Create an AppleWorks Database

A database is like a file box or a rolodex. Each card has many bits of information that relate to one subject. In a database, each card is called a record and each bit of information is called a field. Fields can contain different kinds of information, The information could be text, or a number or even a picture, a sound or a movie. In a database, records are easily sorted by different fields, depending on how you want to use the information. Before you start to build a database, you should give some thought to what bits of information you will collect (fields) and what kind of information each of those bits will be.

For this tutorial we will use South American Countries as the subject for our database. Each record will represent a different country and each field will be a different piece of information we can find about that country, e.g. capital, population, etc.

Getting Started

1. Open AppleWorks. Choose Database.
2. A window will appear where you will define the fields for your database. Since our example is about South American countries, our first field will be the name of the country. Type that in the Field Name box. The Field Type is Text since we will want our list alphabetized when we sort by name.
3. Click the Create button to create that field.
4. Type the name of your second field in the Field Name box, replacing Name of Country. The second field might be Population. The Field Type for that field would be Number so we can sort our countries by population from least to most or vice versa.
5. Click Create.
6. Continue to add field names and types for each field you wish to create. If you want to add a picture of the country’s flag, a recording of the national anthem, or a QuickTime movie, the field type would be multimedia. If the field has a limited number of choices, for instance, type of government, choose Radio Buttons or Popup Menu.
7. When you have added all the fields, click Done.

Populate the Fields

1. You are ready to start typing in the information you found in your research. Go to the Layout menu and choose List.
2. Now you see each of your fields as the heading of a column. Type in the information for the first country (record).
3. When you have finished, go to the Edit menu and choose New Record or hold down the Apple key on your keyboard and press R. This will give you a new record - a place to type the information about your second country.
4. If the columns are too narrow in the list view, drag a column border to the right to make it wider.
5. Continue to make a new record for each of your countries. If you need to add more fields or modify the ones you have, go to the Layout menu and choose Define Fields.
6. Pictures, sounds or movies can be simply dragged and dropped into the appropriate multimedia fields for each record.

Sort Your Information

1. Go to the Organize menu and choose Sort.
2. The window that appears shows a list of all the fields in your database. Click on the field you want to sort by and then click on Move.
3. If you sort by a text field (such as Name of Country) your records will be alphabetized in either ascending or descending order. If you choose a numeric field (such as Population) your records will be sorted in numerical order by that field,
4. Experiment by sorting in various ways.

Make a Layout.

1. You can present your data in many different ways. To make a layout, go to the Layout menu and choose Layout.
2. Now you should see something that looks like a drawing document. Each Field label is simply a text box that can be moved, formatted or deleted. Each field also has a box where the information pulled from the database will appear. The horizontal line labeled Body shows where each record ends on the page. Drag the line to the bottom of the page so each record will show up on a separate page.
3. Since the name of the country will be the title of the page, you don’t need the label for that field. Delete the text box that says Name of Country.
4. Click on the Field box that says Name of Country to select it. Go to the Format menu and change the font and make the size larger. Resize the box if necessary.
5. Move the other fields around on the page and reformat them as necessary. Make the boxes for the multimedia fields the size you want them on the page.
6. You can add design elements to your layout that will appear with each record (in this case, on each page). Try adding a big text box that says South American Countries.
Move it where you want it. Think of the layout as a drawing document in which you can layer objects like text boxes, images, shapes, etc.

7. To see how your layout looks, go to the **Layout** menu and choose **Browse**.

**Present Your Data**

1. Go to the **Window** menu and choose **Page View**.
2. Go back to the **Window** menu and choose **Slide Show**.
3. You should see a window like this. If you want your slides to advance automatically, click in the box next to **Advance every ___ seconds** and type in the number of seconds you want between each slide.
4. You can choose a background and border color here.
5. Click **Start** to view the slide show.
6. When the show is done, press Q.
7. To go back to your database, click on **Done**.