

# Getting Started with Database AppleWorks 5

1. Open the **AppleWorks** application.
2. Select Database, and click **OK**.

## Database Terms

### Record

A record refers to the data you enter for an individual item.

### Field

A field is the individual pieces of data you enter singly for each record.

### Browse

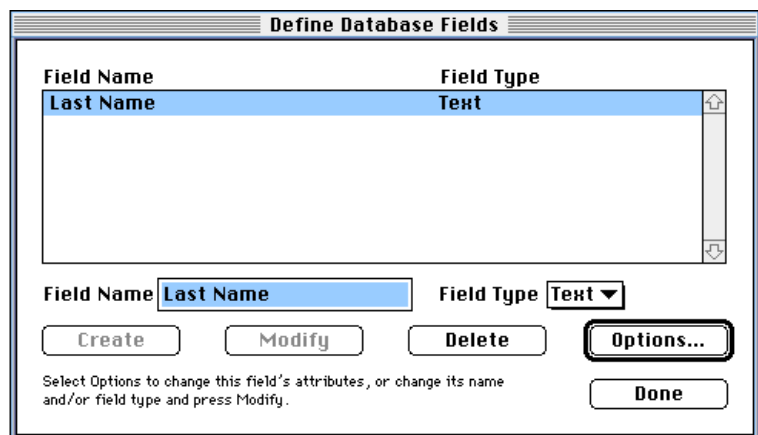
Look at the data as individual records

### List

View the database in rows and columns, similar to a spreadsheet

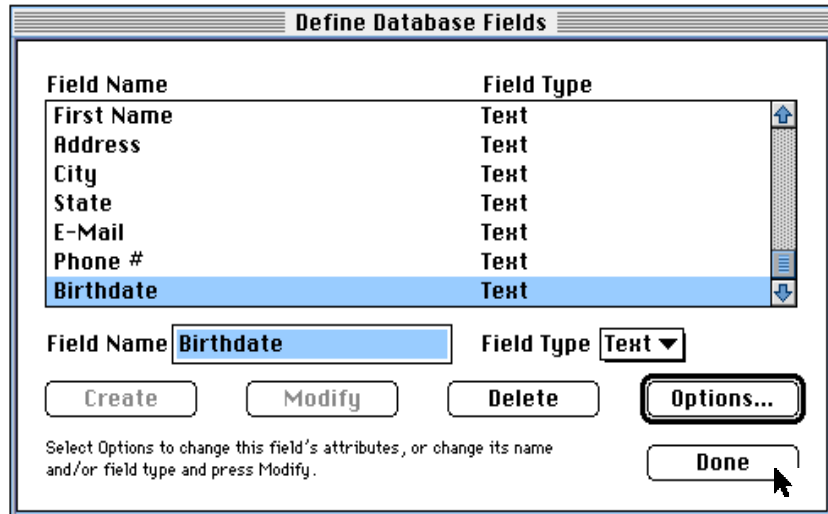
## Entering Fields

3. As the database opens, the **Define Database Fields** window appears. It is here that field names will be entered and field types will be chosen.
4. To enter the first field name, type the text in the **Field Name** box.
  - ✓ Choose a field type or leave it as **Text**.
5. Click Create. You may also tap the Return key to create the Field Name.
6. Once you click **Create**, the field will appear in the field box as well as in the **Field Name** box underneath.
7. To create the next field, simply begin typing your next field name. It will automatically replace the text in the **Field Name** box. Click **Create**.

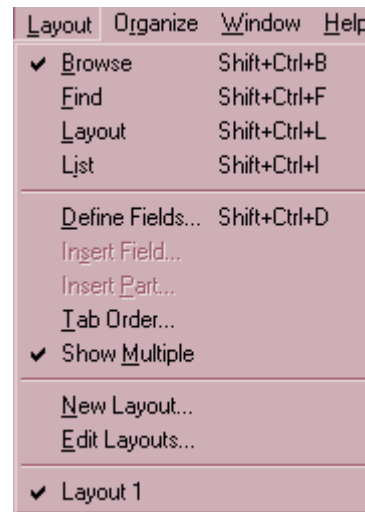


8. Repeat steps 4 and 5 to add the rest of your field names.

9. Click **Done**.



10. Your base is set and is ready for data. A look at the **Layout** menu from the top menu bar shows that you are currently in the **Browse** view. (It has a checkmark by it.) Since the most common view for entering data is **List** view, pull down to highlight **List**.



11. The look of the database has changed and you are ready to begin entering data. Each set of information is called a **record**. Note the highlighted box to the left of the first record. This indicates which record is currently selected. Use the Tab key to move to different fields.

Last Name	First Name	Address	City	State	E-Mail	Phone #	Birthdate
Smith	Sidney	717	Bryan	TX	sidsmith@br	777-7777	07/27/77

12. To add a new record, click and hold on **Edit** and pull down to **New Record**. The space for the new record appears below the first record.

13. **Save** your Database.