

Welcome to Panorama (Version 5.5) Copyright © 2007, ProVUE Development, All Rights Reserved

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# **Welcome to Panorama!**



Congratulations! You're about to get acquainted with Panorama, a powerful tool for organizing and understanding information. With Panorama you can store, retrieve, categorize, summarize, chart, merge and print your information. Since 1988 Panorama has been in use all over the world for everything from custom accounting to medical



research, from church directories to college track meets. Panorama's unique RAM based technology makes it the fastest and most flexible database available.



When writing Panorama, ProVUE engineers decided to **rethink the fundamental disk based database technology** that had been in use since the 1960's. Other database programs rely on your computer's relatively slow hard drive instead of the nanosecond access time RAM chips on your motherboard. These programs can't take full advantage of the tremendous increases in processor speed and RAM capacity over the past decade.

Panorama uses a completely different RAM based approach.

The slow hard drive is used only for saving. All searching, sorting and data manipulation is done directly in the computer's high speed RAM. The result is pure blazing speed -- you'll think your data has broken the sound barrier! Panorama's highly efficient storage algorithms can pack over 100,000 records in less than 10 megabytes. This means that all but the very largest databases can easily fit in today's high RAM capacity computers.



In addition to its blazing RAM based speed, Panorama includes a number of unique capabilities that set it apart from other database programs. Panorama is easy to learn and use, is blazingly fast, has powerful tools for analyzing financial data, including a capable graphics editor for forms and reports and a programming system powerful enough for accomplishing even the most demanding database jobs.

Sincerely,

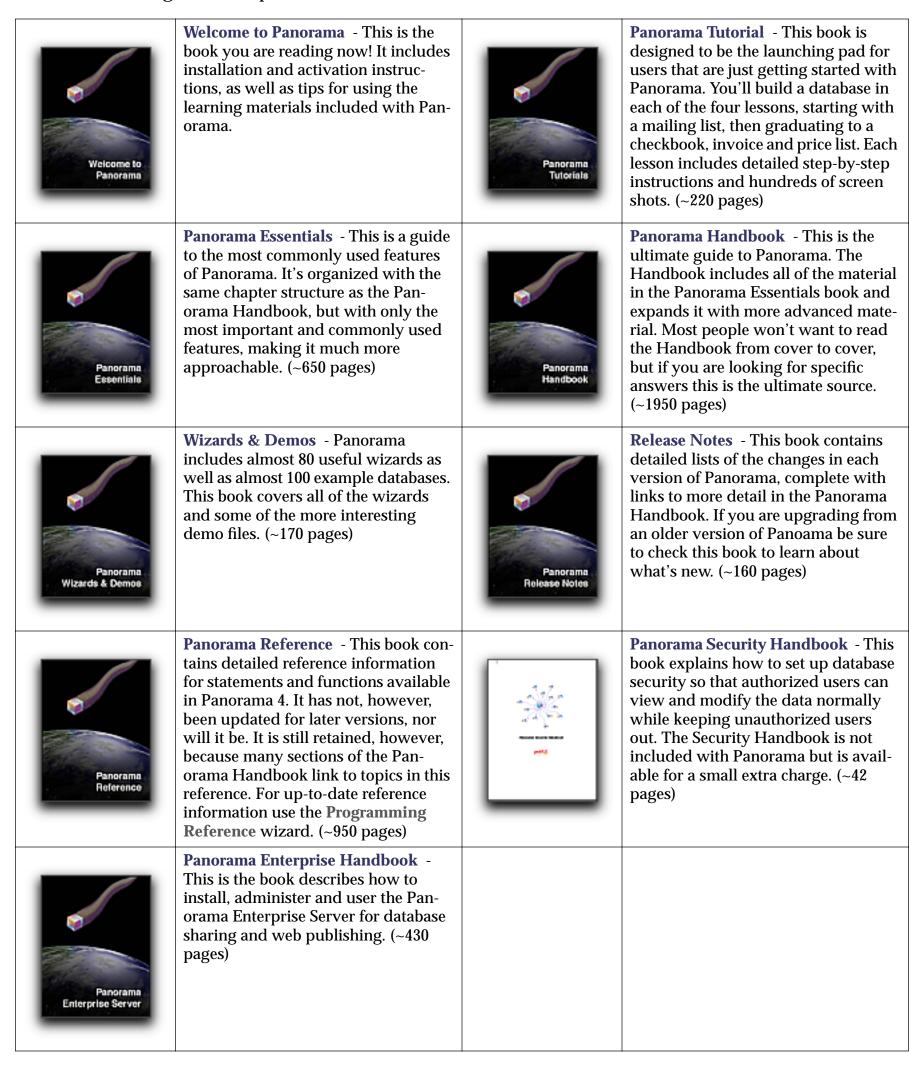


Jim Rea, President, ProVUE Development

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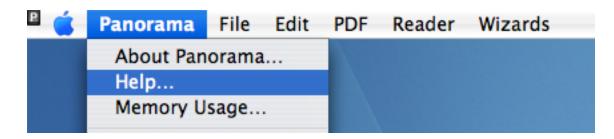
# **Exploring Panorama's Documentation**

To help you learn and get the most out of Panorama we've assembled a variety of learning materials, including on-line help, PDF manuals and QuickTime screencast movies we've assembled. The PDF manuals are the core of the learning materials provided with Panorama.

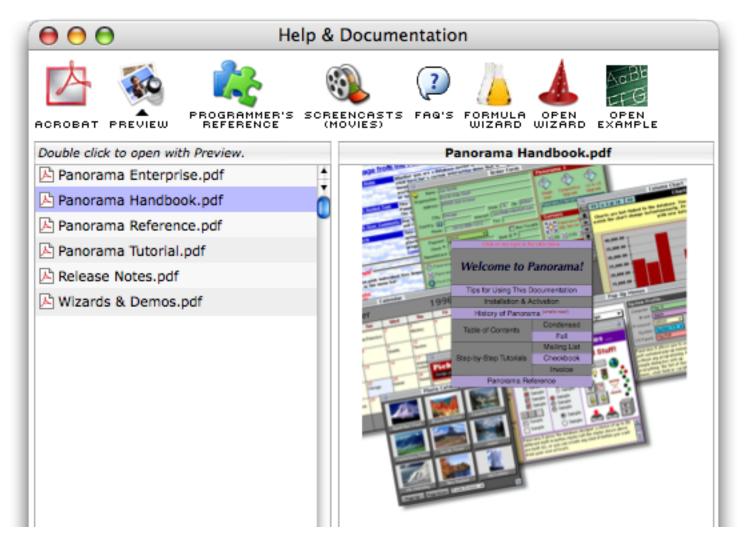


#### **Accessing PDF Books with the Help & Documentation Wizard**

Panorama includes a wizard that brings together all of the learning materials available for Panorama. When Panorama is running you can open wizard at any time simply by choosing **Help** from the Panorama menu.



The major portion of the wizard is devoted to the Panorama PDF documentation. You'll see a list of available PDF files on the left. If the documentation is already installed on your system clicking on a PDF file will show the cover page of that document on the right.



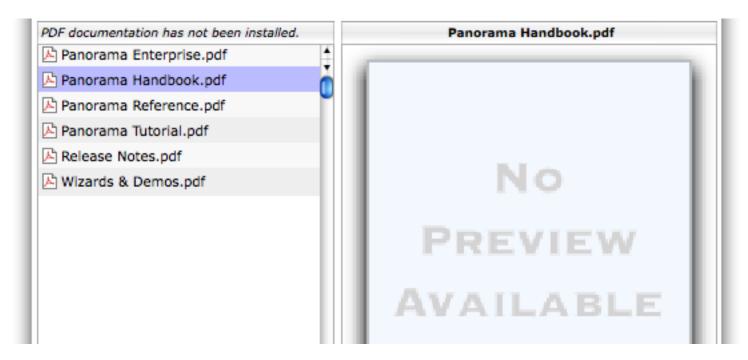
To open a PDF file simply double click on the name on the left or click once on the cover page on the right. The PDF files normally open with Apple's **Preview** program. If you'd like them to open with **Adobe Acrobat Reader** instead simply click on the Acrobat icon above the list. You can switch back and forth between Acrobat and Preview at any time.



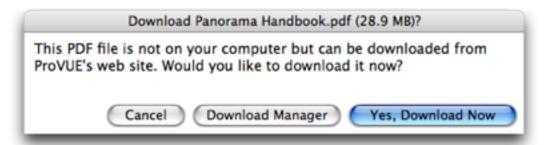
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#### **Downloading PDF Documentation**

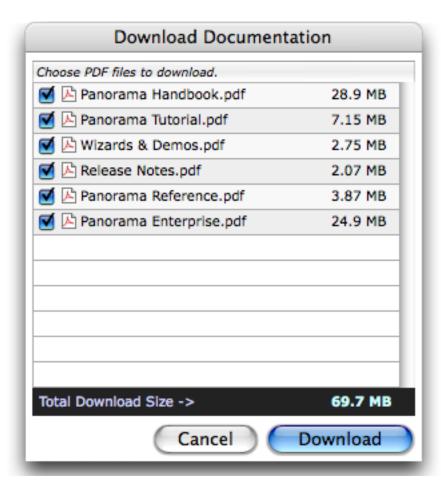
When you download Panorama from the ProVUE web site you have the choice of downloading the documentation immediately or downloading it later. If you haven't yet downloaded the documentation you can do so at any time using the **Help & Documentation** wizard. If a PDF book hasn't been downloaded yet it the wizard will show that there is no cover preview available.



If you try to open the PDF file (by double clicking on the list or single clicking on the cover) a dialog will appear asking if you want to download this PDF file.



You can choose to simply download the PDF file immediately or to open the **PDF Download Manager**. This dialog allows you to download multiple PDF files at once (files already downloaded will be gray).



#### **PDF Documentation Tips**

Panorama's PDF documentation is designed to be used both on screen and to be printed. We've taken several steps to help make these books more on screen friendly. First of all, we expanded the page size and all fonts by 25% to make everything more readable. With only a couple of exceptions, all screen shot illustrations are included at 100% of their original size so all of the details are sharp and clear at the same magnification used when reading the text. You won't have to zoom in and out as you often have to do when reading PDF documents, you can simply leave the magnification at 100% at all times. To make navigation easier we've included an an interactive table of contents that can will appear in the sidebar of both Preview and Adobe Acrobat.

#### **A Note About Page Counts**

Looking at the page counts may make you think that the Panorama books are longer than they really are. These books were optimized for on-screen use, not for printing. When optimizing a book for printing authors often minimize the number and size of screen shots to save pages. Since extra pages in a PDF file are essentially free most pages in these books contain 2 or 3 full size screen shots — far more than you'd normally find in most printed book. We also used an extra large (14 point) font size for maximum on-screen readability (but which also increases the page count). So don't be intimidated by the number of pages in any particular book.

#### **Printing This Book**

You may decide that you want to print a portion of the documentation for further study. If you are using a Macintosh you may need to use the **Page Setup** dialog to set the **Scale** option to 75%. If you are using a Windows PC computer this is taken care of for you. Either way, the documentation is designed to be printed on standard 8 1/2 by 11 inch paper so that it can easily be bound in a standard three ring binder.

#### **Typographical Conventions**

Throughout this manual we've used different type styles to indicate special meanings within the text. This table shows the different styles and their meanings.

Example	Meaning	Description
Page Setup	Menu	This style indicates the text is a menu command.
OK	Button	This style indicates the text is the name of a button, usually in a dialog.
Scale	Option	This style indicates the text is an option, usually in a dialog.
addrecord	Code	This style indicates the text is part of a program or formula
Company	Literal	This style indicates the text is a literal value. For example it might be a field name, a typical data value or a number.
Return	Keys	This style indicates the text is the name of a key on the keyboard, for example <b>Return</b> , <b>Enter</b> or <b>Tab</b> .
See " <u>Cross Reference Links</u> " on page 7	Link	This style indicates the text is a link to another section of the manual. You can click on the link to jump to the cross referenced topic.
Wizard	New Term	This style indicates that a new term is being introduced. If the new term is a proper name (for example <b>Formula Wizard</b> ) we will usually use this style every time it is used, otherwise it is only used the first few times the term is being introduced.

#### **Cross Reference Links**

Where appropriate, the documentation includes cross references to other sections (or books) that explain material related to the current subject. These cross references look and act much like links in a web page. Just like most web page links, these cross references appear in blue underlined text. (Note: If you are using Apple's Preview program with OS X 10.4 or earlier links between different books will not work. Apple has fixed this problem in OS X 10.5 (Leopard) and later versions.)

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#### **Upgrading From an Earlier Version?**

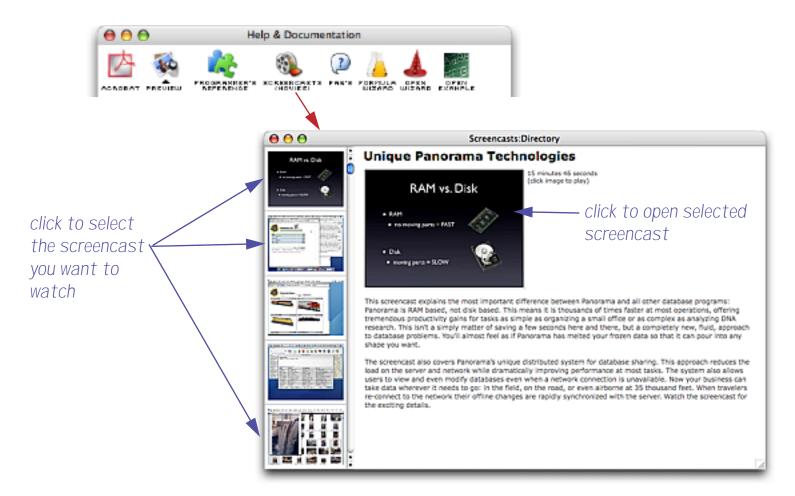
If you are upgrading from an earlier version of Panorama we highly recommend that you check out the Panorama Release Notes book.



This book is designed to help you quickly learn about what's has changed since the version of Panorama you are familiar with. The book has cross reference links to the actual topics within the body of the other books so that you can quickly focus on the new material important to you. (If you are upgrading from Panorama 3 or earlier you may want to review the entire manual anyway at some point, because many topics have been rewritten and expanded to make them clearer than in earlier manuals. For example, the section on the Word Processor SuperObject has been expanded from 3 to 57 pages!)

#### **Screencasts**

When you install Panorama from a CD you have the option of installing video screencasts (movies). Once installed you can open the **Screencast** wizard directly from the **Help & Documentation** window (it can also be opened from the **Documentation** submenu of the **Wizard** menu).



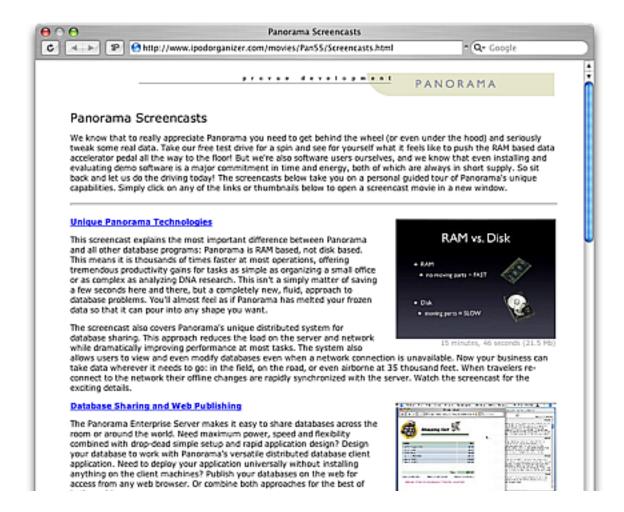
Click on the left to select the screencast you want to watch, then click on the larger version of the screencast to open it.



You can use the chapter list on the right to jump directly to different topics in the movie.

#### Watching Screencasts from the ProVUE Web Site

Unlike the CD version the downloaded version of Panorama does not include the screencast movies. However all of the screencasts are available at http://www.provue.com.



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#### Signing Up For Panorama News Via E-Mail

Sign up to the ProVUE News e-mail list to receive the latest news and announcements from ProVUE, including new products, updates, special offers and upcoming events. (We promise not to send too many announcements, so don't worry about being flooded with email. Typically the average is between five and ten messages per year.)

The easiest way to subscribe (or unsubscribe) to this list is to use the ProVUE web site.

```
http://www.provue.com/support.html
```

Simply type in your e-mail address, select Subscribe or Unsubscribe and then press the Submit button.

#### **Contacting Technical Support**

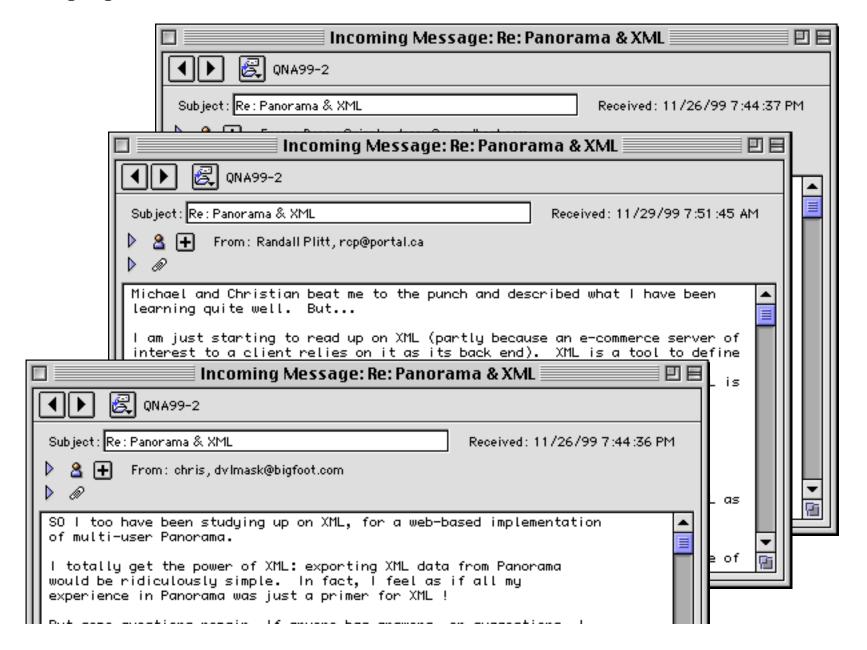
Technical support for Panorama is available online through the ProVUE web page. You can submit technical support incidents from this web page:

```
http://www.provue.com/support.html
```

Because spam makes e-mail too unreliable we no longer accept technical support questions via e-mail. However we can accept e-mails if you need to send us a file. Please submit a technical support incident to find out the unpublished e-mail address for submitting files.

#### **Panorama Online Community**

As a Panorama user you can become part of a vibrant on-line community of Panorama aficionados all around the world. The Panorama QNA list (Question and Answer) is an e-mail based community of Panorama users from beginners to experts. You can post questions, answer other users questions, or simply lurk and watch what's going on.



The easiest way to subscribe (or unsubscribe) to this list is to use the ProVUE web site. Simply type in your email address, select Subscribe or Unsubscribe and then press the Submit button. You can easily unsubscribe at any time, and your address will not be transferred to any third party. If you wish you can also subscribe by sending an e-mail message to requests@lists.provue.com. The body of the message should be either subscribe qna or unsubscribe qna.

#### **QNA Digest Mode**

Traffic on the QNA list varies from a few messages a week to a few messages a day. When you subscribe in digest mode all of the day's messages will be combined and sent to you as a single e-mail. This limits the number of e-mails you receive to one per day, but can also make it a little more difficult to follow the threads in the list. You can subscribe to the digest using the web site or by sending an e-mail message with a body of either subscribe qna digest or unsubscribe qna digest.

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# **Installation & Activation**



Congratulations on your purchase of Panorama for Windows or Power Macintosh. If you are new to Panorama, welcome. If you upgradeing from Panorama 4.0 or earlier, the installation procedure has changed significantly.

## **Getting Organized**

Before you begin the installation, make sure you have all of the items you'll need. Of course you'll need the installation CD-ROM, or the copy of Panorama that you have downloaded. If you are installing the Panorama Engine, that is all you will need, and you can proceed to the first step.

If you are installing Panorama or Panorama Direct, you'll need the serial number. If you are installing Panorama on more than one machine you'll need a separate set of serial numbers for each machine. These are printed on the paperwork that came with your order (if you purchased Panorama directly from ProVUE Development you will also have received an e-mail with these codes). Panorama serial numbers consist of five or six digits, a period, then two or three letters and numbers:

99999.AbC

If the serial number contains letters these must be entered exactly as listed, including upper and lower case. Your paperwork will also list one or more product codes. These always start with the letters prvu, like this.

```
prvu.pndm.h.5?@4rX.3mN
```

If you have an internet connection you won't need these product codes — Panorama will automatically fetch them from our server during the activation process.

## **Installing the Software**

The first step in the installation process is to insert the CD-ROM into your CD-ROM drive. On Windows machines this should automatically launch the installer program. (If for any reason it doesn't, you can manually launch the installer by choosing **Run** from the Start Menu, then typing D:\SETUP.EXE and pressing the **Return** key [if your CD-ROM drive is not D: you should substitute the letter used by your CD-ROM drive].)

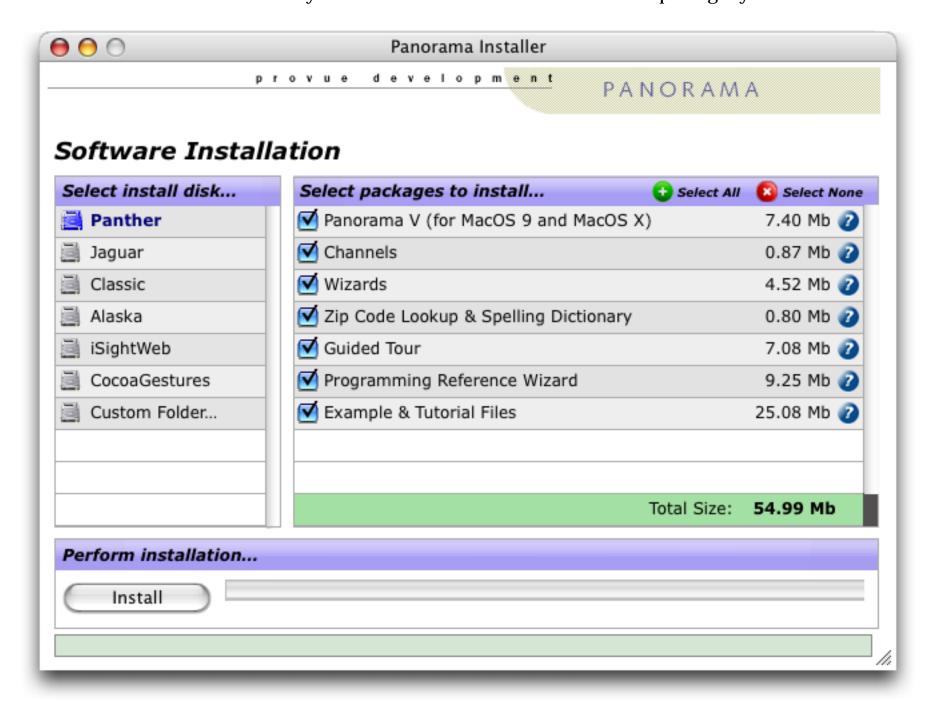
If you are installing on the Macintosh, double click on the Install Panorama icon to open the installer.



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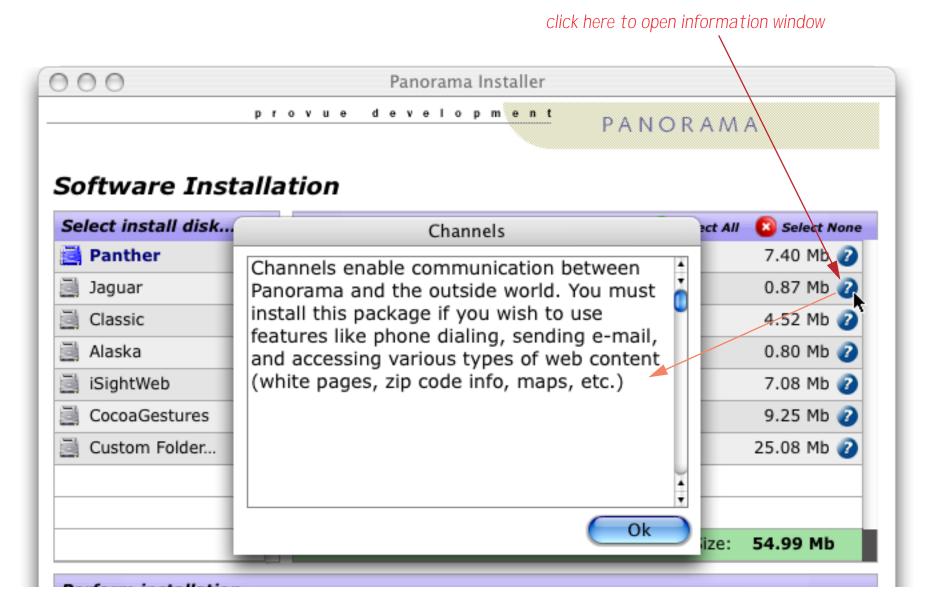
#### **The Main Installer Window**

The main installer window allows you to choose the installation location and packages you want to install.



#### **Installation Package**

The right side of the window displays the packages available for installation, along with their sizes. There may be more or less packages listed than those shown here. If a package you need is not listed you should go back and download the most deluxe version from our web site (or purchase the CD). The window lists the installed size of each package. For more information on a specific package click on the ? button.



#### **Selecting the Installation Location**

The installer normally places the software in a folder inside your Program Files folder (Windows) or Applications folder (Macintosh) on your main hard drive. If you wan to put this folder on another drive just click on the drive name. If you want to put the folder in a completely different location click on the Custom Folder... option.

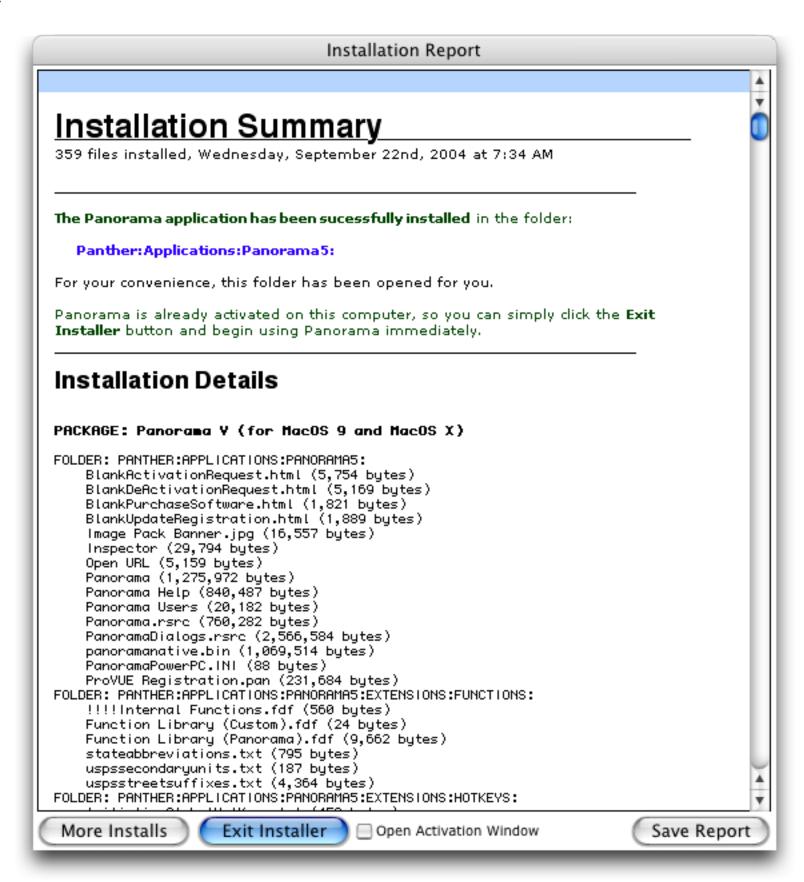


You can either type in the folder location or drag a folder from the Finder or Desktop onto the dialog (MacOS only).

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#### **Installing the Software**

Once the packages and location are selected you are ready to go. Just press the **Install** button and let the installer do all the work. If you are installing packages that require authorization codes to install (zip code, spelling dictionary) you will be prompted for those codes at this time. If you don't have them handy you can always go back and install them later. When the install is finished it will display a report listing what it has done.



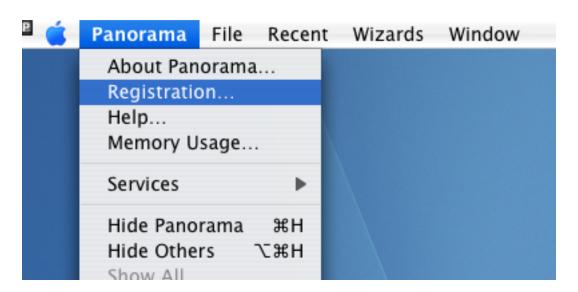
At this point you will usually want to press the **Exit Installer** button. (If you wish you can save this report for later by pressing the **Save Report** button before exiting.) If Panorama was already activated on this computer (see below) then you are ready to go.

# **Activating the Software**

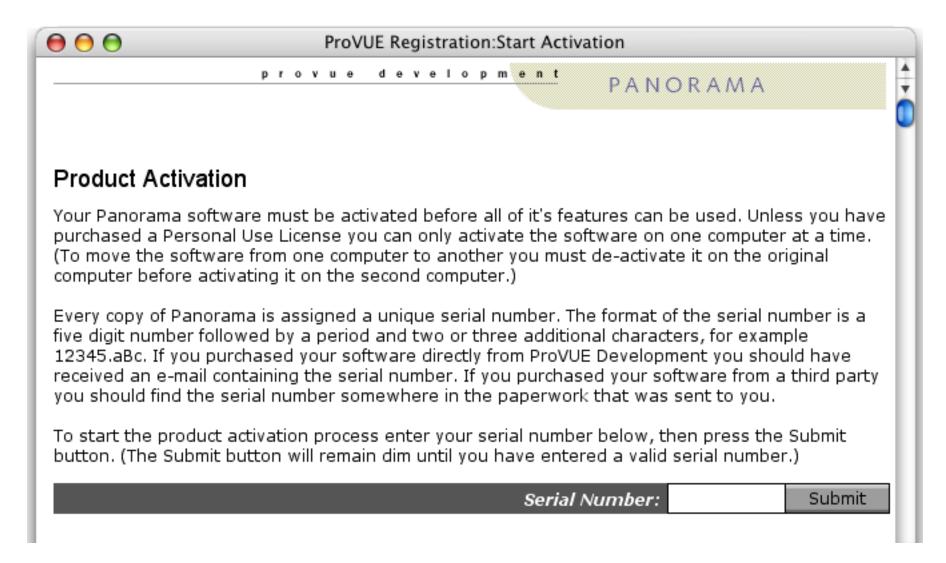
When you first install Panorama on a computer it initially acts as a demo version. If you haven't purchased Panorama yet you can use this demo version to evaluate your potential Panorama purchase (see "<u>Using Panorama</u>'s "<u>Demo Mode</u>" on page 26). If you are using Panorama as a demo then you don't need to worry about activating it for the moment.

If you have purchased **Panorama** or **Panorama Direct** you'll want to activate your software as soon as possible. If you have access to the Internet you can do this in a few minutes at any time of the day or night. (If you do not have access to the Internet you'll need to do the activation process during ProVUE business hours.)

To activate the software you need to open the **ProVUE Registration** database. If Panorama is not already activated, the installer will automatically select the **Open Activation Window** option and automatically start the activation process when you press the **Exit Installer** button. If you need to do this later you can do so by choosing the **Registration** menu command in the **Panorama** menu.

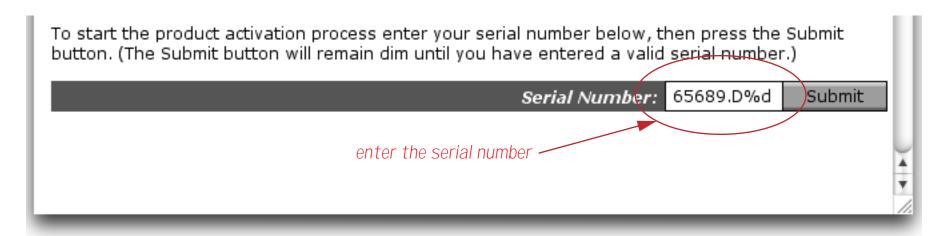


The first time you open the ProVUE Registration database it displays the window shown below.

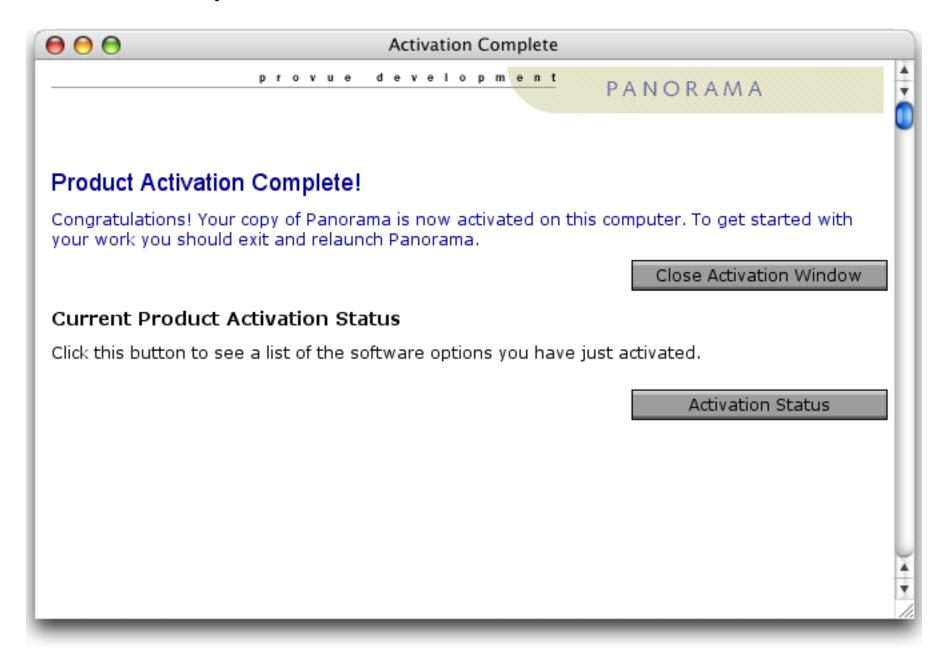


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Enter your serial number to start the activation process. The format of the serial number is a five digit number followed by a period and two or three additional characters, for example 12345.aBc. If you purchased your software directly from ProVUE Development you should have received an e-mail containing the serial number. If you purchased your software from a third party you should find the serial number somewhere in the paperwork that was sent to you.



When you press the **Submit** button the window there will be a delay as Panorama contacts the ProVUE web server. (The only information transmitted to the ProVUE web server is the serial number you just typed in. No other information is transmitted.) If the serial number is valid, the Activation Complete window will appear. (Note: If you have purchased a personal use license, you will be asked to enter the last four digits of the credit card used to purchase the license.)

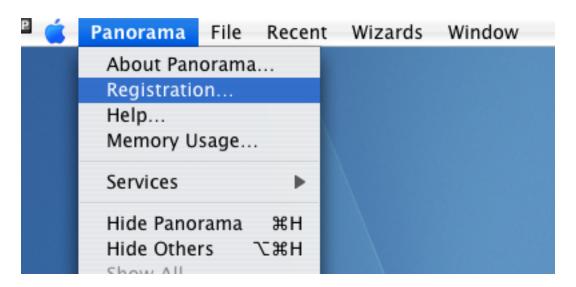


That's all there is to it! Your copy of Panorama is ready to use.

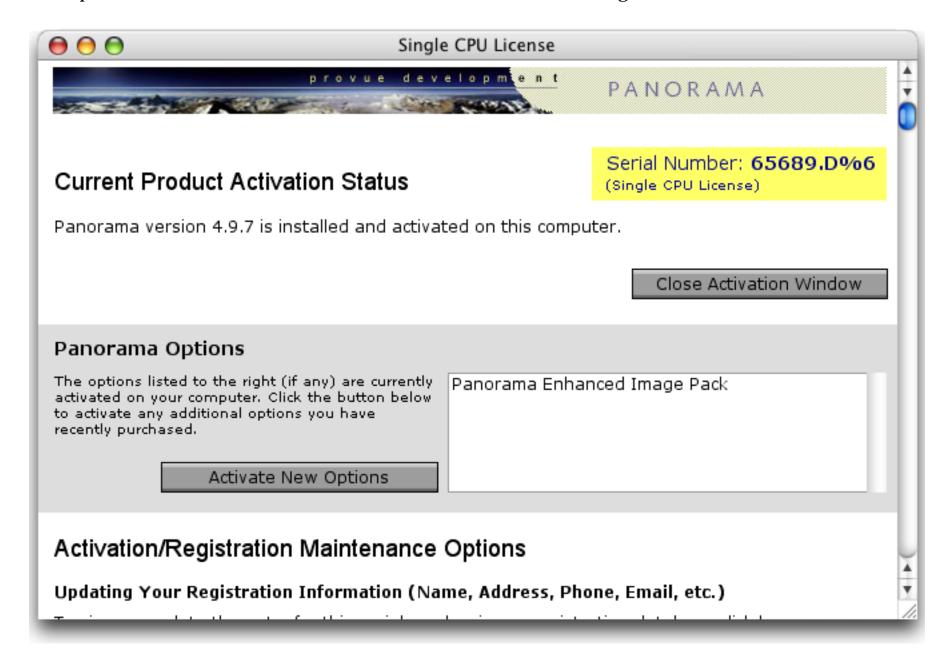
If you don't have an internet connection you will have to perform the activation manually. Panorama will automatically detect that you don't have an internet connection, and give you on-screen step-by-step instructions for completing the process.

# Moving Your Software to Another Computer (Deactivating Your Software)

Unless you are using a personal use license, your ProVUE software may only be activated on one computer at a time. If you want to transfer this software to a different computer, you must first de-activate the software on the current computer. Then you can transfer the software to the second computer and activate it. To start the deactivation process open Panorama and open the **ProVUE Registration** database the ProVUE Registration database again using the **Registration** command in the Panorama menu.

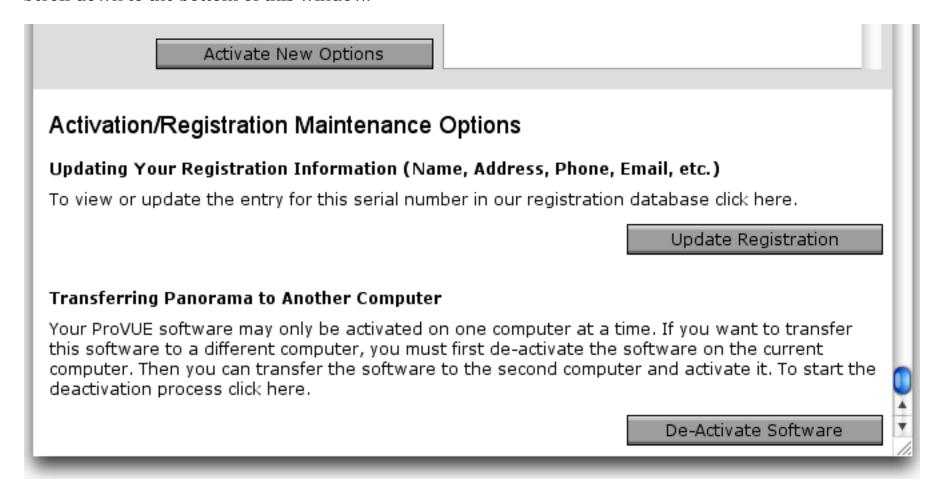


This opens a Product Activation Status window that will look something like this.

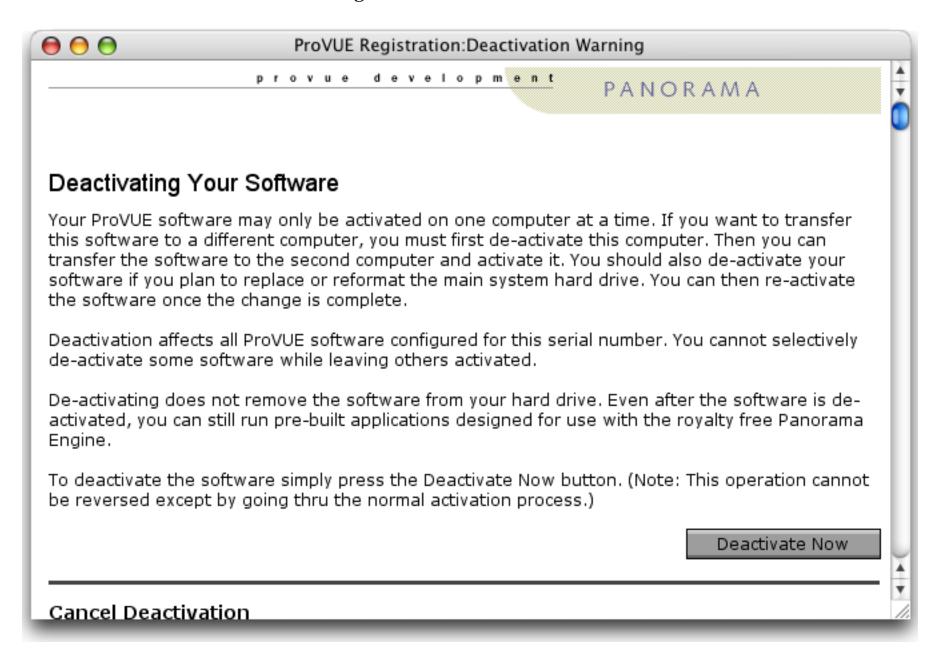


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Scroll down to the bottom of this window.



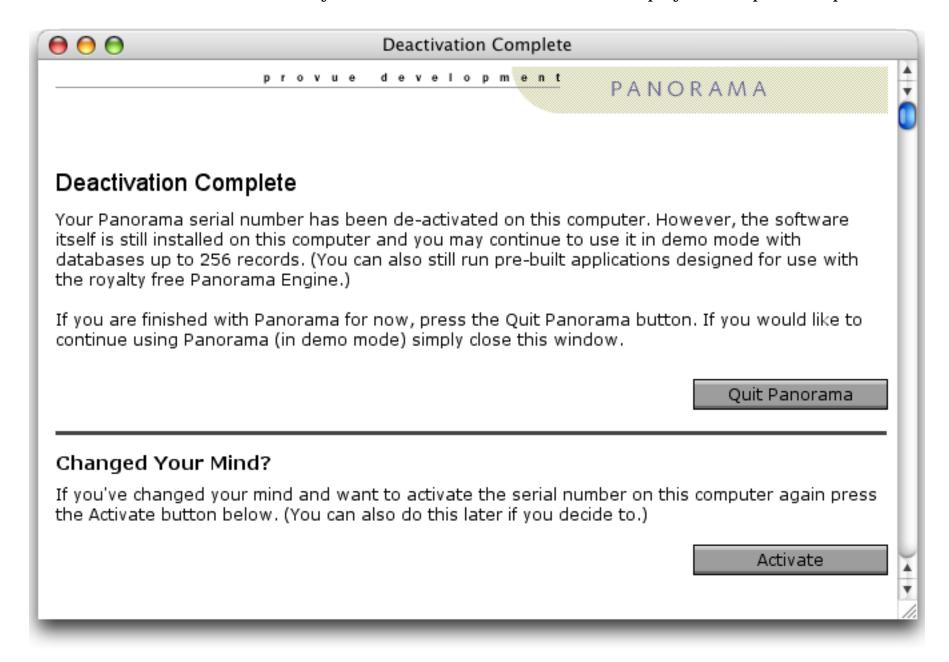
To deactivate Panorama on this computer press the **De-Activate Software** button. Before actually deactivating the software Panorama displays a warning page. You can still back out by scrolling down and pressing the **Cancel** button (not visible in the image below).



To go ahead and deactivate, press the **Deactivate Now** button. Panorama gives you one last chance to back out.



To proceed, press the Yes button. If your computer is connected to the Internet the deactivation will be completed automatically and this page will appear. (If you don't have internet access you must submit the deactivation code to the ProVUE manually. Follow the instructions Panorama displays to complete this process.)



Now that the software is de-activated on your old computer you can go ahead and activate it on your new computer. De-activating does not remove the software from the hard drive of your old computer. Even after the software is de-activated, you can still run the software in demo mode (see "<u>Using Panorama's "Demo Mode"</u>" on page 26).

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## **Using Panorama With a Personal Use License**

When using Panorama with the personal use license the **About Panorama** dialog displays your personal use license information. The illustration below simulates what the **About Panorama** dialog on your computer will look like.



The personal license information is stored in a file named Panorama Personal License.dat. This file is stored in the same folder as the Panorama application.

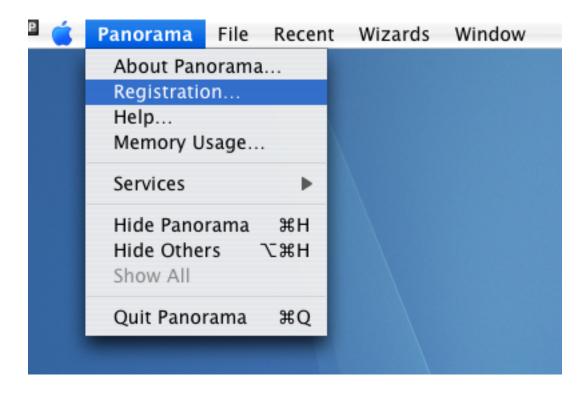


If you want to you can copy this file to your other personal computers, or back up this file. The information in the file is encoded so that it cannot be read without the Panorama application. Of course you should be careful not to give a copy of this file to anyone else.

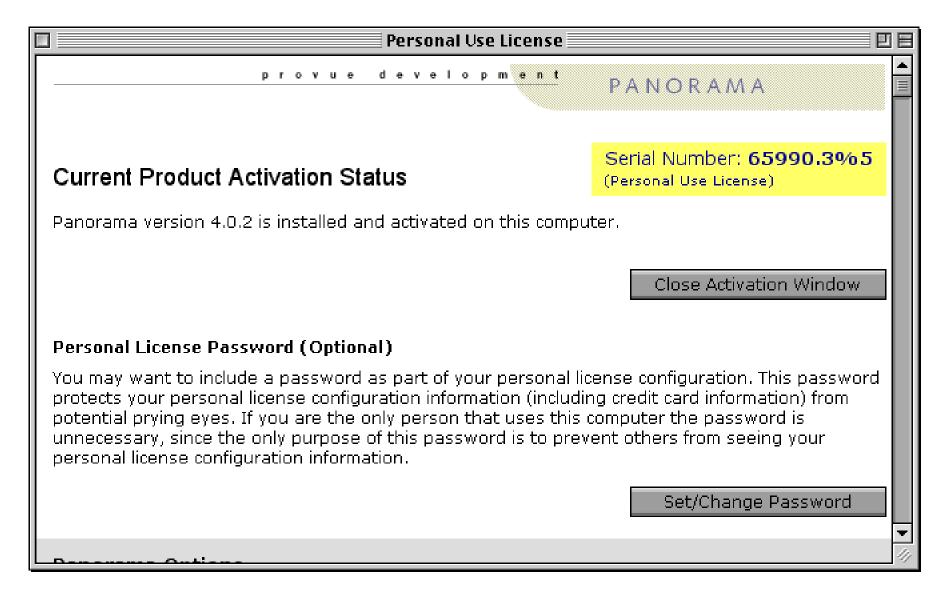
#### Setting Up and Using a Personal Use Password

Once you install the personal use license you can optionally set up a password on your copy of Panorama. If someone attempts to use Panorama without the password Panorama will behave as if it is not registered at all, and the **About Panorama** dialog will not display the personal use license information.

If you've already set up the personal license information, start by opening the ProVUE Registration database again using the **Registration** command in the Panorama menu.

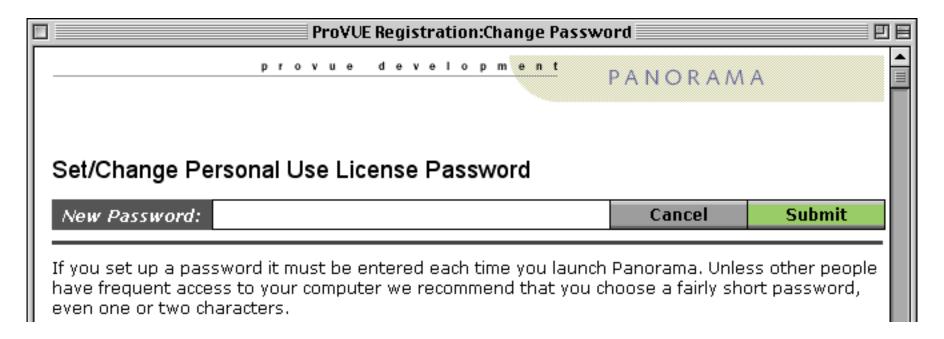


This opens a Product Activation Status window. If this copy of Panorama is currently activated with a personal use license the window will look something like this.



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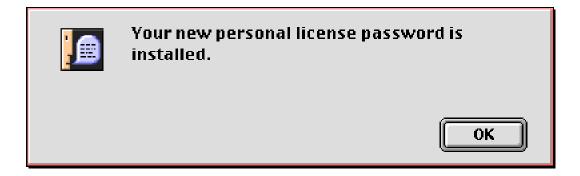
To set or change the password, press the **Set/Change Password** button. This opens the window shown below.



You'll have to type this password each time you open Panorama, so you'll probably want to keep it as short as possible, and it will be easier if you stick to numbers and lower case letters, as shown in the example below.



After a short delay Panorama will confirm that your password is now installed.



When you press the **OK** button Panorama will switch back to the Product Activation Status window. There is no indication in this window that a password has been set.

To try out your new password first quit Panorama then re-open it. As Panorama opens it will stop and pause when the introductory screen appears.



At this point you need to go ahead and type in the password. As soon as you press the last key of the password Panorama will continue normally. You do not need to press the **Return** or **Enter** keys, just the password itself. Panorama will not display the keys as you type them, so just keep typing until the password is complete.

If you type an incorrect key, click on the mouse or wait more than six seconds without pressing a key Panorama will beep and then continue. However, in this case Panorama will behave as if it has not been activated. If you attempt to save or print a database with more than 250 records Panorama will "nag" you to purchase and activate the program (see "<u>Using Panorama's "Demo Mode"</u>" on page 26), and the personal license information will not appear in the **About** dialog. This allows you to prevent someone else from seeing your personal license information, and also prevents them from using Panorama. If you make a mistake as you type in the password you'll need to quit Panorama and re-open it to try again.

#### What To Do If You Forget Your Password

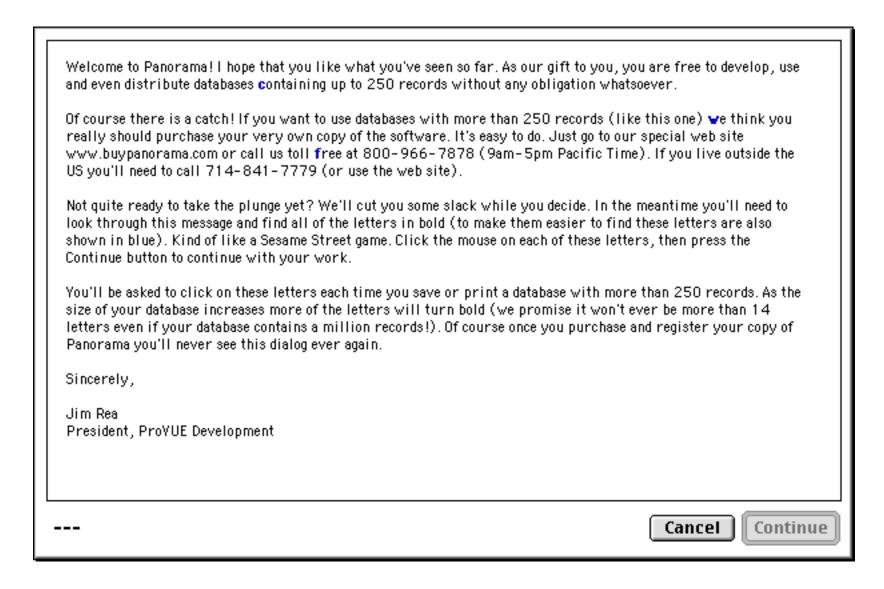
If you forget your password simply delete the Panorama Personal License.dat file and re-activate the software from scratch (following the instructions earlier in this chapter).

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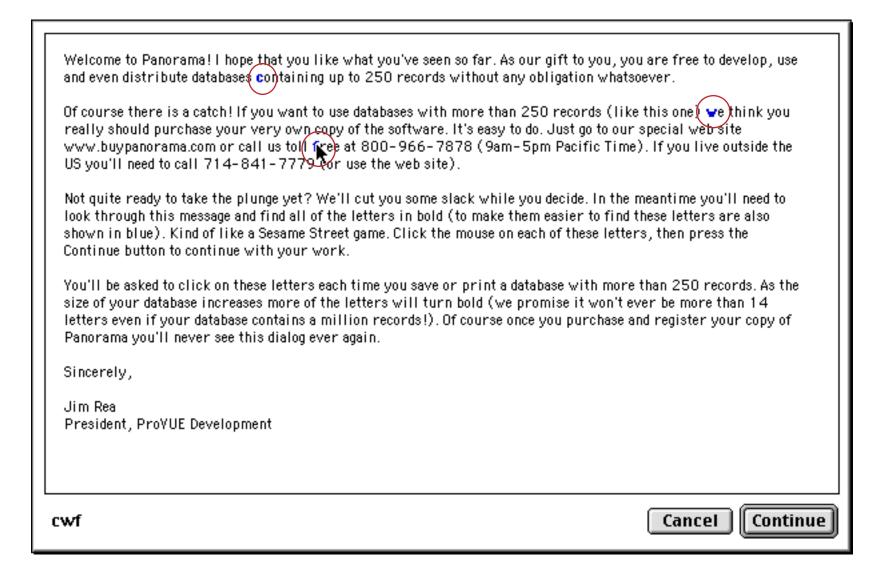
# **Using Panorama's "Demo Mode"**

Before you purchase and activate Panorama (see "<u>Activating the Software</u>" on page 17) you can use the software in "demo mode." This mode allows you to evaluate Panorama before you purchase it. In this mode you can create and use databases with up to 250 records.

If you attempt to save or print a database with more than 250 records the following dialog will appear.



Before you can actually save or print the database you must click on each of the blue bold characters. Depending on the size of the database there will be at least three and as many as 14 of these characters.



Once you have clicked on all of the blue bold characters you can press the **Continue** button to continue with your work.

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# Panorama, Panorama Direct & Panorama Engine



Do you have databases that need to be used by a group of people, for example across a department or company? Or perhaps you'd like to sell a database you've created? ProVUE provides two options for affordable deployment of Panorama based applications in these types of situations — **Panorama Direct** and **Panorama Engine**. Panorama Direct is designed to be used as a "run-time" engine that allows the economical deployment of database applications created with the full version of Panorama. Panorama Direct prices start at under \$130 and is available in economical 3, 6, 12, 25 and 50 site license packs for as little as \$90 per seat. The Panorama Engine allows unlimited royalty free distribution of a Panorama database for a one time fee.

#### **Panorama Direct**

Panorama Direct is a limited, low cost version of Panorama that can run any database created with the full version of Panorama. Database files can be exchanged back and forth between full Panorama and Panorama Direct with no conversion. The Panorama Direct user can enter and modify data in the database, sort, select, print and run procedures. The user can even make minor adjustments to forms and reports. However the user will not be able to examine, create or modify procedures, create or modify SuperObjects within a form, modify cross tab set up, set up or modify charts, etc. (If desired, the database creator can lock down any database to prevent anyone from modifying forms, reports, procedures, etc., whether they are using Panorama Direct or a full copy of Panorama.)

Panorama Direct is ideal for distributing pre-built databases either in-house or around the world. Many companies save money by purchasing full copies of Panorama only for users that actually set up and design databases, while purchasing Panorama Direct for data entry positions. Panorama Direct is fully compatible with the Panorama SQL Server and may be used as a client with other copies of Panorama and/or Panorama Direct. In addition, a growing number of third-party developers use Panorama Direct to distribute commercial applications developed in Panorama. Panorama Direct makes it possible for developers to price their products aggressively while retaining all the benefits of rapid application development with Panorama.

## Panorama Engine

Panorama is normally sold on a "per-machine" basis. Once you have purchased a copy of Panorama or Panorama Direct, you are free to use it on an unlimited basis on a single machine. On that single machine you can create as many databases as you like, and change the design of any database any way you like at any time.

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The **Panorama Engine** introduces a new way to purchase Panorama's outstanding capabilities. Instead of purchasing unlimited use of Panorama on a single machine, you can now purchase an unlimited "run-time" distribution license for a single database (or collection of databases). Once you have purchased this unlimited distribution license you can distribute as many copies of your database (or collection of databases) as you like, without having to purchase Panorama or Panorama Direct for each machine. The one-time license fee is very reasonable, and for shareware authors, almost zero!

#### **The Panorama Engine Licensing Process**

The first step in the licensing process is to create your database or collection of databases. Once this is complete, contact ProVUE by phone or e-mail to purchase your unlimited distribution license. Once the license is purchased, you will be instructed to send your files to:

license@provue.com

ProVUE will process your files to add the unlimited distribution license "tag" to each file. This tag enables the database for unlimited royalty-free distribution. The modified files will be e-mailed back to you.

#### **Distributing Your Databases**

A database with the unlimited distribution license "tag" can run on any computer with the Panorama Engine installed. The Panorama Engine is simply an ordinary copy of Panorama that has not been activated yet. (Your database will also work with ordinary copies of Panorama.) You can distribute the Panorama Engine yourself, or you can tell your users to download the Panorama Engine from ProVUE's web site.

#### **Panorama Engine Restrictions**

When used with a database with the unlimited distribution tag, the Panorama Engine can perform almost all Panorama operations, including saving and printing. In other words, the Panorama Engine is not a demoyou can build real working applications. There is absolutely no limit to database size (other than the amount of RAM available) or limitations on data entry or saving data. However, there are some operations that are not available when running databases with the Panorama Engine.

Cannot create new databases (either with Open dialog or Save As command)
Cannot add fields, remove fields, change field attributes, or make any other database structure changes
Cannot modify forms or open graphics mode
Cannot modify or look at procedures
Cannot connect to SQL server (Partner/Server databases require Panorama or Panorama Direct)
Cannot save an "untitled" database
Cannot import with Open dialog (can import using a pre-defined procedure)
Cannot export with Save as dialog (can export using a pre-defined procedure)
Cannot manually change Save As dialog options

#### **New Database Versions**

The unlimited distribution license is for one version of your database only. You are allowed to make minor "bug fix" changes to existing forms and reports (a full copy of Panorama is required to make these changes). However, if you want to create a completely new version of your database with new features, you will need to re-license the new version of the database for unlimited distribution. Performing any of the following modifications to your database will invalidate the unlimited distribution license.

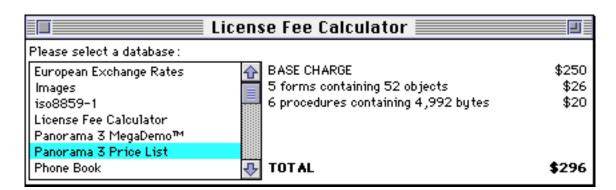
Adding or removing fields
Adding or removing forms
Adding or removing procedures
Adding or removing crosstabs

If you make any of these changes to a database, Panorama automatically invalidates the unlimited distribution tag.

## **License Fees (Commercial)**

For commercial distribution, the license fee depends on the complexity of your database. The base fee is \$250 (a database with data sheet only). Additional charges are added as you add forms and procedures.

To calculate the exact charges for any database, use the License Fee Calculator database included on the CD-ROM (use the **Favorite Databases Wizard** to locate it). Here is an example of an actual license fee calculation. (Note: ProVUE reserves the right to change the license fee schedule at any time.)



The calculation shown above is for a single database. If your application has multiple files, the total charge is the sum of the charges for the individual databases.

#### License Fees (Shareware/Freeware)

For shareware/freeware distribution, the license fee is a flat \$25 per database. To qualify as shareware/freeware your software must meet the following qualifications.

You must supply a concise (100 words or less) description of your package.

You must supply complete documentation in an on-line format.

You must agree to allow ProVUE to distribute your shareware/freeware package and documentation via our web site, bulletin board, CD-ROM's or any other method we find appropriate.

# Panorama Engine vs. Panorama Direct

Panorama developers now have two ways to deploy a Panorama database: Panorama Direct or the Panorama Engine. How do you decide which to use for your project?

If you are planning to distribute your database to hundreds (or thousands) of users, then the unlimited distribution license with the Panorama Engine is the way to go. The Panorama Engine makes it possible to create low cost mass-market applications using Panorama technology.

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If you are planning to distribute your database to a small group of users, Panorama Direct is a better approach. Panorama Direct is also more appropriate if you plan to change the design of your database frequently, or if your application requires features not included in the Panorama Engine (SQL, graphics mode, etc.).