

Chapter 7 Overview of Editing Concepts

NASIS offers several software tools and features for editing your data. This lesson covers some of the basic editing functions that are available in each of the major areas of NASIS.

Copying and Pasting Data

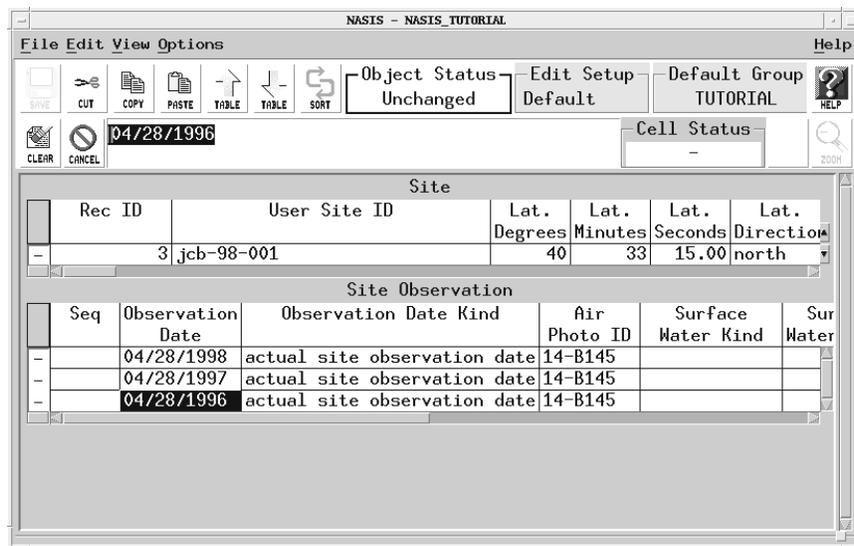
The Copy command places a duplicate of the selected object(s), including all associated records, onto the clipboard. The Copy Rows command places a duplicate of the selected rows, with none of the associated data, onto the clipboard. No changes are made to original data when you copy it. For that reason, you can copy any data, including data you do not own or data that is locked.

The Paste command transfers the data that has been placed onto the clipboard into the selected table.

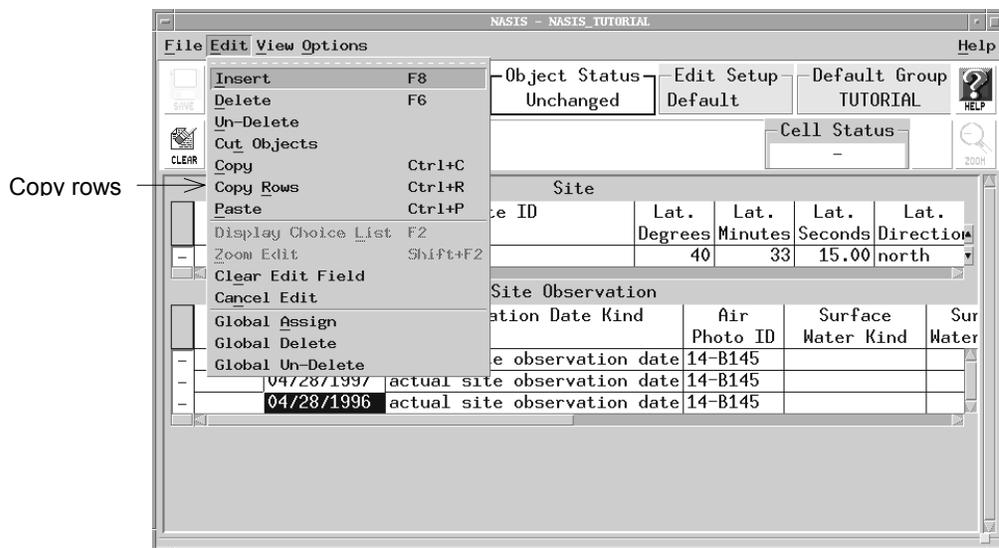
Copying a row

1. On the **File** menu, click **Select**.
2. Choose the **Tutorial - Sites, pedons** query.
3. Highlight only the **Site** table, then click **Apply**.
4. Enter an asterisk "*" in the Site User ID field, then click **Apply**.
Note: A message will inform you that 2 rows were added to the Site table.
5. Click **OK**, then **Cancel** the Select Manager.
6. On the **View** menu, click **Sites**, then click **Site**.
7. Position your cursor on the row containing Rec ID **3**, then click **Down table**.
8. Highlight the **4/28/1996** observation date on the Site Observation table.
Note: In a later lesson you will spend time examining these tables. This lesson focuses on copying data rather than on the detail of these tables.

NASIS Getting Started

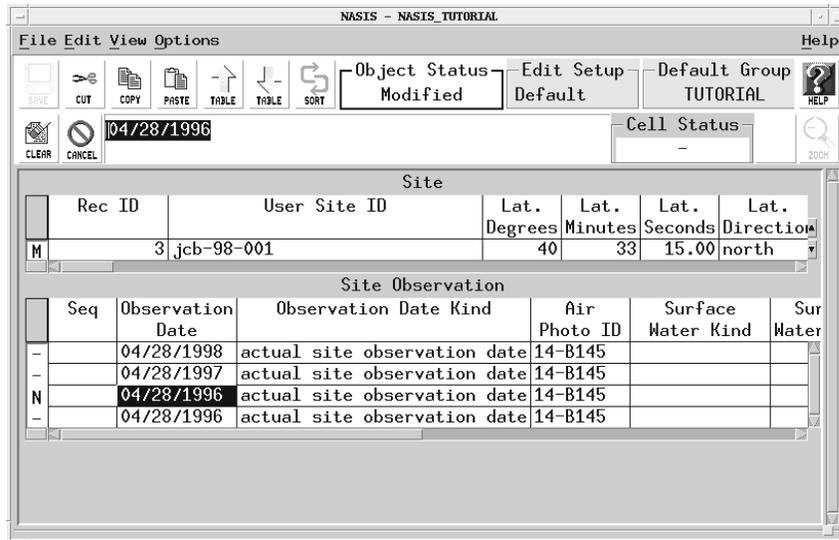


- Click **Edit**, then **Copy Rows**.

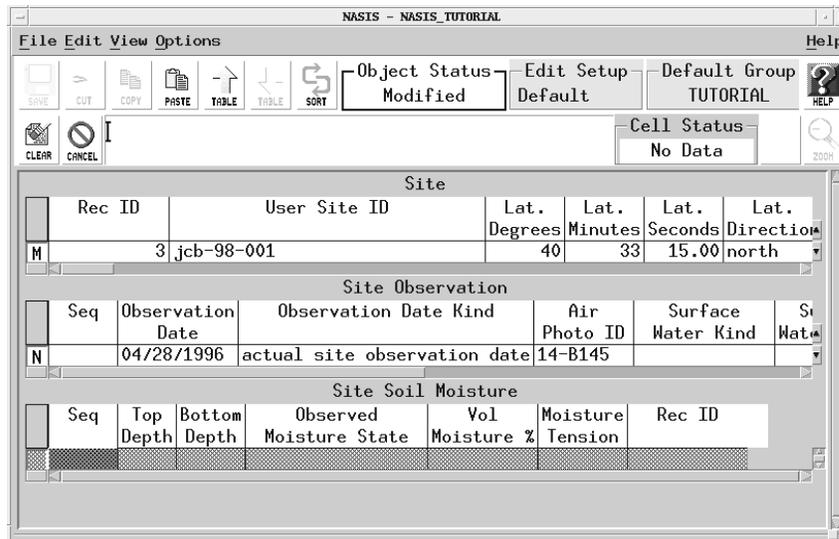


Note: The contents of the row have been copied to the clipboard.

- Click **Paste**. A new row appears marked with an **N** indicating that it is new.



11. Position your cursor in the new row, then click **Down table**.



Note: The Site Soil Moisture table is empty, no associated data was copied.

12. Click **Up table**.

13. With your cursor still positioned in the new row, click **Cut**.

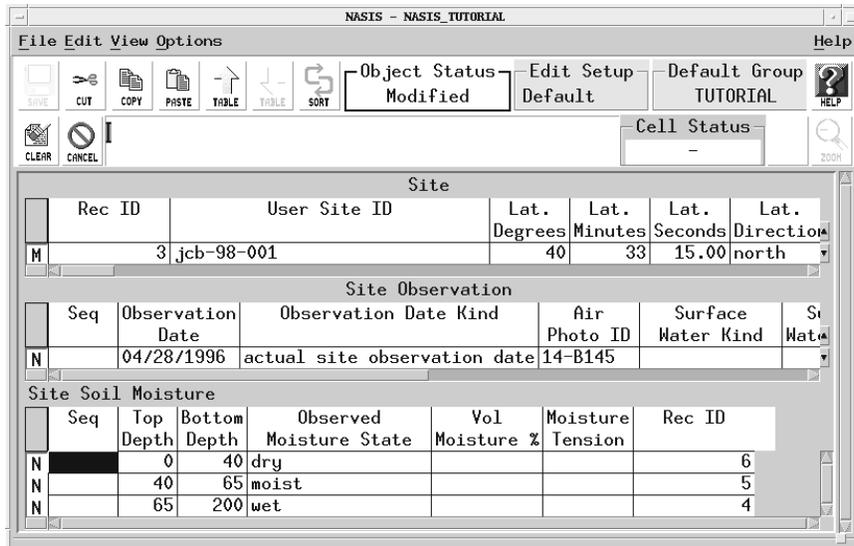
Note: The row is now marked with a D meaning Deleted. You will now be able to do another copy without confusing the two new rows with each other.

Copying a row and its associated data

1. Position your cursor on the original row with 4/28/1996 observation date. Click the **Copy** button this time.

Note: This time the row and its associated data have been copied to the clipboard. When you copy data to the clipboard, it remains there until you replace it by copying something else or exit NASIS.

2. Click **Paste**.
3. Position your cursor in the new row, then click **Down Table**.
Note: The Site Soil Moisture table contains associated data.



Performing Global Edits

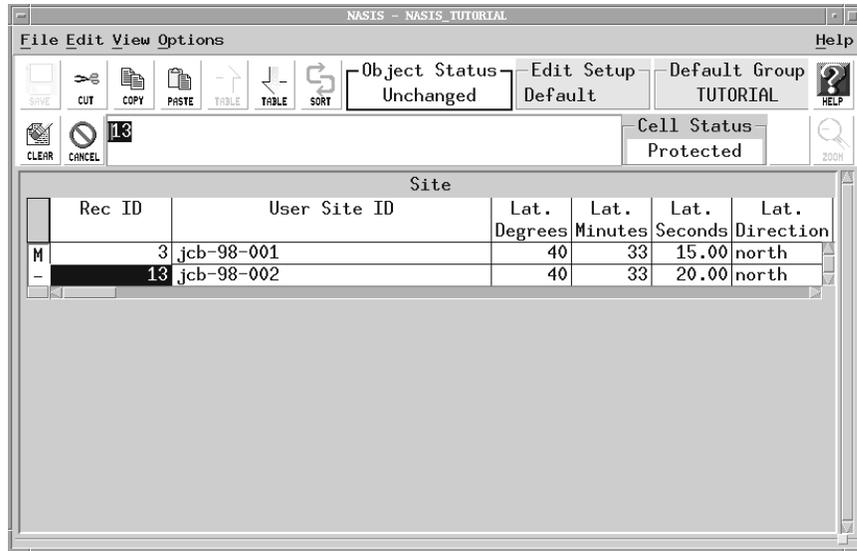
Global editing is a powerful capability in NASIS. It lets you change large amounts of data quickly and easily.

This powerful tool can save you time, but it also presents the risk of damaging large amounts of existing data if your selected set includes records that you don't want to overwrite. For this reason, it is essential that you understand the concepts of objects, the selected set, and target tables.

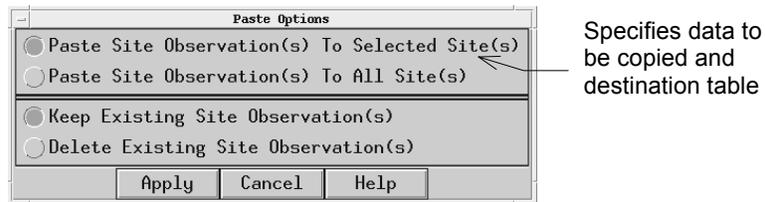
Performing a global paste

First, you will globally paste the data already on the clipboard into multiple locations. A global paste operation can only be performed from a parent table. A parent table is one that can have one or more subtables, or child tables. In the example above, the Observation table is a child of the Site table. The following example will show a copy from the parent, or Site table.

1. Click **Up table** twice. Your cursor should now be positioned in the Site table.
2. Position your cursor in the row containing Rec ID 13.

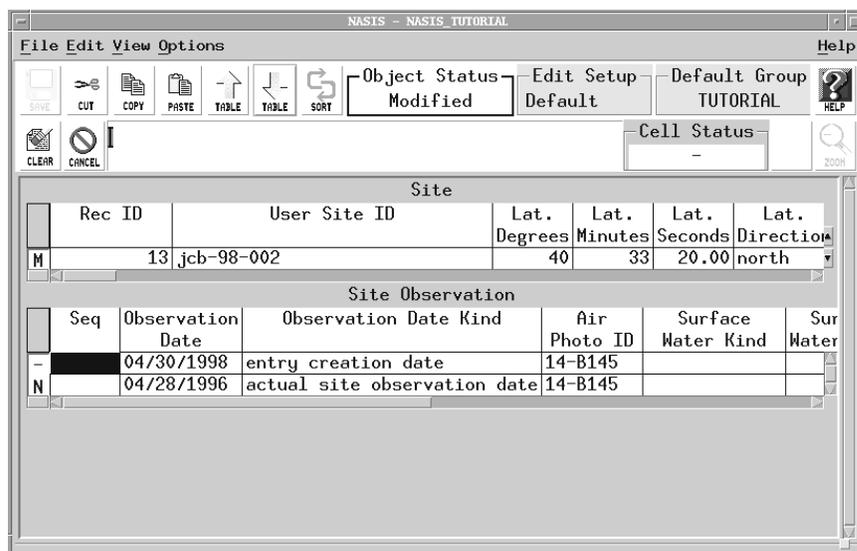


3. Click **Paste**. The Paste Options dialog will be displayed.



Note: The default selections for a global paste limit the paste to the row selected and prevent you from unintentionally overwriting any existing site observations.

4. Click **Paste Site Observations to All Sites(s)**.
5. Click **Apply**, then **Down table**.



Note: You performed the paste at the Site table level, the Site Observation table for

all site observation records in your selected set now contains the new record for the 4/28/1996 date.

Because you chose to **Keep Existing Site Observations**, the 4/28/1998 record (or any other site observation records that might have been in the selected set) still remains in the Site Observation table. Had you chosen **Delete Existing Site Observations**, the Site Observation table would no longer contain the observation for 4/28/1998.

Note: Record ID 3 contains the Observation Date 4/28/96 three times, the original, the new row, and the copied row. Working with real data, you would edit each record to make it unique after adding or copying a row. In the tutorial database redundant data will not create a problem, because you are not allowed to save data.

Understanding Global Assign

Global assign differs from the paste option in that Paste works on the entire row, while Global Assign works on an individual column. With the Global Assign command, you can globally edit specific data element values, such as changing a horizon designation from H3 to Cd for the same components in all data mapunits, or changing the T value for a group of selected soils. Global Assign allows you to assign a single value to an entire selected set of data.

If someone else owns some of the data mapunits in your selected set when you do a Global Assign, NASIS will only perform the operation on the records you have permission to change. It will ignore the unowned records. If some of the records in your selected set are locked, that is, someone else loaded them into their selected set before you did; NASIS will not even attempt the global editing operation. You will receive a message indicating that at least one record is locked and the global operation fails.

If after performing a global edit you realize you inadvertently changed records and need to reverse the action, you have three options: Clear the selected set (File menu, New) without saving to the permanent database; exit NASIS without saving, or use the De-select command to remove those records you inadvertently changed. A later lesson provides hands-on experience with the Global Assign command.

Overview of Global Delete and Global Un-Delete

The Global Delete command gives you the capability of deleting large amounts of data in your selected set. It works on the current table, that is, the table that contains the highlighted cursor.

For example, in a later lesson, you will build a selected set of all the data mapunits in the tutorial database containing a component that is less than three percent. Only the components that are less than 3% will be loaded for each of the data mapunits, even though the data mapunits may have many other components.

In NASIS, if your cursor is in a *root* table, you can easily highlight all records and use the Delete command to delete them. However, if the cursor is in a *child* table, for example, Component table, you cannot highlight all components in the selected set; you can only highlight all components in the currently selected data mapunit. Global delete allows you to bypass this limitation. For child tables, you can use the Global Delete

command to delete all components of all data mapunits in the selected set. Global delete and un-delete are discussed in a later chapter, after you have had an opportunity to familiarize yourself with the data.

Examining a Custom Edit Setup

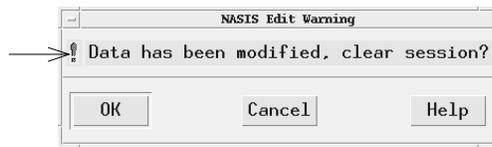
Many of the tables in NASIS contain more columns than you can view on the screen at the same time. Scroll bars allow you to move both vertically and horizontally. On screens with numerous columns, such as the Component screen, editing may involve scrolling between columns several times for each row that you edit. Edit setup allows you to customize the way tables display in NASIS. One or more columns can be hidden from view. Additionally, you can change the order in which the columns display. You can also choose to "lock" some columns in the viewing area. Locked columns remain visible while remaining columns to their right scroll when using the horizontal scroll bar.

Selecting a custom edit setup

The following exercise demonstrates changing the view of the component table to simplify editing the CEC horizons on multiple rows.

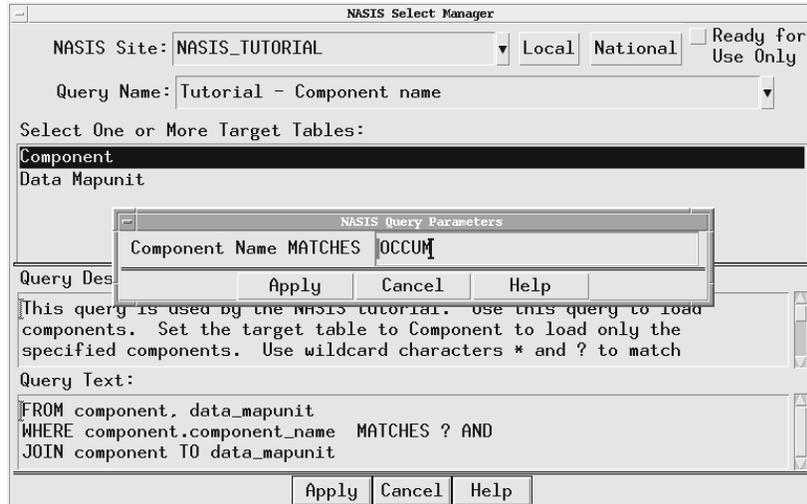
1. Clear the selected set by selecting the **File** menu and choosing **New**. The New function clears the entire selected set and starts a new one. Click **OK**.

If this message appears, click **OK**.

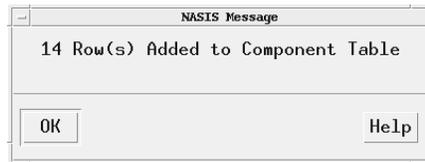


2. On the **File** menu, click **Select**.
3. On the Select Manager, select the **Tutorial - Component name** query.
4. Highlight the Component target table, then click **Apply**.
5. Enter **OCCUM** in the component name, then click **Apply**.
Note: The Component Name is case-sensitive.

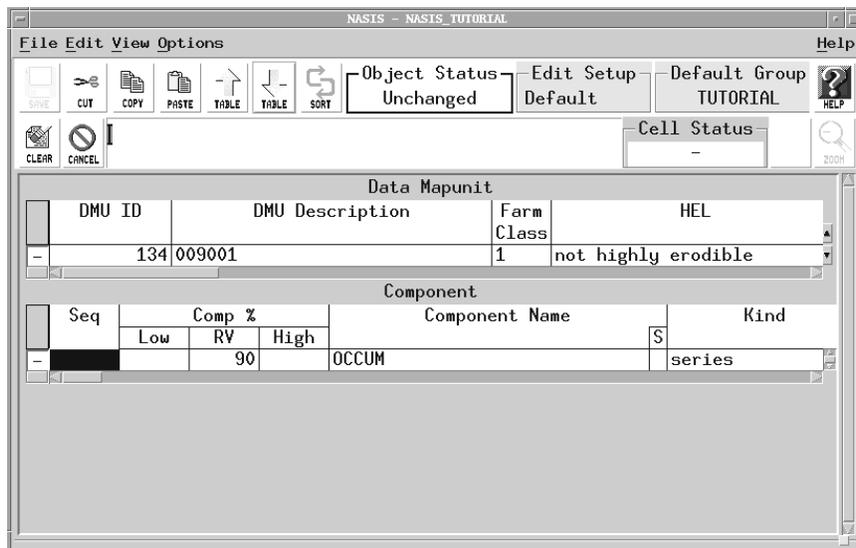
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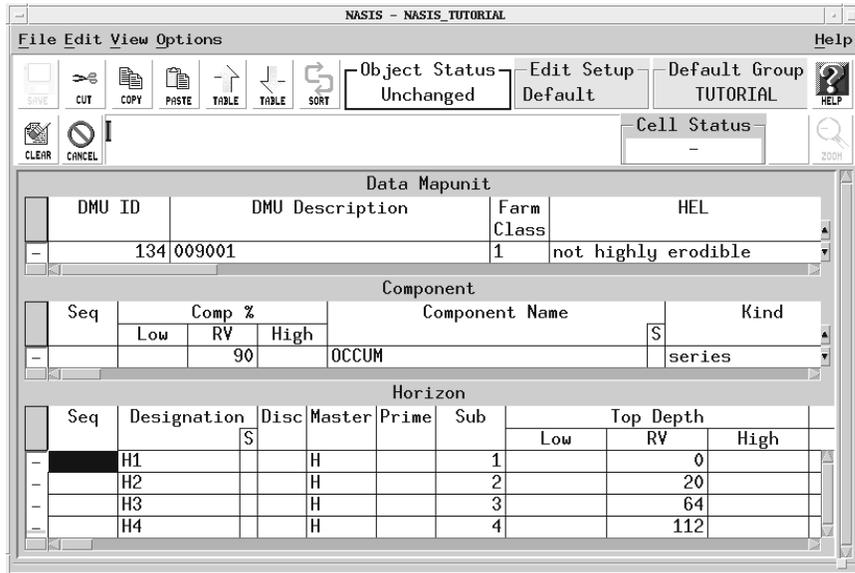
Note: A message is displayed indicating 14 rows were added to the Component table.



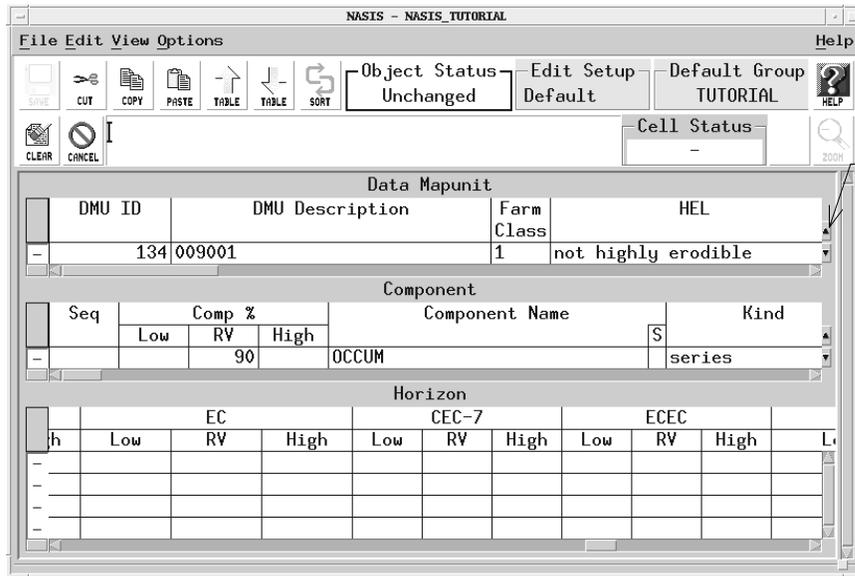
6. Click **OK**, then **Cancel** to exit the Select Manager.
7. On the **View** menu, select **Data Mapunits, Data Mapunit**.
8. Highlight the row containing DMU ID 134, click **Down table**. The OCCUM component is displayed.



- Click **Down table** to display the Horizon table.



- Using the scroll bar below the Horizon table, scroll to the right until the CEC-7 fields are displayed.

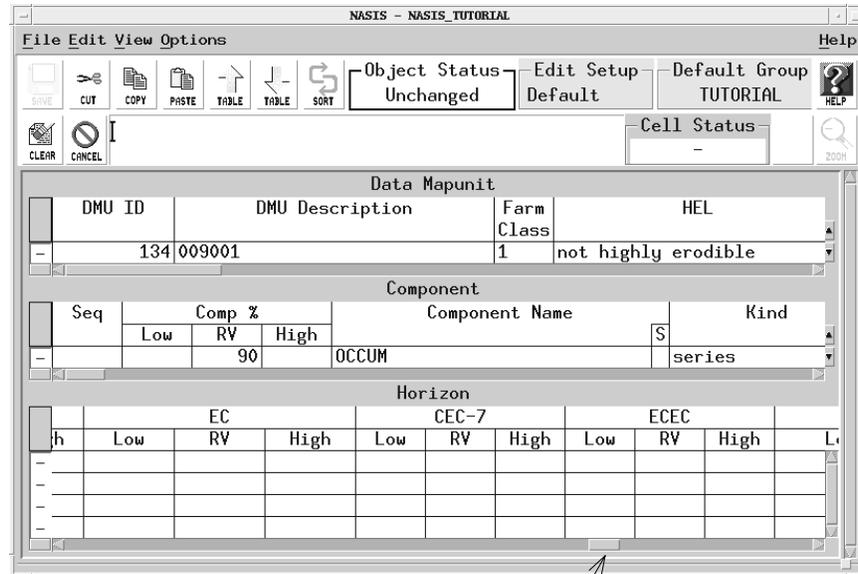


Arrows on table allow you to switch data mapunits and associated component, horizon information.

- Now, click the **Up arrow** on DMU table once to change to DMU ID 106.

Note: The arrow location on the DMU table is indicated in the above graphic.

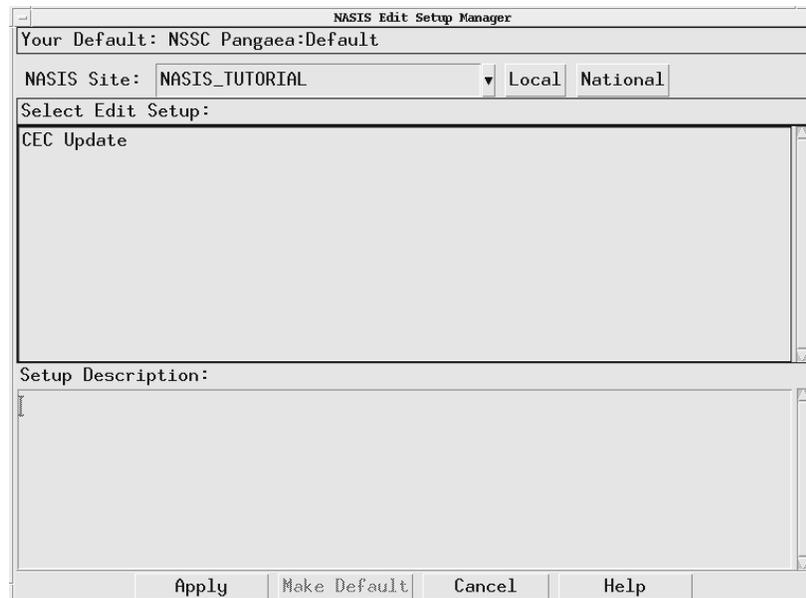
NASIS Getting Started



Width of scroll bar is proportionate to the percentage of columns visible

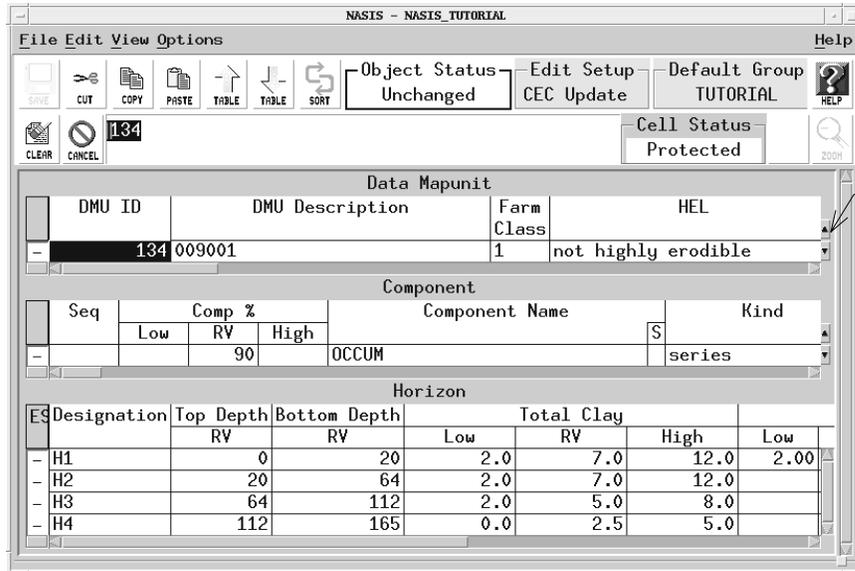
Note: The horizon table now displays the OCCUM components and horizons for DMU ID 106. If you needed to add CEC-7 values to several B horizons in OCCUM components, it would be difficult to know whether the visible horizons included B horizons. All horizon identification has scrolled off the left side of the screen. If you needed to enter different values in several of the OCCUM component horizons, this could entail repeatedly moving the scroll bar. A custom edit setup eliminates this problem.

- On the **Options** menu, select **Change Edit Setup**.



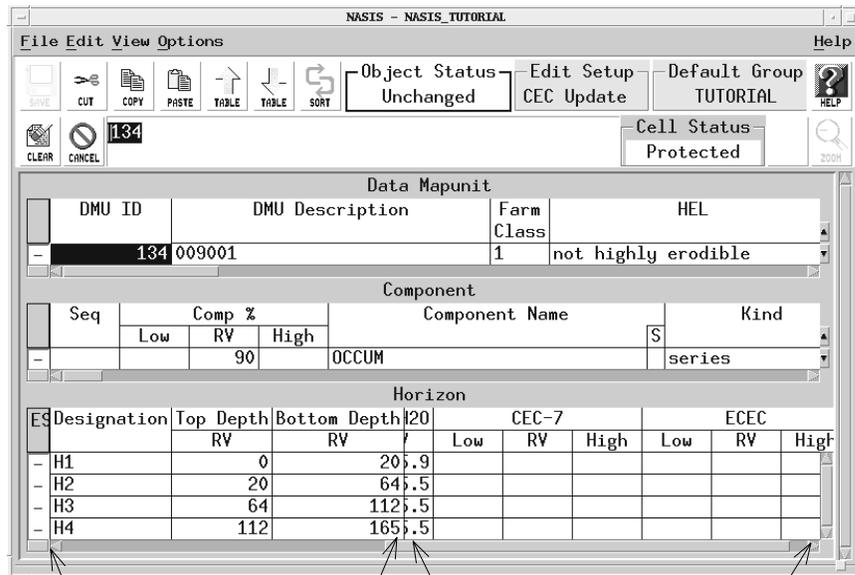
- Click the **Help** button on the dialog for detailed information about the Edit Setup Manager.

14. After viewing the help, highlight **CEC Update** in the select list, then click **Apply**.
Note: Observe the changes in the edit setup table. The first column now displayed is the Designation column. Some columns are now hidden, others are frozen (do not scroll).



Arrows on the table allow you to switch data mapunits and associated component and horizon information

15. Click the down arrow on the Data Mapunit table to return to DMU 134. The Designation information on the horizon table remains clearly displayed.
16. Move your cursor to the scroll bar below the Horizon table. Move the scroll bar to the right.



Frozen columns

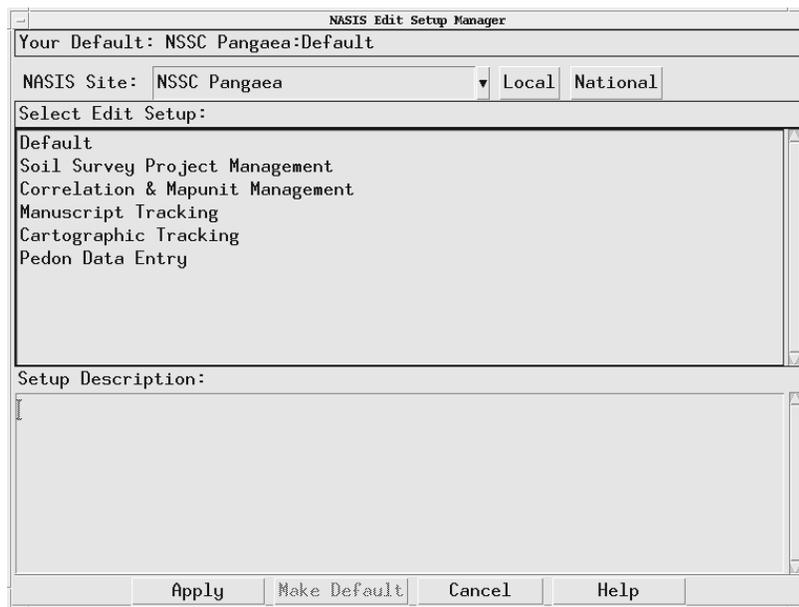
Scrollable columns

Note: The Designation, Top Depth, and Bottom Depth columns remain fixed on the screen while the other columns scroll. Those columns are frozen in the CEC Update setup. Also, the scroll bar displays much wider than it did in the Default setup. The width of the scroll bar indicates how much of the viewable data is currently displayed on the screen. Only 13 of the 183 columns in the Horizon table are viewable with the CEC Update setup.

Restoring the default edit setup

NASIS provides a default setup that you can use to restore all tables to their original setup.

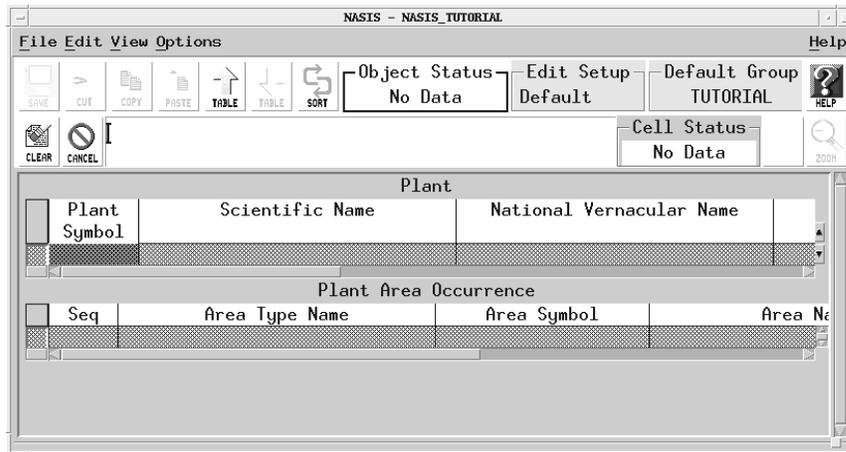
1. Position your cursor in the CEC-7 Low column for any row.
2. Return to the **Options** menu and click **Change Edit Setup**.
3. Click **National** on the Edit Setup Manager.
4. Highlight **Default** on the select list.



5. Click **Apply**.
6. Observe the **Horizon** table. The CEC-7 information is no longer visible, because the cursor has returned to the beginning of the row.

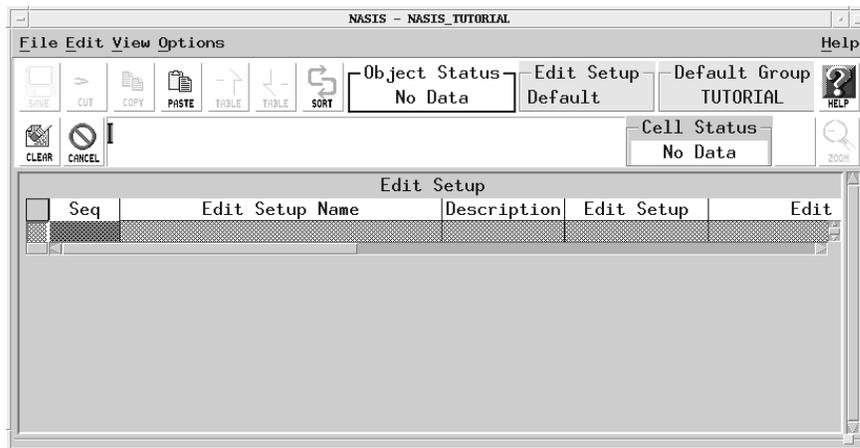
Creating a Custom Edit Setup

1. On the **File** menu, select **New**.
2. On the **View** menu, click **Plants**, then click **Plant Area Occurrence**.

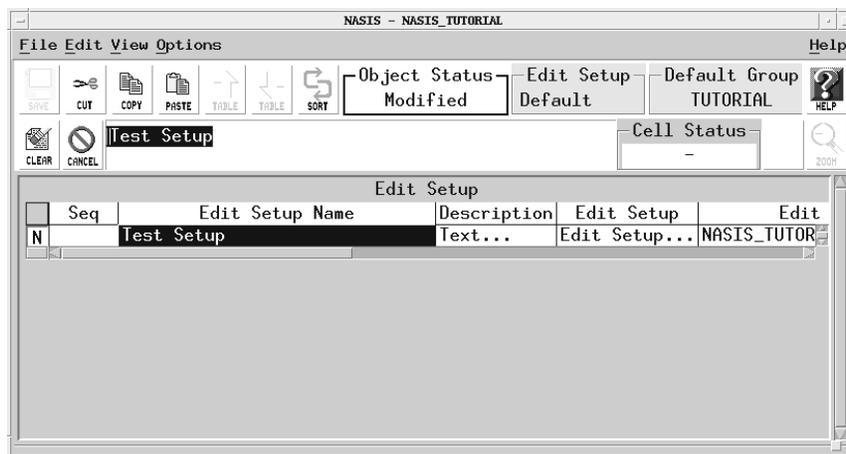


- Use the slider bar at the bottom of the Plant Area Occurrence table to view the columns. You are going to create an edit setup that reduces the number of columns displayed on this table and formats displays of the remaining columns.
- On the NASIS **View** menu, select **Edit Setups**, then **Edit Setup**, and press **F8** to open a new row.

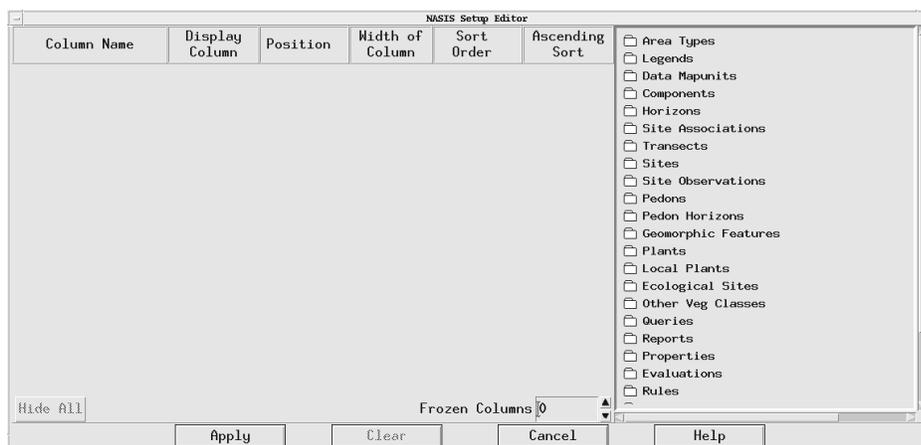
Note: If the **F8** key does not work, check three things: Make sure the object status reads “unchanged” (which means it is editable), make sure the CAPS LOCK key is off, and make sure the NUM LOCK key is off.



- Enter **Test Setup** in the Edit Setup name.

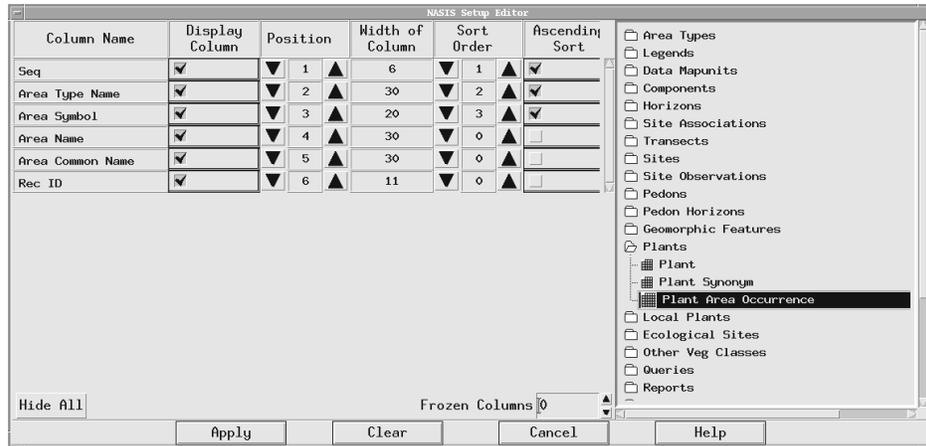


6. In the **Description** column, highlight **Text ...**, then press the **Zoom** button.
7. Enter a description of the edit setup in the text field editor.
8. Press **Apply** to return to the Edit Setup table.
9. In the **Edit Setup** column, highlight **Edit Setup...** in the new row, then press the **Zoom** button.



Note: The Setup Editor will appear. The righthand section of the Editor lists the objects in NASIS. Each object contains a group of tables. If a table does not appear in the list, a custom edit setup cannot be created for it. Column information will not be listed until a table is chosen.

10. Click the **Help** button on the dialog for detailed information about the NASIS Setup Editor.
11. After viewing the help topic, select the **Plants** object by double-clicking the folder. A list of tables is displayed below the folder listing the tables in the group.
12. Click the **Plant Area Occurrence** table icon to select a table from the folder. When a table is selected, information for each of the columns in the table will display on the lefthand side of the NASIS Setup Editor.



Note: The background of the table icon changes color when a table is selected for modification.

Note: The Plant Area Occurrence table only has a few columns. Typically, you would not bother to create an edit setup for such a small table. However, working with a small number of columns allows you to view the results of your edits more easily in this example.

- In the column labeled Display Column, click the checkbox for the **Seq** and **Rec ID** rows. All columns display by default, you have just de-selected the two columns so that they will not display on the Plant Occurrence table when the setup you are creating is applied.

Note: If a table has numerous columns and you only wish to display a few, you will find it quicker to click **Hide All**. Hide All de-selects all columns. Then, you can click individual columns to include only those you want. They will display in the order in which you select them, unless you change the order using the position arrows/field.

- In the Position column, use the arrows or type in a number to increase or decrease position number and adjust the display order as shown in the screen on the next page.

Note: Display position determines sequence (left to right) in which columns display on the screen. This is significant, if you wish to freeze some columns in place while allowing others to scroll. A position number of 0 is listed for columns that you choose not to display. Position number cannot be higher than the number of columns displayed.

- Specify **field** width by typing the width values shown on the sample screen.

Note: Reducing field width may cause some data to appear truncated.

- Type or use the arrow keys to specify the sort order shown.

- Indicate columns that should sort in ascending order shown.

Note: You may sort data using columns that do not display on the screen.

- Enter **1** in the **Frozen Columns** field.

Note: Columns numbered up to and including the specified number will stay locked in position onscreen. Columns to the right of locked columns will scroll horizontally, if the screen is not wide enough to display all columns at the same time.

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Column Name	Display Column	Position	Width of Column	Sort Order	Ascending Sort
Seq	<input type="checkbox"/>	0	6	2	<input checked="" type="checkbox"/>
Area Type Name	<input checked="" type="checkbox"/>	2	25	3	<input checked="" type="checkbox"/>
Area Symbol	<input checked="" type="checkbox"/>	1	15	1	<input checked="" type="checkbox"/>
Area Name	<input checked="" type="checkbox"/>	3	30	0	<input type="checkbox"/>
Area Common Name	<input checked="" type="checkbox"/>	4	30	0	<input type="checkbox"/>
Rec ID	<input type="checkbox"/>	0	11	0	<input type="checkbox"/>

Hide All Frozen Columns 1

Apply Clear Cancel Help

Note: Your completed edit setup form should appear as above.

19. Click **Apply**.
20. On the **Options** menu, select **Change Edit Setup**.

NASIS Edit Setup Manager

Your Default: NSSC Pangaea:Default

NASIS Site: NASIS_TUTORIAL Local National

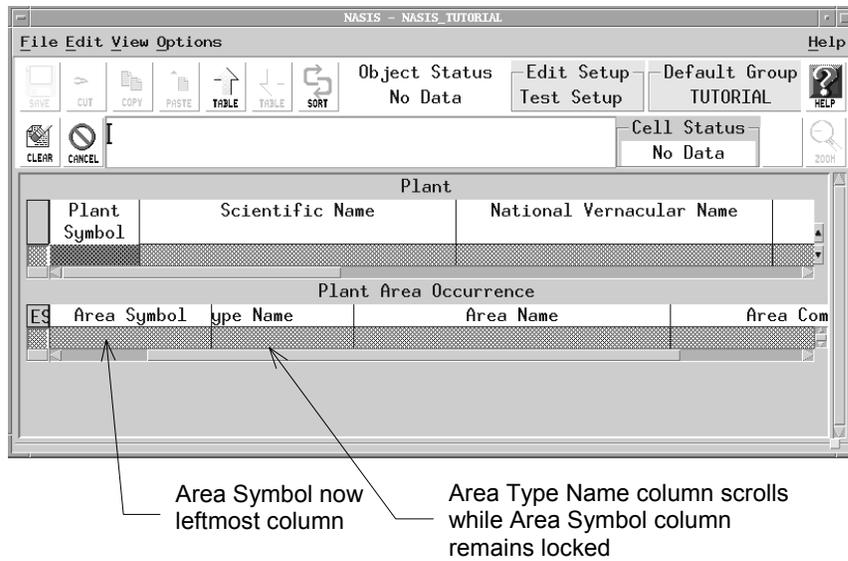
Select Edit Setup:

- CEC Update
- Test Setup

Setup Description:

Apply Make Default Cancel Help

21. Select **Test Setup**.
22. Click **Apply** to activate the new setup.
23. On the **View** menu, click **Plants**, then click **Plant Area Occurrence**. This time the leftmost column is the Area Symbol.



24. Use the slider bar to scroll to the right. Observe how the Area Symbol column remains fixed while the Area Type Name slides out of sight.

Lesson Summary

In this chapter, you performed basic editing tasks that you can apply throughout NASIS. You copied both row and object data, pasted data to individual rows, pasted data globally to all related rows in your selected set, and compared the copy and paste functions to the global assign, delete, and un-delete functions.

Additionally, you examined how an edit setup changes the display properties of a table. You also went through the process of editing a table setup and applying your new setup to a table display.

These editing functions can be used to manage data in any of the objects and tables in NASIS. In the next lesson, you will find out how to export NASIS data to other applications.