

# Report in AppleWorks Database by Cindy O'Hora

Do you maintain a database? Do you regularly print the results of find/sort actions? If so, the Report feature is for you.

Imagine you maintain a database of software. You are expected to generate printed subsets of the software like "all the science titles, sorted by title alphabetically" on a monthly basis. Let's say you must do this for each genre like reading, spelling, social studies, encyclopedias, etc..

You could perform a find for all the science titles. Then do a sort by title. Switch to list view and hit print. You could repeat this process for each genre. Over and over doing these repetitive searches. I'm going to use Reports.

Take a look at the Database Tool Palette on the left hand side of your database.

Layout  Search  
Sort  Report

**Layouts** gives you access to layouts you have created for your database.

## Searches

Searches lets you recall a previous Find action.

1. Click on the magnifying glass symbol.
2. Enter a name for your search. In my example, I'm going to Find science titles so I enter science.
3. Click OK.

You'll notice that the Database Status Panel changes appearance and that a Store button has now appeared.

Click the Store button. The database will now remember this search.

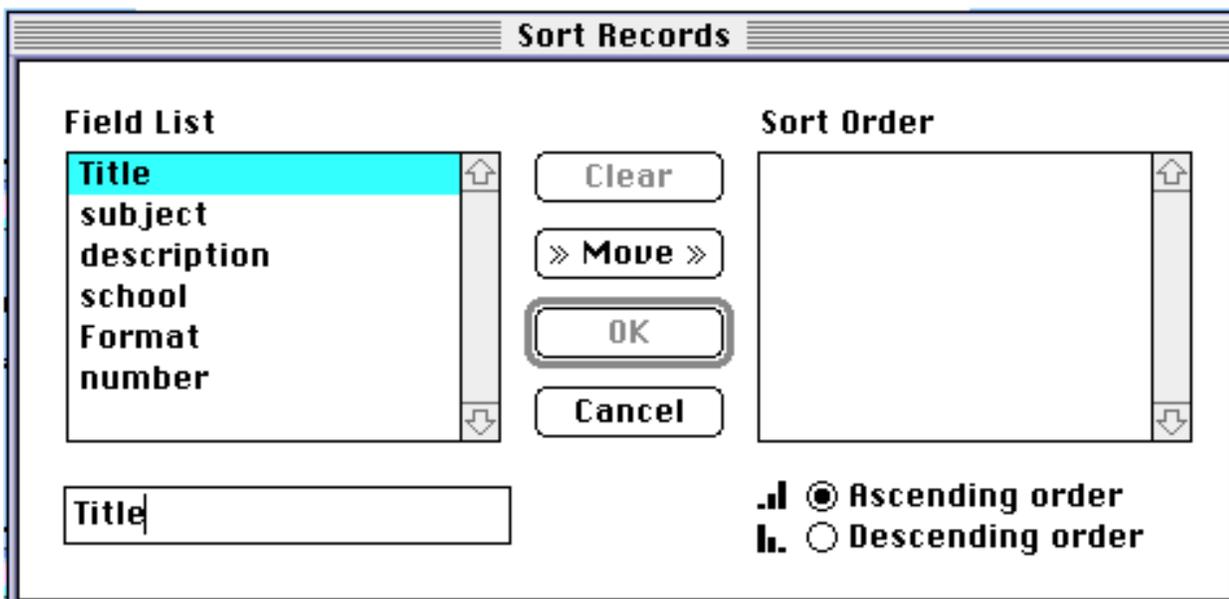
# Sort

Click the Sort icon.

You'll get a dialog box showing the "sortable" fields in the database. My database has a summary field which totals the number of CDs in the collection. It is not shown here because it cannot be used to sort.

Select the one you want to sort by in the Field List on the left.

Notice that this Sort dialog box is different from the one accessed in the Organize menu. This one has a title entry bar in the lower left hand corner. Be sure to enter a name for the sort here.



# Report

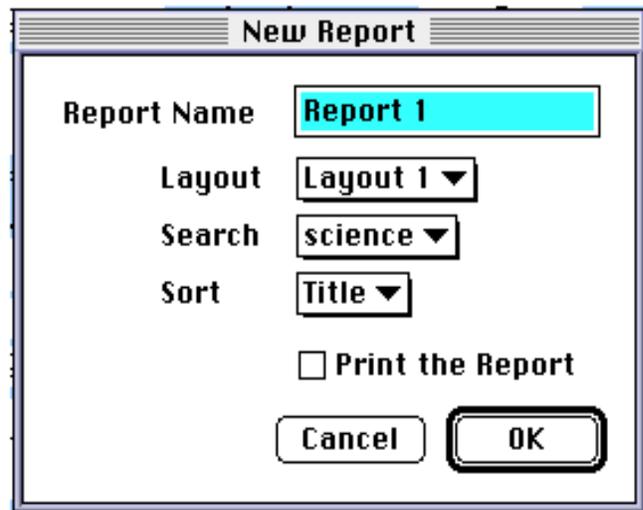
Click on the New Report icon.

In the dialog box, Give your report a name.

Use the pop-up menus to select the Layout, Search, and Sort that will make up this report.

When you open the pop-up menus, you will see the Search and Sort you created earlier in this lesson. You may have only one selection in each.

When you make a set of Searches and/or Sorts, you will have more items available in the pop-up menus.



## Print the report

Click in this box if you want the report automatically printed when you click the OK button. Are you the keeper of a club's database? Do you do special sorts and searches to create specialized mailing labels? Try out Reports the next time you print those labels.

A great example of using this is expense reporting. Sort by person and find by [month](#).

[Database tips index](#)

There are no secrets to success. It is the result of preparation, hard work, and learning from failure. -- General Colin L. Powell

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