



# Bento® 3

## User's Guide

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# Welcome to Bento

Bento® helps you organize your information, providing the power of a database without complexity.

Bento is an easy-to-use database that manages contacts, tasks, and other information that is important to you. Because Bento is a database, you can create data relationships and view your data in more ways than you can in a spreadsheet.

Bento was designed for Mac OS X. The Bento window has features that will seem familiar to you if you use Address Book, iCal, Keynote, iTunes, or iPhoto.

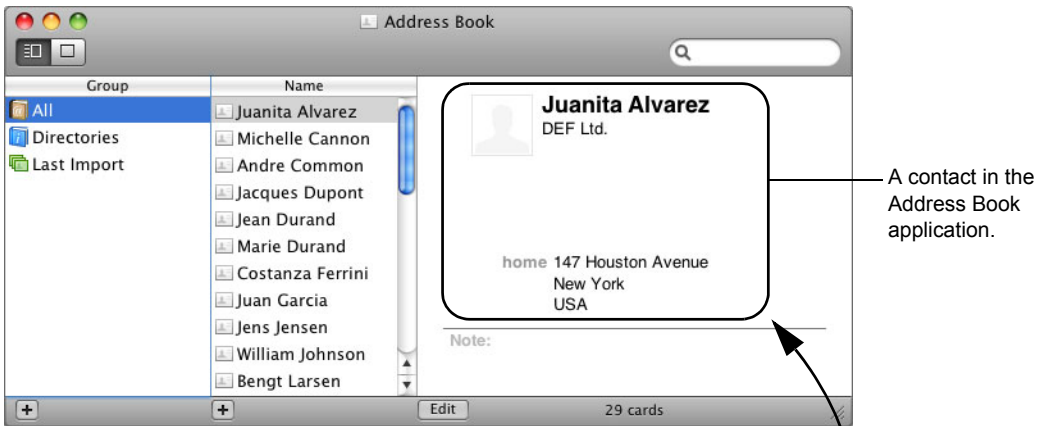
## Bringing It All Together

Bento brings your important information together in one place to help you get organized. You'll be able to manage your contacts, coordinate events, track projects, prioritize tasks, and more.

For example, say you are running a travel club, and you are planning events for the club. You have the contact information for the travel club members in Address Book, and you have a few events on the calendar in iCal. But you are also using a spreadsheet to track some expenses for each of the members of the travel club. You can use Bento to manage all information in one place.

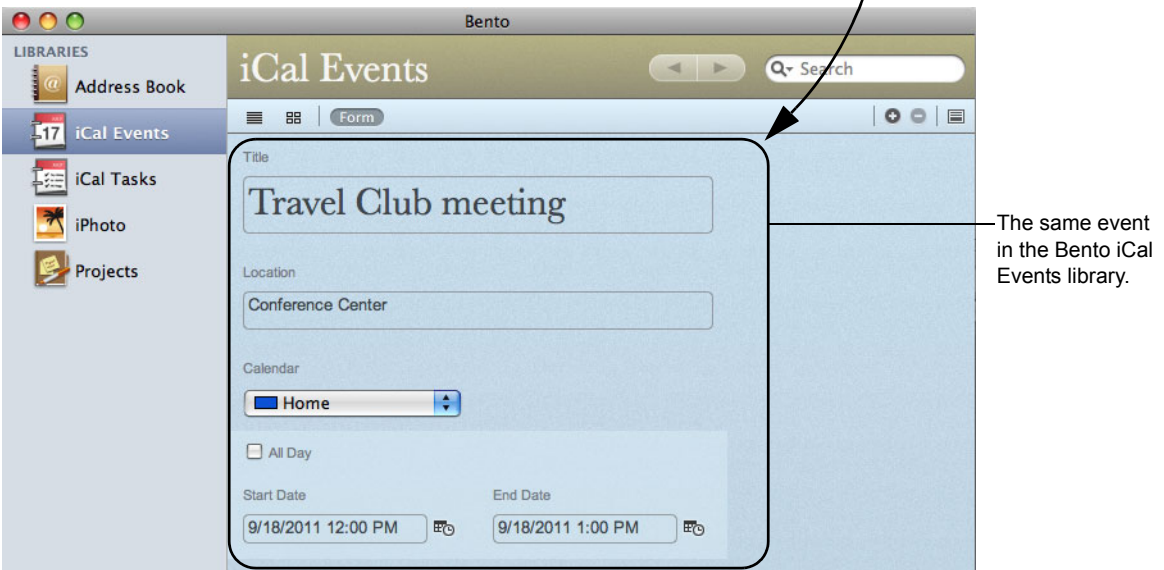
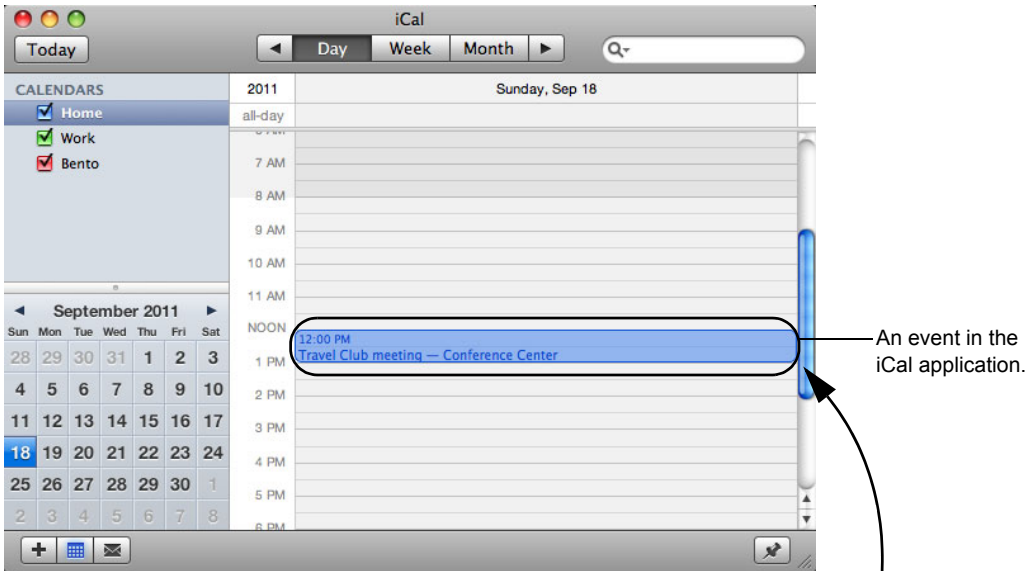
## Using Address Book Data

When you open Bento, you see the Home dialog that helps you get started. After you start using Bento, you see that the Bento Address Book library displays contact records from the Address Book application.



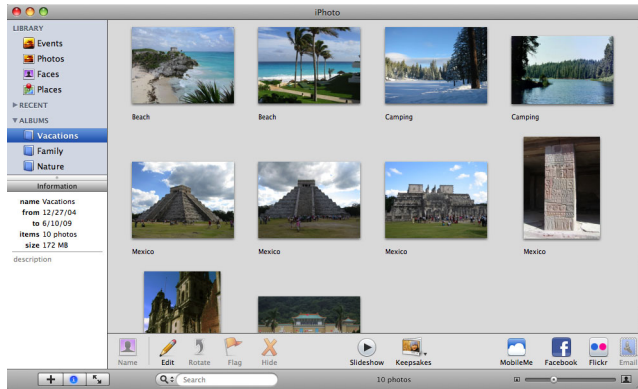
## Using iCal Data

The Bento iCal Events library displays the events that are in the iCal application.



## Using iPhoto Data

The iPhoto library displays photos and video clips that are in the iPhoto application.



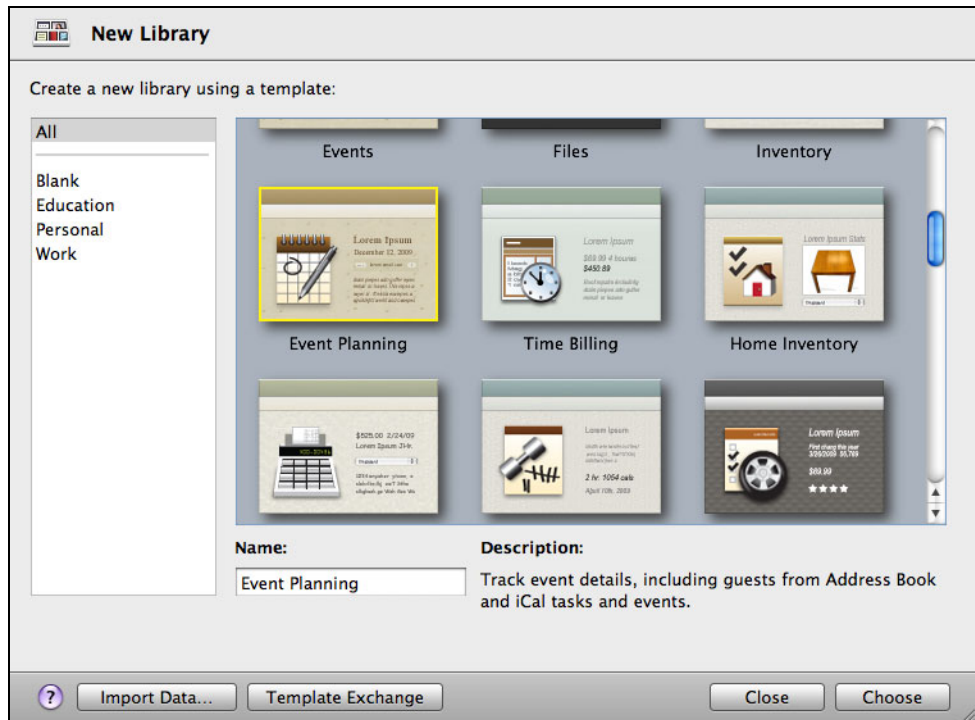
An album in the iPhoto application.



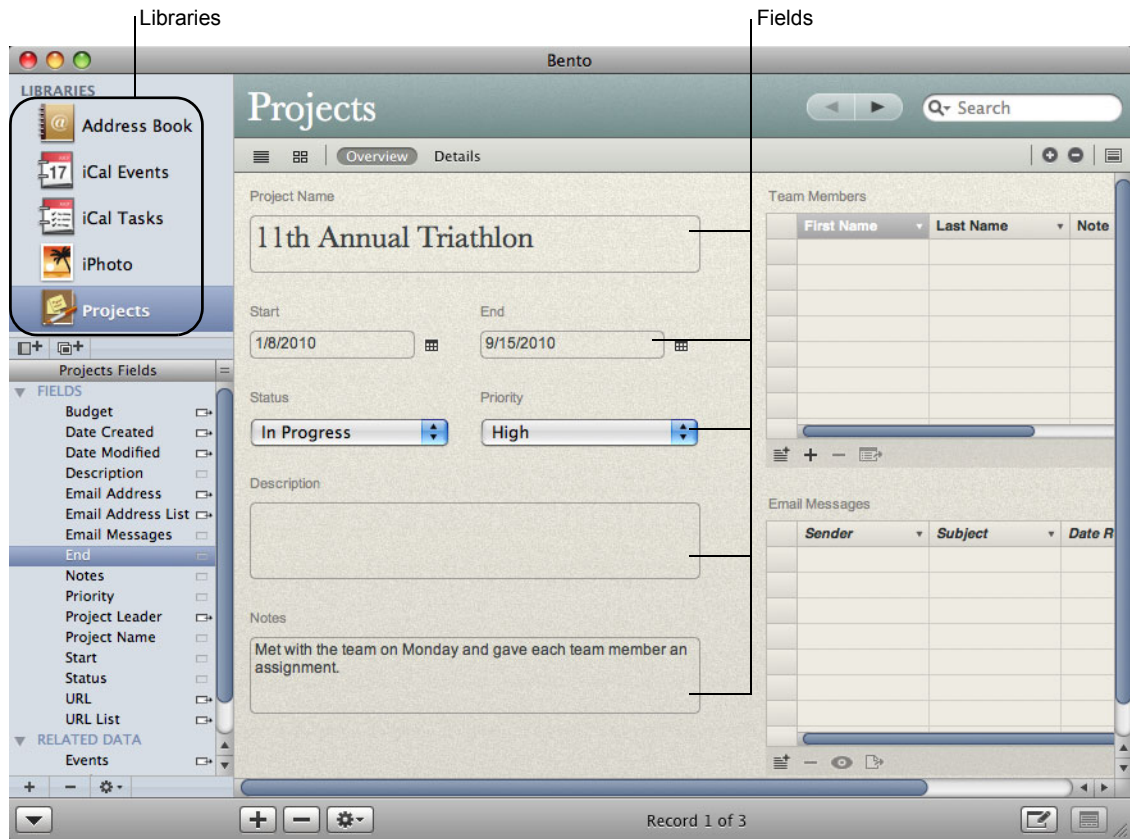
The same album in the Bento iPhoto library.

## Managing Data in Libraries

Bento comes with more than 30 library templates to help you create libraries easily. You can create an Expenses library to track information about expenses, and an Event Planning library to track information about your travel club events.



Bento provides a Projects library, so you're ready to start managing projects for your travel club.



You can add fields to any library, even the Bento Address Book, iCal, and iPhoto libraries.

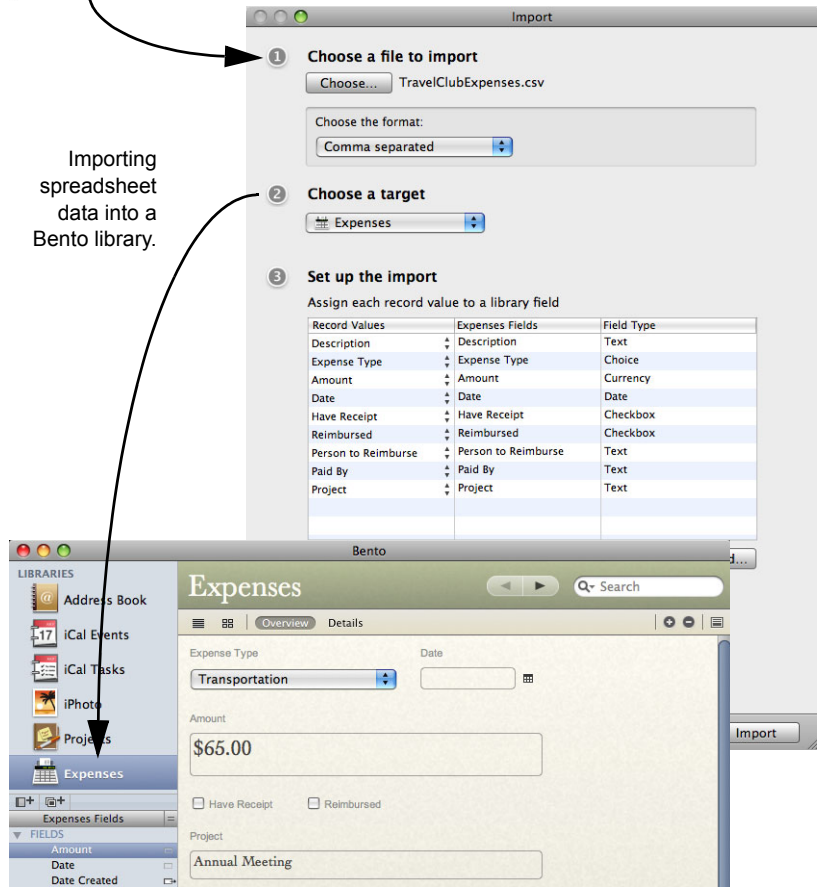
## Importing Data from Other Applications

How do you add your spreadsheet of expenses to Bento? Create a library by importing data from another application, or import data into a library you've already created.

Save your spreadsheet as a comma-separated values (CSV), tab-separated values (TAB), Numbers, or Excel file, and then import the file into Bento. Bento creates the fields needed to hold your data and creates records for each row of data in the file.

Description	Expense Type	Amount	Date	Have Receipt	Reimbursed	Person to Reim	Paid By	Project
Taxi from the ai	Transportation	\$65			0	Betty Wilson	Travel	Annual Meeting
New members l	Printing	\$205			0	Juanita Alvarez	Publication	Membership Dr
Invitation postc	Mailing	\$145			0	Andre Commor	Publication	Annual Meeting

Importing spreadsheet data into a Bento library.



## Creating Collections

You have a team of people who are working with you on your next travel club event. All of your team members are in the Bento Address Book library, but you'd like to create a smaller group that includes only your team members, not everyone in the Address Book library. You want to create a *collection*.

Creating a collection is as easy as creating a group in Address Book or a playlist in iTunes. Open the Bento Address Book library in table view. Select the records for the team members and choose the New Collection from Selection menu item, or drag the selected records to the Libraries pane.

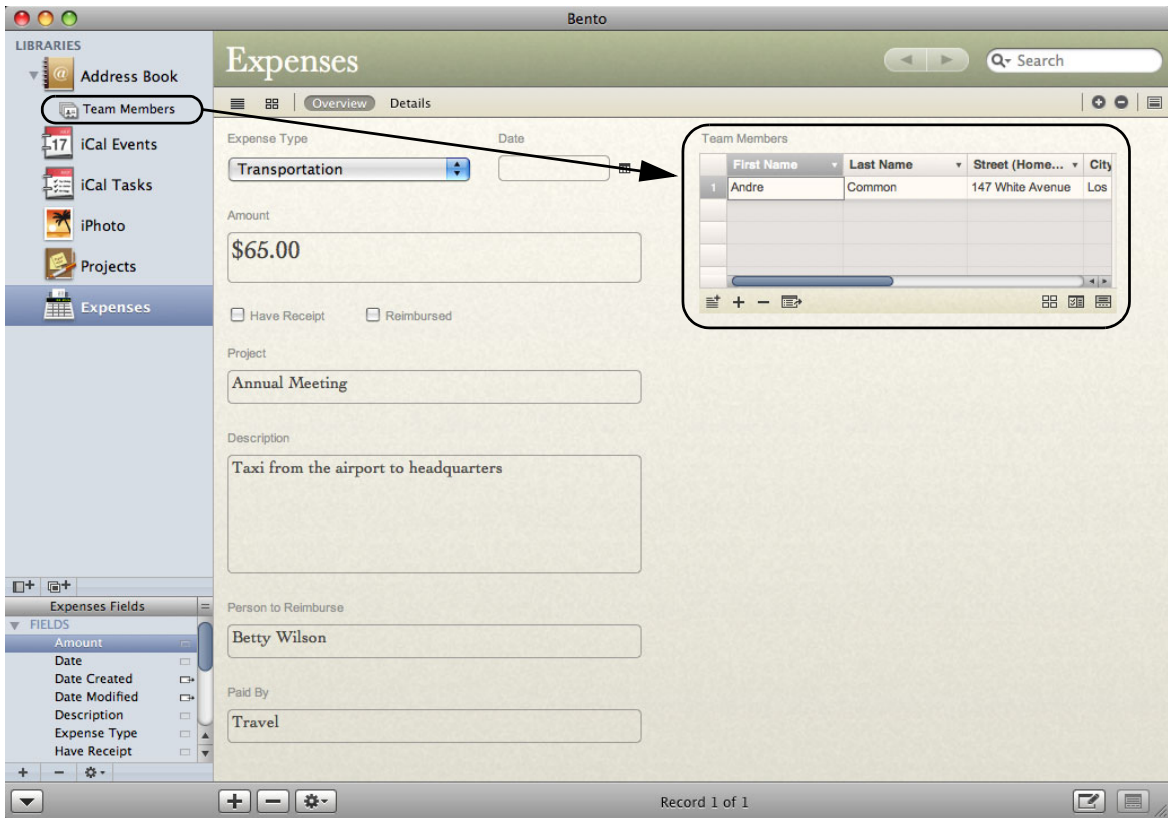


Give the collection the name “Team Members” and Bento creates the Team Members collection.



## Creating Relationships

Bento makes it easy to connect your libraries of information using related data fields. For example, say you want to track expenses by team member. To create a related data field, drag “Team Members” to the “Expenses” form.



You can also create a related data field that shows expenses for each team member. Drag “Expenses” to the “Team Members” form.



## Summary

With Bento, you're able to display data from Address Book, iCal, and iPhoto, create new libraries to keep all your data together, import data from other applications, and create unique data relationships between libraries and collections.

## About This Document

The following table tells you where to find information in this documentation.

For information about	See
The features of Bento	Chapter 1, “Overview of Bento” on page 19
Using libraries to manage your information	Chapter 2, “Using Libraries” on page 31
Using the Address Book, iCal, and iPhoto libraries to display data from the Address Book, iCal, and iPhoto applications	Chapter 3, “Using the Address Book, iCal, and iPhoto Libraries” on page 39
Creating a subset of records from a library	Chapter 4, “Using Collections” on page 51
Viewing your data one record at a time, creating forms, changing the appearance of forms, and adding new fields to forms	Chapter 5, “Using Form View” on page 55
Viewing all the records in a library or collection in a table	Chapter 6, “Using Table View” on page 65
Using media fields and library folders in grid view	Chapter 7, “Using Grid View” on page 75
All the field types that Bento provides, and using the Fields pane	Chapter 8, “Using Fields” on page 79
Sharing data by importing, exporting, and printing	Chapter 9, “Importing, Exporting, and Printing” on page 101
Creating a backup of your Bento data	Chapter 10, “Backing Up and Restoring Information” on page 117
Syncing information between Bento and Bento for iPhone	Chapter 11, “Using Bento with Bento for iPhone and iPod touch” on page 123
Using keyboard shortcuts	Appendix A, “Keyboard Shortcuts” on page 127
Reverting to a previous version of Bento	Appendix B, “Reverting to a Previous Version of Bento” on page 131

## Resources for Learning More

To get the most from Bento, consult the resources listed below.

### User’s Guide

*Bento User’s Guide* is a PDF document that provides detailed information on using Bento.

### To open the User’s Guide:

Choose Help > Bento User’s Guide.

### Onscreen Help

To access help from within Bento, choose Help > Bento Help. You can browse through the table of contents to find a specific topic, or enter a question in the search field.

## **Tutorial**

For a demonstration of what you can do with Bento, view the tutorials.

### **To access the tutorials:**

Choose Help > Video Tutorial, and then follow the instructions.

## **Bento Forum**

Visit the Bento forum to get technical support, tips, report problems, and share with others how you use Bento.

### **To access the Bento forum:**

Choose Help > Bento Forum.

## **Bento Template Exchange**

Visit the Bento template exchange to submit your own templates and download templates created by other Bento users.

### **To access the Bento template exchange:**

Choose Help > Bento Template Exchange.

## **Bento for iPhone and iPod touch**

Visit the Bento for iPhone web page to get information about its features and requirements.

### **To view the Bento for iPhone web page:**

Choose Help > Bento for iPhone and iPod touch.

## **Technical Support**

To learn more about the support options that are available to Bento users, view the service and support information.

### **To view the service and support information:**

Choose Help > Service and Support.

This chapter provides an overview of Bento features.

This chapter is a description of what you see when you start using Bento. It introduces the Home dialog and describes the sections of the Bento window, including the Libraries pane, the Fields pane, and the records area where you can display your information in table view, form views, grid view, or split view.

## Home Dialog

When you first open Bento, you use the Home dialog to learn about Bento and to create your first library.

The image shows the Bento 3 Home dialog box with three main sections and a checkbox at the bottom right. Callout lines connect descriptive text to specific elements in the dialog:

- Learn about Bento:** A video tour icon (blue film strip) is linked to the text: "To see how easy it is to use, take a video tour of Bento."
- Create a library to store data:** A library icon (yellow folder) is linked to the text: "Bento uses libraries to store information. One way to start using Bento is by creating a library."
- Start using Bento:** A play button icon (green circle with a right-pointing triangle) is linked to the text: "When you're done with the Home dialog, click this button to start using Bento."
- Show this dialog on startup:** A checkbox is linked to the text: "If you decide that you don't need the Home dialog, deselect the 'Show this dialog on startup' checkbox."

The dialog box itself contains the following text:

by FileMaker  
**Bento® 3**

**Learn about Bento**  
Watch videos on the website to learn what you can do with Bento.

**Create a library to store data**  
Import data or use a template to create a library that has beautiful easy-to-use forms.

**Start using Bento**  
Work with data in libraries in the Libraries pane.

Show this dialog on startup

## Bento Window

The Bento window contains two main sections:

- The left side of the window contains the *Libraries pane* and the *Fields pane*.
- The right side of the window displays the records in Bento. You can display record data in table view, form view, grid view, or split view.



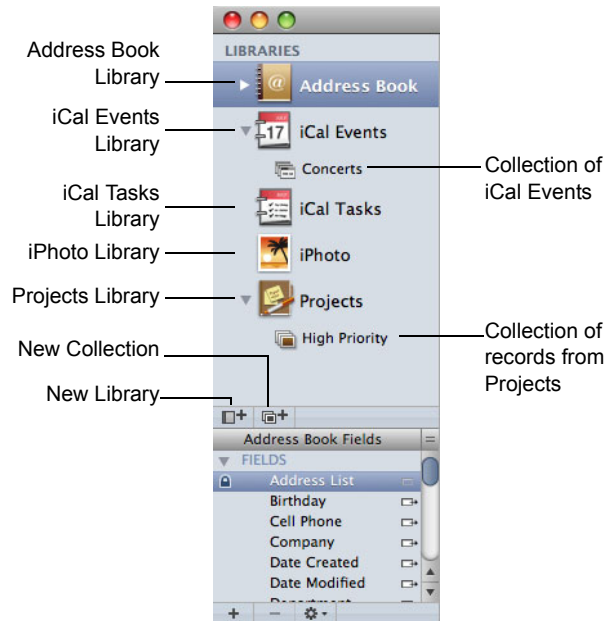
By default, both sections of the Bento window are displayed. To hide the Libraries pane and Fields pane, choose View > Hide Libraries & Fields Pane.

## Libraries Pane

The Libraries pane displays the libraries and collections that are in Bento.

- A *library* categorizes data by content. Bento provides several libraries by default. The Address Book, iCal Tasks, iCal Events, and iPhoto libraries display data from the Address Book, iCal, and iPhoto applications. The Projects library, which stores data about projects, is an example library with sample data. You can create libraries to store other categories of data. You can organize a group of libraries within a folder.

To add a library to the Libraries pane, click the New Library button. See Chapter 2, “Using Libraries” on page 31.



- A *collection* is set of records from a library. A collection is similar to an Address Book group or to a playlist in iTunes. A collection contains records from its parent library. A record from the library can be in more than one collection. For example, one person might be both a friend and a co-worker. If you had one collection named “Friends” and another named “Co-workers” you could add this person’s contact record to both collections in the Address Book library.

To add a collection to the Libraries pane, click the New Collection button. See Chapter 4, “Using Collections” on page 51.

**Tip** If you want to change the size of the icons and text in the Libraries pane, choose Bento > Preferences. For “Libraries Pane Text,” select Small or Large.

## Address Book, iCal, and iPhoto Libraries

Bento displays the data you've already entered into the Mac OS X applications Address Book, iCal, and iPhoto using these libraries: Address Book, iCal Events, iCal Tasks, and iPhoto.

### Address Book Library

The Address Book library displays contact information from the Mac OS X Address Book application, so there is no need to re-enter your contact information. Enter new contacts in Address Book or in Bento, and the information appears in both applications.

See "Address Book Library" on page 41.

### iCal Events Library

The iCal Events library displays information from the events in the Mac OS X iCal application. You can view those events in Bento, and use them with other data you store in Bento. For example, you can display which iCal events are related to a specific project by creating a relationship to iCal Events in a Projects library.

Enter new events in iCal or in Bento, and the information appears in both applications.

See "iCal Events and iCal Tasks Libraries" on page 44.

### iCal Tasks Library

The iCal Tasks library displays information from the To Do items in iCal. You can use those tasks in your Bento libraries and collections. For example, you can display which iCal tasks are related to a specific project by creating a relationship to iCal Tasks in a Projects library.

Enter To Do items in iCal or task records in Bento, and the information appears in both applications.

See "iCal Events and iCal Tasks Libraries" on page 44.

### iPhoto Library

The iPhoto library displays photos and video clips from the albums and Smart Albums in the Mac OS X iPhoto application. You can view those albums and Smart Albums in Bento, and use them with other data you store in Bento. For example, you can display photos that are related to a specific project by creating a relationship to iPhoto in a Projects library.

## Collections

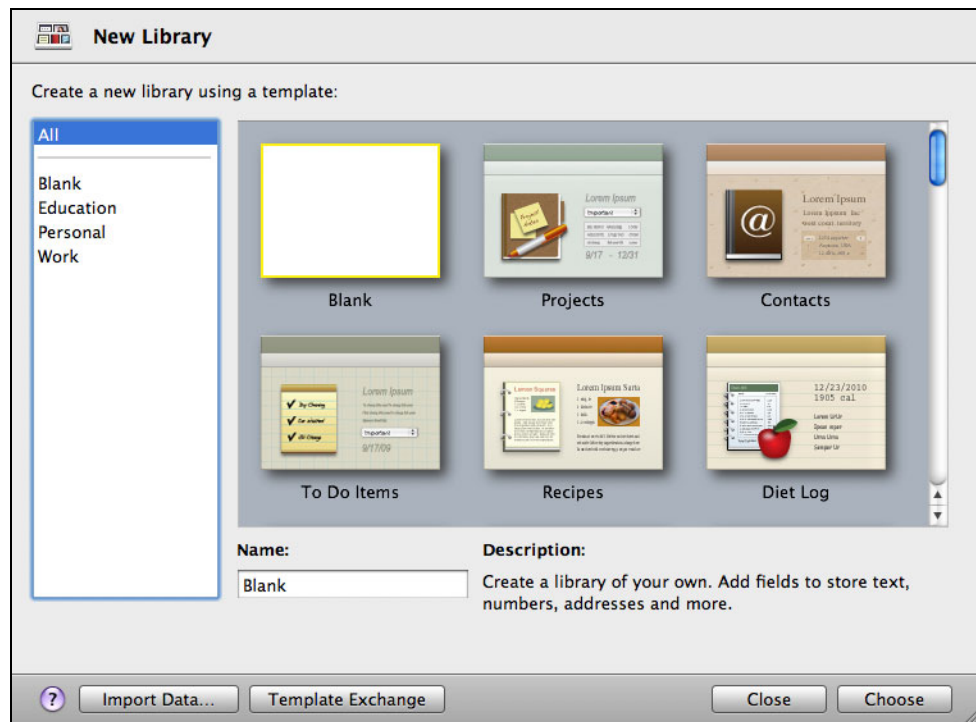
Create a collection when you want a subset of the records from a library. There are two kinds of collections:

- *Collections* are created by adding records from the library to a new collection. Creating a collection is as easy as creating a playlist in iTunes. Select the records in the library and use the New Collection from Selection menu item, or drag the selected records to the Libraries pane.
- *Smart Collections* are created based on criteria you set up. Records that meet the defined criteria appear in the Smart Collection. You use Advanced Find to create a Smart Collection.

See Chapter 4, “Using Collections” on page 51.

## Creating Libraries

Bento comes with more than 30 library *templates* that make it easy for you to create new libraries of information. A template defines the fields of information used in each record of a library, which you can change based on your needs. Select the library template that most closely matches the category of data you want to store.



See “Creating a Library Using the Bento Templates” on page 32.

## Records Area

On the right side of the Bento window, you can display information stored in Bento in either table view, a form view, grid view, or split view.

- Table view shows information in an entire library or collection in a spreadsheet-like table, where each row in the table is a record in the library.
- Form view shows fields from one record at a time, in arrangements that you can customize, using beautiful themes.
- Grid view shows the media fields and form thumbnails of a selected library or collection in a grid layout.
- Split view shows the selected record in either form view and table view, or form view and grid view at the same time.

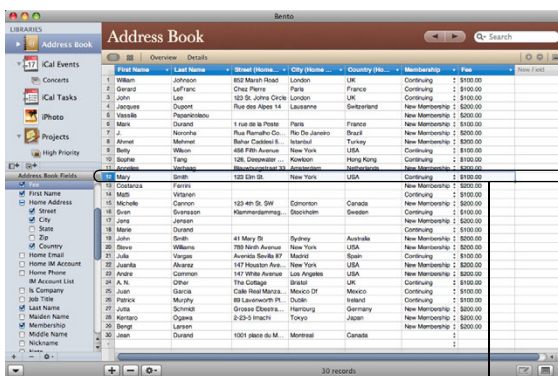
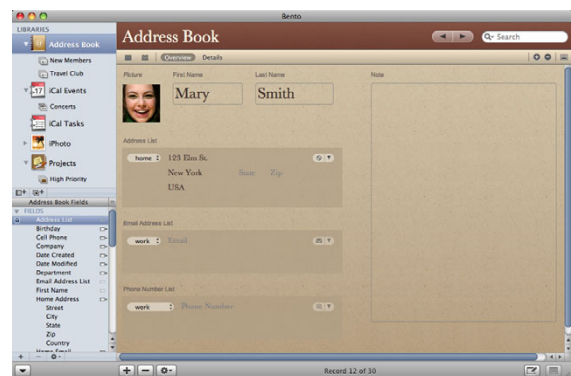


Table view shows each record as a row in a table.



Form view shows fields from a single record.



Split table and form view lets you view a record as a row in a table and in a page-like format at the same time.



Grid view shows media fields or form thumbnails in the selected library.

## Table View

To view the information in an entire library or collection in a spreadsheet-like table, use *table view*.

In table view, you can work with your records in many ways, including:

- Selecting the columns (fields) that you want to show.
- Arranging the columns in any order.
- Sorting records by selecting a specific column.
- Analyzing data using a summary row.

See Chapter 6, “Using Table View” on page 65.

## Form View

To view your information one record at a time, use *form view*. In form view, you can create multiple forms for each collection or library, giving each form a different name. For example, you could create a form in the Address Book library to show birthdays, and track whether you’ve sent a card or gift.

You can customize forms in many ways, including:

- Selecting the fields that you want to show.
- Arranging the fields on the form.
- Changing the size of fields.
- Changing the appearance of the form using themes.
- Adding a header and a logo.

See Chapter 5, “Using Form View” on page 55.

## Grid View

To view the media fields and form thumbnails in a selected library or collection, use *grid view*.

In grid view, you can work with thumbnails of media fields and forms, called *grid view items*, in many ways, including:

- Filtering grid view items.
- Setting and changing labels of grid view items.
- Changing the display size of grid view items.

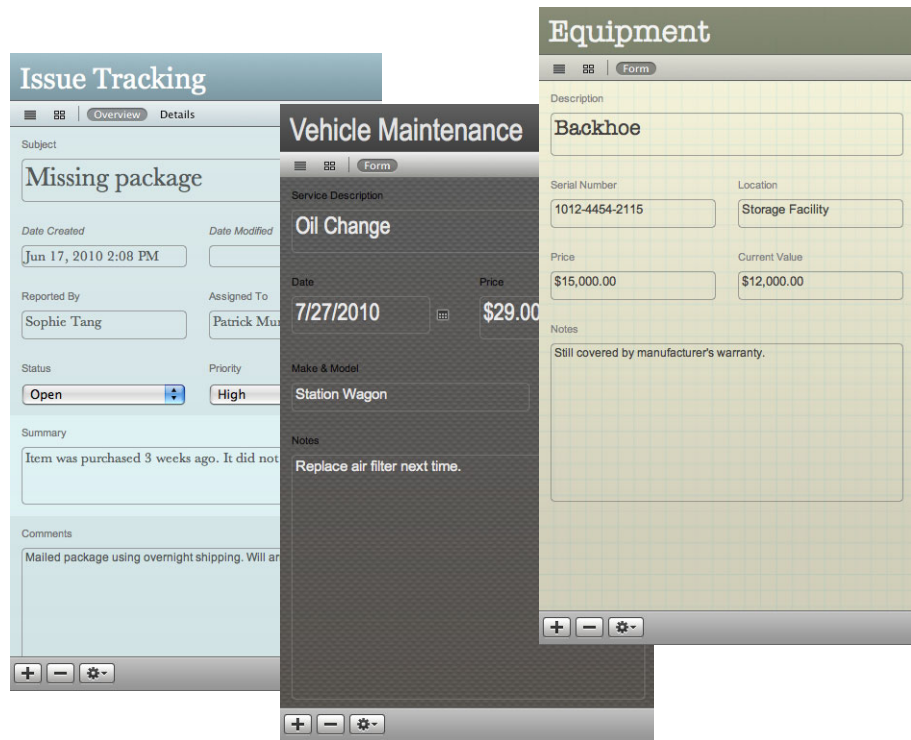
See Chapter 7, “Using Grid View” on page 75.

## Split View

To view the selected record in form view and table view at the same time, or in form view and grid view at the same time, use *split view*.

## Form Themes





Bento provides an assortment of beautiful *themes* that you can apply to your forms. Every theme includes coordinated colors, layout, fonts, and text attributes. You can easily change a form's theme at any time.



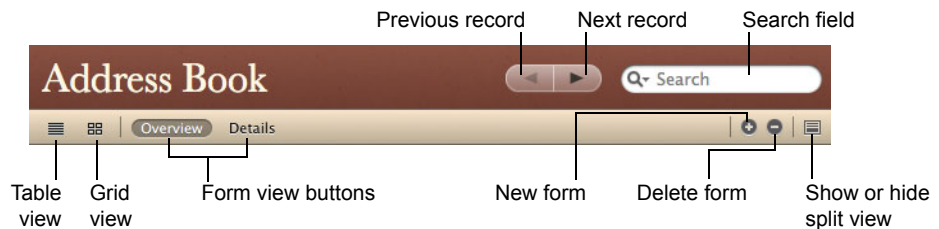
See "Customizing Form Layouts" on page 61.

## Navigation Bar

The navigation bar contains several controls that help you display information in Bento.

- Click  to see records in table view.
- Click  to see records in grid view.
- Click one of the form view buttons to see records one at a time in a page-like view. In the example below, there are two form view buttons: “Overview” and “Details.” You can have as many form views as you want.
- Click  to switch to split view from table view or form view.
- Click  to switch to split view from grid view.
- To move through the records in a library or collection, click the Previous record and Next record buttons (the arrow buttons).

To go to the first record, Option-click the Previous record button. To go to the last record, Option-click the Next record button.



## Search Field and Advanced Find

- Use the Search field to do a simple search for text in all field types except media, related data, file list, message list, and encrypted.  
**Note** You can search encrypted fields if they are unlocked.
- Use Advanced Find to find a set of matching records by defining search values and criteria for specific fields.

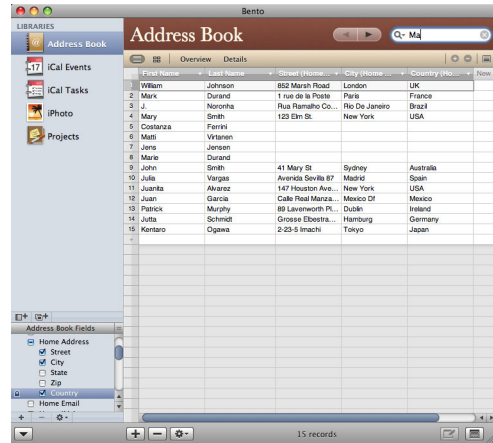
## To use the Search field:

- 1 Select the library or collection.
- 2 Enter a text string into the Search field.

Bento searches across *all* the applicable fields of the selected library or collection. Bento lets you know how many records match the search string, and updates the current view to display the matching records for those fields that are selected in table view or have been added to a form in form view.



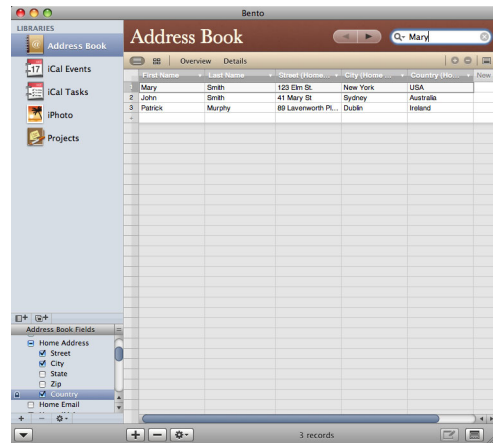
1. Type "M" and the result is 30 records.



2. Type "Ma" and the result is 15 records.




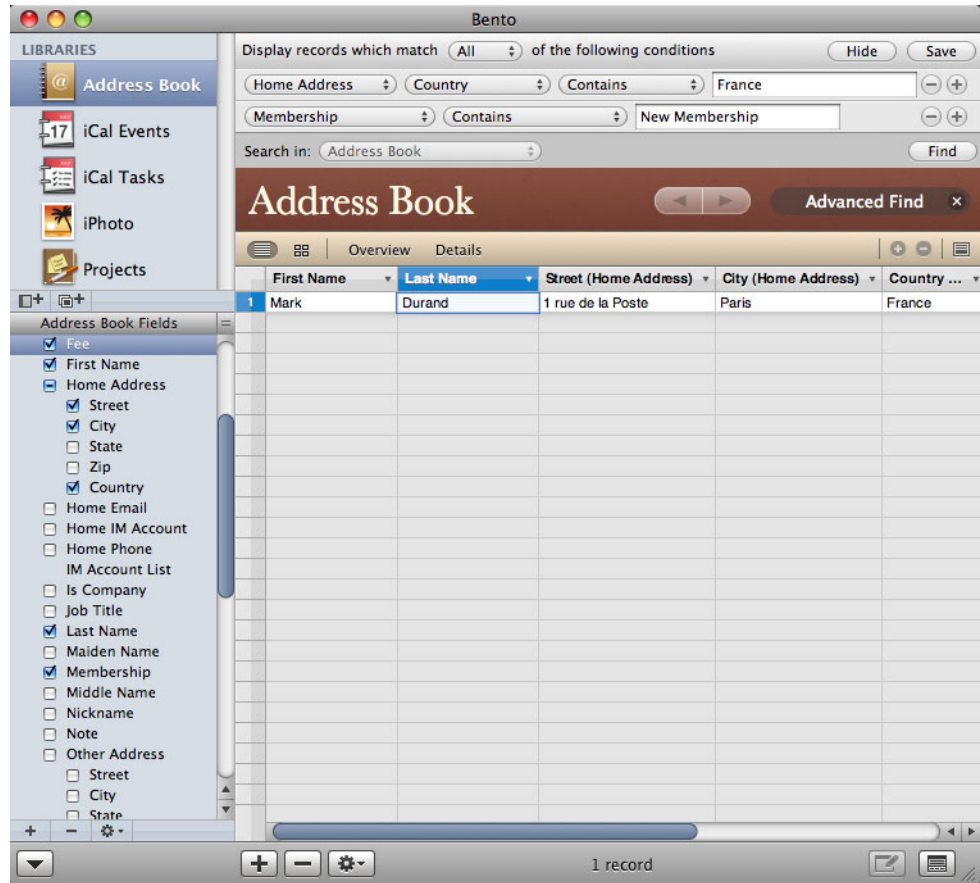
3. Type "Mar" and the result is 9 records.



4. Type "Mary" and the result is 3 records.

## To use Advanced Find:

- 1 Select the library or collection.
- 2 In the search field, click  and select Advanced Find, or press Command-F.
- 3 Specify what you want to find. Add or remove criteria as needed.
- 4 Click Find.




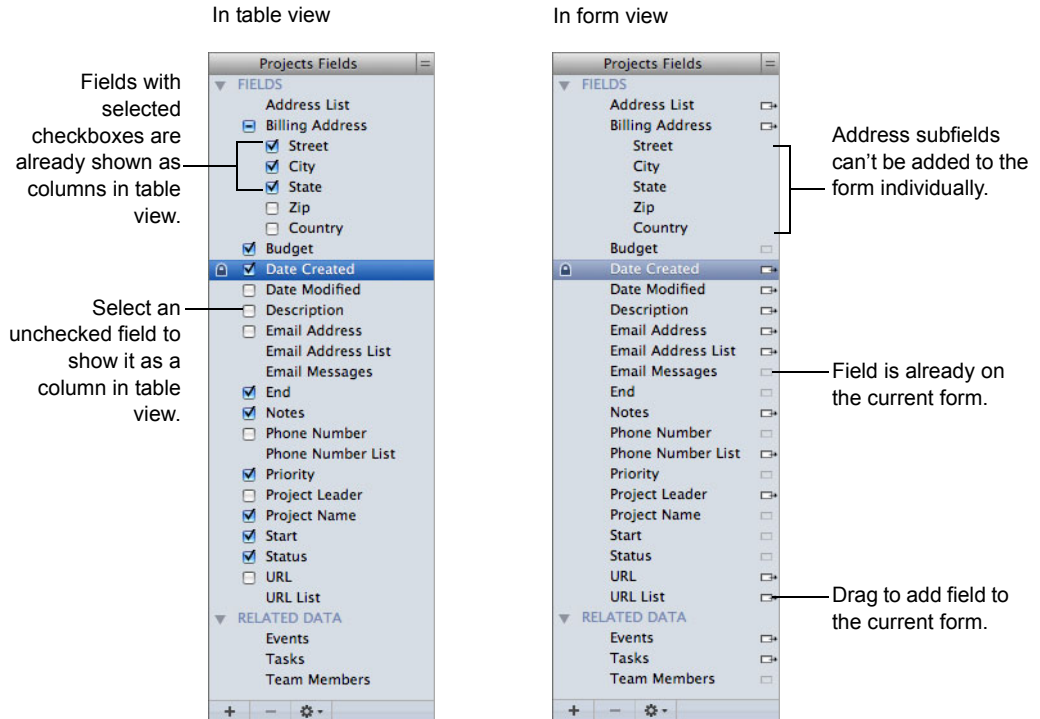
Bento performs the search, and displays the matching records.

- To save the matching records as a Smart Collection, click Save. See "About Smart Collections" on page 53.
- To close Advanced Find, click the X next to "Advanced Find" or press Command-F. When you close Advanced Find, Bento shows all records.

## Fields Pane

The Fields pane on the left side of the Bento window displays the fields that are defined for the selected library or collection.

- In table view, use the Fields pane to select which columns are shown.
- In a form view, use the Fields pane to add fields to the current form by dragging a field name with  to the form.
- In split view, the Fields pane indicates the fields that can be added to the current form or can be displayed in table view.



See "Using the Fields Pane" on page 89.

In Bento, you use libraries to organize your information. You can use the libraries that Bento provides, and create your own libraries using templates. You can share your entire database or selected libraries with up to five users on a local network.

Bento contains four libraries that display data from other Mac OS X applications:

- Address Book library, which displays contact records from the Address Book application
- iCal Events library, which displays events from the iCal application
- iCal Tasks library, which displays To Do items from the iCal application
- iPhoto library, which displays photos from the iPhoto application

For information on these libraries, see Chapter 3, “Using the Address Book, iCal, and iPhoto Libraries” on page 39.

You can also create libraries to hold your information:

- By using the New Library dialog
- By importing existing information from a comma-separated (CSV), tab-separated (TAB), Numbers, Excel, or library template file

This chapter describes how to use libraries to organize, manage, and share your information.

## About Libraries

Bento stores information in libraries. Libraries are composed of records, and libraries are defined by the fields in the records.

For example, the Address Book library contains contact records. Contact records are composed of the fields that are used to store information about contacts and to update the Address Book application, such as names, addresses, and phone numbers.

As another example, the default Projects library records are composed of fields that are useful for managing projects, such as fields for the project status, start and end dates, and team member information.

Bento provides several ways for you to view the records of a library:

- *Form view* shows fields from a single record. Each page shows one record at a time, for example, a single contact record in the Address Book library. You can have more than one form view for the library. See Chapter 5, “Using Form View” on page 55.
- *Table view* shows the records in a table, for example, a list of the contacts in the Address Book library. Each row in the table represents a single record in the library. See Chapter 6, “Using Table View” on page 65.
- *Grid view* displays at a glance the media fields and form thumbnails of a selected library or collection. See Chapter 7, “Using Grid View” on page 75.
- *Split view* shows a record in form view and table view or grid view at the same time.

The remainder of this chapter describes how to create, use, and share libraries:

- You can create your own libraries by using library templates. See the following section, “Creating a Library Using the Bento Templates” on page 32.
- You can create a library by importing your own data. See “Importing Information into Bento” on page 104.
- You can share your libraries with up to five other Bento users on your local network. See “Sharing Your Bento Database” on page 34.

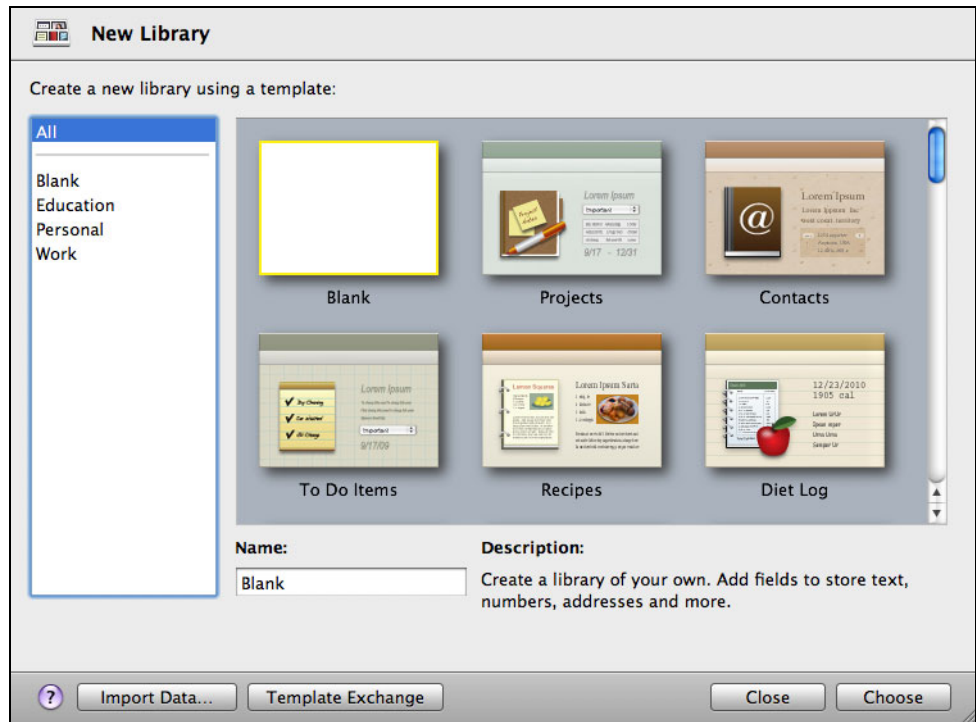
## Creating a Library Using the Bento Templates

Before you create a library, think about the type of information you want to manage with the library. Do you want to manage schedules and dates? Do you want to manage contact information? Are you looking for a way to bring tasks and assignments together in an event planner? Or do you want to manage a list of things, such as inventory or equipment lists?

Bento provides library templates that create the fields to manage specific kinds of information. These templates also apply pre-designed themes to the form views.

By selecting the library template that most closely fits the type of information you want to manage, you create the library you need more quickly. If you can't find a template for the kind of information you want to store, you can use the “Blank” template and create a library of your own. After you create a library from a template, you can customize the form view by adding or removing fields and changing the theme.

**Tip** If you already have information from another application that you want to use in Bento, see “Importing Information into Bento” on page 104.



### To create a library using the Bento templates:

- 1 Choose File > New Library from Template.
- 2 In the New Library dialog, select a template category in the left column, then select the template.  
 Select “Blank” if none of the templates meet your needs. You can create all of the fields yourself with the Blank library.
- 3 Enter a name for your library, and click Choose.  
 Bento creates the library and opens it in form view.

If you selected a template other than the Blank template, review the fields that are defined for your new library.

- If you are happy with the fields and form views in your new library, then you’re ready to add records and enter information. See “Editing Records in Form View” on page 56.
- If you need additional fields, you can customize the library by adding fields. See “Adding Fields to a Form” on page 59.
- If there are fields defined for information that you do not need, delete those fields. See “Removing Fields from a Form” on page 60.

- If you want to change the layout of the fields on the form view, see “Customizing Form Layouts” on page 61.
- If you want to change the appearance of the form view, you can select a different theme. See “Customizing Form Layouts” on page 61.

## Creating a New Blank Library

You can get started quickly by creating a blank library, then add data to it as you would in a spreadsheet.

### To create a new blank library:

- 1 Choose File > New Blank Library.  
Bento creates a library with a default name and opens it in table view.
- 2 Double-click the library name to rename it.
- 3 Click in the highlighted cell to start entering or pasting data.  
See “Editing Records in Table View” on page 67 and “Copying and Pasting Data in Table View” on page 67.

## Creating a Library by Importing

If you already have information from another application that you want to include in Bento, then create a library and records in that library by importing your information. See “Importing Information into Bento” on page 104.

## Changing the Icon for a Library

Each library comes with its own icon. You can change the icon for any library you create.

### To change a library icon:

- 1 In the Libraries pane, Control-click the library you want to change.
- 2 Choose “Choose a library icon.”
- 3 Click an icon, then click OK.

## Sharing Your Bento Database

You can share your Bento database with up to five other Bento users at the same time over a local network (in the same subnet). Sharing requires Bento 3 on each computer that is either sharing a database or looking for shared databases.

You can export data from a shared library, but you can't export a shared library into a template file. For more information, see "Exporting Information from Bento" on page 110.

When you first start Bento, your libraries are set up ready to be shared. You then decide whether to share your entire database or only selected libraries.


**Note** When you share your iCal Events library it becomes read-only, and other users can't modify events.

### To share your database with other Bento users:

- 1 Choose Bento > Preferences.
- 2 Click Sharing at the top of the window.
- 3 Select "Share my Bento database."
- 4 Select "Share entire database" or "Share selected libraries," then select the libraries you want to share.
- 5 (Optional) Enter a different name for your shared database.

This is the name that is displayed on other users' computers (if they are set up to look for shared databases on your network).

- 6 If you want other users to be able to make changes to the shared database, select "Allow others to make changes to your data."

If a shared database is not allowed to be changed, users see italicized field labels and  when they move the cursor over the fields.

Users viewing your shared database can't create or delete fields or make changes to form layouts.

If you make certain types of changes to the database while it being shared (create fields, collections, or folders; delete folders; change field options or the database name), users are prompted to disconnect from the database and then reconnect to ensure they have the latest version.

- 7 Leave Bento open on your computer for users to see your shared database on other computers.

---

**Important** Users editing a shared database can't undo their changes once they have tabbed or clicked outside the field currently being edited.

---

To disconnect a shared database, click  next to the shared database.

### Turning Off Database Sharing

You can turn off database sharing to prevent other users on your local network from seeing your database.

### To turn off database sharing:

- 1 Choose Bento > Preferences.
- 2 Click Sharing at the top of the window.
- 3 Deselect “Share my Bento database.”

### Looking for Shared Databases

If your computer is connected to other computers over a local network, you can look for databases that are being shared.

### To look for shared databases on your local network:

- 1 Choose Bento > Preferences.
- 2 Click Sharing at the top of the window.
- 3 Select “Look for shared Bento databases.”

Any shared databases appear in the Shared section of the Libraries pane.


### Setting a Password for a Shared Database

You can require users to enter a password, called the Sharing Password, before they can view your shared items. This password is different from the Database Password. For more information about the Database Password, see “Setting a Password for Your Bento Database” on page 97.

### To set the Sharing Password:

- 1 Choose Bento > Preferences.
- 2 Click Sharing at the top of the window.
- 3 Select Require Sharing Password, then type a password.

### Opening a Password-Protected Shared Database

Password-protected shared databases are indicated by  in the Libraries pane.

### To open a password-protected shared database:

- 1 Select a password-protected shared database.
- 2 In the dialog, enter the Sharing Password that was set by the owner of the shared database.

### Working with Shared Encrypted Fields

Users can access encrypted fields in shared databases by first entering the Sharing Password (if one has been set) and then the Database Password for the shared

database. For more information about the Database Password, see “Setting a Password for Your Bento Database” on page 97.

Users can lock and unlock data in shared encrypted fields. For more information, see “Locking and Unlocking Data in Encrypted Fields” on page 98.

## Grouping Libraries

You can organize a group of libraries within a folder.

### To create a library folder:

- 1 Choose File > New Library Folder.  
An untitled folder is created in the Libraries pane above the currently selected library or folder.
- 2 Enter a new name for the folder and press Return.

### To add a library to a library folder:

Select the library and drag it to the desired library folder.

## Deleting Records from a Library

### To delete records from a library:

- 1 Select the library.
- 2 Select the records and press Command-Delete.

**Note** When you press Command-Delete, the records are permanently deleted from both the library and any collection or related data fields that displayed them.

## Deleting a Library

### To delete a library:

Select the library and press the Delete key. When you press Delete, the library and all of its records are deleted.

Any related data fields in other libraries based on this library are also deleted.

**Note** You cannot delete the Address Book, iCal Events, iCal Tasks, or iPhoto libraries. If you do not want to display these libraries, see “Displaying the Address Book, iCal, and iPhoto Libraries” on page 39.



Bento provides libraries that display data from the Mac OS X Address Book, iCal, and iPhoto applications. With these libraries, you can manage contacts, events, tasks, and photos together, and display them as related records in other libraries in Bento.

Bento contains four libraries that display data from other Mac OS X applications:

- Address Book library, which displays information from the Address Book application
- iCal Events library, which displays events from the iCal application
- iCal Tasks library, which displays to-do items from the iCal application
- iPhoto library, which displays photos and video clips from the iPhoto application

This chapter describes how to use these libraries to organize information about contacts, events, tasks, and photos, and how to add information from these libraries to your own libraries.

## Displaying the Address Book, iCal, and iPhoto Libraries

Bento starts with an Address Book library, an iCal Events library, an iCal Tasks library, and an iPhoto library. Even if the Address Book, iCal, and iPhoto applications are not running, you see the data from these applications in Bento.

Displaying the Address Book, iCal, and iPhoto libraries is optional. When you first start using Bento, these libraries are displayed by default.

If you turn off the display of these libraries in Bento, their records no longer appear in Bento, but they still appear in the Address Book, iCal, and iPhoto applications.

## Displaying Data from the Address Book Application

### To display the Address Book data in Bento:

- 1 In Bento, choose File > Address Book, iCal and iPhoto Setup.
- 2 Select “Display Address Book data in Bento.”

### To turn off the display of Address Book data in Bento:

- 1 In Bento, choose File > Address Book, iCal and iPhoto Setup.
- 2 Clear “Display Address Book data in Bento.”

When you click OK, the Address Book library no longer appears in Bento.

If you have related data fields based on the Address Book library, those related data fields are no longer displayed when you turn off the display of the Address Book library.

## Displaying Data from the iCal Application

### To display the iCal data in Bento:

- 1 In Bento, choose File > Address Book, iCal and iPhoto Setup.
- 2 Select “Display iCal data in Bento.”

### To turn off the display of iCal data in Bento:

- 1 In Bento, choose File > Address Book, iCal and iPhoto Setup.
- 2 Clear “Display iCal data in Bento.”

When you click OK, the iCal libraries no longer appear in Bento.

If you have related data fields based on the iCal libraries, those related data fields are no longer displayed when you turn off the display of the iCal libraries.

## Displaying Data from the iPhoto Application

### To display the iPhoto data in Bento:

- 1 In Bento, choose File > Address Book, iCal and iPhoto Setup.
- 2 Select “Display iPhoto data in Bento.”

### To turn off the display of iPhoto data in Bento:

- 1 In Bento, choose File > Address Book, iCal and iPhoto Setup.
- 2 Clear "Display iPhoto data in Bento."

When you click OK, the iPhoto library no longer appears in Bento.

If you have related data fields based on the iPhoto library, those related data fields are no longer displayed when you turn off the display of the iPhoto library.

## Address Book Library

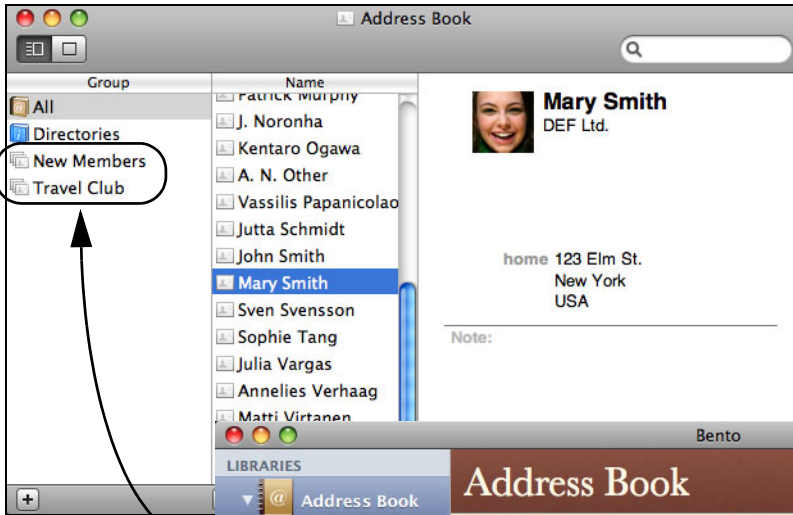
By default, Bento displays contact information and groups from the Mac OS X Address Book application. When you make changes to records in the Bento Address Book library, you are actually updating the records in the Address Book application.

You can use the Bento Address Book library to edit data from any application or device that synchronizes with the Address Book application.

By displaying the Bento Address Book library, you add your contacts to Bento and keep your contacts up-to-date, whether you edit the information in the Address Book application or in Bento.

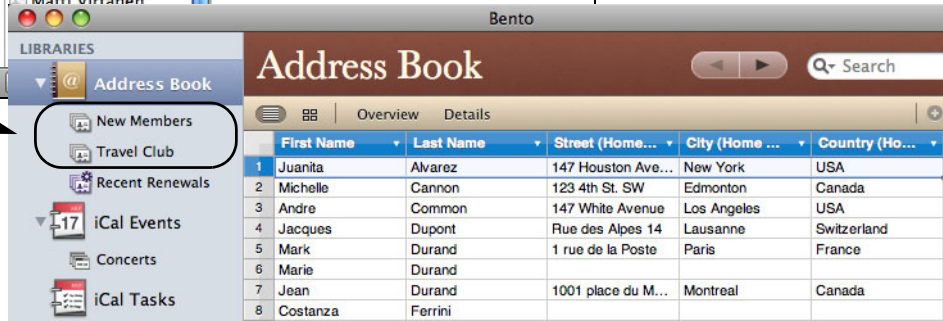
- If you add a record in the Address Book library, then it is added to the Address Book application.
- If you delete a record in the Address Book library, then it is deleted from the Address Book application.
- For every group that you create in the Address Book application, Bento creates an Address Book library collection.
- For every collection you create in the Address Book library, the Address Book application creates an Address Book group.

If you delete a collection under the Address Book library, the associated Address Book group is deleted also. Similarly, if you delete a group in the Address Book application, the associated collection under the Address Book library is deleted also.



The Address Book library displays contact information from the Address Book application.

Address Book groups display as collections in Bento.



You can use the records in the Bento Address Book library just like the records in any other library and collection in Bento. The only difference is that changes in the Address Book library update information in the Address Book application.

**Note** Bento does not display Smart Groups from the Address Book application. Conversely, Smart Collections from the Bento Address Book library are not added to the Address Book application.

## Bento Address Book Fields That Update the Address Book Application

The following fields in the Address Book library update information in the Address Book application.

---

Address: Home, Work, Other	IM account: Home, Work, Other	Phone number list
Address list	IM account list	Phonetic first name
Birthday	Is Company	Phonetic last name
Company name	Job title	Phonetic middle name
Department	Last name	Prefix
Email address: Home, Work, Other	Maiden name	Suffix
Email address list	Middle name	URL
First name	Nickname	URL list
Home page	Note	
	Phone number: Work, Home, Mobile, Main, Home fax, Work fax, Pager, Other	

---

You can add other fields to your Address Book library records in Bento, but your additional fields are not added to the Address Book application. See Chapter 8, “Using Fields” on page 79 for information on adding fields.

Conversely, any custom field labels you have defined in the Address Book application are not displayed in the Address Book library in Bento.

### Troubleshooting Address Book Updates

This section describes some common issues with displaying data from the Address Book application.

- Why don't I see my Smart Groups from the Address Book application in Bento?

Bento does not display Address Book Smart Groups because the criteria used to create the groups are not available to Bento.

- Why don't I see my Address Book library's Smart Collections in the Address Book application?

The criteria used to create Bento Smart Collections cannot be passed to the Address Book application because the criteria may use fields that appear only in Bento and may involve fields that are not available to the Address Book application.

## Other Address Book Considerations

- When you create a Bento backup file, the data from the Address Book application is not included in the Bento backup file. To back up the data from Address Book, use the Address Book application.

If you add fields to the Address Book library, information from those additional fields is included in the Bento backup file. See Chapter 10, “Backing Up and Restoring Information” on page 117 for information on creating a Bento backup file.

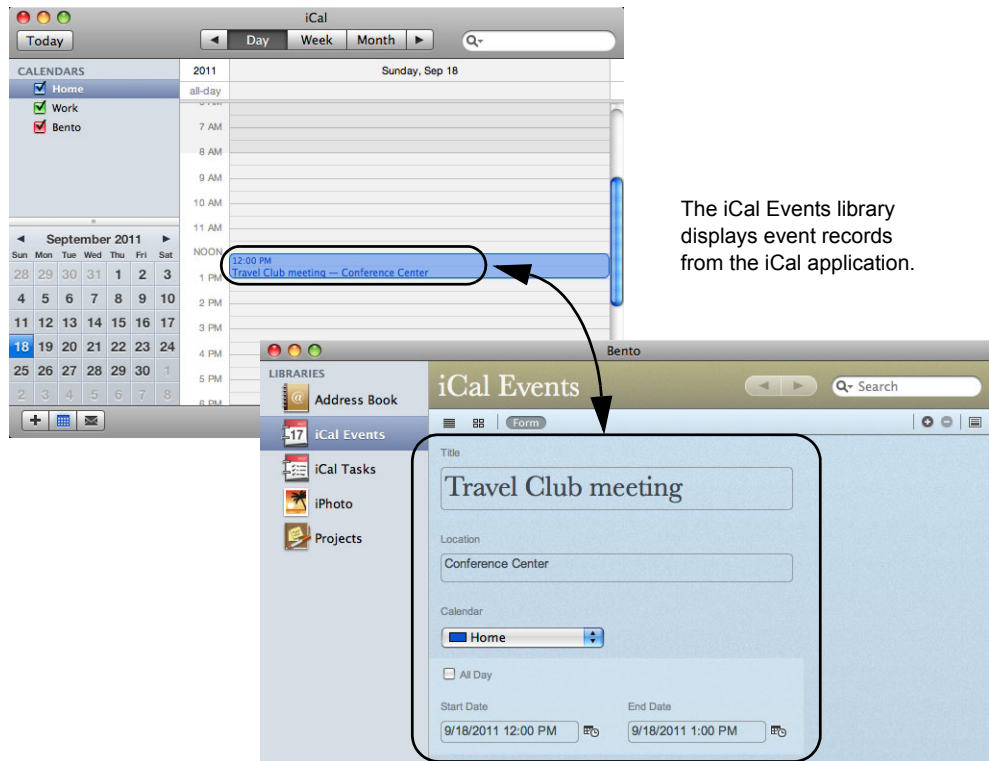
- You can use import and export with the Address Book library. Records imported into the Address Book library update the Address Book application. See Chapter 9, “Importing, Exporting, and Printing” on page 101 for information on importing and exporting.

## iCal Events and iCal Tasks Libraries

iCal is a convenient application for keeping track of your events and tasks.

By default, Bento gets the calendar information from the iCal application and keeps the information in your iCal Events and iCal Tasks libraries updated with iCal changes. In addition, any changes you make in Bento update the iCal application information.

Bento creates a record for each event or task in the iCal application, for the iCal calendars stored on your computer. By default, any events or tasks you create in Bento are added to the Bento calendar in iCal, and you can reassign them to other iCal calendars.



The iCal Events library displays event records from the iCal application.

You can use the records in the iCal Events and iCal Tasks libraries just like the records in any other libraries and collections in Bento. The only difference is that changes in the iCal Events and iCal Tasks libraries update the information in the iCal application.

**Note** Bento does not display information from the subscribed calendars in the iCal application.

## Bento Event Fields That Update the iCal Application

The following fields in the Bento iCal Events library update the iCal application.

- All Day
- Calendar
- End date
- Location
- Note
- Start date
- Title
- URL

**Note** In the iCal application, the “URL” field is a text field. In order to correctly display this value in Bento, the iCal Events library uses a text field as well, rather than using a Bento URL field.

You can add other fields to your event records in Bento, but your additional fields do not update the iCal application. See Chapter 8, “Using Fields” on page 79 for information on adding fields.

## Bento Task Fields That Update the iCal Application

The following fields in the Bento iCal Task library update the iCal application.

- Calendar
- Completion date
- Due date
- Note
- Priority
- Title
- URL

**Note** In the iCal application, the “URL” field is a text field. In order to correctly display this value in Bento, the iCal Tasks library uses a text field as well, rather than using a Bento URL field.

You can add other fields to your task records in Bento, but your additional fields do not update the iCal application. See Chapter 8, “Using Fields” on page 79 for information on adding fields.

## Troubleshooting iCal Updates

This section describes some common issues with displaying data from the iCal application.

- Why don't I see the collections from iCal Events or iCal Task libraries in the iCal application?  
The iCal application does not have a way to display a subset of the events or tasks from a specific calendar.
- Why don't I see events or tasks from my subscribed calendars?  
Subscribed calendars are stored on an external server; Bento displays information for local calendars only.
- How do I create a calendar in Bento?  
When you create a calendar in the iCal application, it can be used as a calendar selection in Bento. You cannot create a calendar in Bento.

## Other iCal Considerations

- When you create a Bento backup file, the data from the iCal application is not included in the Bento backup file. To back up the data from iCal, use the iCal application.  
If you add fields to the iCal libraries, information from those added fields is included in the Bento backup file. See Chapter 10, "Backing Up and Restoring Information" on page 117 for information on creating a Bento backup file.
- You can use import and export with the iCal libraries. Records imported into the iCal libraries update the iCal application. See Chapter 9, "Importing, Exporting, and Printing" on page 101 for information on importing and exporting.

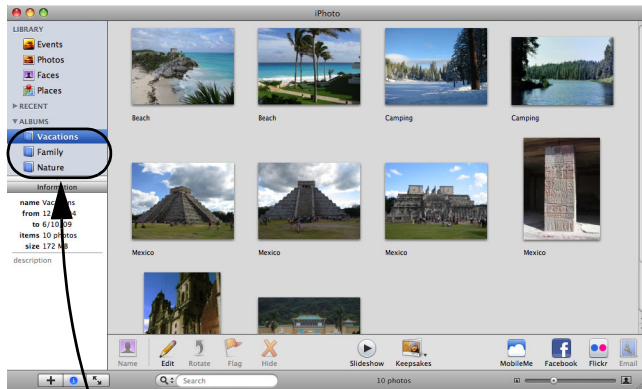
## iPhoto Library

iPhoto is a convenient application for keeping track of your photos and video clips.

By default, Bento gets the photo and video clip information from the iPhoto application and keeps the information in your iPhoto library updated with iPhoto changes. However, you can't add, delete, or duplicate records, collections, Smart Collections, or records within collections and Smart Collections in the iPhoto library. You can't edit the contents of fields that originate in the iPhoto application.

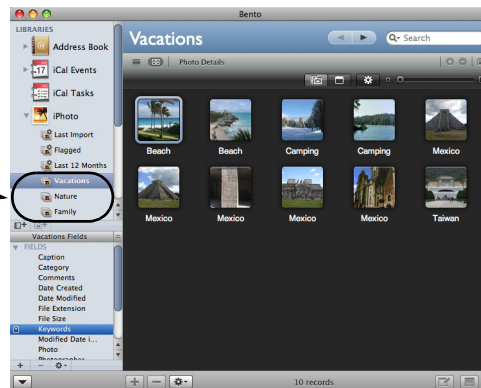
You can add fields to your records in the iPhoto library, and then edit or delete them, but those fields do not display in the iPhoto application. See Chapter 8, "Using Fields" on page 79 for information on adding fields.

In Bento, your iPhoto Albums appear as collections and Smart Albums appear as Smart Collections. The Bento iPhoto library contains default collections that correspond to these iPhoto items: Last 12 Months, Last Import, and Flagged.



Albums in the iPhoto application.

Albums display as collections in Bento.



The iPhoto library displays photos and video clips from the iPhoto application.

## Bento iPhoto Fields

You can't modify the names or the contents of the default Bento iPhoto library fields.

You can add other fields to your photo or video clip records in Bento but your additional fields do not update the iPhoto application. See Chapter 8, "Using Fields" on page 79 for information on adding fields.

## Troubleshooting iPhoto Updates

This section describes some common issues with displaying data from the iPhoto application.

- Why don't I see any photos, video clips, or collections in my Bento iPhoto library?


If you have iPhoto installed on your computer but have never launched it, there won't be any photos, video clips, or collections displayed in the Bento iPhoto library until you launch iPhoto.

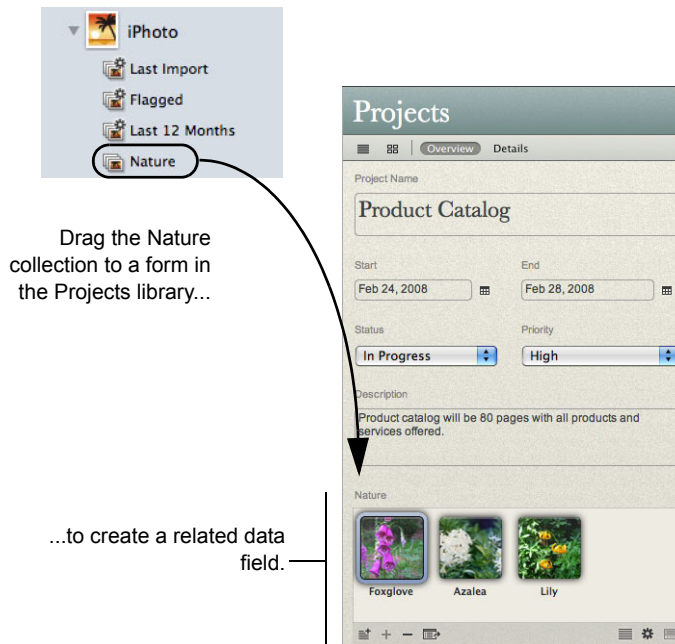
## Other iPhoto Considerations

- When you create a Bento backup file, the data from the iPhoto application is not included in the Bento backup file. To back up the data from iPhoto, use the Time Machine application.
- If you add fields to the iPhoto library, information from those additional fields is included in the Bento backup file. Those fields are not added to the iPhoto application. See Chapter 10, “Backing Up and Restoring Information” on page 117 for information on creating a Bento backup file.

## Using Related Data Fields in the iPhoto Library

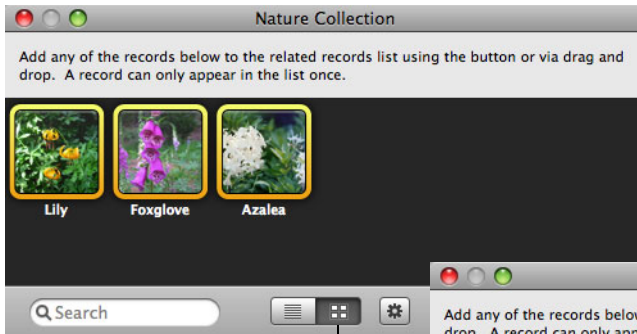
You can quickly create a related data field based on the iPhoto library by dragging

 iPhoto onto a form in another library.

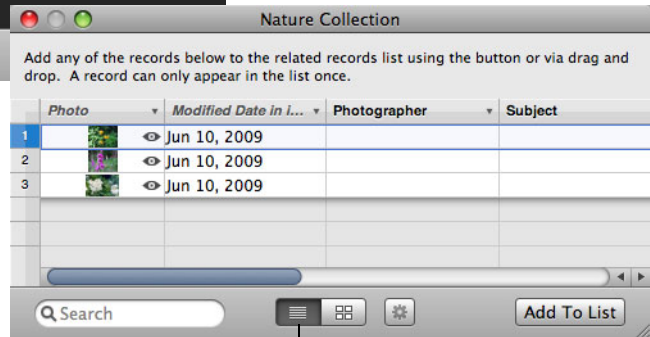


In a related data field based on the iPhoto library, you can't create or delete records.

When you add records to a related data field, you can view them within the related data field in a grid layout (which displays media fields only) or a table (which displays media fields as thumbnails).



Click to display records in grid format.



Click to display records in table format.

This chapter describes how to use collections to further organize your records in Bento.

In Bento, your records are kept in libraries, as described in Chapter 2, “Using Libraries” on page 31. If you want to organize records in different ways or if you want to work with a subset of the records in a library, you can create a collection.

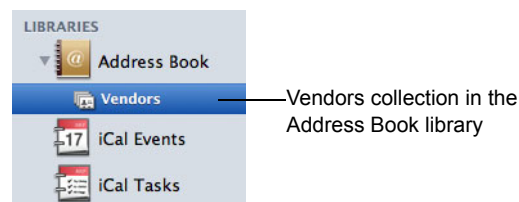
## About Collections

A collection is a set of records from a library. You can create a collection to:

- Create a set of records for a special purpose. For example, you could create a collection of the people invited to a specific event.
- Sort records in a different order. For example, you could create a collection of contacts to sort the contact records by last name.
- Export the data from the records in the collection rather than from all the records in the library.

A collection in Bento is similar to a playlist in iTunes. If you have used iTunes, you know how convenient it is to use a playlist to create a compilation of songs and videos. Collections in Bento give you the same convenience for grouping records from a library.

A collection contains records from a single library. For example, you can put records from the Address Book library in an Address Book collection such as Vendors. You cannot put any other library’s records in the Vendors collection.



However, a record from a library can be added to any of the collections within the same library. For example, if you have a “DVD” library with a “Favorites” collection and a “Classic Movies” collection, you can have the same record in both collections.

There are two kinds of collections:

- collections
- Smart Collections



You create collections by using the New Collection menu item, by selecting records and using the New Collection from Selection menu item, or by dragging selected records to an existing collection or to the Libraries pane.

Smart Collections are created based on criteria you set up. Smart Collections update as your library changes; records that meet the defined criteria appear in the Smart Collection.

## Creating Collections

Create a collection when you want to make a specific list of records.

### To create a collection:

- 1 Select a library in which you want to make a collection.
- 2 Click  or choose File > New Collection.
- 3 Type a name for the collection, then press Return.
- 4 Select the library you selected in step 1 again.
- 5 Click Table in the navigation bar or choose View > Table View to show the library in table view.
- 6 Select the record you want to add to the collection. Drag the selected record to the collection, or click  and choose Add to Collection to add the selected record to the collection.

To select multiple records, hold down the Command or Shift key while you click.

**Tip** To quickly create a collection containing selected records, select the records, then choose File > New Collection From Selection or drag the records to a blank space in the Libraries pane.

## Removing Records from a Collection

### To remove records from a collection:

- 1 Select the collection.
- 2 Select the records and press Command-Delete.

If you click Remove from Collection, the records are removed only from the collection, not from the associated library. If you click Delete, the records are permanently removed from both the library and the collection.

## Deleting a Collection

### To delete a collection:

Select the collection and press the Delete key. The records are removed from the collection but not from the library.

**Note** If you delete a library or collection that one or more related data fields are based on, those related data fields are also deleted.

## About Smart Collections

Create a Smart Collection when you want a collection that contains records that meet criteria you define. Smart Collections show all the records that meet the criteria.

For example, you could create a Smart Collection of contacts who live in the same city. When you add a new contact record for a person who lives in that city, Bento automatically adds that contact record to your Smart Collection.

Or you could create a Smart Collection of event records that are due in the same week. If you add or modify a record so that it meets the criteria, that record appears in the Smart Collection the next time you click the Smart Collection in the Libraries pane.

Because a Smart Collection is a set of records that match defined criteria, it is different from a collection in the following ways:


- You cannot manually add records to or remove records from Smart Collections. To remove certain records from the Smart Collection, edit the criteria or modify the records' values so that they no longer meet the criteria.
- You can create Smart Collections in the Address Book library, but Smart Collections do not appear in the Address Book application.
- You can create Smart Collections in the iCal Events and iCal Tasks libraries, but Smart Collections do not appear in the iCal application.
- You cannot import records into a Smart Collection.

## Creating Smart Collections

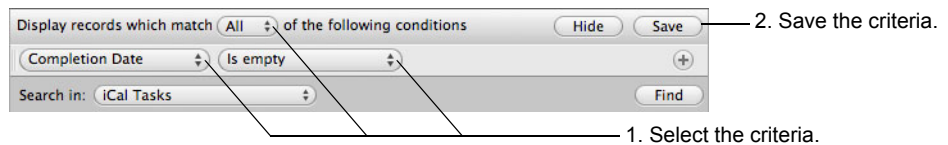
You can create a Smart Collection that adds records to or removes records from a collection according to criteria that you define.

### To create a Smart Collection:

- 1 Choose File > New Smart Collection.
- 2 Type a name for the Smart Collection, then press Return.

Use the pop-up menus and entry fields to specify the criteria for the Smart Collection. Click  to add additional criteria.

For example, to create a Smart Collection that only shows iCal tasks that are not completed, specify the criteria to be All, Completion Date, and Is empty.



- 3 Click Save.

**Tip** You can also create a Smart Collection by clicking Save after you specify the criteria for an Advanced Find. See “Search Field and Advanced Find” on page 27.

## Working with Smart Collections

After you create a Smart Collection, you can edit and duplicate records within it. See “Editing Records in Table View” on page 67 and “Duplicating Records in Table View” on page 68.

## Changing a Smart Collection

When you change a Smart Collection, Bento updates the collection based on the criteria that you define.

### To change a Smart Collection:

- 1 Select the Smart Collection and choose File > Edit Smart Collection.
- 2 Use the pop-up menus and entry fields to modify, add, or remove the criteria.
- 3 Click Find to see if the new criteria produce the records you want.
- 4 Click Save.

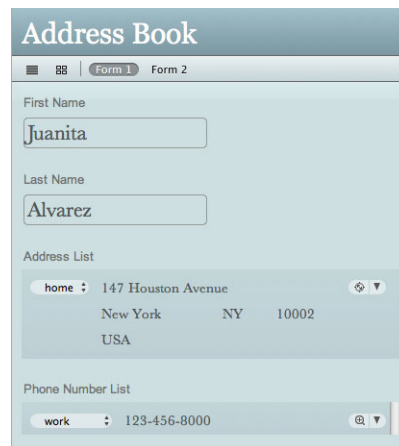
**Note** To discard the changes you made to the criteria, click any other item in the Libraries pane.

In Bento, you use form view to display one record at a time from a library or collection.

This chapter describes how to create and edit records in form view, create and modify forms, and customize form layouts.

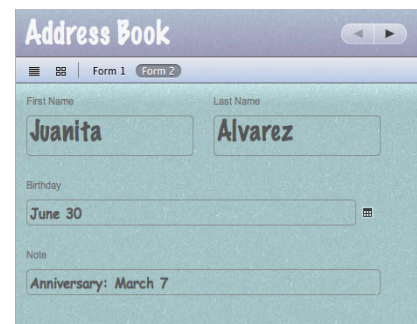
## About Forms

In form view, you can create and use forms to display one record at a time from a library or collection in a page-like format. For example, you can display a contact in the Address Book library or a task in the iCal Tasks library.



The screenshot shows a form view for an address book entry. The title is "Address Book". Below the title are two tabs: "Form 1" and "Form 2". The form contains several fields: "First Name" with the value "Juanita", "Last Name" with the value "Alvarez", "Address List" with the value "home : 147 Houston Avenue, New York, NY 10002, USA", and "Phone Number List" with the value "work : 123-456-8000".

A record displayed in one form view



The screenshot shows a different form view for the same address book entry. The title is "Address Book". Below the title are two tabs: "Form 1" and "Form 2". The form contains several fields: "First Name" with the value "Juanita", "Last Name" with the value "Alvarez", "Birthday" with the value "June 30", and "Note" with the value "Anniversary: March 7".

The same record displayed in another form view, using a different organization of fields

With forms, you can see the fields for an individual record. You can create and use multiple forms, or pages, to display different information about that record.

For a given library or collection, you can use any of its fields on any of its forms.

If you want to see more than one record at a time, or scan and sort your information quickly, use table view instead. See Chapter 6, "Using Table View" on page 65.

Forms can also display records from other libraries or collections in related data fields. For example, you can display a list of people who are attending an event on a form in the iCal Event library. See “Creating Related Data Fields” on page 85.

## Viewing a Form and a Table at the Same Time

You can view a selected record in form view and table view at the same time. Select the record, then choose View > Split View.

## Creating Records in Form View

You can create records in either form view or table view. For table view instructions, see “Creating Records in Table View” on page 66.

### To create a record for a library or collection:

- 1 Select the library or collection you want to add a record to.
- 2 Click a form name in the navigation bar or choose View > Form View > *Form Name*.
- 3 Choose Records > New Record or press Command-N.
- 4 Type data in the fields.
- 5 Press Tab to move to the next field in the same record. Press Shift-Tab to move to the previous field in the same record.

**Tip** To quickly create a record, Control-click in a blank area on the form and choose New Record from the pop-up menu.

## Editing Records in Form View

### To edit a record:

- 1 Select the library or collection that contains the record you want to edit.
- 2 Navigate to the desired record.  
Press Tab or Shift-Tab to move from field to field.
- 3 Click a form name in the navigation bar or choose View > Form View > *Form Name*.
- 4 Click the field you want to change, modify the data, then click outside the field or press Tab to save the change.

## Adding the Current Date and Time to a Field

When editing a record, you can add the current date and time to a date, time, or text field.

### To add the current date and time to a field:

- 1 Click in the date, time, or text field.
- 2 Choose Insert > Current Date and Time.

If the field type is	You see the current
Date	Date. Set the “Display Time” option to also display the time.
Time	Time
Text	Date and time

## Duplicating Records in Form View

### To quickly add a record with the same or similar data as an existing record:

- 1 Navigate to the record you want to duplicate.
- 2 Choose Records > Duplicate Record.

## Deleting Records in Form View

### To permanently delete a selected record from a library:

- 1 Select the library.
- 2 Click a form name in the navigation bar or choose View > Form View > *Form Name*.
- 3 Select the record.
- 4 Choose Records > Delete Record or press Command-Delete.  
In the dialog, click Delete.

### To remove a selected record from a collection:


- 1 Select the collection.
- 2 Navigate to the record you want to remove.
- 3 Choose Records > Remove Record.

If you click Remove from Collection, the record is removed only from the collection, not the library. If you click Delete, the record is permanently removed from both the library and the collection.

**Note** if you delete a record from the Address Book library, the record is also deleted in the Address Book application. If you delete a record from the iCal Events or iCal Tasks library, the record is also deleted in the iCal application.


## Creating Forms

### To create a form:

- 1 Select the library or collection you want to add a form to.
- 2 Click  in the navigation bar or choose Forms > New Form.  
In the Form name dialog, type a name, then click OK.
- 3 Add fields to the blank form.  
See "Adding Fields to a Form" on page 59.
- 4 Create records.  
See "Creating Records in Form View" on page 56.

## Deleting Forms

### To delete a form:

- 1 Select the library or collection you want to delete a form from.
- 2 Click  in the navigation bar or choose Forms > Delete Form.  
If there is only one form, you can't delete it.

## Duplicating Forms

### To duplicate a form:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Choose Forms > Duplicate Form.

## Renaming Forms

### To rename a form:

- 1 Double-click the form name at the top of the window.
- 2 In the Form name dialog, type a new name, then click OK.

## Adding Fields to a Form

### To add a field to a form:

- 1 Select a library or collection.
- 2 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 3 Drag a field from the Fields pane to the desired location on the form.

To move a field, see “Moving Fields and Objects on Forms” on page 59. To resize a field, see “Resizing Fields and Objects” on page 60. To create a field, choose Insert > New Field. See “Creating Fields” on page 82.

## Tabbing Between Fields

### To tab between fields on a form:

- 1 Select a library or collection.
- 2 Select a form.
- 3 Click in a field, then press Tab to move from field to field, and within each column if you have added a column divider. Press Shift-Tab to move in the reverse direction.

**Note** To enable the Tab key to move to all controls, make sure “All controls” is selected in the Mac OS X Keyboard and Mouse preferences (Keyboard Shortcuts tab).

## Moving Fields and Objects on Forms

### To move one field or object:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Move your mouse near the field label or the edges of the field or object. When the cursor changes into a hand, click to select the field or object, then drag it to a new location.

Bento allows you to drag fields above, below, next to, or between other objects on the form.

### To move multiple fields or objects:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Command-click or Shift-click to select multiple fields or objects.

**Tip** To quickly select many fields and objects, click in an empty part of the form, and while holding down the mouse button, drag to select multiple items.

## Resizing Fields and Objects

Any field and any object can be resized.

### To resize a field or object:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Select the field or object.
- 3 Move the cursor to one of the handles. When the cursor changes to a double arrow, drag to change the size.

## Removing Fields from a Form

### To remove a field from a form:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Select the field, then press the Delete key or drag the field off the form.

The data in the field is still in Bento even though the field is no longer displayed on the form.

## Customizing Form Layouts

You can quickly change the appearance of a form.

### Changing the Theme

You can change a form's theme (the coordinated colors, layout, and text attributes) at any time. For example, you can use a light-colored theme for printing records.

#### To change a form's theme:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Choose Forms > Theme Chooser.
- 3 In the Theme Chooser, select a theme, then click OK.

You see a ripple effect as the theme changes. If you don't want the ripple effect, choose Bento > Preferences, click General at the top of the window, then clear "Display animation."

If you want to preview a theme before applying it to your form, click Try It.

### Resizing Column Widths

You can change the width of columns. Increase the width to accommodate wider fields or to increase the amount of blank space between columns.

#### To resize the width of a column:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Position the cursor over a column divider, then drag left or right.

### Changing the Position and Size of Labels

You can change how the labels for fields are positioned on a form.

#### To change the position of labels adjacent to fields:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Choose Forms > Labels.
- 3 Select Above or Beside.

#### To change the size of text in labels:

- 1 Choose Forms > Labels.
- 2 Select Small, Medium, or Large.

## Changing the Size of Text

You can change the size of text that is displayed in fields.

### To change the size of text in fields:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Select the fields.
- 3 Choose Forms > Text Size.
- 4 Select a size from the list: Smallest, Small, Medium, Large, Largest.

## Changing the Shading of Fields

You can change the level of shading that is displayed behind fields.

### To change the shading of fields:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Select the fields.
- 3 Choose Forms > Shading.
- 4 Select a level of shading: None, Light, or Dark.

## Aligning the Right Edges of Fields

You can align the rightmost edges of selected fields within a column.

### To align the right edges of fields:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Select the fields whose right edges you want to align within a column.  
Command-click or Shift-click to select multiple fields.  
**Tip** To quickly align the right edges of many fields, click in an empty part of the form, and while holding down the mouse button, drag to select multiple items.
- 3 Choose Forms > Align Right Edges.

## Adding Text Boxes

Add a text box if you want text such as a heading on your form.

### To add a text box:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Choose Insert > Text Box.  
An untitled box appears at the bottom of the form.
- 3 Drag the text box to the desired location, double-click in the text box, and start typing.

## Adding Image Boxes

Add an image box if you want an image such as a logo or letterhead to appear on every record in your form.

### To add an image box:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Choose Insert > Image Box.  
An image box appears on the form.
- 3 Drag an image file from the Finder into the image box.
- 4 Click in the image box to reposition or change the display size of the image.  
For more information, see "Positioning Images" on page 96 and "Changing the Display Size of Images" on page 96.

## Adding Horizontal Separators

A horizontal separator is an object you can add to a form. Separators help organize forms by visually separating the items above and below the separator. The appearance of the horizontal separator is defined by the theme applied to the form. You can change the horizontal separator's width but not its height.

### To add a horizontal separator:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Choose Insert > Horizontal Separator.
- 3 Drag the horizontal separator to the desired location on the form.

## Adding Column Dividers

You can divide up space on a form with column dividers.

### To add a column divider:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Choose Insert > Column Divider.
- 3 Drag the column divider to the desired location on the form.

## Adding Spacers

Use a spacer to create a blank space between items on a form. For example, add a spacer to separate groups of fields. When editing the form, you can change the spacer's width, height, and shading.

### To add a spacer:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Choose Insert > Spacer.
- 3 Drag the spacer to the desired location on the form.  
Drag the right or bottom edge of the spacer to change its width or height.
- 4 (Optional) Choose Forms > Shading.
- 5 (Optional) Select a level of shading.

In Bento, you use table view to display text and media in a spreadsheet-like format where rows represent records and columns represent fields.

This chapter describes how to create and modify records in table view, sort records, and rearrange, summarize, and display data in columns.

## About Table View

In table view, you can see your records in rows with the fields in columns (in a format similar to a spreadsheet).

	First Name	Last Name	Street (Home Address)	City (Home ...	Country (Ho...
1	Juanita	Alvarez	147 Houston Avenue	New York	USA
2	Michelle	Cannon	123 4th St. SW	Edmonton	Canada
3	Andre	Common	147 White Avenue	Los Angeles	USA

To go to table view, choose View > Table View.

Table view gives you flexibility while working with your data. For example, you can:

- see more than one record at a time
- choose which fields are displayed as columns
- sort records in ascending or descending order by using sort commands in the column header pop-up menu
- duplicate one or more records
- delete multiple records
- enter, select, copy, and paste values in one or more cells, in a spreadsheet-like manner

- summarize data
- select and drag multiple records to create new collections within one library
- create, view, and edit media fields

In table view, you cannot see related data fields or any of the list field types, such as address, email address, file list, message list, and simple list. See “Working with Related Data Fields” on page 93 and “Working with List Fields” on page 90.

## Viewing a Table and Form at the Same Time

You can view a selected record in table view and form view at the same time. Select the record, then choose View > Split View.

## Setting Table View Text Size

You can change the size of text for displaying records in table view.

### To change the size of text used in table view:

- 1 Choose Bento > Preferences.
- 2 For “Table View Text,” select Small or Large.

## Selecting Records in Table View

### To select one record in table view:

Click a row number.

### To select multiple records in table view:

Click a row number, then Shift-click the last row you want to include in the selection. Or Command-click individual rows to include in the selection.

## Creating Records in Table View

You can create records in table view or form view.

### To create a record for a library or collection:

- 1 Select the library or collection you want to add a record to.
- 2 In table view, choose Records > New Record. Or click in the last empty row and start typing.

At the bottom of the window, the record count indicator increases.

- 3 Type data in the columns.  
If you type data in the last column, Bento creates a new field with the default name Field.
- 4 Press Tab to move to the next field in the same record. Press Shift-Tab to move to the previous field in the same record.

#### To add existing records to another collection within the same library:

Select the records, choose Edit > Add To, then choose a collection from the list. The selected records are added to the collection that you chose in the list.

## Editing Records in Table View

#### To edit a record:

- 1 Select the library or collection that contains the record you want to edit.
- 2 Double-click a field (table cell). Press Tab to move to the next field in the same record. Press Shift-Tab to move to the previous field in the same record.  
Press Command-Return to insert a line break in a text field.

## Copying and Pasting Data in Table View

You can copy and paste data between Bento records in the same or other libraries as well as between Bento and spreadsheet applications such as Numbers and Excel.

#### To copy data:

- 1 Do one of the following:
  - In Bento, select one or more rows of data by clicking the row number. To select adjacent rows, select one row, then hold down the Shift key as you select adjacent rows. To select nonadjacent rows, hold down the Command key as you select rows.
  - Drag a selected block of data from a spreadsheet application to Bento.

**Note** In your spreadsheet application, you may need to switch rows of cells to columns or columns to rows before copying the data.

- 2 Choose Edit > Copy.  
Bento copies the selected data to the Clipboard.

### To paste data:

- 1 Click a cell.
- 2 Choose Edit > Paste.

Bento creates additional records and columns as necessary.

**Note** When pasting into existing fields, Bento pastes as many values as possible. If the data being pasted doesn't match the field type, Bento gives you the choice of rejecting the data or changing the field type to Text.

### To paste data into new columns:

- 1 Click a cell in the empty column after the last column of data.
- 2 Choose Edit > Paste.

Bento creates new text fields, and additional records as necessary.

## Duplicating Records in Table View

### To quickly add a record with the same or similar data as an existing record:

- 1 Select the library or collection.
- 2 Select one or more records, then choose Records > Duplicate Record.

If you duplicated a record in a collection, the record is created in the parent library and displayed in the collection.

## Deleting Records in Table View

### To permanently delete selected records from a library:

- 1 Select the library.
- 2 Select the records, then choose Records > Delete Selected Records or press Command-Delete.

In the dialog, click Delete.

### To permanently delete selected records from a collection:

- 1 Select the collection.
- 2 Select the records, then choose Records > Remove Selected Records or press Command-Delete.

In the dialog, if you click Delete, the records are permanently removed from both the library and the collection. If you click "Remove from Collection," the records are removed only from the collection, not the library.

## Sorting Records

### To sort records:

Click the pop-up menu in a column header, then choose Sort Ascending or Sort Descending.

If you want to sort two or more fields, sort by the least significant field first, followed by the more important field or fields. For example, to sort records by last name and first name, first sort by the First Name field, then by the Last Name field.

## Working with Fields and Columns in Table View


### Creating Fields in Table View

#### To create a field in table view:

- 1 For blank libraries, the first field is automatically created with the default name New Field.
- 2 Double-click the column header and type a new name for the field, then press Return.
- 3 Enter data in the field.  
Bento creates a Text field by default. You can change the field to another type. See "Changing the Field Type" on page 70.
- 4 Press Tab to create another field, where you can continue typing in the same record.
- 5 Repeat steps 2-4 to create as many fields as you want.

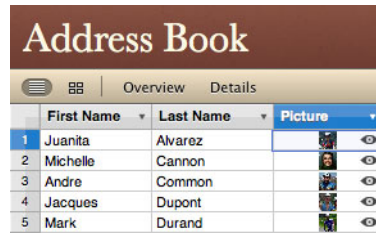
### Adding Fields in Table View






#### To add a field before or after a column:

- 1 Click  near the right edge of a column header.
- 2 Choose Add Field Before or Add Field After.  
A new column is inserted before or after the current column with the default name Field.
- 3 Type a new name for the field.

## Working with Media Fields in Table View

You can create, view, and edit media fields in table view in the same way as you do other field types.




	First Name	Last Name	Picture
1	Juanita	Alvarez	
2	Michelle	Cannon	
3	Andre	Common	
4	Jacques	Dupont	
5	Mark	Durand	

Press the Space bar to view the selected media field.


## Changing Options for a Field

### To change field options:

- 1 Click  near the right edge of a column header.
- 2 Choose Edit Field.
- 3 Change the field name or set options.

## Duplicating Fields


### To duplicate a field:

- 1 Click  near the right edge of a column header.
- 2 Choose Duplicate Field.

## Changing the Field Type


You can change the type of some fields to another. For more information see "Changing an Existing Field from One Type to Another" on page 90.

### To change the field type:

- 1 Click  near the right edge of a column header.
- 2 Choose Change To, then select a field type from the list.

## Showing and Hiding Columns

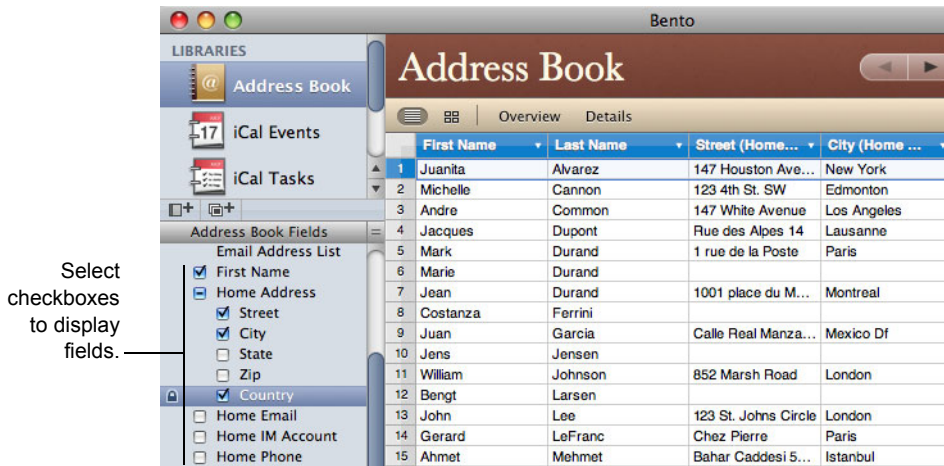
### To hide columns:

- 1 Click  near the right edge of a column header.
- 2 Choose Hide Field.

## To show or hide columns using the Fields pane:

In the Fields pane, select a field's checkbox to display the field in table view. Clear the checkbox to hide the field in table view. To select multiple fields at once, select one field, then Shift-click another field to select all fields in between. To quickly clear them, press the Space bar.


When you hide a field in table view, the field and its data are not deleted from the library or collection.



**Tip** To display more data, hide the Libraries and Fields pane. Choose View > Hide Libraries & Fields Pane.

## Deleting Fields in Table View

### To delete a field in table view:

- 1 Click  near the right edge of a column header.
- 2 Choose Delete Field.
- 3 In the dialog, click Delete.

The fields and their data are permanently removed from the library.

## Reordering Columns

### To reorder a column:

Drag the column header left or right to a new location.



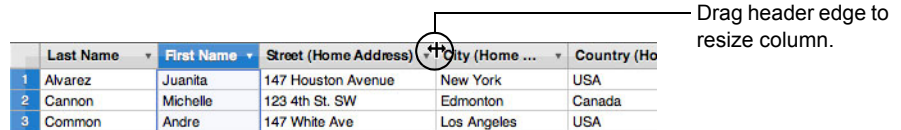
A screenshot of a table with columns: First Name, Last Name, Street (Home Address), City (Home Address), and Country (Home Address). The first row contains Juanita, Juanita, 147 Houston Avenue, New York, USA. The second row contains Michelle, Michelle, 123 4th St. SW, Edmonton, Canada. The third row contains Andre, Andre, 147 White Ave, Los Angeles, USA. A mouse cursor is shown over the 'First Name' header, and a line points to the text 'Drag header to reorder column.'

	First Name	Last Name	Street (Home Address)	City (Home Address)	Country (Home Address)
1	Juanita	Juanita	147 Houston Avenue	New York	USA
2	Michelle	Michelle	123 4th St. SW	Edmonton	Canada
3	Andre	Andre	147 White Ave	Los Angeles	USA

## Resizing Columns

### To resize a column:

- 1 Drag the edge of a column header to the width you want.



A screenshot of a table with columns: Last Name, First Name, Street (Home Address), City (Home Address), and Country (Home Address). The first row contains Alvarez, Juanita, 147 Houston Avenue, New York, USA. The second row contains Cannon, Michelle, 123 4th St. SW, Edmonton, Canada. The third row contains Common, Andre, 147 White Ave, Los Angeles, USA. A mouse cursor is shown over the right edge of the 'Street (Home Address)' header, and a line points to the text 'Drag header edge to resize column.'

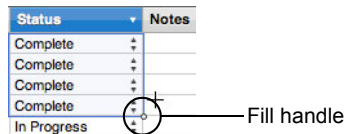
	Last Name	First Name	Street (Home Address)	City (Home Address)	Country (Home Address)
1	Alvarez	Juanita	147 Houston Avenue	New York	USA
2	Cannon	Michelle	123 4th St. SW	Edmonton	Canada
3	Common	Andre	147 White Ave	Los Angeles	USA

## Filling Fields Automatically

Bento lets you use the content in one or more rows to automatically add or replace records below the selected fields.

### To fill fields automatically:

- 1 Select one or more fields in one or more records.
- 2 Drag the fill handle to copy the fields' values downward as far as you drag.



A screenshot of a table with columns: Status and Notes. The first row contains Complete. The second, third, and fourth rows also contain Complete. The fifth row contains In Progress. A mouse cursor is shown over the bottom-right corner of the 'Complete' cell in the fifth row, and a line points to the text 'Fill handle'.

Status	Notes
Complete	
Complete	
Complete	
Complete	
In Progress	

## Summarizing Column Data

The summary row provides an easy way to perform basic operations on the data in a column and display the results. The summary row is located at the bottom of table view and at the bottom of related data fields.

To show or hide the summary row, choose View > Show Summary Row or Hide Summary Row.





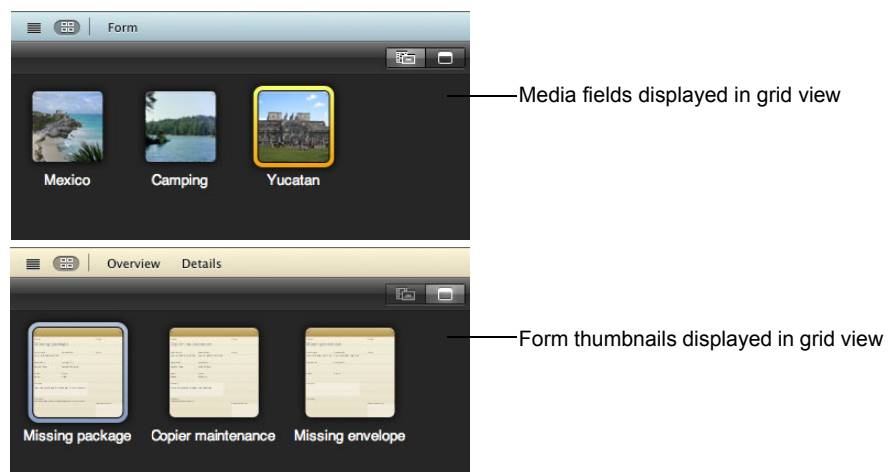
In Bento, you can work with your media fields (pictures, music, and movies) and forms in an easy-to-use grid layout.

This chapter describes how to work with a library's media fields and form thumbnails in grid view, look at a record in grid view and a form view at the same time, filter grid view items, set and change labels of grid view items, change the display size of grid view items, and work with library folders in grid view.

## About Grid View

In grid view, the media fields in each record of a library or collection are displayed as thumbnails in rows. Each thumbnail is a *grid view item*. If a library or collection does not contain any media fields, Bento displays thumbnails of the forms.


Move the cursor back and forth over a grid view item to flash in succession all the media fields within the grid view item.




To go to grid view, choose View > Grid View or click .

## Viewing the Grid and a Form at the Same Time


You can view a selected record in a form view and grid view at the same time.

If you are in grid view, select the record, then choose View > Split View or click .

If you are in form view, select the record, then choose View > Split View or click .

## Displaying Grid View Items


### To display grid view items:

Click  to display photos, music, movies, and documents.

Click  to display form thumbnails.

## Setting Grid View Options


### To set labels for grid view items:

- 1 Click .
- 2 Choose the fields to be used for the labels that appear below the grid view items.

You can specify up to two fields per line.

**Note** If you don't want any labels to be displayed, click the Title pop-up menu, then choose the dash symbol for both fields. Click the Subtitle pop-up menu, then choose the dash symbol for both fields.

### To set the default media field for grid view items:

- 1 Click .
- 2 Click the image in the Grid Settings window, then choose a media field.

## Changing the Display Size of Grid View Items

### To change the display size of grid view items:

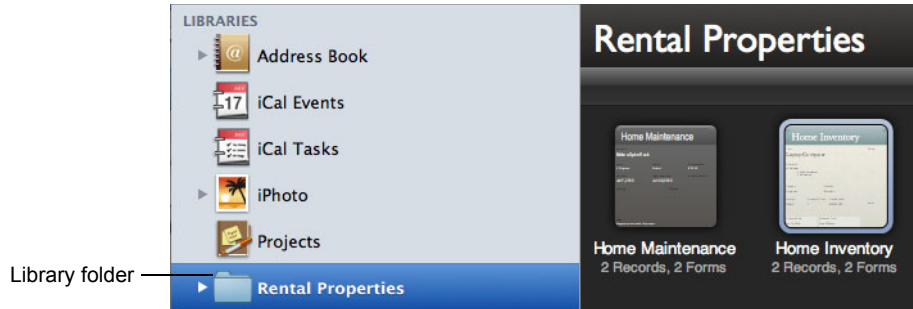
Drag the zoom slider.



## Working with Library Folders in Grid View

When you select a library folder, you see a grid view of all the libraries contained in the folder along with information about the number of records and forms in each library.

Move the cursor back and forth over a library to flash in succession all the forms it contains.



### To go to a specific form:

- 1 Move the cursor over a grid view item until you see the form you want.
- 2 Control-click and choose Go to Form from the pop-up menu.

### To set the default form displayed for grid view items:

- 1 Move the cursor over a grid view item until you see the form you want.
- 2 Control-click and choose Set Default Grid Form from the pop-up menu.



Bento provides a wide variety of field types to store the kinds of information you use in your daily life.

In Bento, you can choose from many different field types to track things such as names, addresses, dates, times, prices, images, movies, songs, and lists of files.

This chapter describes the purpose of the field types, how to create and modify fields, how to use the Fields pane, and work with the various types of fields that Bento provides.

## About Fields

Each library (except the Blank library) contains a set of fields. Each field allows you to store a particular kind of data. In the record pictured on the next page, there are several fields. For example, the Project Name field contains text.

Once you have created a field, you can use it on multiple forms and tables within the same library or collection. When you want to link data between libraries or collections, you can use *related data fields*.

From address, email, IM account, phone number, and URL fields you can perform tasks such as sending an email message, getting directions to an address, or displaying a phone number in large type.

Form view

Form view

Project Name: Vargas Holiday Party

Start: 10/20/2010 End: 12/16/2010

Status: In Progress Priority: High

Budget: \$2,000.00

Vendors:

	First Name	Last Name	Notes for Vendors
1	Michelle	Cannon	
2	John	Lee	
3	Andre	Common	

Phone Number: work : 123-456-7890

Annotations:

- Text field: Vargas Holiday Party
- Date field: 10/20/2010
- Choice field: In Progress
- Currency field: \$2,000.00
- Related data field: Vendors table
- Display phone number in large type: 123-456-7890

Table view

Table view

Project Name	Start	End	Priority	Budget
Vargas Holiday Party	10/20/2010	12/16/2010	High	\$2,000.00

Fields

## Field Types

These are the types of fields you can create in Bento:

Field Type	Purpose
Text	Store anything you type*
Number	Store numeric data, with formatting options**
Choice	Create a pop-up menu in order to select an item from a list
Checkbox	Provide an on-off type of choice
Media	Store and use image, movie, and sound files
Simple list	Store text data in a list format
File list	Store and view thumbnails of aliases to other files or folders that are on your computer
Message list	Display emails, notes, and RSS articles from the Mac OS X Mail application
Related data	Store one or more records from another library or collection that are related to the current record
Time	Choose and store a time of day, in hours, minutes, and seconds, AM or PM
Date	Choose and store a date and time value. Displays the date by default and can also display the time.
Duration	Store an amount of time in weeks, days, hours, minutes, and seconds
Calculation	Display the result of a specified calculation. Supported operators are addition, subtraction, multiplication, division, and concatenation (joining two or more words or sentences).

Field Type	Purpose
Currency	Store an amount of money and display it in the selected currency format
Automatic counter	Assign a higher number to each new record
Rating	Set the rating value of an item by clicking stars in the field
Encrypted	Protect sensitive or confidential data and hide it from view (data is displayed as bullets). Encrypted data is stored in your Bento database.
Address	Store all components of a single street address
Phone number	Store a phone number, including the area code
Email address	Store an email address
URL	Store a website, FTP site, or AFP site address***
IM account	Store an IM account and service name
	Notes:
	*Maximum text field size is approximately 2 GB.
	**The largest number supported is 2 <sup>63</sup> .
	***The URL field does not support URL values that contain Japanese characters.

For a list of field types that you can import data into, see “Field Types Supported for Import” on page 109.

### List Fields

When you create address, phone number, email address, URL, and IM account fields, Bento creates an associated *list field* that lets you display multiple addresses, phone numbers, and so on for one record. When you enter data in one of these single field types, Bento displays the same data in the associated list field.

For example, suppose you have a form that displays a home phone number in a phone number field named “Home Phone Number.” You add work and mobile phone numbers to two other phone number fields. Bento creates a list field and displays all three phone numbers in that list field, but the work and mobile phone numbers are not added to the “Home Phone Number” field you created.

Form 1

Single phone number fields

On Form 1, you enter data in single phone number fields.

Form 2

Phone number list field created by Bento

On Form 2, Bento displays the data in the phone number list field that you entered in the single phone number fields.

You can import and export values stored in regular fields (for example, “Home Phone Number” in the form shown above) but you can’t import or export values stored in list fields. You can see values stored in list fields in form view but not in table view.

## Creating Fields


Follow the steps below to create all types of fields, except calculation, file list, message list, and related data fields. For more information about those field types, see “Creating Calculation Fields” on page 83, “Creating File List Fields” on page 84, “Creating Message List Fields” on page 85, and “Creating Related Data Fields” on page 85.

### To create fields:

- 1 Choose Insert > New Field or press Control-N.
- 2 Choose a field type.
- 3 Name the field.  
The name must be unique within the library.
- 4 Set the options on the field, if any.
- 5 Click “Create and Continue” or press Command-Return.
- 6 Repeat steps 2-5 to create additional fields.
- 7 Click Close.

The fields are added to the Fields pane.

## 8 Use the Fields pane to add or display fields.

To	Do this in the Fields pane
Add a field to a form in form view or split view	Drag  to the form.
Display a field as a column in table view or split view	Select a field's checkbox.

**Note** In table view, you cannot see related data fields or any of the list field types, such as address, email address, file list, message list, and simple list.

After you have created a field, you can enter data into it.

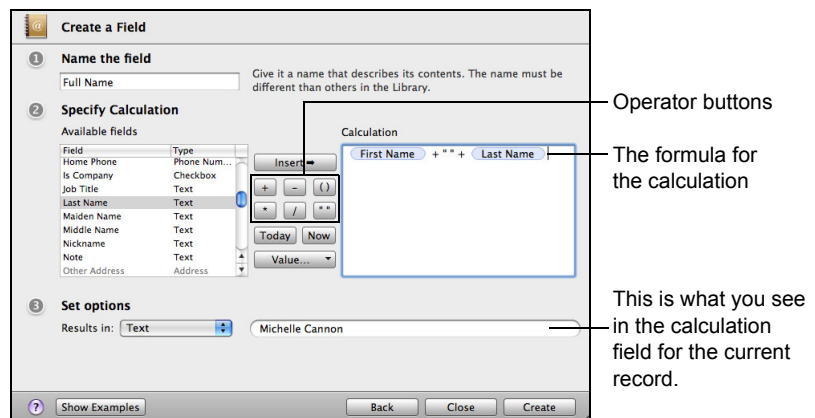
## Creating Calculation Fields

### To create a calculation field:

- 1 Choose Insert > New Field.
- 2 Choose Calculation.
- 3 Click Continue.
- 4 Name the field.
- 5 Build a formula for your calculation.

To add	Do this
A reference to a field	In the Available Fields list, double-click a field name.
A mathematical or text operator	Click an operator button or type an operator in the formula.
The current date	Click Today to insert the current date.
The current time	Click Now to insert the current time.
A pre-formatted value	Click Value, then select a value from the list. Replace the pre-formatted value with the value you want.

- 6 Choose the correct data type for the result you want and set any other options.



- 7 Click Create.

The new field is added to the Fields pane.

**Tip** If you are unfamiliar with creating calculations, click Show Examples to see and experiment with examples of calculations.

## Creating File List Fields

Use a file list field to store a list of aliases to files or folders on your computer. Each alias contains a path to a specific file or folder in a specific location on your hard drive.

You can quickly open files or applications that are stored in file list fields. For example, you could store a PDF file of a resume in the record for a prospective employee. If you double-click the PDF icon, the document opens in either Preview or Adobe Reader, depending on your system default values.

If you move or rename a file or folder that an alias refers to, the alias is broken. If you try to open the file or folder, you can navigate to it or remove the alias from the list.

### To create a file list field and add files to it:

- 1 Choose Insert > New Field.

- 2 Choose File List.

- 3 Name the field.


- 4 Click Create.

The new field is added to the Fields pane.

- 5 In form view, drag the field to a form.


See “Adding Fields to a Form” on page 59.

**Tip** You can see file list fields in form view but not in table view. Choose View > Split View so that when you are working in table view you can also see file list fields in form view.

- 6 In the bottom-left corner of the table for the file list field, click  or choose Insert > File.

- 7 In the Open dialog, navigate to the file you want to include in the file list field, then click Select.

You can also drag files from the Finder to the file list field.

- 8 Click  and choose Open, or double-click an alias in the file list field to open the file.

You can preview files that are stored in file list fields with Quick Look. See “Previewing Files with Quick Look” on page 92.

## Creating Message List Fields

Use a message list field to store aliases to Mac OS X Mail messages, notes, and RSS articles that are relevant to a specific record. For example, you can keep a log of correspondence linked to a project or event.

**Note** Because the message list field stores aliases to messages, when you delete a message from Mac OS X Mail, it is also deleted from the message list field.

### To create a message list field:

- 1 Choose Insert > New Field.
- 2 Choose Message List.
- 3 Name the field.
- 4 Click Create, then Close.  
The new field is added to the Fields pane.
- 5 In form view, drag the field to a form.  
See “Adding Fields to a Form” on page 59.

**Note** You can see message list fields in form view but not in table view.

- 6 Add Mac OS X Mail items (messages, notes, and RSS articles) to the field.  
See “Adding Mac OS X Mail Items to a Message List Field” on page 91.

## Creating Related Data Fields

Use a related data field to display one or more records from a library or collection that are related to the record you are viewing.

For example, if you used the Projects library to manage planning a holiday party and wanted to display a list of vendors on a form, you could create a related data field to display the vendors that you hired to supply different types of party equipment. These records come from the Vendors collection under the Address Book library. If you add a new record in the related data field, the record is displayed there but is stored in the Vendors collection and the Address Book application.

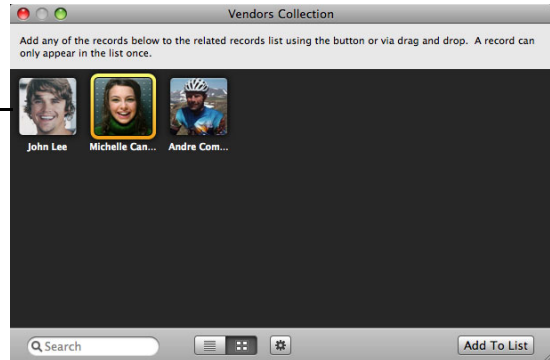


1. Drag the Vendors collection onto the Projects form.

The screenshot shows the 'Projects' form for 'Vargas Holiday Party'. The form includes fields for Project Name, Start (10/20/2010), End (12/16/2010), Status (In Progress), Priority (High), and Budget (\$2,100.00). A 'Vendors' field has been added, displaying a table with columns for First Name, Last Name, and Notes for Vendors. The table contains three rows: Michelle Cannon, John Lee, and Andre Common.

	First Name	Last Name	Notes for Vendors
1	Michelle	Cannon	
2	John	Lee	
3	Andre	Common	

2. Bento creates a related data field on the form.



3. Add the selected vendors to the related data field.

You can create a related data field by dragging a library or collection to a form, as illustrated above, or you can use menu commands, as outlined below.

You can see related data fields in form view but not in table view.

You see the contents of media fields as thumbnails in related data fields when you display the fields in a grid.

### To create a related data field:

- 1 Select the library or collection you want to add a list of related records to.
- 2 Choose Insert > New Field.
- 3 Choose Related Data.
- 4 Name the field.
- 5 Choose the data source from the list.

The data source can be a library, collection, or Smart Collection. If you select a library, you can add any record from the library to the related data field. If you select a collection, you can only add records from that collection to the related data field.

- 6 Click Create.

The new field is added to the Related Data section of the Fields pane.

7 Drag the field to the form you want.

Project Name  
Vargas Holiday Party

Start: 10/20/2010    End: 12/16/2010

Status: In Progress    Priority: High

Budget: \$2,000.00

First Name	Last Name	Notes for Vendors

Annotations:

- Related data field
- Drag here to show or hide the Notes section.
- Show or hide the summary row.
- Go to the selected record in its source library or collection.
- View related records in a grid.
- Switch between fields listed in the Fields pane (data source or library).

8 Click to display records from the data source you specified in step 5.

Click to add a record. If the data source is a Smart Collection, is disabled, since you can't add records to a Smart Collection.

9 Select the records you want to add, then drag them to the related data field or click Add to List.



10 Press Esc to close the library or collection window.

- To remove a record from a related data field, click . This removes the record from the related data field only. The record still remains in the data source (the library or collection) that the related data field is based on.

- If you delete a library or collection that a related data field is based on, the related data field is also deleted.
- If a record that appears in a related data field is deleted in its data source, the record is also deleted from any other related data field it appears in.

### Using the Address Book, iCal, or iPhoto Library as a Data Source

You can create related data fields that display records from the Address Book library or an Address Book collection. If you add Address Book records to the related data field and make changes to the records, you are updating the data in the Address Book application.

If you delete a contact record from the Address Book application, it is removed from any related data field where it appeared in Bento.

You can create related data fields that display records from the Bento iCal Events and iCal Tasks libraries. If you change an iCal Event or iCal Task record in a related data field, you are updating the data in the iCal application.

If you delete an event or task record from the iCal application, it is removed from any related data field where it appeared in Bento.


You can create related data fields that display records from the Bento iPhoto library or an iPhoto collection.

If you delete a record from the iPhoto application, it is removed from any related data field where it appeared in Bento.


## Navigating to Related Records


You can view the details of a specific record stored in a related data field, and you can quickly navigate among records stored in different related data fields.

### To navigate among related records:

- 1 Click a record.
- 2 Click  to go to the record in its library or collection and view the record's details.

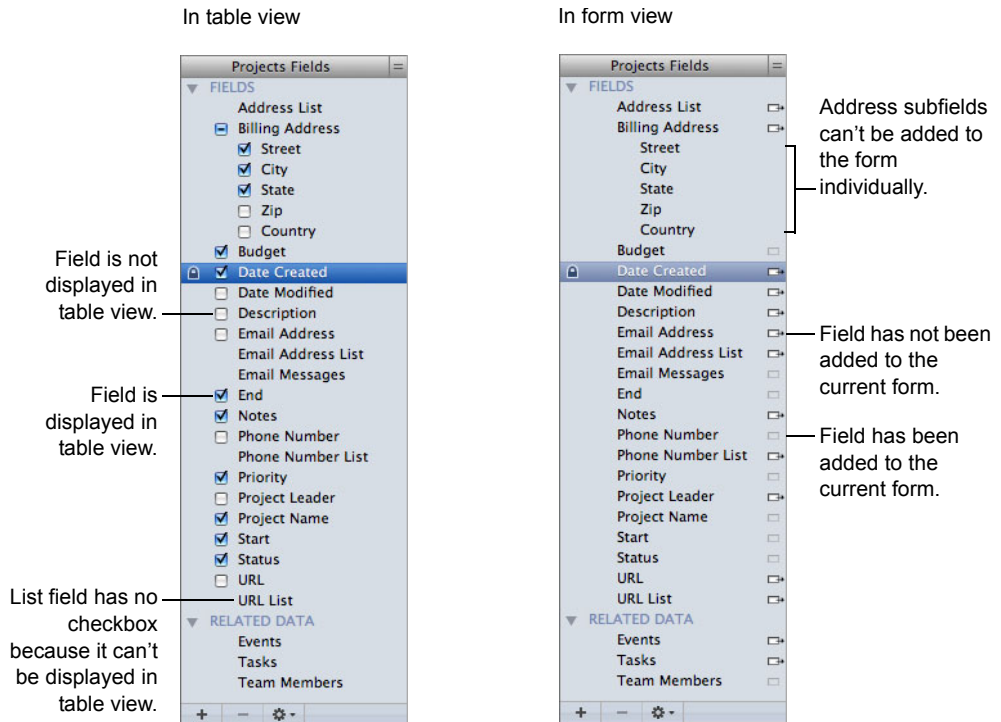
You can edit the record you have navigated to.

- 3 As you navigate among records in different related data fields, you can quickly return to the previously viewed related record by clicking  in the navigation bar.

However, once you select an item in the Libraries pane, Bento stops keeping track of the related records you viewed and  disappears.


## Using the Fields Pane

The Fields pane displays an alphabetical list of the fields that are available for the selected library or collection. Use the Fields pane to select the fields that you want to add to the current form (in form view) or to display as columns (in table view). In split view, the Fields pane indicates the fields that can be added to the current form or can be displayed in table view.



In the Fields pane you can:

- create a field by clicking
- drag a field with to a form
- select a field's checkbox to display the field in table view
- double-click field names to modify names and settings. Some fields are locked . You can't modify their names or settings because they are shared with Address Book, iCal, or iPhoto, or are reserved by Bento.
- duplicate a field by clicking and choosing Duplicate

- delete a field and its data by clicking . When you delete a field, it is deleted from the library and from collections and related data fields that use it. You can't delete fields that are used for displaying data from Address Book, iCal, or iPhoto, locked fields, address subfields (for example, street, city, and country fields), and the Date Created and Date Modified fields.


**Note** In the Fields pane in table view, there is no checkbox next to related data fields or the list field types (address, email address, phone number, IM account, URL, file list, message list, and simple list) because these fields can't be displayed in table view.

## Changing an Existing Field from One Type to Another

You can change the type of some fields to another.

Convert from:	Convert to:										
	Text	Number	Choice	Checkbox	Time	Date	Duration	Currency	Rating	Phone	Other list fields
Text		•	•	•	•	•	•	•	•	•	•
Number	•		•	•				•	•	•	
Choice	•	•		•	•	•	•	•	•	•	•
Checkbox	•	•	•								
Time	•		•								
Date	•		•								
Duration	•		•								
Currency	•		•								
Rating	•		•								

### To change an existing field from one type to another:

- 1 Select a column name in table view.
- 2 Click .
- 3 Choose Change To, then select a field type from the list.



## Working with List Fields

Each type of list field (address, phone number, email address, URL, and IM account) has a pop-up menu from which you can quickly perform actions such as displaying the selected phone number in large type, getting directions to or from the selected address, and displaying a map for the selected address.

### Sending Emails

In form view and table view, you can quickly send emails to your family, friends, or colleagues.

### To send an email in form view:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Click  next to the email address field.  
If you see , the email address is not valid.
- 3 The default email application opens and displays a blank email message addressed to the name in the email address field.
- 4 Compose the message and send it.


### To send an email in table view:


- 1 Select one or more email address fields.  
You can select any block of fields to quickly select multiple email address fields.
- 2 Choose Edit > Email Selected Address or Email Selected Addresses, or press Shift-Command-M.
- 3 The default email application opens and displays a blank email message addressed to the name or names in the selected email address field or fields.
- 4 Compose the message and send it.

## Adding Mac OS X Mail Items to a Message List Field

In message list fields, you can store aliases to Mac OS X Mail messages, notes, and RSS articles that are relevant to a specific record. For instructions on creating message list fields, see “Creating Message List Fields” on page 85.

### To add a Mac OS X Mail message, note or RSS article to a message list field:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 In the bottom-left corner of the message list field, click  to open the Mac OS X Mail application.
- 3 In Mac OS X Mail, select a folder that contains messages, notes, or RSS articles.
- 4 Drag one or more items to the message list field.



**Tip** Click  to show the fields for the message list field in the Fields pane.

To open the items in Mac OS X Mail, see “Working with Files Stored in File List Fields and Message List Fields” below.

## Working with Files Stored in File List Fields and Message List Fields




When browsing records, you can quickly open files or applications stored in file list fields, and Mac OS X Mail messages, notes, and RSS articles stored in message list fields.

### To open files stored in a file list field or message list field:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Select one or more items in the file list field or message list field. Command-click to select nonadjacent items.
- 3 Click  and choose Open (file list) or  (message list), or double-click the items you want to open.
- 4 The application associated with each item starts and displays the contents of the items.

For example, if you double-click a PDF file and a QuickTime movie file, the Mac OS X Preview and QuickTime Player applications start and display the PDF file and the QuickTime movie file. If you double-click an email message, note, or RSS article, the Mac OS X Mail application starts and displays the Mac OS X Mail item.


### To view files stored in a file list field:

- 1 Click  to display the items in a table.  
Click  to switch back to the grid format.
- 2 Click  to change the display size of the items.

## Previewing Files with Quick Look

With Quick Look, you can quickly view the contents of an item in a file list field or message list field without opening it.

### To preview a file:

- 1 Select a form in the navigation bar or choose View > Form View > *Form Name*.
- 2 Select one or more items in a file list field or message list field.
- 3 Click  and choose Quick Look *filename* or press the Space bar.

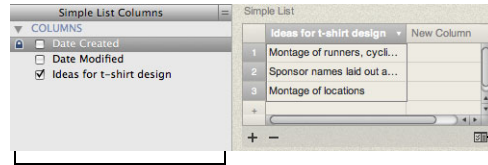
The content you see depends on the type of file. If it's an image, you'll see a smaller version of it. If it's a text document, you can read the text and scroll to see more. If you selected multiple items, you can use the arrow keys or the buttons at the bottom of the Quick Look window to move from one item to another.

## Working with Simple List Fields

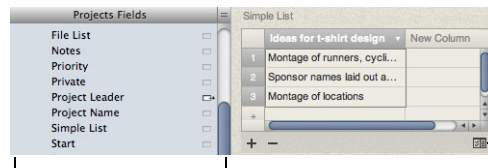
With a simple list field, you can drag it onto a form and just start typing to add data that is relevant to the record. A simple list field can only contain alphanumeric text.

You work with columns and rows in simple list fields in much the same way as you do in table view. See "Working with Fields and Columns in Table View" on page 69. You can copy and paste data from table view or a spreadsheet file into simple list fields.

You show or hide columns in simple list fields using the Fields pane. See “Showing and Hiding Columns” on page 70.



Fields pane displaying columns in the simple list field



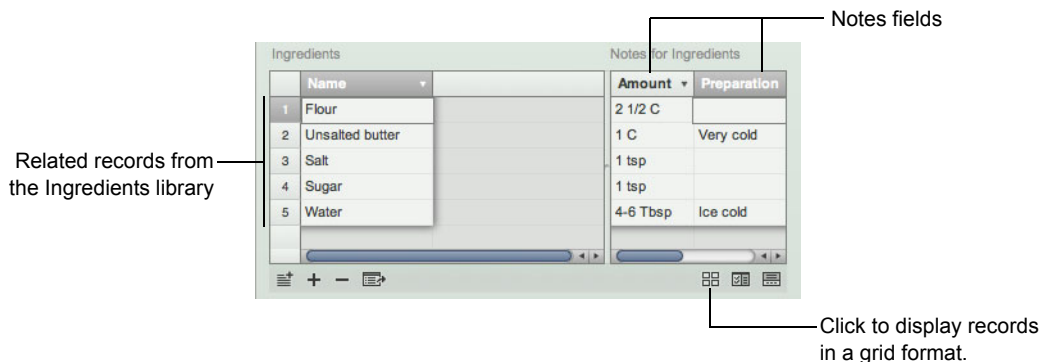
Fields pane displaying fields in the library

Click to switch between the displays in the Fields pane.


## Working with Related Data Fields

In a related data field, you can store information about records that is relevant to the data source but isn't linked to the data source. This information is stored in a separate section of the related data field called notes.

For example, in a Recipes library that has a related data field linked to the Ingredients library, you could store information such as the required amount of each ingredient in a recipe in the notes section of the Ingredients related data field. In other fields in the notes section, you could add details about how to prepare the ingredient or the name of the store where you purchased it. The information in the note fields is *not* stored in the Ingredients library.



### To display the notes section:

Position your cursor on the right edge of a related data field. When the cursor changes to , drag it to the left. You see the notes section with the first notes field created for you.

### To create additional fields in the notes section:

Double-click the New Column column header and type a new name for the field, then press Return.


### To delete a field in the notes section:

Click the pop-up menu in a column header, then choose Delete Column.


### To sort records in related data fields:

Click the pop-up menu in a column header, then choose Sort Ascending or Sort Descending.

### To display related data records in a grid format:

Click  to display the records in a grid.

### To set labels for grid view items:

- 1 Click .  
You can specify up to two fields.
- 2 Click the Title pop-up menu, then choose the fields.  
If you don't want any labels to be displayed, choose the dash symbol in both fields.

## Working with Media Fields

You can add many types of sound, image, and movie files to a media field, including JPEG, QuickTime, and MP3 files.




If you add a sound file that you purchased from the iTunes Store, you may have to enter the account name and password for the account that was used to purchase the sound file.

**Note** You can't add movie files that you purchased from the iTunes Store.

## Taking Photos

If your computer has an iSight camera, you can take pictures with it to use in your forms.

### To take a photo:


- 1 Click an empty media field.  
For information about how to create a media field, see “Creating Fields” on page 82.
- 2 Click .
- 3 In the window, click , then wait for the image to appear.
- 4 Optional: Click , then select a special effect to apply to the photo.
- 5 Click Set to save and load the image into the media field.

**Tip** To back up a photo, export it. For more information, see “Exporting Images” on page 96.


## Adding Media Files

You can add sound, image, and movie files to media fields. Image files include images from the web or other applications such as iPhoto.

### To add a media file:

- 1 Click in the media field.
- 2 Drag a media file from the Finder, iPhoto, or iTunes to the media field or click  to choose a file.

Except for iTunes files, when you add a media file, Bento copies it into the bento.bentodb file. When you add an iTunes file to a media field, Bento creates an alias to the file.




If you don't want to copy the media file into Bento, hold down the Option key after you start dragging the media file to the media field. An arrow  appears on the thumbnail. Bento creates an alias that contains a path to a specific file in a specific location on your hard drive. If you use an alias for the media file, and then move or rename the original media file, the alias to it is broken.

- 3 In the Open dialog, select the image you want to add, then click Open.

## Playing a Movie or Sound File

Playing a movie or sound file in Bento is similar to how you play a movie or sound file in QuickTime Player.

### To play a movie or sound file:

- 1 Click in the media field.
- 2 Click  in the playbar to start the movie or sound file.  
Drag the slider up or down to adjust the volume.
- 3 To pause the movie or sound file, click . To restart playing the movie or sound file, click .

### Positioning Images

You can move an image in any direction within a media field.

#### To position an image:

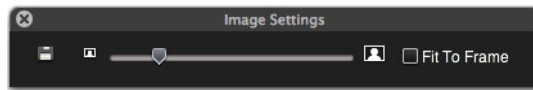
- 1 Click in the media field.
- 2 Drag the image within the field.  
If you drag the image out of view, select Fit to Frame to bring it back into view.

### Changing the Display Size of Images

You can change the display size of an image within the media field.

#### To change the display size of an image:

- 1 Click in the media field.
- 2 Drag the zoom slider to zoom in or out on the image.




- 3 Select Fit to Frame to make the image the same size as the field.

### Exporting Images

You can export (save) any image file with a different name or in a different location. It is saved in its original file format.

#### To export an image:

- 1 Click in the media field.
- 2 Click .
- 3 In the Save As dialog, navigate to the folder where you want to save the image file.
- 4 Type a name, then click Save.

## Deleting Media Files

When you delete a media file from a record, it is permanently deleted from its library and from any collections within the same library.

### To delete content in a media field:

- 1 Click in the media field.
- 2 Press the Delete key or choose Edit > Clear.

## Working with Encrypted Fields

You can store sensitive data in encrypted fields. When you enter data in encrypted fields, it is securely stored in your Bento database and can only be read within Bento. Encrypted data in a locked field is displayed as bullets.

If you attempt to enter data in an encrypted field and you have not already set the Database Password, you won't be able to proceed until you do so. For information about setting the Database Password, see "Setting a Password for Your Bento Database" on page 97.

You can search encrypted fields if they are unlocked. For more information about searching, see "Search Field and Advanced Find" on page 27.

## Setting a Password for Your Bento Database

You can set a password to protect your database. The Database Password also protects all encrypted fields. To set a password for accessing a shared database, see "Setting a Password for a Shared Database" on page 36.

### To set the Database Password:

- 1 Choose Bento > Preferences.
- 2 Click Security at the top of the window.
- 3 Select Use Database Password.
- 4 For Enter Database Password, type the password.
- 5 For Confirm, type the password again.
- 6 (Optional) For Password Hint, type a word or phrase to help you remember the password.
- 7 Keep your password in a safe place. If you forget your password, it is not possible to recover it.
- 8 Click Set Password.
- 9 Click the lock to prevent further changes.

### To clear the Database Password:

- 1 Choose Bento > Preferences.
- 2 Click Security at the top of the window.
- 3 Click the lock to make changes.
- 4 Deselect Use Database Password.

### Locking Bento

You can lock Bento to hide the Bento window and protect your data.

#### To lock Bento:

- 1 Choose Bento > Preferences.
- 2 Click Security at the top of the window.
- 3 Click the lock to make changes.
- 4 Select “Require Database Password when Bento starts.”
- 5 Choose Bento > Lock Bento.  
The Bento window is hidden.


#### To make the Bento window visible again:


- 1 Enter your Database Password.
- 2 Click Submit.

### Locking and Unlocking Data in Encrypted Fields

Locking encrypted fields helps keep your data safer, since you have to first unlock the fields before viewing the data. After you lock encrypted fields, you can’t modify their contents until you unlock them.


#### To lock data in all encrypted fields:


In form view, select an encrypted field and click  next to the field. Then select Lock Encrypted Fields. In table view, select an encrypted field and click the pop-up menu in the column header, then choose Lock Encrypted Fields.

A  appears next to all encrypted fields and bullets replace the contents of all encrypted fields.

**Note** You can’t copy and paste when encrypted fields are locked.


### To unlock data in all encrypted fields:

- 1 In form view, select an encrypted field and click . Then select Unlock Encrypted Fields. In table view, select an encrypted field and click the pop-up menu in the column header, then choose Unlock Encrypted Fields.
- 2 Enter your Database Password, then click Submit.

A  appears next to all encrypted fields.


### Showing or Hiding Data in Encrypted Fields

#### To show data in an encrypted field:

In form view, select the encrypted field and click . In table view, click the pop-up menu in the column header, then choose Show Encrypted Field Contents.

The data you encrypted replaces the bullets.

#### To hide data in an encrypted field:

In form view, select the encrypted field and click . In table view, click the pop-up menu in the column header, then choose Hide Encrypted Field Contents.

Bullets replace the encrypted data.

**Note** You can't copy and paste when the data in encrypted fields is hidden.



This chapter describes the various ways you can import and export information so others can view or use it. You can also print information to share it with others.

A good way to start using Bento is by importing information. Bento supports importing information in a variety of file formats: comma-separated values (CSV) file, tab-separated values (TAB) file, Numbers, Excel, Excel 2008, and library template. For example, you can import CSV files created from spreadsheets, exported from other databases, or downloaded from banking or stock websites.

If you need to share your information, you can export your Bento information as a CSV, TAB, Numbers, Excel 2008, or library template file. You can export records from a library (including shared libraries) or from a collection. You can also export a group of records from search or Advanced Find. If you create a library with forms that you want to give to another Bento user, you can export the library as a library template file.

Bento lets you print information from form view, table view, split view, and from search and Advanced Find.

## About Comma-Separated and Tab-Separated Files

A comma-separated values file (CSV) or a tab-separated values file (TAB) is a file that represents a table of data. Each column/field value is separated by a comma or a semicolon (for CSV) or a tab character (for TAB). One record appears in each row of the data file. Often, the first row of data in the CSV file represents the column names for the table.

**Note** Some locales may use a different separator in CSV files rather than commas. The default separator is defined by your locale setting.

## Exporting CSV and TAB Files from Other Applications

For the best results when importing information into Bento, follow these guidelines:

- Export your data from the other application as a CSV or TAB file.
- If your Excel worksheet contains multiple tables, put each table in its own worksheet, and make sure the column names are in the first row.
- Note whether your CSV or TAB file contains a row with the column names. Bento can use the values in that row as field names when you import the information into a new library. In Bento, these field names appear as labels in form view and as column names in table view.
- Make a note of the order of the fields in the CSV or TAB file. If the file doesn't contain a row with the column names, you can refer to your notes to manually name the fields when you import the file.
- ClarisWorks and AppleWorks create tab-separated files when you select the ASCII Text option in the Save As dialog. Make sure you add the TAB extension to the filename when you save an AppleWorks 6 file that you plan to import into Bento. For example, if you have an AppleWorks file named "MyData" save it as "MyData.tab" so that Bento recognizes it as a tab-separated file.

## Correcting CSV Files

If you are having difficulty importing a CSV file, open it in a text editor and do the following:

- Put double quotation marks around field values that have embedded commas.  
For example: "10,000 Donors"
- Put double quotation marks around field values with leading or trailing spaces.
- Put double quotation marks around field values that contain embedded line-breaks.
- Put double quotation marks around field values that contain double quotation marks. Change the embedded double quotation marks into a pair of consecutive double quotation marks.  
For example: "She said ""I will be there"" in her email."

Example of a comma separated (CSV) file



```
TravelClub.csv
"First Name","Last Name","Street","City","Country","Company Name","Membership","Fee","Date Paid"
"Mary","Smith","123 Elm St.,""New York","USA","DEF Ltd.,""Continuing","100","12/12/2009"
"Andre","Common","147 White Avenue","Los Angeles","USA","ABC Company","Continuing","100","1/1/2009"
"Steve","Williams","789 Ninth Avenue","New York","USA","ABC Company","New","200","2/2/2009"
"Kentarou","Ogawa","2-23-5 Imachi , Setagaya","Tokyo","Japan","ABC Company","New","100","3/3/2009"
"Marie","Durand","1 rue de la Poste","Paris","France","DEF Ltd.,""New","100","4/4/2009"
"Michelle","Cannon","123 4th St. SW","Edmonton","Canada","XYZ Inc.,""Continuing","100","5/5/2009"
"John","Smith","41 Mary St","Sydney","Australia","XYZ Inc.,""New","200","6/6/2009"
"Patrick","Murphy","89 Lavenworth Place, Castleknock","Dublin","Ireland","XYZ Inc.,""New","200","7/7/2009"
"Jean","Durand","1001 place du Monde","Montreal","Canada","XYZ Inc.,""New","200","8/8/2009"
"John","Lee","123 St. Johns Circle","London","UK","XYZ Inc.,""New","200","10/10/2009"
"Sophie","Tang","126, Deepwater Bay Road","Kowloon","Hong Kong","DEF Ltd.,""Continuing","100","11/11/2009"
"Juanita","Alvarez","147 Houston Avenue","New York","USA","DEF Ltd.,""Continuing","100","12/12/2008"
"Betty","Wilson","456 Fifth Avenue","New York","USA","XYZ Inc.,""New","200","1/1/2010"
"William","Johnson","852 Marsh Road","London","UK","DEF Ltd.,""Continuing","100","2/2/2008"
"Julia","Vargas","Avenida Sevilla 87","Madrid","Spain","XYZ Inc.,""Continuing","100","3/3/2008"
"Ahmet","Mehmet","Bahar Caddesi 50:15, Etiler","Istanbul","Turkey","XYZ Inc.,""Continuing","100","4/4/2010"
"Annelies","Verhaag","Blauwburgstraat 33","Amsterdam","Netherlands","DEF Ltd.,""Continuing","100","5/5/2008"
"Jens","Jensen","Bredgade 127","Copenhagen","Denmark","XYZ Inc.,""Continuing","100","6/6/2010"
"Juan","Garcia","Calle Real Manzana 123 Numero 456, Colonia Aquimero","Mexico Df","Mexico","DEF Ltd.,""New","200","7/7/2008"
```

## Importing Information into Bento

When you import information into Bento, you can either create a library or import the information into an existing library or collection.

### Creating a Library by Importing

You can create a library when you import a file.

**1 Choose a file to import**

Choose... Calories.csv

Choose the format:  
Comma separated

**2 Choose a target**

New Library Calories

**3 Set up the import**

Import will create new fields. Set each field's type.

Record Values	New Field Names	Field Type
Categories	Categories	Text
Item	Item	Text
Serving	Serving	Text
Calories	Calories	Text
Servings	Servings	Text
Total Calories	Total Calories	Text
Fat in grams	Fat in grams	Text
Carbs in grams	Carbs in grams	Text
Sodium in mg	Sodium in mg	Text
Notes	Notes	Text
Total Fat	Total Fat	Text

Record 1 of 25

Use this record's values as column names

Summary

Record 1 contains column names.  
Import records 2 through 25.

Cancel Import

Choose a file. The options you see here vary according to the file format of the selected file.

Enter the name for the new library.

Click the pop-up to set the field type. If you don't want to create the field, choose "Do not create."

Use the arrows to go to the row that contains column names, then select "Use this record's values as column names."

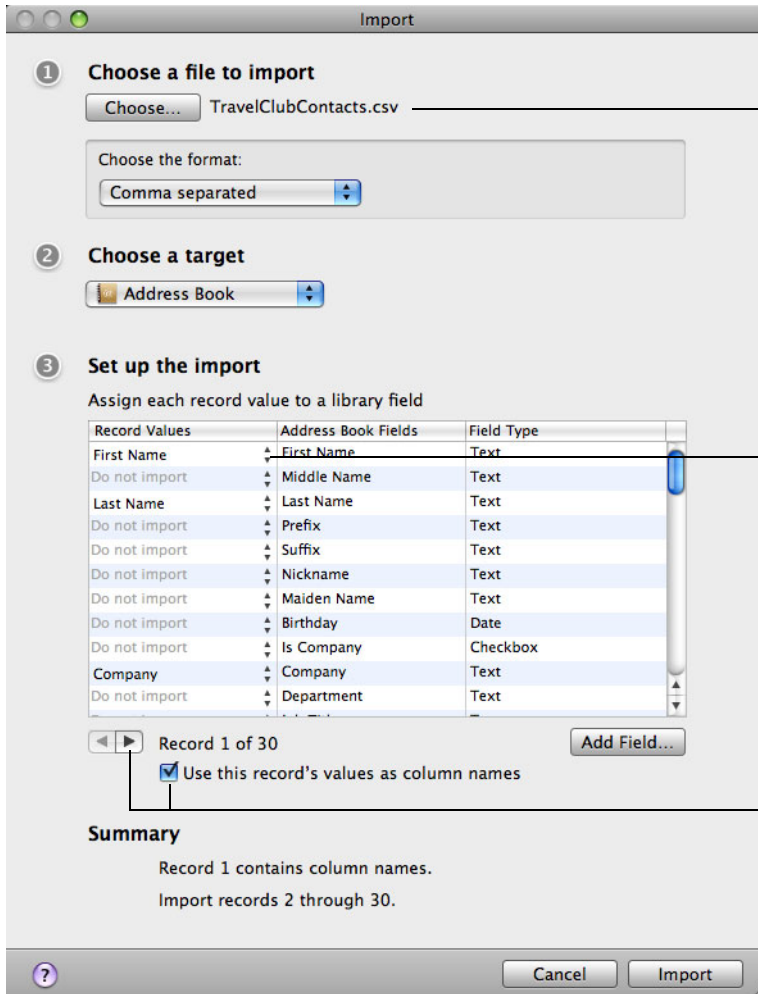
### To create a library by importing:

- 1 Choose File > Import > File.
- 2 Click Choose, then select the file you want to import in one of the following file formats: .csv, .tab, .tsv, .numbers, .xls, .xlsx.
  - For .csv, .tab, or .tsv files, in the section “Choose the format,” choose Comma separated, Semicolon separated, or Tab separated.
  - For Numbers files, use the pop-up menus to select a sheet, then a table.
  - For Excel files, use the pop-up menu to select a worksheet.
- 3 For “Choose a target,” choose New Library, and enter a unique name for the library.
- 4 Indicate whether the file contains a row with values that you want to use as field names.
  - If the file contains a row with column names, click the arrow buttons to go to that row and select “Use this record’s values as column names.”  
Bento uses the values in this row as the new field names.
  - If the file does not contain a row with column names, clear “Use this record’s values as column names.”  
Bento assigns default names to each new field. To change a default field name, double-click the field name and type a unique name.
- 5 Bento sets the field types to “Text” by default. To change a field’s type, click the pop-up menu and select a new field type.
  - If there is a column that you do not want to import, click the pop-up menu and select “Do not create.”
  - For information on the field types supported for import, see “Field Types Supported for Import” on page 109.
- 6 Click Import.  
When the import is done, Bento displays the records, which you can view in table view, form view, split view, or grid view.

### Importing into an Existing Library

If you want the information that you are importing to go into an existing library, import the file into that library. Bento creates new records in the library.

You can also import a file into a collection. When you choose a collection as the target for the import, Bento creates new records in the library that contains that collection, and adds the new records to the collection.



Choose a file. The options you see here vary according to the file format of the selected file.

Click the pop-up and select a field name to manually map the fields set to "Do not import."

Use the arrows to go to the row that contains column names, then select "Use this record's values as column names."

### To import information into an existing library or collection:

- 1 Choose File > Import > File.
- 2 Click Choose and choose the file you want to import in one of the following file formats: .csv, .tab, .tsv, .numbers, .xls, .xlsx.
  - For .csv, .tab, or .tsv files, in the section "Choose the format," choose Comma separated, Semicolon separated, or Tab separated.
  - For Numbers files, use the pop-up menus to select a sheet, then a table.
  - For Excel files, use the pop-up menu to select a worksheet.
- 3 For "Choose a target," choose the library or collection that you want your information to be added to.

The example above shows the "Address Book" library as a target library.

- 4 Indicate whether the file contains a row with values that you want to use as column names.
  - If the file contains a row with column names, click the arrow buttons to go to that row and select “Use this record’s values as column names.”

Bento reads the column names in the file, and attempts to match them to the field names already defined in the library or collection you have selected. Bento maps the column names to field names when their names match exactly. For any names that do not match, Bento sets the field name to “Do not import” and you need to map the fields to the columns manually. You can also manually map the record values that Bento has matched.
  - If the file does not contain a row with column names, clear “Use this record’s values as column names.”

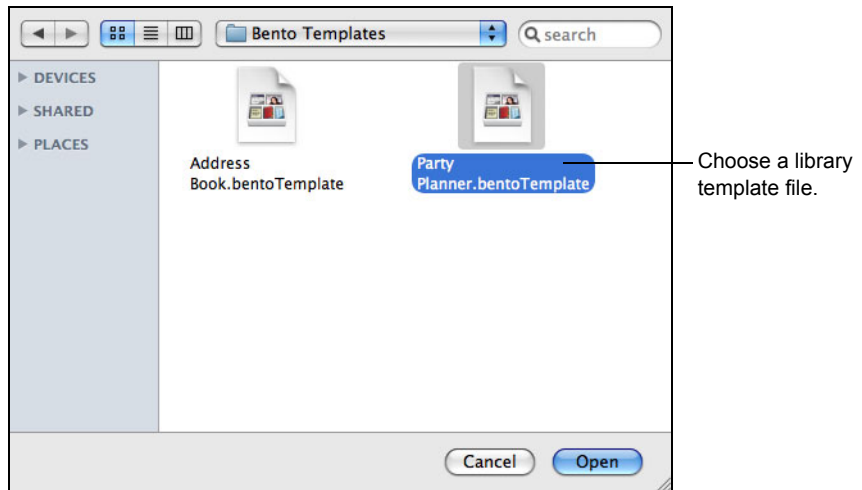
Without column names, Bento has no way to map the record values to the column names. Bento sets the column names to “Do not import” and you need to map the fields to the columns manually.
- 5 If the new field’s name matches a column name in the file, Bento maps that column’s records values to the new field. Otherwise, you can map your column values to the new field manually.

For record values that are set to “Do not import,” click the pop-up menu and select the column name or record value to manually map it to the adjacent field name.
- 6 If there is no field that you can map a given field to, you can create a field. To do this, click Add Field. Bento opens the Create a Field dialog to allow you to add a field to the library.
- 7 (Optional) See how the record values are mapped to the field names by clicking the arrow buttons to move through the record contents.
- 8 Click Import.

When the import is done, Bento displays the records, which you can view in table view, form view, split view, or grid view.

## Importing a Library Template

A library template file contains all of the forms, collections, Smart Collections, table view settings, and related libraries (if any) of an exported library, but no records.



### To import a library template:

- 1 Choose File > Import > Template.
- 2 Choose a library template file.
- 3 Click Open.
- 4 Bento adds the library, collections, and Smart Collections contained in the library template file to the Libraries pane. If the library template file contains multiple libraries, all of them are added to the Libraries pane except for the default libraries (Address Book, iCal Events, iCal Tasks, and iPhoto).

## Additional Ways to Import Information

In addition to the File > Import menu items, Bento provides the following ways to import information:

- Choose File > New Library from Template to open the New Library dialog. Then click “Import Data.”
- Drag a data file (Text, Numbers, Excel format) to the Libraries pane in Bento.
- Drag a data file (Text, Numbers, Excel format) to a specific library or collection in the Libraries pane in Bento.
- Drag a library template file or data file (Text, Numbers, Excel format) to the Bento application icon.

## Field Types Supported for Import

You can import into these field types: text, choice, checkbox, number, rating, encrypted (when unlocked), currency, time, date, duration, address, phone number, email address, URL, and IM account.

For this field type	This data can be imported
text	Any text
choice	
address	
phone number	
IM account	
encrypted (when unlocked)	
email address	Any text, but a valid email address must include the @ character.
URL	Any text, but the URL field does not support URL values that contain Japanese characters.
checkbox	"1" for checked; "0" for not checked "True" for checked; "False" for not checked "Yes" for checked; "No" for not checked
number	Numeric data
currency	
rating	A number between 0 and 10
time	Numeric data in the form HH, HH:MM, or HH:MM:SS, optionally with "AM" or "PM" where: <ul style="list-style-type: none"><li>• HH represents the hour (between 0 and 24, if you don't use "AM" or "PM", or between 0 and 12 if you use "AM" or "PM")</li><li>• MM is minutes (between 0 and 59)</li><li>• SS is seconds (between 0 and 59).</li></ul> For example: 12:59:59 PM
date	Numeric data in the form DD, MM/DD, or MM/DD/YYYY, where: <ul style="list-style-type: none"><li>• DD is the day (between 1 and 31, as valid for the month)</li><li>• MM is the month (between 1 and 12)</li><li>• YYYY is the year (between 1 and 9999).</li></ul> A date field can also contain a "time" value, as described for the time field. Note: These formats vary depending on the current system date settings.

For this field type	This data can be imported
duration	<p>Text representing a duration in weeks, days, hours, minutes, and seconds. The text may use the following abbreviations:</p> <ul style="list-style-type: none"> <li>• w for weeks</li> <li>• d for days</li> <li>• h for hours</li> <li>• m for minutes</li> <li>• s for seconds</li> </ul> <p>For example, the following are all valid duration text:</p> <ul style="list-style-type: none"> <li>• 8 days, 5 hours</li> <li>• 8d,5h</li> <li>• 8d5h</li> </ul>

You cannot import into these field types: file list, media, automatic counter, calculation, related data, message list, simple list, or encrypted (when locked).

When you import into an address, phone number, email, URL, or IM account field, the data is automatically added to the associated address list, phone number list, email address list, URL list or IM account list field.

See Chapter 8, “Using Fields” on page 79 for additional information on field types.

**Note** The message “Some values in some records can’t be imported” in the Import dialog means that one or more record values are not valid for the type of field to which you are importing the values. For example, you cannot import alphabetic text into a number field or into a date field. You can either change the field type to match the data, or proceed with import. If you proceed with import, the invalid values will not be imported. Other options are to change the contents of the file or to import the data into a Text field. Text fields accept all values.

## Exporting Information from Bento

Bento can export information into a CSV, TAB, Numbers, or Excel 2008 file from a library, from a collection, from a Smart Collection, or from the results of a search or Advanced Find.

Bento can export a library into a library template file. This is a good way to preserve the structure of an individual library or give a library to another Bento user. A library template file contains all of the forms, collections, Smart Collections, table view settings, and related libraries (if any) of an exported library, but no records. You can give the library template file to other Bento users or import it later.

### Exporting from a Library, Collection, or Smart Collection

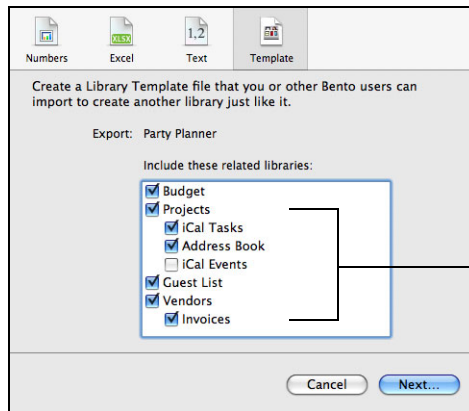
When you export records from a library or collection, you can choose to export all the values from all of the fields in table view or only those fields that are currently displayed in table view.

## To export from a library, collection, or Smart Collection:

- 1 Select the library, collection, or Smart Collection that contains the information you want to export.
- 2 Choose File > Export.
- 3 Click Numbers, Excel, Text, or Template.

To export a file compatible with versions of Excel earlier than Excel 2008, export a Text file.

- For Numbers, Excel, or Text, choose “All records” or “Only current records.”
- For Template, choose the related libraries you want to include (if any).



You can include related libraries that are contained within another library.

- 4 Choose how to export the data.
  - For Numbers, Excel, or Text, choose “All table view fields” or “Only fields displayed in table view.”
  - For Text, choose Comma separated (.csv), Semicolon separated (.csv), or Tab separated (.tab).
- 5 Click Next, then specify the filename and location for the file.

Bento exports the table view field data from the library, collection, or Smart Collection into a file with the name you specify.

## Exporting from Search or Advanced Find

If you want to export a subset of records, you can use search or Advanced Find to narrow the set of records in a library or collection, and then export the records.

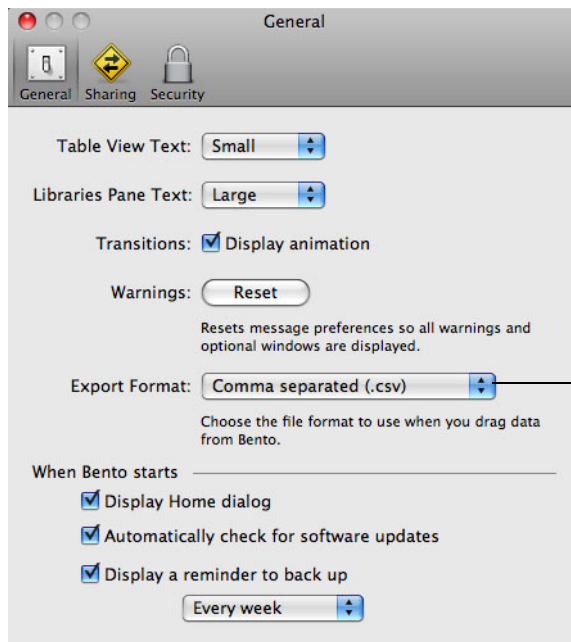
## To export from a subset of records:

- 1 Use the search field or Advanced Find to create a subset of records.  
See "Search Field and Advanced Find" on page 27.
  - For search, the set of records that matches the criteria is displayed as you type the search string.
  - For Advanced Find, click Find to display the set of records that matches the criteria.
- 2 Follow steps 2-5 in "Exporting from a Library, Collection, or Smart Collection" on page 110.  
Bento exports the table view field data from the subset of records into a file with the name you specify.

## Additional Ways to Export Information

In addition to the File > Export menu item, Bento provides another way to export information as a file:

- Drag a library or a collection icon from the Libraries pane in Bento to the desktop or to any folder in a Finder window. Bento exports the field data from all the records in the library or the collection into a file with a name matching the library or collection name and the file format matching the current Export Format setting in the Preferences dialog.



For files that you export by dragging them to the Finder, select a file format.

## Export Considerations for Specific Field Types

You cannot export:

- Contents of address list fields, phone number list fields, email list fields, URL list fields, IM account list fields, or message list fields. However, you can export data from individual address, phone number, email, URL and IM account fields that are displayed in table view.
- Contents of locked encrypted fields.
- Information displayed in a related data field.
- File aliases in file list fields.
- Movie and sound files you have added to media fields. To export images, see “Exporting Images” on page 96.

## Printing Information

You can print information from a library, from a collection, or from the results of a search or Advanced Find.

### Printing from Libraries and Collections

When you print records from a library or a collection, the selected view determines the appearance of the printed output. In split view, the location of the cursor at the time of printing determines the appearance of the printed records.

#### To print records from a library or collection:

- 1 Select the library or collection that contains the information you want to print.
- 2 Select the form or table view that contains the fields you want to print.
- 3 Choose File > Print.
- 4 Specify options for the printed output.
  - Select “Selected records only” to print the currently viewed record only (in form view) or to print all selected records (in table view).
  - Select “All displayed records” to print all of the records in the currently viewed library or collection.
  - Select “Don’t print background” to print without the background in form view or without the alternating row colors in table view. This option prints in black and white without any background color and saves ink.
  - When printing table view data, select “Fit to width” to scale the columns to fit on one page.
  - When printing table view data, select “Include field titles on every page” to print field titles at the top of each page.

- When printing form view data, select “Print one record per page” to print one record per page.
- When printing form view data, select “Form only (no data)” to print a blank form.
- Select additional options to include the title banner, page numbers, date, and time.

## Printing from Search or Advanced Find

If you want to print a subset of records, you can use search or Advanced Find to narrow the set of records in a library or collection, and then print the records.

### To print a subset of records:

- 1 Use the search field or Advanced Find to create a subset of records.  
See “Search Field and Advanced Find” on page 27.
  - For search, the set of records that matches the criteria is displayed as you type the search string.
  - For Advanced Find, click Find to display the set of records that matches the criteria.
- 2 Choose File > Print.
- 3 Specify which records in the subset to print.
  - Select “Selected records only” to print the currently viewed record only (in form view) or to print all selected records (in table view).
  - Select “All displayed records” to print all of the records in the current subset.

## Printing Mailing Labels

When you use the Bento Address Book library, your contact records update the data in the Address Book application.

### To print address labels:

- 1 Open the Address Book application.
- 2 In the Address Book application, select All or a group in the Group column, or select specific contacts that you want to print.  
Command-click or Shift-click to select multiple contacts.
- 3 Choose File > Print.
- 4 Choose Mailing Labels from the Style pop-up menu, then set the print options.
  - Layout tab: Choose a type of label from the Page pop-up menus. Select “Define Custom” to set the page margins and gutter space between labels, and to specify how many labels to print on a page.
  - Label tab: Choose which addresses to use from the Addresses pop-up menu. Choose the order in which to print the labels using the “Print in” pop-up menu. Add a small graphic to the labels by clicking the Image Set button. Change the font by clicking the Font Set button.

For more information, see the Address Book Help.



This chapter describes how to create a backup copy of your Bento data. Use the backup copy to recover your original information if you make an inadvertent change, or to restore your data in case of a problem such as a hard drive failure.

A Bento backup file contains the data in Bento at the time you run the back up command. The back up command is easy to use; you simply specify a name and location for the backup file. Restore is just as easy to use; you select the backup file from which you want to restore data.

Because it's a good idea to regularly back up your data, Bento provides an optional reminder to periodically back up your data.

**Note** Backup and restore features apply to all of your data in Bento. If you want to save the data from an individual library or collection, use the export feature described in "Exporting Information from Bento" on page 110.

You can also use the Mac OS X application technology called Time Machine to back up and restore your Bento data.

**Tip** To save a copy of your backup file, copy it to another location, such as an external hard disk or a CD.

## About Bento Backup Files

When you create a Bento backup file, you create a copy of the data that is in Bento. The backup file contains the data in your libraries and collections at the time you run the back up command.

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**Important** The Bento backup file does not contain the data from the Address Book, iCal, and iPhoto applications. You should back up your Address Book, iCal, and iPhoto data whenever you back up your Bento data.

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- To create a backup of the data in the Address Book application, use the Address Book application's archive feature.
- To create a backup of the data in the iCal application, use the iCal application's backup feature.
- To create a backup of the data in the iPhoto application, use the Time Machine feature.

However, if you add fields to the records in the Address Book library, the iCal Events library, the iCal Tasks library, or the iPhoto library, then the data in those additional fields is included in the Bento backup file.

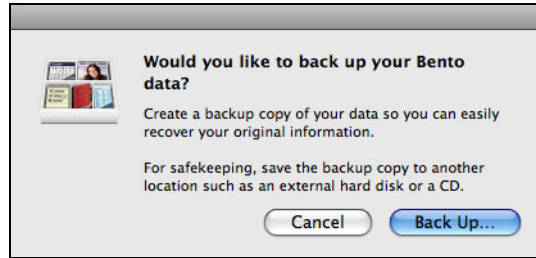
### How Field Types Are Backed Up

Consider the following when you back up file list fields, media fields, or related data fields.

For	Bento backs up
File list fields	The listed filenames and locations, but not the contents of the files.
Media fields	The contents of the fields (for most media fields) because Bento stores copies of the media files.  However, if you use aliases to media files rather than copying the media files into <code>bento.bentodb</code> , Bento backs up the filenames and locations of the files that are added to media fields, but not the contents of the files. You should back up these media files to a location in the Finder.
Related data fields	The data shown in related data fields, because these fields show data from libraries and collections.  However, Bento does not back up the data from the Address Book, iCal Events, iCal Tasks, and iPhoto libraries. If you use related data fields that reference those libraries, then the data is dependent on what is available in the Address Book, iCal, and iPhoto applications.

## Using the Back Up Reminder

By default, Bento reminds you to create a backup file once a week.



### To create a Bento backup file from the back up reminder dialog:

- 1 Click Back Up.
- 2 In the dialog that appears, use the default name and location or type a name and location for the backup file.

## Changing the Back Up Reminder

You can change the default back up reminder frequency or turn off the back up reminder.

### To turn on the back up reminder or to change the reminder frequency:

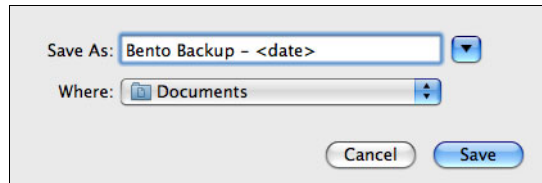
- 1 Choose Bento > Preferences.
- 2 Select "Display a reminder to back up" and set the frequency for how often you want to see a reminder to back up your data. You can get a reminder to back up your data either every week or every month.

### To turn off the back up reminder:

- 1 Choose Bento > Preferences.
- 2 Clear "Display a reminder to back up."

## Creating a Backup File

When you create a Bento backup file, you create a copy of the data that is in Bento. It's a good idea to back up your Bento data before you make extensive changes, such as importing data, deleting libraries, or significantly changing forms.



### To create a backup file:

- 1 Choose File > Back Up Bento Data.
- 2 Use the default name and location or type a name and location for the backup file.
- 3 Click Save.
- 4 (Optional) If you display Address Book, iCal, and iPhoto application data in Bento, you should back up the data in those applications next. The Bento backup file does not include data from those applications.

## Restoring from a Backup File

When you restore data from a Bento backup file, you replace the data that is in Bento with the contents of the Bento backup file. Any additions you have made in Bento since you created the backup file are lost. Any deleted records are recovered.

### To restore data from a backup file:

- 1 (Optional) If you display Address Book, iCal, and iPhoto application data in Bento, you should restore the data from those applications' archive (Address Book) or backup (iCal) or Time Machine (iPhoto) files first. The Bento backup file does not include data from those applications.
- 2 Choose File > Restore from Bento Backup and locate the backup file.
- 3 Click Open.
- 4 When Bento displays a confirmation dialog, click Continue. Bento loads the contents of the Bento backup file.

## Using Time Machine with Bento

Time Machine is the Mac OS X application that backs up your computer (including Bento data) on a regular basis. You can use Time Machine to restore the Bento data from a specific backup date and time.

When you restore data from a Time Machine backup, you replace all of the data that is in Bento with the contents of the backup file.

### To set up the Time Machine options:

- 1 Choose Apple menu > System Preferences, and then click Time Machine.
- 2 In the Time Machine preferences, slide the switch to ON and choose a backup disk.
- 3 Verify that the user's Library folder is backed up by Time Machine. (By default, Time Machine backs up your entire hard drive.)

### To restore Bento data using Time Machine:

- 1 Quit Bento.
- 2 (Optional) If you display Address Book and iCal application data in Bento, restore the data from those applications' backup files first. The Bento backup file does not include data from those applications.
- 3 Open a Finder window to the user's Library folder for Bento:  
Library/Application Support/Bento/
- 4 Open Time Machine from the Dock or the Applications folder.
- 5 Use the arrows or the timeline along the right side of your screen to browse through all the backups that Time Machine has created.
- 6 When you find the date for the data you want to restore, select the file bento.bentodb and then click Restore.
- 7 Click Replace in the confirmation dialog.  
The restored bento.bentodb file is copied to Library/Application Support/Bento/, replacing all of the data that is in Bento.
- 8 Open Bento. Bento loads the contents of the restored bento.bentodb file.



This chapter describes how to sync Bento with Bento for iPhone.

Bento for iPhone is a personal database application that allows you to create libraries, collections, records, fields, and on iPhone or iPod touch.

What you need:

- Bento 3
- Bento for iPhone

## Syncing Information Between Bento and Bento for iPhone

Syncing allows you to share information between your computer and your device. For example, if you add information to a library in Bento for iPhone, you can sync to add that information to Bento on your computer.

### Connecting Bento for iPhone to Bento

Bento for iPhone can sync with Bento when both applications are open and connected to the same Wi-Fi network, including a computer-to-computer network. See Mac OS X Help for information about networks.

**Note** If you are using a computer-to-computer network with an iPhone, you must turn on Airplane Mode before syncing. In iPhone Settings, turn on Airplane Mode, then turn on Wi-Fi and select your computer-to-computer network.

#### To connect both applications to the same Wi-Fi network:

- 1 From the Home screen in your device, tap Settings, then select a Wi-Fi network.
- 2 On your Mac, choose Apple menu > System Preferences > Network.
- 3 In the left side of the Network pane, click AirPort.
- 4 For Network Name, select the same Wi-Fi network that you connected Bento for iPhone to.


- 5 Click Turn Airport On.
- 6 Click Apply, then close the Network pane.

## Syncing for the First Time

After you have connected Bento for iPhone and Bento to the same Wi-Fi network, you can sync the applications.

Before syncing, back up your Bento data. For more information, see Chapter 10, “Backing Up and Restoring Information” on page 117.

### To sync for the first time:

- 1 Start Bento for iPhone, then tap .
- 2 In the Sync screen, tap “Set up sync with computer.”
- 3 A four-digit passcode appears.  
**Note** If your device is not connected to a Wi-Fi network, an alert appears. To connect to a Wi-Fi network, see “Connecting Bento for iPhone to Bento” on page 123.
- 4 Start Bento, then choose File > Set Up Sync with Device.
- 5 Select your device, then click Continue.
- 6 In the Connect pane, enter the passcode.
- 7 In the Success pane, click Done.  
**Note** If you synced using a computer-to-computer network with an iPhone, make sure to turn off Airplane Mode and restore your normal network settings.


## Syncing

After syncing for the first time, you can add, edit, or delete data in either application, then sync the applications. When you sync, changes appear in both applications.

Bento for iPhone can sync with Bento when both applications are open and connected to the same Wi-Fi network. For more information, see “Connecting Bento for iPhone to Bento” on page 123.

**Note** If you are using a computer-to-computer network with an iPhone, you must turn on Airplane Mode before syncing. In iPhone Settings, turn on Airplane Mode, then turn on Wi-Fi and select your computer-to-computer network.

## To sync the applications:

- 1 In Bento for iPhone, tap .
- 2 (Optional) In Bento, in the Devices section of the Libraries pane, select your device, then select the libraries you want to sync with.  
**Note** By default, all libraries are synced. The iCal Events, iCal Tasks, and iPhoto libraries are not supported in Bento for iPhone.
- 3 In Bento for iPhone, tap Sync Now.  
**Note** If you synced using a computer-to-computer network with an iPhone, make sure to turn off Airplane Mode and restore your normal network settings.

## Troubleshooting Syncing

This section describes some common issues with syncing information between Bento and Bento for iPhone. For more information on syncing iPhone or iPod touch, see the iPhone user's guide, the iPod touch user's guide, or the Apple support website.

- Can I sync more than one device with Bento?  
No. Bento can only sync with one device. If you sync a second device to Bento, the first device disconnects. To prevent data loss, avoid connecting to additional devices.
- Can I sync more than one Bento desktop with a device?  
No. A device can only sync with one Bento desktop. If you sync a second Bento desktop to your device, the first desktop disconnects. To prevent data loss, avoid connecting to additional desktops.
- Why weren't all of my files synced?  
Files that are larger than 10 megabytes or that cannot be opened or played on your device cannot be synced.
- What if Bento for iPhone is interrupted while syncing?  
If Bento for iPhone is interrupted while syncing (for instance, by a phone call or power failure), you must restart the sync.
- When I sync, what happens if data in one application conflicts with data in the other?  
If there is a data conflict, data in Bento for iPhone overwrites data in Bento. For example, you have John Smith's phone number stored in both applications. You change his phone number to 555-1010 in Bento and 555-9090 in Bento for iPhone. When you sync, the phone number on your device overwrites the phone number on your computer.
- Why don't I see my iCal Events and iCal Tasks libraries in Bento for iPhone?  
The iCal Events and iCal Tasks libraries are not supported in Bento for iPhone.



This section provides a reference of the keyboard shortcuts.

You can use your keyboard and mouse to quickly accomplish many tasks in Bento. To find the shortcuts for common menu commands, look in the menus (or see the menu shortcuts listed here). To complete an action, press the shortcut keys in the order shown.

**Note** To tab and shift-tab to all fields in form and table view, you must set full keyboard access to “All controls.”

#### To set full keyboard access to all controls:

- 1 Open System Preferences (choose Apple menu > System Preferences).
- 2 Open “Keyboard & Mouse” preferences.
- 3 Click the Keyboard Shortcuts tab.
- 4 Under Full keyboard access, select “All controls.”

Action	Shortcut
<b>Working with Form View</b>	
Show or hide form tools	Option-Command-C
Move to next field	Tab
Move to previous field	Shift-Tab
Rename form	Double-click form name.
Select multiple fields	Click outside the first field, then drag the selection rectangle through the other fields you want to select.
Extend field selection	With fields selected, Shift-click or Command-click to add or remove items from the selected set of fields.
Select all fields	Command-A
Deselect all fields	Shift-Command-A

Action	Shortcut
<b>Working with Table View When One Cell is Selected</b>	
Edit a value	Option-Return
Save and move to next cell	Return
Add a carriage return in a text field	Command-Return
Move to cell above	Up arrow
Move to cell below	Down arrow
Move to next field	Tab
Move to previous field	Shift-Tab
<b>Working with Table View When One or More Cells are Selected</b>	
Extend selection upward	Shift-up arrow
Extend selection downward	Shift-down arrow
<b>Working with Table View When Records are Selected</b>	
Select a record	Click the row number. The entire record is selected.
Select multiple records	Select one record, then Shift-click another record to select all records in between.
Extend record selection	With records selected, Command-click record to add a record to selection, if it is not selected, or to remove a record from selection, if it is selected.
Move to record above	Up arrow
Move to record below	Down arrow
<b>Working with Records</b>	
Add record	Command-N
Duplicate record	Shift-Command-D
Delete record (Library)	Command-Delete
Remove record (Collection)	
Go to next record	Command-right bracket (])
Go to previous record	Command-left bracket ([)
Go to first record	Option-Command-left bracket ([)
Go to last record	Option-Command-right bracket (])
<b>Working with Text and Objects</b>	
Select all text within a field being edited	Command-A

Action	Shortcut
Deselect all text within a field being edited	Shift-Command-A
Cut	Command-X
Copy	Command-C
Paste	Command-V
Duplicate	Command-D
Delete	Delete
Check spelling	Command-semicolon (;)
Show spelling window	Command-colon (:)
Show special characters window	Option-Command-T
<b>General</b>	
Create library from template (opens New Library dialog)	Command-L
Create collection	Shift-Command-N
Create Smart Collection	Option-Command-N
Add field	Control-N
Show or hide Advanced Find	Command-F
Quick Look selected item	Command-Y
In table view, send email to one or more selected email addresses	Shift-Command-M
Use search field	Option-Command-F
Show table view	Command-1
Show grid view	Command-2
Show split view (table/form or grid/form)	Command-3
Show form view (repeat shortcut to move to next form)	Command-4
Show or hide libraries and fields pane	Command-5
Move to next area of main window	Control-Option-right arrow
Move to previous area of main window	Control-Option-left arrow
Show or hide summary row	Command-6
Import file	Shift-Command-I
Export current library or collection	Shift-Command-E
Print current library or collection in the current view	Command-P
Undo last action	Command-Z
Redo last undone action	Shift-Command-Z
Open window	Command-0 (zero)

Action	Shortcut
Close window	Command-W
Minimize window	Command-M
Show preferences	Command-comma (,)
Lock Bento	Shift-Command-L
Show Bento Help	Command-question mark (?)
Hide Bento	Command-H
Hide other windows	Option-Command-H
Quit Bento	Command-Q

# Reverting to a Previous Version of Bento

# B

This section provides instructions for Bento 1 and Bento 2 users who installed Bento 3 and then decide to go back to their previous version.

## Reverting to Bento 1 or Bento 2 from Bento 3

If you have Bento 1 installed, Bento 3 will create a new database file using your Bento 1 database file. Your old Bento 1 database is renamed to `bentoUpgradeBackup.bentodb`, and the Bento 3 database is named `bento.bentodb`.

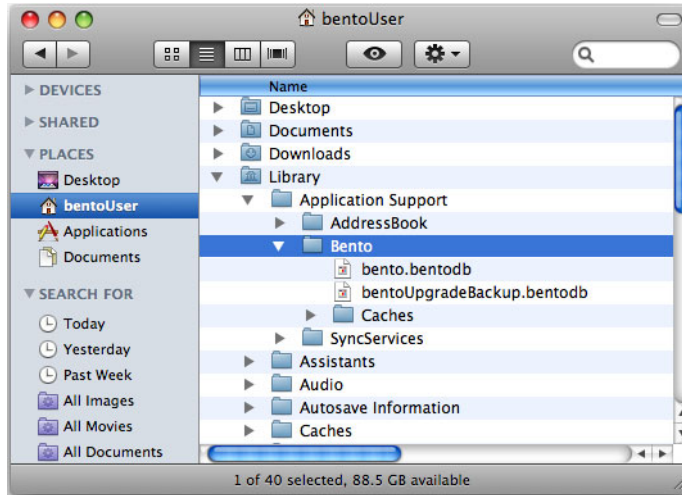
If you have Bento 2 installed, Bento 3 will create a new database file using your Bento 2 database file. Your old Bento 2 database is renamed to `bentoUpgradeBackup.bentodb`, and the Bento 3 database is named `bento.bentodb`.

If you want to use data that you created in Bento 3 with your previous version of Bento, export the Bento 3 records in CSV format before you revert the database. For more information, see “Exporting Information from Bento” on page 110.

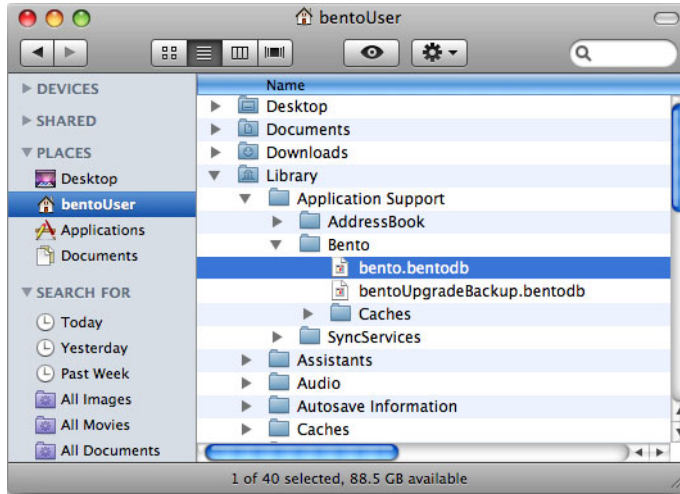
### To revert to Bento 1 or Bento 2 from Bento 3:

- 1 Choose Bento > Quit Bento.
- 2 In the Finder, choose Go > Home.
- 3 Open the Library folder, then the Application Support folder, then the Bento folder.

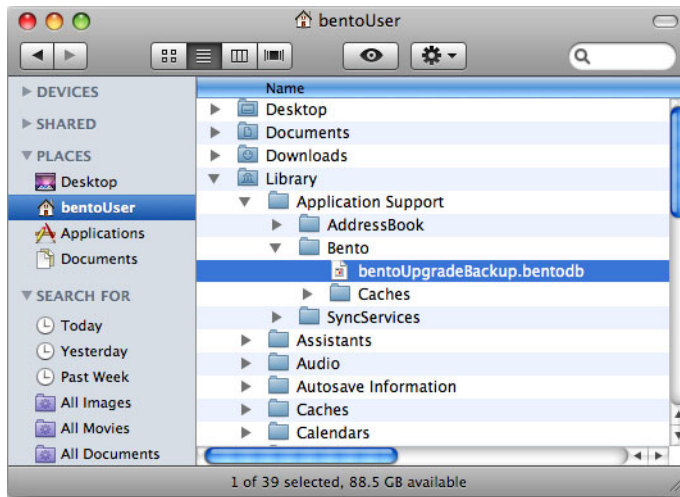
You see the current Bento 3 database file (bento.bentodb) and the Bento database backup file (bentoUpgradeBackup.bentodb).



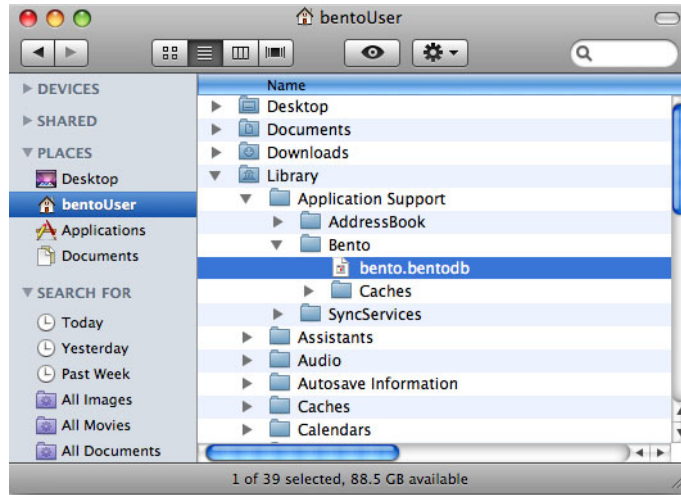
- 4 Drag the bento.bentodb (Bento 3) file to the Trash.



- 5 Rename the bentoUpgradeBackup.bentodb file to bento.bentodb.



- 6 Your folder should now look like this (bentoUpgradeBackup.bentodb has been replaced with bento.bentodb).



- 7 Locate and start the Bento 1 or Bento 2 application.  
If you overwrote your Bento 1 or Bento 2 application with the Bento 3 trial, you can download another copy from the [Bento Support website](#).
- 8 Your data will appear in Bento 1 or Bento 2 as it did before you started Bento 3.
- 9 Drag the Bento 3 application to the Trash.  
Or, rename the application (and store it in another folder) in case you need to use it again.

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