

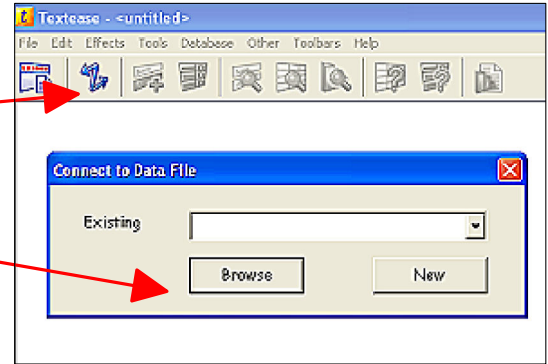



Open a Textease Studio CT page and click on the 'Toolbar control' button . Select the 'Database' toolbar.

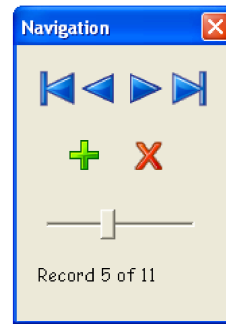
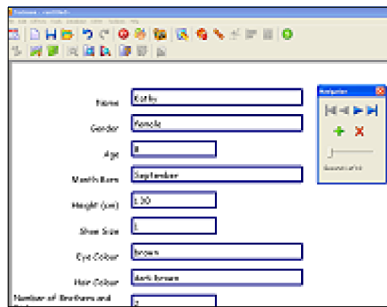
1. Click on the **connect** button  on the toolbar.
2. Click on '**browse**' to find the saved database.

When the database is first opened you will see a blank screen with only the Navigator Window.



3. To display the fields click on the '**Field List**' button  on the toolbar. In the **Field List window** select the Fields you want to display or click on '**Display all**'. Close the Field List window

4. If the fields are blank enter data by clicking in the blue boxes.  
If the fields have data already, click on the **green plus sign** on the Navigator Window.



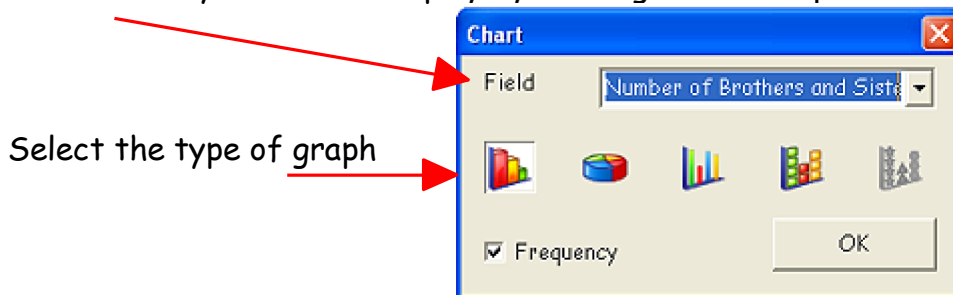
Navigation window

Your class would follow the same instructions as above.

Whilst the Class are adding new records you may like to display a graph of one of the fields eg favourite colour.

To do this click in the **Worksheet** icon  on the toolbar.

Select the **Field** you want to display by clicking on the drop down menu.



The graph will automatically update as the children enter their data.