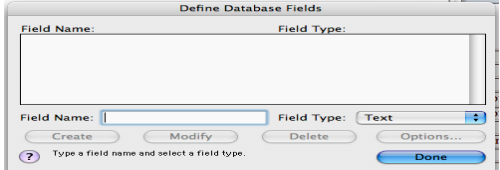
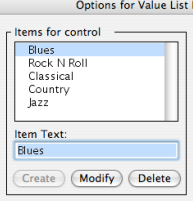
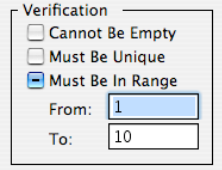
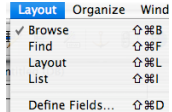
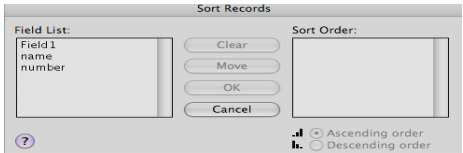


## Thirty Second Guide to AppleWorks Database

If you want to:	Do this:
Start	<ul style="list-style-type: none"> <li>• Open Appleworks</li> <li>• Under FILE go to NEW / DATABASE</li> </ul>
Create new fields	<ul style="list-style-type: none"> <li>• Enter a FIELD NAME and its appropriate TYPE.</li> <li>• Click CREATE.</li> <li>• When finished, click DONE.</li> </ul> 
Create a Value List Field	<ul style="list-style-type: none"> <li>• Click CREATE after choosing VALUE LIST as type.</li> <li>• In the OPTIONS window, enter the desired ITEM TEXTs</li> <li>• Click CREATE. After each new Item Text.</li> </ul> 
Create a rating field	<ul style="list-style-type: none"> <li>• Choose NUMBER as the field TYPE.</li> <li>• Click OPTIONS.</li> <li>• Under VERIFICATION, choose MUST BE IN RANGE.</li> <li>• Enter a range of values.</li> <li>• Click OK</li> </ul> 
Add additional fields	<ul style="list-style-type: none"> <li>• Under the Menu Bar, find Layout</li> <li>• Drag to DEFINE FIELDS.</li> </ul> 
Enter data in fields	<ul style="list-style-type: none"> <li>• Under the Menu Bar, find Layout</li> <li>• Choose BROWSE.</li> <li>• Type the desired data into the window.</li> </ul>
Start a new record	<ul style="list-style-type: none"> <li>• Under the Menu Bar, find Edit</li> <li>• Choose NEW RECORD. (or use <i>Apple/R</i>)</li> </ul>
Sort Data	<ul style="list-style-type: none"> <li>• Under ORGANIZE, choose SHOW ALL RECORDS</li> <li>• Under ORGANIZE, choose SORT RECORDS</li> <li>• Under FIELD LIST choose the field by which you would like to sort and click MOVE to SORT ORDER.</li> <li>• Choose Ascending or Descending order.</li> <li>• Click OK</li> </ul> 
Find certain data	<ul style="list-style-type: none"> <li>• Under LAYOUT, drag to FIND</li> <li>• Enter the field by which you would like to search.</li> </ul>