

To correct category names:

- Press (↑) to go to the previous category name.
- Press (↓) to go to the next category name.
- Press (⌘)-(I) to insert a category name ahead of the one the cursor is on.
- Press (⌘)-(D) to delete a category name.
- Use the insert or the overstrike cursor to make corrections to category names.

After you correct the category name, press (RETURN).

### AppleWorks Tip

Use category names that contain the words *date* and *time*, such as *Birthdate* or *arrivaltime*. Then AppleWorks converts entries in that category to standard date and time format.

It's easy to change a file's structure after you create it, and even after you create records for the file.

See "Using Dates and Times" in this chapter for more information about standard dates and times.

See "Changing a File's Structure" in this chapter for more information about how to change the structure of a file.

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### From a Text (ASCII) File

You can use a text (ASCII) file as the source of your AppleWorks Data Base file. Text files are files created by systems such as the Apple Pascal Editor when the environment is set to ASCII, Apple Writer, and some data base systems.

AppleWorks requires that

- Each entry in the file be on a separate line and followed by a carriage return
- Entries be grouped by record and in the same order throughout the file.



### Warning

*You must convert text files on DOS disks to ProDOS with the ProDOS User's Disk before you can use them to make AppleWorks files.*

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Pathnames are discussed briefly in Chapter 1 of this manual and in the *ProDOS User's Manual*.

Follow these steps to make a Data Base file from a text file:

1. If you chose **From a text (ASCII) file**, AppleWorks asks for the text file's **pathname**. Type the complete pathname and press **(RETURN)**.
2. Type the number of categories each record will have and press **(RETURN)**.
3. Type the AppleWorks name for the file. Filenames can be up to 15 characters long. They must begin with a letter, and they can contain uppercase or lowercase letters, numbers, periods, and spaces. Then press **(RETURN)**.

### **AppleWorks Tip**

When you first get the text file, categories are named *Category 1* and so on. You can change the categories' names with the **(⌘)-N** command.

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### **From a DIF File**

You can use a DIF file—a file created by VisiCalc and other programs—as the source of a Data Base file. (AppleWorks' Spreadsheet also creates a DIF file when you choose the print option that lets you print to a DIF file.) When you first create the DIF file, however, use the **C**, or *column-wise* option. Then all information for one record is automatically grouped together.



### **Warning**

*You must convert text files on DOS disks to ProDOS with the ProDOS User's Disk before you can use them to make AppleWorks files.*

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Follow these steps to make a Data Base file from a DIF file:

1. If you chose **From a DIF file**, AppleWorks asks for the file's pathname. Type the complete pathname and press **(RETURN)**.
2. Type the AppleWorks name for the file. Filenames can be up to 15 characters long. They must begin with a letter, and they can contain uppercase or lowercase letters, numbers, periods, and spaces. Then press **(RETURN)**.

### **AppleWorks Tip**

When you first get the DIF file, categories are named *Category 1* and so on. You can change the categories' names with the **(⌘)-N** command.

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### **From a Quick File File**

You can use a Quick File file as the source of a AppleWorks Data Base file, too. Here's how:

- 1.** If you chose **From a Quick File file**, AppleWorks gets the Quick File file catalog from the disk in the current drive.
- 2.** Select the Quick File file you want.

AppleWorks adds the file to the Desktop, and you're on your way.

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## **Single- and Multiple-Record Layouts**

You work with records in Data Base files in two different formats: single-record layout, and multiple-record layout. You can change from one record layout to the other whenever you want to see how your records appear in the other format.

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### **Single-Record Layout**

The **single-record layout** contains all the information in *one* record. This information, listed vertically by category, includes all the categories that you chose for this Data Base file.

Single-record layout displays records one at a time, so you use it to insert information when you are making new records. Figure 4-2 shows a sample single-record layout.

**Figure 4-2.** Single-Record Layout

```
File: User Group                REVIEW/ADD/CHANGE                Escape: Main Menu
Selection: All records

Record 1 of 30
-----
First Name: Paula
Initial: E.
Last Name: Tuerk
Tel. No.: 555-0110
St. Address: 1423 Lochner Dr.
City: Plains
State: TX
Zip: 77480
Computer: II
Date Joined: Apr 8 81
Occupation: Artist, designer
Special Interest: Landscaping
Etc.      : Has data base of impressionist art

-----
Type entry or use A commands                A-? for Help
```

---

### ***Multiple-Record Layout***

**Multiple-record layout** shows up to 15 of the records in your Data Base file at once. It does not, however, include all the categories that you defined but only those that you choose to display. Each record appears horizontally in one row with the appropriate information beneath the category name at the top of each column.

In multiple-record layout you can browse through all your records, position the cursor on a particular record, and then press (Z)-(Z) to zoom in to single-record layout to see the details of that record. You can also use multiple-record layout when you want to rearrange the categories in your file, or when you want to change a number of entries in the same category.

Figure 4-3 illustrates a multiple-record layout from the same file shown in Figure 4-2.

**Figure 4-3.** Multiple-Record Layout

```
File: User Group          REVIEW/ADD/CHANGE          Escape: Main Menu
Selection: All records

First Name  Init  Last Name  Tel. No.  St. Address  City  State
-----
Paula      E.    Tuerk      555-0110  1423 Lochner Dr. Plains TX
Lana       B.    Hayder     555-0987  4473 E. Wimby Cr Scotts Valley TX
Robert    C.    Lawton     -         20627 Sunrise Plains TX
Jacline   A.    Lasurdis   555-2736  210 Valmy Scotts Valley TX
Fred      H.    Manzini    555-2738  20 Linden Dr. Scotts Valley TX
Meg       -     Beeler     555-2948  449 S. San Onofr Scotts Valley TX
Annie     F.    Oakley     555-2809  4839 Peony Ct. Plains TX
Homer     B.    Atkins     555-2938  1443 Valley Dr. Plains TX
Hardin    Fitz  Simmons    555-3047  19376 Schubert C Scotts Valley TX
J.        R.    Dermalny   555-3049  3888 S. First St Scotts Valley TX
Horace    P.    Floriss    555-3284  13711 Newcomb Rd Scotts Valley TX
Harry     T.    Johnson    555-3625  2704 Church St. Scotts Valley TX
Sam       E.    Jones      555-3635  1407 Mt. Eden Av Scotts Valley TX
Scott     R.    Lorentz    555-3647  2183 McClellan R Scotts Valley TX
Theodore  J.    Chu        555-3711  2100 Forest Ave. Scotts Valley TX
-----
Type entry or use A commands          A-? for Help
```

## Zooming In and Out

*Zooming in* means changing from multiple- to single-record layout, and *zooming out* means changing from single- to multiple-record layout. You can usually see a complete entry in single-record layout whereas you may be able to see only part of it in multiple-record layout.

To change from multiple- to single-record layout, or vice versa:

1. Press (Z)-(Z).

After you move from one layout to the other, you can move about through records by using the cursor movement keystrokes allowable in that layout.

## Inserting Records

This section tells you how to insert records into a new file or into an existing file in single-record layout.

See "Using Standard Values" in this chapter.

### AppleWorks Tip

Use standard values to put the same information into every entry in most or all records.

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### Records Into a New File

After you create a new Data Base file, you can insert records into it. Follow these steps:

1. Press **(ESC)** after you set up the filename and the category names. AppleWorks tells you there are no records in the file and that you should press **(SPACE)** to begin inserting records.
2. Press **(SPACE)**. AppleWorks presents the first blank record in single-record layout.
3. Type information for each entry and press **(RETURN)**. Or just press **(RETURN)** if you want the entry to be blank. When you press **(RETURN)** after the last entry in the first record, AppleWorks presents the second blank record. Continue to create records until you are through.
4. Press **(ESC)** after you finish creating new records. AppleWorks presents the new records displayed in multiple-record layout.

### AppleWorks Tip

You can make the information in an entry long enough so that it fits in the space next to the category name. Actually, an entry can be up to 76 characters long, almost the width of the screen, in single-record layout. You may not be able to see the whole entry in multiple-record layout, however, unless you change the multiple-record layout with **(⌘)-L**.

See "Changing the Record Layout."

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## Records Into an Existing File

You can insert records into an existing file from Review/Add/Change multiple- or single-record layout.

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### In Single-Record Layout

Here's how to insert records when you're in single-record layout:

1. Press **(⌘)-I**. AppleWorks presents a blank record in single-record layout. Type information into entries and press **(RETURN)** after each.
2. Press **(RETURN)** after you type information into the last entry in the first blank record. AppleWorks presents the second blank record.
3. Continue to create new records until you are through. Press **(RETURN)** after the last entry in the last new record. Then press **(ESC)**. AppleWorks returns you to the place in Review/Add/Change where you were when you pressed **(⌘)-I**.

See "Arranging Records."

New records go immediately *before* the record the cursor is on when you press **(⌘)-I**. You can arrange records in the order you want them.

### AppleWorks Tip

Pressing **(ESC)** while you are inserting records always returns you to the place in Review/Add/Change where you were when you began to insert records. If you were in single-record layout before you began inserting, you will return to single-record layout when you press **(ESC)**. Then press **(⌘)-Z** to zoom out to multiple-record layout.

You can insert new records at the end of a file, too. Move the cursor to the last record in the file. Then, press **(⌘)-Z** to zoom into the record in single-record layout. Press **(⌘)-↓** to get past this record. AppleWorks asks you if you want to insert new records. Choose **Yes**. AppleWorks presents a blank record.

Changing the single-record layout makes it easier to add records because you can display categories and type in information in the same order and layout as your data input forms. Use **(⌘)-L** to change the record layout.

---

### ***In Multiple-Record Layout***

You can insert records in multiple-record layout, too, although you should make sure you get information into entries not displayed in this layout. To insert records in multiple-record layout, you first create blank records and then type information into them:

1. Press **(⌘)-(I)** when you are in multiple-record layout. AppleWorks displays a record in single-record layout.
2. Press **(RETURN)** to create blank entries in the record. Stop when the cursor is on the first entry in the second record.
3. Press **(⌘)-(Z)** to return to multiple-record layout.
4. Use **(⌘)-(C)** to make multiple copies of the blank record.
5. Whenever you want, type information into the blank entries. Press **(RETURN)** after each new entry. If you use the insert cursor, long entries slide to the right and under the next category entry, so entries are not limited in length by the category's column width.

See "Copying Records."

If you are going to type information into entries in multiple-record layout, you may want to set the cursor so that it moves to the right instead of down when you press **(RETURN)**. To do this, type **(⌘)-(L)**, press **(ESC)**, and choose **Right**.

---

## ***Putting Information Into Entries***

It's easy to type and edit information in Data Base entries and then use special Data Base features that let you create special entries. This section tells how. It includes instructions on

- typing and editing entries
- dittoing entries
- using standard values
- using dates and times



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## Typing and Editing Entries

Here's how to add or edit information in your Data Base entries:

### What You Want

To type information into entries

To switch back and forth between cursors

To delete one character to the left of the cursor

To confirm an entry

To restore the former entry and move the cursor to the first character of the entry

To move the cursor past characters without changing them

To erase the rest of an entry starting from where the cursor is

To insert characters into entries in multiple-record layout

### What You Use

Both cursors. The **overstrike cursor**, which is the blinking rectangular cursor, replaces information under the cursor. The **insert cursor**, which is the blinking bar cursor, puts information to the left of the character the cursor is on. Information to the right moves to the right.

**(C)-E**

**DELETE**

**RETURN**

**ESC**

**←** and **→**

**CONTROL-Y** and **RETURN**

Pressing **RETURN** in the middle of an existing entry does not truncate the rest of the entry.

The insert cursor

If the entry becomes too long for the available space, the information to the right of the cursor slides under the entry in the next column.

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## ***Dittoing Entries***

In multiple-record layout you can ditto, or copy, the entry above the one the cursor is on into the current entry just by pressing (⌘)-" (do not press (SHIFT)). Existing entries are replaced by the entry above.

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## ***Using Standard Values***

**Standard values** are values you create that AppleWorks automatically inserts in new Data Base records. After you create a standard value for a category, each new record's entry in that category gets the standard value until you enter a different value for it. Standard values save you time because you don't have to retype the same information again and again and correct mistakes along the way when you are inserting many records with the same data.

For example, when many people in your name and address file live in the same city, say, Chicago, then you would make Chicago the standard value for the city category. Chicago is the entry for the city category for each new record and you change the entry only for the records of people who *don't* live in Chicago.

Here's how to create standard values:

1. Make sure you are in Review/Add/Change or Insert New Records (⌘)-(I).
2. Press (⌘)-(V). AppleWorks presents a record with the standard values for categories that have them.
3. Type a standard value for a category. Then press (RETURN). Type standard values for other categories if necessary.
4. Press (ESC) to return to Review/Add/Change or Insert New Records.

To remove a standard value, start from Review/Add/Change or Insert New Records. Press (⌘)-(V). Put the cursor on the category whose standard value you want to remove. Press (CONTROL)-(Y) and then (RETURN). The standard value is removed.

Press (ESC) to return to Review/Add/Change or Insert New Records.

---

## Using Dates and Times

AppleWorks converts dates you type to a standard format if you make sure the category name contains the word *date*, as in *Date*, *Expiration Date*, *Date of Hire*. That is, all dates appear as three-letter months, one- or two-digit days, and two-digit years. Examples are Sep 4 83 and Nov 24 83.

When dates are in this standard format, AppleWorks' Arrange feature can easily arrange the records in a file by date. Table 4-1 shows some date entries that have been converted to standard format. They have already been arranged by date.

**Table 4-1.** Dates Converted to Standard Format

<b>When You Enter</b>	<b>AppleWorks Converts To</b>
May 3	May 3
5.3.71	May 3 71
3 83	Mar 83
6April83	Apr 6 83
May 1983	May 83
May 7, 1983	May 7 83
5-10-84	May 10 84
5/12/83	May 12 83
June 1983	Jun 83

Likewise, whenever a category name contains the word *time*, as in *Time*, or *StartTime*, or *TIME*, AppleWorks converts the times you enter to a standard format. Because AppleWorks is attuned to the business day, it assumes all times you enter to be within the business day without your having to enter the a.m. or the p.m. Table 4-2 shows some sample time conversions.

**Table 4-2.** Times Converted to Standard Format

<b>When You Enter</b>	<b>AppleWorks Converts To</b>
700	7:00 AM
1	1:00 PM
7	7:00 AM
12	12:00 PM
3	3:00 PM
659	6:59 PM

To enter a time and not have it be considered part of the business day, you should enter an **a** or a **p**.

<b>When You Enter</b>	<b>AppleWorks Converts To</b>
7 p or 7p	7:00 PM
12 a	12:00 AM
3 a	3:00 AM
659 a	6:59 A

When you don't enter the day, month, or year, AppleWorks automatically considers the entry as 00, and leaves that part of the entry blank. That's why, if you were to order records by date using the Arrange feature, **Mar 83** would follow **May 3**. To AppleWorks they are **May 3 00** and **Mar 00 83**.

The following dates won't be converted:

042783  
42783  
27483  
Ap

AppleWorks converts 24-hour time to 12-hour time. Thus, when you enter 1300, AppleWorks converts it to 1:00 PM. When you enter 0001, AppleWorks converts it to 12:01 AM.

If you don't want dates or times converted, don't include *date* or *time* in the category name.

## Moving the Cursor

The cursor movement keystrokes that are common to multiple-record or single-record layout are listed in the first section. The ones that are specific to multiple-record layout are listed next, and then those specific to single-record layout.

### ***Cursor Movement In Multiple- and Single-Record Layout***

The chart below explains cursor movement options common to both multiple-record and single-record layout.

#### **What You Want**

#### **What You Use**

Move cursor to next entry

(TAB) when the cursor is on the first character of an entry

Move cursor to previous entry

(←)-TAB when the cursor is on the first character of an entry

Move the cursor to the right within an entry

(→)

Move the cursor to the left within an entry

(←)

Use AppleWorks' Ruler to move the cursor proportionally through a file

(⌘)-(1) through (9)

Move cursor down one category

(↓) when cursor is on the first character of an entry

Move cursor up one category

(↑) when cursor is on the first character of an entry

See "Using AppleWorks' Ruler" in Chapter 2 for a discussion of how the Ruler works.

---

## ***Cursor Movement In Multiple-Record Layout***

Here are additional cursor movement options you can use in multiple-record layout.

### **What You Want**

Move the cursor to the top of the display and then to the top of the previous screenful, or *page*, of records

Move the cursor to the bottom of the display and then to the bottom of the next screenful, or *page*, of records

Change the direction the cursor moves when you press **RETURN**

### **What You Use**

**↑**-**↑**

To move quickly toward the beginning of a long file, screenful by screenful, hold down **↑**-**↑**.

**↓**-**↓**

To move quickly toward the end of a long file, screenful by screenful, hold down **↓**-**↓**.

**↑**-**L** then **ESC**

Choose the direction in which the cursor should go.

---

## ***Cursor Movement In Single-Record Layout***

Here are additional cursor movement options you can use in single-record layout.

### **What You Want**

Move the cursor to the next entry

Move the cursor to the previous entry

Display the next record in a file, leaving the cursor in the same category

Display the previous record in a file, leaving the cursor in the same category

### **What You Use**

(↓), (TAB), or (RETURN) when the cursor is on the first character in an entry

(↑) when the cursor is on the first character in an entry

(⌘)-(↓)

(⌘)-(↑)

---

## ***Deleting Records***

To delete one or more records in multiple-record layout:

1. Put the cursor on a record you want to delete.
2. Press (⌘)-(D). AppleWorks highlights the record the cursor is on.
3. Use the arrow keys to highlight the other records you want to delete. After you highlight a record in multiple-record layout, you can use AppleWorks' cursor movement keystrokes to highlight more records. You can use (⌘)-(↑) or (⌘)-(↓) and the Ruler.
4. Press (RETURN).

To delete one or more records in single-record layout:

1. Press (⌘)-(Z) to zoom in to single-record layout.
2. Press (⌘)-(D)
3. Choose No or Yes, depending on whether you want to delete the record displayed.

4. Continue to choose **No** or **Yes** as AppleWorks displays succeeding records.
5. Press **(ESC)** after you finish deleting.

See "Displaying Certain Records" for information about the Find feature and using record selection rules.

### **AppleWorks Tip**

Choose specific records to delete by using the Data Base's Find feature or by creating a record selection rule (**(⌘)-R**). Then use **(⌘)-D** for these records.

You can delete all the information in a file but keep its structure. Here's how: First, in single-record layout, create a blank record as the first record in the file. Second, move the cursor to the second record. Third, zoom out to multiple-record layout. Fourth, press **(⌘)-D**. Then press **(⌘)-9** and **(RETURN)**. All but the first record are deleted. (You can't delete every record in a file.) Now add new information.

---

## **Copying Records**

You can copy one record one or more times, or you can copy a group of records.

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### **Copying One Record**

You can make one or more copies of a record in a Data Base file. For example, if many of your records have the same entries, you can make a number of copies of the record and then change the entries that are unique.

You can make copies of a record from Review/Add/Change multiple-record or single-record layout. Here's how:

1. Put the cursor on an entry in the record you want to make one or more copies of.
2. Press **(⌘)-C**.
3. Choose **Current record**.
4. Type the number of copies you want and press **(RETURN)**.



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## ***Copying Groups of Records***

When you copy groups of records, you use AppleWorks' clipboard to hold the records temporarily. The clipboard is used for cutting and pasting information. To make one or more copies of a group of records:

1. Make sure you are in multiple-record layout.
2. Place the cursor on the first record of the group to be copied.
3. Press **(⌘)-(C)**.
4. Choose **To clipboard (cut)**.
5. Use the arrow keys to highlight the records you want to copy.
6. Press **(RETURN)**. The records are copied to the clipboard.
7. Move the cursor to the place in the file where you want the copied records to go.
8. Press **(⌘)-(C)**.
9. Choose **From clipboard (paste)**. The records are immediately copied from the clipboard.

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## ***Moving Records***

When you move groups of records, you use AppleWorks' clipboard to hold the records temporarily. The clipboard is used for cutting and pasting information. To move a group of records:

1. Make sure you are in multiple-record layout.
2. Place the cursor on the first or last record of the group to be moved.
3. Press **(⌘)-(M)**.
4. Choose **To clipboard (cut)**.
5. Use the arrow keys to highlight the records you want to move.
6. Press **(RETURN)**. The records are moved to the clipboard.
7. Move the cursor to the place in the file where you want the records to go.

8. Press **(⌘)-(M)**.
9. Choose **From clipboard(paste)**. The records are immediately moved from the clipboard.

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## **Displaying Certain Records**

By changing record selection rules or using the Find command, you can display only certain records from the file. You can then use other Data Base features with these records, features such as Delete, Arrange, and Cut and Paste.

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### **Changing Record Selection Rules**

When you first create a file, the record selection rule is **Selection: All records**. Thus, all records are displayed. You can change record selection rules so only records that meet the rule you specify are displayed.

To change the record selection rule:

1. Press **(⌘)-(R)**.
2. Choose the category you want to use as a basis for the selection. You can use any category, even one not displayed in the file's multiple-record layout.
3. Choose a comparison.
4. Type the value each entry in the specified category should be compared with (unless your choice is **is blank** or **is not blank** in step 3). Then press **(RETURN)**.
5. Press **(ESC)** if your record selection rule is complete. AppleWorks displays all the records that meet the rule.  
Or choose a connector: *and*, *or*, *through*. Then make up another record selection rule.

#### **AppleWorks Tip**

You can construct a record selection rule with one or two connectors.

Thus, you can display the records of all baseball players in your file who play for the Houston Astros *and* make over \$75,000.00 a year. Or you can display the records of those whose batting average is over .300 *or* who drink lite beer.

When you want to go back to **Selection: All records:**

1. Press (G)-(R).
2. Choose **Yes** to indicate that you want to display all records. AppleWorks displays all records again.

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### ***Finding Certain Records***

You can ask AppleWorks to find all records that contain information you specify. The information may be in any category in a record and anywhere within an entry.

To find certain records:

1. Press (G)-(F).
2. Type the value you want AppleWorks to look for. AppleWorks displays the records that contain the value you provide.
3. Press (ESC) to return to Review/Add/Change.

#### **AppleWorks Tip**

The Find feature gives you a lot of flexibility in locating records because AppleWorks finds the records that contain the value regardless of where the value is. If you ask AppleWorks to find all records that contain *ace*, it will display the following two records:

Last Name	First Name	Off. Phone	Company	Title
Bradshaw	Horace	408-174-3948	County	DA
Wilford	Winnifred	408-555-2938	Secretemps	PlaceOfc

On the other hand, by providing record selection rules ((G)-(R)) that tell AppleWorks what to look for, you can be much more specific, because you can say exactly what category the value you provide should be found in.

## Arranging Records

AppleWorks lets you arrange, or sort, records by the values of entries within a category. You can arrange records in alphabetical order from *A* to *Z* or *Z* to *A*, or in numeric order from *0* to *9* or *9* to *0*. And you can arrange records with standard dates or times in chronological or reversed chronological order.

To arrange records:

1. Move the cursor to any entry in the category by which you want your records arranged.
2. Press **⌘-A**.
3. Choose the way you want the records arranged.

To arrange records by several categories: first arrange by the values in the least important category and then arrange by the values in the next most important category. You can arrange by any number of categories.

AppleWorks does not distinguish between uppercase and lowercase letters. Here is the order in which AppleWorks arranges values in a category. Read down these columns and then across.

SPACE	)	;	]
!	*	<	^
"	+	=	_
#	,	>	~
\$	-	?	{
%	.	@	
&	/	A-Z and a-z	}
'	0-9	[	
(	:	\	

**Thus, these addresses****Would be arranged in this order**

650 Banyan Street  
Periwinkle Drive  
#5 Downing Street  
650-A Banyan Street

#5 Downing Street  
650 Banyan Street  
650-A Banyan Street  
Periwinkle Drive

---

## **Changing the Record Layout**

You can customize screen displays by changing the multiple- or single-record layout so that records are displayed exactly the way you want them. For example, you can lengthen or shorten columns or rearrange them to suit your needs. Changing the record layout does not change the file, only the way information is displayed.



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**Warning**

*When you change a file's structure by deleting or inserting a category, you lose all customized record layouts.*

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### **Changing the Multiple-Record Layout**

Follow these steps to change the multiple-record layout:

1. Make sure you are in multiple-record layout.
2. Press **(⌘)-(L)**. AppleWorks displays your options on top and three sample records on the bottom. The records are examples of how all the records will look after you make your changes.

3. Change the record layout, choosing from the following options:

**What You Want**

**What You Use**

Move the cursor to the next category

**→** or **TAB**

Move the cursor to the previous category

**←** or **↵-TAB**

Switch the position of the category the cursor is on with the one on its right

**↵->** (You shouldn't use **SHIFT** for **>**.)

Switch the position of the category the cursor is on with the one on its left

**↵-<** (Again, no **SHIFT** allowed.)

Increase the width of the column the cursor is on

**↵-→**

Decrease the width of the column the cursor is on

**↵-←**

Delete the category the cursor is on from the multiple-record display. The information in this category stays in the record and continues to appear when you display the record in single-record layout.

**↵-D**

Insert a previously deleted category just to the left of the category the cursor is on

**↵-I**

After you type **↵-I**, a list of previously deleted categories is displayed. Type the number of the category you want to reinsert and press **RETURN**.

4. After you change the record layout so that the records are displayed the way you want them, press **(ESC)**.
5. Choose the way you want the cursor to go when you press **(RETURN)** in Review/Add/Change multiple-record layout.

### **AppleWorks Tip**

You may want to use all the above options until you see **MARGIN** appear on the right side of the screen. Then the width of the records will fit on the Review/Add/Change screen.

---

## ***Changing the Single-Record Layout***

A customized single-record layout often makes it easier to insert records into the file, because you can arrange categories to match the layout of your input forms. When you change the single-record layout, you just move categories around:

1. Zoom into single-record layout with **(⌘)-(Z)**.
2. Press **(⌘)-(L)**. AppleWorks displays the **CHANGE RECORD LAYOUT** screen.
3. Changing the single-record layout involves putting the cursor on the first letter of the name of the category whose position you want to change, and then moving the category.

### **What You Want**

To move the cursor

To move categories

### **What You Do**

Press **(←)**, **(→)**, **(↑)**, **(↓)**, or **(RETURN)**

Press **(⌘)-(←)**, **(⌘)-(→)**, **(⌘)-(↑)**, or **(⌘)-(↓)**

4. Press **(ESC)** after you have customized the single-record layout.

## Changing a File's Structure

AppleWorks lets you change the name of your Data Base file or the names of the categories in it. It also lets you change the structure of the file itself: you can add new categories at any time and delete categories you no longer need.

Suppose you have a Data Base file for every company you do business with. You keep reports of contacts with that company in the file: Date, Time, Name of Contact, Comments. After working with the file for a while, you decide you need another category, Follow Up, which will remind you of how you are supposed to follow up on the contact. It's easy to add this new category to your Data Base file.

The ability to change your Data Base files' structures is invaluable, because you can't always know ahead of time exactly how a file should be put together. So you can learn from your experience, and easily make required changes.



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### Warning

*Changes to the filename or category names have no impact on customized record layouts and report formats. But inserted or deleted categories do; whenever you delete a category you lose your customized record layouts and your report formats.*

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It's to your benefit to change the file structure if you really want to add or delete categories and then recreate special record layouts and report formats. You may want to make a copy of record layouts and report formats by using  $\text{⌘}-\text{H}$  (for hard copy). Then they're easy to recreate.

Here's how to change the way a file is put together:

1. Make sure you are in Review/Add/Change for the file you want to change.
2. Press  $\text{⌘}-\text{N}$ . AppleWorks presents the CHANGE NAME/CATEGORY display, with the cursor at the bottom with the prompt `Type filename.`



3. Type the new filename and press **(RETURN)**. Just press **(RETURN)** if you don't want to change it.
4. Use the following cursor movement keystrokes and special keys to fix the file:

### What You Want

Move cursor to previous or next category

Change a category name

Insert a new category

Delete a category

### What You Do

Press **(↑)** or **(↓)**.

Put the cursor on the category name you want to change.

Use editing features to change the name of the category and press **(RETURN)**.

Put the cursor where you want the new category.

Press **(C)-[I]**.

Answer **Yes** if there is a question whether you really want to set the custom record layouts back to standard.

Type in the name of the new category and press **(RETURN)**.

Put the cursor on the category you want to delete.

Answer **Yes** if there is a question whether you really want to set the custom record layouts back to standard.

Press **(C)-[D]**.

5. Press **(ESC)** after you finish fixing the file.

See "Putting Information Into Entries" for instructions on how to use editing features.