

Adding a new field to an existing AppleWorks database by Cindy O'Hora

AppleWorks provides a handy template of a membership database. I run a computer club in which we often communicate between meetings by email. Having each member's email address included in the database seemed appropriate.

How to add another field to an existing database:

1. Open the database
2. Go Layout .. Define Fields.
3. Enter the title of the field in the **Field Name:** box.

In some cases you might also want to modify the field type. Do so now by holding down on the [Field Type: pop-up menu](#) and drag down to select the appropriate type. For example, you might be adding a date field or make your field a [Pop-up menu](#) of computer models.

4. **Be sure to click the Create** button. Your new field should appear in the **Field Name:** box.
5. **Click Done.**

The new field will appear at the bottom of the database record.

If your field does not appear, I'm betting that you did not click Create. I have done that very thing more times than I care to admit. To double check go Layout...Define Fields. Is the new field listed in the Field Name box? If not, repeat the above process and **be sure to click the Create button!**

Once it does appear, be sure to **Save!** (⌘ ..s or File .. Save.)

Positioning the new field.

When the new field is added it is positioned at the bottom of the record. To move it to where you want it to be:

1. Go Layout ... Layout.
2. You'll see the new field's title and box at the bottom of the record.

Click on either one. Hold down the shift key and click on the other. They should both have their handles on. You have selected them.

3. Use the arrow cursor to drag them into the desired position.
4. Reduce the size of the title's text frame by clicking away on a blank area to deselect and then click only on the title. Use the upper right handle to drag in to reduce the size of the text frame. Now you can slide over the field entry box by dragging it with the arrow cursor. Use the same technique to reduce its size as well.
5. Use the [tiling feature](#) to get two views of the database at the same time. This will facilitate positioning.
6. The Body line at the bottom of the record was positioned a bit lower to accommodate the additional field. To move the Body line back up, just put the cursor on the word Body and drag gently upward to reduce the white space.

I like a bit of white space to show between records. I think it improves/speeds my recognition of the individual records. But you may certainly have it your way!

7. When you are finished positioning them return to the Browse view by going Layout ... Browse.

Tabbing entry fix.

I like to tab through fields to speed data entry. A new field will be last in tab order. If you want to correct this, see my tip on [changing tab order](#).

It is all in how it looks.

I like to tweak the appearance of my databases by going in Layout ... Layout and using the graphic tools to improve things. So if you are not enchanted with the background color, [Check out this Layout how to](#).

Although you can make a database from scratch, you are better off if you can modify an existing one to meet your needs. Now you know how to do it! "Go forth and modify!" ;-)

"Nothing ever succeeds which exuberant spirits have not helped to produce. ~ Nietzsche

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