

Matching to Create a Subset of Records based on Multiple Criteria by Cindy O'Hora

I made a database to manage my computer tips. I used a [popup menu field](#) to specify which AppleWorks environment each tip applied to. My popup menu offers most of the environments of AppleWorks along with other topics. Here's how I can create a subset of tips for multiple environments.

I'll use Match and a formula to create a subset of tips that meet my criteria.

There are two functions used in this activity: NUMTOTEXT(text) and OR(logical1,logical2,...)

Popup menu data is saved by AppleWorks as a number. I must convert the number to text so I can match the text I'm using in the formula. NUMTOTEXT(text) does this.

I want to see how many tips I have in both drawing and painting. The Match formula is:

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OR(NUMTOTEXT("Topic")="drawing",NUMTOTEXT("Topic")="paint")
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(Note that field names are enclosed in apostrophies and text to match is enclosed in quotes. The NUMTOTEXT statements are separated by a comma.)

OR vrs AND

OR function allows me to ask the computer to locate a match for records that have either drawing or paint in the topic field. I could add additional requests to find all the word processing tips as well. To do that I would add NUMTOTEXT("Topic")="wp" to the OR statement.

Why not use the AND function?

AND says - find all the records that have both drawing AND paint. This tells the computer to match only if both categories are selected for that tip. None of them are in multiple categories. So my match will return - none.

To achieve the Matching

1. Open the database.
2. Go Organize ... Match Records.
3. Enter the appropriate OR formula. Hit OK or the return key.
4. Depending on the size of your database, the complexity of your request, the amount of memory you have allotted, and the speed of your computer's processor you may see a spinning beach ball. This is the computer's message, "Hang on while I look".
5. When the ball vanishes AppleWorks has highlighted all the matching records. This may not be readily apparent to you because you may only see non matches in the window. Immediately, go Organize ... Hide Unselected.

At this point only the matching records are visible. (Note that the Status bar on the left gives you a report of a number next to a number in parenthesis. The first number is how many records matched your request. The number in parenthesis is the total number of records in the database. So 80(190) means 80 records of the 190 in the database matched your criteria.)

6. To make all the records in the database visible again Go Organize ... Show All Records.

?Why/when would I ever use this?

- A database of a scouting troop where you wanted to find kids who had earned a set of badges.
- A database of famous people where you want to locate all the women who are engineers.
- Membership - Identify the individuals who have made multiple contributions to the group for the annual banquet. For example people who have contributed an article for the newsletter and served on a committee.
- Identify all the red, perennial flowers in your garden collection database
- How many male, American composers are included in your cd collection?

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