Database basics

Overview

A database is a tool for storing and organizing information--like a card file or filing system.   You can include up to 32,000 **records** in a Works database.

Related information

◆   Lesson: Introducing the database

When to create a database

If the information you want to work with can be organized into categories, then you can create a database to store, retrieve, organize, and summarize the information.   Examples of common databases include phone books, catalogs, employee records, mailing lists, stock market reports, and inventory lists.

Note: If you need to perform a lot of financial or statistical analysis, for example, prepare a loan schedule, monitor a budget, track your investments, or project sales, then you should create a spreadsheet rather than a database.

Related information

Creating a spreadsheet

Common database terms

Before you begin creating your database, it is helpful to understand the terminology that is commonly used to refer to parts of a database.

Looking at a database

You can work with information in your database one of two ways: either in form view or list view.   Since both views contain the same information, you can work in whichever view you prefer. You can switch between views quickly and easily.

Working in form view is like working with index cards or business forms.   You see the information about one person or item one form--or record--at a time.   In form view, you can position and rearrange fields anywhere you want. For example, you may want to design a form to match a printed form, or create a form from scratch.   You can also add titles or explanatory text called labels.   Although you can only see one record at a time, you usually can see all the fields in your database.

more...

Looking at a database, cont.

Working in list view is like working in a spreadsheet.   Information is displayed in a grid of rows and columns.

Work in list view when you want to see or work with more than one record at a time.   For example, you may want to copy or move a group of records, change the order of records in your database, or look at records you have selected to display or print.   In list view, you can see many records at once but you usually can't see all of the fields in your database at the same time.

Database basics

Parts of the windows

Click the colored text to learn more about different parts of the windows.   If you are working in form view, Works looks like this...

more...

Parts of the windows, cont.

If you are working in list view, Works looks like this...

Related information

▶ Changing the screen display
▶ Working with windows

Text

Overview

Text is any set of characters that Works does not interpret as a **number** or **formula**. You can move and **format** text, but you cannot perform calculations on text.

Related information

Numbers

Formulas

Dates and times

Entering text

When you enter text into your database, Works inserts a quotation mark before the entry in the **formula bar**.   This indicates that Works has interpreted the entry as text--not a **number** or **formula**.   Text entries can include numbers as well as letters or words.

Some entries that you might think of as text, such as dates and times, are stored as numbers.   This is so you can use them in formulas to determine how much time has elapsed.   For example, you can create a formula that computes how many days a payment is overdue.

more...

Entering text, cont.

If you enter text that is longer than the width of the **field**, Works displays as much of the text as possible.   Even though all the text you enter may not be displayed, it is still stored in the field.

How to

Enter text in form view

Enter more than one line in form view

Enter text in list view

Related information

Editing an entry

Formulas

Overview

You can use formulas to enter information into a **field**, to determine the contents of a field based upon the contents of another, and to perform complicated calculations automatically.

Related information

Functions

What is a formula?

A formula is an equation you type that determines the value of entries in a **field**.   A formula always begins with an equal sign (=) and can contain:

more...

What is a formula?, cont.

Most often you use a formula to enter information that is not likely to change into all **records** of your database, or to calculate the contents of a field based on the contents of another.

Using a formula to enter information that is not likely to change:

{ewc KSCOPE, WinDoc Bmp, dbmain3.13}

⬤   Before
⬤   After

For example, if most of your clients live in New York, instead of typing NY many times in the State field, you can enter the formula ="NY.   Each time you enter information in a new record, Works automatically enters NY in the State field.   If a few clients live in other states, you can still type the other state names in the State field.

more...

What is a formula?, cont.

Using a formula to calculate the contents of one field based on another:

**{ewc KSCOPE, WinDoc Bmp,
dbmain3.15}**

● Before
● After

If you enter the formula =Subtotal+Tax in the Total Due field, Works adds the value in the Subtotal field to the value in the Tax field and then enters the result in the Total Due field.

more...

What is a formula?, cont.

Using a formula to keep a running total or insert an incrementing value:

**{ewc KSCOPE, WinDoc Bmp,
dbmain3.17}**

⬤ Before
⬤ After

If you type a field's own name in its formula, Works calculates using the value from the entry in the previous **record**.   For example, if you type a starting balance of $500.00 and then type the formula =Balance-Check+Deposit as the next entry in the Balance field, Works calculates the new balance using the previous balance above.   This is how you can keep a running total.

Related information

Background: How Works evaluates a formula
Functions

Entering a formula

Each **field** can have only one formula.   When you type information into a new **record**, Works uses the formula to calculate and enter a value in the appropriate field.   If you type a formula into a field that already contains entries, the formula only applies to new records or records that do not contain entries in that field.

{ewc KSCOPE, WinDoc Bmp, dbmain3.19}

Example in list view

● Before
● After

How to

Enter a formula in form view
Clear a formula in form view
Enter a formula in list view
Clear a formula in list view

Related information

Background: How Works evaluates a formula
Using dates or times in formulas

Formulas

Inserting a field name into a formula

When you are working in list view, you can enter a field name into a formula either by typing it or by having Works insert it for you.

Example: Instead of typing Commission Rate or Sale Price in this formula, just click anywhere in the field and Works inserts the field name in the formula for you.

How to
Insert a field name into a formula

Related information
Functions

Functions

Overview

A function is a built-in calculation you can use in a formula to perform a complicated calculation easily.   You can use functions to save time when you type formulas.

For information on using functions in a report, see Changing the Summary Information.   For a description of all the functions you can use in Works, see the Function Reference.

Related information

Changing the summary information

Formulas

Function reference

Using functions

In form view and list view, you can use functions in a formula to determine the value in a **field** based on other entries in the same **record.**

{ewc KSCOPE, WinDoc Bmp, dbmain3.23}

Example in list view

● **Before**
● **After**

In this example, notice that the function AVG computes the average of the scores in one record.   If you want to apply a function to all entries in a field, for example to find out the average score for Test 1, then you need to create a report.

more...

Using functions, cont.

A few things to remember:

Most often a function consists of the function name followed by arguments--the information the function uses in its calculations.

Note that:

      The arguments must be separated by commas.
      The arguments must be enclosed in parentheses ().
      An argument must be a field name, number, or an equation that results in a number.
      Some functions, such as FALSE(), have no arguments.

How to

        Use a function in a formula

Related information

        Creating a report
        Formulas
        Editing an entry
        Function reference

Headers and footers

Overview

To add text that prints at the top or bottom of every page, such as titles, dates, times, or page numbers, you can create headers and footers.

Related information

Changing the page layout

Creating headers or footers

You can create a one-line header or footer that will print at the top or bottom of every page of your database.

When you create a header or footer, you can use codes to change the alignment of text or to have Works automatically insert the filename, page number, or current date or time.   Until you change the alignment, Works automatically centers headers and footers.

more...

Creating headers or footers, cont.

To	Type this code

more…

Creating headers or footers, cont.

To	Type this code

more...

Creating headers or footers, cont.

To	Type

Notes:

The text of a header or footer is not displayed in your document, but you can see it when you preview or print your database.

If you number the pages, you can set the starting page number.   For example, if you want to combine several documents into one document, you can set the starting page number for each document so that the pages are numbered consecutively.

How to

Create a header or footer
Delete a header or footer
Change the starting page number

Adjusting header and footer margins

After you have created a header or footer, you may want to adjust the header or footer margins so that you can change where the header or footer prints on the page.

How to

Adjust the header or footer margin

Related information

Adjusting page margins

Printing headers and footers

Unless you specify otherwise, Works prints a header or footer on every page of your document.   However, you can choose to print the first page of your document without a header or footer.

If you do not want a header or footer to print on any of the pages, you need to delete the header or footer.

How to

[Print without a header or footer on the first page](#)
[Delete a header or footer](#)

Changing the page layout

Overview

You can change the layout of information on each page of your printed document by changing the margins, inserting your own page breaks, or changing the page size and orientation.

Related information

Adjusting page margins

You can control the amount of space between the edge of the page and printed text by increasing or decreasing the margins.   If you have created **headers** or **footers**, make sure that the header margin is smaller than the top margin and that the footer margin is smaller than the bottom margin.

How to

Adjust page margins

Related information

Adjusting header and footer margins

Inserting and deleting page breaks

You can change the amount of information printed on a page by manually inserting page breaks. When you insert a page break, Works adjusts the other page breaks in the document.

In form view, Works automatically inserts a page break between each **record** but you can change the setting so that page breaks are only inserted when there is enough text to fill a page.

In list view, Works automatically inserts a page break when there is enough information to fill a page.   You can change where the page breaks fall by inserting your own horizontal or vertical page breaks.

more...

Inserting and deleting page breaks, cont.

When printing a large database in list view, pages are divided and printed in the order shown below.

Page breaks you set in form view do not affect page breaks in list view and vice versa.

How to

          Print more than one record on each page in form view
          Insert a page break in form view
          Delete a page break in form view
          Insert a page break in list view
          Delete a page break in list view

Related information

          Printing a form
          Printing a list

Changing page size and orientation

You can print your database on paper of different sizes and in portrait (vertical) or landscape (horizontal) orientation. Until you change the setting, Works is set to print on letter-size (8.5-by-11-inch) paper in portrait orientation.

Note: Not every printer can print text in landscape orientation. If you are not sure about your printer, check your printer manual.

How to

Change the page size
Change the page orientation

Related information

Printing a form
Printing a list

Previewing

Overview

You can see each page exactly as it will appear when printed by previewing your document.   Margins, page breaks, and **headers** and **footers** are all in place.

How to
Preview a document

Related information
Changing the page layout

Overview

When you print from form view, you have these options...

Although you can print all records in form view, you may prefer to do this in list view where records are printed in rows and columns.   If you want to group records or have Works calculate subtotals or summary information, then you should create a report.

Related information

Printing a list
Report basics

Printing one record

If you print from form view and do not change any settings, Works prints the currently displayed **record** with labels, field names, and entries (excluding **field lines**).

more...

Printing one record, cont.

You can also choose to print with **field lines** if you prefer.   If you want to change the margins, page size, or orientation (for example, to print sideways), see Changing the Page Layout.

How to

Print one record

Related information

Changing the page layout

Choosing a printer

Previewing

Printing all records

If you choose to print all of the **records** in your database, Works prints them in the order that they appear in your database.   Works will not print any hidden records or records that are not displayed after a search or query.

Unless you insert manual page breaks, Works inserts a page break between each record.   You can also choose to print only the entries instead of all items (labels, field names, and entries) on the form.

more...

Printing all records, cont

If you want to	Before printing
Find and print all records that have one item in common, such as a Zip Code or state name	Choose the Find command to locate them; see Finding Records.
Find and print all records that have more than one item in common or that have a range of items in common	Define a query; see Querying.
Hide only a few of the records	Highlight them and then choose the Hide Record command; see Hiding Fields and Records.
Change the order in which the records are displayed and printed	Change the sort order; see Sorting Records.

more...

Printing all records, cont.

If you want to	Before printing
Add text that prints at the top or bottom of every page	Create a header or footer; see Headers and Footers.
Change the margins, page size, orientation (to print sideways), or page breaks	Change the layout; see Changing the Page Layout.

How to

Print all records

Related information

Changing the page layout

Choosing a printer

Finding records

Headers and footers

Hiding fields or records

Querying

Previewing

Sorting records

Making it look better

You can simplify the look of your form by hiding field names and by sliding fields to the left so that extra space between **fields** is removed.

more...

Making it look better, cont.

When you slide a field to the left, you won't see the change until you preview or print your form.   Works leaves 2 pixels of space between fields.

How to
Hide or display a field name
Slide a field to the left

Related information
Changing information appearance
Changing the page layout

Overview

When you want to print all of the displayed **records** in your database, you'll most often print from list view. However, if you want to group records or have Works calculate subtotals or summary information, then you should create a report.

Related information

Printing a form
Report basics

Printing a list

When you print from list view, Works prints the **records** in the order that they appear in your database.   Works will not print any hidden records or records that are not displayed after a search or query.   When there is enough information to fill up a page, Works automatically inserts a page break

more…

Printing a list, cont.

If you want to	Before printing
Find and print all records that have one item in common, such as a Zip Code or state name	Choose the Find command to locate them; see Finding Records.
Find and print all the records that have more than one item in common or that have a range of items in common	Define a query; see Querying.
Hide only a few of the records	Highlight them and then choose the Hide Record command; see Hiding Fields and Records.
Change the order in which the records are displayed and printed	Change the sort order; see Sorting Records.

more...

Printing a list, cont.

If you want to	Before printing
Add text that prints at the top or bottom of every page	Create a header or footer; see Headers and Footers.
Change the margins, page size, orientation (to print sideways), or page breaks	Change the layout; see Changing the Page Layout.

How to
🔹_____ Print in list view

Related information
🔹_____ Changing the page layout
🔹_____ Choosing a printer
🔹_____ Finding records
🔹_____ Headers and footers
🔹_____ Hiding fields or records
🔹_____ Querying
🔹_____ Previewing
🔹_____ Sorting records

Overview

When you work in Windows, you can share information between applications.   You can use information from your Works database with other applications, or open other application files from within Works.

Related information

[Copying information](#)
[Moving information](#)

Copying to another application

You can copy information from your database to another Windows application.

When you copy to another application, the **formatting** and the results of **formulas** are copied, not the formulas themselves.   If you copy to Microsoft Word for Windows, each entry is separated from the next by a tab mark () and each **record** ends with a paragraph mark (). If you copy to Microsoft Excel, each **field** becomes a column and each becomes a row.

How to

        Copy to another application

Related information

        Lesson: Sharing information

Moving to another application

You can move information from your database to another Windows application by cutting it from Works and then pasting it to the application you want.

When you move information to another application, the **formatting** and the results of **formulas** are pasted, not the formulas themselves.   If you paste to Microsoft Word for Windows, each entry is separated from the next by a tab mark () and each **record** ends with a paragraph mark (). If you copy to Microsoft Excel, each **field** becomes a column and each record becomes a row.

How to
Move information to another application

Related information
Lesson: Sharing information

Saving a database for another application

You can save a Works database as a text or dBASE file so that it can be used with other applications.

When you save a file as a text or dBASE file, only the results of **formulas** are saved, not the formulas themselves. Styles you applied to the entries, such as bold, italic, and underline, are not preserved.

You can save a text file with either commas or tabs separating the entries.   Which option you should choose depends upon the format the other application will accept.

How to

Save a database as a dBASE file
Save a database as a text file

Related information

Lesson: Sharing information

Opening files from other applications

You can open another application's database in Works as long as the file was saved as a text (ASCII) file.   You can also open files you created with dBASE.

When you open a database file saved as a text file, only the results of the **formulas**, not the formulas themselves, are displayed.   Works recognizes **fields** separated by either commas or tab marks (), and **records** separated by paragraph marks ().

How to
Open a dBASE file
Open a text file from another application

Related information
Lesson: Sharing information

Changing the screen display

Overview

You can control what is displayed on your screen by hiding some of the screen elements Works initially displays.

Related information

Arranging windows

Changing the screen display

Hiding the Toolbar or status bar

Depending on your preference, you may choose to hide the **Toolbar** or **status bar** so that you have more available screen space to view your document.

How to

Hide or show the Toolbar
Hide or show the status bar

Hiding field lines in form view

Until you make a change, Works displays field lines.

However, you can hide field lines if you do not want them to appear on your screen.   Hiding or showing field lines on your screen does not affect your form when you print.   You can control whether or not the field lines print by choosing the Print Field Lines check box in the Page Setup & Margins dialog box.   For more information, see Printing a Form.

How to

Hide or show field lines

Related information

Printing a form

Changing the screen display in list view

In list view, you can choose to display or hide the gridlines.   You can also divide the window into as many as four sections, called panes, so that you can view different parts of your database at the same time.   For example:

{ewc KSCOPE, WinDoc Bmp, dbmain3.63}

●   Before
● After

How to

       Hide or show gridlines
       Move between panes
       Divide a window into panes
       Remove the panes

Creating a database in form view

Overview

If you want to work with one **record** at a time, create your database in form view, where information is displayed as if you are working with printed forms or index cards.   If you want to see several records at once, create your database in list view, where information is displayed in a grid of rows and columns--similar to a spreadsheet.

Related information

Lesson: Creating a database
Creating a database in list view

Creating a database

When you choose the Database tool, Works displays a blank form in form view titled Data1.   You can immediately begin typing the names of the **fields** you want in your database.   You can also add **labels** to your form.   For example, you may want to add a title, notes, or instructions.

If you switch to list view, the same field names are displayed as column headings.   Labels are not displayed in list view.

more...

Creating a database, cont.

**{ewc KSCOPE, WinDoc
Bmp, dform3.bmp}**

Example

 Form view
 List view

Soon after creating your database, you'll probably want to rename it.   For example, you may want to save this database as SYMPHONY.WDB instead of DATA1.WDB. Thereafter, save frequently to protect your work.

How to
 Create a new database
 Name and save
 Create a label
 Switch to list view
 Create a field

Related information
 Opening and closing documents

Creating a database in form view

Entering information in a form

Once you have created **fields** for your database, you can type the information you want to enter in each field. Entries can be **text**, **numbers**, **dates**, **times** or **formulas**.   In form view, you can change the field height so that you can display more than one line in a field.

Note: For information on entering a series of dates or numbers, such as days in a month or part numbers in an inventory database, see Dates and Times or Numbers.

How to

Enter information

Enter more than one line

Related information

Dates and times

Numbers

Editing an entry

Text

Formulas

Changing a form

Changing a form means changing those things that affect the design of your form--not the information itself.   You can change a **label**, a field name, a field's size, or the arrangement of labels and **fields** on your form.

more...

Creating a database in form view

Changing a form, cont.

If your form has many fields, you can simplify its appearance by hiding some of the field names.

{ewc KSCOPE, WinDoc Bmp, dform7.bmp}

Example

   With field names
   Field names hidden
   With labels

Note: If you change the name of a field, you'll see the change in both form view and list view.   All other design changes apply to form view only.

How to

Change the field size
Edit a label or field name
Delete a field
Hide a field name
Delete a label
Reposition a label or field

Related information

Editing an entry
Removing entries

Adding entries

Overview

There will be times when you want to add new information to your database.   For example, if you have a mailing list database and you want to enter all the information about a new customer, you'll add a new **record**.   If you just want to add a category, such as Business Phone, you'll add a new **field**.

Since both form and list view display the same information, you only need to add a field or record to one of the views.   Although the methods are similar, they vary slightly depending on which view you are in.   (To add more than one field or record at a time, work in list view.)

Related information

Entering information in a form
Editing an entry
Entering information in a list

Adding entries

Adding a record

You can add a new **record** to your database in one of two ways.   If your records are organized alphabetically or numerically, it is easiest to move to the end of your database, type the new information in the first available blank record, and then resort the database.   However, you can also first move to the place where you want the record to appear, insert a blank record, and then type the new information.

{ewc KSCOPE, WinDoc Bmp, dadd6.bmp}   Inserting a record in list view

  Before
  After

more...

Adding a record, cont.

When you add a record in one view it appears in the same place in the other view.   For example, if you add a record to the end of your database in form view it will appear at the end of the database when you switch to list view.

How to

Add a record at the end of your database
Insert a record in form view
Insert a record in list view
Sort records

Related information

Entering information in a form
Entering information in a list
Moving information
Sorting records

Adding a field in list view

There are two ways you can add a **field** to your database in list view. If you want to add a field following the others you've created, move the highlight to the next empty column and assign a field name.   If you want to add a   field between two others, move the highlight where you want the field located, insert the new field, and then assign a field name.

{ewc KSCOPE, WinDoc Bmp, dadd4.bmp}

Inserting a field

➡️   Before
➡️   After

How to
➡️   Insert a field
➡️   Assign a field name

Related information
➡️   Entering information in a list

Adding a field in form view

To add a new **field** to your database in form view, move the insertion point to the place where you want to insert the field, and then type a name followed by a colon--just like you did when you first created your database.

{ewc KSCOPE, WinDoc Bmp, dadd2.bmp}

Adding a field

➡   Before
➡   After

How to
➡_____Add a field

Related information
➡_____Entering information in a form
➡_____Changing a form

Removing entries   ➡️
➡️ **1 of 4**
➡️

Overview

There are two ways you can remove information from your database: clearing and deleting.   Clearing removes an entry but retains the formatting so that new information you type has the same format as the other entries in the field.   Deleting removes an entire **field** or **record**.

You can clear or delete information in form or list view.   Since both views display the same information, you only need to clear or delete the information once.

Related information
➡️   Editing an entry

Removing entries

Clearing

There may be times when you want to remove information in your database without deleting entire **fields** or **records**.   For example, suppose a customer moves without leaving a forwarding address.   You could highlight the old address and clear it from your database, leaving the other customers' addresses intact.

{ewc KSCOPE, WinDoc Bmp, dclear2.bmp}   Example in list view

Before
After

more...

Clearing, cont.

Clearing removes information but retains the formatting, so that when you type a new entry it will have the same **format** as the rest of the entries in that field.

The only way to clear an entry based on a formula is to clear the formula.   When you clear a formula, you clear all of the resulting entries in that field.

To clear more than one entry, field, or record at a time, work in list view.

Important: You cannot recover cleared information.

How to

Clear an entry in form view
Clear an entry in list view
Clear a formula in form view
Clear a formula in list view

Related information

Editing an entry

Deleting

If you want to remove entire **fields** or **records** from your database, you can delete them.   To delete more than one field or record at a time, work in list view.   Important: You cannot recover deleted information.

{ewc KSCOPE, WinDoc Bmp, dclear4.bmp}   Example in list view

Before
After

How to
Delete a field in form view
Delete a field in list view
Delete a record in form view
Delete a record in list view

Related information
Editing an entry
Finding records

Dates and times

Overview

You can enter dates and times to keep track of events, or use them in formulas to determine elapsed time.

Related information

Changing the number format

Entering and formatting dates and times

You can enter a date or time using any of the formats shown below...

When you enter a date or time, Works stores the date or time as a number.   This is so you can use the date or time in a formula to perform calculations--for example to find out the number of days or hours in a project.   You also establish the format Works uses to display any other date or time entries you type in that **field**.

more...

Entering and formatting dates and times, cont.

However, if you enter the date or time in a format Works does not recognize or a date outside the range of January 1, 1900 through June 3, 2079, Works stores the date or time as **text**.   You cannot perform calculations on text entries.

For more information on how Works evaluates dates or times, see Background: Dates or Background: Times.

For information on adding the date or time automatically when you print your document, see Headers and Footers.

How to

Enter the date or time

Change the date or time format

Related information

Background: Dates

Background: Times

Headers and footers

Using dates or times in formulas

You can determine the number of elapsed days, hours, or minutes using dates or times in formulas.   For example, you could use the formula shown below to determine the number of days in a project.

**{ewc KSCOPE, WinDoc Bmp,
ddate3.bmp}**

Before
After

When possible, it is best to type the formula using fieldnames rather than the dates themselves (=**Finish-Start** instead of =**'10/29/91'-'10/1/91'**).   Then, if you change a date, you won't have to update the formula.

If you want to use a specific date in a formula, use the day/month/year short form and enclose the date with single quotation marks.   Example: =**Finish-'10/1/91'**

Using dates or times in formulas, cont.

If you want to determine the number of minutes or hours in a project, use times in your formula.

{ewc KSCOPE, WinDoc Bmp, ddate4.bmp}

   Before

   After

To figure out the number of hours, multiply Finish-Start by 24 (the number of hours in a day).   For more information, see Understanding Times.

If you want to use a specific time in a formula, use the hour:minute:second 12-hour form and enclose the time with single quotation marks.   Example: **=Finish-'8:00:00 AM'**

How to
   Enter a formula

Related information
   Background: Dates
   Formulas
   Background: Times
   Date and time functions

Inserting the current date or time

Instead of typing the current date or time, you can have Works insert it.   You can either insert a current date or time that is never updated or one that is automatically updated every time you open the database.

{ewc KSCOPE, WinDoc Bmp, ddate5.bmp}

Insert an
updating date

➡   Before
➡   After

Note: In the example above, today's date and the number of days overdue is always updated to reflect the current date.

How to

➡   Insert the current date or time
➡   Insert an updating date or time
➡   Change the date or time format

Entering a series of dates

You can automatically enter a series of numbers or dates in your database.   For example, you may want to enter a series of dates in a research project. A series can be units of:

more...

Entering a series of dates, cont.

In addition, you can specify a Step By value that determines the increment for the series.   For example, a Step By value of 10 with a starting value of 1/1/1960 and a unit of Year creates this series:

You can use any of the date formats Works recognizes.   To change to another format, see How to Change the Date or Time Format.

How to

Enter a series

Change the date or time format

Related information

Entering a series of numbers

Editing an entry

Overview

Editing is the process of changing information you've entered in your database. For example, you are editing whenever you update information or change a misspelled word, an incorrect number, or a formula.

You can edit information in form or list view. Since both views display the same information, you only need to edit the information once.

Related information

Adding entries

Changing a form

Removing entries

Changing a list

Replacing an entry

If an entry is short, it may be easier to replace it rather than edit it in the **formula bar**.   Just highlight the entry you want to change, and type the new entry.   As you type, the new information replaces the old entry.

You don't have to format the new entry--it is displayed in the same **format** as the rest of the entries in the field (in this case, underlined).

How to

        Replace an entry

Related information

        Removing entries

Editing part of an entry

If an entry is long and you just want to change a character or two, it is usually faster to edit it rather than retype the entire entry.   Just highlight the entry you want to revise, and then edit it in the **formula bar**.

How to

➡   Edit part of an entry

Related information

➡   Keys for editing in the formula bar
➡   Removing entries

Highlighting information

Overview

Before you view, enter, or edit information, you need to select the information you want to work with.   In most cases a selection appears to be highlighted.

Related information

Moving within a database

Highlighting in a form

Before you view, enter, or edit information, you need to select the **record, field,** or **label** you want to work with. In most cases, a selection appears to be highlighted.   The exception is an entire record--the one you are working with is always selected.

**{ewc KSCOPE, WinDoc
Bmp, dhigh2.bmp}**

Examples

Label

Field name

Field entry

How to

Highlight a field name, entry, or label

Move to a record

Related information

Keys for moving within form view

Highlighting information   ➡️

Highlighting in a list

Before you view, enter, or edit information, you need to select the information you want to work with.   In list view you can select one or more entries, or an entire **field**, **record**, or database.   A selection appears to be highlighted.

{ewc KSCOPE, WinDoc Bmp, dhigh5.bmp}

Examples

➡️   One entry
➡️   Several entries
➡️   Field
➡️   Record
➡️   Database

How to

➡️   Highlight one entry
➡️   Highlight a record
➡️   Highlight several entries
➡️   Highlight the entire database
➡️   Highlight a field

Related information

➡️   Keys for moving within list view

Changing information appearance

You can change the font, style, and alignment of information.   Do this to give your form or list a polished appearance and make it easier to read and understand.

Related information
Lesson: Formatting records
Changing the number format
Entering and formatting dates and times

Changing the font and size

When you change the **font** you use to display or print your form or list, the change applies to all information in that view.   You can use up to two different fonts for your database--one for form view and another for list view.

{ewc KSCOPE, WinDoc Bmp, dinfap2.bmp}

Examples

➡️   Courier 9 pt
➡️   Helv 9 pt
➡️   Tms Rmn 9 pt

Note: The fonts available to you are determined by the printer you are using.   If it is important to you that the width of characters is exactly the same for both text and numbers, choose a **non-proportional font.**   However, **proportional fonts** are generally more pleasing to the eye.

How to
➡️   Change the font and size

Related information
➡️   Background: Fonts
➡️   Choosing a printer

Changing the alignment

You can align information to the left, right, or center.   Until you make a change, **text** is left-aligned and **numbers** are right-aligned.   This is called General alignment.   When you change the alignment, it affects all entries in a **field**.

Note: In General alignment, phone numbers and addresses are left-aligned because they contain characters (parentheses, spaces, and hyphens) Works does not recognize as text.   **Dates** are right-aligned because they are stored as numbers.

How to

        Change the alignment

Related information

        Background: Dates
        Protecting a database

Changing the style

You can emphasize headings and make it easier to distinguish between different kinds of information by varying the style of information in your form or list.   When you change the style, it affects all entries in a **field**.

How to

Change the style

Related information

Protecting a database

Creating a database in list view

Overview

If you want to see several **records** at once, create your database in list view, where information is displayed in a grid of rows and columns--similar to a spreadsheet. If you want to work with one record at a time, create your database in form view, where information is displayed as if you are working with printed forms or index cards.

Related information

Lesson: Working with lists

Creating a database in form view

Creating a database

To create a database in list view, you choose the Database tool, switch to list view, and then assign field names to the columns.

If you switch to form view, the same field names are arranged vertically on the form.   Once in form view, you can reposition the fields anywhere you want on the form.

more...

Creating a database, cont.

**{ewc KSCOPE, WinDoc Bmp,
dform4.bmp}**

Example

➡️   List view
➡️   Form
view

Soon after creating your database, you'll probably want to rename it.   For example, you may want to save this database as SYMPHONY.WDB instead of DATA1.WDB.   Thereafter, save frequently to protect your work.

How to
➡️_____Create a new database
➡️_____Name and save
➡️_____Switch to list view
➡️_____Switch to form view
➡️_____Assign a field name

Related information
➡️_____Opening and closing documents

Creating a database in list view   ➡️
➡️ **4 of 5**
➡️

Once you have created **fields** for your database, you can type the information you want to enter in each field. Entries can be **text**, **numbers**, **dates**, **times** or **formulas**.

Note: For information on entering a series of dates or numbers, such as days in a month or part numbers in an inventory database, see Dates and Times or Numbers.

How to
➡️ Enter information

Related information
➡️ Dates and times
➡️ Numbers
➡️ Editing an entry
➡️ Text
➡️ Formulas

Changing a list

Changing a list means changing those things that affect the design of your list--not the information itself.   You can either change the width of a **field** to display a long entry, or change the name of a field.

{ewc KSCOPE, WinDoc Bmp, dlist6.bmp}

Examples

   Before

   Change a field name

   Change a field's width

If you change a field name, you'll see the change in both list and form view.   Changing a field's width has no effect on the field's size in form view.

How to

   Change a field name

   Change the field width

Related information

   Editing an entry

   Removing entries

Moving within a database

Overview

Before you can enter, edit, or view information, you need to know how to move from one part of your database to another.

Related information

Finding records
Highlighting information

Using the mouse

Although you can use the keyboard for all Database tasks, some people prefer to use the mouse to move from one part of their database to another.   In form view, you can use the scroll bars to move within a form larger than the document window or use the record buttons to move between **records**.

How to
➡   Move in form view using the mouse

more...

Using the mouse, cont.

In list view, you can use the scroll bars to move between **fields** or **records**.

How to

Move in list view using the mouse

Related information

Highlighting information

Using the keyboard

You may prefer to use the keyboard to move from one part of the database to another, so that you can work without taking your hands off the keyboard.   Although the position of keys varies from one keyboard to another, most look something like this:

How to
Move in form view using the keyboard
Move in list view using the keyboard

Going directly to a field or record number

You can move directly to a specific **field** or **record** number.   This is helpful when you have many fields or records in your database.

How to

Go directly to a field or record number

Related information

Finding records

Sorting records

Overview

You can rearrange the **records** in your database so that you can display or print them in the order you prefer.   For example, you may enter information as you talk to customers on the phone, and then later sort the records so that they are organized alphabetically by last name or by state. If you print mailing labels, you may prefer to arrange them by Zip Code.

Related information

Lesson: Organizing records

Sorting and adding subtotals in a report

Form letters and mailing labels

Sorting records

You can organize **records** in your database in **ascending** or **descending** order, based on up to three **fields** at the same time.   For example, a phone book is sorted in ascending order by the last name, then the first name, and finally the middle name.   The following records are sorted in the same way:

If entries in the first field are the same, Works sorts by the second field.   If entries in the second field are the same, Works sorts by the third.   Although you can sort in either view, most people prefer list view since you can see more than one record at a time.

How to
         Sort records

Related information
         Sorting and adding subtotals in a report

Copying information

Overview

If you want to repeat the same information in another location, you can save time by copying rather than typing it again.

For information on copying between Windows applications, see Sharing with Other Applications.

Related information

Moving information

Sharing with other applications

Basic copying

You can save time and reduce the likelihood of errors by copying information rather than typing it again.   In form view, you can only copy an entire **label** or **record** (you cannot copy **fields**).

In list view, you can copy any amount of information--from one entry to entire fields and records.

more...

Basic copying, cont.

When you paste copied information into fields that already contain entries, Works replaces those entries with the copied information.   In the Database, unlike the Spreadsheet, Works copies only the results of a **formula**, not the formula itself.   To copy more than one record at a time, work in list view.

How to
➡_____Copy in list view
➡_____Copy a record in form view
➡_____Duplicate a label in form view

Related information
➡_____Moving information

Filling down or right

In list view, if you want to copy an entry or row of entries into the area immediately below, you can avoid repetitive typing by filling down.   You can also copy an entry or column of entries to the right.

{ewc KSCOPE, WinDoc Bmp, dbmain2.12}   Filling Down

➡️ _____Before
➡️ _____After
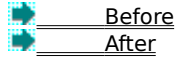
When you fill down or right, the information replaces any entries in the area you copy to. In the Database, unlike the Spreadsheet, Works copies only the results of a **formula**, not the formula itself.

How to
➡️ _____Fill down
➡️ _____Fill right

Related information
➡️ _____Entering a series of dates
➡️ _____Entering a series of numbers

Copying between tools

In Works, you can copy information between tools.   For example, you may want to copy information from an inventory database to a Word Processor letter or to a spreadsheet.

When you copy to another tool, the information (including the results of **formulas** but not the formulas themselves) and **format** are copied to the new location.   If you copy to the Word Processor, each entry is separated from the next by a tab mark () and each row ends with a paragraph mark (). If you copy to the Spreadsheet, each **field** becomes a column and each **record** becomes a row.

How to
➡   Copy to another tool

Related information
➡   Lesson: Sharing information

Moving information

Overview

You can reorganize your database by moving information from one location to another.   You can also move information between Works tools.

Related information

- Lesson: Organizing records
- Copying information
- Sharing with other applications
- Sorting records

Moving information in form view

You can change the layout of your form by repositioning a **label** or **field**, or you can change the order of **records** by moving a record to another location.   If you want to move only some of the entries in a field or more than one record at a time, work in list view.

When you move a record in form view, you also change the record order in list view.   However, when you move a label or field in form view, the change has no effect in list view.

How to

➡ Reposition a label or field

➡ Move a record

Related information

➡ Copying information

➡ Sorting records

Moving information   ➡
➡ **3 of 4**
➡

Moving information in list view

You can rearrange your database by moving **fields** or **records** from one location to another.   In list view, you can move any amount of information--from one entry to as many fields or records as you like.

When you move records in list view, you also change the record order in form view.   However, when you move fields in list view, it has no effect on the position of fields in form view.

How to
➡   Move an entry
➡   Move a record
➡   Move a field

Related information
➡   Sorting records
➡   Copying information

Moving information between tools

In Works, you can move information between tools.   For example, you may want to move information from a database to a Word Processor letter or to a spreadsheet.

When you move information to another tool, the **formatting** stays the same.   The results of any **formulas**, but not the formulas themselves, are inserted in the new location.   If you move information to the Word Processor, each entry is separated from the next by a tab mark () and each record ends with a paragraph mark (). If you move information to the Spreadsheet, each **field** becomes a column and each **record** becomes a row.

How to

Move information to another tool

Hiding fields or records

Overview

You can control the information that is displayed or printed, shown in a report, or included in form letters or mailing labels, by hiding individual **fields** or **records**.

For information on other ways to control the records you want to display or print, see Finding Records and Querying.

Related information

Finding records
Form letters and mailing labels
Querying

Hiding fields or records   ➡

➡ **2 of 3**

➡

Hiding a record

You can hide **records** you do not want to print or display.   For example, suppose you find 50 records of customers living in Washington, but do not want to include two of those records in your report:

{ewc KSCOPE, WinDoc Bmp, dbmain2.20}

Example in list view

➡
_____
Before

➡
_____
After

To hide more than one record at a time, work in list view.

How to
➡   Hide a record in form view
➡   Hide a record in list view
➡   Display all records
➡   Switch hidden and displayed records

Related information
➡   Finding records
➡   Querying

Hiding a field

In list view, you can hide **fields** by narrowing their width to 0 (zero).   This allows you to control which fields are displayed or printed in list view.   However, these fields still appear in form view and are included in any report. For example, if you want to call your customers, you can hide the Street, City, State, and Zip Code fields so that you can see the customers' phone numbers next to their names without moving to the right another screen.

{ewc KSCOPE, WinDoc Bmp, dbmain2.22}

Before

After

Important: If you highlight fields on both sides of a hidden field, and then delete the highlighted fields, you delete the hidden field as well.

How to

Hide a field in list view
Display a hidden field

Overview

After you have created a database, you can safeguard against accidental or unauthorized changes by protecting the design of your form as well as the information within your database.

Protecting a form

You can prevent changes to the design of your form by turning on protection.   When protection is on, you can change entries but not **labels**, field names, field sizes, or the position of **fields** and labels on the form.   This is especially useful if someone other than yourself is entering information in the database.

When form protection is on, it only applies to form view.   You can still make changes to a field's name, width, or position in list view.

How to

        Turn form protection on or off

Protecting entries

You can prevent changes to the information in your database--you can protect a specific **field** or all fields.   When protection is on, many commands are unavailable, such as the Format commands, and you cannot change any entries in locked fields.

Initially, Works locks all entries in your database, but until you turn protection on, the lock has no effect.   To protect some fields but not others, unlock the fields you do not want to protect before you turn protection on.   To move from one unlocked field to another, press TAB or SHIFT+TAB.

How to

Protect all fields
Turn data protection off
Protect only some fields

Related information

Hiding fields or records

Querying

Overview

You can select the **records** that are displayed, printed, included in a report, form letters or mailing labels by changing the records Works displays.   To find records that match more than one condition, you need to define a query.

To find records that match only one condition, such as a single date or last name, see Finding Records.

Related information

Lesson: Advanced searching
Form letters and mailing labels
Finding records
Hiding fields or records

What is a query?

A query is a way for you to find **records** or ask questions about the information in your database.   A query can be very simple; for example, which customers have orders greater than $500.00?

{ewc KSCOPE, WinDoc Bmp, dbmain2.28}   Example

Before
After

Note: Query view looks just like form view except that you type instructions rather than entries.

more...

What is a query?, cont.

The real power of a query lies in the fact that you can find **records** that have more than one entry in common, entries in which part of the entry varies from record to record, or entries that fall within a specified range.   For example, which customers have the last name Smith, and orders greater than or equal to $500.00 but less than $600.00?

{ewc KSCOPE, WinDoc Bmp, dbmain2.30}

Example

Before
After

Defining a query

To define a query, you switch to query view, enter the instructions that tell Works which **records** to display, and then apply the query by switching to form or list view.

more...

Defining a query, cont.

You can then type the instructions in the fields to indicate which records you want to find.   For more information, read the "What do I type" section of this topic which begins on page 6.

When you apply the query by switching to form or list view,   Works searches all your records including the hidden ones, and then displays the matching records in the view you selected.   If you switch to list view, you can see more than one record at a time.

How to
➡️_____Define a query

What do I type?

To find **records** containing entries that are an exact match or that fall within a specific range of values, you can use the following comparison operators:

=	equal to	<	less than	<=	less than or equal to
<>	not equal to	>	greater than	>=	greater than or equal to

{ewc KSCOPE, WinDoc Bmp, dbmain2.35}

Click to see an example

➡ Last name equal to Smith
➡ Last name is anything but Smith
➡ Balance less than $500
➡ Balance greater than $50
➡ Date is Oct 30, 1991 or earlier
➡ Date is Oct 30, 1991 or later

more...

What do I type?, cont.

To find **records** in which part of a text entry varies from record to record, you can use the following "wildcard" symbols:

?   Use to represent one character appearing in the same position as the question mark.

*   Use to represent any number of characters appearing in the same position as the asterisk.

{ewc KSCOPE, WinDoc Bmp, dbmain2.41}

Click to see an example

➡ _____Last names spelled similarly_
➡ _____Last names that begin with Peters_
➡ _____Last names that begin with S_
➡ _____All addresses on 24th St_
➡ _____Phone numbers that start with the prefix 555_

more...

What do I type?, cont.

To perform a mathematical operation using values from one or more numeric **fields** in your database, you can use any of the following mathematical operators:

-	subtraction	/	division	^	exponentiation
+	addition	*	multiplication		

When you type a formula, you must start with an equal sign (=) unless the formula begins with <, <=, >, >=, or <>.

{ewc KSCOPE, WinDoc Bmp, dbmain2.46}

Click to see an example

Stores whose profit is greater than $1000

Stores whose cost is less than the investment plus $1000

Stores whose growth has more than doubled

Stores whose profit is greater than 1 1/2 times the investment

Sales greater than $1,000,000

more...

What do I type?, cont.

To specify more than one condition that applies to one or more **fields**, you can use the following logical operators:

&   (AND)   Use to combine two or more conditions.

     (OR)   Use to find records when either one or the other criteria is TRUE.

~   (NOT)   Use to negate conditions.

When you specify more than one entry in a field, you must enclose each entry in quotation marks.   For example, if you want to find the records of only those customers living in Washington (WA) or New York (NY), you would type the following instruction in the query form...

Also, notice that in this example you cannot omit any of the equal signs (=).   The first equal sign indicates that the instruction is a formula.   The equal signs before WA and NY indicate that you want to find records containing entries equal to "WA" OR equal to "NY".

What do I type?, cont.

Remember that when you type a formula, you must start with an equal sign (=) unless the formula begins with <, <=, >, >=, or <>.

{ewc KSCOPE, WinDoc Bmp, dbmain2.52}

Click to see more examples

All clients who live in either Seattle or Tacoma

All clients who do NOT live in Seattle or Tacoma

All clients who earn at least $50,000 AND less than $80,000

Related information

Background: How Works evaluates formulas

Looking at the results of a query

Once you have applied the query, you can further change the **records** that are displayed as a result of a query.

To	You can
Further refine the results of the query	Hide individual fields or records
See all the records that do not match your query	Switch hidden and displayed records
Display all the records in the database including previously hidden records	Show all records

If you display all the records and then edit records or add new ones, you can reapply the query to see which records now match the query instructions.

How to

➡ Hide a field in list view
➡ Hide a record in list view
➡ Switch hidden and displayed records
➡ Display all records
➡ Reapply the last query

Changing or deleting a query

When you define a query, Works saves the instructions.   The next time you switch to query view, the previous instructions appear in the query form.   If you want to change the instructions, you can either edit them or delete the entire query and start over.

How to

Edit an instruction
Replace an instruction
Clear an instruction
Delete the entire query

Finding records

When you want to find information, you can search your database for a specific word, phrase, or number.

To find **records** that match more than one condition, such as last name "Smith" and state "Washington," or that meet a range of criteria, such as orders greater than $500, see Querying.

Related information

Lesson: Searching for information

Hiding fields or records

Querying

Finding records

You can find a **record** or group of records by specifying the word, phrase, or number you want Works to search for. You can either have Works find the next record that contains a match or display a list of records that contain a match.   For example, If you want to find the phone number of a client whose last name is "Thomas," you can:

When you choose Next Record Works does not search hidden **records.**

more...

Finding records, cont.

If you want to find and display a list of all **records** containing a match you can:

When you choose All Records, Works looks through all records including the hidden ones.

more...

Finding records, cont.

When you specify the information you want to find, you can type anything from a character or two to an entire word or phrase.   Works looks for an exact match (excluding capitalization) with the displayed information in your database.   Some examples:

If you type	Works finds	But does not find
or	or, Or, store	Words that do not contain "or"
2/1	2/1, 22/1, 2/11	Feb 1
1000	1000, 100000	1, 000, $1,000

In list view, you can narrow the search by highlighting the part of the database you want Works to search.

How to

Find records in form view

Find records in list view

Display all records

Related information

Hiding fields or records

Querying

Using wildcards

To find **text** entries that are similar but not exactly the same, you can use the following **wildcard** symbols:

?   Use to represent any one character appearing in the same position as the question mark.

*   Use to represent any number of characters appearing in the same position as the asterisk.

If you want to find	Type
Peters**o**n, Peters**e**n	Peters?n
All last names that begin with Peters	Peters*
All last names that begin with S	S*
All addresses on 24th Street	*24th St*
Phone numbers that start with the prefix 555	555*

Overview

You can enter a number to express a quantity, or use numbers in **formulas** to perform calculations.

Related information
➡   Text
➡   Dates and times
➡   Formulas

Entering a number

Until you change a field's **number format**, Works displays numbers using General format.   In this format, numbers are displayed as precisely as possible given the width of the **field**.

You can change the way numbers are displayed in a field by changing the field's number format.   Works automatically displays the correct number of decimal places and inserts commas, dollar signs, or percent signs, depending on the number format you choose.   For example, if you enter 1234 into a field that has the currency format, Works displays $1,234.00.

How to
➡   Enter a number
➡   Change the number format

Related information
➡   Background: How Works evaluates numbers

➡️

Changing the number format

You can change the way numbers are displayed in a **field** using any of the eight formats Works supports.   When you change the number format, it applies to all entries in a field.

{ewc KSCOPE, WinDoc Bmp, dbmain2.61}

Examples
➡️＿＿＿＿General
➡️＿＿＿＿Fixed
➡️
＿＿＿＿
Currency
➡️＿＿＿＿Comma
➡️＿＿＿＿Percent
➡️
＿＿＿＿
Exponential
➡️＿＿＿＿Leading
Zeros
➡️
＿＿＿＿
True/False

How to
➡️＿＿＿＿Change the number format

Entering a series of numbers

In list view, you can automatically enter a series of numbers in your database.   For example, you can quickly enter part numbers in an inventory list.

How to

Enter a series of numbers

Change the number format

Related information

Enter a series of dates

Overview

Works includes 57 functions you can use in your formulas to do a wide variety of calculations.   The functions are divided by type into the categories below.   For information about how to use functions, see Functions.

➡_____**Financial**
Calculate payments, depreciation, compounding periods, rates of return, and present and future values

➡_____**Date and time**
Display and calculate dates and times

➡_____**Logical and Lookup**
True, False, If, Choose

➡_____**Trigonometric**
Common trigonometric operations

➡_____**Statistical**
Average, count, minimum and maximum values, sum, standard deviation, and variance

➡_____**Database information**
Detect errors

➡_____**Mathematical**
Common math operations

Related information
➡_____Functions
➡_____Formulas

Financial functions

CTERM(rate,future value,present value)
Gives the number of compounding periods
DDB(cost,salvage,life,period)
Gives double-declining balance depreciation
FV(payment,rate,term)
Gives the future value of an ordinary annuity
PMT(principal,rate,term)
Gives the periodic payment for a loan
PV(payment,rate,term)
Gives the present value of an ordinary annuity
RATE(future value,present value,term)
Gives the interest rate per compounding period

more…

Financial functions, cont.

SLN(cost,salvage,life)
Gives straight-line depreciation
SYD(cost,salvage,life,period)
Gives sum-of-the-years-digits depreciation
TERM(payment,rate,future value)
Gives the number of compounding periods

Statistical functions

In form view or list view, you can use statistical functions in a formula to determine the value for a **field** based on other entries in the same **record.**   If you want to use statistical functions to calculate statistics for entries in a field, you need to create a report.   Note: Statistical functions are the only functions you can use in a report.

AVG(field name0,field name1,...)
Gives the average of values in specified fields

COUNT(field name0,field name1,...)
Gives the number of entries in specified fields

MAX(field name0,field name1,...)
Gives the largest number in specified fields

MIN(field name0,field name1,...)
Gives the smallest number in specified fields

STD(field name0,field name1,...)
Gives the population standard deviation of specified fields

SUM(field name0,field name1,...)
Gives the sum of values in specified fields

VAR(field name0,field name1,...)
Gives the variance of the numbers in specified fields

Related information

Creating a report

Date and time functions

➡_____**DATE**(year,month,day)
Gives the number of a specified date
➡_____**DAY**(date number)
Gives the day number for a specified date
➡_____**HOUR**(time number)
Gives the hour number for a specified time
➡_____**MINUTE**(time number)
Gives the minute number for a specified time
➡_____**MONTH**(date number)
Gives the month number for a specified date
➡_____**NOW**()
Gives the number of the current date and time
➡_____**SECOND**(time number)
Gives the second number for a specified time
➡_____**TIME**(hour,minute,second)
Gives a number for a specified time
➡_____**YEAR**(date number)
Gives the year number for a specified date

Function Reference

Logical and lookup functions

CHOOSE(choice,option0,option1,...)
Uses your choice to select an option from a list

FALSE()
Gives the logical value 0

IF(condition,value if true,value if false)
Determines whether a condition is true or false, and gives one value if true and another if false

TRUE()
Gives the logical value 1

Function Reference

Database information functions

ERR()
Gives the error value ERR

ISERR(x)
Gives the logical value 1 if x is the error value ERR; otherwise gives the logical value 0

ISNA(x)
Gives the logical value 1 if x is the value N/A; otherwise, it gives the logical value 0

NA()
Gives the numeric value N/A

Mathematical functions

ABS(x)
Gives the absolute value of x

EXP(x)
Gives e to the power of x

INT(x)
Gives the integer part of x

LN(x)
Gives the natural logarithm of x

LOG(x)
Gives the base 10 logarithm of x

MOD(numerator,denominator)
Gives the remainder of the specified division

PI()
Gives the number 3.14159...

RAND()
Gives a random number

ROUND(x,number of places)
Rounds x to the specified number of places

SQRT(x)
Gives the square root of x

Function Reference

Trigonometric functions

ACOS(x)
Gives the arccosine of x

ASIN(x)
Gives the arcsine of x

ATAN(x)
Gives the arctangent of x

ATAN2(x-coordinate,y-coordinate)
Gives the arctangent of an angle

COS(x)
Gives the cosine of x

SIN(x)
Gives the sine of x

TAN(x)
Gives the tangent of x

To add a field in form view

1 **Move the insertion point** to the place where you want to create the field.

2 Type a unique name, no longer than 15 characters, followed by a : (colon).   For example, **Last name:**

As you type, the name is displayed in both the form and the **formula bar**.

The colon tells Works that the text is a field name, not a label or field entry.

If you make a mistake, press BACKSPACE.

3 Press ENTER or click the Enter box in the formula bar.

Works places the field name in the form and displays the Field Size box.

4 To set the field size, you can either:

• Accept the proposed field size of 20 characters wide and 1 line high
--Or--
• Type a new width and height for the field.
Note: The maximum width and height depends upon the font and font size you are using.

5 Choose OK.

Works places a dotted line next to the field name.

Tip

When you add a field in form view and then switch to list view,   the new field is displayed to the right of the others in your list.   If you want to move the field in list view, see ➡ How to Move a Field in List View.

~end~

To insert a field in list view

1   **Highlight the entire field** you want to appear to the right of the new field.

To insert more than one field, highlight more than one.   As many fields as you highlight will be inserted.

2   From the Edit menu, choose Insert Record/Field.

Works inserts a blank field to the left of the one you highlighted.

~end~

To add a record at the end of your database in form or list view

1   **Move to the empty record** at the end of your database.

2   In the first field, type the information you want to add.

3   Press TAB.

Works enters the information in the field and moves the highlight to the next field.

4   Type the information you want in the next field; then press TAB.

5   Repeat step 4 until you have entered information in each field.

Tip

After you have added the new information, you can organize your records alphabetically or numerically by sorting your database.

What if...

I see ##### instead of an entry?

The field is not wide enough to display the entry.   Just **change the field width**.

~ end ~

To insert a record in form view

1   **Move to the record** that you want to appear after the new record.

2   From the the Edit menu, choose Insert Record.

A blank record is inserted before the record you selected.   Works renumbers all the records following the new blank record.

~ end ~

To insert a record in list view

1 **Highlight the entire record** that you want to appear after the new record.

   To insert more than one record, highlight more than one.   As many records as you highlight will be inserted.

2 From the Edit menu, choose Insert Record/Field.

   Works inserts a blank record before the one you highlighted.   Works renumbers all the records following the new blank record.

To clear an entry in form view

Important: You cannot recover cleared information.

1   **Move to the record** containing the entry you want to clear.

2   **Highlight the entry** you want to clear.

3   From the Edit menu, choose Clear Field Entry.
    --or--
    Press the DEL key.

    Works clears the entry.

To clear an entry in list view

Important: You cannot recover cleared information.

1   **Highlight the entry or entries** you want to clear.

2   From the Edit menu, choose Clear Field Entry.

Works clears the entry.

If you only want to clear one entry, you can highlight it and then press the DEL key.

To clear a formula in form view

Important: You cannot recover cleared information.

1   **Highlight an entry** in the field containing the formula you want to clear.

2   From the Edit menu, choose Clear Formula.

Works clears the formula and all the resulting entries from the field.

What if...

If I don't see the Clear Formula command?

If you typed another entry in the field (before or after you entered the formula), you will see the command Clear Field Entry instead of Clear Formula.   You need to **move to a record** that contains an entry based on the formula and then follow steps 1 and 2 above.

To clear a formula in list view

Important: You cannot recover cleared information.

1   **Highlight the entire field** containing the formula you want to clear.

   To clear more than one formula at a time, highlight more than one field.

2   From the Edit menu, choose Clear Formula.

   Works clears the formula and all the resulting entries from the field.

To delete a field in form view

Important: You cannot recover deleted information.

1   **Highlight the name** of the field you want to delete.

2   From the Edit menu, choose Delete Field.

Works displays the message "OK to delete data in this field?"

If you decide not to delete the field, press ESC or click the Cancel button.

3   To delete both the field name and all the entries in the field, choose OK.

To delete a record in form view

<u>Important:</u>   You cannot recover deleted information.

1   **Move to the record** you want to delete.

2   From the Edit menu, choose Delete Record.

  Works deletes the record from your database.

To delete a field in list view

Important: You cannot recover deleted information.

1   **Highlight the field or fields** you want to delete.

2   From the Edit menu, choose Delete Record/Field.

   Works deletes the field from your database.

To delete a record in list view

Important: You cannot recover deleted information.

1   **Highlight the record or records** you want to delete.

2   From the Edit menu, choose Delete Record/Field.

Works deletes the record from your database.

To delete several records that have something in common, you need to find the records, highlight them, and then delete them.

For example, if you have a database of customers and want to delete the records for those who live in Washington, you could use the Find command to locate all the records that have the word "Washington" in them. Once Works finds the records, you can highlight them all and delete them together.

For more information, see
    Finding Records.

To enter the date or time

1   **Move the insertion point or highlight** to the field where you want to type the date or time.

2   Type the date or time using one of the formats shown below:

Dates

6/30/60   June 30,1960
6/60   June, 1960
6/30   June 30
             June

Times

14:30:00   2:30:00 PM
14:30   2:30 PM

As you type, the date or time is displayed in both the field and the **formula bar**.

If you make a mistake, press BACKSPACE.

3   Press ENTER or click the Enter box in the formula bar.

The way that dates, times, and numbers are displayed also depends on the country you selected when you first installed Windows.

For more information, see   Changing the International Settings

What if...

      I see ##### instead of a date or time?
The field is not wide enough to display the date or time.   Just **change the field width**.

      I see a number instead of the date or time?
You need to format the field to display a date or time instead of a number.   For more information, see   How to Change the Date or Time Format.

To change the date or time format

1 **Highlight an entry** in the field whose format you want to change.

   In list view, you can change the format of several adjacent fields by highlighting an entry in each field.

2 From the Format menu, choose Time/Date.

3 Under Show, **choose the option** you want.

4 Under Date or Time, choose the format you want.

➡️   For a date, choose
Short (for example 6/31/91) or
Long (for example June 31, 1991).
➡️   For a time, choose
24 hour (for example 14:30) or
12 hour (for example 2:30 PM).
5   Choose OK.

Tips

➡️   You cannot change the date or time format of a field by typing the date or time a different way.   You must use the Time/Date command.
➡️   The way that dates, times, and numbers are displayed also depends on the country you selected when you first installed Windows.   For more information, see
➡️ Changing the International Settings

What if...

   I see ##### instead of a date or time?

   The field is not wide enough to display the date or time.   Just **change the field width**.

➡️

To insert the current date or time

1   **Move the insertion point or highlight** to the field where you want to insert the current date or time.

2   To insert the current date, press CTRL+; (semicolon).
--Or--
To insert the current time, press CTRL+SHIFT+; (semicolon).

3   Press ENTER or click the Enter box in the **formula bar**.

Tips

   To change the way the date or time is displayed, see
How to Change the Date or Time Format.

   The way that dates, times, and numbers are displayed also depends on the country you selected when you first installed Windows.   For more information, see
Changing the International Settings.

   I see ##### instead of a date or time?
The field is not wide enough to display the date or time.   Just **change the field width.**

   Works doesn't insert the correct date or time?
Your computer's built-in clock is not set to the correct date or time.   See How to Change Your Computer's Date or Time.

   I see a number instead of a date or time?
You need to format the field to display a date or time instead of a number.   For more information, see How to Change the Date or Time Format.

To insert an updating date or time

1   **Move the insertion point or highlight** to the field where you want to insert the date or time.

2   From the Format menu, choose Time/Date.

3   To insert a date, choose the date options you want.
    --Or--
    To insert a time, choose the time options you want.

4   Type **=now()**

    As you type, the formula is displayed in both the field and the **formula bar**.

    If you make a mistake, press BACKSPACE.

5   Press ENTER or click the Enter box in the formula bar.

    To change the way the date or time is displayed, see How to Change the Date or Time Format.

         I see ##### instead of a date or time?
    The field is not wide enough to display the date or time.   Just **change the field width.**

         I see a number instead of the date or time?
    You need to format the field to display a date or time instead of a number.   For more information, see How to Change the Date or Time Format.

To enter a formula

1 **Move the insertion point or highlight** to the field where you want to type the formula.

2 Type **=** (equal sign); then type the rest of the formula.

   As you type, the formula is displayed in both the field and the **formula bar**.

   If you make a mistake, press BACKSPACE.

   If you decide not to enter the formula, press ESC or click the Cancel box in the formula bar.

3 Press ENTER or click the Enter box in the formula bar.

To enter a series

1   If you have not already done so, **switch to list view**.

2   **Move the highlight** to the field where you want type the first entry.

3   Type a number or date.

As you type, the number or date is displayed in both the field and the **formula bar**.

If you make a mistake, press BACKSPACE.

4   Press ENTER or click the Enter box in the formula bar.

5   **Highlight the entry and the area** to the right or below in which you want to fill the series.

6   From the Edit menu, choose Fill Series.

7   **Choose** the unit you want.

8   Type a number to determine an increment for the series.   Works proposes 1.

To create a decreasing series, type a negative number.

9   Choose OK.

To change your computer's date or time

1 From the Windows menu in Program manager, choose Main.
   --or--
   Click in the Main window.

2 Double-click Control Panel.

3 Double-click Date/Time.

4 **Highlight** the part of the date or time you want to change.

5 Type the new date or time.

6 Choose OK.

To replace an entry in form view or list view

1   **Highlight the entry** you want to replace.

   The entry is displayed in both the field and the **formula bar**.

2   Type the new entry.

   As you type, the new text replaces the old entry.

   If you make a mistake, press BACKSPACE.

   If you decide not to replace the entry, press ESC or click the Cancel box in the formula bar.

3   Press ENTER or click the Enter box in the formula bar.

To edit part of an entry in form view or list view

1 **Highlight the entry** you want to change.

   The entry is displayed in both the field and the **formula bar.**

2 Press F2 or click in the formula bar.

   A blinking insertion point is displayed in the formula bar.

3 **Move the insertion point** to the place you want to edit.

4 To delete a character to the left of the insertion point, press BACKSPACE.
   --Or--
   To delete a character to the right of the insertion point, press DEL.

5 Type any new text you want.

   If you decide not to replace the entry, press ESC or click the Cancel box in the formula bar.

6 Press ENTER or click the Enter box in the formula bar.

To create a new database

1   From the File menu, choose Create New File.

2   **Choose** Database.

Tips

To create a new file or open an existing file, you can display the Startup dialog box by double-clicking anywhere in the Works **workspace**.

You can use a **WorksWizard** to create an address database.   For more information, see How to Use a WorksWizard.

To create a label in form view

1   **Move the insertion point** to the place where you want to create the label.

2   Type the text for the label.   Do not type a colon at the end of the label.   A colon indicates that an entry is a field name, not a label.

As you type, the text is displayed in both the form and the **formula bar**.

If you make a mistake, press BACKSPACE.

If you decide not to enter the label, press ESC or click the Cancel box in the formula bar.

3   Press ENTER or click the Enter box in the formula bar.

In the formula bar, Works inserts a quotation mark to the left of the label.   The quotation mark indicates that the entry is text--not a field name, number, or formula.

Note: A label can be up to 325 characters long.   If you want to type more information, create another label.

To create a field in form view

1   **Move the insertion point** to the place where you want to create the field.

2   Type a unique name for the field, no longer than 15 characters, followed by a **:** (colon).   For example, **Last name:**

As you type, the name is displayed in both the form and the **formula bar**.

The colon tells Works that the text is a field name--not a label or field entry.

If you make a mistake, press BACKSPACE.

If you decide not to enter the field name, press ESC or click the cancel box in the formula bar.

3   Press ENTER or click the enter box in the formula bar.

Works places the field name on the form and displays the Field Size box.

4   To set the field size, you can either:

Accept the proposed field size of 20 characters wide and 1 line high
--Or--

Type a new width and height for the field.
Note: The maximum width and height depends upon the font and font size you are using.

5   Choose OK.

Works places a dotted line next to the field name.

6   Repeat steps 1- 5 until you have added all the fields you want.

If you want give the field a name that is longer than 15 characters, you can **hide the field name** and then type a more descriptive label to identify the field.

To hide a field name in form view

1   **Highlight the field name** you want to hide.

2   From the Format menu, choose Show Field Name.

   The field name is no longer displayed.   Works moves the field entry to the position where the field name used to be displayed.

   Note: When a field name is hidden, there is no check mark beside the Show Field Name command.

To display a field name again

1   **Highlight an entry** in the field whose name you want to display.

2   From the Format menu, choose Show Field Name.

   The field name is displayed again.

   Note: When a field name is displayed, there is a check mark beside the Show Field Name command.

To name and save a database

1 From the File menu, choose Save As.

2 Type a **filename**   no more than eight characters long.

3 Choose OK.

Works adds the extension .wdb to a database file.

After naming and saving your database for the first time, continue to save often so that you don't loose your work due to equipment or power failure.   To save a database while you work, choose the Save command from the File menu.

To switch to list view

➡   On the **Toolbar**, **click** the List View button.

--or--
From the View menu, choose List.
--or--
Press F9.

Note: Labels are not displayed in list view.   Field names are shown as column headings and records are displayed in rows.

To return to form view

➡   On the Toolbar, click the Form View button.

--or--
From the View menu, choose Form.
--or--
Press F9 again.

➡

To switch to list view

➡️ On the **Toolbar**, **click** the List View button.

--or--
From the View menu, choose List.
--or--
Press F9.

Note: Labels are not displayed in list view.   Field names are shown as column headings and records are displayed in rows.

To return to form view

➡️ On the Toolbar, click the Form View button.

--or--
From the View menu, choose Form.
--or--
Press F9 again.

➡️

To enter information in form view

1   **Move the insertion point** to the dotted line at the right of the field name.

2   Type the entry.

As you type, the entry is displayed in both the field and the **formula bar**.

If you make a mistake, press BACKSPACE.

If you decide not to enter the information, press ESC or click the Cancel box in the formula bar.

Note: A formula must begin with an = (equal sign).

3   If you want to:

➡   Complete this entry only, press ENTER or click the Enter box in the formula bar.
➡   Complete this entry and move to the next field, press TAB.
➡   Complete this entry and move to the previous field, press SHIFT+TAB.
Note: When you press TAB after typing the entry for the last field on your form, Works displays the next record so that you can begin filling it out.

➡.

I see ##### instead of the entry?

The field is not wide enough to display the entire entry.   Just **change the field size**.

➡

To enter more than one line in a field in form view

1 **Move the insertion point** to the dotted line at the right of the field name.

2 From the Format menu, choose Field Size.

3 Type the number of lines you want the field to display.

4 Choose OK.

5 Type the entry.

When you reach the end of the first line, the text automatically wraps to the next line.   To begin typing on the next line before you reach the end of the first line, press SHIFT+ENTER.

Note: A formula must begin with an = (equal sign).

To quickly change the field size in form view

1   **Click** the field entry whose size you want to change.

   Example:

2   Move the mouse pointer over the resize handle.   When you have it in the right place, the pointer changes shape.

3   **Drag** until the field is the size you want.

To set an exact height and width for a field

1   **Highlight the field entry** whose size you want to change.

2   From the Format menu, choose Field Size.

3   To change the width of a field, type the number of characters you want the field to display.

4   To change the height of a field, type the number of lines you want the field to display (minimum height, 1 line).

5   Choose OK.

   I see ##### instead of the entry?

   The field is not wide enough to display the entire entry.   Just **change the field size**.

To delete a label in form view

Important: You cannot recover deleted information.

1   **Highlight the label** you want to delete.

2   From the Edit menu, choose Delete Label.

Works deletes the label from your form.

To edit a label or field name in form view

1   **Highlight the label or field name** you want to change.

   The label or name is displayed in both the form and the **formula bar**.

2   Press F2 or click in the formula bar.

   A blinking insertion point is displayed in the formula bar.

3   **Move the insertion point** to where you want to begin editing.

4   To delete a character to the left of the insertion point, press BACKSPACE.
   --Or--
   To delete a character to the right of the insertion point, press the DEL key.

5   Type any new text you want.

6   Press ENTER or click the Enter box in the formula bar.

To reposition a label or field in form view

1   **Drag** the field name or label to the new location.

2   **Click** where you want to place it.

--Or--

1   **Highlight the label or name of the field** you want to move.

2   From the Edit menu, choose Position Label or Position Field.

3   Press the arrow keys () until you move the label or field to the location you want.

4   Press ENTER.

   Works moves the label or field to the new location.

   To help you position fields side by side on the same line, you can choose the Snap to Grid command from the Options menu.   When the grid is on, you can move the insertion point in even increments (up or down one evenly-spaced line at a time).

   You can also be certain that two fields are lined up vertically by comparing each field's y-coordinates.   Works displays the x and y coordinates of the insertion point in the **formula bar**.   The x-coordinate refers to the horizontal location of the insertion point; the y-coordinate refers to the vertical location.

To highlight a field name, entry, or label in form view

➡ **Click** the field name, entry, or label.

Press the arrow keys () until you highlight the information you want.

Tips

Depending on the location and number of fields you have on your form, it may be faster to highlight an entry by pressing:

➡ TAB, to highlight the next entry.
➡ SHIFT+TAB, to highlight the previous entry.

You can also move directly to an entry by choosing Go To from the Select menu and then double-clicking the name of the field you want.

➡

To move to a record in form view

➡ In the lower-left corner of your form, **click** the buttons until the record you want is displayed.

To go directly to a record

1 From the Select menu, choose Go To.

2 In the Go To box, type the number of the record you want to display.

3 Choose OK.

➡

To quickly change the alignment

1   **Highlight an entry** in the field whose alignment you want to change.

In list view, you can change the alignment of several adjacent fields by highlighting an entry in each field.

2   On the **Toolbar**, click the alignment you want.

--or--

To align	Press
Left	CTRL+L
Center	CTRL+E
Right	CTRL+R

To change the alignment and apply other styles

1   **Highlight an entry** in the field whose format you want to change.

In list view, you can change the alignment of several adjacent fields by highlighting an entry in each field.

2   From the Format menu, choose Style.

3   Under Alignment, **choose the option** you want.

4   Under Styles, **choose** the styles you want.

5   Choose OK.

Tips

To apply the same alignment to other fields, highlight the fields; then press SHIFT+F7.

In both form and list view, you can change field alignment before you enter information.   However, you won't see the alignment until you enter the information.

To change the style

1 **Highlight an entry** in the field whose style you want to change.

In list view, you can change the style of several adjacent fields by highlighting an entry in each field.

In form view, you can apply styles to labels and field names as well as field entries.   Click the label or field name whose style you want to change.

2 On the **Toolbar**, click the style you want.

--or--

To apply	Press
Bold	CTRL+B
Italic	CTRL+I
Underline	CTRL+U

--Or--

1 **Highlight an entry** in the field whose style you want to change.

In list view, you can change the style of several adjacent fields by highlighting an entry in each field.

In form view, you can apply styles to labels and field names as well as field entries.   Click the label or field name whose style you want to change.

2 From the Format menu, choose Style.

3 **Choose** the styles you want.

4 Choose OK.

Tips

➡ In list view you can apply the same styles to other fields by highlighting the fields and then pressing SHIFT+F7.

➡ In both form and list view, you can apply styles to fields before you enter information.You won't see the styles until you enter the information.   The one exception is in form view, where you can underline a blank field to simulate a paper form.

➡ To remove all styles from a field, highlight an entry in the field and then press CTRL+SPACEBAR.

To change the font and size

1   On the **Toolbar**, click the down arrow to display the available fonts.

2   Click the font you want.

3   On the Toolbar, click the down arrow to display the available point sizes.

4   Click the size you want.

--Or--

1   From the Format menu, choose Font.

2   Under Font, **choose** the font you want.

3   Under Size, choose the size you want.

4   Choose OK.

You can fit more information on a page by selecting a small point size.

The font or size I want isn't listed?

The fonts and sizes you see listed are determined by the printer you using.   If your printer doesn't support the font or size you want to use, you may be able to add additional fonts.   For information on adding fonts, see your printer's documentation.

To assign a field name in list view

1   **Move the highlight** to the column you want to name.

2   From the Edit menu, choose Field Name.

3   Type a unique name for the field, no longer than 15 characters.

In list view, you do not have to type a colon at the end of the field name.   Example: **Last Name**

4   Choose OK.

The field name is displayed as a heading at the top of the column.

Tips

   If you enter information in a column before you name it, Works automatically assigns the column a name that is based on its location.   Example: Field 1, Field 2, and so on.   You can change the name by following the steps above.

   When you create a field in list view and then switch to form view, the new field is displayed at the end of your form.   You can quickly change its position in form view by **dragging** the field to a new location.

Only part of the name is displayed?

The field is not wide enough to display the name. Just **change the field width**.   In list view, fields are 10 characters wide until you change them.

To switch to form view

➡️   On the **Toolbar**, **click** the Form View button.

--or--
From the View menu, choose Form.
--or--
Press F9.

To return to list view

➡️   On the Toolbar, click the List View button.

--or--
From the View menu, choose List.
--or--
Press F9 again.

➡️

To enter information in list view

1   **Move the highlight** to the field where you want to type the information.

2   Type the entry.

As you type, the entry is displayed in both the list and in the **formula bar**.

If you make a mistake, press BACKSPACE.

If you decide not to enter the information, press ESC or click the Cancel box in the formula bar.

Note: A formula must begin with an = (equal sign).

3   If you want to:

➡   Complete this entry only, press ENTER or click the Enter box in the formula bar.
➡   Complete this entry and move to the next field, press TAB.
➡   Complete this entry and move to the previous field, press SHIFT+TAB.
➡   Complete this entry and move to the beginning of the next record, press
⬇ then press HOME.

If you want to enter information in an area of list view, **highlight the area**, type the first entry, then press TAB to move to the next field or record in the selection.   Type the next entry, then press TAB to move to the next field or record, and so on.

As long as you press TAB, the movement of the highlight is confined to the highlighted area.

➡

Only part of the entry is displayed, or I see ####?

The field is not wide enough to display the entire entry.   Just **change the field width**.

➡

To change a field name in list view

1   **Move the highlight** to the field whose name you want to change.

2   From the Edit menu, choose Field Name.

    The name of the field is highlighted.

3   Type a new name no longer than 15 characters.

    In list view, you do not have to type a colon at the end of the name.   For example, in place of Town, type **City**

4   Choose OK.

    The new field name replaces the old one at the top of the column.

To quickly change the field width in list view

1 Move the mouse pointer () to the border at the right of the field name you want to change.

   When you have it in the right place, the pointer changes shape.

2 **Drag** to the right or left until the field is the width you want.

To set an exact field width

1 **Move the highlight** to the field whose width you want to change.

2 From the Format menu, choose Field Width.

3 Type the number of characters you want to display (0-79).

   Note: An entry can be longer than 79 characters, but in list view Works will only display the first 79 characters in a field.

4 Choose OK.

   Only part of an entry is displayed, or I see ####?

   The field is still not wide enough to display the entire entry, or the entry is more than 79 characters long.

To highlight an entry in list view

➡️   **Click** the entry.

➡️   Press the arrow keys () until you move the highlight () to the entry.

To highlight several entries in list view

1   Move the pointer () to the upper-left corner of the group you want to highlight.

2   **Drag** until you highlight the entry in the lower-right corner of the group.

    To cancel a selection, **click** anywhere in the window.

1   Press the arrow keys () until you move the highlight
    (to the upper-left corner of the group.

2   Hold down SHIFT and then press the arrow keys to extend the selection.

    To cancel a selection, press an arrow key or press ESC.

--Or--

1   Press the arrow keys until you move the highlight to the upper-left corner of the group.

2   From the Select menu, choose Entries.
    --or--
    Press F8.

    EXT is displayed in the status line.

3   Press the arrow keys to extend the selection.

    To stop extending the selection, press ESC.   To cancel the entire selection, press ESC again.

To highlight a field in list view

➡ **Click** the field name.   For example, click Last name.
To highlight several adjacent fields, move the pointer () to the leftmost field name; then **drag** to the right.

To cancel a selection, click anywhere in the list.

1 Press the arrow keys () until you move the highlight
() to the field.

To highlight several adjacent fields, move the highlight to the leftmost field; then hold down SHIFT and press
until you highlight an entry in each field you want to include in the selection.

2 From the Select menu, choose Field.
--or--
Press SHIFT+F8.

To cancel a selection, press ESC.

➡

To highlight a record in list view

➡️　　**Click** the record number.　For example, click 10.
To highlight several adjacent records, move the pointer () to the record number you want to start with; then **drag** down.

To cancel a selection, click anywhere in the list.

1　Press the arrow keys () until you move the highlight () to the record.

To highlight several adjacent records, move the pointer to the uppermost record; then hold down SHIFT and press until you highlight an entry in each record you want to include in the selection.

2　From the Select menu, choose Record.
--or--
Press CTRL+F8.

To cancel the selection, press ESC.

➡️

To highlight the entire database in list view

➡   **Click** the button above the first record number.

To cancel the selection, click anywhere in the list.

➡   From the Select menu, choose All.
--or--
Press CTRL+SHIFT+F8.
To cancel the selection, press ESC.

➡

To move in form view using the mouse

To move to an entry, field name, or label, **click** the one you want.
To move up or down within a large form, use the vertical scroll bar.

To move left or right within a large form, use the horizontal scroll bar.

To move between records, **click** the record buttons (located in the lower-left corner of your form).

To move in list view using the mouse

To move between records, use the vertical scroll bar.

To move between fields, use the horizontal scroll bar.

To move in form view using the keyboard

To move   Press

Right one space
Left one space
Down one line
Up one line

Next entry   TAB
Previous entry SHIFT+TAB
Leftmost edge   HOME
Rightmost edge END

First record   CTRL+HOME
Last record   CTRL+END
Next record   CTRL+PAGE DOWN
                CTRL+
Previous record CTRL+PAGE UP
                CTRL+

Up one window   PAGE UP
Down one window   PAGE DOWN
Left one window CTRL+
Right one window CTRL+

To move in list view using the keyboard

To move   Press

Right one entry
Left one entry
Down one entry
Up one entry

Next field   TAB
Previous field   SHIFT+TAB
Beginning of a record   HOME
Last entry in a record   END

First entry   CTRL+HOME
Last entry   CTRL+END
First entry in a field CTRL+
Last entry in a field CTRL+

Up one window   PAGE UP
Down one window   PAGE DOWN
Left one window   CTRL+PAGE UP
Right one window   CTRL+PAGE
                              DOWN

Next **pane**   F6
Previous pane   SHIFT+F6

To go directly to a field or record number

1   From the Select menu, choose Go To.
    --or--
    Press F5.

2   To move to a record, type the number of the record you want to go to...

    ...or to move to a field, **choose** the name of the field you want to go to.

3   Choose OK.

    To quickly move to a field, double-click the name of field you want to go to in the Names box.

To sort records

1   From the Select menu, choose Sort Records.

2   Under 1st Field, type the name of the field you want to sort by.   Works proposes the first field in your database, for example:

    If you are sorting by more than one field, type the name of the most significant field.   For example, if you are sorting a list of names, the last name is the most significant field, followed by the first name, and so on.

3   **Choose** either Ascend (A-Z or 0-9) or Descend (Z-A or 9-0).

4   To sort by a second field, type the name of the next most significant field under 2nd Field, and then choose either Ascend or Descend.

5   To sort by a third field, type the name of the field under 3rd Field, and then choose either Ascend or Descend.

6   Choose OK.

Tips

        To repeat the last sort, choose Sort Records from the Select menu, and then choose OK.
        To sort by more than three fields, sort the database twice.   For example, if you want your records to be organized by Zip Code, city, last name, first name, and then middle initial, you:

    First sort by the three least important fields.   Of those three fields, use the most important field as the 1st Field (Last name), the next as the 2nd Field (First name), and the least important as the 3rd Field (Middle initial).

    Then sort the remaining fields, again using the most important field as the 1st Field (Zip Code) and the next most important field as the 2nd field (City).

To copy in list view

Important: When you copy information to a location that already contains entries, the copied information replaces the existing entries.   To avoid this, you can insert blank fields or records first.

1   If necessary, **insert one or more blank fields or records** where you want to place the copied information.

2   **Highlight the entries** you want to copy.

3   From the Edit menu, choose Copy.
    --or--
    Press CTRL+C.

4   If you want to copy to another database, **open or switch to the database**.

5   **Move the highlight** to the upper-left corner of the area you want to copy to.

6   From the Edit menu, choose Paste.
    --or--
    Press CTRL+V.

When you choose the Copy command, Works places the information on the **Clipboard**.   You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.

To copy a record in form view

Important: When you copy a record to a location that already contains information, the copied record replaces the existing information.   To avoid this, you can insert blank record first.

1   If necessary, **insert a blank record** where you want to place the copy.

2   **Move to the record** you want to copy.

3   From the Edit menu, choose Copy Record.
    --or--
    Press CTRL+C.

4   Move to the record where you want to place the copy.

5   Note: If you move to a record that contains information, the copied record will replace it.

6   From the Edit menu, choose Paste Record.
    --or--
    Press CTRL+V.

When you choose the Copy Record command, Works places the information on the **Clipboard**.   You can then paste that record as many times as you like until you cut or copy other information to the Clipboard.

To duplicate a label in form view

1   **Highlight the label** you want to duplicate.

2   From the Edit menu, choose Duplicate Label.

3   **Drag** the copied label to a new location.

4   **Click** when you have reached the location where you want to place the label.

To fill down

Important: When you fill down or right, the copied information replaces any existing entries.   To avoid this, you can insert blank fields or records first.

1   If necessary, **insert one or more blank fields or records** where you want to place the copied information.

2   If you have not already done so, **switch to list view**.

3   **Highlight the entry or entries** you want to copy and the area below that you want to copy to.

You can highlight as many adjacent entries as you want, but they must be in the same record.

4   From the Edit menu, choose Fill Down.

To fill right

Important: When you fill down or right, the copied information replaces any existing entries.   To avoid this, you can insert blank fields or records first.

1   If necessary, **insert one or more blank fields or records** where you want to place the copied information.

2   If you have not already done so, **switch to list view**.

3   **Highlight the entry or entries** you want to copy and the area to the right that you want to copy to.

    You can highlight as many adjacent entries as you want, but they must be in the same field.

4   From the Edit menu, choose Fill Right.

To copy to another tool

1   If you have not already done so, **switch to list view**.

2   **Highlight the entries** you want to copy.

3   From the Edit menu, choose Copy.
    --or--
    Press CTRL+C.

4   **Open or switch to the file** you want to copy to.

5   **Move the insertion point or highlight** to the location you want to copy to.

6   From the Edit menu, choose Paste.
    --or--
    Press CTRL+V.

When you choose the Copy command, Works places the information on the **Clipboard**.   You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.

To move a record in form view

1   **Move to the record** whose location you want to change.

2   From the Edit menu, choose Cut Record.
     --or--
     Press CTRL+X.

3   If you want to:

     ➡   Insert the record between others, move to the record you want to appear after the moved record.
     ➡   Move the record to the end of your database, click the Last Record button.

4   From the Edit menu, choose Paste Record.
     --or--
     Press CTRL+V.

     Works inserts the record in its new location.

     ➡

     When you choose the Cut Record command, Works places the information on the **Clipboard**.   You can then
     paste that information as many times as you like until you cut or copy other information to the Clipboard.

     ➡

To move an entry in list view

Important: If you move information to a location that already contains entries, the moved information replaces the existing entries.   To avoid this, you can insert blank fields or records first.

1   If necessary, **insert one or more blank fields or records** where you want to move the information.

2   **Highlight the entry or entries** you want to move.

3   From the Edit menu, choose Cut.
    --or--
    Press CTRL+X.

4   **Move the highlight** to the upper-left corner of the area you want to move the information to.

5   From the Edit menu, choose Paste.
    --or--
    Press CTRL+V.

   When you choose the Cut command, Works places the information on the **Clipboard**.   You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.

To move a field in list view

1   **Highlight the field or fields** you want to move.

2   From the Edit menu, choose Cut.
    --or--
    Press CTRL+X.

3   Choose OK.

4   If you want to:

➡   Insert the field between others, highlight the field you want to appear to the right of the inserted field.
➡   Move the field to the right of the others, **drag** the box in the **horizontal scroll bar** until you reach the
first blank column and then click the top of the column.

5   From the Edit menu, choose Paste.
    --or--
    Press CTRL+V.

    Works inserts the moved field to the left of the field you highlighted.

➡
    When you choose the Cut command, Works places the information on the **Clipboard**.   You can then paste that
    information as many times as you like until you cut or copy other information to the Clipboard.

➡

To move a record in list view

1   **Highlight the record or records** you want to move.

2   From the Edit menu, choose Cut.
    --or--
    Press CTRL+X.

3   If you want to:

➡   Insert the record between others, highlight the record you want to appear below the inserted record.
➡   Move the record to the end of your database, **drag**   the box in the **vertical scroll bar**   until you reach
the end, and then click the record number of the first blank record.

4   From the Edit menu, choose Paste.
    --or--
    Press CTRL+V.

➡
    When you choose the Cut command, Works places the information on the **Clipboard**.   You can then paste that
    information as many times as you like until you cut or copy other information to the Clipboard.
➡

To move information to another tool

1 If you have not already done so, **switch to list view**.

2 **Highlight the entry or entries** you want to move.

3 From the Edit menu, choose Cut.
--or--
Press CTRL+X.

4 **Open or switch to the file** you want to move the information to.

5 **Move the insertion point or highlight** to the location you want to move the information to.

6 From the Edit menu, choose Paste.
--or--
Press CTRL+V.

When you choose the Cut command, Works places the information on the **Clipboard**.   You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.

To hide a record in form view

1 **Move to the record** you want to hide.

2 From the Select menu, choose Hide Record.

To display all records again, choose Show All Records from the Select menu.

To hide a record in list view

1   **Highlight the record or records** you want to hide.

2   From the Select menu, choose Hide Record.

To display the record or records again, choose Show All Records from the Select menu.

To hide a field in list view

1   Move the mouse pointer () to the border at the right of the field name.

    When you have it in the right place, the pointer changes shape.

2   **Drag** the right border to meet the field name's left border.

    When you release the mouse button, the field is hidden.

--Or--

1   **Highlight the field** you want to hide.

2   From the Format menu, choose Field Width.

3   Type **0** (zero).

4   Choose OK.

To display a hidden field in list view

1   From the Select menu, choose Go To.

2   **Choose** the name of the field you want to display.

3   Choose OK.

    The field is highlighted although it is not displayed.

4   From the Format menu, choose Field Width.

5   Type a number greater than 0 (zero).

6   Choose OK.

    The field is displayed.

To turn form protection on or off

From the Options menu, choose Protect Form.
When protection is on, a check mark appears beside the Protect Form command on the menu.

To turn protection off, choose the Protect Form command again.

To protect all fields

1 **Check** to make sure that all fields in the database are locked.

2 From the Options menu, choose Protect Data.

When protection is on, a check mark appears beside the Protect Data command on the menu.

Note: To turn protection off, choose the Protect Data command again.

To protect only some fields

1 **Check** to make sure that protection is turned off.

2 **Highlight an entry in each field** you do not want to protect.

   In form view, you can only highlight one entry at a time.   To unlock more than one field at a time, work in list view.

3 From the Format menu, choose Style.

4 To unlock the field, **clear** the Locked check box.

5 Choose OK.

6 If you are in form view, repeat steps 2 through 5 until you have unlocked all the fields you do not want to protect.

7 From the Options menu, choose Protect Data.

   When protection is turned on, a check mark appears beside the Protect Data command.   Entries in fields that are locked cannot be changed.

To turn data protection off

➡ From the Options menu, choose Protect Data.
When protection is turned off, there is no check mark beside the Protect Data command.

➡

To define a query

1   To switch to query view, click the Query button on the **Toolbar**.

--or--
From the View menu, choose Query.

Works displays a form that looks just like the form you created in form view, except that the word "QUERY" is displayed in the **status bar**.

2   **Move the insertion point** to first field you want to query.

3   Type the instructions.   The "What do I type?" section of the Querying topic provides examples and information for defining queries.

If you make a mistake, press BACKSPACE.

4   Press ENTER.

5   Repeat steps 2, 3, and 4 until you have entered instructions in all the fields you want.

6   To apply the query, switch to form or list view by clicking either the Form View or List View button on the Toolbar.

Works displays only those records that match the conditions you have defined.

Although you can view the results of a query in either form or list view, in list view you can see more than one matching record at a time.

I see the message, "No match found"?

Works did not find any records that match the instructions you entered. In this case, Works displays all the records.

To switch hidden and displayed records

➡️   From the Select menu, choose Switch Hidden Records.
Works displays the hidden records and hides those previously displayed.   A check mark appears beside the Switch Hidden Records command on the menu.

➡️   To switch records back, choose the Switch Hidden Records command again.

To display all records

From the Select menu, choose Show All Records. Works displays all the records in your database.

To reapply the last query

From the Select menu, choose Apply Query.
--or--
Press F3.

To edit an instruction in query view

1   If you have not already done so, **switch to query view**.

2   **Highlight the instruction** you want to edit.

The instruction is displayed in the **formula bar**.

3   Press F2 or click in the formula bar.

A blinking insertion point is displayed in the formula bar.

4   **Move the insertion point** to the place you want to edit.

5   To delete a character to the left of the insertion point, press BACKSPACE.
--Or--
To delete a character to the right of the insertion point, press DEL.

6   Type any new text you want.

7   Press ENTER   or click the Enter box in the formula bar.

To replace an instruction in query view

1   If you have not already done so, **switch to query view**.

2   **Highlight the instruction** you want to replace.

The instruction is displayed in the **formula bar**.

3   Type the new instruction.

As you type, the new information replaces the old instruction.

If you make a mistake, press BACKSPACE.

4   Press ENTER or click the Enter box in the formula bar.

To clear an instruction in query view

1   If you have not already done so, **switch to query view**.

2   **Highlight the instruction** you want to clear.

3   From the Edit menu, choose Clear Field Entry.
    --or--
    Press the DEL key.

4   Press ENTER.

To delete the entire query

1   If you have not already done so, **switch to query view**.

2   From the Edit menu, choose Delete Query.

To find records in form view

Note: Works searches the entire database beginning with the currently displayed record.

1   From the Select menu, choose Find.

2   Type the text or value you want to find.

3   **Choose** the option you want.

To go to the next record that contains a match, choose Next Record.

To display only the records that contain a match and hide the rest, choose All Records.

4   Choose OK.

Tips

If you chose the All Records option, Works displays the records that contain a match and hides the rest.   To show all the records again, choose the Show All Records command from the Select menu.

To repeat the previous search, press F7.   This is especially helpful if you chose the Next Record option.   In this case, Works moves to the next record containing a match.

To find records in list view

Note: Works searches the entire database beginning from the position of the highlight ().

1   If you want to search only part of the database, **highlight the entries** you want to search.

2   From the Select menu, choose Find.

3   Type the text or value you want to find.

4   **Choose** the option you want.

   To go to the next record that contains a match, choose Next Record.

   To display only the records contain a match and hide the rest, choose All Records.

5   Choose OK.

Tips

If you chose the All Records option, Works displays the records that contain a match and hides the rest.   To show all the records again, choose the Show All Records command from the Select menu.

To repeat the previous search, press F7.   This is especially helpful if you chose the Next Record option.   In this case, Works moves to the next record containing a match.

To enter a number

1   **Move the insertion point or highlight** to the field where you want to type the number.

2   Type the number (excluding commas).

   As you type, the number is displayed in both the field and in the **formula bar**.

   If you make a mistake, press BACKSPACE.

3   Press ENTER.
   --or--
   Click the Enter box in the formula bar.

   Note: When you enter a number that includes a fraction, Works converts it to a decimal number.   For example, if you type 10 3/4, Works converts it to 10.75.   However, you must precede a fraction with a whole number and a space.   For example, to enter the fraction 2/5 type **0 2/5**.

   If you type a dollar sign ($) before the number or a percent sign (%) after the number, Works automatically changes the field's format from general to currency or percent, respectively.

   The way that dates, times, and numbers are displayed also depends on the country you selected when you first installed Windows.
   For more information, see   Changing the International Settings

   I see ##### instead of a number?
   The field is not wide enough to display the number.   Just   **change the field width**.

   I see a date or time instead of the number?
   Format the field to display a number instead of a date or time.   For more information, see How to change a number format.

To change the number format

1   **Highlight an entry** in the field whose format you want to change.

In list view, you can change the format of several adjacent fields by highlighting an entry in each field.

2   From the Format menu, **choose**   the number format you want.

General
Fixed
Currency
Comma
Percent
Exponential
Leading zero
True/False

3   Depending on the format you choose, Works may display a dialog box asking you for more information.   If so, type the the number of decimals or digits you want.

4   Choose OK.

If you type a dollar sign ($) before the number or a percent sign (%) after the number, Works automatically changes the field's format from general to currency or percent, respectively.

The way that dates, times, and numbers are displayed also depends on the country you selected when you first installed Windows.

For more information, see   Changing the International Settings

I see ##### instead of a number?

The field is not wide enough to display the number.   Just **change the field width**.

To enter a series of numbers

1   If you have not already done so, **switch to list view**.

2   **Move the highlight** to the field where you want the series to begin.

3   Type the first number in the series, and then press ENTER.

4   **Highlight the entry and the area** to the right or below into which you want to fill the series.

5   From the Edit menu, choose Fill Series.

6   Type a number to determine an increment for the series.   Works proposes 1.

    To create a decreasing series, type a negative number.

7   Choose OK.

To enter text in form view

1 **Move the insertion point** to field where you want to type the entry.

2 Type the text.

As you type, the text is displayed in both the field and the **formula bar**.

If you make a mistake, press BACKSPACE.

If you decide not enter the text, press ESC or click the Cancel box in the formula bar.

3 Press ENTER or click the Enter box in the formula bar.

In the formula bar, a quotation mark appears to the left of the entry.   This indicates that the entry is text, not a number or formula.

If you want to enter a date, time, or number as text, type **"** (quotation mark) before the entry.   For example, if you want to enter the word April as text, type **"April**   Otherwise, Works evaluates the entry as a date.

I can't see all of the entry?

The field is not wide enough to display the entry.   Just **change the field width.**

To enter text in list view

1 **Move the highlight** to the field where you want to type the entry.

2 Type the text.

   As you type, the text is displayed in both the field and the **formula bar**.

   If you make a mistake, press BACKSPACE.

   If you decide not enter the text, press ESC or click the Cancel box in the formula bar.

3 Press ENTER or click the Enter box in the formula bar.

   In the formula bar, a quotation mark appears to the left of the entry.   This indicates that the entry is text, not a number or formula.

   If you want to enter a date, time, or number as text, type **"** (quotation mark) before the entry.   For example, if you want to enter the word April as text, type **"April**   Otherwise, Works evaluates the entry as a date.

   I can't see all of the entry?

   The field is not wide enough to display the entry.   Just **change the field width.**

To enter a formula in form view

1 **Move the insertion point** to the field where you want to type the formula.

2 Type = (an equal sign) and then the formula.

You must type a quotation mark (") before any **text** you type in the formula, for example "NY.   Do not type a quotation mark before field names or numbers.

If you make a mistake, press BACKSPACE.

If you decide not to enter the formula, press ESC or click the Cancel box in the **formula bar**.

3 Press ENTER or click the Enter box in the formula bar.

To enter a formula in list view

1   **Move the highlight** to the field where you want to type the formula.

2   Type = (an equal sign) and then the formula.

     You must type a quotation mark (") before any **text** you type in the formula, for example "NY.   Do not type a quotation mark before field names or numbers.

     If you make a mistake, press BACKSPACE.

     If you decide not to enter the formula, press ESC or click the Cancel box in the **formula bar**.

3   Press ENTER or click the Enter box in the formula bar.

To insert a field name into a formula in list view

1 If you have not already done so, **switch to list view**.

2 **Move the highlight** to the place you want to type the formula.

3 Type the formula up to where you want to insert the field name.

The formula is displayed in both the field and the **formula bar**.

4 Click the field whose name you want to insert.

5 Type the rest of the formula.

If you make a mistake, press BACKSPACE.

If you decide not to enter the formula, press ESC or click the Cancel box in the formula bar.

6 Press ENTER or click the Enter box in the formula bar.

To use a function in a formula

1 **Move the highlight or insertion point** to the field where you want to type the formula.

2 Type = (an equal sign) followed by the function you want to use.   Example: **=AVG**

   As you type, the formula is displayed in both the field and the **formula bar**.

   If you make a mistake, press BACKSPACE.

3 Type the **arguments** (usually field names or numbers) you want the function to apply to.

   Remember to enclose the arguments in parentheses and to separate them with commas.   Example: **=AVG(Test 1,Test 2,Test 3)**

   If you decide not to enter the formula, press ESC or click the Cancel box in the formula bar.

4 Press ENTER or click the Enter box in the formula bar.

   I see the message "Reference not valid or wrong operator"?

   Make sure that you have enclosed the arguments in parentheses and that you have separated them with commas.

To create a header or footer

1   From the Edit menu, choose Headers & Footers.

2   Type the text and any header and footer codes you want (see table below).

    For example, to left-align the header "Customers," type...

    ...or type this to have Works automatically insert the page number as a footer.

3   Choose OK.

Header and footer codes

To	Type
Print the page number	**&p**
Print the date in short format	**&d**
Print the date in long format	**&n**
Print the time	**&t**
Print the filename	**&f**
Left-align text	**&l**
Center text	**&c**
Right-align text	**&r**
Print & (ampersand)	**&&**

To see what a header or footer looks like before you print or to check its position on the page, click the Preview button on the **Toolbar**.

When you insert a date or time in a header or footer, it is displayed as 6/8/92 (short form), June 8, 1992 (long form), or 2:30 PM (12-hour clock).   This may vary depending on the country you selected when you first installed Windows.

    For more information, see Changing the International Settings

To change the starting page number

1   From the File menu, choose Page Setup & Margins.

2   Type the number you want Works to use as the starting page number.

3   Choose OK.

I don't see any page numbers on my printed document?

You need to create a header or footer that tells Works to insert the page number.   For more information, see How to Create a Header or Footer.

To adjust the header or footer margin

1   From the File menu, choose Page Setup & Margins.

2   Type a new measurement for any of the margins you want to change.

   Works assumes the unit of measure is inches--you don't have to type the inch symbol (").

   The header margin must be smaller than your document's top margin and the footer margin must be smaller than the bottom margin.

3   Choose OK.

   If you want to enter another unit of measure, type the abbreviation after the measurement.   For example, type **cm** for centimeters, **pi** for picas, or **pt** for points.
   For information on changing the preset unit of measure, see   How to Change the Unit of Measure.

   If you want to check the header or footer position on the page before you print, click the Preview button on the **Toolbar**.

To print without a header or footer on the first page

1 From the Edit menu, choose Headers & Footers.

2 **Choose** the options you want.

3 Choose OK.

To delete a header or footer

1   From the Edit menu, choose Headers & Footers.

2   In the Header or Footer box, **highlight the text** you want to delete.

3   Press the DEL key.

4   If necessary, repeat steps 2 and 3 to delete text in the other box.

5   Choose OK.

To adjust page margins

1   From the File menu, choose Page Setup & Margins.

2   Type a new measurement for any margin you want to change.

Works assumes the unit of measure is inches--you don't have to type the inch symbol (").

The header margin must be smaller than the top margin and the footer margin must be smaller than the bottom margin.

3   Choose OK.

If you want to enter another unit of measure, type the abbreviation after the measurement.   For example, type **cm** for centimeters, **pi** for picas, or **pt** for points.

For information on changing the preset unit of measure, see   How to Change the Unit of Measure.

If you want to see what the margins look like before you print, click the Preview button on the **Toolbar**.

To print more than one record on a page in form view

1   From the File menu, choose Page Setup & Margins.

2   **Clear** the Page Breaks Between Records option.

If you want to specify the amount of space between records on a page, type a number.

Works assumes the unit of measure is inches.   You don't have to type the inch symbol (").

3   Choose OK.

Works automatically inserts a page break when there is enough information to fill up a page.   Works does not insert a page break in the middle of a record.   If there is not enough room to display an entire record, Works prints it on the next page.   However, you can insert additional page breaks wherever you want, for more information see ➡ How to Insert a Page Break in Form View.

➡
If you want to see how the information looks on the page before you print, click the Preview button on the **Toolbar**.

➡

To insert a page break in form view

1 **Move the insertion point** to the place where you want to insert the page break.

   The page break will be inserted above the tip of the insertion point.

2 From the Edit menu, choose Insert Page Break.

   Works inserts the page break and automatically adjusts all other page breaks.

   Note: Page breaks you insert are displayed as dotted lines.   All other page breaks are displayed as dashed lines.

To delete a page break in form view

1 **Move the insertion point** over the page break you want to delete.

2 From the Edit menu, choose Delete Page Break.

   Works deletes the page break and adjusts the remaining page breaks.

To insert a page break in list view

1   To insert a horizontal page break, **highlight the record** you want to appear below the page break.

    --Or--

    To insert a vertical page break, **highlight the field** you want to appear to the right of the page break.

2   From the Edit menu, choose Insert Page Break.

    Works inserts the page break and automatically adjusts all other page breaks.

To delete a page break in list view

1 To delete a horizontal page break, **highlight the record** below the page break.

   --Or--

   To delete a vertical page break, **highlight the field** to the right of the page break.

2 From the Edit menu, choose Delete Page Break.

   Works deletes the page break and adjusts all remaining page breaks.

To change the page size

1 From the File menu, choose Page Setup & Margins.

2 Type a new measurement for the page length or width.

Works assumes the unit of measure is inches--you don't have to type the inch symbol (").

Note: If you want to print on legal paper, change the page length to 14".

3 Choose OK.

4 From the File menu, choose Printer Setup.

5 To print on paper other than 8.5" by 11", click the arrow and **choose** the paper size you want.

6 Choose OK.

Note: When you change the page size in the Printer Setup dialog box, you change it for all documents and applications.

For example, if you change to legal-size paper (8.5" by 14"), but then want to print a document on letter-size paper (8.5" by 11"), you need to:

1 Make sure the page length and width settings are correct in the Page Setup & Margins dialog box.

2 Change the paper size back to letter size (8.5" by 11") in the Printer Setup dialog box.

If you forget to do this, Works will give you a message before you print.

To change the page orientation

1 From the File menu, choose Page Setup & Margins.

2 To change the page orientation, switch the measurements.

   For example, to print horizontally on 8.5" by 11" paper, change the length to 8.5" and the width to 11".

   Works assumes the unit of measure is inches--you don't have to type the inch symbol (").

3 Choose OK.

4 From the File menu, choose Printer Setup.

5 Under Orientation, **choose** Portrait or Landscape.

   If you choose Landscape orientation, it may affect the way all your documents look.   See the Notes section below for more information.

6 Choose OK.

Notes:

       When you change the orientation in the Printer Setup dialog box, you change it for all documents and applications.
   For example, if you change the orientation to landscape but then want to print a document in portrait orientation, you need to:

   1   Change the page length and width in the Page Setup & Margins dialog box.

   2   Change the orientation back to Portrait in the Printer Setup dialog box.

   If you forget to do this, Works will give you a message before you print.

       When you change to landscape orientation, there are only certain fonts that are available for printing. This may temporarily change the way all your documents look.
   For example, if you print your database and then want to print a word processor document using other fonts, you need to change back to portrait orientation to see those fonts again.

To preview a document

1   On the **Toolbar**, click the Print Preview button

--or--

From the File menu, choose Print Preview.

Works displays the document in the print preview window.

2   To:

See the next page, choose Next.
See the previous page, choose Previous.
Magnify the page half way, choose Zoom In.
Move from one part of the magnified page to another, use the scroll bars

--or--

Press PAGE UP or PAGE DOWN.

Magnify the page all the way, choose Zoom In twice.
Return to the full page, choose Zoom Out once or twice depending on how many times you magnified the page.

Print the document, choose Print.
Leave print preview, choose Cancel.

When you move the mouse pointer over the page it changes to a magnifying glass.   You can then click the page to zoom in or out.

To print one record in form view

1   **Move to the record** you want to print.

    To print only labels and field names, click the Last Record button to move to the blank record at the end of your database.

2   From the File menu, choose Page Setup & Margins.

3   **Choose** Current Record Only.

4   To print everything you see on the form, choose All Items.
    --Or--
    To print only the entries, choose Field Entries Only.

5   If you want to print the field lines, **choose** Print Field Lines.

6   Choose OK.

7   On the **Toolbar**, click the Print button.

    --or--
    From the File menu, choose Print.
    --or--
    Press CTRL+P.

8   If you want to print more than one copy, type the number of copies you want.

9   If you want Works to print without bold, italic, and underline formatting, choose Draft Quality Printing.
    Depending on your printer, Works may print faster with Draft Quality Printing chosen.

10 Choose OK.

To print all records in form view

1   From the File menu, choose Page Setup & Margins.

2   **Choose** All Records.

3   To print everything you see on the form, choose All Items.
    --Or--
    To print only the entries, choose Field Entries Only.

4   If you want to print the field lines, **choose** Print Field Lines.

5   To print more than one record per page, **clear** Page Breaks Between Records.   Works prints as many complete records as it can fit on a page.

    If you want to specify the amount of space between records on a page, type a number.

    Works assumes the unit of measure is inches.   You don't have to type the inch symbol (").

6   Choose OK.

7   On the **Toolbar**, click the Print button.

    --or--
    From the File menu, choose Print.
    --or--
    Press CTRL+P.

8   If you want to print more than one copy, type the number of copies you want.

9   If you want to print only some of the pages, choose the Pages option and then type the range of page numbers you want to print.

10 If you want Works to print without bold, italic, and underline formatting, choose Draft Quality Printing. Depending on your printer, Works may print faster with Draft Quality Printing chosen.

11 Choose OK.

    You can see the page numbers for your database in the preview window.   To preview a document, click the Preview button on the **Toolbar**.

To slide a field to the left

1 **Highlight the name of the field** you want to slide to the left.

2 If you want to hide the field name, choose Show Field Name from the Format menu.

3 From the Format menu, choose Style.

4 **Choose** Slide To Left.

5 Choose OK.

When you print the form, Works slides the field name and or entry to the left.

If you want to check the field position before you print, click the Preview button on the **Toolbar**.

To print in list view

1 If you want to print with **record and field headings** or with **gridlines**, choose Page Setup & Margins from the File menu.   **Choose** the options you want and then choose OK.

2 On the **Toolbar**, click the Print button.

--or--
From the File menu, choose Print.
--or--
Press CTRL+P.

3 If you want to print more than one copy, type the number of copies you want.

4 If you only want to print part of the database, choose the Pages option and then type the range of page numbers you want to print.

5 If you want Works to print without bold, italic, and underline formatting, choose Draft Quality Printing. Depending on your printer, Works may print faster with Draft Quality Printing chosen.

6 Choose OK.

You can see the page numbers for your database in the preview window.   To preview a document, click the Preview button on the **Toolbar**.

To copy to another application

1   If you have not already done so, **switch to list view**.

2   **Highlight the entries** you want to copy.

3   From the Edit menu, choose Copy
    --or--
    Press CTRL+C.

4   **Open the application and file** you want to paste to.

5   **Move the insertion point or highlight** to the location you want to paste to.

6   From the Edit menu, choose Paste or the equivalent command.

When you choose the Copy command, Works places the information on the **Clipboard**.   You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.

If you copy to a word processor document, you may need to adjust tab stops, fonts, and font sizes to properly display the copied information.
If you copy to a spreadsheet, you may need to adjust the column width to properly display the copied information.

I try to copy to an application and it doesn't work?

Try saving the file as a text file and then opening the file in the application.

To move information to another application

1   If you have not already done so, **switch to list view**.

2   **Highlight the entries** you want to move.

3   From the Edit menu, choose Cut
    --or--
    Press CTRL+X.

4   **Open the application and file** you want to paste to.

5   **Move the insertion point or highlight** to the location you want to paste to.

6   From the Edit menu, choose Paste or the equivalent command.

When you choose the Cut command, Works places the information on the **Clipboard**.   You can then paste that information as many times as you like until you cut or copy other information to the Clipboard.

If you paste to a word processor document, you may need to adjust tab stops, fonts, and font sizes to properly display the copied information.
If you paste to a spreadsheet, you may need to adjust the column width to properly display the copied information.

I try to move information to an application and it doesn't work?

Try saving the file as a text file and then opening the file in the application.

To save a database as a text file

1   From the File menu, choose Save As.

2   **Choose** Text & Commas, Text & Tabs (DOS) or Text & Tabs.

    If you choose:

➡   Text & Commas, entries are separated by commas, and text, dates, times, and numbers in currency or percent format are enclosed in quotation marks.

➡   Text & Tabs (DOS), entries are separated by tabs, and number formats are saved.   Try this before choosing Text & Tabs.

➡   Text & Tabs, the text file is saved using the **ANSI character set**.   Entries are separated by tabs, and number formats are saved.   Only some Windows applications recognize this format.

3   If you want to rename the text version of the file, type a name up to eight characters long.   Works automatically adds the extension .csv if you chose Text & Commas or .txt if you chose Text & Tabs.

4   Choose OK.

    The database is saved on your disk as a text file.   Your original file is still displayed and is not replaced or altered.

➡   Some of the characters change when I open the file in the other application.

    Try saving the file in another text file format.   For example, if you saved the file as Text & Tabs (DOS), try saving the file as Text & Tabs or Text & Commas.

➡   I want to save the file in another directory or to another drive?

    In the File Save As box, **choose** the directory or drive you want.

➡

To save a database as a dBASE file

1 From the File menu, choose Save As.

2 **Choose** dBASE III or dBASE IV depending upon the version of dBASE you have.

   When you save a Works database as a dBASE file, it retains its field names.

3 If you want to rename the dBASE version of the file, type a name up to eight characters long.   Works automatically adds the extension .dbf to a dBASE file.

4 Choose OK.

   The database is saved on your disk in the dBASE format you chose.   Your original file is still displayed and is not replaced or altered.

I want to save the file in another directory or to another drive?

   In the File Save As box, **choose** the directory or drive you want.

To open a text file from another application

1   From the File menu, choose Open Existing File.

2   Type the filename and extension of the text file you want to open.

   Note: If the file is located in a different directory or on another drive, **choose** the directory or drive you want.

3   Choose OK.

   Works displays the Open File As box.

4   **Choose** the tool you want to open the file in.

5   Works proposes Text for DOS.   Try this first.   If the text file does not open, **choose** Text for Windows.

6   Choose OK.

   Note: When you open a text file in a Works database, field names appear as Field 1, Field 2, and so on.

To open a dBASE file

1   From the File menu, choose Open Existing File.

2   Type the filename and extension of the file you want to open.
    dBASE files have the extension .dbf.

    Note: If the file is located in a different directory or on another drive, **choose** the directory or drive you want.

3   Choose OK.

To hide or show the Toolbar

From the Options menu, choose Show Toolbar.
Works hides the Toolbar and removes the check mark beside the command name on the menu.

To display the Toolbar again, choose Show Toolbar again.

To hide the status bar

1   From the Options menu, choose Works Settings.

2   **Clear** the Show Status Bar check box.

3   Choose OK.

    Works hides the status bar.

To show the status bar

1   From the Options menu, choose Works Settings.

2   **Choose** the Show Status Bar check box.

3   Choose OK.

To hide or show gridlines

From the Options menu, choose Show Gridlines.
Works hides the gridlines and removes the check mark beside the command name on the menu.

To display the gridlines again, choose Show Gridlines.

To hide or show field lines

From the Options menu, choose Show Field Lines.
Works hides the field lines and removes the check mark beside the command name on the menu.

To display the field lines again, choose Show Field Lines.

To divide a window into panes

1 To divide a window horizontally...

2 **Drag** the split bar down.

3 To divide a window vertically...

   ...move the mouse pointer to the split bar located in the lower-left corner of the document window.

   When you have the pointer in the right place, it changes shape.

4 Drag the split bar to the right.

1 From the Window menu, choose Split.

   The mouse pointer changes its shape () and the workspace is divided into panes.

2   To move the horizontal split bar, press   or .

   --Or--

   To move the vertical split bar, press   or .

3 Press ENTER.

To move between panes

Click in the pane you want.

--or--

To move to the	Press
Next pane	F6
Previous pane	SHIFT+F6

To remove the panes

Double-click the split bar.

--Or--

1   From the Window menu, choose Split.

2   To remove the horizontal split line, press   or   until the line reaches the top or bottom of the window.

--Or--

To remove the vertical split line, press   or   until the line reaches the right or left edge of the window.

3   Press ENTER.

Database and reporting ideas

Related information

➡   Spreadsheet and charting ideas
➡   Word Processor ideas

Address database

To see the instructions, click the stars.

Database and reporting ideas

Address database

To see the instructions, click the stars.

Volunteer database

To see the instructions, click the stars.

Volunteer database

To see the instructions, click the stars.

Volunteer database

To see the instructions, click the stars.

Inventory database

To see the instructions, click the stars.

Inventory database

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Inventory report

To see the instructions, click the stars.

Inventory report

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Student database

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Catalogue order form

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Catalogue order form

To see the instructions, click the stars.

Travel expenses

To see the instructions, click the stars.

Travel expenses

To see the instructions, click the stars.

Statement

To see the instructions, click the stars.

To open a topic, click the one you want
from the indented sections of the list below.

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- Database basics
- Creating a database in form view
- Creating a database in list view
- Moving within a database
- Highlighting information

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- Numbers
- Dates and times
- Formulas
- Functions
- Function reference

Changing information
- Adding entries
- Editing an entry
- Removing entries
- Copying information
- Moving information

Enhancing the appearance
- Changing information appearance
    --includes movie
- Changing the screen display

Finding information
- Finding records
    --includes movie
- Hiding fields or records
- Querying

Sorting and protecting
- Sorting records
- Protecting a database

Printing
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- Changing the page layout
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- Printing a list

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- Sharing with other applications

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
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➡ international settings

➡ overview

➡ **TIME function, how to use**

➡ **Title bar, illustrated**

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➡ background reading

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➡ database tool

➡ lesson: Introducing the tools together

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➡ reporting tool

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➡ lessons   (See Lessons)

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Edit Copy, Edit Cut, Edit Paste

These commands are unavailable in Query view.

More information

          Changing or deleting a query

File Print Preview

Displays your database as it will appear when printed.   You can check the margins, page breaks, **headers** and **footers**, and so on.   To:

➡️   See the next page, click Next.
➡️   See the previous page, click Previous.
➡️   Magnify the page half way, click Zoom In.
➡️   Move from one part of the magnified page to another, use the scroll bars
--or--
Press PAGE UP or PAGE DOWN.
➡️   Magnify the page all the way, click Zoom In twice.
➡️   Return to the full page, click Zoom Out once or twice depending on how many times you magnified the page.
➡️   Print the document, click Print.
➡️   Leave print preview, click Cancel.

Shortcut...
   To choose Print Preview, **click** the Preview button on the **Toolbar**.

More information
➡️   Previewing

Edit Cut Record

Cuts the currently displayed **record** and places it on the **Clipboard**.

➡️ You can then paste the record in another location in the same database, another Works tool, or another Windows application.   To paste the record, press CTRL+V.

➡️ You can paste the record as many times as you like until you cut or copy other information to the Clipboard.

Shortcut...

To choose Edit Cut Record, press CTRL+X.

More information

➡️ Moving information

➡️ Sharing with other applications

Edit Copy Record

Copies the currently displayed **record** to the **Clipboard**.

➡   You can then paste the record in another location in the same database, another Works tool, or another Windows application.   To paste the record, press CTRL+V.

➡   You can paste the record as many times as you like until you cut or copy other information to the Clipboard.

Shortcut...

To choose Edit Copy Record, press CTRL+C.

More information

➡   Copying information

Edit Paste Record

Pastes a **record** that you have cut or copied to the **Clipboard** into your database.

➡ When you paste in form view, the pasted record replaces the currently displayed record.
➡ You can paste a record as many times as you like until you cut or copy other information to the Clipboard.

Shortcut...

To choose Edit Paste Record, press CTRL+V.

More information
➡ Copying information
➡ Moving information

Edit Clear Field Entry

Clears a highlighted entry.   You cannot recover cleared information.

▶   When you clear an entry, Works removes the entry but retains the formatting, so that the next entry you type has the same **format** as the rest of the entries in that **field**.

▶   If you have typed information in a field containing a **formula,** choosing Edit Clear Field Entry clears the entry and restores the formula.   Clear Formula is displayed on the Edit menu.

▶   You can clear more than one entry at a time in list view.

Shortcut...

To clear a single highlighted entry, you can also press DEL.   To clear more than one entry at a time, you must use the Clear Field Entry command in list view.

More information

▶   Removing entries

Edit Clear Formula

Clears a **formula** and all of the resulting entries from a highlighted **field**.   You cannot recover cleared information.

➡   In form view, highlight an entry based on the formula, then choose Edit Clear Formula.
➡   In list view, highlight the field containing the formula you want to clear.   Note: You must highlight the entire field to see the Clear Formula command.
➡   If you have typed information in a field containing a formula, choosing Edit Clear Field Entry clears the entry and restores the formula.   Clear Formula is then displayed on the Edit menu.

More information
➡   Removing entries

Edit Position Field

Use to move a highlighted **field** to a new location.

➡️   After you choose this command, you can move the field by pressing the arrow keys (
⬅️⬆️⬇️➡️) or by **dragging** it.   When you reach the location where you want to place the field, press ENTER or **click** the mouse button.

More information
➡️   Changing a form

Edit Position Label

Use to move a highlighted **label** to a new location.

After you choose this command, you can move the label by pressing the arrow keys (←↑↓→) or by **dragging** it.   When you reach the location where you want to place the label, press ENTER or **click** the mouse button.

More information
Changing a form

Edit Delete Field

Deletes the highlighted **field**, including all entries, from your database.   You cannot recover deleted information.

➡   Before Works deletes the entire field, it asks you if it is OK to delete data in the highlighted field.   If you decide not to delete the information, click the Cancel button.

More information
➡_____Removing entries
➡_____Editing an entry

Edit Delete Label

Deletes the highlighted **label** from your database.   You cannot recover deleted information.

More information
      Changing a form

Edit Duplicate Label

Duplicates the highlighted **label**.

➡   You can move the label to a new location by pressing the arrow keys (
←↑↓➡) or by **dragging** it.   When you reach the location where you want to place the label, press ENTER or **click**
the mouse button.

More information
➡_____Changing a form

Edit Delete Record

Deletes the currently displayed **record**.   You cannot recover deleted information.

More information
➡   Removing entries
➡   Editing an entry

Edit Insert Record

Inserts a blank record before the currently displayed **record**.

More information
➡ _____ Adding entries

Edit Delete Page Break

Deletes a horizontal page break.

➡ **Move the insertion point** over the page break you want to delete.   If the insertion point does not touch the page break, Delete Page Break will not be available.

➡ Page breaks in form view do not affect those in list view.

More information

➡ Inserting and deleting page breaks

Edit Insert Page Break

Inserts a horizontal page break above the **insertion point** or above the highlighted **field** or **label**.

➡   Page breaks in form view do not affect those in list view.

➡
To insert a page break immediately above a field, highlight the field by pressing TAB.   If you highlight the field using the mouse, the position of the page break may vary.

More information

➡   Inserting and deleting page breaks

Select Apply Query

Reapplies the last query to **records** in your database.

➡️　　　For example, you may want to reapply a query after editing or adding records to your database. Works applies the query to all records, including hidden ones, and displays only those records that match the conditions you specify.

Shortcut...

To choose Select Apply Query, press F3.

More information
➡️＿＿＿＿＿Querying
➡️＿＿＿＿＿Finding records

Select Hide Record

Hides the currently displayed **record**.

➡️ When you hide a record in form view, the record is not displayed in form view, list view, or included in a report.
   However, when you apply a query or perform a search, Works searches all the records in your database including the hidden ones, then displays the records that match the query or search conditions you specified.

➡️ The number of displayed records versus the total number of records is displayed in the **status bar**.

More information
➡️_____Hiding fields or records
➡️_____Finding records
➡️_____Querying

Select Show All Records

Displays all **records** in a database, including records that have been hidden.

➡   The number of displayed records versus the total number of records is shown in the **status bar**.

More information
➡_____Hiding fields or records
➡_____Finding records
➡_____Querying

Select Switch Hidden Records

Displays all of the hidden **records** and hides the currently displayed records.

➡   For example, you may want to display the records hidden by a query, or by using the Hide Record command on the Select menu.

➡   The number of displayed records versus the total number of records is shown on the **status bar**.

More information

➡   Hiding fields or records

➡   Finding records

➡   Querying

Format General

Until you change a field's **number format**, Works displays numbers using General format.   In this format, numbers are displayed as precisely as possible given the width of the **field**.

More information
➡   Changing the number format

Format True/False

Formats a highlighted **field** to display numbers using logical values.

➡ If a number is anything but 0, its value is TRUE.
➡ If a number is 0, its value is FALSE.

More information
➡   Changing the number format

Format Show Field Name

Choose to hide or show the name of the highlighted **field**.   For example, you may want to hide field names if you are printing on a preprinted form.

➡   When a field name is hidden, the check mark is no longer displayed beside Show Field Name on the Format menu.

➡   When a field name is displayed, the check mark is displayed beside Show Field Name on the Format menu.

More information

➡_____ Printing a form

➡_____ Changing a form

Options Show Toolbar

Choose to hide or show the **Toolbar**.

➡ When the Toolbar is hidden, the check mark is no longer displayed beside Show Toolbar on the Options menu.

➡ When the Toolbar is displayed, the check mark is displayed beside Show Toolbar on the Options menu.

More information

➡ Hiding the Toolbar or status bar

Options Show Field Lines

Choose to hide or show **field lines**.

➡️ When field lines are hidden, the check mark is no longer displayed beside Show Field Lines on the Options menu.

➡️ When field lines are displayed, the check mark is displayed beside Show Field Lines on the Options menu.

More information

➡️ Changing a form

Options Protect Data

Prevents changes to locked **fields**.

➡️ When protection is on, you cannot change entries in locked fields.   A check mark is displayed beside Protect Data on the Options menu.
➡️ When protection is off, the check mark is no longer displayed beside Protect Data on the Options menu.
Note: You lock and unlock fields using the Style command on the Format menu.   Fields are automatically locked until you clear the Locked option in the Format Style dialog box.

More information
➡️ Protecting a database

Options Protect Form

Prevents changes to your database form.

➡️   When form protection is on, you can change entries, but you cannot change field names, field sizes, or **labels**.   A check mark is displayed beside Protect Form on the Options menu.
   Note: Field names will also be protected in list view.

➡️   When protection is off, the check mark is no longer displayed beside Protect Form on the Options menu.

More information
➡️   Protecting a database

Options Snap To Grid

Choose to turn the grid off or on.   When the grid is on, **fields** snap into position along an invisible grid, helping you position them accurately.

➡   If you want to place **labels** and fields anywhere on your form, turn off the grid by choosing Snap To Grid. When the grid is off, the check mark is no longer displayed beside Snap To Grid on the Options menu.
➡   To turn the grid on again, choose this command.   When the grid is on, a check mark is displayed next to Snap To Grid on the Options menu.

More information
➡   Changing a form

View Form

Switches you to form view, where information is displayed one **record** at a time.   In form view, you can create a customized form, such as an invoice or statement.

When you create a new database, Works displays a blank form in form view.   The form can contain **fields** and descriptive text for the form called **labels**.

Shortcut...

To choose View Form, **click** the Form View button on the **Toolbar**.

More information
Creating a database in form view

View List

Switches you to list view, where **records** are displayed in a list.

➡️ Work in list view when you want to see and work with a group of records, such as when you are copying, sorting, searching, applying a query, and so on.

Shortcut...

To choose View List, **click** the List View button on the **Toolbar**.

More information

➡️ Creating a database in list view

View Query

Switches you to query view.

➡ In query view, Works displays a blank form.   You can enter instructions into the fields on the form to tell Works which **records** you want to display, print, include in form letters, mailing labels, or in a report.

➡ If you have defined a query, your most recent query instructions, if any, are displayed on the form.

Shortcut...

To choose View Query, **click** the Query View button on the **Toolbar**.

More information

➡   Querying

Edit Cut

Cuts **highlighed entries** and places them on the **Clipboard.**

➡️   You can then paste the entries in another location in the same database, another Works tool, or another Windows application.   To paste the entries, press CTRL+V.

➡️   You can paste the entries as many times as you like until you cut or copy other information to the Clipboard.

Shortcut...

To choose Edit Cut, press CTRL+X.

More information

➡️   Moving information

➡️   Sharing with other applications

Edit Copy

Copies **highlighed entries** and places them on the **Clipboard**.

➡️   You can then paste the entries in another location in the same database, another Works tool, or another Windows application.   To paste the entries, press CTRL+V.

➡️   You can paste the entries as many times as you like until you cut or copy other information to the Clipboard.

Shortcut...

To choose Edit Copy, press CTRL+C.

More information

➡️   Copying information

➡️   Sharing with other applications

Edit Paste

Pastes entries you have cut or copied to the **Clipboard** at the position of the highlight ().

➡ You can paste the entries as many times as you like until you cut or copy other information to the Clipboard.

Shortcut...

To choose Edit Paste, press CTRL+V.

More information
➡ _____ Copying information
➡ _____ Moving information

Edit Fill Right

Copies the contents of the leftmost highlighed entry or column of entries into the highlighted area immediately to the right.

More information
          Filling down or right

Edit Fill Down

Copies the contents of the uppermost highlighted entry or row of entries into the highlighted area immediately below.

More information
          Filling down or right

Edit Delete Page Break

Choose to delete vertical or horizontal page breaks.

➡ Works deletes a horizontal page break above a highlighted **record** or a vertical page break to the left of a highlighted **field**.

➡ If you do not highlight an entire record or field, Works displays the Insert Page Break box asking which type of page break you want to delete.

➡ Page breaks in list view do not affect those in form view.

More information

➡ Inserting and deleting page breaks

Edit Insert Page Break

Choose to insert vertical or horizontal page breaks.

➡   Works inserts a horizontal page break above a highlighted **record** or a vertical page break to the left of a highlighted **field**.

➡   If you do not highlight an entire record or field, Works displays the Insert Page Break box asking which type of page break you want to insert.

➡   Page breaks in list view do not affect those in form view.

More information

➡   Inserting and deleting page breaks

Select Entries

If you want to highlight entries using the keyboard, you can extend the highlight using this command.

⬛ When you choose Select Entries, you can extend the highlight from the position of the highlight () to the place you want by pressing the arrow keys (
⬅⬆⬇➡). When Extend Highlight is on, EXT is displayed in the **status bar**.
⬛ To stop extending the highlight, choose this command again or press ESC.
⬛ If you want to cancel you selection, press an arrow key.

Shortcut...

To choose Select Entries, press F8.

More information
⬛ Highlighting in a list

Select Record

Choose to highlight one or more **records** in list view.

➡   When you choose Select Record, Works highlights the entire record in which the highlight () is located.
➡   If you highlight more than one entry in a **field** and then choose this command, Works highlights the records in which the entries are located.

More information
➡_____Highlighting in a list

Select Field

Choose to highlight one or more **fields** in list view.

➡   When you choose Select Field, Works highlights the entire field in which the highlight () is located.

➡   If you highlight more than one entry in a **record** and then choose this command, Works highlights the fields in which the entries are located.

More information

➡   Highlighting in a list

Select All

Choose to highlight the entire database in list view.   You can then apply changes to the whole document, for example to lock or unlock all of the **fields**.

More information

➡	Highlighting in a list
➡	Protecting a database

Select Hide Record

Hides the highlighted **record** or records.

➡️ When you hide a record in list view, the record is not displayed in list view, form view, or included in a report.
However, when you apply a query or perform a search, Works searches all the records in your database including the hidden ones, and then displays the records that match the query or search conditions you specified.

➡️ The number of displayed records versus the total number of records is displayed in the **status bar**.

More information
➡️ Hiding fields or records
➡️ Finding records
➡️ Querying

Options Show Gridlines

Choose to hide or show **gridlines**.

➡️ When gridlines are hidden, the check mark is no longer displayed beside Show Gridlines on the Options menu.

➡️ When gridlines are displayed, the check mark is displayed beside Show Gridlines on the Options menu.

More information

➡️ Changing the screen display in list view

Edit Clear Field Entry

Clears a highlighted entry in your query form.   You cannot recover cleared information.

Shortcut...

To clear a highlighted entry, press DEL.

More information
      Querying

Edit Delete Query

Deletes all entries in your query form.

More information
 Querying

View (report name)

Opens the report in a database window.

More information

Opening an existing report

File Save As

Use to:

- Name a database.
- Save an exisiting database under a new name.
- Save a database so you can use it with another application.
- Create a **template.**

Shortcut...

More information

- Creating templates
- Naming and saving a document
- Sharing with other applications

File Page Setup & Margins

Use to define margins and page size when printing from form view.   You can also specify how much information you want to print on a page.

What if I want to print a document horizontally?

More information
→   Changing the page layout
→   Headers and footers
→   Printing a form

What if I want to print a document horizontally?

There are two basic steps to remember:

1   Switch the Page Length and Page Width measurements in this dialog box.   For example, change the page length to 8.5" and the page width to 11".

2   From the File menu, choose Printer Setup.   Under Orientation, choose Landscape.

If these two settings don't match when you print, Works displays a message reminding you to change the settings.

Edit Headers & Footers

Use to create a one-line **header** or **footer** that prints at the top or bottom of every page.   You can insert and position page numbers, the date, or the time by typing **codes** with text.

➡

To display more information in a header or footer, you can try using a different font, changing to a smaller font size, or setting smaller margins.

More information
➡ Headers and footers
➡ Changing the font and size
➡ Changing the page layout

Select Go To

Use to jump directly to a **field** or **record** number.

Shortcut...

More information
→ Finding records
→ Moving within a database

Select Find

Use to search your database for a specific word, phrase, or number.   In form view, Works searches the entire database.

What if I want to search for records sharing more than one condition?

More information
➡   Finding records
➡   Querying

What if I want to search for records sharing more than one condition?

You can define a query to locate records that meet more than one condition or that meet a range of criteria.   For more information, see Querying.

Select Sort Records

Use to organize your **records** alphabetically or numerically, in **ascending** or **descending** order, based on the contents of the **fields** you specify.

More information
➡️_____Sorting records

Format Fixed

Formats a highlighted **field** to display numbers with the number of decimal places you specify.   Negative numbers are indicated by a minus sign.

What if I see ###### in a field instead of a number?

More information

➡ _____ Changing the number format
➡ _____ Changing a form
➡ _____ Changing a list

What if I see ###### in a field instead of a number?

The field is not wide enough to display the number.   For information on changing field width, see Changing a Form or Changing a List.

Format Currency

Formats a highlighted **field** to display numbers with a currency sign, commas every three places, and the number of decimal places you specify.   For example, if you choose 2 decimal places, 1000 becomes $1,000.00.   Negative numbers are enclosed in parentheses.

What if I see ###### in a field instead of a number?

More information

➡ Changing the number format
➡ Changing a form
➡ Changing a list

Format Comma

Formats a highlighted **field** to display numbers with a comma every 3 places and the number of decimal places you specify.   For example, if you choose 2 decimal places, 1234567.8 becomes 1,234,567.80.   Negative numbers are enclosed in parentheses.

What if I see ###### in a field instead of a number?

More information
➡   Changing the number format
➡   Changing a form
➡   Changing a list

Format Percent

Formats a highlighted **field** to display numbers as percentages, with the number of decimal places you specify.   For example, if you choose 2 decimal places, .50 becomes 50.00%.   Negative percentages are indicated by a minus sign.

What if I see ###### in a field instead of a number?

More information

➡   Changing the number format
➡   Changing a form
➡   Changing a list

Format Exponential

Formats a highlighted **field** to display numbers in exponential (scientific) notation, with the number of decimal places you specify.   For example, if you choose 2 decimal places, 1234567 becomes 1.23E+06.   Negative numbers are indicated by a minus sign.

What if I see ###### in a field instead of a number?

More information

➡	Changing the number format
➡	Changing a form
➡	Changing a list

Format Leading Zeros

Formats a highlighted **field** to display numbers with the number of leading zeros you specify.   This command is useful for entering Zip Codes, invoices, and other numbers that begin with zero.   If you do not format a field to display leading zeros, Works deletes them.

What if I see ###### in a field instead of a number?

More information
Changing the number format
Changing a form
Changing a list

Format Time/Date

Use to change the **format** of dates or times in a highlighted **field.**

More information
➡ Dates and times

Format Font

Use to select a **font** and font size for your database.   You can select one font for form view and another for list view.

What if I don't see the font I want?

More information
Changing the font and size
Choosing a printer

What if I don't see the font I want?

The fonts and sizes you see listed are determined by the printer you are using.

If your printer doesn't support the font or size you want to use, you may be able to add additional fonts. For information on adding fonts, see your printer's documentation.

If you have access to more than one printer, you can choose another printer to see different fonts and sizes.   For more information, see Choosing a Printer.

Format Style

Use to:

➡️   Change the style of a highlighted **label**, field name, or field entry.
➡️   Change the alignment of **field** entries.
➡️   Lock and unlock fields.
➡️   Slide a field to the left.

Shortcuts...

More information

➡️   Changing the alignment
➡️   Changing the style
➡️   Protecting a database
➡️   Printing a form

Format Field Size

Use to specify the size of a **field** in form view.   When you change a field's size in form view, it has no effect on the field's size in list view.

What if I see ###### in a field instead of a number?

More information
      Changing a form

View Create New Report

Creates a new report based on information from your database.   You can add a report title and choose the database **fields** you want to include in the report.

Shortcut...

What if I want to create a report from scratch?

More information
➡ _____ Creating a report

What if I want to create a report from scratch?

Click OK without typing a title or adding fields.   Works will display a blank report definition you can customize.

View Report Statistics

Use to add summary statistics at the end of your report.   If you do not want to add statistics, click OK.

More information
       Creating a report

View Name Report

As you create reports, Works names them Report1, Report2, and so on.   You can use this command to rename reports so that they have unique and descriptive names.

What if I get an "already exists" message?

More information
➡   Naming a report

What if I get an "already exists" message?

You are trying to use a name another report already has.   Each database report must have a unique name.

View Delete Report

Use to delete one or more reports from your database.   You can have up to eight reports per database.

More information
          Deleting a report

View Duplicate Report

Use to quickly duplicate an existing report.   For example, you can create a series of reports summarizing different aspects of your database by duplicating the original and making minor changes.

More information
      Duplicating a report

Edit Delete Record/Field

Deletes the **record** or **field** in which the highlight (⬚) is located.   Works will delete a record or field without displaying the dialog box if you highlight an entire record or field before choosing Edit Delete Record/Field.

More information
➡   Removing entries

Edit Insert Record/Field

Inserts a **record** above the location of the highlight (▭) or a **field** to the left of the highlight.   Works will insert a record or field without displaying the dialog box if you highlight an entire record or field before choosing Edit Insert Record/Field.

More information
➡️_____Adding entries

Edit Fill Series

Fills highlighted **fields** or **records** with a consecutive series of numbers or dates.   You enter the starting number or date and the increment for the series.

What if Works doesn't fill the series?

More information
➡   Entering a series of dates
➡   Entering a series of numbers

What if Works doesn't fill the series?

Make sure that you highlight the starting value and the area you want to fill.   To highlight entries, move the mouse pointer to the starting value, hold down the mouse button, and drag down until you highlight the area you want to fill.

Edit Field Name

Use to name or rename a highlighted **field** in List view.

Select Find

Use to search your database for a specific word, phrase, or number.   In List view, you can search the entire database or only highlighted entries.

What if I want to search for records sharing more than one condition?

More information
➡_____Finding records
➡_____Querying

Format Style

Use to:
- Change the style of a highlighted **field**.
- Change the alignment of field entries.
- Lock and unlock fields.

Shortcuts...

More information
- Changing the alignment
- Changing the style
- Protecting a database

Format Field Width

Use to change a field's width in list view.   When you change a field's width in list view, it does not affect the field's width in form view.

What if I see ###### in a field instead of a number?

More information
➡_____Changing a list

What if I see ###### in a field instead of a number?

The field is not wide enough to display the number.   You need to change the field width.   For information on changing a field's width in form view, see Changing a Form.   For information on changing a field's width in list view, see Changing a List.

File Print

Use to:

➡ Print the current document.

➡ Specify how many copies you want to print.

➡ Choose Draft Quality printing.

Shortcuts...

What if the printer won't print my document?

More information

➡ Previewing

➡ Printing a form

➡ Printing a list

What if the printer won't print my document?

Make sure you have chosen the correct printer, and that the printer is plugged in, connected to your computer, and loaded with paper.   If you have not selected a printer, choose the Printer Setup command from the File menu and choose the printer you want.

File Page Setup & Margins

Use to change the margins and page size when printing from list view.

Help

When you click this button or press F1, Works displays this topic.

- If you need more help, click a topic name in the list under *More information.*

OK

To carry out the choices you've made, click OK or press ENTER.

Cancel

To close the dialog box without accepting changes, click Cancel or press ESC.

Control-menu box

To close the dialog box without saving changes, double-click the Control-menu box or press ESC.

Title bar

Displays the name of the command.

▶   To move the dialog box to a new location, move the mouse pointer over the title bar, hold down the mouse button, and drag until you move the dialog box where you want it.

File name

Lists all files in the current directory.

➡️   To name a file, type a name no more than eight characters long.   You can use any characters except for spaces and those shown below, which have a special meaning for MS-DOS.

Directories

Displays the current drive and directory (c:\msworks), followed by a list of subdirectories in the current directory.   If you want to name a file and save it in another directory, change to that directory.

To change to another directory, double-click the drive to see the other directories, then click the directory you want.

   If you can't see all of the directory names, click the up or down arrow.

Drives

Displays the current drive.

To save the file on another drive, click the down arrow to see the list of drives, and then click the one you want.   For example, if you want to save the file on a floppy disk, click drive a:

   Note: When you choose another drive, the directories on that drive will be listed under Directories.   To change to another directory, click the one you want from the Directories list.

Make Backup Copy

➡ Click to create a backup copy of the database.   An "X" appears in the box when the option is chosen.   To differentiate the copy from the original, Works adds the extension .BDB to the database copy.   The copy is updated each time you choose File Save or File Save As.

OK

To carry out the choices you have made, click OK or press ENTER.

Save File as Type

Saves the file as a Works database (Works DB), unless you choose another file type.   For example, you may want to save the file in another format so you can open it in another application or use it as a template.

To save the file in another format, click the down arrow to see the list of choices, and then click the one you want. If you choose:

➡   Text & Commas, entries are separated by commas, and text, dates, times, and numbers in currency or percent format are enclosed in quotation marks.

➡   Text & Tabs (DOS), entries are separated by tabs, and number formats are saved.   Try this before choosing Text & Tabs.

➡   Text & Tabs, the text file is saved in ANSI format.   Entries are separated by tabs, and number formats are saved.   Only some Windows applications recognize this format.

➡   dBaseIII or dBaseIV, the file is saved so you can open it in dBase.

➡   DB template, the file is saved as a template, which you can use as a starting point to create other databases.   Once you save a file as a template, Works uses the template every time you create a new database.   If you do not want to use the template, choose Works Settings from the Options menu and clear the Use Templates For Database box.

Shortcut...

To save a document, press CTRL+S.

Top Margin

To change the amount of white space between the top of a page and the top of the first line of text, type a new measurement.

The top margin is preset at 1".

Bottom Margin

To change the amount of white space between the bottom of a page and the top of the last line of text, type a new measurement.

The bottom margin is preset at 1".

Left Margin

To change the amount of white space between the left edge of a page and the left edge of text, type a new measurement.

The left margin is preset at 1.25".

Right Margin

To change the amount of white space between the right edge of a page and the right edge of text, type a new measurement.

The right margin is preset at 1.25".

Header Margin

To change the amount of white space between the top of a page and a header, type a new measurement.
Note: The header margin must always be smaller than the top margin.   The header margin is preset at 0.5".

Footer Margin

To change the amount of white space between the bottom of a page and the footer, type a new measurement.

Note: The footer margin must always be smaller than the bottom margin.   The footer margin is preset at 0.75".

1st Page Number

When you create a header or footer to number the pages, Works assumes you want to begin with the number one. However, if you want to combine several documents into one document, you can set the starting page number for each document so that when you combine documents the pages are numbered consecutively.

➡ To change the starting page number, type the number you want.

Note: Works will only number the pages if you have created a header or footer.   For more information, see Headers and Footers.

Page Length and Page Width

Works is preset to print on 8.5" by 11" paper in Portrait (vertical) orientation.

➡   To change the paper size, type a new page length or width.
➡   To change the page orientation, switch the length and width measurements.   For example if you want to print horizontally on 8.5" by 11" paper, change the page length to 8.5" and the page width to 11".
Note: When you change the paper size or orientation, you must also choose Printer Setup from the File menu and change the Paper Size and Orientation settings.   To print horizontally, choose Landscape orientation.

Page Length and Page Width

Works is preset to print on 8.5" by 11" paper in Portrait (vertical) orientation.

➡   To change the paper size, type a new page length or width.
➡   To change the page orientation, switch the length and width measurements.   For example if you want to print horizontally on 8.5" by 11" paper, change the page length to 8.5" and the page width to 11".
Note: When you change the paper size or orientation, you must also choose Printer Setup from the File menu and change the Paper Size and Orientation settings.   To print horizontally, choose Landscape orientation.

Page Breaks Between Records

Works is preset to print only one record per page.

➡️   To print more than one record on a page, clear the checkbox.   The box appears empty when it is cleared. Works prints as many complete records as it can fit on a page.

Space Between Records

To add space between records when printing more than one record per page, type a number. For example, to leave an inch of space between records, type 1.

Print Which Records

To print all the records in your database except hidden ones, click All Records.

   --Or--

To print only the currently displayed record, click Current Record Only.

Print Which Items

To print labels, field names, and entries, click All Items.
  --Or--

To print only the entries, click Field Entries Only.

Print Field Lines

 Click to print field lines--the dotted lines that are displayed next to each field name.   An "X" appears in the box when the option is chosen.

Header

To create a header that prints at the top of every page, type any text and or codes you want. For information on codes, click the colored text "codes" on this page.

Footer

To create a footer that prints at the bottom of every page, type any text and or codes you want. For information on codes, click the colored text "codes" on this page.

No Header on 1st Page

Click to eliminate the header from the first printed page of a document.   An "X" appears in the box when the option is chosen.

No Footer on 1st Page

Click to eliminate the footer from the first page of a document.   An "X" appears in the box when the option is chosen.

Use Header and Footer Paragraphs

This option is only available in the Word Processor.

Go To

To jump to a specific field or record number, type the field name or record number. When you choose OK, Works moves to the field or record number you specified.

If you want to move to a field, you can also double-click its name in the Names list below.

Names

Lists existing field names.

 To jump to a specific field, double-click the field name you want.   If you can't see all of the available field names, click the up or down arrow.

Shortcut...

To choose Select Go To, press F5.

Find What

Type the specific text or number you want to find.

If you are searching for text entries (not numbers), you can use a "wildcard" symbol to represent one or more characters.

The question mark (**?**) wildcard represents any single character in the same position.
For example, if you want to search for a name, but are unsure whether it is spelled Anderson or Andersen, type **anders?n** and Works will find either name.

The asterisk (*) wildcard represents any number of characters in the same position.
For example, if you type **s*****s**, Works finds all text that begins with an "s" and ends with an "s", such as sales and salaries.

Match

To find the next record that contains a match, click Next Record.

To display only those records that contain a match, click All Records.

If you choose Next Record, Works moves to the next record containing a match.   To move to the following matching record, press F7.

If you choose All Records, Works displays the records that contain a match and hides the rest.   To show all the records again, choose the Show All Records command from the Select menu.

1st Field

1 Type the name of the most significant field you want Works to sort by.

Works sorts by the 1st Field first, and by a second and third field only if two or more records share the same information in the first sort field.

2 Choose Ascending or Descending.

To organize the record in ascending order (0-9 and from A-Z), click Ascend.
To organize the record in descending order (Z-A and from 9-0), click Descend.

2nd Field

1 Type the field you want Works to sort by if entries in the first sort field are the same.

2 Choose Ascending or Descending.

　　To organize the record in ascending order (0-9 and from A-Z), click Ascend.
　　To organize the record in descending order (Z-A and from 9-0), click Descend.

3rd Field

1 Type the name of the field you want Works to sort by if entries in the first and second sort fields are the same.

2 Choose Ascending or Descending.

 To organize the record in ascending order (0-9 and from A-Z), click Ascend.
 To organize the record in descending order (Z-A and from 9-0), click Descend.

Number of decimals

To specify the number of decimal places, type a number between 0 and 7. For example, if you type 3, Works rounds off 123.4568 to 123.457.

Number of decimals

To specify the number of decimal places, type a number between 0 and 7. For example, if you type 2, Works displays 1255.5 as $1,255.50.

Number of decimals

To specify the number of decimal places, type a number between 0 and 7. For example, if you type 1, Works rounds off 23456.78 to 23,456.8.

Number of decimals

To specify the number of decimal places, type a number between 0 and 7. For example, if you type 1, Works displays .4568 as 45.7%.

Number of decimals

To specify the number of decimal places, type a number between 0 and 7. For example, if you type 3, Works displays 72000000 as 7.200E+07.

Number of digits

To specify the number of digits you want displayed in the field, type a number between 0 and 7. For example, if you specify 5 number places, 999 becomes 00999.   No decimals will be displayed.

Show

Click the date or time option you want.
For example, if you choose Month, Day, Works displays 10/03/91 as 10/91.

Time

Click the option you want.

If you choose 24 hour, Works displays Hour, Minute as 14:10.

If you choose 12 hour, Works displays Hour, Minute as 2:10 PM.

Date

	Click the option you want.

If you choose Short, Works displays Month, Day, Year as 6/10/92.   Note: Month Only has no short form.

If you choose Long, Works displays Month, Day, Year as June 10, 1992.

Font

Lists the fonts your printer supports.

Click the font you want.   If you can't see all of the available fonts, click the up or down arrow.

Size

Lists the font sizes your printer supports.

Click the font size you want.   If you can't see all of the available font sizes, click the up or down arrow.

Examples: **8pt**   **10pt**   **12pt**

Shortcuts...

To change font or font size

1 On the Toolbar, click an arrow to see the list of choices.

2 Click the font or font size you want.
  --or--
  Type the font or size in the appropriate box.

Alignment

Until you change the alignment, Works uses General alignment (text left-aligned, numbers right-aligned).

To change the alignment of information in a field, click the option you want.

Styles

To apply one or more styles, click the ones you want.   An "X" appears in a box when the style is chosen.
Examples: **Bold and underline***Bold and italic*

Locked

Works initially locks all fields, although the lock has no effect until you choose Protect Data from the Options menu. When Protect Data is turned on, locked entries cannot be changed, formatted, or unlocked.   When a field is locked, an "X" appears in the Locked box.

		If you want to protect some fields but not others, clear the Locked box for each field you do not want to protect before you choose Protect Data. A box appears empty when it is cleared.

Slide to left

Choose to remove blank spaces between fields when you print your form.

➡   Click to slide a highlighted field to the left when you print.   An "X" appears in the box when the option is chosen.

➡   You will not see the change until you preview or print the document.   To see how the form will look when printed, click the Preview button on the Toolbar.

For more information on sliding fields to the left, see Printing a Form.

Shortcuts...

To apply styles

➡ On the Toolbar, click

--or--

To apply	Press
Bold	CTRL+B
Italic	CTRL+I
Underline	CTRL+U

To align information

➡ On the Toolbar, click

--or--

To align	Press
Left	CTRL+L
Center	CTRL+E
Right	CTRL+R

Width

➡ To specify field width in number of characters, type a number between 0 and 79.

Note: The maximum width may vary depending upon the font and font size you are using.

Height

To specify field height in number of lines, type a number between 0 and 325.

Note: The maximum height may vary depending upon the font and font size you are using.

Report Title

Type a title for your report up to 256 characters long.

Select fields to include in Report and choose Add

Lists all fields in the database.

➡   To add a field to your report, click the field name and then click Add.
<u>Important:</u>   Add the fields in the order you want them displayed in your report.   Repeat until you've added all the fields you want.

Fields in Report

Lists fields added to the report.

➡️   To remove a field from the report, click the field name you want to remove and then click Remove.

Add

To add a field to your report, click a name in the Select Fields box and then click Add.

Remove

To remove a field from your report, click a name in the Fields In Report box and then click Remove.

OK

To accept the choices you have made, click OK.

If you did not add any fields to the report, Works displays a blank report definition which you can customize yourself.

If you did add fields to the report, Works displays the Report Statistics box where you can specify whether or not you want Works to calculate any information for the fields in your report.

Shortcut...

          To choose View Create New Report, click...

   ...on the Toolbar.

Fields in Report

Lists the fields you've chosen to include in your report.

→ To calculate a summary statistic for a field, click the field name, then choose the function you want to apply to the field under Statistics.

Position Statistics

➡️   To position the statistics under the appropriate fields in the report, click Under Each Column.

  --Or--

➡️   To list the statistics one after the other at the bottom-left of the report, click Together in Rows.

Statistics

Lists the seven functions you can use in a report to create summary statistics.

➡ To add statistics to the end of your report, choose a field from the Fields In Report box, then choose the functions you want to apply to the field.   Repeat until you have added all the statistics you want for the fields in your report.

To	Click
Total entries in a numeric field	Sum
Average entries in a numeric field	Average
Count the number of entries in a field	Count
Find the smallest value in a numeric field	Minimum
Find the largest value in a numeric field	Maximum
Calculate the standard deviation in a numeric field	Standard Deviation
Calculate the variance in a numeric field	Variance

Reports

Lists the reports you've created for the current database.

➡️ Click the name of the report you want to rename.   If you can't see all of the available names, click the up or down arrow.

Name

Type a new name for the report up to 15 characters long.

Rename

To accept the new report name, click Rename.
You can rename as many reports as you want before choosing OK.

OK

To accept new report names you've added using the Rename button, click OK. You can rename as many reports as you want before choosing OK.

Cancel

To cancel the dialog box and any changes you made using the Rename button, click Cancel.

Reports

Lists the reports you've created for the current database.

Click the name of the report you want to delete.

Delete

To delete the report you've chosen in the Reports box, click Delete.
You can delete as many reports as you want before choosing OK.

OK

To accept changes you've made using the Delete button, click OK or press ENTER. You can delete as many reports as you want before choosing OK.

Cancel

To cancel the dialog box and any changes you made using the Delete button, click Cancel or press ESC.

Reports

Lists the reports you've created for the current database.

➡️   Click the name of the report you want to duplicate.

Name

To name the duplicate report, type a name up to 15 characters long.
   If you do not name the duplicate report, Works assigns it a name: Report1, Report2, and so on.

Duplicate

To duplicate the report you chose in the Reports box, click Duplicate.

OK

➡   To carry out the choices you have made, click OK or press ENTER. You can duplicate as many reports as you want before choosing OK.

Cancel

To cancel the dialog box and any changes you made using the Duplicate button, click Cancel or press ESC.

Record or Field

To delete the record in which the highlight is located, click Record
  --Or--

To delete the field in which the highlight is located, click Field.

Record or Field

To insert a record above the position of the highlight, click Record.

--Or--

To insert a field to the left of the highlight, click Field.

Units

➡ Click the series you want Works to create.

To	Click
Create a series of numbers	Number
Create a series of dates, including Saturdays and Sundays	Day
Creates a series of dates, excluding Saturdays and Sundays	Weekday
Create a series of months	Month
Create a series of years	Year

Notes:

➡ If the starting value is text, the Number option is unavailable.

➡ If the starting value is a number other than a date, the Day, Weekday, Month, and Year options are unavailable.

Step By

Type a number to determine the increment for the series.   Works proposes 1.
For example, if you type 5 and have entered a starting value of 100, Works creates this series: 100, 105, 110, and so on.

Name

 To rename a highlighted field, type a name up to 15 characters long.   Do not type a colon at the end of the name.

Width

To specify field width in number of characters, type a number between 0 and 79.

Note: The maximum width may vary depending upon the font and font size you are using.

Row

To delete the row in which the highlight is located, click Row.

Column

To delete the column in which the highlight is located, click Column.

Row

To insert a row above the position of the highlight, click Row.

Column

To insert a column to the left of the highlight, click Column.

Type

Lists row types you can insert in your report definition.

➡️   Click the row type you want to insert.

To insert a row	Click
That prints once at the beginning of your report where you can type a title or other text	Title
That prints at the top of every page where you can type headings for fields in your report	Headings
That prints before each group of related records where you can type headings for each group. This choice is only available if you have sorted the records.	Intr Fieldname
Where you can type instructions that tell Works what fields to include in the report.	Record
That prints after each group of related records where you can include summary information for each group. This choice is only available if you have sorted the records.	Summ Fieldname
That prints once at the end of your report where you can add summary statistics.	Summary

Fields

Lists the fields in the current report.

➡️   Click the field name you want to insert.   If you can't see all of the available names, click the up or down arrow.
   Works inserts the field name at the position of the highlight
   (⬚).   Most often you insert a field name in the Headings row.

Fields

Lists the fields in the current report.

➡ Click the field you want to include in your report.   If you can't see all of the available names, click the up or down arrow.

Works inserts the instruction, for example, **=Last name**, at the position of the highlight (⬚).   Most often you insert a field instruction in the Record row.

Fields

Lists the fields within your report.

 Click the field you want the statistic to apply to, then click the statistic you want to apply in the Statistic box.

Works inserts the formula, for example, **=SUM(Cost)**, at the position of the highlight ().   Most often you insert a summary statistic in a Summary row.

Statistic

Lists the seven functions you can use in a report to create summary statistics.

➡️   To add statistics to the end of your report, choose a field from the Fields In Report box, and then click the function you want to apply to the field.

To	Click
Total entries in a numeric field	SUM
Average entries in a numeric field	AVG
Count the number of entries in a field	COUNT
Find the smallest value in a numeric field	MIN
Find the largest value in a numeric field	MAX
Calculate the standard deviation in a numeric field	STD
Calculate the variance in a numeric field	VAR

1st Field

1 Type the name of the most significant field you want Works to sort by.

 Works sorts by the 1st Field first, and by a second and third field only if two or more records share the same information in the first sort field.

2 Choose Ascending or Descending.

 To organize the record in ascending order (0-9 and from A-Z), click Ascend.
 To organize the record in descending order (Z-A and from 9-0), click Descend.

3 Choose Break if you want to separate the entries into groups each time information in the sort field changes.

 When you "break" on a sort field, Works groups similar records together and inserts a summary row at the end of each group that contains subtotals.

4 Choose 1st Letter if you want Works to group entries according to the first letter in the field.

 For example, choosing 1st Letter groups all of the field entries that start with the letter "A," all that start with "B," and so on.   If you do not choose 1st Letter, Works creates groupings whenever there is a change in any part of an entry in the sort field.

2nd Field

1 Type the field you want Works to sort by if entries in the first sort field are the same.

2 Choose Ascending or Descending.

  To organize the record in ascending order (0-9 and from A-Z), click Ascend.
  To organize the record in descending order (Z-A and from 9-0), click Descend.

3 Choose Break if you want to separate the entries into groups each time information in the sort field changes.

When you "break" on a sort field, Works groups similar records together and inserts a summary row at the end of each group that contains subtotals.

4 Choose 1st Letter if you want Works to group entries according to the first letter in the field.

For example, choosing 1st Letter groups all of the field entries that start with the letter "A," all that start with "B," and so on.   If you do not choose 1st Letter, Works creates groupings whenever there is a change in any part of an entry in the sort field.

3rd Field

1 Type the field you want Works to sort by if entries in the second sort field are the same.

2 Choose Ascending or Descending.

  To organize the record in ascending order (0-9 and from A-Z), click Ascend.
  To organize the record in descending order (Z-A and from 9-0), click Descend.

3 Choose Break if you want to separate the entries into groups each time information in the sort field changes.

When you "break" on a sort field, Works groups similar records together and inserts a summary row at the end of each group that contains subtotals.

4 Choose 1st Letter if you want Works to group entries according to the first letter in the field.

For example, choosing 1st Letter groups all of the field entries that start with the letter "A," all that start with "B," and so on.   If you do not choose 1st Letter, Works creates groupings whenever there is a change in any part of an entry in the sort field.

Width

To specify column width in number of characters, type a number between 0 and 79.

Note: The maximum width may vary depending upon the font and font size you are using.

Number of Copies

Type the number of copies of your database or report you want to print.
For example, if you type 3 and your database is three pages long, Works will print nine pages altogether.

Print Range

To print the entire database or report, click All.

--Or--

To print a range of pages, click Pages, and then type the page numbers in the From and To boxes.

Draft Quality Printing

Click to print your document without bold, italic, and underline formatting.   An "X" appears in the box when this option is chosen.

Depending on your printer, Works may print faster with Draft Quality Printing chosen.

OK

To carry out the choices you've made and print the current document, click OK or press ENTER.

Shortcuts...

On the Toolbar, click...

--or--

Press CTRL+P

Print Gridlines

Gridlines are the lines used in list view to divide your database into a grid of rows and columns.

 Click to print the gridlines.   An "X" appears in the box when this option is chosen.

Print Record and Field Labels

Click to print record and field labels.   An "X" appears in the box when this option is chosen.

Print All but Record Rows

Click to print all information in a report except the field entries.   An "X" appears in the box when this option is chosen.

Works prints the report title, headings, and summary rows, but does not include any of the field entries in the report.

Active

The active window or document is the one you are currently working in.   There can only be one active window or document at a time.

ANSI character set

The American National Standards Institute 8-bit character set which contains 256 characters.   This character set is used by Windows and supported by some Windows applications.

Argument

Values that you supply for a function to use in its calculations such as field names or numbers.   Most Works functions use one or more arguments.

Ascending order

Entries are organized alphabetically from A-Z or numerically from 0-9.   Works sorts text entries first, followed by numbers, and then blanks.

If a field contains mixed entries (such as addresses that contain numbers and text), Works places mixed entries that begin with numbers ahead of mixed entries that begin with text.

AVG (Average)

Averages entries in a numeric field.

Clipboard

A temporary storage area for cut or copied information. You can paste the contents of the Clipboard into another part of your database, another Works document, or another Windows application.

Comma format

Constant value

A value you type in a field, such as a number, date, or time.   Unlike values resulting from formulas, constant values are not subject to change.

COUNT

Counts the number of entries in a field.

Currency format

Database title bar

Displays the name of the database.   Drag the title bar to move the window.

Date

You can enter dates into fields and use them in formulas.   When you type a date, use any of the formats Works recognizes.

When you type a date using a format Works recognizes, Works stores it as a number.   You can then use the date in a formula to determine elapsed time.

Descending order

Entries are organized alphabetically from Z-A or numerically from 9-0.   Works sorts numbers first, followed by text, and then blanks.

If a field contains mixed entries (such as addresses that contain numbers and text), Works places mixed entries that begin with text ahead of mixed entries that begin with numbers.

End-of-line mark

In form view, when you are typing information in a field that is more than one line high, you need to press SHIFT+ENTER to move to the next line.

When you press SHIFT+ENTER, Works inserts an end-of-line mark to indicate the end of the first line.

Exponential format

Field

A category of information, such as Last name or First name.

The term "field" refers to both the field name and the entries.   In form view, you can only see one entry at a time.

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A category of information, such as Last name or First name.   The term "field" refers to both the field name and the entries.

Field lines

Field lines are the dotted lines that appear beneath field entries in form view.

Filename

Filenames can contain up to eight characters.   You can use any characters except for spaces and those shown below, which have a special meaning for DOS.

When you save a document, Works automatically adds a three letter extension to the filename to help you identify the type of document.   Works adds the extension .WPS to a Word Processor document, .WKS to a spreadsheet, or .WDB to a database..

Fixed format

Font

A set of characters with a specific design; also called a typeface or typestyle. Each font has a name, for example, Courier or Helv.   Each font has one or more sizes (measured in points) to choose from.

Footer

Text that prints at the bottom of every page.   For example, you may want to use a footer to add page numbers or the current date or time to each page of your printed document.

Footer margin

The space between the bottom edge of the paper and the first line of footer text.   The footer margin must be smaller than the document's bottom margin.

Format

Refers to the way entries look within a field.   The format includes the alignment (general, left, right, center), styles (bold, italic, underline), and the way dates, times, and numbers are displayed.   Format changes apply to all entries in a field.

Formula

An equation Works uses to calculate a field's value.   Formulas can contain numbers, field names, operators (such as +, *, −, /), and functions.   When you type a formula, start with an equal sign (=).

Formula bar

Form view

Displays information one record at a time.

Function

A built-in calculation you can use in a formula.   For example, in the formula **=AVG(Sales)**, Works computes the average value of the numbers in the Sales field using the AVG function.   You do not need to manually add or count the values in the field to find the average; Works does this for you.

General format

Gridlines

Lines used in list view to divide your database into a grid of rows and columns.

➡   To hide or display the gridlines, choose the Show Gridlines command from the Options menu.
➡   To print with gridlines, choose Page Setup & Margins from the File menu, then click the Print Gridlines check box

Header

Text that prints at the top of every page. For example, you may want to use a header to add page numbers, a title, or a date to each page of your printed document.

Header margin

The space between the top edge of the paper and the first line of header text.   The header margin must be smaller than the document's top margin.

Horizontal scroll bar

In form view, use to move left or right within a large form.

Horizontal scroll bar

In list view, use to move from one field to another.

Horizontal scroll bar

Use to move left or right within a report definition.

Label

Any descriptive text you add in form view, such as titles or instructions for filling out a form.

You can only add labels in form view--they do not appear in list view.

Label

Any descriptive text you add in form view, such as titles or instructions for filling out a form.   You can only add labels in form view--they do not appear in list view.   Note: A label is different than a field name.

Leading zeros format

List view

Displays several records at once.

MAX (Maximum)

Finds the largest number in a numeric field.

Menu bar

Displays the menu names for an application.   The names that are displayed depend on the type of document you are working on.

To open a menu where you can see a list of choices, click the menu name on the menu bar.

MIN (Minimum)

Finds the smallest number in a numeric field.

Non-proportional font

A font in which all characters have the same width.

Non-proportional fonts are also referred to as fixed-pitch fonts.   For example, "10 pitch" means 10 characters per inch; each character is 1/10 of an inch wide.

Number

A number can be entered directly in a field or produced as the result of a formula. You can apply various formats to numbers such as:

Note: When you enter a date or time in a format Works recognizes, Works stores the date or time as a number.

Number format

Refers to the way numbers are displayed within a field.   Possible number formats include displaying numbers as percentages, in exponential notation, or with currency symbols and commas.

Operators

You can use operators in a formula to specify an operation, such as addition or multiplication. Works recognizes these operators: + (addition), – (subtraction), * (multiplication), / (division), – (negative), + (positive), ^ (exponential), = (equal to).

Percent format

Proportional font

A font in which the width of each letter varies depending on the character.   For example a "w" is wider than an "i". However, the width of numbers does not vary so that they will still line up exactly when you print your database.

Record

All the information about one person, product, event, and so on.

For example, in an address list a record would include all the information about one person, such as their last name, first name, street, city, state, and Zip Code.

Record

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For example, in an address list a record would include all the information about one person, such as their last name, first name, street, cty, state, and Zip Code.

Record

All the information about one person, product, event, and so on.   For example, in an address list a record would include all the information about one person, such as their last name, first name, street, city, state, and Zip Code.

Record and field headings

Record headings are the numbers that identify each record.   Field headings are the field names that identify each column.

Record buttons

Located in the lower-left corner of your form.　Click to move from one record to another.

Record buttons

Click to move from one record to another.

Row types

<u>If you want to add</u>   <u>Choose</u>

A row that prints at the   Title row
beginning of your report

A row that prints at the top   Heading row
of every page

A row where you can type Record row
instructions that tell
Works what fields to
include in the report

A row that prints at the   Summary row
end of your report

Note: If you have added a break to a field, you can also add an Introductory or Summary row for the field.   An Introductory row prints before each group of records.   A Summary row prints at the end of each group of records.

Scroll bar

Use to move within a document.

To move	Do this
One line or space at a time	Click an arrow
One window at a time	Click before or after the box
To a general location	Drag the box

Split bar

Drag to the right to divide a window vertically.

Split bar

Drag down to divide a window horizontally.

Statistic

To	Choose
Total all entries in a numeric field	Sum
Average all values in a numeric field	Average
Count the number of entries in a field	Count
Find the smallest number in a numeric field	Minimum
Find the largest number in a numeric field	Maximum
Calculate the standard deviation in a numeric field	Standard Deviation
Calculate the variance for a a numeric field	Variance

Status bar

An area at the bottom of the Works window that displays messages and command descriptions.

If the status bar is not displayed, choose Works Setting from the Options menu, and then choose the Show Status Bar check box.

STD (Standard Deviation)

Calculates the standard deviation for a numeric field.

SUM

Totals all entries in a numeric field.

Template

A "sample document" you can create to save time when you want to create several similar documents.   When you create a template, each new document you create will have the settings, text, and formats you included in the template, until you turn the template off.

Text

Any entry Works does not interpret as a formula or number.   Works inserts a quotation mark before a text entry in the formula bar.   The quotation mark only appears in the formula bar, not in the field. The following examples are text entries:

If you enter a date or time in a format Works does not recognize, Works stores the entry as text.

Time

You can enter times into fields and use them in formulas.   When you type a time, use any of the formats Works recognizes.

When you type a time using a format Works recognizes, Works stores it as a number.   You can then use the time in formulas that determine elapsed time.

Toolbar

The row of buttons beneath the menu bar.

Use the Toolbar to quickly:

Change the font, style, and alignment of entries in your database.

Switch between views.

Preview and print your document.

If the Toolbar is not displayed, choose Show Toolbar from the Options menu.

True/false format

VAR (Variance)

Calculates the variance for a numeric field.

Vertical scroll bar

In form view, use to move up and down within a large form.

Vertical scroll bar

In list view, use to move from record to record.

Vertical scroll bar

Use to move up or down within a report definition.

Wildcard

A symbol that can stand for any character or any number of characters.

Works title bar

Displays the name of the application.   Drag the title bar to move the window.

WorksWizard

Automated templates you can use to create form letters, mailing labels, or an address database.   You decide what you want to create, Works prompts you for information, then the WorksWizard creates the document for you.

Workspace

Procedure popups

Click

1   Move the mouse pointer over the item you want.

2   Press and quickly release the mouse button.

Double-click

1   Move the mouse pointer over the item you want.

2   Press and release the mouse button twice in quick succession.

Drag

1   Position the mouse pointer over the item you want to move.

2   Hold down the mouse button while you move the mouse.

3   When you reach the location where you want to place the item, release the mouse button.

Drag

1   Hold down the mouse button while you move the mouse.

2   Release the mouse button to complete the action.

To change column width

1   Move the mouse pointer () to the border at the right of the column heading.

   When you have it in the right place, the pointer changes shape.

2   Hold down the mouse button and drag to the left or right until the column is the width you want.

To change the field size

1   Click the field entry whose size you want to change.   Example:

2   Move the mouse pointer to the resize handle.

   When you have it in the right place, the pointer changes shape.

3   Hold down the mouse button and drag the mouse until the field is the size you want.

To change the field width

1   Move the mouse pointer () to the border at the right of the field name.

    When you have it in the right place, the pointer changes shape.

2   Hold down the mouse button and drag the mouse to the left or right until the field is the width you want.

To change the field width

1   Click the field entry whose size you want to change.   Example:

2   Move the mouse pointer to the resize handle.

    When you have it in the right place, the pointer changes shape.

3   Hold down the mouse button and drag until the field is the size you want.

1   Move the mouse pointer () to the border at the right of the field name.

    When you have it in the right place, the pointer changes shape.

2   Hold down the mouse button and drag to the left or right until the field is the width you want.

To check that all fields are locked

1   If you are not in list view, choose List from the View menu.

2   Highlight the entire database by clicking the button above the first record number.

3   From the Format menu choose Style.

    If all fields are locked, an X appears in the check box.   If only some of the fields are locked, the check box appears grayed.

4   If only some of the fields are locked, click the check box.   When an X appears in the box, all fields are locked.

To choose a different directory or drive

To choose a different directory, click the Drive icon then double-click the directory or subdirectory you want.

To choose a different drive, click the down arrow to see the list of drives then click the drive you want.

For example, to save a file on a floppy disk, choose drive a:.

To choose a tool

Click the one you want.

--or--

Press ALT+the underlined letter of the tool you want.

To choose an option

Click the one you want.   You can only choose one option at a time.

To choose from a combo box

If you can't see all of the items, click the up or down arrow or drag the scroll box.

To choose the item and complete the command, double-click the item.

To choose from a drop-down list box

If you can't see all of the items, click the up or down arrow or drag the scroll box

To choose the item and complete the command, double-click the item.

To choose from a list

If you can't see all of the items, click the up or down arrow or drag the scroll box.

To choose the item and complete the command, double-click the item.

To choose from a menu

Click the name of the menu you want to open.

--or--

Press ALT+the underlined letter in the menu name.

To choose a check box

Click each empty check box you want to choose.

Note: To clear a check box, click it again.

To clear a check box

Click each check box you want to clear.   A cleared check box is empty.

Note: To choose a check box, click it again.

To hide a field name

1   Click the field name you want to hide.

2   From the Format menu, choose Show Field Name.

The field name is no longer displayed on your form.

Note: When a field name is hidden, there is no check mark beside the Show Field Name command.

To highlight a column

Click the column letter.   For example, click A.

To highlight several adjacent columns, move the pointer () to the leftmost column heading; then hold down the mouse button and drag to the right.

To highlight a column or row

To highlight	Do this
A column	Click the column letter
Several columns	Move the mouse pointer to the leftmost column number and then drag to the right
A row	Click the row label
Several rows	Move the mouse pointer to the uppermost row label and then drag down

To highlight a field

Click the field name.

To highlight several adjacent fields, move the pointer () to the leftmost field name; then hold down the mouse button and drag to the right.

To highlight a field name

Click the field name.

--or--

Press the arrow keys () until you highlight the field name.

To highlight a label

Click the label.

--or--

Press the arrow keys () until you highlight the label.

To highlight a label or field name

Click the label or field name.

--or--

Press the arrow keys () until you highlight the label or field name.

To highlight a record

Click the record number.

To highlight several adjacent records, move the pointer () to the uppermost record number; then hold down the mouse button and drag down.

To highlight a row

Click the row label.   For example, click Title.

To highlight several adjacent rows, move the pointer ()to the uppermost row label; then hold down the mouse button and drag down.

To highlight an entry

Click the entry.

To highlight several adjacent entries, move the pointer () to the upper-left entry; then hold down the mouse button and drag until you highlight the entries you want.

To highlight an entry

Click the entry.

In list view, to highlight entries in more than one field, move the pointer () to the leftmost entry; then hold down the mouse button and drag until you highlight the entries you want.

To highlight an entry

Click the entry you want.

--or--

To go to the	Press
Next entry	TAB
Previous entry	SHIFT+TAB

To highlight an instruction

Click the instruction you want.

--or--

To go to the	Press
Next instruction	TAB
Previous instruction	SHIFT+TAB

To highlight text

Drag the mouse pointer across the text you want to highlight.

--or--

Press TAB until you highlight the text you want.

To insert a blank field or record

1 Highlight a field or record for each field or record you want to insert.

To highlight	Do this
A field	Click the field name
Several fields	Move the mouse pointer to the eftmost field name and then drag to the right
A record	Click the record number
Several records	Move the mouse pointer to the uppermost record number and then drag down

2 From the Edit menu, choose Insert Record/Field.

To insert a blank record

1   Highlight a record for each record you want to insert.

To highlight	Do this
A record	Click the record number
Several records	Move the mouse pointer to the uppermost record number and then drag down

2   From the Edit menu choose Insert Record/Field.

To insert a blank record

1   Move to the record you want to appear after the inserted record.

2   From the Edit menu choose Insert Record.

Works inserts the blank record before the record you moved to in step 1.

To insert a row or column

1   Highlight a row or column for each row or column you want to insert.

To highlight	Do this
A row	Click the row label
Several rows	Move the mouse pointer to the uppermost row label and then drag down
A column	Click the column label
Several columns	Move the mouse pointer to the leftmost column label and then drag to the right

2   From the Edit menu choose Insert Row/Column.

To move the highlight ()

Click where you want to place it.

--or--

Press the arrow keys ().

To move the insertion point () or highlight ()

Click where you want to place the insertion point or highlight.

--or--

Press the arrow keys ().

To move the insertion point ()

Click where you want to place the insertion point.

--or--

Press the arrow keys ().

To move the insertion point () in the formula bar

Click where you want to place the insertion point.

--or--

To move to the	Press
Right one character	
Left one character	
Beginning of the entry	HOME
End of the entry	END

To highlight more than one character, drag the mouse pointer over the characters or hold down SHIFT and press or   until you highlight the characters you want.

To move to a record

In the lower-left corner of your form, click the buttons until the record you want is displayed.

--or--

1   From the Select menu, choose Find.

2   In the Find What box, type a word or phrase you want Works to search for.

3   Under Match, choose Find Next.

4   Choose OK.

Works moves to the next record that contains a match.   To repeat the search, press F7.

To move to an empty record

In form view, click the Last Record button (located in the lower-left corner of your form).

--or--

In list view, click the down scroll arrow () until the empty record at the end of your database is displayed.

To move to the first record

In the lower-left corner of your form, click the First Record button.

--or--

Press CTRL+HOME.

To move to the first record

--or--

Press CTRL+HOME.

To open a database file

1   From the File menu, choose Open Existing File.

2   Under File Name, double-click the name of the file you want to open.

Note: Database files have the extension .WDB.

If you can't see all of the file names, click the up or down arrow.

If the file is located in a different directory, double-click the directory then choose the file.

To open or switch to a file

To open a file

1   From the File menu, choose Open Existing File.

2   Under File Name, double-click the name of the file you want to open.

If you can't see all of the file names, click the up or down arrow.

If the file is located in a different directory, double-click the directory and then choose the file.

To switch to a file

Click the file or choose its name from the Window menu.

To open the application and file

1   From the Windows menu in Program Manager, choose Main.

2   Double-click the File Manager.

3   Double-click the directory window that contains the file you want to open, for example, the Microsoft Excel directory window.

4   Double-click the name of the file you want to open, for example, expenses.xls.

To switch to list view

On the Toolbar, click the List View button.

--or--

From the View Menu, choose List.

To switch between form and list view, press F9.

To switch to query view

On the Toolbar, click the Query View button.

--or--
From the View Menu, choose Query.

To check that protection is turned off

1   Click the Options menu.

2   If protection is turned off, there will be no check mark next to Protect Data.

3   If you see a check mark next to Protect Data, click Protect Data to turn protection off.

Header and footer codes

When you create a header or footer, you can use codes to change the alignment of text or to insert page numbers, the filename, or the current date or time.

To	Type
Print the page number	**&p**
Print the date in short format	**&d**
Print the date in long format	**&n**
Print the time	**&t**
Print the filename	**&f**
Left-align text	**&l**
Center text	**&c**
Right-align text	**&r**
Print & (ampersand)	**&&**

You can use codes together with text, and include as many codes as you want in a single header or footer.   For example, to create a header or footer like this...

Budget   Page 1   04/02/91

...type **&lBudget&cPage &p&r&d**

File

A named collection of information stored on a disk; it usually contains either data or a program.

Query instructions

Entries in query view that specify information you want to match in the records displayed by the query.   When you choose the View Query command, Works displays your form with each field blank.   You can type query instructions in any or all of the fields.   For example, you can use a query to display a list of those items purchased between May and August of last year that are in Warehouse 10 and have a selling price between $20 and $40.

Pane

In list view, you can drag the split bars to divide the window into sections called panes.

Dates   Print

Works stores a date either as a number or as text.

When a date is stored as a number
A date is stored as single number when you type it in a format Works recognizes and it is within the range of January 1, 1900 through June 3, 2079.   January 1, 1900 is stored as the number 1, January 2 is stored as the number 2, and so on through June 3, 2079, which is stored as the number 65534.

When a date is stored as a number, you can use the date in a formula to perform calculations.   For example, you might want to calculate the number of days elapsed.   If you type the formula **='5/30/91'-'3/1/91'**, Works converts the dates to numbers and solves the formula as 33388 - 33298, giving the answer 90, meaning 90 days.

If you want to see what number has been assigned to a date, type the date in a **field**, **highlight** it, and then choose a number format such as General from the Format menu.

For information on the date formats Works recognizes, see ➡Entering and Formatting Dates and Times.

When a date is treated as text
When a date is treated as text, you cannot use the date in a formula.

A date is treated as text when you:

➡   Type it in a format Works does not recognize.

➡   Type it outside the range of January 1, 1900 through June 3, 2079.

➡   Type it as a label or field name.

For example, if you enter the date 5-30-91, Works treats it as text because it does not recognize that format.   If you enter the date Dec 10, 1899, Works treats it as text because it falls outside the range of January 1, 1900 through June 3, 2019.

You can tell if an entry has been treated as text by highlighting it and then looking in the **formula bar.**   Works inserts a quotation mark before any entry it interprets as text, for example, "5-30-91.

➡

Times   Print

The Works clock begins with 12:00:00 AM and ends with 11:59:59 PM.

Works performs time calculations by assigning a decimal fraction to the hours, minutes, and seconds of the day. 12:00:00 AM is 0.0 and 11:59:59 PM is 0.999.   For example, if you enter the formula ='2:30 PM'-'8:00 AM', Works converts the times to decimal fractions and solves the formula as 0.604 - 0.333, giving the answer 0.271.

➡   To determine how many hours have elapsed, multiply the formula by the number of hours in a day.   Enter the formula as =('2:30 PM'-'8:00 AM')*24.   Works gives the answer 6.5, meaning six and a half hours.

➡   To determine how many minutes have elapsed, multiply the formula by the number of hours in a day, then by the number of minutes.   Enter the formula as =('2:30 PM'-'8:00 AM')*24*60.   Works gives the answer 390, meaning 390 minutes.

➡   To determine what decimal fraction has been assigned to a time, type the time in a **field**, **highlight** it, and then choose a number format such as General from the Format menu.
➡

How Works evaluates numbers   `Print`

If you type a number using only those characters listed below, Works interprets the entry as a number.

For example, you can type:

2234	10 3/4
2,234	2.23E02
223.0543	10%
-223 or (223)	$12.50

Works ignores plus signs (+) that precede numbers.   Fractions are converted to decimal fractions.   For example, if you enter 1 1/2, Works displays 1.50.

However, if you type an entry containing any characters other than those listed above, Works interprets the entry as **text**, not a number.   For example, the address 1356 22nd Ave and the phone number 555-1536 are both text entries. When an entry is treated as text, you cannot perform calculations or apply any of the other number formats.
➡

Fonts   Print

What is a font?

A font is a set of letters, numbers, punctuation marks, and symbols that share a unified design.   Each font comes in a number of sizes measured in points.   A point is a unit of measure equal to 1/72 of an inch (one inch = 72 points).

What you see on the screen vs what you print

Works uses two different types of fonts to display and print your document: screen fonts and printer fonts.

Screen fonts are what Works uses to display your documents on your screen.   The screen fonts that Works uses are those that were installed on your computer when Windows was installed.   If you used Windows to set up a printer, additional screen fonts may have been automatically installed, or you may have added additional screen fonts on your own.

Printer fonts are what Works uses to print your documents.   The printer fonts available to depend on the printer you are using.

When you choose a font in Works, you are actually choosing a printer font.   If Windows does not have a screen font that matches it, it substitutes the screen font that most closely resembles it.   Your document will be printed using the printer font you chose, but it may look different from what you see on your screen.

Adding extra fonts

By installing additional printer fonts, you can increase the variety you have available for printing documents.   For more information on adding extra fonts, see your printer's documentation.

Proportional vs non-proportional fonts

A proportional font is one in which characters have varying widths.   For example, in the proportional font you're reading right now, the letter "i" in the word "width" takes up must less space in a line than the letter "w".   In contrast, characters that are non-proportionally spaced have uniform widths.   In this case the letter "i" takes up the same amount of space as the letter "w".

Landscape fonts vs portrait fonts

Probably, you most often print documents in portrait orientation.   (Portrait orientation means that your document is taller than it is wide.)   Certain fonts are designed to print sideways on the page, in landscape orientation.   (In landscape orientation, your document is wider than it is tall.)   Not all fonts can print in landscape orientation.   After you choose Landscape orientation in the Printer Setup dialog box, Works displays only those fonts in the fonts list that can print in Landscape orientation.

How Works evaluates a formula   Print

Works follows standard algebraic rules to evaluate a formula. Works evaluates:

➡   The contents of the innermost set of parentheses first.

➡   **Operators** in standard order of evaluation. If two or more operators have the same order, Works evaluates them from left to right.

This table shows the operators and their order of evaluation:

Operator	Order
^ (exponential)	First
- (subtract), **+** (add)	Second
* (multiply), / (divide)	Third
= (equal to), **<>** (not equal to)	Fourth
< (less than), **>** (greater than), **<=** (less than or equal to), and **>=** (greater than or equal to)	Fifth
~ (NOT)	Sixth
| (OR), **&** (AND)	Seventh

➡

Printing tips `Print`

When a printer does not print, the cause is often a simple mechanical problem.

If your printer does not print, make sure the printer is:

    Chosen in the Printer Setup dialog box

    Plugged in and turned on

    Properly connected to your computer

    Loaded with paper

    Mounted with the appropriate printwheel or cartridge

Also verify that:

    The cable is connected to the port specified in the Printers section of the Windows Control Panel

If your printer still does not print, restart both the computer and the printer.

If you can print your document, but it contains garbled, unreadable, or extra characters, make sure the printer is:

    Chosen in the Printer Setup dialog box

    Set up according to the manufacturer's specifications.   See your printer manual

If your document does not print with the fonts or styles you chose, one or more of the following may be the cause:

    Your printer may not be able to print the chosen **font** or style.   Refer to the printer's manual for specific information.

    The correct printer may not be highlighted in the Printer Setup dialog box or in the Printers section of the Windows Control Panel.

    You may have chosen a font or style without first highlighting the **field** you wanted to format.

Note: The best defense against printing problems is being thoroughly familiar with the operation of your printer, as well as the printing and font features of Microsoft Windows.