

6-Customizing Pedon PC Forms

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Title: 6-Customizing Pedon PC Forms

Type: Skill Knowledge

Performance Objective:

Trainee will be able to customize the Pedon PC user interface to increase data entry efficiency.

Trainer Preparation:

Make sure the participants have machines that they have write permission to the C drive.

Special Requirements:

- CCE configuration to ensure that Microsoft Access is compatible with Pedon PC.
- A version of Pedon PC must be installed on the computer for this module.

Prerequisite Modules:

- 1-Pedon PC setup
- 2-Customizing Choice Lists in Pedon PC

Procedure:

- Trainer will use as a job aid to help prepare for this task.
- Trainer can then use this job aid as a training module to accomplish the task.

Notes/Purpose:

The purpose is for the trainee to learn how to customize the data input form to make data entry more efficient. Ie. Modify the Pedon PC interface for the local conditions.

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Customizing Pedon PC Forms

- After setting up the choice list you could begin populating descriptions. Since the form is in Access, you can further customize the appearance to facilitate data entry.
- Not all soil survey areas will use all tables and or columns. Access functionality gives you the ability to hide or resize those columns to fit your describing environment.
- One person per office can do this and then give the customized version to all project members.

Items that can be customized

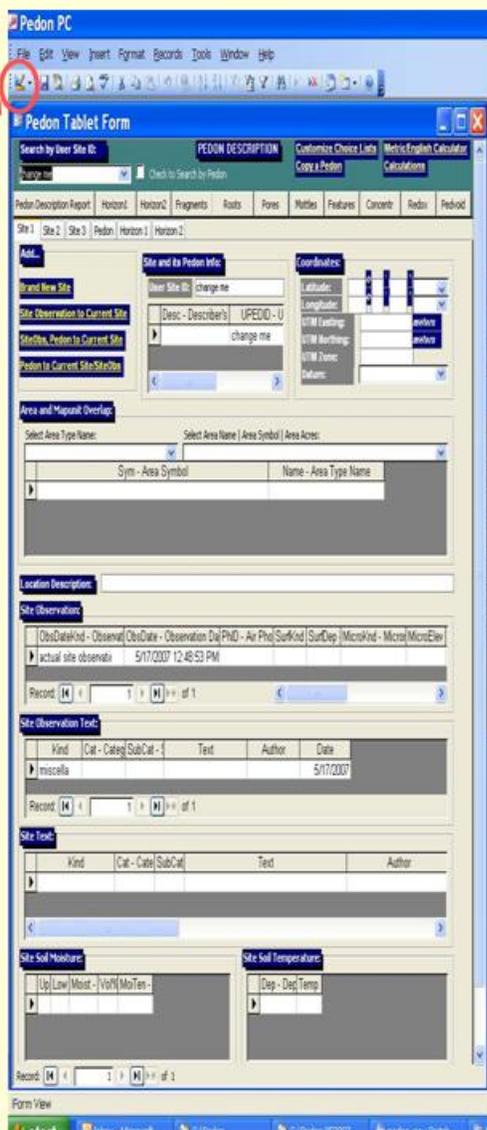
- Column heading names
- Column width, height and order
- Hide and un-hide columns
- Tab names and order
- Table size and location

You may not want to abbreviate column names too much until you know exactly what each column is for.

Items to be aware of.

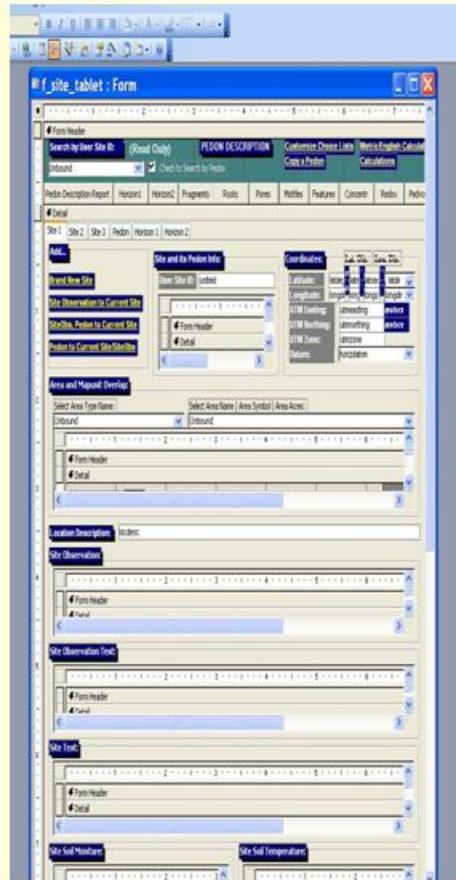
- The tablet description form is made up of about 50 sub-forms “nested” on 6 tabs/forms. Most of these sub-forms correspond to NASIS pedon tables.
- Some customizing such as changing column widths will be done in “form view” while others like renaming and moving sub-forms will be done in “design view”
- When editing a sub-form in “form view”, you must save the changes before moving to another sub-form or the changes will not be there the next time you open Pedon PC.
- It is best to rename and move sub-forms first then resize, hide and move columns second.
- Like everything else in Microsoft products, there is more than one way to do things.

Toggles between form view and design view. You can also switch by going to View on the toolbar.



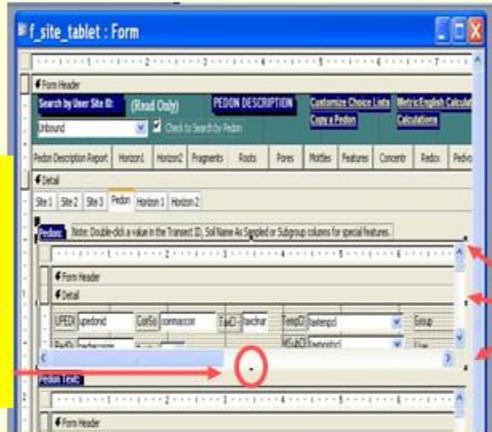
This is the form in design view. Notice the grid markers and rulers. Every item on here can be selected and moved.

This is the site tab in design view. In the following slides I will demonstrate how I like to customize the pedon tab.

The image shows a screenshot of a software application window titled "f_site_tablet : Form". The window is in design view, displaying a form layout on a grid with rulers. The form is organized into several sections: a top header area with search and navigation options; a "Pedon" section with various tabs and fields; a "Site" section with fields for site information; and a "Location Description" section with a text area. The interface includes a toolbar at the top with icons for undo, redo, and other functions. The grid lines and rulers are clearly visible, indicating that elements can be moved and resized.

The pedon table on the pedon tab usually only has one entry. I start by resizing it to only show one line. Click on the Pedon box, grab the little black box on the bottom and drag up.

Click anywhere in the sub-form you want to edit. Several little black boxes appear. Grab the one you need and resize the box.



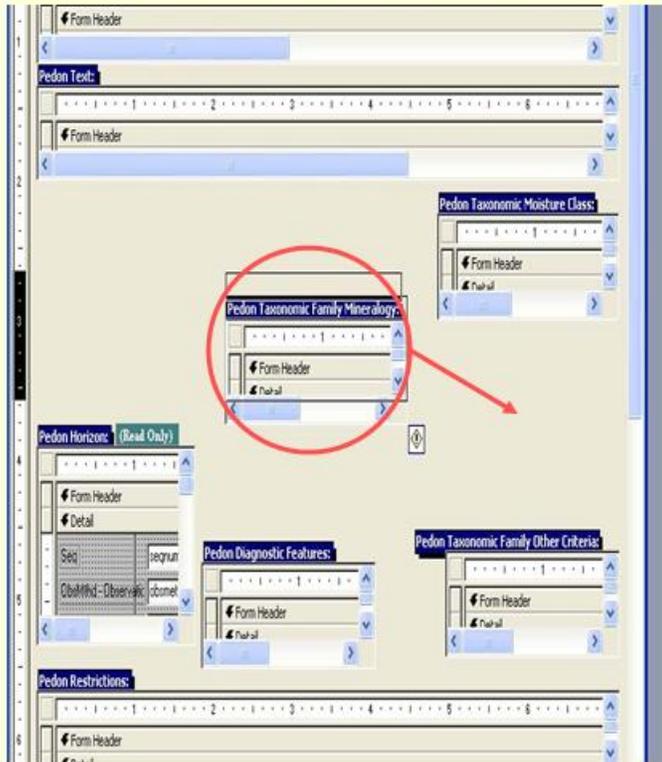
All of these little black boxes will resize the form.

If you grab the bigger black boxes, a hand will appear and you will move the entire box to another location

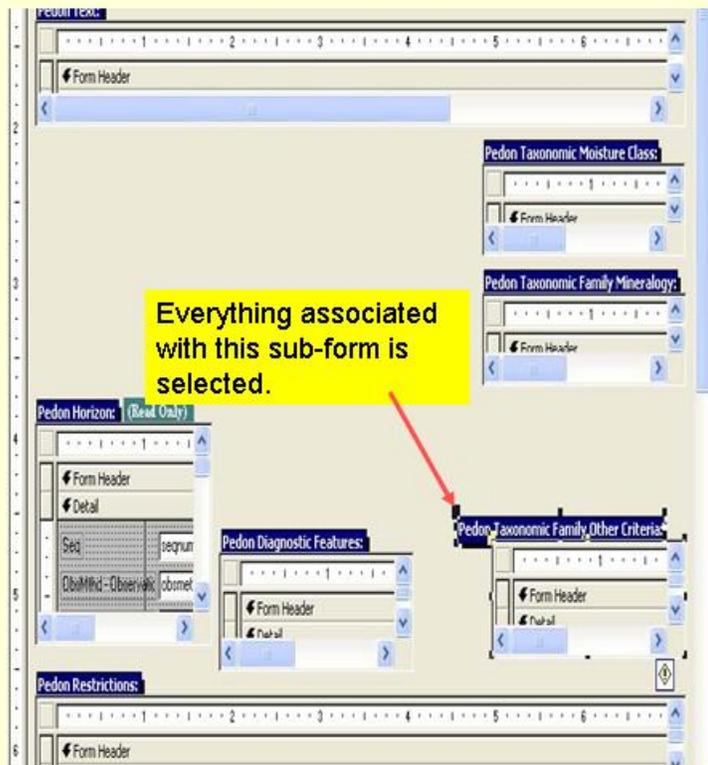


Box is resized leaving room to move other boxes around.

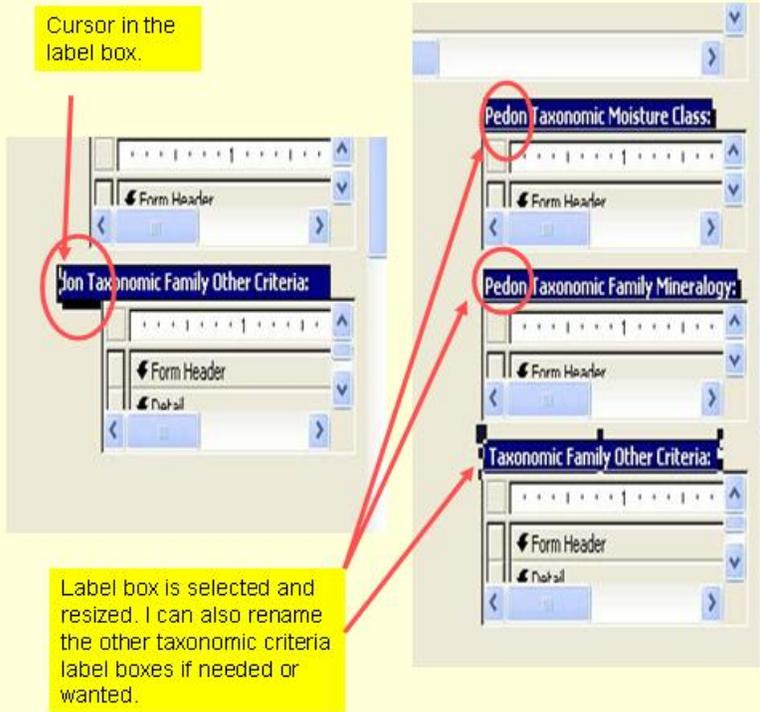
I want to move this sub-form and its label over to the right side of the form. I have already resized and moved several of the other sub-forms to make room to work.



I have moved taxonomic criteria forms to the right side of the form. To move both the label and the form together, click in the blue label box then hold the shift key down while you click in the form. Little black boxes show up around all of the selected items. Let go of the shift key, move your cursor to the edge of the selected boxes. A hand appears, left click and drag and drop to where you want the sub-form.



Now that I have resized and moved the sub-form, the label is too large. Select the blue label box then click your cursor into it and rename it. Select the label box again and resize it.



When moving some table items all together it is easy to not select some items. Simply go grab the ones not moved and place them one at a time.

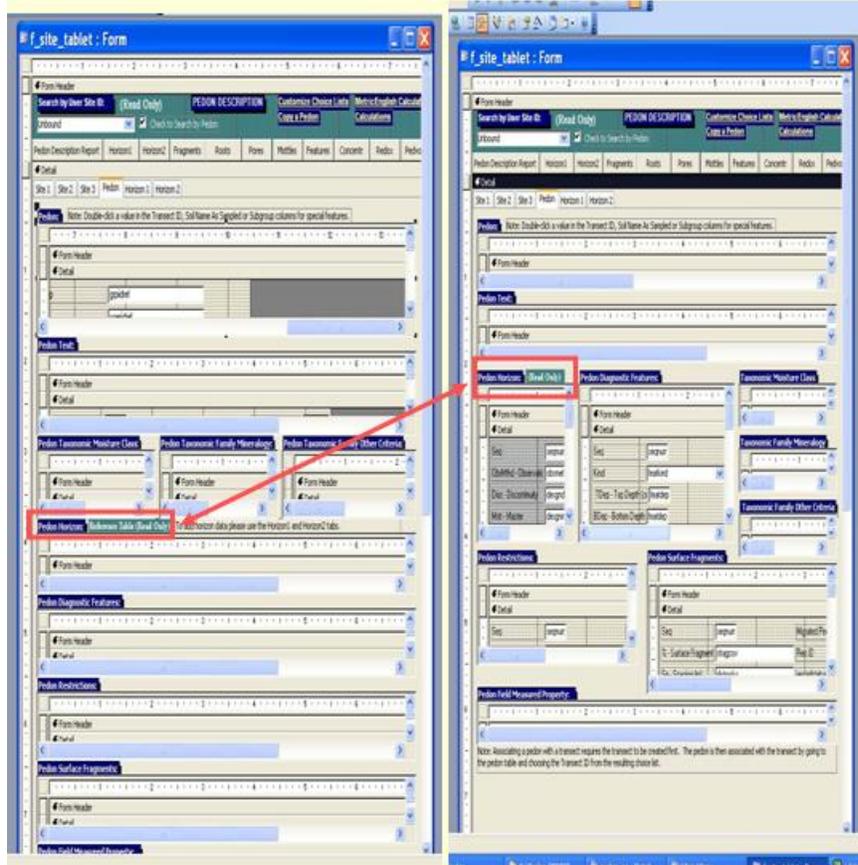
The screenshot shows a software form with the following sections and fields:

- Form Header:** Search by User Site ID: (Read Only), PEDON DESCRIPTION, Customize Choice Lists, Metric/English Calculator, Unbound, Check to Search by Pedon, Copy a Pedon, Calculations.
- Detail:** Site 1, Site 2, Site 3, Pedon, Horizon 1, Horizon 2.
- Geologic:** Local Physiographic: oqphysom, Geologic Formation: geofam.
- Geomorphic Component:** Geo Hills, geomosill, geomogre, Geo Min, geomosm, Geo Plate.
- Bedrock:** Bedrock Depth: bedrdepth, Bedrock Kind: bedrkind, Bedrock Hardness: bedrhardness, Bedrock Fracture Interval: bedrfractint, Bedrock Weathering: bedrweat, Bedrock Strike (0-360): bedrstrike, Bedrock Dip (0-90): Low: bedrdip, High: bedrdip.
- Elevation/Slope:** Elevation: elev, Slope Aspect (0-360): aspect, Slope Gradient: slope, Slope Length USLI: sloplength, Upslope Length: sloplength, Slope Position: geomposen, Slope Shape Across: shapescross, Slope Shape Up Down: shapedown, Slope Complexity: sloplex.
- Hydrology:** Geo Ferr, geomofats, runoff Class: runoff, Drainage Class: drainage, Site Permeability Class: sitepem.

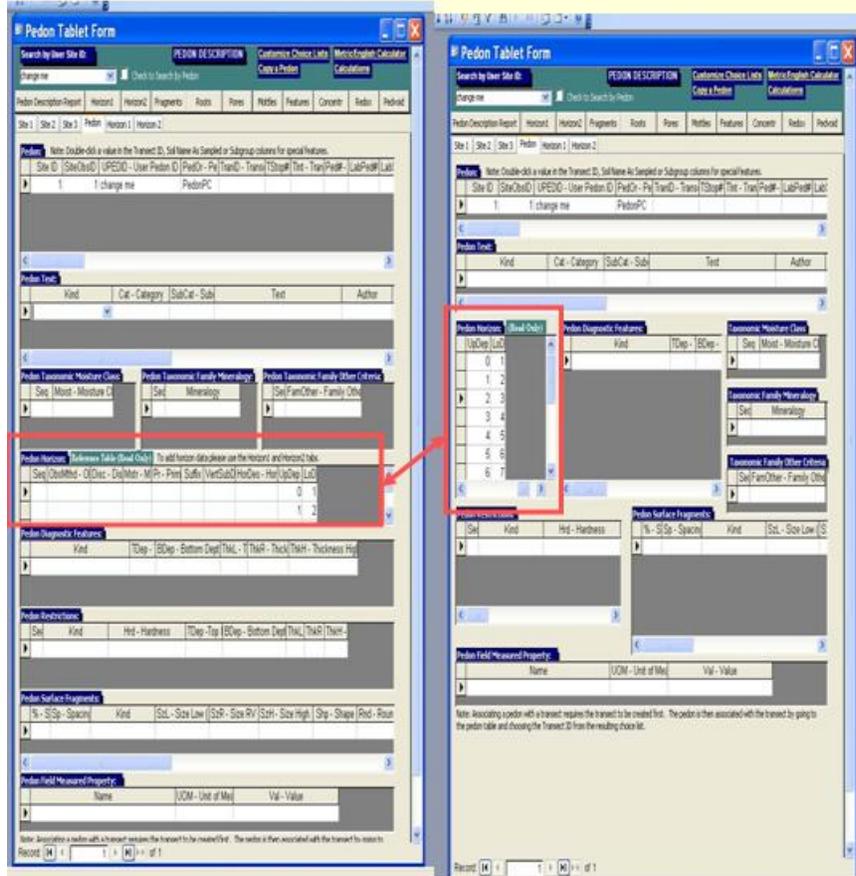
Missing label and drop down

I failed to highlight all items. Just grab the 2 left behind and move them up.

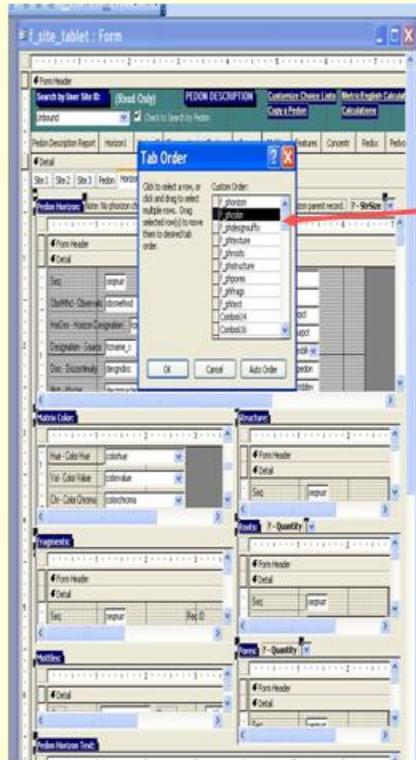
Before and after Pedon tab in design view. As you modify each form you may have to go back and forth from design to form view to make sure the forms are the way you want. One tip is to make fake pedon horizons for the average number of horizons you normally describe. This way you know everything fits correctly.



Before and after in form view. Notice that I have resized the read-only pedon horizon sub-form to show 7 horizons instead of 2. This aids in populating diagnostic feature depths without needing to scroll through the pedon horizon form.

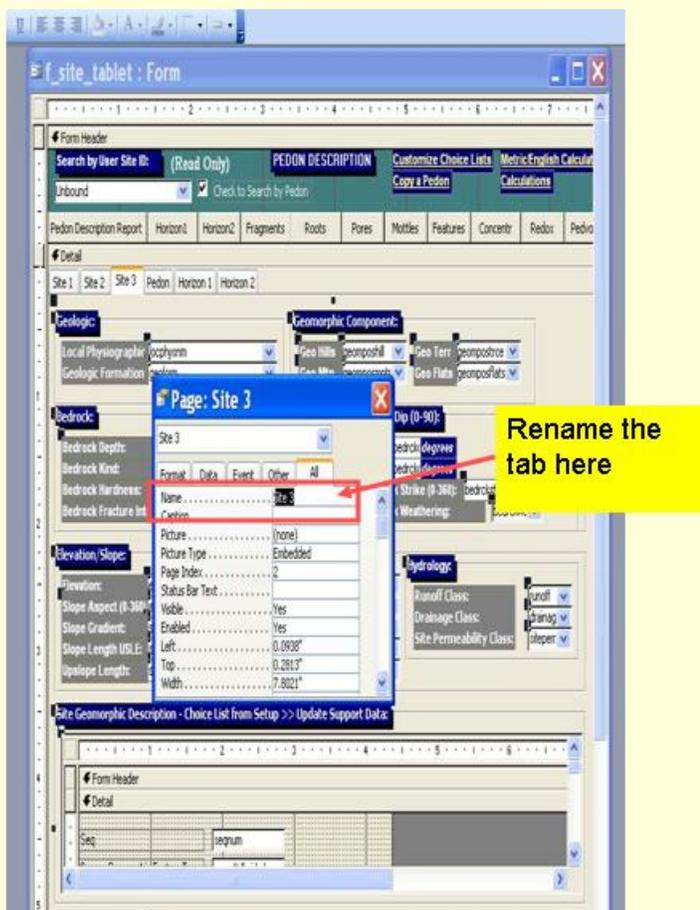


After you move the sub-forms around the cursor will no longer tab through the tables in order. To specify the order of the cursor tabs and which table the cursor starts in when going to a new tab, right click anywhere on the form, select tab order. Highlight and move the tables around to the order you want.

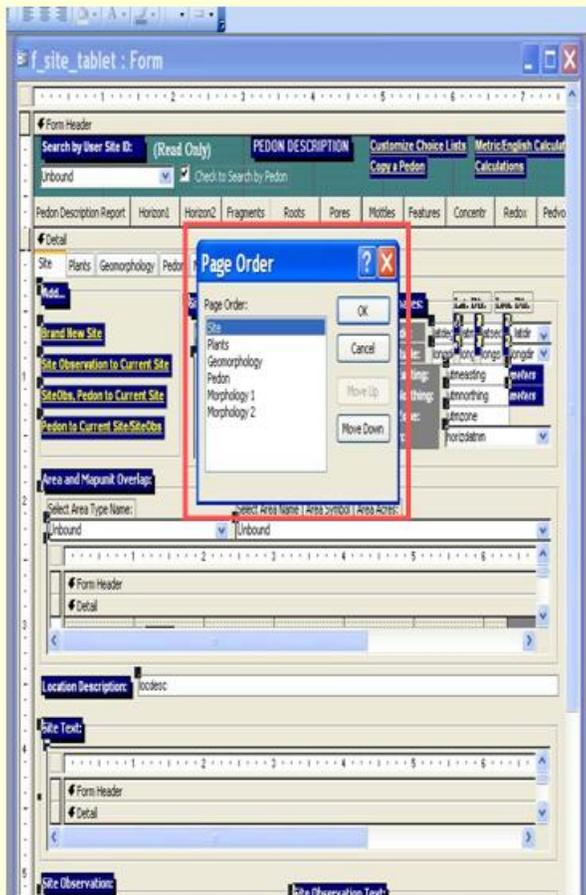


Just highlight and move up or down. The first table listed is where the cursor will be when you move to that tab sheet.

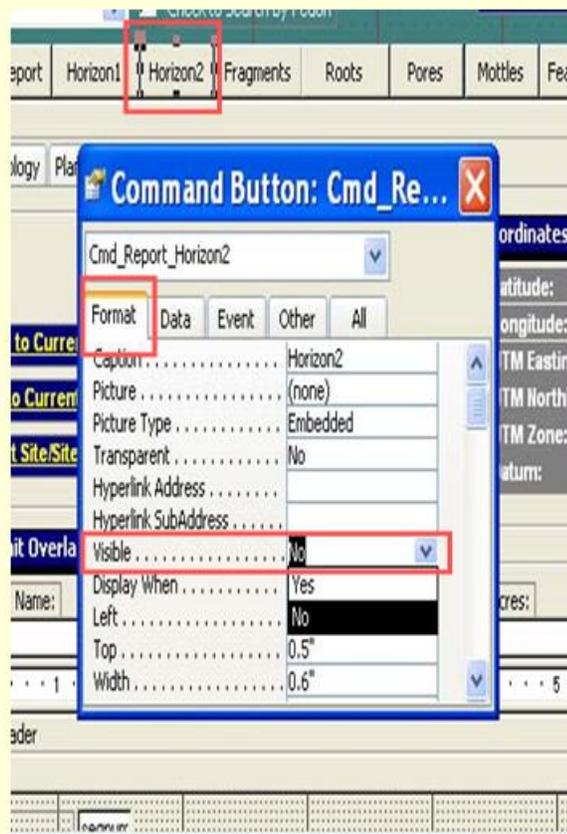
The tab names across the top of the form can also be renamed. Either double click on the tab name or right click in the tab and go to properties. On the All tab and in the name line, type in the name you want for the tab.



To change the order of the tabs, right click anywhere in the form, select page order, highlight the tab names and move up or down.



If you wish to remove a button for one of the completeness reports, right click on the report you want to hide, go to properties, format tab, hit the drop down on the visible line and select no. That report button will not show while in “form view”.



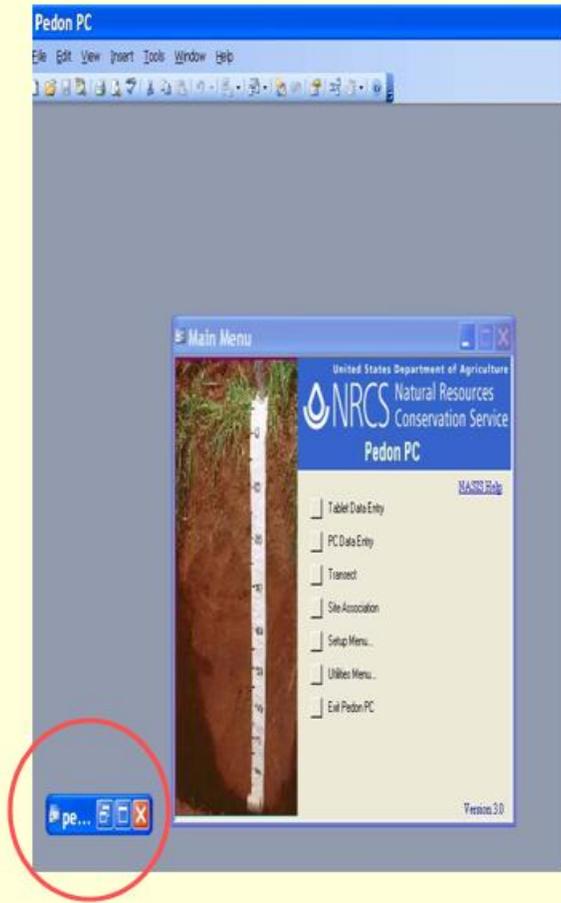
Some of the column headings are long so you may want to shorten them. Go into the form, put your cursor in the column heading box and change it. I have already changed the top depth to "T". The more you understand the database the more you can abbreviate.

Already renamed

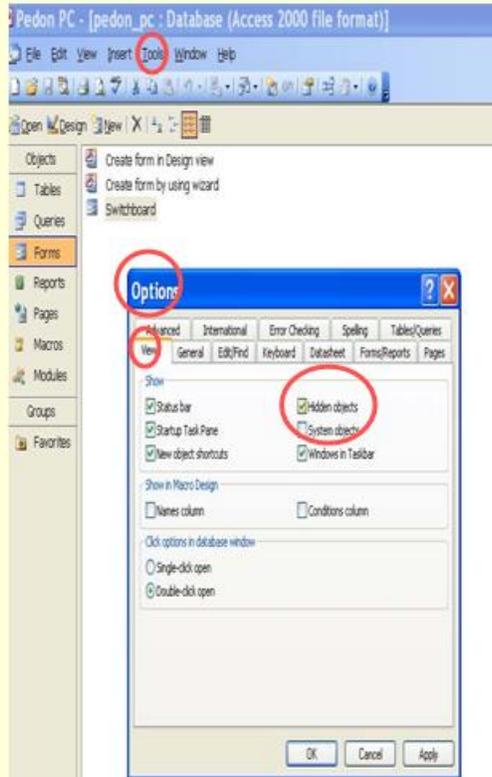
Rename it here

It is difficult to scroll down and rename all the headings in some forms. The next slides show how rename them.

When you open up Pedon PC there is a little blue bar at the bottom left corner. Maximize this bar. This gives you access to all of the underlying forms, tables, queries and reports. You can do a lot of customizing from this screen.



When you first maximize it you may not see all the forms. Go to tools, options, view and check on Show Hidden Objects



You can open up all the sub forms from here and do your renaming. However not all the forms are useful for doing this. You will just have to go through them and use the ones you want.

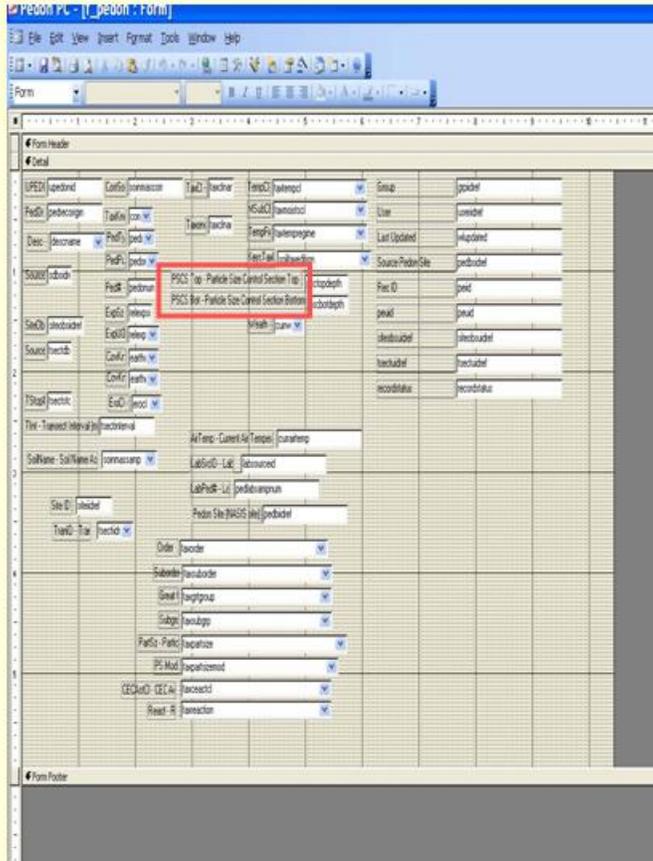
By selecting different objects, you switch between the different items that make up Pedon PC

I find it easier to edit these 3 forms from this page. All the other sub-forms are easy to edit while the tablet data entry form is in design view



These are all of the sub-forms that make up Pedon PC

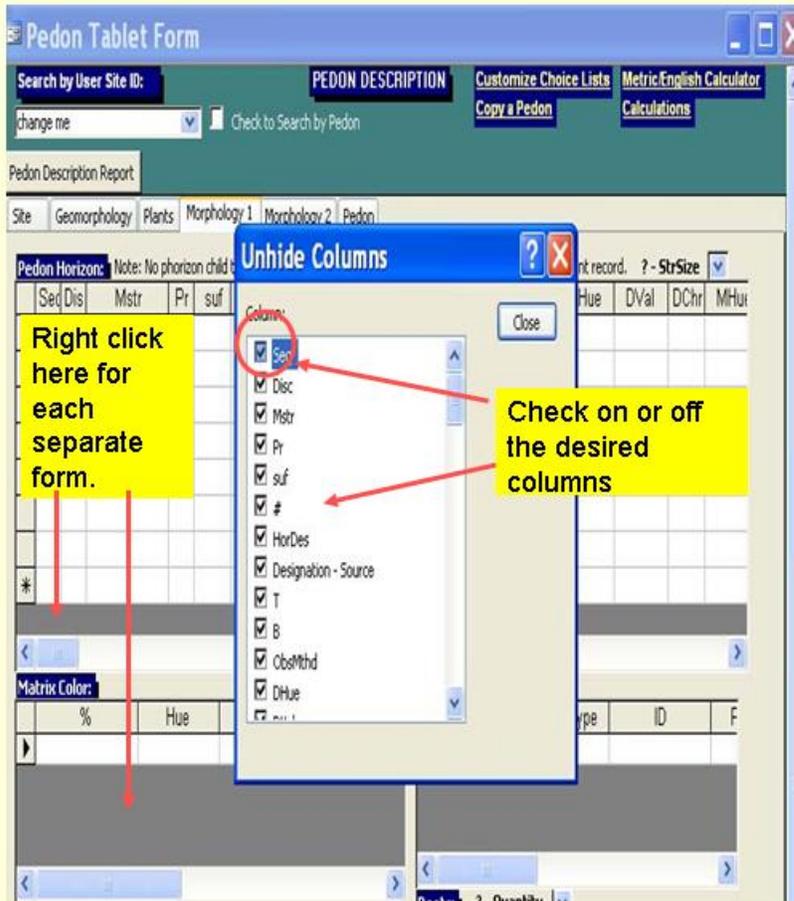
Just go through it and put your cursor in each one and rename them. When this screen opens it will be in form view, switch to design view.



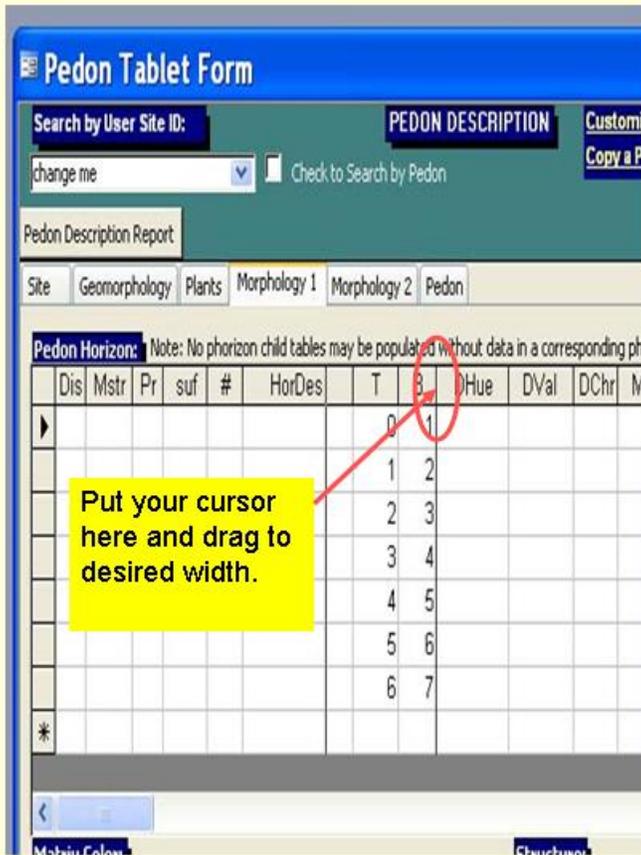
Customizations done while in “Form View”

- The following slides show how to customize Pedon PC while in form view.
- Many of the following customizations can also be done while in design view.
- It is important to remember to save your customizations while in form view immediately after you do each sub-form. Each table or form is a separate sub-form needing saved. This is not necessary while in design view.

Hiding columns. Right click in the gray area around the table or form you are customizing. Select the unhide columns. Check on or off the columns.



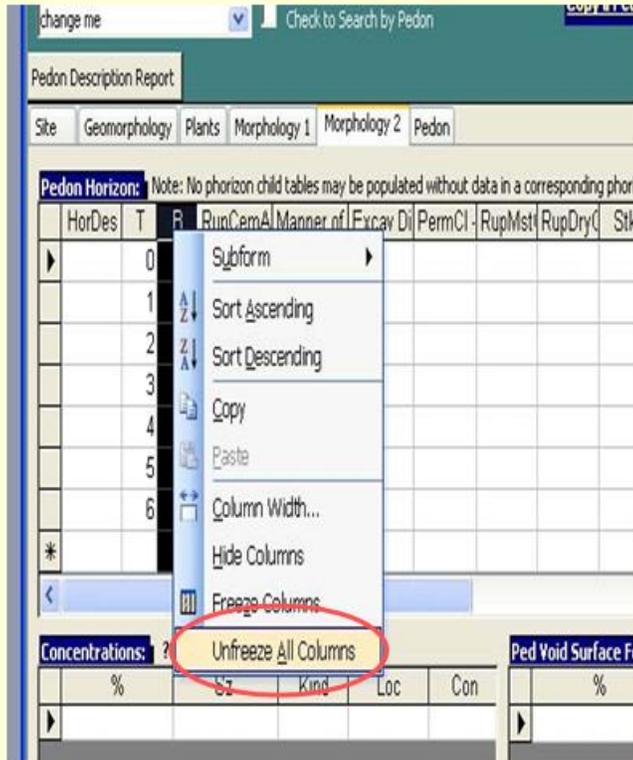
Resizing columns. Put your cursor around the edges of the desired column. A double arrow appears. Left click and drag the column edge to the desired width.



The screenshot shows the 'Pedon Tablet Form' interface. At the top, there is a search bar for 'User Site ID' with the value 'change me' and a 'Check to Search by Pedon' checkbox. Below this are tabs for 'Site', 'Geomorphology', 'Plants', 'Morphology 1', 'Morphology 2', and 'Pedon'. A table titled 'Pedon Horizon' is displayed with the following columns: Dis, Mstr, Pr, suf, #, HorDes, T, B, DHue, DVal, DChr, M. The 'B' column header is circled in red. A yellow callout box with a red arrow points to the 'B' column header with the text: 'Put your cursor here and drag to desired width.'

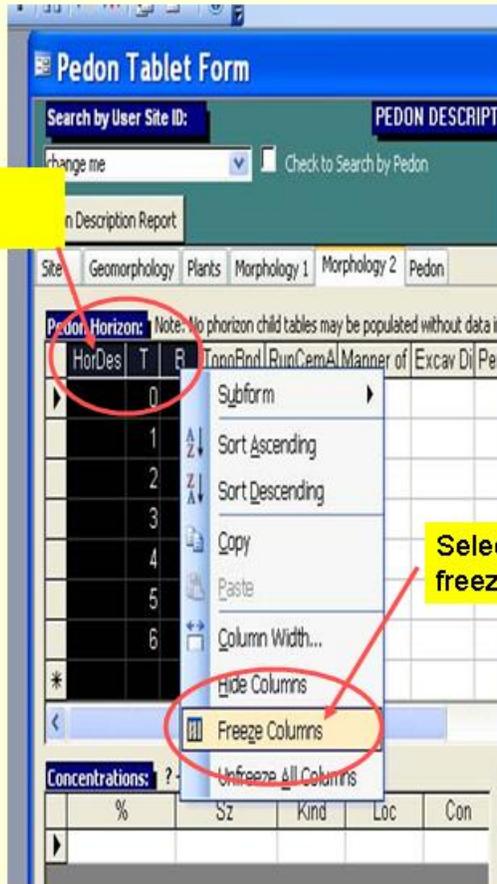
Dis	Mstr	Pr	suf	#	HorDes	T	B	DHue	DVal	DChr	M
						0	1				
						1	2				
						2	3				
						3	4				
						4	5				
						5	6				
						6	7				
*											

Some of the columns come frozen on Pedon PC. Frozen columns do not move while scrolling. You can unfreeze them by right clicking in the frozen columns and selecting Unfreeze all columns.



You can set the columns you want frozen. Highlight the desired columns. Hold the shift key down while right clicking. Select Freeze Columns.

Highlight columns



Select freeze

Changing column order. Highlight the column you want to move. Left click in the column heading and drag to the desired spot.

The screenshot shows the 'Pedon Tablet Form' application window. At the top, there are search and navigation options. Below that, a 'Pedon Description Report' is displayed with tabs for 'Site', 'Geomorphology', 'Plants', 'Morphology 1', 'Morphology 2', and 'Pedon'. The main area contains a table with the following columns: 'HorDes', 'T', 'E', 'TopoBnd', 'DiscBnd', 'E#Cl', 'RupDryC', 'RupCemA', 'Manner of', 'Excav Di', 'PermCl', 'RupMst', 'Stk', and 'P'. A red rectangular box highlights the 'E' column header. A yellow callout box with a red arrow pointing to the 'E' header contains the text: 'This dark line shows where the columns were frozen on the previous step.' Another yellow callout box with a red arrow pointing to a bold dark vertical line in the table area contains the text: 'A bold dark line appears where the column will be placed.'

I have customized the two pedon horizon forms on the two tabs to show different information. This minimizes scrolling across information already populated on each tab. None of the columns on the second tab has a child table.

Pedon Description Report

Site Geomorphology Plant Morphology 1 Morphology 2 Pedon

Pedon Horizon: Note: No phorizon child tables may be populated without data in a corresponding phorizon parent record. ? - StrSize

Dis	Mstr	Pr	suf	#	HorDes	T	B	DHue	DVal	DChr	MHue	MVal	MChr	TexCl	TexMod	Lieu
▶						0	1									
						1	2									
						2	3									
						3	4									
						4	5									
						5	6									
						6	7									
*																

Pedon Description Report

Site Geomorphology Plants Morphology 1 Morphology 2 Pedon

Pedon Horizon: Note: No phorizon child tables may be populated without data in a corresponding phorizon parent record. ? - StrSize

HorDes	T	B	TopoBnd	DiscBnd	EffCl	RupDryC	RupMst	Stk	PI	Excav D	Manner of	RupCemA	Perm
▶	0	1											
	1	2											
	2	3											
	3	4											
	4	5											
	5	6											
	6	7											
*													

Concentrations: ? - Quantity Ped Void Surface Features: ? - Amount

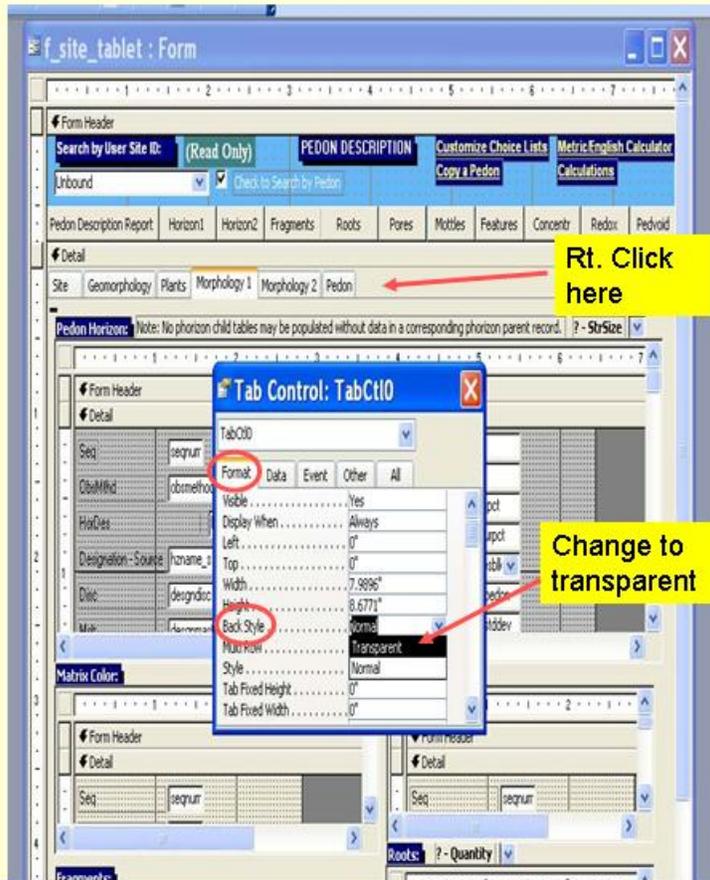
There is one quirk about hiding columns when some of the columns are frozen. On the morphology 2 tab I hid several columns to the left of the freeze line. This causes some of the columns to the right of the freeze line to disappear.
 Just unfreeze the columns then freeze them back if needed.

The image shows two screenshots of a software interface titled 'Pedon Description Report'. The top screenshot shows the 'Morphology 2' tab selected. A yellow box with the text 'I hid these columns on the 2nd tab' points to a group of columns (Dis, Mstr, Pr, suf, #) that are hidden. A red box highlights the 'HorDes', 'T', and 'B' columns, which are visible. A vertical red line indicates the 'freeze line' is positioned to the right of these columns. The bottom screenshot shows the same report after the hidden columns have been unfrozen. A yellow box with the text 'These columns disappeared until I unfroze all columns. I then froze 3 of them back.' points to the 'HorDes', 'T', and 'B' columns. A red box highlights the 'TopoBnd', 'DiscBnd', 'EffCl', 'RupDryQ', and 'RupMst' columns, which are now visible. A vertical red line indicates the 'freeze line' is now positioned to the left of these columns. The interface includes various tabs (Site, Geomorphology, Plants, Morphology 1, Morphology 2, Pedon) and a 'Pedon Horizon' section with a note: 'Note: No horizon child tables may be populated without data in a corresponding horizon parent record. ? - StrSize'. At the bottom, there are dropdown menus for 'Concentrations: ? - Quantity' and 'Ped Void Surface Features: ? - Amount'.

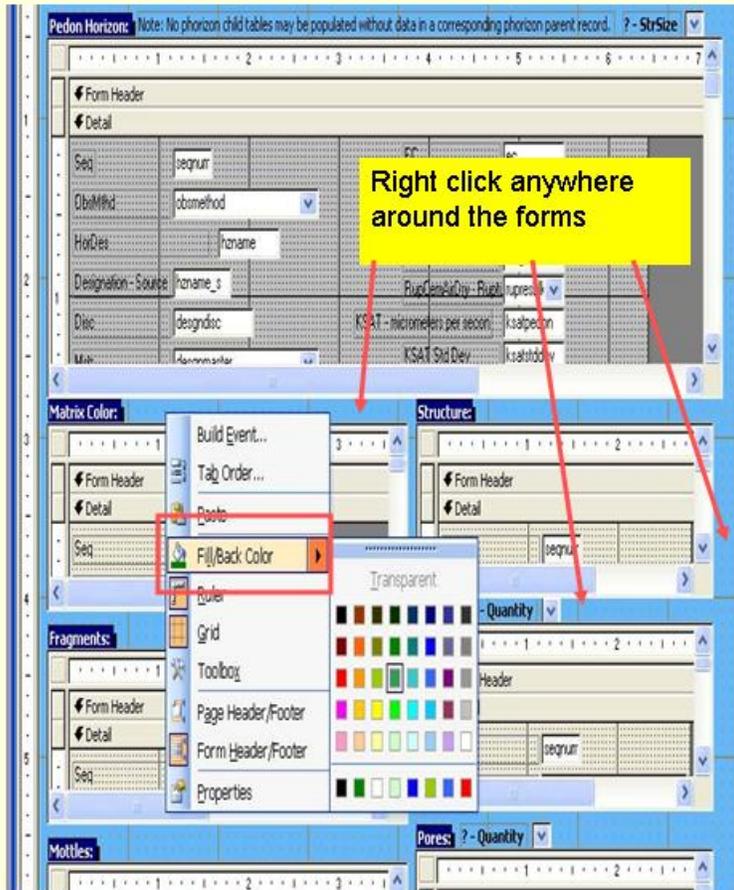
You can also change the color of the individual forms. While in "form view" right click in the gray area of the sub-form, select **datasheet**. A box appears with choices for color and other items associated with the form. Do the same thing except select **font** to modify font features.

The screenshot shows the 'Pedon Tablet Form' application window. The main area contains a 'Pedon Relations' table with columns: Dis, Mot, Pr, Inf, #, HoDes, T, B, DHue, DVal, DCh, MHue, MHVal, MCh, TexC, ToolMod, Lax. The table has several rows of data. A context menu is open over a gray area of the table, listing options: Form Design, Form View, PrintTable View, PrintChart View, Filter By Form, Apply Filter/Sort, Remove Filter/Sort, Cut, Copy, Font..., Datasheet..., and Hide Columns... A yellow callout box labeled 'Right click in gray area' points to the context menu. Another yellow callout box labeled 'Bold font versus regular' points to a row in the 'Matrix Color' table where the text 'WVR 3 2 0' is bolded. A third yellow callout box labeled 'Select feature to modify' points to the 'Font...' option in the context menu.

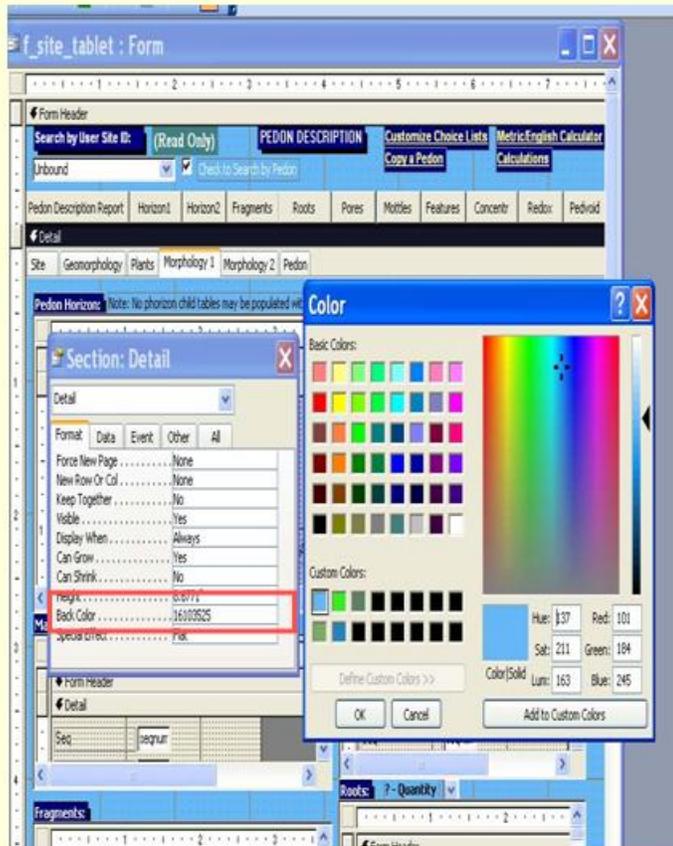
Changing the background color. While in design view, right click on the area just to the right of the tabs, go to properties, format tab, Back Style, hit the drop down and select transparent.



Once the border area is transparent, right click anywhere around the forms in the background area, select Fill/Back Color and choose a color.



If you do not like the color choices you can right click anywhere around the forms, go to properties, format tab, put your cursor in the Back Color line. A little button with 3 dots will appear at the side. Click on it, a color box appears, hit define custom colors. Create colors, add to Custom Colors. Then choose one of the colors.



It is probably a good idea to make a copy of your form before you do a lot of color changing. You might end up with something you do not want.



Make a copy

- Once you have taken the time to customize a Pedon PC version for your work area, make a back-up copy.
- If you import someone else's choice list without having a back up copy, you have just lost all of your choice list customizations.
- If you copy and paste another area's version onto your computer, you have just lost your customized form, unless it is named differently.
- If your hard drive crashes and you do not have a copy on another device, you have just lost your customized form.
- I speak from experience.