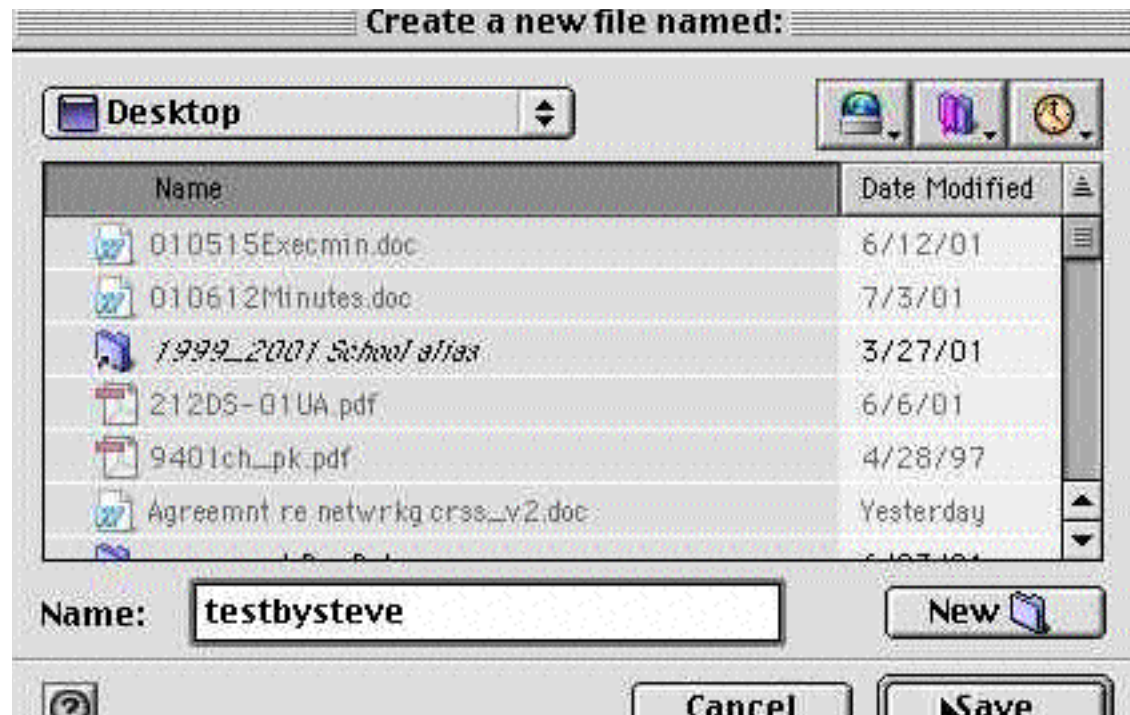




Choose create a new empty file..

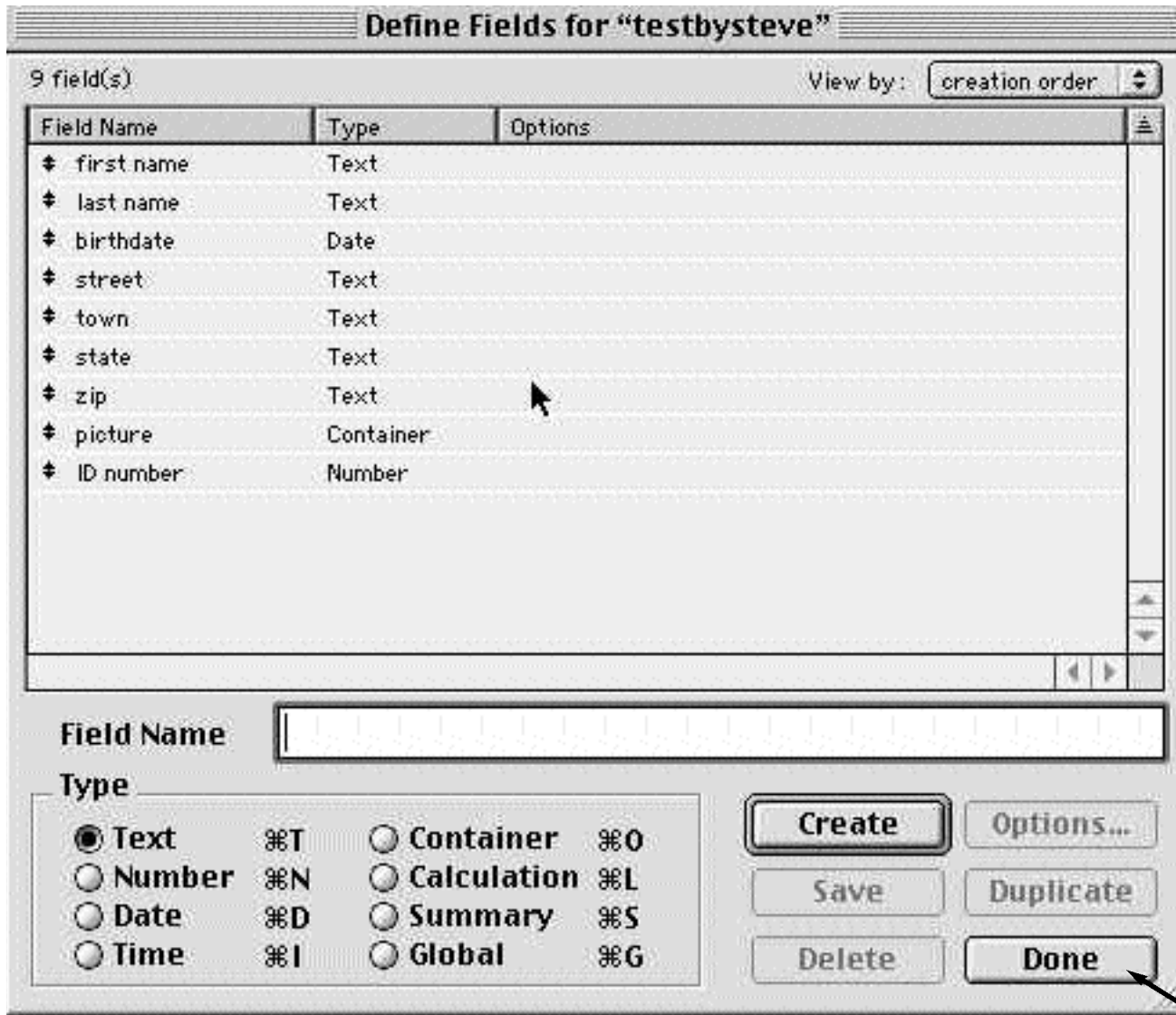
A good way to learn is to explore templates. Most of what we need to do -- has been done. When you open a template -- Filemaker will ask you to save, you can just place it on the desktop and delete it later. You can also use a template to create your own database.

For our exercises.. we will create a new empty file.



Save the file... you can put it on your desktop.. later you can drag it on to your First Class desktop if you want to use it again at another time.

**FILEMAKER
HANDS-ON:
BUILDING A
BASIC
DATABASE**



This screen automatically opens to create fields... you can access it again later via FILE MENU: DEFINE FIELDS.

This screen comes on first as creating fields needs to occur before creating records.

Type in the field name, choose its type, and then press create. You can change the type by clicking on the field name, changing the type, and then pressing save.

A container is for an image which can be cut and paste into Filemaker.

Press **done** when complete (remember you can always add more!).



The image shows a software interface for creating a database layout. At the top is a menu bar with various icons and a font toolbar showing 'Helvetica' and '12 Point'. Below the menu bar is a title bar with the text 'testt'. On the left side, there is a sidebar with 'Layout #1', a preview of a form, 'Records: 1', and 'Unsorted'. The main area displays a form with the following fields and labels:

- first name
- last name
- birthdate
- street
- town
- state
- zip
- picture
- ID number

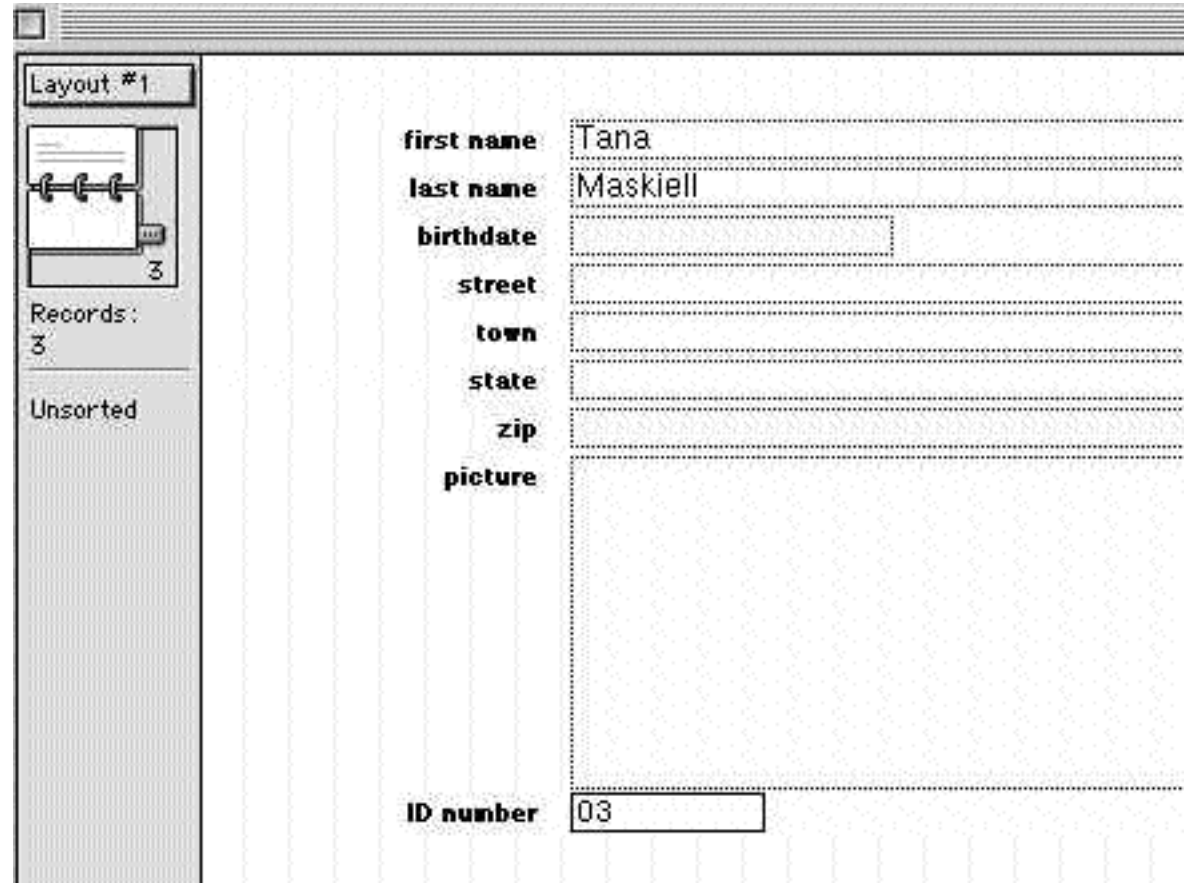
Each field has a corresponding entry box and a title box. Two arrows point from the text on the right to the 'last name' and 'picture' fields.

This is the basic layout created when you finish entering your fields into your database.

Notice that each fields has an entry box and a title box.



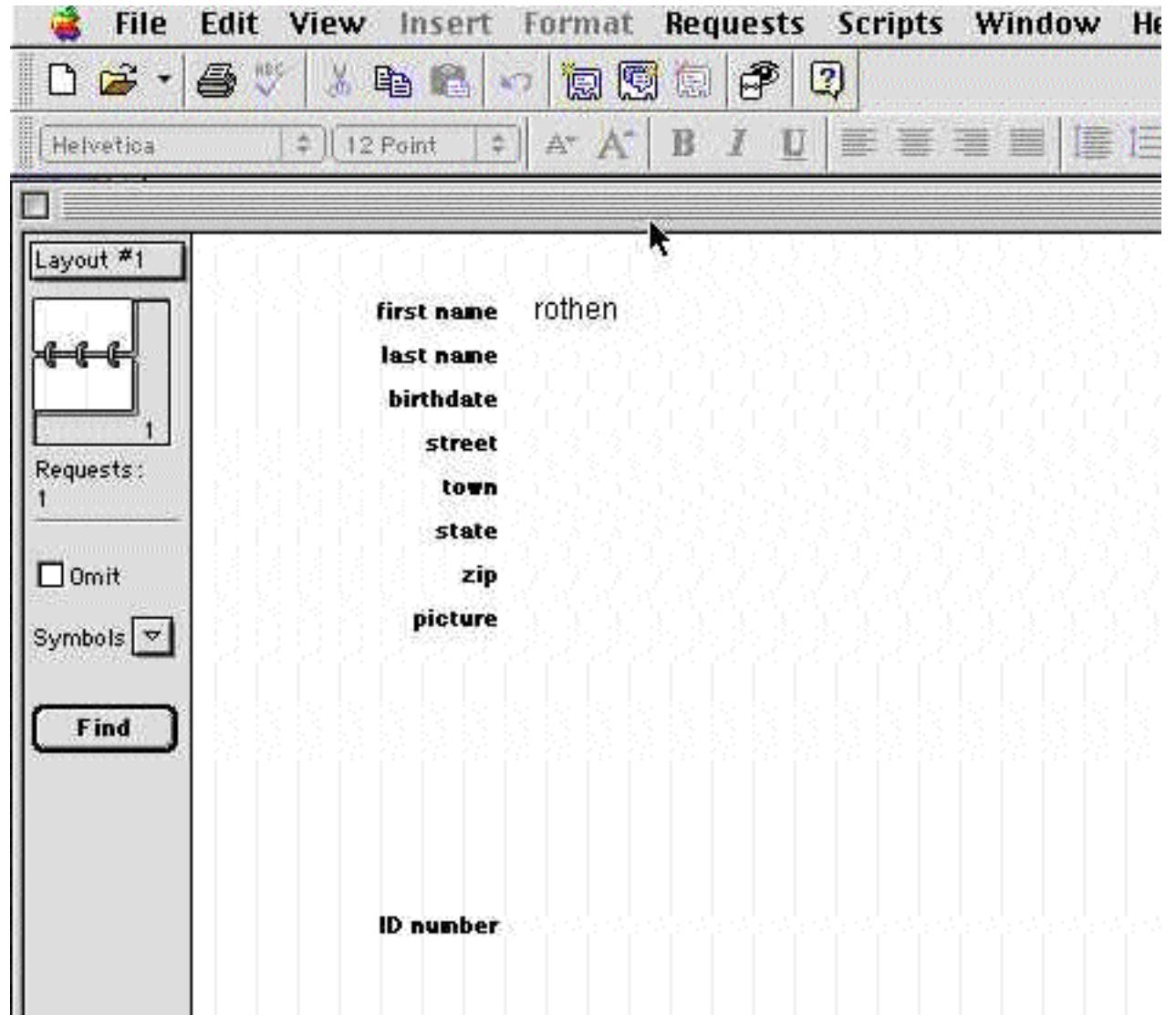
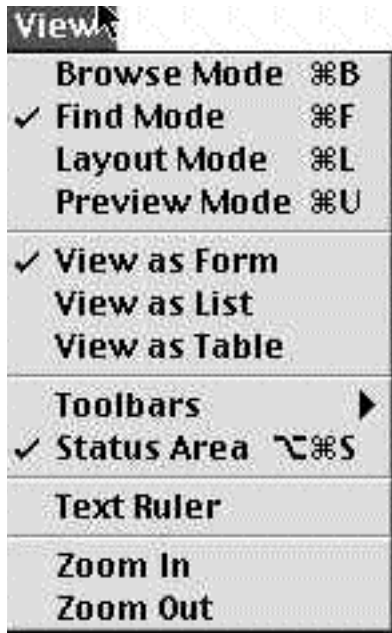
Add a new record.... go to the record menu.



Notice the little Rolodex in the top left.. it is for flipping through records. Tana is the third record (out of three).. I only completed some of the fields.

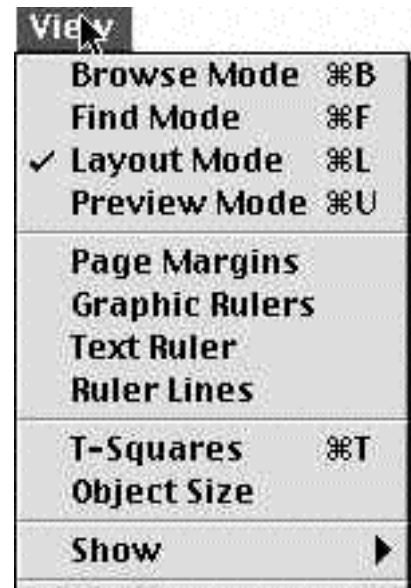
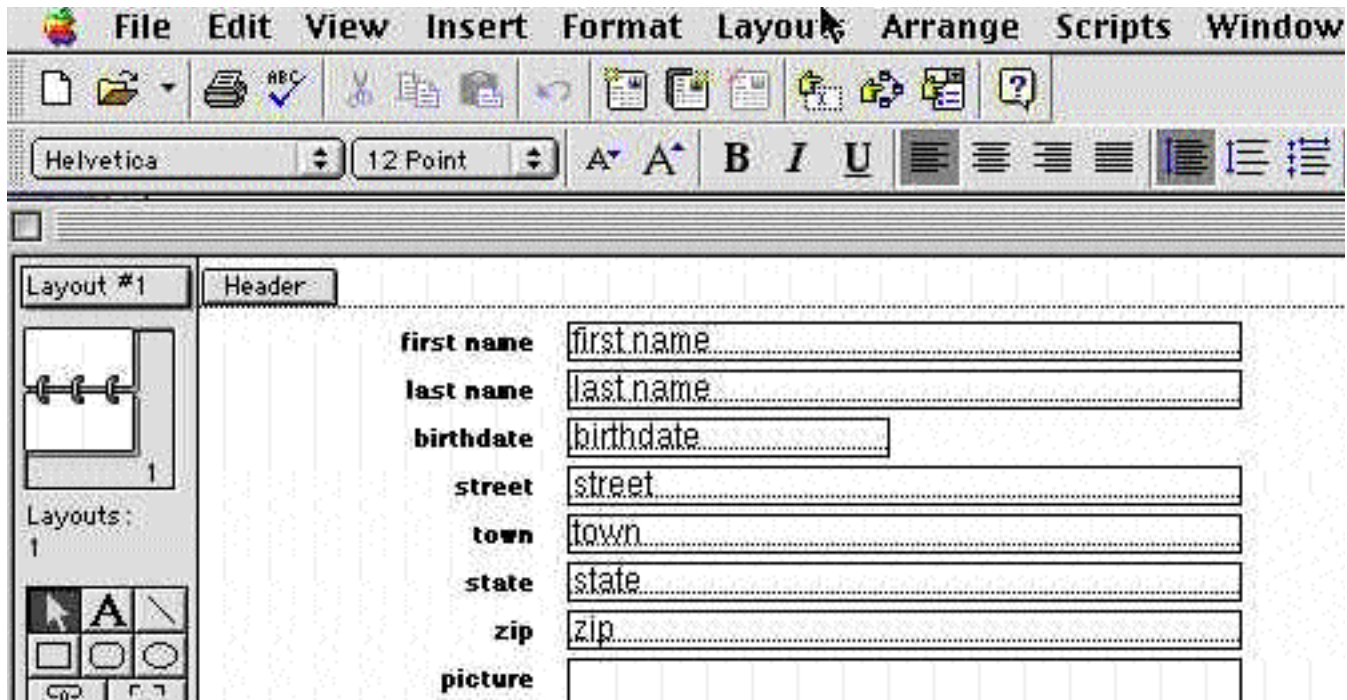


You can view the records as a list, form, or table... it is for flipping through records. Tana is the third record (out of three).. I only completed some of the fields.

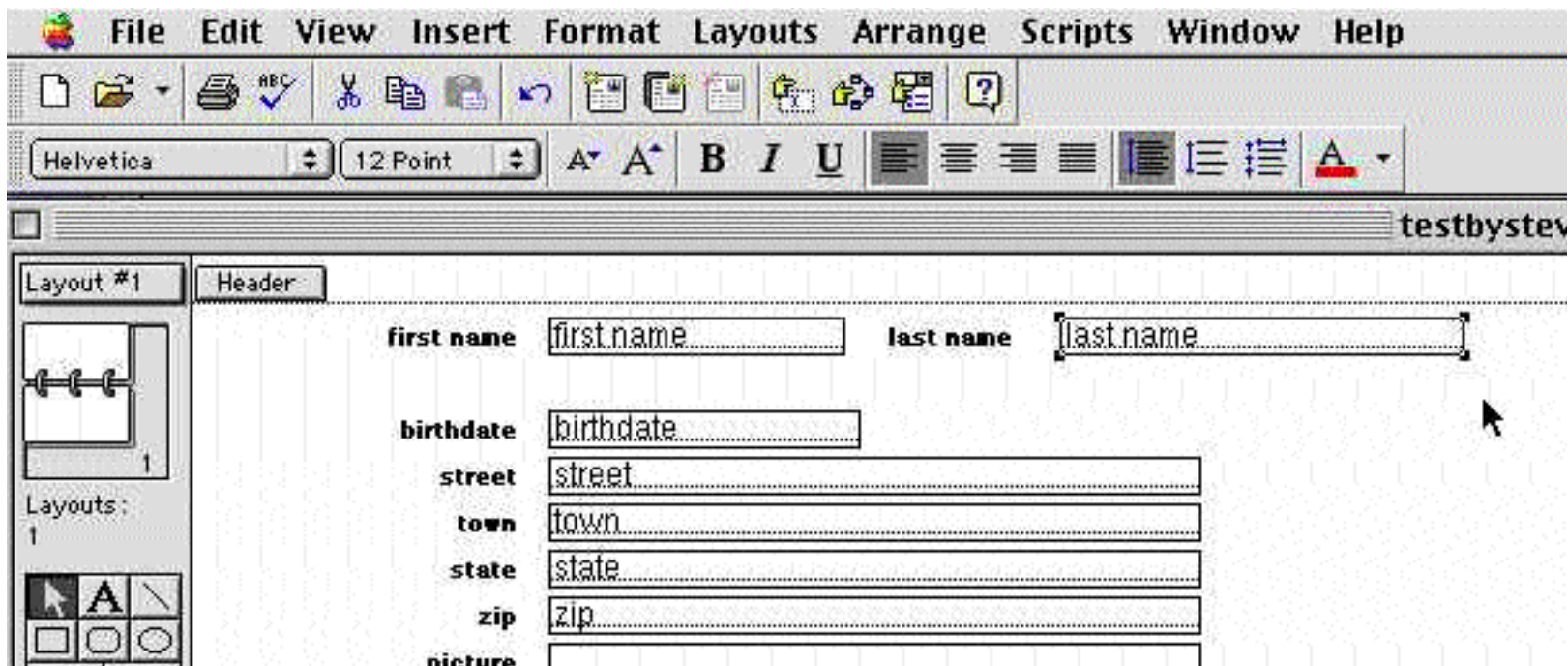


Finding a record or a group of records that match a request

Go to VIEW: FIND MODE.. you will get the screen above... enter in any portion of a field (you can have more than one entry.. logical operation is “AND”).. in addition if you want to search using more criteria (i.e fill in last name).. also if you go to the REQUEST MENU.. and add new requests (logical operation is (“OR”).



You can change you layout.. add and erase new fields.. add colors.. from the VIEW MENU: LAYOUT



Notice the simple change.. moving first and last name around.. you can.. using the side toolbar.. add colors, borders, new fields...

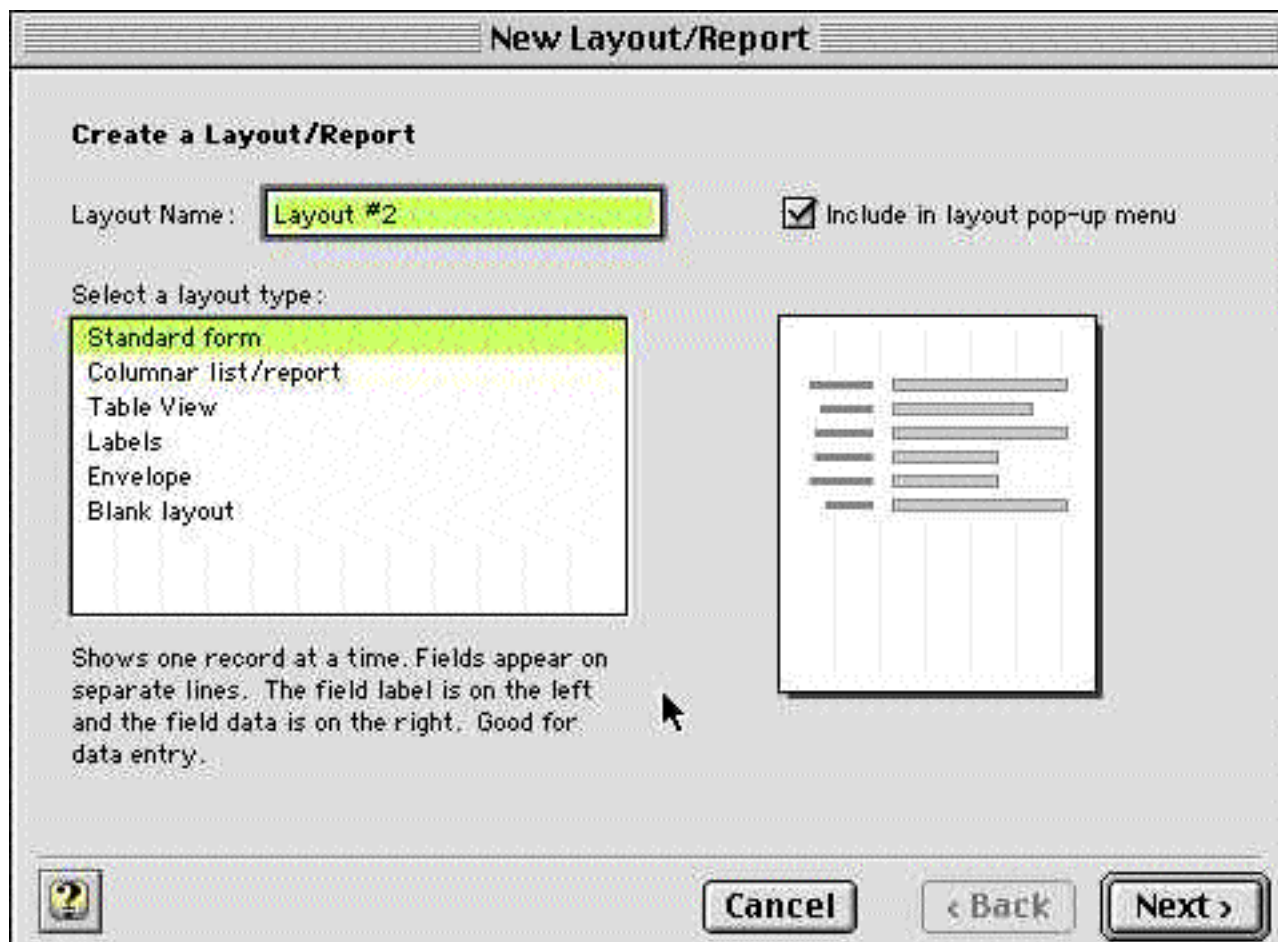
If you want an new layout entirely...see the next page.

Layouts



You can create new layout from the LAYOUT MENU. A new layout could be for labels, envelopes, column charts...

Filemaker brings you through a wizard to make a new layout. The new wizard almost gives you too many choices... feel free to go through a few times.. it is worthwhile. Screen 1 is to the left...



New Layout/Report

Use label measurement for: **Avery 5160**

Use custom measurements:

Labels across the page: **3** Current Print Setup:
 8.5 in wide by 11 in high

Width: **2.556** in

Height: **1.000** in

Star Business 2730 Chapman Ave. Rochester, NY 14626-1100	Paul S. Elmer 1888 Northwood Circle Blowing Rock, NC 28613	Christopher Egan 2231 Madison Street Salt Lake City, Utah 84143
Franklin 175 Main St. Saratoga, NY 12858-1000	Ernest M. L. Co. (H. B. Spill) 23000 Frying Pan NY 12548-2100	Ernest Schoppa 2231 Madison Street Salt Lake City, Utah 84143

Fixed page margins:

Top: **0.43** in Left: **0.42** in
 Bottom: **0.46** in Right: **0.42** in

? **Cancel** **< Back** **Next >**

Layout screen 2.. an example for making labels..

You can change the label measurement.

Layout screen 3... putting in the fields for your labels..

Specify Label Contents

Available fields:

Current File ("testbysteve")

- first name
- last name
- birthdate
- street
- town
- state
- zip

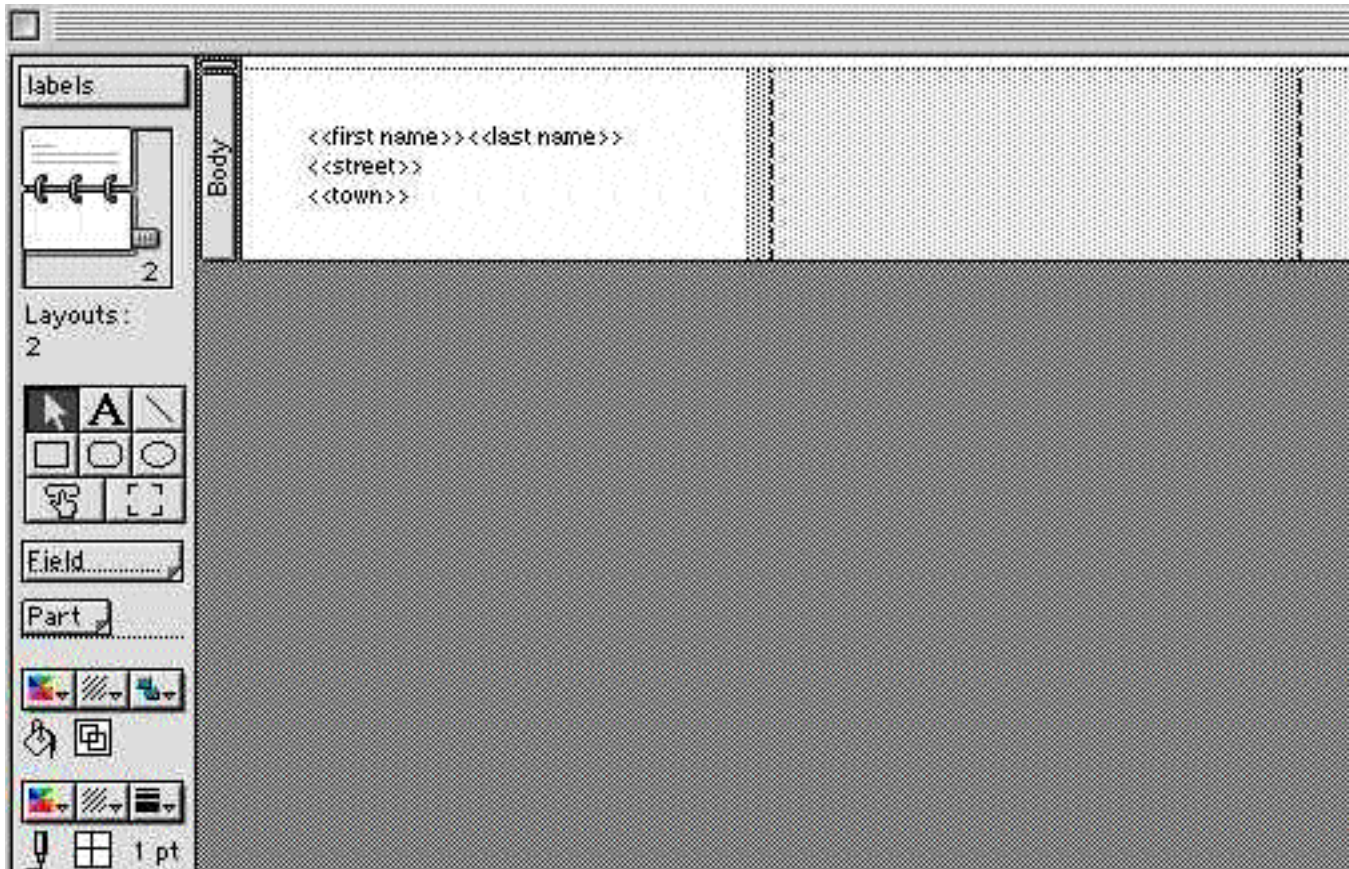
Build a label by selecting fields and adding them to the label contents box. To add text, spaces, punctuation, or line returns, type them directly into the label contents box.

Add Field **Clear All**

Label contents:

```
<<first name>><<last name>>
<<street>>
<<town>>
```

? **Cancel** **< Back** **Next >**

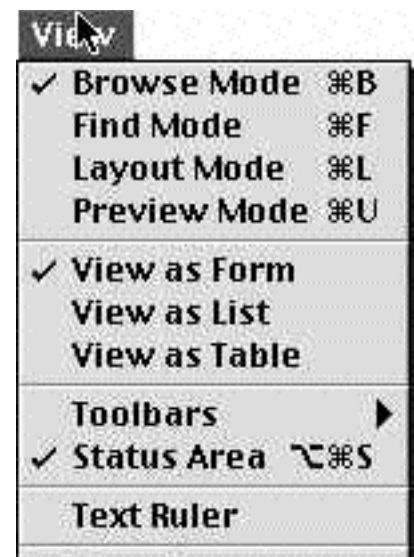


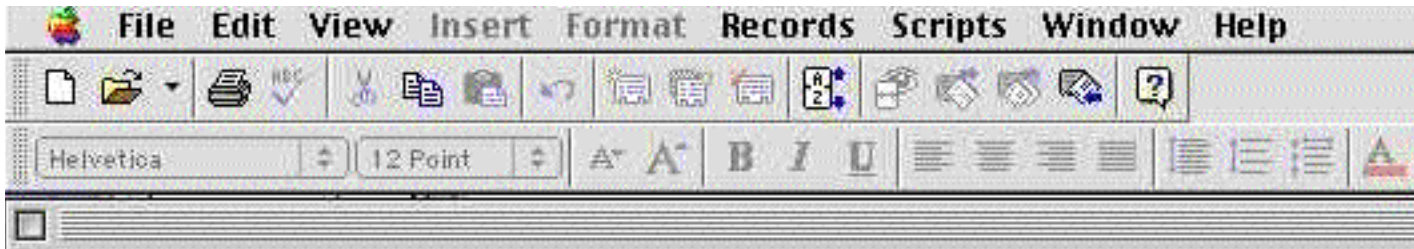
The final layout..

This is a typical layout screen. You can change and move things.. in addition.. when printing labels.. you may need to adjust the headings to get the paper to print just right in your printer. A good trick is to print on paper first and hold the paper up to the light with the label sheet to see how well things fit.

If you had made a different kind of layout.. then the end product would be different.

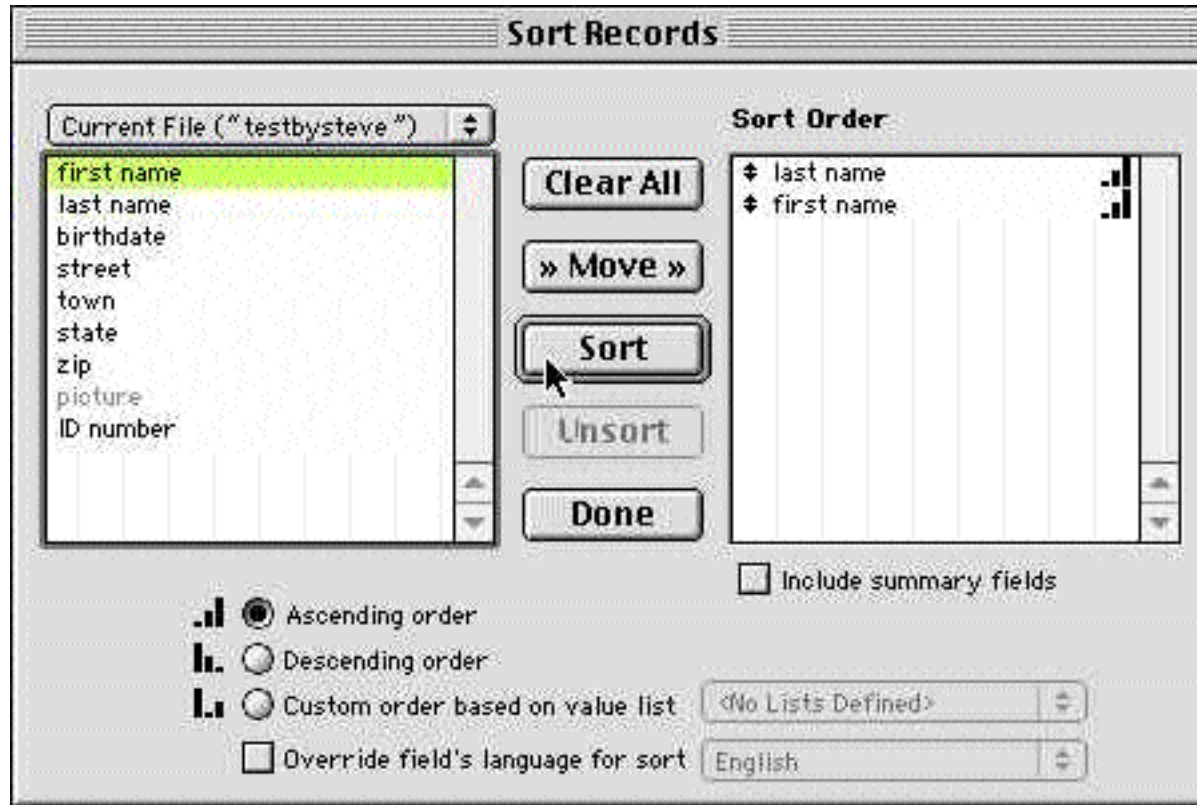
You can see all of your labels in either the Browse or Preview model. The Preview mode gives you what exactly will print. Check out the difference.





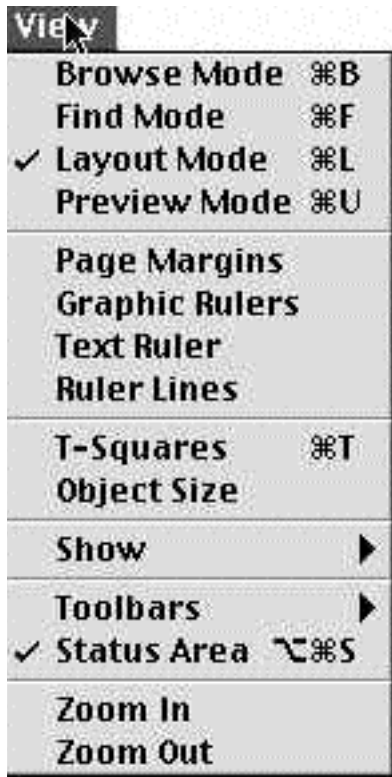
The Toolbars..

The toolbars have many useful buttons including a SORT feature. You can also access sort from the RECORD menu while in the BROWSE mode.



You need to give Filemaker a sort order before starting... choose from the left and move to the right..

Always put last name then first name.. so, for example, Mike Rothenberg will come before Steve Rothenberg.



GENERAL LAYOUT

Using colors
Using borders
Adding shapes



FORMATTING

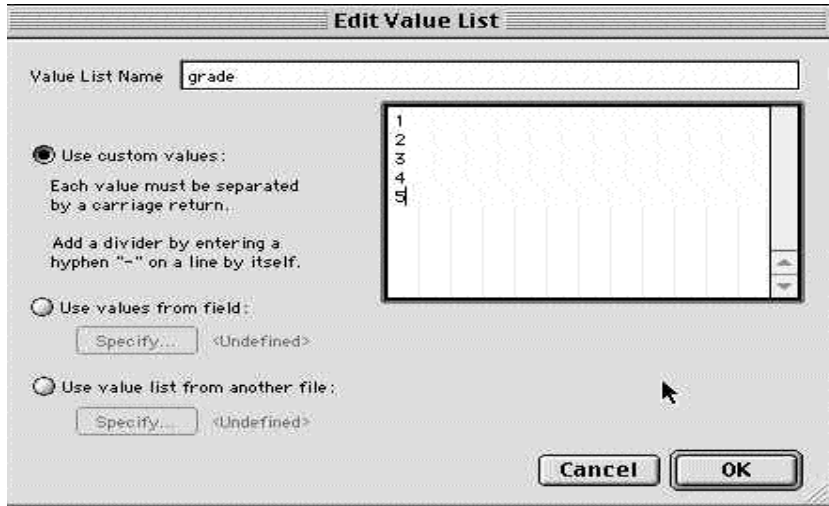
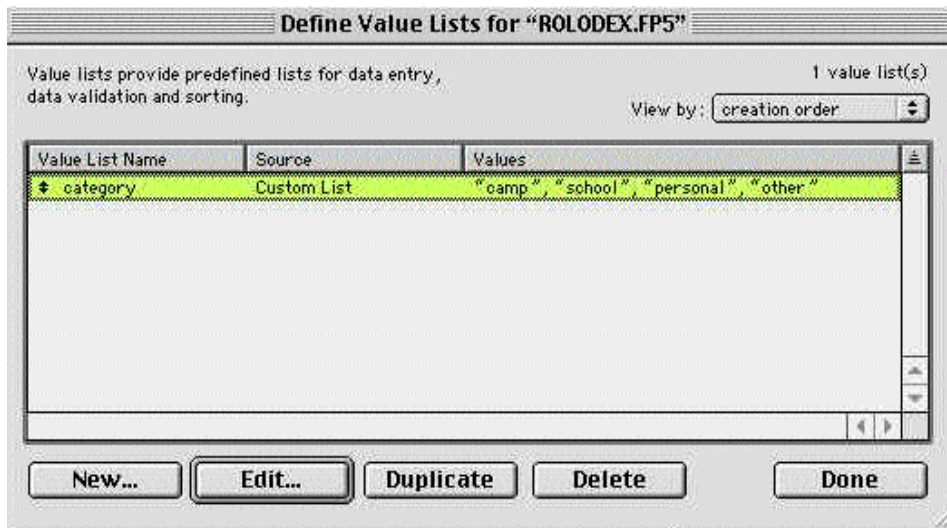
Using pop-up menus
Using radio boxes
Using check fields
Decimal/Percentages
Date format



LAYOUT OPTIONS..

The key here is to make sure that you highlight whatever you are working on.. then proceed to change it -- from appearance to format to alignment. I will demo everything.





To create a pop menu...

First create a value list by going to FILE MENU: create a value list. This is the fixed entry list for the pop menu.

Next go to the MODE: LAYOUT.. in your layout.. go to the field entry box.. highlight it and choose FORMAT MENU: FIELD FORMAT... Choose the kind of list and then the appropriate value list. Revert to the MODE MENU: BROWSE and check out your pop menu.. it is that easy.

