Acces4 for Windows® – A Visual Overview

Welcome to Acces4! This document points out some of the most important parts of the Acces program.

Note: the latest version of these notes can always be found at http://www.educaide.com/docs

The **Database Browser** lets you browse for and add problems to your document.

Problems are organized into different categories and topics, shown on the left of the Database Browser. Clicking on a problem will bring up a problem preview on the right.

The **Document View** shows the contents of your document.

Format and edit your problems by right-clicking them and selecting an option from the menu.

Rearrange your problems by dragging and dropping them in the list.

Please note: in the Database Browser and Document View, the problem preview shows unformatted content only. Choose **File > Print Preview...** to see how problems will look with all your formatting options applied.
Acces4 for Windows® – The Basics

Welcome to Acces4! This document introduces the basic steps involved in creating a document.

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The Acces4 Program

When you start Acces4, you'll see a window like this ➔

The top half of the window is the Database Browser. This is where you select problems.

The bottom half of the window is the Document View. This is where your selected problems show up. This is also where you rearrange and edit problems.

Selecting Problems

In the Database Browser, double-click “EAS Content”, then double-click one of your modules to open it. Continue opening categories or topics until you see a problem on the right.

Move down the list to see other problems. When you see a problem you like, press the + button at the bottom right of the Browser to add it to your document.

Repeat this process to add more problems. To move back to a different category, press the  button in the top left.

Formatting Your Document

Use the Format menu to choose a document type (test/worksheet, overheads, etc.) or change its appearance.

The first group of options in the Format menu is for changing the overall layout, such as number of columns, font size, and headers and footers.

The second group of options is for further customization and for changing the layout of individual problems or parts in your document.

Previewing and Printing

Preview what your document looks like by choosing File > Print Preview. Use the buttons at the top of Print Preview to navigate through the pages.

If you're satisfied with the way your document looks, press the Print button at the top left.

If you want to add more problems or change the way your document is formatted, press the Close button. You will return to Acces' main screen where you can make further changes.

That's all there is to creating a document in Acces4! For a step-by-step tutorial or for more details, please check out Acces' online help (Help > Contents).