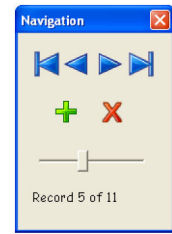


Remember to ask the pupils to click on the **green** ADD sign on the Navigation window before entering their data.

It may also be wise to tell them not to click on the **red** MINUS sign so unexpected deleting of records can't happen.



When a database is created two files, a **.mud** file and a **.te** file, are set up. It is important that these two files are located in the same folder.

The **.mud** file (**M**ulti **U**ser **D**atabase) is the file pupils connect to when adding data in at the same time.

A **.te** file is created when the database is saved at any time.

A **.mud** file automatically updates itself and its associate **.te** files. If you save the **.mud** file after you have created it, you will have create a **.te** file .

If you open up a created **.mud** file and edit it, **you need don't save it** unless you need to create a **.te**. If you have already created a **.te** file, there is no need to save a different one as the **.mud** file automatically updates the **.te** file and all the other **.te** files created from the original **.mud** file .

## Customising a page

Once the data has been entered the page can be customised.  
NB. A page cannot be customised and saved as a **.mud** file.

Database pages can be customised in the same way as other pages in Textease. Any changes are saved when the database is saved as a Textease file (**.te** file)

1. Click on 'Tools' from the menu bar then '**Looks**'.



By selecting the '**Background**' tab the paper colour can be changed.  
Text can be typed directly on to the page and images can be added.

2. To save the new effects select '**Save As**' and name the file.  
The document will be saved separately from the database (**.mud**).  
It will be saved as a Textease file ( **.te** )