

Using Radio Buttons in your AW database by Cindy O'Hora

One field type you may choose to use is a radio button. Radio buttons let you select an item in a list. A principle to keep in mind is that you can only choose one button in a button list of a specific field. So your list must reflect an either/or choice. Suppose you have a Beverage choice button list offering coffee or milk. You can have milk or coffee clicked, but you cannot have both clicked in the same field.

If you want to offer that option, you'll need to make a second radio button field offering the same choices, but the field must have different name. Or include a "both" or "all of the above" in your original radio button list.

To add a radio button field:

1. Open you database
2. Go Layout ...Define Fields.
3. Enter a name for the field like Beverage.
4. Change the Field type menu to Radio button.
5. Click Create.
6. This opens a Radio Button options box.

In the Items label slot, enter the first choice like milk. Click Create. This adds milk to the list of items in the Items for Control area. Click on Item 2 in the list and type your second choice - coffee. Click Modify. Note that this changes the name of Item 2 to coffee. Create, modify or delete items until you are satisfied with your list.

Note that you can select default entry for one of the buttons. But don't be concerned, because you can change this at any time once it is entered in the individual record.

Label for Control

This box allows you the option of specifying the label that will appear on the database record for the button field. You might want to give it a different name than the one you gave the field when you created the button field. If that is the case, change it here.

? When would I ever use these radio buttons?

Reception organization - A computer can be a blessing when feeling overwhelmed by the enormity of organizing a big event. A database which includes guest's dinner selection could simplify the reception planning process considerably.

You could repeatedly type cornish hen or ham. But why do that when you could accomplish the same with a click? Add a button field that offers your dinner options.

I put in all the data. Now what?

To find out how many hens you need - Go Layout ... Find. Click the hen button. Hit the return key. In the status bar on the left you'll see in Records: a number and beside it a number in parenthesis. The first number is the number of records that match your find request - hens. The parenthesized number is the total number of records in the database. So 50 (100) means 50 people want hens out of 100 records of guests.

Other examples:

- A club membership database where you offer either a digital or paper version of the newsletter.
- A small mail order business that offers several choices for shipping. UPS™, snail mail, FedEx™.
- A class heroes database where the choices are male or female.
- A plants list offering perennial, annual or biennial

"Think wrongly if you please, but in all cases, think for yourself." Louisa May Alcott

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