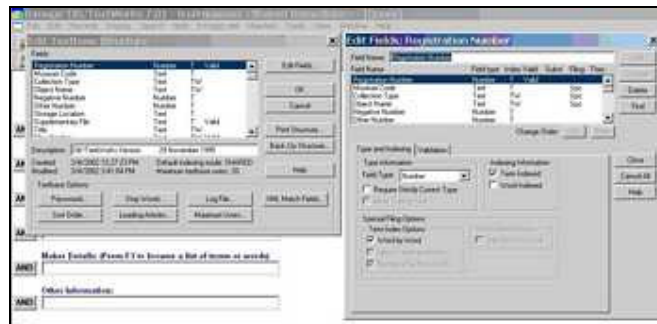


How to alter database structures in DB TextWorks

Open the database
Go to Maintain menu
Edit Textbase structure



Click Edit Fields button



You can add additional fields

Type the name of the new field in the Field Name box and click the **Add** Button

You can alter the names of fields

Select the field to be changed

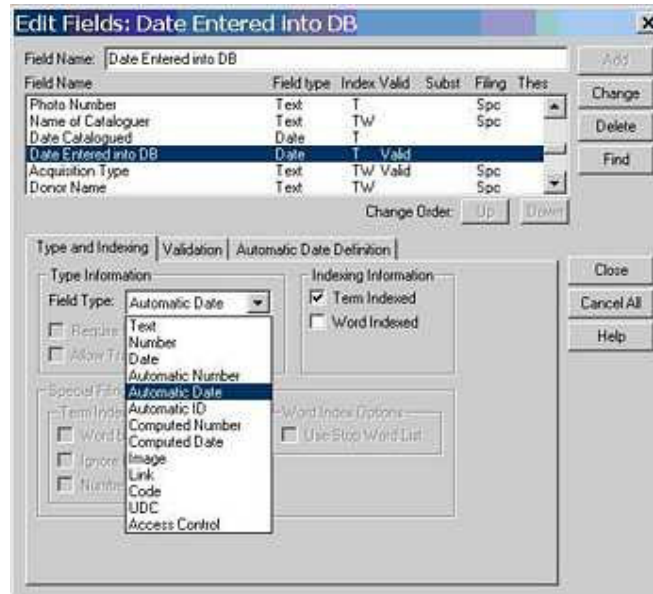
Type new field name in the Field Name box and click the **Change** Button

You can delete fields

Select the field to be deleted

Click the **Delete** Button

You can alter the type of field



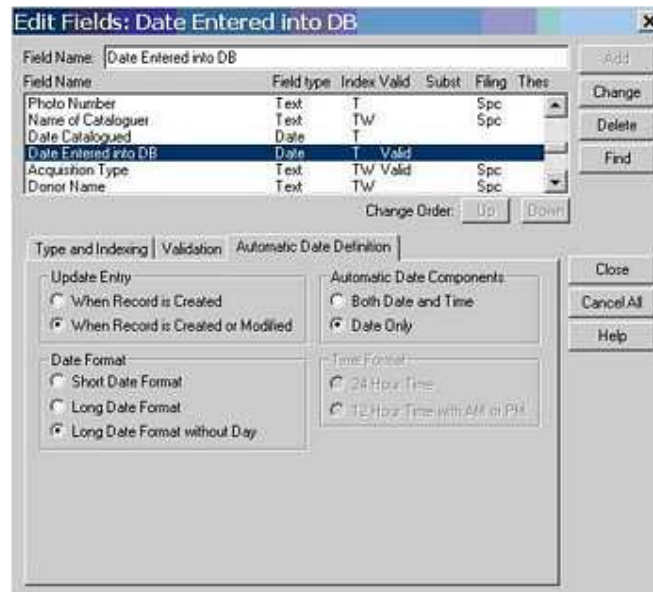
For example if you wanted to change the Date Entered into DB from Date to Automatic Date

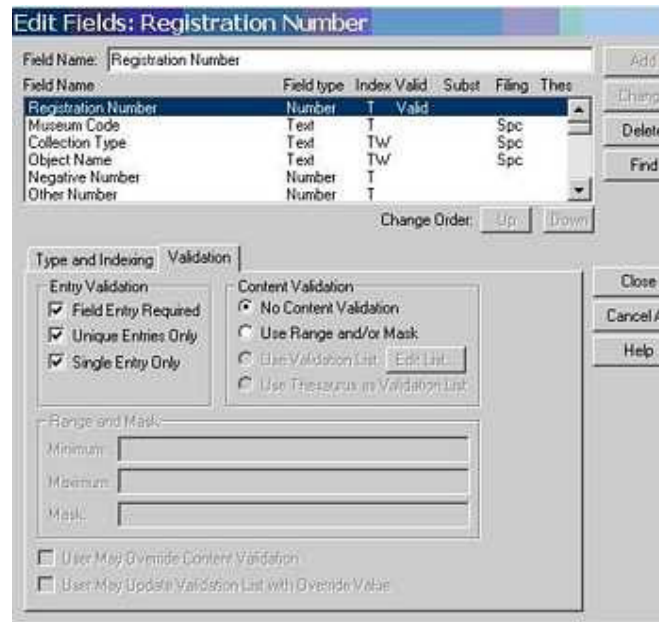
Choose automatic date

Click the Automatic Date Definition tab

Choose the required options

Click the **Change** button



You can alter the Validation or add Validation

Select the field requiring the validation change
 Click Validation tab
 Select validation required
 Click the **Change** button to register the change