



Create a Book Review

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Learn about Databases using AppleWorks 6

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A database is a collection of information—usually on one particular topic. A common example of a database is an address book file that contains the names, addresses, phone numbers, etc. of friends, colleagues or business associates. Information contained in a database file may be organized according to specific criteria, and reports, such as mail labels, can be printed in a variety of formats. Before creating a database file, make a plan as to what the database is to contain. Planning will save a good deal of time in the long run. For this guide as you learn about databases, you will create a basic database on book reviews.



Check it out!

For more database projects, refer to the guides: **Create an Address Book**, **Mail Labels**, **Custom Business Cards**, numbered **Raffle Tickets**, **Student Bookmarks**, and **Name Tags**.

The image below is a screen shot of a single record from the Book Review database file to be created in this guide. Draw tools can be used in layout mode to add blocks of color, colored text, etc. Let's get started.



Tip!

Before you start creating databases and different layouts for your book review, you might want to review using draw tools. In the layout mode, each object is similar to a draw object.

Create a New Database

1. Start **AppleWorks**.
2. Go to the **File** menu and choose New—Database.
3. Or—click the Database button in the Button Bar.
4. Or—click the Database button in the Basic panel in the Starting Points.
5. A **Define Database Fields** dialog box is displayed.

