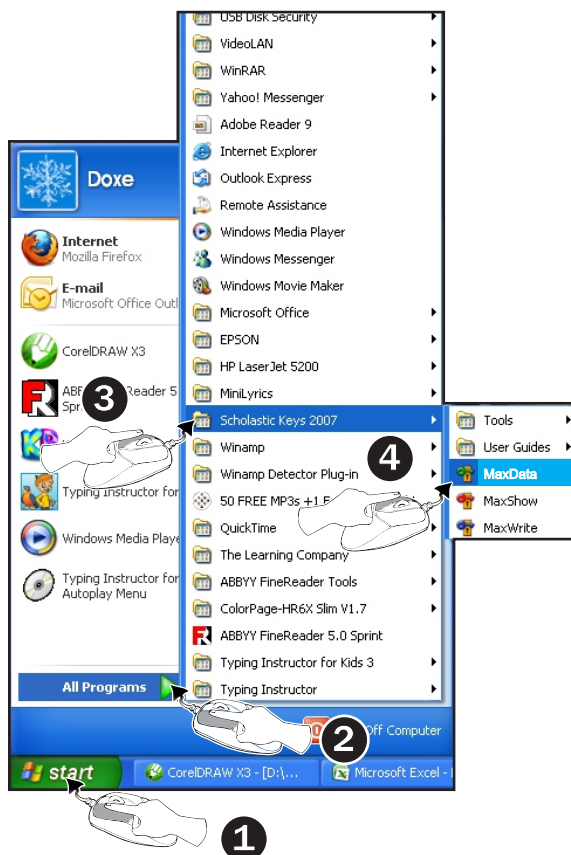# Getting Started

Loading MaxData

Activating MaxData can be done in two different ways, loading it from the desktop or activating it from the Start menu. The steps below show the way of launching MaxData.
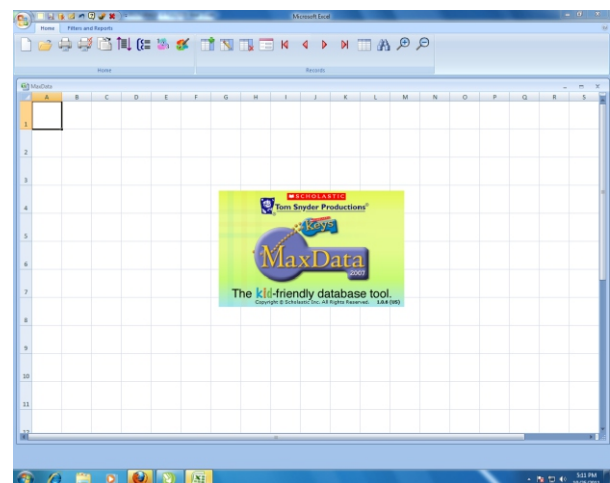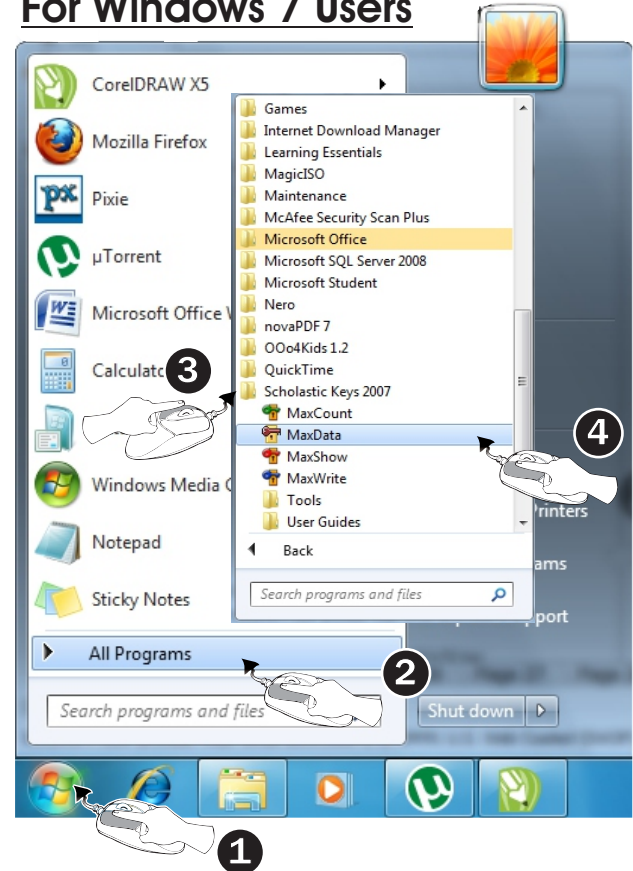
Launch MaxData

1. Click the **Start** button.
2. Point to **All Programs**.
3. Select **Scholastic Keys**.
4. Click on **MaxData**.
   The MaxData window will appear.

For Windows 7 Users

For Windows XP Users

MaxData Window

Saving the Database

Once the database properties and fields have been defined, the database is saved.

1. The **Save As** dialog will be displayed.

    The database Name and preview image that were created from the Database Properties dialog are displayed.

2. Click the **OK** button to save the database.

How to Save the Database to a Different Location.

3. Click the **Microsoft® Office Save As** button.

    The Microsoft® Office Save As dialog will be displayed.

Viewing Database Properties

After creating a database, the description and preview image can be changed at any time. This can be done for an existing database or when you save a database with a new name.

1. Click **Properties** on the Quick Access Toolbar.

    The Database Properties dialog will be displayed.

2. Change the properties as desired.

3. Click the **OK** button to save your changes.

Opening a Sample MaxData Database

In order for you to fully understand databases and tables, MaxData has built-in ready made databases populated with useful data already.

You can use a database or table to understand how fields help to organize data and how filters and reports help you analyze data and gather statistics. Follow the steps below to gain access to these databases.
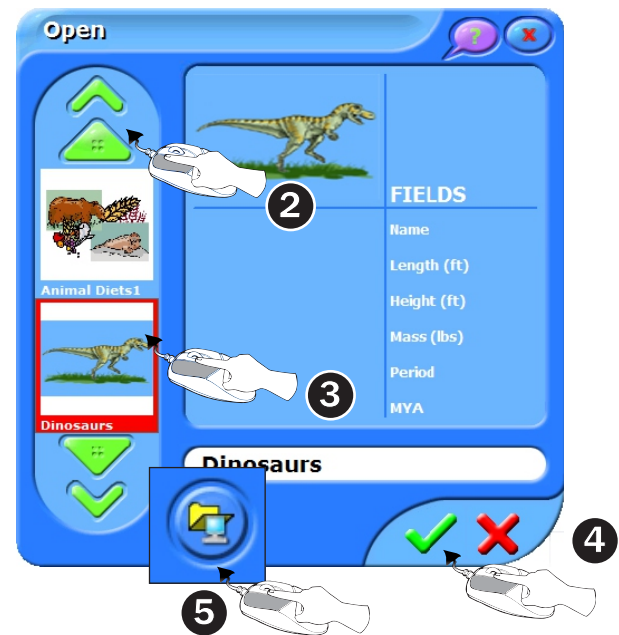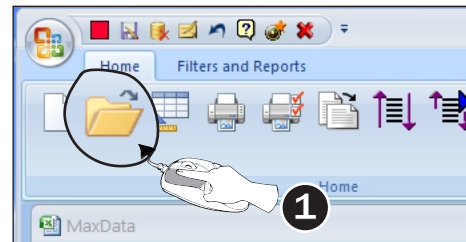

Opening, Closing, and Deleting Databases

How to Open an Existing Database

1. Click the **Open** button.

   The Open dialog will be displayed.

2. Use the **Previous, Next, First,** or **Last** buttons to view the available databases.
3. Select a database (it will appear with red border).
4. Click the **OK** button.

   Your database opens and displays in a table view.

To Open a Database from a Different Location

5. Click the Microsoft® Office **Open** button and the Microsoft® Office

   Open dialog will be displayed.

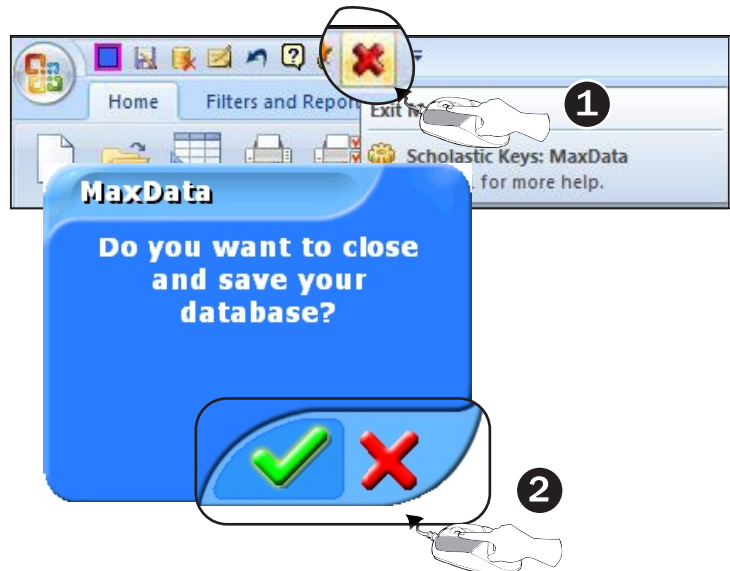   Note: MaxData can only open databases created in MaxData.

How to Close a Database

1. Click the **Exit MaxData** button.

The Exit dialog will be displayed.

2. Click the **OK** button to close the current database, or click the **Cancel** button to return to the current database.

How to Delete a Database

1. Select the **Delete Database** from the MaxData Quick Access Toolbar.

   The Delete dialog will be displayed.

2. Use the **Previous, Next, First,** or **Last** buttons to view the available databases to delete.

3. Select a database (it will appear with ed border).

4. Click the **OK** button to delete the database.

   The delete confirmation dialog will be displayed.

5. Click the **OK** button to delete the database or click the **Cancel** button to return to the application without deleting a database.
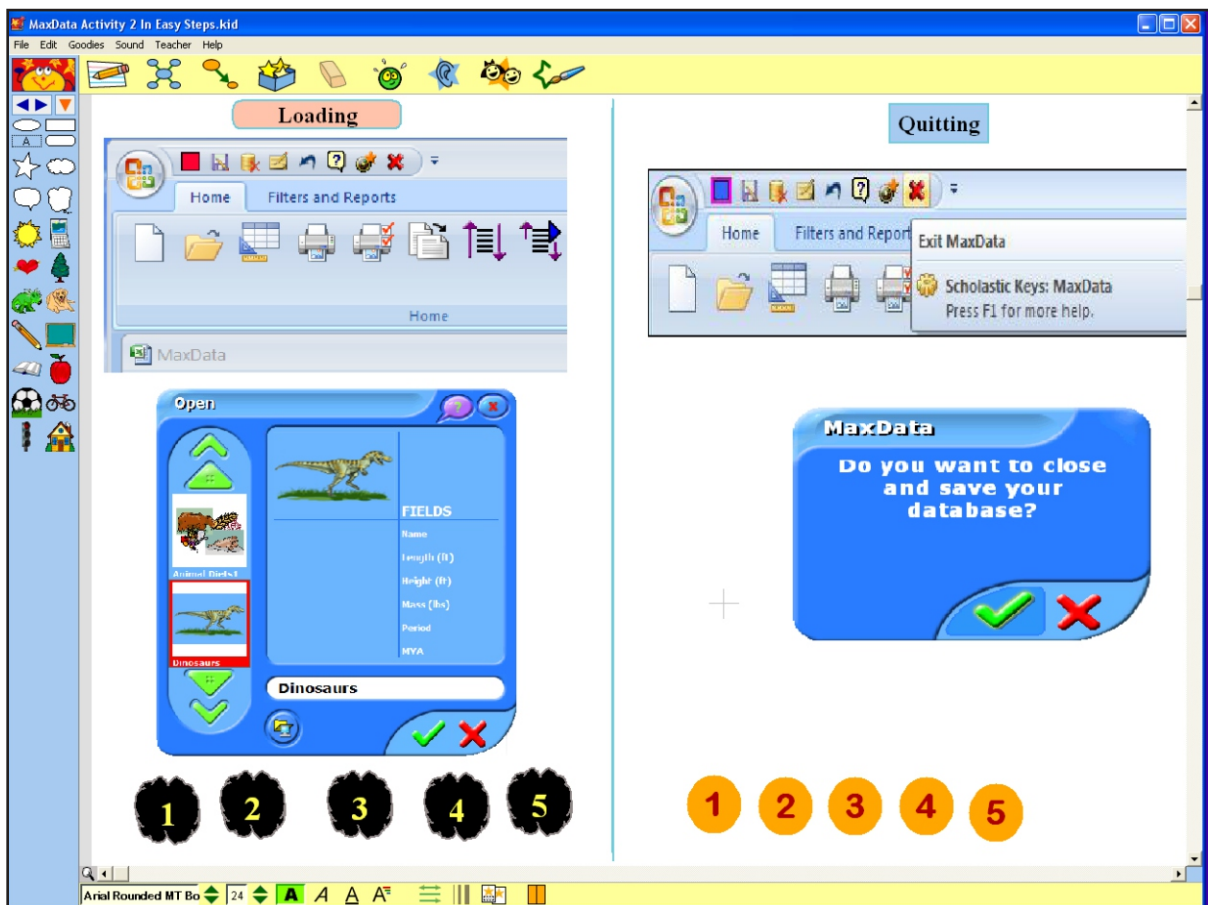
In Easy Steps

Score

Activity 83

Directions:

1. Launch Inspiration.
2. Open and answer Lesson 29 Activity 83 **In Easy Steps**.
3. Arrange the steps in loading and quitting MaxData. Drag the numbers provided to the button to click.
4. Save activity as **In Easy Steps**.

Preview:

Useful Buttons

Score

Activity 84

Directions:

1. Launch Inspiration.
2. Open and answer Lesson 29 Activity 84 **Useful Buttons**.
3. Label the following buttons and give a short description of its function. The first button is already done for you.
4. Save the activity as **Useful Buttons.**

Preview: