

Step-by-Step Creating a Database With AppleWorks

AppleWorks makes it easy for you to design a database to help you manage information. You can create a database, enter your data, format it in different layouts, and present custom reports. Once a database contains records, you can search through and sort them, change the data they contain, and design and print a report of some or all of the data. This Step-by-Step Card introduces you to the process of creating a database using the example of creating an address list.

Note: This Step-by-Step Card is based on features in version 6 of AppleWorks.

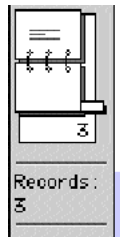
Creating a simple address list database

- 1** Open the AppleWorks application.
- 2** In the Starting Point window, click Database.
A new database document opens.
- 3** Before you create your database, you need to decide what fields you want to include. Once you have decided on your fields, type a name for each field in the Field Name text box and choose a field type from the pop-up menu. Then click Create. For our example, enter the following field names: Name, Address, City, State, Zip Code, and Phone Number. Later you may want to add additional field names for more information.
Tip: Use a text field (or a field that holds text, such as a pop-up menu) for zip codes so you can sort addresses by postal code number. If the postal code is a number field, AppleWorks ignores leading zeros. As text, the codes are sorted properly and retain any leading zeros.
- 4** Once you have defined the fields, click Done.
- 5** Enter data in fields by clicking each field individually and typing your data. Enter addresses for four or five of your friends and relatives. You can toggle between fields with the Tab key. To create another new record, choose New Record from the Edit menu, or press Command-R on the keyboard.

Using Browse, List, Find, and Layout modes

In AppleWorks, there are four modes in which to work with a database: Browse, List, Find, and Layout. You select a mode by choosing the corresponding command from the Layout menu.

In Browse and List modes, you can view, add, change, and delete records.



Name	Megan Hughes
Birth day	September 30
Name	Patrick Olson
Birth day	April 27
Name	Mary Kate Hughes
Birth day	June 30

Browse mode



Name	Birth day
Megan Hughes	Sept. 30
Patrick Olson	April 27
Mary Kate Hughes	June 30

List mode

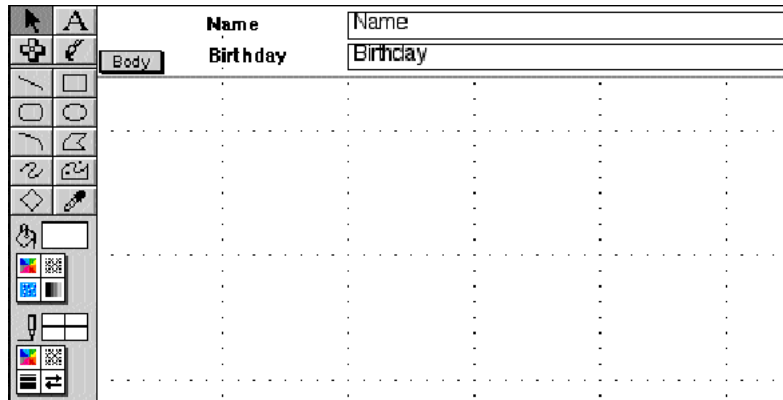
In Find mode, you search for specific records to work with.



Name	
Birth day	

Find mode

In Layout mode, you design the way you want the data to appear when viewed or printed, such as for addressing an envelope.



Layout mode

Adding fields to an existing database

To add fields to an existing database, choose Define Fields from the Layout menu, enter the field name, and select the field type. Click Create. When you create new fields, AppleWorks automatically adds them to the layout you have chosen.

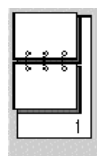
- For this example, add a new field to your address list, such as Fax Number or Mobile Phone Number.

Managing information

Moving through records

Use the record book to move or browse through records.

- 1** Start by choosing Browse or List from the Layout menu.
- 2** Click the top card to go to the previous record. Click the bottom card to go to the next record. Or you can click the number, type the number of the record to go to, and then press Return.



Record book

Selecting and hiding records

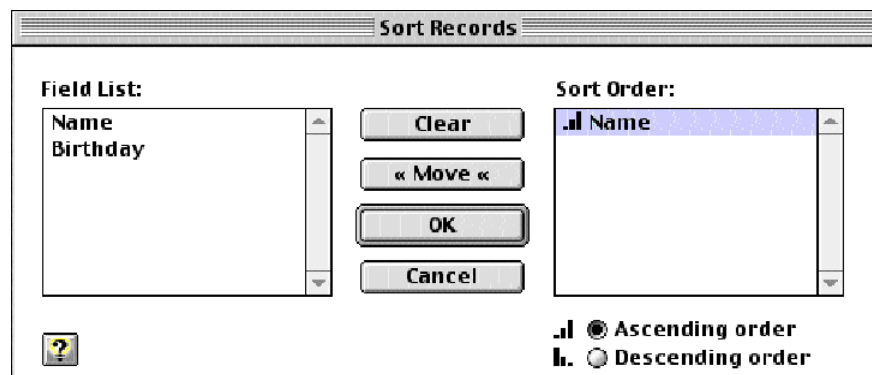
You can select and hide individual records or a range of records in Browse mode or List mode. Hidden records are not printed, sorted, or included in summary calculations.

- 1 To select a record, click anywhere in the record, outside of the field. To select multiple records, drag through the records to select them, or select a record and then Shift-click another record to extend the selection.
- 2 To hide unselected records, select the records you do not want to hide; then choose Hide Unselected from the Organize menu. To hide selected records, select the records you want to hide; then choose Hide Selected from the Organize menu.

Sorting records

You can sort records alphabetically or numerically based on the fields you specify. You can sort records in Browse mode and List mode.

- 1 Choose Sort Records from the Organize menu.
- 2 In the Sort Records dialog box, highlight the field you want to use to sort, for example, by Name. Click Move. The field name appears in the Sort Order box.



For this example, sort the records according to Names in alphabetical order (ascending order).

Note: You can sort based on multiple fields by adding additional fields to the Sort Order box. For example, you can sort first by Name, then by State. To do this, you would select the Name field on the left panel and click Move to move it to the right; then do the same for State.

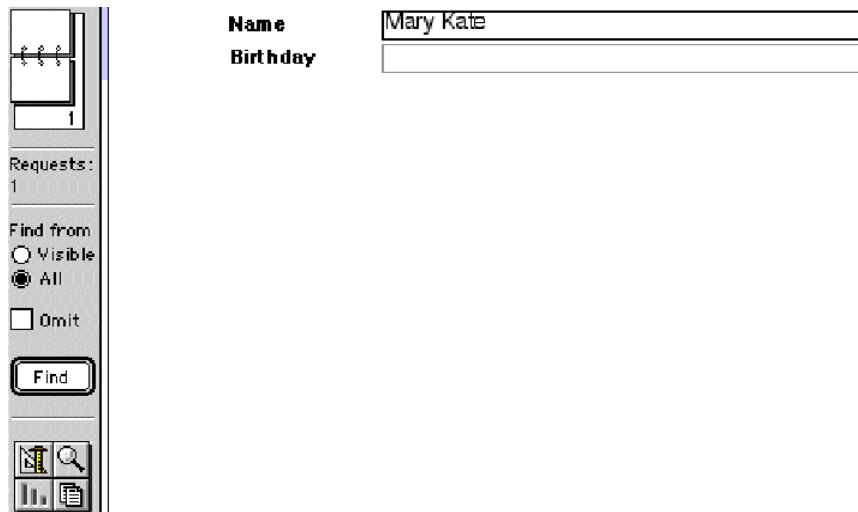
Finding information

One of the best features of a database is the ability to find information easily. There may be times when you want to view, update, or print a specific group of records. To find information in a database, you can search for particular text or create a find request to search for records that meet your criteria. To find text within a field, choose Find/Change from the Edit menu.

Finding records with a find request

You can create a find request to find and display only the records that satisfy the search criteria that you set. After the search, AppleWorks displays the results in Browse mode.

- 1 To create a new find request, choose Find from the Layout menu, type or select the search criteria and then click Find. For example, to find out Mary Kate's birthday, type her name, then select All on the left panel to search all records (including hidden records). Click Find to start the search.



- 2 Practice searching through your address list.

You can save a find request by creating a named search. Once you create a named search, you can use it whenever you want to find records. You can also rename, modify, or delete named searches.

- To create a named search, choose New Search from the Search pop-up menu (the magnifying glass on the left panel). Type a name for the search criteria; then click OK. Type the search criteria; then click Store (on the left panel).
- To use a named search, from the Search pop-up menu, choose the named search (the name you gave it when you saved it).
- To modify a named search, choose Edit Searches from the Search pop-up menu. Modify the search criteria; then click Store.
- To rename a named search, choose Edit Searches from the Search pop-up menu. Select a named search from the list and click Modify. Type a new name and click OK; then click Store.
- To delete a named search, choose Edit Searches from the Search pop-up menu. Select a named search from the list; then click Delete. Click OK; then click Store.