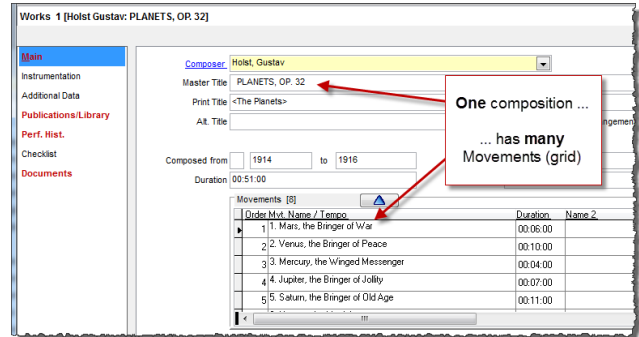


Using Grids in OPAS

OPAS employs **grids** extensively. Grids are used whenever OPAS shows the relationship between one thing and many things. For example:


- a concert has many works on its program
- a work has many movements
- a musician has several phone numbers
- a soloists' itinerary has many activities and so on...

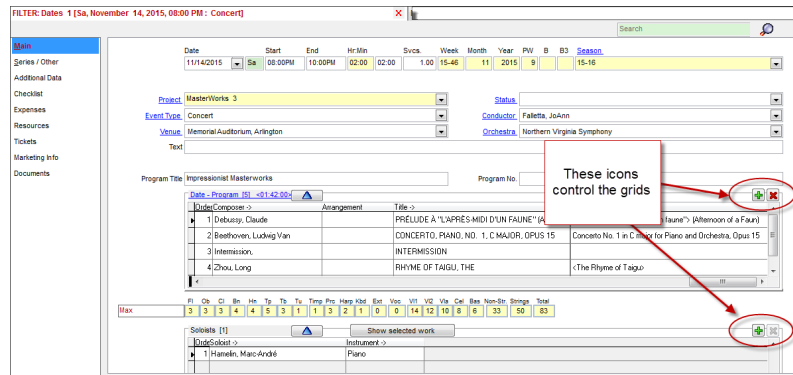
You will find grids of varying sizes throughout OPAS, and on a variety of screens. Regardless of the position or size of a grid, the grid represents the items that make up the 'many' and the main record represents the 'one'. The 'one' or main record will always be in the title bar at the top of the tab.




Adding an item to a grid



Items are added to (virtually) every grid in OPAS by clicking the green Add New  icon at the top right of that grid.



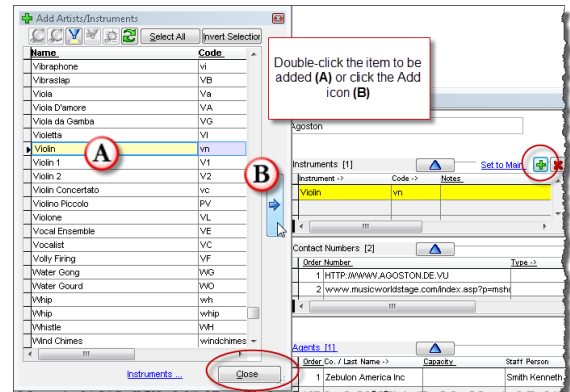
Remember that these icons are different from those at the bottom of the screen – the icons at the bottom of the screen are used for the *main* record.

When you click the green Add New icon , OPAS displays a list (which is actually itself a small grid) that contains all the logical options for that grid. For example, when adding an instrument to a musician in the **Address Book**, OPAS will display a list of instruments, not venues or conductors or compositions or anything else.

Select the item you wish to add to the grid by clicking on it. If the list of items is long, you can type the first few letters and OPAS will 'hop' down to the entry. Move the item to the grid by:



- Double-clicking the item
- Clicking the large **Add** arrow
- Pressing the **Enter** key on your keyboard



Repeat this process as often as required to add multiple items to the grid. When finished, either click the **Close** button at the bottom right of the list (circled above) or press the **Esc** key on your keyboard to close it

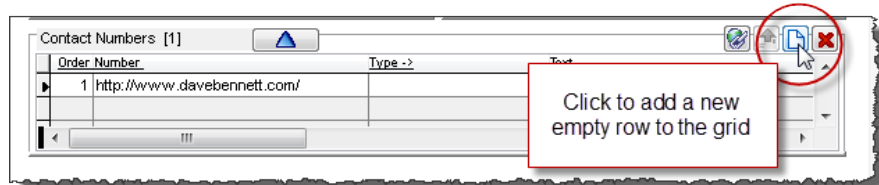
Adding items **not** on a list



In several cases, there is no pre-existing list of logical options for the grid. Two examples are phone numbers/email addresses assigned to entries in the OPAS **Address Book**, and movements assigned to compositions in the **Works** area.

When you are to directly enter an item in a grid in this manner, OPAS replaces the **Add New** icon with the standard **'New'** icon .

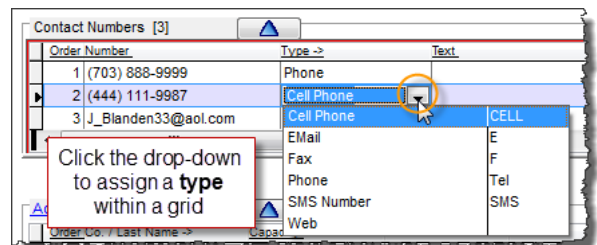
Click this icon and OPAS will automatically add a new empty row to the grid. You can then directly type information into the grid.



Adding items via a **drop-down**

Some grids also contain **drop-down lists** for items within the grid. Typically this is done to assign a **type** or category to items in a grid.

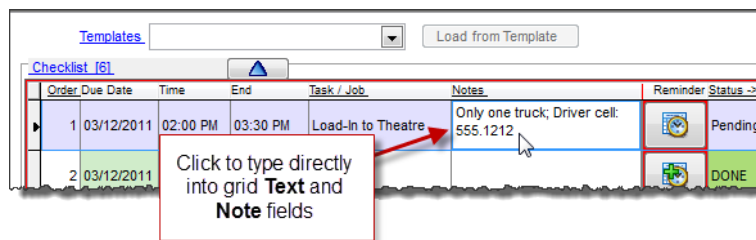
Simply **click your mouse** on that field and OPAS will display the list of applicable items in the drop-down list.



Adding items by **typing**

It is often possible to **directly type** information regarding *pre-existing* items in the grid itself. For example, in many grids OPAS includes a **Text** or **Notes** field for each item. To enter text, simply click your mouse in the field and type.

Text typed into a grid must be saved - click the large **Save** icon in the lower right-hand corner of the screen, or press **CTRL+s** on your keyboard to save the text you enter.



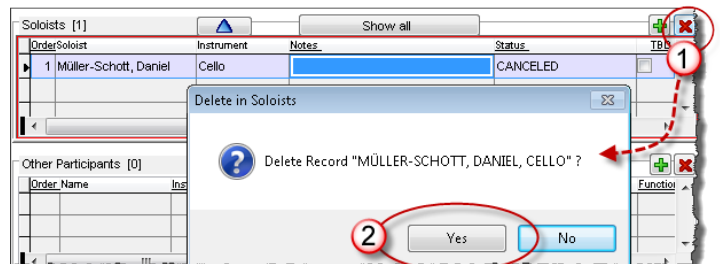
Tip: if you **double-click** a Note field, it will often open in a separate, larger, window.

Removing an item from a grid



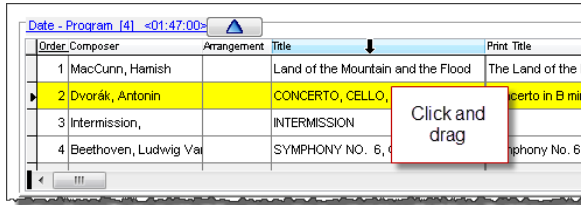
To remove any item in a grid, simply **select** its row within the grid – the item will become highlighted – and **click** the red Delete icon at the top right of the grid.

OPAS will display a prompt and clicking **Yes** at the prompt will remove the item from the grid.



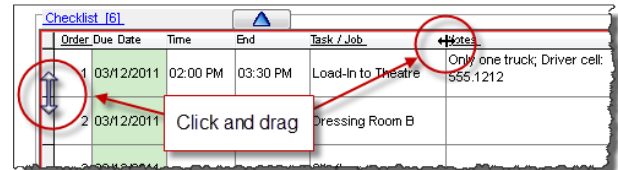
**Re-sizing,
Arranging and
Customizing
grids**

All grids can be manipulated in much the same way as the **List Pane** is, and in most of the same ways Excel sheets are manipulated. Please see the OPAS how-to guides covering the List pane for full details. In general...

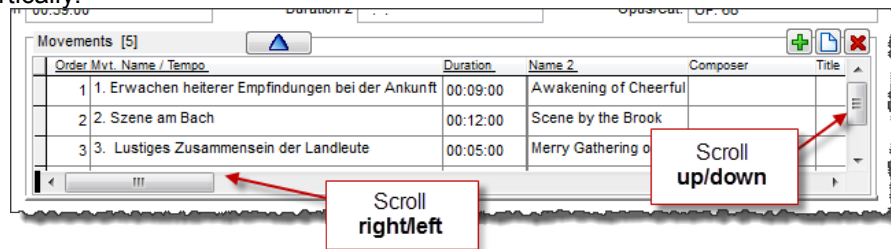


Click and drag **columns** to reorder them in a grid

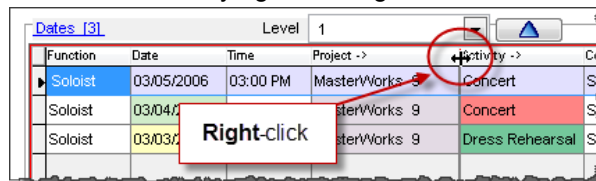
Resize rows and columns by click-and-dragging the border



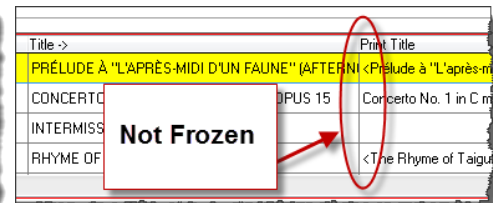
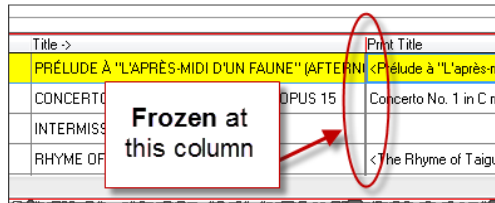
Within each grid, use the **scroll bars** at the bottom and right borders to scroll horizontally and vertically.



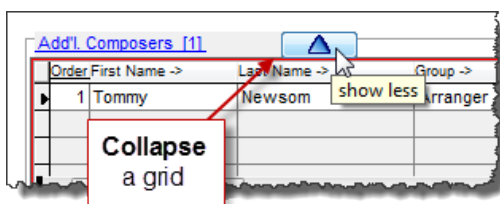
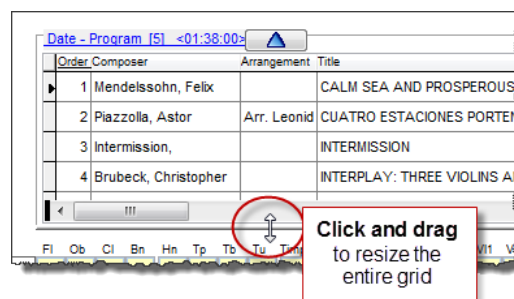
Freeze columns by right-clicking on the border between columns. When you scroll right and left, the left-hand section of the grid stays in place while the right-hand side moves.



When a grid is frozen, the vertical column border will appear thicker.

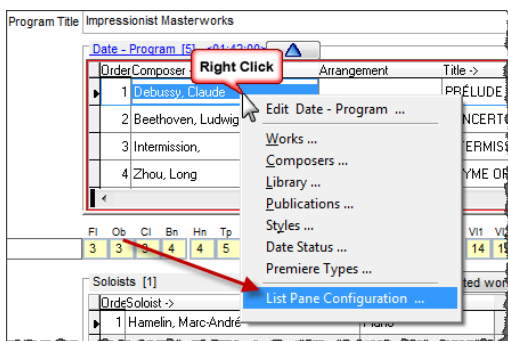


Make the **entire grid larger or smaller** by clicking and dragging the bottom border of the grid.



Collapse or minimize a grid by clicking the **show less** arrow icon at the top of each grid.

Even if a grid is minimized, it will be available for searches.



To **customize** the contents of a grid – the columns that appear – right-click anywhere in the grid and select the last item: **List Pane Configuration**. Then click to select which columns (data) appears in the grid.

Keyboard equivalents for grids



= **Add** an item to a grid



= **Delete** an item from a grid