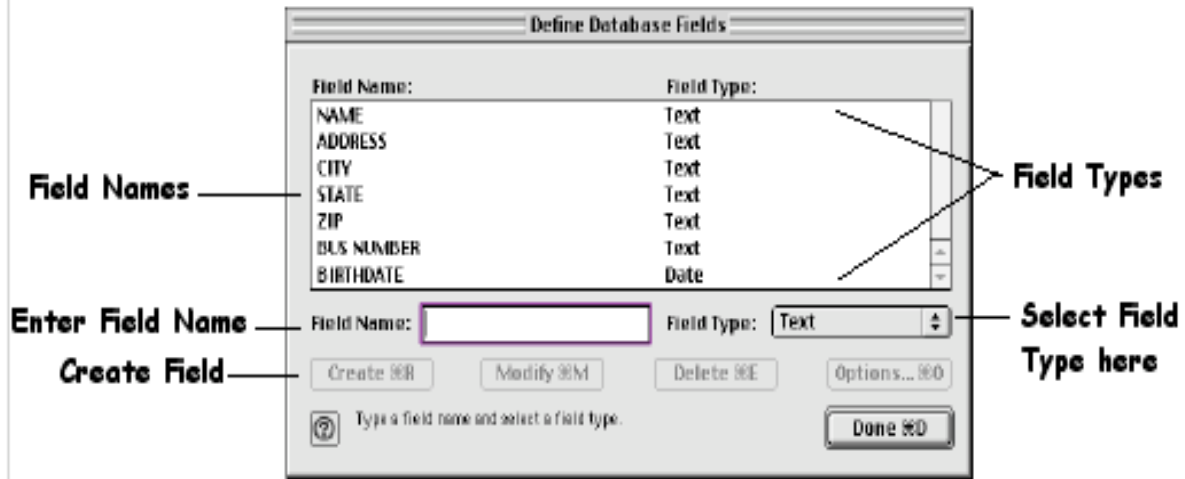


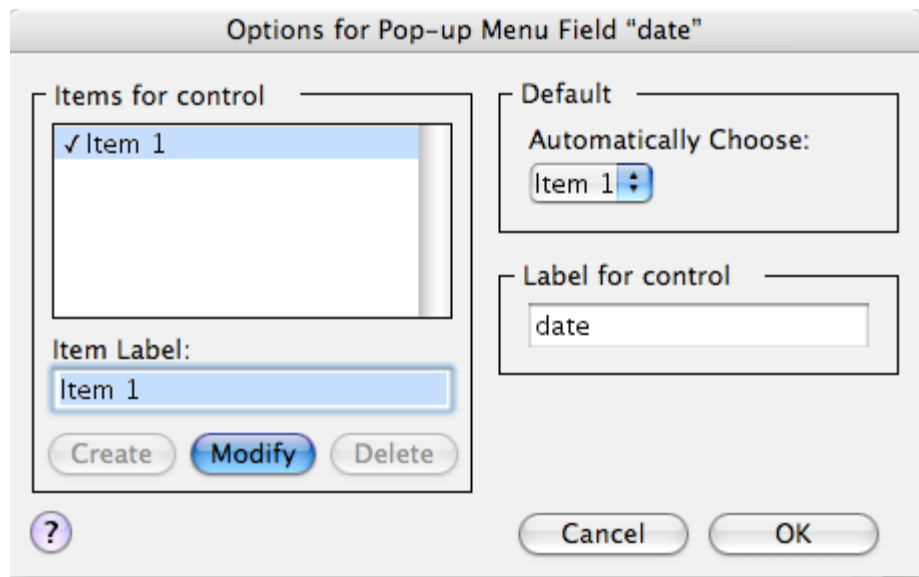
DATABASE DIRECTIONS

- Launch the Database Application and the Define Database Fields dialog box opens.



- Look in the Field Name Box, type **Title**. Select **Text** for the Field Type, click **Create** .
- Type **Author**. Select **Text** for the Field Type, click **Create** .
- Type **Date of Publication**. Select **Date** for the Field Type, click **Create**.
- Click in the Field Name Box, type **Rating**. Select **Radio Button** for the Field Type, click **Create** . The **Options** box will appear, type **1**, click **Modify**, type **2**, click **Modify**, type **3**, click **Create**, type **4**, click **Create**, type **5**, click **Create**, click **OK**.
- **Turn this page over! ----->**

□ Type **Genre**. Select **Popup Menu** for the Field Type, click **Create**. The **Options** box will appear, type **Realistic Fiction**, click **modify**, type **Historical Fiction**, click **create**, type **Science Fiction**, click **create**, type **Biography/Autobiography**, click **create**, type **Poetry**, click **create**, type **Mystery**, click **create**, type **Fantasy**, click **create**, type **Newberry Award Winner**, click **create**, type **Scholastic News Magazine**, click **create**, type **Nonfiction**, click **Create**, click **OK**.



□ Click **Done**. Create eleven more records (for a total of 12) by holding down the apple key (next to your space bar) and typing **R** 11 times.

□ **SAVE YOUR WORK IN YOUR FOLDER!**