# New Features in Tabular View

Right Mouse Button Menus. Many of the functions available from the Record and Field menus are also available from new right mouse button popup menus over a tabular view. If you right-click over an individual cell, you get all the Record menu choices (right, below divider), except New, and all the Field menu choices (above divider) that deal with the selected field, which excludes Plot, Show All, and Show Style Sample. You get only Field menu choices if you right-click on a column heading and only the Record menu options if you right-click over a Select Record checkbox. These right mouse button menus are provided as a convenience to reduce the number of clicks required to accomplish a particular task.
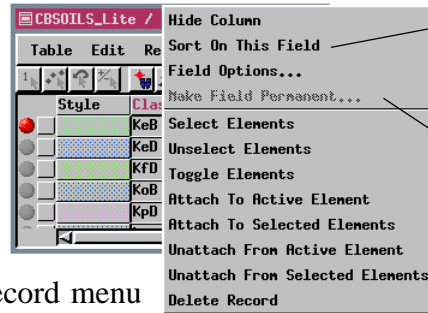
This option is not active for style fields.

This option is active only for computed fields.

These options are only active if elements are selected.

Resize and Reorder Fields. You now use the mouse to resize fields in tabular view. Field width is not present on any of the tabular view menus. You simply position the mouse over the separator between field headings until you get the double arrow cursor, then drag the separator in the desired direction, and release the mouse when the field has reached the desired size. The default field widths reflect the width assigned in the table definition. Changing the width with the mouse does not affect how much data is stored; it only affects how much data is shown. Conversely, once you have viewed the table in tabular form, changing the field width in the table definition alters only the amount of data stored; it does not alter the field width in tabular view.
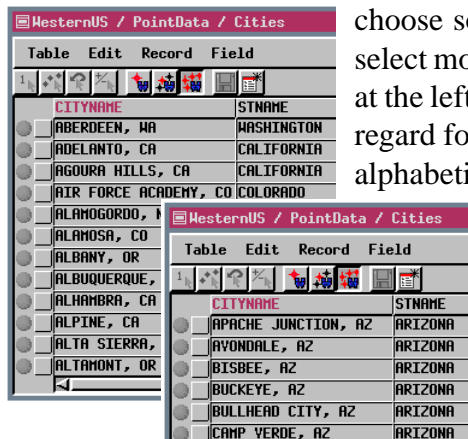

To change the order in which fields appear in a tabular view, click on the field heading and drag it in the direction you want the field moved. As you drag, a box the size of the field heading appears. Release the mouse when the heading box is over the two fields you want the field moved to appear between.

To **resize a field**, position the cursor above the separator to the right of the field to get the double-headed arrow cursor, then click and hold the left mouse button while you drag the line to the desired position.
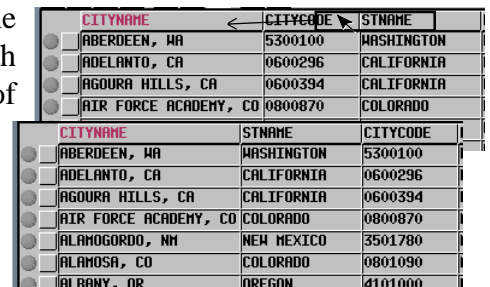
To **reorder the fields** in a table, click and hold the left mouse button on the field heading and drag it until the box about equally overlaps the two fields you want the repositioned field to be between. (To put the STNAME field, above, between the CITYNAME and CITYCODE fields, drag the box until it about equally overlaps the latter two fields.)

Any changes to field width and order made in the tabular view window are stored with the table as defaults so the tabular view is displayed just as it appeared the last time you viewed the table.

Inverse Sorting and Sorting on More than One Field. To sort on a particular field, click on the field heading and choose sort (either from the Field menu or from the right mouse button menu). If you select the same field and choose sort again, the records will sort in inverse order. In some cases, you need to select more than one field in order to get the records in the most useful order. The table at the left, for example, has the cities in the western USA in alphabetical order without regard for state. You need to sort on both the state and city fields to put the records in alphabetical order by city and state. To sort on multiple fields, click on the heading of the first field to sort on, then hold down the <shift> key and click on the other field headings to be included in the sort. Order is important! To get the desired results in this example, select state name first and city second. If you select city first and state second, the results are the same as if you'd only sorted on the city field. In order to produce a meaningful sort that includes a second field, the first field selected must have multiple records with the same value.