.



**FIGURE 6-2** Text tab page where you can specify the format of the text database files.

9. Specify the Row format and the File format properties of the text files in the database.

---

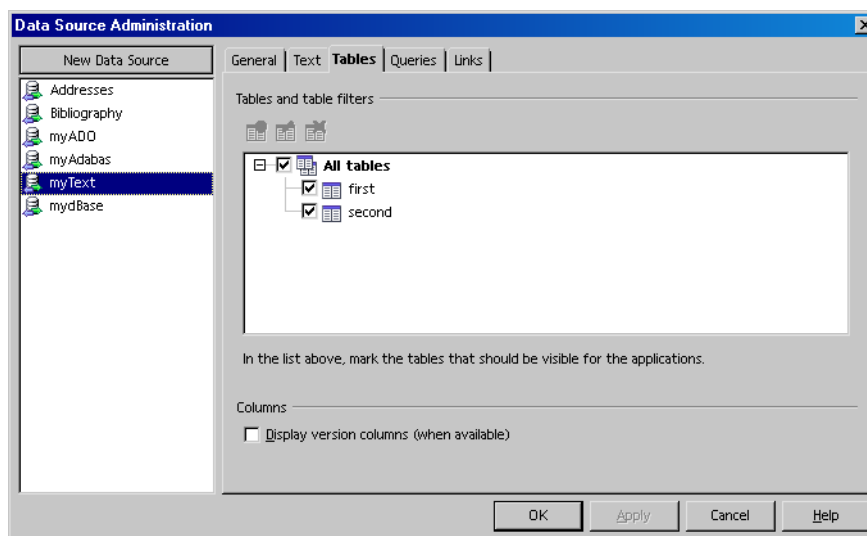
**Note** – Ensure that you select the correct **Character set** in the **File format** area. Otherwise, special characters might not display properly.

---

10. In the Data Source Administration dialog box, click the Apply button.

## ▼ To Specify the Database Tables to Include in a Text Data Source

- Steps**
1. In Writer, choose Tools - Data Sources.
  2. In the list of data sources, select the Text data source that you want to modify.
  3. Click the Tables tab.



**FIGURE 6-3** Tables tab page of the **Data Source Administration** for a Text data source.

---

**Note** – The tables in a Text database are the plain text files that are in the data source directory for the database.

---

4. Click the plus sign in front of **All tables**.
5. Clear the check boxes in front of the database tables that you want to hide.
6. Click the **Apply** button.

---

## Troubleshooting

**Problem:** Special characters are not displayed correctly.

**Solution:** Go to the **Text** tab page for the Text database in the **Data Source Administration** dialog box. In the **File format** area, select a different character set.

**Problem:** Date values from the text files are displayed as floating numbers.

**Solution:** To display complex date formatting, use a database such as Adabas or dBase.

## Spreadsheet

---

This chapter describes how to use a Calc spreadsheet as a data source in StarOffice.

Each sheet in a spreadsheet represents a table in the database.

---

### Creating a Spreadsheet Data Source Connection

---

**Note** – You cannot edit the contents of a spreadsheet in the StarOffice **Data Source** browser. If you want to edit the contents of a data source in this browser, use a database such as dBase instead.

---

#### ▼ To Add a Spreadsheet as a Data Source

- Steps**
1. In Writer, choose **Tools - Data Sources**.  
The **Data Source Administration** dialog box opens.

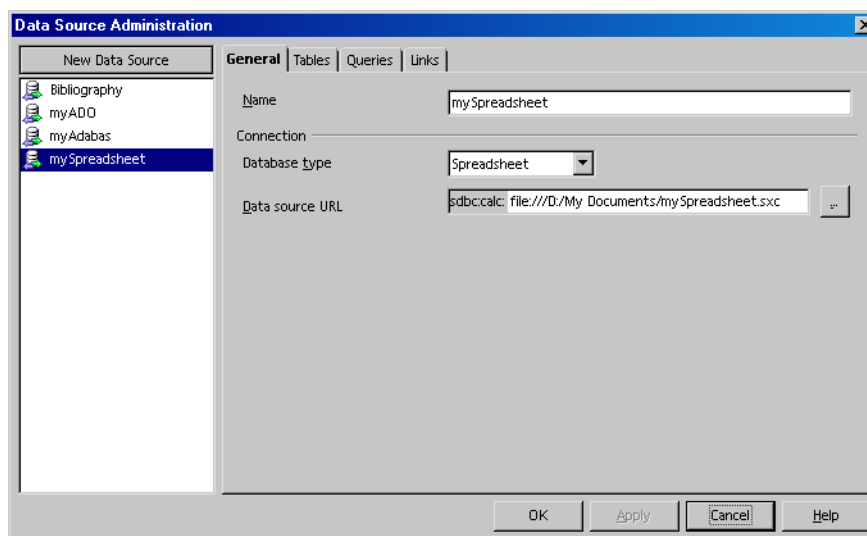
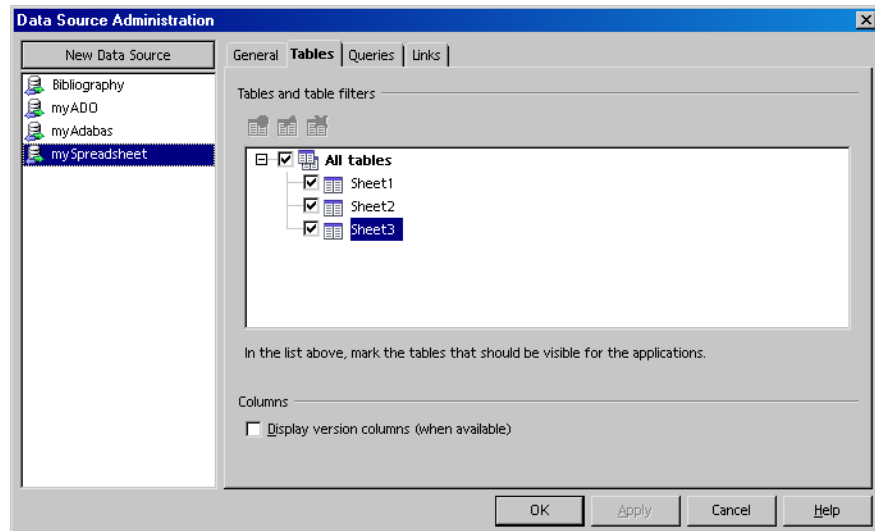


FIGURE 7-1 Data Source Administration dialog box.

2. Click the New Data Source button.
3. In the Database type box, select “Spreadsheet”.
4. In the Name text box, type a name for the database connection.
5. Click the ... button next to the Data source URL text box.
6. Locate the spreadsheet that you want to use as a data source.
7. Click the OK button.
8. In the Data Source Administration dialog box, click Apply.

## ▼ To Specify the Database Tables to Include in a Spreadsheet Data Source

- Steps**
1. In Writer, choose Tools - Data Sources.
  2. In the list of data sources, select the Spreadsheet data source that you want to modify.
  3. Click the Tables tab.



**FIGURE 7-2** Tables tab page of the **Data Source Administration** for a spreadsheet data source.

---

**Note** – The tables in the database are the sheets in the spreadsheet data source.

---

4. Click the plus sign in front of **All tables**.
5. Clear the check boxes in front of the database tables that you want to hide.
6. Click the **Apply** button.





## Address Book

---

This chapter describes how to use an address book as a data source in StarOffice.

StarOffice uses an address book handler to connect to an address data source.

The following types of address books can be used in StarOffice:

- LDAP
- Mozilla (Netscape)
- Microsoft Outlook (Windows only)
- Microsoft Windows Address Book (Windows only)
- Evolution (Solaris and Linux only)

---

## Creating an Address Book Data Source Connection

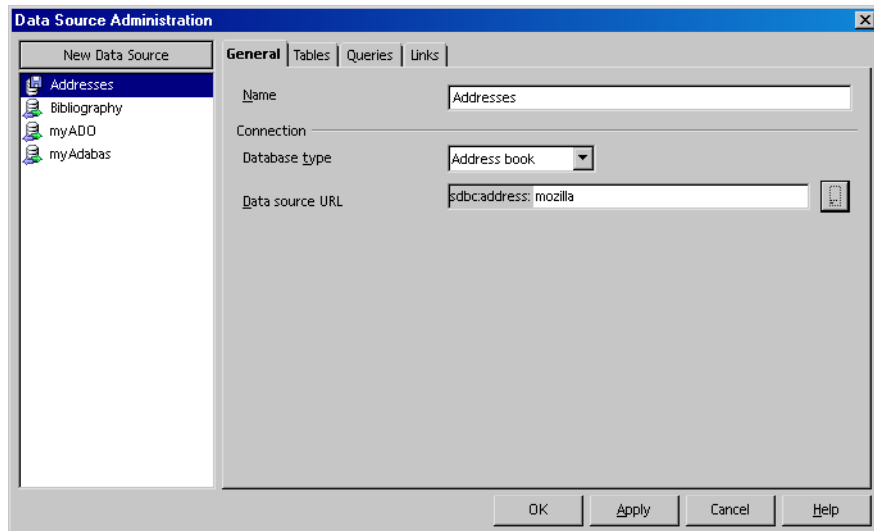
---

**Note** – You cannot edit the contents of an address book in the StarOffice **Data Source** browser. You can only edit the contents in the original address book.

---

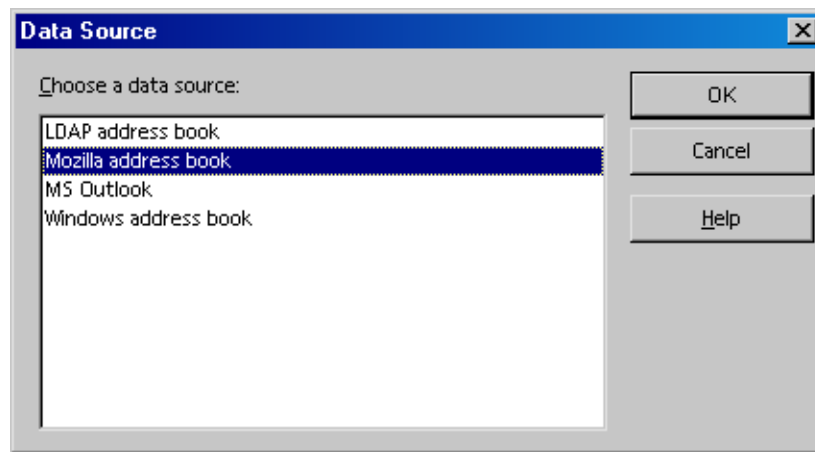
### ▼ To Add an Address Book as a Data Source

- Steps**
1. In **Writer**, choose **Tools - Data Sources**.  
The **Data Source Administration** dialog box opens.



**FIGURE 8-1** Data Source Administration dialog box.

2. Click the New Data Source button.
3. In the Database type list, select “Address Book”.
4. In the Name text box, type a name for the database connection.
5. Click the ... button next to the Data source URL text box.
6. In the Data Source dialog box, select the address book that you want to use as a data source.



**FIGURE 8-2** Data Source dialog box.

LDAP address book	Use this data source if you want to connect to an LDAP server. Ask your system administrator for more information about your LDAP server.
Mozilla address book	Use this connection type if you want to connect to the address book of your Netscape or Mozilla browser.
MS Outlook	Use this connection if you want to connect to the address book in Microsoft Outlook. However, the group address book in the Exchange server cannot be accessed.
Windows address book	Use this connection if you want to connect to the Microsoft Windows address book.
Evolution address book	Use this connection if you want to connect to the Evolution address book on Solaris or Linux.

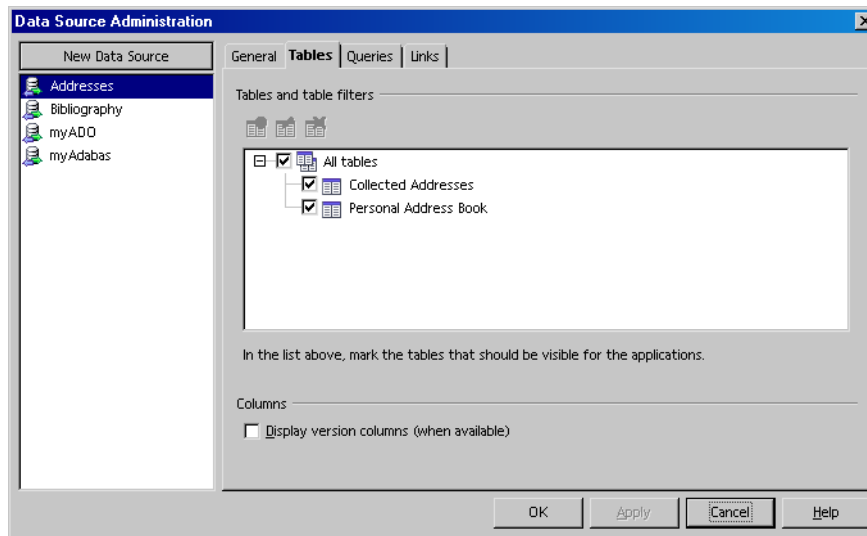
7. Click the OK button.

8. In the Data Source Administration dialog box, click the Apply button.

## ▼ To Specify the Address Books to Include in a Address Data Source

**Steps** 1. In Writer, choose Tools - Data Sources.

2. In the list of data sources, select the Address data source that you want to modify.
3. Click the Tables tab.



**FIGURE 8-3** Tables tab page of the **Data Source Administration** for an address data source.

---

**Note** – The tables in the correspond to the individual address books in the address data source.

---

4. Click the plus sign in front of All tables.
5. Clear the check boxes in front of the database tables that you want to hide.
6. Click the Apply button.

## Working With Existing Databases

---

This chapter describes how to use the **Data Sources** view in StarOffice to edit an existing data source.

---

### Using the Data Sources View

The following procedure uses the Bibliography that is included in StarOffice as a data source. You can use a similar approach to work with any StarOffice data source.

#### ▼ To Edit a Database Record in the Data Sources View

---

**Note** – You cannot edit the records of all database types in the **Data Sources** view in StarOffice. See the chapter in this guide for the database type that you want to edit for details.

---

- Steps**
1. In **Writer**, choose **View - Data Sources**.  
The **Data Sources** view opens.

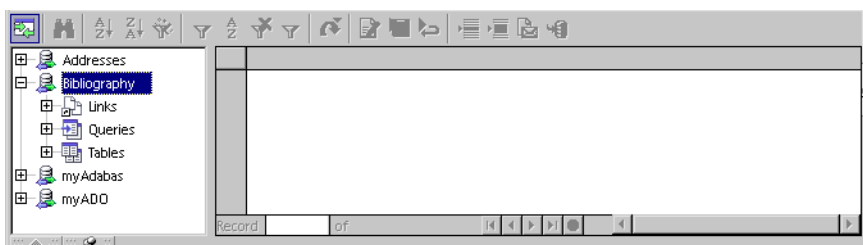


FIGURE 9-1 Data Sources view.

2. In the list of data sources, click the plus sign next to “Bibliography”.
3. In the expanded list, click the plus sign next to “Tables”.

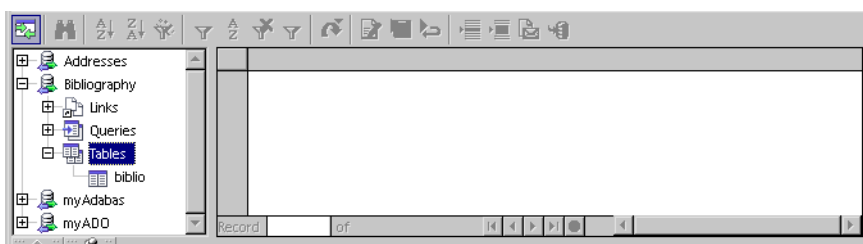


FIGURE 9-2 The tables that are contained in the Bibliography data source.

4. Click “biblio”.

Each row in the right pane of the **Data Sources** view that has content is a data record in the “biblio” database table. Each cell in a row corresponds to a data field.

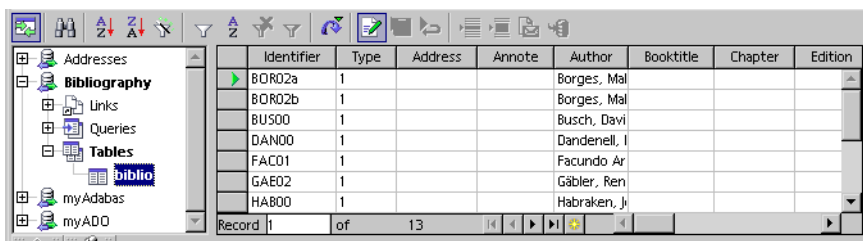



FIGURE 9-3 Data records in the “biblio” database table.

5. Click in a field and make the changes that you want.
6. Click the Save current record icon  .

---

# Working in the Data Sources View

StarOffice provides the **Data Sources** View




## Using the Navigation Bar

You can use the navigation bar at the bottom of the **Data Sources** view to navigate through the selected database table.



**FIGURE 9-4** Navigation Bar in the **Data Sources** View

**TABLE 9-1** Icons on the Navigation Bar for the **Data Sources** view.

	Displays the row number of the currently selected database record. If you want, you can type a row number in the <b>Record</b> box to jump to the corresponding record.
	Moves to the first, previous, next, or last data row, respectively.
	Creates a new data row.


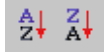





## Using the Database Bar

You can use the toolbar at the top of the **Data Sources** view to manipulate the records in the database.



**FIGURE 9-5** Database Bar in **Data Sources** View

**TABLE 9-2** Icons on the Database Bar in the **Data Sources** view.

	Find Record	Searches the contents of the selected database table.
	Sort Ascending, Sort Descending	Sorts the records in ascending or in descending order. The selected data column is used as the sort condition.
	AutoFilter	Creates a filter that is based on the current selection.
	Default Filter	Opens a dialog box where you can specify the filter conditions.
	Sort Order	Opens a dialog box where you can specify the sorting options.
		Removes all applied filters and sorting conditions so that the entire content of the database table is displayed.
	Apply Filter	Indicates the filter status for the selected database table. If the icon is selected, a filter has been applied to the database table.



**TABLE 9-2** Icons on the Database Bar in the **Data Sources** view. *(Continued)*

	Refresh, Rebuild	Refreshes or rebuilds the display of all currently listed data rows.  <b>Note</b> – You need to long-click this icon to access the Refresh and Rebuild commands.  A refresh ensures that the data rows print and that the data filter works correctly. A rebuild imports the latest data from the database.
	Edit Data	Switches between read-only and edit mode.
	Save current record	Saves the current record.
	Undo	Reverses the last action.
	Cut, Copy, Paste	Cuts, copies, and pastes the selected data.



## Form Letters (Mail Merge Documents)

---

This chapter describes how to use the **Mail Merge** tool in StarOffice.

You can use the **Mail Merge** tool to create form letters, address labels, and faxes. This process involves the following steps:

- Set up a data source connection.
- Open or create a Writer document.
- Add placeholders for database fields to your document.
- Merge the data from the data source into the document.

---

**Note** – You can use the mail merge function in Writer to add fields to documents other than mailings, for examples CD labels.

---

---

## Setting Up Data Sources For Mail Merge

A data source contains the data that is substituted in the field placeholders of a merged document. In the **Mail Merge** dialog box, you can connect to an existing data source or create a new connection. To create a data source connection, see the chapter in this guide that corresponds to the data source type that you want to use.

---

**Note** – The data source connection in a mail merge document that was created in Microsoft Word is lost when you open the document in Writer. To create a new connection, see the chapter in this guide that corresponds to the data source type that the document was created with.

---

The advantages and disadvantages of some data source types for form letters are presented in the following sections.

## Address Book

An address book is a simple way to provide data to a form letter. However, you can only edit the data in the spreadsheet and not in the Data Sources view in StarOffice. Instead, you can only modify the data in the address book in your email client. See [Chapter 8](#) for details on how to set up an address book as a data source in StarOffice.

## Spreadsheets

A spreadsheet is also a simple way to provide data to a form letter. However, you can only edit the data in the spreadsheet and not in the Data Sources view in StarOffice. A Calc spreadsheet has a limit of 32 000 rows per sheet. See [Chapter 7](#) for details on how to set up a spreadsheet as a data source in StarOffice.

## dBase

You can create and edit dBase database tables in the StarOffice data sources browser. A separate database driver is not required for this solution. However, you do need to understand how a dBase database operates as well as the different data field types in a dBase table. See [Chapter 5](#) for details on how to set up a dBase database as a data source in StarOffice.

## Adabas

Adabas is a good solution if you have a large number of data rows. However, the set up of a Adabas database can be difficult. If you are familiar with the database, Adabas is a fast and powerful way to create a large number of form letter documents. See [Chapter 1](#) for details on how to set up an Adabas database as a data source in StarOffice.

## JDBC, ODBC, and MySQL

JDBC, ODBC, and MySQL database connections work best for shared data. In most cases, the database is installed on a central server. You can then use the database for purposes other than the creation of form letters. To connect to a JDBC, ODBC, or MySQL database from StarOffice requires separate database drivers. However, these data sources allow you to store data in a central location. See [Chapter 2](#) and [Chapter 3](#) for details on how to set up a JDBC or an ODBC database as a data source in StarOffice.

---

# Adding Database Fields to a Mail Merge Document

In StarOffice, you can add database fields to a mail merge document from the **Data Sources** browser or from the **Fields** dialog box.

## ▼ To Add Database Fields From the Data Sources Browser

- Steps**
1. Open the Writer document that you want to add the fields to.
  2. Choose **View - Data Sources**.  
The **Data Sources** browser opens.

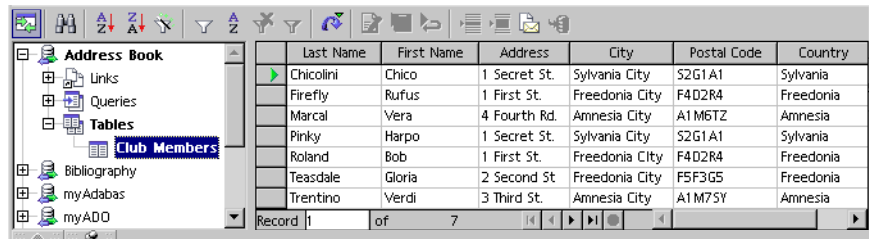


FIGURE 10-1 Data Sources browser in Writer.

3. Click the plus in front of the data source that you want to use.
4. In the expanded data source list, do one of the following:
  - Click the plus sign in front of **"Tables"**.
  - Click the plus sign in front of **"Queries"**.

---

**Note** – You can only add fields from an existing query. For information on how to create a database query, see [Chapter 12](#).

---

5. Do one of the following:
  - In the expanded **"Tables"** list, select the database table that you want to use.

- In the expanded “Queries” list, select the database query that you want to use.

The database table opens in the **Data Sources** browser. The column headers in the table are the names of the available database fields.

6. Click the column header that corresponds to the field that you want to insert.

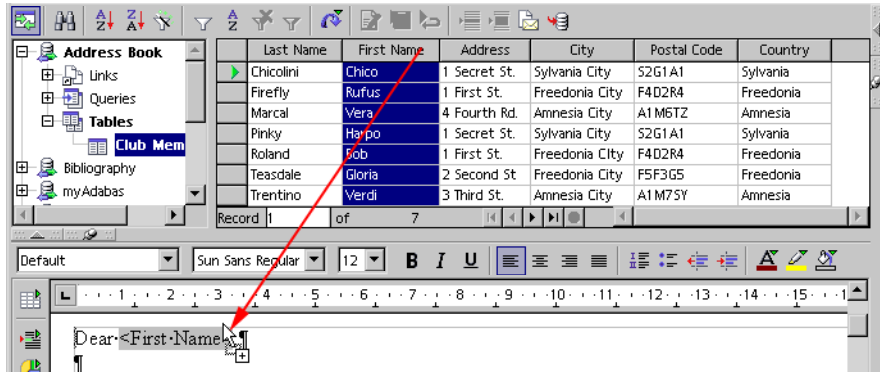


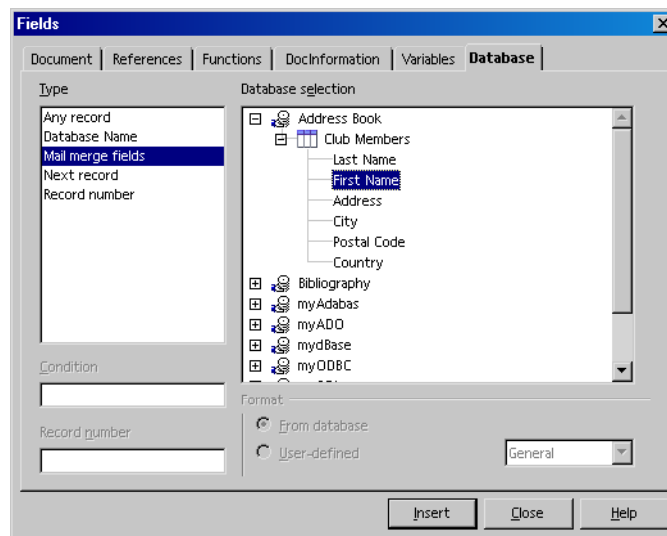
FIGURE 10-2 Inserting a field from the **Data Sources** browser.

7. Drag the column header to where you want to insert the field into your document.

A placeholder for the field is added to your document.

## ▼ To Add Database Fields From the Fields Dialog Box

- Steps**
1. In a Writer document, click where you want to add a field.
  2. Choose **Insert - Fields - Other**.  
The **Fields** dialog box opens.



**FIGURE 10-3** Fields dialog box.

3. Click the **Database** tab.
4. In the **Type** list, select “Mail merge fields”.
5. In the **Database selection** list, click the plus sign in front of the database that you want to use.
6. In the expanded data source list, click the plus sign in front of “Tables”.
7. In the expanded “Tables” list, click the plus sign in front of the database table that you want to use.
8. Select the field that you want to insert.
9. Click **Insert**.  
A placeholder for the field is added to your document.

---

## Editing Mail Merge Documents

You can edit as well as preview the contents of a database field placeholder in your mail merge document.

## ▼ To Replace an Inserted Field With a Different Field

- Steps**
1. In the mail merge document, select the field that you want to change.
  2. Choose **Edit - Fields**.  
The **Edit Fields: Database** dialog box opens.

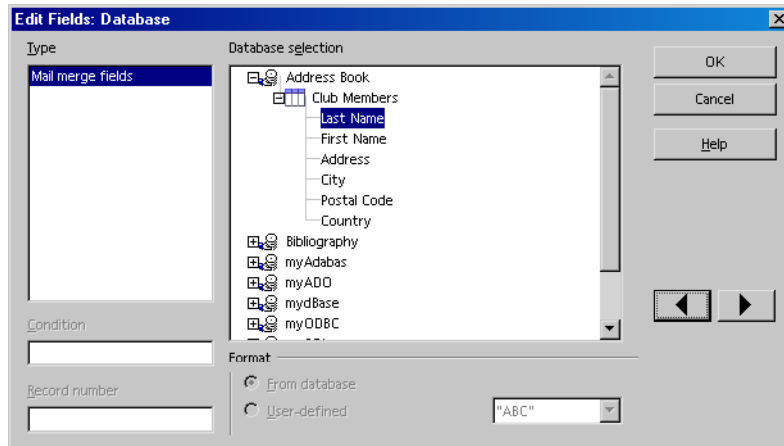


FIGURE 10-4 Edit Fields: Database dialog box,

3. In the Database selection list in the Edit Fields: Database dialog box, select a different field name.

---

**Note** – To move to the next field or the previous field in the document, click an arrow button.

---

4. Click **OK**.

## ▼ To Preview the Contents of Fields

- Steps**
1. In the mail merge document, choose **View - Data Sources**.
  2. In the Data Sources browser, click the plus sign in front of the data source for the document.
  3. In the expanded data source list, click the plus sign in front of "Tables".



4. In the expanded “Tables” list, select the table that contains the fields that you added to the document.
5. In the Table pane of the Data Sources browser, select the row that contains the record that you want to preview.

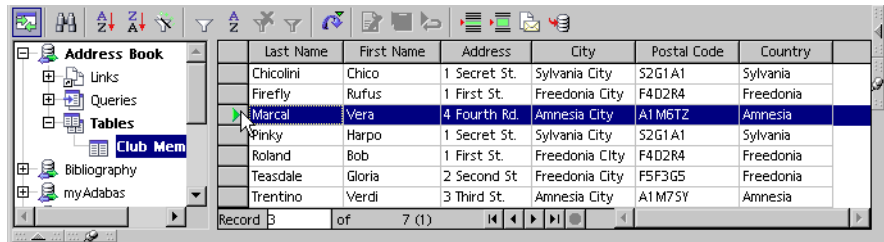



FIGURE 10-5 Selecting a database record in the Data Sources browser.

6. On the Data Sources toolbar, click the Data to Fields icon .

The contents of the fields are replaced with data from the selected record.

## Merging the Data

After you add fields to your document, you need to merge the data from the database into the fields with the **Mail Merge** tool.

---

**Note** – Save your document before you use the **Mail Merge** tool.

---

### ▼ To Print a Mail Merge Document

- Steps**
1. Open the mail merge document that you want to print.
  2. Choose **Tools - Mail Merge**.
  3. In the Mail Merge dialog box, select “From this document”.
  4. Click **OK**.

The main **Mail Merge** dialog box opens.

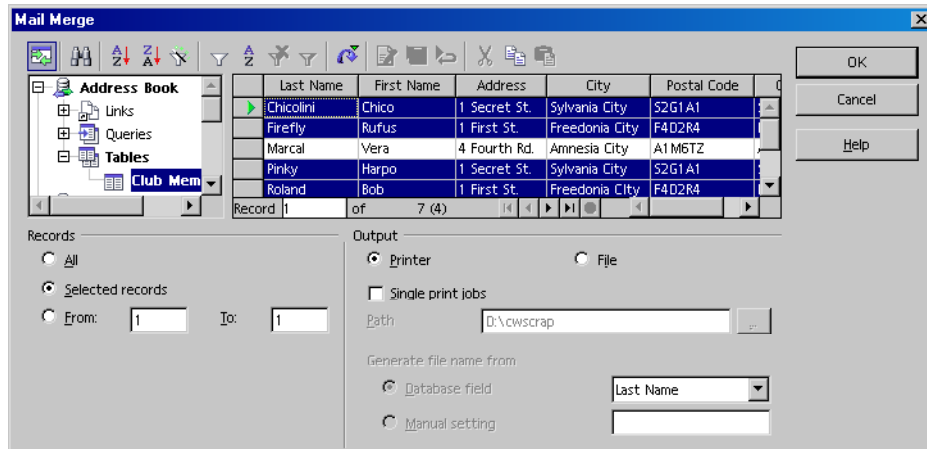


FIGURE 10-6 Mail Merge dialog box.

- In the Mail Merge dialog box, click the row headers of the records that you want to print.

---

**Note** – To print a document for each of the records in the database, select **All** in the **Records** area.

---

- In the **Output** area, select **Printer**.
- Click **OK**.  
A separate document is printed for each record that you selected.

## ▼ To Use a Database Query to Specify the Records to Print

- Steps**
- Open the mail merge document that you want to print.
  - Choose **Tools - Mail Merge**.
  - In the Mail Merge dialog box, select **“From this document”**.
  - Click **OK**.  
The main **Mail Merge** dialog box opens.
  - In the expanded data source list, click the plus sign in front of **“Queries”**.

6. In the expanded “Queries” list, select the database query that want to use.

---

**Note** – For details on how to create a query, see [Chapter 12](#).

---

7. In the Output area, select Printer.

8. Click OK.

A separate document is printed for each record that you selected.

## ▼ To Select Specific Records in a Mail Merge Data Source

You can use the filter icons in the **Mail Merge** dialog box to select specific data records in your data source. This procedure uses the **Default Filter** to select the data records that you want to include. For other filter types, consult the online help in StarOffice.

### Steps


1. Set up a mail merge document.

See “Setting Up Data Sources For Mail Merge” on page 75.

2. In the mail merge document, choose Tools - Mail Merge

3. In the Mail Merge dialog box, select “From this document”.

4. Click OK.

5. In the Mail Merge dialog box, click the Default Filter icon  .

6. In the Field Name box, select a data field.

7. In the Condition box, select a condition statement.

8. In the Value box, type the text or number that you want to compare with the contents of the data field.

---

**Note** – You can use an asterisk (\*) or a question mark (?) modifier in this box. For example, “Mo\*” returns “Mouse” or “Moustache”, whereas “M???e” returns “Mouse”.

---

9. To specify multiple filter criteria, select a field in the Field Name box in the next row.

- a. Select either “AND” or “OR” in the Operator box

b. Repeat steps 7 and 8.

10. Click OK.

**Example 10–1** Selecting Data Records With the Default Filter

To select only the records of residents of Freedonia City, select “City” in the **Field Name** box, “like” in the **Condition** box, and type “Freedonia City” in the **Value** box.

## Creating a Database Table

---

This chapter describes how to create a table in a database that is used as a data source in StarOffice.

---

### Using the **Data Sources** View

You can use the **Data Sources** view in Writer to create a new database table in a data source that is registered in StarOffice.

#### ▼ To Create a Database Table

- Steps**
1. In Writer, choose **View - Data Sources**.  
The **Data Sources** view opens.
  2. In the list of data sources, click the plus sign beside the database to which you want to add the table.
  3. In the expanded list, select **"Tables"**.

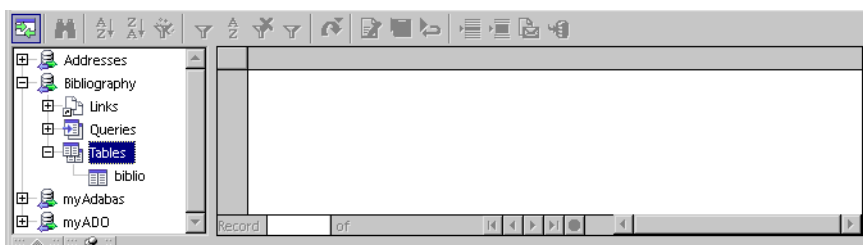


FIGURE 11-1 Data Sources view.

4. **Right-click and choose New Table Design.**

The Table Design window opens.

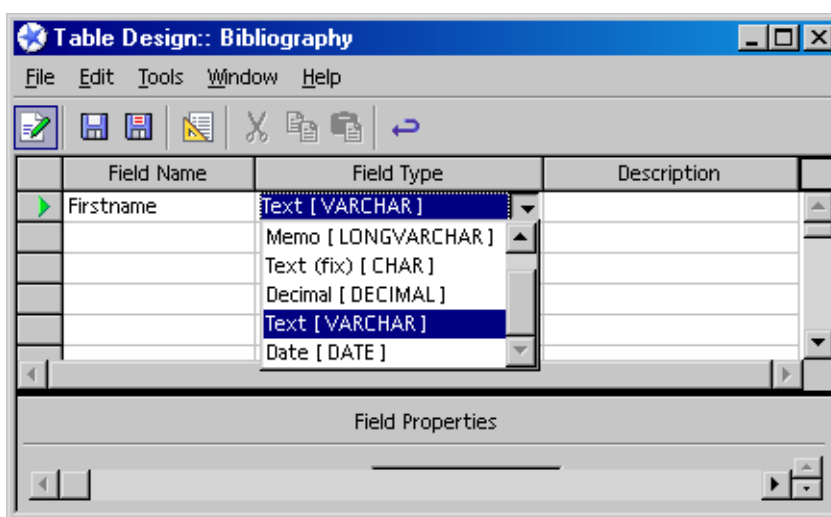


FIGURE 11-2 Table Design window.

5. **In the first row of the Field Name column, type a name.**

6. **Click in the first row of the Field Type column, click again, and then select a field type.**

---

**Note** – The field types that are available depend on the type of database you are using.

---

7. **(Optional) Click in the first row of the Description column, and type a short description of the field.**

8. In the Length box, type the maximum number of characters that the field can contain.
9. (Optional) Specify the Default value and Format example of the field.
10. Choose File-Save.

## ▼ To Add Data to a Database Table

- Steps**
1. In Writer, choose View - Data Sources.  
The Data Sources view opens.
  2. In the list of data sources, click the plus sign beside the database that contains the table.
  3. In the expanded list, select "Tables".

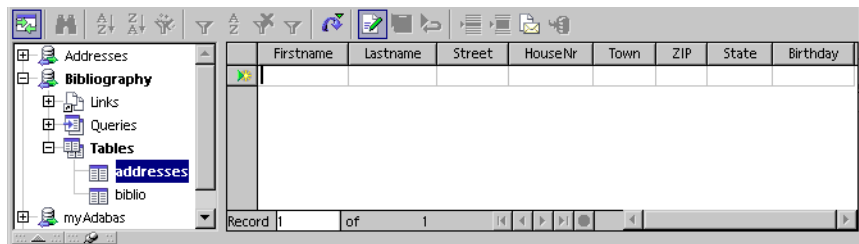



FIGURE 11-3 Data Sources view.

4. In the expanded list, select the table that you want to add data to.
5. Click in the first row of the first column in the table, and type the contents of the first field.
6. On the database bar, click the Save current record icon  .





## Creating a Database Query

---

This chapter describes how to create a database query for a data source in StarOffice.

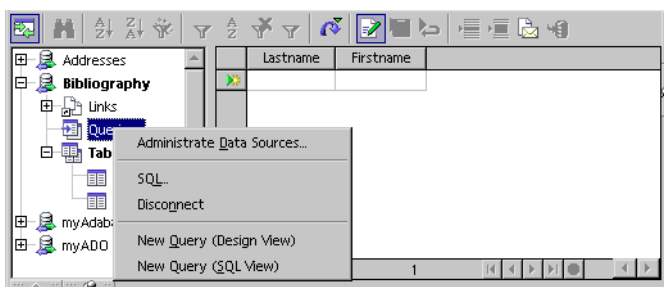
---

### Using the **Query Design View**

You can use filters in the **Data Sources** view in StarOffice to search for data in a database. To save the search criteria that you defined in a filter, use a query. StarOffice provides the **Query Design** view where you can create and edit database queries.

#### ▼ To Create a Database Query

- Steps**
1. In Writer, choose **View - Data Sources**.  
The **Data Sources** view opens.
  2. Click the plus sign in front of the database that you want to query, for example "Bibliography".
  3. In the expanded list, select "Queries".
  4. Right-click and choose **New Query (Design View)**.



**FIGURE 12-1** Context menu to create a new database query.

---

**Note** – You can also choose New Query (SQL View). However, the SQL query language is beyond the scope of this guide. Only use the New Query (SQL View) command if you have experience with SQL.

---

5. In the Add Tables dialog box, select a table, and then click the Add button.

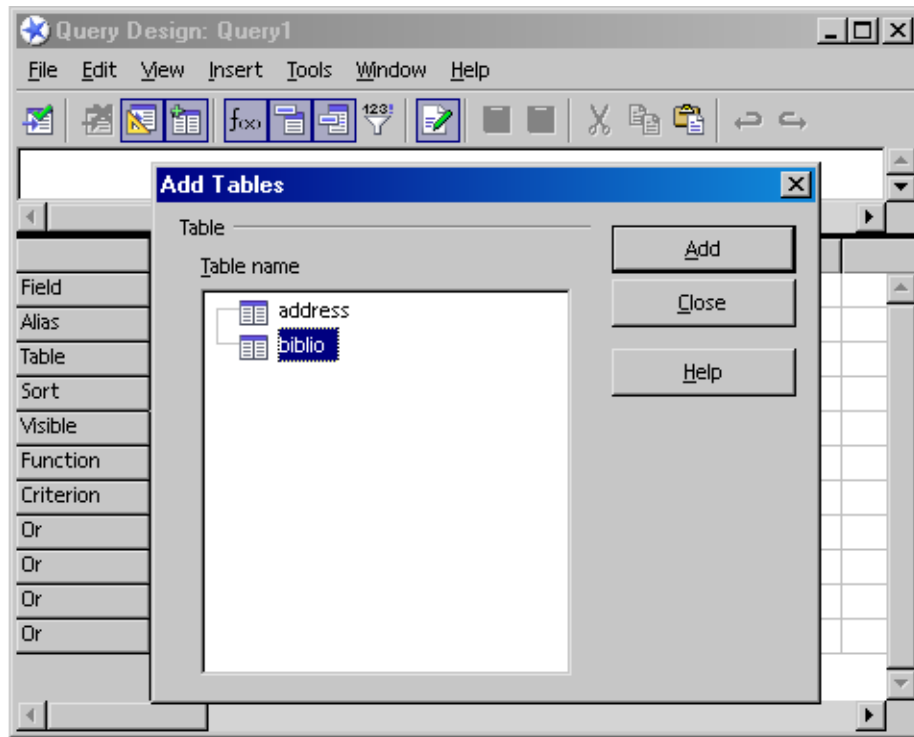


FIGURE 12-2 Add Tables dialog box in Query Design view.

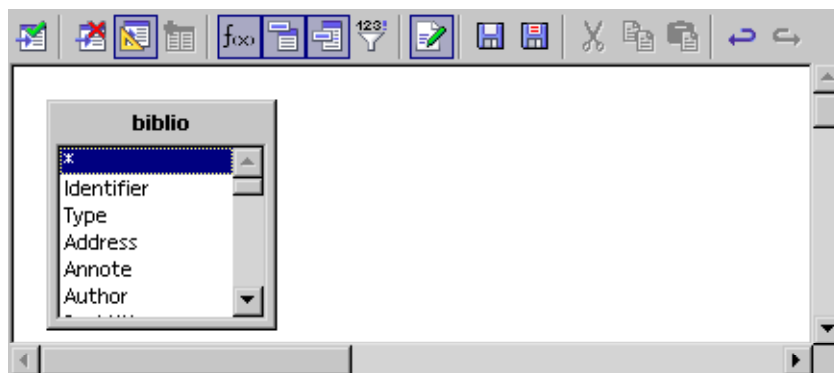


FIGURE 12-3 Database table in the Query Design view.

6. In the Query Design view, select a field in the list, and do one of the following:
  - Drag the field to the Field row in the lower pane.

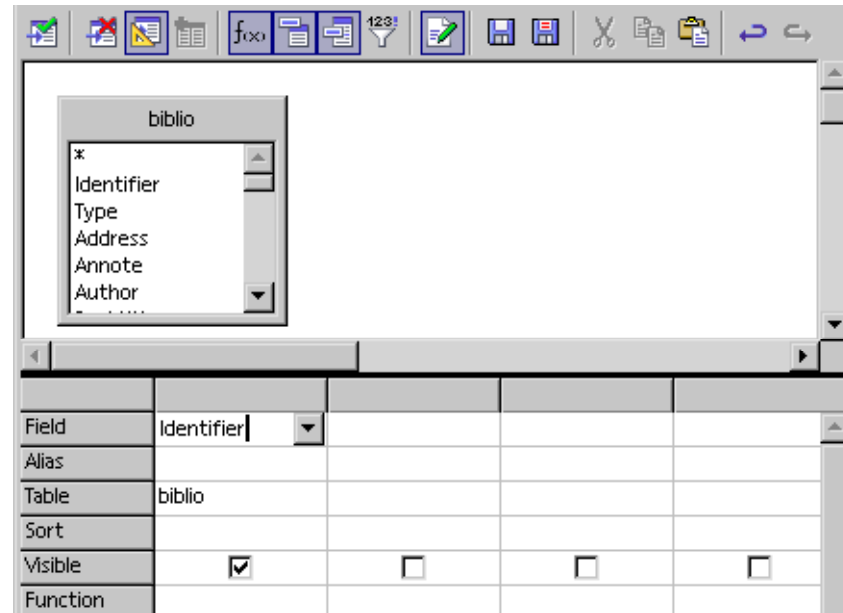
- **Double-click the field.**

The field is added to the first available cell in the **Field** row.

---

**Note** – To add all of the fields in the table to the query, double-click the asterisk \* at the top of the list.

---



**FIGURE 12-4** Adding a database field to a query.

7. Click the Run Query icon  .

A list of data rows that fit the conditions of the query appears in the lower pane of the **Query Design** view.

8. Click in the row of a query condition that you want to add.

Field	Identifier	biblio.*					
Alias							
Table	biblio	biblio					
Sort							
Visible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Function							
Criterion							
Or							

**FIGURE 12-5** Criteria design area in the **Query Design** window.

The condition is added to the field that the column represents. You can use the following conditions in a query:

Field	Name of the database table field, where * represents all of the fields in the database table.
Alias	Term that is used instead of the name of the database table. An alias can help you to create a more legible query output.
Table	Name of the table that includes the selected field.
Sort	Sorts the values of the field in ascending or descending order.
Visible	Shows the field in the database output. Use this condition for fields that are used to define criteria, but which do not need to be displayed in the query output.
Function	Predefined set of functions to count the number of rows, columns, and so on. The list of available functions depends on the data source type.
Criterion	Defines a criterion for the query.
OR	All criteria that are located in the same column have an OR relationship. All criteria that are located in different columns have an AND relationship. The syntax of the criteria is described in the StarOffice help system.

**9. In the Criterion row, type a custom search condition, for example 'Robert'.**

**10. On the Database bar, click the Run Query icon.**

The data rows that are returned by the query are displayed in the top pane of the **Query Design** view.

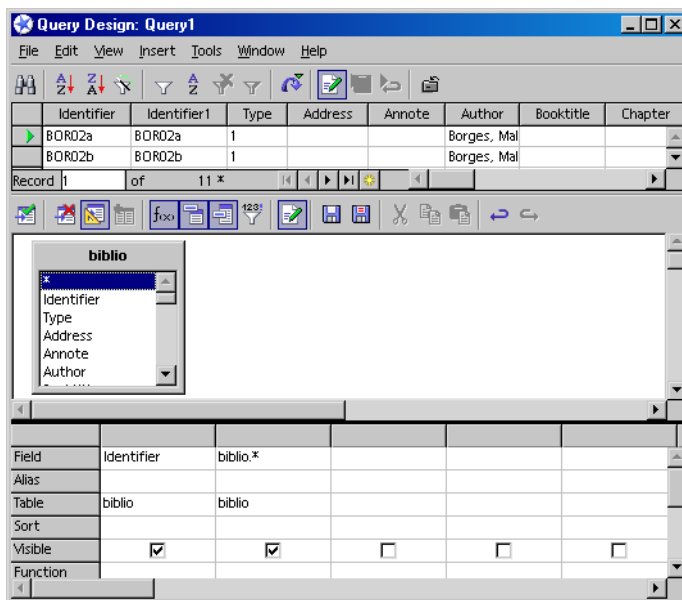


FIGURE 12-6 Result of the database query.

## Using Database Forms

---

This chapter describes how to create a database form in StarOffice. A database form is a StarOffice document that contains a set of database controls.

---

### Creating a Database Form

The fastest way to create a database form is to use the **Form AutoPilot** in StarOffice. The **Form AutoPilot** creates a form in a Writer document. The data source connection is a link to this document.

#### ▼ To Create a Database Form

- Steps**
1. In Writer, choose **File - AutoPilot-Form**.  
The **Form AutoPilot** opens.

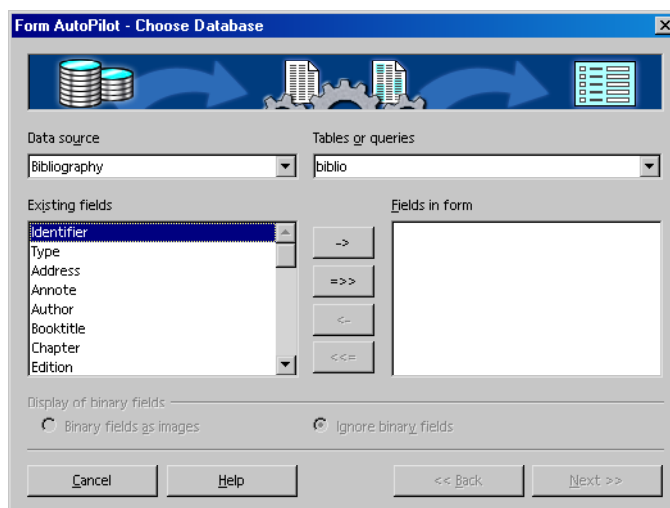


FIGURE 13-1 Form AutoPilot.

2. In the Data source box, select the database that you want to use.
3. In the Tables and queries box, select the table or query that you want to use.
4. In the Existing fields list, select the fields that you want to use, and click the -> button.

---

**Note** – To add all of the fields to the form, click the ==>> button. To remove a field from the **Fields in form** list, select the field, and click the <- button.

To remove all of the fields, click the <<= button.

---

5. Click the Next button.
6. Select the layout options that you want for the form and click the Create button.



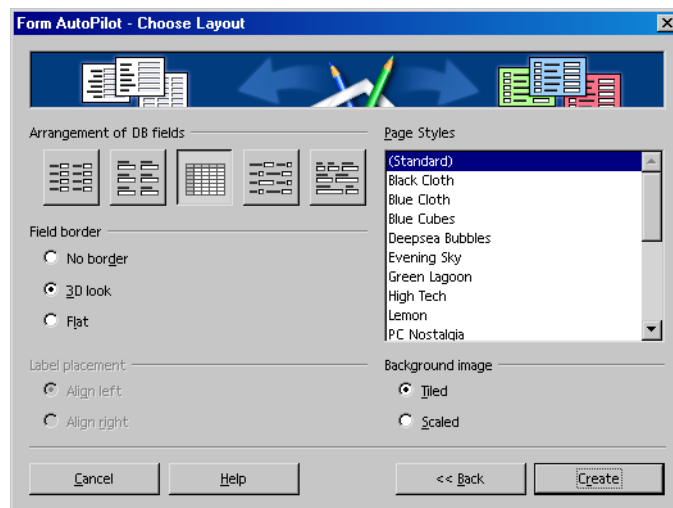


FIGURE 13-2 Layout options for a form.

7. In the File name text box, type a name for the form.

8. Click the Save button.

A link to the Writer document that contains the form appears under the “Links” item in the expanded data source list.

---

## Editing Database Forms

StarOffice stores a database form as a Writer document. To edit a database form, open the document that contains the form and use the tools on the **Navigation Bar**.

### Using the **Navigation Bar**

The **Navigation Bar** provides the tools that you need to edit the rows of data in database forms. The bar is located at the bottom of the Writer window in the document that contains the form.



**FIGURE 13-3** Navigation Bar for database forms.

	Record box	Displays the active row number. To jump to a row in your form, enter the row number in this text box.
	Move icons	Moves to the first, the previous, the next, or the last data row in the form.
	Save Record	Saves the changes to the data that you made.
	Undo	Reverses the last action.
	New Record	Adds a new row to the data.
	Delete Record	Removes the selected data row.
	Refresh	Updates the form with the changes that you made.
	Find Record	Opens a dialog where you can search the data content.
	Sort Ascending/Sort Descending	Sorts the content of the of the form in ascending or descending order. The sort conditions are determined by the column that the cursor is in.
	AutoFilter	Builds a filter condition from the currently selected item.
	Form-Based Filters	Activates the form-based filter function. You can insert search criteria in the database form.
	Sort	Opens a dialog box where you can specify the sorting conditions.
	Remove Filter/Sort	Removes all filter and sort conditions that are currently active.



Data source as Table Opens a separate window with a list of available data rows.



Apply Filter If pressed, this icon indicates if a filter condition is active.

## Using the Form Functions Floating Toolbar

You can use the **Form Functions** Floating Toolbar to add controls to a database form.

### ▼ To Add Controls to a Database Form

- Steps**
1. Open the Writer document that contains the database form that you want to edit.
  2. On the Main Toolbar, long-click the Show Form Functions icon .  
The **Form Functions** floating toolbar opens.



FIGURE 13-4 Form Functions floating toolbar.



Selects a control in the database form.



Lists the properties of the selected control.



Lists the properties of the database form.



Opens a window where you can change the activation order you Tab through the form.



Provides an overview of the structure of the database form that includes a list of controls, forms, and sub-forms for the document.



Turns Design Mode on or off.



Controls that you can add to a database form.

3. Click the Design Mode On/Off icon.
4. Use the tools on the Form Functions floating toolbar to add and to edit controls on your database form.

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