



# The Fountain Green Group

10416 22nd Side Road, Limehouse, Ontario, Canada L0P 1H0

Web: [www.fountaingreen.com](http://www.fountaingreen.com) E-mail: [fgg@fountaingreen.com](mailto:fgg@fountaingreen.com)

GTA: 905.873.7552

Toll Free: 877.873.7552

Fax: 905.877.3129

## Bento Essential Training - 02NYL729 - lynda.com



### Product Description

Time

#### Bento Essential Training

Approximately 2 Hours 15 Minutes

Bento is a personal database for Mac OS X Leopard that provides an organizational hub for anything a person might want to collect, track, or connect. Bento is designed for those with no previous database experience, and having database expert [Cris Ippolite](#) as a guide makes it easier to get the most from this unique program. In Bento Essential Training, [Cris](#) introduces key database concepts as they relate to Bento, including collections, records, forms, and fields. He demonstrates how a little planning and setup results in a more useful collection of information. [Cris](#) also explains how to link Bento to other Mac applications, like Address Book and iCal; how to design custom templates; and how to follow best practices for backing up and restoring data.



lynda.com



Chris Ippolite

**Note:** Example files accompany the course.

#### Table of Contents (1 DVD)

Released on: 7/3/2008

Introduction	2:03
1. Overview	8:13
2. Using Libraries	8:02
3. Using Address Book and iCal Libraries	4:57
4. Using Collections	9:19
5. Working with Records	12:10
6. Managing Forms	11:17
7. Understanding Related Field Lists	11:58
8. Using Fields	10:58
9. Using File List Fields	5:00
10. Working with Media Fields	7:33
11. Using Calculation Fields	18:31
12. Importing and Exporting	8:30
13. Printing	4:22
14. Backing Up and Restoring Information	8:53
Conclusion	0:18

#### Introduction

Welcome	0:32
Using the Example Files	1:31
1. Overview	
The Bento Home Dialog	1:00
Exploring the Bento Window	3:48
Understanding the Navigation Bar	3:25



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#### 2. Using Libraries

Using Libraries in Bento	2:08
Planning Records in a Library	1:22
Creating Libraries by Importing	2:29
Creating Libraries Using Bento Templates	2:21

#### 3. Using Address Book and iCal Libraries

Displaying Data from Address Book and iCal	1:32
Updating Address Book and iCal from Bento	3:25

#### 4. Using Collections

Understanding Collections	1:08
Creating Collections	3:01
Modifying Collections	2:12
Using Smart Collections	2:58

#### 5. Working with Records

Creating Records in Table or Form View	2:28
Editing Records in Table or Form View	1:52
Using the Current Date Field	1:12
Sorting Records	1:40
Managing Fields in Table View	2:22
Summarizing Column Data	2:36

#### 6. Managing Forms

Creating and Deleting Forms	2:45
Moving and Resizing Fields and Objects	2:44
Customizing Form Layouts	5:48

#### 7. Understanding Related Field Lists

Understanding Related Records Lists	1:14
Creating Related Records Lists	6:28
Managing Related Records Lists	4:16

#### 8. Using Fields

Understanding Fields	0:32
Reviewing Field Types	2:02
Creating Fields	5:16
Using E-mail and URL Fields	1:07
Understanding List Fields	2:01

#### 9. Using File List Fields

Understanding File List Fields	3:32
Opening Files Stored in File List Fields	1:28



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#### 10. Working with Media Fields

Understanding Media Fields	1:33
Adding Images to a Media Field	3:06
Adding Movie or Sound Files	1:42
Exporting Images	1:12

#### 11. Using Calculation Fields

Understanding Calculation Fields	3:03
Merging Fields	3:09
Calculating Ages	4:22
Calculating Duration	3:22
Displaying Summary Information in the Parent Library	4:35

#### 12. Importing and Exporting

Importing Information into Bento	6:03
Exporting Information from Bento	2:27

#### 13. Printing

Printing from Forms, Tables, and Searches	2:49
Printing Mailing Labels	1:33

#### 14. Backing Up and Restoring Information

Creating Bento Backup Files	3:23
Using the Backup Reminder	1:24
Restoring Data	1:40
Using Time Machine with Bento	1:38
Using Bento with .Mac	0:48

#### Conclusion

Goodbye	0:18
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