**Making a list view of your fields in database** by Cindy O'Hora
I received this question and thought the answer would benefit many folks.

"Your pages on ClarisWorks are brilliant - very helpful! I have one problem -I'd like to print out a names & adresses list from the database without all the fields etc. I can do mail merge into fields on a document but I only get one name & address on each page! How do I run through the whole database & get it all into one list to give someone as a print out? Or can't I?"

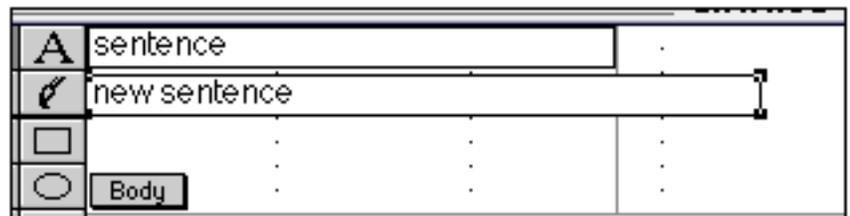**You certainly can print a list of just the names and addresses.**

1. Go Layout .. New Layout.

2. Choose Type .. Standard

3. Call it Name/Address list.

4. When the new layout appears:
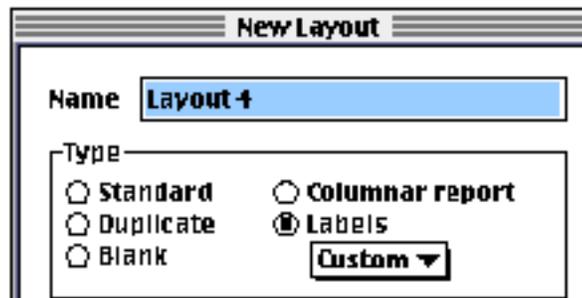
Go Layout .. Layout.

5. While in this Layout view - delete all the fields you don't want.

To do this: Click on the field with the arrow tool and hit delete.

The deleted field(s) will only be removed from this layout's view. It still exists in the other layouts of the database. It is simply not shown in the Name/address layout view of your data.

6. Use the Arrow Tool to drag the remaining fields into the desired positions. You can remove the labels, as well, to save space. You can recognize the names and addresses as such without the labels.

7. Drag the Body line upward until it is just below the remaining fields, leaving very little or no space between records.
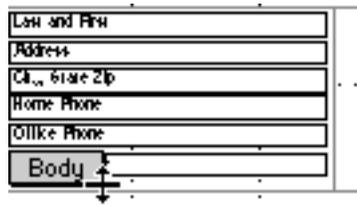
8. Go Layout .. Browse. You'll see your list of names and addresses without the other info.

At the bottom of the Layout Menu you have a second layout called Name/Address list.

You can switch back to your original view of the database by selecting it.

Selecting Columnar view in AppleWorks 6 - ClarisWorks 4 database.

If you desire to present the data in columns, it is easily accomplished this way.

1. Go Layout...New Layout.

2. **Choose Type...Columnar Report**

3. Call it Name/Address list.
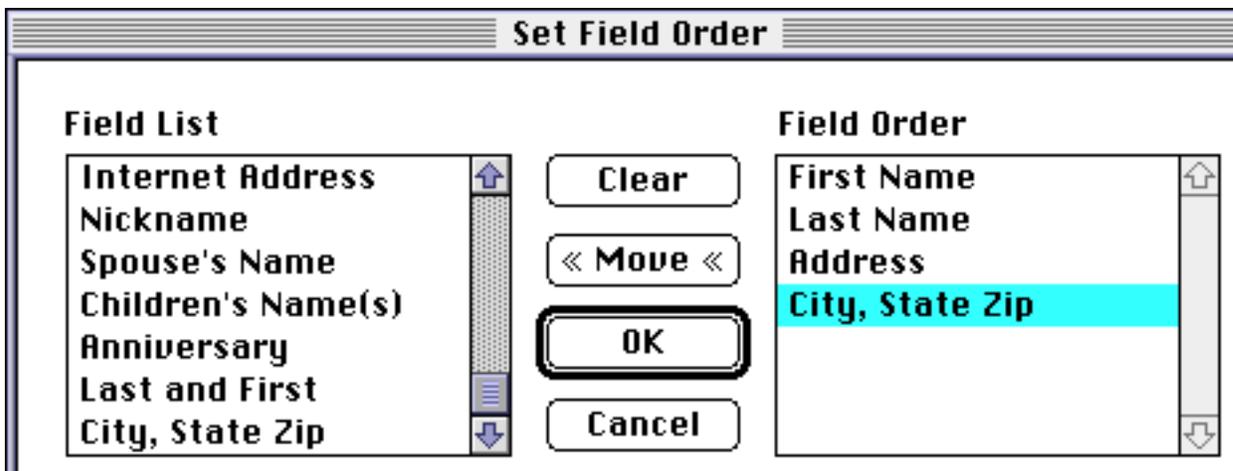
4. The Set Field Order will prompt you to select the fields you want to appear in your columnar report. Save yourself some time later by carefully selecting the fields in the order you desire they appear from left to right on your report. If you make an error in the order or desire to change it later, it can be done in layout view.

Header	ne	LastName	.	Address	City, State	.	.	.
Body	Name	LastName		Address	City State Zip	.	.	

The resulting layout will automatically include a header with the labels for each field selected. You can see that the Body line is quite tight on the bottom of the fields.

1. Go to Layout .. Browse to see the resulting columnar report.

If you are worried about trying this on your original database: Work on a copy

Make the changes I suggest to the copy. Your original one will remain untouched. If you are happy, keep the spiffy new one. If not, pitch it and try again.

It's not the instrument...it's who brings it to life. --GTE Mobilnet commercial

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