# Printing Database subsets on different pages using Sort by Cindy O'Hora

Do you manage a sports league using AppleWorks? You might find it handy to be able to sort by team and then print each team on a separate sheet of paper for distribution to the coaches. You can accomplish this by using the Layout ... Find command to isolate a list the members of a single team. You would have to repeat this for each team. Using a sub-summary sort technique saves you the repeated Layout...Find commands.

I suggest that the first time you do this you make a copy of the database. Do this activity to the copy. (Click one time on the icon of the original database. Go File ... Duplicate.) If you have a misadventure there is no harm done to the original. If you are fairly confident, then feel free to do this directly to the original.

**Open the database.**

1. Go Layout ... Layout

2. Go Layout ... Insert part.

3. Click in the bullet next to: Sub-summary when sorted by

4. In the right hand box, choose the appropriate field. In the sports example, Team.

5. Click in the check box for "Page break after part".

6. Click okay.

7. A dialog box opens which requests whether you want the sub-summary above or below the part it summaries. Make your choice. I chose Below.

You'll see that a line has been added to the layout. It is called sub-summary by the field's name. (Team)

Go Layout ... Browse.

Sort the database by team.

1. Go Arrange ... Sort. If there are other fields in the right hand box, remove them by clicking on them and then clicking the Move button. This will shift them back to the left hand box.

2. Select the field you want to sort by in the left hand box. (Team)

3. Click Move. It now appears in the right hand box. This is the field that AppleWorks will Sort by.

4. Select the order of sort Ascending (a-z) or Descending (z-a).

5. Click okay. Depending on the number of records, you may see a clock appear for a few seconds. This is the computer's way of saying "Give me a sec.."

# ? FAQ

**Where are the page breaks? I can see it sorted, but it remains a continuous list!** Oh, ye of little faith.

To see the page breaks go Window ... Page view. You will now see that there is a blank area after the last record for each sub sort. If you feel better, you can leave the database this way. This shows you how your database will print.

**How can we alphabetize the list of names within each team?**

1. Go Arrange ... Sort.

2. Select the last name field in the left hand box.

3. Click Move. It now appears in the right hand box. It appears after the team field.

4. Select the order of sort Ascending (a-z). AppleWorks will first sort by team alphabetically and then, within the teams, sort the names alphabetically.

5. Click okay. Depending on the number of records, you may see a clock appear for a few seconds. Once again this is the computer's way of saying "Give me a sec.."

# ? **How else might this be handy?**

- Sorting a girl scout troop by individuals / badges

- Or a school database by classes.

- Or recipes by category or ingredient

- Or quotes by subject and then author.

- Team players by phone numbers to create a phone tree

## A wee bit of evangelism.

With a few exceptions, I am devoutly against printing an entire database. Why? Once you put the data on paper, you eliminate the power of the database for the recipient. Better to pass on a copy of the database to the coach or other end user.

## Why?

With a digital version they can mail merge, make calling tree lists, create end of season certificates and maintain stats on their team without having to reenter all that data.

**Sharing - Never give a database that contains personal information to another person without the permission of every person recorded in the database.**

## But they don't have AppleWorks or a Mac.

Ask if they have a computer. Do they have a database program like ClarisWorks, Fox Pro, FileMaker or MS Office? If so, use Save as to reformat the database to dbf or dif format. Save it to a Mac or PC disk (as appropriate for their needs) or better yet, email it to them as an attachment.

"All things are difficult before they are easy." English Proverb

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