

# Building Databases

Using Tool Factory Database



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# Tool Factory Database

## Quick Reference Guide

### Tool Bar

#### Menu Bar

**Menu Bar:** File, Edit, Mode, Entry, Help

**Tool Bar (Top):** Menu, New, Open, Save, Print, Cut, Copy, Paste, Undo, Redo, Search database, Graph data

**Left Panel (Fields):** Create fields, Layout fields, Enter data, Fields tab, Options for fields, Caption for field, Choose font, size and color for text, Choose a background color, Information about your database, Align left, Align bottom, Move forward, Move backward, Return to normal size

**Layout fields box:** FIELD 1, FIELD 2, FIELD 3

**Fields Panel (Left):** Background tab, Add a new picture, Add a new label, Align top, Align right, Move forward, Move backward, Return to normal size

**Fields Panel (Right):** Change label or picture, Delete label or picture, Choose a background color, Check box to set transparency, Choose sizing, Return to normal size

**Search Panel (Right):** Data entry bank, Picture bank, Word bank, Video bank, Sound bank, Search for bank items, Enter search term, Clear search, Add or delete record, Search for records, Scroll through records

**Buttons:** options..., caption..., text..., back colour..., info..., new picture, new label, change, delete, back colour..., normal size, search, clear

### Tool Factory Database Interview Questionnaire

Directions: Interview the attendees sitting beside you, be sure to take a picture of your Interviewee then add the information to Tool Factory Database.




Name of Interviewee: \_\_\_\_\_  
Does he/she work in the state where this conference is held? \_\_\_\_\_  
What level student does he/she? Elementary/Middle/High/Other  
Are they Male or Female? \_\_\_\_\_  
How many students do they teach? \_\_\_\_\_  
What is the average school lunch price his/her school? \$ \_\_\_\_\_  
How long is his/her commute to work? \_\_\_\_\_ hrs \_\_\_\_\_ mins \_\_\_\_\_ sec \_\_\_\_\_  
What date did school start this year for him/her? (Estimate) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



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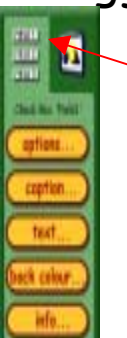
In the **main menu**, click on  to create a new database. Click on  to alter an existing database. Click on  to browse through an existing database.

Select  and enter information in the "create new database" box to **make a database**. Click  to **enter desired fields**. Make sure you type in a name for each field in the "name field box". To add more fields later, click  to return to create fields mode.

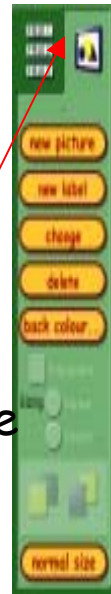
To **layout fields**, click . Move a field around the page by clicking to highlight , then clicking on the field and dragging it into position.




Click and drag.




Click **fields tab** to select options for each field, change font, size, style, position of captions and text, choose background colors, etc. Click **background tab** to add, change, or delete pictures or labels, choose background color, etc.



Click  for **enter data mode**. Type in data or use the word picture, video, and sound banks to enter appropriate items. Enter items from the bank by first selecting the field (click on it) then highlighting the desired item in the bank. You can either:

**click and drag** the item to the field, or **click and click**:

**TWO SINGLE CLICKS.**

To graph data, you must have at least two records with numeric fields. The graphing icon will look like this  when it is possible to graph.