Toad Pocket Reference for Oracle

Toad for Oracle is an enormously popular interactive environment tool for Oracle development and administration. It allows developers to build, test, debug, and format their code via an easy-to-use graphical user interface, available in both freeware and commercial versions. Toad makes developers far more productive; with Toad, you’ll find that program changes that once took hours can now be completed in minutes. Toad allows developers to browse their database tables, procedures, and object types; use code templates; and show errors. It also simplifies database administration by providing a way for DBAs to graphically browse and change database characteristics.

Updated for Toad for Oracle Version 8.0 and 8.5, this book is packed with quick-reference material: Toad feature and menu summaries, shortcut keys, suggested changes to Toad defaults, productivity tips and tricks, and more. Toad Pocket Reference for Oracle includes concise discussions of all the basic Toad components: the SQL Editor, Procedure Editor, SQL Modeler, Schema Browser, Project Manager, and Debugger. This second edition also provides coverage of new SQL Editor features, recent improvements in usability, and new tools such as CodeXpert (a robust code analyzer and advisor) and Script Debugger (the only tool available that provides real-time debugging of SQL*Plus scripts). The book also offers helpful hints on using Toad to perform database administration and SQL tuning and optimization.

Whether you’re a new or an experienced Toad for Oracle user, you’ll find this quick reference an indispensable companion to the product and its online help files.

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## Contents

**Introduction**  
Contributors 1  
Caveats 2  
For Help with Toad 3  
Conventions 4  

**Toad Basics**  
Installing and Configuring Toad 5  
Expanding Toad's Functionality 6  
Configuring External Tools 7  
Toad Startup and Other Options 7  
Toad Properties Files 9  
Toad Menu Toolbar 10  
Toad Toolbar Display 12  

**SQL Editor**  
Display 12  
Toolbars and Menus 13  
Shortcut Keys 13  
Supporting Other Parsers/Languages 18  
Working with Files in the SQL Editor 21  
Executing Statements 22  
Using Extended Features 23
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Grid</td>
<td>33</td>
</tr>
<tr>
<td>Manipulating the Display, not the Query</td>
<td>34</td>
</tr>
<tr>
<td>Navigating the Grid</td>
<td>36</td>
</tr>
<tr>
<td>Editing Data from the Data Grid</td>
<td>37</td>
</tr>
<tr>
<td>Saving/Sending Data in Various Formats</td>
<td>39</td>
</tr>
<tr>
<td>Working with Data</td>
<td>42</td>
</tr>
<tr>
<td>SQL Optimization</td>
<td>44</td>
</tr>
<tr>
<td>Explain Plans</td>
<td>44</td>
</tr>
<tr>
<td>SQL Optimization Facilities</td>
<td>46</td>
</tr>
<tr>
<td>Additional Tuning Methods</td>
<td>50</td>
</tr>
<tr>
<td>Schema Browser</td>
<td>50</td>
</tr>
<tr>
<td>Configuring the Schema Browser</td>
<td>51</td>
</tr>
<tr>
<td>Objects Panel</td>
<td>54</td>
</tr>
<tr>
<td>Details Panel</td>
<td>57</td>
</tr>
<tr>
<td>Schema Browser Tips and Tricks</td>
<td>59</td>
</tr>
<tr>
<td>Procedure Editor</td>
<td>59</td>
</tr>
<tr>
<td>Procedure Editor Options</td>
<td>60</td>
</tr>
<tr>
<td>Configuring the Procedure Editor</td>
<td>61</td>
</tr>
<tr>
<td>Procedure Editor Display</td>
<td>61</td>
</tr>
<tr>
<td>Procedure Editor Keys</td>
<td>62</td>
</tr>
<tr>
<td>Procedure Editor Menus and Toolbars</td>
<td>63</td>
</tr>
<tr>
<td>Populating the Procedure Editor</td>
<td>64</td>
</tr>
<tr>
<td>Procedure Editor Shortcut Keys</td>
<td>66</td>
</tr>
<tr>
<td>Using the Procedure Editor</td>
<td>66</td>
</tr>
<tr>
<td>Debugger</td>
<td>70</td>
</tr>
<tr>
<td>Setting Debugger Options</td>
<td>70</td>
</tr>
<tr>
<td>Debugger Menus and Toolbars</td>
<td>71</td>
</tr>
<tr>
<td>Output Panel</td>
<td>73</td>
</tr>
<tr>
<td>Setting Parameters</td>
<td>76</td>
</tr>
<tr>
<td>Just-in-Time Debugging</td>
<td>76</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Executing a Stored Program from the Debugger</td>
<td>77</td>
</tr>
<tr>
<td>Executing a Stored Program Without Debugging</td>
<td>77</td>
</tr>
<tr>
<td>After Debugging</td>
<td>78</td>
</tr>
<tr>
<td>Code Profiling</td>
<td>78</td>
</tr>
<tr>
<td>Using CodeXpert</td>
<td>78</td>
</tr>
<tr>
<td><strong>Database Administration</strong></td>
<td>82</td>
</tr>
<tr>
<td>Using the DBA Module</td>
<td>83</td>
</tr>
<tr>
<td>Using the Database Browser</td>
<td>85</td>
</tr>
<tr>
<td>Modifying Oracle Parameters</td>
<td>86</td>
</tr>
<tr>
<td>Managing Sessions</td>
<td>88</td>
</tr>
<tr>
<td>Creating and Altering Objects</td>
<td>90</td>
</tr>
<tr>
<td>Managing Tablespaces</td>
<td>90</td>
</tr>
<tr>
<td>Checking Extents</td>
<td>94</td>
</tr>
<tr>
<td>Using Oracle’s Import/Export Tools</td>
<td>94</td>
</tr>
<tr>
<td>Using Other Toad Import/Export Utilities</td>
<td>95</td>
</tr>
<tr>
<td>Comparing Schemas and Databases</td>
<td>97</td>
</tr>
<tr>
<td>Performing SGA Trace Optimization</td>
<td>98</td>
</tr>
<tr>
<td>Using the HTML Schema Doc Generator</td>
<td>100</td>
</tr>
<tr>
<td><strong>User Administration</strong></td>
<td>100</td>
</tr>
<tr>
<td>Managing Users</td>
<td>102</td>
</tr>
<tr>
<td>Managing Roles</td>
<td>104</td>
</tr>
<tr>
<td>Managing Resource Groups and Resource Plans</td>
<td>104</td>
</tr>
<tr>
<td>Managing Policies and Policy Groups</td>
<td>105</td>
</tr>
<tr>
<td>Auditing</td>
<td>105</td>
</tr>
<tr>
<td><strong>Project Manager</strong></td>
<td>107</td>
</tr>
<tr>
<td>Creating and Using Projects</td>
<td>109</td>
</tr>
<tr>
<td>Customizing Project Manager’s Behavior</td>
<td>110</td>
</tr>
<tr>
<td>Saving and Sharing Project Files</td>
<td>111</td>
</tr>
<tr>
<td>Project Manager Tips and Tricks</td>
<td>111</td>
</tr>
</tbody>
</table>
Additional Toad Modules  112
Toad for Oracle  113
Toad for Oracle Professional Edition  113
Toad for Oracle Xpert Edition  113
Toad for Oracle Suite  113
Index  115
Introduction

This book is a quick reference designed to help Oracle end users (data analysts, developers, designers, DBAs, etc.) become better users of Toad for Oracle. It is aimed at both beginning and experienced users. Clearly, given its small size, this book is not intended to be a comprehensive user’s guide. Rather, it is a concise summary, designed to provide you with:

• A summary of the core functionality and major standard features available in the Toad for Oracle product
• A handy quick reference to common functions and shortcut keys, as well as recommended changes to default options
• A summary of helpful usage hints, tips, and cautionary notes

The material presented here applies to both commercial and freeware versions of Toad for Oracle.

TIP

The official name of the product described in this pocket reference is Toad for Oracle. For simplicity, we generally use the term “Toad” unless specifically stated, that term refers to Toad for Oracle.
Toad is a constantly evolving product. It has had several upgrades each year since 1995. At the time this pocket reference went to press, the current version of Toad was Version 8.5. In order to be useful to as many users as possible, this book focuses on the product’s continuing core functionality.

For more information about Toad go to:

http://www.quest.com

or:

http://www.toadsoft.com

For more information about this book, go to:

http://www.oreilly.com/catalog/tdpr2

Contributors

This book is a collaborative effort involving many individuals and groups—the dedicated members of the Toad Team, the Toad user community, and various resources at Quest Software, Inc. and O’Reilly Media, Inc.:

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The Toad Team
Toad is developed and maintained by an extraordinary band of developers, QA professionals, and tech writers. The entire team has taken on the Toad persona and adopted the Toad work ethic, elevating Toad to cult status within the Oracle community.

Thanks as well to the O’Reilly editorial and production team, especially to editor par excellence Debby Russell, and to others too numerous to mention who helped bring this book to life.

Caveats
This book assumes that you have a baseline familiarity with Oracle, PL/SQL, and SQL*Plus, as well as a basic understanding of Windows. In more advanced sections (e.g., “Database Administration”), we assume that you are a very experienced Oracle user.

We can’t cover every possible Toad function in this pocket reference, but we do touch upon the key functions and windows available from every major section of the main Toad menus. There are a number of standard (and, for the most part, self-explanatory) Toad functions that we won’t mention because of space limitations. In addition, a full description of Toad’s add-on modules is beyond the scope of this small book; however, we do touch upon several optional features in the final section of this book.
For Help with Toad

In addition to this pocket reference, there are a number of other helpful Toad documentation resources available:

Toad Help files
The Toad Help files cover every aspect of the product. Use the F1 key to access context-sensitive help for almost every Toad window and panel. Always check the “What’s New” page for each Toad upgrade.

Toad product documentation
Each Toad install includes the Toad for Oracle User’s Guide and the Toad for Oracle Getting Started Guide. These two PDF files are located in the Toad\docs folder.

Toad FAQs
Toad’s Frequently Asked Questions are maintained and updated at:
http://www.Toadsoft.com

Toad user group
Toad has an active online user group. You can subscribe by selecting Help ➔ Join Mailing Lists and subscribing to:
Toad-subscribe@yahoogroups.com

TIP
Toad is a modular product. Check Help ➔ About to determine your Toad version and verify which modules you have licensed. Certain features (e.g., the Project Manager, the SQL*Loader interface, etc.) are available only in Toad’s commercial version.
Conventions

The following conventions are used in this pocket reference:

*Italic*
Used for filenames, directory names, URLs, Toad options, and occasional emphasis

*Bold*
Used for Toad menu choices

*Constant width*
Used for code and command examples

*Constant width italic*
Indicates that the item (e.g., a filename) is to be replaced by a user-specified value

 ➝
Used to indicate a menu choice; for example, View ➝ Options indicates that you select View and then choose Options from the dropdown list

Toad Basics

What is Toad? Toad began as a development environment tool for Oracle. It has developed into a feature-rich program that provides a graphical user interface (GUI) to the Oracle database for all Oracle users. Using Toad will make you a more productive developer or DBA. The product makes program development faster and easier, and it simplifies database administration.

This section summarizes basic guidelines for using Toad. For detailed installation instructions, consult the previously listed Toad documentation sources.
SQL Editor menu, 10, 16
SQL Loader wizard, 43
SQL optimization, 44–50
SQL Optimization/SQL Rewrite tool, 50
SQL Optimizer for Oracle, 50
SQL Recall toolbar (SQL Editor), 15
SQL Scanner tool, 50
SQL Trace (TKPROF) utility, 47
SQL-Plus commands, executing, 24
Standard (Common) Edit toolbar (SQL Editor), 14
Standard toolbar (Toad), 12
startup options for Toad, 7
startup, opening windows at, 8
statements
adding development code syntax to, 30
cancelling, 26
executing, 23–26
parsing, 25
recalling saved statements, 27
removing development code syntax from, 30
storing/reusing single-line statements, 29
stored programs, running from Debugger, 77
“Strip All Non-SQL Syntax” button, 30
substitution variables, using in SQL Editor, 26
Summary Report tab (CodeXpert), 80
symbol table, cleaning up after debugging, 78
synonyms for schema, displaying, 84
system-modifiable parameters, 87

T
Table as Flat File function, 97
Table Data Duplicates window, 44
Table Data function, 96
tables
displaying column dropdown for, 32
Import Table Data wizard, 43
for schemas, displaying, 28
viewing/editing data with
Master Detail Browser, 42
tablespace maps, 91–93
tables, managing, 90–93
Team Coding (Toad), 11, 22
templates
code completion, 32, 67
customizing, 67
TKPROF interface, 47
TNSNAMES.ora file, 83
Toad
AutoTrace feature, 46
code completion templates in, 32, 67
configuring, 6
data grids in, 33–44
EDIT command, 30
executing statements in, 23–26
expanding functionality of, 6
installing, 6
Menu toolbar, 10–12
optimizing SQL, 44–50
Oracle and, 5
Procedure Editor, 59–69
Project Manager (PM), 107–112
properties files for, 9
SCC (Source Code Control) standard and, 22
Schema Browser, 50–59, 83
startup options for, 7
Team Coding and, 22
Toad Describe facility, 31
Toad for Oracle, 113
Oracle Probe Profiler API, 78
Toad for Oracle Professional Edition, 113
CodeXpert utility, 78–82
debugging module for, 70–82
Toad for Oracle Suite, 113–114
Toad for Oracle Xpert Edition, 113
SQL Optimizer for Oracle, 50
Toad Security facility, 103
Toad ServerSide Objects Wizard, 6
Toad Standard toolbar, 12
Toad.ini file, 9
Toad_GUI.ini, 9
Toad_SESSBROWFILTERS.ini file, 9
Toad-DBA Module, 83–85, 114
modifying Oracle parameters, 87
ToadParams.ini file, 71
“Toggle reorder mode” button, 112
toolbars
for CodeXpert utility, 81
for SQL Editor, 13–18
Tools menu, 11
Top Session Finder, 9, 88
TopSess.ini file, 9
.tpr (project) files
creating, 109–110
saving/sharing, 111
traces
enabling/disabling for user sessions, 49
SGA Trace Optimization function, 47, 98
SQL Trace (TKPROF) utility, 47
transactions
debug sessions and, 71
prompting for commit/rollback, 8
.trc files, 112

U
URL project nodes, 109
user administration, 100–107

V
Variables input window, 26
version control software and Toad, 22
View menu, 11
View/Edit Privileges for this object type button, 56
views for schemas, displaying, 28
Visual options
for data grids, 35
for Schema Browser, 51

W
Watches tab (Debugger), 74
Window menu, 12
windows, opening at startup, 8