

## Omitting records temporarily from an AppleWorks database by Cindy O'Hora

My friend had an annoying problem. He had ten people in his address database who lived overseas. Their addresses were too big for the address labels he had purchased. When he tried to print the mailing labels they made a mess of the label sheet.

To omit certain records:

1. Add a checkbox field to your database.  
Go Layout .. Define Fields.  
Set Field type to Checkbox.
2. In each record, put an x in that field, if you want to exclude that record.

Go Layout... Find.

1. Type an x in the check box field. Click the OMIT box located on the left hand side of the database. Hit the return key.
2. The database will create a subset of records excluding (omitting) the ones with the x in the field.

### To print labels:

1. Switch to your mailing label layout at the bottom of the Layout Menu.
2. Be sure to load the label sheets correctly in the printer!
3. Go File ... Print. or  .. p

### To get all the records back again:

Go Organize .. Show All Records.

### To return to your regular view of the database:

Go Layout...Layout 1. (Or whatever you have called your main layout.)



### Are there other examples?

- You could use this feature to exclude the people who didn't send you a Christmas card this year from your mailing next year.
- To temporarily eliminate people from a mailing who are not up-to-date on their club dues.
- To withhold all the plants in your garden database that require a warmer climate zone than your friend in Alaska can provide.
- To make a list of the books you've purchased, but still not read.
- To differentiate the quotes you have used, from the ones you have not.

"The secret of education is respecting the pupil." - Emerson

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