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AppleWorks: Seeing more categories in a database document

In database documents, there are two 'screen formats', or ways of seeing the information on the screen: the multiple record format and the single record format. The multiple record format displays the categories across the screen from left to right. While a touch of the tab key moves the cursor to the right to the next category, you can't see the information in the categories that aren't already displayed.

The single record format can display categories that the multiple record format doesn't display. To see this format, hold down the Open Apple key and touch the Z key. In this format, the categories initially appear at the left side of the screen in a list.

The other option is to go to the Report Format. Then you can scroll back and forth using the arrow keys.

Apple Technical Communications

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