

Response Journal (7R8)

Task: Type your reader response and save it into the file. Remember to include your thoughts and feelings about the text as well as connections to other texts, your own experiences, your predictions, and any questions that you have about the text.

Step 1: Open the template file.

Step 2: Create a new record by selecting **Edit >> New Record** from the file menu at the top of the window or clicking **Ctrl + R**.

The screenshot shows the AppleWorks 6 interface with the file **[7R8_response_journal_template_1.cwk]** open. The menu bar includes **File**, **Edit**, **Format**, **Layout**, **Organize**, **Window**, and **Help**. The toolbar contains various icons for text formatting and database functions. On the left, a vertical sidebar shows a rolodex icon with the number **1** and a section labeled **Records: 1** with an **Unsorted** indicator. A callout box points to the rolodex icon, stating: "To browse the records, click on the pages of the rolodex. The '1' indicates that you are viewing the first record." Another callout points to the number **1** in the sidebar, stating: "The number '1' indicates that there is one record in this database." The main workspace displays the **Response Journal** form, which includes fields for **Student Name:**, **Title:**, **Date:**, and **Author:**. A callout points to the **Response Journal** title, stating: "Complete one record (form) for each entry in your journal." Another callout points to the form fields, stating: "Click in each field and complete the information." Below the form, there is a section titled **Think about...** with a red square icon and the text **including relevant, thoughtful opinions;**.

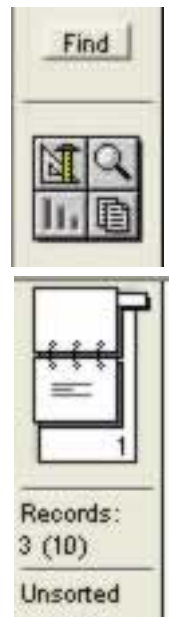
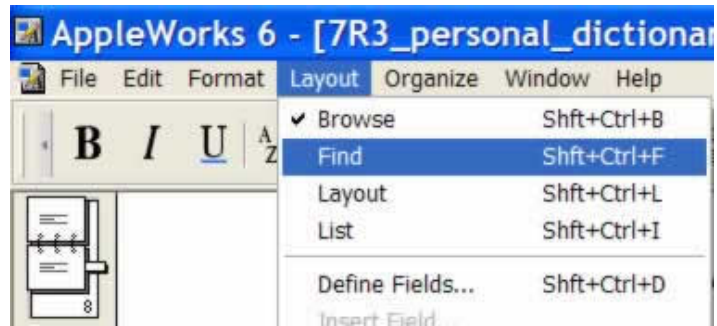
Step 3: Click on each field and type in the applicable information. **FYI: If the record turns black, click in any field to correct.**

Step 4: Save and print the record. (optional)

ADDITIONAL INSTRUCTIONS

Once there are several records, you may wish to search the database (e.g. to see the records entered by a certain student), as follows:

- From the File menu at the top of the window, select **Layout >> Find**.
- A blank form will appear. Type the information you are looking for in the appropriate field. For example, if you are looking for all the entries made by Erwin, type **Erwin** in the name field.
- Click the **Find** button at the left of the window.
- The program will indicate how many records were found. In this example, “3 (10)” indicates that of the 10 records in the database, 3 matched the search criteria, i.e. they were entered by the student named “Erwin”.
- To browse the three found records, click on the rolodex.
- To display all the records, select **Organize >> Show All Records** from the File menu at the top of the window.



You may need to delete a record. To do so:

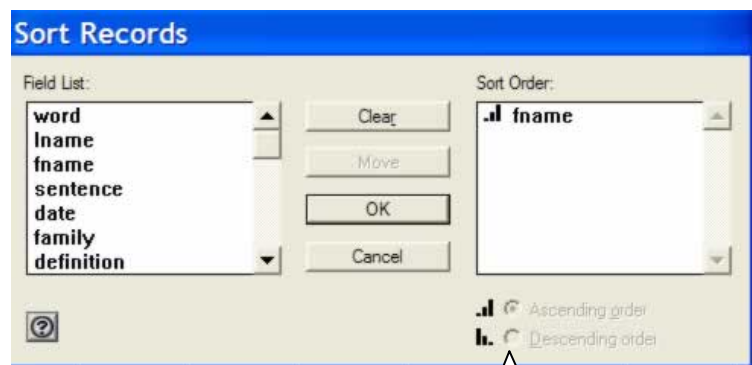
- Find the record you wish to delete. (Use the rolodex to browse, or select **Organize >> Go to Record**. A dialogue box will appear in which you can identify the number of the record you wish to see.
- From the file menu at the top of the window, select **Edit >> Delete Record**.

You may wish to view the data in the database using a different layout. One alternative is the List View. This shows all the data in each record in a columnar format. To view the data in this layout:

- From the File menu at the top of the window, select **Layout >> List**. All the data is now displayed in a layout similar to a spreadsheet. If the information in a cell is not completely visible because it exceeds the size of the cell, click on the cell and the information in the cell will be displayed.
- To return to the form view, select **Layout >> Browse** from the File menu at the top of the window.

In the List view, you can also sort the data. For example, you may wish to sort the data by student name:

- Select **Organize >> Sort Records** from the File menu at the top of the window.
- In the dialogue box that appears, select the field by which you wish to sort (e.g. fname).
- Click **Move** to move the field to the **Sort Order** window.
- Click **OK**. The data will now be sorted by the student's first name.



You can have the data sorted in **Ascending** or **Descending** order.