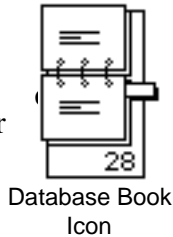


QUICK SEARCHING AND SORTING WITH AN APPLEWORKS DATABASE

Browsing Through Records

1. Be sure you are in Browse mode (choose Browse from the Layout menu).
2. To move through records one at a time click the pages for the Database Book Icon (upper page for previous record, lower page for next record).

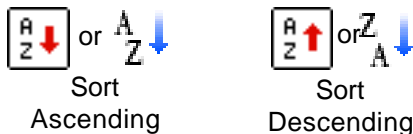


Listing Records

- View a List. To view a list of selected records, choose List from the Layout menu.

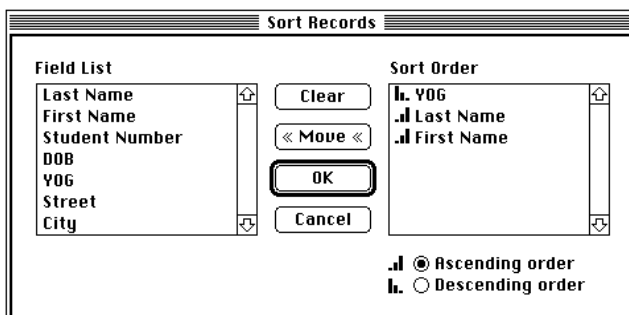
Sorting Records on a Single Field

1. Click on the field you want to sort by.
2. Click the Sort Ascending or Sort Descending button.



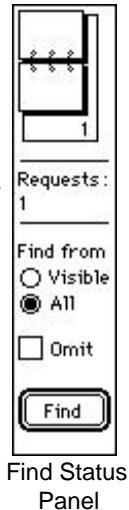
Sorting On More Than One Field

1. Choose Sort Records from the Organize menu.
2. In the Field List double click the field to be sorted on first.
3. Click Ascending or Descending.
4. Repeat steps 2 and 3 for the other fields you want to sort by.
5. When you are finished, click OK.



Searching for A Record or Group of Records

1. Choose Find from the Layout menu.
2. Type the criteria you want the records you are searching for to match into the proper fields.
3. Click the Find button on the Find Status panel.



To Show All Records

- Show All Records. To cancel a search and display all records, choose Show All Records from the Organize menu.

To Omit Records from a Search

1. In Find mode (choose Find from the Layout menu) enter the criteria that matches the records you want to exclude.
2. Click the Omit box on the Find Status Panel.
3. Click the Find button on the Find Status panel.

Searching For records that Match More Than One Set of Criteria

1. Choose Find from the Layout menu.
2. Type in the criteria you want to match for the first set of criteria.
3. Choose New Request from the Edit menu.
4. Type in the criteria you want to match for the next set of criteria.
5. Repeat steps 4 and 5 if you want to add more criteria.
6. Click the Find button on the Find Status panel.