

Platform: Mac

Level of Difficulty: Beginner

This document will assist you in using Appleworks to create databases and other documents such as flyers and banners.

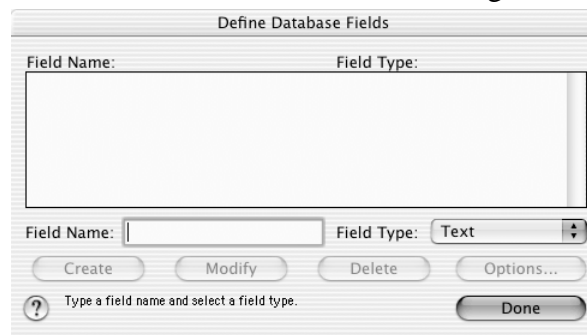
Introduction

Databases allow you to store, view, sort, and retrieve information in various ways. You can use databases to create address books, keep track of your CD collection, or organize a staff roster.

Creating Databases and Defining Fields

To start a new database, click on the Database icon from the selection menu or go to **File -> New->Databases**.

This will open the Define Database Fields dialog box. The first step in creating a database is determining and defining the fields you need. Fields store categories of information. For example, in a phone book database, name, address, and phone number are some possible fields. If you are adding fields to an existing document select



Layout->Define Fields. Type in the name for the field. Choose a field type from the Field Type pop up menu. The field type determines what type of data you can include in the field. Click CREATE. Now you must select the options that you want or define a formula for the field. The options available to you will vary according to the type of data stored in your field. For example, if you create a pop-up menu, you can determine what options appear in the pop up menu. If your field contains a number, you can set the range of values that can be stored in that field (e.g. 0 – 10, 0000.) When you are finished defining you field, click DONE.

Editing a Field

Go to **Layout->Define Fields**. The Define Fields dialog box will appear. Click on the field you would like to edit. If you would like to change the Field Type, select the new field type from the pop-up menu and the click on MODIFY. If you would like to change the options for a field, click on OPTIONS and make any adjustments that you want.

After you edit your option, click on OK. Once you edit the Field Type and/or Options click on DONE in the Define Fields dialog box.

Deleting Fields

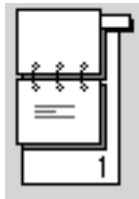
Choose **Define Fields** from the **Layout** menu. The Define Fields dialog box will appear. Select the name of the field you want to delete. Click DELETE, then click OK.

Entering And Deleting Database Information

To enter data into the database you must be in Browse or List mode. You can check which mode you are in by selecting **Layout** from menu bar. Your current mode will have a checkmark next to it. Select **Browse** or **List** if you are not already in either mode. Choose **New Record** from the **Edit** menu, then enter your data into the fields.

To delete a record from a database, first make sure that you are in Browse or List mode. Select the record you want to delete. To select a record in Browse mode, click on the record anywhere other than in a field. In List mode, click the row heading to the left of the record. Choose **Delete Record** from the **Edit** menu. The items you select will be permanently deleted, so be careful when selecting the records you would like to delete.

Moving Through Records



To move through fields in records make sure that you are in Browse or List mode. To move forward through the fields within a record, press the TAB key. To move backwards, press SHIFT+TAB. To move through records in the database, use the record book (at the top left of the document window.) To move forward through records, click on the lower page of the record book. To move backwards, click on the upper page of the record book. To go to a specific record in the database, choose **Go To Record** from the **Organize** menu. Type the number of the record that you want to find.

Finding Records Using Find Requests

A find request is a form with blank fields on the current layout. You type the search criteria into each of the fields. The find will display all the records that match that request. Single requests are used for simple searches. More complex searches can utilize the multiple find function of Appleworks. For example, if you want to find all students registered for CS110 or CS112, you can create a multiple find request.

Forming a Single Request

1. Choose **Find** from the **Layout** menu.
2. Choose the layout you want to use from the **Layout** menu.
3. Type the search criteria into the appropriate fields. You can narrow your search by entering several search criteria. You can also include arithmetic operators, such as <, >, or =, to refine your search.
4. On the left side of the document window, click **VISIBLE** to search the currently visible records. To select currently visible and hidden records click **ALL**.
5. On the left side of the document window, click **FIND**.

Forming a Multiple Find Request

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1. Follow steps 1-3 as described above.
2. Choose **New Request** from the **Edit** menu and enter more than one search criteria.
3. Continue with step 2 until you specify all the desired criteria.
4. On the left side of the document window, click **VISIBLE** to search the currently visible records. To select currently visible and hidden records click **ALL**.
5. On the left side of the document window, click **FIND**.

To move between requests, use the record book as you would when moving between records.

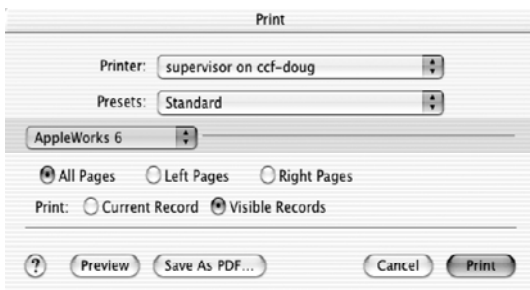
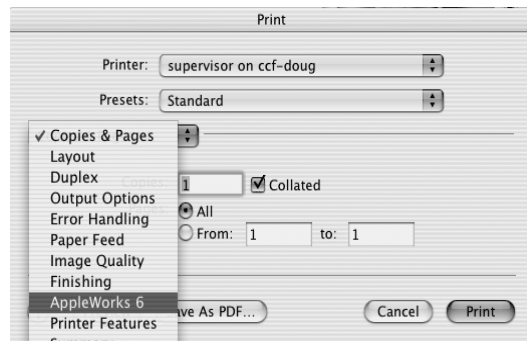
Sorting Records

Sometimes it is useful to sort the records stored in your database or records that are displayed as a result of a find request. You can sort alphabetically or numerically, in ascending or descending order. You can base your sorting instruction on data in a single field or in multiple fields. Sorting applies only to visible records. Hidden records are not sorted.

To specify sorting instructions, first make sure you are in **Browse** or **List** mode. Choose **Sort Records** from the **Organize** menu. Select the name of the field that will have the highest priority in the sort, and then click **MOVE**. Specify ascending or descending order for sorting. Select additional fields in the order of their priority in the sort, and then specify ascending or descending order for each field that you select.

Printing

You can control whether you print all visible records or only the current one. To print records from your database, go to **File** -> **Print**. In the drop down menu marked "General," select "Appleworks 6."



To print all visible records select "Visible Records." To print only the current record, select "Current Record." To print the results of a find request, first find the records with a find request. Print the resulting subset of your database (these records displayed as a result of a find request will become the visible records of the database.

Where To Get More Help

If you need more help with anything covered in this document, ask a consultant on duty. You can also select **Help** from the menu bar to find the answers to questions you may have, or to learn about the more advanced features offered by AppleWorks.