DATABASE DIRECTIONS

Launch the Fields dialog	e Database Applica box opens.	ition and the Defir	ne Database
	Define Database Fields		
	Field Name:	Field Type:	
Field Names	NAME ADDRESS CITY STATE ZIP BUS NUMBER	Text Text Text Text Text Text	> Field Types
Enter Field Name Create Field	BIRTHDATE Field Name: Create SER Modify SEM	Date • Field Type: Text Delete #E Options #0	Select Field Type here
	Type a field name and select a field type.	Done #D	

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.

Options for Pop-up Menu Field "date"			
Items for control √ Item 1 Item Label: Item 1 Create Modify Delete	Default Automatically Choose: Item 1 : Label for control date		
?	Cancel 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!