Report basics

Overview

Create a report when you need to print information and you want the flexibility to...

Related information

Creating a report

Overview

As soon as you've entered information in your database, you can create a report.   Works asks you for the information and then creates the report for you.

Related information

Lesson: Reporting

Creating a report

When you choose Create New Report from the View menu, Works displays the New Report box.   The title you type will appear on the first page of the report.   The fields you add determine the information and headings that will appear on every page of the report.

more...

Creating a report, cont.

Next, Works displays the Report Statistics box.   If you want Works to print summary information for fields at the end of your report, choose the fields and the **statistics** you want Works to use.   Example:

more...

Creating a report, cont.

If you want Works to add all the entries in a field, choose Sum.   When you choose Sum, Works prints the results using the label Total.

more...

Creating a report, cont.

If you want, you can position the statistics under each column instead of together in rows.

more...

Creating a report, cont.

You're done--Works creates a report definition based on the choices you made.

more...

Creating a report, cont.

In many cases the report definition is all you need, but you can also change the report's appearance and organization once it has been created.   For more information, see Changing a Report.

You can create up to eight reports for each database.   If you change the information upon which the report is based, Works automatically updates the report to match.

How to

Create a report

Related information

Changing a report

Naming a report

Previewing

Printing

Naming a report

Overview

When you create the first report for a database, Works names the report "Report1".   If you create a second report for the same database Works names it "Report 2," and so on.   You may want to give the report a more descriptive name--particularly since you can create up to eight reports for each database.

How to

Name a report

Related information

Deleting a report

Overview

When you change a report, you work in report definition view.   Skills that you use in list view--such as moving, highlighting, and changing the column width--are much the same in this view.   For a quick review of those skills, or a tour of report definition view, read this topic; otherwise, see Changing a Report.

Related information

Changing a report

Understanding report definition view

There are many things about report definition view that are similar to form view and list view...

more...

Understanding report definition view, cont.

The important thing to understand is how the labeled rows correspond to your printed report, for example:

Moving within a report definition

When changing or viewing your report, you can move from one part of the report definition to another using the scroll bars or keyboard--just like you do in list view.

How to

Move in report definition view using the mouse
Move in report definition view using the keyboard

Changing column width

If you can't see complete entries in a column, you may want to change the column width.   For example, you may want to change the width of column E so you can see the entire entry =SUM(Value).

Changing the column width affects the amount of space between entries when you print your report.   If you have adjusted the column width while working on a report definition, you may want to readjust the width before you print. For more information, see Changing the Page Layout.

How to

Change the column width

Related information

Changing the page layout

Highlighting in a report definition

Before you make changes, you need to highlight the information you want to work with.   Highlighting in report definition view is similar to highlighting in list view.

How to

▶   Highlight one entry
▶   Highlight several entries
▶   Highlight a column
▶   Highlight a row
▶   Highlight the entire report definition

Related information

▶   Changing a report
▶   Editing entries in report definition view

Editing entries in report definition view ▶

Overview

Editing entries in report definition view is very much like editing information in list view.   If you already know how to change, copy, move, delete, or add new entries, you can skip this topic.

Related information

▶ _____ Changing a report

Editing an entry

If you want to change an entry, you can either edit part of the entry or replace the entire entry with new text.

___To revise an entry, highlight it and then edit it in the formula bar.

___To replace an entry, highlight it and then type new text.   As you type, the new text replaces the old entry.

How to

▶_____Edit part of an entry

▶_____Replace the entire entry

Related information

▶_____Keys for editing in the formula bar

Editing entries in report definition view ▶

▶

Adding an entry

If you want to add information to your report definition, move the highlight to the location you want the information to appear and then type the new text.   If you want to add the information between existing entries, insert a new row or column first.   For example:

How to

▶   Add an entry
▶   Insert a column
▶   Insert a row

Related information

▶   Changing a report

Removing entries

There are two ways you can remove information from a report definition: clearing and deleting. When you clear an entry, Works removes the information but retains the **formatting**, so that new information you type has the same format as the old entry.   When you delete an entry, you remove both the entry and the formatting.

How to

▶   Clear an entry

▶   Delete an entry

Related information

▶   Keys for editing in the formula bar

Moving entries

If you want to move information, you can save time by cutting and pasting to the new location rather than deleting the information and typing it again.   In the example below, if you want the headings (Dept, Quantity, and Cost) to appear directly above the information in the report, you can move them down a row.

**{ewc KSCOPE, WinDoc Bmp,
rpmain3.22}**

● Before
● After

If you want to place moved information between existing entries, insert a row or column first.

How to

★ Move an entry
★ Insert a column
★ Insert a row

Related information

★ Changing a report

Editing entries in report definition view ★

★

Copying entries

If you want to repeat text in your report, you can copy and paste to the new location rather than typing the text again.   If you want to place the information between existing entries, insert a new row or column first.

For information on copying a an entire report to another tool or application, see Copying a Report.

How to
★_____Copy an entry
★_____Insert a column
★_____Insert a row

Related information
★_____Changing a report
★_____Copying a report

Changing a report

Overview

This topic shows you how to change the appearance and organization of a report you've created.

For information on changing the font, style, or alignment of text, see Changing Text Appearance.   For information on sorting records, see Sorting and Adding Subtotals.

Related information

Changing text appearance

Sorting and adding subtotals

Opening an existing report

All the reports you have created for a database are listed on the View menu.

How to

★⎯⎯⎯ Open an existing report

Related information

★⎯⎯⎯ Naming a report

Changing the title

The text you type in a title row of the report definition prints at the top of the first page of your report.

Why are there two title rows?

The first title row contains the title of your report.

The second title row, which is empty, leaves a blank row between the title and headings when you print the report.   You can delete this row or insert as many title rows as you want for additional text or space.

more...

Changing the title, cont.

If you don't know how to change the title (edit, replace, or move it), see Editing Entries in Report Definition View.

How to

⭐_____Insert a row

⭐_____Delete a row

Related information

⭐_____Editing entries in report definition view

Changing the headings

The text you type in a heading row of the report definition prints at the top of every page as field headings.

Why are there two heading rows?

The first heading row contains headings for the fields in your report.

The second heading row, which is empty, leaves a blank row between the headings and fields when you print the report.   You can delete this row or insert as many heading rows as you want for additional text or space.

more...

Changing the headings, cont.

If you're using field names as headings, instead of typing them, you can have Works insert them for you.   This way you don't have to remember exactly how you spelled or abbreviated the field names.

more...

Changing the headings, cont.

If you want to print a continuous line beneath the headings, you can enter it in a blank heading row.

You can also set off headings from other information in your report by making them bold, underline, or italic.   For more information, see Changing Text Appearance.

How to

★_____Delete a row

★_____Insert a field name

★_____Add a continuous line

★_____Insert a row

Related information

★_____Changing text appearance

★_____Editing entries in report definition view

Changing the information

The record row contains the instructions that tell Works which fields to include in the report.

Why is there only one record row?

So that the records print one after the other without a blank row between records.

You can insert as many record rows as you want or even delete this row to print a report that includes only summary information.

more...

Changing the information, cont.

If you add more than one record row, Works prints the same number of rows for each record in your report as the report definition contains.   For example:

more...

Changing the information, cont.

As a fast and accurate alternative to typing instructions, you can have Works insert them for you.   If you want to position an instruction between existing entries, insert a blank column or row first.

When you print, the entries in that field will be included in your report.

more...

Changing the information, cont.

You can change the **records** that are printed in your report in the following ways:

To	Switch to
Hide individual records	List view, then highlight the records and choose the Hide Record command; see Hiding Fields and Records
Find records that match exactly one condition, such as a single date or city	List view, then choose the Find command to locate them; see Finding Records
Find records that match more than one condition or a range of conditions	Query view, then define a query; see Querying

How to

⭐_____Delete a row

⭐_____Insert a column

⭐_____Insert a field entry

⭐_____Insert a row

Related information

⭐_____Editing entries

⭐_____Hiding fields or records

⭐_____Finding records

⭐_____Querying

Changing the summary information

Whatever you type in a Summary row is printed once at the end of the report.

Summary information can be anything from statistics, such as the total of values, number of items, or average of entries in a field, to explanatory text.   You can insert as many summary rows as you need for information you want printed at the end of your report.

more...

Changing the summary information, cont.

As a fast and accurate alternative to typing summary instructions, you can have Works insert them for you.

How to

⭐⎯⎯⎯⎯⎯Delete a row
⭐⎯⎯⎯⎯⎯Insert a field summary
⭐⎯⎯⎯⎯⎯Insert a row

Related information

⭐⎯⎯⎯⎯⎯Editing entries in report definition view

Sorting and adding subtotals

Overview

You can rearrange the **records** in your report so that they are organized alphabetically or numerically--just like you can in form view or list view.   However, in a report you can also add "breaks" between groups of records, where Works calculates subtotals for each group.

Related information

Sorting records

Sorting and grouping records

You can organize **records** in your report in **ascending** or **descending** order.   For example, if you sort on the Department field in ascending order you get the following report:

You can sort on up to three **fields** at the same time.   If entries in the first field are the same, Works sorts by entries in the second field, and so on.

more...

Sorting and grouping records, cont.

Sorting may be all you want to do to your report .   However, you can add space or subtotals at the end of each group of related records by sorting and "breaking" on a **field**.

more...

Sorting and grouping records, cont.

When you break on a field, Works adds a summary row, named after the field, to your report definition.   A summary row prints after each group of related records.

more...

Sorting and grouping records, cont.

You can edit, delete, or add to the entries in a summary field row.   For example, you may want to delete all of the subtotal entries but two and then type text to identify them.

more...

Sorting and grouping records, cont.

If you want, you can also add headings that print at the beginning of each group, by inserting one or more Introductory rows for the field.

more...

Sorting and grouping records, cont.

A quick review...

You can	By
Organize records alphabetically or numerically	Sorting on fields
Organize and group records (with subtotals)	Sorting and breaking on fields
Add headings to each group	Inserting an introductory row

Note: Works inserts a summary row for each field you break on.

How to

★_____ Sort records and add breaks

★_____ Insert an introductory row

Related information

★_____ Changing a report

Duplicating a report

Overview

If you want to create a report that is very similar to one you've already created, it may be faster to duplicate the existing report and change it as necessary rather than create another report from scratch.

How to

Duplicate a report

Deleting a report

Overview

When you no longer need a report, you can delete it.   Also, since each database can have no more than eight reports, you may have to delete an existing report before creating a new one.   When you delete a report, its name no longer appears on the View menu.   Works automatically renumbers the remaining reports.

How to

Delete a report

Changing text appearance

Overview

Before you print, you may want to change the font, size, style, or alignment of text to make your report more attractive and easier to read or understand.

Note: If you don't understand how the changes you make in report definition view affect your printed report, see Changing a Report.

Related information

Changing a report

Changing text appearance ⭐

⭐

Changing the font and size

You can change the font or font size Works uses to print your report.   For example, you may want to switch to a smaller font size to print more information on a page. You can choose only one font for each report.   The fonts available to you are determined by the printer you are using.

{ewc KSCOPE, WinDoc Bmp, rpmain3.61}

⬤   Helv 8pt
⬤   Courier 9pt

If it is important to you that the width of characters is exactly the same for both text and numbers and that character line up precisely, then choose a **non-proportional font** (also called fixed-pitch).   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 style

You can vary the style of information in your report to emphasize specific text; for example, you may want to draw attention to titles or headings by making them bold, italic, or underline.

Note: If you don't understand how the changes you make in report definition view affect your printed report, see Changing a Report.

How to

★_____ Change the style

Related information

★_____ Changing a report

Changing the alignment

You can change the way entries are aligned within a column.   In some cases, this can make the information in your report easier to read. It can also give your report a more polished appearance.   Until you make a change, Works uses General alignment.

Note: If you don't understand how the changes you make in report definition view affect your printed report, see Changing a Report.

How to

_____ Change the alignment

Related information

_____ Changing a report

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 a header or footer

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

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 a header or footer, cont.

<u>To</u>   <u>Type this code</u>

more...

Creating a header or footer, cont.

To   Type this code

more...

Creating a header or footer, cont.

To_____Type

Notes:

    The text for 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 header or footer margins

Headers and footers

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

Overview

You can change the layout and amount of information printed on each page of your report by changing the margins, the space between columns, the page size or orientation, and by adding your own page breaks.

Related information

★ _____ Lesson: Page layout and printing
★ _____ Printing

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 margins

Related information

⭐_____ Headers and footers

Changing space between columns

If you want to change the amount of space between columns, you can either increase or decrease the column width or insert blank columns between existing columns.

For information on changing the alignment of information within a column, see Changing Text Appearance.

How to

★   Change column width
★   Delete a column or row
★   Insert a column

Related information

★   Changing text appearance
★   Printing

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.   When you print a large report, pages are divided and printed in the order shown below.

If the report is not arranged as you would like it, you can insert horizontal or vertical page breaks.

more...

Inserting and deleting page breaks, cont.

For example, if you have added a break to the Dept field but want each group to print on a separate page, you can insert a page break after the summary row for the Dept field.

How to

★_____Insert a page break

★_____Delete a page break

Related information

★_____Printing

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.

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

Previewing ⭐

⭐ **1 of 1**

⭐

Overview

Before you print your report, it is a good idea to preview it to make sure that information is set up on the page exactly as you want.   In print preview, margins, page breaks, and **headers** and **footers** are shown as they will appear when you print your report.

How to

⭐_____ Preview a document

Related information

⭐_____ Changing the page layout

Printing

Overview

When you print a report, you can either print the entire report or one that contains only the title, headings, and summary information.   Before you print, be sure to preview the report to verify that the report is laid out exactly as you want it.

If you want to change margins, page size or orientation, page breaks, or space between columns, see Changing the Page Layout.   If you want to add text that prints on every page, such as page numbers, dates, or titles, see Headers and Footers.

How to

Print a report

Related information

Changing the page layout

Previewing

Headers and footers

Choosing a printer

Copying a report

Overview

You can copy a report's results--the same information that you would get if you printed the report--to another Works tool or Windows application.   For example, you may want to copy information from a report to a word processor document.

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 entry is copied into a separate cell.   Columns and rows are preserved.

How to

Copy a report

Overview

You can select the **records** that are included in a report by changing the records Works displays.   To display records that match more than one condition, you need to define a query.

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

Related information

⭐_____ Lesson: Advanced searching
⭐_____ 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, list, or report definition 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 a report definition, you will not see records, but only records matching the query will be printed.

How to

▶_____<u>Define a query</u>

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".

more...

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}

<u>Click to see more examples</u>

⭐<u>   All clients who live in either Seattle or Tacoma</u>
⭐<u>   All clients who do NOT live in Seattle or Tacoma</u>
⭐<u>   All clients who earn at least $50,000 AND less than $80,000</u>

Related information
⭐<u>   Background: How Works evaluates formulas</u>

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 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 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

To open a topic, click the one you want
from the indented sections of the list below.

Getting started

- [Report basics](#)
- [Creating a report](#)
- [Naming a report](#)

Making changes

- [Introducing report definition view](#)
- [Editing entries](#)
- [Changing a report](#)
- [Sorting and adding subtotals](#)
- [Querying](#)
- [Duplicating a report](#)
- [Deleting a report](#)

Enhancing the appearance

- [Changing text appearance](#)

Printing

- [Headers and footers](#)
- [Changing the page layout](#)
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- [Printing](#)

Using with other tools or applications

- [Copying a report](#)

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When you click on one of the lesson titles listed below, the lesson will begin playing immediately.   When it is finished, you can find more information and instructions on how to perform a task by clicking on the See also reference that follows the lesson title.

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File Print Preview

Displays your report 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

Cuts **highlighed entries** and places them on the **Clipboard.**

You can then paste the entries in another location in the same report, 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 entries

Edit Copy

Copies **highlighed entries** and places them on the **Clipboard**.

You can then paste the entries in another location in the same report, 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 entries

Edit Copy Report Output

Copies the results of your report and places them on the **Clipboard**.

You can then paste the information in any open Works document, or another Windows application. To paste the information, press CTRL+V.

You can paste the information as many times as you like until you cut or copy other information to the Clipboard.

More information
⭐_____Copying a report

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 entries

Edit Clear

Clears **highlighed entries**.   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 in the same location has the same format as the cleared entry.

Shortcut...

To clear a highlighted entry, press DEL.   To clear more than one entry at a time, you must use the Clear command.

More information

★_____ Removing entries

Edit Delete Page Break

Choose to delete vertical or horizontal page breaks.

Works deletes a horizontal page break above a highlighted row or a vertical page break to the left of a highlighted column.

If you do not highlight an entire row or column, Works displays the Delete Page Break box asking which type of page break you want to delete.

Page breaks in report definition view do not affect those in form or list 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 row or a vertical page break to the left of a highlighted column.

If you do not highlight an entire row or column, Works displays the Insert Page Break box asking which type of page break you want to insert.

Page breaks in report definition view do not affect those in form or list view.

More information
⭐ Inserting and deleting page breaks

Select Cells

Use when you want to highlight entries using the keyboard instead of the mouse.

When you choose Select Cells, 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 your selection, press an arrow key.

Shortcut...

To choose Select Cells, press F8.

More information

★_____Highlighting in a report definition

Select Row

Choose to highlight one or more rows in report definition view.

When you choose Select Row, Works highlights the entire row in which the highlight () is located.

If you highlight more than one entry in a column and then choose this command, Works highlights the rows in which the entries are located.

More information

Highlighting in a report definition

Select Column

Choose to highlight one or more columns in report definition view.

When you choose Select Column, Works highlights the entire column in which the highlight () is located.

If you highlight more than one entry in a row and then choose this command, Works highlights the columns in which the entries are located.

More information

⭐   Highlighting in a report definition

Select All

Choose to highlight the entire report definition.   This is useful if you want to apply a change to the entire report, for example, to change the style of all the text in the report.

More information

         Highlighting in a report definition

Format General

Formats a highlighted entry to display numbers using General format.   In this format, numbers are displayed as precisely as possible given the width of the column containing the entry.

More information
      Changing the number format

Format True/False

Formats a highlighted entry 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

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

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 include in your 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

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.**

To rename a report, choose Name Report from the View menu.   For more information, see Naming a Report.

Shortcut...

More information

- Naming and saving a document
- Naming a report
- Sharing with other applications

Format Time/Date

Use to change the **format** of dates or times in a report.   Highlight the entries whose date or time format you want to change, then choose the options you want.

More information
⭐‗‗‗‗‗‗ Dates and times

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.

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 Row/Column

Deletes the row or column in which the highlight (▭) is located.   Works will delete a row or column without displaying the dialog box if you highlight an entire row or column before choosing Edit Delete Row/Column.

More information
★_____ Removing entries
★_____ Changing a report

Edit Insert Row/Column

Inserts a row above the location of the highlight ( ) or a column to the left of the highlight.   Works will insert a row or column without displaying the dialog box if you highlight an entire row or column before choosing Edit Insert Row/Column.

More information
★_____ Adding an entry
★_____ Changing a report

Edit Insert Row

Use to insert a row in your report definition.

Edit Insert Field Name

As an alternative to typing headings for the **fields** in your report, you can have Works insert the field names for you.

Edit Insert Field Entry

Instead of typing instructions in the Record row that tell Works which fields you want to include in your report, you can have Works insert them for you.

Edit Insert Field Summary

Instead of typing a formula in the Summary row that tells Works to calculate summary information for a field in your report, you can have Works insert the formula for you.

What if I put a summary statistic in a Record or Heading row?

More information

★_____ Changing the summary information

What if I put a summary statistic in a Record or Headings row?

Works will insert the statistic in the highlighted row, but the calculation will not necessarily reflect the information in the specified field.   It's best to put summary statistics in Summary rows.

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.

Tip

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 Sort Records

Use to organize your **records** alphabetically or numerically, in **ascending** or **descending** order, based on the contents of the **fields** you specify.   You can also add breaks and subtotals between groups of related records.

More information
★_____ Sorting and adding subtotals

Format Fixed

Formats highlighted entries to display numbers with the number of decimal places you specify.   Negative numbers are indicated by a minus sign.

Before I print, how can I tell if the columns are wide enough to display the numbers in my report?

More information
★_____ Changing the number format
★_____ Changing column width

Before I print, how can I tell if the columns are wide enough to display the numbers in my report?

Click the Preview button on the Toolbar.

If a column is too narrow, #### will be displayed.   Return to report definition view to change the column width.

Format Currency

Formats highlighted entries 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.

Before I print, how can I tell if the columns are wide enough to display the numbers in my report?

More information
★   Changing the number format
★   Changing column width

Format Comma

Formats highlighted entries to display numbers with a comma every three 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.

Before I print, how can I tell if the columns are wide enough to display the numbers in my report?

More information

★   Changing the number format
★   Changing column width

Format Percent

Formats highlighted entries 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.

Before I print, how can I tell if the columns are wide enough to display the numbers in my report?

More information

★   Changing the number format
★   Changing column width

Format Exponential

Formats highlighted entries 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.

Before I print, how can I tell if the columns are wide enough to display the numbers in my report?

More information

⭐ Changing the number format
⭐ Changing column width

Format Leading Zeros

Formats highlighted entries 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 an entry to display leading zeros, Works deletes them.

Before I print, how can I tell if the columns are wide enough to display the numbers in my report?

More information

★_____Changing the number format
★_____Changing column width

Format Font

Use to select a **font** and font size for your report.   You can select one font per report.

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 apply alignment and styles to highlighted entries in your report.

More information
⭐   <u>Changing the style</u>

Format Column Width

Use to change a column's width.   You specify the width in number of characters.

Before I print, how can I tell if the columns are wide enough to display the numbers in my report?

More information
⭐_____ Changing a report

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
★ Printing

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 define the margins and page size when printing your report.

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.

📘 *Tip*

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.

Tips

★ 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: **<u>Bold and underline</u>***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.
Important: 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.

To create a report

1   On the **Toolbar**, click the Report button

    --or--
    From the View menu, choose Create New Report.

2   Type the title you want for the report.

3   **Choose** the field you want to appear in the left column of your report.

    Note: The order you choose the fields determines the order they print from left to right.

4   Choose Add.

5   Repeat steps 3 and 4 until you have added all the fields you want to include in your report.

6   Choose OK.

    Works displays the Report Statistics dialog box.

7   If you want Works to calculate any information for you, **choose** the field you want the calculation to apply to.

8   **Choose** the **statistics** you want Works to calculate for the field.

    Note: The seven statistical functions listed are the only functions you can use in a report.

9   To specify calculations for other fields, repeat steps 7 and 8.

10 Works proposes that the statistics be positioned together in rows, one after the other.   If you want to position each statistic under its column, choose Under Each Column.

11 Choose OK.

    Works displays a message telling you that you have created a report.

12 To view the report definition, choose OK.

Tips

★   To see what the report will look like when you print it, choose the Preview button on the **Toolbar**.

★   To print the report, choose the Print button on the Toolbar.

★   To create a report from scratch, do not choose any fields to include in the report; then choose OK.   Works displays a blank report definition.   You can then type a title for the report, the names of the fields you want to include in the report, and so on.   For information on report definition view, see
★ Changing a report.
~ end ~

To name a report

1   From the View menu, choose Name Report.

    Works lists all exisiting reports.

2   **Choose** the report you want to rename.

3   Type a new name, up to 15 characters long.

4   Choose Rename.

5   To rename another report, repeat steps 2 through 4.

6   Choose OK.

    Works displays the new name on the View menu.

~end~

To move in report definition view using the mouse

★ To move to an entry, **click** the one you want.

★ To move up or down within a report definition, use the vertical scroll bar.

★ To move left or right within a report definition, use the horizontal scroll bar.

~ end ~

To move in report definition view using the keyboard

To move	Press
Right one space	
Left one space	
Down one row	
Up one row	
Next column	TAB
Previous column	SHIFT+TAB
Start of a row	HOME
Last entry in a row	END
Down one window	PAGE DOWN
Up one window	PAGE UP
Right one window	CTRL+PAGE DOWN
Left one window	CTRL+PAGE UP
Beginning of report	CTRL+HOME
End of report	CTRL+END
Up to the next group of entries	CTRL+
Down to the next group of entries	CTRL+
Left to the next group of entries	CTRL+
Right to the next group of entries	CTRL+

~end~

To quickly change the column width in report definition view

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

To set an exact column width

1   **Highlight the column** whose width you want to change.

2   From the Format menu, choose Column Width.

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

4   Choose OK.

~ end ~

To highlight an entry in report definition view

★   **Click** the entry.

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

~ end ~

To highlight several entries in report definition 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 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 Cells.
   --or--
   Press F8.

   EXT is displayed in the **status bar**.

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 column in report definition view

★   **Click** the column letter.   For example, click A.
To highlight several adjacent columns, move the pointer () to the leftmost column and then **drag** to the right.

To cancel a selection, click anywhere in the report definition.

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

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

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

To cancel a selection, press ESC.

To highlight a row in report definition view

★   **Click** the row label.   For example, click Title.
To highlight several adjacent rows, move the pointer () to the uppermost row label and then **drag** down.

To cancel a selection, click anywhere in the report definition.

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

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

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

To cancel the selection, press ESC.

★

To highlight the entire report definition

★   **Click** the button above the first row.

    To cancel the selection, click anywhere in the report definition.

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

To edit part of an entry in report definition view

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

    The entry is displayed in both the report definition and in 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 the DEL key.

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 replace an entry in report definition view.

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

   The entry is displayed in both the report definition and in 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 add an entry in report definition view

1   **Move the highlight** to the place where you want the entry to appear.

    If you want to enter the information between existing entries, **insert a row or column** first.

2   Type the entry.

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

    If you make a mistake, press BACKSPACE.

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

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

What if...
    I can't see all of the entry?

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

To insert a column in report definition view

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

   To insert more than one column, highlight more than one.   As many columns as you highlight will be inserted.

2 From the Edit menu, choose Insert Row/Column.

   Works inserts a blank column to the left of the one you highlight.

To insert a row in report definition view

1 **Highlight the row** you want to appear below the new row.

   If you want to insert more than one row of the same type, highlight more than one row.   As many rows as you highlight will be inserted.

2 From the Edit menu, choose Insert Row/Column.

3 **Choose** the **row type** you want to insert.

   Note: Works groups rows of the same type together and always keeps row types in the same order in the report definition.

   If you choose a different row type than the row you highlighed, Works inserts the row with others of the same type.

4 Choose OK.

   Works inserts the new row.

To delete an entry in report definition view

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

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

If you delete an entry by mistake using the Cut command, you can reinsert it if you choose Paste before you choose Cut or Copy again.

To clear an entry in report definition view

<u>Important</u>:   There is no way to recover cleared information.

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

2   From the Edit menu, choose Clear.

Works clears the information.

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

To move an entry in report definition view

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

1   If necessary, **insert a blank row or column** 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   Highlight 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 copy an entry in report definition view

<u>Important</u>:   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 a blank row or column**where you want to place the copied information.

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

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

4   Highlight the upper-left corner of the area you want to copy to.

5   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 open an existing report

1   If you have not already done so, **open or switch to the database** where you created the report.

2   From the View menu, choose the name of the report you want to open.

To delete a column or row in report definition view

Important: There is no way to recover deleted information.

1   **Highlight the entire column or row** you want to delete.

You can highlight as may adjacent columns or rows as you want to delete.

2   From the Edit menu, choose Delete Row/Column.

To insert a field name as a heading or label

1   **Move the highlight** to the place where you want to insert the field name.

2   From the Edit menu, choose Insert Field Name.

3   **Choose** the field name you want to insert.

4   Choose OK.

Works inserts the field name.

If you want to type a field name instead of inserting it, move the highlight to the location where you want to type the name of the field, type it, and then press ENTER.

To add a continuous line to your report

1   **Move the highlight** to a blank row where you want the line displayed.

2   Press the key for the character you want to use in the line.   Repeat until the line is as long as you want it.

For example, if you use the period (.) key, your line will look like this: ....

Note: If you want to use the minus symbol (**-**), type a quotation mark
(**"**) first so that Works will interpret the entry as text rather than as an operator in a formula.

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

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

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

To insert a field entry

1 **Move the highlight** to the place where you want to insert the entry.

2 From the Edit menu, choose Insert Field Entry.

3 **Choose** the field whose entries you want to include in the report.

4 Choose OK.

   Works inserts an equal sign (=) and the field name you chose, for example, =Item.

   When you print the report, Works prints the field's entries in that column.

   If you want to type a field entry instruction instead of inserting it, move the highlight to the location where you want to type the instruction; then type an equal sign
   (=) followed by the field name.

   Example: **=Item**

To insert a field summary instruction

1 **Move the highlight** to the place where you want to insert the instruction.

2 From the Edit menu, choose Insert Field Summary.

3 **Choose** the name of the field you want to apply the statistic to.

4 **Choose** the **statistic** you want to apply to the field.

5 Choose OK.

Works inserts an equal sign, the statistical function, and the field name you chose, for example, =(SUM) Item.

Note: The seven statistical functions listed are the only functions you can use in a report.

If you want to type a summary instruction instead of inserting it, move the highlight to where you want to type the instruction; type an equal sign (**=**), the statistic, and then the field name enclosed in parentheses.

Example: To average the values of entries in the Cost field, type **=AVG(Cost)**

To sort records and add breaks in report definition view

1   From the Select menu, choose Sort Records.

2   Under 1st Field, type the name of the most important field you want to sort by.

    For example, if you are sorting a list of names, the most important field is the last name field, the second most important field is the first name field, and the third most important field is the middle name or initial field.

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

4   If you want to separate one group from the next, choose Break.

5   If you want Works to group entries according to the first letter in the field, choose 1st Letter.

    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.

6   To sort or break on a second field, repeat steps 2 through 5 for the options under 2nd Field.

7   To sort or break on a third field, repeat steps 2 through 5 for the options under 3rd Field.

8   Choose OK.

    For each field that you break on, Works adds a summary row to your report definition.   Works automatically determines a subtotal for each field in the group.   For fields that contain numbers, Works uses the **SUM** function.   For fields that contain text, Works uses the **COUNT** function.

    You can delete any of these subtotals or use any of the other statistical functions (**AVG**, **MAX**, **MIN**, **STD**, **VAR**).

    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 make sure the records are organized as you want them before you print, click the Preview button on the **Toolbar**.

    If you switch to form view or list view, the records are organized the same way as the last report you sorted. If you want to change the sort order back to the way it was before you sorted your report, choose the Sort Records command from the Select menu and then choose OK.

To insert an introductory row in report definition view

1 **Highlight the record row**.

   If you want to insert more than one introductory row, highlight more than one row.   As many rows as you highlight will be inserted.

2 From the Edit menu, choose Insert Row/Column.

   Works list the different **row types** you can insert.

3 **Choose** the introductory row you want to insert, for example, Intr Dept.

4 Choose OK.

   Works inserts the introductory row above the record row.   Information in an introductory row prints before each group of records.

To duplicate a report

1 From the View menu, choose Duplicate Report.

2 From the list of reports, **choose** the one you want to duplicate.

3 Type a name for the duplicate.

4 Choose Duplicate.

   Works duplicates the report, gives it the name you specified, and adds the name to the View menu.

5 If you want to duplicate another report, repeat steps 2 through 4.

6 Choose OK.

To delete a report

Important: There is no way to recover deleted information.

1   From the View menu, choose Delete Report.

2   From the list of reports, **choose** the one you want to delete.

3   Choose Delete.

4   If you want to delete another report, repeat steps 2 and 3.

5   Choose OK.

If you delete all the reports for a database, Works returns to the view you were working in before you switched to report definition view.

To change the font and size in report definition view

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 point size you want.

--Or--

1 From the Format menu, choose Font.

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

3 Under Size, choose the point size you want.

4 Choose OK.

To change the style in report definition view

1   **Highlight the entries** 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 the entries** whose style you want to change.

2   From the Format menu, choose Style.

3   **Choose** the styles you want.

4   Choose OK.

To apply the same styles to other entries, highlight the entries; then press SHIFT+F7.
To remove all styles, highlight the entries; then press CTRL+SPACEBAR.

To quickly change the alignment in report definition view

1 **Highlight the entries** whose alignment you want to change.

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 the entries** whose alignment and styles you want to change.

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.

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

To insert a page break in report definition view

1   To insert a horizontal page break, **highlight the row** you want to appear below the page break.

    To insert a page break here...

    --Or--

    To insert a vertical page break, **highlight the column** you want to appear to the right of the page break.

    To insert a page break here...

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 report definition view

1   To delete a horizontal page break, **highlight the row** below the page break.

    To delete a page break here...

    --Or--

    To delete a vertical page break, **highlight the column** to the right of the page break.

    To delete a page break here...

2   From the Edit menu, choose Delete Page Break.

    Works deletes the page break and adjusts all remaining page breaks.

To print a report

1   If you want to print a summary report--one that contains only the title, headings, and summary information--choose Page Setup & Margins from the File menu.   **Choose** Print All But Record Rows.

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 want to print only part of the report, **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.

6   Choose OK.

You can see the page numbers for your report in the preview window.   To preview a document, click the Preview button on the **Toolbar**.

To copy a report

1   From the View menu, choose the name of the report you want to copy.

2   From the Edit menu, choose Copy Report Output.

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

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

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

        If you copy to the Word Processor, you may need to adjust tabs, fonts, and font sizes to properly display the copied information.

        If you copy to the Spreadsheet, you may need to adjust the column width to properly display the copied information.

What if...

   I copy to the Word Processor but do not see any tab stops or paragraph marks?

   Choose the Show All Characters command from the Options menu.

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.

What if...

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 ⭐ <u>How to Create a Header or Footer.</u>

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 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 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.

What if...
   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 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 entry 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 entry is displayed in the **formula bar**.

3   Type the new entry.

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

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.

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.

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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.

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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

If you want to add	Choose
A row that prints at the beginning of your report	Title row
A row that prints at the top of every page	Heading row
A row where you can type instructions that tell Works what fields to include in the report	Record row
A row that prints at the end of your report	Summary row

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

<u>To open a file</u>

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.

<u>To switch to a file</u>

    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.