
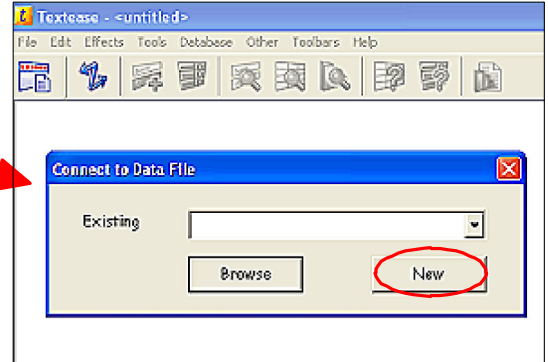


Textease CT Database has multi-user capability, meaning everyone in the class can enter data into the same database on networked computers at the same time.

Open the 'Database' toolbar by clicking on the 'Toolbar control' button , then click on the 'Database' button in the Toolbar Control window.

Alternatively you can click on the Toolbars menu at the top of the page and select Databases.

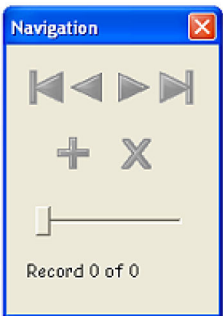
1. Click on the '**Connect**' button  on the Database toolbar. A '**Connect to Data File**' window appears. Select 'New'.



2. The '**Save As**' window will open. Create a folder to save the data file in, give your file a name and click 'Save'.

NB It is important to save the file in a location that is available to other users (users must have read and write permissions).

3. The '**Connect**' and '**Save As**' windows will close and the '**Navigation**' window will open.

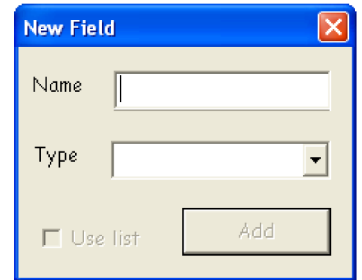


Navigation window

4. Click on the '**Add field**' button  on the Database toolbar. The '**New Field**' window will appear.

5. Type in the name of the field e.g. 'Favourite colour'. From the '**Type**' drop down menu, select 'Colour' then click 'Add'.

6. Add another field by clicking on the '**Add field**' button. Name this field 'Favourite toy'. Place a tick in the 'Use list' box.

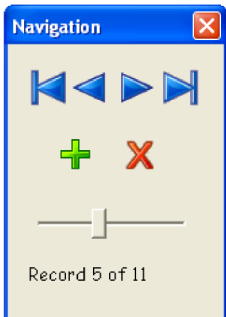
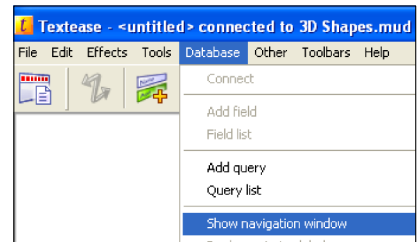


New Field Window

7. Click on the word '**Picture**'. The '**Resource Bank**' will open. Search for the images required. Click on the image and it will be added to the list. A thumbnail will be displayed in the right hand box. Repeat until all the images required are in the box. Close the 'Resource Bank' window.

8. Click on '**Display**' to add the field to the database.

9. Click on '**Database**' from the menu bar then '**Show navigation window**'. Click on the '**Add**' button to begin inputting data into the first record.



Navigation window

10. Click in the 'Favourite colour' field and automatically a colour selection window will open. A colour can be selected by clicking on it

11. Click in the 'Favourite toy' field and automatically the images will be displayed. Click on the required image and it will be placed in the field.