

Adjusting the columns in AW database list view by Cindy O'Hora

Sometimes when you view your database in List view much of the data in a field may be cut off by too narrow columns. Fortunately, you can adjust their size.

To change a column's width in List view:

1. Open the database.
2. Place the cursor on the line between the column's titles in the header.
3. The cursor changes to a vertical line with an arrow coming out each side. (See illustration below)

Teacher's Name	Date	Personal Sk.	Curriculum I	Teaching In Class
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4. Hold down the mouse button and drag to the right to increase the column's width.

Drag left to decrease it.

Reordering the list of fields

To move a column:

1. Open the database
2. Place the cursor in the middle of the column header. It will change to an upright rectangle with an arrow coming out of each side. (See example below.)

quote	date	author	used	topic
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3. Hold down the mouse button and drag the selected column to the new position. The columns will shift left and your selected column will drop into the new spot. This does not alter the other layouts in your database.

Oh, no!

Should you not care for your adjustment you can always drag it back.

Or go File ... Revert to return to the most recent saved version of the database. You cannot use Undo.

Spreadsheet offers an Auto Resize button to adjust the column and row heights to exactly fit the text. But I see no such feature in database :-)

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"Beauty will not make the pot boil." ~ Scottish proverb

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