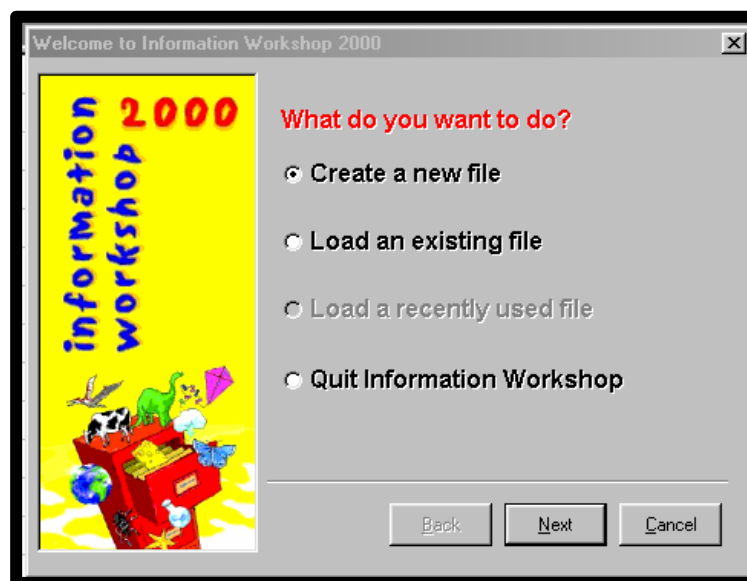
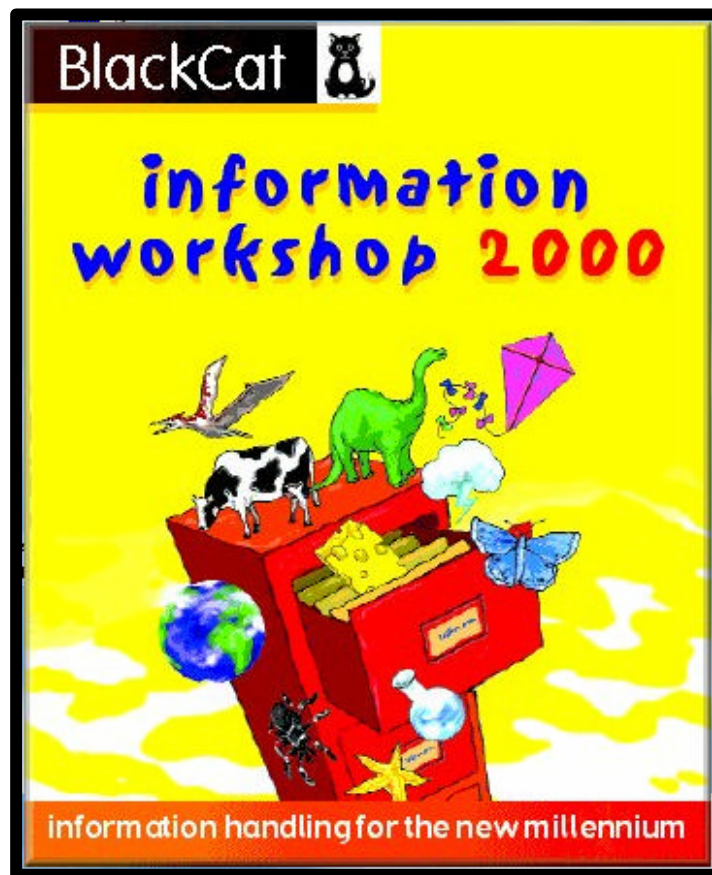


# How to use Information Workshop 2000



## Using Information Workshop 2000

### Choosing how to view a file

To choose how to display your file choose the 'View' group by clicking on the 'View' tab on the list bar.

On the list bar you will find four buttons that change the method used to display the file.



Show one record at a time.

Show all the records as a list.

Show those pictures linked to records.

Show the current layout.

It is also possible to choose the way that the file is displayed from the View menu.



### View a file

The Navigation Toolbar allows the user to look through a file.



Click on this button to move to the first record.



Click on this button to move back 10 records.



Click on this button to see the previous record.



Click on this button to choose which record to jump to.



Click on this button to see the next record.



Click on this button to move forward 10 records.



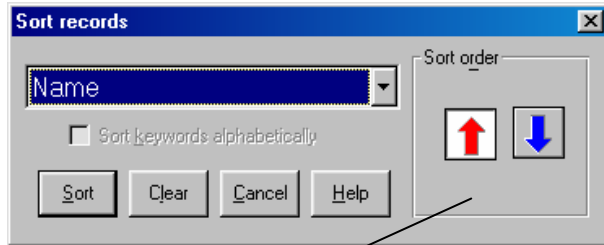
Click on this button to move to the last record.

## To sort a file...



First click on the sort button or choose 'Sort' from the View menu.

The sort dialog box will appear.



Choose which heading you wish to use to sort by clicking on the down arrow and then on the name of the heading you wish to use. If you want to return a file to the order it was created in, choose Record number. (or click on clear)

Choose ascending or descending order by clicking on one of the two buttons.

Choose the 'Sort keywords alphabetically' option, if you want a keyword field to be sorted alphabetically rather than in the list order.

Click on OK.

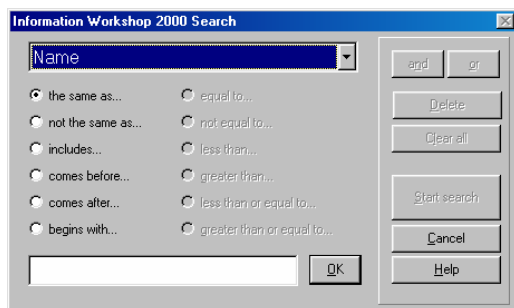
## Search a file



Use this option when you want to search the file to find particular records.

NB If you click on the search button on the List bar you will be given the option to save the search to the list bar.

When you choose Search on the View menu or click on the search button you will see the following dialog box.



The box is made up of three parts: the fieldname, condition and information to search for.

For example in a datafile about children in the class you might search for:

Eye colour (fieldname)

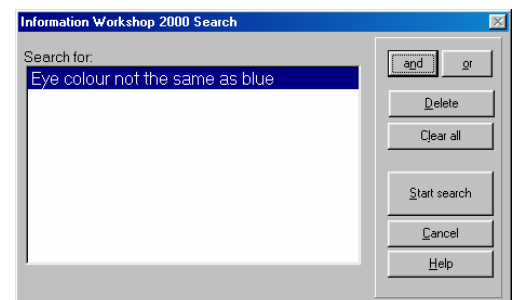
the same as (condition)

blue (information to search for)

Once you have chosen the information you want to search for click on the OK button. The box will change to show the 'search pattern'.

At this point you can click on the 'Start search' button. The program will search through the file and then tell you how many records match your search pattern. If it has found some records then you will only be able to view these records.

If you want to change or add to your 'search pattern' click on the search button again.



To add to the search click on 'and' or 'or' and choose a second search condition.  
To edit a search condition 'double click' on the condition to change in the 'search pattern' box.

Delete will delete the highlighted search condition.

Clear all, clears the search pattern box and allows you to see all the records.

## Create a new file

To create a new file...

Click on the new file button.



The following dialog box will appear.

If you are using the 'Green' or 'Yellow' levels you will be taken straight to the Simple file setup.



Choose the Simple or the Advanced setup.

The simple setup limits the type of fields you can set up but does allow the option to use ready-made topics for your file.

## Simple file setup

If you have chosen to use the simple setup then following dialog will appear:



If you want help with creating your file by being able to choose from sets of ready made fields then choose the Choose a topic option.

If you want to create your own file from scratch then choose the Make your own file option.

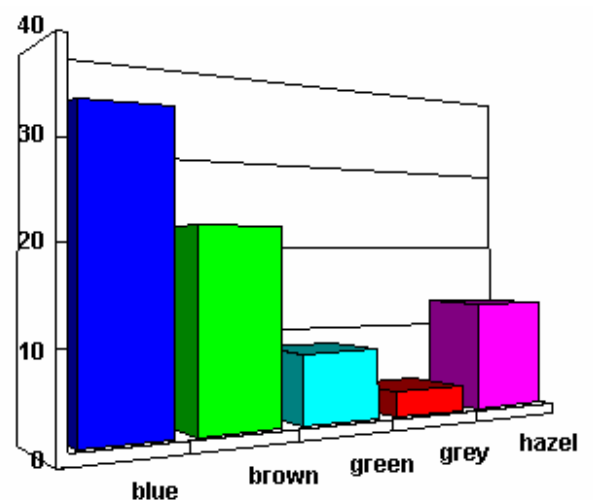
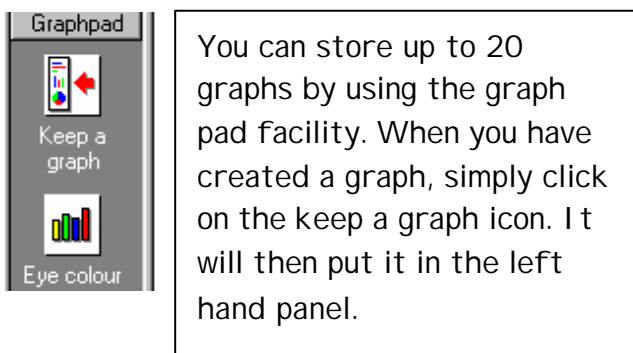
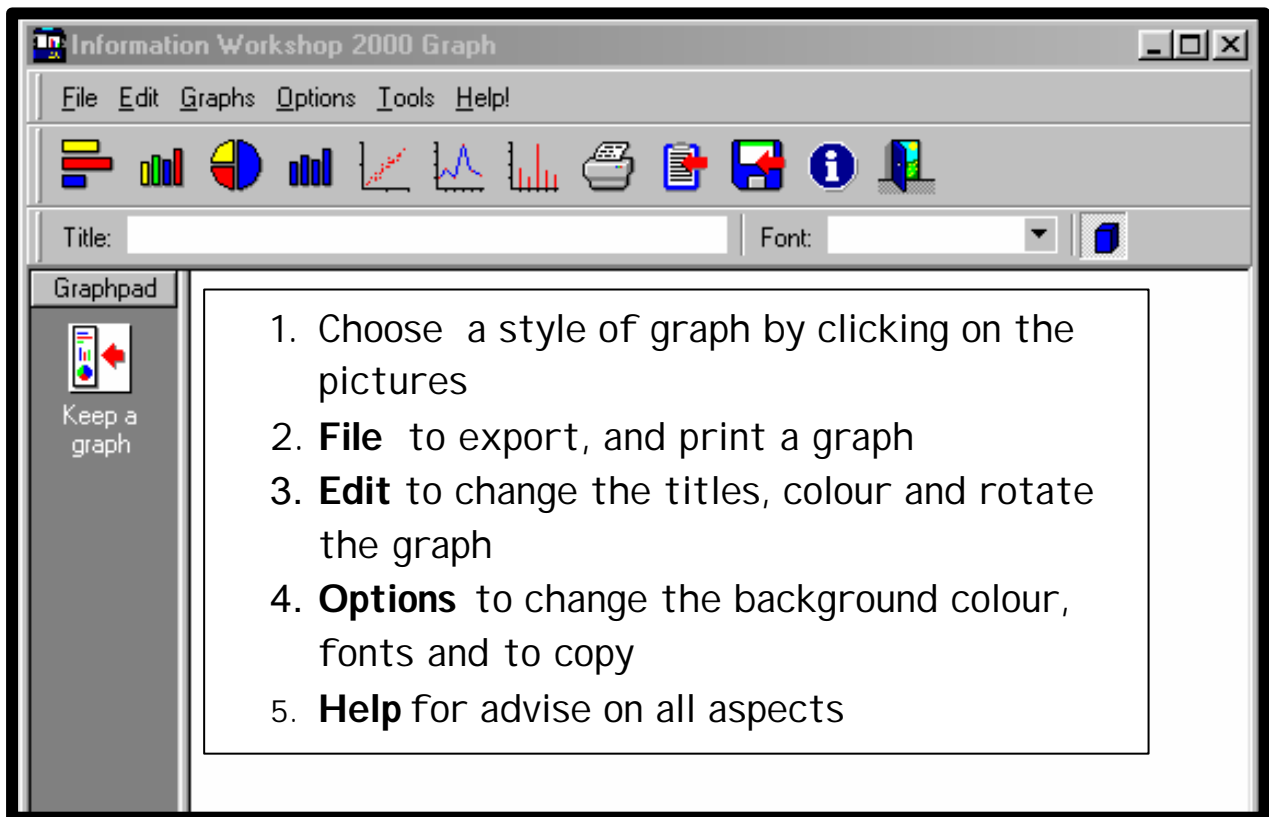
Once you have chosen your option, click on the 'Next' button. Choose the topic you wish to use and then click on the 'Next' button. The following dialog will appear:



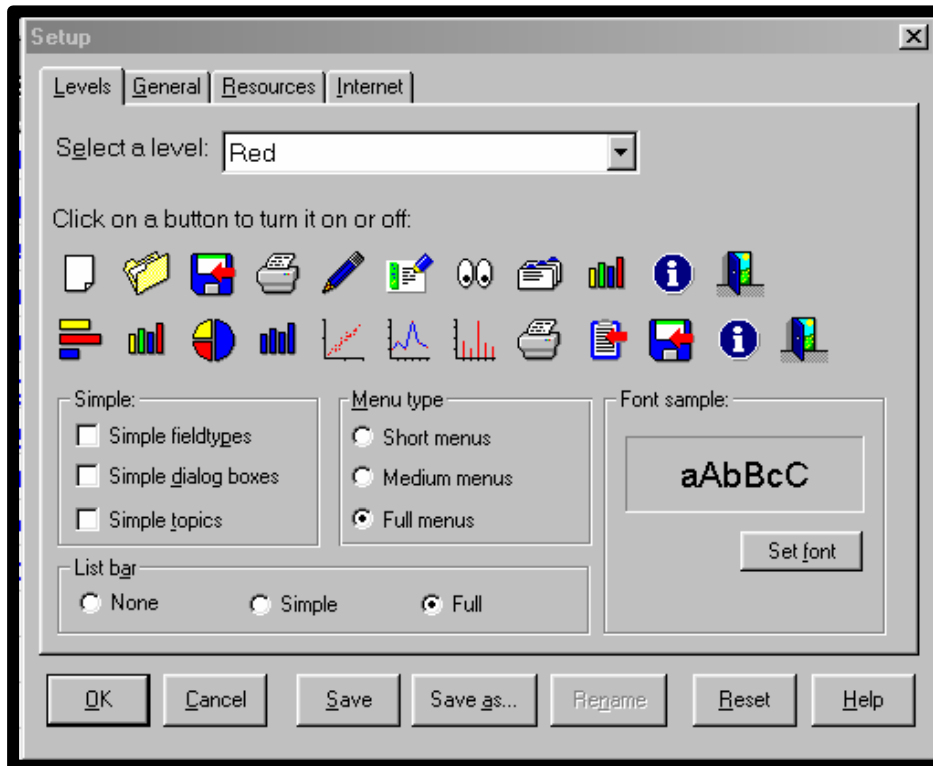
Choose the fields you wish to use and then click on the 'Finish' button.

The file will now be created for you to edit.

## Creating graphs



Teacher Setup - Press ctrl T to bring up this menu



Notes