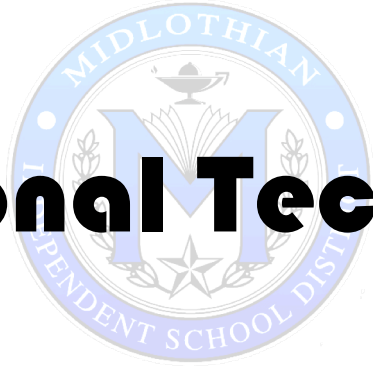
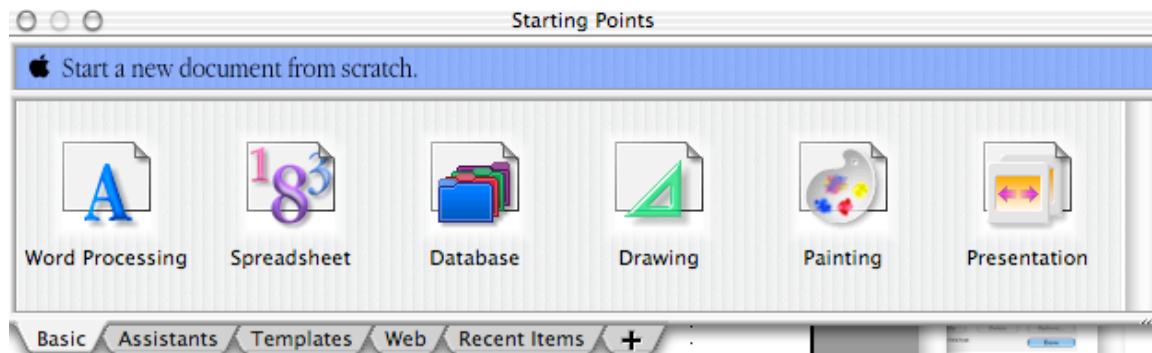


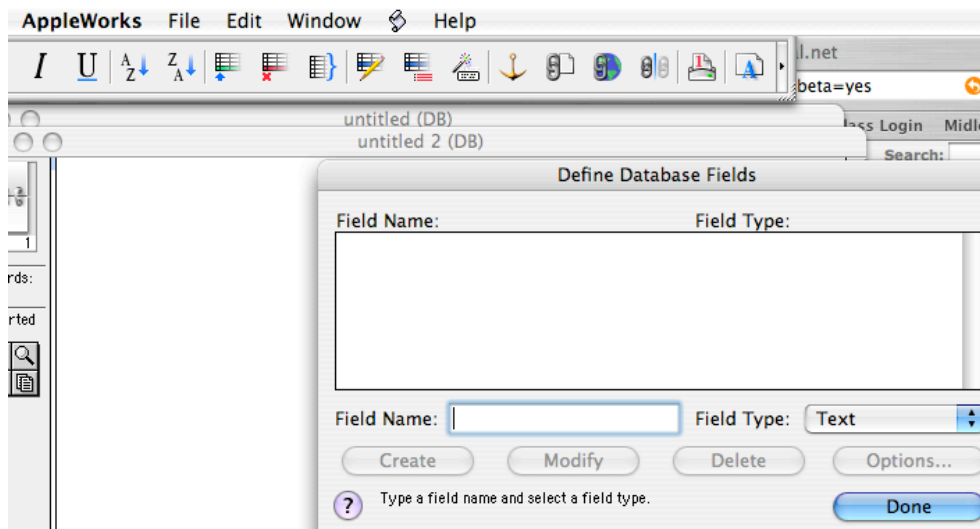
# Educational Technology



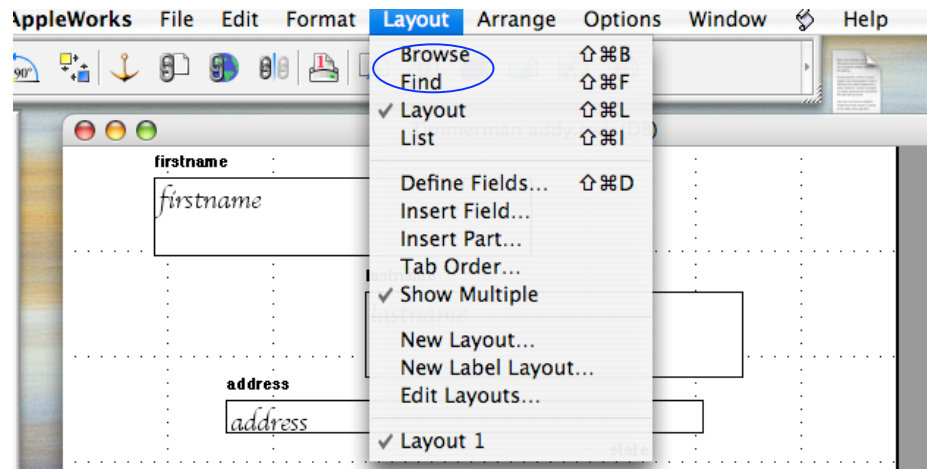
## *Appleworks Database*



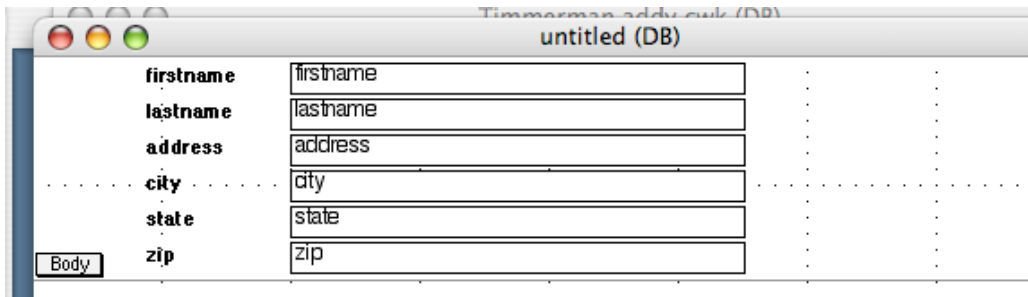
1. Open Appleworks 6. >File>Starting Points>Database
2. Type in the field names. You will need to click on “create” to save each field entry.
  - a. To correct a field name after you have closed the window:  
>Layout > define fields



- Choose Layout from the Layout menu to begin arranging your card in a pleasing view.



- IMPORTANT: Drag the “body” marker to full page to give yourself room for creativity.



- HINTS: (rest cursor over any button for it identify itself)
  - To show tool bar options: [ >window >tool ] or [ >window >button ]



- To change font, size, style, etc. >format
- To view clipart: >file >show clipping
- To ARRANGE certain objects in front or behind others:
  - >Arrange >(then go to back or go to front)
- To select more than one item at a time: hold down the shift key

- Adding extra text or labels: Using the text tool from the drawing tool bar, click and make a textbox. Your numbers will be directly on the database card instead of a field.
- When your data card’s design is complete, switch “Layout” view to “Browse” view. Enter your CONTENT AREA information on card one.
- Next insert new records: >Insert >New Record.
- View List of Records: >Layout >List

